



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

Parcel Map Review Committee Members

Rob Pierce, Planning Commission
James English, Health District
Wayne Handrock, Engineering
Roger Pelham, Planning and Building
Dale Way, Truckee Meadows Fire Protection District

Thursday, February 9, 2023
2:00 p.m.

REMOTE TECHNOLOGY MEETING ONLY

The Washoe County Parcel Map Review Committee met in a schedule session on Thursday, February 9, 2023. This meeting was held via Zoom teleconference.

The meeting was televised live and replayed on the Washoe Channel at: <https://www.washoecounty.gov/mgrsoff/Communications/wctv-live.php>, and can also be found on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>.

1. Call to Order and Determination of Quorum

Chair Pelham called the meeting to order at 2:02 p.m. The following Committee members and staff were present:

Departments represented:

- Community Services Department (CSD)
Wayne Handrock, Engineering
Roger Pelham, Planning and Building
- Health District
Wes Rubio
- Planning Commission
Rob Pierce
- Truckee Meadows Fire Protection District
Dale Way

Members Absent: None

Staff present: Adriana Albarran, Recording Secretary
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office

2. Ethics Law Announcement

Deputy District Attorney Jennifer Gustafson recited the Ethics Law standards.

3. Appeal Procedure

Chair Pelham recited the appeal procedure for items heard before the Parcel Map Review Committee.

4. Public Comment

Recording Secretary, Adriana Albarran said, “Good afternoon, Adriana Albarran, Recording Secretary for The Parcel Map Review Committee. I would like to make a brief public comment on item 8, regarding meeting type. I believe that having remote technology for these meetings is incredibly helpful to all parties involved whether that be the public, members, applicants or staff. As your admin staff for this committee I can honestly say, I really appreciate these meetings being remote only, it makes coordinating multiple individuals and topics much more manageable. If these meetings were in-person only that would make it even more so, but I know and I’m sure a lot of you also value being able to log on and off all from your desk. Especially since these meetings are often less than 30 minutes. With that being said, a hybrid meeting, although it does allow versatility, it is the most complicated type of meeting to run. There are so many moving parts with hybrid meetings that they are more stressful. All in all, I have yet to hear staff, applicants or the public request in-person PMRC meetings or ask if this will be happening in the future. I think people now know and understand that the technology route is here to stay and if you allow yourself the opportunity to really learn it, it’s such an asset. Thank you and I hope that until we see an actual need for in-person or hybrid meetings we keep these meetings remote only. Thank you.”

With no further response to the call for public comment, the period was closed.

5. Approval of February 9, 2023 Agenda

Wes Rubio moved to approve the agenda for the February 9, 2023 meeting as written. The motion, seconded by Rob Pierce, passed unanimously with a vote of five to zero.

6. Approval of January 12, 2023 Draft Minutes

Wes Rubio moved to approve the minutes for the January 12, 2023 Parcel Map Review Committee meeting as written. The motion, seconded by Rob Pierce, passed unanimously with a vote of five to zero.

7. Project Review Items

A. Tentative Parcel Map Case Number WTPM21-0019 (Webb Family Trust) – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 40-acre parcel into three ±5-acre parcels and one ±24.99-acre parcel within the Warm Springs Specific Plan.

- Applicant/Property Owner: Webb Family Trust
- Location: 3325 Broken Spur Rd.
- APN: 077-130-17
- Parcel Size: 40 acres
- Master Plan: Suburban Residential (SR) 53% (21.2 acres) & Rural (R) 47% (18.8 acres)
- Regulatory Zone: Low Density Suburban (LDS) 53% (21.2 acres) & General Rural (GR) 47% (18.8 acres)
- Area Plan: Warm Springs
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3627
- Email: jolander@washoecounty.gov

Planner Olander was absent in her absence Planning Manager, Trevor Lloyd provided a presentation. Applicant representative, Chad Carnes, was available for questions.

With no response to the call for public comment, the public comment period was closed.

Chair Pelham asked Mr. Carnes if he had an opportunity to review the proposed conditions of approval and was in agreement with them.

Mr. Carnes responded he did not have an opportunity to review them as of yet but would.

There were no further comments or questions from committee members.

Mr. Carnes reviewed the proposed conditions and stated they were standard conditions and he did not have any objections.

MOTION: Wes Rubio moved that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM21-0019 for Webb Family Trust, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30(e): Wayne Handrock seconded the motion which carried unanimously.

The motion carried and considered the following criteria:

- 1) General improvement considerations for all parcel maps including, but not limited to:
 - (i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.
 - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the parcels of land being created.
 - (iii) The availability and accessibility of utilities.
 - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks.
 - (v) Conformity with the zoning ordinances and master plan.
 - (vi) General conformity with the governing body's master plan of streets and highways.
 - (vii) The effect of the proposed division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created.
 - (viii) Physical characteristics of the land such as floodplain, slope and soil.
 - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive.
 - (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands.
 - (xi) Community antenna television (CATV) conduit and pull wire.
 - (xii) Recreation and trail easements.

8. **Parcel Map Review Committee (PMRC) Meeting Type / Time** – Discussion and possible action to approve changing the method of holding PMRC meetings from the current remote technology meeting format using Zoom only to offer a hybrid option to allow participation either via Zoom or in-person or may decide to hold meetings in person only. The PMRC may decide to continue holding meetings via Zoom only. The PMRC will also discuss a possible date and time change for future meetings should the committee decide on hybrid or in-person meetings moving forward.

Rob Pierce stated he preferred hybrid or Zoom only meetings. Because the meetings last less than half an hour, it would create a potential hardship for him to have to travel for 30 minutes for a short meeting. He did not have any problems with the current date and time of the meetings.

Wes Rubio seconded Rob's comments. He continued to say there were some benefits to meeting in person; however, believed that the committee could schedule separate meetings to have round table discussions. He also stated he appreciated being able to knock the meetings out from anywhere,

since they could be short meetings. Mr. Rubio added that he would like the option to have the meetings be hybrid if the members or the planner in charge of the project requested it.

Wayne Handrock stated he liked the Zoom option. It was a feasible option for the public and consultants to join remotely.

Brittany Lemon stated, it was easier for her and Mr. Dale Way to join the meetings remotely instead of having to drive to the complex. It allowed them to be able to join and leave easily once the meetings were concluded and resume their other work.

Chair Pelham summarized, the committee members would like PMRC meetings to continue as remote-technology only meetings, via Zoom, unless a member of the committee or planning staff requested an in-person meeting for a particular case. There would be no changes to the date and time of the meeting.

Rob Pierce moved that the Parcel Map Review Committee meetings continue to be held on the second Thursday of every month at 2pm, via Zoom only unless an in-person meeting is requested by a committee member, planning staff or an applicant that is seeking approval of a parcel map. Wes Rubio seconded the motion which carried in favor four to zero, Chair Pelham abstained.

9. Reports and Future Agenda Items [Non-action item]

- A. Future Agenda Items - None
- B. Legal Information and Updates - None

10. Public Comment [Non-action item]

As there was no response to the call for public comment, the comment period was closed.

11. Adjournment

Chair Pelham made the motion to adjourn at 2:29 p.m.

Respectfully submitted,

Adriana Albarran, Recording Secretary

Approved by Committee in session on March 9, 2023.

Roger Pelham, Chair
Senior Planner