



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, April 8, 2021  
2:00 p.m.

Larry Chesney, Planning Commission

James English, Health District

Tim Simpson, Environmental Engineer

Wayne Handrock, Engineering

Dale Way, Truckee Meadows Fire Protection District

Roger Pelham, Planning and Building

**Zoom Teleconference Meeting Only**

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**Due to COVID-19:** No members of the public were allowed in the BCC Chambers due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspended the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public would be permitted to attend and participate. This meeting was held by teleconference only.

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

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The Washoe County Parcel Map Review Committee met in regular session on Thursday, April 8, 2021, at 2:00 p.m., via Zoom.

### 1. Determination of Quorum [Non-action item]

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

Departments represented: Community Services Department (CSD)  
Tim Simpson, Environmental Engineer  
Wayne Handrock, Engineering  
Roger Pelham, Planning and Building

Health District  
Wes Rubio

Planning Commission  
Larry Chesney

Truckee Meadows Fire Protection District  
Dale Way

Staff present:

Donna Fagan, Recording Secretary  
Lacey Kerfoot, Recording Secretary, Trainee  
Julee Olander, Planner, CSD-Planning & Building  
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office

**2. Ethics Law Announcement [Non-action item]**

Deputy District Attorney Jennifer Gustafson recited the Ethics Law standards.

**3. Appeal Procedure [Non-action item]**

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

**4. Public Comment [Non-action item]**

With no response to the call for public comment, Roger Pelham took the opportunity to introduce Lacey Kerfoot, who will be taking over the role of Recording Secretary for the Parcel Map Review Committee. With no further public comment, the comment period was closed.

**5. Possible action to approve Agenda [For possible action]**

In accordance with the Open Meeting Law, Larry Chesney moved to approve the agenda of April 8, 2021, as written. The motion, seconded by Wes Rubio, passed unanimously.

**6. Possible action to approve March 18, 2021 Draft Minutes [For possible action]**

Wes Rubio moved to approve the March 18, 2021 draft minutes, as written. The motion, seconded by Larry Chesney, passed unanimously.

**7. Project Review Items [For possible action]**

**A. Tentative Parcel Map Case Number WTPM21-0002 (Boulder Creek) [For possible action] –**

For hearing, discussion and possible action to approve a tentative parcel map to allow the merger and subsequent re-division of three existing parcels of land into four parcels of land. The existing parcels are 2.48 acres, 5.29 acres and 3.58 acres in size, and the resulting parcels will be 2.69 acres, 3.54 acres and two parcels of 2.53 acres in size

- Applicant: Boulder Creek Enterprises
- Property Owner: Burdick Excavating Company & Boulder Creek Enterprises
- Location: 632 Old US 395
- APN: 046-032-02, 04 & 05
- Parcel Sizes: 2.48, 5.29 & 3.58 acres
- Master Plan: Rural Residential (RR)
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: South Valleys
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Julee Olander, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3627
- Email: [JOlander@washoecounty.us](mailto:JOlander@washoecounty.us)

Julee Olander reviewed her staff report dated March 23, 2021. Ms. Olander noted that upon visit to the site there were still large piles of rock and equipment on the property. Ms. Olander commented that conditions of prior building permit stipulated that operations on the site were to cease as of March 1, 2021. Conditions also stated that the site “be restored to a natural state.” Ms. Olander pointed out that the map cannot be finalized until the mounds of rock and gravel are removed from the site.

Wes Rubio sought to confirm that the property owners were aware of comments made by Dave Kelly, Washoe County Health District, regarding the existing septic system and on-site infrastructure

Mr. Pelham opened the floor to the applicant for presentation or comment.

Linda Burdick (property owner), Burdick Excavating Company and Boulder Creek Enterprises, stated that their intention was to utilize the on-site material to contour the land - adding landscaping and retaining walls. Ms. Burdick stated that they would submit a new grading plan.

Ms. Olander restated that the parcel map cannot be recorded until the material is not mounded.

Mr. Pelham asked whether a grading plan was submitted with this application. Ms. Burdick stated that a grading plan was not submitted with this application, but that a prior grading plan was on file. John Gomez, Plumas Engineering, confirmed that there is a pre-existing grading plan that contained conditions which have not been carried through.

Mr. Pelham asked whether the applicant's intention was to not comply with the grading plans that were already submitted, but to submit new grading plans.

Ms. Olander elaborated that Boulder Engineering had previously received a violation for operations on the property. Subsequently, the applicant came in for a building permit to address the code violations and to obtain a business license. That permit ended March 1, 2021. Ms. Olander stated that any further grading would require a new building permit. Mr. Gomez stated that his understanding of the conditions of approval allowed for an additional grading plan – which is Ms. Burdick's intention.

Wes Rubio asked whether the applicant is going to locate and identify the septic before grading. Mr. Gomez replied in the affirmative. Mr. Rubio reminded the applicant that septic systems are not allowed to be placed in fill; they [septic] must be placed in native soil. Mr. Rubio indicated that the applicant would need to delineate septic system location clearly on plans to ensure future development is not hindered. Mr. Gomez stated that he would make note of that information.

Mr. Pelham brought up that condition 1(e) indicates that if certain thresholds are met or exceeded a Special Use Permit for major grading would be required. Ms. Burdick asked for the threshold in cubic yards that would trigger a further permit. Mr. Pelham advised that without looking at a set of plans, he could not provide an exact number; but provided an estimate of approximately 1,000 cubic yards, depending on the size and slope of the property. Wes Rubio added that projects over 1 acre would also require an air quality approval from the Health Department. Ms. Burdick stated that a current dust control permit is in place.

Wayne Handrock asked Ms. Olander whether the previous building permit was finalized or expired. Ms. Olander clarified that the original condition of the building permit requiring that the applicant return the site to its natural state was not followed up on. Ms. Olander indicated that the condition was carried over to the current parcel map. Wes Rubio clarified that the original grading permit, WBLD16-100255 was issued, but not finalized. Ms. Olander pointed out that there was also a special use permit for grading in 2017 to bring applicant into compliance with operation of quarry and mining of site.

Mr. Pelham asked if there were any questions for the staff planner or for the applicant.

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

Larry Chesney 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 WTPM21-0002 for Boulder Creek Enterprises, subject to the conditions of approval included as Exhibit A of 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(i). Wes Rubio 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:
  - a) 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;
  - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
  - c) The availability and accessibility of utilities;
  - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
  - e) Conformity with the zoning ordinances and master plan;
  - f) General conformity with the governing body's master plan of streets and highways;
  - g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
  - h) Physical characteristics of the land such as floodplain, slope and soil;
  - i) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
  - j) 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;
  - k) Community antenna television (CATV) conduit and pull wire; and
  - l) Recreation and trail easements.

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

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

**9. Public Comment** [Non-action item]

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

**10. Adjournment**

Larry Chesney made the motion to adjourn. Wes Rubio seconded the motion. Chair, Roger Pelham adjourned the meeting at 2:26 p.m.

Respectfully submitted,

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Lacey Kerfoot, Recording Secretary

Approved by Committee in session on \_\_\_\_\_, 2021

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Roger Pelham, Chair  
Senior Planner