



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, June 9, 2016  
1:30 p.m.

James Barnes, Planning Commission  
James English, Health District  
Tim Simpson, Utility Services  
Mike Gump, Engineering  
Amy Ray, Truckee Meadows Fire Protection District  
Lora R. Robb, Planning and Development

Washoe County Administration Complex  
Building A, Room 275  
Mt. Rose Conference Room  
1001 East Ninth Street  
Reno, NV

---

The Washoe County Parcel Map Review Committee met in regular session on Thursday, June 9, 2016, at 1:30 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

### 1. Determination of Quorum

Lora R. Robb called the meeting to order at 1:30 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)  
Tim Simpson, Utility Services  
Kimble Corbridge, Engineering  
Lora R. Robb, Planning and Development  
Health District  
James English  
Truckee Meadows Fire Protection District  
Amy Ray, Fire Marshal

Absent: Planning Commission  
James Barnes

Staff present: Roger Pelham, Senior Planner, Planning and Development  
Wes Rubio, Health District  
Nathan Edwards, Deputy District Attorney, District Attorney's Office  
Donna Fagan, Recording Secretary

### 2. Ethics Law Announcement

Deputy District Attorney, Nathan Edwards, recited the Ethics Law standards.

### 3. Appeal Procedure

Ms. Robb recited the appeal procedure for items heard before the Parcel Map Review Committee.

#### 4. Public Comment

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

#### 5. Approval of Agenda

In accordance with the Open Meeting Law, Kimble Corbridge moved to approve the agenda of June 9, 2016, as written. The motion, seconded by James English, passed unanimously.

#### 6. Approval of May 12, 2016 Draft Minutes

Wes Rubio moved to approve the May 12, 2016 draft minutes, as written. The motion was seconded by Ms. Robb and passed unanimously.

#### 7. Project Review Items

##### A. Tentative Parcel Map Case Number PM16-007 (Chris and Freda Kurtz Trust) – Hearing, discussion, and possible action to approve a parcel map to divide one parcel of ±28.37 acres into four parcels of ±3.41, ±5.00, ±5.00 and ±15.00 acres.

- Applicant/Property Owner: Chris and Freda Kurtz Trust  
PO Box 19434  
Reno, NV 89511
- Location: 2150 Rhodes Road, Washoe Valley, NV
- Assessor's Parcel Number: 017-390-15
- Parcel Size: ±28.37
- Master Plan Category: Rural (R), Rural Residential (RR), and Suburban Residential (SR)
- Regulatory Zone: General Rural (GR), Low Density Suburban (LDS), and Medium Density Rural (MDR)
- 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
- Section/Township/Range: Section 03, T17N, R20E, MDM  
Washoe, NV
- Staff: Roger Pelham, MPA, Senior Planner  
Washoe County Community Services Department  
Planning and Development Division
- Phone: 775-328-3622
- E-mail: rpelham@washoecounty.us

Lora Robb opened the public hearing. Roger Pelham reviewed his staff report dated May 23, 2016.

Kimble Corbridge disclosed he had spoken with Melissa Lindell, with Wood Rodgers, outside the meeting to clarify 3(b) in the conditions of approval. It should read, "The access way of Chance Lane shall be upgraded to a road base road 14-feet in width and 3-inches thick that will allow emergency vehicle travel, issuance of a building permit and take drainage into consideration. Submit plans for review and approval if bonding for the improvements." Mr. Corbridge noted the road is considered from Rhodes Road to the driveway of parcel 1.

James English requested prior to the map finally being recorded, every newly created parcel must have a test hole or documentation of that. Along with the 15-acre parcel can only be divided into three 5-acre parcels, nothing smaller. Ms. Robb asked if the requests should be

added to the conditions as 4(a) and 4(b). Mr. Pelham said both of those items were covered under general health code. They would be applicable in any case. The applicant, Chris Kurtz, asked if those requests were due to the necessity of well and septic on each of the parcels so if public water and sewer were brought in that restriction would go away, in the future. Mr. English said they would verify that prior to signing the final map. Wes Rubio added, at this time there is no service for sewer or water in that area so in order for the final map to get signed and parcel map get approved either they would have to have sewer available for connection or the applicant will have to do the test trenches on site.

DDA Edwards asked to clarify if, on parcel 4, the pole portion was the access to that parcel from Rhodes Road. Mr. Pelham said yes. Mr. Corbridge asked if there was a minimum width of that flag lot. Mr. Kurtz said the minimum is 20-feet with his plans showing it as 30-feet wide.

Melissa Lindell, the applicant's representative with Wood Rodgers, said they are in agreement with everything. There have been some perc tests done on the property and they will work with the Health District on any additional that need to be done.

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

Mr. Corbridge move that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, the Washoe County Parcel Map Review Committee approve Parcel Map Case Number PM16-007 for Chris and Freda Kurtz, with modified condition 3(b) subject to the conditions of approval as listed in the staff report and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Development Code, Section 110.606.30. Mr. English 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.
- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.

**8. \*Reports and Future Agenda Items**

**A. \*Legal Information and Updates**

Ms. Robb stated she will be taking a staff report relating to a Development Code Amendment (DCA) to the Planning Commission on July 5 to ask them to look at the membership code that deals with the PMRC. There have been department changes rendering the current code inaccurate, notably the fire services.

**9. \*Public Comment**

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

**10. Adjournment**

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

\_\_\_\_\_  
Donna Fagan, Recording Secretary

Approved by Committee in session on \_\_\_\_\_, 2016.

\_\_\_\_\_  
William H. Whitney  
Secretary to the Parcel Map Review Committee