



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE Notice of Meeting and Agenda

## Parcel Map Review Committee Members

Larry Chesney, Planning Commission  
James English, Health District  
Timothy Simpson, Environmental Engineer  
Wayne Handrock, Engineering  
Dale Way, Truckee Meadows Fire Protection District  
Roger Pelham, Planning and Building

Thursday, May 13, 2021  
2:00 p.m.

## Zoom Teleconference Meeting Only

**No members of the public will be allowed in the Commission 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 suspends 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 are permitted to attend and participate. This meeting will be held by teleconference only. The meeting will be televised live and replayed on the Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php>

Also available on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>

### **PUBLIC HEARING ITEMS**

(Complete case descriptions are provided beginning on page three of this agenda)

- **Tentative Parcel Map Case Number WTPM21-0004 (Kauffmann 4<sup>th</sup> Subsequent Parcel Map)**
- **Tentative Parcel Map Case Number WTPM21-0003 (RT Merchant Subsequent Division)**

**Possible Changes to Agenda and Timing.** Items on this agenda may be taken out of order, combined with other items, removed from the agenda or moved to the agenda of another later meeting. Items on this agenda may also be moved to or from the consent section. Items designated for a specified time will not be heard prior to the stated time, but may be heard later.

**Public Comment.** Public comments are welcomed during the public comment periods at the beginning and end of the meeting and during public hearing and project review items and are limited to three (3) minutes per person. Persons may not allocate unused time to other speakers.

In accordance with the Governor of Nevada's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by teleconference by logging into the ZOOM webinar at the following link and utilizing the "Raise Hand" feature during any public comment period: <https://us02web.zoom.us/j/89527072051> As an alternative to this link, you can join the ZOOM meeting by typing zoom.us in your computer browser, clicking "Join a Meeting" on the ZOOM website, and entering this Meeting ID: **89527072051**. NOTE: This option will require a computer with audio and video capabilities. Additionally, public comment can be submitted via email to [washoe311@washoecounty.us](mailto:washoe311@washoecounty.us) or by leaving a voice message at: (775) 954-4664. Voice messages received will either be broadcast into the Commission Chamber during the meeting or transcribed for entry into the record. The County will make reasonable efforts to include all comments received for public comment by email and voicemail into the record. Please try to provide comments by 4:00 p.m. on May 12, 2021.

During the general public comment periods at the beginning and end of the meeting, speakers may address any matter either on or off the agenda, including items heard on the consent section of the agenda. For the remainder of the agenda, public comment will only be heard during public hearing and project review items and should be about the specific item being considered by the Committee at that time. If an item is continued, then public comment will not be heard for that item until the date of the continued hearing.

Presentations and public comment for individual agenda items are limited as follows: fifteen minutes each for staff and applicant presentations and three minutes for individual speakers unless extended by questions from the Committee or by action of the Chair. All comments are to be directed to the Committee as a whole and not to one individual. Emails will be included in the record but will only be read aloud during the meeting subject to the chair's discretion and if time permits.

**Responses to Public Comments.** The Parcel Map Review Committee may deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. The Open Meeting Law does not expressly prohibit responses to public comments by the Committee. However, responses from Committee members to unlisted public comment topics could become deliberation on a matter without notice to the public. To avoid this situation and to ensure that the public has notice of all matters the Committee will consider, members may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action, or to ask that a matter be listed on a future agenda.

**Forum Restrictions and Orderly Conduct of Business.** The Parcel Map Review Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Posting of Agenda; Location of Website.** Pursuant to NRS 241.020(4)(b), the Agenda for the Parcel Map Review Committee has been electronically posted at [https://www.washoecounty.us/csd/planning\\_and\\_development/board\\_commission/parcel\\_map\\_review\\_committee/index.php](https://www.washoecounty.us/csd/planning_and_development/board_commission/parcel_map_review_committee/index.php) and <https://notice.nv.gov>. Pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 3, the requirement that public notice agendas be posted at physical locations within the State of Nevada has been suspended.

**How to Get Copies of Agenda and Supporting Materials.** Copies of this agenda and supporting materials for the items on the agenda provided to the Parcel Map Review Committee may be obtained on the Planning and Building Division's website at [https://www.washoecounty.us/csd/planning\\_and\\_development/board\\_commission/parcel\\_map\\_review\\_committee/index.php](https://www.washoecounty.us/csd/planning_and_development/board_commission/parcel_map_review_committee/index.php) or at the Planning and Building Division Office (contact Lacey Kerfoot, 1001 E. Ninth Street, Building A, Room A275, phone (775) 328-3606, or e-mail [LKerfoot@washoecounty.us](mailto:LKerfoot@washoecounty.us)). If you make a request, we can provide you with a link to a website, send you the material by email or prepare paper copies for you at no charge. Supporting materials are available to the public at the same time they are available to Committee members. If materials are distributed at a meeting, they are available within one business day after the meeting.

**Appeal Procedure.** Most decisions rendered by the Parcel Map Review Committee are appealable. If you disagree with the decision of the Parcel Map Review Committee and you want to appeal its action, call the Planning staff immediately, at (775) 328-6100. You will be informed of the appeal procedure and application fee. Appeals must be in writing and must be delivered to the Planning and Building Division within 10 calendar days from the date that the decision being appealed is signed by the Secretary of the Parcel Map Review Committee and mailed to the original applicant in the proceeding being appealed, in accordance with Washoe County Code.

An appeal of the Parcel Map Review Committee's decision on a Tentative Parcel Map may be made to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.

An appeal of the Committee's decision on a Final Parcel Map may be made to the Board of Adjustment in accordance with Section 110.912.10 of the Development Code.

2:00 p.m.

## AGENDA

1. **Call to Order and Determination of Quorum** [Non-action item]
2. **Ethics Law Announcement** [Non-action item]

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

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

Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Parcel Map Review Committee as a whole.

**5. Approval of the Agenda [For possible action]**

**6. Approval of the [April 8, 2021 Draft Minutes](#) [For possible action]**

Committee members may identify any additions or corrections to the draft minutes as transcribed.

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

The Parcel Map Review Committee may take action to approve, conditionally approve, or deny an application.

**A. [Tentative Parcel Map Case Number WTPM21-0004 \(Kauffmann 4<sup>th</sup> Subsequent Parcel Map\)](#)**

**[For possible action]** – For hearing, discussion, and possible action to approve a tentative parcel map to allow the division of an existing parcel of land into four parcels. The existing parcel of land is approximately 25.05 acres in size. The four resulting parcels of land are proposed to be approximately 5.03, 5.01, 5.00 and 10.01 acres in size. This is a subsequent division of land within the last 5 years.

- Applicant: Gary Kauffman
- Property Owner: Dyke and Beth Kauffman
- Location: 0 Kauffman Court
- APN: 050-550-20
- Parcel Size: ±25.05 acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- 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: Chris Bronczyk, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3612
- Email: [cbronczyk@washoecounty.us](mailto:cbronczyk@washoecounty.us)

**B. [Tentative Parcel Map Case Number WTPM21-0003 \(RT Merchant Subsequent Division\)](#) [For possible action]**

– For hearing, discussion and possible action to approve a tentative parcel map to allow the division of an existing parcel of land into three parcels of land. The existing parcel of land is approximately 34.8 acres in size. The three resulting parcels of land are proposed to be

approximately 15.73, 6.39 and 5.23 acres in size. This is a subsequent division of land within the last 5 years.

- Applicant: Odyssey Engineering, Attn.: Kelly Combest
- Property Owner: RT Merchant, LLC, Attn.: Michael Merchant
- Location: On the east side of Eastlake Blvd, approximately ¼ mile south of its intersection with US Highway 395.
- APN: 050-210-54
- Parcel Size: ± 34.8 acres
- Master Plan: Rural Residential (RR)
- Regulatory Zone: 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
- Staff: Roger Pelham, MPA, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3627
- Email: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)

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

A. Future Agenda Items

B. Legal Information and Updates

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

Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Parcel Map Review Committee as a whole.

**10. Adjournment** [Non-action item]