



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE Meeting Minutes

Parcel Map Review Committee Members

Thursday, July 14, 2022
2:00 p.m.

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

REMOTE TECHNOLOGY MEETING ONLY

The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, July 14, 2022. 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 [Non-action item]

Eric Young called the meeting to order at 2:01 p.m. The following Committee members and staff were present:

Departments represented: Community Services Department (CSD)

Jennifer Heeran, Engineering
Eric Young, Planning and Building

Health District

James English

Planning Commission

Rob Pierce

Truckee Meadows Fire Protection District

Dale Way

Members Absent: Roger Pelham, Planning and Building
Wayne Handrock, Engineering

Staff present: Adriana Albarran, Recording Secretary
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]

Eric Young 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, the period was closed.

5. Approval of Agenda [For possible action]

James English moved to approve the agenda for the July 14, 2022 meeting as written. The motion, seconded by Rob Pierce, passed unanimously with a vote of 5 to 0.

6. Approval of June 9, 2022 Draft Minutes [For possible action]

James English moved to approve the minutes for the June 9, 2022 Parcel Map Review Committee meeting as written. The motion, seconded by Dale Way, passed with a vote of 4 to 0 with Rob Pierce abstaining his vote.

7. Project Review Items [For possible action]

A. Tentative Parcel Map Case Number WTPM21-0025 (Leon Drive) [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 29,054 square foot parcel into 2 parcels, 15,688 square feet and 13,455 square feet.

- Applicant: Star West Homes
- Property Owner: Jumbled Hills, LLC
- Location: 5290 Leon Drive
- APN: 085-071-24
- Parcel Size: .667 acres / 29,054 square feet
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban
- Area Plan: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Staff: Courtney Weiche, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3608
- Email: cweiche@washoecounty.gov

Senior Planner Weiche reviewed her staff report.

Questions for Planner / Applicant:

Eric Young asked about the two dashed lines present on the parcel map image. He understood one showed the setbacks but was unsure of what the second was.

Applicant representative, Torie Jackson confirmed the outer set of dashed line were the setbacks.

After scrolling down on the parcel map, per Jennifer Heeran’s request, Planner Weiche was able to clarify that the second dashed line was meant to show the public utility easement.

Planner Young stated that Parcel 2-A was showing the buildable area instead of what the regulatory setbacks are.

Planner Weiche and Planner Young discussed what the actual setbacks and buildable area was for Parcel 2-A. Planner Weiche asked if it would be appropriate to not have the setback lines appear on the final map to clear up any confusion. Planner Young asked DDA Gustafson for her input on whether adding a condition to have the applicant remove the dashed setback line would be fine. DDA Gustafson responded that it would be; however, she also mentioned getting it on record per the applicant or applicant representative that they were agreeable to such condition.

Applicant representative, Torie Jackson added that it would not be a problem to remove those setback lines from the final map.

Planner Young requested that the setback line be removed from Parcel 1-A but have it remain on

Parcel 2-A. Applicant representative Jackson agreed.

Jennifer Heeran asked Planner Young why the setback lines would be removed from one parcel but not the other. Planner Young explained it was because different planners would give different responses to what the setbacks were for Parcel 2-A.

Applicant representative Jackson asked if the MDS guidelines would still be met. Planner Young confirmed that they would be.

Public Comment:

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

Eric Young 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 WTPM21-0025 (Leon Drive) for Star West Homes, subject to the conditions of approval included as Exhibit A with the staff report, and the added conditions of removing the setback line on Parcel 1-A and better identify the setback line on Parcel 2-A, and to remove the existing structures prior to the final map. 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): Jennifer Heeran 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.

B. Tentative Parcel Map Case Number WTPM22-0008 (Rasmussen) [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 37.92-acre parcel into four parcels of 22.56 acres, 5.92 acres, 5.97 acres and 5.0 acres.

- Applicant / Property Owner: Elaine Rasmussen
- Location: At end of William Brent Road
- APN: 055-083-16
- Parcel Size: 37.92 acres

- Master Plan: Rural Residential (RR)
- Regulatory Zone: 88% High Density Rural (HDR) & 12% General Rural (GR)
- Area Plan: South Valleys
- 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.gov

Planner Olander reviewed her staff report.

Applicant representative, John Gomez did not have a presentation but did note that the north portion on William Brent Rd. is a boundary line adjustment map that is currently in process, not an abandonment. Planner Olander confirmed.

Public Comment:

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

Rob Pierce 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 WTPM22-0008 for Elaine Rasmussen, 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): Jennifer Heeran 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.

Reports and Future Agenda Items [Non-action item]

A. Future Agenda Items - None

B. Legal Information and Updates - None

8. Public Comment [Non-action item]

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

9. Adjournment

Chair Pelham made the motion to adjourn at 2:34 p.m.

Respectfully submitted,



Adriana Albarran, Recording Secretary

Approved by Committee in session on August 11, 2022



Roger Pelham, Chair
Senior Planner