



# 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  
Christopher Bronczyk, Planning and Building  
Dale Way, Truckee Meadows Fire Protection District

Thursday, July 13, 2023  
2:00 p.m.

## REMOTE TECHNOLOGY MEETING ONLY

The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, July 13, 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 [Non-action item]

Chair Bronczyk called the meeting to order at 2:00 p.m. The following Committee members and staff were present:

Departments represented: Community Services Department (CSD)  
Janelle Thomas, Engineering  
Christopher Bronczyk, Planning and Building  
Health District  
James English

Members Absent: Rob Pierce, Planning Commission  
Dale Way, Truckee Meadows Fire Protection District

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]

Chris Bronczyk 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 July 13, 2023 Agenda [For possible action]

Janelle Thomas moved to approve the agenda for the July 13, 2023 meeting as written. The motion, seconded by James English, passed with a vote of 3 to 0. Rob Pierce and Dale Way were absent.

## 6. Approval of June 15, 2023 Draft Minutes [For possible action]

James English moved to approve the minutes for the June 15, 2023 Parcel Map Review Committee meeting as written. The motion, seconded by Janelle Thomas, passed with a vote of 3 to 0. Rob Pierce and Dale Way were absent.

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

**A. Tentative Parcel Map Case Number WTPM23-0006 (Ophir Hill) –** For hearing, discussion, and possible action to 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 5.29 acres, 2.48 acres and 3.58 acres in size. The resulting parcels will be 2.53 acres, 2.53 acres, 2.97 acres, and 3.26 acres.

- Applicant/Property Owner: Burdick Excavating Co., Inc.
- Location: 632 Old US 395, Washoe Valley, NV 89704
- APN: 046-032-02, 046-032-04 & 046-032-05
- Parcel Size: 5.29 acres, 2.48 acres & 3.58 acres (total: 11.35 acres)
- Master Plan: Rural Residential
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: South Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Clark
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3618
- Email: krstark@washoecounty.gov

Chair Bronczyk disclosed that he was the primary planner for the special use permit (SUP) for Ophir Hill's request for grading. He provided conditions on behalf of Planning and presented to the Board of Adjustment. He stated there was no conflict on his part and his actions would have no affect on his professional judgment for this committee.

DDA Gustafson reiterated Chair Bronczyk' s statement and asked if he would be able to be fair to the parcel map case before the committee.

Chair Bronczyk stated he could be fair to the case.

Janelle Thomas also disclosed that she was involved in the SUP for the Ophir Hill case in assisting Staff and providing conditions, she also provided conditions for the parcel map case before the committee today. However, she would have no conflict making an unbiased decision.

Planner Stark provided a presentation.

Chair Bronczyk asked Planner Stark about the structure currently existing on the parcel and whether it met the current required setbacks.

Planner Stark responded, yes. The applicants engineer had provided an updated map image which showed the required setback additionally, a condition of approval was included in exhibit a.

Applicant representative, John Krmpotic was available for questions.

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

Chair Bronczyk 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 WTPM23-0006 for Burdick Excavating Co., Inc., 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). Janelle Thomas seconded the motion which passed with a vote of 3 to 0. Rob Pierce and Dale Way were absent.

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. 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**

Chair Bronczyk made the motion to adjourn at 2:24 p.m.

Respectfully submitted,

*Adriana Albarran*

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Adriana Albarran, Recording Secretary

Approved by Committee in session on August 10, 2023

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Chris Bronczyk, Chair, Senior Planner