



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, April 11, 2019  
2:00 p.m.

Larry Chesney, Planning Commission  
James English, Health District  
Tim Simpson, Environmental Engineer  
Wayne Handrock, Engineering  
Don Coon, Truckee Meadows Fire Protection District  
Eric Young, Planning and Building

Washoe County Administration Complex  
Building A, Room 265  
Mt. Rose Conference Room  
1001 East Ninth Street  
Reno, NV

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The Washoe County Parcel Map Review Committee met in regular session on Thursday, April 11, 2019, at 2:00 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

### 1. \*Determination of Quorum

Eric Young called the meeting to order at 2:03 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)  
Tim Simpson, Environmental Engineer  
Eric Young, Planning and Building  
Health District  
James English  
Planning Commission  
Larry Chesney

Members Absent: Community Services Department (CSD)  
Wayne Handrock, Engineering  
Truckee Meadows Fire Protection District  
Don Coon

Staff present: Chris Bronczyk, Planner, Planning and Building  
Donna Fagan, Recording Secretary  
Michael Large, Deputy District Attorney, District Attorney's Office

### 2. \*Ethics Law Announcement

Deputy District Attorney Michael Large recited the Ethics Law standards.

### 3. \*Appeal Procedure

Mr. Young recited the appeal procedure for items heard before the Parcel Map Review Committee.

#### 4. \*General Public Comment

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

#### 5. Possible action to approve Agenda

In accordance with the Open Meeting Law, Larry Chesney moved to approve the agenda of April 11, 2019, as written. The motion, seconded by Tim Simpson, passed unanimously.

#### 6. Possible action to approve January 10, 2019 Draft Minutes

Tim Simpson moved to approve the January 10, 2019 draft minutes, as written. The motion was seconded by Larry Chesney and passed unanimously.

#### 7. Project Review Items

**A. Tentative Parcel Map Case Number WTPM19-0003 (Sullivan Foothill Road)** - For possible action, hearing, and discussion to approve the creation of three new lots, and one remainder. The sizes of the newly created lots will consist of one 18.124 acre lot, two 15.722 acre lots, and a remaining 17.226 acre lot. The lots are zoned High Density Residential (1 Dwelling Unit per 2.5 Acres) and General Rural (1 Dwelling Unit per 40 Acres).

- Applicant/Property Owner: Michael, Alan, and Daniel Sullivan
- Location: 1455 Foothill Road
- APN: 044-391-13
- Parcel Size: 66.786 Acres
- Master Plan: Rural Residential (86%); Rural (14%)
- Regulatory Zone: High Density Rural (86%); General Rural (14%)
- Area Plan: Southwest Truckee Meadows
- 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)

Eric Young opened the public hearing. Chris Bronczyk reviewed his staff report dated March 19, 2019.

Larry Chesney asked if Thomas Creek was considered a FEMA flood zone. Mr. Bronczyk said it is.

Mr. Bronczyk brought to the Committee's attention, condition 1(k) i – iii, which would address Goal 18 of the Southwest Truckee Meadows Area Plan. The development constraints and suitability map did delineate the 100 year flood hazards as well as potential wetlands. This information was obtained from the national wetland inventory website through the US Geological Survey. Mr. Bronczyk proposed a change to the language of condition 1(h) which should now be "Applicant shall provide a building envelope on each proposed parcel. This envelope shall show required setbacks and shall not include the critical stream buffer zone."

Mr. Young clarified Article 418 is the significant hydrologic resources article of Washoe County Development Code and includes the site suitability map. He asked if there had been any analysis done on the parcels, the way they are proposed to be structured, to see if it is possible to do a building envelope and not be left with an unbuildable situation. Mr. Bronczyk said right now there are three parcels that interact with the significant hydrological resource, one contains an existing home and that home is outside of the sensitive stream buffer. These are extremely large lots. Parcel 2 has

natural constraints already and will be in a flood hazard zone. That parcel will have to build up prior to anything.

Tim Simpson asked what authority the PMRC has to alter or condition things contrary to code. Mr. Young said this is part of the Southwest Truckee Meadows Area Plan. Mr. Simpson said, so if the applicant had a concern about this particular condition the avenue for them to make any modification to it would be through a master plan amendment. Mr. Young said yes. DDA Large said he would discourage this Committee from ever violating Washoe County Code. He said there are areas where they allow certain exceptions to apply but if clearly delineated the applicant would have to get a master plan amendment. Mr. Chesney asked what was the importance of changing the wording? Mr. Bronczyk said providing a "building envelope" would show a buildable area within the parcel showing where the setbacks are so the applicant or potential buyer will see where they can actually build within the parcel. The only exception he doesn't want included in the building envelope is the critical stream buffer because Article 418 does not allow that area to be built in anyway.

James English noted he has no issues but based on this location, the applicant may have difficulty siting septic systems and wells which may impact the size and/or location of the house.

Mr. Young opened public comment.

Michael Sullivan, the applicant, read from a letter which he submitted to the Committee.

Mr. Young asked who is requiring the cul-de-sac, Mr. Sullivan referred to in his letter. Mr. Bronczyk said that is an Engineering requirement for current road standards. Mallory Lane is a Washoe County maintained public road. It has a dead end. Engineering is looking to perpetuate it to be a cul-de-sac. Engineering and the applicant noted Mallory Lane does not meet county standards. The applicant is being required to do a 40 foot radius cul-de-sac at the dead end. No improvements.

Mr. Young spoke to Mr. Sullivan's comment regarding providing a wetland delineation study of the property when in fact it is agricultural property which has been irrigated for many years. Mr. Young believes the county should review this. He reads the condition and doesn't know what can be done about it, at this time. Mr. Chesney said if at the time the survey was done, the parcel was irrigated pasture, there should be delineation between wetland and irrigated pasture. Mr. Young said when the applicant provide the information for the condition, it will be decided the land is irrigated pasture and not wetland. The applicant will have to go through the official process which they believe doesn't meet the criteria but will have to spend the money to prove it and are probably a bit irritated by it. Right now this is the policy and what they have to do.

Walt West, Engineering, entered the meeting to address the cul-de-sac questions.

Mr. West said as the current county road terminates there needs to be a place for firetrucks and snowplows to turn around. Mr. Young asked if the standard provides any alternatives. Mr. West said there may be some opportunity for discussion such as a hammer head or something like that. Mr. West said he would accept changing the language of condition 3(h) to "A paved cul-de-sac or other turnaround acceptable to County Engineer, that meets Washoe County Standards shall be constructed at the terminus of Mallory Lane". Mr. Sullivan asked for definition of "other turn around". Mr. Young said this will give Mr. Sullivan's engineer an opportunity to talk with the County Engineer to come up with something for the end of the road.

Tim Simpson 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 WTPM19-0003 for Michael Sullivan, subject to the conditions of approval included as Exhibit A with the staff report, with the noted changes to conditions 1(h) and the alteration to "turn around" by the county engineer, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30. James 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.

**B. Tentative Parcel Map Case Number WTPM19-0002 (Kahn Family Trust)** - For possible action, hearing, and discussion to approve a tentative parcel map dividing a one 5.28 acre parcel into a 1.61 acre parcel, and a 3.67 remainder parcel.

- Applicant: Glen Armstrong
- Property Owner: Kahn Family Trust
- Location: 37 Isidor Court
- APN: 538-182-03
- Parcel Size: 5.28 Acres
- Master Plan: Industrial (I)
- Regulatory Zone: Industrial (I)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 4 – Commissioner Hartung
- 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)

Eric Young opened the public meeting. Chris Bronczyk reviewed his staff report dated April 1, 2019.

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

Tim Simpson 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 WTPM19-0002 for Kahn Family Trust 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. Larry Chesney 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**

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

None

**9. \*General Public Comment**

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

**10. Adjournment**

Eric Young made the motion to adjourn at 2:47 p.m.

Respectfully submitted,

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Donna Fagan, Recording Secretary

Approved by Committee in session on June 13, 2019

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Eric Young, Chair  
Senior Planner

DRAFT