



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, February 11, 2021  
2:00 p.m.

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

**Zoom Teleconference Only**  
**Washoe County Administration Complex**  
**Building A**  
**Commission Chambers**  
**1001 East Ninth Street**  
**Reno, NV**

**Due to COVID-19:** No members of the public were allowed in the BCC 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 suspended 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 would be permitted to attend and participate. This meeting was held by teleconference only.

The meeting was televised live and can be replayed on Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php> also on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>

The Washoe County Parcel Map Review Committee met in regular session on Thursday, February 11, 2021, at 2:11 p.m., via Zoom.

### 1. Determination of Quorum [Non-action item]

Wes Rubio, acting as Chair, called the meeting to order at 2:11 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)  
Tim Simpson, Environmental Engineer  
Wayne Handrock, Engineering  
Roger Pelham, Planning and Building  
Health District  
Wes Rubio  
Planning Commission  
Larry Chesney

Members Absent: Truckee Meadows Fire Protection District  
Dale Way

Staff present: Donna Fagan, 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]**

Wes Rubio 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. Possible action to approve Agenda [For possible action]**

In accordance with the Open Meeting Law, Tim Simpson moved to approve the agenda of February 11, 2021, as written. The motion, seconded by Larry Chesney, passed unanimously.

**6. Possible action to approve January 14, 2021 Draft Minutes [For possible action]**

Tim Simpson moved to approve the January 14, 2021 draft minutes, as written. The motion, seconded by Larry Chesney, passed unanimously.

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

**A. Tentative Parcel Map Case Number WTPM20-0017 (Sidehill Parcel Map) [For possible action]** – For possible action, hearing, and discussion to approve the division of one parcel of land of approximately 1.37 acres in size into four parcels of land, each being approximately 15,020 square feet (±0.34 acres) in size.

- Applicant: Star West Homes
- Property Owner: Bilk Creek, LLC
- Location: 5636 Sidehill Drive, approximately 250 feet north of its intersection with West Sixth Avenue
- APN: 085-620-23
- Parcel Size: ± 1.379 Acres (±60,069 square feet)
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Sun Valley
- Citizen Advisory Board: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 3 – Commissioner Jung
- Staff: Roger Pelham, MPA, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3622
- E-mail: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)

NOTE: As this was Roger Pelham’s case, Wes Rubio acted as Chair and Mr. Pelham abstained from voting on this item. Roger Pelham reviewed his staff report dated January 4, 2021.

Kevin Ward, with Star West Homes, had nothing to add.

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

Larry Chesney 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 WTPM20-0017 for Star West Homes, 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. Tim Simpson 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 [Non-action item]**

**A. Future Agenda Items**

None

**A. 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**

Wes Rubio made the motion to adjourn at 2:21 p.m.

Respectfully submitted,

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Donna Fagan, Recording Secretary

Approved by Committee in session on \_\_\_\_\_, 2021

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Roger Pelham, Chair  
Senior Planner