



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE 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 11, 2024  
2:00 p.m.

## REMOTE TECHNOLOGY MEETING ONLY

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The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, July 11, 2024. 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>.

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### 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  
Planning Commission  
Rob Pierce  
Truckee Meadows Fire Protection District  
Dale Way

Members Absent: Health District  
Wes Rubio

Staff present: Adriana Albarran, Recording Secretary  
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office

### 2. Ethics Law Announcement and Instructions for Providing Public Comment via Zoom/Telephone [Non-action item]

Deputy District Attorney Jennifer Gustafson recited the ethics law standards and the instructions for providing public comment via Zoom/Telephone.

### 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 11, 2024 Agenda [For possible action]**

Janelle Thomas moved to approve the agenda for the July 11, 2024 meeting as written. The motion, seconded by Rob Pierce, passed with a vote of 4 to 0 with member Wes Rubio absent.

**6. Approval of March 14, 2024 Draft Minutes [For possible action]**

Rob Pierce moved to approve the minutes for the March 14, 2024 Parcel Map Review Committee meeting as written. The motion, seconded by Dale Way, passed with a vote of 4 to 0 with member Wes Rubio absent.

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

**A. Tentative Parcel Map Case Number WTPM24-0001 (TMFPD – 470 Foothill Road) [For possible action]** – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 3.00-acre parcel into two parcels of ± 2.73 acres and ±0.27 acres (±12,000 SF).

- Applicant: Odyssey Engineering, Inc.
- Property Owner: Truckee Meadows Fire Protection District (TMFPD)
- Location: 470 Foothill Road,  
Reno, NV 89511
- APN: 044-300-19
- Parcel Size: 3.00 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southwest Truckee Meadows
- 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

Member Dale Way recused himself due to his agency involvement specifically, being the primary point of contact for Truckee Meadows Water Authority (TMWA).

2:06 p.m. Member Dale Way was removed from the panelist group and added as general public attendee.

Planner Katy Stark provided a presentation.

Public Comment:

Justin Gezelin, applicant representative, stated the parcel meets all expectations and the drainage limitations were identified and have been planned for accordingly with TMWA.

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

Janelle Thomas moved that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM24-0001 for Truckee Meadows Fire Protection District, 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. Chris Bronczyk 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.

2:16 p.m. Member Dale way was promoted back to the panelist group.

**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 2:17 p.m.

Respectfully submitted,

  
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Adriana Albarran, Recording Secretary

Approved by Committee in session on August 8, 2024

  
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Eric Young, Alternate Chair  
Senior Planner  
(In the absence of Christopher Bronczyk)