



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, May 13, 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 Meeting Only

**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, May 13, 2021, at 2:00 p.m., via Zoom.

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

Roger Pelham, Committee Chair, called the meeting to order at 2:00 p.m. Chair Pelham announced that Wes Rubio would be chairing this meeting, as Chair Pelham was presenting an item. Chair Pelham asked for a role call. The following members and staff were present:

Departments represented: Community Services Department (CSD)  
Wayne Handrock, Engineering  
Roger Pelham, Planning and Building  
Health District  
Wes Rubio  
Planning Commission  
Larry Chesney  
Truckee Meadows Fire Protection District  
Dale Way

Members Absent: Community Services Department (CSD)  
Tim Simpson, Environmental Engineer

Staff present: Lacey Kerfoot, Recording Secretary  
Chris Bronczyk, Planner, CSD-Planning & Building  
Roger Pelham, Senior Planner, CSD-Planning & Building  
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]**

Acting Chair 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]**

No discussion or action was taken on this item.

**6. Possible action to approve April 8, 2021 Draft Minutes [For possible action]**

Larry Chesney moved to approve the April 8, 2021 draft minutes, as written. The motion, seconded by Wayne Handrock, passed unanimously.

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

**A. Tentative Parcel Map Case Number WTPM21-0004 (Kauffman 4<sup>th</sup> Subsequent P.M.) [For possible action]** – For hearing, discussion, and possible action to approve a tentative parcel map to allow the division of an existing parcel of land into four parcels. The existing parcel of land is approximately 25.05 acres in size. The four resulting parcels of land are proposed to be approximately 5.03, 5.01, 5.00 and 10.01 acres in size. This is a subsequent division of land within the last 5 years.

- Applicant: Gary Kauffman
- Property Owner: Dyke and Beth Kauffman
- Location: 0 Kauffman Court
- APN: 050-550-20
- Parcel Size: ±25.05 acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: South Valleys
- 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
- E-mail: [cbronczyk@washoecounty.us](mailto:cbronczyk@washoecounty.us)

Chris Bronczyk reviewed their staff report dated April 19, 2021.

The applicant Gary Kauffmann 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 WTPM21-0004 for Dyke and Beth Kauffmann 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: Wayne Handrock seconded the motion which carried unanimously. Roger Pelham did not participate in the vote.

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) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Washoe County Code, Section 110.606.30(d) and which are in addition to the criteria listed above.

**B. Tentative Parcel Map Case Number WTPM21-0003 (RT Merchant Subsequent Division) [For possible action]** - For hearing, discussion and possible action to approve a tentative parcel map to allow the division of an existing parcel of land into three parcels of land. The existing parcel of land is approximately 34.8 acres in size. The three resulting parcels of land are proposed to be approximately 15.73, 6.39 and 5.23 acres in size. This is a subsequent division of land within the last 5 years.

- Applicant: Odyssey Engineering, Attn.: Kelly Combest
- Property Owner: RT Merchant, LLC, Attn.: Michael Merchant
- Location: On the east side of Eastlake Blvd, approximately ¼ mile south of its intersection with US Highway 395.
- APN: 050-210-54
- Parcel Size: ± 34.8 acres
- Master Plan: Rural Residential (RR)
- Regulatory Zone: Medium Density Rural (MDR)
- Area Plan: South Valleys
- Citizen Advisory Board: South Truckee Meadows / Washoe Valley

- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- 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)

Roger Pelham reviewed their staff report dated April 8, 2021.

The applicant representative, Gabe Wittler from Odyssey Engineering, asked for clarification from Fire regarding comments pertaining to the fire suppression system. Dale Way from Truckee Meadows Fire Protection District confirmed that comments provided were a general reference on water supply, not specific conditioning for the project.

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 WTPM21-0003 for RT Merchant, LLC, 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. Wayne Handrock seconded the motion which carried unanimously.

- 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) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Washoe County Code, Section 110.606.30(d) and which are in addition to the criteria listed above.

Deputy District Attorney Jennifer Gustafson asked for confirmation that Mr. Pelham did not participate in the vote. Roger confirmed that he participated in no votes and no discussion during today's meeting.

Gabe Wittler asked whether a formal grading permit would need to be submitted or whether the County is just requesting a preliminary plan to go along with the final map. Wayne Handrock confirmed that we are looking for preliminary plan to make sure the slopes will work before the final parcels are configured.

**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.

Commissioner Chesney and Chair Rubio commended Planning Staff on the quality and completeness of their staff reports, which made the review and decision process fluid.

**10. Adjournment**

Wes Rubio made the motion to adjourn at 2:18 p.m.

Respectfully submitted,

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Lacey Kerfoot, Recording Secretary

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

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Roger Pelham, Chair  
Senior Planner