



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, August 12, 2021  
2:00 p.m.

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

**REMOTE TECHNOLOGY MEETING ONLY**

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The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, August 12, 2021. This meeting was held via Zoom teleconference.

The meeting was televised live and replayed on the Washoe Channel at: <https://www.washoecounty.us/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]

Prior to the meeting being called to order, DDA Jennifer Gustafson asked if Brittany Lemon, Truckee Meadows Fire Protection District (TMFPD), was filling in for Dale Way. Ms. Lemon confirmed that she is filling in for Mr. Way, but did not believe she could vote, as she submitted the agency comments from TMFPD. DDA Gustafson confirmed that Ms. Lemon should refrain from voting.

DDA Gustafson asked if Wes Rubio was filling in for James English. Mr. Rubio confirmed that he is filling in for Mr. English and would continue to do so, as Mr. English is assisting with the County Health District's COVID-19 response.

Chair Roger Pelham called the meeting to order at 2:02 p.m. The following Committee members and staff were present:

Departments represented: Community Services Department (CSD)  
Wayne Handrock, Engineering  
Roger Pelham, Planning and Building

Health District  
Wes Rubio (alternate) for James English

Planning Commission  
Larry Chesney

Truckee Meadows Fire Protection District  
Brittany Lemon (non-voting), on behalf of Dale Way

Members Absent: Truckee Meadows Fire Protection District  
Dale Way

Staff present: Lacey Kerfoot, 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]**

Chair Roger Pelham 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 Agenda [For possible action]**

Larry Chesney moved to approve the agenda for the August 12, 2021 meeting as written. The motion, seconded by Wayne Handrock, passed unanimously.

**6. Approval of May 13, 2021 Draft Minutes [For possible action]**

Wes Rubio moved to approve the minutes for the May 13, 2021 Parcel Map Review Committee meeting as written. The motion, seconded by Larry Chesney, passed unanimously.

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

**A. Tentative Parcel Map Case Number WTPM21-0009 (Northern Sun Development) [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 three resulting parcels of land are proposed to be approximately 1 acre in size each.

- Applicant/Property Owner: Northern Sun Development, LLC
- Location: 600 Deer Mountain Road
- APN: 038-132-31
- Parcel Size: 3 Acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Verdi Area Plan
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- 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)

Planner Chris Bronczyk reviewed their staff report dated July 16, 2021.

John Munson with Venture Engineering, on behalf of the applicant, Bob Herman, stated that they agreed with Mr. Bronczyk's presentation and recommendation for approval. Chair Pelham called for public comment.

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 WTPM21-0009 for Northern Sun Development 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). Wes Rubio 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 parcels of land being created;
  - 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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created;
  - 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 – DDA Gustafson advised that a set of bylaws for the committee are forthcoming. A draft of the bylaws will be presented at the next scheduled meeting on Thursday, September 9, 2021 for the Board's review.

**B.** Legal Information and Updates - None

**9. Public Comment [Non-action item]**

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

**10. Adjournment**

Larry Chesney made the motion to adjourn. Chair Roger Pelham adjourned the meeting at 2:15 p.m.

Respectfully submitted,

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Lacey Kerfoot, Recording Secretary

Approved by Committee in session on September 9, 2021

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Roger Pelham, Chair  
Senior Planner