



# 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, April 13, 2023  
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, April 13, 2023. 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)  
Wayne Handrock, Engineering  
Christopher Bronczyk, Planning and Building  
Health District  
Wes Rubio  
Planning Commission  
Rob Pierce  
Truckee Meadows Fire Protection District  
Dale Way

Members Absent: None

Staff present: Adriana Albarran, 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]

Christopher 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 April 13, 2023 Agenda [For possible action]**

Wes Rubio moved to approve the agenda for the April 13, 2023 meeting as written. The motion, seconded by Dale Way, passed unanimously with a vote of 5 to 0.

**6. Approval of March 9, 2023 Draft Minutes [For possible action]**

Wes Rubio moved to approve the minutes for the March 9, 2023 Parcel Map Review Committee meeting as written. The motion, seconded by Rob Pierce, passed unanimously with a vote of 5 to 0.

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

**A. Tentative Parcel Map Case Number WTPM23-0003 (Wells) [For possible action]** – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 6.62-acre parcel into 2 parcels of 1.56 acres and 5.05 acres.

- Applicant/Property Owner: Wells Living Trust
- Location: 12265 Darlene Court
- APN: 086-301-14
- Parcel Size: 6.61 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban
- Area Plan: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Courtney Weiche, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3608
- E-mail: cweiche@washoecounty.gov

Sr. Planner Weiche provided a presentation.

Ryan Cook was available representing the owners. He stated he and the owners had reviewed the conditions of approval and had no comments. He was available to answer questions.

Dale Way asked Sr. Planner Weiche about the access between the two lots. Sr. Planner Weiche responded it is 50 feet. Dale Way asked if there were any plans now or in the future to build something and what the dimensions would be. Ryan Cook confirmed the easement was extended to have 50ft width. Dale Way noted the 50-foot width would be needed for fire access. Sr. Planner Weiche asked if a condition should be added to meet fire’s standards. Dale Way said it was already in code, he just wanted to make sure the owners were aware that a fence could not be added seeing as it would block fire access and limit their turn radius.

Chair Bronczyk added a condition wasn’t necessary since access was already in fire code.

Roger Pelham added any fence would require a building permit which would require approval by the fire agency.

There was no further discussion.

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

Wes Rubio 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 WTPM23-0002 for Wells Living 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(e). Dale Way 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:
  - (i) 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;
  - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
  - (iii) The availability and accessibility of utilities;
  - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
  - (v) Conformity with the zoning ordinances and master plan;
  - (vi) General conformity with the governing body's master plan of streets and highways;
  - (vii) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
  - (viii) Physical characteristics of the land such as floodplain, slope and soil;
  - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
  - (x) 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;
  - (xi) Community antenna television (CATV) conduit and pull wire; and
  - (xii) Recreation and trail easements.

**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 2:22 p.m.

Respectfully submitted,

Adriana Albarran  
Adriana Albarran, Recording Secretary

Approved by Committee in session on June 15, 2023

Chris Bronczyk  
Chris Bronczyk, Chair  
Senior Planner