



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

Parcel Map Review Committee Members

Thursday, June 8, 2017
1:30 p.m.

James Barnes, Planning Commission
James English, Health District
Tim Simpson, Environmental Engineer
Mike Gump, Engineering
Amy Ray, Truckee Meadows Fire Protection District
Eric Young, Planning and Development

Washoe County Administration Complex
Building A, Room 275
Mt. Rose Conference Room
1001 East Ninth Street
Reno, NV

The Washoe County Parcel Map Review Committee met in regular session on Thursday, June 8, 2017, at 1:30 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

1. *Determination of Quorum

Eric Young called the meeting to order at 1:32 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)
Mike Gump, Engineering
Tim Simpson, Environmental Engineer
Eric Young, Planning and Development
Planning Commission
James Barnes
Truckee Meadows Fire Protection District
Amy Ray, Fire Marshal

Members Absent: Health District
James English

Staff present: Roger Pelham, Senior Planner, Planning and Development
Kelly Mullin, Planner, Planning and Development
Nathan Edwards, Deputy District Attorney, District Attorney's Office
Katy Stark, Recording Secretary

2. *Ethics Law Announcement

Deputy District Attorney Nathan Edwards recited the Ethics Law standards.

*1:34 p.m. Amy Ray joined the meeting

3. *Appeal Procedure

Eric Young recited the appeal procedure for items heard before the Parcel Map Review Committee.

4. *General Public Comment

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

5. Possible action to approve Agenda

In accordance with the Open Meeting Law, Tim Simpson moved to approve the agenda of June 8, 2017, as written. The motion, seconded by Mike Gump, passed unanimously.

6. Possible action to approve May 11, 2017 Draft Minutes

Mike Gump moved to approve the May 11, 2017 draft minutes, as written. The motion was seconded by Tim Simpson and passed unanimously.

7. Project Review Items

A. Tentative Parcel Map Case Number WTPM17-0005 (FDM, LLC) – For possible action, hearing, and discussion to approve the merger and re-subdivision of two parcels into three parcels. The two existing parcels are 42,856 (\pm .98 acres) and 36,569 (\pm .84 acres) square feet in size. The three resulting parcels are proposed to be 37,006 (\pm .85 acres), 32,367 (\pm .74 acres), and 10,052 (\pm .23 acres) square feet in size.

- Applicant: Odyssey Engineering
Attn: Rusty Combest
895 Roberta Lane, Suite 104
Sparks, NV 89431
- Property Owner: FDM, LLC
Attn: Frank Lepori
1580 Hymer Ave, Suite 100
Sparks, NV 89431
- Location: 310 and 340 Lemmon Drive, Reno, on the east side of Lemmon Drive approximately 170 feet north of Buck Drive
- Assessor's Parcel Numbers: 552-198-08 and -09
- Parcel Size: \pm 1.82 acres total
- Master Plan Category: Commercial (C)
- Regulatory Zone: General Commercial (GC)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 9, T20N, R19E, MDM, Washoe County, NV
- Staff: Roger Pelham, MPA, Senior Planner
Washoe County Community Services Department
Planning and Development Division
- Phone: 775-328-3622
- Email: rpelham@washoecounty.us

Eric Young opened the public hearing. Roger Pelham reviewed his staff report dated May 12, 2017.

Kimble Corbridge, Engineering, proposed that another Engineering condition be added. Condition (p) would state, "Development of the proposed parcels shall comply with the Truckee Meadows Regional Drainage Manual (and updates) including retention of any stormwater increases based on the 100 year storm event. This is a request for all closed hydrobasins." Mr. Corbridge noted, since the recent flooding in the North Valley's the language is new and being added to tentative subdivisions and when creating a new lot through the parcel map process.

Gabe Wittler, OdysseyEngineering, agreed with the new condition and said it is part of the permit.

Frank Lepori, property owner, asked if he would have to submit an additional application or could he submit, with the parcel map, a request to remove the access easement on the south side of the property and shift the parcel over 20'. His neighbor told Mr. Lepori if he gave him access, he could get rid of the access easement. Mr. Lepori said he could provide his neighbor access at the main access point if everyone is okay with that. Mike Gump said, depending on how the easement was created will determine if Mr. Lepori will have to go through an abandonment process or just do a relinquishment of easement. Mr. Gump said he didn't see any issue if Mr. Lepori was going to change the configuration. He would just have to pay an additional fee for a technical map check and Mr. Gump would review the new parcel configuration. Roger Pelham noted the approval today is based upon the map submitted but the final map that comes in must be in substantial conformance which means variations of less than 10%. Mr. Lepori said he wasn't changing anything, just moving the parcel line over 20' to better the access for everyone in Lemmon Valley. If it's going to slow the plan down, he is not going to do it. Mr. Gump said if Mr. Lepori was going to do it, he should identify the easement on the map. DDA Edwards said Mr. Lepori could potentially make the change today where they condition it on getting written consent from the easement holder before the final map gets recorded. He can't add an abandonment of an easement onto the parcel map before them today. Mr. Corbridge suggested Mr. Lepori provide Engineering and Mr. Pelham with a concept of what the change would look like and they can decide if it will be in substantial conformance or if they will have to request an abandonment of the easement.

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

Mike Gump 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 WTPM17-0005 for FDM, 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 with the additional Engineering condition 3(p). Amy Ray 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.

B. Tentative Parcel Map Case Number WTPM17-0006 (Smith) – For possible action, hearing, and discussion to approve a parcel map dividing one parcel of ±24.71-acres into four parcels. Three of the new parcels will be ±4.01-acres each, and one new parcel will be ±12.67-acres.

- Property Owner: Smith Trust
Attn: Julian Smith, Jr., and Joanna Smith, Trustees
8255 Eastlake Boulevard
Washoe Valley, NV 89704
- Applicant: Julian Smith, Jr.
8255 Eastlake Boulevard
Washoe Valley, NV 89704
- Location: 7515 South Virginia Street, approximately ½ mile south of its intersection with Franktown Road
- Assessor's Parcel Number: 055-292-16
- Parcel Size: ±24.71-acres
- Master Plan Category: 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
- Section/Township/Range: Section 26, T16N, R19E, MDM, Washoe County, NV
- Staff: Kelly Mullin, Planner
Washoe County Community Services Department
Planning and Development Division
- Phone: 775.328.3608
- E-Mail: kmullin@washoecounty.us

Eric Young opened the public hearing. Kelly Mullin reviewed her staff report dated May 25, 2017.

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

Tim Simpson 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 WTPM17-0006 for Julian and Joanna Smith, 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.

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.

Ryan Cook, Summit Engineering, asked for clarification on a few of the conditions; condition 2(b) "...provide drainage and overflow plan on parcel A for standing water..." Mr. Cook noted the owner, Julian Smith, Jr., said it was previously holding water but is no longer. Mr. Cook said there is a little bit of water but in the summer months there isn't. It has only held water this year. The area is a V&T right of way and there is a cut which became a dam when the road to the house was build, many years ago. Mr. Corbridge opined the Health District would have a problem with standing water. He is asking for the water to drain. If it requires a culvert under an existing driveway then that may be what needs to happen. By creating the dam, there is a potential hazard for Environmental Health.

Mr. Cook referenced condition 2(c) "...provide evidence of a grading permit for fill, coral on parcel B...". Mr. Cook said there was no grading permit. Mr. Smith said they cut the brush off the area and created a roping arena. They did not know there was a need for a grading permit. They had someone come in and level it off which left a cut. There was no import fill. Mr. Corbridge asked Ms. Mullin, "when people grade their lot and clear it what is the threshold that requires a grading permit." Ms. Mullin said she would have to check the code to be sure what the square foot threshold was for that area of disturbance or the amount of cut and fill but if it exceeds the threshold the applicant will be required to come in and get the grading permit and make sure it was done appropriately. Mr. Corbridge asked if the horse arena was allowed in their zoning. Ms. Mullin responded, if it was for personal use only, it would be fine. Mr. Corbridge suggested the applicant come in for an after-the-fact permit for grading and show what the area looked like before and after, meet any requirements, and get it approved so the future buyer doesn't start out with a problem of previous grading without a permit.

Mr. Cook requested clarification on condition 2(h), "...remove debris and unlicensed vehicles from parcel B should be placed on parcel D." Mr. Corbridge stated, when you have a piece of property and you are going to divide it and one of the pieces of property is already developed, with a house on it

and a bunch of stuff around it, all the other stuff/material needs to be moved to that developed lot, in this case parcel D, that way when someone comes to buy one of the parcels there isn't equipment and stuff that has to be removed because it is now a saleable piece of property. Ms. Mullin said, in terms of Planning and Development's development code standards, once the new parcels are created, the vehicle cannot be stored on the property, other than the developed property, unless there is a principle use on there. Once that final map is recorded the vehicles or anything else cannot be stored on those properties unless there is an established use. Mr. Corbridge reiterated no licensed or unlicensed vehicles can be stored on the newly created parcels as they are their own properties now. Each property has its own allowed use. Mr. Smith said they haul horses in and out. They grab a horse trailer, bring it to his house, load up a horse or two, take them to the arena area, then haul them back to his place, and take the trailer back to its original area and park it. Ms. Mullin reiterated, when the new parcels are created the vehicles will need to be stored on the property that have an established use (ie: a house on the property) but not on one of the vacant, newly created parcels.

Mr. Cook requested clarification on condition 2(j), "...any access way shall be upgraded to a gravel road that allows emergency vehicles access, two-way access..." asking if that physical construction has to occur prior to the recordation of the parcel map. Mr. Corbridge said yes. Mr. Cook asked if that same plan could incorporate the coral or does Engineering prefer there be two plans, for the road. Mr. Corbridge said the turn outs or pull outs could be incorporated into the grading permit needed for the coral. The concern is; there used to be one person going up and down the road, there will eventually be four.

Mike Gump seconded the motion which carried unanimously.

C. Tentative Parcel Map Case Number WTPM17-0007 (Kauffmann) – For possible action, hearing and discussion to approve a parcel map dividing one parcel of ±40.08-acres into four parcels. Three of the new parcels will be ±5.00-acres each, and one new parcel will be ±25.05-acres.

- Applicant/Property Owner: Dyke and Beth Kauffmann
4320 Eastlake Boulevard
Carson City, NV 89704
- Location: 0 Kauffmann Court, approximately 500 feet
west of Eastlake Boulevard
- Assessor's Parcel Number: 050-550-14
- Parcel Size: ±40.08-acres
- Master Plan Category: 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
- Section/Township/Range: Section 5, T16N, R20E, MDM,
Washoe County, NV
- Staff: Kelly Mullin, Planner
Washoe County Community Services
Department
Planning and Development Division
- Phone: 775.328.3608
- E-Mail: kmullin@washoecounty.us

Eric Young opened the public hearing. Kelly Mullin reviewed her staff report dated May 25, 2017.

Amy Ray, Truckee Meadows Fire Protection District, requested a condition be added; be sure the cul-de-sac bulb is a 50' radius, 100' diameter for emergency access and the road is built to all weather standards for emergency vehicle access. Mr. Corbridge noted he had been to the site and the road has been paved. Ms. Ray omitted the condition as the requested condition already exists. Ms. Ray added; when the parcels are built up, will have to meet the requirements of Washoe County code 60. As there are no fire suppression in the area, sprinkler systems for the residences may be required per the independent review upon building permit.

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

Mike Gump 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 WTPM17-0007 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 along with TMFPD added condition. 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

A. *Legal Information and Updates

Eric Young noted the possibility of moving the PMRC meeting to 2:00 p.m. and asked legal counsel how to approach that. DDA Edwards suggested putting the request for a change in meeting time on the next PMRC meeting agenda on July 13, 2017.

Mr. Young also suggested a possible future agenda item requesting to change the Parcel Map Review Committee to possibly something along the lines of an Agency Review Committee so we could, also, once a month, add to the agenda special events, outdoor events, and other things that need a quick review

9. *General Public Comment

Kimble Corbridge expressed his appreciation and enjoyment working with everyone. He will be retiring in July 2017.

10. Adjournment

The meeting was adjourned at 2:13 p.m.

Respectfully submitted,

Donna Fagan, Recording Secretary

Approved by Committee in session on July 13, 2017.

Eric Young, Chair
Senior Planner