



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, January 11, 2018  
2:00 p.m.

Larry Chesney, Planning Commission  
James English, Health District  
Tim Simpson, Environmental Engineer  
Mike Gump, Engineering  
Denise Reynolds, Truckee Meadows Fire Protection  
District  
Eric Young, Planning and Building

Washoe County Administration Complex  
Building A, Room 265  
Mt. Rose Conference Room  
  
1001 East Ninth Street  
Reno, NV

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The Washoe County Parcel Map Review Committee met in regular session on Thursday, January 11, 2018, at 2:00 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

### 1. \*Determination of Quorum

Julee Olander called the meeting to order at 2:00 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)  
Mike Gump, Engineering  
Tim Simpson, Environmental Engineer  
Julee Olander (alternate), Planning and Building  
  
Health District  
James English  
  
Planning Commission  
Larry Chesney

Members Absent: Truckee Meadows Fire Protection District  
Denise Reynolds, Acting Fire Marshal

Staff present: Eva Krause, Planner, Planning and Building  
Walt West, CSD – Engineering  
Tim Simpson, CSD- Engineering  
Katy Stark, Recording Secretary  
Nathan Edwards, Deputy District Attorney, District Attorney's  
Office

### 2. \*Ethics Law Announcement

Deputy District Attorney Nathan Edwards recited the Ethics Law standards.

### 3. \*Appeal Procedure

Ms. Olander 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, Larry Chesney moved to approve the agenda of January 11, 2018, as written. The motion, seconded by Mike Gump, passed unanimously.

#### 6. Possible action to approve December 14, 2017 Draft Minutes

Larry Chesney moved to approve the December 14, 2017 draft minutes, as written. The motion seconded by Mike Gump, passed unanimously.

#### 7. Project Review Items

**A. Tentative Parcel Map Case Number WTPM17-0021 (Leprrie)** – For possible action, hearing, and discussion to approve a second division of a ±1.09 acre parcel into two parcels of 21,807 sq. ft. (±0.5 acres) and 25,740 sq. ft. (±0.59 acres).

- Applicant/Property Owner: Matthew Leprrie
- Location: 15355 Toll Road
- Assessor's Parcel Number: 017-110--87
- Parcel Size: ±1.09 acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southeast Truckee Meadows
- 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 34, T18N, R20E, MDM,  
Washoe County, NV
- Staff: Eva M. Krause, Planner  
Washoe County Community Services  
Department  
Division of Planning and Building
- Phone: 775.328.3628
- E-Mail: [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)

Ms. Olander opened the public hearing. Eva Krause reviewed her staff report dated December 8, 2017.

James English noted the Health District considers "available sewer" within 200 feet of the undeveloped parcel, therefore, they cannot approve the application. Tim Simpson asked if the parcels could be conditioned to be required to connect to sewer as there is access to county sewer.

Jason Gilles, TEC Engineering, indicated the parent parcel, the one being split, is more than 200 feet from the county sewer line. The previous parcel map that created the parcel that is being split has two notes on it; one requiring a separate water meter and water service line, the other requiring the parcel to have a separate sanitary sewer line. So, the parent parcel, which is 200 feet from the line, which was recorded has a covenant on it that it will have a sanitary sewer line. Mr. Gilles sees no reason why the proposed parcel map cannot follow the same format. Mr. Simpson suggested adding a note to the map and asked if that would satisfy the Health District. Mr. English stated, the fact the applicant is creating the parcels today means the sewer line has to be within 200 feet today

or the date it is recorded. DDA Edwards asked Mr. English if he was counting that as the approval of the tentative map as opposed to the final map. Mr. English said usually at the time of the recorded map, the sewer would have to be there. The date the parcel is legally created, otherwise, they have a one acre minimum. Mr. English added they cannot require someone to connect to sewer if they are outside 200 feet which these parcels become. Even the notes on the map are not enforceable by the Health District. Mr. Simpson asked since this a subsequent parcel does it become subject to subdivision rules does it not require the applicant to connect to sanitary sewer if they are less than one acre. Mr. English said for their regulations they don't work in that manner, it's the actual lot size. Mr. Gilles asked if the conditions could run similar to a subdivision plat where they would have to build or bond before the map could be recorded. Mr. Simpson stated, as far as the Utility is concerned, the applicant is within acceptable distance from the sewer line to connect, they have access to the sewer line and would be able to install a sewer lateral to meet the needs of both parcels so the Utility would recommend approving the parcel map. Mr. Simpson stated they would condition them that they must connect to sanitary sewer prior to issuance of a building permit. It was agreed to that a condition would be added under Utilities saying, "Sanitary sewer shall be installed to within 200 feet of both tentative parcels prior to recordation of the final parcel map".

Ms. Olander opened public comment.

Merl Fullenwider, a neighbor, said he saw that the Committee was concerned as the site plan was incorrect. He said it was still incorrect and asked if it was going to be updated. He referred to the parcel to the north and the listed owner (ie: Braninburg should be changed to Fullenwider). Ms. Olander said that information would be updated on the final map. Mr. Gump noted his Engineering condition saying, "...comply with the technical map check" which have seen sent to the surveyor. Mr. Fullenwider also noted seeing somewhere the tentative parcels would be hooked up to TMWA. Ms. Krause said yes.

With no further request, Ms. Olander closed public comment.

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 conditionally approve, per the conditions of Approval listed in Exhibit A, Parcel Map Case Number WTPM17-0021 for Matthew Lepire, having determined that the following criteria is or will be adequately provided for pursuant to Washoe County Code Section 110.606.30 along with the condition, "prior to recordation of the final maps, sanitary sewer shall be installed within 200 feet of both lots". Larry Chesney 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) 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 WTPM17-0022 – Braninburg** – For possible action, hearing, and discussion to approve a tentative parcel map dividing a 1.93 acre parcel into 3 parcels of ±0.5 acres (21,795 sq. ft.), ±0.5 acre (21,823 sq. ft.) and ±0.93 acres (40,4831 sq. ft.).

- Applicant/Property Owner: Joseph Braninburg
- Location: 15430 Sylvester Road
- Accessor’s Parcel Number: 017-110-62
- Parcel Size: 1.93 acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southeast Truckee Meadows
- 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 34, T18N, R20E, MDM,  
Washoe County, NV
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- Phone: 775.328.3628
- E-Mail: [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)

Ms. Olander opened the public hearing. Eva Krause reviewed her staff report dated December 8, 2017.

Mike Miller, Alpine Land Surveyors, stated parcel C has a dwelling and is on septic now which will be abandoned to connect to sanitary sewer. Mr. English said yes, prior to signing the map. Mr. Miller asked if the sanitary sewer condition could be bonded in order to get the tentative map recorded. Mr. English said, no, the connection would have to be done before the map is signed, as required by the Community Services Department (CSD). Mr. Simpson noted his conditions require that. Mr. Miller indicated they would be submitting a boundary line adjustment (BLA) application for this parcel map that will rearrange the parcel lines so they are all just over ½ acre and the one the dwelling is on will be 1 acre. The hope is, they can move ahead with the BLA and as the parcels are created, take care of the sewer line. Mr. Gump asked if the tentative parcel map is going to record first before the BLA. Mr. Miller said yes.

Joe Braninburg, the property owner, asked if they increase the size of parcel C to an acre, with the BLA application, then the conditions wouldn’t pertain to it because it is an acre now making the septic system legal. Mr. English said that is not going to work for the Health District, they have to be

connected because they are creating a new lot. Mr. Braninburg asked, even though they are coming in right behind the tentative parcel map application with a BLA application that would remove that requirement. Mr. English asked if it was possible to pull the tentative parcel map application and do the tentative parcel map and boundary line adjustment, jointly. Mr. Braninburg stated he didn't want to have to abandon the septic and connect to the sewer. DDA Edwards reiterated, the applicant is seeking approval on the tentative parcel map today making parcel C a .93 acre lot. As soon as it is approved, submit a BLA application to increase parcel C to 1 acre to allow the parcel to stay on septic. DDA Edwards asked Mr. English if he would accept the tentative parcel map being approved with a condition the applicant connect to sanitary sewer if at the time they want to record their .93 acre, and if they are 1 acre or above that lot can remain on septic. DDA Edwards said he believes the BLA will be processed well before the final map. Mr. Simpson asked if the BLA would substantially change the parcel map. Mr. English said the tentative parcel map could be conditioned but would never be recorded because of the size of the lot. Mr. West indicated, procedurally, the parcel map needs to record first which cannot be signed until parcel C is over 1 acre or the sewer is connected. Mr. English said the applicant doesn't have the recorded parcel map to create a BLA. He said, they could add the conditions to the tentative parcel map but it would never get signed off.

Ms. Olander opened public comment.

Linda Hibdon, neighbor, indicated everyone on their side of the road owns the road which is an old rickety, non-maintained road. Now you're adding 4 – 6 houses. In the winter it's going to be a mess along with the added traffic. Also, we are a bunch of 1 acre parcels now they're putting ½ acre parcels in the middle of us.

With no further requests, Ms. Olander closed public comment.

Mr. Gump asked how they should proceed with the case. Mr. Krause read from the Conditions of Approval, the Health District's condition; "The existing single family dwelling on proposed parcel C is served by an on-site sewer disposal system and therefore must be connected to municipal sewer prior to the Health District signing the mylar or the parcel must be reconfigured so proposed parcel C with the existing family dwelling will have a total of 1 acre or more." Mr. English said it was acceptable if everything is done prior to the final parcel map. Mr. Simpson requested to eliminate condition 4(b).

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 WTPM17-0022 for Joseph Braninburg, 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, removing condition 4(b). Larry Chesney 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**

None

**9. \*General 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 at 2:52 p.m.

Respectfully submitted,

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Donna Fagan, Recording Secretary

Approved by Committee in session on \_\_\_\_\_, 2018

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Julee Olander, Chair (alternate)  
Planner