



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

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

Larry Chesney, Planning Commission  
James English, Health District  
Tim Simpson, Environmental Engineer  
Mike Gump, Engineering  
Lisa Beaver, 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, October 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

Eric Young called the meeting to order at 2:02 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 Building  
Health District  
Wes Rubio (alternate)  
Planning Commission  
Larry Chesney

Members Absent: Truckee Meadows Fire Protection District  
Lisa Beaver

Staff present: Kelly Mullin, Senior Planner, Planning and Building  
Donna Fagan, Recording Secretary, Planning and Building  
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

Mr. 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, Wes Rubio moved to approve the agenda of November 11, 2018, as written. The motion, seconded by Mike Gump, passed unanimously.

#### 6. Possible action to approve September 13, 2018 Draft Minutes

Mike Gump moved to approve the September 13, 2018 draft minutes, as written. The motion was seconded by Wes Rubio and passed unanimously.

#### 7. Project Review Items

**A. Tentative Parcel Map Case Number WTPM18-0009 (Larkins)** – For possible action, hearing, and discussion to approve a parcel map dividing one parcel of ±1.084-acres into three parcels of ±16,810 sq. ft., ±14,807 sq. ft. and ±15,586 sq. ft.

- Applicant/Owner: Stephen Larkins
- Location: 5610 Pearl Dr., at the northeast corner of its intersection with 6th Ave.
- APN: 504-051-11
- Parcel Size: ±1.084-acres
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban
- Area Plan: Sun Valley
- CAB: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 3 – Commissioner Jung
- Staff: Kelly Mullin, AICP, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3608
- Email: [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)

Eric Young opened the public hearing. Kelly Mullin reviewed his staff report dated September 27, 2018. Ms. Mullin noted she spoke with Matthew Philunalee, project surveyor, the day before regarding condition 1(h) relating to what appeared to be a second dwelling on parcel 2. Mr. Philunalee clarified the structure was not a dwelling but a trailer. Mr. Larkin, the applicant said he didn't know if the "trailer" had wheels under it but there are no utilities to it. Ms. Mullin recommended a minor change to condition 1(h), at the end of the first sentence adding "if applicable".

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

Tim Simpson asked for clarification regarding who goes out to inspect the site to see if the trailer has been removed. Ms. Mullin said it would require a letter from the surveyor certifying the accessory structures have been move to locations meeting the setbacks. Mr. Gump said, when the mylar comes in, he will make sure all Engineering comments are satisfied then takes it to Ms. Mullin to make sure all her conditions are satisfied, get the mylar signed by the Director of Planning and Building, Mojra Hauenstein, then return the mylar back to Mr. Gump and he will have it recorded. Mr. Young asked if this application would require the moving of some buildings on-site. Ms. Mullin said, based on the site plan submitted, yes.

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 WTPM18-0009 for Stephen

Larkins, 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 addition to condition 1(h), "if applicable". 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 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**

Mr. Young announced his request to the Planning Commission chair to appoint a new fire representative for TMFPD and move Lisa Beaver to an alternate.

## **9. \*General Public Comment**

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

## **10. Adjournment**

Eric Young made the motion to adjourn at 2:14 p.m.

Respectfully submitted,

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Donna Fagan, Recording Secretary

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Eric Young, Chair  
Senior Planner

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