



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

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

Wednesday, November 10, 2021  
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 Wednesday, November 10, 2021. 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 Pelham 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  
Roger Pelham, Planning and Building  
Health District  
Wes Rubio  
Planning Commission  
Larry Chesney

Members Absent: Truckee Meadows Fire Protection District  
Dale Way

Staff present: Lacey Kerfoot, Recording Secretary, Planning and Building  
Adriana Albarran, Office Support Specialist, Planning and Building  
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office  
Katy Stark, Planner, Planning and Building

### 2. Ethics Law Announcement [Non-action item]

Deputy District Attorney Jennifer Gustafson recited the Ethics Law standards.

### 3. Appeal Procedure [Non-action item]

DDA Gustafson recited the appeal procedure for items heard before the Parcel Map Review Committee.

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

Chair Pelham and Recording Secretary Lacey Kerfoot introduced new Planning Division member, Adriana Albarran. Adriana will be working in Administration and assisting with various Boards and Commissions.

With no further 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 November 10, 2021 meeting as written. Wes Rubio seconded the motion.

Chair Pelham asked for discussion on the motion. Recording Secretary Lacey Kerfoot indicated that the applicant for item 7B (Perennial Places) requested a continuance, as they were resubmitting their application.

Larry Chesney amended his motion to approve the agenda for the November 10, 2021 meeting, including the continuance of item 7B (Perennial Places) to a future meeting. The amended motion, seconded by Wes Rubio, passed unanimously with a vote of 5 to 0.

**6. Approval of September 9, 2021 Draft Minutes [For possible action]**

Wes Rubio moved to approve the minutes for the September 9, 2021 Parcel Map Review Committee meeting as written. The motion, seconded by Larry Chesney, passed unanimously with a vote of 5 to 0.

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

**A. Tentative Parcel Map Case Number WTPM21-0013 (Cliff Bros Ranch) [For possible action]**

– For hearing, discussion, and possible action to approve a tentative parcel map dividing a 57.73-acre parcel into two parcels of 41.05 acres and 16.68 acres.

- Applicant/Property Owner: Cliff Bros Ranch, LLC
- Location: 5545 Franktown Rd, Washoe Valley, NV 89704
- APN: 055-441-01
- Parcel Size: 57.73 acres
- Master Plan: Rural Residential & Rural
- Regulatory Zones: 59% Medium Density Rural (MDR) & 41% General Rural (GR)
- Area Plan: South Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3618
- Email: [krstark@washoecounty.gov](mailto:krstark@washoecounty.gov)

Planner Katy Stark reviewed her staff report. Applicant Michelle Huber had nothing to add.

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 WTPM21-0013 for Cliff Bros Ranch, 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(e):

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.

The motion, seconded by Wes Rubio, passed unanimously with a vote of 5 to 0.

- B. [Tentative Parcel Map Case Number WTPM19-0018 \(Perennial Places\)](#) [For possible action]**  
– For hearing, discussion, and possible action to approve a tentative parcel map dividing a ±6.41 acre parcel into four parcels.

- Applicant: Robison Engineering
- Property Owner: Perennial Places, LLC
- Location: 920 Old Ophir Rd
- APN: 050-210-15
- Parcel Size: ±6.41
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban
- Area Plan: South Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Dan Cahalane, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3628
- Email: [dcahalane@washoecounty.gov](mailto:dcahalane@washoecounty.gov)

This item was continued to a future agenda, at the request of the applicant.

**8. Reports and Future Agenda Items** [Non-action item]

**A.** Future Agenda Items - None

**B.** Legal Information and Updates – DDA Gustafson indicated that bylaws for the Committee are forthcoming and that she hopes to have an item on the agenda for December.

**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 Pelham made the motion to adjourn at 2:18 p.m.

Respectfully submitted,

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Lacey Kerfoot, Recording Secretary

Approved by Committee in session on December 9, 2021

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Roger Pelham, Chair  
Senior Planner