



# 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, August 10, 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, August 10, 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]

Eric Young 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  
Eric Young, Planning and Building

Health District

Wes Rubio

Planning Commission

Rob Pierce

Truckee Meadows Fire Protection District

Dale Way

Members Absent: Christopher Bronczyk, Planning and Building

Staff present: Adriana Albarran, Recording Secretary  
Mike Large, Deputy District Attorney, District Attorney's Office

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

Deputy District Attorney Mike Large recited the Ethics Law standards.

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

Eric Young 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 August 10, 2023 Agenda [For possible action]**

Wes Rubio moved to approve the agenda for the August 10, 2023 meeting as written. The motion, seconded by Rob Pierce, passed unanimously with a vote of 5 to 0.

**6. Approval of July 13, 2023 Draft Minutes [For possible action]**

Wes Rubio moved to approve the minutes for the July 13, 2023 Parcel Map Review Committee meeting as written. The motion, seconded by Dale Way, passed with a vote of 4 to 1 abstained, Rob Pierce was not present.

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

**A. Tentative Parcel Map Case Number WTPM23-0005 (Braninburg)** – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 1.431-acre parcel into 2 parcels of 21,782 square feet (0.5 acres) and 40,539 square feet (0.93 acres).

- Applicant: Joe Braninburg
- Property Owner: Joseph B. Braninburg Living Trust
- Location: 0 Toll Road, Reno, NV 89521
- APN: 017-110-84
- Parcel Size: 1.431 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southeast Truckee Meadows
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Clark
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3618
- Email: krstark@washoecounty.gov

Planner Katy Stark provided a presentation.

Wes Rubio asked Katy about Note 7 on the map, on page 37 of the staff report, which excluded parcel c-3 from sewer connection. However, he didn't see a parcel c-3 in the project report. Planner Stark was not aware of a third parcel either. The note would be removed once the motion was made.

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 WTPM23-0005 for Joe 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 (e) and with the addition of the removal of Note 7 on the parcel map referencing parcel c-3. Rob Pierce 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 parcels of land being created.

- (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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created.
- (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.
- (xii) Recreation and trail easements.

**B. Tentative Parcel Map Case Number WTPM23-0007 (Laws)** – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 1.11-acre parcel into three parcels of 16,022 square feet, 16,310 square feet, and 16,290 square feet.

- Applicant: Odyssey Engineering
- Property Owner: Laws Family Trust
- Location: 5840 Parker Place, Sun Valley, NV 89433
- APN: 085-500-08
- Parcel Size: 1.11 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 3 – Commissioner Garcia
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3618
- Email: krstark@washoecounty.gov

Planner Katy Stark provided a presentation.

Justin Moore with Odyssey Engineering was available for questions on behalf of the applicant.

Eric Young asked for clarity regarding the front property line and easement for parcel 1 for fencing purposes. Planner Stark showed on the map where those existed.

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 WTPM23-0007 for Laws Family Trust, subject to the conditions of approval included as Exhibit A with the staff report, and the removal of condition 6. a. 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). Rob Pierce seconded the motion which carried unanimously.

The motion carried and considered the following criteria:

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- 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 parcels of land being created.
  - (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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created.
  - (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.
  - (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**

Eric Young made the motion to adjourn at 2:30 p.m.

Respectfully submitted,

  
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Adriana Albarran, Recording Secretary

Approved by Committee in session on September 14, 2023

  
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Chris Bronczyk, Chair  
Senior Planner