



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: May 28, 2019

**DATE:** April 26, 2019

**TO:** Board of County Commissioners

**FROM:** Trevor Lloyd, Planning Manager, Community Services Department.  
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**THROUGH:** Mojra Hauenstein, Arch., Planner, Division Director, Planning &  
Building Community Services Dept., 328-3619,  
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**SUBJECT:** Recommendation to approve, pursuant to NRS 278.040 and on the recommendation of the Chair, the reappointment of Sarah Chvilicek to the Washoe County Planning Commission to represent Commission District 5 (generally includes the areas of Verdi, North Valleys, Cold Springs, Warm Springs, portions of Sun Valley and all of the High Desert Area Planning Area extending to the Oregon border), to fill a term beginning on July 1, 2019, and ending on June 30, 2023, or until such time as Ms. Chvilicek no longer serves on the Planning Commission or a successor is appointed, whichever occurs first. (Commission District 5.)

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### SUMMARY

Sarah Chvilicek was appointed by the Board of County Commissioners (Board) to fill an unexpired term on the Washoe County Planning Commission. The term began on October 22, 2013, and expired on June 30, 2015. She was then reappointed to a full term beginning on July 1, 2015, which will expire on June 30, 2019. Ms. Chvilicek is eligible for reappointment to a second full term. County Commissioner Herman has recommended Sarah Chvilicek to the Chair of the Washoe County Commission to be considered for reappointment to the Planning Commission. If reappointed, the term will begin on July 1, 2019, and end on June 30, 2023, or until such time as a successor is appointed, whichever occurs first.

Washoe County Strategic Objective supported by this item: Stewardship of our Community

### PREVIOUS ACTION

On June 9, 2015, the Board reappointed Sarah Chvilicek to the Washoe County Planning Commission for a full term beginning on July 1, 2015, and ending on June 30, 2019.

AGENDA ITEM # \_\_\_\_\_

On October 22, 2013, the Board appointed Sarah Chvilicek to the Washoe County Planning Commission to fill an unexpired term beginning on October 22, 2013, and ending on June 30, 2015.

### **BACKGROUND**

Nevada State Law requires Washoe County to create a Planning Commission to adopt the County's Master Plan and to provide other land use duties as established in County codes. The Board established the Planning Commission to hear and decide on applications for abandonments, certain special use permits, and tentative subdivisions; and, to hear and make recommendations to the Board concerning amendments to the County's Master Plan and the Development Code (Washoe County Code Chapter 110), adopted Regulatory Zoning maps, and Development Agreements. Terms of appointment are four years and the appointees must be residents of the unincorporated area of Washoe County and registered voters at the time of their appointment and throughout their term of office. Washoe County Code (WCC) Section 110.912.05(c)(4) establishes the appointment and qualifications for Planning Commission members. Pursuant to this code section, the Board appoints seven members to the Planning Commission as follows:

- Five members representing each of the County Commission Districts;
- One member from north of the Truckee River; and,
- One member from south of the Truckee River.

Based on direction previously provided by the Board, the Commissioner whose district is represented by the Planning Commission vacancy, (Commission District 5 in this case) recommends the appointment. Commissioner Herman recommends that Sarah Chvilicek be reappointed to the Planning Commission for a second full term commencing on July 1, 2019, through June 30, 2023, or until such time as a successor is appointed, whichever occurs first. Ms. Chvilicek's application is included as Attachment A to this staff report. Ms. Chvilicek is an unincorporated County resident of Commission District 5.

WCC Section 110.912.05(c)(1) requires that the Chairman of the Board appoint, subject to the approval of the Board, members of the Planning Commission.

### **FISCAL IMPACT**

As authorized by NRS 278.040(3) and WCC Section 110.912.05(e), the Planning Commission members receive an \$80 per meeting stipend. The Planning Commission is required by Nevada Revised Statute to meet monthly, which equates to an annual per member stipend of \$960. Funds to compensate all Planning Commission members for scheduled meetings are included in the FY 2020 budget. FY 2020 budget authority exists in Community Services Department Planning and Development Admin (105400), Contracted/Temp Services (710110).

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve, pursuant to NRS 278.040 and on the recommendation of the Chair, the reappointment of Sarah Chvilicek to the Washoe County Planning Commission to represent Commission District 5 (generally includes the areas of Verdi, North Valleys, Cold Springs, Warm Springs,

portions of Sun Valley and all of the High Desert Area Planning Area extending to the Oregon border), to fill a term beginning on July 1, 2019, and ending on June 30, 2023, or until such time as Ms. Chvilicek no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.

**POSSIBLE MOTION**

Should the Chair reappoint Sarah Chvilicek to the Planning Commission and should the Board agree with the reappointment, a possible motion would be:

“Move to approve, pursuant to NRS 278.040 and on the recommendation of the Chair, the reappointment of Sarah Chvilicek to the Washoe County Planning Commission to represent Commission District 5 (generally includes the areas of Verdi, North Valleys, Cold Springs, Warm Springs, portions of Sun Valley and all of the High Desert Area Planning Area extending to the Oregon border), to fill a term beginning on July 1, 2019, and ending on June 30, 2023, or until such time as Ms. Chvilicek no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.”

Attachment A – PC Application – S. Chvilicek

cc: Sarah Chvilicek