



# WASHOE COUNTY

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## STAFF REPORT BOARD MEETING DATE: May 27, 2025

**DATE:** May 7, 2025

**TO:** Board of County Commissioners

**FROM:** Trevor Lloyd, Planning Manager, Planning and Building, Community Services Department, 328-3617, [tlloyd@washoecounty.gov](mailto:tlloyd@washoecounty.gov)

**THROUGH:** Kelly Mullin, AICP, Division Director, Planning and Building, Community Services Department, 328-3619, [kmullin@washoecounty.gov](mailto:kmullin@washoecounty.gov)

**SUBJECT:** Recommendation to reappoint, pursuant to NRS 278.040, Robert M. Flick to the Washoe County Planning Commission representing Unincorporated District 4, which generally includes portions of Sparks, Spanish Springs, Hidden Valley, and East Truckee Canyon areas, to serve a second full term beginning on July 1, 2025 and ending on June 30, 2029, or until such time as Mr. Flick no longer serves on the Planning Commission or a successor is appointed, whichever occurs first. Eligible applicants include: Robert M. Flick and Randy Zachary (Commission District 4.) FOR POSSIBLE ACTION

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### **SUMMARY**

There are two eligible applicants for the Planning Commission representing Unincorporated District 4. Robert M. Flick is currently the Planning Commissioner representing this District and is serving his first full term which ends on June 30, 2025. Commissioner Andriola, whose district is represented, has offered a recommendation for Robert M. Flick to be reappointed, which will then be voted on by the entire Board of County Commissioners. When reappointed, the term will begin on July 1, 2025, and end on June 30, 2029, or until such time as a successor is appointed.

Washoe County Strategic Objective supported by this item: Meet the Needs of a Growing Community.

### **PREVIOUS ACTION**

On June 8, 2021, the Board of County Commissioners (Board) appointed Robert M. Flick to the Washoe County Planning Commission for a full term beginning on July 1, 2021, and ending on June 30, 2025.

### **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.

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

The Board established the Planning Commission to hear and decide applications for abandonments, certain special use permits and tentative subdivision maps; and to hear and make recommendations to the Board concerning amendments to the County's Master Plan, the Development Code (Washoe County Code Chapter 110) and adopted regulatory zone maps. 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, one representing each of the County Commission Districts;
- One member from north of the Truckee River; and
- One member from south of the Truckee River.

Planning and Building staff actively recruited for this position through newspaper advertisement; by e-mail to citizens signed up for the "citizen involvement", "Development Services", "Business Issues", "Districts 4" groups; through the County's website; and through announcements at the Spanish Springs CAB as part of their agenda and announcements at the Washoe County Commission. Additionally, it was posted on Social Media. The recruitment was open from March 24, 2025 to April 14, 2025. Staff received a total of eight applications. However, three applicants reside in the City of Sparks, one applicant resides in Incline Village, one applicant resides in Nixon, and one applicant resides within the City of Reno. Applicants are required to live in the unincorporated portion of their district, so the three applicants residing within the City of Sparks, the applicant residing in Incline Village, the applicant residing in Nixon, and the applicant residing within the City of Reno are ineligible for appointment to the Washoe County Planning Commission.

Applications were sent to all County Commissioners on Friday May 2, 2025. On May 13, 2025, applicants were informed of the May 27, 2025, County Commission meeting and were invited to attend and provide public comment.

Per NRS 278.040(1), the Chair appoints the Planning Commission members, with the approval of the Board. Based on direction previously provided by the Board, the Commissioner whose district is represented by the Planning Commission vacancy makes a recommendation for the appointment to the Chair. Therefore, Commissioner Andriola may offer a recommendation, but a vote of the entire Commission is required for this appointment. All applications received, including those from applicants ineligible for appointment, are included as attachments to this staff report.

### **FISCAL IMPACT**

As authorized by NRS 278.040(3) and WCC 110.912.05(e), the Planning Commission members receive compensation of \$80 per meeting. The Planning Commission is required by the Nevada Revised Statutes to meet monthly, which equates to an annual per member compensation of \$960. There is sufficient budget authority in FY26 to compensate all Planning Commission members for scheduled meetings in CSD Planning & Development Admin (105400), Volunteer Stipend (710111).

**RECOMMENDATION**

It is recommended that the Board of County Commissioners reappoint, pursuant to NRS 278.040, Robert M. Flick to the Washoe County Planning Commission representing Unincorporated District 4, which generally includes portions of Sparks, Spanish Springs, Hidden Valley, and East Truckee Canyon areas; to serve a second full term beginning on July 1, 2025, and ending on June 30, 2029, or until such time as Mr. Flick no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.

**POSSIBLE MOTION**

Should the Board agree with this recommendation, a possible motion would be:

“Move to reappoint, pursuant to NRS 278.040, Robert M. Flick to the Washoe County Planning Commission representing Unincorporated District 4, which generally includes portions of Sparks, Spanish Springs, Hidden Valley, and East Truckee Canyon areas, to serve a second full term beginning on July 1, 2025, and ending on June 30, 2029, or until such time as Mr. Flick no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.”

[Eligible applicants include: Robert M. Flick and Randy Zackary.]

Attachments:

Eligible Applicant Applications  
Ineligible Applicant Applications