



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 24, 2025

DATE: June 10, 2025

TO: Board of County Commissioners

FROM: Trevor Lloyd, Planning Manager, Planning and Building, Community Services Department, (775) 328-3617, tlloyd@washoecounty.gov

THROUGH: Kelly Mullin, AICP, Division Director, Planning and Building, Community Services Department, (775) 328-3619, kmullin@washoecounty.gov

SUBJECT: Recommendation to approve the appointment of Patrick M. Caldwell to the Washoe County Board of Adjustment representing Commission District 4 (generally includes portions of Sparks, Spanish Springs, Hidden Valley, and East Truckee Canyon areas), to fill a term beginning on July 1, 2025, and ending on June 30, 2029, or until such time as Mr. Caldwell no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first. Eligible applicants include: Patrick M. Caldwell and Donald Christensen. (Commission District 4.) FOR POSSIBLE ACTION

SUMMARY

Donald Christensen's term on the Washoe County Board of Adjustment will expire on June 30, 2025. Mr. Christensen will have served 1 full term on the Board of Adjustment. Staff is recommending the appointment of one individual to the Board of Adjustment. If appointed, the term will begin on July 1, 2025, and end on June 30, 2029, or until such time as the member no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first.

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 Donald Christensen to a full term on the Washoe County Board of Adjustment representing Commission District 4. The term began on July 1, 2021, and will end on June 30, 2025.

BACKGROUND

The Board of County Commissioners established the Board of Adjustment, in accordance with NRS Chapter 278.270, to hear and decide appeals concerning zoning regulations and

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matters related to the soundness of structures. The Board of Adjustment also hears and decides cases involving administrative permits, special use permits and variances. Terms of appointment are four years, or until a successor takes office, 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. The Board appoints five members to the Board of Adjustment, each representing one of the County Commission Districts.

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, and extended twice through May 30, 2025. Staff received a total of six applications. However, two applicants reside outside of District 4 and two applicants reside in the City of Sparks. Applicants are required to live in the unincorporated portion of their district, so the four applicants are ineligible for appointment to the Washoe County Board of Adjustment.

Applications were sent to all County Commissioners on Wednesday June 18, 2025. On June 13, 2025, applicants were informed of the June 24, 2025, County Commission meeting and were invited to attend and provide public comment.

Based on direction previously provided by the Board, the Commissioner whose district is represented by the Board of Adjustment vacancy (Commission District 4 in this case) recommends the appointment. Commissioner Andriola recommends that Patrick M. Caldwell be appointed to a full term to the Board of Adjustment commencing on July 1, 2025, through June 30, 2029, or until such time as Mr. Caldwell no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first. Mr. Caldwell’s application is included in an attachment to this staff report. Mr. Caldwell is an unincorporated County resident of Commission District 4.

FISCAL IMPACT

As authorized by NRS 278.280(2)(a) and Washoe County Code Section 110.912.10(i), Board of Adjustment members receive an \$80 per meeting stipend. The Board of Adjustment meets every month, which equates to an annual per member stipend of \$960. There is sufficient budget authority in FY26 to compensate all Board of Adjustment members for scheduled meetings in CSD Planning & Development Admin (105400), Volunteer Stipend (710111).

RECOMMENDATION

It is recommended that the Board approve the appointment of Patrick M. Caldwell to the Washoe County Board of Adjustment representing Commission District 4 (generally includes portions of Sparks, Spanish Springs, Hidden Valley, and East Truckee Canyon areas), to fill a term beginning on July 1, 2025, and ending on June 30, 2029, or until such time as Mr. Caldwell no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first.

POSSIBLE MOTION

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

“Move to the approve the appointment of Patrick M. Caldwell to the Washoe County Board of Adjustment representing Commission District 4 (generally includes portions of Sparks, Spanish Springs, Hidden Valley, and East Truckee Canyon areas), to fill a term beginning on July 1, 2025, and ending on June 30, 2029, or until such time as Mr. Caldwell no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first.”

[Eligible applicants include: Patrick M. Caldwell and Donald Christensen]

Attachments:

Eligible Applicant Applications
Ineligible Applicant Applications