



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: July 23, 2019

DATE: June 1, 2019

TO: Board of County Commissioners

FROM: Mojra Hauenstein, Arch., Planner, Division Director, Planning & Building Community Services Dept., 328-3619,
mhauenstein@washoecounty.us

THROUGH: Dave Solaro, Arch., P.E., Assistant County Manager
Community Services Department, 328-3600, dsolaro@washoecounty.us

SUBJECT: Recommendation to approve a Memorandum of Understanding (MOU) between Washoe County---on behalf of the Washoe County Planning & Building Division---and the Truckee Meadows Fire Protection District (TMFPD) to clarify the authority, roles, procedures, timelines and approval protocols, as well as remove any unnecessary overlap in services between the Truckee Meadows Fire Protection District and the Washoe County Building Program, specifically related to Washoe County's Building Permits that are issued through the Washoe County Building Program, within the Planning and Building Division of the Community Services Department and does not include TMFPD's Fire Permits which are submitted directly to and managed by TMFPD effective upon approval and continuing until terminated. (All Commission Districts.)

SUMMARY

Approve the Memorandum of Understanding (MOU) between Washoe County, on behalf of the Washoe County Planning & Building Division, and the Truckee Meadows Fire Protection District (TMFPD) to clarify the authority, roles, procedures, timelines and approval protocols, as well as remove any unnecessary overlap in services between the Truckee Meadows Fire Protection District and the Washoe County Building Program, specifically related to Washoe County's Building Permits that are issued through the Washoe County Building Program, within the Planning and Building Division of the Community Services Department and does not include TMFPD's Fire Permits which are submitted directly to and managed by TMFPD.

Washoe County Strategic Objective supported by this item: Proactive economic development and diversification.

PREVIOUS ACTION

There has been no previous action by the Board of County Commissioners.

AGENDA ITEM # _____

BACKGROUND

As it relates to Building Permits, the scope and authorities granted to the approving jurisdiction derive and are prescribed by their respectively adopted codes. The scope of work is detailed in the attached **MOU**, but generally includes protocols for:

- **Routing:** All Building Permits that include the scope of work listed in the TMFPD's currently adopted codes will be routed to TMFPD for Fire Review, as listed in the attached **MOU**;
- **Intake:** The intake of all Washoe County Building Permits, except those with an asterisk above, shall be submitted through the Washoe County Building Program;
- **Completion deadlines** for TMFPD's *1st plan review, revisions and corrections* are established in the attached **MOU**;
- **Protocols for delays** in permit approval include a *Review Notification Form* as described in the attached **MOU**;
- **Format of Corrections:** All Fire corrections shall be provided specifically quoting the applicable code section as shown in attached **MOU**;
- **Redlines:** Plans shall not be placed on hold without corrections being entered into the Accela system and contacts notified. If red lines are marked by TMFPD to facilitate approval, then the Fire Plans Examiner shall ensure that both (2) of the Building Program's *field* and *office* permit sets are marked identically;
- **Slip Sheeting:** Any changes to plans requiring replacement of original pages shall follow the prescribed submittal protocols established at the Building Program;
- **Setting Inspections:** The Fire Plans Examiner will set the required inspections in Accela at the time of plan review completion;
- **Official Record:** Permit information entered into Accela and records that form part of the *Building Permit* remain the responsibility of the Washoe County Building Program;
- **Conflict or Discrepancies:** Should a lack of terms ascribed herewith, conflict or overlap of authority and purview exist between the two parties' latest adopted codes, the codes adopted by the Building Program, including Washoe County Chapter 100 shall govern all such matters as described in the attached **MOU**;
- **Codes Not Enforced:** Codes that are not adopted outright by each of the two parties shall not be applied or enforced in the approval of the Building Permit;

- **Changes:** Any changes that affect the terms prescribed herein, in regards to Washoe County's Building Permit process, will be collaboratively reviewed and approved by the Planning and Building Division Director and the TMFPD Fire Chief prior to implementing any changes;
- **Appeals:** All *Appeals* filed by applicants relating to Washoe County's *Building Permits*, including the actions of the TMFPD processed through the Building Program will follow and be governed by the procedures established in Chapter 100 of the Washoe County Code. All *Appeals* filed by applicants relating to Fire Permits issued by TMFPD will follow the TMFPD's procedures established in Chapter 60 of the Washoe County Code;
- **Delegation of Plan Review and Inspections:** Upon the written approval of the Director of the Community Services Department and TMFPD's Fire Chief, the Fire approval portion of the Building Permit such as plan review and inspections may be delegate to the Building Program Permit as described in the attached *MOU*.

FISCAL IMPACT

No fiscal Impact. TMFPD does not charge any fees related to the approval of Building Permits. However, TMFPD is included in the current fee study focused on development fees.

RECOMMENDATION

It is recommended that the Washoe County Board of County Commissioners approve a memorandum of understanding (MOU) between Washoe County---on behalf of the Washoe County Planning & Building Division---and the Truckee Meadows Fire Protection District (TMFPD) to clarify the authority, roles, procedures, timelines and approval protocols, as well as remove any unnecessary overlap in services between the Truckee Meadows Fire Protection District and the Washoe County Building Program, specifically related to Washoe County's Building Permits that are issued through the Washoe County Building Program, within the Planning and Building Division of the Community Services Department and does not include TMFPD's Fire Permits which are submitted directly to and managed by TMFPD continuing until terminated."

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve a memorandum of understanding (MOU) between Washoe County---on behalf of the Washoe County Planning & Building Division---and the Truckee Meadows Fire Protection District (TMFPD) to clarify the authority, roles, procedures, timelines and approval protocols, as well as remove any unnecessary overlap in services between the Truckee Meadows Fire Protection District and the Washoe County Building Program, specifically related to Washoe County's Building Permits that are issued through the Washoe County Building Program, within the Planning and Building Division of the Community Services Department and does not include TMFPD's Fire Permits which are submitted directly to and managed by TMFPD continuing until terminated."