



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: September 9, 2025

DATE: August 12, 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, pursuant to NRS 278B.150(2)(b), the appointment of one (1) applicant to the Washoe County Planning Commission when the Commission convenes as the Capital Improvement Advisory Committee (CIAC) to fill a full term beginning retroactively on July 1, 2025, and ending June 30, 2029, or until such time as the member no longer serves on the Planning Commission as a member of the CIAC or a successor is appointed, whichever occurs first. Eligible applicants include: Adel M. Mabrouk, Jose R. Portillo, and Matthew Robinson. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

Ken Krater's term as the CIAC member of the Planning Commission ended on June 30, 2025. The Washoe County Planning Commission convenes as the CIAC every few years to provide advice to the Washoe County Board of County Commissioners (Board) of the need to update or revise the land use assumptions and the capital improvements plan that impose impact fees as a component of the Regional Road Impact Fee (RRIF) program managed by the Regional Transportation Commission (RTC).

Per NRS 278B.150 and by action of the Board, the Washoe County Planning Commission serves as the CIAC. NRS 278B.150(2) requires that at least one member of the CIAC represent the real estate, development or building industry, and not be an officer or employee of the County. Because the Planning Commission may not consistently have a member who represents the real estate, development or building industry, the Board is asked to specifically appoint such a qualified person to serve on the Planning Commission when it periodically meets as the CIAC.

Therefore, it is recommended that the Board appoint one applicant representing the real estate, development or building industry, to join the Planning Commission as a member when the Commission convenes as the CIAC.

AGENDA ITEM # _____

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

PREVIOUS ACTION

On May 11, 2021, The Board reappointed Ken Krater to a full term beginning on July 1, 2021, and ending on June 30, 2025.

On May 9, 2017, the Board appointed Ken Krater to a partial term beginning on May 9, 2017, and ending on June 30, 2017, and to fill a full term beginning on July 1, 2017, and ending June 30, 2021.

On November 12, 2014, the Board adopted a resolution establishing the Washoe County Planning Commission as the Washoe County Capital Improvements Advisory Committee for the Regional Road Impact Fee Program as authorized within NRS 278B.150.

BACKGROUND

The CIAC is regulated by NRS 278B.150 Capital Improvement Advisory Committee: Establishment; Designation of Planning Commission; Duties. That statute reads as follows:

NRS 278B.150 Capital improvements advisory committee: Establishment; designation of planning commission; duties.

1. Before imposing an impact fee, the governing body of the local government must establish by resolution a capital improvements advisory committee. The committee must be composed of at least five members.
2. The governing body may designate the planning commission to serve as the capital improvements advisory committee if:
 - (a) The planning commission includes at least one representative of the real estate, development or building industry who is not an officer or employee of the local government; or
 - (b) The governing body appoints a representative of the real estate, development or building industry who is not an officer or employee of the local government to serve as a voting member of the planning commission when the planning commission is meeting as the capital improvements advisory committee.
3. The capital improvements advisory committee shall:
 - (a) Review the land use assumptions and determine whether they are in conformance with the master plan of the local government;
 - (b) Review the capital improvements plan and file written comments;
 - (c) Every 3 years file reports concerning the progress of the local government in carrying out the capital improvements plan;
 - (d) Report to the governing body any perceived inequities in the implementation of the capital improvements plan or the imposition of an impact fee; and
 - (e) Advise the local government of the need to update or revise the land use assumptions, capital improvements plan and ordinance imposing an impact fee.

Planning and Building Division staff actively recruited for this position by e-mail to citizens signed up for the “Citizen Involvement”, "Development Services", "Business Issues", and “Commission Districts 1-5” groups, and through the County’s website. The announcement was sent to 32,360 email subscribers since it was packaged with another board opening. Additionally, it was posted on Social Media. The recruitment was open from July 24, 2025, to August 11, 2025. Staff received a total of four applications. Three of the applicants meet the criteria for appointment and one applicant does not meet the criteria.

Applications were sent to all County Commissioners on Wednesday, August 20, 2025. On August 18, 2025, applicants were informed of the September 9, 2025, County Commission meeting and were invited to attend and provide public comment.

FISCAL IMPACT

As authorized by NRS 278B.150 and Washoe County Code Section 110.912.05(e), Planning Commission members receive an \$80 per meeting stipend. There is sufficient budget authority in FY26 to compensate all Planning Commission members for scheduled meetings, to include the additional member when the Commission is convened as the CIAC, in CSD Planning & Development Admin (105400), Volunteer Stipend (710111).

RECOMMENDATION

It is recommended that the Board of County Commissioners approve, pursuant to NRS 278B.150(2)(b), the appointment of one applicant to the Washoe County Planning Commission when the Commission convenes as the CIAC to fill a full term beginning retroactively on July 1, 2025, and ending June 30, 2029, or until such time as the member no longer serves on the Planning Commission as a member of the CIAC or a successor is appointed, whichever occurs first.

MOTION

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

“Move to appoint, pursuant to NRS 278B.150(2)(b), [enter applicant’s name] to the Washoe County Planning Commission when the Commission convenes as the Capital Improvement Advisory Committee (CIAC) to fill a full term beginning retroactively on July 1, 2025, and ending June 30, 2029, or until such time as the member no longer serves on the Planning Commission as a member of the CIAC or a successor is appointed, whichever occurs first.”

[Eligible applicants include: Adel M. Mabrouk, Jose R. Portillo, and Matthew Robinson]

Attachments:

Eligible Applicant Applications
Ineligible Applicant Application