



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 14, 2024

DATE: April 10, 2024

TO: Board of County Commissioners

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

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

SUBJECT: Recommendation to approve, pursuant to NRS 278.040, the appointment of Amy Owens to the Washoe County Planning Commission representing Commission District 3 (generally includes portions of Panther Valley south of Sagehen Lane; and Sun Valley generally north of Dandini Boulevard, south of 7th Avenue and west of a boundary extending along Leon Drive to Wall Canyon Drive to Lupin Drive to Klondike Drive); to fill a full term beginning on July 1, 2024, and ending on June 30, 2028, or until such time as Ms. Owens no longer serves on the Planning Commission or a successor is appointed, whichever occurs first. Eligible applicants include: Carol A. Burns and Amy Owens. (Commission District 3.)

SUMMARY

Francine Donshick, Planning Commissioner representing At-Large Commission District 3, is serving a second full term which ends on June 30, 2024. Commissioner Garcia is recommending Amy Owens to be appointed to the Planning Commission to represent Commission District 3. If appointed, the term will begin on July 1, 2024, and end on June 30, 2028, 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 May 12, 2020, the Board of County Commissioners (Board) reappointed Francine Donshick to the Washoe County Planning Commission for a full term beginning on July 1, 2020, and ending on June 30, 2024.

On May 24, 2016, the Board appointed Francine Donshick to the Washoe County Planning Commission for a full term beginning on July 1, 2016, and ending on June 30, 2020.

AGENDA ITEM # _____

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 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 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" group and the "District 3" group, and by posting on social media and the County's website. The recruitment was open from March 4, 2024, to March 25, 2024. Staff received a total of two applications: Both applicants live in the unincorporated portion of District 3.

Applications were sent to all County Commissioners on April 17, 2024. On April 22, 2024, applicants were informed of the May 14, 2024, County Commission meeting and invited to attend and provide public comment.

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. Per NRS 278.040(1), the Chair appoints the planning commission members, with the approval of the Board. Commissioner Garcia recommends that Amy Owens be appointed to fill a full term on the Planning Commission (District 3) commencing on July 1, 2024, through June 30, 2028, or until such time as a successor is appointed. All applications received 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. Funds to compensate all Planning Commission members for scheduled meetings are being recommended as part of the FY 2024-2025 Budget in CSD Planning & Development Admin (105400), Contracted/Temp Services (710110).

RECOMMENDATION

It is recommended that the Board of County Commissioners approve, pursuant to NRS 278.040, the appointment of Amy Owens to the Washoe County Planning Commission representing Commission District 3 (generally includes portions of Panther Valley south of Sagehen Lane; and Sun Valley generally north of Dandini Boulevard, south of 7th Avenue and west of a boundary extending along Leon Drive to Wall Canyon Drive to Lupin Drive to Klondike Drive); to fill a full term beginning on July 1, 2024, and ending on June 30, 2028, or until such time as Ms. Owens 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 approve, pursuant to NRS 278.040 and on the recommendation of the Chair, the appointment of Amy Owens to the Washoe County Planning Commission representing Commission District 3 (generally includes portions of Panther Valley south of Sagehen Lane; and Sun Valley generally north of Dandini Boulevard, south of 7th Avenue and west of a boundary extending along Leon Drive to Wall Canyon Drive to Lupin Drive to Klondike Drive); to fill a full term beginning on July 1, 2024, and ending on June 30, 2028, or until such time as Ms. Owens no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.”

[Eligible applicant which may also be considered in lieu of Amy Owens includes:

Carol A. Burns]

Attachments:

Carol A. Burns_Application

Amy Owens_Application