



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 18, 2024

DATE: May 20, 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 one (1) applicant to the Washoe County Planning Commission representing At-Large South of the Truckee River (generally includes all areas of unincorporated Washoe County south of the Truckee River and includes Incline Village and Crystal Bay); to fill a full term beginning on July 1, 2024, and ending on June 30, 2028, or until such time as the member no longer serves on the Planning Commission or a successor is appointed, whichever occurs first. Eligible applicants include: James I. Barnes, Philip C. Gilanfar, Thomas Keiffer, Arthur O'Connor, and Robert D. Parker. (Commission Districts 1, 2, 4, & 5.)

SUMMARY

Pat Phillips, Planning Commissioner representing At-Large South of the Truckee River, is serving a first full term which ends on June 30, 2024. The four Commissioners whose districts are represented (Commissioners Hill, Clark, Andriola, and Herman) may offer a recommendation for an applicant to be appointed, which will then be voted on by the entire Board of County Commissioners. When 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 June 23, 2020, the Board of County Commissioners (Board) appointed Pat Phillips to the Washoe County Planning Commission for a full term beginning on July 1, 2020, and ending on June 30, 2024.

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 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 "Districts 1-5" groups, and by posting on social media and the County's website. The recruitment was open from April 22, 2024, to May 13, 2024. Staff received a total of eight applications: two applicants reside in the City of Reno and one applicant resides north of the river. Applicants are required to live in the unincorporated portion of their district, so the two applicants residing within the City of Reno are ineligible for appointment to the Planning Commission. The applicant residing north of the river is ineligible since there are 5 eligible applicants who reside south of the river.

Applications were sent to all County Commissioners on May 21, 2024. On May 28, 2024, applicants were informed of the June 18, 2024, 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 Planning Commission vacancy makes a recommendation for the appointment to the Chair, therefore each of the four Commissioners whose districts are represented may offer a recommendation, but a vote of the entire Commission is required for this appointment. Per NRS 278.040(1), the Chair appoints the Planning Commission members, with the approval of the Board. 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 FY25 to compensate all Planning Commission members for scheduled meetings 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 one (1) applicant to the Washoe County Planning Commission representing At-Large South of the Truckee River (generally includes all areas of unincorporated Washoe County south of the Truckee River and includes Incline Village and Crystal Bay); to fill a full term beginning on July 1, 2024, and ending on June 30, 2028, or until such time as the member 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, the appointment of [enter applicant’s name] to the Washoe County Planning Commission representing At-Large South of the Truckee River (generally includes all areas of unincorporated Washoe County south of the Truckee River and includes Incline Village and Crystal Bay); to fill a full term beginning on July 1, 2024, and ending on June 30, 2028, or until such time as the member no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.”

[Eligible applicants include: James I. Barnes, Philip C. Gilanfarr, Thomas Keiffer, Arthur O’Connor, and Robert D. Parker.]

Attachments:

- Eligible Applicant Applications
- Ineligible Applicant Applications