



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: July 11, 2023

DATE: June 20, 2023

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 Linda K. Kennedy to the Washoe County Planning Commission representing Commission District 5 (generally includes the areas of Verdi, North Valleys, Cold Springs, Warm Springs, portions of Sun Valley, and all of the High Desert Planning Area extending to the Oregon border); to fill a full term beginning on July 1, 2023 and ending on June 30, 2027, or until such time as Ms. Kennedy no longer serves on the Planning Commission or a successor is appointed, whichever occurs first. Eligible applicants include: Robert Bush, Barbara S. Fenne, Linda K. Kennedy, John M. Trautwein. (Commission District 5.)

SUMMARY

Sarah Chvilicek, Planning Commissioner representing Commission District 5, is serving a second full term which ended on June 30, 2023. Commissioner Herman is recommending Linda K. Kennedy to be appointed to the Planning Commission to represent Commission District 5. If appointed, the term will begin on July 1, 2023, and end on June 30, 2027, 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 28, 2019, the Board reappointed Sarah Chvilicek to the Washoe County Planning Commission for a full term beginning on July 1, 2019, and ending on June 30, 2023.

On June 9, 2015, the Board reappointed Sarah Chvilicek to the Washoe County Planning Commission for a full term beginning on July 1, 2015, and ending on June 30, 2019.

On October 22, 2013, the Board appointed Sarah Chvilicek to the Washoe County Planning Commission to fill an unexpired term beginning on October 22, 2013, and ending on June 30, 2015.

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 "Districts 5" group, and by posting on social media and the County's website. The recruitment was open from April 13, 2023, to May 3, 2023. The recruitment was then extended through June 2, 2023. Staff received a total of eight applications: four applicants are residents of unincorporated District 5, and three applicants are residents of District 5 but reside within the City of Reno. Applicants are required to live in the unincorporated portion of their district, so the three applicants residing within the City of Reno are ineligible for appointment to the Planning Commission. Sarah Chvilicek also submitted an application; however, she has already served two terms. An additional term may be considered for an individual's appointment if there are no other qualified applicants. This option is unavailable for this seat since there are four eligible applicants.

Applications were sent to all County Commissioners on June 8, 2023. Applicants were informed of the County Commission meeting and invited to attend and provide public comment on June 22, 2023.

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. Commissioner Herman recommends that Linda K. Kennedy be appointed to fill a full term on the Planning Commission (District 5) commencing on July 1, 2023, through June 30, 2027, or until such time as a successor is appointed. All applications received, including those 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. Budget authority to compensate all Planning Commission members for scheduled meetings is available in the FY 2023-2024 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 Linda K. Kennedy to the Washoe County Planning Commission representing Commission District 5 (generally includes the areas of Verdi, North Valleys, Cold Springs, Warm Springs, portions of Sun Valley, and all of the High Desert Planning Area extending to the Oregon border); to fill a full term beginning on July 1, 2023, and ending on June 30, 2027, or until such time as Ms. Kennedy no longer serves on the Planning Commission or a successor is appointed, whichever occurs first. Eligible Applicants include: Robert Bush, Barbara S. Fenne, Linda K. Kennedy, John M. Trautwein.

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 Linda K. Kennedy to the Washoe County Planning Commission representing Commission District 5 (generally includes the areas of Verdi, North Valleys, Cold Springs, Warm Springs, portions of Sun Valley, and all of the High Desert Planning Area extending to the Oregon border); to fill a full term beginning on July 1, 2023 and ending on June 30, 2027, or until such time as Ms. Kennedy no longer serves on the Planning Commission or a successor is appointed, whichever occurs first.”

[Eligible applicants which may also be considered in lieu of Linda K. Kennedy include: Robert Bush, Barbara S. Fenne, John M. Trautwein]

Attachments:

Attachment A – Robert Bush

Attachment B – Barbara S. Fenne

Attachment C – Linda K. Kennedy

Attachment D – John M. Trautwein

Attachment E – Sarah Chvilicek

Attachment F – Jason D. Bushey_City of Reno

Attachment G – Robert A. Laurie_City of Reno

Attachment H – Kelly R. Orr_City of Reno