



WASHOE COUNTY

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STAFF REPORT BOARD MEETING DATE: May 26, 2026

DATE: May 16, 2026

TO: Board of County Commissioners

FROM: Jennifer Gustafson, Washoe County Deputy District Attorney
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Commissioner Support, Office of the County Manager

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Office of the County Manager

THROUGH: Kate Thomas, County Manager

SUBJECT: Recommendation and possible action to adopt amended Resolutions for the Citizens Advisory Boards (“CAB”) to re-affirm the creation of each CAB, specify the specific purpose(s) for their creation, set the number of CAB members and the categories of their membership, and define each CAB’s geographical area of responsibility, as required by Washoe County Code (“WCC”) Section 5.427. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

This item is part of a multi-step process to make some changes to Washoe County’s Citizens Advisory Boards (CABs)—specifically, to update the documents governing the CABs. This item focuses on the resolutions which created each CAB and provides necessary updates to ensure compliance with Washoe County Code (“WCC”) Section 5.427, as last amended by the Washoe County Commission on June 17, 2025.

Washoe County Strategic Objectives supported by this item:

Innovative Services: Strengthen our culture of service.

Economic Impacts: Meet the needs of our growing community; Support a thriving community.

PREVIOUS ACTION

There have been multiple County Commission actions related to the citizens advisory boards. However, for the purposes of this staff report, the previous action section is limited to more-recent County Commission action related to the CAB resolutions and relevant Washoe County Code amendments, as an amendment to the resolutions creating the CABs is the request currently before the Board.

June 17, 2025 – The Board of County Commissioners (“Board”) conducted a second reading of Bill No. 1927 and adopted Ordinance No. 1739.

AGENDA ITEM # _____

May 13, 2025 – The Board conducted an introduction and first reading of Bill No. 1927, which is an ordinance amending and updating the Washoe County Code Chapter 5 provisions related to CABs. Specifically, the ordinance clarified the general purpose of the CABs; required the geographical boundaries of the CABs to fall within a single commissioner district; updated provisions related to board membership, such as allowing persons residing within one mile of the CAB boundaries to serve as a member of that particular CAB, requiring applications to be kept on file for one year, and requiring the terms for alternates to align with the terms for regular board members; removed a prohibition on CAB members concurrently serving on the County’s planning commission and/or board of adjustment; amended various provisions to comply with Nevada’s Open Meeting Law; and updated provisions related to enactment of bylaws.

August 17, 2021 – The Board reformed all nine (9) CABs via resolution for the purpose of seeking input and providing recommendations to the Office of the County Manager regarding a commissioner support initiative, and future use of structured Citizens Advisory Boards.

August 17, 2021 – The Board directed staff to implement a new development review process through utilization of neighborhood meetings in lieu of the then-existing formal CAB review process. The Board dissolved the nine (9) CABs and the then-existing CAB program for reviewing planning and development projects within Washoe County’s planning jurisdiction.

February 16, 2021 – The Board approved the development of a new Commissioner Support Program under the Communications Division.

August 12, 2020 – The Board directed staff to explore and possibly expand the Office of the County Manager’s Communications Team to create a comprehensive community engagement program, expand the then-existing CAB program, and schedule an update on developing the program at a future Board meeting.

May 12, 2015 – The Board modified the CAB program to limit the purpose of the CABs to reviewing and providing feedback on planning and development projects within Washoe County’s planning jurisdiction.

July 9, 2013 – The Board enacted Ordinance No. 1515, which amended Washoe County Code Chapter 5 provisions relating to recruitment and appointment of CAB members, filling vacancies, selection of officers, and terms of membership.

April 13, 2013 – The Board reconstituted the CAB program and created a total of nine (9) CABs with modified geographic boundaries after an extensive outreach and revitalization process called the Citizen Involvement Revitalization Project (CIRP).

June 17, 1980 - The Board of County Commissioners enacted Ordinance No. 468, which authorized the Board of County Commissioners to establish citizens advisory boards to assist the Board in an advisory and liaison capacity on county matters about which the Board desired study or advice. The ordinance specified standards related to the purpose of the boards, establishment of boards through resolution, membership of board members, bylaws, budget and compensation, and termination of service on boards.

BACKGROUND

Citizens Advisory Boards are created via resolution. Washoe County Code section 5.427, as amended by the Board on June 23, 2025 in Ordinance No. 1739, requires each resolution to contain certain provisions. Specifically, WCC 5.427 provides that each

resolution creating a CAB shall specify the specific purpose(s) for the CAB's creation; shall set the number of CAB members and the categories of their membership; and shall define the CAB's geographical area of responsibility (established by mapping), which must fall within a single commission district. This latter requirement goes into effect one (1) year from the adoption of Ordinance No. 1739, which is June 17, 2026. In short, the current CAB resolutions are outdated and must be modified to comply with WCC 5.427.

Proposed Amendments to CAB Resolutions:

The proposed amendments to the CAB resolutions will ensure compliance with WCC 5.427 and include the following:

Updating the Specific Purpose(s) for the CABs' Creation. For each of the nine CABs, the present resolutions state that the CABs' specific purpose is to seek input and provide recommendations to the Office of the County Manager regarding a commissioner support initiative and future use of structured citizens advisory boards. However, since the present resolutions were adopted in 2021, the Board has clarified the CABs' purpose. In accordance with WCC 5.425, the general purpose of the Citizens Advisory Boards are now to assist, advise and collaborate with the county commissioner in whose district the board is located, as well as the Washoe County Commission, on issues of concern in the designated geographical areas that are within Washoe County's governmental jurisdiction.

WCC 5.427 provides that the resolutions creating the CABs shall specify the specific purpose(s) for the CABs' creation. In alignment with WCC 5.425, the proposed specified purpose is:

“to enhance public participation in local governance by creating a forum for residents to engage in dialogue and share perspectives on community issues and matters of public interest within the Board's geographical area and within Washoe County's governmental jurisdiction; and to assist and advise Washoe County on such issues and matters of public interest through collaboration with the applicable county commissioner, as well as the Washoe County Commission.”

This language is purposefully broad enough to encompass the various community issues and matters of public interest that may be brought before the CABs.

Setting the Number of CAB Members & Categories of Membership. WCC 5.427 also provides that the resolutions must set the number of CAB members and the categories of membership. Accordingly, a provision has been added to each resolution stating that the CAB shall consist of five (5) regular members and no more than two (2) alternates—which is consistent with current practice.

Updating the Geographical Boundaries. As previously noted, WCC 5.427 provides that each CAB's geographical area of responsibility is established by mapping and shall fall within a single commissioner district. To comply with this requirement, adjustments were made to multiple CAB boundaries. This was done not only to conform the boundaries to fit within a single commission district, but also to ensure that there are no longer residential pockets of Washoe County that are not covered by any CAB. The result is that three commissioner districts (Districts 2, 3 and 4) now have district-wide CAB boundaries. District 1 has two CABs and an area that is not covered by any CAB boundary (since there are no residences in that area). District 5 has four CABs, whose

various boundaries encompass the entirety of District 5. The resolutions properly indicate that each CAB boundary is established through geographic information systems (“GIS”) mapping, as provided in the Washoe Regional Mapping System. Illustrative maps are also attached to each resolution.

Renaming Three (3) of the CABs to Reflect Adjusted Boundaries. Three of the CABs now have district-wide CAB boundaries. Accordingly, it is appropriate to rename these CABs to better reflect their district-wide applicability. The current proposal is:

- South Truckee Meadows/Washoe Valley/District 2 CAB
- Sun Valley/District 3 CAB
- Spanish Springs/District 4 CAB

FISCAL IMPACT

There is no fiscal impact in adopting the proposed amendments to the Washoe County CAB resolutions.

RECOMMENDATION

It is recommended that The Board of County Commissioners consider the amended CAB resolutions. The Board has discretion to direct staff to make changes to the proposed resolutions or adopt the resolutions as drafted.

POSSIBLE MOTION

A possible motion would be:

“Move to adopt amended Resolutions for the Citizens Advisory Boards (“CAB”) to re-affirm the creation of each CAB, specify the specific purpose(s) for their creation, set the number of CAB members and the categories of their membership, and define each CAB’s geographical area of responsibility, as required by Washoe County Code (“WCC”) Section 5.427.”

Attachments:

Resolutions from 2021 Creating the Citizens Advisory Boards

Amended Resolutions for the Citizens Advisory Boards