



# Washoe County Parcel Map Review Committee

## RULES, POLICIES AND PROCEDURES

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### Article I: Purpose and Authority

The Parcel Map Review Committee (“PMRC” or “Committee”) is a sub-committee of the Washoe County Planning Commission. The PMRC’s purpose is to review and either approve, conditionally approve, or deny tentative parcel map applications in the unincorporated areas of Washoe County in accordance with applicable provisions of the Nevada Revised Statutes and Article 606 of the Washoe County Development Code (“WCC”). The PMRC is constituted and operated in accordance WCC 110.916.05 and is currently comprised of five members having specialized knowledge of land use and planning requirements for tentative parcel maps in Washoe County.

## **Article II: Committee Membership**

A. Membership. The PMRC consists of five members, as follows:

1. One (1) member of the Planning Commission;
2. One (1) staff member of the Washoe County Community Services Department, Planning and Building Division;
3. One (1) staff member of the Washoe County Community Services Department, Engineering and Capital Projects Division;
4. One (1) staff member from the Washoe County Health District; and
5. One (1) staff member from the Truckee Meadows Fire Protection District.

B. Appointment of Committee Members. The Chair of the Planning Commission shall appoint the PMRC member from the Planning Commission during a public meeting of the Planning Commission. The other four PMRC members are appointed by and serve at the pleasure of the Director of their respective division, department or District. These appointments shall occur by means of a memorandum to the Chair of the Planning Commission.

C. Appointment of Alternates. One alternate Committee member may be appointed for each of the five positions on the Committee. The Chair of the Planning Commission shall appoint the alternate PMRC member from the Planning Commission. The other four alternate PMRC members are appointed by and serve at the pleasure of the Director of their respective division, department or District. Like the regular Committee members, the designation of these alternates shall occur by means of a memorandum to the Chair of the Planning Commission.

D. Term. All Committee members shall be appointed for a term of two (2) years. There is no limit on the number of consecutive terms served.

E. Chair. The Chair of the Committee shall be the member from the Planning and Building Division.

F. Resignation. If a Committee member chooses to resign their position prior to the end of their term of service, such member must provide written notification

to the Secretary. Depending on the Committee member who resigns, either the Chair of the Planning Commission or the respective Director of that member's division, department or District shall then appoint another individual who meets the qualifications of the vacant position to fill the vacancy and complete the term of service.

- G. Removal. Any PMRC member may be removed and/or replaced by the authority who appointed that member for any reason. Further, if both a PMRC member and their alternate is absent from a regularly scheduled PMRC meeting three consecutive times, the Secretary shall notify the authority who appointed that member and may request that the authority appoint a different person to serve on the Committee.

### **Article III. General Duties and Responsibilities**

- A. Duty to Stay Informed. Members of the Committee shall keep themselves informed on planning laws, policies, procedures and trends in planning practice, as well as the ethics laws of Nevada.
- B. Members of the Committee shall strive to represent the best interests of unincorporated Washoe County.
- C. Members shall be prompt and diligent in attendance.
- D. Communication Outside of Public Hearings or Meetings. Except for general business matters (meeting attendance, etc.), Committee members should avoid ex parte communications (private discussions outside a public meeting with interested parties) regarding public hearing matters coming before the Committee.
- E. Site Visits. The Committee recognizes that site visits may be helpful to gain a better understanding of a proposed tentative parcel map and its impact on surrounding lands. In accordance with NRS 278.190(3), Committee members are authorized to enter and examine any land in the performance of their functions.

#### **Article IV: Ethical Considerations for Committee Members**

- A. The Committee is governed by Nevada’s ethics laws, including NRS Chapter 281A. Accordingly, Committee members shall not solicit, offer, or accept any offer for any business relationship or arrangement with any applicant coming before the Committee or such applicant’s representative. Any pre-existing, ongoing, or expected business relationship with an applicant or their representative must be disclosed and may be grounds for abstention under NRS Chapter 281A.
  
- B. The Committee may also reference the American Planning Association’s Ethical Principles in Planning as guiding principles for the conduct of Committee members, provided it does not conflict with any applicable provisions of law.
  
- C. Public Hearings. Public hearings are adjudicative in nature. Committee members must keep an open mind regarding each matter to be heard until all evidence has been presented on that matter. Committee members must be careful not to form or communicate any preferences or thoughts that may be perceived as prehearing bias. Accordingly, staff members appointed to serve on the PMRC shall not be the same staff members that review and provide comments on applications heard by the PMRC. In the event a Committee member has worked on an application being heard by the PMRC, the Committee member should contact legal counsel prior to the meeting to discuss their ethical obligations.

#### **Article V: Quorum and Voting**

- A. Quorum. A quorum consists of a simple majority of the total Committee membership.
  
- B. Voting. An affirmative vote by a majority of the members present at the meeting is required to take action on any matter. A tie vote means the motion does not pass.
  - 1. The Chair may call for a roll call vote on any item.
  - 2. All votes shall be recorded and the meeting minutes shall indicate the members voting for, against, or abstaining from a matter.

## **Article VI. Officers of the Committee**

A. Titles. The officers of the committee shall be:

1. Chair. The Chair shall preside at all meetings, maintain order, and call special meetings as needed. The Chair shall be a voting member of the Committee.
2. Vice Chair. The Vice Chair shall serve in the absence of the Chair, rather than the alternate member from the Planning and Building Division. The Vice Chair shall be elected by the Committee at the first meeting of each calendar year and shall serve for two years or until their successor is elected and takes office. In the absence of both the Chair and Vice Chair, a temporary acting Chair will be designated by the Committee to conduct the meeting.

B. Succession. No line of succession is claimed by this committee.

C. Authority to Sign.

1. The Chair may sign such documents to implement action by the Committee as required by the Nevada Revised Statutes or the Washoe County Development Code. The Chair should confer with legal counsel as to the propriety of signing specified documents.
2. The Secretary may sign such documents as may require certification on behalf of the Committee. Transmittals of Committee action to the Board of County Commissioners, the Board of Adjustment, the County Clerk and/or other parties interested in a particular PMRC action will generally be the responsibility of the Secretary.

D. Delegation of Authority. The Committee may designate one or more members or the Secretary to act on behalf of the Committee in the conduct of hearings or the performance of its duties. The Committee may also delegate to such members or the Secretary, when appropriate and to the extent permitted by law, such authority as may be necessary.

## **Article VII. Staff to Assist the PMRC**

A. Washoe County shall provide staff to assist the Committee, which shall include:

1. Secretary. The Secretary shall attend meetings, record the proceedings, prepare agendas and draft minutes, post notice of agendas and supporting materials, maintain Committee records, and serve in a technical capacity to the Committee, among other duties. The Secretary shall also keep a record of each Committee member's term and shall inform the appointing authority when a term is set to expire so that the authority may submit the required memorandum appointing or re-appointing the member to the Chair of the Planning Commission.
2. Legal Counsel. Legal counsel shall be appointed by the District Attorney. Legal counsel may assist the Committee in determining points of order, reviewing agenda item legality, advising the members on Nevada's Open Meeting Law and ethics requirements, reviewing contracts, and any other item of concern to the conduct of the meeting.

## **Article VIII. Meetings**

### **A. General.**

1. The PMRC is a public body; and thus, must comply with Nevada's Open Meeting Law requirements set forth in NRS 241.010 through 241.040, inclusive.
2. Notice of the Meeting. A copy of the notice of the meeting and agenda shall be posted at the appropriate locations at least three business days prior to the meeting to allow the public full awareness of the scheduled meeting.
3. Agenda. Each agenda shall be approved by the Chair and reviewed by legal counsel prior to posting. Public hearing items are placed on the agenda by Washoe County Planning & Building Division staff based on the particular application's submittal date. All other persons wishing to place an item on the agenda shall contact the Chair for authorization to include the requested agenda item.
4. Supporting Materials. Each public hearing item on the agenda should be accompanied by written information and materials pertaining to that item. Supporting documentation shall be provided to the recording secretary at least one week prior to the meeting date. The recording secretary shall distribute the supporting materials in advance of the meeting, preferably at the time of the agenda posting.

5. In the event a question or controversy arises regarding meeting procedures, the Committee will utilize the accepted rules of procedure of the Washoe County Commission. Alternatively, the Chair may employ other procedures or techniques in an effort to provide for the Committee's deliberation, an opportunity for the public, the applicant(s), and all Committee members to be heard, and for the Committee to reach a decision. If a conflict occurs between these Bylaws and accepted rules of procedure of the Washoe County Commission, these Bylaws prevail.
6. Records. The PMRC shall keep a public record of its business. Complete records of the Committee's actions shall be kept on file with the Washoe County Planning & Building Division.

**B. Regular Meetings.**

1. The Committee shall set regular meeting days and times monthly.
2. All regular meetings shall begin at the time set by the Committee and shall be scheduled for regular business hours.

**C. Special Meetings.** Special meetings may be held at the Chair's request, or by written request of two (2) committee members.

**D. Cancellation of Meetings.** The Chair may choose to cancel a meeting if there are no substantive items of business to discuss.

**E. Continued Items.** The Committee may vote to grant a continuance on an agenda item upon the request of any Committee member, the applicant, or the applicant's representative. If the Committee decides to continue an item, public comment will not be heard for that item until the date of the continued hearing.

**F. Order of Business.** The order of the following agenda items may be changed as necessary at the discretion of the Chair.

1. The Chair calls the meeting to order.
2. Roll call and determination of a quorum.
3. Ethics law announcement.
4. Appeal procedure announcement.
5. Public Comment.

6. Approval of the agenda.
7. Review, possible amendment and approval of minutes from previous meeting.
8. Business of the day.
  - i. General business items.
  - ii. Public Hearings.
9. Announcements, reports, and selection of topics for future agendas.
  - i. Future agenda items.
  - ii. Legal information and updates.
10. Public Comment.
11. Adjournment.

G. Public Comment. Public comment should be limited to three (3) minutes per person for each comment period. The Chair may grant further time at his or her discretion.

#### **Article IX. Meeting Decorum**

- A. PMRC meetings are limited forums for the governmental purpose of making planning decisions related to tentative parcel maps for the community in accordance with state and local law. That governmental purpose is efficiently accomplished only when the process established by law is followed and all participants in a meeting conduct themselves within the limits established and with decorum, civic responsibility, and mutual respect.
- B. It is the intent of the Committee to maintain the highest level of decorum. The Chair is authorized to take appropriate actions to maintain such decorum to include declaring recesses, admonishing speakers and other remedies as set forth below.
- C. The viewpoint of any speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech at a meeting. Remarks which are irrelevant, impertinent, unduly repetitious, or which contain personal attacks, implied or actual threats, fighting words, or profanity are not consistent with efficiently accomplishing the governmental purpose.



D. The Chair may remove (with or without warning) any person who willfully makes the kind of remarks described above or engages in other disorderly conduct, if such remarks or conduct make the orderly conduct of the meeting impractical.

E. Removal for disruptive conduct will be for the remainder of the meeting.

**Article X. Records and Minutes**

A. Records. All documents pertaining to the work of the PMRC shall be maintained under the supervision of the Secretary and the Washoe County Planning & Building Division. Said documents shall be open and accessible to the Committee members and to the public during working hours, unless such records are declared confidential by law.

B. Minutes. Written minutes of each meeting shall be kept and are public records.

1. Meeting minutes or electronic recordings of each meeting will be made available within thirty (30) working days after adjournment of the meeting.
2. The Washoe County Planning & Building Division shall ensure that a qualified recording secretary is available to record all actions of any PMRC meeting and to maintain written minutes.
3. Copies of the written draft minutes of the past regular meeting shall be furnished to the Committee members with the posting of the agenda packet for the next meeting.
4. Approved written minutes are considered to be a summary of the proceedings. Written minutes may be superseded by an electronic recording.

**Article XI. Amendment of Rules, Policies and Procedures**

A. Amendment. The Washoe County Parcel Map Review Committee's Rules, Policies and Procedures may be amended by a majority vote of a quorum at a regular meeting and become effective upon signature of the Chair.

B. Failure to Follow. If the Committee fails to follow one of its own Rules, Policies and Procedures, the Committee's actions are not invalidated so long as the action is in compliance with other laws.

Dated: 7/13/22

  
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CHAIR

## APPENDIX A Ethical Principles in Planning

American Planning Association  
(As Adopted May 1992)

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

### **A. The planning process must continuously pursue and faithfully serve the public interest.**

Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
4. Assist in the clarification of community goals, objectives and policies in plan-making;

5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decisions and the long range consequences of present actions.

**B. Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.**

Planning Process Participants should:

1. Exercise fair, honest and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;
9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;

11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;
12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

**C. APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.**

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;
10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning.