



Planning Commission Staff Report

Meeting Date: September 7, 2021

Agenda Item: 8B

BRIEF SUMMARY OF REQUEST: Appointments to Parcel Map Review Committee

PRESENTING STAFF: Name: Trevor Lloyd, Planning Manager
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ITEM DESCRIPTION

Recommendation that the Chair of the Washoe County Planning Commission affirm the appointment of Larry Chesney to the Parcel Map Review Committee with a term to expire on June 30, 2022, and if desired, appoint a member of the Planning Commission to act as an alternate in the event Mr. Chesney is absent with a contemporaneous term to also expire on June 30, 2022.

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Background

The Parcel Map Review Committee (PMRC) is a subcommittee of the Planning Commission as described in Section 110.916.05(a) of the Washoe County Development Code (WCC). The purpose of the Parcel Map Review Committee is to review, apply conditions of approval, and approve or deny parcel map applications.

WCC 110.916.05(b) establishes the departments and agencies from which the PMRC membership is to be drawn. A total of five members are to be appointed for two year terms as follows: a member of the Planning Commission; a staff member of the Community Services Department, Planning and Building Division; a staff member of Community Services Department, Engineering and Capital Projects Division; a staff member of the District Health Department; and a staff member of the Truckee Meadows Fire Protection District. There are no term limits established for PMRC membership.

WCC 110.916.05(d) provides that the Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee during a public meeting. Further, WCC 110.916.05(e) provides that the Chair of the Planning Commission may also appoint one alternate member to serve on the PMRC in the event the regular Planning Commission member is absent.

On July 30, 2021, the new development code provisions governing the Parcel Map Review Committee (WCC 110.915.05) became effective. One of the amendments to the Parcel Map Review Committee provisions is that all appointments to the PMRC shall be for a term of two years. Consequently, staff wish to confirm and/or update the terms for all PMRC membership appointments, including the Planning Commission appointment(s) to comport with WCC 110.916.05(g).

Current Membership

On November 7, 2017, Commissioner Larry Chesney was appointed to the PMRC as the Planning Commission member and Commissioner Michael Lawson was appointed as the alternate member. Commissioner Lawson no longer serves on the Planning Commission. Accordingly, there is currently no alternate selected for this position.

Recommendation for Appointment

Staff recommend that the Chair affirm the appointment of Larry Chesney to the Parcel Map Review Committee, with a term to expire on June 30, 2022, which is the same date as the expiration of Mr. Chesney's Planning Commission term, and which will allow for staggering two-year terms with PMRC members. Staff further recommend that, if desired, the Chair select another member of the Planning Commission to serve as the alternate in the event Mr. Chesney is absent, with a term to expire contemporaneously on June 30, 2022, as authorized pursuant to WCC 110.916.05(d), (e) and (g).

Article 916

ESTABLISHMENT OF COMMITTEES

[This Article amended in its entirety by Ord. 873, provisions eff. 6/7/93; Ord. 1088, provisions eff. 1/28/00.]

Sections:

110.916.00	Purpose
110.916.05	Parcel Map Review Committee
110.916.10	Design Review Committee

Section 110.916.00 Purpose. The purpose of this article, Article 916, Establishment of Committees, is to specify the establishment of a Parcel Map Review Committee and a Design Review Committee.

Section 110.916.05 Parcel Map Review Committee.

- (a) **Committee Created.** A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) **Committee Membership.** The Parcel Map Review Committee shall consist of five members. The members shall include:
 - (1) A member of the Planning Commission.
 - (2) A member from the staff of the Community Services Department, Planning and Building Division.
 - (3) A member from the staff of the Community Services Department, Engineering and Capital Projects Division.
 - (4) A member from the staff of the District Health Department.
 - (5) A member from the staff of the Truckee Meadows Fire Protection District.
- (c) **Committee Chair.** The Chair of the Committee shall be the staff member from the Planning and Building Division.
- (d) **Appointment of Members to Parcel Map Review Committee.** The Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee, during a public meeting. All staff members shall be appointed to the Parcel Map Review Committee by the Director of their respective division or department. Appointment of staff shall be by means of a memorandum to the Chair of the Planning Commission.
- (e) **Appointment of Alternate Members to Parcel Map Review Committee.** The Chair of the Planning Commission and the Directors of the respective divisions and departments may appoint one alternate member to the Parcel Map Review

Committee for each of the five positions on the Committee, as necessary for the efficient conduct of the business of the Parcel Map Review Committee. Appointment of alternate staff members shall be by means of a memorandum to the Chair of the Planning Commission.

- (f) Staff Members Appointed to the PMRC shall not be the same staff members that review and provide comments on applications heard by the PMRC.
- (g) Appointments to the PMRC shall be for a time period of two years.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1387, provisions eff. 11/20/08; Ord 1673, provisions eff. 7/30/21.]

Section 110.916.10 Design Review Committee.

- (a) Committee Created. There is hereby created a Design Review Committee.
- (b) Committee Membership. The Chair of the Planning Commission shall appoint one (1) person to represent the Planning Commission who shall be a member of the Planning Commission, a former member of the Planning Commission or a designee of the Planning Commission; one (1) member representing the planning profession; one (1) member representing the landscape architecture profession; and one (1) member representing the architecture profession. In addition, the Board of Adjustment will appoint one (1) of its members to the committee, a former member of the Board of Adjustment, or a designee of the Board of Adjustment.
- (c) Terms. Terms of the three (3) members representing the planning, landscape architects, and architecture professions shall be four (4) years with the ability of a current member to be re-appointed for a second consecutive four (4) year term at the conclusion of his first term. Members are limited to eight (8) consecutive years on the committee.
- (d) Meetings. The Design Review Committee shall meet on an as need basis.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1288, provisions eff. 3/24/06.]