



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: December 7, 2017

Staff Contact: Lee Plemel, Community Development Director

Agenda Title: For Possible Action: To provide direction to staff on the development of policies related to the nomination and appointment process for Planning Commissioners. (Nick Marano, nmarano@carson.org; Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff to develop a process whereby newly elected Supervisors would nominate individuals for appointment to the Commission. Staff will provide possible alternatives for the Board of Supervisors to consider to transition from the current Planning Commissioner appointment process to a new process.

Agenda Action: Other/Presentation

Time Requested: 20 minutes

Proposed Motion

I move to direct staff to prepare applicable code amendments and policies to implement [Alternative ___] for the Planning Commission nomination and appointment process.

Board's Strategic Goal

Efficient Government

Previous Action

The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff to develop a process whereby newly elected Supervisors would nominate individuals for appointment.

Background/Issues & Analysis

On October 19, 2017, the Board of Supervisors gave staff direction to develop alternatives for the Supervisors to nominate individuals for appointment to the Planning Commission. The stated goal was to have newly elected Supervisors nominate individuals for appointment to the Commission at the beginning of that Supervisor's term (five total positions), with the remaining two Commissioner positions to be appointed on an at-large basis.

The purpose of this item is to get direction on how to phase in the new Commissioner nomination and appointment policy. The alternatives basically boil down to 1) phasing the program in over the next four years or 2) "starting from scratch" with new nominations and appointments next year.

The first table below shows the years in which newly elected (or re-elected) Supervisors take office, and also shows the years in which current Planning Commissioner terms expire.

Schedule of Elected Supervisors Taking Office and Planning Commissioner Term Expiration:

2018		2019		2020		2021	
BOS	PC	BOS	PC	BOS	PC	BOS	PC
	Salerno (1) Borders (1)	Ward 1 Ward 3	Monroy (1) Esswein (4)		Sattler (3)	Mayor Ward 2 Ward 4	Tingle (2) Stowell (4)

(Ward in which the Planning Commissioner lives in parenthesis)

Alternative "A" below shows a scenario where the implementation of Board of Supervisor nominees would be phased in over the next four years as current Commissioners' terms end and new Supervisors take office. Alternative "B" shows a scenario where the nomination process is implemented immediately in 2018 with all Supervisors nominating one appointee, then phasing into the final nomination schedule over the next four years. Note that under Alternative "B" Supervisors could nominate current Commissioners to continue serving on the Planning Commission.

Alternative "A" Planning Commissioner Appointment Schedule:

2018	2019	2020	2021
At Large #1 At Large #3 (3 yr term)	Ward 1 Ward 3	At Large #2	Mayor Ward 2 Ward 4

Alternative "A" Subsequent Years Appointment Schedule:

At Large #1	Ward 1 Ward 3	At Large #2	Mayor Ward 2 Ward 4
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(Appointments are four-year terms except as noted in parenthesis in 2018)

Alternative "B" Planning Commissioner Appointment Schedule:

2018	2019	2020	2021
Ward 1 (1-yr term) Ward 3 (1-yr term) Mayor (3-yr term) Ward 2 (3-yr term) Ward 4 (3 yr term) At Large #1 (4-yr term) At Large #2 (2-yr term)	Ward 1 Ward 3	At Large #2	Mayor Ward 2 Ward 4

Alternative "B" Subsequent Years Appointment Schedule:

At Large #1	Ward 1 Ward 3	At Large #2	Mayor Ward 2 Ward 4
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Upon the Board of Supervisor's direction, staff will prepare the applicable code amendment (Title 18) and policy changes to implement the new Planning Commissioner nomination and appointment schedule as well as the revised duties, responsibilities, and application questions previously approved by the Board of Supervisors.

Regardless of the process selected by the Board of Supervisors, staff would like to note that there is a benefit to retaining Planning Commission members with experience on the Commission. When new Commissioners are appointed, staff provides a large amount of codes and training materials to review in preparation for meetings. Having some "institutional knowledge" on the Commission helps with meeting management and addressing the legal issues the Commission faces in making its decisions, as well as having the historical knowledge of issues

that the Commission has considered over the years. Staff would hope a complete replacement of the Planning Commissioners at one time is not the intent.

If you have questions regarding this item, please contact Lee Plemel at 283-7075 or lplemel@carson.org, or Nick Marano at 283-7062 or nmarano@carson.org.

Attachments

- 1. Planning Commissioner Duties and Responsibilities
- 2. Current online advisory commission application
- 3. Additional Planning Commissioner questions

Applicable Statute, Code, Policy, Rule or Regulation

NRS 278.030 (Planning Commission); CCMC 18.02.010 (Planning Commission)

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Provide other direction to staff regarding the implementation of Planning Commissioner appointments

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



PLANNING COMMISSIONER DUTIES AND RESPONSIBILITIES

SUMMARY OF PURPOSE OF THE PLANNING COMMISSION:

The purpose of the Planning Commission is to take action and/or make recommendations to the Board of Supervisors on certain zoning applications pertaining to the Carson City Municipal Code (CCMC) Title 18 (Zoning) and Title 17 (Subdivision of Land). The Planning Commission is the lead advisory body on matters pertaining to the City's Master Plan. The Planning Commission also serves as the City's Growth Management Commission to implement the provisions of CCMC 18.12 (Growth Management). The Planning Commission is established pursuant to CCMC 18.02.010 (Planning Commission) and NRS 278.030.

The Planning Commission is a seven-member board appointed by the Board of Supervisors. Planning Commissioners serve four-year terms, expiring on June 30 of the member's respective year of term expiration. Planning Commissioners serve without compensation.

ESSENTIAL FUNCTIONS:

- The Planning Commission performs duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC 18.02.010 (Planning Commission).
- The Planning Commission takes action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. Decisions by the Planning Commission on these types of applications are final unless appealed to the Board of Supervisors.
- The Planning Commission hears applications and makes recommendations to the Board of Supervisors on Master Plan Amendments, Zoning Map Amendments, Title 18 Zoning Code Amendments, amendments to the Development Standards, Tentative Subdivision and Planned Unit Development Maps (Title 17), and other appropriate subjects at the Board of Supervisors direction.

QUALIFICATIONS:

- Commissioners must be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.
- In any calendar year, Commissioners shall attend a minimum of 75 percent of the scheduled regular Planning Commission meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions. No differentiation is made between excused or unexcused absences of Commission members. Members of the Commission may be removed from the Commission by the Board of Supervisors for violation of the attendance policy.

RECOMMENDED SKILLS AND ABILITIES:

- Attention to detail;
- Patience;
- Ability to think in abstract terms;
- Open mindedness;
- Willingness to listen and learn;
- Willingness (obligation) to contribute (speak in a public forum);
- Ability to compromise and work within a team framework;
- Ability to make decisions based on the best interests of the community, rather than the interests of the applicant, or other special-interest groups;
- A general knowledge the Carson City Master Plan, Municipal Code Title 18 and the Development Standards contained within that chapter's appendix.
- A general understanding of the Carson City development process; and
- A general ability to read drawings, blueprints, and architectural plans.

CHARACTERISTICS OF THE IDEAL PLANNING COMMISSION:

- Membership of the Planning Commission should attempt to reflect the diversity of the community while at the same time consisting of people who are known to be level-headed, practical, and willing to work together. The Planning Commission should not be composed of people who think alike. Nor should a Planning Commission be appointed that has individual members so opinionated that they cannot reach consensus.
- A Planning Commission should consist of members with a range of skills to provide depth and perspective in the Planning Commission's deliberations.
- A Planning Commissioner should have some understanding of the forces that are shaping events in the community. This would include understanding attitudes and issues about growth and development, knowing how the local economy works, and having some knowledge of community land-use and development trends.
- Planning Commissioners represent and work on behalf of the public. The interests of the public must be kept in mind in both the way that business is conducted and in the decisions that are made. Planning Commissioners should understand that working in a public process can be frustrating and time-consuming. This is because everyone's interests – the interests of the community at large – must be heeded, and not just those of particular advocacy groups or individuals.
- Planning Commissioners will not always agree on what constitutes good planning but they should all agree that planning is important.
- Planning Commissioners should strive to be objective. This important trait is basically the ability to distinguish between fact and opinion. Planning Commissioners should be able to support decisions based on the facts, even if it disagrees with their personal opinion.
- The Board of Supervisors reserves the right to deny applications and consider new applicants if it is determined that applicants do not meet the required qualifications or do not have the appropriate skills and abilities to meet the Board's desired Planning Commission characteristics.

Profile

First Name

Middle Initial

Last Name

Email Address

Street Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Commission: Not Submitted

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

List the community organizations in which you have participated and describe participation:

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Name, Telephone Number:

Name, Telephone Number:

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Proposed supplementary Planning Commissioner application questions:

1. How long have you lived in Carson City?
2. Why would you like to serve on the Planning Commission?
3. Have you been a member of any other boards, commissions or committees in the past?
4. Describe any experience you have in dealing with planning or development?
5. In your opinion, describe Carson City's best and worst land development decisions.
6. Describe your vision for Carson City in ten years.