



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 15, 2018

Staff Contact: Lee Plemel, Community Development Director

Agenda Title: For Possible Action: To amend the Board of Supervisors' *Boards, Committees, and Commissions Policies and Procedures* to amend the process of appointing members to the Carson City Planning Commission. (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 on December 7, 2017, to develop a process whereby newly elected Board members would recommend individuals for appointment to the Commission. The proposed Policies and Procedures amendments and associated ordinance and Commission Bylaws amendments would implement this process.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve amending the Board of Supervisors' Boards, Committees, and Commissions Policies and Procedures to establish the appointment process for Planning Commissioners, with the alternative that Mayor [will/will not] recommend individuals for appointment to the Commission.

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 on December 7, 2017, to develop a process whereby newly elected Board members would recommend individuals for appointment.

Background/Issues & Analysis

The purpose of this item is to implement the policies and procedures for Board members to be able to recommend individuals for appointment to the Planning Commission. This item is presented in conjunction with the associated ordinance and Planning Commission Bylaw amendments to implement the Board's direction. Refer to the staff report with the ordinance for more information on the background and analysis related to this item.

The current staggered Commissioner terms coincide with the terms of four of the five Board members. However, in 2021 and every four years thereafter, there are three new or re-elected Board members, including the Mayor, and only two Planning Commissioner terms that come up for appointment. Staff recommends two alternatives for the Board to consider to address this issue while complying with NRS and substantively implementing the Board's policy direction:

- 1) The Mayor recommends an individual for the commission in the year after he/she takes office; or
- 2) The Mayor never recommends an individual for the commission.

In the attached document showing the added verbiage to the policies and procedures, the second paragraph would be included for Alternative 1. The second paragraph would be deleted to implement Alternative 2. The Board of Supervisors should select they preferred alternative as identified in the Proposed Motion for this item.

Following are tables showing the current terms of Planning Commissioners and how the proposed policy changes would be implemented:

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)

Board Recommendation Schedule (continuing through subsequent years):

2018 / 2022	2019 / 2023	2020 / 2024	2021 / 2025
At Large #1 Mayor <u>OR</u> At Large #2	Ward 1 Ward 3	At Large #3	Ward 2 Ward 4 (New Mayor, no nominee)

Upon adoption of the ordinance and amendments to the *Boards, Committees, and Commissions Policies and Procedures* and Planning Commission Bylaws, the City Manager's office will open Planning Commission applications to fill the terms expiring in 2018, in accordance with the Board of Supervisors' action on these items.

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

Attachments

Added Section to the adopted Board of Supervisors' Boards, Committees, and Commissions Policies and Procedures

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)

Proposed language concerning the process of appointing members to the Planning Commission, for inclusion in the *Policies and Procedures of the Carson City, Nevada Boards, Committees, and Commission*:

Nominations of Planning Commission members by Individual Members of the Board of Supervisors

Notwithstanding any other provision of these policies and procedures, each member of the Board of Supervisors, excluding the Mayor, shall recommend one person from Carson City at large for consideration and approval, by majority vote, of the Board for appointment by the Mayor to the Planning Commission. Recommendations and appointments must be made during the first meeting of the year in which new or re-elected members of the Board are sworn in. If the recommendation of a Board member is not approved for appointment by the Mayor, the recommending Board member may make successive recommendations of other persons until approval and appointment.

[This paragraph, alternative to allow the Mayor to recommend an applicant:] The Mayor shall recommend one person from Carson City at large for consideration and approval, by a majority vote, of the Board for appointment by the Mayor to the Planning Commission in the first year after the new or re-elected Mayor is sworn in.

In accordance with NRS 278.040 and Title 18 of CCMC, the term of each member appointed to the Planning Commission is four years. Vacancies occurring before the expiration of an appointed member's term and vacancies occurring in years between elections for the Board of Supervisors must be filled by the Mayor from the City at large, with the approval of the Board, through the acceptance and consideration of applications submitted by interested applicants in the same manner provided for in these policies and procedures.