



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** October 19, 2017

**Staff Contact:** Lee Plemel, Community Development Director

**Agenda Title:** For Possible Action: To approve a Duties and Responsibilities description for the Planning Commission and supplemental application questions for Planning Commissioner applications. (Lee Plemel, lplemel@carson.org)

**Staff Summary:** The Board of Supervisors gave the City Manager direction to implement qualifications for the appointment of Planning Commissioners. The proposed action would approve a new job description for Planning Commissioners to include qualifications, essential job functions, desired skills and abilities, and desired characteristics of the makeup of the Planning Commission. Supplemental Planning Commissioner application questions are also proposed to help identify Planning Commission candidates that meet the Board's desired criteria.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 30 minutes

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## **Proposed Motion**

I move to approve the Duties and Responsibilities description for the Planning Commission and supplemental application questions for Planning Commissioner applications as presented by staff.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

June 6, 2017: The Board of Supervisors conducted its annual performance review of City Manager Nick Marano and directed him to implement qualifications for Planning Commissioners as one of his objectives for the next year.

## **Background/Issues & Analysis**

The purpose of the Planning Commission is to take action 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 minimum qualifications for Planning Commissioners are identified in CCMC 18.02.010(4), which states:

### *4. Qualifications*

- a. The mayor shall appoint, with the approval of the board, the members of the commission.*

- b. *The members shall be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.*

Staff researched other communities around the U.S. for examples of qualifications that go beyond just being a resident and registered voter in the community in which they serve. The vast majority of communities, including those in Nevada, merely require a commissioner to be a resident and registered voter in the community. In only one instance are there specific professional qualifications for a commissioner (in Napa, California, where two of five commissioners must have experience in design or architecture).

Several communities could be found that provide guidance on desirable skills, abilities and characteristics of planning commissioners, or some combination thereof. Staff recommends this approach for Carson City in order to provide the basis for selecting appropriate Planning Commissioners. It is important for Planning Commissioners to represent a cross-section of the community while having some basic knowledge and skills. Additional questions are also recommended to be included on the Planning Commissioner application to help identify potential candidates that have the desired qualities and characteristics.

Refer to the attached proposed Planning Commissioner Duties and Responsibilities description, current Planning Commissioner application and questionnaire, and proposed supplemental Planning Commissioner application questions for more details. The Board of Supervisors may review the proposal and modify the job description and questions to fit any specific criteria that are identified.

Contact Lee Plemel at 283-7075 or lplemel@carson.org if you have any questions regarding this item.

**Attachments:**

- 1) Proposed Planning Commissioner Duties and Responsibilities description
- 2) Current Planning Commissioner application
- 3) Proposed Planning Commissioner application supplemental 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: N/A

Is it currently budgeted? ☐ Yes ☒ No

Explanation of Fiscal Impact: N/A

**Alternatives**

- 1) Modify the proposed Planning Commission Job Description and application questions.
- 2) Provide other direction to staff regarding Planning Commissioner qualifications.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(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.

### **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 demonstrated knowledge the Carson City Municipal Code Title 18 and the Development Standards contained within that chapter's appendix.
- A demonstrated understanding of the Carson City development process; and
- 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.

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## Profile

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First Name

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Middle Initial

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Last Name

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Email Address

---

Street Address

---

Suite or Apt

---

City

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State

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Postal Code

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Primary Phone

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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:**

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## 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)?**

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☐ Yes ☐ No

Question applies to multiple boards

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

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☐ Yes ☐ No

Question applies to multiple boards

**If yes, please provide contract details:**

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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)?**

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☐ Yes ☐ No

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## **Education**

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

**College, Professional, Vocational or Other Schools attended:**

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**Major Subject:**

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**Degree Conferred:**

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

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

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

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Upload a Resume

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## Personal/Professional References

Name, Telephone Number:

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Name, Telephone Number:

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Name, Telephone Number:

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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.**

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

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☐ 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.