



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM	<u>KS</u>
Finance	<u>DN</u>
DA	<u>✓</u>
Comptroller	<u>CH</u>
HR	<u>N/A</u>
Other	<u>N/A</u>

STAFF REPORT BOARD MEETING DATE: April 26, 2015

DATE: March 14, 2016

TO: Board of County Commissioners

FROM: Bob Webb, AICP, Planning Manager, Planning and Development, Community Services Department, 328-3623, bwebb@washoecounty.us

THROUGH: William H. Whitney, Division Director, Planning and Development Community Services Department, 328-3617, bwhitney@washoecounty.us

SUBJECT: Possible Action to approve, on the recommendation of the Chair, the reappointment of Kim Toulouse to the Washoe County Board of Adjustment to represent Commission District 5 to fill a term beginning on July 1, 2016, and ending on June 30, 2020, or until such time as a successor is appointed. (Commission District 5.)

SUMMARY

Kim Toulouse's term on the Washoe County Board of Adjustment will expire on June 30, 2016. County Commissioner Jeanne Herman has recommended Kim Toulouse to the Chair of the Washoe County Board of Commissioners (Board) to be considered for reappointment to the Board of Adjustment. If reappointed, the term will begin on July 1, 2016, and end on June 30, 2020, or until such time as a successor is appointed.

Washoe County Strategic Objective supported by this item: Stewardship of Our Community.

PREVIOUS ACTION

On May 15, 2012, the Board reappointed Kim Toulouse to a full term on the Washoe County Board of Adjustment. The term began on July 1, 2012 and will end on June 30, 2016.

On October 13, 2009, the Board appointed Kim Toulouse to fill a partial term on the Washoe County Board of Adjustment ending on June 30, 2012.

BACKGROUND

Nevada State Law enables Washoe County to create a Board of Adjustment to hear and decide appeals concerning zoning regulations or pertaining to the location and soundness of structures, and to provide other duties as established in County codes. The Board established the Board of Adjustment to hear and decide on appeals as authorized in State

Law, and to hear and decide cases involving administrative and special use permits, and variances. Terms of appointment are four years, or until a successor takes office, and the appointees must be residents of the unincorporated area of Washoe County and registered voters at the time of their appointment and throughout their term of office. The Board appoints five members to the Board of Adjustment, each representing one of the County Commission Districts.

Rule Number 13 of the *Rules and Procedures for the Washoe County Board of Commissioners* allows appointed Board of Adjustment members to serve two full consecutive terms. A full term is defined as $\frac{3}{4}$ or more of a member's term after appointment to fill an unexpired term. Mr. Toulouse did not serve $\frac{3}{4}$ of a term with his first appointment on October 13, 2009, and by Board rules he is eligible to serve a second full term.

Based on direction previously provided by the Board, the Commissioner whose district is represented by the Board of Adjustment vacancy (Commission District 5 in this case), recommends the appointment. Commissioner Herman recommends that Kim Toulouse be reappointed to a full term to the Board of Adjustment commencing on July 1, 2016, through June 30, 2020, or until such time as a successor is appointed. Mr. Toulouse's application is included as Exhibit A to this staff report.

FISCAL IMPACT

As authorized by NRS 278.280(2)(a) and Washoe County Code Section 110.912.10(i), Board of Adjustment members receive an \$80 per meeting stipend. The Board of Adjustment meets every other month, which equates to an annual per member stipend of \$480. Funds to compensate all Board of Adjustment members for scheduled meetings are included as part of the FY 2016-2017 budget request of the Planning and Development Division, Community Services Department (account 105400-710110).

RECOMMENDATION

It is recommended that the Board approve, on the recommendation of the Chair, the re-appointment of Kim Toulouse to the Washoe County Board of Adjustment to represent Commission District 5 to fill a term beginning on July 1, 2016, and ending on June 30, 2020, or until such time as a successor is appointed.

POSSIBLE MOTION

Should the Chair appoint Mr. Toulouse to the Board of Adjustment and should the Board agree with the appointment, a possible motion would be: "Move to approve, on the recommendation of the Chair, the re-appointment of Kim Toulouse to the Washoe County Board of Adjustment to represent Commission District 5 to fill a term beginning on July 1, 2016, and ending on June 30, 2020, or until such time as a successor is appointed."

Exhibit A - Washoe County Community Service Application

cc: Kim Toulouse (e-mail), Bill Whitney (e-mail), Bob Webb (e-mail)



Washoe County Community Services Department Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position.

Is there a specific Board or Commission vacancy you are applying for? If yes, which one?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Board of Adjustment	

Name: Kim Toulouse

Residential Home Address

Address: 70 Lemming Drive		
City: Reno	State: NV	Zip: 89523
Assessor's Parcel Number if known:		
Home Phone: 775-345-1225	Cell Phone: 775-815-8247	
E-mail: toulouse@washoecounty.us		

Mailing Address (if different from residential home address)

Address:		
City:	State:	Zip:

Occupation and Business Address

Job Title: Staff Conservation Educator		
Business Name: Nevada Department of Wildlife		
Address (Street and/or P.O. Box): 6980 Sierra Center Parkway		
City: Reno	State: NV	Zip: 89511
Assessor's Parcel Number if known:		
Business Phone: 775-345-0301		
E-mail: toulouse@ndow.org		

Registered Voter

Are you registered to vote in Washoe County?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership.	

How long have you lived in your area? (Years/Months) 22 years
How long have you lived in Washoe County? (Years/Months) 56 years
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list conviction dates and nature:

Please print or type, and complete the form entirely.

May 2015

Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

I have served on the Board of Adjustment for approximately 6 years. I was appointed to fill a vacancy when the incumbent unexpectedly passed away. In that time frame I have become fairly well acquainted with the Development code, the staffers and how the application process works. I am proud to serve on a Board that listens to applicants and make determinations that involve a great deal of common sense as well as sensitivity to codes and ordinances. Additionally, it is an opportunity to fill an obligation I believe every citizen has; and that is public service.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

**Bachelor of Science, University of Nevada, Reno
6 years of BOA experience
Approximately 5 years experience as a CAB member and Chair
8 years experience as a member of the Verdi TV District
More than 20 years in the field of Emergency Management
30 years experience as PIO**

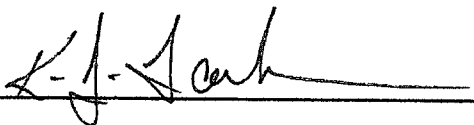
List your community and/or civic involvement history.

**25 year member of Verdi VFD
6 years BoA
5 years Verdi Cab and several years as CAB chair
Actively involved in McQueen High School Boosters clubs for 7 years**

Please list the name and phone number of any personal references that we may contact.
Stephen Reich - 775-750-8049 Paula Wallace - 329-3012

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent Rules, Policies and Procedures. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: 

Date: 3/28/16

PLEASE RETURN THE APPLICATION TO:	
Washoe County Community Services Department, Planning and Development Division P.O. Box 11130, Reno, NV 89520-0027 Phone: (775) 328-3600; FAX: (775) 328-6133; Email: kemerson@washoecounty.us	
Date Received: _____	Commission District: _____
Appointed to: _____	Date of Appointment: _____

Thank you for your interest in Washoe County Government!

This document is part of the public record and is available for public review.
