



# WASHOE COUNTY

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CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt N/A  
HR N/A  
Comptroller \_\_\_\_\_

## STAFF REPORT

BOARD MEETING DATE: June 13, 2017

**DATE:** May 16, 2017

**TO:** Board of County Commissioners

**FROM:** Bob Webb, Planning Manager, Planning and Development, Community Services Department, 328-3623, [bwebb@washoecounty.us](mailto:bwebb@washoecounty.us)

**THROUGH:** Mojra Hauenstein, Arch., Planner, Division Director, Planning and Development, Community Services Department, 328-3619, [mhauenstein@washoecounty.us](mailto:mhauenstein@washoecounty.us)

**SUBJECT:** For possible action to approve, on the recommendation of the Chair, the reappointment of Clay Thomas to the Washoe County Board of Adjustment to represent Commission District 3 (unincorporated County area of District 3 generally includes portions of Panther Valley south of Sagehen Lane; and Sun Valley generally north of Dandini Boulevard, south of 7th Avenue and west of a boundary extending along Leon Drive to Wall Canyon Drive to Lupin Drive to Klondike Drive) to fill a term beginning on July 1, 2017, and ending on June 30, 2021, or until such time as Mr. Thomas no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first. (Commission District 3.)

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### SUMMARY

Clay Thomas' term on the Washoe County Board of Adjustment will expire on June 30, 2017. County Commissioner Kitty Jung has recommended Clay Thomas 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, 2017, and end on June 30, 2021, until such time as Mr. Thomas no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first.

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

### PREVIOUS ACTION

On October 28, 2014, the Board appointed Clay Thomas to fill an unexpired term on the Washoe County Board of Adjustment representing Commission District 3. The partial term began on October 28, 2014 and will end on June 30, 2017.

AGENDA ITEM # 12

## **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.

Article Number 8.2 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. Thomas did not serve  $\frac{3}{4}$  of a term with his appointment on October 28, 2014, and by Board rules if he is reappointed, he will be serving his first full term.

Based on direction previously provided by the Board, the Commissioner whose district is represented by the Board of Adjustment vacancy (Commission District 3 in this case), recommends the appointment. Commissioner Jung recommends that Clay Thomas be reappointed to a full term to the Board of Adjustment commencing on July 1, 2017, through June 30, 2021, until such time as Mr. Thomas no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first. Mr. Thomas' application is included as Exhibit A to this staff report. Mr. Thomas is an unincorporated County resident of Commission District 2. He was appointed to represent Commission District 3 in 2014 after the position was vacant for several months and there were no applications from District 3. Washoe County Code Section 110.912.10(c)(4) enables the Board to recommend reappointment of Mr. Thomas, residing in Commission District 2, to continue to represent Commission District 3 on the Board of Adjustment.

## **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 2017-2018 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 reappointment of Clay Thomas to the Washoe County Board of Adjustment to represent Commission District 3 to fill a term beginning on July 1, 2017, and ending on June 30, 2021, or until such time as Mr. Thomas no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first.

**POSSIBLE MOTION**

Should the Chair appoint Mr. Thomas 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 reappointment of Clay Thomas to the Washoe County Board of Adjustment to represent Commission District 3 to fill a term beginning on July 1, 2017, and ending on June 30, 2021, or until such time as Mr. Thomas no longer serves on the Board of Adjustment or a successor is appointed, whichever occurs first.”

Exhibit A - BOA Application – Clay Thomas

cc: Clay Thomas (e-mail)



## Washoe County Community Service Application

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.

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

Name: Clay Thomas
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### Residential Home Address

Address: 6824 Marble Canyon Rd.		
City: Reno	State: NV	Zip: 89511
Assessor's Parcel Number if known: 15283106		
Home Phone: 775-747-4384	Cell Phone: 775-622-2204	
E-mail: Thomas.clay67@gmail.com		

### Mailing Address (if different from residential home address)

Address: Same as above		
City:	State:	Zip:

### Occupation and Business Address

Job Title: Retired		
Business Name:		
Address (Street and/or P.O. Box):		
City:	State:	Zip:
Assessor's Parcel Number if known:		
Business Phone:		
E-mail:		

### Registered Voter

<b>Are you registered to vote in Washoe County?</b> The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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How long have you lived in your area? (Years/Months) 38 years
How long have you lived in Washoe County? (Years/Months) 38 years
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <div style="text-align: right;"><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</div>
If yes, please list conviction dates and nature:
Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

Please print or type, and complete the form entirely.

February 2017

In order to enhance the quality of life in our community I feel it is important to be actively involved in our local government processes. To that end I feel my past experience as Deputy Director of the Department of Motor Vehicles and Deputy Chief of Parole and Probation have prepared me to consider multiple view points and facilitate compromise in a variety of venues.

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

I am currently a member of the Board of Adjustment and have been since October 30, 2014.

Prior to that I held the position of Deputy Director of the Department of Motor Vehicles and Deputy Chief of Parole and Probation.

I have also been appointed to the following boards: Advisory Board on Automotive Affairs for the State of Nevada, appointed by Governor Bob Miller and the Sentencing Advisory Commission, appointed by Governor Kenny Guinn.

I have also served as a member of the Nevada Judicial Collections Task Force and as a member of the Technical Advisory Committee for the State of Nevada.

List your community and/or civic involvement history.

Again, I am currently a member of the Washoe County Board of Adjustment and serve as the "Alternate" for the Washoe County Design Review Committee.

I have also been the past president of the Southwest Vistas Home Owners Association which comprises of 376 single family residences.

Please list the name and phone number of any personal references that we may contact.

Robert Wideman (775) 842-1357 Prior member of the B.O.A.  
Lee Albin (775) 762-5081  
Dennis Colling (775) 250-8435

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 bylaws. 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: May 15, 2017

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Planning and Development  
P.O. Box 11130, 1001 E. Ninth Street, Room A275, Reno, NV 89520-0027  
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: [krstark@washoecounty.us](mailto:krstark@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.**