



CITIZEN ADVISORY BOARDS

**Update from staff and request for direction on the Washoe
County CAB program**

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Citizen Advisory Boards

■ What is a CAB?

- NRS 244.1945 allows the Board of County Commissioners to : **“...establish by ordinance advisory boards for any purpose relating to the county about which the board desires study or advice”**
- In Washoe County there are currently 9 Citizen Advisory Boards created with corresponding resolutions stating the CAB purpose: **“is to provide feedback and two-way discussions between the community and elected officials on land-use, planning, proposed development and related concerns within Washoe County’s jurisdiction”**



Citizen Advisory Boards

- **CAB Bylaws updated after direction from the BCC, May 12, 2015:**
 - Purpose of the Citizen Advisory Board to focus on land-use, planning, and development and related concerns within Washoe County's jurisdiction.
 - Clarification on agenda, minutes and memo process to include final approval and distribution of Citizen Advisory Board agendas as the responsibility of Office of the County Manager staff.
 - Requirement that each Citizen Advisory Board begin no later than 6 p.m. and last approximately two (2) hours.
 - Clarification that special meetings are intended to address emerging planning and development issues within the geographic boundary of the CAB and Washoe County's jurisdiction.
 - Clarification of the Office of the County Manager as the CAB project manager and related administrative language changes.
 - Adopted language from the CAB handbook noting CAB members will present ideas to County agencies and Commissioners. Correspondence as a CAB to outside agencies must be completed through County Commissioner.



Citizen Advisory Boards

- **Concerns heard about the current program**
 - CAB meetings are cancelled.
 - CAB meetings need to be consistently held.
 - There is no information from outside entities on the agenda.
 - There is no way to speak directly to a commissioner.
 - No way to engage the public in conversations that are valuable and significant to the decision making process.



Citizen Advisory Boards

- **Requests from CAB Chair input meeting**
 - Increase frequency of CAB meetings
 - **Alignment of CAB meetings with development review process to ensure resident feedback is incorporated into the decision making process,**
 - **Increase training opportunities for CAB members located in their neighborhoods,**
 - Improve notification process for meetings,
 - **Improve timeliness of notifications,**
 - **Increase access to planning staff who will attend CAB meetings, act as neutral facilitators of the development process, and be able to directly hear members and participants comments on proposed development,**
 - Provision of portable speakers, microphone and a projector for each meeting,
 - Improve access to facilities hosting meetings, and
 - Develop venues for all non-development related matters such as Community Fairs led by Commissioners.



Citizen Advisory Boards

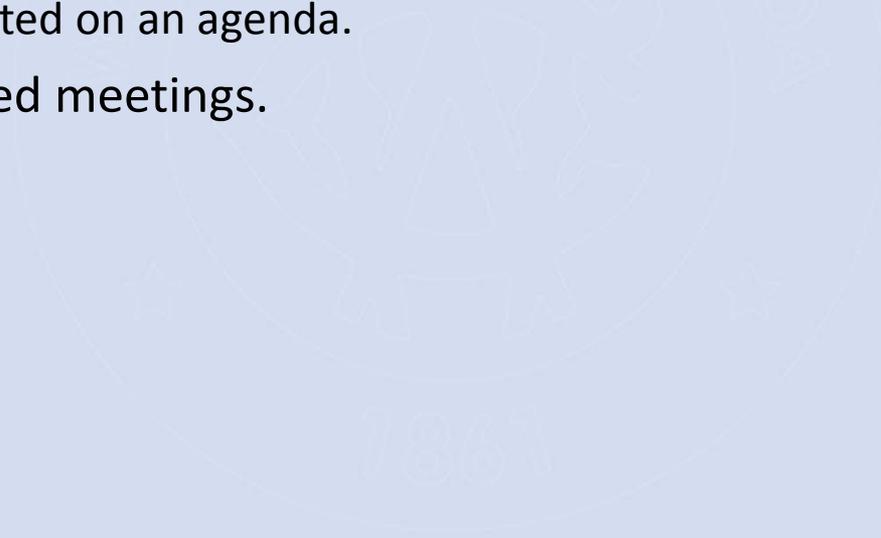
■ Proposed program enhancements

- New CAB schedule
 - Alignment with planning division intake dates to allow inclusion of CAB citizen input directly into the staff reports.
 - Allows for nearly all development projects to be heard at CAB meetings.
- Increased training opportunities at the CAB.
- Planning staff available at each CAB held to act as a neutral facilitator for the development process.
- Ability to provide education to the community on various planning topics.
- Potential to shift the CAB program as a tool for development projects to the Community Services Department.
- Provide a public comment capture process to route items brought up under public comment through the Washoe 311 system.



Citizen Advisory Boards

- **What do the enhancements not offer:**
 - A venue for other agencies to brief the community.
 - Includes Sheriff, Fire, RTC, Airport, NDOT, Waste Management, etc.
 - A venue for the public to discuss and get answers about general topics.
 - Open meeting laws make it difficult to have a conversation about topics not listed on an agenda.
 - Guaranteed meetings.





Citizen Advisory Boards

■ Staff Recommendations

- Allow the CAB program to remain as a tool to solicit feedback from the community specific to Development projects and topics.
 - Will include cancellation of some CAB meetings.
- Adjust the schedule of the CAB program to better align with planning project intake dates, and to provide monthly meeting opportunity to: Spanish Springs, Incline Village/Crystal Bay, North Valleys, and South Truckee Meadows/Washoe Valley, and provide quarterly meeting opportunity to: East Truckee Canyon, Gerlach/Empire, Sun Valley, Warm Springs/Rural, and West Truckee Meadows/Verdi Township.
 - Developers will now be afforded the opportunity to have their projects explained at a CAB meeting.
- Shift the CAB program to the Community Services Department to help streamline the development education process and enhance notification.
- Determine whether GID members should serve on CAB's