



Agenda Item #9 – CAB Review Track 2



**Board of County Commissioners Meeting
August 17, 2021**



Request from Commissioners

- **Direct staff to: (1) implement an improved development review process in lieu of a formal CAB program process; and**
- **(2) adopt Resolutions to dissolve the existing CABs, which in their current formation have the sole purpose of development review**



Summary

- **Offering the community two platforms for input**
- **This presentation primarily focuses on Track 2 – creating an improved development review process**
- **For Track 1, staff is requesting direction pending discussion on Track 2.**
- **Separate actions are requested for each agenda item; items don't have to be approved together**



Background

- **This item is part of a 2-track program created by staff in response to direction provided by the Board at its February 16, 2021, meeting**
- **Track 1 will consist of a program to create a Commissioner outreach program focusing on data-driven commissioner/citizen engagement (input on general community-wide issues)**
- **Track 2 focusing on improving the Washoe County development review process (specific parcel level development projects)**



Background

- **CABs currently only review development items**
- **Current best practice of Planning departments nationwide is toward neighborhood meeting model, not formal CABs.**
- **Track 2 would eliminate, by resolution, the existing CAB program as it *currently exists***
- **Agenda item #10 (Track 1) discusses the possibility of reforming some of the CABs to:**
 - Further the development of the Commissioner Support Program
 - Provide input on general community-wide issues (not specific development projects)



Track 2 Proposal

- **Replace development review by CABs with a neighborhood meeting review process**
- **A pre-development or pre-application meeting with staff would be *required* as a first step;**
- **Followed by the *applicant* holding a neighborhood meeting to present their proposal and solicit input from surrounding citizens**
- **All occurs *prior* to formal application submittal and the beginning of statutory timelines**



Track 2 Proposal

- **Intent of the new development review process is to:**
 - **Broaden public input on development projects**
 - **Engage citizens at the beginning of the process (prior to final design and application submittal)**
 - **Receive public input earlier in the review process for consideration by the developer (and reviewing staff)**
 - **Increasing amount of time and potential for responding to community input and improving the project itself (fewer conditions of approval?)**



Track 2 Proposal

- **Eliminates Open Meeting Law requirements resulting in a more informal process; and**
- **Formal meeting minutes not necessary; however, input will be documented by recordings/submitted comments**
- **Applicant presents, answers questions, has informal open dialogue with citizens – staff not present**



Track 2 Proposal

- **Applicant is provided a list of “best meeting practices” / requirements**
- **Neighborhood meeting is held at or as close as possible to the proposed project site – noticing provided**
- **CSD will implement new technology to support the neighborhood meeting process (e.g. online comment portal/aggregator, interactive mapping, etc.)**
- ***Commissioners will be notified of development proposals much earlier in the review process**



Track 2 Proposal

- **Dissolution of the existing CAB program**
- **No longer needed for current purpose if new development review process is implemented**
- **Current state of the CAB program is tenuous:**
 - On avg., held only 42% of scheduled meetings
 - If no scheduled mtg., no development review occurs
 - 64% of the approx. 58 current members are either termed out or need re-appointment
- **Existing fiscal resources to be redirected to the proposed Commission Support Program (Track 1)**



In Simple Terms

- **New development program does the following:**
 - Allows for public input before the development is fully designed.
 - Input from the affected neighborhood, targeted to make a better end product.
 - Developer takes the lead in working with the residents early in the process.
 - Better project for the community is filed in the application, no more excuses that changes cannot be made because project is fully designed.
 - Allows promises to the community to potentially be captured as conditions of approval.



POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to direct staff to implement an improved development review process in lieu of the formal Citizen Advisory Board (CAB) review process; and adopt the following Resolutions to dissolve the existing CABs as required by Washoe County Code 5.435: R21-025 East Truckee Canyon CAB, R21-026 Gerlach/Empire CAB, R21-027 Incline/Crystal Bay CAB, R21-028 North Valleys CAB, R21-029 Spanish Springs CAB, R21-030 South Truckee Meadows/ Washoe Valley CAB, R21-031 Sun Valley CAB, R21-032 Warm Springs/Rural CAB, and R21-033 West Truckee Meadows/Verdi CAB.”



Track 1 Request

- **Discuss with Staff: (1) collective thoughts on the implementation of the Commissioner Support and Program; and**
- **Possibly adopt Resolutions to create some CABs, with the purpose of providing input to the County Manager's Office for implementation of the Commissioner Support Program.**



Summary

Staff received direction to provide a Commission Support Program that:

1. Offers Commissioners a “menu” of options they can choose from to support their outreach efforts.
2. Implement a data-driven strategy for policy decisions – implement two technology support tools:
 - a) Zencity – active A.I. tool designed for public entities to query the silent majority
 - b) GIS Hub - to map inquiries by district
3. Create a list of action items and roles the Commissioners would be responsible for.



Where we are

1. **Prior to July 1, 2021, we implemented a data-driven strategy for policy decisions**
 - a) Zencity – active A.I. tool designed for public entities to query the silent majority
 - b) Bolstered Washoe 311 to capture and track Commissioner requests.
2. **Hired employees to stand up the program.**

Next steps:

- Need to gather direction from the Board today on next steps with citizen engagement for finalization of the program in each commission district.**
- Refresh each Commissioner on the list of engagement opportunities.**
- Create a list of action items and roles the Commissioners would be responsible for.**



Engagement Opportunities

- District level community profile (webpage)
- District e-Newsletters
- Commissioner Blog
 - WC website or GIS Hub
- Next Door engagement
- Facebook, Instagram, Twitter



- Interactive displays in hospitals, airport, community centers, hotels, City of Reno / Sparks lobby, other resident "hubs" of activity.
- Live informal events.
 - Fireside / Coffee chats
- District outreach for hot topics & emerging crises.
- Programs to maximize diversity and eliminate barriers.

- Zencity – A.I. capturing the needs of "silent majority."
 - Capturing data on District diversity and impactful issues.
 - Create transparent community input systems to support strategy & decisions.
- GIS Hub – allowing key District groups to interact & create content on hub pages.

- Support civic engagement.
- Develop District specific programs.
 - CERT, UNR, KTMB, etc.
 - Possible Advisory Boards
 - Door to door engagement.
 - One-time volunteer opportunities.



POSSIBLE MOTION

A possible motion would be:

“Move to direct staff to adopt Resolutions to create Citizen Advisory Boards (CABs) for the specific purpose of developing the commissioner support program, to be implemented within the Office of the County Manager, as funded on July 1, 2021 within the FY 22 operating budget. The Board may choose to create all or some of the CABs for the purpose stated, possible resolutions to create CABs include: R21-037 East Truckee Canyon CAB, R21-038 Gerlach/Empire CAB, R21-039 Incline/Crystal Bay CAB, R21-040 North Valleys CAB, R21-041 Spanish Springs CAB, R21-042 South Truckee Meadows/Washoe Valley CAB, R21-043 Sun Valley CAB, R21-044 Warm Springs/Rural CAB, and R21-045 West Truckee Meadows/Verdi CAB.”