

WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE **RULES, POLICIES AND PROCEDURES**

Article I: Purpose and Authority

The Parcel Map Review Committee (“PMRC” or “Committee”) is a sub-committee of the Washoe County Planning Commission. The PMRC’s purpose is to review and either approve, conditionally approve, or deny tentative parcel map applications in the unincorporated areas of Washoe County in accordance with applicable provisions of the Nevada Revised Statutes and Article 606 of the Washoe County Development Code (“WCC”). The PMRC is constituted and operated in accordance WCC 110.916.05 and is currently comprised of five members having specialized knowledge of land use and planning requirements for tentative parcel maps in Washoe County.

Article II: Committee Membership

A. Membership. The PMRC consists of five members, as follows:

1. One (1) member of the Planning Commission;
2. One (1) staff member of the Washoe County Community Services Department, Planning and Building Division;
3. One (1) staff member of the Washoe County Community Services Department, Engineering and Capital Projects Division;
4. One (1) staff member from the District Health Department; and
5. One (1) staff member from the Truckee Meadows Fire Protection District.

B. Appointment of Committee Members. The Chair of the Planning Commission shall appoint the PMRC member from the Planning Commission during a public meeting of the Planning Commission. The other four PMRC members are appointed by and serve at the pleasure of the Director of their respective division or department. These appointments shall occur by means of a memorandum to the Chair of the Planning Commission.

C. Appointment of Alternates. One alternate Committee member may be appointed for each of the five positions on the Committee. The Chair of the

Planning Commission shall appoint the alternate PMRC member from the Planning Commission. The other four alternate PMRC members are appointed by and serve at the pleasure of the Director of their respective division or department. Like the regular Committee members, the designation of these alternates shall occur by means of a memorandum to the Chair of the Planning Commission.

- D. Term. All Committee members shall be appointed for a term of two (2) years. There is no limit on the number of consecutive terms served.
- E. Chair. The Chair of the Committee shall be the member from the Planning and Building Division.
- F. Resignation. If a Committee member chooses to resign their position prior to the end of their term of service, such member must provide written notification to the Secretary. Depending on the Committee member who resigns, either the Chair of the Planning Commission or the respective Director of that member's division or department shall then appoint another individual who meets the qualifications of the vacant position to fill the vacancy and complete the term of service.
- G. Removal. Any PMRC member may be removed and/or replaced by the authority who appointed that member for any reason. Further, if both a PMRC member and their alternate is absent from a regularly scheduled PMRC meeting three consecutive times, the Secretary shall notify the authority who appointed that member and may request that the authority appoint a different person to serve on the Committee.

Article III. General Duties and Responsibilities

- A. Duty to Stay Informed. Members of the Committee shall keep themselves informed on planning laws, policies, procedures and trends in planning practice, as well as the ethics laws of Nevada.
- B. Members of the Committee shall strive to represent the best interests of unincorporated Washoe County.

C. Members shall be prompt and diligent in attendance.

D. Communication Outside of Public Hearings or Meetings. Except for general business matters (meeting attendance, etc.), Committee members should avoid ex parte communications (private discussions outside a public meeting with interested parties) regarding public hearing matters coming before the Committee.

E. Site Visits. The Committee recognizes that site visits may be helpful to gain a better understanding of a proposed tentative parcel map and its impact on surrounding lands. In accordance with NRS 278.190(3), Committee members are authorized to enter and examine any land in the performance of their functions.

Article IV: Ethical Considerations for Committee Members

A. The Committee is governed by Nevada's ethics laws, including NRS Chapter 281A. Accordingly, Committee members shall not solicit, offer, or accept any offer for any business relationship or arrangement with any applicant coming before the Committee or such applicant's representative. Any pre-existing, ongoing, or expected business relationship with an applicant or their representative must be disclosed and may be grounds for abstention under NRS Chapter 281A.

B. The Committee may also reference the American Planning Association's Ethical Principles in Planning as guiding principles for the conduct of Committee members, provided it does not conflict with any applicable provisions of law.

C. Public Hearings. Public hearings are adjudicative in nature. Committee members must keep an open mind regarding each matter to be heard until all evidence has been presented on that matter. Committee members must be careful not to form or communicate any preferences or thoughts that may be perceived as prehearing bias. Accordingly, staff members appointed to serve on the PMRC shall not be the same staff members that review and provide

comments on applications heard by the PMRC. In the event a Committee member has worked on an application being heard by the PMRC, the Committee member should contact legal counsel prior to the meeting to discuss their ethical obligations.

Article V: Quorum and Voting

- A. Quorum. A quorum consists of a simple majority of the total Committee membership.
- B. Voting. An affirmative vote by a majority of the members present at the meeting is required to take action on any matter. A tie vote means the motion does not pass.
 - 1. The Chair may call for a roll call vote on any item.
 - 2. All votes shall be recorded and the meeting minutes shall indicate the members voting for, against, or abstaining from a matter.

Article VI. Officers of the Committee

- A. Titles. The officers of the committee shall be:
 - 1. Chair. The Chair shall preside at all meetings, maintain order, and call special meetings as needed. The Chair shall be a voting member of the Committee.
 - 2. Vice Chair. The Vice Chair shall serve in the absence of the Chair, rather than the alternate member from the Planning and Building Division. The Vice Chair shall be elected by the Committee at the first meeting of each calendar year and shall serve for one year or until their successor is elected and takes office. In the absence of both the Chair and Vice Chair, a temporary acting Chair will be designated by the Committee to conduct the meeting.
- B. Succession. No line of succession is claimed by this committee.
- C. Authority to Sign.
 - 1. The Chair may sign such documents to implement action by the Committee as required by the Nevada Revised Statutes or the Washoe

County Development Code. The Chair should confer with legal counsel as to the propriety of signing specified documents.

2. The Secretary may sign such documents as may require certification on behalf of the Committee. Transmittals of Committee action to the Board of County Commissioners, the Board of Adjustment, the County Clerk and/or other parties interested in a particular PMRC action will generally be the responsibility of the Secretary.
- D. Delegation of Authority. The Committee may designate one or more members or the Secretary to act on behalf of the Committee in the conduct of hearings or the performance of its duties. The Committee may also delegate to such members or the Secretary, when appropriate and to the extent permitted by law, such authority as may be necessary.

Article VII. Staff to Assist the PMRC

- A. Washoe County shall provide staff to assist the Committee, which shall include:
 1. Secretary. The Secretary shall attend meetings, record the proceedings, prepare agendas and draft minutes, post notice of agendas and supporting materials, maintain Committee records, and serve in a technical capacity to the Committee, among other duties. The Secretary shall also keep a record of each Committee member's term and shall inform the authority appointing each member when a term is set to expire so that the authority may submit the required memorandum appointing or re-appointing the member to the Chair of the Planning Commission.
 2. Legal Counsel. Legal counsel shall be appointed by the District Attorney. Legal counsel may assist the Committee in determining points of order, reviewing agenda item legality, advising the members on Nevada's Open Meeting Law and ethics requirements, reviewing contracts, and any other item of concern to the conduct of the meeting.

Article VIII. Meetings

- A. General.

1. The PMRC is a public body; and thus, must comply with Nevada's Open Meeting Law requirements set forth in NRS 241.010 through 241.040, inclusive.
2. Notice of the Meeting. A copy of the notice of the meeting and agenda shall be posted at the appropriate locations at least three business days prior to the meeting to allow the public full awareness of the scheduled meeting.
3. Agenda. Each agenda shall be approved by the Chair and reviewed by legal counsel prior to posting. Public hearing items are placed on the agenda by Washoe County Planning Division staff based on the particular application's submittal date. All other persons wishing to place an item on the agenda shall contact the Chair for authorization to include the requested agenda item.
4. Supporting Materials. Each public hearing item on the agenda should be accompanied by written information and materials pertaining to that item. Supporting documentation shall be provided to the recording secretary at least one week prior to the meeting date. The recording secretary shall distribute the supporting materials in advance of the meeting, preferably at the time of the agenda posting.
5. Robert's Rules of Order may be used as guidance to inform the Committee's meeting procedures when a question or controversy arises. Alternatively, the Chair may employ other procedures or techniques in an effort to provide for the Committee's deliberation, an opportunity for the public, the applicant(s), and all Committee members to be heard, and for the Committee to reach a decision. If a conflict occurs between these Bylaws and Robert's Rules of Order, these Bylaws prevail.
6. Records. The PMRC shall keep a public record of its business. Complete records of the Committee's actions shall be kept on file with the Washoe County Planning Division.

B. Regular Meetings.

1. The Committee shall set regular meeting days and times monthly.
2. All regular meetings shall begin at the time set by the Committee and shall be scheduled for no more than two (2) hours. At the end of the

two hours, a simple majority of the Committee can vote to extend the meeting or conclude the meeting and reschedule the remaining items for a subsequent meeting.

- C. Special Meetings. Special meetings may be held at the Chair's request, or by written request of two (2) committee members.
- D. Cancellation of Meetings. The Chair may choose to cancel a meeting if there are no substantive items of business to discuss.
- E. Continued Items. The Committee may vote to grant a continuance on an agenda item upon the request of any Committee member, the applicant, or the applicant's representative. If the Committee decides to continue an item, public comment will not be heard for that item until the date of the continued hearing.
- F. Order of Business. The order of the following agenda items may be changed as necessary at the discretion of the Chair.
 - 1. The Chair calls the meeting to order.
 - 2. Roll call and determination of a quorum.
 - 3. Ethics law announcement.
 - 4. Appeal procedure announcement.
 - 5. Public Comment.
 - 6. Approval of the agenda.
 - 7. Review, possible amendment and approval of minutes from previous meeting.
 - 8. Business of the day.
 - i. General business items.
 - ii. Public Hearings.
 - 9. Announcements, reports, and selection of topics for future agendas.
 - i. Future agenda items.
 - ii. Legal information and updates.
 - 10. Public Comment.
 - 11. Adjournment.

G. Public Comment. Public comment should be limited to three (3) minutes per person for each comment period. The Chair may grant further time at his or her discretion.

Article IX. Meeting Decorum

- A. PMRC meetings are limited forums for the governmental purpose of making planning decisions related to tentative parcel maps for the community in accordance with state and local law. That governmental purpose is efficiently accomplished only when the process established by law is followed and all participants in a meeting conduct themselves within the limits established and with decorum, civic responsibility, and mutual respect.
- B. It is the intent of the Committee to maintain the highest level of decorum. The Chair is authorized to take appropriate actions to maintain such decorum to include declaring recesses, admonishing speakers and other remedies as set forth below.
- C. The viewpoint of any speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech at a meeting. Remarks which are irrelevant, impertinent, unduly repetitious, or which contain personal attacks, implied or actual threats, fighting words, or profanity are not consistent with efficiently accomplishing the governmental purpose.
- D. The Chair may remove (with or without warning) any person who willfully makes the kind of remarks described above or engages in other disorderly conduct, if such remarks or conduct make the orderly conduct of the meeting impractical.
- E. Removal for disruptive conduct will be for the remainder of the meeting.

Article X. Records and Minutes

A. Records. All documents pertaining to the work of the PMRC shall be maintained under the supervision of the Secretary and the Washoe County Planning Division. Said documents shall be open and accessible to the Committee members and to the public during working hours, unless such records are declared confidential by law.

B. Minutes. Written minutes of each meeting shall be kept and are public records.

1. Meeting minutes or electronic recordings of each meeting will be made available within thirty (30) working days after adjournment of the meeting.
2. The Washoe County Planning Division shall ensure that a qualified recording secretary is available to record all actions of any PMRC meeting and to maintain written minutes.
3. Copies of the written draft minutes of the past regular meeting shall be furnished to the Committee members within twenty (20) days as a normal procedure and at least three (3) days in advance of the next regular meeting for review and approval.
4. Approved written minutes are considered to be a summary of the proceedings. Written minutes may be superseded by an electronic recording.

Article XI. Amendment of Rules, Policies and Procedures

A. Amendment. The Washoe County Parcel Map Review Committee's Rules, Policies and Procedures may be amended by a majority vote of a quorum at a regular meeting and become effective upon signature of the Chair.

B. Failure to Follow. If the Committee fails to follow one of its own Rules, Policies and Procedures, the Committee's actions are not invalidated so long as the action is in compliance with other laws.

Dated: _____

DRAFT