



# Planning Commission Staff Report

Meeting Date: September 7, 2021

Agenda Item: 8C

**Subject:** Review and confirm the order of alternates to be appointed to the RPC

**Summary:** Discussion and possible action to recommend that the Board of County Commissioners set the order of alternates to represent the Washoe County Planning Commission on the Truckee Meadows Regional Planning Commission; and to direct the Planning Commission Secretary to transmit the Planning Commission's recommended list to the Washoe County Board of County Commissioners for its decision.

**Recommendation:** **Review and confirm the order of Planning Commission alternates to the Truckee Meadows Regional Planning Commission for approval by the Board of County Commissioners; and direct the Planning Commission Secretary to transmit the Planning Commission's recommended list of alternates to the Washoe County Board of County Commissioners for its decision.**

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## **Description**

For review and possible action to recommend that the Board of County Commissioners set the order of alternates selected to represent the Washoe County Planning Commission (PC) on the Truckee Meadows Regional Planning Commission (RPC) in the event the regularly appointed PC members are unavailable to serve. The existing Washoe County Planning Commissioners serving on the Regional Planning Commission are Larry Chesney, Sarah Chvilicek and Kate Nelson. The currently proposed order of alternates is as follows: First Alternate, Francine Donshick; Second Alternate, Larry Peyton; Third Alternate, Pat Phillips; and Fourth Alternate, Michael Flick. Once reviewed and a recommendation is made, to direct the Planning Commission Secretary to transmit the ordered list of recommended alternates to the Washoe County Board of Commissioners (Board) for its decision. After the Board's decision, the Planning Commission Secretary shall transmit the ordered list to the Executive Director of the Truckee Meadows Regional Planning Agency (TMRPA).

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**Alternates to the Regional Planning Commission**

Nevada Revised Statutes (NRS) 278.0262(1)(c) requires the Board to appoint three members of the PC to serve as members on the RPC.

If an appointed PC member on the RPC is unable to attend a scheduled meeting, the Commissioner will contact the Planning and Building Division Director or the PC Secretary as soon as possible. The Director or the Secretary will then contact the first alternate to serve in the absent Commissioner’s stead. If the first alternate is unable to attend, then the second alternate will be contacted and so forth until an alternate is available to attend the meeting.

**Background**

On June 8, 2021, the Board appointed R. Michael Flick (representing Commission District 4) to the PC for a full term beginning on July 1, 2021, and ending June 30, 2025.

On June 23, 2020, the Board appointed Pat Phillips (representing At-Large South of the River) to the PC for a full term beginning on July 1, 2020, and ending June 30, 2024.

On May 12, 2020, the Board reappointed Francine Donshick (representing At-Large Commission District 3) to the PC for a second full term beginning on July 1, 2020, and ending June 30, 2024.

On April 14, 2020, the Board appointed Larry Peyton (representing Commission District 1) to the PC to fill an unexpired term beginning on June 1, 2020, and ending June 30, 2022.

On June 25, 2019, the Board appointed Kate Nelson (representing Commission District 2) to the PC for a full term beginning on July 1, 2019, and ending June 30, 2023. Commissioner Nelson is currently serving a term on the RPC.

On May 28, 2019, the Board reappointed Sarah Chvilicek (representing Commission District 5) to the PC for a second full term beginning on July 1, 2019, and ending June 30, 2023. Commissioner Chvilicek is currently serving a term on the RPC.

On May 22, 2018, the Board reappointed Larry Chesney (representing At Large – North of the River) to the PC for a second full term beginning on July 1, 2018, and ending June 30, 2022. Commissioner Chesney is currently serving a term on the RPC.

The currently appointed PC members on the RPC are as follows:

Name	Term
Larry Chesney	July 2019 – June 2022
Sarah Chvilicek	July 2020 – June 2023
Kate Nelson	July 2021 – June 2024

On September 1, 2020, the PC confirmed the following list of alternates to the RPC:

- First alternate: Thomas Bruce
- Second alternate: Kate Nelson
- Third alternate: Larry Peyton
- Fourth alternate: Pat Phillips

Rule 6.02(a) from the PC’s adopted *Rules, Policies and Procedures* provides that alternates move up in succession to fill the gap created by an RPC appointment.

**Rule 6.02(a):**

When vacancies on the Regional Planning Commission are filled by the Washoe County Commission, unless otherwise decided by the Planning Commission, previously selected alternates will move up in succession to fill the gap created by the appointment of a Commissioner to the Regional Planning Commission. For example, if the first alternate is appointed to the Regional Planning Commission, then the second alternate moves into the first alternate position, the third alternate into the second alternate position, the fourth alternate into the third alternate position, and the fourth alternate position will be filled by remaining Commissioner.

At the September 3, 2013 Planning Commission meeting, the PC provided direction that gaps in the list of alternates created by the departure of a member from the PC would be filled in one of two methods:

1. PC members will move up in the order of succession to fill the gap; and/or
2. Newly appointed PC members will move into the order, starting at the lowest alternate (e.g., move into the fourth alternate position).

Based on Rule 6.02(a) and the direction provided by the PC in September of 2013, the suggested list of RPC alternates is:

First alternate: Francine Donshick  
Second alternate: Larry Peyton  
Third alternate: Pat Phillips  
Fourth alternate: Michael Flick

Staff recommends that the PC review the list of alternates and either confirm the order or provide staff with the PC's preferred order of alternates for recommendation to the Board of County Commissioners. After the Board's decision on the matter, the PC Secretary will transmit the approved list of alternates to the TMRPA Executive Director.

**Recommendation**

Staff recommends the Planning Commission review the list of alternates to the RPC as shown below, and either confirm the order or provide staff with the preferred order of alternates for recommendation to the Board of County Commissioners.

**RPC alternates:**

First alternate: Francine Donshick  
Second alternate: Larry Peyton  
Third alternate: Pat Phillips  
Fourth alternate: Michael Flick

The following motion is provided for your consideration:

**Motion**

I move to recommend the order of alternates to the Truckee Meadows Regional Planning Commission as follows (*list the first, second, third and fourth alternate names*). I further move to direct the Planning Commission Secretary to transmit the recommended list of alternates to the Washoe County Board of Commissioners for its approval.