



# REGIONAL PLANNING GOVERNING BOARD

**MEMBERS**  
Geno Martini, Chair  
Dave Aiazzi, Vice-chair  
Mike Carrigan  
Robert A. Cashell  
Dwight Dortch  
Jim Galloway  
Pierre Hascheff  
Robert Larkin  
Ron Schmitt  
Bonnie Weber  
Rosanna Coombes, Interim Director

**MINUTES**  
**REGIONAL PLANNING GOVERNING BOARD (RPGB)**  
**Regular Meeting**  
**Thursday, August 9, 2007, 2:00 p.m.**

The Regional Planning Governing Board met in regular session in the City of Reno Council Chambers, One East First Street, Reno, Nevada, and conducted the following business:

The meeting was called to order by Chair Geno Martini at 2:05 p.m.

## **1. ROLL CALL**

The clerk called the roll, and Regional Planning Governing Board Members in attendance were: Geno Martini, David Aiazzi, Robert Cashell, Dwight Dortch, Jim Galloway, Pierre Hascheff, Robert Larkin, and Ron Smith for Ron Schmitt. Member Dave Humke for Bonnie Weber arrived at 2:12 p.m. Member Mike Carrigan arrived at 2:20 p.m.

Also present: Rosanna Coombes, TMRPA Interim Director; Norman Azevedo, Legal Counsel; Phil Caterino, TMRPA; and Joy Randall, TMRPA.

## **2. APPROVAL OF AGENDA**

MEMBER AIAZZI MADE A MOTION TO APPROVE THE AUGUST 9, 2007, RPGB AGENDA, SECONDED BY MEMBER DORTCH. THE MOTION CARRIED UNANIMOUSLY WITH EIGHT (8) MEMBERS PRESENT.

## **3. APPROVAL OF MINUTES**

None

## **4. PUBLIC COMMENT**

None

## **5. BUSINESS OF THE DAY**

- A. Local government status report regarding detailed recommendations for the implementation of concurrency.

Rosanna Coombes, Interim Director of Regional Planning, stated that this item is a quarterly report by local government staff regarding their progress to implement concurrency.

John Hester, City of Reno, stated that the City of Reno prepared a first draft public service facilities and infrastructure plan that was taken to a stakeholders group two weeks ago. Another meeting is scheduled later this month and a joint workshop with the Reno Planning Commission and Reno City

Council will be in September. Mr. Hester stated that it should be ready for a conformance review in October.

Member Galloway stated that based on earlier discussions, the idea was not to intensify or give out entitlements until the necessary, funded infrastructure plans were in place. Member Galloway asked Mr. Hester if there is a holdover zoning in the master plan where the zoning stays the same until there is a funded facility plan. Mr. Hester responded that yes, they have three zoning categories that were created as a result of the settlement agreement. One of the zoning categories is Unincorporated Transition 40 Acres.

Member Galloway asked if that zoning remains in effect until such time that there is a funded facility plan. Mr. Hester responded yes.

Margaret Powell, City of Sparks, stated that they are underway with their consultants. Ms. Powell stated that the facilities plan for the City of Sparks is lagging behind Reno's but is underway and moving forward.

Chair Martini asked Ms. Powell when it will be completed. Ms. Powell responded that it would probably be completed in the Spring.

Adrian Freund, Washoe County, stated that Washoe County initiated their development code amendment in May with their Planning Commission. Mr. Freund stated that will amend Article 7 of the Washoe County Development Code. Mr. Freund mentioned that with the County's one-map system it is more challenging. Mr. Freund stated that he is looking for a draft to go to their Planning Commission in October and then to the Board of County Commissioners after that. Mr. Freund stated that they will have a complete facilities plan done hopefully in December.

Member Hascheff asked Mr. Freund how they are addressing the one-map system with the changes they are making to the code.

*[Member Humke arrived at 2:12 p.m.]*

Mr. Freund responded that they have set up a series of requirements for concurrency starting at the area plan update stage which initially looks at threshold growth levels outlined in area plans. When they get through to a comprehensive plan amendment, they will be applying the question, is there a funded facilities plan and is there a specific facilities plan for that particular area. Mr. Freund stated that they will be applying the harder concurrency requirements at the tentative map stage.

Member Hascheff asked Mr. Freund what would happen if they wanted to do an area plan update and then make a change without a conforming facilities plan. Mr. Freund responded that they will not get it done unless they have a facilities plan.

Member Larkin asked when the next update will be on this item. Chair Martini responded that it is a quarterly update and the next one will be in November.

- B. Consideration of, and possible action on, RPGB Resolution 07-22, resolution of appreciation for the service of Robert Larkin as Chair of the Regional Planning Governing Board.

Rosanna Coombes, Interim Director of Regional Planning, read Resolution 07-22 into the record.

MEMBER GALLOWAY MADE A MOTION TO APPROVE RESOLUTION 07-22, SECONDED BY MEMBER HASCHEFF. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) MEMBERS PRESENT.

- C. Discussion and direction to staff regarding population forecasting methods, including the review and discussion of historical data.

Phil Caterino, Senior Planner, provided background information on this item and stated that since the staff report was completed, Regional Planning staff has been working with the Planning Directors and they have an alternative to the Regional Planning staff recommendation that they would like to discuss with the RPGB today.

*[Member Carrigan arrived at 2:20 p.m.]*

Ms. Powell stated that Washoe County has committed to doing a 2008 Consensus Forecast. Ms. Powell stated that the suggestion of the Planning Directors is to have the RPGB sponsor an amendment to the Regional Plan that would include the table of population from the settlement agreement that expired. When the 2008 Consensus Forecast is complete it can be included as a Regional Plan amendment. Ms. Powell stated that the Planning Directors are also proposing that all four jurisdictions participate in an inter-local agreement which would establish the frequency and would establish that this is a locally generated forecast that includes TMWA, and the State Demographer, as well as a couple other forecasting tools. Ms. Powell stated that this allows for collaboration and comment on that Consensus Forecast by all four jurisdictions. Ms. Powell stated that the Planning Directors are proposing to bring an inter-local agreement back to the RPGB in October.

There was some discussion regarding the request at the last RPGB meeting to compare forecasts and determine which forecast had the most accurate numbers. Ms. Coombes stated that all of the forecasts were consistently lower than the actual certified numbers.

Member Galloway asked how the State Demographer's forecast will be calculated into the Consensus Forecast. Mr. Freund responded that they have not yet finalized how they will fold in the State Demographer's forecast.

Member Galloway expressed concern regarding factoring in methods that do not take into account resource constraints. Member Galloway stated that he would be okay with using this proposal on a short-term, interim basis.

Member Aiazzi asked why the staffs do not want to use the State Demographer's data. Mr. Freund responded that the concerns are that there is not local content, the staff feels that they don't really have a stake in the production of the State Demographer's forecast, and the State Demographer's forecast only had a 20 year horizon.

Member Aiazzi stated that the data looks the same and asked how much time the staff's are spending trying to duplicate this effort that the State is doing for free. Mr. Freund responded that they use all of the data sources for the purpose of County budgeting and financing in any case. Mr. Freund also stated that there is an advantage in having two different data sources and forecasts to develop from.

Member Aiazzi asked if the TMWA forecast is only in the TMWA service boundary and not county-wide. Mr. Freund responded that he has not talked to Sean about that but he thought that it was county-wide.

Member Aiazzi asked if there will be a formula or if it will be tweaked every year. Mr. Freund responded that there is a set methodology for the Consensus Forecast and that they have not tied down the details of how to tie in the State Demographer's forecast. Mr. Freund also stated that part of the inter-local agreement will involve benchmarking that methodology.

There was some discussion regarding how to ensure that this is done even with an inter-local agreement and what happens if it is not done. Mr. Freund stated that they do budget it on a regular basis and intend to produce it and they have the staff resources to do so.

Member Larkin asked Ms. Powell about the spreadsheet used in her presentation. Ms. Powell explained the table and the population ranges.

Member Larkin asked Mr. Freund what the capacity of the TMSA buckets are. Mr. Freund referred the question to interim director Coombes.

Ms Coombes responded that there was some discussion regarding the methodology impacting the population number. Ms. Coombes stated that in terms of the newly adopted Plan the issue of this number impacting that calculation is now moot. With the adoption of the new Plan, the methodology says that we take the conforming local jurisdiction's population plan and use the number in their plan to plug into that calculation.

Member Larkin asked about moving to the new consensus number. Ms. Coombes responded that with that the jurisdictions would reevaluate the population plans and bring them in for conformance review and there would be one number associated with what we would use in the calculation. Ms. Coombes stated that what we are after is the end number divided by four which gives them the total acreage they could use.

There was some discussion regarding using the interim numbers. Ms. Coombes stated that it is critical that the data be fresh and updated at regular intervals. Mr. Freund stated that the Consensus Forecast is used for other things as well and urged that a robust methodology be developed.

*[Member Cashell left at 2:53 p.m.]*

Member Hascheff suggested that the State Demographer's numbers should be used as a default if the jurisdictions can't agree.

Member Galloway stated that the settlement population chart was just a compromise to get a settlement. Member Galloway agreed with the suggestion of using the State Demographer's numbers if the staffs do not agree on a formula.

Mr. Hester stated that an issue with the State Demographer's number is that it is not broken down by jurisdiction.

Ms. Coombes stated that she would like to have the numbers by jurisdiction but there was a recognition among the Planning Directors this morning that the Consensus Forecast is still only a county-wide forecast as well.

*[Member Cashell returned at 2:57 p.m.]*

There was some discussion regarding jurisdictional splits. Member Galloway suggested coming to an agreement on exactly how to do this consensus forecast including a jurisdictional split and then come back and ask for an amendment.

Member Larkin stated that there is no reason that this cannot be done by the end of the year.

MEMBER LARKIN MADE A MOTION TO ACCEPT THE REGIONAL PLAN SETTLEMENT AGREEMENT ADOPTED NUMBERS AS OUR INTERIM AND TO DIRECT STAFFS TO DEVELOP METHODOLOGY FOR OUR CONSENSUS MODEL IN SIX (6) MONTHS AND IN THE EVENT THAT STAFF CAN'T BRING THAT TOGETHER WE FALL BACK TO THE STATE DEMOGRAPHER'S FIGURES AND FIGURE OUT A FORMULA FROM THERE, SECONDED BY MEMBER HASCHEFF.

Ms. Powell asked if the motion includes an inter-local agreement. Member Larkin responded yes.

Ms. Coombes asked if the RPGB is directing Regional Planning staff to prepare an amendment. Member Larkin responded that is the next agenda item.

THE MOTION CARRIED UNANIMOUSLY WITH TEN (10) MEMBERS PRESENT.

- D. Discussion, direction to staff, or possible action to initiate amendments to the 2007 Regional Plan.

Ms. Coombes reviewed information in the staff report regarding proposed amendments.

*[Members Humke and Cashell left at 3:01 p.m.]*

Chair Martini asked if a motion is needed to implement the changes discussed under the previous agenda item. Ms. Coombes responded that it would be preferable to have a motion.

Member Carrigan asked how clean-up changes are handled. Ms. Coombes responded that Regional Planning staff brings a set of clean-up amendments twice a year to the RPC.

MEMBER LARKIN MADE A MOTION TO SPONSOR A PLAN AMENDMENT FOR THE POPULATION DETERMINATION AS INDICATED IN THE PREVIOUS MOTION, SECONDED BY MEMBER AIAZZI. THE MOTION CARRIED UNANIMOUSLY WITH EIGHT (8) MEMBERS PRESENT.

MEMBER DORTCH MADE A MOTION TO MAKE THE CHANGE ON POLICY 1.1.7, SECONDED BY MEMBER CARRIGAN. THE MOTION CARRIED UNANIMOUSLY WITH EIGHT (8) MEMBERS PRESENT.

Member Carrigan asked Ms. Coombes to clarify the proposal regarding density transfer. Ms. Coombes stated that they are proposing sitting down with the Planning Directors and coming up with the language.

Ms. Coombes stated that one of the options for the RPGB is to direct Regional Planning staff to have a discussion with the Planning Directors and see if they would like to jointly recommend a Regional Plan amendment. Chair Martini asked if that needed to be a motion or just direction. Ms. Coombes responded that direction is fine.

Member Galloway requested that this item come back on the next agenda. Chair Martini asked Ms. Coombes if she got that direction. Ms. Coombes responded yes.

## 6. ADMINISTRATIVE ITEMS

### A. Possible action regarding TMRPA staffing matters including:

- 1) Discussion and possible action to approve a new position description and salary schedule for Regional Planner I, and to re-title the current Regional Planning position to Regional Planner II
- 2) Provide authorization for the Interim Director of Regional Planning to advertise and appoint a temporary or permanent Regional Planner I or II to assist with TMRPA workload management

Joy Randall, Administrative Services Manager, stated that Regional Planning staff recommends the appointment of a permanent Regional Planner at this time which would allow for a smooth transition. The Senior Planner salary savings would cover the short overlap of the two salaries and staff would bring back a request for final budget authorization once a qualified candidate has been selected.

*[Member Cashell returned at 3:10 p.m.]*

MEMBER AIAZZI MADE A MOTION TO APPROVE STAFF RECOMMENDATION, SECONDED BY MEMBER LARKIN. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) MEMBERS PRESENT.

- 3) Discussion and direction to staff regarding the possible recruitment of a Director of Regional Planning
- 4) Provide budget authorization for the Interim Director of Regional Planning to fill the position of Planning Analyst I or Planning Analyst II

Ms. Randall stated that a tentative offer has been made for the Planning Analyst II position, subject to RRGB budget authority. Ms. Randall stated that Regional Planning staff recommends that the RRGB approve the entry level planning position description and salary to add to the list of approved positions. To better describe the position staff recommends changing the position description title to Planning/GIS Analyst.

MEMBER HASCHEFF MADE A MOTION TO FOLLOW STAFF'S RECOMMENDATION.

Member Hascheff asked if the GIS would apply to both Planning Analyst positions. Ms. Randall responded that it would apply to both.

SECONDED BY MEMBER LARKIN. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) MEMBERS PRESENT.

- ### B. Discussion and direction to staff regarding the possible recruitment of a Director of Regional Planning.

There was discussion regarding making an offer to the Interim Director. Norman Azevedo, Legal Counsel, stated that the RRGB is required by statute to get three names from the RPC and to make a selection from those names.

MEMBER LARKIN MADE A MOTION TO DIRECT THE RPC TO DELIVER THREE QUALIFIED NAMES.

There was discussion regarding suggesting names for the list. Mr. Azevedo recommended requesting the three names and if they are inadequate, it can be addressed at that point.

Member Galloway asked if there has been sufficient advertising for the position. Ms. Randall responded that there has been no advertising for the position at this time and that staff is asking the RPGB for direction to initiate a process.

There was some discussion regarding authorizing the RPC to advertise for the position.

**SECONDED BY MEMBER AIAZZI.**

Mr. Azevedo stated that the requirements are set forth in 278.0266 which the RPC must follow when making their selection.

Ms. Randall stated that in the past they have designated one of the entities', usually the Chair's, Human Resources Department to help with the recruitment process.

There was some discussion regarding the need to advertise and to follow the process in good faith.

Member Larkin asked if the RPGB is bound by any of the three names the RPC provides. Mr. Azevedo responded that the RPGB makes the selection and is not bound by the three names submitted. The RPGB could redirect the RPC to bring forward additional names.

There was some discussion regarding directing the RPC to advertise. Member Larkin stated that the RPC is empowered to do what they feel is correct and in the statutory requirements and Mr. Azevedo will advise them.

Member Hascheff stated that he will support the motion but will reject the three names submitted if no advertising is done.

**THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) MEMBERS PRESENT.**

- C. Consideration and possible acceptance of FY 06-07 fourth quarter and end of fiscal year budget and work program report.

Ms. Randall reviewed information from the staff report.

**MEMBER GALLOWAY MADE A MOTION TO ACCEPT THE REPORTS, SECONDED BY MEMBER LARKIN. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) MEMBERS PRESENT.**

## **7. MEMBER AND DIRECTOR'S REPORTS**

None

## **8. LEGAL COUNSEL'S REPORT**

Mr. Azevedo stated that he is working with staff on the conformance of the Tracy-to-Silver Lake corridor.

## **9. REQUESTS FOR FUTURE AGENDA ITEMS**

- A. Consideration and possible action on calendar of agenda items.
- B. Members' and director's requests for agenda items.

Ms. Coombes reviewed possible future agenda items.

Member Galloway stated that some areas have been allowing plants that are fire hazards to be used for stabilizing steep slopes. Member Galloway suggested that each entity go to their Building Departments with a list from the Fire Department of what plants are allowed to stabilize steep slopes.

**10. WRITTEN CORRESPONDENCE**

None

**11. ADJOURNMENT**

MEMBER AIAZZI MADE A MOTION TO ADJOURN AT 3:32 P.M., SECONDED BY MEMBER CARRIGAN. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) MEMBERS PRESENT.

Respectfully submitted by Christine Birmingham.

Reviewed by:

Approved by:

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Rosanna Coombes, Interim Director  
Truckee Meadows Regional Planning Agency

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Geno Martini, Chair  
Regional Planning Governing Board

**APPROVED BY THE REGIONAL PLANNING GOVERNING BOARD IN SESSION ON  
\_\_\_\_\_, 2007.**