



# Board of Adjustment Staff Report

Meeting Date: February 4, 2016

Subject: Appointment of Primary and Alternate members to the Design Review Committee from the Board of Adjustment

**Agenda Item Number: 9A**

Project Summary: Appointment of Primary and Alternate Members from the Board of Adjustment to the Design Review Committee

**Recommendation: Appoint a Primary and an Alternate to the Design Review Committee**

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## **Description**

Possible action to appoint Primary and Alternate members from the Washoe County Board of Adjustment to the Washoe County Design Review Committee.

## **Design Review Committee**

The Design Review Committee (DRC) is a subcommittee of the Planning Commission and its function is to ensure quality development during the review of discretionary projects. The DRC examines such issues as the compatibility of new development to surrounding property and neighborhoods, the quality of a proposed building design and aesthetic impacts. The term for this appointment is four years and is limited to a maximum of two consecutive terms. The Board of Adjustment is responsible for appointing both primary and alternate members to the DRC from the membership of the Board of Adjustment, one of the Board's former members, or a designee of the Board.

## **Background**

The Community Services Department is seeking to fill two vacant positions on the DRC. The positions that need to be filled are a primary and an alternate from the Washoe County Board of Adjustment.

Per Section 110.916.10(b) of the Washoe County Development Code, *the Chair of the Planning Commission shall appoint one (1) person to represent the Planning Commission who shall be a member of the Planning Commission, a former member of the Planning Commission or a designee of the Planning Commission; one (1) member representing the planning profession; one (1) member representing the landscape architecture profession; and one (1) member representing the architecture profession. In addition, the Board of Adjustment will appoint one (1) of its members to the committee, a former member of the Board of Adjustment, or a designee of the Board of Adjustment.*

Board of Adjustment Member Kim Toulouse has been serving on the DRC but his first term has expired. There is no Board member appointed as an alternate to the DRC. Board Member Toulouse may be appointed for a second (four year) term or two new Board members may be appointed to fill the primary and alternate vacancies on the DRC.

**Recommendation**

Staff recommends that the Washoe County Board of Adjustment appoint two representatives from the Board of Adjustment, one to serve as the primary and one to serve as the alternate on the DRC.

**Possible Motion**

I move to appoint \_\_\_\_\_ to serve as a primary member and \_\_\_\_\_ to serve as an alternate member to the Design Review Committee each for a four year term commencing with the date of this appointment.