

## STAFF REPORT

---

**Date:** May 10, 2023

**To:** Mayor and City Council

**Thru:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Adoption of the revised By-laws of the City of Reno Planning Commission.

**From:** Jason Garcia-LoBue, Planning Manager

**Department:** Development Services

---

### **Summary:**

The recent COVID-19 pandemic and other emergency events have demonstrated there has been a shift in how businesses and governments conduct their operations. This includes the importance of electronic videoconferencing and other means of communication. Highlights of the proposed By-law revisions include updating terminology and creating the process/protocol for videoconferencing at meetings. At its April 19, 2023 meeting, the Reno City Planning Commission discussed, modified, and approved the By-law revisions, subject to Council adoption.

### **Alignment with Strategic Plan:**

Economic and Community Development

### **Previous Council Action:**

Council last modified the Reno City Planning Commission By-laws in 2009.

### **Background:**

The Reno City Planning Commission By-laws were last modified in 2009 (Exhibit A). Since that time, there have been multiple events (Title 18 – Reno Annexation and Land Development Code Update, ReImagine Reno Master Plan Update, COVID-19 Pandemic, etc.) that have supported the need for revisions to the Planning Commission By-laws. A ten day written notice was provided to each Commissioner prior to the April 19, 2023 meeting. At its April 19, 2023 Planning Commission meeting, the Reno City Planning Commission discussed the proposed modifications. Discussion focused on proposed language in Article V, Section 7 regarding videoconferencing and remote attendance during states of emergency or when unforeseen circumstances arise. The Planning Commission motioned to approve the By-laws revisions as modified, subject to Council approval and adoption (Exhibit B).

**Discussion:**

The Reno City Planning Commission By-laws require updating to fit the current needs of the City with modern technology, processes, changing societal expectations, and flexibility for future emergency events. The proposed modifications are highlighted below:

- Updating terminology with the current Title 18.
  - Administrative Officer/Administrator or designee
  - Development Services Department
- Updating Nevada Revised Statute (NRS) Sections to reflect current NRS citations
- Ability to have an alternative suitable location for Planning Commission Meetings
- Technological Policy Updates to include videoconferencing (Article V, Section 7)
- Establish a process and protocol for Commissioners when Planning Commission meetings are conducted through remote videoconferencing (including audio-visual/video conferencing)

The proposed modifications to update language, references, and law are administrative in nature. The proposed technological policy is important to address current practice developed during the COVID-19 pandemic. Videoconferencing has become an important part of government meetings including Planning Commission meetings. This has been another tool to provide access to public meetings and as such, it is important for the Planning Commissioners to have the process identified for conducting business and accessing meetings remotely.

**Financial Implications:**

None

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council approve and adopt the revised Planning Commission By-laws as recommended by the Reno Planning Commission and presented in the staff report.

**Proposed Motion:**

I move to approve and adopt the revised Planning Commission By-laws as recommended by the Reno Planning Commission and presented in the staff report.

**Attachments:**

Exhibit A. Draft Planning Commission By-laws with Proposed Changes

Exhibit B. April 19, 2023 Planning Commission Staff Report

Exhibit C. Draft Planning Commission Minutes – April 19, 2023