



Welcome to
Town Advisory Board and Citizen
Advisory Council Secretary Training
August 7, 2014 6:00pm
ODC ROOM 1



Welcome!!!

Lets Introduce ourselves.

SECRETARY CONTRACT SERVICES AGREEMENT



DUTIES

- Perform clerical services in support of the functions of the TAB/CAC
- Consult with the liaison and keep liaison informed of all issues that arise in provision of services
- Contractor shall exhibit professional and courteous service



- Contractor shall be accessible via email and respond in a timely manner
- Failure to satisfactorily meet the contractual obligations in the Scope of Services could be grounds for immediate termination of the Contract
- The scope of services may be changed with written agreement from both parties

COMPENSATION



- Submit a monthly **Activity Log Sheet** of specific services and hours worked
- Remit invoices by the first day of the month for previous month's services to Dee Hale
- Compensation shall be paid within 30 days of receipt of invoice
- Contractor shall act as an independent contractor
- Thirty days written notice required by either party to terminate this agreement

EQUIPMENT & SUPPLIES

- County will provide blank paper, stationery, envelopes, audio tapes, stamps, PO Box rental fee (when appropriate) and other miscellaneous office supplies
- County will provide, maintain and repair equipment. Contractor agrees to keep equipment in good working condition
- Contractor shall relinquish all equipment, official records, tapes, files, supplies and any other items belonging to the County if contract is ended
- Contractor shall sign a release form for said items prior to relinquishing
- Nothing in this agreement shall prevent Contractor from using his/her personal equipment, such as computer, printer, fax or typewriter, to perform duties



Current Planning Secretaries Receive

- Applications – US Mail
- Justification Letters – US Mail
- Attachment A – E-mail
- Agenda Sheets – E-mail

AGENDA

Date: Tuesday, July 29, 2014

Time: 7:00 P. M.

Location: Paradise Community Center, 4775 McLeod Dr Las Vegas, NV 89121

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Paradise Community Center is accessible to individuals with disabilities. With forty - eight (48) hour advance request, a sign language interpreter may be made available by calling 455-3530 or TDD 385-7486 or Relay Nevada toll free 800 326-6868, TD/TDD.

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POSTING LOCATIONS:

Paradise Community Center
4775 S. McLeod
Clark County Library – 1401 E. Flamingo Road
Sunset Park - 2601 E. Sunset Road
Fire Station 38 - 1755 Silver Hawk Ave
Maureen Helm, Secretary – (702) 606-0747

BOARD MEMBERS:

Susan Philipp - Chair
John S. Williams- Vice Chair
Robert Orgill
Joan LeMere

Internet Address: WWW.CLARKCOUNTYNV.GOV

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Procedures & Conduct.
 - a. Conformance with the Open Meeting Law
 - b. Conduct: Please turn off or mute all cell phones & other electronic devices. Please take all private conversations outside the room
 - c. Meeting Guidelines
 - d. County Staff Introductions, Announcements & Presentations:
- V. Regular Business
 - a. Approval of Agenda for July 29, 2014 - including any deletions or corrections
 - b. Approval of Minutes of June 24, 2014.

AGENDA

VI. Public Comment - This is a period devoted to comments by the general public about items on this agenda. If you wish to speak to the Board about items within its jurisdiction but not appearing on this agenda, you must wait until the "Comments by the General Public" period listed at the end of this agenda. Comments will be limited to three minutes. Please step up to the speaker's podium, clearly state your name and address and please spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this will be done by the Chair, or the Board by majority vote.

VII. PLANNING & ZONING

Action to be taken on the following applications:

AGENDA

1. UC-0584-14 – DCH EXCHANGE, LLC, ET AL: **(Flamingo & Harmon)**

USE PERMITS to expand/enlarge the Gaming Enterprise District for a parking lot in conjunction with existing resort hotels (Harrah's, Flamingo, and The Quad) and a commercial/retail/dining and entertainment center (the LINQ) on 28.7 acres in an H-1 (Limited Resort and Apartment) Zone in the MUD-1 Overlay District.

DESIGN REVIEW for a parking lot. Generally located on the north side of Flamingo Road and the west side of Koval Lane within Paradise. CG/al/ml (For possible action)

PC 8/19/14

AGENDA

2. **UC-0602-14 – UNIVERSITY BOARD OF REGENTS:**
(8050 Paradise Rd.)

USE PERMITS for the following: 1) reduce the separation between a temporary outdoor commercial event and a residential use; and 2) reduce the separation between a live entertainment use and a residential use in conjunction with an existing outdoor educational center on 17.5 acres in an R-E (Rural Estates Residential) Zone. Generally located on the north side of Windmill Lane between Paradise Road and the 215 Beltway within Paradise. ss/pb/ml (For possible action)

PC 8/19/14

AGENDA

3. UC-0569-14 – DEVEUSTER, TOON: (3862 Calle de Benito)

USE PERMIT to allow an exotic animal (coatimundi) in conjunction with a single family residence on 0.2 acres in an R-1 (Single Family Residential) Zone. Generally located on the north side of Calle De Benito, 360 feet east of Sandhill Road within Paradise. CG/al/ml (For possible action)

BCC 8/20/14

AGENDA

4. DR-0505-14 – COUNTY OF CLARK (AVIATION):

(No address)

DESIGN REVIEW for a public park with ancillary structures, amenities, and uses on 21.5 acres in a P-F (Public Facility) Zone and a P-F (Public Facility) (AE-60) Zone. Generally located on the west side of Maryland Parkway and the north side of Russell Road within Paradise. MBS/dg/ml (For possible action)

BCC 7/16/14

AGENDA

VIII. Correspondence:

IX. General Business:

a. Budget Requests

b. Elect a member to the CDAC Committee

X. Public Input – Community Concerns (Issues or concerns within the community) Comments by the General Public & Discussion: No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda. Comments will be limited to 3 minutes.

XI. NEXT MEETING: **July 8, 2014**

XII. ADJOURNMENT:

Affidavit of Posting

Fax to Administrative Services
702-455-3558



Posting and Emailing Agenda

- No later than 9:00am, 3 working days prior to meeting date, Post at all sites listed on your Agenda
- No later than 9:00am, 3 working days prior to meeting date, E-mail Agenda to:
 - Maria De Jesus, to post onto our County Website
 - Liaison
 - TAB Members
 - All other interested parties



Sending out the Agenda HELD Items

- If the PC/BCC date has not changed, you can use the agenda sheet from the previous meeting
- If the PC/BCC date has changed, contact the Current Planning Agenda Processing staff to send a new Agenda sheet

Sending out the Agenda Preparing Your Packet

- Mail Agenda to:
 - TAB Members and include:
 - Agenda sheets
 - Applications
 - Justification Letters



Meeting Responsibilities

- Please attend all Meetings
- Set up/take down equipment as necessary
- Make sure a sign-in-sheet is available to the public
- Recording
- Send audio of meeting to your Liaison
 - Download and e-mail to Liaison
 - You may use websites like Filemail.com
 - You may save to a disc
 - If the recording is too large to download and e-mail, or save to a disc, please leave the recording equipment with your liaison, so that they can download directly to the County drive.

**CLARK COUNTY
TOWN ADVISORY BOARD/CITIZEN ADVISORY COUNCIL
RECOMMENDATION**

APPLICATION NUMBER: **ET-00400019-14** PC/BCC MEETING DATE: **2014-04-01**

PROJECT DESCRIPTION: LEVITT GENNADY & BETSY ET AL
DESCRIPTION: ET/UC-342-89 AUTO BODY AND PAINT FACILITY

TO: PARADISE TOWN BOARD/CITIZENS ADVISORY COUNCIL

FROM: CLARK COUNTY CURRENT PLANNING DIVISION
500 S. Grand Central Pkwy
P.O. Box 551744
LAS VEGAS, NEVADA 89155-1744

Zone Change
 Conforming
 Non-Conforming
 Use Permit
 Design Review
 Waiver of Standards
 Other ET

DATE: 2014-04-01

In order to obtain complete information upon which to base their decision, the Commission would appreciate brief comments regarding the matter described on the attached notice with both a pro and con synopsis.

Approval _____ Denial _____ No Comment _____ # of neighbor's present _____

of Neighbors For _____ # of Neighbors Against _____ # of Neighbors Undecided _____

Pro: _____

Con: _____

Condition of Approval: _____

Applicant has agreed to these conditions _____ Yes _____ No

Name of Applicant or Representative _____

Neighborhood meeting held? _____ Yes _____ No

Signature

Date

Title (Secretary or Chair)

Faxed to Planning Staff _____

Faxed to Commissioner _____

Recommendation sheets

- Once the recommendation sheets have been properly filled out, you must fax them to both Current Planning and the Commissioner's Office within two working days after the TAB/CAC meeting
- Fax to: 702-383-6041 – Commissioner's Office
- Fax to: 702-382-0412 – Current Planning

Minutes

DRAFT

MINUTES

Date: Tuesday, July 29, 2014
Time: 7:00 P. M.
Location: Paradise Community Center, 4775 McLeod Drive

Paradise Community Center is accessible to individuals with disabilities. With forty - eight (48) hour advance request, a sign language interpreter may be made available by calling 455-3530 or TDD 385-7486 or Relay Nevada toll free 800 326-6868, TD/TDD.

POSTING LOCATIONS: Paradise Community Center - Nu-Glo Cleaners-3774 E. Flamingo - Sunset Park-Sunset & Eastern Sunset Plaza Park-2301 Sunset Internet Address: WWW.ACCESSCLARKCOUNTY.COM

Board members: Susan Philipp, Chair - John S. Williams, Vice Chair, Robert Orgill and Joan LeMere
Secretary: Maureen Helm 606-0747

- I. Call to Order. **MEETING WAS CALLED TO ORDER BY CHAIR PHILIPP AT 7:00 P.M.**
- II. Pledge of Allegiance. **THE PLEDGE OF ALLEGIANCE WAS RECITED.**
- III. Roll Call.
Susan Philipp, Chair – PRESENT
John Williams, Vice Chair – PRESENT
Robert Orgill – PRESENT
Joan LeMere - EXCUSED
- IV. Procedures & Conduct.
 - a. Conformance with the Open Meeting Law. **CHAIR PHILIPP NOTED THAT THIS MEETING HAS BEEN PROPERLY NOTICED AND THAT A QUORUM IS PRESENT.**
 - b. Conduct:
 - c. Meeting Guidelines
 - d. County Staff Introductions, Announcements & Presentations: **ROB KAMINSKI; PLANNING, BLANCA VAZQUEZ; TOWN LIAISON AND DANA UNGUREN, IN ATTENDANCE.**

V. Regular Business

- a. Approval of Agenda for July 29, 2014 - including any deletions or corrections - **MOTION BY WILLIAMS WAS MADE TO APPROVE THE AGENDA , HOLDING ITEM #6, RETURN TO TAB 8/12/14 A UNANIMOUS VOTE OF APPROVAL WAS RECORDED.**
- b. Approval of Minutes of June 24, 2014 - **A MOTION BY ORGILL WAS MADE TO APPROVE THE MINUTES AS PRESENTED. A UNANIMOUS VOTE OF APPROVAL WAS RECORDED.**

1. **UC-0584-14 – DCH EXCHANGE, LLC, ET AL: (Flamingo & Harmon)**

USE PERMITS to expand/enlarge the Gaming Enterprise District for a parking lot in conjunction with existing resort hotels (Harrah's, Flamingo, and The Quad) and a commercial/retail/dining and entertainment center (the LINQ) on 28.7 acres in an H-1 (Limited Resort and Apartment) Zone in the MUD-1 Overlay District.

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PC 8/19/14

MOTION WAS MADE BY PHILIPP FOR APPROVAL, SUBJECT TO STAFF CONDITIONS. VOTING WAS UNANIMOUS. 4 NEIGHBORS IN ATTENDANCE SPOKE AGAINST PROJECT.

2. **UC-0602-14 – UNIVERSITY BOARD OF REGENTS:
(8050 Paradise Rd.)**

USE PERMITS for the following: 1) reduce the separation between a temporary outdoor commercial event and a residential use; and 2) reduce the separation between a live entertainment use and a residential use in conjunction with an existing outdoor educational center on 17.5 acres in an R-E (Rural Estates Residential) Zone. Generally located on the north side of Windmill Lane between Paradise Road and the 215 Beltway within Paradise. ss/pb/ml (For possible action) **PC 8/19/14**

APPLICANT WAS NO SHOW, ITEM TO RETURN TO TAB ON 8/12/14. 1 NEIGHBOR IN ATTENDANCE SPOKE AGAINST PROJECT.

3. **UC-0569-14 – DEVEUSTER, TOON: (3862 Calle de Benito)**
USE PERMIT to allow an exotic animal (coatimundi) in conjunction with a single family residence on 0.2 acres in an R-1 (Single Family Residential) Zone. Generally located on the north side of Calle De Benito, 360 feet east of Sandhill Road within Paradise. CG/al/ml (For possible action)

BCC 8/20/14

MOTION WAS MADE BY PHILIPP FOR APPROVAL, SUBJECT TO STAFF CONDITIONS. VOTING WAS 2-1, WILLIAMS AGAINST.

1. **UC-0584-14 – DCH EXCHANGE, LLC, ET AL: (Flamingo & Harmon)**
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APPLICANT NO SHOW, RETURN TO TAB 8/12/14. 1 NEIGHBOR IN ATTENDANCE SPOKE AGAINST PROJECT.

3. **WS-0579-14 – LISA DURAN TRUST: (2553 Farmington Ave.)**
WAIVERS OF DEVELOPMENT STANDARDS for the following: **1)** reduce the rear yard setback for an existing alumawood trellis patio cover; and **2)** increase wall height in conjunction with an existing single family residence on 0.2 acres in an R-1 (Single Family Residential) Zone. Generally located 250 feet north of Eldorado Lane and 240 feet west of Topaz Street on Farmington Avenue within Paradise. MBS/rk/ml (For possible action) **PC 8/19/14**
MOTION WAS MADE BY PHILIPP FOR APPROVAL, SUBJECT TO STAFF CONDITIONS. VOTING WAS 2-1, WILLIAMS AGAINST.

VIII. Correspondence: **LETTER RECEIVED FROM NV ENERGY,
DATED 7/15/14.**

IX. General Business:

- a. Budget Requests – **NO BUDGET REQUESTS SUBMITTED**
- b. Elect a member to the CDAC Committee – **BOB ORGILL WAS
NAMED REPRESENTATIVE FOR THE CDAC COMMITTEE
AND JOHN WILLIAMS AS THE ALTERNATE.**

X. Public Input – Community Concerns

**JOHN STEVENS SPOKE ABOUT CODE ENFORCEMENT
PROBLEMS AT HIS HOME LOCATED AT 4545 SMOKE TREE
LANE.**

XI. NEXT MEETING: July 8, 2014 - **NEXT MEETING WAS SET FOR
8/12/14.**

XII. ADJOURNMENT: **THERE BEING NO OTHER BUSINESS, THE
MEETING WAS ADJOURNED AT 8:25PM**

Minutes

- Draft minutes emailed to liaison for review
- Once approved by liaison, email Minutes within 5 working days of the next meeting to TAB/CAC members
- After the TAB/CAC approves the Minutes at the following meeting, remove DRAFT watermark, and e-mail to the following within 3 days
 - Liaison
 - County Clerk – Rosanna Jones
 - Public Works
 - Maria De Jesus – to post to web

Minutes

- Mail or e-mail minutes to any person who requests them ONLY when the next meeting's agenda has been posted per the open meeting law that indicates that the board will take action on the draft minutes.
- Make sure that the draft minutes are watermarked with the DRAFT watermark.

COORDINATION OF AGENDA WITH CHAIR/LIAISON

- Contact Liaison when preparing agenda
 - Many times there are community and/or county department information that must be posted on the agenda.
- Items can only be added to the agenda by the Board of County Commissioners, the Liaison, the Chair, a majority of the TAB/CAC or as required by law.



REQUEST FOR AGENDA, MINUTES & BACKUP MATERIAL

- According to Nevada's Open Meeting Law, citizens are entitled to receive the written agendas and minutes
 - Add them to your email notification lists as requested
- Be sure to have adequate copies of Agendas and Minutes available at meetings
- Have extra copies of back up material available for the audience

SPECIAL CALL MEETINGS



- There may be times when a Special Call meeting is necessary due to emergency issues, scheduling problems or other situations
- Can be called by the Chair or a majority of the TAB/CAC
- Must be posted in the same timeframe and locations as other meetings

CANCELLATION OF MEETINGS



- According to Nevada Open Meeting Law, a TAB/CAC cannot conduct any business if they lack a quorum
- Procedure for cancelling if a **lack of quorum is known in advance**:
 - The liaison will notify all TAB/CAC members
 - The liaison will coordinate with the secretary to post a notice of cancellation at the meeting location
 - The liaison will coordinate noticing the cancellation on the County website as soon as possible
- Procedure for cancelling if a lack of quorum is discovered **at the time of the scheduled TAB/CAC meeting**:
 - The liaison will coordinate with the secretary to post a notice of cancellation at the meeting location
 - The liaison will coordinate noticing the cancellation on the County website as soon as possible

- Procedure for cancelling in the case of a **lack of business/zoning items**:
 - The liaison will consult with the Chair of the TAB/CAC to determine whether a meeting warrants cancellation
 - The liaison will request final approval from either the Director or Assistant Director of Admin. Services to officially cancel the meeting
 - The liaison will coordinate with the secretary to post a notice of cancellation at the meeting location
 - The liaison will coordinate noticing the cancellation on the County website as soon as possible

Other stuff...

- Follow up on issues with department, agencies or citizens as directed
- Customer Service – returning calls, answering questions
- Technical or more detailed questions – refer to Liaison
- Attend training as required



IV. CLOSING

- Question and Answer

