



togetherforbetter

**TAB/CAC Secretary Training
June 22, 2026**

Before the meeting....



togetherforbetter

4 to 6 weeks before the meeting

Email from Comp Planning

- Items that were accepted during that filing period
- Includes the Application form and the Justification Letter

04/14/2026 - 04/16/2026 - TAB/CAC Meeting Materials



Sean Mullens

To Carmen Hayes; Jayson Dagher; Tiffany Hesser; Dawn VonMendenhall; Irving Pena; Judith Metz; Michelle Baert; William Covington; Meggan Holzer; Michael Shannon; Anthony Manor; Beatriz Martinez; Javier Rivera-Rojas; Jill Nikovits-Leiva; Kelly Benavidez; La Ta
Cc Jennifer Ammerman; Nicole Razo; Diane Scarcelli; Tiffany Jackson

Retention Policy Deleted Items 180 (6 months)

Good Morning-

In the link below, you will find folders listing the applications for all Town Boards that have materials for the 05/05 & 05/06 PC/BCC r

 [Sent 03-18-26 for 05-05 & 05-06 PC & BCC](#)

Best Regards,

Sean M. Mullens

Office Specialist

Department of Comprehensive Planning

T: 702-455-5002

F: 702-455-3271

sean.mullens@clarkcountynv.gov

Service, Integrity, Respect, Accountability, Excellence, and Leadership





 Name ↓ ▾	Modified ▾	Modified By ▾	File size ▾	Sharing ▾	Activity
 Winchester	March 16	Sean Mullens	1 item	 Shared	
 Sunrise Manor	March 16	Sean Mullens	2 items	 Shared	
 Spring Valley	March 16	Sean Mullens	2 items	 Shared	
 Redrock	March 16	Sean Mullens	1 item	 Shared	
 Paradise	March 16	Sean Mullens	2 items	 Shared	
 No TAB	March 16	Sean Mullens	1 item	 Shared	
 Moapa Valley	March 16	Sean Mullens	1 item	 Shared	
 Lone Mountain-Upper and Lower Kyle	March 16	Sean Mullens	4 items	 Shared	
 Enterprise	March 16	Sean Mullens	2 items	 Shared	
 TAB Meeting Log 04-14-26 through 04-16...	March 18	Sean Mullens	308 KB	 Shared	



Sean Mullens



TAB-CAC Meeting Materials



2026



Sent 03-18-26 for 05-05 & 05-06 PC & BCC



Spring Valley



Name ↓ ▾

Modified ▾

Modified By ▾

File size ▾

Sharing ▾

Activity



Individual Applications

March 16

Sean Mullens

15 items

Shared



Spring Valley TAB-CAC Meeting Materials....

March 17

Sean Mullens

8.39 MB

Shared



Sean Mullens



TAB-CAC Meeting Materials



2026



Sent 03-18-26 for 05-05 & 05-06 PC & BCC



Spring Valley



Individual Applications



Name ↓ ▾

Modified ▾

Modified By ▾

File size ▾

Sharing ▾

Activity



ZC-26-0157.pdf

March 11

Sean Mullens

1.02 MB

Shared



WS-26-0160.pdf

March 12

Sean Mullens

644 KB

Shared



WS-26-0159.pdf

March 12

Sean Mullens

505 KB

Shared

[ZC-26-0157](#)

Monday of the week before the meeting

Email from agenda processing

- Word document listing all items for the agenda
- Pdf with staff reports
- Pdf of rec sheets

TAB/CAC Attachment A's & Agendas



CPAgendas

To Spring Valley/Enterprise Carmen Hayes (chayes70@yahoo.com); Tiffany Hesser; Irving Pena; Lone Mount William Covington; Blanca Vazquez; District G CC; Paradise Maureen Helm (MHelmTAB@gmail.com); Viv

Cc Jennifer Leslie; Brady Bernhart; Dane Detommaso; Jose Guiza Jr.; Hunter White; Joelene Isfalt; Judith M. Rc

Retention Policy Deleted Items 180 (6 months)

Please click the link below to access the Attachment A's and Agendas.

 [Apr 28 - Apr 30](#)

Thank you.

Tiffany Bonnell

Administrative Secretary
Department of Comprehensive Planning
Agenda Processing and Notifications
T: 702-455-5015

Service, Integrity, Respect, Accountability, Excellence, and Leadership





Claudia Rodriguez-Ibarra



TAB & CAC Agendas



Apr 28 - Apr 30



Name ▾

Modified ↑ ▾

Modified By ▾

File size ▾

Sharing ▾

Activity



Moapa

April 20

Esther Martinez

3 items

Shared



Red Rock

April 20

Esther Martinez

3 items

Shared



Spring Valley

April 20

Esther Martinez

3 items

Shared



Claudia Rodriguez-Ibarra



TAB & CAC Agendas



Apr 28 - Apr 30



Spring Valley



Name ▾

Modified ↑ ▾

Modified By ▾

File size ▾

Sharing ▾



springvalley.doc

April 20

Tiffany Bonnell

43.5 KB

Shared



springvalleyrecsheets.pdf

April 20

Tiffany Bonnell

1.38 MB

Shared



springvalley.pdf

April 20

Tiffany Bonnell

12.1 MB

Shared

[Spring Valley Attachment A](#)

The week before the meeting

Prepare the Agenda

- Include all zoning items received from Agenda Processing on Monday afternoon
- Check with your liaison for any other items
- Email it to your liaison for review
- Must meet Open Meeting Law guidelines
- “For possible action” or “For discussion only” on every item
- Agenda item descriptions must be “clear and complete” so the public knows what is going to be discussed

ATTACHMENT A
SPRING VALLEY TOWN ADVISORY BOARD
ZONING AGENDA
TUESDAY, 6:00 P.M., APRIL 28, 2026

04/21/26

1. **UC-26-0142-GALLERIA CENTER, LLC:**
USE PERMIT for a proposed banquet facility in conjunction with an existing commercial center on a portion of 1.74 acres in a CG (Commercial General) Zone. Generally located south of Tropicana Avenue and east of Duneville Street within Spring Valley. MN/sd/cv (For possible action)

05/06/26 BCC

[Spring Valley Agenda](#)

2. **ZC-26-0157-LAS VEGAS NEVADA BPO ELKS NUMBER 1468, INC.:**
ZONE CHANGE to reclassify 2.82 acres from a CP (Commercial Professional) Zone to a CG (Commercial General) Zone. Generally located north of Palmyra Avenue and west of Rainbow Boulevard within Spring Valley (description on file). JJ/rk (For possible action)
3. **UC-26-0158-LAS VEGAS NEVADA BPO ELKS NUMBER 1468, INC.:**
USE PERMITS for the following: 1) a banquet facility; and 2) outdoor dining, drinking, and cooking.
WAIVERS OF DEVELOPMENT STANDARDS for the following: 1) attached sidewalks; and 2) alternative driveway geometrics.
DESIGN REVIEW for a commercial building on 2.82 acres in a CG (Commercial General) Zone. Generally located north of Palmyra Avenue and west of Rainbow Boulevard within Spring Valley. JJ/bb/kh (For possible action)

Three Days Before the Meeting

Post the Agenda

- Email and physical posting 3 working days prior to the meeting no later than 9 am
 - Not counting the meeting date or Fridays
 - Physically posted at meeting location only
- Email MUST include
 - The Agenda for this meeting
 - The Draft minutes from last meeting
 - ALL back-up material
 - **the applications & justification letters you received 6 weeks ago**
 - **the staff reports that you just received on Monday**
- Email goes to
 - Each TAB/CAC member
 - Liaison
 - Administrative.services@clarkcountynv.gov
 - Anyone that asks to receive it

It's a good idea to verify that the agenda gets posted

All Backup Material

05/05/26 PC AGENDA SHEET

PUBLIC HEARING
APP. NUMBER/OWNER/DESCRIPTION OF REQUEST
VS-26-0155-UNLV RESEARCH FOUNDATION:

VACATE AND ABANDON easements of interest to Clark Lane and Sobb Avenue (alignment), and Jim Rogers Way at Valley (description on file). MN/nai/kh (For possible action)

RELATED INFORMATION:

APN:
163-33-301-017

LAND USE PLAN:
SPRING VALLEY - BUSINESS EMPLOYMENT

BACKGROUND:
Project Description
The applicant is requesting to vacate and abandon needed.

Prior Land Use Requests

Application Number	Request
ADR-25-900564	Administrative design review classrooms
UC-24-0209	Use permit, waiver of developer review for a school expansion
VS-24-0141	Vacation and abandonment right-of-way
UC-20-0084	Use permit for an expansion and design review for new school amenities - expansion
VS-19-0245	Vacation and abandonment
ZC-1715-05	Zone change to reclassify acres from R-2, R-3, and R-4

*Additional land use applications have been previously approved.

Surrounding Land Use			
	Planned Land Use Category	Zoning District (Overlay)	Existing Land Use
North	Mid-Intensity Neighborhood (up to 8 du/ac)	RS3.3	Single-family subdivision
South	Suburban Business Employment		
East & West	Business Employment	IP	Office/warehouse, centers
Subject site is within the Public Facilities Neighbourhood		IP	Undeveloped

The subject site is within the Public Facilities Needs Assessment (PFNA) 30.

STANDARDS FOR APPROVAL:
The applicant shall demonstrate that the proposed request meets the gr

Analysis
Public Works - Development Review
Staff has no objection to the vacation of easements that are not in roadway development.

Staff Recommendation
Approval.
If this request is approved, the Board and/or Commission finds that with the standards and purpose enumerated in the Master Plan Revised Statutes.

PRELIMINARY STAFF CONDITIONS:

- Comprehensive Planning**
 - Satisfy utility companies' requirements.
 - Applicant is advised within 2 years from the approval of recorded in the Office of the County Recorder or if extended with approval of an extension of time; a substantial regulation may warrant denial or added conditions to work towards completion within the time specified responsible for ensuring compliance with all conditions.

- Public Works - Development Review**
 - Coordinate with Traffic Management to return any C
 - Coordinate with adjacent parcel for the vacation of
 - If the adjacent parcel does not vacate Sobb Avenue;
 - Vacation to be recordable prior to building permit issuance.

Comprehensive Planning Application Form

APPLICATION PRE-REVIEW # 25-100770
ASSESSOR PARCEL # (s): 163-15-707-011
PROPERTY ADDRESS/ CROSS STREETS: Rainbow Boulevard / Palmyra Avenue
Zone change from CP to CG - Commercial General

NAME: Jay H. Brown, David T. Brown, Puoy K. Premshirut
ADDRESS: 520 South Fourth Street
CITY: Las Vegas
TELEPHONE: 702-598-1410
STATE: NV
CELL: 702-994-0490

PROPERTY OWNER INFORMATION
NAME: Brown, Brown, and Premshirut
ADDRESS: 520 South Fourth Street
CITY: Las Vegas
TELEPHONE: 702-598-1410
STATE: NV
CELL: 702-994-0490

APPLICANT INFORMATION
NAME: Brown, Brown, and Premshirut
ADDRESS: 520 South Fourth Street
CITY: Las Vegas
TELEPHONE: 702-598-1410
STATE: NV
CELL: 702-994-0490

February 9, 2026
Clark County Comprehensive Planning
500 S. Grand Central Parkway, 1st Floor
Las Vegas, NV 89106
RE: Justification letter - Zone change from Commercial (NC) Land General (CG) in a Neighborhood Commercial (NC) Land APN: 163-10-707-011 - Rainbow Boulevard and Palmyra

To Whom It May Concern:

This office represents the "Applicant" in the above referenced of 2.82 acres and is located on the northwest corner of the and Rainbow Road and is currently undeveloped.

Applicant requests a conforming zone change to Commercial. Applicant proposes to construct an Elks Lodge on the considered a Banquet Facility although the use is less facility as it is specifically members only and not a designation, the rezoning would be appropriate.

We look forward to your review.

Thank you for your time and consideration of this application.

Sincerely,
Nancy Amundsen
Nancy Amundsen
Brown, Brown, and Premshirut
520 South Fourth Street
Las Vegas, NV 89101

[Signature]
Property Owner (Print)

[Signature]
Property Owner (Print)

I, the undersigned, swear and say that I am, We are the or (am), and otherwise qualified to make this application under plans, and drawings attached hereto, and all the statements or my knowledge and belief, and the undersigned are understood conducted. I, We also authorize the Clark County Comprehensive Planning Department to use the information provided herein for any required signs on said property for the purposes of advertising.

- Revise legal description, if necessary, prior to recording.
- Building Department - Addressing**
 - No comment.
- Fire Prevention Bureau**
 - No comment.
- Clark County Water Reclamation District (CCWRD)**
 - No objection.

TAB/CAC:
APPROVALS:
PROTESTS:
APPLICANT: UNLV RESEARCH FOUNDATION
CONTACT: JOHN MARTINEZ, 6345 S. JONES BOULEVARD, SUITE 100, LAS VEGAS, NV 89118

Meeting Day

- Provide at least one copy of the agenda and the back-up material in a **binder** that is accessible to attendees
- Provide copies of the agendas for the public
- Provide copies of the agenda, minutes, and backup for TAB/CAC members
- Provide and retain a sign-in sheet
- Record meetings on a digital recording
 - Coordinate with Liaison to ensure that Administrative Services receives a copy no later than two (2) working days after the meeting.
- Take notes/minutes

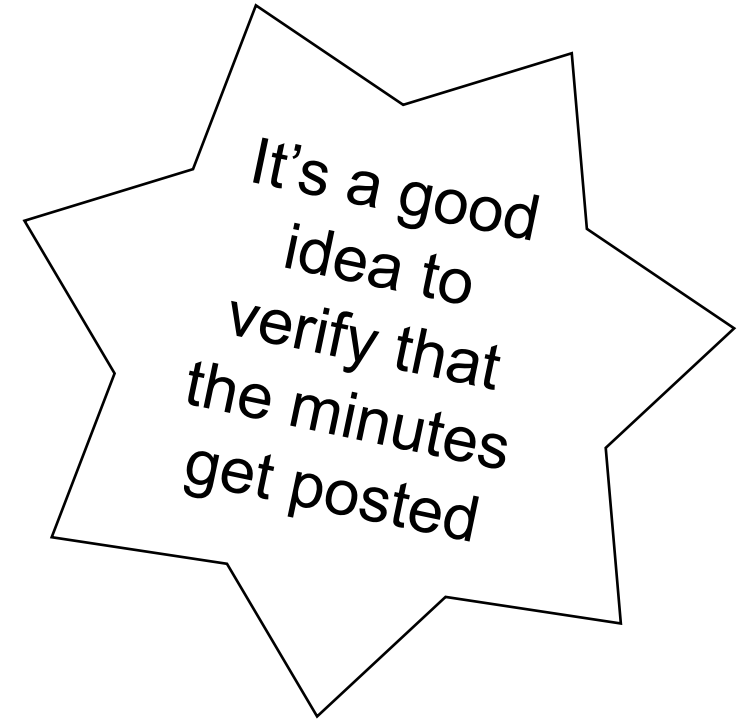


Minutes

- Minutes are not verbatim
- List only the motion (approval, denial, hold), who made the motion, and the vote
- Summarize public comments
- [Minutes](#)
- A member of the public gave input regarding basketball courts

Within 2 Days After the Meeting

- Email approved Minutes to:
 - ClerkRec@ClarkCountyNV.gov
 - Administrative.Services@ClarkCountyNV.gov
 - CPAgendas@ClarkCountyNV.gov
 - Liaison
 - Any other staff or whoever requests them



Within 3 Days After the Meeting

- Fill out **Rec Sheets** and **Hold Sheet** and email to:
 - CPAgendas@ClarkCountyNV.gov
 - CCDistA...
 - Liaisons for each District above
- If the application is scheduled to be on the Planning or Zoning Commission the following week, the Recommendation should be returned sooner.



Rec Sheets

- Rec Sheets are a way to communicate back to the County the discussion and other information from the meeting
- They are scanned and made a permanent part of the file
- Fill out Recommendation Sheets for each Land Use Application heard at the Meeting.
- If the item is held, fill out that line and **put it on the Hold List**
- Provide a brief synopsis of the discussion. This is particularly important for TABs that cover multiple Commission Districts.

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

Application Number: **VS-19-0433** PC/BCC Meeting Date: **07-16-2019**

Commission District: A TAB/CAC Meeting Date: 07-09-2019

Project Type: Right(s)-of-Way Property Owner: ITAI INVESTMENTS L.L.C

☐ Text Amendment	☐ Design Review	☐ Clarification of Conditions
☐ Zone Change - Conforming	☐ Street Name Change	☐ Extension of Time
☐ Zone Change - Nonconforming	☐ Street Numbering Change	☐ Revocation
☐ Use Permit	☐ Annexation Request	☐ Waiver of Conditions
☐ Variance	☒ Vacation and Abandonment	☐ Ordinance
☐ Waiver of Development Standards	☐ Tentative Map	☐ Agenda Item
☐ Waiver of Title	☐ Application Review	☐ Other _____

Motion By: _____ Vote: _____ Approval / Denial / No Comment

Brief synopsis of COMMENTS, DISCUSSION, REASONING: _____

Conditions of Approval: _____

Name of Applicant/Representative _____

Applicant agreed to conditions ____ Yes ____ No Neighborhood meeting held? ____ Yes ____ No

Signature Date

Title (Secretary or Chair)

Email to Comprehensive Planning: CPAgendas@ClarkCountyNV.gov & Email to Applicable Commission District: CCDistA@ClarkCountyNV.gov



Meeting Hold List

A hold list MUST be completed for ALL meetings that include planning items

- Include each application that is being held
- This is how agenda processing knows to put the item on the next/correct agenda
- If there are no holds, write NO HOLDS on the sheet and send it in with your rec sheets
- If the meeting is cancelled, zoning applicants have the option to move forward to the PC or BCC meeting.
 - If they choose to move ahead without a TAB/CAC recommendation, the Rec Sheet must be filled out by the Secretary indicating no quorum/no meeting and “moving forward to the PC/BCC meeting.”
 - If they choose to hold to the next TAB/CAC meeting, then add the item to the Meeting Hold List

The logo for Clark County is located in the bottom right corner. It is a circular emblem with a blue border. Inside the circle, the words "CLARK COUNTY" are written in a curved path at the top in yellow capital letters. Below the text, there is a stylized orange and yellow sun or spiral in the center. At the bottom of the circle, there are silhouettes of a person, a horse, and a bison in black.

Date _____

togetherforbetter

Rev. 6/2018

Within 5 Days After the Meeting

- E-mail draft minutes to the Liaison within 5 calendar days after the meeting.
- Mark the draft minutes with the DRAFT watermark
- After approval from Liaison, send draft minutes to the Board/Council members for review.
- Send draft minutes to anyone who requests it **ONLY** after the next meeting's agenda has been posted.



Cancellation of Meetings

Prior to the Posting Deadline

- the Meeting Cancellation form must be posted and emailed following the same procedures as for a regular agenda
- If the meeting is cancelled due to lack of Business/Zoning Items -the Liaison will consult with the Chair of the TAB/CAC to determine whether the meeting warrants cancellation

In advance but AFTER the agenda has been posted

- The Liaison will coordinate with the Secretary to:
 - Notify all TAB/CAC members
 - Post a notice of cancellation at the meeting location
 - Post the notice of cancellation on the County website
 - Contact all of the zoning applicants

At the time/location of the meeting

- The Liaison will coordinate with the Secretary to:
 - Post a notice of cancellation at the meeting location
 - Post the cancellation on the County website
- **NOTE:** According to Nevada Open Meeting Law, a TAB/CAC cannot conduct any business if they lack a quorum. This also applies if a quorum is lost during a meeting due to a member leaving or a phone connection being lost.





NAME OF TAB/CAC

Site Location

Site Address

City, State, Zip

June 15, 2016

7:30 p.m.

Board Members:	Member – Chair Member	Member - Vice Chair Member	Member
Secretary:	name, phone, email		
Town Liaison:	name, phone, email		

MEETING CANCELLED DUE TO NO ITEMS TO BE HEARD

The next scheduled meeting will be held on
January 19, 2017 at 6:30 pm
unless otherwise posted.

POSTING LOCATIONS: This meeting was legally noticed and posted at the following locations:

Posting location and address

Posting location and address

Posting location and address

Posting location and address

<https://notice.nv.gov/>

BOARD OF COUNTY COMMISSIONERS

STEVEN SESOLAK, Chair-CHRIS GIUNCHIGLIANI, Vice-Chair
SUSAN BRAGER-JAMES GIBSON-LARRY BROWN-MARILYN KIRKPATRICK-LAWRENCE WEEKLY
YOLANDA KING, County Manager



togetherforbetter

Other Duties

- Follow up on issues, return calls and answer questions from departments, agencies or citizens as directed
- Technical or more detailed questions – refer to Liaison
- Attend training as required
- Consult with the liaison and keep liaison informed of all issues that arise in the provision of services
- Be accessible via e-mail or text and respond in a timely manner.



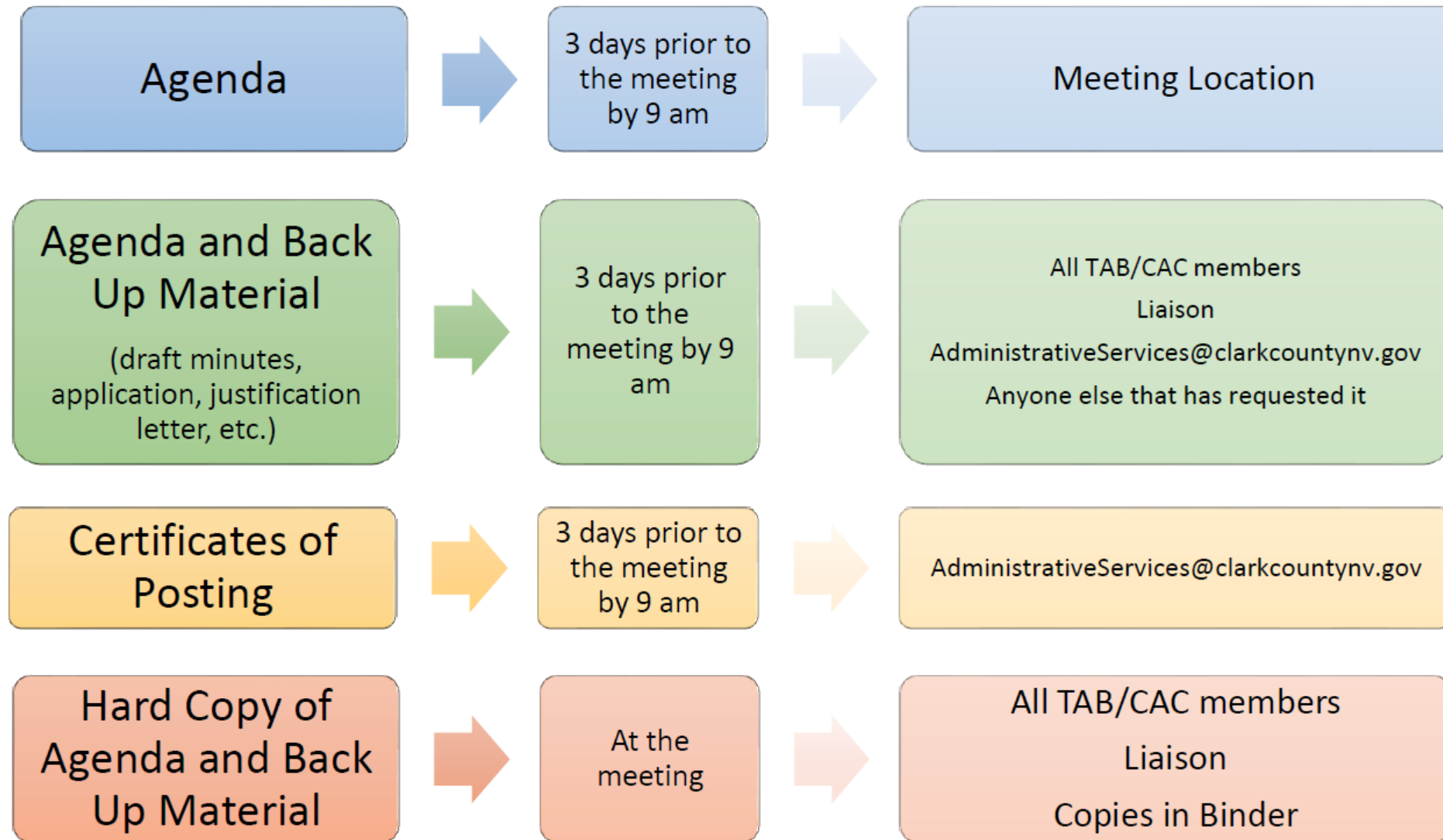
Compensation

- Submit your Invoice and Activity Log Sheet by the 5th day of the month for the previous month's services to AdminServicesBilling@ClarkCountyNV.gov
- or:
Clark County Department of Admin. Services
Attn: Billing
500 S. Grand Central Parkway, 6th Floor
Las Vegas, NV 89155
- Compensation shall be paid within 30 days of receipt of invoice



togetherforbetter

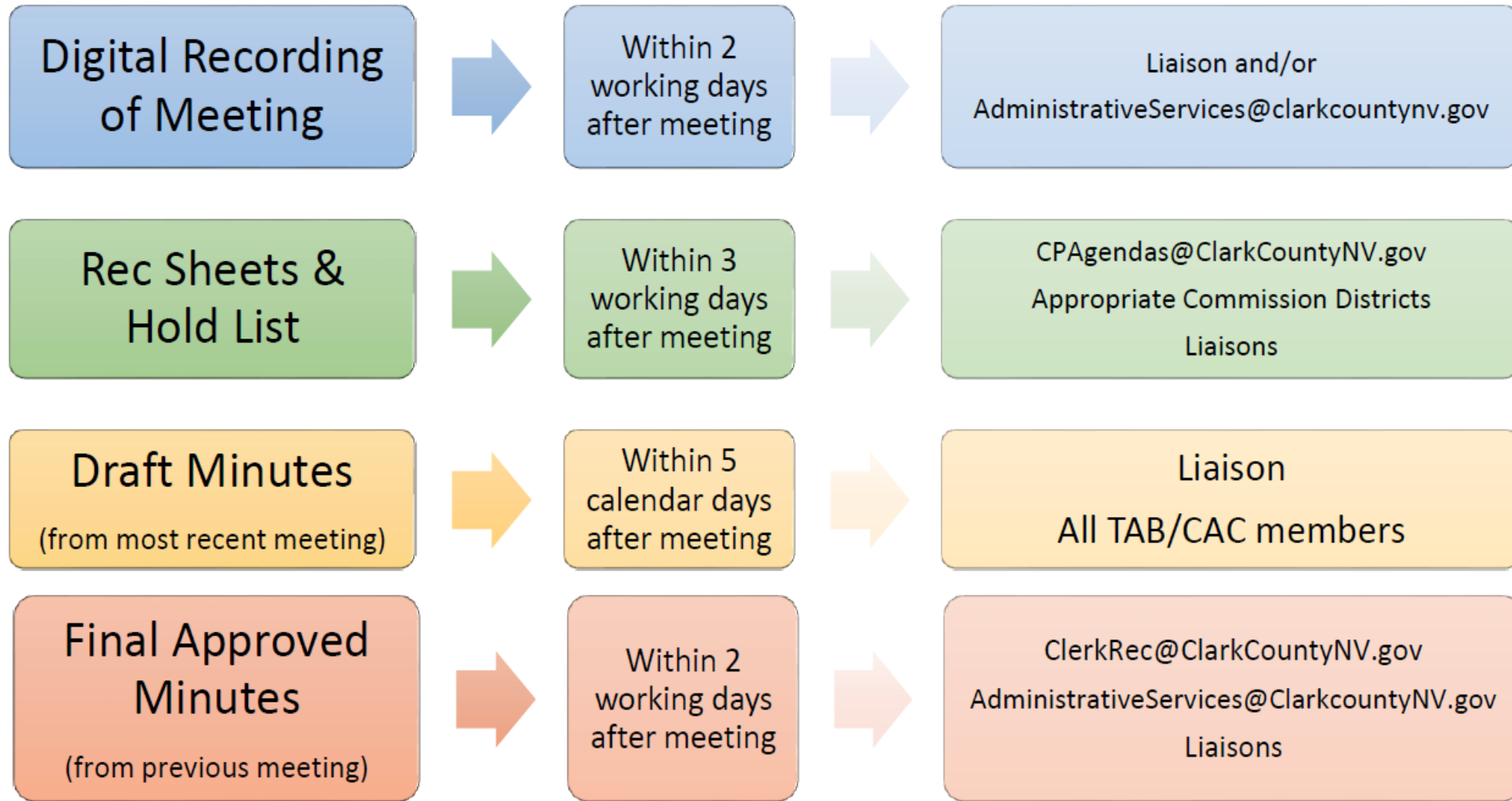
Who Gets What – Before the Meeting



Service, Integrity, Respect, Accountability, Excellence, and Leadership



Who Gets What - After the Meeting



Service, Integrity, Respect, Accountability, Excellence, and Leadership



TAB/CAC Secretary Activity Calendar - Odd-numbered years

JANUARY
Agenda item at the first meeting to <i>Elect a new Chair and Vice Chair of the</i> _____ <i>TAB/CAC (for possible action)</i>
Agenda item at the first meeting to <i>Review and approve the 20__ meeting calendar (for possible action)</i>
Agenda item at the first meeting to <i>Review the</i> _____ <i>TAB/CAC Bylaws (for discussion only)</i>
Update agenda and minutes templates to reflect new members, Chair, Vice-Chair, and any changes to the BCC including Chair and Vice-Chair after the first meeting of the year
Moapa TAB – agenda item to <i>Nominate one community member to serve as the TAB representative on the Moapa Valley Fire Protection District Advisory Board</i>
Moapa Valley TAB – agenda item to <i>Nominate one community member to serve as the TAB representative on the Moapa Valley Fire Protection District Advisory Board</i>
Moapa Valley TAB – agenda item to <i>Nominate one community member to serve as the TAB representative on the Moapa Valley Television Maintenance District Board</i>
FEBRUARY
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
MARCH
Mt. Charleston TAB – agenda item to <i>Receive presentations from Mt. Charleston License Plate Grant applicants and make recommendations regarding approvals and funding to be forwarded to the Board of County Commissioners (for Possible Action)</i>
APRIL
MAY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
JUNE
Attend Secretary Training
Sign contract for next year
Renew NV State Business License Exemption
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next December through June
JULY
Agenda item to <i>Review previous fiscal year budget requests and take public input regarding suggestions for the next budget requests (For possible action)</i>
AUGUST
Agenda item to <i>Review previous fiscal year budget requests and take public input regarding suggestions for the next budget requests (For possible action)</i>
SEPTEMBER
** Holiday posting reminder – Labor Day – you may need to post one day earlier**
OCTOBER
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
NOVEMBER
Holiday posting reminder – Veteran’s Day – you may need to post one day earlier
Holiday posting reminder – Thanksgiving & Family Day – you may need to post 2 days earlier
DECEMBER
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next July through December
Holiday posting reminder – Christmas Day – you may need to post one day earlier
Holiday posting reminder – New Year’s Day – you may need to post the JANUARY agenda 1 day earlier

TAB/CAC Secretary Activity Calendar - Even-numbered years

JANUARY
Agenda item at the first meeting to <i>Review and approve the 20__ meeting calendar (for possible action)</i>
FEBRUARY
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
MARCH
Mt. Charleston TAB – agenda item to <i>Receive presentations from Mt. Charleston License Plate Grant applicants and make recommendations regarding approvals and funding to be forwarded to the Board of County Commissioners (for Possible Action)</i>
APRIL
MAY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
JUNE
Attend Secretary Training
Sign contract for next year
Renew NV State Business License Exemption
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next December through June
JULY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
AUGUST
Agenda item to <i>Review FY 2019 budget request(s) and take public input regarding suggestions for FY 2021 budget request(s) (For possible action)</i>
SEPTEMBER
Agenda item to <i>Review/finalize FY 2021 budget requests and take public comment on the budget requests (For possible action)</i>
Agenda item to <i>announce that application are being accepted until November 15th for the next TAB/CAC 2 year term</i>
OCTOBER
Agenda item to <i>announce that application are being accepted until November 15th for the next TAB/CAC 2 year term</i>
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
NOVEMBER
Agenda item to <i>announce that application are being accepted until November 15th for the next TAB/CAC 2 year term</i>
Holiday posting reminder – Veteran’s Day – you may need to post one day earlier
Holiday posting reminder – Thanksgiving & Family Day – you may need to post 2 days earlier
DECEMBER
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next July through December
Holiday posting reminder – Christmas Day – you may need to post one day earlier
Holiday posting reminder – New Year’s Day – you may need to post the JANUARY agenda 1 day earlier

Service, Integrity, Respect, Accountability, Excellence, and Leadership

