



MOAPA VALLEY TOWN ADVISORY BOARD

Moapa Valley Community Center

320 N. Moapa Valley Blvd.

Overton, Nv. 89040

January 15, 2025

7:00pm

AGENDA

Note:

- Items on the agenda may be taken out of order.
- The Board/Council may combine two (2) or more agenda items for consideration.
- The Board/Council may remove an item from the agenda or delay discussion relating to an item at any time.
- No action may be taken on any matter not listed on the posted agenda.
- All planning and zoning matters heard at this meeting are forwarded to the Board of County Commissioners' Zoning Commission (BCC) or the Clark County Planning Commission (PC) for final action.
- Please turn off or mute all cell phones and other electronic devices.
- Please take all private conversations outside the room.
- With a forty-eight (48) hour advance request, a sign language interpreter or other reasonable efforts to assist and accommodate persons with physical disabilities, may be made available by calling (702) 455-3530, TDD at (702) 385-7486, or Relay Nevada toll-free at (800) 326-6868, TD/TDD.
- Supporting material provided to Board/Council members for this meeting may be requested from Judith Metz at (702)397-6475.
 - Supporting material is/will also available at the Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155.
 - Supporting material is/will be available on the County's website at specific Board/Council website.

Board/Council Members: Member Kristen Pearson
 Jill Perkins, Vice Chairperson
 Member Lois Hall
 Member Lori Houston
 Member Stephanie Blair

Secretary: Judith Metz, (702)397-6475, Judith.Metz@clarkcountynv.gov
 Business Address: Moapa Valley Community Center, 320 No. Moapa Valley Blvd, Overton, Nv. 89040

County Liaison(s): William Covington, (702)455-2540, William.Covington@clarkcountynv.gov
 Business Address: Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155

- I. Call to Order, Invocation, Pledge of Allegiance, and Roll Call
- II. Public Comment- This is a period devoted to comments by the general public about items on this agenda. No discussion, action, or vote may be taken on this agenda item. You will be afforded the opportunity to speak on individual Public Hearing Items at the time they are presented. If you wish to speak to the Board/Council 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 (3) minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please **spell** your last name for the record. If any member of the Board/Council wishes to extend the length of a presentation, this will be done by the Chairperson or the Board/Council by majority vote.

- III. Approval of Minutes for October 9, 2024. (For possible action)
- IV. Approval of the Agenda for the meeting of January 15, 2025 and Hold, Combine, or Delete any Items. (For possible action)
- V. Informational Items

Presentation by Chris McCourt of Simplot Silica mining operations in Overton, Nv..

- VI. Planning and Zoning
02/05/25 BCC

- 1. **ET-24-400141 (ZC-22-0298)-PACK, TRAVIS & EMILY:**
WAIVER OF DEVELOPMENT STANDARDS FIRST EXTENSION OF TIME to waive off-site improvements (curbs, gutters, streetlights, and paving).
DESIGN REVIEW for a single-family residential development on 4.9 acres in an RS20 (Residential Single-Family 20) Zone. Generally located on the south side of Wittwer Avenue, 640 feet east of Rice Street within Moapa Valley. MK/my/kh (For possible action)

- VII. General Business

- 1. Elect new Chair and Vice Chair of the Moapa Valley TAB. (For possible action)
- 2. Review 2025 Calendar. (For possible action)
- 3. Review Moapa Valley Town Advisory Board By-Laws. (For Discussion only)
- 4. Nominate a community member to serve as the MVTAB representative on the Moapa Valley Protection District Advisory Board. Currently Judy Metz (For possible action)

- VIII. Comments by the General Public- A period devoted to comments by the general public about matters relevant to the Board/Council's jurisdiction will be held. No discussion, action, or vote may be taken on this agenda item. Comments will be limited to three (3) minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please **spell** your last name for the record. If any member of the Board/Council wishes to extend the length of a presentation, this will be done by the Chairperson or the Board/Council by majority vote.

- IX. Next Meeting Date: January 29, 2025.

- X. Adjournment.

POSTING LOCATIONS: This meeting was legally noticed and posted at the following locations:
Moapa Valley Community Center, 320 N. Moapa Valley Blvd., Overton, Nv. 89040.
<https://notice.nv.gov>

**ATTACHMENT A
MOAPA VALLEY TOWN ADVISORY BOARD
ZONING AGENDA
WEDNESDAY, 7:00 P.M., JANUARY 15, 2025**

02/05/25 BCC

1. **ET-24-400141 (ZC-22-0298)-PACK, TRAVIS & EMILY;**
WAIVER OF DEVELOPMENT STANDARDS FIRST EXTENSION OF TIME to waive off-site improvements (curbs, gutters, streetlights, and paving).
DESIGN REVIEW for a single-family residential development on 4.9 acres in an RS20 (Residential Single-Family 20) Zone. Generally located on the south side of Wittwer Avenue, 640 feet east of Rice Street within Moapa Valley. MK/my/kh (For possible action)

02/05/25 BCC AGENDA SHEET

PUBLIC HEARING

APP. NUMBER/OWNER/DESCRIPTION OF REQUEST

ET-24-400141 (ZC-22-0298)-PACK, TRAVIS & EMILY:

WAIVER OF DEVELOPMENT STANDARDS FIRST EXTENSION OF TIME to waive off-site improvements (curbs, gutters, streetlights, and paving).

DESIGN REVIEW for a single-family residential development on 4.9 acres in an RS20 (Residential Single-Family 20) Zone.

Generally located on the south side of Wittwer Avenue, 640 feet east of Rice Street within Moapa Valley. MK/my/kh (For possible action)

RELATED INFORMATION:

APN:

041-34-701-003

WAIVER OF DEVELOPMENT STANDARDS:

Waive off-site improvements (curbs, gutters, streetlights, and paving) for a single-family residential development where required per Section 30.52.040.

LAND USE PLAN:

NORTHEAST COUNTY (MOAPA VALLEY) - RANCH ESTATE NEIGHBORHOOD (UP TO 2 DU/AC)

BACKGROUND:

Project Description

General Summary

- Site Address: 1795 Wittwer Avenue
- Site Acreage: 4.9
- Number of Lots: 4
- Density (du/ac): 0.8
- Minimum/Maximum Lot Size (square feet): 25,854/80,854
- Project Type: Single-family residential development

Site Plan

The site is an approximate 4.9 acre parcel developed with a single-family residence and associated accessory structures. With the original application, the applicant proposed to reclassify the site to an R-E zone (currently zoned as an RS20) and subdivide the parcel into 4 lots for a single-family residential development with a density of 0.8 dwelling units per acre. The lots are between 25,854 square feet to 80,854 square feet in area. Access to the approved lots is provided by a private street that intersects with Wittwer Avenue. The private street is 40 feet in width and terminates in a cul-de-sac in the southern portion of the site. There are no plans

for the future homes on the approved lots since this will be a custom home subdivision. The approved plans are not depicting any off-site improvements to the adjacent public rights-of-way.

Signage

Signage was not a part of the original request.

Previous Conditions of Approval

Listed below are the approved conditions for ZC-22-0298:

Current Planning

- No Resolution of Intent and staff to prepare an ordinance to adopt the zoning.
- Applicant is advised that the County is currently rewriting Title 30 and future land use applications will be reviewed for conformance with the regulations in place at the time of application.

Public Works - Development Review

- Drainage study and compliance;
- Execute a Restrictive Covenant Agreement (deed restrictions).
- Applicant is advised that off-site improvement permits may be required; and that compliance with Section 30.52.080 of County Code is required, except as waived with this application.

Southern Nevada Health District (SNHD) - Septic

- Applicant is advised to contact the SNHD Environmental Health Division at septics@snhd.org or (702) 759-0660 to obtain written approval for the proposed minor subdivision; so that SNHD may review the impact of the proposed subdivision on the existing Individual Sewage Disposal (Septic) System.

Clark County Water Reclamation District (CCWRD)

- Applicant is advised that there are no public sanitary sewer facilities available, and none are planned within the next 5 years.

Applicant's Justification

The applicant states they were unaware that the requested land use had an expiration date. Therefore, they are seeking an extension of time.

Prior Land Use Requests

Application Number	Request	Action	Date
ZC-22-0298	Reclassified to RS20 zoning with waiver of development standards for off-site improvements, and design review for a single-family residential development	Approved by BCC	August 2022

Surrounding Land Use

	Planned Land Use Category	Zoning District (Overlay)	Existing Land Use
North, South, & East	Ranch Estate Neighborhood (up to 2 du/ac)	RS80	Undeveloped
West	Ranch Estate Neighborhood (up to 2 du/ac)	RS80	Single-family residential & undeveloped

STANDARDS FOR APPROVAL:

The applicant shall demonstrate that the proposed request is consistent with the Master Plan and is in compliance with Title 30.

Analysis

Comprehensive Planning

Title 30 standards of approval for an extension of time state an application may be denied if it is found that circumstances have substantially changed. A substantial change may include, without limitation, a change to the subject property, a change in the areas surrounding the subject property, or a change in the laws, regulations, or policies affecting the subject property. Additionally, the applicant must demonstrate the project is progressing through the applicable development permit or licensing process.

Staff finds that the applicant has a drainage study approved and an off-site permit under review by Public Works. Additionally, this is the first request for an extension of time. As such, staff can support this request.

Public Works - Development Review

The applicant has complied with all of Public Works conditions. Therefore, staff has no objection to this extension of time.

Staff Recommendation

Approval.

If this request is approved, the Board and/or Commission finds that the application is consistent with the standards and purpose enumerated in the Master Plan, Title 30, and/or the Nevada Revised Statutes.

PRELIMINARY STAFF CONDITIONS:

Comprehensive Planning

- Until August 3, 2026 to commence or the application will expire unless extended with approval of an extension of time.
- Applicant is advised a substantial change in circumstances or regulations may warrant denial or added conditions to an extension of time; the extension of time may be denied if the project has not commenced or there has been no substantial work towards completion

within the time specified; and the applicant is solely responsible for ensuring compliance with all conditions and deadlines.

Public Works - Development Review

- No comment.

Fire Prevention Bureau

- No comment.

Clark County Water Reclamation District (CCWRD)

- No comment.

TAB/CAC:

APPROVALS:

PROTEST:

APPLICANT: EMILY PACK

**CONTACT: JOSH HARNEY, BAUGHMAN & TURNER INC., 1210 HINSON STREET,
LAS VEGAS, NV 89102**

DRAFT



AGENDA LOG AMENDMENT
Department of Comprehensive Planning

Application Number: ET-24-400141

Property Owner or Subdivision Name: TRAVIS & EMILY PACK

Public Hearing: Yes No

Staff Report already created: Yes No

Delete this application from the: TAB/CAC 1/14/2025 MOAPA PC BCC

Add this application to the: TAB/CAC 1/15/2025 MOAPA VALLEY PC BCC

Change(s) to be made:

- Held no date specific
- Withdrawn
- No change to meeting(s) 2/5/25 BCC
- Amend Write-up
- Renotify
- Make a public hearing (Radius: _____)
- Rescheduling
- Other: CHANGE MEETING LOCATION
- Additional fees – \$AMOUNT OF ADDITIONAL FEES: _____
- Refund
 - 80%
 - 100% (please include justification for full refund below)

AMOUNT OF REFUND\$: _____

Reason for Change: CHANGE MEETING DATE AND LOCATION

Change initiated by: MY **Date:** 12/17/24

Change authorized by: JOR **Date:** 12/17/2024

Change processed by: smm **Date:** 12/17/2024

Distribution e-mail sent by: smm **Date:** 12/17/2024

Follow up assigned to: _____ **Instructions:** _____

Parcel Number(s): 041-34-701-003

Town Board(s): MOAPA VALLEY

Verified by: _____ Date: _____



Department of Comprehensive Planning Application Form

ASSESSOR PARCEL #(s): 041-34-701-003

PROPERTY ADDRESS/ CROSS STREETS: Wittwer/Rice

DETAILED SUMMARY PROJECT DESCRIPTION

Extension of Time of the Waiver of Development Standards and Design Review as the companion items for ZC-22-0298 only.

PROPERTY OWNER INFORMATION

NAME: Travis & Emily Pack
 ADDRESS: 1795 Wittwer Ave.
 CITY: Moapa Valley STATE: NV ZIP CODE: 89021
 TELEPHONE: 702-497-8650 CELL 702-419-8566 EMAIL: packpurchase@gmail.com

APPLICANT INFORMATION

NAME: Travis & Emily Pack
 ADDRESS: 1795 Wittwer Ave.
 CITY: Moapa Valley STATE: NV ZIP CODE: 89021 REF CONTACT ID # _____
 TELEPHONE: 702-497-8650 CELL 702-419-8566 EMAIL: packpurchase@gmail.com

CORRESPONDENT INFORMATION

NAME: Baughman & Turner, Inc.
 ADDRESS: 1210 Hinson St.
 CITY: Las Vegas STATE: NV ZIP CODE: 89102 REF CONTACT ID # 125485
 TELEPHONE: 702-870-8771 CELL 702-870-8771 EMAIL: joshh@baughman-turner.com

*Correspondent will receive all project communication

(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned and understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Clark County Comprehensive Planning Department, or its designee, to enter the premises and to install any required signs on said property for the purpose of advising the public of the proposed application.

[Signature] Property Owner (Signature)* Travis Pack Property Owner (Print) 1/12/24 Date

DEPARTMENT USE ONLY:

- | | | | | | | |
|------------------------------|-----------------------------|--|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> AC | <input type="checkbox"/> AR | <input checked="" type="checkbox"/> ET | <input type="checkbox"/> PUDD | <input type="checkbox"/> SN | <input type="checkbox"/> UC | <input type="checkbox"/> WS |
| <input type="checkbox"/> ADR | <input type="checkbox"/> AV | <input type="checkbox"/> PA | <input type="checkbox"/> SC | <input type="checkbox"/> TC | <input type="checkbox"/> VS | <input type="checkbox"/> ZC |
| <input type="checkbox"/> AG | <input type="checkbox"/> DR | <input type="checkbox"/> PUD | <input type="checkbox"/> SDR | <input type="checkbox"/> TM | <input type="checkbox"/> WC | OTHER _____ |

APPLICATION # (s) ET-24-400141 ACCEPTED BY MY
 PC MEETING DATE _____ DATE 12/12/24
 SCC MEETING DATE 2/5/25
 TAB/CAC LOCATION MOAPA DATE 1/14/25

MY
ET-24-400141
12/12/2024
**PLANNING
COPY**

Baughman & Turner, Inc.
Consulting Engineers & Land Surveyors

1210 Hinson Street
Las Vegas, Nevada 89102-1604

Phone (702) 870-8771
Fax (702) 878-2695

December 5, 2024

Clark County Current Planning

500 S Grand Central Parkway
Las Vegas, Nevada 89155

**Re: Extension of Time
ZC-22-0298**

To Whom It May Concern,

Please let this letter serve as a request and justification for an extension time for the design review and waiver of development standard associated with ZC-22-0298.

We recently received parcel map technical review comments for MSM-22-600104. It was discovered that although the project was hard zoned, the companion items of a design review and waiver of development standards were not and expired in August. We reached out to Jennifer Ammerman for permission to submit an extension of time application for these companion items which she agreed that we could. (See attached permission letter and email)

The approval of this request will not have a negative effect on the neighborhood or surrounding areas as this zoning fits into the rural residential development of the area.

Should you have any questions or concerns, please feel free to contact me at this office.

Sincerely,
Baughman & Turner, Inc.


Josh Harney
Project Coordinator

MY
ET-24-400141
12/12/2024

PLANNER
COPY



Moapa Valley Town Advisory Board

October 9, 2024
DRAFT MINUTES

Board Members: Janice Ridondo-Chairperson-Present
Lois Hall – Present
Jill Williams Perkins – Vice Chair – Present
Lori Houston – Present
Secretary – Judith Metz – (702)397-6475 – Judith.Metz@clarkcountynv.gov
Liaison – William Covington – (702)455-2540 – William.Covington@clarkcountynv.gov

- I. Call to Order, Invocation, Pledge of Allegiance, Roll Call
The meeting was called to order at 7:02 P.M.
- II. Public Comment
Chairman Ridondo presented a Proclamation from the Board of County Commissioners to Joe Davis, General Manager of MVWD. For his extensive research and studies on Source Water Protection Week.
- III. Approval of minutes of September 25, 2024 meeting. (For Possible Action)
Moved by: Lori Houston
Action: Approved
Vote: 4-0/Unanimous
- IV. Approval of Agenda for October 9, 2024, with one exception. Because of the difficulty with item #1, Item #2 went first.
Moved by: Janice Ridondo
Action: Approved
Vote: 4-0/Unanimous
- V. Information Items
NONE
- VI. Planning & Zoning

11/06/24 BCC

- 2. WS-24-0489-HARDY MAURICE W. & ANN REV LIV TR & HARDY MAURICE W. & ANN TRS:
WAIVERS OF DEVELOPMENT STANDARDS for the following: 1) full off-sites; and 2) paved legal access for a proposed minor subdivision map on 2.07 acres in an RS20 (Residential Single-Family 20) Zone. Generally located on the south side of Tank Road, 380 feet west of Pioneer Road within Moapa Valley. MK/m/kh (For possible action)

Bryce Hardy spoke for the applicants. There is not intent at the present time to do anything other divide the 2 acre parcel into 2 – 1 acre parcels. They would like to have it for future grandchildren or family to use.

Motion by: Lori Houston
Motion for Approval
Vote: 4/0 - Unanimous

11/05/24 PC

- 1. UC-24-0472-SNELLING, RODNEY REX & WENDY:
USE PERMIT for a communication tower.
DESIGN REVIEW for a communication tower on a portion of 3.93 acres in an RS40 (Residential Single-Family 40) Zone. Generally located on the south side of Frehner Avenue, 188 feet east of Lyman Street within Moapa Valley. MK/r/kh (For possible action)

Tiffany Pavahl presented on behalf of the applicant. (See attached copy of presentation) There were petitions with over 200 signatures, multiple letters and cards, and speakers. All were here in opposition. Some of their reasons are listed below, and have been sent To Clark County to be counted.

1. Lives next door and did not get a card.
2. Should not be in a residential area.
3. Too close to the Fire Dept & the Helipad.
4. Dangerous for children of the area, including Grand Bowler Elementary School.
5. Not worth taken a risk with the unknowns.
6. The location is also close to the Ball Fields and the Fairground. High exposure.
7. Birds are reported to drop dead in the vicinity of these cell towers.
8. Documental research showing growing problems.
9. RF waves interfere with medical devices.
10. Most repeated comment was danger to too many kids in the area.

Motion By: Jill Williams
Motion: Denial
Vote 3/0, with 1 abstention(L.Houston)

VII. General Business

NONE

VIII. Public Comment

1. Fall Festival at OLSHACS
2. Notrevo Ghost Walk
3. Update on Veteran's Day Parade – will be back on Main St.
4. Car Show this weekend
5. Airport Open House was fabulous, volunteers were great
6. 10/28 Trunk or Treat
7. Marcus Jensen concerned about mining company coming here.
8. Would be nice to get a placque for Ralph & Dorene Starita.

IX. Next Meeting October 30, 2024.

X. Adjournment at 8:31 PM.PM.

DRAFT

BYLAWS AND PROCEDURES

MOAPA VALLEY TOWN ADVISORY BOARD

Article I - Name

The name of this advisory board shall be the Moapa Valley Town Advisory Board as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 735.

Article II - Purpose

The purpose of this advisory board, pursuant to NRS 269.576 and County Code, Chapter 3.30, is to assist the Board of County Commissioners in governing the unincorporated town of Moapa Valley by acting as a liaison between the residents of the town and the Board of County Commissioners and to advise the Board of County Commissioners on matters of importance to the unincorporated town and its residents.

Article III - Members

- A. Members of the Moapa Valley Town Advisory Board must be qualified electors (they must be qualified to register to vote but do not have to actually be registered) and live within the boundaries of the unincorporated town of Moapa Valley.
- B. Five members shall be elected to serve a two-year term, which will begin on the first Monday in January of odd-numbered years.
- C. If there are fewer qualified candidates who file for election to the Moapa Valley Town Advisory Board than there are seats on the Moapa Valley Town Advisory Board, the Board of County Commissioners shall appoint as many new members as are necessary to fill the seats left vacant after the election.
- D. Any member may resign his/her appointment by submitting a letter of resignation to the Board of Commissioners or the Department of Administrative Services and sending a copy to the Chair of the Moapa Valley Town Advisory Board.
- E. When a vacancy occurs, the advisory board shall, at the request of the Department of Administrative Services, post a public notice of the opening soliciting applications and may recommend to the Board of County Commissioners a qualified replacement for the position.
- F. All advisory board members shall observe the standards of ethical conduct outlined in NRS 281A, Clark County Code of Ethics, Chapter 2.42, and any resolution on Ethics adopted by the BCC, and refrain from voting on any item which presents a conflict of interest.

- G. Each member of the Moapa Valley Town Advisory Board shall, at least once during the first year of his/her initial term of office, and annually during every subsequent year that he/she serves in office, attend training pursuant to 3.30.090:
 - 1. State statutes, regulations, local ordinances, resolutions and regulations concerning land use planning, development and any other subject matter that the Board of County Commissioners deems necessary; and
 - 2. The provisions of chapter 241 of NRS (Meetings of State and Local Agencies).

Article IV - Officers

- A. Officers shall perform the duties prescribed by these bylaws.
- B. Officers of the Moapa Valley Town Advisory Board consist of Chair and Vice Chair selected amongst and by the members of the advisory board, and shall be selected to serve a two-year term, or at the pleasure of the advisory board, beginning the first meeting in January of odd-numbered years.
- C. The Chair is not eligible to serve a consecutive term of office as chairperson or to serve as Vice Chair for the following term after being the chairperson.
- D. The Chair shall act as presiding officer at all regular and special meetings of the advisory board in accordance with the adopted Board of County Commission Rules of Procedure.
- E. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- F. If a permanent vacancy occurs for the position of the Chair or Vice Chair, the advisory board shall select a Chair or Vice Chair from among the members of the advisory board to serve the remainder of the unexpired term, consistent with section IV. C.
- G. The Secretary of the advisory board shall ensure that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law.

Article V - Meetings

- A. The Moapa Valley Town Advisory Board shall hold regular meetings on the Wednesday prior to Planning Commission and County Commission meetings, unless holidays or other conflicts dictate moving the meeting dates.
- B. All meetings shall be held at the Moapa Valley Community Center, 320 N. Moapa Valley Blvd., commencing at 7:00 p.m. or in the case of an emergency or potential overcrowding, at another location and/or time as determined by the Chair, and properly noticed and posted pursuant to the Nevada Open Meeting Law.

- C. The regular meetings of the advisory board shall be held no less than once per quarter at the place, day and hour set forth in Sections A and B above.
- D. Any special meeting of the advisory board may be held at the call of the Chair at the time, date and place posted, pursuant to the Nevada Open Meeting Law.
- E. Three members of the five member board shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory board. Whenever a member abstains from voting because of a conflict of interest, the necessary quorum to act upon and the number of votes necessary to act upon the matter, as fixed by any statute, ordinance or rule, is reduced as though the abstaining member were not a member of the board.
- F. The Chair or Vice-Chair will coordinate with the Secretary and County Liaison to ensure actions and reasoning is accurately reported in the minutes.
- G. Each person appearing before the advisory board shall receive a fair and impartial hearing based solely on the merits of his/her petition, without regard to race, religion, sex, sexual orientation, age, disability or national origin.
- H. Agendas
 - 1. All business for consideration shall be included on the agenda. The Chair shall rule as "out of order" the consideration of any matter not on the agenda, or in conflict with the bylaws. If any information or discussion item is introduced at a meeting and action is to be taken thereon, it shall be placed on the agenda for the next regular meeting of the board.
 - 2. The advisory board Secretary shall, in accordance with the uniform agenda format provided by the Department of Administrative Services, prepare the agenda in cooperation with the Chair and County Liaison, and post by 9:00 a.m., three full working days (not counting the meeting date) before the meeting in compliance with the Nevada Open Meeting Law.
 - 3. Items can be placed on an agenda by the Board of County Commissioners, Department of Administrative Services, Department of Comprehensive Planning, and any advisory board member, or as required by law. Citizens can request that an item be on an agenda, but whether the item appears on the agenda is at the discretion of the advisory board Chair and the Department of Administrative Services based on the issue, circumstances, appropriateness and ability of the advisory board to further the issue.
 - 4. Non-planning and zoning items for inclusion on the agenda must be submitted to the Secretary at least eight calendar days prior to the scheduled meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by the Department of Comprehensive Planning and post three full working days before the meeting.

5. Once action is taken on an item, the Town Advisory Board shall not re-hear the item unless there is (1) a timely request for rehearing (within five working days by a member voting in the majority); (2) a change of circumstance; or (3) sufficient passage of time that it is reasonable to revisit the item.

Article VI - Parliamentary Procedure

- A. All voting procedures shall be in accordance with the adopted Board of Clark County Commissioner Rules of Procedure, except as otherwise outlined in these bylaws.
- B. A motion need not have a "second" before the motion may be put to a vote as provided for in "A" above.
- C. The Chair of the advisory board shall have the same right as any other board member to initiate a motion, question, or debate, and vote on a motion.