



**BUILDING PERMITS/INSPECTIONS AND  
BUSINESS LICENSES SUBCOMMITTEE OF  
THE SHARED SERVICES ELECTED  
OFFICIAL COMMITTEE**



## **Minutes**

**March 29, 2011, 11:00 a.m.**  
Second Floor Conference Room  
Reno Community Development Building  
450 Sinclair Street  
Reno, Nevada

The meeting was called to order at 11:01 with the following members Present:

**Dick Bostdorff, Chair**  
**Greg Peek**  
**Craig Willcut**  
**Sharon Zadra**

Absent:

**Denise Jacobsen, Vice Chair**  
**John Breternitz**

- I. PUBLIC COMMENT\* - LIMITED TO NO MORE THAN (3) MINUTES. THE PUBLIC MAY COMMENT BY SUBMITTING A REQUEST TO SPEAK FORM TO THE MEETING CLERK.

**NO ACTION WAS TAKEN ON THIS ITEM.**

**II. APPROVAL OF MINUTES – December 9, 2010.**

**It was moved by Greg Peek, seconded by Sharon Zadra to approve the minutes as submitted.**

**Motion carried with Jacobsen and Breternitz absent.**

**III. UPDATES, PRESENTATIONS AND ACTION ITEMS**

1. Presentations and discussion relating to the following:
  - a. Items staff proposes the subcommittee advocate.

Mr. John Hester, City of Reno Community Development Director, outlined the staff recommendations for the subcommittee.

Mr. Don Jeppson, Washoe County Building Department, outlined the software specifications that would be necessary so that information and technology of all the entities could be shared. He highlighted the costs that would be associated with the conversion and the efficiencies that could be accomplished.

Mr. Bostdorff stated that the real savings would be realized in maintenance costs and ongoing upgrades.

Mr. John Hester, City of Reno, highlighted that proposed recommendations provided from staff in order to move forward with the electronic interface across entities.

2. Continued discussion and possible direction regarding subcommittee objectives, criteria and principles for evaluating alternatives (e.g., customer service, cost savings, plan review time, mutual benefit, etc.), all the options and possibilities that the subcommittee may wish to pursue including direction to staff on next steps, preparing tours and presentations and getting feedback from customers and others, if desired by the subcommittee.

Mr. Don Jeppson, Washoe County, provided comments on the proposed State Legislation AB363 that, if adopted, would allow local jurisdictions to inspect and enforce regulations governing manufactured housing without obtaining approval from the appropriate state department.

Mr. John Hester, City of Reno, pointed out that the Subcommittee has yet to address the function of business licensing that could be streamlined between the entities. He added although the current processes of the City of Reno and Washoe County are somewhat different, the recommendation of either entity accepting an application for the other entity could be achieved and implemented in FY 2011/2012.

Mr. Jeppson, Washoe County, indicated that it is recommended that responsibility of fire plan checking be transferred to the Building Plan Checkers. He noted that this would have to be negotiated during labor sessions but could be implemented in FY 2012/2013.

It was moved by Greg Peek, seconded by Councilperson Zadra to approve the recommendations brought forward by staff at this meeting.

Motion carried with Jacobsen and Breternitz absent.

Mr. Alex Woodley, Reno Code Enforcement, gave an overview of the current Reno process. He noted that staff will be recommending changes in order to appropriately address some of the increasing challenges within the community. Mr. Woodley provided specific examples such as tattoo parlors, packaged liquor stores and the display and sale of drug paraphernalia.

**SUBCOMMITTEE DIRECTION ON NEXT MEETING DATE AND AGENDA –  
SUBCOMMITTEE.**

The next meeting was tentatively scheduled for late April, 2011.

The Meeting was adjourned at 11:38p.m.