



**togetherforbetter**

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**TAB/CAC Secretary Training  
July 15, 2025**

# Before the meeting....



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**4 to 6 weeks before...**

- Email from Comp Planning
  - Items that were accepted during that filing period
  - Includes the Application form and the Justification Letter

Old Format

#### Red Rock TAB/CAC Meeting Materials - Advanced Materials



Sean Mullens

To Christopher Chong-Wong; Electra Smith; Jayson Dagher; Meggan Holzer  
Cc Sami Real; Nicole Razo; Diane Scarcelli; Tiffany Jackson

Retention Policy Inbox 180 (6 months)

Expi



VS-25-0396.pdf  
563 KB



WS-25-0414.pdf  
876 KB



TA-25-0425.pdf  
697 KB

Good Morning-

Attached, you will find the application copies, justification letters, and Agenda Log Amendments for the TAB/CAC for the last filing deadline cycle ending May 27, 2025.

TAB & CAC Materials for 4/15 PC & 4/16 BCC



CPA Agendas

To Nicole Razo

Retention Policy 20 Year DELETE (20 years)

Expires 3/13/2045

Follow up. Start by Thursday, March 13, 2025. Due by Thursday, March 13, 2025.  
You forwarded this message on 3/13/2025 2:45 PM.

Please click the link below to access the application copies, justification letters, and Agenda Log Amendments for the TAB/CAC for the last filing deadline cycle ending February 24, 2025.



[Sent 02-25-25 for 04-15 & 04-16 PC & BCC](#)






























New Format

+ New ▾

⤴ Upload ▾

⤵ Download



 Sean Mullens > TAB-CAC Meeting Materials > 2025 > **Sent 02-25-25 for 04-15 & 04-16 PC & BCC** 













	 Name <span>↑ ▾</span>		Modified <span>▾</span>	Modified By <span>▾</span>	File size <span>▾</span>	Sharing <span>▾</span>	Activity
	 Enterprise 		February 24	Sean Mullens	2 items	 Shared	
	 Lone Mountain - Lower Kyle 		February 24	Sean Mullens	1 item	 Shared	
	 NO TAB 		February 24	Sean Mullens	5 items	 Shared	
	 Paradise 		February 24	Sean Mullens	2 items	 Shared	
	 Redrock   		February 24	Sean Mullens	1 item	 Shared	
	 Spring Valley 		February 24	Sean Mullens	2 items	 Shared	
	 Sunrise Manor 		February 24	Sean Mullens	8 items	 Shared	
	 		February 24	Sean Mullens	4 items	 Shared	

+ New ▾

⤶ Upload ▾

⤵ Download

 Sean Mullens > TAB-CAC Meeting Materials > 2025 > Sent 02-25-25 for 04-15 & 04-16 PC & BCC > **Enterprise** 




	 Name 	Modified 	Modified By 	File size 	Sharing 	Activity
	Individual Applications	February 25	Sean Mullens	21 items	 Shared	
	Enterprise TAB-CAC Materials sent 02-25-...	February 25	Sean Mullens	20.9 MB	 Shared	 Sean Mull




## Monday of the week before...

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

Old Format

### Red Rock TAB Agenda

 CPAgendas  
To  Electra Smith;  Meggan Holzer  
Retention Policy Inbox 180 (6 months)



 redrock.doc 35 KB	 redrock.pdf 981 KB	 redrockrecsheets.pdf 246 KB
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Start your reply all with: [Got it, thanks!](#) [Thank you for sharing.](#) [Thank you!](#) [Feedback](#)

Please see attached.

New Format

### TAB/CAC Attachment A's & Agendas

 CPAgendas  
To  Nicole Razo  
Retention Policy Inbox 180 (6 months)

 Follow up. Start by Thursday, March 13, 2025. Due by Thursday, March 13, 2025.  
You forwarded this message on 3/13/2025 2:46 PM.

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

 [TAB & CAC Agendas](#)

OneDrive

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⤶ Upload ▾

⤵ Download



Nicole Razo > TAB & CAC Agendas



Name ▾

Modified ↓ ▾

Modified By ▾

File size ▾



Jan 29 - Jan 30

March 13

Nicole Razo

8 items

[+ New](#) ▾[↑ Upload](#) ▾[↓ Download](#)

Nicole Razo &gt; TAB &amp; CAC Agendas &gt; Jan 29 - Jan 30



Name ▾

Modified ↓ ▾

Modified By ▾

File size ▾



enterprise

March 13

Nicole Razo

3 items



paradise

March 13

Nicole Razo

3 items



red rock

March 13

Nicole Razo

3 items



spring valley

March 13

Nicole Razo

3 items



sunrise manor

March 13

Nicole Razo

3 items



winchester

March 13

Nicole Razo

3 items



whitney

March 13

Nicole Razo

3 items



lone mountain

March 13

Nicole Razo

3 items















OneDrive

+ New ▾

⤶ Upload ▾

⬇ Download


 Nicole Razo > TAB & CAC Agendas > Jan 29 - Jan 30 > **red rock** 

	 Name ▾		Modified ▾ ▾	Modified By ▾	File size ▾	Sharing ▾	Activity
	 redrockrecsheets.pdf	⋮ 	March 13	Nicole Razo	207 KB	 Shared	
	 redrock.doc		March 13	Nicole Razo	26.5 KB	 Shared	
	 redrock.pdf		March 13	Nicole Razo	1.72 MB	 Shared	



**The week  
before the  
meeting...**

## **Prepare the Agenda**

- 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
  - Preparing the Agenda
    - Including all zoning items received from Agenda Processing on Monday afternoon
    - Check with your liaison for any other items
    - Email to your liaison
- 

**3 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](mailto:Administrative.services@clarkcountynv.gov)
  - Anyone that asks to receive it

# 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

- Email approved Minutes to:
  - [ClerkRec@ClarkCountyNV.gov](mailto:ClerkRec@ClarkCountyNV.gov)
  - [Administrative.Services@ClarkCountyNV.gov](mailto:Administrative.Services@ClarkCountyNV.gov)
  - [CPAendas@ClarkCountyNV.gov](mailto:CPAendas@ClarkCountyNV.gov)
  - Liaison
  - Any other staff or whoever requests them

**...within 2  
days after  
the meeting**

- Fill out **Rec Sheets** and **Hold Sheet** and email to:
  - [CPAgendas@ClarkCountyNV.gov](mailto: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.

**...within 3  
days after  
the meeting**



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: PARADISE

TAB/CAC Meeting Date: 07-09-2019

Project Type: Right(s)-of-Way

Property Owner: ITAL INVESTMENTS L L C

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Text Amendment                  | <input type="checkbox"/> Design Review                       | <input type="checkbox"/> Clarification of Conditions |
| <input type="checkbox"/> Zone Change - Conforming        | <input type="checkbox"/> Street Name Change                  | <input type="checkbox"/> Extension of Time           |
| <input type="checkbox"/> Zone Change - Nonconforming     | <input type="checkbox"/> Street Numbering Change             | <input type="checkbox"/> Revocation                  |
| <input type="checkbox"/> Use Permit                      | <input type="checkbox"/> Annexation Request                  | <input type="checkbox"/> Waiver of Conditions        |
| <input type="checkbox"/> Variance                        | <input checked="" type="checkbox"/> Vacation and Abandonment | <input type="checkbox"/> Ordinance                   |
| <input type="checkbox"/> Waiver of Development Standards | <input type="checkbox"/> Tentative Map                       | <input type="checkbox"/> Agenda Item                 |
| <input type="checkbox"/> Waiver of Title                 | <input type="checkbox"/> Application Review                  | <input type="checkbox"/> 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

# 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**



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The following application(s) has/have been held from the TAB/CAC meeting.

[illegible]

Signature

Date \_\_\_\_\_

The Department of Comprehensive Planning will use this form as an Agenda Log Amendment (ALA) to document all application holds. **PLEASE EMAIL THE COMPLETED FORM WITHIN TWO WORKING DAYS AFTER THE TAB/CAC MEETING. When a holiday falls within the two working day time period, the form should be returned BEFORE the holiday when possible.**

**Email to Agenda Processing: [CPAgendas@ClarkCountyNV.gov](mailto:CPAgendas@ClarkCountyNV.gov)**

Rev. 6/2018

\*\*\*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



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# Minutes

- Mark the draft minutes with the DRAFT watermark
- E-mail draft minutes to the Liaison within **5 calendar** days after the meeting.
- 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 <del>Member</del>	<del>Member</del>
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 GUINCHIGLIANI, Vice-Chair  
SUSAN BRAGER-JAMES GIBSON- LARRY BROWN-MARILYN KIRKPATRICK-LAWRENCE WEEKLY  
YOLANDA KING, County Manager



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# 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.





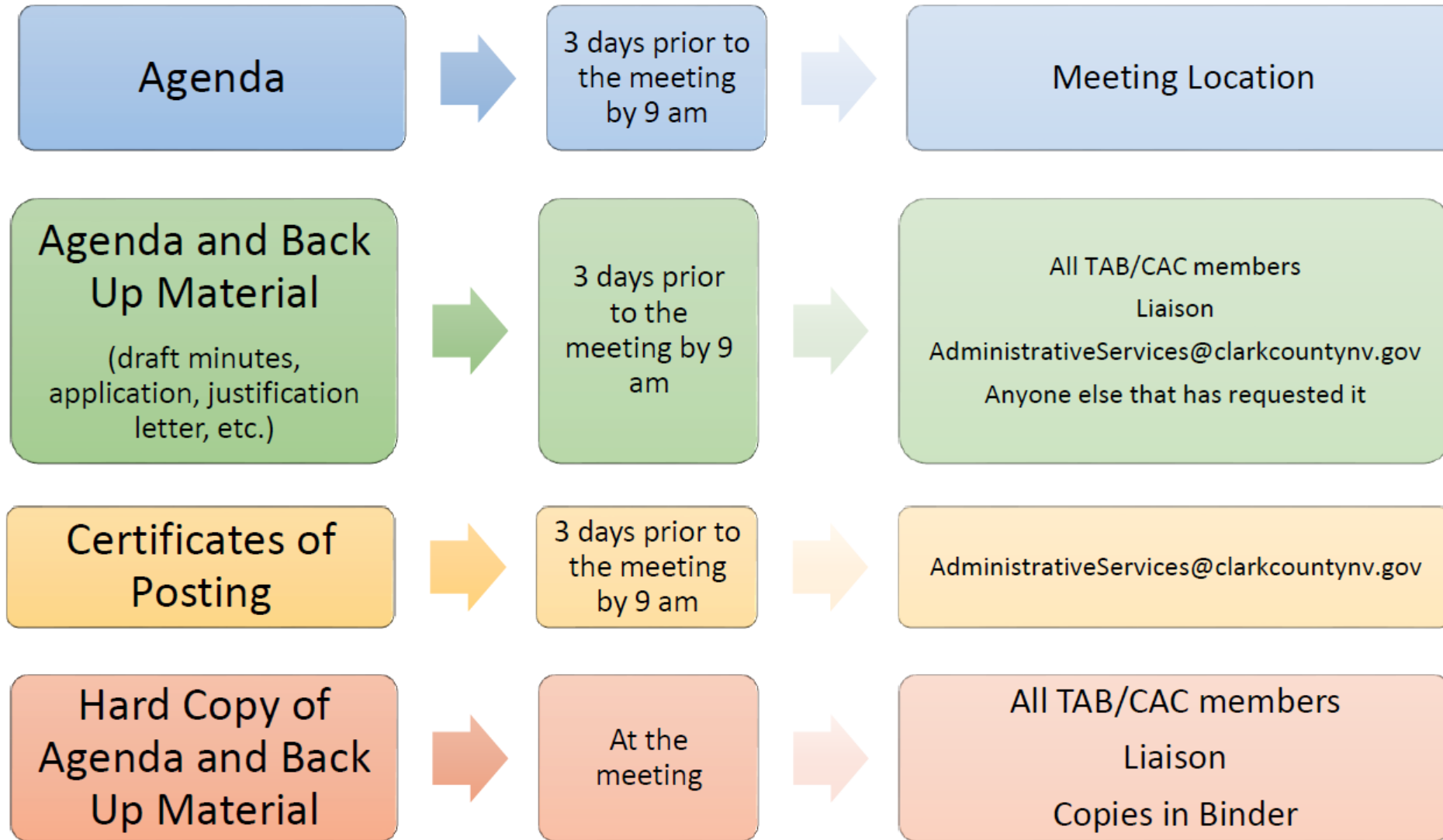
# Compensation

- Submit your Invoice and Activity Log Sheet by the 5th day of the month for the previous month's services to [AdminServicesBilling@ClarkCountyNV.gov](mailto: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

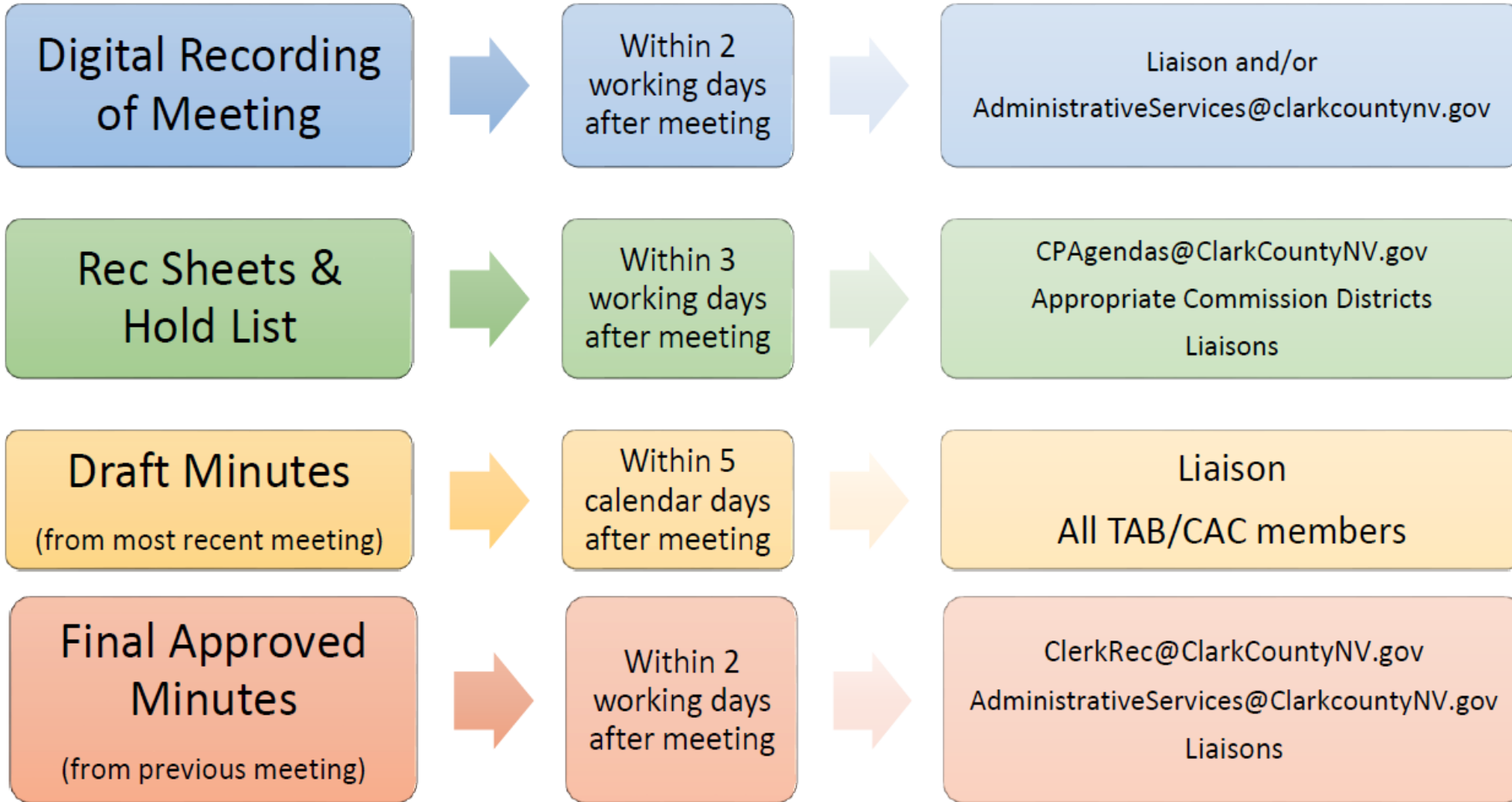


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## Who Gets What – Before the Meeting



## Who Gets What - After the Meeting



### TAB/CAC Secretary Activity Calendar - Odd-numbered years

<b>JANUARY</b>
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>
<b>FEBRUARY</b>
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
<b>MARCH</b>
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>
<b>APRIL</b>
<b>MAY</b>
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
<b>JUNE</b>
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
<b>JULY</b>
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>
<b>AUGUST</b>
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>
<b>SEPTEMBER</b>
** Holiday posting reminder – Labor Day – you may need to post one day earlier**
<b>OCTOBER</b>
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
<b>NOVEMBER</b>
**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**
<b>DECEMBER</b>
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

<b>JANUARY</b>
Agenda item at the first meeting to <i>Review and approve the 20__ meeting calendar (for possible action)</i>
<b>FEBRUARY</b>
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
<b>MARCH</b>
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>
<b>APRIL</b>
<b>MAY</b>
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
<b>JUNE</b>
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
<b>JULY</b>
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
<b>AUGUST</b>
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>
<b>SEPTEMBER</b>
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 announce that application are being accepted until November 15 <sup>th</sup> for the next TAB/CAC 2 year term
<b>OCTOBER</b>
Agenda item to announce that application are being accepted until November 15th for the next TAB/CAC 2 year term
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
<b>NOVEMBER</b>
Agenda item to announce that application are being accepted until November 15th for the next TAB/CAC 2 year term
**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**
<b>DECEMBER</b>
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**

