



C I T Y O F  
**RENO**  
Memorandum

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**DATE:** April 1, 2026  
**TO:** Mayor and City Council  
**THROUGH:** Jackie Bryant, City Manager  
**FROM:** Cali Shy, Agenda Coordinator  
**DEPT:** City Manager's Office  
**SUBJECT:** Development Project Timelines

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This memo explains how development project timelines are established, why some projects move through the review process more quickly than others, and what constraints affect scheduling for Neighborhood Advisory Boards (NABs), the Planning Commission, and City Council.

Development applications are governed by timelines established in Nevada Revised Statutes (NRS) and Reno Municipal Code (RMC) Title 18. Once an application is accepted as complete, the City must complete its review and hold a public hearing within a defined timeframe.

Because these timelines are set in law, they significantly limit the City's discretion in scheduling public hearings and related meetings. The following section outlines how these constraints affect project scheduling in practice.

### **NAB Meeting Schedules**

All NABs operate on a fixed schedule, with each board set to meet monthly. NAB meeting schedules are set prior to the beginning of each calendar year. Final meeting dates are sent to Development Services, Security, Communications and Council to facilitate coordination among departments. The schedules for each NAB are as follows:

- Ward 1 NAB meets on the 2<sup>nd</sup> Monday of each month at 5:30 PM at Reno City Hall.
- Ward 2 NAB meets on the 3<sup>rd</sup> Monday of each month at 5:30 PM at Moana Nursery Seminar Room.
- Ward 3 NAB meets on the 1<sup>st</sup> Tuesday of each month at 5:30 PM at Reno City Hall.

- Ward 4 NAB meets on the 3<sup>rd</sup> Thursday of each month at 6:00 PM at Reno Stead Airport Community Room
- Ward 5 NAB meets on the 2<sup>nd</sup> Tuesday of each month at 5:30 PM at Reno City Hall.
- Ward 6 NAB meets on the 1<sup>st</sup> Monday of each month at 5:30 PM at Reno City Hall.

Council liaisons have the authority to cancel or move a meeting at their discretion. A Council liaison may choose to preemptively cancel a meeting due to unsafe weather or conditions, lack of agenda items, or a desire to waive the NAB requirement for certain development projects, in addition to other circumstances. Should scheduling conflicts arise, a Council liaison may choose to move the meeting to another date.

### **Scheduling Implications of Statutory Requirements**

Once a development application is accepted as complete, the statutory review period begins and drives all subsequent scheduling decisions. Because Neighborhood Advisory Board (NAB) meetings occur on fixed monthly schedules, there may be limited opportunities to place an item on a NAB agenda within the required timeframe. As a result, projects may be scheduled for a NAB meeting and a Planning Commission hearing in close succession, with available meeting dates, rather than preferred spacing, determining when items are heard.

The City cannot delay a project beyond required timelines unless the applicant voluntarily requests a time extension. Without such a request, postponing a hearing could place the City out of compliance with state law.

If a NAB meeting cannot be held due to cancellation, lack of quorum, or other circumstances, the NAB requirement is waived in accordance with Resolution No. 9417, and the project proceeds to the next required hearing. Once waived, the City cannot require the applicant to return to a future NAB meeting. However, applicants may choose to participate in additional outreach voluntarily.

<b>The City Can...</b>	<b>The City Cannot...</b>
Schedule projects within available meeting calendars	Delay hearings beyond statutory deadlines without applicant consent
Encourage applicants to attend additional NAB meetings on a voluntary basis	Require a project to return to a NAB after the requirement has been waived
Process applicant-requested time extensions in accordance with code	Extend review timelines established by NRS or RMC

### **Project Review Timelines Table**

The table on the following pages summarizes common development application types, their required review timelines, and the bodies responsible for hearings and final decisions, along with applicable NRS and RMC references and whether a Neighborhood Advisory Board (NAB) meeting is typically required.

The review timeline represents the maximum time allowed for the City to hold a hearing or take action once an application is accepted as complete. While NAB meetings are generally part of the process, this requirement may be waived if a meeting cannot be held.

This table is provided as a general reference; actual scheduling will vary based on application timing, available meeting dates, and statutory requirements.

Project Type	Review Timeline	Reviewing Body	Deciding Body	Nevada Revised Statutes (NRS)	Reno Municipal Code (RMC)	NAB Meeting
Tentative Map	60 Days*	Not Applicable	Planning Commission	NRS 278.330	RMC 18.08.702 (d)(4)(a)	Required
Zoning Map Amendment	65 Days	Planning Commission	City Council	Not Applicable	RMC 18.08.503 (c)(4)(a)	Required
Planned Unit Development	Varies	Planning Commission	City Council	Not Applicable	RMC 18.08.505	Required
Specific Plan District	Varies	Planning Commission	City Council	Not Applicable	RMC 18.08.504	Required
Master Plan Amendment	Varies**	Planning Commission	City Council	Not Applicable	RMC 18.08.402	Required (NRS 278.210 - separate neighborhood meeting)
Annexation	90 Days	Not Applicable	City Council	NRS 268.610 268.668	RMC 18.08.401 (d)(1)	Required
Conditional Use Permit	65 Days*	Not Applicable	Planning Commission	NRS 278.315(2)	RMC 18.08.605 (d)(5)(a)	Required
Major Site Plan Review	65 Days	Not Applicable	Planning Commission	Not Applicable	RMC 18.08.603 (d)(5)(a)	Required
Major Deviation	65 Days	Not Applicable	Planning Commission	NRS 278.315(2)	RMC 18.08.802 (c)(4)(a)	Required
Variance	65 Days	Not Applicable	Planning Commission	NRS 278.315(2)	RMC 18.08.801 (c)(4)	Required
Alternative Equivalent Compliance	65 Days	Not Applicable	Planning Commission	NRS 278.315(2)	RMC 18.08.803 (c)(4)(a)	Required
Text Amendment	Varies	Planning Commission	City Council	Not Applicable	RMC 18.08.501	Required
Roadway Abandonment	65 Days	Not Applicable	City Council	Not Applicable	RMC 18.08.707 (c)(4)(a)	Required

Development Agreement	Varies	Not Applicable	City Council	Not Applicable	RMC 18.08.805	Required
Time Extension	Varies	Not Applicable	Administrator OR Planning Commission	Not Applicable	Not Applicable	Not Required
Minor Site Plan Review	30 Days	Not Applicable	Administrator	Not Applicable	RMC 18.08.602 (d)(5)	Not Required
Minor Conditional Use Permit	30 Days	Not Applicable	Administrator	Not Applicable	RMC 18.08.604 (d)(4)	Not Required
Minor Deviation	30 Days	Not Applicable	Administrator	Not Applicable	RMC 18.08.804 (c)(2)(a)	Not Required
Administrative Determination	30 Days	Not Applicable	Administrator	Not Applicable	Not Applicable	Not Required

\*Additional review time anticipated for projects of regional significance, which are reviewed by the Regional Planning Commission

\*\*Master plan amendments are accepted four times per year