

## NEIGHBORHOOD ADVISORY BOARD MEETING PRESENTATION GUIDE

Each of the City of Reno's wards are represented by a Neighborhood Advisory Board (NAB). NAB meetings create a venue for citizens to review and provide feedback on certain development projects. The public comment and project review forms from the NAB meeting shall be submitted to the City Planning Commission, to be included in the review of the physical development project.

Attendance by the applicant's representative is not mandatory but is encouraged. NAB liaisons can be contacted at [nabs@reno.gov](mailto:nabs@reno.gov). Generally, NAB meetings are held on the same day and location each month:

- Ward 1 – 2nd Monday of the month at 5:30 pm at McKinley Arts and Culture, Boardroom, 925 Riverside Drive
- Ward 2 – 3rd Tuesday of the month at 5:30 pm at Moana Nursery, Seminar Room, 1190 W. Moana Lane
- Ward 3 – 1st Tuesday of the month at 5:30 pm at Reno City Hall, Council Chambers, One East. 1st Street
- Ward 4 – 3rd Thursday of the month at 6:00 pm at North Valleys Library, 1075 N. Hills Boulevard
- Ward 5 – 2nd Tuesday of the Month at 5:30 pm Reno City Hall, Council Chambers, One East. 1st Street

Projects will be tentatively scheduled for Neighborhood Advisory Board meetings during the initial application review process. The tentative NAB meeting date is listed on the confirmation email sent to the agent along with other upcoming meeting dates. Please keep in mind these dates and times are subject to change. Verify all meeting dates with the assigned planner prior to preparing for any meeting.

All NAB agendas are posted on the City's Meeting Portal at [reno.gov/meetings](http://reno.gov/meetings) three business days prior to the meeting. Each agenda outlines the order of business for the meeting, virtual meeting instructions, and staff liaison contact information.

### PRESENTATION GUIDELINES & CHECKLIST

NAB presentations should be easy to understand for the general public and provide a foundational overview of the request. Generally, presentations should not be longer than 10 minutes. After your presentation, there will be an opportunity for questions and comments from the board members and the public.

**All presentations shall be provided in PDF format and submitted to [NABS@reno.gov](mailto:NABS@reno.gov) one business day prior to the scheduled meeting.**

### ALL PRESENTATIONS SHALL INCLUDE THE FOLLOWING INFORMATION.

- 1) A general overview of the project.
- 2) Development Project Application Number (LDCXX-000XX), and link to project page on Accela (will be provided).
- 3) Contact information for the City of Reno planner assigned to the case.
- 4) Contact information for the developer associated with the project.
- 5) The expected Planning Commission date.