



**REGIONAL TRANSPORTATION COMMISSION
REGIONAL ROAD IMPACT FEE
TECHNICAL ADVISORY COMMITTEE**

MEETING AGENDA

**Thursday, January 22, 2026, 8:30 a.m.
MEETING TO BE HELD VIA ZOOM ONLY**

- I. This meeting will be held via Zoom. There will be no physical location. For those requiring hearing or speech assistance, contact Relay Nevada at 1-800-326-6868 (TTY, VCO or HCO).
- II. Members of the public may attend the meeting via Zoom at: <https://us02web.zoom.us/j/83624701447?pwd=G9sz9xqLVMiD4KerbflPkwrRoa37JZ.1>. You may also participate by telephone at 1-719-359-4580 or 1-253-205-0468 (Meeting ID: 836 2470 1447; Meeting passcode: 953422). To provide public comment during the meeting via Zoom, please make sure your computer or device has a working microphone. Use the "Chat" feature to submit a request to make a comment. When the time comes to make public comments, you will be invited to speak. If you wish to provide public comment before the meeting, please contact RTC Agency Services at (775) 348-0171 prior to 4:00 p.m. on the day before the meeting and provide the telephone number you will be calling from as well as the item(s) you would like to comment on. When the time comes to make public comments, you will be invited to speak.
- III. Members of the public may provide public comment in advance of the meeting by one of the following methods: (1) emailing comments to rtcpubliccomments@rtcwashoe.com; or (2) leaving a voicemail (limited to three minutes) at (775) 348-0171. Comments received prior to 4:00 p.m. on the day before the meeting will be entered into the record.
- IV. The supporting materials for the meeting can be found at <https://rtcwashoe.com>. If you need to request a copy of the supporting materials, please contact RTC Agency Services by phone at (775) 348-0171 or by email at agencyservices@rtcwashoe.com.
- V. RTC staff will make reasonable efforts to assist and accommodate individuals with disabilities. Please call RTC Agency Services at (775) 348-0171 in advance so that arrangements can be made.
- VI. RTC staff will make an audio and video recording of the meeting. The recording will be a public record. Committee members and members of the public who do not wish to be shown on the video should turn their cameras off during the meeting.

1. Roll Call/Call to Order

2. Verbal Instructions required by Assembly Bill 219 (2023): RTC staff will read the following before the first public comment period:

"If you are participating via Zoom, to provide public comment during the meeting please make sure your computer or device has a working microphone. Use the "Chat" feature to submit a request to make a comment. When the time comes to make public comments, you will be invited to speak."

"If you are participating by telephone, to provide public comment you should have contacted RTC Agency Services prior to 4:00 p.m. yesterday and provided the telephone number you would be calling from as well as the item (s) you wanted to comment on. When the time comes to make public comments, you will be invited to speak."

3. Public Comment

Public comment may pertain to matters both on and off the agenda. Comments are to be made to the committee as a whole and not to individual committee members or staff. Public comment is limited to three (3) minutes.

4. Consent Items

4.1 Approve the June 26, 2025, Committee Meeting Minutes (*For Possible Action*)

5. Discussion Items and Presentations

5.1 Receive a staff report and presentation on the automatic annual increase of 4.5% to the Regional Road Impact Fees, as allowed by NRS 278B.225 and required by ordinances adopted by Washoe County, the City of Reno, and the City of Sparks (*No Action*)

5.2 Receive a staff report and presentation on the preparation of the draft Business Impact Statement associated with the 8th Edition Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP) Update (*No Action*)

5.3 Receive a staff report and presentation on ongoing and outstanding Regional Road Impact Fee (RRIF) Waiver Agreements (*No Action*)

6. Member Announcements and Updates

Announcements and updates to include requests for information or topics for future agendas. No discussion will take place on this item.

7. Public Comment

Public comment may pertain to matters both on and off the agenda. Comments are to be made to the committee as a whole and not to individual committee members or staff. Public comment is limited to three (3) minutes.

8. Adjournment

Posting locations: RTC, 1105 Terminal Way, Reno, NV; RTC website: www rtcwashoe com; State Website: <https://notice nv gov/>

REGIONAL TRANSPORTATION COMMISSION (RTC)**REGIONAL ROAD IMPACT FEE (RRIF)****TECHNICAL ADVISORY COMMITTEE (TAC)****MEETING MINUTES****THURSDAY, JUNE 26, 2025****MEMBERS PRESENT**

Jeff Wilbrecht, Regional Transportation Commission

Mitchell Fink, Washoe County

Douglas Buck, City of Reno

Khalil Wilson, City of Reno

Amber Sosa, City of Sparks

Karl Nieberlein, City of Sparks

Sienna Reid, City of Sparks

Kraig Knudsen, Private Sector

Randy Walter, Private Sector

MEMBERS ABSENT

Alex Velto, City of Reno

Dale Keller, RTC

Hans Meyer, City of Reno

John Krmpotic, Private Sector

Michon Reede, Washoe County

Mike Mischel, City of Reno

Rob Pierce, Washoe County

Vanessa Lacer, RTC

Item 1: Roll Call/Call to Order

The meeting was conducted via Zoom and called to order at 8:31 a.m. Roll was taken, and a quorum was confirmed.

Item 2: Verbal Instructions Required by Assembly Bill 219 (2023)

The verbal instructions were read by the committee Chair, Jeff Wilbrecht.

Item 3: Public Comment

No public comments were received.

Item 4.1: Approval of the May 22, 2025, Meeting Minutes

The May 22, 2025, meeting minutes were approved with a noted correction.

Item 5.1: Acknowledge Receipt of a Report on the Proposed Updates to the 8th Edition RRIF

GAM and the RRIF CIP

Jeff Wilbrecht, RTC Engineering Manager, presented an overview of the proposed updates to the 8th Edition RRIF General Administrative Manual (GAM) and RRIF Capital Improvement Plan (CIP). These updates stem from the completion of the RTC 2050 Regional Transportation Plan (RTP), which identified capital improvements needed to support regional growth and development.

Key updates to the GAM

- Clarified agency roles and responsibilities.
- Greater consistency in land use definitions and classifications.
- Revised residential categories: all detached units (including mobile homes) classified as single-family; attached units (e.g., townhomes, condos) as multifamily.
- Clarified accessory dwelling units (ADUs) as dual-use properties, treated as multifamily.

These changes incorporate feedback from participating jurisdictions and address ambiguities in residential development classifications.

Key Updates to the CIP

- Updated project lists for each service area.

- Refinement of the RRIF network definition.
- Inclusion of all arterials in the RRIF network, regardless of access control level.
- Clarified treatment of state-owned arterials (e.g., McCarran Boulevard) and freeway ramps.
- Updated service area boundaries and maps to align with the zoning code.

Fee Schedule Overview

Jeff reviewed the proposed 8th Edition Fee Schedule, which calculates cost per VMT based on the CIP's 10-year improvement plan and projected growth. Key points include:

- Reduced average trip lengths due to updated travel demand modeling and land use assumptions.
- Revised trip generation rates based on the Institute of Transportation Engineers (ITE) 11th Edition.
- Increased fees for certain land uses (e.g., manufacturing, schools/daycare) due to updated VMT rates.
- Slightly higher per-VMT costs in the South service area compared to the North.

The proposed fees will take effect upon adoption by all participating jurisdictions. They will not be subject to annual indexing until at least one year after adoption.

Adoption schedule and Outreach

- Local planning commission and council approvals anticipated in Fall 2025.
- Final adoption and implementation targeted for November 2025.
- Additional outreach planned, including presentations to stakeholder groups such as the Builders Alliance of Northern Nevada. Jeff welcomed suggestions for further community engagement.

Item 6: Member Announcements and Updates

Ted Erkan, Private Sector, will be stepping down from the RRIF TAC. Staff are working to identify a replacement.

Consideration is being given to establishing quarterly meetings to support coordination during the implementation phase.

Item 7: Public Comment

No public comments were received.

Item 8: Adjournment

The meeting adjourned at 9:32 a.m.

DRAFT



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: January 22, 2026

AGENDA ITEM 5.1

To: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

From: Jeff Wilbrecht, P.E., Engineering Manager

RECOMMENDED ACTION

Receive a staff report and presentation on the automatic annual increase of 4.5% to the Regional Road Impact Fees, as allowed by NRS 278B.225 and required by ordinances adopted by Washoe County, the City of Reno, and the City of Sparks

BACKGROUND AND DISCUSSION

NRS 278B.225 was established to allow a local governing body that imposes an impact fee to automatically apply an annual inflationary adjustment to keep the fees current.

Pursuant to NRS 278B.225, the inflationary adjustment is identified as the rolling 5-year average of the percentage increase in the Consumer Price Index (CPI) for West Urban Consumers, as published by the U.S. Bureau of Labor Statistics. The increase authorized by NRS 278B.225 may go into effect as early as January 31, 2026, which is one year following the previous rate change that occurred through indexing or an update to the RRIF General Administrative Manual (GAM) and RRIF Capital Improvement Plan (CIP).

ADDITIONAL BACKGROUND

Below is an excerpt from NRS regarding indexing of the impact fee:

NRS 278B.225 Impact fee to pay cost of street project: Ordinance to cumulatively increase fee on automatic basis to adjust for inflation; time at which such increases become effective.

1. The governing body of a local government which imposes an impact fee to pay the cost of constructing a street project may include a provision in the ordinance imposing the impact fee or adopt a separate ordinance providing that each year in which the governing body does not adopt any revisions to the land use assumptions or capital improvements plan or otherwise increase the impact fee, the current amount of the impact fee is cumulatively increased:
 - (a) By a percentage equal to the average percentage of increase in the Consumer Price Index for West Urban Consumers for the preceding 5 years; or
 - (b) By 4.5 percent, whichever is less.

2. Upon inclusion of a provision in the ordinance imposing the impact fee or the adoption of a separate ordinance authorized by subsection 1, no further action by the governing body is necessary to effectuate the annual increases.
3. Each increase authorized pursuant to this section becomes effective 1 year after:
 - (a) The date upon which the impact fee initially becomes effective;
 - (b) The date the governing body adopts a revised capital improvements plan; or
 - (c) The effective date of any previous increase in the impact fee pursuant to this section, whichever occurs last.

(Added to NRS by [2003, 958](#))

ATTACHMENTS

- A. Proposed 7th Edition, Year 4 Indexing RRIF Brochure
- B. 7th Edition RRIF Consumer Price Index Automatic Adjustment Year 4

REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use		North Service Area		South Service Area	
Residential	Unit	VMT	Dollars (\$304.31/VMT)	VMT	Dollars (\$296.82/VMT)
Single-Family	Dwelling	20.36	\$6,195.75	19.11	\$5,672.23
Multi-Family	Dwelling	12.97	\$3,946.90	12.18	\$3,615.27
Industrial					
General Light Industrial	1,000 GFA	6.48	\$1,971.93	6.08	\$1,804.67
Manufacturing	1,000 GFA	5.14	\$1,564.15	4.82	\$1,430.67
Warehouse	1,000 GFA	2.27	\$690.78	2.13	\$632.23
Mini-Warehouse	1,000 GFA	1.97	\$599.49	1.85	\$549.12
Commercial/Retail					
Commercial/Retail	1,000 GFA	29.43	\$8,955.84	27.63	\$8,201.14
Eating/Drinking Places	1,000 GFA	29.43	\$8,955.84	27.63	\$8,201.14
Casino/Gaming	1,000 GFA	60.17	\$18,310.33	56.48	\$16,764.39
Office and Other Services					
Schools	1,000 GFA	16.83	\$5,121.54	15.80	\$4,689.76
Day Care	1,000 GFA	16.83	\$5,121.54	15.80	\$4,689.76
Lodging	Room	4.38	\$1,332.88	4.11	\$1,219.93
Hospital	1,000 GFA	14.01	\$4,263.38	13.15	\$3,903.18
Nursing Home	1,000 GFA	8.68	\$2,641.41	8.14	\$2,416.11
Medical Office	1,000 GFA	45.47	\$13,836.98	42.68	\$12,668.28
Office and Other Services	1,000 GFA	12.73	\$3,873.87	11.95	\$3,547.00
Regional Recreational Facility	Acre	1.02	\$310.40	0.96	\$284.95

**Regional Road
Impact Fee
(RRIF)**

**7th Edition
Year 4 Indexing**

Effective
1/31/2026

An informational brochure
brought to you by the



www.rtcwashoe.com

7th Edition Regional Road Impact Fee - Consumer Price Index Automatic Adjustment - Year 4

		7th Edition Year 3 Indexing				7th Edition Year 4 Indexing (Projected 4.5% Increase)			
		Current Fee Schedule				Proposed Fee Schedule			
		North Service Area		South Service Area		North Service Area		South Service Area	
		\$291.21 per VMT		\$284.04 per VMT		\$304.31 per VMT		\$296.82 per VMT	
Land Use	Unit	VMT/Unit	Cost Per Unit	VMT/Unit	Cost Per Unit	VMT/Unit	Cost Per Unit	VMT/Unit	Cost Per Unit
Residential									
Single-Family	Dwelling	20.36	\$5,929.04	19.11	\$5,428.00	20.36	\$6,195.75	19.11	\$5,672.23
Multi-Family	Dwelling	12.97	\$3,776.99	12.18	\$3,459.61	12.97	\$3,946.90	12.18	\$3,615.27
Industrial									
General Light Industrial	1,000 GFA	6.48	\$1,887.04	6.08	\$1,726.96	6.48	\$1,971.93	6.08	\$1,804.67
Manufacturing	1,000 GFA	5.14	\$1,496.82	4.82	\$1,369.07	5.14	\$1,564.15	4.82	\$1,430.67
Warehouse	1,000 GFA	2.27	\$661.05	2.13	\$605.01	2.27	\$690.78	2.13	\$632.23
Min-Warehouse	1,000 GFA	1.97	\$573.68	1.85	\$525.47	1.97	\$599.49	1.85	\$549.12
Commercial/Retail									
Commercial/Retail	1,000 GFA	29.43	\$8,570.31	27.63	\$7,848.03	29.43	\$8,955.84	27.63	\$8,201.14
Eating/Drinking Places	1,000 GFA	29.43	\$8,570.31	27.63	\$7,848.03	29.43	\$8,955.84	27.63	\$8,201.14
Casino/Gaming	1,000 GFA	60.17	\$17,522.11	56.48	\$16,042.58	60.17	\$18,310.33	56.48	\$16,764.39
Office and Other Services									
Schools	1,000 GFA	16.83	\$4,901.06	15.80	\$4,487.83	16.83	\$5,121.54	15.80	\$4,689.76
Day Care	1,000 GFA	16.83	\$4,901.06	15.80	\$4,487.83	16.83	\$5,121.54	15.80	\$4,689.76
Lodging	Room	4.38	\$1,275.50	4.11	\$1,167.40	4.38	\$1,332.88	4.11	\$1,219.93
Hospital	1,000 GFA	14.01	\$4,079.85	13.15	\$3,735.13	14.01	\$4,263.38	13.15	\$3,903.18
Nursing Home	1,000 GFA	8.68	\$2,527.70	8.14	\$2,312.09	8.68	\$2,641.41	8.14	\$2,416.11
Medical Office	1,000 GFA	45.47	\$13,241.32	42.68	\$12,122.83	45.47	\$13,836.98	42.68	\$12,668.28
Office and Other Services	1,000 GFA	12.73	\$3,707.10	11.95	\$3,394.28	12.73	\$3,873.87	11.95	\$3,547.00
Regional Recreational Facility	Acre	1.02	\$297.03	0.96	\$272.68	1.02	\$310.40	0.96	\$284.95

Consumer Price Index for All Urban Consumers (CPI-U)**12-Month Percent Change**

Series Id: CUUR0400SA0

Not Seasonally Adjusted

Series Title: All items in West urban, all urban consumers, not

Area: West

Item: All items

Base Period: 1982-84=100

Years: 2015 to 2025

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2015	0.7	0.9	1.1	1.0	1.2	1.1	1.3	1.3	1.0	1.1	1.5	1.8	1.2	1.0	1.3
2016	2.6	2.1	1.5	1.8	1.5	1.6	1.4	1.5	2.0	2.3	2.3	2.5	1.9	1.9	2.0
2017	2.5	3.0	3.1	2.9	2.6	2.5	2.5	2.7	2.9	2.9	3.1	3.1	2.8	2.8	2.9
2018	3.1	3.1	3.2	3.2	3.5	3.6	3.6	3.6	3.4	3.5	3.3	3.1	3.3	3.3	3.4
2019	2.7	2.4	2.4	2.9	2.9	2.7	2.7	2.6	2.6	2.8	2.8	2.8	2.7	2.7	2.7
2020	2.9	3.1	2.5	1.3	0.8	1.2	1.7	1.9	1.6	1.2	1.4	1.5	1.7	1.9	1.5
2021	1.4	1.6	2.4	3.9	4.7	5.1	5.2	5.0	5.3	6.0	6.5	7.1	4.5	3.2	5.8
2022	7.7	8.1	8.7	8.3	8.3	8.8	8.3	8.1	8.3	8.1	7.1	6.2	8.0	8.3	7.7
2023	6.3	6.0	5.1	4.9	4.5	3.5	3.5	3.9	3.9	3.3	3.3	3.6	4.3	5.0	3.6
2024	3.3	3.2	3.6	3.7	3.3	2.8	2.6	2.2	2.1	2.1	2.4	2.5	2.8	3.3	2.3
2025	2.4	2.6	2.2	2.1	2.4	2.7	3.0	3.2	3.3	(x)	3.0		2.7		2.4

4.5



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: January 22, 2026

AGENDA ITEM 5.2

To: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

From: Jeff Wilbrecht, P.E., Engineering Manager

RECOMMENDED ACTION

Receive a staff report and presentation on the preparation of the draft Business Impact Statement associated with the 8th Edition Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP) Update

BACKGROUND AND DISCUSSION

Assembly Bill 444 (AB 444), adopted by the Nevada Legislature and codified in NRS 237.080 through 237.100, requires public bodies to evaluate and disclose potential impacts of proposed actions on businesses through a Business Impact Statement (BIS). In response to these requirements, staff from the Regional Transportation Commission of Washoe County (RTC), the City of Reno, the City of Sparks, and Washoe County prepared a draft BIS for the proposed 8th Edition updates to the Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and Capital Improvement Plan (CIP).

The draft BIS evaluates the proposed RRIF fee updates to determine compliance with statutory requirements, ensure the required nexus and proportionality between new development and roadway capacity improvements, and confirm adequate funding for transportation infrastructure to support future growth.

The draft BIS concludes that the proposed 8th Edition RRIF GAM and CIP updates are consistent with the purpose of the RRIF Program and the requirements of NRS Chapter 278B. Any business impacts are attributable to new development's proportionate share of roadway capacity improvements. The RRIF Program applies uniformly to new development, does not regulate existing businesses, and includes established provisions for appeals, credits, and fee adjustments as outlined in the GAM.

The adoption process and schedule for the 8th Edition GAM and CIP, including public release and comment period on the draft BIS, are structured to ensure compliance with AB 444, coordination among partner agencies, and outreach to affected stakeholders. The draft BIS will be shared with business stakeholders and the public, and feedback will be considered as part of final refinements to the RRIF documents. Following completion of required noticing and outreach, the final BIS will be presented alongside the GAM and CIP for consideration and adoption by the participating governing bodies.

ATTACHMENT

A. Summary of Tasks and Schedule for the Business Impact Statement and 8th Edition Adoption

ITEM 5.2 ATTACHMENT A

Role/Responsibility	Status	Date	Steps	Noticing Requirements	Notes
Program	Completed	7/1/25	RTC creates revised RRIF GAM and RRIF CIP (incl. fee schedule)	N/A	<p>The RRIF Program will be revising the "land use assumptions" and the "capital improvement" plan that are used to calculate the amount of RRIF Fees as those terms are used in NRS chapter 2878B. This is the process in NRS 278B.290 and 300.</p> <p>The local jurisdictions will need to adopt ordinances to amend their respective code sections as necessary to impose the revised impact fees based on the 8th Ed. RRIF CIP. Each of the code sections are a little different; for example, unlike Reno and Sparks code sections the Washoe County code sections do not appear to include much if any language that needs to be amended by ordinance and instead Washoe County just approves an ordinance to amend the "RRIF CIP with revised fees." There are other differences. The jurisdictions could consider making uniform code sections with these amendments.</p> <p>The local jurisdictions will also take action to approve amendments to the GAM; amendments to the GAM can be approved by resolution, ordinance or other action but it might make the most sense to do it the way Sparks and Washoe County have done it with one ordinance to take that action along with the code amendments that require an ordinance. It seems like the jurisdictions could standardize their code sections and the actions they take to amend them.</p>
RTC	In progress	12/8/25	RTC staff begins preparing outreach strategy, processes and materials.	N/A	
RTC	In progress	12/17/25	RTC initiates contact with Chamber of Commerce and provides information about the situation and outreach efforts.	N/A	
Program		12/17/25	RTC, Reno, Sparks and Washoe County staff meet to discuss this schedule and the steps, and who is doing what and when.	N/A	
RTC	In progress	12/19/25	RTC distributes revised BIS draft to Reno, Sparks and Washoe County staff for review and input.	N/A	
Program		1/20/26	RTC, Reno, Sparks and Washoe County staff meet to confirm city and county schedules and steps for the CIAC and governing body meetings.	N/A	
Reno, Sparks and Washoe County staff		1/27/26	Reno, Sparks and Washoe County staff each prepare draft ordinances and staff reports to revise their respective code sections.	N/A	<p>This does not necessarily need to be completed by this date, but it seems like it would be a good idea to make sure all three jurisdictions are on the same page and ready to move forward with the agreed upon actions in this schedule.</p> <p>These ordinances are required to amend code sections related to: (1) the RRIF CIP; (2) the identification and definitions of the service areas based on revisions in the RRIF CIP (if any); and (3) the amount of the impact fees to be imposed. The ordinance mechanism appears to be a requirement of provisions in NRS chapter 244 and NRS chapter 268. Currently, each of the local jurisdictions respective code sections have differences.</p> <p>Unless I am missing something, under the respective code sections only the RRIF GAM can be amended by a resolution or other approval action by the governing bodies.</p>
Program	In progress	1/27/26	RTC, Reno, Sparks and Washoe County staff finalize the draft BIS	N/A	
RTC		1/27/26	RTC finalizes a web page on rtcwashoe.com, and compiles all materials that it will post on the web page.	N/A	
RTC		2/2/26	RTC posts materials on rtcwashoe.com	This posting will occur before any of the notices below are sent, posted or published.	The notices below will reference the locations of these materials.

ITEM 5.2 ATTACHMENT A

RTC		2/2/26	Email Notice RTC emails notice of the draft BIS and comment period to the Chamber of Commerce and certain trade associations.	NRS 237.080(1) requires that notice be sent to "chambers of commerce, trade associations or [and] owners and officers of businesses which are likely to be affected by the proposed rule." NRS 237.080(6) requires that the notice be sent by email using the "electronic mailing list" that Reno, Sparks and Washoe County are required to maintain. However, because anyone developing property might have to pay RRIF fees and would be affected, RTC is only going to email the notice to the Chamber of Commerce and certain trade associations whose members might be more likely to have an interest in the RRIF fees.	The notice will request that the Chamber of Commerce and trade associations share the notice with their members.
RTC		2/2/26	Publish Notice RTC publishes notice of the draft BIS and comment period	This notice is a good faith attempt to notice all potentially affected businesses pursuant to NRS 237.080.	Publication is not strictly required by statute.
RTC		2/2/26	Public Meeting Notice RTC provides public notice of the Joint Staff Level Public Meeting	RTC will provide notice of the meeting through its email notice (above) and publication of notice (above). RTC will also notice the meeting in the same way that it notices other presentations/workshops it holds for members of the public, and the same way that it would notice a public meeting pursuant to NRS chapter 241.	The meeting is not strictly statutorily required. This is not the "workshop" that a governing body is required to hold if two or more local chambers of commerce or trade associations request it under NRS 237.080(4). Instead, this meeting is a good faith outreach effort to solicit comment from affected businesses and provide notice of their opportunity to submit data or arguments pursuant to NRS 237.080(1). The BIS must set forth "the manner in which comment was solicited from the public." NRS 237.090(1)(a).
RTC		2/2/26	Start of 30 day comment period for data/arguments.	NRS 237.080(1) requires that the notices above must include "the date by which the data or arguments must be received... which must be at least 15 working days after the notification is sent." RTC will commit to a date that is 30 calendar days after the notices are sent.	The Email Notice, Published Notice, and Public Meeting Notice (above) will specify and start the 30 calendar day period.
RTC		2/18/25	Joint Staff Level Public Meeting RTC holds a RRIF Program meeting to solicit input from potentially affected businesses, and provide an opportunity for them to submit data or arguments.	See above.	The meeting will consist of a presentation from RTC staff, and an opportunity to answer questions and solicit comments from the public. This is not required by NRS chapter 237 (other than BIS needs to describe how comment was solicited), but it seems like the only reasonable way to say that notice and data/arguments - comment opportunity existed.
RTC		2/27/25	Directed Stakeholder Meeting(s) (if any) Upon request from the Chamber of Commerce or a trade association, RTC will hold a meeting to solicit input from that group and any potentially affected businesses that want to attend.	N/A	The meeting will consist of a presentation from RTC staff, and an opportunity to answer questions and solicit comments from the public. This is not required by NRS chapter 237 (other than BIS needs to describe how comment was solicited), but it seems like the only reasonable way to say that notice and data/arguments - comment opportunity existed.
RTC		3/4/26	End of 30 day comment period for data/arguments.	This will be the date specified in the notices above.	
RTC		3/5/26	RTC staff processes comments and prepares draft summary of data, arguments and comments and responses.		

ITEM 5.2 ATTACHMENT A

Program		3/9/26	RTC, Reno, Sparks and Washoe County meet and finalize the BIS, including the summary of data, arguments and comments and responses.	The BIS should be finalized, posted on RTC's website, and available for use before noticing of the planning commission and governing body meetings below.	<p>After the period for submitting data or arguments ends, the "governing body or designee" shall determine whether the proposed rule is likely to: (a) impose a direct and significant economic burden upon a business; or (2) directly restrict the formation, operation or expansion of a business. NRS 237.080(2). If no data or arguments were submitted, the governing body or its designee shall make its determination based on any information available. NRS 237.080(2). The BIS must include the information required by NRS chapter 237. As a practical matter, this determination will be made in the BIS.</p> <p>After making a determination pursuant to NRS 237.080(2), the "governing body or its designee shall prepare a [final draft of] a business impact statement." NRS 237.080(4). As a practical matter, the BIS will include all written comments and feedback received as attachments to the BIS.</p>
Reno, Sparks and Washoe County staff		???	Reno, Sparks and Washoe County provide regular notice of their Planning Commission Meetings	???	
Reno, Sparks and Washoe County staff; RTC presentation		???	<p>Planning Commission Meeting</p> <p>Convene as the Capital Improvements Advisory Committee (CIAC) and receive a presentation from the Regional Transportation Commission regarding the Regional Road Impact Fee (RRIF) Program and revisions to the RRIF General Administrative Manual (GAM), the RRIF Capital Improvement Plan (CIP), and the RRIF fees; recommend that the City Council adopt an ordinance to approve the 8th Edition RRIF GAM, the 8th Edition RRIF CIP, and revised impact fees.</p>	See above.	<p>This is the Planning Commission action required by NRS 278B.150. There is no special notice requirement for this meeting. For a report, RTC should prepare a report or other materials that satisfy all of the statutory requirements in NRS 278B.150.</p>
RTC		???	RTC completes the official, finalized revised CIP, land use assumptions, and fee schedule after action required by NRS 278B.150.	N/A	<p>Assuming there is no input or direction from the Planning Commissions that require revisions, the CIP will already be finalized for presentations to the governing bodies.</p>
Reno, Sparks and Washoe County staff		???	Reno, Sparks and Washoe County provide special notice of their Governing Body Meeting #1	NRS 278B.290 requires publication in a newspaper once a week for 2 weeks, with posting at the principal office of the local government and 3 other separate prominent places within the jurisdiction.	<p>This meeting will include two statutorily required actions: (1) a public hearing on revisions to the CIP and fees under NRS 278B.290; and (2) "consider" the BIS pursuant to NRS 237.090(1). The public hearing on revisions to the CIP and fees requires special notice at least 20 days before the hearing. NRS 278B.290. There is no special notice related to the BIS action.</p>
Reno, Sparks and Washoe County staff		???	Reno, Sparks and Washoe County provide regular notice of Governing Body Meeting #1	???	
Reno, Sparks and Washoe County staff; RTC presentation		???	<p>Governing Body Meeting #1</p> <p>Item X:</p> <p>X.1.Receive a presentation from the Regional Transportation Commission staff regarding the Regional Road Impact Fee (RRIF) Program and recommended revisions to the General Administrative Manual, the Capital Improvement Plan, and the impact fees.</p> <p>X.2.Hold a public hearing to discuss and review the revisions to the land use assumptions and the capital improvements plan and the imposition of revised impact fees as required by NRS 278B.290.</p> <p>X.3.Consider a Business Impact Statement as required by NRS 237.090(1).</p> <p>X.4.First reading of Ordinance No. ____ to approve the 8th Edition General Administrative Manual, the 8th Edition Capital Improvements Plan, and revised impact fees for the Regional Road Impact Fee Program and to amend Chapter ____ of the ____ Municipal Code.</p>	See above.	<p>NRS 237.090(1) states that the governing body must "consider" the BIS at least 10 days before adoption of rule. The adoption of the "rule" in this case will be the second reading of the ordinance so as long as the first and second reading are at meetings that are at least 10 days apart this requirement should be satisfied. The local jurisdictions will need to confirm that they agree with this interpretation and approach.</p>
Reno, Sparks and Washoe County staff		???	Reno, Sparks and Washoe County provide regular notice of Governing Body Meeting #2	???	
Reno, Sparks and Washoe County staff		???	<p>Governing Body Meeting #2</p> <p>Item X.1. Second reading and possible adoption of Ordinance No. ____ to approve the 8th Edition General Administrative Manual, the 8th Edition Capital Improvements Plan, and revised impact fees for the Regional Road Impact Fee Program and to amend Chapter ____ of the ____ Municipal Code.</p>	See above.	<p>NRS 278B.300 states that the City Council must "approve or disapprove the adoption of the revised capital improvements plan, the land use assumptions and the imposition of an impact fee within 30 days after the public hearing reflected in City Council Meeting #1.</p>

ITEM 5.2 ATTACHMENT A

RTC		???	The adoption of the ordinance starts the 30 Day objection period under NRS 237.100	No notice required.	NRS 237.100 states that an aggrieved business must file a petition of objection to the "rule" within 30 days after the "rule" is adopted by the governing body. NRS 237.100.
RTC		???	End of 30 day objection period under NRS 237.100	N/A	NRS 237.100 states that an aggrieved business must file a petition of objection to the "rule" within 30 days after the "rule" is adopted by the governing body. NRS 237.100.

Note, this schedule does not anticipate or reflect steps (and schedule impacts) that would be involved in the event: (1) a "workshop" is requested and needs to be held pursuant to NRS 237.080; and/or (2) a person files a petition objecting to all or a part of the rule (i.e., the ordinance approving the revised RRIF fee schedule) pursuant to NRS 237.100.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: January 22, 2026

AGENDA ITEM 5.3

To: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

From: Jeff Wilbrecht, P.E., Engineering Manager

RECOMMENDED ACTION

Receive a staff report and presentation on ongoing and outstanding Regional Road Impact Fee (RRIF) Waiver Agreements

BACKGROUND AND DISCUSSION

Regional Road Impact Fee (RRIF) waivers allow a Developer of Record to offset or fully waive fees otherwise owed by constructing or dedicating eligible regional roadway improvements on behalf of the RTC. Waivers are issued only through a formally approved Offset Agreement and are limited to the verified, actual costs of “Offset-Eligible Improvements” identified in the RRIF Capital Improvements Plan that the RTC would otherwise be responsible for funding. Once approved, RRIF fees assessed to the Development of Record are waived until the total waiver amount equals the approved offset-eligible costs, as documented in a Notice of RRIF Waiver. Waivers are expressed in dollars, tied to specific land uses within the Development of Record, and may not exceed the RRIF fees owed for that development.

To be eligible, proposed improvements must qualify as RRIF Capital Improvements, not site-related improvements associated with the development, and must meet RTC and local jurisdiction design standards, and be consistent with the scope and timing of projects identified in the RRIF Capital Improvements Plan. The process begins when the Developer of Record submits an application for RRIF waivers to the RTC RRIF Administrator, including plans, cost estimates, approved land uses, and supporting documentation. Applications are reviewed by RTC staff, legal counsel, and affected local governments, and the Offset Agreement must be approved by the RTC Board and participating jurisdictions.

Waivers are issued only after improvements are completed and accepted, or, if authorized, on an interim basis during construction, costs are verified, and all terms of the Offset Agreement are satisfied. If improvements are not completed or accepted, or if the developer defaults, any waived RRIF fees become due and payable.