

**CITY OF ELKO**  
**PLANNING COMMISSION**  
**SPECIAL MEETING MINUTES**  
**5:30 P.M., P.S.T., THURSDAY, JANUARY 3, 2019**  
**ELKO CITY HALL, COUNCIL CHAMBERS,**  
**1751 COLLEGE AVENUE, ELKO, NEVADA**

**CALL TO ORDER**

Jeff Dalling, Vice-Chairman of the City of Elko Planning Commission, called the meeting to order at 5:30 p.m.

**ROLL CALL**

**Present:**      **Evi Buell**  
                 **Ian Montgomery**  
                 **Jeff Dalling**  
                 **John Anderson**  
                 **Stefan Beck**  
                 **Tera Hooiman**

**Excused:**      **Vacancy**

**City Staff Present:**   **Scott Wilkinson, Assistant City Manager**  
                                 **Cathy Laughlin, City Planner**  
                                 **Bob Thibault, Civil Engineer**  
                                 **John Holmes, Fire Marshal**  
                                 **Shelby Archuleta, Planning Technician**

**PLEDGE OF ALLEGIANCE**

**COMMENTS BY THE GENERAL PUBLIC**

*There were no public comments at this time.*

**APPROVAL OF MINUTES**

December 4, 2018 – Regular Meeting **FOR POSSIBLE ACTION**

**\*\*\*Motion: Approve the minutes from the December 4, 2018 Planning Commission Meeting.**

**Moved by Evi Buell, Seconded by Stefan Beck.**

*\*Motion passed unanimously. (6-0)*

**I. NEW BUSINESS**

## **A. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS**

1. Review, consideration, and possible recommendation to City Council for Vacation No. 4-18, filed by Koinonia Construction, Inc. on behalf of Copper Trails, LLC, for the vacation of 5' of the existing 10' public utility and drainage easement along the southwesterly lot line of parcel referred to as APN 001-61J-028, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located generally on the southwest side of Copper Trail, approximately 427' northwest of Copper Street. (APN 001-61J-028)

Cathy Laughlin, City Planner, went over the City of Elko Staff Report dated December 20, 2018. Staff recommended conditional approval with the findings and conditions listed in the Staff Report.

Bob Thibault, Civil Engineer, had one clarification. The 10 foot easement was created by another map, prior to the Final Plat of this subdivision. It was a parcel map that put 10 foot easements all around the boundary line of the large parcel that this subdivision was cut out of. With that comment, Mr. Thibault recommended approval.

John Holmes, Fire Marshal, had no comments.

Scott Wilkinson, Assistant City Manager, recommended approval as presented by staff.

**\*\*\*Motion: Forward a recommendation to City Council to adopt a resolution, which conditionally approves Vacation No. 4-18 subject to the conditions listed in the City of Elko Staff Report dated December 20, 2018, listed as follows:**

1. **The applicant is responsible for all costs associated with the recordation of the vacation.**
2. **Written response from all non-City utilities is on file with the City of Elko with regard to the vacation in accordance with NRS 278.480(6) before the order is recorded.**

**Commissioner Buell's findings were the proposed vacation is in conformance with the City of Elko Master Plan Land Use Component. The proposed vacation is in conformance with the City of Elko Master Plan Transportation Component. The proposed vacation is in conformance with NRS 278.479 to 278.480, inclusive. The proposed vacation is in conformance with City Code 3-2-5 and 8-7.**

**Moved by Evi Buell, Seconded by Stefan Beck.**

**\*Motion passed unanimously. (6-0)**

2. Election of officers, and matters related thereto. **FOR POSSIBLE ACTION**

Pursuant to Section 3-4-3 A. of the City Code, the Planning Commission shall elect a Chairperson, Vice-Chairperson and Secretary in January every year.

Ms. Laughlin explained that the Commission could start by opening the floor up for nominations for Chair, select the Chair, move into Vice-chair, and then Secretary.

Commissioner Stefan Beck asked where David Freistroffer was.

Vice-Chairman Jeff Dalling explained that Mr. Freistroffer submitted his letter of resignation since he couldn't make the meetings any more.

Ms. Laughlin explained that the City Council would accept, or not accept, the resignation on January 8<sup>th</sup> and authorize staff to advertise for the vacancy of the position. We will do a two week advertisement and then bring back the letters of interest to the City Council for selection of the new Commissioner.

Commissioner Evi Buell asked if anyone wanted to be Chairman. She said she would do it.

Vice-Chairman Dalling said that he had enjoyed being the Chairman.

Commissioner Beck said he didn't want to be Chairman.

**\*Commissioner Tera Hooiman nominated Jeff Dalling for Chairman; a vote was taken and passed.**

**\*Vice-Chairman Jeff Dalling nominated Evi Buell for Vice-Chairman; a vote was taken and passed.**

**\*Commissioner Evi Buell nominated Tera Hooiman for Secretary; a vote was taken and passed.**

3. Review, consideration, and possible action to develop the Calendar Year 2019 Planning Commission Annual Work Program, and matters related thereto. **FOR POSSIBLE ACTION**

Each year the Planning Commission reviews the Annual Work Program. The work program gives the Planning Commission direction on various issues to address throughout the year.

Ms. Laughlin explained that this is the annual work program and it is considered every year in January. In the last two years Ms. Laughlin has simplified it. It used to have a variety of things in it and it was unrealistic. It has taken months to get some Ordinances approved and finalized. She has listed three things on the program. We are continuing to work on the Sign Ordinance, it is an ongoing project. She has started it, but ran out of time. She tries to catch up on it when she has time. The second item would be to review the zoning for RMH Districts and to revise the map. All of the RMH Districts on the GIS Map is a lump sum as RMH, it is not listed as RMH-1, RMH-2, RMH-3, or RMH-4. We have started on that process, and have started going through

how each of the subdivisions were created. That will be brought back to the Commission as a proposed change to the mapping and some changes to the RMH Districts. The third thing is to revise the Planning and Zoning Applications. We started that. We revised all the applications, sent them to legal counsel for review, but we haven't had a change to go through and work through some of the issues and concerns that the legal counsel had with the applications and with them in relation to the Code. We will continue to work on that and get the applications more streamlined and accurate in what our requirements are. It is open for Commissioners to recommend changes, additions, deletions, or whatever they would like to see on the Work Program.

Commissioner Beck said he had not kept up with this, but he thought they all sounded like good projects.

Vice-Chairman Dalling said the Sign Code was a tough one. There is so much grey area. He said his only thought was on the training. Last he talked to Curtis, he said he would line out the budget to give the Commissioner's training, and not just on ethics.

Ms. Laughlin said as far as Planning Commission training, she hasn't found any to send anyone to. She searches all of the Planning magazines. The American Planning Association, their Nevada Chapter Conference, Ms. Archuleta and Ms. Laughlin attended and there was not a thing at the conference that would have benefitted the Planning Commissioners. They were not classes that would help Commissioners understand what a Planning Commission should be doing. We have talked about training to help understand the Code and the Master Plan better. That is something that we can do, but Ms. Laughlin didn't think it should be a part of the meetings. We are working on one other presentation on communication. The American Planning Association, their Annual Conference and their Nevada State Chapter, she didn't find any classes that would pertain to Planning Commissioners.

Commissioner Buell asked if that item existed in the budget, if it would be possible to put together a library. She was aware of a few texts that she had used in regards to Planning and Urban Development that might be helpful.

Vice-Chairman Dalling felt that the more educated they were as a Commission is better for Staff and for the City.

Ms. Laughlin said she had been searching for months and hadn't found anything.

Vice-Chairman Dalling thought they could even allocated some money for books every month.

Ms. Laughlin said she had even looked for webinars. Webinars are specifically focused on certain aspects of Planning.

Mr. Wilkinson asked if Ms. Laughlin ever came across anything the dealt with long range planning. There are two different types long range planning and short range planning. Short range planning deals with variances and those type of applications. Subdivisions get into long range planning, but true long range helps with annexations and understanding the obligations that the City already has with regard to the tremendous amount of vacant area that is annexed that the City is not serving with utilities yet. More to that point the City has developed the Development

Report, which is included by reference into the Master Plan, which deals with the long range planning for the City of Elko. It's a plan that the Planning Commission should be familiar with. If there are any courses that Ms. Laughlin comes across for long range planning those would be beneficial.

Ms. Laughlin stated that she had been looking for those as well. The majority of those are put on by large municipalities, so they don't relate to a rural community.

Mr. Thibault pointed out that there was a lot of stuff available on the City's website that he thought would be helpful. The City Code was one of them, Chapter 3 Zoning.

Commissioner Hooiman said something that helped her when she first started was list of definitions.

Ms. Laughlin explained that that was a section in the City Code, Section 3-2-2 Definitions.

Commissioner Buell said one thing she was hoping they could have on the radar, especially as they are working on filling in some spaces, is how they are allocating space for potential future trails through town, and pedestrian, bicycle, multi-use pathways. She thought that would be a big amenity going forward, but she wasn't sure where that fit.

Ms. Laughlin said there was a section in the Master Plan on that.

Mr. Wilkinson said those were some areas of the Master Plan that don't get a lot of attention. It may be beneficial for someone to take a look at it.

Vice-Chairman Dalling asked if anyone else had any questions or thoughts.

Mr. Wilkinson explained that in the Master Plan there is a list of projects. Those are areas we want to execute on.

Commissioner Hooiman said last year they had started having different Commissioners that had been assigned to different committees, and they had people come to the meetings and give a small report on what the committees were doing. She thought that was something that they could look at and start doing again.

Vice-Chairman Dalling said he attends the RAC and the RDA Meetings.

Commissioner Buell asked what sort of meetings they would like to have coverage on.

Commissioner Hooiman said the RDA and the RAC

Ms. Laughlin said that Mr. Dalling was on the RAC, so he could report on the RAC Meetings, which are quarterly. The City Council makes up the RDA and they meet whenever there are action items, they don't have a set schedule. She wasn't sure what other committees the Commission would be interested in.

Commissioner Hooiman said she wasn't sure, but she enjoyed getting the feedback from everyone. Sometimes those meetings can influence the Commission's decisions.

Mr. Wilkinson thought it would be a good idea for Ms. Laughlin to give a presentation on the RDA. There is an RDA Plan. The RDA, at the advice of the RAC, has taken a lot of action that have us on target to execute in steps. It's really about the Corridor, because the Corridor is the project for the Redevelopment. There is a road map and that would be something that Cathy could put together presentation on, on what those actions have resulted in.

Vice-Chairman Dalling said he was good with what they have on the Program.

Commissioner Buell asked if there was anything that staff is looking to get onto.

Ms. Laughlin said they were looking at a possible revision to the Feasibility Annexation Potential study that was done in 2012. That could take months. She didn't foresee anything else.

**\*\*\*Motion: Approve the Elko Planning Commission 2019 Work Program as presented by staff.**

**Moved by Evi Buell, Seconded by Stefan Beck.**

***\*Motion passed unanimously. (6-0)***

## **II. REPORTS**

### **A. Summary of City Council Actions.**

*Ms. Laughlin reported that the Great Basin Final Plat and their Performance Agreement had been tabled for the last several City Council Meetings. The reason for that is there is a Cease and Desist Order on that subdivision right now from NDEP. We are waiting for that to be lifted for Phase 3, Phase 2 was lifted today. Once that is lifted it will continue with the City Council. The Planning Department will have 9 or 10 items on the January 8<sup>th</sup> City Council Agenda. One will be to accept the resignation of David Freistroffer. Three of those applications are in relation to the Komatsu project, a Vacation, Deed of Dedication, and a Reversion to Acreage. After that all of the applications for Komatsu will be complete. The Vacation for AM Engineering will also be on there. There are a few other minor applications.*

### **B. Summary of Redevelopment Agency Actions.**

*Ms. Laughlin reported that there would be a RAC Meeting at the end of the month. They will be working on the Block End designs for their next project. They are accumulating enough money to move into the next project. The Centennial Park Expansion Project is complete, so the next project will be the Block Ends.*

*Vice-Chairman Dalling said that the RDA is spending money and getting results. They are accomplishing tangible items. He thought it was moving pretty well.*



*Ms. Laughlin said the Storefront Program applications are accepted from Jan 1<sup>st</sup> to March 30<sup>th</sup>.*

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Preliminary agendas for Planning Commission meetings.

*Ms. Laughlin reported that Tower Hills Phase 2 Final Map has been submitted for the February Meeting. It has been nice to have the timeline extended to 42 days prior to the meeting. Staff doesn't feel like they are rushing to get it out. We will be presenting the year-end review report. In 2018 the application numbers are up, as well as the revenues. That will be going to City Council after the Commission reviews it. There will be Ethics Training on Tuesday.*

E. Elko County Agendas and Minutes.

F. Planning Commission evaluation. General discussion pertaining to motions, findings, and other items related to meeting procedures.

G. Staff.

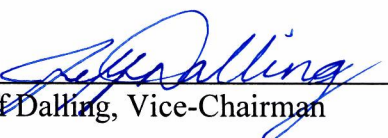
**COMMENTS BY THE GENERAL PUBLIC**

*There were no public comments at this time.*

**NOTE:** The Chairman or Vice Chairman reserves the right to change the order of the agenda and if the agenda is not completed, to recess the meeting and continue on another specified date and time. Additionally, the Planning Commission reserves the right to combine two or more agenda items, and/or remove an item from the agenda, or delay discussion relating to an item on the agenda at any time.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

  
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Jeff Dalling, Vice-Chairman

  
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Tera Hooiman, Secretary