

CITY OF ELKO
PLANNING COMMISSION
SPECIAL MEETING MINUTES
5:30 P.M., P.S.T., THURSDAY, JANUARY 4, 2018
ELKO CITY HALL, COUNCIL CHAMBERS,
1751 COLLEGE AVENUE, ELKO, NEVADA

CALL TO ORDER

Aaron Martinez, Chairman of the City of Elko Planning Commission, called the meeting to order at 5:30 p.m.

ROLL CALL

Present: Aaron Martinez
 David Freistroffer
 Jeff Dalling
 Kevin Hodur
 Stefan Beck
 Tera Hooiman

Excused: John Anderson

City Staff: Scott Wilkinson, Assistant City Manager
 Jeremy Draper, Development Manager
 Cathy Laughlin, City Planner
 John Holmes, Fire Marshal
 Shelby Archuleta, Planning Technician

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

There were no public comments made at this time.

APPROVAL OF MINUTES

December 5, 2017 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve the meeting minutes from December 5, 2017.**

Moved by Jeff Dalling, Seconded by Kevin Hodur.

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

I. NEW BUSINESS

A. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review, consideration, and possible action to initiate an amendment to the City of Elko district boundary, specifically APN 001-200-002, removing the R (Single-Family Multi-Family Residential) Zoning District and replacing it with the PQP (Public, Quasi-Public) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

Cathy Laughlin, City Planner, explained that this is part of the process of trying to clean up several of the areas within the City that are inappropriately zoned. Staff feels that this parcel, owned by the City of Elko, is inappropriately zoned as Residential; it should be PQP. The Master Plan calls the entire area Public. This initiation would allow the City of Elko as the applicant to apply for a rezone for the parcel that the City of Elko owns, which is the old Police Department parcel. Staff proposes it be PQP, which would allow for the City to move forward with that parcel in the future.

*****Motion: Initiate an amendment to the City of Elko district boundary and direct staff to bring it back as a public hearing as presented.**

Moved by David Freistroffer, Seconded by Kevin Hodur.

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

2. Review, consideration, and possible action to develop the Calendar Year 2018 Planning Commission Annual Work Program, and matters related thereto. **FOR POSSIBLE ACTION**

Ms. Laughlin wanted to go over what was in the 2017 Work Program. It consisted of the completion of the Residential Business District, which was completed. It also had revising the Sign Ordinance, which has been started, complete the Zoning Ordinance Amendment 1-16, which is on hold, and review Zoning for residential parking in the Corridor, which was not started and is not proposed in the 2018 Work Program. Moving Forward the Planning Commission should take into consideration even though those items were on the work program and we only show that we completed one of them, there were other projects started in 2017 that were not part of the work program. One of those was Ordinance 825, which was adding Section 3-2-29 for the marijuana establishments, Ordinance 818, which was the Home Occupation Zoning Amendment, and Master Plan Amendment 1-17, which took a great amount of time and we expanded that beyond the Land Use and Transportation Components; we added in the maps and other pages. We also did revisions to the Planning Department Applications and fee schedules. Those are things that we completed that were not part of the 2017 Work Program. Even the Residential Business District took a little longer. What Ms. Laughlin is proposing is at the pleasure of Planning Commission, because it is their work program and it is for them to direct staff and give input on what they would like to see worked on in 2018. The proposal is to continue to revise the Sign Ordinance, it has been started, Ms. Laughlin has a thick file on it, and it has been requested to have a committee started for that. She was just trying to get everything organized before the committee is started. Staff is also in the process of reviewing the Zoning for the RMH Districts, which is the Manufactured Home Districts. Staff would like to revise the map. That is a huge undertaking that has been started. In the revision of the map each

subdivision is looked at, how it was created, what type of park it is, looking back at the mapping and CCNR's, and everything. The way the Zoning Map currently reads is it just shows RMH. Staff would like to get the RMH Districts cleared up and the map revised. Staff would also like to review and revise 3-3 the Subdivision section of the Code, which Mr. Wilkinson had already started on. Staff would like to complete the Planning and Zoning Applications and Fee schedule as well. Those are the four items that are proposed for the 2018 Work Program.

Commissioner Jeff Dalling thought it looked great. He wanted the Planning Commission to get some planning training, not so much ethics, conduct, or open meeting law.

Ms. Laughlin said she continues to watch the Nevada Chapter of Planning and all the Planning magazines for somewhere close to have some type of training. This year's training is in New Orleans.

Commissioner Dalling thought it would be nice for them to be a little more educated and knowledgeable about what they are doing.

Chairman Aaron Martinez asked if the Planning and Zoning Fees were a part of the fee modification that they had already went through, and if they anticipated going into that further.

Ms. Laughlin said it was, and it was in the final stages now. At the last City Council meeting in December they directed Staff to go into the Business Impact Statement and that will be a public hearing on January 9th. Once the public hearing of the Business Impact Statement has been done then it will go back to City Council one more time for finalization. The Commission has not seen the application revisions. Staff has gone through those applications and they are now with Legal Counsel. The applications will not be coming to the Commission.

Chairman Martinez said the schedule had not been accepted and until the Business Impact Statement results come back it is on hold.

Ms. Laughlin said she was anticipating it would be accepted and the Resolution adopted in February.

Chairman Martinez asked if Ms. Laughlin was looking for someone from the Planning Commission to champion the Sign Ordinance Committee.

Ms. Laughlin said she hadn't put much thought into it. She had been vetting different communities and their Sign Ordinances to try to see what direction to go. Reece Keener approached Ms. Laughlin about having a committee. She wanted to go through her file first and get a draft started first before starting the committee. It will be a complete re-write of the entire section of the Code.

Scott Wilkinson, Assistant City Manager suggested checking the NRS, as it pertains to Planning Commissions, to determine how, or if, a committee can be created to do work and bring it back to the Planning Commission. We will have to comply with the NRS however we approach it.

Chairman Martinez said with it being on the Planning Commission's Work Program; a special committee will be dictating a lot of decisions that will be presented to the Planning Commission.

He thought it would be like taking the Commission out of the process; to only come from a review standpoint versus a conception standpoint.

Ms. Laughlin thought it would be similar to when they did the Residential Business District.

Mr. Wilkinson wasn't sure that they could create committees.

Chairman Martinez stated that the Planning Commission wanted to be involved based on it being on their work program.

Mr. Wilkinson said if a committee was created the Planning Commission would create that committee. If the Planning Commission is unable to delegate that type of work, then we will do it as staff administratively. Then the Planning Commission can designate somebody to be a point for the Commission to work day to day with staff. The Planning Commission is a different advisory board, which is governed under the NRS. He wasn't sure they could create a community committee that gets involved. They may need to just show up to the public hearings and the Planning Commission Meetings.

Chairman Martinez suggested that the Planning Commission could host a workshop, or two.

Mr. Wilkinson said they will figure it out and the Planning Commission will be involved in all of the decisions along the way.

Commissioner David Freistroffer asked if the intent from Council was to get community business members to work on it.

Ms. Laughlin said she wasn't sure. She told Mr. Keener that she would have to read into NRS and see if they could do that. Ms. Laughlin also added that this would go to the City Council for their review as well.

*****Motion: Approve the Elko Planning Commission 2018 Work Program as provided by Cathy Laughlin.**

Moved by Jeff Dalling, Seconded by David Freistroffer.

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

II. REPORTS

A. Summary of City Council Actions

Ms. Laughlin reported at the December 12th City Council meeting they talked about the Business Impact Statement. For the upcoming meeting on January 9th there will be a Public Hearing on the Master Plan Amendment, they have to have a majority vote for approval. If they request any amendments, it will come back to the Planning Commission. If they approve it by majority, it will be final at that time. The City

Council will also consider the recommendation from the Planning Commission on the Marijuana Establishment Ordinance, which will also be a public hearing. The City Council will also have a Public Hearing on an Appeal that was filed by Lyfe Recovery on the Planning Commission's denial of the halfway house. They will also conduct the Public Hearing of the Business Impact Statement for the Planning and Zoning fees. If they approve that, then it will go to one more final meeting.

B. Summary of Redevelopment Agency Actions

Ms. Laughlin reported that there will be an RDA meeting on January 9th. The only item on the agenda is a change order funding consideration. On January 25th there will be a RAC meeting and there is currently nothing on the agenda. The 2018 Storefront Grant Program is underway and applications will be accepted until March 30th.

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Preliminary agendas for Planning Commission meetings

E. Elko County Agendas and Minutes

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

Ms. Laughlin reminded the Commissioners that they had received an email from Shanell in regards to submitting their financial statements.

G. Staff

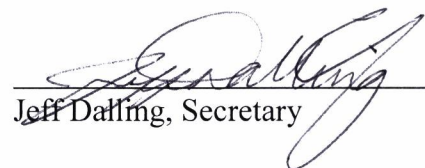
COMMENTS BY THE GENERAL PUBLIC

There were no public comments made at this time.

ADJOURNMENT

There being no further business, the meeting was adjourned.


Aaron Martinez, Chairman


Jeff Darling, Secretary