

**CITY OF ELKO**  
**PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
**5:30 P.M., P.S.T., TUESDAY, FEBRUARY 2, 2021**  
**ELKO CITY HALL, COUNCIL CHAMBERS,**  
**1751 COLLEGE AVENUE, ELKO, NEVADA**  
**<https://global.gotomeeting.com/join/865213653>**

**CALL TO ORDER**

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

**ROLL CALL**

**Present:**       **Jeff Dalling**  
                  **Giovanni Puccinelli**  
                  **John Anderson**  
                  **Gratton Miller**  
                  **Mercedes Mendive**  
                  **Tera Hooiman (arrived at 5:34 pm)**

**Excused:**       **Stefan Beck**

**City Staff Present:**   **Scott Wilkinson, Assistant City Manager**  
                          **Cathy Laughlin, City Planner**  
                          **Michele Rambo, Development Manager**  
                          **Bob Thibault, Civil Engineer**  
                          **Jamie Winrod, Fire Marshal**  
                          **Shelby Knopp, Planning Technician**

**PLEDGE OF ALLEGIANCE**

**COMMENTS BY THE GENERAL PUBLIC**

*There were no public comments made at this time.*

**APPROVAL OF MINUTES**

January 5, 2021 – Regular Meeting **FOR POSSIBLE ACTION**

**\*\*\*Motion: Approve the Meeting Minutes from the January 5, 2021 regular meeting.**

**Made by Gratton Miller, Seconded by Giovanni Puccinelli.**

*\*Motion passed unanimously. (5-0)*

**I. NEW BUSINESS**

## **A. PUBLIC HEARING**

1. Review and consideration of Tentative Map 12-20, filed by Jordanelle Third Mortgage, LLC for the development of a subdivision entitled Zephyr Heights involving the proposed division of approximately 25.109 acres of property into 70 lots for residential development within the R (Multiple-Family and Single-Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located on the east side of E Jennings Way generally north of the intersection with Puccinelli Parkway. (APN 001-562-010)

### **Commissioner Tera Hooiman arrived.**

Scott MacRitchie, Jordanelle Third Mortgage, 1947 Amber Way, explained that this was a 70 unit project across from Jim Winer's project at The Pointe. He stated that he was available for any questions.

Michele Rambo, Development Manager, went over the City of Elko Staff Report dated January 19, 2021. Staff recommended conditional approval with the conditions and findings listed in the Staff Report. She explained that there would need to be a Modification of Standards approved for Lots 47 and 48 for the lot widths, as well as for the double frontage lots along E. Jennings Way.

Cathy Laughlin, Planning Department, recommended conditional approval as presented by staff.

Bob Thibault, Engineering Department, went over the Engineering Department Conditions that were listed in the Staff Report.

Jamie Winrod, Fire Marshal, went over the Fire Department Condition that was listed in the Staff Report. She explained that the Note section on Sheet 2 complies with the Fire Code for the radius of the turn around, but the map measurements do not.

Scott Wilkinson, Assistant City Manager, stated that he had a question on the turnaround radius. He asked if that issue would impact the lot depths. He added that the Planning Commission's motion would need to include a Modification of Standards for the double frontage lots. Ms. Rambo could add some clarification on that. Mr. Wilkinson also explained that the street naming would have to be addressed at this meeting. The Planning Commission will need to consider the street names. Mr. Wilkinson stated that all the changes to the map would have to be corrected before the City Council considers the Tentative Map. He wanted to start with the radius change. He asked if that would impact minimum lot depths.

Mr. MacRitchie explained that they wouldn't impede the lots with the turnaround.

Mr. Wilkinson thought it had to do with one of the cul-de-sacs, so he said that wouldn't apply. He stated that they would need a Modification of Standards. The Planning Commission has to determine why the double frontage lots are being approved, which would be Lots 48 through . A finding for the Planning Commission for approving those double frontage lots is that proposed

layout of the subdivision best utilizes the acreage available. If there weren't lots in that area, there would be a huge weed strip. Mr. Wilkinson thought that the Planning Commission could determine that the proposed subdivision layout makes the best use of the property and that as a result of that Lots 48 through 61 would be double frontage lots with restricted access, or no access, to Jennings Way. The Planning Commission will also need to work with the developer to determine what the street names are going to be, and have those be a part of the motion.

Mr. MacRitchie asked if they needed to have an acceptable street name tonight in order to move forward.

Mr. Wilkinson thought the Planning Commission had to consider the street names.

Mr. Thibault explained that he had an email from Tom Ballew that proposed Orovada Lane in the place of Virginia Lane and Mesquite Way in the place of Paradise Way. Mr. Thibault said he looked those up and they were acceptable and they don't conflict with any other existing names.

Mr. MacRitchie said they would have to change the map, but it was an easy change.

Mr. Wilkinson thought if Mr. Thibault was good with those street names they could be included in the consideration by the Planning Commission.

Mr. Thibault said he was good with those street names.

Ms. Laughlin pointed out that staff wanted to restrict access for Lot 1, which is a corner lot, to the new street, because it is a double frontage lot.

Ms. Rambo stated that the Staff Report listed it as Lots 1 and 48 through 61. Lots 47 and 48 need the Modification because of the width.

Chairman Jeff Dalling asked Mr. Wilkinson if he had any other concerns.

Mr. Wilkinson said no, but he was wondering if he had the most current Staff Report. As long as the double frontage lots were included in the motion, along with the street naming it should be fine.

Chairman Dalling asked Mr. MacRitchie if he was ok with everything that had been discussed.

Mr. MacRitchie said he was. He added that since Mr. Ballew wasn't present he would make sure that once the new street names were approved that the map would be updated, as well as with the other information that was requested.

**\*\*\*Motion: Forward a recommendation to City Council to conditionally approve Tentative Map No. 12-20 subject to the conditions found in the City of Elko Staff Report dated January 19, 2021, listed as follows:**

**Development Department:**

- 1. The associated Rezone 06-20 must be approved and in effect prior to submittal of the Final Map.**

2. **The subdivider is to comply with all provisions of the NAC and NRS pertaining to the proposed subdivision.**
3. **Tentative Map approval constitutes authorization for the subdivider to proceed with preparation of the Final Map and associated construction plans.**
4. **The Tentative Map must be approved by the Nevada Department of Environmental Protection prior to submitting for Final Map approval by the City of Elko.**
5. **Construction plans must be approved by the Nevada Department of Environmental Protection prior to issuance of a grading permit.**
6. **Tentative Map approval does not constitute authorization to proceed with site improvements.**
7. **The applicant must submit an application for Final Map within a period of four (4) years in accordance with NRS.360(1)(a). Approval of the Tentative Map will automatically lapse at that time.**
8. **A soils report is required with Final Map submittal.**
9. **A hydrology report is required with Final Map submittal.**
10. **Final Map construction plans are to comply with Chapter 3-3 of City code.**
11. **The subdivision design and construction shall comply with Title 9, Chapter 8 of City code.**
12. **The Utility Department will issue an Intent to Serve letter upon approval of the Tentative Map by the City Council.**
13. **A modification from standards be approved by City Council for Lot 47 and 48 to allow for shorter-than-required front lots widths.**
14. **A note shall be added to the Final Map stating that no lots are allowed to face onto, or have direct access to, E Jennings Way.**
15. **Any slopes greater than 3:1 within the City right-of-way shall be rip-rapped.**

**Engineering Department:**

16. **Select a new name for Paradise Way. There is already a Paradise Drive in Elko. Reusing names can create confusion.**
17. **Please choose a new name for Virginia Lane. There is already a Virginia Way in Elko.**

18. Label the Centerline Curve at the northeasterly bend in Tahoe Rd.
19. Provide bearings along lot lines of Lots: 11-37 and 62-70.
20. Label the curve on Lot 1.
21. Add a note "No Lots will be allowed direct access to East Jennings Way."
22. At the north end of East Jennings Way, extend all utilities a minimum of 10' beyond the end of the asphalt.
23. On the west side of Jennings, across from Tahoe Rd, relocate the storm drain lateral so that it does not line up with the future ADA ramp, and a catch basin can be placed on that lateral when the other half of the road is built.
24. Relocate the mail box on Lot 17, to be closer to the street light, and away from the middle of the lot.
25. Along Incline Avenue, revise the grading along the side lot lines so the crest of the slope is at the lot line, to prevent cross lot drainage.
26. On the grading plan, label all slopes as 2:1 or 3:1, etc.
27. As part of the final design, all slopes steeper than 3:1 will require stabilization in accordance with our Best Management Practices Handbook, to include velocity dissipation devices, and stabilization practices designed to be used on steep grades.

**Public Works Department:**

28. All public improvements to be installed at time of development per Elko city code. See memo from Community Development. If any landscaping is proposed in the ROW, it shall be maintained by the developer.

**Fire Department:**

29. The temporary cul-de-sac turnaround at the end of E Jennings Way will need to be a minimum of 96' in diameter. The notes section on sheet 2 complies, however map measurements do not.

Commissioner Puccinelli's findings to support the recommendation were the proposed subdivision and development is in conformance with both the Land Use and Transportation Components of the Master Plan as previously discussed in this report. The proposed subdivision and development does not conflict with the Airport Master Plan; the City of Elko Development Feasibility, Land Use, Water Infrastructure, Sanitary Sewer Infrastructure, Transportation Infrastructure, and Annexation Potential Report – November 2012; the Wellhead Protection Program; or applicable sections of the Elko City Code. The proposed subdivision complies with Section 3-3-5(E)(2)(a)-(k) as discussed in this report and as required by Section 278.349(3) of the Nevada Revised Statutes. The

proposed subdivision complies with all other relevant sections of City Code with the exception of:

- a. Lots 47 and 48 are located on the outside curve of 90 degree turns and have short front lot widths. A modification of standards is required to make these lots conform. Planning Commission finding that it was in the best design possible considering the lot layout and street design.
- b. Lots 1 and Lots 48 to 61 are designed with double-frontage on East Jennings Way, currently designated as a Minor Arterial street. The subdivision has been designed so that all lots will front onto interior residential streets, not allowing access to East Jennings Way. Based on the shape and topography of the site, this design promotes the highest and best use of the property. A modification of standards is required to allow these double-frontage lots.

Street names approved by Planning Commission with Paradise Way to be replaced with Mesquite Way and Virginia Lane to be replaced with Orovada Lane.

The property is not located within the Redevelopment Area. Therefore, there is no conflict with the Redevelopment Plan.

Made by Giovanni Puccinelli, seconded by Tera Hooiman.

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

2. Review, consideration and possible recommendation to City Council for Rezone No. 6-20, filed by Jordanelle Third Mortgage, LLC, for a change in zoning from R (Single Family and Multiple Family Residential) and R1 (Single Family Residential) to R (Single Family and Multiple Family Residential) Zoning District, approximately 26.607 acres of property, to allow for residential development, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located on the east side of E Jennings Way generally north of the intersection with Khoury Lane. (APN 001-562-010). The parcel currently has two zone districts.

Ms. Laughlin went through the City of Elko Staff Report dated January 12, 2021. Staff recommended approval with the findings listed in the Staff Report.

Ms. Rambo had no other comments or conditions.

Mr. Thibault recommended approval as presented by staff.

Ms. Winrod had no comments and recommended approval.

Mr. Wilkinson had no comments or concerns.

**\*\*\*Motion: Forward a recommendation to City Council to adopt a resolution which approves Rezone No. 6-20.**

**Commissioner Miller's findings to support the recommendation were the proposed zone district is in conformance with the Land Use Component of the Master Plan. The proposed**

zone district is compatible with the Transportation Component of the Master Plan and is consistent with the future transportation infrastructure. The proposed zone district and resultant land use is in conformance with City Wellhead Protection Plan. The proposed zone district is in conformance with Elko City Code Section 3-2-4(B). The proposed zone district is in conformance with Elko City Code Section 3-2-5. The application is in conformance with Elko City Code 3-2-21. The proposed zone district is not located in a designated Special Flood Hazard Area (SFHA). Development under the proposed zone district will not adversely impact natural systems, or public/federal lands such as waterways, wetlands, drainages, floodplains, etc., or pose a danger to human health and safety.

Made by Gratton Miller, seconded by Giovanni Puccinelli.

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

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

1. Review, consideration, and possible action on the 2020 Annual Report of Planning Commission activities. **FOR POSSIBLE ACTION**

Pursuant to City Code Section 3-4-23, the Planning Commission is required to prepare and present an annual report of its activities to the City Council.

Ms. Laughlin went through the 2020 Annual Report of Planning Commission Activities.

**\*\*\*Motion: Approve the 2020 Annual Report of Planning Commission Activities as presented, and forward a recommendation to City Council to approve the report.**

Made by Giovanni Puccinelli, seconded by Mercedes Mendive.

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

## **II. REPORTS**

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

*Ms. Laughlin reported that at the January 12<sup>th</sup> meeting the City Council approved the annual appraiser list, the 2021 Planning Commission Work Program, Final Map 11-20 for Copper Trails and the Performance Agreement, and they approved a purchase and sale agreement for some property the City will be purchasing along the HARP Trail. The City Council also approved an amendment to the Cambridge Estates Performance Agreement, the Master Plan Amendment Resolution, and Resolution 27-20 for the Grace Baptist Church Vacation. At the January 26<sup>th</sup> meeting the City Council accepted the public improvements for Aspen Heights and they approved Resolution 3-21 for the Rezone for the Elko Institute of Academic Achievement. The City Council meeting that was scheduled for February 9<sup>th</sup> was pushed to the 11<sup>th</sup>, due to scheduling conflicts at the Convention Center.*

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

*Ms. Laughlin reported that the RDA had a project out to bid right now, which will be awarded at the RDA Meeting on February 23<sup>rd</sup>. It is for the Block Ends Project, for 4<sup>th</sup> Street, 5<sup>th</sup> Street, and 6<sup>th</sup> Street. There will also be several other items on the RDA Agenda for the 23<sup>rd</sup> of February.*

*Commissioner Miller asked exactly what the Block End Project was.*

*Ms. Laughlin explained that there would be some landscaping and some infrastructure, such as curb, gutter, sidewalk, storm drain work, lighting, and irrigation. Each block end will also include an area that can be used to display an art piece and lighting. It is a beautification project for those three block ends of the Downtown Area.*

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Miscellaneous Elko County

E. Training

*Ms. Laughlin pointed out that there was a training included in the packet this month. She also mentioned that with all the changes that the City of Elko has had to do through COVID, we have purchased a new program for Agenda Management. With the new program the agendas would no longer be sent to the Commissioners through the Egnyte app on their tablets. There will be a new app, but it is not compatible with the Android operating system, so the Planning Commissioners would all be receiving iPads.*

## COMMENTS BY THE GENERAL PUBLIC

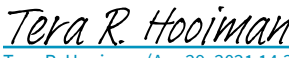
*There were no public comments made at this time.*

**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.

  
[Jeff Dalling \(Apr 29, 2021 10:16 PDT\)](#)  
Jeff Dalling, Chairman

  
[Tera R. Hooiman \(Apr 29, 2021 14:32 PDT\)](#)  
Tera Hooiman, Secretary