

CITY OF ELKO
PLANNING COMMISSION
REGULAR MEETING MINUTES
5:30 P.M., P.S.T., TUESDAY, FEBRUARY 4, 2020
ELKO CITY HALL, COUNCIL CHAMBERS,
1751 COLLEGE AVENUE, ELKO, NEVADA

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: **Evi Buell**
 Giovanni Puccinelli
 Jeff Dalling
 John Anderson
 Stefan Beck
 Tera Hooiman
 Gratton Miller (*arrived at 5:39 p.m.*)

City Staff Present: **Scott Wilkinson, Assistant City Manager**
 Cathy Laughlin, City Planner
 Michele Rambo, Development Manager
 Bob Thibault, Civil Engineer
 Matthew Griego, Fire Chief
 Shelby Archuleta, Planning Commissioner

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

There were no public comments made at this time.

APPROVAL OF MINUTES

January 7, 2020 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve the January 7, 2020 Planning Commission Meeting Minutes as presented.**

Moved by Evi Buell, Seconded by Tera Hooiman.

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

I. NEW BUSINESS

A. PUBLIC HEARING

1. Review, consideration, and possible action of Conditional Use Permit No. 12-19, filed by Koinonia Development, LP which would allow for a townhome development within a CT (Commercial Transitional) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located generally on the south side of N. 5th Street, across from Mary Way. (APNs 001-610-096, 001-610-097, 001-610-098, 001-610-099)

Cathy Laughlin, City Planner, went over the City of Elko Staff Report dated January 7, 2020. Staff recommended approval with the findings and conditions listed in the staff report.

Commissioner Gratton Miller arrived at 5:39 p.m.

Michele Rambo, Development Manager, had no comments.

Bob Thibault, Civil Engineer, recommended approval as presented by staff.

Matt Griego, Fire Chief, had no concerns.

Scott Wilkinson, Assistant City Manager, had no comments or concerns.

*****Motion: Conditionally approve Conditional Use Permit No. 12-19 subject to the conditions in the City of Elko Staff Report dated January 7, 2020, listed as follows:**

1. The CUP 12-19 shall be personal to the permittee and applicable only to the submitted application conforming to the exhibits as presented.
2. Landscaping shall be installed and not obstruct the view of oncoming traffic at the intersections. Home Owner's Association is to provide such maintenance and care as is required to obtain the effect intended by the original landscape plan for the development.
3. CUP 12-19 to be recorded with the Elko County Recorder within 90 days after commencement of work.
4. The permit shall be personal to the permittee, Koinonia Development, LP and applicable only to the specific use of multiple family residential and to the specific property for which it is issued. However, the Planning Commission may approve the transfer of the conditional use permit to another owner. Upon issuance of an occupancy permit for the conditional use, signifying that all zoning and site development requirements imposed in connection with the permit have been satisfied, the conditional use permit shall thereafter be transferable and shall run with the land, whereupon the maintenance or special conditions imposed by the permit, as well as compliance with other provisions of the zoning district, shall be the responsibility of the property owner.
5. Guest parking to be for guest vehicles only, no RV parking allowed on site.
6. All parking lot lighting is to be shielded or cut-off design.
7. An illumination schedule is required to ensure lighting is adequate for safety with minimal impact to adjacent properties.

8. There shall not be any placement of any mail gang boxes or kiosks in association with this complex placed in the city's right of way and shall remain internal to the complex
9. The exterior of the building shall be compatible with surrounding areas and shall be similar to what is presented in the application.
10. The common areas are to be maintained in an acceptable manner at all times.

Commissioner Buell's findings to support the motion were the proposed development is in conformance with the Land Use Component of the Master Plan. The proposed development is in conformance with the existing transportation infrastructure and the Transportation Component of the Master Plan. The site is suitable for the proposed use. The proposed development is in conformance with the City Wellhead Protection Program. The proposed use is in conformance with City Code 2-2-9 (B) CT Commercial Transitional Zoning District and meets the required setbacks. The proposed development is in conformance with 3-2-3, 3-2-4, 3-2-17, 3-2-18, and 3-8 of the Elko City Code.

Moved by Evi Buell, Seconded by Tera Hooiman.

**Motion passed unanimously. (7-0)*

2. Review and consideration of Tentative Map No. 14-19, filed by Koinonia Development, LP, for the development of a subdivision entitled Mountain View Town Homes involving the proposed division of approximately 3.24 acres of property into 44 lots for residential development and 1 common lot within the CT (Commercial Transitional) Zoning District, in conjunction with a conditional use permit application, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located generally on the south side of N. 5th Street, across from Mary Way. (APNs 001-610-096, 001-610-097, 001-610-098, 001-610-099)

Ms. Rambo went through the City of Elko Staff Report dated January 16, 2020. Staff recommended conditional approval with the conditions and findings listed in the staff report. Ms. Rambo requested a modification be made to Condition No. 15, to add "or acquire the property needed to create the slope."

Mr. Wilkinson clarified that that condition must be satisfied before City Council consideration of the Tentative Plat. The project is proposing an encroachment onto someone else's property.

Ms. Rambo suggested adding "prior to City Council consideration of the Tentative Map" to Condition No. 15.

Ms. Laughlin recommended conditional approval as stated in the Staff Report.

Mr. Thibault recommended conditional approval. He had one additional condition, which was to provide a streetlight at the mailbox location.

Chief Griego had no concerns.

Mr. Wilkinson recommended approval as presented by staff.

Tom Ballew, High Desert Engineering, 640 Idaho Street, explained that he had received a correction letter some time ago and the streetlight was included on the letter. They added a streetlight by the mailbox after receiving the correction letter and provided the City with revised plans. Mr. Ballew wanted to visit about Condition No. 15 for a minute. He didn't want to spend a lot of time on it, or delay the process. He explained that when they initially talked to the City about grading on the park property. The property looks pretty poor; it's very poorly graded. They proposed going out on the property and cleaning it up, making it right, and seeding it. At that point, Mr. Ballew thought everyone agreed that that would be done using a Permit to Construct, or a condition on the Final Map, and would be included in the public improvement costs. When he received the note about the easement, he questioned the easement. He didn't know why they would want to put an easement there in order to do that work. He would understand a permit to construct. He added that he didn't know anything about the addition that Ms. Rambo just added. He asked that the Commission allow, between now and City Council consideration, them to have some time with staff to talk about that condition more.

Mr. Thibault said they could work through that. He explained that his intention on the condition that they seek an easement was that they work through this process with the City and make application for an easement. Mr. Thibault didn't know if that would be supported by staff, or approved by Council. The City has already sold them some land. During the Stage 1 meeting, there was some discussion about grading and to make sure the land is adequate to include all the grading. There may be other ways to work through it. Mr. Thibault didn't see why they couldn't leave it up to staff and the developer to work that out.

Mr. Wilkinson explained that this was City property, but if you assumed it was owed by someone else, you don't have the right to use someone else's property. What we have is an encroachment into property. There was lengthy discussion about the developer being sure that what they purchased would accommodate their project. There is quite a bit of fill that is proposed. It is buttressing the fill up at the property line. It needs to be protected by an easement. Staff has no authority to say you can use City owned property, the City Council makes those decisions. Whether or not it make sense that there is an easement granted for a permanent slope to protect the construction of the project, or if they acquire additional property to accommodate their proposed development. Mr. Wilkinson thought those were good options. They could also consider other options on their own eliminating the grading with the use of a retaining wall, or something like that. He thought it was an appropriate condition, and believed that the issue needed to be addressed before the City Council considered an approval of an encroachment of a project onto anyone else's property.

Mr. Ballew said he didn't disagree that they had to have permission to get on the property to do the work. The decision to purchase additional property was made based on conversations with staff that said they did not have to purchase the additional property, and that they could use some sort of a license, or a permit, to do the grading on that property. They were never told that they had to buy the property. He asked that they get to have an opportunity to visit the issue between now and City Council consideration.

Mr. Thibault thought any mechanism that would allow them to do this work on City property would take City Council approval. He thought that should be address at a Council meeting prior to them hearing the Tentative Map. He thought the best way to handle it was that Staff and the developer could work through different options and present something to Council prior to presenting the Tentative Map to Council.

Mr. Wilkinson couldn't think of any other options, other than granting an easement. A revocable license isn't appropriate for this type of use. They are proposing a lot of fill to buttress the project where the parking area will be. The way to preserve that, at a minimum, is to grant an easement approved by the City Council. He didn't see a way around that issue. He thought it was a way to protect the project. He asked how deep the fill was going to be.

Mr. Ballew said there would be some fill there.

Mr. Wilkinson thought there should be a slope easement of record.

Mr. Ballew said they wanted to do what they needed to do, but he didn't want to hold up the process. He said if they had been advised that that was what they needed to do they would have done it by now, but he wasn't aware of the condition until yesterday when he received the Staff Report.

Chairman Jeff Dalling asked how they moved forward without a concrete plan. He asked if they could pass it as a condition that City Council approves it.

Mr. Wilkinson said it would take a little bit of time. They would need a legal description for the easement and get a grant written up. They could have both items on the same council meeting. Mr. Wilkinson didn't think it was appropriate to present a project, recommend approval by the City Council, which shows an encroachment onto someone else's property without that issue being addressed.

Chairman Dalling asked why this was coming up now.

Mr. Wilkinson wasn't sure that this was presented to the extent that it is to City Staff when it was discussed, until the Tentative Plat was submitted. He said he wasn't familiar with those conversations.

Mr. Thibault explained that he made the comment requesting that the easements be in place at the same time he requested the streetlight be placed by the mailbox. He was surprised that this was the first that the developer was hearing about it. We already have the revised plans with the new street light location. How did the easement slip through the cracks?

Commissioner Evi Buell asked if the modification of Condition No.15 would satisfy the requirement.

Ms. Laughlin said there was still some time with the Tentative Map being a public hearing at City Council. They would still have a couple weeks to work out the easement, and then they could both be on the same agenda.

Chairman Dalling asked Mr. Ballew if he was okay with the modification to Condition No. 15

Mr. Ballew explained that they were never interested in acquiring that property.

Chairman Dalling explained that the other part of that condition was to obtain an easement.

Mr. Wilkinson explained that they were trying to provide options.

Mr. Ballew didn't have a problem leaving in acquiring additional property as an option. He wanted to give an example. When they did 8-mile Estates, the grading went out into the Peace Park. On that map, they provided a Slope Easement in order to do that grading. They didn't buy the property. When they first talked about this property Mr. Ballew felt they were not talking about an easement, but more like a license, or permission to construct. Their intent is to leave it in better condition that it is now, so it will be a part of the park and a benefit to the park.

*****Motion: Forward a recommendation to City Council to conditionally approve Tentative Map No. 14-19 subject to the conditions found in the City of Elko Staff Report dated January 16, 2020, with modifications listed as follows:**

Development Department:

1. The associated Master Plan Amendment and Zoning Amendment must be approved and in effect prior to application submittal of the Final Map.
2. Conditional Use Permit 12-19 must be approved and all conditions met.
3. A copy of the CC&Rs must be submitted to the City of Elko Development Department prior to recordation of the Final Map.
4. The subdivider is to comply with all provisions of the NAC and NRS pertaining to the proposed subdivision.
5. Tentative Map approval constitutes authorization for the subdivider to proceed with preparation of the Final Map and associated construction plans.
6. 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.
7. Construction plans must be approved by the Nevada Department of Environmental Protection prior to issuance of a grading permit.
8. Tentative Map approval does not constitute authorization to proceed with site improvements.
9. 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.
10. A soils report is required with Final Map submittal.
11. A hydrology report is required with Final Map submittal.
12. Final Map construction plans are to comply with Chapter 3-3 of City code.
13. The subdivision design and construction shall comply with Title 9, Chapter 8 of City code.
14. The Utility Department will issue an Intent to Serve letter upon approval of the Tentative Map by the City Council.
15. Obtain an easement for any off-site grading prior to issuance of a grading permit, or acquire the property needed to create the slope, prior to City Council consideration.

Commissioner Buell's findings to support the motion were the proposed subdivision and development is in conformance with both the Land Use and Transportation Components of the Master Plan. 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 required by Section 278.349(3) of the Nevada Revised Statutes. The property is not located within the Redevelopment Area. Therefore, there is no conflict with the Redevelopment Plan. A Zoning Amendment is required for the proposed subdivision.

Moved by Evi Buell, Seconded by Tera Hooiman.

**Motion passed unanimously. (7-0)*

3. Review and consideration of Tentative Map No. 16-19, filed by Bailey & Associates, LLC for the development of a subdivision entitled Ruby Mountain Peaks involving the proposed division of approximately 10.00 acres of property into 45 lots for residential development in an R (Single-family & Multi-Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located generally on the southeast corner of the intersection of Jennings Way and Bluffs Avenue. (APNs 001-01A-014)

Ms. Rambo went over City of Elko Staff Report dated January 17, 2020. She pointed out that the Zoning on the first page of the Staff Report should be R, not R1. Staff recommended conditional approval with the conditions and findings listed in the staff report.

Ms. Laughlin recommended conditional approval.

Mr. Thibault recommended conditional approval.

Chief Griego had no concerns.

Mr. Wilkinson recommended approval as presented by staff.

Scott MacRitchie, 312 Four Mile Trail, explained that with Tower Hill Units 1, 2, & 3 they have been required to, and have, put in parts of the shared use path. He asked if this property was one of the ones that is identified as one that would have to participate in the shared use path.

Mr. Wilkinson explained that this property was across from Home Depot and not located in the area of the shared use path.

*****Motion: Forward a recommendation to City Council to conditionally approve Tentative Map No. 16-19 subject to the conditions found in the City of Elko Staff Report dated January 17, 2020, listed as follows:**

Development Department:

1. The associated Master Plan Amendment must be approved and in effect prior to application 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. This report will need to be reviewed and approved by both the City of Elko and NDOT.
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 18, 19, 25, and 26 to allow for shorter-than-required front lots widths.
14. No lots are allowed to face Bluffs Avenue, Jennings Way, or Mountain City Highway.

Planning Department:

1. A modification from standards be approved by City Council for Lot 3, 4, 5, 6, 7, 8, and 9 to allow single family residences on double frontage lots not abutting an arterial street.

Commissioner Buell's findings to support the motion were the proposed subdivision and development is in conformance with both the Land Use and Transportation Components of the Master Plan. 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 required by Section 278.349(3) of the Nevada Revised Statutes. The property is not located within the Redevelopment Area. Therefore, there is not conflict with the Redevelopment Plan.

Moved by Evi Buell, Seconded by Gratton Miller.

**Motion passed unanimously. (7-0)*

4. Review, consideration, and possible adoption of Resolution 1-20, containing amendments to the Proposed Future Land Use Plan Atlas Map 8, Land Use Component Corresponding Zoning Districts, Transportation Component Best Practice 2.3 and Roadway Classifications, Existing Functional Classification Atlas Map 11 and Atlas Map 12, and matters related thereto. **FOR POSSIBLE ACTION**

Planning Commission reviewed and initiated the amendment to the City of Elko Master Plan at its January 7, 2020 meeting.

Ms. Laughlin wanted to go over all of the areas that are proposed amendments. She reminded the Commission that any resolution for a Master Plan Amendment needed to be approved by the entire Commission. In the Proposed Future Land Use Plan, Atlas Map 8, several areas are proposed to be modified. There is a property south of the City Limits that staff is proposing to change to Medium Density Residential to bring it into conformance with the surrounding area. Another proposed change is off Jennings Way and Sagecrest. A small triangular parcel is proposed to be modified to Highway Commercial to match the parcel to the north. The third proposed change is for the property that was just discussed in the Tentative Map. Staff is proposing to change that parcel to Medium Density Residential. The fourth change to Atlas Map 8 is for the section of land the City just sold to Koinonia. Staff is proposing to change to Neighborhood Mixed Use. Under the Land Use Component, we are proposing to add Residential Business District under the corresponding zoning districts for Neighborhood Mixed Use. That would bring the Zoning into conformance with the Master Plan. The 3rd proposed change is in the Transportation Component in Best Practice 2.3. Staff is proposing that Table No. 8 get completely modified to clear up any conflicts with Elko City Code Section 3-2-17 for the distance requirements between driveways and intersections in relation to the classification of the roadway. Proposed change no. 4, under the railroad classifications College Avenue is listed as a Minor Arterial from 9th Street to Idaho Street. Staff is proposing to change the classification from 9th to 12th to Residential Collector. Looking at the traffic counts from 2002 to 2018, it doesn't justify the level of service for it to be a Minor Arterial. The fifth proposed change would take those changes of the Roadway Classification of College Avenue and change that on Atlas Map 11 and 12.

Ms. Rambo said she was available to answer questions on Table 8. Staff broadened it to include different classifications that are in the Master Plan and made them consistent with the Zoning Ordinance.

Mr. Thibault, Chief Griego, and Mr. Wilkinson had no comments.

*****Motion: Adopt Resolution 1-20, containing amendments to the Proposed Future Land Use Plan Atlas Map 8, Land Use Component Corresponding Zoning Districts, Transportation Component Best Practice 2.3 and Roadway Classifications, Existing Functional Classification Atlas Map 11 and Atlas Map 12 of the City of Elko Master Plan; directing that an attested copy of the foregoing parts, amendments, extensions of and/or additions to the Elko City Master Plan be certified to the City Council; further directing that an attested copy of this Commission's report on the proposed changes and additions shall have be filed with the City Council; and recommending to City Council to adopt said amendments by resolution.**

Moved by Evi Buell, Seconded by Gratton Miller.

**Motion passed unanimously. (7-0)*

B. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review, consideration and possible approval of Final Map No. 15-19, filed by Jordanelle Third Mortgage, LLC, for the development of a subdivision entitled Tower Hill Unit 3 involving the proposed division of approximately 10.72 acres of property into 27 lots for residential development within the R1 (Single-Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located southwest of Pheasant Drive between Chukar Drive and Deerfield Way. (APN 001-929-124)

Scott MacRitchie explained that they had completed Tower Hill Phase 1, and they just completed Tower Hill Phase 2. They are trying to go through the motions of getting Tower Hill Phase 3 ready and go through any other problems. Phase 2 was a long drawn out project to try to get accomplished from start to finish, mostly in the construction process. They are trying to get ahead of the game before spring comes around. They are going to try to get all of the things done that they need to in order to get Phase 3 in, at least started if not completed in 2020.

Ms. Rambo went over the City of Elko Staff Report dated January 21, 2020. Staff recommended conditional approval with the conditions and findings listed in the staff report.

Ms. Laughlin recommended conditional approval as presented in the Staff Report. She wanted to make a note in the conditions that the Final Map is for Tower Hill Unit 3, not Phase 3. Condition No. 4 will need to be modified to state Unit.

Mr. Thibault had two minor conditions. One, strike the reference to File No. 666870 and the legal description on Page 1, and also to fill in the Assessor's Parcel Numbers on the jurats for the Assessor and the Treasurer. The map just got recorded, so the Assessor is probably in the process of creating parcel numbers.

Chief Griego had no comments.

Mr. Wilkinson recommended approval as presented by staff.

Mr. MacRitchie wanted to address Mr. Thibault's comments. The map for Tower Hill Unit 2 has not recorded yet, they are still collecting signatures. They hope to get that recorded in the next couple of days. They also plan to complete their third and final phase of the trail system.

*****Motion: Forward a recommendation that the City Council accept, on behalf of the public, the parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication; that the final map substantially complies with the tentative map; that the City Council approve the agreement to install improvements in accordance**

with the approved construction plans that satisfies the requirements of Title 2, Chapter 3, and conditionally approve Final Map 15-19 with conditions listed in the Staff Report dated January 21, 2020, with modifications and additions listed as follows:

1. The Developer shall execute a Performance and Maintenance Agreement in accordance with Section 3-3-21 of City code. The Performance Agreement shall be secured in accordance with Section 3-3-22 of City code. In conformance with Section 3-3-21 of City code, the public improvements shall be completed within a time of no later than two (2) years of the date of Final Map approval by the City Council unless extended as stipulated in City code.
2. The Performance and Maintenance Agreement shall be approved by the City Council.
3. The Developer shall enter into the Performance and Maintenance Agreement within 30 days of approval of the Final Map by the City Council.
4. The Final Map for Tower Hill Unit 3 is approved for 27 single family residential lots.
5. The Utility Department will issue a Will Serve Letter for the subdivision.
6. Site disturbance shall not commence prior to approval of the project's construction plans by the Nevada Department of Environmental Protection.
7. Construction shall not commence prior to Final Map approval by the City Council and issuance of a will-serve letter by the City of Elko.
8. Conformance with the conditions of approval of the Tentative Map is required.
9. The Owner/Developer is to provide the appropriate contact information for the qualified engineer and engineering firm contracted to oversee the project along with the required inspection and testing necessary to produce an As-Built for submittal to the City of Elko. The Engineer of Record is to ensure all materials meet the latest edition of the Standard Specifications for Public Works. All right-of-way and utility improvements are to be certified by the Engineer of Record for the project.
10. Strike Parcel Number 666-870 and fill in the Assessor's Parcel Numbers

Commissioner Buell's findings to support the motion were the Final Map for Tower Hill Phase 3 has been presented before expiration of the subdivision proceedings in accordance with NRS 278.360(1)(a)(2) and City Code. The Final Map is in conformance with the Tentative Map. The proposed subdivision is in conformance with the Land Use and Transportation Components of the Master Plan. The proposed development conforms with Sections 3-3-9 through 3-3-16 (inclusive). The Subdivider shall be responsible for all required improvements in conformance with Section 3-3-17 of City Code. The Subdivider has submitted construction plans in conformance with Section 3-3-18 of City Code. The Subdivider has submitted plans to the City and State agencies for review to receive all required permits in accordance with the requirements of Section 3-3-19 of City Code. The Subdivider has submitted construction plans which, having been found to be in conformance with Section 3-3-20 of City Code, have been approved by City Staff. The Subdivider will be required to enter into a Performance Agreement to conform to Section 3-3-21 of City Code. The Subdivider will be required to provide a Performance and Maintenance Guarantee as stipulated in the Performance Agreement in conformance with Section 3-3-22 of City Code. The proposed development conforms to Sections 3-2-3, 3-2-4, 3-2-5(E), 3-2-5(G), and 3-2-17 of City Code. The proposed development is in conformance with Section 3-8 of City Code.

Moved by Evi Buell, Seconded by Tera Hooiman.

**Motion passed unanimously. (7-0)*

2. Review, consideration, and possible action on the 2019 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 over the 2019 Planning Commission Annual Report.

*****Motion: Approve the 2019 Annual Report of Planning Commission Activities as presented, and forward a recommendation to City Council to approve the report.**

Moved by Evi Buell, Seconded by Gratton Miller.

**Motion passed unanimously. (7-0)*

II. REPORTS

A. Summary of City Council Actions.

Ms. Laughlin reported that City Council approved the vacation of the final parcel on Commercial Street. They also approved the rezone of the subdivision that was on tonight's agenda. There were two really good applicants for the Planning Commission vacancy, and the Council selected Giovanni Puccinelli. Ms. Laughlin welcomed Giovanni to the Commission.

B. Summary of Redevelopment Agency Actions.

Ms. Laughlin reported that there was a Redevelopment Advisory Council meeting in January. They discussed the next project, which would be the Block Ends. They also discussed the continuation of the Recognition program. Storefront Project applications will be accepted from January 1st until March 31st.

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Miscellaneous Elko County

E. Training

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, Chairman



Tera Hooiman, Secretary