

CITY OF ELKO
PLANNING COMMISSION
REGULAR MEETING MINUTES
5:30 P.M., P.D.S.T., TUESDAY, JUNE 1, 2021
ELKO CITY HALL, COUNCIL CHAMBERS,
1751 COLLEGE AVENUE, ELKO, NEVADA
<https://global.gotomeeting.com/join/962775741>

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**
 Tera Hooiman
 John Anderson
 Stefan Beck
 Giovanni Puccinelli

Absent: **Mercedes Mendive**
 Gratton Miller

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

May 4, 2021 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve the minutes from the May 4, 2021 regular Planning Commission Meeting.**

Moved by Giovanni Puccinelli, Seconded by Stefan Beck.

**Motion passed unanimously (5-0)*

I. NEW BUSINESS

A. PUBLIC HEARING

1. Review, consideration and possible action on Variance No. 2-21, filed by Catherine Wines for the Great Basin Child Advocacy Center on behalf of Elko County for a reduction of the required off street parking stalls from 25 to 18, for a professional office in an PQP (Public, Quasi-Public) Zoning District, and matters related thereto, **FOR POSSIBLE ACTION**

The subject property is located generally on the west corner of the intersection of Golf Course Road and College Avenue. (1401 College Avenue - APN 001-200-002)

Catherine Wines, 421 Railroad Street, explained that she was representing Elko County. She mentioned that the use of the building was for children, so they don't feel that they will even need 18 spaces, because kids don't drive. Because of the nature of the building, they will never have more than two or three children in the building at a time. They come in by appointment. There won't be a lot of kids there at a time, it will mostly be just one family, maybe two or three families, at a time. That is done on purpose for privacy reasons.

Cathy Laughlin, City Planner, went over the City of Elko Staff Report dated May 12, 2021. Staff recommended conditional approval with the findings and conditions listed in the Staff Report. Ms. Laughlin explained that the applicants met with staff and staff suggested that they apply for a variance for everything under the PQP Zoning that they couldn't meet. It is fabulous the way that they have designed the building. The only thing that they can't meet is the parking requirement. This could have been done as a parking waiver, but staff thought there would be other requirements that the building wouldn't meet. This is an extremely unique building with a unique use and staff doesn't feel that they need to have the one parking space per 300 square feet as required by code.

Michele Rambo, Development Manager, had no comments or concerns.

Bob Thibault, Civil Engineer, had no comments and recommended approval.

Jamie Winrod, Fire Marshal, had no comments and recommended approval.

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

*****Motion: Conditionally approve Variance No. 2-21 subject to the condition in the City of Elko Staff Report dated May 12, 2021, listed as follows:**

1. Approval of Conditional Use Permit No. 2-21

Commissioner Puccinelli's findings to support the motion were that the proposed variance approval is in conformance with the Land Use Component of the Master Plan. The property is not located within the redevelopment area and consideration of the plan is not required. The proposed variance with the approval of CUP 2-21 is in conformance with Section 3-2-8 of City Code. The approval of variance 2-21 from Elko City Code 3-2-17

reducing the off-street parking requirement from 25 to 18 is required for the proposed development to be in conformance with 3-2-17. The special circumstance is directly related to the use of the property being a public use with limited need for parking. The exceptional practical difficulty is directly related to the use of the property. The special circumstance of reduced parking needs does not generally apply to other properties in the district. The granting of the variance will not result in material damage or prejudice to other properties in the vicinity. The granting of the variance is directly related to proposed use of the property and will not impair the intent or purpose of the zoning and will not change the use of the land or zoning classification. The granting of the variance will not impair natural resources.

Moved by Giovanni Puccinelli, Seconded by Tera Hooiman.

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

B. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review, consideration and possible approval of Final Map No. 2-21, filed by Jordanelle Third Mortgage, LLC for the development of a subdivision entitled Zephyr Heights Unit 1 involving the proposed division of approximately 25.1 acres of property into 18 lots for residential development and 1 remainder lot within the R (Multiple-Family and Single-Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located on the east side of East Jennings Way generally east of Puccinelli Parkway. (APN 001-562-010)

Scott MacRitchie, 1947 Amber Way, explained that they had already gone through Planning Commission and City Council for the Tentative Map. Now they are bringing phase 1 in for a Final Map, so that they can begin working on it over summer.

Ms. Rambo went over the City of Elko Staff Report dated May 14, 2021. Staff recommended conditional approval with the findings and conditions listed in the Staff Report.

Ms. Laughlin had no comments or concerns and recommended approval.

Mr. Thibault recommended conditional approval. He pointed out that he had one condition listed in the Staff Report that requested the removal of Note 7 regarding the slope easement.

Ms. Winrod had no comments or concerns and recommended approval.

Mr. Wilkinson had no comments or concerns.

*****Motion: Recommended 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 2-21 with conditions listed in the Staff Report dated May 14, 2021, listed as follows:

Development Department:

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 Zephyr Heights Unit 1 is approved for 18 residential lots and 1 remainder lot.
5. The Utility Department will issue a Will Serve Letter for the subdivision upon approval of the Final Map by the City Council.
6. Site disturbance shall not commence prior to approval of the project's construction plans by the Nevada Department of Environmental Protection.
7. Site disturbance, including clearing and grubbing, shall not commence prior to the issuance of a grading permit by the City of Elko.
8. 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.
9. Conformance with the conditions of approval of the Tentative Map is required.
10. 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. The Engineer of Record is to certify that the project was completed in conformance with the approved plans and specifications.
11. Add note to the Final Map prohibiting access from Lots 1 and 18 to East Jennings Way prior to City Council consideration.
12. All slopes greater than 3:1 shall be permanently stabilized prior to acceptance of any public improvements by the City Council.

Engineering Department:

13. Remove Note 7 on Sheet 2 regarding slope easements prior to City Council consideration.

Public Works Department:

14. All public improvements to be constructed per City of Elko code at time of development.

Commissioner Puccinelli's findings to support the recommendation were that the Final Map for Zephyr Heights Unit 1 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 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 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), 3-2-17, and 3-8 of City Code.

Moved by Giovanni Puccinelli, Seconded by Stefan Beck.

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

II. REPORTS

A. Summary of City Council Actions.

Ms. Laughlin reported that Ordinance 860 & 861 were adopted by City Council in May. They also did the acceptance and conditional acceptance on the Tower Hills Subdivision, for some public improvements. At the last City Council meeting, they approved several deeds of dedication and easements for Elko Mountain and development over there. The easements and dedications were for the water tank, water lines, and roadways. There was also a bid opening for the auction of Well 16. The property was sold; there was only one bidder.

B. Summary of Redevelopment Agency Actions.

Ms. Laughlin gave a brief recap on the Block End Project.

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 (Jul 8, 2021 11:20 PDT)
Jeff Dalling, Chairman


Tera R Hooiman (Jul 12, 2021 09:08 PDT)
Tera Hooiman, Secretary









06-01-2021 Minutes

Final Audit Report

2021-07-12

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