

CITY OF ELKO
PLANNING COMMISSION
REGULAR MEETING MINUTES
5:30 P.M., P.D.S.T., TUESDAY, JULY 7, 2020
ELKO CONVENTION CENTER, TURQUOISE ROOM,
700 MOREN WAY, 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: **Jeff Dalling**
 Stefan Beck
 John Anderson
 Gratton Miller
 Giovanni Puccinelli

Excused: **Tera Hooiman**
 Evi Buell

City Staff Present: **Scott Wilkinson, Assistant City Manager**
 Cathy Laughlin, City Planner
 Michele Rambo, Development Manager
 Shelby Archuleta, Planning Technician

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

Scott Wilkinson, Assistant City Manager, wanted to make a comment on the COVID precautions that the City has. In order to abide by the City Managers Directive we are practicing social distancing, and everyone also needs to wear a mask.

APPROVAL OF MINUTES

May 5, 2020 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve the minutes of the May 5, 2020 meeting.**

Moved by Stefan Beck, seconded by Gratton Miller.

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

June 2, 2020 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve the minutes of the June 2, 2020 meeting.**

Moved by Stefan Beck, seconded by Giovanni Puccinelli.

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

I. NEW BUSINESS

A. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review, consideration and possible approval of Final Map No. 3-20, filed by Scott Reutner Properties, LLC, for the development of a subdivision entitled Aspen Heights involving the proposed division of approximately 2.54 acres of property into 9 lots for residential development within the R (Single Family and Multiple Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located on the south side of Celtic Way between Shadow Ridge Drive and Sunnyside Avenue. (APN 001-660-011)

Michele Rambo, Development Manager, went over the City of Elko Staff Report dated June 11, 2020. Staff recommended approved with the findings and conditions listed in the Staff Report.

Cathy Laughlin, City Planner, had no concerns.

Ms. Rambo stated that the City Manager's office had no comments or concerns, and neither did the Engineering Department.

*****Motion: Forward a recommendation to City Council to 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 3-20 with conditions listed in the Staff Report dated June 11, 2020, listed as follows:**

Community Development:

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 or the Final Map approval becomes null and void.**
4. **The Final Map for Aspen Heights is approved for 9 single family residential lots.**
5. **The Utility Department will issue a Will Serve Letter for the subdivision.**
6. **Site disturbance (including grading) 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. **Building permits will not be issued until the water system is approved to be put in service by the Nevada Department of Environmental Protection.**
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.**

Public Works:

1. **All public improvements at time of development per Elko City code.**

Commission Beck's findings to support the motion were the Final Map for Aspen Heights 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 Stefan Beck, seconded by Gratton Miller.

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

2. Review, consideration, and possible recommendation to City Council for Parcel Map 5-20, filed by City of Elko. The parcel map creates four parcels from the existing one parcel and contains an offer of dedication for right-of-way for a portion of Wright Way, Rocky Road and Jennings Way. Due to the dedication, it is referred to the Planning Commission with recommendation to the City Council, and matters related thereto. **FOR POSSIBLE ACTION**

The parcel map creates four parcels from the one parcel owned by the applicant, City of Elko. The map will be dedicating a portion of Wright Way, Rocky Road and Jennings Way to the City of Elko.

Ms. Laughlin wanted to give a little history on the parcel. The City of Elko owns the parcel; a land exchange was done with the BLM to get this piece of land. The City has had several entities interested in this piece of land, including the Elko County School District and the Bureau of Veteran Affairs. The VA would like a portion of parcel, not the whole 30 acres. They would like 15 acres in the center for a Veteran's Cemetery. There has been discussion with the VA for many months on several different locations throughout the City. They have focused on this particular parcel. They put together the parcel map, they are creating four parcels out of the one parcel, and there are some roadway dedications. Whenever there is a parcel map that goes to the center of the street, the City asks that that half of the street be dedicated to the City as part of the Parcel Map process. The right-of-way for Wright Way, Rocky Road and Jennings Way will be dedicated in the parcel map. Whenever there is a dedicated right-of-way proposed in a Parcel Map, it is brought to the Planning Commission for review, consideration, and recommendation to the City Council. Ms. Laughlin went through the City of Elko Staff Report dated June 23, 2020. Staff recommended approval with the findings and conditions listed in the Staff Report.

Ms. Rambo stated that the Development Department, Fire Department, Engineering Department, and City Manager's Office had no comments.

Commission Gratton Miller asked how serious the VA was about purchasing this property.

Ms. Laughlin explained that an agreement was approved with the VA and it is currently in their process. Part of the process was doing the parcel map, another part of the process will be getting a geological survey, historical survey, and anything else that the government requires them to do. They are in that process and the City does have an agreement with them. We have not seen the appraisal come back, which is also part of the process and the VA's responsibility.

*****Motion:** Forward a recommendation to City Council to conditionally approve Parcel Map No. 5-20 subject to the conditions from the Development Department's memo June 23, 2020, listed as follows:

1. Prior to map recordation, a Master Plan Amendment is required to change the Master Plan designation from Residential Medium Density to Public (or other appropriate designation).

2. Prior to map recordation, a Zone Change is required to change the zoning designation from General Agriculture to Public/Quasi-Public (or other appropriate designation).
3. All required public improvements (including any off-site improvements) required as future development occurs must be designed and constructed per current City of Elko code requirements in place at that time.
4. The Parcel Map shall be recorded by Elko County within two (2) years of this approval.
5. Prior to map recordation, add a note to the map stating that all public improvements are to be installed at time of the development of each parcel.
6. Future water and sewer will need to be extended from the residential neighborhood to the east. The water line shall be a minimum of 10 inches and the sewer line shall be a minimum of 8 inches per City Code.

Commissioner Beck's findings to support the recommendation was the parcel map conforms with the City of Elko Master Plan Transportation component, the City of Elko Wellhead Protection Plan, and the City of Elko Code Sections 2-13-3, 3-2-4, 3-2-13, 3-8, and 3-3-24, and 3-3-28. The proposed development is not in strict conformance with the Land Use component of the Master Plan.

Moved by Stefan Beck, seconded by Giovanni Puccinelli.

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

3. Review, consideration, and possible action to an amendment to the City of Elko Master Plan, specifically amending: 1) the Proposed Future Land Use Plan Atlas Map 8 on six parcels of land located on S. 5th Street generally between Carlin Court and S. 9th Street; 2) adding RO (Residential Office) as a corresponding zoning under the Downtown Mixed-Use land use designation, and 3) the Proposed Future Land Use Plan Atlas Map 8 on one parcel located at the western terminus of Rocky Road, and matters related thereto. **FOR POSSIBLE ACTION**

Recent development applications have revealed some inconsistencies between existing Zoning districts and Master Plan designations. The proposed amendment cleans up these inconsistencies. NRS Section 278.210(5) allows Master Plans to be amended up to four times a year. This amendment is the second in 2020.

Ms. Rambo went through the City of Elko Staff Report dated June 22, 2020.

Ms. Laughlin explained that the Planning Department worked with the Development Department on this Master Plan Amendment, so she recommended approval.

Ms. Rambo stated that Engineering, Fire, and the City Manager's Office had no comments or concerns.

*****Motion: Initiate an amendment to the City of Elko Master Plan, specifically amending: 1) the Proposed Future Land Use Plan Atlas Map 8 on six parcels of land located on S. 5th Street generally between Carlin Court and S. 9th Street; 2) adding RO (Residential Office) as a corresponding zoning under the Downtown Mixed-Use land use designation, and 3) the Proposed Future Land Use Plan Atlas Map 8 on one parcel located at the western terminus of Rocky Road, and direct staff to bring the item back as a resolution and public hearing.**

Moved by Gratton Miller, seconded by Giovanni Puccinelli.

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

4. Review, consideration, and possible action to initiate an amendment to the City of Elko district boundaries, specifically APN 001-472-014, removing the C-General Commercial Zoning District and replacing with the PQP- Public, Quasi-Public District, and matters related thereto. **FOR POSSIBLE ACTION**

Elko City Code Section 3-2-21 allows the Planning Commission to initiate on its own motion a change to the district boundaries. The City of Elko owns the parcel and the building has been occupied for many years as a fire station. This amendment, initiated by the Planning Commission, if approved, will bring back as a public hearing a rezone of the parcel from C-General Commercial to PQP- Public Quasi-Public.

Ms. Laughlin went through the City of Elko Staff Report dated June 17, 2020. Staff recommended the Planning Commission initiate an amendment to the City of Elko District Boundary.

Ms. Rambo stated that Development, Engineering, Fire, and City Manager's Office had no comments or concerns.

*****Motion: Initiate an amendment to the City of Elko district boundaries, and direct staff to bring the item back as a public hearing.**

Moved by Stefan Beck, seconded by Gratton Miller.

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

5. Review, consideration, and possible action to initiate an amendment to the City of Elko district boundaries, specifically APN 001-01A-012, removing the AG-General Agriculture Zoning District and replacing with the PQP- Public, Quasi-Public District, and matters related thereto. **FOR POSSIBLE ACTION**

Elko City Code Section 3-2-21 allows the Planning Commission to initiate on its own motion a change to the district boundaries. The City of Elko owns the parcel

and the VA is proposing to purchase a portion of the property for a future VA Cemetery. This amendment, initiated by the Planning Commission, if approved, will bring back the zone amendment as a public hearing to rezone the parcel from AG-General Agriculture to PQP- Public Quasi-Public.

Ms. Laughlin went over City of Elko Staff Report dated June 22, 2020. Staff recommended that the Planning Commission initiate an amendment to the City of Elko District Boundary.

Ms. Rambo stated that Development, Engineering, Fire, and City Manager's office had no comments or concerns.

*****Motion: Initiate an amendment to the City of Elko district boundaries, and direct staff to bring the item back as a public hearing.**

Moved by Stefan Beck, seconded by Gratton Miller.

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

II. REPORTS

A. Summary of City Council Actions.

Ms. Laughlin reported that at the June 9th City Council Meeting, they approved a deed of dedication for the West Front Street extension, and BLA for the same property. Staff has been working on that for almost 1 year. Some land transactions and previous agreements were done between two different parties and the City of Elko, which were not done correctly. It was brought to staff's attention to clean up, they were working on it for nearly a year, and it is finally done. City Council approved a Revocable Permit for the 9th & Court Street property for a foot of the alley to accommodate their off street parking. On the June 23rd City Council meeting they approved the vacation for Starkey for the corner of 6th & Juniper. Planning Commission meeting will continue to take place in this room for at least the next month. There are two Commissioners up for reappointment, and both wanted to be reappointed, so that will be on the Consent Agenda for City Council on July 14th.

B. Summary of Redevelopment Agency Actions.

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Miscellaneous Elko County

E. Training

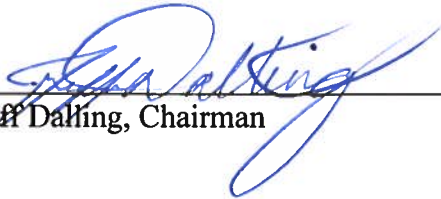
COMMENTS BY THE GENERAL PUBLIC

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