

CITY OF ELKO
PLANNING COMMISSION
REGULAR MEETING MINUTES
5:30 P.M., P.D.S.T., TUESDAY, SEPTEMBER 7, 2021
ELKO CITY HALL, COUNCIL CHAMBERS,
1751 COLLEGE AVENUE, ELKO, NEVADA
<https://global.gotomeeting.com/join/392925397>

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**
 Mercedes Mendive
 Tera Hooiman
 Stefan Beck
 Gratton Miller
 John Anderson (*Arrived at 6:00 p.m. via GoToMeeting*)

Absent: **Vacancy**

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

August 3, 2021 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve the minutes from August 3, 2021 as presented.**

Moved by Commissioner Tera Hooiman, Seconded by Commissioner Gratton Miller.

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

I. NEW BUSINESS

A. PUBLIC HEARING

1. Review, consideration, and possible action on Conditional Use Permit No. 3-21, filed by Dharni Hotels, LLC., which would allow for the development of an apartment building within the C- General Commercial zoning district, and matters related thereto. **FOR POSSIBLE ACTION**

Multi-family residential units within the C-General Commercial zoning district require approval of a conditional use permit. The subject property is located on the southeast side of Idaho Street, approximately 364' southwest of the intersection of Idaho Street and Manzanita Lane. (APN 001-590-010, 1930 Idaho Street)

***Gratton Miller disclosed that he was involved with the survey for the property and recused himself from the item.**

Jespal Sidhu, applicant's representative, said he was available for questions.

Cathy Laughlin, City Planner, went over the City of Elko Staff Report dated August 12, 2021. Staff recommended conditional approval with the findings and conditions listed in the Staff Report. Ms. Laughlin requested that the Planning Commission add an additional condition to address the long term effect of having the shared parking between the two uses, if they decided to approve the application, listed as follows:

- A revocable access and parking agreement must be filed with Elko County Recorder prior to Certificate of Occupancy.

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

Bob Thibault, Civil Engineer, explained that he had one condition that was listed in the Staff Report regarding the improvements along Manzanita Lane.

Jamie Winrod, Fire Marshal, had no additional comments or concerns.

Scott Wilkinson, Assistant City Manager, had no comment or concern.

Commissioner Mercedes Mendive asked if there would be access of the front road and if it would be a gated community, since it was going to be in the middle of an area where a lot of unfortunate activities take place.

Ms. Laughlin explained where the location of the existing hotel was, and pointed out the location of the proposed new apartment building. She explained that the existing 109-unit hotel would remain in its existing location. They will be tearing down the existing fence and developing the apartment building and both the buildings would be sharing a parking lot.

Mr. Sidhu said they were good with the Planning Commission's decision and agreed with the conditions of approval.

*****Motion: Conditionally approve Conditional Use Permit No. 3-21 subject to the conditions in the City of Elko Staff Report dated August 12, 2021, with an additional condition from the Planning Commission, listed as follows:**

Planning Department:

1. That Conditional Use Permit No. 3-21 shall be personal to the permittee and applicable only to the submitted application conforming to the exhibits as presented.
2. The Conditional Use Permit will expire within one (1) year of the date of approval if the Applicant is not actively engaged in developing the property.
3. The complex shall comply with the development standards as outlined in City Code Section 3-2-5(E)6.
4. The public improvements shall be installed, completed, and accepted prior to a certificate of occupancy.
5. That the development shall comply with City Code Section 3-2-17.
6. Exterior lighting for the complex shall be shielded and cutoff with minimal lighting spilling over into the neighboring properties. An illumination schedule is required to ensure lighting is adequate for safety with minimal impact to adjacent properties.
7. There shall not be any placement of any mail gang boxes, kiosks or signage in association with this complex placed in the city's right of way and shall remain internal to the complex.
8. The common area to be landscaped with a combination of trees and shrubs and shall be maintained by the property owner. A Landscaping Plan showing locations and quantities of all landscape materials will be submitted and approved during building permit submittal.
9. The property and the buildings to be maintained in an acceptable condition at all times.

Development Department:

1. Public improvements are required for Manzanita Lane along both frontages of the property.

Engineering Department:

1. Full frontage improvements are required along Manzanita Drive, to include, but not necessarily be limited to; curb and gutter, sidewalk, some asphalt, and possibly a water main, and are to be built per the design by High Desert Engineering.

Public Works Department:

1. All public improvements to be installed at time of development per Elko City Code.

Planning Commission:

1. A revocable access and parking agreement must be filed with Elko County Recorder prior to Certificate of Occupancy.

Commissioner Beck'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 with the recommended conditions 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 the Redevelopment Plan. The proposed use is in conformance with the City Code 3-2-10 (B) General Commercial with the approval of the Conditional Use Permit. The proposed development is in conformance with 3-2-3, 3-2-4, 3-2-17, 3-8, and 3-2-18 of the Elko City Code.

Moved by Commissioner Stefan Beck, Seconded by Commissioner Tera Hooiman.

*Vote: Motion passed (summary: Yes = 4, No = 0, Abstain = 1).
Yes: Chairman Jeff Dalling, Commissioner Mercedes Mendive, Commissioner Tera Hooiman,
Commissioner Stefan Beck.
Abstain: Commissioner Gratton Miller.*

B. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review, consideration, and possible recommendation to City Council for Vacation No. 5-21, filed by Kenneth R. Moores Revocable Living Trust, for the vacation of the northwesterly portion of Deerfield Way, consisting of an area approximately 2,740 sq. ft., and matters related thereto. **FOR POSSIBLE ACTION**

The area requesting to be vacated was dedicated to the City of Elko with Tower Hill Unit 1 subdivision. It was intended originally as a pull out area for the local mailboxes but the design was later changed during construction. It is not being used for any purpose at this time. City Council accepted the petition for the vacation on August 10, 2021.

Ms. Laughlin went through the City of Elko Staff Report dated August 24, 2021. Staff recommended conditional approval with the findings and conditions listed in the Staff Report.

Ms. Rambo had no additional comments or concerns.

Mr. Thibault recommended approval as presented by staff.

Ms. Winrod had no additional comments or concerns.

Mr. Wilkinson had no comments or concerns.

*****Motion: Forward a recommendation to City Council to adopt a resolution, which conditionally approves Variance No. 5-21, subject to the conditions listed in the City of Elko Staff Report dated August 24, 2021, listed as follows:**

1. **Approved conditions are to be included in the Resolution.**
2. **The applicant is responsible for all costs associated with the recordation of the vacation.**
3. **Written response from all non-City utilities is on file with the City of Elko with regard**

to the vacation in accordance with NRS 278.480(6) before the order is recorded.

Commissioner Miller's findings to support the motion were the proposed vacation is in conformance with the City of Elko Master Plan Land Use Component. The proposed vacation is in conformance with the City of Elko Master Plan Transportation Component. The proposed vacation is in conformance with NRS 278.479 to 278.480, inclusive. The proposed vacation is in conformance with City Code 8-7.

Moved by Commissioner Gratton Miller, Seconded by Commissioner Tera Hooiman.

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

2. Review, consideration and possible approval of Division of Large Parcels No. 2-21, a Final Map filed by Section Five Associates, LLC for the division of approximately 590.258 acres of property into eight lots for future development. Approximately 314.652 acres fall within an A (General Agriculture) Zoning District in the City of Elko and approximately 275.60 acres of property fall within Elko County, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located at the northern terminus of North 5th Street. (APNs 001-01D-001 and 006-09L-002).

Lana Carter, Carter Engineering, stated that she was available for questions.

Ms. Rambo went through the City of Elko Staff Report dated August 18, 2021. Staff recommended conditional approval with the findings and conditions listed in the Staff Report.

Ms. Laughlin recommended conditional approval as presented by staff.

Mr. Thibault recommended conditional approval as presented.

Ms. Winrod had no comments or concerns.

Mr. Wilkinson had nothing further to add.

*****Motion: Forward a recommendation to City Council to accept, on behalf of the public, the offered drainage and utility easements; that the final map substantially complies with the tentative map; and conditionally approve Division of Large Parcels 2-21 with findings and conditions listed in the Staff Report dated August 18, 2021, listed as follows:**

Development Department:

1. **The Final Map for is approved for 8 lots for future development. Two of these lots fall within Elko city limits.**
2. **Site disturbance, including clearing and grubbing, shall not commence prior to the issuance of a grading permit by the City of Elko.**

3. **Conformance with the conditions of approval of the Tentative Map is required.**
4. **Public improvements to be installed at time of development or further division of individual lots.**

Commissioner Beck's findings to support the recommendation were the Final Map for the Division of Large Parcels has been presented before expiration of the subdivision proceedings in accordance with NRS 278.472(2)(b). The Final Map is in conformance with the Tentative Map. The proposed map is in conformance with the Land Use and Transportation Components of the Master Plan. The proposed development conforms to Section 3-2-3, 3-2-4, and 3-2-13 of City Code.

Moved by Commissioner Stefan Beck, Seconded by Commissioner Gratton Miller.

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

3. Review, consideration and possible recommendation to City Council for the 2021 City of Elko Land Inventory update. **FOR POSSIBLE ACTION**

City of Elko Land Inventory spreadsheet is to be updated when necessary.

John Anderson arrived at 6:00 p.m. via GoToMeeting.

Ms. Laughlin went through the Memo included in the packet dated August 24, 2021 and the proposed changes listed on the spreadsheet, which was also included in the packet.

*****Motion: Forward a recommendation to City Council to update the City of Elko Land Inventory.**

Moved by Commissioner Stefan Beck, Seconded by Commissioner Mercedes Mendive.

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

II. REPORTS

A. Summary of City Council Actions.

Ms. Laughlin reported that Giovanni Puccinelli was selected as the City Council Member, which leaves a vacancy on the Planning Commission. On August 10th the City Council approved the tentative Map for the Division of Large Parcels filed by Section Five Associates, LLC. They also accepted the petition for the Moores Family Trust Vacation. The City Council has continued to table the DAG Appeal for the property on the corner of 5th & Idaho for their Variance application for the signs, which was denied by the Planning Commission. The property owners don't have the Boundary Line Adjustment recorded, so the item was tabled on August 10th and 24th and it will be on the agenda again on September 14th. The City Council approved the 2nd reading of Ord. 864. They also authorized staff to advertise for the vacancy on the Planning Commission. Staff has received one letter of

interest. The City Council will be considering that on the 14th. City Council denied a Curb, Gutter, and Sidewalk waiver for a sidewalk on 1st and Oak Street.

B. Summary of Redevelopment Agency Actions.

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Miscellaneous Elko County

E. Training

Ms. Laughlin reported that she included a couple of training things in the agenda packet. One was an email from Garret with a link on YouTube for a presentation that talks about the Legislative actions that took place this year that have to do with Planning and Zoning and Redevelopment. She also included a Save the Date for Annual Conference for APA for anyone that is interested in attending.


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 (Oct 6, 2021 11:12 PDT)
Jeff Dalling, Chairman


Tera R Hooiman (Oct 6, 2021 18:04 PDT)
Tera Hooiman, Secretary