

CITY OF ELKO
PLANNING COMMISSION
REGULAR MEETING MINUTES
5:30 P.M., P.S.T., TUESDAY, NOVEMBER 3, 2020
ELKO CITY HALL, COUNCIL CHAMBERS,
1751 COLLEGE AVENUE, ELKO, NEVADA
<https://global.gotomeeting.com/join/928163245>

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
 Stefan Beck
 Gratton Miller
 Giovanni Puccinelli
 John Anderson
 Mercedes Mendive

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

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

There were no public comments made at this time.

APPROVAL OF MINUTES

October 6, 2020 – Regular Meeting **FOR POSSIBLE ACTION**

*****Motion: Approve minutes for the October 6th Meeting as presented.**

Moved by Tera Hooiman, Seconded by Giovanni Puccinelli

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

I. NEW BUSINESS

A. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review, consideration and possible approval of Final Map No. 8-20, filed by BDSA, LLC, for the development of a subdivision entitled Tower Hill Unit 4 involving the proposed division of approximately 8.601 acres of property into 5 lots for residential development and 1 remainder lot within the R1 (Single Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located northeast of Lamoille Highway and south of Stitzel Road. (APN 001-929-125)

Scott MacRitchie, 312 Four Mile Trail, explained that the map was for five additional lots tacked on to Tower Hill Phase 3.

Michele Rambo, Development Manager, went over the City of Elko Staff Report dated October 20, 2020. Staff recommended conditional approval with the findings and conditions in the Staff Report.

Cathy Laughlin, City Planner, had no further comments

Bob Thibault, Civil Engineer, stated that the Engineering Department recommended approval as presented by staff.

Matt Griego, Fire Chief, had no concerns and recommended approval as presented.

Scott Wilkinson, Assistant City Manager, recommended approval as presented.

*****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 8-20 with conditions listed in the Staff Report dated October 20, 2020, 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 Phase 4 is approved for 5 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.

Commissioner Puccinelli's findings to support the motion were the Final Map for Tower Hill Phase 4 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 enter into 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), 3-2-17, and 3-8 of City Code.

Moved by Giovanni Puccinelli, Seconded by Gratton Miller.

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

2. Review, consideration, and possible recommendation to City Council for Vacation No. 4-20, filed by Grace Baptist Church, for the vacation of a 25' wide public utility

easement bisecting APN 001-610-112, consisting of an area approximately 9,944 sq. ft., and matters related thereto. **FOR POSSIBLE ACTION**

The applicant is in the process of selling the parcel to a developer who would prefer to have the public easement run along the property line. The applicant will be granting a new public utility easement to the City of Elko in lieu of this easement.

John Ferricks, 234 Aerie Lane, stated that he was available for questions.

Ms. Laughlin went over the City of Elko Staff Report dated October 20, 2020. Staff recommended conditional approval with the findings and conditions listed in the Staff Report.

Ms. Rambo had no comments or concerns.

Mr. Thibault recommended approval as presented.

Chief Griego had no concerns and recommended approval as presented.

Mr. Wilkinson recommended approval as presented.

*****Motion: Forwarded a recommendation to City Council to adopt a resolution which conditionally approves Vacation No. 4-20 subject to the conditions listed in the City of Elko Staff Report dated October 20, 2020, with modifications from the Planning Commission, listed as follows:**

- 1. The applicant is responsible for all costs associated with the recordation of the vacation.**
- 2. 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.**
- 3. New public utility/drainage easement to be recorded prior to final City Council consideration of this vacation.**

Commissioner Puccinelli's findings to support the recommendation 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 vacation is material detrimental to the public. The existing easement contains no public infrastructure (water, sewer, etc.). Vacating this easement would not result in the need or expense to relocate any pipes, which may then result in an interruption to service. Therefore, the vacation is not materially detrimental to the public. The proposed vacation is not located within the Redevelopment Area. The proposed vacation is in conformance with Elko City Code 8-7.

Moved by Giovanni Puccinelli, Seconded by Tera Hooiman.

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

3. Review, consideration, and possible action to initiate an amendment to the City of Elko Master Plan, specifically amending the Proposed Future Land Use Plan Atlas Map 8 on: 1) six parcels of land located in the area of W. Cedar Street and D Street; 2) APN 001-01R-004 located on Front Street adjacent to the 5th Street Bridge; and 3) APN 110-620-058 located at the northeast corner of Ruby Vista Drive and College Parkway, 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.

Ms. Rambo went through the proposed changes included in the City of Elko Staff Report dated October 20, 2020.

Ms. Laughlin reminded the Commission that the NRS allows the City to amend the Master Plan up to four times per year. This is the third amendment for this year, so it is still in compliance.

Mr. Thibault recommended approval.

Chief Griego had no concerns and recommended approval.

Mr. Wilkinson had no comments.

*****Motion: Initiate an amendment to the City of Elko Master Plan and direct staff to bring the item back as a resolution and public hearing.**

Moved by Tera Hooiman, Seconded by Gratton Miller.

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

4. Review, consideration, and possible action to set regular meeting dates as well as special meeting dates for 2021, and matters related thereto. **FOR POSSIBLE ACTION**

Ms. Laughlin explained that there aren't any special meetings proposed. The only potential conflict would be the September 7th meeting, which is the Tuesday after Labor Day. If there will be an Elko County Fair next year, the meeting would be the day after the fair. All of the meeting dates would fall on the first Tuesday of the month.

Chairman Jeff Dalling said they changed the meeting date the one time and no one showed up. He thought they should go ahead and keep all the dates as the first Tuesday of every month.

Commissioner Gratton Miller agreed with Chairman Dalling.

*****Motion: Keep all 2021 Planning Commission meetings on the first Tuesday of every month.**

Moved by Tera Hooiman, Seconded by Mercedes Mendive.

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

II. REPORTS

A. Summary of City Council Actions.

Ms. Laughlin reported that the next Planning Commission meeting would be on December 1st, hopefully at the Convention Center as a live meeting. We were going to do a live meeting today, but we couldn't get the Convention Center due to the election. For City Council actions: On Oct 13th they approved the Parcel Map 8-20 for Gallagher Ford, they appointed Mercedes Mendive to the Planning Commission, they also accepted the petition for the vacation for Grace Baptist Church. There was another petition for a vacation for a portion of Silver Street applied for by The Star Hotel. That is Vacation 3-20 and it was tabled. The City Council requested additional information and to contact the neighbors in the area. The Council approved the Tentative Map for Jarbidge Estates. They also approved a modification to the Aspen Heights Performance Agreement. On the 27th the City Council presented a plaque to Evi Buell for her service on the Planning Commission, unfortunately she wasn't able to attend, so the plaque was mailed to her. They accepted the Grant of Easement for the new Utility Easement for Grace Baptist Church. The City Council also approved a Deed and Purchase and Sale Agreement for 2,800 square foot of city owned land that is going to be sold to Anthem Broadband. They also accepted the petition to rename Dakota Street to Dakota Drive.

B. Summary of Redevelopment Agency Actions.

Ms. Laughlin reported that there would be a Redevelopment Agency Meeting on November 10th, next Tuesday at the Convention Center.

C. Professional articles, publications, etc.

1. Zoning Bulletin

D. Miscellaneous Elko County

E. Training

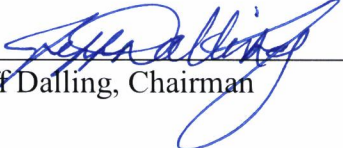
COMMENTS BY THE GENERAL PUBLIC

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