

**CITY OF ELKO  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
5:30 PM, TUESDAY, JANUARY 4, 2022  
ELKO CITY HALL, COUNCIL CHAMBERS  
1751 COLLEGE AVENUE, ELKO, NV 89801**

**I. CALL TO ORDER**

Jeff Dalling, Chairman of the City of Elko Planning Commission, called the meeting to order at 5:30 p.m.

**II. ROLL CALL**

**Present:**

**Jeff Dalling  
Stefan Beck  
Gratton Miller  
Mercedes Mendive  
John Lemich**

**Absent:**

**John Anderson**

**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, Administrative Assistant**

**III. PLEDGE OF ALLEGIANCE**

**IV. COMMENTS BY THE GENERAL PUBLIC**

*There were no public comments made at this time.*

**V. APPROVAL OF MINUTES**

**A. December 7, 2021 - Regular Meeting FOR POSSIBLE ACTION**

**\*\*\*Motion: Approve the December 7, 2021 Regular Meeting Minutes as presented.**

**Moved by Stefan Beck, Seconded by Gratton Miller**

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

## VI. NEW BUSINESS

### A. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review and consideration of Parcel Map 7-21, filed by Lynn and Penny Forsberg for the proposed division of approximately 0.988 acres of property into 2 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 Fairway Drive between Hannah Drive and Keppler Drive. (APN 001-553-009) The Parcel Map includes a Modification of Standards for the width of Parcel 2, requiring Planning Commission and, ultimately, City Council approval.

Tom Ballew, High Desert Engineering, 640 Idaho Street, said that he was available to answer questions.

Michele Rambo, Development Manager, went over the City of Elko Staff Report dated December 09, 2021. Staff recommended conditional approval with the findings and conditions listed in the Staff Report, including a modification of standards.

Cathy Laughlin, City Planner, recommended approval as presented.

Bob Thibault, Civil Engineer, explained that he had a couple of conditions that were included in the Staff Report and read them into the record. He recommended approval with the conditions.

Jamie Winrod, Fire Marshal, had no comments.

Scott Wilkinson, Assistant City Manager recommended approval as presented. He requested that the Planning Commission's recommendation include approval of a modification of standards for the lot width of Parcel 2 for 30 feet, versus the required 60 feet on the street frontage. He added that they should include the finding that justifies the modification of standards, as mentioned by Ms. Rambo, that the topography across the entire existing parcel justifies the proposed division of the property. Mr. Wilkinson recommended that the Planning Commission include that in the motion if they chose to forward a recommendation to the City Council.

Commissioner John Lemich asked where the access was for Parcel 2.

Commissioner Gratton Miller pointed out that the access was on the east side of the lot.

Commissioner Lemich asked if it was a developed road.

Commissioner Miller said it would be a driveway.

Commissioner Lemich asked who would own the driveway.

Chairman Jeff Dalling asked Mr. Ballew if it would be an easement.

Mr. Ballew explained that the flag portion was all property owned by the owner of Parcel 2. There would be a driveway developed. There are also some easements for storm drainage and utilities.

Mr. Wilkinson pointed out that it wouldn't be an issue to put a driveway on top of the easements.

**\*\*\*Motion: Forward a recommendation to City Council to conditionally approve Parcel Map No. 7-21 with an approval of a modification of standards for the lot width of Parcel 2 for 30 feet on the street frontage, and subject to the conditions from the Staff Report dated December 9, 2021, listed as follows:**

**Development Department:**

1. Any required public improvements installed at the time of development (including any off-site improvements) must be designed and constructed per current City of Elko code requirements in place at that time.
2. The Parcel Map shall be recorded by Elko County within two (2) years of this approval.
3. Curb and gutter to be installed prior to the issuance of a Certificate of Occupancy of any future development. Add a note to the Parcel Map.
4. No dirt may be moved (including import or export) without the approval of a grading plan.
5. Revise the street name in the southeast corner of the map from Fairway Drive to Skyline Drive.

**Engineering Department:**

6. The bearings along Fairway Drive for the frontage of each parcel differs between what is shown on the map and in the closure calculations. Please correct either the map or the calculations so they agree.
7. Additional water and sewer services to be constructed for the additional parcel prior to recordation of the map.

Commissioner Miller's findings to support the recommendation were that the parcel map conforms to the City of Elko Master Plan Transportation and Land Use Components, the City of Elko Wellhead Protection Plan, and City of Elko Code Sections 8-21-3, 3-2-4, 3-2-5(E), 3-8, 3-3-25, 3-3-24, and 3-3-28. The topography across the entire existing parcel justifies the proposed division of property.

Moved by Gratton Miller, Seconded by Mercedes Mendive

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

2. Review, consideration, and possible action to develop the Calendar Year 2022 Planning Commission Annual Work Program, and matters related thereto. **FOR POSSIBLE ACTION**

Each year the Planning Commission reviews the Annual Work Program. The work program gives the Planning Commission direction on various issues to address throughout the year.

Ms. Laughlin explained that it is a requirement by City Code that this is done every year. Sometimes it is very successful, and sometimes things stay on it for a few years until it gets completed. She then went over the proposed work program that was included in the agenda packet.

**\*\*\*Motion: Approve the Calendar Year 2022 Planning Commission Work Program as presented by staff.**

**Moved by Gratton Miller, Seconded by John Lemich**

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

3. Election of officers, and matters related thereto. **FOR POSSIBLE ACTION**

Pursuant to Section 3-4-3 A. of the City Code, the Planning Commission shall elect a Chairperson, Vice-Chairperson and Secretary in January every year.

**\*Commissioner Gratton Miller nominated Mercedes Mendive for Chairman. Commissioner Stefan Beck nominated Jeff Dalling for Chairman; a vote was taken and Jeff Dalling was elected as Chairperson.**

**\*Commissioner Jeff Dalling nominated Stefan Beck for Vice-Chairman; a vote was taken and passed,**

**\*Commissioner Stefan Beck nominated Gratton Miller for Secretary; a vote was taken and passed.**

## **VII. REPORTS**

### **A. Summary of City Council Actions**

*Ms. Laughlin reported that there was an opening on the Planning Commission. The position was advertised in the paper for three weeks and one letter of interest was received. It will go to the City Council on January 11th. If the City Council appoints someone they will be sworn in before the February meeting and participate in the meeting. Ms. Laughlin reported that there was only one City Council meeting in December. At that meeting they conducted the first readings of Ordinance No. 866 and No. 867 for the McDonald's rezone and the Walsh Properties rezone. The second*

*readings of those ordinances will be on the January 11th City Council agenda. She added that the applicant for the apartments by Wendy's decided to do a parcel map for the property, so they will have to apply for a whole new CUP.*

## **B. Summary of Redevelopment Agency Actions**

*Ms. Laughlin reported that there would be a Redevelopment Agency meeting on January 11th. They will be considering issuing final approval for the Block End Project, the annual report, and ratification of a \$5,000 donation for the 2021 Mural Festival. There will be a Redevelopment Advisory Council Meeting at the end of the month. They will be discussing the remaining Storefront applications that are outstanding.*

## **C. Professional articles, publications, etc.**

### **1. Zoning Bulletin**

## **D. Miscellaneous Elko County**

## **E. Training**

*There was discussion regarding advertising for open Planning Commission positions and how it could be done better. It was suggest to explore different opoortunities to get the word out better.*

## **VIII. 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

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Jeff Dalling, Chairman

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Gratton Miller, Secretary