

**CITY OF ELKO**  
**PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
**6:30 P.M., P.D.S.T., TUESDAY, APRIL 5, 2016**  
**ELKO CITY HALL, COUNCIL CHAMBERS,**  
**1751 COLLEGE AVENUE, ELKO, NEVADA**

**CALL TO ORDER**

The meeting was called to order by Aaron Martinez, Chairman of the Elko City Planning Commission.

**ROLL CALL**

Present: David Freistroffer, Jose Negrete, Aaron Martinez, Joe Becker,  
John Anderson, Tera Hooiman, Jeff Dalling

City Staff Present: Scott Wilkinson, Assistant City Manager; Cathy Laughlin, City Planner;  
Jeremy Draper, Development Manager; Bob Thibault, Civil Engineer;  
Josh Carson, Fire Marshal; Diann Byington, Recording Secretary;  
Kara Vera, Part-time Minutes Clerk

**PLEDGE OF ALLEGIANCE**

**COMMENTS BY THE GENERAL PUBLIC**

There were no public comments made at this time.

**APPROVAL OF MINUTES**

January 5, 2016 – Regular meeting **FOR POSSIBLE ACTION**

February 2, 2016 – Regular meeting **FOR POSSIBLE ACTION**

March 1, 2016 – Regular meeting **FOR POSSIBLE ACTION**

**\*\*\*Motion:** Approve the minutes from the January 5, 2016, February 2, 2016, and March 1, 2016 meetings as presented. **Moved by** Jose Negrete, **Seconded by** David Freistroffer. **The motion passed unanimously.**

**I. NEW BUSINESS**

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

1. Review, consideration, and possible recommendation to City Council for Parcel Map No. 3-16, filed by Chad and Kim Anderson, for the division of approximately 1.411

acres into two parcels. The parcel map contains an offer of dedication for a portion of Tamarack Road. **FOR POSSIBLE ACTION**

The subject property is located generally on the south side of Tamarack Road, approximately 320 ft. east of Royal Crest Drive. (APN 001-01E-038)

Ms. Laughlin said you saw the same property with the annexation and rezone. They are dedicating part of Tamarack Road to us similar to what Knudsen across the road did.

Mr. Draper said the Andersons have been working on this project for quite some time. We had to find the owner from 1973 to do a quit claim deed to the Andersons for a portion of Tamarack Road. Tamarack Road was developed without curb, gutter, and sidewalk, but we requested Knudsen do curb and gutter on his portion of the cul-de-sac. Mr. Knudsen requested and was granted a waiver for the sidewalk. He recommended conditional approval.

Mr. Thibault explained it would really be a shame to record this map without clarifying that the portion of Tamarack is in the Anderson's name after all of the research and effort the surveyor put into obtaining that and clarifying a real mess that existed in this neighborhood. He recommended conditional approval.

Mr. Wilkinson recommend conditional approval as presented by staff.

Mr. Carson recommended approval.

Chairman Martinez asked what frontage(s) Mr. Knudsen's waiver applied to.

Mr. Draper explained it was for sidewalk along the cul-de-sac, the full length of Tamarack Road, and per NDOT curb and gutter along Mountain City Highway. Mr. Knudsen will be doing sidewalk further back on his property along Mountain City Highway because of a pet cemetery that exists along that frontage, and the improvements on Sundance Drive. For additional board information, the property to the west currently has a 30 foot access easement. The property owner is going to dedicate that to the City so we will have full-width right-of-way through that whole section of Tamarack Road.

Commissioner Dalling asked once the City gets it who paves it?

Mr. Draper answered the City would be responsible to pave it but will request a waiver for curb, gutter, and sidewalk because when this subdivision developed it was developed without curb, gutter, and sidewalk. The RS (Residential Suburban) zone was a new zone and for some reason previous staff didn't recognize the zone doesn't remove the requirement for curb, gutter, and sidewalk it just relaxes requirements elsewhere. For clarification, we can't grant a waiver to ourselves, the property owner will have to request it.

Mr. Wilkinson clarified those improvements would not be triggered by us paving a segment of roadway. If that property was undeveloped and was going to be developed, or if they were going

to develop 400 sq. ft. or more on that property, then they may be faced with that issue. Right now there's no requirement to do those.

Mr. Draper said one reason for the cul-de-sac is to prevent cut-through traffic once Cattle Drive connects to Exit 298. It's a long way from being paved, but we're working on it. We have about half of the right-of-way dedicated right now, the earthwork for that right-of-way is being completed along with the installation of the water line, and we have an application in with BLM for the other portion.

Chairman Martinez asked what the frontage is with the property being split into two parcels.

Mr. Draper said their frontage is that half of the cul-de-sac.

Chairman Martinez said in terms of size, these two parcels would be the smallest parcels in the general vicinity.

Mr. Draper said no they're not, and pointed out the properties to the northwest. They meet the minimum parcel size for the RS zone.

Commissioner Becker asked if Mr. Thibault has checked the curvature and metes length between the two maps to make sure they match.

Mr. Thibault said he hasn't. They were both done by the same surveyor, so he was sure the surveyor was making the work match on both sides of the road. He was happy to verify that though.

Kim Anderson thanked everyone for their time.

Commissioner Dalling thought it looked good and would get paved eventually.

Chairman Martinez felt it was conducive with the remaining neighborhood.

Commissioner Becker said since we've already approved the cul-de-sac to the north we pretty much don't have a choice.

Commissioner Dalling said it looks perfect for another house to be there.

**\*\*Motion:** Forward a recommendation to City Council to conditionally approve Parcel Map No. 3-16 subject to the three conditions in the March 25, 2016 City of Elko Development Manager Memo listed as follows:

**Development Department:**

1. Applicant shall apply for a waiver for the installation of sidewalk on Tamarack Road, pursuant to 2-13-3-C
2. Parcel map should be a merger and resubdivision of Parcel 1 of file no 93998 in addition to a portion of parcel I of Record of Survey 30415 as granted to the Anderson's by quitclaim deed 708122.

3. Public improvements are required prior to recordation of the parcel map.

Commissioner Dalling's findings are the parcel map is in compliance with the City of Elko Master Plan Land and Transportation Component, the City of Elko Redevelopment Plan, the City of Elko Wellhead Protection Plan, and City of Elko Code Sections 2-13-3, 3-2-4, 3-2-5 (A), 3-2-17, 3-8, and 3-3-60.

**Moved by Jeff Dalling, Seconded by David Freistroffer.**

**\*\*\*The motion passed unanimously.**

## **II. REPORTS**

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

Ms. Laughlin reported City Council approved a two year extension on the Copper Trails subdivision for their final map, the 2016 Planning Commission work program, and the Anderson's annexation and rezone. The resolution for rezoning the Joshua Tree Shelter was tabled due to the sidewalk waiver being tabled. They also approved the rezone for Sonora.

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

Ms. Laughlin reported Jacques Errecart resigned from RAC and Jon Karr was elected chair. They passed the RDA budget and worked on their goals compared to the RDA Plan.

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

#### **1. Zoning Bulletin**

### **D. Preliminary agendas for Planning Commission meetings.**

### **E. Elko County Agendas and Minutes.**

### **F. Planning Commission evaluation. General discussion pertaining to motions, findings, and other items related to meeting procedures.**

### **G. Staff.**

Ms. Laughlin reported we have a change in staff. Rebecca Hansen is going to the City Landfill starting this upcoming Monday, so we will be advertising to fill that position. In the interim we're training and sharing the temp, Shelby Knopp, with the Building Department.

Chairman Martinez asked if they were still having the sign code meeting on the 11<sup>th</sup>.

Ms. Laughlin said she wasn't sure yet she hasn't heard back from one person.

Mr. Wilkinson reported Ms. Laughlin is off to a great start with the 5<sup>th</sup> Street corridor. She has met with and provided Dave Stanton a lot of research. It'll take Mr. Stanton a little bit of time to sort through that. We are excited to move that forward.

**COMMENTS BY THE GENERAL PUBLIC**

There were no public comments made at this time.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

  
Aaron Martinez, Chairman

  
Jose Negrete, Secretary