

CITY OF ELKO
PLANNING COMMISSION
REGULAR MEETING MINUTES
6:30 P.M., P.D.S.T., TUESDAY, May 3, 2016
ELKO CITY HALL, COUNCIL CHAMBERS,
1751 COLLEGE AVENUE, ELKO, NEVADA

CALL TO ORDER

David Freistroffer, Chairman, called the Elko Planning Commission meeting to order at 6:30 p.m.

Present:

David Freistroffer
Jose Negrete
Joe Becker
Jeff Dalling
John Anderson

Excused: Aaron Martinez
Tera Hooiman

City Staff: Scott Wilkinson, Assistant City Manager
Cathy Laughlin, City Planner
Bob Thibault, Civil Engineer
Josh Carson, Fire Marshal
Jeremy Draper, Development Manager
Kara Vera, Minutes Clerk

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

There were no public comments made at this time.

APPROVAL OF MINUTES

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

**** A motion was made by Joe Becker, seconded by Jose Negrete, to approve the minutes as submitted.**

The motion passed unanimously. (5-0)

I. NEW BUSINESS

A. PUBLIC HEARING

1. Review and consideration of Preliminary Plat No. 3-16, filed by The Capps Group, Inc. on behalf of Parrado Partners LP et al., for the development of a subdivision entitled Great Basin Estates involving the proposed division of approximately 19.64 acres of property into 81 lots for residential development within an R (Single Family and Multiple Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located generally north of Clarkson Drive approximately 725 feet east of 12th Street (APNs 001-630-062, 001-630-064, & 001-630-067).

Lana Carter, PO Box 794, said a tentative map came before them this time last year and they had it split into 4 phases, they are asking for reconsideration to divide the phase 1 into 2 phases. A portion of phase 1 is outside of the FEMA flood zone and a portion is inside it. The owner would like to proceed with work on some of the homes, which are outside of the flood zone. He isn't asking not to have to do the public improvements that were including with the full phase 1, they just need to be able to pave. They lost their paving date last year due to the weather.

Jeremy Draper, Development Manager, explained the memo in the packet was not up to date. The most current one was dated April 26, 2016. He explained the differences between the two memos.

David Freistroffer said that memo was different than the memo in the packet. He questioned if Mr. Draper knew what the changes were and if they needed to be read in the record.

Mr. Draper said the one change was in the background information. He will provide a copy of the memo for the official records.

Mr. Freistroffer said they will site that memo during their recommendation.

Bob Thibault, Civil Engineer, said they have no additional comments and they recommend approval.

Josh Carson, Fire Marshal, said they have no additional comments and they recommend approval.

Scott Wilkinson, Assistant City Manager, said they recommend approval as presented by staff.

**** A motion was made by Jose Negrete, seconded by Joe Becker, to forward a recommendation to City Council to conditionally approve Preliminary Plat No. 3-16 with the conditions and recommendations found in the Development Department memo dated March 26, 2015 with additional change that will be read into the record from the April 26, 2016 memo. There are 8 recommendations and he finds it complies with the City of Elko**

Master Plan Land Use Component, the Transportation Component, the Redevelopment Plan, the Well Head Protection Plan, the City of Elko Zoning Section 3-2-3, Section 3-2-4, Section 3-2-5, Section 3-2-17, Chapter 3-3, Chapter 3-8, and Title 9 Chapter 8.

The motion passed unanimously. (5-0)

B. MISCELLANEOUS ITEMS, PETITIONS, AND COMMUNICATIONS

1. Review and consideration of Temporary Use Permit No. 1-16, filed by Braemar Construction, for the temporary use of a single family dwelling as a model home within a R1(Single-family residential) zoning district. **FOR POSSIBLE ACTION**

The subject property is located on the south end of Puccinelli Pkwy. (APN 001-566-052)

Howard Schmidt 1694 East Torree Pines Circle, Draper, UT, said we have been building in Elko for quite some time. They were informed by staff they needed a temporary use permit in order to occupy the home as a model home. The home will be done in approximately 2 weeks. They would like to use it as a model for the next 18 months to 2 years as they sell out that subdivision. They have approximately 20 lots to sell. He would appreciate the commission's support on it and felt it was a nice addition to the community to have a place to view a model home.

Cathy Laughlin, City Planner, said they brought it to Braemar's attention that they needed a temporary use permit. In the application Mr. Schmidt's employee, Dusty Shipp, has applied for the permit being issued for 1 year. Once the permit time is up, they can apply for an extension if necessary. The office needs to be used as a sales office and not a construction jobsite office.

Mr. Draper said his comment was regarding Mr. Schmidt's timeframe versus the application timeframe. He felt the planning commission could grant a longer time frame if they so choose.

Mr. Thibault said they have no additional comments and they recommend approval.

Mr. Carson said they have no additional comments and they recommend approval.

Mr. Wilkinson said they have no additional comments and they recommend approval.

Jose Negrete asked Mr. Schmidt what the time line should be.

Mr. Schmidt said they would love more time but if granted a year that would be okay too. He was hoping for 18 months.

Joe Becker commended staff for noticing that is how they are supposed to operate. These things have happened around town many times and this is the first one we have actually seen. He also commended Braemar for coming forward to fix the problem.

**** A motion was made by Jose Negrete, seconded by Jeff Dalling, to forward a recommendation to City Council to conditionally approve Temporary Use Permit No. 3-16. With the recommendations found in the City of Elko Staff Report dated May 3, 2016. There are 3 conditions and recommendations with one change being to number 1, the permit is issued for the time period of 18 months, not 1 year. His findings are to conform with the City of Elko Master Plan, Land Use Component, the Transportation Component, the City of Elko Zoning Section 3-2-3C5, and the City of Elko Zoning Section 3-2-17, Section 3-8.**

The motion passed unanimously. (5-0)

2. Review and consideration of Final Plat No. 2-16 for the Golden Hills Estates Phase 2 subdivision, filed by Sierra Blue Development & Holdings LLC, for the division of approximately 5.14 acres into 9 lots and two remainder parcels for residential development within an R (Single Family and Multiple Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located generally West and East of Mittry Ave. approximately 110' N of Chris Ave. (APN 001-619-002 and 001-619-006).

Tom Ballew, 640 Idaho Street, said they are representing Mr. Dodge. This project has been around for a while and he was now in a position to complete this and we would like to move forward.

Mr. Draper said this has been through several iterations in the past. They were happy to see this project being picked up once again. They have met with the applicant and the developer and they reviewed all the conditions and have asked them meet those. They will have to work with the building department on the existing foundations to see if they can be salvaged. He and Mr. Thibault met and discussed traffic studies for the area. They both felt backing movements would be appropriate in that area. He went over his memo.

Mr. Negrete asked if the retaining wall would extend the length of the project.

Mr. Draper said they will have to look at it once the grading plan is presented. Initially, no retaining wall was required but the lot was hard to develop for the homeowner and to fix that they have a requirement to extend the retaining wall across the property. That homeowner went in at his own expense and installed a retaining wall and they may need to tie into it and extend it through to the other lot.

Mr. Thibault said they do recommend approval but had some conditions. The planning commission needs to reference the most recent tentative map approval, which was on July 10, 2013. The text needs to be adjusted for the title on the curve table, it's just out of place. A note needs to be added that states "Public improvements along Tasha Way are required at the time of development of or for the division of remainder B or C".

Mr. Carson said all fire comments will be addressed during the subdivision improvement process.

Mr. Wilkinson said they recommend approval as presented by staff.

Mr. Becker asked if the curb would have to be removed.

Mr. Draper explained it has eroded away and it will need to be removed and replaced.

Mr. Ballew said regarding Mr. Thibault's comments, they have made those corrections to the map and resubmitted it. He requested clarification on the retaining walls being placed if needed, but they are not mandatory.

Mr. Draper explained it depends on the grading plan, which is what will drive that decision.

Mr. Wilkinson said if the retaining wall is required, that would have to be completed before the subdivision would be accepted.

Mr. Becker asked if Condition 11 should be revised to say the City Staff will determine.

Mr. Draper said the final plat civil improvements plans should show all necessary retaining walls for buildable lots.

**** A motion was made by Joe Becker, seconded by Jose Negrete, to forward a recommendation to City Council to conditionally approve Final Plat 2-16. The conditions are the 18 listed in the April 21, 2016 memo from the City Planning Commission with a revision to condition 11, the sentence that starts with the final plat civil improvements plan are to show all retaining and extent of the walls addition now as necessary for buildable lots. His findings are that it is in conformance with 336, 338, in addition to the City of Elko Master Plan Land Use Component, the Transportation Component, the Redevelopment Plan, the Well Head Protection Plan, the City of Elko Zoning Section 3-2-3, Section 3-2-4, Section 3-2-5, Section 3-2-17, Chapter 3-3, Chapter 3-8, and Title 9 Chapter 8.**

The motion passed unanimously. (5-0)

3. Review and consideration to initiate Zoning Ordinance Amendment No. 1-16, an amendment to Title 3, Chapter 3, Section 22 of the Elko City Code, by changing the rural street design for curb, gutter, and sidewalk within the RS (Residential Suburban) Zoning District. **FOR POSSIBLE ACTION**

Ms. Laughlin said last month we had a curb, gutter and sidewalk waiver on the City Council agenda. The City council questioned the necessity of the curb, gutter and sidewalk within the RS zoning district as well as for the rural road standards. They wanted clarification in the code. The street design standards are not clear. We are asking to direct staff to do a zoning ordinance amendment to clarify Title 3, Chapter 3 and Section 22 of the Elko City Code.

Mr. Wilkinson said the issue is if they have large RS districts that are self-contained. Royal Crest was developed without curb, gutter and sidewalk. The issue is transitioning out of those neighborhoods into land uses. We have a few other RS zoned lots that are co-mingled with other land uses and you don't want gaps where you need that infrastructure. Staff needs to work on those issues. We would recommend the Planning Commission to direct us to initiate the proposed changes to the code.

**** A motion was made by Jeff Dalling, seconded by Jose Negrete, to direct staff to initiate a Zoning Ordinance Amendment to Title 3, Chapter 3 and Section 22 of the Elko City Code by changing the rural street design for curb, gutter and sidewalk within the RS (Residential Suburban) Zoning District.**

The motion passed unanimously. (5-0)

II. REPORTS

A. Summary of City Council Actions.

Ms. Laughlin said Kim and Chad Anderson's sidewalk waiver was tabled. They have been through a lot with them on Tamerack. One of the conditions of their parcel map was to get the sidewalk waiver, which is what created this initiation of the code amendment. We will take that back to City Council once this is complete.

B. Summary of Redevelopment Agency Actions.

Ms. Laughlin said they did a de-obligation of the CDBG grant funding. They are looking at other options.

Mr. Negrete said for clarification the grant was de-obligated because the amount was applied for was too low.

Ms. Laughlin said they had 16 applicants apply for it. They didn't realize there were HUD guidelines. Their scope of work listed in the application and the State guidelines were different. The state wanted at least 5 projects to be \$50,000.

Mr. Negrete asked if there was one project at \$50,000.

Ms. Laughlin answered yes, but the improvements they wanted on their storefront would not have met the historic requirements through SHIPPO. They reached out to several applicants to try and get 5 applicants to the \$50,000 mark but were unsuccessful. It was a historic restoration program rather than a storefront improvement program. We were past the deadline and we kept filing for extensions on the funding. The State did say the funding would still be there and we could reapply in the future.

Mr. Wilkinson said the Storefront Improvement Program was included in the grant application, which was approved and the grant was awarded based on that. There were just fundamental differences.

Ms. Laughlin gave an update on the corridor design. The 30% drawings were forwarded to the RDA for approval. The RAC has a vacancy and they had 1 applicant apply so they will be appointing them at the RDA meeting. We will also be asking for funding for a water line, which would serve 17 properties and 40 businesses.

Mr. Wilkinson said the primary function of the corridor will still be parking. This plan will enhance pedestrian access, add landscaping by extending block ends, reducing ingress and egress points, having larger drive aisles and expanding the Train Park.

Ms. Negrete asked Mr. Draper if 7th Street will be closed.

Mr. Draper answered yes.

Mr. Wilkinson said the fountain in that area would be reconstructed because it's degrading. All of the elements are consistent with the RDA plan.

Ms. Laughlin said the applications closed Friday for the Planning Technician position and they received several applications for that. They should have a new Planning Technician in 3 weeks.

- C. Professional articles, publications, etc.
 - 1. Zoning Bulletin

No report at this time.

- D. Preliminary agendas for Planning Commission meetings.

Ms. Laughlin said they got a new subdivision and the final plat for Great Basin.

- E. Elko County Agendas and Minutes.

No report at this time.

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

No report at this time.

- G. Staff.

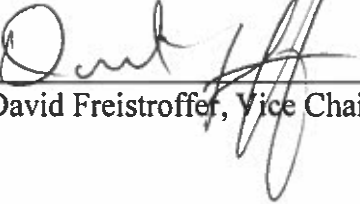
No report at this time.

COMMENTS BY THE GENERAL PUBLIC

There were no public comments made at this time.

ADJOURNMENT

There being no further business, the meeting was adjourned.



David Freistroffer, Vice Chairman



Jose Negrete, Secretary