

**CITY OF ELKO**  
**PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
**6:30 P.M., P.D.S.T., TUESDAY, APRIL 6, 2010**  
**ELKO CITY HALL, 1751 COLLEGE AVENUE, ELKO, NEVADA**

**CALL TO ORDER**

The meeting was called to order by Chairman Jeff Thompson.

**ROLL CALL**

Present: Jeff Thompson, Reece Keener, John Anderson, Brent Elmore,  
Doug Owen, Alene Sutherland

Absent/Excused: Rich Perry

City Staff Present: Ed Wynes, City Planner  
Curtis Calder, City Manager  
Delmo Andreozzi, Assistant City Manager  
Mike Hecht, Deputy Fire Chief  
Scott Wilkinson, Development Manager

Others Present: Jim Conner, City Councilman  
Laura Hanson, CRSA  
Donald Buaku, CRSA

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** March 2, 2010- Regular Meeting

**Motion:** Approve the minutes of March 2, 2010, in their entirety

**Action:** Approve, **Moved by** Doug Owen, **Seconded by** Alene Sutherland.

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

**I. PUBLIC COMMENT PERIOD**

This agenda item is to provide time for the general public to address the Planning Commission regarding items of concern not specifically listed on the agenda. Action cannot be taken at this time, but a matter can be set on the agenda for a future meeting, as appropriate.

Larry Hire said I'm here on two points that I wanted to bring up to the committee, one is the Boy's and Girl's Club going in the Main Park. I think it's on the agenda for later and if not then I'd like to get it on the agenda about approval of it going into the Main Park.

Chairman Thompson said I don't know if it's set for a future agenda or not.

Mr. Wynes said it has not been set for any agendas, at least not at this time. Nobody has asked to have it put on any agenda. We usually work on applications, not so much on potential locations of sites, if that's what you're interested in.

Mr. Calder said the Elko City Council is the board that approved the concept of the Boy's and Girl's Club going in the City Park and no location has been specified within the park so if you wish to have that item placed on the City Council agenda that would probably be the more appropriate forum. We can do that for you, we just need a letter addressed to myself the City Manger and I can place that on our next City Council agenda.

Mr. Hire said another concern I have about the City Park, and I don't know if this is for you either, is dogs. I thought it was an ordinance in the park that dogs were not allowed. They used to have signs up. I found out it's not an ordinance and never has been, but we did an Easter Egg hunt on Sunday and I was disgusted with the amount of dog crap in the park that we had to clean up before we could even lay eggs out. I think that might be some kind of a health issue with kids playing. I think it's something we need to address and either figure out a way to get people to clean up after their dogs or put some kind of clean up station in the park for dogs. That's something else I'd like to get brought up on an agenda.

Chairman Thompson said that's probably an issue for City Council also.

Mr. Calder said if you could include that in your letter we can have that addressed at the City Council level.

## **II. NEW BUSINESS**

### **A. PUBLIC HEARINGS**

1. Review and consideration of Conditional Use Permit No. 1-10 filed by Alltel Communications and Charles Chester, to install a fifty foot (50') monopole telecommunications tower with three (3) panel antennas and the inclusion of omni antennas, replacing the existing forty foot (40') tower owned by the State of Nevada Department of Information Technology, and installing radio equipment inside one of the vacant storage areas located in the rear of the lot within a C (Commercial) zone and matters related thereto. **ACTION ITEM**

The subject property is located generally northwest of the intersection of Connolly Drive and Mountain City Hwy. (2950 Mountain City Highway).

Mark McGarey, 4133 Hawthorne Place, Longmont, CO, representing Alltel Communications said Alltel is interested in trying to improve and expand coverage in the area along Mountain City Highway. As many of you know, that location is kitty-corner from the Home Depot and just down the street from Wal-Mart and is obviously a heavy traffic area. Alltel at this point has good coverage near the airport but as you get further north and west we lose that coverage, so another facility is required in the area to try to get better coverage down the highway and in and around the businesses and homes there. We've looked at a number of locations but we like this location because there is an existing tower, as you indicated, on the property. This is the Charles Chester

Heating and Plumbing yard and one of their tenants is the Department of Information and Technology and they have a small forty foot lattice tower there. Whenever we can we want to try to locate our antennas on existing structures or rooftops to avoid having to build a pole and have additional verticality in an area, and for that reason at this location we like the idea of using this tower, replacing it with a slightly taller structure. I have some photos to pass around. You can take a look at what's there now and it will give you a good sense of what we're trying to do. We want to take out the forty foot tower and replace it with a fifty foot tower. The existing tower is a lattice structure and we would be going with a steel monopole and mount up to three antennas, probably just two initially and maybe three over time. They would be flush-mounted to this pole and we would place the existing DoIT antenna onto that structure. We have an agreement in place with the property owner and will honor his agreement with DoIT so there will be no problem in co-use of that facility going forward. Visually the pole change is the only thing that you will be able to see. The equipment will be located inside. If you look at the photo, the storage buildings are at the top of the page and we will be going inside that existing storage building with the Alltel radio equipment. All other utilities will be run underground there. We anticipate needing this facility for a long term. The lease will be on the order of thirty years and should accommodate most of the needs for Alltel to provide coverage in this area for many years to come.

Mr. Wynes said Staff has gone through this application and finds it does meet the criteria for the conditional use application and has spelled out a number of findings and rational why it should be approved and does recommend approval of the application as presented, based upon the seven conditions that Staff has included. Some of these conditions may overlap with Mr. Wilkinson's.

Mr. Wilkinson said the Development Department's recommending a conditional approval. We have five conditions listed. I believe the only one that may overlap is with regard to FAA Form 7460-1. I believe Planning used language that they should declare that tower. I believe they have to file that form with the FAA. I don't know that we have any redundant conditions here.

Chairman Thompson asked the applicant if he read all the conditions and agrees with them.

Mr. McGarey said we have no problem with the conditions and the FAA filing is a standard procedure for all Alltel sites. We are in the process of doing that and will provide you with the determination when we receive that. We don't anticipate problems.

Commissioner Keener said as part of Mr. Wilkinson's recommendations it says the climbing pegs should be omitted and I was wondering the reasoning on that.

Mr. Wilkinson said the Fire Department was concerned with the height of the climbing pegs to eliminate the possibility of somebody accessing that tower that shouldn't. I discussed that with Alltel's consultant and they agreed to just omit the climbing pegs from the tower since it could be serviced with a bucket truck.

**Motion: Conditionally approve CUP No. 1-10 with the following conditions:**

- 1. Conditional Use Permit No. 1-10 is approved for the location of a cell tower in accordance with the submitted site plan labeled Exhibit "A".**

2. **The Conditional Use Permit will expire if not activated (Building Permit issued) within one (1) year of the date of approval.**
3. **The applicant files FAA form 7460-1 and obtains approval from the City of Elko Airport Director.**
4. **If applicable, the cell tower shall have the capacity to be occupied by more than Alltel and the State of Nevada antennas.**
5. **If the cell tower is not in use by Alltel and the State of Nevada for a period not to exceed one (1) calendar year, the tower shall be removed by the last occupant or user of the tower.**
6. **There shall be no signs or notices posted on the cell tower.**
7. **Any excavation to provide utilities between the storage unit and the tower shall be repaired and repaved in the same manner as the parking or driving area surrounding the antenna site.**
8. **Climbing pegs are omitted from the monopole.**
9. **The developer is to submit plans as appropriate for review and approval by the City of Elko.**
10. **The applicant is able to obtain the required building permits from the City of Elko.**
11. **All proposed easements are of record before a final certificate of completion is issued.**

**Commissioner Owen's findings are the Conditional Use Permit conforms with the Land Use Component of the Elko City Master Plan, the Streets and Highways Component of the Elko City Master Plan, Section 3-2-3 of the City Zoning Ordinance – General Provisions, Section 3-2-4 of the City Zoning Ordinance – Zoning Districts, Section 3-2-10B of the City Zoning Ordinance – C (General Commercial District), Section 3-2-17 of the City Zoning Ordinance – Traffic, Access, Parking and Loading Regulations, Section 3-2-18 of the City Zoning Ordinance – Conditional Use Permit procedures and other findings listed in the packet.**

**Action: Approve, Moved by Doug Owen, Seconded by Reece Keener.**

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

2. Review and consideration of Conditional Use Permit No. 2-10 filed by Head Start of Northeastern Nevada, to allow a pre-school facility to be developed and operated on 1.98 acres of land within an LI (Light Industrial) zone and matters related thereto. **ACTION ITEM**

The subject property is located generally southeast of the corner of 13<sup>th</sup> Street (Sweetwater Ave.) and Silver Street. (APN 001-630-058).

Bert Gurr said I represent Head Start of Northeastern Nevada and I also represent the seller in the transaction. The property is located on the corner of 13<sup>th</sup> and Silver Streets. The reason for the location seems a little strange but after three or four months of searching for real estate to put this on, this seemed to be the place we could find that was within their budget and within the acreage amount that they wanted. This is a relocation of the Wells school. As you've all read in the paper they're closing that down because there aren't enough people. It isn't moving the current school,

although some people may think it is. It's just putting a second site closer to the south side of town. She had a budget to do it with. This is where we're at and this property fits.

Mr. Wynes said in this situation there was a lot of consideration given to this application. There was a lot of discussion prior to the filing of this application by the applicant and his engineers regarding the feasibility of this and once the feasibility was determined to be adequate we got the application and plans. There are several conditions that we have imposed, and the drawing that is on the board is different from the one in your packet in that it covers most of the conditions we have requested. Staff has no problem with this application. There have been discussions about whether this is a feasible site due to its location in an industrial area, but at the present time there is very little industrial activity in the area and who knows what's going to happen and when. The sale and development of the property will be a benefit to the City, so Staff does not see any major problems. Access is adequate. There are no other major problems that we see that would impact this in a negative way so Staff does recommend approval of this application subject to the conditions imposed by the Planning Department and by Mr. Wilkinson.

Mr. Wilkinson said we provided quite a bit of background information with regard to this piece of property for your review. We're recommending approval with the six conditions listed in your packet.

Mr. Hecht said most of this has been addressed, just one thing on the site plan, are they required four ADA spots or just two?

Tom Ballew said just two.

Mr. Hecht said I believe the Head Start is overseen by the State of Nevada so the inspections are done by the State and we want to make sure we are involved in those. They are modular units so the manufactured home inspectors get involved and our Building Department doesn't. I want to make sure we are involved due to life safety.

Mr. Andreozzi said as addressed in Mr. Wilkinson's memo, with specific regards to Section 3-2-17 of the parking portion of the code, that's certainly our biggest area of concern. Just make sure that section of code is complied with so we have adequate parking and drop-off so that we aren't in a situation in the future where Silver Street is used as parking or a drop-off.

Commissioner Keener said Mr. Wynes indicated the revised plan did meet all of the criteria that you were seeking. Do we have a name for that drawing such as Exhibit B?

Mr. Wynes said it has to be Exhibit A.

Mr. Wilkinson said I would recommend that although we have a revised plan that we keep the conditions the same and probably add one more condition to ensure the Fire Department has completed all of its required inspections before occupancy.

**Motion: Conditionally approve CUP No. 2-10 with the following conditions:**

- 1. Conditional Use Permit No. 2-10 is approved for the location of a Head Start preschool in accordance with a *revised* submitted site plan labeled Exhibit "A",**

showing the location of the Trash Receptacle/Dumpster Areas, the location of the proposed sign, and any exterior lighting proposed for the site.

2. The modular building(s) brought onto the site shall be made permanent on the site.
3. The Conditional Use Permit will expire if not activated (by obtaining a building permit for building foundations) within one (1) year of the date of approval.
4. Paving past centerline will be required on both Sweetwater Street and Silver Street.
5. All requirements set forth in Section 3-2-17 shall be adhered to as required under Section 3-2-12A(H) of City code.
6. Landscaping will be required per Section 3-2-12A(J) of City code.
7. The shown fencing may restrict fire fighting access to the rear of the buildings. Appropriate access accommodating fire fighting access will be required.
8. The Developer is to submit plans as appropriate for review and approval by the City of Elko.
9. The applicant is able to obtain the required building permits from the City of Elko
10. The City of Elko Fire Department is to complete all inspections prior to Certificate of Occupancy.

**Commissioner Keener's findings are the Conditional Use Permit is in compliance with the Land Use Component of the Elko City Master Plan, Streets and Highways Component of the Elko City Master Plan, Section 3-2-3, Section 3-2-4, Section 3-2-12A(E), Section 3-2-17 and Section 3-2-18.**

**Action:** Approve, Moved by Reece Keener, Seconded by Doug Owen.

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

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

1. Review and discussion of public workshops with CRSA, the contracted firm for doing the Master Plan update, and matters related thereto. **NON-ACTION ITEM. REVIEW AND DISCUSSION ONLY.**

Mr. Wynes said I'd like to introduce all of you to Laura Hanson who is going to be the principal planner for this project from CRSA out of Salt Lake. We have spent quite a bit of time with her and feel very comfortable that we have a good project and a good plan going forward, and I think she's presenting you with some information about how they foresee this plan moving forward from tonight.

Laura Hanson, CRSA, said we are delighted to be here. I also want to introduce you to Donald Buaku from my office. He will be helping me throughout this entire process. Donald is from Ghana and has been in the United States for five years. He is a great artist and we're very happy to have him on board. You'll get a good chance to work with both of us throughout this process. I put a few materials running through our process in your packet. First I wanted to tell you a little bit about our team. CRSA is based out of Salt Lake City and by our calculations we are actually closer than Reno, so we kind of think of ourselves as your local consultant, but we're teamed with a couple Nevada folks as well. Fehr and Peers Associates is our transportation planning firm headquartered in California but with a Reno office. We're working with them on the traffic and circulation element. Lewis, Young, Robertson and Burningham are Salt Lake City folks as well,

and they specialize in affordable housing, economics, demographics, economic development, and redevelopment areas. We also added Ferron Konakis who is located here in Elko, and many of you know him as the former City Engineer. Together as a team we'll be working throughout this process. We're excited to work together and to get to know you all a little bit. Today I wanted to talk a little bit about the role of the Planning Commission. We really view this as our first working session with you. I wanted to go over our process, talk about the roles of the various different groups. We have a lot of different advisory boards and a lot of people that have things they'd like to share to this process and we're hoping to maximize public involvement. As far as the Planning Commission goes, it's really the job of a Planning Commission to craft the Master Plan so we view you as the authors of this document. We're here to facilitate the process, to be your ghostwriters essentially and help pull all the pieces together and get them down on paper, but we hope that you're geared up and excited to participate in this and we'll be giving you a little homework throughout the process. We have a specific budget set out and a specific number of meetings that we're able to come to. I may play school teacher a little bit and say do your homework, you need to be prepared for the meetings in order to make sure we get as much done as we can each time and we're as productive as possible. We're going to be working with you throughout this whole process to craft the vision and the plan that I know you already have in mind and the ideas you already have in mind for your community and put them on paper. The City Council obviously has to be the adopting body so we'll be working with them throughout this process. In other communities we've worked in, we found that if you start with the public then bring the document to the Planning Commission and then the City Council the document keeps getting tweaked so to avoid that kind of cycle we'd like to make sure we get public involvement throughout the entire process. We keep going back to the public saying here are the things we came up with based on your feedback. Did we get it right? Also similarly having at least one member of the City Council as a liaison to report back so that when we get to the adoption phase there are no surprises for anyone. We've talked with a number of different advisory boards already. Catherine Wines and I had a great chance to visit just before this meeting about the Arts and Culture element of the plan that will be added.

Chairman Thompson said Excuse me. I'd like to make this somewhat informal and we do have a microphone here so if someone from the audience has a question just raise your hand and we'll try and address as much as we can.

Ms. Hanson said I'd be happy to entertain any questions that folks have. As I was mentioning, Ms. Wines and I had a good chance to talk about what they'd like to see for the Arts and Culture Element. As you know, the bylaws of that advisory board include the development of an Arts and Culture Master Plan so we'll be working with them pretty heavily on that piece and with the Planning Commission primarily on the Land Use, Traffic, and Parks and Recreation Elements of the Master Plan. The Arts and Culture Element is one that is not currently in your Master Plan so that's something new that we will be adding. There are a couple other elements within your plan that we will not be updating; Housing and Historic Preservation. There is a Population chapter as well. We will be updating that just necessarily to update some of the other elements. It won't be a full re-write of that section but we'll be updating bits and pieces of it. The timing is a little bit off on that one. As you know it's a census year, but the census information usually isn't available until 2011 or the year after it's collected so we're kind of missing that process just a little bit. It's probably best to wait a little more on that one anyways. As far as project roles, the general public has a huge role to play in the update of any Master Plan. The idea of a Master Plan, and I'll speak to the audience on this one, is to have a guiding document that reflects the City's values;

what the City would like to see, what the community would like to see for itself. It's a document that is required by State Statute for everyone to develop a plan. It doesn't have policy statements in it as compared to a zoning map. A zoning map says what you're legally entitled to do with your property. A land use map in a comprehensive Master Plan is a guide. It says here's where we'd like to be in the future. All of the ordinances that are adopted, zone change amendments that are adopted, are intended to further implement that general plan to move you towards the ideas that are in your Master Plan. We need public involvement so that we have the right things in the plan. It's saying the types of things it needs to say and reflects your community. That means that we need a lot of input from you all. Along those lines we have a little project scheduled that outlines what we have as an eight month planning process. We started last month reviewing some existing plan documents and met with various City Staff starting to talk about what their objectives are for the Plan. We've developed a meeting schedule. We are tentatively meeting with the Planning Commission every third Tuesday. I think that's a special meeting with you all. It's dedicated just for working through the Master Plan update process. Obviously all the meetings are open meetings so members of the public are invited to come and watch those. It is up to the Planning Commission to determine whether public comments can be accepted at those meetings. We want the whole process to be as transparent as possible and have everybody come and participate and share your ideas in a couple formal ways. The first of which is a public visioning workshop that we have scheduled for April 20, 2010, at 6 p.m., held at the Elko Convention Center in the Gold Room, and there will be a lot of public notices sent out about that. Everyone will have ample opportunity to put it on their calendars and make sure they're there. I'll walk through that agenda in just a few minutes but that's your first opportunity. That's where we basically say tell us everything you'd like to share with us about Elko; hopes, dreams, what you'd like to see, what you don't want to see more of, what are things you'd like to celebrate and make sure are preserved as the city grows and expands over time. This is the very broad input gathering. We will take that information and craft some community vision statements and a series of goals and objectives, policy statements that will then guide the development of ordinances or zoning changes and those types of things. We'll start working on that and developing some various plan elements that were mentioned to you earlier. Once we have a pretty solid draft plan put together there will be maps associated with each of those chapters as well. We'll go back to the general public and we're anticipating this to be sometime in June or early July, but say ok you gave us your ideas, here's what we've come up with, did we get it right or do we need to tweak it? You'll have an opportunity there as well to provide input. In addition to that we have a survey we're starting to develop. My company is a sub-consultant to the firm that was selected to do the Recreation Center feasibility study, so we're trying to dovetail these processes together a little bit. We hope to develop a survey in two different versions, one would include a lot of questions about your general Master Plan topics: land use, transportation, parks and recreation, etc, in addition to specific questions about the Rec Center feasibility study and we would send that to every single address in the city. We're thinking the first week of May to send that out. A second version of the survey which focuses specifically on the Rec Center feasibility study would be sent to some additional addresses in the county. We identified Spring Creek, Lamoille, Ryndon, Osino, and then reach out to the various bands of the tribe and different organizations and groups as well that might be a little bit harder to reach within the city. We'll be sending that out, collecting all of that input and using that to further develop and guide the development of the Plan. Once we get public input at that second public workshop, we'd come back to you all, refine the document, make any tweaks and adjustments and then we'd start into the formal adoption process. Public hearings would be part of that process before the Planning Commission and the City Council, so there are lots of opportunities

for public input which is really the whole point of these things. I mentioned that we have a public workshop planned for April 20, 2010, and in your packet there is a copy of an agenda for that meeting. I just wanted to run through what we'll be doing at that time and the types of information we'll be gathering.

Lina Blohm, Elko Redevelopment Agency Advisory Council, said you've been very thorough in your presentation regarding Elko so you've done a lot of homework, but I haven't heard Elko Redevelopment at all and wonder how you plan to incorporate that into what you are doing here for us.

Ms. Hanson said that's a great question. The Master Plan is really intended to be a comprehensive document and to include all of those different topics, so Redevelopment and I know you have an existing Redevelopment Area within the downtown, and incorporating ideas and adding some new guiding policies within the Master Plan to that area would definitely be part of this. There is a separate document, a separate Plan for the Redevelopment Area, and as I understand it that is not something that can be individually updated, but what we can do is include some supplemental materials within this. I know some other topics that have been discussed are design guidelines for downtown and I'm not quite sure where we are in the process of that. That's maybe a little bit farther out, but we can certainly throughout this whole process collect input that would inform that and include some policy statements and guiding recommendations. On the 20<sup>th</sup> we are going to start out at 6 p.m. with a welcome from the Mayor. Just have him chat a little bit or explain to the audience what we are doing. What a Master Plan is, why it's a good thing for cities and counties to have, what its purpose is, what the role of the general public is, all of those things. Then your Planning Director Ed Wynes and Richard Perry will be giving a presentation about the history of Elko Planning so far; where you've been in the past, what your current Master Plan includes; what policy statements and basically why we need to update it again. A lot of people say if it's working pretty well, we like what it says, why do we need to do this again, and basically the general rule of thumb is things change over time and it's good to check back in every ten years or so to make sure we're still doing what the community would like to see and just reconfirm those values and maybe add some new things as we go along. We're looking forward to that and appreciate the contributions of your Vice-Chair and Planning Director. Then I'll give a short presentation on visioning, just kind of helping people. Sometimes folks have a hard time thinking what's possible in the future. You look at your community as it is today and it's hard to envision something different or how it's going to stay the same, if you want it to stay the same, as it grows. We'll talk a little bit about preservation practices, tools and strategies, and also ways to get the kinds of things you'd like to see in your city as it grows. Then we will break up into small group discussions. We have ninety minutes set aside just to listen to the public. That's the point of this meeting. As people come in they'll pick up an agenda that will have either an A or a B on it and we'll ask people to separate into two groups to start off. The groups will have two discussions, switching topics after forty-five minutes. For example if you're in group A, the first discussion would be about Land Use, Transportation, and Arts and Culture. What we'll do is put a map of the City down on the table in front of everyone and give them markers asking what they want to see stay the same. They will then color areas in blue that are working well and color transition areas in yellow. Red or pink areas would be areas of change. Places where we really need some focused improvements of some sort; maybe it's a dangerous intersection, maybe revitalization and redevelopment of a certain area, maybe it's a school building that's closing, and what can we do with that building. We'll take notes and have people put comments on the map with just colors or with words. We'll

have flip charts where we'll record comments as well, and give everybody a chance to talk. After forty-five minutes we'll switch topics and then start talking about Parks and Recreation and the Rec Center feasibility study. I know that's a hot topic in this community and people will probably want some dedicated time to talk about what they'd like to see in their new rec center and maybe where it ought to go. Those are the types of things we'll talk about for the next forty-five minutes. Group B would be starting with the Parks and Rec topic and then switching to Land Use, Transportation, and Arts and Culture. We have some other outreach tools and methods that we have talked about and identified. We're putting together a website for the project so people will always have an opportunity to go online and find the most current documents, schedule, meeting notices, an update of where we are in the process. We have a draft of that pulled together already and will work with the City Clerk to get a link from the City's website. I know Facebook is something that has been used in the community for the Rec Center already and we're hoping to build upon that and use that as a tool. I know a lot of younger folks are on Facebook. My mother-in-law is on Facebook so it's not just younger folks these days. It's a good way to network and get the word out. We'll also be interviewing a lot of specific focus groups as we're going through this process. There are a lot of specific interest groups; those who are interested in Arts and Culture, Redevelopment, various cultural groups. We'll reach out and try to get their input if people are not able to come to the formal public meetings, reach out to them in another way to make sure we have everyone's input.

Tony Buettner, Chair of RDA Advisory Council, said I just want to understand the process you were talking about just now. You were saying you'd have two groups of twenty-five folks or so in a circle with one map. Or is each individual going to have a map?

Ms. Hanson said I'm sorry. I should have clarified that. Usually what we do is try and find small groups of about eight to ten people, so you may have six or ten groups of those depending on how many people come into the meeting. As you come in you'll pick up an agenda that will either say A or B, so if we have six tables it will be three tables talking about one topic, three tables talking about another topic, and they'll each have a single map per table. We'll have eight people drawing on a single map together at three different groups.

Mr. Buettner said playing Devil's advocate here, in the short time that I've been in this community and talking about the development of this Master Plan, it may be optimistic to believe that six to eight people at a table are going to all agree how to fill that in, so what happens if that doesn't work? How can you then get the information you need if you can't find the groups of folks to agree on the red, yellow, blue? What's an alternative option to that?

Ms. Hanson said that's a really good question. Obviously when you have a lot of different interests at the table you have a lot of different ideas and sometimes they're conflicting, and sometimes you find they're much more alike than you would expect. We have an idea of how we'd like to have this filled out. It's worked in other communities pretty well. We are so flexible. When we go into these meetings we play it by ear. The idea is just to let people talk. It's to share with us what you'd like to say about Elko and the things that are important to you.

Chairman Thompson asked is it more just to gather ideas?

Ms. Hanson said it's an information gathering idea and sometimes we end up with maps that won't have any colors on them just words, such as a circle on the map saying here's a spot where

people speed and we need to take care of that, or this is a really incompatible Land Use in this area take a look at this. Ultimately what we hope to produce for this process is an atlas of maps so what we would do is separate all of the comments into layers, so we would have a map about Land Use that we would like to focus on, here are areas that are preservation, here are areas for parks and recreation, so we'll have a series of five different maps as the outcome of this process. A lot of that can be done at our office. The main goal of the public meeting is to gather as many ideas and input as we can and if it doesn't work in this process that's ok. We're flexible. As far as gaining consensus and building consensus, which is the main concern, a lot of times we found that everybody has positions that they speak from and they have interests behind those positions. Sometimes we need to say your position is that you really don't want Land Use acts in this location, the interest behind that is that you want to preserve a quiet street, a nice residential neighborhood, or you're worried about crime. Those are usually interests that are common among a lot of people so what we need to do is try to move away from the positions and talk about what we all are working towards. Once you highlight the common interests, even though coming at it from different ways, ideas can be thrown out on how we can accomplish that. Usually we can find some commonality. It's very much a facilitation kind of process.

Mr. Buettner asked if integrating public ideas was part of the update process.

Ms. Hanson said that's the goal and a lot of it really rests with the Planning Commission. We collect all of the information from the general public, present it to these folks and give them the fun job of sifting through it all. We will present, as the professional cleaners, the pros and cons of various ideas. We have no objective here. Our goal really is to come in and be ghost-writers. We're facilitating the process. We're not telling you what you want. We have strong opinions about certain things and we'd be happy to share them if you ask, but it's your process so what we'll do is give you the examples and benefits of what other communities have done with similar situations and let you talk about them. That's why it's an eight month process. It takes time to go through those, to fine tune things. A particular topic may come up over and over again and towards the end we usually come to a solution that, if not everybody agrees with, they can at least agree with the process with how they arrived at that solution. That's kind of our consensus building approach.

Yvette Waters, Director of Harbor House, said I have two questions. In your experience in doing these kinds of meetings you keep talking general public, do you get a lot of response from the general public or is it the business people, is it the people who have something more invested than the general public; mine workers, families? My other question is I understand all your components, but I'm wondering why housing is not something that's being addressed in this particular Master Plan update.

Ms. Hanson said I'll answer the first question and then I may divert to the City on the second one. The first question is it depends. Every community is different. Sometimes it's like pulling teeth to get people to participate in these processes and often times you have a very vocal minority that comes to the meetings and people with special interests. Sometimes there is a very active downtown business association and those are the folks you see. It really depends on the community. The intent behind having not only the public meetings but also the website, the Facebook page, the survey is to get that broad community input. A lot of times people with families have a hard time going to a public meeting. It's not high on priority lists, and I know other people may work multiple jobs and it's just tough to get away. If a survey comes in the

mail to you with return postage it's pretty easy to fill it out and send it back, so our approach is really to reach out to people in a lot of different ways. I know the mines have a lot of external relations folks, P.R. folks that we can coordinate with to try and disseminate information. We may go through churches, pastors, bishops, asking to say this at meetings or put it in church newsletters, try and get the word out as much as we can. You can't force people to participate but we can make sure they can't say nobody asked me or gave me an opportunity because we're going to try and provide as many opportunities as we can. The second question was about housing and basically it was not included within the R.F.Q. that we responded to, to update that.

Mr. Andreozzi said basically it boils down to funding priorities. Obviously if we could take a look at every component or look at other components that we don't currently have, we would like to be able to do that, but we wanted to address the highest priorities that we have at this point in time with the available funding that we had. We felt that Land Use and Transportation were probably the bigger components and then Parks and Recreation is another component, which comes from a different funding source than the General Fund, which funded \$100,000 of the \$160,000 cost to do the Master Plan update. The biggest component of that is the Land Use and that is the one that really needed the most update. As we go forward, if funding becomes available, we can start knocking down some of those other things that we'd like to address in time.

Lina Blohm, RDA Advisory Council, said I appreciate the fact that you are very sensitive to all of us and whoever attends these workshops about our passion for Elko and how we would like to continue to see things or what changes we may want. However, I hope that you bring your expertise to the table in your professional reality here and let us know if we're way off base because there are probably some areas of the community that could really use tweaking.

Jack Errecart said I hope you consider that a formal request for your strong opinions. Please put them out.

Ms. Hanson said we have them but it's always a fine balance on these Master Planning processes. We find a lot of planning is two things: it's politics and it's education, and it's a balance between them. You also want to make sure that we're really respecting the community values. You don't hire somebody to necessarily come in, and we've had clients say past consultants have just come in and said here's what you ought to do, and they don't appreciate that. We want to find a nice balance between the two, but we definitely can bring examples from other communities and what some have done successfully and what challenges they have come across in the past and the things that we have found to be the most successful.

Chairman Thompson said I think everybody is looking for a little direction from outside sources. That's the reason for updating the Master Plan is to get new ideas and make sure we're going in the right direction.

Ms. Hanson said one thing I think we can very easily do throughout this process, and this is something that will capitalize Mr. Buaku's great skills, he's a great water-colorist and artist and he can breathe life into a plan like you would not believe. It's amazing when they say a picture tells a thousand words. It really does and having some diagrams and images in the Plan I think will make a big difference too. Sometimes people can read policy language and say I think I

understand what that means. When you can illustrate it, it's like, oh ok, I get it. That's what we want or no that's not what we want, so that will be really helpful.

Chairman Thompson said Mr. Perry is real passionate about this. It was one of his ideas when we started it.

Commissioner Keener said I was part of the selection committee so I sat through the interviews and one of the common themes throughout the finalist consultants for this project was just the importance of having a Plan that can be implemented. You can throw all kinds of fancy ideas out there but if it's not economically feasible it really doesn't mean anything at the end of the day so that's what we're really going to be after, something that we can implement and be able to see some real changes five years out and ten years out.

Ms. Hanson asked are there any goals for this process that you have that I haven't covered or I haven't touched on, anything you're really hoping to see; things or instructions?

Chairman Thompson said I don't think so. Seeing how you've talked to Mr. Perry, Mr. Wynes and Mr. Andreozzi, I think you have a pretty good idea what we're after. I'm sure the Advisory Council for the Redevelopment is going to bring a lot of ideas that they want to present. We have a lot of different people here. We have some people from the Fair Board and Parks. There are a lot of people here. I would just encourage everybody to go out and encourage others that get the survey to fill it out and return it so we do get all of these ideas. I think we're heading in a good direction.

Ms. Hanson said thanks, we appreciate your time. We're looking forward to working with everyone and sitting around the table together. We're excited about it.

**\*\*Chairman Thompson recessed the meeting for five minutes.**

### **III. REPORTS**

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

Mr. Wynes said at the last City Council meeting the Work Program and the Annual Report were both adopted and approved. They looked at it and several members of the Council said it looked nice but they think it should be pruned down a little bit more to something a little bit more usable. I said we pruned it down quite a bit from what it has been and they said I think you can do it a little bit more. We will probably bring back a really pruned version of the Work Program for next year.

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

Mr. Wynes said the Redevelopment Agency has not met lately and the Advisory Council did not have a formal meeting last time because they didn't have a quorum, so there are no actions taken by them of late. I hope you all enjoyed Ms. Hanson. I think she's going to be a wonderful contact person. She's very energetic. She wants something done. We should be able to get a good program out of this.

Chairman Thompson said I have a question for the two Councilmen. How do you feel like things are going as far as the Redevelopment and actually including this, the update to the City Master Plan?

Councilman Conner said I think it's really important that we include it and I think they're going to be looking at all that and I'm really excited about this because she is jazzed. She's excited. I think she has a tendency to pull things out of people. That's what we saw on the interview when we did the feasibility study for the Rec Center interviews. They're very excited and have some neat ideas. I think they're going to be saving us and getting more out of it by having the same group doing both facilities because they'll be able to maximize on the information they get. I think these guys are very excited and I'm excited. This is going to be a great thing. I think we're going to see a lot of good things come out of it.

Councilman Johnson said this is only one Councilman's opinion, but I see that the Master Plan is going to take a lot of work and I think at your meetings and the Council meetings there are going to be a lot of tough decisions that'll be made. I look forward to the process. It'll be good to get the word out to get as many people there to the Convention Center and get it in and then work well within the meetings and the groups and then bring the information back. I come at it more from a fiscal side of it. I'll work as a City Councilman and be at the meetings when I need to but mostly there just to listen and then of course we'll have our shot at it when it gets to Council level. I think working hard in the meetings and go with whatever you think is the best one and the pressure's going to come on for your vote and opinion of what's the best for Elko and it's a process that will be good and it sounds as though it's going to be a good opportunity to get as many people involved with it for the future of Elko. It'll be a lot of work though.

Chairman Thompson said as usual we'll make some people mad and make some happy, and hopefully it's 50/50.

Commissioner Keener asked if we were going to be advertising in the paper for the public meeting notice or anything like that.

Mr. Wynes said we're going to be advertising every place we can.

Commissioner Keener asked if we had a budget for that.

Mr. Wynes said we'll find the budget for it.

C. Professional articles, publications, etc.

1. Zoning Bulletin
2. Zoning Practice

D. Preliminary agendas for Planning Commission meetings.

Mr. Wynes said right now, as of today we do not have anything on the agenda for the next meeting. The last day for the applications is next Monday, so we will be getting something together for the May meeting. I don't know what it's going to be yet.

Commissioner Keener said the only thought I had about the meeting schedule was that there might be some folks, and obviously you can't please everyone, but there might be some folks due to work schedules, if we could plan at least one of the meetings to have on a Saturday, and I know that sounds horrible because the weather will be nice and it will probably be difficult to get folks there, but was there any discussion.

Mr. Wynes said we have talked quite extensively between Commissioner Perry and all of us; Fridays because that's a day off for a lot of the miners, maybe some other day, maybe some day meetings for some people and that may be a possibility. We don't know yet. We thought about just rotating and having a meeting at the Convention Center, Western Folklife Center, the college, maybe out at the California Trails Center, some different places so that we mix things up so that people have a reason to want to come to the meetings rather than complaining because it's always at the same building.

Commissioner Keener said I think a Saturday would be really tough, so I like that Friday option possibly; maybe a Friday afternoon.

Mr. Wynes said Friday would be more realistic than a Saturday. I agree with you. Once work's over I'm not going to be interested in coming to meetings. I'd rather be working in the yard or something.

Mr. Hecht said you have to look at sports too. Saturdays are pretty well filled up with everybody with sports.

- 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.

**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.

#### **IV. ADJOURNMENT**

**There being no further business, the meeting was adjourned.**

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Jeff Thompson, Chairperson

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Reece Keener, Secretary