

CARLIN PLANNING COMMISSION
City of Carlin, State of Nevada
Carlin City Hall
101 S. Eighth Street
Carlin, Nevada

Wednesday – December 7, 2022 – 7:00 P.M. Carlin City Hall

1. Call to Order and Roll.

Chairperson Jones called the meeting of the Carlin Planning Commission to order at 7:00 p.m.

Members Present: Chairperson Jones
Vice Chairperson Micheli
Jan Brizee
Glenn Dolar, Jr.
Cammy Meierhoff

Members Absent: Lisa Micheli

Staff Present: Tawsha Fladland, Assistant City Clerk

Councilperson: Cameron, Kinney, Council Liaison

Public Present: Randy Meierhoff

2. Public Comment – This time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised at this time until the matter has been included on a successive agenda and identified as an action item. Pursuant to NRS 241.020. **(Non-Action Item)**

- Jan Brizee stated the public comment I have is related to the forms in the city of Carlin. There are three (3) forms on this agenda today. Two of them are an application for Parcel Map approval and the final one is an application for boundary line adjustment. Actually, there's an extra one too, but I don't have a problem with the first agenda item. It's the final three, they do not indicate what they want so this entire application does me absolutely no good when I'm trying to read it ahead of time and do my due diligence. I cannot figure out what these people want. The maps that are included are identical to the previous map. It doesn't indicate what they want. The form doesn't say. The letter from Carlos and Anna, they don't say. I cannot figure out from this packet what the people want, and it is extremely irritating when I'm trying to be prepared for this meeting. So, these forms need a revision to include a section that says what it is that you're asking for from us. I just want it cut and dry. What is it that you want from the City of Carlin added to all of these forms for future reference. That is all.

- Council Liaison Kinney asked what item numbers are those on the agenda?
- Jan Brizee stated they are item #'s 6, 7 and 8. The only reason that I'm not including five in that is because that has come before us before, but you can include five in there as well because it also does not have a line on it that indicates what they want. I just happened to know what they want already.
- Chairperson Jones stated it would be nice. It already says application for partial app. approval, but it would be nice to have it and I agree in the line item rather than just at the top of the application.
- Jan Brizee stated the Parcel Maps, that are enclosed, do not even say what they want. What are we approving? The two maps are identical.
- Chairperson Jones stated there's no change indicated on those three.
- Jan Brizee stated this map is identical to that map. So, what's the change? Why are we charging them \$275 for nothing?
- Chairperson Jones stated the map should describe what they're changing.
- Council Liaison Kinney stated the map that they provided are the changes to what is currently on the parcel.
- Jan Brizee stated as a Planning Board member, if I cannot figure out what they want, how am I supposed to prepare for this meeting?
- Council Liaison Kinney stated I believe what needs to be added into this packet would be the original parcel that is on the file. This just includes the changes to the original parcel.
- Jan Brizee stated so we take the proposed change and put it in twice and that's helpful somehow?
- Council Liaison Kinney stated I understand what you're saying, you need to include in the packet the original parcel map so you can identify it without having to go to the accounting page to look up the parcel map. It could be in the packet already so you can see it.
- Jan Brizee stated I think there needs to be a question in each of those applications for them to indicate what it is they're asking for. How did Anna know what they were asking for? How did Carlos know what they were asking for because they did not get it from any of the information included in the application? It had to be verbal, and we don't have that luxury.
- Chairperson Jones stated I'm going to just add to that. The one for Atkins is different. You can see what they're wanting to do.
- Jan Brizee stated it's not different. It's identical.
- Chairperson Jones stated oh I looked at it upside down.
- Chairperson Jones stated she had a public comment as well. We have a new transcriber, I guess is what you would call her for our minutes and the city was in the process of switching. We had lost our one City Clerk and Tasha was not hired yet, so I came down and listened to the minutes. You can hear us talking while we're trying to make motions, so it's good to try to not have those side conversations if we can get away from those while somebody else is talking because that transcribers trying to decipher six voices. I just would have never thought of that until you listened to it.

3. Oath of Office for Cammy Meierhoff. **(Non-Action Item)**

- Cammy Meierhoff was sworn in as a new member of the Planning Board, signed the official oath paperwork and was welcomed aboard.
- ★ **Chairperson Jones stated here, at this time we're going to change the agenda a little bit and we're going to move to item #5.**
4. Review, discussion, and possible approval of the September 7, 2022, Planning Board Minutes, and all related matters. **(For Possible Action)**
- Jan Brizee stated item #6, letter B needs to capitalize Great Basin Mountain Range and change the basis to Basin.
 - Jan Brizee stated Item #6, letter JJJ, Chairperson Karla Jones stated that was fine, just add Planning Board to it as well instead of as.
 - Jan Brizee stated the motion that is right above item #7 – change forwarded to forward.
 - Jan Brizee stated #4, item B – change allegation to application.
- ❖ **Vice Chairperson Micheli made a motion to approve the September 7, 2022, Planning Board minutes with corrections. Seconded by Glenn Dolan, Jr. One abstained. Motion passed.**
5. Review, discussion, and possible approval of PWD Carlin LLC's Parcel Map Application for Parcels 002-020-012, 002-020-013, and 002-020-014, located on Tenth St., and Fir St., and all related matters. **(For Possible Action)**
- Jan Brizee stated the only comment I have is that the page directly after the first map lists Parcel 1, Parcel 2, and Parcel 4. Parcel 1, Parcel 1, Parcel 2, Parcel 2, Parcel 3, and Parcel 4 – indicated four. That's the only revision that I see. Otherwise, we've already discussed this, and I am ready to approve it.
 - Chairperson Jones stated I don't see any reason why it would be four. I think it's a typo. I don't have an issue with it.
 - Chairperson Jones asked do you know where this is located?
 - Chairperson Jones stated this is the one up by the tire shop in between Khoury's.
- ❖ **Vice Chairperson Micheli made a motion to approve the PWD Carlin LLC's Parcel Map Application for Parcels 002-020-012, 002-020-013, and 002-020-014, located on Tenth St., and Fir St., and all related matters. Seconded by Jan Brizee. Motion passed.**
- ❖ **Chairperson Jones asked to make a note to double check and make sure that the Council actually gets that correction on Parcel 3.**
6. Review, discussion and possible approval of Clayton L. Brook and Maureen F. Brook's Parcel Map Application for Parcels 002-121-008 and 002-121-009, commonly known as 302 Hamilton St., and 0 Hamilton St., and all related matters. **(For Possible Action)**

- Chairperson Jones stated this is one of the applications that doesn't have a lot of information on it. They have a split parcel. They are on the corner of B and Hamilton St. It's like two parcels but they want to split it at an angle and make it one parcel.
- Cammy Meierhoff asked on instead of having parcel A and parcel B they just want one parcel.
- Chairperson Jones stated you have an actual amount.
- Tawsha Fladland stated there should be some bigger maps in the files.
- Chairperson Jones stated this little lot ten here is Van Tassel's. Lot #5 belongs to Jim and Barbara. I don't know what is on that parcel map but it's my understanding that Brooks has bought that from the Netherly's.
- Council Liaison Kinney stated it actually does say former boundary line on the parcel map as well. Yes, it says former boundary line.
- Jan Brizee stated what we would have to refer back to the class file number to figure out when it changed.
- Vice Chairperson Micheli stated for the records, reading the note:
 - City of Carlin. Attention: LaDawn Lawson. I came into the Carlin Office in September to get forms to combine the two lots that we own at B St. And Hamilton. I was given the form for a boundary line adjustment. I contacted High Desert Engineering for the survey. Then they informed me I need a parcel map approved. If so, I am sending you both. Please use as appropriately. Clayton Brooks.
- Chairperson Jones stated I don't have any issues with this. I guess my only concern is what Cammy brought up.
- Jan Brizee stated there is a notation on the bottom of the map. In the far-left corner #5 states per NRS 278.4925. This map merges and simultaneously re-subdivides Parcel A and Parcel B as shown on the Parcel Map for James R. Nethery and Barbara J. Nethery on file in this office of the Elko County Recorder, Elko, NV as file number 545756 and I believe these are family member of the Nethery's.
- Chairperson Jones stated but I don't think we can approve it because the application was done in the Brooks and they don't own the property, according to Elko County. Just like the county had said, that would be like me going to my mom's and sub-dividing her lot.
- Jan Brizee stated it says in the top right-hand corner that being the owners of these parcels, as shown on this map, you consent to the preparation and recordation of this map. So, how do we know they're not the owners?
- Council Liaison Kinney stated in the application, the legal owner is the Brook family living trust. It is 10/12/2015.
- Jan Brizee stated so this map stated Clayton L. Brook and Maureen F. Brook, trustees of the Brook Family Living Trust, dated October 27, 2015, being the owners of this parcel.
- Chairperson Jones stated if I'm understanding this correctly, if they were to sell this property, then this part up here that says they're the owners or the undersigned, Clayton, would now become a note #6.
- Jan Brizee stated probably.
- Carla Jones stated that's what I'm understanding. Does that make sense to you guys?

- Jan Brizee stated it's prepared by High Desert Engineering. I would hope that they have done their due diligence and that this is correct.
 - Vice Chairperson Micheli asked what did you pull it up on? Just the document itself or did you pull up the current assessor's page?
 - Council Liaison Kinney stated I'm on the agenda. On the agenda, on the parcel map, on the actual application. It says assessor the applicant, which is Clayton Brook and Maureen Brook and then a couple lines below, it says legal owner, the Brook Family Living Trust 02/12/2015 and on the actual application.
 - Melinda Harris stated according to Elko County GIS, which is the census record, that's on his birth family living trust, which is in care of Maureen Brook.
 - Cammy Meierhoff stated so the assessor has it as Brook Living Trust, it's just the surveyor who did this put the wrong thing in it.
 - Council Liaison Kinney stated no they're just the applicants. The legal owner is the Brook's.
 - Melinda Harris stated on the map they put Nethery on there. It might have been at the time, and they updated it on the census role in between.
 - Chairperson Jones stated Nethery is just under the notes that when they first did it. When they first did it, it says. Jan Brizee stated the map merges and simultaneously re-subdivides Parcels A & B, as shown on this parcel map for James R. Nethery and Barbara Nethery. I think they are the ones who originally merged it and re-subdivided it.
 - Vice Chairperson Micheli stated I don't think there's an issue with the name on it because the current ownership shows that their Brooks family trust. More than likely, Clayton and Maureen are the trustees of that trust unless we go into pulling that up. I mean the records show that they're under the care of that so there shouldn't be an issue with the legality of the ownership of it. I mean the footnote under the map is fine, it's just clarification.
 - Chairperson Jones stated just more notes that it was once one parcel, then it got sub-divided, then it came back to one parcel or two parcels and now they want it back as one.
- ❖ **Vice Chairperson Micheli made a motion to approve Clayton L. Brook and Maureen F. Brook's Parcel Map application for Parcels 002-121-008 and 002-121-009 commonly known as 302 Hamilton St. and 0 Hamilton St. Seconded by Jan Brizee. Motion passed.**
7. Review, discussion, and possible approval of Sonny Atkins and Teri Atkins' Parcel Map Application for Parcel 002-280-005, commonly known as 231 15th St., and all related matters. **(For Possible Action)**
- Vice Chairperson Micheli stated Parcel 1 and Parcel 2 are being trimmed off the large Parcel 3.
 - Council Liaison Kinney stated the parcels are being sub-divided into two separate parcels. Per the notes of the approval of the City of Carlin in the notes. Just for further clarification, because I believe there is some confusion on what was happening with this particular parcel that is split into two separate parcels.
 - Chairperson Jones stated three. We're taking one and two out of three.
 - Council Liaison Kinney stated I didn't even see that.

- Vice Chairperson Micheli stated looking to me like there's already houses out in that area, so it's just trimming up what the houses are. More than likely, in order to sell or something like that area without getting rid of the entire piece. There's a double wide and there's a Parcel 1 and a single wide and Parcel 2.
 - Chairperson Jones stated correct, but all was in Parcel 3.
 - Council Liaison Kinney asked so will they have separate addresses.
 - Chairperson Jones stated they will have to. They'll have separate parcel number ups, which will be assigned with this parcel map. It's all one piece right now.
 - Melinda Harris stated they might already have their own addresses.
 - Vice Chairperson Micheli stated you might have A & B or something like that.
 - Melinda Harris stated like Maggie Creek mobile home park, you have how many houses on there and they have their own address.
 - Chairperson Jones stated that would be up to our building inspector to assign the addresses.
 - Jan Brizee asked the building inspector, or the county assessor assigns the addresses?
 - Chairperson Jones stated the building inspector did them when we were talking about when that property was coming out to do C&L storage. C&L wanted their address to come off Chestnut St. and the building inspector said with that highway and Puett street coming up that way, they could not do that and if they did, they'd have to move it down into the middle of the block with a County address.
 - Vice Chairperson Micheli stated otherwise, the assessor had the entire county, and they wouldn't be responsible for Carlin as well as Montello. So, it's easier if cities just handle their own addresses.
 - Jan Brizee stated Anna Panola states in her letter that she doesn't have an issue, but she doesn't clarify that. I'm fine with that. It would be nice if her letter was a little more specific.
 - Chairperson Jones stated in fairness I think that she would know that she would have to assign the addresses, but until we approve the parcel map, there's no need to assign an address.
 - Vice Chairperson Micheli stated she can't do it until we have the two parcels broken out.
- ❖ **Vice Chairperson Micheli made a motion to approve Sonny Atkins and Teri Atkins' Parcel Map Application for Parcel 002-280-005, commonly known as 231 15th St. Seconded by Jan Brizee. Motion passed.**
8. Review, discussion, and possible approval of HR & DL Wright Living Trust and Carlin Methodist Church's Boundary Line Adjustment Application for Parcels 002-030-012, 002-030-065, and 002-030-066, commonly known as 0 12th St., 1222 Chestnut St., and 1221 Fir St., and all related matters. **(For Possible Action)**
- Melinda Harris stated the property and a lot of the lease uses the top of the property for access, so the Methodist Church is getting this property more on the top, so the renters have access to that property.
 - Chairperson Jones stated so basically, you're taking the straight solid line and carried it into the dash. Makes sense.

- Jan Brizee stated, you're taking the dashed line down to the solid. This dotted line is coming out. that will be the boundary.
 - Chairperson Jones stated so, the solid line is the new boundary. Ok.
Melinda Harris stated this one we're moving on the right side because there's a fence here, so there's dashing over here. They're moving it a few feet so up here it's just for access because there's a bunch of storage units on the property.
 - Chairperson Jones stated the Methodist church has their storage sheds on there. These are their storage sheds. I did not realize that the Methodist Church owned up here as well.
 - Jan Brizee stated there's a business on it.
 - Vice Chairperson Micheli stated the business is BTE West Intel. It's right across from the cemetery.
 - Chairperson Jones stated it's owned by someone else because it looks like it's part of the storage units too.
 - Vice Chairperson Micheli stated it's right here is probably what they're moving down to. There's just this road here and they're just moving it down below that. I don't have any issues with it.
- ❖ **Vice Chairperson Micheli made a motion to approve HR and DL Wright Living Trust and Carlin Methodist Church's Boundary Line Adjustment Application for Parcels 002-030-012, 002-030-065, and 002-030-066, commonly known as 0 12th St., 1222 Chestnut St., and 1221 Fir St. and all related matters. Seconded by Glenn Dolan, Jr. Motion passed.**
9. Public Comment – This time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised at this time until the matter has been included on a successive agenda and identified as an action item. Pursuant to NRS 241.020. **(Non-Action Item)**
- Carlin Municipal Code: 1-6-11: Manager of Addressing Commission Time Limit: Each person addressing the Commission shall first give his name and address for the records, and unless further time is granted by the presiding officer shall limit his address to five (5) minutes. All remarks shall be addressed to the commission as a body and not to any member thereof. No person, other than the Chairperson, the member of the commission, and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the commission, it without the permission of the presiding officer. No question shall be asked of a commission member except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975).
- Jan Brizee stated I will also bring this up next week, when I attend City Council is that I spoke to a Board member from one of the other boards in town who was concerned that Carlin was being passed over on suicide awareness training. So, I've contacted my supervisor who contacted somebody in Reno. We're going to bring a training in March or April for suicide awareness that will be just for the Carlin Community. Date to be announced, and I would hope that everybody participates.
 - Council Liaison Kinney stated the median household income survey will be sent out to everyone's mailbox this month. Please, please, please fill that out and get it returned. The postage is paid. All we have to do is fill out the information and send it back in the mail. This is

going to help us apply for more grants and more loans to help with our sewer, help with our water, help with any other things or whatever else we need that requires money for the city. It's really important to spread the word to everyone, their family members or friends, people you see at the store. Just tell everyone about it. Obviously, it's going to be coming in everyone's mailbox but sometimes it gets thrown aside. The announcement, I think, is on the website. I think you can find the announcement, but I don't think the application is on there. It's going to be sent to everyone's mailbox. It is important that we do somewhere around I believe it 97% or 98% participation, so if we don't get that we will be going door to door and asking people to participate.

- Chairperson Jones stated I'm saying if I don't get the application, can I download it and bring it in?
- Vice Chairperson Micheli asked is it a paper copy only or a digital format? I'm ten times more likely to do it if I can just pop it open on my phone, share through Facebook, do it fast and be done with it versus having to click off the paper and then go to the mailbox. I never go to the mailbox.
- Council Liaison Kinney stated I don't have the answer to that question, but I will get the answer and I'm sure Madison has the answer to that question.
- Chairperson Jones stated this was a grant that we received to help us adjust our median income because they're lumping us all in with all of the local county, which means we are very high income. That's why we can't get any funding, so this is to carve us out from the regular population data and so a company will handle going door to door, if need be. I don't know if they're going to offer any other electronic format either. There's been announcements on Facebook though and I've seen a lot of negative comments on it, which is very disheartening because the people that are putting forth those complaints are exactly the lower income people that we really, really need to complete it.
- Council Liaison Kinney stated this can only help us. It can't hurt us in any way.
- Vice Chairperson Micheli are we interacting on those negative comments. Are we just ignoring them because if we're having some interaction there and explaining the purpose of this in a way to say that this is to get the city grants and get more money and help for the city, that might help change the opinion, especially for the people that are saying why do they want to know, what's it any of their business. Some more interaction from our end and not just a blank face from the city saying this is what we're doing and then watch all the negativity roll in, but actually have an interaction going, thought would help.
- Council Liaison Kinney stated I'm not sure of the legalities of how we can respond on Facebook but I'm sure that Madison has that handled. I will mention that to her as well. Even if we don't get the participation that we need, it's still not gonna hurt us anyway. This is a grant, as Jan said, this is a grant that was provided to us. It's not costing the city any money. If everyone does not fill it out, we're in the same boat as we are now. If people fill it out and our median household income for some reason goes up, we're still really in the same boat because we're at that threshold because even if it goes up, it's not going to hurt us.
- Chairperson Jones stated that's what I was going to ask you because when I sat on economic development years ago, we went door to door to do the same survey because we didn't think the census was correct that we are considered that high income because we figured we had too many lower income, and we actually were higher than what the census had said by the time we

were done. I just want to make sure it wasn't going to hurt us but you're saying we're in the same boat regardless. If the median income is higher than what it says, we're not out of anything.

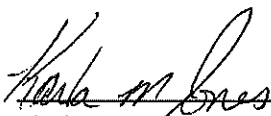
- Council Liaison Kinney stated yeah, correct because we're already not qualifying for all the grants and loans anyway and if it's higher, we're still not qualifying.
- Cammy stated an informational sheet at the post office, on the door, to explain what it is and what it's for.
- Council Liaison Kinney stated Madison has an announcement for what's going on. Not sure if it's posted at the post office. I haven't seen it but it's going to go in everyone's mailbox as well.
- Jan Brizee stated it's specifically to address the high-water rates, to finance our water system. That's what we're hoping to do.
- Council Liaison Kinney stated there's going to be an announcement going out first in everyone's mailbox and then the application with another announcement is going out again.
- Chairperson Jones stated I can put it on my personal FB page that it is to help with the grants and that might spread the word too.
- Melinda Harris stated I wanted to say we're gonna have Wayne Carlson come out from Carson City to do some ethics training and some open meeting law training in January. It's going to coincide with the new council people coming in, but I will let you guys know when it's gonna be so you guys can come hang out with me because I'm going to be posting me there anyway.
- Cammy Meierhoff asked when is the Planning Board meeting in February? It's the first Wednesday. I'm going to be out of town in January, and the first week of like February. Hopefully no more than that.
- Cammy Meierhoff stated she will unfortunately miss the next two meetings. I apologize for the absence.
- Chairperson Jones stated to Cammy we can make phone calls and zoom if you are comfortable with that.

10. Adjournment. **(For Possible Action)**

- ❖ **Jan Brizee moved to adjourn at 7:52 p.m. Glenn Dolar, Jr. Seconded. Motion passed. Chairperson Jones adjourned the meeting.**

Approved:

Attest:



Chairperson Jones, Chairperson



Tawsha Fladland, Assistant City Clerk