

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

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

1. Call to Order and Roll.

Chairperson Karla Jones called the meeting of the Carlin Planning Commission to order at 7:07 p.m.

Members Present: Chairperson Karla Jones
Vice Chairperson Khatlyn Micheli (via zoom)
Jan Brizee
Glenn Dolan, Jr. (via zoom)

Members Absent: Lisa Micheli

Staff Present: Assistant City Clerk, Jaimie Maughan

Councilperson: Cameron Kinney Council Liaison

Public Present: Steven Bell, Margo Teague(via zoom)

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)**
 - a. No Comment
3. Review, discussion, and possible approval of the June 15, 2022, Planning Board Minutes and all related matters. **(For Possible Action)**
 - a. No comments or issues with the minutes.
 - ❖ **Jan Brizee motioned to approve the Planning Board minutes for June 15, 2022, with no corrections. Seconded by Vice Chairperson Khatlyn Micheli. Motion passed.**
4. Review, discussion, and possible recommendation to the City Council for a Boundary Line Adjustment request made by Dan Conner regarding parcel #002-101-004 and #002-010-008, more commonly known as 424 Chestnut Street and 402 Chestnut Street. **(For Possible Action)**
 - a. Chairperson Karla Jones asked if everyone got the maps in their packets?

- b. Vice Chairperson Khatlyn Micheli stated she looked at the bearings and didn't have time to go through them and look at what those bearings did to that application basically. She asked if we they could have a little bit of conversation as to what exactly happened.
- c. Jan Brizee stated that Mr. Steven Bell is present for the public on the behalf of the Connors.
- d. Chairperson Karla Jones stated there is a line between the storage sheds. Part of the storage sheds are on the one parcel and part of those storage sheds are on another parcel, and they just want to make the boundary line adjustment so that it's on one parcel and make it a little bit smaller on the service station side.
- e. Khatlyn Micheli asked no actual movement outside the parcel is basically just moving it from one parcel into the other?
- f. Karla stated yes just the boundary line.
- g. Khatlyn Micheli stated she just wanted clarification what the change is gonna be on that.
- h. Mr. Bell stated that was caught by the building department because he plans in the future to build some more storage, Mr. Bell stated the building department objected to that line going through there. So that's why we are doing this.
- i. Chairperson Karla Jones stated right.
- j. Jan Brizee asked are they going to be combined into one parcel or are you going to carve out the gas station?
- k. Mr. Bell stated yes, the gas station is now in a separate lot. We started with two lots and we end up with two lots.
- l. Jan Brizee asked so you're moving it from intersecting those to just being?
- m. Chairperson Karla Jones stated yes, it already has two parcels.
- n. Jan Brizee stated no it's one parcel, two parcels but he's making it one parcel, two parcels.
- o. Chairperson Karla Jones stated yes, so the parcels aren't going to do anything, it's just changing the boundary line so the parcel map is not going change, it will still just be two parcels.
- p. Jaimie Maughan stated just to make notes, in the folder there are emails from both the building inspector and the city engineer, and they both concluded that there are no issues with the boundary line in this folder.
- q. Jaimie Maughan stated we did find some minor errors on the map it said the wrong county. It was signed by the City Clerk. I believe Mr. Bell brought an updated map for us, other than that, it looks good as far as the city is concerned.
- r. Jan Brizee stated she is looking for an email.
- s. Council Liaison Cameron Kinney stated that this isn't going to change anything because they're going to change the sizes of the lots, right? That's not going to be a problem with any of houses or the zoning is there?
- t. Chairperson Karla Jones stated it is her understanding it will still have the same perimeter, correct?
- u. Mr. Bell stated the outside boundary is the same. The new lots meet the zoning minimum block size and setbacks.
- v. Chairperson Karla Jones asked that emails be read one more time for the record.

- w. Jan Brizee stated this is an email from Anna, the building inspector to Jaimie, the Liaison for the Planning Board, and it says Jaimie I don't see any issues with the application, it meets all the requirements.
 - x. Jan Brizee stated the second email is from Logan Jensen at Farr West to Jaimie. I had our surveyor look at the documents and it meets the requirements for a boundary line adjustment. Please let me know if there's anything else that you need from me at this time. Thank you. Logan Jensen
 - y. Jan Brizee stated there's a third email from Mike Andreozzi of Far West. Jaimie, I actually found a couple of errors. Please see the attached markup.
 - z. Karla Jones stated it's the Churchill stuff. It's done in Churchill County. That's why we don't have the mylar map.
 - aa. Jaimie Maughan asked Mr. Bell were you able to bring the updated map?
 - bb. Mr. Bell stated that these are updated.
 - cc. Jaimie Maughan stated the one sent back to her was updated so we should be good now.
 - dd. Karla Jones stated that it will be notarized in Churchill. The map has to be done and submitted in Elko County.
 - ee. Karla Jones asked everyone if there were any further questions?
 - ff. There were no further questions from anyone.
 - ❖ ***Jan Brizee motioned to make a recommendation to the City Council for the boundary line adjustment approval as requested by Dan Conner regarding parcel #002-101-004 and 002-010-008 more commonly known as 424 Chestnut Street and 402 Chestnut Street with the notation that NRS 278.5692 regarding approval of adjustments to boundary lines by a governing body indicates that the governing body that approves a division of land may approve adjustments to boundary lines. Seconded by Vice Chairperson Khatlyn Micheli. Motion passed.***
5. Review, discussion, and possible approval of the proposed Title 3 of the Carlin City Code and all related matters. **(For Possible Action)**
- a. Chairperson Karla Jones asked if we are done? This is just our final one to send it to the City Council, right? Glenn Dolan had some issues on zoom but fixed the issue so we could hear him. Glenn Dolan stated was good with this.
 - ❖ ***Vice Chairperson Khatlyn Micheli moved to approve the proposed Title 3 of the Carlin City Code and all related matters and to move it to City Council. Seconded by Jan Brizee. Motion passed.***
6. Review, discussion, and possible approval of the Carlin Master Plan draft, and all related matters. **(For Possible Action)**
- a. Margo Teague stated she wasn't sure where to start but wanted to know if everyone looked it over and if they had questions or changes?
 - b. Chairperson Karla Jones stated she had questions about number 1.8 where it says something about the Great Basis Mountain range. She thinks there is something wrong with the dates in there.
 - c. Margo Teague shared her screen and asked if they were looking at the test that's on the first of 8 pages next to the map?
 - d. Chairperson Karla Jones stated it's on page 1.8/ 1 of 8.

- e. Margo Teague said she doesn't see a date on there.
- f. Chairperson Karla Jones stated she just had a question on the mountain range of the high desert. Are they our mountain range?
- g. Margo Teague stated the Great Basin Range. It's just a geological formation that people from outside the area would say, oh, it's by the Great Basin Range.
- h. Chairperson Karla Jones asked if we are in that range because I know that Ely was but I wasn't sure that we were?
- i. Margo Teague stated yes and that she was surprised when they did the research on the trees are kind of on the edge of that figure in it as well
- j. Chairperson Karla Jones stated then on 6.8 you have something about Newmont Mining starting in like the 80's or something instead of when they first started?
- k. Margo Teague stated yes, this came from the history that I got from our Historical Society, and so I can see what you're saying. It does look like it started then, but it since reads it discovered a large deposit.
- l. Chairperson Karla Jones asked to go to 8.3
- m. Margo Teague stated she was under 8.3170 Ordinances are complete in compliance with Title 3.
- n. Chairperson Karla Jones stated so you have the full staff is the Planning Board Assistant City Clerk and then the Equestrian Park City Clerk.
- o. Margo Teague stated the reason that person is in there is because of the park's correlation.
- p. Chairperson Karla Jones stated ok because I was like Parks & Rec has nothing to do with zoning, so I was confused on that one.
- q. Margo Teague stated yeah just because they are part of that section and open spaces and parks.
- r. Chairperson Karla Jones stated then in 1.7 the cultural historical version has to still be in the survey part.
- s. Chairperson Karla Jones stated 8.325 and 8.317 is there something like that? She didn't have any problem with those up there except for the Great Basin and Newmont and the rest is in the surveys.
- t. Margo Teague stated so like back in the appendix for the survey part?
- u. Chairperson Karla Jones stated that survey part, sorry, where we put in Park and Recreation who was the liaison, like where we were just work.
- v. Margo Teague stated implementation file where they talk about the tiers? Ok, I had the tier action steps. The Cultural and Historical are in there a bunch of different times. Do you remember what that might have been about?
- w. Chairperson Karla Jones stated it says 1.7
- x. Margo Teague states you mean 1.7 not 1.7
- y. Chairperson Karla Jones stated correct.
- z. Margo Teague stated 1.7 is collaborate and plan with neighboring property owners, for example, railroad, federal, state, etc. for maintenance, current news and potential future use of properties adjacent to land owned by the city. This may be accomplished through memorandums of understanding the city through terms of easements, etc. Coordinate with the out of state land use Planning Advisory Council as necessary.
- aa. Margo Teague states this deals with housing.

- bb. Further discussion by Planning Board and we could not find the area for 1.7 so we decided to just move on.
- cc. Chairperson Karla Jones stated how about C11?
- dd. Margo stated C11 is in 3rd tiered action steps. Do you want me to read it?
- ee. Chairperson Karla Jones stated it should be the Carlin Skate Park versus the Johnny Appleseed Park.
- ff. Margo Teague stated yes. It says promote volunteer opportunities to build or maintain Community facilities. The example is how Community members volunteered to help build Johnny Appleseed Park in the City of Elko.
- gg. Karla Jones asked why can't we do an example in Carlin with the skate park?
- hh. Margo Teague stated of course we can. She then asked how is she handling changes right now?
 - ii. Jan Brizee stated so you're deleting Johnny Appleseed Park and writing skate park.
 - jj. Margo Teague asked if it was okay to make the changes now with your process?
 - kk. Chairperson Karla Jones stated yes.
 - ll. Margo asked what's next?
- mm. Chairperson Karla Jones stated D4?
- nn. Margo Teague stated that is under transportation. Communicate with railroad to determine their plans for land east of town from 10th street and explore possibilities for future City use.
- oo. Chairperson Karla Jones asked what is the subcommittee for the code enforcement? Will those be committees that we build later?
- pp. Margo Teague stated I think that you guys had talked about doing that. You don't have one right now is what you're saying?
- qq. Karla Jones asked do we have a committee for blight areas? I know we had talked about a blight area, but I don't think we have committee for that.
- rr. Jan Brizee stated there's a code enforcement one that deals with blight, though.
- ss. Margo Teague stated I think it's the liaison that was assigned technically for both, for the Equestrian Park and the subcommittee for code enforcement and blight.
- tt. Council Liaison Cameron Kinney stated Council just recently passed the new nuisance code. Completely revamped? I don't know. I mean it could fall under the nuisance code for blight areas.
- uu. Chairperson Karla Jones stated it wouldn't be a subcommittee because it's enforcement but would just be by the Council. She said that's what she was confused about because it says it goes to the Equestrian Park again and I was like why is it going to the Equestrian Park?
- vv. Jan Brizee stated It's just because that particular liaison handles both things.
- ww. Chairperson Karla Jones stated it should just be City Council.
- xx. Chairperson Karla Jones stated to go to D10.
- yy. Margo Teague stated so it's also a transportation ad update from Senior Center Director about advertisement regarding visits from Social Services from Elko County or State to Carlin for seniors. The ads are added by planning boards to the master calendar.
- zz. Chairperson Karla Jones stated she didn't know what this is? We don't have a master calendar.

- aaa. Margo Teague stated that was one of the recommendations that we were thinking needed to be done because I think there's quite a few references to the master calendar in here.
- bbb. Chairperson Karla Jones stated it's not by the Planning Board, it's by the staff at the City.
- ccc. Margo Teague asked so anytime it says Planning Board's master calendar it should say what?
- ddd. Jan Brizee stated it should say Madison.
- eee. Chairperson Karla Jones asked if it was the City of Carlin master calendar? It's done by Madison, not the Planning Board.
- fff. Margo Teague stated she will go through here and make sure that they're all fixed when we're done.
- ggg. Chairperson Karla Jones stated in all reality because it's the Senior Center Director she should be added in there as part of the staff.
- hhh. Chairperson Karla Jones stated to go to G1. So, I don't know why we have council liaison as Park and Rec when it's a Planning Board issue?
- iii. Margo Teague stated she thinks the reason they are in there because of the natural resource part of the partners.
- jjj. Chairperson Karla Jones stated that was fine just add Planning Board to it as well.
- kkk. Chairperson Karla Jones stated to go to G3.
- lll. Margo Teague stated so this is under the natural resources and conservation.
- mmm. Chairperson Karla Jones stated and it shouldn't be again. It should be the liaison of the Planning Board.
- nnn. Margo Teague asked who should that be?
- ooo. Chairperson Karla Jones asked who's the counsel for the Equestrian Park?
- ppp. Margo Teague stated so G3 is confirmed that no conservation easements are in place. If so, inventory for a conservation easement and ensure that all adjacent properties are where they existed.
- qqq. Chairperson Karla Jones stated so maybe the Planning Board needs to be left in but we also need to add the Equestrian Park liaison. So, it would be Cameron and Margaret, but it would be both you guys.
- rrr. Chairperson Karla Jones stated to go to G5.
- sss. Margo Teague stated it's still under natural resources is identifying mining, agricultural and industrial production hazards or risk.
- ttt. Chairperson Karla Jones stated I don't understand, and I guess maybe because of hazards. I just don't know why we have fire department there?
- uuu. Margo Teague stated I think the reason why I put the Fire Department Director in there was because of like the emergency response that would be required, and they're kind of specialized knowledge of what they would maybe be looking at in terms of hazards
- vvv. Chairperson Karla Jones stated I just wonder if we need to add the Public Works Director as well.
- www. Margo Teague stated ok.
- xxx. Chairperson Karla Jones stated to go to G8.
- yyy. Margo Teague stated so that's also natural resources add update from Director of Public Works related to preventing and cleaning up illegal dumping.

- zzz. Chairperson Karla Jones stated ok and illegal dumping might also fall under Public Works Director.
- aaaa. Jan Brizee stated I would have code enforcement officer in that too.
- bbbb. Margo Teague stated ok.
- cccc. Chairperson Karla Jones stated I don't think Planning Board has anything to do with that. So, it would be the full Council and not a liaison because a full council would be over reporting portion, over public works over the city clerk.
- dddd. Chairperson Karla Jones stated to go to G10.
- eeee. Margo Teague stated also natural resources continue to provide for safe and efficient solid waste collection treatment in disposal. Consider viability of installing transfer station.
- ffff. Chairperson Karla Jones stated so that's again the subcommittee. That would be full Council because they have the code.
- gggg. Chairperson Karla Jones stated to go H4.
- hhhh. Margo Teague stated she hopes she catches all of these in the different spots. How are we gonna make sure? I don't want to waste your time, so let me just make sure that I have most of them. Ok H4. Economic development - add an update regarding capital improvement fees from new commercial developments to City of Carlin's calendar. Is there any other change?
- iiii. Chairperson Karla Jones stated yes, it's not Planning Board again.
- jjjj. Margo Teague asked so that should say full Council?
- kkkk. Chairperson Karla Jones stated yes and same with the staff, would be the city clerk.
- llll. Chairperson Karla Jones asked is it Melinda or is it Madison
- mmmm. Jan Brizee stated it is the City Manager?
- nnnn. Jaimie Maughan stated I believe it is Madison who does the city calendar
- oooo. Chairperson Karla Jones stated go to H17
- pppp. Margo stated so this is also economic development – identify economic development opportunities related to tourism.
- qqqq. Chairperson Karla Jones stated it a subcommittee again. She asked if we had a public works operation manager?
- rrrr. Jaimie Maughan stated she believe it would just be Carlos.
- ssss. Chairperson Karla Jones stated it would just be the Public Works Director.
- tttt. Margo Teague stated and then full council
- uuuu. Chairperson Karla Jones stated yes and do we have a government page 2.6 below it?
- vvvv. Margo Teague asked Government, like in the governance section? I have a page 2 of 6 with your organizational part.
- wwww. Chairperson Karla Jones asked is F1 listed on there? Planning Board or Governance?
- xxxx. Discussion on is it page 2 of 6 or 3 of 6 we are having a hard time seeing 2.6. and go to 3.6 please
- yyyy. Margo Teague stated that would be 3 of 6 of governance.
- zzzz. Chairperson Karla Jones stated it has that Cliff Eklund is the one listed and I don't know if we want the names of the people and he's termed out, so he won't be there.

aaaaa. Chairperson Karla Jones stated the residents of Carlin are represented by a County Commissioner. They fall under the second Congressional District and then the Senator is represented by Senator Ira Hansen and then this other woman name, we don't want to put the name in because they will change and may not be there in 2025. Cliff won't be because he will be termed out. We are represented currently and did those districts change? The Senate district changed forever. Remember they did the new boundary line, and I don't know if we are still in Senate District 14?

bbbbb. Margo Teague stated well it changed your assembly district to 32, right?

ccccc. Chairperson Karla Jones stated there where boundary changes, but unsure if it affects the City of Carlin.

ddddd. Margo Teague stated she really appreciated us taking the time to read it closely. I didn't want to change this before you guys looked at it again, but I do have a great picture that Madison got for me of Newmont Mining for that one kind of missing picture that shows it in the land use area, it kind of shows a great overview shot of land around it, so I like that. I'm going to go ahead and try to make sure I have all the changes each time each of those are made. If you have a list, if you could just send it to me so I can double check it. So how does it go from here?

eeee. Chairperson Karla Jones stated if you guys are good with it, I think you can just send it straight to the City Council, Margo.

ffff. Margo Teague stated she will make the changes and send it back to Madison.

ggggg. Chairperson Karla Jones stated and Jaimie Maughan will send a note of what's going on and we've been approved to go into City Council, right?

hhhhh. Jaimie Maughan stated if you could just include me in that email, Margo, that would be great and then I can set it up.

❖ Chairperson Karla Jones stated maybe even LaDawn

❖ ***Jan Brizee motioned to approve the Carlin Master Plan Draft and forward it to the Carlin City Council with changes as noted today with Margo Teague from Impact Evaluation. Seconded by Khatlyn Micheli. Motion passed.***

7. Review discussion and possible approval of the election of officers pursuant to 3-11-6 of the Carlin City Code and all related matters. **(For Possible Action).**

- a. Chairperson Karla Jones stated she thought they did this in January?
 - b. Jaimie Maughan stated it's supposed to be done at the end of every fiscal year and then because things got so crazy, they just didn't do it until January.
 - c. Jan Brizee stated so we're catching up with the nine-month timeline for two years and then we'll be back on track.
 - d. Vice Chairperson Khatlyn Micheli stated I have my days and I can't show up, but as you notice, I show up out of the blue sometimes.
 - e. JanBrizee I don't care if it's a burden for you I don't mind switching back.
- ❖ ***Jan Brizee motioned to retain the current slate of officers to the Planning Commission pursuant to 3-11-6 of the Carlin City Code. Seconded by Glenn Dolan. Motion passed.***

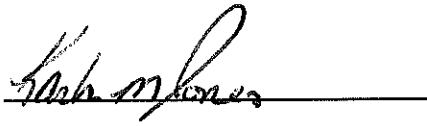
8. **Public Comment** – This time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised at this time until the matter has been included on a successive agenda and identified as an action item. Pursuant to NRS 241.020. **(Non-Action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

- a. Jan Brizee stated for the record she attended the Planning conference, two weeks ago at the Convention Center. It was really good for a lot of information. There's stuff moving forward with Grant funding and trail systems, and we just met a lot of people that had a lot of resources, and I don't have anything to add because I didn't bring notes, but it was well worth my day and half off of work to go.
- b. Chairperson Karla Jones asked if she brought in contact for Jaimie.
- c. Jan Brizee stated they are at home.
- d. Chairperson Karla Jones stated that for years it was Skip Cantrell. If we had any questions, we just called Skip as our contact. If that has changed it would be nice to have that information.
- e. Jan Brizee stated there was a planning session on ethics; there were breakouts from our Housing and Outdoor activities. There's some exciting stuff coming for the Chinese gardens and about outdoor school and things like that. It's going to be awesome.
- f. Jan Brizee stated, she's gone but I do appreciate all the work that Margo put in the Master Plan, to get us so we can, as a Planning Board, hopefully be able to go from her notes and be able to keep it online rotating and updating and being like the Council wanted – a living, breathing document that's looked at and not just set on a shelf. So, I appreciate all the hard work that you guys put in to make this happen too.

9. Adjournment

a. *Jan Brizee moved to adjourn at 7:52 pm. Seconded by Khatlyn Micheli. Motion carried.*

Approved:

A handwritten signature in cursive script, appearing to read "Karla Jones", is written over a solid horizontal line.

Karla Jones, Chairperson

Attest:

A handwritten signature in cursive script, appearing to read "Tawsha Fladland", is written over a solid horizontal line.

Tawsha Fladland, Assistant City Clerk