

CARLIN PLANNING COMMISSION
City of Carlin, State of Nevada
Regular Meeting
Carlin City Hall
101 S. Eighth Street
Carlin, Nevada
July 5, 2017 at 6:30 p.m.

1. Call to Order and Roll Call:

- a. Members Present: Karla Jones, Chairperson, Anna Dean, Vice Chairperson, Isabella Bender, William Bender, Donnetta Skinner, Bob Smithson, and Vice Mayor Lincoln Litchfield, Council Liaison.
- b. Members Absent: Khatlyn Micheli.
- c. Staff: Melinda Harris, Assistant City Clerk and Joe Lindsey, City Building Inspector
- d. Public Present: None

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)

None.

3. Review, Discussion, and possible approval of the Minutes of the Carlin Planning Commission for May 3, 2017 and all related matters. (For Possible Action)

Member Donnetta Skinner made a motion to approve the Minutes of the Carlin Planning Commission for May 3, 2017 and all related matters. Member Bob Smithson seconded the motion. The motion passed.

4. Pursuant to 3-11-6 of the Carlin City Code: Review, discussion, and approval of the election of officers and all related matters. (For Possible Action).

- a. Chairperson Karla Jones stated the Board would be addressing the Agenda items out of order.
- b. Chairperson Karla Jones stated the Board needed to elect a Chairperson and a Vice Chairperson.

Member Donnetta Skinner made a motion to nominate Karla Jones as Chairperson of the Planning Board and Anna Dean as Vice Chairperson of the Planning Board. Member Isabella Bender seconded the motion. The motion carried.

5. Review, discussion, and possible approval of the proposed Title 3 Zoning Regulations of the Carlin City Code Book and all related matters. (For Possible Action).

- a. Chairperson Karla Jones asked if all the definitions were extracted out. City Clerk Melinda Harris replied all the definitions had been moved.
- b. Chairperson Karla Jones stated they had left off at Title 3, Chapter 11, Section 1. Jones asked Joe Lindsey, City of Carlin Building Inspector, whether the Nonconversion Agreement that was included in the Agenda packet was put in at the request of Public Works. Joe Lindsey stated the Agreement should be attached to the flood zone ordinance in Chapter 13 and would be addressed forthwith.
- c. City Building Inspector Joe Lindsey stated that during the last meeting when discussing industrial zoning there was a question about what the setback requirements were for the railroad and Department of Transportation. Lindsey stated he had done some research and contacted the Union Pacific. Lindsey stated a representative for Union Pacific to him they have no standard setbacks but they prefer to have a 100 foot setback from any new residential development. Lindsey stated the Union Pacific decides setbacks on a case by case basis for every type of project. Chairperson Karla Jones stated the regulations could specifically state the setback would be determined by the railroad. Member Donnetta Skinner stated she would like it to be more specific. Chairperson Karla Jones stated the specific setbacks were listed for other projects but if it is next to the railroad tracks it is out of their hands. Chairperson Karla Jones asked Lindsey if he had talked to the Department of Transportation. Lindsey said he had no luck getting in touch with anyone who could answer his questions. Chairperson Karla Jones stated she believed it was a 25 foot setback for the Department of Transportation because of the projects that have been done along Chestnut Street. Vice Mayor/Liaison Lincoln Litchfield stated he thought it was 30 feet from the center. Litchfield suggested finding out during the construction of Khoury's grocery store. Chairperson Karla Jones stated they need to find out about the Department of Transportation. Jones stated in Title 3, Chapter 11, Section 6, Subsection b states it is a minimum of 3 feet in all directions from principal buildings from property lines in compliance with railroad and DOT regulations. Jones stated there had never been setbacks for light industrial and setbacks are determined on a case by case basis. Jones stated the 3 foot requirement should be removed. Vice Mayor/Liaison Lincoln Litchfield suggested changing it to read "shall be in compliance". Chairperson Karla Jones stated their used to be a template lease agreement but now every industry has its own unique lease agreement. City Building Inspector Joe Lindsey stated he does not believe they need a set number but rather it should read "in compliance with City of Carlin, DOT, and railroad requirements." Chairperson Karla Jones stated she thought the words "local agencies" would work for all. Litchfield and Skinner agreed.

- d. Chairperson Karla Jones stated they were now looking at Chapter 12. Jones asked Joe Lindsey if he had anything in Chapter 12. Lindsey stated in Title 3, Chapter 12, Section 5 the setbacks needed to be changed.
- e. Chairperson Karla Jones stated they were now on the flood plain and asked where Joe Lindsey wants the Nonconversion Agreement. Joe Lindsey stated he liked the definition for accessory structures. Chairperson Karla Jones asked to review the same term in the definitions chapter. Jones asked the term in the definitions chapter be changed from building accessory to accessory structures. Discussion was held regarding changing the definition in the definition chapter to the same one that is in the flood plain section. The Board decided to add accessory use and accessory structure to the main definition in 3-1-5 and take out building accessory but add to shed in the second sentence “when attached to the principal building.” Member Bob Smithson asked what it means to be attached. Joe Lindsey stated if it is closer than five feet to your home or primary structure than it is attached per fire code. Member Bob Smithson asked if all of the changes would be reviewed by an attorney. Chairperson Karla Jones stated an attorney would be reviewing it. Further discussion was held regarding the legality of the changes that were being made.
- f. Chairperson Karla Jones asked Joe Lindsey what was next. Lindsey stated next was flood plain administrators. Lindsey stated the Planning Commission was designated as the flood plain administrators. Lindsey asked if the Board knew anything about the flood plain. The answer was no. Lindsey stated the Planning Commission should not be the flood plain administrator. Lindsey stated the building official or city engineer should be the flood plain administrator. Chairperson Karla Jones stated she would be happy to change it if they can. Lindsey stated it is something the City Council would have to approve it. The Board agreed to make the change.
- g. Chairperson Karla Jones again asked where the Nonconversion Agreement goes. Joe Lindsey stated it goes in 3-13-7. Lindsey stated there was a new flood insurance study on September 4, 2013 and this date was added to Title 3.
- h. Joe Lindsey stated they would now look at 3-13-13 and 3-13-14. Lindsey requested changing the references to “board” to “administrator” and/or “building professional or city engineer”. The Board discussed further small grammatical and word choice changes. Several changes were made. The Nonconversion Agreement was added to (j)(2) of 3-13-7. Joe Lindsey stated he had no additional changes in Chapter 13.
- i. Chairperson Karla Jones stated they would now look at Chapter 14, the Supplemental Zoning Regulations. Joe Lindsey stated the setbacks for any structure, even a carport, should be uniform at 5 feet. The Board agreed.
- j. Chairperson Karla Jones stated they would look at Chapter 15 now. Joe Lindsey asked to look at 3-15-4. The Board discussed several small grammatical and word choice changes. Several changes were made.

- k. Chairperson Karla Jones stated they would look at Chapter 16. Jones stated they had left off previously at Chapter 16, Section 3. Joe Lindsey asked to look at 3-16-2(b) and changes were made regarding roofing and temporary structures.
- l. Chairperson Karla Jones stated they would finish there for the night.

Member Donnetta Skinner made a motion to approve the changes to Title 3 Zoning Regulations of the Carlin City Code Book and all related matters. Vice Chairperson Anna Dean seconded the motion. The motion passed.


6. 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. Chairperson Karla Jones asked if there were any public comments.
- b. Vice Mayor/Liaison Lincoln Litchfield asked how many more chapters there were to review in Title 3. Chairperson Karla Jones said there were 9 more chapters to review.
- c. Chairperson Karla Jones stated she wanted to thank Joe Lindsey for taking his time to help them with the changes.


7. Adjournment. (For Possible Action)

Vice Chairperson Anna Dean made a motion to adjourn. Member Donnetta Skinner seconded the motion. The motion carried. The meeting was adjourned at 8:02 p.m.

APPROVED:

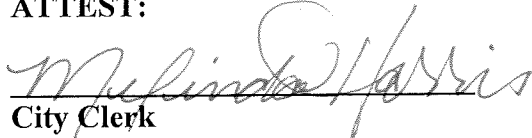


Chairperson/Karla Jones



Date Approved

ATTEST:



City Clerk