

## REGIONAL PLANNING COMMISSION MINUTES

The Humboldt County Regional Planning Commission Meeting was held on August 12, 2010 at 5:30 p.m. in the County Meeting room of the Humboldt County Courthouse located at Fifty West Fifth Street, Winnemucca, Nevada.

### COMMISSIONERS PRESENT

Ray Olsen                      Sandy Lutz  
Walter Lee                    Pam Wickkiser  
Giovette Cassinelli

### COMMISSIONERS ABSENT

Bob Edwards

### STAFF PRESENT

Betty Lawrence      Dana Toth

### LEGAL COUNSEL

Angie Elquist

### PUBLIC PRESENT

John Milton                      Michael P. Liberatore  
John J. Himbert Jr.              Bobby Thomas

Ray called the meeting to order at 5:30 p.m. Ray announced that the elections were next on the agenda. He noted that he has been Chairman for the last 3 years and wished to step down. Bob Edwards was nominated for Chairman by Pam; second by Sandy. Motion passed unanimously. (Bob Edwards previously submitted a statement to the Planning Department on August 6, 2010 stating he would accept any position the board wished him to fill.) Ray asked for nominations for Co-Chairman. Pam nominated Ray. Ray declined nomination. Ray nominated Pam; second by Giovette. Motion passed unanimously. Ray asked for nominations for Secretary. Giovette volunteered nomination of herself; second by Pam. Motion passed unanimously. Ray then asked Pam to run the meeting. Pam declined. Ray asked if she wanted him to run the meeting. Pam stated she did. Ray accepted and stated that next time around it would be the newly elected Chairman. Ray asked if there were any corrections or concerns with the July 8, 2010 minutes. There were none; Ray asked for a motion. Pam motioned to approve the minutes of July 8<sup>th</sup> minutes without any corrections; second by Walter. Motion passed unanimously. Ray asked if there were any postponements to the agenda items. Betty reported there were no postponements.

## II. CONSENT AGENDA/DISCUSSION & ACTION

Ray read the Consent Agenda description and process. He then read the following agenda item:

- A. SN-10-04 A recommendation from the Street Naming Committee to name an unnamed public access easement that heads in a north-south trend from Jungo Road into Section 5, T.35N., R.33E. "Bandit Road".

Ray asked if anyone on the board wished to pull the item down for discussion or had questions for staff. There were none. Ray asked if anyone in the public had any concerns or wished to pull the item down for discussion. There were none. Ray brought the item back to the board and asked for a motion. Giovette motioned to approve SN-10-04; second by Pam. Motion passed unanimously. Dana explained to the applicant the name was approved to be "Bandit Road", that he could speak to the Building Department regarding an address and a letter

would be sent out.

### III. PUBLIC HEARING/DISCUSSION & ACTION-NONE

### IV. PUBLIC COMMENTARY

Ray read the public commentary guidelines and asked if anyone present wished to address the board. There were none.

### V. COMMISSION/STAFF/LEGAL COMMENTS/COMMITTEE REPORTS-Discussion

Ray asked if there were any comments from staff or legal. There were none. He then read the following agenda item:

- A. Review of proposed fee changes- Humboldt County Code 17.78.010; Winnemucca Municipal Code 17.12.050.

Betty noted that additional information was being provided showing the approximate costs for application processing over the past 2 years. She recommended that if everyone is still in agreement on the fee increases that it would be put to a public hearing at the next meeting in order to forward the recommendation on to the County Commissioners. Ray asked if everyone has had an opportunity to study the recommended fees. Betty noted that she recommends keeping the home based business application fee at \$95.00 and raising the others by 25%; adding that if the home based business application had to go before the RPC the fee should be a little higher due to the notification requirements. Ray called for further discussion. There was none. Ray asked the public for comments on raising fees. There were none. Ray asked for a motion. Walter motioned to set the proposed fee changes to public hearing as per staff recommendation; second by Giovette. Motion passed unanimously.

Ray read the following agenda item:

- B. Review of progress for the creation of Humboldt County Code Chapter 16.18- Large Parcel Ordinance.

John Milton came to the table to address the board. He mentioned that he felt the proposed additional language for the maps does not stand out in the owner's certificate and felt that it should be listed separate. Angie asked about the discussions with the building department. Betty introduced Bobby Thomas from the building department. She noted that Thomas had also submitted proposed verbiage for the maps regarding issuance of building permits. Bobby Thomas then also came to the table. There was discussion regarding requiring access to the properties being parceled. Bobby commented on the utilization of existing roads for recreational use verses residential use and the requirements of the BLM. There was discussion regarding access for existing properties such as ranches. The buyer beware issue was brought up. There was discussion regarding what should be required by the

county. There was discussion regarding who would see any jurats on the parcel maps; proposed buyers of property would not likely see these jurats. There was discussion regarding whether the county should create an ordinance for divisions into large parcels requiring the applicants to show legal access verses simply requiring jurats on the parcel maps addressing the fact that legal access may or may not exist and that building permits may not be issued unless legal access is available. Angie suggested that a jurat be required by the large parcel ordinance to protect that county rather than requiring large parcel map applicants to show legal access in order to parcel. There was further discussion regarding access from the nearest county road to the subject properties and the process of obtaining addresses in order to obtain building permits. Ray asked the board if they were comfortable with requiring jurats. There was a general consensus. (6:32 PM)

Ray then read the following agenda item:

- C. Review of proposed changes to the Rules, Policies and Procedures of the Humboldt County Regional Planning Commission

Ray asked if everyone had time to review it. Angie stated she had a couple minor type-o's to correct. The board reviewed the 7-12-10 draft of the document. Angie had a grammatical correction for page 1. She asked if procedure for motions should be covered on page 2. Ray felt it would be a good idea. There was discussion regarding the process of hearing an agenda item as it should be listed in the Rules Policies and Procedures. Betty noted that it is spelled out under the public hearing portion of the document. Ray noted that the board, should they vote differently than staff recommendation, should give a reason as to why. Angie agreed they should. Angie stated she would work on the document.

Ray read the following agenda item:

- D. Introduction of proposed updated Master Plan Designations.


Dana introduced some suggested changes to the current master plan designations. She noted that some designations are not even utilized. She suggested adding a flood overlay and a CBD (central business district) overlay to the city. Dana passed around handouts illustrating the proposed updates for both city and county designations. (Updates to the designations themselves, not as applied to the maps or to specific properties) Dana noted there are some issues with the designations. For example, there currently exists no outright agricultural zoning districts in the city; therefore there should not be a master plan designation of AG for the city. Dana asked if the board understood the differences between the master plan designations and the zoning designations, then proceeded to give an overview of the two explaining that the current zoning supersedes the master plan designation however any proposed zone change must conform to the master plan. She pointed out a couple of problem areas with the master plan map that stand out. She asked the board if they would review the proposed updates to the designations so that they could be discussed more at the next meeting, then voted on at a public hearing at the following meeting in order to be forwarded on to the governing boards. The board agreed. She explained that once the designations themselves are more clearly defined and accepted then the process of updating the master plan maps could be attempted. There was discussion regarding forming a committee and the process of notification. Dana suggested creating a pamphlet for the

public as well as the boards illustrating the difference and relation between zoning designations and master plan designations. There was a general consensus the pamphlets would be a good idea.

#### VI. CORRESPONDENCE/BUDGET/PERSONNEL-Discussion & Action

Ray asked if there was any correspondence. Betty told the board there are copies of a document entitled "Understanding the Language of Planning and Zoning" available if any of the board members would like one. Betty suggested holding a workshop going over procedure for the RPC. The board agreed. There was discussion regarding how board members are appointed.

Ray asked if there was any other business. There was none. Ray adjourned the meeting at 7:09 pm until September 9, 2010.



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Ray Olsen