

REGIONAL PLANNING COMMISSION MINUTES

The Humboldt County Regional Planning Commission Meeting was held on September 9, 2010 at 5:30 p.m. in the County Meeting room of the Humboldt County Courthouse located at 50 West Fifth Street, Winnemucca, Nevada.

COMMISSIONERS PRESENT

Ray Olsen
Bob Edwards
Theresa Mavity

Sandy Lutz
Giovette Cassinelli

COMMISSIONERS ABSENT

Pam Wickkiser
Walter Lee

STAFF PRESENT

Betty Lawrence
Dana Toth

LEGAL COUNSEL

Angie Elquist

PUBLIC PRESENT

Michael P. Liberatore
George L. Miller

Bob called the meeting to order at 5:30PM. It was determined that the minutes of August 12, 2010 could not be approved at this meeting as Theresa and Bob had to abstain and Walter and Pam were not present. Bob asked if there were any postponements to the agenda items. Betty reported there were no postponements.

II. PUBLIC COMMENTARY

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

III. MILLER ENTERPRISES Presentation on utilizing lots for temporary RV dwellings-Discussion & Possible Action.

Betty handed out a packet to the board members containing an outline of the issue and a map. She went on to explain that Miller Enterprises is interested in renting lots to Ruby Pipeline workers for temporary RV dwellings as they have received numerous inquiries. Betty told the board that zoning allows RV's on city lots with the MHC overlay and the granting of a special use permit. Betty reported that the city is willing to work with Miller Enterprises to allow them to temporarily rent the lots for RV placement. She explained that there were a couple of options at this point—1. Each potential lot renter obtain an SUP for each rental lot which could take several weeks or 2. The board consider issuing a blanket SUP to cover all the Miller Enterprise properties to be rented for RV use. Betty then reviewed the memo she handed out to the board outlining the procedure of issuing a SUP. Betty reviewed the map of the lots proposed to be utilized. Betty addressed who would be notified and the responsibilities of the RV owner. She then reviewed the comments from the City Building Department regarding the issuing of permits and set up requirements for the RVs. Betty noted she called around to the RV parks in town to see if they were full; most of them reported having inquiries but were not yet full. She noted personally noticing more RV's in mobile home parks. Betty stated there would be a record of which RV is on which lot; that each time a new RV is placed on the lot, the process would have to be repeated. Ray asked if the pipeline workers knew how long they would be there. Betty stated that Sherrie suggested

contacting the contractors to see how long they would be here. Ray mentioned that some crews come through, do their specialty work, then move on down the line after some time and a new crew comes in to do more work. Betty stated that with the individual permits, each worker would have to come in to obtain an SUP and supply information such as how long they intend to be here; that with the blanket SUP, because there will be different crews coming in, it could be set up for a year or year and a half. Ray felt the renter should have to specify how long they plan on being there. Betty mentioned verifying which RV is occupying which lot periodically. Ray suggested issuing permits that would have to be displayed such as a decal sticker. Ray asked which type of requirements there would be regarding the type of RV—a pickup truck with a camper? A fifth-wheel? Betty stated she thought it would be a recreational vehicle; someone could not go pitch a tent on a lot. There was discussion regarding the possibility of people setting up a camper on blocks that is intended to fit in a truck bed. Betty explained that Miller Enterprises would have to apply for the SUP and the board could put conditions on the approval. There was discussion regarding time limits and methods of tracking renters coming and going. Ray asked for Betty's recommendation. Betty felt the blanket SUP would be easier for the renters because they would not have to wait for the RPC to review their application. There was discussion regarding people illegally setting up and residing in RVs around the county. Ray felt the renters should not have to wait the 30+ days to obtain a use permit; the blanket use permit would work. Betty explained the time line for approval of a blanket use permit and the process of the Planning Department signing off building permits to keep track of which RV is on which lot. Ray asked if the surrounding property owners have been notified. Betty stated the property owners would be notified before the public hearing. There was discussion regarding who would be notified. Bob suggested requiring the RVs have current licensing, no matter which state. Betty stated that if the RVs are not licensed they will be assessed personal property taxes. Bob pointed out that campers that fit on trucks are not licensed; rather just the truck is licensed. Betty explained that additional conditions could be added when the application comes before the board. Bob asked the board for further comments or questions for staff. Giovette noted she liked the idea of a displayed permit. Bob asked if a representative would like to come forward. George Miller approached the table. He explained that the Grass Valley Park has a portion for RVs adding that this portion has been full since the pipeline project has come about. He spoke about visiting with folks who have had a hard time finding RV spots in town. He noted there are approximately 17 people on the waiting list for an RV spot. Miller commented on how mobile home parks are able to allow RVs, but since the Moon Lane properties have been split up a SUP is required first. There was discussion regarding the other parks in town being full. Ray asked about Crown Royal Circle. Miller stated they were trying to sell those, there are covenants and there will be no RVs on those lots. Bob asked if the utilities would be Miller Enterprises name or the RV owner's name. Miller was not sure which would be easier. Bob asked if the meters on Moon Lane were Miller's or the power company's. Miller replied they were the power company's. Bob asked if any of the potential renters have indicated how long they will be renting for. Miller stated they were told in the beginning that the workers would be here anywhere from 6 months to a year but they were suppose to have already started building by now and are running behind. Bob questioned how many lots were available. Betty stated she drove through and counted 17 lots. There was discussion regarding the permits being placed in the window. Betty stated something could be worked out with the City Building Department. Bob verified that it would be only one RV per lot. (5:58:00PM) Bob asked if the RVs in the Grass Valley Park are meeting the standards such as tie downs. Miller responded they are not. There was discussion regarding the siting standards for the lots. Bob asked if the board had any other questions for

Miller. There were none. Betty explained that the board is to decide whether or not a blanket SUP would be appropriate. Ray asked if there is a set standard of conditions. Betty explained there is a set standard and additional requirements may be added such as a time frame. Ray asked if it had to be a public hearing. Betty thought it would be a public hearing just as any other use permit. There was discussion regarding the compliance with ordinance. Bob stated he liked the idea as it keeps the people from camping out in undesirable areas and it will establish time limits. Ray motioned that the board accept the proposal of the blanket special use permit application; second by Sandy. Motion passed unanimously. Betty explained to Miller that the paperwork would have to be submitted by next Wednesday at the latest in order to make the October agenda.

IV. PUBLIC HEARING-DISCUSSION & ACTION

- A. **TH-10-03** Amendments to Fees; Humboldt County Code 17.78.010- Fees—Public Service Fees.
- B. **TW-10-04** Amendments to Fees; Winnemucca Municipal Code 17.12.050—Administration, Amendment and Enforcement of Title—Public Service Fees.
- C. **TW-10-05** Amendments to Fees; Winnemucca Municipal Code 16.08.060—Administration, Construction and Enforcement—Fees.

There was discussion regarding procedures for changing ordinance. Angie explained that the RPC could recommend the fees be changed but in the next month she is going to draft an ordinance to say that the commissioners will approve that fee changes come as a resolution. This would not put the fees in the ordinance (rather there would be a creation of an ordinance for all departments' fees). She explained that this would simplify future fee changes. Angie advised the board to continue with the fee change recommendations. Ray reviewed the minutes of August 2010 pertaining to the fee changes. Bob asked the board if they had any questions regarding the fees. There were none. Bob asked the public for any comments or questions. There were none. Bob asked for a motion. Theresa motioned that the proposed fee increases go before the City Council and the County Commission as written; second by Ray. Motion passed unanimously.

V. COMMISSION/STAFF/LEGAL COMMENTS/COMMITTEE REPORTS-Discussion & Action

Bob asked if staff had anything. Betty replied there were three items. Bob asked Angie if she had anything. Angie mentioned holding a legal meeting later. Bob agreed.

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

Angie asked the board for their opinion regarding holding a legal meeting along with the County Commissioners regarding access issues. Betty asked if it would be during the day as some RPC members have daytime obligations. It was decided that those that could

attend may do so if they chose to. Bob gave a brief overview of the history of the creation of a large parcel ordinance. There was discussion regarding access to parcels. Betty mentioned that the file is available for review should any board members want to get some history on the ordinance creation.

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

Betty pointed out the last draft dated 8-24-2010. She explained to the new board members that the document had been condensed down. Bob asked if the board was to approve and adopt the document. Ray stated that it was gone over at the last meeting. Betty asked if it should be stated under the Procedure for Public Hearing section on page 3 that the chairman will advise the audience of the general hearing procedures before the chairman introduces the agenda item—switching items 2 and 3 around. Angie explained that the item would be introduced then the chairman would explain how the procedure is to be. Ray felt that was more or less at the discretion of the chairman whether the item is introduced first or the public hearing procedure is explained first. Bob asked if it could be approved at this point. It was determined the document was ready to be voted on. Bob asked if there were any further comments or questions. There were none. Bob called for a motion. Giovette motioned to approve the Rules, Policies and Procedures; second by Ray. Motion passed unanimously.

C. Review of proposed updates to Master Plan Designations.

Dana explained the document included in the packets regarding master plan designations. Dana asked if everyone had read the handout regarding master plan designations and zoning designations, their relation and differentiation; if anyone had any questions. She explained that at the last meeting the proposed updates were given to the board members to review. She asked for any input the board had to offer on the proposed updates. Ray stated he felt the work done was good. There was discussion regarding the confusion of master plan and zoning designations. Dana explained the relation between zoning and master plan designations. Dana stated that if the board was ok with the proposed updates as prepared she would find out what the next step was in getting it before the governing boards. She explained that after the updated designations were finalized that the process of updating the maps could begin. Bob stated he felt it was moving in the right direction. Bob asked if there were several inconsistencies or just a few. Ray explained there were quite a few in the city. There was some discussion regarding the inconsistencies. There was discussion regarding city limits and master plan boundaries. Dana asked for further input. Bob felt the work done was good and should be pursued. Ray asked if a master plan committee should be formed to help staff. There was discussion regarding how to meet—as a committee or a full board. There was discussion regarding all the minor ordinance fixes that need attended to. Dana asked Angie if a public hearing had to be noticed in the paper in order to move forward and formally recommend updating the designations to the governing boards. Angie stated she would look into it and let us know.

Ray suggested updating the committee members. Bob agreed and explained the various RPC committees to the new board members. Bob stated that at the next meeting the committees will be formed.

VI. CORRESPONDENCE/BUDGET/PERSONNEL-Discussion & Action

Bob asked if there was any correspondence. Betty told the board about the Winnemucca Futures Project and recommended as many attend as possible.

Bob asked if there was any other business. There was none. Bob announced there would be a legal meeting, closed to the public, immediately following. He then asked for a motion to adjourn the meeting at 6:50 pm until October 14, 2010. Theresa motioned to adjourn; second by Giovette. Motion carried unanimously.



Bob Edwards, Chairman