

## REGIONAL PLANNING COMMISSION MINUTES

The Humboldt County Regional Planning Commission (RPC) meeting was held on Thursday, March 12, 2015 at 5:30 p.m. in the Meeting Room of the Humboldt County Courthouse located at 50 West Fifth Street, Winnemucca, Nevada.

### COMMISSIONERS PRESENT

Ken Hladek  
Jean Kinney  
Jennifer Legarza  
Ray Olsen  
Vickie Rock  
Lewis Trout

### COMMISSIONERS ABSENT

Brad Bauman

### STAFF PRESENT

Betty Lawrence

Niki Linn

### LEGAL COUNSEL

Gabrielle Carr

### PUBLIC PRESENT

None

## I. OPENING

A. Vice-Chair Kinney called the meeting to order and led members and guests in the Pledge of Allegiance.

B. Roll call was taken; there was a quorum present.

### C. Public Commentary

Vice-Chair Kinney called for public comment and hearing none, closed the public comment period.

### D. Review, Correction and Approval of Minutes of February 12, 2015

Vice-Chair Kinney asked if there were any corrections or additions to the minutes of February 12, 2015. Hearing none, Mr. Olsen made a motion to approve the minutes as submitted. Mr. Trout seconded the motion, which carried with all in favor.

### E. Requests for Postponement of Agenda Items

Vice-Chair Kinney asked if there were any requests for postponement of agenda items. Ms. Lawrence stated there were no requests.

## II. CONSENT AGENDA

A. PH-14-01 through PH-14-05 A request to extend the approval period, submitted by Desert Mountain Surveying, as agent for Robert and Beverly Shell.

Vice-Chair Kinney asked if staff had any comments. Ms. Lawrence referred to her memo and stated that the parcel maps were originally approved February 13, 2014. John Milton, Desert Mountain Surveying, requested this extension, which would expire February 13, 2016.

Vice-Chair Kinney called for questions or comments from the Board. Hearing none, Mr. Trout moved to approve items PH-14-01 through PH-14-05 per staff's recommendation. Ms. Rock seconded the motion, which carried unanimously.

### **III. PUBLIC HEARING - Discussion & Possible Action**

#### **A. TH-15-01 An amendment to Humboldt County Code Chapter 17.78.010 – Fees – Public Service Fees**

Vice-Chair Kinney asked Ms. Lawrence if she had any comments on this item. Ms. Lawrence reminded members that this item was discussed at the last meeting. She referred to her staff report, which includes a proposed \$75 fee for a citizen request to rename an existing street to cover the cost of publication notices. She stated that currently a \$2 fee is charged for a copy of the Street Naming Manual, she would like to add "and/or a copy of the street name list". She stated that in speaking with members of the Street Naming Committee, all agreed with the proposed fees. Mr. Trout asked if currently there is a fee for the list of street names, to which Ms. Lawrence stated there is not. Mr. Trout sought clarification that if a citizen requests a copy of the manual and the street name list, it would cost \$4 for both. Ms. Lawrence stated that is correct.

Vice-Chair Kinney invited further questions from the Board. Hearing none, Mr. Hladek made a motion to recommend that the Humboldt County Commission approve item TH-15-01 per staff recommendation. Mr. Olsen seconded the motion, which carried unanimously.

#### **B. TW-15-02 An amendment to Winnemucca Municipal Code Chapter 17.12.050 – Administration, Amendment and Enforcement of Title – Public Service Fees**

Vice-Chair Kinney asked Ms. Lawrence if she had any comments on this item; she stated that her comments on TH-15-01 apply to this amendment as well. Vice-Chair Kinney invited questions from the Board. Hearing none, Ms. Rock made a motion to recommend that the Winnemucca City Council approve item TW-15-02 per staff recommendation. Mr. Olsen seconded the motion, which carried unanimously.

#### **C. TW-15-03 An amendment to Winnemucca Municipal Code Chapter 16.08.060 – Administration, Construction and Enforcement - Fees**

Vice-Chair Kinney asked Ms. Lawrence if she had any comments on this item; she had none. Vice-Chair Kinney invited questions from the Board. Hearing none, Ms. Rock made a motion to recommend that the Winnemucca City Council approve item TW-15-03 per staff recommendation. Ms. Legarza seconded the motion, which carried unanimously.

### **IV. COMMISSION / STAFF / LEGAL COMMENTS / COMMITTEE REPORTS / TRAINING OPPORTUNITIES - Discussion & Possible Action**

Mr. Trout stated that he, Ms. Rock and Ms. Kinney participated in a Rules and Policies Sub-Committee meeting on February 26, 2015. They reviewed and revised the RPC Handbook and forwarded the updated document to staff. Ms. Rock stated that a couple of items were highlighted for review by legal counsel. Ms. Carr will review the sections that were highlighted by the group for clarification. Mr. Trout suggested scheduling a review of the Handbook at the next RPC meeting.

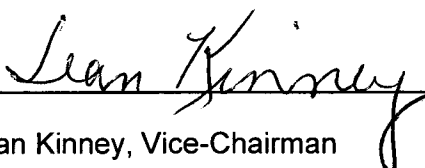
Mr. Hladek referred to the recommendation to increase application fees and suggested establishment of a basis for possible future fee adjustments. His suggestion was that staff estimate the time spent on applications and permits as a percentage of the budget, along with a five-year average of the number of applications, to determine the average cost. The fee structure could then be evaluated and modified as necessary. Mr. Trout agreed that would be a good idea and clarified that the suggestion does not affect the action taken on the agenda items related to fees. Mr. Hladek stated that is correct; his recommendation is related to future changes.

**V. CORRESPONDENCE / BUDGET / PERSONNEL - Discussion & Possible Action**

None

**VI. PUBLIC COMMENTARY**

Vice-Chair Kinney called for comments from the public and hearing none, she adjourned the meeting at 5:53 p.m. until April 9, 2015 at 5:30 p.m.

  
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Jean Kinney, Vice-Chairman

**UNOFFICIAL**