

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
JUNE 11, 2025
6:00 PM**

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:12 p.m.

Commission members present: Sutton, Vernon, Jones, Hokeness and West

Members absent and excused: None

Staff Present: Planner Jake Skluzacek

2. PLEDGE OF ALLEGIANCE

Chair Sutton led the Parks Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Sutton asked if there were any changes to the agenda. Planner, Jake Skluzacek informed him that there were no changes to the agenda as presented.

A motion was made by Hokeness and seconded by Jones to approve the agenda as presented.

Motion carried: (5-0).

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

Chair Sutton asked if there were any changes to the meeting minutes. There were no changes to the meeting minutes as presented.

A motion was made by Vernon and seconded by Jones to approve the minutes of the May 14, 2025; meeting as presented.

Motion carried: (5-0).

6. GENERAL BUSINESS

A. Dakota Acres 2nd Addition Park Dedication Discussion

Planner, Jake Skluzacek provided background to the Commission on the topic. Dakota Acres 2nd Addition. Skluzacek began by stating that the proposed development was located on the south side of James Parkway just west of the Dakota Acres and Dakota Acres 1st Addition developments. Originally, the City acquired undeveloped portions of the Dakota Acres plat when the original developer defaulted on assessments in 2006. The City then sold a portion of the property to Syndicated Properties for townhome development (Dakota Acres 1st Addition) and the remaining portion to Global Properties, LLC. The Global Properties land was rezoned to R-4, High Density Residential, in 2018 as a condition of the sale of the property. Global Properties property was later conveyed to True North Development, LLC in 2024.

Official applications for rezoning, preliminary plat, and final plat approval had now been submitted as follows, proposed to be platted as Dakota Acres 2nd Addition:

- Application to rezone property for Dakota Acres 2nd Addition from R-4 High-Density Residential to Planned Unit Development, PUD
- Application for preliminary plat approval of Dakota Acres 2nd Addition containing 40 residential lots on 3.19 acres
- Application for final plat approval of Dakota Acres 2nd Addition – For City Council Consideration

Skluzacek explained that the Planning Commission had recommended approval of the applications to the City Council with conditions at their May 27, 2025, meeting. One of those conditions noted by Skluzacek was that the Parks Commission would be required to provide a recommendation to the City Council related to the park dedication for the proposed development. Skluzacek added that the intent of the proposed project is to create a 40-unit townhome development.

Skluzacek briefly explained the neighborhood conditions associated with the subject property. To the south of the subject property was a high-density residential apartment building, and commercial development beyond that. Next, to the east of the subject property were multi-family townhome units and detached single family homes beyond the townhomes. To the north of the subject property was undeveloped land and one rural residential property. These properties were located outside of the City limits but within the City's planned growth area. Lastly, to the west of the subject property was rural residential property and vacant farmland beyond that. Skluzacek stated that these properties were located outside of the City limits but still within the City's ultimate planned growth area.

Skluzacek covered some of the zoning related items associated with the subject property. The 2040 Comprehensive Land Use Plan guided the subject property to a High-Density Residential land use designation, which required a density of 10 to 30 units per acre as noted by Skluzacek. The property was 3.19 acres; therefore, the required density for the entire property was 32 to 96 units. There were 40 units proposed. The density per acre for the

proposed development was 12.54 units per acre, which met the required density range of 10 to 30 units per acre. The R-4 High Density Residential Zoning District allowed for apartments, townhouses and condominiums containing more than eight attached units were a permitted use in the R-4 High Density Zoning District.

Skluzacek stated that Section 11-5-1 B(G) of the City Code required that “In addition to the park dedication requirements stipulated by the city subdivision ordinance, a minimum of ten percent of the gross development project area shall be in usable open space and recreational use for the project residents. Such areas should be specifically designed for both the active and passive use by the project residents and may include swimming pools, trails, nature areas, tot lots, exercise equipment, saunas, etc. Said areas and facilities shall be private...”

Based on the lot size of 3.19 acres (138,956 sq ft), Skluzacek stated to the Commission that the Developer must identify 13,896 square feet within the development to fulfill the City’s minimum open space requirement. A plan should be provided which identifies the proposed recreational areas and facilities. The plan submitted depicted an outdoor play area in the middle of the proposed development with an unknown square footage. Skluzacek stated that any proposed playground equipment would require Staff review and approval to ensure safety and durability as part of the proposed PUD Zoning. Based on the plans submitted, the Applicants had indicated exceeding the 10% minimum open space requirement as indicated by the total landscaped or greenspace area which exceeded 38% of the site.

Finally, Skluzacek stated to the Commission that the City’s Subdivision Ordinance required that 8% of the subject property’s land be dedicated for the purposes of public parks, playgrounds, public open spaces or trails and/or the Developer shall make a cash contribution to the City’s park and trail fund roughly related to the anticipated effect of the plat on the park and trail system. If no park dedication were to be required, a park dedication fee of 8% of the land’s pre-development value would be imposed on the Developer. Skluzacek noted that the Parks Commission had reviewed a concept plan for an apartment building on the same site at the June 4, 2016, Parks Commission meeting and had recommended cash-in-lieu of park dedication.

Skluzacek noted that the closest City park to the subject property was Wagner Park which was classified as a Community Park. Community Parks serve the City as a whole. Wagner Park is the City’s most developed park. Skluzacek added that the park was located approximately 0.6 miles from the proposed development and was separated from the proposed development by CSAH 2, an A Minor Arterial Roadway. There were also park facilities at Whispering Creek Park (0.6 miles) and the nearby Eagle View Elementary School, which was not owned by the City (0.5 miles).

Skluzacek restated to the Parks Commission that the City’s Planning Commission had recommended approval of the Applicant’s request for rezoning and preliminary plat approval with conditions at their last meeting. One of the four Staff comments included that input would be required from the Parks Commission on the City’s desire for park dedication or cash-in-lieu of park dedication for the proposed development prior to final plat approval by the City Council. Skluzacek shared the entire list of comments and conditions related to the Planning Commission’s recommendation for approval of the proposed development as follows:

General Staff Comments:

1. Development of the property as R-4 High Density Residential is generally compatible with the surrounding land uses.
2. The proposed development containing 40 units on 3.1 acres meets the intent of the 2040 Comprehensive Land Use Plan, which guides the property as High Density Residential. The required density is 10 to 30 units per net acre. 12.54 units per acre are proposed.
3. Townhomes and/or condominiums containing more than eight (8) attached units are a permitted use in the R-4 zoning district. PUD zoning will be required for townhomes containing eight or less attached units.
4. Further input will be sought from the City's Parks Commission regarding the desire for land dedication versus cash-in-lieu of park dedication at their 6/11/25 meeting.

Conditions Related to Rezoning:

1. The landscaping for Dakota Acres 2nd Addition must exceed the minimum City landscaping requirements by no less than 6%.
2. Garbage receptacles shall be stored within garages or fully screened from view.
3. Developer shall work with the Elko New Market Postmaster to find an acceptable location within the development for mailboxes.
4. Ground level patios shall be provided for all townhome units. Privacy fences constructed of vinyl or brick and of consistent design shall be provided between adjacent rear yard patio areas.
5. An in-ground irrigation system is required for the entire property.

Conditions Related to Preliminary Plat:

1. The exterior of townhome dwelling units shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure facing the public right-of-way to create an architecturally balanced appearance. A minimum of 25% of the area of the front building facades shall be composed of Class 1 materials. Additional information shall be submitted that documents compliance with the architectural standards related to the proposed townhomes.
2. A lighting plan meeting the requirements of Section 11-4-7 of the City Code must be submitted.
3. Perimeter drainage & utility easements must be dedicated on the final plat, along with easements covering the sanitary sewer and water mains serving the development.
4. Grading and utility plans will need to be approved by the City Engineer and Public Works Director.
5. Parking shall be provided based on the feedback received from the Planning Commission regarding the PUD Zoning at the December 17, 2024, meeting. The plans submitted depict a total of 135 spaces, of which 58 are enclosed. The plan submitted lacks 1 required guest parking space. Additional support is required for the reduction of additional guest parking space.
6. Ownership over all the common elements of the development, specifically the private road and play area, shall be under the ownership of one association.

7. Any connection between the proposed private drive, Oriole Street, to the adjacent townhome development, not currently proposed, will require an agreement and cross easements with the adjacent homeowner's association.
8. The developer must identify a minimum of 13,896 square feet within the development, and a description of the proposed recreational facilities, which will fulfill the open space requirements of Section 11-5-1 B(G) of the Zoning Ordinance. This includes areas specifically designed for either passive or active recreation. The plan submitted depicts an outdoor play area in the middle of the proposed development.

Skluzacek asked the Parks Commission to provide a recommendation to the City Council regarding the park dedication requirements associated with the proposed Dakota Acres 2nd Addition.

Commissioner Hokeness mentioned that he was primarily concerned with the proposed play equipment for the development and was glad to know that Staff would be requiring review and approval of the designs and cost estimates prior to final approval being granted.

Commissioner West asked if the Parks Commission would be presented with the designs or cost estimates for input and recommendations. Skluzacek replied to West stating that if time allowed for it, Staff could share the plans with the Parks Commission; however, it is currently planned to go to the City Council at their June 26 meeting. Skluzacek added that the exact comment imposed on the Applicant was that the proposed equipment and cost estimates would require Staff review and approval and not Parks Commission review and approval.

Discussion took place on the previous play equipment that was installed as part of the Dakota Acres 1st Addition.

A motion was made by Vernon and seconded by Jones to recommend cash-in-lieu of park dedication for the proposed development of Dakota Acres 2nd Addition.

Motion carried: (5-0).

7. UPDATES & REPORTS

A. May Parks Commission Update – attached

Planner Skluzacek had his report attached to the packet. Skluzacek mentioned that he had made available two handouts for the Commission. One featured information related to the events for Fire Rescue Days. The other one was a notification of a public open house at Wagner Park on June 17 from 6:00-7:00 p.m. for the purpose of meeting with residents about the proposed Wagner Park Trail Extension project. Skluzacek encouraged Commissioners to attend if they were available.

B. May Parks Commission Financial Report - attached

Planner Skluzacek had his report attached to the packet. There was no discussion on the Parks Financial Report.

C. CCEC Update – Chair Sutton

Chair Sutton provided an update to the Commission on the CCEC's current activities. Sutton mentioned that there were no updates as this month, and last month's meetings were both cancelled. Sutton mentioned that the groups next planned meeting would be in July and noted that the Fire Rescue Days Committee had taken a lot off CCEC's plate. Discussion took place on the current Staff liaison for CCEC and how the City's new hirings may have an impact on which City Staff person will be liaison moving forward.

D. Old Elko Police Department Study Group Update – Commissioner Hokeness

Commissioner Hokeness provided an update to the Commission on the recent Old Elko Police Department Study Group meetings that he has been serving as a Parks Commissioner representative on. Hokeness stated that the conclusion of the study group was to preserve the building for some form of community space. Hokeness added that Planner, Brandon Malecha, would be soliciting architecture firms to provide cost estimates for possible renovations. Hokeness added that City Administrator, Tom Terry, was making the City Council aware of this topic and so far, there had been no opposition from the City Council which were appreciative of the group of stakeholders put together for the study group. Lastly, Hokeness discussed the property line inconsistency with Elko Baseball and their wishes to have that resolved as part of any renovations to the property.

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner Hokeness stated that Public Works Staff had done a great job with the new Boulder Heights Park and mentioned that the new portable restroom enclosure looked nice.

Commissioner Hokeness mentioned that the painted lines for the City's pickleball courts at Rowena Park need to be repainted. Discussion took place on other lines that should be repainted at Wagner Park. Commissioner Jones and West confirmed the poor condition of the lines for the Wagner Park basketball court.

Commissioner Hokeness provided an update for the Commission stating that City Administrator Terry had met with the New Prague School District concerning possible cooperation in constructing pickleball courts at the Eagle View Elementary School property. Hokeness shared his opinion that he was not found of that location due to sharing facilities with the school district and wind. Hokeness preferred the location along Chowen Avenue and Main Street in Downtown Elko due to the area being flat, protected from the wind, has ample parking and is the buy in from adjacent businesses.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, July 9, 2025, at 6:00 p.m. at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by West and seconded by Jones to adjourn the meeting at 6:48 p.m.

Motion carried: (5-0).

Respectively submitted by:



Jake Skluzacek
Planner 1