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MINUTES
VILLAGE OF LOS RANCHOS
Planning and Zoning Commission
6718 Rio Grande Blvd. NW
Warren J. Gray Hall
November 10, 2015
7:00 P.M.

Present:

STAFF

Administrator: Kelly Ward

Attorney: Bill Chappell

Planning Staff: Tim McDonough, Director

1. **CALL TO ORDER – Chairman** called the meeting to order at 7:01p.m.

A. ROLL CALL - Commissioner Riccobene, Commissioner Seligman, Commissioner Phillips, Commissioner Colman. Commissioner Craig, Commissioner Brawley, Commissioner Tourville have all been excused.

Chairman Seligman stated there was a quorum present for the meeting.

B. APPROVAL OF THE AGENDA

Chairman Seligman asked Planner McDonough if there were any changes to the agenda.

Planner McDonough stated there were no changes.

Chairman Seligman asked if there was a motion for approval of the agenda.

MOTION: Commissioner Colman moved approval of the agenda.

SECOND: Commissioner Riccobene seconded the motion

VOTE: The motion carried unanimously (4-0).

2. **PUBLIC COMMENT PERIOD--None**

3. **CONSENT AGENDA**

A. APPROVAL OF CONSENT AGENDA

Approval of minutes – October 13, 2015 meeting.

Chairman Seligman asked if there were any changes or corrections to the Consent agenda. Then called for a motion.

1
2 **MOTION: Commissioner Phillips** moved approval of the Consent Agenda
3 as presented.
4

5 **SECOND: Commissioner Colman** seconded the motion.
6

7 **VOTE:** The motion carried unanimously (4-0).
8

9 **4. PUBLIC HEARINGS AND APPLICATIONS**

10
11 **Attorney Chappell** swore in those present who would be speaking before
12 the Commission.
13

14 A.

S

15 **DP-15-06** A request by CREI, LLC for a Preliminary Site Development Plan
16 Review for a new commercial development in the Fourth Street Commercial
17 Corridor and Character Area. The property is located at 6145 Second St.
18 NW (aka 208 El Caminito NW) and is legally known as A certain tract of land
19 within Projected Section 28, Township 11 N, Range 3 E, N.M.P.M.,
20 Albuquerque, Bernalillo County, New Mexico being identified as Tracts 74B-
21 1-B, and 74B-2-B of the Middle Rio Grande Conservancy Property Map No.
22 29. The property contains 9.977 acres more or less.
23

24 **Chairman Seligman** asked Planner McDonough for his planning report.
25

26 **Planner McDonough** gave his report with instructions to recommend
27 approval to forward the application to the Board of Trustees for
28 consideration with conditions.
29

30 **Chairman Seligman** asked for clarification that this is a preliminary site
31 development plan as opposed to a sketch plat review.
32

33 **Planner McDonough** concurred.
34

35 **Chairman Seligman** made a correction to the application calling it a
36 Preliminary Site Development plan. Then asked if there were any questions
37 for Planner McDonough from the Commissioners. Seeing none she then
38 asked the applicant to please come forward and state his name and address
39 for the record.
40

41 **Matt Gonzales** 216 Wayne Road NW, Albuquerque, NM 87114
42

43 **Jack Corder** 10312 Leymon Court NW Albuquerque, NM 87114
44

45 **Chairman Seligman** stated they could go forward with their presentation.
46

47 **Jack Corder** stated that they just wanted to let them know that this will be a
48 new building they have hired new employees and have run out of room.
49 They are hoping this plan will improve the property and attract more
50 businesses to the 2nd Street corridor in that area.
51

1 **Chairman Seligman** asked them if there was anything else they would like
2 to add. Then asked if there was anyone in the audience who wished to
3 speak in favor of the application. Seeing none she then was there anyone
4 who wished to speak in opposition of the application. Seeing none she then
5 closed the floor to public comment. Then asked if there were any comments
6 from the Commissioners. And recognized Commissioner Phillips.

7
8 **Commissioner Phillips** asked if there were any changes from the sketch
9 plat review that they would consider substantial based on feedback.

10
11 **Jack Corder** stated they did not have any changes. They worked with the
12 staff to make sure it was complete before presenting it.

13
14 **Commissioner Phillips** asked about the engineering report and asked
15 Planner McDonough what the procedure was from the Village's point of
16 view.

17
18 **Planner McDonough** stated that the engineer consultant would review the
19 grading and drainage plan. He is getting an engineer to look at this before
20 the final approval from the Board of Trustees.

21
22 **Chairman Seligman** asked if there were any more questions or comments
23 from the Commissioners. Then recognized Commissioner Colman.

24
25 **Commissioner Colman** stated that this is a very clean package and she
26 was very impressed. That it was the best package she's seen all year and
27 appreciates the effort. And appreciates that they are hiring people. And they
28 are doing an outstanding job and thanked them for it.

29
30 **Chairman Seligman** asked if there were any more questions or comments.

31
32 **Planner McDonough** stated that with the forward the recommendation for
33 approval to the Board of Trustees they do have several conditions, which
34 are standard language that go with compliance of water, landscaping,
35 grading and drainage and dark skies ordinances. So they ask that those
36 conditions go with the recommendation.

37
38 **Chairman Seligman** thanked Planner McDonough. And complimented the
39 applicants on the planning and thanked them for all their cooperation with
40 the Village. Then asked if there was a motion to forward a recommendation
41 of approval to the Board of Trustees.

42
43 **MOTION: Commissioner Riccobene** moved to approve recommends
44 forwarding to the Board of Trustees a recommendation of approval for
45 Commercial Site Development Plan for new commercial development in the
46 Gateway District Zone of the Fourth Street Character Area and Corridor.

47
48 With the following conditions:

- 49 1. All the requirements of the Albuquerque/Bernalillo County Water Utility
50 Authority shall be met in the installation of the utilities and governing rules
51 and regulations adhered to by the development.

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2. The grading and drainage plan must be approved by the Village engineer prior to obtaining a building permit.

3. Landscaping shall be maintained according to the Site Development Plan.

4. Dark Skies Ordinance requirements must be met.

5. Sign permits must be obtained from the Village and the submitted sign on 4th Street is approved.

6. Construction shall meet all current Village, County and State Codes.

SECOND: Commissioner Phillips seconded the motion.

Chairman Seligman asked if there was any discussion. Then asked Attorney Chappell on the procedure of the motion details.

Attorney Chappell stated that reference to the conditions is sufficient.

Chairman Seligman stated seeing no discussion called for a vote.

VOTE: the vote carried unanimously (4-0).

5. OLD BUSINESS—None

6. NEW BUSINESS--None

7. REPORTS

A. PLANNING DEPARTMENT REPORT

Planner McDonough reported on the following:
The Stormwater the Letter of Intent was sent out in June and they have not had a reply from EPA.
Continuing to work on a monitoring plan.
There is specific sampling that they have to accomplish.
Keen has sent out second notices for weed control, only about 7 addresses did not take action on the first notice.
Marcy continues to work on the database, continued to help with the Village Vision, and mailed out Business Registration renewals at the beginning of the month.

Commissioner Seligman asked if there were any comments or questions for Planner McDonough. Then recognized Commissioner Phillips.

Commissioner Phillips stated he had a chance to meet the new assistant Ashley Stokes, who is a high quality hire who replaced Shannon. And was wondering what December's meeting might look like.

1 **Planner McDonough** stated that they did not have anything on for December
2 and might be a good time to have an informal discussion about the Master
3 Plan and zoning and some of the issues.

4
5 **Chairman Seligman** stated that might be a great idea.

6
7 **Attorney Chappell** stated he is working on a memo to the Commission and
8 the Board of Trustees on the grounds for zone changes. And will have that
9 done before the Board of Trustees meeting.

10
11 **Planner McDonough** mentioned that they have a new Animal Control officer.
12 John McDowell retired. They have hired Dominic Tomba, who has a
13 background in working with animals and as Ashley jumped in with two feet
14 and is doing a bang up job.

15
16 **Commissioner Seligman** asked if there were any comments or questions for
17 Planner McDonough.

18
19 **Commissioner Colman** asked for the December meeting could they have an
20 status update on the 4th Street Revitalization Project.

21
22 **Planner McDonough** stated yes they could do that.

23
24 **Chairman Seligman** asked if there was anything else.

25
26 **Planner McDonough** stated that if there is anything specific they want on the
27 talk about they can contact him and help craft that agenda.

28
29 **Chairman Seligman** stated not seeing anymore comments or questions she
30 then moved onto the next item.

31
32 **9. COMMISSIONER'S INFORMAL DISCUSSION**

33
34 Discussion included:

35 Commissioner Riccobene would not be here for the December 8th meeting he
36 will be traveling on business.

37 Planner McDonough is to email the Commissioners for suggestions on the
38 agenda. They could go over the past year and it would be a good ending to the
39 year.

40
41 **10. ADJOURNMENT**

42 **Chairman Seligman** called for a motion for adjournment.

43
44 **MOTION: Commissioner Colman** moved to adjourn the meeting.

45
46 **SECOND: Commissioner Phillips** seconded the motion.

47
48 **VOTE:** The motion carried unanimously (4-0).
49

1 **Chairman Seligman** formally closed the meeting at 7:21 p.m.
2

3 **APPROVED** by the **Planning and Zoning Commission of the Village Los**
4 **Ranchos de Albuquerque** this _____ day of _____, 2015.
5

6 **ATTEST:**
7

8 _____
9 Tim Tourville, Secretary
10 Planning and Zoning Commission
11