



**AGENDA**  
 Village of Los Ranchos  
 Planning and Zoning Commission  
 REGULAR MEETING  
 7:00 p.m.  
 April 10, 2018

Planning Staff

Tim McDonough, Director Planning & Zoning

Administrator

Kelly Ward

Attorney

Bill Chappell

Planning & Zoning Commission

Joe Brawley, Chair

Jeff Phillips, Vice Chair

Lynn Eby

Sandra Pacheco

Al Park

Tom Riccobene

Drew Seavey

**1. CALL TO ORDER**

- A. Oath of Office for new Commissioners Al Park & Drew Seavey
- B. Roll Call
- C. Approval of Agenda

**2. PUBLIC COMMENT PERIOD**

Residents may address the Planning and Zoning Commission to comment on issues, problems, or successes on **topics that do not appear elsewhere on the agenda**. Audience members will be given an opportunity to comment on agenda items as they come up. **Speakers must register with Village Staff prior to the beginning of the meeting.**

**3. CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. **Approval of minutes**—March 13, 2018 regular meeting.

**4. PUBLIC HEARINGS AND APPLICATIONS**

*There are no public hearings or applications.*

**5. OLD BUSINESS**

- A. Discussion of the 2030 Master Plan process
- B. Discussion of Priorities for 2018

**6. NEW BUSINESS**

- A. Resolutions for 2018
  - 1. Open Meetings Act
  - 2. Rules for Transaction of Business
  - 3. Closed Sessions
- B. Discussion and Action on establishing Time Limit/Guideline for Public Comment Period
- C. Election of Officers
  - Nominations for Chair, Vice-Chair & Secretary

**7. REPORTS**

- A. Planning Department Report

**8. COMMISSIONER’S INFORMAL DISCUSSION**

**9. ADJOURNMENT**

A COPY OF THE AGENDA MAY BE OBTAINED AT THE VILLAGE OFFICE, 6718 RIO GRANDE BLVD. NW, DURING REGULAR BUSINESS HOURS OF 8:00 AM – 5:00 PM. THE PLANNING DEPARTMENT HOURS ARE FROM 8:00 AM TO NOON, AND BY APPOINTMENT FROM NOON UNTIL 5:00 PM.

**THE NEXT REGULAR MEETING WILL BE HELD TUESDAY MAY 8, 2018**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 505-344-6582 at least one week prior to the meeting or as soon as possible.

I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978 and Open Meetings Resolution 2017-1-P&Z.

\_\_\_\_\_  
Tim McDonough, Director Planning and Zoning

\_\_\_\_\_  
Date

1. CALL TO ORDER-Chairman

A. OATH OF OFFICE

Commissioners Al Park & Drew Seavey Given by  
Village Clerk Stephanie Dominguez

B. ROLL CALL

COMMISSIONER PARK  
COMMISSIONER RICCOBENE  
COMMISSIONER EBY  
COMMISSIONER PHILLIPS  
COMMISSIONER PACHECO  
COMMISSIONER SEAVEY  
COMMISSIONER BRAWLEY

C. APPROVAL OF THE AGENDA

## 2. PUBLIC COMMENT PERIOD

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### 3. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Approval of minutes—March 13, 2018 regular meeting.

**MINUTES**  
**VILLAGE OF LOS RANCHOS**  
**Planning and Zoning Commission**  
**6718 Rio Grande Blvd. NW**  
**Warren J. Gray Hall**  
**March 13, 2018**  
**7:00 P.M.**

**Present:**

**Attorney:** Bill Chappell

**Planning Staff:** Tim McDonough, Director

1. **CALL TO ORDER** – Chairman Brawley called the meeting to order at 7:03 p.m.

**A. ROLL CALL** - Commissioner Craig, Commissioner Riccobene, Commissioner Eby, Commissioner Brawley, Commissioner Phillips, Commissioner Pacheco, Commissioner Tourville.

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

**B. APPROVAL OF THE AGENDA**

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

Planner McDonough stated there were no changes.

**MOTION:** Commissioner Phillips moved to approve the agenda as presented.

**SECOND:** Commissioner Eby seconded the motion.

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

2. **PUBLIC COMMENT PERIOD**

Chairman Brawley stated before the comment period that the Commission will listen to what they say. And told the audience to understand that the P & Z Commission reviewed the 4<sup>th</sup> Street Project for the Master Plan, but it was not their project and would not make comments. That they would have to take any comments to the project manager.

1 **Speakers for the Public Comment**

2  
3 **Leroy Pacheco 704 Tyler Road NW**  
4 **Nagib Tony Kahder 6798 4<sup>th</sup> Street NW**  
5 **Shirley Berg 371 Tyler Road NW**  
6

7 **Leroy Pacheco** commented on the 4<sup>th</sup> Street Revitalization project and the  
8 problems he has encountered, and the public safety and health issue.  
9

10 **Nagib Tony Khadar** commented on the 4<sup>th</sup> Street Revitalization project  
11 stating he is losing access to 4<sup>th</sup> Street and the problems he is having with  
12 gas deliveries at his station. He has sent videos to the Trustees, the Planning  
13 and Zoning Commission, the Mayor and Kelly Ward.  
14

15 **Shirley Berg** commented on the 4<sup>th</sup> Street Revitalization project and how  
16 they have problems getting their oversize RV into their yard and how Tony  
17 from G & T has allowed them to use his driveway to cut the corner and get  
18 the RV into their yard. Stating that they have grandchildren that are playing  
19 on the road and it's a safety concern. And did not want the gas delivery truck  
20 to come down Tyler, which is a dead end.  
21

22 Chairman Brawley thanked the speakers for their comments and closed the  
23 public comment period.  
24

25 **3. CONSENT AGENDA**

26 **A. APPROVAL OF CONSENT AGENDA**

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28  
29 **Chairman Brawley** asked if there were any additions or corrections to the  
30 February 13, 2018 P & Z regular meeting minutes.  
31

32 **MOTION: Commissioner Phillips** moved to approve the minutes as  
33 presented.  
34

35 **SECOND: Commissioner Riccobene** seconded the motion.  
36

37 **VOTE:** The motion carried unanimously (7-0).  
38

39 **4. PUBLIC HEARINGS AND APPLICATIONS**

40  
41 **A. SDP-18-01** A request by Christine Rodriguez for a Site Development Plan  
42 Sketch review for new commercial development in the Gateway District Zone  
43 of the Fourth Street Commercial Character Area. The property is located at  
44 8312 and 8318 4<sup>th</sup> Street NW and is legally known as Plat of Lots A-1 and A-  
45 2, Villa Christina, bring a replat of Tract "A" Paraiso Escondido within the  
46 Town of Alameda Grant, Projected Section 16, T11N, R3E, N.M.P.M., Village  
47 of Los Ranchos de Albuquerque, Bernalillo County, New Mexico as the same  
48 is shown and designated on the Plat filed in the office of the County Clerk of  
49 Bernalillo County, New Mexico on February 24, 2010. The property contains  
50 1.1939 acres more or less.  
51

1 **Chairman Brawley** asked Planner McDonough to introduce the site  
2 development plan.

3  
4 **Planner McDonough** gave his report on the site development plan  
5 explaining that this is the first of a long process. This was a sketch review,  
6 where they could ask questions, make comments, and give advice. There is  
7 an informal discussion. There were changes to the drainage and grading plan  
8 that has been looked over by an engineer.  
9

10 **Discussion:** began with questions to the applicant about the buildings,  
11 ponding, the one-way traffic and the road to the north of the property, which is  
12 known as Villa Christina, how it got that name and whether or not there was  
13 access for pedestrian access from 2<sup>nd</sup> Street to 4<sup>th</sup> Street or 4<sup>th</sup> Street to 2<sup>nd</sup>  
14 Street. The applicant replied to all the questions and explained what each  
15 building was for and why the one-way road was essential. How the name of  
16 the street came about and stated there was no access from 4<sup>th</sup> to 2<sup>nd</sup> and  
17 none from 2<sup>nd</sup> to 4<sup>th</sup>. There were no negative comments and Chairman  
18 Brawley closed the comment period.  
19

## 20 5. OLD BUSINESS

### 21 A. Discussion of the 2030 Master Plan process

22 **Planner McDonough** stated that they have had letters of interest in the  
23 Master Plan Commission and hope to have a few more. Then introduced  
24 Tiffany Justice, the intern who gave a presentation on a demographic report  
25 on the Village.  
26  
27

### 28 B. Discussion of Priorities for 2018

29 There was no consensus for set priorities, but there was a question as to  
30 whether or not they have new Commissioners in the wings since Mr. Tourville  
31 and Mr. Craig were leaving. Planner McDonough stated that they did have  
32 replacements and would not give out the names, as they had not been  
33 confirmed by the Board of Trustees.  
34  
35  
36

## 37 6. NEW BUSINESS

38 *There was no new business.*  
39

## 40 7. REPORTS

### 41 A. PLANNING DEPARTMENT REPORT

42 The report included an update on 4<sup>th</sup> Street Construction Project, the report  
43 Planner McDonough gave on the Master Plan update and the work Tiffany  
44 Justice did on the demographic presentation. Keen Heinzelman has been  
45 working on improving ADA accessibility at Village hall. The department worked  
46 on several Code violation letters. Finally, a report on the Stormwater permit.  
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## 51 9. COMMISSIONER'S INFORMAL DISCUSSION



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Planner McDonough thanked Commissioners Tourville and Craig for their service as commissioners.

**10. ADJOURNMENT**

**Chairman Brawley** asked if there was a motion for adjournment.

**MOTION: Commissioner Tourville** moved to adjourn at 8:12 p.m.

**SECOND: Commissioner Craig** seconded the motion.

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

**APPROVED by the Planning and Zoning Commission of the Village Los Ranchos de Albuquerque this 10th day of April, 2017.**

**ATTEST:**

\_\_\_\_\_  
Secretary  
Planning and Zoning Commission

Not Yet Approved by Commission

#### 4. PUBLIC HEARINGS

*There are no public hearings*

## 5. OLD BUSINESS

**A. Discussion of the 2030 Master Plan process**

**B. Discussion of Priorities for 2018**

## 6. NEW BUSINESS

### A. RESOLUTIONS FOR 2018

1. Open Meeting Act
2. Rules for Transaction of Business
3. Closed Sessions

### B. DISCUSSION AND ACTION ON ESTABLISHING TIME LIMIT/GUIDELINES FOR PUBLIC COMMENT PERIOD

### C. ELECTION OF OFFICERS

Nominations for Chair, Vice-Chair and Secretary

**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
PLANNING & ZONING COMMISSION**

**RESOLUTION NO. 2018-1-P&Z**

**A RESOLUTION CONCERNING PLANNING AND ZONING COMMISSION  
MEETING AND PUBLIC NOTICE REQUIRED.**

**Whereas**, the Village of Los Ranchos de Albuquerque Planning and Zoning Commission met at the Village Hall in Regular session on April 10, 2018 at 7:00 P.M.; and

**Whereas**, the Planning and Zoning Commission is to adopt rules for the notice of meetings to the public that are consistent with the applicable provisions of the Village of Los Ranchos de Albuquerque Open Meetings Resolution No. 2017-1-P&Z, and the New Mexico Open Meetings Act, §10-15-1 to 10-15-4 NMSA (1978)

**NOW, THEREFORE, BE IT RESOLVED** by the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque that:

**1. PLACE**

All meetings of the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque shall be held at the Warren J. Gray Village Hall, 6718 Rio Grande Blvd. NW, at 7:00 p.m., unless otherwise indicated in the meeting notice.

**2. REGULAR MEETINGS**

Unless otherwise specified, regular meetings shall be held on the second Tuesday of each month. If the meeting day is a holiday the meeting will take place on the following Tuesday. The agenda will be available to the public at least seventy-two (72) hours prior to the meeting from the Director of Planning and Zoning, whose office is at 6718 Rio Grande Blvd. NW.

Notice requirements shall be met by posting notice of the date, time, location and general subject matter to be discussed at the meeting, in the following posting places within the Village of Los Ranchos de Albuquerque:

- 1) Marquee bulletin board outside the front door of Village Hall.
- 2) Marquee bulletin board near the handball court at Hartnett Park.
- 3) On the Village website at [www.losranchosnm.gov](http://www.losranchosnm.gov)
- 4) In a newspaper of general circulation.

### **3. SPECIAL MEETINGS**

Special meetings of the Planning and Zoning Commission may be called by the Chair or a majority of the Commissioners upon three (3) days notice. Notice of special meetings shall be posted seventy-two (72) hours prior to the special meeting, based on the state holiday schedule.

### **4. RECONVENED MEETINGS**

The Planning and Zoning Commission will hold reconvened meetings only on an exceptional basis and only to meet time constraints for planning and zoning actions imposed by the Village of Los Ranchos de Albuquerque. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.

### **5. MEETING MINUTES**

Minutes of open meetings of the Planning and Zoning Commission shall be a concise, but accurate written summary of all subject matter discussed in addition to the following minimal information:

- 1) The date, time and place of the meeting,
- 2) The names of staff members who addressed the Planning and Zoning Commission and a list of members present.
- 3) A statement of proposals that were considered, and
- 4) A summary record of discussion and final action of the Commission.
  - A. A draft copy of the minutes shall be prepared within ten (10) working days of the meeting. Draft copies of these minutes shall be available for public inspection and should clearly indicate on the draft that they are not the official minutes and are subject to approval by the Planning and Zoning Commission at a subsequent meeting.

## 6. ELECTION OF OFFICERS

Chair, Vice Chair, and Secretary shall be elected annually at the Planning and Zoning Commission's regularly scheduled April meeting.

**APPROVED AND ADOPTED**, by the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque this day of

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Chair  
Planning and Zoning Commission

**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**  
**PLANNING & ZONING COMMISSION**  
**RESOLUTION NO. 2018-2-P&Z**

Rules for the Transaction of Business

**Whereas**, Section 3-19-3 New Mexico Statutes Annotated (1978) provides, in part, that “A planning commission shall... D. Adopt rules for the transaction of business”; and,

**Whereas**, the Planning & Zoning Commission of the Village of Los Ranchos adopted an Open Meetings Resolution at its meeting April 10, 2018 as required by New Mexico Statutes, annotated §10-15-1 (1978) et seq. which it wishes to incorporate into and with these rules for the transaction of business; and,

**Whereas**, the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque desires that its business be conducted in a fair, impartial, and orderly manner for the public good;

**NOW, THEREFORE, BE IT RESOLVED** that the following rules are established for the transaction of business before the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque this 10<sup>th</sup> Day of April, 2018:

**I. MEMBERS & OFFICERS**

- A. The Commission at its first regularly scheduled meeting in April shall elect a Chairperson, Vice Chairperson, and Secretary, to serve one-year terms.
  1. The duties of the Chairperson include: presiding at all meetings of the Commission; calling special meetings as necessary in coordination with the Director of Planning and Zoning, signing documents of the Commission; assuring that all actions of the Commission are taken in accordance with the 2013 Codified Ordinances of the Village of Los Ranchos and other relevant laws and regulations; representing the Commission and speaking on its behalf; and all of the duties that may be established by law.
  2. The duties of the Vice Chairperson include: presiding or performing all the duties of the Chairperson during the absence, recusal, disability or disqualification of the Chairperson.



3. The duties of the Secretary include: presiding or performing all the duties of the Chairperson and/or Vice Chairperson during the absence, recusal, disability or disqualification of the Chairperson and/or Vice Chairperson; keeping copies of and signing official documents and the minutes of all meetings and preparing or informing the Commission of all correspondence relating to the business of the Commission.

## II. MEETINGS

- A. **Regular Meetings.** Regular meetings will be held on the second Tuesday of each month at the Village Hall at 7:00 P.M., or, if that facility is not available, at a location in the Village of Los Ranchos de Albuquerque fully accessible to the public. If the meeting date is a holiday, the meeting will take place on the following Tuesday. Any Regular Meeting may be cancelled or postponed at the discretion of the Village if there are no pending issues requiring commission consideration.
- B. **Special Meetings.** Special meetings may be called by the Chairperson or by a majority of Commissioners for a time and date certain at a location fully accessible to the public in the Village of Los Ranchos de Albuquerque.
- C. **Meeting Notices.** Public notices of regular and special meetings of the Commission shall specify the date, time, location and subject matter of the meeting.
  1. Where notice requirements are not otherwise specified by Ordinance, notices of regular meetings are posted a minimum of eight working days in advance of the meeting date and in accordance with the Open Meetings Act.
  2. Where notice requirements are not otherwise specified by Ordinance, notices of special meetings are posted a minimum of three calendar days in advance of the meeting date and in accordance with the Open Meetings Act.
- D. **Quorum.** A majority of the members of the Commission shall constitute a quorum for the transaction of business
- E. **Duration of Meetings.**
  1. Regular and special meetings shall not extend beyond the hour of 10:00 P.M., unless agreed upon at the time the meeting takes place by a majority of Commission members in attendance and affirmed by any applicants with matters still pending. The Commission will make every effort to hear and consider all agenda items of a regular or special meeting prior to 10:00 P.M.

2. If the Commission is unable to complete all agenda items by such hour, a Motion to Move to Reconvene at a certain date is in order.
  3. Notice of the time and place of the reconvened meeting shall be posted on the door of the place where the meeting originated immediately after the meeting is recessed. And in at least one other location where it is likely that people interested in attending the meeting will see the notice. The Commission may not discuss items at the reconvened meeting that were not on the agenda of the original meeting.
  4. Reconvened meetings will be held only on an exceptional basis and only to meet time constraints for planning and zoning actions in compliance with the Ordinance.
- F. Agenda.** The Commission's agenda for regular meetings shall proceed in the following sequence, unless otherwise agreed upon by vote of a majority of the Commission present:
1. Call to Order, including: A. Roll call, and B. The approval of the agenda as posted in advance;
  2. Public Comment Period;
  3. Consent Agenda; A. Approval of Minutes;
  4. Public Hearings;
  5. Old Business;
  6. New Business;
  7. Staff Reports;
  8. Commissioner's Informal Discussion; and
  9. Adjournment.
- G. Testimony Under Oath.** All persons (other than New Mexico-licensed attorneys appearing on behalf of a client) giving testimony before the Commission shall be sworn in under oath before proceeding by the Director of Planning & Zoning, Village Attorney, or other qualified notary public, and shall be obligated thereby to testify in a truthful manner.
1. To assist in the orderly presentation of testimony and maintenance of minutes and other Commission records, all persons wishing to testify (and attorneys representing clients) are asked to provide their names and addresses in written form to the Planning & Zoning Department staff at the time they appear before the Commission.

2. Conduct of Meetings. Roberts Rules of Order, Newly Revised are hereby adopted for the governance of the Commission in cases not otherwise provided for in these rules.
3. When conducting hearings in performance of its quasi-judicial functions, the Commission shall follow the due process requirements of State of New Mexico, ex. Rel. Battershell v. City of Albuquerque, 108 N.M. 658, 777 P.2d 386 (Ct.App.1987).
4. An applicant/appellant must be ready to present their entire case at the Planning and Zoning Commission's Meeting. Additionally:
  - a) All testimony must be given under oath.
  - b) If the Commission determines that the right of cross-examination will not be abridged, a witness that testifies at the hearing may be allowed to submit signed written communications, which will be placed in the record.
  - c) All witnesses must be present at the Planning and Zoning Commission Meeting.

#### **H. Presentations by Applicants or Appellants and the Public.**

1. Applicants/appellants are asked to address and explain the material that is the subject of their application/appeal in a succinct manner, confining their comments to matters relevant to the Commission's jurisdiction and decision-making responsibilities.
2. At the conclusion of an applicant's/appellant's presentation, Commissioners may question the applicant/appellant to assist their understanding.
3. The Chairperson will then invite oral testimony from the public in support of, in opposition to, or concerning the application/appeal.
4. Proponents, opponents and others testifying are asked to confine their remarks to matters relevant to the Commission's decision-making responsibilities concerning the pending application/appeal.
5. The applicant/appellant may cross-examine those appearing in support of, in opposition to, or presenting testimony concerning his/her application/appeal. Commissioners may also question those testifying to assist the Commission's understanding of the matter to be decided. Those testifying may also cross-examine the applicant/appellant and those testifying in favor of or in opposition to the application/appeal.

6. No question shall be asked of a Commissioner by applicants/appellants or others testifying before the Commission except through the Chairperson. The Chairperson will acknowledge and enter into the record signed, written communications received from the public concerning the pending application.
7. The Chairperson may limit oral presentations by applicants/appellants, proponents, opponents and other testimony in the interests of time and orderly proceedings.
8. All persons participating in meetings of the Commission are expected to conduct themselves in a courteous manner. The Chairperson may, when necessary, seek the assistance of the Bernalillo County Sheriff's Department to assure the orderly conduct of Commission business.

**I. Voting and Decision by the Commission.**

1. Decisions by the Commission shall be made upon a motion by a Commissioner, and duly seconded.
2. Approval of a motion shall occur on the affirmative verbal vote of a majority of Commissioners present.
3. If the decision is unanimous, the Chairperson shall so state for the record. In the event of a divided vote, the Chairperson shall announce those Commissioners recorded in favor, those recorded against, and those abstaining.
4. Voting is not permitted in absentia, or by telephone, facsimile or other written or electronic means.
5. In any instance where the motion is to deny an application or the appeal, the record shall state the reasons for denial.
6. In instances where the Commission sets in place Conditions of Approval on any application or appeal, those conditions must be read verbatim into the record of the meeting.

**J. Completeness of Materials and Record of the Meeting.**

1. It is the responsibility of applicants (or in the case of an appeal, appellants) to present all relevant written materials in accordance with Ordinances as required and present all relevant testimony prior to decisions by the Commission.
2. Applicants/appellants will not be permitted to supplement or add new documents after the deadline has passed for submission, unless the Director of the Planning and Zoning Department grants approval.

3. All testimony, information and documents submitted to the Commission prior to its decision and the transcript of the meeting will constitute the record in the event of an appeal.

**K. Postponement of Decisions.**

1. Following receipt of all testimony, the Commission may choose to keep the record open for a period not to exceed the time until the next regularly scheduled meeting and reserves its right to postpone vote and decision making to a subsequent meeting, unless Village ordinances or laws require that a decision be made within a specified time.

**L. Distribution of Materials to Commissioners.**

1. Agenda and other materials assembled for distribution to Commissioners by the Planning & Zoning Department shall be placed in a designated place provided for that purpose. Placing of material in the designated place provided for each Commissioner shall be deemed a distribution of the material for purposes of these rules. Planning & Zoning Department shall make every effort to distribute all material needed for preparation for decision-making by the Commission at least eight calendar days prior to regular or special meetings.
2. It is the responsibility of each Commissioner to collect materials for preparation in advance of meetings.

**III. EX PARTE COMMUNICATIONS**

When an application, appeal or other request is placed on the agenda for a regular or special meeting it becomes a matter within the jurisdiction of the Commission and subject to the legal restraints on ex parte communications with Commissioners. Undisclosed ex parte communications could compromise the fair and open purpose of these rules for the transaction of business.

- A. If a Commissioner believes he/she has been contacted ex parte on a matter pending before the Commission, it is his/her obligation to so inform the other members of the Commission and the village Attorney prior to the matter's consideration, and if the ex parte communication is in writing, submit it as part of the record for the meeting.

#### **IV. CONFLICTS OF INTEREST**

Applications and appeals, presented to the Commission for decision may, on occasion, present the potential for conflicts of interest for individual Commissioners. A conflict could exist if a decision conferred a financial or personal benefit to a member of the Commission or benefits someone with whom the Commissioner has a business or kinship relationship. A conflict of interest also exists due to a close personal or family relationship that, in the member's discretion, impedes the commissioner's ability to make an impartial decision based upon the evidence. Staff shall provide to the Commission copies of the New Mexico Conflicts of Interest Act and the Commission will endeavor to abide by its terms.

- A. It is the obligation of each Commissioner to declare for the record any instance where a conflict of interest or the appearance of a conflict of interest might exist with regard to matters pending before the Commission. Such Commissioner must then withdraw from further deliberations, including participation in discussion, and any decision-making.

#### **V. AMENDMENT OF THESE RULES**

These rules may be amended at any regular or special meeting by vote of the majority of the entire membership of the Commission, provided that a written copy of the proposed amendment has been distributed to each member of the Commission at least eight days in advance of such meeting.

**APPROVED AND ADOPTED** by the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque this 10th Day of April, 2018.

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Chair  
Planning and Zoning Commission

**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
PLANNING & ZONING COMMISSION**

**RESOLUTION NO. 2018-3-P&Z**

**A RESOLUTION CONCERNING PLANNING AND ZONING COMMISSION  
CLOSED SESSIONS IN QUASI-JUDICIAL HEARINGS.**

**Whereas**, the Village of Los Ranchos de Albuquerque Planning and Zoning Commission met at the Village Hall in Regular session on April 10, 2018 at 7:00 P.M.; and

**Whereas**, the Planning and Zoning Commission chooses to adopt rules for the use of closed hearings in relation to quasi-judicial hearings that are consistent with the applicable provisions of the New Mexico Open Meetings Act, §10-15-1 to 10-15-4 NMSA (1978)

**NOW, THEREFORE, BE IT RESOLVED** by the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque that:

**1. USE OF CLOSED SESSIONS**

Closed sessions are allowed by State Statute in the case of quasi-judicial hearings before the Planning & Zoning Commission. It is the policy of the Commission that, in general, the business of the Commission will be conducted in open session and that closed sessions will be used only in extraordinary situations.

**2. CONVENING INTO CLOSED SESSION**

The closure, if made in an open meeting, shall be approved by a majority vote of a quorum of the Planning & Zoning Commission; the authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on a closed meeting; the vote shall be taken in an open meeting; and the vote of each individual member shall be recorded in the minutes as required in New Mexico Open Meetings Act, §10-15-1 to 10-15-4 NMSA (1978). Only those subjects announced or voted upon prior to closure by the policymaking body may be discussed in a closed meeting.

### **3. LENGTH OF CLOSED SESSION**

In consideration of the parties involved and audience members in attendance, the Commission will make every effort to expeditiously address the issues at hand minimizing the length of the closed session.

**APPROVED AND ADOPTED**, by the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque this 10th day of April, 2018.

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Chairman  
Planning and Zoning Commission



## 7. REPORTS

A. Planning Department Report

B. Business Registration and Closure Report

DEPARTMENT REPORT  
(for April P&Z, BOT meetings)

The Fourth Street Construction Project continues with only minor concerns.

Master Plan:

- We have received several letters of interest for the Master Plan Committee, recommendations have been forwarded to the Mayor for action at the April BOT meeting.
- Tiffany continues to work on preliminary data collection for background including population, aging profile, historic gross receipts, and other views we feel will be beneficial. Village met with a professional survey company to begin discussing the process for a community input survey.
- Tiffany is assuming a lead role in the development of the 2030 Master Plan effort, she continues to develop background data and is working to formulate a plan for the planning process.

Late March was spent preparing for the annual Easter Egg Hunt at Village Hall. The maintenance staff worked hard to get the park green and grass growing. The 4-H club helped stuff Easter eggs and staff completed the task stuffing nearly 7,000 eggs. The big hunt occurred on Saturday March 31<sup>st</sup> and was a tremendous success.

Keen Heinzelman has been working to improve ADA accessibility at Village Hall and dealing with several Code Enforcement issues.

Marcy has been identified as the person responsible for the Villages requirements for the 2020 Census. She attended training in Santa Fe and now has 120 days to prepare the Villages data to submit for the Census. Requirements include list of addresses, separation of business from residences and identification of new residences since the 2010 Census.

Stormwater:

- A meeting with EPA was held March 6 to begin discussing the next round Stormwater permit. Our current permit expires in December 2019. No significant changes are expected, although the EPA suggested they were interested in more sampling locations.

I (Tim) will be on medical leave beginning April 17, for 4 to 6 weeks while doctors replace my aging knee. I suspect, with the P&Z staff we have, no one will notice, so I thought I'd mention it.

## BUSINESS REGISTRATIONS CLOSURES

<b>NEW BUSINESSES</b>	<b>NATURE OF BUSINESS</b>	<b>OPENED</b>
Healing Hands Massage	Massage Therapists	03/06/18
Portable Buildings of Los Ranchos	Retail - Portable Buildings	03/06/18
Bottoms Up Barbecue	Food Truck Vendor	03/09/18
Revival	Esthetician	03/12/18
Bliss Massage Studios	Massage Therapists	03/19/18
Health Innovations	Pharmacy Clinician	03/26/18
It's For The Birds	Retail - Bird Houses	04/03/18
<b>CLOSURES</b>		<b>CLOSED</b>
Italiano Sano	Restaurant	03/05/18

## 8. COMMISSIONERS INFORMAL DISCUSSION

## 9. ADJOURNMENT