



AGENDA
Village of Los Ranchos
Planning and Zoning Commission
REGULAR MEETING
7:00 p.m.
May 8, 2018

Planning Staff

Tiffany Justice, Planning & Zoning
Marcy Bissell, Scribe

Administrator

Kelly Ward

Attorney

Bill Chappell

Planning & Zoning Commission

Joe Brawley, Chair
Jeff Phillips, Vice Chair
Tom Riccobene, Secretary
Lynn Eby
Sandra Pacheco
Al Park
Drew Seavey

1. CALL TO ORDER

- A. Roll Call
- B. Approval of Agenda
- C. Presentation-by Attorney Chappell

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**—April 10, 2018 regular meeting.

4. PUBLIC HEARINGS AND APPLICATIONS

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

5. OLD BUSINESS

- A. Discussion of the 2030 Master Plan process
- B. Discussion of Priorities for 2018
- C. Discussion and Action on establishing Time Limit/Guideline for Public Comment Period

6. NEW BUSINESS

- A. Discussion and Action on Resolution 2018-02-P&Z Transaction of Business.

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 JUNE 12, 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.

Tiffany Justice, Planning and Zoning

Date

1. CALL TO ORDER-Chairman Brawley

A. ROLL CALL

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

B. APPROVAL OF THE AGENDA

C. PRESENTATION BY ATTORNEY CHAPPELL

2. PUBLIC COMMENT PERIOD

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A. Approval of minutes–April 10, 2018 regular meeting.

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MINUTES
VILLAGE OF LOS RANCHOS
Planning and Zoning Commission
6718 Rio Grande Blvd. NW
Warren J. Gray Hall
April 10, 2018
7:00 P.M.

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Present:

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Administrator: Kelly Ward

Attorney: Bill Chappell

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Planning Staff: Tim McDonough, Director
Tiffany Justice

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Scribe: Marcy Bissell

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1. **CALL TO ORDER – Chairman Brawley** called the meeting to order at 7:00p.m.

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A. Oath of Office

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Chairman Brawley introduced the newest Commissioners, Al Park and Drew Seavey.

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Village Clerk Stephanie Dominguez administered the oath of office to the Commissioner's Park and Seavey.

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- B. ROLL CALL** - Commissioner Park, Commissioner Riccobene, Commissioner Eby, Commissioner Brawley, Commissioner Phillips, Commissioner Pacheco, Commissioner Seavey.

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

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C. APPROVAL OF THE AGENDA

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

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Planner McDonough stated there were no changes.

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Chairman Brawley asked for a motion to approve the agenda.

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MOTION: Commissioner Phillips moved to approve the agenda.

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SECOND: Commissioner Riccobene seconded the motion.

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

1 **2. PUBLIC COMMENT PERIOD**

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3 **There were no public comments.**

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5 **3. CONSENT AGENDA**

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7 **A. APPROVAL OF CONSENT AGENDA**

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9 **1. Minutes of the regular meeting March 13, 2018**

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11 **Chairman Brawley** asked if there were comments or changes to the minutes
12 of the regular meeting of March 13, 2018

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14 **Commissioner Eby** asked if the minutes were in the Village Vision
15 magazine.

16
17 **Scribe Bissell** stated that what was in the magazine was a summary of the
18 meeting not minutes.

19
20 **Chairman Brawley** asked if there were any other comments and seeing
21 none asked if there was a motion.

22
23 **MOTION: Commissioner Phillips** moved to approve the minutes.

24
25 **SECOND: Commissioner Eby** seconded the motion.

26
27 **VOTE:** The motion carried unanimously (7-0).

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29 **4. PUBLIC HEARINGS AND APPLICATIONS**

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31 **There were no public hearings.**

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33 **5. OLD BUSINESS**

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

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37 Planner McDonough gave an update as to where they were in the process for
38 the Master Plan 2030. They had decided to bring in professional help with the
39 survey and have contacted a company called Research & Polling, who will
40 help craft the questions to cover the areas they want in the survey. They have
41 also contacted a well-known facilitator Tim Carpoft to facilitate meetings. He
42 should hopefully have for the next meeting their scopes and contracts. Then
43 they will take the public input and the survey and put out graphs for review so
44 that the public will know they have been heard or if they have missed
45 anything. He stated that they received letters of interest and selected five
46 individuals for the committee. J.T. Michelson, Karen Christianson, Daniel
47 Gay, Richard Newman, and Karen Dunning. Then turned the discussion over
48 to Tiffany Justice, who will work with the Planning Department staff to craft
49 the Master Plan.
50

1 Tiffany Justice showed a graph on how everything will move, beginning with
2 the survey development, the survey period, and a draft plan. Which will
3 commence with a committee information session, a facilitated committee
4 brainstorming session, then the facilitated public workshop(s), with the
5 committee developing goals, to finalize with a public review and eventually
6 present the plan to the Board of Trustees in the fall of 2019.
7

8 There was a suggestion that this committee should have the previous Master
9 Plans to help them bring it into the future.

10
11 To conclude the Planning Department would like a couple of the
12 Commissioners to be on the committee and asked if anyone was interested
13 to contact him.
14

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16 **B. Discussion of Priorities for 2018**

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18 The priority is at this time is the Master Plan.
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21 **6. NEW BUSINESS**

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23 **A. Resolutions for 2018**

24 **1. Open Meetings Act**

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26 **Chairman Brawley** called for any comments or changes to the resolution for
27 the open meeting act. Seeing none called for a motion.
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29 **MOTION: Commissioner Phillips moved to approve.**

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31 **SECOND: Commissioner Riccobene seconded the motion.**

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33 **VOTE: passed unanimously (7-0).**

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35 **2. Rules for Transactions of Business**

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37 **MOTION: Commissioner Riccobene moved to approve.**

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39 **SECOND: Commissioner Phillips seconded the motion.**

40
41 There was a discussion on some of the wording in Section II L. Distribution of
42 Materials. The change that was made was minor in the fact that the place of
43 distribution is now the iPad. It also brought up the question of getting notified
44 by some other means than the Village email address. The staff will do it if the
45 Commissioners want to use their private email, but that approach leaves the
46 Commissioners open to the public records requests and reviewing. The other
47 part of the discussion was the wording for Section IV Conflicts of Interest. It
48 was determined that the staff will send this section to Attorney Chappell for
49 any corrections that might be voted on at a later time.
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51 **VOTE: passed with Commissioner Eby abstaining (6-0).**

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3. Closed Sessions

Chairman Brawley called for a motion.

MOTION: Commissioner Phillips move to approve.

SECOND: Commissioner Park seconded the motion.

There was a clarification on the question on voting to hold the closed session.

VOTE: passed unanimously (7-0).

B. Discussion and Action on establishing time limit/guideline for public comment period

After a discussion the determination was that Attorney Chappell would be consulted and it would be brought to the next meeting.

C. Election of Officers

1. Chairman

Commissioner Phillips nominated Mr. Brawley for chair.
Commissioner Riccobene seconded the nomination.

2. Vice-Chair

Commissioner Eby nominated Mr. Phillips.
Commissioner Riccobene seconded the nomination.

3. Secretary

Commissioner Pacheco nominated Mr. Riccobene.
Commissioner Phillips seconded the nomination.

Chairman Brawley noted that the nominations were closed and called for a motion.

MOTION: Commissioner Eby moved to approve the nominations for Chairman, Vice-Chair, and Secretary.

SECOND: Commissioner Pacheco seconded the motion.

VOTE: passed with Commissioner Brawley voting no. (6-1).

1 **7. REPORTS**

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3 **A. PLANNING DEPARTMENT REPORT**

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5 The planning report contained updates on the Master Plan, which was given earlier.
6 The Easter egg hunt was a success all 7,000 eggs were found. Keen Heinzelman has
7 been improving the ADA accessibility at the Village hall and dealing with code
8 enforcement issues. Marcy was identified as the person responsible for the Village's
9 requirement on the Census data. Finally, the meeting with the EPA discussion of what
10 the new Stormwater permit will look like and will be issued in 2019.

11
12 **9. COMMISSIONER'S INFORMAL DISCUSSION**

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14 Welcome to the new Commissioners. Discussion of the marijuana dispensers and growers
15 and how some of the ordinances already have restrictions that might deter growers.

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17 **10. ADJOURNMENT**

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19 **MOTION: Commissioner Eby moved to adjourn the meeting at 8:07 p.m.**

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21 **SECOND: Commissioner Park seconded the motion.**

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23 **VOTE: passed unanimously (7-0).**

24
25 **APPROVED by the Planning and Zoning Commission of the Village Los**
26 **Ranchos de Albuquerque this _____ day of _____, 2017.**

27
28 **ATTEST:**

29
30 _____
31 Tom Riccobene, Secretary
32 Planning and Zoning Commission
33

4. PUBLIC HEARINGS

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

5. OLD BUSINESS

A. Discussion of the 2030 Master Plan process

A. Discussion of Priorities for 2018

B. Discussion and Action on establishing Time Limit/Guideline for Public Comment Period

**VILLAGE OF LOS RANCHOS
DE ALBUQUERQUE
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 2018-04-P&Z**

WHEREAS, the following resolution was adopted by the Village of Los Ranchos de Albuquerque Planning and Zoning Commission (“**Commission**”) at a regular meeting on May 8, 2018; and

WHEREAS, the Commission is desirous of encouraging members of the general public to participate in all Commission meeting including providing comments, presentations and opinions on topics not included on published agendas; and,

WHEREAS, it is deemed appropriate to establish guidelines with respect to such public comment which will allow the orderly administration of the Commission’s business and to assure all members of the general public have a reasonable opportunity to participate, the following resolution is adopted to accommodate such goals.

NOW, THEREFORE, BE IT RESOLVED

1. **Presentations on Non-Agenda Items.** Members of the general public wishing to speak on items not on the published agenda for a Commission meeting must sign the “sign in sheet” in the entry area prior the start of the meeting. Individuals that have signed in will be recognized by the Chairman of the Commission at the appropriate tie. Each individual wishing to speak will then be asked to identify themselves by providing their name and address. The speaker will then have three (3) minutes to make his or her presentation.
2. **Commission Response.** Under most circumstances, as such items are not on the published agenda, they are for information purposes only and the Commission cannot take any formal action regarding such presentation.

The Commission may from time to time extend or limit the time periods set out in this Resolution based upon the matter being discussed, the number of parties or persons desiring to participate and other factors deemed important by the Commission.

PASSED, ADOPTED, AND APPROVED by the Planning and Zoning Commission of the Village of Los Ranchos de Albuquerque this ____ day of _____, 2018

Joe Brawley, Chairman

ATTEST:

Tom Riccobene, Secretary

6. NEW BUSINESS

A. Discussion and action on Resolution 2018-2-P&Z Transaction of Business

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 10th 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 or adversely affects a member of the Commission or benefits or adversely affects a person or entity 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 Governmental Conduct (10-16-1 through 1016-18 NMSA 1978) 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.

Joe Brawley, Chairman
Planning and Zoning Commission

ATTEST:

Tom Riccobene, Secretary

7. REPORTS

A. Planning Department Report

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

The Fourth Street Construction Project continues with only minor concerns.

Master Plan:

- The Master Plan Committee has been appointed as of the April BOT meeting and a couple P+Z Commission members have expressed interest in being liaisons between the Committee and the Commission.
- We are continuing work with a professional survey company to develop the upcoming community input survey, which we expect to be available during the summer.
- The Village met with a facilitator to discuss further community input for the Master Plan process. This facilitator will work with the P+Z Department and Master Plan Committee to coordinate public input meetings and efforts.

Keen Heinzelman has been working on expanding the Osuna Park and dealing with several Code Enforcement issues.

Marcy has submitted Village data for the 2020 Census to the Census Bureau. Requirements include a list of addresses, separation of business from residences, and identification of new residences since the last 2010 Census.

8. COMMISSIONERS INFORMAL DISCUSSION

9. ADJOURNMENT