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MINUTES
VILLAGE OF LOS RANCHOS
Planning and Zoning Commission
6718 Rio Grande Blvd. NW
Warren J. Gray Hall
May 8, 2018
7:00 P.M.

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Present:

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14

Administrator: Kelly Ward
Planning Staff: Tiffany Justice
Scribe: Marcy Bissell

Attorney: Bill Chappell

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

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A. ROLL CALL - Commissioner Park, Commissioner Eby, Commissioner Brawley, Commissioner Phillips, Commissioner Pacheco, Commissioner Seavey. Commissioner Riccobene, was excused.

23
24

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

25
26

B. APPROVAL OF THE AGENDA

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Chairman Brawley asked Ms. Justice if there were changes to the agenda.

29
30

Tiffany Justice stated no changes.

31
32

Chairman Brawley asked if there was a motion to approve the agenda.

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34

MOTION: Commissioner Park moved to approve the agenda.

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SECOND: Commissioner Pacheco seconded the motion.

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38

VOTE: The motion carried unanimously (6-0).

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C. Presentation-Attorney Chappell

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Attorney Chappell gave a short presentation to the Commissioners on the aspects of their duties as part of the Commission. He handed out copies of the Commission Members Handbook and clarified some of the questions the Commissioners had.

1 **2. PUBLIC COMMENT PERIOD**

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3 **There was no public comment.**

4
5 **Chairman Brawley** made a personal comment stating that he was shocked
6 and dismayed over the death of the Mayor. He knows the huge changes and
7 improvements that Larry Abraham brought, and this is a huge loss and we
8 will mourn his passing.

9
10 **3. CONSENT AGENDA**

11 **A. Approval of the April 10, 2018 regular meeting minutes.**

12
13 **Chairman Brawley** asked the Commissioners if there were any changes or
14 corrections to be made to the April 10th meeting minutes. Seeing none he
15 called for a motion.

16
17 **MOTION: Commissioner Phillips** moved to approve of the minutes.

18
19 **SECOND: Commissioner Eby** seconded the motion.

20
21 **VOTE:** The motion carried unanimously (6-0).

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24 **4. PUBLIC HEARINGS AND APPLICATIONS**

25
26 **A.**

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

37
38 **Chairman Brawley** asked for the planning report from Ms. Justice.

39
40 **Tiffany Justice** gave the report.

41
42 **Chairman Brawley** asked the applicant to come forward and to state her
43 name and address for the record.

44
45 **Christine Rodriguez 8412 4th Street NW** gave her presentation on the
46 site plan stating that the grading and drainage report had been updated
47 per the engineer's report. She then gave a detailed description of what
48 each of the four buildings will be used for along with what plans she has
49 for the rear of the property. There was a question about the adequacy of
50 the ponding and Ms. Rodriguez explained that after consulting with the
51 engineer the amount of ponding was actually more than recommended.

S

1 **Chairman Brawley** asked if there was any public comment for or against
2 the site plan and seeing none asked if there was a motion for
3 recommendation of approval.
4

5 **Commissioner Phillips** moved to recommend forwarding approval to the
6 Board of Trustees.
7

8 **Commissioner Pacheco** seconded the motion.
9

10 **Chairman Brawley** asked if there was any discussion.
11

12 **Commissioner Park** asked for clarification on the procedure of this site
13 plan and was there an economic liability.
14

15 **Chairman Brawley** clarified the procedure to Commissioner Park in
16 regard to what the Commission's role was in looking at the site plan
17 stating that the Planning and Zoning staff makes sure that all the
18 ordinances and conditions are met by the plan.
19

20 **Tiffany Justice** stated that the Planning and Zoning department
21 recommends forwarding to the Board of Trustees a recommendation of
22 approval for Commercial Site Development Plan for new commercial
23 development in the Gateway District Zone of the Fourth Street Character
24 Area and Corridor.
25

26 With the following conditions:
27

- 28 1. All the requirements of the Albuquerque/Bernalillo County Water Utility
29 Authority shall be met in the installation of the utilities and governing rules
30 and regulations adhered to by the development.
31
- 32 2. The existing grading and drainage plan meets the Stormwater
33 management ordinance as installed and shall be maintained.
34
- 35 3. Landscaping shall be maintained according to the Site Development
36 Plan.
37
- 38 4. Dark Skies Ordinance requirements must be met.
39
- 40 5. Sign permits must be obtained from the Village.
41
- 42 6. Construction shall meet all current Village, County and State Codes.
43

44 With the findings:
45

- 46 1. The 2020 Master Plan 8.2 Commerce Goal: *To revitalize Fourth Street,*
47 *the Village Center and the Transit District as the Village's major*
48 *commercial and mixed use centers through both public and private efforts.*
49
- 50 2. The 2020 Master Plan 8.2.1 Objectives:
51

1 ▪ *Create a business climate in which businesses flourish*

2
3 3. 8.2.2 Policy A. Strongly support the business community and use
4 various economic incentives to strengthen local businesses as well as
5 attract new ones.

6
7 4. The Proposed Development meets the requirements of
8 §9.2.13(E)(1) Gateway District Zone Commercial Uses and Mixed
9 Residential and Commercial Uses.

10
11 5. The Site Development Plan as submitted meets all the requirements
12 of §9.2.25(4)(f) Site Development Plan.

13
14 **Attorney Chappell** stated that the economic liability is not a part of the
15 plan.

16
17 **Commissioner Park** asked if these conditions are okay with the
18 applicant.

19
20 **Christine Rodriguez** stated that this is not her first rodeo and that she
21 has learned just to comply with what the Village asks for.

22
23 **Chairman Brawley** asked Commissioner Phillips if he wanted to amend
24 his motion to include the conditions.

25
26 **MOTION: Commissioner Phillips** moved to recommend forwarding the
27 site plan to the Board of Trustees with the stated conditions.

28
29 **SECOND: Commissioner Pacheco** seconded the motion.

30
31 **Chairman Brawley** asked if there were any comments seeing none
32 called for a vote.

33
34 **VOTE:** passed unanimously (6-0).

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37 **5. OLD BUSINESS**

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

40
41 **Chairman Brawley** asked Ms. Justice if there was a report.

42
43 **Tiffany Justice** stated that there was still discussion on going with the
44 facilitator. The professional survey company was working on the
45 questions for the survey. They did have approval of the working
46 committee from the Board of Trustees last month. And they were still on
47 schedule.

48
49 **B. Discussion of Priorities for 2018**

1 **Chairman Brawley** asked the Commissioners to put forward what they
2 felt were priorities for the Commission to look at in the coming months.
3

4 A short discussion on some of things that they could look at was the
5 problem of small lots and the setbacks, what to do about the tripas and
6 how do they incorporate young people back into the Village population. It
7 was decided that this was a line item that should be kept on the agenda
8 as the new Commissioners become familiar with the code they might see
9 what needs to be addressed.
10

11 **C. Discussion and Action on establishing Time Limit/Guideline for**
12 **Public Comment Period**
13

14 There was a discussion on why this was needed with each Commissioner
15 stating his or her reasons as to what their stance was on the resolution
16 establishing a time limit.
17

18 Chairman Brawley called for a motion.
19

20 **MOTION: Commissioner Park** moved to approve the resolution for a
21 time limit.
22

23 **SECOND: Commissioner Pacheco** seconded the motion.
24

25 **VOTE:** the vote was tied with Commissioner Park, Commissioner
26 Pacheco and Commissioner Brawley voting aye. And Commissioner Eby,
27 Commissioner Phillips and Commissioner Seavey voting nay.
28

29 **Chairman Brawley** asked what the position was on a tie vote.
30

31 **Attorney Chappell** stated that they could ask the Planning and Zoning
32 Department to put it on the next month's agenda.
33

34 **Chairman Brawley** asked Ms. Justice to put it on the agenda for next
35 month.
36

37 **Tiffany Justice** stated she would bring it to the Planning Director
38 McDonough for consideration.
39

40 **6. NEW BUSINESS**
41

42 **A. Discussion and Action on Resolution 2018-02-P&Z Transaction**
43 **of Business.**
44

45 A short discussion as to why they were revisiting this resolution it was
46 shown that there was some wording that was updated on a couple of
47 issues that was brought forward by the Commission at the previous
48 meeting. And the resolution was amended to include the amendments.
49

50 **Chairman Brawley** called for a motion to adopt the amended resolution.
51

1 **MOTION: Commissioner Phillips** moved to adopt the amended
2 Resolution 2018-02-P&Z Transaction of Business.

3
4 **SECOND: Commissioner Eby** seconded the motion.

5
6 **VOTE:** passed unanimously (6-0).

7
8 **7. REPORTS**

9
10 **A. PLANNING DEPARTMENT REPORT**

11 **Tiffany Justice** gave the planning department report which included an update
12 on the progress of the 4th Street Project. Stormwater discussions. What Keen
13 Heinzelman was working on and that Marcy Bissell had turned in residential
14 data to the Census Bureau.

15
16
17 **9. COMMISSIONER'S INFORMAL DISCUSSION**

18 Discussion was about the new Commissioners and how they should ask as
19 many questions as needed to understand what is being discussed and how they
20 should make motions if they feel strongly about an item.

21
22
23 **Commissioner Park** commented on the passing of Mayor Abraham and the
24 passion and drive he had for the community and the Village.

25
26 **10. ADJOURNMENT**

27
28 **Chairman Brawley** asked if there was a motion to adjourn.

29
30 **MOTION: Commissioner Eby** moved to adjourn the meeting at 8:47 p.m.

31
32 **SECOND: Commissioner Park** seconded the motion.

33
34 **VOTE:** passed unanimously (6-0).

35
36 **APPROVED by the Planning and Zoning Commission of the Village Los**
37 **Ranchos de Albuquerque this _____ day of _____, 2018.**

38
39 **ATTEST:**

40
41 _____
42 Tom Riccobene, Secretary
43 Planning and Zoning Commission
44