

Planning & Zoning Minutes
P/Z Room South City Hall
360 Rio Communities Blvd
August 3, 2017

Call to Order

- Robert Teague called the meeting to order at 6:32 p.m. The meeting is being called to order without a quorum. There will be a quorum when John Thompson arrives at 6:45 p.m.

Roll Call

- Present: Robert Teague, Dennis Kintzler, John Thompson (6:45 p.m.) and L.E. Rubin (7:30 p.m.)
- Also present: Mayor Mark Gwinn, City Manager Bob Skerry and Deputy Clerk Pam Johnson

Approval & signing of minutes –

- Dennis Kintzler moved to approve the minutes of the July 20, 2017 meeting as submitted. John Thompson seconded and the minutes were approved on 3-0 vote.

1. General Discussion –

- Robert Teague said he will be out of town on August 17 but there will be a meeting and John Thompson will conduct the meeting.
- John Thompson asked about having something like a three-ring binder that lists duties and responsibilities of the P&Z. He offered to put the book together and said it could be passed to the next members of the commission.
- Bob Skerry said the Municipal League and the state set the duties and there is very little latitude for what P&Z can do. He said there are handbooks available for elected officials and how municipal government operates.
- John Thompson said it would be good to have that information at each meeting.
- Bob Skerry asked if a laptop that has all pertinent information on it would be helpful. He said if everyone had a laptop with ordinances, subdivision regulations, the comprehensive plan, the assessor's map, etc., that information could be accessed quickly and easily. He also said the information would be available any time.
- Robert Teague said it would be helpful and, after some discussion, it was decided that laptops would be furnished to each member.
- Bob Skerry said we've had phone calls from people asking questions about developing subdivisions that involves sidewalks, easements and accepting roads. He also said there is a plan in the works for another solar farm that involves at least three parcels and changing boundaries so it's a re-plat. He said everyone needs to become familiar with the alternate review process.
- Robert Teague asked that things that may come before P&Z be sent to him in advance so he can prepare before the meeting. He said homework should be done at home.

- Bob Skerry explained that his position is as a liaison and he can't sign off on anything unless the P&Z has voted. He said he can answer questions at a meeting but cannot direct anyone to do anything at a meeting.
- Robert Teague said he and Dennis have been working at monthly clean up and said we need volunteers.

2. Melodie Good and Family/Subdivision look over with possible vote –

- Melodie Good was at tonight's meeting to discuss her request to separate an acre out of her subdivision for her daughter.
- Robert Teague pointed out on the plan submitted by Ms. Good what they want to do and started a discussion. He also pointed out easements for utility lines and said the property is zoned R-2.
- Robert Teague explained that our ordinance requires the New Mexico Engineer's approval for a water well and sewer if there is no public system but the engineer's office wouldn't give them a letter. He said there are already several wells on the property so there won't be a problem getting a well for this property.
- Robert Teague said Ms. Good has an e-mail from PNM about getting service there. Ms. Good said PNM will put a transformer on a power pole that is already there. She also said the engineer's office told them they could dig a well if it's 100' from a neighboring well and 50' feet from a septic system.
- Bob Skerry said because of property that has been platted without infrastructure, in 2005 municipalities were forced to come up with subdivision regulations to make sure that when someone buys a piece of property, they know they can get water and utilities. He said any time you split a piece of property that has been platted, technically it's a subdivision.
- Robert Teague said this is an expedited process because all the subdividing was done by the county prior to city incorporation and all they want to do now is separate a small area for their daughter.
- Bob Skerry said if this was a major subdivision, there would be much more involved, but this is just one piece so there is an expedited process and they've met all the requirements. He said Ms. Good needs a vote from P&Z and then it goes to council.
- John Thompson moved that P & Z approve the Good's application and send it to city council.
- Dennis Kintzler questioned what assurance the Goods have that fire protection will be provided.
- Ms. Good said they have had several fires on the property and they have been happy with the response from the fire department.
- Bob Skerry said they aren't on city water so there is no way they could get a fire hydrant.
- Robert Teague pointed out that the road is owned by the Good's so there are no fire plugs. After some discussion, the motion was seconded by Dennis Kintzler and passed on 3-0 vote.
- Robert said he will sign the mylars and get them to council.

3. Discuss: Parks/Trails – Public Forum –

- Robert Teague said the date for the public forum is September 16. He said we should get the date on the flyer and make sure there is no mention of a 20-year plan. He asked that a copy of the flyer be delivered to city hall as soon as possible so that staff can look at a final draft before it's printed. He said the flyer should get to city staff next week.
- John Thompson said he will deliver the flyer to city hall Monday.
- Bob Skerry told everyone to start picturing how they envision things to be even though there isn't a plan. He said he has had some discussions with VIA and they may donate 5.5 acres.

- John Thompson said we've also had conversations about teaming up with the Mormon Church and having a park next to them. He said if we had land next to the church, we could work a deal with them for maintenance.
- Bob Skerry said we can't do that and P&Z is a planning committee. He said P&Z's job is to get input from the public as to what they perceive as an overall plan for parks, trails and open space. He asked everyone to look around and envision what we can do with what we already have.

4. Discussions with Mayor Gwinn –

- Mayor Gwinn was at the meeting tonight to discuss changes in ordinances and other things to improve the city. He said the one big thing is annexation of the industrial park and we all need to be saying the same things. He said there are time restraints and we need to let the state know what we want.
- Mayor Gwinn said we've been in front of the Governor and her panel and have always been well prepared. He said annexation is one of the things we need to be prepared for because we may be questioned down the road.
- Mayor Gwinn said Council and Bob will review material and we need P&Z to review to make sure we have everything in place.
- Mayor Gwinn said he will go to the mayors' summit in September and mandatory garbage pick-up will be discussed. He said, after that meeting, they'll be asking for all cities to work on a plan to require garbage pick-up. He said we're seeing people keeping trash in their pick-up waiting for our dumpster to be here at city hall so it will probably become more of an environmental issue.
- Mayor Gwinn asked the P&Z to look at things that may come up and need to be changed. He said when the ordinances were written, it was understood they would have to be revised. He said EDC is finally looking at things and sooner or later we'll see businesses here but we need to keep on top of what is happening so that as we grow our ordinances are current. He said we have updated our Comprehensive Plan every year and we need to be certain we're all working together to make sure we've covered everything so that Bob has what he needs when he gets to meetings.
- Mayor Gwinn said communities are being held more accountable now and sooner or later the AG's office will audit because they are required to. He said they'll be at a meeting to see how we're running things.
- Mayor Gwinn said he appreciates the attention of the P&Z at council meetings. He said the intent is to make sure we're all on the same page so that when people talk to anyone on the commission, they get the same answers that he and Bob have given.
- Dennis Kintzler said we have a breakdown in communication in the city since we don't have a newsletter or an information sign.
- Mayor Gwinn said the information sign is planned and we're having trouble finding someone that will bid on publishing a newsletter.
- Dennis Kintzler said he has talked to people that say they talked to councilors and they get different answers than the way he understands.
- Mayor Gwinn said people want to know what we're working on and where we are with goals.
- Dennis Kintzler said we have a similar situation with garbage pick-up because we have one landfill owned by one company.
- Mayor Gwinn said we're looking for best practices and finding common ground. He said not everyone will like it but if we prepare correctly most of the people will.
- Robert Teague said we're all advocates of solid waste and we need to work together on that.

- Mayor Gwinn challenged everyone to look at the ICIP. He said it has to be passed by council at the last meeting of this month so Bob can finalize it and take it to Santa Fe. He said the deadline September 1 and explained that the ICIP is a starting point for grants or capital outlay.
- Robert Teague told the Mayor he is welcome at a meeting any time because we'll learn from what he says. He said we also value the information Bob brings to the meetings.

ADJOURN –

- John Thompson moved to adjourn at 8:00 p.m. The motion was seconded Dennis Kintzler and the meeting was adjourned on vote 4-0.

Respectfully submitted,

Pam Johnson, Deputy Clerk

Robert Teague, Chair

John Thompson, Vice Chair

L.E. Rubin, Secretary

Dennis Kintzler

Date: _____