

Paradise Hills Special Zoning District Commission

Meeting Minutes | December 14, 2023

(Meeting held over Zoom)

Commissioners:

Elizabeth Haley, Chair
Kimberley Fleck
Pete Reser

Commissioners Cardenas and Vaughn are absent.

Public Participants:

Matthew Saiz, contractor for Kathy Cranage (10113 La Paz)
Kathy Cranage (10113 La Paz)

1. Call to Order, Roll Call by the Commissioners to establish a Quorum. Vote by the Commissioner present to approve the agenda.
 - a. The meeting was called to order at 6:33 PM. Roll call was taken, and a quorum was established. The agenda was approved.

2. Application Review
 - a. 10113 La Paz project, Kathy Cranage
 - i. Matthew Saiz is the agent.
 - ii. Supplemental documentation was requested and received.
 - iii. Title survey was reviewed. Addition is a reutilization of existing space and an extension onto the back porch under a deck which will be removed (in part). The second story was added in 1985 and was not indicated on the title survey.
 - iv. Elevation drawings were not submitted, but photographs were accepted instead to ensure that the new construction would not interfere with windows, other structures, etc.
 - v. Revised site plan was reviewed. Windows and a door are present, as required. Bedroom not being added; this is a repurposing of the existing bedroom to add a bathroom and closet, and make the bedroom larger.
 - vi. Concrete plan reviewed.
 - vii. Photographs reviewed, showing the removal of the deck and where the addition will be extended into the backyard, as well as where the concrete was removed.

- viii. Project appears to be conforming; Commission directed Commissioner Haley to issue the permit.
- ix. Commissioner Haley explained that the permit will go to the agent and the homeowner. That permit will need to be attached to every packet required (number depends upon how many reviewers) and submitted to Bernalillo County.

3. Public Comments

- a. No public comments.

4. Announcements – New Business on next published agenda

- a. No new business.

5. Vote to approve any completed Minutes.

- a. No Minutes to approve.

6. Treasurer's Report

- a. No report.
- b. Commissioner Haley said that we need to pay for the domain name.
- c. Commissioner Haley also wants to be reimbursed for expenses she incurred for website, Zoom, and phone.
 - i. Commissioner Reser asked for a bill.

7. Commissioner Haley will give a status report on "OPT-IN" and future mailings via Stannp.com, as well as proposed customer and contact letters. The Commission is collecting signatures to opt into notifications by email for zoning issues.

- a. Wix can automatically post the agenda and other announcements to email addresses on file who have opted in for notifications.

8. PHSZD zoning permits applications in the 2023 backlog—the percentage of non-conforming, incomplete applications and the number of manual corrections. PHSZD Commissioners will vote on the approval for a letter to agents requiring the property owner to send notarized and certified letters to the vendor and the district, giving the authorization to proceed with a project when two agent authorization letters from different companies are present.

- a. Six permits in the backlog, most are solar.

9. Review of posted ordinance revisions as of December 14, 2023
 - a. Still working on the changes to the ordinances.
 - b. Yntema said Health City Sun is sufficient for publication.
 - c. Yntema will be reviewing the proposed changes to make sure they are legislative and not quasi-judicial.
10. The Commission will review pending revisions to the website.
 - a. No revisions to review.
 - b. Commissioner Fleck and Commissioner Haley will meet over the weekend to go over the permit application process and Wix.
11. Adjourn to the next scheduled meeting.
 - a. The meeting was adjourned at 7:20 PM.

Transcribed from recorded meeting on 4.2.2024.
by Kimberley Fleck, Secretary

Approved on 4.16.2024.