

Paradise Hills Special Zoning District Commission

Meeting Minutes | December 12, 2024

(Meeting held over Zoom)

Commissioners:

Elizabeth Haley, Chair
Kimberley Fleck
Pete Reser

Commissioner Vaughn is absent. Commissioner Abel Cardenas resigned prior to this meeting.

Public Participants:

Iris McLeod, Our World Energy
Max Martinez, 9912 Columbus Circle NW

1. Call to Order, Roll Call by the Commissioners to establish a Quorum
 - a. The meeting was called to order at 6:30 PM. Roll call was taken, and a quorum was established except for where Commissioner Haley has recused herself. Commissioner Haley did not read the email that was sent by Cardenas, resigning so there ensued a brief discussion on that matter.
2. Commissioner Haley would like to make an amendment to the agenda to deal with only the most important parts. All agreed.
3. Proceed with a 'vote to approve the agenda', a crucial step that sets the course of the meeting and ensures all topics are covered.
 - a. Agenda approved.
4. Public Comments
 - a. Iris McLeod, 5712 Chapparel Circle and 10103 La Salle Place
 - i. Checks were received, will issue permits soon.
 - b. Max Martinez, 9912 Columbus Circle NW
 - i. Commissioner Haley brought up the permit, which we are granting with condition, one being that there cannot be a second kitchen attached to this residence, and it cannot be composed in such a

way that there is a separate residence. The Commission reserves the right to inspect the property after the project is complete. Bernalillo County will enforce the footing issue, so that will not prevent this permit from being granted at this time.

5. Discussion took place regarding Commissioner Abel Cardenas' resignation.
6. The Commission will review unresolved applications due to missing supporting documents, unpaid or partially paid permit fees, or nonconforming projects requiring a variance or rejection, ensuring a thorough and fair review process.
 - a. Haley went through and did a cursory look. She suggested that we take everything from the prior year (2024) and close it out unless we can issue the permit. We agreed that it was a good way to proceed.
 - b. When we have the handbook available, that will enable others to take over the permitting process.
7. Commissioners will review the status of all pending enforcement actions. Commissioners will review existing and proposed compliant forms, and inspection forms.
 - a. Deferred.
8. Vote to approve completed Minutes.
 - a. Commissioner Fleck sent out the Minutes for 9/26 and 11/14 for approval. They were approved.
9. Comments on new and continuing 2024 expenses
 - a. None.
10. Review of posted ordinance revisions as of Thursday, December 11, 2024.
 - a. Deferred.
11. Calendar for publication and approval of pending Ordinance Legislation.
 - a. Deferred.

12. Engage in a comprehensive 'discussion of the Commissioner's recommendations for new procedures (see notice below). Review of PHSZD Policies and Procedures and Commissioners handbook for Public Meetings Legislative Meetings, and Quasi-judicial Meetings

a. Deferred.

13. Announcements and Proposed New Business. Propose joint community meeting with mailing with Paradise Hills Civic Association and Paradise Hills Special Zoning District. The primary topics would be the Ordinance updates and the yearly meeting for the PHCA. Review possible criteria for including community wide messages in opt-in and/or joint newsletter.

a. Deferred

14. Conditional Use request 10304 Piedras CT NW, Robert and Alicia Brazos

a. Deferred.

15. New business

- a. Discussion re: rescheduling the next meeting, which is 12/26. Next meeting will be on January 9. Commissioner Fleck will update the website.
- b. Need to look at the fee schedule and increase the review fee and base fee for home modifications.
- c. Within next year, Commissioner Haley would like to work on getting part of the mill levy so that we could hire a part time person for permitting.

16. Adjourn to the next scheduled meeting

a. Meeting adjourned at 7:26 PM

Transcribed on 12.12.2024
by Kimberley Fleck, Secretary
Approved on 4.10.2025