

Paradise Hills Special Zoning District Commission

Meeting Minutes | September 26, 2024

(Meeting held over Zoom)

Commissioners:

Elizabeth Haley, Chair
Kimberley Fleck
Pete Reser
Abel Cardenas

Commissioner Vaughn is absent.

Public Participants:

Zach Godat, Positive Energy Solar for PHCC
Ron Wilson, 10309 Timan 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.
2. 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. Commissioner Haley asked that the agenda be revised to move #7 to after public comments, to talk about Kym's proposal.
 - b. Agenda from last week was deferred, so we will be working through that agenda tonight, as this is a special meeting to take care of business that was deferred.
3. Public Comments
 - a. Zach Godat, Positive Energy Solar for PHCC
 - i. Checking on the status of his request for a permit.
 - ii. Site map is not conforming in the sense that it does not have setbacks and utility easements marked, but as we have reviewed this parcel recently, Commissioner Haley requested a vote to approve this solar permit.
 - iii. Commissioner Reser moved that we approve the drawings as is, all were in favor so the permit will be approved and sent to Mr. Godat.

- b. Ron Wilson, 10309 Timan NW
 - i. Mr. Wilson asked Commissioner Fleck to send another letter with our reasons for not approving a permit for his carport. The contractor has indicated willingness to restructure the carport to have more sturdy foundation, but as mentioned in an earlier meeting that was only one of the concerns the Commission had. We are also concerned about a huge metal structure in the front yard, which disturbs the aesthetics of Paradise Hills. Mr. Wilson understands this but would like his deposit to the contractor returned, thus the need for this letter. Commissioner Fleck will draft a new letter and send to Commissioner Haley for approval before sending to Mr. Wilson.
- 4. A report to the Commission regarding conforming and nonconforming PHSZD zoning permit application; 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. Deferred.
- 5. Commissioners will review the status of all pending enforcement actions. Commissioners will review existing and proposed compliant forms, and inspection forms.
 - a. Deferred.
- 6. Vote to approve any completed Minutes.
 - a. Commissioner Fleck just sent out the minutes for the last two meetings, so no time to review and approve.
- 7. Engage in a comprehensive discussion of Commissioner Fleck's recommendations for new procedures.
 - a. Commissioner Fleck sent a recording of her presentation to all Commissioners earlier in the week, along with a written summary of all proposals.
 - b. Commissioner Haley asked that Commissioner Fleck bring up the presentation slides so that the Commission could talk through each point.
 - c. Proposal regarding documentation was considered and all agreed that this is a good idea. A Commission Manual/Planning Manual/Plan of Operation will be created which will include at minimum the details of how to process through the permit applications for approval but could include eventually

things like a zone map of the area, a FAQ, and other helpful documentation for anyone in the Commission, now or in the future.

- d. Proposal regarding moving to Google Meet from Zoom was considered and it was agreed that we will save money by using Google Meet, as we already pay for it through our Google Business plan. This will also allow any of us to host and record the meetings. Commissioner Fleck suggested that we try Google Meet at one of our upcoming meetings to make sure it meets our expectations. It was agreed we will do that and make a decision afterwards.
 - e. Proposal regarding recruitment was considered and Commissioner Haley suggested that we wait to discuss with Commissioner Vaughn as to his intent for the remaining part of his term before actively recruiting.
 - f. Proposal regarding updating the review process was considered and generally it was agreed that we need some way to keep better track of the status of the applications. Commissioner Haley suggested that it would be good for one person to be assigned to a particular permit type. For example, Commissioner Haley can do the construction and solar permits, while Commissioner Fleck could do commercial and home occupation permits. Commissioner Fleck agreed with this idea, but still suggested that we implement some way to know who is taking care of what application and an update to the review process in terms of notification to all of us about the status. At the end, a discussion around the new complaint form that Commissioner Fleck created took place, with Commissioner Cardenas agreeing to handle that aspect. Commissioner Fleck will update the complaint form to make it so that Commissioner Cardenas is aware when new complaints are entered, and will also look into adding more functionality to the complaint form so that we can track the actions the Commission takes during the complaint review process. In addition, Commissioner Fleck will research ways to make the data more dynamic, so that we could have form letters for notification that are automatically created based on complaint form information.
 - g. Proposal regarding community engagement was reviewed and it was agreed that we could use the website to send out messages other than meeting notices and also set up a Facebook page for us to distribute notifications. Commissioner Fleck agreed to maintain that page.
8. Comments on new and continuing 2024 expenses.
- a. None.
9. Deferred from Agenda 2024_08-15). Review of posted ordinance revisions as of Thursday, September 12, 2024. Please see the endnote and website, First reading of Off-street and On-site Parking and Loading; continued discussion of On-site parking for R-1 Single Family Residential, R-2 Medium-Density Housing, and R-3 High-Density Housing and Commercial Parking. First reading of the Dark

Skies Zoning Ordinances. Second reading of Dark Skies Lighting and Signage legislation

- a. A brief discussion around the draft nuisance ordinance took place, with Commissioner Haley indicating that it is close to being complete. We still need to review R1 and R2 zoning information. Commissioner Haley informed us that we need to consider height restrictions on buildings. It was generally agreed that a third story on a house was not appropriate for our area and distracts from the style and aesthetic of Paradise Hills, but that we might consider it allowed in certain circumstances, as in a specific area with those style buildings.
10. Deferred from Agenda 2024_08-15). Calendar for publication and approval of pending Ordinance Legislation.
- a. Deferred.
11. Partially Deferred from Agenda 2024_08-15). Report on Unser Information to Bernalillo County
- a. Deferred.
12. 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 yearly meeting for the PHCA. Review possible criteria for including community wide messages in opt-in and/or joint newsletter.
- a. Discussion around a joint meeting between the PHCA and the PHSZD was held, but no plans were made at this time.
13. Adjourn to the next scheduled meeting.
- a. Meeting adjourned at 8:05 PM.