

# Paradise Hills Special Zoning District Commission

## Meeting Minutes | January 23, 2025

(Meeting held over Zoom)

### Present:

Elizabeth Haley, Chair  
Pete Reser  
Kimberley Fleck

### Public Participants:

Iris McLeod  
Shane Blackbourn, 10208 Calle Hidalgo  
Amanda Geilenfeldt

1. Call to Order, Roll Call by the Commissioners to establish a Quorum.
  - a. Meeting was called to order at 6:32 PM.
  - b. Quorum established except for instances where Haley has recused herself.
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. Agenda is approved.
3. PUBLIC COMMENTS
  - a. Amanda Geilenfeldt
    - i. She wanted to know if she needs a permit for a courtyard wall.
    - ii. Commissioner Haley instructed that she would need a permit and discussed the basic permit requirements.
  - b. Shane Blackbourn, 10208 Calle Hidalgo
    - i. He sent the site plan to us via email, we reviewed it during the meeting and it was approved. Commissioner Haley will issue the permit within 2 business days.
  - c. Iris McLeod, Our World Energy

- i. Tammy Martinez - 10216 Belnap
    - 1. Approved, will be sent.
  - ii. Rafael de la Fuente 10509 Alegría Road
    - 1. Still under review.
  - iii. Caitlin Rottler, 5513 Fordham
    - 1. Still under review.
- 4. 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. Commissioner Haley will provide a status report on the following projects:
  - a. 10304 Piedras CT NW, Robert, and Alicia Brazos Conditional Use request
    - i. No application yet.
  - b. 1004 Bellevue Court, Kathleen Baca Addition
    - i. Need more documentation.
  - c. 5330 Fairfax Drive, Nicole Fay Carport Addition
    - i. Received additional drawings, will review.
  - d. 10330 Treasure Court, Elizabeth and Alex Robles Primary Building Modification
    - i. They know what is incomplete and will add complete site plan.
- 5. The Commission will review the issue of nonconforming site plans
  - a. We have a written version of site plan standards, but we need something shorter and more concise. Once we have this, we will send it to contractors, particularly solar companies.
- 6. The Commissioners will review proposed complaint forms and vote on adoption. After the PHSZD Ordinance is finalized, the Commission may update the form.
  - a. Complaint form has been implemented but can be updated as necessary.
  - b. Richard Garcia has a complaint but was not able to use the form; Commissioner Fleck will give him a call to assist.
- 7. Vote to approve completed Minutes.
  - a. None to approve at this time.
- 8. The Commissioners will discuss the new 2025 and continuing 2024 expenses and the plans for closing out and reporting 2024 receipts and costs. The Commission will also set a date for final reporting for 2024 and review the draft budget for 2025.
  - a. Pete will compile the year end report.

9. Review of posted ordinance revisions as of Thursday, January 23, 2025. The Commissioners will engage in a comprehensive discussion of the Commissioner's recommendations for new procedures and review the draft PHSZD Policies and Procedures and Commissioner's Handbook for Public Meetings, Legislative Meetings, and Quasi-judicial Meetings
  - a. Commissioner Haley is still working on the handbook.
  - b. Discussion about revising the fee structure, as it has not been increased in a long time.
  - c. Commissioner Haley asked me to note that we have agreed on 20' setback for front, 15' for rear, and 6' on sides for R1.
10. The Commissioners will review a plan for public meetings, publication, and approval of pending Ordinance Legislation. The Commission will schedule a joint community meeting and mailing with Paradise Hills Civic Association and Paradise Hills Special Zoning District. The primary topics would be the Ordinance updates and the PHCA's yearly meeting.
  - a. Discussing when we can do this; we need a 20 day lead time. Maybe in March?
11. The Commissioners will discuss methods of replacements for resigning or ill Commissioner
  - a. Commissioner Haley suggested using our list of people who have received permits and reach out to them to see if they might be interested in helping.
  - b. Commissioner Fleck will add something to the website.
12. Legislative Agenda in 2025 for 2026
  - a. Commissioner Haley discussed strategies to acquire the mill rate.
13. New Business: Inquiry from the CABQ Office of Neighborhood Coordination Concerning PHCA Inquiry
  - a. Discussion re: letter sent to me and Elizabeth regarding complaint.
  - b. Commissioner Haley will discuss with Hess Yntema.
14. Adjourn to the next scheduled meeting
  - a. Adjourned at 8:10 PM.