

# Paradise Hills Special Zoning District Commission

## Meeting Minutes | November 30, 2023

(Meeting held over Zoom)

### Commissioners:

Elizabeth Haley, Chair  
Abel Cardenas  
Kimberley Fleck (Commissioner Elect)  
Pete Reser  
Val Vaughn

### Public Participants:

Matthew Saiz, contractor for Kathy Cranage (10113 La Paz)  
Kathy Cranage (10113 La Paz)  
Amanda Geilenfeldt, resident (briefly)

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.
  - b. Commissioner Haley requested that Commissioner Elect Fleck be considered a Commissioner for purposes of voting during this meeting. All were in favor.
2. Application Review
  - a. 10113 La Paz project, Kathy Cranage
    - i. Converting a bedroom into a bathroom and closet.
    - ii. A 12' x 15' bedroom will then be added, utilizing the space that is currently a back porch.
    - iii. Application has not been received or reviewed; fees were received, and review can start now assuming we get the documentation necessary, including the site plan; Commissioner Haley let Ms. Cranage and Mr. Saiz know how to upload those documents online via the application.
    - iv. Recommended calling 811 to determine where digging can be done.
    - v. Commissioner Reser reminded Mr. Saiz that the easements need to be shown and Ms. Cranage stated that the easement was shown on the original plat.

- vi. Commissioner Haley asked the other Commissioners present if she could approve the permit once she receives it as long as it's conforming. All were in favor. If non-conforming, it will be addressed at the next meeting on December 14, 2023.
  - b. 10024 Fairfax Court project, Veronica Esparza
    - i. Ms. Esparza was invited to the meeting but is not in attendance.
    - ii. Permit fee of \$40.00 was received, per Commissioner Reser.
    - iii. Commission is still waiting for additional documents, as the application was not complete.
    - iv. Tabling discussion for later date (TBD).
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.
  - b. Discussion around sending Commissioner Elect Fleck the recordings of previous meeting minutes, so that she can begin to transcribe those for inclusion in the Transparency Portal.
6. Treasurer's Report
- a. Starting balance, \$39,268.17
  - b. Deposits, \$562.19
  - c. Checks and Withdrawals, \$884.59
    - i. Zoom, \$16.98 (x2)
    - ii. Grammarly, no dollar amount specified here.
    - iii. Wix, \$206.63
    - iv. Retainer for Hess Yntema, \$500.00
  - d. Service Fee, \$2.07
  - e. Ending balance, \$38,943.70

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. 4-5 people have sent emails to "contact" address, asking to opt-in.
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. Though a discussion took place around the above, a vote was not taken.
  - b. Commissioner Reser brought up that he received a check for an address out of our jurisdiction, 4601 Rainbow.
    - i. Commissioner Haley will research this.
9. Review of posted ordinance revisions as of November 30, 2023
  - a. Posted proposed changes on September 26, 2023
  - b. Commissioner Haley proposes we get together on weekend to go over the sections that need to be updated with priority given to R1, R2, and parking.
    - i. This would allow the Commission to compare our ordinance proposed changes to the state statutes and for new Commissioners to understand zoning ordinances.
    - ii. Proposed to be at Commissioner Haley's office.
  - c. 15 days before the ordinances are finalized, the Commission needs to post in a legal publication.
    - i. Commissioner Elect Fleck suggested using the Health City Sun as it's less expensive. Commissioner Haley will ask Yntema if that's sufficient.
  - d. Goal to finish by December 14, and then January 1<sup>st</sup> for the legislative hearing, and then we could introduce the other changes shortly after that.
10. The Commission will review pending revisions to the website.
  - a. No revisions to review.
11. Adjourn to the next scheduled meeting.

a. The meeting was adjourned at 8:18 PM.

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

Approved on 4.16.2024.