

Paradise Hills Special Zoning District Commission

Meeting Minutes | March 6, 2025

(Meeting held over Zoom)

Present:

Elizabeth Haley, Chair
Pete Reser
Kimberley Fleck

Public Participants:

Jack Porter, attending to observe
Brian Ortiz for Lori and Rey Gallegos, 10012 Park Lane
Kara Lucero for Joseph Carraro, 10216 Carraro Place

1. Call to Order, Roll Call by the Commissioners to establish a Quorum.
 - a. Meeting was called to order at 6:30 PM.
 - b. This is to make up for the February 24, 2025 meeting which was postponed due to commissioner illness.
 - c. 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. Informal vote to approve was taken.
3. PUBLIC COMMENTS
 - a. Brian Ortiz for Lori and Rey Gallegos, 10012 Park Lane
 - i. Mr. Ortiz is here as the agent for Lori and Rey Gallegos and inquiring about his permit application status.
 - ii. The existing fence may not be conforming and may need to be removed and/or reported to Bernalillo County. The fence in front of the house and on the left side cannot be higher than 4 feet. Setbacks are measured from property line, not street and the fence may not be far enough away from the property line. A visit to the site may be required.

- b. Jack Porter, address unknown
 - i. Was attending to observe, and did not have any comments other than to thank us for the work we do on the Commission.
 - ii. Commissioner Haley asked if he would be interested in helping and he said he would consider it.
- 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. Asking for conditional use – not enough information, Commissioner Haley will ask them to come to a meeting.
 - b. 1004 Bellevue Court, Kathleen Baca, Addition
 - i. Waiting on site plan and difference in fee estimate. Commissioner Fleck will contact Ms. Baca.
 - c. 5330 Fairfax Drive, Nicole Fay, Carport Addition
 - i. Need site plan, more information.
 - d. 10030 Treasure CT. Elizabeth and Alex Robles, Primary Building Modification
 - i. ~~Resolved, permit sent.~~ Amended 3.13.2025; this permit was not sent.
 - e. 10208 Calle Hidalgo, Shane Blackburn, Fence
 - i. Resolved, permit sent.
 - f. 10216 Carraro Place, Joseph Carraro, Solar Addition
 - i. Karen Lucero is in attendance and was informed that we need more site plan information.
 - g. 5047 Justin DR Laurie and Mikel Geilenfeldt/Amanda Geilenfeldt, Accessory Building, Fence
 - i. Waiting on fee estimate form.
 - h. 5717 Avenida La Mirada, Jeri Ann Baker & Diana Dauwalder, Primary Building Modification
 - i. Commissioner Haley will contact them asking for more information.
- 5. The Commission will review the issue of nonconforming site plans
 - a. Reviewed the above.
- 6. The Commission will update the form after finalizing the PHSZD Ordinance
 - a. Complaint form has been updated.

- b. Commissioner Haley would like for the enforcement ordinances to be connected in some way to the form, so that people using the form understand the ordinances.
- 7. Vote to approve completed Minutes.
 - a. Deferred to the next meeting.
- 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. Commissioner Haley is digitizing the expense book, still in progress.
- 9. Review of posted ordinance revisions as of Thursday, February 13, 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 thinks we need to add to the ordinance something about cellular towers (use BernCo as guideline), making sure that they cannot be on a building unless commercial or special use buildings.
 - b. Commissioner Haley indicates that she is almost done with the handbook for public meetings, modeled off municipal one.
 - i. Will send to Hess and other commissioners for review.
- 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. Still need to schedule our yearly meeting between PHCA and PHSZD.
 - i. Could this be a Zoom meeting?
 - ii. Might be able to be done early May.
 - b. Can we add PHCA information to the PHSZD website?
 - i. Yes. Commissioner Fleck will do that; also she owns the paradisehillsnm.org website, which could be used for PHCA.
- 11. The Commissioners will discuss methods of replacements for resigning or ill Commissioner
 - a. Lori Gallegos indicated interest in helping.

- i. Commissioner Fleck will email her inviting her to the next meeting.

12. Legislative Agenda in 2025

- a. Discussion around mill rate increase so that we could possibly hire someone part time for permitting duties.
 - i. Need the manual complete for this.

13. New Business: Inquiry from the CABQ Office of Neighborhood Coordination Concerning PHCA Inquiry

- a. Haley will send draft letter to us to review then send as response

14. Adjourn to the next scheduled meeting

- a. Adjourned at 7:51 PM

Transcribed on 3.6.2025
by Kimberley Fleck, Secretary
Approved on 4.10.2025