1. CALL TO ORDER

Commissioner Heather Larson called the meeting to order at 10:03 AM.

2. ROLL CALL

Commissioner Heather Larson - Present
Commissioner Randy Richard - Present
Commissioner Chris Green - Present
Commissioner Justin Whitlock - Present
Commissioner Sara Nora – Present, Arrived at 10:58am

Chappell Stewart, Planning and Zoning Administrator, was also present.

3. APPROVAL OF AGENDA – NOVEMBER 14, 2019

Commissioner Larson made a motion to approve the agenda for November 14, 2019. Commissioner Whitlock seconded the motion and the motion carried.

4. APPROVAL OF MINUTES - August 15, 2019

Commissioner Larson made a motion to approve the agenda for August 15, 2019. Commissioner Whitlock seconded the motion and the motion carried.

5. CURRENT ITEMS

a. Conditional Use Permit - Chris & Tracy Heilaman - 100 High Cost Trail Space #31 Enchanted Offroad, LLC.

Chris & Tracy Heilaman were present on behalf of Enchanted Offroad, LLC. The conditional use permit requested is to allow Enchanted Offroad, LLC to rent out ROV’s from space #31 at the Red River RV Park. Previously, a conditional use permit for Enchanted Offroad, LLC was approved during the August 30, 2019 Town Council meeting, but that permit expired October 15, 2019. Following discussion, Commissioner Larson made a motion to recommend to Town Council to approve the conditional use permit for January 1, 2020 through December 31, 2020 and will be subject to annual renewal thereafter. Commissioner Green seconded the motion. Assistant Clerk Therese Padilla took a roll-call vote. Chairperson Richard – yes, Commissioner Larson - yes, Commissioner Green - yes, Commissioner Whitlock - yes. The motion carried.

b. Land Swap: RRSA Inc. & MH-NM, Inc. (d/b/a Anchovies) with The Town of Red River.

Art Mulligan and Steve Cherry were present on behalf of Anchovies. High Street encroaches on the southern boundary of Anchovies’ property. The owners of Anchovies propose a land swap with the town for land area directly to the east of the site. The area to the town would be 758.22 SF and the area to Anchovies would be 518.16 SF. The town will need an easement for the sewer line in front of Anchovies as it runs from the manhole cover on the southeast corner of the lot westward likely underneath the valley gutter.

Commissioner Green made a motion to recommend the land swap to the Town Council. Commissioner Larson seconded the motion. Assistant Clerk Therese Padilla took a roll-call vote. Chairperson Richard – yes, Commissioner Larson - yes, Commissioner Green - yes, Commissioner Whitlock - yes. The motion carried.
c. **Steep Slope Ordinance 2008-03; Request for review of Lot 33, Powderpuff Trail**

Paul and Barbara Calhoun, owners of Powderpuff Lot 24, were present to ask that Lot 33 have a licensed engineer’s approval in accordance with Ordinance 2008-03 regarding steep slope. Lynwood Lockwood, the contractor for Lot 24, was also present. Mr. Calhoun presented a case that Lot 33 was a steep slope lot and should have had a survey completed by a licensed engineer prior to excavation. An hour-long presentation and discussion followed. The P&Z Commission discussed internally and chose to follow the position held by the P&Z Administrator that Lot 24 does not require a survey approved by a licensed engineer.

6. **OTHER/STAFF REPORT**

a. **Timbers, Main Street**

Chappell Stewart stated that Ed Saint sent certified mail to the owners outlining the violation of the nuisance ordinance. The letter was returned. The letter will try to be delivered via another method or address.

b. **Wilson Woodyard**

Chappell Stewart updated the commission that the town’s attorney, John L. Appel, received a complaint letter from an attorney representing Mary and Chris Peterson objecting to the woodyard operating at its current location on High Street. Mr. Appel responded with a letter saying the woodyard did not violate the town’s ordinances. Chairperson Richard noted that semi-trucks come down High Street to the woodyard. He also noted that having no fence around the property is a potential safety concern. Chappell Stewart stated these were not violations of ordinances, but the commission can consider revising or adding language to its ordinances to address these concerns in the future.

7. **ADJOURNMENT**

With no further business, Commissioner Randy Richard adjournd the meeting at 11:30 AM.

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Theresa Padilla, Assistant Clerk
Chappell Stewart, P&Z Admin

Randy Richard, Commissioner
Heather Larson, Commissioner