

**TOWN OF RED RIVER  
PLANNING & ZONING COMMISSION  
MAY 17, 2016  
COUNCIL CHAMBERS**

**1. CALL TO ORDER**

Commissioner Jodee Thayer called the meeting to order at 2:02 PM.

**2. ROLL CALL**

Commissioner Randy Richard - Present

Commissioner Jodee Thayer - Present

Commissioner Heather Larson - Present

Commissioner Sara Nora - Absent

Commissioner Gail Douglas - Absent

Planning and Zoning Administrator Brenda Sloan and Deputy Planning and Zoning Administrator Deke Willis were also present.

**3. APPROVAL OF AGENDA - May 17, 2016**

Commissioner Richard made a motion to approve the agenda of May 17, 2016. Commissioner Larson seconded the motion and the motion was passed.

**4. APPROVAL OF MINUTES**

**a. APRIL 14, 2016 - Regular Meeting**

Commissioner Richard made a motion to approve the minutes from the April 14, 2016 meeting. Commissioner Larson seconded the motion and the motion was passed.

**5. STAFF REPORT**

- a. Administrator Brenda Sloan reported that on 4/14/16 she issued a non-compliant letter for the Starr Trading Post regarding the Conditional Use Permit for their banners which expired on 4/1/16 and required that all banners be removed. As of 5/10/16 all of the banners have been taken down.**
- b. Administrator Brenda Sloan reported that on 4/25/16 she received a call from Fred requesting information to do a remodel on a historic home at 115 Silver Bell Tr. Upon meeting at the residence and seeing remodel in progress, she advised them he would need to fill out Town of Red River and State permits for the remodeling. She advised him that no work can be done until the permits are pulled. Administrator Sloan observed that there was a plate identifying the home as on the Historic Registry. Fred was unaware of what needed to be done due to property being a historic building. Administrator Sloan found the federal regulations online and emailed them to Fred.**
- c. Administrator Brenda Sloan reported on the Town Council meeting on 4/25/16 which she attended. The Council approved the height variance for Mike Hecker and also appointed Heather Larson to the Planning and Zoning Commission. After the meeting she spoke with Mayor Calhoun and Town Administrator/Clerk Georgiana Rael regarding making an Ordinance for a historical district from Silver Bell Trail to the Library.**

- d. Administrator Brenda Sloan reported to the Commission that she attended the first Steering Committee Meeting to update the Taos County Comprehensive and Economic Development Plans on 4/26/16.
- e. Administrator Brenda Sloan reported that she attended the Planning and Zoning Conference in Las Cruces 5/3/16 through 5/6/16. She gave a brief overview of some of the topics covered at the conference which included; mobile food vendors, tiny houses, marijuana zoning, nightly rentals and historical districts.
- f. Administrator Brenda Sloan reported that on 5/10/16 she received a call from Andrea Barkis. She is starting a new business and had questions regarding the parking plan. Brenda went over the ordinance with her and the diagram she would need to submit.
- g. Administrator Brenda Sloan reported that on 5/12/16 she received a call from Anita McAdams who purchased the old Patrick's building. She inquired about whether or not she would need a building permit to repair/replace the deck on front. Brenda advised her yes, and directed her to the website to access the permit forms since she is out of state.

**6. CONSIDERATION OF:**

**a. Zone Change Application - Regina Symons 304 N. Caribel**

Administrator Brenda Sloan gave the Commission a brief explanation of this request explaining that due to State Law prohibition of spot zoning, that an area around the property would need to be rezoned. She also gave an overview of the zone change process. After discussion, Commissioner Richard made a motion that the Commission recommend a zone change denial to Town Council with the condition that this be sent back to the Planning and Zoning Commission to designate a zone area. Commissioner Larson seconded the motion. Assistant Clerk Holly Fagan called a roll call vote. Commissioner Larson - yes, Commissioner Thayer - yes, Commissioner Richard - yes. Motion approved.

**b. Special Exception Sign Permit - The Hole Thing 601 W. Main St.**

Administrator Brenda Sloan explained that Theresa Buck submitted a Special Exception Sign Permit for the Hole Thing asking that they be allowed to hang a 2 ½" x 4" banner permanently the building. The Sign Permit Ordinance was recently amended to state that banners can be up for 90 consecutive days during any season. After discussion, Commissioner Richard made a motion that the Commission recommend to Town Council to deny the application. Commissioner Larson seconded the motion. Assistant Clerk Holly Fagan called a roll call vote. Commissioner Richard - yes, Commissioner Thayer - yes, Commissioner Larson - yes. Motion approved.

**c. Set Date for Work Sessions - Historic Overlay District**

**- Nuisance Ordinance**

**- Amend Telecommunications Ordinance**

Administrator Brenda Sloan spoke to the Commission regarding the need to set up work sessions to amend the current Telecommunications Ordinance, create a Nuisance Ordinance, and Mayor Calhoun would like the Commission to look into creating an Ordinance to make a Historic Overlay District. After discussion including that these tasks will take multiple work sessions, a work session was scheduled for June 9<sup>th</sup> at 2:00 pm.

**7. OTHER:**

- a. Commissioner Thayer asked Administrator Sloan what the next step is on the Comprehensive Ordinance. Brenda advised that she had given a working copy to Mayor Calhoun to look over two months ago. Commissioner Thayer asked Administrator Sloan to follow up with the mayor.

- b. Sheri Benishek was present at the meeting and wanted to inquire what the rules and regulations are regarding sheds placed on non-permanent foundations. Her neighbor has put several sheds into place that are blocking her view. The Commission advised Ms. Benishek that no permits are required for these type of sheds or storage structures.

8. **ADJOURNMENT**

- With no further business, Commissioner Thayer adjourned the meeting at 3:22 PM.



Holly Snowden Fagan, Assistant Clerk



Jodee Thayer, Commissioner