

Town of Red River  
Planning & Zoning Commission  
August 11, 2016 Meeting  
Council Chambers

1. CALL TO ORDER

Commissioner Jodee Thayer called the meeting to order at 10:09am.

2. ROLL CALL

Commissioner Richard – Present

Commissioner Douglas – Present

Commissioner Larson – Present

Commissioner Nora – Present

Commissioner Thayer – Present

Planning & Zoning Administrator Brenda J. Sloan was present and also present was Deputy Planning & Zoning Administrator, Deke Willis.

3. APPROVAL OF AGENDA – August 11, 2016

Commission Douglas made a motion to approve the August 11, 2016 Agenda.

Commissioner Richards seconded the motion, and the motion passed.

4. APPROVAL OF MINUTES – July 11, 2016 Meeting Minutes

Commissioner Richards made a motion to approve the July 11, 2016 meeting minutes.

Commissioner Nora seconded the motion and that motion passed.

5. STAFF REPORT

Brenda reported that she has had numerous calls regarding what is happening with the zone change request at 304 N. Caribel, that many are wanting to know if it has passed or not yet. She has been advising everyone that the Application is in process. Brenda also report that she is still seeing owners putting up banners and sign without first obtaining a sign or banner permit. Most of the owners have complied by either taking the banners down or by filing out the permit application. Brenda stated she met with a lady who lives on Tenderfoot Trail about putting in a garage at her home and the process that she would need to follow. Brenda approved a building permit application for a roof on an existing deck. Commissioner Richards asked Brenda if the owners of the Playhouse had taken down the signs that were agreed to and if their new sign was up? Brenda stated she thought they had, but would follow up and make sure.

6. Consideration of:

a. Zone Change Request – Regina Symons – 304 N. Caribel

Brenda explained that the next step in the zone change procedure is to set a public hearing date, so that she could send out certified letters to all the owners in the designated and to owners within 100ft of the designated area. She also presented a spreadsheet to the Commission showing that of the 26 owners in the designated area, 7 had responded yes, 4 had responded no and 15 did not respond at all to Ms. Symons letters. Keith Martello and Rick Fowler showed up at the meeting to voice their NO votes and advised that they knew that some owners did not

respond because they were not in favor of the zone change. The Commission advised them that they needed to tell the owners they know that they must respond if they are against it, otherwise a non-response would be deemed a yes vote. The Commission set a public hearing date of September 28<sup>th</sup>, 2016 at 6pm in the Council Chambers. Brenda will send out certified letters to all the owners and owners within 100ft of the designated area next week notifying them of the public hearing date and asking for a response.

b. Recommendation to Council – Tourist Overlay District

After reviewing the draft Tourist Overlay District Ordinance, the Commission asked Brenda if the draft had been updated from the work sessions, as they were not seeing any mention of the conditions discussed at the work sessions such as the 50ft of retail space frontage clause or how grandfathering of current residences is to be handled. The commission also asked for a clause grandfathering in the new A & S storage facility. The Commission stated that they could not make a recommendation to Council until the work session minutes, results, and recommendation had been incorporated in a new draft of the ordinance. They asked Brenda to see if these items could be completed and then they could review an updated draft of the proposed ordinance and then make a recommendation to the Council. Brenda stated she would get with Town Hall and see if that could be accomplished.

c. Recommendation to Council – Nuisance Resolution

Brenda explained that after the July Council meeting the Mayor requested that she take pictures of 4 properties that had weeds, junk, debris or in need of maintenance, as there had been a complaint. She would like a recommendation from the Commission so that the Council can address all the issues via resolution as stated in Ordinance 2000-5. Brenda explained that she had actually taken pictures of five properties, Rio Rojo, the old Outpost Pizza Building on Main Street, Red River Valley Charter School, Andi Barkis' property on High Street, and Richard Brown's property off Oro Fino by the river. Brenda explained that she drove by the properties this morning and that Red River Valley Charter School had cut all their weeds down so they could be taken off the list. Commissioner Douglas made a motion to recommend to the Council to send letters to the 4 properties that are in need of attention to cut the weeds and get rid of the junk. Commissioner Nora seconded the motion. Chairman Thayer called for any discussion of the issue. The commissioners discussed that Andi Barkis' place looked like it was just an unlandscaped yard, what about the two silver trailers that are parked on the public right of way on High street as shown in the pictures, that they need to be dealt with. Deke suggested that the Marshall be notified since they are parked in a public right of way and not on private property. Commissioner Larson also stated that the two trailers are parked where the RRVCS teachers normally park. Commissioner Richards stated that he could not see recommending to Council to send letters to the owners of the 4 properties until the Town sets a good example and takes care of the weeds on their

properties. Just looking out the glass door of the Council Chambers it was pointed out that there are weeds growing in the asphalt of the parking space in front of the park and Brenda was asked to take a picture of it. The commission also pointed out that in the pictures of the Rio Rojo that the sidewalk also has weeds. Why hasn't the Town taken care of the weeds? Commissioner Douglas decided to repeal his original motion and made a new motion to recommend that when the Town had brought its properties up to the same standard as they would want owners to be, then a recommendation to the owners would be addressed. Commissioner Richards seconded the motion. Roll Call vote: Commissioner Douglas – Yes, Commissioner Larson – No, Commissioner Nora – Yes, Commissioner Thayer – Yes, Commissioner Richards – Yes. Motion passed.

7. OTHER

Nuisance Ordinance – Set Work Session Date

The Commission set a work session date of Thursday, September 8, 2016 at 9am. Commissioner Thayer asked for an update on the Triplex item from last month. Brenda advised the Commission that the Council did approve the recommendation for the Town Administrator to send a letter to Stephen Kim to perform maintenance on his home on High Street, but that she didn't know if the letter had been sent or not. Commissioner Larson asked if Brenda knew if a building had to be brought back up to code before people could occupy it again. For example if a building was a home then used for storage and not kept up, would it have to meet code again before it could be occupied as a home. Brenda stated she did not know. Commissioner Larson also asked how long the Triplex unit, owned by Stephen Kim, had been unoccupied? Brenda advised that she did not know.

8. ADJOURNMENT

With no further business, Commissioner Thayer adjourned the meeting at 11:18am.

Respectfully Submitted,

  
Brenda J. Sloan  
Planning & Zoning Administrator

  
Jodee Thayer  
Chairperson – P & Z Commission