

**TOWN OF RED RIVER
PLANNING & ZONING COMMISSION
JULY 11, 2016
COUNCIL CHAMBERS**

1. CALL TO ORDER

Commissioner Jodee Thayer called the meeting to order at 10:05 AM.

2. ROLL CALL

Commissioner Jodee Thayer - Present
Commissioner Gail Douglas - Present
Commissioner Heather Larson - Present
Commissioner Sara Nora - Present
Commissioner Randy Richard - Absent

Planning and Zoning Administrator Brenda Sloan arrived at the meeting at 10:15 AM.

3. APPROVAL OF AGENDA - July 11, 2016

Commissioner Douglas made a motion to approve the agenda of July 11, 2016. Commissioner Nora seconded the motion and the motion was passed.

4. APPROVAL OF MINUTES

- a. JUNE 9, 2016 - Regular Meeting
- b. JUNE 27, 2016 Work Session

Commissioner Douglas made a motion to approve the minutes from the June 9th meeting and the June 27th work session. Commissioner Nora seconded the motion and the motion was passed.

5. STAFF REPORT

- a. Administrator Brenda Sloan spoke with Anita McAdams on June 10th regarding what she would need to do to put in a 12' x 24' modular building. Brenda advised her that she would need a building permit from the Town and the State. Brenda emailed her permits and instructions.
- b. Administrator Brenda Sloan returned a call to Tyler Gilbert on June 13th regarding his questions about having a mobile food truck business. Brenda advised him that she researched the issue even though it did not fall under P&Z and let him know that per Ordinance 2003-01 regarding business registrations that itinerant vending is only allowed during a town-wide special event.
- c. Administrator Sloan that that Sara who lives at 922 Tenderfoot Trail came to see her on June 14th with questions regarding setbacks if she wanted to build a garage. Brenda gave her copies of the ordinance on setbacks.
- d. Administrator Sloan had Mike & Janet Hecker stop by to see her with questions on June 15th. They wanted to know what permits were needed to start water lines. Brenda advised them that there was a Public Works Committee Meeting that evening. Brenda called Isaac to ask if the Heckers could attend and get questions

answered under "Other Business?" Isaac said yes and advised Russell and George would be there to help with questions.

- e. Administrator Brenda Sloan received a call from Jan Mutz who stated that she and her sisters decided to restore the old cabin on their property. Brenda advised her that she would need building permits from the Town and the State. Jan came to see Brenda and picked up the permit forms.
- f. Administrator Brenda Sloan went by Lifts West on June 15th to speak with Billy about the new sign ordinance and his business tenants due to receiving a call from Rufus regarding putting up a sign for Brett's Bistro. Brenda explained the square footage maximums of the sign ordinance. Brenda also stopped by Elevations and Way Coffee to remind them that their sandwich board signs need to come in at the close of business each night.
- g. Administrator Brenda Sloan accompanied Jeff and Miguel from Public Works to Carible and Silver Belle to verify addresses for the Symons zoning change request on June 17th. Brenda also went to Town Hall and got the mailing addresses from Kerry for all of the owners in the rezone area in regards to the zoning change request.
- h. Administrator Brenda Sloan noticed that the Lift House had 3 banners displayed on June 17th. Brenda stopped in to advise the staff that the ordinance allows for 2 banners, not 3 and that a permit was required. The staff advised Brenda that she would need to speak with the manager, Steve Cherry. Brenda left a permit application for them to give to Steve.
- i. Administrator Brenda Sloan met with Pat Lamb on June 20th regarding his building. He was inquiring about if his balconies could hang over the road. Brenda looked into the IBC and then later called Pat back to let him know what it stated.
- j. Administrator Brenda Sloan received a call on June 20th from Anita McAdams. Anita wanted to know if she needs a building permit to erect walls inside of her business. Brenda advised her that yes, she does and that she should also call NMCID to see if she needs permit from State.
- k. Administrator Brenda Sloan returned a call to Cary Thompson at Go Kart City on June 21st. He needed a banner permit application. Brenda advised he could get the permit from her or from Town's website. Later that day Cary returned 2 Banner Permit Applications to Brenda who reviewed and approved them.
- l. Administrator Brenda Sloan noticed a banner up at Bull o' the Woods and a large sign advertising the Jewelry Lady on June 24th. She stopped in letting Chris know that the Jewelry Lady sign would have to come down as Ordinance states no off-site signage allowed. Chris filled out a Banner Permit and Brenda approved it later the same day.
- m. Administrator Brenda Sloan received a call from a woman named Donna on June 29th who was inquiring about what she would need to do to build a garage on property she just purchased in the Wheeler addition. Brenda advised her that she would need to fill out a building permit for the Town and State, as long as property was in Town limits. If out of limits she advised they need to contact Taos County Planning.
- n. Administrator Brenda Sloan received a call on July 5th from Danielle at the Lift House regarding Banner Permit applications. Brenda met with her and picked up the applications. Brenda advised that since they were asking for banners to be up for 90 days that they would need to be framed. She also advised that only 2 banners are permitted and that they have 3 up again. She advised that Brenda speak with Steve Cherry as he is manager. Brenda went into Shotgun Willie's and spoke with Steve. She advised him that one

of the 3 banners needs to come down and other 2 need to be framed. She advised him to call her once the banners were framed so she could take a picture of them and would approve permits at that time.

- o. Administrator Brenda Sloan had a visit from Randy Henson on July 5th who inquired what he would need to do to put a sign up on his rental A-Frame.
- p. Administrator Brenda Sloan received a visit from Randy Richard on July 5th inquiring if he needs a banner permit for the 2 open flags he put up. Brenda advised that he did not as long as they are brought in each day at the close of business.
- q. Administrator Brenda Sloan received a banner permit application and sign permit application from Andi Barkis on July 6th. Brenda approved both applications and gave her copies.
- r. Administrator Brenda Sloan had a visit from Vicki Swigart on July 8th. Vicki came to talk about what she needed to do to put more signage up at the Caboose and to change some existing signs. Brenda advised her that she would need to fill out a new permanent sign application and that she would need to stay within the cumulative square footage as outlined in the new sign ordinance.

6. CONSIDERATION OF:

a. Triplex Building on High Street - Building in bad disrepair

Administrator Brenda Sloan explained a situation regarding one part of the triplex located at 1108 East High Street being in a state of bad disrepair. John Malm, who owns the other two parts of the triplex has spoken with Brenda and has been trying to get the owners to do repairs. John has also approached the owners about purchasing their part of building but has not had any success. Brenda asked John to present information to P&Z showing the disrepair of the building. John provided a statement from a roofer saying the roof needs to be replaced as well as some photos of the disrepair to the Commissioners. John Malm has reached out to the Town asking for assistance with the issue.

Following discussion, Commissioner Gail Douglas made a motion that we recommend to Town Council that we have our Administrator, Georgiana Rael, send a letter to the owners stating that they are in violation of Ordinance 2000-5 Article 7 Section C and could be subject to further action if appropriate repairs are not made.

Assistant Clerk Holly Fagan took a roll call vote. Commissioner Larson - yes, Commissioner Nora - yes, Commissioner Douglas - yes, Commissioner Thayer - no. Motion passed.

7. OTHER:

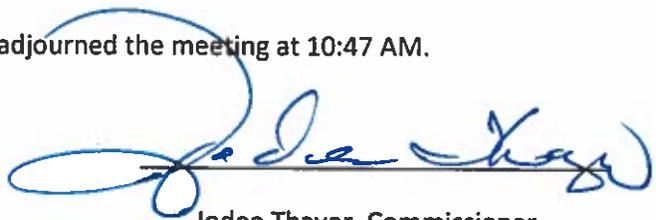
- a. Commissioner Thayer suggested that all of the Commissioners print and read over the information emailed from the Town's attorneys regarding the Tourist Overlay District prior to tomorrow's work session with Town Council.
- b. A discussion was had about setting up a set day and time for P&Z meetings. It was decided by the group that the meetings would be held on the 2nd Thursday of every month at 10:00 AM.

8. ADJOURNMENT

With no further business, Commissioner Thayer adjourned the meeting at 10:47 AM.



Holly Snowden Fagan, Assistant Clerk



Jodee Thayer, Commissioner