

A G E N D A

Administrative Review Board
City Council Chambers
800 Municipal Drive, Farmington, NM
January 9, 2020 at 6:00 p.m.

Item No.		Page
1	Call Meeting to Order	
2	Approval of the Agenda	
3	Approval of the Minutes from the December 5, 2019 Meeting	15
4	Petition No. ARB 19-95 — a request from Kirby Mortenson, owner of property located at 5109 Hallmarc Drive in Farmington, represented by Dennis Ivie, requesting a variance Section 2.5.8.A.(3) of the Unified Development Code prohibiting a separate utility meter for a guest house. (Beth Escobar)	1
5	Business from: Floor: Chairman: Members: Staff:	
6	Adjournment	

All decisions of the Administrative Review Board are final unless appealed in writing to the City Clerk's office within 15 days.

ATTENTION PERSONS WITH DISABILITIES:

The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend a meeting and need an auxiliary aid or service, please contact the City Clerk's office at 599-1101 or 599-1106, prior to the meeting so arrangements can be made.

ADMINISTRATIVE REVIEW BOARD

Petition ARB 19-95

Variance to Section 2.5.8.A(3) of the Unified Development Code to allow for installation of a separate utility meter on a guesthouse.

January 9, 2020

DESCRIPTION OF PETITION

Petition No. ARB 19-95 is a request from Kirby Mortenson, owner of property located at 5109 Hallmarc Drive in Farmington, represented by Dennis Ivie, requesting a variance Section 2.5.8.A.(3) of the Unified Development Code prohibiting a separate utility meter for a guest house.

LEGAL DESCRIPTION

Lot 4 of the Hallmarc Meadows Subdivision, in the City of Farmington, San Juan County New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

GENERAL INFORMATION

Applicant	Kirby and Janette Mortensen
Property Owner	Kirby and Janette Mortensen
Location of Property	5109 Hallmarc Drive
Nature of Petition	The petitioner is requesting a variance to allow two electric utility meters on the property. One meter for the primary residence and the second for a guesthouse recently converted from a garage. The primary residence was originally connected to the meter on the accessory structure.
Applicable Regulations	City of Farmington Unified Development Code (UDC): Section 2.5.8.A.(3) states: <i>Guesthouses and the primary dwelling shall share utilities. Separate utility meters shall not be allowed.</i>
Zoning	SF-7 Single Family Residential
Existing Use	Residential.
Surrounding Zoning	North: SF-7 Single Family Residential Hallmarc Meadows Subdivision
Land Use	South: SF-7 Single Family Residential Hallmarc Meadows Subdivision East: SF-7 Single Family Residential Hallmarc Meadows Subdivision West: SF-7 Single Family Residential Hallmarc Meadows Subdivision
Public Notice	Publication of Notice of this petition appeared in the Daily Times on Sunday, December 22, 2019. Property owners within 100 feet were sent notice by certified mail on Wednesday December 18, 2019. A sign was posted on the property on Thursday, December 19, 2019.

Staff

Beth Escobar, Planning Manager

BACKGROUND

The applicant is requesting relief from the section of the Unified Development Code prohibiting a separate electric meter for a guesthouse. The property owner has just completed a major remodel to the primary residence. Originally, there was one meter on the property and it was located on an accessory structure and provided electric service to the house. Upgrades to the house generated the need to upgrade the electric panel. The contractor requested approval of a temporary panel for the house so that construction could be completed. The property owners were living in the guesthouse during construction at the main residence. This was approved by the Planning Division on the condition the property owner apply for a variance.

INPUT FROM NEIGHBORS:

There have been no comments received regarding this application.

Aerial Map of property



ANALYSIS

Variance Criteria – Section 8.12.4, UDC

A variance may be granted only where a literal enforcement of the Code provisions would result in unnecessary hardship for a particular property. In order to grant a variance, the ARB must make a positive finding of fact concerning each of the following or, if a positive finding of fact cannot be made that the ARB specifically describes the circumstance that would outweigh the strict requirement for a positive finding of fact and determine that the variance will not be a public detriment:

- 1. That special conditions and circumstances exist, which are peculiar to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same district; and, furthermore, that they are not self-imposed, self-created or otherwise the result of actions by the applicant.**

A special condition relative to this petition is that the property owner was not aware of the necessity to upgrade the electric service panel until the renovation project for the house was almost complete. The property owner plans to continue to use the guesthouse for family members and friends who come to visit so would like to leave the electric service on this building. The panel on the guesthouse is on the northwest corner. The new panel on the house is on the southwest corner. To connect the guesthouse to the new subpanel on the house would require installation of a 400-amp subpanel on the house and approximately 80 feet of trenching.

This criterion IS met.

- 2. That a literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.**

Section 2.5.8.(3) of the Unified Development Code prohibits separate electric meters for guesthouses. The rationale for this code requirement is that this prevents the guest unit from being converted into a rental residence. However, separate electric meters are permitted for other accessory uses, such as a detached garage or shop.

This criterion IS met.

- 3. The applicant demonstrates that the request is a minimum easing of the Code requirements, making possible the reasonable use of the land, building or structure.**

It is reasonable to expect to be able to upgrade an older residence through remodeling. The fact that the remodeling triggered a code restriction was not anticipated by the property owner.

This criterion IS met.

- 4. That the granting of the variance is in harmony with the general interest, the general purpose and intent of the Code, and is not injurious to the neighborhood or otherwise detrimental to the public welfare.**

The granting of this variance will not change any of the current uses on the property. The requested variance is in harmony with the general interest and the general purpose and intent of the Code. In this situation, granting of the variance will have no tangible impact on the neighboring residences.

This criterion IS met.

- 5. That the proposed variance will not permit a use not otherwise allowed in the underlying district.**

The property owner has stated that there is no intention to convert the guesthouse to a rental unit.

This criterion IS met.

- 6. That no nonconforming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structures or buildings in other districts has been or shall be considered grounds for the issuance of a variance.**

No nonconforming uses, structures or buildings in the same district have been considered as grounds for this variance request.

This criterion IS met.

- 7. That the applicant would suffer an unnecessary hardship if the variance requested were denied.**

Requiring the applicant to upgrade to a 400-amp meter and to trench 80 feet for an underground connection to the existing guesthouse would add a large, unexpected expense to the remodel project.

This criterion IS met.

CONCLUSION

The Community Development Department concludes that approval of ARB 19-95 is a minimum easing of the code, meets the intent of the code and is a property that has characteristics unique enough to allow for a waiver of the prohibition against a second meter for a guesthouse.

8. RECOMMENDATION

The Community Development Department recommends **approval** of Petition ARB 19-95 from Kirby Mortensen for a variance from Section 2.5.8.A.(3) of the Unified Development Code prohibiting a separate utility meter for a guest house.

PLANNING MEMO COMMENTS SUMMARY

ARB 19-95 5109 HALLMARC DR

Deadline: 12/26/19

City of Farmington Departments

CD	Director	
CD	Addressing – Planning Division	
CD	Chief Building Official – D. Childers	No comment
CD	Long Range Planner	
CD	MPO	
CD	Oil & Gas Inspector – L. Simms	
CITY	City Manager’s Office – J. Baird	No comment
ELEC	Customer Care Manager – L. Richardson	
ELEC	Electrical Engineering – L. Aligarbes	No Conflict
ELEC	T & D – R. Romero	
FIRE	Fire Captain – K. Rix	No comment
FIRE	Fire Marshall – B. Vega	No comment
LEGAL	City Attorney – J. Breakell	
LEGAL	Deputy City Attorney – E. Wayne	No comment
POLICE	Code Compliance – M. Romero	No comment
POLICE	Sergeant – P. Flores	
PRCA	S. Reeves/ R. Crosby	No comment
PRCA	ORII – C. Styron	
PW	City Engineer – N. Westerling	
PW	Engineering – T. Sitta	No comment
PW	Streets Superintendent	
PW	Traffic Engineer – I. BlueEyes	No comment
PW	Water/Waste Water – M. Tso	No comment

Other Entities

New Mexico Gas Company – R. Castillo	
CenturyLink – D. Willato	No comment
Enterprise Field Services – M. Waszut	No comment
Comcast Cable – M. Johnson	
CH2MHILL OMI	
Surface Land Negotiator for BP – M. Venzara	
Farmington School District – C. Lyons	

PETITION APPLICATION		
		Planning Division Community Development Department City of Farmington 800 Municipal Drive Farmington, NM 87401 (505) 599-1317 (505) 599-1299 (fax)
PROJECT TYPE (Check Those Applicable)		
<input type="checkbox"/> Annexation and / or Zoning <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plan	<input type="checkbox"/> Summary Plat <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Variance (ARB)	<input type="checkbox"/> Zone Change to _____ District <input type="checkbox"/> Temporary Use Permit Proposed Length of Use: _____ <input type="checkbox"/> Well site equipment modification
INFORMATION		
Applicant's Name: <u>Kirby Mortensen</u>	Project Location: <u>5109 Hallmarc Dr.</u>	
Address: <u>5109 Hallmarc Drive</u>	Existing Use: <u>Primary Residence</u>	
E-Mail: <u>kirbym@floortradernm.com</u>	Proposed Use: <u>Same</u>	
Telephone: <u>505-330-6136</u>	Current Zoning: _____	
Relationship to Property Owner: <u>owner</u>	Assessor's Parcel I.D. and/or Tax I.D. Number: _____	
Legal Description of Subject Property: _____		
Is Property subject to deed restrictions, covenants, or homeowners' association agreements? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please provide copy with application.		
REPRESENTATIVE / CONTACT PERSON (if other than applicant)		
Name: <u>Dennis Ivie</u>	E-Mail: _____	
Phone: <u>505 320-1673</u>	Address: <u>201 Taylor Drive, Farmington 87401</u>	
OWNERSHIP		
<small>PROPERTY OWNER (Identify General Partners, Managing Partner, Corporation President and Secretary. Specify type of ownership interest: Fee, Real Estate Contract, Option to Purchase)</small>		<small>MORTGAGE HOLDERS (if any)</small>
Name: <u>Kirby Mortensen</u>	Phone: <u>505-330-6136</u>	Name: _____ Phone: _____
Address: <u>5109 Hallmarc Dr.</u>		Address: _____
OWNER CERTIFICATION * (Physical and Mailing)		
<small>I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application, I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the City of Farmington or Planning and Zoning Commission to enter the premises described in this application. I understand applications will generally be reviewed by City Council at their first regular session following the P&Z review.</small>		
Name: <u>Kirby Mortensen</u>	Address: <u>5109 Hallmarc Drive</u>	
Owner's Signature: <u>Kirby Mortensen</u>	Phone / Email: <u>kirbym@floortradernm.com</u>	
**** STAFF USE ONLY ****		
Received By _____	<input type="checkbox"/> Blueline Copies of Plans _____	
Date _____ Fee Received _____	<input type="checkbox"/> Ownership Report (subject and surrounding properties)	
Project File No. _____	<input type="checkbox"/> Legal Description _____	
Date of Hearing/Meeting: _____	<input type="checkbox"/> Detailed Statement of Proposed Use	

JUSTIFICATION OF VARIANCE

A variance may be granted only where a literal enforcement of the Code provisions would result in unnecessary hardship for a particular property. In order to grant a variance, the ARB must make a positive finding of fact concerning each of the following or, if a positive finding of fact cannot be made that the ARB specifically describes the circumstance that would outweigh the strict requirement for a positive finding of fact and determine that the variance will not be a public detriment:

1. That special conditions and circumstances exist, which are peculiar to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same district; and; furthermore, that they are not self-imposed, self-created or otherwise the result of actions by the applicant.
Do To The extensive remodeling of the primary residence a new service panel was required. The existing meter is on an auxiliary building + it was not practical to bring service from that meter To The primary residence.
2. That a literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.
The objection by the city came after the primary residence had been re-wired + the new service panel set in place. The new service panel is not sufficient for both buildings on property.
3. The applicant demonstrates that the request is a minimum easing of the Code requirements, making possible the reasonable use of the land, building or structure.
The second meter does not facilitate the use ~~of~~ of a new rental facility. The guest house is already in place with a meter on it. No new use is intended.
4. That the granting of the variance is in harmony with the general interest, the general purpose and intent of the Code, and is not injurious to the neighborhood or otherwise detrimental to the public welfare.
Just as the previous owner of the property did our only intention is for family guests to sleep in the guest house. Not for rental income purposes.
5. That the proposed variance will not permit a use not otherwise allowed in the underlying district.
We are not creating a new rental property.

JUSTIFICATION OF VARIANCE
(Continued)

6. That no non-conforming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structures or buildings in other districts has been or shall be considered grounds for the issuance of a variance.

This will not set a precedence for any alternate use of land. There are already similar land uses in neighborhood.

7. That the applicant would suffer an unnecessary hardship if the variance required were denied.

Had the city objected to the new meter at the time the permit was pulled we would have sized the new service to handle the entire property. Now it would be an unreasonable expense to change everything.

Signature of Petitioner: _____

Kiely Montano

Date: *11-13-19*

Attach additional sheets if necessary or use the space below

Text of Ad: 12/09/2019

**(ARB) ADMINISTRATIVE
REVIEW BOARD
NOTICE OF HEARING**

Notice is hereby given that the following application has been filed with the Administrative Review Board of the City of Farmington.

Petition No. ARB 19-95- a request from Kirby Mortensen, represented by Dennis Ivie, for a variance from Section 2.5.8.A(3) of the Unified Development Code, prohibiting a separate utility meter for a guest house in the SF-7, Single-family District for property located at 5109 Hallmarc Drive, in the City of Farmington, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION:

Lot 4 of the Hallmarc Meadows Subdivision, in the City of Farmington, San Juan County New Mexico.

**Otherwise located at 5109
Hallmarc Drive**

A public hearing will be held before the Administrative Review Board of the City of Farmington on **Thursday January 9, 2020**, at 6:00 p.m. in the City Council Chambers at City Hall, 800 Municipal Drive, Farmington, New Mexico to consider this variance request. All persons in interest are invited to attend said hearing and shall have an opportunity to be heard on why said application should be granted or denied.

Karen Walker
Administrative Assistant
#3943906, Daily Times, Dec
22, 2019

**NOTICE OF PUBLIC HEARING
VARIANCE REQUEST
PETITION NO. ARB 19-95**

December 18, 2019

Dear Property Owner:

Notice is hereby given that an application has been filed with the Administrative Review Board of the City of Farmington, New Mexico, a request from Kirby Mortensen, represented by Dennis Ivie, for a variance from Section 2.5.8.A(3) of the Unified Development Code, prohibiting a separate utility meter for a guest house in the SF-7, Single-family District for property located at 5109 Hallmarc Drive, in the City of Farmington, San Juan County, New Mexico, as described below:

LEGAL DESCRIPTION

Lot 4 of the Hallmarc Meadows Subdivision, in the City of Farmington, San Juan County New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Otherwise located at 5109 Hallmarc Drive

A public hearing will be held before the Administrative Review Board of the City of Farmington on **Thursday, January 9, 2020 at 6:00 p.m.** in the City Council Chambers at City Hall, 800 Municipal Drive, Farmington, New Mexico to consider this variance request. All persons of interest are invited to attend said hearing and shall have an opportunity to be heard on why said application should be granted or denied.

You are receiving this letter because you may own property within 100 feet (excluding public right-of-way) of the proposed change. You are invited to attend the hearing noted above or submit written comments prior to the meeting to the Community Works Department – Planning Division at 800 Municipal Drive, Farmington, New Mexico 87401. Please be advised that all submitted comments will become public record and that there is the possibility that any petition may be withdrawn before the hearing date.

If you have any questions or would like additional information regarding this notice or the petition, please contact Beth Escobar at 505-599-1285 or bescobar@fmtn.org.

Sincerely,



Karen Walker
Administrative Assistant

**Names and Tax-Roll Addresses of Owners Within One Hundred (100) Feet
(excluding roadways and easements) of the Following Described Property
Referenced as TRACT 1:**

Lot Four (4), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

TRACT 1

Kirby and Janette Mortensen
5001 Samantha Lane
Farmington, NM 87401

Lot Four (4), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Book 1642, page 432

TRACT 2

Maxwell S. and Donna J. Dittley
5201 Hallmarc Drive
Farmington, NM 87402

Lot Three (3), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Book 794, page 576

TRACT 3

Jere Randall Hill
5200 Hallmarc Drive
Farmington, NM 87402

Lot Twelve (12), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Book 1403, page 808
Book 1618, page 144

TRACT 4

Leslie Marie Wright
5108 Hallmarc Drive
Farmington, NM 87402

Lot Thirteen (13), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Book 1640, page 615

TRACT 5

Cullan P. and Barbara A. Keller
5104 Hallmarc Drive
Farmington, NM 87402

Lot Fourteen (14), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Book 1616, page 618

TRACT 6

Joseph Nicola and Marilyn Macaluso
5105 Hallmarc Drive
Farmington, NM 87402

Lot Five (5), of the HALLMARC MEADOWS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record November 29, 1972.

Book 1339, page 594

TRACT 7

Ludner Confident
5024 Samantha Lane
Farmington, NM 87402

Lot Seven A (7A), of the GEORGE PAYNE SUBDIVISION, REPLAT "B", in the City of Farmington, San Juan County, New Mexico, as shown on the Replat of said Subdivision filed for record May 7, 2012.

Book 1643, page 605

TRACT 8

Kirby and Janetta Mortensen
5001 Samantha Lane
Farmington, NM 87401

Lot Two (2), of the MORRIS SUBDIVISION, in the City of Farmington, San Juan County, New Mexico, as shown on the Plat of said Subdivision filed for record April 15, 2019.

Book 1643, page 738

TO: October 9, 2019, 4:30 p.m.

LIABILITY LIMITED TO THE AMOUNT PAID FOR THIS CERTIFICATE.

SAN JUAN COUNTY ABSTRACT & TITLE COMPANY



By: Rebekah Esmiol, Abstracter

**MINUTES
ADMINISTRATIVE REVIEW BOARD
December 5, 2019 – 6:00 P.M.**

The Administrative Review Board met in regular session on Thursday, December 5, 2019 at 6:00 p.m. in the City Council Chamber, 800 Municipal Drive, Farmington, New Mexico.

Members present

Chair-James Dennis
Vice Chair-Paul Martin
Brian Erickson
Jeff Johanson

Members absent:

None

Staff present:

Francisco Alvarado
Beth Escobar
Karen Walker

Others addressing the Board:

Cody Waldroup

Call to Order

The meeting was called to order at 6:00 p.m. by Chair James Dennis and there being a quorum present the following proceedings were duly had and taken.

Approval of the Agenda

A motion was made by Board Member Martin and seconded by Board Member Erickson to approve the agenda. The motion passed unanimously by a vote of 4-0.

Approval of the Minutes from the November 7, 2019 Regular Meetings

Board Member Erickson made a motion to approve the minutes of the November 7, 2019 regular meeting. The motion was seconded by Board Member Johanson and passed unanimously by a vote of 4-0.

Swearing in of Witnesses

All parties that wished to speak on behalf of any agenda item were sworn in by Karen Walker.

**Petition No. ARB 19-92
Variance to allow a separate meter for a future guesthouse
6250 Kokopelli Trail**

Discussion of ARB No. 19-92 on December 5, 2019

Associate Planner Francisco Alvarado presented the staff report for ARB 19-92, a request from Cody Waldroup for a variance to allow a separate power meter to provide electric service to a future guesthouse for property in the RE-1, Residential Estate District located at 6250 Kokopelli Trail.

The property consists of 2.5 acres with a 2-story house and a detached carport. A building permit for the detached guesthouse was approved on September 20, 2019. Construction is underway.

Pursuant to UDC, Unified Development Code, Section 2.5.8, one detached guesthouse may be allowed as an accessory use to a single-family dwelling in the RE-1 district, with shared utilities. Separate utility meters shall not be allowed.

The petitioner has stated that an electrical contractor did not recommend sharing utilities with the main house because the principal structure already consumes all of the available power supply. The power box in the northeast corner of the property is too far from the guesthouse and would require a great deal of digging through sandstone.

The petitioner has discussed with Farmington Electric Utility Service (FEUS) about using a separate meter to access an existing power pole. This power pole is located near the property entrance, about 100 feet from the proposed guesthouse. The petitioner has agreed to cover upgrading expenses for a taller pole that would eliminate low-hanging power lines into the property and a separate meter if he were allowed to access this power pole for a second meter.

The geological conditions in this area are classified as FA, Farb-Persayo-Rock, which is found in only 15% of the Farmington area, said Mr. Alvarado. This type of soil limits excavations to only shallow excavations. FEUS requires a minimum depth of 18 inches for the installation of underground conductors, and running wires from the existing power box around the property to the proposed guesthouse would require excavating a length of approximately 365 feet, of which 310 feet would be on FA soil.

Petition ARB 19-92 is a minimum easing of the code, meets the intent of the code, and is a property that has characteristics unique enough to allow for a separate meter.

The Community Works Department recommends approval of Petition ARB 19-92 from Cody Waldroup for a variance to allow a separate electric meter for a detached guesthouse, subject to the following condition:

- The applicant shall work with the Electric Utility to install a new, taller power pole in place of the existing power pole by the property entrance. Applicable costs will be covered by the applicant, which he has already agreed to, according to the application.

Chair Dennis asked for clarification as to why a second meter was not allowed per the UDC. Mr. Alvarado said not allowing a second meter was an attempt to prevent owners from selling or renting guesthouses.

Cody Waldroup, 6250 Kokopelli Trail, said he is building the guesthouse for his mother in order to take care of her. He stated that he does not intend to rent the guesthouse. Mr. Waldroup said that trenching from the back of the property can be done, but it would be very expensive. There would also be an issue of loss of power due to the distance.

Administrative Review Board Action of December 5, 2019

A motion was made by Board Member Martin and seconded by Board Member Erickson to **approve** Petition No. ARB 19-92, a request Cody Waldroup for a variance to allow a separate power meter to provide electric service to a future guesthouse for property in the RE-1, Residential Estate District located at 6250 Kokopelli Trail subject to the following condition:

- The applicant shall work with the Electric Utility to install a new, taller power pole in place of the existing power pole by the property entrance. Applicable costs will be covered by the applicant, which he has already agreed to, according to the application.

AYE: Chair Dennis, Members Erickson, Johanson, and Martin.

NAY: None

ABSTAIN: None

ABSENT: None

APPROVED 4-0

Discussion on the Food Truck Ordinance in City Limits

Planning Manager Beth Escobar said the mobile food unit ordinance is part of the municipal code and was adopted in 2017. A person interested in selling from a food truck must obtain a Special Event permit from the City Clerk and must have a business license. Ms. Escobar said the City views food trucks as an opportunity for employment for families and small business owners. It is advantageous for the City to support these types of businesses.

Chair Dennis stated that he did not feel comfortable having food trucks allowed in every sector of the city. He said he would prefer a separate area where they could set up their trucks. Mr. Dennis said he is not concerned about the aesthetics of food trucks. His concerns involve regulations and appropriate zoning areas.

Ms. Escobar said the City is in the process of a Comprehensive Plan update, as well as an update to the UDC. She expressed an interest in receiving feedback or participation from the ARB members regarding those updates.

Business from the Floor: There was no business from the Floor.

Business from the Chair: There was no business from the Chair.

Business from the Members: There was no business from the Members.

Business from Staff: Beth Escobar announced that Elizabeth Sandoval would be taking over as the new Administrative Assistant for Planning.

Ms. Escobar said there would be a TED talk event on January 30, 2019 from 5:30-8:00 p.m. at the Civic Center to discuss broadband, senior living facilities, and outdoor recreation.

Adjournment: The December 5, 2019 meeting of the Administrative Review Board was adjourned at 6:43 p.m.

James Dennis - Chair

Karen Walker - Administrative Assistant