



# **AGENDA**

**Tuesday, February 16, 2021 - 4:00 P.M.**

**The regular meeting of the Metropolitan Redevelopment Area  
Commission will be held virtually using Zoom at:**

**<https://zoom.us/j/96918731121?pwd=Q2twRGx6WjhZRUM5K1dzcmdXeDhVUT09>**

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1. Call to Order
2. Approval of December 15, 2020 & January 19, 2021 Minutes
3. Second Floor Residential Living of Main Street Properties – Jill Tanis
4. Totah Theater Project Update – Warren Unsicker & Julie Baird
5. MRA Staff Updates – Warren Unsicker
  - Specific Update Requests:
    - i. Anasazi Inn
    - ii. Brownfield Grant Application Submitted October 2020
    - iii. Status of Downtown Coordinator Position
    - iv. Improvements and Opening of Buy Fresh Buy Local Building  
Located at Behrend and Animas
6. Business From:
  - a. Floor
  - b. Chair
  - c. Members
  - d. Staff
7. Adjournment

**ATTENTION PERSONS WITH DISABILITIES:**

If you plan to attend the virtual meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 599-1101 prior to the meeting so that arrangements can be made.



# **MINUTES**

## **Metropolitan Redevelopment Agency Board of Commissioners – December 15, 2020 Held virtually using Zoom**

<https://zoom.us/j/98512959717?pwd=U0ZaZmllobG9Bb3dxM21pNmXGSzBsdz09>

**Members Present:** John McNeill, D.D.S. - Chair  
Jill Tanis – Vice Chair  
Doug Dykeman - Commissioner  
Elizabeth McNally - Commissioner  
Greg Mills - Commissioner

**Members Absent:** None

**Staff Present:** Julie Baird  
Beth Escobar  
Shana Reeves  
Sherry Roach  
Elizabeth Sandoval  
Warren Unsicker  
Karen Walker

**Others Present:** Councilor Janis Jakino  
Kim DuTremaine, Locke Street Eats  
Flo Trujillo, New Mexico Arts Council  
Connie Chen, Mikasa Japanese Restaurant  
Morey Havens, Boon's Family Thai Restaurant

### **1. Call to Order**

The meeting was called to order at 4:00 p.m. by Chair John McNeill, and there being a quorum, the following proceedings were duly had and taken.

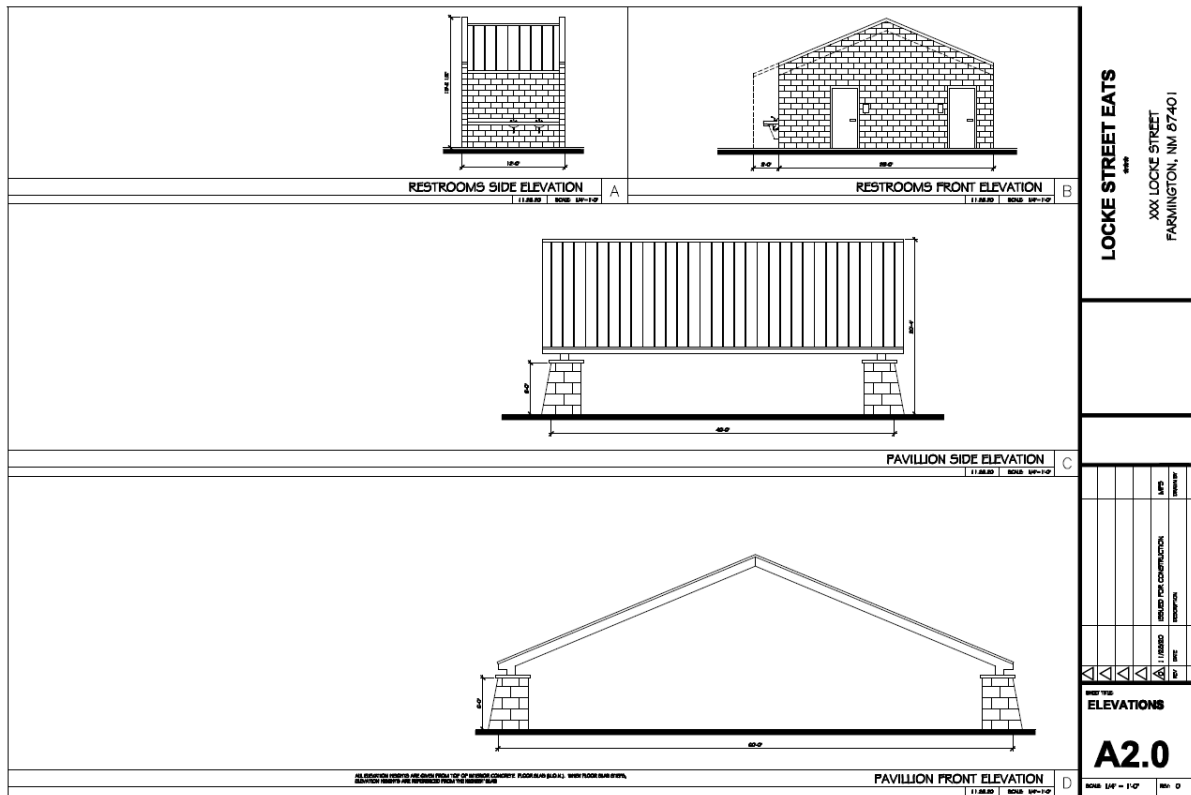
**2. Approval of the November 17, 2020 Minutes**

The minutes of November 17, 2020 will be amended as follows, complete the last sentence on page 4, correct the spelling of Chair McNeill and Commissioner Dykeman's name.

A motion was made by Vice Chair Tanis and seconded by Commissioner Dykeman to approve the amended minutes of the November 17, 2020 meeting. The motion passed unanimously 5-0 through a roll call vote.

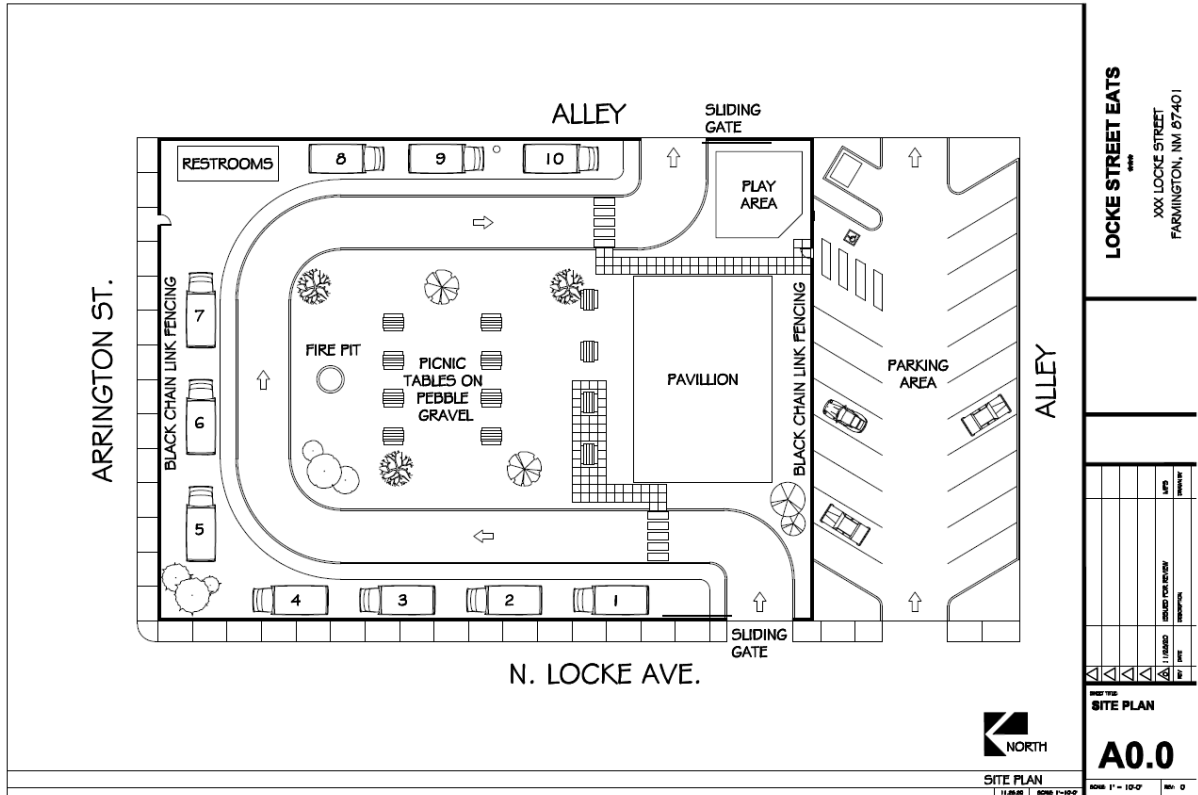
**3. Discussion / Presentation Regarding the DuTremaine Projects Downtown - Warren Unsicker**

Warren Unsicker, Director of Economic Development, and Kim DuTremaine presented they layout of the project.



**Sketch Plan A2.0**

Kim DuTremaine stated that top of sketch plan A2.0 shows the proposed bathroom area with kitchen prep, drainage, disposal, grease trap all included. The second and bottom section of the layout show the 40X60 pavilion area with metal roof and brick pillars. The material used on the gym will be used on the pavilion to give continuity.



Kim DuTremaine stated that, as indicated in sketch plan labelled A0.0, where the parking lot meets the ally is where parking will start, with a section of parking being designated to Bank of the Southwest. Seventeen ADA parking spots will be provided. There will be gates at the entrance on Locke Ave. and an exit in the alley. There is also a pedestrian entrance at Arrington St. and near the parking area near the brick pavers by the play area. ADA is being addressed to the restroom area. The area does have space for 10 food trucks. There will be black chain link fencing around the lot, which is noted on the sketch plan.

Mr. Unsicker asked if the parking to the south of the food truck court is primarily for the bank.

Ms. DuTremaine stated that it would be multipurpose, with 10 spaces completely designated to the bank.

Mr. Unsicker asked the Commission if they had any comments or questions.

Commissioner McNally stated that she thinks this project is great and would like to see more details in what food trucks need to set up. Commissioner McNally asked will each truck have its own electric outlet and if there will be any electric cables on the ground?

Ms. DuTremaine stated that there will not be any cables on the ground and that each truck will have its own utility and electricity that will run through the fencing, with the outlets in the fence post. Utilities will run underground through the piping that makes up the fence post. The only wiring would be from the pole to the truck, but there will not be any public foot traffic there.

Commissioner McNally asked if the trucks will have water service.

Ms. DuTremaine stated that there will be access to water service from the restrooms, as well as a place to dump and a prep station with grease trap, which the vendors will have access to.

Commissioner McNally asked if there would be any irrigation for landscaping in the center area.

Ms. DuTremaine stated that there would not be irrigation. The restroom building will include a prep area for the food trucks. a. Planting will not take place in the center unless there is access to water in that area. Surface will be pea gravel so that it will not be too hot.

Commissioner McNally asked if the fire pit will be operated with wood or through a natural gas line.

Ms. DuTremaine stated that the concept was added to the sketch plan and is not sure if there will be a fire pit, but is open for discussion.

Commissioner McNally stated that she would like to see a lighting plan and asked Ms. DuTremaine to take Night Sky Compliance into consideration.

Ms. DuTremaine stated that there is already existing lighting in the parking lot that points downward and she will incorporate that into the plan.

Commissioner McNally asked if the pavilion would have lighting.

Ms. DuTremaine stated that the pavilion would have lighting.

Vice Chair Tanis stated that she likes the plan and would like to know if the entire space will be level and will there be a line delineating where the walking space is.

Ms. DuTremaine stated that currently there is curbing and all of it will come out and the drive through area will be flat. Designation could be through the use of different materials.

Vice Chair Tanis stated that it appears there is a sidewalk between the trucks and drive through area and asked if that would be a raised sidewalk.

Ms. DuTremaine stated no it will not be a raised sidewalk.

Commissioner Dykeman asked how high the fence will be and if the fence is for security purposes or decoration.

Ms. DuTremaine stated that the fence will be 6' tall and will be there for security, showing separation with defined entrances and exits. The premises will also have security cameras.

Commissioner Dykeman asked if the food trucks would be overnight.

Ms. DuTremaine stated that at times there will be food trucks parked overnight. There may be times when trucks rent by the week. The fence will keep everything secure.

Commissioner Mills stated that he thinks it would be awesome to keep everything the same scheme as downtown and he would like to see greenery and shade in the area.

Chair McNeill asked Beth Escobar, Planning Manager, if there is a requirement by City ordinance for the number of parking spaces.

Planning Manager Escobar stated that the City does not have specific parking regulations for food trucks and the Central Business District is exempt from the parking requirements in the Unified Development Code. Parking will need to be self-regulated.

Planning Manager Escobar made the comment to Ms. DuTremaine to consider putting seating areas near the play area so parents can sit while their kids play. Also, there is a water meter on Locke Ave. that can be used to connect at no cost. Should the meter have to be relocated, there would be a cost.

Sherry Roach, Main Street Complete Streets Project Manager, stated that she talked with new Estimator Supervisor for the Farmington Electric Utility Department and looking at Downtown as a whole, FEUS has been looking at existing lighting that needed to be upgraded to LED lighting. The 3 lights that have been discussed at the DRC meeting have been upgraded last week.

Chair McNeill asked Ms. DuTremaine asked if the gates at the entrance and exit were 3-4' wide gates that individuals could walk through one at a time.

Ms. DuTremaine stated that was correct.

Chair McNeill asked if the drive in gates will be open during the peak times for ingress and egress.

Ms. DuTremaine stated that the gates will be closed halfway to allow for people to walk in and out and avoid having vehicles drive in.

Chair McNeill stated that during emergency situations ingress and egress for pedestrians might be a concern.

Ms. DuTremaine stated that the gates are rolling gates that roll sideways and would be easy to open and close.

Chair McNeill asked if the sidewalk that is next to the trucks will be concrete.

Ms. DuTremaine stated that she did not have the answer to that yet. There does need to be wheelchair access, but does not know the plan for that right now. There is existing curbing in that area, which will be removed and may not be replaced with concert. Pavers may be used depending on cost.

Chair McNeill asked Planning Manager Escobar what the ADA access requirement to the trucks, pavilion and picnic area.

Planning Manager Escobar stated that there are options other than a hard surface for ADA. Pavers and crushed granite are approved materials. The City of Farmington Building Official would have to review what Ms. DuTremaine proposes. If the surface is kept flat there are several options.

Commissioner McNally asked if it would be possible to incorporate a designated bike parking area.

Ms. DuTremaine stated the space is tight but that it could be considered.

Chair McNeill asked if there was any public comment.

Connie Chen, Mikasa Japanese Restaurant, 400 W. Main Street, stated that she wants to know from Locke, is that a one way drive or two way drive?

Ms. DuTremaine stated that it is a one-way drive from Locke to the alley and signs could be posted to designate the entrance.

Ms. Chen stated that parking is big problem for everyone Downtown. If there is a drive thru then there may be backup traffic.

Ms. DuTremaine stated that there is an exit is to the alley and she does not foresee any issues.

Ms. Chen stated that if it is a drive thru people may not want to get out of their vehicles or park and there still could be issues. Connie also added that there is a

problem with the homeless population coming into businesses and that might be a problem as well.

Ms. DuTremaine asked Ms. Chen if she was concerned that having the food truck pavilion would cause more foot traffic and people just hanging out.

Ms. Chen stated that was correct and it's currently a problem.

Ms. DuTremaine stated that the area is currently a dark parking lot that does not have any security. The project that is being proposed will bring a well-lit area, gated and locked. The fencing and the gate will close and lock the area. Our hope that it will be much safer than it currently is.

Ms. Chen asked if this will be an alcohol free area.

Ms. DuTremaine stated that yes there will be no alcohol.

Ms. Chen asked how many parking spots will there be for the food truck pavilion.

Ms. DuTremaine stated there is one ADA in the proposed parking, parking spaces on Locke Street and parking on Arrington Street, probably 25 -30 spaces if you go north, east and south of the proposed area.

Chair McNeill asked if there were any other questions or comments.

Ms. Chen stated that she did have some other questions but would ask them at a later time.

Chair McNeill stated that if there were comments this would be the opportunity to make them or submit the comments to Ms. Escobar with the City Planning Department so any concern can be discussed and addressed.

Ms. Chen stated that her big concern is her parking lot and the food truck pavilion is right next to her business. Ms. Chen stated that currently other businesses do use her parking lot as well, so this is a big concern for her and her business.

Commissioner Tanis asked Ms. DuTremaine what the operating hours will be for the food truck pavilion.

Ms. DuTremaine stated that she is thinking that the operating hours will be 11:00 am – 9:00 pm; it is hard to say at this time. Possibly weekend access, with one day closed, possibly Monday, not open 7 days a week.

Chair McNeill stated that he noticed that Mr. Havens unmuted his microphone and asked if he had any questions. There was no response from Mr. Havens.



Chair McNeill stated that he is supportive of this project for the Downtown area and it is needed, will benefit all restaurants Downtown and is something positive for the area.

Chair McNeill asked Planning Manager Escobar what is expected of the Commission for Council.

Planning Manager Escobar stated that she will defer this question to Mr. Unsicker who will be taking this to Council.

Mr. Unsicker stated the request from Ms. DuTremaine for an incentive that would assist with both a gym and a food truck pavilion. Mr. Unsicker then asked Ms. DuTremaine how the totals broke down for the incentive request.

Ms. DuTremaine stated that she believes that she was asking for \$45,000 for the gym and \$65,000 for the pavilion area, these are rough estimates. Ms. DuTremaine state that she had asked if they needed to be split, but it does not matter to her either way.

Mr. Unsicker responded to Ms. McNeill and Commissioners that the total request came out to \$113,000 for the two respective projects. The MRA board could recommend for the full amount or for one or the other of the two projects.

Chair McNeill stated that Mr. Havens sent him a chat message stated that he is not able to connect. Chair McNeill asked Mr. Havens to go out of the meeting and come back in before a motion is entertained.

Planning Manager Escobar stated that Mr. Havens was readmitted to the meeting.

Chair McNeill asked for Mr. Havens to speak. Mr. Havens was still not able to be heard. Chair McNeill asked Mr. Havens to send a chat with any questions he might have. Mr. Havens still was not able to respond, Chair McNeill stated that he could not hear Mr. Havens and had not received a chat, so a motion will be entertained by the Commission.

Mr. Unsicker asked Chair McNeill if he would like for him to connect with Mr. Havens over the phone. Mr. Unsicker made a connection with Mr. Haven over the phone.

Morey Havens, Boon's Thai Restaurant, stated that an email was sent out last week from the Downtown brick and mortar restaurants in regards to most owners having opposition due to timing and COVID restrictions that are in place. A number of Downtown restaurant owners are still concerned if they will be able to weather the next six months due to reduced revenue. The other concern is the number of food trucks. Mr. Havens stated that he did talk with Ms. DuTremaine in

regards to the number of trucks and having a mutual agreement that there would be no more than 5 permanent food trucks at any given time, with the remainder of the spaces used for special events. Mr. Havens stated that he like the idea of special events, but there is a concern for the number of trucks. Mr. Havens asked if anyone had any questions. Chair McNeill thanked Mr. Havens for attending and stated that understands the concern about timing.

Chair McNeill asked if the Commission is willing to support the project as a vision for the area and willing to commit incentives to assist this project going forward. Chair McNeill stated that he would move in favor of the project moving forward and he feels the requested funds are reasonable, with Mr. Unsicker and Ms. DuTremaine figuring out the logistics of how the funding will be allocated, stating that this is in the form of a motion and asked for a second to his motion. Commissioner Dykeman seconded the motion. There was no discussion from the Commission. The motion passed unanimously 5-0 through a roll call vote.

Chair McNeill asked Mr. Unsicker when this would be heard by Council. Mr. Unsicker stated that it will most likely be heard the first of the year, the second week of January on the 12<sup>th</sup>.

Chair McNeill stated any interested parties should pay attention to the City's website for meeting notice and agenda and plan to attend if they would like to be heard before City Council.

#### **4. Continued Discussion Regarding The Comp Plan Update and the MRA District - John McNeill**

Chair McNeill stated that Planning Manager Escobar had a meeting this week regarding the Comprehensive Plan which went over details as far as who the partners and leaders would be for the action items of the Comprehensive Plan. The MRA had significant presence in the Comprehensive Plan under the section labeled "Downtown", the last table in the link that was provided. Looking at the action items discussed, there are a number of other sections regarding zoning, use of different materials, etc. Although the MRA does not have an interest or a say in what the rest of the City needs, there is an interest within the MRA in knowing what zoning requirements would be and any other plans that affect the MRA. Chair McNeill stated that he did add the MRA under a number of leadership and partnership sections, not seeking to lead them but to have a voice as far as they do pertain to the MRA district.

Chair McNeill asked if members of the Commission in attendance of the Comprehensive Plan meeting had any comments.

Vice Chair Tanis stated that she thought there was great collaboration and she likes the direction that Comprehensive Plan is going, not just for the MRA but for the City.

Commissioner McNally stated that she didn't have any specific comments and she is impressed with how much work and detail has gone into the Comprehensive Plan.

Chair McNeill asked Planning Manager Escobar if she had any comments.

Planning Manager Escobar stated that the Comprehensive Plan process will be suspended next Friday. A clean draft should be available at that time. Even with the suspension, staff will still look at the Comprehensive Plan document to make sure it is kept relevant until we come to a point that the public can be engaged in a more vigorous way.

Chair McNeill encouraged the MRA Commissioners to take a deep look at the document. This item will be added to the next meeting's agenda should anyone have any discussion items they would like to address.

**5. Northwest New Mexico Arts Council Updates - Flo Trujillo**

Flo Trujillo, New Mexico Arts Council President, stated that the NWNMAC is very excited to be working with the Arts and Cultural District. The NWNMAC has been busy with social media, virtual spotlighting, and promoting small businesses Downtown. NWNMAC was happy to see the Festival of Trees Downtown and added the story walk to coincide with the Festival of Trees. The NWNMAC wants to make sure that all Downtown businesses know that they are there to support them with visits to their business, spotlights, and special event presence.

Ms. Trujillo stated that the NWNMAC would also like to continue with the Growers Market. A grant was received, in partnership with the Northwest New Mexico Growers Market Alliance, for the Downtown Growers Market in hopes to incorporate the Growers Market with the Downtown Artesian Market.

Ms. Trujillo stated that everyone is coming to the table for Downtown, including the Chamber of Commerce with the virtual Art Walks as well as highlighting the San Juan County Shop Local.

Ms. Trujillo stated that the NWNMAC has begun doing walking tours of the Art in the Alley.

Ms. Trujillo stated that she would like to thank the City of Farmington for all the support that they have given the NWNMAC.

Chair McNeill stated that he looking forward to the relationship of the MRA, NWNMAC and Downtown.

**6. MRA Staff Updates - Warren Unsicker**

Mr. Unsicker stated that Main Street is open to the public. The Totah Theater project is being finalized. Mr. Unsicker provided an update on Downtown

businesses: some business have relocated, some businesses have closed and new businesses have opened up Downtown; new businesses include Basin Printing, Whisky and Lace Hair Parlor, Bisti Bikes, Nizhoni Soaps, Sway Beauty, Train 2 Win Gym, Ironwood Gym, Locke Street Eats, Inspire Event Planning and Icon Salon. There are currently 17 available spaces in the Downtown corridor, varying in size and scope.

Sherry Roach, Main Street Complete Streets Project Manager, stated there are still ongoing renovations that property owners are doing for their tenants. There have been some reopening of stores since the pandemic; Southwestern Novelties, Fashion Boutique, and Bilasaana have all reopened.

Mr. Unsicker stated that an upward of 20 small business continuity grants were allocated to Downtown businesses. New Mexico Finance Authority funding is also available for Downtown businesses as well; the deadline to apply for funding is this Friday at noon.

Mr. Unsicker stated that in partnership with the Chamber of Commerce, the City of Farmington is promoting Shop Local Farmington San Juan County Facebook group, providing a great opportunity for local businesses to post their business listings to a region wide marketed Facebook group encouraging local shopping.

Commissioner McNally stated that she received a call from the contractors of Mission Senior Living which stated they are moving along with construction which is a great long term project for the MRA.

Mr. Unsicker stated that he has not been updated on the status of the project.

Planning Manager Escobar stated that she knows that dirt work has started on the Mission Senior Living project, but their building permit has not been picked up yet, which the contractor have said they will pick up at the beginning of the year.

#### **7. Main Street Complete Streets Updates - Sherry Roach**

Chair McNeill thanks Ms. Roach for all her efforts with the Downtown project and congratulated her on the completion of the project.

Sherry Roach, Main Street Complete Streets Project Manager, stated that things Downtown are being wrapped up. Substantial completion was met last Friday; the last block of Main Street was open from Locke to Auburn. The road is fully functional for vehicles and pedestrians. Detail work, such as laying the last of the bricks, electrical hookups and cleanup, is still being completed at this time. The east gateway signs will be erected this Thursday. AUI is finishing the close-out of this project and working on the scope of work that will be completed in spring. The City of Farmington Parks Department is working on getting trees planted. The financials of the project are still being processed with anticipation to break even on costs for the total project.

Ms. Roach stated there will be Facebook live grand opening of Downtown Friday, December 18, 2020, 10:00 a.m., in Orchard Park. Georgette Allen is the contact for the event.

**8. Business from**

**Floor** – There was no business from the floor.

**Chair** – There was no business from the Chair.

**Members** – There was no business from members.

**Staff** – There was no business from staff.

**9. Adjournment**

A motion was made by Commissioner McNally and seconded by Vice Chair Tanis to adjourn. Roll call was taken and the motion was approved unanimously 5-0. The Metropolitan Redevelopment Agency Board of Board Members meeting was adjourned at 5:18 p.m.

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John McNeill, Chair

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Elizabeth Sandoval, Administrative Assistant



**MINUTES**  
**Metropolitan Redevelopment Agency**  
**Board of Commissioners – January 19, 2021**  
**Held virtually using Zoom**

<https://zoom.us/j/97559822611?pwd=R1drVCszbWdxb3pVa1FCS2hoRjRhUT09>

**Members Present:** John McNeill, D.D.S. - Chair  
Jill Tanis – Vice Chair  
Elizabeth McNally - Commissioner  
Greg Mills - Commissioner

**Members Absent:** Doug Dykeman – Commissioner

**Staff Present:** Julie Baird  
Beth Escobar  
Shana Reeves  
Sherry Roach  
Elizabeth Sandoval  
Warren Unsicker  
Karen Walker

**Others Present:** Heather Gallion  
Adam Trubow

**1. Call to Order**

The meeting was called to order at 4:00 p.m. by Chair John McNeill, and there being a quorum, the following proceedings were duly had and taken.

**2. Approval of the December 15, 2020 Minutes**

The minutes of December 15, 2020 were not reviewed by Chair McNeill. Chair McNeill asked that the minutes be approved at the next meeting, after review.

**3. Continuing Discussion Regarding the Comp Plan Update and the MRA District – John McNeill**

Chair McNeill asked if any commission members had a chance to review or had suggestions for the Comp Plan committee, especially regarding the land use portion of the plan.

Vice Chair Tanis, Commissioner Mills and Commissioner McNally stated that they had not had a chance to review.

Chair McNeill asked Planning Manager Escobar if there would be time for the MRA to make comments next month.

Planning Manager Escobar stated yes and that the process has been postponed until further notice and public outreach will resume when the process resumes.

Vice Chair Tanis asked if the process will resume when face-to-face events could be held.

Planning Manager Escobar stated that was correct and the direction that has been given by City Council.

**4. Presentation/Discussion Regarding Proposed Changes to the Unified Development Code – Beth Escobar**

Planning Manager Escobar presented the following:

The Unified Development Code

- The regulatory document for public and private development in the City
- Current version adopted 2007
- Contains regulations regarding zoning, land use, development standards and subdivisions
- Provides authority for review and decision making
- Outlines administration and procedures

Revisions

- Began review in 2019
- Update specific sections of the code to remove impediments for property owners
- Revise sections based on identified conflicts in implementation
- Incorporate sustainability practices for drainage design, landscaping, street design and lighting
- Draft revisions have been reviewed by the City Attorney with no identified flaws or conflicts
- Council will begin review in January 2021
- Target adoption date is February 2021

## Highlights

### Article 2 – Use Regulations

- Adopt regulations regarding fowl
  - Administrative review required if issues arise
  - No maximum allowable number
- Allow retention of existing setbacks for replacement manufactured homes
- Adopt regulations for small cell wireless in historic district
- Add regulations for mobile food units to align with Municipal Code
- Allow separate electric meters for apartments and guest houses
- Clarify regulations regarding Accessory Structures
  - Maximum allowance based on lot coverage

### Article 5 – Development Standards

- Allow for reduction in parking requirements based on Director’s review
- Requires Planning Review for resurfacing of parking areas
- Allow for gravel driveways with a 10-foot concrete apron for replacement of mobile and manufactured homes
- Increase requirements for landscaping in parking areas
- Require incorporation of irrigation best practices
- Require first flush capture for new construction
- Encourage rainwater harvesting to supplement landscape irrigation
- Update regulations for construction in flood zone to align with new FEMA regulations
- Adopt new street classification and design standards

### Article 5.8 – Signage

- Entire Section 5.8 has been revised to align with recent court rulings
- Temporary sign category addresses all non-permanent signs
- No temporary signs in public right-of-way
- Allow portable signs
- Adopts regulations for murals

### Section 5.10 – Outdoor Lighting

- Applies lighting code to all **new development**, not just those adjacent to residential uses (Staff will work with existing businesses to encourage compliance)
- Update allowed lighting sources to include LED
- Establish a range for light color temperature

### Article 6 - Subdivisions

- Add language regarding what constitutes a lot-of-record
  - Remove requirement for Summary Plat

### Article 8 – Administration & Procedures

- Remove the requirement for title report except in certain cases



- Add acceptance of lot consolidation through warranty deed or recorded legal survey
- Make SUP's transferable for residential uses
- Allow time limit for SUP's to be set through conditions of approval

#### Article 9 – Nonconformities

- Eliminate prohibition to rebuild or restore non-conforming use

#### Article 11 – Definitions

- Add definition for loan companies – Loan Companies: Companies offering same day, 'over the counter' loans to customers based on collateral such as tax refunds and auto titles. Loans are issued at an interest rate regulated by the state and significantly, higher than federally set interest rates.

#### Summary

- P & Z has reviewed changes
- Areas where there was not consensus by the Commission will be reported to Council
- Public comment is encouraged
- Redline and draft on the website
- Social media announcement
- Redline version will be published 30 days before Council action
- First public hearing for review of proposed changes is February 9<sup>th</sup> at 6:00

Commissioner McNally stated that she has the concern of the ability of the City to install sidewalks across undeveloped parcels. Commissioner McNally asked if there is a mechanism that the City can implement to allow the City to install sidewalks across parcels that are not developed, recouping the cost of the sidewalk when the parcel does get developed. Commissioner McNally also stated that missing sidewalks are a real obstacle for pedestrians. Commissioner McNally then stated on commercially developed property, the sidewalks come along the street and there are no sidewalks to the business and asked if that could be evaluated as part of the development of commercial parcels.

Planning Manager Escobar stated that there has been a lot of staff discussion regarding sidewalks. The direction from these discussions is to either conduct a study in-house or ask for a grant to conduct a study to identify where the gaps are regarding sidewalks.

Chair McNeill stated that during the construction of Main Street, Mr. Burton, the Planner, recommended in areas where you want to encourage walking and a sense of community, you have a setback on the sidewalk from the street with a buffer zone of landscaping. Chair McNeill then asked Planning Manager Escobar what were the possibilities of getting that implemented within areas of the MRA.

Planning Manager Escobar stated that as the Comp Plan progresses and future plans are identified, that can be part of the future MRA district plan.

Chair McNeill asked Planning Manager Escobar if it needed to be added to the Unified Development Code if it is a possibility.

Planning Manager Escobar stated that new development standards for road design are in the proposed UDC update.

Chair McNeill asked how the replacement of manufactured homes update would affect people who would want to move or replace their manufactured homes.

Planning Manager Escobar stated that the replacement of manufactured homes update is proposing that individuals can keep their current setbacks and not requiring the new installation to meet setbacks.

Chair McNeill asked what the process is if the setback requirement is exceeded.

Planning Manager Escobar stated that the individual would then request a waiver.

Chair McNeill asked how easily is a waiver obtained.

Planning Manager Escobar stated the waivers go to the Administrative Review Board; neighbors within 100 feet are notified and discussed in public meeting.

Chair McNeill asked if the MRA would be able to have input with situations within the MRA.

Planning Manager Escobar stated that if the property is within the MRA, yes.

Chair McNeill asked if there are any changes to the small cell wireless update.

Planning Manager Escobar stated that there are no changes and the MRA recommendations have been included and are moving forward to Council.

Chair McNeill asked what the landscaping and parking areas update refers to.

Planning Manager Escobar stated that currently the landscape code is a little hard to interpret. The update to this section is being cleaned up to be able to apply to new developmen of commercial and multifamily properties.

Chair McNeill asked about the update to regulation regarding murals.

Planning Manager Escobar stated the regulations of murals are being brought forward at the request of Council. The recommendation for murals is that a

permit would be required, allowing the process to review what is being proposed, where the location will be and if the Arts & Culture Commission should review these permits.

Chair McNeill asked if temporary signs would be allowed on Main Street.

Planning Manager Escobar stated yes that is being proposed. A permit would be required to review placement and to make sure no emergency or ADA areas are being blocked.

Chair McNeill asked how the lighting update would affect any areas of the MRA.

Planning Manager Escobar stated that it would only affect new development. All commercial development would be required to have fully shield lighting and LED lights would be encouraged.

Chair McNeill asked what was happening with questions that came up recently regarding loan companies within the MRA district and if the definition for loan companies would include not allowing loaning companies in the Historic District.

Planning Manager Escobar stated that there will be a discussion regarding special use permits and similar uses in Article 8 and looking for direction from City Council regarding the proposed changes.

Chair McNeill asked if there will be a similar table, like there is now, in the UDC code for allowed uses and those requiring special use permits.

Planning Manager Escobar stated that there will be and hyperlinks will be built into the table.

Sherry Roach, Downtown Project Coordinator, stated in regards to the loan company definition, Ms. Escobar may want to look at the definition of small business loans as defined by the State of New Mexico.

**5. Presentation/Discussion Regarding the River Reach Project – Elizabeth McNally/Robert Lehmer**

Commissioner McNally stated that she is still getting information together regarding this presentation and she would not be presenting at this time.

Warren Unsicker, Economic Development Director, stated that White Water Study has begun in partnership with the River Reach Foundation.

**6. Discussion/Presentation Regarding New Incentive Applications – Warren Unsicker**

Warren Unsicker, Economic Development Director, introduced Adam Trubow, the new incentive applicant who has recently purchased the Anasazi Inn property.

Adam Trubow, Owner of TAL Realty Inc., stated that he has purchased the Anasazi Inn property with the initial intent to turn the property into affordable housing, downsizing the current occupancy. After site visits to the property, it was determined that the property needs to be demolished. Mr. Trubow stated that working with the MRA to get some funding would help speed up the demolition process. The idea is to create three commercial sites; the total site is 3 acres. With the medical buildings in close proximity, a hope is for a potential pharmacy in this location. Construction fences should go up soon.

Mr. Unsicker stated that the application is for the Anasazi Inn property is the proposal is for the demolition cost, with the estimated total cost for demolition being \$250,000.

Mr. Trubow stated that the estimated cost of \$250,000 is for the entire demolition to bring the area to grade level, with no safety issues induced in the cost.

Mr. Unsicker asked if the total cost included the build out of the additional business.

Mr. Trubow stated that the total cost is just for demolition.

Mr. Unsicker stated that the \$250,000 is only the beginning of the construction cost for the total project.

Mr. Unsicker stated that Mr. Trubow is requesting assistance with \$150,000 from the MRA to go toward the cost of the demolition. The aspiration is then to market the site.

Commissioner McNally asked Mr. Trubow if he had the chance to reach out to the company that is developing the senior living across the street.

Mr. Trubow stated that he did leave a message in late December and has not heard back.

Commissioner McNally stated that the developers stated that almost very quickly there will be a pharmacy chain goes up in the area. Commissioner McNally also asked Mr. Trubow if he had thought about the idea of a restaurant in that area and if he had thought about acquiring the additional property near the Anasazi Inn, formally the Bernardone restaurant.

Mr. Trubow stated that he had inquired about the property, but the price that is being asked at this time is not realistic. If the area should be a fully lit intersection

for the property it could be a game changer for that area. Mr. Trubow stated that at this time he does not have any plans to build anything. The idea for the property is to put a national quality tenet in that area.

Vice Chair Tanis thanked Mr. Trubow for the having plans to make improvements in our city.

Chair McNeill stated that Mr. Trubow has a request for \$150,000 on a \$250,000 demolition cost and asked Mr. Trubow what the potential is on the project if the City is not able to help with funding.

Mr. Trubow stated the project will precede and will be fenced and taken down. The funding is to help expedite the project.

Chair McNeill asked Mr. Unsicker what the potential is that this application will be approved by the City.

Mr. Unsicker stated that it will be at the determination of the City Council. Mr. Unsicker stated that the City does not have a specific line item account dedicated to these types of projects at the moment.

Chair McNeill thanked Mr. Trubow for starting this project and stated that this will be a matter of timing because he is not sure if the City has the funds at the moment.

A motion was made by Vice Chair Tanis and seconded by Commissioner Mills to support the project of demolishing the Anasazi Inn property presented by Mr. Trubow and to refer to the City Council for possible funding of the project as available.

A roll call vote was taken and this motion was approved unanimously by a 4-0 vote.

**7. Update on Totah Theatre Project – Warren Unsicker**

Mr. Unsicker stated that San Juan County is moving forward in the project scope and timeline of the renovation of the Totah Theater. Once the project is completed the facility will be reverted back to the City of Farmington and managed by the Civic Center staff. The City is currently in the process of receiving funding from the State that will assist with the projection and sound system. Mr. Unsicker stated that the City's contribution to this project will be the fire suppression system and roofing of the facility.

Chair McNeill asked what the time frame is for beginning the renovations and completion of the project.

Julie Baird, Assistant City Manager, stated that she is not aware if the notice to proceed has been sent yet and the contract is estimated to be 180 days, with payment due at 15 days of substantial completion, estimated to be sometime in September or October of 2021.

Chair McNeill asked what the potential uses would be for the building.

Mr. Unsicker stated that the County received funding from the State specifically around creating spaces for the film industry. This project is meant to be the keynote screening room space and office space for prospective directors and producers.

**8. MRA Staff Updates – Warren Unsicker**

Mr. Unsicker stated that the Locke Street Eats and Ironwood Gym project was presented today to City Council. Council's determination was not to be able to fund the project due to not having funds especially dedicated to incentives. Mr. Unsicker stated that the project is still moving forward and the two things that will not be occurring, that would have been assisted by the funding, are building improvements and the construction of the pavilion for the food truck park.

Chair McNeill stated City Council requested information from the MRA and it was agreed upon that Council and the MRA thought this was an excellent project, but City Council determined that funding was not available. Chair McNeill also stated that the Civic Center and Downtown projects were mentioned a number of times as to how these projects were meant to entice entrepreneurs and developers into the area and how it is working.

Mr. Unsicker also added that construction for the Mission Senior Living facility should begin within a month and a half. Mr. Unsicker also stated that he did an interview with KOB about all the new businesses that are moving into Downtown.

**9. Main Street Complete Streets Final Report – Sherry Roach**

Sherry Roach, Downtown Project Coordinator, stated that the new restaurant Downtown, Olive Tree Mediterranean Restaurant, will be opening this Friday.

Ms. Roach stated that wrap up has begun on the Downtown project. The stormwater pollution prevention plan has been closed out. Notice of inspections have gone out on infrastructure, letters of acceptance will be done when the project is closed out. Reimbursement requests are being sent out; there will be one final request after this one. Ms. Roach also stated that she is working on closing up her office at HQ Downtown, possibly moving out at the end of the month. The Gateway structures have been completed. With warmer overnight temperatures, sealing on the asphalt can be completed, along with striping, pavement markings and irrigation flush and testing. The Capital Outlay funding has been used up, meeting the deadline. Wi-Fi will be installed when weather permits. Addressing for businesses has been passed onto the Planning Division.

Chair McNeill asked Assistant City Manager Baird for follow up on the anticipated use on the HQ building and what the status was on a Downtown Coordinator.

Assistant City Manager Baird stated the space is currently in negotiations, the City is working with The Chili Pod on a possible expansion. Human Resources has received the okay to post the position of the Downtown Coordinator. Ms. Baird asked Mr. Unsicker if it had been posted yet.

Mr. Unsicker stated that it is imminent to be posted and he will follow up with HR.

**10. Business from**

**Floor** – There was no business from the floor.

**Chair** – There was no business from the Chair.

**Members** – There was no business from members.

**Staff** – There was no business from staff.

**11. Adjournment**

A motion was made by Vice Chair Tanis and seconded by Commissioner Mills to adjourn. Roll call was taken and the motion was approved unanimously 4-0. The Metropolitan Redevelopment Agency Board of Board Members meeting was adjourned at 5:12 p.m.

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John McNeill, Chair

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Elizabeth Sandoval, Administrative Assistant