



A G E N D A

Tuesday, February 18, 2020 - 4:00 p.m.
HQ, 119 W. Main Street
Farmington, NM

1. Call to Order
2. Approval of the January 21, 2020 Minutes
3. Discussion and adoption of small cell wireless facility design guidelines for the Farmington Historic District – Beth Escobar
4. Discussion of the status of the Animas Area Interview/Questionnaire – Jill Tanis & Beth McNally
5. Discuss goal to establish North-South Route Connection – Warren Unsicker
6. Main Street Complete Streets Update – Sherry Roach
7. Downtown Farmington Update – Warren Unsicker
8. Business From:
 - a. Floor
 - b. Chair
 - c. Members
 - d. Staff
9. Adjournment

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

City of Farmington
Planning Division
Memorandum

To: Metropolitan Redevelopment Agency
From: Beth Escobar, Planning Manager
Subject: Design Guidelines for Small Cell Wireless installation in the Historic District
Date: February 18, 2020

Based on input received at the January 21, 2020 meeting, staff has drafted Standards for Small Cell Wireless Design in the Farmington Historic District.

As previously discussed, permits for small cell wireless deployment in the historic district will be reviewed administratively.

Staff is asking for approval of the draft standards.



City of Farmington Standards for Small Cell Wireless Deployment in the Historic District

1. A Joint Use Agreement from the Farmington Electric Utility Services shall be obtained prior to placement of small cell wireless equipment on City infrastructure.
2. Collocation of small cell wireless equipment is strongly encouraged.
3. Equipment shall be placed in the alleyway whenever technically feasible.
4. Small Cell Wireless equipment shall not cause interference with the City's local wi-fi network.
5. Equipment shall be designed to blend in with the surrounding streetscape with minimal visual impact.
6. Equipment shall complement the existing and future furnishings along Main Street. Incorporation of an artistic motif, such as vinyl wraps on ground mounted equipment or sculpture on pole mounted equipment is strongly encouraged.
7. Equipment shall be non-reflective and have a matte finish.
8. If individual monopoles are installed they shall match the streetlight poles within the City of Farmington's Historic District as closely as possible.
9. Individual monopoles shall not exceed the standard streetlight height.
10. Ground based equipment shall not interfere with pedestrian walkways. Ground based equipment shall be fully sealed so as not to leak or rust onto adjacent hardscape.
11. All wiring shall be contained within the equipment box or painted to match the finish of the infrastructure to which it is attached.
12. Equipment shall not be placed on directional or place-making signage.

Small cell wireless equipment is radio equipment placed on streetlights, sides of buildings and utility poles. They are signal boosters that support wireless communication towers. To be effective, they need to be located every one hundred feet. The equipment is about the size of a pizza box. Occasionally, supporting cabinets, the size of a refrigerator, are placed on the ground.

Small cell wireless networks are especially effective in urban areas and tourist centers that have a concentrated population and a high demand for mobile data.

Subject to Subsection E of Section 4 of the Wireless Consumer Advanced Infrastructure Act, an authority may require, as they pertain to small wireless facilities located in historic districts, reasonable, technically feasible, non-discriminatory and technologically neutral design or concealment measures and reasonable measures for conforming to the design aesthetics of historic districts.

With the ongoing City investment in the downtown area it would seem prudent to adopt some design guidelines for small cell deployment within the Historic District.

Staff is asking direction from the MRA in drafting these guidelines. Permits for a small cell installation must be issued within ninety days. FEUS will need time to review the engineering documents required to accompany the permit application. A process will need to be developed to identify applications situated in the Historic District and forward them to the Community Works Department for review. If a permit application is not responded to within the ninety day window it is considered to be approved. Because of this short review window, it is staff's opinion that approval of small cell installation in the historic district should remain an administrative function. However, staff is looking for guidance from the MRA on design standards for equipment installed in the Historic District.

Some suggestions for guidelines include:

- A Joint Use Agreement from the Farmington Electric Utility Services shall be obtained prior to placement of small cell wireless equipment on City infrastructure.
- Equipment shall be designed to blend in with the surrounding streetscape with minimal visual impact.
- Equipment shall complement the existing and future furnishings along Main Street.
- Equipment shall be non-reflective and have a matte finish.
- If individual monopoles are installed they shall match the streetlight poles within the City of Farmington's Historic District as closely as possible.
- Individual monopoles shall not exceed the standard streetlight height.
- Ground based equipment shall not interfere with pedestrian walkways. Ground based equipment shall be fully sealed so as not to leak or rust onto adjacent hardscape.
- All wiring shall be contained within the equipment box or painted to match the finish of the infrastructure to which it is attached.
- Equipment shall not be placed on directional or place making signage.

After this discussion, staff will bring forward guidelines for adoption at the February 18th MRA meeting. The guidelines will then be incorporated into the updates to the Unified Development Code scheduled to be adopted by City Council in May.

The Board agreed that guidelines to control the deployment of Small Cell Wireless equipment in the Historic Area was critical to protect the ongoing City investment in this area. The following additions were suggested to the draft guidelines:

- Restrict deployment to alleys.
- Require colocation of providers.
- Encourage opportunities for artistic finishes for equipment such as vinyl wraps on the ground based cabinets with artist's murals and sculptures for the pole mounted equipment.
- Require any necessary cable infrastructure to coordinate with City's placement.
- Prevent interference with City WiFi in the Downtown Area

4. Comp Plan Update and Upcoming TED Talk – Beth Escobar

Beth Escobar, Planning Manager, confirmed the date of January 30, 2020 for the TED Talk, which will be held at the Farmington Civic Center. The event will start at 5:30 pm with the opportunity to talk to the Comp Plan consultants from Logan Simpson Design Inc., as well as representatives from Bohannon Huston Inc.

Ms. Escobar also stated that a plan audit had been conducted. This gave the City of Farmington Department Heads the opportunity to review the comp plan and make comments.

5. Introduction of draft Animas District questionnaire for businesses and property owners – Beth McNally & Jill Tanis

Commissioner McNally and Vice Chair Tanis introduced the draft Animas District questionnaire.

Commissioner Tanis started with the introduction to the draft questionnaire, stating the Metropolitan Redevelopment Agency (MRA) is interested sharing and gathering information from business and property owner/operators located in the Animas Area of the MRA district. An updated version of the MRA plan was developed and accepted February 2019 that expresses a vision for the Animas Area within the City of Farmington.

1. Purpose Statement (people will probably want to know why we are doing this, what the objectives are, and who will have access to this information):
 - Engage with and develop interactive relationships between the MRA and the business/property owners of the Animas Area.
 - Gain a clear understanding of existing situations and conditions as experienced by the occupants of the area.
 - Gain a clear understanding of perceived opportunities for the future of the area and how those perceptions pertain to the MRA Plan.
 - Increase awareness of plans related to the improvement and redevelopment of the Animas Area.

- Organize the information and data collected in this survey/questionnaire in a 'transparent' database that is maintained by the City of Farmington to be used toward the improvement and redevelopment of the Animas Area.
2. Contact Info:
 - Include names, telephone numbers and email addresses of designated contacts. MRA members, if included, should not be using their personal email addresses.
 - MRA web page information.
 3. Info on where information will be stored & who will have access.
 4. Estimated time to completed interview and questionnaire is approximately 1 hour.

Commissioner McNally introduced the interview and questionnaire portion of the draft questionnaire, stating:

1. Initial Interview, Introduction, Information
 - Introductions
 - Information on MRA Update and the Animas District – flash drive with plan or hard copy for those without easy access to internet.
 - Invite to MRA meetings, Downtown Business outreach opportunities, City Planning & Zoning, Weekly Tuesday morning info meetings for project planning, etc.
2. Questionnaire
 - Basic Business Information
 - Name and address of business/property
 - Business/property classification: industrial, commercial, professional, residential.
 - SIC/NAICS code, if known.
 - Primary property owner and/or renter contact information and business website, if available
 - Is property owned or leased? Is lease/rent reasonable for what they are getting?
 - How long in this location?
 - How long has business been in operation?
 - Facility Features/Infrastructure
 - Estimate of square footage of building(s).
 - Utilities available at property: Electric (3-phase), water, sanitary sewer, storm sewer, cable/fiber optic, telephone, natural gas, solar.
 - What utilities does your business/property use? Electric, water, sanitary sewer, storm sewer, cable/fiber optic, telephone, natural gas, solar.
 - Warehouse or storage available?
 - Bay doors?
 - What road access to your business/property is most frequently used? Is it adequate?
 - What changes or improvements to facility/building/property would be helpful?
 - Facility/Property Environmental Condition

- Are you aware of or concerned about possible contamination from hazardous substances, pollutants, or contaminants?
 - If so, are you concerned about the expense to remediate the contamination or the impact it may have on the value of your property or the ability to sell it?
 - Economic/Financial Information
 - Interest in funding or financial options for business or property development?
 - Optional: Estimate of yearly business revenues from this location - <500k; 500k to 1.5 million; 1.5 to 3 million; >3 million (or some representative brackets).
 - Safety concerns? Vandalism? Theft? Property Damage?
 - Future Planning
 - What is short term vision for business/property – 1 to 5 years?
 - What is long term vision for business/property -5 to 10 years?
 - Will business continue to be located in this area?
 - Ideas on future development and/or use of Animas Area?
 - Invitation to participate in planning meetings.
3. Follow-up by City of Farmington MRA, Planning Department, Downtown Association, etc.

Board Liaison Warren Unsicker thanked Ms. Tanis and Ms. McNally for their work in drafting this questionnaire. Mr. Unsicker will discuss next steps with the Assistant City Manager and report back to the Board.

6. Discussion of MRA funds and early discussion of Senior Care Center proposals – Warren Unsicker

Warren Unsicker, Director of Economic Development, discussed the allocation of MRA funds towards the Main Street construction project. The board unanimously concurred with the allocation of the MRA funds.

Mr. Unsicker discussed the property at 1001 W. Broadway, stating that Mission Senior Living, an independent company, will begin transitioning the property into 2 senior care facilities. One facility will be an assisted living and memory care facility and the other will be an assisted retirement community. This project will build on the MRA medical district and fits in with the current medical district.

Beth Escobar, Planning Manager, stated that location is being replated by PMS. New construction of the project is set to being spring 2020, with demolition scheduled to start sooner. The new facilities are said to bring 70 full time positions.

7. Main Street Complete Streets Update – Sherry Roach & Warren Unsicker

Sherry Roach, Project Coordinator, introduced Jim King, AUI Inc. Superintendent.

Ms. Roach stated that the contact bid for the Downtown Project was awarded to AUI Inc., January 6, 2020. A project summary can be found online at <https://www.fmtn.org/DocumentCenter/View/20923/Project-Summary>.

Ms. Roach stated that weekly progress meetings are scheduled every Wednesday, starting this Wednesday at 8:30 a.m., to be held at HQ, 119 W. Main St. A weekly stakeholder meeting will follow every Wednesday at 10:00 a.m., all are invited to attend. Progress meeting minutes will be posted online at <https://www.fmtn.org/923/Project-Progress-Reports>.

Ms. Roach introduced an Alternative Response Unit Transit Map, which lists routes, locations and times for pick-up and drop off.

Ms. Roach said as a part of their public relations campaign two URLs have been purchased, HeartOfFarmington.com and HeartOfFarmington.org, which will direct people to the City of Farmington Downtown webpage. Other forms of PR initiatives include updates to Facebook, signs on Red Apple Transit buses, street sign placement and radio interviews.

Ms. Roach said parking is being addressed at this time. Additional parking lots are in the process of being acquired. Handicap parking has been striped by the City of Farmington Traffic Division.

8. Downtown Farmington Update – Michael Bulloch

Michael Bulloch, Farmington Downtown Coordinator, discussed the following:

GRANTS:

Art in the Alley:

The mural on the side of Sherwin Williams has been completed.

COMPLETE STREETS PROJECT:

New Mexico MainStreet Capital Outlay: As you have undoubtedly heard we were awarded the \$360,000 Capital Outlay Grant from New Mexico MainStreet.

Construction Signage: Sherry, Warren, Georgette, Julie Baird, David Sypher and Isaac BlueEyes have been working on a variety of wayfinding signage for the project to help people navigate both by vehicle and by foot. Additionally, I am working on signage to encourage people to continue to shop, eat, and drink downtown, as well as, informing people that the sidewalks are easily navigable by foot.

EVENTS:

Thankful Thursdays

This is the last week of our Thankful Thursdays campaign Event on Facebook encouraging people to write positive 5-star reviews for their favorite downtown businesses. It seemed to go well and several of the downtown restaurants reported an uptick in positive reviews. I am confident that if we do this campaign at least once a year but possibly also during the summer months it will get even better.

NMMS

Winter Leadership Meeting – Santa Fe. Warren and I will be attending the Winter Leadership Meeting. At this meeting we will have the opportunity to do an intensive MRA workshop and we will need to bring a priority catalytic project for the MRA that we wish to get assistance on. My thought is the North/South connection between the river trail system and downtown.

NMMS has gone from 4 meetings to 2 in state meetings and 1 national meeting. The City of Farmington will be hosting the summer instate leadership meeting.

9. Business from:

- a. **Floor** – There was no business from the Floor.
- b. **Chair** – There was no business from the Chair.
- c. **Members** – There was no business from the Members.
- d. **Staff** – There was no business from Staff.

10. Adjournment:

A motion was made by Commissioner McNally and seconded by Commissioner Mills to adjourn. The Metropolitan Redevelopment Agency Board of Commissioners meeting was adjourned at 5:36 p.m.

Jill Tanis, Vice Chair

Elizabeth Sandoval, Administrative Assistant