



A G E N D A

Tuesday, March 17, 2020 - 4:00 p.m.
HQ, 119 W. Main Street
Farmington, NM

1. Call to Order
2. Approval of the February 18, 2020 Minutes
3. Discussion of Animas District Survey – Beth Escobar
4. Main Street Complete Streets Update – Sherry Roach
5. Business From:
 - a. Floor
 - b. Chair
 - c. Members
 - d. Staff
6. 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



MINUTES
Metropolitan Redevelopment Agency
Board of Commissioners – February 18, 2020

Commissioners Present John McNeill, D.D.S. - Chair
 Jill Tanis – Vice Chair
 Doug Dykeman
 Elizabeth McNally
 Greg Mills

Commissioners Absent None

Staff Present Warren Unsicker
 Sherry Roach
 Beth Escobar
 Elizabeth Sandoval

Others Present None

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 January 21, 2020 Minutes

A motion was made by Commissioner McNally and seconded by Commissioner Mills to approve the minutes of the January 21, 2020 meeting. The motion passed unanimously 5-0.

3. Discussion and adoption of small cell wireless facility design guidelines for the Farmington Historic District – Beth Escobar

Beth Escobar, Planning Manager, stated that 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.

Ms. Escobar presented the following standards, titled City of Farmington Standards for Small Cell Wireless Deployment in 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.

Ms. Escobar stated that the guidelines will be used for issuing permits through the Farmington Electric Utility Department. The permits must be approved or denied within 90 days of being received or they are automatically considered approved.

Commissioner McNally asked if there will be a wavier process for small cell wireless companies. Ms. Escobar said that applicants are able to file an administrative appeal and request a variance through the ARB Board.

Chair McNeill asked who was consulted to come up with the presented guidelines. Ms. Escobar responded that staff had put together the guidelines based on what other cities have done and according to the FCC regulations that are in place.

Chair McNeill asked if we could make a regulation where small cell wireless facilities could not be placed on City of Farmington property. Ms. Escobar said that we could not regulate placement and that the guidelines could help us in negotiating placement of the small cell wireless facilities.

Sherry Roach, Project Coordinator, stated that she needed to know now if there was anything that needed to go underground and if the small cell towers required power. Ms. Escobar said that we do not have any small cell wireless facilities in place, so we could not answer if any needed to go underground and that power will probably be needed and will be provided through the Farmington Electric Utility Department.

Vice Chair Tanis asked if the Farmington Electric Utility Department had done any coordinating in regards to small cell wireless needs with Downtown. Ms. Roach said that it had come up and she is working with Tim Henson.

Chair McNeill asked if the MRA would be part of the application review process for small cell wireless facilities. Ms. Escobar stated that the Assistant City Manager has decided that the application turn around process is too short, so this will be an administrative review.

Chair McNeill suggested that the MRA Board could meet twice a month to participate in the review process for zoning or construction changes, variance, and waivers which affect the MRA Agency's goals and visions within the MRA Area.

Commissioner McNally asked if the applications could be sent via email for the MRA to review. Ms. Escobar said that she could not speak for the Farmington Electric Department, who would receive the application.

A motion was made by Commissioner Dykeman to accept the adoption of small cell wireless facility design guidelines for the Farmington Historic District and seconded by Vice Chair Tanis, Commissioner Mills opposed due to principal. The motion passed 4-1.

4. Discussion of the status of the Animas Area Interview/Questionnaire – Jill Tanis & Beth McNally

Vice Chair Tanis introduced the draft Animas Area Interview and Questionnaire for Property & Business Owners Overview.

Purpose Statement: An update version of the MAR plan was developed and accepted February 2019 that expresses a vision for the Animas Area within the City of Farmington. The Metropolitan Redevelopment Agency (MRA) is interested in sharing and gathering information for business and property owner/operators (stakeholders) located in the Animas Area of the MRA district.

Introduction Script

"Hello, my name is _____."

"I am a Farmington resident who serves as a volunteer commissioner on the Metropolitan Redevelopment Agency board. The Metropolitan Redevelopment Area (MRA) includes this neighborhood known as the Animas Area. We are highly interested in the Animas Area, its current conditions, and future potential. To this extent, we are interceded in getting to know the business and property owners in the Animas Area who work and live here and have a good understanding and experience of the neighborhood. (In fact, I personally own property in this District so I also have stake in this neighborhood!) Would you be willing to visit with me about your business and/or property as it pertains to the Animas Area? The information you share is valuable in the assessment of the experience of the neighborhood stakeholders and will be reviewed and considered for future planning by the MRA Commissioners and the City of Farmington."

Supplies or Materials:

Volunteer Badge

Commissioner Business Cards

MRA Plan Update (Flash Drive; Link to On-Line access; Hard Copy)

MRA Brochure

Questionnaire

MRA Map (Letter size)

Commissioner McNally stated that the overall goal is to gather data for the planning process and asked if the data collected should be qualitative or quantitative. Warren Unsicker, Economic Development Director, said that both would be helpful. Ms. Escobar stated that all data is helpful, the stories of the area are worth preserving, and zoning information and use information would be great to have. Ms. Roach suggested that a list of zoning and use terms be given to Vice Chair Tanis and Commissioner McNally to include in their questionnaire.

Commissioner McNally asked if before moving forward, would the questionnaire need to be approved by the City. Mr. Unsicker said that Julie Baird, Assistant City Manager, would have to approve and see if the questionnaire would need to be presented to City Council. Vice Chair Tanis mentioned that she had sent a draft copy to Linda Rogers, Councilor for the Animas Area.

Mr. Unsicker asked that the final drafts of the questionnaire be sent to him and he would pass them along to Julie Baird, Assistant City Manager.

5. Discussion goal to establish North-South Route Connection – Warren Unsicker

Warren Unsicker, Director of Economic Development, reported Daniel Gutierrez, Director of N.M. MainStreet, approves of the upcoming North-South Route Connection project and agrees this will be the next catalyst project.

Chair McNeill asked when NM MainStreet could come to Farmington to look at the project, when will the process of applying for funding start and a date set for beginning the project? Mr. Unsicker said that he is still working on getting this process setup with NM MainStreet.

Mr. Unsicker mentioned that the City of Farmington would be hosting the New Mexico MainStreet Summer Institute, August 19, 2020 – August 21, 2020.

6. Downtown Farmington Update – Warren Unsicker

Chair McNeill asked if the Downtown Coordinator position had been posted. Mr. Unsicker said that they were starting the process of posting the position.

Commissioner McNally asked where Ann's Restaurant has moved, if there were staying Downtown, and if there were any extra efforts that the City could offer to keep Ann's Restaurant in the area. Mr. Unsicker said that he was not in touch with the owners, did not know where they have moved, and helping Ann's find a space was all that the City could assist with.

7. Main Street Complete Streets Update – Sherry Roach

Sherry Roach, Project Coordinator, said the project was on schedule, even a couple days ahead of schedule.

Ms. Roach stated that the businesses were given some marketing tools and those who have used the construction as a marketing tool have reported positive profits for their business.

Ms. Roach stated that the next step in the project is the underground storm drain work. The project schedule and weekly updates can be found online at <https://www.fmtn.org/923/Project-Schedule-Progress-Reports>.

Ms. Roach said crosswalk beacons were installed on Broadway by the City of Farmington Traffic Department, using the existing infrastructure; the cost came in at 1/3 of what was anticipated.

Ms. Roach said the street light poles are out for bid. The luminal specifications were being adjusted, once adjustments are made, the bid process will begin.

Chair McNeill asked Ms. Roach if she was able to keep up without having a Downtown Coordinator in the office. Ms. Roach said she is managing okay so far.

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 the Members.

Staff – There was no business from Staff.

9. Adjournment:

A motion was made by Vice Chair Tanis and seconded by Commissioner Dykeman to adjourn. The Metropolitan Redevelopment Agency Board of Commissioners meeting was adjourned at 5:00 p.m.

John McNeill, Chair

Elizabeth Sandoval, Administrative Assistant