

**Administrative Review Board
Meeting Minutes
April 8, 2021 – 6:00 P.M.**

The Administrative Review Board met in regular session via Zoom on Thursday, April 8, 2021 at 6:00 p.m. in the City Council Chamber, 800 Municipal Drive, Farmington, New Mexico.

Members Present: Chair James Dennis
Brian Erickson
Shorty Rogers
Paul Martin

Members Absent: None

Staff Present: Andrea Jones
Beth Escobar
Elizabeth Sandoval

Others Addressing the Board (Via Zoom Virtual Platform): None

Call to Order

The meeting was called to order at 6:00 p.m. by Chair 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 Erickson and seconded by Board Member Martin to approve the agenda. The motion passed unanimously by a vote of 4-0.

Approval of the Minutes – December 3, 2020

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.

Introduction of New Board Member

Chair Dennis introduced Shorty Rogers as the new Administrative Review Board Member.

Nomination and Election of New Vice Chair

A nomination was made by Board Member Martin to elect Board Member Erickson as Vice Chair of the Administrative Review Board. A motion was made by Board Member Martin and seconded by Chair Dennis. The motion was passed unanimously by a vote of 4-0.

Swearing in of Witnesses

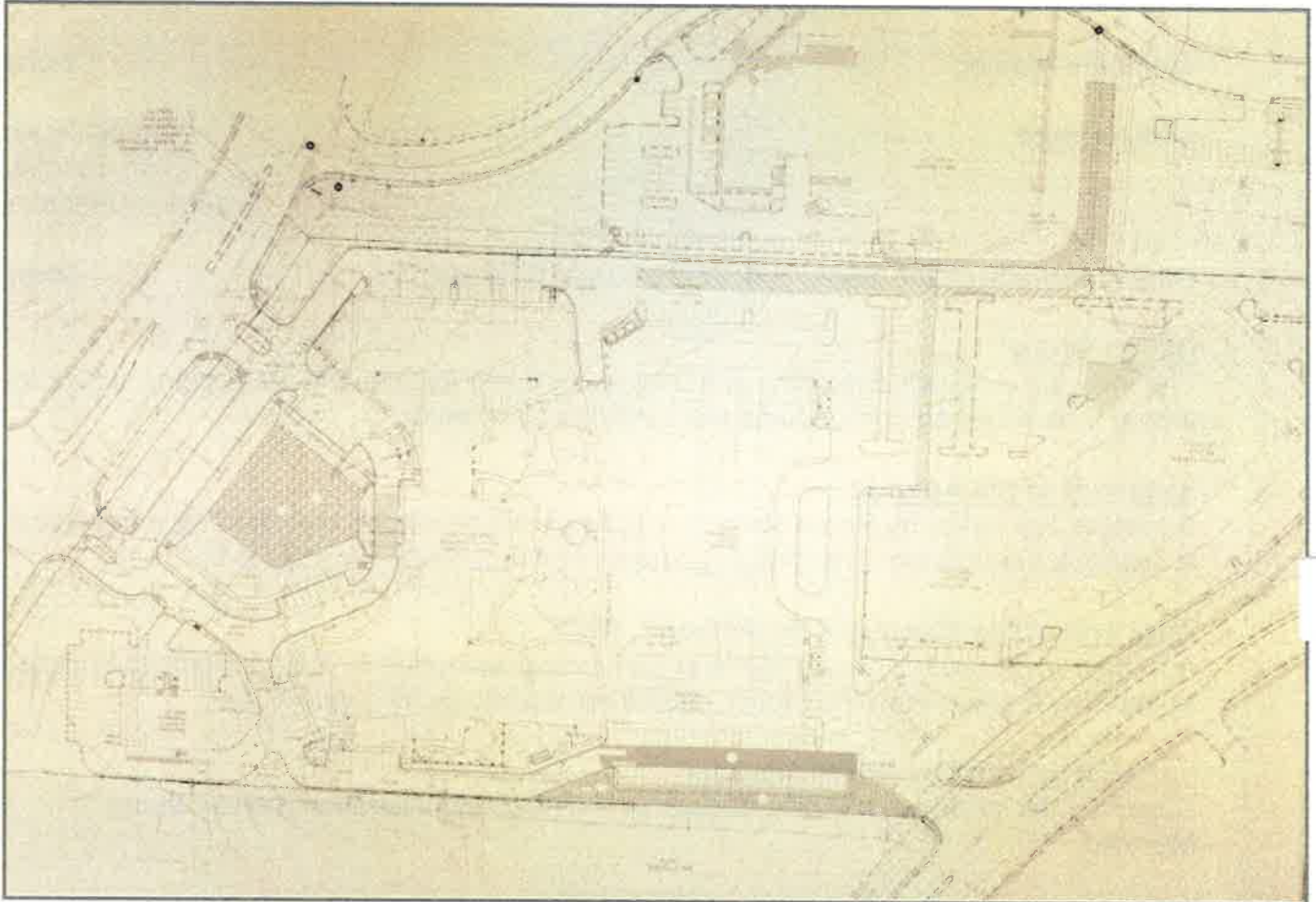
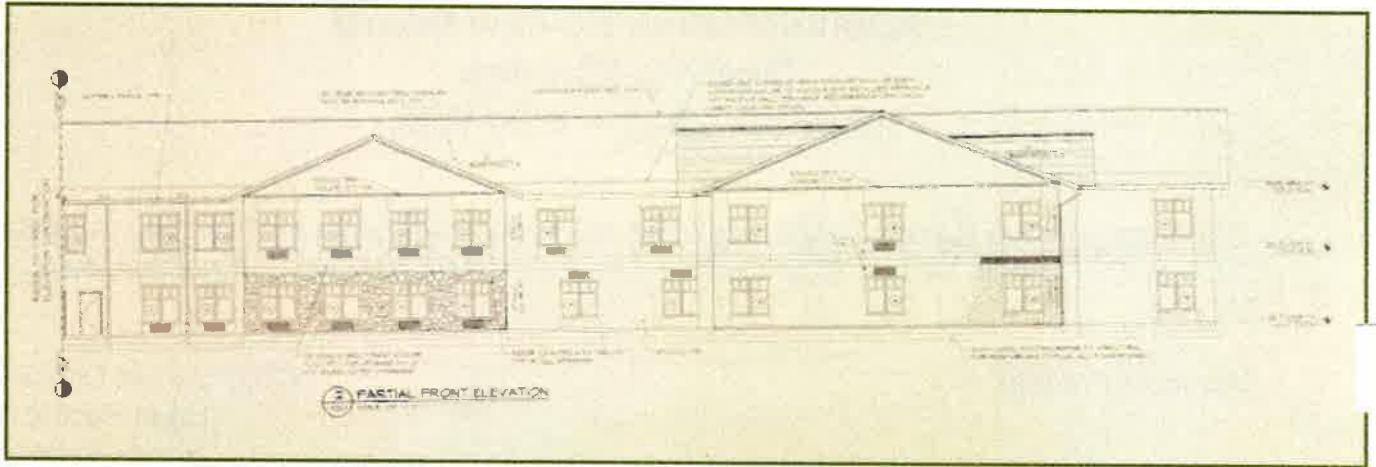
No petitions were heard. No witnesses were sworn in.

Project Updates – Beth Escobar

Planning Manager Escobar presented a presentation on 2021 Upcoming Development:

Three Rivers Senior Living

124 units transition from assisted living to memory unit Phase 1 as well as a four story apartment facility.



Chair Dennis asked when construction will start.

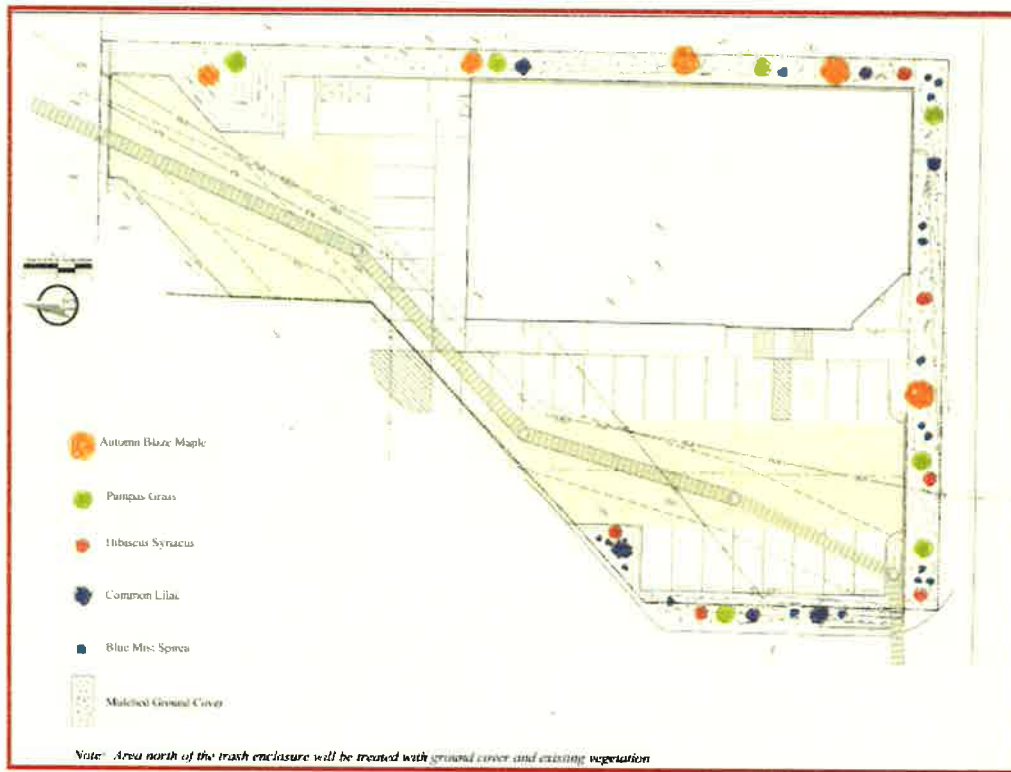
Planning Manager Escobar stated that she does not know when construction will start, but that the contractor anticipates the opening of the facility in winter of 2022.

Chair Dennis asked if the contractor was local.

Planning Manager Escobar stated that the contractor is not local, but the superintendent was hired locally and the contractor is also looking to use as many local subcontractors as possible.

Dollar General at 20th St. and Dustin Ave.

- Needs to submit a Conditional Letter of Map Revision to FEMA
- Installed underground drainage culvert
- Installed shotcrete retaining wall
- Open in summer 2021



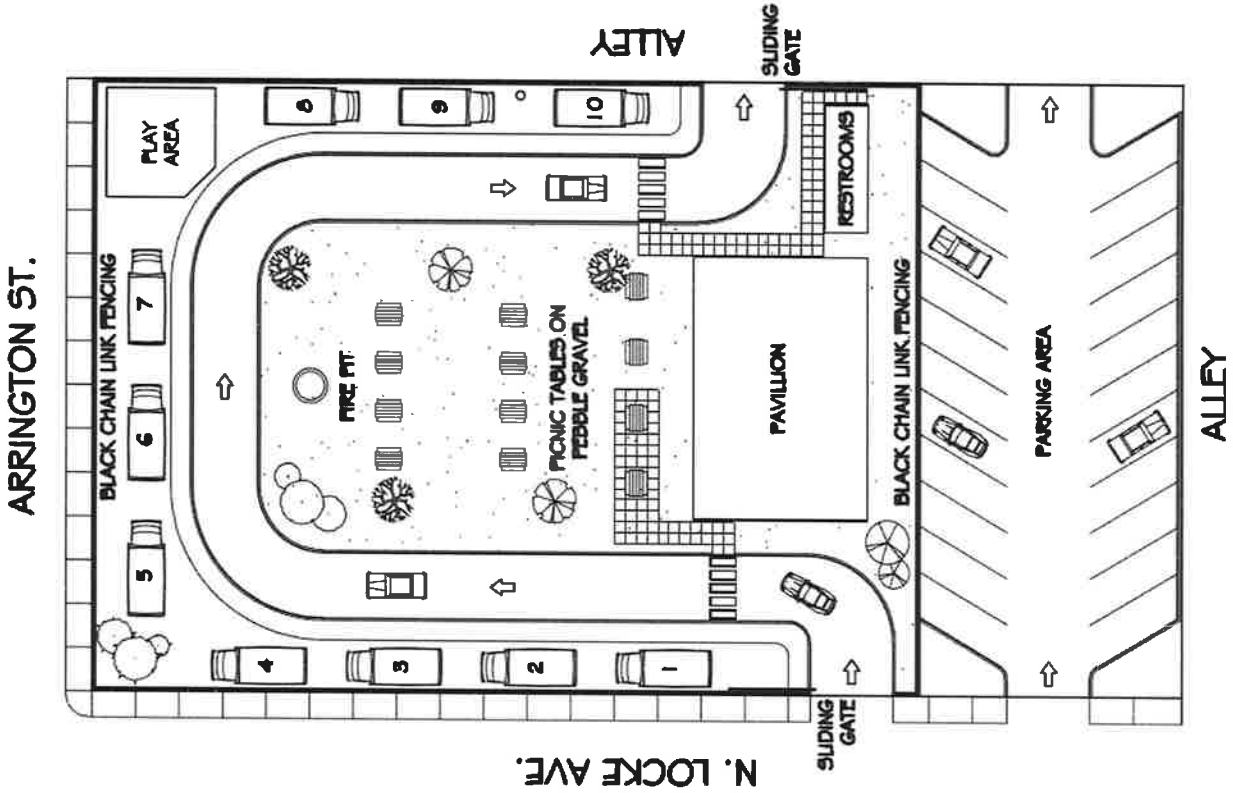
Anasazi Inn

- Plan is to demo the entire site
- Divide into three commercial pads and sell to developers
- Received \$150,000 from City towards demo expense – public health and safety hazard
- Currently pending environmental review



Locke Street Eats

- Proposal for 10 food truck pavilion
- Outdoor pavilion, fire pit, picnic area
- Near the Farmington Civic Center
- Concerns addressed from Downtown restaurant owners



Chair Dennis asked what would happen to the building currently occupied by the gym.

Planning Manager Escobar stated that the gym and Locke Street Eats are run by the same owner and the gym will stay in the current building.

Chair Dennis asked if the parking lot is north of the gym.

Planning Manager Escobar stated that was correct.

Planning Manager Escobar stated that a challenge might be the number of food trucks and meeting the demand. There are currently about a dozen food trucks scattered around the city. There have also been other inquiries regarding food truck courts.

Chair Dennis asked how parking and restrooms are evaluated.

Planning Manager Escobar stated that there are currently no criteria in the UDC. The mobile food truck ordinance is in the Municipal Code. The new UDC establishes the requirement for a parking plan. There is currently not a formula for parking for food trucks. Parking is considered adequate for this location. ADA restrooms are required for the area.

Board Member Martin asked if the restrooms at this location are open to the public.

Planning Manager Escobar stated that the restrooms will be open when food trucks are onsite and the area will be fenced.

Chair Dennis asked if the pavilion is enclosed.

Planning Manager Escobar stated that the pavilion is just a roof with posts.

Total Theater

- \$1 million renovation project
- Partnership between San Juan County and City of Farmington
- New equipment grant of \$135,000 received from state
- Will be part of Total Studios supporting the film industry in Farmington
- Construction estimated to be complete by summer

Board Member Martin asked if this project was a private venture.

Planning Manager Escobar stated that this project is partnership with the City of Farmington and San Juan County. Currently the City is recruiting a Downtown Coordinator whose office will be housed at this location.

Board Member Martin asked if the venue will be used for theater space.

Planning Manager Escobar stated that theater and film offices were being proposed for use of this location.

5201 E. Main St.

- Located near Melloy Honda
- 6,000 square foot restaurant as anchor tenant
- Gas station/convenience store
- 5,200 multi-tenant commercial
- Challenges: connect sewer and water from north side of Main St.
- Access easement from NMDOT

Farmington Centre – 4109 E. Main St.

- Old Halliburton property
- Gas station/convenience store
- 55,000 square foot retail store anchor tenant
- Three additional retail/restaurant buildings
- One access from E. Main St. and 2 from Gila St.

Gas Station and Convenience Stores

- Northwest corner of Wildflower Dr. and Browning Pkwy.
- Southwest corner and Northwest corner of Pinon Hills Blvd. and E. Main St.
- Southwest corner of E. Main St. and Rowe Ave.
- Southwest corner of W. Main St. and Murray Dr.

Discussion

Chair Dennis asked for an update on the Pinon Hills Bridge.

Planning Manager Escobar stated that she believes that the City Manager has been working specifically on that project, as well as other projects, but she does not have an update at this time.

Board Member Martin asked for an update on the Carbon Capture Project.

Planning Manager Escobar stated that she will check into this and report back with an update.

Vice Chair Erickson stated that he has heard of some towns going in the direction of not allowing any more gas stations to be developed and only allowing electric charging facilities. Vice Chair Erickson asked if there had been any interest in developing any electric charging stations.

Planning Manager Escobar stated that the Farmington Electric Department has a plan to install 8 – 10 electric charging stations, mostly focused around park areas. There are also two privately owned stations. Planning Manager Escobar stated that she would work on an update.

Chair Dennis mentioned topics of charging stations and zoning modifications that could possibly be in the works from the upcoming administration.

Project Updates – Beth Escobar

Planning Manager Escobar presented each member of the ARB with a hardcopy of the updated Unified Development Code. The new UDC was approved March 9, 2021 by resolution, effective April 5, 2021. A link with hyperlinks will be built in to the online UDC link.

Planning Manager Escobar stated that what the Administrative Review Board does is listed in Article 8 of the UDC. The ARB hears variances, waiver requests to existing code; hear requests to appeals from administrative decisions from the Community Works Department, the ARB is a quasi-judicial board and decisions do have legal ramifications. ARB decisions can be appealed to City Council within a specific time period.

Planning Manager Escobar highlighted that there is process to permit chickens on residential properties, with a maximum of 12 chickens and no rosters.

Chair Dennis asked if anyone can have chickens.

Planning Manager Escobar stated that was correct. Planning Manager Escobar stated that chicken sales are not allowed.

Chair Dennis asked if this request for chickens was a big request.

Planning Manager Escobar stated that yes it has been a big request.

Planning Manager Escobar stated that the P&Z Commission and City Council did spend quite a bit of time on the sign code. The sign code did have to be amended to meet current legal restrictions on signs. Feather flag signs and sandwich boards are now allowed. Political signs on public right-of-way are restricted to certain locations and at the discretion of the City Manager. Political signs on private property are not controlled.

Planning Manager Escobar stated that the legal non-conforming portion of the code has been eliminated from the code. Destroyed property destroyed more than 51% can now be rebuilt up to current code.

Planning Manager Escobar stated that those are the highlights and asked if the board would like to address any changes to the code as applications start to come in.

Board Member Martin stated that he would like to wait to address sections of the code as applications begin to come in. Board Member Martin asked about lots on home property and if the UDC had changed to go based on percentage of square footage.

Planning Manager Escobar stated that it is now 40% lot coverage.

Board Member Martin asked if the pamphlet could be emailed to him and if that could be given out to his customers.

Planning Manager Escobar stated yes the pamphlet can be emailed to him and it can be given out to customers.

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

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

Business from Staff: There was no business from Staff.

Adjournment: The April 8, 2021 meeting of the Administrative Review Board was adjourned at 6:59 p.m. A motion to adjourn was made by Board Member Martin and seconded by Vice Chair Erickson and passed unanimously by a vote of 4-0.


James Dennis, Chair


Elizabeth Sandoval, Administrative Assistant