

**MINUTES  
ADMINISTRATIVE REVIEW BOARD  
October 3, 2019 – 6:00 P.M.**

The Administrative Review Board met in regular session on Thursday, October 3, 2019 at 6:00 p.m. in the City Council Chamber, 800 Municipal Drive, Farmington, New Mexico.

Members present Chair-James Dennis  
Brian Erickson  
Jeff Johanson

Members absent: Paul Martin

Staff present: Beth Escobar  
Karen Walker

Others addressing the Board: Hannelore Collyer  
Marilyn Hendricks  
Chuck Melazzo

**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 Johanson and seconded by Board Member Erickson to approve the agenda. The motion passed unanimously by a vote of 3-0.

**Approval of the Minutes from the September 5, 2019 Regular Meetings**

Board Member Johanson made a motion to approve the minutes of the September 5, 2019 regular meeting. The motion was seconded by Board Member Erickson and passed unanimously by a vote of 3-0.

**Swearing in of Witnesses**

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

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**Petition No. ARB 19-81  
Variance to allow for the reduction of the required 20-foot front setback  
to a carport at 1007 Delhi Terrace**

**Discussion of ARB No. 19-81 on October 3, 2019**

Planning Manager Beth Escobar presented the staff report for ARB 19-81, a request from Marilyn Hendricks to reduce the front yard setback from 20 feet to 15 feet to allow for a carport in the SF-7, Single-family Residential District for property located at 1007 Delhi Terrace. Delhi Terrace Subdivision was recorded in 1973. The surrounding subdivisions were recorded prior to 1971. Subdivisions recorded prior to 1971 would be allowed a 15-foot setback for a carport.

Per the application, the original garage has been modified and is no longer useable as a garage. The carport will provide a safe access for the owner from the front door of the house to where she parks her vehicle.

The request 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 reduction in the 20-foot front yard setback requirement for a carport.

Staff recommends approval of Petition ARB 19-81. It is a minimum easing of the code and it is in harmony with the general intent of the code. Due to the orientation of the houses on each side of the property, it will have a minimum impact on the neighbors.

Approval is recommended subject to the following condition:

- The carport will need to be located no closer than 5 feet from the side property line or a 1-hour wall will need to be constructed. (From the support posts with a max 2 foot overhang).

Chair Dennis asked if any other properties in the area have carports. Ms. Escobar said there were not any other carports in this neighborhood. Staff received a letter of recommendation from several neighbors.

Marilyn Hendricks, 1007 Delhi Terrace, said her husband passed away in June and she feels she needs something to protect her car from the weather. The carport will be open on the sides, but will protect the car from snow and rain.

Hannelore Collyer, 934 E. Navajo Street, said she is in favor of the carport.

**Administrative Review Board Action of October 3, 2019**

A motion was made by Board Member Erickson and seconded by Board Member Johanson to **approve** Petition No. ARB 19-81, a request from Marilyn Hendricks to reduce the front yard setback from 20 feet to 15 feet to allow for a carport in the SF-7, Single-family Residential District for property located at 1007 Delhi Terrace subject to the following conditions:

- The carport will need to be located no closer than 5 feet from the side property line or a 1-hour wall will need to be constructed. (From the support posts with a max 2 foot overhang).

AYE: Chair Dennis, Members Erickson, and Johanson.

NAY: None

ABSTAIN: None

ABSENT: Board Member Martin

**APPROVED 3-0**

**Discussion regarding security at City Hall**

Beth Escobar noted the interruption at the back door of Council Chambers during a Planning & Zoning meeting. Ms. Escobar explained that staff has received training for active shooter incidents. Although the Board Members have not received such training through the City, staff will receive phone alerts if there is an emergency. Ms. Escobar explained emergency/evacuation procedures to the Commissioners.

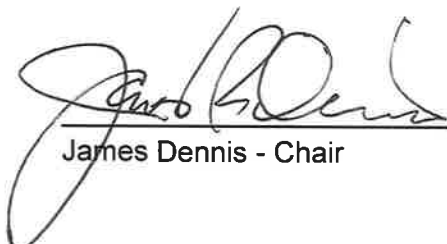
**Business from the Floor:** There was no business from the Floor.

**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 stated that she would like to discuss possible changes to the UDC at the next meeting. Chair Dennis said he would like to be informed by email of any changes that need to be considered rather than at an ARB meeting. Mr. Dennis said he is interested in understanding the reasoning for some of the UDC rules. Ms. Escobar said she would send out emails to all of the Board members.

**Adjournment:** The October 3, 2019 meeting of the Administrative Review Board was adjourned at 6:23 p.m.

  
James Dennis - Chair

  
Karen Walker - Administrative Assistant