

Village of Jemez Springs Planning and Zoning Commission
Regular Meeting Minutes
October 19, 2023 at 6:30 p.m.
Josephine Shephard Memorial Building Conference Room

1. Mike Nealeigh called the meeting to Order at 18:30.
 - a. Members present: Mike Nealeigh (Chair), Talia Michelle (Sec), Susanna Cooper, Sean Cridland, Betsy Daub, Rose Fenton
 - b. Members absent:
 - c. Guests: Jhana Grantham, Fred Simmank
2. Introduction of Guests:
3. Agenda approved.
4. Previous Meeting's Minutes from September 21, 2023 approved.
5. Public Input – none.
6. New Business
 - a. Request by Village of Jemez Springs for a Building Permit for a modular building foundation and modular building placement for property located at 25 Civic Center Lane was previously approved by Chair Mike Nealeigh.
7. Old Business
 - a. Commnet application to upgrade/add equipment on existing tower has no activity since they have paid the fees and we have sent everything on to Bob Naumann, our consultant.
8. Commission Business
 - a. Betsy Daub was elected as Vice Chair of the Village of Jemez Springs' Planning and Zoning Commission.
 - b. We affirm that the commission as a whole is the appointed as Zoning Administrator. The commission approved to delegate to Mike Nealeigh the ability to approve an application for a Building Permit/Manufactured Home installation Permit/Authorization Only form that meets all zoning requirements and does not require any special consideration, after circulating that application to the commissioners via email with at least two days to review it with his comments about whether the application should be approved or not.
 - c. The following was approved to be added to the "Building Permit/Mobile Home Installation Permit/Authorization Only" form: to Proposed Development Section II in addition to Project Size, add "If in the Rural Development District: Total square footage of all buildings on the lot—including proposed project."; and "Lot Size" (in square footage). Then under Zoning Compliance Checklist Section IV, add Steep Slope Overlay District check box under Zoning District "[] SSOD"; and in the Zoning District line following "Site Drawings attached []" add "If RDD, percentage of open space _____ (must be 60% or greater).
 - d. Chair Report:
 - i. Observations from Sept 20th and Oct 18th Village Trustee Meeting are as follows: the offer of a donation to the Village of the former Servants of the Paracletes' facilities across from the Jemez Monument is being considered. Discussion regarding qualifications for Planning and Zoning Commissioners ensued, and will be continued in a subsequent meeting.

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- ii. Inquiries by residents: Short Term Occupation Rental application, and Steep Slope property sale/purchase, neighbor inquiries regarding electrical hookup the property just south of bridge on Hwy 4 at the Forest Service offices.
 - iii. Update on Village Projects
 - The Municipal office perimeter foundation construction and site work has been completed and is now waiting on placing the modular units at 25 Civic Center Lane in the Jemez Springs Community Park.
 - Status of Jemez River Walk project – No work on 2nd part of Phase 1, stone circle gathering place, until 1st part of Phase 1 has been paid. Still awaiting funds from State.
 - No Change on Dark Sky work, still awaiting MOU on pole use, then contractor will come sometime this fall to do inventory on lighting needs.
 - Regarding the 2nd appeal in front of the BIA Board of Appeals, all documents have been submitted to them, and they are waiting for a docket time to review the appeal of the Trust Land designation of land within Village limits.
 - iv. Commissioner Reports – none
 - v. Technology Update by Fred Simmank, IT Consultant to the Village of Jemez Springs
 - Website continues to be expanded and improved
 - The commission approved Fred’s recommendations of emails for commissioners, as well as using Microsoft OneDrive for Business subscription where all documents will be stored in one location, contingent upon Mike getting the Village to authorize the subscription expense of approximately \$120/yr.
 - vi. Sean will attend the November 15th meeting of Village Trustees as the P&Z Representative.
9. Ordinance Review Postponed
- a. Chapter 130 through, but no further than, 130-29
 - i. Building Height Determination supplement – Talia and Sean will review the Abousselman house for an excellent example regarding the slope calculation process.
10. Meeting adjourned at 20:59