

Community Development
Superintendent Louise Marquez

City Planner Jaime Castro

City Planner Estephania Cazale



Chairman Robert Ardivino
Commissioner Kevin Huckabee
Commissioner Cesar A. Irigoyen
Commissioner Bill Jiménez
Commissioner Jesus Soto
Commissioner Jaime Chacon
Commissioner Raul Telles

**SUNLAND PARK PLANNING AND
ZONING COMMISSION
NOTICE OF REGULAR MEETING
Regular Meeting Agenda
Thursday April 26th, 2018 - 5:30 PM
City Hall, City Council Chambers
1000 McNutt Rd.**

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

PLEDGE OF ALLEGIANCE

CONFLICT OF INTEREST

At the opening of each Planning & Zoning meeting, the chairman shall ask if any member of the commission, the Community Services Director, or any member of the city staff has any known conflict of interest with any item on the agenda.

APPROVAL OF AGENDA

PUBLIC COMMENT

Residents must sign up with the City Clerk to address the commission. Comments are limited to 3 Minutes, and there will be a maximum of 30 Minutes allowed for Public Comment.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Approval of 04/12/18 Planning and Zoning Meeting Minutes

ITEMS REMOVED FROM CONSENT AGENDA

NEW BUSINESS/RESOLUTIONS

2. Presentation for Subdivision and Zoning Ordinances review by Sites Southwest

ORDINANCES

REMARKS AND INQUIRIES BY THE COMMISSION

COMMUNITY SERVICE'S REPORT

PLEASE NOTE: If you are an individual with a disability who is in need of a reader, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Office of the City Clerk at (575) 589-7565 at least one week prior to the meeting.

POSTED: City Clerk's Office, Motor Vehicle Division, Public Health Office, Sunland Park Post Office, Sunland Park Library, Santa Teresa Post Office, Sunland Park Grocery, Mercedes Grocery and Carousel Convenience Store. Filed in the office of the City Clerk on April 26th, 2018.

Estephania Gazale

City Planner, Community Services Department

AGENDA ITEM NO. 1
CITY OF SUNLAND PARK
PLANNING AND ZONING

Meeting Date: 04/26/2018

Submitted By: Heber Perales

Subject: Approval of 04/12/18 Planning and Zoning Meeting Minutes

Background:

Recommendation: Approve

DRT Comments: N/A

Community Development
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Chairman Robert Ardivino
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**SUNLAND PARK PLANNING AND
ZONING COMMISSION
NOTICE OF REGULAR MEETING**

AMENDED AGENDA

Regular Meeting Agenda

Thursday April 12th, 2018 - 5:30 PM
City Hall, City Council Chambers
1000 McNutt Rd.

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

Chairman Robert Ardivino called meeting to order at 5:35 PM.

Present: Vice Chairman Kevin Huckabee, Commissioner Jaime Chacon, Commissioner Cesar Irigoyen, Commissioner Raul Telles, Commissioner Jesus Soto

Absent: Commissioner Bill Jimenez

Staff Present: Hector Rangel Community Services Director, Jaime Castro City Planner, Estephania Cazale City Planner, Heber Perales Deputy City Clerk

PLEDGE OF ALLEGIANCE

Chairman Robert Ardivino

CONFLICT OF INTEREST

At the opening of each Planning & Zoning meeting, the chairman shall ask if any member of the commission, the Community Services Director, or any member of the city staff has any known conflict of interest with any item on the agenda.

APPROVAL OF AGENDA

Vice Chairman Robert Ardivino made a motion to approve agenda. **Seconded** by Commissioner Jaime Chacon.

All those in favor said "aye." Motion passed unanimously.

Vote: Motion (summary: Yes 6, No 0, Abstained 0)

AYE: Vice Chairman Kevin Huckabee, Commissioner Jaime Chacon, Commissioner Cesar Irigoyen, Commissioner Raul Telles, Commissioner Jesus Soto

NAY: None

ABSENT: Commissioner Bill Jimenez

PUBLIC COMMENT

Residents must sign up with the City Clerk to address the commission. Comments are limited to 3 Minutes, and there will be a maximum of 30 Minutes allowed for Public Comment.

Ms. Maria Burciaga

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Approval of 03/22/18 Planning and Zoning Meeting Minutes

Commissioner Raul Telles made a **motion** to approve agenda. **Seconded** by Commissioner Jaime Chacon.

All those in favor said "aye." Motion passed unanimously.

Vote: Motion (summary: Yes 6, No 0, Abstained 0)

AYE: Chairman Robert Ardivino, Vice Chairman Kevin Huckabee, Commissioner Jaime Chacon, Commissioner Cesar Irigoyen, Commissioner Raul Telles, Commissioner Jesus Soto

NAY: None

ABSENT: Commissioner Bill Jimenez

ITEMS REMOVED FROM CONSENT AGENDA

NEW BUSINESS/RESOLUTIONS

2. VAR-18-03: Approval of Variance to extend lots size for Valencia Park Unit 5

Presented by Hector Rangel, Community Services Director

Commissioner Jaime Chacon made a **motion** to approve item number 2. **Seconded** by Commissioner Raul Telles.

All those in favor said "aye." Motion passed unanimously.

Vote: Motion (summary: Yes 6, No 0, Abstained 0)

AYE: Chairman Robert Ardivino, Vice Chairman Kevin Huckabee, Commissioner Jaime Chacon, Commissioner Cesar Irigoyen, Commissioner Raul Telles, Commissioner Jesus Soto

NAY: None

ABSENT: Commissioner Bill Jimenez

3. VAR-18-04: Approval of Variance to extend lots size for Valencia Park Unit 6

Presented by Hector Rangel, Community Services Director

Commissioner Jaime Chacon made a **motion** to approve item number 3. **Seconded** by Chairman Robert Ardivino.

All those in favor said "aye." Motion passed unanimously.

Vote: Motion (summary: Yes 6, No 0, Abstained 0)

AYE: Chairman Robert Ardivino, Vice Chairman Kevin Huckabee, Commissioner Jaime Chacon, Commissioner Cesar Irigoyen, Commissioner Raul Telles, Commissioner Jesus Soto

NAY: None

ABSENT: Commissioner Bill Jimenez

4. Presentation for Western Fever Village (Legacy at Cristo Rey Subdivision)

Presented by Hector Rangel, Community Services Director & Jose Gonzalez, West Retail.

5. Presentation Draft Comprehensive Plan – Sunland Park 2040

Presented by Hector Rangel, Community Services

ORDINANCES

REMARKS AND INQUIRIES BY THE COMMISSION

COMMUNITY SERVICE'S REPORT

Estephania Cazale, City Planner

Comprehensive Plan meeting will be rescheduled.

Earth Day event on Saturday April 21, 2018 at Sunland Park Sports Complex.

ADJOURNMENT

Chairman Robert Ardivino made a **motion** to adjourn meeting at 6:48 PM. **Seconded** by Commissioner Raul Telles.

All those in favor said "aye." Motion passed unanimously.

Vote: Motion (summary: Yes 6, No 0, Abstained 0)

AYE: Chairman Robert Ardivino, Vice Chairman Kevin Huckabee, Commissioner Jaime Chacon, Commissioner Cesar Irigoyen, Commissioner Raul Telles, Commissioner Jesus Soto

NAY: None

ABSENT: Commissioner Bill Jimenez

ATTEST

Heber Perales, Acting Deputy City Clerk

Chairman Robert Ardovino

AGENDA ITEM NO. 2
CITY OF SUNLAND PARK
PLANNING AND ZONING

Meeting Date: 04/26/2018

Submitted By: Phyllis Taylor

Subject:

**Presentation for Subdivision and Zoning Ordinances review by Sites
Southwest**

Background:

Recommendation: Review

DRT Comments: N/A



CITY OF
SUNLAND PARK
EXCHANGE

Sunland Park 2040

Sunland Park Subdivision and Zoning Ordinances Review

April 26th 2018 | 5:30pm-7:00pm

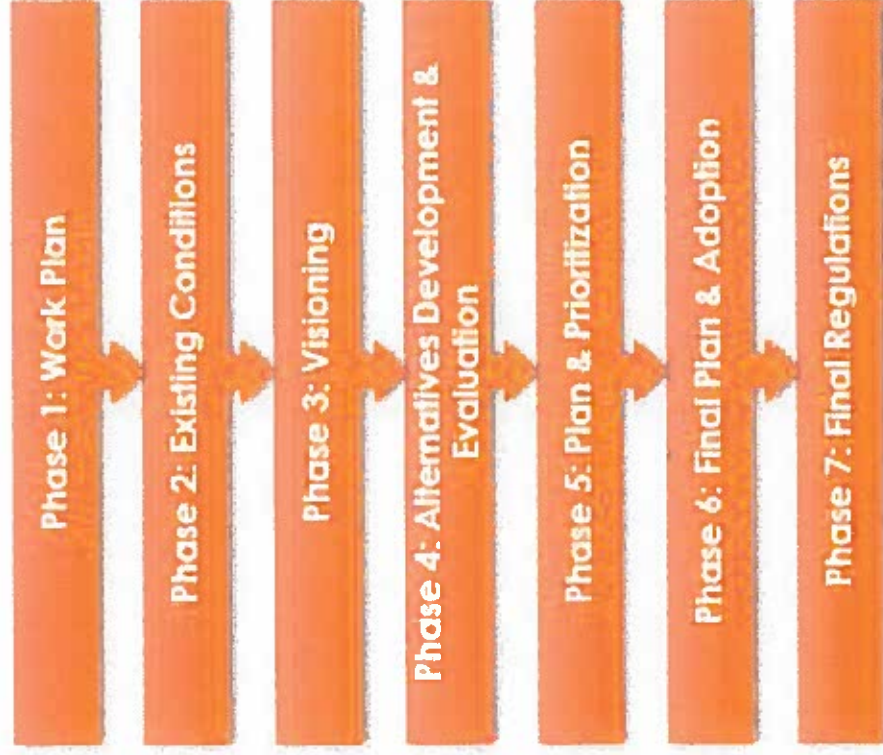


Agenda

- Ordinances and Relationship to Comprehensive Plan
- Ordinance Changes – Key Topics
- Q&A



Ordinance Revision Overview



PHASE 2:

- Assess Existing Conditions

PHASE 3:

- Stakeholder Focus Groups

PHASE 4:

- Regulatory Audit

PHASE 5:

- Coordination with Comprehensive Plan Goals and Policies
- Draft Regulations (Internal Review)

PHASE 6:

- Draft Regulations (Public Review)

PHASE 7:

- Final Regulations
- Council Adoption Hearings



Zoning and Subdivision Regulations Next Steps

STAFF REVIEW OF DRAFT REGULATIONS:

- May

STAKEHOLDER REVIEW OF DRAFT REGULATIONS:

- Late May

TENTATIVE COUNCIL HEARINGS (JUNE AND JULY):

- Final Draft Regulations



Regulatory Audit Key Topics

- Both Ordinances – general formatting and updates for consistency
- Subdivision Ordinance
 - Development Standards
 - Financial Responsibility
 - Park Dedication Requirement
 - Review Process
- Zoning Ordinance
 - New Districts
 - Landscape Standards
 - Development Review Process



Regulatory Audit – Zoning Ordinance Key Findings

- **General Comments**
 - New sections have been merged into the Zoning Ordinance over time – need to create consistency throughout
 - Consistent definitions – all definitions in one place
 - Consistent use of terms
 - Consistent information and outline for district regulations
 - **General Zoning Ordinance formatting**
 - Standardize organization of districts



Regulatory Audit - Subdivision Ordinance Key Findings

- Overall Consistency
- Clarify submittals and supporting documentation
- Development Standards
- Financial Responsibility
- Park Dedication Requirement
- Review Process



Subdivision Ordinance

- **General Provisions:**
 - Location Map and Sketch Plan reviewed by Planning Department Staff instead of the Planning and Zoning Commission – advise applicant on requirements
 - Staff review of submittals for completeness prior to accepting for hearings
 - Change terms for consistency throughout the ordinance



Subdivision Ordinance

- **Administration and Enforcement:**
 - Change alternate summary procedure to be consistent - no change for industrial lots
 - Update fees requirement to reference application form - based on the submittal plus a fee per lot, not percentage of estimated construction costs
 - Close out procedure/checklist for public infrastructure prior to filing final plat



Subdivision Ordinance

- **Development Standards:**
 - Right-of-way standards for major streets based on comprehensive plan update
 - Land dedication requirement for parks - based on comprehensive plan and what city can afford to maintain – approximately 871 sf per unit would provide 5 acres per 1,000 people
 - Reference New Mexico Standard Specifications for Public Works Construction

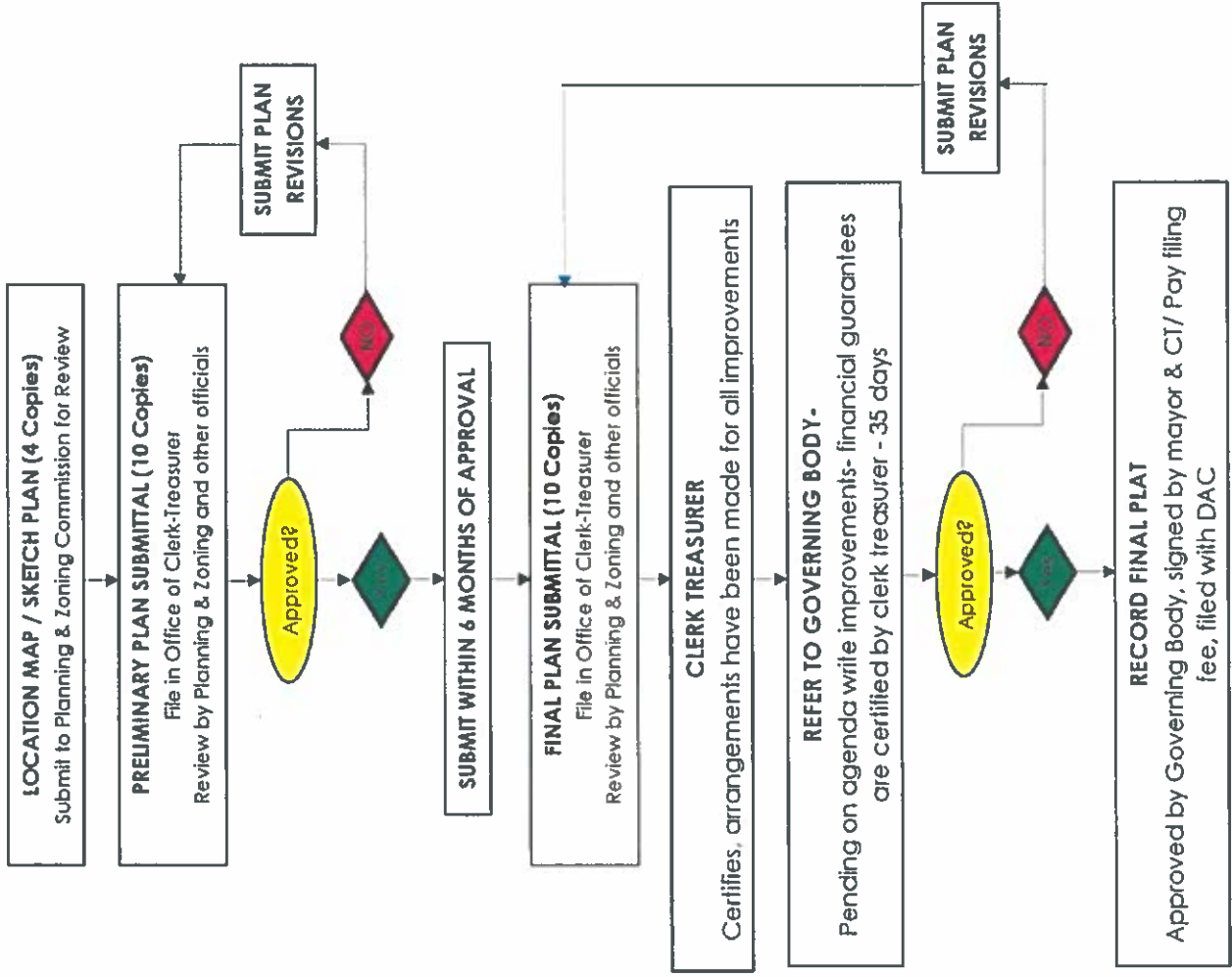


Subdivision Ordinance

- **Platting Requirements:**
 - Checklists for each stage of submittals
- **Financial Guarantees**
 - Subdivision/Infrastructure Improvement Agreement
 - Strengthen financial guarantees
- **Process**
 - Update/clarify process
- **Fees**
 - Cover cost of staff review, public notice, engineering review, construction oversight



SUBDIVISION PROCESS FLOWCHART



• Current Process

- Create similar flow chart for updated process



Zoning Ordinance

- **Definitions**
 - Compile all definitions into one section
 - Eliminate duplicates
 - Single definition for each term



Zoning Ordinance

- **Districts – Organization**
 - Purpose
 - Permissive uses
 - Conditional uses
 - Prohibited uses, if applicable
 - Area Requirements
 - Height Restrictions
 - Off-street Parking – reference parking standards
 - Landscape Requirements – reference landscaping standards
 - Signs
 - Use standard terms (purpose/intent, requirements/restrictions)



Zoning Ordinance

- **New Districts and District Changes**
 - Single Family to accommodate conventional houses on smaller lots
 - Tiny homes as a conditional use in the Mobile or Manufactured Home District with site plan
 - Mobile Home Park district to accommodate parks with lots for rent
 - Ensure that the New Urbanist District allows for uses in comprehensive plan mixed-use areas or create new mixed use district
 - Potential Master Plan section for large tracts of land
 - Add language in certain non-residential districts for medical marijuana dispensary as conditional use with location restrictions



Zoning Ordinance

- **Standards**
 - Lighting – add section for dark skies
 - Landscaping – add standards that are referenced in district descriptions
 - Signs – potentially a separate section



Mobile Home Districts

- **Goals**
 - Consistency in land use within residential subdivisions – options for residential without mobile homes
 - Standards for mobile homes placed in Sunland Park
 - Standards for mobile home parks
 - Standards for mobile home subdivisions
- **Potential solutions**
 - New single family residential district
 - New mobile home park district
 - Revisions to mobile home district

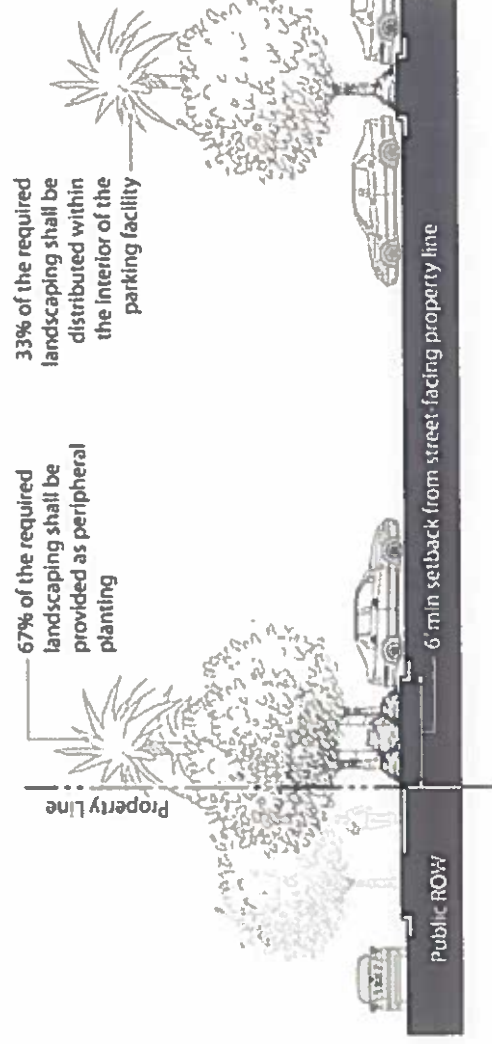
Mixed-Use District(s)

- Enable higher density mixed-use development in areas designated as activity centers
- Potential solutions
 - New mixed-use district
 - Adapt the Santa Teresa Village 1 Zone



Landscape Standards

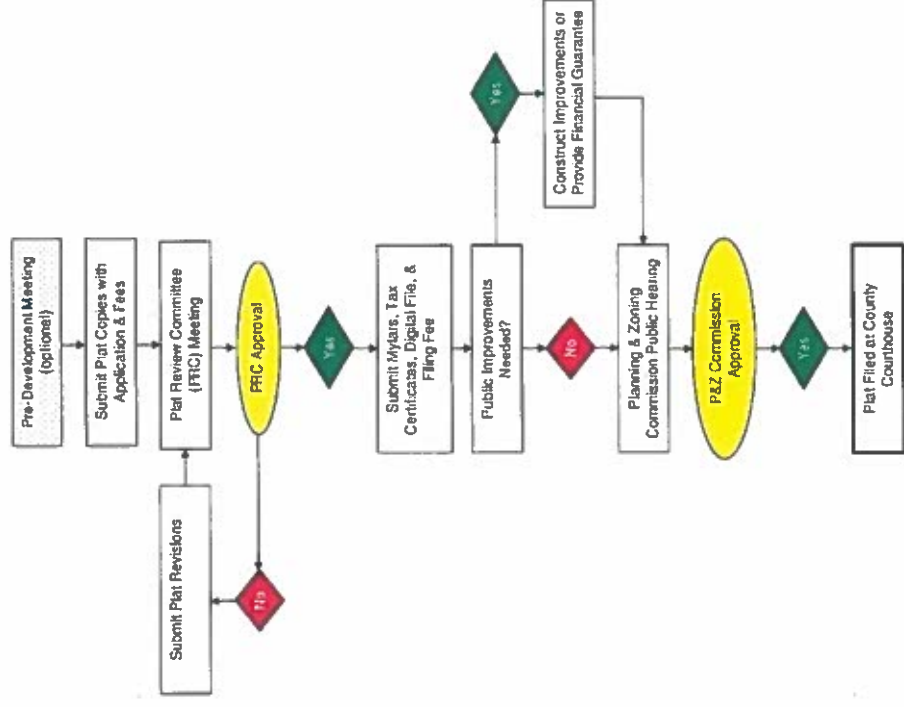
- Revise standards and requirements for consistency in all sections of the ordinance
- Separate section on landscaping standards and submittal requirements
- Reference landscaping requirements in each district



Development Review Process

- Streamline process for zoning review
- Submittal checklists
- Process flow chart and timelines

Subdivision Process Flowchart





Additional Items

- Topics that have come up but are not in scope of ordinance review and revision
- Include as implementation items in Comprehensive Plan



Annexation Process

- Annexation Ordinance
- Process for annexation of large tracts
 - Master Plan and Annexation Plat
 - Zoning
 - Major Public Infrastructure
 - Major street alignments
 - Major drainage infrastructure and utilities
 - Water rights
 - Sites for future municipal facilities – parks, public safety
 - Future school sites
- Fiscal Impact Analysis



Building Permit Process

- Division of review responsibilities between City staff and state inspectors
- Is there an interest in bringing all review in-house?



Park Development

- Who will pay for and/or build parks?
 - Local government through CIP process
 - Private developer as voluntary contribution
- Development standards
 - Criteria for land dedication – what is an acceptable park site
 - Criteria for park design, irrigation system, furnishings
 - Standards for public playgrounds – including safety audit
 - Criteria for public acceptance of a privately developed park



Affordable Housing

- Sunland Park's Affordable Housing Goals
- Multiple ways to provide affordable housing
 - A non-profit or private housing developer
 - Housing will be built by an experienced developer
 - Can be for sale or for rent
 - City of Sunland Park Housing Authority as owner/manager or non-profit partner
 - Require as part of the development process – i.e. inclusionary zoning (Santa Fe example)



Questions

