



Planning & Zoning Commission
of the
Village of Los Ranchos de Albuquerque

MINUTES
October 10, 2023

Commission:

Commissioner JT Michelson, Chair
Commissioner Mary Homan, Vice Chair
Commissioner Connie Barrow
Commissioner Shelleen Smith
Commissioner Robert Martinez

Staff:

Brennon Williams – Village Staff
Ann Simon – Village Administrator
Michelle S. Austin – Administrative Assistant
Nann Winter – Village Attorney
Kiko Jeanette – IT Specialist & Zoom Moderator

1. CALL TO ORDER

The regular meeting of the Planning & Zoning Commission was called to order at 7:00 p.m., October 10, 2023, at the Warren J. Gray Hall, by Chairman JT Michelson.

- a) Roll Call - A quorum was present.
- b) Approval of the Agenda – No changes to Agenda.

Motion: Commissioner Homan moved to approve agenda.

Second: Commissioner Barrow seconded the motion.

Vote: The motion carried unanimously (5-0) by roll call vote.

Commissioner Homan – yea
Commissioner Barrow – yea
Commissioner Smith – yea
Commissioner Martinez – yea
Commissioner Michelson – yea

2. PUBLIC COMMENT

- Camille Varoz – 427 El Paraiso Rd. NW Los Ranchos

Discussion: Thanked the Commissioners, staff and Attorney Winter for their hard work and dedication. Concerned about overflow of parking once the Village Center is complete.

3. CONSENT AGENDA

- a) Approval of the Consent Agenda – No corrections or changes
 - 1. August 8, 2023, Regular Meeting Minutes

Motion: Commissioner Barrow moved to approve the minutes of August 8, 2023 as read.

Second: Commissioner Smith seconded the motion.

1 **Vote: The motion carried (5-0) by roll call vote.**

- 2 *Commissioner Homan – yea*
- 3 *Commissioner Barrow – yea*
- 4 *Commissioner Smith – yea*
- 5 *Commissioner Martinez – yea*
- 6 *Commissioner Michelson – yea*

7
8 **4. PUBLIC HEARINGS & APPLICATIONS**

9
10 **A. V 23-06;** A request by Allen and Marsha Leatherwood for a Variance from
11 §9.2.7(E)(2)(a)2 requiring a 15’ side setback in the A-1 Zone in the Guadalupe Trail
12 Character Area. The property is zoned A-1, and is located at 1007 El Pueblo, NW,
13 Los Ranchos NM 87114. It is legally known as A certain tract of land being and
14 comprising the Easterly portion of Tract numbered Thirty-four-a-2, as shown and
15 designated on the MRGCD Property Map No. 24 Tract D lands of Leatherwood and
16 Whipple, situate within the Village of Los Ranchos de Albuquerque, and contains
17 3.0365 acres more or less.

18
19 **Mr. Williams**, having been sworn in by Attorney Winter, gave the planning report with
20 recommendation of approval with conditions.

21
22 **Speakers for the Discussion:**

23 *Shown in the order of presentation. All speakers in attendance were sworn in by Attorney*
24 *Winter.*

25
26 **SPEAKERS:**

27 Marsha Leatherwood - 1007 El Pueblo Rd.

26 **POSITION:**

27 Applicant

28
29 **Discussion:**

- 30 • Applicant felt Mr. Williams summarized the variance well.
- 31 • No questions from Commissioners.
- 32 • Floor was closed for comments.

33
34 **Commissioners’ Discussion:** None

35
36 **Motion:** Commissioner Homan moved to approve with conditions recommended by staff.

37 **Second:** Commissioner Barrow seconded the motion.

38
39 **Vote: The motion carried unanimously (5-0) by roll call vote:**

- 40
- 41 *Commissioner Homan – yea*
- 42 *Commissioner Barrow – yea*
- 43 *Commissioner Smith – yea*
- 44 *Commissioner Martinez – yea*
- 45 *Commissioner Michelson – yea*

46
47 **Chairman Michelson** stated that the public hearing on item V 23-06 a request by Allen and
48 Marsha Leatherwood for a Variance was formally closed.

1
2 **B. V.23-07;** A request by Eric Huetter for a Variance from §9.2.11(E)(2)(a)
3 requiring a 10’ side setback and 15’ rear setback in the R-3 Zone in the 4th Street
4 Character Area. The property is zoned R-3, and is located at 334 Pueblo Solano,
5 NW, Los Ranchos NM 87107. It is legally known as Lot numbered Thirty-six of
6 the VALRICA ADDITION, a subdivision of a tract of land in School District
7 Number 22, Bernalillo County, New Mexico, as the same is shown and
8 designated on the map of said addition filed in the office of the County Clerk of
9 Bernalillo County, New Mexico on January 19, 1946

10
11 **Mr. Williams** gave the planning report with recommendation for denial.

12
13 **Speakers for the Discussion:**

14 *Shown in the order of presentation. All speakers in attendance were sworn in by Attorney*
15 *Winter.*

16
17 **SPEAKER:**

18 Eric Huetter – 334 Pueblo Solano

17 **POSITION:**

18 Applicant

19
20 **Discussion:**

- 21 • **Applicant:** Presented commissioners with handouts and set up a visual presentation.
22 Survey company hired to stake property lines and is waiting for official survey. No
23 longer requesting a variance for side setback as the garage was modified to fall within
24 the required side setback. Back SE corner of building estimated to be only 13” – 15”
25 into setback after modifications.
- 26 • **Commissioners** presented questions regarding utility easement; why not move garage
27 forward to accommodate back setback; with new information presented will this
28 change recommendation for approval?
- 29 • **Applicant** responded to comments heard. If garage is moved forward, there would be
30 loss of vegetation (grass and tree limbs). Mr. Williams confirmed the variance will still
31 be denied as the garage is not in conformance with the Village setback code.
- 32 • Floor was closed for comments.

33
34 **Motion:** Commissioner Barrow moved to approve.

35 **Second:** Commissioner Michelson seconded the motion.

36
37 **Discussion on the Motion:** Commissioners discussed how they would each be inclined to vote
38 and provided reasoning behind their positions. Commissioner Homan and Martinez struggled
39 with the motion.

40
41 **Motion Amended:** Commissioner Barrow moved to approve with following conditions:
42 Applicant will provide Planning and Zoning an updated site plan, survey showing new setbacks
43 and dimensions of garage in 30 days.

44
45 **Vote: The motion carried to approve (5-0) by roll call vote:**

46
47 *Commissioner Homan – yea*

48 *Commissioner Barrow – yea*

1 *Commissioner Smith – yea*
2 *Commissioner Martinez – yea*
3 *Commissioner Michelson – yea*
4

5 **Chairman Michelson** stated that the public hearing on **V.23-07**; A request by Eric Huetter for a
6 Variance is formally closed.
7

8 **5. OLD BUSINESS**

9 *There was no Old Business*

10
11 **6. NEW BUSINESS**

12
13 1. Commissioner Resignations

- 14 a. Karen Christensen
15 b. Dan Gay
16

17 **7. REPORTS**

18 There was no Department Report.
19

20 **8. COMMISSIONERS' INFORMAL DISCUSSION**

- 21 • Commissioners held a brief informal discussion.
22

23 **9. ADJOURNMENT**

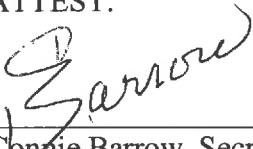
24 **Motion:** Commissioner Homan moved to adjourn the meeting.
25

26 **Chairman Michelson adjourned the meeting at 7:40 pm**
27

28
29 **Approval of the October 10, 2023 Minutes**

30
31 These minutes have been **APPROVED** by the Planning & Zoning Commission of the
32 Village of Los Ranchos de Albuquerque this 18th day of January, 2024
33

34 ATTEST:

35 
36 _____
37
38 Connie Barrow, Secretary
39 Planning & Zoning Commission