MINUTES OF THE REGULAR MEETING OF THE

City of Carlsbad
Planning & Zoning Commission

February 4, 2013 at 5:00 p.m.

Held in the Municipal Building
Planning Room

CITY OF CARLSBAD
CARLSBAD, NEW MEXICO

PLANNING & ZONING COMMISSION AGENDA

(Regular Meeting)

Monday, February 4, 2013 at 5:00 P.M.
Municipal Building (101 N. Halagueno Street)
Planning Room

1. Roll Call.
2. Approval of Agenda.
3. Approval of Minutes from the Regular Meeting held January 7, 2013.
4. Set schedule for regular meetings to be held in 2013.
5. Consider request for Temporary Use Permit to allow for the temporary parking of recreational vehicles at 708 West Fox Street, pursuant to Code of Ordinances section 56-80, Zoned C-2.
6. Report regarding plats approved through Summary Review process.
7. Adjourn.

If you require hearing interpreters, language interpreters, auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's offices at (575) 887-1191 at least 48 hours prior to the scheduled meeting.

MINUTES OF A REGULAR MEETING OF THE CITY OF CARLSBAD PLANNING & ZONING COMMISSION HELD IN THE MUNICIPAL BUILDING 101 N. HALAGUENO STREET IN THE PLANNING ROOM FEBRUARY 4, 2013 AT 5:00 P.M.

MEMBERS PRESENT:	**JAMES KNOTT**	**CHAIRPERSON**
	JAMES MCCORMICK	**COMMISSIONER**
	WANDA DURHAM	**COMMISSIONER**
	RICHARD HERNANDEZ	**SECRETARY**
MEMBERS ABSENT:	**NONE**	
VACANT POSITIONS:	**ONE**	
STAFF PRESENT:	**STEPHANIE SHUMSKY**	**PLANNING DIRECTOR**
	JENNIFER CAMPOS	**SECRETARY**
OTHERS PRESENTS:	**JIM RUNKLE**	**416 CIMMARON TRAIL**

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:00 **Call Meeting to Order**

0:00:00 **Start Recording [4:59:47 PM]**

0:00:07 **1. Roll Call** – Ms. Shumsky mentioned that Mike Welch resigned from the Commission as of January 22, 2013.

0:00:34 **2. Approval of Agenda**

Motion made by **Mr. McCormick** and seconded by **Mr. Hernandez** for approval of agenda. The vote was as follows: **Yes –Mr. Hernandez, Mr. Knott, Ms. Durham, and Mr. McCormick**; No – None; Absent – None; Abstained – None. The motion carried.

0:01:03 **3. Approval of Minutes from the Regular Meeting held January 7, 2013**

Motion made by **Mr. Hernandez** and seconded by **Mr. McCormick** approval of minutes from the regular meeting held January 7, 2013. The vote was as follows: **Yes –Mr. Hernandez, Mr. Knott, and Mr. McCormick**; No – None; Absent – None; Abstained – **Ms. Durham**. The motion carried.

0:02:02 **4. Set schedule for regular meetings to be held in 2013**

Ms. Shumsky said that the City Administration has requested that all boards, commissions and committees set their regular meetings for the year, preferably at the beginning of each calendar year. She added if anyone has any questions regarding the time, date, and location it needs to be addressed. **Mr. Knott** asked for the time line in preparing any recommendations to the City Council. **Ms. Shumsky** said it takes a couple of weeks to prepare the documents and submit them to be on the agenda for City Council.

Motion made by **Mr. McCormick** and seconded by **Mr. Hernandez** to set schedule for regular meetings to be held on the first Monday of every month at 5:00 p.m. at City Hall in the Planning Room. The vote was as follows: **Yes –Mr. Hernandez, Mr. Knott, Ms. Durham, and Mr. McCormick**; No – None; Absent – None; Abstained – None. The motion carried.

0:05:22 **5. Consider request for Temporary Use Permit to allow for the temporary parking of recreational vehicles at 708 West Fox Street, pursuant to Code of Ordinances Section 56-80, Zoned C-2**

Ms. Shumsky said this temporary use permit is to allow temporary parking for up to twenty self contained motor homes for no more than thirty days at Fox and Lake Church of Christ located at 708 W. Fox Street. **Ms. Shumsky** said she can usually approve temporary uses up to thirty days but in this case the proposed use is not included in those she can approve, therefore the Board's approval is required. She explained that the church is doing a mission project and people will be coming from out of town and staying in their motor homes. She explained if they need to use the convenience station for sanitation, the Public Works Interim Director commented that it would be fine. She added that in the packet there is an explanation of the request including a site plan and as long as they comply with the requirements and recommended conditions of approval the impact should be minimal.

Mr. Knott mentioned he was a little confused by the site plan, it appears to him it would be on Mermod Street. **Ms. Shumsky** said the Church is on Fox Street, but the parking lot is on Mermod Street, the subject site is between Fox and Mermod Streets.

Mr. Runkle said he is an elder at Fox and Lake Church of Christ. He explained that Fox and Lake Church owns the parking lot on the corner of Mermod Street and Lake Street, and also the parking lot across from the Church, which they will not be using at this time. He explained that the project is a Campaign for Christ and different groups are coming from all over the United States. He added that the Church will be giving out free groceries and making people more aware that there is a Christ. **Ms. Durham** asked if the people will be going out into the community. **Mr. Runkle** said yes. **Mr. Knott** asked if he was aware of the conditions that were recommended by staff. **Mr. Runkle** said yes, the conditions are fine and that the motor homes are self contained and they will be contracting with a local company to pump the tanks once or twice a week.

Motion made by **Mr. McCormick** and seconded by **Ms. Durham** to allow for the temporary parking of up to 20 recreational vehicles at 708 West Fox Street for up to 30 days. The vote was as follows: **Yes –Mr. Hernandez, Mr. Knott, Ms. Durham, and Mr. McCormick**; No – None; Absent – None; Abstained – None. The motion carried.

0:15:15 **6. Report regarding plats approved through Summary Review process**

Ms. Shumsky said there are no summary plats to review at this time.

Ms. Shumsky said that at the next meeting all board members will receive handbooks that contain information about state and local regulations related to the board and meetings.

0:32:05 **7. Adjourn**

0:32:10 **Stop Recording [5:31:58 PM]**

There being no further business, the meeting was adjourned at 5:31 p.m.

Chairman

3-4-13
Date

ATTEST:

Annette Barrier
City Clerk

3-5-13
Date