

Planning & Zoning Commission Meeting
Thursday, January 12, 2012 – 6:00 pm
City Council Chambers, City Hall
405 N. Paseo de Oñate, Española, NM

I. Call to Order:

The meeting was called to order by Chairman Erle Wright at 6:03 pm with the following in attendance:

Commissioners: Erle Wright, Chairman
Richard Beaudoin
Amrit Khalsa
Anissa Martinez

Staff: Russell Naranjo, Planning Director
Larry Valdez, Planning Tech
Desirae Medina, Addressor/GIS Tech

Commissioner
Absent: Sunee Sandoval

Others: See Attached Sign in Sheet

II. Pledge of Allegiance:

Chairman Wright led the Pledge of Allegiance.

III. Approval of Agenda:

Chairman Wright asked if there were any amendments to the agenda.

Planning Director, Russell Naranjo, informed the commission that under *Items for Consideration*, the variance request from Felipe Zavala and the rezone request from Leroy A. and Josephine D. Baros would be postponed until next month's meeting on February 9, 2012.

No additional changes were made.

Commissioner Khalsa moved to approve the agenda as amended.

Commissioner Martinez seconded the motion.

Motion Carried 4-0 vote.

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Public Concerns
- V. Items for Consideration:

Removed from agenda

1. **Variance Request.** Felipe Zavala, property owner, is requesting a variance on side setbacks, for the placement of a manufactured home, on a legal nonconforming lot of record. The property is located at 733 State road 76 and is zoned R-1, rural Residential District.
2. **Rezone Request.** Leroy A. Baros and Josephine D. Baros, property owners, are requesting to rezone approximately .316 acres from B-2, General Commercial District to R-1, Rural Residential District. The property is located at 424 Corlett Road and is zoned B-2, General Commercial District.
3. **Historic Review.** Lorn Tyrk, representative and professional architect for Santa Cruz de la Cañada Catholic Church, is requesting a historic review for renovations and repairs to the existing church

and property. The property is located at 126 S. McCurdy Road and is within the Santa Cruz Plaza Historic District.

- VI. Approval of Minutes: December 8, 21011
- VII. Matters from the Planning Commission
- VIII. Matters from the Planning Staff
- IX. Adjournment

IV. Public Concerns:

Chairman Wright asked if anyone had public concerns.

Laurie Koontz stated that she is currently a Planning and Zoning Commissioner; however, she is now running for Municipal Judge and therefore, will be stepping down to concentrate on her campaign. She presented her letter of resignation (*letter was taken into record*) and asked that someone else be appointed in her place. Ms. Koontz concluded that she was thankful for the opportunity to serve with her fellow commissioners.

Mr. Naranjo stated he would pass the letter on to the Mayor and thanked her for her time served.

V. Items for Consideration:

- Removed from agenda
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 3. *Historic Review. Lorn Tyrk, representative and professional architect for Santa Cruz de la Cañada Catholic Church, is requesting a historic review for renovations and repairs to the existing church and property. The property is located at 126 S. McCurdy Road and is within the Santa Cruz Plaza Historic District.*

Mr. Valdez read the staff as follows:

Historic Review: Lorn Tryk, representative and professional architect for Santa Cruz de la Canada Catholic Church, is requesting a historic review for renovations and repairs to the existing church and property. The property is located at 126 S. McCurdy Road and is within the Santa Cruz Plaza Historic District.

Recommendations:

This request for Historic Review was presented to the Development Review Committee at a regularly scheduled meeting. During this meeting it was stated that the request was for exterior repairs and renovations only and did not include utilities. Discussion was not held; therefore recommendations from this Committee are not included.

Executive Summary:

*In accordance with the City of Española, Municipal Ordinance, No. 313 Article XX, Section 3.6, **Preservation of traditional visual character** the applicants shall comply with the following:*

3.6.1 Review and approval of proposed work within this district.

At the time application is made to the city for a permit for construction, alteration or demolition, the application shall be accompanied by such drawings, specifications and descriptions as may be required to determine the characteristics of the proposed project. The city zoning administrator shall notify the Espanola Planning Commission of each application received for work within the Santa Cruz Historic District and shall not approve the issuance of a building permit until approval by the commission.

3.6.2 Criteria for decisions.

It is the intention of this ordinance to preserve the traditional character of Santa Cruz. Character shall be evaluated in planning terms of scale, relationship of open spaces to buildings, color, material types and in general those elements affecting the visual quality of the community.

Summary:

Santa Cruz de la Canada Catholic Church, located at 126 S. McCurdy Road, within the Santa Cruz Plaza Historical District, is considered to be the biggest and best mission church in New Mexico. Built in 1773 or not long after, the church is by far, one of northern New Mexico's most significant, cultural and historical structures.

In early November 2011, the office of the Building Official received a set of plans detailing the proposed renovations and exterior repairs to the Santa Cruz de la Canada Parish. The plans were then turned over to the Planning Department for review against zoning requirements where it was then determined that they would require approval by the Department of Cultural Affairs and Historic Preservation Division.

Following approval by the Division, the project was then allowed to apply for Historical Review. Since the requirements for advertisement would not be met for the December, Planning and Zoning meeting, the applicant requested of the Department, approval to allow the renovations to occur in phases. Reason being, the interior renovations were scheduled to be completed before the commencement of Holy Week.

As stated in the letter by the coordinator of the State and National Registrar, "listing in the State Registrar and the National Registrar does not restrict the private use of the property by the owner or the property owner's ability to sell, transfer or develop the property, as they may consider appropriate". Following a meeting with the architect and contractor to discuss the details of the interior renovation, Building Permit 11-154 was issued for Phase I interior renovations on December, 12, 2011.

Phase II renovations will detail the exterior items regarding drainage, sidewalks, moisture in the west facing walls and re-grading of the existing vacant lot for additional parking. If you recall, a similar review was conducted in July 2008, for the demolition of a home on this lot to provide for future parking lot expansion. It should be noted, the proposal regarding parking on the existing vacant lot does not include paving.

Conditions of Approval:

1. *Parking and landscaping plan must be submitted and approved.*

Comments:

At this time staff has not received any comments from adjoining property owners or neighborhood groups.

Exhibits:

1. *Construction plans of proposed renovations.*
2. *Aerial photos of project location.*
3. *Article XX, Section 3.6 of the Espanola Municipal Code*
4. *Letter from Department of Cultural Affairs*
5. *Letter from Lorn Tryk, Architect*
6. *Copy of Building Permit 11-154*

Chairman Wright asked if there were any questions for staff.

Lorn Tryk, architect representing the Santa Cruz de la Cañada Catholic Church, presented an overview of their proposal for renovating and repairing the existing church and property. Mr. Tryk stated that they planned on repairing the choir loft to include placing the existing pickets closer together, structurally strengthening the loft with new posts, and adjusting the height of the guardrail; the removal and replacement of the concrete pavers that current slope down toward the doors; the installation of a larger trench drain at the front entrance; the addition of a gutter to the east side of the chapel; the placement of a new sidewalk along the plaza; the removal of the concrete collar that is trapping moisture at the west exterior wall; and the installation of a parking lot on the vacant lot, south of the chapel, with a detention pond.

Mr. Tryk stated that at this time the parking lot will be partially paved because there are plans to build a rectory on the lot as well; therefore, they are proposing base course until a decision about the construction of a rectory is made. He added that they will be treating the four (4) stained glass windows and removing insect screens on the exterior, which are not waterproof, and are subject to leaking; the screens will be replaced with storm panels. He concluded that the north and south chapel windows are out of character and they planned on replacing them with stained glass windows that would be similar to the existing design.

Chairman Wright asked if there were questions for the applicant.

Commissioner Beaudoin questioned if the anchoring of the new posts would be into the structure's cross beams or the floor.

Mr. Tyrk answered that it would be anchored to the floor.

Commissioner Beaudoin asked if the grading was going to change and questioned where the drain exited.

Mr. Tyrk stated that there is a drop on the south side of the church into a dry well and it is hooked into that system.

Commissioner Beaudoin asked if the drainage went through the playground and where it exited.

Mr. Tyrk stated that it did not go through the playground, but believed it went to the north of the playground.

Commissioner Beaudoin asked if there was a capacity limit.

Mr. Tyrk answered that it has never overtopped, but they were not increasing the amount, but rather controlling it.

Commissioner Beaudoin asked if the soil was typed and what was the outcome.

Mr. Tyrk stated that a soil report was conducted and it is not expansive soil.

Chairman Wright questioned what type of foundation they had, and he was assuming it was rubble.

Mr. Tyrk stated that old buildings, such as these, typically have no foundation or rubble and it is usually quiet shallow and loosely filled.

Commissioner Beaudoin asked if there was a reason the proposed sidewalks were only going to be five (5) feet.

Mr. Tyrk replied that there was no reason and it was just what the parish requested, but they could easily be wider.

Chairman Wright asked if there were further questions from the commissioners.

None were made; therefore, public hearing was opened at 6:34 pm.

Leonel Gallegos, Santa Cruz resident, stated that he had some questions and water concerns. He stated when he moved to the area in 1951 and he noticed that the church had no trees and later learned that there were no trees because of the moisture they contribute. He stated that when he built an addition to his home, he was advised by his contractor, not to plant anything within two (2) feet from the footing because of the moisture and he is now concerned that there are trees on both sides of the chapel. He stated that for 10-15 years there were no cracks up until the trees existed, and they were planted without permission. He stated that it was a big problem and someone needed to get a chainsaw and take care of those trees. He added that in his opinion the tower fell because of the trees in the front that slope naturally and just getting 3-4 rows of adobe wet made it come down. He concluded that he was a concerned parishioner and they get enough pressure moisture from the rain without adding from artificial sources that take away from the historical significance.

Paul Redman, concerned parishioner, stated that he wished the commission would consider allowing only a portion of the parking lot to be paved at this point. He stated that they are planning to build a rectory on the vacant lot and once it is completed they can pave it entirely, but he hoped they would consider the partial pavement and spare them the cost until the rectory is built.

Chairman Wright closed the public hearing at 6:39 pm.

Chairman Wright stated that in regards to Mr. Gallegos concern, vegetation also has a history of taking water out as well, and concluded that the trees were getting large and may need to be thinned out at some point.

Mr. Tryk added that the present Pastor believes that the Austin Pines are taking water out of the area; however, he did inform him on the dangers of overwatering.

Chairman Wright stated that looking at the master plan, the rectory will be relocated to the vacant lot, but he wondered if there has been any discussion on the restoration to other structures.

Mr. Tryk stated that the original plans are to tear down the rectory and build a new one, but he did point out to the Pastor that part of the rectory is historical and worth saving. The Historic Division did, however, state that they would approve its demolition if the parish wishes, but currently there is controversy on whether it is worth saving. He concluded that if they decided to demolish it, they would return to the commission.

Chairman Wright asked if the exiting rectory is frame.

Mr. Gallegos stated the lower floor is adobe and upper is frame.

Chairman Wright asked where the Santa Cruz Historical Boundary extended and noted that national report states it is 50 acres. He added that it was sad to see the old building demolished, and did not want Phase II renovations to have a negative impact on the historic area.

Mr. Naranjo stated that as the boundary exists today, the northern boundary is at Church Street.

Commissioner Beaudoin asked if the removal of the concrete to the east was also to facilitate drainage.

Mr. Tryk answered, "No, only to dry the walls."

Commissioner Beaudoin asked if they were creating a dry buffer to drain quickly.

Mr. Tryk stated "Yes," they want to get it down and away. He added that the brick slopes away from the church towards the proposed trench drain, which is currently too small at 4x4, but it is proposed at 4x12.

Commissioner Khalsa asked what motion was being looked at.

Mr. Naranjo answered to approve, approve with conditions or deny the proposed interior remodels and exterior renovations, and the utilization of the vacant lot for parking with minimal asphalt until the future construction of a rectory, with the knowledge that if construction advances it would need to come before the commission for a full architectural and commercial site plan review to include landscaping, parking and egress/ingress.

Chairman Wright stated that the lot does need to be addressed as well as the drainage that comes out of it. He stated that it also needed to be graded and have a retention pond.

Mr. Naranjo recommended taking it in phases. He stated the first phase would be the interior and then you could move on to the exterior, which would include the plaster and collar, then the site and its parking. He concluded that it might be easier to look at it from that stand point.

Commissioner Khalsa made a motion to approve items 1-5 of the project description listed as follows: the repair of the choir loft guardrail to meet current building code requirements, the installation of a new trench drain at the main entrance, the removal of concrete sub-slab and the re-installation of brick pavers on main entrance's walkway, the removal of paving adjacent to the west exterior wall of the north chapel, and the installation of a new concrete sidewalk along the front of the church, along McCurdy Road.

Commissioner Beaudoin stated that in addition he would like to add items 7 and 8: removal of insect screens and installation of new transparent storm panels; and the replacement of existing deteriorated non-historic windows in north and south chapels with stained glass windows.

Commissioner Khalsa accepted the additions and amended his motion to approve project descriptions 1-5 as well as 7 and 8.

Commissioner Beaudoin seconded the motion.

Commissioner Martinez stated that the provided information did not include a landscaping plan.

Commissioner Khalsa stated that landscaping was not included in the motion.

Chairman Wright stated that the landscaping was related to the parking.

Commissioner Martinez replied that she was thinking about the trees there now and if there were any more proposed.

Chairman Wright stated that they were looking at an overall historic review and its impacts on the plaza. He stated that the motion before them was to approve items 1-5, 7 and 8 of the project description and deal with the overall plan in the next motion.

There was no further discussion; therefore, the motion to approve items 1-5, 7 and 8 of the project description was carried with a 4-0 vote.

Chairman Wright stated that item six (6) of the project description and landscaping would now be addressed.

Mr. Tryk stated that he had indicated locations of proposed landscaping on the parking plan; however, did not include a landscaping detail, but they were looking at two and a half foot shade trees such as an Ash Pine. He concluded that they would not be proposing any landscaping close to the church.

Commissioner Khalsa asked what the church's feelings about the Ash Pines were.

Mr. Tryk stated that they were 6-8 feet on the south side, but the ones on the cemetery were taller, but not close to the church.

Commissioner Khalsa stated that they are not a problem now; however, in ten (10) years they could be problematic.

Commissioner Beaudoin stated that he would like to know if the architect or committee could map the drainage on the south side of the building so there would be some sort of record. He stated that if there was a record of the drainage and landscaping, future pastors could have written direction on the problem and a solution.

Mr. Tryk stated that it would be possible: Mr. Willie Atencio was there and described it to them, so they can put together a pretty accurate design of the system.

Commissioner Beaudoin suggested consulting an arborist to see how invasive these trees will be.

Commissioner Khalsa stated that an arborist consultant seems to be an addition for the next review and should not hold up for the parking area.

Chairman Wright stated that he did not see trees indicated on the drainage plan.

Commissioner Beaudoin recommended buffering the holding pond.

Mr. Naranjo stated that the Master Plans submitted did reflect tree proposals, but they were not shown on their provided plans, but the Master Plan will be provided momentarily.

Chairman Wright asked if there was intention of a buffer around the retention pond, and he was concerned that it was up against the highway.

Mr. Tryk replied that he did not show planting in their plans, but he did show it around the pond in the Master Plan.

Planning staff provided the Master Plan.

Mr. Tryk stated that if they looked around the parking lot and highway, there are trees that wrap around the south side of the pond. The trees are to visually buffer and also to soak up some of the ground.

Commissioner Martinez asked if the parking lot would be lighted and if there would be security of any sort.

Mr. Tryk answered that they are trying to do as little as possible at this time until they have final plans on the rectory.

Commissioner Khalsa asked if there was a timeline for future projects.

Mr. Tryk stated that they have some funds available and estimated that they were about two (2) years away.

Commissioner Khalsa stated that runoff to State Road 76 is a potential problem.

Mr. Tryk stated that the intention of the code is to not have any greater run off than what there is today. He added that he and a neighbor have discussed it and the runoff does go into a storm drain.

Chairman Wright stated that code calls for 100 percent detention.

Mr. Tryk stated that detention is holding for no more than 24 hours and releasing; however, retention is holding for longer periods of time and they are retaining on a low line area.

Chairman Wright expressed that his concern was that in the two (2) times they have dealt with work in this area, the work proceeded the hearing, and he wanted to make sure that it all came forward in a good and timely matter.

Commissioner Beaudoin asked if there was a timeline for Item 6 in terms of paving.

Mr. Tryk replied that asphalt paving is Phase II and they are proposing to complete it before holy week.

Chairman Wright stated that he was concerned with the pathway from the east to the existing parking, and stated that it should be paved to be suitable for handicapped parking. He concluded that the danger of possibly extending the width of the sidewalk would mean taking away from handicapped parking.

Mr. Naranjo stated that they are not looking at a variance requirement, and due to the uncertainty of where the rectory will be placed, they are proposing paving a portion and the other portion is up in the air; however, they are not asking to wave the parking, but if the rectory is not completed in 4-5 years then the entire parking needs to be paved.

Commissioner Beaudoin asked if there needed to be a time limit on the paving of the parking lot.

Chairman Wright asked what the parking requirements are.

Mr. Naranjo stated that a parking lot must be paved; however, not the overflow.

Commissioner Khalsa recommended stipulating a review in a year to track the project's progress.

Chairman Wright asked if an informal review, not to approve anything, but more of a "Where are you with those plans" type of thing with no fees, no action, or recommendations would be appropriate.

Mr. Naranjo stated that it could be difficult because what is currently utilized as parking may not even belong to the church and none of it is paved.

Commissioner Khalsa stated that the triangle belongs to Santa Clara.

Mr. Naranjo asked if there was a timeline that they would like to look at.

Mr. Tryk stated that they were on the right track to postpone some of the requirements for a two (2) year frame, and if they were not ready, they would still be required to hear requirements and informal recommendations. He stated that they would like to keep it to a minimum right now, and agreed that people park where it is more convenient.

Chairman Wright stressed that the lot did need to be graded and the drainage resolved, and should be resolved if the rectory takes longer than a couple of years. He stated that maintenance of the parking needs to be done and some softening of the vacant lot with landscaping, which will allow for vegetation to mature before the rectory is constructed. He concluded that he was fine with the temporary base course, detention pond, drainage towards the highway and landscaping.

Commissioner Khalsa made a motion to approve paved parking south of the church, landscaping and the temporary use of base course as pavement.

Commissioner Martinez seconded the motion.

Commissioner Beaudoin stated that he would like to include a condition of approval that the paving of the parking lot be reviewed in two (2) years.

Commissioner Martinez asked if the parking would be re-evaluated with the proposed construction of the rectory.

Commissioner Khalsa stated either it would be addressed at the proposal of the rectory or they would be provided an update at the two (2) year deadline.

Commissioner Khalsa amended his motion to approve the installation of a parking lot on south vacant lot, temporarily surfaced with base course and detention pond grading towards the retention. It was included that when the applicant returns in two (2) years for a review they shall complete the master plan with landscaping plan and map of the underground drainage.

Commissioner Beaudoin seconded the motion.

The motion carried 4-0 vote.

VI. Approval of Minutes, December 8, 2011:

Commissioner Martinez motioned to approve the minutes without change.

Commissioner Beaudoin seconded the motion.

The motion carried 4-0 vote.

VII. Matters from the Planning Commission:

Chairman Wright stated that elections would now be held for Chair and Vice Chair.

Commissioner Beaudoin nominated Chairman Wright for Chair and Commissioner Martinez for Vice Chair.

Commissioner Khalsa seconded his nomination.

Chairman Wright stated that he was willing to continue, but he was also willing to step down if someone else wanted to step up. He also mentioned that the code is clear that the positions should change out.

Commissioner Khalsa stated that when they are a full body they could re-visit elections; however, they were short on commissioners at the moment.

Commissioner Beaudoin suggested that Commissioner Martinez and Chairman Wright switch positions to meet code; however, it was up to Commissioner Martinez if she wanted to take on the role.

Chairman Wright stated that the purpose of rotation was to allow other commissioners to build experience; therefore, he was nominating Commissioner Martinez for Chair.

Commissioner Martinez said she would do whatever was the pleasure of the commission.

Secret ballots were placed with Mr. Naranjo and Mr. Valdez.

Mr. Naranjo announced that Commissioner Martinez is the new Chair and Commissioner Wright is now the Vice Chair.

Commissioner Khalsa stated that the minutes have been like a transcript and included "chatter," he requested that they be more condensed and not verbatim. He added that the City Attorney once informed that "chatter" was not part of the minutes and they were to be condensed.

Commissioner Beaudoin agreed with Commissioner Khalsa, and suggested amending the "chatter" upon approval of the minutes.

Commissioner Martinez stated that she would work with planning staff to condense minutes ahead of time. She included that the DRT minutes have been good; however the December 21st meeting had little attendance, but she understood that it was due to the holidays. Commissioner Martinez pointed out that the City's website needs to be updated with the recent Planning & Zoning Commission minutes.

Mr. Naranjo stated that he would work on getting it updated.

Chairman Wright stated that he had concerns with the punch pass for the City dump. He displayed that for the year 2012 only four (4) punches were allowed and it may have an impact on code enforcement. He informed that county residents have 16 punches and he was planning on bringing up the issue before the city council in January's meeting.

VIII. Matters from the Planning Staff:

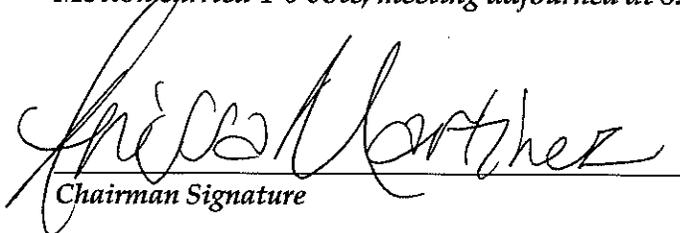
Mr. Naranjo stated that he would work on updating the City website with the minutes and would also like to include a picture of the commission along with a short biography of each commissioner. He asked if that could be provided by next month's meeting so it could be erected on the website. Mr. Naranjo informed the commission that the planning department has several items on the agenda for January's city council meeting which include cases that have already been heard by the commission, such the re-zone for Mrs. Valencia, the Crisis Center of Northern New Mexico and Phil Chacon. He concluded that a few more commissioners were needed and he would approach the Mayor; however, appointments may not be made until after the March election.

IX. Adjournment:

Chairman Wright moved to adjourn the meeting.

Commissioner Martinez seconded the motion.

Motion carried 4-0 vote, meeting adjourned at 8:09 pm.


Chairman Signature


Date


Secretary Signature


Date