



Agenda

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PLANNING COMMISSION STUDY SESSION MEETING ORIENTATION FOR NEW COMMISSIONERS

**JULY 12, 2007 – 6:00 P.M.
CITY COUNCIL CHAMBERS**

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

D. ELECTION OF OFFICERS

1. Chair
2. Vice-Chair
3. Secretary
4. Summary Committee (Three members, including committee chair and secretary)

E. STUDY ITEMS – Commissioner Orientation

1. Introductions – John B. Hiatt, Acting Planning and Land Use Director; Greg Smith, Current Planning Division Director; Reed Liming, Long Range Planning Division Director; Wendy Blackwell, Engineering Development Review Division Director; and other staff.
2. Major Planning Policy Initiatives 2007-2008 – John B. Hiatt, Acting Planning and Land Use Director
3. Legal Issues - Anne Lovely, Assistant City Attorney. Conflicts of interest, ex parte communications, quasi-judicial vs. legislative actions, finding of fact and conclusion of law and others matters.
4. Commission Procedures - Development Review and Legal staff. Meeting schedules, Roberts Rules of Order, agenda packet distribution, staff liaisons.
5. Santa Fe Homes Program – Kathy McCormick, Affordable Housing Office Director.
6. Long-Range Planning Programs – Reed Liming, Long Range Planning Division Director. The General Plan document and implementation process, on-going planning projects.

7. Development Review Process – Greg Smith, Current Planning Division Director. City development laws and policies, Commissioners' roles and viewpoints.

E. ADJOURNMENT

NOTES:

- 1) Procedures in front of the Planning Commission are governed by Roberts Rules of Order. Postponed cases are postponed 1) to a specific date, or 2) indefinitely until specific conditions have been resolved, or 3) to a specific date with the provisions that specific conditions be resolved prior to that date. Postponed cases can be removed from the postpone by a motion and vote of the Planning Commission
- 2) Due to time constraints not all issues may be heard and may be rescheduled to the next scheduled Planning Commission meeting. This agenda is subject to change at the discretion of the Planning Commission.
- 3) New Mexico law requires the following administrative procedures to be followed by zoning boards conducting "quasi-judicial" hearings. By law, any contact of Planning Commission members by applicants, interested parties or the general public concerning any development review application pending before the Commission, except by public testimony at Planning Commission meetings, is generally prohibited. In "quasi-judicial" hearings before zoning boards, all witnesses must be sworn in, under oath, prior to testimony and be subject to cross examination. Witnesses have the right to have an attorney present at the hearing. The zoning board will, in its discretion, grant or deny requests to postpone hearings.

***An interpreter for the hearing impaired is available through City Clerk's Office upon 5 days notice. Please call 955-6521**

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CITY OF SANTA FE
PLANNING COMMISSION

July 12, 2007

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MINUTES OF
CITY OF SANTA FE
STUDY SESSION
PLANNING COMMISSION MEETING

July 12, 2007

A regular meeting of the City of Santa Fe Planning Commission was called to order by Vice Chair Estevan Gonzales at approximately 6:00 p.m. on this date in the City Council Chambers, City Hall, Santa Fe, New Mexico.

A. ROLL CALL

Roll call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

Estevan Gonzales, Vice Chair elected to Chair
Bonifacio Armijo, elected to Secretary
Harriet Heltman
Ken Hughes
Signe Lindell, elected to Vice Chair
Matthew O'Reilly
John Romero
John Salazar
Angela Schackel Bordegaray

MEMBERS ABSENT:

None

STAFF PRESENT:

Greg Smith, Development Review Division Director
Anne Lovely, Assistant City Attorney
Jack Hiatt, Planning and Land Use Director
Wendy Blackwell, Engineering Development Review Division Director
Katherine Mortimer, Long Range Planning
Ron Pacheco, Office of Affordable Housing
David Rasch, Historic Preservation

B. PLEDGE OF ALLEGIANCE

Vice Chair Gonzales asked Commissioner Armijo to lead the pledge of allegiance.

C. APPROVAL OF AGENDA

Vice Chair Gonzales asked if everyone could introduce themselves after the approval of the agenda.

Commissioner Lindell moved to approve the agenda as amended, Commissioner Heltman seconded the motion which passed by unanimous voice vote.

All the Commissioners introduced themselves giving their backgrounds and education.

D. ELECTION OF OFFICERS

1. Chair

Commissioner Lindell moved to elect Commissioner Estevan Gonzales as Chair, Commissioner Armijo seconded the motion which passed by unanimous voice vote.

2. Vice-Chair

Chair Gonzales moved to elect Commissioner Lindell as Vice Chair, Commissioner Armijo seconded the motion which passed by unanimous voice vote.

3. Secretary

Commissioner Lindell moved to elect Commissioner Armijo as Secretary, Commissioner Hughes seconded the motion which passed by unanimous voice vote.

4. Summary Committee (Three members, including committee chair and secretary)

Chair Gonzales moved to elect Commissioner Armijo as the Chair as he is the only member on the Commission that has been on the Summary Committee and it is important to transition leadership, Commissioner Lindell seconded the motion which passed by unanimous voice vote.

Commissioner Armijo moved to elect Commissioner Salazar as Secretary, Commissioner Lindell seconded the motion which passed by unanimous voice vote.

Commissioner Lindell moved to nominate Commissioner O'Reilly for the third seat on the Summary Committee, Commissioner Armijo seconded the motion.

Commissioner O'Reilly asked what time the Summary Committee meets and how often.

Mr. Smith explained that they meet the first Thursday of every month at 11 a.m. for generally a half hour to an hour. He said they hear lot splits that create one additional lot.

Commissioner O'Reilly asked if there is a reason these cases cannot be decided administratively by staff.

Mr. Smith said there is the possibility of exploring this, but at this point that is not the case. He said there are state statutes that limit the authority to change the procedures.

Commissioner O'Reilly appreciated the nomination, but he also serves on the Business Capitol District and so thinks it would be better if he did not serve on the Summary Committee at this time.

Commissioner Lindell nominated Commissioner Bordegaray to serve on the Summary Committee.

Commissioner Bordegaray declined the nomination.

Commissioner Lindell moved to nominate Commissioner Hughes to serve on the Summary Committee, Commissioner Armijo seconded the motion which passed by unanimous voice vote.

E. STUDY ITEMS – Commissioner Orientation

- 1. Introductions – John B. Hiatt, Acting Planning and Land Use Director; Greg Smith, Current Planning Division Director; Reed Liming, Long Range Planning Division Director; Wendy Blackwell, Engineering Development Review Division Director; and other staff.**

Hiatt reviewed the materials that all the Commissioners should have: Chapter 14 Land Development Code, Official Zoning Atlas, General Plan, New Mexico Municipal League Commission Member's Handbook, Land Use Department Organizational Chart and 2007 Planning Commission Schedule. He reviewed the organizational chart included in Exhibit "1." He explained that due to a recent reorganization they are now the Land Use Department. The organizational chart is incorporated herewith to these minutes as Exhibit "1." He introduced the staff present.

Mr. Smith said he is the primary staff liaison to the Planning Commission. He said any questions Commissioners have about procedures or staff reports can be directed to him. He supervises the senior planners and introduced them: Donna Wynant, Lou Baker, and Dan Esquibel.

Chair Gonzales asked if Geraldine could email a list of staff with phone numbers as well as Commissioners.

Ms. Blackwell introduced her staff: RB Zaxus, Ellery Biathrow (not present), Jon Griego, Jose Trujillo, Marisa Struck, and Charlie Gonzales. She said she usually attends the Planning Commission meetings especially when there are terrain management, flood plain or escarpment issues. She does the technical review. She offered to set up a separate time to go through some of the terrain management rules. The flood plain maps are changing, so they expect a letter of final determination from FEMA at the end of August. Six months from the date of the letter the new maps will become effective. They can start doing the approvals once they have the final determination.

Chair Gonzales asked if future projects will be reviewed based upon the new maps.

Ms. Blackwell explained that they are already looking at the new maps.

Commissioner O'Reilly asked who the subdivision engineer is.

Ms. Blackwell explained that RB Zaxus is the City Engineer or Subdivision Engineer depending on the section of the code. Mr. Zaxus does all the signatures and signs off on the mylars.

Commissioner Lindell asked Ms. Blackwell if she would be willing to schedule a flood plain, terrain management and escarpment study session prior to a Commission meeting.

Mr. Hiatt said he would be glad to include that on a regular agenda.

Ms. Blackwell thought it would be wise to do the escarpment first as there are 3-4 variances at the August meeting on this topic.

After discussion regarding when to schedule this, there was agreement to have a study session at 5 p.m. prior to the next meeting.

Mr. Hiatt reviewed briefly what functions the Inspections/Code Enforcement Division performs. He said most recently they have been working on the sign issues with downtown merchants in the historic district. He then introduced David Rasch, Historic Preservation Division.

Mr. Rasch, Acting Director of Historic Preservation, said it is interesting in the 50th year of the ordinance they finally get a division. He handed out a map of the historic districts and a map of historic status designations which is incorporated herewith to these minutes as Exhibit "2." He noted that the historic districts only cover 20% of Santa Fe. There is pressure to change architectural style and the historic statuses are not static. Noncontributing buildings can be upgraded to contributing status, although the challenge is to not damage the character but to maintain it. If something is in conflict with underlying districts the overlying district shall prevail and often times the historic district will regulate what is allowed. He commented that the Commission will not be seeing him much unless the case involves the historic ordinance. He said his Division also is responsible for archaeological review and archaeological districts. He reviewed the staff in his division which are shown on the organizational chart included in Exhibit "1."

Commissioner Armijo asked what the transition area is.

Mr. Rasch said the transition district is just east of the Railyard with the special character of relating to the Railyard with warehouse type buildings.

Chair Gonzales thanked the entire staff for their dedication and support to the Commission. The Commission gave them a round of applause.

2. Major Planning Policy Initiatives 2007-2008 – John B. Hiatt, Acting Planning and Land Use Director

Mr. Hiatt shared the history experienced over the last six months. He said they have struggled and he has been the interim director for the last eight months. His background is criminal law, so this has been a challenge. He noted that it would have been impossible without the staff. He said staffing is the number one issue. The second issue is the technology which is in the dark ages. They have been upgrading computers including the training that goes along with this. He said this will assist the staff in their ability to do their jobs more efficiently. Soon they will have kiosks and people can plug into it and find out how their application is moving through the system. At some point people will be able to bring this information up from their home computers. They are working on the Chapter 14 reorganization and update. He said filling the positions should help with the Chapter 14 rewrite as Greg Smith will be freed up to devote time to

this. City Council has devoted \$100,000 towards this effort. Currently they are working on the appeals section of Chapter 14 with a consultant. If this sails through the approval process then it will bode well for the rest of the code. The immediate task is to figure out how best to use Greg Smith and not deprive the Commission. He believes that administrative approval would be the best way to deal with issues they routinely see. The Mayor is pleased with the progress and everyone would like to see this Department moving ahead in delivering their mission statement. He said the Commissioners are welcome to call if there is a problem with anything.

Chair Gonzales said there is a definite movement in the right direction recently.

- 3. Legal Issues - Anne Lovely, Assistant City Attorney. Conflicts of interest, ex parte communications, quasi-judicial vs. legislative actions, finding of fact and conclusion of law and others matters.**
- 4. Commission Procedures - Development Review and Legal staff. Meeting schedules, Roberts Rules of Order, agenda packet distribution, staff liaisons.**

Ms. Lovely welcomed the new Commissioners and thanked them for the commitment. She explained that she is the legal staff for the Planning Commission and Land Use Department. She said she would review what the Commission should be looking at legally. The Commission is a quasi judicial body as they are making decisions that are like a judge. In making decisions they should only consider those things in front of them the night of the hearing and that were included in the packet. She said if there are things not presented that they need to make a decision on they have the right to request those. She stressed that they need to be comfortable making their decision. *Due process* means to give to the people the process due to them. There are two kinds of due process; substantive and procedural. A substantive due process violation is making a decision that is outrageous and anybody would look at it and say how could they do that. Procedural due process is giving a fair hearing with the chance for cross examination through the Chair. This includes proper notice, so the public understands what they are hearing and knows about the hearing. She said they need to be concerned about what the rules are. Chapter 14 talks about the Planning Commission and the authority they have along with the process. She verified that everyone had a copy of the Ethics Rules for the City. This document discusses conflicts of interest. She said if a case comes where they have a conflict they should think about recusing themselves if they could have monetary gain from the case. She invited them to call her on any case if they have questions regarding this. She reviewed the Open Meetings Act that states minutes must be taken and approved, there must be a quorum, and the hearings must be in the open. She said they need to be familiar with the rules and procedures for City committees as these apply to all the boards. She said if something is not addressed in the rules and procedures then Robert's Rules of order apply.

Mr. Hiatt asked if Ms. Lovely acts as the parliamentarian.

Ms. Lovely said she often does, but she is not officially the parliamentarian.

Chair Gonzales noticed that if they made a motion and friendly amendment in the past then the amendment would be either accepted or not. He has been to public meetings where they have to vote on the amendment separately and when he looked it up that appears to be correct.

Ms. Lovely said that is the correct way of doing a friendly amendment. She then discussed findings of fact and conclusions of law. In March, the City Council passed a resolution requesting training with all the Boards on quasi judicial proceedings and findings of fact and conclusions of law. They will be requiring staff bring forward as part of the packet including findings of fact and conclusions of law on each case. She said the Commission can adopt those if they can and make them part of the motion. The reason behind this is that the Commission should have reasons for making the decisions they do. She said staff has been good about putting in what the standards are, so in some cases it is very clear, but in other cases it may not be so clear. She noted that at the County they adopt the findings of fact at the next meeting, but some jurisdictions do it the same night. With the intent of keeping cases moving they will try their best to adopt the findings of fact and conclusions of law the same night the case is heard. She said there may be situations where you cannot make that happen. This will take extra effort and they will need a verbatim of the motions so they are able to go back and do the findings of fact. If the Commission cannot come up with these then staff will have to bring it back and approve it at the subsequent meeting.

Chair Gonzales clarified that there will be a paper in the packet and the Commissioner making the motion can read through it and agree or they can make an addendum.

Ms. Lovely replied yes. She said they can disagree or agree or agree and add something. At times, they can make a motion to include all the findings of fact. She said the better way to do it is to mention the standards and say what your findings are about that particular thing. She thinks staff has done a good job and the Commission is conscientious in stating the reasoning behind what they are doing. There will be a learning period for everyone. She explained that the State law requires appealed cases to have findings of fact and conclusions of law. It also helps City Council know what the reasoning is behind the decisions the Commission has made.

Chair Gonzales said he is optimistic about this process and hopes it will minimize the number of appeals.

Commissioner Hughes asked if they did not approve a development because it contradicted a policy if that would that be findings of fact.

Ms. Lovely replied yes. She said in New Mexico, general plans are considered advisory and are not mandatory, but they are to be considered. She said the Board is here to look at all the things you have to look at.

Chair Gonzales noted Councilor Dominguez's presence and thanked him for attending.

Mr. Hiatt said there is no choice in this matter, but he is slightly more pessimistic about staff trying to respond. His experience with the County was that there was a month between the meetings. He inquired if staff will be hammering out the changes as the Commission meeting goes on to which Ms. Lovely replied yes. Mr. Hiatt does not minimize the additional work and knows over time there will be a boiler plate, but feels initially this will be difficult on staff.

Chair Gonzales noted that he has asked if the Secretary could be the entity to sign off on this because the Chair is trying to keep track of so many other things.

Mr. Hiatt committed to try to make this work. He asked Commissioner Salazar if the County ever tries to do this at the same meeting.

Mr. Salazar said they do not do this at the meetings and they wait until it is over and get the findings together after the minutes are submitted. He added that legal reviews it to clean up any loose ends.

Mr. Smith commented that they may have difficulty working through the details at the meeting but it will shorten the appeal period and keep them from extending the time frames. He added that most of the times the Commission action goes on the staff recommendation.

Commissioner O'Reilly understood that the idea is that staff would present the findings of fact and conclusions of law in the packet. He asked if the maker of the motion would refer to every findings of fact in the motion.

Ms. Lovely explained that they need to say why it meets the standard or ordinance. She said they will have to use their judgment with the materials they have.

Chair Gonzales thought once they see the findings of fact presented on a staff report they will have some clarity as to what kind of detail they are looking for. He shared the concerns when he first heard about this. He believes it will be a learning curve, but there will be good examples to learn from.

Ms. Lovely explained that she is going through the process with staff so there will be guidance in the packet.

Commissioner Armijo asked how this applies to the Summary Committee.

Ms. Lovely said it will be the same thing. She returned to her presentation and reviewed ex parte communication. She wanted to emphasize that they make a decision based on what they hear. She said they should not talk to the applicants about their project outside the hearing and should ask anyone contacting them outside the meeting to come to the hearing so the whole Board hears what they have to say. She said it is not a good idea to talk about the project or go by the property before the hearing on purpose. She said if someone does call them and they hear very much prior to excusing themselves they need to disclose that at the meeting. She said they have to decide whether or not they can make an unbiased decision. She said you can always make a motion to recuse yourself.

Commissioner Hughes asked what they should do if a City Councilor contacts them.

Mr. Smith explained that ex parte communications does not apply to code amendments; it only applies to quasi judicial cases.

Ms. Lovely agreed to look into this question because if the case is going onto Council there is a concern.

Commissioner Heltman asked how informed the applicants are going to be about the findings of fact.

Mr. Smith said when they file an application the applicant gets a list with the specific standards. He said the applicant will show how the project complies to the criteria in the code.

Commissioner O'Reilly asked what they should do if they happen to know something about a project due to previous work or projects they may have been involved in. He asked if the Commissioner should just bring this up at the meeting.

Ms. Lovely said the entire Commission would need this information so bringing the issue up during the hearing and asking staff would be a good way to handle it.

Mr. Smith added that they could ask staff to investigate that issue prior to the hearing.

Commissioner Armijo asked why the Historic Design Review Board frequently takes field trips prior to the hearing yet the Planning Commission is not supposed to visit the site.

Mr. Smith said the H board advertises their field trips, but rarely do all the Board members attend. He said if the Commission wants to staff can try and set up regular field trips, although there are some logistical issues. He noted that the Commissioners are prohibited from communicating on the field trip as the rules of ex parte communication do apply.

Ms. Lovely added that they do not have a recorder and staff tries to make sure there is no communication during the field trip.

Commissioner Armijo clarified that they can request it if they feel it is necessary for a certain case.

Mr. Smith said if they know an application has been filed then a Commissioner could contact staff with a request to schedule a field trip. He explained that most times the Commissioners do not know about the timing of the case until the agenda is published which could result in postponing the case for the field trip.

Commissioner Armijo understood.

Ms. Lovely added that it would be better if all the Commissioners agreed they wanted a field trip.

Commissioner Heltman said they were told not to take a trip to the site and before that they were encouraged to view the site. She wonders why driving by is a sin if a big case is coming up and why that has changed.

Chair Gonzales explained that if one Commissioner saw something different than what other Commissioners saw they would not be coming from the same place. They want to ensure that everybody has the same information.

Commissioner Heltman asked if they should ignore what they know.

Ms. Lovely said if it is important enough then they should bring it up for discussion.

Item 6 was heard next as Ron Pacheco had stepped out of the room.

6. Long-Range Planning Programs – Reed Liming, Long Range Planning Division Director. The General Plan document and implementation process, on-going planning projects.

Katherine Mortimer, Long Range Planning, explained that the Director, Reed Liming was unable to attend. She said this division is now part of a new Housing and Community Development Department including Economic Development, Metropolitan Planning Organization and Affordable Housing. Long Range Planning is responsible for putting together the general plan. The future land use map is the key piece that comes up when considering annexation, rezoning or general plan amendments. This is advisory and does not have the power of law, but sets out the policies and zoning consistent with the land use designations. The planners are guided by the policy guidelines addressing various issues. She handed out a list of the policy guides for the American Planning Association which is incorporated herewith to these minutes as Exhibit "3." She said they are working on the following projects; downtown vision plan, southwest area master plan, updating the impact fees, sustainable Santa Fe plan, transit oriented development proposal and siting analysis for the Railrunner, NMDOT Corridor studies and ongoing code amendments.

5. Santa Fe Homes Program – Kathy McCormick, Affordable Housing Office Director.

Ron Pacheco, present on behalf of Kathy McCormick, Director, reviewed the divisions included in their Department. He reported that the staff is settling in after the reorganization. The main issue he will present to Commission is the housing issues. There is the old housing program called HOP and agreements made that are still moving through the system. The City invested in a detailed housing plan and will proceed forward with this. His office will be working on the development of the northwest quadrant. In the next couple of meetings there will be changes to the Santa Fe Homes Program ordinance which requires 30% of new housing to be affordable. When the Council adopted the ordinance they wanted suggested changes in one year, staff will be before this body to present the proposed changes. He handed out an abbreviated version of the ordinance which is incorporated herewith to these minutes as Exhibit "4." There will be 33 proposed changes coming forward. There are 1000 affordable housing units in the pipeline over the next 2-4 years.

Chair Gonzales asked if they could get a subcommittee together to make a meaningful contribution or if this needs to be rushed.

Mr. Pacheco reported that they have met with the Council, the development community and the real estate community as well as City staff to develop the changes. This has been an ongoing process and it will not be a quick process. He is always glad to meet with any subcommittee.

Chair Gonzales asked if the developers will be able to move the sales prices to the new ranges.

Mr. Pacheco said the proposed changes create income range 5 that goes from 100-120% AMI. This will allow buyers who make more to purchase a home and the program will be open to more buyers.

Commissioner Hughes asked for a flow chart for the new department.

Mr. Pacheco said he would try to put a chart together.

Commissioner Lindell was excused from the meeting at this time.

7. Development Review Process – Greg Smith, Current Planning Division Director. City development laws and policies, Commissioners' roles and viewpoints.

Mr. Smith explained that there are 20 some people working on development review. He said the Commission will look at the bigger picture and staff will work on the details. He reported that most of the cases will have two distinct interest groups: the neighbors have a set of interests with goals they want to achieve for their neighborhood and the overall community of Santa Fe has an interest. The Commission should take a wide perspective and consider the impact long range. He said the Commission is involved in the decisions that shape the community day to day.

Mr. Smith said common sense is a good standard in making a decision. Staff will report on the minimum standards. The collective common sense should be fairly close to the ideal. He said a lot of what they do is procedural issues vs. substantive issues. He noted that it is easy to get lost in the procedural issues and lose track of the substantive issue. The courts tend to take a fairly strict view of the procedural issues. They spend lots of time looking at those and philosophically staff will try to help keep the focus on making sure at the end of the hearing the substantive issues do not get lost in the procedures. One of the issues is based on constitutional rule, so all the properties are regulated in a similar way. The Commission should not make available special privileges that are not available to the other property owners as this is unconstitutional. Zoning rules are common restrictions for the common good. He said he may have oversimplified the constitutional issue, but this is the general point. There must be common restrictions that are applied fairly and equitably.

Mr. Smith reviewed Chapter 14, section 14-2 on page 201. There is a chart with different types of procedures, the PC column shows the variety of places where they make recommendations to the Council. He said when they get down to special exceptions; the Planning Commission makes final decisions. On the next page there are variances and what recommendations need to be made. He said staff in organizing the information tries to make clear what the procedural steps are in each case that comes in front of them. The Chair and staff will make sure the format is correct when making the motions.

Mr. Smith explained that the packet is distributed the Friday before the meeting. At the end of the public hearing the Commissioners are free to take any material out, but the binders are collected for the next hearing. The meetings are scheduled for 6 p.m. for the first and third Thursday of each month. He requested the Commissioners contact the Chair if they know they will be absent so they can be excused. He noted that they need

five commissioners to conduct business. He urged them to ask questions on anything that is not clear or that comes up.

Commissioner O'Reilly commented that he heard that staff will push toward a better project, but asked if the applicant should expect the code to reflect policy.

Mr. Smith said to some extent it does, but the more complex the project the more the code sets minimum standards but it does not set the maximum standard. He gave the example that if the Commission approves a development plan allowing up to 21 units per acre, the applicant is not guaranteed that any plan coming in at 21 units per acre will be approved by the Commission. He said they try to make the process as transparent as they can for the developers. He noted that on controversial projects the Commission may set higher standards rather than minimum standards. He added that it is very unusual for the Planning Commission to identify a significant issue that the developer was not informed of during the process. He said the question is how far they need to go to satisfy the community interests.

Commissioner O'Reilly said a project can comply with minimum standards, but could possibly not be a good project. He said many of the minimums are good. He would find it helpful if confusing areas of the code have a history given in the staff report with the case. He asked if there is a process in the Planning Commission schedule where staff can ask the applicant for additional submittals. He said personally if there is information missing or staff cannot pull together enough information he would rather not hear the project as he wants to be able to make a decision.

Chair Gonzales said previously all the Commissioners felt the same way. They do take this on a case by case basis, but for the most part if major issues are not addressed they do not hear the case.

Mr. Smith said staff and the Commission are highly sensitive to this due to the comments made by the Council regarding the Planning Commission. The staff tries to not place things on the agenda unless it is 100% complete.

Commissioner Heltman thanked staff for this preparation for the future activities. She encouraged the Commissioners to make sure they know what is in the packet. She said they need to diligently study the process so they can make intelligent remarks about the cases.

Chair Gonzales said he will run the meetings as efficient as possible. He likes that the people on this Commission are no nonsense type of people and are experts in what they do so they can get to the point. He asked if a point has already been made that they do not make it again. He thanked everyone for electing him as the Chair. He intends to be their servant and asked the Commissioners to call him if there is anything he can do.

Mr. Smith said the staff respects and appreciates the efforts of the commissioners to volunteer for the benefit of the community. He assumed they would continue with the process of running the meetings where the Chair announces the case, staff presents the case, the public testimony is taken and then the commission asks questions until they make a motion with further discussion if necessary. The case is generally not disposed of until there is a motion that gets the majority vote of the Commission.

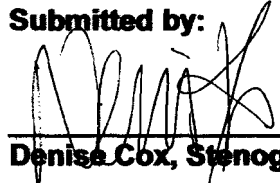
E. ADJOURNMENT

There being no further matters to come before the Commission, and the Commission having completed its agenda, Commissioner Hughes moved, seconded by Commissioner Armijo to adjourn the meeting. The motion passed unanimously on a voice vote and the meeting was adjourned at 9:15 p.m.

Approved by:


Chair Estevan Gonzales

Submitted by:


Denise Cox, Stenographer