



# PLANNING & ZONING COMMISSION DRAFT MEETING MINUTES

SNAKEDANCE CONDOMINIUMS HONDO RESTAURANT,  
TAOS SKI VALLEY, NEW MEXICO

MONDAY, NOVEMBER 6, 2017 1:00 P.M.

## I. CALL TO ORDER & ROLL CALL

Commission Chair Tom Wittman called the meeting to order at 1:00 p.m. Roll call was taken and a quorum was established. Commission members present: April Bender, Henry Caldwell, Richard Duffy, Chris Stagg, Tom Wittman, and Jim Woodard. Commission members absent: Susan Nichols. Staff members present: Village Administrator Mark Fratrack, Building & Construction Director Bill Jones, Village Clerk Ann Wooldridge, and Attorney Dennis Romero.

## II. APPROVAL OF THE AGENDA

**MOTION:** To approve the agenda

**Motion:** Henry Caldwell                      **Second:** Chris Stagg                      **Passed:** 6-0

## III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2017 MEETING

**MOTION:** To approve the minutes as presented

**Motion:** Chris Stagg                      **Second:** Richard Duffy                      **Passed:** 6-0

## IV. OLD BUSINESS

## V. NEW BUSINESS

### A. Discussion of Underground Utility Services

Building & Construction Director Jones presented a draft ordinance requiring that all utility services be installed underground on private property, when the utility becomes available adjacent to the property. The draft ordinance mirrors the ordinance requiring hook-up to underground electric service that the Village had previously adopted. Director Jones said that his ordinance concerns fiber optic lines, but could refer to any utility.

Once a utility service was installed and operational at a property, it would be the duty and obligation of the owner to connect the property, including all structures served by the utility. The property owners would be required to remove all existing private overhead lines and support structures on private property within the period of time set forth in Section 2-3 of the ordinance, which is 45 days. The Village would coordinate with the utility service provider to disconnect and remove overhead service from all public rights of way and from all public areas throughout the municipal boundaries.

Discussion took place. Commissioner Caldwell said that the Inn at Taos Valley hooked up to fiber optic, even though the lines were still overhead. Commissioner Stagg said that because the Village is not in control of whether the phone, power, and fiber optic lines are installed underground, it seemed premature to adopt an ordinance requiring underground hook-up when it may be years before underground lines are available. He thought that it made sense for property owners to have a plan so that a new trench were not required for each new utility, if the others were not yet available. There was concern about allowing only 45 days for hook-up.

**MOTION:** To Table Discussion of Underground Utility Services

**Motion: Richard Duffy**

**Second: Jim Woodard**

**Passed: 6-0**

**B. Discussion of Kachina Master Plan**

Commission Chair Wittman explained that in May 2016 Planner Foster had started some work on initiating an effort to create a Kachina Master Plan. A Kachina area master plan was developed in 1973, and then in 2005, three meetings were held with Kachina area stakeholders to begin to develop a plan. Currently, there has been renewed interest in creating a plan for the Kachina Area.

In 2016, Planner Foster presented several options for funding a Kachina Master Plan, and these included taking up TSVI on its offer to help fund a plan, using these funds plus additional Village funding, using solely Village funds, or asking for funds from Kachina area property owners. Commissioner Stagg recommended duplicating the effort that created the Core Village Zone Master Plan, which was hiring a third party, in that case Design Workshop. Commission Chair Wittman suggested gathering a small committee to review existing information on efforts toward a Kachina Master Plan, and to come up with a suggestion on next steps. Commissioner Duffy will be on the Committee, and a Village staff member will be designated.

**VI. MISCELLANEOUS**

**A.** Administrator Fratrack explained that a Source Water Plan for protection of the Village's drinking water would be developed by a new committee being formed for this purpose. The committee will meet for six months, from November to April, to develop the plan. Administrator Fratrack asked for volunteers, and Commissioner Duffy volunteered.

**VII. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING:** The next meeting will take place on Monday, December 4, 2017 at 1:00 p.m. at the Snakedance Condominiums Hondo Restaurant. (Note: this meeting was later cancelled. The following meeting was scheduled for January 8, 2018 at the Edelweiss Lodge Club Room.

**VIII. ADJOURNMENT**

**MOTION:** To adjourn.

**Motion: Jim Woodard**

**Second: Richard Duffy**

**Passed: 6-0**

The meeting ended at 2:00 p.m.

\_\_\_\_\_  
Tom Wittman, Chairperson

ATTEST: \_\_\_\_\_  
Ann M. Wooldridge, Village Clerk