

Planning & Zoning Commission
October 12th, 2016 Minutes
City Council Chambers

The regular meeting of the Planning and Zoning Commission was called to order at 6:00 p.m. by Vice-Chairwoman Mackenzie-Chavez.

Upon roll call, the following were present:

Vice-Chairperson K. Mackenzie-Chavez
Commissioner J. Dooley
Commissioner F. Pawlowski
Commissioner F. Kozeliski
Commissioner M. Long
Commissioner L. Miller

Upon roll call, the following were absent:

Chairman K. Wilson

Presented to the Chairman and Commissioners for their approval were the minutes of the August 10th, 2016 regular meeting. Commissioner Pawlowski motioned for approval of minutes as presented. Seconded by Commissioner Dooley, A.V.A. Motion Carried.

Chairwoman Mackenzie-Chavez administered the oath required by state law for public forum.

ITEM ONE: CASE #16-00700003: Request by Raymond E. Poncé MD and Yolanda V. Poncé, on behalf of the Roman Catholic Diocese of Gallup, property owner, for a Conditional Use Permit to allow a Religious Convent in a Single-Family Residential Overly District (RS-OD) District. The property is located at 711 South Puerco Drive; more particularly described as Lots 1 thru 4, Block 1, Highland Park Addition.

CB Strain explained that our Land Development Standards list a convent as a use that requires a conditional use permit in this zoning district. This location consists of offices for the Catholic Diocese of Gallup and all improvements the City would require already exist. No new requirements will be necessary if the permit is approved. The off street parking and building space is adequate for this use. The applicant is planning on remodeling the interior to make living quarters for the nuns and there is adequate space for this also. Staff is not requiring any new improvements at this time. CB further explained that the use is a very low impact use, no additional noise will be generated, no events will be held at this location – it will simply be living quarters for the nuns.

At the time of remodel, the applicant will need to apply for a building permit and submit architectural drawings that comply with current building codes. At that time, the drawings will

be reviewed by staff and if approved, the City will issue a building permit. The building will not be allowed to be occupied until the remodel is complete. There will be no additions or expansions of the existing building, so the exterior of the building will not change.

CB used the overhead projector to point out where the parking is located and that the landscaping is already in place.

Chairwoman Mackenzie-Chavez asked about the steps located in the front of the building; would a ramp need to be constructed for ADA compliance? CB stated that this is just one of the things City staff will be looking at upon review of the building permit application.

Regarding the parking spaces located in the back of the building, Chairwoman Mackenzie-Chavez asked if the sisters would be holding public mass at any time and would this be sufficient parking? Dr. Poncé, applicant, stated that they have exposure of the Blessed Sacrament 24/7 and there will always be at least one person keeping the Blessed Sacrament company. They will have mass once a week for about half an hour with approximately twelve to fourteen people attending. Dr. Poncé plans on resurfacing the parking lot and although there is already a handicapped parking area, he will be re-marking it as well. He also explained that a handicap ramp is located at the rear of the building and this will be the primary entrance to the structure. Dr. Poncé then briefly described the plans for remodeling the interior.

Michael DePauli, real estate agent for the sale of the property, noted that currently the nuns reside at 311 East Green Street and are his neighbors. He added at the nuns are great neighbors but they do not have enough parking at their current location. At the new location they will have plenty of parking and this will be an ideal location to suit their needs. He feels that this will be great for the nuns as well as for the neighborhood.

Commissioner Pawlowski commented that Gallup is blessed to have the nun's presence and blessed for the work that they do. He wanted to personally thank them.

Motion was made by Commissioner Dooley for approval of this item as presented by staff. Seconded by Commissioner Kozeliski. A.V.A., Motion Carried.

INFORMATION ITEMS

ITEM TWO: City Council Actions Taken

ITEM THREE: August and September 2016 Building Permit Activity Report

Commission Adjourned at 6:17 p.m

PLANNING & ZONING COMMISSION

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KENT WILSON, CHAIRMAN

ATTEST:

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CLYDE (C.B.) STRAIN
SECRETARY TO PLANNING & ZONING