

# A G E N D A

**Administrative Review Board**  
City Council Chambers  
800 Municipal Drive, Farmington, NM

May 5, 2016 at 6:00 p.m.

<b>Item No.</b>		<b>Page</b>
<b>1</b>	<b>Call Meeting to Order</b>	
<b>2</b>	<b>Approval of the Agenda</b>	
<b>3</b>	<b>Approval of the Minutes from the February 4, 2016 Meeting</b>	43
<b>4</b>	<b>Approval of the Open Meetings Resolution</b>	42
<b>5</b>	<b>Petition No. ARB 16-02</b> – a request from US Eagle Credit Union, represented by Jeremy Galloway of Young Electric Sign Company (YESCO), for a variance to allow an off-site sign to be located along Pinon Hills Blvd. without the required 200 feet right-of-way for the property located at 5600 E. Main St. (Keith Neil)	1
<b>6</b>	<b>Petition No. ARB 16-20</b> – a request from Ken Coleman, represented by Ram Studio Signs, for a variance to increase the maximum allowed size from 50 sq. ft. to 93 sq. ft. and height from 10 ft. to 20 ft. for a principal freestanding sign for property located at 3903 Beckland Dr. (Steven Saavedra)	19
<b>7</b>	<b>Business from:</b> Floor: Chairman: Members: Staff:	
<b>8</b>	<b>Adjournment</b>	

#### **ATTENTION PERSONS WITH DISABILITIES:**

The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend a meeting and need an auxiliary aid or service, please contact the City Clerk's office at 599-1101 or 599-1106, prior to the meeting so arrangements can be made.



**ADMINISTRATIVE REVIEW BOARD**  
**Petition ARB 16-02**  
**Variance to the Off-Site Sign 200 feet Right-of-Way requirement**  
**5600 E. Main Street**  
**May 5, 2016**

**DESCRIPTION OF PETITION**

Petition No. ARB 16-02 is a request from US Eagle Credit Union, represented by Jeremy Galloway of Young Electric Sign Company (YESCO), for a variance to allow an off-site sign to be located along Pinon Hills Blvd. without the required 200 feet of right-of-way for the property located at 5600 E. Main St. in the GC General Commercial District. Pursuant to Section 5.8.18 *Off-Site Signs and Billboards* of the Unified Development Code, off-site signs are permitted along principal arterial streets having a minimum right-of-way width of 200 feet. The property is legally described as:

T30N, R12W, Sec. 31, Pt. SW1/4 NE1/4, Pt. SE1/4 NM1/4, in the City of Farmington, San Juan County, New Mexico.

**Otherwise located at 5600 E. Main Street**

**GENERAL INFORMATION**

**Applicant**..... Kimberly Euers/YESCO LLC  
**Property Owner**..... US Eagle Federal Credit Union  
**Location of Property**..... 5600 E. Main Street  
**Nature of Petition**..... The applicant requests a variance to allow a 127' right-of-way distance in the required 200' right-of-way along a principal arterial street for an off-site sign.  
**Applicable Regulations** ..... City of Farmington Unified Development Code (UDC): Pursuant to Section 5.8.18, off-site signs are permitted along principal arterial streets having a minimum right-of-way width of 200 feet.  
**Zoning** ..... GC General Commercial District  
**Surrounding Zoning**..... North: GC General Commercial and LNC Local Neighborhood Commercial  
South: GC General Commercial  
East: GC General Commercial  
West: GC General Commercial  
**Surrounding Land Use**... North: Qwest Communications Service/ Pinon Hills Dental Complex  
South: US Eagle Credit Union (under construction)  
East: Ziems Ford Corners  
West: Lowes and Blue Diamond Auto Spa  
**Public Notice**..... Publication of Notice of this petition appeared in the Daily Times on Thursday, April 17, 2016. Adjoining property owners were sent notice by certified mail on Wednesday, April 13, 2016, and a sign was posted on the property on Friday, April 22, 2016.  
**Staff** ..... Keith M. Neil, Associate Planner

**BACKGROUND**

The petitioner is requesting a variance to the required 200 feet of right-of-way along a principal arterial street for an off-site sign. The property was recently subdivided into two parcels, both

owned by US Eagle Federal Credit Union. Currently the US Eagle Credit Union is constructing a new branch on the southern parcel abutting East Main Street. The northern parcel is vacant at this time and will remain so until US Eagle chooses to seek a buyer for the parcel.

The property at 5600 East Main Street possesses unique vehicular access issues. Along E. Main St. access to the facility is limited by a "right turn in, right turn out" only pattern. Access is prohibited along Pinon Hills Blvd. The secondary access to both parcels is along the north property line and abuts Foothills Drive. This traffic access pattern includes three lanes: one for entrance and two for exiting the property. Permits have been obtained for one principal freestanding sign to be located on the southern parcel along E. Main Street.

Due to the unique location, the petitioner believes that an additional sign is necessary to direct potential customers travelling along Pinon Hills Blvd. to the northern entrance along Foothills Drive. Section 5.8.18 of the UDC states, "Such signs (off-site signs and billboards) may be placed along principal arterial streets as shown by the city's major thoroughfare plan, except along the designated Native Heritage Trails Byway (US Highway 64, including Murray Drive), which have a minimum right-of-way width of 200 feet, but only: a) having a total area of not more than one square foot for each five lineal feet of highway frontage; b) Having a total area of not more than 200 sq. ft.; c) Having a height not exceeding 26 feet; d) Being at least 750 feet from any other off-site sign and shall include both sides of the street; back-to-back parallel faces shall constitute one sign; and e) Being at least 100 feet from any on-site, freestanding sign or residential building; such distance shall be measured in radius."

The measured right-of-way for Pinon Hills Blvd. is approximately 127 ft. in width. This is approximately 63% of the required 200 ft. of right-of-way. The property possesses approximately 317 lineal feet of highway frontage along Pinon Hills Blvd. The proposed sign will total approximately 40 square feet. The proposed sign will extend to a maximum of approximately 12'9" in total height. There are no additional off-site signs within the required 750 feet boundary. There is an on-site freestanding sign on the north side of Foothills Drive for the Pinon Hills Dental Complex that is approximately 127 feet from the proposed sign location.

Recommendations from Traffic and Engineering Staff addressed safety concerns of the proposed signs location in relation to the corner site-triangle of Foothills Dr. and Pinon Hills Blvd. The petitioner has agreed to raise the overall height with a base of 7 feet, extending to 12'9". This will provide a traffic line-of-sight for motorists travelling south on Foothills Drive and those travelling north on Pinon Hills Blvd.

## **ANALYSIS**

### **Variance Criteria – Section 8.12.4, UDC**

A variance may be granted only where a literal enforcement of the Code provisions would result in unnecessary hardship for a particular property. In order to grant a variance, the ARB must make a positive finding of fact concerning each of the following or, if a positive finding of fact cannot be made that the ARB specifically describes the circumstance that would outweigh the strict requirement for a positive finding of fact and determine that the variance will not be a public detriment:

- 1. That special conditions and circumstances exist, which are peculiar to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same district; and, furthermore, that they are not self-imposed, self-created or otherwise the result of actions by the applicant.**

The access to the property from the north and south must either occur on Foothills Drive or by making a U-turn on E. Main to head west and enter from the "Right Turn Only"

entrance. Due to the traffic congestion at this corner location with roads converging and limited access, the additional sign will help direct potential customers to the appropriate entrance.

**This criterion IS met.**

- 2. That a literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.**

A literal interpretation of the code would prevent this proposal from receiving approval. However, if the property had not been subdivided into two separate parcels, an additional freestanding sign would be permitted by right at this location. The unique layout of the parcel due to the convergence of three roadways does constrain the ability of the petitioner in locating signage with the ease of other properties in the area.

**This criterion IS met.**

- 3. The applicant demonstrates that the request is a minimum easing of the Code requirements, making possible the reasonable use of the land, building or structure.**

Pursuant to section 5.8.18, the minimum required right-of-way width for an off-site sign is 200 feet. The actual right-of-way width for Pinon Hills Blvd. is 127 feet. However this property is fronted on two sides by Foothills Dr. and Pinon Hills Blvd. Foothills Drive has a right-of-way of approximately 100 feet. Due to the amount of paved roadway at this intersection, a proposed sign of 40 square feet would be a minimal easing of the code.

**This criterion IS met.**

- 4. That the granting of the variance is in harmony with the general interest, the general purpose and intent of the Code, and is not injurious to the neighborhood or otherwise detrimental to the public welfare.**

The general character of the area is commercial in nature and is consistent with the monument sign at Pinon Hills Dental and principal freestanding signs at Blue Diamond Auto Spa and Lowe's across Pinon Hills Blvd. The questions of safety sight issues have been mitigated with the raising on the overall height of the sign to 12 feet leaving a sight area from ground level up to 7 feet.

**This criterion IS met.**

- 5. That the proposed variance will not permit a use not otherwise allowed in the underlying district.**

The proposed use meets all listed criteria for off-site signage with the exception of the right-of-way width. This request is unique in that the US Eagle Federal Credit Union is also the owner of the property where the proposed off-site sign would be located.

**This criterion IS met.**

- 6. That no nonconforming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structures or buildings in other districts has been or shall be considered grounds for the issuance of a variance.**

No nonconforming uses, structures or building in the same district have been considered as grounds for this variance request.

**This criterion IS met.**

**7. That the applicant would suffer an unnecessary hardship if the variance requested were denied.**

The applicant would suffer an unnecessary hardship if the variance were denied. The applicant is requesting the variance to provide proper entrance identification and mitigate any safety concerns with traffic along East Main Street pertaining to access to their business. If the variance were denied, the sign would be forced to be placed further south along Pinon Hills Blvd. defeating the purpose of providing directional assistance for the north entrance.

**This criterion IS met.**

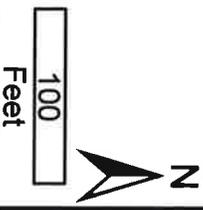
**CONCLUSION**

The Community Development Department concludes that approval of ARB 16-02 is appropriate. The request will not adversely affect the surrounding properties and will accommodate the special circumstances of this unique property location. The request conforms to the existing character of the area and complies with all sight-safety concerns from staff.

**RECOMMENDATION**

The Community Development Department recommends **approval** of Petition ARB 16-02 from US Eagle Credit Union, represented by Jeremy Galloway of YESCO LLC, for a variance to allow an off-site sign to be located along Pinon Hills Blvd. without the required 200 feet of right-of-way for the property located at 5600 E. Main St. in the GC General Commercial District with the following condition:

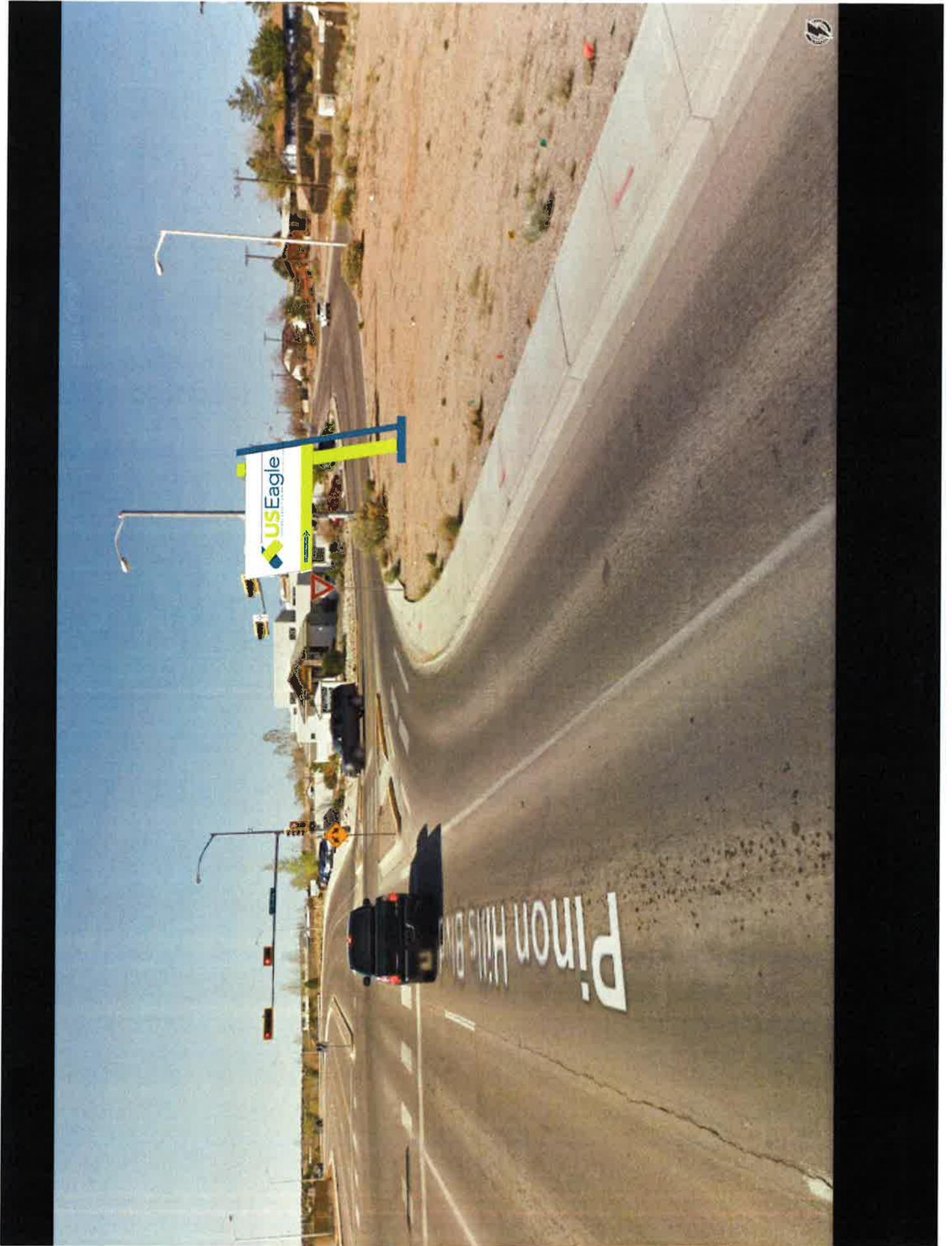
- When future development occurs on the parcel, the off-site sign must either be removed or negotiations must be made between US Eagle Federal Credit Union and the adjacent property owner for a dual-occupancy monument sign.



**AREA UNDER CONSIDERATION**  
**ARB 16-02 US Eagle Federal Credit Union**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Date: 4/26/2016**



# PLANNING MEMO COMMENTS SUMMARY

**ARB 16-02 5600 E MAIN ST**

**Deadline: 4/8/16**

## City of Farmington Departments

CD	Director – Mary Holton	Comments will be incorporated into the staff memo.
CD	Addressing – Planning Division	
CD	Chief Building Official – Derrick Childers	Building inspection has no comments on ARB 16-02 5600 E Main Street.
CD	Long Range Planner	
CD	MPO – Duane Wakan	
CD	Oil & Gas Inspector – Leona Simms	
CITY	City Manager's Office – Bob Campbell	
ELEC	Customer Care Manager – Nicki Parks	No comment
ELEC	Electrical Engineering - Luwil Aligarbes	No conflict
ELEC	T & D	
FIRE	Fire Marshall –Brandy Vega	
LEGAL	City Attorney – Jennifer Breakell	
LEGAL	Deputy City Attorney-Russel Frost	The request does not violate height and sq. foot requirements specified in UDC 5.8.6. Since Petitioner owns both lots and request to install the proposed sign on their own lot, legal has no objection to the location of the sign and the granting of a variance. However, if petitioner sells the lot with the sign to a third party, an easement or condition/reservation for use and access will need to be recorded on the plat to allow petitioner access to service and up-keep the sign.
POLICE	Code Compliance – Todd Johnston	
POLICE	Sergeant Flores	
PRCA	Cory Styron	
PW	City Engineer- Nica Westerling	Sign appears to cause a sight obstruction to both motorists and pedestrians at the SE corner of the intersection. Especially west bound Main Street traffic turning right onto PHB.
PW	Engineering – Toni Sitta	
PW	Streets Superintendent – Jim Couch	
PW	Traffic Engineer– Charles Trask	
PW	Water/Waste Water – Manuel Tso	No comment

## Other Entities

New Mexico Gas Company-Ronnie Owens	
CenturyLink-Diane Willatto	
Enterprise Field Services	
Comcast Cable-Mark Johnson	
CH2MHILL OMI-Ron Rosen	
Williams Field Services	

# PETITION APPLICATION



**RECEIVED**  
**MAR 29 2013**  
**COMM DEV DEPT**

Planning Division  
 Community Development Department  
 City of Farmington  
 800 Municipal Drive  
 Farmington, NM 87401  
 (505) 599-1317  
 (505) 599-1299 (fax)

**PROJECT TYPE (Check Those Applicable)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Annexation and / or Zoning<br><input type="checkbox"/> Preliminary Plat<br><input type="checkbox"/> Final Plan | <input type="checkbox"/> Summary Plat<br><input checked="" type="checkbox"/> Special Use Permit Variance (ARB) | <input type="checkbox"/> Zone Change to _____ District<br><input type="checkbox"/> Temporary Use Permit<br>Proposed Length of Use: _____<br><br><input type="checkbox"/> Well site equipment modification |
|---|--|---|

**INFORMATION**

Applicant's Name: Kimberly Euers/YESCO LLC	Project Location: 5600 East Main Street
Address: 6725 W. Chicago Street, Chandler AZ 85226	Existing Use: Empty lot
E-Mail: keuers@yesco.com	Proposed Use: US Eagle Credit Union
Telephone: 480-403-7707	Current Zoning: GC
Relationship to Property Owner: Sign Contractor	Assessor's Parcel I.D. and/or Tax I.D. Number: 2072174250370

Legal Description of Subject Property: Attached

Is Property subject to deed restrictions, covenants, or homeowners' association agreements?  Yes  No  
 If Yes, please provide copy with application.

**REPRESENTATIVE / CONTACT PERSON (if other than applicant)**

Name: Jeremy Galloway/YESCO LLC	E-Mail: jgalloway@yesco.com
Phone: 480-403-7706	Address: 6725 W. Chicago Street, Chandler, AZ 85226

**OWNERSHIP**

PROPERTY OWNER (Identify General Partners, Managing Partner, Corporation President and Secretary. Specify type of ownership interest: Fee, Real Estate Contract, Option to Purchase)	MORTGAGE HOLDERS (if any)
Name: US Eagle FCU    Phone: 505-342-8862	Name: _____    Phone: _____
Address: 3939 Osuna Road NE, Albuquerque, NM 87103	Address: _____

**OWNER CERTIFICATION**

\* (Physical and Mailing)

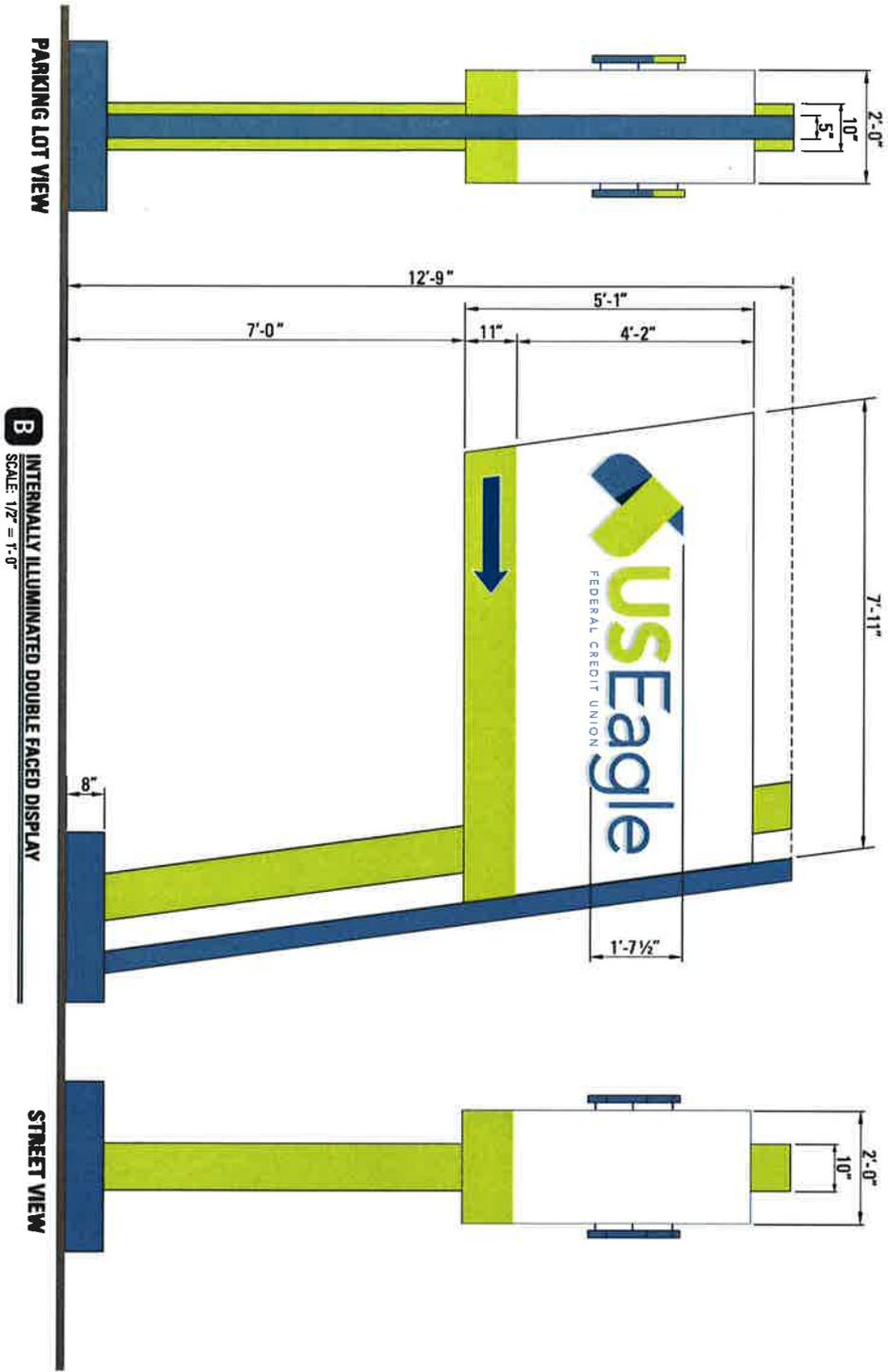
I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application, I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the City of Farmington or Planning and Zoning Commission to enter the premises described in this application. I understand applications will generally be reviewed by City Council at their first regular session following the P&Z review.

Name: <i>U.S. Eagle Federal Credit Union</i>	Address: <i>3939 Osuna Rd NE, Albuquerque, NM</i>
Owner's Signature: <i>[Signature]</i>	Phone / Email: <i>505-342-8862</i>

\*\*\*\* STAFF USE ONLY \*\*\*\*



**NOTE: Refer to Yesco engineering for Footing and Structural details.**



**B** INTERNALLY ILLUMINATED DOUBLE FACED DISPLAY  
SCALE: 1/2" = 1'-0"

**SCOPE OF WORK:**  
Manufacture / Install (1) One internally illuminated double faced display.

**LETTERS:**  
Internally White LED illuminated Reverse channel.

ELECTRICAL INFORMATION	
VOLTS REQ'D:	120V
TOTAL AMP LOAD:	4.0
CIRCUITS REQ'D:	(1) 20 AMP
Customer to provide required electrical to sign location and/or elevation.	
ELECTRICAL LETTER	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

5094253/AVART SHEET 1 OF 2	DESIGN APPROVAL DATE: _____ BY: _____ CHECKED: _____ DATE: _____ APPROVED: _____ DATE: _____	CLIENT NAME / PROJECT ADDRESS <b>U.S. EAGLE FEDERAL CREDIT UNION</b> <b>6690 EAST MAIN</b> <b>FARMINGTON, NEW MEXICO</b>	<b>YESCO</b> <b>PHOENIX DIVISION</b> 6725 W. Chicago St Chandler, AZ 85226-3335 Phone: (480) 448-3728   Fax: (480) 981-5823 <b>PERMIT PRINTS</b> AZ Contractor Licenses: SIGNS #ROC280958, AWNINGS #ROC280980, ELECTRICAL #ROC280958
		U.S. EAGLE FEDERAL CREDIT UNION 6690 EAST MAIN FARMINGTON, NEW MEXICO <small>We, YESCO LLC, this drawing and/or permit to assist you in obtaining our original. The originalation herein are the property of YESCO LLC. Permission to copy or make any drawings are only to be obtained through a written agreement with YESCO LLC. See your account representative for more information.</small>	

US Eagle Federal Credit Union – Justification of Variance

Application #16-00000314

Comes now US Eagle Federal Credit Union by its representative Young Electric Sign Company (hereinafter 'YESCO') and submits its Justification of Variance for proposed monument signage to be located at 5600 E. Main Street, Farmington, NM 87402. For the same, YESCO states as follows:

1. *That special conditions and circumstances exist which are peculiar to the land, structure or building involved and are not applicable to other lands, structures of buildings in the same district; and; furthermore, that they are not self-imposed, self-created or otherwise the result of actions by the application.*

US Eagle at Farmington is situated on a corner lot with the potential for a future tenant taking occupancy of the interior (northern) lot on Pinon Hills Boulevard. Both lots were purchased by US Eagle, but the deeds were not combined at the time of purchase. The US Eagle building is designed to square up with the two main streets on which it intersects, with a "fifth wall" facing into the intersection that creates the entrance to the building. Because of the rotation of this wall and the positioning of main wall signage away from southbound traffic on Pinon Boulevard, US Eagle will have no visibility to travelers who are southbound on Pinon Hills Blvd. In order for US Eagle to have any visibility to southbound Pinon Avenue traffic, a monument sign must be located somewhere along the western street frontage.

Additionally, there is no driveway access to the two US Eagle lots directly from Pinon Avenue. In order to only access US Eagle from Pinon Hills Boulevard, traffic is required to turn onto Foothills Drive and then turn into the lot driveway on the north side of the two lots. In order to be properly directed into the Foothills Drive entrance, potential customers on Pinon Hills Boulevard and on Foothills Drive require the monument sign to be located on the corner of Pinon Avenue and Foothills Drive.

2. *That a literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.*

Many properties with adjoining lots create tenant monuments to display access to all businesses being served by a common driveway. In this case, there is no need for a multiple-tenant monument because there is only one tenant who owns both lots. If, in the future, a tenant moves into the adjoining lot, US Eagle will agree to take all necessary action to either have a multi-tenant monument sign approved, or remove its monument sign in favor of the new tenant.

3. *The applicant demonstrates that the request is a minimum easing of the code requirements, making possible the reasonable use of the land, building or structure.*

Because there is no other business located on the second lot, it will not be obvious to the public that an off-premises advertising use is in progress. In order for traffic to be properly directed into the Foothills Drive entrance, a monument sign on that corner is the only solution. Given that, US Eagle is not asking to maximize monument sign allowances (which would be 200sf with an unlimited height maximum), but is merely asking for a 40sf, 7' high monument that will provide clear visibility for one of its two entrances.

4. *That the granting of the variance is in harmony with the general interest, the general purpose and intent of the Code, and is not injurious to the neighborhood or otherwise detrimental to the public welfare.*

Because there is no other tenant on the second lot, and US Eagle will control whether or not a new tenant is allowed on the second lot. Rather than being detrimental to the public welfare, the monument sign will assist in providing clear direction to traffic looking to access US Eagle from Pinon Hills Boulevard.

5. *That the proposed variance will not permit a use not otherwise allowed in the underlying district.*

Monument signs are permitted within this district, and for this particular lot US Eagle is allowed 2 monument signs (one main and one secondary for the second street frontage of over 150 feet.) In all other aspects but the off-premises placement, the proposed monument sign will be within code requirements.

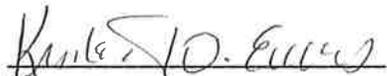
6. *That no non-conforming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structures or buildings in other districts has been or shall be considered grounds for the issuance of a variance.*

This variance application is proffered solely on the basis of need and circumstance related to this client's property.

7. *That the applicant would suffer an unnecessary hardship if the variance required were denied.*

But for this proposed monument sign, US Eagle has no other way by which to direct traffic to its Foothills Drive entrance. Without said monument sign, traffic will have to turn onto East Main Street and execute an unregulated left turn into the Main Street driveway (if in fact there is a center island cut out for a left hand turn off of Main Street.)

Respectfully submitted,



Kimberly W. Euers  
Government Relations Specialist  
YESCO, LLC  
6725 W. Chicago Street  
Chandler, AZ 85226

**(ARB) ADMINISTRATIVE REVIEW BOARD  
NOTICE OF HEARING**

Notice is hereby given that the following applications have been filed with the Administrative Review Board of the City of Farmington.

Petition No. ARB 16-02 - a request from US Eagle Credit Union represented by Jeremy Galloway of YESCO, LLC, for a variance to the off-site sign requirement of 200 feet minimum right-of-way width along a principal arterial street for property located at 5600 E. Main St. in the City of Farmington, San Juan County, New Mexico, as described below:

**LEGAL DESCRIPTION:**  
T30N, R12W, Sec 31, Pt. SW1/4NE1/4, Pt. SE1/4NW1/4, in the City of Farmington, San Juan County, New Mexico.  
Otherwise located at 5600 E. Main Street

Petition No. ARB 16-20 - a request from Ken Coleman, for a variance from the requirements of UDC section 5.8.7 A (1) Principal free-standing signs size in the LNC Local Neighborhood Commercial District, for property located at 3903 Beckland Drive, in the City of Farmington, San Juan County, New Mexico, as described below:

**LEGAL DESCRIPTION:**  
Beckland Subdivision, Tract 1, in the City of Farmington, San Juan County, New Mexico.  
Otherwise located at 3903 Beckland Drive

A public hearing will be held before the Administrative Review Board of the City of Farmington on Thursday May 5, 2016, at 6:00 p.m. in the City Council Chambers at City Hall, 800 Municipal Drive, Farmington, New Mexico to consider these variance requests. All persons in interest are invited to attend said hearing and shall have an opportunity to be heard on why said application should be granted or denied.

Karen Walker  
Administrative Assistant

Legal No. 72602 published in The Daily Times on April 17, 2016.

**NOTICE OF PUBLIC HEARING  
VARIANCE REQUEST  
PETITION NO. ARB 16-02**

April 13, 2016

Dear Property Owner:

Notice is hereby given that an application has been filed with the Administrative Review Board of the City of Farmington, New Mexico, a request from US Eagle Credit Union represented by Jeremy Galloway of YESCO, LLC, for a variance to the off-site sign requirement of 200 feet minimum right-of-way width along a principal arterial street for property located at 5600 E. Main Street, in the City of Farmington, San Juan County, New Mexico, as described below:

**LEGAL DESCRIPTION**

T30N, R12W, Sec. 31, Pt. SW1/4NE1/4, Pt. SE1/4NW1/4, in the City of Farmington, San Juan County, New Mexico.

**Otherwise located at 5600 E. Main Street**

A public hearing will be held before the Administrative Review Board of the City of Farmington on **Thursday, May 5, 2016, at 6:00 p.m.** in the City Council Chambers at City Hall, 800 Municipal Drive, Farmington, New Mexico to consider this variance request. All persons in interest are invited to attend said hearing and shall have an opportunity to be heard on why said application should be granted or denied.

You are receiving this letter because you may own property within 100 feet (excluding public right-of-way) of the proposed change. You are invited to attend the hearing noted above or submit written comments prior to the meeting to the Community Development Department – Planning Division at 800 Municipal Drive, Farmington, New Mexico 87401. Please be advised that all submitted comments will become public record and that there is the possibility that any petition may be withdrawn before the hearing date.

If you have any questions or would like additional information regarding this notice or the petition, please contact Keith Neil at 505-599-1333 or [kneil@fmtn.org](mailto:kneil@fmtn.org).

Sincerely,



Karen Walker  
Administrative Assistant

**GUARDIAN ABSTRACT & TITLE CO., INC.  
221 NORTH AUBURN  
FARMINGTON, NEW MEXICO 87401**

PROPERTY OWNERS WITHIN 100 FEET, EXCLUDING ROADWAYS AND ALLEYS OF THE FOLLOWING DESCRIBED PROPERTY: **Verhelst Subdivision**

**Pt. of Tract 2 and Foothills Drive**

**T30N, R12W, Sec. 31**

**Pt. SW1/4NE1/4**

**Pt. SE1/4NW1/4**

OWNER: U.S. New Mexico Federal Credit Union  
3939 Osuna Rd. NE  
Albuquerque, NM 87109  
1579/777

<u>ADJOINING OWNER</u>	<u>ADDRESS</u>	<u>LEGAL DESCRIPTION</u>
Ziems Ford Corners, Inc. 1302/175	5700 E. Main St. Farmington, NM 87402	Ravella Plaza Subdivision Replat "C" Block 8 Lot 2
Harkrider and Oak, LLC Charter School Fund II- Gilbert, LLC and MB Hawkins Ventures, LLC 1588/396	855 W. Broad St. No. 300 Boise, ID 83702	T30N, R12W, Sec. 31 Pt. SW1/4NE14 Pt. NW1/4SE1/4
The City of Farmington 1334/278	800 Municipal Dr. Farmington, NM 87401-2663	Pinon Hills Right-Of-Way Subdivision Tract B
Z-C, Inc. 1535/461	P.O Box 393 Farmington, NM 87499	Pinon Hills Right-Of-Way Subdivision Tract A
BDAS, LLC 1568/757, Less 1579/71	5764 Pinehurst Farmington, NM 87402-0000	Pinon Center Subdivision Replat C Tract 5C

Lowe's Home Centers, Inc. 1386/925	Attn: Tax Dept. P.O Box 1000 Mooresville, NC 28115	Replat A of Tracts 1, 3, & 4 Pinon Center Subdivision Tract 1A
Pinon Hills Dental, LLC 1417/677	4725 Foothills Dr. Farmington, NM 87402	Foothills Estate Subdivision Lot 1
The Seventh-Day Adventist Association of Colorado 1186/908, 1324/690	2520 S. Downing St. Denver, CO 80210-5818	Foothills Estate Subdivision Replat "C" Lot 1-B
The Mountain States Telephone And Telegraph Company 1065/87	Attn: Qwest Corp. 1801 California St. 25 <sup>th</sup> Floor Ste. 2500 Denver, CO 80202 (Per San Juan County Assessor's Office)	Verhelst Subdivision Tract 1
Hatch, Russell K. and Linda L. 1559/120	5603 Plaza Dr. Farmington, NM 87402-8211	Replat of Part of Lot 2, Block 8, Ravella Plaza Subdivision Lot 3



Not to Scale

R0037441  
ZIEMS FORD CORNERS INC

9.53 Ac.  
1302/175

R0028527  
HARKRIDER AND OAK LLC  
1588 / 396  
14.91 Ac.

Charter School Fund II-Gilbert, LLC  
and  
MB Hawkins Ventures, LLC

30 - 12 - 31 - 1

PLAZA DR

MAIN ST

Mountain  
Hotels  
1559/120

Mountain  
Shots  
Telephone  
& Telegraph  
1065/87

R0027472  
US NM FEDERAL CREDIT UNION  
1579 / 777  
2.11 Ac.

516

R4009211  
FARMINGTON CITY OF  
1334/278  
1.58 Ac.

R4009212  
ZC INC  
1535 / 461  
2.19 Ac.

FOOTHILLS DR

E PINON HILLS BLVD

R4001625  
SEVENTH DAY ADVENTIST ASSOC. OF CO  
4.03 Ac.  
1186/908  
1324/690

Pinon Hills  
Dental,  
LLC  
1417/677

R0038535  
BDAS LLC  
1568 / 757  
1.21 Ac.  
Less  
1579/71

R4003194  
TERRA RUSTICA LLC  
1571 / 352  
1.32 Ac.

30 - 12 - 31 - 2

R4003196  
LOWE'S HOME CENTERS INC ATTN TAX DEPT  
1386 / 925  
14.11 Ac.

ROWE AVE

**ADMINISTRATIVE REVIEW BOARD**

**May 5, 2016**

**Petition ARB 16-20**

**DESCRIPTION OF PETITION**

Petition ARB 16-20 is a request from Ken Coleman, represented by Ram Studio Signs, for a variance to increase the maximum allowed size from 50 square feet to 93 square feet and height from 10 feet to 20 feet for a principal freestanding sign for property located at 3903 Beckland Drive in the LNC Local Neighborhood Commercial zoning district. Pursuant to Unified Development Code 5.8.7.(A) The maximum allowable square footage of a principal freestanding sign is 50 square feet. The maximum allowable height is 10 feet in the LNC Local Neighborhood Commercial District. The property is legally described as:

English Subdivision, Tract 1.  
Otherwise located at 3903 Beckland Drive.

**GENERAL INFORMATION**

**Petitioner:** .....Ken Coleman

**Representative:** .....Ram Studio Signs

**Property Owner:** .....Cody Coleman

**Nature of Petition:** The applicant is requesting a variance to increase the maximum allowed size from 50 square feet to 93 square feet and height from 10 feet to 20 feet for a principal freestanding sign.

**Location of Property:** .....3903 Beckland Drive

**Applicable Regulations:** Unified Development Code, Section 5.8.7.(A) Principal free-standing signs are subject to the following conditions: maximum allowable square footage of a principal freestanding sign is 50 square feet and the maximum allowable height is 10 feet in the LNC Local Neighborhood Commercial District.

**Zoning:** .....LNC Local Neighborhood Commercial District.

**Existing Use:** .....Under Development as a dentist office and retail center

**Surrounding Zoning.... and Land Use:** North: LNC Local Neighborhood Commercial / Church  
South: GC General Commercial / Commercial  
East: GC-PD General Commercial Planned Development/  
Commercial  
West: GC General Commercial / Commercial

**Public Notice:** .....Publication of Notice of this petition appeared in the Daily Times on Sunday April 17, 2016. Adjoining property owners were sent notice by certified mail on Wednesday, April 13,

2016 and a sign was posted on the property on Friday, April 22, 2016

Staff:.....Steven Saavedra, Associate Planner

### PROJECT DESCRIPTION

The applicant Ken Coleman of Sundance Dental is requesting a variance to the size and height of a principal freestanding sign for a future dentist office located at 3903 Beckland Drive in the LNC Local Neighborhood Commercial District. A dental office may be located in the LNC District as set forth in Table 2.3 of the UDC. The LNC District allows principal freestanding signs. However, principal freestanding signs cannot exceed 50 square feet in area and ten feet in height.

The proposed freestanding sign is a 72 square feet single-faced box-style frame, with internal fluorescent lighting and a 21 square feet LED electronic message center sign on top. The combined square footage for the two signs is 93 square feet. The petitioner is also seeking a variance to increase the height of the freestanding sign. The proposed freestanding sign is more than two stories in height (20.17 feet), please see exhibit 2A. If approved, this variance prevents the other tenant located at 3903 Beckland Drive the opportunity of signage on a freestanding sign. The submitted rendering depicts signage for only Sundance Dental. No signage is given to the other tenant.

The proposed sign would face south, towards East Main Street. The petitioner indicated there will be no signage facing north, please see exhibit 3A. The property was re-zoned on June 2, 2015 from R-4 to LNC Local Neighborhood Commercial. The R-4 zoning district was eliminated with the adoption of the Unified Development Code in 2008. On December 3, 2015, Farmington's Administrative Review Board approved variance ARB 15-16, allowing a variance from the required 20-foot side yard setback to 10-feet for the subject property located at 3903 Beckland Drive. The construction of a 10,464 square foot building for two tenants is currently being constructed. One of the future tenants is Sundance Dental. The Community Development Department has no information on the other tenant.

### Administrative Review

The Unified Development Code states that no variance shall be granted unless the Administrative Review Board is presented with sufficient evidence to find that the variance will not be contrary to the public interest, and that special conditions exist such that a literal enforcement of the Code will result in an unnecessary hardship. The Code also states that a variance should not be approved unless the spirit and intent of the Code is observed, and substantial justice done to the application and surrounding neighborhood.

### Local Neighborhood Commercial (LNC).

The local neighborhood commercial (LNC) district is intended to accommodate neighborhood-oriented, low-intensity retail sales and service uses in commercial clusters and/or nodes along thoroughfares and at intersections that are readily

accessible from surrounding residential areas. LNC district uses attract customers from a limited area and are typically located along collector or arterial streets. The LNC district includes specific standards designed to ensure the compatibility with the residential-scale and style of the neighborhoods they serve. It is appropriate for application in areas that are already developed with such uses, and it may also be used to accommodate new development proposals that are compatible with such uses. In all cases, new development in the LNC district should be adequately served by infrastructure. In addition, the sign requirements of UDC section 5.8, signs, all signs shall be architecturally integrated with the building by including materials, shapes, and/or colors utilized in the building design.

## ISSUES

**Legal: Assistant City Attorney Russel Frost - 505-599-1124**

- All signs erected at 3903 Beckland Dr. should comply with UDC 5.8.7. First and foremost, Beckland drive is a residential neighborhood and the Unified Development Code was adopted because it protects residential neighborhoods from commercial activity which is not consistent with residential home owners. Second, Petitioner has agreed to a condition which would prevent illumination in the direction of the residential homeowners. However, when the developer completes the next phase of construction, and completes a restaurant at this location, it is natural and logical to anticipate the developer to use the other side of the sign. In the alternative, the developer will ask for a sign of equal height and size. Third, and last argument, this sign only advertises one business, despite developer's stated plan to construct two (2) businesses at this address. Therefore, this sign does not meet the needs of the developer, despite request for a size and height variance. Petitioner should be required to construct a 'Directory' type sign in compliance with UDC 5.8.7 and which allows subsequent business to advertise their location in a manner that is consistent with residential homeowner interests.

## ANALYSIS

### Variance Criteria - Section 8.12.4, UDC

A variance may be granted only where a literal enforcement of the Code provisions would result in unnecessary hardship for a particular property. In order to grant a variance, the ARB must make a positive finding of fact concerning each of the following or, if a positive finding of fact cannot be made that, the ARB specifically describes the circumstance that would outweigh the strict requirement for a positive finding of fact and determine that the variance will not be a public detriment:

1. That special conditions and circumstances exist, which are peculiar to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same district; and, furthermore, that they are not self-imposed, self-created or otherwise the result of actions by the applicant.

There are no conditions or circumstance peculiar to the parcel that are different from other parcels in the same district. This petitioner is requesting a sign that is twice the allowed size and height. The petitioner stated he wants the sign to be seen from Main

Street. A sign of the allowable size set forth in LNC District would still be seen from Main Street. This request is self-created by the petitioner.

This criterion IS NOT met.

2. That a literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.

The subject property is zoned LNC. Properties to the north are zoned LNC and SF-10. Properties to the south, east, and west are zoned General Commercial GC or General Commercial Planned Development GCPD. Enterprise Rent-A-Car, Sam's Club, and Burger King are located in GC or GCPD District. All other signs proposed in the LNC District are required to be a maximum 50 square feet in area and 10 feet in height.

This criterion IS NOT met.

3. The applicant demonstrates that the request is a minimum easing of the Code requirements, making possible the reasonable use of the land, building, or structure.

The LNC District allows freestanding signs, which cannot exceed 50 square feet and ten feet in height. The petitioner requests a variance for a 93 square feet freestanding sign. This is an 86% increase from the requirements. This is not a minimum easing of the code. The petitioner also requests a variance for the sign to be 20 feet in height. This is a 100% increase from the requirements. This is not a minimum easing of the code.

This criterion IS NOT met.

4. That the granting of the variance is in harmony with the general interest, the general purpose and intent of the Code, and is not injurious to the neighborhood or otherwise detrimental to the public welfare.

The property has a vacant church building to the northeast, a car rental business to the south, Sam's Club to the east, a vacant GC General Commercial and SF-10 Single-family residential properties to the west. The Local Neighborhood Commercial (LNC) district is intended to accommodate neighborhood-oriented, low-intensity retail sales and service. The LNC district includes specific standards designed to ensure the compatibility with the residential-scale and style of the neighborhoods they serve. The subject property is in close proximity to single-family residential houses to the north and east. The sign in question is appropriate if the subject property was in the GC General Commercial District, along a principal arterial street. Beckland Drive is a collector street and the subject property is in a neighborhood-oriented, low-intensity retail sales and service district. This sign does not meet the general interest, purpose, and intent of the code and district.

This criterion IS NOT met.

5. That the proposed variance will not permit a use not otherwise allowed in the underlying district.

A principal freestanding sign is an allowed use in the LNC District. Approval of the proposed sign submitted by the petitioner is an 86% increase from the size requirements and a 100% increase from the height requirements. This is significantly large and higher than any other sign allowed in the LNC District.

This criterion IS NOT met.

6. That no nonconforming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structures or buildings in other districts has been or shall be considered grounds for the issuance of a variance.

There are no structures in this district that are considered grounds for this variance.

This criterion IS met.

7. That the applicant would suffer an unnecessary hardship if the variance requested were denied.

The applicant would not suffer an unnecessary hardship if the variance were denied. The LNC district includes specific standards designed to ensure the compatibility with the residential-scale and style of the neighborhoods they serve. The intent and the requirements of the zoning district are for neighborhood-oriented, low-intensity retail sales and service uses. This district serves as a buffer from General Commercial business, intended to protect residential properties to the north and west.

This criterion IS NOT Met.

## CONCLUSION

The Community Development Department understands the petitioners need for exposure and growth. The petitioner has the opportunity to install both an on-site freestanding sign and wall sign for Sundance Dental located at 3903 Beckland Drive.

The request in question is not a minimum easing of the code, there are no special conditions unique for this variance, the sign is not in harmony with the general interest, the general purpose, and intent of the Code. The criteria justifying the approval of this variance are not met.

## RECOMMENDATION

The Community Development Department recommends Denial of Petition No. ARB 16-20, a request from Ken Coleman, represented by Ram Studio Signs, for a variance to increase the maximum allowed size from 50 square feet to 93 square feet and height from 10 feet to 20 feet for a principal freestanding sign for property located at 3903 Beckland Drive in the LNC Local Neighborhood Commercial zoning district.

ARB 16-20



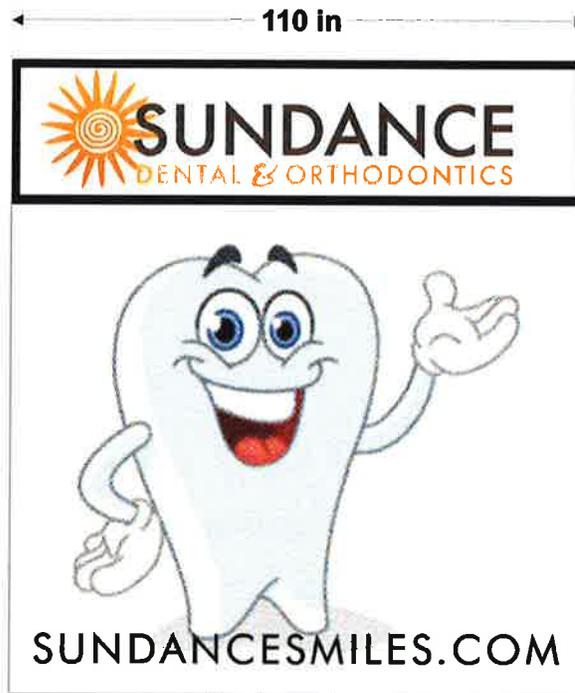
ARB 16-20 Beckland Drive

**SINGLE-FACED POLE SIGN :: SPECIFICATIONS**

**93.2 TOTAL SQ.FT**

**21 SQ.FT**

**72.2 SQ.FT**



**27.5 in**

**94.5 in**

**242 in**

**120 in**

FRONT VIEW

**PROPOSED POLE SIGN :: 93.2 Sq.Ft**

(Qty 1) 27.5" x 110" Single-faced Illuminated ID cabinet with polycarbonate faces and translucent vinyl applied.

(Qty 1) 94.5" x 110.25" Single-faced, Full-color RGB, Borderless 16mm LED Electronic Message Center

**Exhibit 2 A**

REVISION: 1  
DRAWING 1 OF 3

FILE NAME: [DESIGNER] S/Sundance Dental/ Farmington-Beckland Hills/ SD - proposed EMC.is

SIGN TYPE: SINGLE-FACED POLE SIGN

VERIFY FIELD MEASUREMENTS  PERMITTING // NM LICENCE# 50241  
NOTE: COLOR OUTPUT SHOWN NOT EXACT. PANTONE OR VINYL COLOR #s AND OR DIGITAL PRINT SAMPLE PROVIDED FOR APPROVAL IF NEEDED.

DRAWN/REVISED DATE: [2015] 12/28, [2016] 4/7

RAM VERIFIED BY:

TO APPROVE LAYOUT, PLEASE SIGN & DATE BELOW:

CUSTOMER SIGNATURE:

PRINT NAME:



www.ramsigns.com  
505-326-5801  
1111 San Juan Blvd  
Farmington, NM 87401  
Fax: 505-326-7585

**SINGLE-FACED POLE SIGN :: SPECIFICATIONS**

**93.2 TOTAL SQ.FT**

**21 SQ.FT**

**72.2 SQ.FT**

**242 in**

**110 in**

**27.5 in**

**94.5 in**

**120 in**



BACK VIEW

**PROPOSED POLE SIGN :: 93.2 Sq.Ft**

(Qty 1) 27.5" x 110" Single-faced Illuminated ID cabinet with polycarbonate faces and translucent vinyl applied.

(Qty 1) 94.5" x 110.25" Single-faced, Full-color RGB, Borderless 16mm LED Electronic Message Center

**Exhibit 3 A**

REVISION: 1  
DRAWING  
**2** OF **3**

FILE NAME: [DESIGNER]  
S/Sundance Dental/  
Farmington-Beckland Hills/  
SD - proposed EMC.fs

SIGN TYPE:  
SINGLE-FACED  
POLE SIGN

VERIFY FIELD MEASUREMENTS  PERMITTING // NM LICENCE# 50241  
NOTE: COLOR OUTPUT SHOWN NOT EXACT. PANTONE OR VINYL COLOR #'s AND OR DIGITAL PRINT SAMPLE PROVIDED FOR APPROVAL IF NEEDED.

DRAWN/REVISED DATE: [2015] 1/228, [2016] 4/7

RAM VERIFIED BY:

**TO APPROVE LAYOUT, PLEASE SIGN & DATE BELOW:**

CUSTOMER SIGNATURE:

PRINT NAME:



aprilie@ramsigns.com www.ramsigns.com  
1111 San Juan Blvd. 505-326-5801  
Farmington, NM 87401 Fax: 505-326-7585

# PLANNING MEMO COMMENTS SUMMARY

**ARB 16-20 BECKLAND DR**

**Deadline: 4/5/16**

## City of Farmington Departments

CD	Director – Mary Holton	Comments will be incorporated into the staff memo.
CD	Addressing – Planning Division	
CD	Chief Building Official – Derrick Childers	Building inspection has no comments on ARB 16-20 Beckland Dr
CD	Long Range Planner	
CD	MPO – Duane Wakan	
CD	Oil & Gas Inspector – Leona Simms	No comment
CITY	City Manager's Office – Bob Campbell	
ELEC	Customer Care Manager – Nicki Parks	No comment
ELEC	Electrical Engineering - Luwil Aligarbes	
ELEC	T & D	
FIRE	Fire Marshall –Brandy Vega	
LEGAL	City Attorney – Jennifer Breakell	
LEGAL	Deputy City Attorney-Russel Frost	All signs erected at 3903 Beckland Dr. should comply with UDC 5.8.7. First and foremost, Beckland drive is a residential neighborhood and the Unified Development Code was adopted because it protects residential neighborhoods from commercial activity which is not consistent with residential home owners. Second, Petitioner has agreed to a condition which would prevent illumination in the direction of the residential homeowners. However, when the developer completes the next phase of construction, and completes a restaurant at this location, it is natural and logical to anticipate the developer to use the other side of the sign. In the alternative, the developer will ask for a sign of equal height and size. Third, and last argument, this sign only advertises one business, despite developer's stated plan to construct two (2) businesses at this address. Therefore, this sign does not meet the needs of the developer, despite request for a size and height variance. Petitioner should be required to construct a 'Directory' type sign in compliance with UDC 5.8.7 and which allows subsequent business to advertise their location in a manner that is consistent with residential homeowner interests.
POLICE	Code Compliance – Todd Johnston	
POLICE	Sergeant Flores	
PRCA	Cory Styron	No comment
PW	City Engineer- Nica Westerling	
PW	Engineering – Toni Sitta	No comment
PW	Streets Superintendent – Jim Couch	

# PETITION APPLICATIC



**Planning Division  
Community Development Department  
City of Farmington  
800 Municipal Drive  
Farmington, NM 87401  
(505) 599-1317  
(505) 599-1299 (fax)**

**PROJECT TYPE (Check Those Applicable)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Annexation and / or Zoning<br><input type="checkbox"/> Preliminary Plat<br><input type="checkbox"/> Final Plan | <input type="checkbox"/> Summary Plat<br><input checked="" type="checkbox"/> Special Use Permit Variance (ARB) | <input type="checkbox"/> Zone Change to _____ District<br><input type="checkbox"/> Temporary Use Permit<br>Proposed Length of Use: _____<br><br><input type="checkbox"/> Well site equipment modification |
|---|--|---|

**INFORMATION**

Applicant's Name: <i>Ken Coleman</i>	Project Location: <i>3903 Beckland Dr</i>
Address: <i>6440 Rim View Place</i>	Existing Use: <i>Vacant</i>
E-Mail: <i>kennethcoleman7@gmail.com</i>	Proposed Use: <i>Dental office</i>
Telephone: <i>801 358 9972</i>	Current Zoning: <i>LNC</i>
Relationship to Property Owner: <i>Const. Manager for Sundance Dental</i>	Assessor's Parcel I.D. and/or Tax I.D. Number:

**Legal Description of Subject Property:**

Is Property subject to deed restrictions, covenants, or homeowners' association agreements?  Yes  No

If Yes, please provide copy with application.

**REPRESENTATIVE / CONTACT PERSON (if other than applicant)**

Name: <i>Ken Coleman</i>	E-Mail: <i>Kennethcoleman7@gmail.com</i>
Phone: <i>801 358 9972</i>	Address:

**OWNERSHIP**

<b>PROPERTY OWNER</b> (Identify General Partners, Managing Partner, Corporation President and Secretary. Specify type of ownership interest: Fee, Real Estate Contract, Option to Purchase)	<b>MORTGAGE HOLDERS</b> (If any)
Name: <i>Cody Coleman</i> Phone: <i>505-360-9362</i>	Name: <i>Citizen Bank</i> Phone: <i>505 566 4802</i>
Address: <i>6440 Rim View Place</i>	Address: <i>Main</i>

**OWNER CERTIFICATION**

\* (Physical and Mailing)

I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application, I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the City of Farmington or Planning and Zoning Commission to enter the premises described in this application. I understand applications will generally be reviewed by City Council at their first regular session following the P&Z review.

Name: <i>Cody Coleman</i>	Address: <i>6440 Rim View Pl Farmington</i>
Owner's Signature: <i>Cody Coleman</i>	Phone / Email: <i>505-360 9362 / ccole0032006@cityof</i>

\*\*\*\* STAFF USE ONLY \*\*\*\*

*Recd Complete App. 4/11/16  
ARB 16-03 Beckland Dr.  
Fee - \$70.00  
ARB Meeting May 5, 2016*

## **JUSTIFICATION OF VARIANCE**

(Continued)

## **JUSTIFICATION OF VARIANCE**

A variance may be granted only where a literal enforcement of the Code provisions would result in unnecessary hardship for a particular property. In order to grant a variance, the ARB must make a positive finding of fact concerning each of the following or, if a positive finding of fact cannot be made that the ARB specifically describes the circumstance that would outweigh the strict requirement for a positive finding of fact and determine that the variance will not be a public detriment:

**119625680.** That special conditions and circumstances exist, which are peculiar to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same district; and; furthermore, that they are not self-imposed, self-created or otherwise the result of actions by the applicant.

The current property is located in a LNC adjacent to general commercial. The property geographically is located on three sides by general commercial at the bottom of hillside next to a major intersection. The sign will be located in the commercial intersection vicinity, this makes the sign difficult to see from residential neighborhoods to the North.

**119625681.** That a literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Code.

Due to the major intersection, and the speed and traffic flows around the property that is arched along the road, a small sign has a very limited visibility.

**119625682.** The applicant demonstrates that the request is a minimum easing of the Code requirements, making possible the reasonable use of the land, building or structure.

The sign request will benefit the area by being constant to the commercial area it is adjacent to and surrounded by, furthermore it will help customers locate and advertise the future building.

**119625683.** That the granting of the variance is in harmony with the general interest, the general purpose and intent of the Code, and is not injurious to the neighborhood or

## **JUSTIFICATION OF VARIANCE**

(Continued)

otherwise detrimental to the public welfare.

Due to the position of the sign the lighted led will only face to the south towards main street. The back of the sign will not be illuminated and will not be visible from the residential neighborhood.

119625684. That the proposed variance will not permit a use not otherwise allowed in the underlying district.

The sign will be equal to signs adjacent to the property to the South and East.

**JUSTIFICATION OF VARIANCE**

(Continued)

119625685. That no non-conforming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structures or buildings in other districts has been or shall be considered grounds for the issuance of a variance.

This request is for advertisement use to be uniform to the community in the area it is being installed. By raising the sign higher this will help maintain a clear vision from main street.

119625686. That the applicant would suffer an unnecessary hardship if the variance required were denied.

Due to the building not being able to be seen from main street, this size of the sign is critical to advertisement of the dental office to be seen by passing traffic.

Signature of Petitioner:

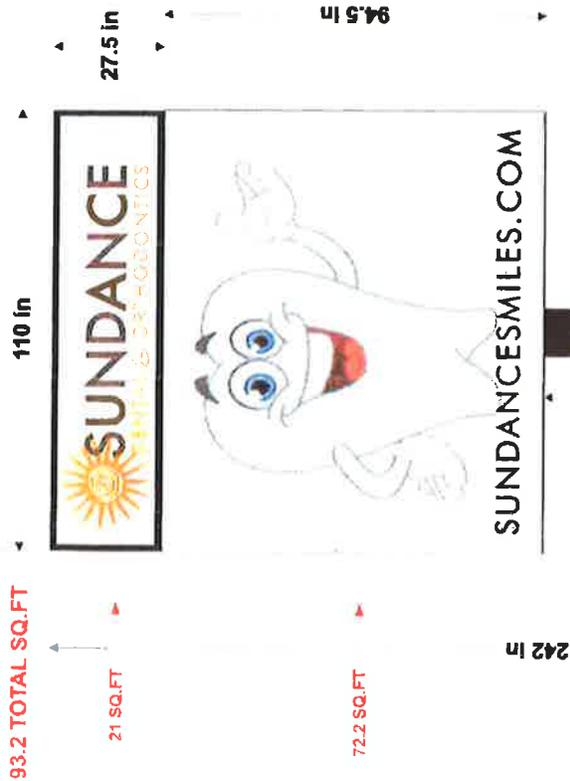


Date:



*Attach additional sheets if necessary or use the space below*

**SINGLE-FACED POLE SIGN :: SPECIFICATIONS**



**PROPOSED POLE SIGN :: 93.2 Sq.Ft**  
 (Qty 1) 27.5" x 110" Single-faced Illuminated ID cabinet with polycarbonate faces and translucent vinyl applied.  
 (Qty 1) 94.5" x 110.25" Single-faced, Full-color RGB, Borderless 16mm LED Electronic Message Center

VERIFY FIELD MEASUREMENTS  PERMITTING // NM LICENCE# 80241  
 NOTE: COLOR OUTPUT SHOWN NOT EXACT. PANTONE OR VINYL COLOR #s AND OR DIGITAL PRINT SAMPLE PROVIDED FOR APPROVAL IF NEEDED.

FILE NAME: [DESIGNER]  
 Farmington-Beckland Hills/  
 S/Sundance Dental/  
 SD - proposed EMC's

SIGN TYPE: SINGLE-FACED POLE SIGN  
 DRAWING: REVISION: 1 OF 2

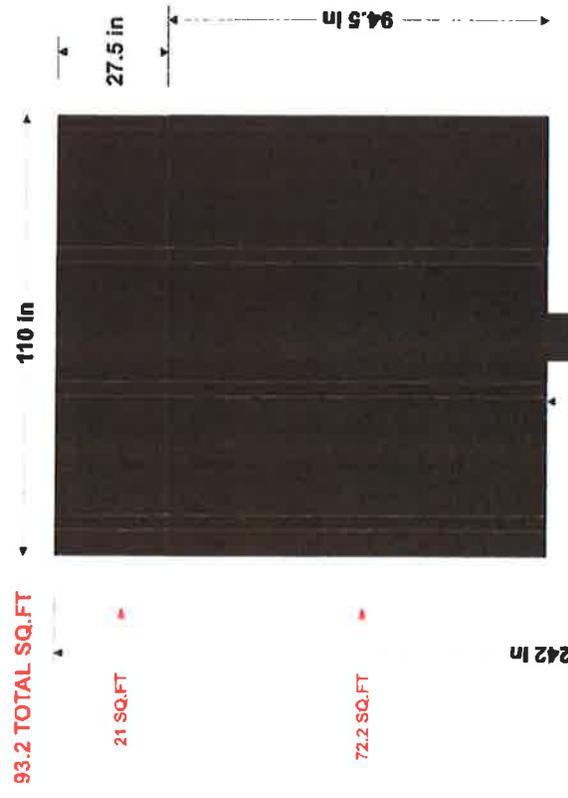
TO APPROVE LAYOUT, PLEASE SIGN & DATE BELOW:

CUSTOMER SIGNATURE: \_\_\_\_\_  
 DATE VERIFIED BY: \_\_\_\_\_  
 DATE REQUESTED: 10/11/15 12:00 PM

1111 San Juan Blvd.  
 Farmington, NM 87401  
 505-328-6801  
 Fax: 505-328-7588  
 www.ramblings.com  
 applie@ramblings.com



**SINGLE-FACED POLE SIGN :: SPECIFICATIONS**



**PROPOSED POLE SIGN :: 93.2 Sq.Ft**  
 (Qty 1) 27.5" x 110" Single-faced Illuminated ID cabinet with polycarbonate facas and translucent vinyl applied.  
 (Qty 1) 94.5" x 110.25" Single-faced, Full-color RGB, Borderless 16mm LED Electronic Message Center

REVISION: 1  
 DRAWING  
 2 OF 3

FILE NAME: (DESIGNER)  
 S/Studio Dental  
 Farmington-Buckland Hill  
 SD - proposed EMCs

SIGN TYPE:  
 SINGLE-FACED  
 POLE SIGN

DATE RECEIVED DATE: 12/19/12  
 12/28, 2014/47  
 MAN VERIFIED BY  
 TO APPROVE LAYOUT, PLEASE SIGN & DATE BELOW  
 CUSTOMER SIGNATURE  
 PRINT NAME:



apthe@ramsigns.com  
 111 San Juan Blvd.  
 Farmington, NM 87401  
 505-328-6801  
 Fax: 505-328-7585  
 www.ramsigns.com

VERIFY FIELD MEASUREMENTS  
 PERMITTING // NM LICENCE# 80241  
 NOTE: COLOR OUTPUT SHOWN NOT EXACT. PANTONE OR VINYL COLOR #'S AND OR DIGITAL PRINT SAMPLE PROVIDED FOR APPROVAL IF NEEDED.

SINGLE-FACED POLE SIGN :: SITE INSTALL



aprilie@ramsigns.com www.ramsigns.com  
 1111 San Juan Blvd. 505-326-5801  
 Farmington, NM 87401 Fax: 505-326-7595

DRAWN/REVISED DATE: 12/16/17

RAM VERIFIED BY:

TO APPROVE LAYOUT, PLEASE SIGN & DATE BELOW:

CUSTOMER SIGNATURE:

PRINT NAME:

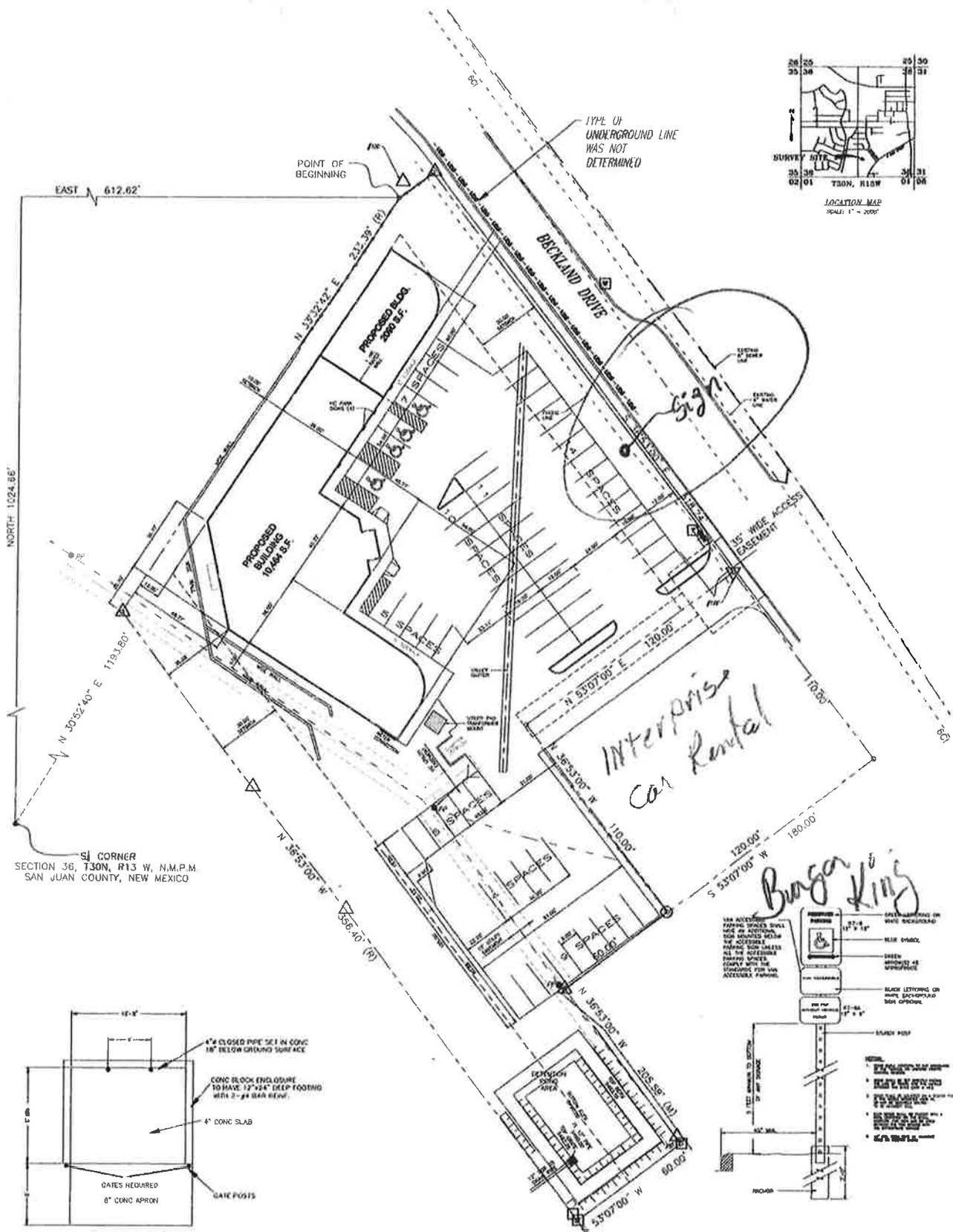
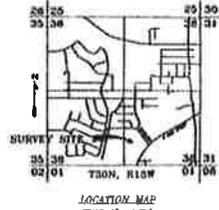
SIGN TYPE:  
SINGLE-FACED  
POLE SIGN

VERIFIED FIELD MEASUREMENTS

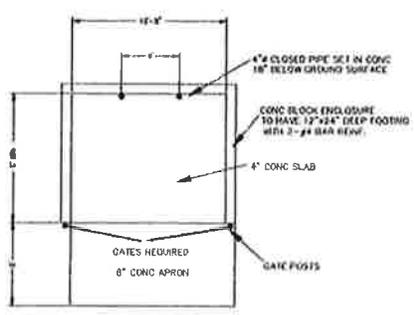
PERMITTING // NM LICENCE# 50241  
 NOTE: COLOR OUTPUT SHOWN NOT EXACT. PANTONE OR VINYL COLOR #'S AND OR  
 DIGITAL PRINT SAMPLE PROVIDED FOR APPROVAL IF NEEDED.

FILE NAME: (DESIGNER)  
S/Sundance Dental/  
SDD Beckland Hills/  
SDD sf pole sign.fs

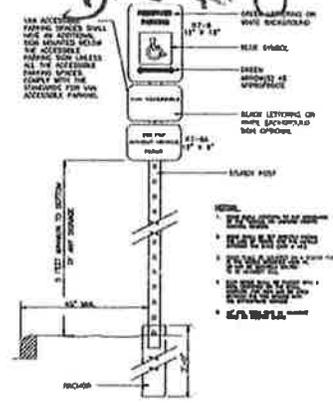
REVISION:  
DRAWING  
2 OF 2



SJ CORNER  
SECTION 36, T30N, R13 W, N.M.P.M.  
SAN JUAN COUNTY, NEW MEXICO



DUMPSTER ENCLOSURE PLAN



PROPOSED SITE PLAN  
SCALE: 1" = 20'

	<b>C-2</b> 0625	21/AN/2016 RER-24/MA/16	PROPOSED SITE PLAN	<b>Dental Care</b> Beckland Drive Farmington, New Mexico	Timothy Christensen Architect 3001 Northridge Drive Farmington, New Mexico 87401 (505) 327-8900 (505) 327-7764 Fax (505) 840-0422 Cell Tim@tdchristen.com	

**ENGLISH SUBDIVISION**  
 SITUATE IN THE SW 1/4 SE 1/4 OF SECTION 36,  
 T30N, R13W, N.M.P.M., SAN JUAN COUNTY,  
 NEW MEXICO

SCALE: 1" = 50'

DATE: JUNE, 1987

**DESCRIPTION**

A tract of land located in the Southwest Quarter of the Southeast Quarter (SW 1/4 SE 1/4) of Section 36, Township 30 North, Range 13 West, N.M.P.M., City of Farmington, San Juan County, New Mexico, described as follows:  
 BEGINNING at a point which is 1024.66 feet North and 612.62 feet East from the South Quarter Corner of said Section 36;  
 THENCE: N53°07'00"E, 20.00 feet to a point on the Westeary Right-of-Way line of Beckland Drive;  
 THENCE: S36°23'00"E along said Right-of-Way line, 344.75 feet;  
 THENCE: S53°07'00"W, 180.00 feet;  
 THENCE: S36°23'00"E, 20.58 feet;  
 THENCE: S53°07'00"W, 60.00 feet;  
 THENCE: N36°53'00"W, 356.40 feet;  
 THENCE: N33°23'00"E, 233.73 feet to the point of beginning.  
 Said tract contains 1.82 acres, more or less.

**DEDICATION**

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned being sole owners and proprietors of the land above described, have made a subdivision of said land, and that said subdivision is named and shall be known as:

**ENGLISH SUBDIVISION.**

That the said subdivision, as shown on this plat, is with the consent and in accordance with the desires of said owners, and the streets and easements shown are dedicated for public use as such, together with easements for public utilities, including easements for overhang of service wires of pole type utilities, and easements for underground or buried service wires with the right to include necessary maintenance of the same, and right of ingress and egress to and from said easements.

RICHARD T. G. TULLY, P. A., a New Mexico Professional Corporation  
 BY Richard T. G. Tully, President  
 ATTEST: Cecilia R. Tully, Secretary

**AFFIDAVIT**

Now comes Michael L. English first duly sworn upon his oath and states that the subdivision shown hereon lies wholly within the planning and platting jurisdiction of the City of Farmington, New Mexico.

Michael L. English  
 Michael L. English  
 STATE OF NEW MEXICO )  
 County of San Juan ) 88

The foregoing dedication and affidavit were acknowledged before me this 10th day of June, 1987, by Michael L. English, a single man.

My Commission Expires 4-12-89

OFFICIAL SEAL  
 INEZ GARLAND  
 Notary Public  
 STATE OF NEW MEXICO  
 My Commission Expires 4-12-89

STATE OF NEW MEXICO )  
 County of San Juan ) 88  
 The foregoing dedication was acknowledged before me this 9th day of June, 1987, by Richard T. G. Tully, president of Richard T. G. Tully, P. A., a New Mexico Professional Corporation, on behalf of the corporation.  
 My Commission Expires 4-12-89

STATE OF NEW MEXICO )  
 County of San Juan ) 88

OFFICIAL SEAL  
 INEZ GARLAND  
 Notary Public  
 STATE OF NEW MEXICO  
 My Commission Expires 4-12-89

The foregoing dedication was acknowledged before me this 9th day of June, 1987, by Billie Jean Tankersley, a single woman.  
 My Commission Expires 4-12-89

Inez Garland  
 Notary Public

**CERTIFICATION**

I, J. Roger Miller, a registered land surveyor in the State of New Mexico, certify that I prepared this plat at the direction of the owners from field notes of an actual survey and certified plats and I further certify that the representations hereon are correct to the best of my knowledge and belief.

Date 6-10-87

NEW MEXICO  
 9762  
 REGISTERED PROFESSIONAL LAND SURVEYOR

J. Roger Miller  
 Registered L.S. #9752  
 State of New Mexico

**ACCEPTANCE**

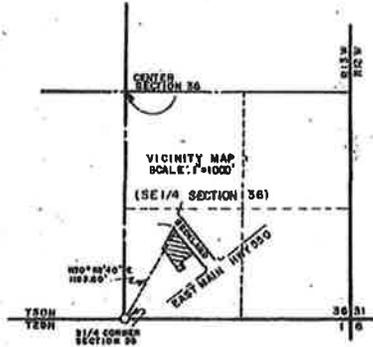
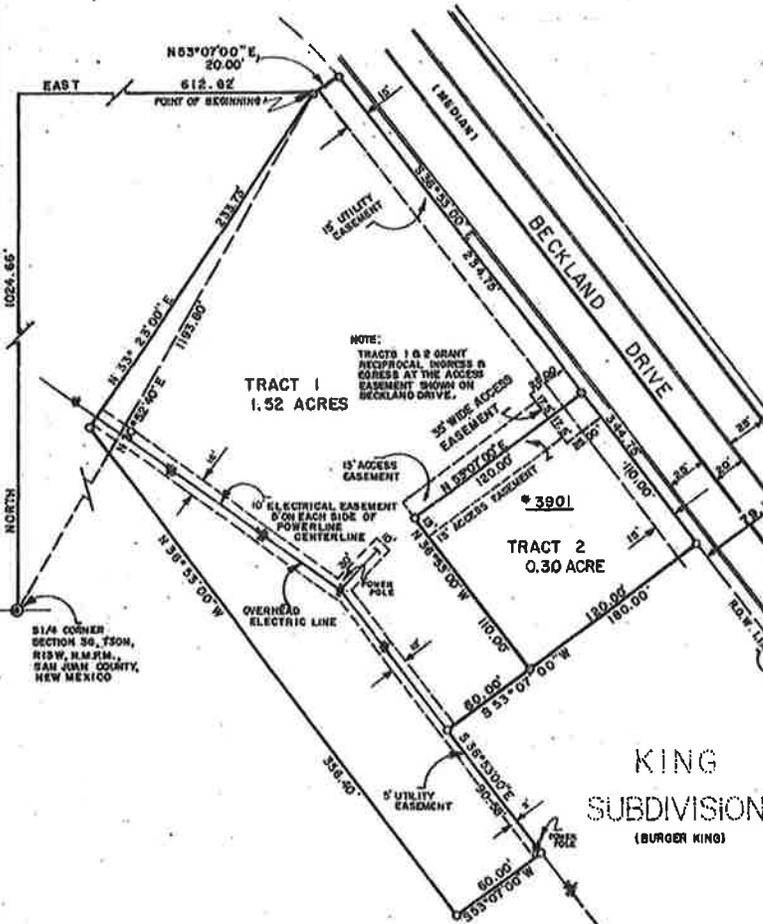
Accepted and approved pursuant to the summary procedure of the Land Subdivision Regulations of the City of Farmington on this 4th day of AUGUST, 1987.

BY: Don A. Schwartz  
 Director Planning and Development Department

ATTEST: Don A. Schwartz  
 City Clerk

Sharon Mason  
 Mountain Bell Telephone  
Don Bloomfield  
 Farmington Electric Utility

Carl M. ...  
 City Engineer



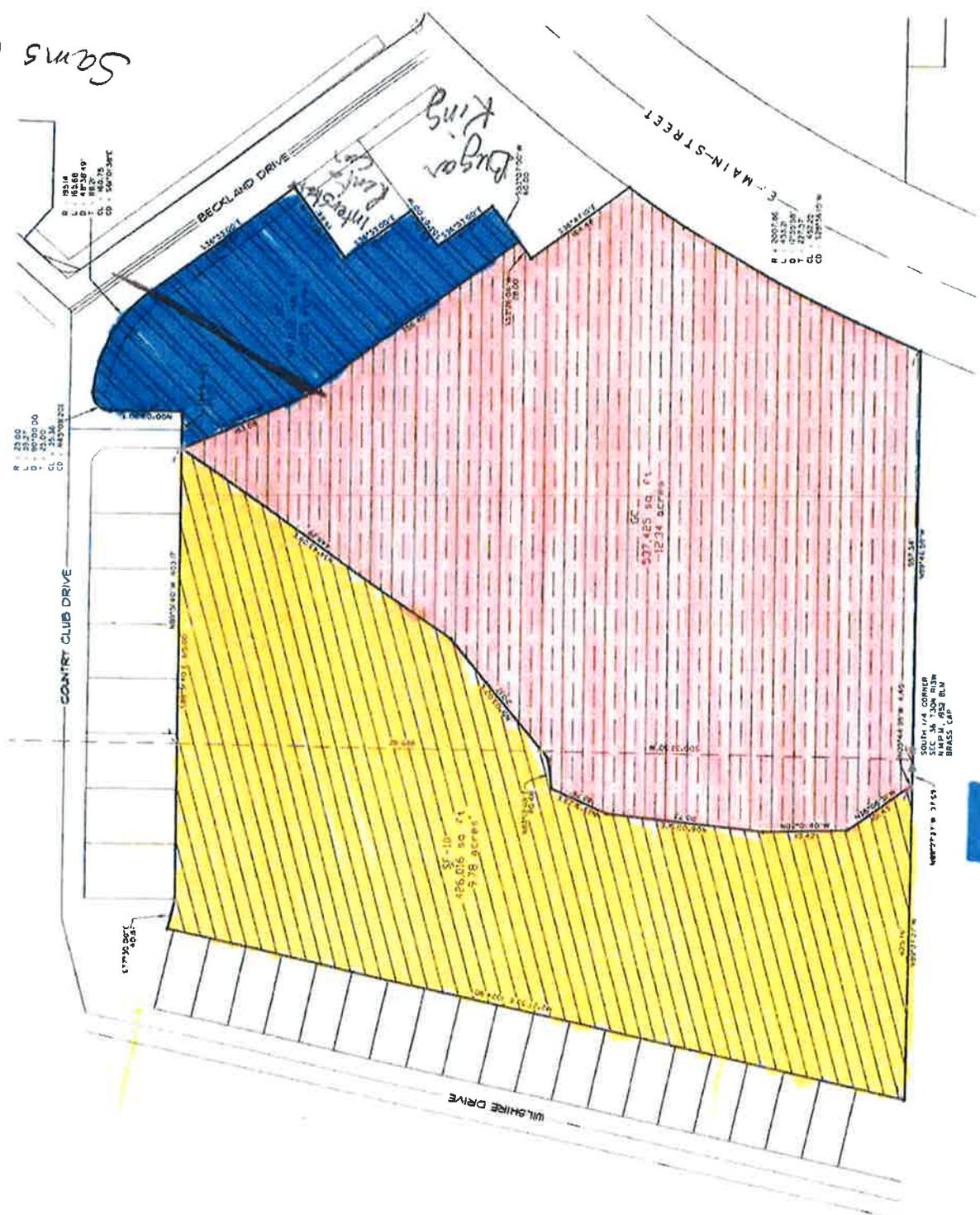
FILED OR RECORDED  
 BOOK PAGE F-37  
 SAN JUAN COUNTY, NEW MEXICO  
 REC. 1024749 Sec 5.00  
 AUG 07 1987  
 ATTEST: ...  
 COUNTY CLERK



SAN JUAN ENGINEERS, 2101 SAN JUAN BLVD, FARMINGTON, NEW MEXICO  
 ENGLISH SUBDIVISION, FARMINGTON, NEW MEXICO

**CITY OF FARMINGTON  
ZONING CHANGE MAP  
81/2 SECTION 36 T30N R19W N.M.P.M.  
CITY OF FARMINGTON, SAN JUAN COUNTY, NEW MEXICO**

*Sams Club*



**(ARB) ADMINISTRATIVE REVIEW BOARD  
NOTICE OF HEARING**

Notice is hereby given that the following applications have been filed with the Administrative Review Board of the City of Farmington.

Petition No. ARB 16-02 - a request from US Eagle Credit Union represented by Jeremy Galloway of YESCO, LLC, for a variance to the off-site sign requirement of 200 feet minimum right-of-way width along a principal arterial street for property located at 5600 E. Main St. in the City of Farmington, San Juan County, New Mexico, as described below:

**LEGAL DESCRIPTION:**

T30N, R12W, Sec 31, Pt. SW1/4NE1/4, Pt. SE1/4NW1/4, in the City of Farmington, San Juan County, New Mexico.  
Otherwise located at 5600 E. Main Street

Petition No. ARB 16-20 - a request from Ken Coleman, for a variance from the requirements of UDC section 5.8.7 A (1) Principal free-standing signs size in the LNC Local Neighborhood Commercial District, for property located at 3903 Beckland Drive, in the City of Farmington, San Juan County, New Mexico, as described below:

**LEGAL DESCRIPTION:**

Beckland Subdivision, Tract 1, in the City of Farmington, San Juan County, New Mexico.  
Otherwise located at 3903 Beckland Drive

A public hearing will be held before the Administrative Review Board of the City of Farmington on Thursday May 5, 2016, at 6:00 p.m. in the City Council Chambers at City Hall, 800 Municipal Drive, Farmington, New Mexico to consider these variance requests. All persons in interest are invited to attend said hearing and shall have an opportunity to be heard on why said application should be granted or denied.

Karen Walker  
Administrative Assistant

Legal No. 72602 published in The Daily Times on April 17, 2016.

**NOTICE OF PUBLIC HEARING  
VARIANCE REQUEST  
PETITION NO. ARB 16-20**

April 13, 2016

Dear Property Owner:

Notice is hereby given that an application has been filed with the Administrative Review Board of the City of Farmington, New Mexico, a request from Ken Coleman, for a variance from the requirements of UDC section 5.8.7 A (1) *Principal free-standing signs size to allow a 100 sq. ft. sign* in the LNC Local Neighborhood Commercial District, which requires a maximum sign size of 50 sq. ft., for property located at 3903 Beckland Drive, in the City of Farmington, San Juan County, New Mexico, as described below:

**LEGAL DESCRIPTION**

Beckland Subdivision, Tract 1, in the City of Farmington, San Juan County, New Mexico.

**Otherwise located at 3903 Beckland Drive**

A public hearing will be held before the Administrative Review Board of the City of Farmington on **Thursday, May 5, 2016, at 6:00 p.m.** in the City Council Chambers at City Hall, 800 Municipal Drive, Farmington, New Mexico to consider this variance request. All persons in interest are invited to attend said hearing and shall have an opportunity to be heard on why said application should be granted or denied.

You are receiving this letter because you may own property within 100 feet (excluding public right-of-way) of the proposed change. You are invited to attend the hearing noted above or submit written comments prior to the meeting to the Community Development Department – Planning Division at 800 Municipal Drive, Farmington, New Mexico 87401. Please be advised that all submitted comments will become public record and that there is the possibility that any petition may be withdrawn before the hearing date.

If you have any questions or would like additional information regarding this notice or the petition, please contact Steven Saavedra at 505-599-1282 or [ssaavedra@fmtn.org](mailto:ssaavedra@fmtn.org).

Sincerely,



Karen Walker  
Administrative Assistant

**GUARDIAN ABSTRACT & TITLE CO., INC.**  
**221 NORTH AUBURN**  
**FARMINGTON, NEW MEXICO 87401**

PROPERTY OWNERS WITHIN 100 FEET, EXCLUDING ROADWAYS AND ALLEYS OF  
 THE FOLLOWING DESCRIBED PROPERTY: English Subdivision  
Tract 1

OWNER: Beckland Ownership Group, LLC  
 6600 E. Main  
 Farmington, NM 87402  
 1598/336

<u>ADJOINING OWNER</u>	<u>ADDRESS</u>	<u>LEGAL DESCRIPTION</u>
Custard, William R. Jr DBA Custard Consulting 1427/74	5 Road 5295 Farmington, NM 87401-7401	English Subdivision Tract 2
Los Ninos Partnership 1156/1042, 1598/294	ATTN: Double Eagle Property Tax Consultan 7727 Formula PL San Diego, CA 92121-2121	King Subdivision Lot 1
Nguyen, Larry 1338/717	1033 Smith LN Farmington, NM 87401-7401	T30N, R13. Sec. 36 Pt. SW1/4SE1/4 Oriental Subdivision Lot 1
English Land Co. 904/281, 1135/1022	15648 Road 250 Durango, CO 81301-8695	T30N, R13. Sec. 36 Pt. SW1/4SE1/4 Pt. SE1/4SW1/4
Acosta, Rodrigo and Olga Quezada 1539/249	4120 E. Douglas St. Farmington, NM 87402-7402	Beckland Hills Block 6 Lot 15

Fuhr, Sarah W.  
1259/743

4001 Beckland Dr.  
Farmington, NM  
87401-4713

Beckland Hills  
Block 6  
Lot 14

Rahm, Betty Jo  
1593/1034

4000 Beckland Dr.  
Farmington, NM  
87402-4714

Beckland Hills  
Block 6  
Lot 12

Sam's East Inc.  
1371/509

ATTN: WalMart Prop.  
Tax Dept.  
P.O Box 8050 MS 0555  
Bentonville, AR  
72712-8050

Wal-Mart Subdivision,  
Exemption Plat  
Lot 1-A

**RESOLUTION**

**A RESOLUTION SETTING AND ESTABLISHING A REGULAR MEETING DAY, TIME AND PLACE FOR THE ADMINISTRATIVE REVIEW BOARD PURSUANT TO CITY COUNCIL RESOLUTION NO. 2013-1466 AS RATIFIED**

WHEREAS, pursuant to the provisions of Resolution No. 2013-1466 as ratified, each board, commission, committee or other policy making body of the City of Farmington which holds regular meetings shall annually, subject to the ratification and approval of the City Council of the City of Farmington, establish a regular meeting day, time and place; and

WHEREAS, the Administrative Review Board of the City of Farmington has determined and does recommend to the City Council that the regular meeting day, time and place of the Administrative Review Board of the City of Farmington and the location where a copy of the agenda of such meetings may be obtained shall be as set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE REVIEW BOARD OF THE CITY OF FARMINGTON:

That the regular meeting day, time and place of the Administrative Review Board of the City of Farmington shall be held on the first Thursday following the first Tuesday of each month at 6:00 p.m. in the Council Chambers, Municipal Building, 800 Municipal Drive, Farmington, New Mexico and that the location where a copy of the agenda of the regular meeting may be inspected seventy-two (72) hours in advance of the meeting shall be at the Community Development Department, Municipal Annex, 805 Municipal Drive, Farmington, New Mexico.

PASSED, SIGNED, APPROVED and ADOPTED this \_\_\_\_\_ day of May, 2016.

By: \_\_\_\_\_  
Chairperson, Administrative Review Board

**MINUTES  
ADMINISTRATIVE REVIEW BOARD  
February 4, 2016 – 6:00 P.M.**

The Administrative Review Board met in regular session on Thursday, February 4, 2016 at 6:00 p.m. in the City Council Chamber, 800 Municipal Drive, Farmington, New Mexico.

Members present: Vice Chairman James Dennis  
Paul Martin  
Lynn Scott  
Adam Soukup

Members absent: Chairman Ireke Cooper

Staff present: Mary Holton  
Cindy Lopez  
Keith Neil  
Steven Saavedra  
Karen Walker

Others addressing the board: William Clark

**Call to Order**

The meeting was called to order at 6:00 p.m. by Acting Co-Chair James Dennis and there being a quorum present the following proceedings were duly had and taken.

**Approval of the Agenda**

A motion was made by Board Member Martin, seconded by Board Member Scott, to approve the agenda. The motion passed unanimously by a vote of 4-0.

**Approval of the Minutes from the December 3, 2015 Regular Meetings**

Board Member Martin made a motion to approve the minutes of the December 3, 2015 regular meeting. The motion was seconded by Board Member Soukup and passed unanimously by a vote of 4-0.

**Swearing in of Witnesses**

All parties that wished to speak on behalf of any agenda item were sworn in by Karen Walker.

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**Petition No. ARB 16-01  
Fellowship of the Spirit – Off-site Sign**

**Discussion of ARB No. 16-01 on February 4, 2016**

Associate Planner Steven Saavedra presented the staff report for ARB 16-01, a request from Fellowship of Spirit Church, represented by William F. Clark, for a variance from the requirements of Section 5.8.7 (18), to allow an off-site freestanding sign in the GC General Commercial District at the intersection of 13<sup>th</sup> Street and Farmington Avenue. The parcel of property is 0.42-acres and is currently vacant.

Mr. Saavedra explained that the Unified Development Code restricts the size, location, and number of freestanding signs. The current sign is an off-site portable sign which is prohibited in the City of Farmington. This sign is located along a collector and local street, with a right-of-way

width of 50-feet. An off-site sign is allowed only on principle arterial street(s), with right-of-way width(s) of 200-feet. An off-site sign cannot be within 100 feet of a residential unit, and it cannot be greater than 26-feet in height or more than 200 square feet in area.

Mr. Saavedra continued to explain that the Fellowship of Spirit Church is approximately 160-feet from the vacant parcel of property where the sign is located, and approximately 310-feet from the location of the current off-site sign in question. The sign is also located approximately 100-feet from the closest residential unit. The off-site sign was brought to the City of Farmington's attention because it was in the site distance triangle at the intersection of Farmington Avenue and E. 13th Street. Also, the sign is a portable sign on movable skids. According to the UDC, portable signs are prohibited.

Mr. Saavedra went on to say that the church has a banner wall sign on their building. Banner signs are allowed for a maximum of 30-days per year. The Fellowship of Spirit Church does not have any sign permits with the City of Farmington for either sign.

The Zoning Code states that no variance shall be granted where economics are the basis for the application. The zoning of the church property does not prevent placing the sign on their own property. The church is visible from Farmington Avenue. There are no other businesses in the area using off-site signs. Mr. Saavedra noted that the purpose of the City of Farmington sign ordinance is to maintain the look of the city and to keep it attractive for residents and businesses. Mr. Saavedra commented that the sign is not hurting anyone, but by allowing the church to keep their sign at this location it would demonstrate to other businesses that it is alright to have off-site signs.

Mr. Saavedra described the history of the property at 2009 E. 13<sup>th</sup> Street. In 1978, the building was originally constructed. The church is located in the GC General Commercial District. Namaste Family Services was the previous business located at 2009 E. 13<sup>th</sup> Street. On December 16, 2014, the Building Division at the Community Development Department issued a permit for an addition to the structure. In 2015, the addition was constructed and the structure extends further north towards the property line. Mr. Saavedra stated that the church has the opportunity to install an on-site freestanding sign. The GC General Commercial District allows 200 square feet of signage for a freestanding sign. In addition, the GC District allows freestanding signs 45-feet in height.

The criteria justifying the approval of this variance are not met. This off-site sign is a violation of the zoning code. A permanent off-site sign needs to be located on a principle arterial street, with a right-of-way width of 200-feet and cannot be within 100-feet of a residential unit. The Community Development Department recommends denial.

Board member Martin asked who owns the vacant property that the sign is currently located on. Mr. Saavedra said David Cooper is the owner. Mr. Martin inquired what would happen to the sign if the variance was granted and the property sold. Mr. Saavedra commented that the sign could stay. However, no two freestanding signs are allowed on the property. Any new business would not be able to install a sign.

Mr. Martin asked if some freestanding signs were exempt from the ordinance. Senior Planner Cindy Lopez stated that the code allowed political and real estate signs for a specific time frame. Free standing signs on skids are not allowed.

William Clark of 4441 Cardon Drive stated that he has been with Fellowship of Spirit Church for the last 15 years. He has been a Board President for the last 6 years. Mr. Clark mentioned that the church had permission from the property owner to put the sign at that location. The church

offered to maintain the vacant property in return. Mr. Clark commented that the sign would be removed if the vacant property was developed. The sign is a modest sign according to Mr. Clark and he feels the location is a minimum easing of the code. Mr. Clark explained that the church has had many monetary expenditures recently in the way of water line extension fees, sprinkler system and alarm system for the church. Erecting a permanent sign would be expensive. Mr. Clark said RAM signs had told him he would need a permit and a variance to place the sign on the vacant lot.

Mr. Clark said he was willing to remove the sign if the vacant property sold or to remove the skids and make the sign more permanent. Ms. Lopez noted that an off-site sign was prohibited by code except on a principle arterial street. Board Member Soukup asked if the sign were permanent, would it still not be allowed. Ms. Lopez said it would not be allowed.

Board Member Dennis clarified that the temporary sign was not recommended by staff and the sign was a violation of code. A permanent off-site sign would be within 100-feet of a residence and not on a principle arterial with a 200-foot right-of-way, which is a code violation.

**Administrative Review Board Action of February 4, 2016**

A motion was made by Board Member Martin and seconded by Board Member Scott to **deny** Petition No. ARB 16-01, a request from Fellowship of Spirit Church, represented by William F. Clark, for a variance from the requirements of Section 5.8.7 (18), to allow an off-site freestanding sign in the GC General Commercial District at the intersection of 13th Street and Farmington Avenue.

AYE: Board Members Dennis, Martin, Scott, and Soukup.

NAY: None

ABSTAIN: None

ABSENT: Chair Cooper

**DENIED WITH FINDINGS 4-0**

**Business from the Floor:** There was no business from the Floor.

**Business from the Chair:** There was no business from the Chair.

**Business from the Members:** There was no business from the Members.

**Business from Staff:** Ms. Lopez informed the Board that the next ARB meeting would most likely be cancelled due to a lack of petitions.

**Adjournment:** The February 4, 2016 meeting of the Administrative Review Board was adjourned at 6:43 p.m.

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James Dennis-Acting Co-Chairman  
Assistant

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Karen Walker-Administrative