

**A G E N D A**  
**CITY OF AZTEC**  
**CITY COMMISSION MEETING**  
**November 8, 2016**  
**201 W. Chaco, City Hall**  
**6:00 p.m.**

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**V. AGENDA APPROVAL**

**VI. CITIZEN RECOGNITION**

**VII. EMPLOYEE RECOGNITION**

**VIII. CONSENT AGENDA**

- A. Commission Meeting Minutes, October 25, 2016
- B. Commission Special Meeting Minutes, October 28, 2016
- C. Travel Requests
- D. Resolution 2016-1026 BLM Application for Land Patent and Signatory Authority
- E. Resolution 2016-1027 Surplus
- F. MOU Library-Mosaic Academy

*Items placed on the Consent Agenda will be voted on with one motion. If any item proposed does not meet the approval of all Commissioners, a Commissioner may request that the item be heard under "Items from Consent Agenda"*

**IX. ITEMS FROM CONSENT AGENDA**

**X. CITIZENS INPUT (3 Minutes Maximum)**

*(Citizens who wish to speak will sign up prior to the meeting. This is for items not otherwise listed on the agenda)*

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**ATTENTION PERSONS WITH DISABILITIES:** The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

**Note:** A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

**XI. LAND USE HEARINGS**

- A. 2016-018 - Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), With A Conditional Use To Allow A Brewery/Taproom

**XII. BUSINESS ITEMS**

- A. Aztec Sparkles Incentive

**XIII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

**XIV. DEPARTMENT REPORTS**

*(When this item is announced, all Department Heads who wish to give a report will move to the podium)*

**XV. ADJOURNMENT**

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**ATTENTION PERSONS WITH DISABILITIES:** The meeting room and facilities are fully accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office at 334-7600 prior to the meeting so that arrangements can be made.

**Note:** A final agenda will be posted 72 hours prior to the meeting. Copies of the agenda may be obtained from City Hall, 201 W. Chaco, Aztec, NM 87410.

CITY OF AZTEC  
COMMISSION MEETING MINUTES  
October 25, 2016

**I. CALL TO ORDER**

Mayor Burbridge called the Meeting to order at 6:00 pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

**II. INVOCATION**

The Invocation was lead by City Attorney, Larry Thrower

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Judge Carlton Gray

**IV. ROLL CALL**

Members Present: Mayor Sally Burbridge; Commissioner Katee McClure; Commissioner Austin Randall; Mayor Pro-Tem Sherri Sipe; Commissioner Sheri Rogers

Members Absent: None

Others Present: City Manager, Joshua Ray; City Clerk Karla Saylor; Project Manager Ed Kotyk (see attendance sheet)

**V. AGENDA APPROVAL**

MOVED by Commissioner Randall, SECONDED by Commissioner McClure to Approve the Agenda as Presented

**VI. CITIZEN RECOGNITION**

Josh recognized Damian Irizarry with Guzman Energy as a guest. Mayor Burbridge recognized David Williams with The Mission Continues for putting together a cleanup on Ruins Road Saturday with the Junior ROTC from Aztec High School.

**VII. EMPLOYEE RECOGNITION**

None

**VIII. CONSENT AGENDA**

MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Randall to Approve the Consent Agenda with the exception of Item (F) Change Order SCADA

- 1
- 2 A. Commission Meeting Minutes, October 11, 2016
- 3 B. Travel Requests
- 4 C. Library Grant in Aid Agreement FY16-17
- 5 D. Aztec Municipal Airport Pilot Lounge Dedication
- 6 E. Budget Resolution #2016-1025
- 7 F. PULLED
- 8

9 **IX. ITEMS FROM CONSENT AGENDA**

10  
11 F. Change Order SCADA

12  
13 Commissioner McClure pulled item for discussion on the change orders. Bill  
14 Watson, City Engineer mentioned that this is a design build contract meaning that it is a  
15 build as you go project. He mentioned that on projects like this some changes are  
16 expected. He mentioned that this change order will extend the contact time to  
17 December 31, 2016 and adds SCADA to the Bladder tank pump station in the amount  
18 of \$43,920 plus gross receipts tax which will allow control of the pump station by plant  
19 operators at the water plant.  
20

21  
22 MOVED by Commissioner Rogers, SECONDED by Mayor Pro-Tem Sipe to  
23 Approve the Re-Bid 15-0418 Change Order #4 to Pillar Innovations LLC in the amount  
24 of \$43,920 plus gross receipts tax and extend the contract completion date to  
25 December 31, 2016

26  
27 All Voted Aye; Motion Passed Five-Zero

28  
29 **X. CITIZENS INPUT**

30  
31 None

32  
33 **XI. BUSINESS ITEMS**

34  
35 A. Final Adoption of Ordinance 2016-453 Amend Chapter 2, Article V Advisory  
36 Boards, Division 5 Library Board

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38 Josh mentioned that this is the Final Adoption to Amend the Library Advisory  
39 Board which will add a youth member to the board which will have voting privileges and  
40 there have been no comments received to date.  
41

1            MOVED By Mayor Pro-Tem Sipe, SECONDED By Commissioner Randall to  
2 Approve Final Adoption of Ordinance 2016-453 Amend Chapter 2, Article V Advisory  
3 Boards, Division 5 Library Board  
4

5            A Roll Call Was Taken: All Voted Aye; Motion Passed Five to Zero  
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## 7    **XII. CITY MANAGER/COMMISSIONERS/ATTORNEY REPORTS**

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9            Josh mentioned that there will be a Special Commission Meeting on Friday at  
10 7:00am to review the Amendment for Hutton Development Agreement.  
11

12            Mayor Burbridge mentioned that she attended a press conference with the  
13 Attorney General Hector Balderas on the Gold King Mine Spill. The discussion was on  
14 multiple suites that his office has filed with the EPA and the State of Colorado but the  
15 purpose of the meeting today was to encourage any citizens in San Juan County who  
16 had losses or any claims related to the Gold Mine Spill that they could talk to the their  
17 legal staff who will be at the County offices all day tomorrow. She mentioned 4CED has  
18 a new CEO who will be here the first part of January. She asked about Aztec Sparkles  
19 lighting contest and if it is going to be a part of the event this year, there was no  
20 decision at this meeting but will be up for discussion in an upcoming meeting. Mayor  
21 Burbridge mentioned that the next Commission meeting will be rescheduled to Monday,  
22 November 7, 2016 at 6:00pm.  
23

24            Mayor Pro-Tem Sipe attended a NWNM Senior meeting and they will be cutting  
25 5.5% of funds and they will no longer have start up funds. She mentioned that she did  
26 not attend the EDAB meeting.  
27

28            Commissioner Rogers mentioned that she attended a SJSC meeting there was a  
29 presentation by Jamie Church on Childhaven and their fundraising attempt.  
30

31            Commissioner McClure mentioned that she would like an update on the Golf  
32 Course and the HUB. She would like to have an upcoming Town Hall meeting. She  
33 would like to have a workshop before the end of the year on Commission policies.  
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## 35    **XIII. DEPARTMENT REPORTS**

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## 39    **XIV. ADJOURMENT**

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Moved by Mayor Burbridge, SECONDED by Commissioner Randall to adjourn  
the meeting at 6:35 p.m.

\_\_\_\_\_  
Mayor, Sally Burbridge

ATTEST:

\_\_\_\_\_  
Karla Sayler, City Clerk

MINUTES PREPARED BY:

\_\_\_\_\_  
Karla Sayler, City Clerk

DRAFT

1 CITY OF AZTEC  
2 **SPECIAL** COMMISSION MEETING MINUTES  
3 October 28, 2016  
4

5 **I. CALL TO ORDER**

6 Mayor Burbridge called the Meeting to order at 7:00 am at the Aztec City  
7 Commission Room, City Hall, 201 W. Chaco, Aztec, NM.  
8

9 **II. INVOCATION**

10 The Invocation was lead by Commissioner Austin Randall  
11  
12

13 **III. PLEDGE OF ALLEGIANCE**

14 The Pledge of Allegiance was led by Mayor Pro-Tem Sherri Sipe  
15  
16

17 **IV. ROLL CALL**

18  
19 Members Present: Mayor Sally Burbridge; Mayor Pro-Tem Sherri Sipe;  
20 Commissioner Sheri Rogers; Commissioner Katee  
21 McClure; Commissioner Austin Randall  
22

23 Members Absent: None  
24

25 Others Present: City Manager Joshua Ray; City Clerk Karla Saylor;  
26 Project Manager Ed Kotyk (see attendance sheet)  
27

28 **V. AGENDA APPROVAL**

29  
30 MOVED by Commissioner McClure, SECONDED by Commissioner Randall to  
31 Approve the Agenda as presented  
32

33 **VI. BUSINESS ITEMS**

34  
35 A. Hutton Development Agreement Amendment

36 Josh mentioned that this is an amendment to the contract that was approved by  
37 commission on June 14, 2016. The amendment would be in 3 areas, timeline for  
38 development of the project, updating wording for the infrastructure improvements, and  
39 changing exhibits B and C. Each of these amendments have been reviewed by city  
40 staff. The Hutton Team plans to close on Monday October 31, 2016 and proceed with  
41 the dirt work for the project. Commission reviewed the agreement and plots including  
42 counter parts, retention ponds, and demolition of the current building on property.  
43 Hutton will not have the responsibility to remove the building the City will obtain the

1 necessary permits or third party permissions for removal of the building. The changes to  
2 the exhibits reflect changes requested by City staff to the project. The changes have  
3 been accepted and approved by Hutton Team, LLC.

4 MOVED by Mayor Pro-Tem Sipe, SECONDED by Commissioner Randall to  
5 Approve the First Amendment to the Business Development Project Participation and  
6 Incentive Agreement Between the City of Aztec and Hutton Team, LLC.

7 A Roll Call Was Taken: Motion Passed Five to Zero

8 **VII. ADJOURMENT**

9  
10 Moved by Mayor Burbridge, SECONDED by Mayor Pro Tem Sipe to adjourn the  
11 meeting at 7:35 a.m.

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13  
14 \_\_\_\_\_  
Mayor, Sally Burbridge

15 ATTEST:

16  
17 \_\_\_\_\_  
18 Karla Sayler, City Clerk

19  
20 MINUTES PREPARED BY:

21  
22 \_\_\_\_\_  
23 Karla Sayler, City Clerk

# Staff Summary Report

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**MEETING DATE:** November 08, 2016  
**AGENDA ITEM:** VIII. CONSENT AGENDA (C)  
**AGENDA TITLE:** Travel Requests

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**ACTION REQUESTED BY:** Kathy Lamb  
**ACTION REQUESTED:** Approval of Employee/Public Official Travel Requests  
**SUMMARY BY:** Finance

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## **PROJECT DESCRIPTION / FACTS** (Leading Department)

- Resolution 2003-603 identifies the requirement for employee/public official travel requests to be pre-approved by the commission. All travel requests will be submitted to the commission for approval prior to the travel occurring except in unusual circumstances when the City Manager may approve as provided in resolution 2003-603.
- The attached log is sorted by dates of travel and then by department.
  - City Manager is requesting approval of attendance of the Council of Government meeting held in Gallup on 11/02/16.
  - Project Management/Tourism is requesting approval of attendance to the Grand Circle Quarterly Meeting held in Grand Canyon, AZ. 12/03-05/16. COA benefits the continued association with Grand Circle Association and those who participate, i.e. networking with local and regional entities. By attending these meetings enhances the City's Tourism Marketing Supervisor understanding of the area through these connections and the networking with local and regional participants as well as opening opportunities to visit local and regional attributes and work with them. Through our relationship with the Grand Circle, we have had hosted a Grand Circle meeting in Aztec, as well as hosting a Media FAM Tour Group who visited the Aztec Ruins, Aztec Museum and lodged at Microtel, in hopes to host a Tour Operator next year.

## **FISCAL INPUT** (Finance Department)

- All departments requesting travel have sufficient funds budgeted within their travel/training budgets

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**SUPPORT DOCUMENTS:** Travel Log November 08, 2016

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**DEPARTMENT'S RECOMMENDED MOTION:** Approve Employee/Public Official Travel Requests

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**EMPLOYEE/PUBLIC OFFICIAL TRAVEL REQUESTS FOR COMMISSION APPROVAL  
MEETING DATE: NOVEMBER 08, 2016**

<b>Dates of Travel</b>	<b>Department</b>	<b>Purpose of Travel/Location</b>	<b>Over- night</b>	<b>Out of State</b>	<b>Costs</b>	<b>Explanation of Cost</b>	<b>FY17 Budget Available</b>
11/02/16	Admin.	Council of Government Board Mtg. Gallup, NM.	No	No	150.96	Actual Fuel Expense	Yes
12/03-05/16	Proj. Mngmnt.	Grand Circle Quarterly Meeting Tusayan, AZ.	Yes	Yes	162.00 100.00 138.00	Meal & Gratuity Allowed Estimated Cost for Fuel Lodging	Yes

# Staff Summary Report

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**MEETING DATE:** November 8, 2016  
**AGENDA ITEM:** VIII. CONSENT AGENDA (D)  
**AGENDA TITLE:** Resolution 2016-1026 BLM Application for Land Patent and Signatory Authority

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**ACTION REQUESTED BY:** Public Works Department, Finance Department  
**ACTION REQUESTED:** Approval of Resolution 2016-1026 BLM Application for Land Patent and Signatory Authority  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- In June 2016, the Commission approved resolution 2016-1002 authorizing the submission of an application to the Bureau of Land Management (BLM) for a land patent of lands formerly used by the City for a sanitary landfill. The arterial roadway will cross these lands and ownership of same would allow the City to control future development on the land minimizing subsurface disturbance and eliminate the federal requirements for landfill removal specific to the arterial.
- The application was submitted to BLM in June. On October 25, 2016, a letter was received from BLM advising the application was insufficient. A phone conference was held on October 27, 2016 and BLM provided guidance for the application. The primary problem with the application and resolution was the inclusion of proposed development for the lands (construction of the roadway). BLM has advised the application should not address future development.
- The resolution has been submitted to BLM Farmington Office for review.

## PROCUREMENT / PURCHASING (if applicable)

- None

## FISCAL INPUT / FINANCE DEPARTMENT

- Fees may be associated with the transfer of the land but will not be known until BLM has accepted the application and implement their internal process.

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**SUPPORT DOCUMENTS:** Resolution 2016-1026 BLM Application for Land Patent and Signatory Authority

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2016-1026 BLM Application for Land Patent and Signatory Authority

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**CITY OF AZTEC**  
**Resolution 2016-1026**

**A Resolution Authorizing Application to Bureau of Land Management for Land for  
Public Purpose and Signatory Authority**

**WHEREAS**, the City of Aztec operated a sanitary landfill on lands leased from Bureau of Land Management in the 1960s; and

**WHEREAS**, the City of Aztec relinquished the leased lands through Bureau of Land Management in the 1970s; and

**WHEREAS**, the City of Aztec has determined it to be in the best interests of the City and its citizens to control activity on the land previously leased to the City for landfill operations; and

**NOW, THEREFORE**, be it resolved, as follows:

1. Staff is instructed to pursue a land patent with the Bureau of Land Management specific to the land previously leased to the City.
2. The City Manager is authorized to execute the application and any documents necessary to process the transfer to the City of Aztec.
3. The Mayor is authorized to execute documents to finalize the land patent.

**ADOPTED and APPROVED** this 8<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Mayor Sally Burbridge

**ATTEST:**

\_\_\_\_\_  
City Clerk Karla Sayler

# Staff Summary Report

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**MEETING DATE:** November 8, 2016  
**AGENDA ITEM:** VIII CONSENT AGENDA (E)  
**AGENDA TITLE:** Resolution 2016-1027 Surplus

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**ACTION REQUESTED BY:** Library, Fire Department  
**ACTION REQUESTED:** Approval  
**SUMMARY BY:** Kathy Lamb

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## PROJECT DESCRIPTION / FACTS

- A map cabinet, originally used in the Library and repurposed for use in the Airport Pilot's Lounge, is no longer necessary for city operations.
- The Library, during the normal course of operations, reviews circulation of all materials. Materials which are not circulating or are out of date are pulled from the shelves and become surplus material. These items would have been purchased with city or state library funds or donated to the library. Materials pulled include a large collection of adult and youth books, several DVDs and music CDs.
- Approved library surplus items will be disposed of in a variety of ways to best serve the library and the community. Materials which may have use to Good Sam's, local schools, and/or veteran's programs will be donated. Materials which may have public interest will be packaged and available for sale at the library. Other materials may be packaged and sent to book outlets at no cost to the city. The Public Surplus website has not resulted in interest library materials, although it will continue to be utilized as well.
- If the items are not sold they will be donated or disposed of according to NM Statute Section 3-54-2 and Procurement Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

## FISCAL INPUT / FINANCE DEPARTMENT

- Revenues from auction to be applied to General Fund / Joint Utility Fund

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**SUPPORT DOCUMENTS:** Resolution 2016-1027  
Surplus List

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2016-1027 Declaring Certain Municipal Property Not Essential For Municipal Purpose and Directing It Be Sold or Disposed.

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**SURPLUS RESOLUTION 2016-1027**

**November 8, 2016**

**SURPLUS LIST**

Department	Item/Model	Condition	Reason for Surplus	Location
Library	 <p align="center">Map Cabinet</p>	Fair	Not Used	Library

**Adult Non-fiction**

What the numbers say	Niederman, Derrick
Are conspiracy theories valid?	At issue
Alien hand syndrome	Bellows, Alan
The skeptic's dictionary	Carroll, Robert Todd
Conspiracy theories	The Reference Shelf
The day after Roswell	Corso, Philip J.
In advance of the landing	Curran, Douglas
Encounter cases from flying saucer review	
Mysterious lights and crop circles	Howe, Linda Molton
Operation trojan horse	Keel, John A.
Alien agenda	Marrs, Jim
UFO revelation	Matthews, Tim
The UFO casebook	Randle, Captain Kevin D.
The complete books of UFOs	Randles, Jenny
A history of the end of the world	Rubinsky, Yuri
Exopolitics	Salla, Michael E.
Invisible residents	Sanderson, Ivan T
The rainbow conspiracy	Steiger, Brad
The source field investigations	Wilcock, David
U.F.O. evaluating the evidence	Yenne, Bill
Ripley's believe it or not The remarkable revealed	
Ripley's believe it or not Dare to look!	
Calvin and Hobbes 10th anniversary	Watterson, Bill
Guinness World records 2013	
West Virginia UFOs	Teets, Bob
Star Ancestors	Red Star, Nancy
UFOs fact or fiction? Opposing viewpoints	
UFOs the mystery library	Netzley, Patricia D.

**SURPLUS RESOLUTION 2016-1027**

**November 8, 2016**

**SURPLUS LIST**

An Alien harvest	Howe, Linda Molton
Connecting the dots	Harris, Paola Leopizzi
Aliens over America	Guy, Timothy
Career Coach	Field, Shelly
Windows Vista for dummies	Rathbone, Andy
Just the computer essentials	White, James A
Tha man who loved books too much	Bartlett, Allison Hoover
Mysteries & mircles of Colorady	Kutz, Jack
The last lecture	Pausch, Randy
Advanced Maya texturing and lighting	Lanier, Lee
Windows vista bible	Simpson, Alan
Adobe Dreamweaver CS3 on demand	Anderson, Andy

**Adult fiction**

The write match	Carroll, Margaret
The heart of Justice	Coughlin, William J.
Ghost in trouble	Hart, Carolyn
Dialogues of the dead	Hill, Reginald
Glory in death	Robb, J.D.
Memoirs of a Geisha	Golden, Arthur
Love you more	Gardner, Lisa

**Junior Nonfiction**

Scholastic book of world records 2011	
Fact or fiction: beasts Dog (eyewitness)	Ross, Stuart
Illustrated Children's cookbook	
Can you see what I see? Cool collections	Wick, Walter
Illusionology	
Hanging with bats	Taschek, Karen
Skeleton	Eyewitness title
Cat Chat	Phillips, Meredith

**SURPLUS RESOLUTION 2016-1027**

**November 8, 2016**

**SURPLUS LIST**

**Easy fiction**

Who's my mom?

Ollie's Halloween

Picnic at Mudesock Meadow

Wall:E M-O

Wall"E EVE

I'm a truck driver

Duck Ellington swings through the zoo

When an elephant comes to school

My side of the story Sleeping Beauty/Maleficent

Denrea, Olivier

Polacco, Patricia

London, Jonathan

Hurwitz, Andy

Ormerod, Jan

Thorpe, Kiki

**YA fiction**

City of glass

Clare, Cassandra

**DVD**

The Bromantic 3 movie comedy Collection

42 The Jackie Robinson story

**Junior fiction**

The Chronicles of Narnia

Lewis, C.S.

# CITY OF AZTEC RESOLUTION 2016-1027

**A RESOLUTION DECLARING CERTAIN MUNICIPAL PROPERTY NOT ESSENTIAL FOR MUNICIPAL PURPOSE AND DIRECTING IT BE SOLD, OR IF THE PROPERTY HAS NO VALUE, DONATE THE PROPERTY TO ANY ORGANIZATION DESCRIBED IN SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OF 1986 OR DISPOSED.**

**WHEREAS**, Sections 3-54-2 and 13-6-1 of NMSA, 1978 Compilation authorizes municipalities to sell personal property which is not essential for a municipal purpose or if the property has no value, donate the property to any organization described in Section 501(c)3 of the Internal Revenue Code of 1986; and

**WHEREAS**, the City of Aztec owns certain personal property which is obsolete and/or surplus and no longer needed or useful to the City; and

**WHEREAS**, the Governing Body wishes to declare this property not essential for a municipal purpose so that it can be sold or donated according to statute.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** of the City of Aztec, New Mexico that the personal property below described which is owned by the City is surplus and not essential for a municipal purpose.

PASSED, APPROVED AND SIGNED this 8<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
MAYOR SALLY BURBRIDGE

ATTEST:

\_\_\_\_\_  
CITY CLERK KARLA SAYLER

# Staff Summary Report

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**MEETING DATE:** November 8, 2016

**AGENDA ITEM:** VIII. CONSENT AGENDA (F)

**AGENDA TITLE:** Memorandum of Understanding(MOU) between City of Aztec-Public Library and Mosaic Academy Public Charter School

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**ACTION REQUESTED BY:** Kate Skinner, Library Director

**ACTION REQUESTED:** Approve the Memorandum of Understanding(MOU) Agreement

**SUMMARY BY:** Kate Skinner

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## **PROJECT DESCRIPTION / FACTS** (Leading Department)

- Mosaic Academy Public Charter School has, for some years, been using Aztec Public Library facility and resources for an average of nine 45 minute class visits per week during academic year.
- Each class visit averages 18-20 pupils and at least one, but most frequently two, Mosaic Academy staff members.
- Both parties feel that it is time to formalize the somewhat ad hoc arrangement in a memorandum of understanding.
- Mosaic Academy principal and Aztec Public Library Director have met several times, working collaboratively to draw up the agreement.
- At this stage there are no special procurement or financial implications

## **PROCUREMENT INPUT** (Purchasing)

- No extra-ordinary procurement implications

## **FISCAL INPUT** (Finance Department)

- None necessary

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**SUPPORT DOCUMENTS:** MOU between COA-Public Library & Mosaic Academy Public Charter School. Mosaic Academy student expectations document

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**DEPARTMENT'S RECOMMENDED MOTION:** Move and second to approve Memorandum of Understanding (MOU) between City of Aztec-Public Library and the Mosaic Academy Public Charter School

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## Library Expectations for Mosaic Academy Students

- Enter the library quietly.
- Conversations should not be overheard. Be respectful and aware of others around you. Assume they need quiet.
- Walk in the library.
- It is ok to use mobile devices for activities that would be allowable during academic times at school (like reading or listening to music with headphones or earbuds but NOT making phone calls, taking pictures or playing games).
- Computers may be brought to library to work on projects.
- Games may be quietly played. Chess, Scrabble, puzzles and Mancala are available to borrow at the desk.
- Please leave the library the way you found it. Pick up after others. Never say “that’s not my mess”.
- Use appropriate school language; speak politely and respectfully to staff and fellow students.
- Library cards are not transferable, not even within families. A library card may only be used by the person in whose name the card is issued.
- Remember that the library is an extension of our school. Mosaic’s Code of Conduct applies here too.

### Mosaic Academy Student Code of Conduct



Aztec Public Library Mosaic Academy Memorandum of Understanding

The purpose of this contract is to codify our agreement on the services and responsibilities of both the Aztec Public Library and Mosaic Academy Charter School as regards provision of library services to Mosaic Academy Charter School students during the academic year.

At the beginning of the academic year Mosaic Academy Charter School, in collaboration with the Aztec Public Library Director, will establish a schedule of class visits and an outline as to what is expected of the library and library staff during those class visits. Any deviation from this schedule, or known absences will be communicated to the Library Director.

When accessing the library on a school scheduled class visit, Mosaic Academy students will, at all times, be accompanied by a teacher and student aides who are familiar with the library policies and circulation rules and will take first level responsibility for ensuring that student behavior is appropriate, respectful and in accordance with Aztec Public Library patron conduct rules. Students will meet the Library Expectations for Mosaic Academy Students and the Mosaic Academy Student Code of Conduct *[document to be attached]*

Students wanting to borrow library material or use library digital services must have a valid Aztec Public Library card in good standing, with their parent or legal guardian as the responsible party.

The individual cardholder, and by default the parent or guardian in the case of a minor, is responsible for all library material checked out on that card.

Library cards are not transferable, even within families.

Mosaic Academy agrees to adopt the Aztec Public Library circulation rules and patron conduct policy statement that outlines library patron behavior expectations when in or accessing the Aztec Public Library. The Mosaic Academy Principal and the Aztec Public Library Director agree to meet to discuss student behavior issues as and when necessary.

Aztec Public Library and Mosaic Academy agree that this contract will be binding for one academic year.

This contract will be reviewed as needed at the request of either Aztec Public Library or Mosaic Academy but no later than 30 April 2017. At that time a determination will be made to the interest and/or willingness of both parties to continue a contract, an evaluation will be completed to ascertain the appropriateness of the functions and procedures included herein, and a plan will be created for the 2017-2018 school year if applicable.

All parties involved recognize the importance of ongoing communications to ensure a smooth process and an efficient and effective working relationship.

\_\_\_\_\_  
Diane Mittler, Mosaic Academy Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kate Skinner, Aztec Public Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor: City of Aztec

\_\_\_\_\_  
Date

# Staff Summary Report

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<b>MEETING DATE:</b>	8 November 2016
<b>AGENDA ITEM:</b>	XII. Business Item (A)
<b>AGENDA TITLE:</b>	Aztec Sparkles Incentive

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<b>ACTION REQUESTED BY:</b>	Mayor Sally Burbridge
<b>ACTION REQUESTED:</b>	Discussion of Incentives for Aztec Sparkles Lighting Contest
<b>SUMMARY BY:</b>	Joshua W. Ray, City Manager

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## **PROJECT DESCRIPTION / FACTS** (Leading Department)

Last year, as part of the Aztec Sparkles Event, City Commission approved an incentive for Aztec businesses to participate in the lighting contest.

The Incentives were as follows:

Participation	\$75 Utility Credit
1st Place	\$3000 Utility Credit
2nd Place	\$2000 Utility Credit
Third Place	\$1000 Utility Credit

There were 65 commercial customers who received \$75 which totaled \$4875. The total credits issued were \$10,875.

Commissioner McClure recommended that the City remove the Incentives for the lighting contest this year due to the state of the economy, decrease in GRT, and budget restrictions.

City Finance Director Kathy Lamb stated that the credits were included in the revenue projections for the City within the Electric Department. (The incentives show as a decrease in electric revenues).

In order to make a change to these incentives, Commission will need to take action to remove the incentives or change the amounts of the incentives.

If Commission does not want to make any changes to the Holiday Lighting Contest incentives, then no action is required.

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<b>SUPPORT DOCUMENTS:</b>	None
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<b>DEPARTMENT'S RECOMMENDED MOTION:</b>
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# Staff Summary Report

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**MEETING DATE:** November 8, 2016  
**AGENDA ITEM:** XI. LAND USE HEARING (A)  
**AGENDA TITLE:** 2016-018 - Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), with a conditional use to allow a Brewery/Taproom

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**ACTION REQUESTED BY:** Aztec City Commissioners  
201 W. Chaco Street  
Aztec, NM 87410

**ACTION REQUESTED:** Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), with a conditional use to allow a Brewery/Taproom

**SUMMARY BY:** Steven Saavedra

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## PROJECT DESCRIPTION / FACTS

Applicant Aztec Presbyterian Church  
Representative Edward Kotyk, The City of Aztec  
Date of Application January 12, 2016  
Requested Action Zone Change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), with a conditional use to allow a Brewery/Taproom  
Location 119 S. Church Ave  
Dimensions 100-feet X 140-feet (total area 14, 00 sq. ft.)  
Existing Land Use Vacant Building / Land  
Existing Zoning Zone Change from O-1 Office & Intuitional District  
Surrounding Zoning / Land Use North: O-1 Office & Intuitional District / Residential  
South: R-1 Single Family Dwelling District / Residential  
East: C-1 Limited Retail/Neighborhood Commercial District / Commercial  
West: O-1 Office & Intuitional District / Residential  
Notice Property owners within 100 feet were sent notice by certified mail on Thursday, October 20, 2016  
Floodplain Area No  
Access Public roadway frontage on S. Church and W. Chaco St.

The petitioner requests a zone change from the O-1 (Office & Intuitional) District to the C-1 (Limited Retail/Neighborhood Commercial District), with a conditional use to allow a Brewery/Taproom. The subject property is approximately 0.32-acres and is located at 119 S.

Church Avenue. According to San Juan County Assessor, a two-story 3680 square foot building, constructed in 1962 sits vacant on the property. The request comes to the Community Development Department to allow for the combination of office use and retail sales, as part of the City of Aztec plan to implement a Center for Business Development and Incubation (The HUB). The City of Aztec, along with 550 Brewing Company has worked to restore the vacant building to allow for mixed-use development. In December 2015, the City of Aztec's Commission entered into a lease-purchase agreement with the Aztec Presbyterian Church to develop the property at 119 S. Church Avenue. Developing a strong local business base is important to Aztec. However, safeguards need to be in place to protect residents in and around business development.

The building was previously used as a multi-business facility before its vacant status. The building is just over 3,000 square feet in size and has been vacant for more than two (2) years. Plans to improve the building include a handicap accessible ramp to be constructed for the W. Chuska St. entrance. The ramp ties into a deck, connecting the emergency exit across the south façade. The deck will also provide a connection between the offices on the second floor and services on the first floor. These services include training, meeting rooms, copiers, and printers. The first floor of the building will also house 550 Brewing company. The retail area is approximately 980 square feet and will be accessed from W. Chuska St. along with the offices on the second floor. The HUB and 550 Brewing Company has doorways into the shared space for restrooms, and two emergency exits, one north, and one south. The 550 Brewing Company will operate as a taproom, serving primary beer Monday to Saturday.

The C-1 Limited Retail/Neighborhood Commercial District affords mixed-use development to develop and attract businesses to vacant property. In all zone change request, consideration must be given to the present use and possible future uses.

### **O-1 OFFICE AND INSTITUTIONAL DISTRICT:**

The O-1 District is primarily intended to accommodate office, office park, and research park development. The following uses are permitted without prior approval of the Commission: Single Family Dwelling, Accessory Structures, Apartments or Multifamily Dwellings, Condominiums, Offices, Hotels/Motels, and Institutions (Code 2007, 26-51).

### **Conditional Uses**

The following uses will be permitted in the O-1 District provided that the use has been reviewed by the Community Development Department and approved by the City Commission include: A Nursery, Public Utility Structures, Real Estate Offices, Storage Structures, Recreational Facilities, Golf Courses, Churches, Hospitals, semi-professional offices, Boarding Houses, Private Clubs, Personal Services (beauty shop, barber shops, massage parlors), Mortuaries, Studios (music or dance).

### **C-1 : LIMITED RETAIL / NEIGHBORHOOD COMMERCIAL DISTRICT:**

This district is intended to accommodate neighborhood-oriented, low-intensity retail sales and service uses in commercial clusters. The C-1 district includes specific standards designed to ensure the compatibility with the residential-scale and style of the neighborhoods they serve. The C-1 District enables a mixed-use neighborhood commercial district. An activity permissive in this district should attempt to locate in or near the City's "Central Business District." This district should contain the major bulk of the shopper's goods, specialty goods, and professional

services needed to satisfy the day-to-day requirements of the City's population. The district should also encourage in-fill housing, institutional uses, public buildings, and spaces (Code 2007, 26-61).

The following uses are permitted in the C-1 District without prior approval of the Commission: Accessory Structures (living quarters), Offices, Hotel/Motel, Institutions, Retail & Service Establishments (bank, barber shop, bakery, stationery store, bookstore, dry goods store, clothing store, tailor shop, millinery shop, drug AZTEC CITY CODE CHAPTER 26 – LAND USE REGULATIONS 2011 APR 13 26-26 store, laundry or dry cleaning, prescription store, gift shop, florist, furniture store, service station, building supplies, hardware, appliance, beauty shop, jewelry, package liquor store, notions or sundry store, photography, art supplies, radio or television shops, and other similar type establishments), Temporary Stands, Mortuaries, and Studios (music or dance).

### **Conditional Uses**

The following uses will be permitted in the C-1 District provided that the use has been reviewed by the Community Development Department and approved by the City Commission: A Nursery, Public Utility Structures, Real Estate Offices, Storage Structures, Recreational Facilities, Golf Courses, Churches, Hospitals, semi-professional offices, Boarding houses, Theaters & Commercial Auditorium, Amusement centers (dance halls, nightclubs, bowling alleys, billiard halls, boxing arenas, miniature golf course, games of skill and other similar activities), Multiple Family Dwellings.

### **Sec. 26-4-501. Uses Not Listed.**

Any land use not specified under "Uses Permitted" within the text of this Chapter shall be considered a conditional use provided the applicant can demonstrate compatibility with other land uses in the surrounding property or community. The inclusion of a use in a District as "Permissive Uses" as set forth herein shall follow the procedures as outlined in the section entitled "Application for Change". (Code 2007, 26-501)

## **SUMMARY**

Pursuant to Chapter 26 Land Use Regulation, The regulations, restrictions and requirements of this ordinance have been made in accordance with the Comprehensive Plan of the City of Aztec (July 1999), and are intended to promote the general health, safety, and welfare of the residents of Aztec. Such regulations, restrictions, and requirements are deemed necessary in order to regulate and restrict within the Corporate Limits of the City of Aztec, as they exist at any given time (Code 2007, 26-3).

- Compatibility of the proposed zoning and land uses with the present zoning and conforming uses of nearby property and the character of the neighborhood:

There are a mix-use of residential and commercial properties in and around 119 S. Church Ave. The zoning and uses are: North O-1 Office & Institutional District / Residential, South R-1 Single Family Dwelling District / Residential, East C-1 Limited Retail/Neighborhood Commercial District / Commercial, West O-1 Office & Institutional District / Residential, please see Exhibit 1. 16 S Main Ave (Rubia's Restaurant) and 115 S. Church Ave directly abuts the subject property. The proposed mixed-use development of the HUB would be in character with other zoning and uses in the general

area. However, precaution and neighborhood protection is needed, to ensure negative externalities from the C-1 District are mitigated.

- Creation of adverse impacts and the ability to mitigate these impacts:

The change from O-1 to C-1 could create adverse impacts to surrounding areas if noise, smells, bright lights, and other externalities are not met. In mitigating these externalities, the subject property needs to ensure setbacks and screening for dumpsters and solid waste receptacles. The subject property needs lighting practices and systems to minimize light pollution. The subject property needs to adhere to Sec. 12-252 Noise Control (Performance) Regulations, where the sound level limit (dBA) does not exceed 65dBA from Dawn to Dusk and 55dBA from Dusk to Dawn.
- Whether the proposed zoning constitutes a spot zone:

A spot zoning is, where a particular tract within a larger area is specifically zoned so as to impose upon it restrictions not imposed upon the surrounding lands, or grant to it special privileges, commercial zoning and uses abuts the property to the west. The proposed zone change does not constitute a spot zone.

### **COMMUNITY DEVELOPMENT CONCLUSION**

Staff concludes that approval of application 2016-018 is appropriate, provided the subject property ensure safeguards to protect the residential properties from noise, smells, and obtrusive lights. The Commission, the City, and the Community should be aware of the impacts on development for the downtown and residential properties. The O-1 District shares similarly allowed use in the C-1 District. Any undefined use in the C-1 District needs to come before Commission. In balancing development and neighborhood protection, the Community Development Department believes, C-1 zoning is appropriate, as long as residential protections are in place and enforced. The C-1 District shares many similar uses found in the O-1 District. In order to safeguard and prevent possible permissive uses in the future, the commission needs to beware of what is allowed by right in the C-1 District. Undefined or possible permissive uses should come before Commission prior to approval.

### **STAFF RECOMMENDATION**

The Community Development Department recommends **approval** of application 2016-018, a request from Aztec Presbyterian Church, represented by the City of Aztec for a zone change from O-1 (Office & Intuitional District) to C-1 (Limited Retail/Neighborhood Commercial District), with a conditional uses to allow a Brewery/Taproom with the following conditions:

1. Must adhere to Sec. 12-252 Noise Control (Performance) Regulations. It shall be unlawful for any person to create any noise which exceeds the sound level of 50 dBA as measured within 20 feet from any exterior wall of any hospital, school, nursing home, or church or other religious building while services are being held.
2. The dumpsters and solid waste receptacles need to be enclosed and not in view of residential properties.
3. Adhere to lighting practices and systems to minimize light pollution.

## **FINDINGS OF FACT**

1. The application, 2016-018, is a request to rezone 119 S. Church Ave. from O-1 Offices-Institutions to C-1 Commercial Limited;
2. Adjacent property situated along Main Ave. is also zoned C-1 Retail/Neighborhood Commercial. The proposed zoning is not out of context with the character of the area nor the zoning pattern as seen on the accompanying Ariel Map with Zoning Classifications;
3. The C-1 district is intended to accommodate neighborhood-oriented, low-intensity retail sales and service uses in commercial clusters. The C-1 district includes specific standards designed to ensure the compatibility with the residential-scale and style of the neighborhoods they serve;
4. The proposed use is one that will be open to the public for use, including businesses, entrepreneurs, and students. The subject property serves as mixed-use development;
5. Developing a strong local business base is important to Aztec, which is the goal of this facility and ultimately this zoning change request;
6. The location is located in a spot that can help support downtown outdoor events using its adjacency;
7. The structure at 119 S. Church Ave. was already used as a multiple use structure in its past, prior to this proposed use.
8. The subject property must adhere to Sec. 12-252 Noise Control (Performance) Regulations. It shall be unlawful for any person to create any noise which exceeds the sound level of 50 dBA as measured within 20 feet from any exterior wall of any hospital, school, nursing home, or church or other religious building while services are being held.
9. The dumpsters, solid waste receptacles need to be enclosed, and not in view of residential properties for the subject property.
10. Adhere to lighting practices and systems to minimize light pollution for the subject property.

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### **SUPPORT DOCUMENTS:**

1. Commission Resolution
  2. Aerial Map
  3. Applicant Notification Letter
  4. Adjacent Property Owner Notification Letter
  5. List of Adjacent Property Owners
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**ZONING DISTRICT**

	C-1
	C-2
	O-1
	R-1

**ZONING MAP CLASSIFICATIONS**



Site – Parcel 2-064-178-208-071 / 119 S. Church Ave.

**CITY OF AZTEC  
RESOLUTION 2016-985**

**Initiating a Change in Land Use Zoning Classification  
for Parcel 2-064-178-208-071 (119 N. Church Street)**

**WHEREAS,** the City of Aztec (CITY) has entered into a lease-purchase agreement for control of the property at 119 N. Church Street, for the purposes of developing a Center for Business Development and Incubation (HUB); and

**WHEREAS,** the parcel is presently zoned O-I Office/Institution and the intended purpose of the building is to develop business, thus the parcel's zoning classification should be changed to C-1 Commercial Local to support the HUB and conform to the city's zoning ordinance; and

**WHEREAS,** the Governing Body (CITY COMMISSION) of the City constitutes the governing body of the City and has the authority to initiate zone changes on land; and

**WHEREAS,** the HUB has been considered by the City Commission and it has been concluded that the HUB will assist in the support of entrepreneurship, business development, business trainings, grow the city's tax base, and provide a single location where businesses and business organizations such as the Chamber of Commerce can identify as a central place to meet about business matters, private and public, for the benefit of all involved;

**WHEREAS,** now that the CITY has site control, has begun to implement physical changes to the building and will need to furnish evidence of the use as matching the zoning classification in order to obtain a Certificate of Occupancy;

**NOW, THEREFOR, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF AZTEC, NEW MEXICO:**

The City Commission requests the City Administration to initiate a zoning change for the parcel at 119 N. Church Street, from O-I Office/Institution to C-1 Commercial Local for the purpose of allowing the establishment and growth of The HUB, and that the Administration shall follow all procedures and policies required by the City Zoning Ordinance, and that public notice procedures also be followed and a Summary Report be presented to the City Commission at its regularly scheduled meeting on Tuesday February 9, 2016 at 6:00 pm under Land Use items on the meeting agenda.

PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of January, 2016

City of Aztec

ATTEST:

\_\_\_\_\_  
Sally Burbridge, Mayor

Karla Saylor, City Clerk

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A. Signature  Agent  
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*Jack W. [Signature]*

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

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A. Signature  Agent  
 Addressee  
*Rich Kennedy*

B. Received by (Printed Name) m Kennedy C. Date of Delivery 10/24

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

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A. Signature  Agent  Addressee  
 X *[Signature]*  
 B. Received by (Printed Name) *A. Recoraro* C. Date of Delivery  
 D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:



3. Service Type  
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Number 7014 0150 0000 8870 8610

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  Addressee  
 X *[Signature]*  
 B. Received by (Printed Name) *Alan Kennedy* C. Date of Delivery *10-24-16*  
 D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:

3. Service Type  
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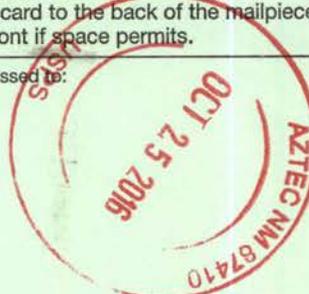
Number 7014 0150 0000 8870 8603

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A. Signature  Agent  Addressee  
 X *[Signature]*  
 B. Received by (Printed Name) *Sandra Bell* C. Date of Delivery  
 D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:

3. Service Type  
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A. Signature  Agent  
 Addressee

B. Received by (Printed Name) **Tracya Banry**

C. Date of Delivery **10/24/16**

D. Is delivery address different from item 1?  Yes  
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 Street, Apt. No.,  
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 Addressee

B. Received by (Printed Name) **J. Sykes**

C. Date of Delivery **10/24/16**

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

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A. Signature  Agent  
 Addressee

B. Received by (Printed Name) **Morey Havens**

C. Date of Delivery **10/26/16**

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type  
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4. Restricted Delivery? (Extra Fee)  Yes

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See Reverse for Instructions

**COMPLETE THIS SECTION**

Items 1, 2, and 3. Also complete Restricted Delivery if desired. Name and address on the reverse can return the card to you. This card to the back of the mailpiece, front if space permits.

Addressed to:

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
 X John Aspromonte  Agent  Addressee

B. Received by (Printed Name) by JCB C. Date of Delivery

D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:

3. Service Type  
 Certified Mail®  Priority Mail Express™  
 Registered  Return Receipt for Merchandise  
 Insured Mail  Collect on Delivery

4. Restricted Delivery? (Extra Fee)  Yes

Number 7014 0150 0000 8870 8580

July 11, 2013

Domestic Return Receipt

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
<b>Total Postage &amp; Fees</b>	<b>\$</b>

Postmark  
Here

Sent To WELLS FARGO BANK  
 Street, Apt. No., or PO Box No. PO BOX 2609  
 City, State, ZIP+4

PS Form 3800, August 2006

See Reverse for Instructions

**COMPLETE THIS SECTION**

Items 1, 2, and 3. Also complete Restricted Delivery if desired. Name and address on the reverse can return the card to you. This card to the back of the mailpiece, front if space permits.

Addressed to:

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
 X ANGEL ANTONI  Agent  Addressee

B. Received by (Printed Name) ANGEL ANTONI C. Date of Delivery

D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:

3. Service Type  
 Certified Mail®  Priority Mail Express™  
 Registered  Return Receipt for Merchandise  
 Insured Mail  Collect on Delivery

4. Restricted Delivery? (Extra Fee)  Yes

Number 7014 0150 0000 8870 8597

July 11, 2013

Domestic Return Receipt

7014 0150 0000 8870 8580

7014 0150 0000 8870 8597

7014 0150 0000 8870 8634



**CITY OF AZTEC**  
201 W. Chaco St.  
Aztec, NM 87410

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

For delivery information visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

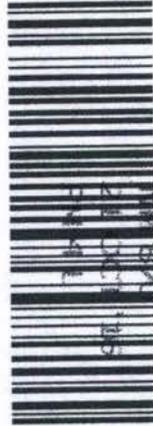
Postmark  
Here

Sent To: **BRYANT BANRY**  
Street, Apt. No.,  
or PO Box No. **113 S Church**  
City, State, ZIP+4

PS Form 3800, August 2006

See Reverse for Instructions

**CERTIFIED MAIL™ RECEIPT**



7014 0150 0000 8870 8634

Bryant Banry  
113 S. Church  
Aztec, NM

ANK

4182182

Hasler

10/24/2016

**US POSTAGE**

FIRST-CLASS MAIL

**\$06.465**

ZIP 87410

011D11631787

NIXIE 871 7E 1 0910/25/16

RETURN TO SENDER  
ATTEMPTED - NOT KNOWN  
UNABLE TO FORWARD

BC: 87410191501 \*0768-00905-21-41



U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark  
Here

Sent To ELIZABETH BASSETT  
 Street, Apt. No.,  
 or PO Box No. 18925 HWY 12 LOT 18  
 City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark  
Here

Sent To RALPH WINEBARGER  
 Street, Apt. No.,  
 or PO Box No. 4370 E. MAIN  
 City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark  
Here

Sent To HODGE INVESTMENTS LLC  
 Street, Apt. No.,  
 or PO Box No. 201 E CHACO  
 City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

7014 0150 0000 8870 8542  
 7014 0150 0000 8870 8573  
 7014 0150 0000 8870 8566



Chaco St  
exhibit A

K Ave

550

544

S Main Ave

N Church Ave

E Chaco St

S Church Ave

E Chuska St

550

550



FRANK  
PLAZA

FRANK  
PLAZA



## Addresses for 119 S. Church (the Hub)

115 S. Church  
Aaron Banry  
115 S. Church  
Aztec, NM 87410

113 S. Church  
Bryant Banry  
113 S. Church  
Aztec, NM 87410

112 S. Church  
Terry Kennedy  
2 Road 2631  
Aztec, NM 87410

114 S. Church  
Terry Kennedy  
112 S. Church St  
Aztec, NM 87410

120 S Church  
Terry Kennedy  
112 S. Church St  
Aztec, NM 87410

119 E. Chuska/119 S. Church  
Presbyterian Church  
205 N Church  
Aztec, NM 87410

118 E. Chaco  
Wells Fargo Bank  
PO Box 2609  
Carlsbad CA 92018

201 S. Church  
John and Gail Aspromonte  
300 S. Main  
Aztec, NM 87410

200 S. Main  
Ralph Winebarger  
4370 E Main  
Farmington, NM 87410

120 S. Main  
Hodge Investments LLC  
201 E. Chaco  
Aztec, NM 87410

116 S. Main  
Hodge Investments LLC  
201 E Chaco  
Aztec, NM 87410

S. Main Ave (Plaza)  
City of Aztec  
201 W. Chaco  
Aztec, NM 87410

110 S. Main  
Morey Havens  
207 Road 3950  
Farmington NM 87410

108 S. Main  
Elizabeth Bassett  
18925 Hwy 12 Lot 18  
Sonoma, CA 95476

216 E Chuska St  
Pecoraro Georgia M Trust  
204 Manana Pl  
Farmington, NM 87401

202 S Main  
Minimum Revocable Trust  
112 Road 3100  
Aztec, NM 87410

205 S Church Ave  
Scott Jack W. Trust  
P.O. 1149  
Aztec, NM 87410

206 Church Ave  
Joseph R & Portia D. Sykes  
206 Church Ave  
Aztec, NM 87410

Mayor  
Sally Burbridge

Mayor Pro-Tem  
Sherri A. Sipe



Commissioners

Katee McClure  
Sherri Rogers  
Austin R. Randall

*A desirable place to live, work and play; rich in history and small town values!*

## PUBLIC NOTICE

October 20, 2016

Dear Property Owner:

The property owner at 119 S. Church Ave. has made a request to the City of Aztec for a Zone Change from O-1 Office and Institutional to C-1 Limited Retail/Neighborhood Commercial District.

The City Commission will hear this request during a public meeting to be held on **Tuesday, November 8, 2016 at 6:00 PM located at City Hall, 201 W. Chaco, Aztec, NM.** As the surrounding business owner, you are welcome to attend the scheduled Commission meeting regarding this matter. In order to be heard you will need to attend the Commission meeting 10 minutes prior to the start of the meeting at 6:00pm where you will be directed to sign in at the Clerk's table for the appropriate hearing.

The public is requested to contact Community Development via phone at 505-334-7605 or email at [ssavedra@aztecnm.gov](mailto:ssavedra@aztecnm.gov) to provide support or concerns regarding this request. The public is also invited to attend the scheduled Commission meeting regarding this matter.

Community Development will be creating a staff summary for Commission to provide them with more information on this property and the zone change request being made. **Please look over the summary prior to the meeting so you are aware of Community Developments stand on this matter. This summary will be available to the public on the City of Aztec website at this location: [http://www.aztecnm.gov/agendas/ccm\\_agenda.pdf](http://www.aztecnm.gov/agendas/ccm_agenda.pdf) beginning on the Thursday prior to the scheduled Commission meeting.** Notice of meeting cancellation/rescheduling will also be at this website, so please check the Thursday prior and day of meeting for confirmation.

If you have any further questions, please don't hesitate to call me at 505-334-7605, Monday through Thursday from 7:00 a.m. to 6:00 p.m. Thank you.

Sincerely,

Steven Saavedra  
Director  
Community Development

Enclosure: Map