

Carson Community Association Board Meeting Minutes

Date & time: Saturday March 26, 2022, 2.00 pm

Venue: Art and Sharon Wilbur's House, 77 Jack Rabbit Run Rd, Carson

Present: *CCA Board of Directors:* Art Wilbur (*President, AW*), Jeremy Paine (*Treasurer, JP*), Paul Green (*Secretary, PG*), Jerry Boxberger (*JB*), Rob Hughes (*RH*), Veronica Zepeda (*VZ*); *Other:* Eng-Li Green (*Recording Secretary*);

Observers: Karen Boxberger, Sharon Wilbur

Absent with apologies: Scott Freeman (*Vice President*)

Welcome, address to observers: AW opened the meeting at 2:00 pm.

Approval of October 29, 2021, board meeting minutes: *A motion, proposed by Jerry Boxberger, seconded by Rob Hughes, to approve the minutes of the CCA board meeting, held on October 29, 2021, was passed unanimously.*

Matters arising: Bylaw revisions: No progress has been made on this as time has been spent on S Carson Road and the new community center. CCA will continue to use the original 1999 bylaws until revised since the 2020 revisions did not follow the legal process, in which the Board needs to give all members 30 days' notice of a general meeting at which each member is given a hard copy of proposed revisions. Each revision should be presented to the members at the meeting, with reasons for each change, discussed as necessary, and voted on in turn, followed by a secret vote at the end of the process on whether to accept the revised bylaws. The process must be recorded in the meeting minutes so that the revision process is noted.

Treasurer's report: Two checks for CVFD have been deposited in the CCA checking account. IRS views these funds as part of the CCA account. However, JP is tracking them as restricted funds that only the Carson Fire Chief can draw on. Donations seem to be way down for unknown reasons and the balance is little changed from 3–4 months ago.

Secretary's report, including communications: *Community emails:* Sent 11 emails since last meeting to 142 recipients after deleting obsolete emails, with 10 newcomers. *Website:* 63,000 visitors, 15,000 pages read, about 1000 a month. *O Piñon:* Positive feedback for January issue; April issue almost finished. *Letters:* Wrote to the Governor December 9, new Fire Marshall in January, Congresswoman Fernandez, then all County Commissioners and County Manager March 6. **JP** What about writing to Susan Herrera? *Action: PG will send letter to Susan Herrera.*

Spring community event: Date, format, planning: *Format:* AW would like to rebadge as *Spring Community Sales Event*. Food and drinks should be available, perhaps a burger stand run by CCA, Carson Store, or Farmer Ben's; sodas from the café. **VZ** hopes to have liquor license extended to front of the store; can place orders on behalf of CCA for burgers to sell as fundraiser; and recruit some musicians to do music. **RH** Musicians will have to perform voluntarily. Should have a big barrel or beer case for donations. **AW** Need a seeded jar for donations. Anyone can come and set up tables and easy-ups to sell but we must make clear that 20% of sales go to CCA. **PG** CCA should have an information table as before. *Date:* We need to think about all events and space them out to avoid overloading organizers and attendees. **AW** We first need to schedule a time for the next general meeting as soon as legally permitted with 3 weeks' notice, and coordinate with CVFD to hold it in fire station; would be good if Carson Cafe can really promote it. Spring event better in May with less chance of rain or snow but before it gets too hot. Consensus for **Saturday May 7, 10am–5pm, Fire Station**.

Update on S Carson Rd and FR556: **AW** We have driven various officials in fire truck up and down S Carson Rd, written letters, made calls, visited offices. Finally made some progress when AW, SF, and PG met with Taos County Public Works Director Jason Silva, and Darlene Vigil, our County Commissioner, on March 14. Silva explained that the County normally only adopts a road once a developer has built the road to County standards, which is not the case for S Carson Road (SCR), so we are fortunate because SCR is a County Maintained Road, meaning that the county will grade the road and clear snow. Silva and the Commissioner Vigil suggested that we get everyone to attend a Commissioners' meeting and present our case to the committee.

PG Jason Silva undertook to provide an update two weeks following our March 14 meeting. SF had expressed greatest concern for the dogleg portion at the south end of S Carson Rd (SCR) as emergency vehicles can't get through especially in winter. Jason Silva focused on this after reviewing a map. He will talk with Forest Service about widening that section and using the excavated dirt to mound up the road, improve drainage, and build turnouts. This being all Forest Service land, there is no question about easements. The bigger issue is County's role regarding the northern section of SCR. Since no public transport or school buses use SCR, it's not a priority for them. Silva showed examples of roads that County has adopted, that have large circle turnarounds, and he has indicated that he will look into ways of implementing such turnarounds on SCR. CCA will need to work out where these can be located and talk to property owners. Silva realizes we're a serious, responsible bunch and they can work with us, so we have some traction.

AW questioned what those in our community receive in return for taxes paid to the County, and Silva offered to look into providing a roll-on roll-off dumpster now and then or to develop a transfer station around the fire station. To raise extra income to improve SCR, the County would need a new income stream, such as candy, cigarette, and liquor taxes. Commissioner Vigil has discretionary funds of \$150K for her district, so we need to maintain good relations with her. Bobby Gonzalez has the purse strings for this whole area, so he could say yay or nay to our request. Our officials are mainly Hispanic, and we're dependent on their attitude to us as a mainly Anglo community.

Regarding FR556, we have contacted state and federal officials including Secretary of the Interior to explain our problem but have had no meaningful responses. The Chief of Carson National Forest offered a meeting but AW and SF feel they need to focus on SCR before working on FR556—one project at a time, doing what we can as we go along.

Upcoming general meeting: Date, location, agenda: AW We need three weeks' notice for a Special General Meeting to vote on expenditure over \$250. Agenda would include: new community center, purchase of 1 acre of land north of our present location. CCA can provide pizza after the meeting as an incentive. Consensus for **April 23 Saturday, 10–12, Fire Station**. *Action: Publicize events on bulletin board, through emails, O Piñon, and Carson Cafe. (1) Saturday April 23, 10am–noon: CCA General Meeting at Carson Fire Station; (2) Saturday May 7, 10am–5pm: CCA Spring Sales Event at Carson Store; (3) Saturday May 14, noon–3pm: Carson Firewise Community Event at Carson Fire Station.*

New community center: Draft program, timeline, draft plans, plat: There was a wide-ranging discussion about the community center at the August 29, 2021 board meeting. Since then, four architects (including Peter Allen) have informally and independently emphasized the need to start with program for the center—what functions will the Community Center serve? These have been developed based on feedback from the community after numerous requests made at past social events and through email.

JP and PG met with Taos County Planning Department on January 25 to understand better the steps we have to take. The first is to reclassify land use from residential to administrative use. We have a form and a list of steps we need to take for that process, which is quite formidable. Informally, the planners advised us to write to every neighboring property, for which they could provide plans and addresses, to get their okay or objection at the outset. **AW** CCA sent letters as advised and one owner offered to sell her acre to the north of the site. The extra acre will allow the Quonset hut to stay in place, and a fence will allow a playground and space for activities. **PG** There is a huge amount of background work involved, eg preparing the elevation, drainage, and

landscaping plans, hiring experts to help with the process etc, and the steps have been distilled into a timeline (Appendix 1). We have also developed a draft floor plan (Appendix 2) that reflects input from various sources (community members and architects). Eventually, CCA will need to apply for a planning grant to pay professionals to develop architectural and engineering plans that allow real cost estimates in order to apply for money for building and road construction to and around the site. In the absence of a well, we need water catchment of 15000 gal. County requires signed letters from water contractor to deliver water, and from Waste Management to pick up trash. Need separate mechanical rooms for water and electricity. Part of the logic is to frontload the costs; get money upfront and install all the systems to minimize maintenance costs. Before we can apply for land use change, we need a fully developed plan for the building and plat to be accepted by County, including for the road up to the site, so many months work ahead of us. **AW** As soon as we have costs, we approach Bobby Gonzalez and Commissioner Vigil to get grant applications rolling. We need to capture the pandemic largesse. Need to get the community fired up about having and using the center. **VZ** Wasn't big on it initially, but excited about it after seeing the concept especially for the many new young families.

Any other business, questions from observers: **(1) JP** Does CCA have a physical address for IRS? **RH** We used to reference S Carson Way, the road to the Quonset hut. **PG** Taos planners indicated that among the requirements for a new community center is getting rural addressing to come give a number and name of the road. **(2)** Kit Carson are holding very preliminary small focus group meetings about installing 150KW towers along the existing ones from Taos to Hernandez. Kit Carson doesn't want the whole community to come to the meetings yet. There are three time slots next week for up to 6 people. **(3)** Work on the straightening out the S curve by the fire station will be happening this spring. **(4) VZ** Resigning from CCA for personal reasons with effect immediately and will be leaving Carson by fall. **(5) AW** If SF is away for a year, we may need to replace VP and Fire Chief, as well as find another female board member. **(5) AW** We need to find someone who can build a new bulletin board with a easily removable and lockable plexiglass case over the CCA section. Need a note that all notices must be dated and will be removed after 3 weeks with someone in charge of cleaning up the board. **JP** offered to take charge of the Community Bulletin Board.

Motion to adjourn: *A motion proposed by Jerry Boxberger, seconded by Jeremy Paine, to adjourn the meeting at 4.10 pm, was passed unanimously.*

Appendix 1

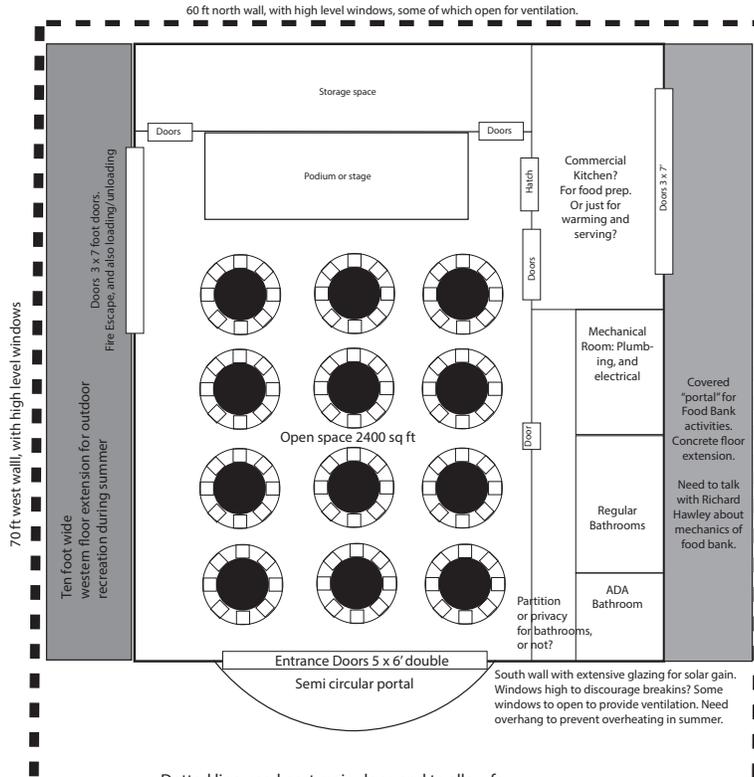
DEVELOPMENT TIMELINE FOR LOTS 51035 PLUS 55717 FOR CARSON COMMUNITY CENTER

Date	Action	Reference	Who	
				INITIAL STEPS
1	On site pre pre planning meeting with County Planning Staff			
2	Get application form for change to Administrative Use	4.4.2.(A)		
3	1/25/22 Pre planning conference with County Planning Staff		Paul, Jeremy	Work through Administrative Use application process with county staff, with guidelines Sections 4.4.2., 4.6, and 4.7, Section 4.4 or Ordinance 2018-2 , the Taos County Land Use Regulations.
4	Sent 2/7/22 Talk to County Manager about support and funding		Paul	Letter to Brent Jaramillo, County Manager, requesting information for support and funding.
				DRAFT PLANS
5	Develop Program for building		Paul, all	Document all the uses that will determine the building's size and form.
6	Compatibility standards	4.6.1. (1&2)	Paul, all	Develop narrative of benefits, purposes, and include photos of surrounding structures, show sensitive to and consistent with existing development.
7	Sketch plan for building to accommodate functions		Paul, all	Produce draft building plans
8	Determine best place on plat for building		Paul, all	Produce draft site plans including building
				COMMUNITY CONSULTATION
9	Req 2/15/22 Get Area of Notice map	4.4.2.(O)	Paul	
10	Req 2/15/22 Get Vicinity Map	4.4.2.(P)	Paul	Letter size map of parcel in one-mile radius from County Assessor through Andy Jones.
11	Notify those persons on area of notice map		Art/Paul	Send letters to adjacent property owners regarding our intent for the lot.
12	Notify Forest Service	4.4.2.(F)	Art/Paul	Write to Forest Service with details of our plans for development & their approval.
				COUNTY REQUIREMENTS FOR DRAFT & ADVANCED SITE PLANS
	Site improvement	4.7.1.(L)		Site plan should include buildings, fences, driveways, walkways, sidewalks, retention ponds, parking areas, exterior lighting (4.7-M), heights of proposed structures (4.7.1.-N and 4.4.2.G), Grade (4.7.1.-O), Street parking and design (4.7.1.-T) and solid waste disposal plans (4.7.1.-U)
	Develop site plan	4.4.2.(R)	Engineer/ Architect	Refer to 4.4.2.(R) for all details required, including parking plan, emergency turnouts, sidewalks, paths, utilities. We are exempt from R 11.
	Min Off Street Parking Requirements	4.7.1.(AA)		Min one space per 300 sq ft. Our plan as of Feb 2022 is 3600 sq ft = 12 spaces. We'll likely want closer to 50.
	Fences	4.7.1.(CC)		Fences over six feet less than ten feet require permit and building permit. Any fence must comply with Appendix 6—Site Triangle Area.
	Development Standards Limits	4.7.1.(DD)		Max 80% coverage, includes buildings, patios, and decks, excludes parking lots, roadways, courtyards, walkways, utilities and landscaping. Max slope 20%
	ADA compliance	4.7.1.(R)		ADA parking must be marked with vertical sign and marked on pavement. Site plan must show this. 35-50 parking spaces must include 2 ADA, including 1 van accessible.
	Create a xeriscape native species landscape plan	4.7.1.(S)		Xeriscaping preferred: addressing aesthetics, water conservation erosion controls, buffering, prepared by licensed landscape professional. Native species, and landscaping of storm drainage ponds. Appendix 3, terrain management.
	Street and parking design	4.7.1.(T)		Street, road, access, parking convenient for all users (cars, trucks, buses, bicycles, horses, pedestrians).
	Exterior lighting	4.7.1.(M)		Are we having lighting in the parking area? All external lighting must comply with NM Night Sky Protection Act (1978)
				FLOODPLAIN, WETLANDS, RURAL ADDRESSING
	Floodplain, Wetlands, Rural Addressing			Get a Floodplain and Wetlands review application, and a Rural Address Application submit to rural.addressing@taoscounty.org
	Flood plain and elevation certificate	4.7.1.(V)		Is plat within a FEMA flood plain? If so, it must comply with Taos County Flood Plain Regulations.
	Wetlands	4.7.1.(Q)		Use GIS Planning folks to check for flood plain/wetland designation (unlikely).
				ADVANCED PLANS
	Drawings of elevation, and grades	4.4.2.(G)	Architect	Elevation drawings, created by a NM licensed architect, showing existing grade, finished grade, height of proposed structure above existing grade, and locations and dimensions of all windows on elevations.
	Maximum height	4.4.2.(Q) & 4.7.1.(N)	Rob?	Elevation drawing shows that maximum height is 27 feet.

	Terrain management plan	4.4.2.(I)	?	See appendix 3 for details.
	Agreement to assure completion of infrastructure	4.4.2.(K)	?	Within 2 years, a signed and notarized letter from CCA to County that the project is adequately funded and scheduled to reach operational status.
				LICENSED NM ENGINEER
	Storm water control	4.7.1.(F)		Site must contain all storm water runoff. Need to hire State Registered Engineer to create run off plan.
	Fire prevention plan	4.7.1.(G)		Need to hire State Registered Engineer to prepare fire prevention plan to conform to IFC standards.
	Storm drainage plan	4.4.2.(H)	Architect/ Engineer	Storm water and drainage plan, created by NM licensed engineer. Must use Green Infrastructure and Low Impact Development techniques to control pollution from storm water.
	Geologically unstable areas	4.7.1.(I)		Need to hire State Registered Engineer to certify that the site has no features rendering it unsuitable for development.
	Grading	4.7.1.(O)		Check than no grades are greater than 12%
	Slope	4.7.1.(Y)		Need to hire State Registered Engineer to certify that the slope is not more than 20%
				QUESTIONS FOR COUNTY STAFF
				TREASURER
	Taos County Taxes, Fees, and Penalties	4.4.2.(L)		Since we are a tax exempt organization, send our Articles of Incorporation, since we are free of obligation. Also check with Co Treasurer's office that we are paid and current.
				JASON SILVA, DIRECTOR OF PUBLIC WORKS
	Legal access	4.7.1.(E)		Work with Jason Silva, Public Works Department, regarding legal access and maintenance of utilities.
	Performance Standards Roads	4.7.1.(A)		Road design. Traffic impact study may be required. Jason Silva, Public Works Director.
	Buildable lot	4.4.2.(J)	?	Verification that this is a buildable lot, especially that legal access from a public road has been obtained from County Engineer, Jason Silva, Public Works Department
				ASSESSOR
	Agricultural area	4.7.1.(K)		Check current classification of site with County Assessor's Office.
				SUPPORTING LETTERS NEEDED
	Accompanying Documents	4.4.2.(B)		Deed, deed restrictions, conditions, covenants, restrictions
		4.4.2.(C)		Affidavit of Compliance. Statement that construction is compliant with deed restrictions, conditions, covenants, and other restrictions.
		4.4.2.(F)		Notification of Approvals. Evidence of notification of and approvals required from other entities: Forest Service.
	Taos County Taxes, Fees, and Penalties	4.4.2.(L)		Since we are a tax exempt organization, send our Articles of Incorporation, since we are free of obligation.
	Performance Standards Utilities	4.7.1.(B)		Provide proof of water supply, sewage, electricity (on site solar), phone (cell booster), gas if used.
	Performance Standards Water Supply and Quality	4.7.1.(C)	Paul	Address water filtration system, and UV sterilization. Letter from local water provider on intent to supply by truck.
	Solid waste disposal	4.7.1.(U)		Letter from Waste Management that they will collect garbage. Dumpster of appropriate size, covered, secured, screened, accessible.
				TAOS COUNTY RESPONSIBILITIES
	Wildlife Urban Interfact Impact Area	4.7.1.(W)	County staff	Staff will get verification this is not a Wildlife Urban Interface Impact Area.
	Archeological sites	4.7.1.(Z)	County staff	Taos County will take care of this.
	Cultural properties	4.4.2.(N)	County Staff	Rudi Perrea and Andy Jones will contact State Historic Preservation Officer regarding cultural properties of site on our behalf.
	Environmental Impact Study	4.7.1.(H)		No need for this per Andy Jones.
	Wildlife Area	4.7.1.(J)		County Planning Staff will conduct this assessment.
				PRELIMINARY BUILDING WORK
	Liquid waste disposal	4.7.1.(D)		Septic tank permit required from State, 575 758 8808. Builder would pull the permit on our behalf.

Appendix 2

Draft plan for steel building, tan color. Version Five (a) Seats 96 at round tables



Three 1700 gallon underground water cisterns (= 5100 gallons). Rainwater harvested for water supply. Truck access for hauled water. 3600 sq foot roof will yield 22,400 gallons from 10 inches rain. 2.275 inches will fill the cisterns

All plumbing confined to the east side. Rainwater will be filtered and UV sterilized for consumption.

Dotted line: road past main door, and to allow for deliveries to kitchen, and for water deliveries to cisterns as necessary, and to parking lot.