



PLANNING
&
ZONING
DEPARTMENT

**Planning and Zoning
Director**

Janet Cunningham-
Stephens

Building Official

Joseph Benney

**Code Compliance
Officer**

Jerry Lujan

**Administrative
Assistant/GIS Tech**

Alana Lovato

TOWN OF BERNALILLO

"The City of Coronado"

**Planning and Zoning Commission
AGENDA**

**Regular Meeting
Tuesday, May 9, 2017
6:30 p.m.**

PLANNING
&
ZONING
COMMISSION

Juanita Duran
Chairperson

Joseph Moreno
Vice-Chair

Mary Rose Abousleman

Sandra Candelario

James Hooper

Raul Montano

Vacant

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - April 11, 2017
5. SWEARING IN OF WITNESSES
6. PUBLIC HEARING
 - a) ETZ SumP Extraterritorial Zone - Summary Plat: Applicants - Greg and Candice Williams, and Mark Jones, represented by Wayjohn Surveying Inc. (Agent).
Request for approval of a Summary Plat within the Three-Mile Extraterritorial Zone (ETZ) of the Town of Bernalillo, to adjust the interior lot line between Lot 3, Placitas Trails South II Subdivision and Tract A, Roadrunner Trails Subdivision to eliminate an existing encroachment, within the Town of Alameda Grant, Placitas, Sandoval County, New Mexico, situate in projected Section 35, Township 13 North, Range 4 East, New Mexico Principal Meridian (NMPM), and containing 12.6583 acres, more or less.

b) SumP 17-003 Summary Plat: Applicant - Jenn Fuller, represented by Alpha Pro Surveying (Agent).

Request for approval of a of a Summary Plat, dividing Tract B, Damiano Square, Unit 2 into Tracts B-1 and B-2, and granting a private ingress/egress easement and a public utility easement, legally described as the Felipe Gutierrez Grant, Projected Section 32, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 1.5353 acres, zoned R-R (Rural Residential).

c) SumP 17-004 Summary Plat: Applicant - Pete Santistevan, represented by Alpha Pro Surveying (Agent).

Request for approval of a Summary Plat, adjusting lot lines to create three (3) tracts from four (4) existing tracts, to be identified as Lots 3, 4 and 5, Lands of Santistevan, in the Felipe Gutierrez Grant, MRGCD Map 10, Projected Section 31, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 4.1010 acres, zoned R-1 (Single-Family Residential).

d) ZMA 17-004 Zone Map Amendment: Applicants - Rorick and Diane Ward.

Request for a recommendation of approval from the Planning and Zoning Commission for a Zone Map Amendment from C-1 (Retail Commercial) to M-1 (Light Industrial) at the following location: 1248 S. Camino del Pueblo, within the Town of Bernalillo, described as Map 11, Tract 203, Section 4, Township 12 North, Range 4 East, Sandia Pueblo Grant, Sandoval County, New Mexico, containing approximately 0.688 acre/s.

e) CUP 17-010 Conditional Use Permit: Applicants - Rorick and Diane Ward.

Request for approval of a Conditional Use Permit for the purpose of operating an auto restoration, RV storage, and retail sales business to include an on-site caretaker, to be located at 1248 S. Camino del Pueblo, and having the following Legal Description: Map 11, Tract 203, Section 4, Township 12 North, Range 4 East, Sandia Pueblo Grant, Town of Bernalillo, Sandoval County, New Mexico, zoned C-1 (Retail Commercial) and situated on a parcel of approximately 0.688 acres.

f) CUP 17-011 Conditional Use Permit: Applicant - Eduardo Martinez.

Request for approval of a Conditional Use Permit for the purpose of holding weekly religious group gatherings at the premises located at 405 Swann Loop, having the legal description: Section 32, Township 13 North, Range 4 East, Mountain View Estates, Block I, Lot 4, Town of Bernalillo, Sandoval County, New Mexico, zoned R-1A (Mixed Single-Family Residential), and containing 0.230 acres.

7. COMMISSION BUSINESS

- a. Department Updates:
 - A Planning and Zoning Commissioner Training Workshop was offered by the Mid-Region Council of Governments on April 28th at the MRCOG office in Albuquerque. Three commissioners and the Planning and Zoning Director attended the workshop.
- b. Project/Work Update:
 - Alana Lovato, GIS Tech, will be attending GIS classes beginning May 16th at CNM (summer session).
 - Jerry Lujan, Code Compliance Officer, attended the New Mexico League of Zoning Officials (NMLZO) Semi-Annual Meeting/Workshop May 3rd-5th in Albuquerque.
 - Joe Benney, Building Official, was given the “Floodplain Manager of the Year” award by the New Mexico Floodplain Managers Association (NMFA).
- c. General Discussion:
 - The Planning and Zoning Department issued ten permits for the following: new construction (residential/commercial), solar system installations, a residential addition, a reroof, and a garage between April 1, 2017 and May 1, 2017 for total fees of **\$12,300.94**.
 - **Code Compliance: April 2017**
The Department is continuing to respond to telephone calls, emails, written complaints, and walk-in complaints about overgrown weeds, trash, and substandard buildings. Each complaint is verified and documented. Substandard buildings are boarded up and the property owners advised they need to bring the property up to code requirements. Staff also monitor the substandard properties and board them up as needed when entry violations occur.
- d. Home-based Business Report:
April - None
- e. Next Meeting: Regular Meeting - **June 13, 2017 (2nd Tuesday of the Month)**

8. ADJOURNMENT