



PLANNING
&
ZONING
DEPARTMENT

**Planning and Zoning
Director**

Janet Cunningham-
Stephens

Building Official
Joseph Benney

**Code Compliance
Officer**
Suzanne Hathon

**Administrative
Assistant/GIS Tech**
Alana Lovato

TOWN OF BERNALILLO

"The City of Coronado"

**Planning and Zoning Commission
AGENDA**

**Regular Meeting
Tuesday, December 12, 2017
6:30 p.m.**

PLANNING
&
ZONING
COMMISSION

Juanita Duran
Chairperson

Joseph Moreno
Vice-Chair

Mary Rose Abousleman

Sandra Candelario

James Hooper

Raul Montano

Joseph O. Quintana

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - November 14, 2017
5. SWEARING IN OF WITNESSES
6. PUBLIC HEARING
 - a) ZonR 17-001 ZONING REVIEW: Applicants - Annelle Brown and Gary Larsh.
Request for approval of a Demolition Permit within the Mainstreet Overlay District, to remove a residential structure within a family compound, located at 1013 S. Camino del Pueblo, Town of Bernalillo, Sandoval County, New Mexico, zoned C-1 (Retail Commercial).
 - b) SumP 17-011 SUMMARY PLAT: Applicant - William Carpenter, represented by Consensus Planning, Inc., (Agent).
Request for approval of a Summary Plat for Lots 1-21, Piedras Lisa, for the purpose of consolidating lots, vacating easements, vacating right-of-way, and granting easements, legally described as Tracts C and E, Lots 1-32, Piedras Lisa and a Portion of Vacated Calle Gabrielle Right-of-Way, Town of Bernalillo, Sandoval County, New Mexico, containing 2.8130 acres, zoned S-U (Special Use).

c) SumP 17-012 SUMMARY PLAT: Applicant - Maria D. Zavila-Insunza, represented by Alpha Pro Surveying LLC (Agent).

Request for approval of a Summary Plat, combining three lots into one lot (creating Lot 1-A), legally described as Lot 1-A, Cocinitas Court, within Sandia Pueblo Grant, projected Section 6, Township 12 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing 0.1818 acre, zoned R-1A (Mixed Single Family Residential).

d) SumP 17-013 SUMMARY PLAT: Applicants - Clifford Duran and Cynthia Aragon.

Request for approval of a Summary Plat, to create two new lots from two existing lots by reconfiguring the boundaries, legally described as Lots 1-A and 1-B, Block 15, Garden Spot Addition, Section 32, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing 0.2388 acre, zoned R-1A (Mixed Single Family Residential). **NOTE:** A Variance (VAR 17-013) request accompanies the Summary Plat.

f) VAR 17-013 VARIANCE: Applicants - Clifford Duran and Cynthia Aragon.

Request for approval of a Variance to Area and Setback Requirements in the R-1A (Mixed Single-Family Residential) Zone, to place a manufactured home at 501 San Felipe, and having a legal description as follows: Lots 1-A and 1-B, Block 15, Garden Spot Addition, Section 32, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 0.2388 acres. The Variance request is for both lots created by SumP 17-013. **NOTE:** Summary Plat SumP 17-013 accompanies this request and corrects a placement issue.

g) VAR 17-012 VARIANCE: Applicant - Mr. Car Wash, represented by Electrical Products Co. (EPNM, Inc.) (Agent).

Request for approval of a Variance to “Sign Type C - Business Signs, and Sign Type B - Directional Signs” to increase the size and number of signs, located at 324 W. US 550, legally described as Lands of Bill Blackwell, situate within the Bernalillo Grant, projected Section 29, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, zoned S-U (Special Use), containing a total of 1.8497 acres, with access from US Highway 550 and Ronald Drive.

7. COMMISSION BUSINESS

a. Department Updates:

- The new Code Compliance Officer, Suzanne Hathon, began work on October 30th and has become familiar with the physical layout of the Town. She has also set up the Code Compliance portion of the IworkQ Systems software to include both text and photographs to document various violations.

- Joseph Benney, Building Official/Floodplain Manager, passed the Certified Stormwater Inspector test on November 30th. He will be compiling reports for the NPDES in coordination with the Public Works Department so the Town will continue to be in compliance with federal regulations .
 - Alana Lovato has been designated a key contact for the upcoming Bureau of the Census 2020 Local Update of Census Addresses (LUCA) operation.
- b. Project/Work Update:
- The engineering consultant is continuing to review revisions of the grading and drainage plan for the MCT Bldg #6 as they are submitted.
 - The water budget for Bosque Brewery is complete and calculations show that 1.432 AFY commercial water credits will be required by the Town.
 - The Sandia RV and Self-Storage units are still under construction.
- c. General Discussion:
- The Planning and Zoning Department issued fourteen (14) permits for the following: rough grading, a residential addition, solar system installations, a pool, and re-roofing jobs between November 1, 2017 and November 30, 2017 for total fees of **\$3,950.86**.
 - **Code Compliance: November 2017**
The Code Compliance Officer made 50 inspections of properties, sent out 26 certified letters regarding weeds, and mailed an additional 22 letters regarding outdoor storage/trash concerns. She also investigated 7 inoperative vehicles, 5 occupied recreational vehicles, 5 deteriorated/non-secured mobile homes, and 1 sign that was not in compliance with code.
 - **2018 SCHEDULE - See attached "Draft"**.
- d. Home-based Business Report:
November - none
- e. Next Meeting: Regular Meeting - **January 9, 2018 (2nd Tuesday of the Month)**

8. ADJOURNMENT