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**8MINUTES OF A REGULAR MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE TOWN OF BERNALILLO
HELD AT THE TOWN HALL
January 5, 2016**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on January 5, 2016 at 6:30pm.

Applicants / Members of Public Signed In

Sandy Moran	Peter Larson	Sally Valdez
Gabriel Jensen	Martin J. Garcia	Daphne Valdez
Zack Snyder	Phil Lindborg	Alma Armenta

*Others were present but not signed in.

Staff Present

Ms. Janet Cunningham-Stephens, Planning and Zoning Director
Ms. Alana Lovato, Administrative Assistant
Mr. Andrew Edmondson, Public Works Director

Call to Order

Chairperson Duran called the meeting to order at 6:30pm, and led those attending in the Pledge of Allegiance.

Roll Call

Chairperson Juanita M. Duran	Present
Commissioner Mary Rose Abouseman	Absent (Arrived late)
Commissioner Sandra Candelario	Present
Commissioner James Hooper	Present
Commissioner Joseph Rinaldi	Present
Commissioner Raul Montano	Present
Commissioner Lynn Steiger	Present

A quorum was present

Approval of Agenda

Chairperson Duran entertained a motion to approve the agenda. Commissioner Rinaldi motioned to modify the agenda tabling item 6.f) to the February 2, 2016 meeting. Commissioner Hooper seconded the motion. All commissioners voted aye.

Motion Carried

Approval of Minutes

53 Chairperson Duran entertained a motion to approve the minutes of December 8, 2015.
54 Commissioner Steiger motioned to approve the minutes of December 8, 2015. Commissioner
55 Montano seconded the motion. All Commissioners voted aye.

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58 **Motion Carried**

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61 **Swearing in of Witnesses**

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63 All present witnesses were sworn in by Chairperson Duran.

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66 **Public Hearing**

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69 **a) CUP 16-001 Conditional Use Permit: Applicant – Alma Armenta.**

70 Request for approval of a Conditional Use Permit for an Eating and Drinking Establishment at
71 118 W. Calle Montoya: Legal description - Gardenspot Addition, Block 10, Lot B, Section 32,
72 Township 13 North, Range 4 East, New Mexico Principal Meridian (NMPM), Town of
73 Bernalillo, Sandoval County, New Mexico, zoned C-1 Retail Commercial Zone.

74
75 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
76 request. Ms. Alma Armenta respectfully requests approval of a Conditional Use Permit for an
77 eating and drinking establishment at 118 W. Calle Montoya, a building right behind the Thrift
78 Store. Ms. Armenta stated they currently they have an open business on Camino del Pueblo across
79 the street from Town Hall called Ruby’s Tortilleria, but the building is too small to accommodate
80 any dine-ins. Ms. Armenta also requests to have 2 to 3 tables for a customer eating area. A general
81 discussion by the Commission ensued. Ms. Armenta stated they are planning to purchase the
82 property which may take up to 4 to 6 months. No public comments.

83
84 Chairperson Duran called for a motion, Commissioner Steiger made a motion to approve the
85 Conditional Use Permit with the following conditions:

- 86
87 **1. The building/use must meet all fire code requirements as**
88 **determined by fire code officials.**
89 **2. The use must meet all state licensing requirements for food**
90 **and/or alcohol service.**
91 **3. A business registration must be obtained from the Town prior to**
92 **opening for business.**
93 **4. Signage requires a separate application which must be approved**
94 **prior to installation and which must be in compliance with**
95 **Mainstreet Overlay District Design guidelines.**

96
97
98 Commissioner Rinaldi seconded the motion. All Commissioners voted aye

99
100 **Motion Carried – Item Approved with Conditions.**

101
102
103 **b) CUP 16-002 Conditional Use Permit: Applicant – Bosque Brewing.**

104 Request for approval of a Conditional Use Permit for an Eating and Drinking Establishment

105 (microbrewery) at 834 W. Highway 550, Town of Bernalillo, Sandoval County, New Mexico,
106 zoned C-1 Retail Commercial Zone.

107
108 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
109 request. Mr. Zack Snyder respectfully requests approval of a Conditional Use Permit for Bosque
110 Brewing Company, which will occupy the old Jackalope building. The hours of operation will be
111 from 10:00 a.m. to 11:00 p.m. on weekdays to the public and hours of operation for non-public
112 will be from 6:00 a.m. to 12:00 a.m. Mr. Snyder stated that an outdoor patio will be constructed on
113 the south & east side of the building. The manufacturing portion of the brewery will take place in
114 the back of the building. Bosque Brewing has several locations; however this location will be the
115 largest. A general discussion by the Commission ensued.

116
117 Mr. Snyder stated per a recent meeting with the NMDOT late last month, new detailed traffic
118 patterns will be in place with a Super Street option and widening of the bridge to the north. There
119 will be a right turn-in heading westbound on US-550 and the Super Street option eliminates any
120 left out turns. There will also be a turning radius at the drive entrance and a traffic light in place to
121 control traffic. The existing drive entrance will be moving to the west approximately 100 feet. Mr.
122 Snyder stated they are still continuously working with NMDOT and awaiting approvals. Bosque
123 Brewing possibly plans to open for business in July or August of 2016, if approvals by NMDOT
124 are granted. A general discussion by the Commission continued.

125 Mr. Gabe Jensen, owner of Bosque Brewing Company, stated that there is possibility of selling
126 packaged liquor and is aware of additional licensing needed to do so. Bosque Brewing will also be
127 serving wine and cider, but not for packaging. Mr. Jensen explained the process of bi-product and
128 how it is disposed of.

129 Mr. Andy Edmondson, Public Works Director, had questions about the waste water discharges;
130 whether the applicant is aware of what the BHs or BODs will be. Mr. Jensen did not have any
131 information regarding the waste water discharges, but will forward any information to Mr.
132 Edmondson. No public comments.

133
134 Chairperson Duran called for a motion, Commissioner Rinaldi made a motion to approve the
135 Conditional Use Permit with the following conditions:

- 136
137 **1. The building/use must meet all fire code requirements as**
- 138 **determined by fire code officials.**
- 139 **2. Parking must meet the required number of spaces on-site, and**
- 140 **design criteria for standard and handicapped designated spaces.**
- 141 **3. Trash pickup and other service needs must be accessible to**
- 142 **service providers.**
- 143 **4. Utility services (water, sewer, electricity, and gas service) must**
- 144 **be design based on engineering standards, practice, and policies.**
- 145 **5. If the applicant is required to purchase and transfer water rights**
- 146 **to the Town, this action, must be complete prior to the issuance**
- 147 **of the Certificate of Occupancy.**
- 148 **6. A business license must be approved prior to the opening of the**
- 149 **business.**
- 150 **7. A copy of the NMDOT driveway permit must be provided for**
- 151 **the file.**
- 152 **8. Treatment to mitigate effects of the brewing operation prior to**
- 153 **discharge into the Town's treatment system must be to the**
- 154 **satisfaction of the Town's Public Works Director.**

155
156 Commissioner Montano seconded the motion. All Commissioners voted aye.
157

158 **Motion Carried – Item Approved with Conditions.**
159

160 **c) CUP 16-003 Conditional Use Permit: Applicant – Vernon’s Open Door.**

161 Request for approval of a Conditional Use Permit for an Eating and Drinking Establishment (with
162 proposed full service liquor) at 834 W. Highway 550, Building B, Town of Bernalillo, Sandoval
163 County, New Mexico, zoned C-1 Retail Commercial Zone.
164

165 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
166 request. Mr. Zack Snyder respectfully requests approval of a Conditional Use Permit for an eating
167 and drinking establishment at the old Jackalope building to accompany Bosque Brewing
168 Company. Vernon’s Open Door will be located on the banks of the Rio Grande, on the Northeast
169 corner of the property. The building will be about 5,000 sq. feet with a 1,500 sq. feet patio facing
170 the east overlooking the river and there will be onsite consumption of beer and wine. The outdoor
171 patio will be secured and will not allow any open containers to leave the patio area. A general
172 discussion by the Commission ensued.
173

174 Mr. Snyder stated Vernon’s Open Door and Bosque Brewing both await NMDOT approval of
175 finalizing the drive entrance location. Mr. Andy Edmondson, Public Works Director, addressed the
176 estimated time frame regarding all of the planned NMDOT upgrades may be completed by 2022.
177 Mr. Edmondson has stated NMDOT has 3 phases. Mr. Snyder predicted a 6 to 8 month time frame
178 for construction and to opening of business, assuming that NMDOT approves the entrance.
179 There was a public comment, made by an unidentified woman, regarding the size of the 2nd
180 building and whether it’s a one story or two story building.
181

182 Chairperson Duran called for a motion, Commissioner Rinaldi made a motion to approve the
183 Conditional Use Permit with the following conditions:

- 184 **1. The building/use must meet all the fire code requirements as**
- 185 **determined by fire code officials.**
- 186 **2. Parking must meet the require number of spaces on-site, and**
- 187 **design criteria for standard and handicapped designated spaces.**
- 188 **3. Trash pickup and other services needs must be accessible to**
- 189 **service providers.**
- 190 **4. Utility services (water, sewer, electricity, and gas service) must**
- 191 **be designed based on engineering standards, practice, and**
- 192 **policies.**
- 193 **5. If the applicant is required to purchase and transfer water rights**
- 194 **to the Town, this action must be complete prior to the issuance of**
- 195 **the Certificate of Occupancy.**
- 196 **6. A business license must be approved prior to the opening of the**
- 197 **business.**
- 198 **7. A copy of the NMDOT driveway permit must be provided for**
- 199 **the file.**

200
201 Commissioner Hooper seconded the motion. All Commissioners voted aye.
202

203 **Motion Carried – Item Approved with Conditions.**
204

205
206 **d) VAR 16-001 Variance: Applicant – Aloha RV, represented by SignArt of New Mexico**
207 **(Agent).**

208 Request for approval of a Variance to the square footage of signage allowed within the C-1 Retail
209 Commercial Zone, located at 350 East I-25 Frontage Road with a Legal Description of Lots 1A-1-

210 A, 1A-2-A, 2A-1-A, 2A-2-A, Tonque Business Park, Town of Bernalillo, Sandoval County, New
211 Mexico, containing 4.720 acres.

212
213 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
214 request. Mr. Sandy Moran, a representative from SignArt of NM and Mr. Peter Larson, owner of
215 Aloha RV, respectfully request approval of a Variance regarding larger signage sizes for the
216 channel letters on the building and the free standing signage. Mr. Moran stated that the building is
217 approximately 360 feet back from the fence line, which will make the signs difficult to see. Also, a
218 larger free standing signage will be more convenient for travelers to make a safer exit off
219 Interstate-25. A general discussion by the Commission ensued. No public comments.

220
221 Chairperson Duran called for a motion. Commissioner Steiger made a motion to approve the
222 Variance with the open style structure. Commissioner Hooper seconded the motion. All
223 Commissioners voted aye.

224
225 **Motion Carried – Item Approved.**

226
227
228 e) **SumP 16-001 Summary Plat: Applicant – Santa Fe Civic Housing Authority on behalf of the**
229 **Town of Bernalillo, represented by Anchor Engineering LLC (Agent).**

230 Request for approval of a Summary Plat, consolidating two existing tracts into one tract
231 (designated as Village in the Bosque), vacating existing utility easements that are no longer in use,
232 and reflecting all utility and access easements currently in use, and having a legal description as
233 follows: Formerly Tracts 1 and 2, situate within projected Section 31, Township 13 North, Range
234 4 East, New Mexico Principle Meridian, Town of Bernalillo, Sandoval County, New Mexico,
235 zoned C-1 (Retail Commercial).

236
237 Chairperson Duran introduced the item to the Commission, and asked the applicant to present their
238 request. Mr. Martin Garcia, a representative from Anchor Engineering LLC, respectfully requests
239 approval of a Summary Plat. Mr. Garcia stated that the property owner is the Town of Bernalillo,
240 but is leased to the Santa Fe Civic Housing Authority. Mr. Garcia has stated that some homes on
241 the property have received Certificates of Occupancy and currently have increased to 90 units
242 from 70. A general discussion by the Commission ensued.

243
244 There was a public comment made by Sally Valdez, a property owner since 1971, located north of
245 the new housing area. Ms. Valdez questioned the location of the Tracts 1 & 2 and if her property
246 will be affected. It was noted that her property was not affected by the platting action.

247
248 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the
249 Summary Plat. Commissioner Steiger seconded the motion. All Commissioners voted aye.

250
251 **Motion Carried – Item Approved and Signed**

252
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254 f) **SumP 16-002 Summary Plat: Applicant – Norm Lazar, represented by Harris Surveying Inc.**
255 **(Agent).**

256 Request for approval of a Summary Plat, for the purpose of re-aligning the lot line between Tracts
257 2 and 3 and granting easements, situate within the Valle Grande Center, Section 29, 31, and 32,
258 Township 13 North, Range 4 East, New Mexico Principle Meridian (NMPM), Town of Bernalillo,
259 Sandoval County, New Mexico, zoned C-1 (Retail Commercial).

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261 **Motion Carried – Item Tabled at Applicant’s request**

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263 **Commission Business**

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1. Department Updates:
 - The Planning and Zoning Department is continuing zoning enforcement activities in response to requests for assistance. The protocol includes taking the complaint (over the telephone and/or in person), field verification of the complaint, documentation of the situation, and determination of a plan of action (up to and including court if the property owner fails to respond to zoning enforcement notices). Three cases were heard in municipal court on December 16th.

2. Project/ Work Update:
 - Staff has prepared a small animal survey that has been on “Survey Monkey” on-line. Responses are coming in and will be used in determining how to or whether to proceed with drafting an Ordinance to allow limited urban livestock. The survey will also be mentioned in the January town newsletter to encourage participation. (See attached copy)
 - The survey will be available for another two weeks.

3. General Discussion
 - **2016 SCHEDULE** – See attached **REVISED SCHEDULE**.
 - Scheduled revised due to election.

4. Home-based Business Report:

December –

 - Leonard Lopez, Abrazos Family Support Services, 412 Camino Don Tomas, zoning C-R, non-profit services to developmentally disabled individuals.

5. Next Meeting: Regular Meeting – **February 2, 2016**

ADJOURNMENT

Chairperson Duran introduced a motion to adjourn. Commissioner Hooper made the motion to adjourn with a second by Commissioner Steiger. All Commissioners voted aye.

Meeting was adjourned at 7:30p.m.