

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

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

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on March 8, 2016 at 6:30pm.

Applicants / Members of Public Signed In

Richard Costales	Rodney Lane	Alan Manning
Tom Hladick	James Pike	Gary Gritsko
Teresa Young	John Loll	Dan Thoenke
Oscar Chavez	Martin Martinez	Victoria Martinez
Ronnie Gutierrez		

*Others were present

Staff Present

Ms. Janet Cunningham-Stephens, Planning and Zoning Director
Mr. Joseph Benney, Certified Building Official, Certified Floodplain Manager

Call to Order

Chairperson Duran called the meeting to order at 6:31pm, and led those attending in the Pledge of Allegiance.

Roll Call

Chairperson Juanita M. Duran	Present
Commissioner Mary Rose Abousleman	Absent
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 table Item C at the request from the applicant. Commissioner Hooper seconded the motion. All commissioners voted aye.

Motion Carried

53 **Approval of Minutes**

54
55 Chairperson Duran entertained a motion to approve the minutes of February 2, 2016.
56 Commissioner Steiger motioned to approve the minutes of February 2, 2016.
57 Commissioner Montano seconded the motion. All Commissioners voted aye.
58

59 **Motion Carried**

60
61 **Swearing in of Witnesses**

62
63 All present witnesses were sworn in by Chairperson Duran.
64

65
66 **Public Hearing**

67
68
69 a) **PrePlat 14-004 Preliminary Plat – Extension: Applicant – Madden Development, represented by Richard Costales (Agent).**

70
71 Request for approval of an Extension of the Preliminary Plat of Corazon del Bosque – Casitas
72 Subdivision, previously approved on February 19, 2015, and creating thirty-eight (38) lots and six
73 (6) tracts and granting public and private easements, being a replat of Blocks 1 and 2 of the
74 Corazon del Bosque Subdivision, and situate within a portion of Lot One and the east half of the
75 northeast quarter of Section 36, Township 13 North, Range 3 East, and Lot 10 of Section 31,
76 Township 13 North, Range 4 East, New Mexico Principal Meridian (NMPM), Town of Bernalillo,
77 Sandoval County, New Mexico, located at the southern end of Sheriff’s Posse Road, containing
78 12.202 acres, and zoned R-1 (Single-Family Residential).
79

80
81 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
82 request. Mr. Richard Costales, representing Madden Development and the Tenorio Family,
83 respectfully requests approval of an extension of a Preliminary Plat, which was previously
84 approved at a Special Hearing on February 19, 2015. Mr. Costales stated that there have been no
85 changes to the previously approved Preliminary Plat.

86 There was a public comment made by Mr. James Pike, a resident of the Town, regarding concerns
87 with the water runoffs from the property. A general discussion by the Commission ensued.
88

89 Chairperson Duran called for a motion, Commissioner Rinaldi made a motion to approve the
90 extension of the Preliminary Plat. Commissioner Candelario seconded the motion. All
91 Commissioners voted aye.
92

93 **Motion Carried – Item Approved**

94
95
96 b) **SumP 16-003 Summary Plat: Applicant – Jose Alvarez C’ de Baca, represented by Alpha Pro Surveying LLC (Agent)**

97
98 Request for approval of a Summary Plat, creating Lots A and B, formerly Tract 27A and Tract
99 27B, MRGCD Map 10, within the Felipe Gutierrez Grant, Projected Section 32, Township 13
100 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New
101 Mexico, containing a total of 12.0484 acres more or less, at 420 S Camino del Pueblo, zoned R-R
102 (Rural Residential).
103
104

105 Chairperson Duran introduced the item to the Commission, and asked the applicant to present their
106 request. Mr. Gary Gritsko, a representative from Alpha Pro Surveying LLC, respectfully requests
107 approval of a Summary Plat, to rearrange the lot line making 1 acre in the northwest corner of his
108 property; which Mr. Jose Alvarez C' de Baca will give/sell to his son. A general discussion
109 ensued. No public comments.

110
111 Chairperson Duran called for a motion, Commissioner Rinaldi made a motion to approve the
112 Summary Plat as presented. Commissioner Hooper seconded the motion. All Commissioners
113 voted aye.

114
115 **Motion Carried – Item Approved, Summary Plat Signed**

116
117
118 **c) SumP 16-004 Summary Plat: Applicant – Frank G. Chavez, represented by Alpha Pro**
119 **Surveying LLC (Agent).**

120 Request for approval of a Summary Plat, creating Lots 1 and 2, formerly Tracts 30-A and 33-A-1,
121 MRGCD Map 10, within the Felipe Gutierrez Grant, Projected Section 32, Township 13 North,
122 Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New
123 Mexico, containing a total of 5.1121 acres more or less, at 438 S. Camino del Pueblo, zoned R-1
124 (Single-Family Residential), and granting a private access and public utility easement.

125
126
127 **Motion Carried – Item Tabled (Applicant’s Request)**

128
129
130 **d) CUP 16-006 Conditional Use Permit: Applicant – A Blast From the Past.**

131 Request for approval of a Conditional Use Permit for the operation of a restoration services
132 company for the purpose of repairing and refurbishing antiques and collectibles at the following
133 location: 208 Calle Industrial, Town of Bernalillo, Sandoval County, New Mexico, zoned M-1
134 (Light Industrial).

135
136 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
137 request. Mr. Alan Manning co-owner with his wife Angela of A Blast From the Past LLC,
138 respectfully requests approval of a Conditional Use Permit for the continuance of operating a
139 vintage restoration business, which was recently purchased from previous owner Mr. Jay
140 Rockwell. Mr. Rockwell had been operating at the present location for the past 4 years as A Blast
141 From the Past business.

142 A general discussion by the Commission ensued. Mr. Manning has stated that there is no disposal
143 of hazardous waste other than oily rags and regular garbage. No public comments.

144
145 Chairperson Duran called for a motion. Commissioner Hooper made a motion to approve the
146 Conditional Use Permit for the operation a restoration business with following conditions:

- 147
148 **1. A business registration application must be submitted and approved by the Town**
149 **prior to beginning operations.**
150 **2. If the structure is to be renovated, building plans must be reviewed and approved**
151 **prior to beginning any construction.**
152 **3. If signs identifying the business will be installed, a permit must be approved by**
153 **the Town of Bernalillo and fees paid prior to installation.**

154
155 Commissioner Steiger seconded the motion. All Commissioners voted aye.

156
157 **Motion Carried – Item Approved with Conditions.**

158 e) **CUP 16-007 Conditional Use Permit: Applicant – Rodney Lane.**

159 Request for approval of a Conditional Use Permit for the purpose of holding regular bible studies
160 at the residential premises located at 1107 Calle Madera, having the legal description: Section 6,
161 Township 12 North, Range 4 East, Old Sawmill Addition, Block 5 Tract 16, Town of Bernalillo,
162 Sandoval County, New Mexico, zoned R-2 (Multiple-family Residential).

163
164 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
165 request. Rev. Rodney Lane respectfully requests approval of a Conditional Use Permit to hold
166 regular bible studies at 1107 Calle Madera. A general discussion ensued.

167 Rev. Rodney Lane stated that there is enough off street parking. Surrounding neighbors are of
168 support of hosting bible studies at this location. No public comment.

169
170 Chairperson Duran called for a motion, Commissioner Montano made a motion to approve the
171 Conditional Use Permit with the following conditions:

- 172
173 1. **Should attendance at the regular bible study meetings/ church exceed twenty-**
174 **eight attendees and/or seven vehicles on a sustained basis (2-month time period),**
175 **the applicant must cease operations and move the membership to a location that**
176 **meets off-street parking and other zoning requirements.**
- 177 2. **However; if the membership has not reached 28 attendees (See Condition 1)**
178 **within 18 months, the Conditional Use Permit should be reviewed by the**
179 **Planning and Zoning Commission to determine if there has been a significant**
180 **change in the physical extent, operations, or character that may have caused**
181 **impacts on the neighborhood.**

182
183 Commissioner Hooper seconded the motion. All Commissioners voted aye.

184
185 **Motion Carried – Item Approved with Conditions.**

186
187
188 f) **VAR 16-003 Variance: Applicant – Patricia Lucero and Dan Thoenke**

189 Request for approval of a Variance to the lot area and lot width requirements of the R-R (Rural
190 Residential) Zone, located at 1278 Annie Lane, for the purpose of placing a manufactured home,
191 and having a legal description of Section 5, Township 12 North, Range 4 East, New Mexico
192 Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, and containing 0.15
193 acres.

194
195 Chairperson Duran introduced the item to the Commission, and asked the applicant to present their
196 request. Mr. Dan Thoenke respectfully requests approval of a Variance to place a mobile home on
197 property at 1278 Annie Lane. A general discussion ensued.

198 Mr. Thoenke stated with the mobile home placement they will be approximately 18 feet from
199 Annie Lane and 2 ½ to 4 feet from the rear of the home.

200 Ms. Janet Cunningham-Stephens, Planning & Zoning Director, stated that there is an old
201 unrepairable home on the property that it is being demolished. Ms. Cunningham-Stephens also
202 stated the applicant provided a documentation of an approved Land Division (subdivision)
203 approved by the Town in 1986.

204 There was a public comments made by Ronnie Gutierrez, Martin Martinez and Victoria Martinez.

205 Mr. Ronnie Gutierrez, a neighbor on the Southside of 1278 Annie Lane, stated his main concern
206 was that Mr. Thoenke be connected with the Town sewer and water. But, as far as the placement
207 of the mobile home and dimensions of the property he has no concerns. Mr. Martinez, a neighbor
208 adjacent to the property, addressed concerns about a new chain link fence he just put up and if
209 there is not enough space in driveway for mobile home, that he get reimbursed for any take downs

210 and replacement of the fence by his personal installer. Mr. Thoemke strongly agreed to take
211 responsibility of any reimbursements to Mr. Martinez regarding any fence issues.
212 Ms. Martinez, a resident at 243 MTV Lane, addressed concern about the property size and how
213 they are able to fit a mobile home on the lot. A general discussion continued.
214

215 Chairperson Duran called for a motion. Commissioner Steiger made a motion to approve the
216 Variance with following conditions:
217

- 218 1. **The mobile home must be skirted within forty-five (45) days of occupancy.**
- 219 2. **A floodplain permit must be submitted by the applicant to the Town for review**
220 **by the Certified Floodplain Manager.**
- 221 3. **Tie-downs must be in compliance with Federal Emergency Management Agency**
222 **(FEMA) requirements for structures within the Floodplain AO designation.**
- 223 4. **Setback requirements must be met for each side yard.**
- 224 5. **Setbacks for the front and rear yards must be reviewed by staff when the mobile**
225 **home permit is submitted to ensure reasonable distances from the front and**
226 **rear property lines are maintained given the lot configuration and utility**
227 **requirements.**

228
229 Commissioner Montano seconded the motion. All Commissioners voted aye.
230

231 **Motion Carried – Item Approved with Conditions.**
232

233 Commission Business

234 a) Department Updates:

- 235 • A Laserfiche upgrade was installed on department computers
236 on February 10th. Laserfiche allows staff to search records
237 electronically and is a records management tool.
- 238 • Joe Benney, Building Inspector, passed the final test on
239 February 24, 2016 for the designation of Certified Building
240 Official.
241

242 b) Project/ Work Update:

- 243 • Griffin Enterprises, Inc. received approval of the Multi-
244 Sector General Permit (MSGP)/Stormwater Pollution
245 Prevention Plan (SWPPP) from the Environmental
246 Protection Agency (EPA) as of January 30, 2016. A test
247 start-up of the plant will occur late February/early March to
248 verify the equipment is functioning as needed for the
249 production of concrete.
250

251 c) General Discussion

- 252 • Staff is working on producing a draft ordinance that will
253 allow certain types of small farm animals in residentially
254 zoned areas. The ordinance will be presented to the Planning
255 and Zoning Commission for review and recommendation at
256 the April hearing, and then to Town Council for action at a
257 later hearing. Input from a survey of residents is being used
258 to draft the ordinance. (A copy of the survey results is
259 attached for review and discussion).
260
261

262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281

- Residents of the Town addressed concerns regarding an Ordinance and perceived lack of publication of the Survey.
- Planning and Zoning staff stated there will be a draft review of the Ordinance at the next meeting on April 5, 2016.

d) Home-based Business Report:

February –

- None

e) Next Meeting: Regular Meeting – **April 5, 2016**

ADJOURNMENT

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

Meeting was adjourned at 7:32 p.m.