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**MINUTES OF A SPECIAL MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE TOWN OF BERNALILLO
HELD AT THE TOWN HALL
May 30, 2017**

The Planning & Zoning Commission of the Town of Bernalillo met in special session within the laws and rules of the Town on May 30, 2017 at 6:30pm.

Call to Order

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

Upon Roll call the following members were found present:

PRESENT:

Chairperson Juanita M. Duran
Commissioner Mary Rose Abousleman
Commissioner James Hooper
Commissioner Joseph Moreno
Commissioner Raul Montano

ALSO PRESENT:

Gary Gritsko
Gary Garza
Dorothy Bowen
Leland Bowen
Mark A. Duran
Janet Cunningham-Stephens, Planning and Zoning Director
Alana Lovato, Administrative Assistant/GIS Technician

ABSENT:

Commissioner Sandra Candelario

Others Present Not Identified

A quorum was present

APPROVAL OF AGENDA: 3a)

Commissioner Hooper motioned to approve the agenda as presented. The motion was seconded by Commissioner Moreno and carried unanimously.

Motion Carried

APPROVAL OF MINUTES: 4a)

May 9, 2017 minutes will be reviewed at June/July hearing.

SWEARING IN IF WITNESSESS: 5a)

All present witnesses were sworn in by Chairperson Duran.

**PUBLIC HEARING: 6a) ETZ SumP 17-003 Extraterritorial Zone – Summary Plat:
Applicants – Leland and Dorothy Bowen, represented by Alpha Pro Surveying LLC (Agent).**

Request for approval of a Summary Plat within the Three-Mile Extraterritorial Zone (ETZ) of the Town of Bernalillo, adjusting lot lines between two existing lots (Lot 62-A and Lot 84-A) into two new lots,

53 within the Placitas Small Tracts, situate in Section 34, Township 13 North, Range 4 East, New Mexico
54 Principle Meridian (NMPM), Sandoval County, New Mexico, containing 3.3904 acres.
55

56 Mr. Gary Gritsko, a representative from Alpha Pro Surveying LLC, respectfully requests approval of a
57 Summary Plat to adjust the lot lines by adding a portion of lot 84-A to 62-A. Currently there is a house
58 existing on lot 62-A. There are no changes to any road easements. There were no public comments.
59

60 Commissioner Aoulosleman made a motion to approve ETZ SumP 17-003, a request by Leland and
61 Dorothy Bowen, represented by Alpha Pro Surveying, LLC, of a Summary Plat within the Three-Mile
62 Extraterritorial Zone (ETZ for the purpose of realigning lot lines to create 2 new lots (Lot 62-A-1 and Lot
63 84-A-1) from 2 existing lots, containing 3.3904 acres, subject to the following conditions:

- 64 **1. The plat must be recorded in the office of the Sandoval County Clerk and two (2) copies**
65 **as recorded and properly stamped by the Sandoval County Clerk must be provided to**
66 **the Town of Bernalillo. A disk containing a copy of the recorded plat is also required.**
- 67 **2. The plat must be recorded within three months after the date of approval or the final**
68 **plat will become null and void.**
- 69 **3. Signatures from Sandoval County are needed to ensure all count requirements have**
70 **been met prior to recordation.**

71
72 The motion was seconded by Commissioner Hooper and carried unanimously.
73

74 **Motion Carried – Item Approved with Conditions.**
75
76

77 **PUBLIC HEARING: 6b) CUP 17-012 Conditional Use Permit: Applicant – CMH Homes,**

78 **Inc.**

79 Request for approval of a Conditional Use Permit for the purpose of operating a display home center and
80 sales office, to be located at 500 N. Hill Road, Town of Bernalillo, Sandoval County, New Mexico,
81 described as a parcel of land within projected Sections 28 and 29, Township 13 North, Range 4 East, New
82 Mexico Principle Meridian (NMPM) within the Felipe Gutierrez Grant zoned M-1 (Light Industrial) and
83 situated on a parcel of approximately 1.25 acres.
84

85 Mr. Gary Garza, Regional Vice President of CMH Homes, Inc., respectfully requests approval of a
86 Conditional Use Permit to operate a home display center and office. The sales office will be in a 10 X 44
87 park model structure and four (4) different home displays will also be on the property. All displays
88 including the sales office park model structure will be the different style options customers will have to
89 purchase from. There will be 4 employees. The average cost of the homes for a single section are \$50,000
90 and double sections are \$95,000.
91

92 **PUBLIC COMMENT:**

93 **1. Mark Duran, a resident of Sandoval County and the Executive Director of the New Mexico**
94 **Manufactured Housing Association, stated that he is full support of this operation and strongly feels this**
95 **is a good location for the business.**
96 **There were no other comments made.**
97

98 Commissioner Moreno made a motion to approve CUP 17-012, a request by CMH Homes for approval of
99 a Conditional Use Permit for the purpose of operating a display home center and sales office to be located
100 at 500 N. Hill Road, Town of Bernalillo, zoned M-1 (Light Industrial) and situated on a parcel of
101 approximately 1.25 acres, subject to the following conditions:

- 102 **1. A business registration application must be submitted and approved by the Town prior**
103 **to beginning operations.**
- 104 **2. Permits to install the homes and sales office must be reviewed by the Planning and**
105 **Zoning Department and approved prior to their installation.**

- 106 3. *A permit for signs identifying the business must be approved by the Town of Bernalillo*
107 *and fees paid prior to installation. The size of the sign must comply with the*
108 *Comprehensive Zoning Ordinance, Section 16.*
109 4. *A water budget to determine if the applicant will be required to purchase and transfer*
110 *water rights to the Town may need to be prepared. The fee to the applicant is \$600.00*
111 *and the budget and/or any water rights transfer must be completed before beginning*
112 *operations at the site.*
113 5. *The building/use must meet all fire code requirements as determined by appropriate*
114 *state and local officials.*
115

116 The motion was seconded by Commissioner Montano and carried unanimously
117

118 **Motion Carried – Item Approved with Conditions.**
119

120
121 **COMMISSION BUSINESS: 7a) Department Updates:**

122 Jerry Lujan, Code Compliance Officer, has been approved by Envirocert International to test for the
123 erosion, sediment and stormwater inspector certification. The Town is required to have a certified
124 inspector to be in compliance with the NPDES-MS4 permit.
125

126 **COMMISSION BUSINESS: 7b) Project/Work Update:**

- 127 1. The building permit for Mr. Carwash has been issued and the permit for Dunkin Donuts/Baskin
128 Robbins is ready for pickup.
129 2. A retaining wall permit was issued for Bosque Brewery.
130

131 **COMMISSION BUSINESS: 7c) General Discussion:**

- 132 1. The Planning and Zoning Department issued nineteen (19) permits for the following: new
133 construction (residential/commercial), solar system installations, a residential addition, a portal, a garage,
134 and a demolition between April 24, 2017 and May 24, 2017 for total fees of **\$19,534.76.**
135 2. **Code Compliance: May 2017** - Twelve properties (substandard and/or vacant) have been
136 secured by either the property owners or the Town. Fifteen weed violations were brought to the attention
137 of property owners. Approximately 5 of those have not yet come into compliance and the Town will take
138 further action. Staff worked on a Saturday and found various violations including the following: no
139 peddlers licenses, various people selling items at private business parking lots and on the public right-of-
140 way (taco truck, vendors selling wooden tables and chairs, and clothing).
141

142 **COMMISSION BUSINESS: 7d) Home-based Business Report:**

143 **May** - None
144

145 **COMMISSION BUSINESS: 7e) Next Meeting:**

146 Regular Meeting – **June 13, 2017 (2nd Tuesday of the Month)**
147

148 **ADJOURNMENT: 8a)**

149 There being no further business, Commissioner Hooper made the motion to adjourn the meeting at 6:55
150 P.M. The motion was seconded by Commissioner Moreno and carried unanimously.
151