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**MINUTES OF A REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE TOWN OF BERNALILLO  
HELD AT THE TOWN HALL  
August 2, 2016**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on August 2, 2016 at 6:30pm.

**Applicants / Members of Public Signed In**

|                           |                      |                             |
|---------------------------|----------------------|-----------------------------|
| <b>Maria Sanchez</b>      | <b>Graham Cryan</b>  | <b>Jamie C. Stearns</b>     |
| <b>Ron Ralston</b>        | <b>James Vike</b>    | <b>Dennis Van Driessche</b> |
| <b>Judi Van Driessche</b> | <b>Gary Gritsko</b>  | <b>Tom Patrick</b>          |
| <b>Andres Sanchez</b>     | <b>Clarence Hall</b> | <b>Paula Hall</b>           |

**Staff Present**

Ms. Janet Cunningham-Stephens, Planning and Zoning Director  
Ms. Alana Lovato, Administrative Assistant

**Call to Order**

Chairperson Duran called the meeting to order at 6:33 PM, and led those attending in the Pledge of Allegiance.

**Roll Call**

|                                   |          |
|-----------------------------------|----------|
| Chairperson Juanita M. Duran      | Present  |
| Commissioner Mary Rose Abousleman | Present  |
| Commissioner Sandra Candelario    | Present  |
| Commissioner James Hooper         | Present  |
| Commissioner Lynn Steiger         | Resigned |
| Commissioner Joseph Moreno        | Absent   |
| Commissioner Raul Montano         | Present  |

**A quorum was present**

**Approval of Agenda**

Chairperson Duran entertained a motion to approve the agenda. Commissioner Hooper motioned to approve the agenda as presented. Commissioner Candelario seconded the motion. All Commissioners voted aye.

**Motion Carried**

**Approval of Minutes**

Chairperson Duran entertained a motion to approve the minutes of July 12, 2016.

52 Commissioner Candelario motioned to approve the minutes of July 12, 2016. Commissioner  
53 Hooper seconded the motion. All Commissioners voted aye.

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55 **Motion Carried**

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58 **Swearing in of Witnesses**

59 All present witnesses were sworn in by Chairperson Duran.  
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63 **Public Hearing**

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65 **a) ETZ SumP 16-006 Extraterritorial Zone/Summary Plat: Applicants –**  
66 **Leland and Dorothy Bowen, represented by Alpha Pro Surveying LLC (Agent).**

67 Request for approval of a Summary Plat within the Three-Mile Extraterritorial Zone (ETZ) of the  
68 Town of Bernalillo, vacating a portion of a road and utility easement and adjusting lot lines between  
69 three (3) existing tracts into three (3) new lots, within the Placitas Small Tracts, situate in Section  
70 34, Township 13 North, Range 4 East, New Mexico Principal Meridian (NMPM), Sandoval County,  
71 New Mexico. **(TABLED FROM JULY 12, 2016)**  
72

73 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the  
74 request. Mr. Gary Gritsko, a representative from Alpha Pro Surveying LLC, respectfully requests  
75 approval of a Summary Plat within the Placitas Small tracts, which is also known as Placitas West.  
76 Mr. Gritsko stated that after speaking with Brad Stebleton from the Sandoval County Planning &  
77 Zoning Department, he was advised to get the approval from the Town before proceeding with  
78 approvals through Sandoval County. Ms. Janet Cunningham-Stephens, Director of Planning &  
79 Zoning, stated per previous conversation with Makita Hill from the Sandoval County, the plat  
80 must be signed off by the County prior to the approval from the Town. A general discussion by the  
81 Commission ensued.

82 Mr. Gritsko stated that they are not vacating the whole road, only reducing the size of the right-of-  
83 way.  
84

85 There were public comments made by *Dennis Van Driessche*, President of Placitas West Water  
86 Co-op, who addressed concerns regarding unknown main utility trunk lines that maybe possibly  
87 located in the easement to be vacated. Mr. Van Driessche stated he is opposed to this request. A  
88 general discussion by the Commission continued.

89 A petition was presented before the Commission by property owners that will be affected by this  
90 request, and other concerns were stated.  
91

92 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve  
93 only the lot line adjustment of the lot lines with the following conditions:  
94

- 95 **1. The plat must be recorded in the office of the Sandoval County Clerk**
- 96 **and two (2) copies as recorded and properly stamped by the Sandoval**
- 97 **County Clerk must be provided to the Town of Bernalillo. A computer**
- 98 **disk with a pdf file of the recorded plat is also needed.**
- 99 **2. Recordation must occur within *three months* after the date of approval**
- 100 **or the final plat will become null and void.**

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102 Commissioner Montano seconded the motion. All Commissioners voted aye.  
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**Motion Carried – Item Approved with Conditions.**

b) **SumP 16-007 Summary Plat: Applicant – Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), represented by Community Sciences Corporation (Agent).**

Request for approval of a Summary Plat, vacating a portion of a public roadway and utility easement, and replatting Lots 10-A, 11 and 12 into one tract containing 4.7964 acres, within Sections 30 and 31, Township 13 North, Range 4 East New Mexico Principle Meridian (NMPM), Town of Bernalillo, Sandoval County, New Mexico, zoned R-R (Rural Residential) and located on Sheriff’s Posse Road.

Chairperson Duran introduced the item to the Commission, and asked the applicant to present the request. Mr. Tom Patrick and Mr. Andres Sanchez, representatives from SSCAFCA, respectfully request approval of a Summary Plat to consolidate 3 existing lots and to vacate a portion of a roadway and utility easements. The purpose of the consolidation is to create a park for recreation, public appreciation, and natural resource protection. A general discussion by the Commission ensued.

Mr. Sanchez gave a brief explanation of the parks landscaping and the water quality stream that will be at the park. Gas will be the only public utility at the location, all electric utilities will be above ground. The park will be open to the public. No public comment.

Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the Summary Plat with the following conditions:

1. **The plat must be recorded in the office of the Sandoval County Clerk and two (2) paper copies as recorded and properly stamped by the Sandoval County Clerk must be provided to the Town of Bernalillo. A computer disk with a pdf file of the recorded plat is also needed.**
2. **Recordation must occur within *three months* after the date of approval or the final plat will become null and void.**

Commissioner Hooper seconded the motion. All Commissioners voted aye.

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

**Commission Business**

a) Department Updates:

- Northline GIS, LLC has been contracted to provide approximately 12 hours of GIS training for Alana Lovato broken down into 2 hour on-line sessions. The training sessions are being tailored to the data and workflows needed by the Town to get started with the development of the GIS database.
- Alana will also be registering at CNM for the fall semester and will be taking additional GIS classes.

b) Project/ Work Update:

- Work is continuing on Applebee’s.
- Casa Diaz has been working with NMDOT regarding driveway access on NM 313 (Camino del Pueblo).

c) General Discussion

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- The Planning and Zoning Department issued seven permits for residential addition/s, solar system installations, reroofing, and remodels between July 1st and July 20th for total fees of **\$3,087.35**.
- A public meeting to solicit input on the proposed Small Farm Animal Ordinance will be scheduled for August 23rd at 5:30 p.m. and held at Town Hall – Council Chambers. The date will be published on the Town’s website, in the monthly newsletter, and posted at Town Hall, US Bank, T&T Supermart, US Eagle Federal Credit Union, and the US Post Office.

**d) Home-based Business Report:**

***July*** –

- Leroy L. Greer, 6x6 Guide Services LLC, 512 Avenida Los Suenos, zoning R-R, hunting and fishing guide services.

**e) Next Meeting: Regular Meeting – September 7, 2016**

**ADJOURNMENT**

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

**Meeting was adjourned at 7:27p.m.**