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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 8, 2017**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on August 8, 2017 at 6:35pm.

Call to Order

Chairperson Duran called the meeting to order at 6:35 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 Sandra Candelario
Commissioner Raul Montano
Commissioner Joseph O. Quintana

ALSO PRESENT:

James Pike	Mike Kloe	Thomas Johnston
Kryisia Baron	Gail Garber	Luciana Brakel
Ann Nelson	Martin Tapia	James Whitehead
Karen Ville	Gary Culler	Mary Chappelle
Linda Grady	Jan Anders	Brenda Pankey
June Ortiz	Bill Anders	James Pankey
Pete Cordova	Horst Brakel	Julian S. Garza
Mark Jones	Andrew Howe	Eleazar Torres
Mario Perez	Craig Mowry	Daniel Vallo
Kelly Vallo		
Janet Cunningham-Stephens, Planning and Zoning Director		
Alana Lovato, Administrative Assistant/GIS Technician		
Mike Kloeppel, Director of Econ. & Community Development		

ABSENT:

Commissioner Joseph Moreno

Others Present Not Identified

A quorum was present

WELCOME TO NEW COMMISSIONER: 3a)

Chairperson Duran introduced and welcomed one new Planning & Zoning Commissioner, Joseph O. Quintana.

Motion Carried

APPROVAL OF AGENDA: 4a)

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

Motion Carried

52 **APPROVAL OF MINUTES: 5a)**

53 Commissioner Montano motioned to approve the minutes of May 30, 2017. The motion was seconded by
54 Commissioner Quintana and carried unanimously.

55
56 **Motion Carried.**

57
58 **SWEARING IN IF WITNESSESS: 6a)**

59 All present witnesses were sworn in by Chairperson Duran.

60
61 **PUBLIC HEARING: 7a) ZMA 17-004 Zone Map Amendment: Applicant – Town of**
62 **Bernalillo.**

63 Request for a recommendation of approval from the Planning and Zoning Commission for a Zone Map
64 Amendment from R-1A (Mixed Single-Family Residential) to C-1 (Retail Commercial) at the following
65 location: 842 Camino Don Tomas, within the Town of Bernalillo, described as MRGCD Mao 11, Tract
66 12A1, 317, Section 6, Township 12 North, Range 4 East, Sandoval County, New Mexico, containing
67 1.890 acre/s, and occupied by the former Roosevelt School.

68
69 Mr. Mike Kloeppe, Director of Economic & Community Development, respectfully requests a
70 recommendation of approval from the Planning and Zoning Commission for a Zone Map Amendment to
71 change zoning from R-1A (Mixed Single-Family Residential) to C-1 (Retail Commercial) at 842 Camino
72 Don Tomas. The Town had purchased the property in 2015 and had been vacant for about three or four
73 years. The Town has decided that the buildings can be best utilized for commercial uses, and will be
74 rented or leased out for use. The requested location is the old Roosevelt complex including the parking lot
75 areas containing 6.79 acres.

76
77 **PUBLIC COMMENT:**

- 78 1. Mr. Gary Gritsko requested clarification on whether the request was including the Town Hall
79 building.

80
81 Clarification was stated by Chairperson Duran that it was only for the old Roosevelt School. There were
82 no other public comments made.

83
84 Commissioner Abousleman made a motion as follows: to recommend approval of ZMA 17-004, a request
85 by the Town of Bernalillo for a Zone Map Amendment from R-1A (Mixed Single-Family Residential) to
86 C-1 (Retail Commercial) at 842 Camino Don Tomas (the site of the former Roosevelt Elementary School
87 Complex), be forwarded to Town Council with a recommendation of approval.

88
89 The motion was seconded by Commissioner Candelario and carried unanimously.

90
91 **Motion Carried – Item Recommended to Town Council for Approval.**

92
93
94 **PUBLIC HEARING: 7b) ETZ SumP 17-006 Summary Plat: Applicant – Allan and Lonna**
95 **Trosclair, represented by Alpha Pro Surveying LC (Agent).**

96 Request for approval of a Summary Plat within the Three-Mile Extraterritorial Zone (ETZ) of the Town
97 of Bernalillo, combining two (2) lots into one (1) new lot (Lot 110-A), within the Felipe Gutierrez Grant,
98 situated in projected Section 28, Township 13 North, Range 4 East, New Mexico Principle Meridian
99 (NMPM), Sandoval County, New Mexico, and containing 1.6812 acres.

100
101 Mr. Gary Gritsko, a representative from Alpha Pro Surveying LLC, respectfully requests approval of a
102 Summary Plat to combine two (2) existing lots to create one (1) new lot. Being that the lots are small the
103 applicant has decided to combine the two (2) lots. There were no public comments made.

105 Commissioner Quintana made a motion to approve ETZ SumP 17-006, a request by Allan and Lonna
106 Trosclair, represented by Alpha Pro Surveying LLC (Agent), for approval of a Summary Plat within the
107 Three-Mile Extraterritorial Zone (ETZ) of the Town of Bernalillo, combining two (2) lots into one (1)
108 new lot, subject to the following conditions:

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

116
117 The motion was seconded by Commissioner Hooper and carried unanimously.
118

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

120
121 **PUBLIC HEARING: 8c) ETZ SumP 17-008 Summary Plat: Applicant – Viking Properties**
122 **LLP, represented by Wayjohn Surveying Inc. (Agent).**

123 Request for approval of a Summary Plat within the Three-Mile Extraterritorial Zone (ETZ) of the Town
124 of Bernalillo, to adjust the interior lot line between Lot 3, Placitas Trails South II Subdivision and Tract
125 A, Roadrunner Trails Subdivision to eliminate an existing encroachment, and to create a new parcel
126 designation for the portion of Tract A that lies within the Town of Bernalillo, located within the Town of
127 Alameda Grant, Placitas, Sandoval County, New Mexico, situated in projected Section 33, Township 13
128 North, Range 4 East, New Mexico Principle Meridian (NMPM), and containing 12.6583 acres, more or
129 less.

130
131 Mr. Thomas Johnston, a representative from Wayjohn Surveying Inc., respectfully requests approval of a
132 Summary Plat to adjust lot lines between two (2) parcels, due to an encroachment of a pool and concrete.
133 They will still have two (2) lots, but will only be adjusting one (1) of the lot lines to accommodate the
134 pool and concrete. By moving the lot line all set backs will be met.
135

136 Janet Cunningham-Stephens, Planning and Zoning Director, stated that in 1989 Mr. Jones came before
137 the Planning and Zoning Commission and before the Town Council. An Annexation was approved, but
138 the final step for the annexation was never taken. He was never informed by the Town Council that he
139 was supposed to plat the property.
140

141 **PUBLIC COMMENT:**

- 142 **1.** Janet Anders questioned the location of the property that was indicated in the staff report.
143

144 Ms. Janet Cunningham-Stephens stated that location description is based on nearest location given
145 through Google Earth. Since the location is within the three-mile extraterritorial zone of the town our
146 resources are limited to get an accurate map location. There were no other public comments made.
147

148 Commissioner Montano made a motion to approve ETZ SumP 17-002/17-008, a request by Viking
149 Properties LLLP, represented by Wayjohn Surveying Inc. (Agent), for approval of a Summary Plat within
150 the Three-Mile Extraterritorial Zone (ETZ) of the Town of Bernalillo, to adjust the interior lot line
151 between Lot 3, Placitas Trails South II Subdivision and Tract A, Roadrunner Trails Subdivision to
152 eliminate an existing encroachment, and to create a new parcel designation for the portion of Tract A that
153 lies within the Town of Bernalillo, subject to the following conditions:

- 154 *1. The plat must be recorded in the office of the Sandoval County Clerk and two (2) copies*
155 *as recorded and properly stamped by the Sandoval County Clerk must be provided to*
156 *the Town of Bernalillo. A disk containing a copy of the recorded plat is also required.*

- 157 2. *The plat must be recorded within three months after the date of approval or the final*
158 *plat will become null and void.*
159 3. *Signatures from Sandoval County are needed to ensure all count requirements have*
160 *been met prior to recordation.*
161

162 The motion was seconded by Commissioner Quintana and carried unanimously
163

164 **Motion Carried – Item Approved with Conditions.**
165

166 **PUBLIC HEARING: 8d) SumP 17-007 Summary Plat: Applicant – Julian Garza.**

167 Request for approval of a Summary Plat, adjusting lot lines to replat 4 lots into 4 lots, vacating easements,
168 and granting easements as per the proposed plat of Venada Plaza Park, being comprised of Tract A,
169 Middle Venada Arroyo Property, and Tract Labeled “Arroyo Easement”, Lots 7-A and 6-B1, La Bona
170 Tierra, within Section 36, Township 13 North, Range 3 East, New Mexico Principle Meridian, Town of
171 Bernalillo, Sandoval County, New Mexico, containing a total of 19.8059 acres, zoned R-R (Rural
172 Residential), located north of Calle Bona Tierra, south of Enchanted Hills Boulevard NE, east of Lincoln
173 Ave NE, and west of NM 528 (Pat D’Arco Highway). (Part A of requested action)
174

175 Mr. Julian Garza and Mr. Fred Marquez, respectfully request approval of a Summary Plat. Mr. Garza is
176 cooperating with SSCAFCA to create an Arroyo Easement. The lot adjustments are needed to
177 accommodate the Arroyo Easement that has been on the plat. There will be 4 lots created and 4 lots
178 currently exist. Mr. Garza stated that they will be trading the Arroyo Easement for some land with
179 SSCAFCA.
180

181 Ms. Janet Cunningham-Stephens stated that Mr. Garza is adjusting two (2) different pieces of land on the
182 plats, which explanations why there are two (2) cases.
183

184 **PUBLIC COMMENT:**

- 185 1. Ann Nelson, a nearby neighbor south of the property proposed, stated concerns regarding
186 accurate lot line information and whether the property has been properly surveyed. Ms. Nelson
187 stated that these lines are arbitrarily placed. There is a proposed easement inside her property line
188 that she is not willing to give. She is opposed to the Summary Plat due to the lack of accurate and
189 valid data.
190

191 Ms. Nelson presented photos of her property, showing some arbitrary fence lines. A map was also
192 presented dated from 1976, which has been recorded at the Sandoval County Clerk’s Office.
193

194 Mr. Fred Marquez, worked with Cartesian Surveying, stated that they pulled all the documents to make
195 sure the data is correct. The Arroyo Easement has always been there on the south line. Mr. Garza is
196 pulling a portion of his property and dedicating it to SSCAFCA. SSCAFCA is then responsible for the
197 maintenance of that easement. The plats presented before the Commission are by Cartesian Surveying a
198 registered land surveyor. Mr. Marquez stated that the rebar shown in Ms. Nelson’s photos are properly
199 surveyed and recorded.
200

201 Ms. Nelson was then provided with a plat showing all accurate lot lines taken by a registered surveyor.
202

- 203 2. James Pike, suggested to the Commission that they contact Orlando Lucero, who has aerial maps
204 of the valley dated from 1932. These maps show where all the arroyos run and how they enter the
205 river.
206 3. Brenda Panky, a resident of Bona Tierra, requested addition information regarding future plans
207 for the area.

208 Mr. Garza stated that the reason for the request is to clean up the maps and that all dedications to
209 SSCAFCA are properly noted.

210 There were no other public comments made.
211 Commissioner Aoulosleman made a motion to approve SumP 17-007/17-009, a request by Julian Garza,
212 adjusting lot lines to replat 4 lots into 4 lots, vacating easements, and granting easements as per the
213 proposed plat of Venada Plaza Park, being comprised of Tract A, Middle Venada Arroyo Property, and
214 Tract Labeled “Arroyo Easement”, Lots 7-A and 6-B1, La Bona Tierra, containing 19.8059 acres, subject
215 to the following conditions:

- 216 1. *The Plat/s must be recorded in the office of the Sandoval County Clerk and two (2)*
217 *copies are recorded and properly stamped by the Sandoval County Clerk must be*
218 *provided to the Town of Bernalillo. A disk containing a copy of the recorded plat/s*
219 *must be provided along with the paper copies.*
- 220 2. *The plat/s must be recorded within three months after the date of approval or the final*
221 *plat/s will become null and void.*

222
223 The motion was seconded by Commissioner Montano and carried unanimously.
224

225 **Motion Carried – Item Approved with Conditions.**
226

227 **PUBLIC HEARING: 8e) SumP 17-009 Summary Plat: Applicant – Julian Garza.**

228 Request for approval of a Summary Plat, adjusting lot lines to replat 4 lots into 4 lots, vacating easements,
229 and granting easements as per the proposed plat of Venada Plaza Park, being comprised of Tract A,
230 Middle Venada Arroyo Property, and Tract Labeled “Arroyo Easement”, Lots 7-A and 6-B1, La Bona
231 Tierra, within Section 36, Township 13 North, Range 3 East, New Mexico Principle Meridian, Town of
232 Bernalillo, Sandoval County, New Mexico, containing a total of 19.8059 acres, zoned R-R (Rural
233 Residential), located north of Calle Bona Tierra, south of Enchanted Hills Boulevard NE, east of Lincoln
234 Ave NE, and west of NM 528 (Pat D’Arco Highway). (Part B of requested action)
235

236 This item was presented, refer to Public Hearing: 8d) SumP 17-009.
237

238 Commissioner Aoulosleman made a motion to approve SumP 17-007/17-009, a request by Julian Garza,
239 adjusting lot lines to replat 4 lots into 4 lots, vacating easements, and granting easements as per the
240 proposed plat of Venada Plaza Park, being comprised of Tract A, Middle Venada Arroyo Property, and
241 Tract Labeled “Arroyo Easement”, Lots 7-A and 6-B1, La Bona Tierra, containing 19.8059 acres, subject
242 to the following conditions:

- 243 1. *The Plat/s must be recorded in the office of the Sandoval County Clerk and two (2)*
244 *copies are recorded and properly stamped by the Sandoval County Clerk must be*
245 *provided to the Town of Bernalillo. A disk containing a copy of the recorded plat/s*
246 *must be provided along with the paper copies.*
- 247 2. *The plat/s must be recorded within three months after the date of approval or the final*
248 *plat/s will become null and void.*

249
250 The motion was seconded by Commissioner Montano and carried unanimously.
251

252 **Motion Carried – Item Approved with Conditions.**
253

254 **PUBLIC HEARING: 8f) CUP 17-014 Conditional Use Permit: Applicant – Gary W. Culler,**
255 **on behalf of Hawks Aloft, Inc.**

256 Request for approval of a Conditional Use Permit for the purpose of allowing the organization’s office
257 headquarters (future expansion to include a sanctuary and public education area) for the non-profit,
258 501(c)3 organization, Hawks Aloft, to be located at 1394 Calle La Bona Tierra, and having the following
259 Legal description: La Bona Tierra, Lot 5A1, Section 36, Township 13 North, Range 3E, New Mexico
260 Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, zoned R-R (Rural Residential)
261 and situated on a parcel of approximately 2.104 acres.
262

263 Mr. Gary "Bill" W. Culler, respectfully requests approval of a Conditional Use Permit to allow a non-
264 profit organization Hawks Aloft office headquarters at 1394 Calle La Bona Tierra. There is currently a
265 large adobe residence and an adobe barn on the property. The residence would in the future become a
266 dorm like facility to host volunteers as they monitor any birds that would be at the facility. The office will
267 be in the residential home and as time goes on work will be done on the barn to house the birds. This
268 location would also serve as an educational facility to bring in small school groups. The property also has
269 adequate parking spaces and for a bus turn around as well.

271 Ms. Gail Garber, Director of Hawks Aloft, Inc., stated that the organization does in class educational
272 classes using non releasable birds, they are grant funded serving the poorest schools in the community,
273 they do rescue and house the birds. Most of the times volunteers are rarely at the facility, they are mainly
274 out in the schools. There are 8 part-time staff members and 4 staff members will be at the facility.
275 Approximately one (1) class would be coming to the facility, which is about 30 children.

276
277 **PUBLIC COMMENT:**

- 278 1. Brenda Panky, a nearby resident, stated that she acknowledges the work that Hawks Aloft Inc.,
279 does, but does not feel the residential location is the right for this type of organization. Ms. Panky
280 is concerned about the congested traffic flow in the area. In addition to her comment she addressed
281 her knowledge of the convenience for the area.
- 282 2. Karen Vallo, a resident of Bona Tierra, stated that she also acknowledges all the work that they do
283 as well, but strongly feels this is not the location for this type of organization. She also has high
284 concerns about the traffic coming to the area and especially for busses to have enough room.
- 285 3. Christine "Kryisia" Baron spoke on the behalf of Tom Wilson who could not attend the meeting.
286 Ms. Baron stated that Mr. Wilson is opposed because of the precedent setting to the community.
- 287 4. Ann Nelson stated that she acknowledges the work the organization does. Ms. Nelson stated
288 concerns regarding parking and traffic flow in the area.
- 289 5. Jim Whitehead, a resident adjacent to the property, stated he is concerned about what the birds will
290 do to some of the small birds around the area such as: quails and doves. He also stated concerns
291 about the traffic flow in the area. Mr. Whitehead is opposed to this request.

292
293 Ms. Gayle Barber stated that this location will not be releasing birds. The birds are triaged and then
294 released at a different location. All birds at the facility will be caged. Mr. Culler stated that there is
295 adequate room for parking and feels there would be no need to park on the street. Hawks Aloft Inc., will
296 become a public facility. Mr. Culler stated that they are willing to move in their gate to avoid off-street
297 parking. There were no other public comments made.

298
299 No Commissioner made a motion to approve the Conditional Use Permit. The request was denied. The
300 applicant may file an appeal to Town Council.

301
302 **Item Denied.**

303
304 **PUBLIC HEARING: 8g) CUP Conditional Use Permit: Applicant – NMR, LLC, represented**
305 **by Modulus Architects (Agent).**

306 Request for approval of an Amended Conditional Use Permit for an eating and drinking establishment
307 (Dunkin Donuts/Baskin Robbins Dual Brand Restaurant with drive-up service window) located at 195 E.
308 US Highway 550), having the legal description: Lot 8. Lands of Jeanene Gross, Town of Bernalillo,
309 Sandoval County, New Mexico, zoned C-1 (Retail Commercial) and situated on approximately 0.7309
310 acres. The amendment will extend the roadway between the Dunkin Donuts site and Piedra Lisa Street,
311 and be a part of the Dunkin Donuts construction.

312
313 Mr. Martin Tapia, a representative Dunkin Donuts, respectfully requests an approval of a Conditional Use
314 Permit to expand the back property to Piedra Lisa. Mr. Tapia presented a letter of approval from Jeanene
315 Gross, the land owner of where the expansion will be. The need for the expansion would be to increase

316 traffic circulation to access the traffic light at US 550 and Rail Runner Ave. There is no drainage on this
317 road expansion. Once approval is given there will be a grading and drainage plan that will be presented to
318 Planning and Zoning Staff.

319
320 Janet Cunningham-Stephens, Planning and Zoning Director, requested that the applicant submit a proper
321 Summary Plat signed off by a registered surveyor, adding a designated easement by the land owner (144
322 Commercial Development).

323
324 The applicant agreed to postpone this item for a later date, until a Summary Plat has been approved and
325 recorded showing the added designated easement.

326
327 **Item Postponed by Applicant.**

328
329
330 **PUBLIC HEARING: 8h) VAR 17-009 Variance: Applicant – NMR, LLC, represented by**
331 **Modulus Architects (Agent).**

332 Request for approval of a Variance to “sign standard Type C – Business Signs” to increase the size of the
333 sign face of the pylon sign for the Dunkin Donuts/Baskin Robbins Dual Brand Restaurant with drive-up
334 service window, located at 195 E. US Highway 550), having the legal description: Lot 8, Lands of
335 Jeanene Gross, Town of Bernalillo, Sandoval County, New Mexico, zoned C-1 (Retail Commercial) and
336 situated on approximately 0.7309 acers.

337
338 Mr. Martin Tapia, a representative of Dunkin Donuts, respectfully requests approval of a Variance to
339 increase the signage to one (1) 80 square foot sign. The sign will be lit-up and double sided.

340
341 A brief discussion by the Commission ensued regarding various signage dimensions for other businesses
342 in the area.

343
344 **PUBLIC COMMENT:**

345 1. Andrew Howe, a signage professional, presented some information regarding Applebee’s signage
346 dimensions. Mr. Howe also stated some information regarding his understanding of the sign
347 regulations the Town has.

348
349 The Commission requests to postpone this item to a later date or for a special meeting. More research
350 regarding the approval of the dimensions for the Applebee’s sign is being requested from Planning and
351 Zoning Staff. A counter proposal is also requested from the applicant.

352
353 **Item Postponed**

354
355 **PUBLIC HEARING: 8i) VAR 17-008 Variance: Applicant – C’de Baca Homeowners**
356 **Association, represented by June Ortiz (Agent).**

357 Request for approval of a Variance to lot area and lot width requirements as they pertain to existing Lots
358 9, 10, and 11 (each containing 3, 884 square feet) of the C’de Baca Casitas, Section 36, Township 13
359 North, Range 4 East, New Mexico, containing a total of 0.267 acres, and located west of sheriff’s Posse
360 Road and south C’de Baca Lane.

361
362 Ms. June Ortiz, a representative (Agent), respectfully requests approval of a Variance to the lot size and
363 width. There are 2 lots that were sold to Mario Perez. Mr. Perez is obligated that only townhomes could
364 be built there. By combining lots it poses a legal issue from the Homeowners Association and will also
365 modify the value of properties. The proposed homes to be built do meet all the setback requirements that
366 the town requires.

367 Mr. Pete Cordova, Vice President, and President of the HOA both support Mr. Perez’s building plans and
368 has agreed to the changes of the building plans. There would also be a hardship of devaluing the
369 properties.
370

371 Commissioner Abousleman made a motion to approve VAR 17-008, a request for approval of a Variance
372 to lot area and lot width requirements as they pertain to existing Lots 9, 10, and 11 (each containing 3,884
373 square feet) of the C’de Baca Casitas, by the C’de Baca Homeowners Association, represented by June
374 Ortiz (Agent), subject to the following conditions:

- 375 *1. Building permits must be approved prior to starting construction on the lots.*
- 376 *2. Setback requirements must be met or a Variance to setbacks must be approved per lot.*
- 377

378 The motion was seconded by Commissioner Hooper and carried unanimously.
379

380 **Motion Carried – Item Approved with Conditions.**
381

382 **COMMISSION BUSINESS: 8a) Department Updates:**

- 383 1. Interviews for the Code Compliance Officer position have been completed.
- 384 2. Alana Lovato, Administrative Assistant/ GIS Tech, has taken the final exam at CNM for the
385 summer session (GIS training).
386

387 **COMMISSION BUSINESS: 8b) Project/Work Update:**

- 388 1. The Piedra Lisa Appeal case was heard by the Town Council on July 10th and the proposal was
389 approved with conditions.
- 390 2. An appeal of the Planning and Zoning Commission action re: VAR 17-005 (Applicant-Vincent
391 Montoya) has been filed.
- 392 3. Dunkin Donuts construction is underway.
- 393 4. Mr. Carwash has broken ground.
- 394 5. MCT Bldg. #6 is in the review stage (grading and drainage plan is not complete).
- 395 6. Bosque Brewing – grading and drainage plan is in the review process.
- 396 7. Sandia RV and Self Storage – grading and drainage plan has been submitted for review.
397

398 **COMMISSION BUSINESS: 8c) General Discussion:**

- 399 1. The Planning and Zoning Department issued thirty (30) permits for the following: new
400 construction (residential/commercial), solar system installations, a remodel, reroofing work, a
401 retaining wall, carports, and a portal between July 1, 2017 and July 31, 2017 for total fees of **\$18,**
402 **766.60.**
- 403 2. **Code Compliance: July 2017** – Code Compliance staff mailed a dozen violation letters to
404 property owners and worked with an individual to come into compliance re: water and sewer
405 hookups.

406 **COMMISSION BUSINESS: 8d) Home-based Business Report:**

407 **July-**

- 408 • None
- 409

410 **COMMISSION BUSINESS: 8e) Next Meeting:**

411 Regular Meeting – **September 12, 2017 (2nd Tuesday of the Month)**
412

413 **ADJOURNMENT: 9a)**

414 There being no further business, Commissioner Hooper made the motion to adjourn the meeting at 8:57
415 P.M. The motion was seconded by Commissioner Montano and carried unanimously.
416