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**MINUTES OF A SPECIAL MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE TOWN OF BERNALILLO  
HELD AT THE TOWN HALL  
August 17, 2016**

The Planning & Zoning Commission of the Town of Bernalillo met in special session within the laws and rules of the Town on August 17, 2016 at 6:30pm.

**Applicants / Members of Public Signed In**

**Ron Ralston                      Justin Ralston                      Maria Sanchez**

**Staff Present**

Ms. Janet Cunningham-Stephens, Planning and Zoning Director

**Call to Order**

Chairperson Duran called the meeting to order at 6:30 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 Joseph Moreno	Present
Commissioner Raul Montano	Present

**A quorum was present**

**Approval of Agenda**

Chairperson Duran entertained a motion to approve the agenda. Commissioner Hooper motioned to remove Item 4 from the agenda to September 7<sup>th</sup> hearing. Commissioner Moreno seconded the motion. All Commissioners voted aye.

**Motion Carried**

**Approval of Minutes**

Item was removed from the agenda.

**Motion Carried**

**Swearing in of Witnesses**

53  
54 All present witnesses were sworn in by Chairperson Duran.  
55  
56

57 **Public Hearing**  
58

59 **a) SumP 16-008 Summary Plat: Applicant – Ron Ralston**

60 Request for approval for a Summary Plat diving Lot 6-B into Lots 6-B-1 and 6-B-2 Ralston  
61 Estates, within the Felipe Gutierrez Land Grant, Projected Section 31, Township 13 North, Range  
62 4 East, NMPM, Town of Bernalillo, Sandoval County, New Mexico, zoned R-R (Rural  
63 Residential), containing 1.0309 acres.  
64

65 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the  
66 request. Mr. Ron Ralston respectfully requests an approval of a Summary Plat to divide his lot to  
67 create two lots. The purpose of the lot split is so that his son can have a portion of the lot to place a  
68 home and raise his children. A general discussion by the Commission ensued. No public comment.  
69

70 Chairperson Duran called for a motion, Commissioner Moreno made a motion to approve the  
71 Summary Plat with the following conditions:  
72

- 73 1. **The plat must be recorded in the office of the Sandoval County Clerk**  
74 **and two (2) copies as recorded and properly stamped by the Sandoval**  
75 **County Clerk must be provided to the Town of Bernalillo. A disk**  
76 **containing a copy of the recorded plat must be provided along with the**  
77 **paper copies.**
- 78 2. **The plat must be recorded within *three months* after the date of approval**  
79 **or the final plat will become null and void.**  
80

81 Commissioner Hooper seconded the motion. All Commissioners voted aye.  
82

83 **Motion Carried – Item Approved with Conditions.**  
84

85 Mr. Ralston asked if he had to provide a disk and he was advised by the Chair to work with staff.  
86

87 **b) VAR 16-008 Variance: Applicant – Maria Sanchez**

88 Request for approval of a Variance to Side-yard Setback Requirements for the construction of a  
89 carport in the R-2 (Multiple-Family Residential Zone) at the following location: 960 Sawmill  
90 Road, and having the following Legal description: Old Sawmill Addition, Block 2, Lot 26, Section  
91 6, Township 12 North, Range 4 East, Town of Bernalillo, Sandoval County, New Mexico.  
92

93 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the  
94 request. Ms. Maria Sanchez, accompanied by a translator, respectfully requests approval of a  
95 Variance to Side-yard setbacks for the construction of a carport. Ms. Sanchez was not aware of  
96 getting a permit before starting the structure, but is now aware of the requirements. A general  
97 discussion by the Commission ensued regarding the Side-yard setback requirements and other  
98 safety concerns. No public comment.  
99

100 Chairperson Duran called for a motion, Commissioner Hooper made a motion to approve the  
101 Variance. No Commissioner seconded the motion. The request was denied. The applicant was  
102 advised that she may file an appeal to Town Council.  
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104 **Motion was not seconded – Item Denied.**  
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## Commission Business

a) Department Updates:

- Alana Lovato attended the “Powering Up Your Census Data Navigation Skills” workshop sponsored by the U.S. Census Bureau and Mid-Region Council of Governments on Tuesday, August 9<sup>th</sup>. Participants learned to navigate the U.S. Census Bureau’s website to access social-economic statistics relevant to their respective jurisdiction.

b) Project/ Work Update:

- Work is continuing on Applebee’s. The application for the sign permit will be submitted in the upcoming week per the sign contractor.

c) General Discussion

- 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 has been published in the monthly newsletters, and will be published on the Town’s website, 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:

*August* –

- None at this point in time.

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 Abousleman. All Commissioners voted aye.

**Meeting was adjourned at 7:01p.m.**