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**MINUTES OF A REGULAR MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE TOWN OF BERNALILLO
HELD AT THE TOWN HALL
October 4, 2016**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on October 4, 2016 at 6:30pm.

Applicants / Members of Public Signed In

Rick Garcia	Rosemary DeLour	Joel Hernandez
Thomas Perea	Linda Perea	Scott Denning
Patricia Rogers	Eddie Gutierrez	Dolores Gutierrez

***Other were present**

Staff Present

Ms. Janet Cunningham-Stephens, Planning and Zoning Director
Ms. Alana Lovato, Administrative Assistant
Mr. Andrew Edmondson, Public Works Director

Call to Order

Chairperson Duran called the meeting to order at 6:36 PM, and led those attending in the Pledge of Allegiance.

Welcome to New Commissioner

Chairperson Duran introduced and welcomed one new Planning & Zoning Commissioner, Joyce Cordova.

Roll Call

Chairperson Juanita M. Duran	Present
Commissioner Mary Rose Abousleman	Present
Commissioner Sandra Candelario	Present
Commissioner Joyce Cordova	Present
Commissioner James Hooper	Present
Commissioner Joseph Moreno	Absent
Commissioner Raul Montano	Present

A quorum was present

53 **Approval of Agenda**

54
55 Chairperson Duran entertained a motion to approve the agenda. Commissioner Hooper motioned
56 to approve the agenda as presented. Commissioner Candelario seconded the motion. All
57 Commissioners voted aye.

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59 **Motion Carried**

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62 **Approval of Minutes**

63
64 Chairperson Duran entertained a motion to approve the minutes of September 7, 2016.
65 Commissioner Montano motioned to approve the minutes of September 7, 2016 with the following
66 corrections:

- 67 • Line 111 and Line 114: Change “opposed for” to “opposed to”.
- 68 • Line 124: Delete “had” in the sentence, “Reports had showed significant traffic ...”
- 69 • Line 165: add the statement “The item was tabled, pending analysis of the impact on the
70 retaining wall.
- 71 • Line 191 - 192: Rephrase line to “respectfully requests approval of a Variance to install a
72 digital readerboard on the existing sign”.
- 73 • Line 193: add “other” in the sentence “There will be no *other* change of the sign only that
74 it will have...”
- 75 • Add Item F to address concerns made by Mr. & Mrs. Gill on page 5.

76
77 Commissioner Hooper seconded the motion. All Commissioners voted aye.

78
79
80 **Swearing in of Witnesses**

81
82 All present witnesses were sworn in by Chairperson Duran.

83
84
85 **Public Hearing**

86
87 **a) ZMA 16-002 Zone Map Amendment: Applicant – Southern Sandoval County Arroyo Flood**
88 **Control Authority (SSCAFCA).**

89 Request for a recommendation of approval from the Planning and Zoning Commission for an
90 Amendment to the Zoning Ordinance for a Map Change from R-R (Rural Residential) to R-1
91 (Single-Family Residential) zoning at the following location: Tract B, Nazcon Subdivision, Phase
92 2, (formerly Lots 10-A, 11 & 12, Nazcon Subdivision, Phase 2) Township 13 North, Range 4 East,
93 Town of Bernalillo, Sandoval County, New Mexico, accessed from Sheriff’s Posse Road, and
94 containing approximately 4.8 acres. **(TABLED ON SEPTEMBER 7, 2016)**

95
96 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
97 request. Ms. Janet Cunningham-Stephens, Planning and Zoning Director, stated that she received
98 an email from SSCAFCA stating that they have decided not to pursue the Zone Map Amendment
99 and also the Conditional Use Permit. Under the current zoning, they are allowed to make the
100 drainage improvement, but will not be making the park improvement. A general discussion by the
101 Commission ensued.

102
103 Chairperson Duran stated that she does understand the concerns individuals have regarding the
104 park, but is also disappointed for the town that there will not be a park.

105 Chairperson Duran stated that no motion is needed.

106
107 **Item Withdrawn**
108

- 109
110 b) **CUP 16-019 Conditional Use Permit: Applicant – Southern Sandoval County Arroyo Flood**
111 **Control Authority (SSCAFCA).**

112 Request for approval of a Conditional Use Permit for use of the proposed site as open space, a
113 public trail, and to make improvements to the Coronado Arroyo Channel, on approximately 4.8
114 acres, accessed from Sheriff’s Posse Road, and described as Tract B, Nazcon Subdivision, Phase
115 2, (formerly Lots 10-A, 11 & 12, Nazcon Subdivision, Phase 2) Township 13 North, Range 4 East,
116 Town of Bernalillo, Sandoval County, New Mexico. **(TABLED ON SEPTEMBER 7, 2016)**
117

118 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
119 request. Ms. Janet Cunningham-Stephens, Planning and Zoning Director, stated that this item is
120 also withdrawn by the applicant.
121

122 **Item Withdrawn**
123
124

- 125 c) **ETZ SumP 16-001 Extraterritorial Zone/Summary Plat: Applicant – Dawn Roseberry,**
126 **represented by Alpha Pro Surveying LLC (Agent).**

127 Request for a 60 day extension to the approval and recording of a Summary Plat previously
128 approved on June 7, 2016, within the Three-Mile Extraterritorial Zone of the Town of Bernalillo,
129 creating three lots from one existing tract of land, within the Felipe Gutierrez Grant, Tract 51,
130 MRGCD Map 7, situate in projected Section 29, Township 13 North, Range 4 East, New Mexico
131 Principle Meridian (NMPM), Sandoval County, New Mexico, and containing 3.0206 acres.
132

133 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
134 request. Mr. Gary Gritsko, representative from Alpha Pro Surveying LLC, respectfully requests a
135 60 day extension to file the Summary Plat, which was approved in June of 2016.

136 There was a public comment made by Scott Denning regarding the location of the property. Mr.
137 Gritsko provided Mr. Denning with the property information.
138

139 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the
140 60 day extension. Commissioner Montano seconded the motion. All Commissioners voted aye.
141

142 **Motion Carried – Item Approved**
143
144

- 145 d) **SumP 16-009 Summary Plat: Applicant – GJC Properties LLC, represented by Tierra West,**
146 **LLC, (Agent).**

147 Request for approval of a Summary Plat, creating Tracts A-2-5-B2-A and A-2-5-B2-B, being a
148 replat of Tract A-2-5-B2, Lands of Bill Blackwell, situate within the Bernalillo Grant, projected
149 Section 29, Township 13 North, Range 4East, New Mexico Principle Meridian, Town of
150 Bernalillo, Sandoval County, New Mexico, containing a total of 2.6029 acres more or less, with
151 access from US Highway 550 and Ronald Drive, zoned S-U (Special Use).
152

153 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
154 request. Mr. Joel Hernandez, representative from Tierra West, LLC., respectfully requests
155 approval of a Summary Plat to subdivide 2.6029 acres into two tracts. A general discussion by the
156 Commission ensued. No public comment.
157

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

- 160
- 161 **1. The plat must be recorded in the office of the Sandoval County Clerk and two**
- 162 **(2) copies as recorded and properly stamped by the Sandoval County Clerk**
- 163 **must be provided to the Town of Bernalillo. A disk containing a copy of the**
- 164 **recorded plat must be provided along with the paper copies.**
- 165 **2. The plat must be recorded within three months after the date of approval or the**
- 166 **final plat will become null and void.**
- 167 **3. The Coronado Plaza Master Development plan is applicable to the subject**
- 168 **property and any future development on the site.**

169
170 Commissioner Hooper seconded the motion. All Commissioners voted aye.

171
172 **Motion Carried – Item Approved with Conditions.**

173
174
175 **e) SumP 16-010 Summary Plat: Applicant – Thomas Perea.**

176 Request for approval of a Summary Plat, creating Lots 2-A-1 and 2-A-2, formerly Lot 2-A, of the
177 Perea Land Division, within Sections 5 and 6, Township 12 North, Range 4 East, New Mexico,
178 containing a total of 0.7908 acres more or less, with access from B’s Lane, zoned R-R (Rural
179 Residential).

180
181 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
182 request. Mr. Thomas Perea respectfully requests approval of a Summary Plat to split his lot to
183 create two new lots. The purpose of the lot split is to build a home, which will be called Casa
184 Mama for his elderly mother. A general discussion by the Commission ensued.
185 Mr. Perea stated that he is the owner of the block wall that is approximately 10 feet from the
186 property. No public comment.

187
188 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the
189 Summary Plat with the following conditions:

- 190
- 191 **1. The plat must be recorded in the office of the Sandoval County Clerk and two**
- 192 **(2) copies as recorded and properly stamped by the Sandoval County Clerk**
- 193 **must be provided to the Town of Bernalillo. A copy of a disk containing the**
- 194 **recorded plat is also required.**
- 195 **2. The plat must be recorded within three months after the date of approval or the**
- 196 **final plat will become null and void.**

197
198 Commissioner Montano seconded the motion. All Commissioners voted aye.

199
200 **Motion Carried – Item Approved with Conditions.**

201
202
203 **f) SumP 16-011 Summary Plat: Applicant – Tom J. Salazar, represented by Surv-Tek, Inc.**
204 **(Agent).**

205 Request for approval of a Summary Plat, adjusting existing lot lines to create Lots 1-A and 2-A,
206 Block 7, Garden Spot Addition, within Sections 31 and 32, Township 13 North, Range 4 East,
207 New Mexico Principle Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a
208 total of 0.3970 acres more or less, with access from West Calle Montoya, zoned R-1A (Mixed
209 Single-Family Residential).

211 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
212 request. Mr. Rick Garcia, representative from Surv-Tek, Inc., respectfully requests approval of a
213 Summary Plat to adjust the existing lot lines to create 2 lots. A general discussion by the
214 Commission ensued.

215 There was a public comment made by Paul Delara regarding the location of the property. Mr.
216 Delara was then provided with the information.

217
218 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the
219 Summary Plat with the following conditions:

- 220
221 **1. The plat must be recorded in the office of the Sandoval County Clerk and two**
222 **(2) copies as recorded and properly stamped by the Sandoval County Clerk**
223 **must be provided to the Town of Bernalillo. A copy of a disk containing the**
224 **recorded plat is also requested.**
225 **2. The plat must be recorded within three months after the date of approval or the**
226 **final plat will become null and void.**

227
228 Commissioner Hooper seconded the motion. All Commissioners voted aye.

229
230 **Motion Carried – Item Approved with Conditions.**

231
232
233 **Public Meeting**

- 234
235 **a) Pre-application Discussion – Fawn Dolan – Re: Property location at 1148 S. Camino Del**
236 **Pueblo**

237
238 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
239 pre-application discussion. Ms. Janet Cunningham-Stephens, Planning and Zoning Director, stated
240 that Ms. Fawn Dolan was unable to make it to the meeting. If requested, this item will be on the
241 next agenda.

242
243 **Commission Business**

- 244
245 **a) Department Updates:**
246
 - 247 • Ms. Joyce Cordova was appointed by Town Council on
 - 248 September 12th to the Planning and Zoning Commission.
 - 249 • The new Code Compliance Officer will start on Monday
 - 250 September 26th.
 - 251 • Joe Benney, Building Official/CFM, will be attending and
 - 252 speaking at the New Mexico FEMA Floodplain Managers’
 - 253 fall conference in Deming on September 21, 22 and 23.
- 254 **b) Project/ Work Update:**
255
 - 256 • Work is continuing on Applebee’s Grill and Bar with a
 - 257 target completion date of late October.
- 258 **c) General Discussion**
259
 - 260 • The Planning and Zoning Department issued nine permits
 - 261 for new construction (residential), a commercial remodel,
 - 262 solar system installations, a garage and a retaining wall
 - 263 between September 1st and September 20th, 2016 for total
 - fees of **\$8,921.65.**

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- A public meeting to solicit input on the proposed Small Farm Animal Ordinance was held on August 23rd. The *next* public input meeting will be on October 19th at 5:30 p.m. in the Council Chambers at Town Hall.

d) Home-based Business Report:

September -

- Franklin Gonzales, Aztlan Builders & Plaster, 1267 Calle Madera, zoning R-2, construction-bookkeeping only.
- Jennifer Duran, ALC Plumbing LLC, 312 La Corrida, zoning R-R, plumbing/heating/cooling-in-home office.
- Brian Cox, Tailwinds Home Inspections, 311 Calle Evangeline, zoning R-1, home inspections.

e) Next Meeting: Regular Meeting – **November 1, 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 7:16p.m.