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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 10, 2017**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on October 10, 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 Sandra Candelario
Commissioner Joseph O. Quintana
Commissioner Raul Montano

ALSO PRESENT:

Rick Garcia
Janet Cunningham-Stephens, Planning and Zoning Director
Alana Lovato, Administrative Assistant/GIS Technician

ABSENT:

Others Present Not Identified

A quorum was present

APPROVAL OF AGENDA: 3a)

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

Motion Carried

APPROVAL OF MINUTES: 4a)

Commissioner Quintana made a motion to approve the minutes of September 12, 2017 with the following modifications:

- *Spellcheck: Commissioner Candelario*
- *Line 74: "Commissioner Hooper" seconded the motion.*

Commissioner Hooper seconded the motion and carried unanimously.

Motion Carried

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SWEARING IN OF WITNESSES: 5a)

All present witnesses were sworn in by Chairperson Duran.

PUBLIC HEARING: 6a) Sump 17-010 Summary Plat: Applicant – Gilbert S. Lucero.

Request for approval of a Summary Plat, adjusting the existing interior lot line between Lots A and B (creating Lot A-1 and Lot B-1), and granting new public utility easements, legally described as the Lands of C’de Baca, addressed as 781 US 550 W and 771 US 550 W, within Section 30, Township 13 North, Range 4 East, New Mexico Principle Meridian, Town of Bernalillo, Sandoval county, New Mexico, containing a total of 6.8241 acres, zoned C-1 (Retail Commercial).

Mr. Rick Garcia, a representative from Surv-Tek., respectfully requests approval of a Summary Plat to adjust the existing interior lot line and grant a new utility easements. Commissioners reviewed the proposed Summary Plat. There were no public comments.

Commissioner Aoulosleman made a motion to approve SumP 17-010, a request by Gilbert S. Lucero for approval of a Summary Plat, adjusting the existing interior lot line between Lots A and B (creating Lot A-1 and Lot B-1), and granting new public easements, addressed as 781 US 550 W and 771 US 550 W, containing a total of 6.8241 acres, zoned C-1 (retail Commercial), subject to the following conditions:

1. *The plat must be recorded in the office of the Sandoval County Clerk and two (2) copies as recorded and properly stamped by the Sandoval County Clerk must be provided to the Town of Bernalillo. A disk containing a copy of the recorded plat is also required.*
2. *The plat must be recorded within three months after the date of approval or the final plat will become null and void.*
3. *A copy of the recorded “Reciprocal Easement and Encumbrance Agreement” (See Plat – General Note 9) is needed for the file for future reference.*

The motion was seconded by Commissioner Candelario and carried unanimously.

Motion Carried – Item Approved with Conditions.

COMMISSION BUSINESS: 7a) Department Updates:

1. Joseph Benney, Building Official/Floodplain Manager, is accruing “Continuing Education Units” towards the renewal of his certifications. He is also assisting the Public Works Department with an EPA permit for stormwater quality.
2. Alana Lovato updated the GIS road centerline files.

COMMISSION BUSINESS: 7b) Project/Work Update:

1. MCT Bldg #6 is in the review stage (grading and drainage plan has not been approved by the consultant engineer).
2. Bosque Brewery – site work is underway. A water budget is also being prepared to determine the water rights that will need to be transferred to the Town.
3. Sandia RV and Self Storage – the grading and drainage plan has been approved and work has started on-site.

COMMISSION BUSINESS: 7c) General Discussion:

1. The Planning and Zoning Department issued fourteen (14) permits for the following: new construction (residential/commercial), solar system installations, remodeling, carports, portals,

99 and re-roofing jobs between September 1, 2017 and September 26, 2017 for total fees of
100 **\$9,966.09.**
101 2. **Code Compliance: September 2017:** Code compliance staff dealt with twelve violations of
102 the following types: Weeds/trash, inoperative vehicle/s, substandard housing, using an RV as a
103 dwelling, using sheds as a dwelling, and sewer discharge to ground surface. Approximately
104 half of the cases have come into compliance.

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106 **COMMISSION BUSINESS: 7d) Home-based Business Report:**
107 **September** - Dana Koller, PrAG, 471 S. Hill Road, zoning S-U Special Use, home office for on-line
108 marketing.

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110 **COMMISSION BUSINESS: 7e) Next Meeting:**
111 Regular Meeting – **November 14, 2017 (2nd Tuesday of the Month)**

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113 **ADJOURNMENT: 8a)**
114 There being no further business, Commissioner Hooper made the motion to adjourn the meeting at 6:46
115 *P.M.* The motion was seconded by Commissioner Quintana and carried unanimously.
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