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**MINUTES OF A REGULAR MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE TOWN OF BERNALILLO
HELD AT THE TOWN HALL
November 1, 2016**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on November 1, 2016 at 6:30pm.

Applicants / Members of Public Signed In

Fawn Dolan	Linda Kuhn	Sam Kuhn
Jan Anders	Dan Maldonado	Donna Maldonado
Ferminia Salazar	Lisandra Salazar	Victoria Martinez
Martin Martinez	Tom Hagan	Will Plotner Jr.
Lorraine Lucero	Mary Duran	Marcos Terrazas
Gary Gritsko	Eddie Gutierrez	Stephanie Romero
Ray Maestas	Jeanette Dodson	Jim Dodson
Isabel Moreno		

***Other were present**

Staff Present

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

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 Joyce Cordova	Present
Commissioner James Hooper	Present
Commissioner Joseph Moreno	Present
Commissioner Raul Montano	Present

A quorum was present

Approval of Agenda

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

56
57 **Motion Carried**

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60 **Approval of Minutes**

61 Chairperson Duran entertained a motion to approve the minutes of October 4, 2016. Commissioner
62 Hooper motioned to approve the minutes of October 4, 2016 with the following corrections:

- 63
64
65 • **Line 215 & 216: Correct “Delare” to “Delara”.**

66
67 Commissioner Candelario seconded the motion. All Commissioners voted aye.

68
69 **Motion Carried**

70
71 **Swearing in of Witnesses**

72
73 All present witnesses were sworn in by Chairperson Duran.

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76 **Public Hearing**

77
78 **a) ZMA 16-003 Zone Map Amendment: Applicant – Autumn Properties LLC.**

79 Request for a recommendation of approval from the Planning and Zoning Commission for a Zone
80 Map Amendment from C-1 (Retail Commercial) to R-2 (Multiple-Family Residential) at the
81 following location: 1148 S. Camino del Pueblo, within the Town of Bernalillo, described as
82 MRGCD Map 11, Tract 174, Section 6, Township 12 North, Range 4 East, Sandia Pueblo Grant,
83 Sandoval County, New Mexico, containing 0.3251 acre/s.

84
85 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
86 request. Mrs. Fawn Dolan, managing member of Autumn Properties, respectfully requests a
87 recommendation of approval from the Planning and Zoning Commission for an amendment to the
88 zone ordinance for a map change from C-1 (Retail Commercial) to R-2 (Multiple-Family
89 Residential). Mrs. Dolan has owned the property at 1148 S. Camino del Pueblo since 1991. Within
90 the years the property has been vacant and vandalized. The purpose of the zone change to R-2
91 (Multiple-Family Residential) is to construct affordable multi-family dwelling units. Mrs. Dolan
92 stated from prior conversations with Maria Rinaldi, Section 8 and Housing that this is a strong
93 need for the community. A general discussion by the Commission ensued.

94
95 Mrs. Dolan stated that there are currently two homes on the property which may be demolished
96 rather than remodeling as they previously proposed. Four two-story units will be constructed on
97 the property. Mrs. Dolan presented photos to the Commission of the Vineyard Village
98 project/landscaping, as an example of the proposed project. A general discussion by the
99 Commission continued.

100
101 Mrs. Dolan stated that handicap parking has not been addressed yet in the plans because the units
102 will be two-story and will not accommodate disabled individuals unless there is a strong need to
103 do so, currently there is a strong need for 3 bedroom units. Parking will be limited to residents.
104 The units will be from 900 to 1200 square feet and the ceilings will be lowered compared to the
105 Vineyard Village plans.

106 There were comments made by Eddie Gutierrez and Lorraine Lucero.
107 Mr. Gutierrez stated he has no issues with the zone change and will hold additional comments for
108 the next item on the agenda.

109 Ms. Lorraine Lucero, a resident at 1142 Camino del Pueblo, addressed concerns regarding the
110 impact this project will have on the increase/decrease of property taxes, living abilities, poor
111 lighting in the area, water drainage issues, previous zoning, crime increase, and disability
112 discrimination. Ms. Lucero also stated that she is strongly opposed to the project being proposed.

113
114 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to recommend
115 approval to Town Council. Commissioner Moreno voted No. Commissioner Hooper seconded the
116 motion. All other Commissioners voted yes.

117
118 **Motion Carried – Item recommend to Town Council for Approval.**
119

120 **b) CUP 16-020 Conditional Use Permit: Applicant – Autumn Properties LLC.**

121 Request for approval of a Conditional Use Permit for the purpose of remodeling two (2) existing
122 adobe structures and constructing 2-3 new one story units with carports and 2-4 two-story units
123 with garages, on 0.3251 acre/s, located at 1148 S. Camino del Pueblo, within the Town of
124 Bernalillo, described as MRGCD Map 11, Tract 174, Section 6, Township 12 North, Range 4 East,
125 Sandia Pueblo Grant, Sandoval County, New Mexico, containing 0.3251 acre/s.

126
127 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
128 request. Mrs. Fawn Dolan, managing member of Autumn Properties, respectfully requests
129 approval of a Conditional Use Permit for the use of constructing four two-story affordable
130 dwelling units at 1148 S. Camino del Pueblo. Mrs. Dolan also requested to modify the proposed
131 request. Due to the unknown condition of the homes that are currently on the property, she is now
132 proposing to demolish the homes rather than remodeling them. A general discussion by the
133 Commission ensued.

134 There was public comment made by Loraine Lucero regarding drainage issues in the area and
135 improving lighting in the area as well. Ms. Lucero was referred to speak to Public Works
136 regarding her concerns.

137
138 Mr. Andy Edmondson, Public Works Director, addressed some concerns regarding the different
139 phases that have taken place and are in the future planning to improve the poor lighting in some
140 areas of the town. Mr. Edmondson also stated that the public is more than welcome to participate
141 in an ICIP (Infrastructure Community Improvement Plan) meeting which takes place in
142 July/August of every year. This meeting is open to public comments on upcoming projects and is
143 advertised in the town Newsletter and the Albuquerque Journal. A general discussion by the
144 Commission continued.

145
146 Chairperson Duran called for a motion, Commissioner Hooper made a motion to table the item due
147 to the lack of enough information on the request. Commissioner Moreno seconded the motion. All
148 Commissioners voted aye.

149
150 **Motion Carried – Item Tabled.**
151

152
153 **c) SumP 16-012 Summary Plat: Applicant – Bailey, Olson, and Reed LLC, represented by
154 Alpha Pro Surveying LLC (Agent).**

155 Request for approval of a Summary Plat, subdividing Lot B into Lots B-1 and B-2, within the
156 Felipe Gutierrez Grant, projected Sections 32 and 33, Township 13 North, Range 4 East, New
157 Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total

158 of 17.3142 acres with access from the north I-25 Frontage Road (300 N I-25 Frontage), zoned S-U
159 (Special Use).

160
161 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
162 request. Mr. Gary Gritsko, a representative from Alpha Pro Surveying LLC (Agent), respectfully
163 requests approval of a Summary Plat to divide the existing lot into two lots. The front portion of
164 the lot will be 2.9 acres and the back portion will be 14 acres. There is no request to change zones.
165 Mr. Gritsko stated that the property is served with city water and there is no sewer on the property.
166 A general discussion by the Commission ensued.

167
168 Mr. Gritsko stated that they will change the access easement to access and utility easement on the
169 plat. No public comment.

170
171 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the
172 Summary Plat with the following conditions:

- 173 **1. The plat must be recorded in the office of the Sandoval County Clerk and two**
174 **(2) copies as recorded and properly stamped by the Sandoval County Clerk**
175 **must be provided to the Town of Bernalillo. A disk containing a copy of the**
176 **recorded plat must be provided along with the paper copies.**
177 **2. The plat must be recorded within three months after the date of approval or the**
178 **final plat will become null and void.**

179
180 Commissioner Montano seconded the motion. All Commissioners voted aye.

181
182 **Motion Carried- Item Approved with Conditions.**

183
184
185 **d) SumP 16-013 Summary Plat: Applicant – Gloria Guerrero, represented by Cartesian**
186 **Surveys Inc. (Agent).**

187 Request for approval of a Summary Plat, adjusting lot lines to create two (2) lots from three (3)
188 existing lots, to be identified as Lots 7-A and 8-A, Block 3, Central Addition, Town of Bernalillo,
189 Sandoval County, New Mexico, containing a total of 0.3021 acres with access from Calle San
190 Lorenzo, zoned R-1A (Mixed Single-Family Residential).

191
192 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
193 request. Mr. Will Plotner, a representative from Cartesian Surveys Inc. (Agent), respectfully
194 requests approval of a Summary Plat to adjust the lot lines by creating two lots out of three lots.
195 The existing three lots were platted in 1926 before zoning requirements were required. Mr. Plotner
196 stated that the owner wants to make the lots larger so that the lots are more attractive to buyers.

197
198 There was a public comment made by Mary Duran, a resident next to the property, asked for
199 information regarding future plans for the property and also if her property taxes will be affected
200 in any way. A general discussion by the Commission ensued.

201
202 Chairperson Duran called for a motion, Commissioner Hooper made a motion to approve the
203 Summary Plat with the following conditions:

- 204 **1. The plat must be recorded in the office of the Sandoval County Clerk and two**
205 **(2) copies as recorded and properly stamped by the Sandoval County Clerk**
206 **must be provided to the Town of Bernalillo. A disk containing a copy of the**
207 **recorded plat must be provided along with the paper copies.**
208 **2. The plat must be recorded within three months after the date of approval or the**
209 **final plat will become null and void.**

210

211 Commissioner Cordova seconded the motion. All Commissioners voted aye.
212

213 **Motion Carried- Item Approved with Conditions.**
214
215

216 e) **VAR 16-011 Variance: Applicant – Gloria Guerrero, represented by Cartesian Surveys Inc.**
217 **(Agent).**

218 Request for approval of a Variance to the lot with requirements of the R-1A (Mixed Single-Family
219 Residential) Zone, as it pertains to proposed Lots 7-A and 8-A currently identified as Lots 7, 8 and
220 9 of the Central Addition, Block 3, Town of Bernalillo, Sandoval County, New Mexico,
221 containing a total of .3021 acres, and located at 1037, 1043 and 1049 Calle San Lorenzo.
222

223 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
224 request. Mr. Will Plotner, a representative from Cartesian Surveys Inc. (Agent), respectfully
225 requests approval of a Variance to be in compliance with lot requirements of the front yard setback
226 line. A general discussion by the Commission ensued. No public comment.
227

228 Chairperson Duran called for a motion, Commissioner Montano made a motion to approve the
229 Variance with the following conditions:

- 230 **1. When the lot/s are developed, all required building permits (site built/modular**
231 **homes) or placement permits (mobile homes) must be obtained from the Town.**
232

233 Commissioner Candelario seconded the motion. All Commissioners voted aye.
234

235 **Motion Carried – Item Approved with Conditions.**
236

237 f) **VAR 16-012 Variance: Applicant – Marcos Terrazas.**

238 Request for approval of a Variance to the lot area and lot width requirements of the R-R (Rural
239 Residential) Zone, located at 1146 S. Hill Road, for the purpose of adding a carport/storage shed
240 adjacent to the existing manufactured home, and having the following legal description: Eastern
241 Addition Subdivision, Block 2, Section 5, Township 12 North, Range 4 East, New Mexico
242 Principle Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing 0.086 acres.
243

244 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
245 request. Mr. Marcos Terrazas respectfully requests approval of a Variance to the lot area and
246 width requirements. The purpose of the request is to construct a carport for his vehicles and also a
247 storage shed. A general discussion by the Commission ensued. No public comment.
248

249 Chairperson Duran called for a motion, Commissioner Abousleman made a motion to approve the
250 Variance being that the applicant meets all required setback requirements. Commissioner
251 Candelario seconded the motion. All Commissioners voted aye.
252

253 **Motion Carried – Item Approved**
254

255 **Commission Business**
256

257 a) Department Updates:

- 258 • The new Code Compliance Officer (Jerry Lujan) has been
259 meeting with residents about zoning code issues and to
260 explain that compliance with Town regulations is necessary.
261 Also, notices of violations are being mailed to property
262 owners to inform them of weeds/ debris/ abandoned cars,
263 etc. on their property and the clean-up action that is needed.

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- b) Project/ Work Update:
 - Work is continuing on Applebee’s Grill and Bar with a target completion date of late October/ early November.

- c) General Discussion
 - The Planning and Zoning Department issued ten permits for the following: new construction (residential), residential additions, and solar system installations, between September 20th and October 19th, 2016 for totals fees of **\$8,285.28**.
 - Due to an unforeseen scheduling conflict, the Small Farm Animal Ordinance public input meeting scheduled for October 19th had to be rescheduled. ***The new date is Wednesday, November 30th at 5:30 p.m.*** in the Council Chambers at Town Hall.

- d) Home-based Business Report:
 - October*** –
 - None

- e) Next Meeting: Regular Meeting – **December 6, 2016**

ADJOURNMENT

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

Meeting was adjourned at 7:52p.m.