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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 14, 2017**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on November 14, 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 Joseph O. Quintana  
Commissioner Mary Rose Abousleman  
Commissioner James Hooper  
Commissioner Joseph Moreno  
Commissioner Sandra Candelario  
Commissioner Raul Montano

**ALSO PRESENT:**

Angela Williamson  
Janet Cunningham-Stephens, Planning and Zoning Director  
Alana Lovato, Admin. Assist. / GIS Technician  
Mike Kloeppel, Director of Econ. & Community Development

**A quorum was present**

**APPROVAL OF AGENDA: 3a)**

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

**Motion Carried**

**APPROVAL OF MINUTES: 4a)**

Commissioner Montano made a motion to approve the minutes of October 10, 2017. Commissioner Candelario seconded the motion and carried unanimously.

**Motion Carried**

**SWEARING IN OF WITNESSESS: 5a)**

All present witnesses were sworn in by Chairperson Duran.

49 **PUBLIC HEARING: 6a) VAR 17-011 Variance: Applicant – Bosque Brewery, represented**  
50 **by Modulus Architects, Inc. (Agent).**

51 Request for approval of a Variance to “sign standard Type C - Business Signs” to increase the size of the  
52 building-mounted signs for the Bosque Brewery, located at 834 W. US Highway 550, (formerly occupied  
53 by Jackalope), zoned C-1 (Retail Commercial) and situated on approximately 2.95 acres.  
54

55 Ms. Angela Williamson, a representative of Modulus Architects (Agent), respectfully requests approval  
56 of a variance to signage. The facade of the building is 4,000 square feet. The signage that is being  
57 requested is 162 square feet and will be illuminated. There is also another graphic which is the black  
58 Bosque Brewing leaf. The black leaf will be vinyl and not illuminated. The leaf graphic is also included  
59 with the sign footage being requested.

60 Janet Cunningham-Stephens, Director of the Planning and Zoning, stated that the applicant is requesting  
61 only one (1) sign rather than two (2) signs. Ms. Cunningham-Stephens also stated that the Zoning  
62 Ordinance update may include a revision of the signage regulations to specifically oversee whether the  
63 major corridors should be allowed larger signs or more signs for each business. The update has not yet  
64 started, but a consultant will be of assistance in making these changes.  
65

66 Ms. Williamson stated that this is the only signage the applicant is requesting at this time. It may be  
67 possible that the applicant will request more signage in the future.  
68

69 Commissioner Abousleman made a motion to approve VAR 17-011, a request by Bosque Brewing,  
70 represented by Modulus Architects, Inc. (Agent), for approval of a Variance to “sign standard Type C -  
71 Business Signs” to increase the size of the building mounted signs for the Bosque Brewery, located at 834  
72 W. US Highway 550, (formerly occupied by Jackalope), zoned C-1 (Retail Commercial) and situated on  
73 approximately 2.95 acres, subject to the following condition:  
74

- 75 **1. An application for a sign permit must be submitted and approved, and fees paid**  
76 **prior to the installation of the new sign/s.**  
77

78 The motion was seconded by Commissioner Moreno and carried unanimously.  
79

80 **Motion Carried – Item Approved with Conditions.**  
81  
82

83 **COMMISSION BUSINESS: 7a) Department Updates:**

- 84 1. The new Code Compliance Officer, Suzanne Hathon, began work on October 30th.  
85
- 86 2. Joseph Benney, Building Official/Floodplain Manager, has started the first step of the four  
87 step FEMA CRS (Community Rating System) program which will eventually provide a 5%  
88 discount on required flood insurance to Bernalillo residents.  
89
- 90 3. Alana Lovato is part of the multi-jurisdictional MAPSAG project and is providing town  
91 boundary data to the State of New Mexico.  
92

93 **COMMISSION BUSINESS: 7b) Project/Work Update:**

- 94 1. The MCT Bldg #6 remains in the review stage (grading and drainage plan has not been  
95 approved by the consultant engineer due to concerns with the design).  
96
- 97 2. Bosque Brewery – construction work on the structure is underway. A water budget is also  
98 being prepared to determine the water rights that will need to be transferred to the Town.  
99
- 100 3. Sandia RV and Self Storage – construction work has started on-site.  
101

**COMMISSION BUSINESS: 7c) General Discussion:**

102 1. The Planning and Zoning Department issued twenty-four (24) permits for the following: new  
103 construction (residential/commercial), solar system installations, a retaining wall, residential  
104 remodeling, a garage, carports, a pool, a portal, and re-roofing jobs between October 1, 2017  
105 and October 27, 2017 for total fees of **\$11,266.62**.

106  
107 2. Code Compliance: **October 2017**  
108 Approximately twelve violations of the following types: weeds/trash, inoperative vehicle/s,  
109 substandard housing, using an RV as a dwelling, and using sheds as a dwelling were  
110 investigated.

111  
112 **COMMISSION BUSINESS: 7d) Home-based Business Report:**

113 *October – none*

114

115

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

117 Regular Meeting – **December 12, 2017 (2nd Tuesday of the Month)**

118

119

120 **ADJOURNMENT: 9a)**

121 There being no further business, Commissioner Hooper made the motion to adjourn the meeting at 7:02

122 *P.M.* The motion was seconded by Commissioner Candelario and carried unanimously.

123