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**MINUTES OF A REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE TOWN OF BERNALILLO  
HELD AT THE TOWN HALL  
December 6, 2016**

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

**Applicants / Members of Public Signed In**

<b>Joel Hernandez</b>	<b>Ron Bohannan</b>
<b>Katrina P.</b>	<b>Chris Florez</b>
<b>Jay Parks</b>	<b>Oscar L. George</b>
<b>Bob Scholz</b>	

**\*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 6:30 PM, and led those attending in the Pledge of Allegiance.

**Roll Call**

Chairperson Juanita M. Duran	Present
Commissioner Mary Rose Abousleman	Absent
Commissioner Sandra Candelario	Present
Commissioner Joyce Cordova	Present
Commissioner James Hooper	Absent
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 Montano motioned to approve the agenda as presented. Commissioner Moreno seconded the motion. All Commissioners voted aye.

**Motion Carried**

53 **Approval of Minutes**

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55 Chairperson Duran entertained a motion to table the minutes to the January 3, 2017 meeting.  
56 Commissioner Candelario motioned to table the minutes to the January 3, 2017 meeting.  
57 Commissioner Montano seconded the motion. All Commissioners voted aye.

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59 **Motion Carried**

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61 **Swearing in of Witnesses**

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63 All present witnesses were sworn in by Chairperson Duran.

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66 **Public Hearing**

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68 **a) ZMA 16-004 Zone Map Amendment: Applicant – Willow Village Investments, LLC.**

69 Request for a recommendation of approval from the Planning and Zoning Commission for a Zone  
70 Map Amendment from R-R (Rural Residential) to C-1 (Retail Commercial) at the following  
71 location: Easterly portion of Parcel 2 Lands of Liberman-Grevey, South Hill Road (Parcel ID:  
72 1020073345315), within the Town of Bernalillo, Section 32, Township 13 North, Range 4 East,  
73 New Mexico Principle Meridian, Sandoval County, New Mexico, containing 11.29 acres.

74  
75 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the  
76 request. Mr. Joel Hernandez, representative from Tierra West, LLC (Agent), respectfully requests  
77 a recommendation of approval from the Planning and Zoning Commission for an amendment to  
78 the zone ordinance for a map change from R-R (Rural Residential) to C-1 (Retail Commercial).  
79 The purpose of the zone change is to construct a covered and uncovered RV storage/Self-Storage  
80 Facility. There will also be a single two-story structure that will accommodate the combination of  
81 an office and the on-site manager facility on the premises. Mr. Hernandez presented plans of the  
82 proposed project to the Commission. A general discussion by the Commission ensued.

83  
84 Mr. Hernandez stated that there will be four single structures, three of the structures will be located  
85 on the western side of the property and the other structure along Interstate 25. There will be  
86 approximately 96 covered spaces and 174 uncovered RV storage spaces. All the lighting on the  
87 premises will be faced down horizontally towards the property, to minimize lighting towards the  
88 surrounding neighbors.

89 There were public comments made by Bob Sholz and Katrina P.

90 Mr. Sholz, property owner to the south, stated that he has no issues regarding the use of the  
91 property, but strongly recommended addressing the drainage issues coming from under the  
92 freeway. Ms. Katrina P. requested to review the plans, no other comment was made by Ms.  
93 Katrina P. A general discussion by the Commission continued.

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96 Mr. Hernandez stated that all drainage issues will be addressed during the planning stages.

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98 Chairperson Duran called for a motion, Commissioner Montano made a motion to recommend  
99 approval to Town Council. Commissioner Moreno seconded the motion. All Commissioners voted  
100 aye.

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103 **Motion Carried – Item recommended to Town Council for Approval.**

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b) **CUP 16-021 Conditional Use Permit: Applicant – Willow Investments, LLC.**

Request for approval of a Conditional Use Permit for the purpose of constructing a Storage Facility for Self-Storage and RV Storage, on 11.29 acres,

Chairperson Duran introduced the item to the Commission, and asked the applicant to present the request. Mr. Joel Hernandez, representative from Tierra West, LLC (Agent), respectfully requests approval of a Conditional Use Permit for the use of constructing a covered and uncovered RV storage/Self-Storage Facility. A brief discussion by the Commission ensued. No public comments.

Chairperson Duran called for a motion, Commissioner Moreno made a motion to approve the Conditional Use Permit with the following conditions:

1. **Final approval action on the proposed zone map amendment (ZMA 16-004) must occur at Town Council prior to beginning any improvements on the subject site.**
2. **Building Permit/s must be obtained from the Planning and Zoning Department prior to beginning any construction activities related to CUP 16-020.**
3. **A water budget to determine the need for water rights will need to be completed. The applicant is responsible for fees related to the water budget preparation and/or purchase of water rights.**
4. **A grading and drainage plan must be approved prior to site work. The applicant is responsible for payment of the engineering consultant fees.**
5. **A fence permit will need to be completed and approved prior to installation.**
6. **A sign permit will need to be completed and approved prior to installation.**
7. **The landscaping plan mentioned on the site plan needs to be submitted for review and to verify that clear-sight requirements are met.**

Commissioner Candelario seconded the motion. All Commissioners voted aye.

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

c) **VAR 16-013 Variance: Applicant – Chris Florez.**

Request for approval of a Variance to Side and Rear Yard Setback Requirements in the R-2 (Multiple-Family Residential) zone to construct a room and garage/storage space adjacent to the existing alleyway, located at 1154 Calle Madera, and having a legal description as follows: Old Sawmill Subdivision, Tract 6, Block 7, Section 6, Township 12 North, Range 4 East, New Mexico Principle Meridian, Town of Bernalillo, Sandoval County, New Mexico, and containing 0.076 acres.

Chairperson Duran introduced the item to the Commission, and asked the applicant to present the request. Mr. Chris Florez respectfully requests approval of a Variance to the Side and Rear Yard Setback Requirements to construct an additional room to his home along with a garage/storage space. A general discussion by the Commission ensued.

Mr. Florez stated that there is no other way to revise his proposed request. Mr. Florez had spoken with other neighbors in the area and no one had an issue with what he plans to construct. The applicant's neighbor, Jessie Rodriguez was also present, who will be the only neighbor affected by the structure and highly supports Mr. Florez's plans. Mr. Florez plans to maintain the adjacent existing alleyway. Mr. Florez state that there is a financial hardship having to pay for a storage space.

157 A general discussion by the commission continued regarding the high fire hazard of the proposed  
158 structure being too close to the next property and also the size of the lot. No other public comment  
159 were made.

160  
161 Chairperson Duran called for a motion, No Commissioner made a motion to approve the Variance.  
162 The request was denied. The applicant was advised that he may file an appeal to Town Council.

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164 **Motion Carried- Item Denied.**

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166 **Commission Business**

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168 a) Department Updates:

- 169 • The Building Official and Code Compliance Officer have  
170 met with the Fire Marshall to coordinate work efforts. They  
171 will be involved in routine annual/biennial inspections of  
172 commercial structures (including hotels, restaurants, retail,  
173 and industrial uses), to determine if all required building and  
174 safety codes are in compliance.
- 175 • The contract to obtain iWorQ Systems permitting and code  
176 compliance software was signed on November 23<sup>rd</sup> in  
177 accordance with standard procurement requirements.
- 178 • ZAP 16-001/VAR 16-008 (Maria Sanchez – Applicant) was  
179 heard by the Town Council on November 14<sup>th</sup> and Tabled for  
180 further discussion until December 27<sup>th</sup>.

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182 b) Project/ Work Update:

- 183 • The second phase (second residential unit) of Beehive  
184 Homes is ready to start construction. The project is located  
185 on Sheriff’s Posse Road and is an assisted living facility.

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187 c) General Discussion

- 188 • The Planning and Zoning Department issued fifteen permits  
189 for the following: new construction (commercial), residential  
190 addition/s, solar system installations, a carport, and re-roofs  
191 between October 29<sup>th</sup> and November 28<sup>th</sup>, 2016 for total fees  
192 of **\$8,853.84**.
- 193 • A Small Farm Animal Ordinance is continuing to be  
194 discussed. A third public input meeting was held on  
195 **Wednesday, November 30<sup>th</sup> at 5:30 p.m.** in the Council  
196 Chambers at Town Hall.

197  
198 ➤ **Mr. Oscar George addressed concern that the  
199 public was not properly notified of the meeting.**

- 200 ○ **Staff noted that the meeting had been  
201 advertised for two months.**

202 • **2017 SCHEDULE – See attached “Draft”.**

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204 d) Home-based Business Report:

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206 **November –**

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- None

e) Next Meeting: Regular Meeting – **January 3, 2017** (may be modified by P&Z based on discussion of 2017 Schedule)

**ADJOURNMENT**

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

**Meeting was adjourned at 7:44p.m.**