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**MINUTES OF A REGULAR MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE TOWN OF BERNALILLO
HELD AT THE TOWN HALL
July 12, 2016**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on July 12, 2016 at 6:30pm.

Applicants / Members of Public Signed In

Nancy Samudio Todd Russell Ted Montoya

Staff Present

Ms. Janet Cunningham-Stephens, Planning and Zoning Director
Ms. Alana Lovato, Administrative Assistant

Call to Order

Chairperson Duran called the meeting to order at 6:32 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 James Hooper	Present
Commissioner Joseph Moreno	Present
Commissioner Raul Montano	Absent

A quorum was present

Approval of Agenda

Chairperson Duran entertained a motion to approve the agenda. Commissioner Hooper motioned to modify the agenda tabling item 6. b). Commissioner Moreno seconded the motion. All Commissioners voted aye.

Motion Carried

Approval of Minutes

Chairperson Duran entertained a motion to approve the minutes of June 7, 2016. Commissioner Candelario motioned to approve the minutes of June 7, 2016 with the following corrections:

- *Line 39 – Changing “Rinaldi” to “Moreno”.*

Commissioner Hooper seconded the motion. All Commissioners voted aye.

53 **Motion Carried**

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56 **Swearing in of Witnesses**

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58 All present witnesses were sworn in by Chairperson Duran.
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61 **Public Hearing**

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63 a) **CUP 16-018 Conditional Use Permit: Applicant – Todd A. Russell.**

64 Request for approval of a Conditional Use Permit for the storage of recreational vehicles and RV
65 trailers at the following location: 850 S. Hill Road, having the legal description: Lot 1, Block 5,
66 Sierra Hermosa Unit No. 2 Town of Bernalillo, Sandoval County, New Mexico, and situated on
67 approximately 2.0579 acres.
68

69 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
70 request. Mr. Todd Russell respectfully requests approval of a Conditional Use Permit for the use
71 of the storage of RVs/boats/recreational vehicles. Hours of operation will be Monday through
72 Friday from 8 a.m. to 5 p.m. There will be 40 storage spaces available. A general discussion by the
73 Commission ensued. No public comment.
74

75 Chairperson Duran called for a motion, Commissioner Hooper made a motion to approve the
76 Conditional Use Permit with the following conditions:
77

- 78 1. **A sign application, if additional signage is requested, must be submitted**
- 79 **for review and administrative approval, unless a Variance will be**
- 80 **needed.**
- 81 2. **If the RV storage will be operated as a separate business, a business**
- 82 **registration license will need to be obtained from the Town.**
- 83

84 Commissioner Moreno seconded the motion. All Commissioners voted aye.
85
86

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

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90 b) **ETZ SumP 16-006 Extraterritorial Zone/Summary Plat: Applicants – Leland and Dorothy**

91 **Bowen, represented by Alpha Pro Surveying LLC (Agent).**
92 Request for approval of a Summary Plat within the Three-Mile Extraterritorial Zone (ETZ) of the
93 Town of Bernalillo, vacating a portion of a road and utility easement and adjusting lot lines
94 between three (3) existing tracts into two (2) new lots, within the Placitas Small Tracts, situate in
95 Section 34, Township 13 North, Range 4 East, New Mexico Principal Meridian (NMPM),
96 Sandoval County, New Mexico.
97

98
99 Chairperson Duran called for a motion to table this item due to a change in the number of lots
100 being requested by the applicant. Commissioner Candelario made a motion to table item.
101 Commissioner Hooper seconded the motion. All Commissioners voted aye.
102

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104 **Motion Carried – Item Tabled.**
105

106 c) **VAR 16-007 Variance – Nancy Samudio.**

107 Request for approval of a Variance to restrictions on the height of fences in the front and side-yard
108 setbacks, for the purpose of building a seven foot concrete block and wrought iron wall at 644
109 Avenida Perea, zoned R- 1A (Mixed Single-Family Residential Zone), and having the following
110 Legal description: Perea Addition, Block 3, Lot 10, Section 32 Township 13 North Range 4 East,
111 New Mexico Principal Meridian (NMPM), Town of Bernalillo, Sandoval County, New Mexico.

112
113 Chairperson Duran introduced the item to the Commission, and asked the applicant to present the
114 request. Ms. Nancy Samudio respectfully requests approval of a Variance to construct a seven foot
115 concrete block and iron fence on the property line. Ms. Samudio stated that the purpose of the
116 fence is for the protection of her young children from strangers jumping the front yard fence. A
117 general discussion by the Commission ensued. No Public comment.

118
119 Chairperson Duran called for a motion, Commissioner Moreno made a motion to approve the
120 Variance with the following conditions:

- 121
122 **1. The applicant must obtain a building permit prior to beginning**
123 **construction.**
124 **2. The height of the fence/wall must not exceed seven (7) feet.**

125
126 Commissioner Hooper seconded the motion. All Commissioners voted aye.

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

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133 **Commission Business**

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135 a) Department Updates:

- 136 • Joe Benney, Floodplain Manager, is continuing to work with
137 the Federal Emergency Management Agency (FEMA)
138 regarding improving flood insurance rates for Bernalillo
139 residents. With the implementation of the Community
140 Rating System (CRS) program by the Town, people may be
141 eligible for discounts on flood insurance from 5-10 percent
142 annually. A week long training program will be held this fall
143 in Emmitsburg, Maryland.

144 ➤ **There was a comment made by Ted Montoya**
145 **regarding whether Joseph Benney, Certified**
146 **Building Inspector/Floodplain Manager, has the**
147 **authority to correct or change any flood plain**
148 **issues. A brief discussion by the Commission**
149 **ensued.**

- 150 • A position for a full-time Code Compliance Officer was
151 approved by Town Council in the FY2016-2017 budget.
152 Advertisement for the position will be posted in July (after
153 the beginning of the new fiscal year).

154 b) Project/ Work Update:

- 155 • Casa Diaz, located at 567 S. Camino del Pueblo, will open
156 for business the first week of July as per Conditional Use
157 Permit 16-009, approved May 3, 2016.

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- The building permit for Applebee’s has been issued and construction is underway.
- c) General Discussion
- The Planning and Zoning Department issued nineteen permits for new construction (residential & commercial), residential addition/s, solar system installations, reroofing, and demolition between June 1st and June 29th for total fees of \$22,060.14.
 - A public meeting to solicit input on the proposed Small Farm Animal Ordinance will be scheduled for August 23rd at 5:30 p.m. and held at Town Hall – Council Chambers. The date will be published on the Town’s website, in the monthly newsletter, and posted at Town Hall, US Bank, T&T Supermart, US Eagle Federal Credit Union, and the US Post Office.
- d) Home-based Business Report:
- June –*
- Suzanne Sibole, Youth Risk Prevention Specialists, LLC, 510 Los Suenos, zoning R-R, education training and school safety consulting services.
 - Ronald Bratton, Ronald R. Bratton, Attorney-at-Law, 310 Riesling Rd., zoning R-1, law practice.
- e) Next Meeting: Regular Meeting – **August 2, 2016**

ADJOURNMENT

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

Meeting was adjourned at 7:22p.m.