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3 **MINUTES OF A REGULAR MEETING**
4 **OF THE PLANNING & ZONING COMMISSION**
5 **OF THE TOWN OF BERNALILLO**
6 **HELD AT THE TOWN HALL**
7 **MARCH 3, 2009**
8

9 The Planning & Zoning Commission of the Town of Bernalillo met in Regular Session
10 within the laws and rules of the Town on March 3, 2009 at 6:30 pm.

11
12 Commissioner Debbie Kilfoy, Chairman
13
14

15 **Applicants / Members of Public Signed In:**

16
17 Phillip Maya Yvette Vigil Antoinette Maya
18 Mary Kwapich Keegan Clay Patsy Leavitt
19 Marian Jaramillo
20

21 Mr. Moe - the Planning & Zoning Director, Mrs. Navarrette - the Assistant
22 Planner, and Others were also present but not signed in.
23
24

25 **1. CALL TO ORDER**

26
27 Chairman Kilfoy called the meeting to order at 6:30 pm, and led those attending
28 in a recitation of the Pledge of Allegiance.
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30

31 **2. ROLL CALL**

32
33 Commissioner Debbie Kilfoy Present
34 Commissioner Tom Wilson Not Present
35 Commissioner Georgina Chavez Present
36 Commissioner Cipriano Montoya Present
37 Commissioner Robert Satriana Present
38 Commissioner Rita Last Present
39 Commissioner Christopher Hyer Present
40

41 A quorum was present.
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1 **3. APPROVAL OF AGENDA**

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3 The Chairman asked if all Commissioners had reviewed the Agenda, and asked if
4 there were any changes to propose. No changes were proposed.

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6 The Chairman entertained a motion to approve the Agenda as written.
7 Commissioner Chavez so moved. Commissioner Montoya seconded the motion.
8 All voted aye. The motion was carried.
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11 **4. APPROVAL OF MINUTES**

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13 The Minutes for February 3, 2009 were submitted for approval. The Chairman
14 called for corrections. Proposed corrections were: page 3, line 30 delete “and
15 customers” after the word “Products”; and page 3 line 46 delete the word
16 “Restaurant” just prior to the words “at Lot 1-A”.

17
18 The Chairman entertained a motion to approve the minutes of February 3, 2009
19 as amended. Commissioner Chavez so moved. Commissioner Last seconded the
20 motion. All voted aye. The motion to approve with changes was carried.
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23 **5. REPORTS**

24
25 a) **Next Meeting**

26 Mr. Moe informed the Commission that their next regular meeting was scheduled
27 for April 7, 2009. All Commissioners voiced their assent.

28
29 b) **APA Commissioners Workshop**

30 Mr. Moe apprised the Commission of a training opportunity available on March
31 27, 2009, and he requested a tally of the Commission members who might wish to
32 attend. All Commissioners indicated a desire to attend. Mrs. Navarrette agreed to
33 schedule space at the training session for all the Commissioners.
34

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36 **6. ACTION ITEMS**

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38 a) **Zoning Review – Main Street Development - Portal, Front Façade Remodel and Fence-**
39 **(Bernalillo Women’s Club):** Applicant requests approval of a Zoning/MainStreet Development
40 Review for a Portal, Front Façade and Fence at Lot 1, Block 10, Garden Spot Addition, a.k.a.
41 573 Camino Del Pueblo.
42

43 The Chairman introduced the item to the Commission, and asked the applicant to
44 present her request. No one came forward, and as the applicant was apparently
45 not present, the Chairman entertained a motion to Table the item until the end of
46 the meeting to allow time for the applicant to appear, and until the next meeting
47 should no one appear by the end of the meeting. Commissioner Montoya
48 motioned to approve the Chairman’s request. Commissioner Hyer seconded the

1 motion. All voted aye. The motion to Table was carried. As the applicant never
2 appeared, the item was tabled until the next meeting.

3

- 4 b) **Conditional Use Permit –Home Based Business- Ice Cream Truck Vendor (Phillip &**
5 **Antoinette Maya)** Applicant requests approval of a Conditional Use Permit for a Home Based
6 Business, Ice Cream Truck Vendor (Maya’s Ice Cream) at Lot 28, Block 1, Old Sawmill
7 Addition, a.k.a. 1045 Sawmill.

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9 The Chairman introduced the item to the Commission, and asked the applicant to
10 present her request. The applicant briefly described the nature of her business:
11 she proposed to renew her business registration for mobile ice cream sales with a
12 home office. A brief general discussion ensued. Commissioners were concerned
13 with potential traffic at the home, and commercial vehicle parking. The applicant
14 assured the Commission that her business was supported by her neighbors, and
15 presented the Commission with a list of twenty-six neighbors who had signed a
16 petition supporting her request.

17

18 The Chairman entertained a motion. Commissioner Satriana motioned to approve
19 the request. Commissioner Montoya seconded the motion. All voted aye. The
20 motion to approve was carried.

21

- 22 c) **Conditional Use Permit – Home Based Business- Welding (Jeff Mortensen)** Applicant
23 requests approval of a Conditional Use Permit for a Home Based Business, Welding at Lot 2,
24 Ralston Estates, a.k.a. 462 B Calle Barrio Nuevo.

25

26 The Chairman introduced the item to the Commission, and asked the applicant to
27 present his request. The applicant briefly described the nature of his business: he
28 currently has a welding business with work being done off-site. Certain vehicles,
29 and equipment are stored on site over-night, but the request is primarily for a
30 home-office. A brief general discussion by the Commission ensued.
31 Commissioners were concerned with storage of materials and traffic at the
32 applicant’s home. They were assured that all work would be done off-site.

33

34 The Chairman entertained a motion. Commissioner Chavez motioned to approve
35 the request. Commissioner Last seconded the motion. All voted aye. The Motion
36 to approve was carried.

37

- 38 d) **Conditional Use Permit – Business in an SU Zone- Model Home Display/Sales**
39 **(HouseMax, LLC-Keegan Clay)** Applicant requests approval of a Conditional Use Permit for a
40 Conditional Use Permit, Business in an SU Zone- Model Home Display/Sales at Parcel 8,
41 Lands of Liberman-Grevey.

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43 The Chairman introduced the item to the Commission, and asked the applicant to
44 present his request. The applicant briefly described the nature of his request: he
45 wanted to operate a display and sales center for model homes. The business
46 would not entail building the homes on the property, but rather on the purchaser’s
47 property. The homes are site-built, and can be finished-out to any desired level,
48 from an empty structural shell to complete turn-key construction. The applicant
49 presented a proposed site plan showing how the models, office, parking, and

1 signage would be laid-out. A brief general discussion by the Commission ensued.
2 The Commission had no real concerns regarding the proposal. No one from the
3 public wished to comment on this item.
4

5 The Chairman entertained a motion. Commissioner Hyer motioned to approve
6 the request. Commissioner Montoya seconded the motion. All voted aye. The
7 motion to approve was carried.
8

9 e) **Variance – Sign Requirements** (HouseMax, LLC-Keegan Clay) Applicant requests a
10 Variance from Sign Requirements for a Business Sign at Parcel 8, Lands of Liberman-
11 Grevey.
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13 The Chairman introduced the item to the Commission, and asked the applicant to
14 present his request. Mr. Clay briefly described the nature of his request. He
15 described the need for a sign that is approximately twice the size of the Town
16 Standard of 40 sqft. based on proximity to the Interstate Highway, lower level of
17 the property from the Highway, speed of Highway traffic, and distance from the
18 core area of the Town. He also presented a sketch of the proposed sign which
19 would maintain a low profile, as well as the standard height required by the
20 Zoning Ordinance. A brief general discussion by the Commission ensued. The
21 Commission requested comment from P&Z Staff, which noted that that the
22 request seemed relatively unobtrusive and reasonable considering the nature and
23 limitations of the site. No one from the public wished to comment on this item.
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25 The Chairman entertained a motion. Commissioner Hyer motioned to approve.
26 Commissioner Chavez seconded the motion. All voted aye. The motion to
27 approve was carried.
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30 **7. DISCUSSION ITEMS**

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32 There were no discussion items.
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34 **8. ADJOURNMENT**

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36 The Chairman entertained a motion to adjourn. All voted aye. The Motion carried
37 and meeting adjourned at 6:55 pm.