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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 **APRIL 8, 2008**
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 April 8, 2008 at 6:30 pm.
11

12 Commissioner Debbie Kilfoy, Chairman
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15 **Applicants / Members of Public Signed In:**
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17 Ron Bohannon	Kathy Martinez	Yu-Yuan Suen	Helen Sandoval
18 John Koller	John Harris	Carole Levitt	Juan Montoya
19 Ross Howard	Nancy Harris	Alpha Const.	Maria Rinaldi
20 Mark Delaney	Mark Rosch	Gloria Chavez	Mary Kwapich
21 Danette White-Prosch	Jim Suen	George Chavez	Ella Malcom

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23 The Planning & Zoning Director (Kelly Moe), and Others, were also present but
24 not signed in.
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27 **1. CALL TO ORDER**
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29 Chairman Kilfoy called the meeting to order at 6:30 pm, and led those attending
30 in a recitation of the Pledge of Allegiance.
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33 **2. ROLL CALL**
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35 Commissioner Debbie Kilfoy	Present
36 Commissioner Teresa Young	Present
37 Commissioner Hazel Dameron	Present
38 Commissioner Tom Wilson	Present
39 Commissioner Georgina Chavez	Present
40 Commissioner Cipriano Montoya	Present
41 Commissioner Robert Satriana	Present

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43 A quorum was present.
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4 **3. APPROVAL OF AGENDA**
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6 The Chairman asked if all Commissioners had reviewed the Agenda, and asked if
7 there were any changes to propose. No changes were proposed.
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9 Chairman Kilfoy entertained a motion to approve the Agenda as is. Commissioner
10 Young so moved. Commissioner Dameron seconded the motion. All voted aye.
11 The motion was carried.
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14 **4. APPROVAL OF MINUTES**
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16 The Minutes for February 5, 2008 were submitted for approval. Chairman Kilfoy
17 called for corrections. Corrections proposed: Page 4, line 29- should read: the
18 Commission would like “for” the density to be lower. Page 4, Line 33- South
19 should be north. Page 5, Line 13- Misspelling: “Meting” should be “Meeting”.
20

21 The Chairman entertained a motion to approve the minutes of February 5, 2008 as
22 amended. Commissioner Young so moved. Commissioner Montoya seconded
23 the motion. All voted aye. The motion was carried.
24

25 The Minutes for February 5, 2008 were submitted for approval. Chairman Kilfoy
26 called for corrections. Corrections proposed: Page 3, line 34- should read: “mad”
27 should be “made”. Page 4, Line 23- delete condition 1). Page 4, Line 38-
28 Misspelling: “Meting” should be “Meeting”.
29

30 The Chairman entertained a motion to approve the minutes of February 5, 2008 as
31 amended. Commissioner Dameron so moved. Commissioner Montoya seconded
32 the motion. All voted aye. The motion was carried.
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37 **5. REPORTS**
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39 a) **Next Meeting**

40 Mr. Moe informed the Commission that their next regular meeting was scheduled
41 for May 6, 2008 all Commissioners voiced their assent.
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43 **6. ACTION ITEMS**
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- 1 a) **Zoning Permit & Mainstreet Development Review– Windows, Sign and Portal– (Jennifer**
2 **& Mark Delaney):** Applicant requests approval of a Zoning Permit and Mainstreet
3 Development review for windows, sign and portal at the property located at 733 Camino Del
4 Pueblo.
5

6 The Chairman introduced the item to the Commission, and asked the applicant to
7 present their request. Maria Rinaldi, Director of Community Development, spoke
8 on behalf of the applicant. She described the nature of their request for Zoning
9 Permit and Mainstreet Development Review for windows, sign and portal at their
10 property on Camino Del Pueblo. She stated that the applicant was provided design
11 assistance from Mainstreet Project. A brief general discussion by the Commission
12 ensued. The Commission was concerned about the portal taking up more parking
13 spaces. The applicant assured them no parking spaces would be lost with the new
14 design.
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16 The Chairman entertained a motion. Commissioner Chavez motioned to approve.
17 Commissioners Wilson seconded the motion. All voted aye. The motion was
18 carried.
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- 23 b) **Conditional Use Permit – Home Based Business- Home Office/Internet Sales (Robert**
24 **Garcia):** Applicant request approval of a Conditional Use Permit for a Home Based Business-
25 Home office/Internet Sales at the property located at 501 Rio Grande Drive.
26

27 The Chairman introduced the item to the Commission, and asked the applicant to
28 present their request. Mr. Garcia described the nature of his request. H explained
29 that he had been operating his business for several years now and while looking
30 through his file he found that he had not received a current business license for
31 the last few years. When he called P & Z to check on it, he was made aware that
32 he also did not have a current CUP for his home based business. He was here to
33 rectify the situation and make his business legal and current with all required
34 permits. A brief general discussion by the Commission ensued.
35

36 The Chairman entertained a motion. Commissioner Wilson motioned to approve.
37 Commissioner Chavez seconded the motion. All voted aye. The motion was
38 carried.
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- 41 c) **Conditional Use Permit – Home Based Business- Home Office/ (Mark Rosch & Carole**
42 **Levitt):** Applicant request approval of a Conditional Use Permit for a Home Based Business-
43 Home office at the property located at 1024 Cristanos Drive.
44

45 The Chairman introduced the item to the Commission, and asked the applicant to
46 present their request. Mr. Rosch & Ms. Levitt described the nature of their
47 request. They explained that they do most of their work out of state. They give
48 seminars and distribute books they've written for their lectures and seminars.

1 Their home is strictly for paper work and preparation for their seminars and
2 lectures. A brief general discussion but the Commission ensued.

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4 The Chairman entertained a motion. Commissioner Young motioned to approve.
5 Commissioner Wilson seconded the motion. All voted aye. The motion was
6 carried.

7

8 d) **Conditional Use Permit – Home Based Business- Home Office (Juan Montoya)**: Applicant
9 request approval of a Conditional Use Permit for a Home Based Business-Home office at the
10 property located at 309 Calle Evangeline.

11

12 The Chairman introduced the item to the Commission, and asked the applicant to
13 present their request. Mr. Montoya briefly described the nature of his request. He
14 explained that his home office would be strictly for paperwork only, no customers
15 would visit the location and no company vehicles or materials would be store at
16 the home. A brief general discussion by the Commission ensued.

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18 The Chairman entertained a motion. Commissioner Wilson motioned to approve
19 with the following condition: that there will be no outside storage or business
20 trailers. Commissioner Satriana seconded the motion. All voted aye. The Motion
21 was carried.

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23 e) **Conditional Use Permit – Restaurant (Prestige Development, LLC-Michael Dixson, agent)**:
24 Applicant request approval of a Conditional Use Permit for a Restaurant at the property
25 located at 978 West State HWY 44 a.k.a US550.

26

27 The Chairman introduced the item to the Commission, and asked the applicant to
28 present their request. Mr. Dixson briefly described the nature of his request. He is
29 requesting the CUP for an IHOP to be place at the location. Currently there is a
30 package liquor/bar and residences, he would be removing all of those and
31 developing the site. He had been in contact with the NMDOT and plans to make
32 improvements to the grading and drainage on that site. Some of the neighbors
33 were concerned about the drainage that currently flows for the site onto their
34 property. Mr. Dixson assured them he would take care of the problems as best as
35 he could. A brief general discussion by the Commission ensued.

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37 The Chairman entertained a motion. Commissioner Wilson motioned to approve.
38 Commissioner Dameron seconded the motion. All voted aye. The Motion was
39 carried.

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41 f) **Conditional Use Permit – Business in an M-1 Zone (Alpha Construction Services, Inc.-**
42 **John Mike Breslin, agent)**: Applicant request approval of a Business in an M-1 zone,
43 office/warehouse, at the property located at 207 Calle Industrial.

44

45 The Chairman introduced the item to the Commission, and asked the applicant to
46 present their request. Mr. Mang, the applicant’s agent, briefly described the nature
47 of their request. They were requesting a CUP for their business in an M-1 zone.

1 The M-1 zone does not have any directly permissive uses, all uses require a CUP.
2 He explained that they would have office space with one male and one female
3 bathroom about 500 sq. ft. total. Attached to the back of the office would be a
4 warehouse that would house materials and vehicles at night. A brief general
5 discussion by the Commission ensued.

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7 The Chairman entertained a motion. Commissioner Wilson motioned to approve.
8 Commissioner Young seconded the motion. All voted aye. The Motion was
9 carried.

- 10
11 g) **Conditional Use Permit – Temporary second dwelling on one lot (Ron Skelly)**: Applicant
12 request approval of a Conditional Use Permit for a temporary second dwelling on one lot at
13 the property located at 1477 Arroyo Lane.

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15 The Chairman introduced the item to the Commission, and asked the applicant to
16 present their request. Mr. Skelly briefly described the nature of his request. He is
17 requesting a CUP to temporarily hook up his mobile home to utilities while he
18 builds a new home on his existing foundation. Some concerns of his neighbors
19 would be where exactly the mobile home was being moved to and how long after
20 the new home was built would the mobile home stay. He assured that as soon as
21 his new home was built they mobile home would be moved off the lot or
22 demolished. He signed an agreement with the town's building inspector that
23 certifies that his mobile home not be connected to public utilities for more than
24 one year from the date the building permit is issued. A brief general discussion by
25 the Commission ensued.

26
27 The Chairman entertained a motion. Commissioner Chavez motioned to approve
28 with the condition that there be a 1 year limit for the CUP, trailer must be moved
29 off the property in 1 year. Commissioner Dameron seconded the motion. All
30 voted aye. The Motion was carried.

- 31
32 h) **Summary Plat – Re-Plat/Lot Line Adjustment (Al Sanchez & Pauline Barela-Alpha**
33 **Professional Surveying, agent)**: Applicant request approval of a Summary Plat for a Re-
34 Plat/Lot Line Adjustment of Tracts 99A21A & 99B1A, Lands of Rita Last.

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36 The Chairman introduced the item to the Commission, and asked the applicant to
37 present their request. The applicant's agent briefly described the nature of their
38 request. Their request was to move the property line over to adjust the size of the
39 property lines. No structures or easements would be affected. A brief general
40 discussion by the Commission ensued.

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42 The Chairman entertained a motion. Commissioner Young motioned to approve.
43 Commissioner Dameron seconded the motion. All voted aye. The Motion was
44 carried.

- 1 i) **Summary Plat – Re-Plat (Danette White-Prosch)**: Applicant request approval of a Summary
2 Plat for a Re-Plat of Lots B-1 & B-2, Whites Subdivision.
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4 The Chairman introduced the item to the Commission, and asked the applicant to
5 present their request. Ms. White-Prosch briefly described the nature of her
6 request. She was requesting to move the property line over to allow for her new
7 home to be positioned. The home to the south where the line would be adjusted,
8 as well as the new home would still meet the town’s requirements for setbacks. A
9 brief general discussion by the Commission ensued.

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11 The Chairman entertained a motion. Commissioner Montoya motioned to
12 approve. Commissioner Young seconded the motion. All voted aye. The Motion
13 was carried.
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- 15 j) **Summary Plat – Re-Plat (Kathy Martinez-Alpha Professional Surveying, agent)**: Applicant
16 request approval of a Summary Plat for a Re-Plat of Lots 1-6, Block 6, The Garden Spot.
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18 The Chairman introduced the item to the Commission, and asked the applicant to
19 present their request. Ms. Martinez briefly described the nature of her request. She
20 was requesting to have all the separate lots combined into one to receive one tax
21 bill instead of multiples; there is already an existing building on the lots. A brief
22 general discussion by the Commission ensued.
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24 The Chairman entertained a motion. Commissioner Wilson motioned to approve.
25 Commissioner Young seconded the motion. All voted aye. The Motion was
26 carried.
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- 28 k) **Summary Plat – Lot-Split (Mary B. Castillo-Ross Howard, agent)**: Applicant request
29 approval of a Summary Plat for a Lot-Split of Lot A, Lands of Mary B. Castillo.
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31 The Chairman introduced the item to the Commission, and asked the applicant to
32 present their request. Mr. Howard, the applicant’s agent, briefly described the
33 nature of her request. She was requesting to split her lot to sell. Mr. Howard
34 previously came before the Commission for this request and the Commission felt
35 there were some things that needed to be worked out first. Some of the things that
36 needed to be worked out were: well and septic issues through NM EDI, the lack
37 of fire support in case of an emergency, and the size of the proposed new lot. Mr.
38 Howard resented information from NM EDI that stated he would not be allowed a
39 well or septic permit until the lot-split has been legally completed and that the
40 proposed lot size would be sufficient. A brief general discussion by the
41 Commission ensued.
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43 The Chairman entertained a motion. Commissioner Wilson motioned to approve.
44 Commissioner Satriana seconded the motion. 4 Commissioners voted aye.
45 Commissioners Dameron and Young voted nay. The Motion was carried.
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- 1 l) **Preliminary Plat** – “**Bosque Bluff**” (Sagebrush Properties, LLC-Tierra West, agent):
2 Applicant request approval of a Preliminary Plat for a 19 lot residential subdivision of Tracts
3 A, B, C & D, Lands of Wilma Salisbury.
4

5 The Chairman introduced the item to the Commission, and asked the applicant to
6 present their request. Mr. Bohannon, the applicant’s agent, briefly described the
7 nature of their request. They had come before the commission previously and had
8 a few issues to work out. Some of those issues were: getting permission from Mr.
9 Mora for an access through his property to Spanish Bluff and some of the street
10 names needed to be changed because they already existed. Mr. Bohannon
11 informed the commission that they changed the road in the subdivision and it no
12 longer crossed Mr. Mora’s property and the street names had been changed.
13 They explained the new drainage system they plan to use that would be virtually
14 leak proof. Mr. Mora was still concerned that leakage could affect his well, Mr.
15 Bohannon assured him that would not happen. A brief general discussion by the
16 Commission ensued.
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18 The Chairman entertained a motion. Commissioner Wilson motioned to approve.
19 Commissioner Chavez seconded the motion. 5 Commissioners voted aye.
20 Commissioner Montoya voted nay. The Motion was carried.
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28 **7. DISCUSSION ITEMS**

29 Discussion items were presented and a general discussion by the commission
30 ensued. Several ideas were discussed and the applicants agreed to present at next
31 month’s meeting with the new ideas implemented.
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33 **8. ADJOURNMENT**

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35 The Chairman entertained a motion to adjourn. All voted aye. Motion carried and
36 meeting adjourned at 8:07pm.