Planning and Zoning Commission
AGENDA
Regular Meeting
Tuesday, October 9, 2018
6:30 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES
   • September 11, 2018

5. SWEARING IN OF WITNESSES

6. PUBLIC HEARING
   a) SumP 18-006 SUMMARY PLAT: Applicant- Bonifacio Sanchez, represented by Alpha Pro Surveying LLC (Agent).
      Request for approval of a Summary Plat, for the purpose of vacating a private access easement and to grant additional utility easements, as per the proposed plat of Lot B-3-A, Lands of Bonifacio and Amantina Sanchez, within the Felipe Gutierrez Grant, Projected Section 29, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 1.3779 acres, zoned C-1 (Retail Commercial), located north of Old Highway 44, south of Calle Valle Serrano, east of Moose Lane and west of and adjacent to NM 313 (Camino del Pueblo).
b) **SUMMARY PLAT:** Applicant - SIS Property, LLC, represented by Surv-Tek, Inc. (Agent). Request for approval of a Summary Plat, for the purpose of dividing existing Lot 1 into two new lots, and granting new public and private easements, as per the proposed plat of Lots 1-A, 1-B and 2-A, At Rio North, being a replat of Lots 1 and 2, At Rio North, Section 30, Township 13 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 5.2756 acres, zoned C-1 (Retail Commercial), located north of US 550, south of the Coronado Campground, east of Kuaua Road and west of the Rio Grande River.

c) **CONDITIONAL USE PERMIT:** Applicant - Hikari Ikeda. Request for approval of a Conditional Use Permit for an Acupuncture Clinic, located at 438 S. Camino del Pueblo and having the legal description: Section 32, Township 13 North, Range 4 East, Lands of Frank G. and Viola Chavez, Town of Bernalillo, Sandoval County, New Mexico, zoned R-1 (Single-Family Residential) and situated on approximately 4.627 acres.

d) **VARIANCE:** Applicant - Greg Beauman, represented by Dreamstyle Remodeling (Agent). Request for approval of a Variance to the Rear-yard Setback Requirement in the R-1 (Single-Family Residential Zone), to allow a shade structure, at 1059 Evening Primrose Lane, and having a legal description as follows: The Orchards 3, Lot 265, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 0.177 acres.

e) **VARIANCE:** Applicant - Freddie Lopez. Request for approval of a Variance to Front-Yard Setback Requirements in the R-2 (Multiple-Family Residential) Zone, to allow a portion of a home to be placed fifteen (15) feet from the front property line, at 1005 C’de Baca Lane, and having a legal description as follows: C’de Baca Casitas Subdivision, Lot 10, Section 36, Township 13 North, Range 3 East, Town of Bernalillo, Sandoval County, New Mexico, containing approximately 0.0880 acres.

f) **VARIANCE:** Applicant - Martha Santillanes, represented by Jessica Madrid (Agent). Request for approval of a Variance to Front-yard Setback Requirements in the C-1 (Retail Commercial Zone) which is in single-family residential use, to allow a carport constructed of aluminum, at 244 E. Avenida Bernalillo, and having a legal description as follows: Map 11 (1-IN), Tract 112B1A1B1B, Section 5, Township 12 North, Range 4 East, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, containing a total of 0.200 acres.

7. COMMISSION BUSINESS

a. Department Updates: September 2018
   - Staff are continuing to respond to verbal, walk-in and electronic complaints.
   - Suzanne Hathon attended the NMLZO Conference on September 26-28 in Red River, NM. MainStreet activities and small cell towers were two of the topics under discussion.

b. Project/Work Update:
   - A staffperson from the FEMA Region 6 office visited the Town of Bernalillo on September 20th prior to the initiation
of the Community Rating System (CRS) program. Based on the evaluation, FEMA will determine program eligibility.

- The Town is participating in the update of the Sandoval County FEMA Hazard Mitigation Plan. Updates are prepared on a 5-year cycle.

c. General Discussion:
   - **Building Permit Activity: September 2018**
     The Planning and Zoning Department issued twelve (12) permits for the following: a residential remodel, a storage shed, new construction (residential), rough grading, and a solar system installation between September 1, 2018 and September 31, 2018 for total fees of $7,125.09.
   
   - **Code Compliance: September 2018**
     The Code Compliance Officer made 173 inspections of properties, closed 38 cases, opened 49 new cases, dealt with 3 inoperative vehicles, and took 10 cases to court. Other work included dealing with 1 recreational vehicle parked in the front setback, 1 graffiti tagging location, three structures that were deemed substandard and boarded up, as well as investigating 16 verbal/walk-in complaints, and 2 livestock cases (zoning). Notice of Violation letters were also sent to 29 properties regarding weeds and/or outdoor storage and trash. There are 167 active cases being processed.
   
   - **Comprehensive Zoning Ordinance Update - Steering Committee membership:** The Steering Committee met on September 25th. It was decided to meet the same day (through February) as the Planning and Zoning Commission hearings, from 4:00-5:30 p.m. There may occasionally be two meetings in a month. Those in attendance briefly discussed nonconforming lots, business signs, fences in the front-yard setback, and the need to revisit the MainStreet Overlay District guidelines.

d. Home-based Business Report:
   - **September - None**

e. Next Meeting/s:
   - **Regular Meeting - November 14, 2018 (NOTE: This is the 2nd Wednesday of the Month - due to the Veteran’s Day holiday and Town Council meeting)**

8. ADJOURNMENT