**MINUTES OF A REGULAR MEETING**

**OF THE PLANNING & ZONING COMMISSION**

**OF THE TOWN OF BERNALILLO**

**HELD AT THE TOWN**

**February 4, 2020**

The Planning & Zoning Commission of the Town of Bernalillo met in regular session within the laws and rules of the Town on February 4, 2020 at 6:30pm.

**Call to Order**

Chairperson Duran called the meeting to order at 6:31 PM, and led those attending in the Pledge of Allegiance.

**Roll Call**

Upon Roll call the following members were found present:

**PRESENT: ALSO PRESENT:**

Chairperson Juanita M. Duran Scott Goff

Commissioner Dominick Lepore Julian Garza

Commissioner Antonette Eichwald Jason Pine

Commissioner Joseph Moreno Mike Kloeppel, Economic Dev. Director

Commissioner Joseph O. Quintana Stephanie Shumsky, Planning & Zoning Director

Commissioner Sandra Candelario LeeAnn Romero Planning & Zoning Clerk

Commissioner Raul Montaño **Others Present Not Identified**

**ABSENT:**

None

**A quorum was present**

**APPROVAL OF AGENDA: Item 3)**

Commissioner Lepore motioned to approve the agenda as presented. The Motion was seconded by Commissioner Eichwald and it carried unanimously.

**Motion Carried**

**APPROVAL OF MINUTES: Item 4)**

Commissioner Montaño made a motion to approve the minutes of January 7, 2020 with the following modifications:

1. *Line 41: Add Only Nominations*
2. *Line 339: Remove “with”*
3. *Line 340: Remove “Due/To”*
4. *Line 403: Change “Montaño” to “Eichwald”*

Commissioner Quintana seconded the motion and it carried unanimously.

**Motion Carried**

**SWEARING IN OF WITNESSESS: Item 5)**

All present witnesses were sworn in by Chairperson Duran.

**PUBLIC HEARING: Item 6a) SumP 20-003 SUMMARY PLAT: CSI Cartesian Surveys Inc. (agent), on behalf of Goff Real Estate Inc. (property owner**), requests approval of a RePlat of Gardenspot Addition Block 2, Lots 1 & 2, located in Township 13 North, Range 4 East, Section 31, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, zoned R-1A (Mixed Single-Family Residential) and containing approximately 0.2993 acres (according to Sandoval County Assessor records)

Scott Goff, stated that the reason for the lot line adjustment is due to a lot line that is running through the middle of the existing home. Mr. Goff also stated that the planning department requested a cleanup of the lot line prior to getting a building permit.

Commissioner Quintana requested clarification on what Mr. Goff meant by clean up.

Mr. Goff then stated that the best way to handle this was to change the lot line from its current direction running North to South, to the proposed direction of East to West.

Ms. Shumsky stated that Mr. Goff was correct, that this would be the most ideal fix.

Commissioner Quintana made a motion for approval of SumP 20-003, a RePlat of Gardenspot Addition Block 2, Lots 1 & 2, located in Township 13 North, Range 4 East, Section 31, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, zoned R-1A (Mixed Single-Family Residential) and containing approximately 0.2993 acres (according to Sandoval County Assessor records), based on the following conditions:

***Conditions:***

1. ***The surveyor shall indicate the accurate lot area on the plat.***
2. ***The plat shall be signed by the surveyor, property owner, and Town Public Works Director, prior to being signed by the planning commission chairman.***
3. ***The plat must be recorded in the office of the Sandoval County clerk, and two (2) copies as recorded and properly stamped by the Sandoval County Clerk must be provided to the Town of Bernalillo. An electronic copy of the recorded plat is also required.***
4. ***The plat must be recorded within 3 months after the date of approval, or the plat will become null and void.***

The motion was seconded by Commissioner Eichwald and it carried unanimously.

**Motion Carried – Item Approved.**

**PUBLIC HEARING: Item 6b) SumP 20-001 SUMMARY PLAT: Applicant – Western Hills Real Estate & Development (property owner)**, requests approval of a Re-Plat to create and dedicate drainage and access easements for the benefit of SSCAFCA, on property located at NM Hwy 528 NE, legally described as Lot 2, Venada Plaza Park, located in Township 13 North, Range 3 East, Section 36, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, zoned C-1 and containing approximately 6.1998 acres (according to the Sandoval County Assessor’s records).

Julian Garza of Western Hills Real Estate stated that this item has been approved by the Planning and Zoning Commission previously, and is being presented again because of an easement put around the arroyo to allow access for SSCAFCA.

Chairperson Duran questioned if there were any plans for construction.

Mr. Garza stated that there are no plans for construction currently, possibly by Summer 2020.

Commissioner Montaño made a motion to approve a SumP 20-001, a Re-Plat to create and dedicate drainage and access easements for the benefit of SSCAFCA, on property located at NM Hwy 528 NE, legally described as Lot 2, Venada Plaza Park, located in Township 13 North, Range 3 East, Section 36, New Mexico Principal Meridian, Town of Bernalillo, Sandoval County, New Mexico, zoned C-1 and containing approximately 6.1998 acres (according to the Sandoval County Assessor’s records), based on the following conditions:

***Conditions:***

1. ***The plat shall be signed by the surveyor, property owner, and Town Public Works Director, prior to being signed by the planning commission chairman.***
2. ***The plat must be recorded in the office of the Sandoval County clerk, and two (2) copies as recorded and properly stamped by the Sandoval County Clerk must be provided to the Town of Bernalillo. An electronic copy of the recorded plat is also required.***
3. ***The plat must be recorded within 3 months after the date of approval, or the plat will become null and void.***

The motion was seconded by Commissioner Moreno and it carried unanimously.

**Motion Carried – Item Approved.**

**PUBLIC HEARING: Item 6c CUP 19-007 CONDITIONAL USE PERMIT (deferred from 1/7/20 meeting): Applicant - Zach Snyder, on behalf of Russco Properties LLC and other property owners,** requests approval of a Conditional Use Permit for Apartments on or effecting all or portions of Lands of C DE BACA Subdivision Lot B1, Nazcon Subdivision Phase 2 Lots 3A, 3B, 4A, 4B, 5A, 5B, 6 and 7, and a portion of Sandoval Lane, located south of US Hwy 550 in Township 13 North, Range 4 East, Section 30, New Mexico Principal Meridian, Sandoval County, New Mexico, zoned C-1 and containing approximately 15.23 acres (according to Sandoval County Assessor records).

Staff recommended deferral of this item because the applicant had not yet provided the required site plan.

The applicant was not in attendance for this item.

Commissioner Quintana made a motion to defer this item to a later unspecified date.

The motion was seconded by Commissioner Moreno and it carried unanimously.

**Motion Carried – Item Deferred Indefinitely.**

**PUBLIC HEARING: Item 6d) PP 19-001 PRELIMINARY PLAT (deferred from 1/7/2020 meeting): Applicants - Zach Snyder and Philip Lindborg (property owners),** request approval of a Preliminary Plat for the creation of 69 lots for residential development and a drainage pond on or effecting all or portions of Nazcon Subdivision, Phase 2, Tract A, Tract 8A, Tract 9A, Parcel B and an existing 50’ private unnamed road, located off Sheriff’s Posse Road in Township 13 North, Range 4 East, Sections 30 and 31, New Mexico Principal Meridian, Sandoval County, New Mexico, zoned R-2 and containing approximately 10.123 acres (according to Sandoval County Assessor records).

The applicant requested deferral of this item because they were not yet able to provide updated plans and application information.

The applicant(s) were not in attendance for this item.

Commissioner Eichwald made a motion to defer this item.

The motion was seconded by Commissioner Lepore.

**Motion Carried – Item Deferred Indefinitely.**

**COMMISSION BUSINESS: Item 7) Department Updates:**

**a. Department & Projects Updates:**

• Zoning Ordinance Update (Ord. No. 310) proceeding to Town Council for public hearing and possible adoption on Feb. 10, 2020.

• Staff continue to respond to verbal, walk-in and electronic requests.

• Piedra Lisa Subdivision is complete.

• Subdivision Regulations Update – ongoing

• Comprehensive Plan Update – getting quotes through MRCOG

**• Building Permit Activity: January 2020**

The Certified Building Official issued the following permits:

3 Residential (new construction), 1 Residential (addition), 1 re-roof, 2 carports, 2 solar panel systems, 3 MH placements. A total of $9,337.77 in permit fees were collected.

• **Code Compliance: January 2020**

The Code Compliance Officer sent 32 Notices of Violation,

Opened 13 New Cases, Re-opened 0 Cases, Closed 74 Cases and had 4 cases go to Court. There are currently 97 Open cases.

**b. Home-based Business Report**: January 2020

1. Bookkeeping at 112 Lermuseaux Lane

**c. Next Meeting/s:** Regular Meeting **– March 3, 2020**

**The March 3rd meeting will be held at the Museum (Old Library) located at 118 Calle Malinche**

**ADJOURNMENT: Item 8)**

There being no further business, Commissioner Eichwald made the motion to adjourn the meeting at *6:56 P.M.* The motion was seconded by Commissioner Montaño and it carried unanimously.