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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 **AUGUST 5, 2008**

8 The Planning & Zoning Commission of the Town of Bernalillo met in Regular Session  
9 within the laws and rules of the Town on August 5, 2008 at 6:30 pm.

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11 Commissioner Debbie Kilfoy, Chairman  
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14 **Applicants / Members of Public Signed In:**  
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16 Patrick St. Cin            Bob Gorrell  
17 Dennis Rodriguez       Orin Safier  
18 Samuel Barrett        Teresa Morrison  
19 Matthew Calabaza      Mary Kwapich (sentinel)  
20 James Pike              Brannon Porch  
21 Michael Laine  
22 Gary Gritsko

23  
24 The Planning & Zoning Assistant (Margaret Valdez), and Others, were also  
25 present but not signed in.  
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28 **1. CALL TO ORDER**  
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30 Chairman Kilfoy called the meeting to order at 6:30 pm, and led those attending  
31 in a recitation of the Pledge of Allegiance.  
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34 **2. ROLL CALL**  
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36 Commissioner Debbie Kilfoy            Present  
37 Commissioner Teresa Young           Present  
38 Commissioner Hazel Dameron        Not Present  
39 Commissioner Tom Wilson            Present  
40 Commissioner Georgina Chavez       Present  
41 Commissioner Cipriano Montoya      Present  
42 Commissioner Robert Satriana       Present  
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44 A quorum was present.  
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**3. APPROVAL OF AGENDA**

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

The Chairman entertained a motion to approve the Agenda as is. Commissioner Young so moved. Commissioner Chavez seconded the motion. All voted aye. The motion was carried.

**4. APPROVAL OF MINUTES**

The Minutes for July 8, 2008 were submitted for approval. The Chairman called for corrections. Proposed corrections were: Page 2, Line 18, should be Chairman Kilfoy; Page 2, Line 44, space between Russell and described, un-capitalize described; Page 3, Line 7, Delete “the”; Page 3, Line 20, add east after just; Page 3, Line 38 & 39, Commissioner Chavez made the motion to deny, Commissioner Wilson seconded; Page 3, Line 39 & 40, the request was denied due to lack of representation at two separate meetings; Page 4, Line 21 Commissioner Wilson motioned to table the request, Commissioner Chavez seconded the motion; Page 4, Line 34, misspelled “several”.

The Chairman entertained a motion to approve the minutes of June 10, 2008 as amended. Commissioner Chavez so moved. Commissioner Wilson seconded the motion. All voted aye. The motion was carried.

**5. REPORTS**

a) **Next Meeting**

Ms. Valdez informed the Commission that their next regular meeting was scheduled for September 2, 2008 all Commissioners voiced their assent.

**6. ACTION ITEMS**

- a) **Conditional Use Permit –Home Based Business- Office (STC Enterprises, Inc.-Patrick St. Cin, agent):** Applicant requests approval of a Conditional Use Permit for a Home Based Business, Office, at the property located at 434 Avenida C’De Baca.

1 The Chairman introduced the item to the Commission, and asked the applicant to  
2 present their request. The applicant briefly described the nature of his business: he  
3 worked alone in an office out of his home, no traffic would be at his home or  
4 signs, and he did most of his work at the site and used the office mainly for billing  
5 and computer work. A brief general discussion by the Commission ensued.  
6

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

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11 b) **Conditional Use Permit – Home Based Business- MTZ Trucking (Dirt Hauling) (Victor**  
12 **Martinez):** Applicant requests approval of a Conditional Use Permit for a Home Based  
13 Business, MTZ Trucking, at the property located at 1005 Sawmill Road.  
14

15 The Chairman introduced the item to the Commission, and asked the applicant to  
16 present their request. No one was present to represent the application. A brief  
17 general discussion by the Commission ensued.  
18

19 The Chairman entertained a motion. Commissioner Wilson motioned to deny the  
20 request due to lack of representation for two separate meetings. Commissioner  
21 Wilson seconded the motion. All voted aye. The Motion to deny was carried.  
22

- 23 c) **Conditional Use Permit – Home Based Business- Placement Agency(Internet) (Michael**  
24 **Laine):** Applicant requests approval of a Conditional Use Permit for a Home Based Business,  
25 Placement Agency(Internet), at the property located at 1139 San Augustin.  
26

27 The Chairman introduced the item to the Commission, and asked the applicant to  
28 present their request. The applicant briefly described the nature of their request.  
29 He explained that all work would be done over the internet and through mail  
30 correspondence. No traffic/customers would be at the home. No signage would be  
31 put up and the affects on the neighbors would be minimal if any. A brief general  
32 discussion by the Commission ensued.  
33

34 The Chairman entertained a motion. Commissioner Young motioned to approve  
35 the request with the condition that the applicant obtain approval from the Home  
36 Owner’s Association (HOA). Commissioner Chavez seconded the motion. All  
37 voted aye. The motion to approve was carried.  
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- 40 d) **Conditional Use Permit –Home Based Business- On-Site Computer Repair(Office) (Sam**  
41 **Barrett & Dennis Rodriquez):** Applicant requests approval of a Conditional Use Permit for a  
42 Home Based Business, On-Site Computer Repair, at the property located at 227 Griego  
43 Lane.  
44

45 The Chairman introduced the item to the Commission, and asked the applicants to  
46 present their request. The applicants briefly described the nature of their request.  
47 They are using a room in the home for an office; their business will be conducted  
48 at the customer’s home or site. There would be very minimal traffic if any. No

1 outside storage of materials or signage visible. A brief general discussion by the  
2 Commission ensued.

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

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8 e) **Conditional Use Permit – Home Based Business- Investment Company (Teresa**  
9 **Morrison):** Applicant requests approval of a Conditional Use Permit for a Home Based  
10 Business, Investment Company, at the property located at 1036 Cristanos Dr.

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12 The Chairman introduced the item to the Commission, and asked the applicant to  
13 present their request. The applicant briefly describe the request, the home would  
14 be used as an office only. All meetings wit customers would be handled at a  
15 different location. No signage or traffic would be visible at the home. A brief  
16 general discussion by the Commission ensued.

17  
18 The Chairman entertained a motion. Commissioner Wilson motioned to approve  
19 the request with the condition that the applicant obtain approval from the Home  
20 Owner’s Association (HOA). Commissioner Satriana seconded the motion. All  
21 voted aye. The motion to approve was carried.

- 22  
23 f) **Summary Plat – Re-Plat (Erik Olson (Placitas West Assoc.) – Alpha Professional, agent):**  
24 applicant requests approval of a Summary Plat for a Re-Plat of Lots A & B, Lands of Placitas  
25 West Associates.

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27 The Chairman introduced the item to the Commission, and asked the applicant to  
28 present their request. Mr. Gritsko, the applicant’s agent, briefly described the  
29 nature of their request. They are requesting to re-plat the two lots in order to  
30 accommodate the changes to the new FEMA flood map. They want to make the  
31 lots more accessible for residential use. A brief general discussion by the  
32 Commission ensued. Some of the concerns of the commission were building  
33 encroachments on the arroyo at the north end of the property.

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35 The Chairman entertained a motion. Commissioner Young motioned to approve  
36 with that condition that a 20 ft, minimum, setback from the arroyo be maintained  
37 through the building process. Commissioner Wilson seconded the motion. All  
38 voted aye. The motion to approve was carried

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41 **7. DISCUSSION ITEMS**

42 Discussion items were presented and a general discussion by the commission  
43 ensued.

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45 **8. ADJOURNMENT**

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47 The Chairman entertained a motion to adjourn. All voted aye. Motion carried and  
48 meeting adjourned at 7:38pm.