

AGENDA

FOR THE REGULAR MEETING OF THE CITY OF BELEN PLANNING AND ZONING COMMISSION, STATE OF NEW MEXICO, COUNTY OF VALENCIA TO BE HELD ON TUESDAY THE 25th OF JUNE 2018 AT 6:00 PM IN THE COUNCIL CHAMBERS AT CITY HALL, 100 SOUTH MAIN STREET, BELEN, NEW MEXICO 87002.

ALL P & Z COMMISSION MEETINGS ARE VIDEO AND AUDIO RECORDED.

A COPY OF THE AGENDA MAY BE OBTAINED FROM THE OFFICE OF THE CITY OF BELEN PLANNING & ZONING DEPARTMENT.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGENCE

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

Minutes of April 30, 2018

Minutes of May 14, 2018

6. PUBLIC COMMENT 3 MINUTE PRESENTATIONS: If more time is needed for presentation, please ask to be scheduled on the next agenda.

7. PUBLIC HEARING WITH POSSIBLE ACTION

a. SWEARING IN OF PARTICIPANTS

- b. REQUEST TO AMEND A CONDITIONAL USE** for the purpose of temporarily parking and RV and use this RV as a living quarter at 904 Didier Ave.: **DOLORES QUINTANA.**
LEGAL DESCRIPTION: Township 5 North, Range 1 East, Section 13, Map 100, Didier Addition, Lots 1-6, Block 3, containing .39 acres.

8. DISCUSSION

Comprehensive Plan

9. INFORMATIONAL ITEMS

- a. Communication from the Commission and Staff

10. ADJOURNMENT

RESPECTFULLY SUBMITTED

/s/

Lisa R Miller, Planning & Zoning

Administrator

cc: Mayor & City Council
News Bulletin

Belen Chamber of Commerce
Belen Recreation Center

Belen Public Library
Belen City Hall



JERAH R CORDOVA
MAYOR
LEONA VIGIL
CITY MANAGER

CITY OF BELEN
100 SOUTH MAIN STREET
BELEN, NEW MEXICO 87002
(505) 966-2746
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WAYNE GALLEGOS
CITY COUNCIL
DAVID CARTER
CITY COUNCIL
RONNIE TORRES
CITY COUNCIL
FRANK ORTEGA
CITY COUNCIL

**CITY OF BELEN
PLANNING & ZONING COMMISSION MEETING
MINUTES
JUNE 11, 2018**

Vice Chair Pete Armstrong called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:01 p.m.

PRESENT: Chairman Steve Ethridge
Vice Chair Pete Armstrong
Commissioner Gordon Reeves
Commissioner Claudine Montano
Commissioner Jim Lardner

CITY STAFF: Steven Tomita, Economic Development
Lisa R Miller, Planning & Zoning Administrator

OTHERS: Dolores Quintana, Citizen

APPROVAL OF THE AGENDA

Commissioner Claudine Montano moved to approve the agenda as is.

Commissioner Gordon Reeves seconded the motion.

Motion carried.

APPROVAL OF THE MINUTES

Minutes of April 30, 2018

Vice Chairman Pete Armstrong moved to approve the Minutes of April 30, 2018 as read.

Commissioner Gordon Reeves seconded the motion.

Motion Carried.

Minutes of May 14, 2018

Vice Chair Pete Armstrong moved to approve the Minutes of May 14, 2018 as corrected.

Commissioner Jim Lardner seconded the motion.

Motion carried.

Minutes of May 29, 2018

Commissioner Claudine Montano moved to approve the Minutes of May 29, 2018 as read.

Vice Chair Pete Armstrong seconded the motion.

Motion carried.

PUBLIC COMMENT – 3 MINUTE PRESENTATIONS

Dolores Quintana suggested that they include the pledge of allegiance to the New Mexico flag at the beginning along with the US Flag. It goes like this, "I pledge allegiance to the flag of New Mexico and the Zia symbol of perfect friendship among united cultures."

DISCUSSION

Belen Comprehensive Plan

Lisa Miller informed the Commission that Steven Tomita went out on the web and found a template for a Comprehensive Plan written by somebody from the state, to give us an idea as to what the state requires in a Comprehensive Plan. It also shows how vague some areas are. It is very general when it needs to be more specific.

Chairman Steve Ethridge said that it is a guideline for the City and developers, of what we would like to see to make Belen a better place.

Vice Chair Pete Armstrong said that it was also a funding document. The State has certain requirements that you have in place for funding. If you do not have them in place you will not be able to qualify for funding. In the documentation that was provided in the packets, there is a list of specific things that the State is looking for in a Comprehensive Plan. Even with the things that the State is wanting to be done, it does not speak to accountability, implementation of how you measure this. These are things that he feels should go into the Comprehensive Plan. If he was a City Manager and wanted the status on the various documents, where would he go to concerning these documents and who is accountable for the accomplishments called out in the document. He counted approximately 12 different documents that were mentioned at previous meetings, in the meeting minutes, and feels that they should go into these documents and see what needs to be included in the Comprehensive Plan to make it a more complete document.

Chairman Steve Ethridge said that he would certainly like to see some type of measuring of success for these documents but he does not know who would be in charge of monitoring that. He does not know if the Commission has the ability to do that.

Vice Chair Pete Armstrong said he does not know why the Commission doesn't.

Lisa Miller said that we do, and mentioned the implementation plan of the Queen Creek Plan where it specifies who or which department is the one to implement that item. This is why Steven Tomita wants an implementation plan included in the Comprehensive Plan.

Vice Chair Pete Armstrong said that if the Commission is going to put all this effort into amending the existing Comprehensive Plan, then they need to make it a working document where we know who is doing what and how its success would be measured.

Commissioner Claudine Montano said that the existing Comprehensive Plan is so old and so outdated that this really needs to be done. Things have really changed since the document was written. They do not have Peralta or Rio Communities as an incorporation, they need to add photos and locations of more trails that exist now, the News Bulletin only comes out once a week now, and there are several more that need to be updated.

Ms. Dolores Quintana said that they need a backup to the backup, in other words, when you have something in front of you, you need to ask, what does the State have, what does this other department have and does the document in front of you refer to this. She was on the School Board and they had to do this.

Chairman Steve Ethridge asked the Commission if they were willing to take this task on.

Vice Chair Pete Armstrong said he does not know of who else can. It may not be that we do all the work but we know where to assign the work that has to be done.

Commissioner Jim Lardner said that it makes sense that you have all these departments incorporate their plans into the Comprehensive Plan. As Commissioners they need to go over the documents from the different departments, review them and then incorporate them into the Plan. Each department should also be involved with this process.

Commissioner Gordon Reeves said that we will need to identify all of the departments first before we get started.

Lisa Miller said that the City of Belen does not have a lot of individual departments, some are combined. Each department does more than just one thing.

Vice Chair Pete Armstrong said that if you read the information in the packet, it spells out eight different categories. One is implementation, one is public facilities, etc. and what the Commission can do is start with these twelve different categories and then match it up with what we feel is the best area to put it in the Comprehensive Plan.

Commissioner Claudine Montano said that this document sat on a shelf somewhere and is going to be a lot of work to update it. Will it be used as it should when we are done or is it going to go back on the shelf and all our work is worth noting and we just wasted our time.

Lisa Miller said it has basically sat on a shelf is because it did not have any accountability or implementation. It did not say who needed to be working on what within what timeframe. That is one of the main things that Steven Tomita wants to be put in this plan.

Vice Chair Pete Armstrong said that there has been a lot of thought that has gone into the existing one, plus a lot of money, and for it to just sit there on a shelf is almost near criminal.

Chairman Steve Ethridge said that what is done is done and we are here to make it a better document.

Vice Chair Pete Armstrong said that if we do not come up with a decent Comprehensive Plan, there are big funding issues involved. It could be as much as 50K from the State plus 25 from the City for developmental plans. That is a lot of money.

Chairman Steve Ethridge said that it behooves us to as much of the work as we can to make so that we do not spend an additional funds on this.

Vice Chair Pete Armstrong feels that this will be a major step for Belen.

Chairman Steve Ethridge said that at the next meeting they have one applicant and they will be working on the Comprehensive Plan for months, so he would like to start taking things a chapter at a time.

Vice Chair Pete Armstrong suggested that they should go through the eight categories that are in the State Statutes and look at the different Plans that correlate with those categories. Each Plan like the Downtown Materplan, the Affordable Housing Plan, the Strategic Growth Plan, and integrate those into the Comprehensive Plan. He asked where those plans were and what the status of those plans. He mentioned several other plans and said that they are the kinds of things that need to be put up against the Comprehensive Plan and where they go in the State requirements.

Commissioner Gordon Reeves said that is what the Commission is going to be doing. They have to segregate and put a list together what the plans are so that they can start the updates.

Ms. Quintana said that you need to have an inventory on what each department has and what they need as far as that Asset Management Plan is concerned.

Lisa Miller said that the City is already working on an Asset Management Plan. She said it can also affect funding that the City can apply for.

Vice Chair Pete Armstrong said that there is something that is driving him crazier and that is that he hasn't seen any of what the explanation of the different colors on the fire hydrants means.

Lisa Miller said that the different colors means different pressures each hydrant has.

Ms. Quintana asked if the City has an organizational plan.

Lisa Miller said that the City does have an organizational chart.

Chairman Steve Ethridge told the Commission to start bring their copy of the Comprehensive Plan with them to the meeting so that they can start going over it.

INFORMATIONAL ITEMS

a. Communication from the Commission and staff

Lisa Miller informed the Commission that the plans for the Yucca Veterinary Plans, the Total Eyecare Plans, and two home that are going into De La Reina have all been reviewed and released to be submitted to CID for building permits. She told the Commission that a couple of weeks ago she fell and that is why she is walking very slowly and uses a cane every now and then.

Commissioner Jim Lardner said that he has remodeling his kitchen and you do not realize how old you are until you start a project like this and how you ach after each day you work on it. His business has been very busy.

Vice Chair Pete Armstrong said that he is trying to get the old house back is shape again. He is doing a little of this and a little of that and is trying to get his yard back in shape.

Chairman Steve Ethridge said that life was good and wished President Donald Trump a happy birthday.

ADJOURNMENT

There being no further business to come before the City of Belen Planning & Zoning Commission, Commissioner Gordon Reeves moved to adjourn.

Commissioner Claudine Montano seconded the motion.

Motion carried.

The regular meeting of the City of Belen Planning & Zoning Commission adjourned at 6:42 p.m.

Chairman Steve Ethridge

ATTEST: _____
Lisa R Miller, Planning & Zoning Administrator

City of Belen
100 South Main Street
Belen, NM 87002
(505) 864-8221

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to the public and all parties of interest that the Belen Planning and Zoning Commission will conduct a public hearing to hear a **REQUEST FOR CONDITIONAL USE** for the purpose of temporarily parking an RV and use this RV as a living quarters at 904 Didier Ave., Belen NM 87002: **Dolores Quintana.**

LEGAL DESCRIPTION: Township 5 North, Range 1 East, Section 13, Map 100, Didier Addition, Lots 1-6, Block 3, containing .39 ac.

You are further notified that this public hearing will be held on **Monday, June 25, 2018 at 6:00 P.M.**, in the Council Chambers at City Hall, 100 South Main Street, Belen, New Mexico 87002. Any person having objections or wishing to be heard should make such protest to the Commission at the above stated date and time or write comments to the Planning and Zoning Commission, 100 South Main Street, Belen, New Mexico 87002.

Property owners within 100 feet excluding public right-of-way of said tract desiring to comment may write to the City of Belen Planning & Zoning Department at 100 South Main Street, Belen nm 87002

LEGAL NOTICE POSTED: June 7, 2018

S TENTH ST

DIDIER AVE

S NINTH ST

Conditional Use Request



911

901 901

922

916

904

917

907

905

901

306

855

851

837

835

838

221

221

310

312

818

325

325

325

325

**CITY OF BELEN, NEW MEXICO
APPLICATION FOR CONDITIONAL USE**

REGULAR

SIX MONTHS

NOTE: The following conditional uses are limited to six months duration, at the end of which time such use must be reviewed and a new permit granted in order for it to be continued:

- Amusement Parks, Carnival, Circus. Conditional use in any A-R, C-1 or M-C zone.
- Dwelling, Temporary Watchman or Caretaker. Conditional use in all zones.
- Offices, Temporary (Real Estate Sales, Etc. Conditional use in all zones.
- Flea Markets. Conditional use in C-1 and M-C zones only, subject to district regulations and any supplementary regulations or special condition imposed by the Planning & Zoning Commission.

✓ Applicants Name: Dolores Lola Quintana Phone: _____
Address: 904 Didier Ave Belen, New Mexico 87002
Authorized Agents Name: _____ Phone: _____
Address: _____

Address of Property: 904 Didier Ave Belen, New Mexico 87002
Block and Lot: 1-16 BK 3 Addition: Didier Addition
Tract Number: _____ Map: 100
Total acreage in Tract: _____
Number of Dwellings: 1 home, 1 garage, 1 shed. Density/Acre: .39 ac
Zoning of Property: R-1 Present Use: Residence

APPLICATION REQUIREMENTS

The following material must be provided by applicant.

- Filing fee payment of **\$150.00**
- Letter of transmittal, state nature of request, include name of applicant and address where conditional use is requested.
- Affidavit of ownership
- Scaled drawing of property indicating location of structures, on-site parking and points of access to public streets

The Applicant must also do the following:

- ✓ Post and maintain one or more signs on the premises involved at least fifteen days prior Public Hearing Date and remove such signs within five days after Public Hearing Date.

NOTE: Failure to do so is grounds for deferral or denial of this application.

Accompanying this application are the above listed requirements for the proposed Conditional Use. I have examined and am familiar with the zoning regulations of the present zone and the requested Conditional Use. I understand that the City of Belen will not assume any liability for a possible lack of understanding on my part.

Signature of Applicant

Date

THIS APPLICATION REQUIRES A PUBLIC HEARING BY THE PLANNING & ZONING COMMISSION

Planning and Zoning Commission Meeting Date: 6-25-18 Approved/Disapproved: _____
FEE PAID: \$150 RECEIPT NO.: 9.003398 DATE: 6-4-18

OWNERS AFFIDAVIT

STATE OF NEW MEXICO)
COUNTY OF VALENCIA) SS
CITY OF BELEN)

We,
I Dolores Quintana
(Please PRINT name in full)

being duly sworn, depose and say that (I am) (we are) the owner(s) of property located at
904 Didier Ave., for which (I am) (we are)
(Address)

requesting a (Zone Change, Special Use Permit, Variance, Conditional Use, Annexation, Appeal)

Conditional Use through the City of Belen. Furthermore, (I) (we) hereby appoint
N/A of N/A as our agent to act in our

behalf on all matters pertaining to the processing of this application.

Dolores Quintana
Signed

904 Didier Ave
Address

Belen, New Mexico 87002

505 - 274 - 5891
Phone

Subscribed and sworn to before me this 30 day of May, 20 18.

Lisa R Miller
Notary

My Commission Expires:

9-18-21



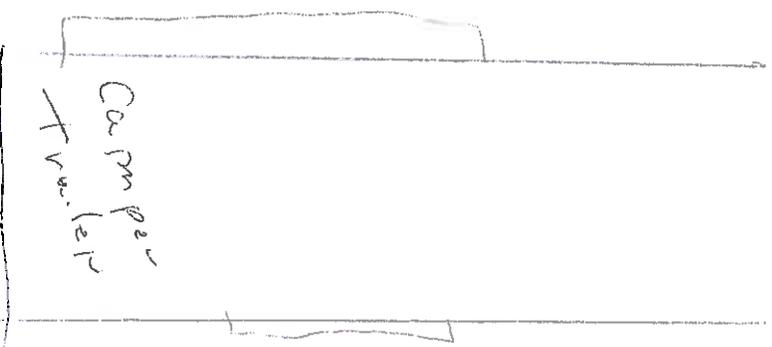
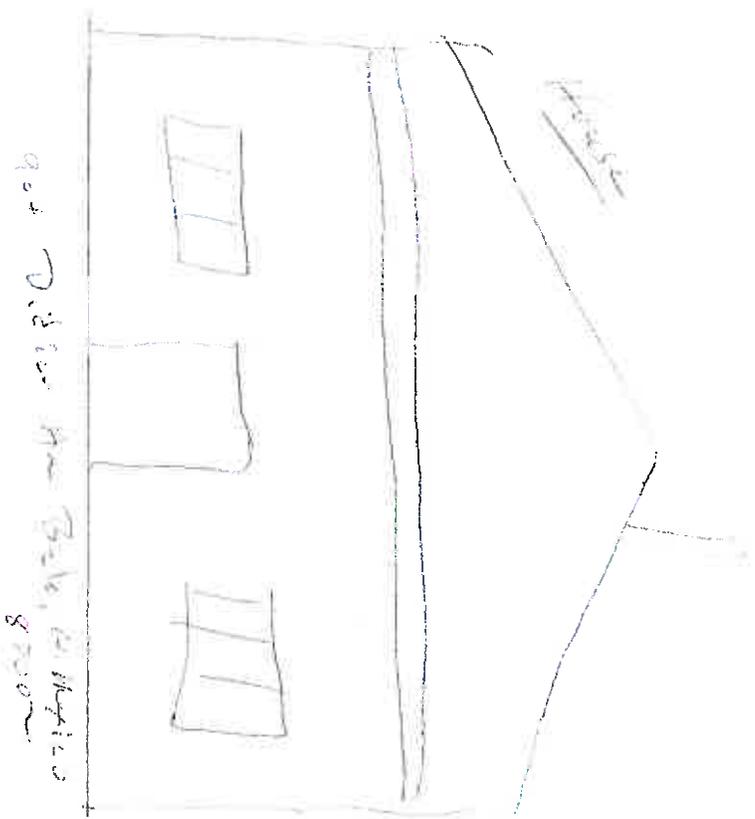
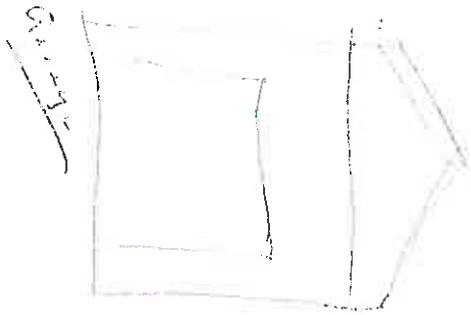
May 30, 2018

Temporary housing for granddaughter, her
baby and husband.

There are no Campsites Available
for us here in Belton all of them are
full.

We will have to wait awhile before
any openings occur.

Dolores Lolo Pundara



side wall

Street Diner



917

916

DIDIER AVE

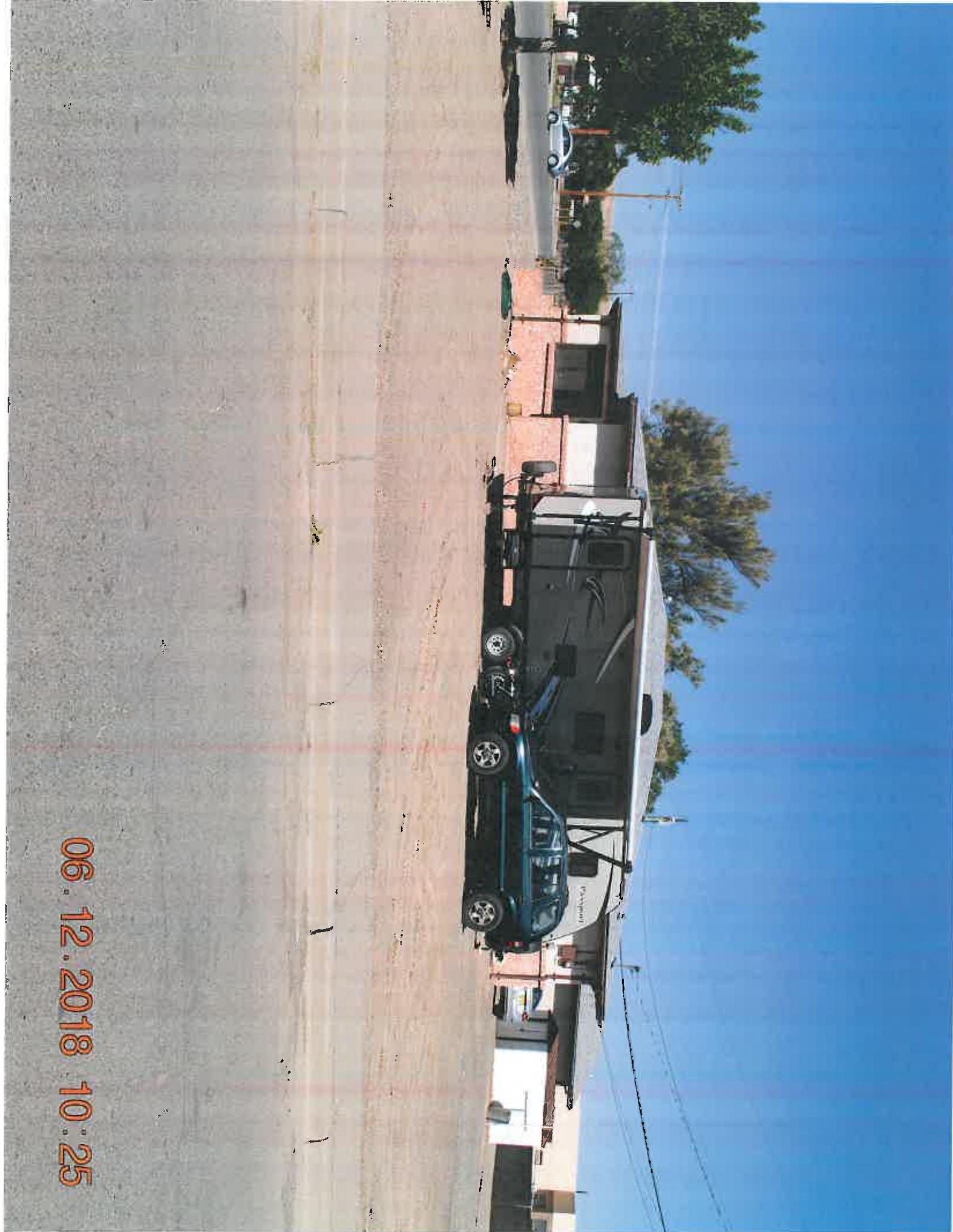
904

RVK

901

S NINTH ST

838



06.12.2018 10:25



CODE ENFORCEMENT
607 BECKER AVENUE
BELEN, NEW MEXICO 87002
(505) 966-2689 • FAX (505) 966-2689
www.belen-nm.gov

NOTICE OF MUNICIPAL CODE VIOLATION

“OFFICIAL NOTICE”

May 25, 2018

Lola Quintana
904 Didier Ave
BELEN, NM 87002

RE: Property located at 904 Didier Ave. Belen, NM 87002

Legal Description: Subd: DIDIER ADDITION Lot: 1 THRU 6 Block: 3 0.39 ACRE MAP 100

Dear Property Owner,

This letter is to inform you that the travel trailer you have parked on the side of your home at 904 Didier Ave is in violation of city of Belen ordinances. Please see ordinance violations listed below.

The Code Enforcement Department performs regular inspections of your community. On behalf of the City of Belen, I would like to make you aware of the violation referenced below that was noticed in my last inspection.

While it is neither the intention nor the desire of the City to cause residents expense or inconvenience, it is the responsibility of the Code Enforcement Department to enforce the City of Belen Municipal Code for the benefit of all property owners and residents. Therefore, I am asking your cooperation in correcting the violation **ON OR BEFORE June 4, 2018.**

Should you have any questions regarding this matter, please contact Dwayne Pena at 505-966-2689. You can find a copy of the City of Belen Municipal Code at:

https://www.municode.com/library/nm/belen/codes/code_of_ordinances

If this violation has already been corrected, please accept our thanks and disregard this notice.

City Of Belen Municipal Code 15.10. Section 17.16.020 - Accessory Uses.

- B. Storage of a boat, camper, trailer, or other recreational vehicle as long as such boat, camper, trailer, or vehicle is not used as a dwelling or additional living quarters and is not connected to utilities. The boat, camper, trailer or vehicle must be stored in a rear or side yard.

CORRECTIVE ACTION REQUIRED/PLEASE DO THE FOLOWING:

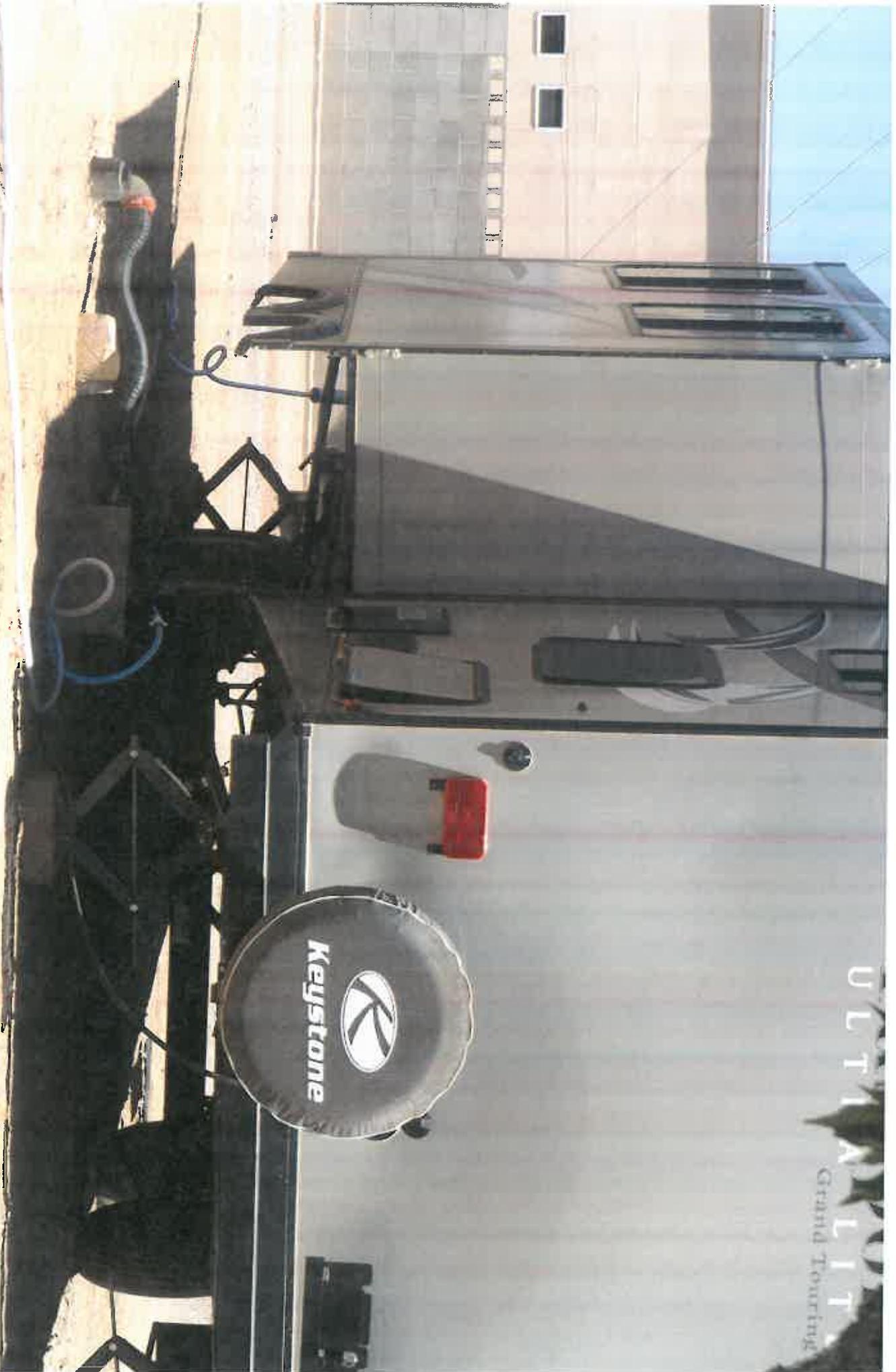
- **TRAVEL TRAILER PARKED ON SIDE OF HOME NEEDS TO HAVE ALL ELECTRICAL, WATER AND SOUR DISCONNECTED FROM IT.**
- **NOONE SHOULD BE LIVING IN TRAVEL TRAILER.**
- **SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THIS OFFICE.**

106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Thank you for helping to keep our city safe and beautiful,

Questions about this notice can be directed to:

Dwayne Pena – Code Enforcement Officer – dwayne.pena@belen-nm.gov - 505-966-2689



5/24/2018 11:04

ULTRA LITE
Grand Touring



5/24/2018 11:04

5/24/2018 11:05

904

...
XFINITY
HOME





JERAH R CORDOVA
MAYOR
LEONA VIGIL
CITY MANAGER

CITY OF BELEN
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CASE REPORT

June 19, 2018

CONDITIONAL USE REQUEST

Location: 904 Didier Ave., Belen NM 87002

SITE DATA

Existing Use: Residential

Lot Size: .39 acres (16,988 Sq. Ft.)

Direction	Zoning	Existing Land Use
North	R-1	Magistrate Court
East	C-1	Beauty Salon
South	R-1	Single Family Residential
West	R-1	Single Family Residential

*See attached zone map.

REQUEST

The applicant is requesting a Conditional Use to temporarily park an RV to be used as living quarters at the above referenced location.

Conditional Use Requirements:

1. Type of Conditional Use requested and why
2. Affidavit of ownership
3. Location of Conditional Use request.
4. A map showing the location of structures, on-site parking and point of access to public streets

STAFF FINDINGS

1. The surrounding area consists of single-family residential lots on the West, South, and North sides. The property on the East side is Commercial.

2. Located on the East side is a Beauty Salon. On the North Side is the Magistrate Court. All other surrounding area consists of single-family residential homes.
3. This lot is on the corner of Didier and S Ninth St. It also has two off-road accesses, one on Didier and one on S Ninth St. There is plenty of parking for the home and the RV
4. The RV is located on the East side up close to the home and does not affect any clear site issues.
5. It is a temporary request until they can find a local RV park space to rent.



Conditional Use Request

C-1

R-1

R-4

SNINTHST

WCASTILLOAVE

DIDIERAVE

STENTHST

WCASTILLOAVE