

**AMENDED 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 MONDAY THE 10<sup>th</sup> OF SEPTEMBER 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 ALLEGEANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**  
Minutes of August 27, 2018
- 6. PUBLIC COMMENT 3 MINUTE PRESENTATIONS:** If more time is needed for presentation, please ask to be scheduled on the next agenda.
- 7. DISCUSSION**  
Comprehensive Plan
- 8. INFORMATIONAL ITEMS**
  - a. Communication from the Commission and Staff
- 9. 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



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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  
AUGUST 27, 2018**

Vice Chair Pete Armstrong called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:00 PM.

**PRESENT:** Chairman Steve Ethridge  
Vice Chair Pete Armstrong  
Commissioner Claudine Montano

**ABSENT** Commissioner Gordon Reeves  
Commissioner Jim Lardner

**CITY STAFF:** Lisa R Miller, Planning & Zoning Administrator  
Brian McBain, City Clerk

**APPROVAL OF THE AGENDA**

Commissioner Claudine Montano moved to approve the Agenda as presented.

Vice Chair Pete Armstrong seconded the motion.

Motion Carried.

**APPROVAL OF THE MINUTES**

The minutes of August 13, 2018 were read.

Vice Chair Pete Armstrong moved to approve the minutes of August 13, 2018 as read.

Commissioner Claudine Montano seconded the motion.

Motion carried.

**PUBLIC COMMENT – 3 MINUTE PRESENTATIONS**

There were no public comments.

### **DISCUSSION**

City Clerk/Treasurer Brian McBain informed the Commission that he was there to speak to the Commission on the Open Meetings Act. The Open Meetings Act was adopted on March 19, 2018 with Resolution 2018-06. This must be done per State Law. The Commission has to do the 78 hour notification of any meeting, whether it is a regular meeting or a special meeting. One of the main things is that a notice needs to be placed in the paper and a few other places. Every time that there is a Quorum there has to be a notice to the public of a possible quorum. Anytime they have three or more that meet it is considered a quorum. This is because if business is discussed the public need to know, what, when and where. Even if it is attending the Council Meeting they need to publish a notice. They also need to be aware that emails also count the same way. They are considered a rolling quorum. He informed the Commission that if Lisa was not available he would help in any questions or notices. It is just for the Councils' and the Commissions' protection.

### **Comprehensive Plan**

Chairman Steve Ethridge informed the Commission that they had left off at page 8 and were now going from page 9 to page 20.

Vice Chair Pete Armstrong asked if he could make some general suggestions. One of the things that he has noticed over and over again is that the numbers from one table to another do not match up and he would hope that the numbers that they use add up especially for the categories are the same from table to table.

Chairman Steve Ethridge said that he wonders how many of the tables they actually need. He wonders how exact they really are.

Vice Chair Pete Armstrong said that he agrees. He is not against using the 1999 numbers because it gives us a baseline go to forward, but with the addition of the current information it adds a tremendous amount of difference to the size of this document.

It was discussed that the tables may be needed in some situations but that there seems to be more than is needed. They thought that the tables would be less looked at but the graphics would get more attention. The graphics needs to be larger so that they can be easily read. They talked about removing tables and leaving the graphics to make the document size smaller. They asked if all of the demographic information that the document contains came from the Census.

Lisa Miller said that it does. She said that the information that she gave them the last time came from the Census. The Census has a lot more information available on their website.

The bottom paragraph on page 10 contains information the graduation rates within the City and the County and they talked about which it is, is it one or the other. They spoke about the education level not including the trade schools and the two year associate programs and feel that they need to be included. It was suggested that the local trade schools and colleges be contacted to see if this information is available so that it can be included. All kinds of education opportunities are available. One of the things that they discussed was putting better definitions on the header sections of the tables. Some of them are not very informative and leave you with more questions than answers. Some of these tables make no sense at all. The ethnic table is one of those. They also thought that there should be a statement concerning the Census not accounting

for all the areas of educational levels above the High School level. They feels this should be added to the document where appropriate. On page twelve they discussed the Nativity and Migration for 2000 table in figure 4 and does that mean for the year 2000 or does that mean for 2000 people. They felt that there was a conflict with the second chart with the header of Place of Residence in 1995 pie chart under the title of Figure 4. On the first pie chart they did not know what Native, Outside the United States even meant. They want that removed. One page 13 in the second paragraph, in the last sentence where it says the stable mirroring the steady growth, does not make any sense. They felt that you cannot have mirroring and stable growth in the same sentence. They decided to eliminate the last part of the sentence where it starts off with the work mirroring. They discussed the fact that they are going to have to pull all this information out of the Census data and place it into some form of understandable format and some did not feel that it should be the responsibility of the P & Z Commission but the responsibility of the City because they know more about that than they do. They will need to be reaching out to the different departments for this information. They spoke of that fact that the purpose of the demographics is for any prospective company wishing to come to Belen would need this kind of information. They also suggested that on page 14 in Table 8, a column be added titled Total Units. They also questioned what Other Housing Units means. Table 9 on page 15 is very unclear. Some of the charts are good but most of the charts are confusing but some are to the point that they are not really needed. The numbers on the Labor Force and Employment table do not match. They felt that if the charts are going to use these numbers that they should at least match with other like charts especially when it comes to the totals. The meanings on the titles of these charts are not clear and need to be defined better. They asked if there was a way to get a sample of the previous census form used so that they could review the questions that were asked. On the chart that references the industries for the residence is not clear. Does the number refer to the number of jobs, the number of people, and what does it mean. The numbers in the paragraphs leading up to the chart do not necessarily match what is reflected in the charts. These things need to be better defined. The numbers on the household income need to be more accurate. The numbers shown in the chart do not reflect what is out there. There is a lot of money to be made in this area. The average incomes are within the \$24,000 to \$35,000 a year. Some of the categories need to be combined. There has to be better data than from the 1994 information given. The last sentence needs to be removed on the last paragraph on page 19. The table on page 20 should be divided into two different tables. The general fund is for businesses and the general fund subtotal is for city services. A few of the categories need to be better defined.

Vice Chair Pete Armstrong asked Brian if there was a way that he could get a copy of the City's budget and a line chart of the Organizational Structure. He has been asking for it and it has not been provided. With what they are doing the organization chart and the budget will need to be available for some of the Comprehensive Plans information.

Brian McBain said that he would get that for him.

Chairman Steve Ethridge said that the next 10 pages need to be reviewed for the next meeting.

#### **INFORMATIONAL ITEMS**

Lisa Miller said that Steven Tomita did convert the Comprehensive Plan document into a word document so that they could edit on their own but the conversion caused some little glitches and she is working to get them cleared up. It will have to be emailed to them in two different files due to the size of it. Five more home plans from Westway Homes have been submitted and approved.

Vice Chair Pete Armstrong asked if the reviews on these plans and others that will be coming in get easier to review.

Lisa Miller said that they would and that she checks for setbacks, landscaping and a few other things. If it is for a home she is the only one who reviews it but if it is for a new business, etc. she has the fire department, the water department, the road department and John Best review them also. I am giving each department a certain time period to review them so that they do not set on our table for any length of time. She informed them that Dr. Detrichs new building will be starting soon.

Commissioner Claudine Montano said that she was called and told that Ms. Lala Quintana has not disconnected the sewer line from the City. She also asked about the lots that are located across from the Travel Lodge.

Lisa Miller said that she would check this and take appropriate action.

Vice Chair Pete Armstrong said that there is a project that is looking to go into the airport and he is thinking that the property owner is hoping that maybe he could sell those lots with the increased interest in the area. There are a lot a people positioning themselves to make some money off of this.

**ADJOURN**

There being no further business to come before the City of Belen Planning & Zoning Commission, Vice Chair Pete Armstrong moved to adjourn.

Chairman Steve Ethridge seconded the motion.

Motion carried.

The regular meeting of the City of Belen Planning & Zoning Commission adjourned at 7:15 p.m.

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Chairman Steve Ethridge

**ATTEST:** \_\_\_\_\_  
Lisa R Miller, Planning & Zoning Administrator