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**WAYNE GALLEGOS**  
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CITY COUNCILOR  
**FRANK ORTEGA**  
CITY COUNCILOR

**CITY OF BELEN**  
**PLANNING & ZONING COMMISSION MEETING**  
**MINUTES**  
**JULY 27, 2015**

Vice Chair Steve Ethridge called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:15 p.m.

**PRESENT:** Vice Chair Steve Ethridge  
Commissioner Claudine Montano  
Commissioner Debbie Thompson

**ABSENT** Chairman Tom Greer  
Commissioner Gordon Reeves

**CITY STAFF:** Steven Tomita  
Lisa R Miller, Planning & Zoning Administrator  
Ralph Jaramillo, Water Department Supervisor  
Chief Dan Robb, Police Chief

**PLEDGE OF ALLEGEANCE**

Vice Chair Steve Ethridge lead the Pledge.

**APPROVAL OF AGENDA:**

Commissioner Claudine Montano moved to approve the Agenda as amended.

Commissioner Debbie Thompson seconded the Motion.

Motion Carried.

**APPROVAL OF MINUTES:**

The Minutes of the Regular Meeting of July 27, 2015 were reviewed.

Commissioner Claudine Montano moved to approve the minutes.

Commissioner Debbie Thompson seconded the motion.

Motion carried.

### **DISCUSSION/REVIEW**

#### **a. Belen Boundary-New area**

Lisa Miller informed the Commission that the information provided in their packet included a list of all accounts, with the City Water Department, that were not inside the City limits was included to give them and Idea as to how many their actually were. She said that Ralph was present to answer questions that the Commission might have about the cost and feasibility of water and sewer lines in the areas that they had discussed annexing into City Limits.

The Commissioners moved over to the table that had the map on it.

Ralph Jaramillo informed the Commission where the water lines were and how big they were. He also informed them where the sewer lines were and where they ended. He then informed them that there were some areas that would need to have a lift station put in to function correctly, and the cost of this.

After some discussion and questions for Ralph, the area they suggested for annexation was decided on. Lisa will produce the map with the areas that they have decided on shaded, to present to the Council.

#### **b. Possible Alley Blocking of the Alley next to City Hall**

Chief Dan Robb informed the Commission that he would like the alley next to City Hall blocked off, at least behind the Police Station. They have had some problems with traffic and incidences there. He spoke with the employees at the Health Department and they had no objection. They could use the entrance/exit on Becker and go through the City parking lot to get to theirs.

Lisa Miller said that there have been accidents one Main Street where the alley exits, due to the fact that you cannot see the oncoming traffic if there is anyone parked in front of the Trembly Building. You have to actually go out into the oncoming lane to see if anything is coming.

Steven Tomita said that they both need to be discussed.

Chief Dan Robb said that he thinks that the rest of the alley needs to be a one way alley coming in off of Main St. This part need to be going the same direction as Becker Ave. If anyone needs to exit they can use Becker Ave to do so.

Steven Tomita said that when the Chief came to speak to him about this he was not sure if the alley could be turned into a one way alley. He got on the internet and said that there are many communities that are changing the alleys into one way to improve the traffic flow and for safety.

Commissioner Debbie Thompson said to make it clear, that the alley coming off of Main would be one way and where it is behind the Police Station would be completely blocked off.

Chief Dan Robb said yes it would not be a thoroughfare alley.

Commissioner Debbie Thompson asked if this will now be presented to the Council.

Steven Tomita said no, this is just a discussion at this time. We will need to advertise it as a Public Hearing then send it on to the Council with our recommendation.

Vice Chair Steve Ethridge said that if we can't help our Police then we cannot expect much in return.

Steven Tomita said that it needs to be on the next agenda and asked Lisa if there was enough time to advertise it.

Lisa Miller said that being the paper only comes out one a week, it is too late to get it in the next paper. It needs to be advertised at least 15 days from the Hearing Date. It will have to be placed on the Agenda for the September 14<sup>th</sup> meeting. She will see that it is.

**c. Zoning Ordinance Review**

Steven Tomita said that there was nothing to really do on this tonight, but when we started on going through the Zoning Ordinance it was a mutual decision to hold off on some of the revisions until the Downtown Master Plan was completed and the update for the Comprehensive Plan, because the Zoning Ordinance needs to reflect these Plans. There are some issues that have come up and we need to up and the Mayor has suggested that we go into the Zoning Ordinance and find the areas that are in conflict with one another, has a lack of requirements like the landscaping section of the Ordinance. That part has the requirement of planting trees but it does not say what kind and how big they need to be. These are the areas that need to be changed at this time and then when our Master Plan and the Comprehensive Plan are completed, we can go from the beginning and make all the revisions that need to be done. He has asked the Commission to read through the Ordinance and find these areas so that we can remedy some of these issues.

After some discussion the Commission decided to read the whole thing at one time and see how many issues they find. If there are a lot of them they will break it down into sections.

This matter will be placed on the Agenda for the first meeting in September.

**OPEN COMMENTS/REQUESTS**

Commissioner Debbie Thompson asked if the City was spraying for mosquitoes.

Lisa Miller said to get with Marcia Amaro in the water department to find out when they are spraying and what areas.

Commissioner Claudine Montano said that she received a call concerning Pigs somewhere on Wisconsin.

