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**CITY OF BELEN
PLANNING & ZONING COMMISSION MEETING
MINUTES
JANUARY 25, 2016**

Vice Chair Steve Ethridge called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:30 p.m.

PRESENT: Chairman Tom Greer
Vice Chair Steve Ethridge
Commissioner Claudine Montano
Commissioner Gordon Reeves

ABSENT: Commissioner Debbie Thompson

CITY STAFF: Steven Tomita, Economic Development Services
Lisa R Miller, P & Z Administrator

PLEDGE OF ALLEGENCE
Steven Tomita led the Pledge.

APPROVAL OF AGENDA:
Commissioner Claudine Montano moved to approve the Agenda.

Commissioner Gordon Reeves seconded the Motion.

Motion Carried.

APPROVAL OF MINUTES:
The Minutes of the Regular Meeting of January 11, 2016 were reviewed.

Lisa Miller informed the Commission that a correction had been made. The correction was the changing of the name below the signature line. It was changed to reflect who was acting Chairman at the time and that was Vice Chair Steve Ethridge.

Commissioner Gordon Reeves moved to approve the minutes with the correction.

Commissioner Claudine Montano seconded the motion.

Motion carried.

DISCUSSION/REVIEW

Zoning Ordinance Review

Steven Tomita informed the Commission that they need to start where they had left off.

Lisa Miller informed them that was at the Non-Conforming use 17.52. There were no comments on this so they went to the Landscape Regulations. She suggested that the Commission add the size of tree required.

After some discussion it was decided the along Main St and Downtown overlay Zone a 2 caliper (Two Inch) tree and on any other a 1 caliper (One Inch) tree. It was also suggested that any shrubs, etc should be a 1 gal size. There were several wording changes done in the Landscape Regulations that will be incorporated into a corrected version to be reviewed at another meeting before being sent to Council. The charge for a plan review was discussed and a change was suggested of \$30.00.

Steven Tomita said that we need to check with the State Statutes to find out if there is a limit on the charge for a review with the State.

The next topic of discussion was the Off-Street Leading requirements. 17.56.020. There were some changes that will be incorporated. Many of the requirements for this have changed Federally and with the State. This will need to be researched and compared with these changes before we review it.

The next topic of discussion was the Sign Ordinance. Sidewalk overhanging signs were discussed. Some contradictory elements were removed. Banners were discussed. Freeway signs were discussed because of height and square footage issues. There is a lot of freeway frontage that can be utilized by these signs. This will also help bring people off the freeway and into town. Portable signs were discussed. A flat fee for all signs was discussed due to the fact that 72 Sq ft is not much and a total of a cumulative area of 500 sq ft is not much for a strip mall. Lisa is to check with other communities.

The next topic of discussion was the Wireless Telecommunications Facilities – 17.59.

Vice Chair Steve Ethridge asked if the acronym WTF is correct and suggested it be changed due to the fact that it is throughout the section.

It was decided that the staff would find out if the Federal Agency has a different acronym or if that is the proper acronym. Some changes were done to the wording in some areas. The rest of it

