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**CITY OF BELEN
PLANNING & ZONING COMMISSION MEETING
MINUTES
MAY 26, 2015**

Vice Chair Steve Ethridge called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:00 p.m.

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

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

APPROVAL OF AGENDA:

Commission Claudine Montano moved to approve the Agenda.

Commissioner Debbie Thompson seconded the Motion.

Motion Carried.

APPROVAL OF MINUTES:

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

Commissioner Debbie Thompson moved to approve the minutes.

Commissioner Claudine Montano seconded the motion.

Motion carried.

DISCUSSION/REVIEW

Belen Boundary-New Area

Lisa Miller informed the Commission that the maps that were provided have where the water lines and sewer lines are and their sizes. She asked the Commission to define the areas that they felt should be considered for annexation.

Chairman Tom Greer said that one of the discussions at the training in Albuquerque involved this type of issue. It was a general consensus that it is better to annex vacant, undeveloped land than to annex existing residents. The reason being it is more expensive to provide utilities to existing residents than it is to vacant land.

A discussion followed as to what was a reasonable time period to provide utility services to residents or existing businesses.

Steven Tomita informed the Commission that the City Council is unwilling to wait for an extended period of time before providing those services. He informed the Commission that they would need to go into an Executive session to discuss what was said in the Executive session that he had with the City Council on this issue.

Commissioner Steve Ethridge asked if we would need an engineer for this.

Steven Tomita said that he has been directed to develop a phasing plan for the first go around, which includes cost estimates, time estimates, etc. on each section of annexations that occur.

Chairman Tom Greer said that he would like to focus on the airport area and suggested that one of the biggest problems with an airport expansion and the increased usage it would bring into the area, is having residential land around it that you have no control over, developing right next to it. Taking a bigger area around the airport would give us the ability to protect the area and control the development around the airport.

Commissioner Debbie Thompson said that she has a few questions on the comments that the Council might have had and suggested that the Commission go into an Executive session to discuss this.

EXECUTIVE SESSION

Chairman Tom Greer made the motion to move into Executive Session.

Commissioner Debbie Thompson seconded the motion.

Motion carried.

The P & Z Commission went into Executive Session at 6:10 PM.

Chairman Tom Greer moved to return to a Public Meeting.

Commissioner Debbie Thompson seconded the motion.

Motion carried.

The P & Z Commissioner went back into a Public Meeting at 6:26 PM.

No Action was taken.

DISCUSSION/REVIEW CONTINUED

Chairman Tom Greer asked the Commission which map they wanted to work on.

They decided on the S Main area first, and then they would go to the Airport area.

Steven Tomita asked which way does the topo go, North or South.

Chairman Tom Greer said that as a general rule it runs North to South which is, higher on the North, lower on the South.

Steven Tomita said that this would mean that the City would have to spend at least \$150,000 for a lift station to serve the residents of the area. They would also have to replace the existing 1 ½" water line with a 6" line.

Commissioner Steve Ethridge said that there is a lift station located near Cannon Rd.

There was a discussion on which would be the best for S Main St area.

Steven Tomita explained the four ways to annex properties into the City. One is for the property owner to petition for annexation. Another one is we (The City) petition them and ask them if they would like to come into the City, then if 51% of the owners in that territory agree then it would go to the Council for approval. We can go through arbitration, which requires a seven member Board, three from the City, three from the territory being annexed and a neutral party to act as the judge. The petition is taken to the County, then the County holds an election for the Annexation Board members, then it is treated as an arbitration, just like it is done with the Courts. The County would be doing the work for the election but the petitioner would be the one to pay for all of it. The other way is thru a Municipal Boundary Commission. This involves petitioning the state, who then holds public hearings, then they make the final decision. Again the City would have to pay for all. In this case if there were any property owners who did not agree with the annexation they would then appeal the decision of the Municipal Boundary Commission with District Court.

Chairman Tom Greer said that he would rather knock on doors and have the majority agree then go through all of that.

Steven Tomita said that taxes would go up, Belen has a 5.512 Mill Levy that is added to the other taxes that the county has.

Chairman Tom Greer asked if there was a way to waive some of that for businesses that wish to come into the City, at least some of it.

Steven Tomita said that he did not know but would look into it.

They then decided on where they thought the City should annex on S Main St. After deliberation the territory was decided on Commissioner Gordon Reeves moved to send this map with the proposed boundaries drawn, to the City Council for review.

Commissioner Debbie Thompson seconded the motion.

Motion carried.

The Commission then reviewed the airport area.

Commissioner Steve Ethridge asked if someone who owns property out by the airport wants to bring in a mobile home to live in, what would the City be able to do.

Steven Tomita said that the City would not let them. There are two things to keep in mind. He is mailing in the application for the grant money for the Comprehensive Plan and when they do the Comprehensive Plan they will be planning the boundary, the land uses, etc. of how the City wants itself to grow, and what they would like to see happen in the future and how they will achieve it. He said that we also have a three mile radius around our boundary where we have some control on how we would like to see growth happen. The State has been asking the County and the City to get together and plan this.

Chairman Tom Greer said he would like to see the City annex more land up by the airport so that they have more control.

They proceeded to discuss where the proposed boundary should be.

Commissioner Gordon Reeves moved to send the proposed boundary map with the proposed boundary drawn to the City Council for review.

Commissioner Debbie Thompson seconded the motion

Motion carried.

Architectural Design Requirements

Steven Tomita informed the Commission that he needs to get more information for them but did provide a couple of documents and wanted to see if they developed any kind of feeling from this information and where we need to go from here. He asked if they had any questions.

Commissioner Debbie Thompson said that it was confusing and she feels that it needs to be broken down into sections.

Steven Tomita said that they do not want to do that. They need to establish a general architectural guideline and then add extra for areas like Becker or Main. You need an overall guide.

Chairman Tom Greer said that the examples that they received are really detailed and feels that since we do not have a building department, in the City, that it is to detailed.

Steven Tomita said that they were just examples of what he was involved with in a couple of places. Use them as guidelines only.

Chairman Tom Greer said that he would like to bring this back at a later time to give him time to try to simplify it.

Steven Tomita said that CID only enforces the building and not the architectural aspects.

Chairman Tom Greer said that we do not have a department to handle this.

Steven Tomita said that we do and it is the Planning Department.

Chairman Tom Greer asked if it was available in a PDF file or a word document so that they could modify it on their own computers.

Steven Tomita said that he would get them to the Commission. You need to create an overall design standard and then take areas, like Becker or Main, to put more specific guidelines.

Commissioner Debbie Thompson said if you look at different parts of Belen, there is such diversity. It was very confusing when she first read it but, after it was explained, it makes more sense now.

Steven Tomita said that Belen has a wide diversity and you need to look at that, but you want it in harmony.

