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

Chairman Tom Greer 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, Development Service Manager

**OTHER:** Ruth Castillo

**PLEDGE OF ALLEGENCE**

Commissioner Gordon Reeves led the Pledge.

**APPROVAL OF AGENDA:**

Commissioner Claudine Montano moved to approve the corrected Agenda..

Commissioner Gordon Reeves seconded the Motion.

Motion Carried.

**APPROVAL OF MINUTES:**

The Minutes of the Regular Meeting of October 28, 2015 were reviewed.

Commissioner Gordon Reeves moved to approve the minutes.

Commissioner Claudine Montano seconded the motion.

Motion carried.

**PUBLIC HEARING WITH POSSIBLE ACTION**

**A. Downtown Master Plan and Redevelopment Plan**

Steven Tomita asked the Commission if they had reviewed the copy of the Downtown Master Plan that was provided in their packets. If there are any comments, corrections, suggestions that they would like to discuss it needs to be done here. The Master Plan is scheduled to be presented to the Council for discussion on November 2, and then up for adoption on November 16. The Master Plan has to be adopted by December according to the funding deadline. He explained the area that this Plan involves. Once this areas is designated as a Redevelopment area the City is then open for additional funding sources.

Chairman Tom Greer said that he has been working on this extensively. All the items that he was concerned about have already been addressed. Both the Main Street Group and the Chamber of Commerce have been presented a copy of the plan for approval. Both have approved it and have been very supportive of this plan.

Vice Chair Steve Ethridge said that it was very wordy but seems to make sense. He feels that the Harvey House should be included into the top 3 projects listed.

Steven Tomita said that the Harvey House is now under the Library and it is a continuing project. The Library has ways to secure funding for the Harvey House.

Chairman Tom Greer said that the Transportation Plan and the Hotel Plan will both help the Harvey House.

Steven Tomita said that in this Master Plan they have referred to visioning, standards, etc. The original idea behind this Master Plan is to come up with the standards that the Commission is working on now.

Commissioner Debbie Thompson moved to send the Master Plan and Redevelopment Plan to Council with the Commissions with the recommendation for approval.

Commissioner Gordon Reeves seconded the motion.

Vote was as follows:

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

Motion Carried.

## **DISCUSSION/REVIEW**

### **Airport Overlay Zone**

Steven Tomita provided the Commission with more information on a Airport located in Scottsdale Arizona Airport and the Phoenix-Mesa Arizona Gateway Airport. He wanted to show them what some Airports have done as far as the Airport itself. It does include some development standard, but these only deal with the airport itself. It does not deal with the surrounding areas, which is what we will be doing. The FAA rules have changed to be more restrictive within the airport and their required buffer zones. The Phoenix-Mesa Gateway Airport did pass an Airport Overlay District Ordinance, which he provided a copy of, that distinguishes the area that the Airport affects. The FAA also has a overlay zone for the airports. This is what we will be basing a lot of our Airport plans on.

Chairman Tom Greer suggested a few changes that need to be done due to the fact that the document is not up to the current standards.

Steven Tomita said that these are just examples. We can use them as reference when coming up with our own Airport development Plan.

Commissioner Gordon Reeves asked what the size of the largest aircraft that our airport can handle.

Steven Tomita said with the new runway it would be 160,000 pound plane, which would be a small cargo plane and charter jets. The military will also be using the airport for practice missions. They will be flying low for most of this.. We want all parties involved to be involved with the process of this Airport Plan. This includes the Military, the County, the Airport Manager, etc. We need to come up with design standards but we will also need to come up with an application form for anything that will be done within this Airport overlay zone. Another things that is very important is the sample disclosure document. All who develop in that area will have to sign a disclosure statement saying that they are aware of the Airport impacts on the area. The existing homes will also be notified that this document needs to be signed. With the new runway going in at the airport the City needs to address this now. This Airport Plan needs to be in place before the area developed any further. The first thing that needs to be done is to create the Airport Overlay Zone then into the guidelines. All of our Ordinances need to be reviewed. We need to do this with all of our Ordinances.

Chairman Tom Greer said that some things have already come up on our Ordinances and asked if this was a good way to address some of these issues.

Steven Tomita said that it was. It is not just the airport it is all of the Ordinances and some of them need our attention at this time. These things need to be simple corrections because if you make them to complex it will tear the Community apart. One such issues is a Crematorium.

Chairman Tom Greer said that the biggest issue with that one was the fact that it was going to be placed close to a park and a neighborhood and the fact that we actually have no specific regulations for a Crematorium.

Steven Tomita said that the first thing to do is to work on the existing Zoning Ordinance and make the quick changes that need to be done and then go into the more complicated area like the Airport Plan, which can be done at the same time.

