

VILLAGE OF BOSQUE FARMS

Post Office Box 660
Peralta, NM 87042

1455 West Bosque Loop
Bosque Farms, NM 87068

Phone: (505) 991-6611
Fax: (505) 505-869-3342
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Michael Baber, Chair

Commission:
Sharon Eastman
Dan Garrison
Joe J Hale
William Richardson

DRAFT AGENDA PLANNING AND ZONING COMMISSION

THE PLANNING & ZONING COMMISSION OF THE VILLAGE OF BOSQUE FARMS
WILL HOLD ITS REGULAR MEETING ON MONDAY, AUGUST 3, 2026 IN THE
COUNCIL CHAMBERS, 1455 WEST BOSQUE LOOP, BOSQUE FARMS, NM AT
6:30PM.

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT FOR NON-AGENDA ITEMS

(Comments are limited to 3 Minutes, time cannot be distributed to peers in attendance)

5. REVIEW & TAKE ACTION ON JULY 6, 2026 MINUTES

6. HEARING FOR PROPOSED ORDINANCE CHANGES:

- a. Amendment to Zoning Code Sign Ordinance
- b. Amendment to Property Maintenance 7-1-13
- c. Amendment to Zoning Code to add RV Park to C-1 Special Use Permits

7. DEPARTMENTAL REPORTS

8. CHAIR & COMMISSION REPORTS

9. ADJOURNMENT

34
35 **TIME AND PLACE OF NEXT MEETING**

36 THE NEXT MEETING OF THE VILLAGE OF BOSQUE FARMS PLANNING & ZONING
37 COMMISSION WILL BE HELD ON **MONDAY, SEPTEMBER 7, 2026.**

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39 **PLEASE NOTE:** *The Planning & Zoning Commission may revise the order of the agenda items*
40 *considered at this Open Meeting. If you are an individual with a disability who needs a reader,*
41 *qualified sign language interpreter, or any other form of auxiliary aid or service to attend or*
42 *participate in the hearing or meeting, please contact the office of the Village Clerk at (505) 991-*
43 *6611 at least three (3) calendar days prior to the meeting. Public documents including the*
44 *agenda and minutes can be provided in digital or hardcopy format. The Village of Bosque Farms*
45 *strictly prohibits any form of unlawful discrimination based on race, color, religion, gender*
46 *identity, sexual orientation, sex, national origin, age, disability, or political affiliation in any*
47 *program, activity, or service sponsored by the Village. Contact the office of the Village*
48 *Clerk/administrator for more information*

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52 Planning and Zoning Administrator

Draft Minutes

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DRAFT MINUTES PLANNING AND ZONING COMMISSION

THE PLANNING & ZONING COMMISSION OF THE VILLAGE OF BOSQUE FARMS
HELD ITS REGULAR MEETING ON MONDAY, JULY 6, 2026 IN THE COUNCIL
CHAMBERS, 1455 WEST BOSQUE LOOP, BOSQUE FARMS, NM AT 6:30PM.

1. CALL TO ORDER & ROLL CALL

All Commissioners Present

2. PLEDGE OF ALLEGIANCE

Commissioner Hale

3. APPROVAL OF AGENDA

Motion to approve: Commissioner Eastman Second: Commissioner Hale Vote to approve: unanimous

4. PUBLIC COMMENT FOR NON-AGENDA ITEMS

(Comments are limited to 3 Minutes, time cannot be distributed to peers in attendance)

5. REVIEW & TAKE ACTION ON MAY 4, 2026 MINUTES

6. DISTRIBUTION OF PROPOSED ORDINANCE CHANGES:

- a. Amendment to Zoning Code Sign Ordinance
- b. Amendment to Property Maintenance 7-1-13
- c. Amendment to Zoning Code to add RV Park to C-1 Special Use Permits

Short discussion about why the amendments are being proposed.

7. DEPARTMENTAL REPORTS

Action Planning and Zoning Manager (APZA): Possible Code Enforcement Officer discussion.

8. CHAIR & COMMISSION REPORTS

Discussion about possible violations in the Village and that there might be a Code Enforcement officer to help with enforcement.

35 9. **ADJOURNMENT** 7:40

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Planning and Zoning Commission Chair

Proposed Amendment Sign Ordinance

§ 10-1-20 Signs and outdoor advertising devices.

A. Special definitions. For the purpose of this section, the following definitions shall apply:

ANIMATED SIGN

Any sign that uses movement of light or change in the lighting to depict action or create a special effect or scene, within the sign face.

AUXILIARY SIGN

A sign which provides specific information such as direction, price, sales information, hours of operation, or warning and does not include information regarding product lines or services. Examples of such signs include the following:

- (1) Signs identifying the building contractor or future tenant of a building under construction;
- (2) Real estate sale or lease signs and real estate directional signs;
- (3) Signs used by gasoline retailers to display prices of gasoline as required by law;
- (4) Signs which direct but do not obstruct the flow of traffic in or out of drives, parking areas and buildings; and
- (5) Signs which advertise an approved subdivision, its buildings, or individual parcels for sale.

BANNER

Any sign printed or displayed upon cloth or other flexible material, with or without frames.

BUILDING-MOUNTED SIGN

A sign entirely supported by a building in the following manner: a wall sign, which is applied or mounted flush to any exterior surface of a building; and signs affixed to a marquee, awning, or canopy of a building. A building-mounted sign shall not project beyond the overall silhouette of the building.

DIRECTIONAL SIGN

Any sign limited to directional messages such as "enter" or "exit." Logos and business names are permitted as needed to complete the directional message.

FREESTANDING SIGN

A sign attached to an independent supporting structure, which is not an integral part of a building.

ILLUMINATED SIGN

Any ~~nonmoving, nonflashing~~ sign which has characters, letters, figures, designs or outlines illuminated by an artificial light source.

INDIRECT LIGHT SOURCE

A light that does not proceed straight to any object.

INFORMATIONAL SIGN

Any sign of identification or of informational nature bearing no advertising.

OFF-PREMISES SIGN

Any sign that is not physically located on the premises to which the sign refers.

ON-PREMISES SIGN

Any sign that is physically located on the premises to which the sign refers.

PENNANT

Any lightweight plastic fabric, or other material, including balloons, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series, designed to move in the wind.

PORTABLE SIGN

Any sign which is mounted or transported on a trailer or similar structure, with or without wheels, and not permanently attached to the ground or any structure.

READER BOARD

A sign that is designed so that characters, letters, or illustrations can be changed or rearranged without altering the face or the surface of the sign. A reader board shall be a building-mounted, freestanding, or portable sign; and can include electronically changing text messages.

SIGN

Any display to public view ~~of letters, words, numerals, figures, statues, devices, emblems, logos, pictures, or any parts or combinations thereof~~ designed to inform,

~~or~~ advertise or promote merchandise, services, or activities ~~except for the~~ The following, ~~which~~ shall not be included in the application of regulations herein:

- (1) National, state, or locally recognized commemorative symbols, flags, plaques, or historical markers (Note: The use of the flag of the United States of America is regulated under federal law, specifically the Flag Code, Public Law 94-344, which limits the use of the flag and does not allow it to be used for advertising.);
- (2) Signs or official notices required by law or signs of a duly constituted governmental body or agency;
- (3) Merchandise and pictures or other devices describing products or services when incorporated in a window display; and
- (4) Signs ~~placed by a public utility posted~~ for the health, safety, welfare, or convenience of the public.

SIGN FACE

The net geometric area enclosed by the display surface of the sign and which encompasses the outer extremities of all letters, characters and delineations of the sign. On any two-sided sign, only one sign face is counted in computing the sign's area.

SPOTLIGHT

A strong beam of light that illuminates only a small area, used especially to center attention on an object.

STREET BANNER

A sign intended to be stretched across and hung over a public roadway.

TEMPORARY SIGN

A sign ~~which is~~ designed to attract attention or announce a public event, ~~community activity, civic or religious event, political campaign, business promotional event or other such signs~~ which are erected for ~~a limited time period thirty (30) days or less.~~

B. Sign permits. The following provisions apply to all zone districts within the Village of Bosque Farms:

- (1) No person ~~shall~~ may erect a sign within Bosque Farms without first applying for a sign permit on a prescribed application form available from the Planning and Zoning Administrator/Officer. A permit will not be required for the following ~~exceptions~~:

- (a) All signs or devices exempted by definition in this section (refer to the definition of "sign" in Subsection A above);
 - (b) Professional name plates erected flush to building walls with a sign face not exceeding four square feet;
 - (c) Signs upon a motorized vehicle, provided that any such vehicle with a sign face over 10 square feet is not used in a manner to avoid the provisions of this Section 10-1; nothing herein prevents such a vehicle from being used for a bona fide delivery and other vehicular purposes;
 - (d) Temporary holiday decorations, except temporary street banners;
 - (e) On-premises real estate signs with a sign face not exceeding 10 square feet;
 - (f) Any renovation or content changes to the sign face, but not changes in dimension, location, or height;
 - (g) ~~Political signs not to exceed 32 square feet;~~
 - (h) Signs which only display local time and temperature, not exceeding 36 square feet;
 - (i) ~~Signs painted on the exterior surface of a building or structure. Wall signs shall not exceed 100 square feet or exceed 30% of the wall space, whichever is greater, in which the business or activity is housed. Wall signs shall be limited to advertise the business within the building or retail space, and products produced or sold by that business; and~~
 - (j) Signs used by ~~local, registered nonprofit~~ organizations at Village recreational facilities for advertising businesses supporting the organizations, ~~not exceeding 36 square feet per sign~~, will be the responsibility of the respective nonprofit organization.
- (2) Applications for a sign permit shall be accompanied by an administrative fee and shall include the following information:
- (a) Name and address of the sign owner or sign lessee ~~(if any)~~;
 - (b) Name and address of owner (or agent if applicable) of the building or premise to which the sign refers;
 - (c) A drawing showing the design, dimensions, and construction of the proposed sign or signs, along with a site plan and/or building elevation drawing showing the location or placement of the sign or signs;

(d) Signature of the applicant for the sign permit; and

(e) Signature and written permission of the landowner for off-premises signs.

(3) If the Planning and Zoning Administrator/Officer determines that any sign permit which has been issued does not comply with the information supplied on the permit application form, or that the permitted sign is in violation of any other provisions of this Section 10-1, then the Planning and Zoning Administrator/Officer shall notify the sign or building owner of such violation. Written notice shall be sent to the applicant of the sign permit, sign owner, and building owner by certified mail, return receipt requested. If the violation is not corrected within 30 days following the date of such written notice, then the permit shall be terminated. Thereafter, a new permit application and fee shall be required in order to reinstate the permit. If no application is made to reinstate the terminated permit, the Planning and Zoning Administrator/Officer is authorized to remove or cause removal of such sign or signs in violation of this Section 10-1, and any cost incidental thereto shall be assessed and paid by the sign owner or owner of the building or structure.

(4) Any sign existing prior to the effective date of this Section 10-1, and which is not in violation of any preexisting Village sign regulations, and which also possesses a sign permit issued by the Village, shall be allowed to remain under this Section 10-1.

C. General provisions. The following general provisions apply to all signs within the Village of Bosque Farms:

(1) No sign shall exceed 20 feet in height, as measured from the grade to the highest part of the sign or its supporting structure;

(2) Any sign located at a roadway intersection shall comply with the restrictions stated in this Section 10-1 regarding the vision clearance necessary within the designated triangular space on a corner lot (see § 10-1-50);

(3) No sign or portion thereof shall be placed within a dedicated public right-of-way or a private ~~roadway~~ access easement;

(4) All signs shall be repaired and maintained in an appropriate and safe manner. Any sign deemed to be in disrepair by the Planning and Zoning Administrator/Officer shall be considered to be in violation of this Section 10-1; ~~and~~

(5) The following types of signs or advertising devices shall be prohibited within the Village of Bosque Farms:

(a) ~~Spotlights or beacons which do not illuminate a sign or which do not illuminate a building or parking lot for security purposes, provided such illumination does not adversely affect adjoining properties or roadways;~~

(b) ~~Portable swinger "A-frame" or sandwich board signs;~~

(c) ~~Signs attached to or painted on any tree, rock or other natural object, utility pole, standpipe, fire escape, or any other man-made object not intended to support a sign;~~

(d) ~~Sign structures with three or more sides containing sign faces; and~~

(e) ~~Signs which are or may become a physical hazard to the public.~~

D. ~~Regulations for business signs~~ Commercial Zone. The following regulations shall apply to all businesses, commercial activities, and services ~~throughout the Village of Bosque Farms~~. Nothing under this subsection shall inhibit the use of miscellaneous design features incorporated in the architectural scheme of a building.

(1) No more than two permanent, on-premises signs shall be allowed to advertise each business, commercial, or service activity.

(2) Solely on Bosque Farms Boulevard (NMSH 47), no more than one off-premises sign shall be allowed to advertise each business, commercial or service activity, provided the following conditions are met:

(a) Such signs may be either permanent or portable signs; and

(b) Such signs shall not exceed eight feet above ground level.

(3) One additional, portable sign shall be allowed on any lot.

(4) No sign face shall exceed 36 square feet, except as provided in Subsection D(10) below.[1]

(5) Signs may be illuminated and/or animated, but shall not move or emit sounds.

(6) One of the two permanent signs allowed for each business may be a freestanding sign, provided that only one such freestanding sign structure shall be allowed on any lot.

(7) One of the two permanent signs allowed for each business may be a reader board, provided the following conditions are met:

(a) The sign face shall not exceed 36 square feet in size;

(b) Such sign shall be on-premises; and

(c) Such sign may be illuminated by indirect source only; no spotlights shall be allowed.

(8) One of the two permanent signs allowed for each business may be an animated sign not to exceed 36 square feet in size.

~~(9) One nonilluminated sign is permitted for each home occupation, approved by the Village, provided that no such sign face shall exceed five square feet.~~

~~(109)~~ Buildings with multiple tenants, such as shopping centers, are allowed to have one freestanding sign, and tenants shall share space on the freestanding sign. The total combined sign face for buildings with multiple tenants shall not exceed 96 square feet, or 16 square feet per business, whichever is larger. The freestanding sign for multiple-tenant shopping centers shall not count toward the two allowable signs for each of the tenants in the shopping center.

E. RESIDENTIAL AND AGRICULTURAL ZONES

~~(1) Non-illuminated sign(s) are permitted for each approved home occupation per E(5), sign face shall exceed six (6) square feet.~~

~~(2) Signs shall not exceed eight (8) feet in height to the top of the sign.~~

~~(3) Auxiliary and temporary signs are allowed provided they meet the Village criteria as described in this section 10-1-20.~~

~~(4) Building mounted and reader boards are not allowed.~~

~~(5) Each property is limited to the following number of signs or public displays.~~

Less than one (1) acre	1 to 2 acres	More than 2 acres
1 sign	2 signs	3 signs

EF. Regulations for auxiliary signs. The following regulations for auxiliary signs shall apply to all zone districts, unless otherwise specified, within the Village of Bosque Farms:

(1) Signs related to the sale, lease, or development of real estate shall comply with the following regulations:

(a) One on-premises sign per lot frontage is permitted, provided that each sign face shall not exceed 10 square feet;

- (b) Off-premises signs directing or leading prospective buyers to real estate for sale or lease shall be limited to no more than six signs for each property, provided that no such sign face shall exceed five square feet;
 - (c) Signs promoting or advertising subdivisions for sale shall not have a sign face greater than 36 square feet; and
 - (d) All real estate signs shall be removed within 30 days after the property is sold or the project is completed.
- (2) One price sign per gasoline retailer is permitted, provided that no such sign face shall exceed 36 square feet;
 - (3) No private signs which direct traffic shall contain a sign face greater than five square feet; and
 - (4) Informational signs relating to business, commercial or service activities shall be on-premises signs, each limited to a sign face no greater than five square feet.

FG. REGULATIONS FOR TEMPORARY SIGNS. The following regulations for temporary signs shall apply to all zone districts within the Village of Bosque Farms:

- (1) Signs related to a political campaign prior to an election shall be permitted on any lot, provided the following conditions are met:
 - (a) Such signs shall not be placed more than ~~30~~60 days prior to the final day of voting designated as Election Day and shall be removed within ~~three~~ten ~~(10)~~ days following the election;
 - (b) The height of such signs shall not exceed eight feet above grade; and
 - (c) Written permission of the landowner shall be provided to the Planning and Zoning ~~Administrator~~Director/Officer before placing a sign on vacant or unoccupied property.
- (2) All other temporary signs, including pennants and balloons, ~~which are not related to a political campaign~~ will be permitted on any lot, provided that such signs shall not be displayed more than 30 consecutive days for each announced event. A sign permit, purchased on an annual basis to run from January 1 to December 31, is required and shall be approved for use of no more than four nonconsecutive times within that year. Dates to be displayed shall be submitted at the time of application.
- (3) Street banner signs shall receive prior written approval from the New Mexico Department of Transportation Traffic Engineer and the Village; documentation that all

requirements have been satisfied is required. These documents shall be submitted with a sign permit application to the Planning and Zoning **Administrator** **Director**/Officer for any street banner that is to be erected on Bosque Farms Boulevard (NMSH 47). The Village of Bosque Farms shall erect all street banner signs.

G. Abandonment and removal. Any sign will be subject to removal or alteration by the business and/or property owner if one or more of the following conditions exist:

- (1) The sign does not contain legibly printed matter on the display surface; or
- (2) The sign is unsafe; or
- (3) The sign is not secure; or
- (4) The sign is a menace to the public; or
- (5) The sign has been erected in violation of this Section 10-1; or
- (6) The sign, by its nature, has become obsolete for a period of 90 days and therefore deemed to have been abandoned by the owner thereof.

Proposed Amendment Property Maintenance

1 7-3-13 Violations and penalties.

2 A. Prosecution of violations. For the initial violation Court actions will be filed in the local
3 court, per section 7-3-13 B. ~~Any person failing to comply with the notice of violation,~~
4 ~~citation or order within 15 days as served in accordance with §§ 7-3-4 through 7-3-8 shall~~
5 ~~be charged with a petty misdemeanor. If the citation or notice of violation is not complied~~
6 ~~with, the Planning and Zoning Administrator/Code Enforcement Officer or their designee~~
7 ~~shall institute the appropriate proceeding at law or in equity to restrain, correct or abate~~
8 ~~such violation, or to require the removal or termination of the unlawful occupancy of the~~
9 ~~structure in violation of the provisions of this Section 7-3 or of the order or direction made~~
10 ~~pursuant thereto. Failure to comply can result in a court action in District Court to order~~
11 ~~violations be remedied. Any action ordered by a court taken on such premises by the~~
12 ~~authority having jurisdiction be charged shall have a lien filed at the Valencia County~~
13 ~~Clerk's office, for the unreimbursed (paid by the property owner) cost accrued by the~~
14 ~~Village for enforcing the court ordered decision against the real estate upon which the~~
15 ~~structure is located. and a lien may be placed upon such real estate. The imposition of the~~
16 ~~penalties herein prescribed shall not preclude the legal officer of the jurisdiction from~~
17 ~~instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal~~
18 ~~occupancy of a building, structure or premises, or to stop an illegal act, conduct, business~~
19 ~~or utilization of the building, structure or premises.~~

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21 Penalties.

22 (1) Any person violating any of the provisions of this Section 7-3 shall, upon conviction, be
23 subject to a fine not exceeding \$500 or imprisonment for a period not exceeding 90 days, or
24 both such fine and imprisonment. Each subsequent offense after conviction shall be
25 prosecuted and treated as a separate offense.

26 (2) This provision does not preclude further action as set forth in § 7-3-12A.
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Proposed Amendment

RV Requirements

1 (A) Standards and requirements. The use of any parcel for an RV park and any
2 modifications to an existing RV park shall comply with the following standards and
3 requirements:

4 (1) The minimum parcel area for an RV park shall be 2 acres;

5 (2) The maximum density of RV spaces shall not exceed 20 per 1 acre of gross land
6 area;

7 (3) No RV shall be located anywhere but in an RV space and only 1 RV shall be located
8 within any RV space;

9 (4) The only structures or vehicles which may be placed in an RV space, other than
10 storage structures provided by the management of the park, are 1 RV and 1 motor vehicle

11 (5) The minimum width for a parcel containing an RV park shall be 100 feet, except that
12 portions of the parcel intended only for general vehicular entrances and exits may be as
13 narrow as 50 feet;

14 (6) Permitted accessory uses for a commercial service nature and parking areas serving
15 the accessory uses shall not occupy more than 15% of the gross area of the RV park, and
16 shall be sized, laid out and designed to serve only the needs of travelers patronizing the RV
17 park;

18 (7) Vehicle storage other than RV's is not allowed

19 (8) No home occupation or business shall be operated from an RV in the RV park;

20 (9) All contiguous lots of record proposed for the development of an RV park under 1
21 ownership or management shall be consolidated into a single lot of record;

22 (11) A responsible caretaker, owner, or manager shall be placed in charge of any RV
23 park to keep all grounds, facilities and equipment in a clean, orderly, and sanitary
24 condition; and

25 (12) Evidence of review and approval of the liquid waste disposal system for the
26 proposed park shall be provided by the applicant to the Village.

27 (B) Layout and design specifications. The following layout and design specifications shall
28 apply to any RV park:

29 (1) (a) A landscape buffer area shall be provided immediately within all boundaries.

30 (b) The required buffer area shall be a minimum of 10 feet in depth within all
31 boundaries common to a residential zoning district or public street

- 32 (2) No recreation or service area may be located within a buffer area;
- 33 (3) No RV may be located within a buffer area;
- 34 (4) No building or structure may be erected or placed within a buffer area, except a sign,
35 fence or wall;
- 36 (5) No refuse-disposal area shall be located within a buffer area;
- 37 (6) No plant materials or land may be deposited or removed within a buffer area except
38 as a part of a recognized landscaping scheme or except for emergency access;
- 39 (7) At least 1 off-street parking space shall be provided for each RV space plus 1
40 additional space for each 4 RV spaces to provide for guest parking. Grouped parking
41 spaces shall be located within 150 feet of the RV spaces served;
- 42 (8) All recreation areas shall comply with flood plain requirements and storm water
43 management, including ponding on site;
- 44 (9) The boundaries of each RV space shall be delineated by suitable permanent
45 markers in a way that the boundaries of any space can be readily ascertained;
- 46 (10) Each RV space shall have sufficient unobstructed access to, or frontage on, an RV
47 park road, so as to permit the movement of RVs;
- 48 (11) Each RV space shall have a minimum area of 500 square feet and shall have 1
49 conveniently located automobile parking space;
- 50 (12) No structural addition to any RV shall be permitted;
- 51 (13) All refuse containers shall have an animal-proof lid and shall be maintained in a
52 clean and sanitary condition. Garbage and refuse shall be disposed of in a manner to
53 control flies, rodents and odors;
- 54 (14) All utilities, including electrical power and telephone lines, shall be installed
55 underground;
- 56 (15) All roads, walkways, grouped-bay parking and service areas shall be provided with
57 lighting adequate to ensure the safety of vehicular and pedestrian traffic; and
- 58 (16) All lighting shall be arranged so far as possible to reflect away from RV spaces.