

VILLAGE OF BOSQUE FARMS

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Peralta, NM 87042

1455 West Bosque Loop
Bosque Farms, NM 87068

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Sharon Eastman, Chair

Commission:
Dan Garrison
Joe J Hale
Michael Baber
William Richardson

DRAFT AGENDA

THE PLANNING & ZONING COMMISSION OF THE VILLAGE OF BOSQUE FARMS
WILL HOLD ITS REGULAR MEETING ON MONDAY, APRIL 6, 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 MARCH 2, 2026 MINUTES

6. OTHER BUSINESS:

- a. **Review and amendment or approval of RES 992-22 Planning Commission Meeting Policy and Guidelines**
- b. **Election of Chair and Vice Chair**

7. DEPARTMENTAL REPORTS

8. CHAIR & COMMISSION REPORTS

9. ADJOURNMENT

TIME AND PLACE OF NEXT MEETING

THE NEXT MEETING OF THE VILLAGE OF BOSQUE FARMS PLANNING & ZONING
COMMISSION WILL BE HELD ON MONDAY MAY 4, 2026.

“PRESERVING RURAL AMERICA”

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



Planning and Zoning Administrator

Draft Minutes

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Sharon Eastman, Chair

Commission:
Dan Garrison
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DRAFT MINUTES MARCH 2, 2026

THE PLANNING & ZONING COMMISSION OF THE VILLAGE OF BOSQUE FARMS
HELD ITS REGULAR MEETING ON MONDAY, MARCH 2, 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 Richardson

3. APPROVAL OF AGENDA

Motion to remove item 9 from the Agenda: Commissioner Richardson **Second:** Commissioner Hale **Vote to Approve:** Unanimous

Motion to correct Address for item 6: Commissioner Richardson **Second:** Commissioner Hale **Vote to Approve:** Unanimous

Motion to Approve Agenda: Commissioner Garrison **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)

Micheal Webb: Asked about RV case at 1935 El Dorado Lp.

Acting Planning and Zoning Manager (APZM): I believe that notice was sent out.

5. REVIEW & TAKE ACTION ON FEBRUARY 2, 2026 MINUTES

6. CONDITIONAL USE:

- a. **Gabriel Vazquez agent for Ezequiel Rojas requests a Conditional Use for Auto Vehicle service and/or commercial garages at 2820 Bosque Farms Blvd. Legally described as Tract: 6E1B S: 12 T: 7N R: 2E**

“PRESERVING RURAL AMERICA”

34 **Martin Garcia**, with anchor Engineering, 575 Bosque Farms Blvd. (Agent Sworn)
35 **Gabriel Vasquez** from 2500 Bosque Farms. (Agent Sworn)
36
37 **Chair Eastman:** Tell us what you're planning here. I. That is the strangest shaped block I've
38 ever seen.
39 **Martin Garcia:** The applicant is requesting Conditional Use for a paint and body and auto repair
40 in the C-1 Zone. We have prepared a site plan for you. The work will be done in the buildings in
41 the back. The office will be sitting in the current building that's in on the West End of the
42 property, near the roadway.
43 **Chair Eastman:** Have you contacted The Department of Transportation for your access to
44 NM47.
45 **Martin Garcia:** Noted an access permit had been required by the Commission of a prior tenant
46 and was approved by NMDOT and they believe it covered the new use.
47 **Chair Eastman:** OK. Does anybody have a copy of that?
48 **Acting Planning and Zoning Manager:** Not that I am aware of.
49 Brief discussion of layout of proposed site plan and what exists and new was proposed.
50 **Martin Garcia:** Stated the owner has already built a solid fence around the property.
51 **Chair Eastman:** And that fence is 6 feet?
52 **Martin Garcia:** Yes, ma'am.
53 **Commissioner Baber:** Asked about the history of Gabe's Paint and Body and noted they do
54 keep their facility clean.
55 **Gabriel Velazquez:** Noted they want to stay in Bosque Farms since that is where most of their
56 business comes from.
57 **Commissioner Richardson:** Expressed concern about use of hazardous chemicals especially
58 paint.
59 **Gabriel Velazquez:** Stated all the work will be done in a filtered paint booth.
60 **Chair Eastman:** Repairs are going to be done inside the building?
61 **Gabriel Velazquez:** The work will be inside the shops.
62 **Chair Eastman:** How many bays will you have?
63 **Gabriel Velazquez:** Between the two buildings at least 16 to 18 bays.
64 **Chair Eastman:** How big is the lot?
65 **Gabriel Velazquez:** Almost 2 acres.
66 **Martin Garcia:** We have sited those buildings to make sure that all the setbacks required by the
67 village are met.
68 **Commissioner Baber:** Asked about parking and outdoor storage?
69 **Gabriel Velazquez:** Stated majority of the vehicles stored outside would be ready to be returned
70 to the customers.
71 **Commissioner Baber:** Wanted to know how many cars per week were being completed?
72 **Gabriel Velazquez:** About 20 cars per week.
73 **Chair Eastman:** Are you going to be doing any outside maintenance? I mean like a simple oil
74 change or changing tires or something like that with all the inside?
75 **Gabriel Velazquez:** No.
76 **Chair Eastman:** Was there anybody here from the audience that would like to address this
77 request?
78
79 Discussion about address, there was an error on the agenda.

80
81 **Motion to Approve: Commissioner Hale Second: Commissioner Hale Vote to Approve:**
82 **Unanimous**
83

84 **7. VARIANCE REQUEST:**

- 85 a. **Anchor Engineering agent for Justin Archibeque requests a variance to the**
86 **allowed height of 4 feet solid wall in a front yard setback to allow a 6-foot-**
87 **high solid wall at 925 Bosque Farms Blvd. Legally described as Lands Of**
88 **Tabet Investments Company Tract: A2A**

89 **Chair Eastman:** They've had some vandalism and vagrant and they would like to wall in
90 property a little bit better than it is now.

91 **Martin Garcia:** Southwest Linemans has recently purchased that one acre of property that
92 wasn't part of their original development. This area is next to (south of) McDonalds. The school
93 has been very successful, and they have run out of pole space (utility have poles for training) and
94 they want to expand their pole farm to that lot. All the other walls around the property are 6-foot
95 walls. The ordinance says that we're limited to a four-foot tall (solid) wall. The reason the wall
96 variance is being requested is the school is regularly seeing people coming over the walls. And
97 they vandalized vehicles for the students that are going to the school. They have slept in the back
98 of pickup trucks and they're becoming a nuisance. And so they'd like to minimize that activity by
99 having a taller wall.

100 **Chair Eastman:** You said they've been climbing over the walls that exist?

101 **Martin Garcia:** There's a short section of wall that's currently by that building that they're
102 coming through. There was consideration for a four-foot block wall with wrought iron on it, but
103 the owner believed it wasn't going to be very successful because it gave someone the bars to
104 hang on to jump over the fence. Noted the wall would match the rest of the perimeter walls.

105 **Chair Eastman:** Have you considered having a four-foot block with chain link at the top?

106 **Martin Garcia:** They spent almost \$60 million on that facility. They want to keep it attractive,
107 and we don't believe chain-link is attractive.

108 **Chair Eastman:** The reason that we have front 4-foot wall is so police officers driving by can
109 see what's going on back in there. Now we've not had this issue at all in the commercial zone.
110 But we do understand what your issue is.

111 **Martin Garcia:** If this is approved, then that interior wall that you see from the Boulevard,
112 currently that's going to be taken down.

113 **Commissioner Richardson:** Is it going to block any vision from McDonald's driveway?
114 Because it's just right close to the sidewalk?

115 **Martin Garcia:** It will be coming up to the property corner. We're proposing to build it on the
116 (front) property line. There has not been a site distance triangle done for it, but that corner is still
117 12 to 14 feet off of the driving lane.

118 **Chair Eastman:** Commissioner Richardson should there be a site triangle (shown on the site
119 plan)?

120 **Commissioner Richardson:** I would request that yes.

121 **Martin Garcia:** I don't think the owner would be opposed to angling that wall to make sure that
122 the clear site triangles are met.

Commissioner Richardson: You've got a (driveway) there also for a future (entrance).

Martin Garcia: There is an unpermitted driveway (through the NMDOT), but only as an emergency egress. We are going to put a gate at the driveway.

Commissioner Baber: Noted that the McDonalds has a bush that blocks the clear site triangle on the south side of their driveway and that is probably more dangerous than the wall. Also confirmed the existing wall facing Bosque Farms Blvd. between McDonalds and the SWLCAT office would be removed.

Martin Garcia: That's correct.

Chair Eastman: How tall is the wall separating the lineman school from the residential area behind it?

Martin Garcia: All the existing walls were permitted at six foot. We just didn't ask for this because they thought we were going to put a little coffee shop or something in there and it's more advantageous to keep it as part of the school than trying to develop it some other way.

APZM: Madam Chair, commissioners, just a quick observation to consider. Theoretically, if you're coming out of the McDonald's, that is a right turn only lane. So, your line of vision is really to the North, not to the South, just some to consider as you're formulating your conditions.

Chair Eastman: I would suggest that once that wall is up, maybe the lineman school could hire watchman.

Martin Garcia: Noted they do high resolution cameras, but the biggest risk is not the trespass but the trespassers climbing one of the poles and falling.

Commissioner Baber: Is there any kind of code or anything that how far that clear sight triangle? How wide do you see?

Martin Garcia: That is normally a 25-foot triangle, 25 on each leg to come across to be able to see for that, for that speed limit that's approaching. Madam Chair, we will. In advance of this item, going before the Council, I will make sure in the next couple of days that we get an exhibit demonstrating that and we'll get it in Mr. Pierson, so it can be included.

APZM: Madam Chair, because that evidence is being submitted after the application, that should be accepted by a motion by the Commission, so you should make a motion to accept that clear sight triangle information for the Council's packet.

Motion to accept clear site triangle exhibit as evidence: Commissioner Baber Second

Commissioner Richardson Vote to Approve: Unanimous

Motion to recommend to Village Council Approval of the Variance: Commissioner Garrison

Second Commissioner Hale Vote to Approve: Unanimous

8. ZONE CHANGE REQUEST:

- a. Anchor Engineering agent for Steven Davis is requesting a Zone Change from A-R to R-1 at 555 Country Ln, legally described as Tract: 15 THE SW 8.00 AC S: 2 T: 7N R: 2E 8.00 Acres Map 63 Bosque Farms Unit #15**

Motion to open Public Hearing: Commissioner Baber Second: Commissioner Hale Vote to approve: Unanimous

Speakers Sworn in.

165 **Steve Davis**, 555 country lane.

166 **Peter Johnson**, 655 Foxcroft Loop.

167

168 **Martin Garcia (previously sworn):** We're here to rezone track 15 MRCD map 63, which is an
169 existing 8 acre parcel on 555 Country Ln. About 6 acres of the property have been used for
170 farming purposes and on the remaining property there are two existing homes, some
171 outbuildings, four barns and livestock, and those types of things. If the Zone change goes
172 through the process and it gets approved, we intend to request a major subdivision of the
173 property, for 6 lots. We have looked at the neighborhoods, the properties to the north are zoned
174 R-1, Foxcroft Loop on the South side is also zoned R-1. Across the clear ditch to the West is
175 zoned R-1, so we wouldn't be creating a spot zone. Explained the difficulty of farming including
176 lack of water, dust and spraying affecting the neighbors, and lower crop yields.

177 **Chair Eastman:** Historically, when this village was Zoned 1976. It was determined at that time
178 that other than lots that were already subdivided, maybe already have houses on that everything
179 north of the North Loop was going to be considered agricultural. Noted Bosque Farms was
180 incorporated with the slogan "Preserving rural America". We've had several five-year plans
181 done over the years and one of the very first things that people answer when we send out the
182 surveys is "keep it as rural as possible". This is an unusual request for us to consider taking a
183 piece of agricultural land in an agricultural zone and allowing the zone to be changed. I'm not
184 saying it wouldn't happen. So therefore I think we need to discuss it.

185 **Commissioner Hale:** Are you farming it now? Can you do any kind of farming?

186 **Steve Davis:** Explained that they are still doing some farming but, there are several issues
187 including lack of water, smaller harvest, land is depleted, and having to fertilize to try and revive
188 the land even when not farming. The County also raised his property taxes when not growing
189 anything.

190 **Commissioner Hale:** It's your intention to go to residential is obviously, how big of a lot are you
191 guys thinking about doing?

192 **Martin Garcia:** It disappoints me that you took the subdivision off the agenda because a lot of
193 the questions you're going to ask us is the sister project that we had submitted and there was a
194 purpose for that. We know that the plat can't get approved until the zone change is approved. Mr.
195 Pierson and I talked about that when we first came into the pre application meeting. Logistically
196 this has to go through the public hearing process and the final plat won't be approved until there
197 are construction in place and all the things....

198 **Chair Eastman:** OK, we are not discussing the subdivision at this time.

199 **Martin Garcia:** I understand it, but to answer Commissioner Hale's question, we are proposing
200 4-1 acre lots in the north half of the property and 2-1.5 acre lots in the South. Half of the
201 property.

202 **Martin Garcia:** There are currently two homes on the property, Mr. Davis and his son live on
203 their property. They do intend to build new homes for each one of them.

204

205 Discussion about two homes on one property and the legality of that issue and the plan to build
206 two new homes on the south lots bringing the property into compliance.

207

208 **Commissioner Garrison:** Asked for clarification on bug spraying.

209 **Martin Garcia:** Explained that the spraying was needed to protect the crops from pests which
210 can cause a major crop loss. Stated that the continuing development of adjacent lots plus high

211 winds in spring makes it difficult to spray pesticide. Added that the soil is in poor condition and
212 the farm is not producing efficiently anymore.

213 **Commissioner Garrison:** Thanks for clarifying that because I was interpreting that as the
214 residential spray was affecting the farming.

215 **Steven Davis:** Noted that the pest are destroying the crops, compounding it with the lack of
216 water.

217 **Chair Eastman:** How long has the land lay fallow?

218 **Martin Garcia:** It lay fallow for two years. It is back in production.

219

220 Discussion about what was being grown and weeds present on the property.

221

222 **Commissioner Baber:** Concerned about the two signs. One for the Zone Change which showed
223 the "no zone change request" marked out and the Subdivision request showing no zone change
224 was requested.

225 **APZM:** There were two actions, one a zone change and one a subdivision. The subdivision
226 cannot move forward without the zone change, so the subdivision is not associated with a zone
227 change. Noted the letters sent to surrounding property owners clearly stated both a zone change
228 and subdivision were being requested.

229 **Commissioner Baber:** Felt it was misleading because the subdivision required the Zone
230 Change. A solution would have been to indicate R-1 on the Subdivision as it required the zone
231 change to be done first.

232

233 (This did not end up being an issue as the Subdivision was removed from the agenda)

234

235 **Commissioner Baber:** Expressed concern that the signs were not clear to neighbors that may
236 have viewed them.

237 **APZM:** If the subdivision is readvertised the sign will show R-1. (it is dependent on Council
238 Approving the Zone Change)

239 **Commissioner Baber:** Expressed concern about the zone change allowing for more lots to be
240 created (which would be the only reason for the zone change) and could have a negative impact
241 on traffic in the area. Noted that people do walk and take their dogs for a walk along Country Ln.
242 and that traffic was already a safety issue especially due to road width.

243 **Martin Garcia:** Not to improve Country Lane, now, that's a Village roadway.

244 **Commissioner Baber:** How do you envision the road being impacted by the increase of traffic,
245 whether we're two lots, 5 lots, it's like we don't know that yet because that's we're assuming that
246 it's going to be subdivided.

247 **Martin Garcia:** If the plans we're proposing move forward, at some point there'll be four
248 additional homes accessing that roadway past the intersection off of a roadway that meets the
249 Village Ordinances that a 40-foot wide right of way with the cul-de-sac at the end and the
250 paved roadway, because that's what the ordinance requires. But as far as Country Ln is
251 concerned. We have no proposed upgrade.

252 **Commissioner Baber:** What do you think's going to happen to the traffic there at 6:00? What do
253 you think it might look like, if there's no change to Country Ln.

254 **Steve Davis:** Expressed concern about the pedestrians and noted he had asked the Police
255 Department to set up in his driveway to run a speed trap. He told The Council they need to
256 improve the road and second the street needs speed bumps.

257 **Commissioner Baber:** I'm not talking about the proposed subdivision. Would you be happy
258 with the proposed increase in traffic counts created by new homes?

259 **Martin Garcia:** The proposed subdivision isn't going to generate much of a percentage of the
260 existing traffic that's out there. We have not done traffic counts, Village ordinances require that
261 when you reach 20 lots, you do a traffic study. So, we have not counted vehicles out there, but
262 we are be able to demonstrate to this Commission that the amount of traffic that we would be
263 generating with four additional homes is minimal compared to the background traffic that's
264 already there, so we're not having a major impact on that street the impacts already there.

265 **Chair Eastman:** Noted that the road floods when it rains on the portion of the road prior to the
266 applicant's property, but that is an unaddressed Village problem.

267 **Martin Garcia:** There was an opportunity to address it not that long ago when that pretty
268 substantial compound on the first curve was constructed. Noted the properties contained
269 significant hardscape with no retention.

270 **Chair Eastman:** That's required by ordinance. They have to keep fugitive water on their
271 property.

272
273 Discussion about how drainage has changed in the area and its effects.
274

275 **Commissioner Baber:** You are aware that if it were to stay A-R that you can still subdivide into
276 two acre lots. That would be 4 two acre lots.

277 **Martin Garcia:** Yes, we are. We couldn't do that. We'd have to do 3-2 acre lots because the
278 roadway itself to access them takes about an acre.

279 **Chair Eastman:** A variance possibly could be approved to make, for instance, the lots 1.9 or
280 something.

281 **Commissioner Richardson:** You said we have an ordinance now. It says everything north of the
282 North Loop stays agriculture.

283 **Chair Eastman:** Yeah.

284 **Commissioner Richardson:** How many large properties are north of this property that may be
285 subdivided? If we allow this would we be setting a precedent?

286 **Chair Eastman:** Yes, we would be.

287 **Commissioner Richardson:** I don't think I want to do that. Because if you subdivide that one
288 and you set a precedent, then there are other large properties can come in and say, we want to do
289 the same thing and Country Rd. is going to have more and more traffic. The Village is going to
290 have to do something to the road. And we're losing our rural ancestry.

291 **Martin Garcia:** Madam Chair, I don't know if that can be considered. It's not in the ordinance.
292 That is a point for us to consider and be able to debate.

293
294 Discussion about how a zone change effects other properties.
295

296 **Peter Johnson:** Wanted to know if a road was proposed behind his lot, where the road would be
297 and how large the lots and houses would be. Was shown the proposed plat but was told that the
298 subdivision was not going to be discussed tonight. (he did look at the proposed plat and that
299 answered most of his questions)

300 **Chair Eastman:** Is there any further discussion for the information about this possible subject.

Commissioner Garrison: I'm in a quandary because I agree with Commissioner Richardson that we need to preserve the rural heritage. At the same time, looking at this map, we've already, lost the rural heritage by allowing the other you know properties on either side to become residential.

Chair Eastman: But they were residential before we incorporated, these were in existence. So we can't change what was in existence.

Commissioner Garrison: Stated he understood the problems of the applicant including potential liability for spraying near residential homes.

Chair Eastman: Stated that spraying fertilizer and pesticides is something going on all over the Village.

Commissioner Garrison: Pointed out the sprays used by the applicant would be stronger than what most residents could get their hands on.

Chair Eastman: Maybe.

Commissioner Hale: He's farming a piece of land that abuts 9 other backyards, and it's almost like he's the one that's out of place in there, not the other way around. I don't know that the intention of preserving rural America is to stick up armor and not allow him to do anything else with his land, especially if he's struggling to farm it as it is.

Chair Eastman: Have you been down Country Ln. there? Oh, you live on Country Ln. So you know that there are properties that are quite large down County Ln.

Commissioner Hale: Yes. And I also know that at looking at this map, I mean we've all got the same property, that's a lot of little yellow squares and what he's proposing is not near as detrimental to the rural values as any of those pieces of land that are neighboring him.

Commissioner Baber: You can subdivide the way it is without changing the zone. He can still subdivide into.

Commissioner Hale: Into three lots, that is less they're proposing. The six lots that is public knowledge, the public walked by that same sign and see that request for 6 lots.

Commissioner Baber: He can still subdivide. There's no one's saying that they can't subdivide it. It's a matter of how small the potential of subdivision is and how large.

Commissioner Hale: He's wanting to stay on it and for him and his family to still live next to each other, they can subdivide it and that's about it. There is no other income to come in. There's no revenue from any of that property to, to subsidize the building of that house to get to that retirement. They're not looking to put in a mobile Home Park.

Chair Eastman: We don't know what they're going to put in.

Commissioner Richardson: Brought up the flood zone and required elevation above grade. And the trucks that would need to be brought into complete that and the damage to the road.

Discussion about development of communities over time and being allowed to take advantage of your property to help with your income.

Chair Eastman: Noted that there is the issue of is more appropriate to fit in with surrounding lots or preserve the larger lot requirements of A-R.

Commissioner Garrison: Stated the denial of the Zone Change does not preclude other uses of the property including subdivision.

Chair Eastman: Ours is not the final word. We make a random recommendation to the governing body.

Motion to exit the hearing: Commissioner Baber Second: Commissioner Garrison Vote to approve: Unanimous

Commissioner Hale: I make a motion that we approve the zone change request.

Chair Eastman: Is there a second? Motion dies for lack of a second. Is there another motion?

Motion to recommend denial of the zone change: Commissioner Baber Second: Commissioner Richardson Vote to approve: Garrison, Baber, Richardson, Eastman Vote against: Commissioner Hale.

9. SUBDIVISION REQUEST:

a. Anchor Engineering agent for Steven Davis is requesting a Major Subdivision at 555 COUNTRY LN, legally described as Tract: 15 THE SW 8.00 AC S: 2 T: 7N R: 2E 8.00 ACRES MAP 63 BOSQUE FARMS UNIT #15
Removed from agenda

10. OTHER BUSINESS:

a. Review and amendment or approval of RES 992-22 Planning Commission Meeting Policy and Guidelines

b.

Motion to defer the matter to the April Hearing: Commissioner Hale Second: Commissioner Garrison Vote to Approve: Unanimous

11. DEPARTMENTAL REPORTS

APZM: Provided enforcement number generated by the Code Enforcement Officer. Noted that the Village has 3 houses that are currently being considered for construction, but the Village was not aware of any major construction upcoming.

Discussion about enforcement procedures and legality of inspection methods.

12. CHAIR & COMMISSION REPORTS

Discussion about sign posting for the hearings and how to make it more clear.

Discussion about Findings and Conditions for cases before the Planning and Zoning Commission.

Chair Eastman: Wanted to know about a case related to a carport that had gone to district court about 4 years ago.

APZM: I am not aware of this case, but I will attempt to research it.

Discussion about content and timing of Council meetings.

Discussion about electing Chair and Vice Chair

13. ADJOURNMENT

8:46PM

TIME AND PLACE OF NEXT MEETING

THE NEXT MEETING OF THE VILLAGE OF BOSQUE FARMS PLANNING & ZONING COMMISSION WILL BE HELD ON MONDAY, APRIL 6, 2026.

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

Planning and Zoning Administrator

Other Matters

VILLAGE OF BOSQUE FARMS, NEW MEXICO PLANNING & ZONING COMMISSION

RESOLUTION #992-22

PLANNING & ZONING COMMISSIONER MEETING POLICY AND GUIDELINES

A. Ground rules for Discussion and Public Input.

1. Listen to learn. All viewpoints have value.
2. Respect the speaker.
3. Respect the listener.
4. Honor time constraints; try to be concise.
5. Speak only when recognized by the Chair.
6. Introduce yourself to the Chair for the record.
7. Speak only to the issue, and avoid repeating comments.
8. Submit a written statement for the record if you wish.

B. Meeting Conduct.

1. **Adherence to Rules.** It is the intent that a meeting be conducted on as informal basis as is practicable to expedite the Village Business. Business will be conducted generally following good parliamentary procedure at the discretion of the presiding officer. Strict adherence to the following rules will, however, be invoked at the request of any member of the Commission at any time on any or all issues.
2. **Rules of Debate.**
 - a. **Chair.** Shall have all privileges of other members.
 - b. **Commissioners.** Each Commissioner desiring to speak shall address the Chair and after being recognized, confine himself or herself to debate, avoiding personalities and indecorous language.
 - c. **Interruption.** A Commissioner having been recognized shall not be interrupted except to call him or her to order. If called to order, he or she shall cease speaking until the point of order is decided, after which he or she may proceed.
 - d. **Statement in Minutes.** A member of the Commission may request the privilege of having his or her statement on any subject under consideration entered into the minutes subject to the majority consent of the Commission, provided that any member shall have the right to cause his or her reasons for dissent or protest against the action of the Commission entered in the minutes without majority consent of the Commission.
 - e. **Issues Not Covered.** The Commission in determining any issue not covered by this section shall use Robert's Rules of Order, Newly Revised.

3. Addressing the Commission.

- a. **Written Communication.** Interested parties or their representatives may address the Commission by written communication regarding any matter.
- b. **Oral Address.** Taxpayers or residents of the municipality or their authorized representatives may orally address the Commission on any matter concerning the business of the municipality. Preference shall be given to those persons who may have notified the Planning & Zoning Officer in advance of their desire to speak. Persons providing testimony shall be sworn in. Persons offering an opinion need not be sworn in.
- c. **Reading of Protests and Petitions.** Taxpayers or residents of the municipality and their authorized representatives may address the Commission by the reading of protests, petitions or communications.
- d. **Persons Other than Taxpayers and Residents.** Persons other than taxpayers and residents must receive approval from the Chair before orally addressing the Commission.
- e. **Manner of Address.** Each person orally addressing the Commission shall first seek the recognition of the Chair. After having been recognized, that person shall stand; state his/her name and whether or not he/she resides in the Village of Bosque Farms before proceeding with their remarks. All remarks shall be addressed to the Commission as a whole and not to any member thereof unless consent of the Chair is obtained. No person, other than a Commissioner and the person having the floor shall be permitted to enter into any discussion without permission of the Chair.
- f. **Time Limit.** In order that the business of the municipality may be disposed of in an expeditious manner, the presiding officer may place a limitation on the length of time any person may speak.

4. Decorum.

- a. **Commission Chair.** Shall preserve the order and decorum, decide all questions of order and conduct the proceedings of the meetings in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised unless otherwise provided by Ordinance.
- b. **Commissioners.** While the Commission is in session, the members shall observe order and decorum. Members shall neither delay nor interrupt the proceedings of the Commission nor disturb any member while speaking nor refuse to obey the orders of the Commission or its Chair.
- c. **Public.** While the Commission is in session, no person shall act in a disorderly manner nor while addressing the Commission shall any person make any personal, impertinent or slanderous remarks. The Chair may bar anyone acting improperly from continuing his address to the Commission.

5. Order of Business.

1. The Planning & Zoning Commission of the Village of Bosque Farms shall hold regularly scheduled meetings at least once a month if there is any new business to conduct. The meetings will be held on the first Monday of each month, unless that Monday is in conflict with a holiday. These meetings will be held at 6:30 PM at the Village Office located at 1455 West Bosque Loop, Bosque Farms, New Mexico, in the Village Council Chambers.
2. The order of Business of the Commission shall be taken up for consideration and disposition in the following order:
 - a. **Non-Agenda Items.** The Commission shall hear petitions, communications and comments or suggestions from citizens present. All such remarks shall be addressed to the Commission as a whole, not to any member thereof. Such remarks shall be limited to a reasonable time and such determination will be at the discretion of the Chair. No person other than the individual speaking shall enter into the discussion without the permission of the Chair.
 - b. **Call to Order.** The Chair shall call the meeting to order at the appointed hour.
 - c. **Roll Call.** Before proceeding with the order of business, the Chair shall call the roll of the members. Members present shall be entered into the minutes as present and absent members shall be entered into the minutes as absent.
 - d. **Consideration of Agenda.** Agenda shall be reviewed and approved by a majority of the voting members of the Commission.
 - e. **Consideration of the Minutes.** The minutes of all regular meetings and special meetings will be approved at the next meeting by a majority of the voting members of the Commission.
 - f. **New Business.** The Commission shall consider any business not heretofore considered, including the introduction of readings of ordinances.
 - g. **Old Business.** The Commission shall consider any business that has previously been considered and which is still unfinished.
 - h. **Monthly Report.** The Planning & Zoning Officer shall present a monthly report to the Commission.
 - i. **Adjourn.**

C. Presentation Protocol.

1. Applicant shall present their request before the Commission. The applicant is sworn in prior to offering testimony.
2. Commission queries the applicant on any technical issues or clarifications.
3. Public proponents are given an opportunity to address the Commission. Any offering testimony will be sworn in, those offering opinions are not.
4. Public opponents are given an opportunity to address the Commission. Anyone offering testimony will be sworn in, those offering opinions are not.
5. Opportunity for application to address issues raised by proponents/opponents.
6. Final public discussion.
7. Close the floor to public input.

8. Commission debate/discussion of the request.
9. Motion and second. Positive motions are recommended.
10. Vote to approve/disapprove the motion. If motion is denied, reason(s) must be given for the denial. Commissioners may state reason(s) for their vote.

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF FEBRUARY, 2022.

Sharon Eastman

Sharon Eastman,
Planning & Zoning Commission Chairperson

ATTEST:



Michael Montoya,
Planning & Zoning Officer