



2011 NMLZO ANNUAL MEETING

September 21-23, 2011

Sagebrush Inn & Conference Center - Taos

TO: **NEW MEXICO LEAGUE OF ZONING OFFICIALS**
FROM: Ben Maynes, CZO, President – NMLZO
Commercial Plans Reviewer, City of Santa Fe
SUBJECT: **SEPTEMBER 21-23, 2011 NMLZO ANNUAL MEETING**
DATE: August 5, 2011

The Annual Meeting/Workshop of the New Mexico League of Zoning Officials (NMLZO) is scheduled for September 21st through the 23rd. It will be held in Taos at the Sagebrush Inn & Conference Center, 1508 Paseo Del Pueblo Sur, www.sagebrushinn.com.

This meeting will offer the Fourth Workshop of Series Twelve. Each Series offers four workshops toward the completion of the NMLZO Basic Certification Program, and toward credits for the Continuing Certification Program (CCP). The sessions offered at this meeting will be part of the core certification requirements.

Delegate registration for the meeting will begin at 11:30 a.m. on Wednesday, September 21st. Thereafter, the meeting will commence at 1:30 p.m. and will conclude at 12:00 p.m. on Friday, September 23rd. This conference program will offer an interesting line up of timely issues and will include a one-day Commissioners' Training Session on Thursday, September 22nd from 8:00 a.m. to 5:00 p.m. Please refer to the Preliminary Program contained in this Brochure which will also be posted on the web at www.nmml.org, click on Events/Training and scroll down to meeting dates or click on subsections then on Zoning Officials.

SPECIAL NOTE: Please encourage your Commissioners to attend this entire meeting or the Thursday Session that specifically offers training for them. Please make this packet available to them.

The registration fees are as follows: Full Conference -- \$150 early registration; \$188 late registration; One-Day/Thursday -- \$110 early registration; \$148 late registration. So register early to save!! A training manual will be included as part of the fee for the one-day (Thursday) Commissioner's training session. Please fill out the attached Registration Form and return it to the NM Municipal League office no later than Wednesday, September 13th so that adequate meal and space arrangements can be made. It can also be found on our webpage.

URGENT: Attendance at all NMLZO Workshops is very important and attendance is monitored and verified. Therefore, **if you register for the Workshop, please plan to attend ALL of the workshop sessions. Credit will be given only if you actually attend all of the sessions** for the basic certification program, and for the continuing certification program. This is an effort to sustain the credibility of our Workshops as well as our Association.

For sleeping accommodations, please refer to the attached Hotel Information. It can also be found on our webpage.

Hope to see you in Taos!

NM League of Zoning Officials 2010-2012 Board of Directors

ARE YOU A MEMBER OF THE NMLZO?

In order to be eligible to run for the Board of Directors, to serve on any Committee, to vote on any issue, to apply for scholarships, to become a Certified Zoning Official (CZO), or to Recertify, you must be a Member of the New Mexico League of Zoning Officials for Fiscal Year 2011-2012.

If you are unsure whether your Membership Dues Renewal Invoice of July 1, 2011 was paid or whether you are a member or not, please refer to the Membership List on the website address listed below.

If your name does not appear on the Membership List then please join the NMLZO by filling out the NMLZO Membership Application form (download from website). Please mail it along with your payment to the New Mexico Municipal League.

Do you know someone who is not a MEMBER of the NMLZO?

If you know of anyone who is interested in becoming a NMLZO member, please feel free to make the membership application available to them or ask them to retrieve it from our website address as listed below.

IMPORTANT: To retrieve the Membership List and Application, go to www.nmml.org; click on Subsections, then click on Zoning Officials.

President:

Ben Maynes, CZO
Commercial Plans Reviewer
City of Santa Fe
P. O. Box 909
Santa Fe, NM 87504-0909

505-955-6947
Fax #505-955-6829
Email: brmaynes@santafenm.gov

President-Elect:

Ronald L. Vonderhaar, CZO
Impact Fee Coordinator
City of Albuquerque Planning Dept.
600 2nd St. NW, Suite 201
Albuquerque, NM 87103

505-924-3984 or 3859
Fax #505-924-3967
Email: rvonderhaar@cabq.gov

Vice President:

Clyde "C.B." Strain, CZO
Planning Director
City of Gallup
P.O. Box 1270
Gallup, NM 87305

505-863-1244
Fax # 722-5131
Email: planner@ci.gallup.nm.us

Immediate Past President:

Brennon Williams, CZO
Zoning Administrator
Bernalillo County
111 Union Square, SE, Suite 100
Albuquerque, NM 87102

505-314-0352
Fax #505-314-0480
Email: bwilliams@mercury.bernco.gov

Secretary/Treasurer:

William F. Fulginiti
Executive Director
New Mexico Municipal League
P.O. Box 846
Santa Fe, NM 87504

1-800-432-2036
or 505-982-5573
Fax #505-984-1392

City Board Member:

Cynthia Tidwell, CZO
Planning & Zoning Administrator
Village of Corrales
4324 Corrales Rd
Corrales, NM 87048

505-897-0502
Fax # 505-897-7217
Email: ctidwell@corrales-nm.org

County Board Member:

Benny Ramon, CZO
Planning Technician
Luna County
201 E. Cody Road
Deming, NM 88030

575-543-6620
Fax #575-544-3455
Email: benny_ramon@lunacountynm.us

Member-At-Large:

Elmer Martinez, CZO
Community Development Director
City of Las Vegas
1700 N Grand Ave
Las Vegas, NM 87701

(505) 454-1401
Fax # (505) 425-7335
Email: ejmartinez@ci.las-vegas.nm.us

NEW MEXICO LEAGUE OF ZONING OFFICIALS
(A SUBSECTION OF THE NEW MEXICO MUNICIPAL LEAGUE)

ANNUAL MEETING
September 21-23, 2011
Sagebrush Inn & Conference Center - Taos
-SERIES TWELVE -- WORKSHOP FOUR-

PRELIMINARY PROGRAM

WEDNESDAY, SEPTEMBER 21

11:30 AM REGISTRATION

1:30 – 5:00 PM AFTERNOON GENERAL SESSION

Presiding: **Ben Maynes, CZO, President, NMLZO**
Commercial Plans Reviewer – City of Santa Fe

1:30 PM OPENING REMARKS/ANNOUNCEMENTS

Opening Remarks: **Ben Maynes, CZO, President, NMLZO**

1:40 – 3:15 PM

THE COMPREHENSIVE PLAN –

- Defining Comprehensive Planning
 - Purposes for preparing a comprehensive plan
 - Statutory authority for comprehensive plans
 - CDBG planning grants and guidelines for plans
- Different geographies and flexibility in long range planning
 - Cities, rural communities, counties, and community subareas
- Mapping in action, technical research, data and analysis
- Components of a Plan
 - Contents of a Plan (with examples)
 - Introduction/Executive Summary
 - Background information
 - Public Involvement
 - Plan Elements
 - Land Use
 - Housing
 - Economic Development
 - Transportation
 - Infrastructure
 - Facilities
 - Hazards Mitigation
 - Greenhouse Gas Emissions
 - Other Elements
 - Implementation/Action Plan
 - Plan adoption

Speaker: **Steve Burnstein, Senior Planner**
Architectural Research Consultants, Inc. -
Albuquerque

WEDNESDAY, SEPTEMBER 21 – Continued

3:15 - 3:45 PM

BREAK & NETWORKING

3:45 – 5:00 PM

SHAKESPEARE OR HEMINGWAY?: DRAFTING ORDINANCES, RESOLUTIONS, CRIMINAL AND CIVIL COMPLAINTS, CITATIONS, AND OTHER LEGAL DOCUMENTS

- I. Literary Writing Styles: Shakespeare v. Hemingway
 - A. Shakespeare and Hemingway – Two Great Writers
 - B. Trend in Legal Writing Toward Plain English
 1. Examples
 - C. Who is Your Audience? What are Your Goals?
 - D. Beware of Forms
 - E. Achieving Goal Oriented Plain English Writing
- II. The Legal Setting
 - A. State Enabling Legislation and Court Rules
 - B. Civil v. Criminal Complaints
 - C. Remedies
 - D. Ordinances and Amending Ordinances
 - E. Citations
- III. How to Become a Better (Legal) Writer
 - A. Reading
 - B. Writing Out Loud
 - C. Good Writing is Re-Writing
 - D. Proof Reading

Speaker: **John DuBois, Assistant City Attorney**
Real Estate/Land Use Division –
City of Albuquerque

5:30 – 9:00 PM

25th NMLZO ANNIVERSARY WELCOME RECEPTION – Sagebrush Inn

THURSDAY, SEPTEMBER 22

7:30 AM

REGISTRATION - Continues

8:00 AM - 12:00 PM

MORNING GENERAL SESSION

Presiding: **Ben Maynes, CZO, President, NMLZO**

8:00 – 8:30 AM

THE COMP PLAN IN REVIEW

Pertinent information as it relates to Boards & Commissions Hearings

Speaker: **John DuBois, Assistant City Attorney**
Real Estate/Land Use Division –
City of Albuquerque

THURSDAY, SEPTEMBER 22 - continued

8:30 AM - 12:00 PM

**LAND USE OFFICIALS TRAINING
(Planning & Zoning Commissioners, City Council, County Commission, Municipal & Magistrate Judges, Etc.)**

CHAPTER ONE – INTRODUCTION

- A. Citizen Participation
- B. Commission Member Responsibilities

CHAPTER TWO – SERVING ON THE COMMISSION

- A. Membership
- B. Commission Organization

CHAPTER THREE – COMMISSIONER MEMBER’S CODE OF CONDUCT – “Do The Right Thing”:
Everyday Ethics For Commissioners

Speaker: **Randy Van Vleck, General Counsel
New Mexico Municipal League**

10:00 - 10:15 AM

BREAK & NETWORKING

8:30 AM - 12:00 PM

LAND USE OFFICIALS TRAINING (continued)

CHAPTER FOUR – COORDINATION WITH GOVERNING BODY, STAFF AND OTHERS

- A. Coordination with Governing Body
 - Relationship to Governing Body
 - Communications from the Governing Body
 - Communications to the Governing Body
 - Completed Commission Work
 - Governing Body Meetings and Agendas
- B. Coordinating with Staff
 - Duties of Assigned Staff
 - The Relationship between Assigned Staff and the Commission
- C. Relations with Other Commissions, Outside Agencies and the General Public
 - Other Commissions
 - Outside Agencies
 - General Public
 - Individual Commissioners
 - Press and Other Media
 - The Proper Meeting Conduct

Panel: MUNICIPAL PERSPECTIVE:
**Juanita Garcia, CZO
Acting Code Compliance Official
City of Albuquerque**

COUNTY PERSPECTIVE:
**Brennon Williams, CZO
Zoning Administrator**

THURSDAY, SEPTEMBER 22 - continued

8:30 AM - 12:00 PM

LAND USE OFFICIALS TRAINING (continued)

CHAPTER FIVE - COMMISSION RULES OF PROCEDURE

- A. General Provisions
- B. Procedures
- C. Rules of Order

Speaker: **Randy Van Vleck, General Counsel
New Mexico Municipal League**

12:00 - 1:00 PM

LUNCHEON/AWARDS CEREMONY

Presiding: **Ben Maynes, CZO, President, NMLZO**

1:15 - 5:00 PM

AFTERNOON GENERAL SESSION

Presiding: **Ron Vonderhaar, CZO, President-Elect, NMLZO
Impact Fee Coordinator, City of Albuquerque**

1:15 - 5:00 PM

LAND USE OFFICIALS TRAINING (continued)

CHAPTER SIX – COMPLYING WITH BATTERSHELL

- A. Battershell v. City of Albuquerque 108 N.M. 658, 777 p.2d 386 – Due Process Requirements
- B. Swearing of Witnesses
- C. Cross Examination
- D. Ex Parte Communications
- E. Sample Provisions
 - a. Testimony Under Oath
 - b. Manner of Presentations to the Commission
 - i. Applicants
 - ii. Opponents
 - iii. Members of the Public
 - iv. All People Giving Testimony
 - v. Evidence

CHAPTER SEVEN – FINDINGS OF FACT AND CONCLUSIONS OF LAW

- A. The Requirement that the Order Be In Writing
- B. The Requirements of Findings of Fact and Conclusions of Law
- C. Preparation of Findings of Fact and Conclusions of Law
- D. Adoption of Findings of Fact and Conclusions of Law
- E. Filing the Decision of the Commission
- F. Service of the Decision

CHAPTER EIGHT – OPEN MEETINGS ACT/ INSPECTION OF PUBLIC RECORDS

Speaker: **Randy Van Vleck, General Counsel
New Mexico Municipal League**

THURSDAY, SEPTEMBER 22 - continued

3:15 - 3:45 PM **BREAK & NETWORKING**

5:15 – 8:00 PM **25th NMLZO ANNIVERSARY DINNER –
Sagebrush Inn**

FRIDAY, SEPTEMBER 23

8:30 - 11:15 AM **MORNING GENERAL SESSION**

Presiding: **Brennon Williams, CZO
Immediate Past President, NMLZO
Zoning Administrator – Bernalillo County**

8:30 – 10:00 AM **PRACTICAL APPLICATION OF THE PUBLIC
HEARING PROCESSES**

Attendees will utilize and employ the methods, procedures, and requirements of the public hearing process as presented during sessions of this workshop. Mock hearings will be conducted and issues such as legislative versus quasi-judicial actions, rules of procedure, and findings of fact & conclusions of law will be addressed in an enjoyable and appropriately educational atmosphere.

Narrator: **Randy Van Vleck, General Counsel
New Mexico Municipal League**

Facilitators: **NMLZO Board of Directors**

10:00 – 10:15 AM **BREAK & NETWORKING**

10:15 – 11:15 AM **“FOUNDATIONS OF A CODE ENFORCEMENT
OFFICE”**

- Hiring and training the right people for the job
- Using and understanding the tools provided to you
- The importance of proper notification and communication
- Enforcement techniques, strategies and approaches

Speaker: **Doug Crandall
DAC Enterprises, Inc.
(Former City of Albuquerque Zoning Code
Supervisor)**

11:15 AM – 12:00 PM **BUSINESS MEETING**

Presiding: **Ben Maynes, CZO, President, NMLZO**

12:00 PM **DISTRIBUTION OF ATTENDANCE CERTIFICATES
& ADJOURNMENT**

URGENT: To obtain credit/points toward certification, attendance at all sessions is required and will be monitored. Points for any missed sessions will need to be made up.

HOTEL INFORMATION

**Sagebrush Inn & Conference Center
1508 Paseo Del Pueblo Sur
Taos, NM 87571
800-428-3626 or 575-758-2254
www.sagebrushinn.com**

Room reservations should be made as quickly as possible if you wish to be assured of accommodations at the special rate of \$74.00 plus tax for Single or Double occupancy. Please make your hotel reservations by directly calling the Sagebrush Inn at 800-428-3626 or 575-758-2254 and ask for the **NEW MEXICO LEAGUE OF ZONING OFFICIALS ROOM BLOCK**. **In order to receive this special room rate, you must make your room reservations by Wednesday, September 7th, which is the cut-off date. Thereafter, rooms are on an availability basis at the regular rates.**

- URGENT -

IT IS IMPERATIVE THAT YOU MAKE YOUR ROOM RESERVATIONS As Soon As Possible or by September 7th. The Sagebrush Inn may be full to capacity with other groups and only a limited number of rooms are reserved in our room block. So call immediately for reservations to ensure you receive a guaranteed room. If rooms become sold-out or unavailable, you will need to make lodging arrangements at other hotels/motels. Cancellation Policy: 3 days prior to scheduled arrival Reservation date otherwise you will be charged for one night.

2011 NMLZO SEMI-ANNUAL MEETING

ADVANCE REGISTRATION

- | | Early Registration
By September 6 th | Late Registration
After September 6 th |
|--|---|--|
| Full Meeting: <i>(Includes all functions/meals etc)</i> | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$188 |
| Full Meeting Registrant will attend: | <input type="checkbox"/> Welcome Reception (9/21/11)
<input type="checkbox"/> Luncheon/Awards (9/22/11)
<input type="checkbox"/> Dinner (9/22/11) | |
| One-Day Commissioners' Training
<i>(Includes luncheon & dinner)</i> | <input type="checkbox"/> \$110 | <input type="checkbox"/> \$148 |
| Thursday One-Day Registrant will attend: | <input type="checkbox"/> Luncheon/Awards (9/22/11)
<input type="checkbox"/> Dinner (9/22/11) | |

NAME: _____

TITLE: _____

EMPLOYERS NAME: _____
Municipality or County

MAILING ADDRESS: _____
Including City/State/Zip

BILLING ADDRESS: _____
Including City/State/Zip

EMAIL: _____ PHONE: _____
For registration confirmation

- I prefer a vegetarian meal
- I have special needs (please contact Colette Schobbens or Linda Alire-Naranjo @ the NMML.

PAYMENT INFORMATION:

- Will Pay at Meeting - PO# _____
- Check Enclosed - Payable to NMML *(Include registrants name on check/stub.)*
- Charge my registration fee to: Visa or Master Card listed below.

The NMML is authorized to use the card below to pay all applicable registration fee(s) in the amount of \$_____.

Card #: _____ Exp Date: _____

Name of Card Holder: _____
If different from Registrant Name

SPOUSE/GUEST: *(Includes all functions, meals, etc.)*

Early Registration By September 6 th	Late Registration After September 6 th
<input type="checkbox"/> \$60	<input type="checkbox"/> \$75

NAME _____

Spouse/Guest will attend: Welcome Reception (9/21/11)
 Luncheon/Awards (9/22/11)
 Dinner (9/22/11)

- I prefer a vegetarian meal
- I have special needs (please contact Colette Schobbens or Linda Alire-Naranjo @ the NMML.

PAYMENT INFORMATION:

- Included on Registrants PO# _____
- Check Enclosed - Payable to NMML *(Include registrants name on check/stub.)*
- Charge my registration fee to: Visa or Master Card listed below.
- Charge registrant & spouse/guest fee to registrant's credit card. *(Provided on left panel)*

The NMML is authorized to use the card below to pay all applicable registration fee(s) in the amount of \$_____.

Card #: _____ Exp Date: _____

Name of Card Holder: _____
If different from Registrant Name

REGISTRATION/CANCELLATION POLICY: After September 13th you *must* register on-site. Requests for cancellation must be received in writing by September 13th. Cancellations received after September 6th will be charged a \$25.00 cancellation fee. No refunds after September 13th; No registrations or cancellations accepted by telephone; No partial refunds if you decide not to attend particular functions. If you're preregistered and do not attend without cancelling your registration, you are responsible for full registration fee. Policy also applies to One-Day Registrants and to Guest/Spouse registrants.

Please return by September 13th to: Registrar - NMML
P.O. Box 846 – Santa Fe, NM 87504
Fax: (505) 984-1392
Phone: (800) 432-2036 or (505) 982-5573

You may also register with credit card payment on-line @ www.nmml.org