



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



SEMI-ANNUAL MEETING
-SERIES SIXTEEN -- WORKSHOP THREE-
May 1-3, 2019
Albuquerque Marriott Uptown

-Preliminary Program-

WEDNESDAY, MAY 1

11:30 AM REGISTRATION

1:30 - 5:00 PM AFTERNOON GENERAL SESSION

*Presiding: Loretta Hatch, CZO, CFM, President, NMLZO
P & Z Administrator/Flood Plain Manager–Village of Bosque Farms*

1:30 PM WELCOME, OPENING REMARKS & ANNOUNCEMENT

Loretta Hatch, CZO, CFM, President, NMLZO

1:45 - 3:30 PM ACCESSORY STRUCTURES - “A place for my mother-in-law to live and a place for my shovel to live...”

- Definitions
 - Accessory Structure
 - Storage Structure
 - Accessory Dwelling
 - Guest Dwelling
 - Secondary Dwelling
 - Etc.
- Differences: What, when, where & how
- What don’t you want to allow?
- Permits!...?
- Standards
 - Setback Requirements
 - Placement Requirements
 - Height Restrictions
 - Building Separations
 - Design and Architectural Requirements
 - Etc.

Speaker: Adam Ochoa, CZO, Planner – City of Las Cruces

3:30 - 4:00 PM BREAK & NETWORKING

4:00 - 5:00 PM ACCESSORY STRUCTURES - *continued*

- Fake Planning/Permit Desk.... Practicing what you learned.

5:15 - 8:30 PM SOCIAL – *Dinner & Entertainment by “StaarFish”*

THURSDAY, MAY 2

7:30 AM

REGISTRATION

8:30 AM - 12:00 PM

MORNING GENERAL SESSION

Presiding:

*Stella Rael, CZO, President-Elect, NMLZO
Planner – City of Alamogordo*

TRACK ONE

8:30 AM – 5:00 PM

LAND USE OFFICIALS TRAINING – General Session
*(For Elected & Appointed Officials – Mayors, Councilors, Judges,
Planning & Zoning Commissioners & interested Land Use Employees)*

8:30 AM – 12:00 PM

INTRODUCTION

- A. Citizen Participation
- B. Commission Member Responsibilities

SERVING ON THE COMMISSION

- A. Membership on a Commission
- B. Commission Organization

COMMISSION MEMBER’S CODE OF CONDUCT

“Do The Right Thing”: Everyday Ethics For Commissioners

Speaker:

Randy Van Vleck, General Counsel – NM Municipal League

10:00 - 10:15 AM

BREAK & NETWORKING

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. Coordination 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
- D. Analytical Problem Solving

Speakers:

*Enrico Gradi, Planning & Development Services Director –
Bernalillo County*
Nick Hamm, Zoning Administrator – Bernalillo County

THURSDAY, MAY 2 – *continued*

TRACK ONE - *continued*

8:30 AM - 12:00 PM

LAND USE OFFICIALS TRAINING - *continued*
(For Elected & Appointed Officials – Mayors, Councilors, Judges, Planning & Zoning Commissioners & interested Land Use Employees)

COMMISSION RULES OF PROCEDURE

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

Speaker: Randy Van Vleck, General Counsel – NM Municipal League

12:00 - 1:00 PM

JOINT LUNCHEON/AWARDS CEREMONY *(All Attendees)*

Presiding: Loretta Hatch, CZO, CFM, President, NMLZO

1:15 - 5:00 PM

AFTERNOON GENERAL SESSION

*Presiding: Michael Garcia, CZO, CFM, Immediate Past President, NMLZO
Planner – Rio Arriba County*

TRACK ONE - *continued*

1:15 - 5:00 PM

LAND USE OFFICIALS TRAINING - *continued*
(For Elected & Appointed Officials – Mayors, Councilors, Judges, Planning & Zoning Commissioners & interested Land Use Employees)

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. Evidence

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

OPEN MEETINGS ACT/INSPECTION OF PUBLIC RECORDS

Speaker: Randy Van Vleck, General Counsel – NM Municipal League

THURSDAY, MAY 2 – *continued*

3:00 - 3:15 PM

BREAK & NETWORKING

☞ EVENING FREE ☛

TRACK TWO

8:30 AM - 5:00 PM

LAND USE TRAINING - CONCURRENT SESSIONS
(For Land Use Employees)

Presiding: Loretta Hatch, CZO, CFM, President, NMLZO

8:30 - 10:00 AM

PUBLIC MEETINGS/HEARINGS – PRACTICAL APPLICATION

- A. Why am I here? – What types of issues get heard at meetings/hearings?
- B. Open Meetings Act – Posting/Public Notice
- C. Be Prepared!

*Speakers: Clyde “C.B.” Strain, CZO, Planning Director – City of Gallup
Loretta Hatch, CZO, CFM, P & Z Administrator /
Flood Plain Manager – Village of Bosque Farms*

10:00 - 10:15 AM

BREAK & NETWORKING

10:15 AM – 12:00 PM

PUBLIC MEETINGS/HEARINGS – PRACTICAL APPLICATION
...continued

- D. Public Meeting v. Public Hearing – What’s the Difference?
- E. Best Behavior and Conduct
- F. How to Render the Right Decision
- G. Make It Official

*Speaker: Brennon Williams, CZO, Associate Director
Planning Department – City of Albuquerque*

12:00 - 1:00 PM

JOINT LUNCHEON/AWARDS CEREMONY *(All Attendees)*

Presiding: Loretta Hatch, CZO, CFM, President, NMLZO

TRACK TWO – *continued*

1:15 - 5:00 PM

LAND USE TRAINING - CONCURRENT SESSIONS
(For Land Use Employees) - continued

1:15 – 3:00 PM

APPEALS

- A. What can be appealed and who can appeal?
- B. Process
- C. Stay of Proceedings and other Legal issues?

Speaker: Randy Autio, Esq., Of Counsel – Robles, Rael & Anaya

THURSDAY, MAY 2 – *continued*

3:00 - 3:15 PM

BREAK & NETWORKING

TRACK TWO – *continued*

3:15 – 5:00 PM

MOCK HEARINGS! What have we learned?

Role of the Commission, Items that go before the Commission,
Requirements of Presentation, Decorum, Appeals

Facilitators:

Brennon Williams, CZO, Associate Director

Planning Department – City of Albuquerque

Randy Autio, Esq., Of Counsel – Robles, Rael & Anaya

∞ EVENING FREE ∞

FRIDAY, MAY 3

9:00 - 11:30 AM

MORNING GENERAL SESSION

Presiding:

Adam Ochoa, CZO, Vice President, NMLZO

Planner – City of Las Cruces

9:00 - 11:30 AM

**GOING ON RECORD – RECORDS MANAGEMENT FOR
PLANNING AND ZONING**

This session will explore how records management and information governance fits in a planning and zoning department. Topics will include general records management concepts, understanding and using records retention schedules, a review of the new Municipal Records Retention Schedule, records destruction and Inspection of Public Records (IPRA).

Speaker:

Lisa Johnston, MMC, Retired Assistant Clerk – City of Artesia

10:15 - 10:30 AM

BREAK & NETWORKING

11:30 AM - 12:00 PM

BUSINESS MEETING

Presiding:

Loretta Hatch, CZO, CFM, 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.