

# NEW MEXICO LEAGUE OF ZONING OFFICIALS

(A SUBSECTION OF THE NEW MEXICO MUNICIPAL LEAGUE)



## VIRTUAL WORKSHOP

-SERIES SEVENTEEN – WORKSHOP ONE-  
MAY 5-6, 12-13, 19-20, 2021

~ FINAL PROGRAM ~

### WEDNESDAY, MAY 5

8:30 am

#### Welcome, Opening Remarks & Announcements

Stella Rael, CZO, President  
NM League of Zoning Officials (NMLZO)  
Planner – City of Alamogordo

9:00 – 11:00 am

#### INS & OUTS OF BUSINESS REGISTRATIONS, LICENSES AND PROCESSES RELATING TO PLANNING/ZONING, CODE ENFORCEMENT & BUILDING INSPECTION

*Today's session will offer four distinct presentations and each will address various aspects of this important topic.*

#### EVERYTHING YOU WANTED TO KNOW ABOUT BUSINESS REGISTRATIONS & BUSINESS LICENSES BUT WERE AFRAID TO ASK

*This first presentation will include some insight from a Former Clerk who served in three different sized Municipalities and will assist you in your responsibilities by Identifying the difference between Business Registrations & Business Licenses; the Process for Obtaining Approval; and will share sample documents currently being used.*

- Business Registrations
- Business Licenses
- Coordinating the distribution and obtaining approval
- Process (Restaurants/General Retail/Other Businesses)
- Time Frame
- Sample Applications, Checklists, and Regulations
- How can you help the Clerks or responsible department? *They thought you'd never ask.*
- How can they help you?
- The Importance of Collaboration

*Speaker:*

Renee Cantin, Administrative Assistant – NM Municipal League  
Former City Clerk

## WEDNESDAY, MAY 5 – continued

### **THE FIRE INSPECTION PROCESS**

- What does the Fire Marshal have to do with Code Enforcement.
- The relationship between Fire Marshal and Code Enforcement.
- Certificates of Occupancy and their importance.
- Who covers what -- Code Enforcement or Fire Marshal (Scope of Authority etc.)?

*Speaker:* Brittany Brown, Associate Professor  
Eastern Kentucky University, College of Justice & Safety  
Former Lovington Fire Marshal

### **HEALTH PROTECTION INSPECTION PROCESS**

- A. Environmental Health Jurisdictions in New Mexico
- B. Adoption of the Food Code, 2017, 2009, and 2005...
- C. What is a food establishment?
  - a. Food establishment vs food processor
  - b. Grocery stores/C-stores
  - c. Home Base
- D. How to obtain a food permit
  - a. New construction, existing facility, remodeled, or new ownership
  - b. Business registration
  - c. Health Protection workflow
- E. Opening inspections, routine inspections, complaint inspections
  - a. 5 contributing factors to foodborne illness
    - i. Poor personal hygiene
    - ii. Food from unsafe source
    - iii. Inadequate cooking
    - iv. Improper holding temperature
    - v. Contaminated equipment
- F. Questions

*Speaker:* Kellison Platero, Health Protection Scientist II  
Bernalillo County

### **BUSINESS REGISTRATIONS RE: PLANNING/ZONING & BUILDING INSPECTION**

- Planning/Zoning Inspection
  - Are you properly zoned?
  - Is the proposed business permitted?
  - Do conditions need to be met or Special Use Permit required?
- Building Inspection
  - Is the building proper of the proposed occupancy type?
  - Does the property meet ADA accessibility?
  - Are parking and landscaping requirements being met?

*Speaker:* Adam Ochoa, CZO, Plans Examiner/Inspector Supervisor  
City of Las Cruces

## **THURSDAY, MAY 6**

9:00 – 11:00 am

### **CODE ENFORCEMENT A-Z**

- Code Enforcement Authority
- Filing a Complaint
- Clean and Lien
- Building a Case
- Fences and the Fourth Amendment
- Notices of Violation
- Due Process
- After Compliance
- Condemnation

*Speaker:* Clyde “C.B.” Strain, CZO  
Planning & Development Director  
City of Gallup

## **WEDNESDAY, MAY 12**

9:00 – 11:00 am

### **BUILDING AN EFFECTIVE COURT CASE A Zoning Official’s Guide to the Enforcement Process**

- Creating and maintaining your case file
- Legislative and legal considerations
- Methods to the madness
- Presenting as the prosecutor
- Fines, follow-ups and feelings

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

## **THURSDAY, MAY 13**

9:00 – 11:00 am

### **NONCONFORMITIES: Hey, you can’t do that! ...anymore.**

- Types of nonconformities.
  - Typical and more unique.
- Traditional ways of dealing with them.
- New approaches to nonconformities.
- What can you do? (Examples).

*Speaker:* Adam Ochoa, CZO, Plans Examiner/Inspector Supervisor  
City of Las Cruces

## WEDNESDAY, MAY 19

9:00 – 11:00 am

### **PRACTICE MAKES PERFECT: A DEEPER DIVE TO PRESENTING IN COURT**

- Showing up is half the battle
- Dress for success
- Your performance of conformance
- Varying results
- The next chapter
- Predictable pitfalls and practical exercises

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

## THURSDAY, MAY 20

9:00 – 11:00 am

### **LEGAL & LEGISLATIVE UPDATE; OVERVIEW OF NMML POLICY PROCESS**

- Recent Court Cases, including Supreme Court Rulings for the last few years.
- Current Legislative Issues.
- Overview of the NM Municipal League Policy Process, how it works to develop the Legislative priorities, and the importance of the Legislative process to the NMLZO.

**GRAND FINALE** ~ *Test Your Knowledge in the format of everybody's favorite game show.*

**JEOPARDY!**

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

