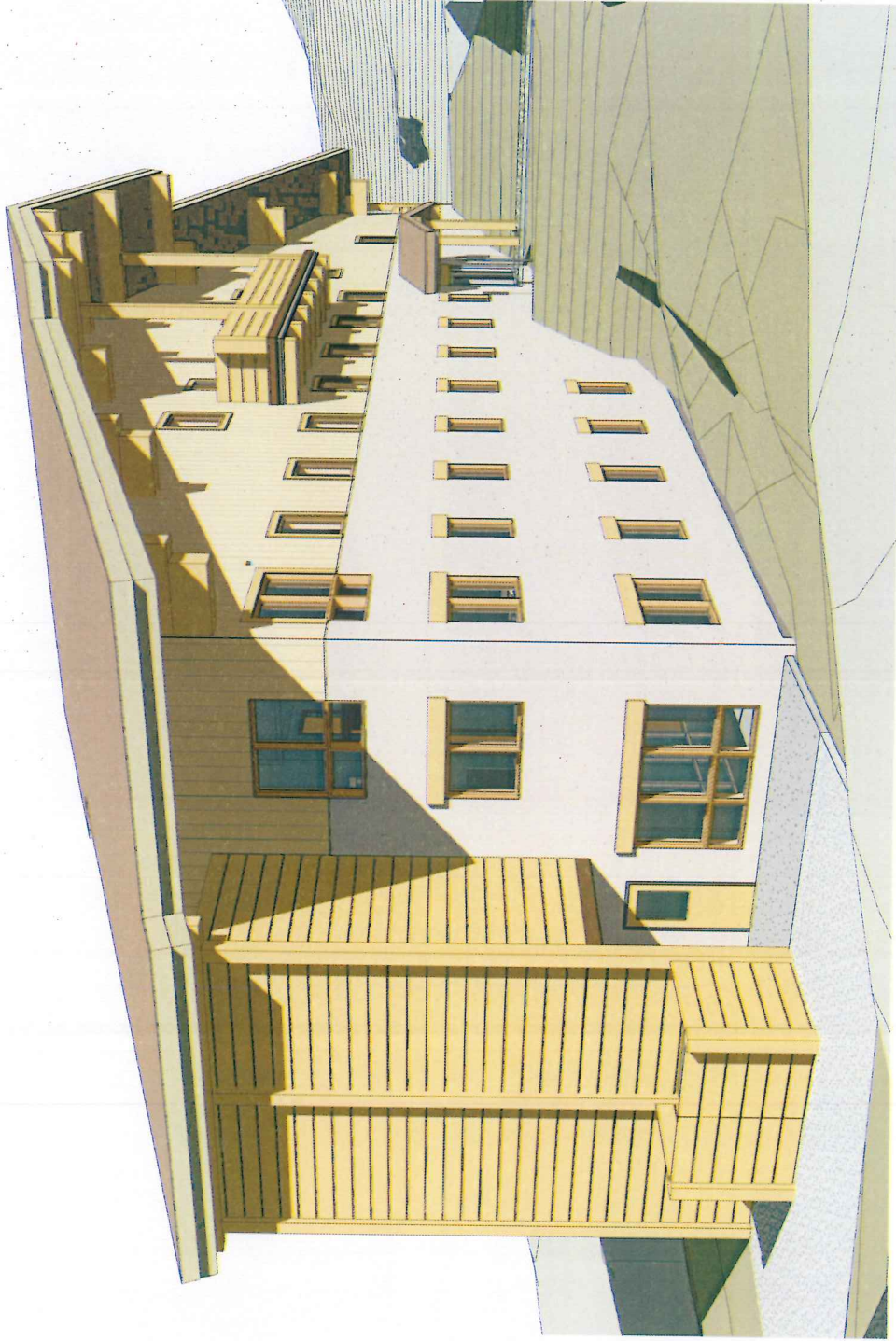


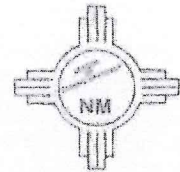


PERSPECTIVE VIEW FROM TWINING RD.



PERSPECTIVE VIEW FROM O.E. PATTISON





TO: NEW MEXICO LEAGUE OF ZONING OFFICIALS
FROM: Loretta Hatch, CZO, CFM, President – NMLZO; Planning & Zoning Administrator/Flood Plain Manager – Village of Bosque Farms
SUBJECT: MAY 1-3, 2019 NMLZO SEMI-ANNUAL MEETING/WORKSHOP
DATE: March 12, 2019

The Semi-Annual Meeting/Workshop of the New Mexico League of Zoning Officials (NMLZO) is scheduled for May 1st through the 3rd at the Albuquerque Marriott Uptown, 2101 Louisiana Blvd. NE, 505-881-6800. This upcoming program will offer an interesting line up of timely issues. Refer to the Preliminary Program for topics.

This meeting will offer the Third Workshop of Series Sixteen. Each Series offers four workshops toward the completion of the NMLZO Basic Certification Program, as well as credit for the Continuing Certification Program (CCP). The sessions offered at this meeting will be part of the core certification requirements.

URGENT: Attendance at all NMLZO Workshops is very important and attendance is monitored and verified. Therefore, if you register for the Workshop, 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.

The following documents are posted on the *NMML website under events/training*.

- Semi-Annual Meeting/Workshop Announcement & Hotel Information
- Preliminary Program
- Registration Form
- Scholarship Packet – Memo, Criteria & Application

The following documents can be **accessed** on the *NMML website under Zoning Officials Subsection*.

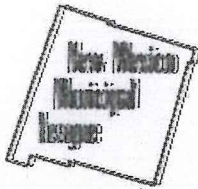
- Membership List & Application
- Basic Certification Memo & Application
- Continuing Certification Program (CCP) Memo & Application
- "The Zoning Stone" Newsletter – 2019 Spring Edition

SPECIAL NOTE: Encourage your Elected and Appointed Officials -- Mayors, Judges, Planning & Zoning Commissioners, etc. to attend this entire meeting or the Thursday session that specifically offers training for them. Please make this packet available to them.

HOTEL INFORMATION

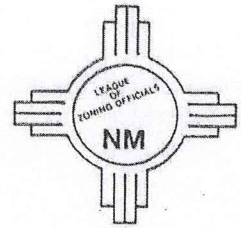
The Albuquerque Marriott Uptown has offered us a special rate of \$94.00 plus tax, single or double occupancy. Reserve your room by calling the hotel directly at 505-881-6800 and ask for the NM League of Zoning Officials Room Block or click here to make reservations online. **To assure you obtain this special rate, you must make your reservation by the cut-off date of TUESDAY, APRIL 16th.** We have a limited number of rooms blocked and reservations are on a first come first served basis therefore these rooms may sell out prior to 4/16. Thereafter, rooms will be on an availability basis at the regular rate(s). **We recommend you make your room reservation ASAP.** Cancellation Policy: 6:00 pm prior to the day of arrival.

We look forward to seeing you in Albuquerque!



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

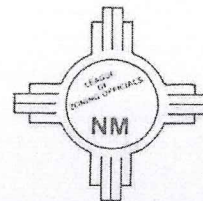
12:00 PM

**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.



NMLZO



Semi-Annual Meeting/Workshop

MAY 1-3, 2019
ALBUQUERQUE MARRIOTT UPTOWN

ADVANCE REGISTRATION

NAME _____ TITLE _____

EMPLOYERS NAME: _____
Municipality or County

MAILING ADDRESS _____
Including City/State/Zip

BILLING ADDRESS _____
Including City/State/Zip

EMAIL _____ PHONE _____
For Registration Confirmation

For ADA Needs, contact Colette Schobbens at (800) 432-2036

REGISTRATION RATES

Check all of the appropriate boxes.

Full Meeting (Includes Wed. - Fri. training & all functions/meals etc.):

Early Registration By April 17th ☐ \$185
Late Registration After April 17th ☐ \$230

Full Meeting Registrant will attend: ☐ Social (5/1/19)
☐ Luncheon (5/2/19)
☐ Vegetarian Meal
☐ Gluten Free

Land Use Officials 1-Day Training (Thurs. only includes luncheon):

Early Registration By April 17th ☐ \$130
Late Registration After April 17th ☐ \$155

One-Day Registrant will attend: ☐ Luncheon (5/2/19)
☐ Vegetarian Meal
☐ Gluten Free

PAYMENT INFORMATION: Check made payable to NMML

☐ Check Enclosed
☐ Will Bring to Meeting (Include member ID on check/stub.)
☐ Purchase Order # _____
☐ Charge registration fee to: ☐ Visa or ☐ MC listed below.

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

Card #: _____ Exp. Date: _____

Name of Card Holder: _____
(If different from Registrant Name)

Card Holder Signature: _____

RETURN BY WEDNESDAY, APRIL 24TH TO:

Valerie Maes • vmaes@nmml.org
PO Box 846 • Santa Fe, NM 87504
Phone (800) 432-2036 or (505) 982-5573 • Fax (505) 984-1392

SPOUSE/GUEST RATES: (Includes all functions/meals etc.) Registration will not processed unless payment is enclosed.

Early Registration Fee: \$70.00 (By April 17th)
Late Registration Fee: \$85.00 (After April 17th)

Name: _____

Email: _____
For registration confirmation

Spouse/Guest will attend:

☐ Social (5/1/19) ☐ Vegetarian Meal
☐ Luncheon (5/2/19) ☐ Gluten Free

PAYMENT INFORMATION: Check made payable to NMML

☐ Check Enclosed (Include spouse/guest registrant name on check/stub.)
☐ Included on Registrants Purchase Order. # _____
☐ Charge spouse/guest fee to registrant's ☐ Visa or ☐ MC listed to the left.
☐ Charge spouse/guest registration fee to: ☐ Visa or ☐ MC listed below.

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

Card #: _____ Exp. Date: _____

Name of Card Holder: _____
(If different from registrant name)

Card Holder Signature: _____

NMML REGISTRATION/CANCELLATION POLICY:

- After April 24th you **must** register on-site.
- Cancellations must be received in writing by April 24th.
- A \$25 fee charged for all cancellations, including weather related no shows.
- No refunds after April 24th.
- Pre-registered no shows are responsible for full registration fee.
- Credit card transaction(s) processed immediately.
- Receipts available upon registration check-in.
- Registration confirmations will be emailed.
- Policy applies to Spouse/Guest Registrants.
- By submission of this form, I agree to all registration/cancellation policies.