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COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

March 16, 2020

TO: Village of Los Lunas Residents and Visitors
FROM: Erin Callahan, Director, Community Development Department
RE: **COMMUNITY DEVELOPMENT DEPARTMENT
COVID-19 OPERATIONAL CHANGES**

This is a notice regarding operational changes to the Village of Los Lunas Community Development Department as a result of the ongoing COVID-19 pandemic and public health directives. Gov. Michelle Lujan Grisham and the New Mexico Department of Health recommend that local governments take steps to limit person-to-person contact in order to best halt the spread of COVID-19.

The Community Development Department is implementing temporary changes to our operations, which will be in effect until further notice. These changes are intended to minimize the traffic through our office, and are as follows:

- **Animal registrations:** Animal registrations are suspended until further notice. If your animal is not registered, or your current registration expires while this is in effect, you will not be considered late or be subject to a penalty. We will notify you when registrations are open again.
- **Animal control and code enforcement complaints:** Complaints will be reviewed and emergency situations will be addressed. Non-emergency situations - such as overgrown weeds, cars parked in wrong direction, barking dogs – will be tracked. We will begin issuing notices of violation for non-emergency situations after restrictions are lifted. Please direct complaints to the online code enforcement complaint form or to the main Community Development phone line.
- **Animal releases:** Call the general Community Development phone line if your animal needs to be released from the shelter. Your release will be processed over the phone. The Valencia County Animal Shelter will require that you call first before picking up your animal, and has signs posted on at their facility to alert visitors of their own changed procedures.
- **Applications:** Complete applications should be mailed or emailed. Any applications brought to the office must be left in the designated basket at the front desk. We will

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILMAN

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COUNCILMAN

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR



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review all applications dropped off, mailed or emailed and respond to via phone or email. If you owe a payment for your application, we will send you an invoice so that you can mail a check or a completed one-time credit card authorization form.

- **Meetings:** Meetings must be scheduled in advance. Please consider whether your meeting can take place over the phone or email. Any in-person meeting that is scheduled will take place in the lobby.
- **Questions:** Please call or email with any questions. Call the Community Development Department general phone line for general questions, or review the contact information below if you know who you are trying to reach.

In addition, there are non-emergency operations that will be suspended until further notice:

- NO animal traps
- NO special event permits
- NO door-to-door vendor permits

Contact Information

Division	Title	Name	Phone	Email
Community Development		General Line	505-839-3842	
Community Development	Director	Erin Callahan	505-352-7659	callahane@loslunasnm.gov
Planning	Community Planner	Alex Ochoa	505-352-7630	ochoaa@loslunasnm.gov
Planning	Planning Technician	Sonia Walker	505-352-7658	walkers@loslunasnm.gov
Code Enforcement	Code Enforcement Supervisor	Adolph Lopez	505-352-7623	lopeza@loslunasnm.gov

Sincerely,

Erin Callahan, Director

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