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COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

DATE: May 4, 2020
TO: Village of Los Lunas Residents and Visitors
FROM: Erin Callahan, Director, Community Development Department
RE: **COMMUNITY DEVELOPMENT DEPARTMENT
UPDATED 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 working to bring our operations back to normal after having modified several operations to help reinforce social distancing and respond to the COVID-19 public health orders. Effective immediately, the following operations will be performed as follows:

- **Animal registrations:** Animal registrations are still suspended. We anticipate this will be reopened following May 15, when the current NM public health order expires. 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.
- **Door to door vendor permits:** Door to door vendor permits are still suspended. We will reopen these permits when it appears that we can ensure they are compliant with NM public health guidelines and restrictions.
- **Animal control and code enforcement complaints:** Notices of violation have resumed for all animal control and code enforcement complaints.
- **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.
- **Animal traps:** Animal traps have resumed, please call the department if you need a trap.

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILMAN

PHILLIP JARAMILLO
COUNCILMAN

CRUZ MUÑOZ
COUNCILMAN

CHRISTOPHER S. ORTIZ
COUNCILMAN

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR



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- **Special event permits:** Special event permits have resumed. We will evaluate special event permits received to ensure the event is compliant with the most current NM public health guidelines and restrictions.
- **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 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. We will schedule a video or phone meeting, or see if we can address your questions via email.
- **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.

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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