



**CITY OF ELEPHANT BUTTE PLANNING & ZONING COMMISSION**  
**NOTICE OF REGULAR MEETING**  
**OPEN TO THE PUBLIC**  
Tuesday May 1, 2018  
**PLANNING & ZONING – 9:00 am**

**1. CALL TO ORDER AND ROLL CALL**

- Chairman Charles Looney- Present
- Vice Chairperson Cathy Vickers - Present
- Commissioner Sheridan Fuss - Present
- Commissioner Mario Maez - Present
- Commissioner Rick Harrison - Present
- Alternate Commissioner Nathan LaFont- Present

**2. PLEDGE OF ALLEGIANCE –** Led by Commissioner Harrison

**3. DECLARATION OF CONFLICT OF INTEREST & STATEMENT OF OPEN MEETINGS ACT**

*\*The Open Meetings Act is in effect and there is a three-minute limit per speaker on all non-agenda items.*

**4. APPROVAL OF AGENDA – Motion to approval:** Vice Chairperson Vickers and 2<sup>nd</sup> Commissioner Harrison. All in favor, None Opposed.

**5. APPROVAL OF MINUTES**

- A. **Approval of Regular Meeting Minutes, Tuesday, April 3, 2018- Motion to approval:** Vice Chairperson Vickers and 2<sup>nd</sup> Commissioner Harrison. All in favor, None Opposed.

**6. PUBLIC INPUT- Gary Farber** – lives on Northern Drive. Requests for lake access directional signage to limit the traffic of non-residents who mistakenly use Northern Drive for lake access. Fire Chief Toby Boone indicated he will look into using existing posts to place new signs and report back by next meeting.

**7. MANAGER REPORT-** City Manager D. Howard. He explained this is his third week of being with the city and has focused mainly on the Budget. He indicated he has reviewed the Comprehensive Plan and explained its well put together and accurate. He explained he is familiar with the area as he has been here many times for recreational purposes and he is glad to be here.

**8. CODE ENFORCEMENT REPORT** – Code Enforcement Officer Morgan Spencer gave the report with the productivity from year to date. Fire Chief Boone informed the board of the status of the Census. Commissioner La Font suggested we speak with Eloy who assists the County with their mapping to collaborate on updating our maps.

**9. ZONING PERMIT UPDATE** – Code Enforcement Officer Morgan Spencer gave the report for zoning permits with the incoming funds and projects around town. Vice Chairperson Vickers stated the increase of permits for the year is a good sign that the economy is well. City Manager D. Howard commented that the increase of building permits also will affect future property assessed values which will be beneficial for our city.

Commissioner Fuss inquired if Code Enforcement has discussed working every other Saturday. Fire Chief Boone explained it was discussed but would be counterproductive and would affect the budget as well. The amount of violations occurring over the weekend are able to be addressed on Mondays.

Commissioner LaFont suggested making a flyer to be sent out bi-annual or annually with the common violations in the city so that we are proactive with informing the public of this information. He suggested including statistics, emergency numbers, etc. to be added to the flyer to be mailed out with the water bill.

**10. COMMISSIONERS COMMENTS-** Commissioner Fuss requested that when the city budgets or gets a grant, if we can apply the funds to have re-striping added to all paved streets in our city. He explained that Country Club is not striped and is eroding on the edges. He explained the Golf Course parking lot is also not striped which is causing parking issues. He further explained the golf driving range needs to be maintained to get better grass growth and to help with the appearance of the golf course.

Commissioner Harrison provided a small replica sculpture which was approved to be built on the State Parks property on Father's Day weekend. He explained his intention to present the sculpture to the City Council at their next meeting as well.

**11. PUBLIC HEARING ACTION ITEMS – None**

**12. REGULAR ITEMS**

- A. **Comprehensive Plan** – Discussion of Status- The City Manager will be reviewing the plan and give input at the next meeting.

**13. NEW BUSINESS –**

- A. **Vacation of Lot Line-** 208 & 210 OLYMPIC ST.- Christie Stuart is the owner. A **Motion** to Vacate the Lot line by Commissioner Fuss was made and 2<sup>nd</sup> by Commissioner Harrison – Chairman Looney asked All in Favor- all responded- Yes. No member was opposed.
- B. **Vacation of Lot Line-** Stage Coach Dr. Lot 6 & 7- Commissioner LaFont recommended that on the survey presented for this property, the signatures need to be reviewed as it appears there is a duplicate signature for two companies. A **Motion** was made by Commissioner Harrison to approve the vacation lot line pending new signatures on the survey from the companies involved with the utility easement. A 2<sup>nd</sup> by Commissioner Fuss who reiterated pending new signatures from each company involved with the utility easement. Chairman Looney asked All in Favor- all responded- Yes, but Vice Chairperson Vickers abstained from voting due to being a party to the process. No member was opposed.

**14. OLD BUSINESS –**

- A. **Animal Control Registration Tag Program** – Discussion by Fire Chief Boone explained the budget for Animal Control related services. Implementation of the Animal Tag program was discussed and an addition to the ordinance and registration forms will be proposed in a future planning and zoning meeting.
- B. **Zoning Permit Requirements-** Discussion/Recommendation regarding the survey requirement in the city ordinance for all construction. Discussion commenced regarding if a survey needs to be required for any non-structural construction projects such as re-roofing, painting, replacement of existing windows, etc. Code Enforcement Officer Morgan Spencer introduced this topic in the last planning and zoning meeting and was asked to present a Code Enforcement recommendation. Fire Chief Boone explained the recommendation of the City developing an ordinance which would define non-structural and structural construction. The City would use the existing definitions used by the Construction Industries Division. **Motion** was passed by Vice Chairperson Vickers and 2<sup>nd</sup> by Commissioner Fuss. Chairman Looney asked All in Favor- all responded- Yes. No member was opposed. Chairman Looney and Fire Chief Boone explained a revision will be reviewed by the commission at the next meeting.
- C. **Special Use Zone-** Discussion to move forward on Special Use Permit to BioLite Company- Trucking Transport and transfer station. Storing a commodity of Zeolite only in a silo style containment. Commercial Zoning regulations will apply to this location. Commissioner LaFont and City Manager Howard suggested DOT be contacted at a future date if the traffic flow is affected. Fire Chief Boone stated he will be in touch with Polanco with DOT to make sure he is aware of it. Board members requested the city notify neighboring properties about the business being located

**15. ADJOURNMENT-** Motion made to adjourn by Commissioner Fuss and 2<sup>nd</sup> by Mario Maez. 1252pm