



City of Elephant Butte
Planning & Zoning Commission

City Hall - 103 Water Street, Elephant Butte, NM

DRAFT Un-Official Meeting Minutes
Tuesday, November 17, 2015 Special Meeting

- I. **Call to Order** – Chairman Chuck Looney called the special meeting to order at 9:00 a.m.
Roll Call – City Manager Andrew Finzen took roll with Chairman Looney, Commissioner Rick Harrison, Commissioner Bill Kirikos, and Alternate Commissioner Nathan LaFont. Vice-Chair Cathy Vickers and Commissioner Sheridan Fuss were absent. Due to absences, Alternate Commissioner Nathan LaFont was identified as a voting member for the meeting.

- II. **Minutes** – Approval of the minutes for October 13, 2015. Motion was made at 9:01 a.m.

Motion: *To approve the October 13 meeting minutes as submitted.*

Made: *Commissioner Harrison* *Second:* *Commissioner Kirikos* *Vote:* *Carried 4-0*

- III. **Public Hearing Action Item** – None.

- IV. **New Business** – None.

- V. **Old Business** –

Commission Rules of Procedure: Commissioners discussed the adoption of updated Rules of Procedure for the upcoming year. Action on Rules of Procedure had been postponed at the previous meeting due to questions around Section 2.1(D), which stated that only members attending a specific meeting can vote to approve the minutes of that meeting. Staff informed the Commission that the revised Rules of Procedure have removed Section 2.1(D), eliminating the requirement for Commissioners to be present at a specific meeting to approve said minutes.

Motion: *To approve the Planning & Zoning Commission Rules of Procedure as submitted.*

Made: *Commissioner LaFont* *Second:* *Commissioner Kirikos* *Vote:* *Carried 4-0*

Comprehensive Plan Discussion: Commission discussed the comprehensive plan and work that needed to be done regarding the Right of Way, Driveway Access and Permitting process. Commissioners were provided with Chapter 8 of the New Mexico Department of Transportation (NMDOT) Access Manual which sets access standards on state highways. During this discussion, Randy Van Vleck of the New Mexico Municipal

League entered the Chambers, as Mr. Van Vleck was scheduled to provide a training to local officials at the conclusion of the Commission meeting. Commissioners chose to ask Mr. Van Vleck for insight on the subject, and it was proposed that the City could adopt the current state regulations as a “stop gap” measure until such a point as the Commission could identify appropriate regulations for the City. Mr. Van Vleck also suggested that the City Council could issue a moratorium to prevent new access should any potential development opportunities arise.

- VI. **Staff Report** - City Manager Finzen reminded the Commission of the upcoming training following the meeting. Additionally, City Manager Finzen updated the Commission on recent City Council action.
- VII. **Public Comment** - None.
- VIII. **Adjournment** - Motion: To adjourn the special meeting at 9:56 am.
Made: Commissioner Kirikos Second: Commissioner LaFont Vote: Carried 4-0

Minutes Approved:



Charles Looney
Chairman

Respectfully prepared and submitted:



Andrew Finzen
City Manager

