



City of Elephant Butte  
Planning & Zoning Commission

City Hall - 103 Water Street, Elephant Butte, NM

**Official Workshop Minutes**  
**Tuesday, August 18, 2015 Special Workshop**

- I. **Call to Order** – Chairman Chuck Looney convened the special workshop at 9:00 a.m.  
**Roll Call** – City Planner Bradford Dyjak took roll with Chairman Looney, Commissioners Les Buchanan, Sheridan Fuss and Nathan LaFont present. Vice-Chair Cathy Vickers provided advance notice of her absence.

**City Planning & Zoning Administrator Report** – A planning and zoning update was provided by Mr. Dyjak, a copy of which is on file with the department. Included in his report were updates on the Council’s consideration of the Infrastructure Capital Improvement Plan priorities, Fire Chief Leavitt securing the new grant-funded urban interface/brush and RAT fire and rescue vehicle and an update on the upcoming Elephant Days festivities. Chairman Looney informed the Commission that Mayor Kent had invited the members to participate again in the parade and it was agreed that they would.

Mr. Dyjak also acknowledged that this would be his final meeting with the Commission as he had submitted his resignation effective August 26<sup>th</sup>. He noted that the decision was bittersweet in that the City administration had proceeded in a different direction, but that he valued his work with the Commission and would ensure a smooth transition. Mr. Dyjak expressed that he was honored to have served the City and worked so closely with the Commission and that the commissioners were the unsung troops in the community. The Commission thanked Mr. Dyjak for his service and wished him well in his future endeavors. Furthermore, the Commission expressed its gratitude for Mr. Dyjak serving as the first City Planner and assisting the Commission in making its job easier.

Mr. Dyjak further notified the Commission that the terms of Commissioners Buchanan, Fuss and LaFont were set to expire October 1<sup>st</sup> and expressions of interest would need to be received by the Mayor by early September. Commissioner Buchanan then noted that this would be his final meeting as a commissioner and that he would not seek reappointment as a full member. Mr. Dyjak and the Commission thanked Commissioner Buchanan for his dedication over the past eight years and were thankful for his tenure as past chairman and his contributions to the community.

- II. **Commission Rules of Procedure Revisions** – Based upon the Commission’s input at its August 4<sup>th</sup> workshop, Mr. Dyjak provided a draft of revisions to the procedures and specifically discussed defining a “party of interest or standing” and suggested incorporating elements of the City of Albuquerque Environmental Planning

Commission's public hearing rules into the final draft. Mr. Dyjak would submit a final draft for the Commission to adopt at its next regular meeting.

III. **Comprehensive Plan Update** - Mr. Dyjak led the discussion on completing updates to the Land Use and Housing chapters. The Commission developed consensus on policy recommendations for those respective chapters and Mr. Dyjak indicated that he would incorporate the policies into the draft plan update and would provide a copy of the plan as it exists upon his departure.

IV. **Adjournment** - *The special workshop was adjourned at 10:50 a.m. by unanimous consent.*

**Minutes Approved:**



Charles Looney,  
Chairman

**Respectfully prepared and submitted:**



Andrew Finzen,  
City Manager

