



City of Elephant Butte  
Planning & Zoning Commission  
City Hall - 103 Water Street, Elephant Butte, NM

**DRAFT Unofficial Meeting Minutes  
Tuesday, May 3, 2016 Regular Meeting**

- I. **Call to Order** – Chairman Looney called the meeting to order at 9:00 a.m.
- II. **Roll Call** – Land Use Administrator Gabriel Boyle took roll with Chairman Charles Looney, Vice-Chair Cathy Vickers, Commissioner Sheridan Fuss, Commissioner Rick Harrison and Alternate Commissioner Nathan LaFont present. Commissioner Bill Kirikos was not present at roll call.
- III. **Minutes** – Approval of the Regular Meeting minutes for May 3, 2016.  
***Motion:** To approve the April 5, 2016 meeting minutes as submitted.*  
***Made:** Commissioner Fuss   **Second:** Commissioner Vickers   **Vote:** 4-0*
- IV. **Public Hearing Action Item** – None.
- V. **New Business** –
  - a. **Code Enforcement SOP**- The Land Use Administrator - We want to develop a Standard Operating Procedure for Code Enforcement. The process would start with a site visit if contact is made and the violator is willing to clean up in a reasonable time frame no case is opened. If no contact is made a letter should be sent to the property owner and a case opened. The last step would be a citation. We want to craft a form letter explaining the ordinance, the violation(s), time to correct the violation, and the potential for fines or jail time. We can also use these letter(s) to create data on the different types of violations. In conjunction we need to categorize the different types of violations based on criteria. Some violations are more serious and need a more immediate response. For example a leaking septic tank, or other public health and safety issues. There could be several different processes depending on the level of violation.
  - b. **Development Permit SOP**- The Land Use Administrator - There is a need to change the current process and add require additional development permit submittals. For example a gentleman came in a got a permit from us and never went to CID. In addition anyone getting a permit from CID could change their site plan after leaving our offices under the current process. Other issues such as the survey requirement is too stringent and requires Planning and Zoning Commission approval for relief. This should likely be changed to the Land Use Administrator approval just to be efficient with our

building permits. Other issues currently listed on the site plan is drainage what is needed is a picture of what we want. So we will be looking at the entire process and try and clarify and correct current issues. The Commission had discussion the permit process.

- c. Drainage Criteria – Land Use Administrator went to Dona Ana County Flood Commission to understand the drainage calculations for residential construction. The Commission had discussion about flooding issues and drainage and want to hear back next month what was discovered and how to move forward. The Commission had discussion about drainage and flooding.
- d. New Mexico Bike Summit- Land Use Administrator the Rio Grande Trail Commission is a very good opportunity for economic development. We need to consider the trail in the crafting of the Comprehensive Plan and work with the County to put the trail in their plan. Many trails receive substantial return on investment across the country. Much of the land from between Elephant Butte State Park and Caballo State Park is Bureau of Reclamation. The Commission had discussion about the trail.

V. **Staff Report** – Gabriel Boyle I’m going to take the Rules and Procedures this board worked on to Randy from the Municipal League at Zoning Officials Conference this week. It looks good just a few changes.

Andrew Finzen- We still are in communication with a potential commercial projects and there is a few residential permits have come in the past month.

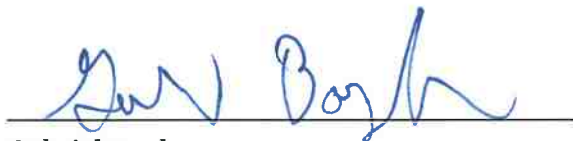
VI. **Public Comment** –None.

VII. **Adjournment** –

**Motion:** *To adjourn the official meeting at 10:10 am.*

**Made:** Commissioner      **Second:** Commissioner      **Vote:** 4-0

**Minutes Approved:**



Gabriel Boyle

Land Use Administrator