City of Elephant Butte
Planning & Zoning Commission

City Hall - 103 Water Street, Elephant Butte, NM

Official Meeting Minutes
Monday, July 20, 2015 Special Meeting

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

II. **Public Comment** – There were no comments from the public.

III. **Minutes** – The minutes from both the June 25th special meeting and July 7th regular meeting were tabled as there was not a quorum present of members whom attended either of those meetings.

IV. **Review & Possible Recommendation** –
A. **Ordinance – Drainage and Erosion Impact Lots Designation Process** – Mr. Dyjak, presented the draft ordinance that would amend various sections within the zoning and drainage and erosion control codes. Specifically, the proposed ordinance would establish the process for designating lots susceptible to erosion and drainage, known as "Red Lots". Chairman Looney inquired as to the extent of changes to the process to which Mr. Dyjak indicated that no formal process was in place to update the existing list of properties requiring additional engineered plans, even when new evidence was provided. Furthermore, the proposed ordinance would also clarify what additional regulations applied to development of the designated lots and include criteria for the City Council to use in its designation of a Red Lot.

Vice-Chair Vickers noted that Red Lots were not universally known by real estate agents – especially not by those outside of Sierra County. Mr. Dyjak responded that part of the aim of the proposed ordinance was to better publicize and account for the designated Red Lots. Commissioner LaFont asked if the Commission should be added as an entity authorized to initiate designation of lots. It was agreed by the other commissioners that the Planning & Zoning Commission should be added to Section 2-b of the proposed ordinance to be able to designate potential Red Lots for Council consideration. Commissioners also inquired whether the Floodplain Administrator position was separate from the City Planner and Zoning Administrator, to which Mr. Dyjak answered that he currently served in all three capacities, but that Floodplain Administrator was codified as a separate position as part of the National Flood Insurance Program and was designated by the Mayor. In the past, the position had at various times been held by the Code Enforcement Officer and a designated volunteer.

There were no public comments. Since the proposed ordinance would amend provisions of Section 155 of the Zoning Code, a recommendations from the Commission was required. Chairman Looney then sought a motion regarding the ordinance.

Motion: *To make a recommendation to the City Council for approval of the proposed ordinance amending Chapters 154 and 155 of the Municipal Code relating to the Drainage and Erosion Impact Lots Designation Process with Commissioner LaFont's noted revision incorporated.*
Made: *Commissioner Fuss* ***Second:*** *Vice-Chair Vickers* ***Vote:*** *Carried 4-0.*
With the majority of the Commission approving the proposed ordinance, it would be scheduled for public hearing and consideration before the City Council.

V. **Continuing Business –**

A. **Future Subdivision and Zoning Code Amendments –** Based upon discussion at the July 7th meeting, Mr. Dyjak reviewed the preliminary list of potential code and policy amendments. The Commission further discussed several of the proposals and indicated it would prioritize each proposed amendment and develop a working timeframe at its August 4th meeting.

At the conclusion of Continuing Business, Chairman Looney asked if Mr. Dyjak had any updates to disseminate to the Commission. Mr. Dyjak indicated that he would reserve his complete monthly report for the upcoming regular meeting but provided a few highlights.

1. *Fiscal Year 2016 Budget* – to be adopted July 29th after a workshop on July 28th.
2. *Asset Management System and Geographic Information System* – Was funded in the preliminary budget adopted by the Council in May, and Mr. Dyjak was hopeful that it would remain funded within the final budget.
3. *Alamo MVD* – Mr. Dyjak welcomed the new business located at 505 Highway 195 which will offer vehicle tag and title services.

Commissioner Fuss asked several questions of Mr. Dyjak, including replacement of the Water Street sign at the intersection of Country Club Drive, activity in a commercial garage on Country Club Drive – later confirmed to be the owner using it only as part of his business – and about whether a new plumber had obtained a business registration.

VI. **Adjournment –** ***Motion:*** *To adjourn the special meeting at 9:58 a.m. and to defer workshop business until the August 4th workshop.*
Made: *Commissioner LaFont* ***Second:*** *Commissioner Fuss* ***Vote:*** *Carried 4-0*

Minutes Approved:
August 4, 2015

Respectfully prepared and submitted:

Bradford Dyjak,
City Planner