



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

Official Meeting Minutes
Tuesday, June 7, 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 May 3, 2016 meeting minutes as submitted.*

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

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

- V. **New Business** –

- a. **Comprehensive Plan Steering Committee-** Land Use Administrator requested a steering committee be formed to assist in completion of the Comprehensive Plan. The size of the committee should be 5 to 7 persons each with diverse background who would provide input and update the existing draft. The group would meet at least monthly. The goal overall goal is to have a Comprehensive Plan draft in 9 months. Names were provided by various commissioners with direction to make contact and find out if any of the individuals are interested.
- b. **Development Permit Process-** The Land Use Administrator - There is a need to change the current process and 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 regarding the permit process.

- c. Commission Rule of Procedure – The Land Use Administrator – This was work already done. It looks really good; the Commission did a great job with this. I added “conflict of interest” section and changed a few words like “recess” which should be “postpone”. So I’ll get this draft out to Randy from the Municipal League.
- d. Drainage Criteria and Erosion Control 154- Land Use Administrator – Land Use Administrator- After our discussion last month on residential ponding, I looked into lot drainage requirements from other places. Then looking at our existing ordinance it became apparent we likely need to revise our Drainage Criteria and Erosion Control in Chapter 154. One of the main reasons is because currently we have no City Engineer. This should be amended soon. Hopefully I can be back with something by August and we can go from there, as it shouldn’t take more than three or four months. Passing the engineering burden to the residents and maybe creating categories of drainage permits and defining their requirements are some of the changes needed.

V. **Staff Report** –

Gabriel Boyle –Rio Grande Commission meeting was held in Socorro. There is a need to put the trail in the city and other regions plan in order to pursue funding for building it. There is a 2008 plan and the commission reviewed the map that had Elephant Butte to Caballo alinement.

Andrew Finzen- We are contracting out for a Fire Chief we are also looking at ATV ordinance we are going to have a couple town hall meeting to explain the ordinance. The drainage problem on Rock Canyon, we will go for quotes July because we are in the month of June and new the budget starts in July. Commission expressed concerned about ponding and mosquitos.

VI. **Public Comment** –None.

VII. **Adjournment** –

Motion: To adjourn the official meeting at 10:30 am.

Made: Commissioner Fuss

Second: Commissioner Harrison

Vote: 4-0

Minutes Approved:



Gabriel Boyle

Land Use Administrator

