



City of Elephant Butte
Planning & Zoning Commission

City Hall - 103 Water Street, Elephant Butte, NM

Official Meeting Minutes

Tuesday, August 4, 2015 Regular Meeting

- I. **Call to Order** – Chairman Chuck Looney called the meeting to order 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 that she was unable to attend.

Fire Chief and Code Enforcement Officer Robert Leavitt was also in attendance.

- II. **Public Comment** – Chairman Looney stated that “the open meetings act is in effect and there is a five minute limit per speaker on all non-agenda issues” and asked if there was anyone that wanted to comment and there was not.
- III. **Minutes** – The minutes from the June 25th special meeting were tabled as there was not a quorum present of members whom attended that meeting.

Motion: To approve the July 7th regular meeting and workshop minutes as submitted.

Made: Commissioner LaFont *Second:* Commissioner Buchanan *Vote:* Carried 3-0-1
With Commissioner Fuss abstaining after noting his absence from that meeting.

Motion: To approve the July 20th special meeting and workshop minutes upon checking for typos.

Made: Commissioner Fuss *Second:* Commissioner LaFont *Vote:* Carried 3-0-1
With Commissioner Buchanan abstaining after noting his absence from that meeting.

- IV. **Public Hearing Action Item** – There were no items scheduled for public hearing.

V. **New Business** –

A. **Infrastructure Capital Improvement Plan (ICIP) FY 2017-2021** – The annual submission of municipal ICIP priorities is due to Department of Finance and Administration September 2nd. Therefore, Mr. Dyjak provided a summary of last year’s priorities to the Commission for input before submitting the draft priorities for Council discussion and adoption at the August 19th meeting. The Commission did not make a formal recommendation, but indicated that it found the first five projects listed to be consistent with the Comprehensive Plan as follows:

1. Wastewater Collection Lines - \$2,500,000
2. Water System Improvements - \$550,000
3. Storm & Surface Water Control - \$1,900,000
4. City Facilities Improvements - \$355,000
5. City Streets Improvements - \$500,000

- VI. **Continuing Business –**
A. **Future Subdivision and Zoning Code Amendments –** Based upon input received at the July 7th and July 20th meetings, Mr. Dyjak presented a prioritized list of proposed amendments which the Commission accepted. Priority 1 amendments were already in process or scheduled to be completed by the end of the year, with other Priority 2 and 3 amendments to be scheduled at a later date.
- VII. **City Planner & Zoning Administrator’s Report –** An update was provided by Mr. Dyjak, a copy of which is on file with the Planning & Code Enforcement Department. A special meeting and/or workshop was requested by Mr. Dyjak and Chairman Looney and there was consensus to schedule the special workshop for the reserved date of August 18th to revise the Rules of Procedure and update the Comprehensive Plan.
- VIII. **Commissioners Comments –** There were no comments from the Commissioners.
- IX. **Public Comment –** There were no comments from the public.
- X. **Adjournment – Motion:** *To adjourn the regular meeting at 9:58 a.m. and convene the scheduled workshop.*
Made: Commissioner Buchanan **Second:** Commissioner LaFont **Vote:** Carried 4-0

Workshop Minutes

- I. Chairman Looney called the workshop to order at 10:05 a.m.
- II. **Commissioner Training –** Mr. Dyjak presented an overview of training materials provided by the New Mexico League of Zoning Officials. During this time, the Commission reviewed information related to quasi-judicial hearings, preparing findings of fact and conclusions of law, and complying with the New Mexico Supreme Court decision in “Battershell v. City of Albuquerque”. Commissioners also discussed Mr. Dyjak’s proposed revisions to the Commission Rules of Procedures and agreed to submit a draft revision at the special workshop.
- III. **Comprehensive Plan Update- Information & Discussion –** This item was tabled until the next workshop.
- IV. *The workshop was adjourned by unanimous consent at 11:18 a.m.*

Minutes Approved:


Charles Looney,
Chairman

Respectfully prepared and submitted:


Andrew Finzen,
City Manager

