



## CITY OF ELEPHANT BUTTE PLANNING & ZONING COMMISSION WORKSHOP - OPEN TO THE PUBLIC

Tuesday, August 25, 2020 - 9:00 am

Due to the current health risks associated with COVID-19 and orders from the New Mexico Governor's Office and the New Mexico Public Health Department, public attendance at this and future meetings of the City Council are temporarily suspended. Until the orders are lifted and in accordance with the guidance from the New Mexico Attorney General, the City will make its meetings open to the public through WebEx number: (415) 655-0001, Access Code: 126 366 7995, Password: 08252020 or see [www.cityofelephantbutte.com](http://www.cityofelephantbutte.com)

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### MINUTES

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairperson Nathan LaFont called the meeting to order, and all recited the Pledge of Allegiance.

#### 2. ROLL CALL

City Manager Vicki Ballinger conducted roll call:

Chair Nathan LaFont – Present  
Vice-Chair Cathy Vickers – Absent  
Commissioner Sheridan Fuss - Present  
Commissioner Charles Looney – Present  
Commissioner Tami Smith – Present

City Manager Ballinger declared a quorum was present.

#### 3. DECLARATION OF CONFLICT OF INTEREST & STATEMENT OF OPEN MEETINGS ACT

*\*The Open Meetings Act is in effect, and there is a three-minute limit per speaker on all non-agenda items.*

#### 4. APPROVAL OF AGENDA

The Commission approved the agenda with no changes.

#### 5. PUBLIC INPUT

None

#### 6. COMMISSIONERS' COMMENTS

None

## 7. REGULAR ITEMS

### a. Discussion/Possible Action: Home-Based Businesses

Chair LaFont stated the workshop's goal is to provide enough information to the city attorney to draft new code on this issue. The current code is inconsistent. The first step is to identify the needed regulations. The application process can then be revised based on this. Commissioner Looney clarified that the Council does want the City to have home-based businesses. Chair LaFont confirmed that is what the Council wants but in a controlled manner.

City Manager Ballinger stated that short-term rentals is an important issue with growing importance. She sees growth in the City and more pop-up businesses.

The Commission went through a series of draft regulations on the following topics:

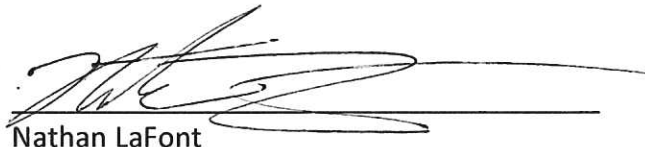
- Primary Residence
- Non-Primary Residence Employees
- Storage on-site of goods and merchandise
- Signage (2 sq. ft on the building, unlighted)
- Parking Requirements
- Definition of Nuisance
- Square foot percentage of residence
- Dangerous Materials
- Traffic Impact
- Definition of Retail
- Required Inspections
- Number of customers per day
- Hours of Operations
- Presence of commercial vehicles
- Notification of Neighbors for New Applicants, Public Hearings Postings
- Renewal Process should be easy if there are no changes; must have a new hearing if scope of business changes
- Appeal Process for Property Owner
- Appeal Process for Neighbors
- Permitted Businesses
- Multiple Businesses
- Shipments & Deliveries

While discussing these topics, the Commission also reviewed ordinances provided by City Manager Ballinger from other nearby entities.

## 8. ADJOURNMENT

Commissioner Smith made a motion to adjourn. Commissioner Looney seconded. 4-0. Motion Carried.

*Minutes approved and adopted at the Planning and Zoning meeting on October 6, 2020.*



Nathan LaFont  
Planning & Zoning Chair

ATTEST:



Rani Bush  
Clerk-Treasurer



