

**REGULAR MEETING**  
**CITY OF ANTHONY, NM**  
**PLANNING & ZONING COMMISSION**  
**Municipal Building**  
**320 Lincoln St.**  
**Anthony, NM 88021**

**Thursday, January 12, 2012**  
**6:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

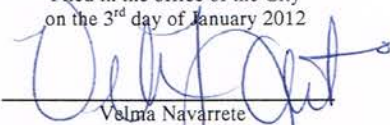
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*THOSE ITEMS ON THE AGENDA INDICATED BY AN ASTERISK (\*) ARE ON THE CONSENT AGENDA AND WILL BE VOTED ONE BY ONE MOTION UNLESS A COUNCILOR REQUESTS THAT A SPECIFIC ITEM BE REMOVED AND PLACED ON THE REGULAR AGENDA FOR DISCUSSION PURPOSES.*

- 4. APPROVAL OF AGENDA ORDER**
- 5. APPROVAL OF MINUTES**  
\*Minutes December 8th, 2011
- 6. PUBLIC MEETING**
- 7. PUBLIC COMMENTS**
- 8. COMMISSION MEMBER COMMENTS**
- 9. CHAIRMAN COMMENTS**
- 10. ADJOURNMENT**

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 3<sup>rd</sup> day of January 2012  
  
Velma Navarrete  
Deputy City Clerk/Treasurer

**PLEASE NOTE:** *If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Office of the City Clerk at 575-882-2983 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Office of the City Clerk at 575-882-2983, if a summary or other type of accessible format is needed.*

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PLANNING & ZONING COMMISSION  
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**Thursday, January 12, 2012  
6:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER** by Arnulfo Casteneda @6:00 pm
- 2. PLEDGE OF ALLEGIANCE** by Arnulfo Casteneda
- 3. ROLL CALL** By Robert Mimbela **PRESENT:** Arturo Madrid, Janny Brumlow, Arnulfo Casteneda, Fernando Herrera.

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*THOSE ITEMS ON THE AGENDA INDICATED BY AN ASTERISK (\*) ARE ON THE CONSENT AGENDA AND WILL BE VOTED ONE BY ONE MOTION UNLESS A COUNCILOR REQUESTS THAT A SPECIFIC ITEM BE REMOVED AND PLACED ON THE REGULAR AGENDA FOR DISCUSSION PURPOSES.*

- 4. APPROVAL OF AGENDA ORDER** Motioned made by Janny Brumlow to move Item #7 to the beginning part of the agenda after the minutes are approved. 2<sup>nd</sup> by Fernando Herrera, all in favor, motioned passed, agenda approved.
- 5. APPROVAL OF MINUTES** Motioned made by Janny Brumlow to approve the minutes of December 8<sup>th</sup>, 2011, 2<sup>nd</sup> by Fernando Herrera, all in favor, motioned passed, minutes approved.
- 6. PUBLIC MEETING** No Cases
- 7. PUBLIC COMMENTS** A resident of the City of Anthony was inquiring in how to go about in getting a new permit for a recycling business that is located in a residential zone. He was given a permit by mistake and was advised by the commissioners to come in the office during business hours and re-apply for a new permit with possibly getting a re-zoning change for his property.
- 8. COMMISSION MEMBER COMMENTS** Commissioner & Fire Chief Fernando Herrera stated that about 50% of his Fire Code inspections are in violation and a good portioned are found in the Crossett Mobile home Park. Trustee Betty Gonzales stated that the City of Anthony & the Anthony water & Sanitation department and other utility companies need to work together during the issuing of permits to help control the amount of illegal building. I recommended that during the issuing of building permits that the building application state who will be the Electrical, Mechanical & Plumbing contractors and that they will have to pull their own separate permits. That would help to control some of the illegal building.

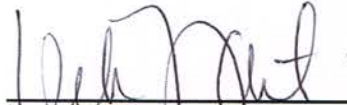
9. CHAIRMAN COMMENTS None

10. ADJOURNMENT @ 6:45, motioned made by Fernando Herrera, 2<sup>nd</sup> by Arturo Madrid. All in favor, motioned passed, meeting adjourned.

APPROVED:

  
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Arnúlfo Castañeda, Chair

ATTEST:

  
\_\_\_\_\_  
Verma Navarrete, Deputy City Clerk / Treasurer

{SEAL}

*Prepared by Robert Mimbela  
Approved at Regular Meeting held on January 26, 2012*

**SPECIAL MEETING**

**CITY OF ANTHONY, NM  
PLANNING & ZONING COMMISSION  
Municipal Building  
320 Lincoln St.  
Anthony, NM 88021**

**Thursday, January 19, 2012  
6:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

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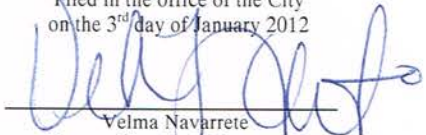
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- 4. APPROVAL OF AGENDA ORDER**
- 5. PUBLIC MEETING**
  - a. Workshop - Setbacks, Grandfather Clause, Mobile Year (1980), Variances, and Forms.
- 6. PUBLIC COMMENTS**
- 7. COMMISSION MEMBER COMMENTS**
- 8. CHAIRMAN COMMENTS**
- 9. ADJOURNMENT**

**POSTED:**

City of Anthony City Clerk Office  
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Filed in the office of the City  
on the 3<sup>rd</sup> day of January 2012

  
Velma Navarrete  
Deputy City Clerk/Treasurer

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**SPECIAL MEETING**

**CITY OF ANTHONY, NM  
PLANNING & ZONING COMMISSION  
Municipal Building  
320 Lincoln St.  
Anthony, NM 88021**

**Thursday, January 19, 2012  
6:00 P.M.**

**MINUTES**


1. **CALL TO ORDER @ 6:20pm** by *Arnie Castañeda*
2. **PLEDGE OF ALLEGIANCE** by *Arnie Castañeda*
3. **ROLL CALL** – *Present: Comm. Mimbela, Comm. Castañeda, Comm. Madrid, Comm. Brumlow, Comm. Herrera. Absent: None*
4. **APPROVAL OF AGENDA ORDER** – *Motion made by Comm. Herrera to approve the order of the agenda, 2<sup>nd</sup> by Comm. Brumlow, unanimous vote, motion carried, agenda approved.*
5. **PUBLIC MEETING**
  - a. Workshop - Setbacks, Grandfather Clause, Mobile Year (1980), Variances, and Forms.

*Discussion:*  
**Setbacks** – *Comm. Herrera and Comm. Brumlow researched this topic. Herrera explained he researched Sunland Park and Las Cruces on setbacks, and questioned whether the ordinance was a law. He stated that for mobile home parks, the fire code was different; at 5 ½ feet. Setbacks should be something we look at again, because mobile home setbacks will probably vary for every lot. Chairman Castañeda is requesting discussing setbacks as an item all by itself at the first meeting in February. Setbacks will be discussed on February 23, 2012, as the last item on the agenda.*  
**Grandfather Clause** – *Chairman Arnie Castañeda researched this topic. Do we do away completely with grandfather clause? Comm. Mimbela and Comm. Brumlow agree with doing away with any type of “grandfather timing clause.” Comm. Herrera inquired about a hardship situation, where the family has no choice (mobile home burned down, etc.). Castañeda stated that would be a special case and a variance would then be issued. He also stated that this type of wording would be included in the clause.*  
**Mobile home year** – *Comm. Madrid researched this topic. Madrid stated that for HUD the year was 1978. He checked with the state inspector, and it was okay for the City of Anthony to put a year to the zone ordinance as long as it is not prior to 1978. It was agreed by the Board to allow mobile homes that are 20 years old (maximum) from the date of the application with the City. Also, make it 1100 square feet a minimum.*

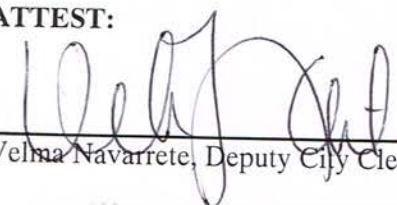
*Forms – Comm. Mimbela researched this topic. Our goal is to adopt a set of forms for the City, therefore, since there are a large number of forms available that could be adopted; Comm. Mimbela is to go through all of them and sort the ones that are applicable to Anthony. These forms will be presented to the Board of Trustees for approval and adoption.*

6. **PUBLIC COMMENTS** - none
7. **COMMISSION MEMBER COMMENTS** – *Comm. Mimbela and Comm. Brumlow stated we must have all our forms in place. Comm. Herrera cautioned commissioners; when we are looking at other states, we must ensure that they are compatible with New Mexico. We must ensure State of New Mexico law allows.*
8. **CHAIRMAN COMMENTS** – *Castañeda stated we are moving in the right direction. The items that are pending will be discussed for decision-making as the last item at the regular meeting of February 23, 2012.*
9. **ADJOURNMENT** - @7:27p.m. Motion made by Comm. Herrera, 2<sup>nd</sup> by Comm. Mimbela, all in favor, motion carried, meeting adjourned.

**APPROVED:**

  
\_\_\_\_\_  
Arnulfo Castañeda, Chair

**ATTEST:**

  
\_\_\_\_\_  
Velma Navarrete, Deputy City Clerk / Treasurer

{SEAL}

*Prepared by Velma Navarrete  
Approved at Regular Meeting held on January 26, 2012*

**REGULAR MEETING**

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- 1. CALL TO ORDER**
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- 3. ROLL CALL**

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- 4. APPROVAL OF AGENDA ORDER**
- 5. APPROVAL OF MINUTES**
  - \* January 12, 2012 Minutes
  - \* January 19, 2012 Minutes
- 6. PUBLIC MEETING**
  - A. Case No. 12.01.001 – Maria Hernandez, owner of J&M Recycling located at 788 Lipps Road, (Zone PD), wishing to obtain variance for location of recycling structure in order to lawfully conduct business and obtain a business permit from the city.
  - B. Case No. 12.01.002 – Juan Arroyo, owner of lot located at 1035 Polk, (Zone CR-1) wishing to obtain permit to subdivide this lot, which is approximately .5 acres. Mr. Arroyo wishes to subdivide in order to build a residence on it.
  - C. Case No. 12.01.003 – Guadalupe Saenz, owner of lot located at 1400 Church, (Zone CR-1M) wishing to subdivide lot in order to rent out space for mobile home usage.
  - D. Case No. 12.01.004 – Tierra del Sol Housing wishing to obtain three (3) house permits.
  - E. Case No. 12.01.005 – Carlos Mendez, owner of lot located at 961 Clark, (Zone CR-1M), wishing to obtain permit to install 2<sup>nd</sup> mobile home on lot in order to rent it out.
- 7. PUBLIC COMMENTS**
- 8. COMMISSION MEMBER COMMENTS**

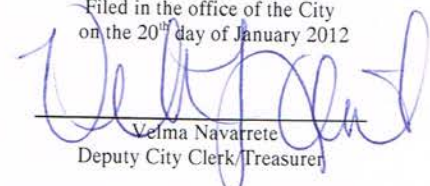
9. CHAIRMAN COMMENTS

10. ADJOURNMENT

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 20<sup>th</sup> day of January 2012



Velma Navarrete  
Deputy City Clerk/Treasurer

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Municipal Building  
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Anthony, NM 88021

Thursday, January 26, 2012  
6:00 P.M.

### MINUTES

1. **CALLED TO ORDER** - @ 6:10pm by *Arnulfo Castañeda*
2. **PLEDGE OF ALLEGIANCE** – by *Comm. Herrera*
3. **ROLL CALL** – by *Velma Navarrete*, Present: *Fernando Herrera, Janny Brumlow, Arturo Madrid, Arnulfo Castañeda*. Absent: *Robert Mimbela*
4. **APPROVAL OF AGENDA ORDER**
5. **APPROVAL OF MINUTES**
  - \* January 12, 2012 Minutes – motion by *Comm. Brumlow* to approve, 2<sup>nd</sup> by *Comm. Madrid*, unanimous vote, motion passed, minutes approved.
  - \* January 19, 2012 Minutes – motion by *Comm. Brumlow* to approve, 2<sup>nd</sup> by *Comm. Madrid*, unanimous vote, motion passed, minutes approved.
6. **PUBLIC MEETING**
  - A. Case No. 12.01.001 – *Maria Hernandez*, owner of *J&M Recycling* located at 788 Lipps Road, (Zone PD), wishing to obtain variance for location of recycling structure in order to lawfully conduct business and obtain a business permit from the city.  
*Discussion: In May of 2011, this family obtained permit from City of Anthony for business. In August, opened up for business. In January of 2012, ceased operations due to no business registration and concerns of the people that the business is located in a residential zone. Chairman Castañeda commented that we must have a public hearing and notice in order to obtain input from adjacent residents. The public is also welcomed to attend. Comm. Herrera commented they also need to get a fire inspection done and make any corrections necessary prior to the public hearing. Trustee Gonzalez was in the public, and also commented; said we needed to know exactly what it is they are recycling, and also if semi-trucks will be coming in and out of Lipps Road. Chair Castañeda commented that we are not opposed; we must abide by rules and regulations. The client (J&M Recycling) was very receptive. Motion was made to postpone this case until public hearing by Comm. Brumlow, 2<sup>nd</sup> by Comm. Madrid, unanimous vote, motion carried and case was postponed.*

B. Case No. 12.01.002 – Juan Arroyo, owner of lot located at 1035 Polk, (Zone CR-1) wishing to obtain permit to subdivide this lot, which is approximately .5 acres. Mr. Arroyo wishes to subdivide in order to build a residence on it.

*Discussion: Mr. Arroyo wishes to subdivide his lot is also concerned about the water line because there is no line on that part of Polk Street. Mr. Arroyo needs to bring a plot (drawing), with a surveyor stamp in order to have accurate measurements and be able to approve. Motion was made to postpone this case until next meeting by Comm. Brumlow, 2<sup>nd</sup> by Comm. Madrid. Unanimous vote, motion carried, case was postponed.*

C. Case No. 12.01.003 – Guadalupe Saenz, owner of lot located at 1400 Church, (Zone CR-1M) wishing to subdivide lot in order to rent out space for mobile home usage.

*Discussion: Ms. Saenz would like to know what size of mobile home she can put on her lot at 1400 Church. Chair Castañeda asked Ms. Saenz to come during working hours (to municipal building) and he would help her as far as minimum requirements and drawing a sketch of a plat. She cannot place a large mobile home on the property, it is not large enough. Motion was made to table this item until further notice by Comm. Brumlow, 2<sup>nd</sup> by Comm. Herrera, unanimous vote, motion carried and case was tabled.*

D. Case No. 12.01.004 – Tierra Del Sol Housing wishing to obtain three (3) house permits.

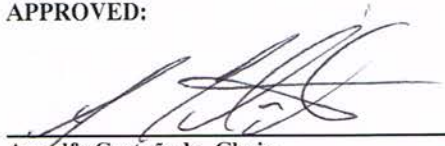
*Discussion: T.D.S. is wishing to obtain three house permits; each house is to have its own ponding. Commissioners stated they wanted to have a copy of drawing (w/ponding) for the city's records. Motion was made to approve the three permits contingent upon letter by Comm. Brumlow, 2<sup>nd</sup> by Comm. Herrera. Unanimous vote, motion carried, permits approved.*

E. Case No. 12.01.005 – Carlos Mendez, owner of lot located at 961 Clark, (Zone CR-1M), wishing to obtain permit to install 2<sup>nd</sup> mobile home on lot in order to rent it out.

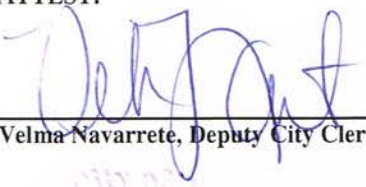
*NO SHOW – motion was made to table this item due to resident not being present by Comm. Brumlow, 2<sup>nd</sup> by Comm. Herrera. Unanimous vote, motion carried, case tabled.*

7. **PUBLIC COMMENTS** – *Isaias Amaya Jr from Tierra Del Sol Housing had a question on zoning at Sandia and Acosta Roads for subdivision. Maria E. Bejarano wants public hearings, a codes enforcer, city guidelines, etc. Pilar Madrid commented people should speak up.*
8. **COMMISSION MEMBER COMMENTS** – *Comm. Herrera thanked everyone for their public comments, also encouraged contractors like Tierra Del Sol to make suggestions to the City since we are still bran new and have a lot to learn.*
9. **CHAIRMAN COMMENTS** – *Chairman addressed Trustee Gonzalez that we need the building inspector position to be filled as soon as possible.*
10. **ADJOURNMENT**- *@ 7:45pm, motion made to adjourn by Comm. Brumlow, 2<sup>nd</sup> by Comm. Herrera, unanimous vote, motion carried, meeting adjourned.*

APPROVED:

  
\_\_\_\_\_  
Arnulfo Castañeda, Chair

ATTEST:

  
\_\_\_\_\_  
Velma Navarrete, Deputy City Clerk / Treasurer

{SEAL}

*Prepared by Velma Navarrete  
Approved at Regular Meeting held on February 9, 2012*