REGULAR MEETING CITY OF ANTHONY PLANNING AND ZONING COMMISSION **820 HWY 478-COUNCIL CHAMBERS**

ANTHONY, NM 88021

Wednesday, April 23rd, 2025 6:30pm

Minutes

- 1. CALL TO ORDER by the City Clerk
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL

Present:

Commissioner Michael Meerbott	YES	NO
Commissioner Noe Juarez	YES	NO
Commissioner Santos Correa	YES	NO
Commissioner Martha Gutierrez	YES	NO
Commissioner Arnulfo Castaneda	YES	NO

YES NO **Quorum Established**

4. APPROVAL OF AGENDA ORDER

Prior to the start of the meeting the City Clerk introduced herself and gave a brief rundown of the basics of parliamentary procedure.

2nd Motion: Comm. Gutierrez w/ addendum 1st Motion: Comm. Correa

Roll Call Vote:

YES NO Comm. Meerbott YES NO Comm. Juarez

YES NO 5-0 Vote, Motion Passes. Comm. Correa

Comm. Gutierrez YES NO Comm. Castaneda YES NO

5. PUBLIC COMMENTS

Adrian Perez

Betty Gonzalez

Gabriel I. Holguin

6. INTRODUCTIONS

a. Staff and Commissioners Introductions.

The Commissioners briefly introduced themselves and shared their goals for the city. There was consensus among the newly appointed Commissioners on a shared desire to see the city grow.

7. DISCUSSION

a. Overview of Commission Officer Roles and Responsibilities.

The City Clerk noted that the City currently lacks formal policies and procedures for the Planning and Zoning Commission, suggesting this could be a good starting task for the group. In the meantime, the Commission was referred to state-approved resources such as the NMML Land Use Officials Handbook, the City's ordinance, and customary practices of the Board of Trustees. She reviewed key topics including attendance, quorum, term lengths, city-issued emails, and the types of cases they can expect—such as variances, zone changes, and subdivisions. Until a Community Development Coordinator is hired, she will

Comm. Santos Correa Comm. Michael Meerbott

Comm. Noe Juarez

Comm. Martha Gutierrez Comm. Arnulfo Castaneda serve as the Commission's main point of contact. The Coordinator's role will eventually include serving as a liaison between staff, the Commission, and the Board of Trustees.

8. ACTION ITEMS

a. Selection of Chair.

Roles and responsibilities for each position were presented and selection were made. Comm. Castaneda volunteered as Chairman.

Original 1st Motion: Comm. Juarez 2nd Motion: Comm. Correa

Roll Call Vote:

Comm. Meerbott YES NO Comm. Juarez YES NO

Comm. Correa YES NO 4-0 Vote, Motion Passes

Comm. Gutierrez YES NO

Motion to approve selection 1st Motion: Comm. Correa 2nd Motion: Comm. Juarez

Roll Call Vote:

Comm. Meerbott YES NO YES NO

Comm. Correa YES NO 4-0 Vote, Motion Passes

Comm. Gutierrez YES NO

b. Selection of Vicechair.

Comm. Correa volunteered.

Motion to approve selection 1st Motion: Comm. Juarez 2nd Motion: Comm. Gutierrez

Roll Call Vote:

Comm. Meerbott YES NO

Comm. Juarez YES NO 3-0 Vote, Motion Passes

Comm. Gutierrez YES NO

c. Selection of Secretary.

Comm. Gutierrez volunteered.

Motion to approve selection 1st Motion: Comm. Juarez 2nd Motion: Comm. Correa

Roll Call Vote:

Comm. Meerbott YES NO Comm. Juarez YES NO

Vicechair Correa YES NO 4-0 Vote, Motion Passes

d. Determine term lengths for each commissioner.

The City Clerk explained that, per city ordinance, commissioner terms are staggered: three members will serve a one-year term, and two will serve a two-year term. She noted that commissioners are welcome to reapply at the end of their term. Vice Chair Correa, Commissioner Juarez, and Commissioner Meerbott volunteered for the one-year term, ending in April 2026. Commissioner Gutierrez and Chairman Castaneda will serve two-year terms, ending in April 2027.

1st Motion: Comm. Juarez 2nd Motion: Comm. Correa

Roll Call Vote:

Comm. Meerbott YES NO Comm. Juarez YES NO

Vicechair Correa YES NO 4-0 Vote, Motion Passes

Comm. Gutierrez YES NO

e. Selection of a Commissioner to serve on the Hiring Committee for the Community Development Coordinator.

The City Clerk shared the desire of the Board to have a commissioner be a part of the hiring committee for the Community Development Coordinator. Comm. Gutierrez volunteered.

Motion to approve selection 1st Motion: Comm. Juarez 2nd Motion: Comm. Correa

Roll Call Vote:

Comm. Meerbott YES NO Comm. Juarez YES NO

Vicechair Correa YES NO 4-0 Vote, Motion Passes

Comm. Gutierrez YES NO

9. ADJOURNMENT

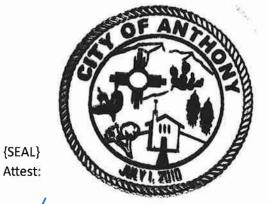
1st Motion: <u>Vicechair Correa</u> 2nd Motion: <u>Comm. Juarez</u>

Roll Call Vote:

Comm. Meerbott YES NO Comm. Juarez YES NO

Vicechair Correa YES NO 4-0 Vote, Motion Passes at 7:24pm.

Comm. Gutierrez YES NO



Diana Murillo, Mayor

Karla Oropeza, City Clerk