

**REGULAR MEETING
CITY OF ANTHONY PLANNING AND ZONING COMMISSION
820 HWY 478-COUNCIL CHAMBERS
ANTHONY, NM 88021**

Comm. Santos Correa
Comm. Michael Meerbott
Comm. Noe Juarez
Comm. Martha Gutierrez
Comm. Arnulfo Castaneda

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
Quorum Established	YES	NO

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.

w/ addendum 1st Motion: Comm. Correa

2nd Motion: Comm. Gutierrez

Roll Call Vote:

Comm. Meerbott	YES	NO
Comm. Juarez	YES	NO
Comm. Correa	YES	NO
Comm. Gutierrez	YES	NO
Comm. Castaneda	YES	NO

5-0 Vote, Motion Passes.

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

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

Comm. Gutierrez YES NO

4-0 Vote, Motion Passes

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

Roll Call Vote:

Comm. Meerbott YES NO

Comm. Juarez YES NO

Comm. Correa YES NO

Comm. Gutierrez YES NO

4-0 Vote, Motion Passes

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

Comm. Gutierrez YES NO

3-0 Vote, Motion Passes

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

Comm. Gutierrez YES NO

4-0 Vote, Motion Passes

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

Comm. Gutierrez YES NO

4-0 Vote, Motion Passes

9. ADJOURNMENT

1st Motion: Vicechair Correa

2nd Motion: Comm. Juarez

Roll Call Vote:

Comm. Meerbott YES NO

Comm. Juarez YES NO

Vicechair Correa YES NO

Comm. Gutierrez YES NO

4-0 Vote, Motion Passes at 7:24pm.



{SEAL}

Attest:

Karla Oropeza, City Clerk

Diana Murillo, Mayor