

**MINUTES OF THE DOÑA ANA COUNTY  
PLANNING AND ZONING COMMISSION**

**August 09, 2018**

**CALL TO ORDER**

09:00:50

Vice-chair Czerniak called the Regular Meeting of the Planning and Zoning Commission to order at 9:04 a.m., Thursday, August 09, 2018 in the County Commissioners Chambers, Doña Ana County Government Center, 845 N. Motel Blvd., Las Cruces, New Mexico.

**1. ROLL CALL**

09:00:57

Mel Acosta –Chair – Absent  
Robert Czerniak-Vice Chair - Present  
Tom Phillips – Secretary - Present  
Ken Thurston – Commissioner - Present  
Bruce Jackson – Commissioner - Absent  
Bill Shattuck – Commissioner - Present  
John Townsend –Commissioner – Present

**2. APPROVAL OR CHANGES TO THE AGENDA**

Time: 09:01:32

Bill Shattuck: I make a motion to approve the agenda as presented.

Motion: Bill Shattuck  
Second: John Townsend

The motion passed by a vote of “ayes” from all Commissioners present.

**3. APPROVAL OF MINUTES:**

09:01:48

Time: 09:02:02

Bill Shattuck: I make a motion to approve the minutes of the regular meeting of July 26, 2018 as presented.

Motion: Bill Shattuck  
Second: Ken Thurston

The motion passed by a vote of “ayes” from all Commissioners present.

**4. Old Business:**

09:02:20

None.

**5. New Business:**

09:02:25

Case # Z18-003: The applicant, Larry Underwood agent for Shri Enterprises/owner, is requesting a Zone Change on a 4.177-acre parcel from a D1 (Low Density Residential) Zoning District to a C2 (Community Commercial) Zoning District. The applicant is requesting the Zone Change for the development of approximately 40,000 sq. ft. of mixed use commercial activities such as retail

services, office space and restaurant facilities. The property is identified as being within Section 14, Township 22 South, Range 1 East as recorded in the Office of the County Clerk on August 11, 2003 in Book 20 page 40. The subject parcel is described as the Re-plat of Lot 1 Valverde II Subdivision and can be further identified by Parcel No. R0324044.

Luis Marmolejo presented the case and public input was heard from Charles Huestis and Susan Richardson.

Time: 09:54:45

John Townsend: Based on the finding of the facts and recommendations of the staff I move the approval of Case # Z18-003.

Tom Phillips: I put it on the record through my comment, I think the fees are an administrative action and I do not have any recommendations for amending.

Motion: John Townsend

Second: Bill Shattuck

	Yes	No	\
Vice Chair Robert Czerniak	x		
Commissioner Bill Shattuck	x		
Commissioner John Townsend	x		
Commissioner Tom Phillips	x		
Commissioner Kent Thurston	x		

The motion passed by a vote of “ayes” from all Commissioners present

**6. Committee Reports**

09:55:58

None

**7. Administrative Approvals**

09:55:59

Janine Divyak: Presented the July 2018 Monthly Approvals.

**8. Staff Input**

09:57:28

Janine Divyak: We are moving forward on the second amendment to the UDC. I sent out an email to various departments to see if they had any recommendations and if you all have anything, please let us know.

**9. Commission Input**

09:59:06

None

**10. ADJOURNMENT**

10:02:06

---

Officer: Planning and Zoning Commission

*The minutes contained herein are not verbatim. They summarize the actions and decisions of the Planning and Zoning Commission. For full verbatim minutes, please reference the recording on the County website located at: <https://donaanacounty.org/pz/video>.*