

**Minutes
Planning Meeting
September 28th, 2021**

The Village of Capitan Planning Board met in a Regular Meeting on Tuesday, September 28th, 2021 at the Village Hall in Capitan, New Mexico at 5:30 PM.

Diane Riska called the meeting to order at 5:32 PM.

Roll Call: Tracy Allred – not present, Dan Bolin – present, Diane Riska – present, Basilio Castaneda (JR) – present. Grace Centrella – Deputy Village Clerk, J. Leinneweber – Administrative Assistant, Angela Autry – Court Clerk/Human Resources/Permit & Licensing Clerk and Ron Lowrance – Mayor of Capitan were also present. A list of others in attendance is attached.

Item #1 on the Agenda: Approval of the Agenda.

Diane Riska asked if all were in favor of Approving the Agenda?

All were in favor, motion carried.

Item #2 on the Agenda: Approval of the Minutes – August 24th, 2021.

Dan Bolin made a motion to Approve the Minutes – August 24th, 2021. JR Castaneda seconded the motion.

Roll Call: Dan Bolin – yes, Diane Riska – Yes, JR Castaneda - yes

Item #3 on the Agenda: Discussion/Action – Approve Recommendation of Summary Review – Replat at 150 Randal Road – Bobby Johnson, DBA Capitan Station LLC

Discussion: Dan Bolin said after reviewing the Survey for the Lot Line Adjustment, everything looked in order. The Board agreed.

Dan Bolin made a motion to Approve Recommendation of Summary Review – Replat at 150 Randal Road – Bobby Johnson, DBA Capitan Station LLC. JR Castaneda seconded the motion.

Roll Call: Dan Bolin – yes, Diane Riska – Yes, JR Castaneda - yes

Item #4 on the Agenda: Discussion/Action – Review and Adopt New Building Permit Application/Check List and Process for Non-Permanent Buildings.

Discussion: J. advised the Board that Randy Spear – Village Chief of Police and Danielle Morales – Village Code Enforcement Officer, who created the new Application, had asked her to go over the new Application with the Board and answer any questions or concerns they may have. J. explained that the new Application is the same as the old one except that a **professionally** prepared site plan is no longer required. The property owner must still provide a site plan with their application. A new site plan can be created or an existing site plan can be used, as long as it shows all the items required on the list attached to the Application. The list of required items has not changed from the previous Application. Then the process is for the property owner to contact the Code Enforcement Officer or the Chief of Police and have them come to the property to review, confirm and approve the site plan provided. Then the property owner can turn in their Application with the Approved site plan and other required documents to Village Hall for review and Recommendation to Approve by the Village Planning Board.

Item #4 on the Agenda: Discussion/Action – Review and Adopt New Building Permit Application/Check List and Process for Non-Permanent Buildings. (Continued)

J. advised the Board that it was at the request of the Village Board of Trustees, in order to reduce the cost to the property owners, that a **professionally** prepared site plan no longer be required for Portable Buildings and Additions to Existing Porches & Decks.

JR Castaneda thought that maybe the Village should look at not requiring an application for Portable Buildings over 100 square feet since the State only requires permits if the portable building is more than 200 square feet.

There was some discussion as to why the Village requires a permit for portable buildings over 100 square feet and the State requires permits only if they are over 200 square feet. The Members asked where in the Ordinances they could find the requirement of a Building Permit for buildings over 100 square feet. Both Angela and J. informed the Board that they could not find in the Ordinance where 100 square feet was mentioned except when Moving a Building. The Board Members all agreed that if the Village is requiring a Permit at a certain number of square feet, no matter the amount of square feet it should be spelled out in the Ordinance.

J. informed the Board that at the Trustee's Ordinance Workshop no ordinance changes were made, only the request for the new application and process for the Portable Buildings and Additions to Porches & Decks that is on the Agenda before the Planning Board today. She advised the Board that the Trustees had wanted Members of the Planning Board at their Workshop for their input, perspective and advice and it may be a good idea for JR to address his question, of whether to require a permit at all for Portable Buildings under 200 square feet, with the Board of Trustees at their next Land Use Ordinance Workshop.

Diane Riska said she thought some process of review should be in place for these types of additions to properties.

Dan Bolin was concerned about the verbiage regarding the review of the site plan by the Code Enforcement Officer. He said it reads like the Code Enforcement Officer or the Chief of Police would be providing the Site Plan to the property owner which is not the case. He said if this could be made clearer on the application, he is happy with it. The Board agreed. They were pleased that the result would be less cost to the property owners for these additions.

Dan Bolin made a motion to Adopt the New Building Permit Application/Check List and Process for Portable Buildings and Additions to Existing Porches & Decks with the change that on page 2 regarding the Code Enforcement Officer or Chief of Police Review of the Site Plan reads as follows:

Prior to turning in your Application, you must have your site plan reviewed, confirmed and approved by the Capitan Code Enforcement Officer or the Chief of Police. You may do that by calling the Police Department at (575) 354-2153. Diane Riska seconded the motion.

Roll Call: Dan Bolin – yes, Diane Riska – Yes, JR Castaneda - yes

Item #5 on the Agenda: Discussion/Action – Amend Date of Regular Planning Advisory Board Meetings to the 1st Tuesday of Each Month

J. Advised the Board that the Trustees had asked if the Planning Board was willing to change their Meeting to one week prior to the Trustees meeting instead of 2 to 3 weeks prior to the Trustees Meeting. This would reduce the time it takes for the property owners to receive their permits. Especially if the Planning Board requires additional documents or information from property owners resulting in a delay of their recommendation to the Trustees for another month. This can mean a wait of up to 2 months from the time of Application to the time the Permit is issued. The Trustees believe this wait time can be reduced by a month if the Planning Board agrees to the change.

The Planning Board did agree with the Trustees and are willing to move their Meeting date to the 1st Tuesday of each Month. The Members of the Planning Board decided that their next Regular Meeting will be held Tuesday, November 2, 2021 at 5:30 PM and on the 1st Tuesday of each Month at 5:30 PM after that.

Adjournment:

Diane Riska asked if all were in favor of Adjourning the Meeting.

All were in favor

Diane Riska Adjourned the meeting at 5:53 PM



Tracy Allred, Chairman



5:30 PM

[illegible]