

**CITY OF TRUTH OR CONSEQUENCES
PLANNING & ZONING COMMISSION
MINUTES
MONDAY, MAY 12, 2025**

REGULAR MEETING

Regular meeting of the Planning & Zoning Commission of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Monday, May 12, 2025 at 4:00 p.m.

INTRODUCTION:

ROLL CALL:

Chris Sisney, Chairman
Susan Buhler, Vice Chairman
Esther Luchini, Member
Lisa Kent, Member
Molly Hammer, Member

ALSO PRESENT:

Gary Whitehead, City Manager
Traci Alvarez, Assistant City Manager
Angela Torres, City Clerk
Katy Martinez, Deputy Clerk

1. APPROVAL OF AGENDA:

Vice Chairman Buhler made a motion to approve the agenda. Member Kent seconded the motion. Motion carried unanimously.

2. APPROVAL OF MINUTES:

a) April 14, 2025.

Chairman Sisney made a motion to approve the minutes with the amendment noted by Chairman Sisney. Vice Chairman Buhler seconded the motion. Motion carried unanimously.

3. COMMENTS FROM THE PUBLIC (3 Minute Rule Applies)

There were no comments from the public.

Deputy Clerk Martinez swore in the participants for the public hearings.

4. PUBLIC HEARINGS (5 Minute Rule Applies)

a) Public Hearing/Discussion/Action: Summary Plat Amendment - Alternate Summary Procedure on Property Code: 3022077326147.

Assistant City Manager Alvarez: The purpose of this hearing is to review and discuss a request for a summary plat amendment at the property code as referenced on the agenda and for the board to make a motion to recommend approval or denial of the request. The property is located in the C1 zone. The request has been reviewed by city staff as well as the Sierra County Assessor's office. Per our code of ordinances chapter 15 the sub-division code section 15-15 alternate summary procedure that is included in your packet for reference. We have determined the following, all lots do have direct legal unobstructed access to an existing city-maintained street, all lots created have direct and unobstructed legal access to existing city water and wastewater lines. The subdivider will pay the city the fees for connecting the lots to the city's water and wastewater lines. The new lots do comply in all ways with the standards for lots contained with the city's comprehensive planning and zoning code. All the lots are laid out in a manner which allows utility service to be provided to the purchaser of said lots. In your packet there is a map with the approximate reference of the summary plat area. The area that we are looking at is the highlighted area it is approximate and not to scale for reference our cemetery is above it and the water tanks on the north end of town. We are looking at the entire parcel and the applicant is requesting to split that parcel.

Chairman Sisney: What is the variance that they are asking for?

Assistant City Manager Alvarez: They are not asking for a variance they are asking to amend their lot line its an alternate summary procedure we are not asking for any type of variance. They are asking to split the parcel. It's a large parcel and so they are asking to subdivide that parcel.

Chairman Sisney: Why do they need to come to us for that?

Assistant City Manager Alvarez: Because our municipal code states that is more than an administrative amendment. In your packet you have the section pertaining to the code 15-7

and it talks about amendments of plats. Any proposed amendment that is greater than an administrative amendment which an administrative amendment is defined up above. It has to go to the Planning and Zoning Commission. This one is more than an administrative amendment. The administrative amendment is a change that is required to correct an error in lettering, numbering or a minor detail. This is much more than just a correction so per the code it has to come to the Planning and Zoning Commission.

Chairman Sisney: Thank you for clarifying that.

Member Kent: If it was divided as the map shows with the highlighted area, how would they access the lower lot?

Assistant City Manager Alvarez: The properties around are owned by the same property owner so they can provide easement or access. I do believe down below there is a designated easement on one of the properties already on file at the accessors office. That is why we had a full review done by the county accessors as well.

Chairman Sisney: On the other map it shows a 2-track easement.

Member Hammer: If the same property owner owns those sections, they can provide themselves egress. In the future if they decided to sell those parcels is an issue with landlocking that piece?

Assistant City Manager Alvarez: No, because there is already a designated easement through those on file at the accessors office.

Vice-Chairman Buhler: What do they plan to do with the property? Do they have any plans?

Assistant City Manager Alvarez: There is some development plans. This is the area that potential the Love's Truck stop would be going. Although that isn't pertinent information for the request they have today.

Chairman Sisney opened the public hearing.

Proponents:

Barbara Peck: I'm here on behalf of the Ingram Family Trust and Love's Travel Stops. We are asking for the lot split that Assistant City Manager Alvarez described. Thank you for opportunity to present this to you and I'm here to answer any questions you might have.

Member Hammer: This specific meeting is not about an application for Love's Travel Stops right? We are not asking questions with regards to that?

Vice-Chairman Buhler: It's for the separation of the property.

Chairman Sisney: Nothing else will come before us.

Opponents:

There are no opponents.

Chairman Sisney closed the public hearing.

Member Kent made a motion to recommend approval to the City Commission for a Summary Plat Amendment - Alternate Summary Procedure on Property Code: 3022077326147.

Member Hammer seconded the motion. Roll call vote was taken. Motion carried unanimously.

b) Discussion/Update: Open Meetings Act.

City Manager Whitehead: It's good to be back with guys again. In my commitment to serve and understand where we are going one of the things I want to be active with is Planning and Zoning. My intention is in the future is to not be present at all the meetings. My hope is that Traci and I build a good report. We are already doing very well. She understands the path I want to be on. I want to help her and be supportive of the work she has done. She has been doing this a long time by herself and we are going to continue to find those common grounds and work with in those. The other part is to try and find a way to allow you guys to be an active board. The action you guys just took is an important part of our planning. You need to take a look at all the stuff that is important, you ask the right questions as far as egress, access and utilities. If all those things are in order your job should be simple. You have taken the public's view into consideration. But there are things within our code that are going to require our attention and I want to give you guys the space to begin to feel like you confidently can start asking to do those things. Last month after I came, I did receive an email from Member Hammer and it had 3 members of the committee on that email chain and it was asking to have a work shop and be able to do it in a private setting so we could discuss some items which are all relevant. Except for all those things kind of violated the Open Meetings Act, number 1 as a committee you cannot have 3 of you on an email chain and have discussion. If that chain is forwarded then it becomes what we call a rolling quorum then the decision that you make could be subject to some potential challenges or potential lawsuit. Some can say that the committee made their decision without presenting it to the public and in an open forum. Generally, it doesn't mean that we are all going to jail but it would mean that the decision that committee might have made would have to be redone. I felt like we should revisit open meeting a little bit, have some discussion about that. Also talk about what my vision was for workshops. I have a few things to do every day and that's not an excuse for me not to

potentially give each one of you the time that you deserve. I want to meet with individually; I want to give you the time. Sometimes I won't be able to always just go as fast as potentially you want to go. I thought we should rebuild the platform for discussion here. How we could get to a targeted goal. Also, last month talked about tiny homes and maybe changing the code in R3 to go a little smaller. We are going to have to do changes in the code in a group. Every time we change the ordinance it opens that ordinance for a challenge it's the way the law is in New Mexico. In our city an ordinance can be challenged by a number of the residence bringing forth a petition. If we going to change the zoning ordinance a little bit we should do multiple things. That is the picture I want to give you. We should take a look over the course of the remainder of the year, look at a few things that are in the code that we really feel like if we did that then we would have a little better code. We word smith it here, we work it here, we come up with a strategy, we present it and then we get it on the city commissions agenda. Then the commission will decide to vote it up or down in an ordinance. Then for challenges we are challenged one time not 10 times. The last thing is I recognize how important each of your times are. I envisioned that we would do what we just did hear today, you would conduct the business of the planning and zoning and then the remaining part of the meeting you spend in a workshop where we could discuss things. Then individually I would like for you to form your own opinion, write your own position paper on how you think that code would go. That gives us a foundation. We can take them all put them together and come back and say this is what you as the committee individually thought about this and now we could make some decisions to move forward. That is how I would propose we use the workshop time. We start with business and then workshop. If the agenda is long and we can't do a workshop then we don't have one. Having said all that I would like to know what your thoughts are on those ideas.

Vice-Chairman Buhler: I think it's a good idea. We have approximately 40 minutes now that we would have to discuss something and share ideas on how the code could go for tiny homes. I know I brought some notes that I have. They are from Albuquerque it's their tiny home guidelines. It's important. California is the friendliest to tiny homes I found that out in my research.

Member Luchini: Would the topic change each time?

City Manager Whitehead: Yes. Also to have the board in protocol the chairman is really supposed to be driving the committee. I haven't read the whole code but the chairman has the ability to call a workshop. If you think we need a special meeting you have the ability to contact the clerk's office and have that scheduled. At the same time as the chairman, you have the ability to say you want to discuss certain items. You guys can individually talk about and decide what is the best items to discuss and have it put on the agenda so that the committee knows that you are going to have a workshop about the ideas. The committee can request of you individually. For us our role to be respectful to the committee is to work through the chairman. If the committee feels you are not doing a good enough job and they want to replace you then they would come to the clerks and say they wanted to do a reorganization of the chairman. I don't think that is the case here. We want to be respectful of you. I want to be respectful of your time to say you should have time with me monthly, every six weeks whatever it is you

should be able to come in and see me before the meeting and Traci as well to discuss what is going on and have us brief you on particular issues. So as the chair you are in a comfortable position to lead us down a good path. That is where the ideas would come from on the workshops.

City Clerk Torres: I would ask that if you guys want to do a workshop outside of the regular meeting give me a week notice because I do have to publish it and it has to be published 72 hours of the date.

Chairman Buhler: It's my understanding that if it affects the public it has to be open to the public. If it's like informational it could be without being recorded, like if it were like a training.

City Clerk Torres: If it was a training that would something different. If it's something that you guys are going to discuss that pertains to the city code or anything of that nature you would have to do it in an open meeting.

City Manager Whitehead: Hypothetically all 5 of you could go to a municipal league conference that was about planning and zoning committees. That is a public setting it's in the public, the municipal league has published it, it's open to the public. You just know your roles would be not to go sit in a corner all 5 of you and discuss city business. That is up to you to be honorable and ethical. But you could do training. However, if where having a meeting here just as general conversation the clerk has to post that meeting.

Member Hammer: As a member who do we send our workshop idea to? Do we send it the chairman and then he asks the clerk to put it on the agenda?

City Manager Whitehead: That would be proper protocol. That could also work through the clerk. You are not unlimited to the clerk; you could send it to them and ask them to get it to the chairman. That's a relationship it comes to the clerk. The chairman is getting several ideas from the all of you. Individually you could email the chairman. You just can't email all 5 of you and say here is what I want to talk about next week because the moment someone reply's now you have violated the open meetings act by starting a chain that can be construed as a rolling quorum. Individually you can contact the chair, it would be best if you contacted the chair and the clerk. Those are always great connects so the clerk knows everything you guys are communicating about. They clerk will then bring myself and Traci into as well.

Member Hammer: So, when are we having our next workshop about ADU and tiny homes? Do you still want feedback about that topic?

City Manager Whitehead: Absolutely, I would love feedback. Let's talk about how that should work. I envisioned that each of you would individually give me a position paper. You would each put your own spin on how you think the code would go. Then we could take all that information organize it and come back the next workshop. For example, today could have been the tiny homes and we would let you know what every one's thought where. We would come up with

something and you could decide if we should start drafting a code or not. Then we would do the same with the next subject. We would have the same protocol. We would have open dialog we discussed it, individually you gave us a position and then we developed ideas off of your ideas. We would come back to and let you know what we found or whatever the case may be. We are open to however you feel you want to have dialog back and forth, to help us come up with ideas.

Vice-Chairman Buhler: That works for me.

Member Kent: I think it's good to talk about and then we each write something up when we have time for more thought and then reconvene. It might take a couple meetings before we get anywhere.

Member Hammer: Manager Whitehead what is the potential dead line on receiving our information. I know you have deadlines of things you would like to get completed this year. I know this is a big one if we are going to put this in the ordinance change bucket.

City Manager Whitehead: Let's be fair to each other. We have not been down this road before. Maybe we set something towards the end of the year but again I would say my time line would be each meeting for the dialog to be complete. For example, last month we talked about tiny homes and we had received a position from all of you then this would have been the last meeting where we reopened it and discusses it then we move on from it. We go to the next subject. We do that in a 30-day period. If it needs more than the chairman just lets us know we are not done with that topic lets continue to discuss it. I think I want to lean on Traci. We definitely need Traci's input she has lived in the code a long time. I think you guys should allow her the opportunity to say that's how that was going for us over the last few years. I also think it's fair for her to decide when are we ready to present these ideas before the commission to change the ordinance. I'm not going to set the time, I'm going to set the pace, I'm going to challenge Traci to say let's bring the committee let's start working on this. I want to give her the ability to say I think we are ready to go to the commission.

Member Hammer: Are there other topics that would be beneficial for the board together and workshop about in our pipeline for the year besides tiny homes? Has anything else come up? I'm just thinking if we could maybe get a schedule together of maybe we want to talk about ADU's for the next 2 meeting and have a dead line for ourselves. Then whatever other topic and we can discuss that a later meeting. Just so we can see a road map of topics that we might be covering.

Member Luchini: I feel like the topics come up as needed. The meeting come up and then we know. We never though tiny home and small homes where an issue. Well, they were an issue one other time.

Member Hammer: Now it's just a hotter topic.

Member Luchini: For me I feel like for the tiny home if I had more advance notice of the topic before the meeting, I could research it more. I could have followed the newspaper and found out what the topics are going to be on the agenda other than just receiving it on Friday before the meeting on Monday. Does that make sense?

City Manager Whitehead: Yes.

Assistant City Manager Alvarez: If it's a public hearing we know with a certain amount of time in advance but there are times where we might not now something is going to be on the agenda until the last minute. That is typical even with our city commission. It's a working document right up until the deadline that Angela has to put it together and send it out.

Member Luchini: I understand that so why can't they be tabled for more discussion?

City Clerk Torres: If it's a public hearing I wouldn't recommend tabling because there are protocols, we have to go through. We have to do a publication; it takes 15 days. It would delay the applicant if you want to schedule for the next meeting. I would be cautious of that. There is also the cost of it.

Member Luchini: The tiny home issue that a month or 2 ago. We all had different ideas on what could or should be done compared to what the code was or isn't. But we ended up making a recommendation that day. Could we have tabled it for more discussion?

City Clerk Torres: For public hearings I wouldn't recommend tabling them because like I said what would happen is if you wanted to have it with that month, we would have to first see what is available. We would have to publish it again. We would have to pay for certified mail and publication again. That would just put them another 15 days out. We would still have to see when it could go to commission. It just delays the application. If it is something in your workshop if you wanted something ahead of time on the workshop that is more doable but public hearing I wouldn't recommend because of the process. I know it's hard to make a split

Vice-Chairman Buhler: I think it was brought up about the fire chief and possibly having an engineer look at some of these items like the tiny home that went in on Riverside that was approved for that lot size. It's in between 2 mobile homes. I think the fire chief should have to look something like that before it is approved by the city. If you go drive down there and look at it. I know when things are closer if you don't have the setbacks in some states you have to have a higher quality fire retardant type material you have to use. There are things that have to be done that may not be being done.

Assistant City Manager Alvarez: The only thing I would add on that one is I try to do my diligent to make sure all departments are given the information and get back to me. In that situation the fire chief was semi non responsive. I had already done the public hearing notices. That is why when I presented it to you guys and I didn't have the fire chief the recommendation was to approve it pending the fire chief review and approval. Before it went to commission it

had his approval. He is not just sitting in an office and sometimes he is not super easy to get ahold of but prior to bringing these items to you I always make sure that they have gone out to the departments for their review. I figure there is plenty of time I have a 15-day publication notice surely 2 weeks is plenty of time to get all my information. I tell people if they are having a public hearing it takes 60 to 90 days to get all the way through the process. That is for me to be able to review get comments back, get the schedule, come to you guys, get the draft minutes and go to commission. That was a singular circumstance that I didn't have all the information.

Member Luchini: Are any of these issues public hearing issues on an immediate time line that they can't be tabled.

Assistant City Manager Alvarez: Sometimes yes. I do get people that come in and they have property under contract and didn't realize that with in their sale price that there is an issue or concern and something had to be changed. Sometimes no they can be told that they need to wait but if I have already published the public hearing. Paul is usually very responsive it just happens to be that he was available. There is usually plenty of time for me to get with water, sewer and electric and get their review as well as we have an engineer that over sees all the large development. I don't over see that and there are times I reach out for his guidance and approval just to make sure that there is nothing really weird about them.

City Manager Whitehead: I hear what you are saying and I think there is some relevance to that. We should be able to give within 5 days of the meeting a completed packet. I don't think that is unreasonable. I can push on Traci a little bit because hopefully I'm here to help her as well. I hope there is a little relief in the office that she is not just juggling 20 things in the air. I think if we work together to kind set a good process and give her the space. I don't think unreasonable for Wednesday evening before the meeting for you to have a packet. In being able to commit to that the second piece would be you have to give Traci the confidence to say if she goes and does all the steps by the code she has checked everything down. We would want the zoning board to say those are statements of facts Traci has done the fact finding. Those are all statements of facts what are the concerns that we are not seeing or the public might be concerned with, what potentially are we missing that aren't covered in the statement of facts and that becomes relevant and then follow those protocols to have a good public hearing get to a yes or no vote and move on. I feel like we could figure out a way to make sure we are delivering that and giving you the ability to have enough information and enough time to understand it. Maybe we need to let you know when the applicant comes in. Maybe we need a better process to say when someone has applied for a summary plat review or a variance and it's going to be coming to you in 90 days and it's your obligation to be studying what that is, what do our rules say, how do I get better. Maybe there is something that we can do to help both of the process.

Member Hammer: Thank you for bringing that up Esther I feel like us getting before the weekend we don't have a lot of time to research. I looked at this over the weekend and I thought maybe I should drive over there to check it out but I didn't have time. Once the packet and the public hearing is created and we are at the meeting is the understanding that Traci has

gone through the fact sheet and you have checked it and highlighted any potential issues or is this our job to look at this? I know you are doing a lot of diligent, you are doing a lot of steps to even get to this point and we should trust that you are going through the right motions and the right protocol. Where are the roles and responsibility of what the board is supposed to do, I know we are supposed to ask some of these questions but have you done that already?

Assistant City Manager Alvarez: When I do my review, I consider the 7 findings of facts as well as multiple other items in the code. Does it meet lot size, does it meet dwelling, does it meet the setbacks if those are applicable. Yes, I do the reviews before bringing it to you guys but with that being said if I review something and it doesn't meet that. This is something Gary and I have been working on. In the past what I have been directed is I don't come to you and recommend for you to approve or recommend for you to deny. I am supposed to come and submit to you the facts and what I have found and then it is your guy's job to look at that findings of facts and determine whether or not it should be approved or denied based on those 7 findings and facts. The only other thing is I know we talked about open meetings act and you had made a comment about driving by which is fine. I know our attorney was here once. I think Angela can explain it better than me.

City Clerk Torres: In your packet is included the Rules of Procedure that was adopted. On the first page it goes over Ex Parte communication. It also gives you the guidelines where you can drive by the property but you can't contact the applicant directly it would be in violation if you did.

Member Hammer: If we did have a question, would we route through Traci?

City Clerk Torres: Yes. If you have any questions at any time, you can call the city managers off and ask to speak with Traci and can answer any kind of questions that you have on these items.

Assistant City Manager Alvarez: I know that you asked if there was any other topics besides Airbnb's. I don't know if maybe for our next meeting one of the items on the agenda could be a topic list. I do have some I have taken notes in my office where I get phone calls for stuff randomly. It might be only one thing. Other than tiny homes and Airbnb's there are other things. Off the top of my head I know there are Yurts and shipping containers have become a big thing for dwelling units.

Member Hammer: As a member I would like to know those topics. Your ear is to the ground you are getting the input from the public. Like you are saying they are becoming bigger topics it would be nice for us to have some time to review or discuss.

Assistant City Manager Alvarez: Maybe at the next meeting we can discuss topics that we want to go over.

City Clerk Torres: I know the next item is set a date and time for the workshop instead of doing that do you guys want on the next agenda we will put the topic list and once you have items

that you want to discuss we can put that on the agenda a set a workshop at that time or do you have any other recommendations?

Member Hammer: I would like to talk about ADU/Tiny Homes in our work shop. Stay focused on that specific one. I would like to know what the topics are and then after we discussed doing the workshop on ADU's then we can pick our next topic.

Member Kent: I think we have to finish up the ADU's because we have already started it but it would be nice to see a list of what Traci gets the most calls about or things we have heard about and then we can prioritize them out.

City Clerk Torres: Do you want to have the workshop as it was discussed after the items on the agenda?

Member Kent: That seems reasonable. If we find that we are not having the time and we need and we have to come back to a new plan we can.

City Manager Whitehead: I would say exactly that. I would prefer the agenda have a workshop item on it every time and if we don't get to, we and it looks like we are getting busy and we don't have time to get to them then we could potentially call for a special meeting. Also again really supporting Traci in this effort and know she has worked the code. I like the fact that she wants to put together the list. Let's do that and work through that. I was going to suggest we get with her and get her ideas and ask her what are things in the code that she finds strange. It may not just be tiny homes there are a lot of things that potentially may need to be cleaned up. they may just need small fixes. I think it could both ways where you say we may need to get somethings out of the code because it's not relevant and now we need to go down this road because it is relevant. I think we need to work through that and give it time.

Vice-Chairman Buhler: Can you bring what you have Traci on tiny homes.

Assistant City Manager Alvarez: Yes.

Vice-Chairman Buhler: That would be good to see.

City Clerk Torres: On the workshop if you guys have something prior to or on the day we send out the draft agenda you can send it to us and will make sure it is distributed to everyone so that they can have it a head of time.

Member Kent: what do you mean?

Member Hammer: Like our position paper?

Member Kent: The position paper will probably be submitted before but like supporting documents. For example, I went and did research and I printed this out.

City Clerk Torres: Yes, stuff like that, if you want everyone to see it send it to us.

City Manager Whitehead: In your packet you have the open meetings act information. These are 2 good examples where you might find some documents that really talk about the issue that you found in some state or city and you want to send the code. You get that to the chair or to the clerk and now all of your handouts are provided so that everyone can read what you read that's the concept. The position paper would be on top of that. It would be the reasons one why you would like to see things happen. Then we start writing really good code, I think.

Vice-Chairman Buhler: We really don't have code for tiny homes.

Assistant City Manager Alvarez: We have minimum dwelling units that's it.

Member Luchini: That part of my point also why rush to make a recommendation if we feel like the code isn't up to standard.

City Manager Whitehead: Remember no action is still action.

Member Luchini: That's why I feel like we should if we could table things.

Vice-Chairman Buhler: That's kind of what has brought us here to this point, I think.

City Manager Whitehead: Let me just add if I'm watching your facial expression. Generally, when someone comes for a variance, you have a little bit of nervousness like what are we doing, what are we changing. I think it feels like if you said let's put tiny homes over here on the side and deal with it when it comes up. It's going to always keep coming up as a variance versus saying it's here its real, it's really happening do we want to go down that road or do we not want to go down that road. I think that's ok we don't have to change everything. I don't think either of us are advocating but I don't think it's fair not to take in. If you say we want to look at these on a case-by-case basis so, be it, that's the way we will go. But when a variance comes look at it with open eyes and open mind to say we did it before are we doing the same thing. That is all I'm advocating for. We can't deny that you can buy a 390 square foot small manufactured house that is set down on the ground and complies with every code we have. It's for sale, it's for sale everywhere people can buy it, its affordable, it meets all the conditions except in our code to do you have to do a variance by 110 square feet. Is that where we want to be every time or do we want to say let's absorb that figure out and make it part of the code. Then Traci can just deal with it because it's part of the code, we move on and it's no longer a variance. If you don't want it all if you felt like that wasn't the right thing and it should be 500 square feet. That's particular issue was a 500 square foot. We went down to 390 square feet. They could have bought the same house at 500 square feet.

Vice-Chairman Buhler: I think standards are important. I think we should try to move from that point of view with regards to tiny homes.

City Manager Whitehead: I'm going to echo Traci. The shipping container issue is real. People are moving them in there is shows all over showing you can buy them. We can't put our heads in the sand and say let's just hope it doesn't come to us. If people are going to take and put 2 shipping containers together and have 500 square feet and they take 4 of them and put them in the R3 zone that is a variance that can come to us. I don't know is it good or is it bad? The right person would make it look nice. The wrong person would not.

Member Kent: To follow up where we are at with these topics. We brought up tiny homes and ADU which is not exactly one in the same but could be. So going forward for next month are we saying we are going to come in and finish that conversation about these 2 things. You want position papers, thing together and weather we think yes, we should make a change to the code or no let's just do it case by case just so we can keep this particular topic moving. Which is sort of 2 topics but they kind of overlap.

City Manager Whitehead: I think we should stay on 1 topic follow it through. Let's see how we handle it, how does it feel, how does it work and did the system give us something. Let's try it and then we start diving into the other issues.

Member Hammer: If we are going to write up a position paper, who are we emailing it to prior to next month's meeting?

City Clerk Torres: You can include Chris and myself or Chris and Katy.

City Manager Whitehead: When in doubt the clerk's office.

Vice-Chairman Buhler: Can we drop it off there also?

City Clerk Torres: Yes, you can.

Member Hammer: For clarification the next meeting its not new business it's just a workshop. We are not making and decisions at that time.

Vice Chairman Buhler: It will say something on the agenda.

Member Hammer: We have the regular agenda items then we are going to have some time at the end hopefully for the workshop to discuss our position papers in public but are we making a decision at that point or we are just having a workshop?

City Clerk Torres: You will have a public hearing at the next meeting. You will have your public hearing and then you will have a workshop after that. In the workshop you can talk about the tiny homes and the ADU's. During the workshop you won't take any action, you will just make a plan of what you are wanting to do and go over ideas.

Member Hammer: At what point do we make an official recommendation to Manager Whitehead and the commission.

City Clerk Torres: If at the next workshop you guys discuss everything and you feel like you have everything sorted out at the following meeting. We can put it on the agenda and you can make an official recommendation to the commission.

Member Kent: To City Manager Whiteheads point we want to stack up a few before we go to commission.

City Manager Whitehead: Out of that workshop what I would expect is we would have this kind of dialog back and forth. This is Traci's committee she is going to run the show. She would take all that feedback than she and I will work to try and find in that information what is a potential code change. How could we change the code based on all the feedback and potentially come back and present 2 or 3 ideas and at that point we could say we really think that is the right thing to do let's put it on their agenda with an action item. That's the way it would play out. First the workshop we are going to take in all your information. Then you will decide if it's a good idea or its not and if you want to move forward. Then Traci will need the time to go through and put it together and we may want to send it to the lawyer. It may come back the next meeting or we may stack then. We may say we have a good policy with this item lets go on to the next one. At some point with in the next year we would come back in front of you guys and present the recommendations for changes and you guys would vote on it. That is the structure I propose it go through.

Member Hammer: In that structure can Traci participate in the workshop? I feel like she has some very relevant information.

Assistant City Manager Alvarez: Yes, I'll be at the meetings.

City Manager Whitehead: I want her to participate more than me because she really knows a lot. I want to be supportive and I want to get a path for all of you to be on that is going to go somewhere and I can step back and let Traci do what she has always wanted to do.

Assistant City Manager Alvarez: There is no deadline on workshops. We have amended the code when we did the utility billing code. I will tell you that when we went to the utility advisory board we went through several workshop meetings so everyone can get their input. Don't think you have to have one workshop because ideas flow. You might think of something during the work shop and make a note. I may take 2 to 3 meetings before we have something.

Member Hammer: I just want to reiterate the goal is to send the clerk and the chairman our position papers about ADU's and tiny homes before the agenda the agenda cut off. Which will be when?

City Clerk Torres: Manager Whitehead you want the agendas out Wednesday before the meeting?

City Manager Whitehead: The agenda can still come along your time. Traci and I will try and figure out to at least get the information available.

Vice-Chairman Buhler: You can email it to us earlier.

City Manager Whitehead: Does that violate?

City Clerk Torres: Yes, I would rather have the entire packet out. We can get the agenda out the day we get the information. If we are going to get you the agenda packets on Wednesdays by that Monday prior we would need the information.

Member Hammer: Ok, and when is the next meeting?

Member Kent: The next meeting is June 9th so June 2nd is when you would need it?

City Clerk Torres: Yes.

City Manager Whitehead: Traci and I visited about the timing and what we would propose to you is and we will use the example of what we had today. When this subject was presented to Traci. We think what we would do is notify the clerk so that the members of the zoning committee can be made aware that an application has been made for some kind of issue with in the code. Weather it's a variance, a summary plat whatever it is. If it's going to come before the zoning board. We would at least notify you when we get that information. We won't provide you with the documents. You can come in and make an appointment with Traci. You can do whatever you feel like as a member to help yourself get ready but the clock would be ticking saying something is coming before us. Our commitment to you would be on Wednesday by 5 we would have an agenda packet to you. You would then assume if that packet is coming to you that Traci has done her due diligence and the information with in the packet is sufficient enough to be presented to the public and the zoning board for your consideration. Is that a fair process that we would try for you guys? It will come from the clerk's office. Traci will notify them and they will individually notify you guys.

Member Luchini: What is the latest someone can add to the agenda such as lot split?

City Clerk Torres: On items that are public hearings we have to do the 15-day notice so it would have to be 15 days prior to the meeting.

City Manager Whitehead: I can't imagine that we would but we should never get an item on day 17 before that is a lot split that is going to require that we contact the county and the fire chief. It not going to happen Traci would let them know it's a 60-day process. Traci needs the space and the time to do her due diligent. You should never anticipate that we put something

on the agenda last minute. Our obligation is when we bring it to you it's ready to go and we need time for that. That doesn't mean someone can't come in and say they want to add a workshop to the agenda that we can put on the agenda within 72 hours of the posting but I can't imagine something that we would present to you that would come to us within 72 hours. That is not the purpose of this committee.

City Clerk Torres: A public hearing is required so you have to have at least 15 days.

Assistant City Manager Alvarez: It might be something simple as when we send out the public hearing notices. We can potentially email them to the board so it gives them a heads up of what is coming up.

Member Hammer: How many public hearings notices are active at any given point? Is there a back log?

City Manager Torres: It varies.

Member Hammer: Is there a place online where we can go and look them up. I don't mind the emails but if there is multiple, I would like to go in a click a link to see them.

City Manager Alvarez: We don't publish the public hearing notice are applicable to the property owners that it is going to affect with in a 100 to 300 feet depending on what is being done. The public notices aren't published until it goes into the agenda packet and the agenda packet is published. That would make for a really long public comment in some cases.

c) Discussion/Action: Set Date and Time for Workshop.

No Action Taken

5. REPORTS FROM THE BOARD:

No Reports

6. REPORTS FROM STAFF:

City Clerk Torres: I just have question. When you are doing the work shop do you want us to add the reports on the agenda? We can move them up on the agenda or we can remove them.

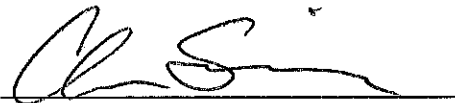
Chairman Sisney: We can leave them on there. They don't take long.

Member Hammer: Put the workshop last since that is more discussion.

7. ADJOURNMENT:

Chairman Sisney adjourned the meeting at 5:02 p.m.

PASSED AND APPROVED ON THIS 9th DAY OF JUNE, 2025.

A handwritten signature in black ink, appearing to read 'Chris Sisney', written over a horizontal line.

Chris Sisney, Chairman
Planning & Zoning Board