



DOÑA ANA COUNTY

Community Development Department

Memorandum

To: CRRUA Extra-Territorial Planning and Zoning Commission	Date: July 11, 2014
From: Luis Marmolejo, Senior Planner	
Subject: Duties of the ETZC per Chapter §250-15 of the Doña Ana County Code	

Attached is Section 250-15 of the Code of Doña Ana County that describes the duties of the Planning and Zoning Commission County and it refers to the Board of County Commissioners as well. The JPA between the City of Sunland Park and Doña Ana County, Section 9, Subdivision, Zoning, Planning and Platting, D of the JPA, provides that the Authority adopt ordinances necessary with provisions similar to the County in order to administer Subdivision, Zoning, Planning and Platting applications.

On February 14, 2014, CRRUA approved Resolution No. 2014-10, where initially CRRUA will be administering and applying the Land Use Regulations, Chapter 250 of the Code and other referenced Ordinances. The language in Section 250-15 refers to the duties and responsibilities of the Planning and Zoning Commission, and more particularly Section 250-15.B. (1-10), are those duties and responsibilities applicable to the CRRUA ETZ Commission. Section 250-15.A does not apply to CRRUA or the CRRUA ETZ Commission. Please review and provide comments or questions as you may consider including the duties in the By-laws.

There is hereby established a Planning and Zoning Commission (P&Z), consisting of seven members who shall be appointed for two-year staggered terms by the Board of County Commissioners of Doña Ana County. Members may be reappointed at the completion of their term by the Board of County Commissioners. Members shall not receive compensation for performing their duties, but may be reimbursed for training or attendance at conferences upon prior approval by the County Manager.

B.

The Planning and Zoning Commission being duly appointed shall:

(1)

Adopt bylaws for the election of officers, conduct of meetings, and establishment of operations of the Commission.

(2)

Receive, hear and make final determinations on applications for variances, planned unit developments, special use permits and high-intensity residential uses as prescribed by, and subject to, the procedures established herein, and report said determinations to the County Commission.

[Amended 9-27-2011 by Ord. No. 235-2011; 6-11-2013 by Ord. No. 263-2013]

(3)

Receive, hear and make recommendations to the County Commission on approval or denial of zone change requests.

(4)

Receive, hear and make recommendations to the County Commission, on requests for amendments and changes to this chapter.

(5)

Hear and make disposition on appeals for the interpretation of meaning of terms used in this chapter and assist and guide CDD in its implementation of matters pertaining to land use regulations.

(6)

Hear and make disposition on appeals to actions taken by CDD. The P&Z may affirm, modify or reverse actions of the CDD and Zoning Administrator.

(7)

Report to the County Commission on matters requested by it.

(8)

Review and recommend changes and amendments to the Comprehensive Plan to the Board of County Commissioners.

(9)

Review and make recommendations for approval or denial of subdivision plats and replats to the Board of County Commissioners, as provided for in Chapter **300**, Subdivision of Land.

(10)

Carry out special studies and prepare plans for land use and development of public facilities as directed by the Board of County Commissioners.