



DOÑA ANA COUNTY

Department of Planning and Development
Intra-Departmental Memorandum

To: Extra-Territorial Zoning Authority	Date: Sept. 12, 2007
From: Jonathan Kesler, ETZ Planner	
Subject: Resolution Regarding the Form of Minutes	

Planning staff, working with Legal, has formulated a *Resolution Regarding the Form of Minutes for the Extra-Territorial Zoning Authority and Extra-Territorial Zoning Commission*. This is in response to recent public requests for verbatim transcripts of ETA and ETZ meeting minutes. The JPA, Section VIII, Organization and Meetings, authorizes "the Extra-Territorial Zoning Authority to establish its rules of order and procedures by Resolution as it may find necessary and proper to carry out its work."

While the City of Las Cruces does transcribe the minutes of the city sponsored ETZ meetings verbatim, a review of the New Mexico State Statutes indicates that this is not required. For the county to do so would place an "unreasonable and onerous burden on staff resources" as the Resolution notes. Instead, county staff will comply with the minimum requirements of NMSA 1978, Section 10-15-1G, "The Open Meetings Act", which only requires summary minutes. The Resolution (Item # 10) addresses these issues and is attached for your review.