

# THE DOÑA ANA COUNTY PLANNING AND ZONING COMMISSION

## 2019 ANNUAL NOTICE REQUIREMENTS FOR REGULAR, SPECIAL, AND EMERGENCY MEETINGS

**WHEREAS**, pursuant to the Open Meeting Act, NMSA 1978, §§ 10-15-1 et seq., in particular § 10-15-1(B), all meetings of a quorum of the members of the Planning and Zoning Commission (P&Z), held for the purpose of discussing public business or for the purpose of taking any action within the authority delegated to the P&Z, are declared to be public meetings and shall be open to the public, consistent with the provisions of the Open Meetings Act; and

**WHEREAS**, the Open Meetings Act, in particular § 10-15-1(D), requires that the P&Z determine, on at least an annual basis, what shall constitute reasonable notice to the public of meetings of the P&Z;

**NOW, THEREFORE**, the Planning and Zoning Commission, consistent with the By-Laws of the Commission, hereby adopts the following notice requirements for meetings of the Commission for 2019:

### I.

Unless otherwise specified, regular meetings of the Commission shall be held on the second and fourth Thursday of each month, (with the exception of no second Thursday meeting in November and December), at nine o'clock a.m. in the County Commission Chambers, 845 North Motel Blvd., Las Cruces, New Mexico. **See attached Exhibit A for the schedule of P&Z meetings for 2019.**

### II.

Notice of cancellation of a regularly scheduled meeting shall be announced and/or posted by County Planning staff after notification by the Chair. Although other statutory or regulatory notice and publication requirements may apply, notice of regular meetings shall be given at least seventy-two (72) hours in advance of the meeting date. Notice requirements are met if notice of the date, time, place, and agenda is delivered to newspapers of general circulation in the County, if required by law, and posted at the County Government Center. Copies of the notice and agenda shall be made available for the public at the Community Development Office. The Community Development Staff (Staff) shall also provide notice by mail, telephone, facsimile transmission, or other means of electronic communications to those broadcast stations licensed by the FCC, and newspapers of general circulation, that have made a written request for notice of the Commission's meetings.

### III.

Notice of a special or emergency meeting shall be met by posting notice of the date, time, place, and agenda at the Community Development Office and on the County Website at [www.donaanacounty.org](http://www.donaanacounty.org) seventy-two (72) hours in advance of the meeting, unless the threat of personal injury or property damage require/ justify less notice for an emergency meeting. Copies of the notice and agenda shall be available at the Community

Development Office. The Staff shall also provide notice by mail, telephone, facsimile transmission, or other means of electronic communications to those broadcast stations licensed by the FCC and newspapers of general circulation that have made a written request for notice of public meetings. Within ten (10) days of taking action on an emergency matter, the public body shall report to the Attorney General's Office the action taken and the circumstances creating the emergency.

#### IV.

Substantial compliance with any one of the appropriate foregoing methods of giving notice shall constitute compliance with these Annual Notice Requirements and the Open Meetings Act. Nothing herein shall prevent the use of additional means or methods of giving notice of regular, special, or emergency meetings. Nothing herein shall require new notice of any public meeting, or case, for which notice has been given, and which recessed or adjourned.

Provided, however, that in recessing such meeting or case, the presiding officer shall announce the date, time, and place at which the meeting or the case shall resume.

**Approved this 10th day of January, 2019 by the Doña Ana County Planning and Zoning Commission.**

---

Mel Acosta, Chairperson

---

Robert J. Czerniak, Vice-Chairperson

---

Tom Phillips, Secretary

---

Bruce Jackson, Member

---

Bill Shattuck, Member

---

Kenneth R. Thurston, Member

---

John S. Townsend, Member

## Exhibit A

### 2019 MEETING CALENDAR FOR THE DOÑA ANA COUNTY PLANNING & ZONING (P&Z) COMMISSION

The Doña Ana County Planning & Zoning Commission shall meet on the **second and fourth Thursday of each month** (except the second Thursday **only** in November and December and unless the date falls on an observed holiday) in the Commission Chambers of the Doña Ana County Government Center, 845 N. Motel Blvd, Las Cruces, New Mexico 88007. The following is the schedule of meeting dates for the **2019 calendar year**:

<b>2019 CALENDER FOR THE DOÑA ANA COUNTY PLANNING &amp; ZONING COMMISSION</b>	
<b>MEETING DATE</b>	<b>TIME</b>
January 10, 2019	9:00 a.m.
January 24, 2019	9:00 a.m.
February 14, 2019	9:00 a.m.
February 28, 2019	9:00 a.m.
March 14, 2019	9:00 a.m.
March 28, 2019	9:00 a.m.
April 11, 2019	9:00 a.m.
April 25, 2019	9:00 a.m.
May 9, 2019	9:00 a.m.
May 23, 2019	9:00 a.m.
June 13, 2019	9:00 a.m.
June 27, 2019	9:00 a.m.
July 11, 2019	9:00 a.m.
July 25, 2019	9:00 a.m.
August 8, 2019	9:00 a.m.
August 22, 2019	9:00 a.m.
September 12, 2019	9:00 a.m.
September 26, 2019	9:00 a.m.
October 10, 2019	9:00 a.m.
October 24, 2019	9:00 a.m.
November 14, 2019	9:00 a.m.
December 12, 2019	9:00 a.m.
January 9, 2020	9:00 a.m.
January 23, 2020	9:00 a.m.