

☐ DRAFT MINUTES
☒ APPROVED MINUTES

VILLAGE OF JEMEZ SPRINGS

PLANNING AND ZONING COMMISSION

MINUTES OF THE REGULAR MEETING JULY 28, 2026

Date: July 28, 2026
Time: 6:35 P.M.
Meeting called to order by: Cliff Elliott, Chair Pro Tem

CERTIFICATION OF NOTICE OF MEETING AND AGENDA

The Chair certified that the meeting notice and agenda were posted and published in compliance with the New Mexico Open Meetings Act.

ROLL CALL OF COMMISSIONERS AND DETERMINATION OF QUORUM

- Andrew Adaryukov – Present
- Susanna Cooper – Present
- Cliff Elliott – Present
- Cheryl Denney – Present
- Jay Gourley – Present
- Fred Simmank – Present

Also present: Mayor Michael Nealeigh, Wes Janecka, James Colovos, Tom Mnich, E. Janecka, Andrea Barela, Sonja R. Guthrie, Monique Alton, Jules Gourley, Daniel Broderick, Talia Michelle, Lance Buckmiller.

The Chair announced that a quorum was present and that the meeting could proceed.

APPROVAL OF MINUTES

Commissioner Denney made a motion to approve the minutes of the June 23, 2026 meeting. Commissioner Cooper seconded the motion. Vote: “Aye,” unanimously. The minutes were approved.

REPORTS

- a. **Mayor’s Report.** Mayor Nealeigh presented a report touching on, among other things, the ongoing library construction and AC issues, an update on the village’s

purchase of a new tractor, and the status of the flood damage assessment and rectification.

b. **Delegated Authority Report.** The Chair presented the following report:

- 1) On June 23, 2026, the Chair approved a building permit for a 24'X15' storage shed at 16953 Highway 4 (applicant: Brett Luvette).
- 2) The Chair announced that the minutes of the commission's May 26, 2026 meeting were sent to the IT help desk with a request to publish and have now been posted to the website.
- 3) The Chair announced that the Village Code section 130-31 had been rewritten and approved but not yet integrated with the main PDF files on the Village Code page of the website. (NOTE: the section is available on the website under its own link). The Chair ensured that all the commissioners had the latest version of the section prior to the meeting.
- 4) The Chair received a home occupation request from outside the commission's jurisdiction. The Chair notified the requester about the commission's inability to address their request because of that fact.

OLD BUSINESS

- a. **The application by Sonja Guthrie and Andrea Barela for a Conditional Use Permit for Short-term Occupancy Rentals for property at 16443 Highway 4** was introduced, being carried over from the May 26, 2026 and June 23, 2026 regular monthly meetings of the Commission.

Commissioner Elliott recused himself from discussion or voting but proposed that he could conduct the public discussion in his role as the Commission Chair. Commissioner Elliott explained to the public attendees that if they accept his conducting the discussion, it may preclude future appeals of the commission's decision based on the fact of his conducting the discussion. He then asked both the public attendees and the members of the commission whether anyone wanted to object to his conducting the discussion. No objections were made.

Sonja Guthrie requested and was given an opportunity to speak briefly about the application and to highlight how she and Andrea planned to make sure they would comply with all relevant rules and regulations.

Commissioner Gourley made **a motion to approve the application**. Commissioner Denney seconded the motion.

The Chair opened the floor for public discussion.

Upon the conclusion of the public discussion, the Chair opened the floor for questions, debate, and discussion by the commissioners.

Thereafter, the Chair called for a vote on the motion to approve the application.

The roll call vote on the motion as amended was as follows:

- Commissioner Andaryukov – Aye
- Commissioner Cooper – Aye
- Commissioner Elliott – Abstain
- Commissioner Denney – Aye
- Commissioner Gourley – Aye
- Commissioner Simmank – Aye

The Chair announced the vote result as five in favor and one abstention. **The motion was approved.**

NEW BUSINESS

- a. **A special meeting for new commissioners' orientation** was discussed.

It was proposed that the meeting should take place on August 4th, 2026, at 6:30 p.m. No official business will be conducted; it will be an informational and training session. Consequently, a notice of no less than three days will be sufficient. By a unanimous voice vote, the commissioners approved a special orientation meeting to take place on August 4th, 2026, at 6:30 p.m.

- b. **Discussion regarding Request for Conditional or Advisory Site Conformity** for Lot 4(B) Jemez Bodhi Mandela Addition from Clayton Brandt Design. No application has been filed.

The Chair will send the requester a link to the relevant portion(s) of the Village Code.

ADMINISTRATIVE MATTERS

- a. The date of the next regular meeting of the Planning and Zoning Commission was announced as August 25, 2026, to be held at the Shepherd Municipal Building Conference Room.

There being no further business under the agenda, the meeting was **Adjourned.**

Andrew Adaryukov, Secretary Pro Tem