



**PLANNING & ZONING COMMISSION  
REGULAR MEETING AGENDA**

Monday, March 03, 2025 1:00 P.M.

Via Zoom Tele-Conference

See [www.vtsv.org](http://www.vtsv.org) for information to attend the meeting  
**TAOS SKI VALLEY, NEW MEXICO**

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**AGENDA**

**I. CALL TO ORDER & ROLL CALL**

**II. APPROVAL OF THE AGENDA**

**III. APPROVAL OF THE MINUTES OF OCTOBER 7, 2024 P&Z  
COMMISSION MEETING**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

**A. Consideration to Approve Resolution 2025-013 Concerning  
Planning Commission Meetings and Notice Required.**

**B. P&Z Commission Membership**

Village Council authorization for and direction to the Village Clerk to identify and solicit interest from members of Village Committees and Commissions who might seek reappointment and to advertise in order to identify potential community members interested in filling any openings in said committees and commissions and to present such information and interest to the Mayor for appointment, subject to ratification by the Council.

**C. Community Development/Planning Director Position(s)  
Consultation w/P&Z Commission**

**D. Designation of Code Official/Code Enforcement Officer**

Designation by the Village Council of the Village Administrator as the Code Official/Code Enforcement Officer for the Village of Taos Ski Valley for the purpose of enforcing the codes, ordinances, and regulations of the Village, as promulgated by the governing body, to include the Village nuisance, zoning and land use codes.

7 Firehouse Road  
Post Office Box 100  
Taos Ski Valley  
New Mexico 87525

(575) 776-8220

E-mail: [vtsv@vtsv.org](mailto:vtsv@vtsv.org)  
Web Site:  
[www.vtsv.org](http://www.vtsv.org)

**PLANNING & ZONING  
COMMISSION:**

Thomas P. Wittman,  
Chair

Henry Caldwell

Robert Corroon

Scott Hall

Yvette Klinkmann

Susan Nichols

Jim Woodard

**VILLAGE  
ADMINISTRATOR:**  
Rick Bellis

**ACTING DIRECTOR OF  
PLANNING &  
COMMUNITY  
DEVELOPMENT:**

**ACTING VILLAGE CLERK:**  
Marlene Salazar

**E. Village of Taos Ski Valley Comprehensive Plan/Maser Plan**  
Status and discussion of need for state mandated update, possible funding.

See Village website: [www.vtsv.org](http://www.vtsv.org)

Under Village Documents/Documents  
(VTSV Comprehensive plan 2017)

**F. Discussion, consideration and possible recommendations(s) to the Village Council with regards to proposed Ordinance 2025-001: AN ORDINANCE ESTABLISHING A REQUIREMENT FOR AN EVENT PERMIT, PROVIDING FOR A PERMIT FEE, ESTABLISHING CONDITIONS FOR APPROVAL, ESTABLISHING PENALITES FOR VIOLATION, AND REPEALING ORDINANCE 10-35.**

**G. Discussion, consideration and possible recommendation(s) to the Village Council with regards to proposed Ordinance 2025-002: AN ORDINANCE PROHIBITING OVERNIGHT PARKING OR CAMPING ON OR IN MUNICIPAL PROPERTY, PARKS, TRAILS, EASEMENTS, RIGHT-OF-WAY, AND MUNICIPAL PARKING LOTS; PROVIDING EXCEPTIONS; ESTABLISHING PENALTIES FOR VIOLATION; REPEALING PRIOR INCONSISTANT ORDINANCES.**

**VI. MISCELLANEOUS**

**VII. ANNOUNCEMENT OF THE DATE, TIME, AND PLACE OF THE NEXT MEETING**

**VIII. ADJOURNMENT**

# MINUTES



## PLANNING & ZONING COMMISSION

### REGULAR MEETING MINUTES

Monday, October 7, 2024 1:00 P.M.

Via Zoom TeleConference

See [www.vtsv.org](http://www.vtsv.org) for information to attend the meeting

TAOS SKI VALLEY, NEW MEXICO

7 Firehouse Road  
Post Office Box 100  
Taos Ski Valley  
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Web Site: [www.vtsv.org](http://www.vtsv.org)

**PLANNING & ZONING  
COMMISSION:**  
Henry Caldwell  
Bob Corroon  
Richard Duffy  
Yvette Klinkmann  
Susan Nichols  
Thomas P. Wittman  
Jim Woodard

**VILLAGE ADMINISTRATOR:**  
Chief Virgil Vigil, Interim

**VILLAGE CLERK:**  
Ann Marie Wooldridge, CMC

### MINUTES

#### I. CALL TO ORDER & ROLL CALL

Commission Chair Tom Wittman called the meeting to order at 1:00 p.m. Roll call was taken, and quorum was established. Commission members present: Board Chair Tom Wittman, Commissioners Henry Caldwell, Bob Corroon, Yvette Klinkman, Susan Nichols, Scott Hall and Jim Woodard.

#### II. APPROVAL OF THE AGENDA

**MOTION:** To approve the agenda as written

**MOTION:** Commissioner Caldwell **SECOND:** Commissioner Woodard **PASSED:** 6-0

#### III. APPROVAL OF THE MINUTES OF THE AUGUST 5, 2024 P&Z COMMISSION MEETING

**MOTION:** To approve the minutes of the August 5, 2024 P&Z Commission meeting minutes

**MOTION:** Commissioner Woodard **SECOND:** Commissioner Caldwell **PASSED:** 6-0

#### IV. OLD BUSINESS

- A. Update on Tabled Agenda Item form August 5, 2024.  
"Consideration to Approve a Variance Request for a front yard Setback on #2 Chipmunk Lane.  
(No paperwork received- No update)

#### V. NEW BUSINESS

Consideration to recommend to the Village Council Approval of a License to Install, Complete, Operate, and Maintain a Private Water Line within a Public Right of Way to Michael and Ana Hettinga at 115 Emma Lane (Lot 6, Block 3, Re-plated).

**MOTION:** To recommend to the Village Council Approval of a License to Install, Complete, Operate, and Maintain a Private Water Line within a Public Right of Way to Michael and Ana Hettinga at 115 Emma Lane (Lot 6, Block 3, Re-plated).

**MOTION:** Commissioner Woodard **SECOND:** Commissioner Corroon **PASSED:** 6-0

**VI. MISCELLANEOUS:** No Reports

**VII. ANNOUNCEMENT OF THE DATE, TIME, AND PLACE OF THE NEXT MEETING:** The next meeting of the Planning and Zoning Commission will be November 4, 2024 at 1:00 p.m. Via Zoom

**VIII. ADJOURNMENT**

**MOTION:** To adjourn the meeting

**MOTION:** Commissioner Corroon **SECOND:** Commissioner Caldwell  
**PASSED:** 6-0

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Commission Board Chair Wittman

Attest: \_\_\_\_\_  
Acting Village Clerk, Marlene Salazar

# **NEW BUSINESS**

**VILLAGE OF TAOS SKI VALLEY**  
**Village Council**  
**Agenda Item**

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**AGENDA ITEM TITLE:** Consideration to Approve Resolution 2025-013 Concerning Governing Body Meetings and Notice Required

**DATE:** March 03, 2025

**PRESENTED BY:** Marlene Salazar, Acting Village Clerk

**STATUS OF AGENDA ITEM:** New Business

**CAN THIS ITEM BE RESCHEDULED:** Not Recommended

**BACKGROUND INFORMATION:**

Required annually by the State of New Mexico, this is the Open Meetings Act that governs how and when public meetings can be conducted

**RECOMMENDATION:** Staff recommends approval of Resolution 2025-013 Concerning Governing Body Meetings and Notice Required for calendar year 2025.

**VILLAGE OF TAOS SKI VALLEY**

**RESOLUTION No. 2025-013**

**A RESOLUTION CONCERNING COMMISSION MEETINGS AND PUBLIC NOTICE REQUIRED**

**WHEREAS**, Section 10-15-1(B) of the New Mexico Open Meetings Act, NMSA 1978 as amended, provides that "All meetings of a quorum of Village Council or any board, commission or other policy-making body of any state agency, or any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority or the delegated authority of such board, commission or other policy-making body, are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution or the provisions of the Open Meetings Act"; and,

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, regulation or formal action occurs shall be held only after reasonable notice to the public; and,

**WHEREAS**, Section 10-15-4, NMSA 1978 provides that "Any person violating any of the provisions of Section 10-15-1, NMSA 1978 is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500) for each offense"; and,

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Village of Taos Ski Valley to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE BE IT RESOLVED** by the Planning and Zoning Commission of the Village of Taos Ski Valley, New Mexico that:

1. All meetings shall be held via Zoom, at 1:00 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first Monday. The agenda will be available at least seventy-two hours prior to the meeting from the Village Clerk whose office is located above the Taos Ski Valley Firehouse, 7 Firehouse Road, Taos Ski Valley, New Mexico. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special meetings may be called by a majority of the Commission upon three (3) days' notice. The notice shall include an agenda for the meeting or information on how the Commission or the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Village of Taos Ski Valley will avoid emergency meetings whenever possible. Emergency meetings may be called by a majority of the Commission upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for



the meeting or information on how the public may obtain a copy of the agenda.

5. In addition to the regular meetings of the Village there are Briefings and Workshop Meetings at which no action will be taken and are held principally as information and study sessions. When these meetings are scheduled, Notice will be provided.

6. The notice requirements of Sections 1, 2, 3, 4 and 5 of this Resolution are complied with if the proposed agenda with the meeting date, time and location is posted at the Village's offices above the Taos Ski Valley Firehouse, 7 Firehouse Road and at the board in Box Canyon, the U.S. Post Office for Taos Ski Valley, New Mexico, and two other public places within the Village, as provided by Section 3-1-2 NMSA 1978, and on the public body's web site. Revised agendas may be posted up to seventy-two (72) hours prior to the meeting. In addition, written notice of such meetings shall be mailed, or hand delivered to federally-licensed broadcast stations and newspapers of general circulation which have provided a written request for such notice.

7. Notwithstanding any other provisions of Sections 1 through 6 of this Resolution, the Commission may establish such additional notice requirements as may be deemed proper and advisable to comply with the provisions of the Open Meetings Act.

8. If any meeting is closed pursuant to exclusions contained in Section 10-15-1, Subsection H, NMSA 1978, such closed meetings called by the Commission shall not be held until public notice, appropriate under the circumstances, and in compliance with Sections 1 through 6 of this Resolution, has been given. In addition, such notice shall state the exclusion or exclusions in Section 10-15-1, Subsection H, NMSA 1978 of the Open Meetings Act, under which such closed meeting is permitted.

**PASSED, ADOPTED, AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**THE VILLAGE OF TAOS SKI VALLEY  
PLANNING AND ZONING COMMISSION**

\_\_\_\_\_  
Thomas P. Wittman, Chair

Attest:

\_\_\_\_\_  
Marlene Salazar , Acting Village Clerk

Vote: For \_\_\_\_ Against \_\_\_\_

# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Planner 1	<b>Job Code:</b> 210
<b>Division:</b> Administration	<b>Effective Date:</b> 07/13
<b>Department:</b> Administration	<b>Last Revised:</b> 06/13

### GENERAL PURPOSE

Performs a variety of **administrative** duties related to planning and land development activities that impact municipal development and resource allocation processes of the village. Responsible for responding to zoning inquiries, reviewing development plans and applications for zoning code compliance. Responsible for preparing related reports and correspondence to the Planning and Zoning Commission.

### SUPERVISION RECEIVED

Works under the direct guidance and direction of the Community Development Director.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

#### **Planning & Zoning:**

- Reviews community and land development documents and proposals for adherence to established guidelines, rules and regulations.
- Responds to land use and zoning inquiries, assists customers in maintaining compliance of site development plans with Village codes and ordinances.
- Utilizes knowledge of zoning and subdivision codes, regulations, and policies to assist the public in finding alternative solutions to site development problems.
- Research and draft ordinances for review by staff and the planning and zoning commission.
- Process zoning applications including conditional use permits, special use permits, certificates of compatibility, and variances.
- Performs field development inspections with approved plans.
- Prepares public hearing notices; post signs on sites for public hearings.
- Prepares written staff reports and makes presentations at public meetings.
- Apply the sign regulations ordinance, reviews and approves new and existing signs for conformance with applicable codes.
- Maintains current knowledge of land use and environmental law, site planning and development practices.
- Apply Night Sky Ordinance as it pertains to existing and future development.
- Maintains and updates the Village data base, including maps, plats, easements, and arc view geographic information systems.
- Must be able to read, interpret, apply and explain rules, regulations, policies, and procedures. Read and interpret maps, blueprints, and legal descriptions for proper zoning classifications, setbacks, and height restrictions.

#### **Operations:**

- Assists public works crews in the construction, maintenance and repair of various elements of the village utility service system, including wastewater collection, wastewater treatment, water distribution and street operations.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

A. Graduation from college with a bachelor's degree in urban planning, public policy/administration or a related field acceptable to the Village;

AND

B. Some experience in urban and regional planning and development is desired;

OR

C. An equivalent combination of education and experience.

#### 2. Knowledge, Skills, and Abilities:

**Thorough knowledge** of principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws. **Considerable knowledge** of using hand held GPS surveying equipment and integrating said data into a geographic information system (GIS) data base (ARC VIEW).

**Considerable skill in the art of diplomacy and cooperative problem solving.**

**Ability to interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.**

3. **Special Qualifications:**

Prefer some post academic experience with ESRI Arc GIS desktop applications and relational database management systems.

Must possess a valid New Mexico Drivers license.

4. **Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may require muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Must occasionally lift and/or move weights up to 100 pounds or more with assistance. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

**The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change. Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b>	Community Development Administrator	<b>Job Code:</b>	200
<b>Division:</b>	Administration	<b>Effective Date:</b>	04/04
<b>Department:</b>	Administration	<b>Last Revised:</b>	06/05

### GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, directing, organizing, and controlling the community development, capital improvement, and planning and zoning functions of the village. Oversees the various engineering phases of projects related to coordinating the design, development and construction of village infrastructure and various public works utility projects. Works with contract engineers to maintain project deadlines and assure compliance with construction specifications and standards.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Village Administrator.

### SUPERVISION EXERCISED

Provides functional supervision to Engineering Contractors engaged to construct or repair various components of the Village public works system. Provides professional engineering guidance to public works support staff on a project-by-project basis. Provides close to general supervision to administrative support staff on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Planning & Zoning:** Conducts day-to-day village operations for the development, implementation and enforcement of building and zoning regulations and ordinances; initiates studies in planning/zoning issues, development of ordinances, business regulations, review of permits, etc.; meets with public, developers, entrepreneurs, and contractors; discusses planning, zoning, and development issues; issues interpretations of village zoning, planning, building and related ordinances and regulations.

Coordinate, schedule, attend, and conduct meetings of Planning and Zoning Board; conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations; participates in town-wide fiscal planning processes; administers State and Federal grant programs; identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Develop, organize and facilitate on-going, current and long range comprehensive planning processes and procedures for current and long range needs; coordinates and participates in the development and maintenance of village general plan; identifies alternatives for converting policy ideas into action plans affecting village development, expansion, transportation and related public programs.

Oversees various special function areas related to subdivision development, zoning proposals, land acquisitions, building permits; oversees priority studies related to population, housing, social, economic and transportation.

**Building:** Serves as village Building Inspector in controlling the enforcement and inspection of residential and commercial structures for conformity to established village, county, and state building codes; develops, implements, evaluates and revises policies, practices, priorities, methods and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement; develops and recommends changes to ordinances; works closely with village Attorney in insuring compliance with ordinances and laws pertaining to building regulations; coordinates Board of Adjustment proceedings as needed.

Determines and recommends building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, water, heating, cooling and other construction phases as required by law; calculates impact fees consistent with village ordinances and regulations; makes determinations and recommendations affecting changes in fee structure.

Conducts pre-project/construction processes; advises architects, engineers, contractors and owners on code and design requirements; may coordinate the preparation of various drafts of project documents and specifications; coordinates review and planning activities with Fire Chief; performs complex and detailed plan checks of major projects; researches and reviews proposed building plans to assure compliance with ordinances, building and safety codes; performs technical and comprehensive inspections of residential or commercial building and construction activities within the village; routinely inspects building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect curbs, gutters, backfill, sidewalks, driveways and other site improvements; initiates stop work orders; conducts abatement proceedings on unsafe buildings.

**Construction Management:** Coordinates, manages and monitors a variety of operations, projects and activities related to infrastructure, utility and capital improvement project design and construction; performs management duties related to consultant selection, contracting, design overview, construction administration and project close-out.

Reviews engineering specifications and reports for proposed projects; ensures adherence with established standards and work plans, processes and procedures; coordinates project activities and requirements; prepares change orders; monitors consultant activities and work, ensures timely completion; coordinates project inspections; serves as liaison with state, county, and local jurisdictions; monitors compliance with codes and standards; manages issues related to parking and drainage; conducts engineering field inspections to assure compliance with codes and standards; may perform preliminary survey work to validate sites and project locations.

Attends pre-construction conferences; coordinates involvement of local contractors, special districts, village departments and local utilities as needed to produce the most comprehensive view of planned public works development; inspects construction site to determine conformance of site to design specifications

**Operations:** assists public works crews in the construction, maintenance and repair of various elements of the village utility service system, including wastewater collection, wastewater treatment, water distribution and street operations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree construction management, land use planning, urban planning, civil engineering, community development, public administration or related field;

AND

B. Eight (8) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws. **Considerable knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications. **Working knowledge of** general civil engineering principles and practices; legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer, road and street construction and maintenance and the collection and delivery of culinary water and waste water; of technical and practical design of public works systems of the use of a variety of types of technical engineering equipment, surveying and drafting tools; political, legal and governmental processes affecting various engineering programs and project management; EPA regulations and various environmental quality laws (Safe Drinking Water Act, etc.), equipment and materials used in construction and maintenance operations; computer aided design (CAD) applications and programs; safety practices and principles involved in public works; current codes, standards, safety practices and principles involved in public works; principles of management and employee supervision.

**Considerable skill** in the art of diplomacy and cooperative problem solving.

**Ability to** interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

Must possess a valid New Mexico Drivers license. Ability to obtain New Mexico State Certification required by ICBO within 2 years of employment. Registration as an Engineer In Training (EIT) preferred. Preference given for CZO (Certified Zoning Official) certification and AICP (American Institute of Certified Planners).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may require muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Must occasionally lift weights of 10-50 pounds. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change. Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Planning & Zoning, GIS, and Community Development	<b>Job Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b>
<b>Department:</b> Planning and Zoning	<b>Last Revised:</b> 2/2018

### GENERAL PURPOSE

Performs a variety of administrative duties related to planning, zoning, and community development activities that impact municipal development and resource allocation processes of the Village. Responsible for current/long-term planning, GIS, project management/coordination, liaison with developers, builders, and engineers, review plats, building plans, zoning issues, permits for conformance with the municipal code/plan, and federal/state regulations. Responsible for preparing related reports and correspondence for the Planning and Zoning Commission and Village Council. Primary support staff to the Planning and Zoning Commission.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Village Administrator.

### SUPERVISION EXERCISED

None. Works with Building & Construction Director and the Public Works Department on coordinating projects and planning.

### ESSENTIAL FUNCTIONS

**Administrative Functions:** Serves as a member of the executive management team; organizes and oversees departmental administrative functions; prepares and recommends budget and staff requirements of the Community Development Department, coordinates, reviews and reports on current planning applications; assists with the preparation of planning studies, policies and ordinances.

Supervises the processing and review of subdivision projects, commercial and multi-family development applications, site plan review, and similar development project requests for conformity with Village plans, ordinances and policies; coordinates planning projects related to policy development, land use, demographic analysis, housing, transportation, environmental assessments, conducts field inspections on development proposals, land-use issues, surveys, planning studies and other projects.

Prepares complaints for legal action against violators of zoning code and related ordinances; works with Village Administrator and Village Attorney in the prosecution of such violations when necessary.

Provides technical guidance on code issues to the public, Village Council, Village Planning & Zoning Commission; coordinates with various agencies, including, Neighborhood Association(s), New Mexico Non-Profit Organizations, Conservation District, local, state, federal, and tribal and agencies.

Submits staff reports as directed by Village Administrator; attends meetings with Village Council and Village Planning & Zoning Commission when necessary; prepares correspondence, staff reports and inter-office memorandum.

Prepares educational materials for the public; responds to public, official and press inquiries relative to community development planning, zoning, and code enforcement services, activities and issues.

**Planning & Zoning:** Reviews community and land development documents and proposals for adherence to established guidelines, rules and regulations; responds to land use and zoning inquiries, assists customers in maintaining compliance of site development plans with Village codes and ordinances.

Prepares long-range plans for land use and development, including comprehensive plans and site specific or topical master plans; coordinates work of consultants to complete plans, studies, and maps.

Process zoning applications including conditional use permits, special use permits, certificates of compatibility, and variances; performs field development inspections with approved plans; prepares public hearing notices; post signs on sites for public hearings; prepares written staff reports and makes presentations at public meetings.

Apply the sign regulations ordinance, reviews and approves new and existing signs for conformance with applicable codes; maintains current knowledge of land use and environmental law, site planning and development practices; apply Night Sky Ordinance as it pertains to existing and future development.

Maintains and updates the Village data base, including maps, plats, easements, and geographic information systems; gathers data and creates GIS spatial and relational database of various geographic elements; must be able to read, interpret, apply and explain rules, regulations, policies, and procedures; read and interpret maps, blueprints, and legal descriptions for proper zoning classifications, setbacks, and height restrictions.

**Community Development:** Performs professional, administrative and technical duties related to planning, organizing, directing and coordinating Village-wide community development. Assists development agencies in expanding and improving the Village's economic base, including business retention and the building of commercial, industrial and retail sites within the community. Administers the Village's redevelopment programs and initiatives.

Coordinates and monitors, on behalf of the Village, all economic development/redevelopment programs with developers, contractors, property owners and other interested parties.

Oversees and implements the Village's long-term economic development strategic plan; generates and nurtures professional working relationships with private developers, realtors, business leaders, banking and financial leaders, economic development professionals, professional and trade associations, state and local government leaders, the Village of Taos Ski Valley Chamber of Commerce and other community leaders.

**Code Enforcement:** Receives complaints from citizens regarding alleged violations of Village ordinances, codes, and regulations; determines nature of the allegation and appraises callers of possible investigation schedule; monitors community compliance with various ordinances, including nuisances, noise, snow removal, illegal signage, weed infestations, etc.

Advises property owners, builders and contractors as needed to apprise appropriate parties of concerns and potential violations; searches tax records; obtains facts necessary to determine proper course of actions; coordinates and monitors solutions.

Conducts field investigations and property inspections to determine extent of violations; checks for "clear view" on corner lots, verifies business licenses, monitors sign compliance; prepares various investigative reports; initiates legal proceedings where appropriate and coordinates the same with Village legal staff; may administer preliminary sanctions as allowed by ordinance or code.

Conducts regular review of codes, ordinances and regulations; receives legal interpretations as needed to direct enforcement of compliance; makes recommendations related to practical application of codes and ordinances; assists in adapting, modifying or rewriting codes as needed.

Prepares and provides written and oral reports to Village council, boards, committees, and public interest groups as required to explain code enforcement activities and program needs; gives testimony in a court of law as an expert witness.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree construction management, land use planning, urban planning, civil engineering, community development, public administration or related field;

AND

B. Four (4) years of experience in a comprehensive planning or public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge** of principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws. **Basic knowledge** of using hand held GPS surveying equipment and integrating said data into a geographic information system (GIS) data base; basic drafting techniques, blue prints and related specifications.

**Considerable skill** in the art of diplomacy and cooperative problem solving.

**Ability to** conduct necessary planning and development research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database (Microsoft Office); motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

**Preference given for CZO (Certified Zoning Official) certification and AICP (American Institute of Certified Planners), and/or Building Inspector Experience.** Must possess a valid New Mexico Driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may require muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Must occasionally lift weights of 10-50 pounds. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee

**ORDINANCE 25-001, AN ORDINANCE ESTABLISHING A REQUIREMENT FOR AN EVENT PERMIT, PROVIDING FOR A FEE AND PENALTY, AND REPEALING ORDINANCE 10-35**

WHEREAS the Village desires to promote the health, safety and welfare of its residents and guests; and

WHEREAS outdoor public celebrations and events promote tourism and provide recreational opportunities for the residents and guests of the Village; and

WHEREAS, outdoor celebrations and events need to be properly regulated to ensure the health, safety and welfare of the participants and the general public,

BE IT ORDAINED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY THAT:

- I. **LEGAL AUTHORITY:** Pursuant to the Villagers statutory authority under NMSA 1978, 3-18-17 to define and abate a nuisance and to regulate or prohibit any amusement which tends to annoy persons on a street or public ground and the authority under NMSA 1978, 3-18-17 to preserve peace and order within the municipality, the Village of Taos Ski Valley, as an incorporated government under the laws of the State of New Mexico, does hereby declare, that:
- II. **PERMIT REQUIRED:** Persons desiring to sponsor, promote or put on any sort of event which includes outdoor entertainment of any kind which is open to the public and is for 50 or more participants shall, not less than 14 days prior to the planned event, make application to the Village of Taos Ski Valley for approval of a permit allowing the entertainment.
- III. **APPLICATION:** Such application shall be on a form provided by the Village identifying the required information necessary to obtain the event permit and shall include or shall cause to be attached, at minimum, the following information:
  1. **DATE:** The date of the event.
  2. **TIME:** The beginning and ending times of the event.
  3. **ATTENDEES:** Attendance, total and hourly
  3. **TYPE OF EVENT:** Include all intended entertainment, activities, and schedule of events to take place. Are the activities public, private, or age limited. If the event permits or includes the sale or use of any controlled substances or fireworks, firearms, lasers, drones or other potential safety risks, identify here and see **SPECIAL CONDITIONS** in Section VI.



4. **PARTICIPANTS:** Estimate of crowd size, whether ticketed or not, maximum capacity allowed and how will crowd limit be enforced. Estimated area the event will be marketed to. The percentage of participants expected to stay at Taos Ski Valley, within Taos County, or day travel to the event.

5. **SECURITY PLAN:** Describe all security measures to ensure public safety, including controlled access, emergency egress, emergency vehicle access, crowd control, and personal safety measures.

6. **MAP:** Provide the physical location of the event, as provided on a map acceptable to the Village that shall include the zoning, lot, block and parcel number, highlighted area of the event with dimensions of the event area delineated in feet, including exits and entry points, toilet facilities, food and beverage areas, stages, lighting, generators, emergency aisles and exits and other features relevant to the entertainment and safety of the public, and distances from surrounding residences and businesses.

7. **PARKING:** identification of sufficient parking, as determined by the Village, distance from the event, any special shuttle arrangements and name and proof of permission of or a contract with, if offsite, the owner of the parking area

8. **INSURANCE:** Evidence of event or site insurance for liability and property in amounts sufficient to cover the event and any consequences of the event, as determined by the Village.

9. **IMPACT:** The applicant should address how the event might impact the Village, residents, participants, traffic, health, environmental factors and safety in those areas that the Village is required to review the proposed event for prior to issuing any approval, and any mitigation measures that applicant will be taking, as applicable, including but not limited to:

9.1. **NOISE:** loudness of the event at peak decibels and by hour/event/act.

9.2. **SANITATION:** provision of adequate drinking water, washing stations, toilet facilities.

9.3. **LOCATION:** Impact (negative or positive) on any businesses or residential neighboring properties.

5. **PUBLIC SAFETY:** Outline contracted or cooperating entities providing on-site and off-site EMS/medical, fire, police, traffic control. Provide contracts/participation agreements.

5. **PARKING/SHUTTLE PLAN:** Identification of location, number of spaces, any required contracts for use of parking and access easements, and traffic control plans. Special provisions for buses, unloading/loading for vendors, stages, equipment, etc.

6. **SOLID WASTE/RECYCLING PLAN:** Collection and removal during and post-event of all trash generated by the event and event goers.

7. **CONTROLLED SUBSTANCES:** Identification of whether any controlled substances (alcohol, marijuana, etc.) will be sold or permitted to be brought or used at the event and any security/control plans related to the above.

IV. **APPROVALS REQUIRED:** The application for a Village Event Permit shall be reviewed and approved by the following, and in the order described below:

1. Police Chief (public safety review)
2. Fire/EMS Chief (fire and medical safety)
3. Building and Planning (zoning and building code review)
4. Village Administrator (legal, zoning, insurance, ordinance review)
5. State Inspections (CID propane review and NM Health, if applicable)
6. Final Approval (all requirements completed and signed off on)

V. **EXEMPTIONS:** The following events shall be exempt from obtaining a Village Event Permit:

1. Weddings, funerals, family celebrations, not exceeding 150 participants.
2. Non-commercial vents held entirely indoors.
3. Reunions, not exceeding 200 participants.
4. Non-profit events held entirely for charity, not exceeding 100 participants.
5. Farmers markets.
6. Educational activities open to the public.
7. Yard sales, garage sales and similar residential activity contained to one lot.
8. Events otherwise already receiving federal or state permits held on stated or federal lands.

VI. **SPECIAL CONDITIONS:** Events that contain entertainment features, structures, or other aspects that due to their nature, size or timing may present particular safety issue to the participants, environment, Village, or others may have

additional conditions or requirements placed on them in the interest of public, health, safety or welfare. These include, but are not limited to:

1. Fire conditions.
2. Availability of medical, fire and police and fiscal impact on municipality.
3. Sound decibels, sound direction and starting and shutdown times.
4. Proximity to and potential inconvenience to or interference with commercial entities and residential neighborhoods.
5. Traffic and parking availability consistent, with event type and size.
6. Availability of and requirement for supplemental sanitary facilities required for the size and type the event.
7. Offset or minimization of costs to the municipality and taxpayers of the Village.
8. Noise or hours of operation exceeding municipal ordinance(s).
9. Such other factors associated with public health and welfare, security and safety of the event participants, residents and the general public.

VII. **EVENTS PERMITTING THE CONSUMPTION OR SALE OF ALCOHOL AND/OR CANIBUS PRODUCTS:** All events serving or permitting the consumption of alcoholic beverages and/or marijuana or marijuana infused products must also meet the following conditions:

1. The event organizer must serve or cause to be present sufficient purveyors of food, water and nonalcoholic beverages at least equally as available as the controlled products and with similar or less wait times.
2. Events serving or permitting the regulated products outdoors shall serve beverages only in paper or other biodegradable cups. Service of alcoholic beverages or other beverages in plastic, metal or glass containers is prohibited.
3. Events serving or permitting alcoholic beverages and/or other regulated substances outdoors shall control access to the event and serving or consumption areas by means of fencing, signage, and security or other adequate security measures which have been approved by the Village and provide a security plan and map of the secured area, including controls points and the use of insured, bonded and trained security personnel.

VIII. **PERMITTING OF MULTIPLE EVENTS:** The Village may issue one permit allowing similar multiple events or a season series of events for a period of up to one year.

- IX. **APPEAL:** If the Village Administrator denies a permit application, the applicant may appeal the decision to the Village Council. Such an appeal hearing shall be held at the next regular Village Council meeting or such other time as deemed appropriate by the Village Council.
- X. **VARIANCES:** The Village Administrator may grant a one-time variances from Village requirements regarding noise, hours of operation and other requirements of this ordinance and the noise ordinance for an otherwise permitted event, when it is deemed that the exceedance is anticipated to be de minimus and is otherwise significant to the overall benefit of the event. A variance does not waive a requirement but only allows for the limits of the requirement to be incrementally extended or expanded.
- XI. **WAIVER:** The Village Administrator may waive all or part of the fees specified by this ordinance and/or its associated implementing regulations where the event is conducted by a governmental, charitable or non-profit entity, or contributes to the health, education, safety or economic benefit of the Village and its residents or visitors.
- XII. **EVENT PERMIT FEE AND SECURITY:** The Village Council is hereby approved to and shall annually establish the amount to be charged for an EVENT PERMIT, which shall be established on a sliding scale based upon the size of the event, hence, its impact on the Village.
- Security in the form of a surety or cash bond as determined by the Village Administrator dependent on the type and size of event and potential clean-up or risk, shall be permitted by this ordinance in order to assure that the Village is not left with uncovered clean-up costs.
- XIII. **PENALTIES:** Should a person or entity fail to obtain an Event Permit for an eligible event, the applicant proceed with an event after being denied a permit, or fail to adhere to the plan on which permit approval was based, the Village Police Chief may order the event or function terminated immediately upon notice to the event holder, their agent or those available at the event, in the absence of the event organizer. Any person who violates this Ordinance or fails to comply with the plan upon which the permit approved shall be subject to a fine not to exceed \$500.00 per day per incident and imprisonment for not more than 90 days, or

both, and the Village may use the infraction in its consideration for whether to approve or deny any future permit.

XIV. SEVERABILITY: It is the intention of the Village of Taos Ski Valley that each separate provision of this ordinance shall be deemed independent of all other provisions herein, and it is further the intention of the Village of Taos Ski Valley that if any provision of this ordinance be declared to be invalid, all other provisions thereof shall remain valid and enforceable.

XV. REPEAL OF ORDINANCE: By the action of the Village Council contained herein, Ordinance 2025-001 does hereby repeal and replace Village Ordinance 10-035 An Ordinance Relating to Outdoor Entertainment; Village Permits for Outdoor Entertainment; Providing for Penalty, and its predecessor, Ordinance 01-35.

XVI. EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_MARCH\_\_\_\_\_, 2025

**ORDINANCE 2025-002**

**AN ORDINANCE PROHIBITING OVERNIGHT PARKING OR CAMPING ON OR IN MUNICIPAL PROPERTY, PARKS, TRAILS, EASEMENTS, RIGHTS-OF-WAY, AND PARKING LOTS.**

WHEREAS, the Village of Taos Ski Valley (the "Village") is empowered by the State of New Mexico under New Mexico Statute, NMSA 1978 3-17-1 to institute ordinances to provide for the health, safety and welfare of the Village and its residents, and

WHEREAS, due to the distance from regional hospitals, doctors and other non-Village supportive public safety providers and limited access in and out of the Ski Valley and some more remote areas of the Village and surrounding lands, and

WHEREAS, multiple seasonal high risk environmental factors such wild fires, sudden evening temperature drops, extreme freezing temperatures, severe winds, heavy snow conditions, dangerous wildlife, high wildfire danger, low oxygen levels, etc. exist at this altitude and environment, and

WHEREAS, the area receives a significant year-round population of visitors to the Village unfamiliar with these conditions and the rapidity and severity with which these life threatening conditions can occur, and

WHEREAS, the rescuing of visitors that become lost, disabled or trapped places the lives of employees of the Village and resident volunteers at risk for their own lives, and

WHEREAS, it is important for public safety reasons to be able to identify from an unattended vehicle after dark if someone may be in need of rescue assistance, and

WHEREAS, the lack of evening accommodations and security for overnight camping or parking can result in issues with garbage, human excrement, unpermitted and uncontrolled fires, noise and behavioral issues, and unnecessary health and safety risks and inconveniences to residents, Village staff, businesses and other visitors the next day,

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY:

**SECTION 1. PROHIBITED ACTIVITIES:**

- a. Overnight parking on or in Village streets, parking lots, easements, parks, facilities and other properties after 10pm shall be prohibited for anyone not staying at a private residence or commercial residential establishment, doing business with a

business located in the Village, or attending an event within the Village. Those attending a business or other activity shall comply with this ordinance no later than one (1 ) hour after the end of the event or closing of the business.

- b. Open fires, camp stoves, heaters, fireworks, smoking and all other sources of potential fire risk are prohibited on all public property and in all public facilities, except by an approved Village Event Permit.
- c. Camping, sleeping, and sleeping or living in vehicles of any kind on Village property, including streets, parks, trails, parking lots, easements, and public works facilities is prohibited at all times, except by an approved Village Event Permit.
- d. Parking vehicles or equipment on Village property, except where designated and within the hours designated by the Village for approved recreational purposes, attending a Village approved/sponsored event, or conducting business with the Village, is strictly prohibited.

## SECTION 2. ENFORCEMENT

This ordinance shall be enforced by the Village of Taos Ski Valley Police Department and the designated Village Code Officer.

## SECTION 3. PENALTIES

- a. INITIAL OFFENSE: Any person who violates a provision of this Ordinance shall be subject to payment of a fine of not less than \$100.00 for the first offense. Violation of multiple sections of this ordinance may result in an additional \$100.00 fine for each separate violation.

- b. REPEAT OFFENSES

Repeat offenses under this Ordinance shall be subject to increased fines as provided below. As used herein, "repeat offense" means a second (or any subsequent) violation of this Ordinance committed on a specific parcel or property within any one (1) year period and for which the person admits responsibility or is determined to be responsible. The increased fine for repeat offenses shall be not more than \$500 or 90 days in jail, or both.

## SECTION 4. REPEAL OF PRIOR ORDINANCES

This ordinance shall revoke and replace all prior ordinances and regulations of the Village relating to camping and overnight parking.

**SECTION 5. SEVERABILITY**

If any part of this Ordinance shall be found to be invalid or unconstitutional by any court of competent jurisdiction, such findings shall not affect the remaining portions hereof, which shall remain in full force and effect.

**SECTION 6. EFFECTIVE DATE**

This ordinance shall become law upon adoption and but shall not become enforceable until 30 days after publication.

**PASSED, ADOPTED AND APPROVED BY THE GOVERNING BODY OF TAOS SKI VALLEY, THIS  
4th DAY OF MAY, 2004**