



LAND DEVELOPMENT STANDARDS WORKING GROUP REGULAR MEETING AGENDA

Wednesday, January 14, 2026; 2:00 p.m.
City Council Chambers—move into City Manager's Conference Room
Gallup City Hall, 110 W. Aztec Avenue

A. Roll Call

B. Approval of Minutes: **Meeting, December 17, 2025**

C. Discussion / Action Topics:

Old Business: status check-in

1. **Questionnaire for City Staff:** status of emailing out the questionnaire and choosing a date for in-person discussions with department leadership.
2. **Review of the Land Development Standards:** status on identifying 3-5 priority focus areas within the LDS.

New Business:

1. **Annual Open Meetings Act Resolution:** clarify date and place of meetings; vote to adopt resolution
2. **Clarify Next Steps:** subcommittee work

D. Additional Input

E. Adjourn

F. Next Meeting: **Feb. 18th @ 2:00-4:00pm**

**Minutes of the Regular Session of the Gallup Land Development Standards Committee
Meeting, City of Gallup at the Gallup City Hall, 110 West Aztec Avenue.**

Date: Dec. 17th, 2025 **Time:** 2:00-4:00pm **Location:** City Council Chambers

Attendees:

- Christopher Thomas
- Dominic Biava
- Frank Chiapetti
- Lance Allgood
- Joe Mesich
- Neal Butler
- Rick Padilla

Members Absent:

- Keegan Mackenzie-Chavez
- Lance Allgood
- Michelle Bonaguidi
- David Rosales

Time: 2:00pm

Call to Order & Open Floor Discussion

Quorum:

The committee had a quorum.

Old Business – Questionnaire Discussion:

The questionnaire was discussed briefly. It was noted that CB's response to the committee's questionnaire indicated a preference for assimilating information through one-on-one, in-person discussions with department leadership and staff. It was commented that this approach has merit and could be very productive; however, it should be viewed as complementary to—not a replacement for—the questionnaire. The consensus of the committee was that both tools should be utilized together as supporting resources for gathering information. There were no objections to this approach.

New Business – Formation of Subcommittee:

A second subcommittee was formed to address the technical aspects of the LDS. This subcommittee will consist of:

- Christopher Thomas
- Rick Murphy
- Joe Mesich
- Lance Allgood
- Neil Butler
- Rick Padilla

Rick Murphy agreed to identify and consolidate approximately three to five priority focus areas (“low-hanging fruit”) within the LDS where targeted adjustments or modifications may be appropriate. These recommended changes will be developed for initial presentation to the Mayor and Council as a first phase of LDS amendments. This effort will be followed by a more comprehensive and in-depth review of other sections of the LDS as currently written.

Meeting Schedule – Time and Place:

The committee discussed the meeting schedule and venue. It was agreed that the committee will continue to meet on the second Wednesday of the month for January only and then transition to meeting on the third Wednesday of each month beginning with the February meeting.

Frank Chiapetti offered the use of the Development Services conference room for future meetings until seating capacity is outgrown or attendance necessitates a change in venue.

Staffing Updates:

Frank Chiapetti shared that the City is actively interviewing for several Development Services positions, including an Engineer and a Chief Building Official (CBO). These additions are expected to allow Planning & Zoning to better differentiate responsibilities within the department and improve overall review timelines.

Additionally, the concept of an ombudsman / project manager / facilitator role—intended to help guide projects through permitting and related processes—was raised again as a potential benefit to departmental efficiency.

Committee Actions and Next Steps

Rick Murphy will identify and consolidate approximately three to five priority focus areas within the LDS.

Meeting Schedule: The regular meetings will be scheduled for the second Wednesday of each month.

RESOLUTION NO. R 2025-11

ANNUAL DETERMINATION OF NOTICE UNDER THE OPEN MEETINGS ACT

WHEREAS, by Resolution No. R 2025-11 adopted May 23, 2025, the City Council of the City of Gallup (City) established the City's Land Development Standards Working Group (LDS Working Group) as a public body within the meaning of the New Mexico Open Meetings Act; and

WHEREAS, the LDS Working Group met in regular session at El Morro Events Center, 210 South Second Street; Gallup, New Mexico, on Wednesday, August 13, 2025, at 2:00 p.m., as required by law; and

WHEREAS, Section 10-15-1B of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) provides that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of a public body such as the LDS Working Group, are public meetings open to the public at all times; and

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

WHEREAS, Section 10-15-1D of the Open Meetings Act requires the LDS Working Group to determine annually what constitutes reasonable notice of its public meetings;

NOW THEREFORE, BE IT RESOLVED by the LDS Working Group, that:

1) All meetings of the LDS Working Group shall be held at _____, Gallup, New Mexico or as indicated in the meeting notice, unless the meetings are virtually held due to restrictions imposed under a public health order. The LDS Working Group will comply with the New Mexico Attorney General's guidelines for conducting virtual meetings.

2) Unless otherwise specified, regular meetings of the LDS Working Group shall be held on the second (2nd) Wednesday of each month at 2:00 p.m. The agenda will be available at least seventy-two (72) hours prior to the meeting from the City Clerk, whose office is located at Gallup City Hall, 110 West Aztec Avenue; Gallup, New Mexico. The agenda will be posted on the bulletin board at the entrance to City Hall and the bulletin board at the City Clerk's Office. The agenda will also be posted on the City of Gallup's website at www.GallupNM.gov.

3) Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the City of Gallup's website at www.GallupNM.gov.

4) Special meetings may be called by the Chair or a majority of the members upon three (3) days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda will be available to the public at least seventy-two (72) hours before the meeting and posted on the City of Gallup's website at www.GallupNM.gov.

5) Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The LDS Working Group will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or by a majority of the members upon twenty-four (24) hours prior 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. Within ten (10) days of taking action on an emergency matter, the LDS Working Group will notify the New Mexico Attorney General's Office.

6) For the purposes of regular meetings described in paragraph 3 of this Resolution, notice requirements are met by posting of the notice of the date, time, place, and the agenda on the bulletin board at the entrance to Gallup City Hall, on the bulletin board at the City Clerk's Office and on the City of Gallup's website at www.GallupNM.gov. Copies of the written notice shall be electronically mailed to those broadcast stations licensed by the Federal Communications Commission (FCC) and newspapers of general circulation that made a written request for notice of public meetings.

7) For the purposes of special meetings and emergency meetings described in paragraphs 4 and 5 of this Resolution, notice requirements shall be met by posting notice of the date, time, place and the agenda on the bulletin board at the entrance to Gallup City Hall, on the bulletin board at the City Clerk's Office and on the City of Gallup's website at www.GallupNM.gov. Notice by telephone or E-mail shall be provided to those broadcast stations licensed by the FCC and newspapers of general circulation that have made a written request for notice of public meetings.

8) In addition to the information specified above, all notices shall include the following language:

Auxiliary aides for the disabled are available upon request. Please contact the City Clerk at (505) 863-1254 at least one (1) week prior to the meeting or as soon as possible in advance of the meeting to make any necessary arrangements.

9) The LDS Working Group may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meetings requirement under Section 10-15-1H of the Open Meetings Act.

a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the LDS Working Group taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

b) If a closed meeting is conducted when the LDS Working Group is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the

subjects to be discussed with reasonable specificity, is given to the members and to the general public.

c) Following the completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

d) Except as provided in Section 10-15-1H of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the LDS Working Group in an open public meeting.

PASSED, ADOPTED AND APPROVED this 13th day of August, 2025.

LAND DEVELOPMENT STANDARDS
WORKING GROUP

By: _____
Chair

ATTEST:

Secretary