

**MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
MARCH 18, 2014 AT 6:00 PM
27 E. FRONTAGE ROAD, EDGEWOOD COMMUNITY CENTER**

1) Call to order-Roll call.

Chairman Gabel called the meeting order at 6:00 P.M.

Commissioners Present: Krista Cashatt, Leonard Navarre, Brad Gabel.

Commissioners Absent: John Carpenter

Staff Present: Kay Davis-McGill, Tracy Sweat, Robert White Town Attorney, Robles Rael and Anaya.

2) **Approve Agenda.**

Commissioner Navarre made a motion to approve the Agenda; his motion was seconded by Commissioner Cashatt.

Action: Chairman Gabel voted aye. Commissioner Navarre voted aye. Commissioner Cashatt voted aye. The motion carried.

3) **Approve the Minutes of 2/18/2014.**

Commissioner Navarre requested 4 minor corrections to the Minutes then made a motion to approve the Minutes of February 4, 2014 as corrected; his motion was seconded by Commissioner Cashatt.

Action: Chairman Gabel voted aye. Commissioner Navarre voted aye. Commissioner Cashatt voted aye. The motion carried.

4) **Secretary Position Election/Correction.**

Chairman Gabel stated the Secretary position must be held by an individual that has been duly sworn by the Town, therefore, Ms. Davis-McGill will need to be appointed. He added that some of these duties may be delegated to Ms. Sweat through Ms. Davis-McGill as needed.

Commissioner Cashatt made a motion to elect Ms. Davis-McGill to the position of Planning & Zoning Secretary; her motion was seconded by Commissioner Navarre.

Action: Commissioner Cashatt voted aye. Commissioner Navarre voted aye. Chairman Gabel voted aye. The motion carried.

5) **Public Comment. Limit to 2 minutes per person.** Note: If you plan to speak under Public Hearings, please do not sign up for this topic.

None

6) **Matters from the Chair and Commission Members.**

Chairman Gabel discussed the upcoming Joint Meetings to include both the Council and Commission. The meeting of April 12, 2014 from 9:00 AM to 1:00 PM is scheduled for review of the proposed changes to the Zoning & Subdivision Ordinances. The meeting of April 16, 2014 from 5:30 PM to 6:30 PM is scheduled for Ethics Training, and will be hosted by Mr. Robert White of Robles, Rael, and Anaya. He also discussed the annual New Mexico League of Zoning Officials training that is scheduled for April 30 – May 2, in Farmington and asked the Commission to let staff know if they would be able to attend. Chairman Gabel indicated he would attend.

Commissioner Navarre stated he would not be able to make the NMLZO Training.

Commissioner Cashatt stated she would attend.

7) Matters from Staff.

Ms. Davis-McGill discussed the latest version of the Subdivision Ordinance as revised by Ms. Vanessa Chavez stating staff would draft another flowchart reflecting the changes and the proposed Subdivision Ordinance would be available to the public with the next ten days..

Mr. White indicated that he would review this version with Mr. Hiatt to see if they could make it a little more user friendly.

Chairman Gabel asked Mr. White about a procedure for accepting written input during public hearings.

Mr. White indicated he would like to get through the Ordinance amendments first, and then would look at drafting a document to address due process and written testimony.

8) Calendar Update.

Ms. Sweat stated the next Regular Meeting is scheduled for April 1, 2014 and there would be a Public Hearing for a Conditional Use Permit as well as review of the minutes from tonight's meeting.

Ms. Davis-McGill indicated she would not be present for this meeting, but that Ms. Muller would be available to swear in parties for the Public Hearing.

Chairman Gabel stated he felt it would be most productive to review the changes to the Ordinances, point by point, during the joint meeting with the Council on April 12. He added the Commission could take up the discussion again at their regular meeting of April 15, at which, Commissioner Carpenter, may also be present.

9) Adjourn.

Commissioner Navarre made a motion to adjourn the meeting; his motion was seconded by Commissioner Cashatt.

Action: Chairman Gabel voted aye. Commissioner Navarre voted aye. Commissioner Cashatt voted aye. The motion carried.

Chairman Gabel adjourned the meeting at 6:12 P.M.

Brad Gabel, Chairman

ATTEST:

Kay Davis-McGill, Administrator