

**MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
MARCH 3, 2015 AT 6:00 PM
27 E. FRONTAGE ROAD, EDGEWOOD COMMUNITY CENTER**

1) Call to order-Roll call.

Chairman Gabel called the meeting to order at 6:00 PM.

Commissioners Present: Brad Gabel, Leonard Navarre, Pat Markley, Dan Thompson, Kay McGill

Commissioners Absent: None

Staff Present: Stephen Shepherd, Tracy Sweat, Bonnie Petee

2) Approve Agenda.

Chairman Gabel requested Item 5 Election of Officers be tabled to the first meeting of April.

Commissioner Navarre made a motion to approve the Agenda with the amendment to table item 5 Election of Officers until the first meeting of April; his motion was seconded by Commissioner Markley.

Action: Chairman Gabel voted aye. Commissioner Markley voted aye. Commissioner McGill voted aye. Commissioner Navarre voted aye. Commissioner Thompson voted aye. The motion carried.

3) Approval the Minutes of 2/3/2015

Chairman Gabel asked if there were any corrections to the Minutes; hearing none he called for a motion.

Commissioner Marley made a motion to approve the Minutes as presented; his motion was seconded by Commissioner Navarre.

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

4) Swearing-In of New Planning & Zoning Commission Members Mr. Dan Thompson, and Ms. Kay McGill.

At this time Mr. Dan Thompson and Ms. Kay McGill were sworn in as members of the Planning & Zoning Commission.

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

Mr. John Bassett welcomed Mr. Thompson to the Commission and suggested he take advantage training that is offered as this is an important job for the Community. He discussed the Commission roles that may be changing upon the Election of Officers and stated the Chairman's experience remains valuable even after he has stepped down. He also handed out some documents containing an article regarding Land-Use requirements in Albuquerque, types of actions the Commission can take on applications, application withdrawals, and paper mark-ups. He asked the Commission if they had had a chance to see the changes made to the Subdivision Ordinance. He requested the Commission stick with their Agendas and refrain from making changes so close to meeting dates and to begin working towards independence from the Attorneys as a means of saving tax payer dollars as well as developing their skills.

Ms. Estefanie Muller stated she was Official responsible for ensuring of all Town Meetings are properly run. She discussed Meeting Agendas stating there may be a draft posted 10 days prior to the meeting and a Final posted 72 hours before the meeting as is consistent with the Open Meetings Act. She also discussed upcoming training opportunities for the Commission.

6) Matters from the Chair and Commission Members.

Chairman Gabel discussed the training opportunities and asked the Commissioner to take advantage of all they could. He also reminded the Commission about ex-parte communication and conflicts of interest stating the Commissioners should be forthcoming with disclosures if they ever arise and should avoid individual site visits. This would allow an applicant or member of the public an opportunity to object to any conflicts prior to the hearing. He discussed Resolution 2014-28 that was approved earlier this year but not signed and asked staff make a copy available to each of the Commissioners via email for a review prior to his signing.

Chairman Gabel asked if the new Commissioners had copies of all the appropriate documents, Ordinances and booklets.

Ms. Sweat confirmed they did.

Chairman Gable discussed the use of the Town email accounts versus personal accounts stating it was important for P & Z matters that all correspondence go through the Town account.

Chairman Gabel asked if the Commissioners had any matters to discuss; none were heard. He offered thanks to Commissioner Carpenter for his service and stated he would be missed and that he planned to thank him personally.

7) Matters from Staff.

Mr. Shepherd thanked the new members for their willingness to serve.

Ms. Sweat asked the Commissioner to review the contact list for errors or required additions.

Chairman Gabel asked the new Commissioners to introduce themselves.

Mr. Thompson stated he was the owner of Dough Re Mi Bake Shop in Edgewood and was looking forward to learning and being an asset to the Commission.

Ms. McGill stated she was recently retired from the Town as Administrator. She stated she had an accounting degree and had worked in finance at UNM as well as other organization. She added she had a real estate broker's license, ran and owned several real estate offices, did commercial real estate and development, and is a resident of the Town. She stated that hopefully she would be able to provide a full spectrum perspective for applications coming before the Commission.

8) Calendar Update.

Chairman Gabel stated the next meeting was scheduled for March 17, 2015 and asked there were any applications coming forward.

Ms. Sweat responded there was an application for a Zone Change on the Agenda as well as a discussion regarding motion templates and the Performance Based Setbacks application and process.

Chairman Gabel encouraged the Commissioners to review the Zone Change process and to look over the new Subdivision and Zoning Ordinances.

Ms. Sweat stated there will be a Public Hearing during the April 7, 2015 meeting for a Minor Subdivision application.

9) Adjourn.

Commissioner Navarre made a motion to adjourn; his motion was seconded by Commissioner Markley.

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

Chairman Gabel adjourned the meeting at 6:28 P.M.

Brad Gabel, Chairman

ATTEST:

Leonard Navarre, Secretary P & Z