

**AGENDA
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION
SPECIAL MEETING
JULY 30, 2015 AT 6:00 PM
EDGEWOOD COMMUNITY CENTER 27 E. FRONTAGE ROAD,
EDGEWOOD, NM 87015**

(The Town of Edgewood Planning & Zoning Commission is pleased to have residents of the community take time to attend commission meetings. Attendance and participation is encouraged. Individuals wishing to be heard during public hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcome and should be given to the town administrator prior to the start of the meeting.)

• **CALL TO ORDER & ROLL CALL**

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES FOR JULY 7, 2015

3. PUBLIC COMMENT. (LIMITED TO 2 MINUTES PER PERSON.)

NOTE: IF YOU PLAN TO SPEAK UNDER PUBLIC HEARINGS, PLEASE DO NOT SIGN UP FOR THIS TOPIC.

4. CALL FOR PUBLIC HEARING:

A) CONSIDERATION OF A VARIANCE REQUEST FROM ZONING ORDINANCE 2014-02.

B) CONSIDERATION OF A VARIANCE REQUEST FROM SIGN ORDINANCE 2009-02.

5. OLD BUSINESS:

NONE

6. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.

7. MATTERS FROM STAFF.

8. CALENDAR UPDATE AND FUTURE AGENDA ITEMS

9. ADJOURN.

A copy of the agenda may be obtained at the town office, 1911 historic route 66 during regular business hours of 8:00 am - 5:00 pm. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the town clerk at 505-286-4518 at least one week prior to the meeting or as soon as possible.

**DRAFT MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING MEETING – JULY 7, 2015
EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD**

1. CALL TO ORDER

Madame Chair McGill called the meeting to order at 6:00 pm and asked for roll call to be taken.

2. ROLL CALL

Commissioners present were: Kay McGill, Chair, Brad Gabel, Leonard Navarre, and Dan Thompson.

Commissioners not present were: Pat Markley.

Also present were, Steve Shepherd, Town Administrator, and Bonnie Pettee, Planning Assistant.

3. APPROVAL OF AGENDA.

MOTION: Commissioner Gabel made a motion to approve the agenda as presented. Commissioner Navarre seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson vote aye. Commissioner Navarre voted aye. Madame Chair McGill voted aye. The motion carried.

4. APPROVAL OF THE MINUTES OF JUNE 16, 2015

Commissioner Gabel noted two typos on the first page and two on the second page of the minutes.

MOTION: Commissioner Navarre made a motion to approve the minutes of the June 16, 2015 meeting, with noted corrections. Commissioner Gabel seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson voted aye. Commissioner Navarre voted aye. Madame Chair McGill voted aye. The motion carried.

5. PUBLIC HEARING MINOR SUBDIVISION PLAT

Quasi-Judicial Procedure: Certification that Public Notice of Hearing has been posted as required:

This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the swearing in of all parties giving testimony. The affected parties will have the right to cross-examine persons giving testimony.

Confirmation of not conflict of interest or ex-parte communication.

5. A. Minor Subdivision Plat for Russell T. Fausnaugh at #96 Skyline Drive. Requesting a two lot Minor Subdivision for Tract A, 2.499 Acres, lands of Huppertz/Marie located in SW ¼ of Section 35, T 10 N R7 E N.M.P.M Edgewood, New Mexico.

Bonnie Pettee confirmed the Public Notice was posted as required. Those giving testimony were sworn in.

Commissioner Thompson confirmed there was no conflict of interest or ex-parte communication.

Commissioner Gabel confirmed there was no conflict of interest or ex-parte communication.

Commissioner Navarre confirmed there was no conflict of interest or ex-parte communication.

Madame Chair McGill confirmed there was no conflict of interest or ex-parte communication.

Steve Shepherd presented the Staff Report. Mr. Shepherd explained that the applicant is proposing to divide the property into two parcels. One parcel contains an existing house and the other parcel is undeveloped. The applicant meets the requirements of the Subdivision Ordinance 2014-03 and therefore, staff recommends approval.

Commissioner Gabel asked staff if they had an understanding of the Affidavit for Authorizing Agent. They are usually two separate documents.

Mr. Tim Oden had a copy of the Affidavit and presented it to Staff.

Commissioner Navarre requested that it become part of the permanent record.

Mr. Tim Oden stated he was the authorized agent for Mr. Fausnaugh. He stated he thought staff handled the application well and asked if there were any questions.

Commissioner Gabel inquired about the lack of easements not showing on either plat.

Mr. Oden replied there are no utilities running across the property, so he was not aware of any easements on the property.

MOTION: Commissioner Gabel made a motion to approve the request for a Minor Subdivision Plat for Russell T. Fausnaugh at #96 Skyline Drive. Requesting a two lot Minor Subdivision for Tract A, 2.499 Acres, lands of Huppertz/Marie located in SW ¼ of Section 35, T 10 N R7 E N.M.P.M, Santa Fe County, Edgewood, New Mexico. Commissioner Navarre seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson voted aye. Commissioner Navarre voted aye. Madame Chair McGill voted aye. The motion carried.

6. PUBLIC COMMENTS. Limit 2 minutes per person.

None

7. NEW BUSINESS.

None

8. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.

Commissioner Navarre stated he would not be present at the July 19th meeting.

9. MATTERS OF THE STAFF.

Steve Shepherd stated he would like to take a run at the Performance Based Setbacks again. We could possibly discuss this as part of a regular session. It seems we are at a loss of how to apply them. He noted he would contact Santa Fe County to see how they handle them.

10. CALENDAR UPDATE.

Steve Shepherd addressed the joint training with Council. He stated the Mayor is not ready to set a date. Mr. Shepherd will notify the Commissioners when a date has been set.

Ms. Pettee noted that an Annexation will be coming as an agenda item soon. She was not certain if the required time for posting the Public Notice could be met in time for the July 19, 2015 meeting.

Madame Chair McGill suggested if the time frame for Public Notification for the Annexation could not be met, then the July 19th meeting should be cancelled. All agreed.

12. ADJOURN.

MOTION: Commissioner Navarre made a motion to adjourn the meeting of July 7, 2015. Commissioner Gabel seconded the motion.

VOTE: Commissioner Thompson voted aye. Commission Navarre voted aye. Commissioner Gabel voted aye. Madame Chair McGill voted aye. The motion carried.

Madame Chair McGill adjourned the meeting at 6:25 pm.

PASSED, APPROVED and ADOPTED this 30th day of JULY, 2015.

Kay McGill, Chairperson, P & Z

ATTEST:

Leonard Navarre, Secretary, P&Z

July 7, 2015

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