

**AGENDA  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
NOVEMBER 17, 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.

- 1. CALL TO ORDER & ROLL CALL.**
- 2. APPROVAL OF AGENDA.**
- 3. APPROVAL OF MINUTES.**
  - A. Draft Planning & Zoning Commission Meeting Minutes of October 20, 2015.
- 4. PUBLIC COMMENT: (Limited to 2 minutes per person)**
- 5. DISCUSSION OF A PROCESS & SCHEDULE TO CONSIDER PROPOSED AMENDMENTS TO THE ZONING, SUB-DIVISION, SIGN, AND EARLY NOTIFICATION AND RECOGNITION ORDINANCES**
- 6. DISCUSSION OF PROPOSED AMENDMENTS TO THE PLANNING & ZONING APPLICATION FEE SCHEDULE**
- 7. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.**
- 8. MATTERS FROM STAFF.**
  - A. Appeal 2015-01-V Variance request for 6 & 8 Marietta Court
  - B. Update on Infill Annexation.
- 9. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**
- 10. ADJOURN.**

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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 COMMISSION MEETING  
OCTOBER 20, 2015 AT 6:00 PM  
EDGEWOOD COMMUNITY CENTER  
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

**1. CALL TO ORDER & ROLL CALL.**

Madame Chair McGill call the meeting to order at 6:00 pm and roll call was taken. Commissioners present were: Madame Chair Kay McGill, Vice Chair Brad Gabel, Secretary Leonard Navarre, Pat Markley, and Dan Thompson. Also present were: Steve Shepherd, Town Administrator, Bonnie Pettee, Planning & Zoning Assistant and Rebecca Sanchez, Town Secretary.

**2. APPROVAL OF AGENDA.**

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

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

**3. APPROVAL OF MINUTES.**

Draft Planning & Zoning Commission Meeting Minutes of October 6, 2015.

**MOTION:** Commissioner Markley made a motion to approve the minutes of the October 6, 2105 meeting as presented. Commissioner Gabel seconded the motion.

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

**4. PUBLIC COMMENT: (Limited to 2 minutes per person)**

Mr. John Bassett inquired about the Zoning Ordinance 2014-02, as amended on August 5, 2015. He stated that he would like to receive a copy and noted that this amended version was not on the Town website as yet.

**5. APPROVAL OF THE FINDINGS OF FACT AND CONCLUSIONS OF LAW  
REQUEST FOR CONDITIONAL USE PERMIT FOR 1 GEORGE COURT.**

A. Requesting Conditional Use for a storage container at the Dollar Tree Store located at 1 George Court, Edgewood, NM, Lot 15-A, T10N, R 7E, Section 28 N.M.P.M. per town of Edgewood Zoning Ordinance 2014-02, as amended, Section 22. C. 5.

Madame Chair McGill introduced the Findings of Fact and Conclusions of Law for the request for Conditional Use for the Dollar Tree Store.

Commissioner Gabel asked a question regarding the Notification section of the "Findings". He recommended that in lieu of the wording "adjoining property owners", "property owners within 500 feet" should have been used, since the notification requirements of the Early Neighborhood Notification Ordinance was used by staff.

Steve Shepherd agreed and replied that there are three sets of notification requirements within the Planning and Zoning ordinances. He would like to have a discussion in the near future with the Commissioners to modify the Zoning Ordinance, Subdivision Ordinance, and Early Neighborhood Notification Ordinance to reflect the same notification requirements.

**MOTION:** Commissioner Gabel made a motion to approve the Findings of Fact, Conclusions of Law and Recommended Order, Case SU 2015-CU910, application for a Conditional Use Permit for the Dollar Tree Store located at 1 George Court, Edgewood, NM87015, Lot 15A, Township 10 North, Range7 East, Section 28 N.M.P.M. Commissioner Navarre seconded the motion.

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

**6. APPROVAL OF FINDINGS OF FACTS AND CONCLUSIONS OF LAW FOR VACATION/REPLAT FOR PROPERTY LOCATED AT 1631 AND 1637 OLD HWY 66, EDGEWOOD, NM.**

A. Requesting Vacation/Re-plat of property located at 1631 and 1637 (Formerly 1601 Old Hwy 66) Old Highway 66, Edgewood, NM, Lots 1-A and 2-A, T10N, R 7E, Section 19 N.M.P.M. per Town of Edgewood Subdivision Ordinance 2014-03, as amended Sections 8 and 14.

Madame Chair McGill introduced the Findings of Fact, Conclusion of Law and Recommended Order for the vacation of lot line and re-plat for Robert and Lisa Scribner.

Commissioner Gabel noted that the process is clear that the applicant could not take action on the approved plat until the plat was officially recorded.

Mr. Shepherd asked if the Commissioners would like that information added to the "Findings" in the future.

Commissioner Gabel confirmed that would be desired.

Mr. Robert Scribner agreed that he would honor that request and his surveyor will be responsible for signatures on the final plat and the recording of such.

**MOTION:** Commissioner Thompson made a motion to approve the Findings of Fact, Conclusion of Law and Recommended Order, a vacation of lot line and re-plat for Robert and Lisa Scribner, Case SU 2015-S914. Commissioner Markley seconded the motion.

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

**7. DISCUSSION OF LETTER FROM MR. JOHN BASSETT TO THE TOWN OF EDGEWOOD PLANNING AND ZONING COMMISSION DATED 10/06/15.**

Madame Chair McGill opened the discussion by disclosing that she is a property owner of a C2 Commercial parcel.

Commissioner Gabel suggested that the letter from Mr. Bassett, dated October 5, 2015 is related to a recent case where a variances was granted for height of a building. The letter

requested that the Commission create a new or amend the current ordinance to allow for the "new" maximum height limit for all future development.

Commissioner Gabel stated he has concerns with an overall change to the Ordinance. The variance process is there to be able to consider each request on a case by case basis. He noted that the Commission has only had one variance request, so he did not feel a revision was called for at this time.

Commissioner Navarre commented that he had concerns with the potential to show favoritism if the requests are handled on a case by case basis. He felt there should be criteria established on how to fairly evaluate each application.

Commissioner Markley replied the variance process in effect gives us protection from something away from the ordinance. He, also, did not think a modification was needed at this time.

Commissioner Thompson agreed with the others stating this should be handled on a case by case basis and should not be changed at this time.

Madame Chair McGill commented on the Commercial Overlay Zone, which is a specific area created to provide flexibility for signage.

Mr. Shepherd suggested the Commissioners may want to establish this area for building height as well.

Madame Chair McGill stated an example of 1000 to 1500 feet from the I-40 intersection might work.

Commissioner Markley commented on the Town of Edgewood Comprehensive Plan with regards to it age and that it may be a good time to update it to redefine this type of change.

Steve Shepherd stated he could see both sides of this issue; he agrees with the issue of a certain amount of fairness, but adding this to C2 zoning wouldn't work. The Commercial Overlay district would be more restrictive and could be expanded in size.

Mr. Bassett asked the Commissioners to put some thought into this and make a decision at a later date, after more discussion.

Mr. Scribner added that he has done lots of business with other counties and finds that C1 with Conditional Uses seem to work best for them.

The Commissioners agreed to continue this discussion at a later date after time to consider options.

#### **8. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.**

Madame Chair McGill expressed her appreciation for the Commissioners. She stated she felt they were thoughtful, considerate and careful in making their decisions.

#### **9. MATTERS FROM STAFF.**

Steve Shepherd reported that Penny Ellis-Green, from Santa Fe County Planning and Zoning responded to our invitation to attend (or have a one of her staff members attend) a future PZ meeting in Edgewood. Mr. Shepherd stated he would also like the Commissioners to take a look at some amendments to our Ordinances and a process to do so.

#### **10. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**

Bonnie Pettee commented on the Infill Annexation for Edgewood. She noted that the Town Council will be addressing the proposal at this week's meeting. She would like to bring an update to the Commissioners at the next meeting.

Steve Shepherd reported that staff would like to revise its applications and fee schedules. Staff would like the Commissioner's input on those, as well. Madame Chair McGill asked if the revisions could be emailed, so the Commissioners could have time to study them prior to the meeting. Since there are no applications pending, the Commissioners agreed that the meeting scheduled for November 2, 2015 would be cancelled. The next Planning & Zoning meeting will be held on November 17, 2015.

**11. ADJOURN.**

**MOTION:** Commissioner Navarre made a motion to adjourn tonight's meeting. Commissioner Markley seconded the motion.

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

Madame Chair McGill adjourned the meeting of October 20, 2015 at 6:38 pm.

PASSED, APPROVED, and ADOPTED this 17<sup>th</sup> day of NOVEMBER, 2015.

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Kay McGill, Chairperson

ATTEST:

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Leonard Navarre, Secretary

## **Proposed Schedule for P & Z Related Ordinance Amendments**

### **2006-02 Early Neighborhood Notification and Recognition Ordinance**

- 12/01/15 Staff Recommendation, Public Comment, and Commission Discussion
- 12/15/15 Commission Review, Discussion, and Revision of Staff Prepared Language and Commission Recommendation
- 12/16/15 Language Changes to Legal Review
- 01/06/16 Revised Ordinance Presented to Town Council for Review and Approval

### **2014-02 Zoning Ordinance**

- 01/05/16 Staff Recommendation, Public Comment, and Commission Discussion
- 01/19/16 Commission Review, Discussion, and Revision of Staff Prepared Language and Commission Recommendation
- 01/20/16 Language Changes to Legal Review
- 02/03/16 Revised Ordinance Presented to Town Council for Review and Approval

### **2009-02 Sign Ordinance**

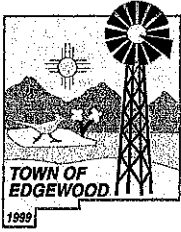
- 02/02/16 Staff Recommendation, Public Comment, and Commission Discussion
- 02/16/16 Commission Review, Discussion, and Revision of Staff Prepared Language and Commission Recommendation
- 02/17/16 Language Changes to Legal Review

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- 03/02/16 Revised Ordinance Presented to Town Council for Review and Approval

### **2014-03 Sub-Division Ordinance**

- 03/01/16** Staff Recommendation, Public Comment, and Commission Discussion
  - 03/15/16** Commission Review, Discussion, and Revision of Staff Prepared Language and Commission Recommendation
  - 03/16/16** Language Changes to Legal Review
  - 04/06/16** Revised Ordinance Presented to Town Council for Review and Approval
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## TOWN OF EDGEWOOD

*Where the Mountains Meet the Plains*

1911 Historic Route 66  
P.O. Box 3610  
Edgewood, NM 87015  
Phone: (505) 286-4518 Fax (505) 286-4519  
[www.edgewood-nm.gov](http://www.edgewood-nm.gov)

**To : Town of Edgewood Planning & Zoning Commission**

**From : Steve Shepherd, Town Administrator  
Town of Edgewood**

**Date : November 12, 2015**

**Subject: Proposed Fee Schedule**

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**Staff is proposing the attached Planning and Zoning Administrative Fee Schedule (Schedule) for review and recommendation, if appropriate, by the Planning and Zoning Commission to the Town Council for approval as a Council resolution.**

**There is no timetable for this immediate need for the revision, so there is time to revise and consider the proposed changes.**

**The Schedule includes few changes. The changes are listed on the second sheet of the attached materials.**

**This action is necessary:**

- **To bring current our fee schedule, as it has not been updated in quite a while.**
- **To bring consistency among schedules and forms with conflicting fees in them.**

**Staff requests review and revision of the proposed schedule by the Commission, and input by other interested parties.**

**Thank you**

**Steve Shepherd**

**Brad Hill**  
*Mayor*

**John Abrams**  
**Sherry Abraham**  
**Chuck Ring**  
**Rita Loy Simmons**  
*Town Councilors*

**Wm. H. White**  
*Municipal Judge*

**Stephen Shepherd**  
*Administrator*

**Estefanie Muller, CMC**  
*Clerk-Treasurer*



**Town of Edgewood**  
**Planning & Zoning Administrative Fee Schedule**

**Zoning and Various Fees**

Annexation	\$100.00
Appeals	\$100.00 Per Appealed Item/Per Decision
<b>Business License: Annual</b>	<b>Deleted from this schedule.</b>
Conditional Use Permit	\$50.00
Development Review	\$50.00
Driveway Access Permit	\$50.00 Per Entrance or Driveway
Lot Line Adjustment/Vacation	\$50.00
Sign Permit	\$35.00 Per Sign
Variance	\$50.00 Per Each Variance Item Requested
Zone Change	\$50.00 Per Parcel or Lot
<b>Sub-Division Fees</b>	
Minor Sub-Division	\$50.00 Per Lot
Major Sub-Division Preliminary Plat	\$50.00 Per Lot
Major Sub-Division Final Plat	\$250.00 + \$10.00 Per Lot
Master Plan Zoning	\$300.00

**Grading & Drainage Fees**

0-5 Acres	\$131.00
6-10 Acres	\$315.00
11-20 Acres	\$367.00
21-30 Acres	\$420.00
31-40 Acres	\$472.00
41-50 Acres	\$525.00
51 + Acres	\$577.00
<b>ADOPTED: XX/XX/XX</b>	

## Town of Edgewood Planning & Zoning Administrative Fee Schedule

Zoning and Various Fees		Current Fees	Change
Annexation	\$100.00	100.00	0.00
Appeals	\$100.00 Per Appealed Item/Per Decision	100.00	Per Item/Per Decision
Business License: Annual	Deleted from this schedule.	25.00	DELETED FROM SCHEDULE
Conditional Use Permit	\$50.00	50.00	0.00
Development Review	\$50.00	50.00	0.00
Driveway Access Permit	\$35.00 Per Entrance or Driveway	35.00	Per Entrance Per Driveway.
Lot Line Adjustment/Vacation	\$50.00	50.00	0.00
Sign Permit	\$35.00 Per Sign	25.00	10.00 and Specifies Each Sign
Variance	\$50.00 Per Each Variance Item Requested	50.00	Per Each Variance Item Requested
Zone Change	\$50.00 Per Parcel or Lot	50.00	Per Parcel Per Lot
<b>Sub-Division Fees</b>			
Minor Sub-Division	\$50.00 Per Lot	50.00	0.00
Major Sub-Division Preliminary Plat	\$50.00 Per Lot	50.00	0.00
Major Sub-Division Final Plat	\$250.00 + \$10.00 Per Lot	250.00	0.00
Master Plan Zoning	\$300.00	250.00	50.00
<b>Grading &amp; Drainage Fees</b>			
0-5 Acres	\$131.00	131.50	(0.50)
6-10 Acres	\$315.00	315.00	0.00
11-20 Acres	\$367.00	367.50	(0.50)
21-30 Acres	\$420.00	420.00	0.00
31-40 Acres	\$472.00	472.00	0.00
41-50 Acres	\$525.00	525.00	0.00
51 + Acres	\$577.00	577.50	(0.50)

ADOPTED: XX/XX/XX