

AGENDA
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
DECEMBER 1, 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 November 17, 2015.**
- 4. PUBLIC COMMENT: (Limited to 2 minutes per person)**
- 5. DISCUSSION OF AMENDMENTS TO PLANNING AND ZONING RELATED ORDINANCES AND ADJUSTMENT OF SCHEDULE.**
Staff Recommendation, Public Comment and Commission Discussion
- 6. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.**
- 7. MATTERS FROM STAFF.**
- 8. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**
 - A. Zone Change Request for 12/18/15.**
- 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 COMMISSION MEETING
NOVEMBER 17, 2015 AT 6:00 PM
EDGEWOOD COMMUNITY CENTER
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

1. CALL TO ORDER & ROLL CALL.

Madame Chair McGill called the meeting to order at 6:00 pm and roll call was taken. Commissioners present were: Madame Chair Kay McGill, Vice Chair Brad Gabel, Pat Markley and Dan Thompson. Also present were Steve Shepherd, Town Administrator, Bonnie Pettee, Planning & Zoning Assistant and Rebecca Sanchez, Town Secretary. Commission Secretary, Leonard Navarre was not present.

2. APPROVAL OF AGENDA.

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

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

3. APPROVAL OF MINUTES.

Draft Planning & Zoning Commission Meeting Minutes of October 20, 2015.

MOTION: Commissioner Markley made a motion to approve the minutes of the October 20, 2015 meeting. Commissioner Thompson seconded the motion.

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

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

Mr. John Bassett addressed the Commissioners regarding the Proposed Ordinance Amendment and Schedule. He asked that the amendments be made known when the time comes. He expressed his pleasure with the schedule and encouraged the Commissioners to take advantage of the proposed timeframe to weigh in, express their opinions and make recommendations to Council.

5. DISCUSSION OF A PROCESS & SCHEDULE TO CONSIDER PROPOSED AMENDMENTS TO THE ZONING, SUB-DIVISION, SIGN, AND EARLY NOTIFICATION AND RECOGNITION ORDINANCES

Steve Shepherd explained the proposed schedule. He stated that neither the dates nor the ordinances are set in this order. He added that because noticing requirements are a big issue for the staff, they would like to address it first. He suggested the requirements either be

contained within the Early Notification and Recognition Ordinance, or remain in the multiple ordinances, and eliminate the Early Notification and Recognition Ordinance. Consistency is what the staff is looking for.

Commissioner Gabel stated that in the past, the Commission has schedule special working session to focus on one ordinance where they could critique and review rather than trying to work through changes at a public meeting. Commissioner Gabel referenced the Early Notification and Neighborhood Recognition Ordinance and how it ties in with other ordinances. He also mentioned the process of legal review and if these were done in sequential groups would be more efficient.

Steve Shepherd stated he would take a second look at the schedule and send revisions to the Commissioners.

Commissioner Markley inquired about the requirement that states the applicant/agent is responsible for notification letters to the surrounding property owners.

Mr. Shepherd replied that this is one the processes that staff would like to change, and that it should be assigned to staff. It would otherwise put them in a policeman type position, where it would be necessary to investigate if proper noticing was done.

6. DISCUSSION OF PROPOSED AMENDMENTS TO THE PLANNING & ZONING APPLICATION FEE SCHEDULE

Steve Shepherd addressed the proposed fee schedule. He explained the second page of the exhibit is what the new fee schedule would look like and the third page show's which fees are changing. He explained each change separately. Most of the changes include language were made to specify each request. This again is in an effort to have consistency between the applications and eliminate confusion with multiple requests on one application.

Commissioner Markley asked if Sewer Connection fees should be included on the list.

Mr. Shepherd replied that the Sewer Connection fees are very detailed and are contained within their own ordinance. He added that staff has looked at fees from other jurisdictions, both large and small; and they varied significantly. Edgewood's are low in comparison.

Commissioner Gabel asked what the role of the Commission would be.

Steve Shepherd replied that the fee schedule would go to the Council as a Resolution. The Commission will have an opportunity to review it first and possibly make a recommendation.

Madame Chair McGill asked the Commissioners for their consensus of what has been proposed.

Commissioner Markley stated he felt they were conducive to the area and inexpensive, which promotes growth.

Commissioner Gabel asked what motivates the fee. Is it used to cover costs, such as administrative reviews?

Mr. Shepherd replied that a cost analysis was not conducted at this time. Right now we are just looking for consistency in our forms and applications. He added at a later date a cost analysis could be done.

It was the consensus of the Commission members that the fees were appropriate for Edgewood.

7. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.

Commissioner Gabel announced he will be stepping down from his position on the Planning & Zoning Commission at the end December, which will complete his term. He stated it had

been an honor to serve on the Commission. He wished the best to the current and future Commissioners.

Madame Chair McGill replied that his shoes will be hard to fill. He has done a great job in coordinating the efforts of the Commission, helping the Commissioners to focus on the Ordinances and details of each petition. She thanked him for his efforts in working for and supporting the Town.

MATTERS FROM STAFF.

A. Appeal 2015-01-V Variance request for 6 & 8 Marietta Court

Steve Shepherd noted that the Appeal 2015-01-V for the Variance request for 6 & 8 Marietta Court will be heard by the Town Council tomorrow night,(November 18th) at 6:30.

B. Update on Infill Annexation.

Bonnie Pettee presented a brief update on infill annexation that is currently at Council level.

8. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.

Discussion on Early Notification and Recognition Ordinance - December 1, 2015

9. ADJOURN.

MOTION: Commissioner Gabel made the motion to adjourn tonight's meeting
Commissioner Markley seconded the motion.

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

Madame Chair McGill adjourned the meeting of November 17, 2015 at 6:30 pm.

PASSED, APPROVED, and ADOPTED this 1st day of DECEMBER, 2015.

Kay McGill, Chairperson

ATTEST:

Leonard Navarre, Secretary

Packet Material related to the following item will be distributed at the meeting. I was unable to complete it for inclusion due to the early packet deadline due to the holiday. I will e-mail it to members, and place it on website as soon as it is available.

- 5. DISCUSSION OF AMENDMENTS TO PLANNING AND ZONING RELATED ORDINANCES AND ADJUSTMENT OF SCHEDULE.
Staff Recommendation, Public Comment and Commission Discussion**