

**PLANNING & ZONING COMMISSION**  
**6:00 P.M. REGULAR MEETING OF July 19, 2010**  
**EDGEWOOD COMMUNITY CENTER**  
**26 E. FRONTAGE ROAD**  
**MINUTES**

1. **Call to order:** Chairman Wilhite called the meeting to order with a roll call at 6:00 P.M.  
Commissioners Present: Jackson, Bassett, Wilhite Turner, Snyder  
Commissioners Absent: None  
Staff Present: Ms. Karen Mahalick

2. **Approve Agenda:**  
Chairman Wilhite asked for a motion to approve the agenda.

**Action:** Commissioner Bassett made a motion to approve the agenda. The motion received a second and was adopted with all Commissioners voting in the affirmative.

3. **Matters from the Chair and Commission Members:**  
No items were brought forward for discussion.

4. **Approve the Minutes of June 21, 2010:**  
Chairman Wilhite asked if there were any changes to be made to the minutes. Commissioner Turner requested minor changes to Item 6 to clarify the use of terms as well as a change in Item 7 in order to correct the punctuation of one sentence. After discussing questions from Commissioner Jackson about comments from the previous meeting and use of the term “fire flow” in Item 7, the Commission decided to leave that portion as written.

**Action:** Commissioner Snyder made a motion to approve the Planning & Zoning Commission Minutes of June 7, 2010 with the agreed upon changes. The motion received a second and was adopted with all Commissioners voting in the affirmative.

5. **Public Comment:**  
There being no public comments offered, the Commission then considered the remaining agenda items.

6. **Impact Fee Committee Update:**  
Chairman Wilhite recognized Commissioner Jackson who presented an impact fee analysis based on discussions held during the June 21, 2010 meeting. The data summary presented by Commissioner Jackson included items detailing:
  - A. assumptions upon which the analysis is based
  - B. impacts due to annexations
  - C. data for the years 2004-2009
  - D. projections for the years 2010-2012
  - E. the conclusion and recommendation suggested by the analysis

Commissioner Jackson explained that for the years 2008-2009 he had also looked at the square footage of additions and outbuildings because a substantial portion of new construction for those years fell into that category while the number of new dwelling permits issued was markedly lower than in previous years. He further discussed the prudence of including, in some fashion, total square footage rather than only considering numbers of residences when analyzing the impact of new construction on the county's ability to provide fire protection. The Committee asked Ms. Mahalick for her opinion about current trends in the size of new dwellings, and discussed whether or not the those trends were being observed locally.

The Committee discussion and conclusions for future growth projections:

- A. The projections concerning residential growth will be based upon the number of dwellings/year;
- B. The Committee agreed that it would be prudent to project residential growth rates of \_\_\_ due to economic forecasts.
- C. Commercial projections of 100,000 square feet for the development period of 2010-2012, appear to be reasonable given contacts noted by the Planning Office.

The Committee also discussed the county's ability to fund new equipment and expansion of facilities given the current state of the economy. Ms. Mahalick informed the Committee that it appears that Santa Fe County will be able to spend the impact fees collected to date in a timely manner, but that it is likely that the funds will be used on new equipment instead of for construction of a new facility.

**Action:** Commissioner Jackson stated that he would proceed with the next phase by incorporating his verbal explanations and the Committee's suggestions into the data summary with the expectation that he will present a draft report to the Committee by the end of August. Chairman Wilhite and the Committee thanked Commissioner Jackson for his work.

#### **7. Street & Drainage Design:**

Chairman Wilhite opened the discussion about the Angel Fire Ordinance by remarking he had initially believed that the section on snow storage was not applicable to Edgewood. However, he went on to say that pictures provided by Commissioner Basset taken this past winter of the area around Church Street and Highway 344 do, indeed, illustrate that there is a need to consider making provisions for snow storage in certain areas of the town. He also mentioned the fact that preliminary and final approvals are clearly separated in the Angel Fire ordinance and that specific mention is made about the installation of improvements. Another item he mentioned was the fact that the Angel Fire ordinance specifies who is responsible for maintaining roads. It was generally agreed that the definitions and diagrams appearing in the Angel Fire ordinance are helpful for illustrating the details of the ordinance. Commissioners agreed with Chairman Wilhite that the manner in which the preliminary and final approvals processes were laid out might be helpful for the Subdivision Ordinance. There was also discussion about the importance of communicating accurate information about ownership of and responsibility for maintenance of roads.

Commissioner Bassett stated that when comparing the Angel Fire ordinance to other information reviewed by the Commission last year, he preferred some of the street classification information which had been provided in the State Access Management Manual. Commissioner Turner agreed, and suggested that since commissioners had been appointed in the interim, that Ms. Mahalick might provide them with the information referred to by Commissioner Bassett. Commissioner Snyder mentioned that he had found several portions of the Angel Fire Ordinance which he felt needed to be re-worked for clarity and evaluated for applicability to local conditions. The Commission also discussed a variety of procedures which might be suitable for incorporating material from the Angel Fire ordinance into Edgewood's subdivision ordinance should the council deem it appropriate to do so.

**Action:** The Commissioners returned their notes on the Angel Fire ordinance to Ms. Mahalick. She stated that she would incorporate the suggestions into a new document, provide additional sources of information on street classification, and would place the item on a future agenda for further discussion.

- 8. Calendar Update:** Chairman Wilhite asked for comments on the schedule for August. It was decided to allow Commissioners and Staff time to finalize travel plans and look at the anticipated volume of work before deciding on the timing of or need for a second meeting in August. The next regular meeting will be advertised for August 2, 2010 at 6:00 P.M. in the Community Center.
- 9. Adjourn:** Chairman Wilhite asked if there were any remaining items of business to discuss. Ms. Mahalick asked to be recognized for the purpose of thanking Commissioner Turner for her help with preparing the minutes. Upon conclusion of the evening's agenda, it was moved and seconded that the meeting be adjourned. The motion was adopted with all Commissioners voting in the affirmative. The meeting was adjourned at 8:00 P.M.

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Doyce Wilhite, Chairman

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Karen Mahalick, Admin/Planner