

PLANNING & ZONING COMMISSION
6:00 P.M. REGULAR MEETING OF DECEMBER 20, 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: Bassett, Wilhite, Turner, Snyder
Commissioners Absent: Jackson
Staff Present: Ms. Karen Mahalick

2. **Approve Agenda:** Chairman Wilhite asked if there were any proposed changes to the agenda; Ms. Mahalick suggested that while the Commission might wish to discuss agenda item 4, approval of the Minutes of December 6, 2010 and item 5, Findings of Fact for Liberty Square, she suggested tabling both items after discussion due to the Commissioners not having had sufficient time to review either document, and the fact that Liberty Square's representative had yet to come forward with an amended plat as stipulated in the conditional approval from December 6, 2010. Commissioner Turner offered a motion to approve the agenda with the stipulation that items 4 and 5 be tabled if the discussion so warranted. The motion received a second, and Chairman Wilhite then called for a vote.

Action: The agenda for the December 20, 2010 meeting was approved unanimously with the changes noted.

3. **Matters from the Chair and Commission Members:** Chairman Wilhite discussed the particulars of the water will-serve letter template in light of recent experiences in public hearings. Commissioners Bassett and Snyder asked their colleagues about willingness to accept nominations for various positions which will take place during the organizational meeting in January. Commissioner Turner asked if the other Commissioners wished to pursue the development of a notebook for new Commissioners. After hearing that they did wish to proceed, she asked Ms. Mahalick to place a discussion item on a future agenda.

4. **Approve the Minutes of December 6, 2010:** Chairman Wilhite asked if there were proposed changes to or discussion of the minutes. Commissioner Bassett remarked that the minutes did not include the discussion which had taken place about the number of proposed lots; Commissioner Bassett had asked the applicant about the discrepancy between the number of lots indicated on the plat and the number given in the draft line extension agreement from New Mexico American Water. Commissioner Turner said that she would consult the recording and, at the next meeting, would propose adding a summary of that discussion to the minutes. The Commission, by unanimous consent, agreed to defer action on the December 6, 2010 minutes to the next regular meeting.

5. **Findings of Fact Liberty Square:** Commissioners asked Ms. Mahalick to correct several dates which appear in the draft findings, and they also requested that the conditions placed on the approval be listed. Ms. Mahalick agreed to do so, and said that she hoped in the meantime to

receive the amended plat from the applicant so that it could be signed at the same meeting. The Commission, by unanimous consent, agreed to defer action on the Liberty Square Findings of Fact to the next regular meeting.

6. **Public hearing process discussion:** Commissioners engaged in a lengthy discussion of the different types of public hearings conducted by the Planning & Zoning Commission. The first item discussed was the recently adopted subdivision review flowchart, checklist, and worksheet. Special attention was given to the water will-serve letter template in light of the discussion with Mr. Tom Torres of New Mexico American Water at the December 6, 2010 meeting. Also discussed was the possibility of adding to the Town's letter regarding the availability of wastewater treatment capacity.

The Commission then discussed other types of public hearings including zone change requests and requests for approval of final plats. The general issues brought out for all public hearings included the importance of applicants submitting documents in a timely manner, the importance of accepting documents and marking them as exhibits for inclusion in the public record, and the use of pre-hearing and post-hearing remarks from the Chair to inform the public about the nature of the proceedings. Several items specific to public hearings regarding requests for zone changes were also discussed with Commissioners noting the importance of ensuring that testimony offered be relevant and that Commission deliberations be limited to the relevant criteria as specified in town ordinances.

The final topic discussed was that of requests for extensions of preliminary plats. Commissioners discussed existing precedent based on the fairly limited number of requests which have been brought before the Commission. They compared the relative uniformity of the subdivision process to the more varied nature of requests for extensions of preliminary plats and expressed a desire to craft a consistent policy which retains sufficient discretion to allow for unique circumstances. Commissioners requested information on policies from other jurisdictions regarding extensions of preliminary plats for discussion at a future meeting.

7. **Calendar Update:** Ms. Mahalick reminded Commissioners of the open house to be held on Wednesday December 22, 2010 from 2:00 to 4:00 P.M. at the town office. The next scheduled meeting is January 3, 2011.
8. **Adjourn:** Chairman Wilhite then asked for a motion to adjourn. Upon hearing a motion from Commissioner Bassett followed by a second, Chairman Wilhite called for a vote.

Action: The motion was adopted unanimously, and the meeting was adjourned at 7:48 P.M.

Doyce Wilhite, Chair