

**AGENDA - TOWN OF EDGEWOOD  
REGULAR COUNCIL MEETING - JANUARY 3, 2018 @ 6:30 P.M.  
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council 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 welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**I. APPROVAL OF AGENDA.**

**II. CONSENT AGENDA.**

- A. Town Council Meeting Minutes for December 20, 2017
- B. Planning and Zoning Meeting Minutes for November 20, 2017
- C. Planning & Zoning Meeting Minutes for December 4, 2017
- D. Planning & Zoning Report for the month of December 2017

**III. DISCUSSION ITEMS:**

- A. Public Comment on General Matters
- B. Matters from the Mayor
  - 1. Discussion, Consideration and Action on the appointment of Adrian Chavez Sr. to the Lodgers Tax Board of the Town of Edgewood
  - 2. Discussion on the Town of Edgewood Electronic Sign Policy
- C. Matters from the Councilors
- D. Matters from the Clerk/Treasurer

**IV. ACTION ITEM:**

- A. Discussion, consideration on action on Town of Edgewood Open Meetings Act, Resolution No. 2018-01

**V. ANNOUNCEMENTS and/or CALENDAR REVIEW.**

- A. Next Regular Council Meeting – January 17, 2018 @ 6:30 p.m.
- B. Town Hall Closure: Monday, January 15, 2018

**VI. ADJOURN.**

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 Clerk at the Town Offices located at 1911 Historic Route 66. at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the Town Clerk at (505)286--4518. or by e-mail at [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov) if a summary or other type of accessible format is needed. The complete council packet may be viewed on the web, visit [www.edgewood-nm.gov](http://www.edgewood-nm.gov) and click on Agendas and Minutes.

**DRAFT MINUTES  
TOWN OF EDGEWOOD  
REGULAR COUNCIL MEETING - DECEMBER 20, 2017 @ 6:30 P.M.  
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

**CALL TO ORDER.**

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: Linda Holle, John Abrams, Sherry Abraham, and Rita Loy Simmons.

Also, Present: Clerk/Treasurer Juan Torres, Attorney Randy Autio, Deputy Clerk Carla Salazar, and Staff Rebecca Sanchez

**PLEDGE OF ALLEGIANCE.**

**I. APPROVAL OF AGENDA.**

**MOTION:** Councilor Abrams made a motion to approve the Agenda.  
Councilor Simmons seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

Councilor Abraham requested that the current Financial Report and future Financial Reports not be placed on the Consent Agenda.

There was a discussion between members of the Governing Body on how they felt about the Financial Report being placed on the Consent Agenda. No consensus was reached.

**II. CONSENT AGENDA.**

- A. Town Council Meeting Minutes for December 6, 2017
- B. Edgewood Police Report for the month of November 2017
- C. Financial Report for the month of October 2017

**MOTION:** Councilor Abrams made a motion to approve the Consent Agenda withholding Item C the Financial Report.  
Councilor Abraham seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

- D. Financial Report for the month of October 2017

Councilor Abraham asked about payments made to Bohannon Huston Inc and what they were for. Both Ms. Salazar and Mr. Torres explained the work that was done for those payments.

Mr. Torres then asked the members of the Governing Body to turn their attention to our GRT Distribution compared to last year and gave a quick review of those numbers.

Councilor Simmons asked if we could pay the Chamber the additional funds budgeted for them.

Mr. Torres answered that the funds are in the budget and that the difference was that the membership purchased this year was not the same as the one budgeted for.

**MOTION:** Councilor Abrams made a motion to approve the Financial Report for the month of October 2017.  
Councilor Abraham seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

### **III. DISCUSSION ITEMS:**

#### **A. Public Speaker: Judge Donna Bevacqua-Young**

**Judge Donna Bevacqua-Young** introduced herself to the members of the Governing Body and others in attendance. She is currently a Santa Fe County Magistrate Judge. She is running for Santa Fe District Court Judge Division II and is one of three candidates running for that position.

#### **B. Public Comment on General Matters**

**Ms. Janelle Turner** thanked staff for the Pre-Election Candidate Meeting held last week but made mention that perhaps 5:30 pm was a little early for a meeting in that people coming home from work in Albuquerque could not attend.

Ms. Turner then moved on the topic of Economic Development stating that last week Councilor Abraham mentioned she would like to see the Town do more with Economic Development. Ms. Turner stated that the person to do that would be Councilor Abraham herself as she has been the Town's representative on the Estancia Valley Economic Development Association (EVEDA) Board for many years. She asked Councilor Abraham to work on implementing into the Ordinances, "performance based setbacks" and stated that it was a tool that would be very attractive to investors. She mentioned that economic development is a specialized term and she suggested the Town enlist EVEDA to explain the difference between advertising and promotion and economic development in order to better coordinate with the Chamber of Commerce because the Chambers primary mission is to promote local businesses. Also, the Town has a role in economic development and that is in developing infrastructure.

Finally, Ms. Turner stated that she continues to be concerned between the entanglement between the chamber and the town which she thinks is improper.

#### **C. Matters from the Mayor**

##### **1. Legislative Breakfast Recap**

Mayor Bassett said only Representative McQueen attended the Legislative Breakfast this year. However, at the installation ceremony of Judge Schaffer in Santa Fe earlier this month he spoke to Senator Michael Padilla and asked how legislative outlay was looking this coming year and Senator Padilla told the Mayor he felt better about it this year and felt like there might be a little money to go around.

## 2. Facilities Update

Mayor Bassett gave a quick update of the working being done at the old fire station

Mayor Bassett then read a letter of commendation from Chief Crow and Sargent Kuchan to both Office James Walker and Officer Chris Garcia into the record. The letter read as follows:

*I wanted to take a minute to let you know about a citizen contact I had today. Kevin, the proud new owner of a bike purchased at Walmart contacted me and thanked me for your service.*

*Kevin relayed how excited he was to have a new bike that you purchased for him. He explained that some bad people took his bike and you helped him look for it and when it was not found you bought with your own money the bike pictured below.*

*It is contacts like this that we should strive for. This is an example of what a professional encounter looks like and this is a prime example of how you made a difference in someone's life. It may seem that we seldom hear about positive encounters from the public, but I assure you they do exist. As you know we do have strong support from our community, and it is instances like this that reflect greatly upon the Police Department and you personally.*

*Again, thank you for all you do in the department. This, as all letters of recognition are, will be placed in your personnel file with the Town of Edgewood.*

Mayor Bassett then asked Chief Crow to pass on to both Officers Walker and Garcia the Governing Body's thanks for job well done.

Mayor Bassett then also mentioned how the Edgewood Police Department had recently recovered over \$200,000 worth of stolen property in Edgewood out of which a ring of thieves for apparently operating.

Chief Ron Crow credited Officer David Lovato with the investigation that lead to the recovery of the stolen items.

### D. Matters from the Councilors

**Councilor Holle** stated that she had attended the First Choice Community Health Care Clinic Board meeting. At the Board Meeting it was stated that they will be making a selection for the design team and the architectural team for the new clinic very soon and that they hope it will be open in January 2019

**Councilor Simmons** read "A Politically Correct Christmas Greeting" which is uncredited to any author but has been published and distributed through various sources and begins as follows:

*Best wishes for an environmentally conscious, socially responsible, low stress, non-addictive, gender neutral, winter solstice holiday, practiced within the most joyous traditions of the*

*religious persuasion of your choice, but with respect for the religious persuasion of others who choose to practice their own religion as well as those who choose not to practice a religion at all;*

and continues through four more stanzas.

E. Matters from the Clerk/Treasurer

1. Town of Edgewood Quarterly Financial Report

Mr. Torres apologized for the lateness of the report and reviewed the report for the Governing Body, specifically addressing Lodgers Tax and the Terminal Leave Fund.

Councilor Abrams asked Mr. Torres specifically about Municipal Street Revenues and Expenditures. He pointed out that since we have had a mild winter he hopes some of the funds that would have been spent during winter weather events have been banked for the future.

Mr. Torres responded that some work has been done on Mosley Rd. for the winter but that otherwise Mr. Henninger was “banking” that money for the spring.

Councilor Simmons pointed out the revenue balance seemed to be a negative.

Mr. Torres answered that is because we have yet to collect the anticipated \$106,000.00 planned for. Mr. Torres stated that we should be seeing the property tax come in as well

Mr. Torres then made the council aware that a bulk shipment of checks was missing from our last shipment of checks. He stated five hundred checks were missing. He and Ms. Garcia are working with Wells Fargo to figure out how to best address the situation. He assured the members of the Governing Body that they are monitoring the situation very closely and would update the members of the Governing Body at the next meeting.

Mr. Torres then told members of the Governing Body we would be running a promotional campaign for the election this year. First, a register to vote and campaign and then a remember to vote campaign.

Councilor Abraham asked about notifying utilities and other businesses about the new GRT rate in Edgewood. Mr. Torres answered that he had done so.

**IV. ACTION ITEM:**

- A. PUBLIC HEARING: Infill Annexations Zone Designations. Area Northeast of I-40 and East of NM 344. Quasi-Judicial procedure.

Mayor Bassett introduced the Public Hearing concerning Infill Annexation Zone Designations for the area northeast on I-40 and East of NM 344 which is a quasi-judicial procedure.

Councilor Holle indicated she had no conflict of interest and had no ex-parte communication

Councilor Abrams indicated he had no conflict of interest and had no ex-parte communication

Councilor Abraham indicated she had no conflict of interest, but had ex-parte communication with a resident named George Curtis who was concerned he did not get notified in a timely manner but she referred him to staff at Town Hall

Councilor Simmons indicated she had no conflict of interest and had no ex-parte communication

Mayor John Bassett indicated he had no conflict of interest and had no ex-parte communication

The Mayor asked that anyone who wished to testify at this hearing rise and be sworn in. Ms. Mortensen and member of the public did so.

Ms. Tawnya Mortensen addressed the members of the Governing Body and showed them the area she would be speaking about on the large map on the wall of the Community Center. She stated she had sent letters to all the home and property owners in the area starting in September notifying them about their zoning designations. The zoning designations were then heard in a Planning & Zoning Commission Meeting at which there were no objections to the proposed zoning designations and the commission members voted to recommend that Town Council adopt the zoning designations recommended. Notifications were then sent out again about this public hearing to the same property and home owners. She did acknowledge that in this last notification the picture of the area included in the notification letter was a bad picture and she did get some comments about that but no comments about the zoning designation assigned.

Councilor Simmons and Councilor Abraham both thanked Ms. Mortensen for the maps included in the packet.

Councilor Simmons asked for clarification on what an R5 Zoning designation was.

Ms. Mortensen explained it was a mixed-use zone that accommodates both stick built and manufactured homes and lots that are under one acre.

Mayor Bassett asked if any members of the public in attendance at the meeting had any questions for Ms. Mortensen.

**Mr. Bailey Nelson** stated he did not receive his letter until yesterday. He also stated the picture was a very low resolution and he could not even tell if he was in the area identified.

Councilor Simmons responded that he was in the infill annexation area being assigned a zone designation at tonight's meeting.

Mr. Nelson asked if he has things stored on his property, is there a grandfather clause that allows him to keep storing those things on his property.

Mayor Bassett and Ms. Mortensen responded that his use of the property is grandfathered in however the storage of trash or inoperable vehicles on the property is not grandfathered in.

Mr. Nelson stated he does have two inoperable 1930's era vehicles stored on his property but they are covered by state statute. He thanked the members of the Governing Body for hearing his concerns.

Mayor Bassett then closed the Public Hearing

**MOTION:** Councilor Simmons made a motion to accept the Infill Annexation Zone Designations for the area northeast on I-40 and East of NM 344.  
Councilor Holle seconded the motion.

**VOTE:** Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham voted aye, and Councilor Simmons voted aye.  
The motion carried.

B. Discussion and consideration of Town of Edgewood Ordinance 2017-05 making an amendment to the Town of Edgewood Zone Map.

**MOTION:** Councilor Abrams made a motion to approve the Town of Edgewood Ordinance 2017-05 making an amendment to the Town of Edgewood Zone Map.  
Councilor Abraham seconded the motion.

**VOTE:** Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Abrams voted aye, and Councilor Holle voted aye.  
The motion carried.

**V. CLOSED SESSION:**

A. As per motion and roll call vote, pursuant to NMSA 1978, (H)(7) the following will be discussed in Closed Session: an update on threatened or pending litigation in which the governing body was, is or may become a participant (§ 10-15-1(H)(7)). – An end-of-year update from the Attorney on pending litigation involving the Town of Edgewood

B. As per motion and roll call vote, pursuant to NMSA 1978, (H)(2) the following will be discussed in Closed Session: Limited Personnel Matters (§ 10-15-1(H)(2)). – Discussion and Consideration of employment contracts for at-will employees.

**MOTION:** Councilor Abrams made a motion to go into Closed Session at 7:24 p.m.  
Councilor Abraham seconded the motion.

**VOTE:** Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham, voted aye. Councilor Simmons voted aye.  
The motion carried.

**MOTION:** Councilor Abrams made a motion to come back into Open Session at 8:29 p.m.  
Councilor Abraham seconded the motion.

**VOTE:** Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham, voted aye. Councilor Simmons voted aye.  
The motion carried.

**Councilor Abrams affirms that only discussion of pending or threatened litigations and Limited Personnel Matters– Discussion and Consideration of employment contracts for at-will employees took place in the closed session and no decisions were made.**

**Councilor Holle affirms that only discussion of pending or threatened litigations and Limited Personnel Matters– Discussion and Consideration of employment contracts for at-will employees took place in the closed session and no decisions were made.**

**Councilor Simmons affirms that only discussion of pending or threatened litigations and Limited Personnel Matters– Discussion and Consideration of employment contracts for at-will employees took place in the closed session and no decisions were made.**

**Councilor Abraham affirms that only discussion of pending or threatened litigations and Limited Personnel Matters– Discussion and Consideration of employment contracts for at-will employees took place in the closed session and no decisions were made.**

**Mayor Bassett affirms that only discussion of pending or threatened litigations and Limited Personnel Matters– Discussion and Consideration of employment contracts for at-will employees took place in the closed session and no decisions were made.**

**VI. ACTION ITEM:**

- A. Approval of contracts for at-will employees
  - a. Clerk-Treasurer Juan Torres

Mayor Bassett asked for a motion to approve the employment contract for Mr. Juan Torres

**MOTION:** Councilor Simmons made a motion to approve the employment contract for Mr. Juan Torres  
Councilor Abrams seconded the motion.

**VOTE:** Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Abrams, voted aye. Councilor Holle voted aye.

The motion carried.

b. Chief Ron Crow

Mayor Bassett asked for a motion to approve the employment contract for Mr. Ron Crow

**MOTION:** Councilor Simmons made a motion to go to approve the employment contract for Mr. Ron Crow  
Councilor Holle seconded the motion

**VOTE:** Councilor Holle voted aye. Councilor Abrams voted aye. Councilor Abraham, voted aye. Councilor Simmons voted aye.  
The motion carried.

**VII. ANNOUNCEMENTS and/or CALENDAR REVIEW.**

- A. Next Regular Council Meeting – January 3, 2017 @ 6:30 p.m.
- B. Town Hall Closures: Friday, December 22<sup>nd</sup> closed at t 12 noon, Monday, December 25 closed, Friday, December 29<sup>th</sup> closed at 12 noon.

**VIII. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn the meeting of December 20, 2017.  
Councilor Abrams seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of December 20, 2017 at 8:33 p.m.

**PASSED, APPROVED AND ADOPTED THIS 3<sup>rd</sup> day of JANUARY 201**

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John Bassett, Mayor

**ATTEST:**

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Juan Torres, Clerk - Treasurer

**MINUTES**  
**TOWN OF EDGEWOOD**  
**PLANNING & ZONING COMMISSION MEETING**  
**November 20, 2017 AT 6:00 PM**  
**27 E. Frontage Rd Community Center**

**1) Call to Order-Roll call.**

Chairman Stanton called the meeting to order with a roll call at 6:00 P.M.

Commissioners Present: Commissioner Dulaney Barrett, Commissioner James Lee, Commissioner Garry Bryant, Commissioner Cheryl Huppertz arrived late

Commissioners Absent: Commissioner Craig Wood

Staff Present: Tawnya Mortensen, Michelle Schmidt

Public Present and signed in:

None

**2) Approve Agenda.**

Chairman Stanton asked for a motion to approve the agenda. Commissioner Bryant motioned to approve the agenda with Commissioner Lee seconding the motion. All voted aye.

**Action:** The Agenda was approved unanimously.

**3) Approve the Minutes of 11/6/17**

Chairman Stanton asked if there were any changes or corrections to the Draft Planning & Zoning Minutes for November 6, 2017. With no changes, Chairman Stanton entertained a motion.

Commissioner Bryant motioned to approve the minutes from November 6, 2017 with Commissioner Barrett seconding the motion. All voted aye.

**Action:** The Minutes of November 6, 2017 were approved.

**4) Action Item for Zoning Designations for Quadrant #3 of the Northeast Portion & Quadrant #4 Northern Portion for Infill Annexation recommendation to Town Council.**

Chairman Stanton introduced the next item and asked staff to explain this Zoning Designation.

Tawnya Mortensen explained what zoning designations were being given for more of the same area and a small portion of the Northern Quadrant. She showed the Commissioners on the Infill Map what areas were being discussed. She went on to say that the plan was to be finished with the

Northern portion for the next meeting. A brief discussion ensued and Chairman Stanton asked if anyone that received notification of the zoning designation had any concerns. Tawnya explained that

a couple of calls came in asking what it was all about but no one had any concerns. Chairman Stanton entertained a motion. Commissioner Huppertz motioned to approve to send to Town Council with

Commissioner Barrett seconding the motion. All voted aye.

**Action:** The Motion to send the Zoning Designation to Town Council was approved.

**5) Discussion Item – Mining/Blasting Ordinance.**

Chairman Stanton introduced the next item and asked staff to present. Michelle Schmidt updated the Commissioners with the joint workshop between the Town Council and the Commissioners scheduled for the 29<sup>th</sup> of November at 5:30 pm. (Mayor Bassett entered the meeting at 6:17pm) A brief discussion continued about who would be able to attend.

**6) Public Comment – No one in attendance**

**7) Matters from the Chair & Commission Members**

Commissioner Bryant asked if they could look at making changes to the Sign Ordinance. Tawnya Mortensen said she would add it to the packet for the next meeting.

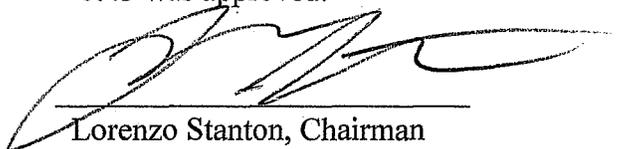
**8) Matters from the Staff**

Staff repeated the November 29<sup>th</sup> joint workshop for the Mining/Blasting Ordinance. Mayor Bassett approached the podium to ask for those whose appointments are up are wanting to serve a second term on the Planning & Zoning Commission. He asked that they please let him know soon.

**9) Calendar Update & Future Agenda Items –**

The next meeting will be December 4, 2017. At the next meeting, the topics will be another round of Zoning Designations for Quadrants 4, Mining/Blasting Ordinance, Zoning Changes and a Subdivision. Carla Salazar added that the Christmas Tree Lighting will take place December 1 at 5:30 pm at the Soccer field.

**10) Adjourn -** Chairman Stanton entertained a motion to adjourn. Commissioner Lee motioned to adjourn with Commissioner Barrett seconding the motion. All vote aye. The motion to adjourn at 6:43 was approved.



Lorenzo Stanton, Chairman

ATTEST:



Garry Bryant, Commissioner Secretary

**MINUTES**  
**TOWN OF EDGEWOOD**  
**PLANNING & ZONING COMMISSION MEETING**  
**December 4, 2017 AT 6:00 PM**  
**27 E. Frontage Rd Community Center**

**1) Call to Order-Roll call.**

Chairman Stanton called the meeting to order with a roll call at 6:00 P.M.

Commissioners Present: Commissioner Dulaney Barrett, Commissioner James Lee, Commissioner Garry Bryant, Commissioner Cheryl Huppertz, Commissioner Craig Wood

Commissioners Absent: None

Staff Present: Tawnya Mortensen, Michelle Schmidt

Public Present and signed in:

None

**2) Approve Agenda.**

Chairman Stanton asked for a motion to approve the agenda. Tawnya Mortensen added that there was a change to remove Subdivision Findings of Fact from Calendar Update since the Subdivision has been postponed by the applicant for this meeting and Findings of Fact will not take place on December 18<sup>th</sup>.

Commissioner Huppertz motioned to approve the agenda with the change Commissioner Wood seconding the motion. All voted aye.

**Action:** The Agenda was approved unanimously.

**3) Approve the Minutes of 11/20/17**

Chairman Stanton asked if there were any changes or corrections to the Draft Planning & Zoning Minutes for November 20, 2017. With no changes, Chairman Stanton entertained a motion.

Commissioner Huppertz motioned to approve the minutes from November 20, 2017 with Commissioner Wood seconding the motion. All voted aye.

**Action:** The Minutes of November 20, 2017 were approved.

**4) Action Item for Zoning Designations for Quadrant #4 of the Northeast Portion for Infill Annexation recommendation to Town Council.**

Chairman Stanton introduced the next item and asked staff to explain this Zoning Designation.

Tawnya Mortensen explained what zoning designations were being given for the Northern Quadrant. She showed the Commissioners on the Infill Map what areas were being discussed. She added that about six parcels needed to be removed from the list as they were added by mistake and were already in the town. A brief discussion ensued and Chairman Stanton asked if anyone that received notification of the zoning designation had any concerns. Mrs. Mortensen had not received any calls from this area. Chairman Stanton entertained a motion. Commissioner Wood motioned to approve to send to Town Council with the changes discussed. Commissioner Huppertz followed with seconding the motion. All voted aye.

**Action:** The Motion to send the Zoning Designation to Town Council was approved.

**5) Discussion Item – Mining/Blasting Ordinance.**

Chairman Stanton introduced the next item and asked staff to present. Michelle Schmidt explained to the Commissioners that in their packet was a draft ordinance that was discussed at a meeting with staff, Aimone Martin, Red Bassett and Mountain States a week earlier. The workshop was cancelled due to scheduling conflicts but a meeting still took place to discuss the process that takes place at the Quarry. Michelle went on to take the Commissioners through the draft and explaining different points. Commissioner Lee asked what MSHA stood for. Tawnya Mortensen answered with Mining Safety and Health Association. She explained that they are the agency that regulates mines and are stricter than OSHA is. She added that it is a good thing that the blasting has to be regulated by MSHA. A brief discussion continued and the Commission came to an agreement that they would still like to have a joint workshop and asked staff to set it up.

**6) Discussion Item – Zoning Ordinance Changes for R-1, R-2 and R-5**

Chairman Stanton introduced the next item and asked staff to present. Tawnya Mortensen explained that she wanted to bring this in one more time to clarify if the Commission wanted to put a size stipulation on secondary quarters in the R-1 Zone. After a brief discussion, it was agreed that the building code would take care of septic and setback issues and there would not be any size stipulation added to the R-1 Zone. Commissioner Huppertz wanted the language added in R-1 and R-2 clarifying that Manufactured Homes are allowed in these zones. She wants the language to match what is stated in the R-5 Zone. Commissioner Bryant wanted the 24-hour time period changed to 14 days for the storage of a recreational vehicle with a tract setback. Staff agreed to making the changes and would bring them back for another look on December 18<sup>th</sup>.

**7) Discussion Item – Resolution No: 2016-05 A Resolution of the Planning and Zoning Commission of the Town of Edgewood**

Chairman Stanton introduced the item. Tawnya Mortensen explained that staff did not have any input on the item and that it was solely up to the Commission to make any changes. Chairman Stanton wanted to change the meetings to Thursday. Mayor Bassett (who came in during the blasting portion of the meeting) explained that Thursdays didn't work due to the deadline for notifications to be put in the newspaper is on Tuesdays. Chairman Stanton also asked that we only have one meeting a month unless we could ensure that we have a stacked agenda so that the Commission isn't there for only thirty minutes. Other Commissioners agreed. A brief discussion ensued about other ordinance changes they would like to see come forward, including the sign ordinance. Staff agreed to add more things to the agendas if at all possible.

**8) Public Comment – No one in attendance**

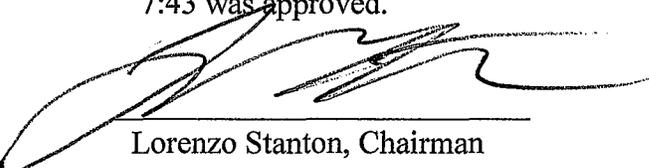
**9) Matters from the Chair & Commission Members - None**

**10) Matters from the Staff - None**

**11) Calendar Update & Future Agenda Items –**

The next meeting will be December 18, 2017. There will not be any zoning designations due to staff needed to prepare for Quadrant 3 to go to Town Council on the 20<sup>th</sup>. A Subdivision Hearing should take place on the next meeting as well.

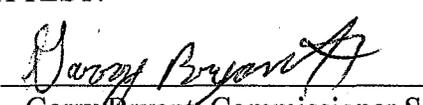
**12) Adjourn -** Chairman Stanton entertained a motion to adjourn. Commissioner Lee motioned to adjourn with Commissioner Bryant seconding the motion. All vote aye. The motion to adjourn at 7:43 was approved.



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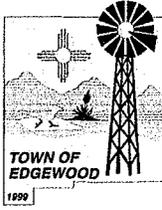
Lorenzo Stanton, Chairman

ATTEST:



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Garry Bryant, Commissioner Secretary



## 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)

### P&Z for the month of December

#### Closed

Development Review – 12/6/17 Re-Roof  
\$50.00 Development Review Fee

Development Review – 12/13/17 Horse Barn  
\$50.00 Development Review Fee/Impact Fee \$89.10

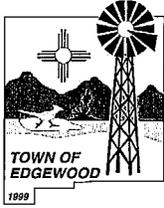
Development Review – 12/13/17 Addition  
\$50.00 Development Review Fee

#### PENDING

Development Review – Commercial Building  
Development Review – School Modular converted to home  
Subdivision – 1 lot into 4 138 Dinkle Rd

### Things we've been working on:

Zoning designations for Infill Annexation  
Zoning Ordinance Amendments  
Mining/Blasting Ordinance



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### CODE ENFORCEMENT REPORT, DECEMBER 2017

3 NEW OPEN CASES

3 COURTESY NOTICES; posted and registered mailed out

1 CITATIONS: Noncompliance to the courtesy notice.

1 Court case; Resident appeared in court, we were able to reach a plea agreement; due to she had made significant improvement while waiting for trial. She had hired a person to complete the clean up and was able to provide proof of such. Judge White was in agreeance, granting a continuance for 30 days.

17 follow ups completed: 5 closed successful and in compliance.

### BUSINESS LICENSES ISSUED, DECEMBER 2017

7 BUSINESS LICENSE ISSUED:

2 FOR SERVICES ONLY

3 COMMERCIAL

2 RESIDENTIAL/HOME

John Bassett  
Mayor

Sherry Abraham  
John Abrams  
Linda Holle  
Rita Loy Simmons  
Town Councilors

Juan Torres  
Clerk-Treasurer

Carla Salazar  
Deputy Clerk

William H. White  
Municipal Judge

Adrian Chavez Sr.



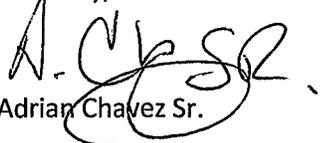
Dear Mayor Bassett, and Town Council members:

I would like to be considered for the position of Board Member with the Lodgers Tax advisory board as an at Large member. I am an active community member with a background in public advocacy and would love the chance to give back by lending my advisory skills to an organization such as yours.

I am a local business owner of two companies one in Security Guard Services specializing in the N.M. Film Production Security, and the other as a Certified Home Inspector. I am also a current proud member, and a lead advocate for the New Mexico Professional Security Association, Past President of New Holiday Park Neighborhood Association, Albuquerque N.M., and past board member of Northern N.M. citizens advisory board, approved by the federal Department of Energy. My professional background also includes over 20 years as a Certified Cardiopulmonary Technician. I work with clients on an individual basis, as well as groups to explore personal issues affecting their communities. I have a strong background in community advocacy, I have helped create public policy to work toward achieving personal and community goals ranging from water rights issues in the Ogallala Aquifer basin, as well as Educating the public on the professional standards of the Security Industry in N.M, and I am almost finished with my associates degree in Political Science. With these diverse backgrounds and knowledge, I believe I would serve as an excellent Board Member to your organization. I've been praised for my ability to reach people who've built up walls of self-protection and other such defense mechanisms. I would be thrilled to have the opportunity to serve on your board and put my knowledge to use.

I am confident you'll find me a good fit for your needs as a board member to the lodger's tax advisory board. Please contact me by phone or email at a convenient time for you so that we may set up an in-person meeting. I look forward to hearing from you and thank you so much for your time.

Sincerely,



Adrian Chavez Sr.

12/18/2017

**TOWN OF EDGEWOOD  
RESOLUTION NO. 2018-\_\_**

**A RESOLUTION SETTING POLICY FOR USE OF THE  
TOWN ELECTRONIC SIGN.**

WHEREAS; the governing body recognizes the need for a policy for the efficient and effective use of the Town's electronic sign located at NM 344 and I-40; and,

WHEREAS; there is a Cooperative Agreement between the owner of the private property where the sign rests and the owner of Chili Hills Restaurant for operation of the sign; and,

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF EDGEWOOD, SANTA FE COUNTY, NEW MEXICO, THAT THE FOLLOWING SIGN POLICY BE ESTABLISHED:

1. Definitions:
  - a. "For-Profit", a business or organization that can derive income from the use of the sign.
  - b. "Government", any county, state or federal government agency or department.
  - c. "Non-Profit", an organization that has a current IRS 501 (c)(3) Certification.
  - d. "Private", individuals.
  - e. "School", Moriarty-Edgewood School District and it's Schools.
2. The primary purpose of the sign is to inform the community of upcoming town meetings, announcements, notices and Town sponsored events;
3. Sign cannot be used to advertise For-Profit or Private organizations or events.
4. Additional uses may include;
  - a. School special events
  - b. Government meetings, announcements and notices.
  - c. Town sponsored Non-Profit organization events:
    - i. Use cannot in any way be affiliated with a For-Profit organization.
    - ii. Organization must have an active IRS 501 (c)(3) Certification on file with the Town.
5. Submission Policies:
  - a. The Town of Edgewood has priority and may remove other postings for its needs at any given time.
  - b. School and Government notices will have second priority.
  - c. All other postings will be posted on a first come, first served basis.
  - d. Will post for no more than two (2) weeks prior to the event date.
  - e. No more than four signs will be posted at any time.

- f. All sign content will be rotated equally at 5 second increments.
- g. Send submissions for consideration to; [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov).
- h. Each Non-Profit may only have one sign displayed at any time.
- i. Sign content, appropriateness and applicability are subject to approval and editing by the Town.

PASSED, ADOPTED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Honorable John Bassett, Mayor

ATTEST:

\_\_\_\_\_  
Juan Torres, Town Clerk/Treasurer

**TOWN OF EDGEWOOD  
OPEN MEETINGS ACT  
RESOLUTION NO. 2018-01**

**WHEREAS,**

The Town of Edgewood Governing Body met in regular session at the Edgewood Community Center, located at #27 E. Frontage Road, on January 3, 2018 at 6:30 P.M. as required by law; and

**WHEREAS,**

Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS,**

any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS,**

Section 10-15-1 (D) of the Open Meetings Act requires the Town of Edgewood Governing Body to determine annually what constitutes reasonable notice of it public meetings;

**NOW, THEREFORE, BE IT RESOLVED**

by the Town of Edgewood Governing Body that:

1. All meetings shall be held at the Edgewood Community Center at #27 E. Frontage Road at 6:30 P.M. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first and third Wednesday. The agenda will be available at least seventy – two (72) hours prior to the meeting from the Town Clerk/Treasurer, whose office is located in Edgewood, New Mexico. The agenda will also be posted at the offices of the Town of Edgewood and on the Town’s website at [www.edgewood-nm.gov](http://www.edgewood-nm.gov).
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the Town’s website at [www.edgewood-nm.gov](http://www.edgewood-nm.gov).
4. Special meetings may be called by the Mayor or a majority of the council members upon three days’ notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two hours before the meeting and posted on the Town’s website at [www.edgewood-nm.gov](http://www.edgewood-nm.gov).
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Town of Edgewood will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the council members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.
6. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda and information on how to obtain a copy of such agenda is placed in a newspaper of general circulation in the state *or* if that same information is posted in the following locations:

- I. Edgewood Library – 171B New Mexico 344
- II. Smith’s Grocery - 2B Highway 344
- III. Mr. Gas - #1 Highway 344
- IV. Edgewood Community Center - 27 E. Frontage Road
- V. Mail and Copy Business Center – 2 Marietta Court
- VI. Town Hall Office – 1911 Old Highway 66 (Bulletin board on South side of building)
- VII. Town Website ([www.edgewood-nm.gov](http://www.edgewood-nm.gov))

Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.

7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state or posted in the offices of the Clerk/Treasurer. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. In addition to the information specified above, all notices shall include the following language:

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 Clerk/Treasurer at (505) 286-4518 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Clerk/Treasurer at (505) 286-4518 if a summary or other type of accessible format is needed.

9. The Town of Edgewood Governing Body may close a meeting to the public only if the subject matter of such discussion or action is accepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
  - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Town of Edgewood

Governing Body taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

- b) If a closed meeting is conducted when the Town of Edgewood Governing Body is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters were limited only to those specified in the motion or notice for closure.
- d) Except as provided in Section 10-15-1 (h) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Town of Edgewood Governing Body in an open public meeting.

**NOW, THEREFORE BE IT ALSO RESOLVED** by the Governing Body that:

- 10. The Town of Edgewood Planning & Zoning Commission Meetings will be held at the Edgewood Community Center (#27 E. Frontage Road) at 6:00 P.M. or as indicated on the meeting notice.
  - a) Unless otherwise specified, regular meetings shall be held on the first and third Monday. An agenda will be published and posted seventy-two (72) hours prior to the regular scheduled meetings as described in paragraph 6.
  - b) This agenda will be available in the office of the Planning & Zoning Administrator and posted online on the Town's website at [www.edgewood-nm.gov](http://www.edgewood-nm.gov).
- 11. The Town of Edgewood Parks and Recreation Advisory Committee Meetings will be held at the Edgewood Community Center, #27 E. Frontage Road at 6:30 P.M. or as indicated on the meeting notice.

- a) Unless otherwise specified, regular meetings shall be held on the third Tuesday of every month.
- b) An agenda will be published and posted (72) hours prior to the regular scheduled meeting as described in paragraph 6. This agenda will be available at Town Hall.

**WHEREAS:** This Resolution supersedes Resolution No. 2016-23.

**PASSED, ADOPTED AND APPROVED this 3rd day of January 2018**

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John Bassett, Mayor

**ATTEST:**

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Juan Torres, Clerk/Treasurer