

**AGENDA  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
AUGUST 13, 2019 AT 6:30 P.M.  
171 STATE RD 344**

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 ARE EXPECTED TO BE CONSTRUCTIVE AND DEVOID OF CHARACTER ASSASSINATION. 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 FOR JULY 23, 2019**
- 4. DISCUSSION/ACTION ITEM – SECTION 8. DEVELOPMENT REVIEW**
- 5. DISCUSSION/ACTION ITEM – INDUSTRIAL ZONE**
- 6. DISCUSSION – DESIGN STANDARDS**
- 7. DISCUSSION ITEM – COMMISSIONERS REFERENCE GUIDE**
- 8. PUBLIC COMMENT**
- 9. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS**
- 10. MATTERS FROM THE STAFF**
- 11. CALENDAR UPDATE & FUTURE AGENDA ITEMS**
  - a. Next P&Z Meeting 8/27/2019 @ 6:30 pm**
  - b. Discussion Commissioners Reference Guide**
  - c. Public Hearing Zone Change**
- 12. ADJOURN**

A COPY OF THE AGENDA MAY BE OBTAINED AT THE TOWN OFFICE, 171 A NM 344, 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.



**TOWN OF  
EDGEWOOD**

PLANNING & ZONING COMMISSION MEETING

**AUGUST 13.2019  
6:30 P.M.**

# **MINUTES**

**DRAFT MINUTES  
JULY 23, 2019**

**TOWN OF EDGEWOOD  
 PLANNING & ZONING COMMISSION  
 MEETING MINUTES**

Planning & Zoning Minutes		
July 23, 2019	6:30 p.m.	171 A State Rd 344
<p><b>1. CALL TO ORDER/ROLL CALL</b></p>	<p>Vice-Chairman Janelle Turner opened the meeting at 6:33 p.m.</p> <p>In attendance:     Commissioner Janelle Turner                                      Commissioner Steven Foxe                                      Commissioner Cheryl Huppertz                                      Commissioner Jim Lee                                      Commissioner Stephanie Herrera</p> <p>Absent:                Chairman Glenn Felton</p> <p>Staff in attendance: Tawnya Mortensen                                      Tim Dvorak</p> <p>Public in attendance/Signed in: David Campbell (not signed in)</p>	
<p><b>2. APPROVAL OF AGENDA</b></p>	<p>Vice-Chairman Turner entertained a motion for approving the Agenda.</p> <p>DISCUSSION: None</p> <p>MOTION: Commissioner Huppertz; Motion to approve the agenda.</p> <p>SECOND: Commissioner Foxe</p> <p>VOTE: All aye</p> <p>ACTION: The motion to approve the Agenda carried.</p>	
<p><b>3. APPROVAL OF MINUTES 7/9/2019</b></p>	<p>Vice-Chairman Turner entertained a motion for approving the Minutes from 7/9/19.</p> <p>DISCUSSION: None</p> <p>MOTION: Commissioner Foxe: Motion to approve the Minutes</p> <p>SECOND: Commissioner Herrera</p> <p>VOTE: All aye</p> <p>ACTION: The motion to approve the Minutes from 7/9/19 carried.</p>	

**TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION  
MEETING MINUTES**

**4. PUBLIC COMMENT**

None

**5. MATTERS FROM THE CHAIR AND COMMISSIONERS**

Commissioner Huppertz asked if the changes from Industrial Zone and Development Review were still being reviewed by the Town Attorney. Tawnya informed everyone that it was currently being reviewed.

**6. MATTERS FROM THE STAFF**

None

**7. CALENDAR UPDATE & FUTURE AGENDA ITEMS**

Next P&Z meeting 8/13/19  
Action Development Review  
Action Industrial Zone  
Public Hearing for Zone Change (2)  
Discussion Reference Guide  
Discussion Design Standards

**8. ADJOURN**

Vice-Chairman Turner entertained a motion to adjourn.

**MOTION:** Commissioner Herrera

**SECOND:** Commissioner Foxe

**VOTE:** All aye

**ACTION:** Meeting adjourned at 6:39 p.m.

At this time all Commissioners stayed to attend a training by David Campbell.

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Janelle Turner, Vice Chairman

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Cheryl Huppertz, Commission Secretary



**TOWN OF  
EDGEWOOD**

PLANNING & ZONING COMMISSION MEETING

AUGUST 13.2019  
6:30 P.M.

**ITEM #4**

**DISCUSSION/ACTION  
SECTION 8. DEVELOPMENT  
REVIEW**

ORDINANCE NO. 2019- \_\_\_\_\_

**AN ORDINANCE AMENDING SECTIONS 4 AND 8 OF THE TOWN OF EDGEWOOD ZONING ORDINANCE (ORDINANCE NO. 2018-08) PERTAINING TO THE DEVELOPMENT PROCESS.**

**BE IT ORDAINED** by the Governing Body of the Town of Edgewood, New Mexico, as follows:

**Section 1.** Section 8 of the Town of Edgewood Zoning Ordinance (Ordinance No. 2018-08) is hereby amended to read as follows:

**SECTION 8. DEVELOPMENT REVIEW**

**A. Requirement for Local Review.** For the purpose of this Ordinance, no building, structure or land use shall be commenced, nor Manufactured Home installed upon any site within the Town of Edgewood without being reviewed by the Planning & Zoning Official. ~~Building Development Permit~~ applications shall be submitted to the Planning & Zoning Official for zoning compliance review and signature before applying for a State Building Permit ~~from the Construction Industry Division (CID).~~

Manufactured Home ~~installation~~ placement permits shall be ~~reported to~~ obtained from the Planning & Zoning Official before applying for a foundation permit from the Manufactured Housing Division of CID. ~~upon issuance to the Manufactured Home owner.~~ Elevation Certificates are required for all structures built or placed in designated flood plain within the Town.

**B. Development Plans.** Unless otherwise provided herein, any site development plan that is required in this Ordinance shall include the following components:

1. A map, reasonably to scale, showing boundaries and the location, dimensions, and purpose of all buildings, structures and land uses, both existing and proposed, and the location, width and length of any existing or proposed driveway (driveways must be at least 14' wide and must have a turn-around or hammer head for emergency vehicles if 150' or longer);
2. The location and dimensions of all contiguous streets or roads, on-site utility easements (including ~~indicating their~~ indication of purpose), location of septic system and leach field, and parking and loading areas;
3. A general description of the natural features of the site such as topography and vegetation, any proposed alteration of those natural features, and an identification of any special drainage or flooding conditions on the site including flood plains;
4. A general description of the buildings, and structures on contiguous lands; and
5. An exterior lighting plan, if applicable, that shows the locations and type of lighting proposed.

**C. Review Process.** The Planning & Zoning ~~Official~~ Administrator shall determine if a Variance, zone change, or Conditional Use permit is indicated and if so, will notify and

advise the appropriate person of subsequent procedures required by this Ordinance. The Planning & Zoning ~~Official~~ Administrator shall also review development proposals for compliance with the National Flood Insurance Program. The completed development plan shall be returned to the applicant within ~~three (3) ten (10)~~ working days for residential reviews and within three (3) weeks for commercial reviews. Applications may also require reviews by the Technical Advisory Committee (TAC). The TAC may include representatives, as appropriate, from all Town Departments, as well as the Santa Fe County Fire Department and any other regional, state or federal agencies or persons possessing necessary technical expertise.

**D. Duration/Forfeiture of Permit:** Development Permits shall expire within one year from the date of approval. If a project is not initiated within six (6) months from the date of approval, or if there is a work stoppage that exceeds ninety (90) days, the permit for said project shall be revoked and a new development review process must be initiated by the applicant. If the applicant can provide proof of a substantial construction delay, an exception may be granted by the Planning and Zoning Official for a set period of time. However, if construction does not resume after the delay is documented to be over, the Development Permit shall be revoked. If a construction site is determined by the Planning and Zoning Official to be abandoned, the current Development Permit shall be forfeited immediately and a sign shall be placed on the property indicating that all further work on the property cease and desist as of that date. Both the permit holder and property owner shall be notified. In the event that either the property owner or the permit holder does not remove the existing uncompleted structures, materials, or debris, the Town may exercise its rights under NMSA 1978 §3-18-5 to order the removal of the structure, materials or debris, and to remove the same and place a lien on the property as provided in said section.

**E. Alternative Residential Structures:** Development Permits shall only be issued for stick-built buildings or structures, or manufactured homes, for use as residential dwellings. Development Permits will not be issued for any type of alternative residential structures, including but not limited to, shipping containers, sheds, carports, trailers or semi-trailers, or recreational vehicles not in an approved RV park.

**F. Development Permits shall only be issued for stick-built buildings or structures, manufactured buildings, or mobile homes used for the purposes of conducting business within any commercial, mixed use, light industry or special use zone. Development Permits will not be issued for any type of alternative commercial structures, including but not limited to, shipping containers, sheds, carports, trailers or semi-trailers, or recreational vehicles.**

**Section 2.** Section 4 of the Town of Edgewood Zoning Ordinance (Ordinance No. 2018-08) is hereby amended by adding a new definition to subsection B (DEFINITIONS), which shall be placed in alphabetical order, and all definitions therein to be renumbered, to read as follows:

**Abandoned:** A building, structure, construction site, or property which has not been occupied for at least ninety (90) days, or a building, structure, construction site, or property

where a Development Permit has been granted and construction has not been initiated by the permit holder within six (6) months of the permit being granted, or a period of work stoppage exceeding ninety (90) days has transpired and documentation from the permit holder regarding the delay is not provided. The Planning and Zoning Department reserves the right to deem any property, construction site, or structure abandoned at any time.

**Section 3.** All other provisions of the Zoning Ordinance (Ordinance No. 2018-08) shall remain in full force and effect.

**Section 4.** The Town Clerk/Treasurer and the codifiers of this Ordinance are authorized to make necessary clerical correction to the Ordinance including, but not limited to, the correction of scrivener's /clerical errors, reference ordinance number, section/subsection numbers and any references thereto.

**Section 5.** The provisions of this Ordinance are severable. Should any part of this Ordinance be declared by a court of competent jurisdiction to be unconstitutional or invalid, such holding shall not affect the validity of this Ordinance other than the part so declared to be unconstitutional or invalid.

**Section 6.** This Ordinance shall take effect on \_\_\_\_\_, 2019.

**PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.**

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

**ATTEST:**

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



**TOWN OF  
EDGEWOOD**

PLANNING & ZONING COMMISSION MEETING

AUGUST 13.2019  
6:30 P.M.

**ITEM #5**

**DISCUSSION/ACTION  
SECTION 23.  
INDUSTRIAL ZONE**

ORDINANCE NO. 2019- \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 23 OF THE TOWN OF EDGEWOOD ZONING ORDINANCE (ORDINANCE NO. 2018-08) BY ESTABLISHING A NEW LIGHT INDUSTRIAL ZONE.**

**BE IT ORDAINED** by the Governing Body of the Town of Edgewood, New Mexico, as follows:

**Section 1.** Section 23 of the Town of Edgewood Zoning Ordinance (Ordinance No. 2018-08) is hereby amended to read as follows:

**SECTION 23. M1-LIGHT INDUSTRIAL ZONE**

- A. **Purpose.** This district is intended to provide for light manufacturing, fabricating, assembly, disassembly, processing, and treatment activities conducted in a manner not detrimental to the rest of the community by reason of the emission or creation of noise, vibration, smoke, dust or other particulate matter, toxic or noxious materials, odors, fire, explosive hazards, biohazards, or glare or heat. This zone provides suitable sites for a wide range of industrial and commercial uses, provided such uses are conducted in a compatible, safe, and harmonious manner within industrial environments achieved through a Development Plan and reviewed by a Technical Advisory Committee (TAC) team.
- B. **Permissive Uses:** No building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District. The following uses are permitted:
- ~~1. Institution, including hospitals and medical centers, libraries, museums, and schools and institutions of higher education.~~
  1. Office machine equipment sales and repair.
  2. Public utility use or structure.
  3. Wholesalers, distributors, warehouses, and/or manufacturers.
  4. Design and analytical services.
  - ~~5. Retail sales of the following goods, plus incidental retailing of related goods and incidental service or repair:~~
    - ~~a. Books, magazines, newspapers.~~
    - ~~b. Cosmetics, notions, gifts.~~
    - ~~c. Flowers and plants.~~
    - ~~d. Food and drink, for consumption on premises.~~
    - ~~e. Gasoline, oil, liquefied petroleum gas.~~
  - ~~6. Sales and display rooms or Buildings for~~
  5. Data Analysis.
  6. Surveying/Engineering.
  7. Wholesale nurseries/Greenhouses.

C. **Conditional Uses:** No Building, structure, or land shall be used or occupied except as indicated and for the purposes permitted in this Zone District. The following uses are permitted:

1. Laboratory-experimental, including testing and/or medical, provided all activities are conducted within a completely enclosed building. ~~Noxious fumes, odor, or dust shall not be emitted from the premises.~~
2. Manufacturing, assembling, treating, repairing, or rebuilding articles except those conditional or otherwise limited in this zone.
3. Printing, publishing, lithographing, or blueprinting.
4. Wind and Solar Energy Production Facilities
5. Distilleries/Breweries.
6. Services, including but not limited to:
  - a. Automobile repairing, ~~but no~~ body work; repairing and body work shall be done within a completely enclosed building at least twenty (20) feet from any zone boundary;
  - b. ~~Financial Services;~~
  - c. ~~Barber, beauty;~~
  - d. ~~Child care center; and~~
  - e. Dry cleaning, laundry Uniform services. (No Dry Cleaning on premises)

C. **Size.** ~~Minimum Lot Area shall be five one (1) acre. Minimum Lot width shall be no less than 100 feet. No more than fifty percent (50%) of the surface of any Lot or site shall be covered with Buildings.~~ Individual lot size within an area eligible for an M1 zone designation will be determined as part of the subdivision approval process based on the business need.

D. **Setbacks:**

1. There shall be a front yard Setback of not less than fifty (50) feet.
2. There shall be a side yard Setback of not less than twenty-five (25) feet.
3. There shall be a rear yard Setback of not less than twenty-five (25) feet.

E. **Outside Storage.** All outdoor storage and trash collection areas shall have covers and be visually screened from all property lines by a solid wall or fence or by an evergreen hedge at least six (6) feet high.

F. **General Requirements:**

1. **Minimum Zone size.** The minimum total contiguous area eligible for an ~~IP~~ M1 zone designation is twenty (20) ~~forty (40)~~ acres.
2. **Plat Required.** A plat meeting the requirements of the Subdivision Ordinance must be submitted for any property for which an ~~IP~~ M1 designation is requested for simultaneous consideration by the Planning & Zoning Commission with the zone change request.

3. **Development Plan.** A development plan showing the general layout of the proposed industrial park, including approximate locations of streets, building locations, utility easements, parking lots, landscaping and Open Space, and storage areas must be submitted and approved with an application for a change to IP zoning.
4. **Plan Review by the Technical Advisory Committee (TAC).** The Technical Advisory Committee shall review the proposed business plan, which shall include detailed operational procedures, chemical use, MSDS sheets, drainage and disposal plans. Documentation required is determined on a case by case basis; therefore, other information may be required.
5. **Buffering.** Buffering shall be required to separate this zone from other land use designations.
  - a. Buffer walls, berms, or landscaping shall require Town approval before being implemented. After approval, all Town requirements shall be followed.
  - b. Buffer landscaping shall be maintained and kept clean of debris and weeds. Any buffer planting shall be maintained permanently and any plant material which does not live shall be replaced within the sooner of one year or the next growing season.
6. **Chemical List.** (Please refer to Town of Edgewood Sewer Ordinance) Chemical list will be reviewed by Wastewater Treatment Plant Chief Operator.
7. **Pre-Treatments or Other Precautionary Measures.** A pre-treatment system or other precautionary measures may be required because of the risks of some byproducts or hazards that have the potential of adversely affecting the wastewater treatment plant, the environment, and/or the community.
8. **Traffic.** Industrial Zone traffic will be routed around residential areas and will be prohibited from using residential streets within subdivisions. Industrial Zone traffic will take precautions during the planning phase to avoid overloading the thoroughfares which connect the Industrial Zone to the Interstate and highways.
  - a. Industrial Zone parking/loading/unloading will be limited to streets and parking lots within the Industrial Zone rather than the periphery along the thoroughfares shared by other land uses.
  - b. Parking/loading/unloading zones will be designed to facilitate interior traffic to make it less visible from outside the Industrial Zone.
9. **Development Review Process.**
  - A. A development zone plan consisting of the following components:
  - B. Vicinity map showing the relationship of the site to its general surroundings and topography, floodplains, and other natural features in the area.
  - C. A description of existing conditions on and adjacent to the site including boundary and property lines, roads and easements, public and private utilities, buildings and structures, and current land use.

- D. A description of the proposed, full build-out development within the Master Planned Area, including type, distribution, density of proposed land uses, and the major vehicular and pedestrian circulation system; including traffic impact study on all local roads and intersections within one (1) mile of the proposed site boundaries, a schematic utilities plan, and proposed sites for Common Areas, community facilities, and Conservation Easements.
- E. A preliminary water supply plan and liquid waste disposal plan. This analysis will identify one or more sources of water to supply the proposed development i.e. water company, wells, water rights transfers, point of diversion, etc. The analysis will also include estimated water budget (demand) by phase, total demand at full build-out and a water conservation plan.
- F. A phasing schedule which provides a description of each phase of the development over time. Each phase of development shall be subject to separate and final approval of the Planning and Zoning Commission as part of the Subdivision Plat Review process or as a detailed site plan prior to construction.
- G. Includes a minimum of fifteen percent (15%) of the gross area as permanent Open Space or natural Open Space, which may include landscaped green space, trails, and land areas in their natural state. Permanent Open Space shall not include streets or roadways.
- H. A written statement regarding the protection of cultural properties, archaeological sites, and unmarked human burials, with reference to the New Mexico Cultural Properties Protection Act (18-6A-1 et seq. NMSA 1978), as amended.
- I. For proposed Master Plan Zones in excess of 160 acres, a written statement regarding the anticipated impact of the Master Plan Zone on the surrounding community with respect to storm water runoff and population growth with specific reference to schools and highways.
- J. Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use in the manner requested, such as a document showing true ownership, or legal verification confirming that the applicant is the duly appointed agent of such person.
- K. The Master Plan shall be harmonious and not conflict with surrounding neighborhoods. It shall be planned, designed, and constructed so as to minimize undue traffic congestion in the surrounding area and provide a compatible land-use relationship with the surrounding area, making use of landscaping, screening, Open Space, and the placement of buildings where appropriate in accordance with accepted land-use planning design principles.

L. Preservation of mature trees, vegetative cover, watercourses, and other natural site features shall be preserved to the greatest extent possible. Abrupt changes in natural slope shall be avoided. Preservation shall be directed toward:

1. Enhancing the quality of new development;
2. Protecting the natural environment;
3. Providing buffering between new development and surrounding properties;
4. Agreements and covenants that govern the use, maintenance, and continued protection of the development and its common spaces, shared facilities, and private roads.

10. **Compliance with all applicable Town of Edgewood Ordinances**

**Section 2.** All other provisions of the Zoning Ordinance (Ordinance No. 2018-08) shall remain in full force and effect.

**Section 3.** The Town Clerk/Treasurer and the codifiers of this Ordinance are authorized to make necessary clerical correction to the Ordinance including, but not limited to, the correction of scrivener's /clerical errors, reference ordinance number, section/subsection numbers and any references thereto.

**Section 4.** The provisions of this Ordinance are severable. Should any part of this Ordinance be declared by a court of competent jurisdiction to be unconstitutional or invalid, such holding shall not affect the validity of this Ordinance other than the part so declared to be unconstitutional or invalid.

**Section 5.** This Ordinance shall take effect on \_\_\_\_\_, 2019.

**PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.**

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

**ATTEST:**

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