

**AGENDA
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
JUNE 23, 2020 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.

This will be a Teleconference Meeting.

We encourage members of the public to listen in and participate by calling: +1 (872) 240-3412 Access Code: 306-917-165

Or watch on
YouTube: https://youtu.be/U_i94HxUoTs

CALL TO ORDER & ROLL CALL

1. **APPROVAL OF AGENDA**
2. **APPROVAL OF MINUTES**
 - a. DRAFT PLANNING & ZONING COMMISSION MEETING MINUTES FOR FEBRUARY 25, 2020
3. **DISCUSSION** – Future meetings during Public Health Emergency
4. **PUBLIC COMMENT**
5. **MATTERS FROM COMMISSIONERS**
6. **MATTERS FROM STAFF**
7. **CALENDAR UPDATE & FUTURE AGENDA ITEMS**
 - a. Next P&Z Meeting 7/14/2020 @ 6:30 pm
 - b. Conditional Use Permit (tentative)
 - c. Subdivision (tentative)
8. **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 MINUTES**

Planning & Zoning Minutes		
February 25, 2019	6:30 p.m.	171 A State Rd 344
1. CALL TO ORDER/ROLL CALL	<p>Chairman Glenn Felton opened the meeting at 6:31 p.m.</p> <p><u>In attendance:</u></p> <p>Commissioner Janelle Turner Commissioner Steven Foxe Commissioner Stephanie Herrera Commissioner Jim Lee</p> <p><u>Staff in attendance:</u></p> <p>Tawnya Mortensen Tim Dvorak</p> <p><u>Public in attendance/Signed in:</u></p> <p>None</p>	
2. APPROVAL OF AGENDA	<p>Chairman Felton entertained a motion for approving the Agenda.</p> <p><u>DISCUSSION:</u> None</p> <p><u>MOTION:</u> Commissioner Lee: Motion to approve the agenda.</p> <p><u>SECOND:</u> Commissioner Foxe</p> <p><u>VOTE:</u> All aye</p> <p><u>ACTION:</u> The motion to approve the Agenda carried.</p>	
3. APPROVAL OF MINUTES 1/14/2020	<p>Chairman Felton entertained a motion for approving the Minutes from 1/14/2020.</p> <p><u>DISCUSSION:</u> None</p> <p><u>MOTION:</u> Commissioner Foxe: Motion to approve the Minutes from January 14, 2020</p> <p><u>SECOND:</u> Commissioner Herrera</p> <p><u>VOTE:</u> All aye</p> <p><u>ACTION:</u> The motion to approve the Minutes from 1/24/2020 carried.</p>	

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

4. DISCUSSION/ACTION ITEM	
Operating Resolution	Planning & Zoning Operating Resolution Update
	<p>Chairman Felton introduced the next item, and everyone went through the Operating Resolution and shared feedback of changes that were needed. Staff made suggested changes during the discussion. Chairman Felton entertained a motion.</p> <p>DISCUSSION: No further discussion.</p> <p>MOTION: Commissioner Foxe motioned to approve the Operating Resolution with the changes that were made.</p> <p>SECOND: Commissioner Turner</p> <p>VOTE: All voted aye.</p> <p>ACTION: The motion to approve the Operating Resolution with the changes that were discussed and made carried.</p>
6 Public Comment	None
7. Matters from Commissioners	<p>Commissioner Herrera – Reported potholes under overpass on NM 344.</p> <p>Commissioner Turner – stated she likes the format of the P&Z minutes.</p> <p>Chairman Felton – Thanked the Commissioners for electing him for another term of Chairman. He also reported that he would like direction from the Governing Body regarding the sign ordinance before we tackle it.</p>
8. Matters from Staff	Tawnya Mortensen reported that the next NMLZO will be in Las Cruces from April 29 th – May 1 st .
9. Calendar Update	<p>a. Next P&Z Meeting 3/24/2020 @ 6:30 p.m.</p> <p>b. Subdivision (2)</p>
10. Adjourn	<p>Chairman Felton entertained a motion to adjourn.</p> <p>MOTION: Commissioner Turner</p> <p>SECOND: Commissioner Lee</p> <p>VOTE: All aye</p> <p>ACTION: The motion to adjourn carried at 7:40 p.m.</p>

Glenn Felton, Chairman

Steve Foxe, Commissioner

Guidelines for Hybrid (Remote/Live) Meetings During Public Health Emergency

Planning and Zoning conducts much of its business in quasi-judicial public hearings, in which proposals for zoning and subdivision of property are considered. The process flows much like a hearing would in court, with sworn testimony from presenters, questioning by Commissioners, and cross-examination by members of the public who have legal standing to support or oppose the proposal on the basis of the effect it will have on their properties. Like Town Council, the Planning and Zoning Commission allocates time for public comment, with no rigid time limit, often on more general topics related to land use and community planning.

When a proposal is delivered to the Town of Edgewood Planning Department by a landowner for a P&Z decision, a clock begins ticking. It is the landowner's right to be heard and a decision rendered in a timely way, and once a decision is rendered the legal basis for it, called "findings of fact" must be delivered by a deadline.

With the declaration of a public health emergency in New Mexico related to the spread of COVID19, and restrictions imposed on public gatherings, continuing business as usual in P&Z became impossible. Given the type of work P&Z does, relying on methods such as online Zoom meetings, which Town Council has been able to do effectively, is also not feasible.

Planning and Zoning, in consultation with Town staff and the Mid-region Council of Governments (MRCOG), has decided to implement a hybrid meeting format, in which certain aspects will be remote and others in face-to-face small gatherings. What follows are some guidelines for this procedure.

Frequency of meetings - Meetings will continue to be scheduled twice a month, on the second and fourth Tuesday, at 6:30 p.m in Council chambers. If there is no pressing business, we may cancel in the interest of supporting the Department of Health and CDC goals to limit public gatherings.

Health related procedures - Face coverings are required to enter the hearing room or any part of the Town of Edgewood offices on the night of a P&Z meeting, until further notice. If you arrive without a face covering or have one that is deemed inadequate to provide protection to others, you will be issued one by Town staff.

Please note that the mask you will be given in these cases is intended for single use and should be properly disposed of at home when the night's business concludes. Face masks are intended primarily to deter egress of droplets that may carry virus, protecting others, not to deter ingress. They are not a substitute for social distancing of at least 6 feet which is still encouraged.

You will be asked upon arrival if you have experienced any symptoms of illness (fever, cough, loss of taste or smell) or if you have been in contact with anyone who is ill.

Format of meetings - Since we are restricted to five people at a time in a face-to-face gathering (excluding members of the staff and Commission), we will section the hearing room into an area for the applicant or his or her representative, members of the public who wish to speak against the proposal, and members of the public speaking in support. All of those wishing to speak in the hearing, NOT SIMPLY IN PUBLIC COMMENT, will be sworn in at the start of the hearing. This may have to be done in serial fashion with multiple groups if we have many people in attendance.

The applicant's presentation and all questioning and cross-examination will be streamed online so that if the number of people allowed in the room is exceeded, additional people wishing to speak can be brought in as others leave. Streamed content can be followed on hand-held devices owned by those in attendance, either in a waiting area or in cars. At the start of the hearing, individuals wishing to speak will be asked to sign in and may need to have a number assigned so that they can be called in order. In the event of a large number of people wishing to speak, number assignment may have to be accomplished in the parking lot.

Lessons learned from other communities and the NM Courts per MRCOG - A caveat: the New Mexico Attorney General has yet to offer specific guidance related to municipal public hearings and the public health emergency. We must move forward with the assumption that legal requirements are unchanged and it's up to us to determine how best to alter procedure to protect public health while honoring legal requirements.

It is very important that those offering testimony, questioning, or cross-examining someone be identified and identifiable. We will announce the names of all participants as we begin and ask that you state your name every time you speak. Commissioners and staff will do the same. This is for the benefit of those who may be forced to listen remotely.

All of those speaking must be audible. Advance preparation of concise comments you will make, to the extent possible, is encouraged so that others can also be heard. All voting by the Commission will be by roll call. As usual, a recording will be kept of the meeting for later review by anyone desiring to do so. If we experience problems with the technology we use to stream or record the meeting, we are advised to suspend the meeting and continue at the earliest next opportunity.