

**PRELIMINARY AGENDA  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
AUGUST 22, 2016 AT 6:00 PM  
EDGEWOOD COMMUNITY CENTER  
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

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 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 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 of August 1, 2016
- 4. PUBLIC COMMENTS**
- 5. WORKSHOP**
  - A. Amendments to the Zoning Ordinance – District Standards
  - B. Road Standards & Paving Priority List
- 6. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS**
- 7. MATTERS FROM STAFF**
- 8. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**
  - A. Next Commission Meeting – TBD
- 9. ADJOURN.**

A copy of the agenda may be obtained at the Town Office, 1911 Historic Route 66 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.

**DRAFT MINUTES  
TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION MEETING  
AUGUST 1, 2016 AT 6:00 PM  
EDGEWOOD COMMUNITY CENTER  
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

**1. CALL TO ORDER & ROLL CALL**

Chairman Dan Thompson called the meeting to order at 6:05 pm and asked for a roll call. Commissioners present were: Larry Sullivan, Garry Bryant, and Dan Thompson. Commissioners not present were: Cheryl Huppertz. Also present were: Bonnie Pettee, Planning & Zoning & Rebecca Sanchez, Staff.

**2. APPROVAL OF AGENDA**

Chairman Thompson noted a letter had been received from the Applicant of the Minor Subdivision asking the Commission to table the Public Hearing until September 19, 2016. With that request, the agenda items #4 Site Visit and #7 Public Hearing would be omitted from the agenda.

**MOTION:** Commissioner Bryant made a motion to approve the agenda with noted changes. Commissioner Sullivan seconded the motion with discussion.

Commissioner Sullivan stated that in tabling this item, at the applicant's request, meant the 60-day time line would be suspended until the case is heard.

**VOTE:** All Commissioners present voted aye. Motion carried.

**3. APPROVAL OF MINUTES:**

A. Draft Planning & Zoning Commission Meeting Minutes of July 18, 2016

**MOTION:** Commissioner Sullivan made a motion to approve the minutes of the July 18, 2016 meeting as presented. Commissioner Bryant seconded the motion.

**VOTE:** All Commissioners present voted aye.

**4. SITE VISIT – Woods End Ranch Subdivision, 29 Woods End Road**  
Postponed

**5. PUBLIC COMMENTS**

There were none.

**6. ROAD STANDARDS DISCUSSION – Tappan Mahoney**

Mr. Tappan Mahoney, Dennis Engineering, introduced himself and asked for questions.

Commissioner Sullivan asked if Mr. Mahoney had ever been involved with a Road Improvement Plan for the Town of Edgewood.

Mr. Mahoney replied he had not directly been involved. Dennis Engineering does have a record of road improvements for the past decade and can answer any questions regarding those, if needed.

Commissioner Sullivan asked several questions regarding soil types, weather conditions affecting roads, and materials used in construction.

Mr. Mahoney replied the Town of Edgewood has good resources and there are several things to look at, being; design, purpose, traffic volume, etc. He added he would be available to assist the Commission in creating the Roads Standard Guide, if needed.

**7. PUBLIC HEARING** – continuation from July 18, 2016 meeting – **Tabled until September 19, 2016**

**Quasi-judicial Procedure: Certification that Public Notice of this meeting has been posted as required:**

**This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and to cross-examine persons giving testimony.**

**Confirmation of no conflict of interest or ex-parte communication.**

- A. Request for approval of a Minor Subdivision consisting of 2 lots, located at 29 Woods End Road, Woods End Ranch, being tract P-5-A-2, Section 21, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County.

**8. WORKSHOP**

A. Minor Subdivision

Commissioner Sullivan lead the discussion with a Power Point Presentation, addressing the issues surrounding Minor Subdivisions. He spoke about fire hazards, Colonias, serial subdivisions, and improper infrastructure. He cited several problems Minor Subdivisions cause including substandard subdivisions, weakened infrastructure and lowered private property values. Minor Subdivisions allow the developer fewer up front commitments, no financial disclosures, lower cost for data, planning and engineering. Commissioner Sullivan suggested in an effort to minimize these problems, the ordinance should contain ordinary language that would limit the interpretation, revise the requirements to introduce an “area plan” like Los Ranchos and add stricter requirements to infrastructure needs. He also suggested the time period between subdivisions and re-subdivisions should be extended to two years. He felt that the current Minor Subdivision Ordinance should be repealed and the town should have one ordinance to cover all subdivisions.

Commissioner Bryant stated if all subdivisions were treated as a Major Subdivision, he felt that was putting a unfair burden on the small guy to pay for extra engineering and infrastructure needs.

Ms. Pettee stated she felt repealing the current Minor Subdivision ordinance was not the correct approach. She suggested revising it to bring about the clarification that it needs and adding the steps or requirements to allow the process to move forward more smoothly. She noted an option available is to have a pre-application committee that would review the plat with the Planning & Zoning staff prior the receiving the actual application or another option would be to have a pre-application meeting with the Commission. The latter option would provide an opportunity for the entire Commission to bring up any needs the application might require.

Mayor Bassett introduced Ray Fulwieler, a previous Commission member. Mayor Bassett replied to Commissioner Bryant stating the residents should not have to fund construction of roads in a minor subdivision. He added he liked the previous comment on pre-application meetings.

Mr. Fulwieler suggested a way to fix serial subdivisions is to lengthen the time for re-subdivision. Commissioner Bryant inquired as to who has the final say in the Minor Subdivision “solution”?

Mayor Bassett replied it would be sent to the Council for their approval.

**9. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS**

Commissioner Sullivan inquired about the status of the new road map.

Ms. Pettee replied that Maida from MRCOG is working on it. She will add highlights to the Edgewood maintained roads and also the roads that are paved. We should have it soon.

Commissioner Bryant asked if funds were available to keep up with the roads the Town maintain.

Mayor Bassett replied not really. Norton's budget is thin. He has been able to put some gravel on a few roads.

Commissioner Bryant stated that it seems unfair that applicants are required to develop roads at Town Standards when the Town cannot keep up with their own standards in all zoning categories.

Mr. Fulwieler asked if the Town had impact fees?

Commissioner Sullivan replied only fire impact fees.

Mr. Fulwieler suggested the Commission look in to road impact fees.

## **10. MATTERS FROM STAFF**

### **A. District Standards**

Ms. Pettee reported the amendment to Zoning Ordinance 2014-03, District Standards to insert Maximum Building Heights into the Mixed Use and R3-Residential/Institutional zoning categories was heard at the last Council Meeting. The Council will vote on its approval at the next meeting. She told Council that the Commission would come back with additional amendments, that would include a new height limitation to all zoning categories.

### **B. Road Map Update**

Mayor Bassett stated he would like the Commission to start identifying roads to be placed on the paving priority list.

### **C. Notice of Appeal**

Ms. Pettee informed the Commissioners that the Applicant for Woodline Drive had filed an appeal. His complaint was that the conditions placed on the approval were over and above what the Ordinance requires.

## **11. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.**

### **A. Next Commission Meeting – August 22, 2016**

## **12. ADJOURN.**

**MOTION:** Commissioner Bryant made a motion to adjourn tonight's meeting. Commissioner Sullivan seconded the motion.

**VOTE:** All Commissioners present voted aye.

Chairman Thompson adjourned the meeting of August 1, 2016 at 8:12 pm.

PASSED, APPROVED, AND ADOPTED, this 22<sup>nd</sup> day of AUGUST, 2016.

\_\_\_\_\_  
Dan Thompson, Chairman

ATTEST:

\_\_\_\_\_  
Garry Bryant, Secretary

**Proposed Amendments to  
District Standards of the  
Zoning Ordinance**

**Definition –**

“Building Height” means the height of the Building, as measured from ~~six inches below the lowest finished floor,~~ the lowest adjacent grade, not including the basement, to the highest point of the building, based either on the top of the parapet ~~or coping~~ of a flat roof or the ~~ridge~~ peak of a sloping roof. No Part of any building shall be constructed above the permitted height.

**District Standards –**

Maximum Building Height shall be ~~36 (thirty-six)~~ 40 (forty) feet.