

AGENDA
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING JANUARY 6, 2016 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD
PLEASE SILENCE ALL ELECTRONIC DEVICES DURING MEETING
THANK YOU.

(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.**
1. **APPROVAL OF AGENDA.**
 2. **APPROVAL OF CONSENT AGENDA.**
 - A. Approval of the Draft Regular Council Meeting Minutes of December 16, 2015.
 - B. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of December 15, 2015.
 3. **MATTERS FROM THE MAYOR.**
 - A. Emergency Weather Response.
 4. **MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**
 5. **MATTERS FROM THE MUNICIPAL JUDGE.**
 - A. Judge White will present his report for the month of December, 2015.
 6. **PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**
 7. **CALL FOR PUBLIC HEARING.**
 - A. Request for a Zone Change from Residential-1 (R-1) to Residential Services (RS) property located at: 92A Church Street, (Tract A .95 acres), 92C Church Street, (Tract D 86 acres), 88 Church Street (Tract B .95 acres). Section 27 T10N R7E, Santa Fe County, Edgewood, New Mexico. Lands of Gervais and Patricia Williams.
 8. **MATTERS FROM THE ADMINISTRATOR.**
 9. **ANNOUNCEMENTS and/or CALENDAR REVIEW.**
 - A. Regular Council Meeting - January 20, 2016 @ 6:30 P.M.
 - B. Regular Council Meeting – February 3, 2016 @ 6:30 P.M.
- NOTE:** The Town Offices will be closed on Monday, January 18, 2016.
10. **FUTURE AGENDA ITEMS.**

- A. Public Hearing - Amendment to Wastewater Ordinance No. 2015-03. To be heard January 20, 2016.
- B. Approval of the Draft Review of the Town of Edgewood Facility Rental Policy and Procedure.
- C. Award of Request for Proposals Received for "Logo Design and Style Guide Development". (To be awarded at the January 20, 2016 Council Meeting).
- D. Public Hearing Request for a Zone Change from Residential-1 (R-1) to Commercial Business (CB) property located at: 92A Church Street, (Tract A .95 acres), 92C Church Street, (Tract D .86 acres), 88 Church Street (Tract B .95 acres). Section 27 T10N R7E, Santa Fe County, Edgewood, New Mexico. Lands of Gervais and Patricia Williams. **(This Public Hearing scheduled for January 20, 2016 has been cancelled, applicant withdrew this request)**

11. 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 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 click on Agendas & Minutes.**

**MINUTES
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING – DECEMBER 16, 2015 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - #27 E. FRONTAGE ROAD**

CALL TO ORDER.

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

Councilors Present: Chuck Ring, Sherry Abraham, Rita Loy Simmons, and John Abrams.
Also Present: Steve Shepherd, Administrator; Estefanie Muller, Clerk-Treasurer; Vanessa Chavez, Robles, Rael & Anaya; and Rebecca Sanchez, Secretary.

PLEDGE OF ALLEGIANCE.

1. APPROVAL OF AGENDA.

Mayor Hill requested the Council to table item #10.

MOTION: Councilor Abrams made a motion to approve the Agenda tabling item #10
Councilor Abraham seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor
Abraham voted aye. Councilor Ring voted aye. The motion carried.

2. APPROVAL OF CONSENT AGENDA.

- A. Approval of the Draft Regular Council Meeting Minutes of December 2, 2015.
- B. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of December 1, 2015.
- C. Acknowledge Receipt of the Draft Library Board Meeting Minutes (Meeting cancelled for lack of a quorum) and Library Report for the month of November, 2015.
- D. Acknowledge Receipt of the Draft Animal Control Advisory Board for the month of November, 2015.
- E. Acknowledge Receipt of the Draft Parks and Recreation Meeting Minutes for the month of November, 2015.

MOTION: Councilor Abrams made a motion to approve the Consent Agenda.
Councilor Abraham seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor
Simmons voted aye. Councilor Abrams voted aye. The motion carried.

3. MATTERS FROM THE MAYOR.

4. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.

5. MATTERS FROM THE ATTORNEY.

- A. Final Approval of Annexation Map and Petition – Ms. Vanessa Chavez.

Ms. Chavez spoke about the infill and explained that they have included a the four property section for the infill annexation and now are asking for re-approval. She also stated that there are edits being made to the map by MRCOG where the map indicated as being in the Town and they were not part previous annexations. Councilor Simmons asked about some areas that are still white, indicating not in the Town. Ms. Chavez stated that these areas still in white are properties owned by Department of Transportation or BLM. Councilor Ring asked if BLM will be part of Edgewood. Mr. Shepherd stated that as far as anybody knows it is still under discussion in Taos. Mayor Hill indicated that it is a lengthy process but has heard they will be moving forward. Ms. Chavez stated that once approved tonight, the application will be submitted by the end of the year to the Boundary Commission. Mayor Hill added that once the Boundary Commission receives the application, they will have a hearing on this item. He did state that he knows some of the Commissioners live in Albuquerque, Santa Fe, and Truth or Consequences, in which the Town of Edgewood will be required to pay for their travel expenses and lodging. Mayor Hill stated that we could possibly have a date in January for the Boundary Commission to review this infill annexation request.

MOTION: Councilor Simmons made a motion to approve the Final Annexation Map and Petition. Councilor Ring second the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

6. TOWN OF EDGEWOOD POLICE REPORT – Chief Radosevich.

A. Police Report and Animal Control Report for the months of October and November, 2015.

Chief Radosevich reviewed the Town of Edgewood Police Report and stated that it is for the month of October and November. He apologized he was unable to add the Animal Control Report as some paperwork was misplaced due to the recent move. He stated that he will send an e-mail when it is recovered.

Mayor Hill asked Chief Radosevich if the move is completely in place. Chief Radosevich stated yes. He also addressed the Animal Control temporary hours of Monday through Friday 10:00 a.m. until 4:00 p.m. and Saturday 8:00 a.m. until 11:00 a.m. for the next month or so. Councilor Ring asked about the telephone system and if no one is available would the system connect them to the Police Department. Chief Radosevich indicated that the phone should ring 4-5 times and if no answer the line will transfer the call to the Police Department. Councilor Ring asked if no one is available at Animal Control or the Police Department, would it go to a voice mail. Chief stated yes. He also indicated that they have new phone lines and he believes all of the kinks have been worked out.

Councilor Abraham asked for the Animal Control's new number. The number given is (505) 926-9013. Councilor Abraham stated she heard they need volunteers for the Animal Shelter, and she asked how many will be needed. Chief stated yes, they will need many volunteers for the shelter portion and as a receptionist. Councilor Ring asked would the volunteers be only for the Animal Control Department. Chief stated no; that the Police Department could use help as well, in instance if the Administrative Assistant is on vacation or sick a volunteer would be useful for receptionist duties. Councilor Ring

asked what would be the process of choosing a volunteer. Chief Radosevich stated it would be handled as if they were hiring an employee. Chief Radosevich added that this weekend it will be Shop-With- Cops and that six children from the Moriarty/ Edgewood district have been chosen. They will be having breakfast with them and then will take them to Wal-Mart for some shopping.

MOTION: Councilor Simmons made a motion to approve the Police Department Report for the month of October and November, 2016. Councilor Abrams seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

7. **PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**
None.

8. **CONTINUED REVIEW AND APPROVAL OF THE ASSET MANAGEMENT PLAN – Mr. Raymond Dennis and Mr. Tom Torres.**

MOTION: Councilor Simmons made a motion to approve the Asset Management Plan. Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

Mayor Hill stated that they need to move past the Asset Management Plan and move on to the contract operational stage. He stated that continued discussion will be brought forth in the future. Mr. Shepherd stated that another plan in the works is the Professional Engineering Report, which is the next step after the Asset Management Plan. He stated that this report will show step-by-step plans; any issues that may occur and the process to fix the issues, how much this plan will cost, and how the funding will work. Councilor Abraham asked when they will see the Professional Engineering Report. Mr. Shepherd stated that the contract paperwork is at NMED and once approved he will have a timeline out to the Councilors. Mayor Hill added that the funding for this plan was the Capital Outlay received for the Wastewater Treatment upgrades. Councilor Simmons asked if any peer review would be required in the engineering aspect. Mr. Shepherd stated that the reviews will be done by the engineers at the Environment Department. Councilor Simmons informed everyone that Tom Torres has received a promotion and Mayor Hill stated that the interaction with EPCOR has been intense but commends Mr. Torres on the open communication and the work that he has done.

9. **RESOLUTIONS.**

A. Resolution No. 2015-24 Open Meetings Resolution

MOTION: Councilor Simmons made a motion to approve the Open Meetings Resolution No. 2015-24. Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

B. Resolution No. 2015-25 Holiday Schedule.

MOTION: Councilor Ring made a motion to approve the Holiday Schedule for 2016. Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

C. Resolution No. 2015-26. New Mexico Finance Authority Loan Agreement Amendment.

MOTION: Councilor Simmons made a motion to approve the Town of Edgewood, New Mexico Resolution No. 2015-26. Relating to the 2,696,483 Loan Agreement dated December 12, 2014 (The "Loan Agreement") by and between the Town of Edgewood, New Mexico (The "Governmental Unit") and the New Mexico Finance Authority. Councilor Ring seconded the motion with discussion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

Mr. John Bassett asked the reason for the Amendment. Mayor Hill and Mr. Shepherd stated that there was a residual of funds from the Public Works Building and the intent was to use those funds for the Animal Control Building. The loan agreement needed to be amended as this was not part of the original loan agreement.

10. CALL FOR PUBLIC HEARING.

A. Request for a Zone Change from Residential-1 (R-1) to Commercial Business (CB) for the property located at:

- 92A Church Street, (Tract A .95 acres)
- 92C Church Street, (Tract D .86 acres)
- 88 Church Street (Tract B .95 acres).

Section 27 T10N R7E, Santa Fe County, Edgewood, New Mexico. Lands of Gervais and Patricia Williams. (To be heard at the Council Meeting of January 20, 2016)

This Item has been tabled.

11. CALL FOR PUBLIC HEARING

A. Amendment to Wastewater Ordinance No. 2015-03.

(To be heard at the Council Meeting of January 20, 2016)

Mayor Hill stated that this Item will be heard at the meeting of January 20th. Mr. Shepherd explained that the billing procedures in the Wastewater Ordinance has a conflict with the way the Town would like to implement the billing, and extra time is needed to decipher this issue.

MOTION: Councilor Ring made a motion to call for a Public Hearing at the Council Meeting of January 20, 2016 on the Wastewater Ordinance No. 2015-03. Councilor Simmons seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

12. MATTERS FROM THE ADMINISTRATOR.

A. 2015-16 Budget Update.

Mr. Shepherd reviewed budget spreadsheet. He stated that there was an increase of funds available and would be used to offset other expenses. He stated that utilities have increased and is being reviewed. Mr. Shepherd stated the reoccurring expenses and our one time expenditures would be monitored carefully and by the end of the fiscal year should be balanced. He stated that the State and Construction GRT's have been difficult to forecast and he will keep a close eye on them as they may affect the revenues. Mr. Shepherd specified that in late spring of 2016 the 2017 Fiscal Year budget should be considered. Mayor Hill stated that there are new Auditing requirements on accumulated leave for employees. Councilor Simmons pointed out that the Library is exceptionally efficient, and Mr. Shepherd concluded that Library and Animal Control have kept within their budget. Mr. Shepherd stated his goal is to keep this spreadsheet up to date and bring it to Council on a quarterly basis. Councilor Ring asked for more identification by name, such as paving projects etc. Councilor Ring also inquired about the expenditures for the Walker Road Project. Mr. Shepherd stated that is paid with the GO Bond and can bring the information spent to date. Mayor Hill requested that be placed on the next agenda.

B. Draft Review of the Town of Edgewood Facility Rental Policy and Procedure.

Mr. Shepherd introduced the rough draft for the Town of Edgewood Facility Rental Policy and Procedure. Councilor Abraham asked if a non-profit fee would be added for the recreation field.

C. Award of Request for Proposals Received for "Logo Design and Style Guide Development".

(RFP has been re-advertised and will award at the January 20, 2016 Council Meeting). Mr. Shepherd stated at this date there will be no action on this item as all of the RFP's accepted were not compliant. The RFP has been re-advertised and the committee will meet again.

D. Update on Administrative decision on a Cell Tower Application.

Mr. Shepherd updated the Council, on October 30, 2015; he has signed off on an AT&T antenna modification and is notifying them per the Ordinance. He also mentioned that he has two pending modifications on his desk at this time and will keep Council informed.

13. APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF NOVEMBER, 2015.

MOTION: Councilor Simmons made a motion approve the Financial Report for the month of November 2015. Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

14. ANNOUNCEMENTS and/or CALENDAR REVIEW.

A. Regular Council Meeting – January 6, 2016. @ 6:30 P.M.

B. Regular Council Meeting – January 20, 2016 @ 6:30 P.M.

NOTE: The Town Hall Offices will be closed as follows:
Thursday, December 24, 2015, Offices close at Noon.
Friday, December 25, 2015, Closed in observance of Christmas Day.
Thursday, December 31, Offices close at Noon.
Friday, January 1, 2016, Closed in observance of New Year's Day.

15. FUTURE AGENDA ITEMS.

Mayor Hill stated that in January the Council should look at upcoming events and plan to review such as the Land Use Ordinance.

16. ADJOURN.

MOTION: Councilor Simmons made a motion to adjourn the meeting of December 16, 2015. Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried

Mayor Hill adjourned the meeting of December 16, 2015 at 7:33 p.m.

PASSED, APPROVED AND ADOPTED THIS 16th day of DECEMBER, 2015

Brad E. Hill, Mayor

ATTEST:

Estefanie B. Muller, CMC, Clerk - Treasurer

**MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
DECEMBER 15, 2015 AT 6:00 PM
EDGEWOOD COMMUNITY CENTER
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

1. CALL TO ORDER & ROLL CALL.

Madame Chair McGill called the meeting to order at 6:00 pm and roll call was taken. Commissioners present were: Madame Chair McGill, Vice Chair, Brad Gabel, Pat Markley, and Dan Thompson. Also present were Steve Shepherd, Town Administrator, Bonnie Pettee, Planning & Zoning Assistant, and Rebecca Sanchez, Town Secretary. Commissioner Leonard Navarre was not present.

2. APPROVAL OF AGENDA.

MOTION: Commissioner Gabel made a motion to approve the agenda. Commissioner Navarre seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson voted aye. Commissioner Markley voted aye. Madame Chair McGill voted aye. Motion carried.

3. APPROVAL OF MINUTES.

A. Draft Planning & Zoning Commission Meeting Minutes of December 1, 2015.

MOTION: Commissioner Gabel made a motion to approve the minutes of the December 1, 2015 meeting. Commissioner Thompson seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson voted aye. Commissioner Markley abstained due to lack of presence at the meeting. Madame Chair McGill voted aye. Motion carried.

4. PUBLIC COMMENT: (Limited to 2 minutes per person)

There were none.

5. REQUEST FOR ZONE CHANGE FROM R-1, RESIDENTIAL TO C-2, COMMERCIAL BUSINESS ZONE

Commission Review and Recommendation to Edgewood Town Council

For property located at:

- 92A Church Street - Tract A - 0.95 acres ,and
- 92C Church Street - Tract D - 0.95 Acres, and

- 88 Church Street - Tract B - 0.86 acres of the Lands of Gervais & Patricia Williams, Section 27 T10N R7E NMPM, Santa Fe County, Edgewood, NM.

Madame Chair McGill summarized the request and explained the duties of the Commission. She asked if the notifications had been properly posted.

Steve Shepherd confirmed that they had.

Commissioner Markley asked if it would be appropriate to recuse himself from the discussion since he is a neighbor to the subject property.

Madame Chair McGill confirmed that it would be appropriate.

Bonnie Pettee presented the Staff Report. She explained that the request was made for three parcels to be changed from R-1 Residential Zone to C-2 Commercial Business Zone for the property located at 88 Church Street; Tract B, 92A Church St; Tract A, And 92 C Church Street; Tract D, Lands of Gervais & Patricia Williams, Section 27 T10N R7E NMPM, Santa Fe County, Edgewood, NM. She stated that notification of the meeting was posted in two locations along the road frontage of the subject property and letters were mailed to the property owners within 500'. She stated that Tracts A, B, & D are vacant land and the owner has no plans for their future development. The parcel to the south of Tracts A and B is currently zoned R-S. It was previously used as a Pet Supply and Feed Store. The owner would like to open a retail type business there in the near future. It was unsure if the R-S: Residential Zoning would be appropriate for the type of business he would like to open. Ms. Pettee stated that the opinion of the staff was that the requirements of the C-2 zoning were met, that the request was consistent with the Comprehensive plan, Economic Development Strategies (Page 74/#17), it was not detrimental to the public welfare, would not impair the value of adjacent properties nor impair the integrity of the zoning district. Therefore, staff recommended approval of the zone change request.

Commissioner Gabel inquired as to the conditions met with regards to the C-2 zoning.

Ms. Pettee replied that there was no minimum lot size requirement. Mr. William's parcels are under 1 acre. The C-2 commercial zoning; Permissive Uses would include retail type businesses.

Commissioner Gabel stated he thought another type of zoning may be more appropriate.

Mr. Clay Williams, the applicant, explained that at one time the parcels were all part of one, 5 acre parcel zoned Commercial. His father split the parcel into 4 separate lots. The zoning was changed in 2009 to R-1 Residential. He would like to switch it back. He would also like to develop a business there and have the zoning to be contiguous on all of the parcels. He added that it is his desire to contribute to the community and not let this property become an eyesore to the area.

Madame Chair McGill asked for clarification on the definition of R-S: Residential Service.

Ms. Pettee replied that it would allow for retail business up to 3,000 square feet, or convenience type store or medical buildings up to 6,000 square feet.

Mr. Williams stated that when the pet store was open, they were using approximately 8,000 square feet of space. He noted that he has been paying taxes at a commercial rate since 1978.

Madame Chair McGill stated the staff report designates the property to the north as R-1: Residential. She believes it should be M-U: Mixed Use.

Steve Shepherd confirmed that the property is zoned M-U and explained that it was part of a zone map amendment earlier this year.

Commissioner Gabel expressed his concern with C-2 zoning, as it leaves an open door to a wide variety of businesses in a small area. He reiterated that he was not sure this would be the appropriate zoning.

Mr. Williams stated that he was trying to be contiguous with the size of his building. R-S zoning would restrict his usage considerably.

Madame Chair McGill stated she agreed with Commissioner Gabel on the appropriateness of the zoning. She inquired as to why the applicant was requesting C-2 zoning for Tract A, B, & D and yet the parcel containing the building (Tract C) is zoned R-S.

Ms. Pettee explained that at the time of the application there was some confusion on the zoning. The applicant has since submitted an additional application for Tract C to change it to C-2 as well.

Mr. John Bassett requested to comment. He asked the applicant if he had considered a variance to allow for greater retail square footage?

Mr. Williams replied no, but he would like to use the size of the building.

Mr. Bassett added that if he kept the R-S zoning, he would not be taxed at the higher rate.

MOTION: Commissioner Gabel made a motion to table the request for a ZC 2015-1119 Zone Change for property at 92A Church Street - Tract A - 0.95 acres, 92C Church Street – Tract D - 0.95 acres, and 88 Church Street - Tract B - 0.86 acres of the Lands Of Gervais & Patricia Williams, Section 27, T10N, R7E, NMPM, Santa Fe County, Edgewood, NM until a time determined by Mr. Shepherd and staff subject to a discussion with the applicant on how he would like to proceed. Commissioner Thompson seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson voted aye. Madame Chair McGill voted aye. Motion carried.

6. DISCUSSION, REVIEW, PUBLIC COMMENT, AND RECOMMENDATION CONCERNING NOTIFICATION ORDINANCE AMENDMENTS

Staff Recommendation, Public Comment, Commission Discussion, and Possible Recommendation

Mr. Shepherd explained that it was staff's desire to streamline the noticing requirements across ordinances to make them reasonable to attain and consistent as possible, while still being effective. He proposed vacating the current ordinance and creating a new one with a new more appropriate title. He added that he will need to add the requirements to the Annexation Ordinance, as well. Mr. Shepherd spoke about the definition of "block" and gave the example of "A block is defined by the Town of Edgewood as any are bounded on all four sides by public streets, and does not exceed 2 acres." He asked the Commissioners to recommend a definition to use.

Madame Chair McGill asked why the word block needed to be included.

Mr. Shepherd replied that it is in the state Statute, so we have to include it. He added that the staff is concerned mostly with the requirement for certified mail, due to the expense and the possibility of the addressee not picking them up.

7. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS.

Commissioner Gabel stated that this would be his last meeting. He has appreciated the opportunity to serve the Community. He expressed his thanks to the Council and Mayor for their trust.

Madame Chair McGill expressed her appreciation for Commissioner Gabel; for his knowledge and guidance throughout the years.

8. MATTERS FROM STAFF.

Mr. Shepherd also expressed his appreciation to Mr. Gabel for his service.

9. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.

A. Commission Recommendation to Change Notification Requirements Across Ordinances 01/05/16

B. Present Initial Staff Recommended Language Changes to Appeal Requirements Across Ordinances 01/05/16

- C. Public Hearing: Major Subdivision 01/19/15
- D. Public Hearing: Amendment to Master Plan 01/19/16

10. ADJOURN.

MOTION: Commissioner Gabel made a motion to adjourn the meeting of December 19, 2015. Commissioner Markley seconded the motion.

VOTE: Commissioner Gabel voted aye. Commissioner Thompson voted aye. Commissioner Markley voted aye. Madame Chair McGill voted aye. Motion carried.

Madame Chair McGill adjourn the meeting at 6:47 pm.

Kay Davis, Chairperson

ATTEST:

Leonard Navarre, Secretary