



Agenda

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SUMMARY COMMITTEE
Thursday, April 7, 2016 - 11:00am
City Council Chambers
City Hall 1st Floor - 200 Lincoln Avenue

- A. **ROLL CALL**
- B. **APPROVAL OF AGENDA**
- C. **APPROVAL OF MINUTES**

March 3, 2016

- D. **OLD BUSINESS**
- E. **NEW BUSINESS**

1. **Case #2015-109. Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7.** Santa Fe Surveying Company, agent for Tierra Contenta Corp., Homewise Inc., and Commercial Center at 599 Inc., requests lot split approval to divide 45.63± acres of land to create two lots from existing "Tract 8A3-7" of the Tierra Contenta Subdivision Phase 2C. This split will create "Tract 49" containing 12.68± acres and "Tract 8A3-7D" containing 32.94± acres. "Tract 49" is zoned PRC (Planned Residential Community, 6-9 dwelling units per acre) and "Tract 8A3-7D" is zoned C-1 (Office and Related Commercial) and C-2 (General Commercial). (Donna Wynant, Case Manager)

- F. **STAFF COMMUNICATIONS**
- G. **MATTERS FROM THE COMMITTEE**
- H. **ADJOURNMENT**

NOTES:

- 1) Procedures in front of the Summary Committee are governed by Roberts Rules of Order. Postponed cases are postponed 1) to a specific date, or 2) indefinitely until specific conditions have been resolved, or 3) to a specific date with the provisions that specific conditions be resolved prior to that date. Postponed cases can be removed from postponement by a motion and vote of the Summary Committee.
- 2) Due to time constraints not all issues may be heard and may be rescheduled to the next scheduled Summary Committee meeting. This agenda is subject to change at the discretion of the Summary Committee.
- 3) New Mexico law requires the following administrative procedures to be followed by zoning boards conducting "quasi-judicial" hearings. In "quasi-judicial" hearings before zoning boards, all witnesses must be sworn in, under oath, prior to testimony and be subject to cross examination. Witnesses have the right to have an attorney present at the hearing. The zoning board will, in its discretion, grant or deny requests to postpone hearings.

***Persons with disabilities in need of special accommodations or the hearing impaired needing an interpreter please contact the City Clerk's Office (955-6520) 5 days prior to the hearing date.**

**SUMMARY INDEX
CITY OF SANTA FÉ
SUMMARY COMMITTEE
April 7, 2016**

ITEM	ACTION	PAGES
A. ROLL CALL	Quorum	1
B. APPROVAL OF AGENDA	Approved as published	1
C. APPROVAL OF MINUTES - March 3, 2016	Approved as presented	1
D. OLD BUSINESS	None	1
E. NEW BUSINESS		
1. <u>Case #2015-109</u> Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7.	Approved with conditions	2
F. STAFF COMMUNICATIONS	Discussion	3
G. MATTERS FROM THE COMMITTEE	Discussion	3
H. ADJOURNMENT	Adjourned at 11:10 a.m.	3

**MINUTES OF THE MEETING
OF THE CITY OF SANTA FÉ
SUMMARY COMMITTEE
April 7, 2016**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Brian Gutierrez, Chair, on the above date at approximately 11:00 a.m. in the City Council Conference Room, City Hall, Santa Fé, New Mexico.

A. ROLL CALL

MEMBERS PRESENT:

Brian Gutierrez, Chair
Sarah Propst, Commissioner

MEMBERS EXCUSED:

Vince Kadlubek, Commissioner

OTHERS PRESENT:

Greg Smith, Current Land Use Director
Mr. Noah Berke, Current Planning Division, Senior Planner
Zach Shandler, Assistant City Attorney
Carl Boaz, Stenographer

There was a quorum of the membership in attendance for the conducting of official business.

B. APPROVAL OF AGENDA

Commissioner Propst moved to approve the agenda as presented. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

C. APPROVAL OF MINUTES – March 3, 2016

Mr. Berke asked for a change under Others Present that Greg Smith's position should be shown as Current Planning Division, Land Use Department, Division Director and for Mr. Berke, to be shown as Current Planning Division, Land use Department.

Commissioner Propst moved to approve the minutes of March 3, 2016 as amended. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

D. OLD BUSINESS

There was no Old Business.

E. NEW BUSINESS

1. **Case #2015-109. Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7.** Santa Fe Surveying Company, agent for Tierra Contenta Corp., Homewise Inc., and Commercial Center at 599 Inc., requests lot split approval to divide 45.63± acres of land to create two lots from existing "Tract 8A3-7" of the Tierra Contenta Subdivision Phase 2C. This split will create "Tract 49_" containing 12.68± acres of land to create two lots from existing "Tract 8A3-7" containing 12.68± acres and "Tract 8A3-7D" containing 32.94± acres. "Tract 49_" is zoned PRC (Planned Residential Community, 6-9 dwelling units per acre) and "Tract 8A3-7D" is zoned C-1 (Office and Related Commercial) and C-2 (General Commercial). Donna Wynant, Case Manager)

Mr. Berke presented the Staff Report for this case because Ms. Wynant could not be present. A copy of the Staff Report is incorporated herewith as Exhibit 1. Please refer to Exhibit 1 for details concerning this report.

Applicant's Presentation

Mr. James Sanchez, 1210 Luisa Street, was sworn. He said he did not have much to add to the summary. It is simple and he agreed with all proposed conditions of approval.

Public Hearing

There were no speakers from the public regarding this case and the public hearing portion was closed.

Committee Discussion

Chair Gutierrez was curious, since the Committee saw cases going forward prior to this lot split. He asked if that was usually the way these come forward. This is the first time he had seen it like this where the lot split has already been done. He asked if this is an exception.

Mr. Sanchez said he did not have a clear explanation. This was submitted back in November prior to the other case being approved and for some reason it got stalled at the City until last month.

Mr. Berke was not sure why it was delayed. It was internally.

Action of the Committee

Commissioner Propst moved to approve Case #2015-109, Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7 with conditions imposed by staff. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

F. STAFF COMMUNICATIONS

Mr. Berke had no communications except he was looking forward to the Planning Commission meeting this evening. The urban agriculture matter was pulled from the agenda but the rest are on the agenda. He encouraged the members to review the escarpment ordinance prior to the meeting.

G. MATTERS FROM THE COMMITTEE

Chair Gutierrez said he got an email straight from Mr. Karnes and asked if it was customary for those emails to come straight to the members rather than first to the City. He added that his ended up in junk.

Commissioner Propst said she didn't get one.

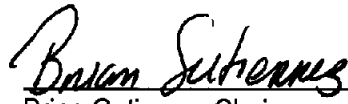
Mr. Berke said he saw that the email was sent out. It is not customary. However, there are instances when City Councilors have been directly emailed from applicants. Normal procedures are that applicants or their representatives or members of the public send the emails to Staff first for review and they are included in the packet as communications from the public. The Staff Report is 9 pages long and the opposition was 11 pages. Staff is reviewing that report in order to be better prepared at the meeting.

Commissioner Propst said she probably needed to follow up with an email to Staff. Commissioners are not getting the criteria to be used in the reports. She called Mr. Shandler yesterday and he agreed. We need to have 1, 2, 3, 4, 5 in the memos what the Committee needs to consider in the case. Chair Gutierrez agreed.

H. ADJOURNMENT

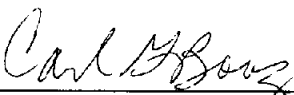
Having completed the agenda and with no further business to come before the Committee, the meeting was adjourned at 11:10 a.m.

Approved by:



Brian Gutierrez, Chair

Submitted by:



Carl Boaz for Carl G. Boaz, Inc.

Summary Committee
April 7, 2016

EXHIBIT 1

City of Santa Fe, New Mexico

memo

DATE: March 28, 2016 for the April 7, 2016 Meeting

TO: Summary Committee

VIA: Lisa Martinez, Director, Land Use Department
Greg Smith, AICP, Director, Current Planning Division

FROM: Donna Wynant, AICP, Senior Planner, Current Planning Division

Case #2015-109. Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7. Santa Fe Surveying Company, agent for Tierra Contenta Corp., Homewise Inc., and Commercial Center at 599 Inc., requests Lot Split approval to divide 45.63± acres of land to create two lots from existing "Tract 8A3-7" of the Tierra Contenta Subdivision Phase 2C. This split will create "Tract 49" containing 12.68± acres and "Tract 8A3-7D" containing 32.94± acres. "Tract 49" is zoned PRC (Planned Residential Community, 6-9 dwelling units per acre) and "Tract 8A3-7D" is zoned C-1 (Office and Related Commercial) and C-2 (General Commercial). (Donna Wynant, Case Manager)

RECOMMENDATION

The Land Use Department recommends **Approval** with the Conditions of Approval as outlined in this report.

BACKGROUND & SUMMARY

The property is zoned C-1, C-2 and PRC. The proposal would create two lots: Tract 8A3-7D consisting of +/- 32.94 acres and Tract 49, consisting of +/- 12.68 acres. This lot split is a routine step in the development review process. Both lots are currently undeveloped but both have approved plans as follows: Tract 8A3-7D has an approved Final Subdivision Plat and Development Plan for the Village Plaza with a time extension giving it approval to November 3, 2016. Tract 49 has Final Subdivision Plat approval for 50 single family homes (Vista Serena), approved by the Planning Commission at its March 3, 2016 meeting.

Both lots are directly accessible from Plaza Central, which is a 66 foot wide public roadway. The portion of Plaza Central from the roundabout at Contenta Ridge to the south will be completed in Phase I of the Vista Serena subdivision. The remainder of Plaza Central to Jaguar will be completed prior to the development of the Village Plaza commercial center.

CONDITIONS OF APPROVAL

Following standard practice, redline comments will be provided to the surveyor who shall make any necessary changes and submit the corrected plat in Mylar.

Staff recommends the following conditions of approval:

1. The following notes shall be placed on the plat:
 - a. Property development is required to comply with the applicable provisions of Chapter 14, Land Development Code, SFCC 2001 and subsequent amendments.
 - b. Property is required to comply with the provisions of each City of Santa Fe Ordinance adopted prior to plat and/or Development Plan recording with the County Clerk or submittal for a Building Permit.
 - c. Prior to any new construction, Plat shall be submitted to the Fire Department for compliance with the International Fire Code.
 - d. Each lot shall be served with separate sewer and water.
2. Staff redline comments will be provided to the surveyor who shall address issues and submit corrected plat in Mylar.

ATTACHMENTS:

EXHIBIT A: City Staff Memoranda and Email

1. Waste Water Division Engineer memorandum, Stan Holland
2. Water Division email, Dee Beingessner
3. Traffic Engineering email, Sandra Kassens
4. Technical Review Division email, City Engineer, RB Zaxus

EXHIBIT B: Maps

1. Zoning Map

EXHIBIT C: Applicant Materials

1. Letter of Application
2. Lot Split Plat

City of Santa Fe



New Mexico

MEMO

Wastewater Management Division DEVELOPMENT REVIEW COMMENTS

E-MAIL DELIVERY

Date: March 24, 2016

To: Donna Wynant, Case Manager

From: Stan Holland, P.E.
Wastewater Management Division

Subject: Case 2015-109 Tierra Contenta Lot Split

The subject property is accessible to the City public sewer system.

The Wastewater Division has no objection to the proposed lot split.

WYNANT, DONNA J.

From: BEINGESSNER, DEE
Sent: Tuesday, March 22, 2016 11:09 AM
To: WYNANT, DONNA J.
Subject: RE: Case #2015-109 Tierra Contenta Lot Split

Donna,

I don't have any comments on this one. They have already submitted a water plan for this area and it's being approved.

Dee

WYNANT, DONNA J.

m: KASSENS, SANDRA M.
Sent: Monday, December 14, 2015 10:47 AM
To: WYNANT, DONNA J.
Cc: ROMERO, JOHN J
Subject: TC Phase 2C tract 8A3-7 Lot Split

Donna,
The Traffic Engineering Section has no comments on the proposed lot split for Tierra Contenta Subdivision, Phase 2C, Tract 8A3-7, case #2015-109.

Sandra Kassens

Engineer Assistant
Traffic Engineering Division
Public Works Department
City of Santa Fe
505-955-6697

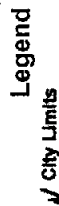
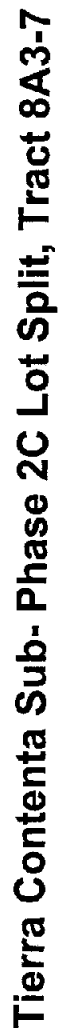
WYNANT, DONNA J.

From: ZAXUS, RISANA B.
Sent: Tuesday, December 15, 2015 2:47 PM
To: WYNANT, DONNA J.
Subject: Case # 2015-109, TC Phase 2C Lot Split

Ms. Wynant –

I have no review comments on the above case.

RB Zaxus, PE
City Engineer



Tract 8A3-7D
Village Plaza

Tract 49
Vista Serena
Subdivision

Santa Fe River

Zoning

RR Rural Residential

R1, (PUD) Single-Family 1dw/ac.

R2, (DT), (PUD), (AC) Single - Family
2dw/ac

R3, (PUD) Single - Family 3dw/ac

R4 Single - Family 4du/ac

R5, (DT), (PUD), (AC), R6 Single -
Family 5-6du/acR7, (I), (PUD), R8 Single - Family 7-
8du/ac

RC5, RC5AC Compound 5dlw/ac

RC8. RCAAC Compound 8du/ac

R10. (PUB) Multiple - Family 10du/ac

R12 (PUP) Multiple - Family 12du/ac

R21 (PIP) Multiple - Family 21du/ac

R2A (PUO) (AC) Multidisciplinary - Family

K2S, (PUD)₂(AC) Multiple - Family
28du/ac

RAC Residential Arts & Crafts



WHP Mobile Home Park

City (PUD) Office and Related

Commercial
CG, IT/OT/Office and Related

C2, (PUD) General Commercial

Can I Get My Money Back?



Scale: 1:19,179

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

SANTA FE SURVEYING COMPANY

P.O. BOX 2919 SANTA FE, NEW MEXICO 87504

1210 Luisa Street, Suite #8

PHONE 505-992-3211, CELL 505-660-2659, EMAIL sfsc@cybermesa.com

November 13, 2015

Noah Berke, Planning and Policy Administrator
Land Use Department
City of Santa Fe
200 Lincoln Avenue
Santa Fe, New Mexico 87504

**RE: LETTER OF APPLICATION FOR A LOT SPLIT PLAT OF "TRACT 8 A3-7" FOR
HOMEWISE INC, TIERRA CONTENTA CORP., AND COMMERCIAL CENTER
AT 599, WITHIN SECTION 13 AND SECTION 14, TOWNSHIP 16 NORTH,
RANGE 8 EAST, N.M.P.M., AND WITHIN THE CITY AND COUNTY OF
SANTA FE.**

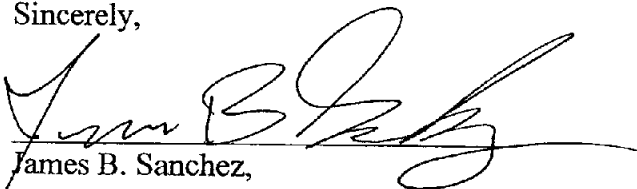
Dear Mr. Berke:

Santa Fe Surveying Co. is herewith submitting a Lot Split Plat for review and approval. The purpose of this plat is to create two lots from existing "Tract 8A3-7". This split would create "Tract 49" containing 12.6841 acres and "Tract 8A3-7D" containing 32.9472 acres.

The current zoning of the property is P.R.C.

Should you need any additional information or if you have any questions or comments, please contact me, at your convenience.

Sincerely,



James B. Sanchez,
Santa Fe Surveying Company

