



Agenda

SUMMARY COMMITTEE
Thursday, February 1, 2018 - 11:00am
City Council Chambers
City Hall 1st Floor – 200 Lincoln Avenue

- A. **ROLL CALL**
- B. **APPROVAL OF AGENDA**
- C. **APPROVAL OF MINUTES**
January 4, 2018
- D. **OLD BUSINESS**
- E. **NEW BUSINESS**

1. **Case #2017-136. 1111 Ocate Road Lot Split.** Jim Siebert, of James Siebert & Associates, Agent, representing Santa Fe Boys & Girls Club, Owner, requests approval of a lot split to divide approximately 8.64 acres to create two lots (+/-2.74 acres and +/-5.90 acres). The property is zoned C-2 (General Commercial). (Lee Logston, Case Manager)
2. **Case #2017-137. 3674 Cerrillos Road Lot Split.** Jim Siebert, of James Siebert & Associates, Agent, representing Trinity Capital Corporation, Owner, requests approval of a lot split to divide approximately 3.18 acres to create two lots (+/-1.62 acres and +/-1.56 acres). The property is zoned C-2 (General Commercial) and is located in the Cerrillos Road Highway Corridor Overlay. (Lee Logston, 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.**

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CITY OF SANTA FÉ
SUMMARY COMMITTEE
February 1, 2018**

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E. NEW BUSINESS		
1. Case #2017-136. 1111 Ocate Road Lot Split.	Approved	2-3
2. Case #2017-137. 3674 Cerrillos Road Lot Split.	Approved	3-4
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**MINUTES OF THE MEETING
OF THE CITY OF SANTA FÉ
SUMMARY COMMITTEE
February 1, 2018**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Brian Gutierrez, Chair, on February 1, 2018 at approximately 11:00 a.m. in the City Council Chambers, City Hall, Santa Fé, New Mexico.

A. ROLL CALL

MEMBERS PRESENT:

Brian Gutierrez, Chair
Lee Garcia, Commissioner
Sarah Cottrell Propst, Commissioner

MEMBERS EXCUSED:

OTHERS PRESENT:

Noah Berke, Land Use Planner Manager
Lee Logston, Land Use Case Manager
Carl Boaz, Stenographer

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

B. APPROVAL OF AGENDA

MOTION: 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 – January 4, 2018

Mr. Berke requested the following changes to the minutes:

On page 4 at the bottom, second paragraph where "it is now zoned R-21 so is appropriate for the owner," requested that it be changed for better clarity, to say, "it is now zoned R-21 so it is appropriate to have two dwelling units on 0.298 acre."

At the last paragraph on page 4, where it should say "Mr. Berke said when a building permit is issued, there is a 15-day appeal period if you thought staff erred or inaccurate documents were presented."

On page 5, first paragraph, "City Hall" should be capitalized.

MOTION: Commissioner Propst moved to approve the minutes of January 4, 2018 as amended. Commissioner Garcia seconded the motion and it passed by unanimous voice vote.

D. OLD BUSINESS

There was no Old Business.

E. NEW BUSINESS

1. **Case #2017-136. 1111 Ocate Road Lot Split.** Jim Siebert, of James Siebert & Associates, Agent representing Santa Fe Boys & Girls Club, Owner, requests approval of a lot split to divide approximately 8.64 acres to create two residential lots (+/-2.74 acres and ±5.90 acres). The property is zoned C-2 (General Commercial) (Lee Logston, Case Manager)

Staff Report

Mr. Logston presented the staff report for this case. The property is mostly undeveloped. About 1/3 is developed as a gravel parking for the Honda/Subaru Dealer. Two buildings are adjacent to this property. Church and sports club, and each has adequate parking on-site. The lot split will create no nonconformities and will be required to comply with Code. Staff recommended approval of the lot split subject to Staff conditions and technical corrections, most of which were due to the fact that it is undeveloped so there is no curb and gutter. One motion is required, subject to conditions and technical corrections.

Applicant's Presentation

Mr. Jim Siebert, 915 Mercer, was sworn. Mr. Siebert said this is straightforward. The smaller lot will be retained by the Boys & Girls Club and the larger lot is for the Honda-Subaru dealership. He agreed with conditions of staff.

Public Comment

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

Committee Discussion

Commissioner Garcia asked if the gravel parking lot is part of this property.

Mr. Siebert said that to the west, the property is used by a church and to the east by the sports club.

Commissioner Garcia thought it was once used for tractors and asked if it was cleared out.

Mr. Siebert agreed that it was.

Chair Gutierrez asked about the condition for sidewalks.

Mr. Logston said those conditions are all triggered at the development stage.

Action of the Committee

MOTION: Commissioner Propst moved approval in Case #2017-136, 1111 Ocate Road Lot Split, subject to conditions and technical corrections recommended by Staff. Commissioner Garcia seconded the motion and it passed by unanimous voice vote.

2. **Case #2017-137. 3674 Cerrillos Road Lot Split.** Jim Siebert, of James Siebert & Associates, Agent representing Trinity Capital Corporation, Owner, requests approval of a lot split to divide approximately 3.18 acres to create two residential lots (± 1.62 acres and ± 1.56 acres). The property is zoned C-2 (General Commercial) and is located in the Cerrillos Road Highway Corridor Overlay. (Lee Logston, Case Manager)

Staff Report

Mr. Logston presented the staff report for this case. Unlike the last case, most of this property is developed with LANB on the west and on the east it is partially surface parking. The owner can answer specific questions on stormwater issues. They have a permeable parking lot with water harvesting. It meets all development standards and the lot split will not create any nonconformities. Some conditions are requested regarding the stormwater design that will be triggered at development to comply with the standards. One motion is required, subject to conditions of Staff and technical corrections.

Applicant's Presentation

Mr. James Siebert, 915 Mercer, (previously sworn) explained that when the bank built their building, they had enough land for another building site and this lot split just separates the parcel for that building to happen. Both lots have all infrastructure in place already and there are agreements regarding shared access, utilities, etc.

Public Comment

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

Commission Discussion

Commissioner Propst asked how much parking is required for each lot.

Mr. Siebert said the parking requirement for office use is one parking space per 200 square feet. They have provided parking spaces with four spaces more than the minimum requirement.

Chair Gutierrez asked if the Applicant has some idea of what will be developed there.

Mr. Siebert said they do have a client and it will probably be another office building.

Chair Gutierrez asked Mr. Logston if that parking is enough.

Mr. Logston said the new lot would not be restricted from using the bank's parking lots so it is enough.

Chair Gutierrez understood that LANB won't put a restriction on their parking.

Mr. Siebert said they have no shared agreement for parking but they do have plenty.

Action of the Committee

MOTION: Commissioner Propst moved for approval of **Case #2017-137, 3674 Cerrillos Road Lot Split**, subject to conditions of approval and technical corrections recommended by Staff. Commissioner Garcia seconded the motion and it passed by unanimous voice vote.

F. STAFF COMMUNICATIONS

Mr. Berke had no staff communications.

G. MATTERS FROM THE COMMITTEE

Commissioner Propst was very glad that the Committee now has three members. She and Chair Gutierrez welcomed Commissioner Garcia to the Summary Committee.

H. ADJOURNMENT


The meeting was adjourned at 11:16 am.

Approved by:



Brian Gutierrez, Chair

Submitted by:



Carl Boaz for Carl G. Boaz, Inc.