



# Agenda

CITY CLERK'S OFFICE

DATE 12/14/17 TIME 2:45

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*[Signature]*

**SUMMARY COMMITTEE**  
**Thursday, January 4, 2018 - 11:00am**  
**City Council Chambers**  
**City Hall 1<sup>st</sup> Floor – 200 Lincoln Avenue**

- A. **ROLL CALL**
- B. **APPROVAL OF AGENDA**
- C. **APPROVAL OF MINUTES**  
December 7, 2017

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

1. **Case #2017-119. 1788 Siringo Road Lot Split.** Josie Santana, Agent and Owner, requests approval of a lot split to divide approximately 7.05 acres to create two residential lots (+/-3.651 acres and +/-3.779 acres). The property is zoned R-4 (Residential - four dwelling units per acre) (Lee Logston, Case Manager)
2. **Case #2017-121. 208 and 210 Callecita Place Lot Split.** Dean Schrader, of High Desert Surveying Inc., Agent, representing WOWWEE LLC, Owner, requests approval of a lot split to divide approximately 0.298 acres to create two residential lots (+/-0.149 acres each). The property is zoned R-21 (Residential - twenty one dwelling units per acre) (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.**

**SUMMARY INDEX  
CITY OF SANTA FÉ  
SUMMARY COMMITTEE  
January 4, 2018**

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A. ROLL CALL	Quorum	1
B. APPROVAL OF AGENDA	Approved as published	1
C. APPROVAL OF MINUTES - December 7, 2017	Approved as presented	1
D. OLD BUSINESS	None	1
E. NEW BUSINESS		
1. Case #2017-119. 1788 Siringo Road Lot Split.	Approved	1-3
2. Case #2017-121. 208 and 210 Callecita Place Lot Split.	Approved	4-5
F. STAFF COMMUNICATIONS	None	5
G. MATTERS FROM THE COMMITTEE	None	5
H. ADJOURNMENT	Adjourned at 11:30 a.m.	5

**MINUTES OF THE MEETING  
OF THE CITY OF SANTA FÉ  
SUMMARY COMMITTEE  
January 4, 2018**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Brian Gutierrez, Chair, on January 4, 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  
Sarah Cottrell Propst, Commissioner

**MEMBERS EXCUSED:**

(One vacancy)

**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 – December 7, 2017**

**MOTION: Commissioner Propst moved to approve the minutes of December 7, 2017 as presented. 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 #2017-119. 1788 Siringo Road Lot Split.** Josie Santana, Agent and Owner, requests

approval of a lot split to divide approximately 7.05 acres to create two residential lots (+/-3.651 acres and ±3.779 acres). The property is zoned R-4 (Residential - four dwelling units per acre) (Lee Logston, Case Manager)

### Staff Report

Mr. Logston provided the staff report. Josie Santana is the owner. The lot split for two residential lots. The property has a history of splits and combinations, the last was a consolidation in 2012 and lot adjustment in 2013. She is trying to settle the estate and has been given different advice to do so.

The railroad easement on the south has various terrain issues. There is a 42' dedicated ROW for access. They had some discussion at last moment with drawing it as a cul de sac. The Committee's version shows a hammerhead, but Public Works would like to show it as cul-de-sac and that would infer a road. So replacing condition 1 and condition 2 are that ROW with language we hoped to have ready but is up in the air. The motion as written still stands with changed conditions 1 and 2.

Mr. Berke said the lot split is in compliance with all conditions and the one imposed with the traffic engineer. But she wants to work with Traffic to not see the cul-de-sac be improved.

If the Committee is okay with approval, it would be with conditions 3-9 and 12 and # 2 to be worked out with the Traffic Division.

### Questions to Staff

There were no questions to Staff.

### Applicant's Presentation

Ms. Josie Santana was sworn. She said, to clarify, that it was recommended the easement be extended 200' down which is okay, but she would like it to say it could be reconfigured at the time of development. She is not developing the property but whoever buys it could reconfigure that easement.

Chair Gutierrez asked if she agreed with other conditions.

Ms. Santana said yes.

### Public Comment

Mr. Christopher DeJesus was sworn and asked where the easement will be. He bought the property adjacent to this one.

Mr. Berke showed him the plat and explained where it would be.

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

### Action of the Committee

Commissioner Propst clarified that the easement is along tract 1A.

Mr. Logston explained that it runs on the east edge of tract 2A and it shows it ending with the hammerhead and that is what will be revised. It is unknown which way a road would run. There could be four houses with a dirt road but with 8 or more, would require lane standards. The basic ROW runs adjacent to A-1.

Commissioner Propst asked if the property is not sold or developed.

Mr. Logston agreed. It is at the point with our standards until 8 or more lots are developed.

Chair Gutierrez noted that condition #1 says due to topography but it doesn't say it must extend and that leaves it open. He didn't think we need to change that language much.

Mr. Berke said Staff can work that out in the later platting process. And a new owner could request a change. So you could leave 1 and 2 as is or put in language that it must be worked out to the satisfaction of the traffic engineer.

Chair Gutierrez understood that if over 8 lots were to be developed, the road must be developed to lane standards. He asked if that included or excluded tract A-1.

Mr. Logston didn't know.

Mr. Berke said all of them would access it so A-1 would be included. With 8 homes, the lane would have to be extended to 42' width.

Chair Gutierrez was satisfied since the owner could come in and work that out with traffic. He didn't realize there was a drop-off back there so that is not doable, and he was okay having Staff work with the applicant to make sure it gets built to standards if 8 or more lots are proposed.

**Commissioner Propst moved for approval of Case #2017-119 - 1788 Siringo Road Lot Split with conditions of approval 3-0 and replacing 1 and 2 as Mr. Berke suggested to work with Traffic Division Staff regarding access and easement. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.**

2. **Case #2017-121. 208 and 210 Callecita Place Lot Split.** Dean Schrader, of High Desert Surveying Inc., Agent, representing WOWWEE LLC, Owner, requests approval of a lot split to divide approximately 0.298 acres to create two residential lots ( $\pm 0.149$  acres each). The property is zoned R-21 (Residential - twenty-one dwelling units per acre) (Lee Logston, Case Manager)

### Staff Report

Mr. Logston provided the staff report for this case. This is much simpler and has no last-minute curve ball. It is zoned R-21, about 1/3 of an acre and they propose a clean lot split for two residential lots. It is a very clean legal lot from 4 narrow lots that were consolidated. There are retaining walls toward the rear being kept. There are no immediate plans for development but will create lots in character with the rest for ultimate development. There is a paved shared access easement. We believe it will be removed for two accesses. If they choose shared access, it will be clarified on the plat. Otherwise, it meets all development standards and has no nonconformity.

Staff recommended approval with one condition to replace a deteriorated sidewalk.

### Questions to Staff

There were no questions to Staff.

### Applicant's Presentation

Mr. Dean Schrader was sworn and clarified he is the surveyor, not the developer. They agreed with the conditions. Likely, two houses will be built in the future. Driveways are probably two. They will rebuild the sidewalk in front. He wanted to know when that must be done, now or at building permit.

### Public Comment

Ms. Joan Berde, P.O. Box 15, Llano New Mexico, was sworn. She lives part-time next door. She said there were two houses on the property and were torn down about ten years ago. So it is going back to what it was zoned as a two-house property. She asked if the zoning was also going back.

Mr. Berke said it was originally two houses and two lots and then consolidated and now split. It is zoned R-21 so is appropriate for the owner, who is a custom home builder. The first proposal was for 4 lots but that didn't work out. So this will be two lots and he will build one home and later, build another.

Ms. Berde asked if she could give feedback and make requests.

Mr. Berke said when a building permit is issued, there is a 15-day appeal period if you thought staff erred for inaccurate documents presented. The City doesn't have architectural standards for the building. It would be hard to appeal a house you didn't like appearance of. The application for building permit will be

posted from a visible public right-of-way at the property and when posted, a neighbor could come to city Hall to review the details.

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

#### Action of the Committee

Chair Gutierrez asked if the sidewalk would be fixed prior to recordation of the plat.

Mr. Berke agreed, or they could put up a bond.

Chair Gutierrez had no other questions.

**Commissioner Propst moved approval of Case #2017-121. 208 and 210 Callecita Place Lot Split with staff conditions of approval. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.**

#### **F. STAFF COMMUNICATIONS**

There were no Staff communications.

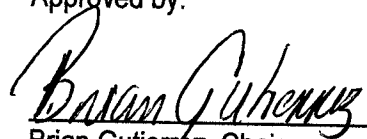
#### **G. MATTERS FROM THE COMMITTEE**

There were no matters from the Committee.


#### **H. ADJOURNMENT**

The meeting was adjourned at 11:30 a.m.

Approved by:

  
\_\_\_\_\_  
Brian Gutierrez, Chair

Submitted by:

  
\_\_\_\_\_  
Carl Boaz for Carl G. Boaz, Inc