



Agenda

DATE 3/16/18 TIME 11:48

SERVED BY Geraldine [Signature]

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SUMMARY COMMITTEE
Thursday, April 5, 2018 - 11:00am
City Council Chambers
City Hall 1st Floor – 200 Lincoln Avenue

- A. ROLL CALL
- B. APPROVAL OF AGENDA
- C. APPROVAL OF MINUTES
February 1, 2018
- D. OLD BUSINESS
- E. NEW BUSINESS

1. **Case #2018-16. 4808 Agua Fria Lot Split.** Dolores Vigil, of Liaison Planning Services Inc., Agent, representing Elnora Romero, Owner, requests approval of a lot split to divide approximately 1.0 acres to create two lots (+/-0.58 acres and +/-0.40 acres). The property is zoned R-4 (Residential – four dwelling units per acre). (Lee Logston, Case Manager). (Lee Logston, Case Manager)
2. **Case #2018-17. 4961 Main Street Lot Split.** Jennifer Jenkins, of JenkinsGavin Inc., Agent, representing Entrada Contenta, Lot 2, LLC, Owner, requests approval of a lot split to divide approximately 1.30 acres to create two lots (+/-0.56 acres and +/-0.74 acres). The property is zoned C-2 (General Commercial) and is in Zone 4 of 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.**

**SUMMARY INDEX
CITY OF SANTA FÉ
SUMMARY COMMITTEE
April 5, 2018**

ITEM	ACTION	PAGES
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 #2018-16. 4808 Agua Fria Road Lot Split.	Approved	2-4
2. Case #2018-17. 4961 Main Street 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.	6

**MINUTES OF THE MEETING
OF THE CITY OF SANTA FÉ
SUMMARY COMMITTEE
April 5, 2018**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Brian Gutierrez, Chair, on April 5, 2018 at approximately 11:09 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
Lee Garcia, Commissioner [arriving later]

MEMBERS EXCUSED:

OTHERS PRESENT:

Noah Berke, Land Use Planner Manager
Lee Logston, Land Use Case Manager
Sandra Kassens, Traffic Engineer
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. Commissioner Garcia was not present for the vote.

C. APPROVAL OF MINUTES – February 1, 2017

MOTION: Commissioner Propst moved to approve the minutes of February 1, 2017 as presented. Chair Gutierrez seconded the motion and it passed by unanimous voice vote. Commissioner Garcia was not present for the vote.

D. OLD BUSINESS

There was no Old Business.

Commissioner Garcia arrived at 11:13 a.m.

E. NEW BUSINESS

1. **Case #2018-16. 4808 Agua Fria Lot Split.** Dolores Vigil of Liaison Planning Services Inc., Agent, representing Elnora Romero, Owner, request approval of a lot split to divide approximately 1.0 acres to create two lots (± 0.58 acres and ± 0.40 acres). The property is zoned R-4 (Residential – four dwelling units per acre). (Lee Logston, Case Manager). (Lee Logston, Case Manager)

Staff Report

Mr. Logston gave the staff report. The lot is an irregular shaped lot, triangular. As such, it does meet the definition of the City's irregular lot standard. In the proposed split, what would normally be considered rear setbacks that are very small, become side yards so there is no nonconformity involved. And certainly not one that is being exacerbated through this lot split. They are providing a 26' wide easement to provide shared access for fire and connection to the lower lot. They will be required to install sidewalk, connecting sewer, if needed. They are figuring out if both are sharing one sewer line or not. They will be required to provide a new water connection and meter for the one house and remove a security light.

The lot split meets all City development standards and it will not create or increase any non-conformities with Chapter 14. Any further development on either lot all regulations and Land Use Code. The Land Use Department recommends approval with staff conditions as outlined in the report. One motion is required which would be to approve the lot split subject to conditions of approval and technical corrections recommended by Staff.

Applicant's Presentation

Ms. Dolores Vigil was sworn for the applicant. She stated that they are in agreement with the Staff conditions and technical corrections for this lot split.

Public Comment

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

Committee Discussion

Commissioner Garcia noted that this lot is already developed and now requesting that it be split. He asked Ms. Vigil if there is going to be further development.

Ms. Vigil said there would be no future development. It has two residences on the property and is hooked to city sewer and she is working with Stan Holland for that separation.

Commissioner Propst noticed that Condition #1 was repeated as condition #4 about the sidewalk. She proposed deleting #4.

Mr. Logston agreed. He explained that it was a condition of two different DRT members.

Commissioner Propst asked if the Applicant is in agreement with all conditions.

Ms. Vigil said yes.

Commissioner Garcia noticed in the conditions of approval a requirement for a 5' wide sidewalk and asked for the reason on that condition.

Mr. Berke clarified that the sidewalk must be 5' wide to meet the standards. He quoted the Land Use Code requiring sidewalks. He explained that the City's hope is that, over time with other new developments, all the sidewalks will eventually be connected. That is the reason for that condition. Sometimes it seems out of character. There have been a few cases where Staff approved innovative street designs with a dirt pathway that was in keeping with the style of the neighborhood that meandered and was five feet wide and met ADA standards.

Commissioner Garcia asked how much time would be allowed for construction of that sidewalk - whether it was at the time of development.

Mr. Logston said it is to be done before recordation, so they can pull a permit and then record the plat.

Commissioner Garcia thanked him.

Chair Gutierrez asked what the maximum amount of time to complete the lot split would be.

Mr. Berke explained that application expiration is three years. So, projects must be constructed within that time.

Chair Gutierrez felt that was adequate time. He recalled they just approved a lot split on another nearby parcel.

Mr. Berke said that was a subdivision plat.

Chair Gutierrez asked if that subdivision has no easement that would be affecting this lot split.

Mr. Berke said that is correct.

Ms. Vigil said there will be an easement for emergency service and they are putting in a locked gate and that will be recorded as an easement once the split is approved.

Chair Gutierrez said that easement for emergency access will all be worked out when it comes back in for signatures.

Mr. Berke agreed.

Ms. Sandra Kassens commented that sometimes they do allow a gravel path. One was allowed in Agua Fria but on arterial roads, Traffic Staff doesn't allow that. In those cases, it must be curb and gutter.

Chair Gutierrez asked her if she wanted the recommended condition as proposed.

Ms. Kassens agreed.

Committee Action

MOTION: Commissioner Propst moved, seconded by Commissioner Garcia, in Case #2018-16 at 4808 Agua Fria, to approve the Lot Split subject to the Staff conditions of approval as amended, removing Condition #4, and technical corrections.

VOTE: The motion passed on a unanimous voice vote with Commissioner Garcia, Commissioner Propst, and Chair Gutierrez voting in favor and none voting against.

2. **Case #2018-17. 4961 Main Street Lot Split.** Jennifer Jenkins, of JenkinsGavin Inc., Agent, representing Entrada Contenta, Lot 2, LLC, Owner, requests approval of a lot split to divide approximately 1.30 acres to create two lots (+/-0.56 acres and +/-0.74 acres). The property is zoned C-2 (General Commercial) and is in Zone 4 of the Cerrillos Road Highway Corridor Overlay. (Lee Logston, Case Manager)

Staff Report

Mr. Logston provided the staff report. He said this is part of the approximately 32-acre Walmart site out on South Cerrillos Road. He provided in the packet a confirmation of a development plan for lot coverage, and amendments to it. All those conditions are still being met.

Mr. Logston explained that part of this lot is being developed as a Verizon store and the other part is expected to be 5,300 sq. ft. retail space. This lot split will not create or increase any non-conformities from Chapter 14 or approved development plan.

Further development on each lot must comply with our regulations and that development plan as well as Entrada Contenta design standards. LUD Staff recommended approval of the lot split, subject to the conditions of approval as outlined in the staff report and tech corrections recommended by Staff.

Applicant's Presentation

Ms. Hillary Welles, 130 Grant Avenue, was sworn. She stated that they are in agreement with all staff conditions.

Public Comment

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

Committee Discussion

Chair Gutierrez advised the Applicant to make sure there is plenty of parking.

Ms. Welles said they have provided parking in accordance with the Entrada Contenta standards and the development plan and there is also parking on the street. It is a blanket shared parking easement.

Committee Action

MOTION: Commissioner Garcia moved, seconded by Commissioner Propst, in Case #2018-17 at 4961 Main Street, to approve the Lot Split, subject to the conditions of approval and technical corrections recommended by Staff.

VOTE: The motion passed on a voice vote with Commissioner Garcia, Commissioner Propst and Chair Gutierrez voting in favor and none voting against.

F. STAFF COMMUNICATIONS

There were no Staff communications.

G. MATTERS FROM THE COMMITTEE

There were no matters from the Committee.

H. ADJOURNMENT

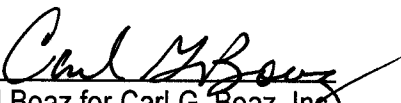
The Summary Committee meeting was adjourned at 11:30 a.m.

Approved by:



Brian Gutierrez, Chair

Submitted by:



Carl Boaz for Carl G. Boaz, Inc.