



# Agenda

**AMENDED**

**SUMMARY COMMITTEE**  
**Thursday, September 5, 2019 - 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:**  
*August 1, 2019 July 11, 2019*
- D. OLD BUSINESS**
- E. NEW BUSINESS**

1. **Case #2019-71. 100 Sandoval & 100 W. Alameda Lot Split** Southwest Mountain Surveys, Agent, representing Plaza Drive-Thru Partners, LLC, Owner (Parcel B), and Ashford Santa Fe LP, Owner (Parcel A), request approval of a lot split to divide approximately 4.06 acres to create two lots (+/- 0.31 acres and +/- 3.75 acres). The property is zoned BCDALA (Business Capital District–Alameda Townscape). (Donna Wynant, AICP, Case Manager, [djwynant@santafcnm.gov](mailto:djwynant@santafcnm.gov), 955-6325).

- 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.**

**RECEIVED AT THE CITY CLERK’S OFFICE**  
**DATE: August 27, 2019**  
**TIME: 3:36 PM**



# Agenda

## SUMMARY COMMITTEE

Thursday, September 5, 2019 - 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:  
August 1, 2019

- D. OLD BUSINESS
- E. NEW BUSINESS

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

### NOTES:

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RECEIVED AT THE CITY CLERK’S OFFICE	
DATE:	August 19, 2019
TIME:	4:52 PM

**SUMMARY INDEX  
CITY OF SANTA FE  
SUMMARY COMMITTEE MINUTES  
September 5, 2019**

<b>ITEM</b>	<b>ACTION</b>	<b>PAGES</b>
A. ROLL CALL	Quorum Present	1
B. APPROVAL OF AGENDA	Approved as presented	1
C. APPROVAL OF MINUTES - July 11, 2019	Approved as presented.	1
D. OLD BUSINESS	None	1
E. NEW BUSINESS		
1. <u>Case #2019-71</u> 100 Sandoval & 100 W. Alameda Lot Split	Approved with Conditions and Technical Corrections	2-3
F. STAFF COMMUNICATIONS	Comments	4
G. MATTERS FROM THE COMMITTEE	None	4
H. ADJOURNMENT	Adjourned at 11:15 a.m.	4

**MINUTES OF THE MEETING  
OF THE CITY OF SANTA FE  
SUMMARY COMMITTEE  
September 5, 2019**

A regular meeting of the City of Santa Fe Summary Committee was called to order by Commissioner Lee Garcia, Chair, on the above date at approximately 11:03 a.m. in the City Council Chambers, City Hall, Santa Fe, New Mexico.

**A. ROLL CALL**

**MEMBERS PRESENT:**

Lee Garcia, Chair  
Janet Clow, Secretary

**MEMBERS EXCUSED:**

Brian Gutierrez

**OTHERS PRESENT:**

Noah Berke, Planner Manager  
Donna Wynant, Case Manager  
Sally Paez, Assistant City Attorney  
Melissa D. Byers, Stenographer

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

**NOTE: All items in the Committee packet for all agenda items are incorporated herewith by reference. The original Committee packet is on file at the City Land Use Department.**

**B. APPROVAL OF AGENDA**

**MOTION:** Commissioner Clow moved, seconded by Chair Garcia, to approve the Agenda, as presented. The motion was approved unanimously on a voice vote.

**C. APPROVAL OF MINUTES – July 11, 2019**

**MOTION:** Commissioner Clow moved, seconded by Chair Garcia, to approve the minutes of the meeting of July 11, 2019, as presented. The motion was approved unanimously on a voice vote.

**D. OLD BUSINESS**

There was no Old Business.

## E. NEW BUSINESS

1. **Case #2019-71.** 100 Sandoval & 100 W. Alameda Lot Split. Southwest Mountain Surveys, Agent, representing Plaza Drive-Thru Partners, LLC, Owner (Parcel B), and Ashford Santa Fe LP, Owner (Parcel A), request approval of a lot split to divide approximately 4.06 acres to create two lots (+/- 0.31 acres and +/- 3.75 acres). The property is zoned BCDALA (Business Capital District–Alameda Townscape). (Donna Wynant, AICP, Case Manager, djwynant@santafenm.gov, 955-6325).\_

### Staff Report and Recommendation

Ms. Wynant presented the staff report and recommendation as follows:

The proposed lot split would create two lots from the overall +/- 4.06 acre lot: Parcel A to the north at +/-3.75 acres, and Parcel B at the southeast corner of the site at +/- 0.31 acres. The property is zoned BCD/ALA (Business Capital District— Alameda Townscape) and BCDPLA ((Business Capital District— Plaza Townscape). The parcel map already shows the split of the drive-thru bank at the southeast corner from the overall property, it is her understanding that it was deeded off in 1974.

A significant portion of the property lies in the 100-year flood plain. All of Parcel B at the southeast corner is in the 100-year flood plain. This request to officially split the overall property into two lots will not intensify the nonconforming status of the structures in the floodplain. Further development on either lot will be required to comply with applicable current regulations of the Land Use Development Code.

A comment form from Joe Barela, Interim City Engineer, was distributed to the Committee for review and is attached hereto as Exhibit "1".

Ms. Wynant said the main comment is the flood plain status on the lot split. The other comments on ADA parking and sidewalk improvements will be an issue when someone does come in for permits, primarily for that smaller piece of drive thru.

Ms. Wynant said the Land Use Department recommends approval, with the conditions of approval and technical corrections outlined in the report and referenced on the City Engineer's Comment Form.

Mr. Barela said he went to the site and walked it and there's some substandard sidewalk. At the time of building permit, they will need to address any uneven or broken sidewalk in order to comply with ADA requirements. The Structure is in a flood plain already and is grandfathered. They will have to comply with the Code when they come in for an improvement. There is no ADA parking right now, they need to have at least

one space which would be a van accessible space. Finally, there's a standard note that each lot shall be served by separate sewer and water.

**Public Hearing:**

There was no public comment.

**Committee Discussion**

Chair Garcia asked Mr. Barela about the parking as it relates to ADA requirements.

Mr. Barela said there are four spaces that exist, and one will have to be ADA parking.

Commissioner Clow asked if the number of parking spaces complies with City requirements.

Ms. Wynant said it's a vacant drive-through bank right now, it's for sale. Parking requirements will be dependent on the nature of the business.

Chair Garcia referred to plat and asked if there is adequate ingress and egress into the property.

Ms. Wynant said there is adequate ingress from Sandoval and egress onto Alameda.

Mr. Barela said it is chained off on the Hilton side; it's right in off Sandoval, right out onto Alameda.

Chair Garcia asked if there is any development on the property will it come back to this Committee or the Planning Commission for approval.

Ms. Wynant said it would not, because of the size it wouldn't warrant that.

**MOTION:** Commissioner Clow moved, seconded by Commissioner Garcia, in Case #2019-71, to approve the lot split with the conditions of approval and technical corrections presented in the report and the technical corrections that were presented by the City engineer. The motion was approved by voice vote with Commissioners Clow and Garcia voting in favor and none voting against.

**F. STAFF COMMUNICATIONS**

Mr. Berke said the Summary Committee changes have worked their way to the final leg. The public hearing on the changes will be on October 8<sup>th</sup>. If approved, anyone scheduled for Summary Committee between now and then will still be heard. Any applications received after October 8<sup>th</sup>, if approved will be handled through the administrative process.

**G. MATTERS FROM THE COMMITTEE**

None

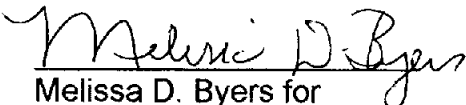
**H. ADJOURNMENT**

Having completed the agenda and with no more business to come before the Committee, the meeting was adjourned at approximately 11:15 a.m.

Approved by:

\_\_\_\_\_  
Lee Garcia, Chair

Submitted by:

  
Melissa D. Byers for  
Byers Organizational Support Services

Development Review Team  
Comment Form

Date: September 4, 2019

From: Joe B. Barela, PE, CFM  
Interim City Engineer

Dept/Div: Land Use, Technical Review Division

Case: Summary Committee Case #2019-71, 100 Sandoval & 100 West Alameda Lot Split

Case Mgr: Donna Wynant, AICP, Case Planner

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Review by this division/department has determined that this application will meet applicable standards if the following are met:

Technical Corrections:

1. The property for the lot split shall comply with the most current requirements of the Americans with Disabilities Act (ADA). This includes curb ramps, sidewalk along Sandoval and West Alameda, and the parking area with an applicable accessible route. At least one van accessible parking space shall be provided.
  - a. Plans for the improvements shall be provided by a registered New Mexico professional engineer (PE) along with an engineer's estimate and financial guarantee for the improvements.
2. Place a note on the plans stating that the property is located in a floodplain.
  - a. The note shall include the Zone type and FEMA FIRM panel number.
  - b. The floodplain limits shall be "clearly" demarcated on the plat.
3. Place the following notes on the plat:
  - a. Future development or improvements to the property shall comply with the City of Santa Fe, Chapter 14, Land Development Code, Section 14-8.2 Terrain and Storm Water Management.
  - b. Future improvements to the property shall comply with the City of Santa Fe, Chapter 14, Land Development Code, Section 14-8.3 Flood Regulations.

4. Place a note on the plans stating that broken or uneven sidewalk shall be replaced to meet ADA standards. Since the property is located in the Historic District of the city of Santa Fe, concrete shall be colored concrete as required by code.
5. Each lot shall be served by separate sewer and water.