

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 05/27/15
ITEM FROM FINANCE COMMITTEE MEETING OF 05/18/15

ISSUE:

19. Request for Approval of an Ordinance Amending Section 14-2.3(D) SFCC 1987; Establishing Membership Requirements for the Planning Commission. (Councilor Bushee) (Lisa Martinez)

Committee Review:

| | |
|---|----------|
| Planning Commission (not approved) | 05/07/15 |
| Public Works Committee (approved w/amendment) | 05/11/15 |
| City Council (request to publish) | 05/27/15 |
| City Council (public hearing) | 06/10/15 |

Fiscal Impact – No

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

| VOTE | FOR | AGAINST | ABSTAIN |
|-----------------------|-----|---------|---------|
| COUNCILOR TRUJILLO | X | | |
| COUNCILOR RIVERA | X | | |
| COUNCILOR LINDELL | X | | |
| COUNCILOR MAESTAS | X | | |
| CHAIRPERSON DOMINGUEZ | | | |

4-13-15

**ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, MAY 11, 2015**

ITEM 8

REQUEST FOR APPROVAL OF AN ORDINANCE AMENDING SECTION 14-2.3(D) SFCC 1987;
ESTABLISHING MEMBERSHIP REQUIREMENTS FOR THE PLANNING COMMISSION (COUNCILOR
BUSHEE) (LISA MARTINEZ)

PUBLIC WORKS COMMITTEE ACTION: Approved with amendments

FUNDING SOURCE:

SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

| VOTE | FOR | AGAINST | ABSTAIN |
|----------------------|-----|---------|---------|
| CHAIRPERSON TRUJILLO | | | |
| COUNCILOR BUSHEE | X | | |
| COUNCILOR DIMAS | X | | |
| COUNCILOR DOMINGUEZ | X | | |
| COUNCILOR RIVERA | X | | |

City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

Bill No. 2015-20

Planning Commission

SPONSOR(S): Councilor Bushee

SUMMARY: The proposed bill amends Section 14-2.3(D) SFCC 1987; establishing membership requirements for the planning commission.

1. Each district within the city shall have at least one representative on the commission in addition to the following requirements:

- One member shall be a nominee of the Old Santa Fe Association;
- One member shall be a nominee of the Santa Fe neighborhood network;
- One member shall be a nominee from the local affordable housing roundtable;
- One member shall be a representative of the architecture, construction, development or real estate community;
- One member shall be a representative of the landscape architect or landscape designer community; and

2. Four (4) members shall be appointed at-large.

Note: Research of other city models determined many cities have adopted similar models with representatives from each district within the city. Most other examples did not prescribe specific professional requirements, aside from having “relevant experience”.

PREPARED BY: Jesse Guillen/Rebecca Seligman

FISCAL IMPACT: No

DATE: May 20, 2015

ATTACHMENTS: Bill
FIR

CITY OF SANTA FE, NEW MEXICO
PROPOSED AMENDMENT(S) TO BILL NO. 2015-20
Planning Commission

Mayor and Members of the City Council:

I propose the following amendment(s) to Bill No. 2015-20:

1. *Delete* page 1, line 21 through page 2, line 9 and *insert* in lieu thereof:

“(2) Membership

- (a) Each district will have two (2) representatives on the commission, in addition to the following requirements:
 - (i) One member will be a nominee of the Santa Fe neighborhood network.
 - (ii) One member shall be an affordable housing planner or advocate.
 - (iii) One member shall be a professional planner.
 - (iv) One member shall be a representative of the architecture, construction, development or real estate community.
 - (v) The other four (4) members shall possess necessary professional experience to fulfill the duties of the commission.
- (b) One member shall be appointed at-large.”

Respectfully submitted,

Public Works Committee

ADOPTED: _____
NOT ADOPTED: _____
DATE: _____

Yolanda Y. Vigil, City Clerk

1 CITY OF SANTA FE, NEW MEXICO

2 BILL 2015-20

3 INTRODUCED BY:

4
5 Councilor Patti Bushee

6
7
8
9
10 AN ORDINANCE

11 AMENDING SECTION 14-2.3(D) SFCC 1987; ESTABLISHING MEMBERSHIP
12 REQUIREMENTS FOR THE PLANNING COMMISSION.

13
14 BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

15 Section 1. Subsection 14-2.3(D) (being Ord. No. 2011-37 § 2) is amended to read:

16 D) *Membership and Procedures*

17 (1) Composition

18 The planning commission is composed of nine members who are qualified by
19 training, experience and ability to exercise sound and practical judgment on
20 civic, social, economic and governmental affairs.

21 (2) Membership

22 (a) Each district within the city shall have at least one representative on
23 the commission in addition to the following requirements:

24 (i) One member shall be a nominee of the old Santa Fe
25 association;

1 (ii) One member shall be a nominee of the Santa Fe
2 neighborhood network;

3 (iii) One member shall be a nominee from the local affordable
4 housing roundtable;

5 (iv) One member shall be a representative of the architecture,
6 construction, development or real estate community;

7 (v) One member shall be a representative of the landscape
8 architect or landscape designer community; and

9 (b) Four (4) members shall be appointed at-large.

10 ([2]3) Appointment and Term

11 The members of the planning commission shall be appointed by the mayor
12 with the advice and consent of a majority vote of all the members of the
13 *governing body*. Members shall serve two-year overlapping terms,
14 maintaining the original overlap of planning commission terms. Members
15 shall serve until their successors have been appointed and qualified.

16 APPROVED AS TO FORM:

17 

18
19 KELLEY A. BRENNAN, CITY ATTORNEY

City of Santa Fe Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

Section A. General Information

(Check) Bill: X Resolution: _____

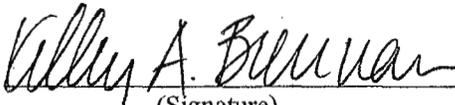
(A single FIR may be used for related bills and/or resolutions)

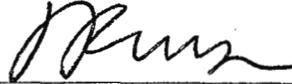
Short Title(s): AN ORDINANCE AMENDING SECTION 14-2.3(D) SFCC 1987; ESTABLISHING MEMBERSHIP REQUIREMENTS FOR THE PLANNING COMMISSION.

Sponsor(s): Councilor Patti Bushee/Councilor Signe Lindell

Reviewing Department(s): Land Use/City Attorney

Persons Completing FIR: Lisa Martinez/Jesse Guillen Date: 4/23/15 Phone: 955-6617/955-6518

Reviewed by City Attorney:  Date: 4/27/15
(Signature)

Reviewed by Finance Director:  Date: 4-27-2015
(Signature)

Section B. Summary

Briefly explain the purpose and major provisions of the bill/resolution:
 The proposed bill would require that future appointees to the City of Santa Fe Planning Commission meet certain professional requirements, as well as requiring that each district within the City have a representative on the Commission.

Section C. Fiscal Impact

Note: Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)*

1. Projected Expenditures:

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

Finance Director: _____

X Check here if no fiscal impact

| Column #: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----------|----------------------------|----------|---|---|----------|---|---|---------------|
| | Expenditure Classification | FY _____ | "A" Costs Absorbed or "N" New Budget Required | "R" Costs Recurring or "NR" Non-recurring | FY _____ | "A" Costs Absorbed or "N" New Budget Required | "R" Costs - Recurring or "NR" Non-recurring | Fund Affected |

| | | | | | | | |
|---------------------------|----------|-------|-------|----------|-------|-------|-------|
| Personnel* | \$ _____ | _____ | _____ | \$ _____ | _____ | _____ | _____ |
| Fringe** | \$ _____ | _____ | _____ | \$ _____ | _____ | _____ | _____ |
| Capital Outlay | \$ _____ | _____ | _____ | \$ _____ | _____ | _____ | _____ |
| Land/ Building | \$ _____ | _____ | _____ | \$ _____ | _____ | _____ | _____ |
| Professional Services | \$ _____ | _____ | _____ | \$ _____ | _____ | _____ | _____ |
| All Other Operating Costs | \$ _____ | _____ | _____ | \$ _____ | _____ | _____ | _____ |
| Total: | \$ _____ | | | \$ _____ | | | |

* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. **For fringe benefits contact the Finance Dept.

2. Revenue Sources:

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

| Column #: | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------|-----------------|----------|---|----------|---|---------------|
| | Type of Revenue | FY _____ | "R" Costs Recurring or "NR" Non-recurring | FY _____ | "R" Costs - Recurring or "NR" Non-recurring | Fund Affected |

| | | | | | |
|--------|----------|-------|----------|-------|-------|
| _____ | \$ _____ | _____ | \$ _____ | _____ | _____ |
| _____ | \$ _____ | _____ | \$ _____ | _____ | _____ |
| _____ | \$ _____ | _____ | \$ _____ | _____ | _____ |
| Total: | \$ _____ | | \$ _____ | | |

3. Expenditure/Revenue Narrative:

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

None

Section D. General Narrative

1. Conflicts: Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None

2. Consequences of Not Enacting This Bill/Resolution:

Are there consequences of not enacting this bill/resolution? If so, describe.

Appointees to the Planning Commission will continue to be selected at the Mayor's pleasure without having to meet certain requirements.

3. Technical Issues:

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None

4. Community Impact:

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

Changing the requirements for members of the Planning Commission would ensure that highly qualified members of the community, with a relevant professional background, would sit on the Commission. However, members of the community who may be quite familiar with planning, but don't meet the requirements would be unable to serve on the Commission. The four at-large members allowed for in the amended membership requirements could fill that gap.
