

**SUMMARY INDEX  
CITY OF SANTA FÉ  
SUMMARY COMMITTEE  
October 1, 2015**

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**MINUTES OF THE MEETING  
OF THE CITY OF SANTA FÉ  
SUMMARY COMMITTEE  
October 1, 2015**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Commissioner Brian Gutierrez, Chair, on October 1, 2015 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 Propst, Commissioner

**MEMBERS EXCUSED:**

Vince Kadlubek, Commissioner

**OTHERS PRESENT:**

Greg Smith, Current Land Use Director  
Noah Berke, Current Land Use Senior Planner  
Zachary Shandler, Assistant City Attorney  
Carl Boaz, Stenographer

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

**B. APPROVAL OF AGENDA**

**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 – August 6, 2015**

Mr. Berke requested a change on page 7, the last sentence before Questions to Staff where it should say, “2,000 square foot area and after Terrain, add Management.”

Commissioner Propst requested the date and the Chair’s name be corrected on page 1.

Chair Gutierrez requested a change on page 5, fourth paragraph, third line, where “H” should be “He.”

Commissioner Propst moved to approve the minutes of August 6, 2015 as amended. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

#### **D. OLD BUSINESS**

There was no old business to consider.

#### **E. NEW BUSINESS**

- 1. Case #2015-81, 2400 Cerrillos Road Lot Split.** Rick Chatroop Professional Land Surveyor, agent for BGK Properties Inc., requests a lot split to divide approximately 7.09 acres into two lots ( $\pm 6.48$  acres and  $\pm 0.61$  acres). The property is zoned C-2 (General Commercial). (Noah Berke, Case Manager)

A Memorandum regarding Case #2015-81, 2400 Cerrillos Road Lot Split, from Mr. Noah Berke, Case Planner, Current Planning Division, prepared September 23, 2015, for the October 1, 2015 Summary Committee Meeting with attachments is incorporated herewith to these minutes as *Summary Oct 1 2015 Exhibit #1*.

#### **Staff Report**

Mr. Berke clarified that the property is fully developed on both lots. The only main concerns were from the Traffic Division because they are making improvements on Cerrillos Road. Presently, a motorist can turn right or left out from the subject property and the Traffic Division intends to make the access restricted after improvements to right in and right out only.

Commissioner Propst said she understood the parking lots are shared without defined boundaries between the lots. It is amicable now but she asked if that would be a worry in the future.

Mr. Berke said both lots have ample parking for their uses. The applicant has included the parking lot count on the plat. Staff looked at the uses and how much parking is required. If it is redeveloped, they can enter a parking agreement that the Land Use Director would review and approve.

#### **Applicant's Presentation**

Mr. Rick Chatroop, 110 Wagon Trail Road was sworn. He stated that they are in agreement with all conditions required. It is a fairly simple split since it is fully developed.

### **Questions by the Committee**

Chair Gutierrez said his question on parking was answered by staff.

Chair Gutierrez said there was nothing from Water noted on the plat.

Mr. Berke clarified that City Water did provide a memo and it should be in the packet under Exhibit A as second memo. They had no objections to this lot split.

Chair Gutierrez asked if there should be a line for water on the plat.

Mr. Smith said the City Engineer covers the water requirement here. It is coordinated so the Subdivision engineer will approve it.

### **Public Hearing**

There were no speakers from the public regarding this case.

### **Action of the Committee**

**Commissioner Propst moved in Case #2015-81 at 2400 Cerrillos Road Lot Split for approval with conditions outlined in the staff report. 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**

Having completed the business of the Committee, the meeting was adjourned at 11:12 a. m.

[Signatures shown on following page.]

Approved by:

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Brian Gutierrez, Chair

Submitted by:

  

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Carl Boaz for Carl G. Boaz, Inc.