

**SUMMARY INDEX
CITY OF SANTA FÉ
SUMMARY COMMITTEE
April 7, 2016**

ITEM	ACTION	PAGES
A. ROLL CALL	Quorum	1
B. APPROVAL OF AGENDA	Approved as published	1
C. APPROVAL OF MINUTES - March 3, 2016	Approved as presented	1
D. OLD BUSINESS	None	1
E. NEW BUSINESS		
1. <u>Case #2015-109</u> Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7.	Approved with conditions	2
F. STAFF COMMUNICATIONS	Discussion	3
G. MATTERS FROM THE COMMITTEE	Discussion	3
H. ADJOURNMENT	Adjourned at 11:10 a.m.	3

**MINUTES OF THE MEETING
OF THE CITY OF SANTA FÉ
SUMMARY COMMITTEE
April 7, 2015**

A regular meeting of the City of Santa Fé Summary Committee was called to order by Brian Gutierrez, Chair, on the above date at approximately 11:00 a.m. in the City Council Conference Room, 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
Mr. Noah Berke, Current Planning Division, Senior Planner
Zach 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 – March 3, 2016

Mr. Berke asked for a change under Others Present that Greg Smith's position should be shown as Current Planning Division, Land Use Department, Division Director and for Mr. Berke, to be shown as Current Planning Division, Land use Department.

Commissioner Propst moved to approve the minutes of March 3, 2016 as amended. 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 #2015-109. Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7.** Santa Fe Surveying Company, agent for Tierra Contenta Corp., Homewise Inc., and Commercial Center at 599 Inc., requests lot split approval to divide 45.63± acres of land to create two lots from existing "Tract 8A3-7" of the Tierra Contenta Subdivision Phase 2C. This split will create "Tract 49_" containing 12.68± acres of land to create two lots from existing "Tract 8A3-7" containing 12.68± acres and "Tract 8A3-7D" containing 32.94± acres. "Tract 49" is zoned PRC (Planned Residential Community, 6-9 dwelling units per acre) and "Tract 8A3-7D" is zoned C-1 (Office and Related Commercial) and C-2 (General Commercial). Donna Wynant, Case Manager)

Mr. Berke presented the Staff Report for this case because Ms. Wynant could not be present. A copy of the Staff Report is incorporated herewith as Exhibit 1. Please refer to Exhibit 1 for details concerning this report.

Applicant's Presentation

Mr. James Sanchez, 1210 Luisa Street, was sworn. He said he did not have much to add to the summary. It is simple and he agreed with all proposed conditions of approval.

Public Hearing

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

Committee Discussion

Chair Gutierrez was curious, since the Committee saw cases going forward prior to this lot split. He asked if that was usually the way these come forward. This is the first time he had seen it like this where the lot split has already been done. He asked if this is an exception.

Mr. Sanchez said he did not have a clear explanation. This was submitted back in November prior to the other case being approved and for some reason it got stalled at the City until last month.

Mr. Berke was not sure why it was delayed. It was internally.

Action of the Committee

Commissioner Propst moved to approve Case #2015-109, Tierra Contenta Subdivision Phase 2C Lot Split, Tract 8A3-7 with conditions imposed by staff. Chair Gutierrez seconded the motion and it passed by unanimous voice vote.

F. STAFF COMMUNICATIONS

Mr. Berke had no communications except he was looking forward to the Planning Commission meeting this evening. The urban agriculture matter was pulled from the agenda but the rest are on the agenda. He encouraged the members to review the escarpment ordinance prior to the meeting.

G. MATTERS FROM THE COMMITTEE

Chair Gutierrez said he got an email straight from Mr. Karnes and asked if it was customary for those emails to come straight to the members rather than first to the City. He added that his ended up in junk.

Commissioner Propst said she didn't get one.

Mr. Berke said he saw that the email was sent out. It is not customary. However, there are instances when City Councilors have been directly emailed from applicants. Normal procedures are that applicants or their representatives or members of the public send the emails to Staff first for review and they are included in the packet as communications from the public. The Staff Report is 9 pages long and the opposition was 11 pages. Staff is reviewing that report in order to be better prepared at the meeting.

Commissioner Propst said she probably needed to follow up with an email to Staff. Commissioners are not getting the criteria to be used in the reports. She called Mr. Shandler yesterday and he agreed. We need to have 1, 2, 3, 4, 5 in the memos what the Committee needs to consider in the case. Chair Gutierrez agreed.

H. ADJOURNMENT

Having completed the agenda and with no further business to come before the Committee, the meeting was adjourned at 11:10 a.m.

Approved by:

Brian Gutierrez, Chair

Submitted by:



Carl Boaz for Carl G. Boaz, Inc.