



Agenda

CITY CLERK'S OFFICE

DATE 8/22/14 TIME 10:45

SERVED BY [Signature]

RECEIVED BY [Signature]

SUMMARY COMMITTEE

Thursday, September 11, 2014 - 11:00 am

City Council Chambers

City Hall 1st Floor - 200 Lincoln Avenue

- A. ROLL CALL
- B. APPROVAL OF AGENDA
- C. APPROVAL OF MINUTES – August 7, 2014
- D. NEW BUSINESS

1. **Case #2014-78. 461 Camino de las Animas Lot Split.** JenkinsGavin Design & Development, Inc., agent for Joan O. MacFarlane, requests plat approval to divide approximately 1.34 acres into two residential lots. The property is zoned RC-5 (Residential Compound-5 dwelling units per acre). (Zach Thomas, Case Manager)

- E. STAFF COMMUNICATIONS
- F. MATTERS FROM THE COMMITTEE
- G. 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

September 11, 2014

ITEM	ACTION	PAGES
A. ROLL CALL	Quorum	1
B. APPROVAL OF AGENDA	Approved as presented	1
C. APPROVAL OF MINUTES – August 07, 2014	Approved as amended	1-2
D. NEW BUSINESS		
1. <u>Case #2014-78</u> 461 Camino de las Animas Lot Split.	Approved with conditions	2-4
E. STAFF COMMUNICATIONS	None	4
F. MATTERS FROM THE COMMITTEE	Discussed	4
G. ADJOURNMENT	Adjourned at 11:16 a.m.	4

**MINUTES OF THE MEETING
OF THE CITY OF SANTA FÉ
SUMMARY COMMITTEE**

September 11, 2014

A regular meeting of the City of Santa Fé Summary Committee was called to order by Lawrence Ortiz, Chair, on the above date at approximately 11:00 a.m. in the City Council Chambers, City Hall, Santa Fé, New Mexico.

A. ROLL CALL

MEMBERS PRESENT:

Lawrence Ortiz, Chair
Michael Harris, Commissioner
John Padilla, Commissioner (arrived later)

OTHERS PRESENT:

Zachary Shandler, Assistant City Attorney
Tamara Baer, Current Planning Division Manager
Zack Thomas, Current Planning Division
Charmaine Clair for Carl Boaz, Stenographer

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

B. APPROVAL OF AGENDA

Commissioner Harris moved to approve the Agenda of September 11, 2014 as presented. Chair Ortiz seconded the motion and it passed by unanimous voice vote.

C. APPROVAL OF MINUTES – August 07, 2014

Page 3, two thirds down the page: "Commissioner Padilla asked in the second to last of the notes and conditions (#4) pertained to the undeveloped Tract B-2..." should be stated: "Commissioner Padilla asked *if the second to last of the notes and conditions...*"

Page 5, two thirds down the page the statement in the discussion of the dimensions of the existing landscape strip "*Mr. Lopez said it was 5' x 7'*" should read: "Mr. Lopez said it was 5 to 7 feet".

Page 8, fourth paragraph down: "Ms. Baer said *Ms. McCaffrey...*" was corrected and should be: "Ms. Baer said "Mr. Mahaffey..." Two paragraphs down: "Ms. Baer will add a line for *her* signature" should

actually refer to Mr. Mahaffey and read: "will add a line for his signature."

Page 10 at the bottom under Actions of the Committee: "Commissioner Ortiz to approve Case #2014-67..." should be "Commissioner Ortiz moved to approve Case #2014-67..."

Commissioner Harris moved to approve the minutes of August 07, 2014 as amended. Chair Ortiz seconded the motion, which passed by unanimous voice vote.

D. NEW BUSINESS

1. **Case #2014-78. 461 Camino de las Animas Lot Split.** Jenkins Gavin Design & Development, Inc., agent for Joan O. MacFarlane, requests plat approval to divide approximately 1.34 acres into two residential lots. The property is zoned RC-5 (Residential Compound-5 dwelling units per acre). (Zach Thomas, Case Manager)

A Memorandum regarding Case #2014-78, 461 Camino de las Animas Lot Split, from Zach Thomas, Senior Planner, Current Planning Division, prepared August 26, 2014, for the September 11, 2014 Summary Committee Meeting with attachments is incorporated herewith to these minutes as Exhibit #1.

Staff Report

Mr. Thomas presented the staff report for this case which is contained in Exhibit #1. Please refer to Exhibit #1 for specifics of this presentation.

Recommendation

The Land Use Department recommended Approval of Case #2014-78 with Conditions of Approval as outlined in the staff report.

Applicant's Presentation

Present and sworn was Ms. Hillary Wells with Jenkins Gavin, 130 Grant Avenue, Santa Fe.

Ms. Wells said she agreed with all of the staff conditions. She said the line was moved slightly after the staff report was written. She clarified that the acreage for the proposed lots is slightly different than stated in the staff report, but the Commissioner's exhibits correctly reflect the acreage: .8158 acres for proposed Tract 3-A and .5223 acres for proposed Tract 3-B.

Public Comment

Mr. Michael Noland was sworn. He said he is a neighbor of the property and his wife Mary D. Russell owns the property at 707 Camino Atalaya. He said they assume the owner wants to divide the land to sell two separate properties, but are concerned if the property will be rezoned to build condominiums, etc.

The Public Comment portion regarding Case #2014-78 was closed at this time.

Questions from the Committee

Commissioner Padilla asked for staff clarification regarding the well. He asked if an easement currently exists that serves Tract 3-B, MacFarlane property; or does the well service only what would have been the original tract, now being sub-divided.

Mr. Thomas said he is correct that the well serves the subject's property of 1.34 acres, as it stands today.

Commissioner Padilla said the note from the Santa Fe Fire Department states that access "*shall not be less than 20 feet wide to any new construction.*" He said it appears the access easement currently designated and delineated, is at some point less than 20 feet. He asked if that is an issue with the Fire Department.

Mr. Thomas said he spoke with Fire Marshall, Ray Gonzales on that issue and at one point there is approximately 10 feet through the easement. He said the Fire Department does require the 20 foot width, but if not possible there is an addition to the condition. The addition states: "*however, a variance to this requirement may be granted by the Fire Department, if alternative fire suppressions are provided.*"

Commissioner Padilla confirmed the case information that the new construction proposed by Tract 3-B would be serviced by the city sewer and water.

Mr. Thomas said that is correct and is a condition of the approval proposed.

Commissioner Padilla said the Staff Report also includes conditions of approval that address the well and how the well will function upon approval of the lot split.

Mr. Thomas said there is a condition of approval. The condition states if the well continues to be used for irrigation, as currently; the appropriate easements will be required to ensure all access is available to the well.

Chair Ortiz asked the Applicant about the long culvert crossing Camino de las Animas. He said the culvert then goes into an open channel and becomes a closed conduit again and empties into the Arroyo Tenorio. He asked if that had been a problem in the past, in regard to maintenance.

Ms. Wells had not heard anything to that effect and was not aware of any issues.

Chair Ortiz asked Ms. Wells if she could answer Mr. Noland's question about the future plans for the property.

Ms. Wells said her client did not share her plans and she is not aware of what the future plans are.

Ms. Baer said that staff heard from David Rasch that the case had gone before the Historic District Review Board (HDRB) this week. She said the Board was reviewing the status of the greenhouse and she thought that was upgraded to significant.

Ms. Baer said there may be tentative plans to build a single family residence on the lower lot, Tract 3-B. She said a question was put to the HDRB, if the Applicant could make any changes to the greenhouse and if there had to be a separation.

Ms. Baer noted that the information she provided was secondhand.

Action of the Committee

Commissioner Harris moved to approve Case #2014-78, 461 Camino de las Animas Lot Split with the Conditions of Approval as outlined in the staff report. Commissioner Padilla seconded the motion.

Commissioner Padilla asked that the member from the public, Mr. Noland, continue his communication with the owner.

The motion to approve Case #2014-78 was passed by unanimous voice vote.

E. STAFF COMMUNICATIONS

There were no staff communications.

F. MATTERS FROM THE COMMITTEE

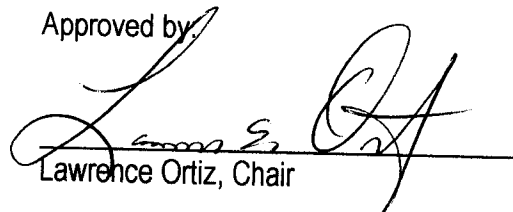
Commissioner Harris acknowledged the work of Ms. Wells and Jenkins Gavin, staff and the surveyor for the clean package.

Commissioner Padilla and Chair Ortiz agreed.

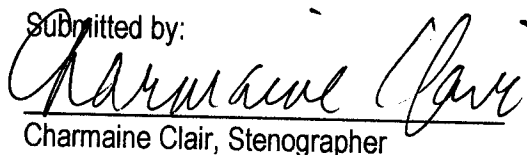
G. ADJOURNMENT

Having completed the agenda and with no further business to come before the Summary Committee, the meeting was adjourned at 11:16 a.m.

Approved by:


Lawrence Ortiz, Chair

Submitted by:


Charmaine Clair, Stenographer

City of Santa Fe, New Mexico

memo

DATE: August 26, 2014, for the September 11, 2014 Meeting

TO: Summary Committee

VIA: Matthew S. O'Reilly, P.E., Director, Land Use Department *MSO*
Tamara Baer, ASLA, Planning Manager, Current Planning Division *TB*

FROM: Zach Thomas, Senior Planner, Current Planning Division *ZT*

461 CAMINO de las ANIMAS LOT SPLIT

Case #2014-78. 461 Camino de las Animas Lot Split. JenkinsGavin Design & Development, Inc., agent for Joan O. MacFarlane, requests plat approval to divide approximately 1.34 acres into two residential lots. The property is zoned RC-5 (Residential Compound - 5 dwelling units per acre). (Zach Thomas, Case Manager)

RECOMMENDATION

The Land Use Department recommends **Approval** with the Conditions of Approval as outlined in this report.

BACKGROUND & SUMMARY

The property is zoned RC-5 (Residential Compound-5 dwelling units per acre). The proposal would create two tracts: Tract 3-A, 461 Camino de las Animas, consisting of +/-0.79 acres and Tract 3-B, 463 Camino de las Animas, consisting of +/-0.54 acres. Tract 3-A is developed with a single-family residence and accessory garage and Tract 3-B contains a greenhouse.

Both lots are accessed by a private access and utility easement (see, **Exhibit D**) from Camino de las Animas, a public roadway with a 33-foot right-of-way. While the existing residence on Tract 3-A is connected to City water and sewer, an existing well located on Tract 3-B is currently used for irrigation. A condition is proposed to require appropriate easements on Tract 3-B if the well will continue to

be used for irrigation of Tract 3-A. An existing condition of approval on the plat ensures each lot will be serviced by separate water and sewer lines.

CONDITIONS OF APPROVAL

Any staff conditions noted in the attached memoranda and not listed in the recommended conditions of approval have already been addressed on the plat.

Following standard practice, redline comments will be provided to the surveyor who shall make any necessary changes and submit the corrected plat in Mylar.

Staff recommends the following conditions of approval:

1. Add the following notes to the plat:
 - a. In the event the existing residence on Tract 3-A continues to use the well for irrigation, appropriate easements shall be noted on Tract 3-B ensuring access to the well.
 - b. Residential development on Tract 3-B shall be required to connect to City water and sewer.
 - c. Emergency access shall be provided to the driveway through the existing gate (automatic gates require opticom access and manual gates require emergency access knox lock/box)
 - d. Fire Department access to any new construction shall not be less than 20 feet in width. However, a variance to this requirement may be granted by the Fire Department if alternative fire suppression systems are provided.
 - e. All new construction shall meet the requirements of the Fire Department.

ATTACHMENTS:

EXHIBIT A: City Staff Memoranda

1. Solid Waste Memorandum, Randall Marco
2. Waste Water Division Engineer Memorandum, Stan Holland
3. Water Division Memorandum, Dee Beingessner
4. Fire Department Memorandum, Reynaldo Gonzales

EXHIBIT B: Maps and Photos

1. Zoning
2. Aerial View
3. Street View of Property Entrance

EXHIBIT C: Applicant Materials

1. Letter of Application
2. Lot Split Plat

LAMBOY, WILLIAM A.

From: MARCO, RANDALL V.
Sent: Tuesday, July 29, 2014 2:36 PM
To: LAMBOY, WILLIAM A.
Subject: RE: 2014-78 - 461 Camino de las Animas Lot Split

William,
2014-78 must bring refuse and or recycling to a street that is currently being serviced by the City of Santa Fe solid waste division.

Randall Marco
Community Relations / Ordinance Enforcement
Environmental Services Division
Office : 505-955-2228
Cell : 505-670-2377
Fax : 505-955-2217
rvmarco@santafenm.gov

From: LAMBOY, WILLIAM A.
Sent: Monday, July 28, 2014 3:20 PM
To: GONZALES, REYNALDO D.; GURULE, BEN J.; MARTINEZ, ERIC B.; ROMERO, JOHN J; HOLLAND, TOWNSEND S.; THOMAS, ZACHARY E.
Cc: KASSENS, SANDRA M.; RASCH, DAVID A.; MARCO, RANDALL V.; GURULE, GERALDINE A.; BLAY, JAOME R.; SARGENT, MARISA G.; BAER, TAMARA; BEINGESSNER, DEE
Subject: 2014-78 - 461 Camino de las Animas Lot Split

Good Afternoon!

Attached please find the PDF copy of the plat for the above referenced case. Just one easy, simple, single lot split case this month. Please review and return your comments to me before August 13, 2014.

Have a great day!

William Lamboy, AICP
Senior Planner
Current Planning Division
505-955-6888
P.O. Box 909
Santa Fe, NM 87504-0909

City of Santa Fe, New Mexico

memo

DATE: August 4, 2014
TO: William Lamboy, Case Manager
FROM: Stan Holland, Engineer, Wastewater Division
SUBJECT: Case #2014-78 – 461 Camino de las Animas Lot Split

The subject properties are accessible to the City sanitary sewer system.

The Wastewater Division has no objection to the lot split. The following items shall be required as a condition of approval for the requested lot split:

1. Existing Note 5 which states "Each lot shall be connected to the City's public sewer system through its own separate sewer service line." shall remain in the City Notes and Conditions

City of Santa Fe
memo

DATE: August 5, 2014
TO: Bill Lamboy, Land Use Senior Planner, Land Use Department
FROM: Dee Beingessner, Water Division Engineer *DB*
SUBJECT: Case # 2014-78 Camino de las Animas Lot Split


The resulting lots will have to be separately metered for water service. All service lines require a service line easement.

City of Santa Fe, New Mexico

memo

DATE: August 29, 2014

TO: Zach Thomas , Case Manager

FROM: Reynaldo Gonzales, Fire Marshal 

SUBJECT: Case #2014-78 461 Camino de las Animas Lot Split

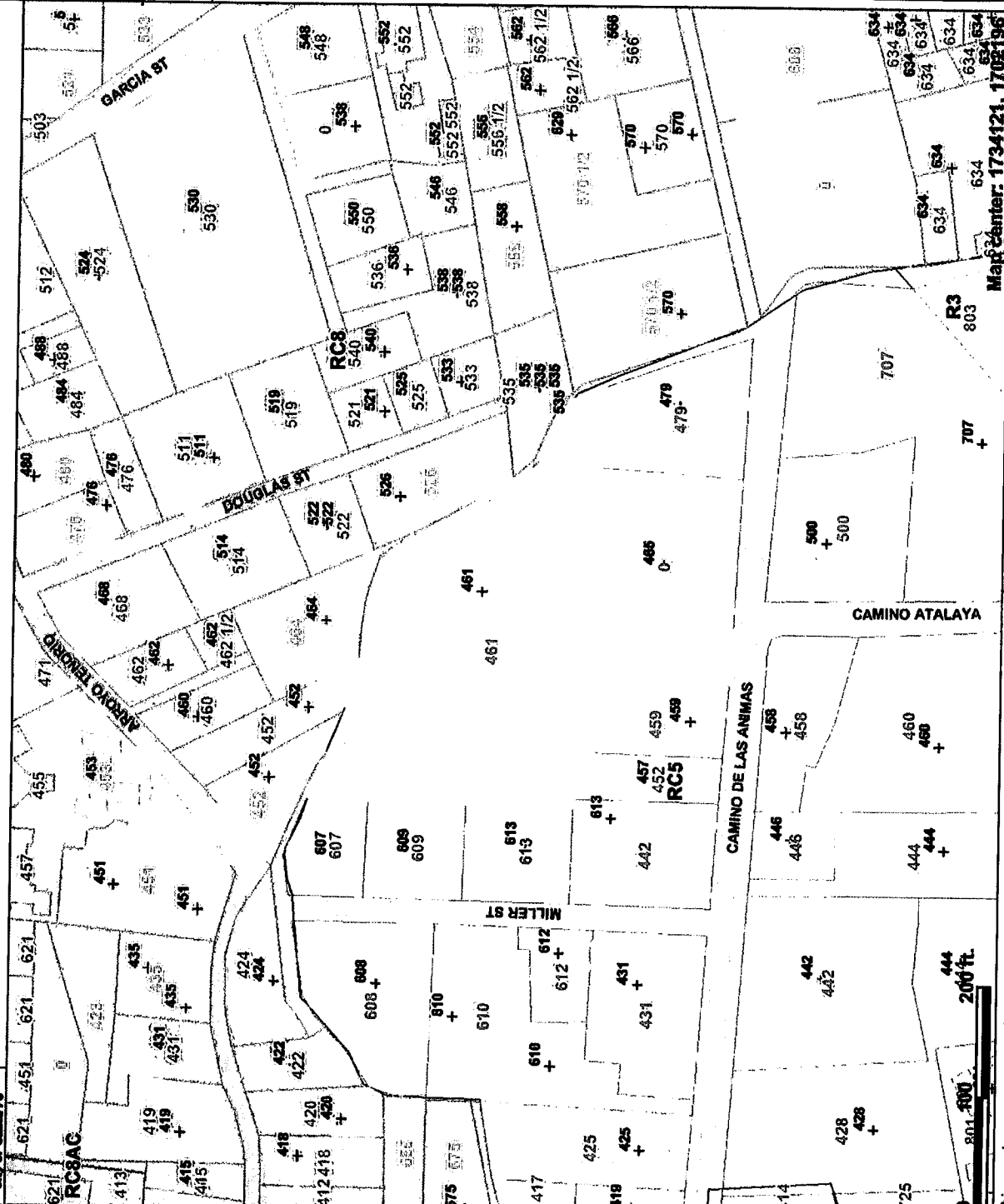
I have conducted a review of the above mentioned case for compliance with the International Fire Code (IFC) Edition. If you have questions or concerns, or need further clarification please call me at 505-955-3316.

1. Emergency access will be required to access driveway through existing gate (automatic gates require opticom access manual gates require emergency access, knox lock/box) .

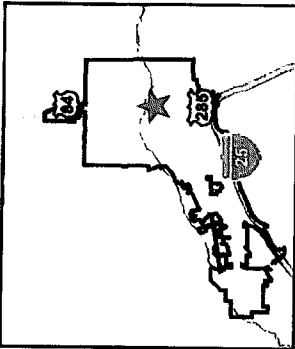
Prior to any new construction these requirements must be met:

1. All Fire Department access shall be no greater than a 10% grade throughout and maintain 20' min. width.
2. Fire Department Access shall not be less than 20 feet width to any new construction.
3. Shall meet driveway requirements as per IFC.
4. Fire Department shall have 150 feet distance to any portion of the building on any new construction.
5. Shall have water supply that meets fire flow requirements as per IFC or install an automatic sprinkler system.

461 Camino de las Animas - Zoning



This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.



City Limits

Address Points

Parcels

Airport Clear Zones

Santa Fe River

Zoning

RR Rural Residential

R1, (PUD) Single-Family 1du/ac

R2, (DT), (PUD), (AC) Single-Family 2du/ac

R3, (PUD) Single-Family 2du/ac

R4 Single-Family 4du/ac

R5, (DT), (PUD), (AC), R6 Single-Family 5-6du/ac

R7, (PUD), R8 Single-Family 7-8du/ac

RC5, RC5AC Compound 5du/ac

RC6, RC6AC Compound 6du/ac

R10, (PUD) Multiple-Family 10du/ac

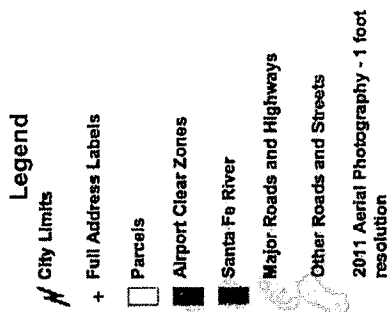
R12, (PUD) Multiple-Family 12du/ac

R21, (PUD) Multiple-Family 21du/ac

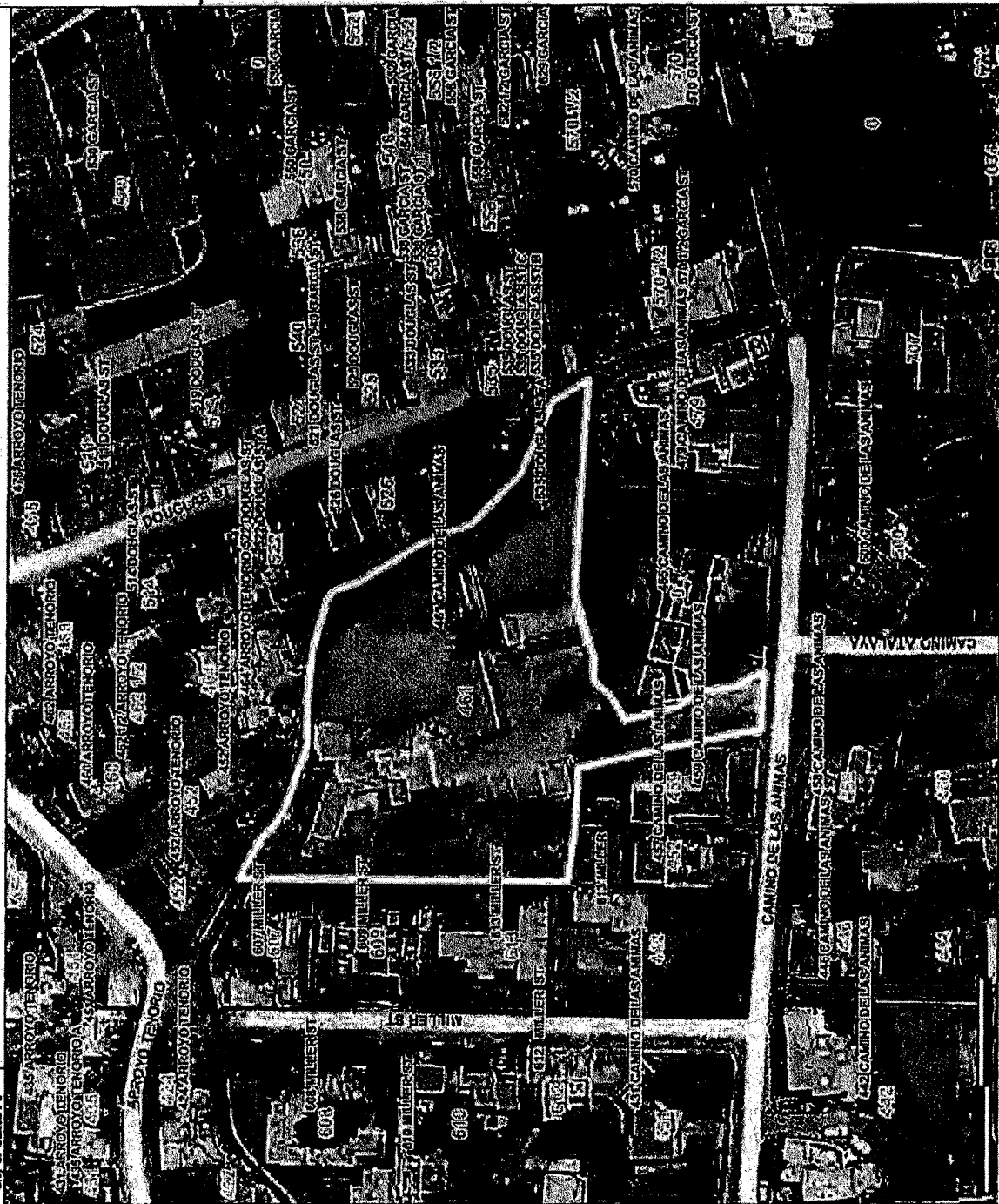
R23, (PUD), (AC) Multiple-Family 23du/ac

RAC Residential Arts & Crafts

Scale: 1:1,675



Scale: 1:1,355



This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.



Image capture: Apr 2014 Camino De Las Animas © 2014 Google



jenkinsgavin
DESIGN & DEVELOPMENT INC

July 28, 2014

Bill Lamboy, Senior Planner
City of Santa Fe Current Planning Division
200 Lincoln Ave.
Santa Fe, NM 87501

RE: Letter of Application - MacFarlane Lot Split

Dear Bill:

This letter is respectfully submitted on behalf of Joan MacFarlane in application for a lot split of Tract 3 for consideration by the Summary Committee on September 4, 2014. Tract 3 is located at 461 Camino de Las Animas and currently comprises ± 1.338 acres. The lot split will create two tracts: Tract 3-A, totaling ± 0.797 acres, and Tract 3-B, totaling ± 0.541 acres. The subject property is zoned RC-5. The lot split is in compliance with the zoning designation.

Existing structures on Tract 3-A are a 3,979 s.f. residence and a 1,720 s.f. garage/accessory structure, for a total lot coverage of 16%. Tract 3-B has an existing 1,018 s.f. greenhouse, for a lot coverage of 4%. Both tracts will be accessed from Camino de Las Animas via a new access and utility easement along the existing driveway.

In support of this request, the following documentation is submitted herewith for your review and consideration:

- Lot Split Application
- Letter of Owner Authorization
- Warranty Deed
- Legal Lot of Record
- Lot Split Plat – 3 copies
- Application fees in the amount of \$280.00 (\$250.00 application fee; \$30.00 poster fee)

Please let us know if you have any questions or need additional information.

Thank you.

Sincerely,

Hillary Welles

