



Agenda

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Capital Improvements Advisory Committee

Thursday, October 13, 2016

3:00 p.m.

**City Hall, 200 Lincoln Avenue, 1st Floor
City Councilors Conference Room**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES – **Meeting of July 14, 2016**
5. DISCUSSION / ACTION ITEMS
6. INFORMATION ITEMS
 - A. **Quarterly Financial Summary and Permit Report (July - September, 2016)**
7. MATTERS FROM THE COMMITTEE / STAFF
8. MATTERS FROM THE FLOOR
9. NEXT QUARTERLY MEETING DATE (**Thursday, January 12, 2017, 3:00 p.m.**)
10. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at (505) 955-6520, five (5) working days prior to meeting date.

For questions regarding this agenda, please contact the Long Range Planning Division at 955-6610.

MINUTES OF THE
CITY OF SANTA FE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

October 13, 2016

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Ted Swisher at 3:02 p.m. on this date in the City Councilors' Conference Room, 1st Floor, City Hall, Santa Fe, New Mexico.

2. ROLL CALL

Roll call indicated a quorum was present as follows:

MEMBERS PRESENT:

Ted Swisher, Chair
Rex Givens
Marshall Thompson
Neva Van Peski
Edmundo Lucero
Kim Shanahan

MEMBERS ABSENT:

Rick Martinez
Marg Veneklasen
1 vacancy

STAFF PRESENT:

Reed Liming, Long Range Planning Division Director
Lisa Martinez, Director, Land Use Department

OTHERS PRESENT:

Michael Harris, City Councilor, District 4

3. APPROVAL OF AGENDA

Mr. Thompson moved to approve the Agenda as published. Mr. Shanahan seconded the motion. The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES:

- **Meeting of July 14, 2016**

The following change was offered to the minutes of the July 14, 2016 meeting:

Page 3, third paragraph, 1st sentence was changed to read: *"Mr. Liming noted the 'Waived Residential Impact Fees' sheet showing that there are still permits being issued paying the 50% residential reduction fee as they were ~~allied~~ applied for prior to the 'Sunset' of the reduction of fees ordinance."* (the word "allied" was changed to "applied")

Ms. Van Peski moved to approve the Minutes of the July 14, 2016 meeting as amended. Mr. Lucero seconded the motion. The motion passed unanimously by voice vote.

5. DISCUSSION / ACTION ITEMS

There were no discussion/action items.

6. INFORMATION ITEMS

A. Quarterly Financial Summary and Permit Report (July - September 2016)

[Copies of the Quarterly Financial Summary {*Exhibit 6A*} were distributed in the Members' packets. The Quarterly Permit Report was incomplete and handed out at the meeting.]

Mr. Liming briefly reviewed the Exhibit 6A (July through September 2016). The City brought in \$229,005.00 in total impact fees during the quarter; \$154,982.00 in Road impact fees; \$57,294.00 in Parks impact fees; \$4,947.00 in Police impact fees and \$11,782.00 in Fire impact fees.

Mr. Shanahan asked if the quarterly impact fees were similar to previous quarters as he continues to hear that growth is picking up in Santa Fe, but the impact fees don't seem to reflect much growth.

Mr. Liming stated that this was consistent with recent quarters in terms of impact fee revenues. (Chair Swisher noted that the minutes of the July 14, 2016 meeting stated that during the quarter from April – June the total impact fee revenue was \$238,665.47.)

Mr. Liming stated that the Permit report was incomplete as permits issued in September were not included. He is in contact with the IT department to resolve the issue.

Mr. Shanahan requested that staff provide the city's permit codes ("Application Type") to the committee members.

Mr. Thompson asked where the street Hojas Verdes was located in the city.

Mr. Liming stated that Hojas Verdes is a street located in the new Pulte subdivision in Las Soleras.

There was discussion about the square footage column in the Impact Fee Permit Report that included very high figures and decimal points.

Mr. Liming stated that he would check on the square footage column and the figures provided in the report which is generated by the city's IT Department.

Mr. Shanahan asked about the status of the Las Soleras Credit Agreement regarding Road impact fees. He requested (and the committee concurred) that there be quarterly status reports/updates on Las Soleras as it pertains to the tracking of permits and impact fees.

Mr. Liming added that his understanding was that there may also be a waiver of Park impact fees for residential permits in Las Soleras as part of an agreement with the developer in return for the developer's reserving land and developing the initial phase of a city public park in Las Soleras.

Ms. Martinez stated that Noah Berke of the Land Use Department was tracking the Las Soleras Credit Agreement and that staff would provide a status report on Las Soleras and impact fees at the next CIAC quarterly meeting.

Mr. Liming noted the "Waived Residential Impact Fees" summary sheet shows that during the most recent quarter (July-September, 2016) there were no permits issued that received any "waived" fees and that all of the permit applications that were assessed with waivers may have been issued as the "50% impact fee waiver" on all residential permits sunset in February 2016.

Mr. Liming reviewed the email exchange (included in the packet) between himself and the city's impact fee consultant, Clancy Mullen (Duncan Associates) regarding questions raised at the July CIAC meeting regarding whether smaller homes should be assessed impact fees strictly based on the proportionate size of the home. Also, discussed in the email was the issue regarding impact fees for "Change of use" to an existing building.

Chair Swisher asked if there was any further information or action requested by CIAC members on either of the issues discussed in the email. There was no further discussion.

Councilor Harris commented on the pending St. Michael's Drive overlay ordinance and the intention to waive all impact fees for new development within the proposed overlay district. He commented on possible expansion of the overlay district to include other properties to which the overlay could apply.

Mr. Liming called attention to the CIAC Meeting Schedule for 2017 included as the last page of the packet. He noted that there were monthly meeting dates reserved between the quarterly meeting dates in the event that city staff brought forward a request to use impact fee funds for a project.

7. MATTERS FROM THE COMMITTEE / STAFF

There were no additional matters.

8. MATTERS FROM THE FLOOR

There were no matters from the Floor.

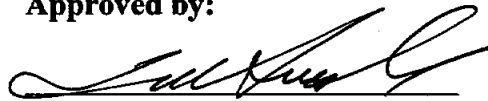
9. NEXT QUARTERLY MEETING DATE:

The next quarterly meeting is scheduled for January 12, 2017 at 3:00 p.m.

10. ADJOURNMENT

Having no further business to discuss, Mr. Thompson moved to adjourn the meeting, and seconded by Mr. Shanahan, the meeting adjourned at 3:55 p.m.

Approved by:


Ted Swisher, Chair

Respectfully submitted by:


Reed Liming, City Staff