



# Agenda

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## AMENDED

### SUMMARY COMMITTEE

Thursday, July 5, 2012 - 11:00am

City Council Chambers

City Hall 1<sup>st</sup> Floor - 200 Lincoln Avenue

- A. ROLL CALL
- B. APPROVAL OF AGENDA
- C. *ELLECTION OF OFFICERS*
- D. APPROVAL OF MINUTES – June 7, 2012
- E. OLD BUSINESS
- F. NEW BUSINESS

1. **Case #2012-055. 1301 Canyon Road, Tract 2 Lot Split.** Michael Munson, owner, requests plat approval to divide approximately 1.08 acres into two residential lots. The property is located at 1301 Canyon Road, and is zoned R-2 (Residential – 2 dwelling units per acre). (William Lamboy, Case Manager).
2. **Case #2012-063. 3458 Rufina Street Family Transfer Lot Split.** Charlie Gonzales, agent for José M. Gonzales, requests plat approval to divide approximately 0.79 acres into two residential lots. The property is located at 3458 Rufina Street, and is zoned R-3 (Residential – 3 dwelling units per acre). (William Lamboy, Case Manager).

- G. BUSINESS FROM THE FLOOR
- H. STAFF COMMUNICATIONS
- I. MATTERS FROM THE COMMITTEE
- J. 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.**



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CITY OF SANTA FE  
SUMMARY COMMITTEE  
July 5, 2012

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**MINUTES OF THE MEETING  
OF THE CITY OF SANTA FE  
SUMMARY COMMITTEE  
July 5, 2012**

A regular meeting of the City of Santa Fe Summary Committee, was called to order by Acting Chair Angela Schackel-Bordegary, on Thursday, July 5, 2012, at approximately 11:00 a.m., in the City Council Chambers, City Hall, Santa Fe, New Mexico.

**A. ROLL CALL**

**MEMBERS PRESENT:**

Michael Harris  
Lawrence Ortiz  
Angela Schackel-Bordegary

**OTHERS PRESENT:**

Tamara Baer, Current Planning Division  
William Lamboy, Current Planning Division  
Melessia Helberg, Stenographer

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

**B. APPROVAL OF AGENDA**

**MOTION:** Commissioner Harris moved, seconded by Commissioner Ortiz, to approve the Agenda as published.

**VOTE:** The motion was approved unanimously on a voice vote.

**C. ELECTION OF OFFICERS**

**MOTION:** Commissioner Ortiz moved, seconded by Commissioner Schackel-Bordegary to elect Michael Harris as the Chair of the Summary Committee.

**VOTE:** The motion was approved unanimously on a voice vote.



**MOTION:** Commissioner Harris moved, seconded by Commissioner Ortiz, to elect Angela Schackel-Bordegary as the Secretary of the Summary Committee.

**VOTE:** The motion was approved unanimously on a voice vote.

**D. APPROVAL OF MINUTES – JUNE 7, 2012.**

**MOTION:** Commissioner Ortiz moved, seconded by Commissioner Schackel-Bordegary, to approve the minutes of the meeting of June 7, 2012, as submitted.

**VOTE:** The motion was approved unanimously on a voice vote.

*Michael Harris assumed the duties of the Chair*

**D. OLD BUSINESS**

There was no Old Business.

**E. NEW BUSINESS**

1. **CASE #2012-055. 1301 CANYON ROAD, TRACT 2 LOT SPLIT. MICHAEL MUNSON, OWNER, REQUESTS PLAT APPROVAL TO DIVIDE APPROXIMATELY 1.08 ACRES INTO TWO RESIDENTIAL LOTS. THE PROPERTY IS LOCATED AT 1301 CANYON ROAD, AND IS ZONED R-2 (RESIDENTIAL – 2 DWELLING UNITS PER ACRE). WILLIAM LAMBOY, CASE MANAGER).**

A Memorandum prepared June 22, 2012 for the Summary Committee Meeting of July 5, 2012, with attachments, to the Summary Committee, from William Lamboy, Senior Planner, Current Planning Division, is incorporated herewith to these minutes as Exhibit "1."

Two color photos of the subject property, entered for the record by William Lamboy, are incorporated collectively herewith to these minutes as Exhibit "2."

## **Staff Report**

The staff report was presented by William Lamboy, Current Planning Division, which is contained in Exhibit "1."

Mr. Lamboy said a stucco wall is depicted on the plat adjacent to the new lot line, and the word "portal" is written above it. He said the photos he distributed [Exhibit "2"] today indicate a portal was built on top of the stucco wall and the Code requires a minimum of 7 feet front setback. He said under these circumstances, staff is recommending an additional condition of approval that requires a zero lot line affidavit to be executed and recorded prior to the recordation of the Plat.

**Recommendation:** The Land Use Department recommends approval with the conditions of approval as outlined in the Staff Report [Exhibit "1"].

## **Public Hearing**

**Michael Newman, Southwest Mountain Surveys, 1114 Hickox, agent for the owner, was sworn.** Mr. Newman said they request the lot split and agree with any conditions of approval the Summary Committee may have regarding the lot split.

## **Speaking to the Request**

There was no one speaking for against this request.

## **The Public Testimony Portion of the Public Hearing was closed**

## **Questions and Comments from the Committee**

Commissioner Schackel-Bordegary said then there was a stucco wall which was taken down and a portal was built, saying she is trying to understand the issue.

Mr. Lamboy said no. When you look at the plat, on the legend a wall is shown and it is called out as a stucco wall. He said if it was just a stucco wall like a fence wall or something like that, there would have been no issue, but since it is part of the portal, the City will need the lot line affidavit.

Commissioner Ortiz said he has no questions or comments.

Chair Harris said he understands the situation with the wall and the portal. He said the staff recommendation on the zero lot line doesn't show up in the conditions of approval 1 through 3.

Mr. Lamboy said this is correct. He said staff looked at the photographs, and noticed the portal and the stucco wall were contiguous, and were one and the same. He said it is a structure that is more than just a free standing wall there.

Chair Harris asked Mr. Lamboy to repeat the additional condition he is proposing, commenting he doesn't know exactly how that would work.

Mr. Lamboy said staff is recommending a condition of approval that would require a zero lot line affidavit to be executed and recorded prior to the recordation of the plat.

Chair Harris asked if a zero lot line is allowed in this circumstance.

Mr. Lamboy said yes, except in the BCD.

Ms. Baer said she would like to amend the condition to provide that the City would allow the applicant, if they so chose, to move the lot line back sufficiently such that a zero lot line affidavit would not be required. She said either of these solution would address the issue of the structure being up to the lot line.

Chair Harris said this seems reasonable, to give two options which can be made to work.

Mr. Newman said they are willing to do it either way.

Commissioner Schackel-Bordegary said if she read the case correctly, it is to dissolve a condominium association and that obviates the lot split, and asked if this is correct.

Mr. Lamboy said this is correct.

Commissioner Schackel-Bordegary said it is between the applicant and his neighbor to work this out, and in her opinion, the zero lot line affidavit is the preferred option, and she is fine with that.

**MOTION:** Commissioner Ortiz moved, seconded by Commissioner Schackel Bordegary, to approve Case #2012-055, the Michael Munson Lot Split, with all conditions of approval as recommended by staff and with the additional condition of approval that that would require a zero lot line affidavit to be executed and recorded prior to the recordation of the plat.



**VOTE:** The motion was approved unanimously on a voice vote.

2. **CASE #2012-063. 3458 RUFINA STREET FAMILY TRANSFER LOT SPLIT. CHARLIE GONZALES, AGENT FOR JOSE M. GONZALES, REQUESTS PLAT APPROVAL TO DIVIDE APPROXIMATELY 0.79 ACRES INTO TWO RESIDENTIAL LOTS. THE PROPERTY IS LOCATED AT 3458 RUFINA STREET, AND IS ZONED R-3 (RESIDENTIAL – 3 DWELLING UNITS PER ACRE). WILLIAM LAMBOY, CASE MANAGER).**

A Memorandum prepared June 22, 2012, for the Summary Committee Meeting of July 5, 2012, with attachments, to the Summary Committee, from William Lamboy, Senior Planner, Current Planning Division, is incorporated herewith to these minutes as Exhibit "3."

A copy of *Rural Residential District (RR)*, entered for the record by William Lamboy, is incorporated herewith to these minutes as Exhibit "4."

### **Staff Report**

The staff report was presented by William Lamboy, Current Planning Division, which is contained in Exhibits "3 and "4."

Mr. Lamboy noted the letter of application is the last item in the Committee packet [Exhibit "3"], and in the letter the applicant references zoning the property for agricultural. He said the City does not have an agricultural zoning district. He said the closest to that would be a rural residential zoning district, noting he provided the standards earlier [Exhibit "4"]. He noted the rezoning process is different and more exacting than the lot split process, and any request to rezone the property would have to be reviewed by the entire Planning Commission and approved by the City Council. As a result, staff is requesting that any reference to agricultural be removed from the plats.

**Recommendation:** The Land Use Department recommends approval with the conditions of approval as outlined in the staff report [Exhibit "3"].

### **Public Hearing**

**Charlie Gonzales, agent for Jose M. Gonzales, was sworn.** Mr. Gonzales said his father is the owner of the lot. He said his father was going to give it all to him, but wanted him to give a piece to his niece. He told his father he couldn't give it to his niece, it would have to come

from him directly. This is the reason it is being given directly to him and his niece. He said he was checking into an agricultural use, because he has a barn and a corral on his piece of the property, and he doesn't intend to change it. However, he does understand it is a different procedure to get to that point if it is available, so he has no problem with holding off on that, and saving it for a different time. He said he is okay with all of the conditions of approval.

### **Speaking to the Request**

There was no one speaking for or against this request.

### **The Public Testimony Portion of the Public Hearing was closed**

### **Questions and Comments from the Committee**

Commissioner Schackel Bordegary said she guesses this property previously was in the County in the presumptive City limits, so there probably is an agricultural designation in the County Code, and there was an affirmative response which wasn't audible on the tape.

Commissioner Ortiz asked if the 25 ft. utility and access buffer is established at the site right now.

Mr. Gonzales asked if he is speaking of the access on the west side, and Commissioner Ortiz said yes.

Mr. Gonzales said he has a gate and corral there, so it is established.

Chair Harris said is reading conflicting information between the staff recommendation and John Romero's comments. He understands, as staff recommends, "access to both lots will be granted from the future road to be constructed along the eastern property boundary, and unless such road is not constructed and dedicated to the City."

Chair Harris said Mr. Romero's comments seem to suggest something else. He said in his second sentence, Mr. Romero says basically the same thing. However, in the third sentence he says, "If the right-of-way to the above mentioned future roadway is in place at the time of the building permit application, but the road has not been built, then the owners shall construct a temporary driveway that utilizes said reserve right-of-way to access Rufina, to be used until such time the roadway is built and dedicated to the City."



Chair Harris asked if the condition of approval tracks with Mr. Romero's recommendation here, or does it stop with what we have in our packet.

Ms. Baer said the intent of the condition is to follow Traffic Engineer John Romero's recommendation precisely. And if this needs to be clarified in the condition, staff is happy to do so. She said Mr. Romero's idea is the proposed road on the Bienvenidos property is in place at the time that either of the Gonzales lots are developed, they will access from that road. If it is not in place, and nothing has moved on that property, if the ROW is dedicated, the idea is that eventually then they will access from that road when it is built, noting Mr. Gonzales has agreed to this. She said they then will be required to remove the access from Rufina to the other two lots. She said the advantage of that to the Gonzales property is that they will then have more square footage with which to work on their lots. However, if the road does not develop, then whomever develops first of the two Gonzales lots, would come into City Traffic and request a driveway access permit, and they would access, at least temporarily, directly from Rufina.

Mr. Gonzales said understands from what Ms. Baer just read, that if the road is not built and "we come and develop first, then we have to develop that portion of road just to get in in out." He said he probably will submit for a permit within 2-3 weeks, so "I'll throw that out of whack right off the bat."

Chair Harris said Mr. Romero's language says if the reserved ROW is there on the Bienvenidos property, then it would be the owner's obligation to construct a temporary driveway to Rufina. However, Mr. Gonzales just said in 2-3 weeks, he probably will submit an application, in which case it would be going through Public Works with certain processes to access directly onto Rufina. However, if and when Bienvenidos is approved, similar to what we've seen in the past, then Mr. Gonzales and his niece, whomever owns those properties, would be asked to connect to the new road.

Mr. Baer said, "That's correct. That's our understanding."

Mr. Gonzales said this is his understanding as well.

Chair Harris said, although he has no problem with it, it is somewhat convoluted, and he wants to be sure he understands this.

Mr. Gonzales said when the subdivision comes through for R-3 approval, he will be submitting a technical report on his own, noting he does have concerns about what the City is requiring on the access of the driveways, the medians to turn in and out, reiterating they will be hearing from him at that time.



Chair Harris said in reviewing the minutes from the last Planning Commission meeting, that Mr. Gonzales had concerns about the deceleration lane and his horse trailer, and such. He said, not knowing what Bienvenidos is going to do, there will be certain improvements in that stretch of Rufina in the not too distant future.

Mr. Gonzales said they do have concerns. He said he also is the Vice-President of the Agua Fria Village Association, and they do have concerns about those pieces of property which were just brought into the City on the south side of Rufina Street. He said he was involved when Rufina Street was sold to the City, and Rufina and it was supposed to be a four-lane road, but the City built a two-lane. He said there is a traffic condition problem on that road. He said it looks like the City, little-by-little is trying to get a frontage road from all those parcels along the south side of Rufina Street, commenting the Agua Fria Village Association is talking about it. They are concerned that the City is looking at a way to fix that congestion by requiring more access roads or more frontage roads through their property.

Chair Harris said he noted Ms. Zaxus states that the 25 foot easement should be a public easement.

Mr. Gonzales said another question he has, is he doesn't know why the City is requiring for that road to be a City ROW, because it will never be public. He said if you look at the outlet on Cerrillos Road, they don't have the room to put the typical road section. He said he doesn't know where Public Works is getting its direction to ask for more ROW, or if it's part of a plan.

Mr. Lamboy said he spoke with Ms. Zaxus about the whole issue of the public right-of-way, and she didn't have a satisfactory response, but she did say the word "public" could be deleted.

Ms. Baer said the Rufina Street ROW is already in place, and this additional easement which is "shown on here," is not something the City requested, and it's not public in any way. It is not the intent of the City to increase the ROW of Rufina in this location or anywhere else as far as she knows..

Mr. Gonzales said the road is going to be public and the City is having him to move his driveway access from Rufina to the side, make him move a driveway access from a public road to a private road, commenting he could see that if this was a public driveway.

Ms. Baer said the City anticipates that any road through the Bienvenidos property would be a public roadway, and that's how it's been presented in the past, "but we're also not there yet." She said they have an ongoing application going to Council, and this is the first she's heard about any

application which might be in the works, so that's still an open question, and therefore the condition was made the way it was to anticipate either of the future access options.

Chair Harris said he understands the concerns expressed by Mr. Gonzales and Mr. Mees at the last Planning Commission meeting. He said he was reminded of that as he read the minutes. He said quite frankly, it started to feel like a little bit of a *de facto* moratorium on some of the development that could happen along Rufina. He noted there is a meeting scheduled on July 19, 2012, between the City Council and the Commission.

Ms. Baer said no, commenting that is an informal meeting without any sort of standing. She said there is a new Public Utilities Director at the County, Adam Leguan, and he offered to meet with the owners of property adjacent to the Rufina ROW, as well as people from Agua Fria, and the City in order to discuss future transportation, development and options in that area. However, that meeting is not intended, and was never intended to hold up any development.

Chair Harris said in looking at the minutes, Mr. Mees is a well informed member of the public, and he was able to "get across" the real difficulties associated with developing the property along Rufina.

Mr. Gonzales said he has been in the meetings, along with Adam and the City, and they were not talking only about Rufina Street. He said they are having traffic issues, speeders on Agua Fria and some people want to put speed humps, but that's not going to happen. He said what they are saying if we do the traffic on Agua Fria, we also have to do the traffic on Rufina and Alameda as well, because they all go the same way. He said it's a complicated issue, and will take some time to hash-out all of this.

Commissioner Schackel-Bordegary, said she is glad to see that the new County Utilities Director has initiated that overture. She said there have been a greater proportion of cases from this very area for the Planning Commission over the past several months, and when they've had any cases, it's been in this area. She said it would behoove us to look at this more holistically. She said she would like staff to present an overview of the Rufina Traffic Corridor, commenting she will request that this evening at the Planning Commission. She said the Planning Commission is in the position to help guide decisions, but they need to see the whole picture of this area. She said it is sort of Santa Fe's infill, and we're seeing piecemeal development and there's a lot of tension and conflict because it's a change in the way things have been out there.

Mr. Gonzales said Ms. Baer will be seeing more of these cases, noting his two aunts own some property in the same place as well, so he will be here again for them.



Commissioner Schackel-Bordegary said perhaps she should take this issue to "long range in terms of the annexation and what we know about this area," and believes the Planning Commission should be educated further in what we're looking at in this quadrant. She sees, in the greater good, that this transportation needs to be thought-out, and that will guide this, commenting the area is no longer rural and no longer Village. She said we're going to have to work this out. She said there is a reason that our Traffic Engineer has included this, because the City eventually needs to be able to have another road in that area. She said, "It's painful for us, but guiding these decisions needs to stand strong in that."

Mr. Gonzales said, "I just want to make it clear that the Agua Fria Village is concerned about future roads getting popped in there as frontage roads, and all because the City did not build the 4-lane Rufina Street as they were supposed to, so there are some issues. When I did bring up the 4-lanes to John Romero, he's not happy about it. But, I mean, like I say, when that came through, I went through that whole process with them, only because my family sold the City 100 feet, and the whole intention was for 4 lanes, and they only chose to build 2. So, the way we look at it is that the City, by choosing to build 2 lanes, they brought the congestion problems on themselves. I don't know how that happened, how we only build 2 instead of 4, but like I say, right now, we're just concerned in the Agua Fria Village that those parcels that were annexed into the City are going to be used to relieve the congestion off of Rufina Street. And those are narrow parcels. In order for that to work, the property owners would have to all combine their properties together to make it worth their while."

Commissioner Schackel Bordegary said it sounds like there's room for us to continue talking.

Mr. Gonzales said, "I'll write something for the... when Bienvenidos comes up, I'll write something technical from our standpoint, and I'll present it to you all."

**MOTION:** Commissioner Schackel-Bordegary moved, seconded by Commissioner Ortiz, to approve Case #2012-063, the Jose M. Gonzales Family Transfer Lot Split, with all conditions of approval as recommended by staff.

**VOTE:** The motion was approved unanimously on a voice vote.

## **G. BUSINESS FROM THE FLOOR**

None.



## **H. STAFF COMMUNICATIONS**

None.

## **I. MATTERS FROM THE COMMITTEE**

Chair Harris said he went on the City website to find the SWAMP [Southwest Area Master Plan] document, and he couldn't.

Ms. Baer said the SWAMP is located through the Long Range Planning website – go to departments, housing and community development, long range plan, and then he can find it.

Commissioner Schackel-Bordegary asked if the SWAMP was approved or adopted.

Ms. Baer said certain portions of it apparently were approved, apparently. She said they don't have a good history that is written systematically, and if something was approved as a portion of the SWAMP, it would show up in the Future Land Use Map [FLUM]. She said it was approved, and staff is presuming the approval was transferred into the GIS system, and will show up as part of the Future Land Use Map.

Commissioner Schackel-Bordegary asked if the FLUM is updated at regular intervals, or if this is a function of GIS.

Ms. Baer said no. She said GIS is the process for showing what has been approved, but the process for approving it is through General Plan Amendments, which always go to the Planning Commission and then have to be approved by the Council. She said if the zoning request doesn't match what is reflected in FLUM, they first have to demand the FLUM. When the FLUM is amended, that is how that change is made. Staff then gives the information to GIS and they will update the map.

Commissioner Schackel-Bordegary said it sounds like there is a need to update the general plan as the map relates to the general plan to match what has been approved – we don't have an dated General Plan to match with FLUM.

Ms. Baer said currently there is no plan to update the General Plan, although some ideas have been floated. She said the General Plan was adopted at the end of 1999, and it was extremely expensive, noting they hired a consultant out of San Francisco. And, after the City had

spent several hundred thousands of dollars, the City took over the process and finished it, and that is the last time the General Plan was amended in a systematic, wholesale manner. This typically is done through the Long Range Planning Division. She said the FLUM is an auxiliary of the Plan and is adopted as a part of the General Plan by Resolution.

Commissioner Schackel-Bordegary asked how well work this “works for you as the Current Land Use staff” – where do we stand and if that is a good guiding document.

Ms. Baer said staff is required to do that, and do it to the best of their ability. However, the General Plan is 10 years old, very broad and encompasses many different policies. She said in some ways they try to support the General Plan through staff recommendations, and that works fine as far as that goes.

#### **J. ADJOURNMENT**

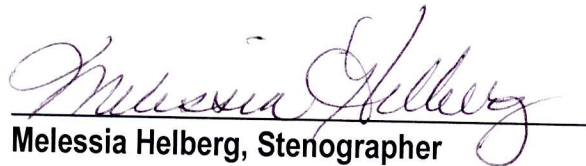
There was no further business to come before the Committee.

**MOTION:** Commissioner Schackel-Bordegary moved, seconded by Commissioner Ortiz, to adjourn the meeting.

**VOTE:** The motion was approved unanimously on a voice vote, and the meeting was adjourned at 11:45 a.m.

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**Michael Harris, Chair**

  
**Melessia Helberg, Stenographer**

# City of Santa Fe, New Mexico

# memo

**DATE:** June 22, 2012, for the July 5, 2012 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:** William Lamboy, AICP, Senior Planner, Current Planning Division

**1301 CANYON ROAD, TRACT 2, LOT SPLIT**

**Case #2012-055.** **1301 Canyon Road, Tract 2, Lot Split.** Michael Munson, owner, requests plat approval to divide approximately 1.08 acres into two residential lots. The property is located at 1301 Canyon Road, and is zoned R-2 (Residential – 2 dwelling units per acre). (William Lamboy, 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 R-2, Residential-2 dwelling units per acre. There are currently, 2 primary dwelling units on the property. No new construction is anticipated on either lot.

The proposed lot split would create two tracts: Tract 2-A, 1301 Canyon Road, containing approximately 0.50 acres; and Tract 2-B, 1301-C Canyon Road, 0.58 acres. Both lots are presently developed and held in condominium ownership. Dissolution of the condominium is required as a condition of approval of the property division, and must be completed prior to recordation of the lot split plat.

- Both parcels are directly accessed from Canyon Road, via a 20-foot access and utility easement. Canyon Road is a public roadway with a 30-foot right-



of-way. The properties are in the City's service area and are already connected to City sewer and water service.

## **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.*

Staff recommends the following conditions of approval:

1. Staff redline comments will be provided to the surveyor who shall address all issues and submit the corrected plat in Mylar.
2. Reference the Preliminary DFIRM (2/18/11), and clearly state whether the property is in the 1% floodplain with regard to the 6/17/08 FIRM and the 2/18/11 DFIRM.
3. Executed condominium dissolution shall be provided to the Land Use Department prior to recordation of the Lot Split Plat.

## **ATTACHMENTS:**

### **EXHIBIT A: City Staff Memoranda**

1. Fire Marshal Memorandum, Rey Gonzales
2. City Engineer for Land Use Memorandum, R. B. Zaxus
3. Waste Water Division Engineer, Stan Holland

### **EXHIBIT B: Maps**

1. Zoning
2. Aerial View

### **EXHIBIT C: Applicant Materials**

1. Letter of Application

**City of Santa Fe, New Mexico**


# **Exhibit A**

**City Staff Memoranda**



# City of Santa Fe, New Mexico

## memo

**DATE:** May 24, 2012  
**TO:** William Lamboy, Case Manager  
**FROM:** Reynaldo Gonzales, Fire Marshal   
**SUBJECT:** Case #2012-055. 1301 Canyon Road, Tract 2 Lot Split.

I have conducted a review of the above mentioned case for compliance with the International Fire Code (IFC) 2009 Edition. Below are the following requirements that shall be addressed prior to approval by Planning Commission. If you have questions or concerns, or need further clarification please call me at 505-955-3316.

1. All Fire Department access shall be no greater than a 10% grade throughout and maintain 20' min. width.
2. Shall Comply with International Fire Code (IFC) 2009 Edition.
3. Fire Department Access shall not be less than 20 feet width to any new construction.

Exhibit: A-1

# City of Santa Fe, New Mexico

# memo

DATE: June 19, 2012  
TO: William Lamboy, Case Manager  
FROM: Risana B "RB" Zaxus, PE, City Engineer for Land Use Department  
SUBJECT: Case # 2012-055, 1301 Canyon Road, Tract 2 Lot Split

---

I reviewed a two-sheet Lot Split Plat prepared by Southwest Mountain Surveys. The following review comments are to be considered conditions of approval:

- Clarify the floodplain status notes. Reference both the current effective (6/17/08) FIRM and the DFIRM (2/18/11), and clearly state whether the property is in the 1% zone with regard to each. Remove any reference to "floodway."
- Remove reference on both sheets to lots being created from Lot 4, as it seems that the two lots are created from Tract 2.





# MEMO

## Wastewater Management Division DEVELOPMENT REVIEW COMMENTS

### E-MAIL DELIVERY

Date: May 31, 2012

To: William Lamboy, Case Manager

From: Stan Holland, P.E.  
Wastewater Management Division

Subject: Case 2012-055 1301 Canyon Road, Tract 2 Lot Split

---

**The subject properties are accessible to the City sanitary sewer system:**

The following notes shall be included on the plat:

1. Each lot shall be served by a separate sewer service.

**Additional Comments:**

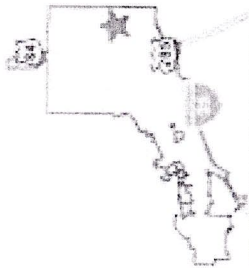
1. On page 1 of the plat for the City of Santa Fe Conditions of Approval - Note 4, the note shall be replaced with "Each lot shall be served by a separate sewer service line".
2. City billing records indicate that the property owner is paying for City monthly sewer service and usage fees.
3. The identification of the tracts or lots is incorrect. Both proposed tracts are identified as Tract 2-B. The plat "Purpose" identifies different lot names from those of the plat title.
4. Based upon the information provided on the plat, there is currently one sewer lift station that will be located within and able to serve Tract 2 (0.578 ac.). The applicant shall be required to install another separate sewer lift station and service line that shall connect to the City public sewer line in Canyon Road. This additional sewer lift station will be for Tract 2 (0.5000ac)

**City of Santa Fe, New Mexico**

# **Exhibit B**

**Maps**





Leopold

City Living

## Results

August 2009, Volume 10, Number 4

1. *Chlorophyll a* (Chl *a*)  
 2. *Chlorophyll b* (Chl *b*)  
 3. *Chlorophyll c* (Chl *c*)  
 4. *Chlorophyll d* (Chl *d*)  
 5. *Chlorophyll e* (Chl *e*)  
 6. *Chlorophyll f* (Chl *f*)  
 7. *Chlorophyll g* (Chl *g*)  
 8. *Chlorophyll h* (Chl *h*)  
 9. *Chlorophyll i* (Chl *i*)  
 10. *Chlorophyll j* (Chl *j*)  
 11. *Chlorophyll k* (Chl *k*)  
 12. *Chlorophyll l* (Chl *l*)  
 13. *Chlorophyll m* (Chl *m*)  
 14. *Chlorophyll n* (Chl *n*)  
 15. *Chlorophyll o* (Chl *o*)  
 16. *Chlorophyll p* (Chl *p*)  
 17. *Chlorophyll q* (Chl *q*)  
 18. *Chlorophyll r* (Chl *r*)  
 19. *Chlorophyll s* (Chl *s*)  
 20. *Chlorophyll t* (Chl *t*)  
 21. *Chlorophyll u* (Chl *u*)  
 22. *Chlorophyll v* (Chl *v*)  
 23. *Chlorophyll w* (Chl *w*)  
 24. *Chlorophyll x* (Chl *x*)  
 25. *Chlorophyll y* (Chl *y*)  
 26. *Chlorophyll z* (Chl *z*)  
 27. *Chlorophyll aa* (Chl *aa*)  
 28. *Chlorophyll ab* (Chl *ab*)  
 29. *Chlorophyll ac* (Chl *ac*)  
 30. *Chlorophyll ad* (Chl *ad*)  
 31. *Chlorophyll ae* (Chl *ae*)  
 32. *Chlorophyll af* (Chl *af*)  
 33. *Chlorophyll ag* (Chl *ag*)  
 34. *Chlorophyll ah* (Chl *ah*)  
 35. *Chlorophyll ai* (Chl *ai*)  
 36. *Chlorophyll aj* (Chl *aj*)  
 37. *Chlorophyll ak* (Chl *ak*)  
 38. *Chlorophyll al* (Chl *al*)  
 39. *Chlorophyll am* (Chl *am*)  
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 41. *Chlorophyll ao* (Chl *ao*)  
 42. *Chlorophyll ap* (Chl *ap*)  
 43. *Chlorophyll aq* (Chl *aq*)  
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 46. *Chlorophyll at* (Chl *at*)  
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 53. *Chlorophyll aza* (Chl *aza*)  
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 79. *Chlorophyll azz* (Chl *azz*)  
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 107. *Chlorophyll azaa* (Chl *aza*)  
 108. *Chlorophyll abz* (Chl *abz*)  
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 131. *Chlorophyll ayz* (Chl *ayz*)  
 132. *Chlorophyll ayz* (Chl *ayz*)  
 133.

## Zusammenfassung

1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 26

Dr. William E. Barry, Vice President

# 2025 OF THE FUTURE

Figure 1. The effect of the concentration of the inhibitor on the rate of polymerization of  $\alpha$ -methylstyrene in the presence of  $\text{SnCl}_4$  at  $25^\circ\text{C}$ .

Reference: *Journal of the American Academy of Child and Adolescent Psychiatry*, 1999, 38(12):1371-1376

Mrs. C.T. (P.O.) (AC) 100 Sengle -  
Family Services

1977, 1978, 1979

**Figure 1**

Dr. J. C. H. de Vries

NEW YORK: (PUBLISHED WEEKLY - 5 CENTS)

WILLIAM L. FULTON, Editor

THE JOURNAL OF THE AMERICAN SOCIETY OF CLIMATE ENGINEERS

1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 26

Dr. J. C. Wang, Editor, *Journal of Management Education*

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Scale 1:1.35

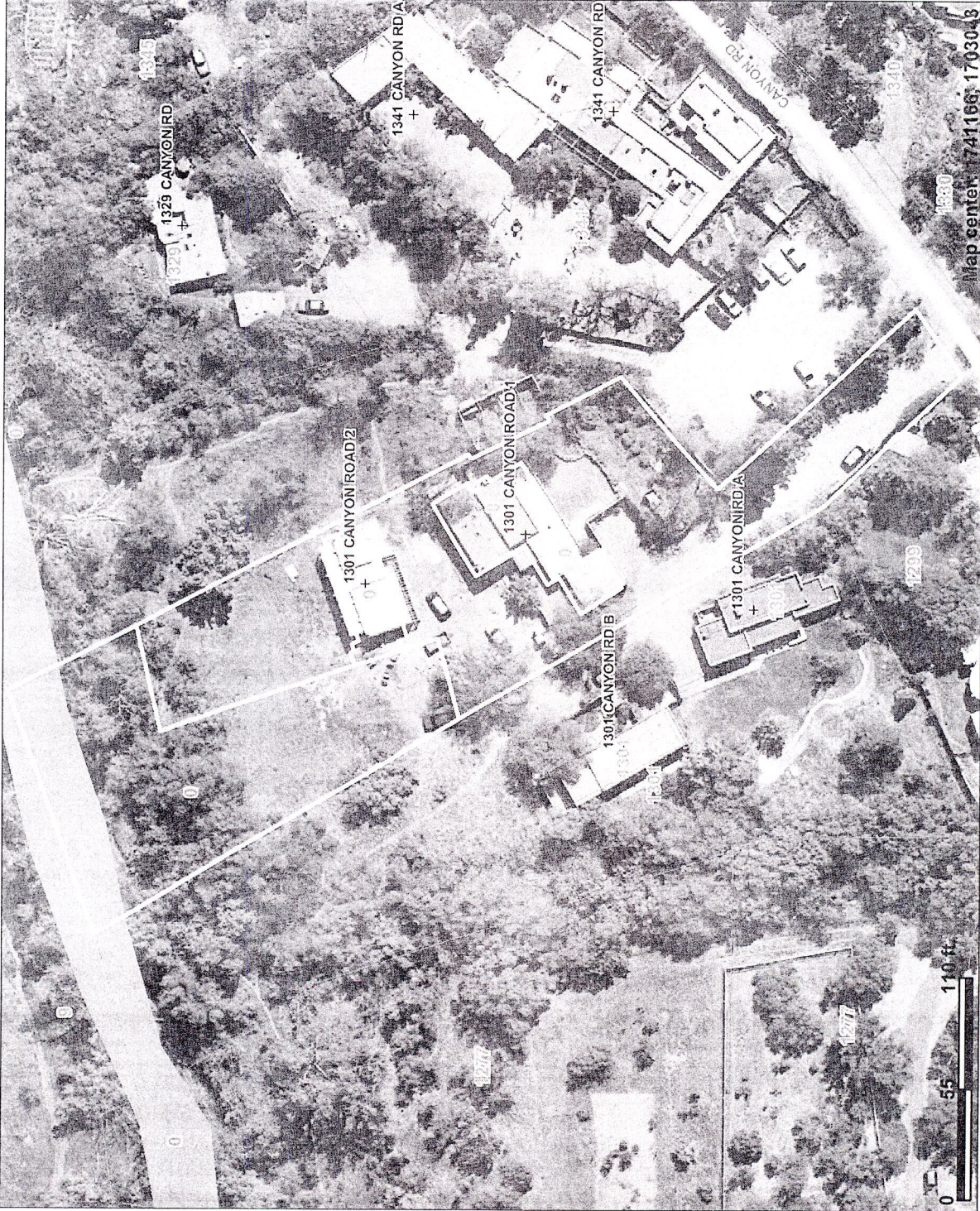


At the same time, the Commission has been working to improve the quality of its work. It has established a number of committees and subcommittees to study various aspects of its operations. These include the Committee on the Organization of the Commission, the Committee on the Management of the Commission's Resources, and the Committee on the Commission's Relations with Other Organizations. The Commission has also been working to improve its financial management and to ensure that it is operating efficiently and effectively.

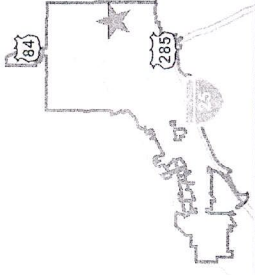
File center: 1741157 1703032



# 1301 Canyon - Aerial



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.



## Legend

- City Limits
- Full Address Labels
- Address Points
- Parcels
- Airport Clear Zones
- Santa Fe River
- Major Roads and Highways
- Other Roads and Streets
- 2008 Aerial Photography - 6 inch resolution



Scale: 1:919

Map center: 1741166, 1703043



**City of Santa Fe, New Mexico**

# **Exhibit C**

**Applicant Materials**



Michael Munson  
1301 Canyon Road  
Santa Fe, NM 87501

City of Santa Fe  
William Lamboy, Land Use Senior Planner  
200 Lincoln Ave,  
Santa Fe, NM 87504

May 14, 2012

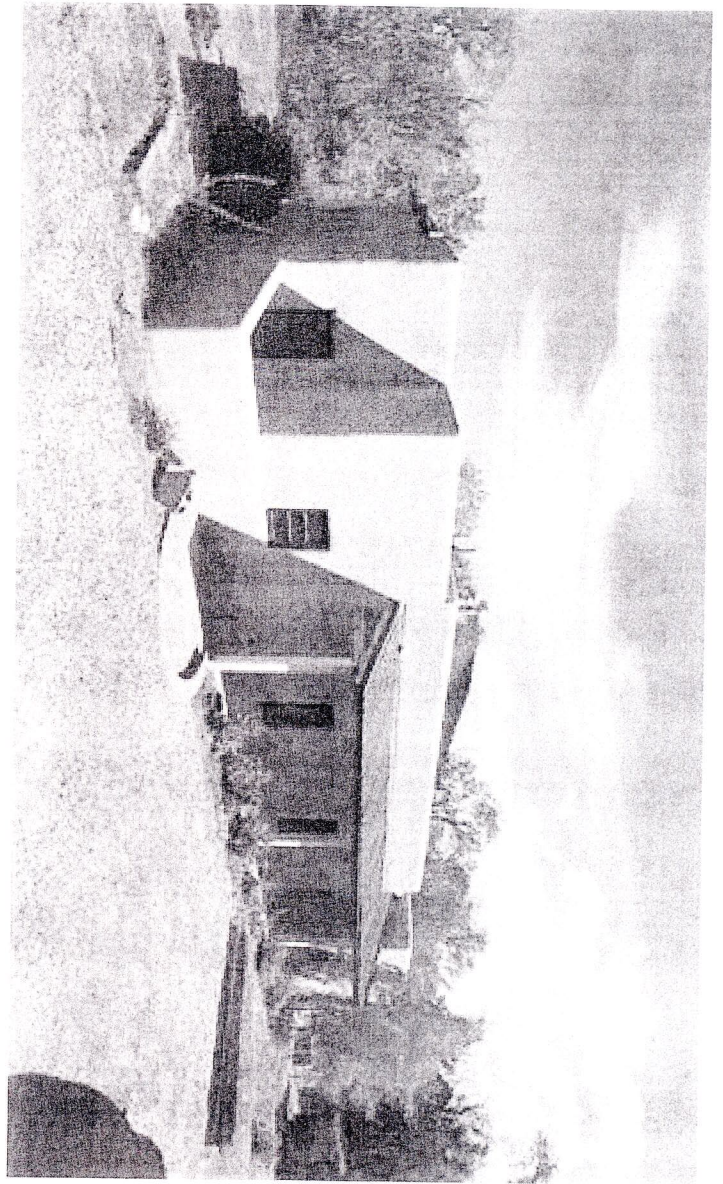
RE: Lot-Split 1301 Canyon Road

Dear Mr. Lamboy,

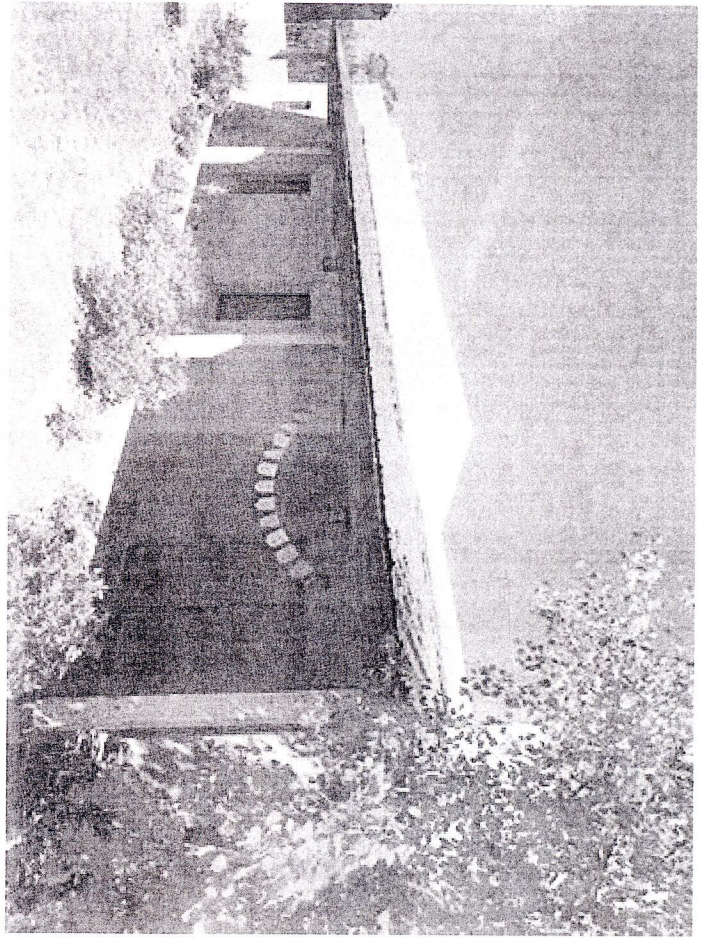
I am applying for a lot-split on the above referenced property. We currently have the property as condominium and would like to split the two homes up. The zoning allows for this.

Thank you,

Michael Munson



Chapman





# City of Santa Fe, New Mexico

# memo

**DATE:** June 22, 2012, for the July 5, 2012 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:** William Lamboy, AICP, Senior Planner, Current Planning Division *WJL*

## 3458 RUFINA STREET FAMILY TRANSFER LOT SPLIT

**Case #2012-063. 3458 Rufina Street Family Transfer Lot Split.** Charlie Gonzales, agent for José M. Gonzales, requests plat approval to divide approximately 0.79 acres into two residential lots. The property is located at 3458 Rufina Street, and is zoned R-3 (Residential – 3 dwelling units per acre). (William Lamboy, 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 R-3, Residential-3 dwelling units per acre. Under optimal conditions up to 2 primary dwelling units could be constructed on the property.

The proposed lot split would create two lots: Lot 1, 3458-A Rufina Street, containing approximately 0.40 acres; and Lot 2, 3458-B Rufina Street, 0.40 acres. One lot is intended for the property owner's son and the other one for his granddaughter. Both lots are vacant except for a barn and horse corral on Lot 2.

Both parcels are directly accessed from Rufina Street, an improved, public roadway. An access and utility easement runs across Lot 1 from Rufina Street to Lot 2. City water and sewer lines run along Rufina Street. Connection to the City's water and sewer will be required at the time of development.

Rufina Street is a public roadway. The circulation network in the vicinity of this lot split includes the following public roads:

- Rufina Street – abuts property on the north – 100-foot right-of-way
- Richards Avenue – 1,100 feet to the east – 100-foot right-of-way
- Cerrillos Road – 1,500 feet to the south – 160-foot right-of-way

The road network meets applicable standards in Section 14-9.2 for the proposed lot split.

## **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.*

Staff recommends the following conditions of approval:

1. Staff redline comments will be provided to the surveyor who shall address all issues and submit the corrected plat in Mylar.
2. Reference the Preliminary DFIRM (2/18/11), and clearly state whether the property is in the 1% floodplain with regard to the 6/17/08 FIRM and the 2/18/11 DFIRM.
3. At the time the owner of either lot makes application for a building permit, the owner shall be required to obtain an access permit from the City of Santa Fe Public Works Department.
4. Access to both lots will be granted from a future road to be constructed along the eastern property boundary, unless such road is not constructed and dedicated to the City.
5. The proposed access and utility easement shall be 25-feet in width to accommodate future water and sewer lines.
6. Remove references to "Agricultural" from the plat.
7. The following notes shall be added to the plat:
  - a. Wastewater Utility Expansion Charges shall be paid at the time of building permit application.
  - b. Prior to development or improvement of the property, owners and developers of the property shall obtain a technical sewer evaluation review by the City of Santa Fe Wastewater Division.

## **ATTACHMENTS:**

### **EXHIBIT A: City Staff Memoranda**

1. Fire Marshal Memorandum, Rey Gonzales
2. City Engineer for Land Use Memorandum, R. B. Zaxus
3. Waste Water Division Engineer, Stan Holland
4. Traffic Engineering Division Memorandum, John Romero

### **EXHIBIT B: Maps**

1. Zoning
2. Aerial View

### **EXHIBIT C: Applicant Materials**

1. Letter of Application

**City of Santa Fe, New Mexico**

# **Exhibit A**

**City Staff Memoranda**




# City of Santa Fe, New Mexico

## memo

**DATE:** May 24, 2012

**TO:** William Lamboy, Case Manager

**FROM:** Reynaldo Gonzales, Fire Marshal 

**SUBJECT:** Case #2012-063. 3458 Rufina Street – Gonzales Family Transfer Lot Split

I have conducted a review of the above mentioned case for compliance with the International Fire Code (IFC) 2009 Edition. Below are the following requirements that shall be addressed prior to approval by Planning Commission. If you have questions or concerns, or need further clarification please call me at 505-955-3316.

1. All Fire Department access shall be no greater than a 10% grade throughout and maintain 20' min. width.
2. Shall Comply with International Fire Code (IFC) 2009 Edition.
3. Fire Department Access shall not be less than 20 feet width to any new construction.

# City of Santa Fe, New Mexico

# memo

DATE: June 19, 2012  
TO: William Lamboy, Case Manager  
FROM: Risana B "RB" Zaxus, PE, City Engineer for Land Use Department  
SUBJECT: Case # 2012-063, Gonzales Family Transfer Lot Split

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I reviewed a one-sheet Family Transfer Plat prepared by East Mountain Surveying LLC. The following review comments are to be considered conditions of approval:

- Add floodplain status notes. Reference both the current effective (6/17/08) FIRM and the DFIRM (2/18/11), and clearly state whether the property is in the 1% floodplain with regard to each.
- Add date of field work to surveyor's certificate.
- Provide signature and date line for each owner.
- Provide 20' ingress/egress easement on Lot 1 for the benefit of Lot 2. Show location on drawing and provide wording that grants the easement by this Plat. Remove the note describing this easement, as it will be shown graphically.
- There are at least 4 notes regarding domestic water service. Consolidate this information into one accurate note.
- Remove note regarding net area of lots calculated by subtracting easement areas, as it does not apply nor does it seem an accurate statement.
- Identify 25' access, utility, and landscape buffer as public. Identify this easement as existing or GBTI.



# MEMO

## Wastewater Management Division DEVELOPMENT REVIEW COMMENTS

### E-MAIL DELIVERY

Date: June 18, 2012

To: William Lamboy, Case Manager

From: Stan Holland, P.E.  
Wastewater Management Division

Subject: Case 2012-063-3458 Rufina Street-Gonzales Family Transfer Lot Split

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**The subject property is accessible to the City public sewer system. The Applicant shall add the following notes to the plat:**

1. Wastewater Utility Expansion Charges shall be paid at the time of building permit application.
2. Connection to the City public sewer system is mandatory when the property is in the City limits and is being developed or improved is accessible to the City sewer system. Prior to the development or improvement of the property, owners and developers of the property shall obtain a technical sewer evaluation review by the City of Santa Fe Wastewater Division.

**The Applicant shall address the following comments:**

1. The proposed access and utility easement on the west side of Lot 1 shall be 25 feet in width.



DRAFT

# City of Santa Fe, New Mexico

# memo

**DATE:** May 25, 2012

**TO:** William Lamboy, Planning and Land Use Department

**VIA:** John Romero, Traffic Engineering Division Director *JR*

**FROM:** Sandra Kassens, Traffic Engineering Division *SK*

**SUBJECT:** Gonzales Family Transfer Lot Split. Case # 2012-063.

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**ISSUE**

Charlie Gonzales, agent for José M. Gonzales, requests approval to divide Lot 4, a parcel that contains approximately 0.79 acres into two residential lots. The property is located at 3458 Rufina Street, and is zoned R-3 (Residential – 3 dwelling units per acre).

**RECOMMENDED ACTION:**

Review comments are based on submittals received on May 16, 2012. The comments below should be considered as Conditions of Approval to be addressed prior to final approval unless otherwise noted:

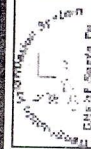
1. At the time that the owner of either lot makes an application for a building permit, the owner shall be required to obtain an access permit from the City of Santa Fe Public Works Department. Access to both lots will be granted to a future road to be constructed along the eastern boundary of the subject property unless said road is not constructed and dedicated to the City. If the right-of-way for the above mentioned future roadway is in place at the time of building permit application, but the road has not been built, then the owner shall construct a temporary driveway that utilizes said reserved right-of-way to access Rufina, to be used until such time as the roadway is built and dedicated to the City.

If you have any questions or need any more information, feel free to contact me at 955-6697.  
Thank you.

**City of Santa Fe, New Mexico**

# **Exhibit B**

**Maps**

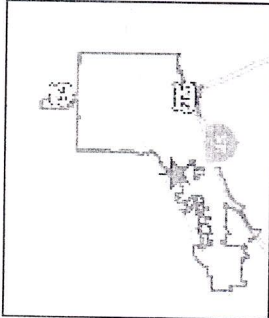


# City of Santa Fe



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.

Map center: 1713072, 1692820



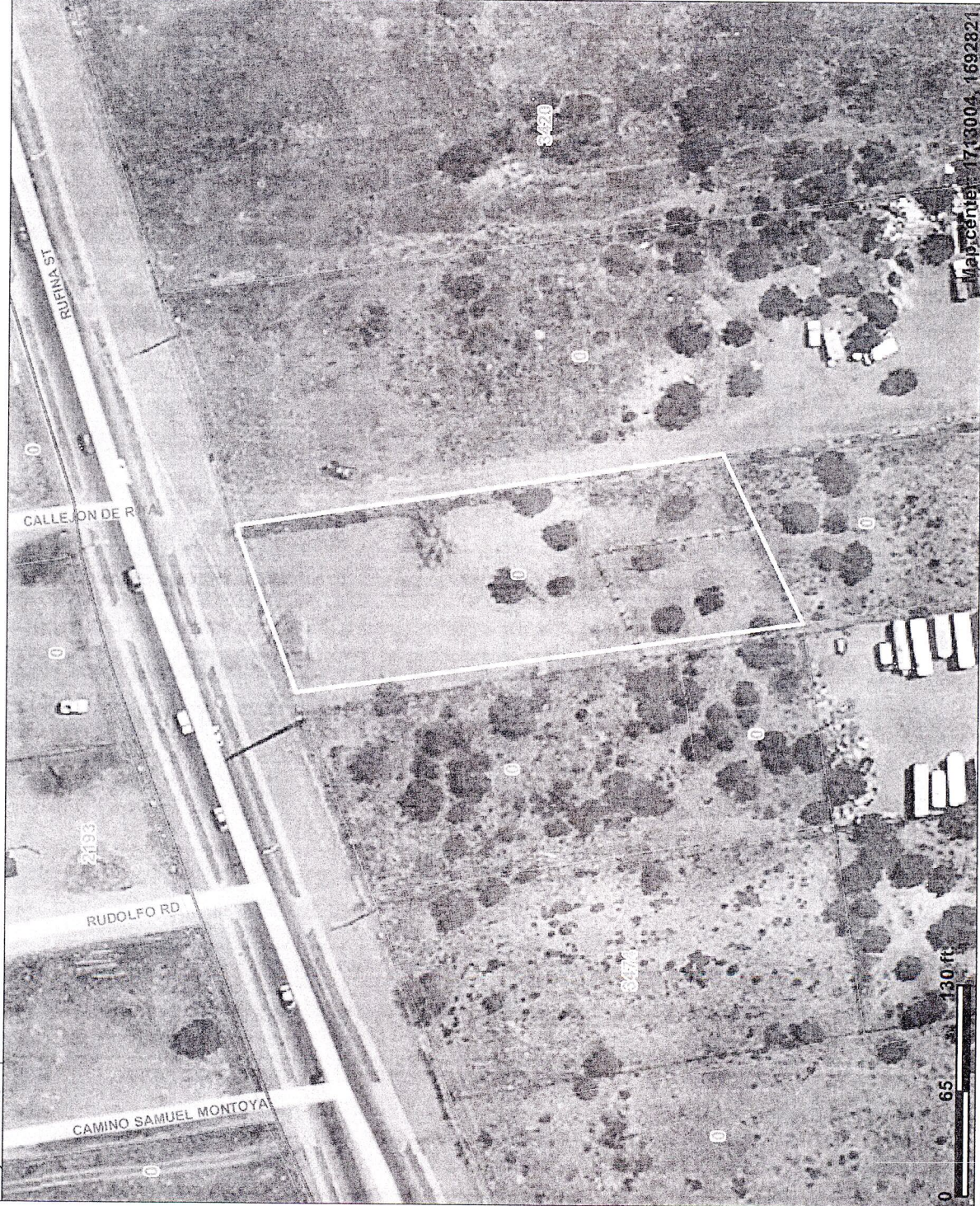
## Legend

- City Limits
- Full Address Labels
- Address Points
- Parcels
- Airport Clear Zones
- Santa Fe River
- Zoning
- R2 Rural Residential
- R1 (PUD) Single-Family 1043a
- R2 (U1), (PUD) Single-Family 3043a
- R3 (SXM) Single-Family 1043a
- R4 Single-Family 443a
- R5 (U1), (PUD), (SXM), (R) Single-Family 543a
- R6 (SXM), (R) Single-Family 743a
- R65 ACR06 Outward 543a
- R66 ACR06 Outward 543a
- R67 ACR06 Outward 543a
- R68 ACR06 Outward 543a
- R69 ACR06 Outward 543a
- R70 ACR06 Outward 543a
- R71 ACR06 Outward 543a
- R72 ACR06 Outward 543a
- R73 ACR06 Outward 543a
- R74 ACR06 Outward 543a
- R75 ACR06 Outward 543a
- R76 ACR06 Outward 543a
- R77 ACR06 Outward 543a
- R78 ACR06 Outward 543a
- R79 ACR06 Outward 543a
- R80 ACR06 Outward 543a
- R81 ACR06 Outward 543a
- R82 ACR06 Outward 543a
- R83 ACR06 Outward 543a
- R84 ACR06 Outward 543a
- R85 ACR06 Outward 543a
- R86 ACR06 Outward 543a
- R87 ACR06 Outward 543a
- R88 ACR06 Outward 543a
- R89 ACR06 Outward 543a
- R90 ACR06 Outward 543a
- R91 ACR06 Outward 543a
- R92 ACR06 Outward 543a
- R93 ACR06 Outward 543a
- R94 ACR06 Outward 543a
- R95 ACR06 Outward 543a
- R96 ACR06 Outward 543a
- R97 ACR06 Outward 543a
- R98 ACR06 Outward 543a
- R99 ACR06 Outward 543a
- R00 ACR06 Outward 543a





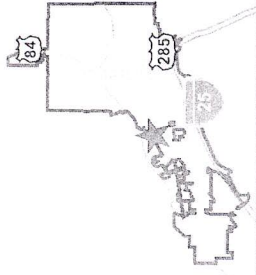
# 3458 Rufina - Aerial View



0 65 130 ft

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.

Map Centre: 17,13004, 1692821



## Legend

- City Limits
- + Full Address Labels
- + Address Points
- Parcels
- Airport Clear Zones
- Santa Fe River
- Major Roads and Highways
- Other Roads and Streets
- 2011 Aerial Photography - 1 foot resolution



Scale: 1:1,131



**City of Santa Fe, New Mexico**

# **Exhibit C**

**Applicant Materials**

May 14, 2012

City of Santa Fe  
Land Use Department  
Attn: Mr. Lamboy, AICP  
Senior Planner  
P.O. Box 909, 200 Lincoln Avenue  
Santa Fe, New Mexico 87504-0909

**RE: Family Transfer Application for Jose M. Gonzales, located at 3458 Rufina Street**

Dear Bill,

Please accept this Family Transfer submittal application to split a .7965 acre parcel of land in half. My dad wants to split the property and give a parcel to my niece and myself before he passes away, as he has cancer. The property is zoned R-3 and is located off of Rufina Street. The slopes on the property do not exceed 5% and it is not located within the 500 or 100-year floodplain. There is an existing horse corral and a barn on the parcel which will be designated as mine. I would like to have this piece zoned for agricultural use if possible with this application. The other parcel is vacant. I already have some of my own red lines for the surveyor which I will incorporate with city staff's red lines on the proposed plat.

If you have any questions or comments please let me know and I will respond as quickly as possible. Thank you for all your help!

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie D. Gonzales". The signature is fluid and cursive, with the first name "Charlie" being more prominent.

Charlie D. Gonzales, CFM



## Rural Residential District (RR)

The RR district is intended to respect the existing rural *residential* character of the area and prevent urban densities.

### Permitted Uses

1. Daycare; preschool; for infants & children (6 or fewer)
2. Dwelling, multiple-family (limited to 4 per lot)
3. Dwelling, single-family
4. Electrical distribution facilities
5. Electrical substation
6. Electrical switching station
7. Electrical transmission lines
8. Foster homes licensed by the State
9. Group residential care community (limited)
10. Manufactured homes
11. Public parks, playgrounds & playfields

☀ Requires a **Special Use Permit** if located within 200 feet, excluding rights-of-way, of residentially zoned property.

### Special Use Permits

The following uses may be conditionally permitted in RR districts subject to a Special Use Permit:

1. Adult day care
2. Boarding, dormitory, monastery
3. Cemeteries, mausoleums, columbaria
4. Clubs & lodges (private)
5. Colleges & universities (residential)
6. Continuing care community
7. Daycare; preschool; for infants & children (more than 6)
8. Grocery stores (neighborhood)
9. Group residential care facility
10. Kennels
11. Laundromats (neighborhood)
12. Mobile home; permanent installation
13. Neighborhood & community centers (including youth & senior centers)
14. Nursing, extended care, convalescent, recovery care facilities
15. Religious assembly (all)
16. Schools; elementary & secondary (public or private)
17. Sheltered care facilities
18. Utilities (all, including natural gas regulation station, telephone exchange, water or sewage pumping station, water storage facility)
19. Veterinary establishments, pet grooming

### Accessory Uses

The following accessory uses are permitted in RR districts:

1. Accessory dwelling units
2. Accessory structures, permanent, temporary or portable, not constructed of solid building materials; covers; accessory structures exceeding 30 inches from the ground
3. Barbecue pits, swimming pools (private)
4. Children play areas & equipment
5. Daycare for infants & children (private)
6. Garages (private)
7. Greenhouses (non-commercial)
8. Home occupations
9. Incidental & subordinate uses & structures
10. Utility sheds, located within the rear yard only

*Refer to 14-4.2(C) for additional RR district requirements and standards.*