



Agenda

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**ARCHAEOLOGICAL REVIEW COMMITTEE HEARING**

**THURSDAY, DECEMBER 19, 2013 – 4:30 P.M.**

**CITY COUNCILORS' CONFERENCE ROOM**

**CITY HALL, 200 LINCOLN AVENUE, SANTA FE**

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES
  - November 7, 2013
  - November 21, 2013
- E. ACTION ITEMS
  - 1. Case#AR-24-13. Consideration of a retroactive letter report covering approximately 589' of trench excavation along portions of the right-of-way of Old Santa Fe Trail, Camino Lejo and Camino de Monte Sol, located within the River and Trails Archaeological Historic District. The request is made by Cortney Wands, for CenturyLink.
  - 2. Case#AR-25-13. Consideration of a monitoring plan covering approximately 2,400' of trench excavation for a proposed electrical service upgrade along a portion of Acequia Madre and a private drive associated 918 E Acequia Madre, located within the Historic Downtown and Suburban archaeological review districts. The request is made by Stephen Post, for the Public Service Company of New Mexico.
  - 3. Case#AR-26-13. Consideration of a monitoring report covering approximately 864' of trench excavation for water line installation along the right-of-way of St. Francis Drive between Alta Vista Street and Cordova Road, located within the Suburban Archaeological Review District. The request is made by Ron Winters, for the City of Santa Fe Water Division.
- F. ADMINISTRATIVE MATTERS
- G. COMMUNICATIONS
- H. MATTERS FROM THE COMMITTEE
- I. BUSINESS FROM THE FLOOR
- J. ADJOURNMENT

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SUMMARY INDEX  
 ARCHAEOLOGICAL REVIEW COMMITTEE  
 December 19, 2013

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER & ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1-2
APPROVAL OF MINUTES – NOVEMBER 7, 2013 AND NOVEMBER 21, 2013	Approved	2
 <u>ACTION ITEMS</u>		
<u>CASE #AR-24-13. CONSIDERATION OF A RETROACTIVE LETTER REPORT COVERING APPROXIMATELY 589' OF TRENCH EXCAVATION ALONG PORTIONS OF THE RIGHT-OF-WAY OF OLD SANTA FE TRAIL, CAMINO LEJO AND CAMINO DE MONTE SOL, LOCATED WITHIN THE RIVER AND TRAILS ARCHAEOLOGICAL HISTORIC DISTRICT. THE REQUEST IS MADE BY CORTNEY WANDS FOR CENTURYLINK</u>	Approved w/corrections	2-5
<u>CASE #AR-25-13. CONSIDERATION OF A MONITORING PLAN COVERING APPROXIMATELY 2,400' 715 LINEAR FEET OF TRENCH EXCAVATION FOR A PROPOSED ELECTRICAL SERVICE UPGRADE ALONG A PORTION OF ACEQUIA MADRE AND A PRIVATE DRIVE ASSOCIATED [WITH] 918 E. ACEQUIA MADRE, LOCATED WITHIN THE HISTORIC DOWNTOWN AND SUBURBAN ARCHAEOLOGICAL REVIEW DISTRICTS. THE REQUEST IS MADE BY STEPHEN POST, FOR THE PUBLIC SERVICE COMPANY OF NEW MEXICO</u>	Approved w/corrections	5-8
<u>CASE #AR-26-13. CONSIDERATION OF A MONITORING REPORT COVERING APPROXIMATELY 864' OF TRENCH EXCAVATION FOR WATER LINE INSTALLATION ALONG THE RIGHT-OF-WAY OF ST. FRANCIS DRIVE BETWEEN ALTA VISTA STREET AND CORDOVA ROAD, LOCATED WITHIN THE SUBURBAN ARCHAEOLOGICAL REVIEW DISTRICT. THE REQUEST IS MADE BY RON WINTERS FOR THE CITY OF SANTA FE WATER DIVISION</u>	Approved w/corrections & additions	8-14

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
ADMINISTRATIVE MATTERS	Information/discussion	14
COMMUNICATIONS	Information/discussion	15
MATTERS FROM THE COMMITTEE	None	15
BUSINESS FROM THE FLOOR	None	15
ADJOURNMENT		15

**MINUTES OF THE  
CITY OF SANTA FE  
ARCHAEOLOGICAL REVIEW COMMITTEE HEARING  
City Councilors Conference Room  
December 19, 2013**

**A. CALL TO ORDER**

The Archaeological Review Committee Hearing was called to order by David Eck, Chair, at approximately 4:30 p.m., on December 19, 2013, in the City Councilors Conference Room, City Hall, Santa Fe, New Mexico.

**B. ROLL CALL**

**Members Present**

David Eck, Chair  
Tess Monahan, Vice-Chair  
Gary Funkhouser  
James Edward Ivey  
Derek Pierce

**Others Present**

John Murphey, Historic Preservation Division  
Zachary Shandler, Assistant City Attorney  
Melessia Helberg, Stenographer

**NOTE: All items in the Committee packet for all agenda items are incorporated herewith to these minutes by reference; and the original Committee packet is on file in, and may be obtained from, the Historic Preservation Division.**

**C. APPROVAL OF AGENDA**

Ms. Helberg noted the hand-written ministerial change to the caption of Item E(2) Case #AR-25-13, from 2,400' to 715 linear feet, which was made by Mr. Murphey.

**MOTION:** Tess Monahan moved, seconded by Jake Ivey, to approve the Agenda as presented.

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

**D. APPROVAL OF MINUTES – NOVEMBER 7, 2013 AND NOVEMBER 21, 2013**

There were no corrections to the minutes.

**MOTION:** Tess Monahan moved, seconded by Derek Pierce, to approve the minutes of the meetings of November 7, 2013 as presented, and the minutes of November 21, 2013, as presented.

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

**E. ACTION ITEMS**

1. **CASE #AR-24-13. CONSIDERATION OF A RETROACTIVE LETTER REPORT COVERING APPROXIMATELY 589' OF TRENCH EXCAVATION ALONG PORTIONS OF THE RIGHT-OF-WAY OF OLD SANTA FE TRAIL, CAMINO LEJO AND CAMINO DE MONTE SOL, LOCATED WITHIN THE RIVER AND TRAILS ARCHAEOLOGICAL HISTORIC DISTRICT. THE REQUEST IS MADE BY CORTNEY WANDS FOR CENTURYLINK.**

**STAFF RECOMMENDATION:** Staff recommends approval of the letter report, finding it retroactively satisfies the intent of the City of Santa Fe Archaeological Review District Ordinance (14-5.3) and Archaeological Clearance Permits (14-3.13(B)(4)(b)).

Ms. Wands said she has nothing to add.

Mr. Murphey said he started receiving calls from the National Park Service archaeologist, because of the work being done in front of their property and they thought it was on their property. Mr. Murphey said he learned that there is a lease agreement with the utility, which provides that the utility doesn't have to contact the City to do this kind of work. He said Matthew O'Reilly, Land Use Director, thought we should look at what happened in retrospect. Mr. Murphey said he went there two days later and walked the line, and said he saw the same material Ms. Wands saw. He then contacted the sub-contractor and they were willing to do this course of action.

Chair Eck asked if this situation is unique to this piece of property and the lease between the utility company and the National Park Service that allows this.

Mr. Murphey said the lease is with the City. It is City right-of-way, and there is some type of lease in which the corridors are pre-set for what is going to happen and we don't hear about it until after the fact, or if someone calls in.

Chair Eck said that seems very strange and at cross-purposes with the City's Ordinance trying to protect the archaeological record and requiring certain things when utility projects are above a certain length.

Mr. Murphey said he believes this contractor has the message now, noting he supplied the contractor with a copy of the Ordinance, maps and sections specifically about utility trenching. He said he thinks, hopefully, in the future they will contact the City before work begins.

### **Tess Monahan**

Ms. Monahan said she wonders why they didn't inform the contractor that this might be something to think about. She said you would think CenturyLink should know, and would have people following the statutes. Otherwise, she said she has no comment.

### **Jake Ivey**

Mr. Ivey said it is a concise, to the point, letter report, and he loves the implications of seeing some contractors getting their attention called to things. He thinks we're a little better off for this. He said it sounded like mostly a disturbed line anyway, so it sounds as if this has happened several times before, so "the good stuff got reburied and there's no traces left except recent bottle points."

### **Derek Pierce**

Mr. Pierce asked Mr. Murphey how certain he is that this is the full extent of the disturbance, and wonders if the open trench running from Old Santa Fe Trail down Camino Lejo as far as Camino Corrales is the same project.

Mr. Murphey said when he visited the site it was just tamped down and the pin flags ran 500 feet down Camino Corrales, but didn't see any extension to this site. He said, "I did not see what you're bringing up, nor did they bring it up when I asked them if this was the full extent of the project."

Mr. Pierce wondered if there was a time lapse between the two, but "somebody definitely dug a long trench. And while I saw workers every day, I never saw a monitor, at least no one I recognized." He said this is his only comment.

### **Gary Funkhouser**

Mr. Funkhouser said his comment would be about the format of the report.

### **Chair Eck**

Chair Eck asked if the reference to the NIAF is to the form called the NMCRIS Investigation Abstract Form (NIAF), and Ms. Wands said yes.

Chair Eck said there are two things which need to be corrected, which are the same thing, and one occurs in the letter and one in the said "infamous NIAF." He said in the letter, paragraph 4, line 5, the computation of the area should be changed: 1.5 acres would be .06 hectares, not 0.6. He said it also needs to be corrected in the NIAF in box 7, paragraph 5, line 6.

Chair Eck said, with respect to Mr. Funkhouser's comment on the format, he thinks for a report such as this, that use of the form and keeping it very "short and sweet," is very good and saves everyone a lot of fuss and bother.

**MOTION:** Jake Ivey moved, seconded by Tess Monahan, with respect to Case #AR-24-13, to approve the acceptance of a retroactive letter report covering approximately 589 feet of trench excavation along portions of the right-of-way of Old Santa Fe Trail, Camino Lejo and Camino de Monte Sol, located within the River and Trails Archaeological Historic District, requested by Cortney Wants for CenturyLink, as recommended by staff, with the aforementioned corrections, finding it retroactively satisfies the intent of the City of Santa Fe Archaeological Review District Ordinance (14-5.3) and Archaeological Clearance Permits (14-3.13(B)(4)(b)).

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

Mr. Ivey asked if the people doing the excavation were local

Ms. Wands said she thinks so. *[The balance of Ms. Wands' statement here is inaudible]*

Mr. Ivey said when information was given about the archaeological zones in the City, if that was given to CenturyLink.

Mr. Murphey said no, it was given to Mr. Wofford. He said Mr. Wofford has worked with us in the past in the Downtown Historic District, but Mr. Wofford was under the impression this kind of monitoring wasn't needed outside of the Downtown District.

Ms. Wands said Dave Reynolds offered to review the Ordinance with Mr. Wofford, but she doesn't know if he accepted that offer.

2. **CASE #AR-25-13. CONSIDERATION OF A MONITORING PLAN COVERING APPROXIMATELY ~~2,400'~~ 715 LINEAR FEET OF TRENCH EXCAVATION FOR A PROPOSED ELECTRICAL SERVICE UPGRADE ALONG A PORTION OF ACEQUIA MADRE AND A PRIVATE DRIVE ASSOCIATED WITH 918 E. ACEQUIA MADRE, LOCATED WITHIN THE HISTORIC DOWNTOWN AND SUBURBAN ARCHAEOLOGICAL REVIEW DISTRICTS. THE REQUEST IS MADE BY STEPHEN POST, FOR THE PUBLIC SERVICE COMPANY OF NEW MEXICO.**

**STAFF RECOMMENDATION:** Staff recommends approval of the proposed monitoring plan, finding it meets the intent of the City of Santa Fe Archaeological Review District Ordinance (14-5.3) and Archaeological Clearance Permits 14-3.13(B)(1)(c) and 14-3.13(B)(4)(b). Staff further recommends forwarding this approval to the New Mexico Historic Preservation Division, as per NMAC 4-10.17.

Mr. Murphey noted the ministerial change in the caption of the case to 715 linear feet, and Ms. Helberg noted the ministerial change in the caption to add "with" on line 3.

Mr. Murphey said, in the past, we have discussed giving guidance to archaeologists in terms of whether to bore under the acequia. He said, "At that hearing, this Committee was divided on the approach for these agents."

Stephen Post said this project came to him "sideways." He said there is City right-of-way and private land involved in the project. He said currently, PNM is working with the private landowners about who will be doing the work and when it will be done. He said, in the meantime



he was tasked with preparing a monitoring plan which “we would hope would suffice for both City and State requirements and cover the Acequia Madre Street section and the easement portion of the property as well.” He said he hasn’t put together one of these plans in some time, and he hopes it will be sufficient. He said he tried to give both the background expectations on potential buried cultural deposits and artifacts. He noted there are a few typos which he will correct.

### **Tess Monahan**

Ms. Monahan said on page 8, paragraph 2, line 5, there is a reference to “Sheet 9,” and asked what that is.

Mr. Post said it is actually “Figure 5,” on page 10, which provides, “Figure 5. A portion of the 1917 Hydrographic Survey Field Maps, Sheet 9 showing the project area, residences and acequias.”

Ms. Monahan noted a correction, page 12, paragraph 2, line 2, as follows: change “possibly” to “possible.”

Ms. Monahan said it is an interesting plan and she will defer to her colleagues to determine whether this is an appropriate approach.

### **Jake Ivey**

Ms. Ivey noted the following correction on Page 13, paragraph 2 under Archeological Investigation Expectations, line 9: change “artifact” to “artifacts.”

Mr. Ivey said he had difficulty initially in determining which way the culvert ran, but it became apparent after a time.

Mr. Post said there is a driveway over the culvert, and the acequia is running through the culvert under the driveway.

Mr. Ivey said he has no further comment.

### **Derek Pierce**

Mr. Pierce said he appreciates that Mr. Post took the time to look at the subsurface testing on the nearby work, which is refreshing.

Mr. Post said he thought he would give it a shot because of the absence of stratigraphic information on soil information which might be available for projects, plus that information could be gained from previous work done nearby and demonstrate the need for a better controlled stratigraphy.

Mr. Pierce said on page 18 in the first paragraph under Human Remains, he talked about the procedure for articulated remains versus disarticulated remains. He asked how to distinguish articulated from disarticulated in a trench less than 1 meter wide.

Mr. Post said, "If you have only one element, that would be a good indication that it's disarticulated. Because if you had articulated elements... if it was articulated, I think you would see it in the trench wall. I think that's pretty clear. And I think if you have a torso, for instance, and you have a vertebra and you don't see two vertebra, you're probably in disarticulated...."

Mr. Post said if he had encountered multiple elements that look like they might be articulated, they would be treated as articulated.

Mr. Pierce said he asked because you may not see them until they are in the back dirt.

### **Gary Funkhouser**

Gary Funkhouser said he has no comment.

### **Chair Eck**

Chair Eck noted on page 13, paragraph 4, line 5, to correct as follows: change the word "feint" to "faint."

**MOTION:** Tess Monahan moved, seconded by Derek Pierce, with respect to Case #AR-25-13, to approve the monitoring plan covering approximately 715 linear feet of trench excavation for a proposed electrical service upgrade along a portion of Acequia Madre and a private drive associated with 918 E. Acequia Madre, located within the Historic Downtown and Suburban

archaeological review districts, requested by Stephen Post for the Public Service Company of New Mexico, with the aforementioned corrections, finding it meets the intent of the City of Santa Fe Archaeological Review District Ordinance (14-5.3) and Archaeological Clearance Permits 14-3.13(B)(1)(c) and 14-3.13(B)(4)(b), and to forward a copy of the report and notice of this approval to the New Mexico Historic Preservation Division, as per NMAC 4.10.17.

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

3. **CASE #AR-26-13. CONSIDERATION OF A MONITORING REPORT COVERING APPROXIMATELY 864' OF TRENCH EXCAVATION FOR WATER LINE INSTALLATION ALONG THE RIGHT-OF-WAY OF ST. FRANCIS DRIVE BETWEEN ALTA VISTA STREET AND CORDOVA ROAD, LOCATED WITHIN THE SUBURBAN ARCHAEOLOGICAL REVIEW DISTRICT. THE REQUEST IS MADE BY RON WINTERS FOR THE CITY OF SANTA FE WATER DIVISION.**

**STAFF RECOMMENDATION:** Staff defers to the Committee as to whether the monitoring report meets the intent of the City of Santa Fe Archaeological Review District Ordinance (14-5.3) and Archaeological Clearance Permits 14-3.13(B)(4)(b) and 14-3.13(C)(5(a-c), (D)(4)(a) and (E).

Mr. Murphey said this is a situation where archaeologists from the New Mexico Department of Transportation contacted our office, expressing concern that work was being done in the DOT right-of-way without permission, and a later concern that the contractors hit something. He said at that point, he contacted the head of the Water Division and asked him to get someone on the project as soon as possible. And at that time, they approached Ron Winters.

Ron Winters said he was contacted after the fact. He said there was nobody out there watching him monitor during those hours. He said it was fascinating, and he learned a lot about the early years of the penitentiary. He presented samples of some of the brick, commenting, "I'm curious about this. I'm wondering if this was the material used for the kilns themselves. It's broken. It looks like granite and it's very hard, and the pieces that I found all have a slight curve to them."

Mr. Winters said he conferred with Jessica Badner, OAS, who is doing the work on the Montoya parking lot area where the [inaudible] were found, and they talked about the site designation. He said she ended up using used Alysia Abbott's site number from her project at Salvador Perez. He said he felt the distance between where she worked and where he found the site, and based on the map he got from ms. Badner, an overlay of Sanborn map, showing a building labeled 'auditorium' on the Pen grounds, it directly relates to the debris he found. He said

because her assemblage was different from his although it did contained some [inaudible] brick, she also had glass and other objects which he did not mind, it looked like a discrete waste of building rubble from Demolition 59 of the pen.

### **Tess Monahan**

Ms. Monahan thanked him for the history of the penitentiary, noting she never realized all the history and politics. She said here is another example of services serving a population that is unrecognized as prisoners, "and if it wasn't good enough for prisoners we're going to stick the crazy people in there." She said policy doesn't seem to have shifted much. She thanked him for bringing the bricks. She said there are man real estate people that do not know that pentile is penitentiary manufactured tile, noting it is spelled several different ways.

Mr. Winters said he thought the Committee would enjoy the Sanborn map to see how things grew over time.

### **Jake Ivey**

Mr. Ivey said, "I pretty much thought the same set of things as the prior member." He likes having real stuff to look at. He said he has no comment.

### **Derek Pierce**

Mr. Pierce, referring to the last sentence of page 2, asked if we really are here to grant clearance for a project which has already been completed, and asked if there is better verbiage, such as accept.

Mr. Murphey said he believes the way the City works, is that you actually do approve something in retrospect.

Mr. Pierce said he really enjoyed the history of all of the political wrangling that went on at the prison. He didn't see anything about what was there before it was a prison – how the land was acquired, what use it had before a prison was built.

Mr. Winters said it was agriculture use, and made reference to Ms. Abbott's report that talks about the grant prior to the Santa Fe Grant, and that's in the grant history.

Mr. Pierce noted there were lifers who tend to die in prison. He asked what happened to the remains.

Mr. Winters said he found no evidence of burial. He doesn't know that is identified on the Sanborn maps.

Mr. Pierce said older prisons are notorious for having unmarked graves.

Chair Eck said Ms. Abbott is working very hard to get the resources to pursue graveyards around town, so perhaps she will track that.

Mr. Pierce suggested a correction on page 37, line 7, as follows: It should be changed to "40 inches below the street."

### **Gary Funkhouser**

Mr. Funkhouser said his questions are in regard to the site number and eligibility in terms of that, because clearly it is part of something around there, and not eligible "by the fact of how it was discovered." He said it could have been part of a larger site number, and "that part could be not eligible, but it's not really that, it's defined by the context that created it." He said it is a problem.

Mr. Winters said he struggled with that as well, and said he spoke with Alysia Abbott, and she determined hers to be not eligible. He said, "I talked to Jessica about hers, and I said I absolutely think yours is eligible, because you've got a built environment. You've got tunnels that obviously are directly associated with the pen. So I struggled with, can I say it's the auditorium. I did struggle with that."

Mr. Funkhouser said it is impossible on that scale to see, especially since it's already been chunked-up. He said, "And it clearly is something that likely would not be not eligible if we had a broader scope, although we can't know that, and that's the issue. And I'm also willing to go with indeterminate or whatever, but mainly that's something that is the best solution on it."

Mr. Pierce said, "To my mind, you cannot have a site where the extent is unknown. It lacks integrity and it's not eligible. It is a matter of semantics, but what you can say, I suppose, is that it is a non-contributing portion of a site whose eligibility is undetermined."

Mr. Murphey said, "My concern is that the City's criteria of significance was not implied. It was National Register eligibility, and we're working with the City Code not the National Register."

Mr. Ivey said he tends to think like Mr. Pierce and Mr. Funkhouser. He said, "To my mind, the debris field from the destruction of a building is as much an artifact as the building was, and it's associated somewhere out there with the remains of the foundations. So I would consider this to be a part of the site with who knows what kinds of information. And certainly, the zone that has been disturbed by the cut is, in itself, lacking integrity, but in my mind that wouldn't mean that the entire debris field lacked integrity. I'm not sure how you define integrity of the debris field, but it nonetheless is a collection of artifact material from the structure, and therefore is an integral part of the site. So, I would not agree with saying that the entire debris field or the entire site associated with this cut was invalidated by the presence of the cut."

Chair Eck said, "But we're back to our same ongoing problem with the way things get defined in Santa Fe and everything is given a number. And unfortunately, what usually is given the number is the part that's now gone. And we talk about what was, but what's adjacent to it is not part of the number entity and we have a large number of site numbers given to things that now no longer exist. What's really interesting is what's right next door."

Mr. Funkhouser said you could do site records so at least there would be something to which someone in the future would have access and would have that information to know what it is.

Chair Eck asked if this will be sent to HPD as well, and Mr. Murphey said yes.

Chair Eck said then we need the NIAF and Site Form, and Mr. Murphey said yes.

Mr. Ivey asked Mr. Winters if the trench did not cut any of the actual structure.

Mr. Winters said the one section in C-2 didn't follow the configuration of the overlay of the auditorium.

Mr. Ivey asked if the layout of the plans on the ground are fairly well known.

Mr. Winters said yes, noting the map was provided by Ms. Badner..

Mr. Winters said he would have included more about what they had to say, but she was in the process of writing it, so you'll see that when that comes up. He said he thought if Ms. Badner was going to use a site number, she should use the site number he provided, if she wanted to tie it to an existing site.

Chair Eck said it appears she chose proximity, which isn't the usual practice in giving out site numbers in Santa Fe. The usual practice is to give it a whole new site.

Mr. Ivey asked, in standard practice in New Mexico, would each one of the individual structures at the penitentiary be a separate site, or if we would draw an outline of the entire penitentiary site and say that's a site. He said, "I know what the answer is, I'm asking for the record."

Chair Eck said, "I would have mapped the entirety of the State Prison grounds as the site boundary."

Mr. Ivey asked, "What's the odds that the piecemeal process that's being followed is going to result in anything even vaguely like that."

Chair Eck said, "About the same as my chances of winning the megamillions tonight."

### **Chair Eck**

Chair Eck said he isn't seeing horseshoe nails. He said on page 39, line 3, it probably would be better to describe them than to go so far as to call them horseshoe nails.

Chair Eck suggested a correction on page 39, paragraph line, as follows: It should be "base course."

Chair Eck suggested a correction on page 40, paragraph 1, line 10, as follows: Change from "lentel" to "lentil."

Chair Eck said the trench very well could have gone across the east end of the auditorium and barely clipped the corner if all the projections are correct. He said, "When I read through here, it seemed to me that, at first blush, you said yes, there are foundations in the trench wall and they're real. Then later it seemed like maybe you weren't so sure they were foundations and were real. But they might be pieces of foundation that had been relocated from some place."

Mr. Winters said, "There was both. There was one concrete.... although more under and narrower, just massive pieces of heavily rebar reinforced concrete."

Chair Eck said we need a map showing exactly where these are, because there isn't one in the document. He said he thinks it is imperative to have a profile of that to show what it looked like in the trench wall. He said his original photographs perhaps show that.

Mr. Winters said this was done at night while they were trenching, noting he moved along as they moved along.

Mr. Funkhouser said it's "salvage monitoring, and it is incredibly difficult to tell."

Responding to the Chair, Mr. Winters said in the report where he describes the site, "I showed a profile view of the debris, just jumbled brick. There are two features. One is the feature that I lumped with just the debris fill."

Mr. Winters said the one wall that was intact was the southern end and where it began, and it went north from there.

Chair Eck said he believes monitoring reports are required to have plan views and profiles of stuff you find, so it might be necessary to generate something. He suggested he talk to Michelle Ensey about it.

Chair Eck said when they found the site, it would have been nice if it had been handled as it should and Mr. Murphey would have known and he would have asked one of us to go with him to look at it.

Ms. Monahan asked what follow-up was done by DOT, and did they come out and express any interest in what was discovered – was it a collaboration, did it need to have been a collaboration between the State and the City.

Mr. Murphey said Laurel Wallace called him. Mr. Murphey said there were two concerns. The first was that the City is working in their right-of-way, and the second was they hit something and at that point he heard they hit brick. He went out there that night and looked at it and saw that there was something to move forward with and that's when he contacted the City. He said after that, there was no follow-up or follow-through. He didn't know the extent of it until he received the report from Mr. Winters.

Mr. Winters said he understood the DOT came out and looked, said it wasn't significant and moved on.

Mr. Pierce said the unanswered question is whether Mr. Winters needs to do a profile drawing.

Chair Eck said, "Ultimately, I'm happy with whatever Michelle says, because he needs to satisfy HPD, but normally, according to the State Regs, Monitoring Reports are supposed to have plan views and profiles of everything that's found. Photographs are a wonderful added detail."

*[Mr. Funkhouser's remarks here were inaudible because of noise overlay]*



**MOTION:** Tess Monahan moved, seconded by Derek Pierce, with respect to Case #AR-26-13, to approve the monitoring report covering approximately 864 feet of trench excavation for water line installation along the right-of-way of St. Francis Drive, between Alta Vista Street and Cordova Road, located within the Suburban Archaeological Review District, requested by Ron Winters for the City of Santa Fe Water Division, with the corrections and additions as indicated in our conversation, finding it meets the intent of the City of Santa Fe Archaeological Review District Ordinance (14-5.3) and Archaeological Clearance Permits 14-3.13(B)(4)(b) and 14-3.13(C)(5(a-c), (D)(4)(a) and (E), and to forward a copy of the report and notice of this approval to the New Mexico Historic Preservation Division, as per NMAC 4.10.17.

**DISCUSSION:** Mr. Funkhouser said monitoring can take place under two conditions. One is with a plan which done under general permit, in which case he thinks they can get by with very short reports that don't require very much. He said that is usually done in terms of avoidance of issues.

Chair Eck said monitoring when you are going through an archaeological site is a different matter, and normally requires a plan which is approved by the responsible agency and the HPD staff. If it's a really big deal, then it will end up going to the CPRC.

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

Mr. Winters asked about the plan view and profile.

Chair Eck said, "Given how all this came down, whatever she is happy with [Michelle Ensey], because we got something out of it instead a colloquial horror story..."

## **F. ADMINISTRATIVE MATTERS**

*A copy of 2014 Certified Local Governments Request for Proposals, is incorporated herewith to these minutes as Exhibit "1."*

Mr. Murphey said at the last meeting we got approval to move forward with a grant proposal. He said it has been submitted and is now under review.

Mr. Murphey said they tried to create an application which will satisfy the Archaeological Review Committee and the need of the Use Department.

Chair Eck said it is good to see this idea of this Committee reach tangibility, and at a price tag that doesn't shock him.

**G. COMMUNICATIONS**

Ms. Monahan suggested it would be useful if someone could meet with Mr. Shandler and fill him in on the project, and Mr. Murphey said he would do so.

Mr. Murphey said one proposal was received, and asked if there would be a quorum in the event it is necessary to meet on January 2, 2014, and after discussion, there will be a quorum of the Committee in attendance [3 members].

**H. MATTERS FROM THE COMMITTEE**

There were no matters from the Committee

**I. BUSINESS FROM THE FLOOR**


There was no business from the floor.

**J. ADJOURNMENT**

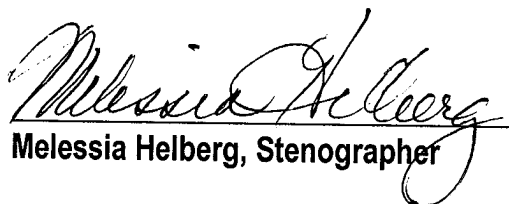
There was no further business to come before the Committee.

**MOTION:** Derek Pierce moved, seconded by Jake Ivey, to adjourn the meeting.

**VOTE:** The motion was approved unanimously on a voice vote, and the Committee was adjourned at approximately 5:30 p.m.

  
David Eck, Chair

*16 January 2014*

  
Melessia Helberg, Stenographer

2014 Certified Local Governments

Request for Proposals

*Historic Downtown Archaeological Review District  
Cultural Resources Database*

City of Santa Fe, Historic Preservation Division

December 13, 2013

*5.11.13*

**Name of Applicant:**

**City of Santa Fe, Historic Preservation Division**  
Land Use Department  
David Rasch, Supervisor Planner  
P.O. Box 909  
200 Lincoln Avenue  
Santa Fe, NM 87504-0909  
505-955-6605 (office)  
505-955-6328 (fax)  
darasch@ci.santa-fe.nm.us

**Project Title:**

**Historic Downtown Archaeological Review District Cultural Resources Database**

**Project Type:**

Historic and Archaeological Research  
Cultural Resources Database

**Funding Requested:**

Total project cost: \$48,000.00; City of Santa Fe match: \$ 27,001.00;

CLG funding request: \$20,999.00

**Proposed Abstract:**

The City of Santa Fe Historic Preservation Division requests funds to retain an independent contractor to design, populate and implement a geodatabase and related GIS interface to manage archaeological cultural resources within the Historic Downtown Archaeological Review District (HDARD).

The database and map interface will be used by city staff to analyze the impact of proposed construction projects on archaeological resources and to make more informed planning decisions within the districts. It will also, through a secure portal, allow City-approved archaeologists to access data to better inform their cultural resources investigations.

The proposal complies with the purposes and priorities of the CLG Subgrants program and a 2014 funding goal to assist local governments better administer their ordinances for the protection of cultural resources. It additionally falls with a 2012-2016 New Mexico Historic Preservation Division state plan goal of incorporating historic preservation into community planning.

### **Proposed Deliverables:**

The project deliverable is a relational geodatabase and GIS application populated with data from archaeological investigations in the HDARD reviewed by the ARC between 1987 and 2014. (The response to the Request for Qualifications (RFQ) will include an estimate to input additional ARC review data for the River and Trails and Suburban archaeological review districts into the database, expanding the utility of the deliverable). The database and GIS application will feature a search function that will allow users to search a number of case attributes, to include but not limited to: archaeological district, project abstract, Laboratory of Anthropology Site#, site location, site description, site profile, depth of deposits, site features, soil type, overburden depth, artifact assemblage, testing results, cultural-temporal periods, historical contextual information, the ARC review dates and case resolutions, and separate layers delineating archaeological sites, preservation easements, historic cemeteries and other sensitive cultural features. This data will be integrated into a hierarchy of user layers for City Historic Preservation Division staff, Land Use Department, GIS staff and City-approved archaeologists.

### **Objectives:**

The City of Santa Fe has administered an archaeological ordinance since 1987. Information from more than 700 cases has accumulated from the ARC reviews. This information has been stored in City of Santa Fe paper files and ARMS-NMCRIS files but has not been captured uniformly in a centralized digital database.

This record of cultural resources investigations and related ARC actions is of critical importance to City Historic Preservation Division and Land Use staff for the review of construction permits and project planning. The collected information is equally important to archaeologists who conduct investigations under the Archaeological Review Districts ordinance.

By having a current and updatable geodatabase and GIS application, staff will be able to quickly and effectively answer citizen queries, address permit issues and advise the ARC. Additionally, permitted archaeologists will have access to current information on parcels and past investigations that will help them more reliably and cost-effectively complete investigations on behalf of their clients, and produce more informed archaeological reports.

With the goal of centralizing, standardizing and making data more accessible, the project will ultimately work toward expediting permit review to better serve the public.

### **Procedures and Methods:**

An independent contractor will be hired through a RFQ process to design, populate and implement a geodatabase and GIS interface that will be managed by the City of Santa Fe.

City staff will play a principal role collaborating with the selected contractor to design the database and GIS application. City staff will also assist the contractor gather information from the ARC files to populate the database. The contractor will collaborate with City GIS staff over the design of the GIS application. The contractor will additionally consult with the New Mexico Historic Preservation and ARMS staff to ensure that data collection and dissemination are consistent with State procedures and policies.

**Proposed Schedule:**

**2014**

March:	Anticipated initiation of contract
April:	City issues Request for Qualifications
May:	City selects Contractor
May:	Initial City and Contractor planning
June:	Database design and data acquisition
July:	Data acquisition, review and entry
August:	GIS interface design
August:	Quality assurance review with City
August 29:	Project delivery to City Historic Preservation Division
September 30:	Delivery of final project

**Personnel:**

David Rasch, Planner Supervisor  
City of Santa Fe, Historic Preservation Division, Planner Senior  
City of Santa Fe, Historic Preservation Division, Planner Technician Senior  
City of Santa Fe, GIS Analyst  
City of Santa Fe, Historic Preservation Division, Administrative Secretary

The selected contractor will be designated on the City's list of approved consultants to work within the HDARD and will meet the Secretary of the Interior Professional Qualifications for archaeology.

**Record of Performance:**

Santa Fe’s Historic Preservation Division has received and completed numerous CLG grants. The scope of these grants has varied from historic resource inventories, archaeological studies, height calculations, to staff and board training. Grant awards have ranged from \$2,500 to \$20,000. Planner Supervisor, David Rasch, has managed the City’s CLG grants since 2005.

**Personnel:**

See attached resumes.

**Budget:**

	Hours	Cost/Rate	HPD Share	City Match
<b>Contractor:</b>				
	xx	\$48,000 <i>fixed-price deliverable</i>	\$20,999.00	\$27,001.00
<b>City staff salaries plus benefits:</b>				
Land Use Director	10	\$72.11/hour	\$0.00	\$721.10
Planner Supervisor	20	\$47.37/hour	\$0.00	\$947.40
Planner Senior	20	\$36.74/hour	\$0.00	\$734.80
Planner Technician Senior	10	\$17.92/hour	\$0.00	\$367.40
GIS Analyst	60	\$28.73/hour	\$0.00	\$1,723.80
Administrative Secretary	30	\$29.12/hour	\$0.00	\$873.60
<i>Subtotal</i>			\$0.00	\$5,368.10
<b>City Funds:</b>				
	xx	\$21,632.90	\$0.00	
<i>Subtotal</i>			\$0.00	\$21,632.90
<b>Total Costs</b>			<b>\$20,999.00</b>	<b>\$27,001.00</b>