1. CALL TO ORDER  
2. MEMBERS IN ATTENDANCE  
3. APPROVAL OF AGENDA  
4. APPROVAL OF MINUTES: September 20, 2017  
5. DISCUSSION ITEMS:  
   A. ENN Guidelines  
   B. Development Review - Project Scorecard  
6. MATTERS FROM THE STAFF  
7. MATTERS FROM THE COMMITTEE  
8. MATTERS FROM THE PUBLIC  
9. NEXT MEETING DATE: Thursday, November 16, 2017  
10. ADJOURN

An interpreter for the hearing impaired is available through the City Clerk’s Office (955-6521) upon 5 days notice. For questions regarding this agenda, please contact the Long Range Planning Division at 955-6609.
Long Range Planning Sub-committee Meeting

Meeting notes of September 20, 2017

• Staff in attendance: Reed Liming, Richard Macpherson, Lisa Martinez. LRPC members in attendance: Michael Maremont, Kim Shanahan, Justin Greene, Steven Hochberg.

• Justin made a motion to approve the August 2017 meeting notes and Steven seconded the motion.

• Michael asked about the Re-Mall project and Kim’s comment regarding possible incentive to have malls re-developed, etc. Steven said it was great to have the mall representatives meet at our last meeting. Steven said malls are like town centers, or could be, with services like banks, barber, other offices. Reed cautioned against using the overlay for this purpose and that there are many overlays now and it can get confusing.

• Kim spoke about how Neda was interested in telling the Fashion Outlet mall owners about what the LRPC is discussing in regards to the Re-Mall project and ideas. Lisa said she likes the Re-Mall project. She said it might be good to have some incentives for the mall re-development project if it happens at some point. Lisa said John Padilla, the architect for the Santa Fe Place mall is very involved in many aspects of the Santa Fe Place mall.

• Justin said a possible incentive would be regarding the number of housing units the mall would put in, etc. Michael spoke about getting the “Main Event” Bowling alley, a sports business here in Santa Fe.

• Kim said that mall housing concept could be of interest to Presbyterian and its housing needs. Steven spoke about how incentives might be used for all the mall locations, when that is appropriate, etc. Kim spoke about inviting the owners of the mall to a meeting. Steven said this has already been done with their representatives (Jennifer and Neda) attending the last LRPC meeting.
• Justin mentioned writing a letter from the LRPC to the mall owners to see if they are interested about future possible redevelopment and incentives, etc. Justin spoke about the SC zoning and what it allows. Kim said perhaps we should contact Neda again. Discussion about what activities and new projects are happening around Santa Fe Place and the Fashion Outlet Mall. Steven said to approach mall owners and indicate that we are interested in the mall futures and are they, too?

• Discussion regarding sending a letter to the mall owners to let them know about our interest and get their feedback. Kim said he will come up with a draft letter to the mall owners.

• Reed introduced the Walkability Study and how it came about. He described the different sections of the study. Reed spoke regarding how the walkability scores are derived and how it relates to walkable areas of Santa Fe.

• Michael asked if the Planning Commission considers walkability in developments they review. Steven said the Planning Commission has very constrained power.

• Justin said the Planning Commission needs some kind of score card to review planning commission cases. Steven said it would be good to distribute the Walkability Study to the Planning Commission. Kim said LRPC should review and make recommendations regarding the ENN checklist.

• Next LRPC meeting will be on Wednesday, Oct. 18th at 9:30 a.m. in the Councilors’ Conf. Room.

Notes: ___________________________ Date:__________
Chair: __________________________ Date:__________
(i) the applicant shall submit to the land use director a sketch plan and supplementary data sufficient to determine the feasibility of the proposal. The applicant should employ a competent land planner, professional engineer or professional land surveyor to assist in the development of the proposed subdivision;

(ii) the land use director, the public works department and other city departments as appropriate shall advise the applicant as to the appropriateness of the subdivision proposal in relation to the general plan, utility accessibility, road and street system capacity, terrain management and suitability of the proposed subdivision in relation to present city codes, regulations and ordinances; and

(iii) for subdivisions comprising fewer than ten lots, the land use director may waive the requirement to provide the sketch plan and supplementary data at the pre-application meeting.

(3) Responsibility

The city does not assume any responsibility for a lack of understanding of these regulations by the applicant. Advice to the applicant shall not be construed to result in the city, its officers, agents or employees becoming responsible for damages to the applicant as a result of the applicant's reliance on information given by them. Advice to the applicant does not limit the discretion of any land use board or the governing body in making conditions of approval for the proposed development not anticipated at the time of the pre-application conference.

(F) Early Neighborhood Notification Procedures

(1) Intent

Early neighborhood notification (ENN) is intended to provide for an exchange of information between the applicant and residents and property owners in affected neighborhoods before plans become too firm to respond meaningfully to community input and before changes in plans might cause major financial losses by the applicant. Notification set forth in this section is in addition to notification required elsewhere in Chapter 14, unless the other notification procedures are duplicative with the requirements of this section.

(2) Applicability to Projects Reviewed by the board of adjustment, planning commission or the governing body.
(Ord. No. 2013-16 § 4)

(a) ENN is required for the following types of projects, if a public hearing before the board of adjustment, planning commission or the governing body is required by other provisions of Chapter 14:

(i) annexations;
(ii) master plans;
(iii) rezonings;
(iv) development plans, except final development plans for which ENN procedures were followed at the preliminary development plan review stage;

(v) subdivision plats, except final subdivision plats for which ENN procedures were followed at the preliminary plat review stage;

(vi) vacation and dedication of rights of way;

(vii) variances, except those requesting construction or modification of an individual single-family dwelling and appurtenant accessory structures or those requesting a reduction in the total parking requirements of five or fewer spaces and those requesting variances to Section 14-8.10 (Signs);

(viii) special use permits, except those for mobile homes;

(ix) telecommunications facilities as set forth in Section 14-6.2(E);

(x) electric facilities as set forth in Section 14-6.2(F);

(xi) amendment to any of the preceding; and

(xii) amendments to the future land use map of the general plan.

(b) ENN is not required in the following specific circumstances:

(i) projects or amendments to project approvals that do not require public hearings before the board of adjustment, planning commission or the governing body;

(ii) time extensions that do not otherwise modify a project approval.

(3) Applicability to City Capital Improvement Projects (Ord. No. 2014-36 § 1)

(a) ENN is required for certain types of city capital improvement projects requiring review by the governing body as follows:

(i) facility plans for municipal facilities or services, including wastewater, solid waste, potable water and airport facilities;

(ii) new projects or projects to expand or extend service to new service areas included in the capital improvement plan or general plan;

(iii) any new road construction or reconstruction of an existing road that materially expands capacity; and

(iv) projects funded out of capital impact fee funds.

(v) any new park or reconstruction or expansion of an existing park that exceeds one acre in size or one hundred and fifty thousand dollars ($150,000) in cost; construction of a new building or structure at a park or placement of new lighting at a park that exceeds one hundred and fifty thousand dollars ($150,000) in cost.
(b) The following types of capital improvement projects do not require ENN:

(i) replacement, repair or maintenance of underground facilities where such activity does not represent a material expansion of existing facilities;

(ii) road maintenance, repair, surfacing or resurfacing, striping, curb and gutter or sidewalk repair or maintenance, sign maintenance, signal repair, shoulder work, bridge or culvert maintenance work; and

(iii) special assessment districts covered by state law or city ordinance.

(4) ENN Meeting Scheduling; Notice Required

ENN meetings shall be scheduled with the land use director prior to issuing notice. Notice of meeting shall be given in accordance with Subsection 14-3.1 (H).

(5) ENN Meeting

The announced meeting shall take place at least ten days before the development project application is submitted. Attendees should make a good-faith effort to communicate with the applicant. The meeting shall be attended by a representative of the land use director whose role at the meeting shall be to acquaint the applicant and community with provisions of city ordinances, applicable requirements of city codes and the development review process. At the meeting, the applicant shall present schematic or preliminary plans for the proposed project and a drawing or other graphical representation suitable to reasonably indicate streets and structures within a two hundred (200) foot radius from the perimeter of the property that is the subject of the application.

(6) ENN Guidelines

For any project application required to meet ENN requirements, the applicant and neighborhood shall use the guidelines set forth below to assist them in discussing the project at ENN meetings. The guidelines are based on the requirements of Chapter 14 and the general plan and other formally adopted city plans. Where applicable, the applicant shall respond in writing with a short narrative statement. Interested parties may also respond. Responses from all participants shall be provided to the land use board hearing the application. Responses for specific elements may be cross-referenced to other submittal documents. The ENN guidelines provided in this paragraph are adopted for use by applicants in meeting with interested parties.

(a) Effect on Character and Appearance of Surrounding Neighborhoods

When applicable, the applicant shall state how existing requirements for architectural design review, historic districts, lighting, signs, telecommunications, open space, landscaping, trails, parks and the BCD regulations are met. Considerations may include:

(i) the number of stories of buildings;
(ii) the average setbacks;
(iii) the mass and scale of the project;
(iv) architectural style of any construction;
(v) landscaping;
(vi) lighting; and
(vii) access to public places, open spaces and trails.

(b) Effect on Protection of Physical Environment

When applicable, the applicant shall state how existing code requirements and adopted plans for terrain management, escarpment, landscape, BCD, architectural design, open space and trails, and flood management regulations are met. Considerations may include:

(i) existing tree cover;
(ii) existing open space;
(iii) rivers, arroyos and floodplains;
(iv) rock outcroppings and escarpments;
(v) trash generation;
(vi) lighting;
(vii) fire risk;
(viii) use of hazardous materials; and
(ix) whether the project involves easements, density transfers or other legal mechanisms that result in open space or other environmental protection.

(c) Impacts on Prehistoric, Historic, Archaeological or Cultural Sites or Structures, Including Acequias and Historic Downtown

When applicable, the applicant shall state how existing Chapter 14 requirements for the historic districts and archaeological review are met. Consideration may include the project's compatibility with any historic or cultural sites located on the property where the project is proposed.

(d) Relationship to Existing Density and Land Use Within Surrounding Area and With Land Uses and Densities Proposed by the General Plan

When applicable, the applicant shall state how the application meets requirements for annexation and rezoning and historic district regulations and how the application is consistent with the general plan future land use map and other policies.

(e) Effects on Pedestrian or Vehicular Traffic and Access to Services
When applicable, the *applicant* shall state how the requirements for parking, the Americans with Disabilities Act, the *general plan* future land use map and other policies and traffic studies are met. Considerations may include:

(i) increased access to public transportation and public transportation corridors;

(ii) effects of design or services provided on traffic in the neighborhood and citywide;

(iii) whether the project helps in the equitable distribution of traffic citywide, reduces overall travel distance or encourages alternate transportation modes;

(iv) traffic mitigation measures, including changes in flow of pedestrian and vehicular traffic;

(v) cumulative traffic impacts;

(vi) enhancement of transit options;

(vii) pedestrian access to destinations; and

(viii) new or improved pedestrian trails to recreational and cultural activities and human and educational services.

(f) Impact on Economic Base of Santa Fe

When applicable, the *applicant* shall state how the provisions for the city's economic development plan and the *general plan* are met. Considerations may include:

(i) availability of jobs to Santa Fe residents;

(ii) whether or how the project promotes and encourages *businesses* consistent with the city's economic development plan and compatible with neighborhood livability;

(iii) market impacts on local *businesses* and potential displacement of local *property* and *business owners*; and

(iv) how the project supports economic development efforts to improve living standards of neighborhoods and their *businesses*.

(g) Effect on Availability of Affordable Housing and Availability of Housing Choices

When applicable, the *applicant* shall state how existing requirements for the Santa Fe Homes Program (SFHP) and the policies of the *general plan* are met. Considerations may include:

(i) creation, retention or improvement of affordable housing;
(ii) how the project contributes to meeting the needs for various housing types serving different ages, incomes and family sizes to maintain the unique, heterogeneous character of Santa Fe;

(iii) whether or how the project increases or decreases the supply of housing for which there is an identified need;

(iv) whether the project contributes to a more even distribution of this housing throughout Santa Fe;

(v) the creation or retention of affordable business space; and

(vi) whether or how the project increases the availability of all housing types close to the city center or neighborhood centers.

(h) Effect On Public Services and Infrastructure Elements

When applicable, the applicant shall state how existing requirements for telecommunications and city and utility company requirements are met. Considerations may include whether or how the project maximizes the efficient use or contributes to the improvement of existing public infrastructure and services.

(i) Impacts on Water Supply, Availability and Conservation Methods

When applicable, the applicant shall state how existing requirements for landscaping, water and sewer availability statements, water conservation and policies of the city's water division are met. Considerations may include:

(i) conservation and mitigation measures;

(ii) efficient use of distribution lines and resources; and

(iii) whether or how the construction or use of the project may affect water quality and supplies.

(j) Effect on Opportunities for Community Integration and Social Balance

When applicable, the applicant shall state how the existing requirements for community integration are met. Considerations may include how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers or pedestrian-oriented design.

(k) Effect on Urban Form

When applicable, the applicant shall state how the policies for urban form are met. Considerations may include:

(i) whether the project promotes a compact urban form through appropriate infill development and consolidation of the city's boundary to avoid leapfrog development; and

(ii) the effect of the project on the need for travel between different parts of Santa Fe and between employment centers and areas.
(G) Application Completeness

An application shall be considered complete if it is submitted in the required form; includes all mandatory information, including all exhibits specified by the land use director, and is accompanied by the applicable fee. The land use director shall make a determination of application completeness. If an application is determined to be incomplete, the land use director shall provide notice to the applicant along with an explanation of the application's deficiencies. No further processing of the application shall occur until the deficiencies are corrected in a future re-submittal.

(H) Notice Requirements
(Ord. No. 2013-16 § 5)

The notices required by this section shall indicate the nature of the change proposed; the property affected; the time, date and place of the hearing or meeting; and the deadline for receiving written comments regarding the request, if applicable. The notice shall be approved by the land use director. Neighborhood associations that wish to receive notifications of hearings and meetings and copies of agendas, including email notifications, must register with the land use director.

(1) Notice of Public Hearing Before Land Use Boards and ENN Meetings.

(a) General Notice Requirements

The notice requirements in Subsections 14-3.1(H)(1)(b), (c) and (d) below apply to public hearings required for all applications and ENN meetings, except that:

(i) Public hearings concerning development review actions initiated by the city require notification as described in Subsection 14-3.1(H)(1)(e);

(ii) Public hearings concerning Archaeological Clearance Permits require notification in accordance with Section 14-3.13(C)(3);

(iii) Public hearings concerning projects heard before the historic districts review board shall meet the agenda and posting requirements in Subsections 14-3.1(H)(1)(b) and (c) below, but mailed notification in accordance with Subsection 14- 3.1(H)(1)(d) is not required; and

(iv) Public hearings concerning appeals must provide notice as described in Subsection 14-3.1(H)(4).

(b) Agenda Requirements

For all public hearings required before any land use board, the land use director shall place the tentative meeting agenda in a local daily newspaper of general circulation at least fifteen calendar days prior to the scheduled meeting. In addition, the land use director shall post the tentative meeting agenda in City Hall and send a copy to neighborhood associations that are registered with the land use director, at least fifteen days prior to the scheduled meeting.

(c) Posting Requirements
(i) For all ENN meetings and public hearings required before a land use board, except appeals, the property shall be posted by the applicant with posters obtained from the land use director at the applicant's expense. At least one poster shall be prominently displayed, visible from each public and private street and road abutting the property, and securely placed on the property at least fifteen calendar days prior to the scheduled meeting. Placement of the posters shall be in such a manner as to not compromise public safety.

(ii) The posters shall be removed within thirty days after final action, and failure to do so may result in the city removing the poster and charging the applicant a civil fee of fifty dollars ($50.00).

(d) Mailing and Emailing Requirements

Notice of a public hearing or ENN meeting shall be mailed via the United States postal service by the applicant at least fifteen calendar days prior to the public hearing or meeting as follows:

(i) notices shall be mailed by first class mail to the owners of properties within three hundred (300) feet of the subject property as shown in the records of the county treasurer, and to the physical addresses of such properties where the property's address is different than the address of the owner;

(ii) notices shall also be mailed by first class mail to neighborhood associations that have registered with the land use director and that will be directly affected by the proposed action or that have a boundary within three hundred (300) feet of the subject property. Email notices to the neighborhood associations shall be provided on the same day the applicant sends postal notices;

(iii) for zone changes of one block or less, notices to property owners for public hearings before the governing body or the planning commission shall be by certified mail with return receipt requested as required by Section 3-21-6 NMSA 1978;

(iv) in the case of an application for a telecommunications facility, all property owners within the corresponding setback distances listed in Section 14-6.2(E) shall also receive notices;

(v) if a notice by certified mail of a zoning change is returned undelivered, the city shall attempt to discover the owner's most recent address and shall send the notice by certified mail to that address as required by Section 3-21-6 NMSA 1978;

(vi) copies of all required mailing lists, mailing certificates and return receipts shall be provided to the land use director prior to the public hearing or ENN meeting with an affidavit of mailing signed by the person who mailed the notices.

(e) Notice Requirements for City-Initiated Development Review Actions
(i) Agenda Requirement

Agendas must be posted and published as provided in Subsection 14-3.1(H)(1)(b) and (c).

(ii) Posting Requirement

For a project that affects one lot or other clearly-delineated premises, posting must occur as provided in Subsection 14-3.1 (H)(1)(c). For a project that affects a larger project area, the city shall securely place in the public right of way one poster at each major intersection within or near the plan or project area. There shall also be at least one poster for every three hundred (300) acres. Where the city is the applicant and the plan or project area is less than one city block, one poster shall be placed within the public right of way at the nearest intersection to the subject property. All posters shall be placed at the appropriate sites at least fifteen calendar days prior to the scheduled public hearing or meeting and shall indicate the nature of the change proposed; identification of the plan or project area; and the time, date and place of the public hearing or ENN meeting.

(iii) Mailing Requirements

Mailed notice shall be provided as required in Subsection 14-3.1(H)(1)(d).

(iv) Publishing Requirements

At least fifteen days before the public hearing, the city must publish a display advertisement in a local daily newspaper of general circulation stating the date, time and place of the public hearing, describing the nature of the change.

(2) Notice of Public Hearing Before Governing Body

Notice shall be provided as required in Subsection 14-3.1(H)(1)(a) or (e), as applicable. In addition, the applicant shall publish one notice in a local daily newspaper of general circulation at least fifteen calendar days prior to the public hearing.

(3) Postponed or Recessed and Reconvened Public Hearings and Meetings

If a public hearing or ENN meeting is postponed prior to the scheduled meeting, re-notification is not necessary if notice of the new date, time and location of the meeting is clearly posted at the time and place where the original public hearing or meeting was to be held. A public hearing or meeting may be recessed and reconvened without re-noticing if the date, time and place for the meeting is specified immediately prior to recessing.

(4) Appeal Hearing Notice Requirements

The following shall apply to all public hearings on appeals to land use boards or to the governing body.

(a) Agenda Requirements
The land use director shall place the appeal on the agenda of the body hearing the appeal and shall publish and post the agenda in accordance with the established procedures for that body.

(b) Notice Requirements

The appellant shall give written notice of the appeal as follows:

(i) Form of Notice

The notice shall be in a form approved by the land use director as being adequate to ensure that the average citizen reading the notice will be fairly informed of the general purpose of what is to be considered;

(ii) Procedure for Giving Notice

The appellant shall give notice of the time, date and place of the public hearing by first class mail postmarked at least fifteen days prior to the public hearing. The notice shall be approved by the land use director prior to mailing, and an affidavit of mailing shall be provided by the appellant.

(iii) Notice Recipients

The following shall receive notice: 1) all appellants and appellees; and 2) all persons or neighborhood associations that were required to be mailed notice for the application giving rise to the final action being appealed.

(c) Failure to Provide Notice

If the appellant fails to provide proof of proper notice in a form approved by the land use director prior to the public hearing on an appeal, the appeal shall be deemed withdrawn and may not be refiled. The land use director may waive this requirement if the appellant shows good cause. The land use director's decision is not appealable.

(I) Public Hearing Procedures

Public hearings shall follow the procedures adopted by resolution of the governing body.

(J) Conditions of Approval

Applications may be approved with conditions of approval to ensure compliance with the purpose and intent of Chapter 14 or any section of this chapter and any applicable city land use policy.

(K) Post-Approval Procedures - Rezoning

(1) If, in accordance with the provisions of Chapter 14 and Sections 3-21-1 through 3-21-11 NMSA 1978, changes are made in district boundaries or other matter portrayed on the official zoning map, those changes shall be made on the official zoning map within thirty days after the ordinance adopting the change in zoning classification has been approved by the governing body.
DATE:  September 18, 2017

TO:  Yolanda Vigil, City Clerk's Office
     Celeste Valentine, City Manager’s Office

FROM:  Richard Macpherson, Senior Planner

SUBJECT:  2018 – LRPC MEETING SCHEDULE

ACTION REQUESTED
I am requesting that the Long Range Planning Sub-Committee (LRPC) meetings be set for 2018 on the dates below and that the City Councilors Conference Room be reserved for LRPC meetings on those dates from 9:30-11:30 a.m.

Thursday, January 18
Thursday, February 15
Thursday, March 15
Thursday, April 19
Thursday, May 17
Thursday, June 21
Thursday, July 19
Thursday, August 16
Thursday, September 20
Thursday, October 18
Thursday, November 15
Thursday, December 20

Thank you.