

PLANNING COMMISSION

(Statutory)

CREATING AUTHORITY: Adopted on May 25, 1994 by Ordinance No. 1994-30.

MEMBERS: Nine (9) members residing in the city, appointed by the mayor with the advice and consent of a majority vote of all the members of the city council.

TERMS: Of the nine (9) members appointed initially to the planning commission, five (5) shall have one (1) year terms and four (4) shall have two (2) year terms. Each subsequent term of a member shall be for two (2) years to maintain the original staggering of terms of memberships. There shall be no limitation to the number of consecutive terms a member may serve on the planning commission.

QUALIFICATIONS: Members residing in the city and qualified by training, experience and ability to exercise sound and practical judgment on civic, social, economic and governmental affairs.

VACANCIES: A vacancy shall be filled in the same manner in which the original appointment was made. A member appointed to fill a vacancy shall serve for the remainder of the unexpired term.

MEETING TIMES: 1st Thursday of the month, 6:00 p.m.
Third Thursday of the month, if needed

STAFF LIAISON: Greg Smith, Land Use Planner Manager
(955-6957)

POWERS AND DUTIES:

- A. The planning commission shall be responsible for making long-range policy recommendations to the governing body with regard to:
 - (1) growth management, land use, transportation, development review procedures, urban design and capital improvements; and
 - (2) neighborhood and community planning, and other community issues as they relate to long-term planning.
- B. The planning commission is the principal city administrative board reviewing and making recommendations to the city council regarding:
 - (1) the adoption of the general plan and proposed revisions and amendments thereto;
 - (2) annexations;
 - (3) rezonings; and

- (4) proposed amendments to Chapter 14, SFCC 1987, except for proposed amendments to Sections 14-70, 14-71, 14-72, 14-73, and 14-74 SFCC 1987, which the historical design review board shall review and issue a recommendation on, and to Section 14-75 SFCC 1987, which the archeological review committee shall review and issue a recommendation on.
- C. The planning commission is the principal city administrative board reviewing and approving or disapproving subdivision requests.
- D. The planning commission is the principal city administrative board reviewing and approving or disapproving various other specific development plans and requests, all as authorized in the Santa Fe City Code. When specifically authorized by the Code, the decision of the planning commission shall be final, subject to any appeal right provided in the Code. In all other instances, the planning commission shall provide advice and non-binding recommendations.
- E. The planning commission is the principal city administrative board reviewing and approving or disapproving amendments or modifications of plans, designs, plats, conditions of approvals, restrictions and other matters previously approved by the planning commission. Nothing herein shall preclude the summary committee and the designated city department staff from approving minor amendments or modifications as authorized in the Santa Fe City Code.
- F. The planning commission is the principal city administrative board reviewing and granting or denying requests for variances from zoning regulations set forth in Section 14-16 through 14-69 SFCC 1987, provided that the request is also part of a development plan or subdivision request requiring the planning commission's review. When deciding such variances the planning commission shall use the procedures for public notice and hearing and the criteria for deciding variances as set forth in Section 14-5.4C SFCC 1987, except requests in PUD, PRC and PRRC districts, where the property shall be posted as set forth in Section 14-9.14B SFCC 1987 and the applicant shall notify property owners within one hundred (100) feet as set forth in Section 14-9.16 SFCC 1987. Variances in PUD, PRC and PRRC districts shall be evaluated based upon their appropriateness in relation to the overall development and its purposes and their impact upon surrounding properties.

- G. The planning commission is the principal city administrative board reviewing and granting or denying requests for variances from all subdivision regulations set forth in Sections 14-80 through 14-90 SFCC 1987. When deciding variances the planning commission shall use the procedures for public notice and hearing as set forth in Section 14-5.4C SFCC 1987, and the criteria for deciding variances as set forth in Sections 14-87 or 14-90.7, as applicable.
- H. The planning commission is the principal city administrative board reviewing and granting or denying appeals from decisions of:
 - (1) The Summary Committee;
 - (2) City staff regarding the zoning regulations set forth in Sections 14-16 through 14-69 SFCC 1987, and the subdivision regulations set forth in Section 14-80 through 14-90 SFCC 198, provided that the request is also part of a development plan or subdivision request requiring the planning commission's approval; and
 - (3) City staff regarding the terrain management regulations and the escarpment overlay district as set forth in Sections 14-90 and 14-90A SFCC 1987.
- I. The Planning Commission or the governing body may request any other committee or board to review a proposed city zoning map amendment or a proposed amendment to Chapter 14 of the Santa Fe City Code, and such board or committee shall issue comments and non-binding recommendations in response to the request.
- J. The Planning Commission may make reports and recommendations relating to the development of the city to public officials and agencies; public utility companies; civic, educational, professional and other organizations; and citizens.
- K. The Planning Commission may provide to administrative and governmental officials of the city recommendations for public improvements and for the financing of such improvements. Public officials shall, upon request, furnish to the planning commission within a reasonable time such available information as it may require for its work.
- L. The Planning Commission, its members and employees, in the performance of its functions, may enter on any land, make examinations and surveys and place and maintain necessary monuments and marks thereon.

- M. As authorized in Chapter 14 of the Santa Fe City Code, the planning commission may make decisions affecting the physical development of the city including physical development authorized by a public agency or official not under the jurisdiction of the governing body. These decisions shall be consistent with the general plan and other adopted city policies.
- N. Approved plats and development plans shall be signed by the chairperson and secretary of the planning commission.
- O. The mayor, subject to the advice and consent of the city council, may appoint ad hoc subcommittees to gather information and make recommendations to the planning commission, as the planning commission deems appropriate. The ad hoc subcommittee shall be comprised to volunteer citizens, city staff and/or commission members.
- P. The planning commission shall have such powers as may be necessary to enable it to fulfill and perform its functions, and carry out all duties authorized in the Santa Fe City Code.

DELEGATION OF AUTHORITY: The governing body hereby delegates its authority for planning, within the planning jurisdiction of the city, and for approving subdivision plats within the corporate boundaries of the city, as specifically set forth in Section 3-19-1 NMSA 1978 and more generally in Articles 19 and 21 NMSA 1978, to the planning commission, except for those powers retained by the governing body in the Santa Fe City Code. In addition, the governing body delegates authority to the planning commission to hear appeals and variances as set forth herein.