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Katherine Miller
County Manager

Date: January 9, 2018
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director *PEO*
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report November and December 2018

This report is a summary of projects for Growth Management with statistics from November and December 2018. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Staff is processing an amendment to a Happy Roofs' Affordability Agreement for an active Happy Roofs applicant file for a home located in the Eldorado Area.

A Happy Roofs project in the Glorieta Area received a building permit and will begin in December.

Staff received two new Happy Roofs Applications for residences located in Cundiyo and the Old Pecos Trail Area. Request For Quotes (RFQs) were disseminated for three pending Happy Roofs projects located in Agua Fria Village, Pojoaque and La Cienega.

Staff approved a request for down payment assistance in the amount of \$20,000.00 for an Income Range 1 Buyer purchasing a residence located in Oshara Village.

Staff went before the BCC to present two Affordable Housing Agreements for Phase 2 and Phases 3-6 of the High Summit III Subdivision. Both agreements received Board approval.

Staff received an affordable mortgage payoff in the amount of \$42,310.00 for a residence located in the Rancho Viejo Area. The funds were deposited into the Affordable Housing Fund, and a Release of Mortgage was submitted to Purchasing for tracking and approval.

Open Space

Staff worked with Native Plant Society volunteers to remove non-native, invasive yellow bluestem from the Arroyo Hondo Open Space.

Santa Fe County received five new Master Naturalist volunteers to assist with open space management and monitoring (each volunteer must conduct at least 30 volunteer hours for the County); staff coordinated with the volunteers regarding work projects.

In collaboration with the Fire Department, staff completed an updated Talaya Hill Open Space Forest Thinning Plan that incorporates both fire prevention and wildlife habitat conservation.

Staff began planning for spring and summer wildlife monitoring, including development of survey protocols for horned lizard monitoring at Thornton Ranch Open Space, bird monitoring at the Ortiz Mountains Open Space, frog monitoring at Los Potreritos Open Space, cactus monitoring at Arroyo Hondo Open Space, and other sites.

Resource management and maintenance staff worked together to prevent erosion and block unsanctioned trails at Arroyo Hondo Open Space and Talaya Hill Open Space.

Staff worked with contractors to develop a forest management plan for the Ortiz Mountains Open Space.

Staff released the public review draft of the Open Space, Trails and Parks Strategic Management Plan on November 1 for a 30 day comment period. A public review meeting was held on November 28 at the Nancy Rodriguez Community Center. Approximately 30 community members attended the meeting. COLTPAC met on December 5th to discuss the Final Draft of this plan and associated public comments. The public comment period for the plan ended on December 1. COLTPAC recommended the plan for adoption by the BCC; the plan will be coming to the Board in January.

Open Space staff coordinated to host Southwest Conservation Corps to do trail maintenance on the El Camino Real Trail. This included installation of additional signage, trail delineation at the Diablo Canyon Trailhead, as well as improvements and regular maintenance (including grubbing, brushing, and erosion control) along the entire natural surface length (9 miles). Southwest Conservation Corps is a group of youth who are trained in sustainable trail maintenance and construction techniques, and travel throughout the Southwest working with land management agencies and doing trail work on federal lands. The Southwest Conservation Corps crew worked full time on El Camino Real from December 10 through December 14.

Planning staff attended and helped to coordinate the Greater Santa Fe Regional Recreation Partnership Trail Planning Public meeting on December 10. This collaborative includes land management agencies in the greater Santa Fe area, including USFS, BLM, National Parks Service, and Los Alamos County. This was the first public meeting to prioritize trail projects among the coordinating agencies.

Staff met with the Abandoned Mine Lands (AML) Bureau on 12-7-18 and were informed that AML is planning to coordinate with the County to implement a storm water management project for the Madrid Greenbelt and Wilderness open space properties. The project is still in development phases

but staff anticipates that AML will be able to fund the majority of the storm water management design and construction activities. Staff will provide additional updates as the project develops.

Staff attended the Rio Grande Trail Commission Meeting on December 12. This agenda for this meeting included the approval of the Rio Grande Trail Master Plan, which includes a significant amount of the trail in Santa Fe County, along NM 14.

Community Planning

San Marcos Community District Plan – Staff is continuing to work on the development of the San Marcos Community District Plan and conducted the tenth Planning Committee meeting at Turquoise Trail Elementary School on November 28th. The group is working on the Land Use Element which will include the land use categories, tailored to the District, along with possible overlay zones to encourage arts, rural commercial ventures and agriculture. Group attendance is regularly between 15 and 25 people and highlights local issues for residents and business owners in the District.

Community Organizations and Registered Organizations

Staff coordinated with TAC committee for review of the Congress of Community Organizations process and CO/RO notification protocol and corresponded with CO/RO program participants to answer questions about County policies and updates on development applications.

Transfer of Development Rights (TDRs)

A Transferrable Development Rights and Land Use Restriction Agreement was presented at the December 11 Board meeting. The item was unanimously approved for 4 TDRs.

Agriculture & Ranching Implementation Plan

Staff met with Frank Mancuso to discuss the La Bajada Ranch Agricultural Lease. The purpose of the site visit was to discuss options for agricultural uses on the property. Staff also conducted a site visit to Green Tractor Farms in La Cienega with the property owner Tom Dixon who is coordinating with Mr. Mancuso to discuss options for an agricultural demonstration project on the agricultural lease area that may also coordinate with NMSU.

Staff presented current agricultural initiatives, including the AgriGate, Los Potreros Pasture Restoration, and Edgewood Senior Center Garden Revitalization at a community agricultural gathering being hosted through the La Cienega Valley Association on December 15th, 2018.

Santa Fe Food Policy Council (SFFPC)

Staff facilitated the application process for 2 vacancies on the Food Policy Council and received 4 applications which were provided to the Council for review.

Staff attended the December 27th Food Policy Council meeting and participated in the 2018 FPC annual report review.

Staff participated in the evaluation committee for the RFP for coordination for services for the Food Policy Council on December 14th, 2018.

Transportation

Staff submitted two (2) Transportation Alternatives Program grant applications to the SFMPO. These applications are for the Arroyo Hondo Trail Segment 2 and Arroyo Hondo Trail Segment 3 projects.

Staff met with the Engineering Consultants studying the Avenida Del Sur extension and visited the Project Site.

North Central Regional Transit District (NCRTD)

In November, the Board of Directors of the North Central Regional Transit District (NCRTD) met. A presentation was made recognizing NCRTD staff for service as well as the safe driver awards. Board action items included approving a Resolution to apply to the Federal Transit Administration (FTA) for a \$365,000 Access and Mobility Partnership Grant, to conduct a one-year, pilot project for demand-service in Taos County. Board discussion items included a review of the September 2018 Financial Summary and a review of the Executive and Subcommittee Reports.

The NCRTD Board met on December 5. Board action items included a Resolution adding the Village of Taos Ski Valley (TSV) as a member of the NCRTD. The TSV has a population of 69 and will obtain 1 member unit vote, bringing the membership to 16 entities. Population Unit Votes (voting strength) remain fixed at 20, with TSV earning zero voting units in this category. Santa Fe County's Population Unit Vote, remains at 4. In addition, the MOA between Santa Fe County and NCRTD for FY19 Rte. 255- Mtn. Trail funding was approved by the Board.

Northern Pueblos Regional Transportation Planning Organization (NPRTPO)

In November, the Northern Pueblos Regional Transportation Planning Organization (NPRTPO) met. The main item was that TAP and RTP applicants presented their projects to the NPRTPO members for review. Members reviewed and evaluated all of the projects. Also, the NPRTPO is looking at its organization and considering creating subcommittees. One such subcommittee would be a Tribal Subcommittee.

The Northern Pueblos Regional Transportation Planning Organization (NPRTPO) did not meet in December.

Mid-Region Regional Transportation Planning Organization (MRRTPO)

The Mid-Region Regional Transportation Planning Organization (MRRTPO) met on December 20. Members approved the 2019 MRRTPO Meeting Schedule and the FY19 Regional Transportation Improvement Plan Recommendations (RTIPR). NMDOT made a presentation on the Local Government Road Fund (LGRF) Project Tracking Overview. The LGRF contains four programs: (1) Cooperative Agreement Program, (2) County Arterial Program, (3) School Bus Route Program, and (4) Municipal Arterial Program. SF County Public Works will submit LGRF requests.

MPO

The Santa Fe MPO Technical Coordinating Committee (TCC) met in November. However, a quorum was not established. The group discussed the released Transportation Improvement Program (TIP) Amendment 5. TIP Amendment 5 includes transferring the St. Michael's Underpass project from the NMDOT to the City of Santa Fe and reprogramming funds for the St. Michael's Rail Trail Pedestrian Crossing, led by the City of Santa Fe.

The Santa Fe MPO Transportation Policy Board (TPB) met in November. The Policy Board voted in favor of adopting the Transportation Improvement Program (TIP) Amendment 5, moving the St. Michael's Underpass project from NMDOT to the City of Santa Fe.

The Santa Fe MPO Technical Coordinating Committee (TCC) did not meet in December.

The Santa Fe MPO Transportation Policy Board (TPB) did not meet in December.

Capital Planning

Staff coordinated the opening the annual 5 year CIP database in November to allow users to submit capital project requests.

Economic Development Division

There was a board meeting for the Northern Rio Grande National Heritage Area (NRGNHA) on December 13th, 2018. A new executive board was seated with Mr. Elmer Torres of San Ildefonso Pueblo as Chair. The incoming budget was discussed with \$327,720 coming in for the new fiscal year from the Park Service of the Federal Government – this is an increase of \$27,720 from last years' funding. There is also a cost match of \$329,347 (from in-kind services) for a total budget of \$657,067. The NRGNHA finance committee also suggested that the three Counties that make up the heritage area help fund the annual magazine, Land, Water, People, Time. The next meeting has not been scheduled yet, but will be in late March-early April in Alcalde.

There was a board meeting of the North Central New Mexico Economic Development District (NCNMEDD) on December 14th, 2018. There was a presentation from the New Mexico Association of Counties that gave an overview of their legislative agenda to include Detention Center Reimbursement, Prisoner Transport and Emergency Medical Services funding were priorities for the Appropriations Bill. Behavioral Health, Tax Reform, removal of the State Fire Marshall's Office and Fire Protection Fund from the PRC and addressing unintended consequences from the NM Forfeiture Act are other priorities. Another item was that State and Federal funding have been restored for programs in the Counties in New Mexico. The next meeting is March 15, 2019 at the Santa Fe Business Incubator at 1:30 pm.

There were two board meetings for REDI Net on November 8th & 29th, 2018. Operational reports from the General Manager include the addition of new third party providers using the REDI Net network, possible REDI Net service for the Plaza Wi-Fi service, discussion of using TV White-Space as additional frequency space. There were no meetings in December; the next meeting is January 10th, 2019 at 1:00 in Pojoaque.

There was a board meeting for the Estancia Valley Economic Development Association (EVEDA) on December 7th, 2018 in Moriarty. EVEDA is celebrating its 20th year as an organization this year and high-lighted the success it is having with renewable wind energy in the Estancia Valley by Pattern Energy and the fact that this electricity will be transmitted on the new BB 2 transmission line of PNM (across Santa Fe County). There were presentations from both Pattern Energy discussing its projected 3,000 Mega-Watt Wind Energy Plant and by PNM discussing how they are looking to put more renewable energy on their transmission lines. The next board meeting has not been set, but will likely be in March in Moriarty.

There was a meeting of the Regional Coalition of LANL Communities (RCLC) on December 21st, 2018. A presentation from a lab contractor, N3B, followed with discussion of the RDX (a chemical used in high-explosives) plume and direction of its migration. The board then reviewed and approved the hiring of a new auditor and scheduling a second retreat for additional discussion of the previous audit. The next board meeting was not scheduled.

The Economic Development Division has worked on the following:

- Staff attended the NM IDEA annual meeting. NM IDEA is an organization for economic development;
- The Economic Development Specialist received a scholarship from the NM IDEA organization to take an online Entrepreneurship and Business Development course from the University of Oklahoma that begins in January;
- Staff worked collaboratively with the City in creating a partial Plaza Wi-Fi network that was functional over Christmas and New Year's Day;
- Staff evaluated and awarded \$100,000 in event marketing funding for the City's Occupation Tax Advisory Board. This board is similar to LTAB in leveraging occupancy tax dollars to increase tourism brought into Santa Fe;

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in November and December 2018:

	November 2018	December 2018
New Residential Permits - Stick Built Homes	18	9
New Residential Permits - Manufactured Homes	4	2
Commercial Building Permits District 1	0	0
District 2	0	0
District 3	0	0
District 4	0	0
District 5	0	0
Number of Lots Created – Major Subdivision	0 Lots	0 Lots
Minor Subdivisions	2 Lots	0 Lots
Exemptions	0 Lots	6 Lots
Commercial Business Licenses	0	1
Home Occupations No Impact	0	1
Home Occupations Low Impact	0	0
Film Permits	5	8

Code Enforcement

The following statistics are provided for code enforcement actions in November and December 2018:

	November 2018	December 2018
Number of Initial Notices of Violation Issued	18	12
Number of Final Notices of Violation Issued	4	2
Number of Notices of Violation resolved without court action	11	8

GIS Division

E911 Addressing

Staff performed addressing database improvement tasks and posted 8 addresses. The GPS Technicians concentrated on reviewing findings and results from the October Initial Map Audit Review produced by the vendor implementing the new Computer Aided Dispatch (CAD) System being deployed at the Regional Emergency Communications Center (RECC) in preparation for the late December Intermediate Map Audit.

GIS

In November, staff provided 106 Address Verifications to County residents and prepared 81 development permit screening forms and maps which triggered 19 archeological screenings. In addition to these permit screenings; the Division also served 70 walk-in customers.

In December, staff provided 115 Address Verifications to County residents and prepared 69 development permit screening forms and maps which triggered 30 archeological screenings. In addition to these permit screenings; the Division also served 65 walk-in customers.

The primary focus of the GIS Division continued to be on the work required to implement the new CAD System for the RECC. This implementation has required frequent and ongoing close collaboration not only with the Sheriff's Office and County Fire, but also with the City of Santa Fe Police, Fire, and GIS staff.

Contractor work on the upgrade, enhancement, and expansion of the popular Santa Fe County Trail Mobile Application continued, as well as on the update of the vegetation (Land Cover) mapping.

The Division also prepared updated County Commission, State Representative and State Senate maps based upon the results of the November 2019 General Election.

