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Katherine Miller
County Manager

Date: January 10, 2018
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director 
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report November and December 2017

This report is a summary of projects for Growth Management with statistics from November and December 2017. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Down payment committee met and recommended approval for an application for down payment assistance to an Income Range two individual in the amount of \$15,000 for a home located in the Oshara subdivision.

Bids are being reviewed for two Happy Roof projects for homes located in the Santa Cruz area.

Staff attended an affordable housing working group meeting coordinated by Santa Fe Housing Authority Director Joseph Montoya and City of Santa Fe Affordable Housing Director Alexandra Ladd. The meeting included representatives from multiple agencies including the City of Santa Fe, the Santa Fe Home Builders Association, the New Mexico Coalition to End Homelessness, the Community Housing Trust and the Santa Fe Association of Realtors.

An affordable home in La Pradera has been repaired and is being purchased by another Tier 3 Affordable home buyer. Homewise will assume the second lien in the amount of \$88,790.00 on this home.

Open Space

Planning staff continued field training with maintenance staff and consultants on riparian management, grassland health, forest health, and Best Management Practices at Los Potreritos Open

Space, La Cieneguilla Open Space, San Pedro Open Space, Talaya Hill Open Space and Little Tesuque Creek Open Space.

COLTPAC met for its regular monthly meeting on November 1, 2017. Issues discussed included priorities and focus areas for the strategic plan and schedule of activities for 2018. COLTPAC met for its regular monthly meeting on December 6, 2017. Issues discussed included priorities and focus areas for the strategic plan and schedule of activities for 2018 as well as an overview of the Romero Park Master Plan.

Staff attended Abandoned Mine Land Program public meetings for mine reclamation projects in Madrid and San Pedro.

Santa Fe Food Policy Council (SFPCC)

Staff participated in the Land Use Subcommittee meeting of the SFPCC on November 15, 2017.

Staff participated in the SFPCC meeting which was held on December 14th. Topics discussed at the meeting included the updates on the development of the AgriGate, 2018 wholesale producer/local food buyer workshops to be hosted in partnership with SF County and Santa FE Farmers Market Institute, and the 2017 SFFPC annual update report.

Agriculture & Ranching Implementation Plan

Staff conducted a site visit on Caja del Rio and La Majada cattle cooperative as part of the Agriculture and Ranching Implementation outreach efforts.

Planning staff met with Santa Fe Farmers Market Institute staff on December 15, 2017 to discuss partnering to host the January/February workshops for Local Wholesale Food Producers and Buyers.

Staff is continuing development and branding of the County's web based agricultural information hub which will be named the AgriGate.

Draft AgriGate Logo



Community Planning

Staff conducted a La Bajada Planning Committee meeting on November 18, 2017. This meeting included a mapping and visioning exercise and staff presented information to the community

including a historical summary of the village and reviewed existing land uses and the community outreach process which included site visits and interviews with community members.

Staff coordinated a Galisteo Planning Committee meeting to discuss the proposed rural commercial overlay. The meeting discussed committee recommendations regarding the options for moving forward with the rural commercial overlay. Proposed next steps included an additional planning committee meeting and a proposed community wide meeting to discuss amending the Galisteo community plan to remove the proposed overlay district.

Staff prepared a community outreach plan to engage community members in San Marcos to ensure broad representation and to encourage open participation at the upcoming San Marcos Community District kick-off meeting, to be scheduled for early 2018.

Community Organizations and Registered Organizations

Staff held meetings with individuals and communities interested in the CO/RO program. There were two RO applications submitted in December, one from the Santa Fe Gateway Alliance and one from La Cieneguilla Land Grant Association.

Transportation

Staff attended the November 2, 2017 public comment meeting on the NE/SE Connector project. Resident comments included concerns that the project would exacerbate traffic and safety problems on Rabbit Road, and that a College Drive access from the SE Connector to the Community College should be part of the project.

Staff attended the November 16, 2017 Rabbit Road Safety Audit workshop. At the workshop, recommendations were developed that included input from two residents representing citizen groups. Short term recommendations included signage and speed enforcement while long term recommendations included straightening of horizontal and vertical curves and improvements to the Entrada de Santiago/ Rabbit Road intersection. The recommendations are included in the Consultant's final draft report.

Planning staff received the draft Roads Element part of the ADA Transitional Plan from Architectural Research Consultants (ARC) and worked with the consultants to finalize this element of the Plan. The Roads Element and Santa Fe County ADA Policy Statement were approved by the BCC on December 12, 2017 and subsequently forwarded to NMDOT.

Staff coordinated with applicants to serve on the County's Transportation Advisory Committee (TAC). Staff anticipates that a list of candidates list for possible appointments along with a request to start the committee meetings will be presented at the January 30, 2017 BCC meeting.

SFMPO

Staff attended the November 27, 2017 Technical Coordinating Committee (TCC) and the November 30, 2017 Policy Board meetings. Issues discussed at these meetings included:

- The MPO approved first quarter FY 18 Transportation Improvement Program (TIP) amendments. The amendments were for NMDOT lead projects: funding was increased for three I-25 Interstate Maintenance projects in FY 2019 and FY 2021; funding for ADA pedestrian improvements on St. Michaels drive was moved from FY 2019 to FY 2020; and a

new project was added which covered ADA and Bus stop improvements at NM 14 as well as the Cerrillos Road & 2nd St. intersection which are scheduled for FY 2019.

- The status of the Via Vetranos/NM 599 Interim Safety Improvements is design is 60 % complete. Pending the recommendations/ranking in NM 599 Re-Prioritization Study due to NMDOT in December, NMDOT would use Safety Funds with construction in FY 2019.
- NMDOT staff gave a presentation on the development of the State Rail Plan. NMDOT is also developing a separate more detailed Rail Freight Plan which will include safety concerns and access to freight rail for rural and small urban areas. The Rail Freight Plan will also be presented to the MPO in 2018.

There was no MPO Policy Board meeting scheduled for December and the December 11, 2017 Technical Coordinating Committee (TCC) was canceled.

NCRTD:

Staff attended the November 3, 2017 NCRTD Board of Directors Meeting. Issues discussed at the meeting included:

- The NCRTD Board approved the Village of Chama as a voting member of the NCRTD. (NCRTD provides transit service to the Dulce/Chama area.)
- The NCRTD Board approved a bid award for a needs assessment for a Taos bus maintenance/fueling/parking facility.
- The NCRTD discussed revenue impacts related to the possibility that the new Los Alamos Laboratory management/operation contract could be awarded to an entity that is exempt from the GRT. The impacts would be an estimated \$1 million loss of GRT transit tax revenue plus the annual amount Los Alamos contributes to the NCRTD. NCRTD staff will draft a resolution for the next Board meeting to demonstrate support to the NM State legislature to pass legislation that would remove the tax exempt status for any entity that manages/operates the Los Alamos National Laboratories.

Staff attended the December 1, 2017 NCRTD Board of Directors Meeting. Issues discussed at the meeting included:

- The NCRTD approved a resolution demonstrating support to the NM State legislature to pass legislation that would remove the tax exempt status for any entity that manages/operates the Los Alamos National Laboratories. If a management/operation contract is awarded to an entity that is exempt from the GRT, it is estimated that the NCRTD could lose \$1 million GRT transit tax revenue from Los Alamos County along with the annual amount Los Alamos contributes to the NCRTD.
- The Google Transit trip planner software is now included on the NCRTD webpage. Users can type or point to a starting point and destination and get information on bus scheduling and trip length.

Economic Development Division

There was no board meeting of the Northern Rio Grande National Heritage Area (NRGNHA) in November or December, the next board meeting is scheduled for January 4, 2018.

There was a board meeting for the North Central New Mexico Economic Development District (NCNMEDD) in December, a review of the accomplishments by the NCNMEDD were presented. The next Board of Directors meeting is Friday, March 16th, 2018 at 1:30 pm.

The REDI Net board met on November 16th, 2017 with the auditor. An additional presentation was made by the auditor after their researching information from known documents that they have. The REDI Net board asked for the audit to be completed and submitted to the State Auditor's Office by the end of December. Once the findings are official, this information will be released to the JPA members. REDI Net is working with other companies to connect existing fiber optic lines the City has to increase connectivity in the City and in the County.

The Estancia Valley Economic Development Association quarterly board meeting was held Friday, December 1st. Several topics were reported on:

- Corrections Corporation of America (CCA) is working on reopening of the federal prison in Torrance County. The prison was closed when it was discovered that CCA was not paying Davis-Bacon wages – they are working on correcting that;
- Several wind generation companies are building in Torrance and Lincoln Counties. Most have transmission lines going to Algodones;
- The marijuana industry believes that the state of New Mexico will legalize recreational use and the growers are expanding operations; one is expanding into Edgewood;
- A grocery distribution center is being considered for Moriarty with distribution in a 200 mile radius;
- A new Department store and a Dunkin Donuts & Baskin Robins are being located in Edgewood;
- A large pipe manufacturer (backed by Barclay's Banking) will start on a 350,000 sq ft building this spring in the Estancia Valley; the location of site is still not discussed; City of Moriarty now owns Google building which is a large manufacturing hanger. EVEAD is trying to attract a manufacturing company to lease the building.

No date has been set for the next board meeting of EVEDA.

Los Alamos National Labs held its final Community Leaders Quarterly Briefing. The lab's director, Charlie McMillan, is retiring at the end of December and most of the program was directed to wishing him farewell. The new director is Terry Wallace. Economic Development staff did attend a presentation after the main program on how to do business with LANL.

Santa Fe County has a sublease with Black Mesa Wireless (10/26/2017) to provide broadband service to customers in the Pojoaque Valley using available REDI Net fiber optic lines at the Pojoaque Fire Station, this is now live.

Economic Development Staff attended:

- The Internet Society's Tribal Summit;
- The City of Santa Fe's Chamber of Commerce' Broad Band committee;
- A meeting with the HIPICO's owners in bringing more events to their facility;
- Training of the SLDC and GIS.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in November and December 2017:

	November 2017	December 2017
New Residential Permits - Stick Built Homes	15	19
New Residential Permits - Manufactured Homes	6	8
Commercial Building Permits	3	5
Number of Lots Created – Major Subdivision	0 Lots	0
Minor Subdivisions	0 Lots	2
Exemptions	8 Lots	6
Commercial Business Licenses	6	3
Home Occupations No Impact	5	0
Home Occupations Low Impact	1	0
Film Permits	2	0

Code Enforcement

The following statistics are provided for code enforcement actions in November and December 2017:

	November 2017	December 2017
Number of Initial Notices of Violation Issued	15	7
Number of Final Notices of Violation Issued	2	1
Number of Notices of Violation resolved without court action	10	4

GIS Division

E911 Addressing

The GPS Field Technicians have continued the detailed data analysis of Transportation GIS database and undertook special project work on the Glorieta 2.0 site to research existing addresses and plan for future address assignments.

The Addressing staff has continued to handle ongoing constituent requests for address and road sign postings and stepped up to the plate to assist the Division with development permit screenings that coincided with the process to fill a vacant GIS Analyst position.

Extensive work was also done by the Addressing staff to test the Web-based Interactive Map Services prior to rolling out these new services to internal staff.

The Field Technicians have cross-trained on fulfillment of walk-in customer map and digital data requests and have focused on updating the Addressing Section's standard forms such as the Addressing Assignment and Verification Form and the Road Name Petition Form and cover letter.

Kerrie Bushway also undertook an extensive review of Computer Aided Dispatch (CAD) records in order to set the stage for an update of the Sherriff's Office Patrol Area GIS layer needed pending RECC computer system upgrades.

In November the **GIS Division** provided 111 Address Verifications to County residents and prepared 104 development permit screening forms & maps which triggered 26 archeological screenings. In December the Division provided 74 Address Verifications to County residents and prepared 64 development permit screening forms & maps which triggered 23 archeological screenings.

GIS staff, particularly Debra Garcia and Christina Kelso, continued building and refining web-based interactive map services to populate the new internal and external mapping portals. Staff provided training to all Department staff on November 29 on the Web-based Interactive Map Services and the two interactive map services built specifically for GMD staff: the Slope Analysis interactive map service and GMD Permits interactive map service. This was followed up with two (2) sessions of the hands-on advanced class for the staff in the Development Review and Permitting Division on December 13th and 20th. Work on testing and refinement of the suite of Web-based Interactive Maps continued in conjunction with other daily work tasks.

Two (2) new Map Services were deployed to the internal map portal; a Traffic Counters Interactive Map application for Public Works and an application built for RECC staff to review 911 Dispatch Map Reference Areas (MRAs) against CAD data in order to better coordinate with GIS staff on roads and address updates.

A map applications was completed for Fire Department staff to facilitate updating the Wildland Urban Interface Zones. The Assessor Office and Sustainability Division staff also requested interactive map services for their business needs and GIS staff has initiated work on their requests.

Christina Kelso participated on the Selection Committees for the Public Works Work Order System RFP and RECC Computer Aided Dispatch (CAD) RFP.

Julian Sena was promoted from the position of GIS Technician to GIS Analyst.



