

**MINUTES OF THE  
CITY OF SANTA FE / SANTA FE COUNTY  
REGIONAL PLANNING AUTHORITY**

**Tuesday, July 20, 2010  
4:00 PM  
Santa Fe, New Mexico**

This Regular Meeting of the City of Santa Fe / Santa Fe County Regional Planning Authority (RPA) was called to order by Co-Chair Kathy Holian at approximately 4:05 PM on the above-cited date in the Santa Fe County Commission Chambers in the County Administration Building.

**ROLL CALL**

**County Commissioners Present:**

Kathy Holian  
Liz Stefanics  
Virginia Vigil

**County Commissioners Absent:**

Harry Montoya

**City Councilors Present:**

Chris Calvert  
Rebecca Wurzburger

**City Councilors Absent:**

Patti Bushee  
Rosemary Romero, Chair

**Santa Fe County Staff Members:**

Rachel Brown, Assistant Attorney  
Penny Ellis-Green, Assistant County Manager  
Robert Griego, Planning Manager  
Andrew Jandácek, Planning  
Steve Ross, Attorney  
Duncan Sill, Economic Development Planner

**Santa Fe City Staff Members:**

Jon Bulhuis, Santa Fe Trails  
Mike Kelly, Santa Fe Trails  
Reed Liming, Long Range Planning Dir.  
Katherine Mortimer, Supervising Planner

**Others Present:**

Mark Tibbetts, MPO Senior Planner  
Greg White, NMDOT

**APPROVAL OF AGENDA**

**Commissioner Stefanics moved to approve the agenda, seconded by Councilor Calvert and approved unanimously.**

**APPROVAL OF MINUTES**

- **Minutes from June 15, 2010, Regular Meeting**

**Commissioner Stefanics moved to approve the minutes of the June 15, 2010, Regular Meeting, seconded by Councilor Wurzburger and approved unanimously.**

- **Notes from June 21, 2010, RPA Retreat**

**Commissioner Vigil moved to approve the notes of the June 21, 2010, RPA Retreat, seconded by Commissioner Stefanics and approved unanimously.**

*[All items in the Board packet for all agenda items are incorporated herewith to these minutes by reference. The original Board packet is on file in the Regional Planning Authority office.]*

## **COMMUNICATIONS FROM AGENCIES**

- **MPO**

Commissioner Stefanics reported that the MPO has backtracked on its plan in order to accommodate the federal and state governments and is working with the consultant to receive expert advice from the state agency. No decisions have been made at this time.

- **NCRTD**

Commissioner Stefanics stated there was some concern raised that, while the NCRTD had accepted the RPA service plan, at its last meeting they voted to not accept the RPA's decision to identify a \$3 fee for the parents from the school district outside of its boundaries. That is an unresolved issue.

## **INFORMATION ITEMS**

- **Update on Energy Task Force (ETF)**

In doing its strategic planning, Councilor Calvert stated that the ETF is looking at various ways in which energy is used in the community and projects that are the most appropriate that will not only save energy but will cut down on greenhouse gases and also help the economy. The ETF is waiting on action from the RPA to give direction on whether to move forward.

Commissioner Holian said she understood that City staff member Nick Schiavo is drafting a resolution for the extension of the ETF for the RPA to consider.

Councilor Wurzbarger said she has heard about a major evolutionary idea for retrofitting streetlights with a solar element that does not require replacing the streetlights. Also, cities are able to get credit for that. She said she could get that information to the ETF.

Councilor Calvert added that the city has a LED pilot project for streetlights to see how it works with the existing technology and perhaps get credit back.

Commissioner Vigil asked for an update on PACE.

Commissioner Holian explained she has drafted a letter explaining what is going on with the challenge to the PACE programs at the Federal Housing Finance Authority (FHFA) level. The letter has been put on the ETF letterhead and will be added to the website to bring people up to date. The current status is that almost all of the programs across the country that are looking for funding in the private sector through bonding or otherwise have halted their programs because of the uncertainty in the financial markets with the exception of Sonoma County, which has not halted because they are self-funding. Many people are concerned and want to fix the problem,

including the New Mexico congressional delegation. Senator Bingaman is the chair of the Energy Committee and is working on this diligently.

Commissioner Holian went on to say that the community feels that FHFA does not really understand what a special assessment is. They think it is a loan and it is not. It is a special assessment and in a category by itself. Another action is proposed legislation at the federal level that would provide direction to define what a PACE program is and define what a special assessment is so that there is no confusion. That education would calm down the financial markets and the program could then go forward. At present that is the only impediment right now for the regional program in terms of moving forward with applications.

Ancillary to energy efficiencies and affordable housing, Commissioner Vigil stated that at the last BCC meeting, direction was given to staff to look into retrofitting current homes for energy efficiency, which seems to be one of the most immediate things that can be done. There was general consensus from the BCC that specific funds could be dedicated to this recommendation for retrofitting quite a few homes.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

- **Follow-up from Retreat**

Commissioner Stefanics pointed to the three top priorities that were identified at the retreat:

- Regional economic development plan
- Regional energy plan
- One-year regional plan for affordable housing

Commissioner Holian noted that how to organize the work on these priorities was not determined at the retreat. A suggestion might be to create subcommittees plus staff for each of the different topics or perhaps work on them one at a time to try to integrate them.

Councilor Calvert said he felt that the ETF is well suited to work on the regional energy plan and suggested it would be appropriate to move forward on each priority concurrently with different subcommittees that share an interest or want to take the lead on certain of the plans.

Commissioner Stefanics suggested that, after the decision is made for who will be involved in any of these initiatives and whether they would be called subcommittees or task forces, the RPA begin to meet every other month and the task forces meet on the alternate month and then report to the RPA meeting the next month.

Councilor Wurzbarger said that she would agree with both recommendations. She said she would be willing to work on the regional economic development plan and she would be willing to help on affordable housing as well.

Commissioner Stefanics suggested that having the whole RPA supporting a topic will have more weight with the respective governing bodies. When the RPA comes together as the large group

she felt it would be good to spend time talking about imbedding the ideas or brainstorming other ways to add onto whatever the groups are talking about.

Commissioner Holian said it is important for each task force to be aware of the other two topics and to keep them in mind when writing a report.

**Councilor Wurzburger moved to create an Affordable Housing Task Force and a Regional Economic Development Task Force. The motion was seconded by Councilor Calvert, voted on and passed unanimously.**

**Commissioner Stefanics moved that the full RPA meet every other month and that the Energy Task Force, the Affordable Housing Task Force and the Regional Economic Development Task Force meet on the alternate month. The motion was seconded by Councilor Wurzburger, voted on and passed unanimously.**

There followed discussion regarding drafting a resolution or resolutions to create the Affordable Housing Task Force and the Regional Economic Development Task Force, with the resulting motion:

**Councilor Calvert moved that a joint City/County resolution be drafted to create the Affordable Housing Task Force and the Regional Economic Development Task Force; and that two separate RPA resolutions be drafted to create and to specify the operating details for the Affordable Housing Task Force and the Regional Economic Development Task Force. The motion was seconded by Commissioner Stefanics, voted on and passed unanimously.**

In responding to Commissioner Stefanics about the makeup of the ETF, Commissioner Holian explained that the chair and vice chair of the ETF are from the RPA. The other five members are interested and knowledgeable candidates from the public who were selected and approved by the RPA.

Councilor Wurzburger said that she was supportive of the idea that the membership of each of the task force would be dependent on the topic and that the membership would not just be composed of RPA members. She would like to leave the membership of the task forces open until after the brainstorming sessions. To begin the process, an interested RPA member would volunteer to become the 'convener' of the task force and work with staff to begin drafting the resolution, using the generic ETF resolution as a template. Councilor Wurzburger said she would be willing to be the convener who would work with staff and talk about doing the resolution on economic development and that she would like to comment on the affordable housing task force.

Commissioner Stefanics expressed her interest in affordable housing.

It was agreed that Commissioner Holian will send out an email to the RPA members asking who would like to volunteer for each area. She will see that there is a core group that will hammer

out the overall resolution that could be brought forward to the next RPA meeting. At that time, discussion will be held to see who might want to work on each area of interest.

As a starting point, Commissioner Vigil said that she and Councilor Wurzbarger would like to volunteer for the core group to begin drafting the resolution and asked Councilor Calvert to provide them with a copy of the ETF resolution.

In answer to Commissioner Stefanics, Ms. Ellis-Green stated that Robert Griego, County planning director, would be assigned as the RPA staff person.

- **Project and Funding Possibilities**

Mr. Liming introduced Ms. Katherine Mortimer and Mr. Duncan Sill to speak about sustainability grants.

Ms. Mortimer referred to her memo and handout and explained that there are two grants that have come from a coalition of Department of Housing and Urban Development (HUD), the Environmental Protection Agency (EPA), and the federal Department of Transportation (DOT) to communities to coordinate integrated plans for activities in the communities.

The Sustainable Communities Regional Planning Grant is being lobbied by HUD and is the grant staff wants to apply for.

The Community Challenge Grant (sometimes referred to as Tiger II) is being led by the DOT.

Ms. Mortimer then addressed the Sustainable Communities Regional Planning Grant and said that much of the work required has already been done by the City and the County, with the Sustainable Santa Fe Plan, the County Sustainable Land Development Plan, the MPO plans, the housing plans and the economic development plans.

For communities of Santa Fe's size, there is a minimum funding of \$100,000 and a maximum of \$1 million, and 10% of the funds can be used for administration. Traditionally, HUD grants are heavy on reporting requirements, and so there is a lot of administration, which means the amount awarded would not cover all the administrative costs. Staff has responded on behalf of RPA that the RPA intends to submit preliminarily.

The time it takes to put together a grant like this is not minimal and it is a huge staff commitment. If it is decided to move on this, staff will put their best foot forward and definitely try to obtain it.

Even though the chances of actually getting the grant are small, if the grant is not received, points would be earned towards another category that might provide other opportunities for both funding and technical assistance.

Mr. Sill pointed out that the Community Challenge Grant is aimed at more specific focus topics, whereas the bigger Sustainable Communities Regional Planning Grant is more comprehensive in

nature. He stressed that both of these grants are primarily planning activities, with the exception of the companion piece from Tiger II, which is \$35 million of pooled money available from the DOT. There is a tie to a transit project and that will be look into in greater detail.

Staff has reviewed many of the topics of the grant. There are eight mandatory outcomes that are required in the Sustainable Communities Regional Planning Grant and 11 outcomes are preferred. There is potentially a geographic distribution allocation, meaning that each one of the states might get at least one grant. Santa Fe would be competing with primarily places like Las Cruces and Farmington. Certainly, the State should know about the processes so they can support the effort, respectively and collectively, since HUD is looking for a high level of collaboration.

Another challenge is that a nonprofit has to be included as part of this application.

Councilor Wurzburger said that she met with staff twice on this and was impressed that there is money available that is not going to be in many other places. Most of the planning has already been done, so that there is a baseline between the City and the County that might not exist in other places in New Mexico. Secondly, the criteria being discussed, particularly the Airport Road area and other parts of the county, sound like the kind of demographics HUD is looking for. Councilor Wurzburger said she has spoken with the City Manager about providing City staff, but no one has been assigned contingent on bringing this before the RPA. There are not many other options and for that reason, Councilor Wurzburger said she would like to at least get started on the process.

Commissioner Stefanics pointed out that the MPO was referred to in the handout and that it gets into overarching livability principles, such as more transportation options, lower transportation costs, protecting the environment and reducing energy use. She commented that the MPO has currently had to regroup to revisit a timeline for a plan that would be acceptable to the state and federal government that has to be finished in the next six months or less. She was concerned about the limitations from the MPO that might keep Santa Fe from applying.

Mr. Tibbetts replied that the requirements Commissioner Stefanics had mentioned will be specifically stated in the Metropolitan Transportation Plan, which is what is being drafted by the MPO now and will be out by the middle of August.

Commissioner Vigil asked if there is a nonprofit that would be amenable to partnering.

Ms. Mortimer explained that partners have not been contacted because the approach staff is taking so far is to identify the gaps from what they envision the plan to be versus what there will be when all of the plans are put together. No one person has all of that together and so staff is going through the exercise of documenting that. Once the focus of the work is determined, the nonprofit will be matched to that topic area. There is a plethora of fabulous nonprofits in the community to choose from. In terms of staffing, they talked about hiring a contract employee as a grant manager and staff would write the grant. Because the grant is multi-topic, it will take coordination and time of a number of people through the City and the County. Ms. Mortimer, Mr. Sill and Melisa Dailey are charged with putting it together.

Ms. Mortimer explained that programs and projects can be designed, but there is no implementation piece, and the grant would not provide money for job training, nor installation of facilities. The fact sheet talks about having a comprehensive plan for housing and economic development. The City and County do not currently have the linkage between the topics and have traditionally done those things separately. Once they have worked on the linkage between them, there may be some things that are not applicable to the area and are more urban focused, and others that have not fallen into normal planning plans.

Mr. Sill pointed to a major gap in how the region deals with prioritizing and investing in key initiatives, programs and activities that would yield a return that is significant for the region's sustained resources.

Commissioner Vigil felt this grant application would be beneficial in looking at required interdisciplinary modes. She has always maintained that if the City and the County joined forces, they would be able to move forward much more effectively in affordable housing, but because they have different assets, they have operated on separate paths. This grant application would bring in a planning approach for the assets from regional governments to join forces to promote an affordable housing project that would create a huge benefit and that HUD would be willing to listen to such a proposal. She said the gaps are there just by nature of different institutional thinking and she was in favor of creating a specific focus to help staff be better prepared to prepare for a grant.

Councilor Wurzburger agreed that there is no regional economic development plan, nor is there a regional affordable housing plan. However, a regional energy plan is being developed and there are regional transit and land use plans.

Councilor Calvert added that there is regional cooperation of water and solid waste.

Ms. Mortimer then read the mandatory outcomes from the application:

1. Creation of regional transportation, housing, water and air quality plans that are deeply lined and tied to local comprehensive land use and capital investment plans.
2. Align federal planning and investment resources that mirror the local and regional strategies for achieving sustainable communities.
3. Increased participation and decision making in developing and implementing a long range vision for the region by populations traditionally marginalized in public planning processes.
4. Reduce social and economic disparities for the low income minority communities and other disadvantaged populations within the target region.
5. Decreased per capita vehicle miles traveled (VMT) and transportation loaded emissions for the regions.
6. Decreased and overall combined housing and transportation costs per household.
7. Increase in the share of residential and commercial construction on underutilized infill development sites that encourage revitalization, while minimizing displacement in neighborhoods with significant disadvantaged populations.

8. Increased proportion of low and very low income households within a 30-minute transit commute of major employment centers.

Councilor Wurzbarger argued that the purpose of the plan is not to say these things have been done, but that there is a plan to address each one. Ms. Mortimer agreed that is what is required.

Mr. Sill concurred with Councilor Wurzbarger that there is a way to compose the grant to meet the eight mandatory outcomes that Ms. Mortimer read and also with Commissioner Stefanics' question about the three priorities identified by the RPA, affordable housing, economic development and energy that are optional subsets of the mandatory outcomes. He stated his concern for how to put all this together in 30 days.

Councilor Calvert said he felt the focus through this process should actually further something that the RPA wants to work on and will move forward with anyway. He suggested that affordable housing satisfies the components of energy efficiency, affordability, economic development in terms of keeping dollars in the community, and depending on location, public transportation. The education component can be met in explaining how affordable housing will help the community. A part of the planning discussion needs to address how the community, and not just the governments in the community, can move some of the initiatives forward.

**Commissioner Vigil moved to give staff direction to propose a funding proposal for the Sustainable Communities Regional Planning Grant programs, specifically identifying affordable housing within the criteria proposed in the grant and integrating all the other components that are necessary as delineated and discussed. The motion was seconded by Councilor Wurzbarger.**

As a friendly amendment, Councilor Wurzbarger added the realistic perspective that, if staff finds this grant application to be more than it is able to accomplish, they should alert the RPA.

Commissioner Vigil stated that Santa Fe is one of the few communities in the nation that has moved forward with integrating affordable housing in the city and in the county. There are plans and legislation in place. She said it is time to focus on receiving planning dollars to integrate the plans. All that is needed is to get the joint staffs together on everything that has been done towards affordable housing and make it part of the grant.

**The motion was voted upon and passed unanimously.**

Commissioner Stefanics said she would like to identify the nonprofit organization that the staff will seek involvement with. Discussion followed and suggestions included Santa Fe Realtors Association that has a nonprofit technical assistance work group for affordable housing; Green Homebuilders; McCune Foundation, although they are more statewide; and the Santa Fe Community Foundation that is local

Ms. Mortimer noted that the next regular RPA meeting is August 17 and the application is due on August 23. By then, she would need to have a letter from the nonprofit that plans to be a partner. Prior to that, she will discuss the nonprofit with the RPA for consideration.



Commissioner Vigil suggested that staffs keep in communication with the RPA as they go through the application process.

- **Future Contracts**

Commissioner Holian said that she and Chair Romero discussed how the contract with Carl Moore for the retreat was handled. She said that her understanding is that the city is paying for Mr. Moore, but she would like to talk about how such contracts are handled in the future, especially in the current situation where the city is at present in charge for six months and then the county will be in charge for six months.

Councilor Wurzbarger said she was surprised to see that a facilitator had been hired because she expected that the staff was going to facilitate the meeting. To be proactive, she stated that any contracts in the future should come to the RPA for consideration.

**Commissioner Stefanics moved that any future contracts the RPA wishes to enter into first be brought to the RPA for approval. The motion was seconded by Councilor Wurzbarger, voted upon and passed unanimously.**

- **Budget Review**

Mr. Liming pointed out that he added to the members' packet a timeline of the history of the RPA that had been produced for and presented at the Retreat in June.

Mr. Liming presented a spreadsheet outlining the funds generated from the County Capital Outlay GRT through June 2010.

With regard to the RPA budget, Mr. Liming said he has had discussions at the city level in recent days about the RPA and what is available from the city side. He said his understanding is that the city and the county each put \$49,000 toward this fiscal year for the RPA. From the city's side, \$49,000 was brought from the fund balance for the RPA that will be budgeted for fiscal year 2010/11.

Ms. Ellis-Green said her understanding is that the budget for an executive director was cut, but most of the rest of the budget stayed intact. Since she did not have exact amounts, she said she would email the RPA members what was budgeted from the county's viewpoint. She noted the RPA expenses of advertising the agenda, noticing the meetings, filming the meeting, and contract services that includes producing minutes.

Councilor Wurzbarger said that she will ask the city manager to write a letter to the RPA clarifying the budget issue. She did not recall approving an RPA budget for the fiscal year.

Commissioner Stefanics asked Mr. Liming to bring an RPA budget to the next meeting for approval.

Commissioner Holian and Councilor Wurzburger requested that staff also bring to the next meeting an update on GRT funds that have been collected, allocated and encumbered, along with the categories those funds are in.

## **MATTERS FROM STAFF**

- **Transit**

Mr. Bulthuis distributed the Santa Fe Trails transit plan for fiscal year 2010. He noted the budget that was included, but said there has not been a year end closeout or discussion about whether the services were actually provided and if they were provided at the costs that are indicated on the page. He asked for the opportunity to bring that information on behalf of Santa Fe Trails to the August meeting and also asked that the RPA direct the NCRTD staff to bring similar information forward for discussion at the meeting.

Commissioner Holian stated that Mr. Bulthuis may consider he has that direction from the RPA and asked who would provide the information for the NCRTD.

Ms. Ellis-Green said that she would want to prepare an update on city and county routes and said the actuals for 2010 would come from Mr. Bulthuis. She added that the same information from the NCRTD for the actual costs is requested.

Mr. Bulthuis said that the NCRTD is suggesting that the line items shown on the budget do not exactly match up with actual expenses and they may bring forward a budget adjustment request in August. Santa Fe Trails has submitted invoices to the NCRTD that vary somewhat from what the budget shows, and the NCRTD is saying they will not pay that invoice until the RPA adjusts what was approved in the budget along the lines of what the actual expenses are.

Commissioner Stefanics said she did not think the RPA is the place for a budget battle and that is a negotiation between the staffs, rather than in a public meeting.

Mr. Ross stated that city and county staff will review the differences between what was approved and what was actually expended and will bring to the RPA an initial set of recommendations.

Councilor Calvert suggested that staff may still need the RPA to take official action based upon staff's direction, since the RPA developed the budget and service plan.

Ms. Ellis-Green stated that the actual costs coming back from the NCRTD may differ in some cases significantly from the plan. She said that staff will work to identify the differences and see what the problems are in order to make a recommendation to the RPA.

Commissioner Vigil agreed that the RPA needs to have as much review as possible, especially for the special routes, which are not included in the report. She requested that staff provide more information to see if the fidelity of the process and recommendations are being adhered to.

Commissioner Stefanics requested that this item be included in the August agenda as possible action because the city would like to be paid following any resolution.

**MATTERS FROM THE REGIONAL PLANNING AUTHORITY**

Commissioner Holian asked for agenda items for the next meeting.

Councilor Calvert requested that the JPA be on the agenda, as a follow up to the retreat.

Commissioner Holian explained that a meeting regarding the JPA had been scheduled immediately following today's RPA meeting, however two members of the subcommittee are not available and so the meeting will need to be held at another time.

Commissioner Holian congratulated Councilor Romero on the birth of her granddaughter.

Commissioner Vigil suggested that an annexation update be a future item. She added that she occasional receives requests for information on annexation from her constituency.

Mr. Liming said that he will prepare a report to the RPA on annexation. He suggested that Commissioner Vigil direct inquiries to him and he will have the appropriate person in the city contact them.

**DATE AND TIME FOR NEXT RPA MEETING**

The next regular meeting of the Regional Planning Authority will be held at 4 PM, Tuesday, August 17, 2010, in the County Commission Chambers.

**ADJOURNMENT**

This Regular Meeting of the RPA was adjourned at approximately 5:05 PM.

Approved by:

Kathy Holian  
Co-Chair, Regional Planning Authority  
Kathy Holian, Commissioner, County of Santa Fe

ATTEST

Valerie Espinoza  
VALERIE ESPINOZA  
COUNTY CLERK

Minutes transcribed and drafted by Kay Carlson

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
I Hereby Certify That This Instrument Was Filed for  
Record On The 18TH Day Of November, 2010 at 01:29:59 PM  
And Was Duly Recorded as Instrument # 1617330  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Valerie Espinoza  
Deputy \_\_\_\_\_ County Clerk, Santa Fe, NM



SFC CLERK RECORDED 11/18/2010