



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
March 5, 2026, AT 6:00 PM

Chair Clow called the meeting to order at 6:00 PM

A. ROLL CALL

Commissioners Present:

Chair Janet Clow
Vice Chair Peter Smith
Commissioner Thomas (TJ) Rieland
Commissioner Piper Kapin
Commissioner Sasha McGhee
Commissioner Gurushabad Mirando
Commissioner Kelly McReynolds
Commissioner Scott Barber

B. PLEDGE OF ALLEGIANCE

Commissioner Barber led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION: Commissioner McReynolds moved, seconded by Commissioner McGhee, to approve the agenda with a change in ownership under Case #2026-11784 and removal of the water development presentation under Staff Communications.

VOTE: The motion was approved on the following roll call vote:

For:

Vice Chair Peter Smith
Commissioner Sasha McGhee
Commissioner Gurushabad Mirando
Commissioner TJ Rieland
Commissioner Piper Kapin
Commissioner Kelly McReynolds
Commissioner Scott Barber

Against: None

Abstain: None



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D. APPROVAL OF MINUTES

1. December 18, 2025

Chair Clow withdrew her previous amendment to the December 18, 2025, minutes.

MOTION: Vice Chair Smith moved, seconded by Commissioner McGhee, to approve the minutes from the Planning Commission meeting held on December 18, 2025.

VOTE: The motion was approved on the following roll call vote:

For:
Vice Chair Peter Smith
Commissioner Sasha McGhee
Commissioner TJ Rieland
Commissioner Piper Kapin
Commissioner Gurushabad Mirando
Commissioner Kelly McReynolds
Commissioner Scott Barber

Against: None

Abstain: None

2. February 5, 2026

MOTION: Commissioner McGhee moved, seconded by Commissioner Kapin, to approve the minutes from the Planning Commission meeting held on February 5, 2026.

VOTE: The motion was approved on the following roll call vote:

For:
Vice Chair Peter Smith
Commissioner Sasha McGhee
Commissioner TJ Rieland
Commissioner Piper Kapin
Commissioner Gurushabad Mirando
Commissioner Kelly McReynolds
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Against: None

Abstain: None

E. APPROVAL OF FINDINGS/CONCLUSIONS

1. **Case # 2025-11386. 214 Camino de los Marquez.**

The case was postponed to April 2, 2026.

2. **Case # 2025-11380. 1000, 1101, and 1103 Cerrillos Road Development Plan.**

MOTION: Commissioner McGhee moved, seconded by Commissioner Kapin, to approve findings for Case #2025-11380 without changes or corrections.

VOTE: The motion was approved on the following roll call vote:

For:
Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Piper Kapin
Commissioner Gurushabad Mirando
Commissioner Sasha McGhee
Commissioner Kelly McReynolds
Commissioner Scott Barber

Against: None

Abstain: None



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F. NEW BUSINESS

1. **Case #2025-11270. 875 Camino Don Emilio Family Transfer Subdivision.** NM Land Solutions, "Agent" for Nancy Hoffman, Owner and Applicant ("Applicant"), requests approval of a Family Transfer Subdivision to subdivide 4.59 acres into three (3) lots (Lot 1 = 2.087 acres and Lots 2 and 3 = 1.25 acres each). The property is zoned R-1 (Residential, one (1) dwelling unit per acre) and located within the Suburban Archaeological Review District. (Alexa Hempel Case Manager, anhempel@santafenm.gov).

Ms. Hempel presented the case and the staff recommendation. Staff recommended that the Planning Commission approve Case #2025-11270 subject to the conditions of approval and technical corrections outlined in Attachment A of the staff report.

Victoria Dalton, the agent, was sworn in. She noted that Nancy Hoffman has owned the property since 2019 and would like her children to live next to her. The applicant has agreed to the conditions of approval and to contribute to road maintenance.

Commissioner Rieland noted that the road system guidelines cap the area at 30 potential dwellings and inquired whether separating the lots would inhibit other owners in the area from developing their land. Ms. Dalton responded that it would not.

Commissioner Kapin inquired whether the applicant and her two children would all be contributing as property owners. Ms. Dalton responded that Jordan Hoffman, who intends to build the first home, will handle the contributions on behalf of his mother and sibling. She read an email from Mr. Hoffman stating his agreement to pay the first \$1,000 contribution when construction begins on the first house, to pay the second contribution when construction begins on the second house, and to pay the cover fee for his mother's property. He will continue to make payments according to the schedule set by the road association. He will coordinate with the nearby homeowners association, which the owners will not belong to but will contribute to.

Commissioner Barber inquired regarding the potential flooding path that might result from the disruption of the arroyos. Ms. Dalton responded that the arroyos will not be disrupted, and culverts will be placed in any dry arroyos. A grading and drainage plan has been reviewed by the city engineer. One of the conditions states that additional retention ponds may be required during construction if flooding occurs.

Commissioner Mirando requested clarification that the retaining walls and culvert will be necessary, and engineering drawings will need to be submitted for the permit. Ms. Dalton responded that this was correct.



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MOTION: Commissioner Kapin moved, seconded by Vice Chair Smith, to approve Case #2025-11270, subject to the conditions of approval and technical corrections outlined in Attachment A of the staff report.

VOTE: The motion was approved on the following roll call vote:

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Piper Kapin
Commissioner Gurushabad Mirando
Commissioner Sasha McGhee
Commissioner Kelly McReynolds
Commissioner Scott Barber

Against: None

Abstain: None

2. **Case #2026-11784, 315 Sena Street Certificate of Compliance.** Charles Henry of Friedman Walcott Henry & Winston, LLC, Agent for 315 Sena Street LLC, requests approval of a Certificate of Compliance per SFCC §14-2.1.E.XI.b., for a lot that is noncompliant with City Subdivision Review requirements at 315 Sena Street. The property is zoned R-21 (21 residential units per acre) and consists of a 4,006 square-foot lot with one dwelling unit and accessory dwelling unit (ADU), within the Don Gaspar Area Historic District. (Alexa Hempel, Case Manager, anhempel@santafenm.gov).

Ms. Hempel presented the case and the staff recommendation. An amended certificate of compliance letter with the new ownership can be found in Attachment D of the staff report. Staff recommended that the Planning Commission approve Case #2026-11784 to create a legal lot of record.

Charles Henry, the agent, 150 Washington Avenue, Santa Fe, was sworn in.

MOTION: Commissioner Barber moved, seconded by Commissioner McGhee, to approve Case #2026-11784.

VOTE: The motion was approved on the following roll call vote:



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Commissioner Kelly McReynolds
Commissioner Scott Barber

Against: None

Abstain: None

G. STAFF COMMUNICATIONS

Dan Esquibel noted that he had a plat and development plan requiring a signature.

H. MATTERS FROM THE COMMISSION

Chair Clow reported that two committees were being formed: one to address the general plan, and one to address the land development code. The Long-Range Planning Committee to address the general plan will include Commissioner McGhee, Vice Chair Smith, Commissioner Kapin, and Commissioner Barber. The committee addressing Phase 2 of the land development code will include Chair Clow, Commissioner Mirando, Commissioner Rieland, and Commissioner McReynolds.

Heather Lamboy clarified that the general plan is currently being written and is expected to be adopted in late spring or early summer of 2026. The Long-Range Planning Committee will also create an implementation plan, which will involve decisions such as where the city should make investments, updating the parks plan, and other priorities associated with capital improvements.

Commissioner McGhee inquired whether the Committee should be attending meetings. Ms. Lamboy responded that staff is meeting with various departments and working with County staff to gather feedback. This feedback will inform presentations that will be made to the Technical Working Group, followed by public engagement in the summer of 2026 regarding scenario frameworks and priorities. Staff will provide a timeline soon. Staff will also share the presentation they made to the Technical Working Group with the Board of County Commissioners.



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Vice Chair Smith requested clarification on whether the Long-Range Planning Committee would be involved in the deliberative process. Ms. Lamboy responded that it would. Staff is still refining the schedule. Phase 2 of the land development code is expected to begin in April of 2026, beginning with an assessment report. The Commission will need to identify priorities. Staff have identified some urgent matters, such as massage parlor legislation, the street design guide and manual proposed by Public Works, and correction of Scrivener's errors.

Commissioner McGhee inquired whether the Long-Range Planning Committee was invited to meetings with stakeholders regarding the general plan. Ms. Lamboy responded that Committee members are welcome to attend as community members, but if four or more Commissioners attend, they should not discuss the issues at hand amongst themselves.

Commissioner Kapin inquired whether Committee members could attend on behalf of their committee rather than as community members. Ms. Lamboy responded that this is possible as long as there is not a quorum. Staff can provide Commissioners with the schedule.

Chair Clow noted that the two committees need not select chairs and should rather be led by staff. Staff will also provide the format and draft the agendas.

Vice Chair Smith noted that the presentation on water development had been postponed, and Commissioners were not being updated on city matters outside the code and plan. He acknowledged staff's busy schedule and inquired regarding what Commissioners could expect on these issues. Ms. Lamboy responded that the water development presentation was intended to represent such an update. There was a suggestion that discussions take place regarding conditions; this will require collaboration with the City Attorney's office. Commissioners should notify staff, through the Chair, regarding issues that should be investigated or experts who should be invited to present.

Commissioner McGhee cited previous requests regarding an overview from the Parks Department. Ms. Lamboy responded that this would be scheduled, adding that Santa Fe has more parks than Albuquerque, and it is difficult to maintain them all. The general plan update may offer an opportunity to reconsider the uses of parks. A transit discussion would also be beneficial.

Chair Clow requested a presentation, possibly by the legal team, on what to do when staff



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recommends a project because it meets the criteria and conforms with code, but the Commission believes it does not fit the surrounding area or presents a health or safety issue. She noted that some code statements are vague and that it would be helpful to know case law regarding the factual requirements that the Commission would need to add to the findings in case of a disagreement. Ms. Lamboy expressed agreement, noting that these are ways the code can be improved.

I. ADJOURNMENT

7:09 P.M.

Geraldine Gurule
Liaison

Janet Clow
Chair