



AGENDA

MEETING OF
THE CAPITAL
IMPROVEMENTS
ADVISORY COMMITTEE
NOVEMBER 17, 2020 AT 4:00
PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR VIRTUAL ATTENDANCE AND PUBLIC COMMENT:

In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings of more than five (5) people, the Capital Improvements Advisory Committee meeting will be conducted virtually using Zoom.

Viewing on YouTube: Meetings may also be seen on City of Santa Fe YouTube Channel 2 <https://www.youtube.com/channel/UCuW5Fb7iWuKpTdsWYNDurgA>.

Attending on Zoom: Members of the public may attend the Zoom meeting on a computer, mobile device, or phone. The video conference link and teleconference number will be posted on the City of Santa Fe's Calendar of Events website at least seventy-two (72) hours before the meeting: <https://www.santafenm.gov/events>. The direct Zoom link is: <https://us02web.zoom.us/j/86316390331?pwd=dmhabC9ab1BPcStuanliZFp5cG0yUT09> and use password: **725959**.

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Webinar ID: **863 1639 0331**

Public Comment:

- By video: A person attending the Zoom meeting by video conference (using a computer, mobile device, or smart phone) may provide public comment during the meeting. Attendees should use the "Raise Hand" function to be recognized by the chair to speak at the appropriate time.
- By phone: A person attending the Zoom meeting by phone may provide public comment during the meeting. Phone attendees should press *9 to use the "Raise Hand" function to be recognized at the appropriate time.



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• In writing: A person may submit written public comments in 72 hours in advance of the meeting via the virtual comment “button” at <https://santafe.primegov.com/public/portal>.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES:

- a. Meeting Minutes 8-27-2020
- b. Meeting Minutes 10-22-2020

5. STAFF COMMUNICATIONS

- a. Impact Fee Financial Update
- b. Impact Fee Capital Improvements Plan 2021-2027 – Resolution and Bill Progress

6. ACTION ITEMS

- a. Request for approval to allocate up to \$150,000 of Parks Impact Fee Funds for the installation of new play equipment and new trail construction at Dawson Park.
- b. Request for approval to allocate up to \$350,000 of Parks Impact Fee Funds for the construction of new Water Street Public Restrooms adjacent to Cerletti Park and Plaza.
- c. Request for approval to allocate up to \$1,000,000 of Parks Impact Fee Funds for the construction of road and parking improvements for access to SWAN park amenities.
- d. Request for approval to allocate up to \$200,000 of Police Impact Fee Funds for the purchasing of mobile storage containers.



City of Santa Fe

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7. MATTERS FROM THE FLOOR
8. MATTERS FROM THE COMMISSION
9. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

CITY OF SANTA FE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE (CIAC)

Meeting Minutes
August 27, 2020
1:00 P.M. – 3:00 P.M.
Conducted Virtually on Zoom

1. CALL TO ORDER

- Chair Hiatt called the meeting to order at 1:03 p.m.

2. ROLL CALL

MEMBERS PRESENT:

John (“Jack”) Hiatt (Chair)
Monica Ault
Brian Lewis
Isaac (“Ike”) Pino
Kim Shanahan
Marshall Thompson

MEMBERS ABSENT:

Margaret Veneklasen
(2 vacancies)

OTHERS PRESENT:

Senior Planner Carlos Gemora (Staff Liaison)
Planner Manager Noah Berke
Assistant City Attorney Sally Paez
Jeff Norris, Office of Legislative Liaison
Clancy Mullen, Duncan Associates

3. APPROVAL OF AGENDA

- Member Pino moved to approve the agenda; Member Lewis seconded the motion. Agenda approved by roll call vote. Member Shanahan did not participate in the vote.

4. APPROVAL OF MEETING MINUTES OF JULY 9, 2020

- Chair Hiatt had several technical corrections and will provide them to staff. Member Pino moved to approve; Member Ault seconded the motion. Minutes approved unanimously as amended by roll call vote.

5. STAFF COMMUNICATIONS

a. Resignations and Reappointments

- Mr. Gemora reported that Member Veneklasen has requested to resign from the committee.
- Chair Hiatt asked Carlos to draft a letter to Member Venekasen similar to recently resigned long-time member, Neva Van Peski, thanking them for their service. This letter could be issued by Chair Hiatt, or it could come from Land Use Director Isaacson or the Mayor if they would prefer. Mr. Gemora to follow up on this item.

6. MATTERS FROM THE FLOOR

- None.

7. DISCUSSION/ACTION ITEMS

a. Impact Fee Capital Improvement Plan Update

- Mr. Gemora provided an overview of the existing plan, and stated that he hopes to present the updated plan to the Governing Body for approval on December 9, 2020.
- Proposed Amendments to Format/Layout of Plan: Mr. Gemora suggested that we could move the impact fee table to the top, rather than starting with the rationale and placing the fee table a couple pages into the document.
- Service area: Mr. Gemora reported that he is discussing service area with Mr. Mullen from Duncan Associates, the contractor who is working on a plan update. Service area addresses the manner in which we distribute fees and infrastructure. They are considering a single service area for parks, fire, police, which will include everything within city limits, but excluding the Agua Traditional Historic Community (THC) area, with the assumption that this area does not use those services much. They are considering a single service area for roads, to include the Agua Fria THC.
- Chair Hiatt asked if Phase 3 has been annexed, and Carlos responded that this was scheduled to occur in 2018 but hasn't happened yet. The City is not providing fire or police service in the Phase 3 area at this time.
- Member Shanahan asked if we collect impact fees from any projects within the Agua Fria THC, and Carlos confirmed that we do not.
- Service Inventory: Mr. Gemora and the contractor are currently collecting an inventory of all the services in the service area and creating a valuation from all classifications to determine the value of services we are providing right now.
- Development & Growth: Mr. Gemora provided data about growth and development, which reflects high levels of multi-family residential growth in

2018 and 2019. He is still working to collect and communicate this type of data in one document.

- Member Ault asked how the City determines which parts of the City require additional infrastructure, noting that certain parts of the City are experiencing a larger amount of growth and development. Mr. Gemora reported that he has seen documentation that shows that, historically, we are investing more infrastructure in the parts of town that are experiencing the most growth; he will share documentation with committee members.
- Calculating Fees: Mr. Gemora said we look at the maximum amount of fees it would hypothetically cost to provide service to new units, commensurate with the level of service provided to existing units. Member Shanahan explained that in 2008, the fees were reduced to reflect the downturn in the economy and stimulate growth. In 2014 fees were again reduced. Member Shanahan encouraged that Mr. Gemora and the contractor consider affordable housing when proposing any discounts in fees.
- Mr. Gemora explained that there is not a technical way for staff or the contractor to determine whether or how much of the fees should be discounted, that is the task of the CIAC, the Planning Commission, and the Governing Body. When staff bring the IFCIP draft for CIAC review, Mr. Gemora suggested that the CIAC be prepared to discuss and recommend a discount percentage (or no discount) which would apply to all development types and impact fees equally.
- Eligible Projects: Mr. Gemora provided a brief overview of the existing tables, which set forth eligible expenditures. Shanahan asked about Paseo del Sol; Mr. Gemora explained that this project was included in a 2017 amendment to the table set forth in the original plan approved in 2014 and that the project will carry forward to the next plan.

b. Fund Balance and Revenue Estimates Regarding Impact Fee Funds

- Carlos shared the data that he has received from the Finance Department for the last fiscal year. The data is fairly difficult to digest and use.
- Chair Hiatt and Mr. Gemora will write a letter to the Mayor, highlighting the difficulty of obtaining necessary information on the fund balances and expenditures.
- Mr. Gemora reported that we have not used impact fees over the last few years, and the fund balances have increased dramatically since 2017. Mr. Gemora mentioned to the Committee that fees cannot be “banked” and must be used regularly.
- Committee members expressed a desire to reverse this trend and use all the money in the funds.
- Chair Hiatt and others noted that 3% of the funds can be used on administrative expenses and encouraged this use to ensure better data collection and administration of the funds. Chair Hiatt suggested that these funds could perhaps help the CIAC get more information, fund contracts, fund more dedicated staffing

for the CIAC, or help offset the administrative costs currently carried by the Land Use Department in administering the CIAC.

c. Review of Permit Data

- Mr. Gemora explained the type of data that he would like to collect going forward and stated that he is working with Tyler Technologies to make changes to the City's EnerGov permit system to collect the data.

d. Annual Report to the Governing Body

- Mr. Gemora stated that he had hoped to assist the committee by drafting a report to the Governing Body before the end of the 2020 calendar year, but he lacks the time to accomplish this while also finalizing the new IFCIP and plans to instead work on an annual report towards the beginning of 2021 with a summary of 2020 data.
- Chair Hiatt clarified that the annual report is required by ordinance, and Mr. Gemora confirmed. Mr. Hiatt requested that Mr. Gemora provide the most recent annual report from the CIAC to the Governing Body.

8. MATTERS FROM THE COMMITTEE

- Chair Hiatt introduced Clancy Mullen with Duncan Associates, the contractor whom the City has hired to update the IFCIP.

9. ADJOURN

- Chair Hiatt adjourned the meeting at 2:45 p.m.

Submitted by:



Sally A. Paez
Assistant City Attorney

Approved by:

John B. Hiatt, Chair

**SUMMARY OF ACTION
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
THURSDAY, OCTOBER 22, 2020, 4:00 PM
ATTENDED VIRTUALLY**

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MATTERS FROM THE COMMITTEE

INFORMATION/DISCUSSION 6

ADJOURN

ADJOURNED 6

**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
THURSDAY, OCTOBER 22, 2020, 4:00 PM
ATTENDED VIRTUALLY**

1. CALL TO ORDER

The meeting of the Capital Improvements Advisory Committee, attended virtually, was called to order by Chair Jack Hiatt at 4:00 pm on Thursday, October 22, 2020.

ROLL CALL

MEMBERS PRESENT

John ("Jack") Hiatt, Chair
Brian Lewis
Isaac ("Ike") Pino
Kim Shanahan
Monica Ault
Marshall Thompson
(3 Vacancies)

MEMBERS ABSENT

Monica Ault

OTHERS PRESENT

Carlos Gemora, Staff Liaison, Senior Planner, Land Use Department
Noah Berke, Planner Manager, Land Use Department
Eli Isaacson, Director, Land Use Department
Sally Perez, Assistant City Attorney
Clancy Mullin, Consultant
Elizabeth Martin, Stenographer

2. APPROVAL OF AGENDA

MOTION A motion was made by Mr. Pino, seconded by Mr. Thompson, to approve the agenda as presented.

VOTE The motion passed by roll call vote as follows:

Mr. Lewis, yes; Mr. Pino, yes; Mr. Shanahan, yes; Mr. Thompson, yes.

3. APPROVAL OF MINUTES

A. AUGUST 27, 2019 MINUTES

Postponed

B. OCTOBER 19, 2020 MINUTES

MOTION A motion was made by Mr. Shanahan, seconded by Mr. Pino, to approve the minutes as presented.

VOTE The motion passed by roll call vote as follows:

Mr. Lewis, yes; Mr. Pino, yes; Mr. Shanahan, yes; Mr. Thompson, yes.

C. OCTOBER 20, 2020 MINUTES

MOTION A motion was made by Mr. Pino, seconded by Mr. Thompson, to approve the minutes as presented.

VOTE The motion passed by roll call vote as follows:

Mr. Lewis, yes; Mr. Pino, yes; Mr. Shanahan, yes; Mr. Thompson, yes.

4. ACTION ITEMS

A. CONSIDERATION OF A PROPOSED RESOLUTION TO APPROVE AND ADOPT THE IMPACT FEE CAPITAL IMPROVEMENT PLAN & LAND USE ASSUMPTIONS UPDATE 2021-2027.

- Mr. Gemora. He and Clancy updated the Plan yesterday and emailed it to the Committee. The changes include the assumption of more robust growth in response to Committee members comments.
- Chair Hiatt. What is the significance of the red numbers on the table 29 map.
- Mr. Mullin. They are inputs into the next table or other calculations.
- Chair Hiatt. On page 30, the last paragraph, line 3, it says open to incorporated County residents. Is that misleading. He wanted to raise that issue.
- Mr. Pino. On the MRC, do you know if the debt has been paid on those

bonds.

- Chair Hiatt. It has not.
- Mr. Pino. He remembers the covenants for that project. They stated that the funds can only be used for the MRC. If that is still in play we have to recognize those numbers.
- Mr. Gemora. The debt credit is included in various calculations in the Plan.
- Mr. Shanahan. Clancy, do tourism or COVID alter the assumptions made regarding functional dwelling unit.
- Mr. Mullin. He is not sure how to address tourist town activity. It has not been an issue.
- Mr. Shanahan. In the appendix, it shows breakdowns for funds used for affordable housing in 2004, 2008 and 2012. Did we increase that number in the 2016 bond cycle.
- Mr. Mullin. On table 74, it shows that the bonds have all gone for parks. In 2016 they went for MRC.
- Mr. Shanahan. He is looking at table 77. Why was 2016 not captured.
- Mr. Mullin. We did not itemize items because all of the funds went to the MRC.
- Mr. Shanahan. His question is how much went to the Housing Trust Fund in 2016 and what did we do in 2020.
- Chair Hiatt. That is not relevant to the CIAC.
- Mr. Shanahan. We are asked to approve ICIP in total. It seems curious.
- Mr. Pino. They have been doing that for years.
- Mr. Gemora. There are some applicable projects in the years shown. We can take out the ineligible projects for those years.
- Mr. Shanahan. He would like to see it all.
- Chair Hiatt. We do not make recommendations on bonds. If Carlos and Clancy want to remove the ineligible projects he does not understand why

not.

- Mr. Shanahan. He wants to see the affordable housing numbers and make sure they are there in 2016 and 2020.
- Mr. Gemora. That is outside of the scope of the CIAC. This is meant to be calculations around impact fees. He does not see that fitting into the process.
- There was continued discussion.
- Chair Hiatt. Carlos, could you get that information for Mr. Shanahan.
- Mr. Gemora. He can ask about that. The goal for today is to see if we can get approval to move forward on the Plan. He can get that information for the next CIAC meeting.
- Chair Hiatt. That would be fine.
- Mr. Gemora. This Plan, after approval today to move ahead, will be presented to Council. It will come back to the CIAC in November for approval. We are asking for permission from CIAC to move forward with that.

MOTION A motion was made by Mr. Shanahan, seconded by Mr. Thompson, to approve the request to move forward.

VOTE The motion passed by roll call vote as follows:

Mr. Lewis, yes; Mr. Pino, yes; Mr. Shanahan, yes; Mr. Thompson, yes.

B. CONSIDERATION OF A PROPOSED ORDINANCE REGARDING IMPACT FEES. AMENDING SUBSECTION 14-8.14 (E) SFCC 1987 TO ADOPT A NEW IMPACT FEE SCHEDULE AND TO CLARIFY APPROPRIATE LAND USE CATEGORIES AS THEY RELATE TO IMPACT FEE COLLECTION.

- Mr. Gemora. This is a bill we are proposing establishing the fees in Chapter 14. We are looking for your recommendation to move forward on this. The sponsor is Mayor Webber. This sticks to our current fees and revenues at 3%.

MOTION A motion was made by Mr. Shanahan, seconded by Mr. Thompson, to recommend moving forward on the bill.

DISCUSSION

- Mr. Shanahan. That is a conservative revenue number. He appreciates that. Do we think we will permit more. He hopes we build more affordable housing.

VOTE The motion passed by roll call vote as follows:

Mr. Lewis, yes; Mr. Pino, yes; Mr. Shanahan, yes; Mr. Thompson, yes.

C. REQUEST TO ESTABLISH THE 2021 CIAC QUARTERLY MEETING SCHEDULE.

- Mr. Gemora. The proposed meeting schedule is in your meeting packet. The proposed dates are February 11, 2021, May 20, 2021, August 12, 2021 and November 11, 2021. Our next meeting will be mid November 2020.
- Mr. Pino. Mr. Pino objected to setting meeting dates rather than operating on an as needed basis.

MOTION A motion was made by Mr. Shanahan, seconded by Mr. Thompson, to approve the 2021 meeting schedule.

VOTE The motion passed on a roll call vote as follows:

Mr. Lewis, yes; Mr. Pino, no; Mr. Shanahan, yes, Mr. Thompson, yes.

5. STAFF COMMUNICATIONS

- Mr. Gemora. We will take the Plan and the Resolution through the Committee process and get back with you at the November meeting.
- Chair Hiatt. Is there a conflict with him being on this Committee and being Chair of the Planning Commission.
- Ms. Perez. She does not see a conflict.
- Mr. Berke. He does not think there is a conflict.

6. MATTERS FROM THE FLOOR

None.

7. MATTERS FROM THE COMMITTEE

- Mr. Shanahan. He is concerned about the vacancies.
- Mr. Gemora. We are encouraging Councilors to make their appointments.
- Mr. Berke. We are working on that.

8. ADJOURN

There being no further business before the Committee, the meeting adjourned at 4:55 pm.

Jack Hiatt, Chair



Elizabeth Martin, Stenographer



City of Santa Fe New Mexico

Memorandum



Date: November 5, 2020

To: Mayor & City Council

Via: Jarel LaPan Hill, City Manager ^{JLH}
Elias Isaacson, Land Use Director ^{ESI}

From: Carlos Gemora; CIAC Staff Liaison, Senior Land Use Planner ^{CEG}

RE: Impact Fee Capital Improvement Plan 2021-2027 – Resolution Adopting Plan & Bill Amending 14-8.14

ITEM AND ISSUE:

This proposal involves a resolution to adopt the Impact Fee Capital Improvement Plan 2021-2027 (IFCIP) and an ordinance amending impact fees assessed in Section 14-8.14 SFCC 1987. Both items are legally required to continue the collection of impact fees.

BACKGROUND & SUMMARY:

Impact fees are used by local governments to charge new development a proportionate share of the infrastructure costs they impose on the community. In New Mexico, impact fees shall only be collected per a valid capital improvement plan which estimates the cost of providing infrastructure, calculates the maximum amount of impact fees we can charge, and documents the types of projects we can spend impact fees on (New Mexico *Development Fees Act* Sec. 5-8-1, et seq., NMSA).

The City currently charges impact fees for roads, parks, fire, and police facilities per Section 14-8.14 SFCC 1987. Past funds have been used to develop SWAN Park, the Railyard Park, the Southside Library, parks in Las Soleras, expansions to Rufina, Siler, and Cerrillos Road, sidewalk improvements throughout the city, and fire station expansions. Forthcoming projects include new park bathrooms, playground and exercise equipment, roadway improvements, and increased storage for the Fire and Police Departments. The Capital Improvements Advisory Committee (CIAC) provides citizen oversight, reviews fund utilization, and provides recommendations regarding the IFCIP and assessment of fees.

The proposed ordinance initially maintains lower fees but also establishes annually increasing fees (\$300-600 for most residential units) to “catch-up” and maintain relevance with escalating infrastructure costs. The resolution and ordinance update the existing IFCIP (2014-2020), provide compliance with state requirements, and allow the City to continue collecting impact fees.

ACTION REQUESTED:

Staff request approval of both the resolution to adopt the IFCIP update (2021-2027) and the ordinance amending the assessment of impact fees (Section 14-8.14 SFCC 1987).

IMPACT FEE CAPITAL IMPROVEMENT PLAN:

The proposed plan has been assembled in compliance with New Mexico state laws via a professional contractor. Most importantly, the plan documents that the calculated cost of providing infrastructure for new development has risen dramatically (in most cases) and provides a legal nexus for assessing increased fees on new development.

The proposed IFCIP also includes land use assumptions which forecast residential growth and it documents the types of projects eligible for impact fee expenditures. Though growth is forecasted and eligible projects are listed in the plan, the document does not analyze where or how growth will occur and does not prioritize which projects are most important to the City nor does it estimate when, how or if projects will be initiated within a particular time frame.

The following tables show the fees adopted in 2014, the maximum fees calculated in 2020, and the percentage of difference between the two. Maximum calculated fees reflect an estimated cost of providing infrastructure to new development, not the proposed assessment of fees.

2014 Assessed Fees

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Single-Family Detached*						
1,500 sq. ft. or less	Dwelling	\$1,894	\$967	\$154	\$64	\$3,079
1,501-2,000 sq. ft.	Dwelling	\$2,064	\$1,010	\$161	\$68	\$3,303
2,001-2,500 sq. ft.	Dwelling	\$2,141	\$1,108	\$176	\$74	\$3,499
2,501-3,000 sq. ft.	Dwelling	\$2,245	\$1,163	\$186	\$78	\$3,672
More than 3,000 sq. ft.	Dwelling	\$2,377	\$1,238	\$197	\$83	\$3,895
Accessory Unit	Dwelling	\$947	\$483	\$77	\$32	\$1,539
Multi-Family	Dwelling	\$1,299	\$945	\$150	\$63	\$2,457
Retail/Commercial	1,000 sq. ft.	\$4,006	\$0	\$269	\$113	\$4,388
Office	1,000 sq. ft.	\$2,402	\$0	\$126	\$53	\$2,581
Industrial	1,000 sq. ft.	\$1,856	\$0	\$55	\$23	\$1,934
Warehouse	1,000 sq. ft.	\$968	\$0	\$24	\$10	\$1,002
Mini-Warehouse	1,000 sq. ft.	\$375	\$0	\$22	\$9	\$406
Public/Institutional	1,000 sq. ft.	\$1,460	\$0	\$113	\$48	\$1,621

2020 Maximum Calculated Fees

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Single-Family Detached (avg.)	Dwelling	\$3,403	\$2,935	\$559	\$141	\$7,038
1,500 sq. ft. or less	Dwelling	\$3,208	\$2,700	\$514	\$130	\$6,552
1,501-2,500 sq. ft.	Dwelling	\$3,381	\$2,906	\$554	\$140	\$6,981
2,501-3,000 sq. ft.	Dwelling	\$3,553	\$3,111	\$592	\$150	\$7,406
more than 3,000 sq. ft.	Dwelling	\$3,748	\$3,346	\$636	\$161	\$7,891
Accessory Unit	Dwelling	\$1,673	\$1,849	\$352	\$89	\$3,963
Multi-Family	Dwelling	\$1,961	\$2,201	\$420	\$106	\$4,688
Mobile Home Park	Space	\$1,802	\$4,491	\$855	\$216	\$7,364
Retail/Commercial	1,000 sq. ft.	\$4,670	\$0	\$624	\$158	\$5,452
Office	1,000 sq. ft.	\$3,986	\$0	\$303	\$77	\$4,366
Industrial	1,000 sq. ft.	\$1,592	\$0	\$131	\$33	\$1,756
Warehouse	1,000 sq. ft.	\$825	\$0	\$61	\$15	\$901
Mini-Warehouse	1,000 sq. ft.	\$403	\$0	\$12	\$3	\$418
Public/Institutional	1,000 sq. ft.	\$1,808	\$0	\$140	\$36	\$1,984

INITIAL ASSESSMENT OF IMPACT FEES (2021):

The IFCIP 2021-2027 calculates the maximum amount of impact fees that may be assessed but does not determine at what rate the City should assess fees. The City may assess a lesser amount of fees based on each individual impact fee category (roads, parks, fire, police). Existing fees currently comprise half the calculated cost of new, growth-related infrastructure. The Land Use Department, in consultation with Ordinance Sponsor Mayor Alan Webber, the receiving departments, and per the recommendation of the CIAC, proposes initial fees (2021) which are relatively similar to 2014 fees.

The proposal is to assess Roads fees at 70%, Parks fees at 40%, Fire fees at 40%, and Police fees at 50% of the maximum calculated in the IFCIP. In 2021, fees would increase by \$322 for each new single-family detached unit (2,001 and 2,500 square feet), \$17 for multi-family units, and would *decrease* retail/commercial fees by \$790 per 1,000 square feet. Fees cannot be assessed based on the land use type, thus we cannot decrease residential fees or increase commercial fees independently.

Proposed Impact Fee Schedule (2021)

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Adoption Percentage of Maximum:		70%	40%	40%	50%	
Single-Family Detached						
1,500 sq. ft. or less	Dwelling	\$2,246	\$1,080	\$206	\$65	\$3,596
1,501-2,500 sq. ft.	Dwelling	\$2,367	\$1,162	\$222	\$70	\$3,821
2,501-3,000 sq. ft.	Dwelling	\$2,487	\$1,244	\$237	\$75	\$4,043
more than 3,000 sq. ft.	Dwelling	\$2,624	\$1,338	\$254	\$81	\$4,297
Accessory Unit	Dwelling	\$1,171	\$740	\$141	\$45	\$2,096
Multi-Family	Dwelling	\$1,373	\$880	\$168	\$53	\$2,474
Mobile Home Park	Space	\$1,261	\$1,796	\$342	\$108	\$3,508
Retail/Commercial	1,000 sq. ft.	\$3,269	\$0	\$250	\$79	\$3,598
Office	1,000 sq. ft.	\$2,790	\$0	\$121	\$39	\$2,950
Industrial	1,000 sq. ft.	\$1,114	\$0	\$52	\$17	\$1,183
Warehouse	1,000 sq. ft.	\$578	\$0	\$24	\$8	\$609
Mini-Warehouse	1,000 sq. ft.	\$282	\$0	\$5	\$2	\$288
Public/Institutional	1,000 sq. ft.	\$1,266	\$0	\$56	\$18	\$1,340

Change Between 2014 Assessed Fees & Proposed 2020 Proposed Fees

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Change for 2,001-2500sf Single-Family		\$322		Change for Multi-Family		\$17
Single-Family Detached						
1,500 sq. ft. or less	Dwelling	19%	12%	34%	2%	17%
1,501-2,000 sq. ft.	Dwelling	15%	15%	38%	3%	16%
2,001-2,500 sq. ft.	Dwelling	11%	5%	26%	-5%	9%
2,501-3,000 sq. ft.	Dwelling	11%	7%	27%	-4%	10%
more than 3,000 sq. ft.	Dwelling	10%	8%	29%	-3%	10%
Accessory Unit	Dwelling	24%	53%	83%	39%	36%
Multi-Family	Dwelling	6%	-7%	12%	-16%	1%
Mobile Home Park	Space	n/a	n/a	n/a	n/a	n/a
Retail/Commercial	1,000 sq. ft.	-18%	n/a	-7%	-30%	-18%
Office	1,000 sq. ft.	16%	n/a	-4%	-27%	14%
Industrial	1,000 sq. ft.	-40%	n/a	-5%	-28%	-39%
Warehouse	1,000 sq. ft.	-40%	n/a	2%	-25%	-39%
Mini-Warehouse	1,000 sq. ft.	-25%	n/a	-78%	-83%	-29%
Public/Institutional	1,000 sq. ft.	-13%	n/a	-50%	-63%	-17%
Percent Change in Revenue from 2014		5%	0%	15%	-14%	3%

PHASED INCREASE OF IMPACT FEES (2022-2025):

The proposal aims to keep fees in 2021 roughly similar to 2014 but also establishes annually increasing fees starting in 2022. Predictable increases allow the City to “catch up” and maintain relevance with increasing infrastructure costs. Increases would annually raise residential fees approximately \$300 to \$600 per unit till 2025 and the ordinance directs the CIAC to review and make recommendations regarding impact fee assessments no later than 2023.

Fees currently fund about half the estimated cost of growth-related infrastructure (55%) and naturally escalating costs and inventories could result in 2021 impact fees covering drastically less by 2025 (requiring funding from other sources). Phased increases enable the City to fund a majority of growth-related infrastructure at predictable rates that are relevant to annually increasing costs.

2021 Assessed Fees

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Adoption Percentage of Maximum:		70%	40%	40%	50%	
Single-Family Detached (avg.)	Dwelling	\$2,382	\$1,174	\$224	\$71	\$3,850
Accessory Unit	Dwelling	\$1,171	\$740	\$141	\$45	\$2,096
Multi-Family	Dwelling	\$1,373	\$880	\$168	\$53	\$2,474
Retail/Commercial	1,000 sq. ft.	\$3,269	\$0	\$250	\$79	\$3,598
Office	1,000 sq. ft.	\$2,790	\$0	\$121	\$39	\$2,950
Industrial	1,000 sq. ft.	\$1,114	\$0	\$52	\$17	\$1,183
Warehouse	1,000 sq. ft.	\$578	\$0	\$24	\$8	\$609
Mini-Warehouse	1,000 sq. ft.	\$282	\$0	\$5	\$2	\$288
Public/Institutional	1,000 sq. ft.	\$1,266	\$0	\$56	\$18	\$1,340

2022 Assessed Fees

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Adoption Percentage of Maximum:		78%	45%	45%	56%	
Single-Family Detached (avg.)	Dwelling	\$2,668	\$1,315	\$250	\$79	\$4,312
Accessory Unit	Dwelling	\$1,312	\$828	\$158	\$50	\$2,348
Multi-Family	Dwelling	\$1,537	\$986	\$188	\$59	\$2,770
Retail/Commercial	1,000 sq. ft.	\$3,661	\$0	\$280	\$88	\$4,029
Office	1,000 sq. ft.	\$3,125	\$0	\$136	\$43	\$3,304
Industrial	1,000 sq. ft.	\$1,248	\$0	\$59	\$18	\$1,325
Warehouse	1,000 sq. ft.	\$647	\$0	\$27	\$8	\$682
Mini-Warehouse	1,000 sq. ft.	\$316	\$0	\$5	\$2	\$323
Public/Institutional	1,000 sq. ft.	\$1,417	\$0	\$63	\$20	\$1,500

2023 Assessed Fees

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
Adoption Percentage of Maximum:		88%	50%	50%	63%	
Single-Family Detached (avg.)	Dwelling	\$2,988	\$1,473	\$280	\$88	\$4,829
Accessory Unit	Dwelling	\$1,469	\$927	\$177	\$56	\$2,629
Multi-Family	Dwelling	\$1,721	\$1,104	\$211	\$66	\$3,102
Retail/Commercial	1,000 sq. ft.	\$4,100	\$0	\$314	\$99	\$4,513
Office	1,000 sq. ft.	\$3,500	\$0	\$152	\$48	\$3,700
Industrial	1,000 sq. ft.	\$1,398	\$0	\$66	\$20	\$1,484
Warehouse	1,000 sq. ft.	\$725	\$0	\$30	\$9	\$764
Mini-Warehouse	1,000 sq. ft.	\$354	\$0	\$6	\$2	\$362
Public/Institutional	1,000 sq. ft.	\$1,587	\$0	\$71	\$22	\$1,680

ATTACHMENTS:

Materials for Review: The following materials are provided for review and approval by the Governing Body.

- 1. Resolution Adopting the Impact Fee Capital Improvement Plan 2021-2027**
- 2. Impact Fee Capital Improvement Plan 2021-2027**
- 3. Bill Amending Various Subsections of 14-8.14 to Adopt a New Impact Fee Schedule & Clarifying Appropriate Land Use Categories**
- 4. Fiscal Impact Report**

Supplemental Materials: The following materials are provided to supplement and provide context for the primary materials under review.

- 5. Fiscal Year 2019/2020 Impact Fee Revenue and Fund Balances**
- 6. Memos Regarding Upcoming Usage of Roads, Parks, Fire, and Police Impact Fee Funds**
- 7. 2015 Impact Fee Reduction Analysis**
- 8. Impact Fee Capital Improvement Plan 2014-2020**

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CITY OF SANTA FE, NEW MEXICO

BILL NO. 2020-__

INTRODUCED BY:

Mayor Alan Webber

AN ORDINANCE

AMENDING SECTION 14-8.14(C) SFCC 1987 TO ADD A REFERENCE TO THE IMPACT FEE SERVICE AREA; AMENDING SECTION 14-8.14(E) TO ADOPT A NEW IMPACT FEE SCHEDULE AND CLARIFY APPROPRIATE LAND USE CATEGORIES AS THEY RELATE TO IMPACT FEE COLLECTION; AMENDING SECTION 14-8.14(G) TO ADD A REFERENCE TO THE IMPACT FEE SERVICE AREA; AMENDING SECTION 14-8.14(J) TO ADD A REFERENCE TO THE IMPACT FEE SERVICE AREA; ADDING A SERVICE AREA MAP AS EXHIBIT F IN THE APPENDIX TO THE LAND DEVELOPMENT CODE; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

Section 1. Subsection 14-8.14(C) of the Land Development Code (being Ord. No. 2011-37, § 11, as amended) is amended to read:

(C) Fee Assessment and Collection

(1) ~~[The]~~ For development within the service area, as defined in subsection

1 14-8.14(J)(6), the assessment for impact fees occurs on the date a *plat* or *development*
2 plan receives final approval, from the *city* or the *state* construction industries division or,
3 in the absence of a *plat* or plan, the date of the *development permit application*. Impact
4 fees collected within four (4) years of the date of assessment shall be based on the impact
5 fee schedule in effect at the time of assessment. After the expiration of the four (4)-year
6 period, the new *development* shall be subject to the fee schedule in effect at the time of
7 *application* for a construction *permit*. No action on the part of the city is required for
8 assessment to occur. It shall be the responsibility of the applicant for a construction
9 *permit* to present evidence of the date of *plat* or *development* plan approval in order for
10 the fees to be based on the previous impact fee schedule. After the impact fee has been
11 paid, no refunds will be provided based on the differences in the fee schedules. An
12 applicant must pay all fees according to one (1) fee schedule only and may not mix the
13 various fees from the schedules.

14 (2) ~~[The]~~ For development within the service area, as defined in Subsection
15 14-8.14(J)(6), the collection of impact fees shall occur at the time of issuance of a
16 construction *permit* according to the fee schedule in effect for the *development*.

17 **Section 2. Subsection 14-8.14(E) of the Land Development Code (being Ord.**
18 **No. 2011-37, § 11, as amended) is amended to read:**

19 (E) **Fee Determination**

20 (1) A person who applies for a construction *permit*, except those
21 exempted or preparing an independent fee calculation study, shall pay impact fees in
22 accordance with the following fee schedule. If a credit is due pursuant to Section 14-8.14(I),
23 the amount of the credit shall be deducted from the amount of the fee to be paid.

24 (2) Beginning ~~[February 27, 2014 and ending February 26, 2016,~~
25 ~~construction permits for residential developments shall be charged fifty percent (50%) of the~~

1 ~~scheduled values in the Fee Schedule in Subsection 14-8.14(E)(3). Beginning February 27,~~
2 ~~2016, such residential developments shall be charged one hundred percent (100%) of the~~
3 ~~scheduled values in the Fee Schedule]~~ January 1, 2021, the city shall assess the scheduled
4 values in the fee schedule set forth in subsection 14-8.14(E)(3). On January 1, 2022, and at the
5 beginning of each subsequent calendar year, the city shall implement phased fee increases by
6 adding an additional twelve percent (12%) to the scheduled values in the fee schedule each
7 year until a new fee schedule is approved or until after the fees are increased in 2025. The
8 capital improvements advisory committee shall review and, if deemed necessary, recommend
9 to the governing body changes to the impact fee schedule no later than September 30, 2023.

10 (3) The fee schedule in this Subsection 14-8.14(E)(3), as increased each
11 year pursuant to subsection 14-8.14(E)(2), shall be used and its fees assessed
12 on plats and development plans that receive final approval from the city or from
13 the state construction industries division, except where the permit is issued for a subdivision
14 or for a development plan that is still subject to a prior fee schedule available and on file in the
15 Land Use Department.

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FEE SCHEDULE							
Land Use Type	Unit	Roads	Parks	Fire	Police	Total	
Single-Family Detached/[(Heated) Living Area]							
1,500 sq. ft. or less	Dwelling	[\$1,894] \$2,246	[\$967] \$1,080	[\$154] \$206	[\$64] \$65	[\$3,079] \$3,596	
[1,501-2,000 sq. ft.]	[Dwelling]	[\$2,064]	[\$1,010]	[\$161]	[\$68]	[\$3,303]	
[2,001-1,501-2,500 sq. ft.]	Dwelling	[\$2,141] \$2,367	[\$1,108] \$1,162	[\$176] \$222	[\$74] \$70	[\$3,499] \$3,821	
2,501-3,000 sq. ft.	Dwelling	[\$2,245] \$2,487	[\$1,163] \$1,244	[\$186] \$237	[\$78] \$75	[\$3,672] \$4,043	
3,001 sq. ft. or more	Dwelling	[\$2,377] \$2,624	[\$1,238] \$1,338	[\$197] \$254	[\$83] \$81	[\$3,895] \$4,297	
Accessory Dwelling	Dwelling	[\$947] \$1,171	[\$483] \$740	[\$77] \$141	[\$32] \$45	[\$1,539] \$2,096	
Multi-Family	Dwelling	[\$1,299] \$1,373	[\$945] \$880	[\$150] \$168	[\$63] \$53	[\$2,457] \$2,474	
Mobile Home Park	Space	\$1,261	\$1,796	\$342	\$108	\$3,508	
Nonresidential	G.F.A.						
Retail/Commercial	1,000 sq. ft.	[\$4,006] \$3,269	\$0	[\$269] \$250	[\$113] \$79	[\$4,388] \$3,598	
Office	1,000 sq. ft.	[\$2,402] \$2,790	\$0	[\$126] \$121	[\$53] \$39	[\$2,581] \$2,950	
Industrial	1,000 sq. ft.	[\$1,856] \$1,114	\$0	[\$55] \$52	[\$23] \$17	[\$1,934] \$1,183	
Warehouse	1,000 sq. ft.	[\$968] \$578	\$0	\$24	[\$10] \$8	[\$1,002] \$609	
Mini-Warehouse	1,000 sq. ft.	[\$375] \$282	\$0	[\$22] \$5	[\$9] \$2	[\$406] \$288	
Public/Institutional	1,000 sq. ft.	[\$1,460] \$1,266	\$0	[\$113] \$56	[\$48] \$18	[\$1,621] \$1,340	

1 (4) The *land use director* shall determine the fee to be collected as a
2 condition of construction *permit* approval based on the applicable fee schedule in
3 Subsection 14-8.14(E)(3) above and the provisions of this Subsection 14-8.14(E)(4), or on the
4 basis of an independent fee calculation study pursuant to Subsection 14-8.14(F).

5 (a) The determination of the appropriate land use category shall
6 be based on the following.

7 (i) Single-Family Detached means a *single-family*
8 *dwelling*, which may consist of a *manufactured home* or *mobile home*, and which is detached
9 from other units.

10 (ii) Accessory Dwelling Unit means a dwelling unit
11 complying with the provisions of Subsection 14-6.3(D)(1).

12 (~~iii~~) Multi-Family means a *multiple-family dwelling* which,
13 for the calculation of impact fees, includes duplexes, triplexes, and any other structures which
14 are not considered to be detached from other residential dwellings.

15 (~~iii~~)iv) Retail/Commercial means an establishment engaged
16 in the selling or rental of goods, services, lodging or entertainment to the general public. Such
17 uses include, but are not limited to, shopping center or mall, *alcoholic beverage sales*
18 *activities* , *antique shop* , *bed and breakfast inn* , *boarding house* , *commercial recreational*
19 *use or structure*, *drive-in*, *equipment rental or leasing*, *filling station*, *flea market*, *florist*,
20 *garden center*, *gift shop*, *grocery store*, *hotel*, *laundromat*, *motel*, *nightclub*, *personal service*
21 *establishment*, *pet service establishment*, *pharmacy*, *repair garage*, *residential suite hotel or*
22 *motel*, or *retail establishment*.

23 (~~iv~~)v) Office means a building not located in a shopping
24 center and exclusively containing establishments providing executive, management,
25 administrative or professional services, and which may include ancillary services for office

1 workers, such as a restaurant, coffee shop, newspaper or candy stand, or child care facilities.
2 Such uses include, but are not limited to, real estate, insurance, property management,
3 investment, employment, travel, advertising, secretarial, data processing, telephone
4 answering, telephone marketing, music, radio and television recording and broadcasting
5 studios; professional or consulting services in the fields of law, architecture, design,
6 engineering, accounting and similar professions; interior decorating consulting services;
7 medical and dental offices and clinics, including veterinarian clinics; and business offices of
8 private companies, utility companies, trade associations, unions and nonprofit organizations.
9 Specific examples include *business services* (excluding equipment rental and leasing), *arts*
10 *and crafts studio, clinic, funeral home, veterinary establishment and vocational school.*

11 ([v]vi) Industrial/Manufacturing means an establishment
12 primarily engaged in the fabrication, assembly or processing of goods. Typical uses include
13 manufacturing plants, welding shops, wholesale bakeries, commercial laundries, commercial
14 greenhouses, food and drug manufacturing, dry cleaning plants, and bottling works. Specific
15 uses include *light assembly and manufacturing* and *manufacturing*.

16 ([v]vii) Warehouse means an establishment primarily engaged
17 in the display, storage and sale of goods to other firms for resale, as well as activities
18 involving significant movement and storage of products or equipment. Such uses include, but
19 are not limited to, wholesale distributors, storage warehouses, moving and storage firms,
20 trucking and shipping operations, and major mail processing centers. Specific uses
21 include *commercial stable, junkyard, outdoor storage, salvage yard, warehouse, and*
22 *wholesale operations.*

23 ([viii]viii) Mini-Warehouse means *mini-storage units*.

24 ([viii]ix) Public/Institutional means a governmental,
25 quasi-public, or institutional use, or a non-profit recreational use, not located in a shopping

1 center. Such uses include, but are not limited to, elementary, secondary, or higher educational
2 establishments, day care centers, hospitals, mental institutions, nursing homes, assisted living
3 facilities, fire stations, city halls, courthouses, post offices, jails, libraries, museums, places of
4 religious worship, military bases, airports, bus stations, fraternal lodges, and parks and
5 recreational buildings. Specific examples include *child day-care facility, club, college or*
6 *university, community residential corrections program, continuing care community, electric*
7 *facilities, extended care facility, group residential care facility, hospital, human services*
8 *establishment, institutional building, museum, personal care facility for the elderly, private*
9 *club or lodge, public utility, recreational facility, religious assembly, sheltered care*
10 *facility, and transportation terminal.*

11 (b) If the type of new *development* for which a
12 construction *permit* is requested is not specified on the fee schedule, the *land use*
13 *director* shall determine the fee on the basis of the fee applicable to the most nearly
14 comparable type of land use on the fee schedule.

15 (c) The impact fees for development of land outside
16 of *buildings* that increases the demand for capital facilities is determined by application of the
17 fee for the corresponding type of *building*. In particular, the *building* square footage for a
18 retail/commercial use shall include indoor or outdoor sales areas or inventory storage areas,
19 growing area for a garden center/nursery, and any drive-through kiosk and associated queuing
20 lane with or without a roof. If the *land use director* determines that *development* of land
21 outside of *buildings* is intended for seasonal usage that reduces the increased demand for
22 capital facilities, the *land use director* may reduce impact fees charged for the *development* of
23 land outside of *buildings* by up to seventy-five percent (75%) of the original assessment.

24 (d) Impact fees shall be assessed and collected based on the
25 primary use of the *building* as determined by the *land use director*. Uses that are distinct and

1 separate from the primary use, which are not merely ancillary to the primary use and are one
2 thousand (1,000) square feet or greater, will be charged the impact fee category based on the
3 distinct and separate use.

4 (e) Where a permit is to be issued for a *building* "shell" and
5 the land use director is unable to determine the intended use of the *building*, the *land use*
6 *director* shall assess and collect impact fees according to the zoning district in which
7 the *building* is to be located as follows:

- 8 (i) C-2 and all SC zones - "Retail/Commercial";
- 9 (ii) HZ zone - "Office";
- 10 (iii) C-1 and C-4 - "Office"; and
- 11 (iv) I-1 and I-2 - "Industrial/Manufacturing".

12 (f) If there is an increase in the amount of the impact fee
13 calculation once a tenant improvement *permit* is submitted, the difference from what was paid
14 at the time of the shell *permit* and the tenant improvement fee calculation shall be paid prior
15 to issuance of the construction *permit*. If the fee schedule determination for the square footage
16 of the use identified in the tenant improvement construction *permit* results in a net decrease
17 from what was paid at the time of the shell *permit*, there shall be no refund of impact fees
18 previously paid.

19 (g) Live/work *developments* containing *dwelling units* in
20 combination with *nonresidential* floor area in a common *building* shall pay impact fees for
21 each *dwelling unit* according to the *residential* fee rate for "Multi-Family" and for the *gross*
22 *floor area* intended for *nonresidential* use according to the "Office" fee rate. If the initial
23 Live/Work construction *permit* application is for a shell construction *permit*, the *land use*
24 *director* shall collect impact fees at the "Office" fee rate. If *dwelling units* are added as a use
25 within the *building* after the *building* has been charged impact fees at a *nonresidential* fee

1 rate, and there is no increase in *gross floor area*, the *land use director* shall collect only the
2 required park impact fees for the *dwelling units* at the fee rate for "Multi-Family" at the time
3 of the *dwelling unit permit application*.

4 (h) If a construction *permit application* changes or intensifies the
5 use of an existing *building*, increases the *gross floor area* of an existing *building*, or replaces
6 an existing *building* with a new *building* and new use, the fee shall be based on the net
7 increase in the fee for the new use or increase as compared to what the current fee would be
8 for the previous use or floor area. If the proposed change results in a net decrease in the fee
9 there shall be no refund of impact fees previously paid.

10 (i) "G.F.A." in the fee schedule refers to *gross floor area*.

11 **Section 3. Subsection 14-8.14(G) of the Land Development Code (being Ord.**
12 **No. 2011-37, § 11, as amended) is amended to read:**

13 (G) **Use of Fees**

14 (1) An "impact fee fund" that is distinct from the general fund of the *city* is
15 created, and the impact fees received shall be deposited in the following interest-bearing accounts
16 of the impact fee fund:

- 17 (a) fire impact fee account;
- 18 (b) police impact fee account;
- 19 (c) parks impact fee account; and
- 20 (d) roads impact fee account.

21 (2) The impact fee accounts shall contain only those impact fees collected
22 pursuant to this Section 14-8.14 for the type of facilities reflected in the title of the account, plus
23 accrued interest.

24 (3) The money in each impact fee account shall be used only for the following:

- 25 (a) to acquire or construct *capital improvements* or *facility expansions*

1 of the type reflected in the title of the account, located within the service area, as defined in
2 Subsection 14-8.14(J)(6), and identified in the *capital improvements plan*;

3 (b) to pay debt service on the portion of any current or future general
4 obligation bond or revenue bond used to finance *capital improvements* or *facility expansions* of
5 the type reflected in the title of the account and identified in the *capital improvements plan*;

6 (c) planning, surveying, and engineering fees paid to an independent
7 qualified professional who is not an *employee* of the *city* or *county* for services provided for and
8 directly related to the construction of *capital improvements* or *facility expansions*;

9 (d) fees actually paid or contracted to be paid to an independent
10 qualified professional, who is not an *employee* of the *city*, for the preparation or updating of a
11 *capital improvements plan*;

12 (e) up to three percent (3%) of total impact fees collected for
13 administrative costs for *city* personnel, for professional services related to impact fee
14 assignment/distribution, or for reporting to the capital improvements advisory board;

15 (f) refunds as provided in Subsection 14-8.14(H); and

16 (g) credits as provided in Subsection 14-8.14(I).

17 **Section 4. Subsection 14-8.14(J) of the Land Development Code (being Ord.**
18 **No. 2011-37, § 11, as amended) is amended to read:**

19 **(J) Miscellaneous Provisions**

20 (1) Nothing in this Section 14-8.14 shall restrict the *city* from requiring the
21 construction of reasonable project improvements required to serve the *new development* project,
22 whether or not the improvements are of a type for which credits are available under Subsection
23 14-8.14(I).

24 (2) The *land use director* shall maintain accurate records of the impact fees
25 paid, including the name of the *person* paying the fees, the project for which the fees were paid,

1 the date of payment of each fee, the amounts received in payment for each fee, the amount of any
2 credits provided against the fees or refunds paid and any other information the *city* deems
3 appropriate or necessary for the accurate accounting of the fees. Records shall be available for
4 review by the public during normal *business* hours and with reasonable advance notice.

5 (3) If an impact fee has been calculated and paid based on a mistake or
6 misrepresentation, it shall be recalculated and paid as follows:

7 (a) the amount overpaid by an *applicant* shall be refunded by the *land*
8 *use director* to the *applicant* within thirty (30) days after the approval of the recalculated amount;

9 (b) the amount underpaid by the *applicant* shall be paid to the *land use*
10 *director* within thirty (30) days after the acceptance of the recalculated amount; and

11 (c) in the case of an underpayment or nonpayment of impact fees, the
12 *city* shall not issue any additional *permits* or approvals for the project for which the impact fee
13 was previously underpaid until such underpayment is corrected and, if amounts owed to the *city*
14 are not paid within the thirty (30)-day period, the *city* may also issue a stop work order or rescind
15 any *permits* issued in reliance on the previous payment of the impact fee.

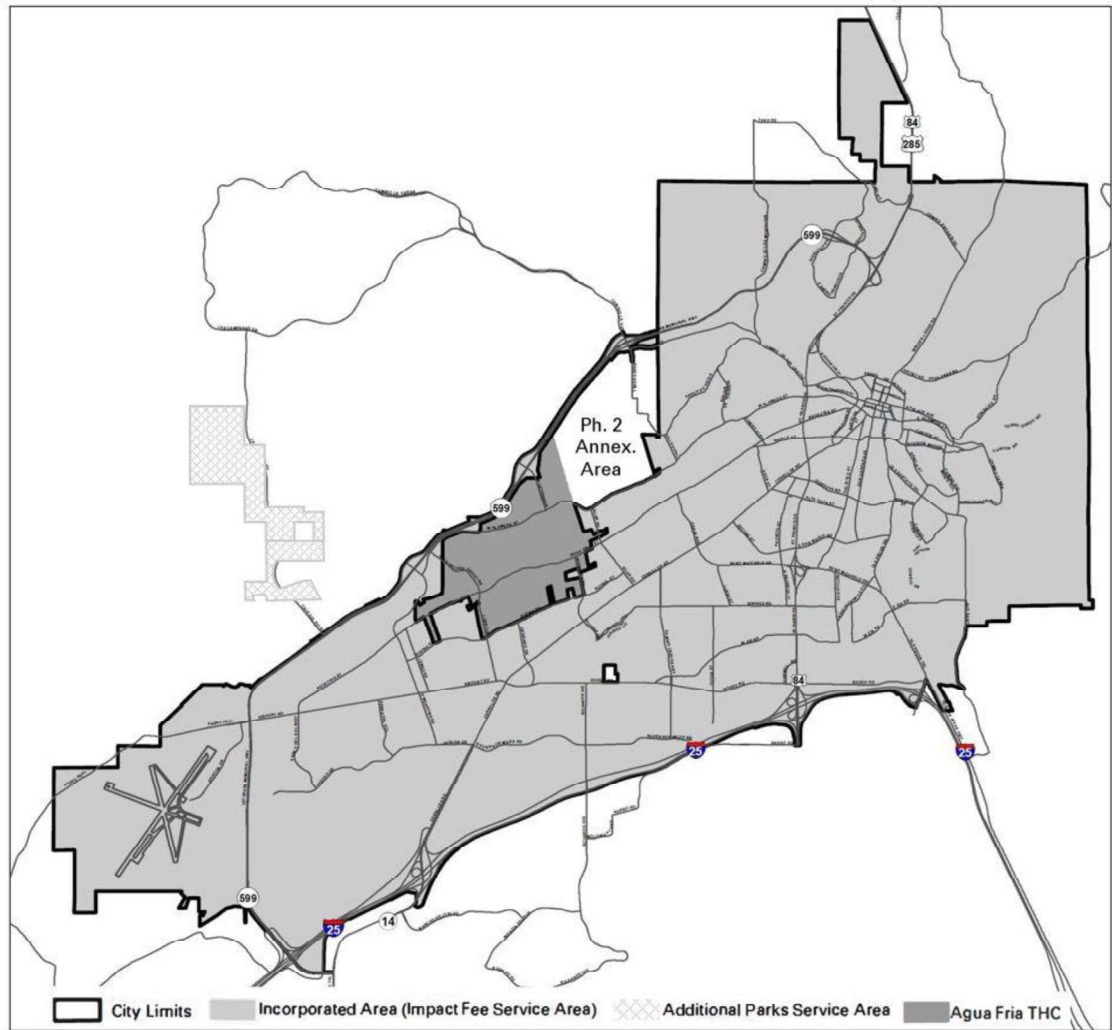
16 (4) A determination made by the *land use director* may be appealed to the city
17 manager within thirty (30) days from the date of the determination. The city manager's decision is
18 final.

19 (5) Furnishing false information on any matter relating to the administration of
20 this Section 14-8.14, including the furnishing of false information regarding the expected size,
21 use, or impacts from a proposed *new development*, is a violation of this Section 14-8.14. The *city*
22 may issue a stop work order or rescind any *permits* issued in reliance on the previous payment of
23 such impact fee.

24 (6) The service area for the road, fire, and police impact fees is the
25 incorporated area of the city, as may change over time with annexation. The service area for the

1 parks impact fee is the incorporated area plus the city-owned land in the unincorporated area
2 known as the municipal recreation complex and the Marty Sanchez golf course.

3 **Section 5. A new Exhibit F in the Appendix to the Land Development Code is**
4 **ordained to read:**



22 **Section 6. Effective Date.** This ordinance shall become effective on January 1,
23 2021.

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APPROVED AS TO FORM:



ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2020/Bills/Impact Fee Schedule Update

City of Santa Fe, New Mexico

memo

DATE: November 4, 2020

TO: Capital Improvement Advisory Committee

Via: Carlos Gemora, Land Use Senior Planner
Regina Wheeler, Public Works Department Director *MB*

FROM: Melissa A. McDonald, Acting Parks Division Director *MAM*

RE: Plans for the Use of Capital Impact Funds at Dawson Park

ITEM: The City of Santa Fe Public Works Department is requesting the use of 2021 impact fees to complete a capacity expansion for Dawson Park. The City anticipates adding over 3,000 units of housing citywide. These developments are at different stages of approval (please see the attached exhibit A-map). Dawson Park is located at Calle Nueva Vista in the southwest quadrant of the city. Instead of adding new parks, we are requesting impact fees to purchase new play equipment and construct a new exercise trail track at this location. Adding play equipment is necessary to accommodate the increase of children in this section of town. We anticipate this park will be used by appx 1,200 new development units.

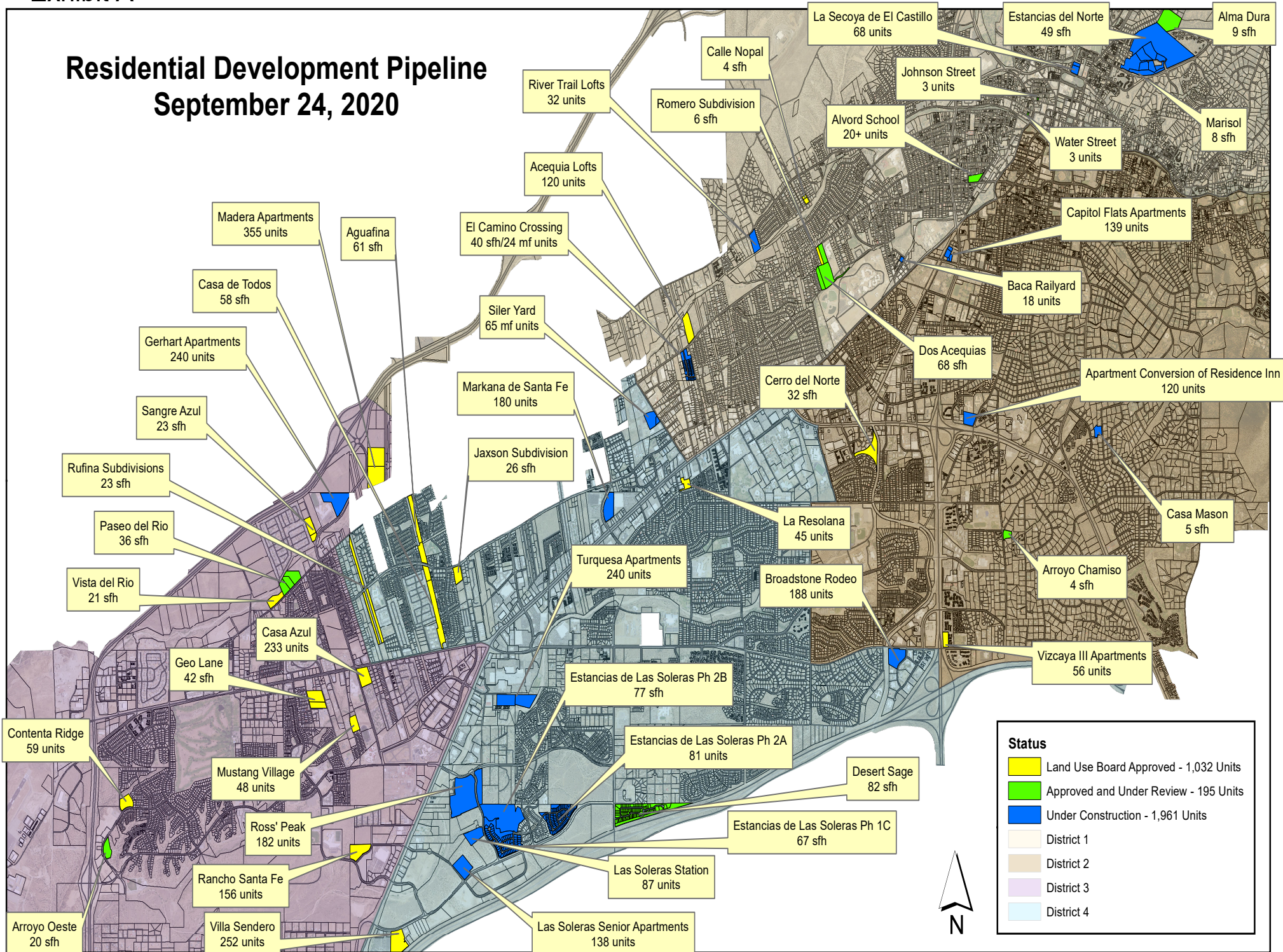
- Anticipated costs for the play equipment and associated structures are \$112K (inclusive of 1% CES fees, see attached exhibit B)
- Anticipated costs for a new exercise loop at 550' x 6' wide x 3-1/2" thick asphalt with reclamation planting of disturbed areas is \$38K

Capital impact fees are requested for these improvements. Construction is scheduled for completion in March 2021.

RECOMMENDATION: Approval of up to \$150,000 of impact fees for new installation of play equipment and new trail construction at Dawson Park.

Residential Development Pipeline

September 24, 2020



PO Box 1160
 Cedar Crest NM 87008-1160
 Fax 505.281.0155
 Toll Free 800.457.5444
 www.exerplay.com



DATE NUMBER
 10/28/2020 OR102820-2

QUOTATION

Quote Prepared for: City of Santa Fe **Purchase Order to be Issued To:** Cooperative Educational Services

City of Santa Fe 4216 Balloon Park Road NE
 Albuquerque, NM 87109-5801

PLEASE FAX PO TO EXERPLAY: 505-281-0155

SHIPPED VIA	TERMS	REP	FOB	EST. SHIP DATE
Common Carrier	Net 30	GDN	Santa Fe	4-6 Weeks ARO

ITEM	DESCRIPTION	QTY	COST	TOTAL
Project	DAWSON PARK - PLAYGROUND EQUIPMENT, SAFETY SURFACING, AND INSTALLATION			
LSI	LANDSCAPE STRUCTURES, INC. Smart Play® (2-12 years), per Design 201086A	1	44,143.00	44,143.00T
CES Discount	CES Contract Discount - 2019-027		-4.00%	-1,765.72
Freight	Freight/shipping charges (150-20-982)	1	3,840.00	3,840.00T
LSI	SKYWAYS BY LANDSCAPE STRUCTURES, INC. Skyways Steel Shelter SKYSTEEL2POSTHIP10X12, Steel Hip Roof Shelter, Mega Rib Metal Roofing, Steel Trim Kit, Building Code IBC 2015, 130 Mph wind load, Snow Load of 25 psf (Does not include snow drift). Price includes generic seal drawings (Electronic Format Only).	2	7,105.00	14,210.00T
CES Discount	CES Contract Discount - 2019-027		-4.00%	-568.40
Freight	Freight/shipping charges (QOT-1A-10.07.20)	1	2,220.00	2,220.00T
EWF	SAFETY SURFACING Engineered Wood Fiber, 163 cu/yds, price includes delivery (101920)	1	3,892.00	3,892.00T
CES Discount	CES Contract Discount - 2019-027		-4.00%	-155.68
Install	INSTALLATION Installation of LSI playground per Design #201086A, installation of Qty. 2 SkyWays 10 x 12 steel 2-post hip shelters with integrated picnic tables, and installation of 163 CY EWF playground surfacing. (1319)	1	32,663.00	32,663.00T
Bond	Performance/Payment Bond	1	3,738.00	3,738.00T
Notes I	Pricing is for the above listed equipment and installation only and does not include off loading of equipment at time of delivery (except EWF), storage, security, site preparation, security fencing, or any applicable permits.			

TOTAL

PO Box 1160
 Cedar Crest NM 87008-1160
 Fax 505.281.0155
 Toll Free 800.457.5444
 www.exerplay.com



DATE NUMBER
 10/28/2020 OR102820-2

QUOTATION

Quote Prepared for:	Purchase Order to be Issued To:
City of Santa Fe	Cooperative Educational Services 4216 Balloon Park Road NE Albuquerque, NM 87109-5801

PLEASE FAX PO TO EXERPLAY: 505-281-0155

SHIPPED VIA	TERMS	REP	FOB	EST. SHIP DATE
Common Carrier	Net 30	GDN	Santa Fe	4-6 Weeks ARO

ITEM	DESCRIPTION	QTY	COST	TOTAL
GN	For more information please contact Greg Neal at (505) 577-7004, or greg@exerplay.com			
	- PRICING IS GOOD THROUGH DECEMBER 1ST, 2020. -			
	NMGRT - Santa Fe (01-123)		8,624.49	8,624.49

*NOTE: PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

*NOTE: DESIGN ASSUMES THAT THE SITE IS LEVEL, OR DOES NOT EXCEED A 2% GRADE CHANGE OVER THE ENTIRE AREA.

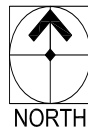
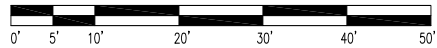
PLAYGROUND SURFACING
TOTAL AREA 3,675 SF

MAXIMUM FALL HEIGHT
PLAY STRUCTURE - 87"
SWINGS - 96"

(2) 10' X 12' SKYWAYS SHELTERS
SKYSTEEL2POSTHIP10X12

TOTAL ELEVATED PLAY COMPONENTS	13		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	8	REQUIRED	7
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	10	REQUIRED	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	8	REQUIRED	

SCALE IN FEET:



Dawson Park
Playground Improvement
Santa Fe NM

ExerPlay, Inc.
Greg Neal

SYSTEM TYPE:
SP/FS

DRAWING #:
201086A



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487.

THIS PLAY AREA & EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF: ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION).

DESIGNED BY:

JDC

COPYRIGHT: 12 OCT 2020

EXERPLAY, INC.

12220 N HWY 14, Suite 1
CEDAR CREST, NM 87008
Ph: 1-800-457-5444 FAX: 1-505-281-0155

Date	Previous Drawing #	Initials

City of Santa Fe, New Mexico

memo

DATE: November 9, 2020

TO: Capital Improvement Advisory Committee

Via: Carlos Gemora, Land Use Senior Planner
Regina Wheeler, Public Works Department Director *MB*
Melissa A. McDonald, Acting Parks Division Director *MAM*

FROM: Curt Temple, Facilities Project Administrator *CT*

RE: **REQUEST FOR APPROVAL TO ALLOCATE \$350,000 OF PARKS IMPACT FEE FUNDS FOR THE CONSTRUCTION OF NEW WATER STREET PUBLIC RESTROOMS ADJACENT TO CERLETTI PARK AND PLAZA.**

ITEM:

The City of Santa Fe Public Works Department is requesting the use of impact fees to complete the construction of restrooms adjacent to Cerletti Park, near the historic downtown plaza, and within walking distance to the Santa Fe River Trail and Parque del Rio to better serve Santa Fe's increasing population. Access to new restrooms is needed due to the increased usage by locals visiting our City parks, plazas, trails, and open spaces. The entire historic district is not served with proper public restroom capacity. We have funding for \$550,000 from the state and the additional requested funding would allow for the construction of the complete restroom facility design (exhibit A), but this level of funding will not allow the facility to be of adequate size with enough fixtures to satisfy the current need. An additional \$350,000 is required based on a report from the design/build firm that has been contracted. With a commitment for this additional funding, the firm can produce a proper design within 30 days, and the project will be ready to begin construction with the \$550,000 from the state that is in hand. Construction is scheduled for completion by January 2022.

The City anticipates adding over 3,000 units of housing citywide. These developments are at different stages of approval (exhibit B-map). Instead of adding new parks, we are requesting impact fees for improvements at this location. Adding these amenities is necessary to accommodate Santa Fe's increasing population. We anticipate this park will be used citywide by all 3,000 of the new development units.

RECOMMENDATION:

The Parks Division of the Public Works Department requests approval of the Water Street restroom construction additional funds of \$350,000 from the parks impact fee funds.



City of Santa Fe

PUBLIC RESTROOM BUILDING

Site Address: Water St. , Santa Fe NM



5904 FLORENCE AVENUE NORTHEAST
ALBUQUERQUE, NEW MEXICO 87113
505 828-0060 LIC. #88676
FAX: 505 823-0161

preliminary

Architect

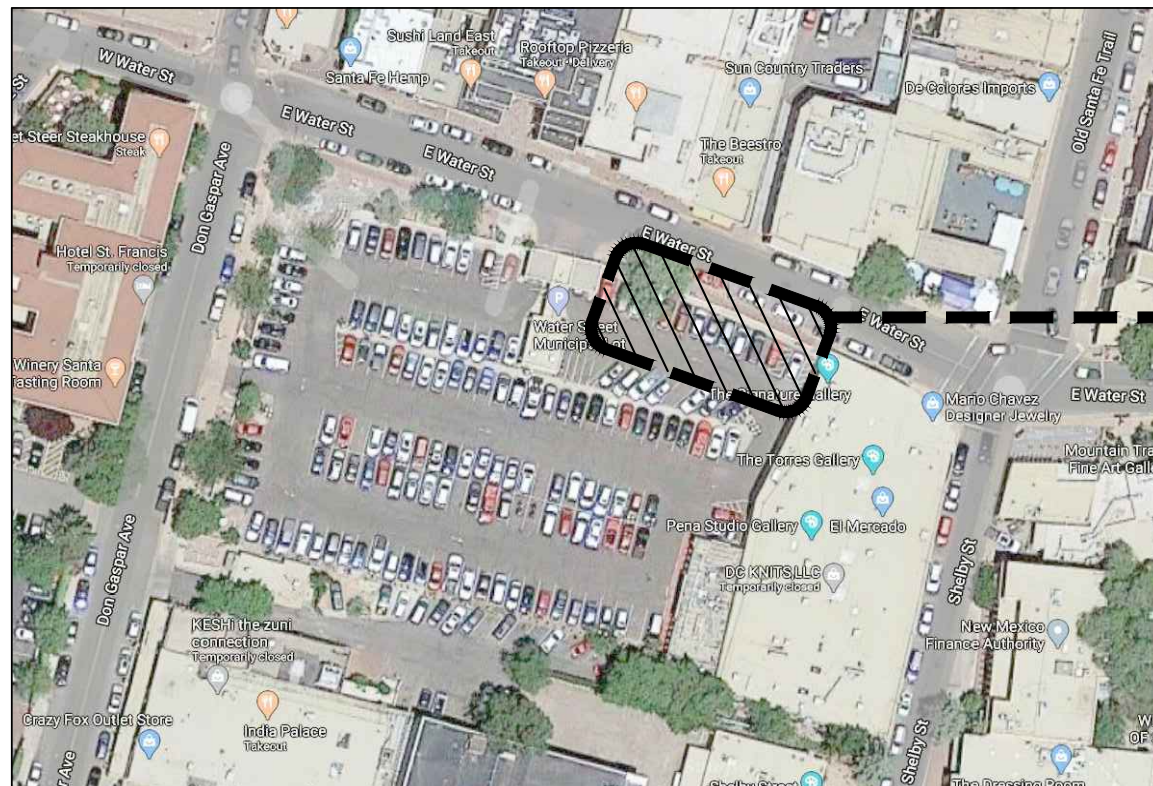
Engineer

General Notes

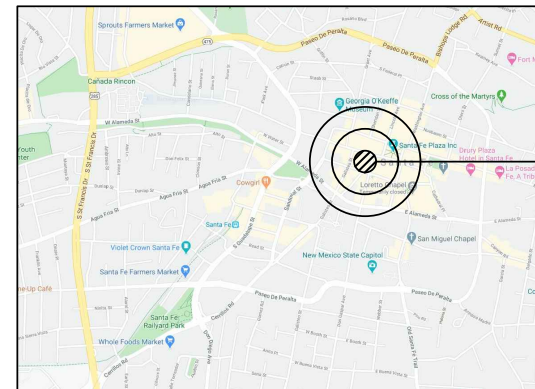
No.	Revision/Issue	Date

Project Name and Address
CITY OF SANTA FE
PUBLIC RESTROOM BUILDING
WATER STREET

Project	Sheet
Date 8/6/20	G-1
Scale	



AREA OF WORK



SITE

VICINITY PLAN ⌚
NTS

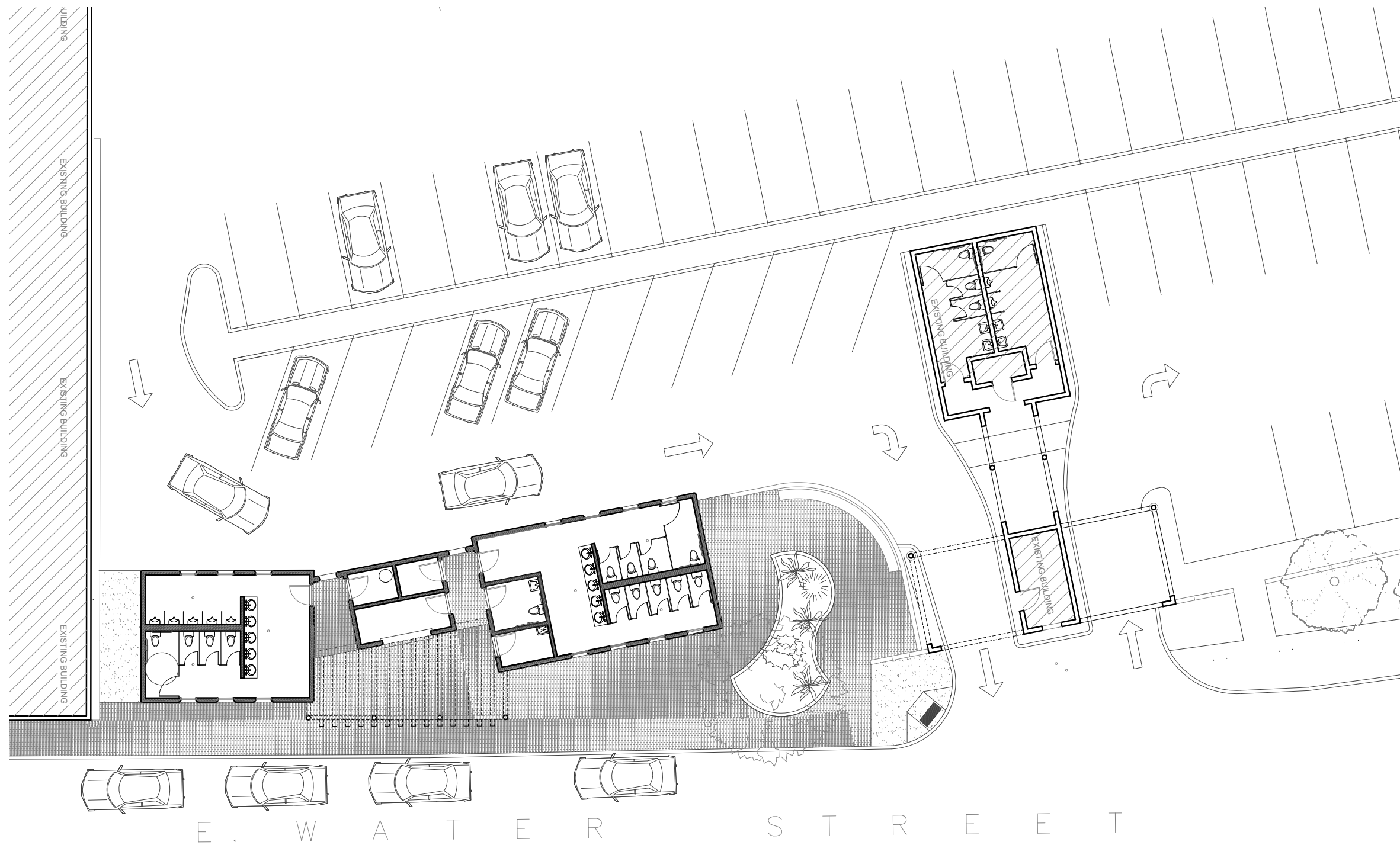
SITE SATELLITE IMAGE ⌚
NTS

SHEET LIST

GENERAL
G-1 COVER SHEET

ARCHITECTURAL

A1.1 SITE PLAN
A1.2 FLOOR PLAN & NORTH ELEVATION
A1.3 ROOF PLAN & EXTERIOR ELEVATIONS



1 SITE PLAN Scale: 1/16" = 1'-0"



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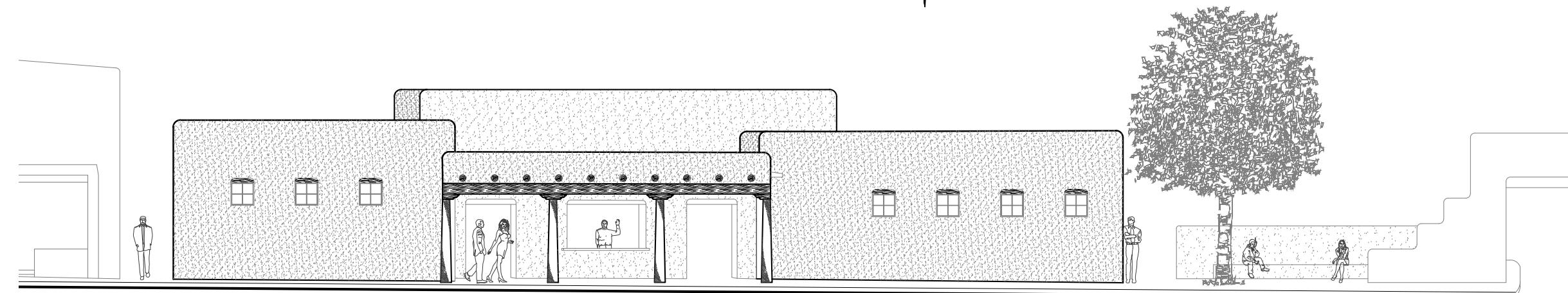
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 CITY OF SANTA FE
 PUBLIC RESTROOM BUILDING
 WATER STREET

Project	Sheet
Date 8/6/20	A1.1
Scale	



1 ENLARGED SITE PLAN
Scale: 3/32" = 1'-0"



2 NORTH ELEVATION
Scale: 3/32" = 1'-0"



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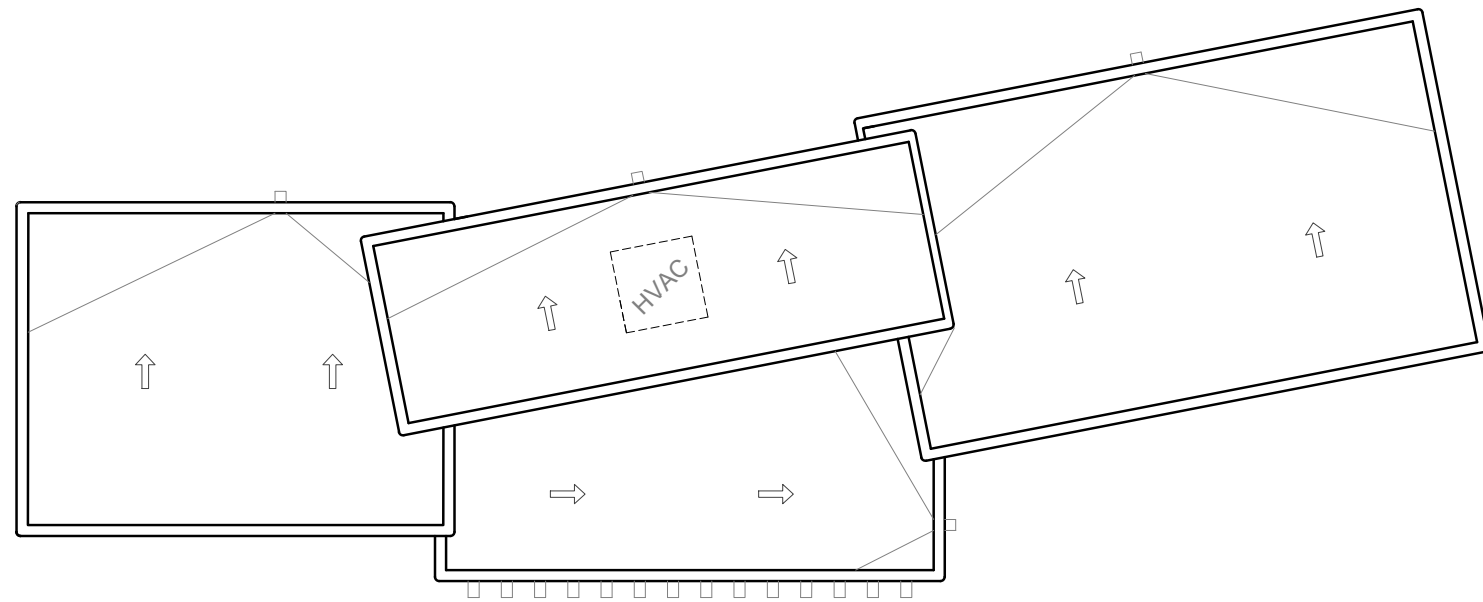
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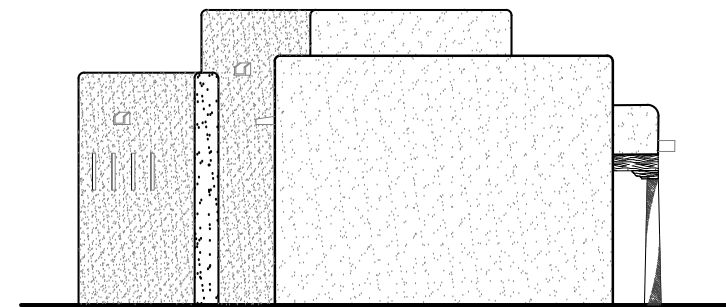
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WATER STREET

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Scale	

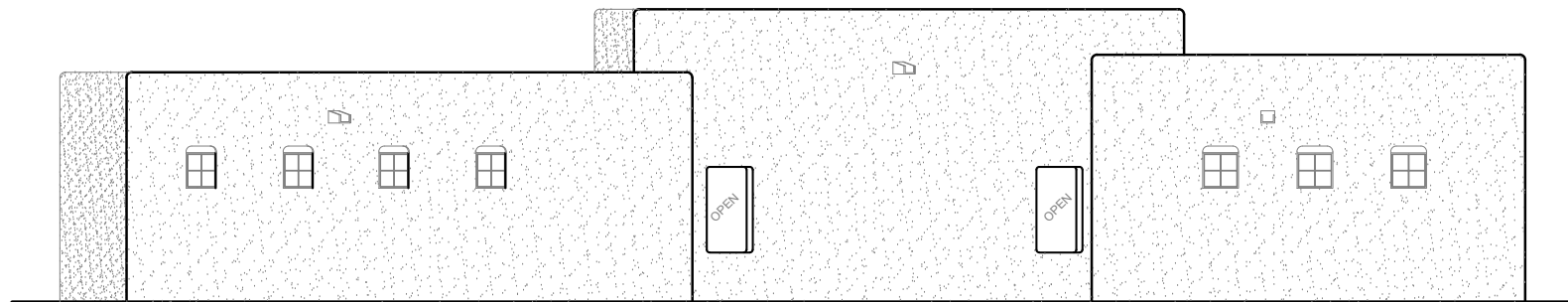
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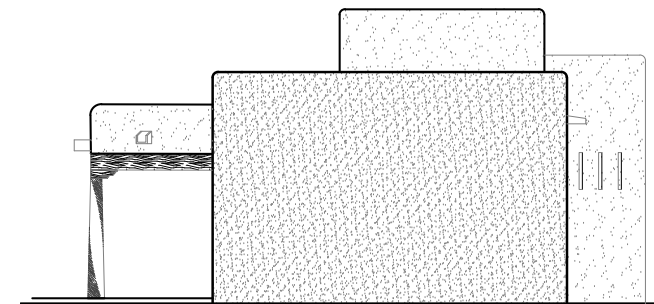
1 ROOF PLAN
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2 EAST ELEVATION
Scale: 3/32" = 1'-0"



3 SOUTH ELEVATION
Scale: 3/32" = 1'-0"



4 WEST ELEVATION
Scale: 3/32" = 1'-0"

City of Santa Fe, New Mexico

memo

DATE: November 9, 2020

TO: Capital Improvement Advisory Committee

Via: Carlos Gemora, Land Use Senior Planner
Regina Wheeler, Public Works Department Director *MB*
Melissa A. McDonald, Acting Parks Division Director *MAM*

FROM: Curt Temple, Facilities Project Administrator *CT*

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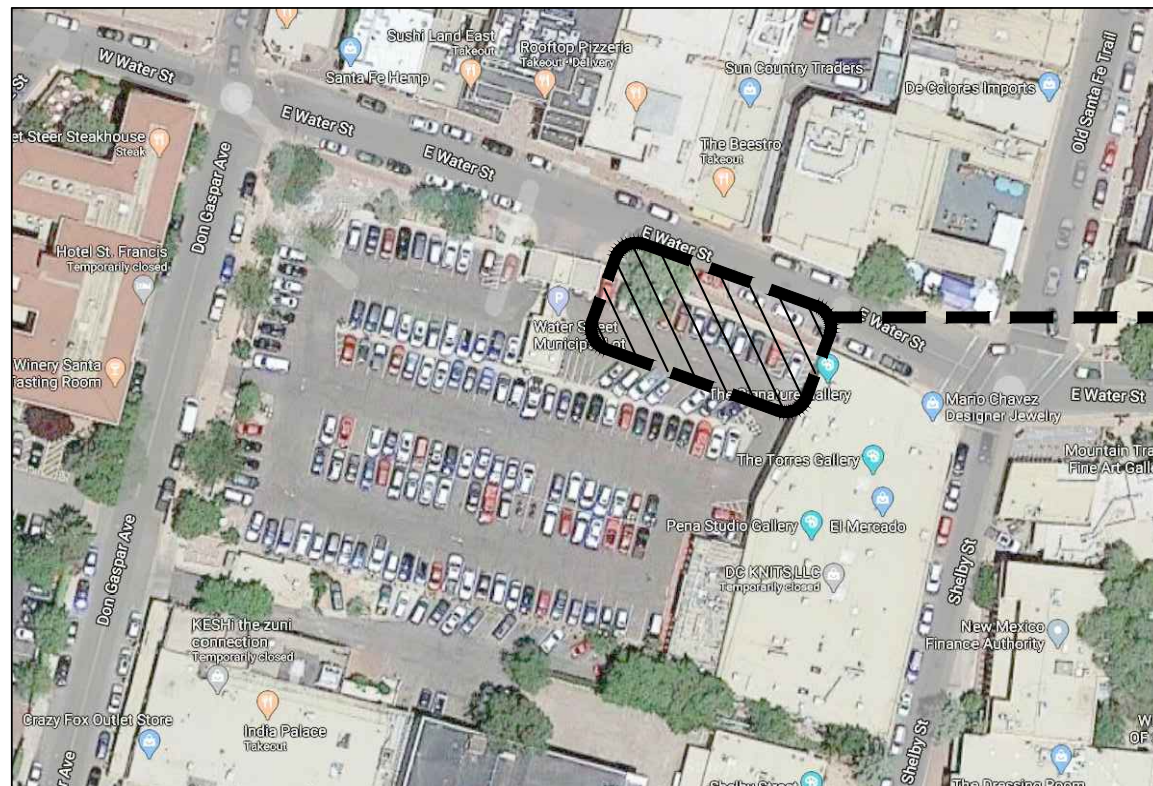
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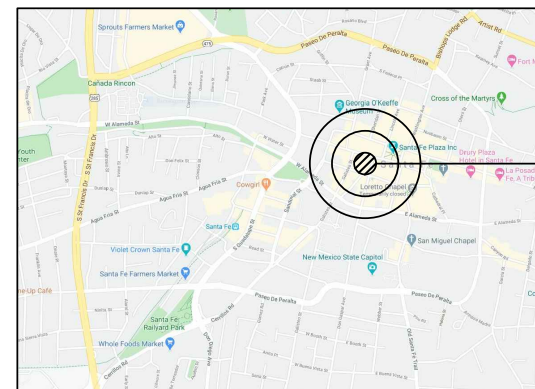
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PUBLIC RESTROOM BUILDING
WATER STREET

Project	Sheet
Date 8/6/20	G-1
Scale	



AREA OF WORK



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VICINITY PLAN ⌚
NTS

SITE SATELLITE IMAGE ⌚
NTS

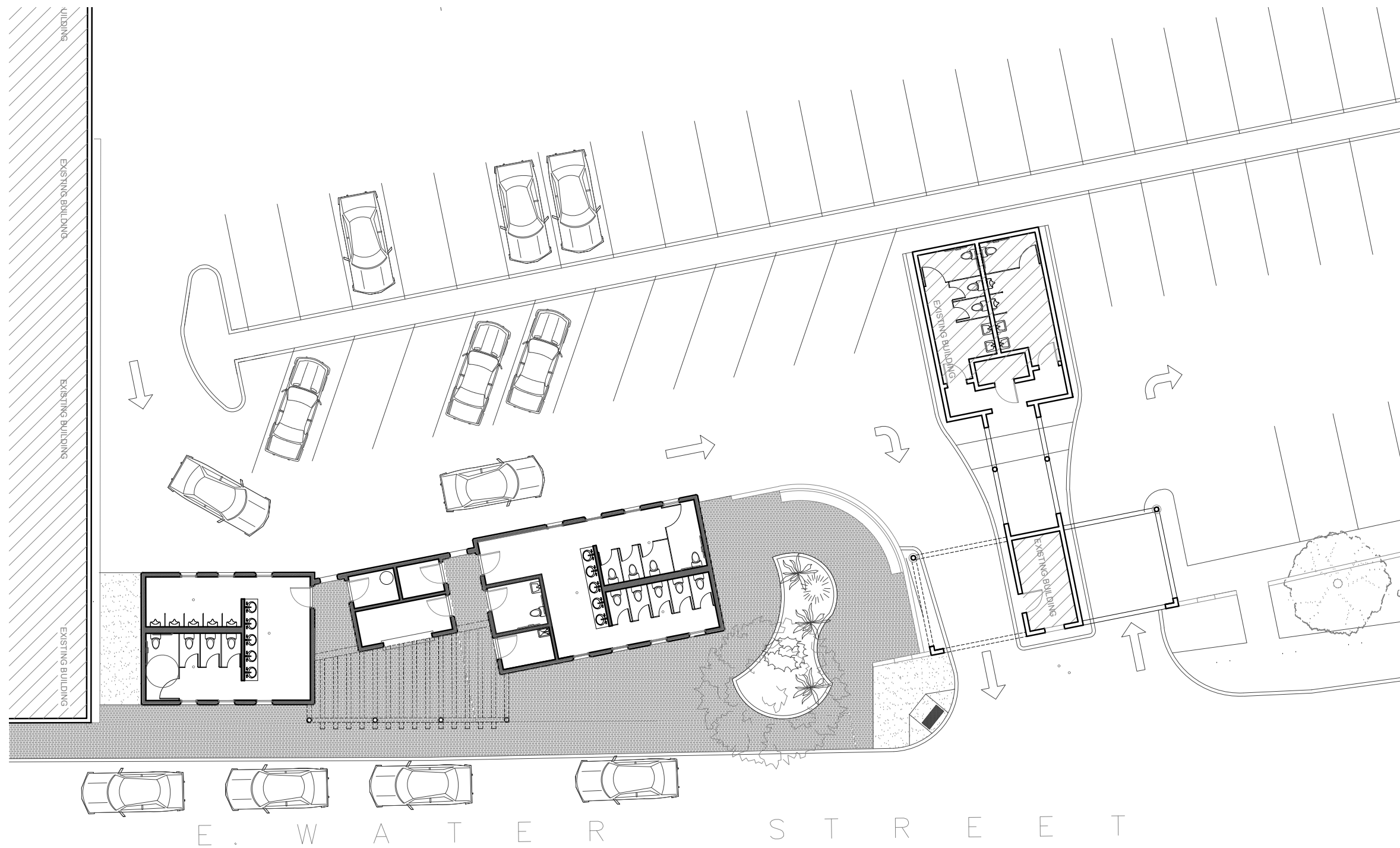
SHEET LIST

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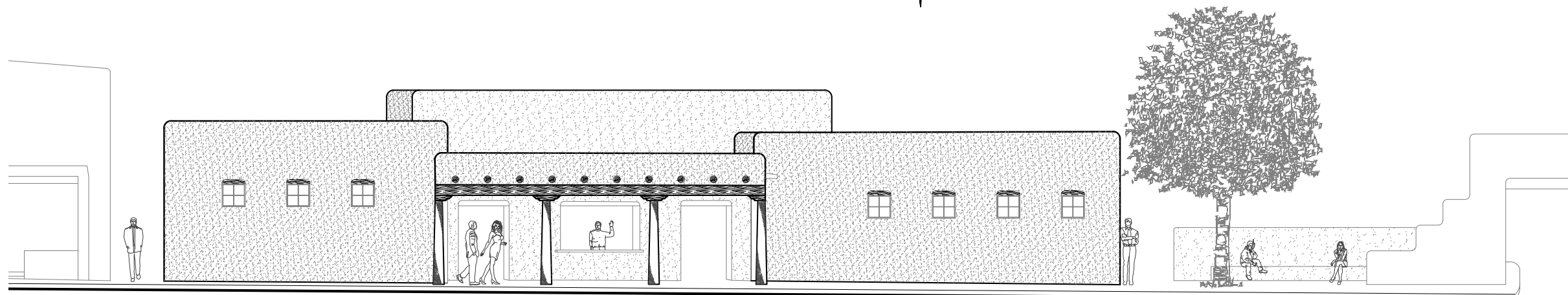
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Project Name and Address
 CITY OF SANTA FE
 PUBLIC RESTROOM BUILDING
 WATER STREET

Project	Sheet
Date 8/6/20	A1.1
Scale	



1 ENLARGED SITE PLAN
Scale: 3/32" = 1'-0"



2 NORTH ELEVATION
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PUBLIC RESTROOM BUILDING
WATER STREET

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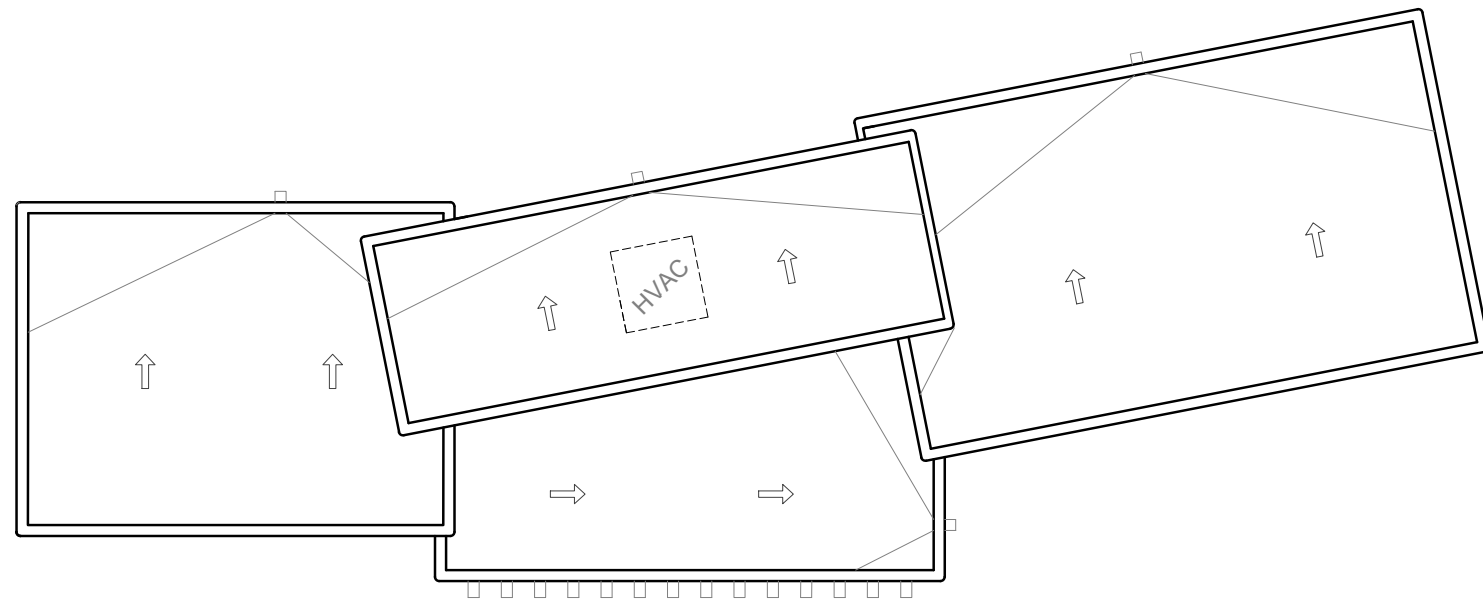
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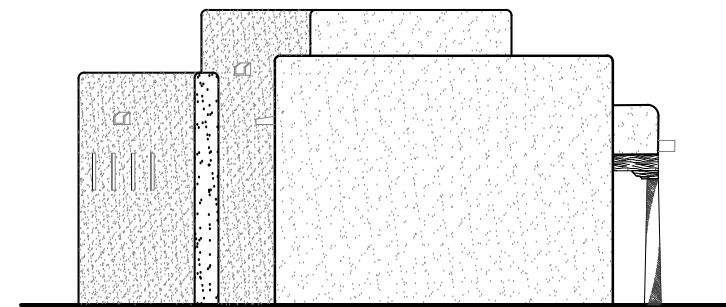
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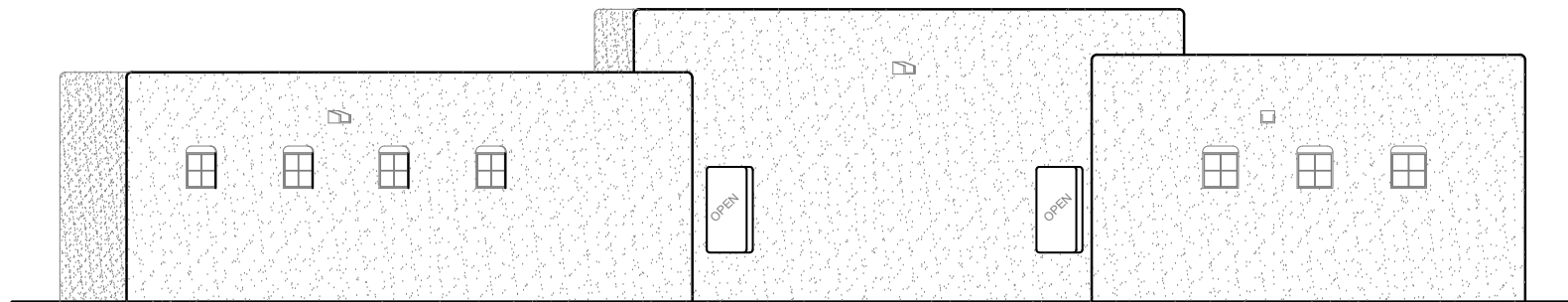
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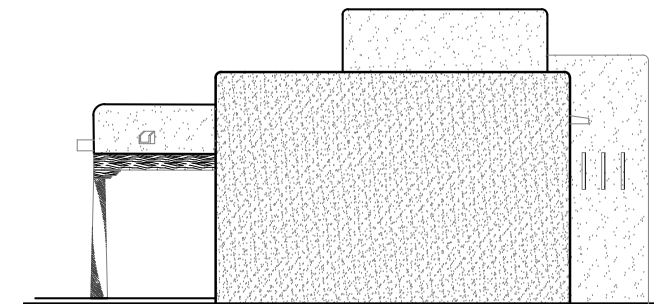
1 ROOF PLAN
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3 SOUTH ELEVATION
Scale: 3/32" = 1'-0"



4 WEST ELEVATION
Scale: 3/32" = 1'-0"

City of Santa Fe New Mexico

Memo

Date: November 16, 2020

To: Capital Improvement Advisory Committee

Via: Carlos Gemora, Senior Planner / Land Use Department
Andrew Padilla, Chief of Police (11-16-20)

From: Ben Valdez, Deputy Chief of Police *B. Valdez DC*

ITEM AND ISSUE:

Request the use of Capital Improvement Impact Fees to increase storage capacity for services provided to the City of Santa Fe by the Police Department.

BACKGROUND AND SUMMARY:

The Santa Fe Police Department has the availability of Capital Improvement Impact Fees that are made available to expand services for the City through fees collected on developments. The funding stream provides the ability for the Department to expand capacity to serve the community and the additional growth as a result of the development. Without the availability of the impact fees, the funding source will need to be found within the budget of the City.

We have identified a small project that will alleviate the current storage constraints in our existing facilities and allow for the anticipated additional growth for the City. The storage of the identified items are critical and if not properly maintained can have a negative impact on the ability of our organization to provide services and to store equipment needed for operations.

- Small Project
 - Mobile Mini Connex Boxes to provide secured storage solutions for storage of police records, evidence, equipment, motorcycles, and all-terrain vehicles
 - (5) Records Storage Vaults
 - (5) 18" x 10" Premium Storage Containers
 - Anticipated Cost is **\$49,950.00**

ACTION RECOMMENDED:

The Santa Fe Police Department respectfully requests your review and approval of the use of Capital Improvement Impact Fees, not to exceed \$60,000, to support the ability of our personnel to continue to provide professional services to the City of Santa Fe.



Camino Entrada Auxiliary Fleet Storage Facility



10' x 18' Storage Vault



12' Records Storage Vault



Huey Road Vehicle Storage Facility



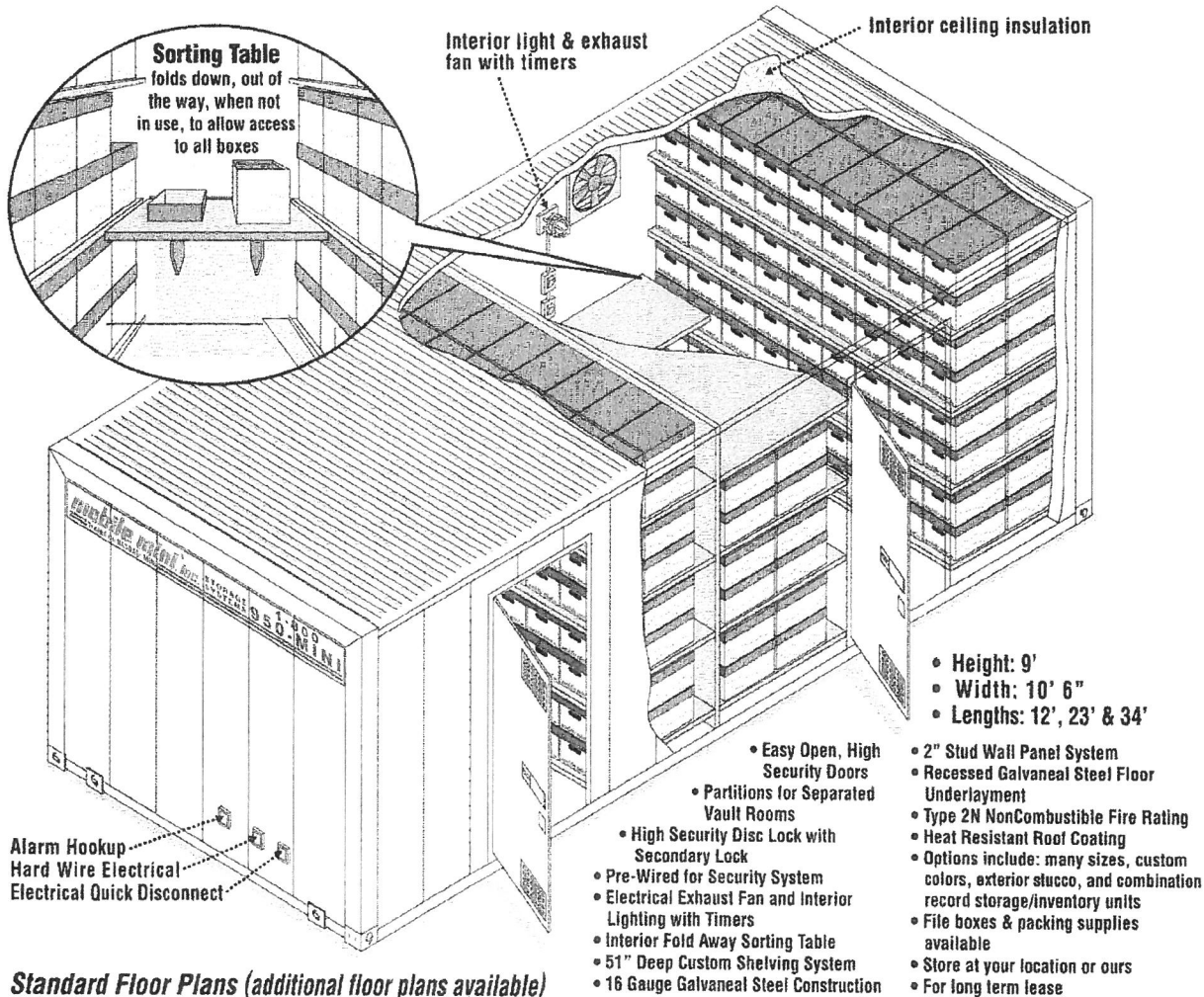
10' x 18' Storage Vault



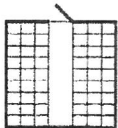
12' Records Storage Vault

HIGH SECURITY RECORD STORAGE VAULT

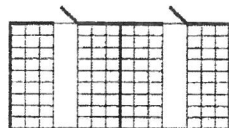
INTRODUCING A PREMIERE PRODUCT FOR MAXIMUM STORAGE BOX CAPACITY



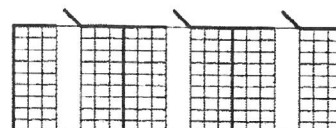
Standard Floor Plans (additional floor plans available)



ONE DOOR RECORD VAULT CAPACITY:
432 Letter legal boxes
10' 6" Wide X 12' Long



TWO DOOR RECORD VAULT CAPACITY:
864 Letter legal boxes
10' 6" Wide X 23' Long



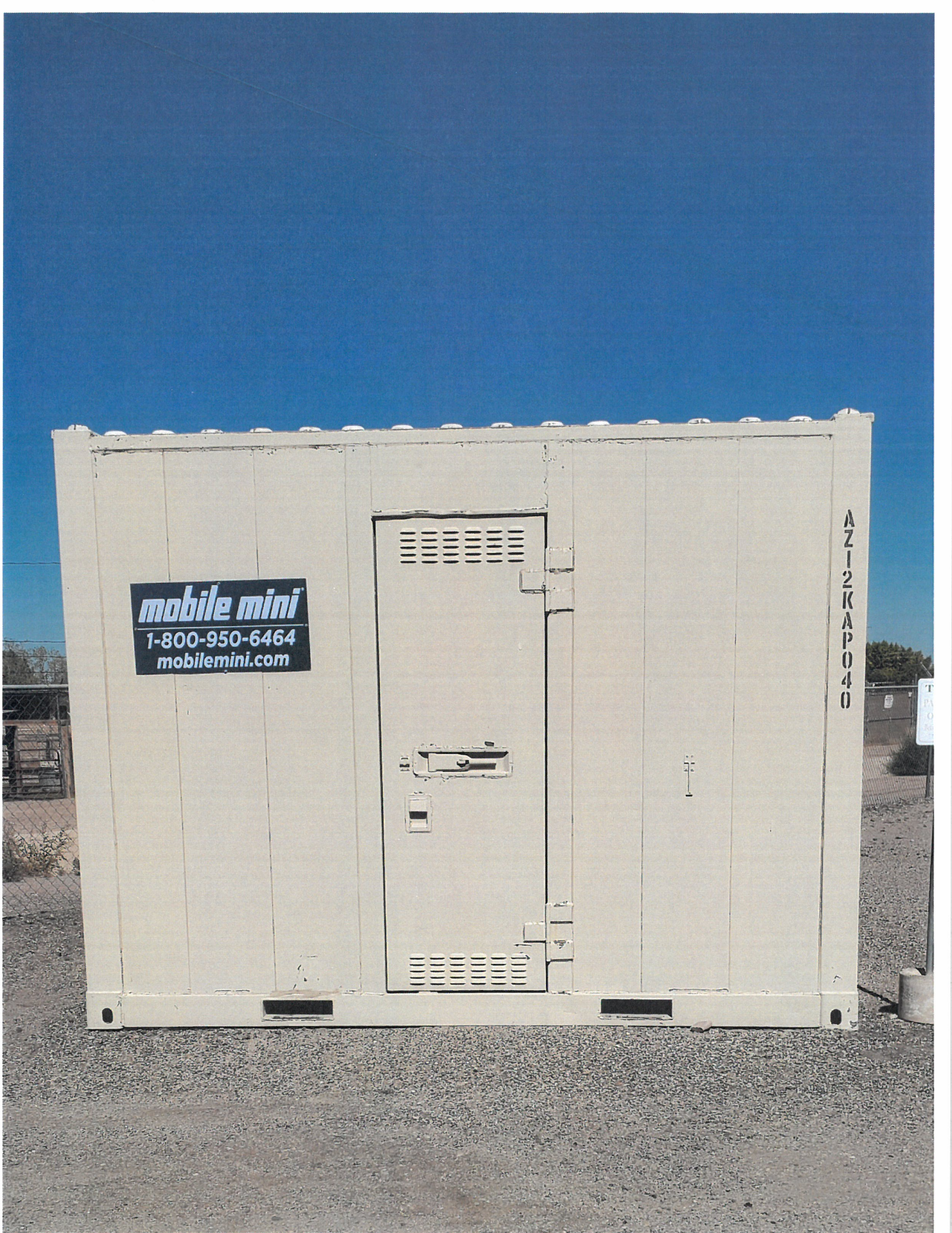
THREE DOOR RECORD VAULT CAPACITY:
1,296 Letter legal boxes
10' 6" Wide X 34' Long

mobile mini[®]
Your Storage Solution Specialists!

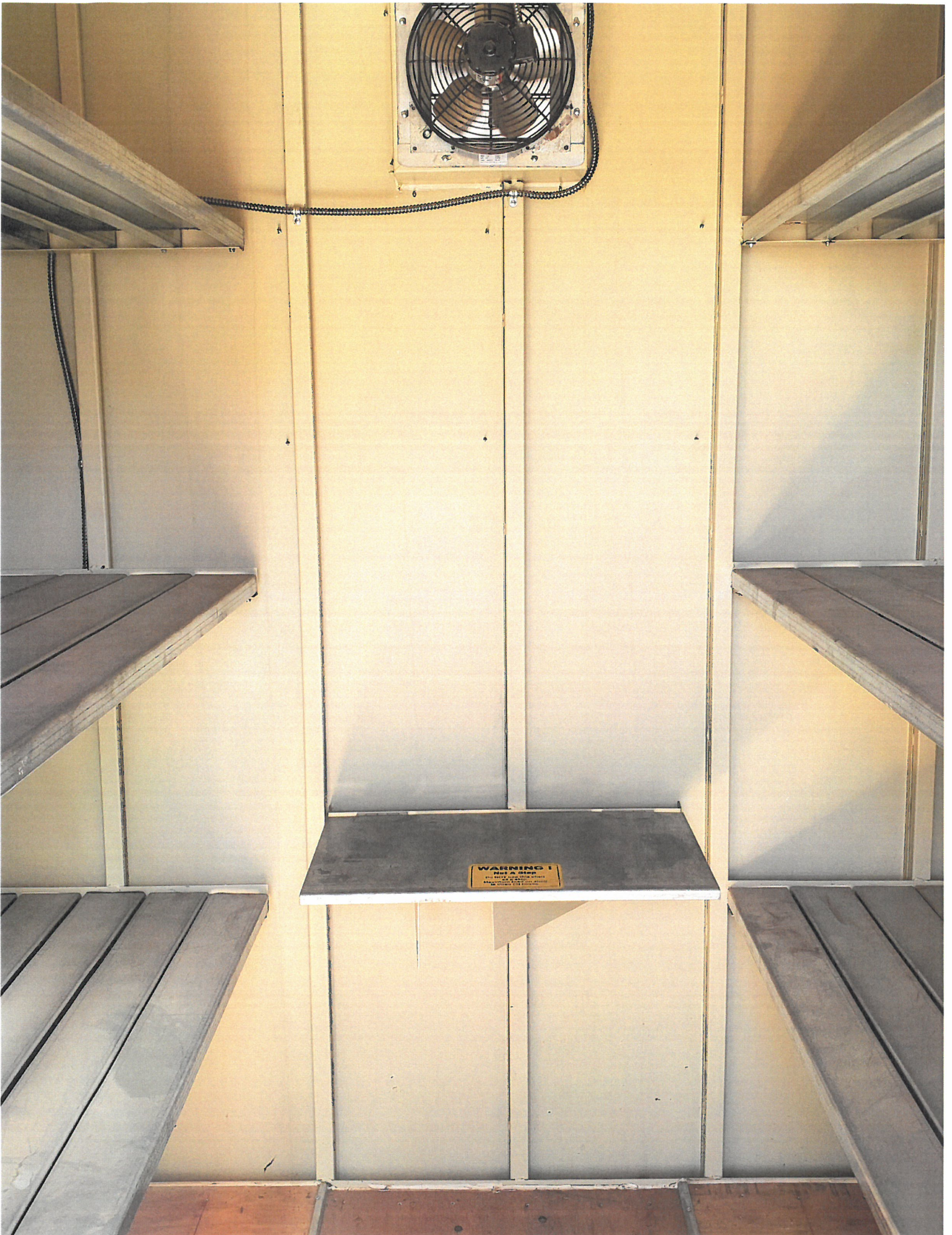
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AZ12KAP040







WARNING!
READ INSTRUCTIONS.
THIS SHELF IS NOT TO BE USED
TO STORE HEAVY ITEMS.
SEE INSTRUCTIONS FOR LIMITS.



10" x 10" PREMIUM STORAGE CONTAINER