



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

Chair Clow called the meeting to order at 6:00 p.m.

A. ROLL CALL

Commissioners Present:

Chair Janet Clow
Vice Chair Peter Smith
Commissioner Thomas (TJ) Rieland
Commissioner Sasha McGhee (from
6:03 p.m.)
Commissioner Katherine Rivera
Commissioner Brian Gutierrez

B. PLEDGE OF ALLEGIANCE

Vice Chair Smith led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION: Commissioner Gutierrez moved, seconded by Commissioner Rieland, to approve the agenda, as presented.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Katherine Rivera
Commissioner Brian Gutierrez

Against: None

Abstain: None

D. APPROVAL OF CONSENT AGENDA

There was no consent agenda.



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

E. APPROVAL OF MINUTES

1. June 4, 2026

MOTION: Vice Chair Smith moved, seconded by Commissioner McGhee, to rescind the amendment to the June 4, 2026, minutes, approved on August 6, 2026, due to a misunderstanding between approval of the agenda versus approval of the consent agenda.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

MOTION: Vice Chair Smith moved, seconded by Commissioner Rieland, to approve the minutes of the June 4, 2026, meeting as originally drafted.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

2. August 6, 2026

MOTION: Vice Chair Smith moved, seconded by Commissioner Rieland, to approve the minutes of the August 6, 2026, Planning Commission meeting, as amended.

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



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

F. APPROVAL OF FINDINGS/CONCLUSIONS

1. **Case #2025-11753. 1802, 1750 Cerrillos Road, 1361 Fourth Street, and 3 RD Berry Avenue Development Plan. (POSTPONED FROM AUGUST 6, 2026)**

MOTION: Commissioner McGhee moved, seconded by Commissioner Rieland, to approve the findings and conclusions for Case #2025-11753 without changes or corrections.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

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2. **Case #2025-11756. 1802, 1750 Cerrillos Road, 1361 Fourth Street, and 3 RD Berry Avenue Special Use Permit. (POSTPONED FROM AUGUST 6, 2026)**

MOTION: Commissioner McGhee moved, seconded by Commissioner Rieland, to approve the findings and conclusions for Case #2025-11756 without changes or corrections.

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



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

3. **Case #2025-11164. 1373 Boylan Lane, 2743 Boylan Circle, and 2745 Boylan Circle, General Plan Amendment.**

MOTION: Vice Chair Smith moved, seconded by Commissioner McGhee, to approve the findings and conclusions for Case #2025-11164 without changes or corrections.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

4. **Case #2024-9461. 1372 Boylan Lane, 2743 Boylan Circle, and 2745 Boylan Circle, Rezoning.**

MOTION: Commissioner McGhee moved, seconded by Commissioner Rieland, to approve the findings and conclusions for Case #2024-9461 without changes or corrections.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

5. **Case #2024-7999. 2981 Galisteo Road Development Plan**

MOTION: Commissioner McGhee moved, seconded by Commissioner Rieland, to approve the findings and conclusions for Case #2024-7999 without changes or corrections.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

6. **Case #2026-12048. 1202 West Alameda Development Plan**

MOTION: Vice Chair Smith moved, seconded by Commissioner McGhee, to approve the findings and conclusions for Case #2026-12048 without changes or corrections.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

7. **Case #2026-12047. 1202 West Alameda Rezoning.**

MOTION: Commissioner McGhee moved, seconded by Commissioner Rieland, to approve the findings and conclusions for Case #2026-12047 without changes or corrections.

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

For: Vice Chair Peter Smith
Commissioner TJ Rieland
Commissioner Sasha McGhee

Against: None

Abstain: Commissioner Katherine Rivera
Commissioner Brian Gutierrez

G. CONSENT

There were no items under consent. Chair Clow inquired whether this item was a duplicate of the consent agenda.

H. OLD BUSINESS

There was no old business.

I. NEW BUSINESS

There were no cases under new business.

Assistant City Attorney Natalie Cauley introduced the two new Commissioners, Brian Gutierrez and Katherine Rivera. Commissioner Matt Embry resigned in August, 2026, leaving a vacancy. Ms. Cauley thanked former Commissioners Piper Kapin and Gurushabad Mirando for their service.

J. STAFF COMMUNICATIONS

1. Update on Long-Range Planning

Assistant Land Use Director Maggie Moore provided a report on Phase 2 of the Land Use Code update. A code advisory team is being formed. An update will be presented to the Governing Body on September 9, 2026. Ms. Moore agreed to share the presentation slides with the Commission later on September 3, 2026.

Commissioner Gutierrez offered to serve on the Land Development Code Subcommittee,



MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

and Commissioner Rivera offered to serve on the General Plan Subcommittee. Senior Planner Joel Cruz-Haber will schedule the next General Plan Subcommittee meeting and notify the members. Commissioner Gutierrez requested that staff provide any relevant information that he and Commissioner Rivera need.

Vice Chair Smith inquired whether discussions are taking place regarding code enforcement across various city government agencies. Ms. Moore responded that the Governing Body is discussing the issue and will hold a study session on enforcement on September 8, 2026.

Ms. Moore will notify the Commission of the dates of the upcoming housing summit and other related events.

2. Planning Commission Training Session

A training session for the Planning Commission is scheduled for September 17, 2026. Specific topics for future training sessions can be suggested to Ms. Moore or Ms. Cauley.

Chair Clow suggested a session on Commission discretion under the code, including for planned unit developments, special use permits, variances, rezonings, and development plans.

Commissioner Gutierrez suggested training on interpretation of variances, at least before a potentially contentious variance comes before the Commission, as well as a review of water rights.

Chair Clow inquired how the Planning Commission would be working with the Historic Districts Review Board. Ms. Moore responded that the goal is to facilitate increased integration between the two bodies, such as by periodically holding joint meetings attended by a subcommittee of each.

Commissioner Rivera requested that Ms. Cauley's training session cover cases in which a vote of abstention is added to the majority, which is an exception to Robert's Rules of Order. Ms. Cauley responded that this is part of the Governing Body's procedural rules, which she will discuss.

K. MATTERS FROM THE COMMISSION

Chair Clow noted that Commissioner Gutierrez has agreed to serve as the Commission Secretary.

Commissioner Rieland inquired whether a variance or special use permit would transfer with a property. Ms. Moore responded that a special use permit is tied to use rather than



City of Santa Fe

MINUTES

REGULAR MEETING OF THE
PLANNING COMMISSION
September 3, 2026, AT 6:00 PM

ownership, meaning it would transfer with the property as long as the use is maintained. Under the current code, a special use permit will expire if the use ceases for 180 days. Entities whose use ceased in 2025 would follow the previous code, in which a special use permit expires after 365 days of non-use. A variance is granted to a property or a structure. A short-term rental permit is granted to the property owner and does not transfer to a new owner.

L. ADJOURNMENT 6:46 P.M.

Liaison

Chair