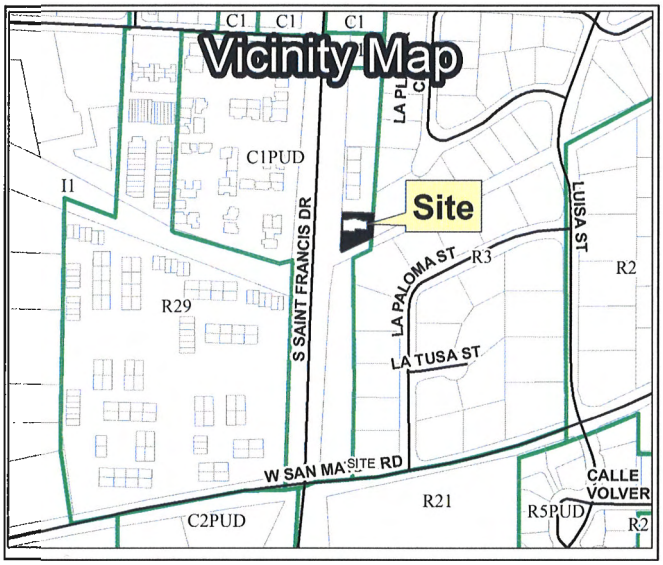
Land Use Department
Planning Commission Staff Report

Case No:	2016-53
Hearing Date:	September 6, 2016
Applicant:	Secondary Learning Center
Request:	Special Use Permit
Location:	1549 S. St. Francis Drive
Case Mgr.:	Daniel A. Esquibel
Zoning:	C-1 (General Office)
Overlay:	South Central Highway Corridor, Planned Unit Development (PUD)
Pre-app. Mtg.:	March 10, 2016
ENN Mtg.:	April 7, 2016
Proposal:	Requests a Special Use Permit for a private school use on 0.64+/- acres.



1. RECOMMENDATION

The Land Use Department recommends **APPROVAL**, subject to the following condition of approval:

1. The school shall be limited to a maximum enrollment of 23 Students.
2. Student parking is limited to 2

2. EXECUTIVE SUMMARY

The Secondary Learning Center started off as a tutoring business sometime in 2011 then transitioned into an elementary/secondary accredited school around 2014 (specific dates unknown). The application states that the school accommodates approximately 23 students ranging from 6th through 12th grade. The applicants are requesting a Special Use Permit as a private elementary, junior and high school use (grades 6th through 12th). A Development Plan is not required with this application.

The applicants have never obtained a business license with the City of Santa Fe for the Secondary Learning Center. In 2016 the City Fire Department began a citywide fire inspection sweep. The sweep has captured approximately 80 unlicensed businesses thus far, including the Secondary Learning Center. The business was made aware of the City rules and regulations during their fire inspection on January 27, 2016. If the application for a Special Use Permit is approved, the applicants will be required to comply with the 2009 International Fire Code (IFE) and obtain a City Business License. The current fire inspection limited the occupancy load to 49 persons for a Group E use (Educational).

The building used for the school is part of a planned unit development constructed in 1991, although staff has been unable to locate the final development plan that is normally required for a PUD. The PUD consists of two structures as follows:

Building	Units
Building 1	School site
Building 2	Suite A
	Suite B
	Suite C
	Suite D

Units	Square Footage	Parking Ratio	Total Parking required	Total PUD Parking Provided
Suite A	1349	1:350	19	34
Suite B	1298	1:350		
Suite C	1298	1:350		
Suite D	1340	1:200		
Building 1 (School)	2062	2062	15	
Total			34	

The school supports grades 6 through 12. The standards for both elementary, junior high schools and Senior high schools parking requirements are as follows:

Elementary, Junior High Schools
One space for each classroom, workshop, laboratory or office plus one space per 200 square feet of auditorium, gymnasium and cafeteria

Senior High Schools
Four spaces for each classroom, workshop, laboratory or office plus one space per 200 square feet of auditorium, gymnasium and cafeteria

The school does not contain a workshop, laboratory, auditorium, gymnasium or cafeteria. However, it does contain 4 classrooms and an office. The school has contracted 8 educators and maintains 2 employees. This leaves 7 available spaces within the shared parking area for the PUD. Student drop off is bisected with 10 students dropped off at the Driscoll Fitness Center, 11 Students dropped off at the school and currently one student drives. Student pick up at the school is between 3:15 and 3:30 PM. The applicants did not provide enough information to determine student expansion to meet the limit of the current occupancy rating of 49. Staff recommends limiting student population to 23 students subject to BOA approval of student expansion. Additionally, staff believes that student parking should be limited to 2 parking spaces and to provide parking for office uses within the PUD and efficient student drop off and pick up.

Wet and dry utilities have been built into the development. Comments have been received from City Water, City Sewer, Environmental Services, Technical Review Division, Traffic Division and the Fire Marshal, and are included in Exhibit A.

3. SPECIAL USE PERMIT

Chapter 14 requires the Board of Adjustment to make the following findings to grant a Special Use Permit:

Approval Criteria– Preliminary Development Plan (Section 14-2.3(D))

§14-2.3(D)(1)(a)- that the land use board has the authority under the section of Chapter 14 described in the application to grant a special use permit,	Criterion Met: (Yes/No/conditional/N/A) **Yes**
§14-2.4 *"Board of Adjustment" (BOA)* grants the authority of the Board of Adjustment (BOA) *"to hear and decide applications for special use permits;"* Table 14-6.1-1 requires approval of a special use permit for a private secondary school in the C-1 district if it is located within 200 feet of a residential district.	
***§14-2.3(D)(1)(b)- (Public Interest):* that granting the special use permit does not adversely affect the public interest, and**	Criterion Met: (Yes/No/conditional/N/A) **Yes**
The Governing Body has implemented the General Plan as stated in Subsection Section §14-1.3 *(General Purposes).* The resulting ordinances establish minimum standards for health, safety and welfare affecting land uses and developments as a means to protect the public interest from within the municipality. The city has reviewed the proposed Special Use Permit application in accordance with these ordinances. As outlined in this memorandum, together with recommended conditions, the proposed special use permit application can comply with minimum standards of Chapter 14 SFCC.	
***§14-2.3(D)(1)(c)- (Compatible With And Adaptable To):* that the use and any associated buildings are compatible with and adaptable to buildings, structures and uses of the abutting property and other properties in the vicinity of the premises under consideration.**	Criterion Met: (Yes/No/conditional/N/A) **Yes**
There are two components within the third required finding. First, that the use is compatible with, and adaptable to any associated buildings, structures, and uses of the abutting property and other properties in the vicinity of the premises under consideration; and second, that any associated buildings are compatible with, and adaptable to, buildings, structures, and uses of the abutting property and other properties in the vicinity of the premises under consideration. The application can comply with this finding for the following reasons. The first component is established by Chapter 14 "Table 14-6.1-1-Table of Permitted Uses" (reference Exhibit D1 for copy of table excerpt). Under the *"Specific Use", "Educational", "Elementary and secondary schools, public and private"* is identified as an allowable use subject to approval under the provisions of §14-3.6 (*Special Use Permits*) if the use is within 200 feet of a Residential District. Although the project site backs up to residential development, the limited scale of the school and the limited extent of outdoor activity areas make it unlikely that school operations will be incompatible with the adjacent residential uses. In addition, the existing architectural characteristic of the building is similar in style to those on the premises and surrounding buildings on adjoining properties.	

4. EARLY NEIGHBORHOOD NOTIFICATION

An Early Neighborhood Notification (ENN) meeting regarding the proposed Special Use Permit was held on April 7, 2016. Questions were raised about children playing within the parking lot and condominium insurance.

The applicants have agreed not to allow students to play in the parking area. Resolution of the

The applicants have agreed not to allow students to play in the parking area. Resolution of the condominium insurance was not provided.

5. EXHIBITS:

EXHIBIT A: City Staff Memoranda
Water Division, Dee Beingessner
Wastewater Division, Stan Holland
Environmental Services, Eric Lucero
City Engineer, RB Zaxus
Traffic Engineering, Sandy Kassens
Fire Department, Reynaldo Gonzales

EXHIBIT B: Early neighborhood Notification
Guidelines
Meeting Notes

EXHIBIT C: Maps and Photos
Zoning Map
Aerial Photo

EXHIBIT D: Applicant Submittals*

* Maps and other exhibits reproduced and archived separately from this staff report. File copies are available for review at the Land Use Department office at 200 Lincoln Avenue, West Wing.

APPROVED AS TO FORM:

Title	Name	Initials
Land Use Department Director	Lisa Martinez	
Land Use Current Planning Division Director	Greg Smith	
Land Use Department Case Manager	Daniel Esquibel	

September 06, 2016
Board Of Adjustment
Case # 2016-53

1549 S. St. Francis Dr.
Secondary Learning Center
Special Use Permit

EXHIBIT A

DRT Comments and Conditions

Development Review Team

Comment Form

Date: 8/23/16

Staff person: Dee Beingessner

Dept/Div: Public Utilities/Water Division

Case #2016-53. 1549 S St Francis Drive Special Use Permit Secondary Learning Center.)

Case Mgr: Dan Esquibel

The property has current water service. The Water Division does not have any comments on this special use permit.

Development Review Team

Wastewater Management Division

E-Mail Delivery

Comment Form

Date: 7/11/16

From: Stan Holland, Engineer, Wastewater Division

Dept/Div: Wastewater Division

Case: Case #2016-53. 1549 S. St. Francis Drive Special Use Permit.

Case Mgr: Dan Esquibel

Review by this division/department has determined that this application will meet applicable standards if the following are met:

Conditions of Approval:	Must be completed by:
1. None	
2	
3	
4	

Technical Corrections*:	Must be completed by:
1. None	

*Must made prior to recording and/or permit issuance

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]

Explanation of Conditions or Corrections (if needed):

ESQUIBEL, DANIEL A.

From: LUCERO, ERIC J.
Sent: Thursday, July 07, 2016 3:23 PM
To: ESQUIBEL, DANIEL A.
Subject: RE: BOA
Attachments: Environmental Services_ Case 2016-71.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dan,

Attached is the form for Case 2016-71.

In regards to case 2016-53 no comments at this time.

Thanks,

Eric J Lucero
City of Santa Fe
Environmental Services
Operations Manager
505-955-2205 office
505-670-6562 cell
ejlucero@santafenm.gov

From: ESQUIBEL, DANIEL A.
Sent: Wednesday, July 06, 2016 2:00 PM
To: AHMED, SOAMIYA A.; BEINGESSNER, DEE; GONZALES, REYNALDO D.; HOLLAND, TOWNSEND S.; KASSENS, SANDRA M.; LUCERO, ERIC J.; ZAXUS, RISANA B.
Cc: SMITH, GREGORY T.; GURULE, GERALDINE A.; MARTINEZ, LISA D.
Subject: BOA

Hello all,

Just a reminder, final comments are due this Monday, July 11th, 2016. I've attached the new DRT comment form with case information filled out for your convenience.

Dan Esquibel
Ext: 6587

BOARD OF ADJUSTMENT MEETING AUGUST 2, 2014

Development Review Team

Comment Form

Date: 7/7/16

From: Risana "RB" Zaxus, City Engineer for Land Use

Dept/Div: Land Use, Technical Review Division

Case: Case #2016-53. 1549 S. St. Francis Drive Special Use Permit.

Case Mgr: Dan Esquibel

Review by this division/department has determined that this application will meet applicable standards if the following are met:

Conditions of Approval :	Must be completed by:
1 (none)	
2	
3	
4	

Technical Corrections*:	Must be completed by:
1 (none)	
2	
3	
4	

*Must made prior to recording and/or permit issuance

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]

Explanation of Conditions or Corrections (if needed):

Development Review Team

Comment Form

Date: 7/18/16

To: Dan Esquibel, Land Use Planner, Senior

From: Sandra Kassens, Engineer Assistant, DRT Staff

Dept/Div: Public Works Dept. / Engineering Division, Traffic Engineering

Case: **2016-53 - 1549 S. St. Francis Drive Special Use Permit.**

Case Mgr: Dan Esquibel

Review by this division/department of submittals received on July 11, 2016 has determined that this application meets applicable standards and that we have no additional conditions of approval.

Feel free to contact me at 955-6697 should you have any questions. Thank you.

Development Review Team

Comment Form

Date: 7/11/16

From: Reynaldo Gonzales, Fire Marshal

Dept/Div: Fire Department

Case: Case #2016-53. 1549 S. St. Francis Drive Special Use Permit.

Case Mgr: Dan Esquibel

Review by this division/department has determined that this application will meet applicable standards if the following are met:

Conditions of Approval :	Must be completed by:
1 None	

Technical Corrections*:	Must be completed by:
1 None	

*Must made prior to recording and/or permit issuance

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. Modifications or additions may require the structure to come up to current code.

Explanation of Conditions or Corrections (if needed):

September 06, 2016
Board Of Adjustment
Case # 2016-53

1549 S. St. Francis Dr.
Secondary Learning Center
Special Use Permit

EXHIBIT B

Early Neighborhood Notification Meeting

EARLY NEIGHBORHOOD NOTIFICATION MEETING

Request for Staff Attendance

Project Information

Project Name: Secondary Learning Center

Address: 1549 South Saint Francis Dr. Parcel Size: 2062 sq ft.

Zoning: CI PUD Future Land Use: school

Preapplication Conference Date: 3/10/16

Detailed Project Description: Special use permit to allow school to continue application for business license

Property Owner Information

Name: Joseph Allocca

Address: 9949 W. Bell Rd Sun City AZ 85351

Phone: 623-760-8811 E-mail Address: joe@alloccarealtor.com

Applicant/Agent Information (if different from owner):

Name: Antony Berzack

Address: 1549 South Saint Francis Dr

Phone: 505-982-2240 E-mail Address: info@secondarylearningcenter.org

Agent Authorization (if applicable):

I am/We are the owner(s) and record title holder(s) of the property located at: 1549 South St. Francis Dr.

I/We authorize Antony Berzack to act as my/our agent to execute this application.

Signed: _____ Date: _____

Signed: Date:

Proposed ENN Meeting Dates:

Provide 2 options:	*Preferred Option*	*Alternative*
DATE:	3/30/16	4/7/16
TIME:	4:30 PM	~~4:30 PM~~ ~~5:30 PM~~ 4:30 PM
LOCATION:	Public Meeting Room 45 Washington Ave Santa Fe	Same ←

ENN GUIDELINES

Applicant Information

Project Name: Secondary Learning Center

Name: Berzack (Last) Antony (First) (M.I.)

Address: 1549 South St. Francis Dr (Street Address) (Suite/Unit #)

Santa Fe (City) NM (State) 87505 (ZIP Code)

Phone: ( ) E-mail Address:

Please address each of the criteria below. Each criterion is based on the Early Neighborhood Notification (ENN) guidelines for meetings, and can be found in Section 14-3.1(F)(5) SFCC 2001, as amended, of the Santa Fe City Code. A short narrative should address each criterion (if applicable) in order to facilitate discussion of the project at the ENN meeting. These guidelines should be submitted with the application for an ENN meeting to enable staff enough time to distribute to the interested parties. For additional detail about the criteria, consult the Land Development Code.

(a) EFFECT ON CHARACTER AND APPEARANCE OF THE SURROUNDING NEIGHBORHOODS ***For example: number of stories, average setbacks, mass and scale, landscaping, lighting, access to public places, open spaces and trails.***

There will be no changes to the appearance. The neighborhood will benefit by having another educational center.

(b) EFFECT ON PROTECTION OF THE PHYSICAL ENVIRONMENT ***For example: trees, open space, rivers, arroyos, floodplains, rock outcroppings, escarpments, trash generation, fire risk, hazardous materials, easements, etc.***

No planned changes to the landscaping/environment

(c) IMPACTS ON ANY PREHISTORIC, HISTORIC, ARCHAEOLOGICAL OR CULTURAL SITES OR STRUCTURES, INCLUDING ACEQUIAS AND THE HISTORIC DOWNTOWN ***For example: the project's compatibility with historic or cultural sites located on the property where the project is proposed.***

There are no prehistoric or other cultural sites in the vicinity. No construction with the potential of unearthing anything.

(d) RELATIONSHIP TO EXISTING DENSITY AND LAND USE WITHIN THE SURROUNDING AREA AND WITH LAND USES AND DENSITIES PROPOSED BY THE CITY GENERAL PLAN ***For example: how are existing City Code requirements for annexation and rezoning, the Historic Districts, and the General Plan and other policies being met.***

Normally, a school is not allowed within 300 ft. of residencies, so this is a proposed change.

(e) EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES ***For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.***

Very few parking spaces are required for the 20 students who are mostly dropped off in the morning.

(f) IMPACT ON THE ECONOMIC BASE OF SANTA FE ***For example: availability of jobs to Santa Fe residents; market impacts on local businesses; and how the project supports economic development efforts to improve living standards of neighborhoods and their businesses.***

This site will offer jobs to educators, and improve the educational options in the community.

(g) EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS ***For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.***

There will be no impact on housing choices because it is not a residential facility.

(h) EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES ***For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.***

The project contributes to the educational environment in Santa Fe.

(i) IMPACTS UPON WATER SUPPLY, AVAILABILITY AND CONSERVATION METHODS ***For example: conservation and mitigation measures; efficient use of distribution lines and resources; effect of construction or use of the project on water quality and supplies.***

There are no plans to change the use of water from the building's prior use. There are two bathrooms with no showers.

(j) EFFECT ON THE OPPORTUNITIES FOR COMMUNITY INTEGRATION AND SOCIAL BALANCE THROUGH MIXED LAND USE, PEDESTRIAN ORIENTED DESIGN, AND LINKAGES AMONG NEIGHBORHOODS AND RECREATIONAL ACTIVITY AND EMPLOYMENT CENTERS ***For example: how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers and/or pedestrian-oriented design.***

The project may encourage other pro-social businesses to move to the area.

(k) EFFECT ON SANTA FE'S URBAN FORM ***For example: how are policies of the existing City General Plan being met? Does the project promote a compact urban form through appropriate infill development? Discuss the project's effect on intra-city travel and between employment and residential centers.***

The proposal should not affect travel or the general city plan.

(l) ADDITIONAL COMMENTS (optional)

City of Santa Fe
Land Use Department
Early Neighborhood Notification
Meeting Notes

Project Name	Secondary Learning Center
Project Location	1549 South St. Francis Drive
Project Description	Special Use Permit to allow for a private school within 200 feet of a residentially zoned property.
Applicant / Owner	Secondary Learning Center
Agent	Antony Berzack
Pre-App Meeting Date	March 10, 2016
ENN Meeting Date	April 07, 2016
ENN Meeting Location	Santa Fe Public Library, Main Library, 145 Washington Avenue
Application Type	ENN
Land Use Staff	Dan Esquibel
Other Staff	
Attendance	2

Notes/Comments:
An Early Neighborhood Notification (ENN) meeting regarding the proposed Special Use Permit was held on April 7, 2016. Questions were raised about children playing within the parking lot and condominium insurance.

September 06, 2016
Board Of Adjustment
Case # 2016-53

1549 S. St. Francis Dr.
Secondary Learning Center
Special Use Permit

EXHIBIT C

Maps and Photos

ZONING
CALLE SARAGOSA
CAMINO DE MONTE REY
C1
C1
C1
C1
C1PUD
R21
R3
R29
SITE
S SAINT FRANCIS DR
LA PLACITA CIR
LA PALOMA ST
LA TUSA ST

Aerial Photo
C1PUD
SITE
R3

September 06, 2016
Board Of Adjustment
Case # 2016-53

1549 S. St. Francis Dr.
Secondary Learning Center
Special Use Permit

EXHIBIT D

Applicant Submittals

Letter of Application

4/21/16

Secondary Learning Center CRN: 03-212197-00-0

To Whom It May Concern:

This is a Letter of Application for a Special Use Permit for Secondary Learning Center to operate as a school and tutoring service in 1549 South Saint Francis Drive. The building is 1771 sq. ft. on 0.1 acres of land. The school serves to educate students in preparation for the GED, SAT, ACT, DELE, and other standardized tests administered elsewhere.

Thank you,

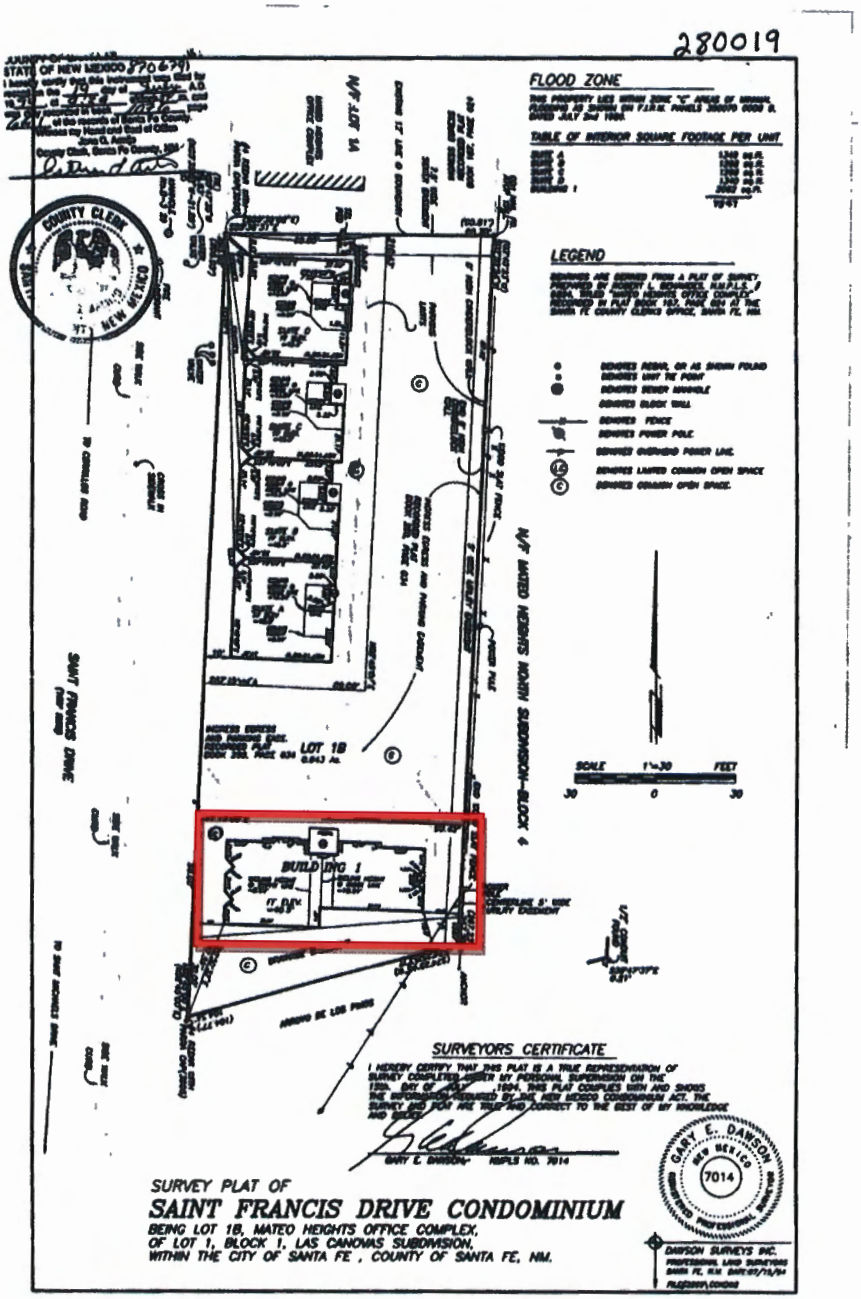
Antony Berzack

Director, Secondary Learning Center

Statement addressing approval criteria

The location of the school does not adversely affect the public interest, and the use of the school is compatible with and adaptable to the other properties in the vicinity of the school.

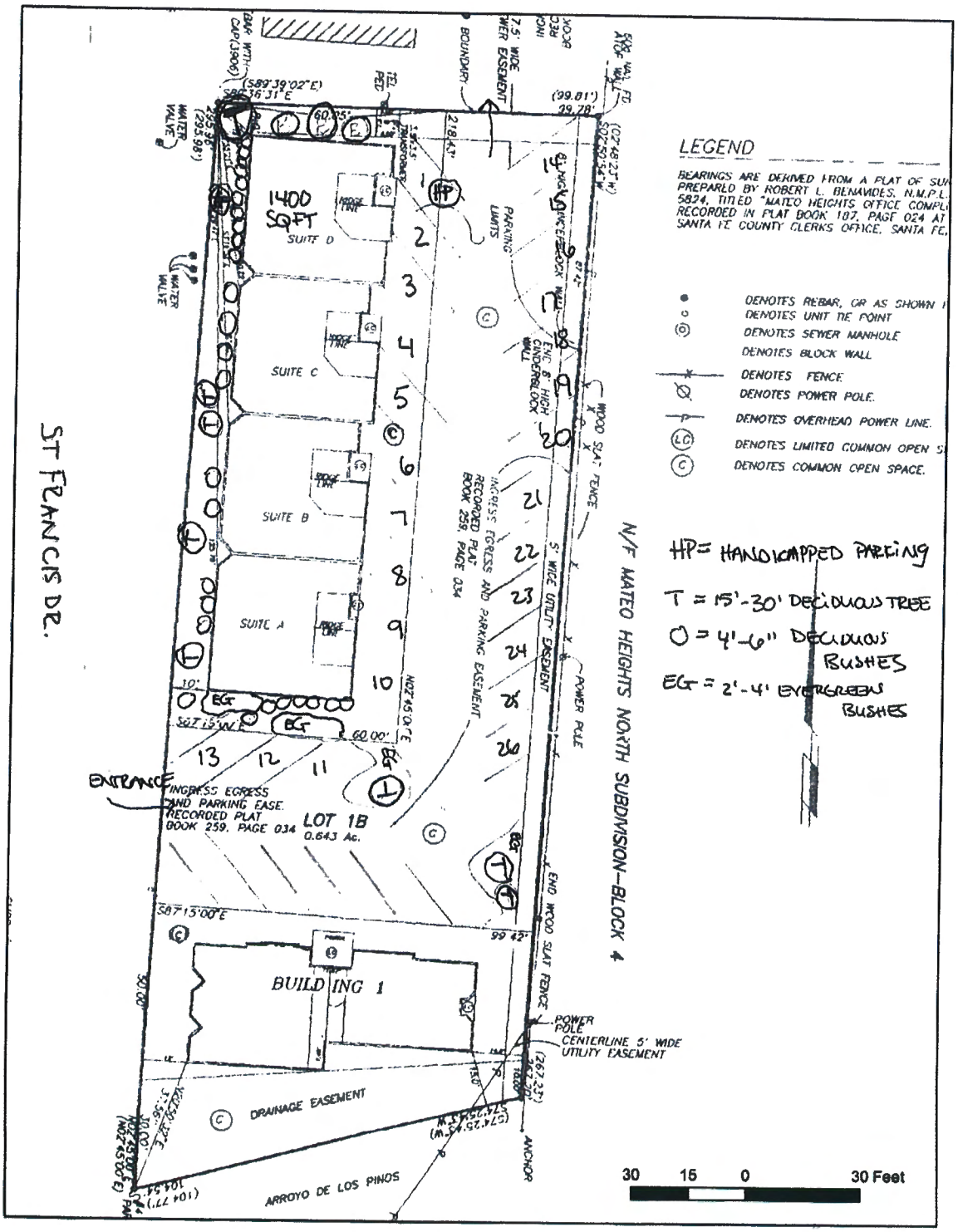
Site Plan - Platt included in physical copy. Scan of platt below.



Landscape, Parking and Lighting Plan, Signage Specifications

At the Pre-Application Meeting, it was decided this was not required.

Legal Lot of Record



SELECT SEARCH TYPE: Parcel Number ▾ **ENTER SEARCH VALUE:** 910001981 Go

PROPERTY INFORMATION

Parcel Number:	910001981
UPC:	1053097272408CS0000
Physical Address:	1549 S SAINT FRANCIS DR SANTA FE, NM 87505
Owner Name:	ALLOCCA ENTERPRISES LLC
Owner Mailing Address:	5627 W MELINDA LN GLENDALE, AZ 85308-6254
TCA (Tax Code Area):	CI-N
Section Township Range:	S35 T17N R9E
Legal Description:	COMA AREA BLDG 1 ST FRANCIS DR CONDO T17N R 9E S35
Plat Book:	280/019
Most Recent Deed:	1379381 RECORDED 5/11/05 JB
Neighborhood: (for Assessor's use only)	CITY COMMERCIAL MISC (3120001)
Assessed Value:	See Notice of Value on Document Manager Page
Property Class:	COMM

If you are the owner of the property being researched and you believe there is a significant discrepancy in any of the information being shown, please click here to complete a Property Correction Form. Submission instructions are available on the form.

Property Information (above) and parcel outlines/locations are current as of **Friday, April 1, 2016.**

Property Detail and Sketches (below) are current as of **Friday, February 5, 2016.**

LAND DETAIL

Extension	Line	Type	Square Footage	Acreage
No records found				

PRIMARY STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built	Bedrooms	Sketch (mouse over to enlarge)
No records found						

ADDITIONAL STRUCTURES DETAIL

Extension	ID	Type	Square Footage	Year Built
C02	C	Other [GENOFF]	1771	2001

Terrain Management Plan

At the Pre-Application Meeting, it was decided this element was not required because there would be no new impact.

Traffic Impact Analysis

At the Pre-Application Meeting, it was decided this element was not required because there would be no new impact.

Archaeological Clearance

At the Pre-Application Meeting, it was decided this element was not required because there would be no new impact.

Sewage and Water Plan

At the Pre-Application Meeting, it was decided this element was not required because there would be no new impact.

Phasing Plan

At the Pre-Application Meeting, it was decided this element was not required because there would be no new impact.

4/21/16

Secondary Learning Center CRN: 03-212197-00-0

To Whom It May Concern:

This is a Letter of Application for a Special Use Permit for Secondary Learning Center to operate as a school and tutoring service in 1549 South Saint Francis Drive. The building is 1771 sq. ft. on 0.1 acres of land. The school serves to educate students in preparation for the GED, SAT, ACT, DELE, and other standardized tests administered elsewhere. The location of the school does not adversely affect the public interest, and the use of the school is compatible with and adaptable to the other properties in the vicinity of the school.

Thank you,

Antony Berzack

Director, Secondary Learning Center

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Statement addressing approval criteria
Legal Lot of Record
Site Plan
Terrain Management
Landscape
Traffic Impact Analysis
Fire Protection

Letter of Application

4/21/16
Secondary Learning Center CRN: 03-212197-00-0

To Whom It May Concern:

This is a letter of application for a special use permit for Secondary Learning Center to operate as a school and tutoring service in 1549 South Saint Francis Drive. The building is 1771 sq. ft. on 0.1 acres of land. The school has been in this building for around five years, first operating strictly as a tutoring center. In 2014 we received accreditation, and now are required to register our business as a school. Because of its location on St. Francis Dr. near residencies, a Special Use Permit is being requested. The school serves to educate students in preparation for the GED, SAT, ACT, and other standardized tests administered elsewhere.

Thank you

Antony Berzack
Director, Secondary Learning Center 501c(3)

Statement addressing approval criteria

To Whom It May Concern:

The location of the school does not adversely affect the public interest. As a non-profit educational institution, Secondary Learning Center's mission is to serve the public interest. The school is centrally located so that students and representatives can reach it in town as part of their commute. The school operates from 8:00AM - 4:00PM and has a student population of 22. The majority of students are dropped off between 8:00AM - 8:30AM, and the number of students does not adversely affect the traffic on Saint Francis Drive, nor the neighbors in the condo association. It is separated by a wall from any residences. Therefore the school has shown to be compatible with and adaptable to the other properties in the vicinity of the school.

The school does not plan on any renovations or additions to the building, nor does it plan to significantly increase its hours or number of students attending. According to the Special Use Permit Approval Criteria (Section 14-3.6(D) SFCC 1987), the school believes it would qualify for a Special Use Permit.

Thank you,

Antony Berzack
Director, Secondary Learning Center

Legal Lot of Record

The lot parcel number is 910001981. The size is 1771 square feet. The plat is titled "Mateo Heights Office Complex" and is recorded in Plat Book 187, p. 024 in the Santa Fe County Clerks Office. The school building is part of the St. Francis Drive Condominium Association. The association has four suites in addition to the school. Each suite is approximately 1400 ft., and some are subdivided into smaller office spaces. For the school building and Suites A-D there are 32 parking spaces, each 11 ft. wide and 15 ft. long.

Suite A: Allstate Insurance (office),
Suite B: Houston Properties (office)
Suite C: Eileen Mandel (office)
Suite D: Bounce Back Veterinary Rehabilitation (medical office)

Please refer to the photo included below for a top-down visual of the school (SITE) and four suites. The red line on the right hand side runs along a wall separating the condo from the neighboring residential subdivision.

S SAINT FRANCIS DR
SITE
A
B
C
D

Site Plan

The school building contains three classrooms, an office, a kitchen, and a small library.

Terrain Management

According to R.B. Zaxus, Acting Technical Review Division Directo, in the Land Use DepartmentThere is no construction and therefore no terrain management plans are required.

Landscape

Trees

Trees 1-8+

1. Austrian Black Pine -Pinus nigra
2. Flowering Crabapple- Malus spp.
3 Flowering Crabapple- Malus spp.
4 Austrian Black Pine -Pinus nigra
5 Flowering Crabapple- Malus spp.
6 Flowering Crabapple- Malus spp.
7. Golden Locust - Robinia pseudoacacia 'Frisia'
8+ The tree in the forefront of the picture is an elm (Ulmus parvifolia). It is situated in the middle of the arroyo next to a drainage tunnel. The thicket in the back is a mixture of elms and weeds/grasses.

Shrubs

Shrubs

A Red Boxwood - Buxus micriphylla japon
B Juniper - Juniperus sabina spp.
C Austrian Black Pine - Pinus nigra; trimmed monthly
D St. John's Wort - Hypericum perforatum

e KuniperJuniperus sabina spp.
f Dead unknown flower (same as i)
g Red Boxwood - Buxus micriphylla japon
h Austrian Black Pine -Pinus nigra
i Unknown flower, planted by condominium association
j Juniper - Juniperus sabina spp.

K, l, m, and n are groupings of
Lilac - Syringa vulgaris
Wild Rose- Rosa woodsii

O. Chamisa
P. Virgina Creeper

Traffic Impact Analysis

The school has its own off-ramp from St. Francis Drive.

The school's parking lot is one-way. The red-roofed buildings are Suites A-D. Beyond that to the north is a second office complex, with the offices:Meaningful Lives,

Endocrinologist Associates, Southwest Clinical Research Center, and Hamilton Group Funding, and the medical office Dental Del Sol, LLC.

Handicap Parking

There are four handicap parking spots for the five buildings.

Fire Protection

P.O. Box 909, 1761 Cerrillos Road
Santa Fe, NM 87504-0909
(505) 955-3310
FAX (505) 955-3320

City of Santa Fe Fire Department

RECORD OF FIRE INSPECTION

No. 06160

Property Name: SANTA FE SECONDARY
Building Location: 1549 S. SAINT FRANCIS
Common Name: SCHOOL
Date: 1-27-2016
Contact:
Phone: (505)
Inspected By: CORPORIAL GRIEGO
(505) 955-3317

BUILDING INFORMATION

Occupancy type: E
District: OCA
No. of floors: 1
Detector type: STANDARD
Complex type: SA
Fixed property: Y
No. of sub-floors: -
Detector power supply: BATT
Property status: OCC
Structure type: S
Number of units: 1

VIOLATIONS

- [ ] Shall repair smoke detector(s) as per the 2009 IFC.
- [x] Shall re-service fire extinguisher(s) annually as required by NFPA 10 and per the 2009 IFC.
- [x] Shall repair exit sign(s) to operate in both normal and emergency modes as per the 2009 IFC.
- [ ] Shall provide and mount approved fire extinguisher(s) in visible and accessible area(s) between 3 & 5 ft. from the finished floor as per the 2009 IFC.
- [ ] Electrical breaker panel(s) shall be properly labeled as per the 2009 IFC.
- [ ] Shall provide blank cover(s) for any missing knock-out(s) for the electrical breaker panel as per the 2009 IFC.

SHALL CLEAR EGRESS PATHWAY
SHALL PROVIDE 2'-0" CLEARANCE FROM CEILING
SHALL PROVIDE CURRENT CITY BUSINESS
LICENSE CONTACT # (505) 955-6551 / (505) 955-6695
NO OTHER VIOLATIONS NOTED AT THIS TIME

Type of Inspection:

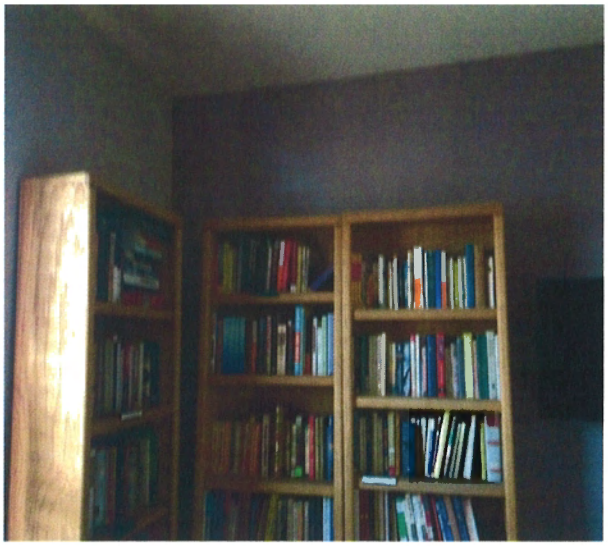
- [ ] Home Occupancy Inspection
- [ ] Kiosk
- [x] Other C/O FI
- [ ] Special Event Inspection
- [ ] Special Use Inspection
- [ ] Tent(s)/Canopy
- [ ] Vendor/Cart
- [ ] Re-inspection 10 D AT

Distribution: White: Fire Prevention Office Yellow: Addressee Office Pink: Fire Inspector

FD032.pmd-11/2011

The notes of this fire inspection, dated January 27, 2016 are:

Shall clear egress pathway, shall provide 2'0" clearance from ceiling

Shall provide current city business license.

The below pictures show that the pathway has been cleared, and the ceiling has been given clearance.