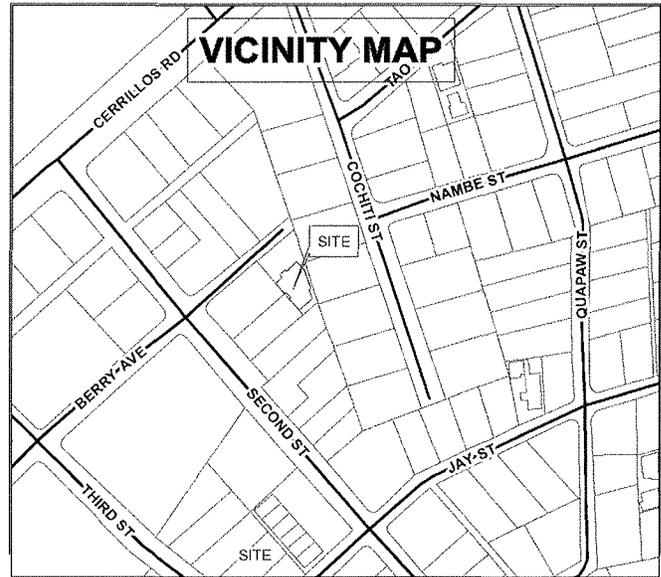




Land Use Department Planning Commission Staff Report

Case No:	2016-153
Hearing Date:	January 3, 2017
Applicant:	Saint Elizabeth Shelters
Request:	Special Use Permit/Variance
Location:	1604 Berry Avenue
Case Mgr.:	Daniel A. Esquibel
Zoning:	C-2 (General Commercial)
Overlay:	None
Pre-app. Mtg.:	October 28, 2016
ENN Mtg.:	November 30, 2016
Proposal:	Request a Special Use Permit for a Group Residential Care Facility and Variance to Lot Coverage



Case #2016-153. 1604 Berry Avenue Special Use Permit and Variance. Saint Elizabeth Shelters, Applicant, requests a Special Use Permit to construct a 403 square-foot addition with a 195 square-foot portal to be used for security screening for a Group Residential Care Facility and a Variance to Table 14-7.3-1: "Table of Dimensional Standards for Nonresidential Districts" ("Lot Coverage") to allow lot coverage of 64% where 60% is the Maximum allowed. The property is on .18 acres Parcel zoned C-2 (General Commercial). (Dan Esquibel Case Manager).

I. RECOMMENDATION

The Land Use Department recommends **APPROVAL**, subject to the recommended conditions of approval, included in Section II.

II. CONDITIONS OF APPROVAL

The following are the staff-recommended conditions of approval for this project:

#	Condition of approval	Dept/Division	Staff
1	All IFC 2009 requirements would be required to be met at the time of permitting.	Fire Marshal	Reynaldo Gonzales

III. EXECUTIVE SUMMARY

Prior to the ENN process and Agenda publication, the Applicant's lot coverage identified total lot coverage at 64.58% where 60% is the maximum. The applicant subsequently realized an error in their calculations establishing an existing lot coverage of 44.6%. With the proposed addition, the lot coverage would increase to 51.7; therefore, there is no longer a requirement for a variance to lot coverage.

The property is a .149± acre lot located at the end of Berry Avenue and is occupied by The Saint Elizabeth Shelters (Applicant). The Group Residential Care Facility was established at this location in 2009, providing emergency shelter for single women and families with children. The Applicant is requesting approval of a Special Use Permit to expand the existing two-story 3,555 square foot structure for its continued use as a Group Residential Care Facility. The request is to allow the construction of a 403 square foot addition which includes a 195 square foot portal to provide additional security space during the intake processing of families.

Existing infrastructure for the development includes both wet and dry utilities. Access to the site is off Berry Avenue. Parking was established at the time of original approval in 2009. Current parking standards require parking to be calculated at 1 space per two beds. The applicants are not requesting to increase the number of beds from the original approval. The proposed addition and use do not increase parking intensity or demand. However, a parking assessment was provided by the applicant for review. The data from the assessment identified that during the hours between 8 AM and 5 PM, onsite parking averages 4 parked vehicles, with an increase to 5 vehicles after 5 PM. The total number of parking spaces provided on site is 6.

The existing condition of the site and the nature of the improvements did not necessitate the requirement for DRT comments except for Fire and Traffic (reference Exhibit A). The Traffic Division did not submit any comments or conditions. The Fire Marshal is requiring the following:

"All IFC 2009 requirements would be required to be met at the time of permitting."

IV. EARLY NEIGHBORHOOD NOTIFICATION

An Early Neighborhood Notification (ENN) meeting regarding the proposed Special Use Permit and Variance was held on October 25, 2016 at the Genoveva Chavez Community Center. The applicant and staff were the sole attendees.

V. EXHIBITS:

EXHIBIT A: DRT

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 are 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 Planner Senior, Current Planning Division	Dan Esquibel	

January 3, 2017
Board of Adjustment
Case # 2016-153
1604 Berry Avenue
Saint Elizabeth Shelters

EXHIBIT A

DRT

City of Santa Fe, New Mexico

memo

DATE: December 21, 2016 (for January 5, 2017 Summary Committee)
TO: Daniel Esquibel, Planning and Land Use Department
VIA: John Romero, Traffic Engineering Division Director *JE*
FROM: Sandra Kassens, Traffic Engineering Division *SMK*
CASE: 1604 Berry Avenue – Special Use Permit & Variance - Case #2016-153

ISSUE:

Saint Elizabeth Shelters, the Applicant, requests a Special Use Permit to construct a 403 square-foot addition with a 195 square-foot portal to be used for security screening for a Group Residential Care Facility. In addition, the applicant requests a Variance to Table 14-7.3-1: "Table of Dimensional Standards for Nonresidential Districts" ("Lot Coverage") to allow lot coverage of 64% where 60% is the maximum allowed. The property is located at 1604 Berry Avenue, contains 0.18 acres, and is zoned C-2 (General Commercial).

RECOMMENDED ACTION:

Review comments are based on submittals received on December 20, 2016.

TRAFFIC REVIEW COMMENTS:

The Public Works Department (PWD) has reviewed this application for a Special Use Permit. A traffic study was not required by the PWD because the proposed 400 square-foot addition will not increase the intensity of use of this property. There will be no increase in residents or employees, and therefore the improvements will not impact the public roadway network. We have no conditions of approval, or technical correction requirements for this application.

CONDITIONS OF APPROVAL:

1	NONE	MUST BE COMPLETED BY:	N.A.
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TECHNICAL CORRECTIONS:

1	NONE	MUST BE COMPLETED BY:	N.A.
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If you have any questions or need any more information, feel free to contact me at 955-6697. Thank you.

Development Review Team

Comment Form

Date: November 16, 2016

Staff person: Fire Marshal Reynaldo Gonzales

Dept/Div: Fire



Case: **Case #2016-153.** **1604 Berry Avenue Special Use Permit and Variance.** Saint Elizabeth Shelters Applicant, requests a Special Use Permit to construct a 403 square-foot addition with 195 square-foot portal to be used for security screening for a Group Residential Care Facility and a Variance to Table 14-7.3-1: "*Table of Dimensional Standards for Nonresidential Districts*" ("*Lot Coverage*") to allow lot coverage of 64% where 60% is the Maximum allowed. The property is on .18 acres Parcel zoned C-2 (General Commercial). (Dan Esquibel Case Manager).

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:

1None	
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Technical Corrections*:

Must be completed by:

1 None	
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*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. I do not have enough information to comment on what fire code requirements may or may not be required at this time.
2. All IFC 2009 requirements would be required to be met at the time of permitting.

Explanation of Conditions or Corrections (if needed):

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Saint Elizabeth Shelters

EXHIBIT B

Early neighborhood Notification



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

<i>Project Name</i>	Saint Elizabeth Shelters
<i>Project Location</i>	1604 Berry Avenue
<i>Project Description</i>	Special Use Permit to construct a 403 square foot addition with 195 square foot portal to be used for security screening for a Group Residential Care Facility on .18 acres and a variance to allow lot coverage of 64% where 60% is the maximum allowed.
<i>Applicant / Owner</i>	Elizabeth Shelters
<i>Agent</i>	JenkinsGaven
<i>Pre-App Meeting Date</i>	October 28, 2016
<i>ENN Meeting Date</i>	November 30, 2016
<i>ENN Meeting Location</i>	Santa Fe Sage Inn
<i>Application Type</i>	Special Use Permit and Variance
<i>Land Use Staff</i>	Dan Esquibel
<i>Other Staff</i>	
<i>Attendance</i>	Applicant and Staff only

Notes/Comments:

There were no concerns raised.



Submit by Email

Print Form

Early Neighborhood Notification (ENN) Guidelines

Section 14-3.1(F)(5) SFCC 1987, as Amended

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 1987, 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 each criterion, 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, architectural style, landscaping, lighting, access to public places, open spaces and trails. (Ord. No. 2008-29 § 3)*

Our proposal is to construct a small (403 square foot) front lobby and a small (202.5 square foot) fenced play area for that will be an addition to our current facility. The addition will be one story off of the front of the building in the same color and design as the existing building, the play area will have a flower box around the outside and a 6'9" coyote style fence surrounding it. The addition will be on a property line with a zero set back in existence and that zero set back will be extended. There will be additional security lighting and cameras added to the front of the building to ensure safety for guests, staff and community.

(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.*

Our intention with this project is to create a modest amount of open space in our development. This would come from taking out old, broken flagstone and putting in a open, uncovered play area. Additionally we would add planter boxes to improve vegetation and esthetics. We do not abut rivers, arroyos, or floodplains. Additionally we would remove some old rusted scrap metal objects that have been left from some previous incarnation of the property.

(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.*

We are not designated as a Prehistoric, Historic, Archaeological, or cultural site. We are not in a Historic Downtown area. We do not have any Acequias on/through our land.

(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.*

We will be applying for a variance to the lot coverage.

(e) EFFECTS UPON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR TEH 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.*

Our parking would be redesigned, however, the data that we have compiled can be used to demonstrate that we have sufficient parking for our population. We will not be adding any more shelter space so we will not be increasing the need for parking.

(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.*

Our intention in this remodel is to continue improving the quality of the case management service that we provide and support our guests in transitioning from homelessness into stability in our community. In this manner we are always working toward increasing the base of viably employable adults in the community and connecting the children passing through our program with the best possible resources in our 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. (Ord. No. 2005-30(A) § 4)

We will not be creating affordable housing with this project, however, we will be serving as a conduit to connect our guests to the affordable housing programs that will best fit their individual needs.

(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.*

We do not anticipate any change in our contact with public services.

(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.*

The only change that I can anticipate is that we will water the planter boxes.

(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.*

As we provide better and more focused services with greater security we will offer the best possible services we will support our guest achieving higher and higher levels of function which will pave the way for them to reintegrate into the larger community.

(k) EFFECT UPON 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? The project's effect on intra-city travel; and between employment and residential centers.*

This project will not affect Santa Fe's urban form.

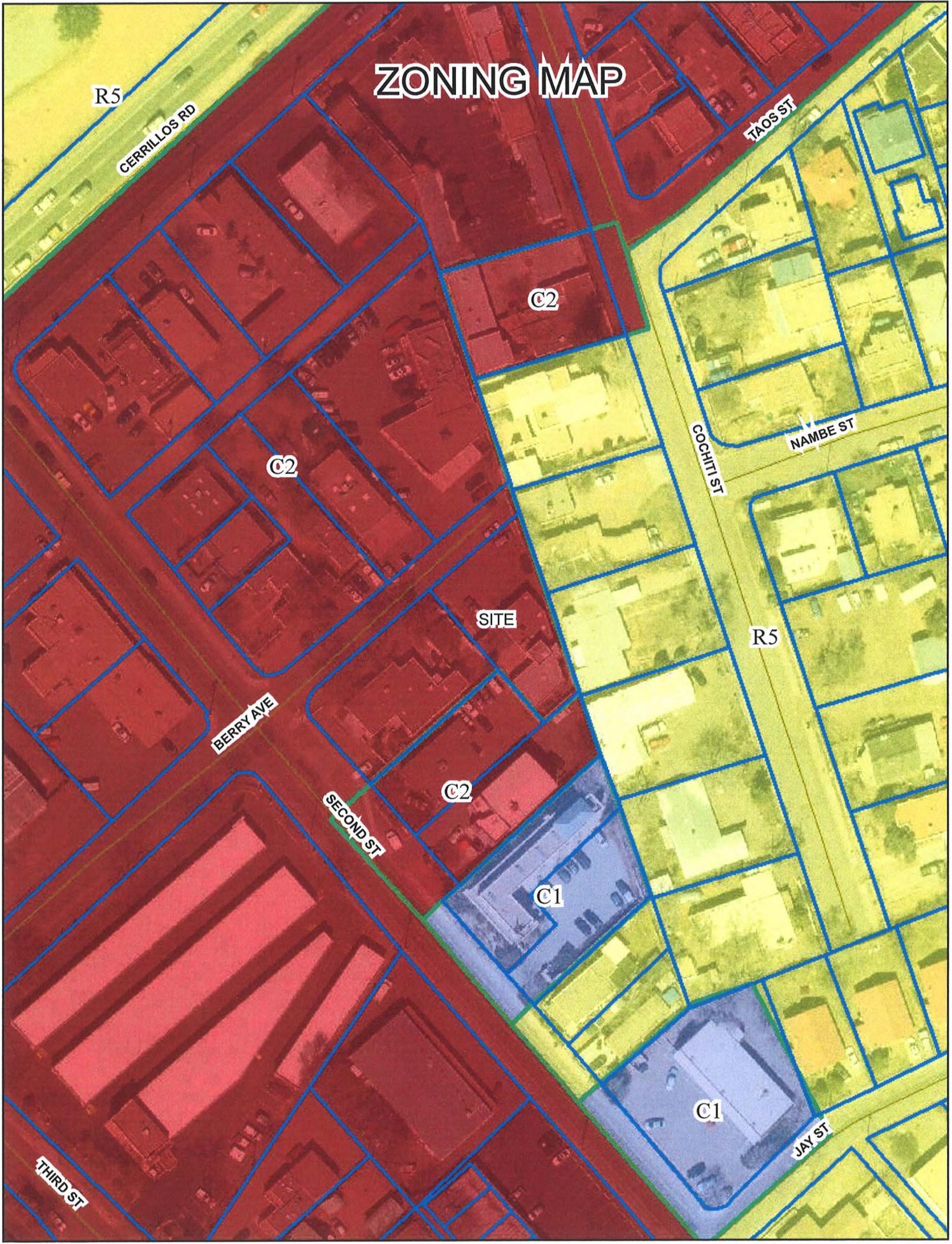
ADDITIONAL COMMENTS (Optional)

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EXHIBIT C

Maps and Photos

ZONING MAP



Aerial Photo

BERRY AVE

R5

C2

SITE

C2



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1604 Berry Avenue
Saint Elizabeth Shelters

EXHIBIT D

Applicant Submittals



JENKINSGAVIN
LAND USE | PROJECT MANAGEMENT

December 12, 2016

Greg Smith, Division Director
Current Planning Department
City of Santa Fe
200 Lincoln Ave.
Santa Fe, NM 87501

**RE: Casa Familia
Special Use Permit Application**

Dear Greg:

This letter is submitted on behalf of Casa Familia in application for a Special Use Permit for consideration by the Board of Adjustment at their meeting of January 3, 2017. The ±0.149-acre subject property is located at 1604 Berry Avenue and is zoned C-2.

Casa Familia is planning a 531-s.f. addition and interior remodel to their existing building to accommodate new staff offices, an improved entry and waiting area, a new portal, and an outdoor children's play area. Casa Familia is St. Elizabeth's dedicated emergency shelter for single women and families with children. The Casa Familia staff works closely with women and families to help them restructure their lives and build brighter futures. Residents at Casa Familia participate in life-skill training programs, case management, and group exercises. The facility consists of eight private family suites, two dormitory spaces, a kitchen, dining room, outdoor patio, and common areas, with the capability to house over 30 residents. No additional beds are proposed with this application.

Special Use Permit

Per SFCC Table 14-6.1-1, "Table of Permitted Uses," the shelter is designated a Human Services Establishment. As the property is within 200 feet of residential zoning, a Special Use Permit is required for continued operation of the facility. The use of the facility is compatible with the adjacent residential uses to the east, as well as with the commercial uses in the surrounding neighborhood. Outlined below are our responses to the Special Use Permit approval criteria from Santa Fe Land Development Code §14-3.6(D)(1)(b) and §14-3.6(D)(1)(c).

§14-3.6(D)(1)(b) That granting the special use permit does not adversely affect the public interest.

Granting the Special Use Permit to Casa Familia will not adversely affect the public interest. The shelter has been in operation in its current location since 2009 and provides a valuable service to the public. The proposed modifications will not intensify the use, as they will not affect the shelter's resident capacity. Rather, the improvements in the office space and reception area will serve to

better accommodate the needs of staff as well as to provide an improved intake and waiting area for clients.

§14-3.6(D)(1)(c) 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.

The surrounding neighborhood is comprised of a mix of residential, office, and commercial uses. As a shelter for women, children, and families in need, Casa Familia is compatible with the adjacent residential uses to the east as well as the commercial uses to the west and south, in essence providing a bridge between the two types of uses. The building is a former house that was converted to a shelter, thus blending with nearby homes as well as with the American Legion and automobile repair shop to the west, across Berry Avenue.

Access and Parking

The property is accessed from Berry Avenue, which is a dead end road. City staff determined that parking needs could be addressed through a “Special Parking Assessment,” which is attached to this application. Per the attached plans, the facility will be served by six parking spaces, including a van-accessible ADA space. Six bicycle parking spaces will be provided in accordance with City Code requirements.

Lot Coverage and Setbacks

Per SFCC Table 14-7.3-1, “Table of Dimensional Standards for Nonresidential Districts,” the required and proposed setbacks are as follows:

Street: Required – 15’. Proposed – 18’.

Sides: Required – 0’. Proposed – 0’.

Rear: Required – Not less than 25 feet or 20% of the lot depth. The existing rear setback is 0’. No construction is proposed on the rear of the lot.

The current lot coverage is 45.2%. After the addition, the lot coverage will be 51.7%, which is below the maximum allowable C-2 lot coverage of 60%. Please refer to the attached plans for more detailed information.

Open Space

The property currently contains no qualifying open space that meets the requirements of SFCC §14-7.5(D). The addition will accommodate an improved office and a waiting area, which will not intensify the use of the property. Thus, the open space requirements do not apply. Moreover, the addition of the 210-s.f. outdoor children’s play area will decrease the existing nonconformity by creating usable open space for residents.