



Agenda

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BOARD OF ADJUSTMENT
Tuesday, September 6, 2016 at 6:00 P.M.
200 Lincoln Ave. Santa Fe NM
City Council Conference Room

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. APPROVAL OF MINUTES: Minutes of August 2, 2016**
- E. FINDINGS/CONCLUSIONS: Case #2016-71. 27698 W. Frontage Road Special Use Permit and Variance.**
- F. NEW BUSINESS**

- 1. Case #2016-53. 1549 S. St. Francis Drive Special Use Permit. Secondary Learning Center, applicant, requests a Special Use Permit for a school use on 0.64+/- acres. The property is zoned C-1 PUD (General Office/Planned Unit Development). (Dan Esquibel, Case Manager)**

- G. STAFF COMMUNICATIONS**
- H. MATTERS FROM THE COMMISSION**
- I. ADJOURNMENT**

NOTES:

New Mexico law requires the following administrative procedures be followed by zoning boards conducting "quasi-judicial" hearings. In "quasi-judicial" hearing before zoning boards, all witnesses must be sworn in, under oath, prior to testimony and will be subject to cross-examination. Witnesses have the right to have an attorney present at the hearing. The zoning board will, in its discretion, grant or deny requests to postpone hearings. Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

**SUMMARY INDEX
CITY OF SANTA FÉ
BOARD OF ADJUSTMENT
September 6, 2016**

| ITEM | ACTION | PAGES |
|--|--------------------------|--------------|
| A. ROLL CALL | Quorum | 1 |
| B. PLEDGE OF ALLEGIANCE | Recited | 1 |
| C. APPROVAL OF AGENDA | Approved as presented | 1 |
| D. APPROVAL OF MINUTES - August 2, 2016 | Approved as presented | 1 |
| E. FINDINGS/CONCLUSIONS 1. Case #2016-71, 27698 W. Frontage Road | Approved as presented | 2 |
| F. NEW BUSINESS 1. <u>Case #2016-53</u> 1549 S. St. Francis Drive Special Use Permit and Variance | Approved with conditions | 2-6 |
| G. STAFF COMMUNICATIONS | Discussion | 6 |
| H. MATTERS FROM THE COMMISSION | None | 6 |
| I. ADJOURNMENT | Adjourned at 6:33 p.m. | 7 |

BOARD OF ADJUSTMENT
Tuesday, September 6, 2016 at 6:00 P.M.
200 Lincoln Ave. Santa Fe NM
City Council Conference Room

CALL TO ORDER

A regular meeting of the City of Santa Fe Board of Adjustment was called to order by Gary Friedman, Chair, at approximately 6:00 p.m., on Tuesday, September 6, 2016, in the City Council Chambers, 200 Lincoln Avenue, Santa Fe, New Mexico.

A. ROLL CALL

Members Present

Gary Friedman, Chair
Coleen Dearing
Patricia Hawkins
Donna Reynolds
Daniel H. Werwath

Members Excused

Rachel L. Winston, Vice-Chair [recused herself]
Douglas Maahs

Others Present

Dan Esquibel, Staff Liaison
Lisa Martinez, Land Use Director
Zachary Shandler, Assistant City Attorney
Carl Boaz, Stenographer

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. APPROVAL OF AGENDA

Member Werwath moved to approve the agenda as presented. Member Dearing seconded the motion and it passed by unanimous voice vote.

D. APPROVAL OF MINUTES: Minutes of August 2, 2016

Member Dearing moved to approve the minutes of August 2, 2016 as presented. Member Hawkins seconded the motion and it passed by unanimous voice vote.

E. FINDINGS/CONCLUSIONS: Case #2016-71, 27698 W. Frontage Road Special Use Permit and Variance.

[A copy of the Findings/Conclusions for Case #2016-71 are attached to these minutes as Exhibit 1.]

Member Hawkins moved to approve the Findings of Fact and Conclusions of Law for Case #2016-71 as presented. Member Dearing seconded the motion and it passed by unanimous voice vote.

F. NEW BUSINESS

- A. Case #2016-53, 1549 S. St. Francis Drive Special Use Permit.** Secondary Learning Center, applicant, requests a Special Use Permit for a school use on 0.64+/- acres. The property is zoned C-1 PUD (General Office/Planned Unit Development). (Dan Esquibel, Case Manager)

Staff Report

Mr. Esquibel presented the staff report for this case. A copy of the Staff Report for Case #2016-53 is attached to these minutes as Exhibit 2. Mr. Esquibel noted the new format for the staff report and requested feedback on its usefulness and clarity.

Mr. Esquibel said this is a school that originally started as a business for tutoring kids and in 2014, became an accredited school. He clarified that in the City's inspection system, they have only so many staff and can't get to all businesses. When they become a school, the State is supposed to inspect but the City has been doing them and in a sweep, found that many had no licenses, including this school so the school, and all schools in a C-1 zone, are required to secure a Special Use Permit which triggers a public hearing. They are still required to get a business license and meet all fire requirements associated with the school and the other conditions by DRT members. The school met all of Mr. Esquibel's requirements.

Recently, they had a previous case in this same PUD for a veterinary clinic where they did therapy for animals and it is in the same vicinity in the building at the far end.

Staff recommended approval, subject to the conditions listed and technical requirements. The maximum enrollment for the school is 23 students and student parking limited to two spaces. Typically, the City limit student population with the request of the application and here, because of limited parking for to be shared among all businesses, and students can drive in 11th and 12 grades, he wanted to make the special use permit would be fair to the other businesses in that area. Only one student drives now. Some are dropped off for physical fitness and a van that picks them up and brings them back to the school and picks up the other half. Then at end of the day, parents pick up all of them at the school location. He thought this was a reasonable solution.

Questions to Staff

Member Dearing was unsure. Her experience with juniors and seniors is that they all drive and was surprised that two spaces would be adequate for 23 students.

Mr. Esquibel explained this school is for 6-12 grades.

Member Dearing thought it appeared in the application that they were preparing kids for the ACT. That was where she got lost in it and couldn't figure out how two parking spaces could work for them.

Chair Friedman said it looked like there are 44 parking spaces there.

Mr. Esquibel said there are 34 spaces for building 1 and building 2 to accommodate the veterinary clinic, the attorney's office, etc. and those would continue to be used. The school is in building 1.

Chair Friedman asked if the special use applied to all of the area or just to building 1.

Mr. Esquibel said it is just for Building 1. He explained that the building can handle 49 people (students and staff) in Building 1 but they have limits with the current configuration for fire protection. The doors are not panic bar doors. Until they are able to fix all the anomalies, the fire marshal has limited to occupancy of 49.

Chair Friedman asked how this got to a 23-student limit.

Mr. Esquibel said that was the number they brought to the table and if they go beyond that, we need to re-evaluate the parking consideration and fire issues and know how large and what impact it would be to other businesses.

Chair Friedman asked if once they addressed those conditions if they could go up to 49 students.

Mr. Esquibel agreed but said the Board could allow 49 or 23 as suggested by Staff.

Chair Friedman figured that since only two students could park there, they would need to reconsider the parking situation.

Mr. Esquibel explained that the primary reason for the limit is that is what they had when they applied. It is very similar to the School for the Arts where they provided a number and the Board capped it at that.

Chair Friedman understood that if it is to increase beyond that, they have to come back.

Member Werwath said they needed to deal with the situation at hand on its own.

Mr. Esquibel said this has a maximum of 49 according to the fire marshal and ranges from elementary through high school and shares the parking lot with other businesses. It needs to be in harmony with what is there and we didn't want pick up/drop off to impact too much for the other uses in the PUD. The 23

students are within what the driveway can handle but they didn't go in front of the other neighbors to address 49 students and that impact. At the ENN, there was concern about condo insurance policy not covering a school and they would have to reevaluate the policy and it is private issue with the condo association. That person didn't like the idea of students playing in the parking lot and the applicant has addressed that.

Chair Friedman asked if there were designated spaces.

Mr. Esquibel didn't think so.

Member Dearing asked if the load of 49 includes teachers and administration staff.

Mr. Esquibel agreed. They could ask the applicant about teachers' parking needs.

Applicant's Presentation

Present and sworn, was Mr. Antony Berzack, 1549 South St. Francis Drive, Santa Fe, who said he didn't know that they were coming with a 23 student limit. He would like to expand that to 31 and said he could explain why. Also, in general, if this is about fire inspection or impact, on neighbors and parking as big issues, he could answer those questions.

Member Dearing asked if he could answer the question about total capacity. The total capacity of students and teachers and staff is how many?

Mr. Berzack said it is 49 but they currently have 23 students from 8 a.m. to 3 p.m. along with part-time staff. So at any given time, there are only three staff, one of which would be him. They stay for two-hour periods: one with upper division students and one hour to the lower division.

Chair Friedman asked if there are contracted educators.

Mr. Berzack said there are 12 who come in for one hour per week. The maximum number of educators at any one time would be four, including himself. He added that if they need to prohibit students from driving to school, it would not be a problem.

Member Dearing said she misread the application. What they used to do is what she thought they were applying for a license to do.

Mr. Berzack offered to set whatever rules the Board required them to have. The parking lot being a good example.

Chair Friedman asked if it would be okay to prohibit any students from playing in the parking lot.

Mr. Berzack said that was okay with him and had already been taken care of.

Member Werwath asked if the Board could make that a condition.

Mr. Esquibel agreed.

Mr. Berzack said he would hate to have a neighbor come to find kids playing in front.

Mr. Esquibel noted that the neighbor was an attorney who has a business there. He had not heard from her since the ENN so he assumed the school had satisfied her concern.

Member Dearing asked if increasing the limit to 31 students would be within the guidelines.

Mr. Esquibel said the Board could accept the condition as written or modify it or eliminate it or add the Board's own condition. It is up to the Board to determine how the applicant will meet the three standards for the Special Use Permit. He was being conservative with it but said he could be overly conservative.

Chair Friedman asked if there is enough space now in the building to have 31 students or if the 31 included the adults.

Mr. Berzack said they were asking for up to 34 total. 30 is their maximum student load and although they haven't hit that number yet, he would like to keep it at that amount

Member Hawkins understood he was asking for up to 31 students plus staff. So the total use of the building would be 35 in the building that has a 49 occupancy limit.

Mr. Berzack agreed.

Member Werwath said limiting the student population is what makes the impact. That is what should be regulated.

Member Hawkins wondered if more students might mean more staff.

Member Werwath said the fire code is the standard for building occupancy. And limiting students doesn't seem to have an impact except for the drop-off traffic and it already has an occupancy of 49 to accommodate that traffic.

Mr. Esquibel said that just to get to understand it, Exhibit C has a photo of the site. There are three entry places and first one is where the school is located. The white rectangle in the photo is the school van. Continuing to the north and the break between buildings is the end of the PUD. So when you squeeze that much intensity in, it will have an impact on the adjacent businesses. They discussed how much would be too much and how much is reasonable without compromising the school or the businesses there.

Member Werwath asked if they are allowed to use the entire driveway to exit.

Mr. Esquibel agreed but parking is limited to the area shown.

Chair Friedman asked if there is a wall between the buildings.

Mr. Berzack agreed.

Public Comment

Chair Friedman opened the public hearing, noted there were no public members present, and closed the public hearing.

Mr. Esquibel clarified that 31 student maximum is okay with Staff.

Action of the Board

Member Werwath moved in Case #2016-53, Secondary Learning Center at 1549 So. St. Francis, to approve the Special Use Permit subject to staff conditions and that the student enrollment be limited to a maximum of 31 and student parking limited to two spaces. Member Dearing seconded the motion and it passed by unanimous voice vote.

Chair Friedman clarified that they are approved by the State.

Mr. Berzack agreed.

G. STAFF COMMUNICATIONS

Mr. Esquibel asked the members for their thoughts on the new format.

Chair Friedman said he liked the new format.

Ms. Martinez said they are simplifying the Staff Reports for all committees in order to provide the most critical elements on the first page. So it is experimental and they are looking for feedback on it. She asked them to let her know if they thought there is a better way to do that.

Chair Friedman thought this is easy to read and in the box is the condensed version. The recommendations are right up front to make it better and the executive summary helps. It looks good.

Ms. Martinez said they want to make it easier for the boards and committees to make good decisions.

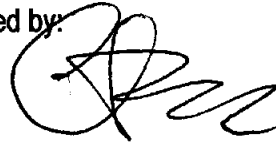
H. MATTERS FROM THE COMMISSION

There were no matters from the Board.

I. ADJOURNMENT

The meeting was adjourned at 6:33 p.m.

Approved by:



Gary Friedman, Chair

Submitted by:



Carl Boaz for Carl G. Boaz, Inc.

Board of Adjustment

September 6 , 2016

EXHIBIT 1

**City of Santa Fe
Board of Adjustment
Findings of Fact and Conclusions of Law**

Case #2016-71 – 27698 W. Frontage Road Special Use Permit and Variances
Applicant – Los Alamos National Bank and XLNT Services Corp.
Agent – Sommer, Karnes & Associates, LLP

THIS MATTER came before the Board of Adjustment (Board) for hearing on August 2, 2016 (Hearing) upon the application (Application) of Sommer, Karnes & Associates, LLP, as agent for Los Alamos Bank and XLNT Services Corp. (Applicant).

The Applicant proposes to construct a storage facility with exterior access in 15 pods, each comprised of 4 shipping containers and an office with a total of 19,840 square feet and related improvements (the Project) on 4.92± acres of land located at 27698 W. Frontage Road (Property) off Interstate 25. The Property is zoned C-2 (General Commercial).

After conducting a public hearing and having heard from staff and all interested persons, the Board hereby FINDS, as follows:

FINDINGS OF FACT

1. The Board heard reports from staff and received evidence from the Applicant and members of the public interested in the matter.
2. Pursuant to Santa Fe City Code (Code) §14-2.4(C)(2) the Board has the authority to hear and decide applications for special use permits as provided in Code §14-3.6 and Article 14-6 (Permitted Uses and Use Regulations).
3. Pursuant to Code §14-3.6(B) the Board has the authority to hear and decide applications for special use permits as authorized by Chapter 14; to decide questions that are involved in determining whether special use permits should be granted; and to grant special use permits with such conditions and safeguards as appropriate under Chapter 14; or to deny special use permits when not in harmony with the intent and purpose of Code Chapter 14.
4. Pursuant to Code §14-6.1(C) Table 14-6.1-1, entitled "Table of Permitted Uses", "Mini-Storage Units" are permitted uses in a C-2 district with a special use permit and in compliance with the use-specific regulations of Code § 14-6.2(D)(3).
5. The Property is located in a C-2 district.
6. A special use permit is required for the Project.
7. Pursuant to Code §14-3.16(A) land use boards have the authority to approve variances to the provisions of Chapter 14 as provided in §14-2 and elsewhere in Chapter 14 and in accordance with §14-3.16.
8. Pursuant to Code §14-2.4(C)(3) the Board has the authority to authorize in specific cases a variance from the terms of Chapter 14 as provided in §14-3.16.
9. Code § 14-6.2(D)(3)(b) requires submittal to the land use director of a landscape plan meeting all the requirements of § 14-8.4 prior to issuance of a construction permit.

10. Code § 14-8.4(J)(1) provides that for any project to which §14-8.4(J) applies, publicly-visible walls and fences shall be wrought iron or simulated wrought iron, wood or simulated wood, cedar pole, adobe, split-faced concrete block, stone, stuccoed or rectangular mesh wire on wooden posts in combination with vines or other climbing plant material.
11. The Applicant is proposing to utilize for screening an existing 6-foot-tall chain-link fence with metal posts (the Existing Fence) that runs for approximately 650 feet along the south property line by inserting simulated wood slats vertically through the chain-link to render it approximately 90% opaque.
12. A variance from the requirements of Code § 14-8.4(J)(1) is required for the Applicant to utilize the Existing Fence as applied for (the Variance).
13. Code Sections 14-3.1(F)(2)(a)(vii) and (viii) require an ENN for variances and for special use permits respectively.
14. Code Section 14-3.1(F)(4)-(6) establishes procedures for the ENN, including:
 - (a) Compliance with the notice requirements of Code Section 14-3.1(H) [Section 14-3.1(F)(4)];
 - (b) Timing for the ENN meeting and the principles underlying its conduct [Section 14-3.1(F)(5)]; and
 - (c) Guidelines for the conduct of the ENN meeting [Section 14-3.1(F)(6)].
15. Notice was properly given in accordance with the notice requirements of Code Section 14-3.1(H)(1)(a)-(d).
16. An ENN meeting was held at on June 6, 2016 at the South Side Library.
17. The ENN meeting was attended by the Applicant and City staff; two members of the public were in attendance.
18. Board staff provided the Board with a report dated July 25, 2016 for the August 2, 2016 Board Meeting (Staff Report) evaluating the factors relevant to the proposed special use permit and variances and recommending that the Board deny the variances and approve the special use permit, subject to the conditions set out in the Staff Report (the Conditions).
19. Code §14-3.16(B)(1) authorizes the Board to approve, approve with conditions or deny a variance based on the Application, input received at the public hearing and the approval criteria set forth in SFCC §14-3.16(C).
20. The information contained in the Staff Report and the testimony and evidence presented at the Hearing is sufficient to establish with respect to the Variance that (a) unusual physical characteristics exist that distinguish the Property from others in the vicinity that are subject to the same regulations, in that the Existing Fence modified by the addition of simulated wood slats will provide sufficient opacity to meet the intent of the Code, as there is an existing berm along the southern boundary of the Property so that the storage pods will not be visible from Interstate 25 and removing and replacing the Existing Fence with another similar fence or wall will result in unnecessary waste and disturbance to the land; (b) special circumstances make it infeasible, for reasons other than financial cost, to develop the Property in compliance with applicable standards in that the Existing Fence modified as proposed, together with the existing berm along the southern boundary of the Property will provide substantial compliance with Code requirements, conserve resources and minimize waste and disturbance to the land; (c) the intensity of development will not exceed that which is allowed on other properties in the vicinity that are subject to the same regulations, in that applicable Code requires a visual barrier to the Project, which the Application will achieve; (d) the Variance is the minimum variance that will make possible the reasonable use of the

Property, in that it modifies the Existing Fence to make it substantially Code-compliant with minimal waste and disturbance to the land; and (e) the Variance is not contrary to the public interest, in that it substantially complies with Code requirements and achieves the purpose of the regulation to screen the storage pods from off-site public view.

21. Code §14-3.6(C)(1) requires new construction in C-2 districts to achieve 205 architectural design standards points (the Points Requirement).
22. Board staff determined that the Project design achieved only 170 points and therefore did not meet the Points Requirement.
23. The Applicant requested that the Board review staff's architectural point analysis and find that the Project meets the Points Requirement or, in the alternative, grant a variance from the Points Requirement.
24. The Staff Report and evidence provided by the Applicant at the Hearing was sufficient to show that awnings extending 6 feet from identified publicly visible facades met the "Building Form" massing standard for 30 points and that the Project roof design substantially complied with the "Roofs" flat roof standard in that the roofs are not publicly visible notwithstanding the absence of parapets, for 5 additional points.
25. With the additional total 35 points identified in paragraph 18 above, the Project meets the Points Requirement, obviating the need for a variance from the Points Requirement.
26. Code §14-3.6(C) sets out the procedures to be followed prior to the grant by the Board of a special use permit, including:
 - (a) Approval of a site plan and other site development drawings necessary to demonstrate that the Project can be accomplished in conformance with applicable Code standards [§14-3.6(C)(1)];
 - (b) Submittal of an application indicating the Code section under which the special use permit is sought and stating the grounds on which it is requested [§14-3.6(C)(2)]; and
 - (c) That a special use permit is limited to the specific use and intensity granted, requiring a new or amended special use permit if the use is changed or intensified [§14-3.6(C)(3)].
27. The Applicant submitted a site plan and an application indicating the Code section under which the special use permit was being sought and stating the grounds for the request.
28. Code §14-3.6(D)(1) sets out certain findings that the Board must make to grant a special use permit, including:
 - (a) That the Board has the authority to grant a special use permit for the Project [§14-3.6(D)(1)(a)];
 - (b) That granting a special use permit for the Project does not adversely affect the public interest [§14-3.6(D)(1)(b)]; and
 - (c) That the Project is compatible with and adaptable to adjacent properties and other properties in the vicinity of the Project [§14-3.6(D)(1)(c)].
29. Code §14-3.6(D)(2) authorizes the Board to specify conditions of approval for a special use permit to accomplish the proper development of the area and to implement the policies of the general plan.
30. Based upon the analysis contained the Staff Report and the evidence provided at the Hearing, granting the special use permit for the Project will not adversely affect the public interest.
31. Based upon the analysis contained the Staff Report and the evidence provided at the Hearing, the Project is compatible with and adaptable to adjacent properties and to other properties in the vicinity of the Project.

CONCLUSIONS OF LAW

Under the circumstances and given the evidence submitted during the Hearing, the Board CONCLUDES as follows:

1. The Board has the power and authority under Code to grant the Variance and the special use permit applied for.
2. The Variance and special use permit were properly and sufficiently noticed via mail, publication, and posting of signs in accordance with Code requirements.
3. The ENN meeting complied with the requirements established under the Code.
4. The Variance complies with the approval criteria set out in Code §14-3-16(C).
5. The Applicant has met the Points Requirement and therefore no variance from the Points Requirement is required.
6. The granting of the special use permit will not adversely affect the public interest.
7. The Project is compatible with and adaptable to adjacent properties and to other properties in the vicinity of the Project.
8. The special use permit granted herewith is granted for the specific use of the Property and intensity applied for and no change of use or more intense use shall be allowed unless approved by the Board under a new or amended special use permit or as otherwise permitted by applicable Code.

WHEREFORE, IT IS ORDERED ON THE _____ OF SEPTEMBER 2016 BY THE BOARD OF ADJUSTMENT OF THE CITY OF SANTA FE:

1. That the Variance and the special use permit are approved as applied for, subject to the Conditions.
2. The special use permit granted herewith shall expire if (a) it is not exercised within three (3) years of the date these Findings of Fact and Conclusions of Law are adopted by vote of the Board, subject to any right of the Applicant under applicable Code to request an extension of such time or (b) it ceases for any reason for a period of one hundred eighty (180) days.

Gary Friedman
Chair

Date:

FILED:

Yolanda Y. Vigil
City Clerk

Date:

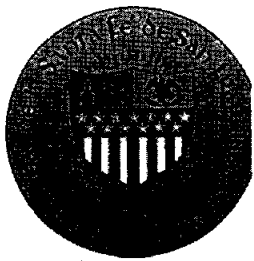
APPROVED AS TO FORM:

Kelly A. Brennan, 8/22/16
Zachary Shandler Date:
Assistant City Attorney *for*

Board of Adjustment

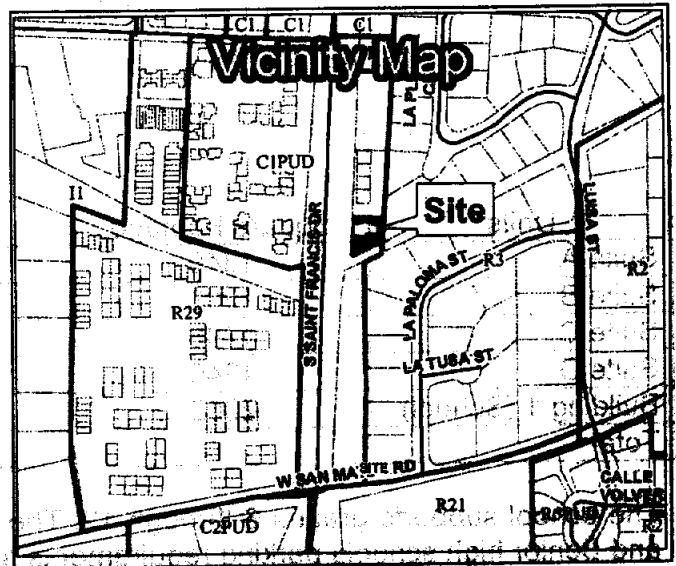
September 6 , 2016

EXHIBIT 2



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 (IFC) 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 | | |
| Suite B | 1298 | 1:350 | | |
| Suite C | 1298 | 1:350 | | |
| Suite D | 1340 | 1:200 | | 34 |
| 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 3 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 <u>use</u> 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 <u>buildings</u> 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) <u>if the use is within 200 feet of a Residential District</u> . 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

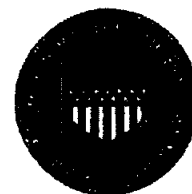
Date: 7/7/16

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 *SK*
Dept/Div: Public Works Dept. / Engineering Division, Traffic Engineering
Case: 2016-53 - 1549 S. St. Francis Drive Special Use Permit.
Case Mgr: Dan Esquibel



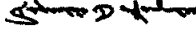
Review by this division/department of submittals received on July 11, 2016 has determined that this application meets applicable standards and that we have no additional conditions of approval.

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 PD |
| 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 Allica |
| Address: | 4949 W. Bell Rd Sun City AZ 85351 |
| Phone: | 623-760-8111 |
| E-mail Address: | joe@allica-realty.com |

| Applicant/Agent Information (if different from owner): | |
|--|----------------------------------|
| Name: | Antony Berzack |
| Address: | 1549 South Saint Francis Dr |
| Phone: | 505-982-2140 |
| 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 5:00 PM 4:30 PM |
| LOCATION: | Public Meeting Room 45 Washington Ave Santa Fe | ← Same |



ENN GUIDELINE

Applicant Information

Project Name: Secondary Learning Center
Name: Berzack Antony
Address: 1549 South St. Francis Dr
Last First M.I.
Street Address Santa Fe Suite/Unit # NH 87505
City State 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 residences, 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 mornings.

(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.

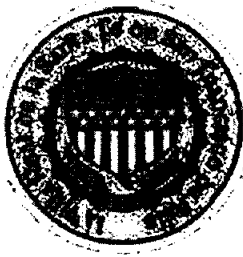
(j) EFFECT ON THE OPPORTUNITIES FOR COMMUNITY INTEGRATION AND SOCIAL BALANCE THROUGH MIXED LAND USE, PEDESTRIAN ORIENTED DESIGN, AND LINKAGES AMONG NEIGHBORHOODS AND RECREATIONAL ACTIVITY AND EMPLOYMENT CENTERS For example: how the project improves opportunities for community integration and balance 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**

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

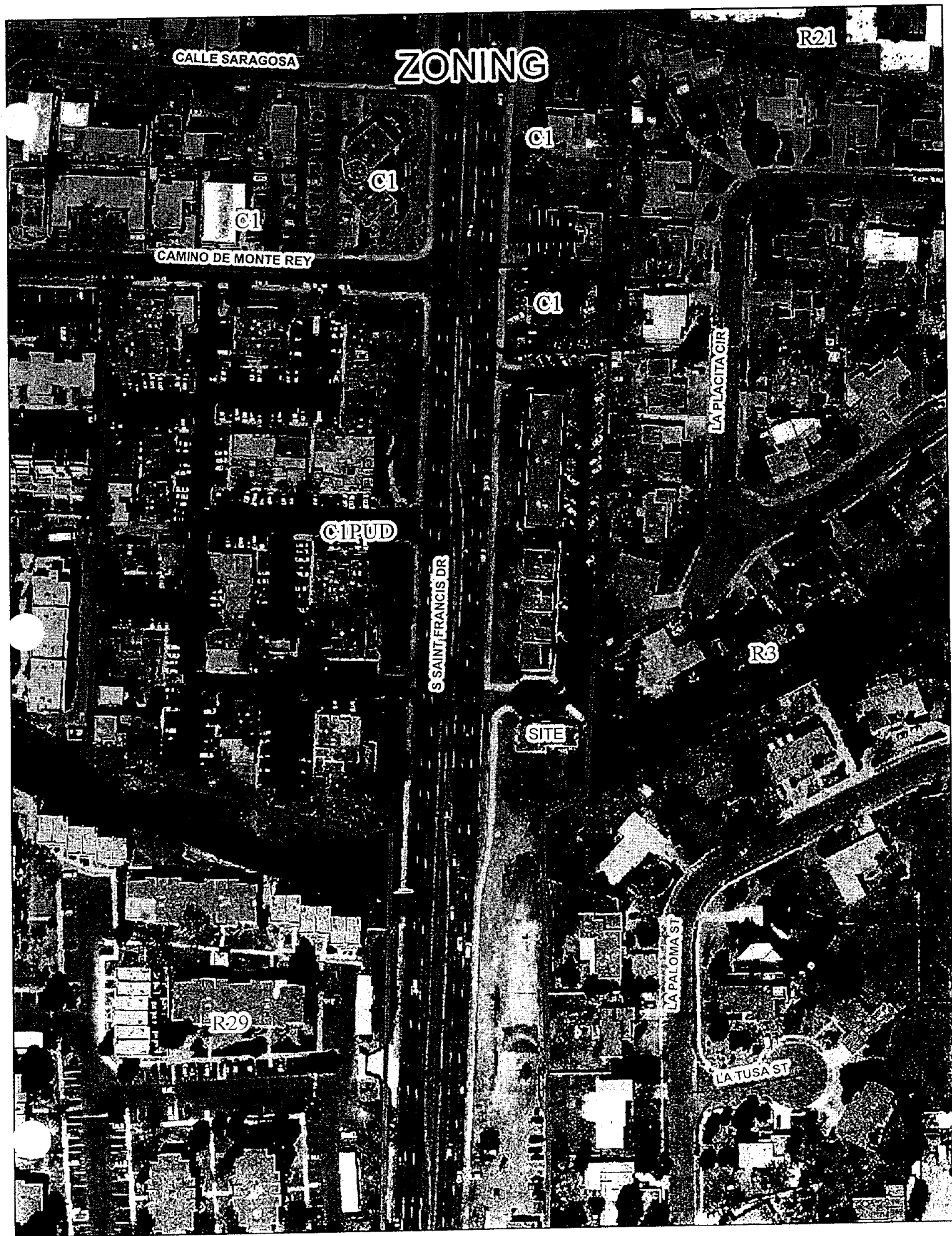
Notes/Comments:

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

R21

C1

C1

C1

CAMINO DE MONTE REY

C1

LA PLACITA CIR

CIPUD

S SAINT FRANCIS DR

R3

SITE

R29

LA PALOMA ST

LA TUSA ST

Aerial Photo

CIPUD

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,

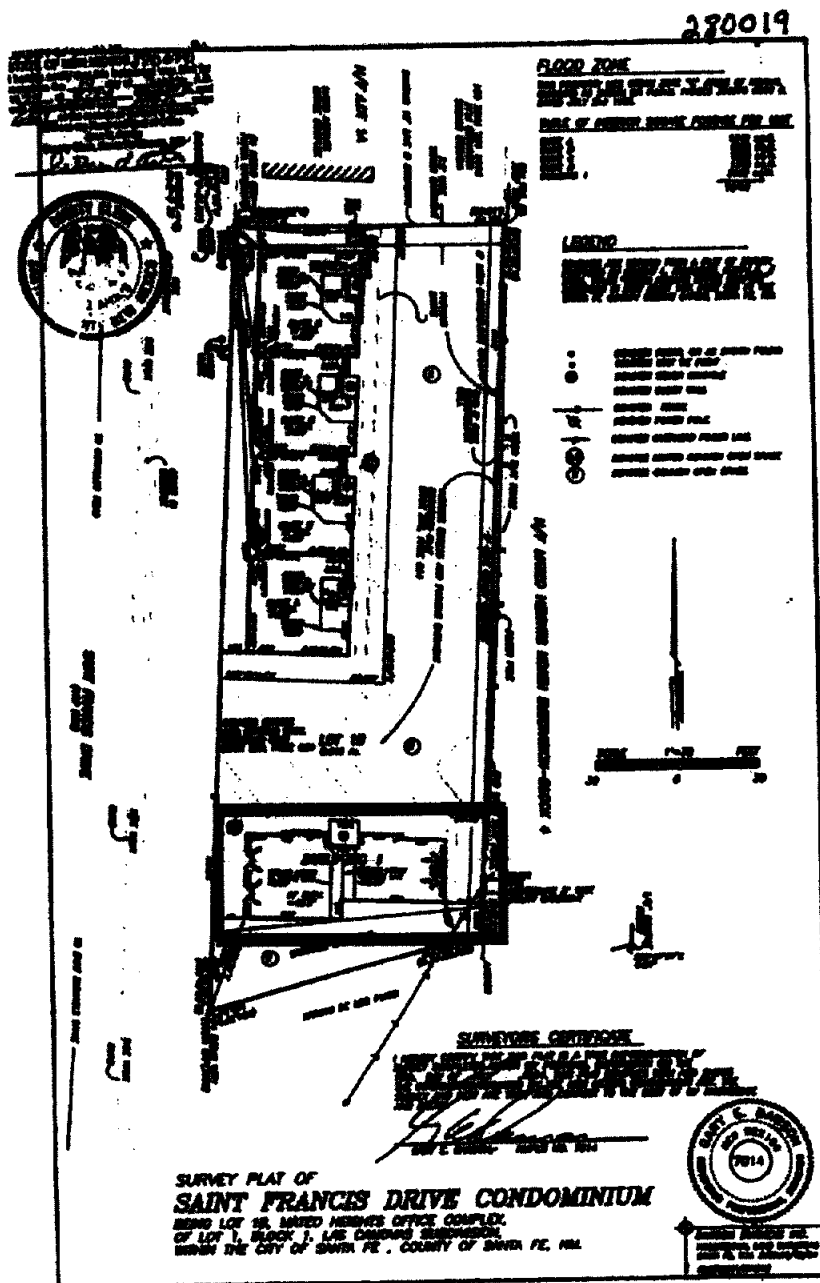
Antony Berzack

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.

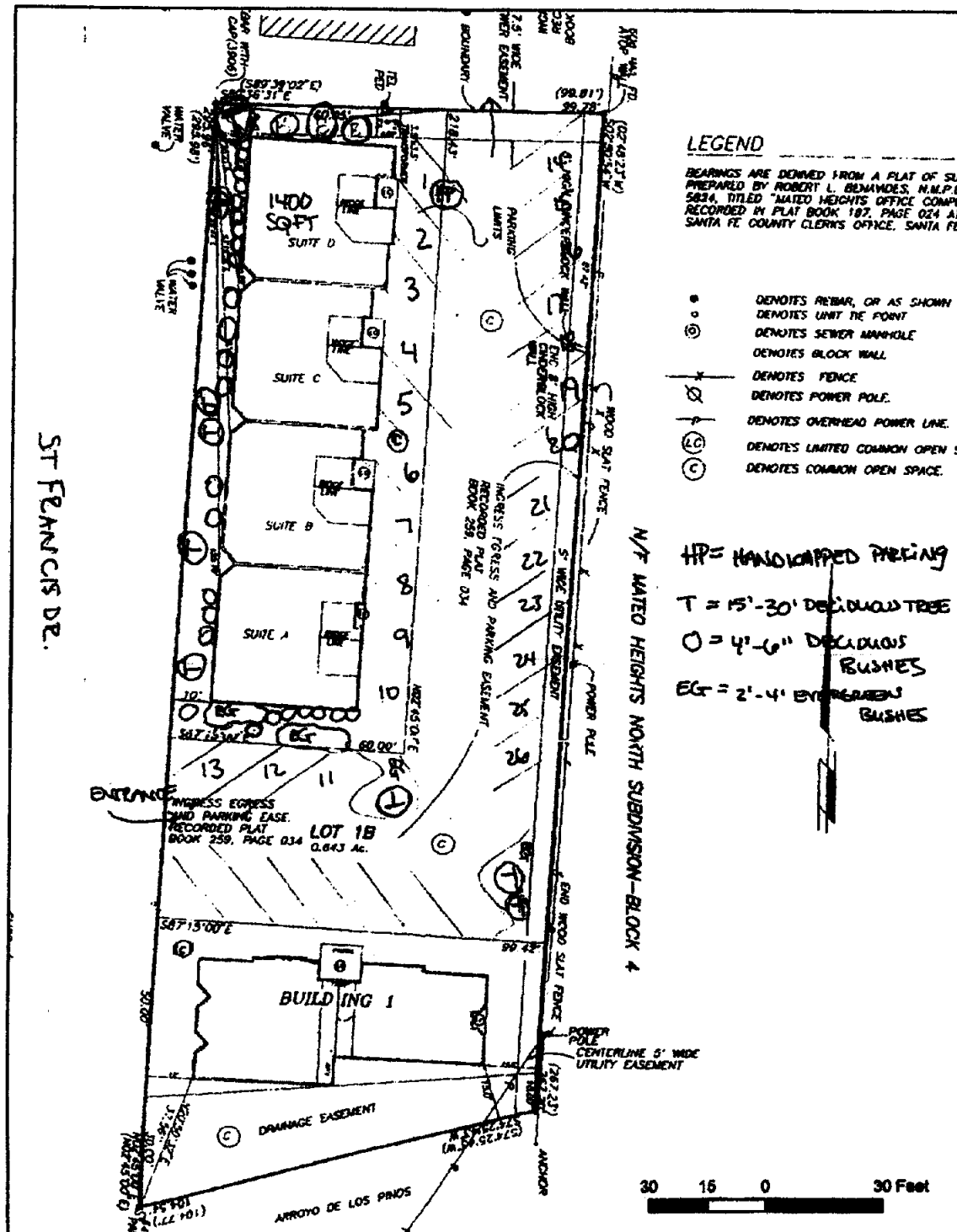
Site Plan - Platt included in physical copy. Scan of platt below.



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: 9100071981

PROPERTY INFORMATION

Parcel Number: 9100071981

Physical Address:

1640 S SAINT FRANCIS DR
SANTA FE, NM 87505

Owner Building Address:

8027 W MELINDA LN
GLENDALE, AZ 85304-0284

Section Township Range: 008 117N 10E

Tract Book:
280019

Neighborhood: (for Assessor's use only)
CITY COMMERCIAL, MISC (P128001)

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

No records found

PRIMARY STRUCTURES DETAIL

No records found

ADDITIONAL STRUCTURES DETAIL

| CD | C | Owner (person) | 1771 | 2001 |
|-----|---|----------------|------|------|
| 002 | C | Owner (person) | 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

Table of Contents- (Shift-Click the link to go to appropriate section)

[Letter of Application](#)

[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 residences, 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.

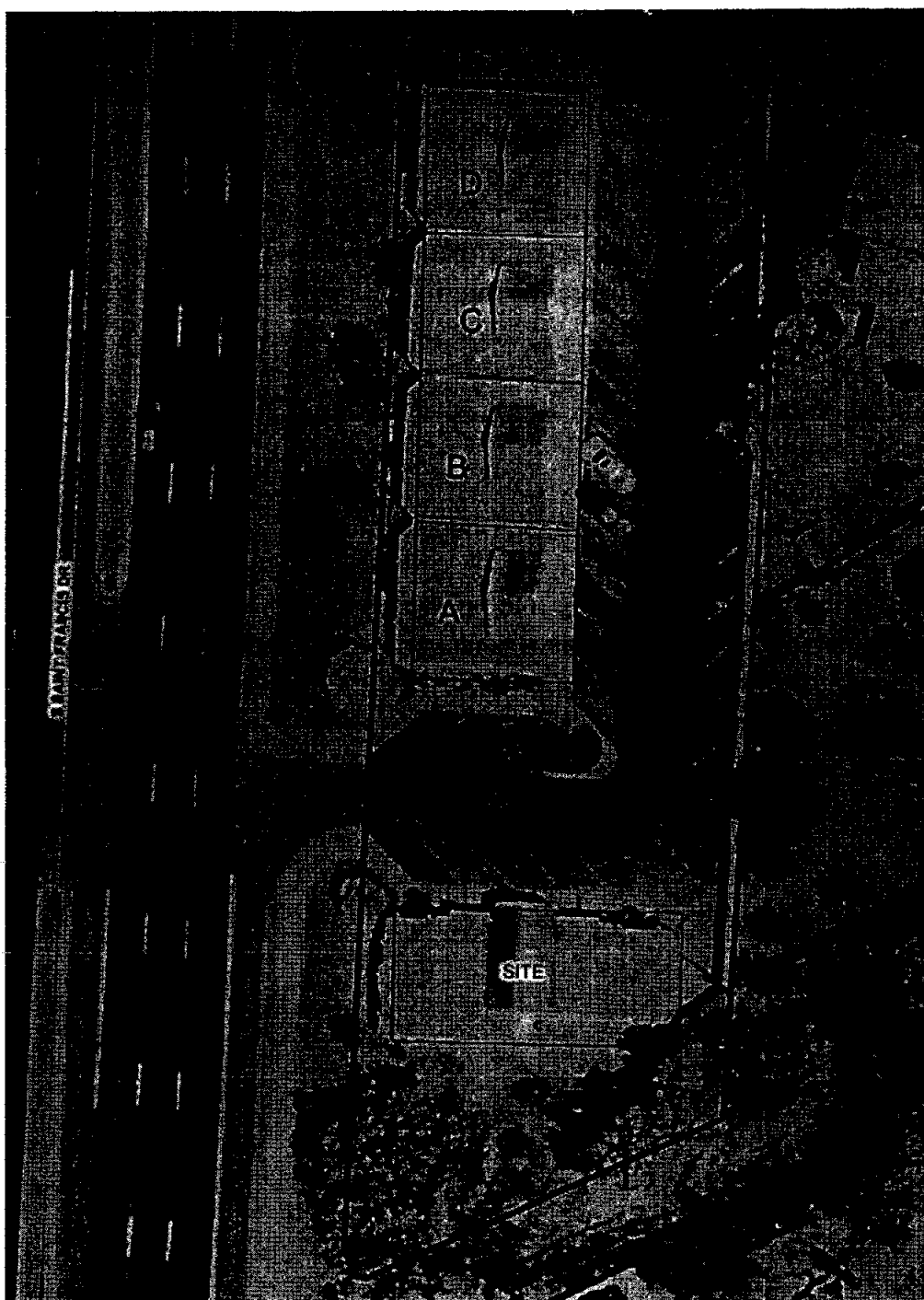
Suite A: Allstate Insurance (office),

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.



Site Plan

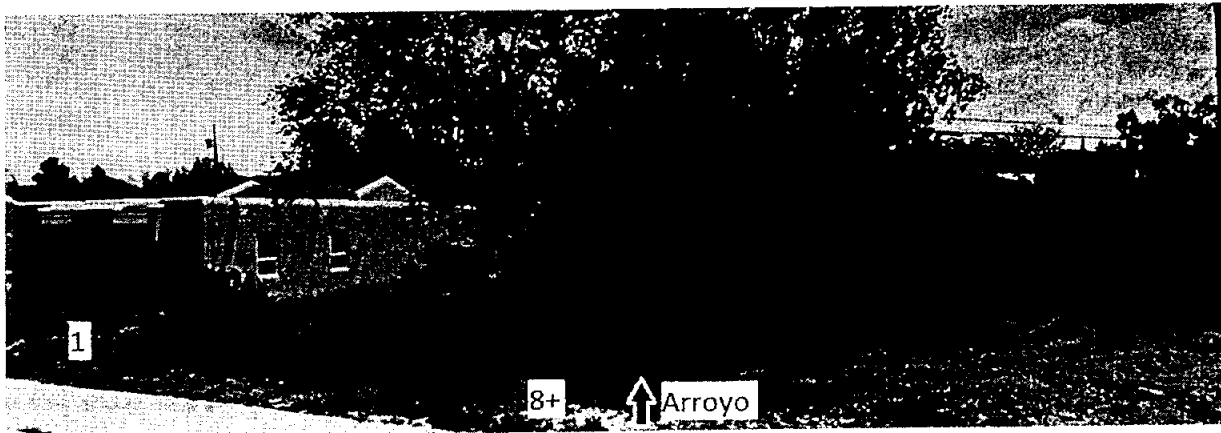
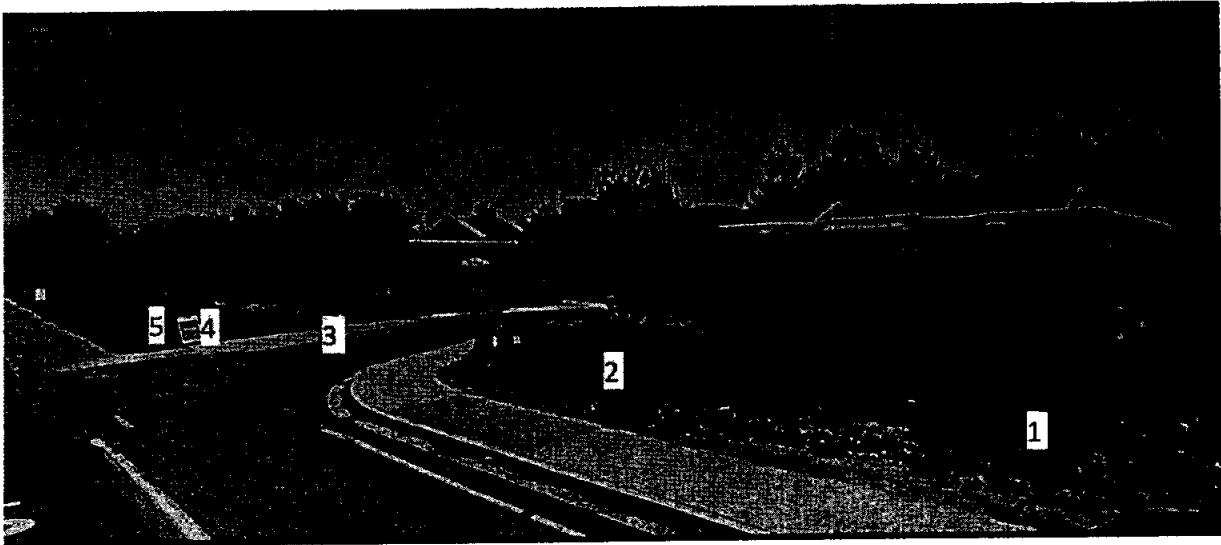
- The school building contains three classrooms, an office, a kitchen, and a small library.

Terrain Management

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

Landscape

Trees



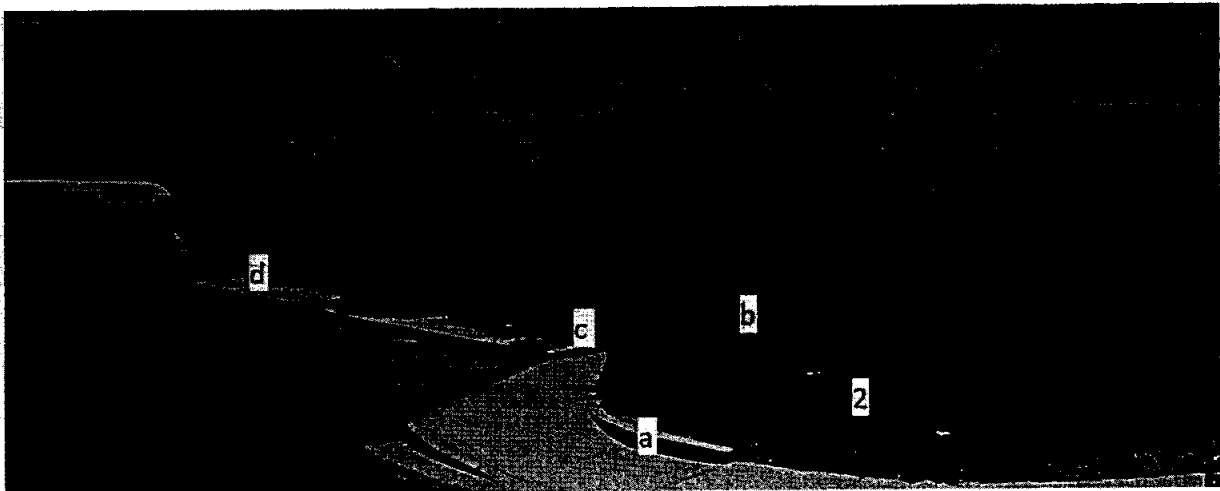
Trees 1-8+

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'

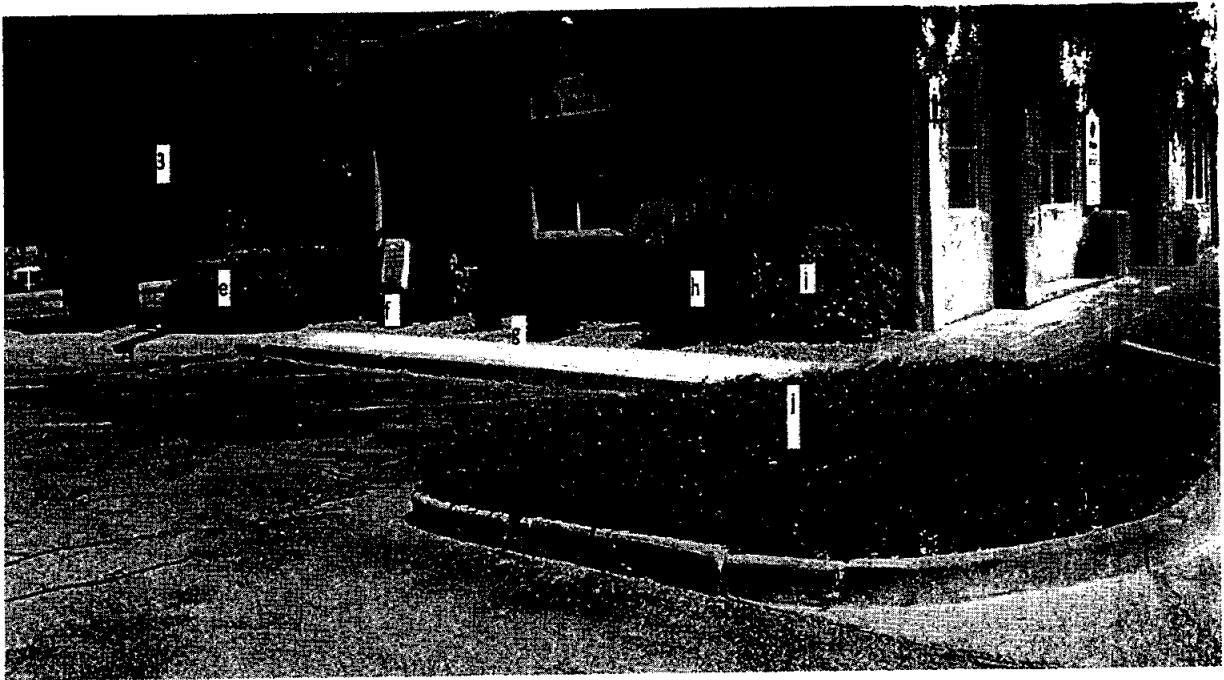
8+ The tree in the forefront of the picture is an elm (*Ulmus parvifolia*). It is situated in the middle of the arroyo next to a drainage tunnel. The thicket in the back is a mixture of elms and weeds/grasses.

Shrubs

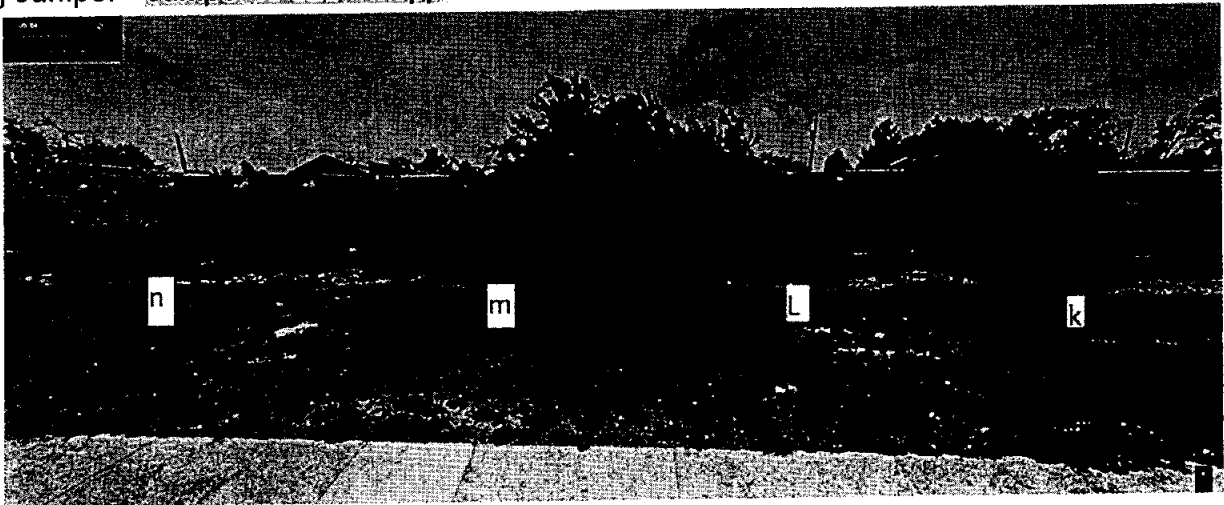


Shrubs

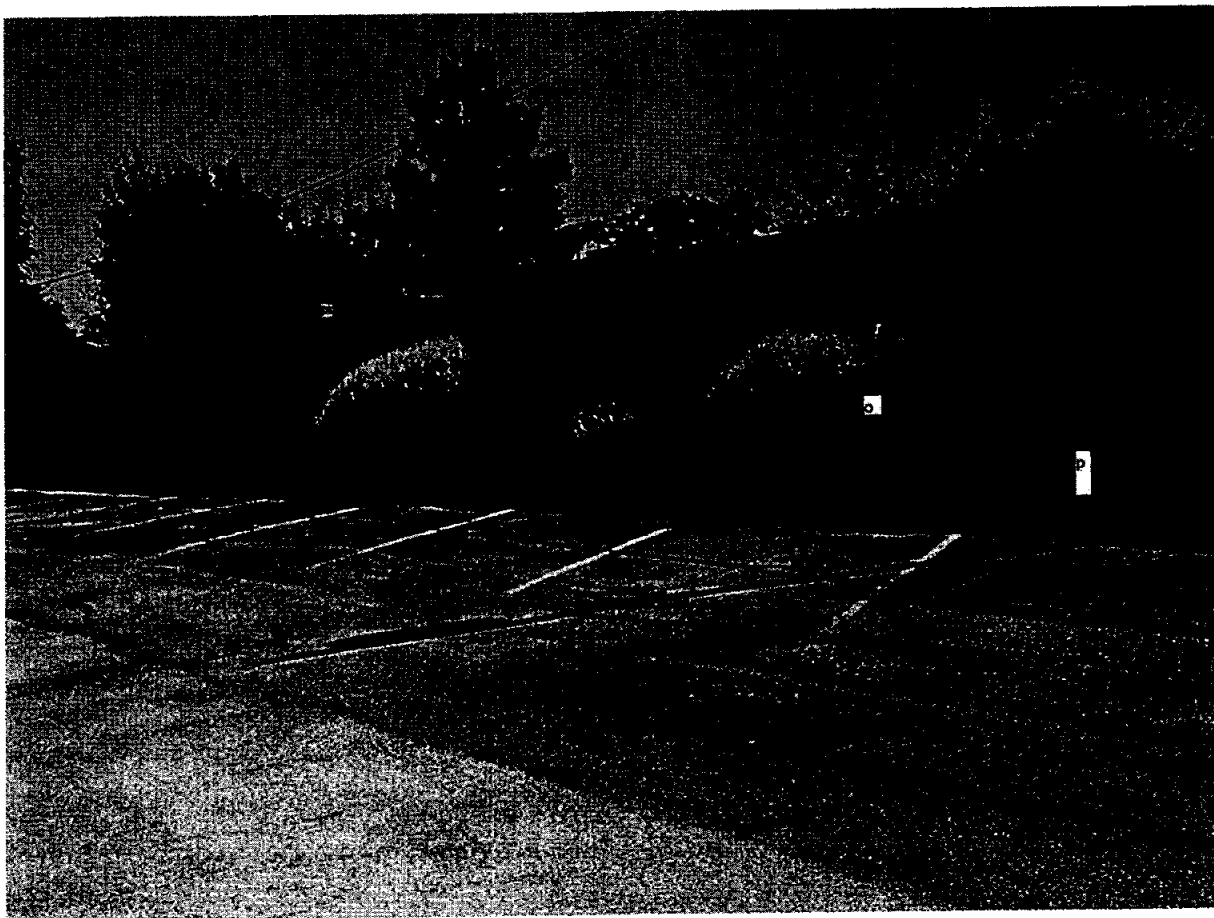
- A Red Boxwood - *Buxus micriphylla japon*
- B Juniper - *Juniperus sabina* spp.
- C Austrian Black Pine - *Pinus nigra*; trimmed monthly
- D St. John's Wort - *Hypericum perforatum*



- e Kuniper Juniperus 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.



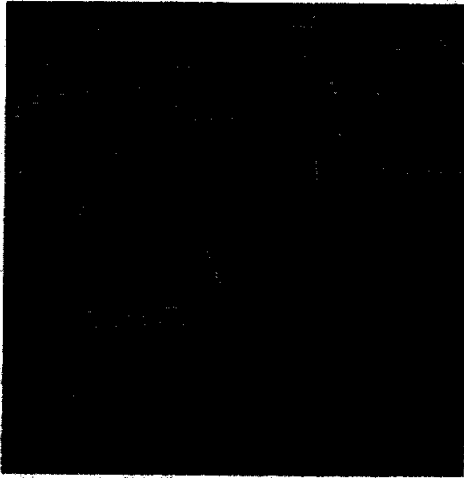
K, l, m, and n are groupings of
 Lilac - *Syringa vulgaris*
 Wild Rose- *Rosa woodsii*



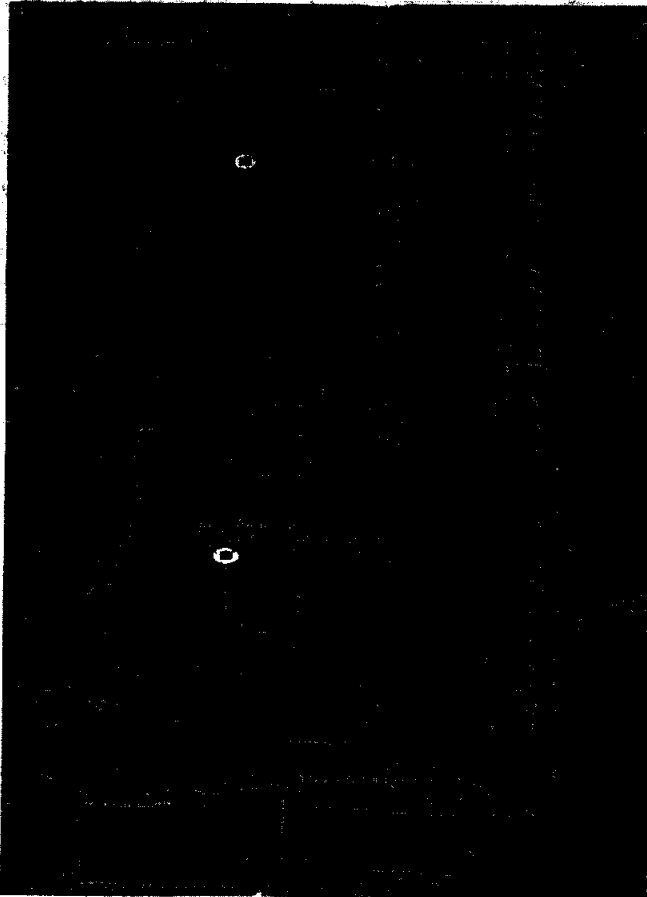
O. Chamisa

P. Virginia Creeper

Traffic Impact Analysis

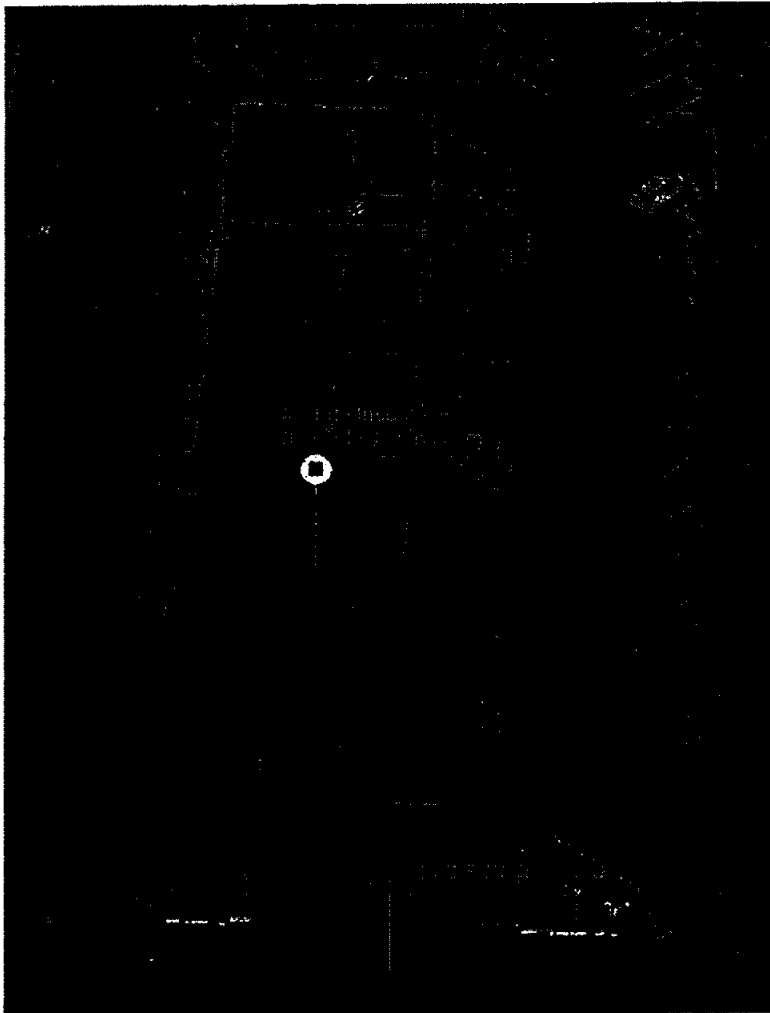


The school has its own off-ramp from St. Francis Drive.



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

City of Santa Fe Fire Department
 Santa Fe, New Mexico
 87501-1001
 505-833-1111

City of Santa Fe Fire Department RECORD OF FIRE INSPECTION

No. **06160**

Property Name: Santa Fe Secondary Building Number: 15451 S Santa Fe
 Common Name: SCHOOL Call: 1-222-7224
 Address: 15451
 Inspected By: CRISTOBAL GARCIA
6505 955 3313

Occupancy Type: C District: 00A No. of Floors: 1 Detector Type: SMoke
 Complete Type: SA Fire Property: Y No. of Alarms: 1 Detector Power Source: Batt.
 Property Status: OK Detector Type: C Number of Units: 1

- NOTES:**
- ☐ Check report clearly completed per the 2015 IFC.
 - ☒ Check all required fire safety equipment is properly installed per the 2015 IFC.
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SAINT ALBERT CATHOLIC PARISH
SCHOOL PARISH 2151 CLARENCE FRANCIS
SCHOOL PARISH 2151 CLARENCE FRANCIS
LICENSE 6505 955 3313 1/20/2015
NO CRIME VIOLATIONS NOTED AT THIS TIME

Typical Inspection

| | | |
|---|--|--|
| <input type="checkbox"/> Basic Occupancy Inspection | <input type="checkbox"/> Special Code Inspection | <input type="checkbox"/> Third Party |
| <input type="checkbox"/> 30 min | <input type="checkbox"/> Special Use Inspection | <input type="checkbox"/> Window Check |
| <input checked="" type="checkbox"/> Other <u>10 min</u> | | <input type="checkbox"/> No Inspection <u>10 min</u> |

Distribution: Office: Fire Protection Office Office: Administration Office Print Fire Inspector: 10 min FD002 (rev. 1/2011)

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.

