



Agenda

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

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. APPROVAL OF MINUTES: Minutes of November 1, 2016**
- E. FINDINGS/CONCLUSIONS: None**
- F. OLD BUSINESS: None**
- G. NEW BUSINESS**

1. **Case #2016-128. May Center Elementary and Preschool.** May Center for Learning requests approval of a special use permit for a private elementary and preschool at St. John's Methodist Church. The property is located at 1200 Old Pecos Trail and is zoned R-1 (Residential, One Dwelling Unit per Acre). (Dan Esquibel, Case Manager)

- H. STAFF COMMUNICATIONS**
- I. MATTERS FROM THE COMMISSION**
- J. 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
BOARD OF ADJUSTMENT MEETING
Tuesday, December 6, 2016**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER & ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	2
APPROVAL OF MINUTES – NOVEMBER 2, 2016	Approved	2
FINDINGS/CONCLUSIONS	None	2
OLD BUSINESS	None	2
NEW BUSINESS		
<u>CASE #2016-128. MAY CENTER ELEMENTARY AND PRESCHOOL. MAY CENTER FOR LEARNING REQUESTS APPROVAL OF A SPECIAL USE PERMIT FOR A PRIVATE ELEMENTARY AND PRESCHOOL AT ST. JOHN'S METHODIST CHURCH. THE PROPERTY IS LOCATED AT 1200 OLD PECOS TRAIL AND IS ZONED R-1 (RESIDENTIAL, ONE DWELLING UNIT PER ACRE)</u>	Approved	2-4
STAFF COMMUNICATIONS	None	4
MATTERS FROM THE COMMISSION	Information	4
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**MINUTES OF THE
CITY OF SANTA FE
BOARD OF ADJUSTMENT
City Council Chambers
200 Lincoln Avenue
December 6, 2016**

A. CALL TO ORDER

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

B. ROLL CALL

Members Present

Rachel L. Winston, Vice-Chair
Coleen Dearing
Patricia Hawkins
Douglas Maahs
Donna Reynolds
Daniel H. Werwath

Members Absent

Gary Friedman, Chair

Others Present

Dan Esquibel, Staff
Zachary Shandler, Assistant City Attorney
Melessia Helberg, Stenographer

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

MOTION: Douglas Maahs moved, seconded by Patricia Hawkins, to approve the Agenda, as presented.

VOTE: The motion was approved unanimously on a voice vote.

D. APPROVAL OF MINUTES – NOVEMBER 2, 2016

MOTION: Douglas Maahs moved, seconded by Daniel Werwath, to approve the minutes of the meeting of November 2, 2016, as submitted.

VOTE: The motion was approved unanimously on a voice vote.

E. FINDINGS/CONCLUSIONS: NONE

There were no Findings/Conclusions for approval.

F. OLD BUSINESS: NONE

There was no Old Business.

G. NEW BUSINESS

1. **CASE #2016-128. MAY CENTER ELEMENTARY AND PRESCHOOL. MAY CENTER FOR LEARNING REQUESTS APPROVAL OF A SPECIAL USE PERMIT FOR A PRIVATE ELEMENTARY AND PRESCHOOL AT ST. JOHN'S METHODIST CHURCH. THE PROPERTY IS LOCATED AT 1200 OLD PECOS TRAIL AND IS ZONED R-1 (RESIDENTIAL, ONE DWELLING UNIT PER ACRE). (DAN ESQUIBEL, CASE MANAGER)**

A Memorandum dated December 8, 2016 for the December 8, 2016 Meeting, to the Board of Adjustment, from Daniel A. Esquibel, Land Use Planner Senior, Current Planning Division Current Planning Division, in this matter, is incorporated herewith to these minutes as Exhibit "1."

Vice-Chair Winston advised those in attendance the process for hearing of cases before the Board of Adjustment.

Daniel Esquibel, Case Manager, presented information regarding this case. Please see Exhibit "1," for specifics of this presentation.

Mr. Esquibel noted there were no conditions of approval from the Development Review Team or by staff, and approval of the project was recommended.

Public Hearing

Presentation by the Applicant

Amy Miller, Executive Director, May Center, on behalf of the Applicant, was sworn. Ms. Miller said they currently are located at 2019 Galisteo. They are a non-profit and serve kids in a number of ways. She said they have a tutoring center, a teacher training program, educational diagnostics as well as a small school.

Ms. Miller continued, "Our small school serves kindergarten through 8th grade. Right now we have 52 kids in the entire student body with a very low student-teacher ratio. This move would allow us to move our kindergarten through 4th grade, to the St. John's Methodist Church, allow us to expand the student body a little bit and add a pre-school, as well as keep all of our other operations at our current location."

Speaking to the Request

Brad Bennett, Pastor, St. Johns Methodist Church, was sworn. Pastor Bennett said, "Our congregation is overwhelmingly in support of the May Center School to come into our facilities. We are at a time where we have some facilities available that meet their needs very well, and ours as well. And we feel like this is a really good relationship that we're entering into that will be a real win-win for each of us, and will be a way that we can fulfill our own purpose as a Church, at a time that... We can't do the work that they're doing, but we're really glad that they are and they support our purpose in the process. We want to thank you for the opportunity to speak in favor of the May Center coming to St. John's. Thank you."

The Public Testimony Portion of the Public Hearing was Closed

Mr. Esquibel said, "I just want to clean up my first statement. They did have a pre-application [meeting] on June 9, 2016. They had an Early Neighborhood Notification [meeting] on June 29, 2016. And as far as the Special Use Criteria, the Applicant addressed all the criteria.

Staff evaluated the request for a Special Use Permit for its compliance and staff found that they did meet the standards for a Special Use Permit, and as such, we did recommend approval."

Vice-Chair Winston asked, "And that was in your Report as a...."

Mr. Esquibel said, "It is, I just wanted it on the record."

MOTION: Daniel Werwath moved, seconded by Patricia Hawkins, regarding Case #2016-128, May Center Elementary and Preschool request for a Special Use Permit by the May Center, to approve the private elementary and preschool use at St. John's Methodist Church, on a property located at 1200 Old Pecos Trail, incorporating Staff Findings of Fact and Conclusions of Law.

VOTE: The motion was approved unanimously on a voice vote.

H. STAFF COMMUNICATIONS

There were no staff communications.

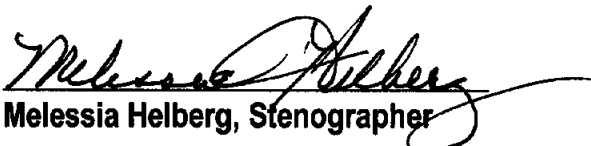
I. MATTERS FROM THE COMMISSION

The members of the Board wished one another and the staff Happy Holidays

J. ADJOURNMENT

There was no further business to come before the Board, and the meeting was adjourned at approximately 6:20 p.m.

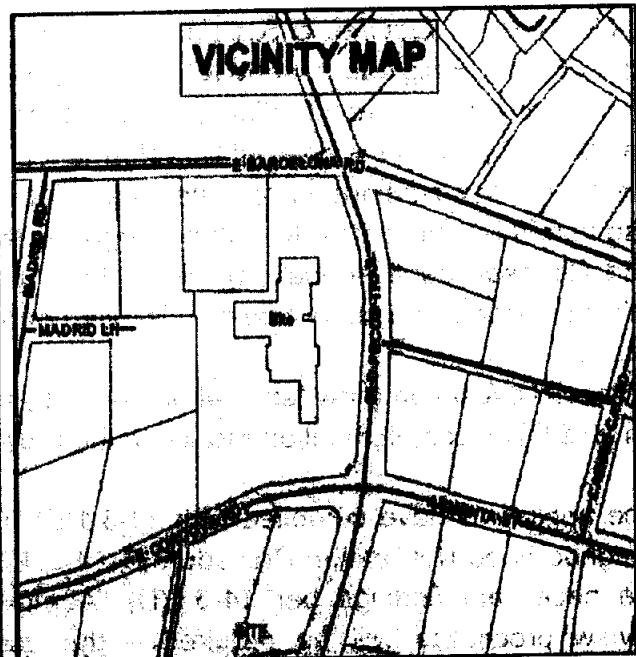

FOR GARY FRIEDMAN
Gary Friedman, Chair


Melessia Helberg, Stenographer



Land Use Department Planning Commission Staff Report

Case No: 2016-128
Hearing Date: December 8, 2016
Applicant: May Center Learning and St. John's Methodist Church
Request: Special Use Permit
Location: 1200 Old Pecos Trail
Case Mgr.: Daniel A. Esquibel
Zoning: R-1 (Residential)
Overlay: None
Pre-app. Mtg.: June 9, 2016
ENN Mtg.: September 29, 2016
Proposal: Requests for a Special Use Permit for a private elementary and preschool within an existing Religious Assembly



Case #2016-128. May Center Elementary and Preschool. May Center For Learning requests approval of a special use permit for a private elementary and preschool at St. John's Methodist Church. The property is located at 1200 Old Pecos Trail and is zoned R-1 (Residential, One Dwelling Unit per Acre). (Dan Esquibel, Case Manager)

I. RECOMMENDATION

The Land Use Department recommends **APPROVAL**. No conditions of approval or technical corrections are required.

II. EXECUTIVE SUMMARY

The May Center (Applicant) is requesting approval of a Special Use Permit for a private elementary and preschool at St. John's Methodist Church (Church). The Church established a chapel and education wing between 1952 and 1953. During that time the Church initiated a program called "Mother's day out". The program was designed to provide mothers a daycare service to provide them an opportunity to conduct daily business in and around the city. Around 1971, that program transitioned into a pre-school, but was closed down in March of 2013. The existing education wing contains 19 classrooms of which five are proposed to be used by the applicant.

Exhibit "1"

The proposal does not require physical changes to the Church facility. The proposed change in the type and intensity of use require BOA approval pursuant to 14-3.6 "Special Use Permits". The project analysis can be found on Page 2, Section III "Site Review" and Page 4, Section VI "Special Use Permit Approval Criteria."

Table 14-6.1-1 requires a Special Use Permit in all residential districts for both the existing type of use ("Religious Assembly"), and the proposed additional use ("Private Elementary and Preschool") in all residential districts. Since the existing religious assembly use was established prior to the Special Use Permit requirement being added to the development code, the church can continue to operate as a legal nonconforming use without a permit. No special use permit is required for two other programs that operate at the church on weekdays (Alanon and Renesan adult education), since those programs are within the scope of the church's religious assembly use. A new special use permit is required for the private school, however.

A special exception (now "special use permit") was approved by the BOA for the installation of an AT&T Telecommunication facility on the property on January 19, 2011.

The applicants have complied with 14-3.1(E) "Pre-Application Conferences", 14-3.1(F) "Early Neighborhood Notification Procedures", 14-3.1(H) "Notice Requirements" and have addressed the necessary findings per 14-3.6(D) "Approval Criteria and Conditions". No other public review processes will be required – the use will not trigger review by the Historic or Archaeological Review Boards since no internal or external development is proposed with this request.

III. SITE REVIEW

The property is zoned R-1 (Residential – 1 dwelling unit per acre) and is located within the Historic Review District and River & Trails Archaeological Review District. The Land surrounding the property is zoned Residential. Uses surrounding the property are residential except for the Santa Fe Children's Museum located on State-owned land to the north.

The property has frontage on three roads: Old Pecos Trail Road, Cordova Road, and East Barcelona Road. Each frontage has a driveway that leads into the parking area. The proposal has been reviewed by the City Traffic Division and no conditions were submitted as part of their review (reference Exhibit A).

No external development is proposed with this application. Therefore, there is no effect on lot coverage, open space, landscaping and Environmental services. Additionally, the property is already connected to both wet and dry utilities.

There are two fire hydrants adjacent to the property. One is located at the intersection of East

"1" filed

Barcelona Road and Old Pecos Trail Road, the second is located at the driveway off East Cordova Road. The Fire Marshal's comments can be found in Exhibit A.

The proposal has been reviewed by the Technical Review Division for Landscaping and Terrain Management, Environmental Services for solid waste removal, and City Water and Wastewater Divisions for wet utilities. No conditions were submitted as part of these reviews (reference Exhibit A).

IV. Parking

The 300 parking spaces provided exceeds the code requirements for both the religious assembly use (Sunday AM peak, 75 spaces required) and the other existing and proposed uses (weekday peak, 54 spaces required). Parking requirements are summarized in the tables below.

Table 1 Existing Parking

Use	Parking Ratio	Operations	Participants	Net leasable area	Required Parking	Existing Parking	Complies
Religious Assembly	1:4 seats	Sundays	300	N/A	75	200	Yes

Table 2 Other Church Uses

Function	Parking Ratio	Operations	Participants	Net leasable area	Required Parking	Existing Parking	Complies
Alanon	1:200 Sq. Ft. of Net Leasable area	Monday Through Thursday	20 ± people	1055 Sq. ft.	6	200	Yes
Renesan learning		Feb, Mar., & Apr. and Sept., Oct., & Nov.	15-75 2 to 3 classes a day	5396 Sq. Ft	27	<u>200</u>	Yes

Table 3 Proposed Private School Use

Use	Parking Ratio	Required Parking	Existing Parking	Complies
May Center Learning (Up to 40 Children)	1:classroom (5), workshop (none), laboratory (none), office (250 Sq. Ft.) and 1:200 Sq. Ft. of auditorium (2,950 Sq. Ft.), gymnasium (None) and cafeteria (None)	21	<u>200</u>	Yes

V. EARLY NEIGHBORHOOD NOTIFICATION

An Early Neighborhood Notification (ENN) meeting was held on September 29, 2016, at the Santa Fe Sage Inn. There were 18 interested parties that attended the ENN. There were no concerns presented and all parties in attendance expressed their support for the proposed application.

VI. SPECIAL USE PERMIT APPROVAL CRITERIA

Subsection 14-3.6(D)(2) requires the following approval criteria for a special use permit:

Criterion 1: that the Planning Commission is empowered to approve the plan under the section of Chapter 14 described in the application;	Criterion Met: (Yes/No/conditional/N/A) Yes
Chapter 14 "Table 14-6.1-1-Table of Permitted Uses" requires approval of a special use permit for the proposed private school. Subsection 14-2.3(D)(1) authorizes the Planning Commission to review and approve or disapprove special use permits.	
Criterion 2: that approving the development plan will not adversely affect the public interest; and	Criterion Met: (Yes/No/conditional/N/A) Yes
Review by city staff has determined that the proposed use is consistent with applicable city ordinances and policies that are adopted to protect the public interest, including minimum standards of Chapter 14 SFCC.	
Criterion 3: 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
Staff has not identified any compatibility issues that would be raised by the proposed minor changes to the type and intensity of use. There are two criteria that must be met 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 proposed use will have negligible impact on surrounding uses, since it will generate only a small increase in weekday traffic and will have no impacts on noise or other intensity factors. The "associated buildings" will be compatible with existing buildings and structures, since there will be no physical changes to the existing buildings and structures.	

VII. EXHIBITS:

EXHIBIT A: DRT COMMENTS

1. Traffic Engineering, Sandy Kassens
2. Landscaping, Somie Ahmed
3. City Engineer, RB Zaxus
4. Environmental Services
5. Water Division, Dee Beingessner
6. Wastewater Division, Stan Holland
7. Fire Department, Reynaldo Gonzales

EXHIBIT B: EARLY NEIGHBORHOOD NOTIFICATION

1. Guidelines
2. Meeting Notes

EXHIBIT C: MAPS AND PHOTOS

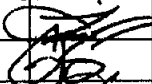


1. Zoning Map
2. Aerial Photo

EXHIBIT D: APPLICANT SUBMITTALS*

1. Preliminary Development Plan and Subdivision Report
2. Preliminary Development Plan and Plat Drawings

* 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:

Title	Name	Initials
Land Use Department Director	Lisa Martinez	
Land Use Current Planning Division Director	Greg Smith	
Land Use Planner Senior	Dan Esquivel	

December 08, 2016
Board Of Adjustment
Case # 2016-128

**May Center Learning and St. John's
Methodist Church**

EXHIBIT A

DRT Comments

City of Santa Fe, New Mexico

memo

DATE: November 10, 2016
TO: Daniel Esquibel, Planning and Land Use Department
VIA: John Romero, Traffic Engineering Division Director
FROM: Sandra Kassens, Traffic Engineering Division *SKK*
CASE: May Center Elementary and Preschool – case #2016-128

ISSUE:

The May Center for Learning requests approval of a special use permit for a private elementary and preschool at St. John's Methodist Church. The property is located at 1200 Old Pecos Trail and is zoned R-1 (Residential, One Dwelling Unit per Acre).

RECOMMENDED ACTION:

Review comments are based on submittals received on October 20, 2016. This development is not expected to have a significant impact on traffic and there is ample onsite parking for the proposed use.

CONDITIONS OF APPROVAL:

MUST BE COMPLETED BY:

1 | NONE

N.A.

TECHNICAL CORRECTIONS:

MUST BE COMPLETED BY:

1 | NONE

N.A.

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: October 26th, 2016

Staff person: Somie Ahmed

Dept/Div: LUD/Technical Review Division

Case: # 2016-128 May Center Elementary & Preschool

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. No construction is proposed as part of this special use permit, therefore landscaping is not required to be brought up to compliance.	
2.	
3.	

Technical Corrections*:

Must be completed by:

1.	
2.	
3.	

*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. N/A

Explanation of Conditions or Corrections (if needed):

1. N/A

Development Review Team

Comment Form

Date: October 17, 2016
From: Risana "RB" Zaxus, City Engineer
Dept/Div: Land Use, Technical Review Division
Case: Case # 2016-112, 942 Old Taos Highway Street Setback Variance
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. N/A

Explanation of Conditions or Corrections (if needed):

Development Review Team

Comment Form

Date: 11/15/16

Staff person: Eric J Lucero

Dept/Div: Environmental Services Division

Case: **Case #2016-128. Special Use Permit-May Center for Learning**

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 No Comments at this time. There is currently a designated dumpster site that can be utilized at this location.	
2	
3	
4	

Technical Corrections*:

Must be completed by:

1	
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: 11/7/16

Staff person: Dee Beingessner

Dept/Div: Public Utilities/Water



Case: **Case #2016-128. May Center Elementary and Preschool.** May Center for Learning requests approval of a special use permit for a private elementary and preschool at St. John's Methodist Church. The property is located at 1200 Old Pecos Trail and is zoned R-1 (Residential, One Dwelling Unit per Acre). (Donna Wynant, Case Manager)

Case Mgr: Donna Wynant

Water service is already provided to this property. No further comments from the Water Division for this case.

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	
2	
3	
4	

Technical Corrections*:

Must be completed by:

1	
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
Wastewater Management Division
E-Mail Delivery
Comment Form



Date: November 1, 2016

Staff person: Stan Holland, Engineer

Dept/Div: Public Utilities/Wastewater

Case: **Case #2016-128. May Center Elementary and Preschool.** May Center for Learning requests approval of a special use permit for a private elementary and preschool at St. John's Methodist Church. The property is located at 1200 Old Pecos Trail and is zoned R-1 (Residential, One Dwelling Unit per Acre).

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 – No Objection	
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Technical Corrections*:

Must be completed by:

1. None	
---------	--

*Must made prior to recording and/or permit issuance

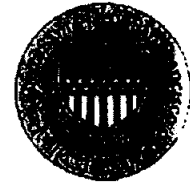
The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. None

Development Review Team

Comment Form

Date: November 16, 2016
Staff person: Fire Marshal Reynaldo Gonzales
Dept/Div: Fire



Case: **Case #2016-128.** May Center Elementary and Preschool. May Center for Learning requests approval of a special use permit for a private elementary and preschool at St. John's Methodist Church. The property is located at 1200 Old Pecos Trail and is zoned R-1 (Residential, One Dwelling Unit per Acre). (Donna Wynant, 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:

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:

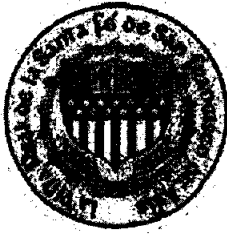
1. [list any additional items]

Explanation of Conditions or Corrections (if needed):

December 08, 2016
Board Of Adjustment
Case # 2016-128
**May Center Learning and St. John's
Methodist Church**

EXHIBIT B

ENN



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

<i>Project Name</i>	May Center Elementary and Preschool
<i>Project Location</i>	1200 Old Pecos Trail
<i>Project Description</i>	special use permit for a private elementary and preschool at St. John's Methodist Church
<i>Applicant / Owner</i>	May Center Learning and St. John's Methodist Church
<i>Agent</i>	May Center Learning
<i>Pre-App Meeting Date</i>	June 9, 2016
<i>ENN Meeting Date</i>	September 29, 2016
<i>ENN Meeting Location</i>	Santa Fe Sage Inn
<i>Application Type</i>	Special Use Permit
<i>Land Use Staff</i>	Dan Esquibel
<i>Other Staff</i>	
<i>Attendance</i>	18

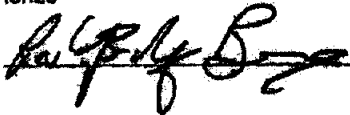
Notes/Comments:

There were no concerns raised.



EARLY NEIGHBORHOOD NOTIFICATION MEETING

Request for Staff Attendance

Project Information		
Project Name:	May School Early Learning Center	
Address:	1200 Old Pecos Trail	Parcel Size: 4.2424 Acres
Zoning:	Residential	Future Land Use: N/A
Preapplication Conference Date:	June 9, 2016	
Detailed Project Description:	May School will lease the unoccupied south wing of St. John's Methodist Church to create a pre-school and school for grades K-5	
Property Owner Information		
Name:	St. John's United Methodist Church of Santa Fe	
Address:	1200 Old Pecos Trail, Santa Fe NM 87505	
Phone:	988-5397	E-mail Address: davis@stjohns-sf.org
Applicant/Agent Information (if different from owner):		
Name:	Amy Miller, Exec. Director, May Center for Learning	
Address:	2019 Galisteo Building B, Santa Fe NM 87507	
Phone:	988-7407	E-mail Address: amy@maycenter.org
Agent Authorization (if applicable):		
I am/We are the owner(s) and record title holder(s) of the property located at: 1200 Old Pecos Trail		
I/We authorize		to act as my/our agent to execute this application.
Signed:		Date: Sept. 12, 2016
Signed:		Date:
Proposed ENN Meeting Dates:		
Provide 2 options:	Preferred Option	Alternative
DATE:	Thurs Sept 29	
TIME:	5:30 pm	
LOCATION:	La Farge Library	



ENN GUIDELINES

Applicant Information

Project Name: May School Early Learning Center at SJM
Name: Miller, Amy (Executive Director, May Center for Learning)
Address: St. John's Methodist Church 1200 Old Pecos Trail
Street Address City State ZIP Code
Santa Fe NM 87505
Phone: (505) 983-7407 E-mail Address: amy@maycenter.org

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) SFC 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.

See Attached Document

(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.

(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.

SPECIAL USE PERMIT CRITERIA

A. Effect on Character and Appearance of the Surrounding Neighborhoods

There will be no effect on the character and appearance of the surrounding neighborhoods. The project involves the use of an existing facility and there will be no additional construction or exterior renovation.

B. Effect on Protection of the Physical Environment

There will be no effect on the physical environment. The project involves the use of an existing facility and there will be no additional construction or exterior renovation.

C. Impacts on Any Prehistoric, Historic, Archeological, or Cultural Sites or Structures

There will be no impacts on prehistoric, historic, archeological or cultural sites or structures.

D. Relationship on Existing Density and Land Use within the Surrounding Area and with Land Uses and Densities Proposed by the City General Plan.

The project does not change the existing density and land use, since it involves no new construction.

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.

There will be a modest impact on traffic patterns. The maximum number of occupants will not exceed fifty, including all students, teachers, and support staff. The intersection of Cordova Road and Old Pecos Trail was recently improved with stoplights, turn lanes, and walk signals. There is an abundance of off-street parking at the St. John's Methodist site. The May School Early Learning Center will add to the services available to the children of Santa Fe who have learning differences and our policy of providing substantial need-based financial aid will ensure significant participation by members of low-income groups.

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Not applicable. The project does not involve housing.

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By using an unoccupied wing in an existing facility, the project maximizes the use of existing infrastructure and will require no additions to current utilities. Santa Fe Trails bus route 6 provides service to the nearby intersection of Cordova Road and Galisteo/Don Gaspar.

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There are no impacts on water supply or availability as the project requires no new water lines or construction.

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

Not applicable. The project does not involve any of these criteria.

K. Effect on Santa Fe's Urban Form

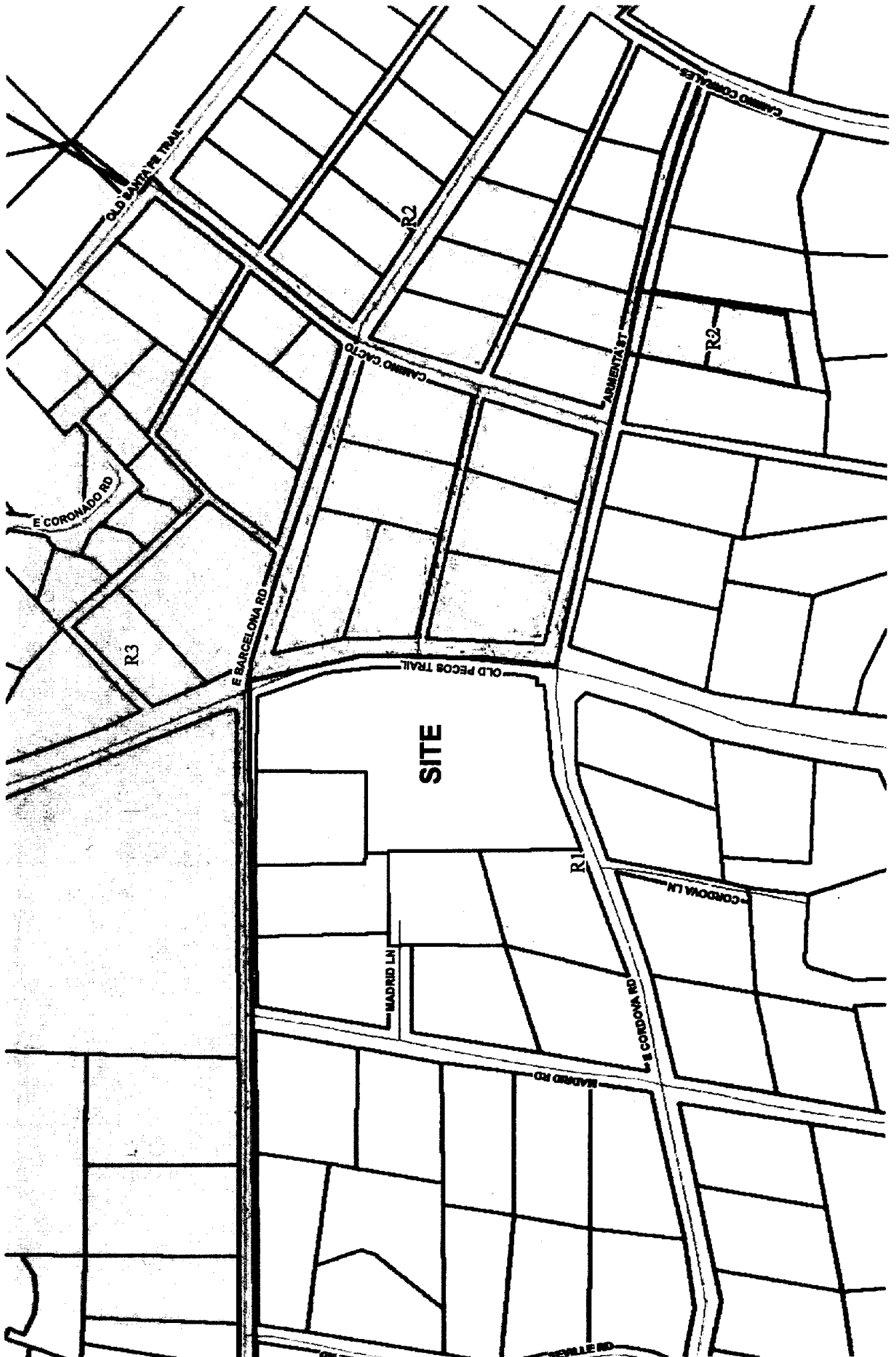
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December 08, 2016
Board Of Adjustment
Case # 2016-128

**May Center Learning and St. John's
Methodist Church**

EXHIBIT C

MAPS AND PHOTOS





December 08, 2016
Board Of Adjustment
Case # 2016-128

**May Center Learning and St. John's
Methodist Church**

EXHIBIT D

APPLICANT SUBMITTALS



October 14, 2016

Current Planning Division
Land Use Department
City of Santa Fe

To Whom It May Concern:

May Center for Learning wishes to lease a currently vacant wing of the St. John's Methodist Church for use in connection with our academic program. The property is located at 1200 Old Pecos Trail and its size is 4.2424 acres. We have completed a memorandum of understanding with the church for this usage and they are very enthusiastic about the possibility of welcoming the May Center to their portfolio of community projects.

May Center for Learning's mission is to empower intelligent students with learning differences to be successful, confident learners who recognize the importance of communication, collaboration, and community. We are the only organization in the state of New Mexico which provides services directly to students with learning differences. Our activities include a full-time academic year school, a robust program of tutoring, a summer school, an evaluation center to diagnose students who may have learning differences, a teacher training program for educators throughout the state, and a program of informative events for the general public.

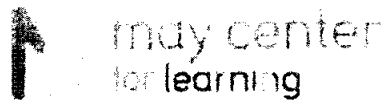
We would utilize the rooms in the St. John's Methodist Church to house the May Early Learning Center for children in grades Pre-kindergarten through grade 4. The maximum student, faculty and administration population housed there, once we are fully operational, would be less than 50 persons. (Our classes are conducted with an average student/teacher ratio of 6:1.) Utilizing this space would enable us to expand the number of young children we serve by nearly 50%.

The wing is on the building's south side. For several years it housed the Tot Learning Center and Preschool, so May Center's use of the space would be returning it to its prior function.

Thank you very much for your consideration.

Yours truly,

Amy Miller
Executive Director



November, 2016

To Whom It May Concern

Subject: May Center for Learning Special Use Permit Application

1. Granting the special use permit does not adversely affect the public interest:

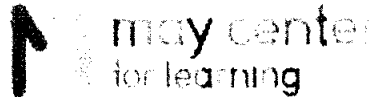
The project for which we are requesting a special use permit (May School Early Learning Center at St. John's Methodist Church) does not adversely affect the public interest. In fact, it *advances* the public interest, since it will allow May Center for Learning to expand by at least 60% the number of Santa Fe children who take part in our full-day, academic-year program.

Our mission is to empower intelligent students with learning differences to be successful, confident learners who recognize the importance of communication, collaboration, and community. We serve pre-school, elementary, and intermediate students who have dyslexia, ADD, ADHD, and other learning differences. Our flagship program is the May School, which currently has an enrollment of 50 students. By utilizing the currently vacant wing at St. John's Methodist Church which formerly housed a pre-school, we will expand our service capacity by adding a pre-school program and increasing the number of classes serving elementary school-age children.

We would utilize the rooms in the St. John's Methodist Church to house the May Early Learning Center for children in grades Pre-kindergarten through grade 4. Our classes are conducted with an average student-teacher ratio of 6-to-1, which maximizes the effectiveness of our programs and simultaneously limits the total student, teacher, and administrative population to fewer than 50 people.

2. 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.

Our proposed use is highly compatible with the building wing we will be occupying, which for a number of years housed a pre-school operation. The project involves no new construction and no change to the building exterior, other than adding a sign which will conform to city requirements. It will have a small impact on traffic and other infrastructure, due to the small



May Center for Learning
Special Use Permit Application Narrative
November, 2016
Page Two

size of the student body. The church building has a very large parking lot and the intersection of Cordova Road and Old Pecos Trail was recently improved with stoplights, turn lanes, and walk signals. The number of evening activities will be very small. As part of our project, we will be upgrading the two existing playgrounds on the property, which will make them substantially more attractive.

Our proposed use is also consistent with adjacent and nearby properties and uses, which include churches (Holy Trinity Orthodox Church, Christ Church Santa Fe, and Temple Beth Shalom, in addition to St. John's Methodist), other non-profit organizations with an educational and cultural orientation (Santa Fe Children's Museum and the Center for Contemporary Arts), and the New Mexico National Guard Museum.

Thank you for your consideration of our request. Please let me know if I can provide any additional information which would be helpful.

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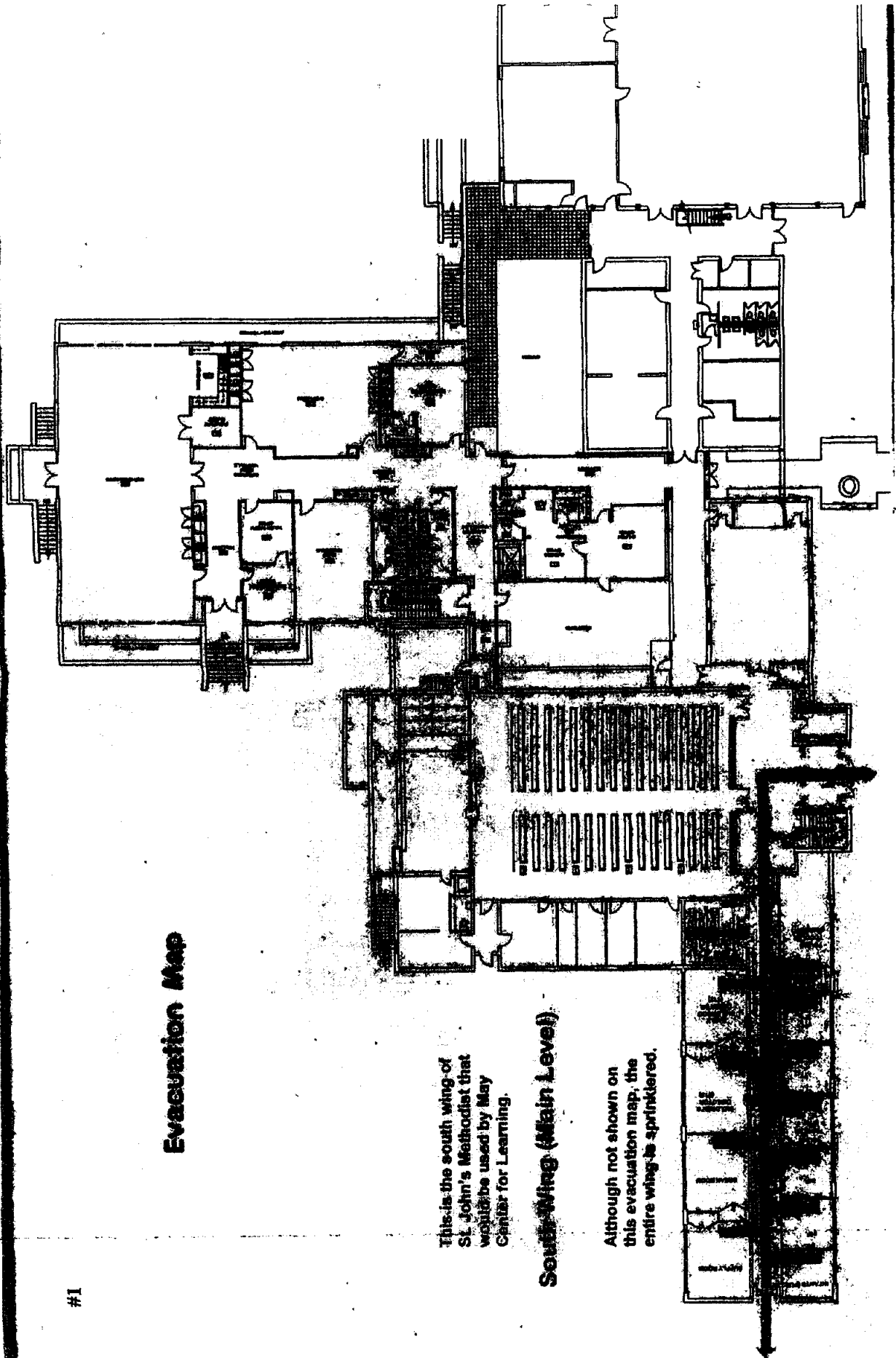
#1

Evacuation Map

This is the south wing of
St. John's Methodist that
would be used by May
Center for Learning.

South Wing (Main Level)

Although not shown on
this evacuation map, the
entire wing is sprinklered.



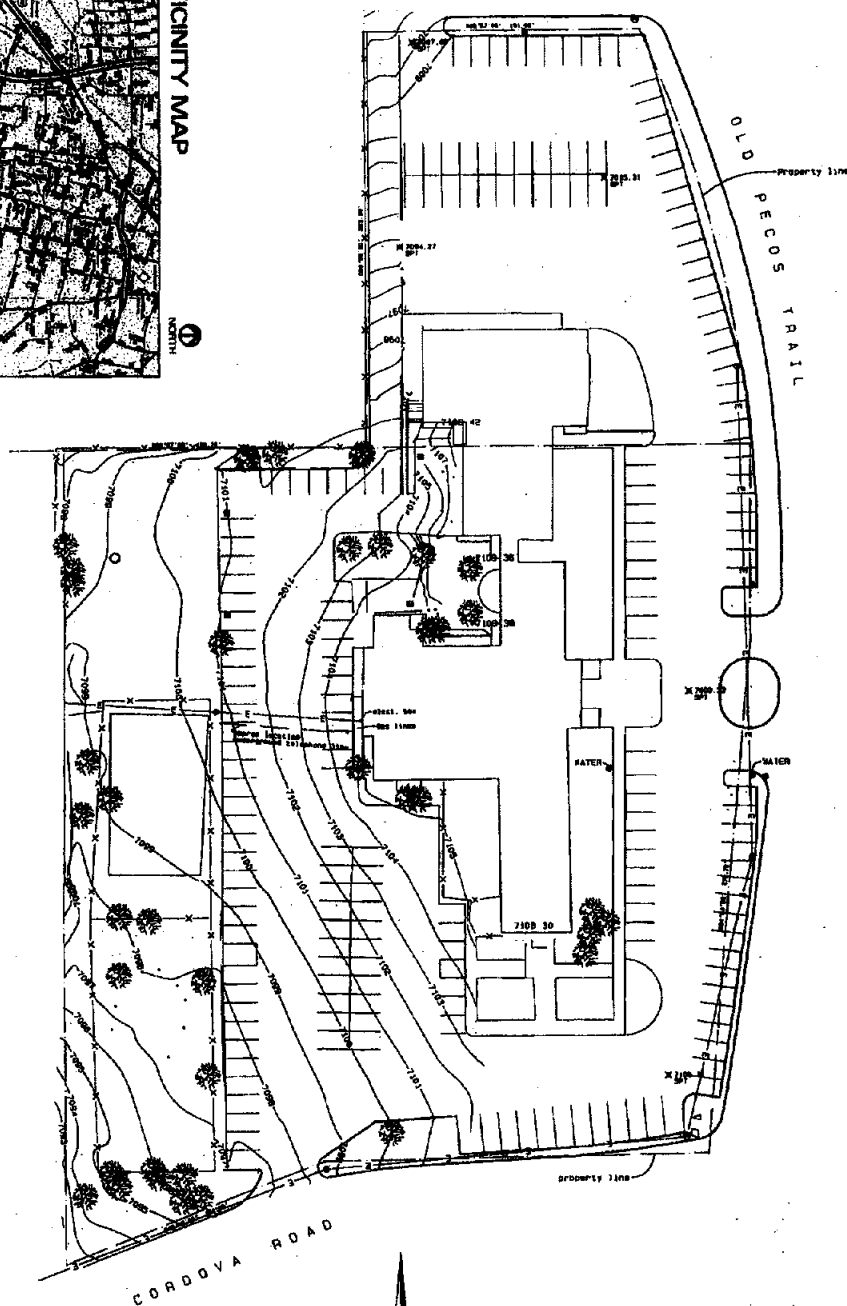
KLINGE
Klinge & Co., Inc.
P.O. Box 1000
Albuquerque, NM 87106
505-262-0000



VICINITY MAP

NORTH

Site location



NOTES

- 3) THIS IS NOT A BOUNDARY SURVEY. BOUNDARIES ARE SHOWN FOR ORIENTATION ONLY.
- 2) DATUM USED FOR THIS TOPOGRAPHIC SURVEY WAS A CITY OF SANTA FE BRASS CAP MONUMENT NAMED "CD-11" HAVING AN ELEVATION OF 7262.22.
- 1) CONTOURS ARE 1 FT.

• DEMOTES FREE LOCATION

☒ DENOTES DEEPEST SAMPLE LOCATION



I, IAN LANCASTER, A NEW MEXICO REGISTERED PROFESSIONAL SURVEYOR, HEREBY CERTIFY THAT THIS TOPOGRAPHIC SURVEY IS AN ACCURATE REPRESENTATION OF THE TOPOGRAPHY OF THIS SITE AND DOES COMPLY WITH U.S. NATIONAL MAP ACCURACY STANDARDS.

Ian Lancaster

IAN LANCASTER N.M.P.S. NO. 127



IAN LANCARTER, N.M.P.E. No. 127

GRAPHIC SCALE 1"=50'

TOPOGRAPHIC SURVEY
OF A PORTION OF LOT 1 AND LOT 2 OF TRACT A
of
SANTA FE HOLDING COMPANY'S SUBDIVISION No. 1
— OF THE LOVATO GRANT
CITY OF SANTA FE

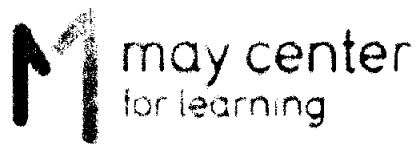
THIS WAS NOT THE
MATTER OF THE
VANDERBILT
TUB COMPANY
A!



CONTACTS:

NAME	ORGANIZATION

[illegible]



October 14, 2016

Case #: 2016-128

Current Planning Division
Land Use Department
City of Santa Fe

May Center Elementary &
Preschool

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May Center for Learning
Special Use Permit Application Narrative
November, 2016
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Amy Miller
Executive Director
May Center for Learning

MAY CENTER FOR LEARNING SPECIAL USE PERMIT CRITERIA

A. Effect on Character and Appearance of the Surrounding Neighborhoods

There will be no effect on the character and appearance of the surrounding neighborhoods. The project involves the use of an existing facility and there will be no additional construction or exterior renovation.

B. Effect on Protection of the Physical Environment

There will be no effect on the physical environment. The project involves the use of an existing facility and there will be no additional construction or exterior renovation.

C. Impacts on Any Prehistoric, Historic, Archeological, or Cultural Sites or Structures

There will be no impacts on prehistoric, historic, archeological or cultural sites or structures.

D. Relationship on Existing Density and Land Use within the Surrounding Area and with Land Uses and Densities Proposed by the City General Plan.

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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.

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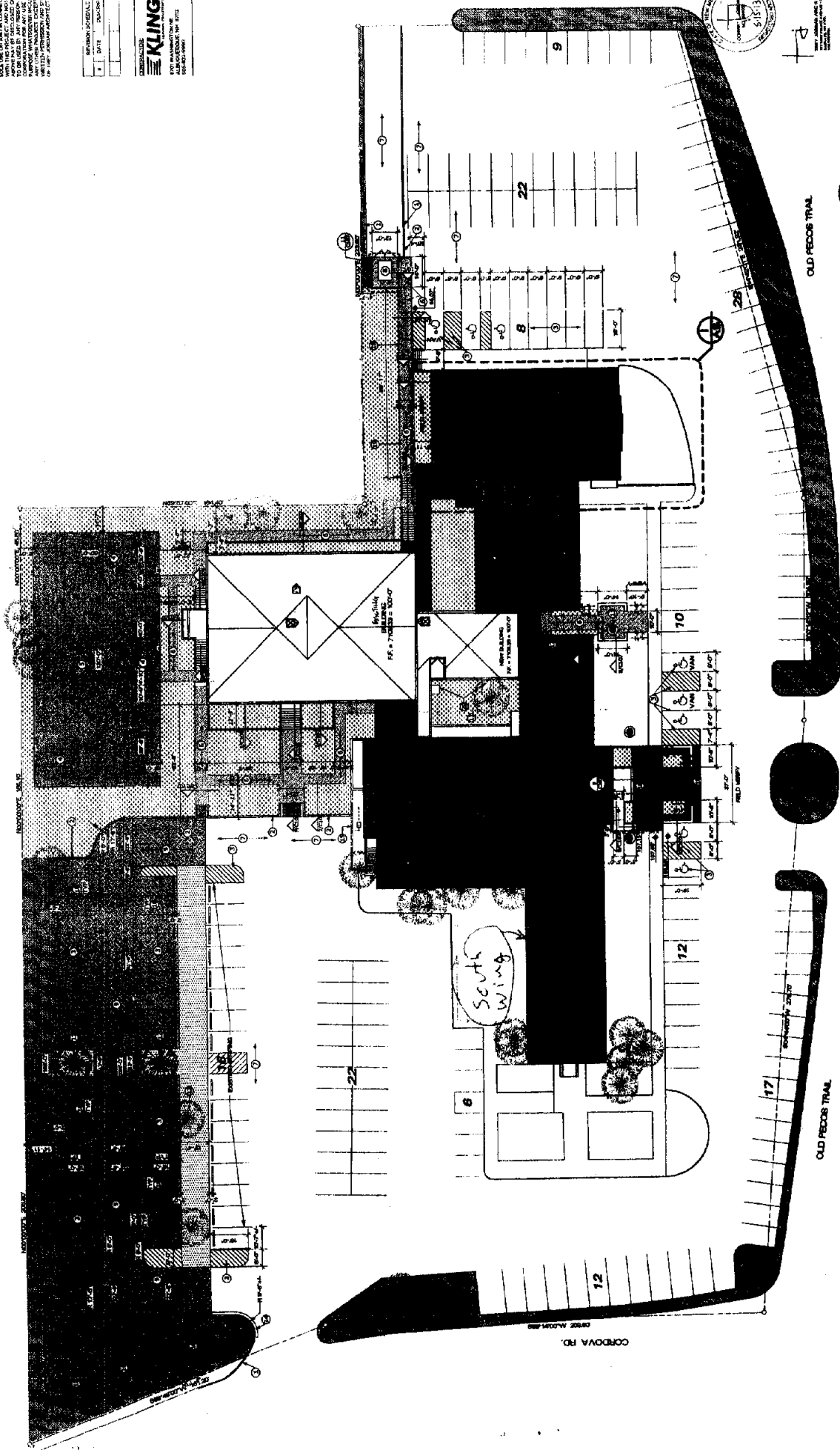
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