



Agenda

CITY CLERK'S OFFICE

DATE 1/19/17 TIME 10:25am

SERVED BY Doraldine Gudiño

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BOARD OF ADJUSTMENT
Tuesday, February 7, 2017 at 6:00 P.M.
City Council Chambers
City Hall 1st Floor – 200 Lincoln Avenue

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES: Minutes of January 3, 2017

E. FINDINGS/CONCLUSIONS:

Case #2016-153. 1604 Berry Avenue Special Use Permit and Variance.

F. OLD BUSINESS

G. NEW BUSINESS

1. **Case #2016-111. Omega Storage Special Use Permit.** Vicki and Tracy Northington, agent for Omega Automotive Real Estate, LTD, request a special use permit to convert the existing 25,326 sq. ft. building located at 4480 Cerrillos (previously the Honda/Subaru car dealership) to individual climate controlled self-storage units, self-storage office space, and some mini storage units in the building with exterior access. The property is 3.94± acres and is zoned C-2PUD (General-Commercial Planned Unit Commercial). (Donna Wynant, Case Manager). **(POSTPONED FROM JANUARY 3, 2017)**
2. **Case #2016-154 and 155. 1804 Arroyo Chamiso Road Special Use Permit and Variance.** Craig Hoops, AIA, agent for United Church of Santa Fe, requests a Special Use Permit to construct a 2 story, 3,675 square foot addition for youth classrooms and storage use and a variance from 14-8.10(B)(3) to allow a sign along the front property line where the setback requirement is 75 feet. The property is a 3.418± acre lot zoned R-1 (Residential - 1 dwelling unit per acre) and is located within the South Central Highway Corridor. (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.

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OF THE BOARD OF ADJUSTMENT MEETING
Tuesday, February 7, 2017**

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**MINUTES OF THE MEETING OF THE
BOARD OF ADJUSTMENT
CITY COUNCIL CHAMBERS
SANTA FE, NEW MEXICO
Tuesday, February 7, 2017**

A. CALL TO ORDER AND ROLL CALL

A regular meeting of the City of Santa Fe Board of Adjustment was called to order by Gary Friedman, Chair, at approximately 6:10 p.m., on Tuesday, February 7, 2017, in the Council Chambers, City Hall, Santa Fe, New Mexico.

MEMBERS PRESENT:

Gary Friedman, Chair
Rachel L. Winston, Vice-Chair
Patricia Hawkins
Donna Reynolds

MEMBERS EXCUSED:

Coleen Dearing
Douglas Maahs
Daniel H. Werwath

OTHERS PRESENT:

Greg Smith, Director, Current Planning Division
Daniel A. Esquibel, Land Use Planner Senior, Current Planning Division
Melessia Helberg, Stenographer

There was a quorum of the membership in attendance for conducting official business.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

MOTION: Rachel Winston moved, seconded by Donna Reynolds, to approve the Agenda, as presented.

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

Chair Friedman noted for the record that Case #2016-111 has been postponed to the meeting of March 7, 2017.

Mr. Esquibel noted that Case #2016-111 has to be noticed to be heard, which hasn't been done, "so this will appear in the next month."

D. APPROVAL OF MINUTES – January 2, 2017

MOTION: Donna Reynolds moved, seconded by Rachel Winston, to approve the minutes of the meeting of January 2, 2017, as presented.

VOTE: The motion was approved on a voice vote, with Rachel Winston, Donna Reynolds and Patricia Hawkins voting in favor of the motion, no one voting against and Chair Friedman abstaining because he was absent for the meeting.

E. FINDINGS/CONCLUSIONS:

CASE #2016-153. 1604 BERRY AVENUE SPECIAL USE PERMIT AND VARIANCE.

A copy of the Findings of Fact and Conclusions of Law in Case #2016-153, 1604 Berry Avenue Special Use Permit, St. Elizabeth's Shelter, are incorporated herewith to these minutes as Exhibit "1."

MOTION: Rachel Winston moved, seconded by Donna Reynolds, to approve the Findings of Fact and Conclusions in Case #2016-153, 1604 Berry Avenue Special Use Permit and Variance, as presented.

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

F. OLD BUSINESS

There was no Old Business.

G. NEW BUSINESS

1. **CASE #2016-111. OMEGA STORAGE SPECIAL USE PERMIT. VICKI AND TRACY NORTHINGTON, AGENT FOR OMEGA AUTOMOTIVE REAL ESTATE, LTD, REQUEST A SPECIAL USE PERMIT TO CONVERT THE EXISTING 25,326 SQ. FT. BUILDING LOCATED AT 4480 CERRILLOS (PREVIOUSLY THE HONDA/SUBARU CAR DEALERSHIP) TO INDIVIDUAL CLIMATE CONTROLLED SELF-STORAGE UNITS, SELF-STORAGE OFFICE SPACE AND SOME MINI STORAGE UNITS IN THE BUILDING WITH EXTERIOR ACCESS. THE PROPERTY IS 3.94± ACRES AND IS ZONED C-PUD (GENERAL-COMMERCIAL PLANNED UNIT COMMERCIAL). (DONNA WYNANT, CASE MANAGER) (Postponed from January 3, 2017)**

A copy of a Memorandum dated February 3, 2017, to the Board of Adjustment from Donna Wynant, Land Use Planner Senior, Current Planning Division, recommending postponement of this case to the March 7, 2017 meeting due to improper notice, is incorporated herewith to these minutes as Exhibit "2."

This case is postponed to the Board of Adjustment meeting on March 7, 2017.

2. **CASE #2016-154 AND 2016-155. 1804 ARROYO CHAMISO ROAD SPECIAL USE PERMIT AND VARIANCE. CRAIG HOOPS, AIA, AGENT FOR UNITED CHURCH OF SANTA FE REQUESTS A SPECIAL USE PERMIT TO CONSTRUCT A 2-STORY, 3,675 SQ. FT. ADDITION FOR YOUTH CLASSROOMS AND STORAGE USE, AND A VARIANCE FROM 14-8.10(B)(3) TO ALLOW A SIGN ALONG THE FRONT PROPERTY LINE WHERE THE SETBACK REQUIREMENT IS 75 FEET. THE PROPERTY IS A 3.418± ACRE LOT ZONED R-1 (RESIDENTIAL – 1 DWELLING UNIT PER ACRE), AND IS LOCATED WITHIN THE SOUTH CENTRAL HIGHWAY CORRIDOR. (DAN ESQUIBEL, CASE MANAGER)**

A Memorandum dated February 7, 2017, with attachments, to the Board of Adjustment, from Daniel A. Esquibel, Land Use Planner Senior, is incorporated herewith to these minutes as Exhibit "3."

A copy of a power point presentation, *United Church of Santa Fe – Who We Are*, is incorporated herewith to these minutes as Exhibit “4.”

Staff Report

The staff report was presented by Daniel Esquibel, which is contained in Exhibit “3.” Please see Exhibit “3” for specifics of this presentation.

Mr. Esquibel noted the request for a variance is not being heard tonight, and hopefully the variance will be presented next month. He said staff needs to look at the variance criteria to ensure it meets the standards prior to bringing it before the Board of Adjustment. He noted there are conditions of approval as provided by the DRT which are listed in Exhibit “A,” and those are included in staff recommendations.

Staff recommendation: The Land Use Department recommends approval of the Special Use Permit in Case #2016-154, with the DRF conditions of approval, and that the variance request be postponed to the meeting of March 7, 2017, to permit the applicant to supplement their application. The applicant concurs with postponement of the variance request, as indicated in Exhibit “D” to Exhibit “3.”

MOTION: Rachel Winston moved, seconded by Donna Reynolds, to reconsider the previous approval of the Agenda, to postpone Case #2016-155, 1804 Arroyo Chamiso Road Variance to setback for a sign, to the Board of Adjustment meeting of March 7, 2017, and to approve the Agenda as amended.

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

Public Hearing

Presentation by the Applicant

Craig Hoops, Agent for the Applicant, 316 Montezuma Avenue, was sworn. Mr. Hoops thanked City staff, Greg Smith, Dan Esquibel and Lisa Martinez for their support of getting this request through the process, noting it is a new process for him. He introduced Reverend Talitha Arnold, the minister for the United Church to introduce the church “just so you know who we are.”

Reverend Talitha Arnold, United Church of Santa Fe, 1804 Arroyo Chamiso, resident address 146 Calle Don Jose, was sworn. Reverend Arnold presented an overview of the Church, its work in the community, organizations it helped to found, organizations with which it works as a partner, and organizations it supports, via power point. Please see Exhibit "4," for specifics of this presentation.

Mr. Hoops presented information regarding the project, via power point. Please see Exhibit "4," for more specifics of this presentation.

Mr. Hoops said, "Our project, as Talitha said, we have a building that is 'smack dab' in the middle of the property. As you will see in your packet, St. Michaels is to your left, Arroyo Chamiso is on the top of the property and Ojo Feliz is to the lower right hand corner. The first 75 ft. of the property is part of the Highway Corridor program and is unbuildable for our purpose."

Mr. Hoops continued, "What we are planning to do with 'these' dark areas is to add two classrooms and an extension to our childcare facility as part of this program to expand the church and serve the community. Along with that, you will see in your packet there, I believe there is a Landscape Plan of things we're doing, the major portion of which is to create further these landscape trails within the property for the surrounding community."

Mr. Hoops continued, "At the top of the property as you see in 'this' image, you see a bunch of landscape 'there,' we are working to develop some landscape between us and the condo community just to the west of us. As Talitha said, we want to live lightly on this landscape. So as we have developed this property over the years, we have made sure the landscape is a part of what we do, not only to hide cars as you see in 'this' slide 'here,' but to remind everybody of the landscapes around. We have tried to weave our parking among the existing landscape that was there. We have some openings we are talking with staff about how to find a way to gently screen cars, but at the same time not build a wall around the property because we feel very strongly about it being an open facility."

Mr. Hoops continued, "As you saw all the community associations and people who do meet at the church and use the church, we want to make sure that it is a safe place for them to come, that there's no place where people can hide and do things we don't want them to be doing in the parking lot. So, 'this' is looking across the Condo Association 'there.' We have already agreed with the City that we will build a 4 ft. high wire fence with vines that will grow on it to soften it for the community adjacent so they're not looking at the cars. This will also provide some public safety because there's a drop-off at that point that has needed attention."

Mr. Hoops continued, "In the end, we want to make sure we have a place where everybody can come, and sit and enjoy nature and be a part of this wonderful City."

Mr. Hoops concluded, "This concludes our presentation. A copy of the power point will be attached to the minutes if you ever want to go back and take a look at it. We thank you very much for your time, and again, staff, thanks. And Greg, thanks for being my technical assistant tonight. With that, we are open for questions or anything you may want from us."

Speaking to the Request

Casey Clendennen, 148 West Zia Road, was sworn. Ms. Clendennen said she is not a member of the United Church of Santa Fe. She has been a long time member of the Sol y Lomas Homeowners Association. She said she came to support the plan they saw at the ENN meeting. They really appreciate the openness of the landscape of the church, and the openness of the people that are there. The church has been a part of their neighborhood for a long time. She said they appreciate the thoughtfulness that they put in, and their contributions, and said, "We support the Special Use Permit."

The public testimony portion of the public hearing was closed

MOTION: Rachel Winston moved, seconded by Donna Reynolds, with respect to Case #2016-154, to approve the request by the United Church of Santa Fe for a Special Use Permit to construct a two-story, 3,675 sq. ft. addition for youth classrooms and storage use at 1804 Arroyo Chamiso Road, with Staff Findings of Fact and Conclusions of Law, and the DRT conditions of approval.

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

H. STAFF COMMUNICATIONS


There were no Staff Communications

I. MATTERS FROM THE COMMISSION

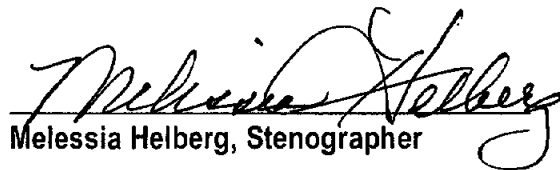
There were no Matters from the Commission.

J. ADJOURNMENT

There was no further business to come before the Board, and the meeting was adjourned at approximately 6:40 p.m.



Gary Friedman, Chair



Melessia Helberg, Stenographer

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

Case # 2016-153—1604 Berry Avenue Special Use Permit
Owner/Applicant's Name—Saint Elizabeth's Shelter

THIS MATTER came before the Board of Adjustment (Board) for hearing on January 3, 2017 (Hearing) upon the application (Application) of Saint Elizabeth's Shelter (Applicant). The Applicant seeks a special use permit to construct a 403 square foot addition with 195 square foot portal to be used for security screening for a Group Residential Care Facility and for a Variance to Table 14-7-3.1 (Table of Dimensional Standards for Nonresidential Districts-Lot Coverage) to allow lot coverage of 64% where 60% is the maximum allowed. The property is on 0.18 acres parcel 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 testimony and evidence from the Applicant. Two members of the public interested in the matter spoke at the hearing.
2. Pursuant to 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 (Special Use Permits) and 14-6 (Permitted Uses).
3. Pursuant to Code §14-3.6(B) the Board has the authority to hear and decide applications for special use permits in accordance with applicable provisions of 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. In 2009, this facility was established at this location with a Special Use Permit, providing emergency shelter for single women and families with children.
5. Pursuant to Code Table 14-6-1.1, an applicant operating Group Residential Care Facility in a C-2 district must apply for a special use permit.
6. Pursuant to Code Table 14-6-1.1, an applicant operating a Human Services establishment in a C-2 district, but is within 200 feet of residentially zoned district, must apply for a special use permit.
7. Pursuant to Code §14-3.6(C)(3), a new special use permit is required for any significant expansion of a facility that already has an existing special use permit.
8. Therefore, a new special use permit is required for the project.
9. Prior to the ENN process and agenda publication, the Applicant's lot coverage identified total lot coverage at 64.58% where 60% is the maximum allowed.
10. The Applicant subsequently realized an error in its calculations establishing an existing lot coverage of 44.6%.

Exhibit "1"

11. With the proposed addition, the lot coverage would increase to 51.7%; therefore, there is no longer a requirement for a variance to lot coverage.
12. Code Section 14-3.1(F)(2)(a)(viii) requires an ENN for special use permits and 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)].
13. Notice was properly given in accordance with the notice requirements of Code Section 14-3.1(H)(1)(a)-(d).
14. An ENN meeting was held on November 30, 2016 at the Kaune Elementary School building.
15. The ENN meeting was attended by the Applicant, City staff, and no other interested parties, and the discussion followed the guidelines set out in Code Section 14-3.1(F)(6).
16. Code Section 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 [Section 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 [Section 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 [Section 14-3.6(C)(3)].
17. Code Section 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 [Section 14-3.6(D)(1)(a)]; *Section 14-2.4(C) grants the Board the authority under the section of Chapter 14 described to grant a special use permit.*
 - (b) That granting a special use permit for the Project does not adversely affect the public interest [Section 14-3.6(D)(1)(b)]; *The proposed special use permit application complies with minimum standards for Chapter 14. The shelter has been in operation in its current location since 2009 and provides a service to the public. The proposed modifications will serve to better accommodate the needs of staff as well as to provide an improved intake and waiting area for clients.*
 - (c) That the Project is compatible with and adaptable to adjacent properties and other properties in the vicinity of the Project [Section 14-3.6(D)(1)(c)].
 - i. *There is an existing two-story 3,555 square foot structure that is used for the facility.*
 - ii. *Existing infrastructure for the development includes wet and dry utilities.*
 - iii. *Existing access to the site already is off Berry Avenue.*
 - iv. *The Applicant is not requesting to increase the number of beds and therefore no new parking spots are required.*
 - v. *The proposed addition does not increase parking intensity or demand.*

18. Code Section 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.
19. 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.
20. Board staff provided the Board with a report (Staff Report) evaluating the factors relevant to the proposed special use permit and recommending approval by the Board of such special use permit, subject to the conditions set out in the Staff Report (the Conditions).

CONCLUSIONS OF LAW

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

1. The Board has the power and authority under Code §§14-2.4(C)(2) and 14-3.6(B) to grant the special use permit applied for in this request.
2. The special use permit was 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 granting of the special use permit will not adversely affect the public interest.
5. The Project is compatible with and adaptable to adjacent properties and to other properties in the vicinity of the Project.
6. 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 7th DAY OF February, 2017 BY THE BOARD OF ADJUSTMENT OF THE CITY OF SANTA FE:

1. That the special use permit is approved as applied for, subject to the Conditions presented in Staff's report.
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 three hundred and sixty five (365) days.

Gary Friedman
Chair

Date:

FILED WITH THE CITY CLERK:

Yolanda Y. Vigil
City Clerk

Date:

APPROVED AS TO FORM:

Zachary Shandler
Assistant City Attorney

Date:

City of Santa Fe, New Mexico

memo

DATE: February 3, 2017

TO: Board of Adjustment

VIA: Lisa D. Martinez, Director, Land Use Department
Greg Smith, Current Planning Division Director *GS*

FROM: Donna Wynant, Land Use Planner Senior, Current Planning Division *DW*

Case #2016-111. Omega Storage Special Use Permit. Vicki and Tracy Northington, agent for Omega Automotive Real Estate, LTD, request a special use permit to convert the existing 25,326 sq. ft. building located at 4480 Cerrillos (previously the Honda/Subaru car dealership) to individual climate controlled self-storage units, self-storage office space, and some mini storage units in the building with exterior access. The property is 3.94± acres and zoned C-2 (General Commercial). (Donna Wynant, Case Manager).

RECOMMENDATION

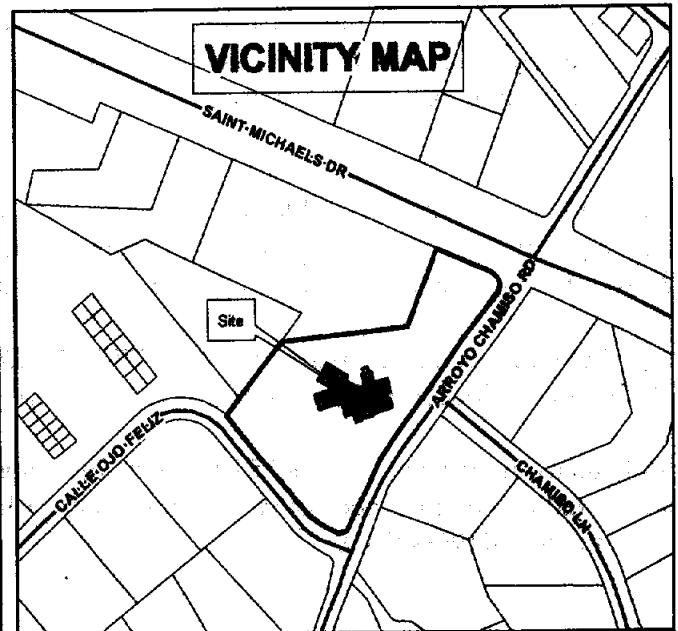
This case is postponed to the March 7, 2017 meeting due to improper notice.

Exhibit "2"



Land Use Department Board of Adjustment Staff Report

Case No: 2016-154 & 155
Hearing Date: February 7, 2017
Applicant: United Church of Santa Fe
Request: Special Use Permit and Variance
Location: 1804 Arroyo Chamiso Rd.
Case Mgr.: Daniel A. Esquibel
Zoning: R-1 (Residential 1 Dwelling Unit per Acre)
Overlay: South Central High Way Corridor
Pre-app. Mtg.: September 2, 2016
ENN Mtg.: November 29, 2016
Proposal: Requests a Special Use Permit for in Religious Assembly and Variance to setback for a sign.



Case #2016-154 & 155. 1804 Arroyo Chamiso Road Special Use Permit and Variance. Craig Hoops, AIA, agent for United Church of Santa Fe, requests a Special Use Permit to construct a 2 story, 3,675 square foot addition for youth classrooms and storage use and a variance from 14-8.10(B)(3) to allow a sign along the front property line where the setback requirement is 75 feet. The property is a 3.418± acre lot zoned R-1 (Residential - 1 dwelling unit per acre) and is located within the South Central Highway Corridor. (Dan Esquibel, Case Manager).

I. RECOMMENDATION

The Land Use Department recommends **APPROVAL** of the special use permit, Case # 2017-154. No conditions of approval are recommended.

Staff recommends that the variance request be **POSTPONED** to the meeting of March 7 to permit the applicant to supplement their application. The applicant concurs with postponement of the variance request, as indicated in Exhibit D.

II. EXECUTIVE SUMMARY

United Church of Santa Fe (Applicant) is requesting approval of a special use permit to add 3,675 square feet of new construction for additional classroom and storage space, and requesting variance to place a wall and sign within the 75 foot setback regulated by the South Central Highway Corridor

Exhibit "3"

Overlay District (SCHC).

The applicant is requesting postponement of the variance request to further address the variance criteria.

Since the Board must take two separate actions, staff and the applicant are requesting the Board to act on the special use permit at this meeting, and postpone action on the variance to the BOA meeting on March 7. Accordingly, this staff report will address issues related to the special use permit, but not the variance. The sign and yard wall are on a different portion of the site from the building addition, so the variance does not affect the use permit.

Approval of a special use permit is required to establish or expand a "religious assembly" type of use in all residential districts, including R-1. This request would increase the total square footage of the existing church structure from 10,024 square feet to 13,699 square feet. The addition will be a two-story 23 foot high building to match the height of the existing structure.

The Applicant complied with 14-3.1(E) "Pre-Application Conferences", 14-3.1(F) "Early Neighborhood Notification Procedures" and 14-3.1(H) "Notice Requirements".

Staff analysis of Case #2016-154 request for a Special Use Permit, has determined that the applicants have addressed the necessary findings per 14-3.6(D) "Approval Criteria and Conditions" and recommends **APPROVAL**.

III. SITE ANALYSIS

The property is located on the southwest corner of the intersection of St. Michael's Drive and Arroyo Chamiso Road. The property consists of 3.418+/- acre acres and is zoned R-1 (Residential - 1 dwelling unit per acre). The proposed addition will comply with applicable property development standards, subject to some modifications required by the parking lot screening provisions.

a. Adjacent Properties

Table 1 Adjacent and Zoning

Direction	Zoning
West	C1 (General Office), Vacant Land and Los Arroyos Compound (R21- Residential - 21 dwelling units per acre)
North/Northeast	St. Michael's Drive C1 (General Office)/ (R21- Residential - 21 dwelling units per acre -The Christ Lutheran Church)
South	R-1 (Residential - 1 dwelling unit per acre).
East	Arroyo Chamiso Road and R-1 (Residential - 1 dwelling unit per acre).
West	St. Francis Drive

b. Parking

No additional parking spaces are required, since the peak occupancy of the church will not increase and the existing parking lot exceeds minimum code requirements.

Table 2 Existing Parking

Use	Parking Ratio	Existing Parking
Religious Assembly	1:4 seats	95

Table 3 Proposed Parking

Use	Parking Ratio	Proposed Seats	Proposed Parking	Required Parking	Complies
Religious Assembly	1:4 seats	323	No additional parking required	58	Yes

c. Access and Traffic

The property includes has two driveways. The first is accessed directly off Arroyo Chamiso Road and the second driveway is accessed off Calle Ojo Feliz Road. Both driveways connect and lead directly into the parking area.

The City Traffic Division has not raised any concerns or recommended conditions of approval for the proposed Special Use Permit (reference Exhibit B "DRT").

d. Lot Coverage and Open Space

The existing building has a gross floor area of 10,024 square feet. The existing footprint is 11,156 square feet creating a lot coverage of 7.5%. The addition will have a gross floor area of 3,675 square feet, with a footprint of 1,837.5 square feet, increasing the total lot coverage to 8.7%. Lot coverage complies with §14-7.2-1: *"Table of Dimensional Standards for Residential Districts"*, which permits up to 40% lot coverage.

The combined building footprint and parking area (46,334 +/- square feet) adds up to 59327.5 +/- square feet. This leaves the remaining area of the property (89561 +/- square feet), undeveloped and available for open space (60%). §14-7.5(D) *"Nonresidential and Mixed Use Open Space Standards"* requires 25% open space for nonresidential uses. The application complies with §14-7.5(D) *"Nonresidential and Mixed Use Open Space Standards"*.

e. Utilities

The property is served by city utilities for Water and Sewer. Dry utilities for electric, gas, and telephone are existing on the property.

Water Division and Wastewater Division had no concerns or conditions for the proposed Special Use Permit. Comments can be found in Exhibit B.

f. Fire

There are two fire hydrants adjacent to the property. One is located along the north property line at St.

Michael's Drive and the second is located along the south property line at Calle Ojo Feliz Road. The applicants are also planning to install an automatic fire sprinkler system in the facility.

The Fire Marshal's standard comments and conditions can be found in both Exhibit A "Technical Corrections" and Exhibit B "DRT".

g. Terrain Management and Landscaping

Terrain management details will be addressed during the building phase.

The addition must comply with Section 14-8.4 Landscape and Site Design, which requires some upgrades to landscape materials and parking lot screening [Subsection 14-8.4(b)]:

- The density of trees and shrubs will have to comply with current standards, and additional parking lot screening will be required where the west edge of the existing parking lot abuts the adjacent residential development.
- Technical corrections include a requirement to provide tree and shrub calculations satisfying the requirements for open space provided as per Article 14-8.4(H). Additional landscape conditions can be found in Exhibit A.

Technical Review Division comments can be found in Exhibit B.

V. SPECIAL USE PERMIT

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

Approval Criteria– Special Use Permits Approval Criteria and Conditions (Section 14-3.6(D))

§14-3.6(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 a special use permit for religious assembly uses.	
§14-3.6(D)(1)(b): 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 (<i>General Purposes</i>). 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 technical corrections, the proposed special use permit application complies with minimum standards of Chapter 14 SFCC and will not adversely affect the public interest.	
§14-3.6(D)(1)(c): that the use and any associated buildings are compatible with and adaptable to buildings, structures and uses of the abutting property and other properties in the vicinity of the premises under consideration.	Criterion Met: (Yes/No/conditional/N/A) Yes

Compatibility of the use 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", "Religious Assembly" is identified as an allowable use subject to approval under the provisions of §14-3.6 "Special Use Permits". Staff analysis has not identified any compatibility issues with the surrounding low- and medium-density residential uses, or with surrounding office uses. With regard to the issue of "adaptable to buildings structures and uses," the existing architectural characteristic of the building has existed on the property as a church since 1981 and in the neighborhood for 36 years. The proposed construction maintains the existing architectural characteristic that has existed with minor variations.

VI. EARLY NEIGHBORHOOD NOTIFICATION

The ENN was well attended. The applicant presented the proposal which resulted in a question and answer session. General areas of concern included the visual appearance of an existing solar structure.

The applicants addressed all questions.

VII. EXHIBITS:

EXHIBIT A: Technical Corrections

EXHIBIT B Development Review Team (DRT)

Traffic Engineering, Sandy Kassens

Water Division, Dee Beingessner

Wastewater Division, Stan Holland

Fire Department, Reynaldo Gonzales

City Engineer, RB Zaxus

Technical Review Division (Landscaping), Somie Ahmed

EXHIBIT C: Early neighborhood Notification

Guidelines

Meeting Notes

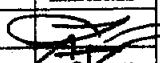


EXHIBIT D: Maps and Photos

Zoning Map

Aerial Photo

EXHIBIT E: Applicant Submittals*

APPROVED:

Title	Name	Initials
Land Use Department, Director	Lisa D. Martinez	
Land Use Current Planning Division, Director	Greg T. Smith	
Land Use Current Planning Division, Senior Planner	Daniel A. Esquibel	

February 7, 2017
Board Of Adjustment
Case # 2016-154
United Church of Santa Fe
Special Use Permit

EXHIBIT A

Technical Conditions

EXHIBIT A
Condition. Approval
Case #2016-154
1804 Arroyo Chamiso Road Special Use Permit and Variance

	Condition	Department	Staff
	<ol style="list-style-type: none"> 1. Shall meet IFC 2009 edition requirement. 2. May be required to bring existing building up to code. 3. Must meet the requirements for said occupancy and/or change of use. 4. Shall meet all access requirements per the IFC 2009. 5. Fire Department shall have 150 feet distance to any portion of the building. 	Fire Marshal	Reynaldo Gonzales
	<p>Permit submittal</p> <ol style="list-style-type: none"> 1. New construction must comply with 14-8.2(D)(3) 	LUD Technical Review Division	Risana "RB" Zaxus, City
2	<p>must be met at time of construction permit submittal:</p> <ol style="list-style-type: none"> 1. Provide open space calculations complying with Article 14-7.5 2. Provide tree and shrub calculations satisfying the requirements for open space provided as per Article 14-8.4(H) and for retention ponds as per Article 14-8.4(F)(2)(e). 3. Provide calculations for street trees as required by Article 14-8.4(G). 4. Provide wall/berm/landscaping for parking lot perimeter screening as per Article 14-8.4(I)(2). 5. Provide interior parking lot landscaping calculations as per Article 14-8.4(D)(3). 6. Provide irrigation schedules and estimated water budget for years 1-3 as required by Article 14-8.4(E)(4). 7. All new vegetation must comply with Plant Material Standards as outlined in Article 14-8.4(F). 8. Freestanding signs shall have a landscaped area at the base of the sign with 1 (5 gallon) shrub for every 10 square feet of signage as per Article 14-8.10(E)(4). 9. Provide typical tree and shrub planting details. 10. All dumpsters shall be screened so that they are not visible from any public street. 	LUD Technical Review Division	Somie Ahmed

EXHIBIT A
Conditions of Approval
Case #2016-154
1804 Arroyo Chamiso Road Special Use Permit and Variance

	way, place or adjacent residential property [Article 14-8.4(J)(4)(a)]. 11. 11. All landscaping must comply with Section 14-8.4.		
--	--	--	--

February 7, 2017
Board Of Adjustment
Case # 2016-154
United Church of Santa Fe
Special Use Permit

EXHIBIT B

Development Review Team

City of Santa Fe, New Mexico

memo

DATE: January 9, 2017

TO: Dan Esquibel, Planning and Land Use Department

VIA: John Romero, Traffic Engineering Division Director
FROM: Sandra Kassens, Traffic Engineering Division

SUBJECT: 1804 Arroyo Chamiso Road Special Use Permit and Variance, Case #2016-154 & 155.

ISSUE:

Craig Hoopes, AIA, agent for United Church of Santa Fe, requests a Special Use Permit to construct a two (2) story, 3,675 square foot addition for youth classrooms and storage use and a variance from 14-8.10(B)(3) to allow a sign along the front property line where the setback requirement is 75 feet. The property is a 3.418 acre± lot zoned R-1 (Residential – 1 dwelling unit per acre) and is located within the South Central Highway Corridor.

TRAFFIC SUMMARY:

A traffic study was not required for this application as the estimated traffic generation is below 25 vehicles per hour during the peak hours. The 3675 square foot additions to the site will not have a significant impact on the traffic on the surrounding roadways.

The proposed locations of signs to be mounted on walls that are within the property line will be well outside of the sight visibility area and thus will not adversely affect traffic on public roads.

RECOMMENDED ACTION:

Review comments are based on submittals received on December 22, 2016. The Public Works Department has no conditions for approval of this Special Use Permit and Sign Variance.

CONDITIONS OF APPROVAL:

1	NONE	MUST BE COMPLETED BY:	N.A.
---	------	-----------------------	------

TECHNICAL CORRECTIONS:

1	NONE	MUST BE COMPLETED BY:	N.A.
---	------	-----------------------	------

If you have any questions or need further information, feel free to contact me at 955-6697. Thank you.

Development Review Team

Comment Form

Date: 1/13/17

Staff person: Dee Beingessner

Dept/Div: Public Utilities/Water

Case: **Case #2016-154 & 155 Arroyo Chamiso Road Special Use Permit and Variance.** Craig Hoops, AIA, agent for United Church of Santa Fe, requests a Special Use Permit to construct a 2 story, 3,675 square foot addition for youth classrooms and storage use and a variance from 14-8.10(B)(3) to allow a sign along the front property line where the setback requirement is 75 feet. The property is a 3.418± acre lot zoned R-1 (Residential - 1 dwelling unit per acre) and is located within the South Central Highway Corridor. (Dan Esquibel, Case Manager).

Case Mgr: Dan Esquibel

This property has existing water service. No further comments from the Water Division.

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

Comment Form

Date: January 3, 2017

Staff person: Stan Holland, Engineer

Dept/Div: Public Utilities/Wastewater

Case: Case #2016-154 & 155 1804 Arroyo Chamiso United Church Special Use Permit and Variance

Case Mgr: Dan Esquibel



The subject property is accessible to the City public sewer system. Accessible is defined as within 200 feet of a public sewer line.

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 required by Wastewater Division

Technical Corrections*:

Must be completed by:

1. None required by Wastewater Division

*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: January 3, 2017

Staff person: Reynaldo Gonzales *Reynaldo D. Gonzales*

Dept/Div: Fire

Case: 2016-154, 155 1804 Arroyo Chamiso Road

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

N/A

Technical Corrections*:

Must be completed by:

1. Shall meet IFC 2009 edition requirement.
2. May be required to bring existing building up to code.
3. Must meet the requirements for said occupancy and/or change of use.
4. Shall meet all access requirements per the IFC 2009.
5. Fire Department shall have 150 feet distance to any portion of the building.

Prior to any new construction or remodel.

*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:

**Development Review Team
Comment Form**

Date: January 9, 2017
From: Risana "RB" Zaxus, City Engineer
Dept/Div: Land Use, Technical Review Division
Case: Case #2016-154/155, Arroyo Chamiso Road Special Use Permit & 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 New construction must comply with 14-8.2(D)(3)	Permit submittal
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. Meet all conditions for building permit if development is to occur.

Explanation of Conditions or Corrections (if needed):

Development Review Team

Comment Form

Date: February 2nd, 2017
Staff person: Somie Ahmed
Dept/Div: LUD/Technical Review Division
Case: 2016-154 & 155 1804 Arroyo Chamiso Rd Special Use
& 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:

As per site visit conducted by the Land Use Department Director & City Staff, the following conditions of approval have been determined and must be met at time of construction permit submittal:

Construction permit submittal

1. Provide open space calculations complying with Article 14-7.5
2. Provide tree and shrub calculations satisfying the requirements for open space provided as per Article 14-8.4(H) and for retention ponds as per Article 14-8.4(F)(2)(e).
3. Provide calculations for street trees as required by Article 14-8.4(G).
4. Provide wall/berm/landscaping for parking lot perimeter screening as per Article 14-8.4(I)(2).
5. Provide interior parking lot landscaping calculations as per Article 14-8.4(I)(3).
6. Provide irrigation schedules and estimated water budget for years 1-3 as required by Article 14-8.4(E)(4).
7. All new vegetation must comply with Plant Material Standards as outlined in Article 14-8.4(F).
8. Freestanding signs shall have a landscaped area at the base of the sign with 1 (5 gallon) shrub for every 10 square feet of signage as per Article 14-8.10(E)(4).
9. Provide typical tree and shrub planting details.
10. All dumpsters shall be screened so that they are not visible from any public street, way, place or adjacent residential property [Article 14-8.4(J)(4)(a)].
11. All landscaping must comply with Section 14-8.4.

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

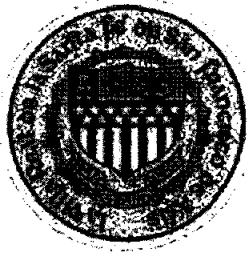
Explanation of Conditions or Corrections (if needed):

1. N/A

February 7, 2017
Board Of Adjustment
Case # 2016-154
United Church of Santa Fe
Special Use Permit

EXHIBIT C

ENN



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

<i>Project Name</i>	ENN: United Church of Santa Fe
<i>Project Location</i>	1804 Arroyo Chamiso Road
<i>Project Description</i>	Special Use Permit to construct a 3.675 square foot addition for religious assembly on 3.41± acres and a variance to 14-5.5(A)(4)(iii) "setback or yard" to allow a sign along the front property line.
<i>Applicant / Owner</i>	United Church of Santa Fe
<i>Agent</i>	Craig Hoops, AIA
<i>Pre-App Meeting Date</i>	N/A
<i>ENN Meeting Date</i>	September 2, 2016
<i>ENN Meeting Location</i>	Santa Fe Women's Club, 1616 Old Pecos Trail
<i>Application Type</i>	ENN
<i>Land Use Staff</i>	Dan Esquibel
<i>Other Staff</i>	None
<i>Attendance</i>	56

Notes/Comments:

The ENN was well attended. The applicant presented the proposal which resulted in a question and answer session. General areas of concern included were visual appearance of an existing solar structure.

The applicants addressed all questions.



ENN GUIDELINES

Applicant Information

Project Name: UNITED CHURCH OF SANTA FE CLASSROOM ADDITION

Name: ARNOLD, TALITHA

Address: 1004 ARROYO CHANISO

Street Address: SANTA FE, 1

City: SANTA FE, NM

State: NM

ZIP Code: 87515

Phone: (505) 982-3295

E-mail Address: _____

Please address each of the criteria below. Each criterion is based on the Early Neighborhood Modification (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 IN NEIGHBORHOOD CHARACTER AND APPEARANCE
THE ADDITION MATCHES THE HEIGHT OF THE EXISTING BUILDING

(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.

THE ADDITION IS BEING NESTLED IN THE EXISTING GROVE OF TREES
AND WILL NOT IMPACT ANY OPEN SPACE RIVERS, ARROYOS

(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, HISTORIC, ARCHAEOLOGICAL OR CULTURAL
SITES THAT ARE ON OR ADJACENT TO THE PROPERTY

THESE ARE THE RESULTS OF THE TESTS

DATE

NO.

TEST NO.

1. 2. 3.

20/10

111

10/10/10

THESE ARE THE RESULTS OF THE TESTS
DATE 10/10/10 NO. 111

THESE ARE THE RESULTS OF THE TESTS
DATE 10/10/10 NO. 111

THESE ARE THE RESULTS OF THE TESTS
DATE 10/10/10 NO. 111

(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.

THE WILL BE NO CHANGES IN THE REQUIREMENTS FOR REZONING, H-DISTRICTS
OR GENERAL PLAN POLICIES

(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.

NO CHANGE IN PARKING, TRAFFIC, IMPACTS ON PEDESTRIAN FLOW

(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.

NO CHANGE IN ECONOMIC BASE

(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.

NO IMPACT ON AFFORDABLE HOUSING OR HOUSING CHOICES

(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.

NO IMPACT ON PUBLIC SERVICES

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

NO IMPACT ON WATER SUPPLY
IMPROVEMENT IN WATER COLLECTION FOR ON SITE IRRIGATION

(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.

UNITED CHURCH OF SANTA FE HAS BEEN A NEIGHBORHOOD (AND CITY-WIDE) GATHERING SPACE. THIS WILL NOT CHANGE

(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.

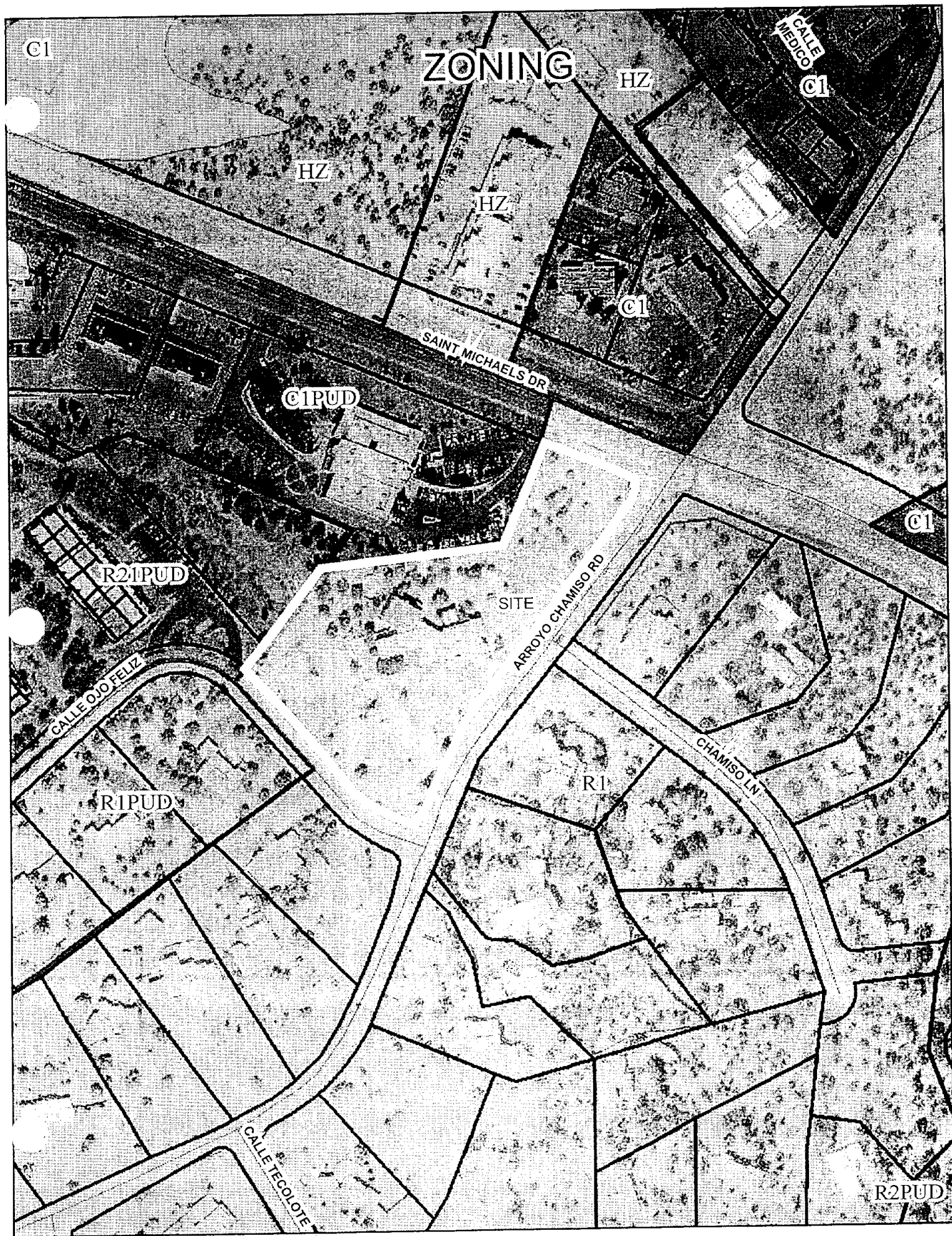
NO CHANGES IN SANTA FE'S URBAN FORM.

(l) ADDITIONAL COMMENTS (optional)

February 7, 2017
Board Of Adjustment
Case # 2016-154
United Church of Santa Fe
Special Use Permit

EXHIBIT D

Maps and Photos



ZONING

C1

HZ

C1

HZ

HZ

C1

SAINT MICHAELS DR

C1PUD

C1

R21PUD

SITE

ARROYO CHAMISO RD

CHAMISO LN

R1PUD

R1

CALLE TECOLOTE

R2PUD

AERIAL

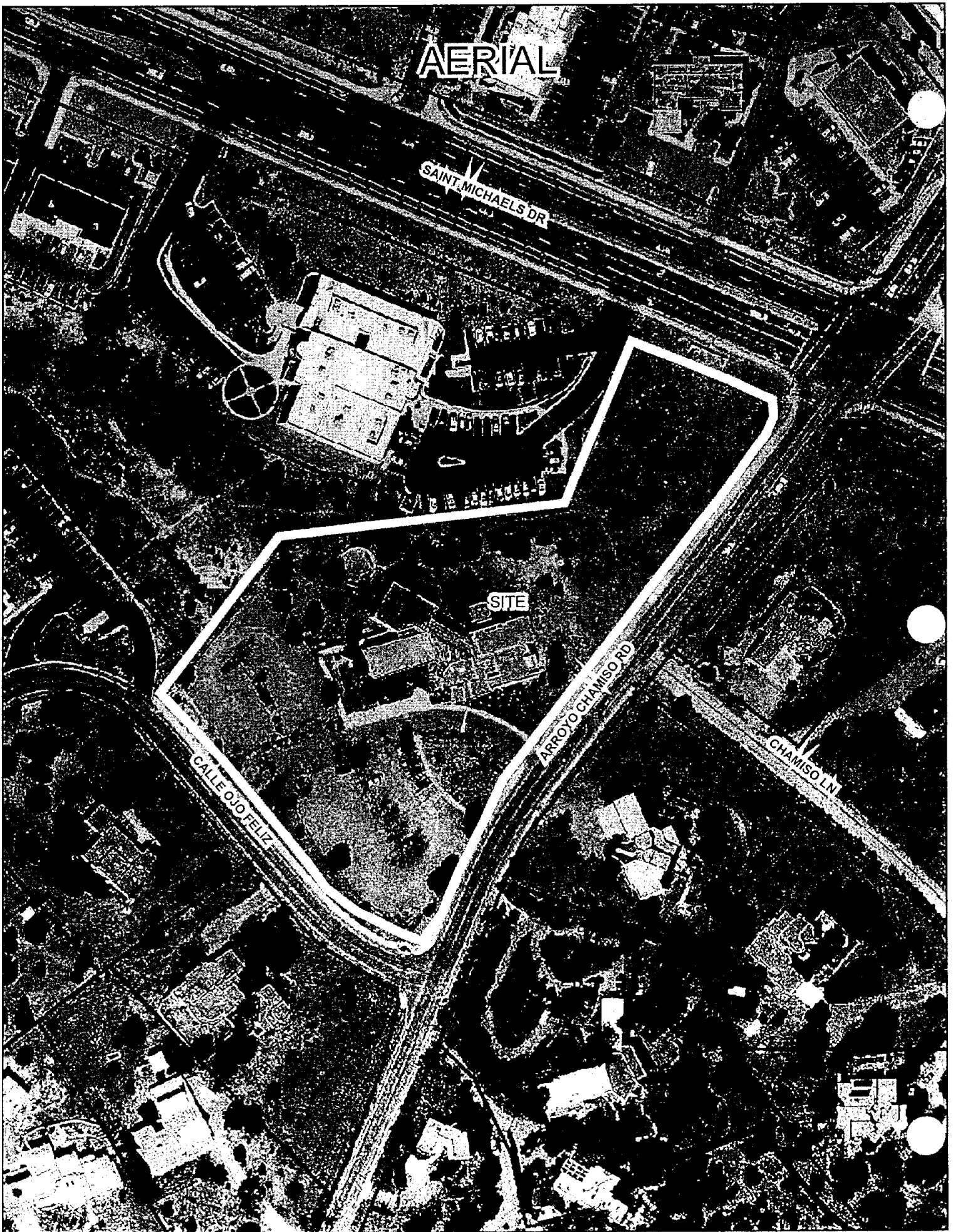
SAINT MICHAELS DR

SITE

ARROYO CHAMISO RD

CHAMISO LN

CALLE OJO FELIZ



February 7, 2017
Board Of Adjustment
Case # 2016-154
United Church of Santa Fe
Special Use Permit

EXHIBIT E

Applicant Data

H+A

January 20, 2016

Mr Dan Esquibel
Senior Planner
City of Santa Fe
201 Lincoln Avenue
Santa Fe, NM 87501

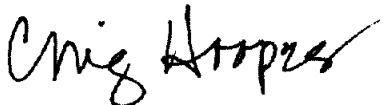
Re: United Church of Santa Fe

Dear Mr. Esquibel,

On behalf of United Church of Santa Fe I would like to ask for a one month postponement of the hearing at the Board of Adjustment of the variance for the wall and sign along Saint Michael's Drive. We need more time to present our reasons for this variance. We wish to continue with the hearing for the Special Use permit for the church addition.

We will present our case to you as soon as possible for the March BOA hearing.

Many thanks,



Craig Hoopes

Hoopes + Associates, Architects Ltd. Co.
PO Box 9427
Santa Fe, NM 87504
505.986.1010

H+A

December 19, 2016

Mr. Dan Esquibel, Senior Land Use Planner
Land Use Department
City of Santa Fe,
200 Lincoln Avenue
Santa Fe, NM 87501

Re: United Church of Santa Fe Special Use Permit
Letter of Application

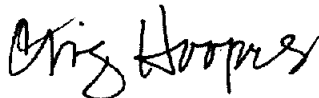
Dear Mr. Esquibel,

Please find attached our submittal for a Special Use Permit for United Church of Santa Fe. An Early Neighborhood Notification meeting was held November 29, 2016.

The church is seeking to add a 3,675 square foot, 2 story (1837.5 square foot footprint) addition to their church for youth classrooms and storage. This use will not increase the amount of parking nor traffic but will support the church's existing programs. The addition will be located at the rear (northeast side) of the existing structure. The addition is hidden from the road and is nestled in a grove of trees that soften its view from neighboring buildings. The addition will be at the same level as the existing church with a lower level.

The church sits on 3.418 acres +/- (149,351 sf) and is located at 1804 Arroyo Chamiso. The church currently occupies 10,024 square feet of heated space and has a roofed footprint of 11,156 square feet. There are 94 parking spaces for the church.

Sincerely,



Craig Hoopes, AIA

Hoopes + Associates, Architects Ltd. Co.
PO Box 9427
Santa Fe, NM 87504
505.986.1010

H+A

December 19, 2016

Mr. Dan Esquibel, Senior Land Use Planner
Land Use Department
City of Santa Fe,
200 Lincoln Avenue
Santa Fe, NM 87501

Re: United Church of Santa Fe Special Use Permit
Approval Criteria

Dear Mr. Esquibel,

The granting of the Special Use permit does not adversely affect the public interest. The property has been used as a church since 1981 and will continue to be used as a church. The addition does not increase traffic as the addition is for youth programs that are currently pressed for space within the existing structure. Parking, vehicular and pedestrian circulation including off-site access will not change.

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 construction.

There is no change in use from the current use. Churches have traditionally been compatible uses within a residential neighborhood. In addition the United Church of Santa Fe acts as a buffer between the residential neighborhood to the south and east and the business use to the north and west. The landscape provides walking trails for the residents.

Sincerely,



Craig Hoopes, AIA

Hoopes + Associates, Architects Ltd. Co.
PO Box 9427
Santa Fe, NM 87504
505.986.1010

REPLAT OF TRACT C IN BLOCK 2 OF
CHAMISO HEIGHTS UNIT TWO
WARD NO. 2, SANTA FE, N.M.

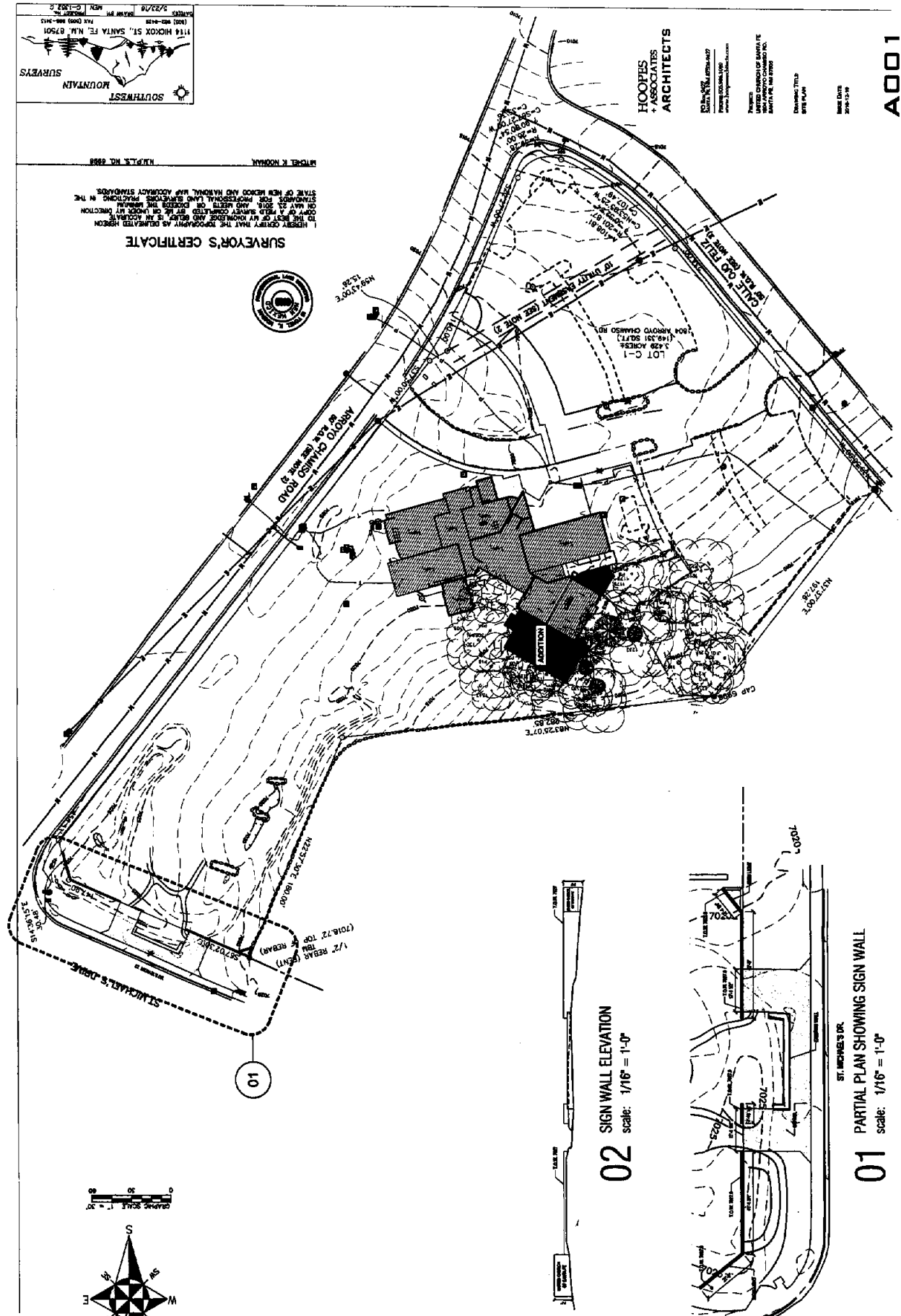
SOUTHWEST MOUNTAIN SURVEYS
 1114 HICKOX ST., SANTA FE, N.M. 87501
 PHONE (505) 968-4428 FAX (505) 968-4415
 DATE: 2/22/79 PROJECT NO. C-1382.2

SURVEYOR'S CERTIFICATE
 I, HEREBY CERTIFY THAT THE TOPOGRAPHY AS DEPICTED HEREON TO THE BEST OF MY KNOWLEDGE AND BELIEF IS AN ACCURATE COPY OF A FIELD SURVEY CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT THE SAME IS IN ACCORDANCE WITH THE STANDARDS FOR PROFESSIONAL LAND SURVEYING PRACTICE IN THE STATE OF NEW MEXICO AND NATIONAL MAP ACTUARY STANDARDS.
 SURVEYOR: R. K. HOSKIN
 N.M.P.L.S. NO. 6888



HOOPES + ASSOCIATES ARCHITECTS
 1014 N. 2ND ST.
 SANTA FE, N.M. 87501
 PHONE (505) 968-4427
 FAX (505) 968-4415
 PROJECT: UNITED CHURCH OF SANTA FE
 1000 ARROYO CHASSO RD.
 SANTA FE, N.M. 87505
 DRAWING TITLE: SITE PLAN
 SHEET DATE: 2/22/79
 SHEET NO.: 1-10

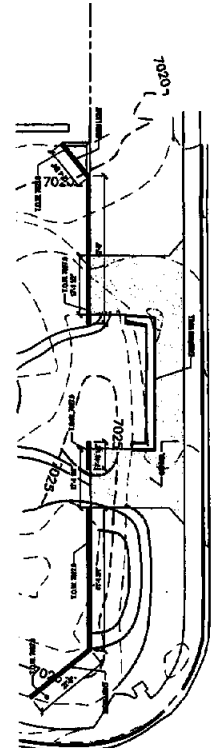
A001



02 SIGN WALL ELEVATION
 scale: 1/16" = 1'-0"



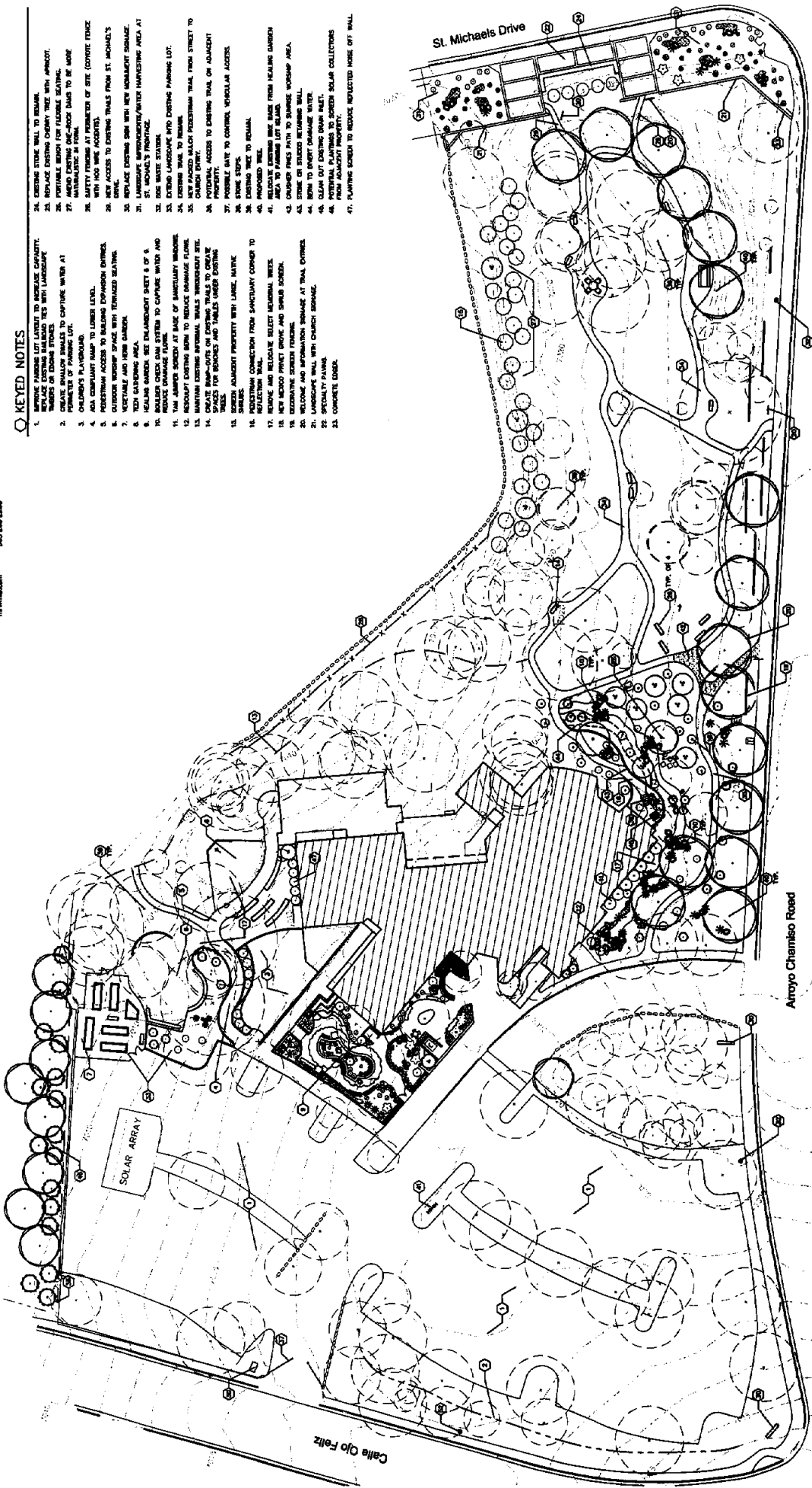
01 PARTIAL PLAN SHOWING SIGN WALL
 scale: 1/16" = 1'-0"



UNITED CHURCH OF SANTA FE LANDSCAPE AND SITE IMPROVEMENTS SCHEMATIC DESIGN

KEYED NOTES

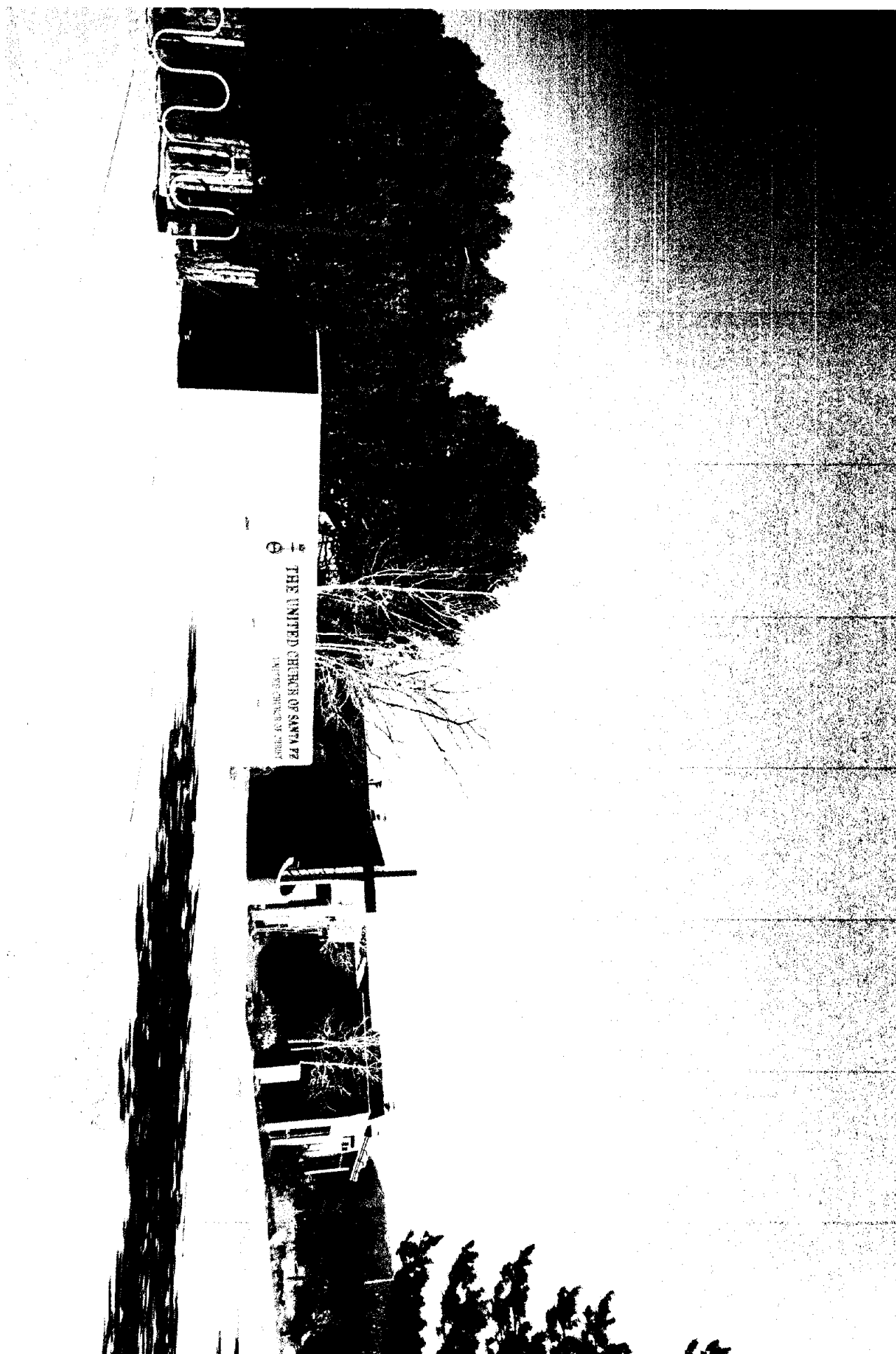
1. REPLACE EXISTING LOT LANTERNS TO INCREASE CAPACITY.
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United Church of Santa Fe

Who we are

Exhibit "4"



United Church of Santa Fe

- Founded in 1980, part of United Church of Christ, an historic progressive Christian tradition.
- Currently 400+ members & friends, 70+ children & youth.
- Congregation: 3 months to 93 years.
- Families: Single-parent, dual-parent, same-gender parent, adoptive, biological, grandparent.
- Children: Guatemala, Mexico, Ethiopia, India, Korea, diverse ethnic background from the U.S.
- From one-person staff in 1987, United now employs 4 full-time and 8 part-time staff.

Communities we support

- **United Church helped found:**
 - Santa Fe Habitat for Humanity
 - Esperanza Shelter
 - St. Elizabeth Shelter
 - Prison Family Center
 - Interfaith Shelter
 - Salazar School Partnership (later Communities in Schools)
 - Regular “immersion” trips to U.S./Mexico border and Navajo Nation, for youth and adults.
- **We support financially and with leadership:**
 - SF Dreamers; NM Environmental Law Ctr; Solace Crisis Treatment; Shelters (Casa Familia, Youth, St. E’s; Interfaith; Esperanza), Pastoral Counseling Ctr.; Immigrant Law Center, SF Watershed, Gerard’s House, etc.
- **United was Santa Fe’s first faith community to be publicly “open and affirming” of LGBTQ persons (1994)**
 - The first year same-sex marriage was legal in NM, United clergy performed over 100 weddings. (Lutheran Advocacy Ministry; Citizen Climate Lobby, Bilingual Education in Central America; Faith and Environment)

Communities we host

- **Santa Fe's Music Community**
 - Performance Santa Fe
 - Desert Chorale
 - SF Symphony and Chorus
 - SF Community Orchestra and Chorus
 - NM Music Teachers Association
 - Zia Singers
 - Men's Camerata
- **Schools**
 - NM School for the Arts
 - SF Girls School
- **Advocacy Groups**
 - Lutheran Advocacy Ministry
 - Citizen Climate Lobby
 - Bilingual Education in Central America
 - Faith and Environment
- **Community Events**
 - Joe Hayes Storytelling
 - Sol y Lomas Homeowners Assoc.
 - Communities in Schools
 - Fundraiser for Honduran Orphanage



A Desert Faith Church

- Connect the congregation and wider community to the sacred landscape of northern New Mexico.
- Educate in how to “live lightly” in this land.
- Committed to sustainable practices (eg., solar panels, water catchment, cisterns.
- Provide a place of beauty and renewal for our neighbors around the church—office workers, medical staff, families and individuals living in the neighborhood.

TOPOGRAPHIC SURVEY FOR THE UNITED CHURCH OF SANTA FE OF LOT C-1

LIVING WITHIN BLOCK 2 CHURCH OF THE
SUBDIVISION, CITY OF SANTA FE, NEW MEXICO



LEGEND

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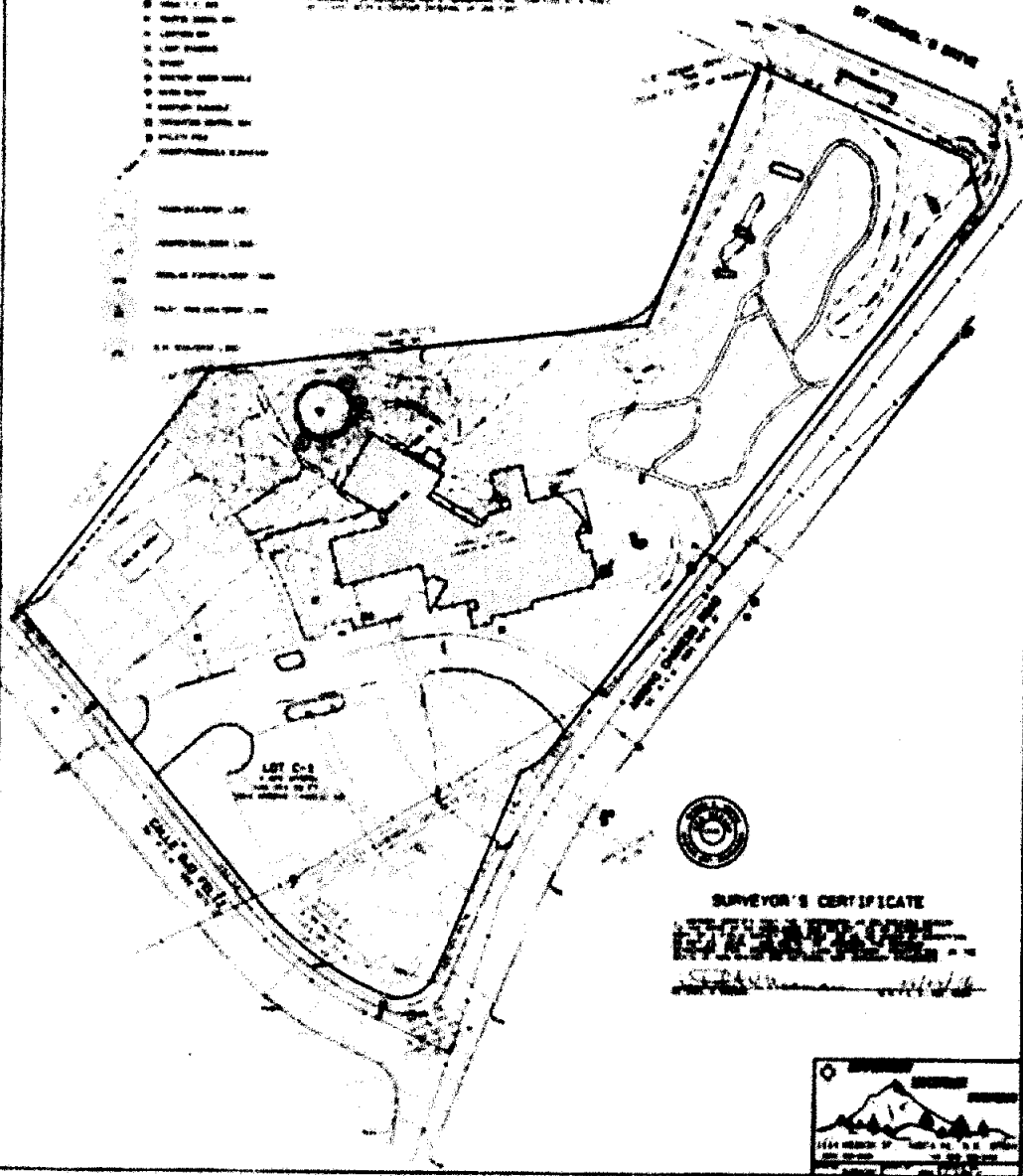
SURVEYOR'S NOTES

1. THIS SURVEY WAS MADE BY THE SURVEYOR IN THE MONTH OF MAY, 1964, AND THE RESULTS ARE HEREBY CERTIFIED TO BE TRUE AND CORRECT.

2. THE SURVEY WAS MADE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF SURVEYORS AND MAPS, CITY OF SANTA FE, NEW MEXICO.

3. THE SURVEY WAS MADE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF SURVEYORS AND MAPS, CITY OF SANTA FE, NEW MEXICO.

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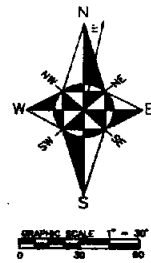


SURVEYOR'S CERTIFICATE

I, the undersigned, being a duly qualified Surveyor, do hereby certify that the foregoing is a true and correct copy of the original survey as shown to me by the owner of the land.

Surveyor





02 SIGN WALL ELEVATION

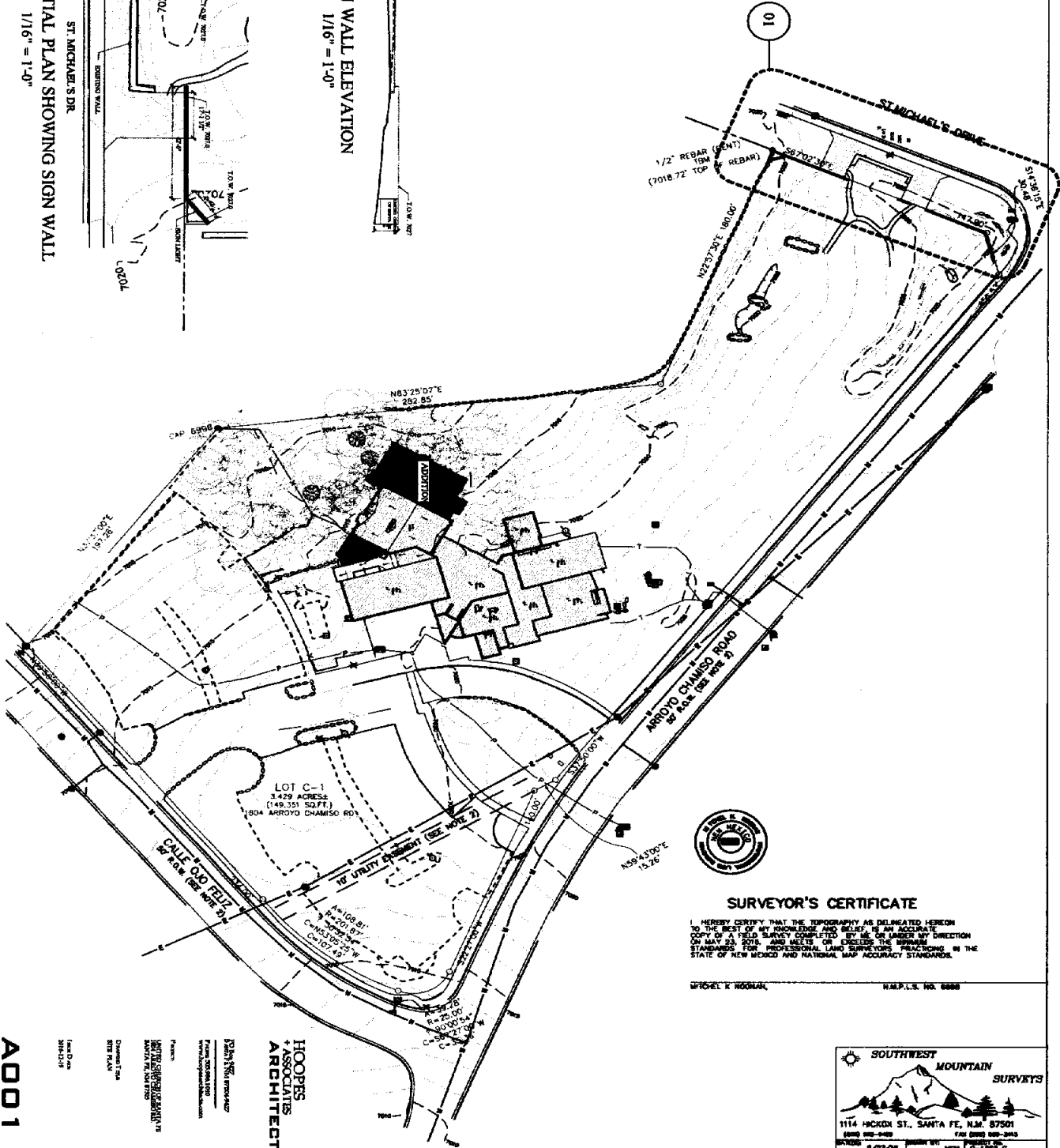
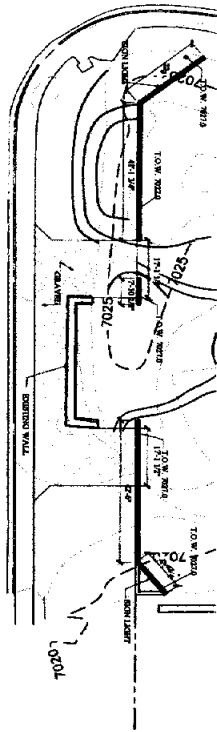
scale: 1/16" = 1'-0"



01 PARTIAL PLAN SHOWING SIGN WALL

scale: 1/16" = 1'-0"

ST. MICHAEL'S DR.



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE TOPOGRAPHY AS DELINEATED HEREON TO THE BEST OF MY KNOWLEDGE AND BELIEF IS AN ACCURATE COPY OF A FIELD SURVEY COMPLETED BY ME OR UNDER MY DIRECTION ON MAY 23, 2018, AND MEETS OR EXCEEDS THE MINIMUM STANDARDS FOR PROFESSIONAL LAND SURVEYING PRACTICE IN THE STATE OF NEW MEXICO AND NATIONAL MAP ACCURACY STANDARDS.

MICHAEL E. RODAN

N.M.P.L.S. NO. 6888



**HOOPES
+ ASSOCIATES
ARCHITECTS**

PLANNING & DESIGN
1114 HICKEN ST., SUITE 100
SANTA FE, NM 87501
505.825.5482
www.hoopesarchitects.com

DESIGNED BY
MICHAEL E. RODAN
MAY 23, 2018

CHECKED BY
M.E.R.

DATE
5/23/18

A001

LANDSCAPE ARCHITECT
 1000 10th Street, N.E.
 Albuquerque, N.M. 87102

UNITED CHURCH OF SANTA FE LANDSCAPE AND SITE IMPROVEMENTS SCHEMATIC DESIGN

NOTES

1. EXISTING SITE PLAN AND LAYOUT.
2. EXISTING BUILDING AND SITE PLAN.
3. EXISTING LANDSCAPE AND SITE PLAN.
4. EXISTING PARKING AREA AND SITE PLAN.
5. EXISTING WALKWAY AND SITE PLAN.
6. EXISTING DRIVEWAY AND SITE PLAN.
7. EXISTING FENCE AND SITE PLAN.
8. EXISTING LIGHTING AND SITE PLAN.
9. EXISTING SIGNAGE AND SITE PLAN.
10. EXISTING UTILITY AND SITE PLAN.
11. EXISTING WATER AND SITE PLAN.
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100. EXISTING SEWER AND SITE PLAN.

1" = 10' SCALE
 10' 0" 20' 0" 30' 0" 40' 0" 50' 0" 60' 0" 70' 0" 80' 0" 90' 0" 100' 0"

**UNITED CHURCH OF SANTA FE
LANDSCAPE AND SITE IMPROVEMENTS
SCHEMATIC DESIGN**

KEYED NOTES

1. **What is the purpose of the Federal Reserve System?**
The purpose of the Federal Reserve System is to regulate the money supply, maintain financial stability, and provide services to the banking system.
2. **What are the three main functions of the Federal Reserve?**
The three main functions of the Federal Reserve are:
 - a. Monetary Policy: Controlling the money supply and interest rates to achieve economic goals.
 - b. Supervision and Regulation: Monitoring and regulating the activities of banks and other financial institutions to ensure safety and soundness.
 - c. Payment System: Operating and maintaining the payment system, including checks, coins, and currency.
3. **What is the Federal Reserve's role in setting interest rates?**
The Federal Reserve sets the discount rate, which is the interest rate it charges banks for borrowing funds. It also influences the federal funds rate, which is the interest rate banks charge each other for overnight loans.
4. **What is the Federal Reserve's role in controlling the money supply?**
The Federal Reserve controls the money supply through open market operations, which involve buying and selling government securities. It also sets the reserve requirements for banks, which determine the minimum amount of reserves they must hold.
5. **What is the Federal Reserve's role in providing services to the banking system?**
The Federal Reserve provides several services to the banking system, including:
 - a. Clearing and settling payments.
 - b. Providing liquidity to banks in need.
 - c. Acting as a lender of last resort.
 - d. Maintaining the stability of the financial system.
6. **What is the Federal Reserve's role in promoting financial stability?**
The Federal Reserve promotes financial stability by monitoring and regulating the activities of banks and other financial institutions. It also provides information and guidance to the public about financial risks and market conditions.
7. **What is the Federal Reserve's role in conducting research?**
The Federal Reserve conducts research on a wide range of economic and financial issues, including the money supply, interest rates, and the performance of the financial system. This research informs its policy decisions and provides valuable information to the public.
8. **What is the Federal Reserve's role in maintaining the stability of the financial system?**
The Federal Reserve maintains the stability of the financial system by acting as a lender of last resort, providing liquidity to banks in need, and monitoring and regulating the activities of banks and other financial institutions.
9. **What is the Federal Reserve's role in providing information to the public?**
The Federal Reserve provides information to the public through its website, press releases, and public hearings. It also publishes the Federal Reserve Bulletin, which contains detailed information about its activities and policies.
10. **What is the Federal Reserve's role in promoting economic growth?**
The Federal Reserve promotes economic growth by implementing monetary policy that stimulates the economy. It also provides information and guidance to the public about economic conditions and market trends.









