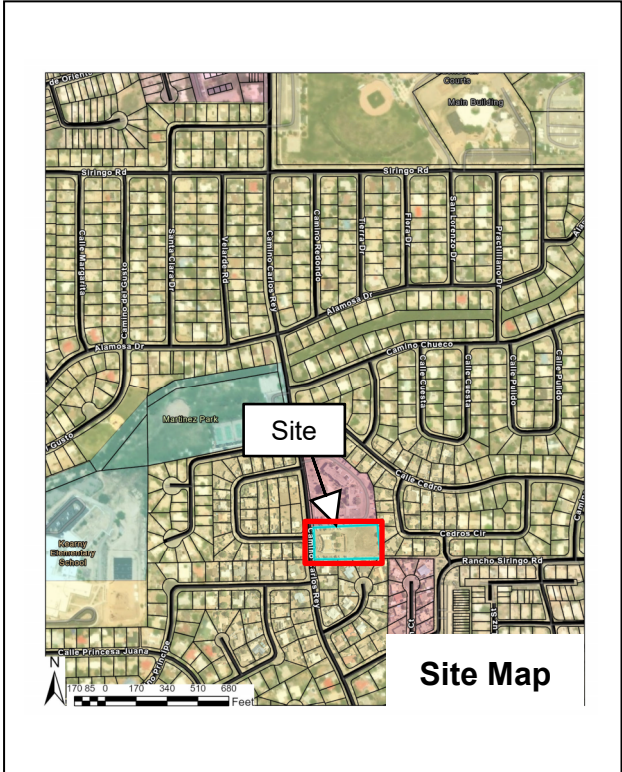




CITY OF SANTA FE

# Land Use Department Board of Adjustment Staff Report

**Case No:** 2024-9316  
**Hearing Date:** March 4, 2025  
**Agent:** Greg Reid / Plan A Architecture  
**Applicant:** Grace Community Church  
**Request:** Special Use Permit  
**Location:** 2247 Camino Carlos Rey  
**Case Mgr:** Claudia Kath  
**Zoning:** R-5 (Religious Assembly – 1.5 Acre)  
**Overlay:** None  
**Pre-app Mtg:** October 26, 2023  
**ENN Mtg:** August 21, 2024  
**App. Rec'd:** October 4, 2024  
**Proposal:** Special Use Permit request for a New Assembly Area Building adjacent to an existing church building located on a lot totaling approximately 1.5 acres.



**Case #2024-9316. 2247 Camino Carlos Rey, Grace Community Church, Special Use Permit.** Plan A. Architecture, LLC, Agent, for Grace Community Church, Owner, requests Special Use Permit approval to construct a New Religious Assembly Building. The property, located at 2247 Camino Carlos Rey, is zoned R-5 (low-density residential) and has an existing church building on the lot of 1.5 acres. (Claudia Kath, Case Manager, [cmkath@santafenm.gov](mailto:cmkath@santafenm.gov).)

**I. RECOMMENDATION:**

The Land Use Department recommends **APPROVAL** of the Special Use Permit with the conditions of approval as outlined in this report and in Attachment A.

*One motion will be required in this case:*

- *Approve or deny the Special Use Permit subject to the conditions of approval and technical corrections recommended by staff listed in Attachments A and B.*

## II. EXECUTIVE SUMMARY:

### A. Purpose and Intent

14-3.6(A) "Special use permits are intended to allow flexibility in providing for, regulating or preventing specified uses within various districts as provided in Table 14-6.1-1 so they are compatible with existing or desired land use patterns. Special use permit approval is required for certain uses so that potential detrimental effects may be reduced or avoided and conflicts in land use may be prevented. Special use permits are necessary because of the wide variety of uses that are allowed within zone districts and because of the variety of existing sites and uses found in the community."

The Grace Community Church (Applicant) is seeking to build a new 5,800 sq. ft., single-story, 24' high structure, for religious assembly, adjacent to the existing 5,540 sq. ft. church edifice, to hold special functions such as meetings, weddings, memorial services, and baby showers. The new building would be located to the east of the existing structure and include a landscaped courtyard between the buildings. The new building will be a religious assembly area to be used by the church and community primarily on weekends. See Figure 1.

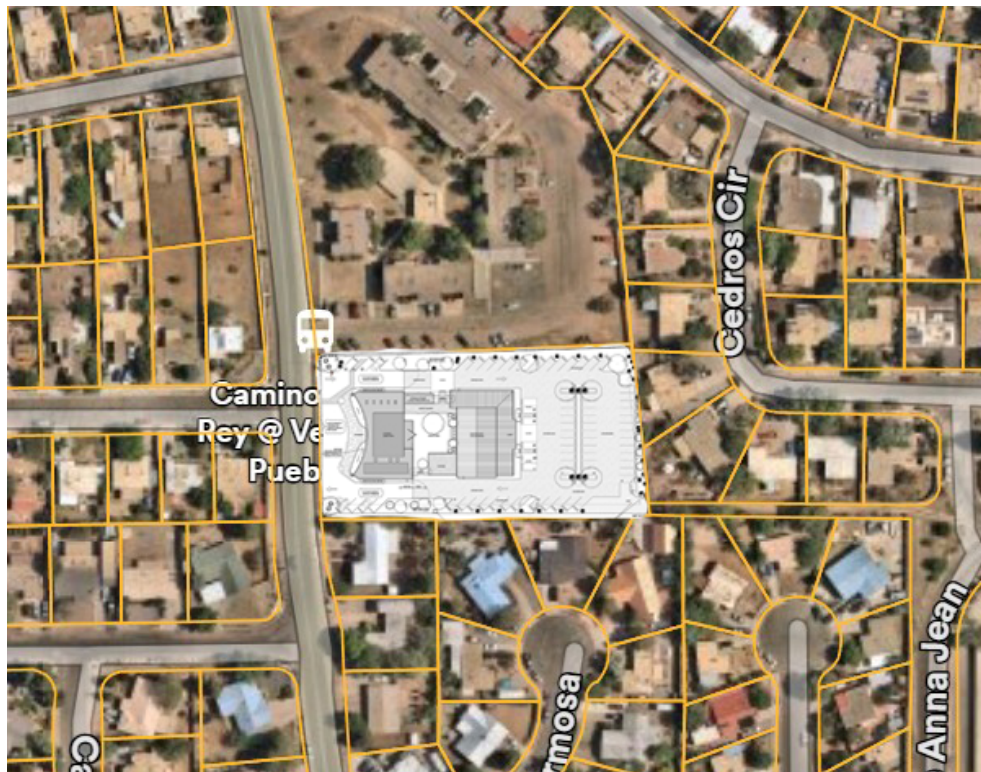


Figure 1 Aerial and Proposed Site Plan

The Applicant has complied with all applicable subsections of Chapter 14 Section 14-3.1 General Provisions, including 14-3.1(E) "Pre-Application Conferences", 14-3.1(F) "Early Neighborhood Notification Procedures" and 14-3.1(H) "Notice Requirements". The City's Development Review Team (DRT) reviewed the Application for compliance with applicable City Code sections.

Staff's analysis identifies the Application has satisfied Special Use Permit Approval Criteria in accordance with Subsection 14-3.6(D)(1), subject to "conditions of approval" and "technical corrections" listed in Attachments A and B and use specific standards 14-6.2(C)8.

### III. SITE ANALYSIS:

Grace Community Church was originally built in 1970 at the 2247 Camino Carlos Rey location, with various additions constructed in 1980. The Property is located on a Legal Lot of Record, zoned R-5 and within the Suburban Archaeological Review District.

The 1.5-acre site is bordered by walls on the north and east and a fence to the south. There is an unimproved access route in the southeast corner of the site that connects to Cedros Lane.

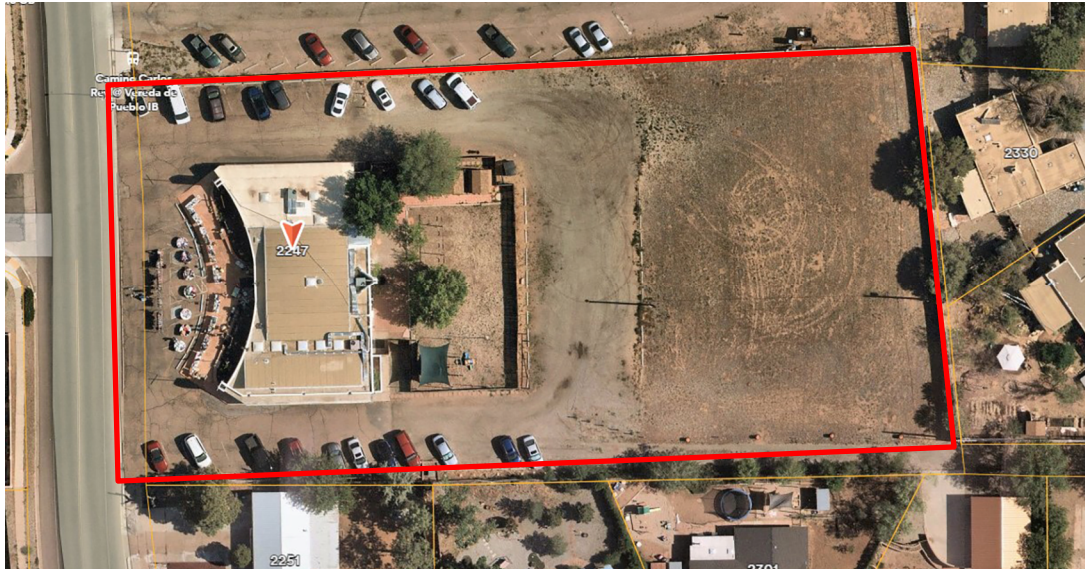


Figure 2 Existing Site / Lot Image

The existing church building is bounded by asphalt parking to the north, east and south. Enhanced landscaping occurs at the front of the church which faces Camino Carlos Rey. A fenced playground is located behind the existing church to the east and a gravel lot surrounds this area. See Figure 2.

Staff finds the Applicant complies with required easements for the R-5 zoning district as set forth in Chapter 14-7.2. Existing easements along the south and west property lines are for utility purposes.

#### A. Adjacent Properties

The site is Lot #7 of the Los Cedros Subdivision and is located approximately one quarter of a mile south of Siringo Road. It is bounded by the La Villa Condominiums to the north and single-family homes to the east, west and south. Camino Carlos Rey is the primary source of ingress and egress along the eastern edge of the property. As per City Code 14-3.7(C)(3), a Special Use Permit is required for Religious Use.



Figure 3 - Adjacent Zoning

The existing church is in the Santa Fe-style as will be the proposed community building. The new building will align well with the surrounding residential neighborhood, featuring a single-story structure that complies with the 24-foot height limit.

The Applicant’s design positions the taller main space centrally, with lower massing around the perimeter to match the scale of nearby homes rather than the condominium complex. Natural stone cladding will enhance the lower massing, while the new building creates an enclosed courtyard with the existing church, incorporating the playground area.

**B. Overlay Districts**

The project is situated within the Suburban Archaeological Review District and does not meet the threshold for archaeological clearance permits. However, if cultural resources or human burials are discovered on the site, all

work must stop and Historic Preservation Division (HPD) staff must be notified immediately. DRT has commented on Archeology for the project which can be found in Attachments A and B.

**C. Parking**

There are 24 existing angled standard parking and 4 accessible spaces on the site. The Applicant is proposing a total of 73 new parking spaces, where 72 are required. This will include 6 accessible spaces, 1 of which will be for a van. As specified in Exhibit A - Table 14-8.6-1 Parking and Loading Requirements, there is 1 space / 4 seats required for the existing church. There is 1 space / 4 seats required for the proposed assembly building.

Table 1 Required Vehicular Parking

| EXISTING CHURCH             |                |                 |   |          |          |  |
|-----------------------------|----------------|-----------------|---|----------|----------|--|
| BUILDING SQ. FT. AREA       | OCCUPANCY LOAD | TYPE OF PARKING | PARKING REQUIREMENT                           | PROVIDED | REVIEW   |  |
| 5,000                       | 95             | Standard Cars   | 1 Parking Space / 4 Seats = 24 Parking Spaces | 24       | Complies |  |
| PROPOSED ASSEMBLY STRUCTURE |                |                 |   |          |          |  |
| BUILDING SQ. FT. AREA       | OCCUPANCY LOAD | TYPE OF PARKING | PARKING REQUIREMENT                           | PROVIDED | REVIEW   |  |
| 5,485                       | 193            | Standard Cars   | 1 Parking Space / 4 Seats = 48 Parking Spaces | 49       | Complies |  |

The applicant is providing 90° parking for “Standard Car” parking and 45° for “Angled” parking: Table 2 Parking Type

| TYPE         | MINIMUM WIDTH | VEHICLE PROJECTION | AISLE  | TYPICAL MODULE | OVERHANG |
|--------------|---------------|--------------------|--------|----------------|----------|
| Standard Car | 8'-6"         | 19'-0"             | 23'-0" | 56'-0"         | 2'-8"    |
| Angled Car   | 12'-0"        | 33'-0"             | 30'-0" | 55'-0"         | 2'-8"    |

The Development Plan shows one location for Bicycle Parking for the site. As noted in Table 14-8.6-3 General Off-Street Bicycle Parking, for 51 – 100 Automobile Parking Spaces Required, 10 Bicycle Spaces are Required. The Applicant is proposing 2 Ribbon Bicycle Racks that each hold 7 bicycles for a total of 14 proposed bicycle parking spaces. The proposed racks are RB05 by “Ribbon Rack” which complies with Chapter 14 Appendix Exhibit D.

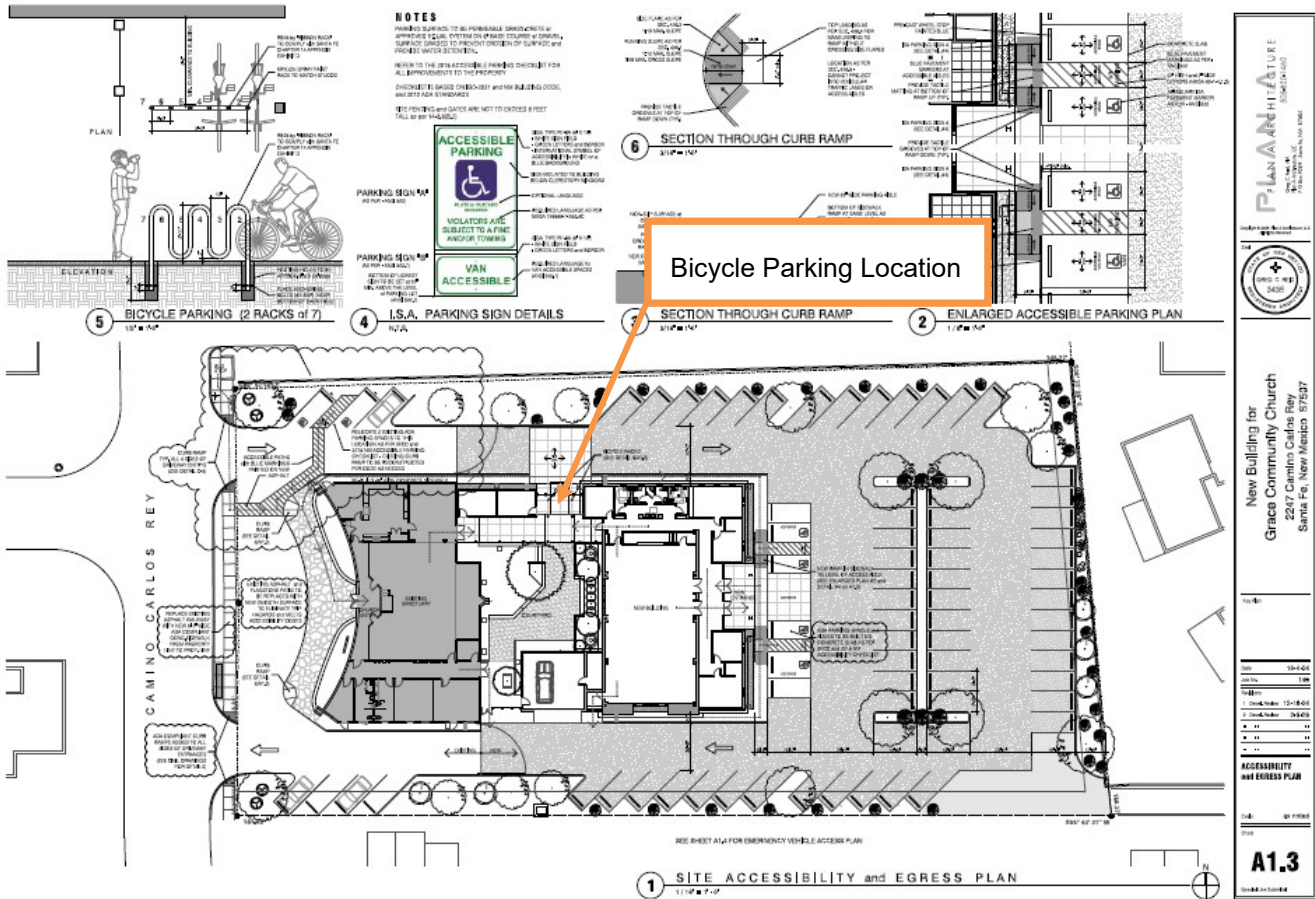


Figure 4 Bicycle Parking Location

The Land Use Technical Review Division has reviewed the development plan parking scheme for compliance with the ADA. Comments and conditions of approval can be found in Attachments A and B.

**D. Access and Traffic**

The project proposes two driveways into the property off of Camino Carlos Rey. The northern most curb ramp on Camino Carlos Rey will be constructed per NMDOT Standard detail 608-001-3 and is designated for traffic to enter the site at that location. The southern most curb cut is intended for traffic exiting the site. A new code compliant concrete sidewalk will be added by the Applicant to continue the existing public right-of-way along Camino Carlos Rey particularly to the nearby bus stop to the north of this project.

The City Traffic Division has reviewed this case and DRT comments are included for reference Attachments A and B for Conditions and Technical Corrections).

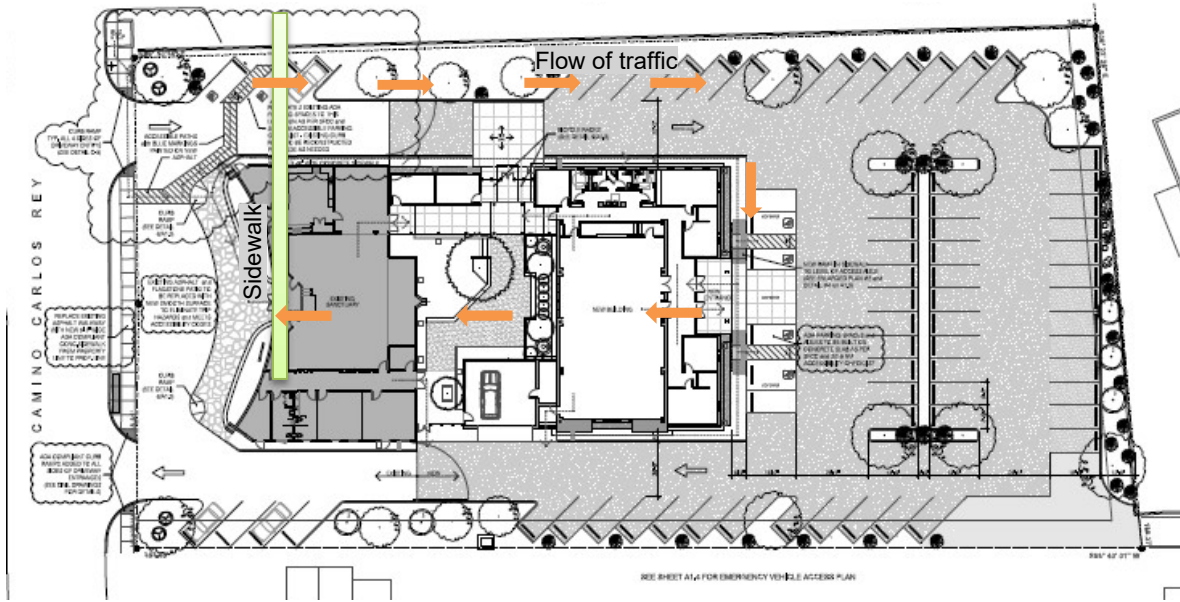


Figure 5 Traffic Plan

## E. Utilities

The proposed utility plan for the development is to extend the existing City services for water and sewer to the new building.

### 1. Water

The City Water Division has approved the applicant's water budget for the new building. The new building will tie into the existing 8" water line in Camino Carlos Rey. A separate water meter will be added for irrigation.



Figure 6 – Front of Existing Grace Community Church

### 2. Wastewater

The Applicant is proposing a 4" sewer line to provide sewer service to the new building. Conditions of Approval and Technical Corrections have been met by the Applicant as noted in Attachments A and B.

### **3. Fire**

The new building will comply with 2021 IFC and IBC regulations. The existing church is a Level 1 and does not have sprinklers. The Applicant will submit permit drawings and calculations with the permit submittal.

The closest fire hydrant is across from Camino Carlos Rey and is within 400 feet of the existing church. The hydrant is 439 feet from the furthest corner of the fully sprinklered new building. These conditions in Attachment A have been approved by the City Fire Marshall.

The proposed gates on the drive aisle at the north and south sides of the building will include a keypad, Knox box and an Opticom device.

### **4. Lighting**

The Applicant has submitted a lighting plan with a photometric analysis. The Technical Review Division found the lighting plan non-compliant to SFCC §14-8.9 "Outdoor Lighting." A Condition of approval has been included in Attachment A of this report to address compliance prior to submitting for a building permit.

### **5. Terrain Management**

Staff finds the proposed site design for the project provides for a regionally appropriate and sustainable landscape solution. The landscape occupies 20% of the site and as per Section 14-8.4 water harvesting designs are incorporated as alternate sources of landscape irrigation water. Two water retention ponds are located on the north and south perimeters of the site and a permeable paving system will be used to pave the parking lot. Engineering calculations have been submitted as part of the terrain management regulations and show the percentage of water expected to be saved on the site.

The Applicant has designed trees and shrubs to be planted at the perimeter of the site, the water retention ponds, and in the parking lot islands to reduce heat, dust, glare, and mitigate views of cars on the site which complies with Section 14-6.4(I)(2). The Applicant complies with the quantity of 10 square feet of landscape to be provided per parking space. The traffic island to the east of site is at least six (6)' feet wide and has over ninety (90) square feet of permeable surface without a curb and there are less than 20 vehicles parked in a row.

Staff's review found the Landscape Plan to be incomplete requiring many several technical corrections including an Irrigation Plan (see Attachment B "Technical Corrections"). The technical corrections must be addressed prior to submitting the Building Permit.

### **6. Solid Waste Management**

The applicant intends to store standard solid waste and recycling containers in the proposed garage structure. The receptacles will be taken to the curb on a weekly basis to be collected with the adjacent residential pick-up times.

### **7. Architecture**

The Applicant has provided a points analysis for the proposed new building in conjunction with the Development Plan. A total of 180 points are required, and 215 points are proposed, which Staff finds to be in compliance with Chapter 14-8.7. The submitted Plans and Elevations show a one-story building designed in the Santa Fe style, similar to the existing church. This architectural style is defined by stucco walls and a low stone base. The building's height gradually steps up toward the existing church, emphasizing the church as the focal structure. This stepped design aligns with the existing neighborhood character and is consistent with the surrounding building heights. The new building's hours of operation will primarily be on weekends, from approximately 8 a.m. to 10 p.m. The Applicant must comply with Municipal Code 10-2.5 "Zone District Noise Levels; maximum; correction."

*“It is a violation of this section for any person to operate or permit to be operated any stationary source of sound in such a manner as to create a ninetieth percentile sound pressure level (L90) for a measurement period of ten (10) minutes or more unless otherwise provided in this section, which exceeds the limits set forth for the following receiving zones. The location for measuring exterior sound levels shall be at least one foot (1') inside the property line of the affected property and three to six feet (3' to 6') above ground level and at least four feet (4') from walls and other reflective surfaces.”*

**IV. SPECIAL USE PERMIT APPROVAL CRITERIA SECTION 14-3-6(D)**

SFCC §4-3.6(D) details the approval criteria for a special use permit:

|  |  |
|--|--|
| <p><b>Criterion 1: Necessary Finding §14-3.6(D)(1)(a)</b><br/> <b>that the land use board has the authority under the section of Chapter 14 described in the application to grant a special use permit;</b></p>  | <p><b>Criterion Met:</b><br/>         (Yes/No/conditional/N/A)<br/> <b>YES</b></p> |
| <p><b>Applicant Response:</b> <i>As it relates to the proposed new structure for Grace Community Church, the Land Use board has the authority under Section 14-6 and Table 14.6.1-1 of Chapter 14 to grant a special use permit for Religious Assembly use in an R-5 district.</i></p> <p><b>Staff Response:</b> Staff agrees with the Applicant. Per Santa Fe City Code (SFCC) §14-3.3.4(C)(2): “...The Board of Adjustment has the authority to hear and decide applications for special use permits as authorized by Chapter 14; to decide questions that are involved in determining whether special use permits should be granted; and to grant special use permits with such conditions and safeguards as appropriate under Chapter 14 or to deny special use permits when not in harmony with the intent and purpose of Chapter 14”.</p>  |  |
| <p><b>Criterion 2: Necessary Finding §14-3.6(D)(1)(b)</b><br/> <b>that granting the special use permit does not adversely affect the public interest;</b></p>  | <p><b>Criterion Met:</b><br/>         (Yes/No/conditional/N/A)<br/> <b>YES</b></p> |
| <p><b>Applicant Response:</b> <i>Granting the special use permit does not adversely affect the public interest or the surrounding homeowners. Grace Community Church has been a part of this neighborhood, on this property, for fifty-five years. The new building proposed is behind the existing church so will not impact the streetscape from Camino Carlos Rey.</i></p> <p><b>Staff Response:</b> The term “Public Interest” is not specifically defined in Chapter 14; however, as stated in SFCC Subsection 14-1.3 General Purposes, the purpose of Chapter 14 is to implement the general plan, “including guiding and accomplishing a coordinated, adjusted and harmonious development of Santa Fe that will best promote the health, safety, order, convenience, prosperity and the general welfare as well as efficiency and economy in the process of development”.</p> <p>Staff, together with the Development Review Team, reviewed the Applicant’s submittals for compliance to minimum standards for health, safety and welfare as it relates to traffic, grading and drainage, fire prevention, water use, and sewer needs. Nothing in the comments as shown in Attachments A and B will adversely affect the public interest.</p> |  |

|  |  |
|--|--|
| <p><b>Criterion 3: Necessary Finding §14-3.6(D)(1)(c)</b><br/> <b>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.</b></p>   | <p><b>Criterion Met:</b><br/> (Yes/No/conditional/N/A)<br/> <b>YES</b></p> |
| <p><b>Applicant Response:</b> <i>The community church use is compatible with, and adaptable to the houses and apartment complex adjacent to their property. Both the existing church and proposed structure are single story buildings and are within the maximum allowed height of 24 feet for residential zones. The massing of both existing and proposed buildings positions the taller main space in the center with lower scaled masses wrapping the perimeter. This lowered massing brings the scale down in keeping with that of the surrounding houses rather than that of the apartment buildings. The base of the lower massing will have natural stone cladding at the base of the stucco walls.</i></p> <p><b>Staff Response:</b> The Project will comply with applicable City code requirements with regard to height, setbacks, mass and scale, architectural style, landscaping, lighting and open space. Staff agrees with the Applicant that building massing will be compatible and adaptable to surrounding properties in the vicinity. The use of the property is adaptable to the neighboring properties since it will be used primarily on weekends and not have long evening hours. Parking will be provided on site and the property will be locked with limited access during overnight hours.</p> |  |

**V. EARLY NEIGHBORHOOD NOTIFICATION**

The applicant properly noticed for the Early Neighborhood Notification (ENN) meeting in accordance with 14-3.1(H) with a notification sign fifteen days prior to the meeting and letters of notice to neighbors within 300 feet of the proposed site. An Early Neighborhood Notification (ENN) meeting was held on August 21<sup>st</sup>, 2024. The Applicant, their agent, staff and approximately twelve community members attended. The Agent, Plan A Architecture, presented photos and a proposed site plan of the new religious assembly building. Neighbors raised concerns regarding operating hours of the facility. Several residents expressed concern about maintaining access through the unimproved route in the southeast corner of the site that connects to Cedros Lane. Neighbors have utilized this route to access their properties from the backyard garage area.

**VI. APPROVAL LIMITED AND EXPIRATION**

Special Use Permits are granted for specific use and intensity. A Special Use Permit is required for any significant expansion or intensification of special use. A Special Use Permit that has not been exercised within three (3) years from the date of final action by the Board of Adjustment expires as provided in SFCC §14-3.19(B)(5). Approval of the special use permit may be extended as provided in SFCC §14-3.19(C). If the use approved by the special use permit ceases for any reason for a period of more than three hundred sixty-five days, the special use permit shall expire.

**VII. ATTACHMENTS:**

Attachment A: Conditions of Approval

Attachment B: Development Review Team (DRT) Comments

1. Terrain Management
2. Traffic Engineering
3. Water Engineering

- 4. Waste Water Engineering
- 5. Fire Prevention Review
- 6. Landscaping
- 7. Stormwater Engineering
- 8. ADA
- 9. Solid Waste
- 10. Archeological

Attachment C: Maps and Photos

- 1. Future Land Use Map
- 2. Current Zoning Map
- 3. Aerial Photo
- 4. Street View Photo
- 5. Site Photos

Attachment D: Applicant Materials

- 1. Application Submittals
- 2. Legal Lot of Record
- 3. Applicant Drawings

**APPROVED BY:**

| <b>Title</b>                     | <b>Name</b>     | <b>Initials</b> |
|----------------------------------|-----------------|-----------------|
| Land Use Department Director     | Heather Lamboy  | <i>HLL</i>      |
| Assistant Department Director    | Maggie Moore    | <i>MM</i>       |
| Planning Manager                 | Daniel Esquibel | <i>DE</i>       |
| Land Use Department Case Manager | Claudia Kath    | <i>CK</i>       |