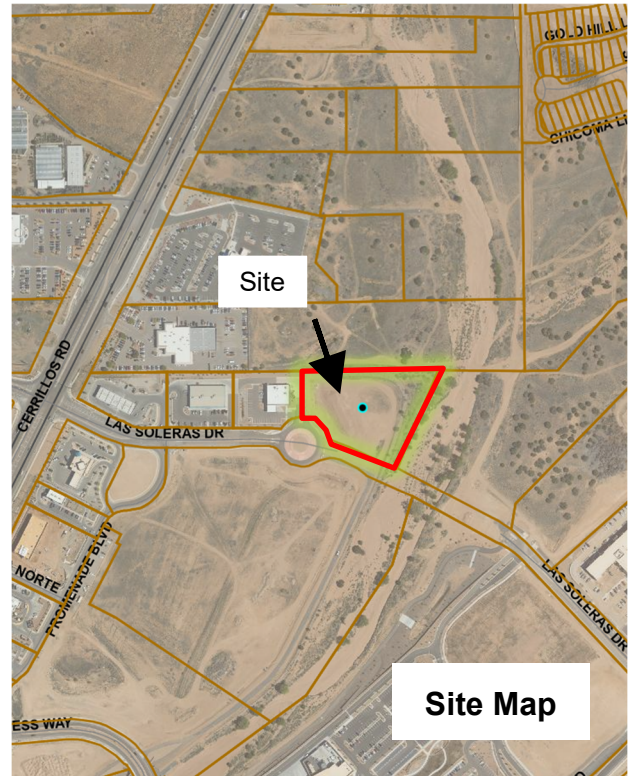




# Planning and Land Use Department Development Plan Staff Report

**Case No:** 2025-010094  
**Hearing Date:** April 17, 2025  
**Agent:** David Archuleta  
**Applicant:** Education Retirement Board (ERB)  
**Request:** Development Plan Approval  
**Location:** 5211 Las Soleras Drive  
**Case Mgr.:** Claudia Kath  
**Zoning:** C-2 (General Commercial)  
**Overlay:** -Suburban Archeological Review Dist.

**Pre-app Mtg:** July 25, 2024  
**ENN Mtg:** March 3, 2025  
**Proposal:** Applicant requests City of approval of a one-story office building, approximately 20,000 sq.ft on 2.99 acres of land. The property is zoned C-2 (General Commercial) and is located at 5211 Las Soleras Drive.



**Case #2025-010094-PLBD. 5211 Las Soleras Drive. Development Plan.** David Archuleta, Agent, for the Education Retirement Board, Applicant, requests Development Plan approval of a one-story office building, approximately 20,000 sq.ft. on 2.99 acres of land for office use. The property is zoned C-2 (General Commercial) and is located at 5211 Las Soleras Drive. (Claudia Kath Case Manager, cmkath@santafenm.gov).

## I. RECOMMENDATION

The Planning and Land Use Department recommends development plan (“Development Plan”) **APPROVAL** of **Case #2025-010094, 5211 Las Soleras Drive, Education Retirement Board**, subject to conditions of approval and technical corrections listed in Attachments A & B of this report.

*One motion will be required, for this case:*

- **Approve or deny** the Development Plan (Case #2025-010094), subject to the conditions of approval and technical corrections recommended by staff. (See Attachments A & B).

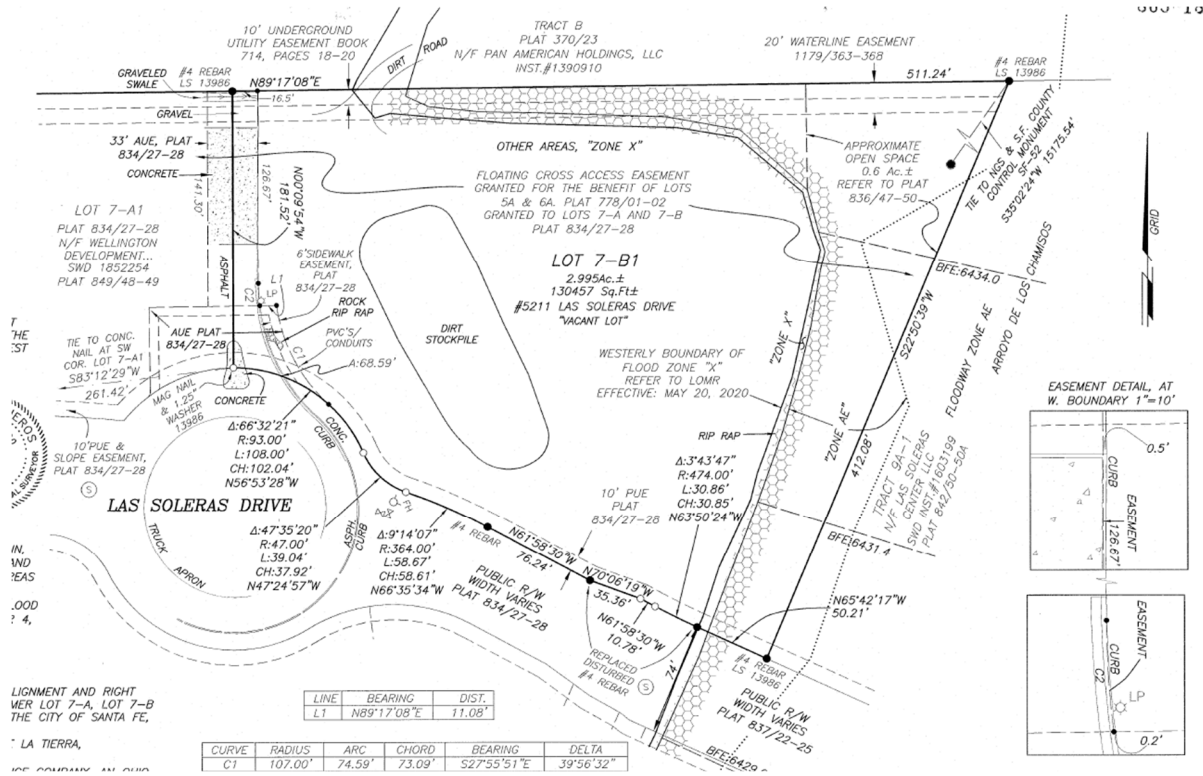


Figure 1 Existing Site Survey

**II. EXECUTIVE SUMMARY**

**Background and Project Description**

The subject property is located at 5211 Las Soleras Drive, southeast of Cerrillos Road at the northern portion of the traffic circle on Las Soleras Drive (the "Property"). The Property is a state owned, +/-2.99-acre parcel and identified on the City's Official Zoning Map as C-2 (General Commercial). Prior to their application to the City for a Development Plan, the Applicant received a building permit from the New Mexico State Construction Industries (CID), and the building is currently under construction. The Property is located adjacent to the Arroyo de Los Chamisos, and adjacent to the bridge that will provide for a future extension of Las Soleras Drive to Beckner Road.

Table 1 Development Plan Requirements

C-2 (General Commercial) Design Standards	Code Requirement	Applicant Submittal	Review
Height of Structures	45'	23'	Complies
Setback:			
- Front	- 15'	- 75'	Complies
- Rear	- 10'	- 40'	
- Side	- 0'	- 95' - 148'	
Lot Coverage	60%	45%	Complies

The Applicant requests approval of a Development Plan for a 20,000 square foot office building, with associated parking, landscaping, open space and drainage facilities. The Applicant purchased the parcel from Amigos de la Tierra, Ltd, Co, in January 2021. The development includes a single-story office building fronting the Las Soleras Drive traffic circle. The development has one access point from the shared drive with the Fresenius Kidney Care on the north side of Las Soleras Drive. In addition to the office building, the project features a parking lot with solar panel covered car ports, landscaping, outdoor break area and drainage ponds.



Figure 2 Aerial Photo

### Development Plan Criteria

The purpose and intent of the Development Plan is to provide the plans to be followed in construction operations, including phasing, ensure compliance with Chapter 14 (which includes standards that address public safety and safe traffic circulation), and document compliance with final actions to approve or conditionally approve development applications.

To apply for development plan approval, applicants submit plans and documentation demonstrating compliance with the Santa Fe City Code, as outlined in Section 14-3.1(C). This includes showing existing conditions on the site and within 200 feet, proposed modifications such as new structures, grading, landscaping, and infrastructure changes, as well as the types and intensity of land uses. The submission must also document compliance with development standards, such as lot coverage, height, and open space. Additional requirements include a water budget, and detailed plans for meeting applicable development standards.

The Applicant has complied with all applicable subsections of SFCC §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".

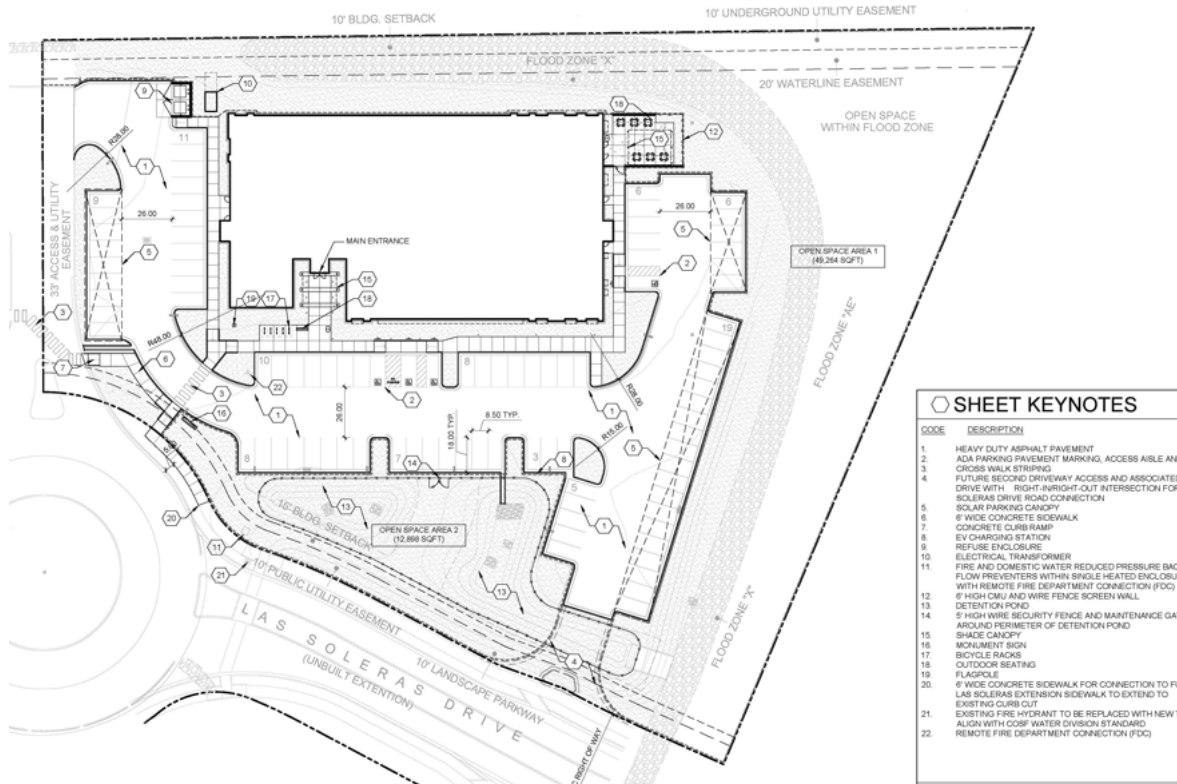


Figure 3 Development Site Plan

In order to facilitate the City review process, Staff provided the Applicant with a letter on March 5, 2025, detailing guidance and referencing specific code sections to assist in producing documents that meet the City's standards for submission and review, which are different from the standards for construction permitting at the State's Construction Industries Division. To facilitate the review process and provide clear direction to the Applicant, at Staff's request, several members of the City's Development Review Team (DRT) visited the site in person on March 12th, 13th, 18th, and again on April 1, 2025, for analysis, since construction is underway and complete drawings had not yet been received at that time.

Additionally, Staff conducted virtual meetings with the Applicant on April 2nd and 3rd, 2025 to provide feedback and further clarify initial DRT comments. Once Staff received the Development Plan and infrastructure submittal documents from the Applicant on 4/3/2025, the DRT team reviewed the Application for compliance with applicable City Code sections (See Attachments A & B).

Staff's analysis identifies the Application minimally satisfies Development Plan Approval Criteria in accordance with SFCC §14-3.8(D), subject to conditions of approval and technical corrections in Attachments A & B. The Applicant has verbally agreed to staff recommended conditions of approval and technical corrections but has yet to address all comments in their Development Plan set. If the Planning Commission approves the application, Staff will continue to work with the applicant to meet all applicable conditions prior to recordation of their Development Plan. The Applicant has provided the following statement via email on April 8, 2025:

*"We do acknowledge that there are different drawings being provided for this process and that is partly due to the permitted construction drawings that the GC is working from and then there are the drawings that were created for this site development review process. The intent is that items addressed during this DRT process that need to get incorporated into the project have been captured in the site development plan, then have been verbally summarized and provided to the*

GC so that they can put a cost figure to them, and then once that cost has been received, it will be reviewed by the owner (ERB) and their design team and upon approval, we would then modify the permitted construction drawings to capture these changes. So, until that process is done, the drawings that were submitted to CID for permitting will remain unchanged. We hope that the CoSF is understanding and respecting of this approach as we all work through this process together.”

**III. PROJECT ANALYSIS – DEVELOPMENT AND DESIGN STANDARDS**

**a. Adjacent Zoning and Land Use**

The Property is near Cerrillos Road, adjacent to Las Soleras Drive, and immediately west of the Arroyo de Los Chamisos, as well as high density residential uses, and non-residential uses as shown in Table 2 “Adjacent Uses and Zoning” and Figure 4 “Adjacent Zoning Map” below.

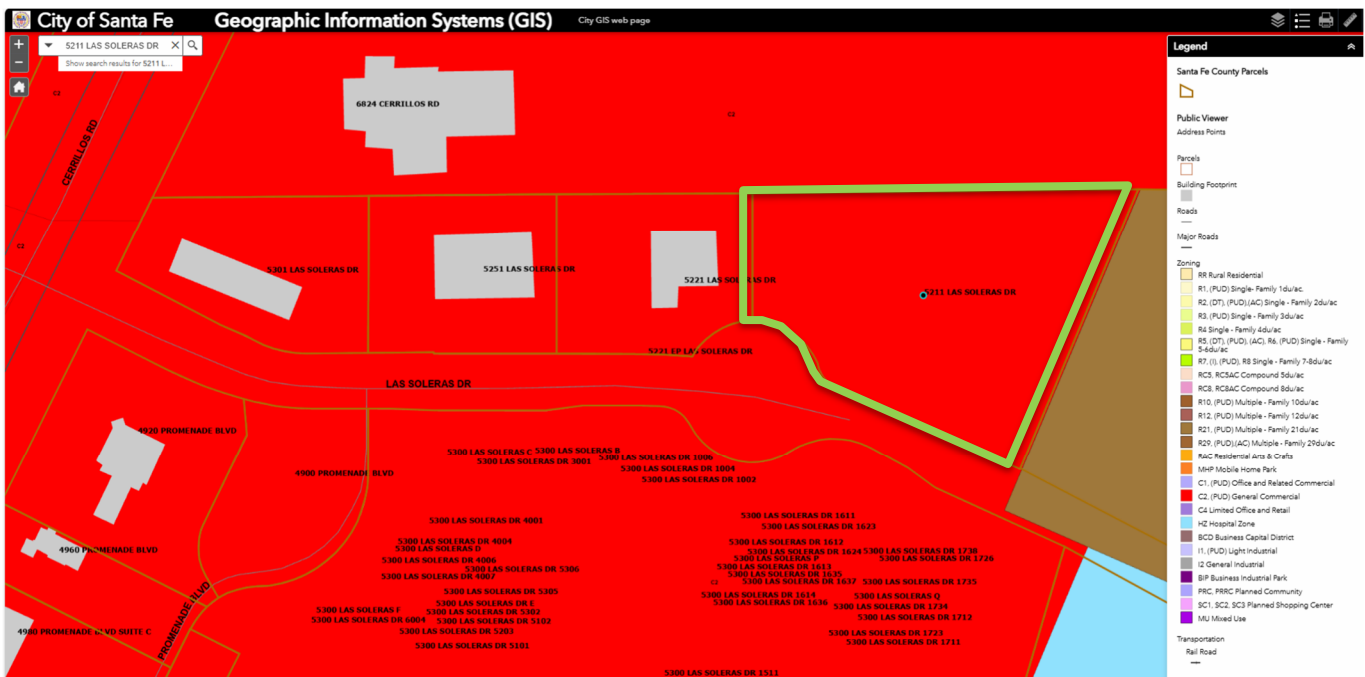


Figure 4 Adjacent Zoning Map

Table 2 Adjacent Uses and Zoning

Direction	Use	Property Address	Zoning
North	Auto Dealership	6824 Cerrillos Road	C-2 (General Commercial)
East	Vacant	Las Soleras Masterplan	R-21 (Residential-twenty-one dwelling units per acre)
South	Apartments	5300 Las Soleras	C-2 (General Commercial)
West	Medical Ctr	5211 Las Soleras Drive	C-2 (General Commercial)

**b. Overlay Districts – SFCC §14-5.1**

The Property has a legal lot of record, is zoned C-2 (General Commercial), and is in the Suburban Archaeological Review District and the Las Soleras Master Plan.

**c. Access and Traffic – SFCC §12-2.1**

The Applicant provided an Initial Traffic Assessment (ITA) which indicated that a more detailed Traffic Impact Analysis (TIA) is not required at this time. (See Attachments A & B). The City Traffic Engineer noted in the DRT comments; *“Nothing in subsections 23-3.12 and 23-3.15 SFCC 1987 prevents the city from ordering construction of curbs, gutters and sidewalks and assessing the cost thereof against the property benefited in any manner provided by the laws of the state.”*

**23-3.12 - Property owners to construct and maintain.**

*Each owner of property shall construct and maintain curbs, gutters and sidewalks in front of the property so owned as required in subsection 14-93.7 SFCC 1987.*

**23-3.15 - Compliance with city engineer's specifications.**

*All construction of curbs, gutters and sidewalks shall be under the supervision of the city engineer or other authorized representative and in accordance with the approved city specifications and plans and any rules and regulations promulgated by the governing body.*

**d. Terrain and Stormwater Management – SFCC §14-8.2**

The Applicant has provided Drainage Calculations for the Property. The City Engineer has reviewed the drawings and calculations and has no comments at this time. A detention pond is located on site and has capacity to serve the drainage needs of the development (See Attachments A & B).

**e. Off-Street Parking and Loading – SFCC §14-8.6**

In the C-2 District 14-8.6(C)(2)(ii) – *“One parking space for each five hundred (500) square feet of net leasable floor area for office uses”*.

Table 3 Parking Requirement

5211 Las Soleras Drive				
Area Sq. Ft.	Type of Parking	Parking Requirement	Provided	Review
19,443	Standard Cars	1 Parking Space per 500 Sq. Ft. = 39 Parking Spaces	92	Complies
	ADA Car Spaces		4	
	ADA Van Spaces		3	
	Bicycle Parking Spaces	6	10	Complies

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.

Table 4 Parking Type

Type 90°	Minimum Width	Vehicle Projection	Aisle	Typical Module	Overhang
Required for Standard Cars	8'-6"	19'-0"	23'-0"	61'-0"	3'-0"
Provided for Standard Cars	8'-6"	18'-0"	26'-0"	59'-6" – 161'-6"	3'-0"

**SFCC § 14-8.6(B)(c)** "All off-street parking spaces and lots shall meet the standards set forth in this Subsection 14-8.6(B) and any additional standards shown on an approved site plan: they shall have barriers that prevent vehicles from extending over the public sidewalks, abutting lots or the minimum required landscaped area, and that prevent vehicles from obstructing building entries and ADA accessible routes;"

The Development Plan shows one location for bicycle parking within 40' of the front entrance of the building. The total number of bicycle parking spaces proposed is 10. The number of bicycle parking spaces required is 6. While the already installed bicycle parking racks' design does not comply with Exhibit C – "Off-Street Bicycle Parking Table 14-8.6(E)(3)", the overall intent of providing sufficient bicycle parking is met and the Land Use Director finds that the racks comply through an alternate means of compliance. (See Attachments A & B).

form+  
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Configurator

SPECIFICATION SHEET

Twist Bike Rack

SKTWS

Quantity: 5  
Weight: 34.00 lbs.  
Dimension: 19.5" L X 5" D X 34" H  
Body Material: Cast Aluminum  
Cover Plate Material: Cast Aluminum  
Body & Cover Plate Finish: Powdercoat, Dark Corten  
Texture  
Mounting: Surface Mounted With Embedded Anchors  
Mounting Hardware Kit: 3/8" Std & Epoxy Anchor Kit 1 - Qty 5



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Smart Code: SKTWS-AU-AL-PC-DCCT-SFM  
Page 2 of 6 | Rev: 01-24-24

Figure 5 Installed Bike Rack



**g. Outdoor Lighting and Signs SFCC §14-8.9 & 14-8.10**

The Applicant has already installed the outdoor lighting on the site. The City Municipal Code requires a Photometric Analysis Plan which the Applicant submitted to the City. The DRT reviewed the plan and found it is not in compliance with City Code. Illumination levels exceed the standards listed in Table 14-8.9-2. Staff recommends that the Planning Commission adopt conditions regarding outdoor lighting in order to comply with the Code prior to recordation (See Attachments A & B).

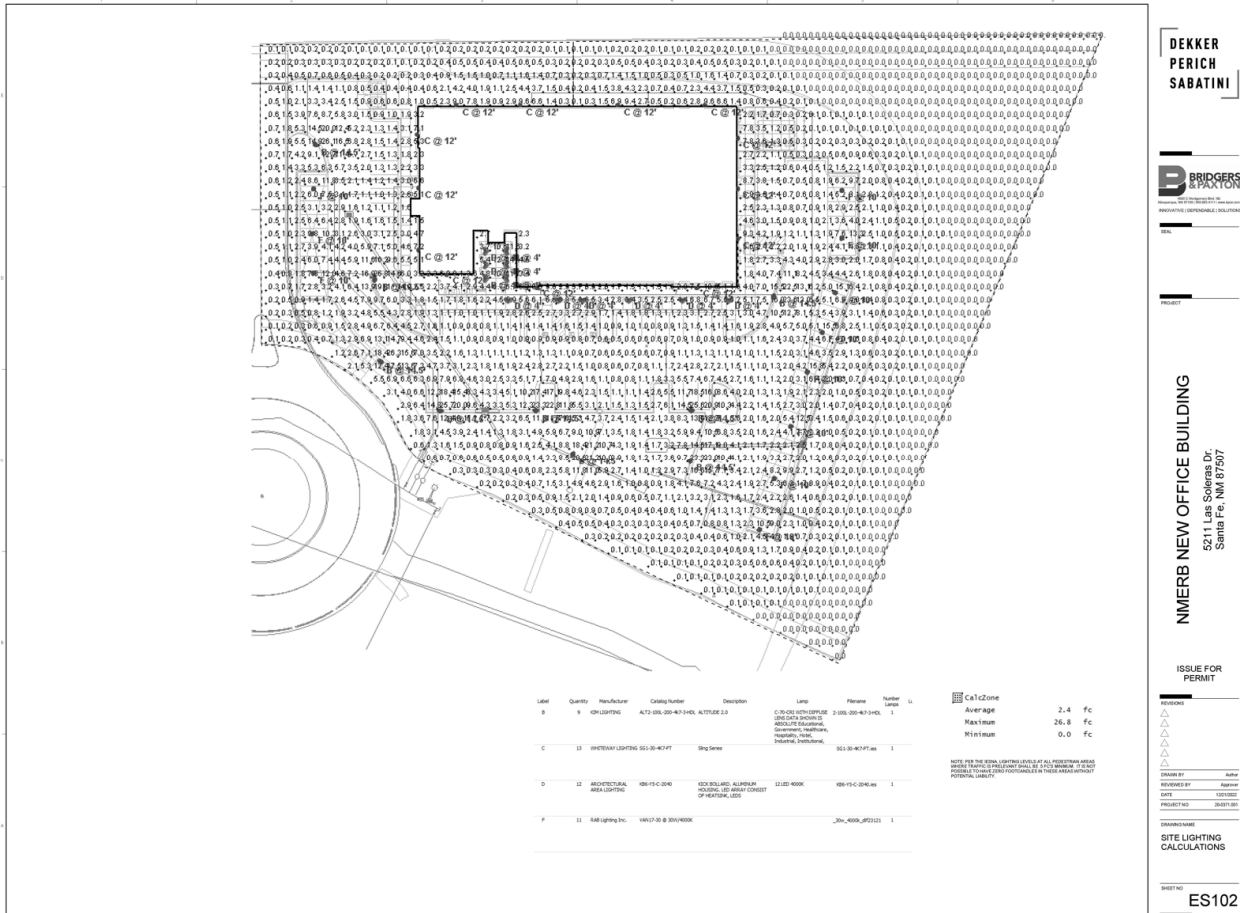


Figure 7 Photometric Analysis Plan



Figure 8 Installed Light Fixture

**h. Utilities**

**a. Water Plan - SFCC §25-1.1**

The Applicant has an approved and signed a water plan from 2023. Staff recommends that the Planning Commission adopt conditions regarding submittal of a current water plan which is updated to existing conditions in order to comply with the Code. (See Attachments A & B).

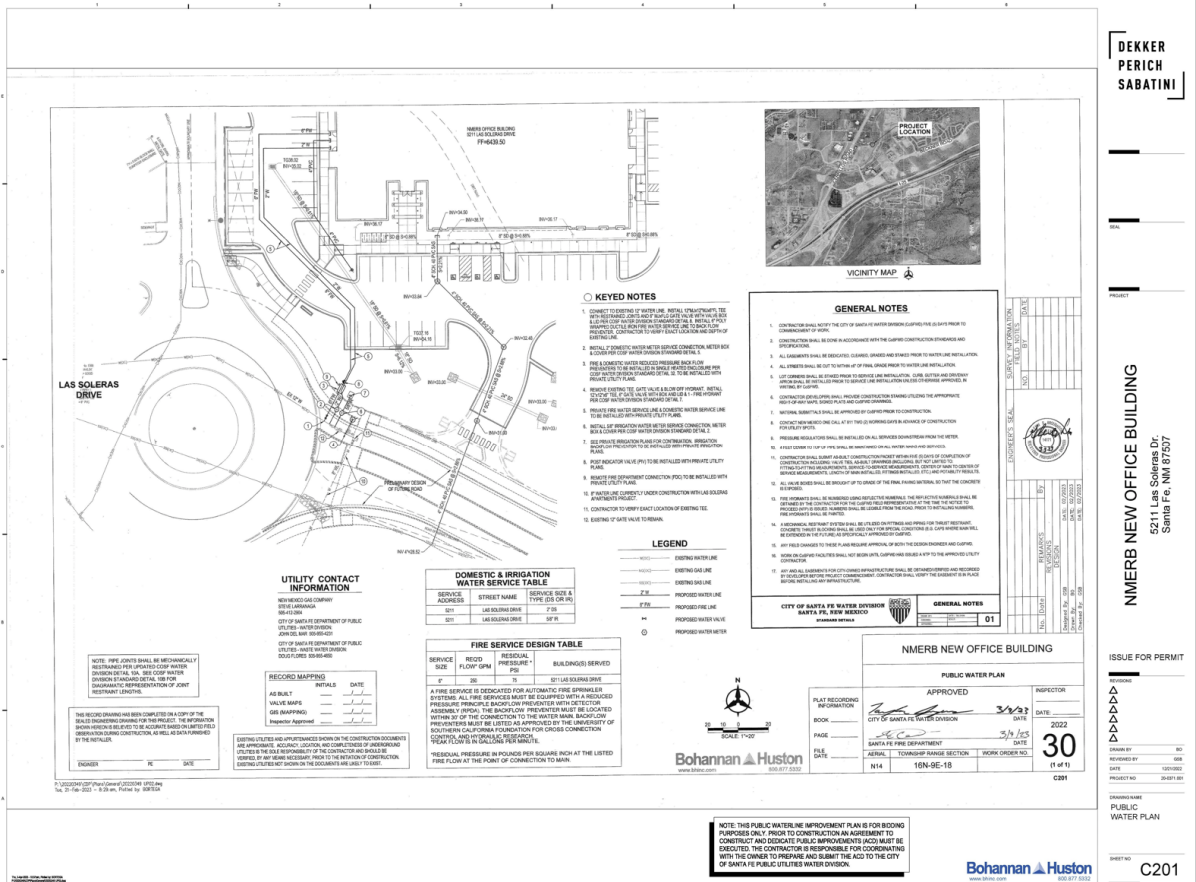


Figure 9 Previously Approved Water Plan

**b. Water Budget – SFCC §14-8.13**

The Applicant has an approved and signed water plan from 2023. Staff recommends that the Planning Commission adopt a condition regarding a current water budget which is updated to existing conditions. (See Attachments A & B).



**CITY OF SANTA FE WATER DIVISION  
WATER ASSESSMENT AND WATER BUDGET DESIGNATION CERTIFICATE**

*For City Use Only*

<b>Name of Applicant</b>	David Archuleta	<b>Service Address</b>	5211 Las Soleras	<b>USA Number:</b>	ACDCOM20250004
<b>Contact Phone</b>	505-827-8030	<b>Lot</b>	LOT 7-B1	<b>Confirm</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Contact Email</b>	David.Archuleta@erb.nm.gov	<b>Project Name</b>	NM ERB Office	<b>Alternative Water Budget</b>	<input checked="" type="checkbox"/>
<b>Contact Address</b>	701 Camino De Los Marquez	<b>Project Company</b>	NM ERB Office	<b>Water Rights Required for Offset</b>	<input checked="" type="checkbox"/>
<b>Assessed By</b>	Danny Valenzuela	<b>Project Description</b>	NM ERB Office	<b>Affordable Housing Units</b>	<input checked="" type="checkbox"/>
<b>Date</b>	2/26/2025	<b>Project Phase (if any)</b>	Single Phase	<b>Paying Water Budget in Full</b>	<input checked="" type="checkbox"/>

**DEDICATION OF WATER TO MEET WATER OFFSET REQUIREMENT**

<b>1. Pre-Certified Retrofit Credits</b>					
<b>Pre-Verification Certificate #</b>	<b>Available Retrofit Credits</b>	<b>Retrofit Credits Dedicated to this Permit</b>		<b>Retrofit Credit Balance</b>	
NA	NA	NA		NA	
NA	NA	NA		NA	
<b>2. Water Bank Sales</b>					
<b>Total Water Budget</b>			<b>Water Budget Calculation</b>		
Type of Use	OfNonM	<b>Domestic Demand</b>	OfNonM	<b>Irrigation 3yr Avg</b>	0.631
Budget Offset Sum Dom + Irr (af)	1.9920	Unit of Measurement	Per 10,000 sqft	Unit of Measurement	1
Budget Vol Less Credits (af)	1.9920	Range sqft (if required)	Dom/IM	Range sqft (if required)	Dom/IM
9.8% Line Contingency Vol (af)	0.1952	Volume Per Unit (afu)	1.3610	Volume Per Unit (afu)	0.631
Threshold	Below	Number of Units	1	Number of Units	1
<b>Final Budget Volume (af)</b>	<b>2.1870</b>	Volume x Units	1.3610	Volume x Units	0.631
<b>Final Budget Fee</b>	<b>\$36,304.20</b>	Offset Volume I (af)	1.3610	Offset Vol III (af)	0.631
<b>3. Water Rights Credit from City Water Bank</b>					
<b>Water Bank Account No.</b>	<b>Water Bank Account Owner</b>	<b>Water Bank Admin Authorization No.</b>		<b>Water Credit Allocated to this Permit (AFY)</b>	
NA	NA	NA		NA	
NA	NA	NA		NA	

\*\*\* PAYMENT REQUIRES SIGNATURE \*\*\*

**Required Offset Fee if Purchasing from City Water Bank :** \$36,304.20      **General Ledger:** 51353.439335

*By my signature, I affirm that the information contained on this form is true and correct and may be subject to verification by the City of Santa Fe*

**Applicant Signature:**       **Date:** February 27, 2025

<b>For Water Division Only</b>		<b>For Cashiers Office Only</b>	
<b>Approved:</b> Danny Valenzuela	<b>Date:</b> 2/26/2025	<b>Amount Paid</b>	<b>Date:</b> <b>Custmr. Receipt #</b>

*Figure 10 Previously Approved Water Budget*

**c. Sewer - SFCC §22-3.2**

The Wastewater Division has reviewed the Applicant's construction drawings and observed the site conditions via a site visit. The Applicant's construction drawings comply with City standards. (See Attachments A & B).

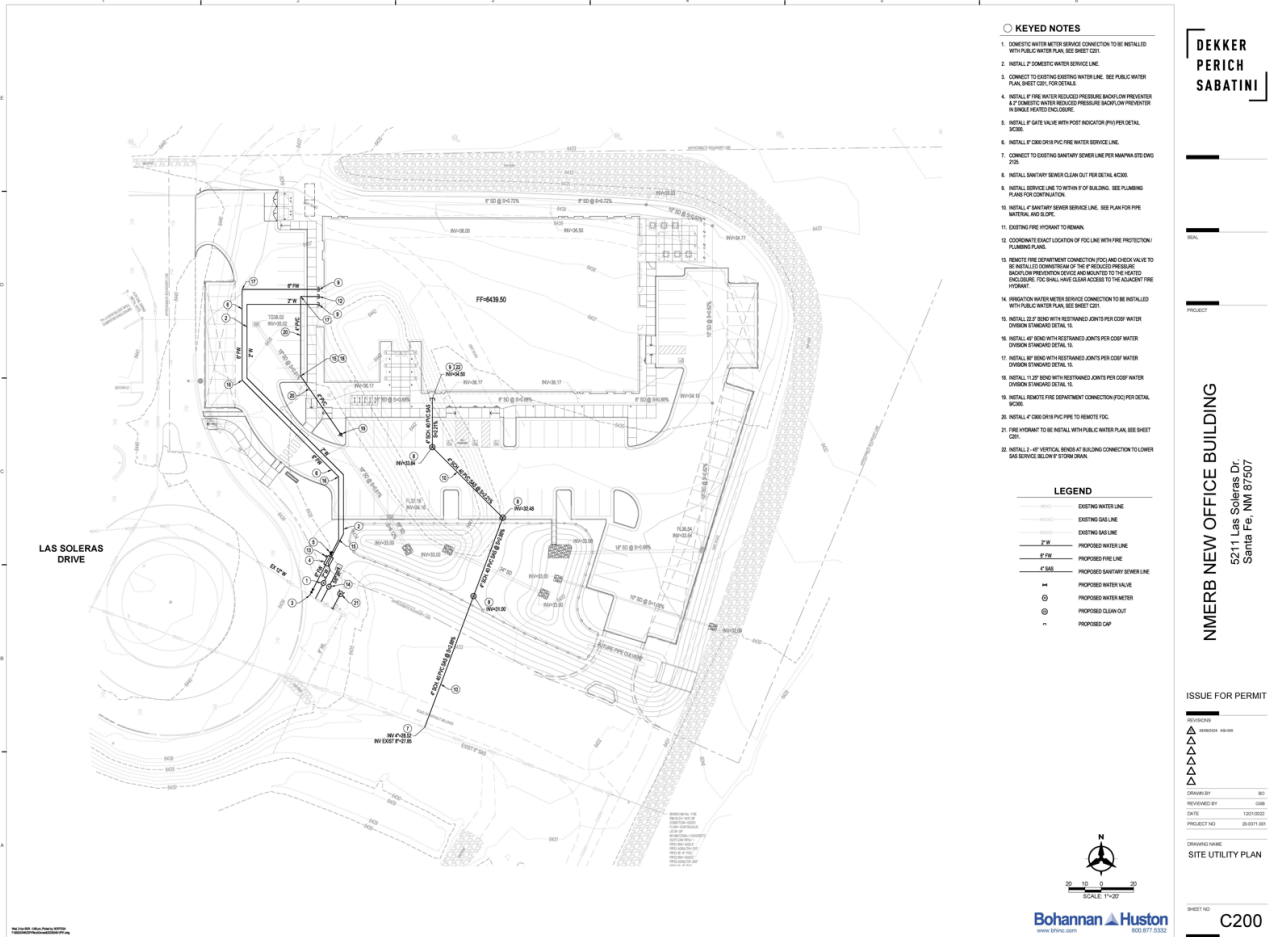


Figure 11 Utility Plan



Figure 12 Water Supply



Figure 13 Water Connection



Figure 13 Sewer Connection

**i. Fire and Emergency Access - SFCC §12.14**

The Fire Marshall met with the Applicant and Staff on site on 3/13/2025 and 4/1/2025 and informed the Applicant the existing carports on site encroach into the fire lane. A fire truck was brought to the site to demonstrate this conflict with the carports on 3/13/2025. The carports were installed in the wrong location and not according to the construction plans. The Applicant has represented that the contractor will move the carports so that they are not in conflict with the fire lane. Staff recommends that the Planning Commission adopt a condition of approval regarding moving the carports in order to bring the development into compliance with Code. (See Attachments A & B).



*Figure 14 Fire Apparatus / Carport Structure, once panels are added fire truck circulation will be obstructed*

**j. Archaeology SFCC §14-3.13**

The Property is in the Suburban Archeological Overlay District. The area has been surveyed by Lone Mountain Archaeology in 2006 and cleared by the Archaeological Review Committee. (See Attachments A & B).

**k. Environmental Services SFCC §21-4.6**

There are dumpsters on site at the northwest corner of the building at the parking lot entry. They are enclosed and there is a double gate for access. There are no concerns from the Environmental Services department. (See Attachments A & B).

**IV. DEVELOPMENT PLAN APPROVAL CRITERIA SFCC §14-3.8(D)(1)**

SFCC Section 14-3.8 governs the authority, procedures, and restrictions for development plans. The Criteria for approval of Development Plans are detailed below:

<p><b>Criterion 1: That the Planning Commission has the authority and is empowered to approve the development plan under the section of Chapter 14 described in the application;</b></p>	<p><b>Criterion Met:</b> (Yes/No) <b>NO</b></p>
<p><b>Applicant Response:</b> <i>No response from Applicant</i></p>	
<p><b>Staff Response:</b> Santa Fe City Code (SFCC) Subsection 14-2.3(C)(1) authorizes the Planning Commission to review and approve or disapprove development plans.</p>	
<p><b>Criterion 2: That approving the development plan will not adversely affect the public interest; and</b></p>	<p><b>Criterion Met:</b> (Yes/No) <b>NO</b></p>
<p><b>Applicant Response:</b> <i>This development will have typical business traffic during regular business hours for approximately 85 full-time employees, which should have minimal impact on traffic patterns in the area. Vehicular access to the property is currently restricted to the termination of Las Soleras Drive at the roundabout; however, emergency only access is being planned on the southern end of the property. Pedestrian access is also being modified to accommodate pedestrian needs on the property.</i></p>	
<p><b>Staff Response:</b> The term “Public Interest” is not defined in Chapter 14; however, the Governing Body has implemented the General Plan and ordinances in order to establish minimum standards for health, safety and welfare affecting land uses and development. Staff has reviewed the proposed development plan application in accordance with Chapter 14. Subject to staff recommended conditions of approval, the proposed development plan complies with minimum standards of Chapter 14 SFCC and would not adversely affect the public interest.</p>	
<p><b>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.</b></p>	<p><b>Criterion Met:</b> (Yes/No) <b>NO</b></p>
<p><b>Applicant Response:</b> <i>This development meets or exceeds energy code minimums, creating a building that minimizes the demand on public utility infrastructure. The site is designed to detain storm water that can then be discharged into the existing arroyo, maintaining historical volumes without the need for storm sewer infrastructure. The addition of a photovoltaic system, on the roof and on parking canopies, is estimated to offset the annual electrical demand by 150%. Excess energy will be sold back to the electrical utility provider, helping to meet their needs and providing additional revenue that will pay back the investment.</i></p>	
<p><b>Staff Response:</b> The use of the building is compatible and comparable with the commercial and multifamily development located in the area. There is a variety of mixed use residential and commercial structures in the district and adjacent to the property. The site accommodates commuter traffic to the building by car, bicycle, and public transportation.</p>	

**V. EARLY NEIGHBORHOOD NOTIFICATION**

The applicant properly noticed for the Early Neighborhood Notification meeting in accordance with SFCC §14-3.1(H). An ENN meeting was held on March 3, 2025. The applicant was not able to present the project as no members of the public were present.

**VI. EXPIRATION**

Per SFCC Section 14-3.19(B)(4) "Approval of a final development plan, or any development plan for which no preliminary development plan was required, shall expire three years after final action approving it unless actual development of the site or offsite improvements has begun and is continued pursuant to Subsection 14-3.19(B)(6)."

**ATTACHMENTS**

ATTACHMENT A: Conditions of Approval and Technical Corrections

- 1. Conditions of Approval
- 2. Compiled Technical Corrections

ATTACHMENT B: Development Review Team Comments

- 1. Fire Department
- 2. Planning
- 3. Terrain Management
- 4. ADA
- 5. Landscape
- 6. Traffic Engineering
- 7. Water Resources
- 8. Water Division
- 9. Wastewater Division
- 10. Archeological Clearance
- 11. Environmental Services
- 12. Archeological Survey Log
- 13. Prairie Dog Certification

ATTACHMENT C: Report Drawings and Photos

- |                              |  |
|------------------------------|--|
| 1. Site Survey               | 9. Previously Approved Water Plan      |
| 2. Aerial Photo              | 10. Previously Approved Water Budget   |
| 3. Site Development Plan     | 11. Utility Plan                       |
| 4. Adjacent Zoning Map       | 12. Water Supply                       |
| 5. Installed Bike Rack       | 13. Water Connection                   |
| 6. Landscape Plan            | 14. Sewer Connection                   |
| 7. Photometric Analysis Plan | 15. Fire Apparatus / Carport Structure |
| 8. Installed Light Fixture   |  |

ATTACHMENT D: ENN Documents

1. ENN Packet

ATTACHMENT E: Applicant Documents

1. Applicant Letter
2. Legal Lot of Record
3. Development Plan Drawing Set
4. Infrastructure Drawing Set

**APPROVED AS TO FORM BY THE PLANNING AND LAND USE DEPARTMENT:**

<b>Title</b>	<b>Name</b>	<b>Initials</b>
Department Director	Heather Lamboy	HLL
Assistant Department Director	Maggie Moore	
Planning Manager	Daniel Esquibel	DAE
Planner Senior	Claudia Kath	CK