

City of Santa Fe
Planning Commission
Findings of Fact and Conclusions of Law

Case #2024-8027

635 Alto Street Development Plan

Owner's/Applicant's Name- Santa Fe Habitat for Humanity

Agent's Name- Santa Fe Habitat for Humanity

THIS MATTER came before the Planning Commission (“Commission”) for public hearing on June 5th, 2025 (“Hearing”) upon the development plan application (“Application”) of Santa Fe Habitat for Humanity as agent and applicant (“Applicant”).

The Application pertains to the property located at 635 Alto Street totaling approximately 0.25 acres (“Property”). The Applicant requests approval of a development plan for two two-story residential buildings containing five townhouse-style homes totaling 6,448 square feet (“Project”). The Property is zoned R-21 (21 residential units per acre).

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

FINDINGS OF FACT

1. The Applicant requested approval of a development plan for two new two-story residential buildings containing five townhouse-style homes: four in one building and one unit (plus storage) in the other totaling 6,448 gross square feet.
2. At the hearing, the Commission received reports from staff, testimony and evidence from the Applicant, and testimony offered by any interested members of the public.
3. Santa Fe City Code (SFCC) 1987 Section 14-3.1 sets out certain procedures to be followed on the Application, including, without limitation, (a) a pre-application conference [SFCC 1987 § 14-3.1(E)]; (b) an Early Neighborhood Notification (ENN) meeting [SFCC 1987 §1 4-3.1(F)(2)(a)(iv)]; and (c) compliance with notice and public hearing requirements [SFCC 1987 § 14-3.1(H)-(I)].
4. The Applicant attended a pre-application conference on June 23, 2024, with City Land Use Department Staff (“Staff”).
5. The Applicant conducted an ENN meeting for this project. The Applicant gave notice of the ENN meetings to neighbors and neighborhood associations within 300 feet of the subject property and posted posters on the subject property.
6. The Applicant held the virtual ENN meeting on May 9, 2024. The ENN meeting was attended by members of the Applicant’s team and City Staff, and members of the public were present. The Applicant’s team presented an overview of the proposed development.
7. City staff reviewed the Application, as well as the related materials and information submitted by the Applicant for conformity with applicable SFCC requirements. Staff also provided the Planning Commission with a written report of its findings (“Staff Report”), which evaluates the factors relevant to the Application.

8. Staff recommended that the Commission approve the development plan, subject to certain conditions (“the Conditions”) and the technical corrections set forth in the Staff Report and Attachments.
9. Pursuant to SFCC 1987 Section 14-2.3(C)(1), the Commission has the authority to review and approve development plans.
10. Under SFCC 1987 Section 14-7.2(F)(1), a new development with a density of ten dwelling units or more requires approval of a development plan by the Commission.
11. SFCC 1987 Section 14-3.8 establishes certain procedures for development plan approval including, without limitation, a public hearing by the Commission and a decision based on the criteria set out in SFCC 1987 Section 14-3.8(D).
12. SFCC 1987 Section 14-3.8(C)(1) requires the Applicant to submit plans and other documentation that demonstrates conformance with applicable provisions of the SFCC (“Submittal Requirements”).
13. SFCC 1987 Section 14-3.8(D)(1) sets out approval criteria and requires the Commission to make complete findings of fact sufficient to show that these criteria have been met before approving a development plan.
14. Pursuant to SFCC 1987 Section 14-3.8(D)(2), the Commission “may specify conditions of approval that are necessary to accomplish the proper development of the area and to implement the policies of the general plan.”
15. The proposed use is compatible with the neighboring uses, buildings and structures and all R-21 zone standards.
16. 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 developments as a means to protect the public interest. Warehouse facilities are generally a use consistent with the area and therefore it does not adversely affect the public interest.

CONCLUSIONS OF LAW

Under the circumstances and given the evidence and testimony submitted during the hearing, the Commission CONCLUDES as follows:

1. Pursuant to SFCC 1987 Section 14-3.1, all procedural requirements regarding the pre-application conference, ENN meeting, and notice of public hearing have been met.
2. The information contained in the Staff Report and Attachments is sufficient to establish that the Submittal Requirements have been met.
3. The Commission finds that it has the authority to review the development plan under SFCC 1987 Sections 14-2.3(C)(1), 14-3.8(B)(4), and Table 14-2.1-1, as required by SFCC 1987 Section 14-3.8(D)(1)(a).
4. The Commission finds that the development plan does not adversely affect the public interest, as required by SFCC 1987 Section 14-3.8(D)(1)(b).
5. The Commission finds that the proposed use is compatible with the neighboring uses, buildings and structures. The proposed use is compatible with the neighboring uses, buildings and structures required by SFCC 1987 Section 14-3.8(D)(1)(c).
6. The Commission finds that the Conditions and Technical Corrections set forth in the Staff Report and exhibits are necessary to accomplish the proper development of the area and to implement the policies of the general plan.

7. The Commission has the authority to review and to approve the development plan, and to impose conditions of approval.
8. The Applicant met the applicable Submittal Requirements.
9. The Commission approves the development plan subject to the conditions and technical corrections recommended by staff and included in Attachment A because all applicable code requirements and criteria for development plan approval have been met.

WHEREFORE, IT IS ORDERED ON THE 17th DAY OF JULY 2025 BY THE PLANNING COMMISSION OF THE CITY OF SANTA FE:

Considering the foregoing findings and conclusions, the Commission approves the development plan for the Property, as requested in the Application for Case #2024-8027, subject to the Conditions and the technical corrections set forth in the Staff Report and attachments. The development plan shall expire three years after issuance of this final action unless actual development of the site or off-site improvements has begun and is continued pursuant to Subsection 14-3.19(B)(6). If the development plan approval expires, approval of any corresponding preliminary development plan expires simultaneously pursuant to SFCC 1987 Section 14-3.19(B)(4).

Janet Clow
Chair

Date:

FILED:

Andréa Salazar
City Clerk

Date:

APPROVED AS TO FORM:

Frank Ruybalid
Assistant City Attorney

Date:

Planning Commission

Case 2024-8027: 635 Alto Street Development Plan

ATTACHMENT A

Conditions of Approval and Technical Corrections

#	CONDITION OF APPROVAL/ TECHNICAL CORRECTION	DEPARTMENT:	TO BE COMPLETED BY:
1.	Shall comply with the most currently adopted International Fire Code by the City of Santa Fe	Fire Protection District	Prior to Building Permit
2.	A percolation test must be provided to show that all ponding areas will empty within 24 hours	Land Use/ Terrain Management - Engineering	Prior to Certificate of Occupancy
3.	Provide the water use needs for each plant within the landscape schedule as shown in the city's approved plant material list	Land Use / Terrain Management - Landscaping	Prior to Recordation
4.	Provide a water budget: Irrigation system operation information including recommended monthly and seasonal irrigation schedules and water budgets based on gallons used for landscape plantings for year one and year three shall be included on the irrigation plan. Per 3.18. Design Regulations of Landscape Irrigation Design Standards City of Santa Fe, New Mexico		Prior to Recordation
5.	GIS mapping shows extensive tree and shrub growth in 2024. Provide a significant tree survey, list species, size, and quantities. Provide a plant material demo list, provide the plant species and size. Caliper for deciduous, height for evergreen, and height and width for shrubs. Highlight all existing plant material to stay in landscape and clearly identify the size and species		Prior to Recordation
6.	Provide two additional street trees in the landscape fronting Alto Street for compliance with the city code 14-.4(G)(2)		Prior to Recordation
7.	All disturbed areas due to construction and not part of the landscape plan shall be revegetated and irrigated. Grass seed mix shall be Dryland Blend Native Grass Mixture from Plants of the Southwest or equal. The seed rate shall be 2 lbs. per 1,000 square feet		Prior to Recordation
8.	No stop & waste valves or automatic drain valves (King Drains) permitted per COSF Irrigation Design Standards		Prior to Recordation

9.	<p>Provide Flush valves instead of automatic drain valves. 4.17.6 Flush Valves:</p> <p>A. Design systems with sufficient pressure to flush the tubing in each run; as a rule, the system should have at least 10 psi to 15 psi of water pressure for flushing.</p> <p>B. Design all systems with the capability of flushing out accumulated particulate matter.</p> <p>C. Design system to provide a means for servicing such flushing requirements with a minimum of erosion or disruption to the surrounding landscape.</p> <p>D. Provide manual flush valves (e.g., ball valves, manual drain valves, or flushable end caps) at the ends of all irrigation laterals. Install an eight-inch round valve box over the flush valve. Provide a detail of the flush valve on the sheet L103 and remove the data sheet of the King Drains on sheet L104</p>		Prior to Recordation
10	Provide on Detail 2 AVB ASSEMBLY on sheet L103 the complete information on the minimum height of the AVB. "6-inch minimum height above the highest outlet"		Prior to Recordation
11	Provide an emitter placement detail on sheet L103		Prior to Recordation
12	Outdoor Lighting: 14-8.9(D)(3) All outdoor luminaires shall be designed, installed, located and maintained such that nuisance glare onto adjacent properties or streets shall be minimized to the greatest extent practicable. Disabling glare onto adjacent properties or streets is not allowed		Prior to Recordation
13	An approved agreement for metered service (AMS) will be required to install new domestic or irrigation services	Public Utilities / Water Division	Prio to Building Permit Approval
14	A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service		At the time of development

15	<p>IEBC Section 705, Accessibility: Businesses must comply with the provisions of the ADA Standards to the "maximum extent feasible" with a building alteration. The costs for the added ADA work is considered disproportionate if it is over 20% of the costs of the project. Improvements should be prioritized up to the 20% limit: entrance; route to the primary function area</p>	<p>Technical Review / ADA</p>	<p>Permitting</p>
16	<p>Edge protection/guard rails/handrails shall be provided at steps, sidewalks and walkways with greater than 30" vertical change in grade adjacent to the path of travel. IBC 1015.2 - Where Required, Guards shall be located along open-sided walking surfaces, including mezzanines, equipment platforms, aisles, stairs, ramps and landings that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Guards shall be adequate in strength and attachment in accordance with Section 1607.8</p>		<p>Permitting</p>
17	<p>At the time of construction, the Contractor shall ensure ADA compliance for construction of ADA accessible features and appurtenances, as detailed in, and in addition to, the approved construction permit documents as required. Improvements shall comply with ICC ANSI A117.1-2009 Chapters 1-5 and Chapter 7, 2015 New Mexico Accessible Parking Checklist, MUTCD, NMDOT Pedestrian Access Standards and PROWAG, NM State Statute and Administrative Code and DOJ regulations as applicable</p>		<p>Permitting</p>
18	<p>Add details for sidewalks in ROW. Must comply with 2010 ADA Standards and Design</p>		<p>Permitting</p>
19	<p>Add details for vehicular entrance of Alto Street</p>		<p>Permitting</p>

20	Add detail sheet of NMDOT Series 608, 609 for concrete work in ROW		Permitting
21	Show details of stairs and railings. Must comply with 2010 ADA Standards and Design and 2021 IBC.		Permitting
22	An agreement to construct and dedicate (ACD) from the Water Division will be required for all new public water infrastructure or fire services. An approved Development Water Budget, including Landscape Irrigation Budget and a 9.8% Contingency is required prior to processing the ACD	Public Utilities/ Water Resources	Prior to Recordation of Development Plan
23	Each lot shall be served by a separate water service at the time of development		Prior to construction permit approval
24	An agreement for metered service (AMS) will be required to install new services, including water offset fees		Prior to construction permit approval
25	The Developer must include stormwater maintenance note on plan set. All maintenance of the stormwater is the responsibility of the developer, and the facilities shall be inspected routinely (on or about May 1 and Sept. 1) and any repairs or dredging is the responsibility of the developer/HOA	Public Works / Parks and Open Space/ River and Watershed	Prior to recordation
26	The Applicant shall demonstrate compliance with each of the conditions of approval, technical corrections and notes as found in Attachment B: " <i>City DRT Conditions of Approval, Technical Corrections, and Comments.</i> "	Various departments	Various