



City of Santa Fe, New Mexico

Memorandum

Date: January 7, 2025

To: Board of Adjustment

From: Daniel Alvarado, Senior Planner

Via: Heather Lamboy, Planning & Land Use Director *HLL*
Maggie Moore, Planning & Land Use Assistant Director
Daniel Esquibel, Interim Planning Manager *DAE*

RE: Case #2022-5066 1605 Old Pecos Trail Special Use Permit Extension

Case #2022-5066, 1605 Old Pecos Trail Private School Special Use Permit Extension. Santa Fe Christian, Applicant, requests approval of a Special Use Permit extension for a private school at 1605 Old Pecos Trail. The property is zoned R-1 (One residential unit per acre) and is an existing church building on a lot of 9.7 acres. (Daniel Alvarado, Case Manager, djalvarado@santafenm.gov, 955-6670).

PROPOSAL: The applicant, Santa Fe Christian, has requested a Special Use Permit extension for case #2022 – 5066 that was approved by the Board of Adjustment on May 3rd, 2022. The original approval was for a 135 student, K-8 private school occupying a 10,700 SF portion of the existing 27,000 square foot facility located within the First Baptist Church located at 1605 Old Pecos Trail. At the time of approval, the Board of Adjustment applied a Condition of Approval that the Special Use Permit would expire 3 years from their final action. The applicants are requesting a 2-year extension of the Special Use Permit as they continue to search for a permanent location for the school. If approved, the new expiration date will be May 3rd, 2027.

The approvals granted by the Special Use Permit would remain unchanged under this extension – the school has not proposed any expansions of the facility, student count, or other impact as part of this request. All the Conditions of Approval on the original request have been met by the applicant and will remain in place if an extension is granted.

The extension would be for two years from the date of the Board of Adjustment’s Final Action; the expiration date will be [date]. If the school has not found a permanent location at that time, a new Special Use Permit will be required.

RECCOMENDATION:

Staff recommends **APPROVAL** of the Special Use Permit Extension.

One motion will be required in this case:

January 7, 2025

Case # 2022-5066 “1605 Old Pecos Trail Private School Special Use Permit Extension”

Page 2 of 2

- Approve or deny the Special Use Permit extension.

ATTACHMENTS:

- **Exhibit A: Special Use Permit Extension Request Letter**
- **Exhibit B: Approved Special Use Permit Staff Report**
- **Exhibit C: Approved Special Use Permit Application Materials**