


# Planning and Land Use Department Planning Commission Staff Report

<b>Case Numbers</b>	2025-11753 2025-11756	 <p style="text-align: center;">Site Map</p>
<b>Hearing Date</b>	June 4, 2026	
<b>Agent</b>	Sommer Karnes & Associates LLP B Constructiv LLC	
<b>Applicant</b>	Amatren, LLC	
<b>Request</b>	Development Plan & Special Use Permit	
<b>Location</b>	1802 Cerrillos Rd, 1750 Cerrillos Rd, 1361 Fourth St, 3 RD Berry Ave	
<b>Case Manager</b>	George Terry	
<b>Zoning</b>	C-2 (General Commercial)	
<b>Overlay</b>	Cerrillos Rd Highway Corridor Protection District (Zone 1), Suburban Archeological Review District	
<b>Pre-App Meeting</b>	June 26, 2025	
<b>ENN Meeting</b>	October 6 & 23, 2025	
<b>Proposal</b>	The applicant requests approval of a Development Plan and Special Use Permit for a mixed-use storage facility.	

**Case #2025-11753. 1802, 1750 Cerrillos Rd, 1361 Fourth St, and 3 RD Berry Ave Development Plan.** Sommer Karnes & Associates LLP and B Constructiv LLC, “Agent,” for Amatren, LLC, owner and applicant, “Applicant,” requests approval of a Development Plan on 2.72 acres for an indoor self-storage facility containing climate-controlled storage and community offices; creative office suites (mini-storage units); and a community dog park. The properties are zoned C-2 (general commercial) and located within the Cerrillos Road Highway Corridor (CRHC) Protection District Zone One and the Suburban Archaeological Review District. (George Terry, Case Manager, [agterry@santafenm.gov](mailto:agterry@santafenm.gov))

**Case #2025-11756. 1802, 1750 Cerrillos Rd, 1361 Fourth St, and 3 RD Berry Ave Special Use Permit.** Sommer Karnes & Associates LLP and B Constructiv LLC, “Agent,” for Amatren, LLC, owner and applicant, “Applicant,” requests approval of a Special Use Permit to develop an indoor self-storage facility containing climate-controlled storage and community offices; creative office suites (mini-storage units); and a community dog park on 2.72 acres. The properties are zoned C-2 (general commercial) and located within the Cerrillos Road Highway Corridor (CRHC) Protection District Zone One and the Suburban Archaeological Review District. (George Terry, Case Manager, [agterry@santafenm.gov](mailto:agterry@santafenm.gov))

## I. RECOMMENDATION:

Staff recommends that the Planning Commission **APPROVE** the following cases, subject to the Conditions of Approval and Technical Corrections outlined in Attachment A of this report.

1. **Case #2025-11753:** 1802 Cerrillos Rd Development Plan
2. **Case #2025-11756:** 1802 Cerrillos Rd Special Use Permit

Two motions will be required for this case:

1. **APPROVE** Case #2025-11753, "*1802 Cerrillos Rd Development Plan*," based on the findings in the Staff Report and subject to the Conditions of Approval and Technical Corrections outlined in Attachment A.
2. **APPROVE** Case #2025-11756, "*1802 Cerrillos Rd Special Use Permit*," based on the findings in the Staff Report and subject to the Conditions of Approval and Technical Corrections outlined in Attachment A.

## II. EXECUTIVE SUMMARY

The subject property includes four parcels totaling approximately 2.72 acres: 1802 Cerrillos Rd (1.74 acres), 1750 Cerrillos Rd (0.18 acres), 1361 Fourth St (0.56 acres), and 3 RD Berry Ave (0.24 acres). The parcels straddle Fourth St and are located southwest of the Santa Fe Indian School. The property is the former Empire Builders site.

The Applicant requests approval of a Development Plan and Special Use Permit to demolish the existing structures and redevelop the property as a mixed-use self-storage facility across four buildings totaling approximately 102,000 square feet of gross floor area. The development will include 480 indoor climate-controlled storage units of varying sizes across three floors, associated community office/community room space on Site 1, and 14 creative office/workshop-style mini-storage units on Site 2, together with parking and a community dog park.

These applications were received in December 2025 and therefore have been reviewed under the prior version of the Land Development Code, before recodification (Ordinance 2025-25).

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

Staff's analysis finds that the Applicant has addressed the applicable findings under SFCC Sections 14-3.8(D) and 14-3.6(D). Staff recommends approval of both cases subject to the Conditions of Approval and Technical Corrections identified in Attachment A.

### III. PROJECT ANALYSIS: DEVELOPMENT PLAN & SPECIAL USE PERMIT

#### Project Description

The main structure proposed, “Building 1,” fronts Cerrillos Road with parking in the rear. It is a three-story, partially underground structure that is approximately 29 feet 6 inches tall and contains 480 indoor climate-controlled storage units (“Site 1”). Building 1 will replace the existing Empire Builders structure. Across Fourth Street to the east, “Site 2” includes three parcels and three additional one-story structures; however, two of those parcels will be consolidated pursuant to the Conditions of Approval. Site 2 also includes 1750 Cerrillos Road, which will remain a parking lot, matching its existing use. The other two parcels south of 1750 Cerrillos Road will contain three one-story buildings with small-format creative office/workshop-style suites, parking, and a community dog park. For purposes of this Staff Report, “creative office suites” refers to flexible, individually leasable workspace/workshop-style units intended for low-intensity creative, maker, small-business, studio, or similar uses with associated storage functions. These suites are reviewed as part of the overall storage-oriented redevelopment and are not treated as a separate conventional office complex.

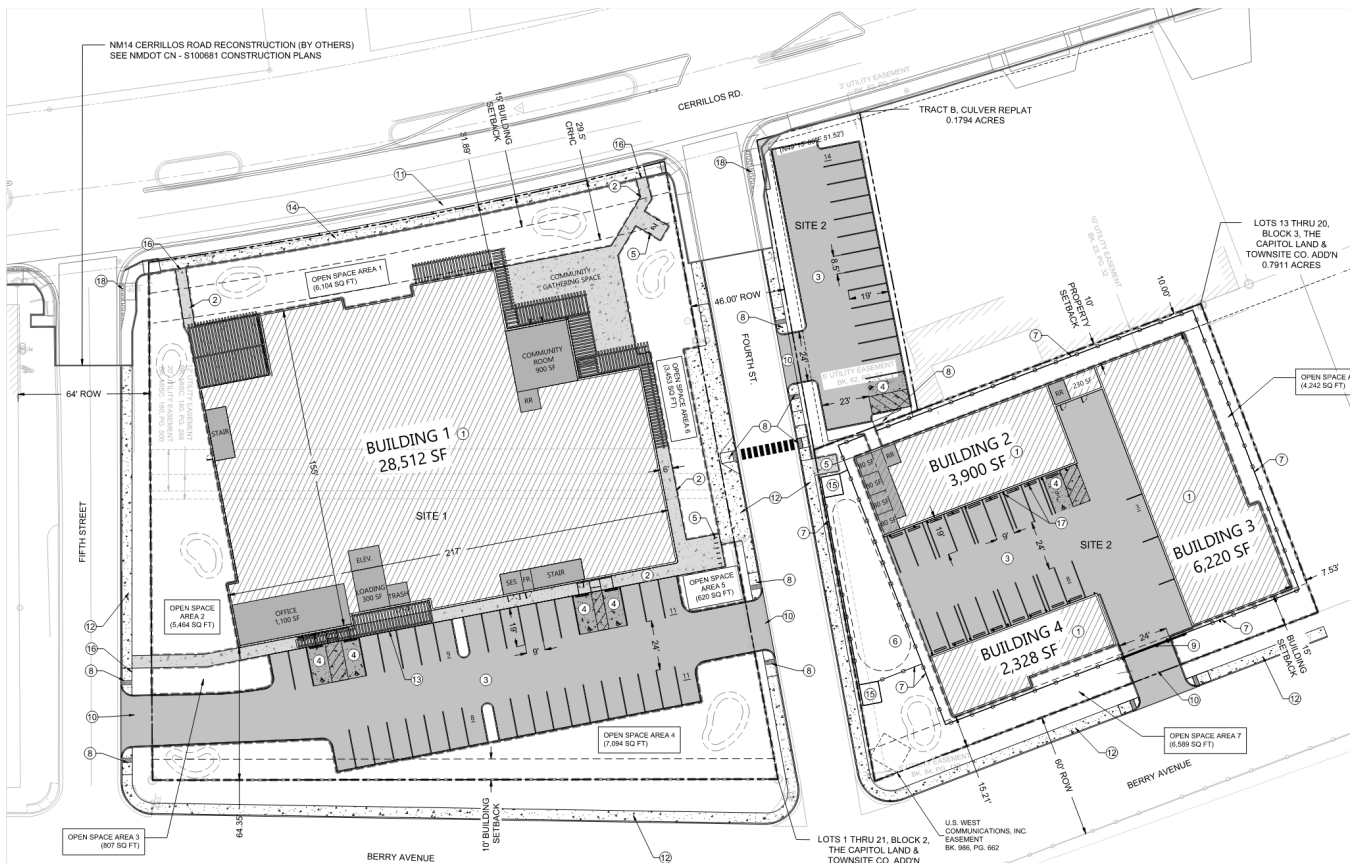


Figure 2: “Site 1” on the left, “Site 2” on the right across Fourth St



		<p><i>Empire Builders site is not in compliance with setbacks. This redevelopment will bring the property into compliance.</i></p>
--	--	--

SFCC Sections 14-6.2(D)(2) and (3) impose stricter limitations on storage facilities. Below are the limitations and a summary of this project’s compliance.

*Table 2 – Individual Storage Unit Limitations*

<b>14-6.2(D)(2) Individual Storage Areas Within a Completely Enclosed Building</b> <i>Storage units that are not directly accessible from outside a building are subject to the following limitations:</i>	
Limitation:	Project Compliance:
a. the plan for operation of the storage area is compatible with other permitted uses existing in the vicinity;	Another storage facility, Santa Fe Self Storage, exists adjacent to the southeast of the project.
b. the storage area shall not unreasonably interfere with permitted uses because of glare, traffic congestion or any similar nuisance;	An Impacts of Traffic Assessment was prepared and reviewed. The proposed development does not meet the threshold requiring a full Traffic Impact Analysis under City TIA Guidelines. Congestion and similar traffic-related nuisances are not anticipated.
c. an individual storage unit shall not exceed two hundred square feet;	The largest individual storage units proposed are 10x20 sq ft.
d. outdoor storage is prohibited on the site if located within a C-2 district or the BCD;	Outdoor storage is not proposed.

*Table 3- Mini Storage Unit Limitations*

<b>14-6.2(D)(3) Mini Storage Units</b> <i>Storage units that are directly accessible from outside a building are subject to the following limitations:</i>	
Limitation:	Project Compliance:
a. a wall or fencing plan shall be submitted for staff review and approval prior to issuance of a construction permit. Walls or fences shall provide a visual buffer or screen and be constructed of opaque materials;	The applicant is proposing a 6 ft tall dark bronze fence along the perimeter of Site 2.
b. a landscape plan meeting all the requirements	The Applicant has provided a landscape plan,

of Section 14-8.4 shall be submitted to the land use director for approval prior to issuance of a construction permit;	subject to the Conditions of Approval and Technical Corrections in Attachment A.
c. the architecture shall be compatible with the zoning district as approved by the land use director. One dwelling unit, excluding manufactured homes, is allowed as part of the storage unit development and it must be architecturally compatible with the storage units. No portion of the storage units or the dwelling unit shall exceed one story in height;	The proposed architecture has been reviewed for compliance with the required architectural points.
d. lighting shall be of a nature that is not intrusive to surrounding residential uses;	The Applicant submitted a photometric plan. Final lighting corrections remain subject to Attachment A and SFCC Section 14-8.9.
e. mini-storage units approved after July 25, 2007 shall comply with the following: i. a building shall not be located fewer than one hundred (100) feet from a residentially zoned property unless the required landscaping buffer adjacent to the residentially zoned property is twice the otherwise required width; and ii. an eight (8) foot masonry wall, either stuccoed on the outside or made of decorative block, is required along any property line abutting a residentially zoned property.	There is residential zoning north of Site 2 (1750 Cerrillos), across the Cerrillos Rd Right of Way. However, Staff determined these regulations do not apply because 1) the property that is zoned residential is owned and occupied as a City Fire Station, and 2) the Applicant is proposing that this parcel of Site 2 (1750 Cerrillos) will remain its current parking lot use. No mini-storage units are proposed on this lot.

**Architecture**

The project is composed of four (4) buildings proposed to use natural earth-toned stucco with accents of stone, wood trellises, metal siding, and a mural on the west side of Site 1. The buildings will have a footprint of approximately 41,000 square feet across the parcels, with a gross floor area of approximately 102,000 square feet. The structures will have flat roofs with parapets to screen rooftop equipment. This development is required to meet 205 architectural points in the C-2 zoning district, and the proposed design exceeds that requirement with 230 points. Architectural elevations and the points analysis can be found in Attachment C-3.

Although this development is over 30,000 gross square feet, it is not required to comply with SFCC Section 14-8.8, “Supplemental regulations for retail structures thirty thousand gross square feet or larger.” The supplemental regulations apply to retail establishments as defined by the code. The proposed primary use is self-storage with associated office and community components, and staff does not classify the proposed use as a retail establishment for purposes of applying SFCC Section 14-8.8.



Figure 4: Applicant renderings of southwest and northeast corners of Site 1

### Access, Traffic, & Parking

The project includes four (4) vehicular entry points. There are two (2) entries on the southeast and southwest sides of Site 1 (Fifth St and Fourth St) to provide access to the parking and loading area. There is one (1) entry off Fourth St into the northernmost parking lot on Site 2, and another one (1) entry into the creative studios area parking lot in Site 2 off Berry Ave.

The project is required to provide a total of 14 bike parking spaces across both sites of this development and has done so with inverted U bike racks in two locations. Vehicular parking requirements for Site 1 are 63 parking spaces, and 6 spaces for Site 2. The applicant proposes 73 parking spaces total, spread between three (3) lots. See Figure 2 for a visual on the parking layout. The applicant has a Condition of Approval to provide appropriate documentation connecting Lot 1 to the rest of the Development Plan in perpetuity to keep the freestanding parking lot connected with the development to avoid any future creation of parking nonconformities.

An Impacts of Traffic Assessment was prepared by Souder, Miller & Associates and reviewed for the project. The assessment evaluated the anticipated traffic associated with the proposed storage, office, community space, and dog park uses. Based on the estimated trip generation and the City's Traffic Impact Analysis Guidelines, the proposed development does not meet the threshold requiring a full Traffic Impact Analysis. The assessment estimates ten (10) AM peak-hour trips and seventeen (17) PM peak-hour trips for the proposed development. See Attachment C-4.

This project lies in a region of Cerrillos Rd that will be altered through NMDOT project S100681 (NM/14 Cerrillos Road) beginning in approximately May 2027. The Applicant has communicated with NMDOT regarding the site plans and site improvements to the right of way. The applicant will install a five (5) foot wide landscape buffer along Cerrillos Rd with a six (6) foot wide sidewalk beside it. Construction of this buffer and the connections to the curb ramps cannot be done until the NMDOT constructs their portion first. The Applicant has a Condition of Approval to continue coordinating construction timing with NMDOT.

Along Fifth St, Fourth St, and Berry Ave, the Applicant will install a five (5) foot wide public sidewalk. The

Applicant will also install a crosswalk connecting Site 1 and 2 across Fourth St.

### **Terrain Management**

The properties are previously disturbed and mostly consist of existing impervious areas. The Applicant proposes to demolish existing structures and asphalt parking areas for the proposed redevelopment. The Applicant has included an erosion control plan to mitigate runoff from the property during construction. Once developed, the property will include eight (8) stormwater ponds for detention and retention. Attachment A includes Conditions of Approval and Technical Corrections related to terrain management that must be completed before recording the Development Plan.

### **Landscaping, Lighting, & Signage**

The Applicant submitted a landscape plan including new trees, shrubs, gravel, and mulch around much of the perimeter of the properties. The design remains subject to technical corrections prior to recording the Development Plan. Items requiring revision include parking lot landscape islands, tree species and placement, and additional parking lot screening shrubs. Refer to Attachment A for the applicable Conditions of Approval and Technical Corrections.

The Applicant also provided a lighting plan that includes building-mounted outdoor lights, pole lights, and string lights to illuminate parking areas and pedestrian pathways. Staff reviewed the photometric data and identified Conditions of Approval and Technical Corrections that must be addressed prior to recording the Development Plan. See Attachment A.

Signage shown in the proposed Development Plan is not approved through this application. Staff will review proposed signs for this commercial use through the applicable sign permit process. In the CRHC Protection District Zone 1, this property will be allowed no more than three (3) signs, none of which may exceed fifty (50) square feet, for a total allowable sign area of no more than 150 square feet.

### **Utilities**

The property has existing water and sewer infrastructure, and the project proposes new water, sewer, and fire service improvements to serve the redevelopment. The City Water Division has approved the Water Plan and Development Water Budget for the project. The approved Development Water Budget is 1.66 acre-feet per year, which is below the five acre-feet per year threshold for water-rights transfer. Additional water infrastructure, Agreement to Construct and Dedicate, agreement for metered service, separate service, irrigation meter, backflow prevention, and related requirements remain subject to the Conditions of Approval and Technical Corrections in Attachment A at the applicable later development stages. City Wastewater did not provide comments on this project. See Attachment C-4.

## FIRE ONE PLAN

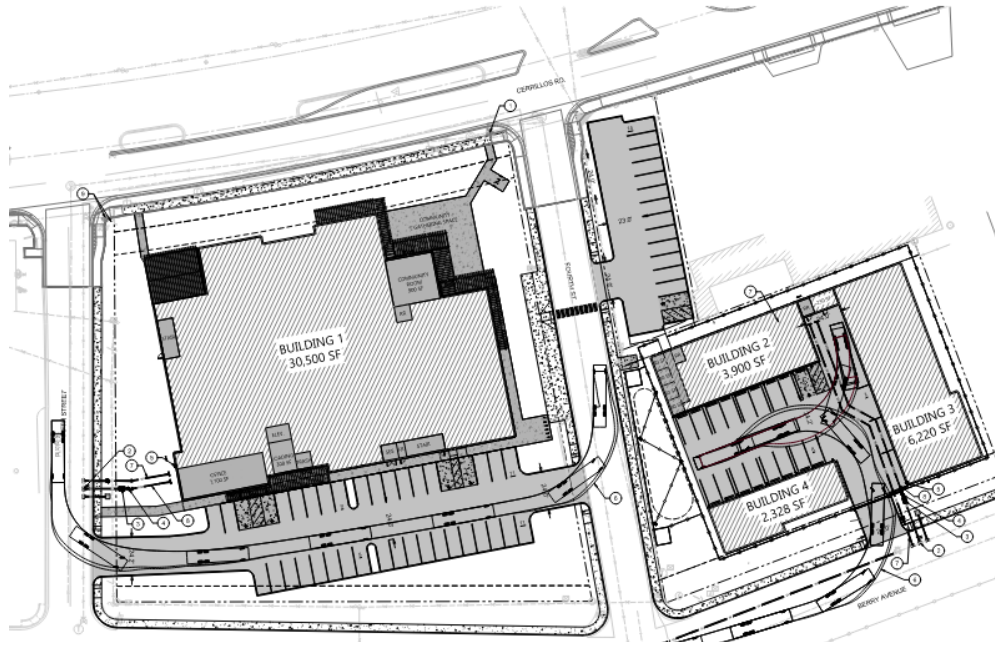


Figure 5: Fire Plan. Red approximates fire access areas.

### Fire Prevention and Emergency Access

Fire and emergency access requirements will be reviewed through the applicable International Fire Code requirements and City fire-related conditions. All structures within the proposed Development Plan would include fire alarm systems and sprinklers. There is fire access to Site 1 via Cerrillos Rd, Fourth St, Fifth St, and through the parking lot on the rear (south) side of the structure. Fire access to Site 2 is available along Fourth St, Berry Ave, and through the hammerhead parking area between Buildings 2, 3, and 4. Fire access areas are designed to support the load of a 75,000-pound fire apparatus. The development has two (2) existing fire hydrants on site, one of which will be relocated during construction. Attachment A includes a Condition of Approval requiring the Applicant to maintain fire access roads during construction in compliance with IFC 2021.

### Archaeology

This project is within the Suburban Archaeological Review District. No further archaeological review is required unless a future utility plan exceeds 550 linear feet of utility lines, or more restrictive requirements in future amendments to Chapter 14 of the City Code.

**IV. DEVELOPMENT PLAN APPROVAL CRITERIA SECTION 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>YES</b></p>
<p><b>Applicant Response:</b> <i>City Code section 14-3.8.B.3.a requires a development plan for uses with a gross floor area of 30,000 SF or more located within any zoning district of the City. The proposed project is greater than 30,000 SF and therefore requires approval of a development plan by the Planning Commission.</i></p>	
<p><b>Staff Response:</b> Santa Fe City Code (SFCC) Section 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>YES</b></p>
<p><b>Applicant Response:</b> <i>Since the closure of Empire Builders Supply in about 2019, the Property has been vacant; giving rise to negative issues common to vacant urban properties. Redevelopment of the Property will revitalize this area along Cerrillos Road, including addition of amenities available to the community. As addressed below, approving the requested applications would enhance the public interest in several ways.</i></p> <p><i>Self-storage is a low intensity use that generates relatively little daily activity, traffic, noise and solid waste generation compared to the historic use of the Property and permitted uses allowed by right in the C-2 zone. Water use and sewage generation will be minimal.</i></p> <p><i>The self-storage building has been designed to maintain a compatible scale and use type with respect to the vicinity, while introducing high-quality architectural and site design features that elevate the visual and functional quality of the Cerrillos Road corridor. While the maximum height limit in the C-2 zone is 45 feet, the proposed self-storage building will be less than 30 feet in height and provides an average front setback along Cerrillos of 15 feet – greater than existing site conditions. The C-2 zone allows for up to 60% lot coverage. The project includes lot coverage of approximately 35% and provides 32% open space, exceeding the minimum requirement of 25% which supports stormwater infiltration, landscaping and pedestrian amenities. The Project conforms to all zoning standards, including height, setbacks, lot coverage, parking and open space requirements and no variances are requested.</i></p>	

*Finally, as addressed above, the Project includes multiple amenities intended to serve the neighborhood and city, including community gathering space, a community room, community offices and a dog park open to the public. The Project will also include a rooftop solar array to supply renewable energy to the facility, helping lower greenhouse gas emissions and contribute to the City and region’s clean energy goals. Such amenities are not required, are not often included in commercial projects and will benefit the public interest.*

**Staff Response:**

The term “Public Interest” is not specifically defined in Chapter 14; however, the Governing Body has implemented the General Plan as stated in Subsection Section 14-1.3 (General Purposes). 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. Staff reviewed the proposed application in accordance with these ordinances. Subject to Conditions of Approval recommended by staff, the proposed application complies with minimum standards of Chapter 14 SFCC and would not adversely affect the public interest.

**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.**

**Criterion Met:**  
(Yes/No)  
**YES**

**Applicant Response:**

*The self-storage building design lends itself to being adaptable to other uses. The self-storage units within the building shell can be modified to adapt to different uses and the building design is compatible with existing uses in the project vicinity. The low-intensity nature of self-storage promotes compatibility with existing uses and the traffic generated by the use will be substantially lower than the historic use and many uses permitted as of right within the C-2 zone.*

*The drive-up storage and workspaces within the lots east of Fourth Street will increase opportunities for local entrepreneurs and small businesses to benefit from small, relatively affordable and conveniently located workspaces. By supporting economic opportunity at the neighborhood level, these spaces will help sustain the financial stability of individuals and families, contributing to the long-term economic viability of the area while redeveloping a Property that has been vacant for several years.*

**Staff Response:**

Staff finds that the proposed uses are compatible with those in the vicinity and that the uses are permitted with a Special Use Permit in the C-2 zoning district. Adjacent uses to the project include hotels, a fire station, auto shops, a restaurant, and another mini-storage facility (Santa Fe Self Storage). The architectural style of the buildings is compatible with structures in the area, as they will be mostly neutral stucco with some accent materials. The project conforms with all C-2 zoning requirements and eliminates existing nonconformities on the site.

**V. SPECIAL USE PERMIT APPROVAL CRITERIA SECTION 14-3.6(D)**

SFCC Section 14-3.6 governs the authority, procedures, and restrictions for Special Use Permits. The criteria for approval of Special Use Permits are detailed below:

<p><b>Criterion 1: that the land use board has the authority under the section of Chapter 14 described in this application to grant a Special Use Permit;</b></p>	<p><b>Criterion Met:</b> (Yes/No) <b>YES</b></p>
<p><b>Applicant Response:</b> <i>City Code Table 14-6.1.1 identifies a self-storage facility within a C-2 zone as being allowed subject to approval of a SUP. The Planning Commission has the authority to consider requests for SUPs that are part of a development plan requesting Planning Commission review. (14-2.3.C.3)</i></p>	
<p><b>Staff Response:</b> Santa Fe City Code (SFCC) Section 14-2.3(C)(3) authorizes the Planning Commission to review and approve or disapprove special use permits when in conjunction with a development plan.</p>	

<p><b>Criterion 2: that granting the special use permit does not adversely affect the public interest; and</b></p>	<p><b>Criterion Met:</b> (Yes/No) <b>YES</b></p>
<p><b>Applicant Response:</b> <i>Since the closure of Empire Builders Supply in about 2019, the Property has been vacant; giving rise to negative issues common to vacant urban properties. Redevelopment of the Property will revitalize this area along Cerrillos Road, including addition of amenities available to the community. As addressed below, approving the requested application would enhance the public interest in several ways.</i></p> <p><i>Self-storage is a low intensity use that generates relatively little daily activity, traffic, noise and solid waste generation compared to the historic use of the Property and permitted uses allowed by right in the C-2 zone. Water use and sewage generation will be minimal.</i></p> <p><i>The self-storage building has been designed to maintain a compatible scale and use type with respect to the vicinity, while introducing high-quality architectural and site design features that elevate the visual and functional quality of the Cerrillos Road corridor. While the maximum height limit in the C-2 zone is 45 feet, the proposed self-storage building will be less than 30 feet in height and provides an average front setback along Cerrillos of 15 feet – greater than existing site conditions. The C-2 zone allows for up to 60% lot coverage. The project includes lot coverage of approximately 35% and provides 32% open space, exceeding the minimum requirement of 25% which supports stormwater infiltration, landscaping and pedestrian amenities. The Project conforms to all zoning standards, including height, setbacks, lot coverage, parking and open space requirements and no variances are requested.</i></p>	

*Finally, as addressed above, the Project includes multiple amenities intended to serve the neighborhood and city, including community gathering space, a community room, community offices and a dog park open to the public. The Project will also include a rooftop solar array to supply renewable energy to the facility, helping lower greenhouse gas emissions and contribute to the City and region’s clean energy goals. Such amenities are not required, are not often included in commercial projects and will benefit the public interest.*

**Staff Response:**

The term “Public Interest” is not specifically defined in Chapter 14; however, the Governing Body has implemented the General Plan as stated in Subsection Section 14-1.3 (General Purposes). 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. Staff reviewed the proposed application in accordance with these ordinances. Subject to Conditions of Approval recommended by staff, the proposed application complies with minimum standards of Chapter 14 SFCC and would not adversely affect the public interest.

**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.**

**Criterion Met:**  
(Yes/No)  
**YES**

**Applicant Response:**

*The self-storage building design lends itself to being adaptable to other uses. The self-storage units within the building shell can be modified to adapt to different uses and the building design is compatible with existing uses in the project vicinity. The low-intensity nature of self-storage promotes compatibility with existing uses and the traffic generated by the use will be substantially lower than the historic use and many uses permitted as of right within the C-2 zone.*

*The drive-up storage and workspaces within the lots east of Fourth Street will increase opportunities for local entrepreneurs and small businesses to benefit from small, relatively affordable and conveniently located workspaces. By supporting economic opportunity at the neighborhood level, these spaces will help sustain the financial stability of individuals and families, contributing to the long-term economic viability of the area while redeveloping a Property that has been vacant for several years.*

**Staff Response:**

Staff finds that the proposed uses are compatible with those in the vicinity and that the uses are permitted with a Special Use Permit in the C-2 zoning district. Adjacent uses to the project include hotels, a fire station, auto shops, a restaurant, and another mini-storage facility (Santa Fe Self Storage). The architectural style of the buildings is compatible with structures in the area, as they will be mostly neutral stucco with some accent materials. The project conforms with all C-2 zoning requirements and eliminates existing nonconformities on the site.

## VI. EARLY NEIGHBORHOOD NOTIFICATION

The Applicant conducted two (2) Early Neighborhood Notification (ENN) meetings on October 6, 2025 and October 23, 2025. Both meetings included presentations from the Applicant's team followed by questions and comments from neighbors and interested parties.

Comments and questions addressed potential impacts to existing self-storage businesses, Santa Fe's housing demand, pedestrian crossings near the site, transit/bus shelter needs, construction noise, traffic, project timelines, and the proposed community-serving components of the project.

Additional comments and suggestions addressed retaining or recreating a mural similar to the existing Empire Builders mural, ensuring attractive architecture and site design, and providing creative studio spaces that would be accessible and useful to the community. The Applicant's team responded to questions during the ENN meetings. Meeting notes from the Early Neighborhood Notification meetings can be found in Attachment C-2.

Staff also received written public comment from Lara Miller regarding Case #2025-11753 and Case #2025-11756. The comment objected to Planning Commission action unless the application materials and City evaluation are publicly available with sufficient time for public review. The comment also requested access to the application materials, Staff Report, Special Use Permit findings, Development Plan sheets, Cerrillos Road Highway Corridor Protection District analysis, Suburban Archaeological Review District materials, departmental review comments, and proposed Conditions of Approval.

Ms. Miller's written comment further requested that staff evaluation address the project's location within the Cerrillos Road Highway Corridor Protection District Zone 1 and the Suburban Archaeological Review District, the proximity of the City fire station, Fire Department / Fire Marshal comments, and the existing Empire Builders mural or related cultural-resource considerations. Staff has logged and preserved the written comment in the case record. Public comments received before or during the Planning Commission hearing will be retained as part of the public record for these cases and made available to the Planning Commission for consideration.

## VII. 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)."* Approval of the Special Use Permit will share the Development Plan's expiration.

## VIII. ATTACHMENTS

### ATTACHMENT A: Conditions of Approval and Technical Corrections

1. Table of Conditions of Approval
2. Table of Technical Corrections
3. Development Review Team Compiled Comments

### ATTACHMENT B: Maps and Photos

1. Aerial View
2. Existing Conditions Photos
3. Current Zoning Map
4. Future Land Use Map

### ATTACHMENT C: Applicant Submittals

#### C-1: Applications

- a. Application Forms
- b. Letter of Intent
- c. Owner Authorization Letter
- d. Legal Lot of Record
- e. NMDOT Correspondence

#### C-2: Early Neighborhood Notification

- f. ENN Meeting Summary 10-6-2025
- g. ENN Meeting Summary 10-23-2025


#### C-3: Development Plans


- a. Development Plan
- b. Landscape Plan
- c. Architectural Plan
- d. Architectural Points Analysis
- e. Material Board and Renderings
- f. Stucco Detail

#### C-4: Utilities

- a. Impacts of Traffic Assessment
- b. Approved Water Plan
- c. Water Budget Approval

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

Title	Name	Initials
Department Director	Heather Lamboy	
Assistant Department Director	Maggie Moore	MM
Planning Manager	Daniel A Esquibel	DAE
Senior Planner	A. George Terry	AGT

**Signature:** 

**Email:** [hllamboy@santafenm.gov](mailto:hllamboy@santafenm.gov)