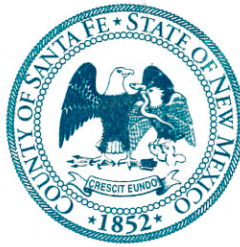


Danny Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

DATE: July 10, 2012

TO: Board of County Commissioners

FROM: Jose E. Larrañaga, Commercial Development Case Manager *JEL*

VIA: Vicki Lucero, Building and Development Services Manger *VL*
Penny Ellis-Green, Interim Land Use Administrator *PEG*

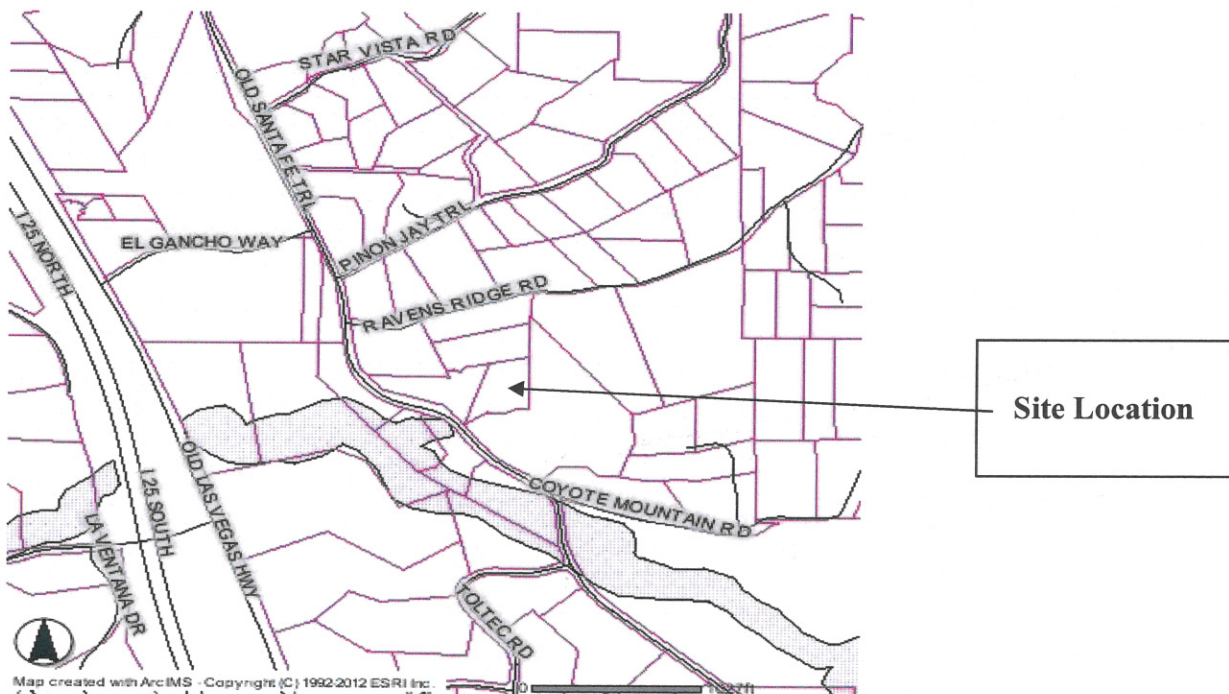
FILE REF.: CDRC CASE # MP/PDP/FDP 12-5210 Ravens Ridge Bed and Breakfast

ISSUE:

Phyllis Johnson, Applicant, requests Master Plan Zoning, Preliminary and Final Development Plan approval for a Bed and Breakfast within an existing residence on 2.78 acres.

The property is located at 22 B Ravens Ridge Road, within Sections 17 & 18, Township 16 North, Range 10 East, (Commission District 4).

Vicinity Map:



SUMMARY:

On June 21, 2012, the County Development Review Committee (CDRC) met and acted on this case. The decision of the CDRC was to recommend approval of Master Plan Zoning, Preliminary and Final Development Plan approval to allow an existing residence to operate as a Bed and Breakfast.

The Applicant requests Master Plan Zoning, Preliminary and Final Development Plan approval to allow an existing residence to operate as a Bed and Breakfast. There will not be any structural changes to the 6,500 square foot residence. The request is to utilize 3 of the 4 bedrooms for the Bed and Breakfast. The Applicant is not proposing any expansion for the use on the 2.78 acre site.

The Applicant states: "this request is to offer overnight lodging and breakfast for visitors coming into the Santa Fe area. Three bedrooms would be used for this purpose".

Article III, § 8, Other Development (8.1 Uses Permitted) states: "All uses not otherwise regulated by the Code are permitted anywhere in the County".

Article III, § 4.4.1.a (Design Standards and Review Criteria) states: "to zone or re-zone any parcel for a commercial or industrial non-residential district a master plan shall be submitted. Submittals and procedures for master plans are set forth in Article V, § 5.2".

Article V, § 5.2.1.b (Master Plan Procedure) states: "a Master Plan is comprehensive in establishing the scope of a project, yet is less detailed than a development plan. It provides a means for the County Development Review Committee and the Board to review projects and the subdivider to obtain concept approval for proposed development without the necessity of expending large sums of money for the submittals required for a preliminary and final plat approval".

Article V, § 7.1.3.a (Preliminary Development Plans) states: "a Preliminary Development Plan may be only a phase or portion of the area covered by an approved Master Plan, so long as the Preliminary Development Plan substantially conforms to the approved Master Plan".

Article V, § 7.2.2 (Final Development Plan) states: "the final Development Plan shall be submitted to the County Development Review Committee accompanied by a staff report. The County Development Review Committee shall review the plan and make a determination as to its compliance with the County General Plan and Code. The County Development Review Committee may recommend changes or additions to the plan as conditions of its approval. The Final Development Plan as approved by the County Development Review Committee shall be filed with the County Clerk. The approved Final Development Plan becomes the basis of development permits and for acceptance of public dedications. Any changes in the plan must be approved by the County Development Review Committee".

This Application was submitted on May 11, 2012.

Building and Development Services staff has reviewed this project for compliance with pertinent Code requirements and has found that the facts presented support this request: the Application is comprehensive in establishing the scope of the project; the Preliminary Development Plan substantially conforms to the proposed Master Plan; the Application satisfies the submittal requirements set forth in the Land Development Code.

The review comments from State Agencies and County staff has established findings that this Application is in compliance with state requirements, Article III, § 4.4, Development and Design Standards, Article V, § 5, Master Plan Procedures and Article 5, § 7 Development Plan Requirements of the Land Development Code.

APPROVAL SOUGHT: Master Plan Zoning, Preliminary and Final Development Plan approval for a Bed and Breakfast within an existing residence on 2.78 acres

GROWTH MANAGEMENT AREA: EL CENTRO, SDA -2

HYDROLOGIC ZONE: Metro Mountain Hydrologic Zone, minimum lot size in this area is 80 acres.

ARCHAEOLOGIC ZONE: High, less than 5 acres, no further disturbance of the site is proposed.

ACCESS AND TRAFFIC: The property takes access from Ravens Ridge Road, a County Road, Via Old Santa Fe Trail.

FIRE PROTECTION: Hondo Fire District.

WATER SUPPLY: Existing on-site well, not to exceed .25 acre feet of water per year. Water restrictive covenants shall be recorded along with the Final Development Plan. This development is estimated to use less than 0.25 acre-feet. Pursuant to Article VII, § 6 a water supply plan is not required. Meter readings shall be submitted to the OSE and County on an annual basis.

LIQUID WASTE: Conventional septic system. NMED requires that the current system be modified or replaced to accommodate the proposed use of this facility as a Bed & Breakfast.

SOLID WASTE: Weekly disposal of trash to the County Transfer Station.

FLOODPLAIN & TERRAIN MGMT: There are 2 existing retention ponds on the southeastern portion of the property and a 275 gallon catchment tank which

feeds into a larger 5,000 gallon water tank. There is no expansion proposed on the site. The submittal is in conformance with Article VII, § 3.4.6 (Terrain Management) and Ordinance 2008-10 (Flood Damage Prevention and Storm Water Management)

SIGNAGE AND LIGHTING:

The Applicant is not proposing any signage for this project. The Applicant did not supply cut sheets, for review, of the existing lighting for this project. Photos of the existing outdoor lighting shall be submitted prior to recording the Final Development Plan.

EXISTING DEVELOPMENT:

An existing 6,500 square foot residence on 2.78 acres.

ADJACENT PROPERTY:

The site is within a residential area and is bordered on all sides by residential property.

PARKING:

The Code requires 6 parking spaces for this use, the plans illustrate 15 parking spaces which complies with Article III, § 9.1 (Parking Requirements), of the Land Development Code.

LANDSCAPING:

The site is heavily vegetated with native grasses, low water use plants, juniper and pinion trees.

RAINWATER HARVESTING:

A 5,000 gallon cistern is currently being utilized for the capture of rain water which is used to irrigate the existing landscape. Water conservation measures shall be implemented with the development.

AGENCY REVIEW:

<u>Agency</u>	<u>Recommendation</u>
NMOSE	Approval with Conditions
NMDOT	Review Comments not Received
NMED	Review with Conditions
NMDHP	Review Comments not Received
County Fire	Approval with Conditions
County PW	Approval
County Utility	Approval
Planning	Approval

STAFF RECOMMENDATION:

Conditional approval of Master Plan Zoning, Preliminary and Final Development Plan to allow a Bed and Breakfast within an existing residence on 2.78 acres.

If the decision of the BCC is to approve the Applicant's request staff recommends imposition of the following conditions:

1. The Applicant shall comply with all review agency comments and conditions, **Article V, § 7.1.3.c.**
2. Master Plan, Preliminary and Final Development Plan, with appropriate signatures, shall be recorded with the County Clerk, as per **Article V, § 5.2.5.**

EXHIBITS:

1. Master Plan & Development Plan Report
2. Drawings
3. Photos of Site
4. Aerial Photo of Property
5. Letters of Support
6. Agency Reviews and Comments
7. Article III, § 8, Other Development (8.1 Uses Permitted)
8. Article III, § 4.4.1.a (Design Standards and Review Criteria)
9. Article V, § 5.2.1.b (Master Plan Procedure)
10. Article V, § 7.1.3.a (Preliminary Development Plans)
11. Article V, § 7.2.2 (Final Development Plan)
12. Letter of Concern
13. CDRC Minutes

Request for Business License
Letter of Intent

RAVENS RIDGE
Santa Fe, NM 87505
505-988-1288

Dear Ms. Ellis-Green, and members of the Development Review Committee:

We, Forrest and Phyllis Johnson, a married couple, and property owners in Santa Fe County for the past 30 years, respectfully request your approval for Rezoning in order to obtain a Business License to rent of a portion of our home to overnight guests.

Acreage: The property at Ravens Ridge consists of an existing single-family home on 3 acres at the end of a private driveway. We are bordered by adjacent properties with 2 homes not visible to us and 1 across a large arroyo and on a hill at some distance. One lot of approximately 12 acres has not been developed.

The legal description of the property is as follows: Lot 2, as shown on plat entitled "Lot line adjustment prepared for Paul D Dow and Theresa K Dow within sections 17 & 18 T 16 N, R 10 E, N.M.P.M. (address 22B Ravens Ridge Road, Santa Fe, NM 87505)

Description of the Business: This request is to be able to offer overnight lodging and breakfast for visitors coming in to the Santa Fe area; basically a vacation rental with breakfast. Three bedrooms would be used for this purpose. One other bedroom is used by my husband and I and a den area converts for our 91 year old mother when she visits occasionally.) The proposal utilizes existing rooms and does not anticipate any construction or remodeling to the existing structure.

Percentage of use: The bedrooms used will be approximately 1100 square feet total. The entire living space is approximately 5600 square feet total. Due to the nature of the business, and customary occupancy rates – (during winter months at close to zero), not all three rooms will be occupied all the time. 100% occupancy happening during any month is extremely rare if ever.

Impact is believed to be minimal. Guests arrive, unpack, leave to tour the area, hike, shop and eat, come back and sleep, then go out again in the morning. Our goal is to provide a welcoming and peaceful retreat with hummingbird watching for visitors after a long day of touring the Santa Fe area.

Construction: There would be no new construction as the existing structure would be used as it is.



NBH-6

Impact: As a Bed and Breakfast, impact would be low. Our experience is that most guests are gone for the major part of the day, then to restaurants in the evening. There would be no alcohol served on the premises. The few garden lights that are not solar are already timed to go out at 10:00 pm. No outdoor music will be played. It is designed to be a place of retreat and rest and relaxation. We have purchased a sponsorship to several museums so as to be able to offer free passes to our guests. And we have rented parking places 2 blocks from the plaza to be able to ease the parking problem for our guests.

Parking: On our property the previous owner put in a large parking area easily sufficient to accommodate 15-20 or more cars off street, (much more than we would ever use). With 6 guests or less, usually in 3 cars (or less when friends travel together), and 1 car for possible part time cleaning help, we can easily accommodate parking.

Adjacent property: The site is adjacent to existing single family residences on large acreage lots. It is separated on the East and South by an arroyo and on the northeast by an undeveloped 12+ acre lot. On the West side a residence at such a distance as to not be visible.

Signage: We do not anticipate putting up any signage other than our normal residence address sign which would say 22B Ravens Ridge. Preferred signage would be bronze or metal letters mounted on our driveway wall, or a small wooden sign much less than the 2'x4' permitted, if the bronze cannot be obtained.

We are a couple nearing retirement with very little retirement savings. We are looking at the income from this business to help maintain ourselves, our property and pay some expenses. Phyllis can no longer do bookkeeping and is down to two clients. Although we have conducted and plan to conduct a highly professional business and have had many cumulative years in business together, we are not seeking to run a large aggressive business operation. In this economy, we are, like many other Santa Fe County residents, looking to be able to maintain our home and get by with some degree of peace. We expect to retire in 5 years. We sincerely hope for and request your approval for our business license.

Thank you for your consideration.

MASTER PLAN / DEVELOPMENT PLAN
And Request for rezoning for
Ravens Ridge Bed and Breakfast

REQUEST:

We are seeking rezoning of this property from Residential to Other Development to allow us to operate a bed and breakfast.

ACREAGE:

The legal description of this property is Lot 2 as shown on plat entitled "Lot line adjustment prepared for Paul D Dow and Theresa Dow within sections 17 & 18 T 16N, R 10E, N.M.P.M (approx 3 ½ acres.)

The warranty deed number is 1227166. Forrest Lee Johnson and Phyllis Johnson have lived here for 16 years.

LOCATION:

The property is located at 22B Ravens Ridge Road, Santa Fe, NM 87505 (the area behind the Steaksmith.)

EXISTING DEVELOPMENT:

No changes would be made to the residence, a single family residence of approximately 6500 square feet of heated space. There is paved parking area of approximately 4800 square feet (which drains into a holding pond). The septic tank and leech field is south east of the house and the well is west of the house. No further development is planned.

ADJACENT PROPERTY:

The adjacent properties are acreage residential properties. The north east corner lot of approx 12 acres is vacant, owned by Dr. Redman. On the East is a home owned by Mark and Toni Dunham, On the south west side is a home owned by Chris Benkert and on the north west side is a home owned by Brian Conway. All these adjacent neighbors have signed documents supporting our rezoning and licencing. (see attached) Various other property owners on Ravens Ridge have also signed documents supporting our rezoning and bed and breakfast (see attached.)

DESCRIPTION OF PROJECT:

The existing residential property will not require structural changes. The house has a total of 4 bedrooms. The requested zoning change is to use three of these for guestrooms. No additional changes are proposed.

The owners, Judge and Phyllis Johnson are the owners and operators of the proposed bed and breakfast and have lived there for the past 16 years. They plan to be operational year round and yet still block off time for themselves equal to about 3 months of the year.

LOT COVERAGE:

The area of the lot is approximately 3 1/2 acres. The residence utilizes 6500 square feet. The parking area is 4800 square feet as measured last January when resealed. There is a 60 by 90 ft garden with 3ft wide brick pathways. The remaining will remain in its natural state except for vegetation management (cutting of ladder fuel from the pinon and juniper.)

ACCESS:

Access to the property of off Ravens Ridge Road. The driveway is crushed asphalt which is privately maintained.

TRAFFIC IMPACT:

We anticipate a maximum of 6 to 8 trips to and from the property per day. This is based on 100% occupancy. It is highly unlikely to reach that level. Reservations are made by advance notice and there are specific times for arrival and departure.

TERRAIN MANAGEMENT:

The property slopes toward the southwest. A catchment basin has been constructed with 2 drainage ditches which channel the runoff from the parking area. Ditches and basin are lined with rock. The basin was inspected and corrections were made per instructions received.

There is a 275 gallon catchment tank under the deck which feeds into and fills an underground 5000 gallon water tank. That water is hooked up to the drip irrigation for the garden area.

LANDSCAPING:

Existing landscaping consists of native grasses, juniper and native pinon pine with a landscaped area using zeric and low water use plants to the south of the residence. Two mature apple trees and a Cherry tree to the West are not watered. The landscaped area is mulched to further conserve water. Water harvesting is used including a 275 gallon water catchment tank which empties into a 5000 gallon storage tank. Water is then pumped from there into a drip irrigation system. The native trees have been trimmed of ladder fuel for fire prevention and are not watered. No additional landscaping will be added.

OUTSIDE LIGHTING:

The residence has shielded lighting on 3 corners of the building, and low voltage solar lighting on pathways. Existing lighting uses 40W bulbs. Two 6 ft lights mounted on posts in the garden use yellow frosted glass and 40 watt bulbs.

PARKING:

The existing parking lot can accommodate a large number of cars, probably 10 to 15. At 100% occupancy 3 cars are anticipated.

WATER SUPPLY / WATER BUDGET

The City Water Usage chart shows that motels/hotels in the City use approximately 0.09 acre foot of water per year per room.

The proposed bed and breakfast is not within the City, it is off the beaten path. We do not have a sign and do not want "Drop-ins". It is not common, nor likely to have a continuous 100% occupancy for long periods of time.

A water harvesting system is used for outdoor watering: the property has no water restrictions and utilizes a well. Low flow toilets and a front loading washer are utilized to conserve water.

Therefore it is proposed that our water use would be a maximum of 75% of the City Water usage chart.

$0.09 \times 3 \text{ rooms} = 0.27$ $0.27 \times 75\% = 0.20 \text{ acre foot}$

The proposed bed and breakfast use is 0.2 acre foot per year

LIQUID WASTE:

The property is on a septic system with a 1000 gallon tank. The tank has been pumped twice for maintenance purposes only. A bacteria is introduced monthly to reduce sludge buildup.

SOLID WASTE:

All our vegetable waste is composted and used in the garden. We do not intend to serve meat except for occasional sausage which leftovers our dog will happily recycle. We recycle all recyclable materials: paper, glass, plastic tin and aluminum. Other solid waste is taken to the transfer station once a week as needed. It is stored in covered container in the storage shed next to the garage pending removal to the Transfer station.

FIRE PROTECTION:

Ravens Ridge proposed bed and breakfast has been reviewed and approved by the Fire Prevention Division of the Santa Fe County Fire Department. (See attached report) Feb 28 of this year (2012). The residence is serviced by the Hondo Hills Volunteer Fire Department.

DRIVEWAY: The driveway used for access is 16 + feet wide, graded and the surface is topped with crushed asphalt. There is a large turn-around space in the parking area.

ENVIRONMENTAL PERFORMANCE STANDARDS:

No noise, vibration, smoke, odor, toxic matter, radiation, fire or explosive hazards or electromagnetic interference will be generated by the operation of a bed and breakfast.

FOOD PERMIT:

A Food Establishment Permit has been issued by the State of New Mexico Environment Department permit number 30505-PRF20110001.

CONCLUSION: The requested zoning change is a low impact, non intrusive one. No changes are proposed to the existing structure or driveway or surrounding area. Adjacent owners as well as several Santa Fe business owners have been made aware of our plans and have voiced their support of our venture. (Please see letters attached.)