

City of Santa Fe, New Mexico

Cases #2025-9707 5999

Airport Road

Development Plan

Planning Commission

April 3rd, 2025

Exhibit C

Application materials

1. Application Report and Development Plan Criteria Response
2. Development Plan Application and Authorization
3. Warranty Deeds
4. ENN Notes
5. Utility Service Application
6. Water and Sewer Budgets
7. Initial Transportation Assessment
8. School Impact Form



January 6, 2024

Claudia Kath, Senior Planner
 Current Planning Division
 City of Santa Fe
 200 Lincoln Avenue
 Santa Fe, NM 87501

**RE: Country Club Apartments Development Plan
 5999 Airport Rd.**

Dear Claudia:

This letter is respectfully submitted on behalf of Santa Fe Civic Housing Authority in application for Development Plan approval for the redevelopment of the current 62-unit Country Club Apartments (the “Project”). The 5.89-acre subject property is located at 5999 Airport Road, is zoned R-29 (Residential, 29 dwelling units/acre), and located in the Airport Road Overlay District.

Project Description

The redevelopment project involves the demolition of two existing buildings, one comprising four dwelling units and the other housing resident amenities (leasing office, laundry, storage, etc.). A new three-story building comprising 26 units and resident amenities will be constructed, for a total of 84 dwelling units. New landscaping improvements are proposed, and new outdoor recreational amenities will be constructed, such as Plazuela, a children’s play area, and a dog park. In addition, the Project includes the renovation of existing Buildings 1 - 10. The architectural style of the new building and the renovated buildings will align with respect to materiality and color scheme. No work is proposed for Building 11 at the southeast corner of the site, which comprises 22 units.

The new building construction and the renovations, totaling 62 units, are being financed through Low Income Housing Tax Credits (LIHTC) issued by the New Mexico Mortgage Finance Authority.

The proposed unit mix is an assortment of 3 BR/2 Bath, 2 BR/2 Bath, 2BR/1 Bath, and 1 BR/1 Bath units, as follows:

Unit Mix			
Unit Type	Description	Size	Quantity
A1	One bedroom, One bath	730 sf	2
A1 ACC (Physical)	One bedroom, One bath	730 sf	1

A2	Two bedroom, Two bath	857 sf	12
A2 ACC (Physical)	Two bedroom, Two bath	857 sf	2
A3	Three bedroom, Two bath	1152 sf	8
A3 ACC (Physical)	Three bedroom, Two bath	1152 sf	1
B2	Two bedroom, One bath	747 sf	35
B2 ACC (Sensory)	Two bedroom, One bath	747 sf	1
C1	One bedroom, One bath	586 sf	13
C2	Two bedroom, One bath	826 sf	8
C2.1	Two bedroom, One bath	867	1
Total			84

The proposed gross floor area is as follows:

Building Type A (New Construction)	37,153 GFA
Building Type B (Renovation)	31,104 GFA
Building Type C (No Work)	16,139 GFA
	84,396 GFA

Zoning Compliance

Compliance with relevant R-29 zoning standards is outlined below:

- Use: The proposed multifamily uses are permitted in the R-29 zoning district.
- Lot Coverage: Maximum permissible is 40.0% (102,627 SF); proposed lot coverage is 8% (20,525 SF)
- Open Space: R-29 districts require 250 SF of open space per dwelling unit, resulting in 21,000 SF of open space being required. The Project is providing 23,000 SF of open space.
- Parking: 111.75 spaces are required for the Project and 112 spaces are provided.
- Building Setbacks: The permissible setbacks for the project are as follows: along Airport Road (20'), side (10') and rear (10').
- Height: The maximum permissible building height is 36 feet with a development plan; the proposed height at its highest point is 35.10 feet. The evaluation criteria for the proposed height are below per SFCC §14-7.2(E).
- Density: Maximum 29 dwelling units per acre. The proposed density of 84 units is 14.26 dwellings per acre. Evaluation criteria for the proposed density are below per SFCC §14-7.2(F).

Parking

Parking will be provided as required per SFCC Table 14-8.6, and bicycle spaces will be provided in accordance with the provisions of SFCC Table 14-8.6-3. Please see the chart below:

57 Units less than 800 sq. ft. (1.25 per du)	71.25 Spaces
27 Units 800- 1,200 sq. ft. (1.5 per du)	40.5 Spaces
Required:	111.75 Spaces
Surface Parking Spaces	104 Spaces

Surface ADA Spaces

8 Spaces

Provided:

87 Spaces

Bicycle Parking (per SFCC 14-8.6-3)

Required: 12 Stalls

Provided: 31 Stalls

ADA Parking (per NMBC 1106.1)

Required: 8 Van Accessible Spaces

Provided: 8 Van Accessible Spaces

Access & Traffic

The Project is accessed from Airport Road via two existing driveways. The east driveway accommodates right-in, right-out, and left-in turning movements. Existing median improvements in Airport Road adjacent to the property include a dedicated left-turn lane permitting eastbound left turn access at the east driveway. The west driveway is limited to right-in/right-out turning movements only. No changes to the access are proposed.

An Initial Transportation Assessment was conducted by Bohannon Huston. The assessment considered the existing and proposed units, for a net addition of 22 units. It was found that “the increase is less than 10% compared to existing conditions in both AM and PM peak hours and therefore does not require additional analysis according to the *Transportation Impact Analysis Guidelines for the City of Santa Fe.*” The Public Works Department confirmed that a traffic study is not required. With respect to multi-modal opportunities, the property is served by Santa Fe Trails bus route 24 and a bus stop is located directly adjacent to the site. It is a 15-minute bus ride to the Santa Fe Place Mall, which serves as a transport hub to routes 1, 2, 4, 5, 6, 21, 22, and 26.

Terrain Management

The site’s terrain slopes gently from east to west, with no arroyos or flood plains on the property. Roof runoff will drain from canales into adjacent landscape areas. The developed runoff honors the pre-developed historical drainage patterns and will be directed to various shallow ponding areas that will also be utilized as landscape areas. The site’s lot coverage/impervious area will only increase by approximately 6,500 SF, offset by an increase in landscape area. Please refer to the Grading and Drainage Plans for further details.

Water & Sewer

Water. The property is currently served by a 3-inch private domestic waterline and a public 8-inch fire line, connected to the 14-inch main in Airport Road with a 3-inch master meter. The private waterline extends along the west side of the property and currently terminates near the north boundary. This line will be extended along the east side of the site and terminate at Building #11. The fire line will also be extended to loop through the drive aisle at the request of the Fire Marshal. The projected annual water budget for the additional 26 units to be constructed is 3.66 AFY. Since the units qualify as Low-Priced Dwelling units as defined in SFCC 26-2, no water demand offset is required in accordance with SFCC 14-8.13(B)(5). Please refer to the attached Water Budget for further details.

Sewer. The property is currently served by a private sewer line that extends north along the east boundary of Country Club Gardens to the trunk line in the old Rufina right-of-way. The Project will be disconnected from this line and a new connection will be constructed to the public sewer main in the Morning Drive cul-de-sac north of the property via an existing 20-foot public utility easement. This new connection includes the construction of a private lift station near the northeast corner of the property. Please refer to the Utility Plans for more information.

Fire Protection and Emergency Access

All buildings will be equipped with automatic fire suppression and the drive aisle is 26 feet wide in accordance with IFC requirements. In addition, there are two existing fire hydrants and one new proposed hydrant as reflected in the Utility Plans.

Landscaping

Landscaping is provided in accordance with SFCC 14-8.4 and SFCC §14-5.5(C)(7), Airport Road Overlay. Vegetation will include a combination of deciduous and evergreen trees, shrubs, and ornamental and native grasses. Street trees will be planted along Airport Road and all efforts will be made to preserve the existing trees. Street trees shall be planted at a minimum of twenty (20) feet on-center adjacent to the Airport Road property line. Stormwater collection swales are a key feature in the landscaped open space and will serve to maximize passive water harvesting and infiltration. Plant selections focus on drought-tolerant, native species that are viable in urban/semi-urban settings. A diverse combination of native and introduced plant species will provide biodiversity and resilience to climate shifts. Please refer to the attached Landscape Plans for further details.

The Project landscape approach is tailored to provide a range of enjoyable outdoor areas for community use including a Plazuela, children's play area, and dog park.

Open Space

In accordance with SFCC §14-7.5, the requisite open space in the R-29 district is 250 square feet per unit.

Required:

Common Open Space and/or Private Open Space: $250 \text{ SF} * 84 \text{ Units} = 21,000 \text{ SF}$

Provided:

Common Open Space and/or Private Open Space: 23,000 SF

Lighting & Signage

Full cut-off, downlit LED pole lights and wall-packs are proposed to provide adequate lighting in the parking areas and Plazuela. Please refer to the attached Site Lighting and Photometric Plans for further details.

A project identification monument sign is proposed to the left of the property's west entrance in accordance with SFCC §14-8.10 and SFCC §14-5.5(C)(8) as depicted on the Development Plan and Sheet A-091.

Development Plan Approval Criteria

In accordance with §14-3.8(D)(1), the Development Plan approval criteria are addressed below:

(a) that it is empowered to approve the plan under the section of Chapter 14 described in the application

SFCC §14-2.3 (C)(1) states, “ *the planning commission shall review and approve or disapprove various specific development plans, requests and subdivision plats. When specifically authorized by Chapter 14, the decision of the planning commission is final, subject to any appeal right provided in this chapter.*”

(b) that approving the development plan will not adversely affect the public interest

The Project does not adversely affect public interest, and it serves the public interest through the construction of much-needed affordable housing for Santa Fe residents in a desired location. The location is within walking distance of public transportation and several amenities such as retail services, pharmacies, restaurants, and places of employment. The public interest is further served through investment in redevelopment of the 60-year old project, providing much needed upgrades and beautification.

(c) 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

The subject property is located on the Airport Road Overlay District, which is a diverse mixed-use area comprising a variety of residential, commercial, and institutional uses, including multi-family and single-family development, a public school, restaurants, and retail. The proposed residential use and scale of the Project are compatible with land uses in the vicinity and the addition of quality multi-family housing aligns with the General Plan's policies regarding infill development, mixed-use, and a mix housing types in all neighborhoods.

Increase in Maximum Height

SFCC 14-7.2(E)(1) states, “ *A height up to thirty-six (36) feet in R-21 and R-29 districts may be approved provided that the request is part of a development plan or special use permit requiring approval by a land use board or the governing body.*” The evaluation criteria are addressed below:

(a) if the future land use designation shown on the general plan is high density residential;

The site is designated High Density Residential (12-29 dwelling units per acre) on the Future Land Use Map. In addition, in the General Plan, the site is designated as an Infill Area.

(b) the need for the increased height; however, financial gain or loss shall not be the sole determining factor;

The height increase allows for more affordable housing with a varied unit mix.

(c) if the height is needed to make the proposed development more affordable, what level of affordability will be provided and how that affordability will be guaranteed long term;

The Project is currently bound by a Land Use Restrictive Agreement (LURA) until 2034. Upon project completion, the LURA, which will be extended for an additional 35 years with respect to the 62 units being constructed/renovated.

A Land Use Restrictive Agreement (LURA) is an agreement between an owner/developer and a government entity that documents the restrictions placed upon a property in order to receive tax credits in the future. The LURA typically helps guarantee that the project receives a specific number of Low-Income Housing Tax Credits (LIHTC) credits over a specific time period.

(d) heights of existing buildings in the vicinity; and

Across the street from the Property at the intersection of South Meadows and Airport Road, a three-story multi-family project, Casa Siena, is nearing completion. Just south of Casa Siena, the Talavera Apartment Homes comprise two-story buildings. Opposite these apartment buildings is Sweeney Elementary School, which includes two-story structures. A short distance east on Airport Road, the Zia Center shopping area is a two-story development.

(e) impacts of the increased height upon the neighborhood and the community so that the increased height does not significantly interfere with the enjoyment of other land in the vicinity and is consistent with the spirit of Chapter 14 and in the general public's interest.

Country Club Apartments comprises eleven existing two-story residential buildings. The proposed three-story building will be centrally located on the property and surrounded by the aforementioned existing buildings, thereby minimizing its visual impact by creating a buffer between the new structure and the surrounding properties. The three-story building will be set back approximately 127 feet from Airport Road, 192 feet from the west property line, 190 feet from the north property line, and 210 feet from the east boundary.

Additionally, the landscaping improvements include street trees along Airport Road to enhance the visual buffer and aesthetic appeal of the site.

Increase in Maximum Density

SFCC 14-7.2(F)(1) states, “Residential density up to twelve dwelling units per acre in an R-12 district; up to twenty-one dwelling units per acre in an R-21 district; and up to twenty-nine dwelling units per acre in an R-29 district may be approved provided that the proposed density is part of a development plan or special use permit requiring approval by a land use board or the governing body.” The evaluation criteria are addressed below:

(a) if the future land use designation shown on the general plan is high density residential;

The site is designated High Density Residential (12-29 dwelling units per acre) on the Future Land Use Map. In addition, in the General Plan, the site is designated as an Infill Area.

(b) the need for the increased height; however, financial gain or loss shall not be the sole determining factor;

The increase in density allows for the development of more affordable housing. At 10 dwellings per acre plus the SFHP density bonus, the maximum density would be 68 dwellings, only permitting an additional 6 units, which is inadequate in the face of the affordable housing crisis in our community.

(b) if the density is needed to make the proposed development more affordable, what level of affordability will be provided and how that affordability will be guaranteed long term;

The Project is currently bound by a Land Use Restrictive Agreement (LURA) until 2034. Upon project completion, the LURA, which will be extended for an additional 35 years with respect to the 62 units being constructed and renovated.

A Land Use Restrictive Agreement (LURA) is an agreement between an owner/developer and a government entity that documents the restrictions placed upon a property in order to receive tax credits in the future. The LURA typically helps guarantee that the project receives a specific number of Low-Income Housing Tax Credits (LIHTC) credits over a specific time period.

(c) densities of existing developments in the vicinity; and

The proposed density of 14.26 dwellings per acre is compatible with the surrounding area, which includes a variety of residential densities, ranging from single family (R-3, R-5, and R-6) to multi-family (R-12, R-21, R-29, and

commercial districts). For example, the County Club Gardens mobile home community is developed at 12 units per acre, Casa Siena is 49 units per acre totaling 171 units, and the Talavera community comprises 298 units or 16.5 per acre.

- (d) *impacts of the increased density on the neighborhood and the community so that the increased density does not significantly interfere with the enjoyment of other land in the vicinity and is consistent with the spirit of Chapter 14 and in the general public's interest.*

The Project's current density is 10.53 units per acre, and the proposed density is 14.26 units per acre, resulting in a modest increase of 3.73 units per acre. This increase in density is limited to the new proposed building to be situated centrally within the property surrounded by the existing buildings and landscaping, helping to minimize the impacts associated with the higher density.

Airport Road Overlay District

The Project complies with the provisions of the Airport Road Overlay District relative to site design, architecture, landscaping, setbacks, signage, etc. Compliance with the applicable design standards in SFCC 14-5.5(C) is addressed below. Please refer to the attached Development Plans for further information.

(5) Site Design, Circulation and Parking

- (a) *New buildings or additions to existing buildings shall be oriented so that their primary façades face Airport Road or to integral courtyards that shall face Airport Road.*

The new building includes several entrances, one of which is on the south elevation. In addition, the building is set back 127 feet from Airport Road behind a landscaped courtyard.

- (b) *No more than one single-loaded row of parking is permitted adjacent to Airport Road.*

Done.

- (c) *Perimeter screening of parking lots shall be in accordance with Section 14-8.4(I)(2) except that screening walls, hedges or berms shall not exceed four (4) feet at maturity and shall be provided with openings adjacent to the Airport Road right-of-way to allow multiple points of pedestrian access to Airport Road.*

Two sidewalk connections to Airport Road are included and parking lot screening is provided as depicted in the Landscape Plans.

(d) Sidewalks adjacent to Airport Road shall be provided in accordance with Section 14-9.2.

The is an existing sidewalk adjacent to Airport Road.

(e) Direct vehicular access to Airport Road shall be prohibited where feasible as determined by the land use director in consultation with the public works director.

The site has two existing access points to Airport Road and no changes are proposed.

(f) New buildings shall have accessible pedestrian connections to Airport Road.

Done.

(g) Loading docks shall be located at the side or rear of buildings and shall be fully screened so that the loading dock is not visible from Airport Road. The screening shall be integrated with the building architecture, materials and construction.

N/A

(h) Vehicular access between and among adjacent lots shall be provided where feasible as determined by the land use director.

N/A

(i) Electrical transformers and water system backflow preventer cabinets shall be screened from view of public roadways and sidewalks by walled enclosures or landscape screening. Water system backflow preventer cabinets and wall-mounted utility boxes shall be painted the same color as the closest building on site.

N/A

(6) Architecture

In addition to requirements found in §14-8.7 SFCC 1987, Architectural Design Review, the following provisions shall apply:

(a) The primary entrance to any new building shall be visible from Airport Road.

The new building includes several entrances, one of which is on the south elevation. In addition, the building is set back 127 feet from Airport Road behind a landscaped courtyard.

(b) The finished floor elevation of the primary entrance to any new building shall not be three (3) feet higher or lower than the elevation of the adjacent sidewalk within the Airport Road right-of-way.

Done.

(c) Lot configuration permitting, the longest façade of all new buildings shall be aligned with Airport Road.

The existing buildings prevent the longest façade from facing Airport Road.

(e) No garage doors shall face Airport Road.

N/A

(e) The square footage of retail building façades that face Airport Road or any abutting street shall be comprised of between thirty percent and sixty percent double pane windows. Storefront glazing systems may be used to meet this requirement and shall not exceed fifty percent of the façade.

N/A

(f) A façade exceeding one hundred (100) feet, measured horizontally, shall incorporate wall plane projections or recesses of at least twenty-four (24) inches in depth encompassing at least fifty percent of the façade length.

Done.

(g) A façade exceeding one hundred (100) feet, measured horizontally, shall be of at least two different colors or materials with each color or material applied to an entire projection or recess.

Done.

(h) Except when covered by a portal or other permanent shade structure, windows shall be recessed a minimum of eight (8) inches.

Done.

(i) With the exception of buildings constructed for industrial uses in I-1 and I-2 zoning districts, no portion of any building wall facing Airport Road or any street shall extend more than twenty (20) feet, measured horizontally, without openings. Doors, windows or display windows shall be considered openings.

Openings are provided as required.

(j) Rooftop equipment shall be fully screened so that the equipment is not visible from the public right-of-way. The screening shall be integrated with the building architecture, materials and construction. Rooftop solar equipment shall be screened to the extent that the screening does not impair the performance of the solar equipment.

Rooftop equipment is screened as required.

(k) Drive-through and drive-in facilities shall be located to the rear of buildings.

(l) Enclosures required for trash receptacles and compactors shall be: (Ord. No. 2013-17 § 1)

(i) located to the rear of buildings; and

(ii) sized to include commercial recycling space sufficient to accommodate the commercial recycling generated by a development.

Done.

(7) Landscaping Standards

In addition to requirements found in Section 14-8.4 SFCC 1987, Landscape and Site Design, the following provisions shall apply:

(a) On-site storm water detention or retention facilities:

(i) shall be integrated with the required landscaping on the site;

(ii) when located adjacent to the Airport Road right-of-way, shall not be wider than ten (10) feet measured perpendicular to the Airport Road right-of-way; and

(iii) shall not create a physical barrier to pedestrian access from the Airport Road right-of-way to the site.

Done. Please refer to the Grading and Drainage Plans.

(b) Street trees shall be planted at a minimum of twenty (20) feet on-center adjacent to the Airport Road property line. Street trees shall be two and one half (2½) inches minimum caliper at time of planting and a minimum mature height of thirty (30) feet. The location and minimum mature height of street trees may be adjusted where conflicts with overhead utility lines exist.

Done. Please refer to the Landscape Plans.

(c) A minimum of thirty percent of required plant material shall be evergreen.

Done. Please refer to the Landscape Plans.

(d) The area between the Airport Road curb and the Airport Road sidewalk adjacent to the development site shall be landscaped as part of the required landscaping of the development site.

Landscaping along Airport Road is provided on-site adjacent to the right-of-way, because the area between the sidewalk and back-of-curb is insufficient and partially paved.

(e) The following provisions shall apply to new development of single-family dwellings and detached multiple-family dwellings on lots adjacent to the Airport Road right-of-way :

- (i) The twenty (20) foot setback area between buildings and the Airport Road right-of-way shall be planted with trees in accordance with Subsection 14-5.5(C)(7)(b). Trees shall be maintained and replaced when necessary by the property owner.
(Ord. #2018-21, § 3)*

Done. Please refer to the Landscape Plans.

(8) Signage

In addition to the requirements found in Section 14-8.10 SFCC 1987, Signs, the following provisions shall apply:

- (a) Pole-mounted signs are prohibited.*
- (b) Monument signs shall not exceed eight (8) feet in height.*
- (c) Signs shall be setback a minimum of ten (10) feet from any public right-of-way.*
- (d) Wall or building-mounted signs shall not extend above the roofline or parapet.*
- (e) Roof-mounted signs are prohibited.*

Done.

(9) Site Furnishings

- (a) A minimum of one bench per five thousand (5000) gross square feet of building is required on the site and shall be located adjacent to the Airport Road sidewalk, or to the primary building entrance, or to a public or private amenity provided by the development.*
- (b) At least one bench per development shall be shaded by a tree or a shade structure.*
- (c) Where multiple benches are required, a trash receptacle shall be provided adjacent to one of the benches.*
- (d) All site furnishings on a development site, including bicycle racks, benches, trash receptacles and light fixtures shall be of a coordinated design style and color.*

Done. Please refer to the Landscape Plans.

(10) Outdoor Lighting

In addition to compliance with Section 14-8.9 SFCC 1987, Outdoor Lighting, the following provisions apply:

- (a) Pole-mounted lights shall not exceed twenty feet in height.*
- (b) Lamps of building-mounted light fixtures shall not be placed more than twelve (12) feet above the exterior grade at the perimeter of the building .*

Done. Please refer to the Lighting Plans.

Santa Fe Homes Program

The Project will provide 100% Low Priced Dwelling Units in compliance with § 26-1.31.

“...if rental units in a SFHP development have been awarded tax credits under the federal low-income housing tax credit program, or have received substantial subsidy under another local, state or federal funding program that enables the Project to serve renters or meets other emerging needs as identified in the city's annual action plan and approved by HUD, such units shall be deemed to comply with all tenant certification and rental requirements of the SFHP program...”

The Project will have the following income limits:

- 4 units at 30% of Area Median Income (AMI)
- 23 units at 50% AMI
- 57 units at 60% AMI

Archaeology

The property is located in the Suburban Archaeological Review District. The property is less than 10 acres, so no archaeological clearance is required. However, an archaeological survey will be conducted since utility trenching will exceed 550 linear feet.

Early Neighborhood Notification

An Early Neighborhood Notification Meeting was held on December 17, 2024. City staff, consultants and members of the public were in attendance. The applicant presented a slide show that featured conceptual project plans and other relevant information. The question and answer session covered various topics that are summarized in the attached meeting notes.

In support of this request, the following documentation is submitted herewith for your reference:

1. Development Plan Application
2. Letters of Agent Authorization
3. Warranty Deed
4. Legal Lot of Record Deed
5. Early Neighborhood Notification Meeting Notes
6. Water Utility Service Application
7. Sewer Utility Service Application
8. Water Budget
9. Sewer Water Budget
10. Architectural Points Checklist
11. Traffic Impact Analysis

12. Development Plans

The Development Review Fees are calculated as follows:

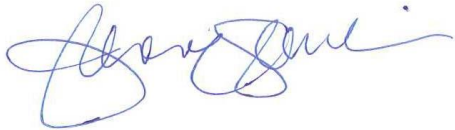
- Development Plan – \$20,000.00
- 1 Notice Poster – \$30.00

Please contact me should you have any questions or require additional information.

Thank you for your consideration.

Sincerely,

JENKINS GAVIN, INC.

A handwritten signature in blue ink, appearing to read "Jennifer Jenkins", written in a cursive style.

Jennifer Jenkins, Principal



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

MISSION: The mission of the Planning Division is to review development applications for compliance with the City's [land development code](#) and department policies while providing information, guidance, and the highest possible level of customer service to applicants, neighborhoods, and the City's quasi-judicial decision-making bodies.

OFFICE: Santa Fe City Hall 200 Lincoln Avenue Santa Fe, NM 87501

WEBSITE: <https://santafenm.gov/land-use/current-planning>

CURRENT AND UPCOMING PUBLIC MEETINGS: <https://santafe.primegov.com/public/portal>

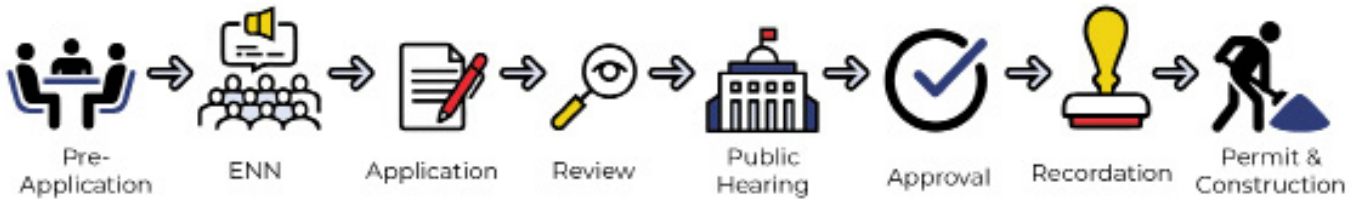
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

SANTA FE CITY CODE (SFCC): https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

APPLICATION SUBMISSION AND FEES: All applications shall be submitted electronically as PDF files to planning@santafenm.gov. Incomplete applications, including those missing required submittals will be returned without processing. Application fees will be assessed and invoiced upon acceptance of the application for initial review. Fee tables may be viewed [online](#).

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

For many applications, the development review process begins with a pre-application conference, where the applicant presents their proposal to the City's Development Review Team (DRT) for initial review and feedback. If the applicant wishes to proceed, a city planner is assigned to assist the applicant through the remaining steps of the process. For administratively reviewed applications, a pre-application conference is usually not required.

For all applications requiring a hearing before a land use board, the applicant shall schedule, notice and host an early neighborhood notification (ENN) meeting in coordination with the city planner. The intent of the ENN is to provide for an exchange of information among the applicant, residents, and property owners, prior to application submittal. ENN notification requirements are set forth in [SFCC §14-3.1\(H\)](#). Applications that qualify for administrative review and some variances are not required to conduct an ENN meeting.

DEVELOPMENT REVIEW PHASE

Once an application and all required submittals are prepared by the applicant, they or their agent submits the Application to the City via planning@santafenm.gov. The applicant will receive an email confirming receipt of the application, and an invoice for applicable development fees which can be paid online or at the cashier's office at City Hall. The city planner and the DRT review the application for completeness and compliance with all applicable codes, ordinances, plans and regulations. During the review process, the city planner or members of the DRT may request additional information or amendments from the applicant to complete the review process. The review timeline can range for 9-12 weeks or more depending on the complexity of the application and the total number of cases under review.

PUBLIC HEARING PHASE

When the City determines that the application is complete, the case is scheduled for a public hearing before the applicable Land Use Board. Notification requirements for public hearings are set forth in [SFCC §14-3.1\(H\)](#). If the application is approved at the public hearing, the city planner will prepare the findings of fact and conclusions of law (FOFCOL) documenting the approval findings, any conditions of approval and an expiration date for the approval, as required.

POST APPROVAL PHASE

When the applicant has met all necessary conditions of approval and technical corrections, the plan or plat is recorded at the County Clerk's office and filed with the City's plat room. The case planner prepares an action letter detailing the approval record. The applicant may then proceed to building permitting and construction.

If you have questions about the requirements please contact your assigned case planner or planning@santafenm.gov.



DEVELOPMENT PLAN (SECTION 14-3.8(C) SFCC)

Purpose and Intent: The intent of the development plan is to provide the plans to be followed in construction, including phasing; to ensure compliance with Chapter 14; document compliance with final actions to approve or conditionally approve development applications. Applicants shall submit plans and other documentation as required by the land use director that show compliance with the applicable provisions of the SFCC as provided in Section 14-3.1(C), including:

- a. existing conditions on the site and within two hundred (200) feet of the site;
b. proposed modifications to the site, including the locations of existing and new structures, grading, landscaping, lighting, pedestrian and vehicular circulation, parking and loading facilities;
c. the types, extent and intensity of land uses that are proposed;
d. proposed modifications to the infrastructure serving the site, including public and private streets, driveways and traffic control measures and utilities;
e. documentation of compliance with development standards such as required yards, lot coverage, height of structures and open space;
f. the phases of development, if applicable;
g. for residential development, a proposal for provision of affordable housing as required by Section 14-8.11 (Santa Fe Homes Program);
h. a development water budget as required by Section 14-8.13;
i. for a development plan or final development plan, sufficient detail to clearly show how each applicable development standard is to be met and identify any variance or waiver required;
j. for a preliminary development plan, sufficient detail to demonstrate the feasibility of meeting all applicable development standards, including an analysis of the type and extent of variances or waivers required, specific requests for which may be included.

DEVELOPMENT PLAN SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application. The City reserves the right to request additional information during the review process. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

Table with 2 columns listing submittal requirements: Application letter, Statement addressing approval criteria, Legal lot of record, Development Plan, ENN meeting notes, Existing Site Conditions, Sewer plan, Water plan, Water Budget, Water Utility Service Application, Signage Specifications, Dimensioned color elevations, Architectural Points Analysis, Fire and emergency access plan per IFC, Terrain management plans, Landscape plan, Photometric plan, Pedestrian, Bicycle, and Vehicular plan, Site Section, Traffic impact analysis, Archaeological clearance, Affordable Housing Proposal.

DEVELOPMENT PLAN AMENDMENT SUBMITTAL CHECKLIST

Table with 2 columns listing amendment submittal requirements: Prior Approval Record, Amended Development Plan Set, Purpose of Amendment.



Is this an amendment to a previously approved Development Plan? Yes No

PARCEL INFORMATION

Form with fields: Project Name, Address, Property Size, Zoning, Current Use of Land, Proposed Use of Land, Does a rezoning application accompany this application?, Are any variances required?, Pre-application Conference Date, Early Neighborhood Notice (ENN) Meeting Date, Estimated Total Cost of Development.

PROPERTY OWNER INFORMATION

Form with fields: Name (First, Last), Address (Street Address, Suite/Unit #, City, State, ZIP Code), Phone, E-mail Address.

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Form with fields: Company Name, Name (First, Last), Address (Street Address, Suite/Unit #, City, State, ZIP Code), Phone, E-mail Address, Correspondence Directed To (Owner, Applicant, Both).

AGENT AUTHORIZATION (IF APPLICABLE)

Form with fields: I am/We are the owner(s) and record title holder(s) of the property located at: I/we authorize to act as my/our agent to execute this application. Signed: Date: (two rows).

SIGNATURE

Form with text: I hereby certify that the documents submitted for review and consideration by the City of Santa Fe have been prepared to meet the minimum standards outlined in the Land Development Code, Chapter 14 SFCC 1987. Failure to meet these standards may result in the rejection of my application. I also certify that I have met with the City's Current Planning staff in a pre-application meeting to verify that the attached proposal is in compliance with the City's zoning and development plan requirements. Signature: [Handwritten Signature] Date:

WARRANTY DEED

Country Club Apartments Limited Partnership, a New Mexico limited partnership, for consideration paid, grants to Santa Fe Civic Housing Authority, Inc., whose address is 664 Alta Vista, Santa Fe, New Mexico 87505, the real property in Santa Fe County, New Mexico more particularly described as:

TRACT A

BEGINNING AT THE NORTHEASTERLY CORNER OF THE PROPERTY HEREIN DESCRIBED FROM WHENCE A TIC TO AN IRON PIPE MARKING THE NORTHEAST CORNER OF SECTION 12, T. 16N., R. 8E., N.M.P.M. BEARS THE FOLLOWING COURSES AND DISTANCES: N 20° 16' 00" W, 363.81 FEET TO A POINT; THENCE, N 76° 39' 35" E, 769.25 FEET; THENCE FROM SAID POINT AND PLACE OF BEGINNING:

S 20° 16' 00" E, 206.86 FEET TO A POINT; THENCE,
S 80° 06' 44" W, 119.26 FEET TO A POINT; THENCE,
S 80° 29' 35" W, 200.68 FEET TO A POINT; THENCE,
N 20° 15' 05" W, 86.96 FEET TO A POINT; THENCE,
N 69° 46' 00" E, 124.45 FEET TO A POINT; THENCE,
N 00° 28' 25" E, 65.36 FEET TO A POINT; THENCE,
N 69° 46' 00" E, 166.84 FEET TO THE POINT AND PLACE OF BEGINNING.

TRACT B

A CERTAIN TRACT OF LAND LYING AND BEING SITUATE WITHIN SECTION 12, T. 16 N, R. 8E., N.M.P.M., SANTA FE COUNTY, NEW MEXICO, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT THE NORTHEASTERLY CORNER OF THE PROPERTY HEREIN DESCRIBED FROM WHENCE A TIE TO AN IRON PIPE MARKING THE NORTHEAST CORNER OF SECTION 12, T. 16N., R. 8E, N.M.P.M., BEARS THE FOLLOWING COURSES AND DISTANCES, N 76° 39' 35" E, 769.25 FEET; THENCE FROM SAID POINT AND PLACE OF BEGINNING:

S 20° 16' 00" E, 363.81 FEET TO A POINT; THENCE,
S 69° 46' 00" W, 166.84 FEET TO A POINT; THENCE,
S 00° 28' 25" W, 65.36 FEET TO A POINT; THENCE,
S 69° 46' 00" W, 124.45 FEET TO A POINT; THENCE,
S 20° 15' 05" E, 86.96 FEET TO A POINT; THENCE,
S 80° 29' 35" W, 177.51 FEET TO A POINT; THENCE,
N 20° 14' 31" W, 478.79 FEET TO A POINT; THENCE,
N 69° 45' 28" E, 488.64 FEET TO THE POINT AND PLACE OF BEGINNING.

ALL AS SHOWN ON PLAT OF SURVEY ENTITLED "ALTA SURVEY OF THE COUNTRY CLUB APARTMENTS TRACTS A & B, F.H.A. PROJECT #116-35132 1002 AIRPORT ROAD, SANTA FE COUNTY, NEW MEXICO.

A.P.N. 54163328

Subject to easements, restrictions, reservations and encumbrances of record, and taxes for current and subsequent years.

with warranty covenants.

Warranty Deed

SFC CLERK RECORDED 08/01/2022

Witness my hand and seal this 27th day of July, 2022.

COUNTRY CLUB APARTMENTS LIMITED PARTNERSHIP,
a New Mexico Limited Partnership

By: SF COUNTRY CLUB APARTMENTS, LLC,
a New Mexico Limited Liability Company,
Its General Partner

By: SANTA FE CIVIC HOUSING AUTHORITY, INC.,
a New Mexico Nonprofit Corporation,
Its Sole Member

By: Ed Romero
Ed Romero,
its Executive Director

Date:

SFC CLERK RECORDED 08/01/2022

ACKNOWLEDGMENT

State of New Mexico)
) ss
County of Santa Fe)

This instrument was acknowledged before me on July 27 2022 by Ed Romero, in his capacity as Executive Director of Santa Fe Civic Housing Authority, Inc.

My commission expires: 8/30/2025

Nellie Olivas
Notary

STATE OF NEW MEXICO
NOTARY PUBLIC
NELLIE OLIVAS
COMMISSION # 1135368
COMMISSION EXPIRES 08/30/2025

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
WARRANTY DEED
PAGES: 2
I Hereby Certify That This Instrument Was Filed for
Record On The 1ST Day Of August, 2022 at 03:35:46 PM
And Was Duly Recorded as Instrument # 1994157
Of The Records Of Santa Fe County

Deputy Ky Witness My Hand And Seal Of Office
Katharine E. Clark
County Clerk, Santa Fe, NM

Warranty Deed



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Return to: Weagley Agency, Inc.
111 Wyoming N. E.
Albuquerque, New Mexico 87110

SP - 7 SHORT FORM WARRANTY DEED (Joint Tenants) - Rev. 11-29-66 - New Mexico Statutory Form

WARRANTY DEED (Joint Tenants)

CLARENCE JACKSON and ROSE M. JACKSON, his wife

262496

for consideration paid, grant

to **MAURICE R. McDONALD**

and **SANREN E. McDONALD, his wife**

as joint tenants the following described real estate in **Santa Fe** County, New Mexico:

A certain tract of land situate within the Northeast one quarter (NE 1/4) of Section 12, Township 16 North, Range 8 East, New Mexico Principal Meridian, Santa Fe County, New Mexico; being more particularly described by a metes and bounds survey as follows:

BEGINNING at the Southeast corner of the parcel herein described, being a point on the Northerly right of way line of Airport Road (State Road No. 284), whence the one-quarter corner common to Sections 1 and 12, T. 16 N., R. 8 E., N.M.P.M. (U.S.G.L.O. stone corner in place) bears N. 71 deg. 01' 40" W., 2228.48 feet distance; thence

S. 80 deg. 31' W., 497.73 feet distance along the Northerly right of way line of said Airport Road to the Southwest corner of the parcel herein described, thence

N. 20 deg. 14' W., 488.13 feet distance to the Northwest corner of the parcel herein described; thence

N. 69 deg. 46' E., 489.00 feet distance to the Northeast corner of the parcel herein described; thence

S. 20 deg. 14' E., 580.97 feet distance to the Southeast corner and place of beginning, and containing 6.00 acres, more or less.

SUBJECT TO reservations, restrictions and easements of record, to taxes for the last half of 1968 and subsequent years, and to the following mortgages which the Grantees herein assume and agree to pay:

First Mortgage from Clarence Jackson and Rose M. Jackson, his wife, to Southwest Savings and Loan Association, dated June 28, 1968, recorded in Mtg. Book 201, page 501, records of Santa Fe County, New Mexico; and

Second Mortgage from Clarence Jackson and Rose M. Jackson, his wife, to New Mexico Earth Moving Contractors, Incorporated, dated July 7, 1965, recorded in Mtg. Book 182, page 490, which mortgage was assigned to Builders Services, Inc. in Mtg. Book 182, page 492, and by it assigned to First National Bank in Albuquerque as shown in Mtg. Book 193, page 512, which mortgage was subordinated to the above described First Mortgage by subordination agreement dated June 28, 1968, recorded in Mtg. Book 201, page 499, records of Santa Fe County, New Mexico.

262497

with warranty covenants.
 WITNESS OUR hands and seals this 2 day of January, 1969
 (Seal) Clarence Jackson (Seal)
 (Seal) Rose M. Jackson (Seal)
 (Rose M. Jackson)

ACKNOWLEDGMENT FOR NATURAL PERSONS

STATE OF NEW MEXICO
 COUNTY OF Bernalillo ss.
 The foregoing instrument was acknowledged before me this 2 day of January, 1969,
 by Clarence Jackson and Rose M. Jackson, his wife
 (Name or Names of Person or Persons Acknowledging)
 My commission expires: 9-12-70
 (Seal) Jeanne W. Bels
 Notary Public

FOR RECORDER'S USE ONLY
 STATE OF NEW MEXICO)
 COUNTY OF SANTA FE) 314/102
 I hereby certify that this instrument was filed for
 record on the 14 day of January, A.D.,
 1969 at 8:03 a.m. and
 was indexed in book 232 page 496
 of the records of Santa Fe Co. 1197
 Witness my hand and seal this 14 day of January, 1969.
 PITA I. GONZALEZ
 County Clerk, Santa Fe County, N.M.
Rose M. Glass
 Deputy

ACKNOWLEDGMENT FOR CORPORATION
 STATE OF NEW MEXICO) ss.
 COUNTY OF _____)
 The foregoing instrument was acknowledged before me this _____ day of _____, 19____, by _____ (Name of Officer) _____ (Title of Officer) _____ (Name of Corporation Acknowledging) _____ (State of Incorporation) corporation, on behalf of said corporation.
 My commission expires _____
 Notary Public

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**COUNTRY CLUB APARTMENTS
EARLY NEIGHBORHOOD NOTIFICATION MEETING NOTES**

Date: December 17, 2024
Time: 5:30 – 7:00
Location: Virtual Meeting held via Zoom
Attendees: City and Land Use Department Representative (Claudia Kath, Carly Venditti, and Joel Cruz-Haber)
JenkinsGavin, Inc (Jennifer Jenkins, Lauren McAllister)
Santa Fe Civic Housing Authority (Dave Martinez)
Architect (Tomas Gifford)
±16 Attendees

This ENN meeting addressed the Development Plan and lot split application for the Country Club Apartments. A presentation was given by Jennifer Jenkins of JenkinsGavin, Inc. regarding the upcoming application to the City of Santa Fe for the property located at 5999 Airport Rd. Santa Fe, New Mexico 87507. Following the presentation, a question and answer session was held. The following notes capture the questions raised and the responses by the Project Team.

Questions/Comments	Responses
Does the site currently have bike parking?	The existing site does not have bike parking. However, the redevelopment plan includes 50% bike parking throughout the site.
What is the project timeline for construction and renovation?	The project is estimated to take 15 to 18 months. Construction of the new building is scheduled to begin in late spring or early summer, with renovation activities happening concurrently in phases. Completion is expected by the end of 2026.
What is the plan for trash removal and landscaping improvements?	The current dirt track used for trash pick-up will be replaced with designated dumpster locations. Landscaping improvements will include stormwater collection areas, restoration of disturbed areas, and the addition of new vegetation to enhance the site and encourage outdoor gatherings.
Will the existing carport areas be removed?	Yes, the existing carports are proposed to be removed due to their age and condition.
What is the plan for tree preservation, and planting?	The project includes significant tree planting along Airport Road.

What are the plans for signage?	A new monument sign will be installed as part of the redevelopment.
How will parking be addressed within the two tracts?	Parking within both tracts will each be in compliance with the City code.
What is the current fencing, and what are the fencing plans for the project?	Existing fencing includes cedar wood planks, chain-link fencing along the east property line, and a low wall with wrought iron pickets. The project will maintain these features and introduce new fencing around the proposed play area.
Are precautions being taken for digging or drilling near the Eberline property, which is not yet decommissioned?	Minimal ground disturbance is planned, ensuring safety near the Eberline property.
Will there be access to the proposed park on South Meadows through surrounding neighborhoods?	The park will be accessible via the sidewalk network. However, the project does not include easements for direct park access.
What type of residences will be part of the project?	The residences will be deeply affordable, with all residents required to meet income qualifications at 60% of AMI or less.
What are the accessibility features for the new project?	Accessible units are being added in the new building, and accessible parking spaces and crosswalks will be included to improve site access.
How will tenant relocation be handled during renovations?	Tenants will be relocated to other sites through attrition. There will be no evictions, and the process will be managed to ensure a seamless transition.
How will the sewer connection be addressed?	The project will be connected to Morning Drive. Any sewer connection issues identified during the city's review process will be addressed.
How many stories will the project consist of?	Existing two-story buildings will be renovated, and a new three-story building will be constructed in the center of the complex.
What is planned for the backspace of the property?	No activities are planned for the backspace of the property. Minimal lighting will be installed throughout the site for safety purposes.

City of Santa Fe, New Mexico
UTILITY SERVICE APPLICATION

***Fill in all highlighted fields on this application. Applicant must sign and date application.**

- Check all that apply:** Water Service Technical Evaluation Request
 Sewer Service Technical Evaluation Request
 Agreement for Metered Service (AMS)
 Agreement to Construct and Dedicate Public Improvements (ACD)
 Annexation Application Water Budget
 Water Offset Program/Water Rights Compliance Evaluation Request for a Development Water Budget

WORK ORDER # _____

Applicant Name: Jennifer Jenkins _____

Project Address: 5999 Airport Rd. Santa Fe, New Mexico 87507 _____

***Required - Attach a Plat of the Property (legal lot of record and proposed development)**

Plat Filing Information: Year 2009 Book 557 Page 20 Township, Range, Section: T16N, R8E, S12

Location: (check one only) Inside Corporate City Limits Outside Corporate City Limits

Property Uniform Property Code: _____ **Existing Well:** Yes No

Legal Description including lot size: TR A, 5.1 AC, COUNTRY CLUB APTS, NW4-NE4-NE4, S12 T16N R8E

Short Description of Project: New three-story building, renovation of nine existing buildings, and demolition of two buildings. The housing capacity will increase to 84 units (22 unit increase).

Construction Start Date: Late spring or early summer.

***RESIDENTIAL PROJECT - Complete the following**

- | | |
|---|-------------------|
| 1. Type of project: (i.e. Single Family Residence, Subdivision, Lot split, Apartments) | <u>Apartments</u> |
| 2. Total number of lots approved on final plat/development plan: | <u>84</u> |
| 3. Total number of homes existing or under construction: | <u>62</u> |
| 4. Size of service requested: (5/8", 3/4", 1" or 2") | <u>TBD</u> |

***Please fill in all categories below that apply for which water service is requested:**

--- COMPLETED BY APPLICANT ---

- Number of Lots or Units**
- _____ Single Family Dwelling Unit, lot size less than 6,000 sq. ft.
 _____ Single Family Dwelling Unit, lot size 6,000-10,890 sq. ft.
 _____ Single Family Dwelling Unit, lot size greater than 10,890 sq. ft.
- _____ Mobile Home (in Mobile home park)
 _____ Guest house (detached)
- 26 Apartment/Condominium
 _____ Senior Complex

26* **Total** *26 Increased Units

--- COMPLETED BY STAFF ---

Water Use Factors	Annual Water Demand
.15 afy per d.u.	_____
.17 afy per d.u.	_____
.25 afy per d.u.	_____
.17 afy per d.u.	_____
.09 afy per d.u.	_____
.16 afy per d.u.	_____
.12 afy per d.u.	_____

Total Residential Water Demand _____ **AFY**

City of Santa Fe, New Mexico
UTILITY SERVICE APPLICATION

***COMMERCIAL PROJECT - Complete the following**

Type of Project: (i.e. Office, Retail, Mixed, etc.) _____
 Total gross floor area of building: _____ square feet
 Total area of lot, tract or parcel: _____ acres
 Automatic Fire Sprinkler System: _____ Yes _____ No
 Building Construction Type: _____
 Building Square Footage: _____
 Site Plan Attached: _____ Yes _____ No

*Please check all use categories below that are planned for the building and the gross floor areas of each use within the proposed building.

---- COMPLETED BY APPLICANT ----

<u>Check Type of Use</u>	<u>Gross Floor Area</u>
____ Office (non-medical)	_____
____ Office (medical/analytical lab)	_____
____ Office (City/State)	_____
____ Large Retail Store	_____
____ Grocery Store	_____
____ Restaurant (full service)	_____
____ Restaurant (limited service)	_____
____ Gasoline Station w/ Car Wash	_____
____ Gasoline Station w/o Car Wash	_____
____ Car Wash (full service/conveyor)	_____
____ Car Wash (self-service/manual)	_____
____ Wholesale, Warehousing	_____
____ Industrial, Manufacturing	_____
____ Church w/ day care or school)	_____
____ Church w/o day care or school)	_____
____ Lodging (Hotel/full service) No. of rooms _____	
____ Lodging (Motel/limited service) No. of rooms _____	
____ School, Elementary	
____ School, Middle or Junior High	
____ School, Senior High	
____ Other (not listed above) Please attach water demand calculations and assumptions used (i.e. – landscaping)	

---- COMPLETED BY STAFF ----

<u>Water Use Factors</u>	<u>Annual Water Demand</u>
(0.70 afy per 10,000 s.f.)	_____
(0.72 afy per 10,000 s.f.)	_____
(0.58 afy per 10,000 s.f.)	_____
(0.45 afy per 10,000 s.f.)	_____
(1.27afy per 10,000 s.f.)	_____
(.02 afy per Seat)	_____
(1.63 afy per Site)	_____
(6.56afy per Site)	_____
(0.88 afy per Site)	_____
(5.66 afy per Site)	_____
(0.94 afy per Wash Bay)	_____
(0.4 afy per 10,000 s.f.)	_____
(applicant estimate of water use)	_____
(1.3 afy per Site)	_____
(0.6 afy per Site)	_____
(.13 afy per room)	_____
(.09 afy per room)	_____
(0.8 afy per 100 students)	_____
(3.2 afy per 100 students)	_____
(2.7 afy per 100 students)	_____
(with attachment)	_____

Total Floor Area _____


Total Commercial Water Demand	_____	AFY
Total Residential Water Demand	<u>3.66*</u>	AFY
TOTAL PROJECT WATER DEMAND	<u>0.00*</u>	AFY
9.8% Contingency Fee	<u>0.00*</u>	AFY

*See attached water budget.

City of Santa Fe, New Mexico

OWNER: Santa Fe Civic Housing Authority Mailing Address: 664 Alta Vista Street Santa Fe, NM 87505 Phone Number: 505-988-2859 Mobile Number:	*Only If Applicable AGENT: Jennifer Jenkins Title: Principal Mailing Address: 130 Grant Ave Suite 101, Santa Fe, NM 87501 Phone Number: 505-820-7444 Mobile Number: 505-930-6149
--	---

Information Provided By: Check one: Owner Agent

Signature:  **Date:** 01/06/2025

Technical Evaluation to be Sent to: Check one: Owner Agent

UTILITY SERVICE APPLICATION

COMMENTS: _____

APPLICANTS, PLEASE NOTE:

- **Ordinance 2008-53, prohibits new connections outside the Presumptive City limits unless specific conditions are met. Applications for service outside the Presumptive City limits must include documentation showing these conditions are met or the application will be rejected.**

For applications from outside the presumptive city limits, please provide the following:

- **Cover letter stating which Section of Ordinance 2008-53 is applicable.**
- **Provide supporting documentation for request.**
- **Applicant is responsible for complying with all the provisions and requirements of City of Santa Fe Ordinance No. 2002-29, "Annual Water Budget Ordinance".**
- **Applicant must obtain a water allocation prior to extension of a water main or metered service connection.**

City of Santa Fe, New Mexico
UTILITY SERVICE APPLICATION

***Fill in all highlighted fields on this application. Applicant must sign and date application.**

- Check all that apply:**
- Water Service Technical Evaluation Request
 - Sewer Service Technical Evaluation Request
 - Agreement for Metered Service (AMS)
 - Agreement to Construct and Dedicate Public Improvements (ACD)
 - Annexation Application Water Budget
 - Water Offset Program/Water Rights Compliance Evaluation Request for a Development Water Budget**

WORK ORDER # _____

Applicant Name: Jennifer Jenkins
Project Address: 5999 Airport Rd. Santa Fe, New Mexico 87507

***Required - Attach a Plat of the Property (legal lot of record and proposed development)**

Plat Filing Information: Year 2009 Book 557 Page 20 Township, Range, Section: T16N, R8E, S12
Location: (check one only) Inside Corporate City Limits Outside Corporate City Limits
Property Uniform Property Code: _____ **Existing Well:** Yes No
Legal Description including lot size: TR A, 5.1 AC, COUNTRY CLUB APTS, NW4-NE4-NE4, S12 T16N R8E

Short Description of Project: New three-story building, renovation of nine existing buildings, and demolition of two buildings. The housing capacity will increase to 84 units (22 unit increase).
Construction Start Date: Late spring or early summer.

***RESIDENTIAL PROJECT - Complete the following**

- | | |
|--|-------------------|
| 1. Type of project: (i.e. Single Family Residence, Subdivision, Lot split, Apartments) | <u>Apartments</u> |
| 2. Total number of lots approved on final plat/development plan: | <u>84</u> |
| 3. Total number of homes existing or under construction: | <u>62</u> |
| 4. Size of service requested: (5/8", 3/4", 1" or 2") | <u>TBD</u> |

***Please fill in all categories below that apply for which water service is requested:**

--- COMPLETED BY APPLICANT ---

- Number of Lots or Units**
- _____ Single Family Dwelling Unit, lot size less than 6,000 sq. ft.
 - _____ Single Family Dwelling Unit, lot size 6,000-10,890 sq. ft.
 - _____ Single Family Dwelling Unit, lot size greater than 10,890 sq. ft.
 - _____ Mobile Home (in Mobile home park)
 - _____ Guest house (detached)
 - 84 Apartment/Condominium
 - _____ Senior Complex

84* **Total** *22 New Units

--- COMPLETED BY STAFF ---

Water Use Factors	Annual Water Demand
.15 afy per d.u.	_____
.17 afy per d.u.	_____
.25 afy per d.u.	_____
.17 afy per d.u.	_____
.09 afy per d.u.	_____
.16 afy per d.u.	_____
.12 afy per d.u.	_____

Total Residential Water Demand _____ **AFY**

City of Santa Fe, New Mexico
UTILITY SERVICE APPLICATION

***COMMERCIAL PROJECT - Complete the following**

Type of Project: (i.e. Office, Retail, Mixed, etc.) _____
 Total gross floor area of building: _____ square feet
 Total area of lot, tract or parcel: _____ acres
 Automatic Fire Sprinkler System: _____ Yes _____ No
 Building Construction Type: _____
 Building Square Footage: _____
 Site Plan Attached: _____ Yes _____ No

*Please check all use categories below that are planned for the building and the gross floor areas of each use within the proposed building.

---- COMPLETED BY APPLICANT ----

<u>Check Type of Use</u>	<u>Gross Floor Area</u>
_____ Office (non-medical)	_____
_____ Office (medical/analytical lab)	_____
_____ Office (City/State)	_____
_____ Large Retail Store	_____
_____ Grocery Store	_____
_____ Restaurant (full service)	_____
_____ Restaurant (limited service)	_____
_____ Gasoline Station w/ Car Wash	_____
_____ Gasoline Station w/o Car Wash	_____
_____ Car Wash (full service/conveyor)	_____
_____ Car Wash (self-service/manual)	_____
_____ Wholesale, Warehousing	_____
_____ Industrial, Manufacturing	_____
_____ Church w/ day care or school)	_____
_____ Church w/o day care or school)	_____
_____ Lodging (Hotel/full service) No. of rooms _____	
_____ Lodging (Motel/limited service) No. of rooms _____	
_____ School, Elementary	
_____ School, Middle or Junior High	
_____ School, Senior High	
_____ Other (not listed above) Please attach water demand calculations and assumptions used (i.e. – landscaping)	

---- COMPLETED BY STAFF ----

<u>Water Use Factors</u>	<u>Annual Water Demand</u>
(0.70 afy per 10,000 s.f.)	_____
(0.72 afy per 10,000 s.f.)	_____
(0.58 afy per 10,000 s.f.)	_____
(0.45 afy per 10,000 s.f.)	_____
(1.27afy per 10,000 s.f.)	_____
(.02 afy per Seat)	_____
(1.63 afy per Site)	_____
(6.56afy per Site)	_____
(0.88 afy per Site)	_____
(5.66 afy per Site)	_____
(0.94 afy per Wash Bay)	_____
(0.4 afy per 10,000 s.f.)	_____
(applicant estimate of water use)	_____
(1.3 afy per Site)	_____
(0.6 afy per Site)	_____
(.13 afy per room)	_____
(.09 afy per room)	_____
(0.8 afy per 100 students)	_____
(3.2 afy per 100 students)	_____
(2.7 afy per 100 students)	_____
(with attachment)	_____


Total Floor Area _____

Total Commercial Water Demand _____ **AFY**
Total Residential Water Demand 11.11* **AFY**
TOTAL PROJECT WATER DEMAND 11.11* **AFY**
9.8% Contingency Fee _____ **AFY**

City of Santa Fe, New Mexico

OWNER: Santa Fe Civic Housing Authority Mailing Address: 664 Alta Vista Street Santa Fe, NM 87505 Phone Number: 505-988-2859 Mobile Number:	*Only If Applicable AGENT: Jennifer Jenkins Title: Principal Mailing Address: 130 Grant Ave Suite 101, Santa Fe, NM 87501 Phone Number: 505-820-7444 Mobile Number: 505-930-6149
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Information Provided By: Check one: Owner Agent

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Technical Evaluation to be Sent to: Check one: Owner Agent

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COMMENTS: _____

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For applications from outside the presumptive city limits, please provide the following:

- **Cover letter stating which Section of Ordinance 2008-53 is applicable.**
- **Provide supporting documentation for request.**
- **Applicant is responsible for complying with all the provisions and requirements of City of Santa Fe Ordinance No. 2002-29, "Annual Water Budget Ordinance".**
- **Applicant must obtain a water allocation prior to extension of a water main or metered service connection.**

WATER BUDGET

Country Club Apartments

26 New Low Priced Dwelling Units (LPDU's)
 2.0 residents per dwelling unit

Usage Per Unit

4 FLUSHES/DAY @ 1.26 GAL EACH	3,679.2	GPY		
SHOWER - 10 MINUTES/DAY @ 1.5 GPM	10,950.0	GPY		
BATHROOM SINK - 5 MIN/DAY @ 2.5 GPM	9,125.0	GPY		
LAUNDRY - 0.3 LOADS/DAY @ 20 GAL/LOAD	4,866.7	GPY		
DISHWASHER - 0.3 LOADS/DAY @ 13 GAL/LOAD	2,847.0	GPY		
KITCHEN SINK - 7 MIN/DAY @ 2.0 GPM	10,220.0	GPY		
CLEANING - 3.0 GAL/WEEK	156.0	GPY		
SUBTOTAL PER UNIT	41,843.9	GPY	0.128	AFY
 DOMESTIC USAGE FOR 26 UNITS	 1,087,940.5	 GPY	 3.34	 AFY
 LANDSCAPE IRRIGATION	 103,936.0	 GPY	 0.32	 AFY
TOTAL	1,191,876.5	GPY	3.66	AFY
 LESS LOW PRICED DWELLING UNITS*			(3.66)	AFY
 DEVELOPMENT WATER BUDGET			(0.00)	AFY
9.8% Contingency per SFCC §14-8.13(E)(1)			(0.00)	AFY
TOTAL WATER DEMAND OFFSET			(0.00)	AFY

*Per SFCC 14-8.13(B)(5), no offset is required for LPDU's.

WATER BUDGET FOR SEWER SERVICE

Country Club Apartments

84 Low Priced Dwelling Units (LPDU's)
2.0 residents per dwelling unit

Usage Per Unit

4 FLUSHES/DAY @ 1.26 GAL EACH	3,679.2	GPY		
SHOWER - 10 MINUTES/DAY @ 1.5 GPM	10,950.0	GPY		
BATHROOM SINK - 5 MIN/DAY @ 2.5 GPM	9,125.0	GPY		
LAUNDRY - 0.3 LOADS/DAY @ 20 GAL/LOAD	4,866.7	GPY		
DISHWASHER - 0.3 LOADS/DAY @ 13 GAL/LOAD	2,847.0	GPY		
KITCHEN SINK - 7 MIN/DAY @ 2.0 GPM	10,220.0	GPY		
CLEANING - 3.0 GAL/WEEK	156.0	GPY		
<i>SUBTOTAL PER UNIT</i>	<i>41,843.9</i>	<i>GPY</i>	<i>0.128</i>	<i>AFY</i>
DOMESTIC USAGE FOR 84 UNITS	3,514,884.8	GPY	10.79	AFY
LANDSCAPE IRRIGATION	103,936.0	GPY	0.32	AFY
TOTAL	3,618,820.8	GPY	11.11	AFY

Ms. Jennifer Jenkins
JenkinsGavin, Inc.
130 Grant Avenue, Suite 101
Santa Fe, NM 87501

RE: Initial Transportation Assessment for the Country Club Apartments

Dear Ms. Jenkins,

Bohannon Huston has prepared an initial transportation assessment for a proposed redevelopment of the Country Club Apartments located at 5999 Airport Road in Santa Fe, New Mexico. The apartment complex is currently looking into a partial redevelopment of the site that will demolish two buildings and construct a new building. This summary will include a project description with information on expected site traffic changes.

Project Description

The current County Club apartments is an existing 62-unit multi-family community on 5.9 acres. The project is being redeveloped, which will include demolition of two buildings and construction of a new building, for a net addition of 22 units, resulting in a total of 84 units upon completion.

Due to the proposed increase in the number of dwelling units at the apartment complex, a The current student population is 370, and the school has indicated a maximum student population of 380 students. Additionally, the school employs 7 busses but not all routes are at capacity. This expansion project will not be substantially changing the student population; thus it will have a minimal impact to the traffic to the site as shown in the trip generation.

Trip Generation

Due to the proposed increase in the number of dwelling units at the apartment complex, an updated trip generation was completed. The attached initial transportation assessment form is attached and includes a trip generation of the existing 62 unit site, a trip generation of the additional 22 units, and an overall trip generation for 84 dwelling units. These trip generations utilized ITE trip generation manual, 11th Edition to estimate trips using code 220 – Multifamily Housing (Low Rise). Both AM and PM peaks were assessed based on the fitted curve equation as shown in the attached sheets from the ITE manual. The fitted curve provided a conservative approach since it was a higher generation than the average rate. The trips generated in each scenario are summarized below:

Trip Generation			
	Total daily Trips	AM Peak trips	PM Peak trips
Existing Apartments – 62 DU's	473	42	47
Proposed Apartments – 84 DU's	614	49	57
Change from Existing	141	7	10

Based on the increase in trips as shown in the table, the increase is less than 10% compared to existing conditions in both AM and PM peak hours and therefore does not require additional analysis according to the Transportation Impact Analysis Guidelines for the City of Santa Fe.

Multi-modal Access

Access to the Country Club apartments by multi-modal means such as public transportation, bicycle, and walking are all achievable.

Several public transit stops, serviced by the Santa Fe Trails bus system, are located near the Country Club Apartments. Route 24 runs along Airport Road from Paseo Del Sol West to Cerrillos Road with a stop at the Santa Fe Place transit center. This route has a bus stop that is located directly in front of the Country Club Apartments that serves the outbound travel (west) and a bus stop direction across Airport that serves the inbound travel (east).

Bicycle facilities around the development are present. Airport Road is classified as having on-street bike lanes – Higher Traffic/Speed, according to the Santa Fe Bikeways & Trails Map. South Meadows also includes on street bike lanes as shown in the Santa Fe MPO Bikeways & Trails Map.

Sidewalks allow for pedestrian foot traffic along roadways, and can be found on both sides of Airport Road and the west side of South Meadows road. All these sidewalks include a buffer between the roadway and the sidewalk. The site is also located near the Tierra Contenta Trail system which could be connected to via the sidewalks mentioned. A trail map of the area is also included as an attachment.

The proposed updates to the Country Club Apartments includes an improvement to the sidewalks internal to the site. New sidewalks will connect all the buildings on the site with the existing sidewalk on the north side of Airport Road as shown in the attached site plan.

Assessment

Based on our traffic evaluation and completed initial transportation assessment form which is attached, Bohannan Huston has determined that traffic to the site will be minimally impacted by the redevelopment project and additional traffic impact studies are not warranted at this time.

Sincerely,

Bohannan Huston Inc

Carl D Vermillion, PE, PTOE
Project Manager
7500 Jefferson St NE
Albuquerque, NM 87109

Enclosures: Initial Transportation Assessment form
Site location map
City Trail Map

INITIAL TRANSPORTATION ASSESSMENT

This initial transportation assessment is required for all developments proposed in the City of Santa Fe. The purpose of a Transportation Impact Analysis (TIA) is to provide preliminary vehicular trip generation information for the proposed development to determine the category of TIA required. Based on the proposed development, **Table A-1** should be completed to provide preliminary vehicular trip generation estimates. The City Traffic Engineer, or designee, will review the preliminary trip generation estimate provided by the developer and determine the category of TIA required. Other factors in addition to vehicular trip generation can affect the impact of a development; and based on these guidelines, the City of Santa Fe Traffic Engineer, or designee, will determine the final scope for the TIA.

Location of proposed development (location map must be attached).

TABLE A-1: PRELIMINARY VEHICULAR TRIP GENERATION ESTIMATE

Types of land uses (Multi Family, Single Family residential, specific retail, etc.)	Size (thousands of sq. ft., acres, number of units, etc.)	AM peak hour trips per size/unit*	PM peak hour trips per size/unit*	Subtotal of trips AM/PM	ITE Code Used for Analysis
GRAND TOTAL					

*The trip generation rates can be obtained from the Institute of Transportation Engineers, Trip Generation, current edition. Use of other rates must be justified and accepted by the City Traffic Engineer, or designee.

Transportation Impact Analysis Needed Yes No

Level of Transportation Impact Analysis Needed _____

Developer/Developer's Agent _____ Date _____

City of Santa Fe _____ Date _____

Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

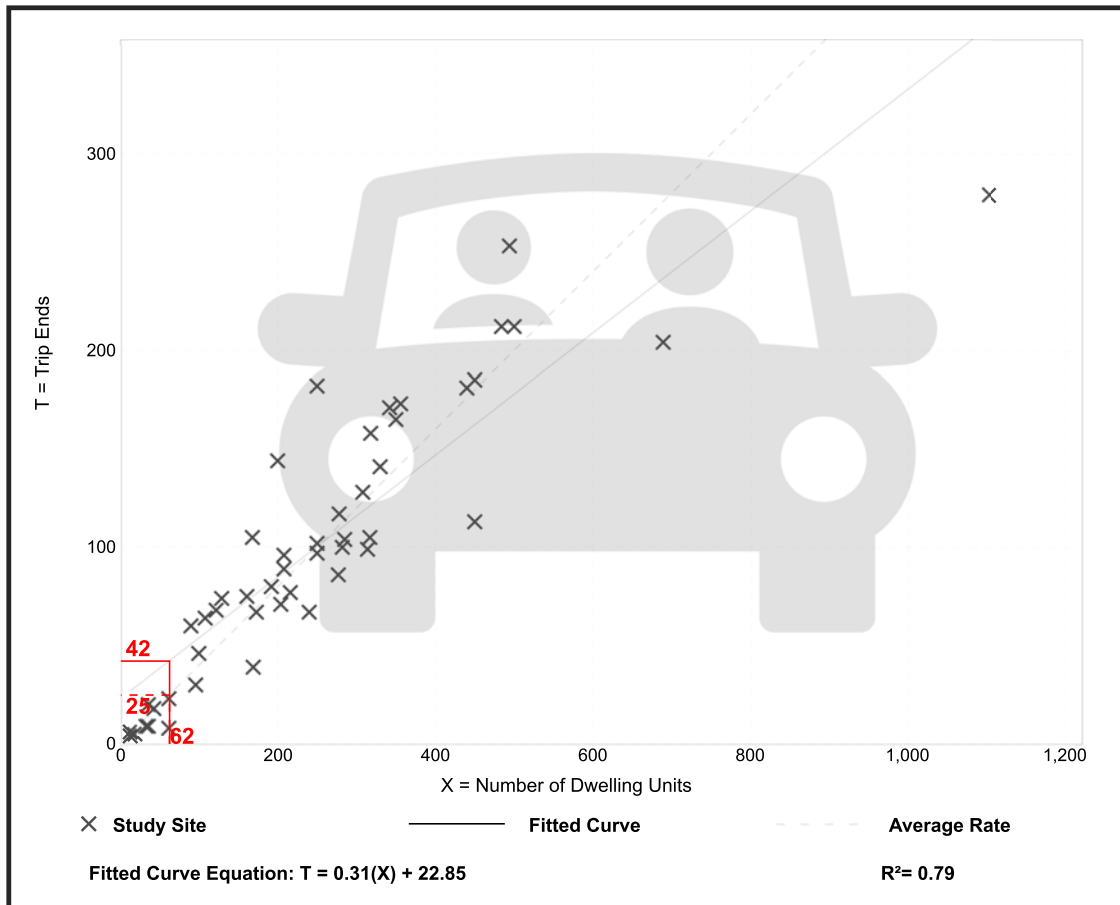
Vehicle Trip Ends vs: Dwelling Units
 On a: Weekday,
 Peak Hour of Adjacent Street Traffic,
 One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban
 Number of Studies: 49
 Avg. Num. of Dwelling Units: 249
 Directional Distribution: 24% entering, 76% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.40	0.13 - 0.73	0.12

Data Plot and Equation



Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

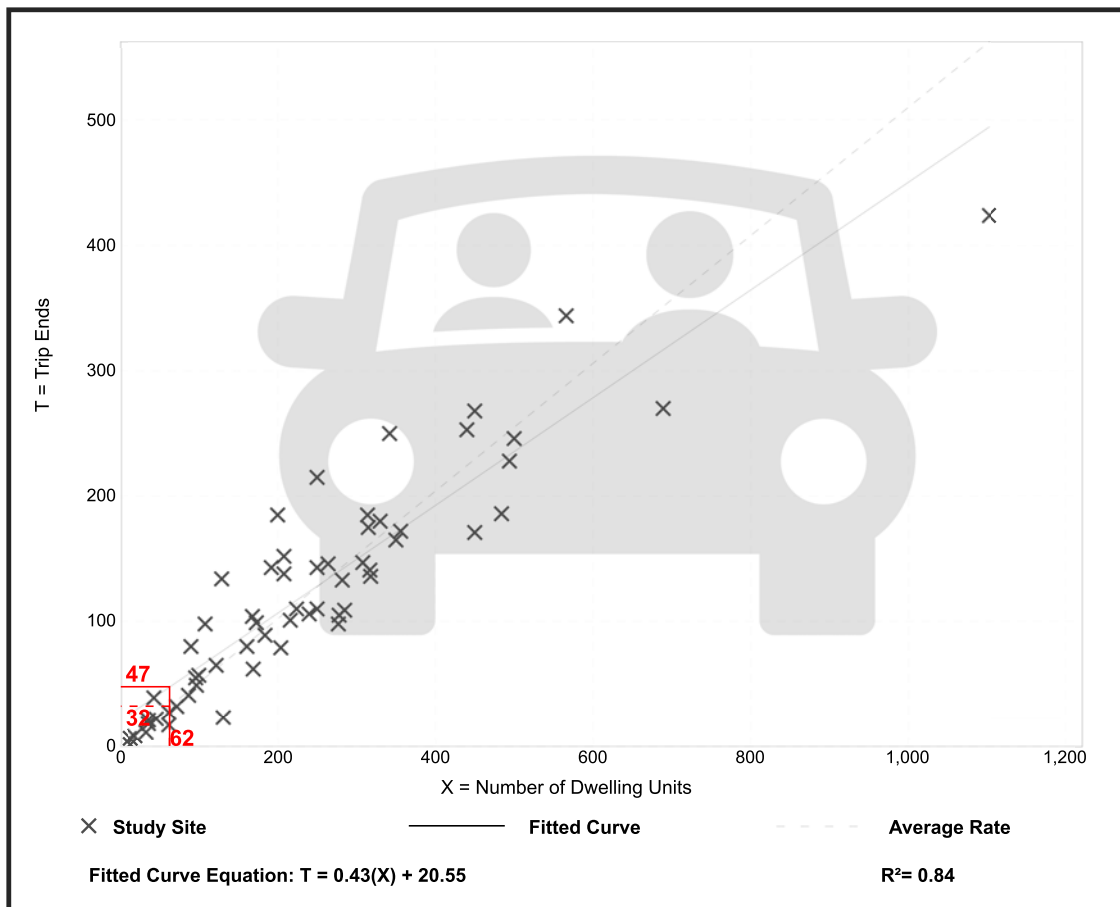
Vehicle Trip Ends vs: Dwelling Units
 On a: Weekday,
 Peak Hour of Adjacent Street Traffic,
 One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban
 Number of Studies: 59
 Avg. Num. of Dwelling Units: 241
 Directional Distribution: 63% entering, 37% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.51	0.08 - 1.04	0.15

Data Plot and Equation



Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

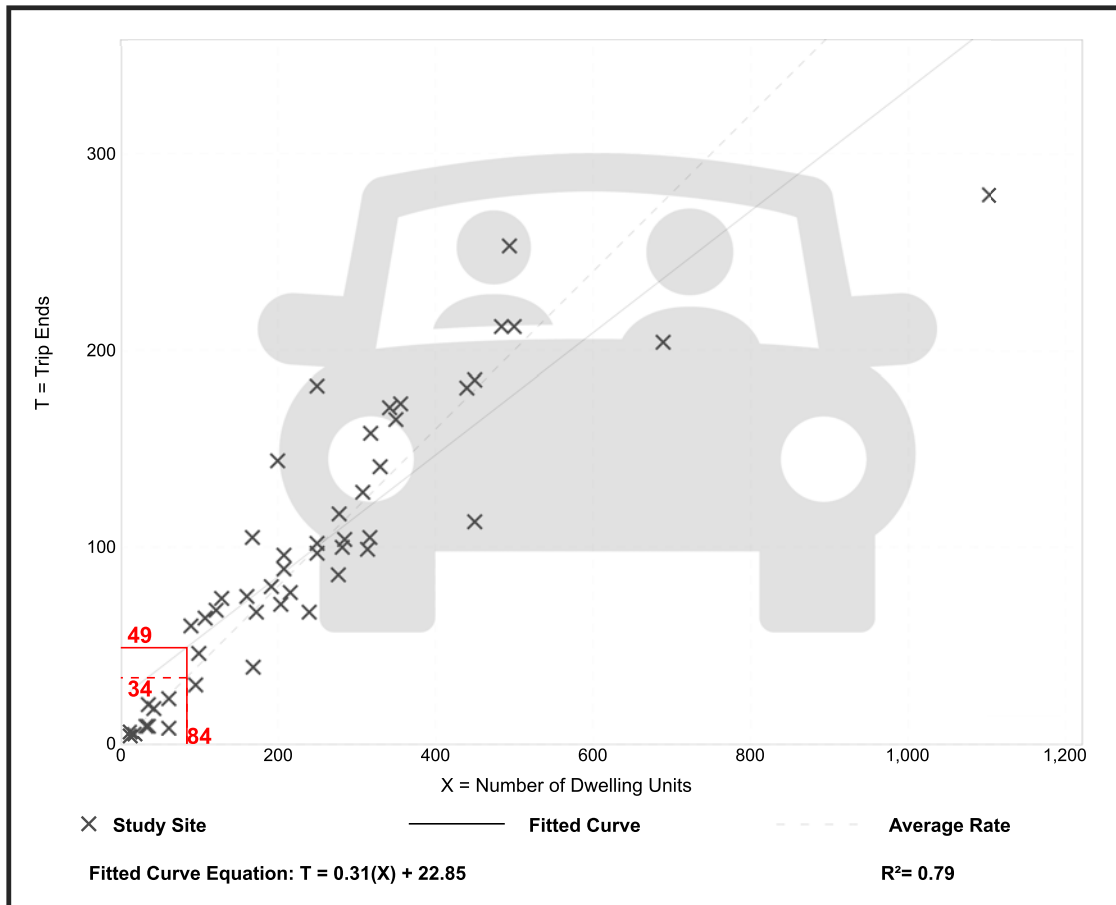
Vehicle Trip Ends vs: Dwelling Units
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 Peak Hour of Adjacent Street Traffic,
 One Hour Between 7 and 9 a.m.

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Data Plot and Equation



Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

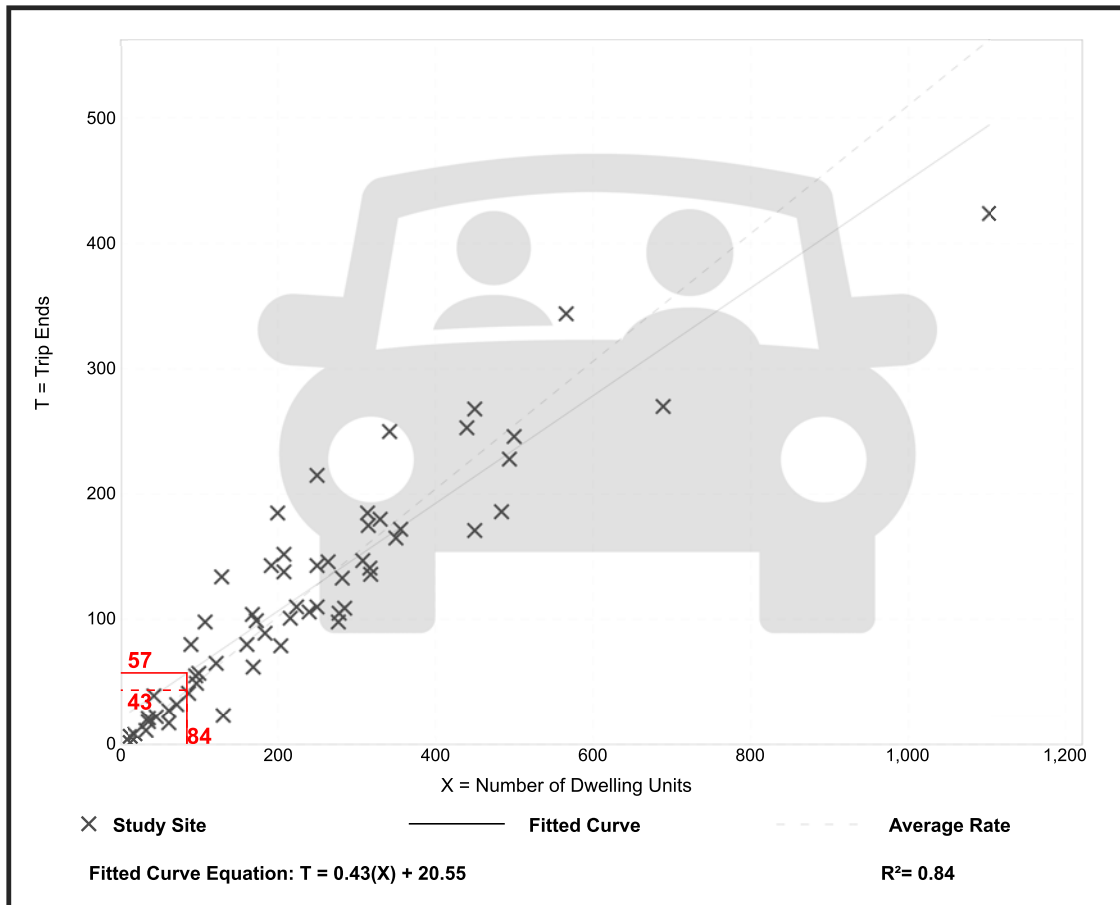
Vehicle Trip Ends vs: Dwelling Units
 On a: Weekday,
 Peak Hour of Adjacent Street Traffic,
 One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban
 Number of Studies: 59
 Avg. Num. of Dwelling Units: 241
 Directional Distribution: 63% entering, 37% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.51	0.08 - 1.04	0.15


Data Plot and Equation



Country Club Apartments Site

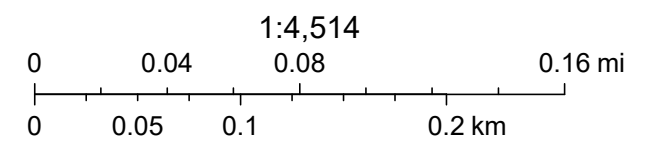


9/24/2024, 9:45:36 AM

 Santa Fe County Parcels

 Major Roads

 Roads







Santa Fe Public Schools

Property & Asset Management

Residential Development Impact Information Form

School Notification as required by City Ordinance 14-8.18 AFCC 1987

- 1. Project Name: Country Club Apartments
- 2. Location of Property: 5999 Airport Rd. Santa Fe, New Mexico 87507
- 3. Owner/Agent Name: Santa Fe Housing Authority/JenkinsGavin, Inc.
Mailing Address: 130 Grant Ave Suite 101 Santa Fe, New Mexico 87505
Phone & Fax: 505-820-7444

4. Unit Matrix

PROJECT EFFECT ON STUDENT POPULATION		
Unit Type	Unit Quantity	Average Price
Single Family (detached) Single Family (attached) Townhome/ Apartment Multi-Family Commercial	84 units (62 existing)	TBD

- 5. Elementary School Zone for Proposed Development: Sweeney Elementary
- 6. Middle School Zone for Proposed Development: Ortiz Middle School
- 7. High School Zone for Proposed Development: Capital High
- 8. Build out Rates (Year/s; #/yr): Fall 2027 84 Units

Educational Services Center
610 Alta Vista
Santa Fe, NM 87505
Telephone (505) 467-2000
www.sfps.info

For questions & submittal, contact:
Santa Fe Public Schools, Property & Asset Management,
2195 Zia Road, Santa Fe NM 87505
505 467 3400