

///, 2025

# Governing Body

Case 2024-8898: 214 Camino De Los Marquez Rezoning

# ATTACHMENT B

Applicant Materials



(date stamp)

# REZONING APPLICATION 14-3.5

## Parcel Information

Project Name: 214 Camino de Los Marquez Property Size: 2.5 Acres

Address: 214 Camino de Los Marquez

Current Zoning: R-21 PUD Proposed Zoning: R-29

Does a Development Plan application accompany this application? YES  NO

Preapplication Conference Date: July 11, 2024 UPC Code Number: 1-054-098-018-184

Early Neighborhood Notice (ENN) meeting date: July 30, 2024

## Property Owner Information

Name: Santa Fe Opera

*First Last*

Address: P.O. Box 2408,

*Street Address Suite/Unit #*

Santa Fe NM 87501

*City State ZIP Code*

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## Applicant/Agent Information (if different from owner)

Company Name: JenkinsGavin, Inc.

Name: Jennifer Jenkins

*First Last*

Address: 130 Grant Ave Ste 101

*Street Address Suite/Unit #*

Santa Fe NM 87504

*City State ZIP Code*

Phone: 505-820-7444 E-mail Address: jennifer@jenkinsgavin.com

Correspondence Directed to:  Owner  Applicant  Both

## Agent Authorization (if applicable)

I am/We are the owner(s) and record title holder(s) of the property located at: \_\_\_\_\_

I/We authorize See attached. to act as my/our agent to execute this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After your application has been reviewed by City staff, we will contact you regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Please contact the Land Use Department staff at (505) 955-6647 with any questions.



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**Submittal Checklist (Requirements found in Section 14-3.5 SFCC 1987)**

*One (1) 24"x36" or 11"x17" scalable plan set and 1 CD or Flashdrive with a PDF copy are required. Submittal requirements may vary based on the individual application and the requested zoning district. The City reserves the right to request additional information at any time during the review process. See Section 14-4 and 14-5 SFCC 1987 for rezoning regulations related to specific zones. Please include the following and check box to indicate submittal:*

<input checked="" type="checkbox"/>	Letter of Application (intent, location, acreage)	<input checked="" type="checkbox"/>	Narrative addressing approval criteria below	<input checked="" type="checkbox"/>	Legal Lot of Record, Legal Description	<input type="checkbox"/>	Development Plan (see Section 14-3.8 SFCC 1987) <b>N/A</b>	<input type="checkbox"/>	Landscape, Parking and Lighting Plan, Signage Specifications <b>N/A</b>
						<input checked="" type="checkbox"/>	No Development Plan		
<input type="checkbox"/>	Terrain Management Plans (as required by Section 14-8.2 SFCC 1987) <b>N/A</b>	<input type="checkbox"/>	Traffic Impact Analysis <i>(if required)</i> <b>N/A</b>	<input type="checkbox"/>	Archaeological Clearance <i>(if applicable)</i> <b>N/A</b>	<input type="checkbox"/>	Sewer and Water Plan (including profiles and details), letter of availability <i>(if applicable)</i> <b>N/A</b>	<input type="checkbox"/>	Phasing Plan <i>(if applicable)</i> <b>N/A</b>
<input checked="" type="checkbox"/>	ENN Meeting Notes								

**Rezoning Approval Criteria, Sections 14-3.5(C) and (D) SFCC 1987**

**(C) Approval Criteria**

(1) The planning commission and the governing body shall review all rezoning proposals on the basis of the criteria provided in this section, and the reviewing entities must make complete findings of fact sufficient to show that these criteria have been met before recommending or approving any rezoning:

- (a) one or more of the following conditions exist:
  - (i) there was a mistake in the original zoning;
  - (ii) there has been a change in the surrounding area, altering the character of the neighborhood to such an extent as to justify changing the zoning; or
  - (iii) a different use category is more advantageous to the community, as articulated in the general plan or other adopted city plans;
- (b) all the rezoning requirements of Chapter 14 have been met;
- (c) the rezoning is consistent with the applicable policies of the general plan, including the future land use map;
- (d) the amount of land proposed for rezoning and the proposed use for the land is consistent with city policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of the growth of the city; and
- (e) the existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the proposed development.

(2) Unless the proposed change is consistent with applicable general plan policies, the planning commission and the governing body shall not recommend or approve any rezoning, the practical effect of which is to:

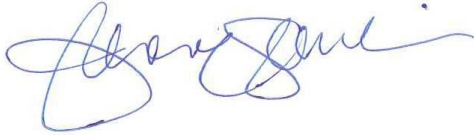
- (a) allow uses or a change in character significantly different from or inconsistent with the prevailing use and character in the area;
- (b) affect an area of less than two acres, unless adjusting boundaries between districts; or
- (c) benefit one or a few landowners at the expense of the surrounding landowners or general public.

**(D) Additional Applicant Requirements**

- (1) If the impacts of the proposed development or rezoning cannot be accommodated by the existing infrastructure and public facilities, the city may require the developer to participate wholly or in part in the cost of construction of off-site facilities in conformance with any applicable city ordinances, regulations or policies;
- (2) If the proposed rezoning creates a need for additional streets, sidewalks or curbs necessitated by and attributable to the new development, the city may require the developer to contribute a proportional fair share of the cost of the expansion in addition to impact fees that may be required pursuant to Section 14-8.14.

**Signature**

*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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning requirements.*



Signature: \_\_\_\_\_ Date: **8/9/2024**  
[Updated 12-20-19](#)





**JENKINSGAVIN**  
LAND USE | PROJECT MANAGEMENT

August 12, 2024  
(Revised September 24, 2024)

Janice Biletnikoff, AICP  
Long-Range Strategic Planner  
Planning & Land Use Department  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501

**RE: Rezone Application  
214 Camino de los Marquez**

Dear Janice:

This letter is respectfully submitted on behalf of the Santa Fe Opera in application to rezone the 2.5-acre property at 214 Camino de los Marquez from R-21 PUD to R-29.

### **Background**

In 1971, the property was rezoned to RM-1 PUD (see attached Rezone Ordinance) and in 1982 a Revised Development Plan for a 50-unit apartment community was recorded, which substantially represents the current site conditions. The Santa Fe Opera acquired the property in 2001 in order to provide seasonal housing for their technical apprentices, rebranding the property as the Axton Apartments. This application includes a request to dissolve the PUD overlay.

### **Project Summary**

The Axton Apartments is an aging residential property that comprises 50 units (18 one-bedroom and 32 two-bedroom units) and 69 parking spaces. The apartments play a crucial role in accommodating seasonal technical apprentices and visiting staff, but as the Opera's educational programming has expanded, their housing needs have grown accordingly. The Opera now seeks to house their technical and voice apprentices, and potentially interns, as well. The requested rezone to R-29 will enable the Opera to redevelop the property and increase the unit count from 50 to 83 units. A Conceptual Site Plan is included for reference purposes demonstrating how the property may be redeveloped. Following rezone approval, the project will be designed and a Development Plan application prepared for review by the City Land Use Department and the Planning Commission.

In light of the current housing shortage in Santa Fe, the proposed rezone will alleviate ongoing challenges the Opera encounters in securing seasonal housing for their voice apprentices and

interns. By providing all requisite apprentice housing on their property, the Opera will not compete with locals in the community also seeking housing – a win-win.

By increasing the property's housing capacity, the project will also contribute to the broader housing supply in Santa Fe. Once completed, the Opera will offer six-month lease terms in the offseason, which will benefit the community by providing flexible, shorter-term housing options. Upgrading the property's infrastructure and fixtures will be a key element of the project, improving living conditions for both apprentices and tenants. These enhancements will ensure efficient use of resources and a higher quality of life for all residents.

The Opera is committed to maintaining strong community relations through responsible planning and execution. By aligning with local standards and addressing community needs, the rezone will support the property's integration into the neighborhood while advancing both the Santa Fe Opera's mission and the housing needs of the Santa Fe community.

### **Rezone Approval Criteria**

Responses to the rezoning approval criteria in SFCC §14-3.5(C) and (D) are detailed below.

*(1) The planning commission and the governing body shall review all rezoning proposals on the basis of the criteria provided in this section, and the reviewing entities must make complete findings of fact sufficient to show that these criteria have been met before recommending or approving any rezoning:*

*(a) One or more of the following conditions exist:*

*(i) there was a mistake in the original zoning. N/A*

*(ii) there has been a change in the surrounding area, altering the character of the neighborhood to such an extent as to justify changing the zoning.*

The most significant and relevant change is the housing shortage that Santa Fe is facing. Increasing the supply of all types of housing is critical to accommodating projected growth and addressing affordability. In addition, a key component of economic development is an adequate supply of housing to support a robust workforce.

*(iii) a different use category is more advantageous to the community, as articulated in the general plan or other adopted city plans.*

The rezone request aligns with General Plan Themes and Policies such as Affordable Housing, Economic Diversity, Urban Form/Higher Densities, and Community Oriented Development. Furthermore, the project exemplifies key elements of the General Plan Land Use Framework, including compact urban form and the provision of a mix of housing types in all neighborhoods. As an infill site, the subject property is efficiently served by existing utility and roadway infrastructure.

#### Affordable Housing Policy 4-4-G-7

The rezoning to R-29 allows for a higher density of residential units, increasing the unit count from 50 to 83. This increase can help alleviate some of the housing shortages in Santa Fe by providing housing for Opera staff, so those individuals do not compete with others seeking housing in the Santa Fe market. Furthermore, in the off-season, the units will be made available for six-month lease terms, which is an important, diverse housing option for visiting professionals, new arrivals, and others with short-term housing needs. Additionally, a fee in lieu of affordable housing will be paid to the Affordable Housing Trust Fund to support future affordable housing efforts.

#### Economic Development Strategic Plan

The General Plan recognizes that the arts and tourism are essential to the Santa Fe economy as outlined in Sections 9.2.1 and 9.3.1, noting that “...*the arts annually account for 25.9 percent of the local economy*”. The Santa Fe Opera significantly impacts the local and state economy, contributing over \$250 million annually. The Opera employs 80 full-time staff year-round, which increases to 750 employees during the season. The Opera's esteemed Apprentice Programs, which train more than 120 young professionals each season, are vital to its operations and mission. This relationship shows the importance of the project in supporting both the artistic and economic vibrancy of the region. Furthermore, increased housing capacity will drive demand for local retail, benefiting area businesses and supporting the local economy.

In addition, a major theme of the Economic Development Strategic Plan is to diversify and decentralize the economy. Rezoning to R-29 supports economic diversity by facilitating housing that accommodates a diverse population, including the technical and voice apprentices, interns, and other staff associated with the Opera. By providing on-site housing for these groups, the Opera helps ensure that seasonal workers have housing, which in turn supports the local economy by maintaining a stable and diverse workforce. Furthermore, the availability of six-month lease options in the off-season can provide quality, short-term housing for visiting professionals.

#### Urban Form/Higher Densities - Growth Management Methods 4.1

*“In both ‘infill’ and ‘future growth’ areas, the city must encourage higher densities of residential and commercial development than existing zoning often allows. This approach does not necessarily require greater building height but rather greater massing on specifically identified infill sites within the Urban Area.”*

The rezoning supports the General Plan's emphasis on higher densities and a compact urban form by increasing the allowable density on the property. This higher density is essential for maximizing land use efficiency in an urban setting, reducing urban sprawl, and supporting walkability and transit-oriented development. By promoting higher-density residential development, the rezoning aligns with the city's vision of creating a more sustainable urban environment.

#### Community-Oriented Development - Growth Management Methods 4-1-G-3

*"Use a full range of growth management methods to achieve a superior quality of life and to ensure a financially and environmentally sustainable community."*

Rezoning to R-29 promotes community-oriented development by integrating the Opera's housing needs within the existing community fabric. The project, enabled by this rezoning, will help meet specific community housing needs, particularly for seasonal workers, without burdening the broader community's housing market. Additionally, by upgrading the property's built environment and infrastructure, the rezoning ensures that the development will contribute positively to the neighborhood's quality of life.

#### Compact Urban Form 4-3-G-2

Rezoning to a higher density supports a more compact urban form by making more efficient use of the land. This is particularly important for infill sites like the Axton Apartments, where existing utility and roadway infrastructure can be leveraged without the need for extensive new development. This efficient use of land and infrastructure is a key goal of the General Plan, helping to reduce the environmental impact of development and supporting more sustainable urban growth.

#### Mix of Housing Types in All Neighborhoods (3.3 Land Use Framework)

*"Future Land Use (Figure 3-2) illustrates neighborhoods with integrated housing types, designed to locate a larger share of residences close to transit and neighborhood centers."*

The subject property is in a diverse neighborhood of single-family lots, multi-family, institutional uses, and commercial development. Maintaining the multi-family use of the property, yet at higher density, sustains this diversity. Furthermore, access to public transit, services, and employment make the site an ideal infill location for multi-family development.

(b) *all the rezoning requirements of Chapter 14 have been met.*

The rezone requirements specified in §14-3.1 and §14-3.5 are addressed below.

### **Applicable General Provisions, §14-3.1**

#### *(B) Authority to File Applications*

*(1) Unless otherwise specified in Chapter 14, applications for review and approval under Chapter 14 may be filed by:*

*(a) the owner of the property that is the subject of the application;*

The Santa Fe Opera is the legal owner of the subject property per the Warranty Deed attached.

*(b) the owner's authorized agent with written authorization;*

JenkinsGavin is authorized to submit this application on behalf of the Santa Fe Opera per the attached letter of authorization.

*(c) a land use board; or N/A*

*(d) the land use director. N/A*

*(2) When a land use board files an application, it does so without prejudice to the outcome.*

#### *(C) Form of Application*

*(1) Applications required by Chapter 14 shall be submitted in a form and in such number as required by the land use director.*

*(2) Each application shall include plans, calculations, and reports sufficient to clearly demonstrate compliance with all applicable provisions of Chapter 14 and applicable state and federal regulations that are administered or enforced by the city. The number and format of the required documentation shall be as required by the land use director.*

*(3) The land use director shall provide standardized checklists and format guidelines for each type of application. The land use director may waive the submittal of items on the checklist or require supplemental materials not included on the checklist where such action is necessary to clearly demonstrate compliance with applicable provisions.*

- (4) In the course of reviewing an application, the governing body and the land use boards may waive the submission of items on the checklist or may require supplemental materials not included on the checklist where such action is necessary to clearly demonstrate compliance with applicable provisions.*

This application complies with the of form application outlined above.

*(D) Schedule of Fees, Charges and Expenses*

*The governing body shall establish by resolution a schedule of fees, charges, and expenses and a collection procedure for construction permits, appeals, subdivisions, amendments, and other applications. This schedule of fees, charges, and expenses shall be posted in the planning and land use department and may be altered or amended only by the governing body. No permit or approval required under Chapter 14 shall be issued or granted unless and until applicable charges, fees, and expenses have been paid in full.*

This application acknowledges the Schedule of Fees, Charges, and Expenses outlined above and the application fee was paid on August 14, 2024 per the attached receipt.

*(E) Pre-Application Conferences*

*(1) Applicability*

- (a) Pre- Pre-application conferences are required prior to submission of applications for:(i)amendment of the number, shape, boundary, or area of any district, whether by a non-governing-body -initiated annexation or a rezoning;(ii)subdivisions, unless the land use director waives, in writing, the requirement for good cause shown; and(iii)a residential development request that is subject to the Santa Fe Homes Program set forth in Section 26-1 SFCC 1987;*
- (b) The land use director may determine that a pre-application conference is necessary for other applications to land use boards due to the scope or complexity of the proposed project; and*
- (c) The land use director may waive or modify the pre-application conference procedures based on a determination that the purposes of the conference have been achieved by other means or that the limited scope or simplicity of the project does not warrant a formal pre-application conference.*

*(2) Procedures*

- (a) At least fifteen calendar days before the application is filed, the applicant shall initiate a pre-application conference with the land use director.*

*(b) For annexations and rezonings, the purpose of the pre-application conference is to review the proposal for conformity with the general plan, availability of community facilities and utilities, proposed utilities and street improvements, required park and open space improvements, and other requirements as may be dictated by city ordinance.*

*(3) Responsibility*

*The city does not assume any responsibility for a lack of understanding of these regulations by the applicant. Advice to the applicant shall not be construed to result in the city, its officers, agents, or employees becoming responsible for damages to the applicant as a result of the applicant's reliance on information given by them. Advice to the applicant does not limit the discretion of any land use board or the governing body in making conditions of approval for the proposed development not anticipated at the time of the pre-application conference.*

This application acknowledges the Pre-Application Conference's applicability, procedures, and responsibility outlined above. The requisite Pre-Application Conference was conducted on July 11, 2024.

*F) Early Neighborhood Notification Procedures*

*(1) Intent*

*Early neighborhood notification (ENN) is intended to provide for an exchange of information between the applicant and residents and property owners in affected neighborhoods before plans become too firm to respond meaningfully to community input and before changes in plans might cause major financial losses by the applicant. Notification set forth in this section is in addition to notification required elsewhere in Chapter 14, unless the other notification procedures are duplicative with the requirements of this section.*

*(2) Applicability to Projects Reviewed by the board of adjustment, planning commission or the governing body.  
(Ord. No. 2013-16 § 4)*

*(a) ENN is required for the following types of projects, if a public hearing before the board of adjustment, planning commission or the governing body is required by other provisions of Chapter 14:*

*(iii) rezonings;*

*(5) ENN Meeting*

*The announced meeting shall take place at least ten days before the development project application is submitted. Attendees should make a good-faith effort to communicate with*

*the applicant. The meeting shall be attended by a representative of the land use director whose role at the meeting shall be to acquaint the applicant and community with provisions of city ordinances, applicable requirements of city codes and the development review process. At the meeting, the applicant shall present schematic or preliminary plans for the proposed project and a drawing or other graphical representation suitable to reasonably indicate streets and structures within a two hundred (200) foot radius from the perimeter of the property that is the subject of the application.*

*(6) ENN Guidelines*

*For any project application required to meet ENN requirements, the applicant and neighborhood shall use the guidelines set forth below to assist them in discussing the project at ENN meetings. The guidelines are based on the requirements of Chapter 14 and the general plan and other formally adopted city plans. Where applicable, the applicant shall respond in writing with a short narrative statement. Interested parties may also respond. Responses from all participants shall be provided to the land use board hearing the application. Responses for specific elements may be cross-referenced to other submittal documents. The ENN guidelines provided in this paragraph are adopted for use by applicants in meeting with interested parties.*

The Early Neighborhood Notification (ENN) Meeting was conducted in accordance with these provisions on July 30, 2024.

*(G) Application Completeness*

*An application shall be considered complete if it is submitted in the required form; includes all mandatory information, including all exhibits specified by the land use director; and is accompanied by the applicable fee. The land use director shall make a determination of application completeness. If an application is determined to be incomplete, the land use director shall provide notice to the applicant along with an explanation of the application's deficiencies. No further processing of the application shall occur until the deficiencies are corrected in a future re-submittal.*

This application acknowledges the completeness standards and procedures outlined above.

*(H) Notice Requirements The notices required by this section shall indicate the nature of the change proposed; the property affected; the time, date, and place of the hearing or meeting; and the deadline for receiving written comments regarding the request, if applicable. The notice shall be approved by the land use director. Neighborhood associations that wish to receive notifications of hearings and meetings and copies of agendas, including email notifications, must register with the land use director.*

*(I) Notice of Public Hearing Before Land Use Boards and ENN Meetings.*

*(a) General Notice Requirements*

*The notice requirements in Subsections 14-3.1(H)(1)(b), (c) and (d) below apply to public hearings required for all applications and ENN meetings, except that:*

*(i) Public hearings concerning development review actions initiated by the city require notification as described in Subsection 14-3.1(H)(1)(e);*

*(ii) Public hearings concerning Archaeological Clearance Permits require notification in accordance with Section 14-3.13(C)(3);*

*(iii) Public hearings concerning projects heard before the historic districts review board shall meet the agenda and posting requirements in Subsections 14-3.1(H)(1)(b) and (c) below, but mailed notification in accordance with Subsection 14-3.1(H)(1)(d) is not required; and*

*(iv) Public hearings concerning appeals must provide notice as described in Subsection 14-3.1(H)(4).*

All general notice requirements have been met for this application with respect to the ENN meeting.

*(b) Agenda Requirements*

*For all public hearings required before any land use board, the land use director shall place the tentative meeting agenda in a local daily newspaper of general circulation at least fifteen calendar days prior to the scheduled meeting. In addition, the land use director shall post the tentative meeting agenda in City Hall and send a copy to neighborhood associations that are registered with the land use director, at least fifteen days prior to the scheduled meeting.*

Application acknowledges the agenda requirements stated above.

*(c) Posting Requirements*

*(i) For all ENN meetings and public hearings required before a land use board, except appeals, the property shall be posted by the applicant with posters obtained from the land use director at the applicant's expense. At least one poster shall be prominently displayed, visible from each public and private street and road abutting the property, and securely placed on the property at least fifteen calendar days prior to the scheduled meeting. Placement of the posters shall be in such a manner as to not compromise public safety.*

*(ii) The posters shall be removed within thirty days after final action, and failure to do so may result in the city removing the poster and charging the applicant a civil fee of fifty dollars (\$50.00).*

All posting requirements were met for the ENN meeting.

*(d) Mailing and Emailing Requirements*

*Notice of a public hearing or ENN meeting shall be mailed via the United States postal service by the applicant at least fifteen calendar days prior the public hearing or meeting as follows:*

*(i) notices shall be mailed by first class mail to the owners of properties within three hundred (300) feet of the subject property as shown in the records of the county treasurer, and to the physical addresses of such properties where the property's address is different than the address of the owner ;*

*(ii) notices shall also be mailed by first class mail to neighborhood associations that have registered with the land use director and that will be directly affected by the proposed action or that have a boundary within three hundred (300) feet of the subject property. Email notices to the neighborhood associations shall be provided on the same day the applicant sends postal notices;*

*(iii) for zone changes of one block or less, notices to property owners for public hearings before the governing body or the planning commission shall be by certified mail with return receipt requested as required by Section 3-21-6 NMSA 1978;*

*(iv) in the case of an application for a telecommunications facility, all property owners within the corresponding setback distances listed in Section 14-6.2(E) shall also receive notices;*

*(v) if a notice by certified mail of a zoning change is returned undelivered, the city shall attempt to discover the owner's most recent address and shall send the notice by certified mail to that address as required by Section 3-21-6 NMSA 1978;*

*(vi) copies of all required mailing lists, mailing certificates and return receipts shall be provided to the land use director prior to the public hearing or ENN meeting with an affidavit of mailing signed by the person who mailed the notices.*

All mailing and emailing requirements have been met for the ENN meeting. Applicant also acknowledges the public hearing notice requirements and the special provisions for rezone applications requiring notice via certified mail, return receipt, to all property owners within 100 feet of the subject parcel.

*(2) Notice of Public Hearing Before Governing Body*

*Notice shall be provided as required in Subsection 14-3.1(H)(1)(a) or (e), as applicable. In addition, the applicant shall publish one notice in a local daily newspaper of general circulation at least fifteen calendar days prior to the public hearing.*

Applicant acknowledges the notice requirements outlined above.

*(3) Postponed or Recessed and Reconvened Public Hearings and Meetings*

*If a public hearing or ENN meeting is postponed prior to the scheduled meeting, re-notification is not necessary if notice of the new date, time, and location of the meeting is clearly posted at the time and place where the original public hearing or meeting was to be held. A public hearing or meeting may be recessed and reconvened without re-noticing if the date, time, and place for the meeting is specified immediately prior to recessing.*

N/A

*14-3.5 (A) General Provisions*

*(1) Initiation of Proposals*

*A rezoning, or amendment to the official zoning map, may be proposed by:*

*(d) any other person , who must submit a request in writing to the governing body , along with all submissions required by Chapter 14 and any other information requested by the land use director as reasonably necessary to determine compliance with this chapter.*

This is the “request in writing” referenced above, which is accompanied by all requisite submittal materials listed at the end of this report.

*(2) Plan Requirements*

*Plan submittal requirements for rezonings are set forth in Articles 14-4 (Zoning Districts) and 14-5 (Overlay Zoning Districts).*

There are no plan submittals required for a rezone to R-29. Nevertheless, a Conceptual Site Plan is included with application for reference.

*(3) Uniform Zoning Classification for Entire Lot Required*

*Except where a legal lot of record is divided by a zoning district boundary, no request to change the zoning classification on a portion of a legal lot of record shall be considered unless the change will establish a uniform zoning classification for the entire lot . A new zoning district boundary shall not divide a legal lot of record,*

*except to establish overlay district boundaries based on topography or other physical conditions.*

The entire lot of record is proposed to be rezoned.

*(d) the amount of land proposed for rezoning and the proposed use for the land is consistent with city policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of the growth of the city.*

The rezoning is consistent with the City's policies regarding the provision of urban land sufficient to meet the projected growth in both population and housing demand. This consistency is reflected in several key aspects of the General Plan, particularly regarding infill development, higher densities, and sustainable urban growth.

General Plan Figure 4-4, Urban Sub-Areas, designates the subject property and surrounding area as an "Infill Area." General Plan Section 4.1 states, "*In both 'infill' and 'future growth' areas, the city must encourage higher densities of residential and commercial development than existing zoning often allows*" to help "create efficient use of already existing roads and utilities, help ensure cost-efficient public transit, and provide the type of housing that will be in demand...".

The rezoning proposal supports the city's policy of maximizing the efficiency of existing urban infrastructure. By increasing the density of a property within an established urban area, the city can accommodate growth without the need to extend roads, utilities, or other public services into undeveloped areas. This not only aligns with sustainability goals, but also helps manage the rate of growth in a manner consistent with long-term city planning. The size of the land proposed for rezoning is adequate to support an increase in housing units while remaining within the capacity of the current infrastructure, which is vital for balanced and manageable urban growth.

The rezoning is also consistent with the city's policy to ensure that the supply of urban land meets long-term housing demand, thereby supporting sustained population growth. By rezoning for higher density, the city is not just responding to immediate tenant needs, but is planning for future demand. This strategic approach ensures that as the population grows, there is adequate housing available in desirable locations, contributing to economic stability and urban vitality.

*(e) the existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the proposed development.*

#### Water and Sewer Capacity

Utility Service Applications have been submitted to the Water and Wastewater Divisions and we are awaiting their response.

### Public Schools

With respect to school capacity, Santa Fe Public Schools responded as follows per the attached email:

*“We do not have objections to this redevelopment, and we will take the notification of the additional 33 units into consideration for our school planning.”*

### Park Capacity

The proposed rezoning and redevelopment of the parcel are well-supported by the proximity to a variety of public parks, providing residents with ample recreational options within walking distance. Cornell/Rose Park (1.54 acres) is a neighborhood park just 625 feet from the site, while Salvador Perez Park, a larger community park (11.95 acres), is a short 0.25-mile walk from the property. The park is equipped with a variety of amenities, including two tennis courts, picnic tables, play equipment, a park shelter, three baseball fields, a soccer field, volleyball court, concession stand, restrooms, a multi-purpose field, and a recreation center with an indoor swimming pool. Additionally, there is the adjacent Salvador Perez Dog Park, a 0.57-acre neighborhood park. Combined, these parks total 13.93 acres and are all within 0.25 miles of the site, offering residents convenient access to green spaces and outdoor activities, which enhances the appeal of the higher-density development and supports a high quality of life for future residents.

A request for confirmation of park capacity was forwarded to the Parks Division on August 20, 2024 and we are awaiting their response.

### Public Transportation

The proposed rezoning to R-29 is well-supported by the proximity of adequate public transportation options, which can effectively accommodate a maximum-density buildout of the property. The parcel’s location offers convenient access to multiple bus routes, ensuring that future residents have reliable public transportation options that align with the city's goals for sustainable urban growth and reduced dependency on personal vehicles.

A Route 6 bus stop is 400 feet from the site on Galisteo St. There are two Route 4 bus stops approximately 450 feet from the property on Don Diego near the intersection with Camino de los Marquez.

### Emergency Services

The Santa Fe Police Department reviewed the proposal and determined it will have no impact on their call volume in this location based on historical records concerning police calls for services. See the attached response document.

The Santa Fe Fire Department reviewed the proposal and provided the requested information to our Land Use case manager.

### Road Capacity

A Site Threshold Assessment was conducted (attached) and the proposed addition of 33 dwelling units does not meet the threshold for a Traffic Impact Analysis, because it is understood that such low traffic generation will have a negligible impact on the roadway network.

- (2) *Unless the proposed change is consistent with applicable general plan policies, the planning commission and the governing body shall not recommend or approve any rezoning, the practical effect of which is to:*
- (a) *allow uses or a change in character significantly different from or inconsistent with the prevailing use and character in the area;*
  - (b) *affect an area of less than two acres, unless adjusting boundaries between districts; or*
  - (c) *benefit one or a few landowners at the expense of the surrounding landowners or general public.*

This rezone request not only complies with the property's Future Land Use Map designation of High-Density Residential, but it also embodies many of the Plan's themes and policies with respect to infill, compact urban form, economic development, and support for the arts. Therefore, the criteria above are not applicable to this application.

### SFCC §14-3.5(D): Additional Applicant Requirements

- (1) *If the impacts of the proposed development or rezoning cannot be accommodated by the existing infrastructure and public facilities, the city may require the developer to participate wholly or in part in the cost of construction of off-site facilities in conformance with any applicable city ordinances, regulations or policies;*
- (2) *If the proposed rezoning creates a need for additional streets, sidewalks or curbs necessitated by and attributable to the new development, the city may require the developer to contribute a proportional fair share of the cost of the expansion in addition to impact fees that may be required pursuant to Section 14-8.14.*

Any requisite infrastructure improvements will be determined at the Development Plan stage and will be implemented as part of the project.

### **Early Neighborhood Notification**

The Early Neighborhood Meeting (ENN) for the rezoning request was conducted on July 30, 2024. Attendees offered questions and comments regarding traffic, potential building height, and density. The notes from the ENN meeting are submitted herewith for your reference.

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

1. Rezone Application
2. Agent Authorization Letter
3. Warranty Deed
4. Legal Lot of Record
5. 1971 Rezone Ordinance
6. ENN Meeting Notes
7. Conceptual Site Plan
8. Utility Service Application
9. Santa Fe Public Schools Response
10. Santa Fe Police Department Response
11. Site Threshold Assessment
12. Rezone Application Invoice

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

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Jenkins". The signature is fluid and cursive, with a distinct dot above the final letter.

Jennifer Jenkins, Principal



COUNTY OF SANTA FE 1141 } § 282  
 STATE OF NEW MEXICO  
 I hereby certify that this instrument was filed for  
 record on the 20 day of 2001 at 10:22 o'clock A.M. and  
 was duly recorded in book 1844 page  
 193 of the records of Santa Fe County  
 194 Witness: my Hand and Seal of Office  
 Rebecca Bustamante  
 County Clerk Santa Fe County, N.M.  
*[Signature]*  
 Clerk

**WARRANT DEED**

1844193

SIRES-81, a Foreign Limited Partnership, for consideration paid, grant (s) to The Santa Fe Opera, a New Mexico non-profit corporation, whose address is

P. O. Box 2408

Santa Fe, NM 87504-2408

the following described real estate in Santa Fe County, New Mexico:

A certain tract of land lying and being situate within the Santa Fe Grant, within the City of Santa Fe, New Mexico and being formerly described as Tracts b, B & C of the Los Pueblos de Santa Fe Subdivision and being more particularly described by metes and bounds as follows:

Beginning at the northeasterly corner of the Tract marked by a #4 rebar found on the southerly R.O.W. of Camino de Los Marquez, from whence the City of Santa Fe Sanitary Sewer Manhole #A9R-12 bears N. 76°31'28" E., 122.74 feet; thence from said point of beginning leaving said R.O.W., S. 10°04'09" W., 271.27 feet to the southeast corner of this tract marked by a S. & W. capped rebar set; thence, N. 52°17'21" W., 38.66 feet to a no. 4 rebar found; thence, N. 73°15'25" W., 150.24 feet to S. & W. capped rebar set; thence N. 81°53'24" W., 100.74 feet to S. & W. capped rebar set; thence, N. 54°08'24" W., 164.18 feet to a 1/2" iron pipe found; thence, N. 72°19'55" W., 0.62 feet to a calculated point; thence, N. 23°13'07" E., 6.19 feet to S. & W. capped rebar found; thence, N. 73°11'53" W., 55.34 feet to the southwest corner of this tract marked by a no. 4 rebar found; thence, N. 23°08'12" E., 176.06 feet to the northwest corner of this tract marked by an "X" cut in concrete on the southerly R.O.W. of Camino de Los Marquez; thence along said R.O.W., S. 77°51'00" E., 446.63 feet to the point and place of beginning. All as shown and delineated on plat of survey entitled "Camino de Los Marquez Apartments City of Santa Fe, New Mexico", prepared by Richard E. Smith, NMPS No. 5837, dated December 21, 2000, as Document No. 11426 in Plat Book 464 Page 006 in the records of Santa Fe County, New Mexico.

**SUBJECT TO:** Reservations, restrictions and easements of record.

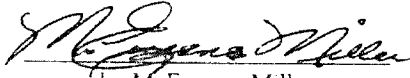
with warranty covenants.

WITNESS my hand and seal this 23 day of January, 2001.

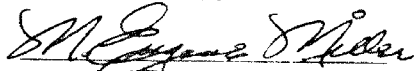
SIRES-81

1844194

A Foreign limited partnership  
By MEM Investment Property, Inc.  
A Washington corporation  
As General Partner

  
by M. Eugene Miller  
President/Secretary

And

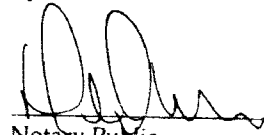
  
by M. Eugene Miller  
as Managing General Partner

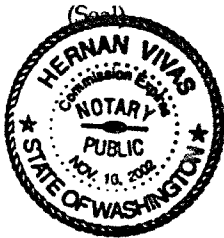
ACKNOWLEDGEMENT

STATE OF <sup>Washington</sup> NEW MEXICO |  
COUNTY OF <sup>KING</sup> SANTIAGO | ss.

This instrument was acknowledged before me on this 03 day of January, 2001, by M Eugene Miller, President and Secretary on behalf of MEM Investment Property, Inc., a Washington corporation, as general partner of SIRES-81, a Foreign limited partnership, on behalf of said limited partnership; and M. Eugene Miller, as Managing General Partner of SIRES-81, a Foreign limited partnership, on behalf of said limited partnership.

My commission expires: 11-16-02

  
Notary Public



# REVISED FINAL DEVELOPMENT PLAN CAMINO DE LOS MARQUEZ APARTMENTS

(FORMERLY C.H.S. APARTMENTS)

### DEDICATION

KNOW ALL MEN BY THESE PRESENTS: THAT "SIRES, 81", A GENERAL PARTNERSHIP, HAS CAUSED TO BE DEVELOPED THE LANDS SHOWN ON THIS PLAT LYING SITUATE AND BEING WITHIN THE CITY OF SANTA FE, NEW MEXICO. ALL THAT APPEARS ON THIS PLAT IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR DO HEREBY GRANT EASEMENTS FOR UTILITIES AS HEREON SHOWN.

"SIRES, 81", A GENERAL PARTNERSHIP

*M. Eugene Miller*  
M. EUGENE MILLER, GENERAL PARTNER.

ATTEST BY NOTARY PUBLIC: *Nelson Trujillo* NOTARY DATE: 10-25-82 COMM. EXPIRES: 3-27-86

### AFFIDAVIT

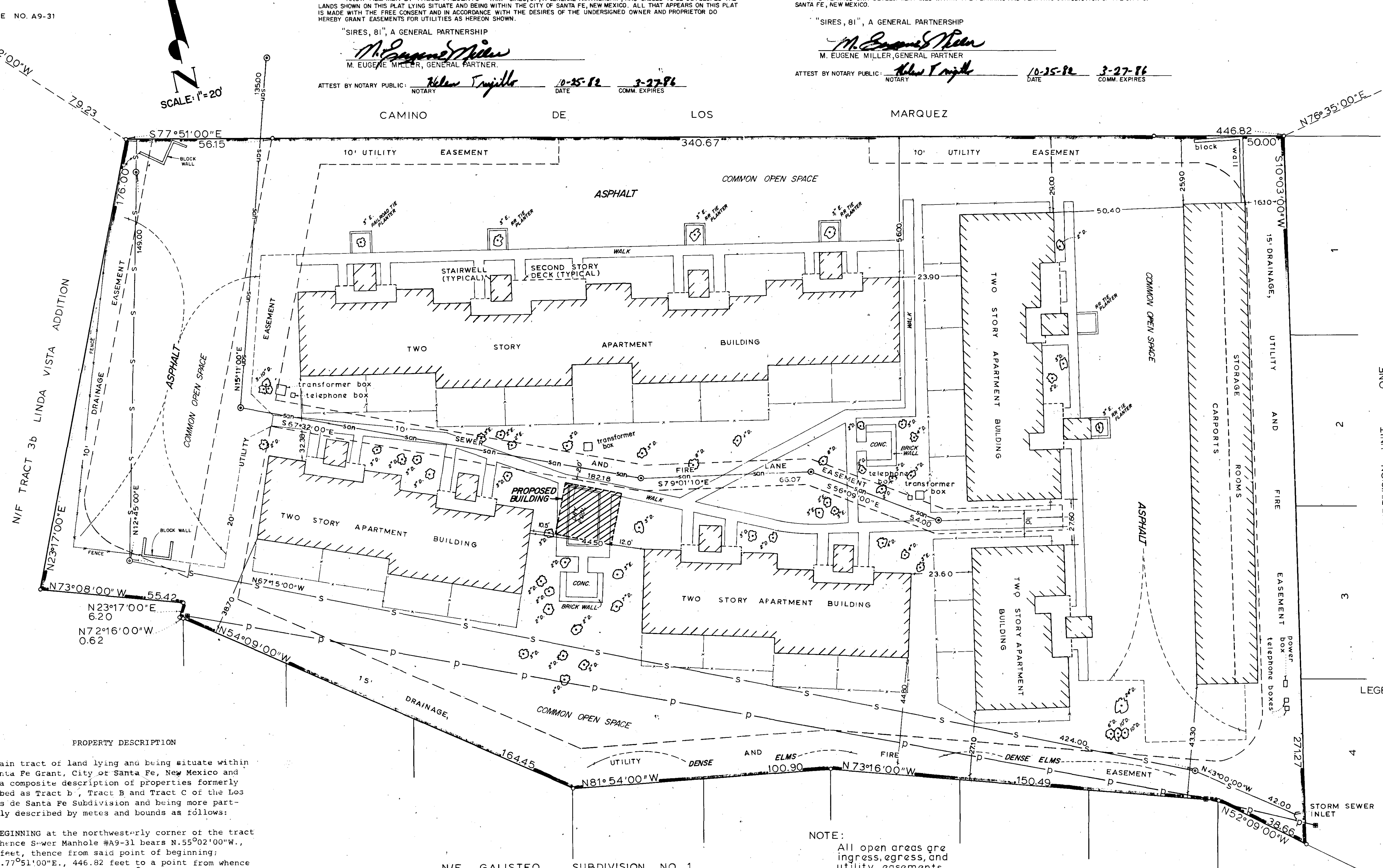
THIS PLANNED UNIT DEVELOPMENT LIES WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE CITY OF SANTA FE, NEW MEXICO.

"SIRES, 81", A GENERAL PARTNERSHIP

*M. Eugene Miller*  
M. EUGENE MILLER, GENERAL PARTNER

ATTEST BY NOTARY PUBLIC: *Nelson Trujillo* NOTARY DATE: 10-25-82 COMM. EXPIRES: 3-27-86

CAMINO DE LOS MARQUEZ



**APPROVALS**  
CITY OF SANTA FE  
*Herbert H. Hunt* 11-17-82  
CITY ENGINEER DATE  
*M. D. Turreo* 11-17-82  
CITY PLANNER DATE  
APPROVED BY THE CITY PLANNING COMMISSION AT ITS MEETING OF 11/4/82 DATE  
*Roman Mares* CHAIRMAN  
*Arnel A. Romero* SECRETARY



COUNTY OF SANTA FE, JSS  
ST. OF NEW MEXICO 1505971  
I hereby certify that this instrument was filed for record on the 17th day of NOV A.D., 1982 at 9:21 o'clock A.M., and was duly recorded in book 222 page 235 of the records of Santa Fe County, New Mexico.  
Witness my Hand and Seal of Office  
*Margaret Labov*  
County Clerk, Santa Fe County, N.M.  
Deputy

**LEGEND:**  
Bearings based on plat of survey by John West, NMPE & LS 676, on August 8, 1974, and titled "Survey Plat for Lands of Frances Sauer-essig".  
■ power pole  
⊙ storm sewer manhole  
⊙ sanitary sewer manhole  
E INDICATES EVERGREEN TREE.  
D INDICATES DECIDUOUS TREE.

### PROPERTY DESCRIPTION

A certain tract of land lying and being situate within the Santa Fe Grant, City of Santa Fe, New Mexico and being a composite description of properties formerly described as Tract b, Tract B and Tract C of the Los Pueblos de Santa Fe Subdivision and being more particularly described by metes and bounds as follows:  
BEGINNING at the northwest corner of the tract from whence Sewer Manhole #A9-31 bears N.55°02'00"W., 79.23 feet, thence from said point of beginning:  
S.77°51'00"E., 446.82 feet to a point from whence Sewer Manhole #A9R-12 bears N.70°35'00"E., 122.80 feet, thence:  
S.10°03'00"W., 271.27 feet to a point, thence;  
N.52°09'00"W., 38.66 feet to a point, thence;  
N.73°16'00"W., 150.49 feet to a point, thence;  
N.61°54'00"W., 100.90 feet to a point, thence;  
N.54°09'00"W., 164.45 feet to a point, thence;  
N.2°16'00"W., 0.62 feet to a point, thence;  
N.23°17'00"E., 6.20 feet to a point, thence;  
N.3°08'00"W., 55.42 feet to a point, thence;  
N.23°17'00"E., 176.00 feet to the point and place of beginning.

Containing 2.505 Acres, more or less.

**NOTE:**  
All open areas are ingress, egress, and utility easements.

**SURVEYORS CERTIFICATE**  
I HEREBY CERTIFY THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WAS MADE BY ME OR UNDER MY PERSONAL DIRECTION AND CONTROL DURING THE MONTH OF OCTOBER, 1982 AND THAT THE INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Richard E. Smith*  
RICHARD E. SMITH  
NM PLS#5837

Smith & Williamson Surveying Service 1210 Lusa, Suite 5 Santa Fe, New Mexico 87501		CAMINO DE LOS MARQUEZ APARTMENTS SANTA FE, NEW MEXICO	
DRAWN: DM	DATE: OCT. 1, 1982	CHECKED: RES	SHEET NO. 1 of 1

ORDINANCE NO. 1971 16

AN ORDINANCE AMENDING ORDINANCE NO. 1962-19 OF THE CITY OF SANTA FE, NEW MEXICO, BY CHANGING THE CLASSIFICATION OF A PORTION OF A CERTAIN AREA WHICH IS PRESENTLY DESIGNATED AND CLASSIFIED AS R-5, SINGLE FAMILY RESIDENTIAL TO RM-1/PUD, MULTIPLE FAMILY RESIDENTIAL PLANNED UNIT DEVELOPMENT.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE, NEW MEXICO:

Section 1: That the area described as follows:

"Tract 'A'.

"Beginning at the center of a sanitary sewer manhole at the intersection of Don Diego Avenue and Camino De Los Marquez, from which the southwest corner of said tract bears S.  $89^{\circ}26'$  E, a distance of 143.92'; thence from said southwest corner N.  $23^{\circ}17'$  E, 156.00'; thence N.  $15^{\circ}34'$  E, 18.43'; thence S.  $80^{\circ}05'$  E, 289.52'; thence S.  $10^{\circ}01'$  W, 30.50'; thence S.  $56^{\circ}30'$  E, 12.70'; thence S.  $10^{\circ}01'$  W, 147.40'; thence N.  $77^{\circ}51'$  W, 341.20' to the point and place of beginning, all in Ward 2, City of Santa Fe, containing 1.294 acres more or less.

"Tract 'B'.

"Beginning at the center of a sanitary sewer manhole at the intersection of Don Diego Avenue and Camino De Los Marquez, from which the northwest corner of said tract bears S.  $64^{\circ}28'$  E, a distance of 132.80'; thence from said northwest corner S.  $77^{\circ}51'$  E, 340.47'; thence S.  $10^{\circ}01'$  W, 246.44'; thence S.  $52^{\circ}09'$  E, 17.60'; thence N.  $73^{\circ}09'$  W, 150.10'; thence N.  $81^{\circ}52'$  W, 100.90'; thence N.  $54^{\circ}16'$  W, 163.93'; thence N.  $72^{\circ}11'$  W, 0.70'; thence N.  $23^{\circ}17'$  E, 186.61' to the point and place of beginning, all in Ward 2, City of Santa Fe, containing 1.973 acres more or less.

"Tract 3b of the Amended Plat  
of Linda Vista Addition.

"Beginning at the center of a sanitary sewer manhole at the intersection of Don Diego Avenue and Camino De Los Marquez, from which the northwest corner of

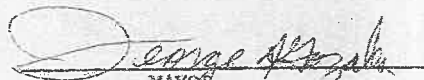
said tract bears S. 55°02' W, a distance of 79.23'; thence from said northwest corner S. 77°51' E, 56.15'; thence S. 23°17' W, 181.04'; thence N. 73.08' W, 55.50'; thence N. 23°17' E, 176.38' to the point and place of beginning, all in Ward 2, City of Santa Fe, containing 0.226 acres more or less."

which by Ordinance No. 1962-19 of the City of Santa Fe, New Mexico, is restricted to and classified as R-5, Single Family Residential District, and subject to the regulations pertaining thereto, be and the same is hereby reclassified to and restricted by RM-1/PUD, Multiple Family Residential Planned Unit Development Regulations as defined and set forth in said Ordinance No. 1962-19.

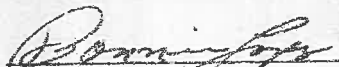
Section 2: The Official Zoning Map of Ordinance No. 1962-19 of the City of Santa Fe, New Mexico, be and the same is hereby amended to conform to and comply with the reclassification and redistricting as set forth in Section 1 and Section 2 hereof, as above set forth.

Section 3: This ordinance shall be effective five days after its publication by title and general summary of its subject matter as provided by Section 14-16-4 of the Municipal Code.

PASSED, ADOPTED AND APPROVED this 9 day of June, 1971.

  
MAYOR

ATTEST:

  
CITY CLERK



# 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: 214 Camino de los Marquez
- 2. Location of Property: 214 Camino de los Marquez
- 3. Owner/Agent Name: Santa Fe Opera/JenkinsGavin, Inc.  
Mailing Address: 130 Grant Ave, Suite 101, Santa Fe, NM 87501  
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 <b>Multi-Family</b> Commercial	83 (50 Existing)	TBD

- 5. Elementary School Zone for Proposed Development: Wood Gormley Elementary
- 6. Middle School Zone for Proposed Development: Milagro Middle School
- 7. High School Zone for Proposed Development: Santa Fe High
- 8. Build out Rates (Year/s; #/yr): Q2 2027, 83 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



# Site Threshold Assessment (STH)

A Site Threshold Assessment (STH) is required of all developing or redeveloping properties that directly or indirectly access a state highway.

District No. \_\_\_\_\_

Project No. \_\_\_\_\_

## Permit Applicant

Date: 7/8/2024

Applicant Name: Carl Vermillion

Business Name: Bohannan Huston Inc

Business Address: 7500 Jefferson St NE

City: Albuquerque State: NM Zip Code: 87109 - \_\_\_\_\_

## Site Description

<u>Development Type</u>		<u>Site Information</u> (fill in all that apply)		
Residential	<u>X</u>	Building Size (SF)	_____	Dwelling Units <small>50 existing units - red</small>
Retail	_____	Parcel Size (ac)	_____	Rooms
Office	_____	Roadway Frontage (ft)	_____	Beds
Industrial	_____	Parking Spaces	_____	Students
Institutional	_____	Employees	_____	Seats
Lodging	_____	Other	_____	Fuel Pumps
Restaurant	_____			Courts
Convenience/Gas	_____			Storage Units
Other	_____			

The STH examines existing roadway volumes and anticipated site trip generation for the purpose of determining if additional analyses are required. If the site characteristics and the trip generation estimate for a proposed development do not satisfy the requirements for a STA or a TIA as determined by the District Traffic Engineer, the STH should be approved and the traffic study requirement for the proposed development will be complete. If additional analysis is required based on the results of the STH, the District Traffic Engineer should indicate to the applicant the level of analysis that is required.

## Existing Roadway Data

Highway No.:	<u>Camino de los Marquez</u>	Site Mile Post:	<u>N/A</u>
Highway ADT:	<u>5,792</u>	Count Year:	<u>2011</u>
Number of Lanes (two-way):	<u>2</u>	Func. Class.:	<u>unclassified</u>

## Trip Generation

ITE Trip Generation Land Use Category:	<u>221 - Multifamily Housing (Mid R)</u>		
AM Peak Hour Trips	Enter: <u>3</u>	Exit: <u>9</u>	
PM Peak Hour Trips	Enter: <u>8</u>	Exit: <u>5</u>	

Exceeds Threshold: **Y** or **(N)** → If Yes, is a **STA** or **TIA** Required?

### Thresholds

STA: 25 to 99 peak-hour total trips and more than 1,000 vehicles per lane per day on adjacent highway.

TIA: 100 or more peak-hour total trips.

Other Requirement Basis / DTE Comments: An existing multifamily apartment complex exists at this location which will be captured

in the existing traffic counts. The difference between the proposed 83 dwelling unit complex and the existing 50 dwelling unit complex is provided in this form.

See the attached sheets for further information.

# Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

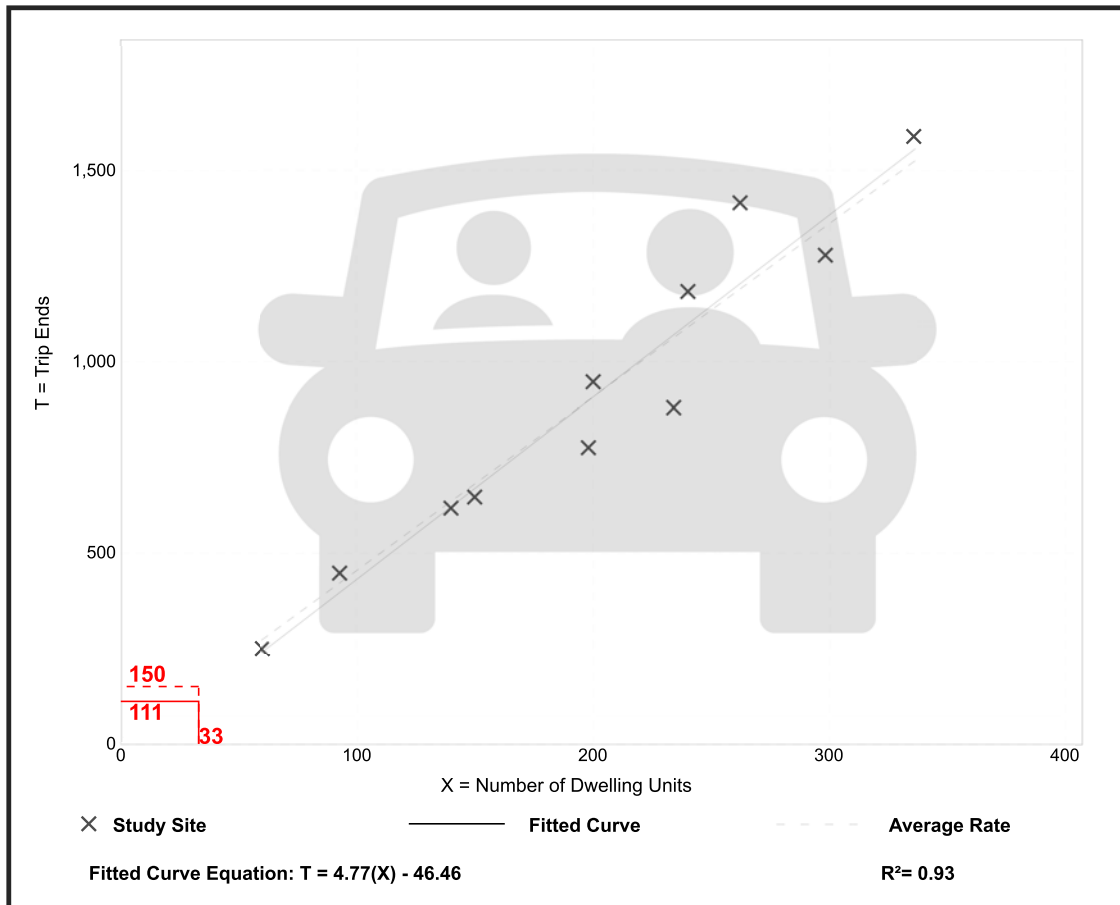
Vehicle Trip Ends vs: Dwelling Units  
On a: Weekday

Setting/Location: General Urban/Suburban  
Number of Studies: 11  
Avg. Num. of Dwelling Units: 201  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
4.54	3.76 - 5.40	0.51

## Data Plot and Equation



# Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

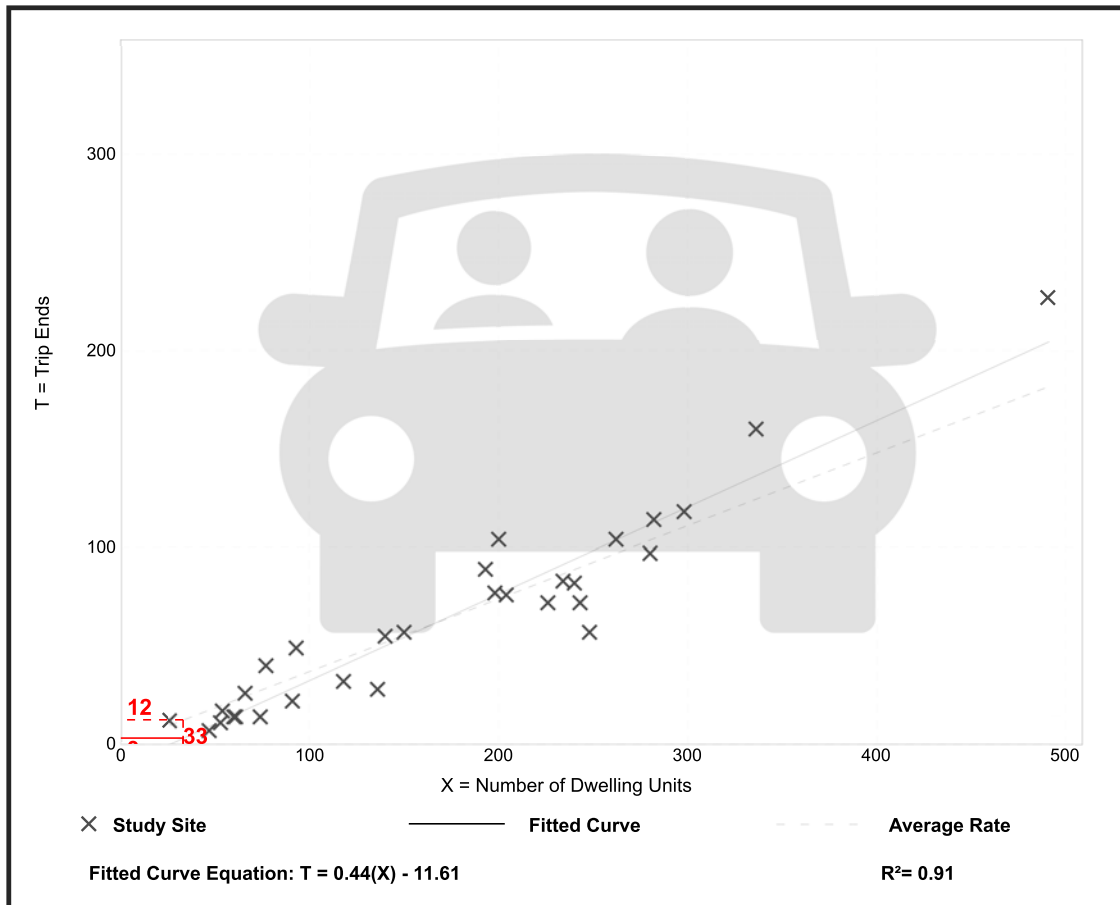
**Vehicle Trip Ends vs: Dwelling Units**  
**On a: Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 7 and 9 a.m.**

**Setting/Location: General Urban/Suburban**  
 Number of Studies: 30  
 Avg. Num. of Dwelling Units: 173  
 Directional Distribution: 23% entering, 77% exiting

## Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.37	0.15 - 0.53	0.09

## Data Plot and Equation



# Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

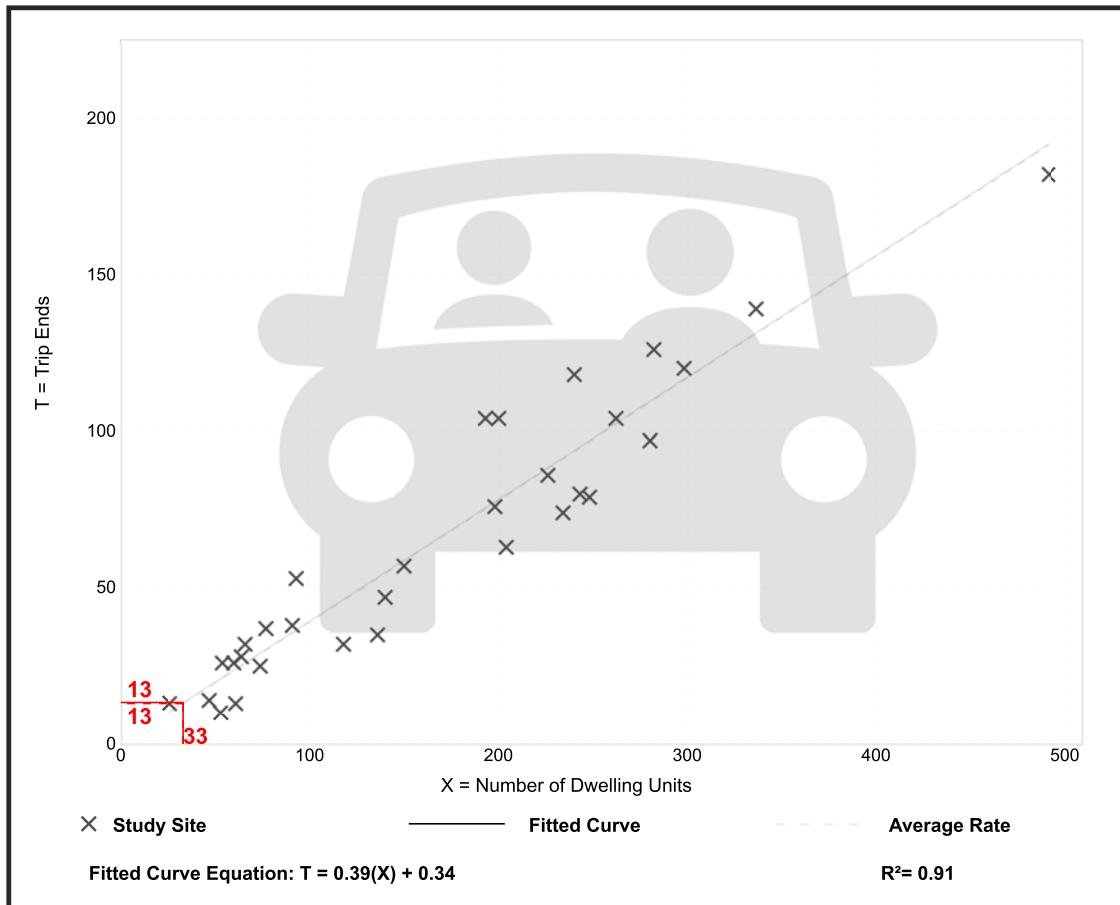
Vehicle Trip Ends vs: Dwelling Units  
On a: Weekday,  
Peak Hour of Adjacent Street Traffic,  
One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban  
Number of Studies: 31  
Avg. Num. of Dwelling Units: 169  
Directional Distribution: 61% entering, 39% exiting

## Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.39	0.19 - 0.57	0.08

## Data Plot and Equation



**214 Camino de Los Marquez Trip Generation**

<b>Land Use</b>	<b>ITE Land Use</b>	<b>ITE Code</b>	<b>Size</b>	<b>Daily</b>	<b>AM</b>	<b>AM Enter</b>	<b>AM Exit</b>	<b>PM</b>	<b>PM Enter</b>	<b>PM Exit</b>
Residential	Multifamily Housing (Mid Rise)	221	33 DU's	150	12	3	9	13	8	5

## Lauren McAllister

---

**From:** VALDEZ, BENJAMIN P. <bpvaldez@santafenm.gov>  
**Sent:** Friday, August 16, 2024 1:47 PM  
**To:** Lauren McAllister; BARNETT, LAWRENCE  
**Cc:** Jennifer Jenkins; BILETNIKOFF, JANICE I.  
**Subject:** Re: New Residential Development

Good afternoon Lauren,

I reviewed the proposal and it should have no impact on our call volume in this location based on historical records concerning police calls for services.

This of course can change based on the conduct of the residential occupants, but we have ordinances (Nuisance Abatement) that can be used to address those concerns if they arise.

Thank you,

Ben Valdez  
Deputy Chief of Police / Administration  
Santa Fe Police Department  
Office # 505-955-5040



---

**From:** Lauren McAllister <lauren@jenkinggavin.com>  
**Sent:** Friday, August 16, 2024 12:13 PM  
**To:** VALDEZ, BENJAMIN P. <bpvaldez@santafenm.gov>; BARNETT, LAWRENCE <lbarnett@santafenm.gov>  
**Cc:** jennifer@jenkinggavin.com <jennifer@jenkinggavin.com>; BILETNIKOFF, JANICE I. <jibiletnikoff@santafenm.gov>  
**Subject:** RE: New Residential Development

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Deputy Chief Valdez and Captain Barnett,

Attached is an arial of the 50-unit apartment (214 Camino de los Marquez) we are looking to redevelop. We are proposing to redevelop the site as an 83-unit project, increasing it by 33 units. Is there adequate emergency services capacity to serve the project?

Thank you.

Lauren McAllister

Project Assistant



130 Grant Avenue, Suite 101  
Santa Fe, New Mexico 87501  
Ph. (505) 820-7444  
Cell (575) 770 5489  
[lauren@jenkinsgavin.com](mailto:lauren@jenkinsgavin.com)  
[www.Jenkinsgavin.com](http://www.Jenkinsgavin.com)

---

**From:** Lauren McAllister  
**Sent:** Friday, August 16, 2024 9:18 AM  
**To:** 'bpvaldez@santafenm.gov' <bpvaldez@santafenm.gov>; 'lbarnett@santafenm.gov' <lbarnett@santafenm.gov>  
**Cc:** Jennifer Jenkins <Jennifer@jenkinsgavin.com>; 'jibiletnikoff@santafenm.gov' <jibiletnikoff@santafenm.gov>  
**Subject:** New Residential Development

Good morning Valdez and Barnett,

We are working on rezoning the property at 214 Camino de los Marquez and the City asked that we contact SFPD to confirm there is adequate emergency services capacity to serve the project. The property is currently developed with a 50-unit apartment community and we are proposing to redevelop the site as an 83-unit project, so an increase of 33 units.

Thank you.

Lauren McAllister  
Project Assistant



130 Grant Avenue, Suite 101  
Santa Fe, New Mexico 87501  
Ph. (505) 820-7444  
Cell (575) 770 5489  
[lauren@jenkinsgavin.com](mailto:lauren@jenkinsgavin.com)  
[www.Jenkinsgavin.com](http://www.Jenkinsgavin.com)

## Lauren McAllister

---

**From:** Gabe Romero <gromero@sfps.k12.nm.us>  
**Sent:** Wednesday, August 14, 2024 1:50 PM  
**To:** Jennifer Jenkins  
**Cc:** Lauren McAllister; BILETNIKOFF, JANICE I.; Eugene Bostwick  
**Subject:** Re: [EXTERNAL SENDER] New Residential Development

Hi Jennifer,

We do not have objections to this redevelopment, and we will take the notification of the additional 33 units into consideration for our school planning.

Thank You,

**Gabe D. Romero**  
**Executive Director of Operations**  
**Office# (505) 467-3414**



On Wed, Aug 14, 2024 at 12:50 PM Jennifer Jenkins <[jennifer@jenkingavin.com](mailto:jennifer@jenkingavin.com)> wrote:

Hi Gabe,

I hope this message finds you well. I am working on rezoning the property at 214 Camino de los Marquez and the City asked that we contact SFPS to confirm school capacity to serve the project. The property is currently developed with a 50-unit apartment community and we are proposing to redevelop the site as an 83-unit project, so an increase of 33 units. Are you the correct person to respond to this request? If not, could you please direct me to the appropriate individual?

Thanks so much.

Jennifer Jenkins



City of Santa Fe, New Mexico  
**UTILITY SERVICE APPLICATION**

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

- Check one only:**
- Sewer Service Technical Evaluation Request
  - Water 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

**WORK ORDER #** \_\_\_\_\_

**Applicant Name:** Jennifer Jenkins

**Project Address:** 214 Camino de Los Marquez

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

**Plat Filing Information:** Year 1982 Book 122 Page 035 Township, Range, Section: T17N R9E S25

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

**Property Uniform Property Code:** 1-054-098-018-184 **Existing Well:** Yes  No

**Legal Description including lot size:** 2.501 acres lot at 214 Camino de Los Margez T17N R9E S25 with a UPC of 1-054-098-018-184

**Short Description of Project:** 50-unit multi-family project to a 83-unit community comprised of two three-story building

**Construction Start Date:** September 2026

**\*RESIDENTIAL PROJECT - Complete the following**

1. Type of project: (i.e. Single Family Residence, Subdivision, Lot split, Apartments) Apartment
2. Total number of lots approved on final plat/development plan: 33 Units
3. Total number of homes existing or under construction: 50 Units
4. Size of service requested: (5/8", 3/4", 1" or 2") TBD

**\*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)
- Accessory Dwelling Unit
- 83 Apartment/Condominium
- Senior Complex

83\* **Total**

**--- 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**

\*33 New Units

**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 ----**  
Check Type of Use                      Gross Floor Area  
Commercial

\_\_\_\_ Office – Non-medical \_\_\_\_\_  
 \_\_\_\_ Medical Office \_\_\_\_\_  
 \_\_\_\_ Office – City/State \_\_\_\_\_  
 \_\_\_\_ Research and Development Lab \_\_\_\_\_  
 \_\_\_\_ Manufacturing – Goods \_\_\_\_\_  
 \_\_\_\_ Manufacturing – Consumables \_\_\_\_\_  
 \_\_\_\_ Laundromat, Commercial \_\_\_\_\_  
 \_\_\_\_ Laundromat, Other \_\_\_\_\_  
 \_\_\_\_ Drycleaner \_\_\_\_\_  
 \_\_\_\_ Plant Nursery \_\_\_\_\_  
 \_\_\_\_ Gyms with showers \_\_\_\_\_  
 \_\_\_\_ Gyms without showers \_\_\_\_\_  
 \_\_\_\_ Salons \_\_\_\_\_  
 \_\_\_\_ Pet Grooming \_\_\_\_\_  
 \_\_\_\_ Pet Daycare \_\_\_\_\_  
 \_\_\_\_ Retail, Large \_\_\_\_\_  
 (Individual stores or shopping areas > 75,000 sq ft)  
 \_\_\_\_ Neighborhood Center/Medium Retail \_\_\_\_\_  
 (Individual stores or shopping areas 75,000-25,000 sq ft)  
 \_\_\_\_ Retail, Small \_\_\_\_\_  
 (Individual stores or shopping areas < 25,000 sq ft)  
 \_\_\_\_ Gallery \_\_\_\_\_  
 \_\_\_\_ Grocery Store \_\_\_\_\_  
 \_\_\_\_ Restaurant (full service) \_\_\_\_\_  
 \_\_\_\_ Restaurant (limited service) \_\_\_\_\_  
 \_\_\_\_ Gasoline Station w/ Car Wash \_\_\_\_\_

**---- COMPLETED BY STAFF ----**  
Water Use Factors                      Annual Water Demand

(0.70 afy per 10,000 s.f.) \_\_\_\_\_  
 (0.72 afy per 10,000 s.f.) \_\_\_\_\_  
 (0.58 afy per 10,000 s.f.) \_\_\_\_\_  
 (1.18 afy per 10,000 s.f.) \_\_\_\_\_  
 (0.21 afy per site) \_\_\_\_\_  
 (2.33 afy per site) \_\_\_\_\_  
 (0.78 afy per machine) \_\_\_\_\_  
 (0.22 afy per machine) \_\_\_\_\_  
 (0.41 afy per site) \_\_\_\_\_  
 (0.56 afy per 10,000 s.f.) \_\_\_\_\_  
 (8.94 afy per site) \_\_\_\_\_  
 (0.77 afy per site) \_\_\_\_\_  
 (0.21 afy per site) \_\_\_\_\_  
 (0.52 afy per site) \_\_\_\_\_  
 (0.11 afy per site) \_\_\_\_\_  
 (0.45 afy per 10,000 s.f.) \_\_\_\_\_  
 (0.43 afy per 10,000 s.f.) \_\_\_\_\_  
 (0.06 afy per site) \_\_\_\_\_  
 (0.60 afy per site) \_\_\_\_\_  
 (1.27 afy per 10,000 s.f.) \_\_\_\_\_  
 (0.02 afy per seat) \_\_\_\_\_  
 (1.63 afy per Site) \_\_\_\_\_  
 (6.56 afy per Site) \_\_\_\_\_

\_\_\_\_\_ Gasoline Station \_\_\_\_\_ (0.88 afy per Site) \_\_\_\_\_

**City of Santa Fe, New Mexico**  
**UTILITY SERVICE APPLICATION**

\_\_\_\_\_ Car Wash (full service) \_\_\_\_\_ (5.66 afy per Site) \_\_\_\_\_  
\_\_\_\_\_ Car Wash (limited service) \_\_\_\_\_ (0.94 afy per Wash Bay) \_\_\_\_\_  
\_\_\_\_\_ Auto Repair \_\_\_\_\_ (0.12 afy per site) \_\_\_\_\_  
\_\_\_\_\_ Car Rental \_\_\_\_\_ (0.12 afy per site) \_\_\_\_\_

\_\_\_\_\_ Car Sales \_\_\_\_\_ (0.07 afy per 10,000 s.f.) \_\_\_\_\_

\_\_\_\_\_ Self Storage \_\_\_\_\_ (0.13 afy per site) \_\_\_\_\_

\_\_\_\_\_ Wholesale, Warehousing \_\_\_\_\_ (0.4 afy per 10,000 s.f.) \_\_\_\_\_  
\_\_\_\_\_ Industrial, Manufacturing \_\_\_\_\_ (applicant estimate of water use) \_\_\_\_\_

\_\_\_\_\_ Church w/ day care or school) \_\_\_\_\_ (1.3 afy per Site) \_\_\_\_\_  
\_\_\_\_\_ Church w/o day care or school) \_\_\_\_\_ (0.6 afy per Site) \_\_\_\_\_

\_\_\_\_\_ Hotel \_\_\_\_\_ No. of rooms \_\_\_\_\_ (.13 afy per room) \_\_\_\_\_  
\_\_\_\_\_ Motel \_\_\_\_\_ No. of rooms \_\_\_\_\_ (.09 afy per room) \_\_\_\_\_

**Public Services**

\_\_\_\_\_ School, Elementary \_\_\_\_\_ (0.53 afy per 100 students) \_\_\_\_\_  
\_\_\_\_\_ School, Middle or Junior High \_\_\_\_\_ (1.68 afy per 100 students) \_\_\_\_\_  
\_\_\_\_\_ School, Senior High \_\_\_\_\_ (2.64 afy per 100 students) \_\_\_\_\_  
\_\_\_\_\_ Schools, Daycare \_\_\_\_\_ (0.85 afy per 100 kids) \_\_\_\_\_

\_\_\_\_\_ Places of Worship \_\_\_\_\_ (0.15 afy per site) \_\_\_\_\_  
\_\_\_\_\_ With Daycare and school \_\_\_\_\_ (0.95 afy per site) \_\_\_\_\_

\_\_\_\_\_ Parks \_\_\_\_\_ (1.48 afy per acre) \_\_\_\_\_

\_\_\_\_\_ **Other** (not listed above) Please attach \_\_\_\_\_ (with attachment) \_\_\_\_\_

water demand calculations and assumptions used

**Total Floor Area** \_\_\_\_\_

**Total Commercial Water Demand** \_\_\_\_\_ **AFY**

**Total Residential Water Demand** \_\_\_\_\_ **AFY**

**TOTAL PROJECT WATER DEMAND** \_\_\_\_\_ **AFY**

13.19 AFY See attached water budget.



**PRELIMINARY WATER BUDGET**

214 Camino de Los Marquez Rezone  
 August 14, 2024

83 dwelling units  
 1.5 residents per dwelling unit

**Usage Per Unit**

4 FLUSHES/DAY @ 1.26 GAL EACH	2,759.4	GPY		
SHOWER - 10 MINUTES/DAY @ 1.5 GPM	8,212.5	GPY		
BATHROOM SINK - 5 MIN/DAY @ 2.5 GPM	6,843.8	GPY		
LAUNDRY - 0.3 LOADS /DAY @ 20 GAL/LOAD	3,650.0	GPY		
DISHWASHER - 0.3 LOADS/DAY @ 13 GAL/LOAD	2,135.3	GPY		
KITCHEN SINK - 7 MIN/DAY @ 2.0 GPM	7,665.0	GPY		
CLEANING - 3.0 GAL/WEEK	12,948.0	GPY		
<b><i>SUBTOTAL PER UNIT</i></b>	<b>44,213.9</b>	<b>GPY</b>	<b>0.136</b>	<b>AFY</b>
TOTAL USAGE FOR 83 UNITS	3,669,753.7	GPY	11.26	AFY
LANDSCAPE IRRIGATION	244,388.3	GPY	0.75	AFY
<b>DEVELOPMENT WATER BUDGET*</b>			<b>12.01</b>	<b>AFY</b>
<b>9.8% Contingency per SFCC §14-8.13(E)(1)</b>			<b>1.177</b>	<b>AFY</b>
<b>TOTAL WATER DEMAN OFFSET</b>			<b>13.19</b>	<b>AFY</b>
<b>ANNUAL WATER USE PER DWELLING UNIT</b>			<b>0.145</b>	<b>AFY</b>

\*Per SFCC 14-8.13(B)(3) the Development Water Budget will be reduced by an amount equal to the average annual consumption in the twenty-four months that the highest water use was active during the preceding ten years.

November 4, 2024

Santa Fe Opera  
P.O. Box 2406  
Santa Fe, New Mexico 87501  
Attn: Robert K. Meya

**RE: Financial Guarantee Agreement for Wastewater Improvements  
at 214 Camino de los Marquez**

Dear Robert:

This letter memorializes a Financial Guarantee Agreement between the City of Santa Fe (the "City") and the Santa Fe Opera, (the "Owner") and confirms the City's receipt of a check from the Owner in the amount of \$73,213.06 (the "Guarantee Funds") pursuant to the Santa Fe City Code ("SFCC"), Section 14-9.5. The Guarantee Funds shall be held in an escrow account, Financial Guarantee Sub-Ledger Escrow # \_\_\_\_\_, at Wells Fargo Bank for the purpose of guaranteeing the completion of certain off-site improvements (the "Required Improvements") identified in the Engineer's Opinion of Probable Cost ("Engineer's Estimate"), attached as Exhibit 1, for the development project known as 214 Camino de los Marquez (City Land Use Department Case No. #2024-8898) (the "Project"). This Financial Guarantee Agreement shall be filed and maintained with the records of the City Land Use Department. A copy of the check for the Guarantee Funds is attached as Exhibit 2. A copy of the receipt confirming the City's acceptance of the Guarantee Funds is attached as Exhibit 3.

All Required Improvements must be completed in accordance with City-approved plans. Once the Owner has completed a portion of the Required Improvements, the Owner may request a reduction in the amount of the Financial Guarantee. To do so, the Owner shall contact the City Engineer at 505-955-6641 for verification and shall submit a written request for reduction using the form attached as Exhibit 4, entitled Certificate of Partial Construction and Partial Release of Financial Guarantee ("CPCR"). If the City Engineer determines based on an inspection that the improvements have been completed according to City-approved plans, then the City Engineer will approve an estimate for the cost of the completed improvements, based on the unit prices contained in the Engineer's Estimate, and the City shall issue the completed CPCR to the Owner. The issuance of the CPCR shall reduce the amount of the Guarantee Funds, and the equivalent amount of the Guarantee Funds shall be promptly released from escrow and refunded to the Owner.

Upon completion of all Required Improvements, the Owner shall submit a written request for final approval of the Required Improvements (and acceptance of the Required Improvements to be dedicated and accepted by the City, if any) to the City Land Use Department. The City Engineer shall conduct a final inspection of the Required Improvements. If the City Engineer determines that the Required Improvements have been completed in accordance with City-approved plans, the City shall issue a Certificate of Final Completion and Acceptance ("CFCA"), which shall begin the Warranty Period (described below).

The Owner shall warranty the Required Improvements for a period of one (1) year after acceptance by the City ("Warranty Period") and shall repair or replace defects at no cost to the City during the

Warranty Period. Ten percent (10%) of the Guarantee Funds shall be held in escrow during the Warranty Period.

The Owner must complete the Required Improvements and obtain City approval before the issuance of any demolition or construction permits for the Project. Subject to an approval letter from the Stan Holland, City Wastewater Engineer, or designee, the Owner may submit demolition permit application(s) prior to commencing the Required Improvements. If the Required Improvements are not timely completed, the Owner is in default of this agreement, and the City may use Guarantee Funds in any manner and in any combination it deems necessary to complete the Required Improvements. The City shall use only the portion of the Guarantee Funds necessary to complete the Required Improvements. Such use of the Guarantee Funds does not relieve the Owner of the obligation to complete the Required Improvements or any warranty repairs. Prior to using any Guarantee Funds to complete the Required Improvements, the City shall provide the Owner with written notice of the default and shall grant the Owner a minimum of ninety (90) days to cure the default. The City shall send the notice to the following address by reputable overnight courier or by certified mail, return receipt requested: Santa Fe Opera, P.O. Box 2406, Santa Fe New Mexico 87501, Attention: Robert K. Meya.

The Owner may submit a written request for a refund of any remaining Guarantee Funds upon (1) expiration of the Warranty Period and completion of all warranty items, (2) the Owner's written withdrawal of the City-approved development plan prior to seeking a construction permit for the Project, (3) the expiration of the development plan under SFCC Section 14-3.19; or (4) the Owner's written withdrawal of the construction permits prior to any disturbance or work being conducted on the site. Within thirty (30) days of such written request, the City shall release all remaining Guarantee Funds from escrow and refund the Guarantee Funds to the Owner.

Sincerely,

\_\_\_\_\_  
City Engineer

City of Santa Fe

- Attachments: Exhibit 1: Engineer's Estimate  
Exhibit 2: Copy of Check  
Exhibit 3: City Receipt  
Exhibit 4: CPR

Sub-Ledger Escrow # \_\_\_\_\_

By signing below, I accept the terms of this Financial Guarantee Agreement.

Santa Fe Opera

By:  \_\_\_\_\_  
Name: Robert K. Meya

\_\_\_\_\_ 11/15/24  
Date

Title: General Director



## Lauren McAllister

---

**From:** HOLLAND, TOWNSEND S. <tsholland@santafenm.gov>  
**Sent:** Tuesday, October 29, 2024 1:06 PM  
**To:** BILETNIKOFF, JANICE I.  
**Cc:** Lauren McAllister; Jennifer Jenkins  
**Subject:** RE: 214 Cam. De Los Marquez  
**Attachments:** 214 Camino de los Marquez - Sewer Cost Estimate\_10.23.24 v2.pdf

Janice,

This is to confirm that the Wastewater Division has reviewed and finds the opinion of probable cost in the amount of \$73,213.06 submitted by Tierra West, LLC, for the 214 Camino de los Marquez sewer improvements to be adequate.

Please contact me with any questions

T. Stanley Holland, P. E.  
Wastewater Division  
73 Paseo Real  
Santa Fe, New Mexico 87507  
505-955-4637  
tsholland@santafenm.gov

---

**From:** Jennifer Jenkins <Jennifer@jenkinsgavin.com>  
**Sent:** Tuesday, October 29, 2024 10:23 AM  
**To:** HOLLAND, TOWNSEND S. <tsholland@santafenm.gov>  
**Cc:** Lauren McAllister <lauren@jenkinsgavin.com>; BILETNIKOFF, JANICE I. <jibiletnikoff@santafenm.gov>  
**Subject:** RE: 214 Cam. De Los Marquez

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Stan,

Checking on your review of the estimate. Appreciate your assistance.

Thank you.

Jennifer Jenkins



130 Grant Avenue, Suite 101  
Santa Fe, New Mexico 87501  
O: 505.820.7444  
M: 505.930.6149

[jennifer@jenkinggavin.com](mailto:jennifer@jenkinggavin.com)  
[www.jenkinggavin.com](http://www.jenkinggavin.com)

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**From:** HOLLAND, TOWNSEND S. <[tsholland@santafenm.gov](mailto:tsholland@santafenm.gov)>  
**Sent:** Thursday, October 24, 2024 11:12 AM  
**To:** Jennifer Jenkins <[Jennifer@jenkinggavin.com](mailto:Jennifer@jenkinggavin.com)>  
**Cc:** Lauren McAllister <[lauren@jenkinggavin.com](mailto:lauren@jenkinggavin.com)>; BILETNIKOFF, JANICE I. <[jibiletnikoff@santafenm.gov](mailto:jibiletnikoff@santafenm.gov)>  
**Subject:** RE: 214 Cam. De Los Marquez

Thanks. Will review asap

T. Stanley Holland, P. E.  
Wastewater Division  
73 Paseo Real  
Santa Fe, New Mexico 87507  
505-955-4637  
[tsholland@santafenm.gov](mailto:tsholland@santafenm.gov)

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**From:** Jennifer Jenkins <[Jennifer@jenkinggavin.com](mailto:Jennifer@jenkinggavin.com)>  
**Sent:** Wednesday, October 23, 2024 6:11 PM  
**To:** HOLLAND, TOWNSEND S. <[tsholland@santafenm.gov](mailto:tsholland@santafenm.gov)>  
**Cc:** Lauren McAllister <[lauren@jenkinggavin.com](mailto:lauren@jenkinggavin.com)>; BILETNIKOFF, JANICE I. <[jibiletnikoff@santafenm.gov](mailto:jibiletnikoff@santafenm.gov)>  
**Subject:** RE: 214 Cam. De Los Marquez

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Stan,

The estimate for the sewer line and manhole replacement is attached for your review and approval.

Please let me know if you have any questions.

Thank you.

Jennifer Jenkins



130 Grant Avenue, Suite 101  
Santa Fe, New Mexico 87501  
O: 505.820.7444  
M: 505.930.6149  
[jennifer@jenkinggavin.com](mailto:jennifer@jenkinggavin.com)  
[www.jenkinggavin.com](http://www.jenkinggavin.com)

**EXHIBIT 4**

**CERTIFICATE OF PARTIAL CONSTRUCTION AND PARTIAL RELEASE OF  
FINANCIAL GUARANTY**

**Letter of Credit No.:** \_\_\_\_\_ (“the Letter of Credit”), expiring \_\_\_\_\_.

**Applicant:** [Lender’s Customer] \_\_\_\_\_ (Hereinafter “Applicant”)

**Issuer:** [Lender] (Hereinafter “Issuer”) whose mailing address is \_\_\_\_\_,  
whose physical delivery address is \_\_\_\_\_, and whose  
facsimile number is \_\_\_\_\_.

**Beneficiary:** City of Santa Fe Land Use Department (LUD), (Hereinafter “Beneficiary”),  
whose mailing address is P.O. Box 909, Santa Fe, New Mexico 87504-0909  
and whose physical address is 200 Lincoln Avenue, Santa Fe, New Mexico  
87501.

**Project:** [Describe project or matter] \_\_\_\_\_ (Hereinafter “the Project”)

**LUD Case No.:** \_\_\_\_\_; BP No. (Grading): \_\_\_\_\_; BP No.  
(Landscape/Utility): \_\_\_\_\_

**City Clerk Item No.:** \_\_\_\_\_ (*For Beneficiary administrative use  
only – Absence of number shall not affect validity of this Acknowledgement  
and Partial Release*)

**Engineer’s Estimate:** [Describe Estimate] \_\_\_\_\_ or other professional’s estimate as  
determined by the City attached hereto and incorporated herein as Exhibit  
“1” as modified or amended with Issuer’s and Beneficiary’s express,  
written, consent (Hereinafter “the Engineer’s Estimate”)

**Date:** \_\_\_\_\_

The undersigned, \_\_\_\_\_ as an authorized agent of Beneficiary, acting  
on behalf of Beneficiary, hereby certifies as follows:

1. I am authorized to execute this Certificate of Partial Construction and Partial Release of Financial Guaranty (“CPC”) on behalf of Beneficiary.
2. This CPC is being issued to Applicant to acknowledge that the Beneficiary has inspected certain work items constructed by Applicant or has accepted certification from a City approved construction engineer and that Beneficiary’s finds that the following work described in the Engineer’s Estimate has been constructed or has reasonable cause to believe said work has been constructed as presented in the pay estimate presented by the Applicant or the Applicant’s authorized representative.

