

**City of Santa Fe  
Planning Commission  
Findings of Fact and Conclusions of Law**

**Case #2025-10420: Los Prados Final Subdivision Plat  
3730 South Meadows Road**

**Owner/Applicant's Name** - Homewise, Inc.

**Agent's Name** – Jennifer Jenkins, JenkinsGavin, Inc.

THIS MATTER came before the Planning Commission (“Commission”) for hearing on June 5, 2025, upon the application (“Application”) of JenkinsGavin, Inc., agent for Homewise, Inc. (“Applicant”).

The Applicant seeks the Commission’s approval of a final subdivision plat for ninety-seven (97) single-family lots on approximately 14.41 acres (“Project”). The property is located at 3730 South Meadows Road (“Property”) and is zoned R-6 (Residential - six dwelling units per acre).

After conducting a public hearing and having heard from staff and all interested persons, the Commission hereby FINDS, as follows:

**FINDINGS OF FACT**

1. At the hearing, the Commission received reports from staff, testimony and evidence from the Applicant, and testimony offered by interested members of the public.
2. The Santa Fe City Code (“SFCC”) 1987 Section 14-3.1 sets out certain procedures to be followed on the Application, including, without limitation, (a) a pre-application conference [SFCC 1987 § 14-3.1(E)]; (b) an Early Neighborhood Notification (“ENN”) meeting [SFCC 1987 § 14-3.1(F)(2)(a)(v)]; and (c) compliance with notice and public hearing requirements [SFCC 1987 § 14-3.1(H)-(I)].
3. A pre-application conference was held on May 25, 2023, in accordance with SFCC 1987 Section 14-3.1(E).
4. Pursuant to SFCC 1987 Section 14-3.1(H)(1), notice of the ENN meeting was properly given.
5. The Applicant conducted one ENN on February 21, 2024. The ENN meeting was conducted virtually via Zoom. The meeting was attended by a representative of the Applicant and City staff. The meeting was well attended by the public.
6. On February 6, 2025, the Commission voted to approve the preliminary subdivision plat for the Property and adopted written Findings of Fact and Conclusions of Law that approved the preliminary subdivision plat, subject to certain conditions of approval and technical correction recommended by City Staff (Case #2024-7998).

7. After a preliminary subdivision plat has been approved, SFCC 1987 Section 14-3.7(B)(4)(b) requires the Applicant to submit a final plat prepared by a professional land surveyor, together with improvement plans and other specified supplementary material that demonstrates conformance with the standards of SFCC 1987 Section 14-9 (“Submittal Requirements”).
8. City staff reviewed the Application and all related materials and information submitted by the Applicant for conformity with applicable SFCC requirements and provided the Commission with a written report of its findings (“Staff Report”), which evaluates the factors relevant to the Application.
9. Staff recommended that the Commission approve the final subdivision plat, subject to the conditions and technical corrections imposed at the time of preliminary subdivision plat approval and the technical corrections set out in the attachments to the Staff Report and testimony at the hearing.
10. SFCC Section 14-3.7(B)(4) establishes certain procedures for final subdivision plat approval including, without limitation, a public hearing by the Commission, review of the final plat, and a decision based on the criteria set out in SFCC Section 14-3.7(C).
11. SFCC Section 14-3.7(B)(4)(a) requires that the “final plat shall conform substantially to the preliminary plat as approved.”
12. SFCC 1987 Section 14-3.7(C) sets out approval criteria and requires the Commission to make complete findings of fact sufficient to show that these criteria have been met before approving a final subdivision.
13. Pursuant to SFCC 14-3.7(B)(4)(a), the Commission finds that due regard has been shown for all natural features such as vegetation, water courses, or historical sites on the subject property, and natural areas of stormwater collection are to remain in their current location.
14. Pursuant to SFCC Section 14-3.7(C)(2), the Commission finds that the land is suitable for platting and development purposes of the kind proposed. No portion of the proposed subdivision lots fall within the 100-year flood zone.
15. Pursuant to SFCC Section 14-3.7(C)(3), the Commission finds that the plat complies with the infrastructure design, improvement, and dedication standards set forth in SFCC Section 14-9.
16. Pursuant to SFCC Section 14-3.7(C)(4)-(5), the Commission finds that the plat does not create any nonconformities or increase any existing nonconformities, and no variances or exceptions are requested or needed.

### **CONCLUSIONS OF LAW**

Under the circumstances and given the evidence and testimony submitted during the hearing, the Commission CONCLUDES as follows:

1. Pursuant to SFCC Sections 14-2.3(C)(1) and 14-3.7(B)(4)(e), the Commission has the authority to review and approve or deny final subdivision plats.

2. Pursuant to SFCC Section 14-3.1, all procedures regarding the pre-application conference, ENN meeting, notice, and public hearing requirements have been followed.
3. The final plat substantially conforms with the preliminary plat.
4. The Commission has the authority to review and approve the final subdivision plat subject to the technical correction listed in the exhibits to the staff report and the conditions and technical corrections imposed at the preliminary subdivision stage.
5. The Applicant met the applicable Submittal Requirements of SFCC Sections 14-3.1(C), (G) and (L).
6. The Commissions approves the final subdivision plat, subject to the conditions of approval and technical corrections set forth in the Attachment A, because all applicable code requirements and criteria for final subdivision plat approval have been met.

**WHEREFORE, IT IS ORDERED ON THE 17TH DAY OF JULY 2025 BY THE PLANNING COMMISSION OF THE CITY OF SANTA FE:**

Considering the foregoing findings and conclusions, the Commission approves the final subdivision plat for the Project, subject to the conditions of approval and technical corrections set forth in the attachments to the Staff Report. Approval of the final subdivision plat will expire on June 5, 2028, unless the plat is filed for record with the County Clerk, or an extension is granted under SFCC Section 14-3.19.

\_\_\_\_\_  
Janet Clow  
Chair

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

FILED:

\_\_\_\_\_  
Andréa Salazar  
City Clerk

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Frank Ruybalid  
Assistant City Attorney

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

# **Planning Commission**

**Case 2025-10420: Los Prados Final Subdivision Plat**

## **ATTACHMENT A**

**Conditions of Approval and Technical Corrections**

## Final Subdivision Plat Conditions of Approval and Technical Corrections

#	CONDITION OF APPROVAL	DEPARTMENT OR DIVISION:	TO BE COMPLETED BY:
1.	An approved Agreement to Construct and Dedicate (ACD) will be required for new public water infrastructure and fire services.	City Water	Prior to Building Permit
2.	Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.		At the time of development
3.	A separate irrigation meter will be required for commercial lots if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.		At the time of development
4.	Each lot shall be served by separate water service at the time of development.		At the time of development
5.	An approved Development Water Budget (DWB), including irrigation water demand, and a 9.8% contingency per SFCC 14-8.13(E)(1) will be required. A technical evaluation request for a Development Water Budget needs to be submitted to the City Water Division for review.		Prior to Recordation of Final Subdivision Plat submittal with the Interim Water Division Director's signature of approval.
6.	A separate irrigation meter(s) will be required given the total landscaped area is greater than 1,000 square feet. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service		At the time of development
7.	Pedestrian scale sidewalk lighting (solar lighting options preferred) shall be provided.	Public Works - Traffic	Prior to Building Permit
8.	Shall provide code analysis of project for proper occupancy classification designation as per IFC 2021.	Fire Protection District	Prior to Building Permit

9.	Per the Los Prados Master Plan, the park must be completely developed, receive final inspection by the City and be formally accepted by the City before the Applicant may submit an application for Phase Two of Los Prados.	City Parks	Prior to submittal of any application for any part of Phase Two
10	Satisfy all required actions listed in the DRT response letter from City Parks found in Attachment B: " <i>City DRT Conditions of Approval, Technical Corrections, and Comments.</i> "		Prior to park inspection and City acceptance
11	The Applicant shall demonstrate compliance with each of the conditions of approval, technical corrections and notes as found in Attachment B: " <i>City DRT Conditions of Approval, Technical Corrections, and Comments.</i> "	Various departments	Various

# Development Review Team (DRT) Comment Form

Date: April 29, 2025

DRT Member: Leroy Pacheco, PE and Phil Gallegos, PE (Wilson&Company)

Dept/Div: Public Works Department – Traffic Engineering

Case No.: Case #2024-7998 Los Prados Subdivision

Case Planner: Janice Biletnikoff, AICP Case Manager

### Conditions of Approval and Technical Corrections Tables

The following are in direct reference to the Conditions of Approval that were required for Preliminary Subdivision Plat approval (see attached).

#	Conditions of Approval:	Must be completed by:	Applicant response:
6	Lighting analysis shall include: full streetlight coverage on South Meadows; and options for either full coverage within the subdivision compared to partial coverage at key intersections where pedestrians and motorists may conflict.	Prior to Building Permit	
7	Pedestrian scale sidewalk lighting (solar lighting options preferred) shall be provided.	Delete	
8	Remove the right turn (deceleration) lane into the Los Prados subdivision from South Meadows Road.	Move to technical corrections see below	
9	On the temporary traffic control plan, advance construction ahead warning signs shall be placed prior to the roundabout on Rufina and on South Meadows, as well as on South Meadows from Airport Road.	Completed	

#	Technical Corrections:	Must be completed by:	Applicant Response:
1	Public Infrastructure plans <b>must bear the seal of the Engineer of Record</b> who is professionally responsible for all plans, designs, drawings and specifications. – see chronology of right turn lane below.	Prior to Building Permit	

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

- City of Santa Fe Building Code, Chapter 23-3.2 states that before commencement of any new construction, it is mandatory for the owner to obtain approval from the Public Works Department for any driveway curb cut or sidewalk crossing. This approval must be issued before a building permit for such new construction is approved.
- Note as the public infrastructure plans move forward to building permit, these may be subject to additional reviews and possible corrections to meet Public Works Standards for roadways, ADA, signing, striping, lighting, etc. prior to building permit approval.

### **Chronology of Deceleration lane public record:**

- Original TIA dated December 2021 did not include left or right turn deceleration lanes. Peer review comments January 2022 by City traffic engineering agent Wilson & Company requested both left and right turn lanes be analyzed.
- Revised TIA March 2022 included left and right turn deceleration lanes. Wilson & Company peer review comments dated 9/22 noted the north road access should be modified to right-in/out partial access; and that the right turn deceleration lanes may be shortened to **no less than 230-ft to meet SAMM criteria.**
- Based upon peer review comments dated 4/2/24, the EOR indicated the deceleration lane at the north entrance at Avenida de los Prados would be reduced to an overall length including taper of 230-ft.
- On 4/4/24 the SFP MPO transportation planner submitted a condition of approval to the case planner that both deceleration lanes into the development be **reduced to 70-ft per the MPO.**
- On 7/23/24 the **former city traffic engineer** (Jeanne Wolfenbarger) requested the EOR use the then-draft City TIA Guidelines to determine the lengths for the right turn deceleration lane. The City TIA guidelines were issued for use on all future TIA on 8/28/24.
- On 10/15/24 the EOR performed the analysis and concluded that although the City's new TIA guidelines tables do not require deceleration lanes they do permit alternatives to its criteria that are supported by a traffic analysis. The EOR stated that it would be considered negligent to not include right turn lanes for this development, and provided a traffic analysis using the AASHTO "Green Book" which results in **205-ft lengths for the deceleration lanes,** and that he would recommend that length as a compromise.
- On 11/5/24 the city's traffic engineering agent (Wilson & Company) performed a peer review of the EOR's analyses and found no objections to the EOR's analysis nor to his recommendations to use the 205-ft length deceleration lanes.
- On 11/12/24 the **former city staff traffic engineer** (Jeanne Wolfenbarger PE) reviewed all comments and decided there be no right turn lanes provided. Her correspondence noted that revisions will occur through the Building Permit process. On 11/13/24 Mr. Gomez responded that he would proceed as directed. (Note that while licensed city engineering staff or agents may provide engineering peer-review, the engineer of record who is sealing the plans is ultimately responsible for all work and this responsibility cannot be transferred to or directed by other peer reviewing agents)\*.
- On 4/29/25 the EOR is hereby requested to provide sealed plans for all public infrastructure in compliance with state law cited below. **For the Los Prados/Homewise development the Engineer of Record is Mr. Michael Gomez, PE in full accordance with state law.**

#### **\*ENGINEERING AND SURVEYING PRACTICE ACT**

##### **SECTION 61-23-26. ENGINEERING -- PUBLIC WORK:**

It is unlawful for the state or any of its political subdivisions or any person to engage in the construction of any public work involving engineering unless the engineering is under the responsible charge of a licensed professional engineer.

##### **SECTION 61-23-21. PRACTICE OF ENGINEERING:**

All plans, designs, drawings, specifications or reports that are involved in such practice, or that are issued by or for the practice, shall bear the seal and signature of the professional engineer in responsible charge of and directly responsible for the work issued.

Form Updated: September 2023

**II. CONDITIONS OF APPROVAL (PRELIMINARY SUBDIVISION PLAT)**

**Table 1: CONDITIONS OF APPROVAL (Preliminary Subdivision Plat)**

#	CONDITION OF APPROVAL	DEPARTMENT:	TO BE COMPLETED BY:
1.	An approved Agreement to Construct and Dedicate (ACD) will be required for new public water infrastructure and fire services.	City Water	Prior to Building Permit
2.	An approved Water Plan will be required for all new public water infrastructure and fire services.		Prior to Final Plat hearing
3.	Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.		At the time of development
4.	A separate irrigation meter will be required for commercial lots if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.		At the time of development
5.	Each lot shall be served by separate water service at the time of development.		At the time of development
6.	Lighting analysis shall include: full streetlight coverage on South Meadows; and options for either full coverage within the subdivision compared to partial coverage at key intersections where pedestrians and motorists may conflict.	Public Works - Traffic	Prior to Final Plat hearing
7.	Pedestrian scale sidewalk lighting (solar lighting options preferred) shall be provided.		Prior to Building Permit
8.	Remove the right turn (deceleration) lane into the Los Prados subdivision from South Meadows Road.		Prior to Final Plat hearing
9.	On the temporary traffic control plan, advance construction ahead warning signs shall be placed prior to the roundabout on Rufina and on South Meadows, as well as on South Meadows from Airport Road.		Prior to Final Plat hearing
10.	IFC: 503.2.1 Fire apparatus access shall have an unobstructed width of not less than 20 feet exclusive of shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches (this would also include anticipated on street parking, unobstructed parking is crucial to community life safety response.)	Fire Protection District	Prior to Final Plat hearing as a note on the plat

**Preliminary Subdivision Plat Conditions of Approval and Technical Corrections:**

#	CONDITION OF APPROVAL	DEPARTMENT:	TO BE COMPLETED BY:
1	An approved Water Plan will be required for all new public water infrastructure and fire services.	City Water	Prior to Final Plat Hearing
2	Lighting analysis shall include: full streetlight coverage on South Meadows; and options for either full coverage within the subdivision compared to partial coverage at key intersections where pedestrians and motorists may conflict.	Public Works - Traffic	Prior to Final Plat Hearing
3	Remove the right turn (deceleration) lane into the Los Prados subdivision from South Meadows Road.		Prior to Final Plat Hearing
4	On the temporary traffic control plan, advance construction ahead warning signs shall be placed prior to the roundabout on Rufina and on South Meadows, as well as on South Meadows from Airport Road.		Prior to Final Plat Hearing
5	IFC: 503.2.1 Fire apparatus access shall have an unobstructed width of not less than 20 feet exclusive of shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches (this would also include anticipated on street parking, unobstructed parking is crucial to community life safety response.)		Fire District Protection
6	IFC: 503.2.1 Fire apparatus access shall have an unobstructed width of not less than 20 feet exclusive of shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches (this would also include anticipated on street parking, unobstructed parking is crucial to community life safety response.)	Prior to Final Plat hearing as a note on the plat	

7	IFC: 503.4 Obstruction of Fire Apparatus Access Roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 and 503.2.2 shall be maintained at all times and this requirement shall be noted as such on the Final Plat.		Prior to Final Plat hearing as a note on the plat
8	Shall provide engineered (civil engineered) all weather road as per IFC 2021, 104.7.2 Technical Assistance, 503.2.3 Surface.		Prior to Final Plat hearing as a note on the plat
9	503.1.1 Fire Department shall have 150 feet distance to any portion of the building on any new construction.		Prior to Final Plat hearing as a note on the plat
10	507.5 Fire hydrant systems. Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6.		Prior to Final Plat hearing as a note on the plat
11	507.5.1 Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building.		Prior to Final Plat hearing as a note on the plat
12	912.2 Location (Fire Department Connections). With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of fire department connections shall be approved by the fire chief.		Prior to Final Plat Hearing

13	Shall have water supply that meets fire flow requirements as per IFC 2021 (Appendix B).		Prior to Final Plat Hearing
14	Shall meet the requirements of IFC 2021, D102.1: Access and Loading (75,000 lbs. minimum weight-bearing requirement).		Prior to Final Plat hearing as a note on the plat
15	Shall meet the requirements of IFC 2021, D103.5 Fire apparatus access road gates.		Prior to Final Plat hearing
16	D103.4 Shall meet the 150 feet driveway requirements per IFC 2021, or an emergency turn-around that meets the IFC requirements shall be provided.		Prior to Final Plat Hearing
17	Shall comply with IFC 2021 Section D103.2 Grade. Fire apparatus access roads shall not exceed 10 percent in grade.		Prior to Final Plat Hearing
18	Shall comply with D105 Aerial Fire Apparatus Access Roads (width and proximity to building).		Prior to Final Plat Hearing
19	Shall comply with Section D106 Multiple-Family Residential Developments.		Prior to Final Plat hearing
20	D107.1 One- or two-family dwelling residential developments. Developments of one- or two- family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads.		Prior to Final Plat Hearing
21	D107.2 Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half the length of the maximum overall diagonal dimension of the property or area to be served measured in a straight line between accesses.		Prior to Final Plat Hearing

22	Shall meet the IFC code requirements 2021 edition or the most current edition the governing body has adopted at the time of permitting.		Prior to Final Plat hearing as a note on the plat
23	The Applicant shall obtain final design approval for the park design from the City Parks Department prior to Final Plat.	City Parks	Prior to Final Plat Hearing
24	The Applicant shall demonstrate compliance with all conditions of approval, technical corrections, and plan redlines from Land Use Engineering, as found in Attachment B: <i>“City DRT Conditions of Approval, Technical Corrections, and Comments.”</i>	Land Engineering Use	Prior to Final Plat Hearing
25	The Applicant shall obtain final design approval for the raingarden/stormwater detention facility from the Land Use Engineer.		Prior to Final Plat Hearing
26	The Applicant shall receive final approval of the Lot Line Adjustment (LLA) (case # 2024-8764) and have recorded the final LLA plat.	Land Use	Prior to Final Plat Hearing