

**City of Santa Fe, New Mexico**

# **Attachment A**

## **Conditions of Approval and Technical Corrections**

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

## Conditions of Approval & Technical Corrections

<b>Conditions of Approval</b>			
#	Condition of Approval	Dept. or Division	To be completed:
1	Applicant shall submit colored elevations of proposed addition to ensure compliance of building materials, colors, lengths, and heights per 14-5.6(F)(1)	Current Planning	Prior to Building Permit
2	Applicant shall ensure that any proposed accent colors on the addition comply with 14-5.6(F)(2) which allows accents to be white, off-white, yeso, or similar	Current Planning	Prior to Building Planning Commission (COMPLETED)
3	Applicant shall submit proof that existing turquoise accents on the home were existing before February 26, 1992	Current Planning	Prior to Planning Commission (COMPLETED)
4	City Engineer will support this variance request only if the disturbance to significant trees will be decreased with this proposal versus construction attached to the house but outside of the ridgetop	Technical Review Division, Engineering	-
5	Shall adhere to all requirements within 2021 IFC and adopted appendices and city ordinances	Fire Prevention	Prior to Building Permit
6	Shall make note of City Ordinance 2024-2 pertaining to one-two-family dwellings and additions to existing residential structures	Fire Prevention	Prior to Building Permit

<b>Technical Corrections</b>			
#	Technical Correction	Dept. or Division	To be completed:
1	Site plans shall be corrected to show the correct escarpment-ridgetop line from City GIS on sheets A1.0 and A1.1	Current Planning	Prior to Planning Commission (COMPLETED)



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

[www.santafenm.gov](http://www.santafenm.gov)

*Alan Webber, Mayor*

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

**DATE:** July 25, 2025

**CASE:** #2025-10781

**TO:** Sandra Odems, Palo Santo Designs, LLC  
Seonaidh Davenport & Brian Sharon, Homeowners

**VIA:** Heather Lamboy, Planning and Land Use Director  
Maggie Moore, Assistant Planning & Land Use Director  
Daniel Esquibel, Planning Manager

**FROM:** Alexa Hempel, Senior Planner

**Case #2025-10781. 195 Brownell-Howland Rd Variance Request.** Palo Santo Designs, Agent, for Seonaidh Davenport and Brian Sharon, owners, requests a variance from SFCC 14-5.6(D)(1) to erect an addition and casita renovation to the home at 195 Brownell-Howland Road. The home is an existing legal nonconformity on a 5.079-acre lot, zoned R-1 in the Escarpment-Ridgetop Overlay District. (Alexa Hempel Case Manager, [anhempel@santafenm.gov](mailto:anhempel@santafenm.gov)).

This application was received on July 2, 2025 and has been reviewed by Planning Division staff (Staff) and the City's applicable Development Review Team (DRT) members. Attached are the initial DRT review comments including Conditions of Approval and Technical Corrections, applicable if Staff recommends approval to the Planning Commission. I would like to highlight and summarize the following key items. Please note; if the variance is approved by Planning Commission, additional review will follow.

## ***A. Initial Planning Division Review Summary***

Your variance application has been reviewed by Planning Division staff and the following necessary revisions have been identified:

1. Applicant shall submit colored elevations of proposed additions/changes prior to building permit per SFCC 14-5.6(F)(1) to ensure compliance of building materials, colors, lengths, and heights.
2. Applicant shall ensure that any proposed accent colors on the addition/changes to the home comply with 14-5.6(F)(2) which allows accents to be white, off-white, yeso, or similar.
3. Applicant shall submit proof that existing turquoise accents on the home were existing before February 26, 1992 prior to planning commission.

**B. Initial DRT Review Summary**

Your variance application has been reviewed by the DRT and the following necessary revisions have been identified:

1. City Engineer will support this variance request only if the disturbance to significant trees will be decreased with this proposal versus construction attached to the house but outside of the ridgetop.
2. Shall adhere to all requirements within 2021 IFC and adopted appendices and city ordinances.
3. Shall make note of City Ordinance 2024-2 pertaining to one-two-family dwellings and additions to existing residential structures.

**Prior to Planning Commission, the following of the DRT comments must be satisfied:**

1. Applicant shall submit proof that existing turquoise accents on the home were existing before February 26, 1992 prior to planning commission.
2. City Engineer will support this variance request only if the disturbance to significant trees will be decreased with this proposal versus construction attached to the house but outside of the ridgetop.

The full DRT memos are attached for your reference. Once revised submittals to the application are accepted, a public hearing date may be scheduled. Please let me know if you have any questions or concerns.

Thank you,

*Alexa Hempel*

Senior Planner  
Planning and Land Use Department

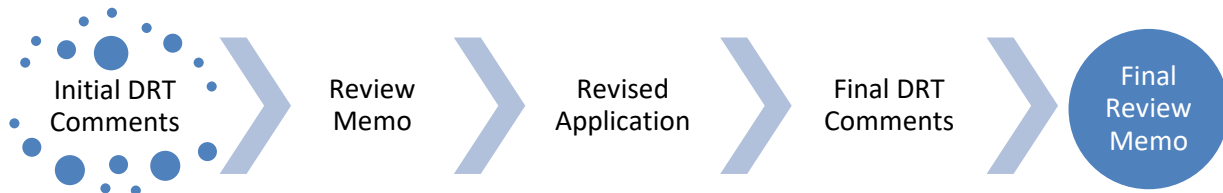
**Attachments:**

1. Engineering DRT Memo
2. Fire Prevention DRT Memo

# Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks\*

*Initial DRT Comments* are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

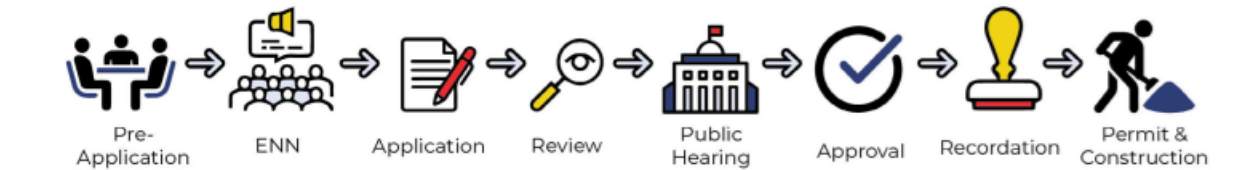


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



\*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 7/22/25

DRT Member: Dee Beingessner

Dept/Div: Engineering

Case No.: 195 Brownell Howland Variance

Case Planner:

---

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
1. City Engineer will support this variance request only if the disturbance to significant trees will be decreased with this proposal versus construction attached to the house but outside of the ridgetop.		
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1.		
2.		
3.		
4.		

\*\*The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

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

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

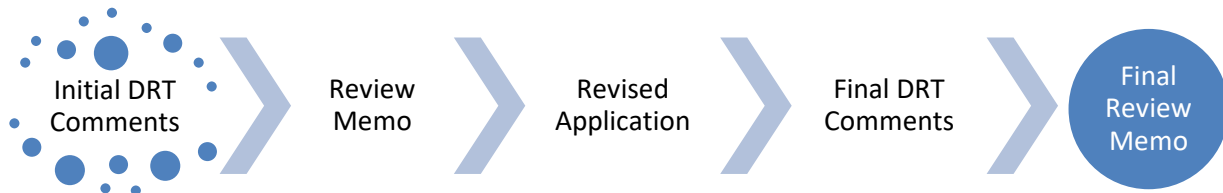
(see following pages for notes required)



# Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks\*

*Initial DRT Comments* are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

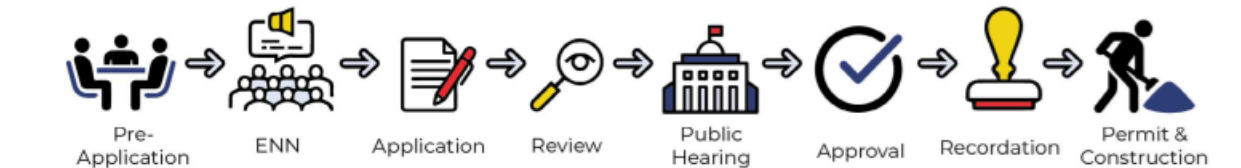


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



\*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 07/24/25

DRT Member: Mark Wrolstad

Dept/Div: Santa Fe Fire Prevention Bureau

Case No.: #2025-10781 – 195 Brownell-Howland

Case Planner: Senior Planner Alexa Hempel

---

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Shall adhere to all requirements within 2021 IFC and adopted appendices and city ordinances.		
2. Shall make note of City Ordinance 2024-2 pertaining to one-two-family dwellings and additions to existing residential structures.		
3.		
4.		
5.		
6.		
7.		

Technical Corrections:	Must be completed by:	Applicant response**:
1.		
2.		
3.		
4.		

\*\*The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

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

- 1.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)



1 **CITY OF SANTA FE, NEW MEXICO**

2 **ORDINANCE NO. 2024-2**

3  
4  
5 **AN ORDINANCE**

6 **AMENDING SECTION 12-2.1 OF SFCC 1987 TO REPLACE THE CITY'S ADOPTION**  
7 **OF THE 2015 EDITION OF THE INTERNATIONAL FIRE CODE WITH THE**  
8 **ADOPTION OF THE 2021 EDITION AND SPECIFY THAT CITY CODE SUPERSEDES**  
9 **THE ADOPTED INTERNATIONAL FIRE CODE WHEN THE CITY'S CODE IS MORE**  
10 **STRINGENT; REPEALING AND REPLACING EXHIBIT A OF CHAPTER 12.**

11  
12 **BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

13 **Section 1. Section 12-2.1 of SFCC 1987 (being Ord. No. 2020-25, § 1; as**  
14 **amended) is amended to read as follows:**

15 **12-2.1 - Adoption of fire code.**

16 A. Pursuant to Section 3-18-11 NMSA 1978, the city may adopt regulations for the  
17 prevention of fire.

18 B. For the purposes of reasonably safeguarding life and property from the hazards of  
19 fire and explosion arising from the storage, handling and use of hazardous substances, materials  
20 and devices, and from hazardous conditions in the use or occupancy of buildings or premises, the  
21 2021 International Fire Code (IFC) as published by the International Code Council (ICC) is adopted  
22 by reference and incorporated as fully as if set out herein except as amended by the governing body.  
23 The amendments are set forth in Exhibit A, located at the end of this chapter. The 2021 International  
24 Fire Code as amended by the governing body shall be known as "the fire code of the city of Santa  
25 Fe."

1 C. A copy of the fire code of the city of Santa Fe shall be kept on file at the Santa Fe  
2 fire prevention bureau, 1751 Cerillos Road, Santa Fe, New Mexico 87504 and shall be, at all  
3 reasonable times, available and subject to inspection. A copy of the fire code of the city of Santa  
4 Fe shall be available to any individual upon request and payment of a reasonable charge.

5 D. In the event of conflict between the city's code and the IFC, the code with the  
6 higher minimum standard prevails.

7 **Section 2. Exhibit A of Chapter 12 (being Ordinance No. 2020-25 § 2 Exhibit A,**  
8 **as amended) is hereby repealed and replaced to read as follows:**

9 **CITY OF SANTA FE**

10 **CHAPTER 12**

11 **EXHIBIT A**

12 **AMENDMENTS TO THE 2021 INTERNATIONAL FIRE CODE**

13 **(SUBSECTION 12-2.1 SFCC 1987)**

14 **ADOPTED: DATE (effective DATE)**

15 **AMENDED:**

16 **1. Section 101.1 of the 2021 International Fire Code shall read:**

17 **101.1 Title.** These regulations shall be known as the Fire Code of the City of Santa Fe  
18 ("City"), hereinafter referred to as "this code."

19 **2. Section [A] 103.1 of the 2021 International Fire Code shall read:**

20 **103.1 Fire code official.** In the City's Fire Department, the "fire code official," as  
21 referenced in the International Fire Code, shall be hereby known as the Fire Marshal. Any reference  
22 in the International Fire Code to "fire code official" shall be the Fire Marshal of the City. In the  
23 absence of the Fire Marshal, the "fire code official" shall be the Deputy Fire Marshal, or other Fire  
24 Department official identified by the Fire Marshal. The function of the agency shall be the  
25 implementation, administration, and enforcement of the provisions of this code.

1           **3. Section 111 of the 2021 International Fire Code shall be titled:**

2           **APPEALS**

3           **4. Subsection 111.1 of the 2020 International Fire Code is deleted in its entirety and a**  
4 **new Section 111.1 shall read:**

5           **111.1 Appeal of Department Decisions.** When the fire department disapproves an  
6 application or refuses to grant a permit applied for as required by this code or when it is claimed  
7 that the provisions of this code do not apply or that the true intent and meaning of this code has  
8 been misconstrued or wrongly interpreted, the applicant may appeal the decision of the fire  
9 department to the city manager within thirty (30) days of the decision. The applicant may appeal  
10 the decision of the city manager to the governing body within ten (10) days of the city manager's  
11 decision.

12           **5. Section 111.2 of the 2021 International Fire Code is deleted in its entirety.**

13           **6. Section 111.3 of the 2021 International Fire Code is deleted in its entirety.**

14           **7. Section 112.4 of the 2021 International Fire Code is deleted in its entirety and a new**  
15 **Section 112.4 shall read:**

16           **12.4 Violation penalties.** Any person violating any of the provisions of this code or failing  
17 to comply with any order made thereunder, building in violation of any detailed statement of  
18 specifications or plans submitted and approved, any certificate or permit issued thereunder and  
19 from which no appeal has been taken; or failing to comply with an order as affirmed or modified  
20 by the governing body or by a court of competent jurisdiction within the time defined herein, shall  
21 severally for each noncompliance be subject to the penalties provided by Section 1-3 SFCC 1987.  
22 The imposition of a penalty for any violation shall not excuse the violations or permit it to continue.  
23 All such persons shall be required to correct or remedy the violations or defects within a reasonable  
24 time; and when not otherwise specified, each ten (10) days that prohibited conditions are  
25 maintained shall constitute a separate offense.

1           **8. Section 112.4 of the 2021 International Fire Code is deleted in its entirety.**

2           **9. Section 113.4 of the 2021 International Fire Code shall read:**

3           **113.4 Failure to comply.** Any person who shall continue any work after having been  
4 served with a stop work order, except such work as that person is directed to perform to remove a  
5 violation or unsafe condition, shall be liable to a fine as provided in Section 1-3 SFCC 1987.

6           **10. A new Section 503.7 of the 2021 International Fire Code is hereby ordained to**  
7 **read:**

8           **503.7 Driveways for New Construction One- and Two-family dwellings, New**  
9 **Construction Group R-3 and R-4 buildings, and New Construction Townhouses.**

10           **503.7.1 Driveways Required.** Driveways shall be provided where any portion of an  
11 exterior wall of the first story of a building is located more than 150 feet (45720 mm) from a fire  
12 apparatus access road.

13           **503.7.1.1 Width.** Driveways shall provide a minimum unobstructed width of 14 feet (3658  
14 mm) and a minimum unobstructed height of 13 feet 6 inches (4115 mm).

15           **503.7.1.2 Length.** Driveways in excess of 150 feet (45720 mm) in length shall be provided  
16 with turnarounds. Driveways in excess of 200 feet (60960 mm) in length and less than 20 feet (6096  
17 mm) in width shall be provided with turnouts in addition to turnarounds.

18           **503.7.1.3 Service Limitations.** A driveway shall not serve in excess of five dwelling units.

19           **Exception:** Where such driveways meet the requirements for fire apparatus access roads  
20 in accordance with Section 503 of the International Fire Code.

21           **503.7.1.4 Turnarounds.** Driveway turnarounds shall have inside turning radii of not less  
22 than 30 feet (9144 mm) and outside turning radii of not less than 45 feet (13 716 mm). Driveways  
23 that connect with a road or roads at more than one point shall be considered as having a turnaround  
24 if all changes of direction meet the radii requirements for driveway turnarounds.

25           **503.7.1.5 Turnouts.** Driveway turnouts shall be an all-weather road surface not less than

1 10 feet (3048 mm) wide and 30 feet (9144 mm) long. Driveway turnouts shall be located as required  
2 by the code official. The minimum combined width of turnout and driveway is 24 feet (7315 mm).

3 **503.7.1.6 Bridges.** Vehicle load limits shall be posted at both entrances to bridges on  
4 driveways and private roads. Design loads for bridges shall be capable of supporting the imposed  
5 load of fire apparatus weighing up to 75,000 pounds (34050 kg).

6 **503.7.1.7 Driveway access and loading.** Facilities, buildings or portions of buildings  
7 hereafter constructed shall be accessible to fire department apparatus by way of an approved  
8 driveway with an asphalt, concrete or other approved driving surface capable of supporting the  
9 imposed load of fire apparatus weighing up to 75,000 pounds (34050 kg).

10 **11. The following Section 902.1, Definitions, of the 2021 International Fire Code, and**  
11 **in Chapter 2, Definitions, Subsection 202, of the International Fire Code 2021 shall read:**

12 **STANDPIPE SYSTEM, CLASSES OF.** Standpipe classes are as follows:

13 **Class I system.** A system providing 2.5-inch (64 mm) hose connections to supply water  
14 for use by fire departments and those trained in handling heavy fire streams.

15 **Class II system.** A system providing 1.5-inch (38 mm) hose stations to supply water for  
16 use primarily by the building occupants or by the fire department during initial response. 1.5-inch  
17 hoses and hose cabinets shall not be provided, unless required by the New Mexico laws applicable  
18 to fire protection for class II and class III standpipe systems.

19 **Class III system.** A system providing 1.5-inch (38 mm) hose stations to supply water for  
20 use by building occupants and 2.5-inch (64 mm) hose connections to supply a larger volume of  
21 water for use by fire departments and those trained in handling heavy fire streams. 1.5-inch hoses  
22 and hose cabinets shall not be provided, unless required by the New Mexico laws applicable to fire  
23 protection for class II and class III standpipe systems.

24 **12. Section 5704.2.9.6.1 of the 2021 International Fire Code shall read:**

25 **5704.2.9.6.1 Locations where above-ground tanks are prohibited.** Storage of Class I

1 and II liquids in above-ground tanks outside of buildings is prohibited within the limits established  
2 by law in subsection 12-2.4 SFCC 1987.

3 **13. Section 5706.2.4.4 of the 2021 International Fire Code shall read:**

4 **5706.2.4.4 Locations where above-ground tanks are prohibited.** The storage of Class I  
5 and II liquids in above-ground tanks is prohibited within the limits established by law in subsection  
6 12-2.4 SFCC 1987.

7 **14. Appendix B is hereby adopted in its entirety, and section B105 shall read:**

8 SECTION B105

9 FIRE-FLOW REQUIREMENTS FOR BUILDINGS

10 **B105.1 One- and two-family dwellings, Group R-3 and R-4 buildings and**  
11 **townhouses.** The minimum fire-flow and flow duration requirements for one- and two-family  
12 dwellings, Group R-3 and R-4 buildings and townhouses shall be as specified in Tables  
13 B105.1(1) and B105.1(2).

14 **B105.2 Buildings other than one- and two-family dwellings, Group R-3 and R-4**  
15 **buildings and townhouses.** The minimum fire-flow and flow duration for buildings other than  
16 one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses shall be as  
17 specified in Tables B105.1(2) and B105.2.

18 **B105.3 Water supply for buildings equipped with an automatic sprinkler system.**

19 For buildings equipped with an approved automatic sprinkler system, the water supply shall be  
20 capable of providing the greater of:

- 21 1. The automatic sprinkler system demand, including
- 22 hose stream allowance.
- 23 2. The required fire flow.

24 **B105.4 Life safety equipment in lieu of fire flow.** In lieu of fire flow, the Fire Marshal  
25 may approve the use of a fire sprinkler system complying with NFPA 13, NFPA 13R, NFPA

1 13D, Type VA construction and/or monitored fire alarms system. and/or water storage tanks  
2 complying with NFPA 1142 for one- or two- family dwellings, R-3, or R-4.


3 **Exception:** Automatic fire sprinkler systems shall not be required for existing one-family  
4 or two-family dwellings that do not meet fire flow, that are not already provided with an  
5 automatic sprinkler system where an addition to the existing structure's total roofed square feet  
6 does not exceed 500 square feet.

7 **15. Appendix D of the 2021 International Fire Code is hereby adopted in its entirety,**  
8 **and section D103.1 shall read:**

9 **D103.1 Access Road width with a hydrant.** Where a fire hydrant is located on a fire  
10 apparatus access road, the minimum road width shall be 20 feet (6096 mm), exclusive of shoulders  
11 (see Figure D103.1).

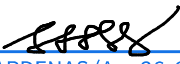
12 **16. Appendix F of the 2021 International Fire Code is hereby adopted in its entirety.**

13 PASSED, APPROVED, and ADOPTED this 24<sup>th</sup> day of April, 2024.

14  
15  
16   
Alan Webber (Apr 26, 2024 11:11 MDT)

17 ALAN WEBBER, MAYOR

18 ATTEST:

19   
20 GERALYN CARDENAS (Apr 26, 2024 15:35 MDT)

21 GERALYN F. CARDENAS, INTERIM CITY CLERK  
22  
23  
24  
25

1 APPROVED AS TO FORM:

2 Erin McSherry

3 Erin McSherry (Apr 25, 2024 16:47 MDT)

4 ERIN K. McSHERRY, CITY ATTORNEY

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24 *Bill No. 2024-2*

25 *Legislation/2024/Ordinances/2024-2(O) Adopting International Fire Code*