

EARLY NEIGHBORHOOD NOTIFICATION MEETING

August 29, 2025

RE: Davenport-Sharon Residence, 195 Brownell-Howland Road

Dear Neighbor:

This letter is being sent as notice of an early neighborhood meeting to discuss a pending application to the City of Santa Fe, at 195 Brownell Howland Road, for a Special Use Permit to request approval to convert the existing single car garage to a Guest Casita. The remodel will add one Bedroom and one Bathroom. Windows and the existing overhead garage door will be replaced with new windows and glazed doors. The property is zoned R-1. Please refer to the attached Vicinity Map, Site Plan, and ENN Guidelines for more information.

In accordance with the requirements of the City of Santa Fe's Early Neighborhood Notification regulations, this is to inform you that a meeting is scheduled for: **September 16, 2025 at 5:30pm.**

When: September 16, 2025 at 05:30 PM Mountain Time (US and Canada)

Where: <https://santafenm.portal.civicclerk.com>

<https://us02web.zoom.us/j/83677338509?pwd=LJYMbhSje8zNQX6bQ8fd1Ou3oltEdo.1>

Meeting ID: 836 7733 8509

Passcode: 066411

Phone Number: One tap mobile

+13052241968,,83677338509# US

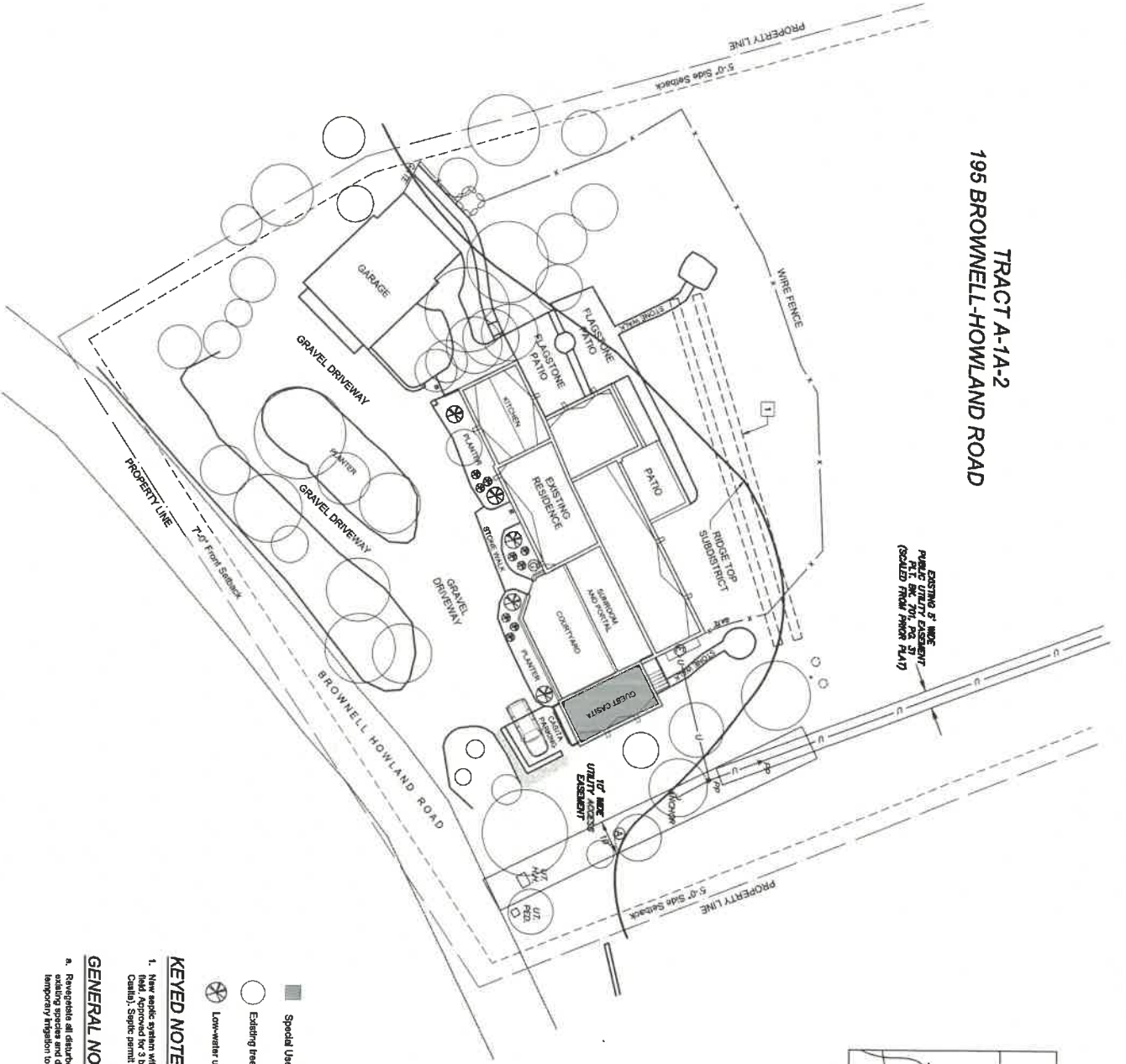
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Early Neighborhood Notification is intended to provide for an exchange of information between prospective applicants for development projects and the project's neighbors before plans become too firm to respond meaningfully to community input.

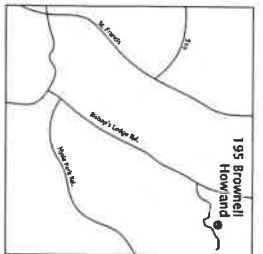
If you have any questions or comments, please contact Sandra Odems, Architect with Palo Santo Designs, at 505-670-8785 or via email at sandra@palosantodesigns.com

Persons with disabilities in need of special accommodations, or the hearing impaired needing an interpreter, please contact the Land Use Department at 505-955-6820 or gagurule@santafenm.gov 5 days prior to the meeting date.

TRACT A-1A-2
195 BROWNELL-HOWLAND ROAD



EXISTING 5' WIDE
PUBLIC UTILITY EASEMENT
(SCALED FROM POWER PLAN)



VICINITY MAP

- Special Use Permit area
 - Existing trees to remain
 - ⊗ Low-water use native plants
- KEYED NOTES:**
1. New septic system with new tank and new leach field. Approved for 3 bedroom use (includes the Casita). Septic permit # LWC0011910
- GENERAL NOTES:**
- a. Revegetate all disturbed areas to approximate existing species and density. Typical. Provide temporary irrigation to re-establish landscaping.

1 SITE AND LANDSCAPE PLAN
A1.0 SCALE: 1/16" = 1'-0"



SPECIAL USE PERMIT REQUEST	NOT FOR CONSTRUCTION	REVISIONS:	PALO SANTO DESIGNS LLC Committed to Building a Sustainable World www.palosantodesigns.com 505-988-7230	August 11, 2025 DAVENPORT -SHARON INTERIOR REMODEL 195 Brownell-Howland, Santa Fe NM 87501	Site and Landscape Plan A1.0
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ENN MEETING GUIDELINES

The applicant and neighborhood shall use the guidelines below to assist them in discussing the project at the ENN. The guidelines are based on the requirements of Chapter 14 and the general plan and other formally adopted city plans. Responses from all participants shall be provided to the land use board prior to hearing the application.

Please address each of the discussion items below. Each discussion item is based on the Early Neighborhood Notification (ENN) guidelines for meetings, and can be found in [Section 14-3.1\(F\)\(5\)](#) SFCC 2001. A short narrative should address each item (if applicable) in order to facilitate discussion of the project at the ENN meeting. Responses should be submitted with the application for an ENN meeting to enable staff enough time to distribute to the interested parties. For additional detail consult the Land Development Code.

A. EFFECT ON CHARACTER AND APPEARANCE OF THE SURROUNDING NEIGHBORHOODS For example: number of stories, average setbacks, mass and scale, landscaping, lighting, access to public places, open spaces and trails.

The effect of this project on the character and appearance of the surrounding neighborhood will be positive. By adding glazed doors and eliminating the current view of the overhead Garage door from the street, the overall appearance of the house from the street will be enhanced. The number of stories will remain at one, and the setbacks will not change. The mass and scale of the structure will also remain unchanged. Through a modest remodel, the existing single car garage will literally become the Casita; utilizing the same footprint, mass, scale and exterior finishes consistent with the existing garage structure and the original home. Minimal, low-water use landscaping will be added. Lighting changes will be limited to two new small surface mounted downlights in the canopy over the new glazed french doors. There is no access to public places, open space or trails from this property.

B. EFFECT ON PROTECTION OF THE PHYSICAL ENVIRONMENT For example: trees, open space, rivers, arroyos, floodplains, rock outcroppings, escarpments, trash generation, fire risk, hazardous materials, easements, etc.

The effect of this project on the protection of the physical environment will be extremely minimal. No trees will be removed, and no natural landscape features will be impacted. The only disturbance will be directly around the perimeter of the structure (to allow for re-stuccoing of the facades) and all areas disturbed will be revegetated with native grass seed. Fire risk will not be increased, and no hazardous materials are being proposed. Additional trash generation will be negligible. New development in the escarpment will not be increased with the conversion of the existing structure.

C. IMPACTS ON ANY PREHISTORIC, HISTORIC, ARCHAEOLOGICAL OR CULTURAL SITES OR STRUCTURES, INCLUDING ACEQUIAS AND THE HISTORIC DOWNTOWN For example: the project's compatibility with historic or cultural sites located on the property where the project is proposed.

There are no prehistoric, historic, archaeological or cultural sites or structures on the property. There will also be no impacts on acequias (no additional stormwater runoff is proposed) or the historic downtown (the structure is not visible from the Historic Downtown). Although the house was designed by John Gaw Meem, it is not listed as a historic property and is not in a historic district. The integrity of the original home will not be impacted by the change in use.

D. RELATIONSHIP TO EXISTING DENSITY AND LAND USE WITHIN THE SURROUNDING AREA AND WITH LAND USES AND DENSITIES PROPOSED BY THE CITY GENERAL PLAN For example: how are existing City Code requirements for annexation and rezoning, the Historic Districts, and the General Plan and other policies being met.

The proposed Remodel project will have no effect on the relationship to the existing density and land use within the surrounding area and with land uses and densities proposed by the City General Plan. There will be no change in zoning or requirement for annexation. The residence is not in a Historic District. The proposal supports the General Plan goals by allowing modest, context-sensitive infill development that preserves scenic and environmental values on escarpment lands. The proposal also eliminates new grading and protects existing slopes, aligning with the General Plan policies for sustainable, low-impact development, resource conservation and protection of scenic and environmental assets.



E. EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES

For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.

The proposed project will have no effect on parking, traffic patterns, congestion, pedestrian safety, pedestrian or vehicular traffic flow, access for the disabled, children, low income persons or elderly services. There is currently one off-street parking space designated for the Casita and that will be maintained. The project does not introduce any commercial uses or traffic-generating facilities. The existing drive entry will be used for access; no additional driveway is proposed.

F. IMPACT ON THE ECONOMIC BASE OF SANTA FE For example: availability of jobs to Santa Fe residents; market impacts on local businesses; and how the project supports economic development efforts to improve living standards of neighborhoods and their businesses.

The impact on the economic base of Santa Fe will be positive. The improvement of the existing residence will increase the property value, and thereby improve living standards in the home - for this generation of users and for those to follow. The remodel will also provide jobs within the City by calling on local businesses to provide materials and labor, thus contributing positively to the economy.

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.

Although there will be no effect on affordable housing with this proposal, improving the home will contribute to the City's housing stock offering a modestly priced option for families (the house will now have 3 bedrooms), seniors (the house is on one level), and for anyone wishing to living in close proximity to downtown Santa Fe.

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

This residential proposal's effect on public services will be negligible. The zoning or intensity of use will not increase. Thus, demand for services such as fire, police & schools will not change. Likewise infrastructure requirements will not increase. The property shares a private well and the addition of a single bedroom does not indicate a significant increase in water usage. The Owners are committed to water conservation utilizing low-flow fixtures and xeriscape landscaping will be included. The original septic tank & leach field were inspected and determined to be non-functional, and have since been replaced with a newly permitted septic system that will accommodate a three bedroom home.

I. IMPACTS UPON WATER SUPPLY, AVAILABILITY AND CONSERVATION METHODS For example: conservation and mitigation measures; efficient use of distribution lines and resources; effect of construction or use of the project on water quality and supplies.

The proposal's impact on water supply, availability & conservation methods will be minor. The proposed addition of one bedroom (and one bathroom), along with a very limited Kitchenette will not increase water demand at this residence in a significant manner. In addition to the shared private well and interior water conservation measures, the Owners' plan to add a roof-water harvesting system for future landscape irrigation.



J. EFFECT ON THE OPPORTUNITIES FOR COMMUNITY INTEGRATION AND SOCIAL BALANCE THROUGH MIXED LAND USE, PEDESTRIAN ORIENTED DESIGN, AND LINKAGES AMONG NEIGHBORHOODS AND RECREATIONAL ACTIVITY AND EMPLOYMENT CENTERS For example: how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers and/or pedestrian-oriented design.

Not Applicable

K. EFFECT ON SANTA FE'S URBAN FORM For example: how are policies of the existing City General Plan being met? Does the project promote a compact urban form through appropriate infill development? Discuss the project's effect on intra-city travel and between employment and residential centers.

The proposal supports the City General Plan goals by allowing modest, context-sensitive infill development that preserves scenic and environmental values on Escarpment lands. The proposal eliminates new grading and protects slopes, aligning with the General Plan policies for sustainable, low impact development, resource conservation and protection of scenic and environmental assets. The proposed project promotes Santa Fe's compact urban form initiatives by renovating an existing structure rather than building another structure. Thus compact development and infill are both achieved. The conversion of a single car garage to a Guest Casita will have no measurable impact on intra-city travel or travel between employment and residential centers.

L. ADDITIONAL COMMENTS (Optional)

In compliance with City Ordinance 14-10.2(E), the proposed change of use is equally appropriate to the district, and the new use does not increase the level of nonconformity.