

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

Conditions of Approval			
#	Condition of Approval	Dept. or Division	To be completed:
1	Proposed development is under 10 acres and no further archaeology review is required unless utility plan exceeds 550-linear feet of utility lines.	Archaeology	-
2	Property is existing non-conforming property and there is no "change of use" for the property as per IFC 2021, no additional square footage added for additional fire flow requirement	Fire	Prior to Public Hearing (COMPLETED)
3	All parking and any traffic maneuvers for ingress/egress to roadway must be demonstrated to occur on private property.	Traffic	Prior to Building Permit
4	City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.	Wastewater	Prior to Building Permit
5	Shall comply with the most currently adopted international fire code at the time of building permit approval	Fire	At time of Building Permit

Technical Corrections			
#	Technical Correction	Dept. or Division	To be completed:
1	Verify that the right city adopted code is reference in documents for submission. International Fire Code (IFC) 2021	Fire	Prior to Public Hearing (COMPLETED)
2	Provide a landscape design of the existing landscape. Provide an accurate Plant Schedule showing plant material names, botanical and common, quantities, water use needs, and size	Landscaping	Prior to Building Permit
3	Provide any proposed landscape changes.	Landscaping	Prior to Building Permit
4	Ensure escarpment screening requirements are met per city code 14-5.6 Escarpment Overlay District Landscaping.	Landscaping	Prior to Building Permit
5	Provide an Irrigation design of the existing landscape. Provide a complete set of installation details, notes, and specifications for the irrigation system. Show on the detailed drawings the installation of all assemblies without any questions for size or type of materials to use for said irrigation system.	Landscaping	Prior to Building Permit
6	All areas with exposed soil surfaces disturbed by construction shall be revegetated to minimize erosion and stormwater runoff and to improve the infiltration of precipitation per city code 14-8.4(F)(5)(e).	Landscaping	Prior to Building Permit
7	14-8.4(F)(5)(d) During Construction, existing plant material to be preserved shall be enclosed by a temporary fence at	Landscaping	Prior to Building

Technical Corrections			
#	Technical Correction	Dept. or Division	To be completed:
	least five (5) feet outside the dripline. In no case shall vehicles be parked or materials or equipment be stored or stockpiled within the enclosed area		Permit



City of Santa Fe, New Mexico

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

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

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Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

October 9, 2025

Case #2025-11289

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

Dear Sandra,

Your application was received on September 26, 2025 for:

Case #2025-11289. 195 Brownell-Howland Rd Special Use Permit Request. Palo Santo Designs, ("Agent"), for Seonaidh Davenport and Brian Sharon, Owners and Applicants ("Applicant"), requests a Special Use Permit to change an existing legal nonconforming use, a garage, to another legal nonconforming use, a casita, at the home at 195 Brownell-Howland Rd ("Property"). The Property is 5.079-acres, zoned R-1, within the Escarpment-Ridgetop Overlay. (Alexa Hempel Case Manager, anhempel@santafenm.gov).

This application has been reviewed by Planning Division staff (Staff) and the City's Development Review Team (DRT). Attached are the initial DRT review comments including conditions of approval and technical corrections. Additional corrections may be required during the permitting process. I would like to highlight and summarize the following key items:

A. Initial DRT Review Summary

Your Special Use Permit application has been reviewed by the DRT and the following necessary revisions have been identified to be corrected **prior to public hearing**:

1. Verify that the right city adopted code is referenced in documents for submission. International Fire Code (IFC) 2021

The following necessary revisions have been identified to be corrected **at time of building permit**:

1. Provide a landscape design of the existing landscape. Provide an accurate Plant Schedule showing plant material names, botanical and common, quantities, water use needs, and size.
2. Provide any proposed landscape changes.
3. Ensure escarpment screening requirements are met per city code 14-5.6 Escarpment Overlay District Landscaping.

October 9, 2025

Initial Review Memo for 195 Brownell-Howland

Page 2 of 2

4. Provide an Irrigation design of the existing landscape. Provide a complete set of installation details, notes, and specifications for the irrigation system. Show on the detailed drawings the installation of all assemblies without any questions for size or type of materials to use for said irrigation system.
5. All areas with exposed soil surfaces disturbed by construction shall be revegetated to minimize erosion and stormwater runoff and to improve the infiltration of precipitation per city code 14-8.4(F)(5)(e).
6. 14-8.4(F)(5)(d) During Construction, existing plant material to be preserved shall be enclosed by a temporary fence at least five (5) feet outside the dripline. In no case shall vehicles be parked or materials or equipment be stored or stockpiled within the enclosed area.
7. All parking and any traffic maneuvers for ingress/egress to roadway must be demonstrated to occur on private property.
8. Proposed development is under 10 acres and no further archaeological review required unless utility plan exceeds 550-linear feet of utility lines.
9. City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.

The following DRT members did not have comments at this time: Planning, Water, Terrain Management

Please review all Staff and DRT Initial comments in the attached memos. Address all comments requiring revision prior to public hearing and send them back for review. At that time, we can schedule this application for public hearing. Should the Board of Adjustment approve this application, revised submittals will be required to address all the DRT comments listed above at the time specified.

Thank you,

Alexa Hempel

Senior Planner, Planning and Land Use Department

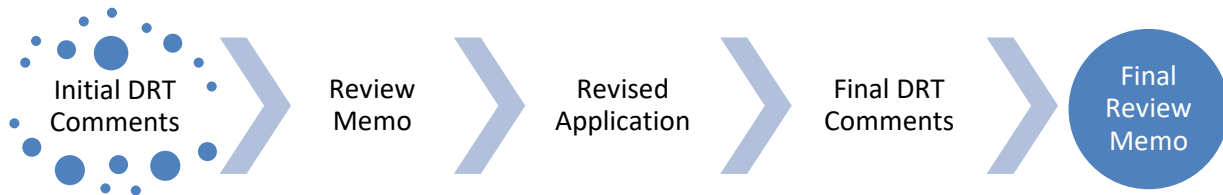
Attachments:

1. Landscape, Irrigation, Lighting DRT Memo
2. Traffic DRT Memo
3. Archaeology DRT Memo
4. Fire DRT Memo
5. Wastewater 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.

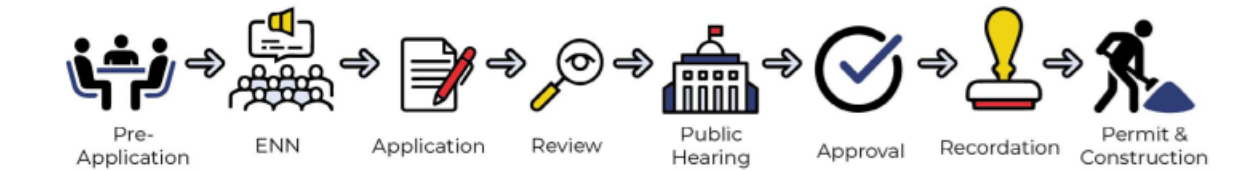


Timing of Conditions of Approval + Technical Corrections

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: October 1, 2025

DRT Member: Lawrence Rivera

Dept/Div: Landscape, Irrigation, and Outdoor Lighting, Technical Review Division

Case No.: #2025-11289, 195 Brownell-Howland Special Use Permit

Case Planner: Alexa Hempel , Senio Planner, anhempel@santafenm.gov , 505-946-7072 (cell)

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.		
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Provide a landscape design of the existing landscape. Provide an accurate Plant Schedule showing plant material names, botanical and common, quantities, water use needs, and size.	Prior to Recordation At time of building permit	
2. Provide any proposed landscape changes.	Prior to Recordation At time of building permit	
Ensure escarpment screening requirements are met per city code 14-5.6 Escarpment Overlay District Landscaping.	Prior to Recordation At time of building permit	
3. Provide an Irrigation design of the existing landscape. Provide a complete set of installation details, notes, and specifications for the irrigation system. Show on the detailed drawings the installation of all assemblies without any questions for size or type of materials to use for said irrigation system.	Prior to Recordation At time of building permit	
4. All areas with exposed soil surfaces disturbed by construction shall be revegetated to minimize erosion and stormwater runoff and to improve the infiltration of precipitation per city code 14-8.4(F)(5)(e).	Prior to Recordation At time of building permit	
5. 14-8.4(F)(5)(d) During Construction, existing plant material to be preserved shall be enclosed by a temporary fence at least five (5) feet outside the dripline. In no case shall	Prior to Recordation At time of building permit	

vehicles be parked or materials or equipment be stored or stockpiled within the enclosed area.		
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**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

Date: September 29, 2025

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

Dept/Div: Public Works Department – Traffic Engineering

Case No.: 195 Brownell Howland Road

Case Planner: Alexa Hempel, LEED Green Associate, Senior 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. All parking and any traffic maneuvers for ingress/egress to roadway must be demonstrated to occur on private property.	Building Permit	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. None		
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. 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.
2. 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.

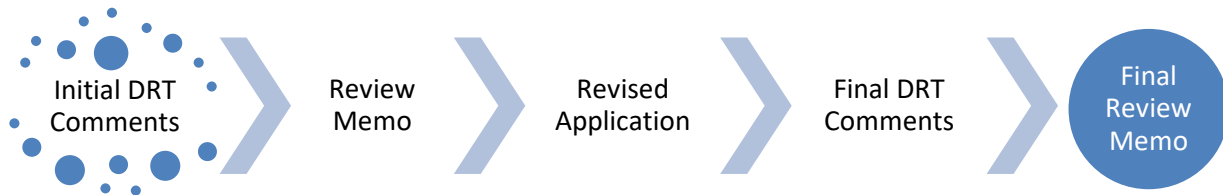
Explanation of Conditions or Corrections:

Traffic impacts to roadway (assumed public) will be minimal. Estimated additional peak hour trips using ITE Trip generation LUC 210 (single family detached housing) is 1 additional peak hour trip.

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.

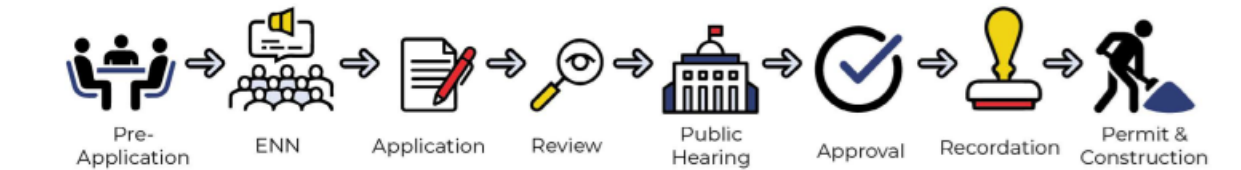


Timing of Conditions of Approval + Technical Corrections

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- 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: 9/29/2025

DRT Member: Paul A. Duran

Dept/Div: Land Use/ HPD

Case No.: #2025-00000

Case 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**:
<ol style="list-style-type: none">1. (3)Suburban Archaeological Review District2. In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:3.4. (a)All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres5. (b)All city projects over two (2) acres in size.6. (c)All city park projects over one (1) acre in size. <p>(4) Utility Mains An archaeological clearance permit is required for new construction of sewer mains or main lines of other utilities such as telephone lines, gas lines, and fiber optics, including the entire construction easement:</p> <p>(a) With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district;</p> <p>(b) With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.</p>	Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.	
7.		
8.		
9.		
10.		
11.		

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

4.		
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**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 for Planning Commission

Date: September 2, 2025

DRT Member: Fire Marshal Geronimo Griego

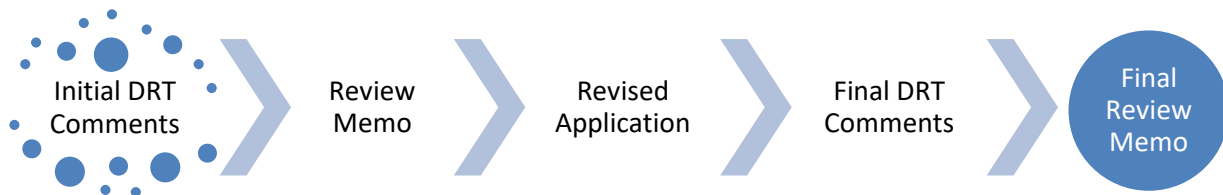
Dept/Div: Fire Marshal's Office

Case No.: 2025-00000_195 Brownell-Howland_SUP03 Applicant Submittals SUP APP

Case Planner: Alexa Hempel, Senior Planner

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.

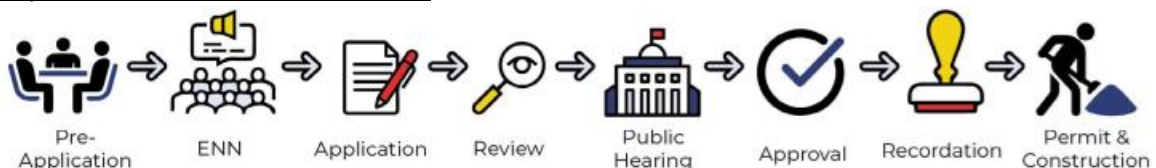


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- d. *At the time of development* -

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

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:

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Property is existing non-conforming property and there is no “change of use” for the property as per IFC 2021, no additional square footage added for additional fire flow requirement.	<i>Prior to Public Hearing</i>	

Technical Corrections:	Must be completed by:	Applicant Response**:

**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.

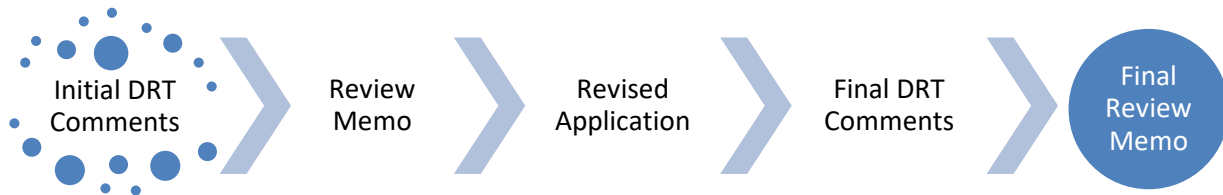
Explanation of Conditions or Corrections (if needed):

1. Verify that the right city adopted code is reference in documents for submission.
International Fire Code (IFC) 2021.

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.

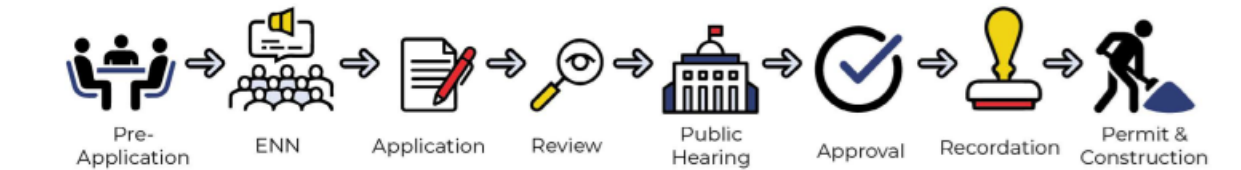


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Development Review Process Flow Chart



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DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 10/ 3/2025

DRT Member: Stan Holland P.E.

Dept/Div: Utilities/Wastewater

Case No.: 2025-11289 -195 Brownell-Howland

Case 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 #

	Must be completed by:	Applicant response**:
1. Conditions of Approval: City Sewer Service is not available to serve this site. The project is to follow the requirements of Chapter 22 of the City Code for septic sewer service.	Prior to Building Permit	
2.		
3.		
4.		
5.		
6.		

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

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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 for Planning Commission

Date: October 17, 2025

DRT Member: Fire Marshal Geronimo Griego

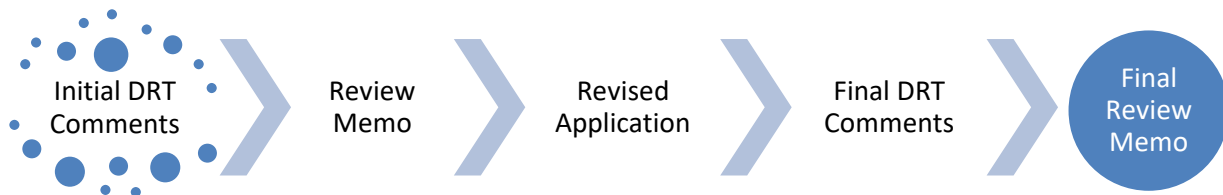
Dept/Div: Fire Marshal's Office

Case No.: 2025-11289_195 Brownell-Howland_SUP03 Applicant Submittals SUP APP

Case Planner: Alexa Hempel, Senior Planner

DRT Review Schedule – 9-12+ weeks*

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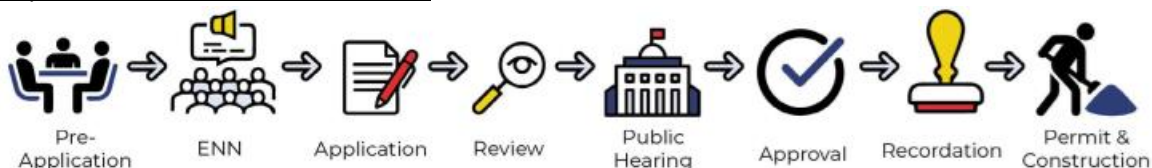


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- d. *At the time of development* -

Development Review Process Flow Chart



*See the 2024 Development Review Schedule for details

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:

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Shall comply with the most currently adopted international fire code at the time of building permit approval.	<i>Prior Building Permit Approval</i>	

Technical Corrections:	Must be completed by:	Applicant Response**:

**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):