

City of Santa Fe, New Mexico

Attachment C Applicant Submittals

- 1. Application**
 - a. Application Letter**
 - b. Special Use Permit Approval Criteria**
 - c. Blue Façade Paint Affidavit**



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

MISSION: The mission of the Current Planning Division is to review development applications for compliance with the City's [land development code](#) and land use department policies while providing information, guidance, and the highest possible level of customer service to applicants, neighborhoods, and the City's quasi-judicial decision-making bodies.

OFFICE: Santa Fe City Hall 200 Lincoln Avenue Santa Fe, NM 87501

WEBSITE: <https://santafenm.gov/land-use/current-planning>

CURRENT AND UPCOMING PUBLIC MEETINGS: <https://santafe.primegov.com/public/portal>

INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

SANTA FE CITY CODE (SFCC): https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

APPLICATION SUBMISSION AND FEES: All applications shall be submitted electronically as PDF files to planning@santafenm.gov. Incomplete applications, including those missing required submittals will be returned without processing. Application fees will be assessed and invoiced upon acceptance of the application for initial review. Fee tables may be viewed [online](#).

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

For many applications, the development review process begins with a pre-application conference, where the applicant presents their proposal to the City's Development Review Team (DRT) for initial review and feedback. If the applicant wishes to proceed, a city planner is assigned to assist the applicant through the remaining steps of the process. For administratively reviewed applications, a pre-application conference is usually not required.

For all applications requiring a hearing before a land use board, the applicant shall schedule, notice and host an early neighborhood notification (ENN) meeting in coordination with the city planner. The intent of the ENN is to provide for an exchange of information among the applicant, residents, and property owners, prior to application submittal. ENN notification requirements are set forth in [SFCC §14-3.1\(H\)](#). Applications that qualify for administrative review and some variances are not required to conduct an ENN meeting.

DEVELOPMENT REVIEW PHASE

Once an application and all required submittals are prepared by the applicant, they or their agent submits the Application to the City via planning@santafenm.gov. The applicant will receive an email confirming receipt of the application, and an invoice for applicable development fees which can be paid online or at the cashier's office at City Hall. The city planner and the DRT review the application for completeness and compliance with all applicable codes, ordinances, plans and regulations. During the review process, the city planner or members of the DRT may request additional information or amendments from the applicant to complete the review process. The review timeline can range for 9-12 weeks or more depending on the complexity of the application and the total number of cases under review.

PUBLIC HEARING PHASE

When the City determines that the application is complete, the case is scheduled for a public hearing before the applicable Land Use Board. Notification requirements for public hearings are set forth in [SFCC §14-3.1\(H\)](#). If the application is approved at the public hearing, the city planner will prepare the findings of fact and conclusions of law (FOFCOL) documenting the approval findings, any conditions of approval and an expiration date for the approval, as required.

POST APPROVAL PHASE

When the applicant has met all necessary conditions of approval and technical corrections, the plan or plat is recorded at the County Clerk's office and filed with the City's plat room. The case planner prepares an action letter detailing the approval record. The applicant may then proceed to building permitting and construction.

If you have questions about the requirements please contact your assigned case planner or planning@santafenm.gov.



LAND DEVELOPMENT CODE REFERENCE

SPECIAL USE PERMIT PURPOSE AND PROCEDURES (SECTION 14-3.6(D), SFCC)

Purpose: Special use permits (SUPs) are intended to allow flexibility in providing for, regulating or preventing specified uses within various district as provided in Table 14-6.1-1 so they are compatible with existing or desired land use patterns. SUP approval is required for certain uses so that potential detrimental effects may be reduced or avoided and conflicts in land uses may be prevented. SUPs are needed because of the wide variety of uses allowed within zone districts and the variety of existing sites and uses in the community.

Procedures: SUP applications shall include approval of a site plan and other site development drawings necessary to document that the type and extent of development proposed can be accomplished in conformance with applicable development standards. (Section 14-3.6(C)(1) SFCC 1987)

The site plan shall be a scaled drawing showing all site improvements, existing and proposed, including but not limited to the following:

- 1. Buildings and other structures such as fences and walls, existing and proposed;
2. Landscape, existing and proposed; and
3. Parking, vehicular and pedestrian circulation including off-site access.

The Land Use Department may require additional information, including but not limited to:

- 1. Slope and topographic analysis;
2. Utility connections or availability statements;
3. Fire protection and emergency access; and,
4. Traffic impact analysis.

Please check with the case planner to determine what additional requirements there are, if any.

Approval Criteria: To grant a special use permit, a land use board shall make the following findings:

- a. That the land use board has the authority under Chapter 14 to grant a special use permit (SUP); and
b. That granting the special use permit does not adversely affect the public interest; and
c. That the use and any associated buildings are compatible with and adaptable to buildings, structures, and uses of the abutting property and other properties in the vicinity of the premises under construction.

Conditions of Approval: The land use board may specify conditions of approval necessary to accomplish proper development including:

- a. Special yards or open spaces.
b. Fences, walls, or landscape screening
c. Provisions for and arrangement of parking and vehicular and pedestrian circulation
d. On-site or off-site street, sidewalk or utility improvements and maintenance agreements.
e. See Section 14-3.6(D)(2) for conditions e-r.

SUBMITTAL CHECKLIST

Submittal requirements may vary based on the individual application. The City reserves the right to request additional information during the review process. Please submit each of the following items as separate PDF files saved with unique and descriptive file names:

- Application letter (purpose, intent, location, acreage)
Statement addressing SUP approval criteria
Legal lot of record, legal description
Site plan
Terrain management plans (as required by Section 14-8.2 SFCC 1987)
Traffic impact analysis (if required)
Archaeological clearance (if applicable)
Sewer and water plan (if applicable)
Phasing plan (if applicable)



PARCEL INFORMATION

Address: 195 Brownell Howland Road Property Size: 5.079 acres
Current Use of Land: Residential - Single Family Dwelling Proposed Use of Land: Residential - Single Family Dwelling
Zoning: R-1/ Escarpment Uniform Parcel Code Number: 99303269
Section in Chapter 14 under which the SUP is sought: 14-10.2 - E - Legal Nonconforming Uses - Change of Use
Pre-application Conference Date: Early Neighborhood Notice (ENN) Meeting Date:

PROPERTY OWNER INFORMATION

Name (First, Last): Seonaidh Davenport & Brian Sharon
Address: 195 Brownell Howland Road
Street Address Suite/Unit #
Santa Fe NM 87501
City State ZIP Code
Phone: 206-351-6968 E-mail Address: seonaidh@gmail.com/ brian.sharon@gmail.com

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Company Name: Palo Santo Designs, LLC
Name (First, Last): Sandra Odems
Address: 1300 Rufina Circle B-3
Street Address Suite/Unit #
Santa Fe NM 87507
City State ZIP Code
Phone: 505-670-8785 E-mail Address: sandra@palosantodesigns.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:
195 Brownell Howland Road
I/we authorize Palo Santo Designs, LLC to act as my/our agent to execute this application.
Signed: [Signature] Date: 8/7/25
Signed: [Signature] Date: 8/7/25

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 2001. 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 pre-application meeting to verify that the attached proposal is in compliance with the City's zoning requirements.
Signature: [Signature] Date: 8/7/25

PALO SANTO DESIGNS LLC

Committed to Building a Sustainable World

Planning Division
City of Santa Fe, NM
August 8, 2025

To whom it may concern,

Palo Santo Designs LLC, on behalf of Seonaidh Davenport and Brian Sharon, hereby request a Special Use Permit to convert an existing legal, nonconforming use (a Private Residential Garage) to an alternate legal, nonconforming use (a Guest Casita) at their home located at 195 Brownell Howland Road in Santa Fe.

The lot acreage is approximately 5+ acres and is located in an R-1 zoned area in the Escarpment Overlay/ Ridgetop Subdistrict.

The house was originally built in 1958 for Florence Davenport and was one of the last residential projects designed by John Gaw Meem. Mrs. Davenport's granddaughter and her family now live in the house and wish to convert the original, small single-car garage into a Casita for their guests. There are currently only two bedrooms in the Main House. To this end, the Owners have recently upgraded the aging septic system and it has been sized and approved by the New Mexico Environment Department for a three-bedroom home.

Because the home, and the private garage, are located in the Escarpment Overlay/ Ridgetop Subdistrict, the use is considered nonconforming (no development is currently allowed in the Ridgetop Subdistrict). Additionally, because the home was built prior to the establishment of the Escarpment Overlay District, that nonconformance is considered legal.

Per Section City of Santa Fe Ordinance 14-10.2-E – Legal Nonconforming Uses, Change of Use, “A legal nonconforming use may, as a special use permit, be changed to another legal nonconforming use if the Board of Adjustment finds that the proposed use is equally appropriate or more appropriate to the district than the existing legal nonconforming use and the new use does not increase the level of nonconformity.”

Please see the attached statement addressing the approval criteria.

Thank you,



Sandra Odems, Architect/ Agent
Palo Santo Designs, LLC
505-670-8785

PALO SANTO DESIGNS LLC

Committed to Building a Sustainable World

Statement Addressing Approval Criteria for a Special Use Permit, 8/08/25

Davenport – Sharon Residence, 195 Brownell Howland Road Santa Fe, NM 87501

Approval Criteria & Responses:

a. That the Land Use Board has the authority under Chapter 14 to grant a special use permit (SUP)

Per the Planning Staff, criteria “a” has been met.

b. That granting the special use permit does not adversely affect the public interest

The proposed Guest Casita does not impact the welfare, rights, health, safety, or well-being of the wider community or society at large for the following reasons.

- ***The proposed improvements are residential in nature, consistent with the R-1 zoning and surrounding low-density residential context.***
- ***The project does not introduce any commercial uses, traffic-generating facilities, or high impact development patterns that would negatively affect surrounding property owners or infrastructure. The existing drive entry will be used for access; no additional driveway access is required. Parking for one car is currently allotted outside the Casita, and that will be maintained.***
- ***The footprint of the improvements will remain the same. The size of the proposed Casita will not change from the size of the original single-car garage, and only one additional Bedroom will be provided in the Casita.***
- ***The remodel emphasizes low visual impact, maintaining the building height under the 14 ft maximum allowed in the Escarpment Overlay District. New windows and a glazed double door with a small exterior overhang will be added, as well as a Bathroom and small Kitchenette with a refrigerator and a sink. The stucco color will remain unchanged. The new glazed double doors will replace the existing overhead Garage door. Thus, the appearance from the street will be improved.***
- ***The proposed improvements incorporate rain water harvesting and low-water use native plant landscaping, which reflects the Owners commitment to environmental responsibility and resilience, in alignment with city sustainability goals.***

- ***No change in occupancy is proposed, and existing infrastructure is sufficient to serve the residence without imposing any burden on the public. The Casita (and the entirety of the home) are located close to the street for fire-fighting access and that will not change. The Owners have recently upgraded the septic system, which is now sized to meet the needs of a three-bedroom home.***
- ***By converting the existing garage structure and limiting new development, the remodel advances public interest in preserving view corridors, minimizing ecological impact, and maintaining the low-density, residential character of the area.***

c. That the use and any associated buildings are compatible with and adaptable to buildings, structures, and uses of the abutting property and other properties in the vicinity of the premises under construction.

The proposed remodel of the original garage is fully compatible with the scale, massing, and architectural character of the surrounding neighborhood, for the following reasons.

- ***The existing structure is retained and improved, rather than replaced or massively expanded, preserving continuity in built form. The low-profile roof-line, horizontal massing, and natural earth-tone stucco blend with the existing home and the neighboring structures.***
- ***The new windows and glazed doors, and the small addition of an overhang at the new glazed double doors, are all visually subordinate to the original house aesthetic.***
- ***It is likely that every house in the immediate vicinity contains some form of guest quarters, in addition to a primary residence and a private garage. Neighboring houses may have attached or detached Guesthouses. In this case, the Casita would be consistent with an attached Guesthouse.***

AGENT AUTHORIZATION FORM

PROPERTY LEGAL DESCRIPTION: Section 8, T. 17N., R. 10E., N.M.P.M.

PARCEL ID: 99303269

STREET ADDRESS: 195 BROWNELL HOWLAND ROAD, SANTA FE NM 87501

Property Owner: SEONAI DH DAVENPORT

Property Owner: BRIAN SHARON

The undersigned, registered property owners of the above noted property, do hereby authorize

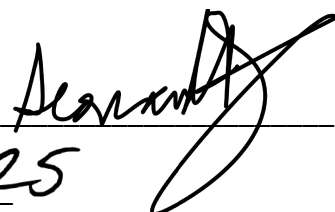
(Contractor/ Agent) Sandra Odems, of (Name of Firm) Palo Santo Designs, LLC


to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standard conditions attached.

PROPERTY OWNER'S ADDRESS (if different from above): Same as above

TELEPHONE: 206-351-6968

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

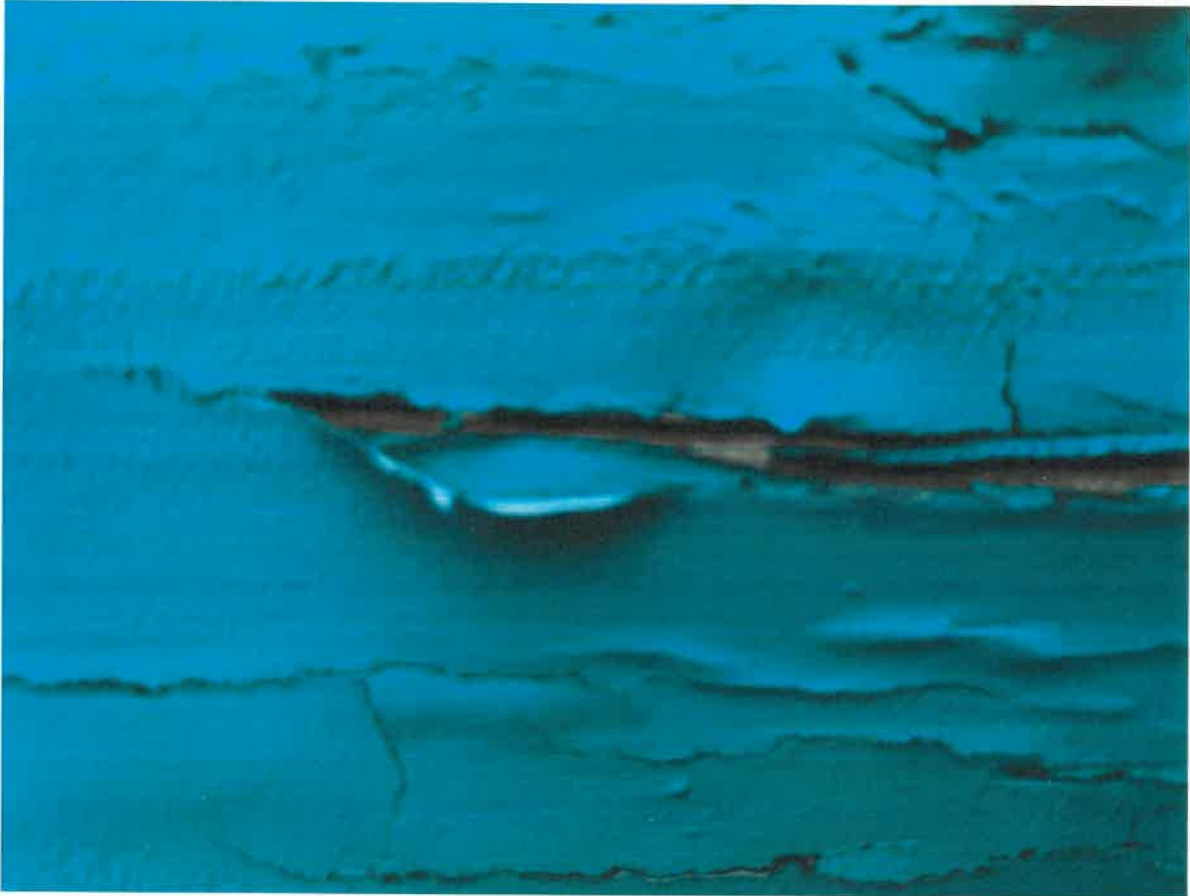
Authorized Signature 
Date: 7/18/25

Authorized Signature 
Date: 7/18/25

DAVENPORT – SHARON RESIDENCE, 195 BROWNELL HOWLAND ROAD 8-12-25

The following photos show multiple blue/ turquoise paint layers over bare wood.

See attached signed affidavits stating that this color has been in existence on the trim of the home prior to 1992.







AFFIDAVIT

The State of New Mexico)
) S.S.
County of Santa Fe)

I, Seonaidh Davenport, of Santa Fe, New Mexico, MAKE OATH AND SAY THAT:

- 1. I grew up next door to the house at 195 Brownell-Howland Rd. It was built by my Grandmother in 1957, and was subsequently rented to a couple who were my adoptive grandparents, so I spent a lot of time there as a girl. The house is visible from Bishop's Lodge Road, and as a teen, I worked at the Bishop's Lodge, so I could see the house every day on my drive home from work. For my entire living memory, the North-facing living room windows have had the turquoise color paint..

STATE OF NEW MEXICO
COUNTY OF SANTA FE

SUBSCRIBED AND SWORN TO BEFORE
ME, on the 12th day of August, 2025

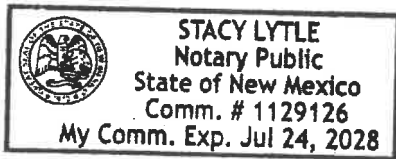
Signature Stacy Lytle
(Seal)

NOTARY PUBLIC

My Commission expires:

July 24, 2028

Seonaidh Davenport
(Signature) Seonaidh Davenport



AFFIDAVIT

The State of New Mexico)
) S.S.
County of Santa Fe)

I, Sonja Thorpe Bohannon, of Santa Fe, New Mexico, MAKE OATH AND SAY THAT:

- 1. I grew up at Bishop's Lodge and on Old Bishop's Lodge Road, so I have seen the house at 195 Brownell Howland Road my whole life. The paint color of the North-facing Living Room windows of the house at 195 Brownell-Howland Rd have been turquoise for the duration of my living memory, so since at least the late 1970s..

STATE OF NEW MEXICO
COUNTY OF SANTA FE

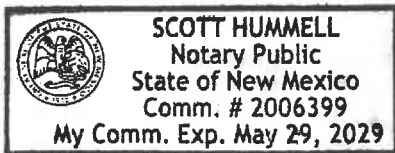
SUBSCRIBED AND SWORN TO BEFORE
ME, on the 11 day of August,
2025

Signature [Signature]
(Seal)

NOTARY PUBLIC

My Commission expires:

5/29/2029



[Signature]
(Signature) Sonja Thorpe Bohannon

MARK ANGELO LOPEZ, LLC.
1716 SECOND ST.
SANTA FE NEW MEXICO 87507

August 6, 2025

Ms. Sandra Odems, Architect
Palo Santo Designs, LLC.
1300 Rufina Circle, Suite B 3
Santa Fe, New Mexico 87505

Re: Liquid waste system upgrade for 195 Brownell-Holland Santa Fe NM 87501

Dear Ms. Odems:

This letter is to summarize the regulatory required replacement and upgrade to the liquid waste system for 195 Brownell-Holland Santa Fe, New Mexico. The State of New Mexico Liquid Waste Disposal and Treatment Regulations (20.7.3 NMAC) administered by the New Mexico Environment Department (NMED), outlines the minimal requirements for a septic systems design and installation for all dwellings in New Mexico based on the number of bedrooms. The septic system installed at 195 Brownell-Holland now meets the current requirements for a three-bedroom dwelling.

The septic system that was replaced was insufficient for the current two-bedroom dwelling and was insufficient for the proposed three-bedroom dwelling for the following reasons. First, that septic system is believed to be installed approximately 1957. The septic tank was undersized with an approximate 650-gallon capacity and believed to be homemade. That tank did not have an inlet tee, an outlet tee, and did not contain a baffle wall. Upgrading that tank was not possible. A two or three-bedroom dwelling requires a minimal 1,000-gallon septic capacity, inlet and outlet tees with a sanitary filter. The effluent disposal is believed to have gone to a home-made seepage pit that did not meet current design requirements.

A permit search request to NMED did not locate an existing permit for that system. Therefore, NMED conducted an unpermitted septic system inspection on July 15, 2025, and subsequently failed that system. A septic system permit application was submitted to NMED on July, 15, 2025 with the following design requirements. The application proposed a 1,000-gallon approved septic tank, inlet and outlet tees, a sanitary filter, filter handle, risers and lids. The proposed leach field disposal design included thirty-five High Capacity Quick Four chambers with inspection ports bringing the leach field to 756 sq/ft of disposal area (750 sq/ft required).

The selected location of the septic system was most adequate due to the location of the failed liquid waste system that was required to be abandoned, and it was within reasonable distance from the dwelling. In addition, most importantly, the other terrain on the property for possible locations would have made any installation of a system more difficult with significant damage to the mountain side, trees, vegetation, and access for future pumping needs.

The new system was installed that meets all the State regulatory requirements, NMED inspected the installation of the system and the permit to operate was approved on August 4, 2025.

Feel free to contact me if you have any questions or need any additional information.


Mark Lopez