

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

**Case #2025-11030**

**2904 Rufina St Master Plan**

**Owner's/Applicant's Name** – Girls, Inc of Santa Fe

**Agent's Name** – JenkinsGavin, LLC

THIS MATTER came before the Planning Commission (“Commission”) for public hearing on November 6th, 2025 (“Hearing”) upon the application (“Application”) of JenkinsGavin, LLC (“Agent”) for Girls, Inc of Santa Fe (“Applicant”).

The Applicant requests a Master Plan to develop an approximate 55,478 square foot youth center on Lots 3 and 2A, 2-2 at 2904 Rufina St, totaling approximately 4.27-acres (“Project”).

In related Case #2025-11028, the Applicant requests a General Plan Amendment for Lot 3 at 2904 Rufina St, approximately 3.87-acres, to change the Future Land Use designation from Industrial and Business Park to Community Commercial.

Additionally, in related Case #2025-11029, the Applicant requests a rezoning for Lot 3 at 2904 Rufina St, comprising approximately 3.87-acres, from Light Industrial (I-1) and General Industrial (I-2) to General Commercial (C-2).

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

**FINDINGS OF FACT**

- 1) SFCC 1987 Section 14-3.9(D) sets out approval criteria and requires the Commission to make complete findings of fact sufficient to show that these criteria have been met before recommending the Governing Body approve the Master Plan.
- 2) The Planning Commission heard Case #2025-11030 concurrently with Cases #2025-11028 and #2024-11029.
- 3) SFCC 1987 Section 14-3.9(B) sets out applicability standards, that a Master Plan is required in conjunction with rezoning applications in certain districts as provided in Article 14-4 (Zoning Districts). Case #2025-11029 is the associated rezoning application, which requested to rezone an approximate 3.87-acre parcel at 2904 Rufina St from Light Industrial (I-1) and General Industrial (I-2) to General Commercial (C-2).
- 4) 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)(iii)]; and (c) compliance with notice and public hearing requirements [SFCC 1987 §14-3.1(H)(1)].
- 5) The Applicant attended a pre-application conference on December 12, 2024.

- 6) The Applicant conducted an ENN meeting on July 23, 2025, virtually via Zoom. The Agent, Applicant, City staff, and a local news reporter attended the ENN meeting. No members of the public attended the ENN meeting.
- 7) At the Hearing, the Commission received reports from staff, as well as testimony and evidence from the Applicant and their Agent prior to making a decision. The Commission opened the hearing to public comment; members of the public testified in support of the project without concern.
- 8) Once the Chair closed the Public Hearing, the Commission discussed a motion and voted to recommend the Governing Body approve a Master Plan.

### **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 1987 Section 14-3.1(H)(1), notice of the ENN meeting was properly given. The Applicant gave notice of the ENN meeting by posting signs on two (2) locations on the property and mailing notice to all tenants and property owners within 300 feet of the property. No neighborhood associations were located within 300 feet of the property, and none were mailed notice.
- 2) The ENN meeting was properly conducted, pursuant to SFCC 1987 Section 14-3.1(F).
- 3) The Applicant has the right under the SFCC to propose the Master Plan of the Property. Pursuant to SFCC 1987 Section 14-3.9(B)(1), A master plan is required in conjunction with rezoning applications in certain districts as provided in Article 14-4 (Zoning Districts).
- 4) Pursuant to SFCC 1987 Table 14-2.1-1: Review and Decision-Making Bodies and Responsibilities and Section 14-3.9(B)(3), All use and development of land within a master-planned area must comply with the provisions of the adopted master plan. Final actions by the governing body, land use boards and the land use director concerning rezonings, subdivisions, special use permits, development plans and construction permits shall include a specific finding or determination that the action complies with all applicable provisions of the master plan.
- 5) Pursuant to SFCC 1987 Section 14-3.9(D)(1)(a-d), the Commission finds:
  - a) The master plan is consistent with the general plan;
  - b) development of the master plan area will contribute to the coordinated and efficient development of the community;
  - c) development of the master plan area will contribute to the coordinated and efficient development of the community; and
  - d) the existing and proposed infrastructure , such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the planned development.
- 6) Pursuant to SFCC 1987 Section 14-3.9(D)(1)(a-d), the Commission finds that the Applicant submittal is a complete application as required by Chapter SFCC 1987, 14-3.9(D)(1) "Approval Criteria," and the Master Plan request does meet all approval criteria required by Chapter 14 SFCC 1987, Subsection 14-3.9(D)(1).
- 7) Pursuant to SFCC 1987 Section 14-3.9(D)(1)(d), the Commission finds that the existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities,

such as fire stations and parks, will be able to accommodate the proposed youth center use with improvements to be completed by the Applicant.

- 8) Pursuant to SFCC 1987 Section 14-3.1, all procedural requirements regarding the pre-application conference, ENN meeting, and notice of public hearing have been met.
- 9) The Commission has the power and authority to review and recommend the Governing Body approve Case #2025-11030 2904 Rufina St Master Plan.
- 10) The Applicant met the applicable Submittal Requirements.
- 11) The Commission recommended the Governing Body approve the requested Master Plan because the application met all applicable code criteria for approval, subject to the conditions and technical corrections recommended by staff.

**WHEREFORE, IT IS ORDERED ON THE 4TH DAY OF DECEMBER 2025, BY THE PLANNING COMMISSION OF THE CITY OF SANTA FE:**

Considering the foregoing findings and conclusions, the Commission recommends the Governing Body approve the Master Plan as requested in the Application for Case #2025-11030, subject to the Conditions of Approval and Technical Corrections listed in Attachment A of Staff’s Report, with the following additional condition: “Applicant shall include a phasing plan at the time of Development Plan submittal, should the applicant wish to phase this project.”

\_\_\_\_\_  
Janet Clow  
Chairperson

\_\_\_\_\_  
Date

FILED:

\_\_\_\_\_  
Andréa Salazar, JD, CFE  
City Clerk

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Rebecca Mnuk-Herrmann  
Assistant City Attorney

\_\_\_\_\_  
Date

**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	<p>Archaeological review will be required if                      The applicant exceeds 550-linear feet of utility lines including but not limited to water, gas, sewer, electric, power, etc.                      14-3.13(B)(3) Suburban Archaeological Review District                      In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:                      All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres                      All city projects over two (2) acres in size.                      All city park projects over one (1) acre in size.</p> <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:                      With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district;                      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>	Archaeology	Prior to building permit approval
2	Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)	Current Planning	Prior to public hearing (COMPLETED)
3	<p><del>Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity</del>                      Applicant shall consolidate Lots 3 and 2A, 2-2 concurrent with Development Plan review <b>or</b> place appropriate easements between Lots 3 and 2A, 2-2 in perpetuity concurrent with Development Plan review.</p>	Current Planning	<p><del>Prior to public hearing</del>                      Prior to development plan approval</p>
4	Add Case #2025-11030 to Master Plan sheets	Current Planning	Prior to public hearing (COMPLETED)
5	Shall comply with the most currently adopted International Fire Code	Fire	Prior to public hearing (COMPLETED)
6	Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021	Fire	Prior to public hearing (COMPLETED)

<b>Conditions of Approval</b>			
<b>#</b>	<b>Condition of Approval</b>	<b>Dept. or Division</b>	<b>To be completed:</b>
7	Shall verify compliance with section D105 Aerial Fire Apparatus Access Road as per IFC 2021	Fire	Prior to public hearing (COMPLETED)
8	Historic drainage calcs should include offsite flows onto property (if applicable)	Rivers and Watershed	Prior to Development Plan approval (In drainage report)
9	Provide a full drainage report	Engineering	Prior to Development Plan approval
10	Grading and Drainage plan must accurately show locations and dimensions of existing versus new impervious surfaces for verification. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume.	Engineering	Prior to Development Plan approval
11	Include pond sections and show how ponds will overflow.	Engineering	Prior to Development Plan approval
12	Include lighting plan with photometrics	Engineering	Prior to Development Plan approval
13	A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.	Engineering	Prior to Development Plan approval
14	The 6-inch sewer service line(s) will be required to connect to a sewer manhole	Wastewater	Prior to recordation
15	All 4-inch sewer lines shall connect directly to the public sewer lines	Wastewater	Prior to recordation
16	The Wastewater Division has concerns for the existing public sewer line with regards to the sites existing conditions. We are requesting to do a walk thru with the design engineer to discuss the landscaping, access and the condition of the sewer line in the field	Wastewater	Prior to recordation
17	An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Water	Prior to building permit approval
18	An approved Water Plan will be required for all new public water infrastructure and fire services.	Water	Prior to development plan approval
19	A separate irrigation meter will be required 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.	Water	At time of development

<b>Conditions of Approval</b>			
<b>#</b>	<b>Condition of Approval</b>	<b>Dept. or Division</b>	<b>To be completed:</b>
20	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.	Water	At time of development
21	Each lot shall be served by a separate City water service.	Water	At time of development
22	See attached comments response letter dated 9/25/25 from Wilson & Company regarding Bohannon Huston, initial draft Traffic Impact Study dated 8/725	Traffic	Prior to public hearing (COMPLETED)
23	See attached comments response letter dated 10/17/25 from Wilson & Company regarding Bohannon Huston, revised draft Traffic Impact Study dated 10/6/25	Traffic	Prior to Development Plan Approval
24	Elevations submitted for the development plan shall include a detailed Points analysis that is intergraded with the Elevations for review.	Current Planning	At time of Development Plan

<b>Technical Corrections</b>			
<b>#</b>	<b>Technical Correction</b>	<b>Dept. or Division</b>	<b>To be completed:</b>
1	Provide a landscape design compliant with City of Santa Fe Codes Chapter 14-8.4 Landscape and Site Design.	Landscape, Irrigation, Outdoor Lighting	Prior to recordation of Development Plan
2	Provide a landscape irrigation design compliant with City of Santa Fe Codes Chapter 14-8.4(E) Landscape and Site Design Water Harvesting and Irrigation Standards and the City of Santa Fe Landscape Irrigation Design Standards (LIDS) Manual.	Landscape, Irrigation, Outdoor Lighting	Prior to recordation of Development Plan
3	Provide an outdoor lighting plan with photometric data per 14-8.9(C) COSF code. A lighting design with footcandle points is required.	Landscape, Irrigation, Outdoor Lighting	Prior to recordation of Development Plan
4	Include attached notes on development plan.	Engineering	Prior to recordation of Development Plan
5	The Wastewater Division shows all existing public sewer lines being 8-inch concrete pipe	Wastewater	-
6	Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property	Water	Prior to water plan approval



# 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:

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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:** September 8, 2025

**Cases:** #2025-11028, 2025-11029, 2025-11030

**To:** Angelica Wolff, JenkinsGavin, Inc

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

**From:** Alexa Hempel, Senior Planner

**Cases #2025-11028, 2025-11029, and 2025-110330. 2904 Rufina St General Plan Amendment, Rezoning, and Master Plan.** JenkinsGavin, Inc, Agent, for Girls Inc of Santa Fe, Applicant, requests a General Plan Amendment, Rezoning, and Master Plan for the property at 2904 Rufina St. This property is comprised of 2 parcels totaling approximately 4.85 acres, currently zoned I-1 (Light Industrial), I-2 (General Industrial), and C-2 (General Commercial).

This application was received on August 11, 2025 and 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. I would like to highlight and summarize the following key items:

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

Your General Plan Amendment, Rezoning, and Master Plan applications have been reviewed by Planning Division staff and the following necessary revisions have been identified:

1. Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)
2. ~~Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity~~
3. Add Case #2025-11030 to Master Plan sheets
4. Submit a parking analysis at time of Development Plan
5. All utilities shall be underground

↑  
Applicant shall consolidate Lots 3 and 2A, 2-2 concurrent with Development Plan review or place appropriate easements between Lots 3 and 2A, 2-2 in perpetuity concurrent with Development Plan review

## ***B. Initial DRT Review Summary***

Your General Plan Amendment, Rezoning, and Master Plan applications have been reviewed by the DRT and the following necessary revisions have been identified:

1. Shall comply with the most currently adopted International Fire Code
2. Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021
3. Shall verify compliance with section D105 Aerial Fire Apparatus Access Roads as per IFC 2021
4. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services
5. An approved Water Plan will be required for all new public water infrastructure and fire services.
6. A separate irrigation meter will be required 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
7. 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.
8. Each lot shall be served by a separate City water service.
9. Provide a landscape design compliant with City of Santa Fe Codes Chapter 14-8.4 Landscape and Site Design.
10. Provide a landscape irrigation design compliant with City of Santa Fe Codes Chapter 14-8.4(E) Landscape and Site Design Water Harvesting and Irrigation Standards and the City of Santa Fe Landscape Irrigation Design Standards (LIDS) Manual.
11. Provide an outdoor lighting plan with photometric data per 14-8.9(C) COSF code. A lighting design with footcandle points is required.
12. Archaeological review will be required if the applicant exceeds 550-linear feet of utility lines including but not limited to water, gas, sewer, electric, power, etc.
  - a. 14-3.13(B)(3) Suburban Archaeological Review District
    - i. In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:
    - ii. All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres
    - iii. All city projects over two (2) acres in size.
    - iv. All city park projects over one (1) acre in size.
  - b. Utility Mains:
    - i. 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: With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district; With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.
13. Provide full drainage report.

14. Grading and Drainage plan must accurately show locations and dimensions of existing versus new impervious surfaces for verification. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume.
15. Include pond sections and show how ponds will overflow
16. Include lighting plan with photometrics
17. A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.
18. Include attached notes.
19. Historic drainage calcs should include offsite flows onto property (if applicable)
20. The 6-inch sewer service line(s) will be required to connect to a sewer manhole
21. All 4-inch sewer lines shall connect directly to the public sewer lines
22. The Wastewater Division has concerns for the existing public sewer line with regards to the sites existing conditions. We are requesting to do a walk thru with the design engineer to discuss the landscaping, access and the condition of the sewer line in the field
23. The Wastewater Division shows all existing public sewer lines being 8-inch concrete pipe

**The following DRT members did not have comments at this time:**

- Parks and Open Space
- Water resources
- Metropolitan Planning organization
- Traffic

**The following DRT comments are pending at this time:**

- ADA
- Santa Fe Public Schools

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

1. Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)
2. ~~Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity~~
3. Add Case #2025-11030 to Master Plan sheets
4. Shall comply with the most currently adopted International Fire Code
5. Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021
6. Shall verify compliance with section D105 Aerial Fire Apparatus Access Roads as per IFC 2021
7. An approved Water Plan will be required for all new public water infrastructure and fire services.
8. Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property.

The full DRT memos are attached for your review. 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,

September 8, 2025

Initial Review Memo for Cases #2025-11028, 2025-11029, 2025-11030

Page 4 of 4

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*Alexa Hempel*

Senior Planner, Planning and Land Use Department

Attachments:

1. Fire DRT Memo
2. Water Utility DRT Memo
3. Landscape/Irrigation/Lighting DRT Memo
4. Archaeology DRT Memo
5. Technical Review Engineering DRT Memo
6. River and Watershed DRT Memo
7. Wastewater DRT memo

# Development Review Team (DRT) Comment Form for Planning Commission

Date: August 19, 2025

DRT Member: Fire Marshal Geronimo Griego

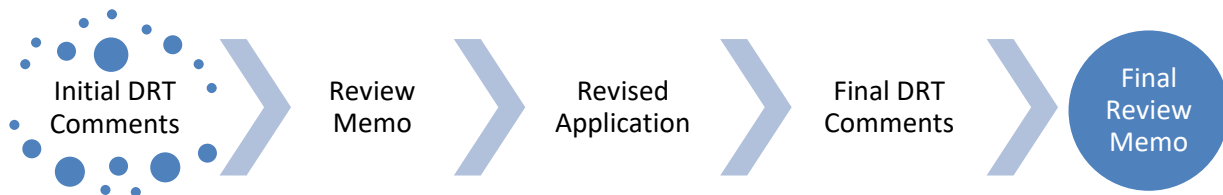
Dept/Div: Fire Marshal's Office

Case No.: 2025-11028, 11029, & 11030

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.

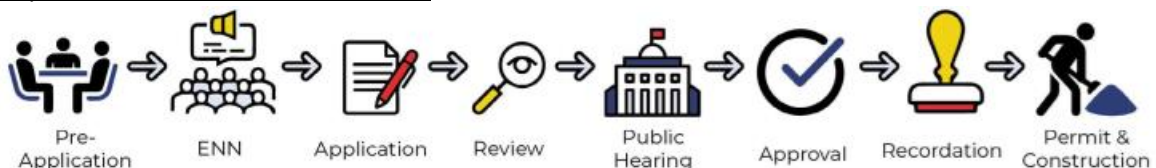


Timing of Conditions of Approval + Technical Corrections

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 Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- 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:

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. Shall comply with the most currently adopted International Fire Code.	<i>Prior to Public Hearing</i>	
2. Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021.		
3. Shall verify compliance with section D105 Aerial Fire Apparatus Access Roads as per IFC 2021.		

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant Response**:</b>

\*\*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.

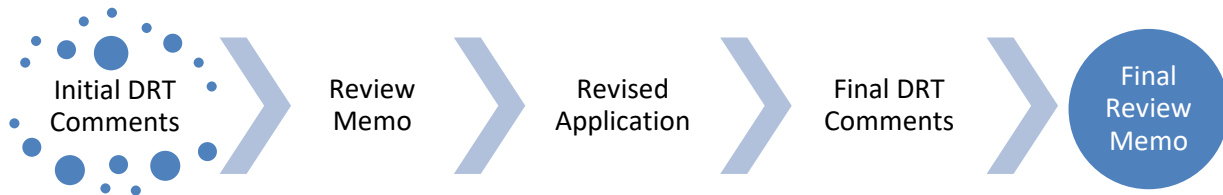
Explanation of Conditions or Corrections (if needed):

1. Verify that the right city adopted code is reference in documents for submission.  
International Fire Code (IFC) 2021.
2. Shall verify that building is provided with automatic fire sprinklers for proposed layout.
3. Shall verify two points of access to ladder building for proposed site layout conditions.

# 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.

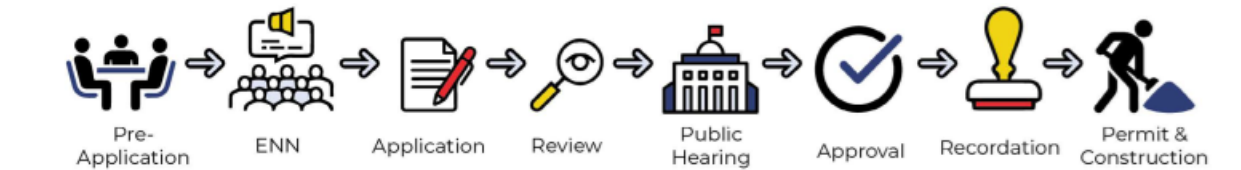


Timing of Conditions of Approval + Technical Corrections

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: 8/18/2025

DRT Member: Clinton Peterson

Dept/Div: Public Utilities/Water Division

Case No.: 2025-11028/11029/11030

Case Planner: Alexa Hempel

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**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 # 2025-11028/11029/11030

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. An approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to Public Hearing	
3. A separate irrigation meter will be required 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. 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	
5. Each lot shall be served by a separate City water service.	At the time of development	

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property.	Prior to Water Plan Approval	

\*\*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):

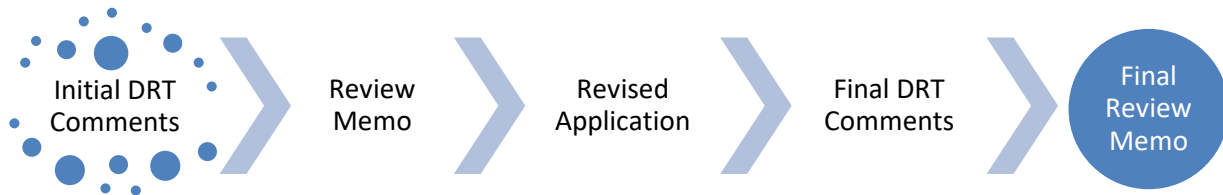
Form Updated: April 2024

(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.

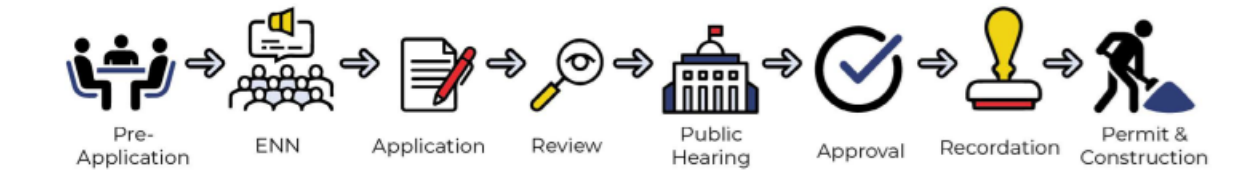


Timing of Conditions of Approval + Technical Corrections

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: August 28, 2025

DRT Member: Lawrence Rivera

Dept/Div: Land Use Engineering / Landscape, Irrigation, and Outdoor Lighting Review

Case No.: Girls Club 2025-11030. Master Plan

Case Planner: Alexa Hempel, Senior Planner, [anhempel@santafenm.gov](mailto:anhempel@santafenm.gov), 505-946-7072 (cell)

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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**:

Technical Corrections:	Must be completed by:	Applicant response**:
1. Provide a landscape design compliant with City of Santa Fe Codes Chapter 14-8.4 Landscape and Site Design.	Prior to Recordation	
2. Provide a landscape irrigation design compliant with City of Santa Fe Codes Chapter 14-8.4(E) Landscape and Site Design Water Harvesting and Irrigation Standards and the City of Santa Fe Landscape Irrigation Design Standards (LIDS) Manual.	Prior to Recordation	
3. Provide an outdoor lighting plan with photometric data per 14-8.9(C) COSF code. A lighting design with footcandle points is required.	Prior to Recordation	

\*\*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):

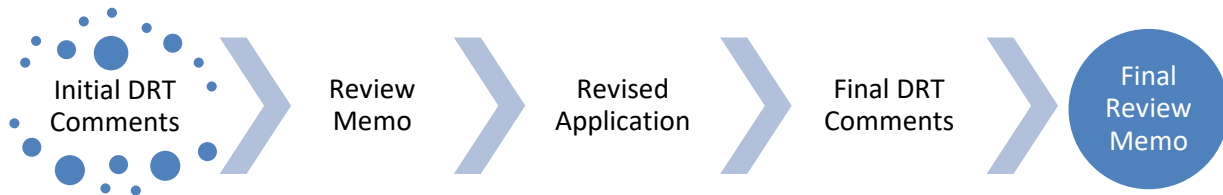
(see following pages for notes required)

Form Updated: April 2024

# Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks\*

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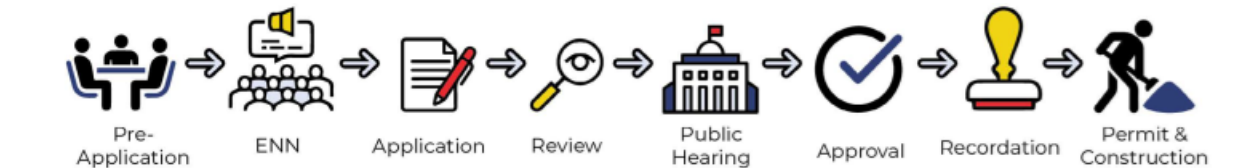


Timing of Conditions of Approval + Technical Corrections

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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: 09/03/2025

DRT Member: Paul A. Duran

Dept/Div: Land Use/ HPD

Case No.: Case #2025-11028. General Plan Amendment, Case #2025-11029. Rezoning, Case #2025-11030. Master Plan

Case Planner: Alexa Hempel

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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**:
<p>1. Archaeological review will be required if The applicant exceeds 550-linear feet of utility lines including but not limited to water, gas, sewer, electric, power, etc.</p> <p><b>14-3.13(B)(3) Suburban Archaeological Review District</b></p> <p>In this district, an archaeological clearance <i>permit</i> shall be required prior to approval of the final <i>development</i> plan or <i>plat</i> for the following projects: All annexations, rezonings, subdivisions, planned unit <i>developments</i>, or other <i>development</i> requiring approval by the Planning Commission, having over ten (10) acres All <i>city</i> projects over two (2) acres in size. All <i>city</i> park projects over one (1) acre in size.</p> <p>(4) Utility Mains: An archaeological clearance <i>permit</i> 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: With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district; <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.</b></p>	Building permitting	
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

Date: 9/3/2025  
 DRT Member: Dee Beingessner  
 Dept/Div: Land Use Engineering  
 Case No.: Case #2025-11030 Girls Inc  
 Case Planner: Alexa Hempel, 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:

Conditions of Approval:	Must be completed by:	Applicant Response**:
1. Provide full drainage report.	Prior to Development Plan approval	
2. Grading and Drainage plan must accurately show locations and dimensions of existing versus new impervious surfaces for verification. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume.		
3. Include pond sections and show how ponds will overflow.		
4. Include lighting plan with photometrics		
5. A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.		

Technical Corrections:	Must be completed by:	Applicant Response**:
1. Include attached notes.		
2.		
3.		

*\*\*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 on plat or plans

## **DRAINAGE FACILITIES MAINTENANCE NOTE**

ALL DRAINAGE FACILITIES SHALL BE MAINTAINED BY ALL PROPERTY OWNERS. THE PROPERTY OWNERS SHALL ALSO HAVE THE RESPONSIBILITY FOR MAINTENANCE OF THE PUBLIC DRAINAGE EASEMENT.

INSPECTIONS SHALL BE CONDUCTED BY A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF NEW MEXICO OR OTHER QUALIFIED PERSON. INSPECTIONS SHALL BE CONDUCTED ON THE DRAINAGE FACILITIES IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

ON OR ABOUT MARCH 15, ON OR ABOUT SEPTEMBER 15, AND AFTER EACH STORM EVENT OF 1-INCH OR GREATER. MAINTENANCE OF THE DRAINAGE FACILITIES SHALL BE CONDUCTED AND DOCUMENTED BY THE ENGINEER OR QUALIFIED PERSON AND THE OWNER. THE OWNER SHALL MAINTAIN A FILE OF THE INSPECTIONS AND REMEDIAL ACTION CONDUCTED ON THE DRAINAGE FACILITIES.

WORK SHALL BE CONDUCTED IN ACCORDANCE WITH THE ENGINEER'S RECOMMENDATIONS, AND SHALL INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

A. FLUSH ALL CULVERTS, DROP INLETS AND DRAINAGE PIPES TO REMOVE SEDIMENT AND VEGETATION THAT PREVENTS OR HINDERS THE FLOW OF STORM WATER IN THE DRAINAGE STRUCTURE(S).

B. REMOVE SEDIMENT IN PONDS THAT IS GREATER THAN 6-INCHES IN DEPTH, AND IF NECESSARY, RESEED WITH NATIVE GRASSES AND INSTALL FILTER FABRIC AND 3 TO 4 INCH COBBLE AS DIRECTED BY THE ENGINEER.

C. INSPECT FOR SEDIMENTATION IN ALL SWALES, DITCHES, DRAINAGE PONDS AND REMOVE AND STABILIZE AS NECESSARY.

D. INSPECT FOR SOIL EROSION AT ALL DRAINAGE PONDS, CUT AND FILL SLOPES, AND REPAIR OR STABILIZE ACCORDINGLY.

E. INSPECT THE STRUCTURAL INTEGRITY OF DRAINAGE PONDS, SLOPES, RIP-RAP, GABIONS, DROP INLETS, CULVERTS, ENERGY DISSIPATORS, AND RETAINING WALLS, ROCK PLATING, EROSION CONTROL MATS OR BLANKETS, AND REPAIR OR STABILIZE ACCORDINGLY.

## **GUNNISON'S PRAIRIE DOG NOTE**

THE PROJECT SHALL COMPLY WITH THE PROVISIONS OF THE GUNNISON'S PRAIRIE DOG ORDINANCE (ARTICLE 14-8.12).

## **DUST CONTROL NOTE**

All on-site soil disturbing construction activities shall be addressed and provide measures to mitigate or control dust from being transported offsite and polluting neighboring properties.

Any person, owner, contractor or operator who conducts earthmoving and/or dust generating activities is responsible for implementing Best Management Practices (BMPs) in order to mitigate off-property transport of fugitive dust emissions.

A plan, or storm water prevention plan (SWPPP) when applicable, listing the Best Management Practices (BMPs), shall be provided to the City Engineer, or their designee for review and approval. The approved BMPs shall be applied to the graded and/or disturbed soil in order to stabilize the site.

The initial BMP shall address how the Contractor will minimize the amount of disturbed soil, and how the Contractor will stabilize the disturbed surface area exposed to wind or vehicle traffic during construction.

Some BMPs shall include:

- The reduction of vehicle speeds: establish a maximum speed limit or install traffic calming devices to reduce speeds to a rate to mitigate off-property transport of dust entrained by vehicles.
- The minimization of drop height: Drivers and operators shall unload truck beds and loader or excavator buckets slowly, and minimize drop height of materials to the lowest height possible, including screening operations.
- High winds restriction: temporarily halt work activities during high wind events greater than 30 mph if operations would result in off-property transport.
- Restrict access: restrict access to the work area to only authorized vehicles and personnel.

In the event the above practices are ineffective to prevent off property transport, the owner or operator shall use at one or more of the following Best Management Practices (BMPs):

- Wet suppression: apply water to disturbed soil surfaces, backfill materials, screenings, and other dust generating operations as necessary and appropriate considering current weather conditions, and prevent water used for dust control from entering any public right-of-way, storm water drainage facility, or watercourse.
- Wind barrier: construct a fence or other type of wind barrier to prevent wind erosion of the graded or disturbed surface.
- Vegetation: plant vegetation appropriate for retaining soils or creating a wind break.
- Surface roughening: stabilize an active construction area during periods of inactivity or when vegetation cannot be immediately established.
- Cover: install cover materials such as tackifiers, erosion control blankets, gravel, vegetation (when appropriate), cold-millings, etc. during periods of inactivity and properly anchor the cover.
- Soil retention: stabilize disturbed or exposed soil surface areas that will be inactive for more than 30 days or while vegetation is being established.

## **ENGINEER'S STORMWATER INFRASTRUCTURE CERTIFICATION**

I, the undersigned professional engineer in the State of New Mexico, do hereby certify that the record information shown hereon is based on actual field measurements and visual inspections performed by myself or under my direct supervision. I further certify that the record condition as of \_\_\_\_\_ is in substantial compliance with the approved grading and drainage plan prepared by \_\_\_\_\_, dated \_\_\_\_\_.

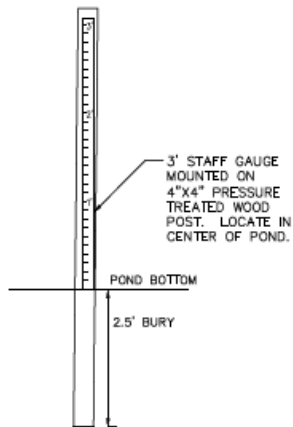
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Signature

NMPE # \_\_\_\_\_

Date

### **Example for pond measurement post**

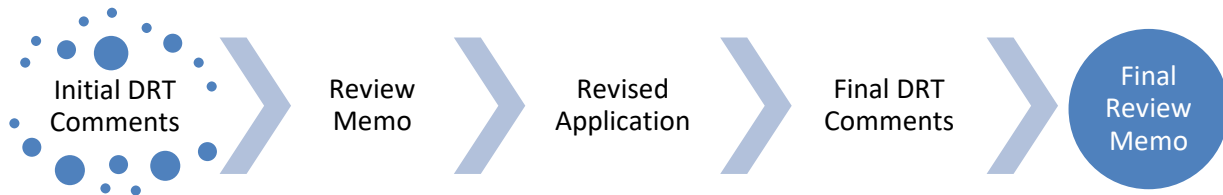


**POST & STAFF GAUGE**  
NTS

# Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks\*

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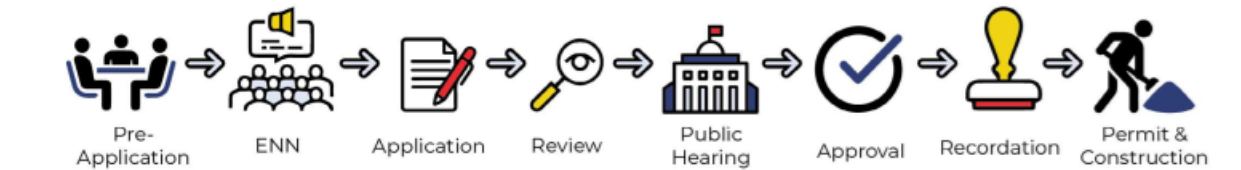


Timing of Conditions of Approval + Technical Corrections

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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: 09/04/2025

DRT Member: Zoë Isaacson, River and Watershed Manager

Dept/Div: Public Works/Parks and Open Space

Case No.: 2025-11030

Case Planner: Alexa Hempel

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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. Historic drainage calcs should include offsite flows onto property (if applicable)	Include in drainage report with development plan	
2.		
3.		
4.		
5.		
6.		

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

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1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

**Existing vs Proposed Drainage Areas:** looks like some ponding and drainages will be filled due to proposed building sites and new amenities; how is the developer planning to accommodate the excess water created by both the increase in imperviousness and the filling of these ponds? How do they plan to get the water to the new ponds, will it be piped? Will buildings have gutters and cisterns? Will landscaped areas be swaled to hold water? Etc...

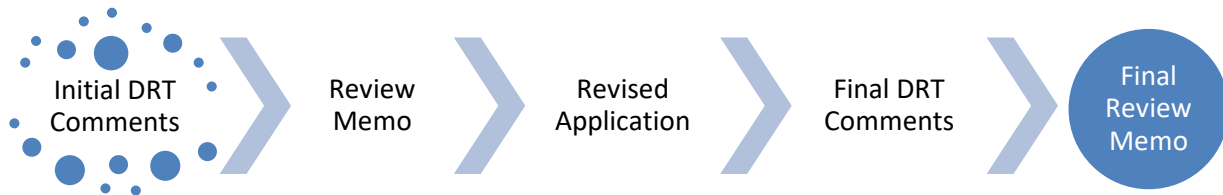
**Historical drainage:** are they making sure to account for the entire basin in their drainage calcs, including offsite flows entering the property, esp. off the parking lot behind the school to the south if there is any?



# Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks\*

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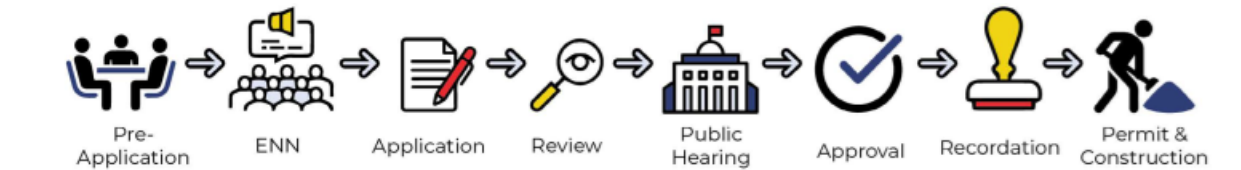


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Development Review Process Flow Chart



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DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 9/4/2025

DRT Member: Stan Holland

Dept/Div: Utilities/Wastewater Division

Case No.: 2025/11030

Case Planner: Alexa N. Hempel

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**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 #

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. The 6-inch sewer service line(s) will be required to connect to a sewer manhole	Prior to Recordation	
2. All 4-inch sewer lines shall connect directly to the public sewer lines	Prior to Recordation	
3. The Wastewater Division has concerns for the existing public sewer line with regards to the sites existing conditions. We are requesting to do a walk thru with the design engineer to discuss the landscaping, access and the condition of the sewer line in the field	Prior to Recordation	
4.		
5.		
6.		

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. The Wastewater Division shows all existing public sewer lines being 8-inch concrete pipe		
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

Date: October 17, 2025  
 DRT Member: Leroy Pacheco, PE and Phil Gallegos, PE (Wilson&Company)  
 Dept/Div: Public Works Department – Traffic Engineering  
 Case No.: Girl's Inc. - Case #2025-11028, 11029, and 11030. General Plan Amendment, Rezoning, and Master Plan

Case Planner: Land Use Department - Alexa Hempel, 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:

Conditions of Approval:	Must be completed by:	Applicant response:

Technical Corrections:	Must be completed by:	Applicant Response:
See attached comments response letter dated 10/17/25 from Wilson & Company regarding Bohannon Huston, revised draft Traffic Impact Study dated 10/6/25.	Prior to Development Plan Approval	

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

1. Any and all future proposed improvements of this site that affect public infrastructure will be subject to **City Code Chapter 23** and additional reviews and possible corrections to meet Public Works Standards for roadways, ADA, signing, striping, lighting, etc. may be required at that time.

**City Code Chapter 23-3.18 City construction and assessment.**

*Nothing in subsections 23-3.12 and 23-3.15 SFCC 1987 prevents the city from ordering construction of curbs, gutters and sidewalks and assessing the cost thereof against the property benefited in any manner provided by the laws of the state. (Code 1953, § 24-28; Code 1973, § 30-29; SFCC 1981, § 4-13-18; Ord. #38-1987, § 8).*

# Memorandum

To: Leroy Pacheco, PE COSF

From: Philip A. Gallegos, PE, Senior Transportation Engineer

CC: Robert Luna, PE, PTOE, Traffic Engineering Practice Lead, SW Region

Date: 10/17/2025

Re: Girl's Inc. TIA Review

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Wilson and Company has reviewed the Revised DRAFT TIA dated October 6, 2025 for the Girl's Inc. Development prepared by Bohannan Huston and have the following comments. Please let me know if you have any questions or require further information.

## REPORT COMMENTS

- All original Comments have been addressed
- On page 48 the report states that the common crash type was rear-end collisions for Richards and Rufina however on table 24 the highest crash type is Another Vehicle at an Angle. This should be corrected in the narrative.
- There is a large percentage of crashes that were not classified by Crash Type. The Crash Summary Tables shall also include the percentage of crash types with the "not available or not classified" crash types removed from the total number of crashes. Therefore, showing percentages of total known crash types.
- All developer mitigations shall be shown on the developments site plan.
- For the intersection of Calle del Cielo and Cerrillos Road the report recommends evaluation of a cost share with the COSF due to the spillover occurring in existing condition. Since this LOS is made worse by the added traffic by the developer this mitigation shall be implemented by the developer.

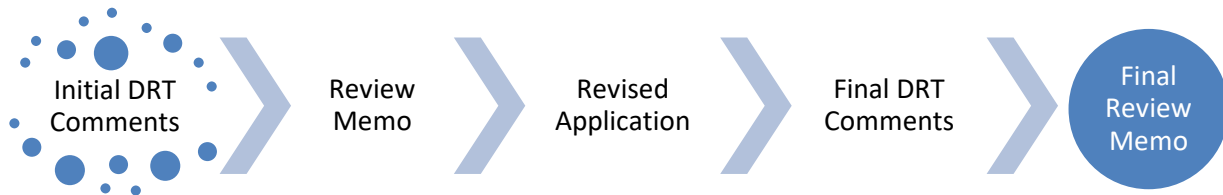
Sincerely,

Philip A Gallegos, PE  
Senior Transportation Engineer

# Development Review Team (DRT) Comment Form

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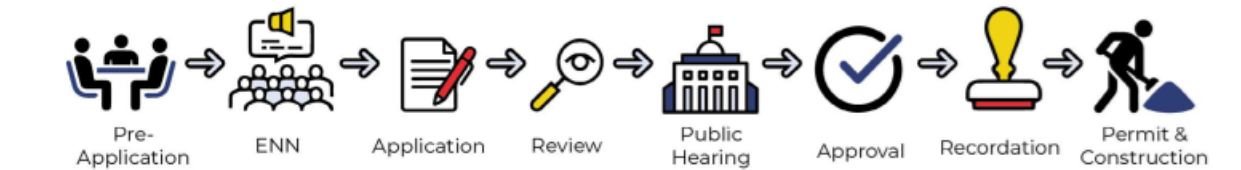


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Development Review Process Flow Chart



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

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 8/20/25

DRT Member: Alexa Hempel

Dept/Div: Current Planning

Case No.: #2025-11028/11029/11030

Case Planner: Alexa Hempel

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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. Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)	Planning Commission. <b>Complete</b>	
<del>2. Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity</del> Applicant shall consolidate Lots 3 and 2A, 2-2 concurrent with Development Plan review or place appropriate easements between Lots 3 and 2A, 2-2 in perpetuity concurrent with Development Plan review	Planning Commission <b>Development Plan.</b> Applicant submitted affidavit acknowledging condition.	
3. Add Case #2025-11030 to Master Plan sheets	Planning Commission. <b>Complete</b>	
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Submit a parking analysis at time of Development Plan	Development Plan	
2. All utilities shall be underground	Development Plan	
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 for Planning Commission

Date: October 07, 2025

DRT Member: Fire Marshal Geronimo Griego

Dept/Div: Fire Marshal's Office

Case No.: 2025-11028, 11029, & 11030

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.

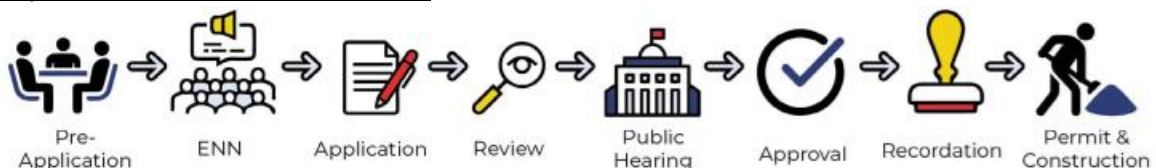


Timing of Conditions of Approval + Technical Corrections

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 Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- 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:

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. Shall comply with the most currently adopted International Fire Code.		

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant Response**:</b>

\*\*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:

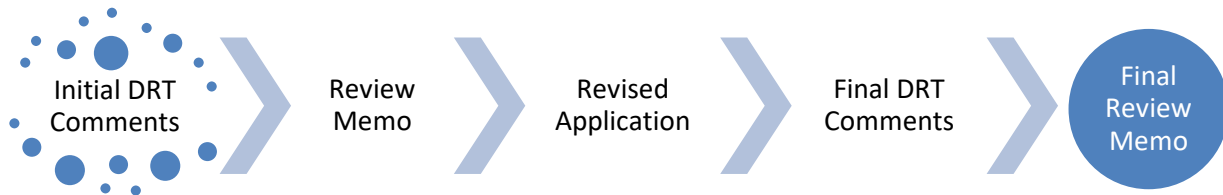
1. Notes on revised plans sheet C2 verify compliance with IFC 2021, Section 903, and Aerial Apparatus access road from 2 points of access to building.

Explanation of Conditions or Corrections (if needed):

# 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.

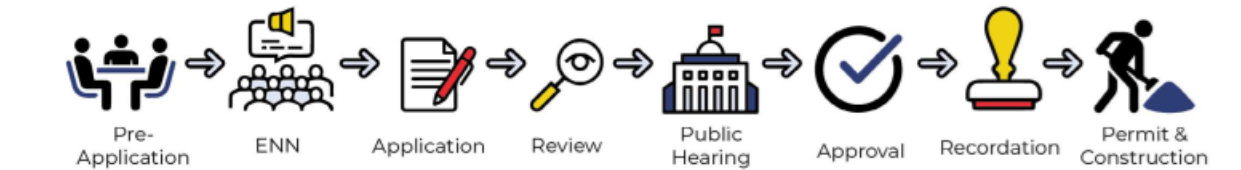


Timing of Conditions of Approval + Technical Corrections

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: 8/18/2025

DRT Member: Clinton Peterson

Dept/Div: Public Utilities/Water Division

Case No.: 2025-11028/11029/11030

Case Planner: Alexa Hempel

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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 # 2025-11028/11029/11030

<b>Conditions of Approval:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. An approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to approval of Development Plan	
3. A separate irrigation meter will be required 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. 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	
5. Each lot shall be served by a separate City water service.	At the time of development	

<b>Technical Corrections:</b>	<b>Must be completed by:</b>	<b>Applicant response**:</b>
1. Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property.	Prior to Water Plan Approval	

\*\*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):

Form Updated: April 2024

(see following pages for notes required)