

**City of Santa Fe
Board of Adjustment
Findings of Fact and Conclusions of Law**

Case #2025-11289

195 Brownell-Howland Rd; Special Use Permit

Applicant's Name - Seonaidh Davenport and Brian Sharon

Agent's Name - Palo Santo Designs, LLC

THIS MATTER came before the Board of Adjustment (“BOA”) for public hearing on November 4, 2025 (“Hearing”) upon the application (“Application”) of Palo Santo Designs, LLC, as (“Agent”) for Seonaidh Davenport and Brian Sharon (“Applicant”).

The Applicant requests Special Use Permit approval to convert an existing legal-nonconforming garage into an accessory dwelling unit (“ADU”) within the Escarpment-Ridgetop Overlay. The property, located at 195 Brownell-Howland Rd, is zoned R-1 (residential, 1 dwelling unit per acre) and has an existing home, attached garage, and detached garage totaling 3,242 square feet on the lot of 5.079-acres (“Property”).

After conducting a public hearing (“Hearing”) and having heard from City Planning and Land Use Staff (“Staff”) and all interested persons, the BOA hereby FINDS as follows:

FINDINGS OF FACT

1. Pursuant to SFCC 1987 Section 14-2.4(B), Section 14-3.6(B), and Section 14-10.2(E), the BOA has the authority to review and approve Special Use Permits for legal nonconforming uses.
2. SFCC 1987 Section 14-3.6(C) sets out the following procedures for a Special Use Permit application: (1) approval of a site plan and other development drawings including a pre-application conference [SFCC § 14-3.1(E)], an Early Neighborhood Notification (ENN) meeting [SFCC 1987 §14-3.1(F)(2)(a)(viii)], and compliance with notice and public hearing requirements [SFCC 1987 § 14-3.1(H)(1)]; (2) an application which shall indicate the section of Chapter 14 under which the special use permit is sought; and, (3) approval limited for any significant expansion or intensification of a special use.
3. Applicants for special use permits are not required to attend pre-application conferences with Staff under SFCC 1987 Section 14-3.1(E)(1).
4. Pursuant to SFCC 1987 Section 14-3.1(H), applicants are required to give notice of ENN meetings.
5. The Applicant gave notice of the ENN meeting by posting signs on one (1) location 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.
6. Pursuant to SFCC 1987 Section 14-3.1(F), the Applicant held a virtual ENN meeting on the Application on September 16, 2025. The Project team and members of Staff attended the ENN meeting. No members of the public attended the meeting.

7. Staff reviewed the Application, related materials, and other information that the Applicant submitted for conformity with applicable SFCC requirements. Staff also provided the BOA with a written report of Staff's findings ("Staff Report") that evaluated the factors relevant to the Application.
8. Staff recommended that the BOA approve the Application subject to certain conditions ("Conditions") and technical corrections set out in the Staff Report and attachments.
9. At the Hearing, the BOA received reports from Staff and testimony and evidence from the Applicant prior to making a decision. No members of the public were present for public comment.
10. The project proposed in the Special Use Permit application is less than 10,000 square feet.
11. SFCC 1987 Section 14-3.6(C)(1) requires the Applicant to submit necessary site plans and other documents that demonstrate the type and extent of development proposed can be accomplished in conformance with applicable development standards of the SFCC ("Submittal Requirements").
12. The information contained in the Staff Report and attachments is sufficient to establish that the Submittal Requirements have been met.
13. SFCC 1987 Section 14-3.6(D)(1) sets out approval criteria and requires the BOA to make complete findings of fact sufficient to show that these criteria have been met before approving a special use permit.
14. Pursuant to SFCC 1987 Section 14-3.6(D)(2), the BOA "may specify conditions of approval that are necessary to accomplish the proper development of the area and to implement the policies of the general plan."
15. The BOA finds that the Conditions and technical corrections set forth in the Staff Report and attachments are necessary to accomplish the proper development of the area and to implement the policies of the general plan.

CONCLUSIONS OF LAW

Under the circumstances and given the evidence and testimony submitted during the hearing, the BOA CONCLUDES as follows:

1. Pursuant to SFCC 1987 Section 14-2.4(B), Section 14-3.6(B), and Section 14-10.2(E), the BOA has the authority to review and approve Special Use Permits for legal nonconforming uses.
2. 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.
3. The information contained in the Staff Report and attachments is sufficient to establish that the Submittal Requirements have been met. Pursuant to SFCC 1987 Section 14-3.6(C)(1), the Applicant met the applicable Submittal Requirements.
4. Pursuant to SFCC 1987 Section 14-3.6(D)(1)(a), the BOA finds that it has the authority to review the Special Use Permit under SFCC 1987 Sections 14-2.4(C)(2), 14-3.6(B), 14-10.2(E), and Table 14-2.1-1.
5. Pursuant to SFCC 1987 Section 14-3.6(D)(1)(b), the BOA finds that the Special Use Permit will not adversely affect public interest as described in the Staff Report. The Governing Body has implemented the General Plan and ordinances to establish minimum standards for health, safety and welfare affecting land uses and developments as a means to protect the public interest.

6. Pursuant to SFCC 1987 Section 14-3.6(D)(1)(c), the BOA finds that the proposed garage to ADU conversion is compatible with and adaptable to buildings, structures, and uses of the abutting properties in the vicinity of the premises under consideration.
7. The BOA approves the Special Use Permit subject to the conditions and technical corrections recommended by Staff.

WHEREFORE, IT IS ORDERED ON THE 2ND DAY OF DECEMBER 2025 BY THE BOARD OF ADJUSTMENT OF THE CITY OF SANTA FE:

The Special Use Permit for the Project is approved, subject to the conditions of approval and technical corrections set forth in the Staff Report and exhibits. The Special Use Permit shall expire three years after issuance of this final action unless actual development of the site or off-site improvements has begun and is continued pursuant to SFCC 1987 Subsection 14-3.19(B)(6), or a time extension is granted pursuant to SFCC 1987 Section 14-3.19(C).

Gary Friedman
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

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

Carol Romero-Wirth, District 2

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

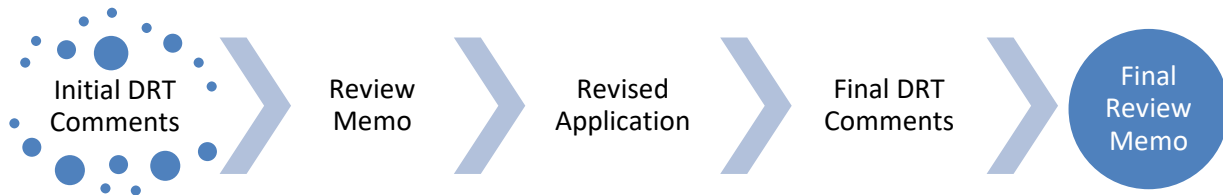
Attachments:

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.		
------------------------------------------------------------------------------------------------	--	--

**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.

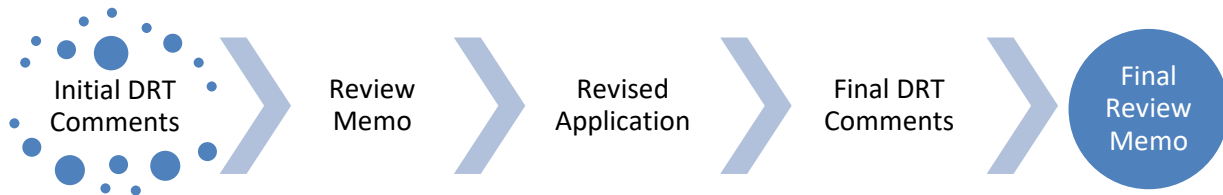
Explanation of Conditions or Corrections:

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.

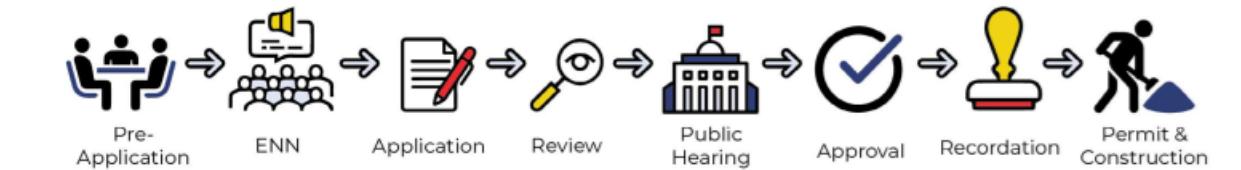


Timing of Conditions of Approval + Technical Corrections

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: 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**:
<p>1. (3)Suburban Archaeological Review District</p> <p>2. In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:</p> <p>3.</p> <p>4. (a)All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres</p> <p>5. (b)All city projects over two (2) acres in size.</p> <p>6. (c)All city park projects over one (1) acre in size.</p> <p>(4) Utility Mains An archaeological clearance <u>permit</u> 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>	<p>Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.</p>	
7.		
8.		
9.		
10.		
11.		

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 for Planning Commission

Date: September 2, 2025

DRT Member: Fire Marshal Geronimo Griego

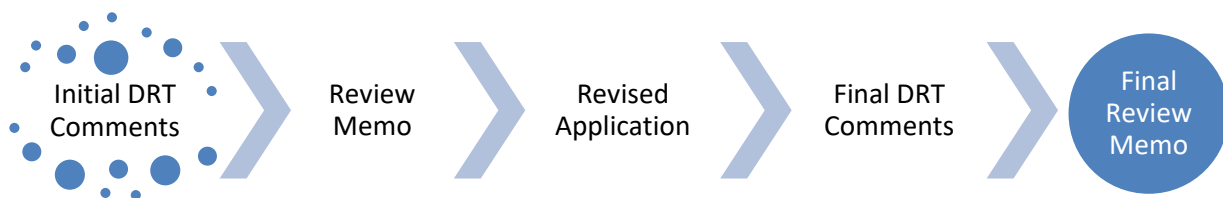
Dept/Div: Fire Marshal's Office

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.

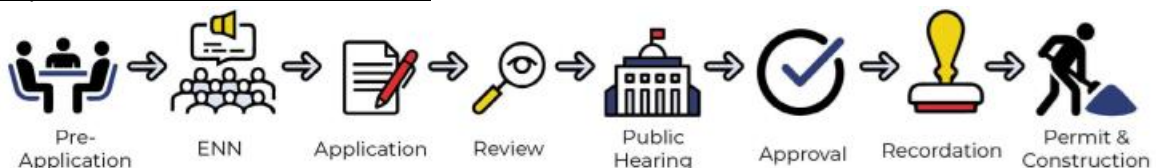


Timing of Conditions of Approval + Technical Corrections

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:

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.

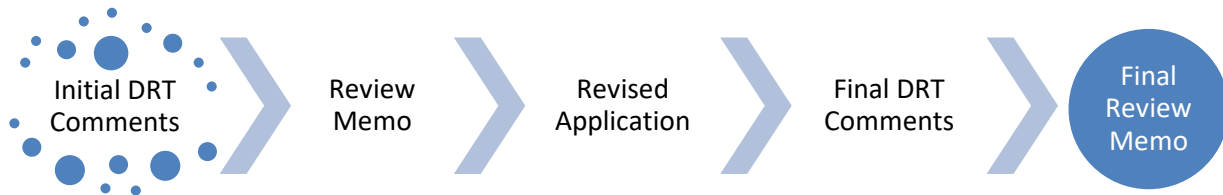
Explanation of Conditions or Corrections (if needed):

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.

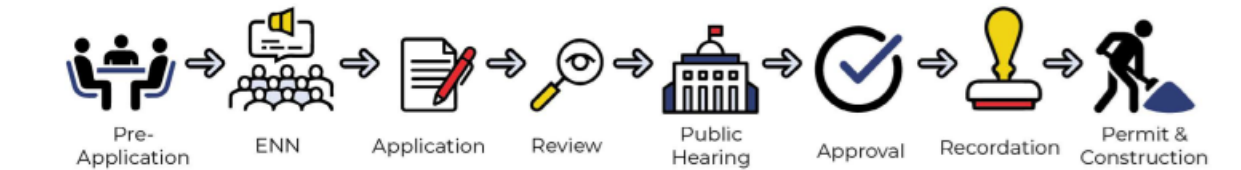


Timing of Conditions of Approval + Technical Corrections

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: 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.		

**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 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*

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.

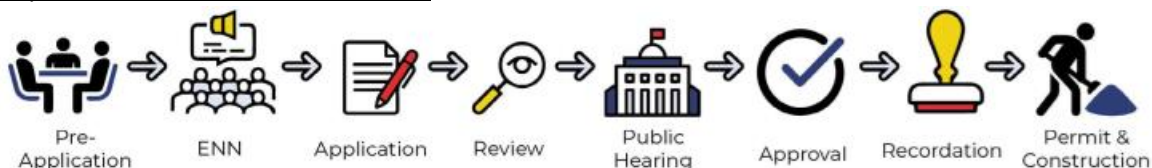


Timing of Conditions of Approval + Technical Corrections

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:

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):