



Agenda

Notice of the Early
Neighborhood Notification
(ENN)
September 16, 2025 at 5:30 PM
Meeting Virtually

Procedures for Early Neighborhood Notification (ENN) Meeting

1. ENN Name
 - a. 195 Brownell Howland
2. Project Address
 - a. 195 Brownell Howland
3. Description
 - a. Special Use Permit to change an existing single car garage into a guest casita. The property is 5.079-acres, zoned R-1, within the Escarpment-Ridgetop Overlay.
4. Applicant
 - a. Palo Santo Designs, agent for Seonaidh Davenport and Brian Sharon
5. Staff
 - a. Alexa Hempel, anhempel@santafenm.gov
6. Meeting Location
 - a. <https://us02web.zoom.us/j/83677338509?pwd=LJYMbhSje8zNQX6bQ8fd1Ou3oltEdo.1>

Meeting ID: 836 7733 8509
Passcode: 066411
Phone Number: One tap mobile
+13052241968,,83677338509# US
+13092053325,,83677338509# US

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

EARLY NEIGHBORHOOD NOTIFICATION MEETING

August 29, 2025

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

Dear Neighbor:

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

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

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

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

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

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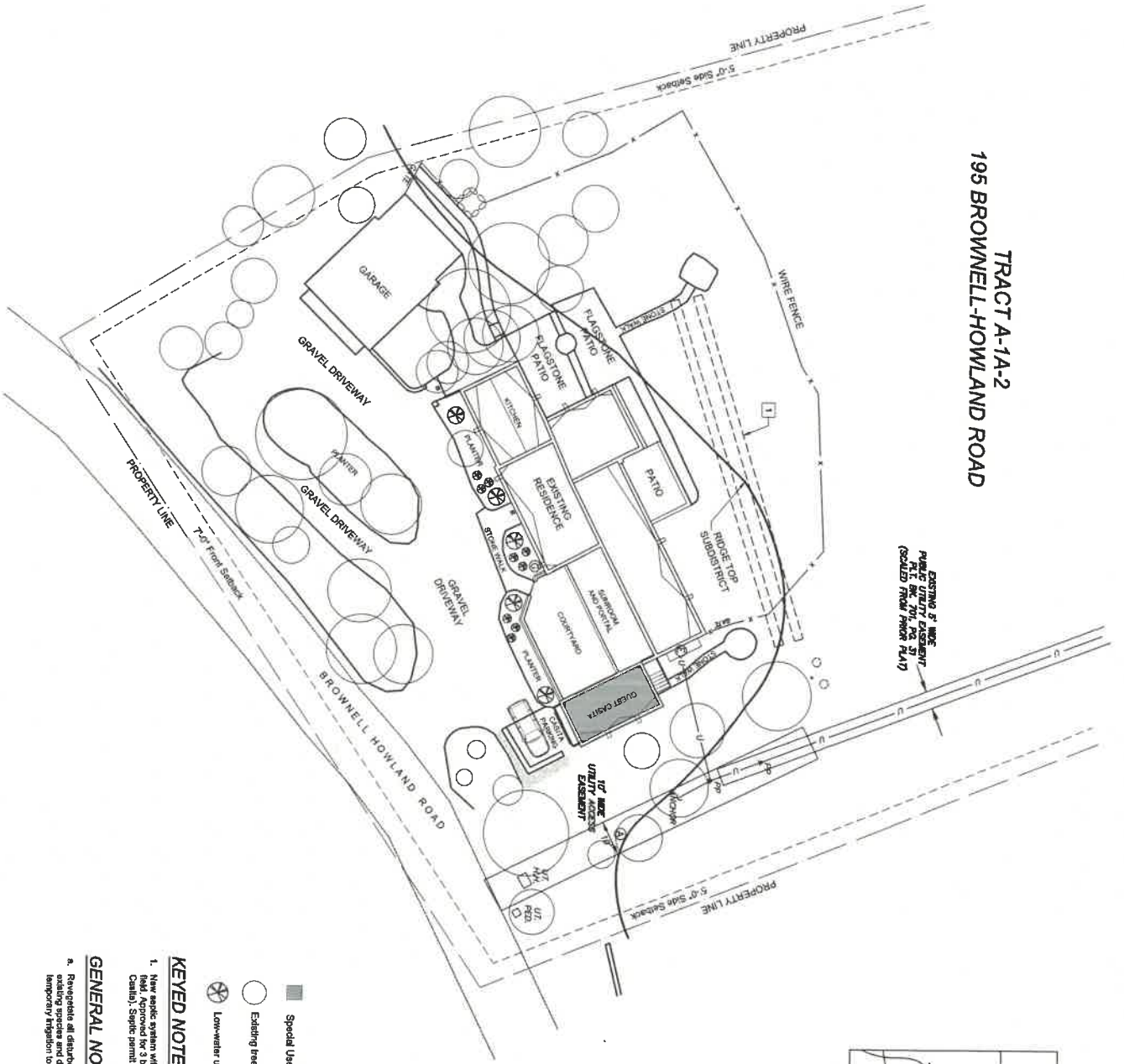
+13092053325,,83677338509# US

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

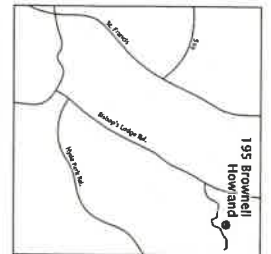
If you have any questions or comments, please contact Sandra Odems, Architect with Palo Santo Designs, at 505-670-8785 or via email at sandra@palosantodesigns.com

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

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



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



VICINITY MAP

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS

For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.

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

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS,

BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

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

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

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



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

Not Applicable

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

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

L. ADDITIONAL COMMENTS (Optional)

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



City of Santa Fe, New Mexico

PUBLIC MEETING NOTICE

Type of project

Project Location

Type of Meeting

Time

Date

Meeting Location

Applicant / Agent

For information call _____

Phone #

Refer to Case _____

Required to be posted and visible from a public street from (_____) to (_____)

DAVENPORT - SHARON RESIDENCE

Interior Kitchen Remodel and Garage conversion to Casita

195 Brownell-Howland Road, Santa Fe, NM 87501

SPECIAL USE PERMIT REQUEST

NOT FOR CONSTRUCTION

REVISIONS:

PALO SANTO DESIGNS LLC
 Committed to Building a Sustainable World
 www.palosantodesigns.com
 505-988-7230

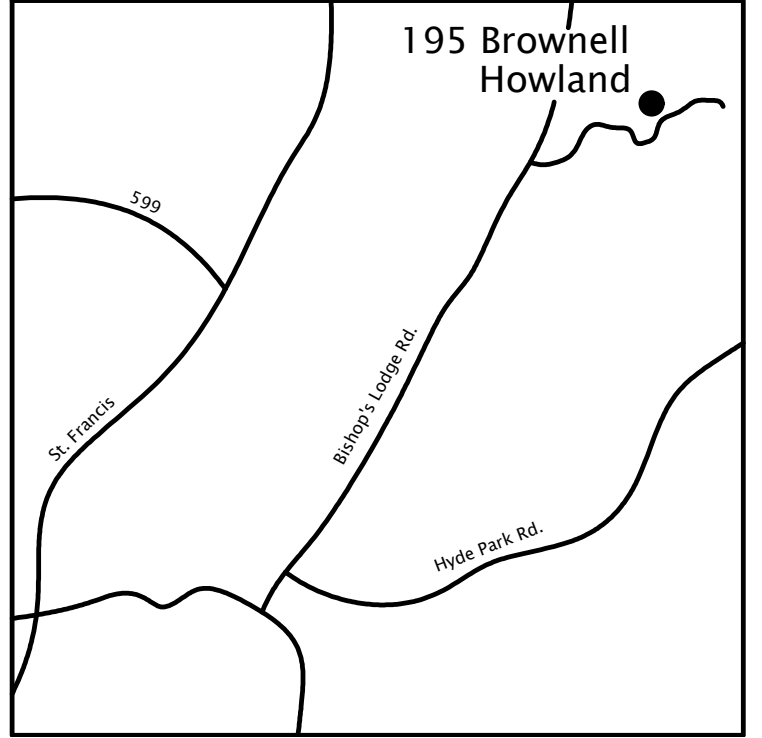
August 6, 2025

DAVENPORT-SHARON INTERIOR REMODEL

195 Brownell-Howland Santa Fe, NM 87501

Cover Sheet

CS1.0

<p>TABLE OF CONTENTS</p> <p>CS1.0 – Cover Sheet/ Code Analysis Recorded Plats & Easements Topographic Survey & Slope Analysis Existing Aerial Imagery</p> <p>ARCHITECTURAL: A1.0 – Site and Landscaping Plan A2.0 – Existing & Demo Floor Plan A2.1 – Proposed Floor Plan A3.0 – Existing & Proposed Exterior Elevations A3.1 – Existing & Proposed Exterior Elevations A3.2 – Existing & Proposed Exterior Elevations</p>
<p>PROJECT LOCATION</p> <p>195 Brownell-Howland Rd, Santa Fe, NM 87501</p> <p>Take Bishop's Lodge Road north. Turn Right on Brownell-Howland Road, 195 is on the Left</p>


<p>PROJECT TEAM</p> <p>OWNERS: Seonaidh Davenport & Brian Sharon</p> <p>ARCHITECT/ CONTRACTOR: Palo Santo Designs LLC 1300 Rufina Circle, Suite 3B Santa Fe, NM 87507 Contact: Sandra Odems Phone: (505) 670-8785 Email: sandra@palosantodesigns.com</p>																		
<p>APPLICABLE CODES</p> <p>2021 NM Residential Building Code 2021 International Residential Code 2021 NM Energy Conservation & 2021 IECC 2021 NM Plumbing & Mechanical Codes 2021 Uniform Plumbing & Mechanical Codes 2020 NM Electrical Code 2020 National Elect. Code & 2012 Elect. Safety 2015 Internat'l Fire Code & City Amendments New Mexico Administrative Code City of Santa Fe Ordinance</p>																		
<p>ABBREVIATIONS</p> <table border="0"> <tr> <td>A.F.F. – ABOVE FINISH FLOOR</td> <td>H.M. – HOLLOW METAL</td> </tr> <tr> <td>A.T.S. – ABOVE TOP OF SLAB</td> <td>N.I.C. – NOT IN CONTRACT</td> </tr> <tr> <td>BLDG. – BUILDING</td> <td>N.T.S. – NOT TO SCALE</td> </tr> <tr> <td>BRNG. HT. – BEARING HEIGHT</td> <td>O.C. – ON CENTER</td> </tr> <tr> <td>C/L – CENTERLINE</td> <td>S.F. – SQUARE FEET</td> </tr> <tr> <td>CLG. – CEILING</td> <td>T.O.P. – TOP OF PARAPET</td> </tr> <tr> <td>EQ. – EQUAL</td> <td>T.O.S. – TOP OF SLAB</td> </tr> <tr> <td>EX. – EXISTING</td> <td>U.N.O. – UNLESS NOTED OTHERWISE</td> </tr> <tr> <td>GYP. BD. – GYPSUM BOARD</td> <td>V.I.F. – VERIFY IN FIELD</td> </tr> </table>	A.F.F. – ABOVE FINISH FLOOR	H.M. – HOLLOW METAL	A.T.S. – ABOVE TOP OF SLAB	N.I.C. – NOT IN CONTRACT	BLDG. – BUILDING	N.T.S. – NOT TO SCALE	BRNG. HT. – BEARING HEIGHT	O.C. – ON CENTER	C/L – CENTERLINE	S.F. – SQUARE FEET	CLG. – CEILING	T.O.P. – TOP OF PARAPET	EQ. – EQUAL	T.O.S. – TOP OF SLAB	EX. – EXISTING	U.N.O. – UNLESS NOTED OTHERWISE	GYP. BD. – GYPSUM BOARD	V.I.F. – VERIFY IN FIELD
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<p>CODE ANALYSIS – CITY OF SANTA FE</p>																	
<p>OCCUPANCY GROUP: Single Family Residential CONSTRUCTION TYPE: V-B GROUND SNOW LOAD: 30 psf WIND EXPOSURE CATEGORIES: C – 105 mph (3 second gust) SEISMIC SITE CLASS: D CLIMATE ZONE: – 5</p> <p>ZONING: RT – Single Family Res. 1du/ac</p> <p>TRACT SIZE: 5.079 Acres</p> <p>LOT COVERAGE: 40% max allowed/ not exceeded</p> <p>OVERLAY ZONE/ COMMUNITY DISTRICT: Escarpment Overlay – Ridgeway Subdistrict on portion of lot</p> <p>SETBACKS REQUIRED: Per City of Santa Fe Zoning: Street/ Front Yard – 7' Rear Yard – 15' Side Yard – 5' (not exceeding 14ft in height), 10' setback if height is over 14 ft</p> <p>BUILDING HEIGHTS: No change</p> <p>EXISTING GROSS AREA OF THE RESIDENCE: 2,675 sf Main House Heated Area 371 sf Guest Room Heated 196 sf Covered Outdoor 3,242 sf Total Roofed Area</p> <p>NO ADDITION TO EXISTING SQUARE FOOTAGE</p> <p>REMODEL AREA: 499 sf Main House Heated 371 sf Guest Casita Heated</p>	<p>FIRE PROTECTION/ SPRINKLER SYSTEM: Confirm sprinkler requirement with Fire Marshall at permit, Coordinate with Owner</p> <p>EMERGENCY VEHICLE ACCESS (conforming): Driveway length – less than 150 ft Driveway width – 20 ft Turnaround required – No Driveway slope – does not exceed 10% grade</p> <p>UTILITIES: Existing electric & gas utilities on site</p> <p>WATER SUPPLY AND WASTEWATER DISPOSAL: Shared private well on neighbor's property to West New onsite waste water treatment system Permit Number: LW-0011910</p> <p>ENERGY EFFICIENCY: Per 2021 IECC, HERS not required for home remodels, renovations and additions.</p> <p>MECHANICAL VENTILATION: Per 2021 IECC</p> <p>THERMAL BYPASS CHECKLIST: All framing, insulation, and drywall / plaster contracts shall familiarize themselves with the DOE's Thermal Bypass Checklist and follow all mandatory requirements relating to the locations and continuity of air barriers and insulation in the home.</p>																
<p>PLAN SYMBOLS</p> <table border="0"> <tr> <td></td> <td>DRAWING TITLE</td> </tr> <tr> <td></td> <td>NORTH ARROW</td> </tr> <tr> <td></td> <td>WINDOW DESIGNATION</td> </tr> <tr> <td></td> <td>DOOR DESIGNATION</td> </tr> <tr> <td></td> <td>KEYED NOTE</td> </tr> <tr> <td></td> <td>SPOT ELEVATION</td> </tr> <tr> <td></td> <td>SECTION CUT</td> </tr> <tr> <td></td> <td>INTERIOR ELEVATION</td> </tr> </table>			DRAWING TITLE		NORTH ARROW		WINDOW DESIGNATION		DOOR DESIGNATION		KEYED NOTE		SPOT ELEVATION		SECTION CUT		INTERIOR ELEVATION
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<p>GENERAL NOTES</p> <ol style="list-style-type: none"> All references to the Building Code or Building Department shall be construed to mean the rules and regulations adopted by the State of New Mexico & the City of Santa Fe. Contractors shall visit the Project Site to become familiar with existing conditions and to verify all elevations, dimensions and conditions of existing building(s) and the site. Discrepancies and/or conflicts between the Contract Documents and the actual field conditions shall be reported to the Architect in writing for correction prior to bidding. Contractors shall be responsible to secure the worksite and render it adequately protected when work is not in progress. Contractors shall perform their work so that there is a minimum of disruption caused to those portions of the building(s) and site where there is no work taking place. All construction refuse and debris shall be removed from the job site not less than once a month and shall be properly disposed of off the property, or contained within a dumpster on site. Work for this project shall be carried out in accordance with State and Local Codes and requirements of any other agency having jurisdiction. In all cases the most restrictive requirements shall apply. Where conflicts occur between the Contract Drawings, Specifications, Field Conditions and/or the Building Code, the most stringent requirements shall apply, in the sole judgment of the Architect. Dimensions have preference over scale. All work shall be executed in accordance with the best accepted trade practices and per manufacturers' recommendations. All Contractors shall coordinate their work with that of other Contractors. No Contractor shall delay or interfere with the work of any other Contractor. All site exits not in the area of the Work shall be kept readily accessible and unobstructed at all times. Contractors shall be responsible for delivery of materials and equipment to the Project Site. Fireblocking shall be installed per the International Residential Building Code. <p>RENOVATION NOTES:</p> <ol style="list-style-type: none"> Notify Architect prior to proceeding if discrepancies or conflicts are discovered. Relocate utilities, equipment and devices as necessary to accommodate proposed design changes. Notify Architect prior to proceeding if changes to the proposed plans are required. Existing exposed wires & piping on the interior & exterior shall be re-routed within wall, roof and floor cavities so that they are no longer visible.
--

LAND DIVISION OF TRACT A-1A FOR THE ANNE THOMPSON DAVENPORT REVOCABLE TRUST U/A DTD MAY 13, 2002

7010034

LYING AND BEING SITUATE IN THE BROWNELL-HOLLAND AREA, WHICH IS IN
THE NORTHEASTERLY AREA OF THE SANTA FE GRANT, IN (PROJECTED) SECTION 8,
T.17N., R.10E., N.M.P.M., WITHIN THE CITY AND COUNTY OF SANTA FE,
STATE OF NEW MEXICO.

N/F
TRL CO., LLC
INSTRUMENT #1355176
TAX ID#
1-056-101-173-430

OWNER'S CONSENT FOR LOT SPLIT

THE UNDERSIGNED OWNER(S) DO HEREBY ATTEST THAT THE LAND DIVISION AND PLATTING AS SHOWN HEREON IS MADE WITH THEIR FREE CONSENT AND IS IN ACCORDANCE WITH THEIR WISHES AND DESIRES. THE UNDERSIGNED OWNER(S) DO HEREBY GRANT REASONABLE EASEMENTS TO ALL EXISTING PUBLIC UTILITIES. THESE LANDS LIE WITHIN THE PLATTING AND PLANNING JURISDICTION OF THE CITY OF SANTA FE, NEW MEXICO.

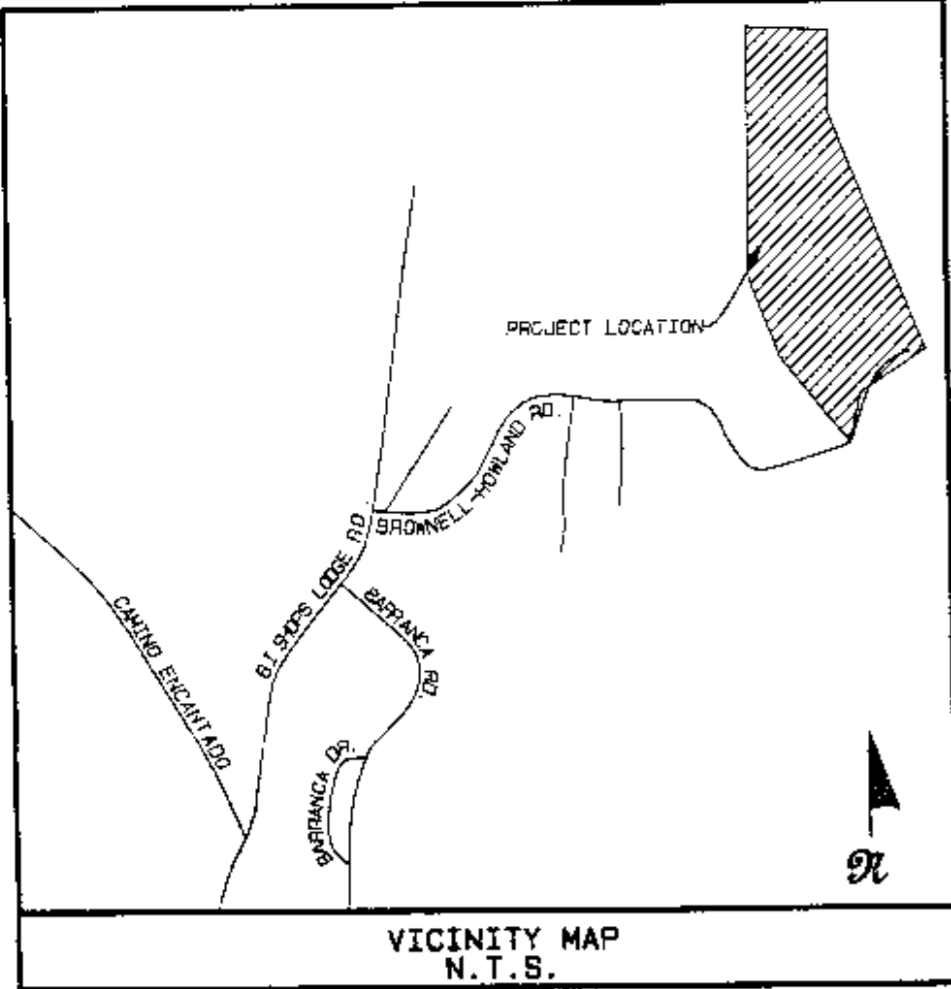
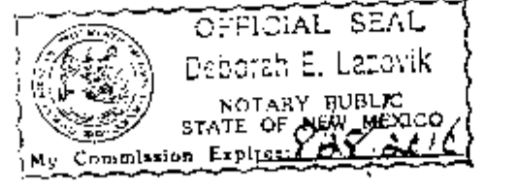
Anne Thompson Davenport
ANNE THOMPSON DAVENPORT, TRUSTEE FOR THE ANNE THOMPSON DAVENPORT REVOCABLE TRUST U/A DTD MAY 13, 2002 (OWNER TRACT A-1A-1 & A-1A-2)

STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 3RD DAY OF February, 2009

Deborah E. Lazovik
NOTARY PUBLIC

2/28/2010
MY COMMISSION EXPIRES



Graphic Scale 1" = 50'
0 25 50 100 150

LEGEND

- SET 1/2" REBAR STAMPED M. NOONAN, N.M.P.L.S. No. 6998
- ⊙ WELL
- ⊕ ELECTRIC METER
- UTILITY POLE
- OVERHEAD ELECTRIC LINE
- UNDERGROUND GAS LINE

NOTES:

1. BASIS OF BEARINGS IS TAKEN FROM A PLAT ENTITLED "LOT SPLIT OF TRACT A-1 FOR DAVID C. DAVENPORT" PREPARED BY MITCHEL K. NOONAN, N.M.P.L.S. No. 6998, RECORDED IN BOOK 305, PAGE 003 ON MAY 15, 1995 AT THE SANTA FE COUNTY CLERK'S OFFICE.
2. REFER TO A WARRANTY DEED RECORDED AS INSTRUMENT #1354001 AT THE SANTA FE COUNTY CLERK'S OFFICE.
3. SEE DFIRM MAP 39049C0410D, DATED JUNE 17, 2008 SHOWING THAT TRACT A-1A LAY WITHIN ZONE "X" - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
4. REFER TO PLAT ENTITLED "LANDS SURVEYED FOR FLORENCE DAVENPORT" PREPARED BY WALTER G. TURLEY, R.P.E.B.L.S. No. 95, DATED JUNE 5, 1958.

OWNER'S CONSENT FOR EXTINGUISHMENT OF PRIVATE INGRESS & EGRESS 20' R.O.W. AND REGRANT OF 20' PUBLIC UTILITY EASEMENT PRIVATE INGRESS & EGRESS 20' R.O.W.

THE UNDERSIGNED OWNER(S) DO HEREBY ATTEST THAT THE EXTINGUISHMENT OF PRIVATE INGRESS & EGRESS 20' R.O.W. (HONEY HATCHED AREA ONLY) AND REGRANT OF 20' PUBLIC UTILITY EASEMENT PRIVATE INGRESS & EGRESS 20' R.O.W. AS SHOWN HEREON IS MADE WITH THEIR FREE CONSENT AND IS IN ACCORDANCE WITH THEIR WISHES AND DESIRES.

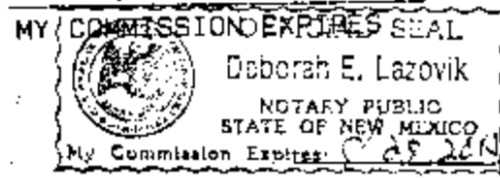
Anne Thompson Davenport

ANNE THOMPSON DAVENPORT, TRUSTEE FOR THE ANNE THOMPSON DAVENPORT REVOCABLE TRUST U/A DTD MAY 13, 2002 (OWNER TRACT A-1A-1 & A-1A-2)

STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 3RD DAY OF February, 2009

Deborah E. Lazovik
NOTARY PUBLIC



Shirley M. Parker

SHIRLEY M. PARKER, TRUSTEE (OWNER TRACT A-2)
BETH DAVENPORT
STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 22nd DAY OF February, 2009

Shirley M. Parker
NOTARY PUBLIC

2/22/2009
MY COMMISSION EXPIRES

Shirley M. Parker

SHIRLEY M. PARKER, TRUSTEE (OWNER TRACT B)
STATE OF ~~NEW MEXICO~~ } SS
COUNTY OF ~~SANTA FE~~ }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 19th DAY OF February, 2009

Shirley M. Parker
NOTARY PUBLIC

2/19/09
MY COMMISSION EXPIRES

Nancy Meem Wirth

NANCY MEEM WIRTH (OWNER LOTS 1, 2 & 4)
STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2009

Nancy Meem Wirth
NOTARY PUBLIC

2-23-2011
MY COMMISSION EXPIRES

Gene Reed

GENE REED, President G.P. FOR WHITSON INVESTMENTS LP (OWNER LOT 2-A)
STATE OF ~~NEW MEXICO~~ } SS
COUNTY OF ~~SANTA FE~~ }

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 6th DAY OF March, 2009

Gene Reed
NOTARY PUBLIC

3/6/09
MY COMMISSION EXPIRES

CITY OF SANTA FE APPROVAL, NOTES & CONDITIONS

APPROVED BY THE SUMMARY COMMITTEE AT THEIR MEETING OF DECEMBER 4, 2008 AS CASE No. SP-2008-24.

CHAIR: *[Signature]* DATE: 4/16/09 SECRETARY: *[Signature]* DATE: 4/16/09

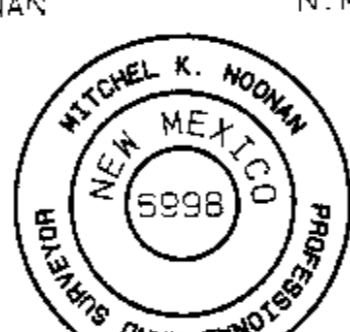
REVIEWED BY: *[Signature]* DATE: 02/13/09 CITY ENGINEER: *[Signature]* DATE: 02/13/09 CITY PLANNER: *[Signature]* DATE: 02/13/09

1. PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH APPLICABLE PROVISIONS OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 2001 AND SUBSEQUENT AMENDMENTS.
2. PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH THE PROVISIONS OF EACH CITY OF SANTA FE ORDINANCE ADOPTED PRIOR TO PLAT/OR DEVELOPMENT PLAN RECORDING WITH THE COUNTY CLERK OR SUBMITTAL FOR A BUILDING PERMIT APPLICATION THAT MODIFIES ANY PROVISION OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 1987 AND SUBSEQUENT AMENDMENTS.
3. EACH LOT SHALL BE SERVED BY SEPARATE WATER SERVICES INCLUDING SETTING UP SEPARATE METER SERVICE ASSESSMENT ACCOUNTS.
4. BUILDABLE AREAS FOR PLATTED PARCELS WILL BE DETERMINED AT THE TIME OF BUILDING PERMIT APPLICATION AS DETAILED IN THE LAND DEVELOPMENT CODE.
5. AS PER MEMO FROM BARBARA SALAS, CITY OF SANTA FE FIRE MARSHAL, PRIOR TO ANY NEW CONSTRUCTION A FIRE ACCESS ROAD IN ACCORDANCE WITH CHAPTER 14 OF THE SANTA FE CITY CODE AND THE INTERNATIONAL FIRE CODE SHALL BE PROVIDED. FIRE ACCESS ROAD REQUIREMENTS SHALL ADDRESS WIDTH, GRADE AND TURNAROUNDS.

SURVEYOR'S CERTIFICATE

I MITCHEL K. NOONAN, N.M.P.L.S. No. 6998 DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE ACTUAL SURVEY ON THE GROUND UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION. THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO; AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. 09/04/08

Mitchel K. Noonan 02/13/09
MITCHEL K. NOONAN N.M.P.L.S. No. 6998



INDEXING INFORMATION FOR COUNTY CLERK

TAX ID# 1-056-101-160-428
OWNER: ANNE THOMPSON DAVENPORT
FILED: INSTRUMENT #1354001
SUBDIVISION: N/A
SECTIONS: SB, 17N, 10E, SANTA FE LAND GRANT

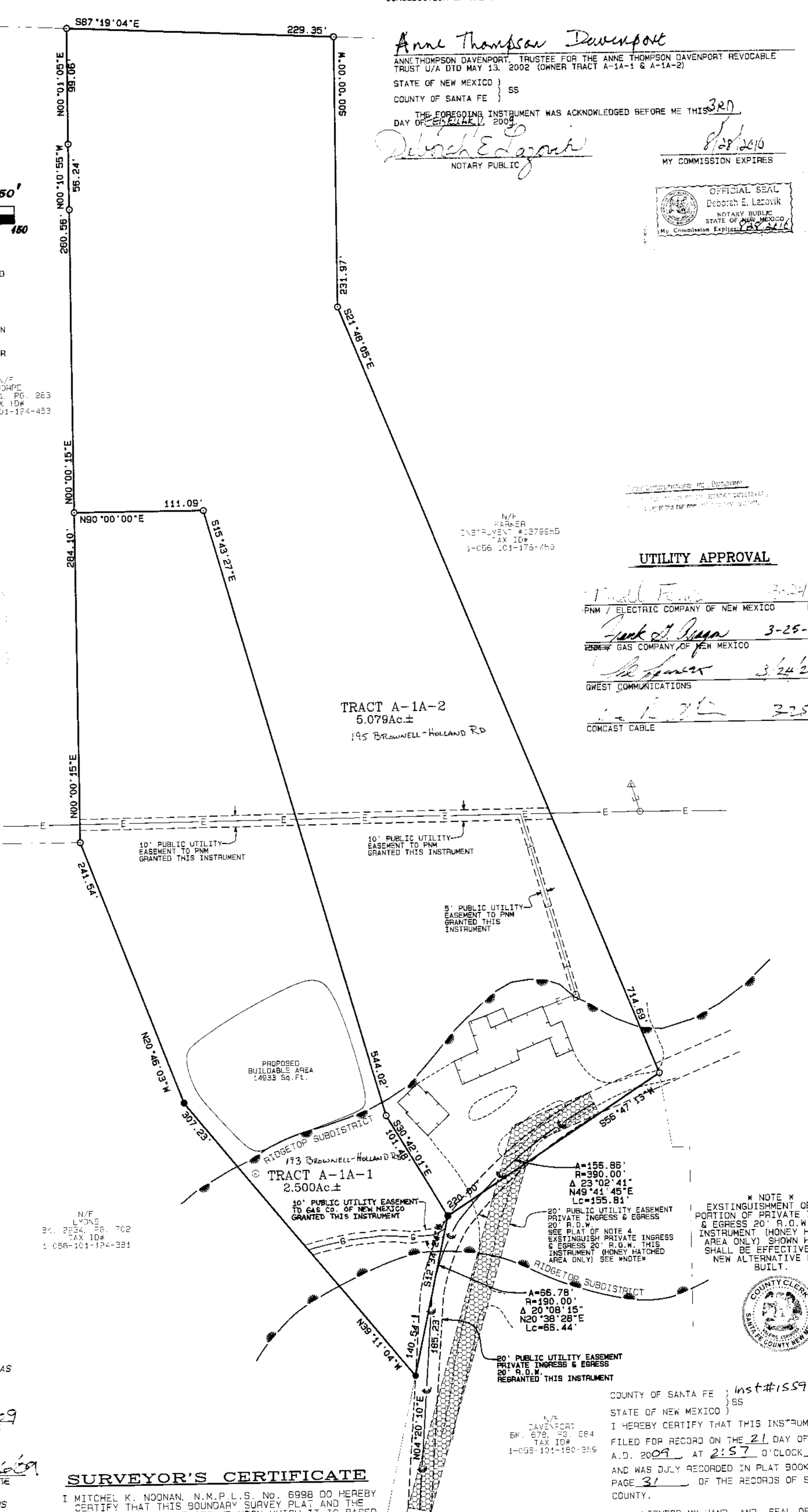
COUNTY OF SANTA FE } SS
STATE OF NEW MEXICO }
I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD ON THE 21 DAY OF April, A.D. 2009 AT 2:57 O'CLOCK P.M. AND WAS DJLY RECORDED IN PLAT BOOK 701 PAGE 31 OF THE RECORDS OF SANTA FE COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE
VALERIE ESPINOZA
COUNTY CLERK, SANTA FE-COUNTY, N.M.
[Signature] DEPUTY

SOUTHWEST MOUNTAIN SURVEYS

1114 HICKOX ST., SANTA FE, N.M. 87501
(505) 882-9428 FAX (505) 986-3413

DATE (S): 02/03/08 DRAWN BY: DKR PROJECT NO: C-505F



UTILITY APPROVAL

PNM / ELECTRIC COMPANY OF NEW MEXICO	DATE
<i>[Signature]</i>	3-24-09
GAS COMPANY OF NEW MEXICO	DATE
<i>[Signature]</i>	3-25-09
QUEST COMMUNICATIONS	DATE
<i>[Signature]</i>	3/24/2009
COMCAST CABLE	DATE
<i>[Signature]</i>	3-25-09

EXHIBIT "A"

Surveyor's Certificate

I, LARRY W. MEDRANO, A REGISTERED PROFESSIONAL SURVEYOR UNDER THE LAWS OF THE STATE OF NEW MEXICO, HEREBY CERTIFY THAT THIS EXHIBIT FOR EASEMENT SURVEY WAS PREPARED FROM FIELD NOTES OF AN ACTUAL ON THE GROUND SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM RESPONSIBLE FOR THIS SURVEY. THIS SURVEY MEETS THE MINIMUM REQUIREMENTS FOR THIS CLASSIFICATION OF (EASEMENT) SURVEY AS PER THE MINIMUM STANDARDS FOR LAND SURVEYING IN NEW MEXICO AS ADOPTED BY THE N.M. BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

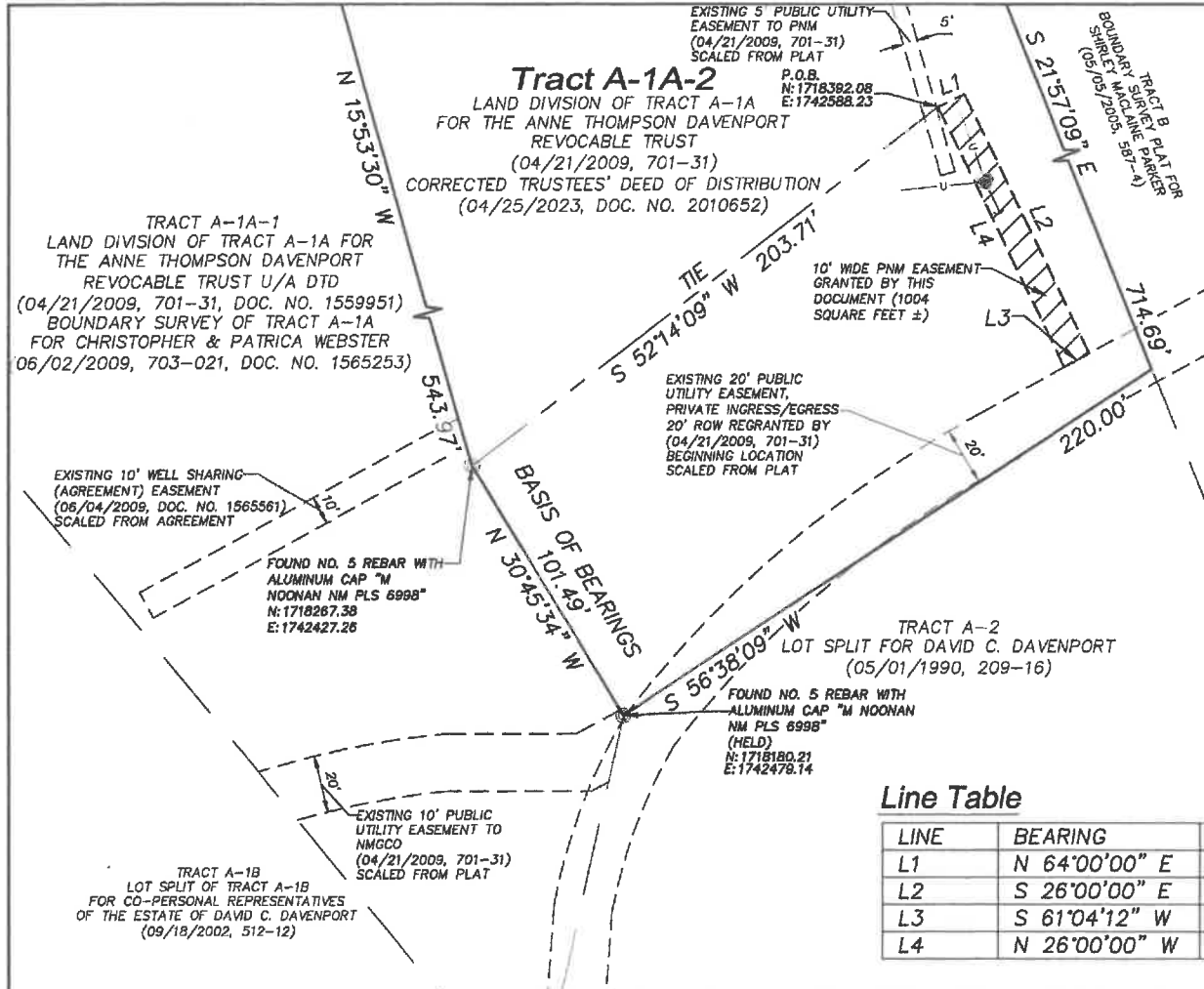
Larry W. Medrano 05/07/2024
 LARRY W. MEDRANO DATE
 N.M.S. No. 11993

Acknowledgment

STATE OF NEW MEXICO)
 COUNTY OF BERNALILLO)
 THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 7th DAY OF May 2024 BY LARRY W. MEDRANO, PRESIDENT, PRECISION SURVEYS, INC.

BY *Nicholas Jackson Pressnall*
 NOTARY PUBLIC
 MY COMMISSION EXPIRES: 12-13-2026

State of New Mexico
 Notary Public
 Nicholas Jackson Pressnall
 Commission Number 1139327
 Expiration Date 12/13/2026



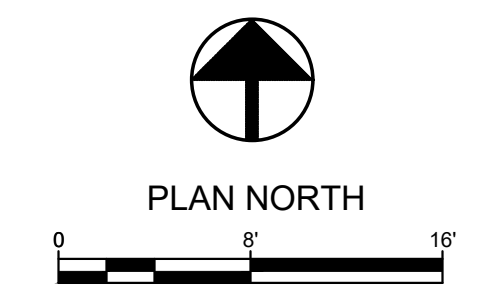
Line Table

LINE	BEARING	DISTANCE
L1	N 64°00'00" E	10.00'
L2	S 26°00'00" E	100.13'
L3	S 61°04'12" W	10.02'
L4	N 26°00'00" W	100.64'

COORDINATE AND DIMENSION INFORMATION	PLSS INFORMATION	PROJECT INFORMATION	INDEXING INFORMATION	LEGEND-NOT ALL SYMBOLS MAY BE USED	PNM PROJECT NO.
STATE PLANE ZONE: NM-C GRID: 18 HORIZONTAL DATUM: NAVD88 VERTICAL DATUM: U.S. SURVEY FEET UNIT: U.S. SURVEY FEET CONTROL: TRIMBLE RTX PRECISE POSITIONING SYSTEM TICKING: GRID TO GROUND: 1.0004469400 GROUND TO GRID: 0.999325866	LAND GRANT: SANTA FE GRANT SECTION: 08 TOWNSHIP: 17 NORTH RANGE: 10 EAST MERIDIAN: N17M CITY: SANTA FE COUNTY: SANTA FE STATE: NM SCALE: 1"=50' 50 100 150	CREW/TECH: SP DATE OF SURVEY: 04/24/2024 DRAWN BY: MT CHECKED BY: LM PSI JOB NO.: 245080EA1 SHEET NUMBER: 1 OF 1	PROPERTY OWNER: DAVENPORT, SEONAIKH & BRIAN SMITH SHARON SUBDIVISION NAME: LAND DIVISION OF TRACT A-1A FOR THE ANNE THOMPSON DAVENPORT REVOCABLE TRUST UPC: 1066101155439000000	MEASURED BEARING AND DISTANCES FOUND AND USED MONUMENT AS DESIGNATED UTILITY POLE ANCHOR EDGE OF ASPHALT	MT #: P14027 PNM APPROVAL:

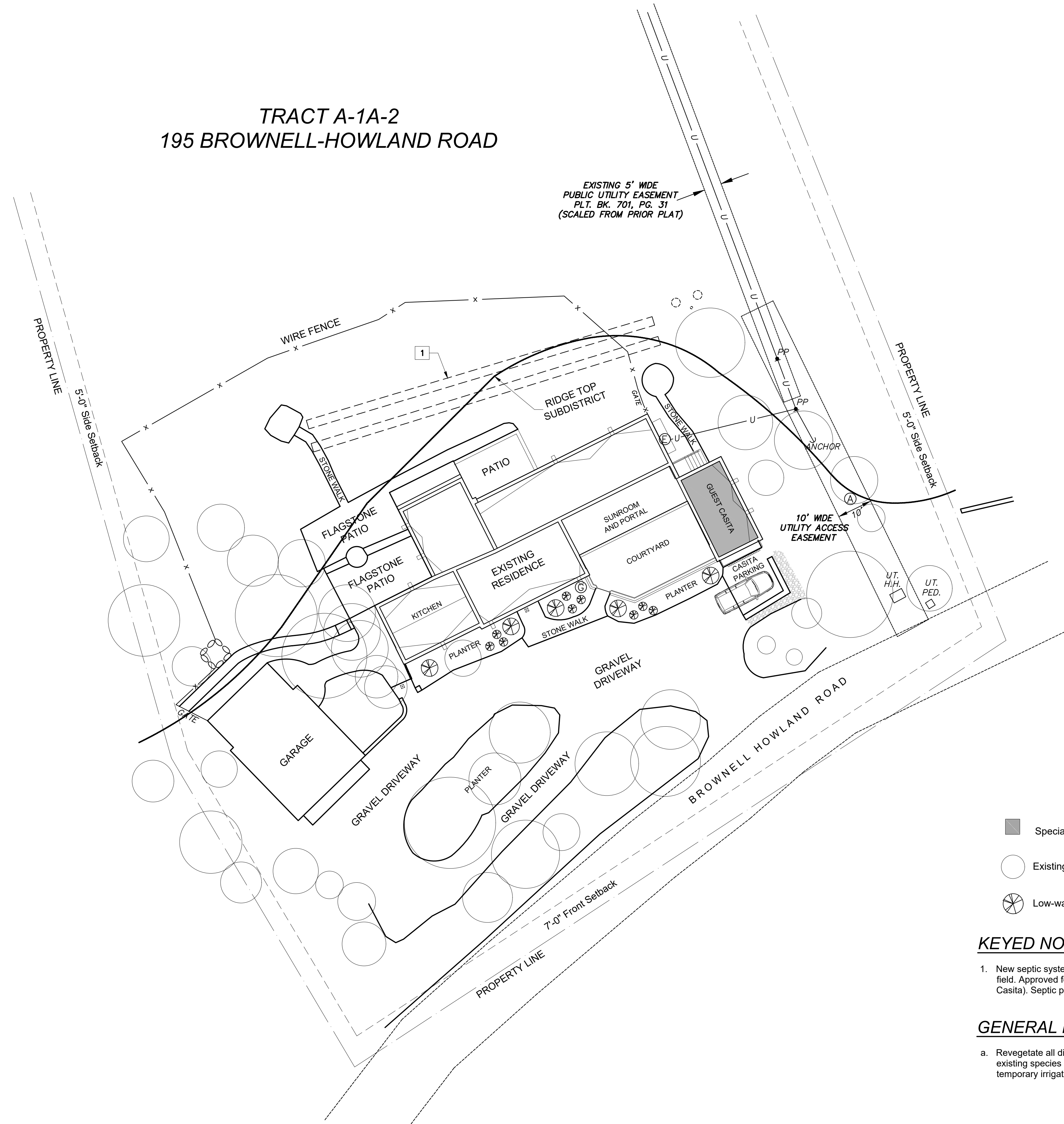


1 EXISTING SITE with GIS contours
SCALE: 1/16" = 1'-0"



SPECIAL USE PERMIT REQUEST
NOT FOR CONSTRUCTION
REVISIONS:
PALO SANTO DESIGNS LLC Committed to Building a Sustainable World www.palosantodesigns.com 505-988-7230
August 6, 2025
DAVENPORT-SHARON INTERIOR REMODEL
195 Brownell-Howland, Santa Fe NM 87501
Existing Aerial Image

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



- Special Use Permit area
- Existing trees to remain
- Low-water use native plants

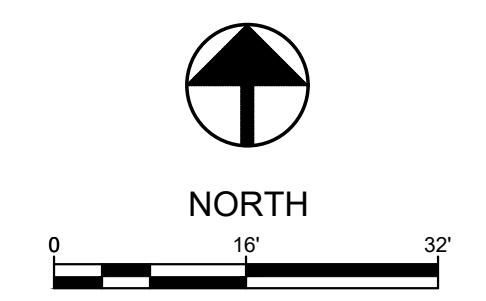
KEYED NOTES:

1. New septic system with new tank and new leach field. Approved for 3 bedroom use (includes the Casita). Septic permit # LW-0011910

GENERAL NOTES:

- a. Revegetate all disturbed areas to approximate existing species and density, typical. Provide temporary irrigation to re-establish landscaping.

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



SPECIAL USE PERMIT REQUEST

NOT FOR CONSTRUCTION

REVISIONS:

PALO SANTO DESIGNS LLC
Committed to Building a Sustainable World
www.palosantodesigns.com
505-988-7230

August 11, 2025

DAVENPORT-SHARON INTERIOR REMODEL

195 Brownell-Howland, Santa Fe NM 87501

Site and Landscape Plan

A1.0

SPECIAL USE PERMIT REQUEST

NOT FOR CONSTRUCTION

REVISIONS:

PALO SANTO DESIGNS LLC
 Committed to Building a Sustainable World
 www.palosantodesigns.com
 505-988-7230

August 6, 2025

DAVENPORT-SHARON INTERIOR REMODEL

195 Brownell-Howland, Santa Fe NM 87501

Existing and Demo Floor Plan

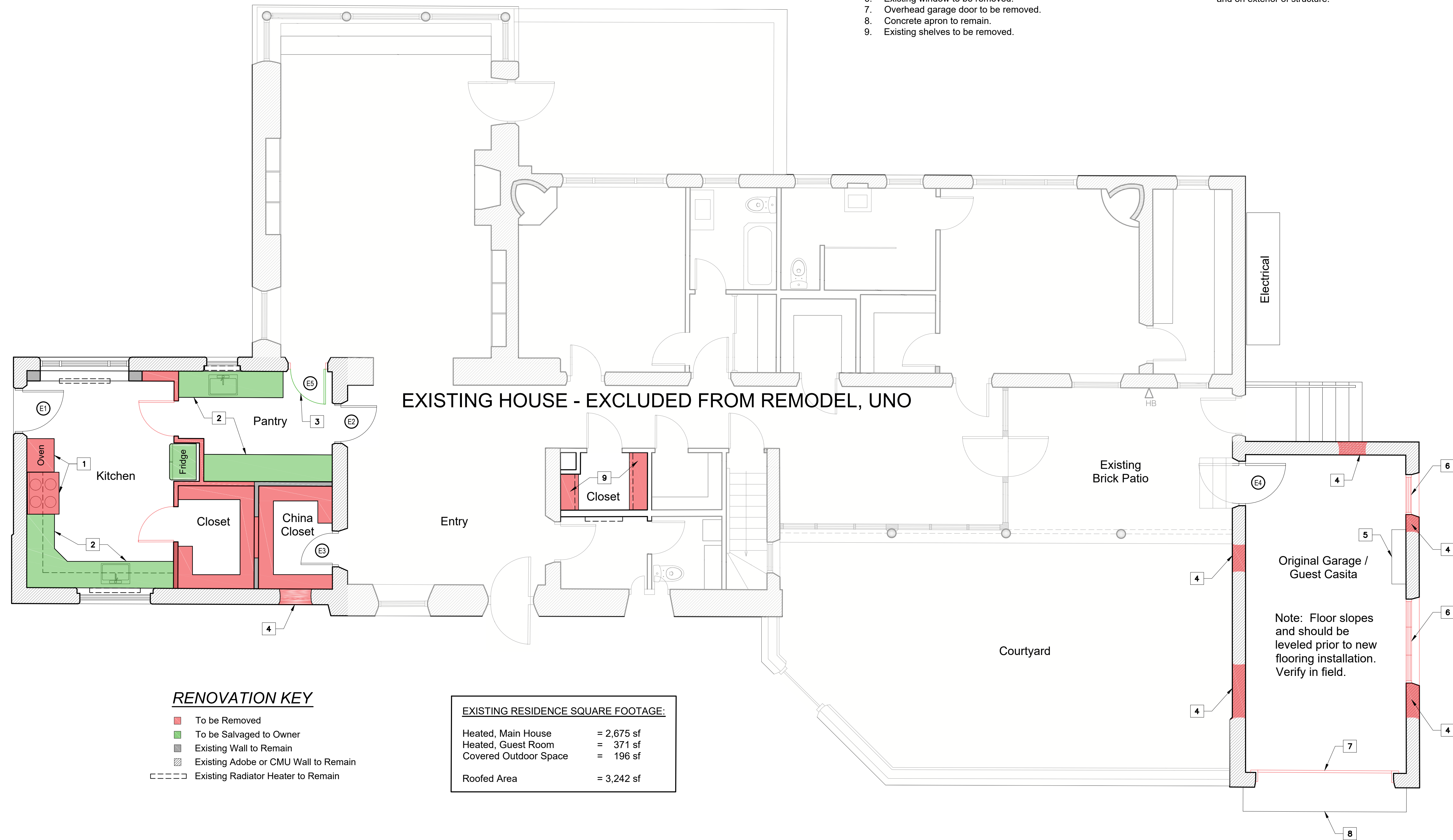
A2.0

KEYED NOTES:

1. Wall oven and range to be removed.
2. Kitchen cabinets, pantry cabinets, and cabinet pulls to be salvaged to Owner.
3. Existing door to be salvaged to Owner.
4. New wall opening for new window. Provide new window header as needed or infill where existing window is to be removed. See A2.1. Infill existing walls with similar materials.
5. Existing mini split to be relocated.
6. Existing window to be removed.
7. Overhead garage door to be removed.
8. Concrete apron to remain.
9. Existing shelves to be removed.

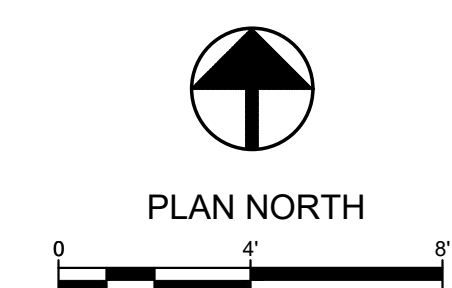
GENERAL NOTES:

- a. Salvage appliances to Owner as noted. VIF
- b. Remove existing floor coverings, lighting, plumbing fixtures, and ceiling treatments in all remodel areas (Kitchen, Pantry, Kitchen Closet, China Closet, Hall Closet, and Original Garage/ Guest Room). Salvage TBD in field with Owner.
- c. Consult with Electrical Engineer for removal of conduit and existing wiring. Provide new concealed wiring per proposed plans. Surface conduit should be avoided in finished spaces and on exterior of structure.



1 EXISTING AND DEMO FLOOR PLAN

A2.0 SCALE: 1/4" = 1'-0"

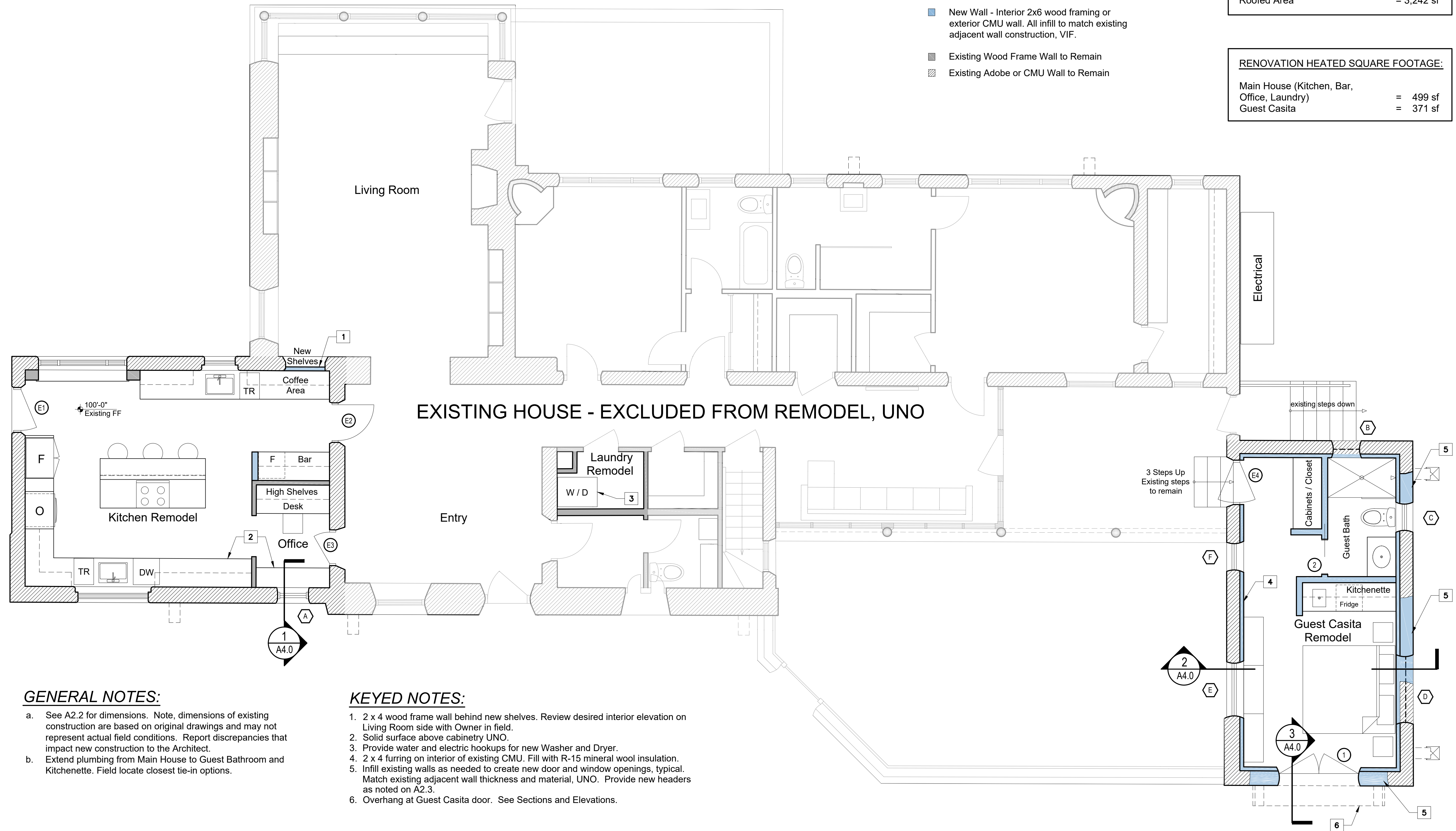


EXISTING RESIDENCE SQUARE FOOTAGE:	
Heated, Main House	= 2,675 sf
Heated, Guest Room	= 371 sf
Covered Outdoor Space	= 196 sf
Roofed Area	= 3,242 sf

RENOVATION KEY

- New Wall - Interior 2x6 wood framing or exterior CMU wall. All infill to match existing adjacent wall construction, VIF.
- Existing Wood Frame Wall to Remain
- Existing Adobe or CMU Wall to Remain

RENOVATION HEATED SQUARE FOOTAGE:	
Main House (Kitchen, Bar, Office, Laundry)	= 499 sf
Guest Casita	= 371 sf

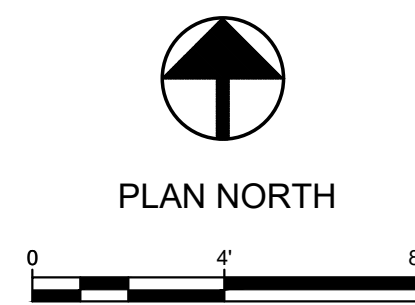


GENERAL NOTES:

- a. See A2.2 for dimensions. Note, dimensions of existing construction are based on original drawings and may not represent actual field conditions. Report discrepancies that impact new construction to the Architect.
- b. Extend plumbing from Main House to Guest Bathroom and Kitchenette. Field locate closest tie-in options.

KEYED NOTES:

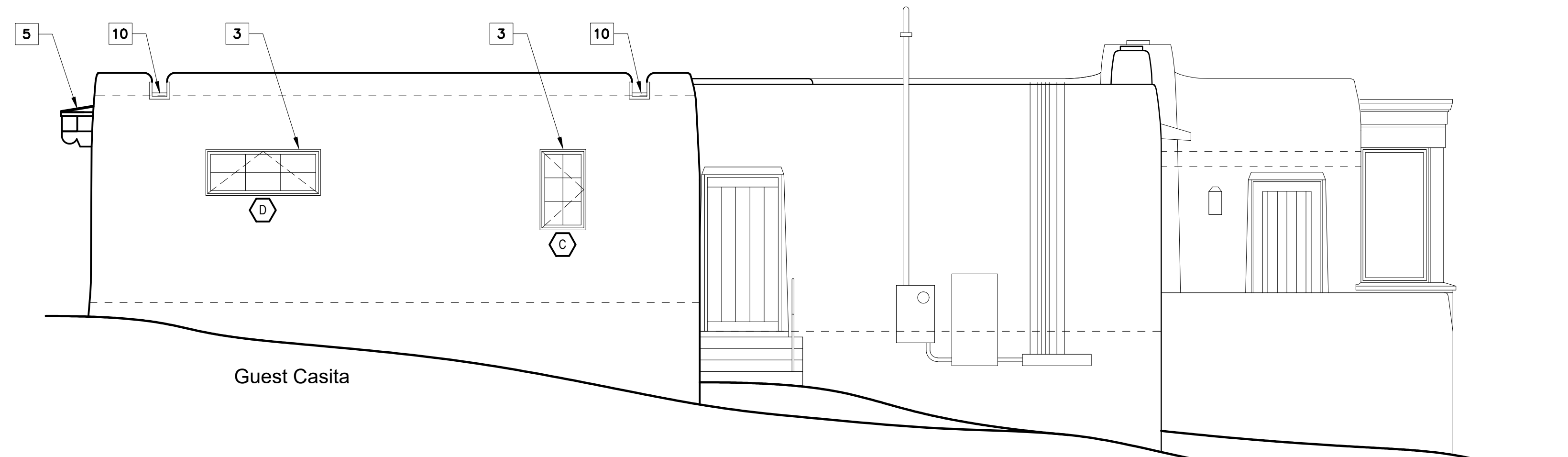
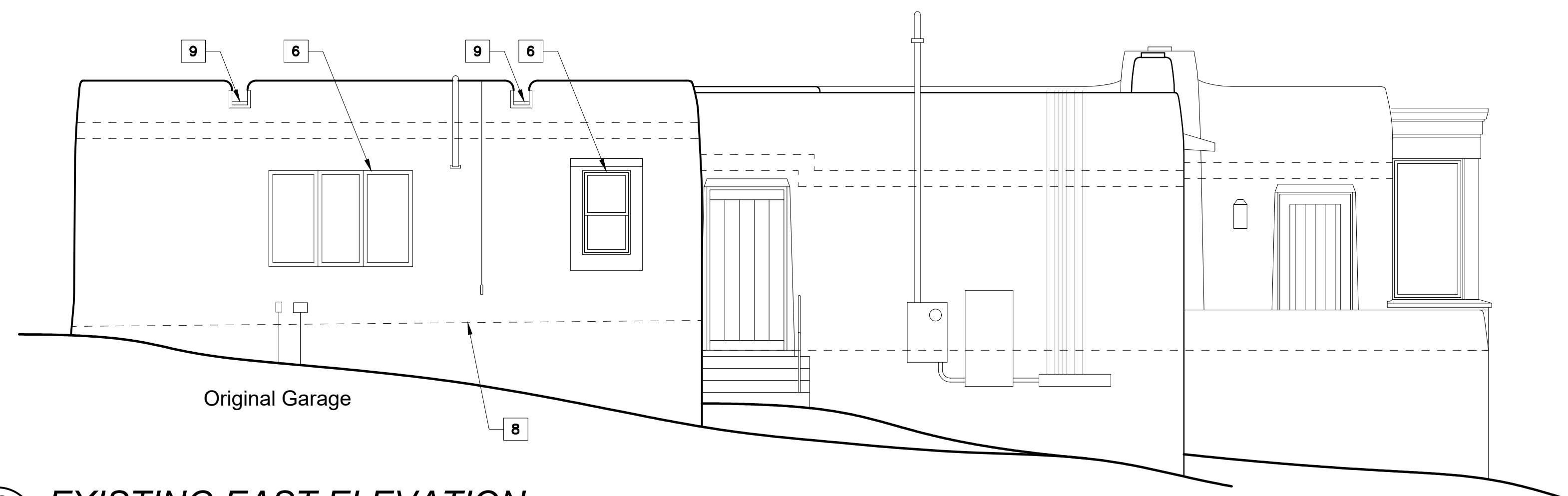
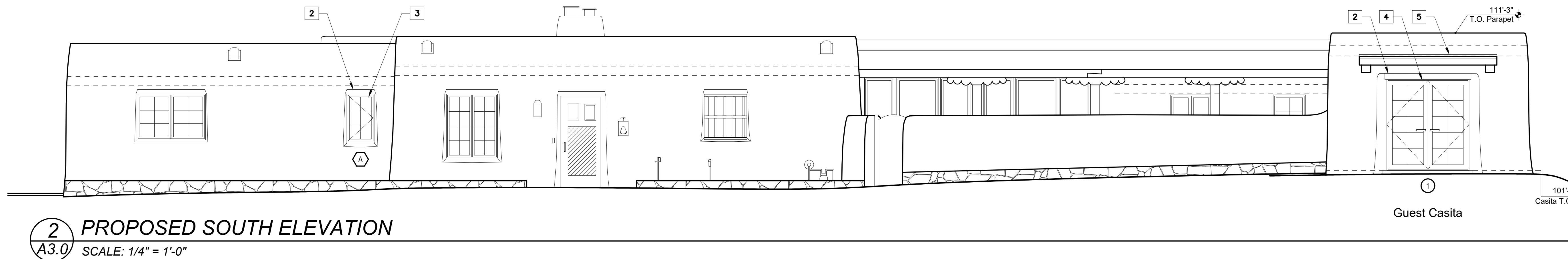
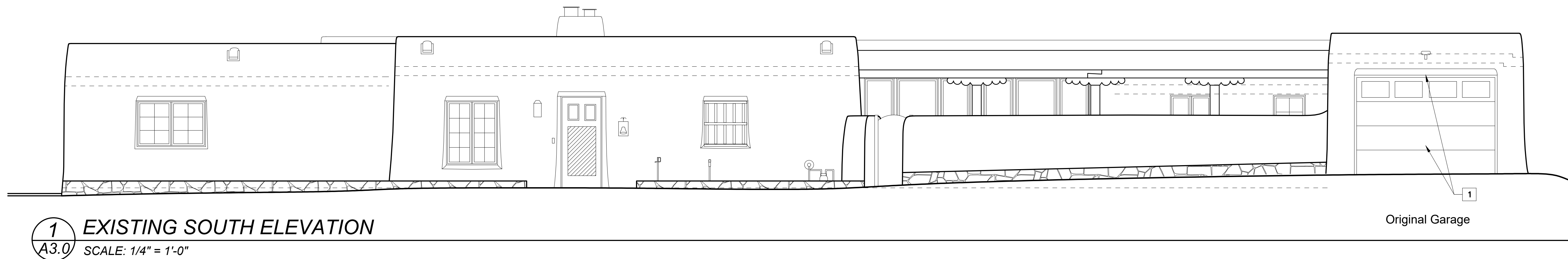
1. 2 x 4 wood frame wall behind new shelves. Review desired interior elevation on Living Room side with Owner in field.
2. Solid surface above cabinetry UNO.
3. Provide water and electric hookups for new Washer and Dryer.
4. 2 x 4 furring on interior of existing CMU. Fill with R-15 mineral wool insulation.
5. Infill existing walls as needed to create new door and window openings, typical. Match existing adjacent wall thickness and material, UNO. Provide new headers as noted on A2.3.
6. Overhang at Guest Casita door. See Sections and Elevations.



1 PROPOSED FLOOR PLAN
A2.1 SCALE: 1/4" = 1'-0"

Elevation 100'-0" on Floor Plan = Elevation 7561.2' on Site Plan

SPECIAL USE PERMIT REQUEST	NOT FOR CONSTRUCTION	PALO SANTO DESIGNS LLC Committed to Building a Sustainable World	DAVENPORT-SHARON INTERIOR REMODEL August 6, 2025	Proposed Floor Plan
REVISIONS:		www.palosantodesigns.com 505-988-7230	195 Brownell-Howland, Santa Fe NM 87501	A2.1



GENERAL NOTES:

- a. Provide new 3-coat stucco patching and re-color coat all remodel areas. Match existing stucco in type and color, typical. Follow manufacturers instructions for application. Provide color sample for approval prior to proceeding with color coat.
- b. No change to existing building heights other than thickness to re-stucco, typical.
- c. Paint color of all existing exposed wood headers/ lintels shall remain blue. Paint touch-up as needed to match.
- d. Paint color for all new exposed wood headers/ lintels, columns, beams and/ or corbels to be white or brown only. No blue paint on new window/door, headers/ lintels or exterior wood structures and/or trim.

KEYED NOTES:

1. Remove existing garage door and replace existing false header above Garage Door with new exposed wood header above Guest Casita french doors. Remove Garage door and salvage to Owners. VIF
2. New exposed wood header/ lintel. Paint new exterior headers/ lintels white.
3. New wood and aluminum clad window. Match existing window clad color (white).
4. New wood and aluminum clad glazed door. See A5.0 Glazed Door and Window Schedule. Match clad color of existing windows (white).
5. New eyebrow overhang at Guest Casita french doors. Paint exposed wood brown to match existing Porch columns, beams & corbels.
6. Remove existing window.
7. Not used
8. Existing concrete slab slopes. VIF and level as needed prior to installing new flooring.
9. Relocate existing canales. Replace with new canales as needed. Paint to match existing canals.
10. New canale location. See A2.3 Roof Plan for new roof slope.

SPECIAL USE PERMIT REQUEST

NOT FOR CONSTRUCTION

REVISIONS:

PALO SANTO DESIGNS LLC
Committed to Building a Sustainable World

www.palosantodesigns.com
505-988-7230

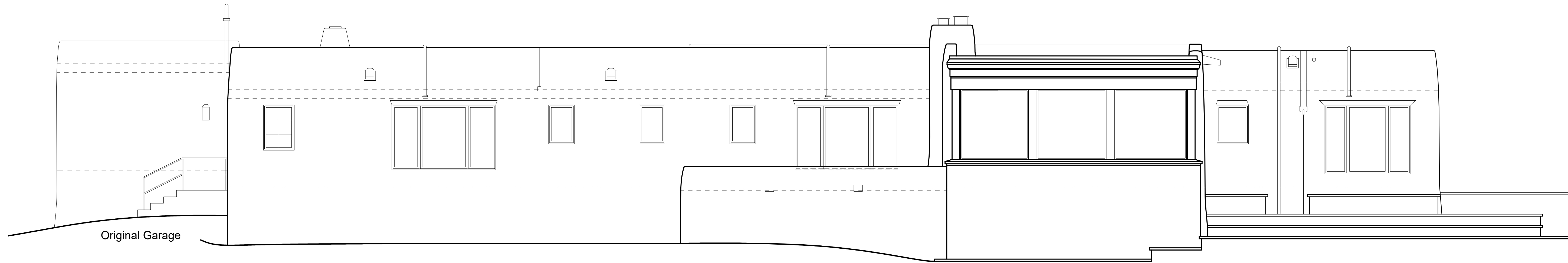
August 6, 2025

DAVENPORT-SHARON INTERIOR REMODEL

195 Brownell-Howland, Santa Fe NM 87501

Existing and Proposed Elevations

A3.0



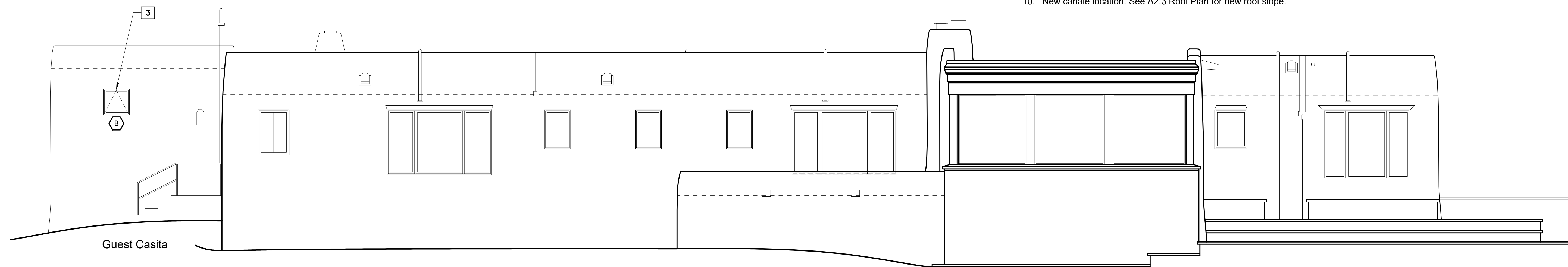
1 EXISTING NORTH ELEVATION
A3.1 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

- a. Provide new 3-coat stucco patching and re-color coat all remodel areas. Match existing stucco in type and color, typical. Follow manufacturers instructions for application. Provide color sample for approval prior to proceeding with color coat.
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6. Remove existing window.
7. Not used
8. Existing concrete slab slopes. VIF and level as needed prior to installing new flooring.
9. Relocate existing canales. Replace with new canales as needed. Paint to match existing canales.
10. New canale location. See A2.3 Roof Plan for new roof slope.



2 PROPOSED NORTH ELEVATION
A3.1 SCALE: 1/4" = 1'-0"

SPECIAL USE PERMIT REQUEST

NOT FOR CONSTRUCTION

REVISIONS:

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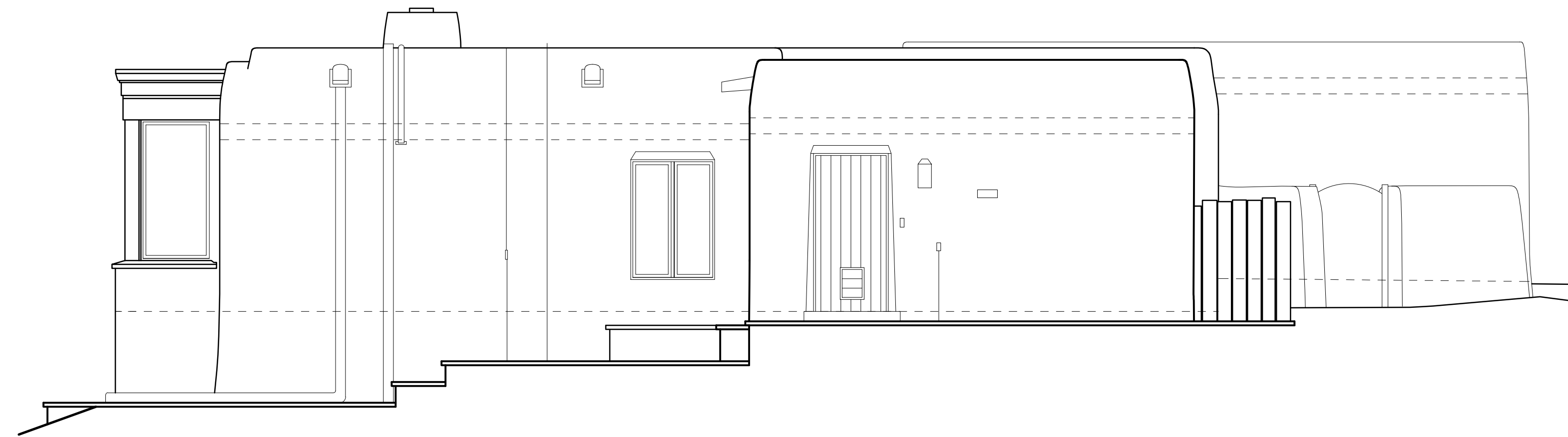
August 6, 2025

DAVENPORT-SHARON INTERIOR REMODEL

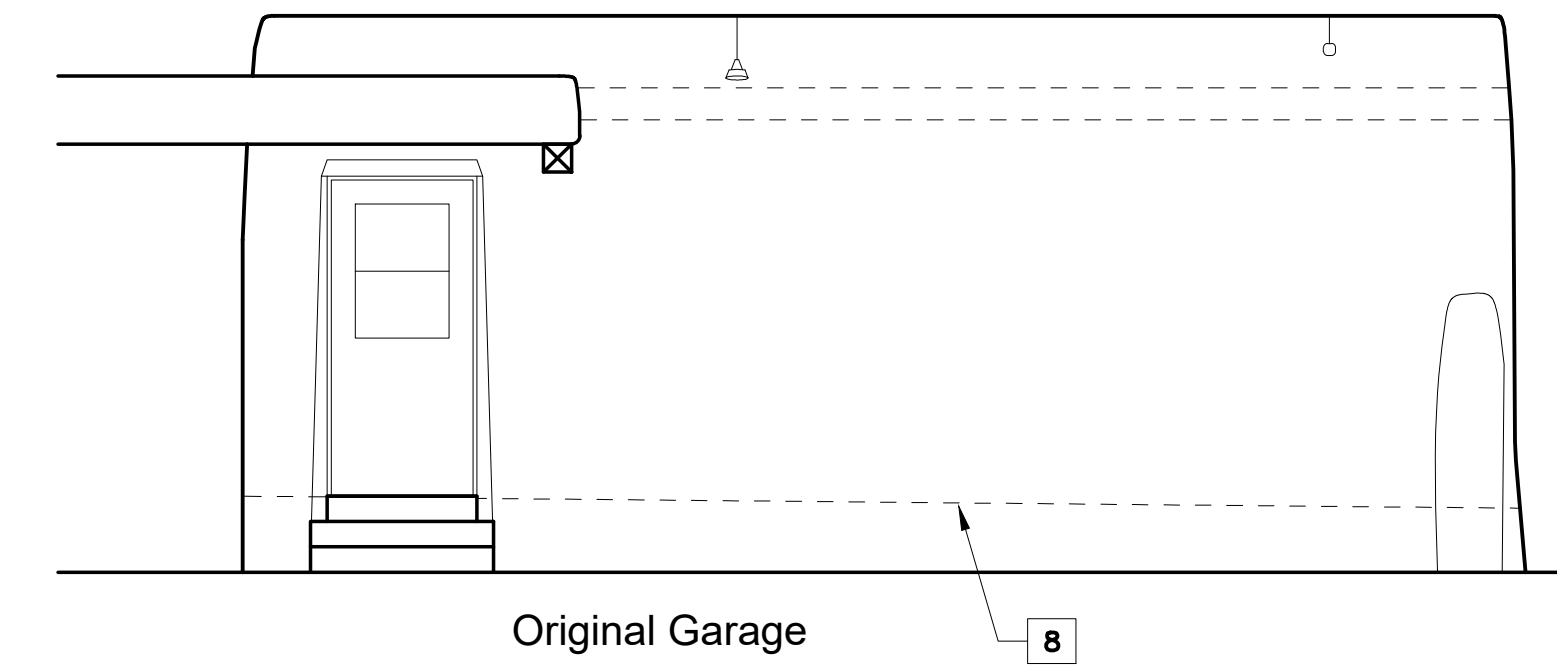
195 Brownell-Howland,
Santa Fe NM 87501

Existing and
Proposed
Elevations

A3.1



1 EXISTING WEST ELEVATION
A3.2 SCALE: 1/4" = 1'-0"



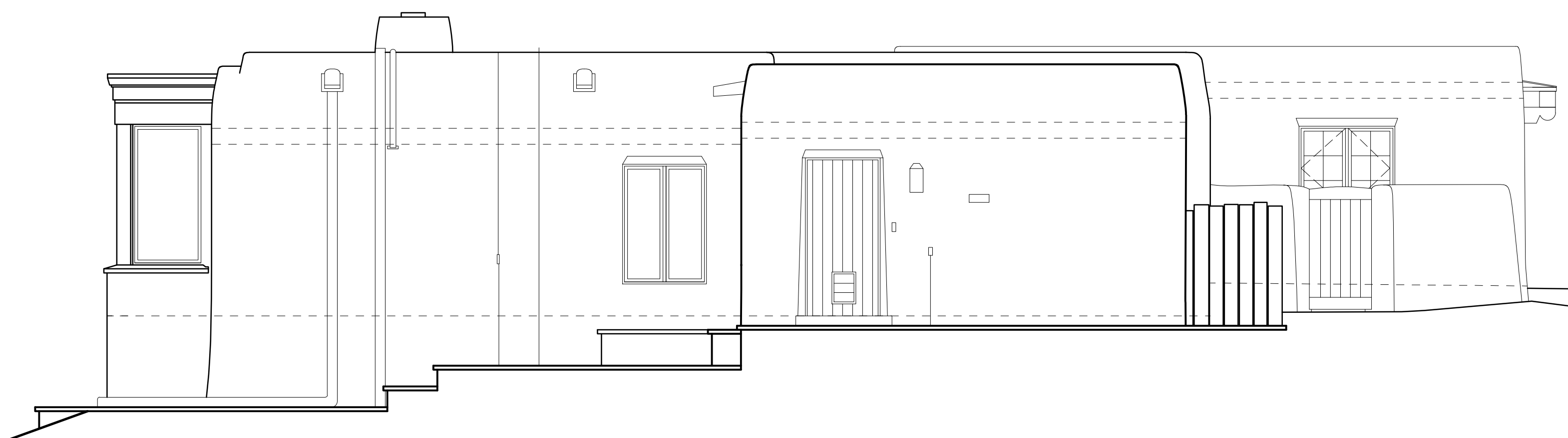
3 EXISTING WEST COURTYARD ELEVATION
A3.2 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

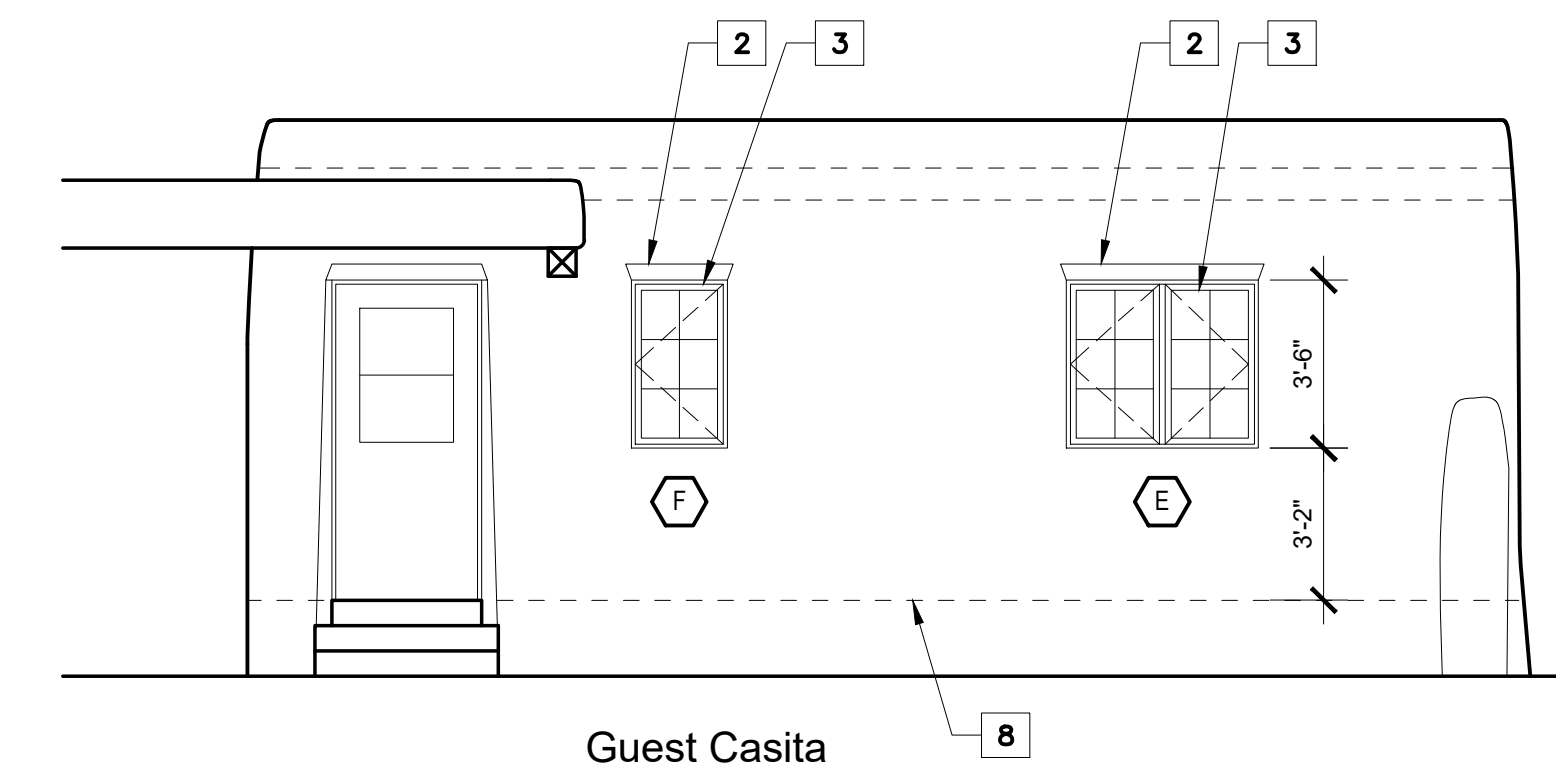
- a. Provide new 3-coat stucco patching and re-color coat all remodel areas. Match existing stucco in type and color, typical. Follow manufacturers instructions for application. Provide color sample for approval prior to proceeding with color coat.
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9. Relocate existing canales. Replace with new canales as needed. Paint to match existing canales.
10. New canale location. See A2.3 Roof Plan for new roof slope.



2 PROPOSED WEST ELEVATION
A3.2 SCALE: 1/4" = 1'-0"



4 PROPOSED WEST COURTYARD ELEVATION
A3.2 SCALE: 1/4" = 1'-0"

SPECIAL USE PERMIT REQUEST

NOT FOR CONSTRUCTION

REVISIONS:

PALO SANTO DESIGNS LLC
Committed to Building a Sustainable World

www.palosantodesigns.com
505-988-7230

August 6, 2025

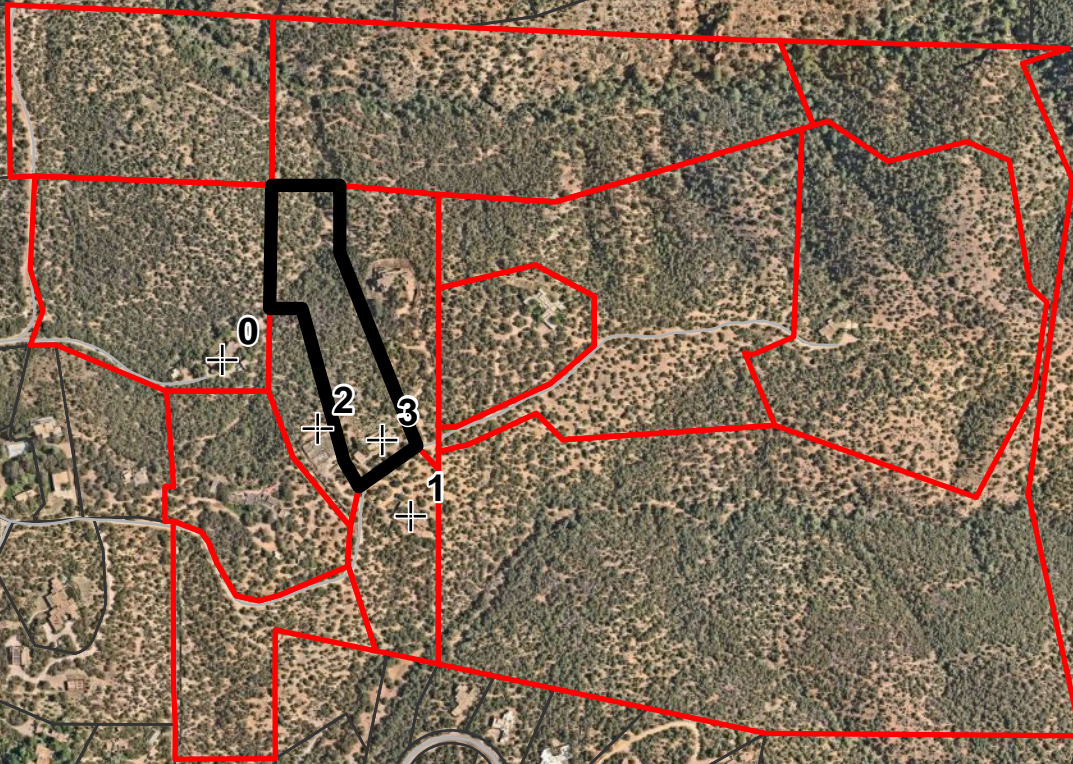
DAVENPORT-SHARON INTERIOR REMODEL

195 Brownell-Howland, Santa Fe NM 87501

Existing and Proposed Elevations

A3.2

Physical Address Points within 300' of 195 Brownell Howland Road (Subject Parcel)

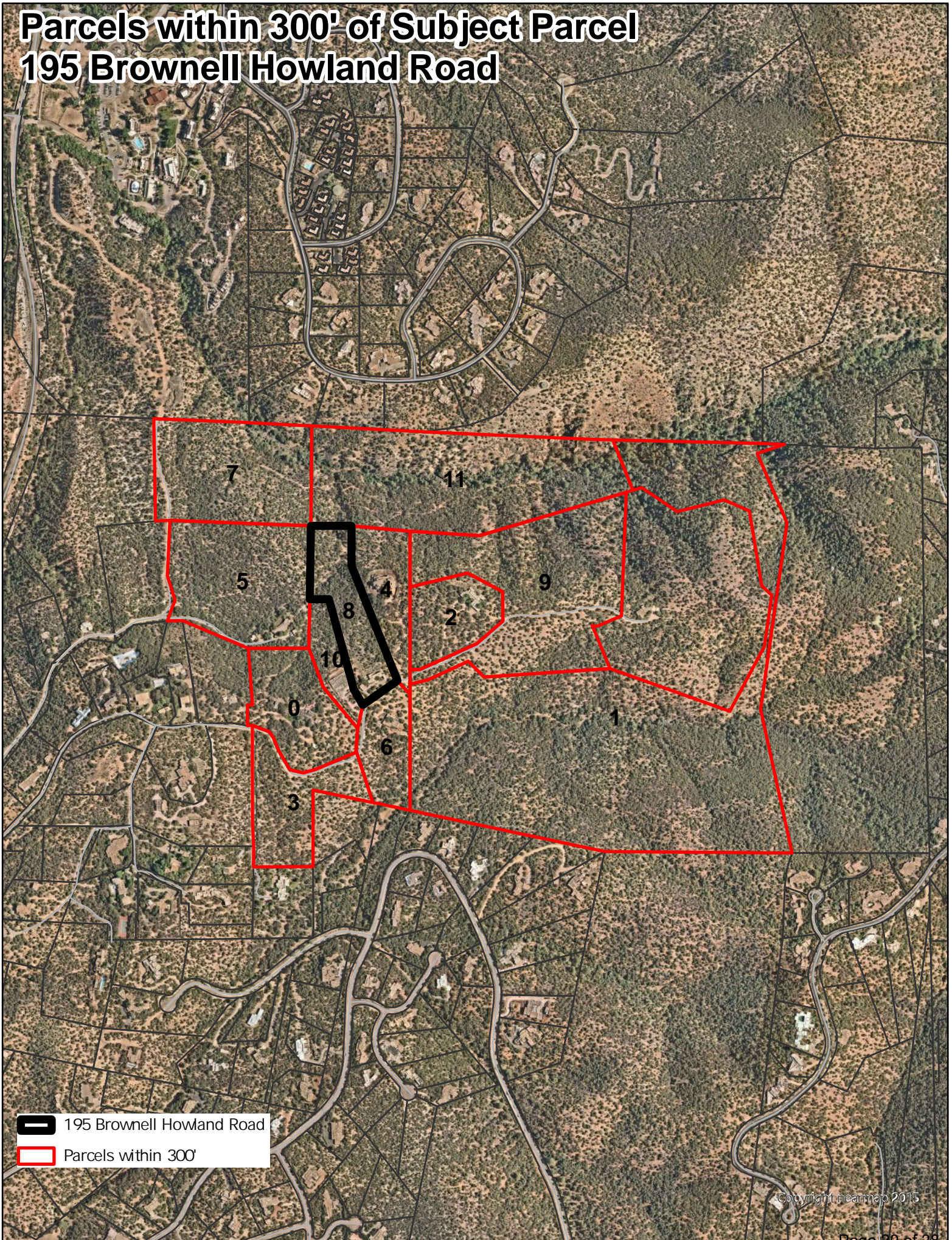




195 Brownell Howland Road



Address Points within 300' To Notify

Parcels within 300' of Subject Parcel 195 Brownell Howland Road



 195 Brownell Howland Road
 Parcels within 300'

FID	ownername1	pstladdress	pstlcity	pstlstate	pstlzip4
0	ASPASIA FILMS LLC	185 BROWNELL HOWLAND RD	SANTA FE	NM	87501-8805
1	SANTA FE COUNTY	PO BOX 276	SANTA FE	NM	87505
2	DUNHAM BLUE PINE ESTATES, LLC	1200 BARTON CREEK BLVD #42	AUSTIN	TX	78735
3	DM HOLDINGS LP	3505 TURTLE CREEK BLVD #20 D	DALLAS	TX	75219-5573
4	MANN, LISA	200 BROWNELL HOWLAND RD	SANTA FE	NM	87501-8800
5	BOHANNON, SONJA & GREG	223 N GUADALUPE ST	SANTA FE	NM	87501-1868
6	DAVENPORT, DAVID C JR & BETH R	PO BOX 998	SANTA FE	NM	87504
7	TBL CO LLC	PO BOX 598	TESUQUE	NM	87574
8	DAVENPORT, SEONAI DH & BRIAN SMITH SHARON	223 N GUADALUPE ST # 116	SANTA FE	NM	87501-1868
9	MICHAEL C & KELLEY A AVERY FAMILY TRUST	613 N JUNE ST	LOS ANGELES	CA	90004
10	ALDERSON, DAVID P II & MARY T	1619 MILFORD	HOUSTON	TX	77006
11	TBL CO LLC	PO BOX 598	TESUQUE	NM	87574
0	Current Occupant/Owner	115 OLD BISHOPS LODGE RD	SANTA FE	NM	87501
1	Current Occupant/Owner	190 BROWNELL HOWLAND RD	SANTA FE	NM	87501
2	Current Occupant/Owner	193 BROWNELL HOWLLAND RD	SANTA FE	NM	87501
3	Current Occupant/Owner	195 BROWNELL HOWLAND RD	SANTA FE	NM	87501

ASPASIA FILMS LLC
185 BROWNELL HOWLAND RD
SANTA FE, NM 87501-8805

SANTA FE COUNTY
PO BOX 276
SANTA FE, NM 87505

DUNHAM BLUE PINE ESTATES,
LLC
1200 BARTON CREEK BLVD #42
AUSTIN, TX 78735

DM HOLDINGS LP
3505 TURTLE CREEK BLVD #20 D
DALLAS, TX 75219-5573

MANN, LISA
200 BROWNELL HOWLAND RD
SANTA FE, NM 87501-8800

BOHANNON, SONJA & GREG
223 N GUADALUPE ST
SANTA FE, NM 87501-1868

DAVENPORT, DAVID C JR & BETH R
PO BOX 998
SANTA FE, NM 87504

TBL CO LLC
PO BOX 598
TESUQUE, NM 87574

DAVENPORT, SEONAIKH & BRIAN
SMITH SHARON
223 N GUADALUPE ST # 116
SANTA FE, NM 87501-1868

MICHAEL C & KELLEY A AVERY
FAMILY TRUST
613 N JUNE ST
LOS ANGELES, CA 90004

ALDERSON, DAVID P II & MARY T
1619 MILFORD
HOUSTON, TX 77006

TBL CO LLC
PO BOX 598
TESUQUE, NM 87574

Current Occupant/Owner
115 OLD BISHOPS LODGE RD
SANTA FE, NM 87501

Current Occupant/Owner
190 BROWNELL HOWLAND RD
SANTA FE, NM 87501

Current Occupant/Owner
193 BROWNELL HOWLLAND RD
SANTA FE, NM 87501

Current Occupant/Owner
195 BROWNELL HOWLAND RD
SANTA FE, NM 87501



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

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

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

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

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

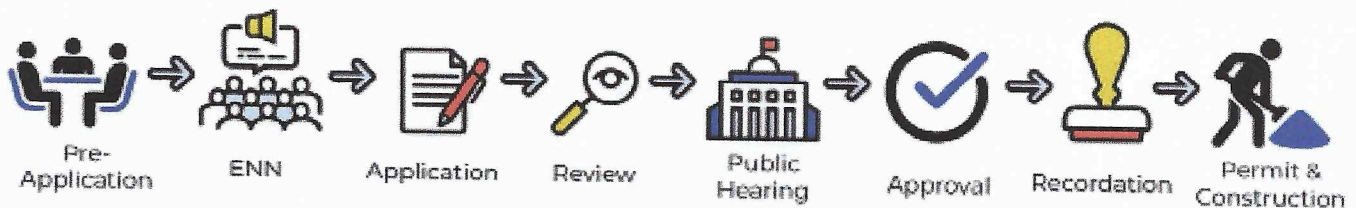
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

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

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

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

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

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

DEVELOPMENT REVIEW PHASE

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

PUBLIC HEARING PHASE

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

POST APPROVAL PHASE

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

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



LAND DEVELOPMENT CODE REFERENCE

EARLY NEIGHBORHOOD NOTIFICATION PROCEDURES (SECTION 14-3.1(F)SFCC)

Intent: The early neighborhood notification meeting (ENN) is intended to provide for an exchange of information between the applicant and residents and property owners in affected neighborhoods before plans become too firm to respond meaningfully to community input and before changes in plans might cause major financial losses by the applicant.

Applicability: Generally, an ENN is required for all projects heard before a land use board or the governing body.

ENN Scheduling; Notice Required: ENN's shall be scheduled in coordination with city staff, prior to issuing notice. The applicant is responsible for providing notice of the ENN in accordance with Subsection 14-3.1(H).

ENNs are scheduled Monday - Thursday from 5:30 PM to 7:00 PM based on staff availability. ENNs are hosted by the applicant on Zoom.

All ENNs are posted on the City's Primegov portal: https://santafe.primegov.com/public/portal

ENN Procedures: ENNs must take place at least ten days before an application is submitted to the City. The applicant is responsible for hosting the meeting and providing information on the proposal addressing the ENN Guidelines. Staff is present at the ENN meeting to acquaint the applicant and community with the provisions of city ordinances, applicable code standards and the development review process. The applicant presents schematic or preliminary plans for the proposed project and a drawing or other graphical representation suitable to reasonably indicate streets and structures within a two hundred (200) foot radius from the perimeter of the property that is the subject of the application. Following the presentation the community is invited to ask questions, provide feedback and comments on the proposal.

ENN Guidelines: The guidelines listed below are explained in further detail and are to be filled out in the following pages of this application.

- a. Effect on character and appearance of surrounding neighborhoods
b. Effect on protection of physical environment
c. Impacts on prehistoric, historic, archaeological or cultural sites or structures, including acequias and historic downtown
d. Relationship to existing density and land use within surrounding area and with land uses and densities proposed by the general plan
e. Effects on pedestrian or vehicular traffic and access to services
f. Impact on economic base of Santa Fe
g. Effect on availability of affordable housing and availability of housing choices
h. Effect on public services and infrastructure elements
i. Impacts on water supply, availability and conservation methods
j. Effect on opportunities for community integration and social balance
k. Effect on urban form

SUBMITTAL CHECKLIST

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

- County parcel map depicting properties within 300 feet of the properties' perimeter (available from County Assessor's)
Draft notification poster
ENN meeting notification guidelines
Draft neighborhood notice letter
Legal lot of record
Site Plan with vicinity map
Notification mailing list, including neighborhood associations



PROJECT INFORMATION

Project Name: Davenport - Sharon Residence

Address: 195 Brownell Howland Road Parcel Size: 5.079 acres

Zoning: R-1 - Single Family Dwelling/ Residential Future Land Use: R-1 - Single Family Dwelling/ Residential

Pre-application Conference Date: August 1, 2025

Project Description: The proposed project includes the conversion of an existing, legal nonconforming use (a private single car Garage) to an alternate legal nonconforming use (a Guest Casita). Total square footage to be converted equals 371 square feet. The remodel will add a Bedroom, a small Bathroom and a Kitchenette with a sink and a small refrigerator. Two existing windows and an overhead garage door

PROPERTY OWNER INFORMATION

Name (First, Last): Seonaidh Davenport and Brian Sharon

Address: 195 Brownell Howland Road

Street Address Suite/Unit #
Santa Fe NM 87501
City State ZIP Code

Phone: 206-351-6968 E-mail Address: seonaidh@gmail.com/ brian.sharon@gmail.com

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Name (First, Last): Palo Santo Designs, LLC - contact: Sandra Odems, Architect

Address: 1300 Rufina Circle B-3

Street Address Suite/Unit #
Santa Fe NM 87507
City State ZIP Code

Phone: 505-670-8785 E-mail Address: sandra@palosantodesigns.com

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:
195 Brownell Howland Road, Santa Fe NM

I/we authorize Palo Santo Designs, LLC to act as my/our agent to execute this application.

Signed: Date: 8/18/25

Signed: Date: 8/18/25

PROPOSED ENN MEETING DATES

Please provide 2 options	Preferred Option	Alternative Option
Date:		

ENN Policies:

- ENNs are scheduled in coordination with City staff; Monday - Thursday; 5:30 PM to 7:00 PM
- ENN notice affidavit must be submitted on the notice date (15 days prior to the ENN)
- ENNs are hosted by the applicant on their Zoom account (Minimum Pro Plan)
- ENNs must be recorded by the applicant
- ENNs are valid for one year



ENN MEETING GUIDELINES

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

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

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

The effect of this project on the character and appearance of the surrounding neighborhood will be positive. By adding glazed doors and eliminating the current view of the overhead Garage door from the street, the overall appearance of the house from the street will be enhanced. The number of stories will remain at one, and the setbacks will not change. The mass and scale of the structure will also remain unchanged. Through a modest remodel, the existing single car garage will literally become the Casita; utilizing the same footprint, mass, scale and exterior finishes consistent with the existing garage structure and the original home. Minimal, low-water use landscaping will be added. Lighting changes will be

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

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

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

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

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

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



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

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

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

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

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

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS

For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.

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

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES

For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

This residential proposal's effect on public services will be negligible. The zoning or intensity of use will not increase. Thus, demand for services such as fire, police & schools will not change. Likewise infrastructure requirements will not increase. The property shares a private well and the addition of a single bedroom does not indicate a significant increase in water usage. The Owners are committed to water conservation utilizing low-flow fixtures and xeriscape landscaping will

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

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



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

Not Applicable

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

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

L. ADDITIONAL COMMENTS (Optional)

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