



Agenda

Meeting of the Board of
Adjustment
November 4, 2025 at 6:00 PM
Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Board of Adjustment Meeting

Viewing: Members of the public may stream the meeting live on the City of Santa Fe's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. The YouTube live stream can be accessed at this address from most smartphones, tablets, or computers.

Live Public Comment: Members of the public may provide public comment in person during the public comment portion of the public hearing.

Virtual Public Comment: Members of the public may provide public comment virtually during the public comment portion of the public hearing by joining the Zoom meeting by internet or phone using the following link: <https://santafenm-gov.zoom.us/j/86758412332>

By phone:+1 346 248 7799 US (Houston) +1 669 444 9171 US +1 669 900 6833 US (San Jose) +1 719 359 4580 US +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US +1 646 931 3860 US +1 689 278 1000 US +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 305 224 1968 US

Webinar ID: 867 5841 2332

Written Comment: Members of the public may submit public comments by 5 p.m. on the Monday before the meeting via <https://santafenm.gov/land-use/current-planning/public-comment>. Comments will then be published after this deadline. The agenda and packet for the meeting will be posted at <https://santafenm.portal.civicclerk.com/>

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - a. March 4, 2025
6. Approval of Findings/Conclusions

- a. **Case #2024-9316. 2247 Camino Carlos Rey, Grace Community Church, Special Use Permit.**
7. Old Business
8. New Business
 - a. **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).
9. Staff Communications
10. Matters from the Board
11. Adjourn

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



MINUTES

A. ROLL CALL

Board Members Present:

Chair: Gary Friedman

Vice Chair: Vacant

Member: Denise Ip

Member: Teague Douglas

Member: Daniel Painter

Member: Grant Alexander

Member: Coleen Dearing

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA FROM MARCH 4, 2025

MOTION: Member Painter moved, seconded by Member Ip, to approve the agenda as presented.

VOTE: The motion was approved on the following Roll Call vote: 5-0

For: Member Dearing, Member, Ip, Member Douglas, Member Painter, Member Alexander

Against: None

Abstain: None



MINUTES

REGULAR MEETING OF THE
BOARD OF ADJUSTMENT
March 4, 2025, AT 6:00 PM

D. APPROVAL OF MINUTES:

1. January 7, 2025, Site Visit

MOTION: Member Painter moved, seconded by Member Alexander, to approve the minutes with corrections for the Size-month review and approval at 513A Camino de los Marquez, Case 2022-6149

VOTE: The motion was approved on the following Roll Call vote: 5-0

For: Member Dearing, Member, Ip, Member Douglas, Member Painter, Member Alexander

Against: None

Not present: None

2. January 7, 2025

MOTION: Member Painter moved, seconded by Member Alexander, to approve the minutes with corrections.

VOTE: The motion was approved on the following Roll Call vote: 5-0

For: Member Dearing, Member, Ip, Member Douglas, Member Painter, Member Alexander

Against: None

Not present: None



MINUTES

E. APPROVAL OF FINDINGS/CONCLUSIONS

1. Case 2022-6149. Six-month Review and Approval of 513A Camino de Los Marquez Special Use Permit. Applicant Zoomies Dog Care, requests annual review and approval for a Special Use Permit to continue to locate a pet day care within 200 feet of a residential zone, in district zoned C-2 (General Commercial) and is within the Suburban Archaeological Review District. (Carly Venditti, Case Manager, cavenditti@santafenm.gov) **POSTPONED TO THE APRIL 1st, 2025, PUBLIC HEARING**

F. OLD BUSINES

G. NEW BUSINES

1. Case #2024-9316. 2247 Camino Carlos Rey, Grace Community Church, Special Use Permit. Plan A. Architecture, LLC, Agent, for Grace Community Church, Owner, requests Special Use Permit approval to construct a New Religious Assembly Building. The property, located at 2247 Camino Carlos Rey, is zoned R-5 low-density residential) and has an existing church building on the lot of 1.5 acres. (Claudia Kath, Case Manager, cmkath@santafenm.gov.)

MOTION: Member Dearing moved, seconded by Member IP, to approve 2024-9316, 224 Camino Carlos Rey, subject to the conditions of approval technical corrections.

VOTE: The motion was approved on the following Roll Call vote: 5-0

For: Member Dearing, Member, Ip, Member Douglas, Member Painter, and Member Alexander

Against: None

Abstain: None



City of Santa Fe

MINUTES

REGULAR MEETING OF THE
BOARD OF ADJUSTMENT
March 4, 2025, AT 6:00 PM

H. STAFF COMMUNICATIONS

I. MATTERS FROM THE BOARD

1. Appointment of Officers

Chair Friedman appointed Member Dearing to Vice-Chair of the Board of Adjustment. Member Dearing accepted the position. Chair Friedman appointed Member Painter to Secretary. Member Painter accepted the position.

J. ADJOURNMENT 6:59 P.M.

Liaison

Chair

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

Case #2024-9316

2247 Camino Carlos Rey; Grace Community Church; Special Use Permit

Applicant's Name- Grace Community Church

Agent's Name- Plan A Architecture

THIS MATTER came before the Board of Adjustment (“BOA”) for public hearing on March 4, 2025 (“Hearing”) upon the application (“Application”) of agent Plan A Architecture (“Agent”) for Grace Community Church (“Applicant”).

The Applicant requests Special Use Permit approval to construct a 5,800 sq.ft. new Religious Assembly Building. The property, located at 2247 Camino Carlos Rey, is zoned R-5 (low-density residential) and has an existing church building of 5,540 sq.ft on the lot of 1.5 acres.

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) and Section 14-3.6(B), the BOA has the authority to review and approve Special Use Permits.
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)(iv)] and, compliance with notice and public hearing requirements [SFCC 1987 § 14-3.1(H)-(I)]; (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. SFCC 1987 Section 14-3.1(E)(1) requires applicants for special use permits to attend a pre-application conference. The Applicant attended a pre-application conference on October 26, 2023.
4. The Applicant held a virtual ENN meeting on the Application on August 21, 2024. The Applicant’s team, members of Staff, and approximately twelve (12) members of the public attended the ENN meeting. Neighbors raised concerns regarding operating hours of the facility. Several residents expressed concern about maintaining access through the unimproved route in the southeast corner of the site that connects to Cedros Lane. Neighbors have utilized this route to access their properties from the backyard garage area.
5. 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.
6. Staff recommended that the BOA approve the Application subject to certain conditions (“Conditions”) and technical corrections set out in the Staff Report and exhibits.
7. At the Hearing, the BOA received reports from Staff, testimony and evidence from the Applicant, and testimony offered by any interested members of the public prior to making a decision.

8. The project proposed in the Special Use Permit application is less than 10,000 square feet.
9. SFCC 1987 Section 14-3.8 establishes procedures for development plan approval including, without limitation, a public hearing by the BOA and a decision based on the criteria set out in SFCC 1987 Section 14-3.8(D).
10. SFCC 1987 Section 14-3.8(C)(1) requires the Applicant to submit plans and other documentation that demonstrates conformance with applicable provisions of the SFCC (“Submittal Requirements”).
11. The information contained in the Staff Report and exhibits is sufficient to establish that the Submittal Requirements have been met.
12. SFCC 1987 Section 14-3.8(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 development plan.
13. Pursuant to SFCC 1987 Section 14-3.8(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.”
14. The BOA finds that the Conditions and technical corrections set forth in the Staff Report and exhibits 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 Commission CONCLUDES as follows:

1. Pursuant to SFCC 1987 Section 14-2.4 and Section 14-3.6(B), the BOA has authority to review and approve this Special Use Permit.
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. Pursuant to SFCC 1987 Section 14-3.8(C)(1), the Applicant met the applicable Submittal Requirements.
4. Pursuant to SFCC 1987 Section 14-3.8(D)(1)(a), the BOA finds that it has the authority to review the Special Use Permit under SFCC 1987 Sections 14-2.3(C)(1), 14-3.8(B)(4), and Table 14-2.1-1. Pursuant to SFCC 1987 Section 14-3.8(D)(1)(b), the BOA finds that the Special Use Permit will not adversely affect the public interest. 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. This project serves the public interest through the provision of gathering space for special functions.
5. Pursuant to SFCC 1987 Section 14-3.6(D)(1), the BOA finds that the proposed religious assembly building and associated site improvements are compatible with and adaptable to buildings, structures, and uses of the abutting properties in the vicinity of the premises under consideration.
6. The BOA approves the Special Use Permit subject to the conditions and technical corrections recommended by staff because all applicable code requirements and criteria for preliminary development plan approval have been met.

WHEREFORE, IT IS ORDERED ON THIS 4TH DAY OF NOVEMBER 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, Chair

Date

FILED:

Andrea Salazar
City Clerk

Date

APPROVED AS TO FORM:

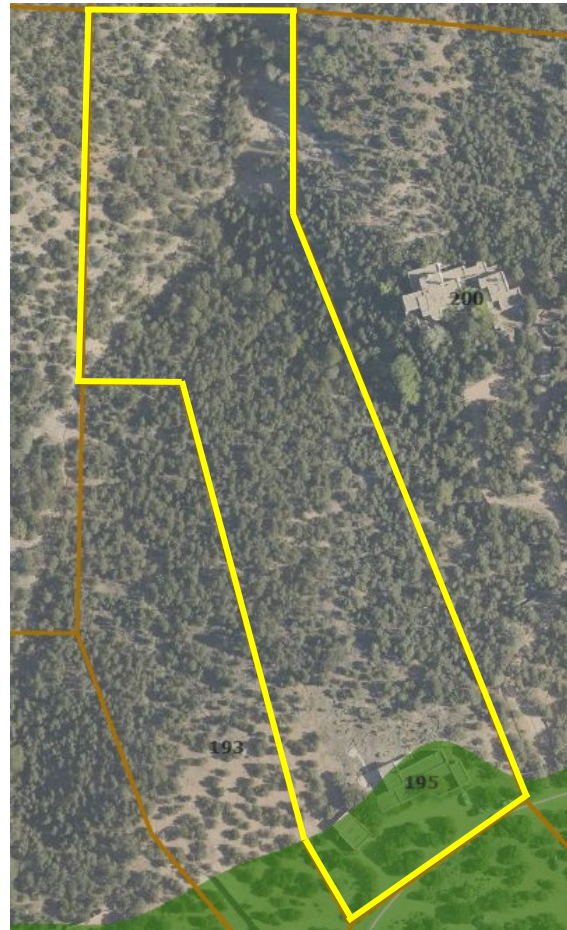
Rebecca Mnuk-Herrmann
Assistant City Attorney

Date



Planning and Land Use Department Board of Adjustment Staff Report

Case Number	#2025-11289
Hearing Date	November 4, 2025
Agent	Palo Santo Designs, LLC
Applicant	Seonaidh Davenport and Brian Sharon
Request	Special Use Permit
Location	195 Brownell-Howland, Santa Fe, NM 87501
Case Manager	Alexa Hempel
Zoning	R-1 (Residential, 1 unit per acre)
Overlay	*Escarpment-Ridgetop Overlay *Suburban Archaeological Review District *Mountainous and Difficult Terrain District
Proposal	The Applicant requests a Special Use Permit to change a garage into an accessory dwelling unit.



Site Map

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, an accessory dwelling unit, 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).

I. RECOMMENDATION:

Staff recommends Board of Adjustment **APPROVE** Case #2025-11289, “195 Brownell-Howland Special Use Permit Request,” subject to Conditions of Approval and Technical Corrections outlined in Attachment A of this report.

One motion will be required for this case:

- **APPROVE** or **DENY** Case #2025-11289, “195 Brownell-Howland Special Use Permit Request,” subject to the Conditions of Approval and Technical Corrections listed in Attachment A “Conditions of Approval & Technical Corrections.”

II. EXECUTIVE SUMMARY

The Property is located at 195 Brownell-Howland Rd, near the northern edge of the City limits, northeast of US 84-285. The Property was subdivided in 2009 through a lot-split, making it the current 5.079 acres. It is zoned R-1, with one existing home, detached garage, and garage attached via breezeway, built in 1958.

The existing structures are legal nonconformities as they lie almost entirely within the Escarpment-Ridgetop Overlay, which restricts development in the Ridgetop to driveway and utility access only for lots created after 1992 (Adopted by Ord No. 2006-55 on September 13, 2006).

The Applicant is requesting a Special Use Permit to convert the existing garage into an Accessory Dwelling Unit (ADU), including a bedroom, bathroom, and kitchenette. This conversion will modify the exterior windows and doors of the garage. The Santa Fe City Code (“SFCC” of “Code”) requires a special use permit for this conversion:

A legal nonconforming use may, as a special use permit, be changed to another legal nonconforming use if the board of adjustment finds that the proposed use is equally appropriate or more appropriate to the district than the existing legal nonconforming use and the new use does not increase the level of nonconformity. In allowing such change, the board of adjustment may require appropriate conditions and safeguards in accordance with the purposes of Chapter 14.

SFCC 1987, 14-10.2(E)

An Early Neighborhood Notification (ENN) meeting was held on September 16, 2025. The Applicant, Agent, and City Staff were in attendance, though no neighbors joined. The Applicant has complied with subsection SFCC 14-3.1(H) “Notice Requirements” for public hearing.

Staff’s analysis finds that the Applicant’s proposed ADU conversion has addressed the necessary findings per SFCC 14-3.6(D) “Approval Criteria and Conditions,” and recommends **APPROVAL** of the Special Use Permit subject to conditions identified in Attachment A “Conditions of Approval” & “Technical Corrections.”



Figure 1: Existing footprint of home within ridgetop overlay (green).

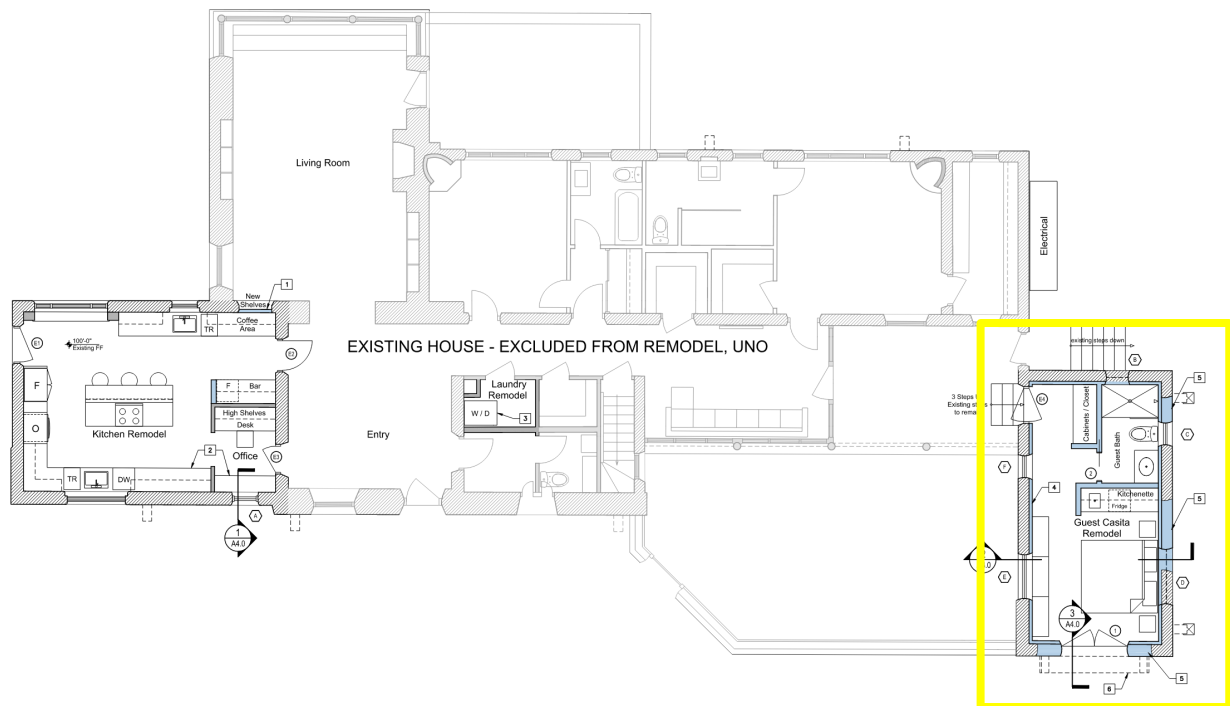


Figure 2: Proposed floor plan of the ADU change of use outlined in yellow.

III. PROJECT ANALYSIS: SPECIAL USE PERMIT REQUEST

Escarpment-Ridgetop Overlay

195 Brownell-Howland is located almost entirely within the Escarpment-Ridgetop Overlay, on a lot created in 2009, making the existing structures that were built in 1958 legal nonconforming in accordance with SFCC 14-5.6(D)(1), which states:

“... For all lots subdivided or resubdivided after February 26, 1992, development in the ridgetop subdistrict of the escarpment overlay district, other than driveway access and utilities, is prohibited.”

The purpose of the Escarpment-Ridgetop Overlay District is to regulate development in order to preserve view lines and preserve environmentally sensitive ridgetop areas. SFCC 14-5.6(A)(3)) provides the intent as follows:

- (a) *Preservation of the city's aesthetic beauty and natural environment is essential to protect the general welfare of the people of the city, to promote tourism and the economic welfare of the city , and to protect the cultural and historic setting of the city ;*
- (b) *Development is highly visible on or about the ridgetop areas of the foothills for great distances and detracts from the overall beauty of the natural environment and adversely impacts the aesthetics of the mountain and foothill vistas as seen from the city ;*
- (c) *Land within the escarpment overlay district is environmentally sensitive due to the presence of steep slopes, erosion problems, drainage problems and other environmental attributes;*
- (d) *The interest and welfare of the people of the city is to prohibit development on ridgetop areas of the foothills to the extent possible as allowed by law; and*
- (e) *The interest and welfare of the people of the city is to restrict development in the escarpment overlay district to preserve the aesthetic beauty and natural environment of the ridgetop areas of the foothills and to protect the mountain views and scenic vistas from the city to the extent possible.*



Figure 3: View of 195 Brownell-Howland (left) from Bishops Lodge Road (north).

Legal Nonconformities

Due to the garage existing within the Escarpment-Ridgetop Overlay prior to the adoption of that section of code, the garage is a legal nonconforming structure. A legal nonconforming structure is defined as:

A structure or portion of a structure that was lawfully constructed but that fails to conform to the standards of Chapter 14 for structures , such as restrictions on area, lot coverage, height, required yards or other characteristics of the structure or its location on the lot as a consequence of annexation of the structure into the city or as a consequence of adoption of or amendments to Chapter 14.

SFCC 1987, 14-12.1, Definitions, Legal Nonconforming Structure

The intent of the Code's regulations for legal nonconformities is to allow the legal nonconformities to continue to exist, but to discourage their continuation by limiting their enlargement, expansion, or extension:

It is the intent of this article to allow legal nonconforming uses to continue until they are ceased and to allow legal nonconforming structures to be maintained until they are removed, but not to encourage their survival. Nonconforming uses are deemed incompatible with permitted uses. It is further the intent of this article to limit nonconforming structures so they are not allowed to be enlarged, expanded, extended or reconstructed after major damage or used as grounds for adding other structures or uses prohibited elsewhere in the same district, unless otherwise allowed by Chapter 14.

SFCC 1987, 14-10.1(A)

Both garages and ADUs are permitted uses in R-1 zoning and the Escarpment-Ridgetop Overlay, however converting this uninhabitable space into a habitable space involves relocation and alteration to windows and doors on the exterior of the legal non-conforming structure. Therefore, a Special Use permit is required and may be approved so long as:

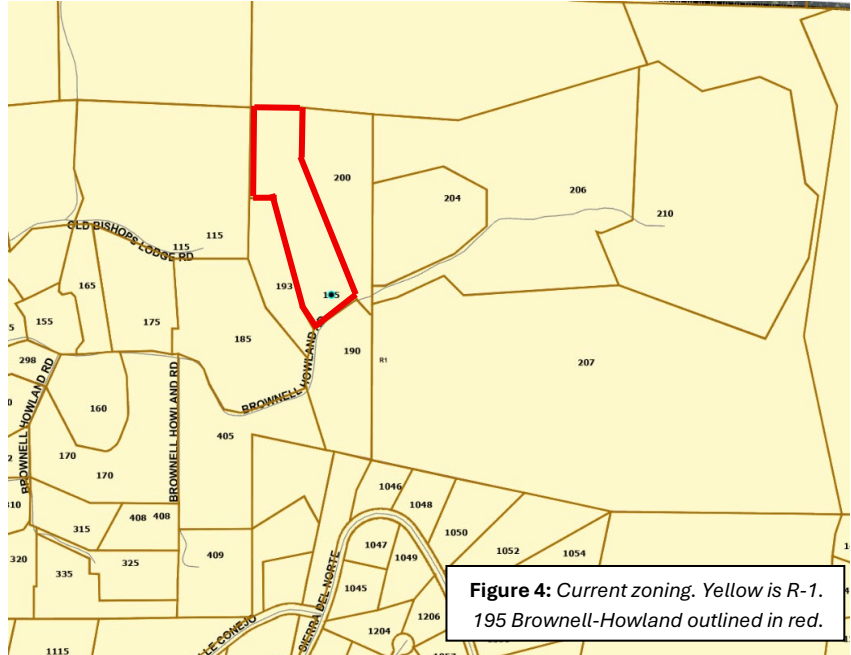
... The board of adjustment finds that the proposed use is equally appropriate or more appropriate to the district than the existing legal nonconforming use and the new use does not increase the level of nonconformity. In allowing such change, the board of adjustment may require appropriate conditions and safeguards in accordance with the purposes of Chapter 14.

SFCC 1987, 14-10.2(E)

Land Use

The Property and all surrounding properties are zoned R-1 (Residential, 1 dwelling unit per acre). R-1 allows for ADUs and private garages in addition to homes, along with other uses (see SFCC Table 14-6.1).

The General Plan Future Land Use Map (“FLUM”) designates the Property mostly 1 dwelling unit per acre, with a small section on the northern side 1-3 dwelling units per acre. All parcels adjacent to the Property have existing homes or homes currently under construction within the Escarpment-Ridgetop and Escarpment-Foothills Overlays. The site is also located within the Mountain and Difficult Terrain Overlay, which indicates that over 25% of the lot has an existing slope of over 20%.



Architecture



The existing home is a 3,242 sq ft Pueblo Revival style structure with tan stucco and turquoise blue accents. The turquoise blue is a bold accent color that is not allowed within the Escarpment Overlay District per SFCC 14-5.6(F)(2) which only allows accents to be white, off-white, yesso, or similar. However, the homeowner submitted proof that the turquoise accent color predates the development of the Escarpment Overlay Code (February 26, 1992) (Attachment C-1), making it legal nonconforming. The Applicant may not expand, enlarge, or extend this nonconformity with the proposed change in use.

The proposed conversion will not alter the existing square footage of the garage and meets all dimensional standards for height, lot coverage, setbacks, and lot size set forth in SFCC 14-7.2 and 14-5.6(F). The exterior will remain mostly unchanged except for the relocation of some windows and a swap from the garage door to French doors.

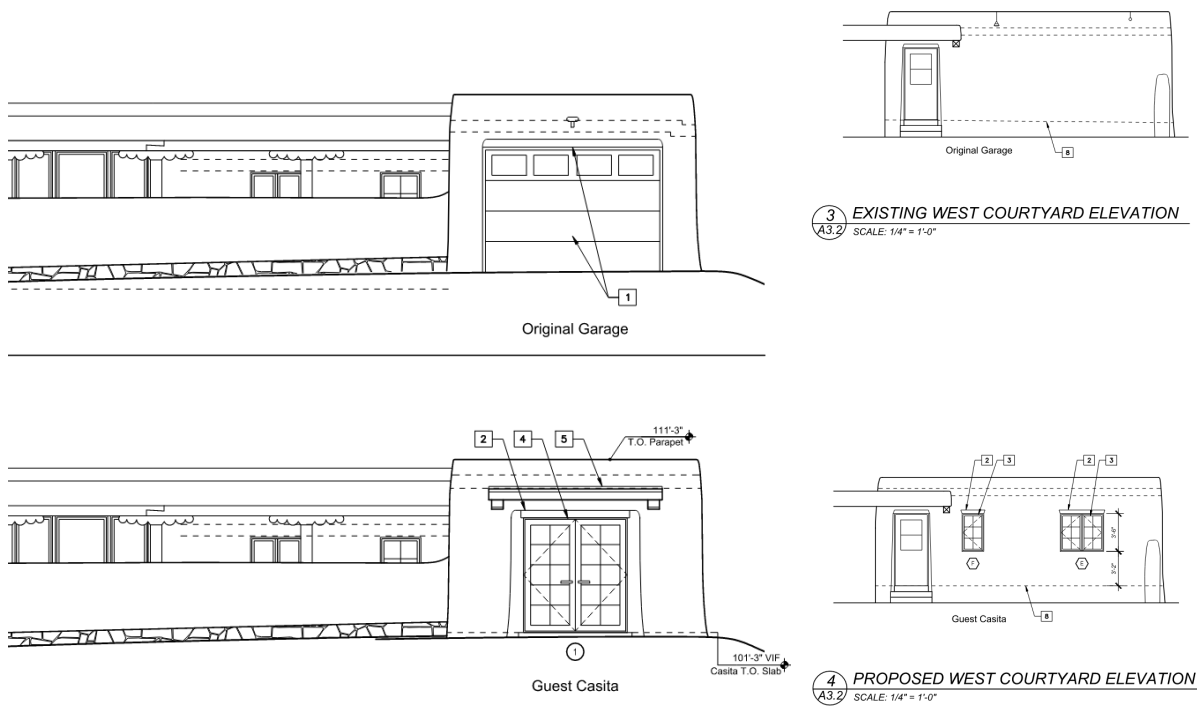


Figure 6: Existing and proposed south and west elevations. See Attachment C-2 for full plans.

Accessory Dwelling Unit Standards

R-1 zoning (Residential, 1 dwelling unit per acre) permits one (1) accessory dwelling unit (“ADU”) per legal lot of record as regulated by SFCC 14-6.3(D)(1).

ADUs are required to adhere to the off-street parking standards in SFCC Section 14-8.6, which requires off-street parking be supplemented to accommodate intensified uses. Since the Project converts a garage to an ADU with one bedroom, the applicant included one (1) additional parking space for the unit. This parking space is accommodated within the existing driveway to the Property and will not restrict emergency access to the residence. The Applicant has a Condition of Approval prior to building permit to demonstrate that traffic maneuvers for ingress and egress can be accommodated on the private property.

ADUs are to be regulated per city regulations and policies regarding city utilities. The Property and proposed ADU are serviced via a private well used by 195 Brownell-Howland and 193 Brownell-Howland through a well-share agreement. The Property is on a private septic system which was recently upgraded to accommodate the addition of a bedroom, bathroom, and kitchenette, and was inspected by the State of New Mexico Environment Department (see Attachment C-1). This septic system shall comply with SFCC Chapter 22. The property is approximately 1,000 linear feet from the nearest public water and sewer lines, and no Conditions of Approval or Technical Corrections were imposed by the City Water department.

The proposed ADU will total 371 square feet, converting a previously uninhabitable garage into a habitable space. This area is under the maximum 1,500 square feet permitted for ADUs. The change in use will not alter setbacks, height, or other restrictions imposed through the property’s zoning and Escarpment Overlay District.

The Applicant understands that the ADU;

1. May be rented in accordance with SFCC 14-6.3(D)(1)(g),
2. Shall not be subdivided unless the ADU meets all requirements of a principal dwelling unit, and
3. Shall remain in continuous compliance with the provisions of SFCC 14-6.3(D)(1).

Terrain Management

The proposed change in use will not disturb any natural land on the property. The existing home is built entirely on 0-20% slopes near the southern edge of the parcel within the Escarpment-Ridgetop Overlay. Directly north of the house exists a small land area of 0-20% slopes which is currently native vegetation and houses the septic leach field. The rest of the Property, north of this area, is a forested 20-30% and 30% or greater slope. See the topographic survey in Attachment C-2 and the GIS contour lines in Figure 7.

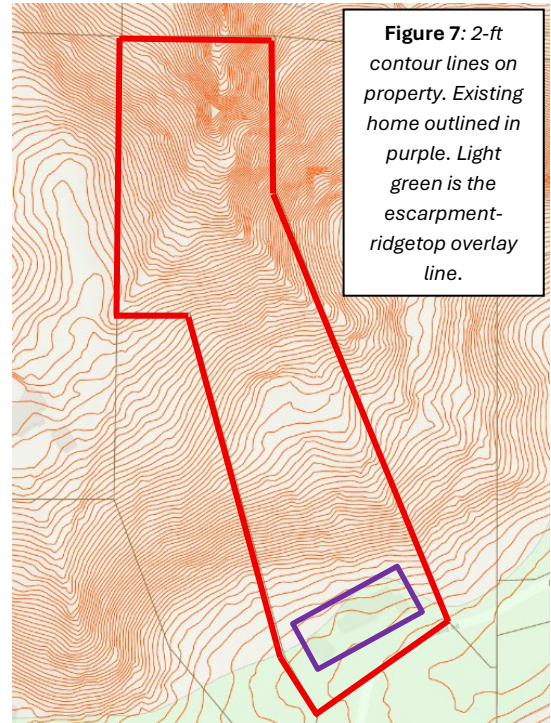
The Applicant understands that if the Special Use Permit is approved, they will need to follow all requirements of the Code as it relates to landscaping (SFCC 14-5.6(G) and 14-8.4), including but not limited to landscape improvements, screening, replacing significant trees, and irrigation. The Applicant has Technical Corrections to provide landscaping details at the time of building permit.

Suburban Archaeological Review District

The Property is within the Suburban Archaeological Review District; however, no further review is required unless utility plans exceed 550-linear feet of utility lines (200 feet after the adoption of Phase 1 of the Land Development Code update).

Fire Prevention

Due to the existing home being legal nonconforming and the change of use not altering the homes' square footage, no additional fire flow requirements were imposed by the fire department.



IV. SPECIAL USE PERMIT APPROVAL CRITERIA

SFCC Section 14-3.6 governs the authority, procedures, and restrictions for special use permits. The Criteria for approval of special use permits, applicant responses, and staff responses are detailed below.

<p>14-3.6(D)(1)(a): To grant a special use permit, a land use board shall make the following findings: (a) That the land use board has the authority under the section of Chapter 14 described in the application to grant a special use permit</p>	<p>Criterion Met: (Yes/No) YES</p>
<p>Applicant Response: <i>Per the Planning Staff, criteria "a" has been met.</i></p>	
<p>Staff Response: The Board of Adjustment has the authority to grant special use permits under SFCC 14-2.4(C)(2), which states: <i>"The BOA has the review and decision-making responsibilities ... to hear and decide applications for special use permits as provided in Section 14-3.6 and Article 14-6 (Permitted Uses and Use Regulations), unless jurisdiction for such special use permits is specifically reserved to another land use board."</i></p> <p>SFCC 14-10.2(E) gives the BOA jurisdiction for this specific type of special use permit, stating:</p> <p><i>A legal nonconforming use may, as a special use permit, be changed to another legal nonconforming use if the board of adjustment finds that the proposed use is equally appropriate or more appropriate to the district than the existing legal nonconforming use and the new use does not increase the level of nonconformity. In allowing such change, the board of adjustment may require appropriate conditions and safeguards in accordance with the purposes of Chapter 14.</i></p> <p>Therefore, the Board of Adjustment has authority to review and decide this application.</p>	

<p>14-3.6(D)(1)(b): That granting the special use permit does not adversely affect the public interest</p>	<p>Criterion Met: (Yes/No) YES</p>
<p>Applicant Response: <i>The proposed Guest Casita does not impact the welfare, rights, health, safety, or well-being of the wider community or society at large for the following reasons.</i></p> <ul style="list-style-type: none"> • <i>The proposed improvements are residential in nature, consistent with the R-1 zoning and surrounding low-density residential context.</i> • <i>The project does not introduce any commercial uses, traffic-generating facilities, or high impact development patterns that would negatively affect surrounding property owners or infrastructure. The existing drive entry will be used for access; no additional driveway access is required. Parking for one car is currently allotted outside the Casita, and that will be maintained.</i> • <i>The footprint of the improvements will remain the same. The size of the proposed Casita will not change from the size of the original single-car garage, and only one additional Bedroom will be provided in the Casita.</i> • <i>The remodel emphasizes low visual impact, maintaining the building height under the 14 ft maximum allowed in the Escarpment Overlay District. New windows and a glazed double door with a small exterior overhang will be added, as well as a Bathroom and small Kitchenette with a refrigerator and a sink. The stucco color will remain unchanged. The new glazed double doors will replace the existing overhead Garage door. Thus, the appearance from the street will be improved.</i> 	

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

Staff Response:

The term “Public Interest” is not specifically defined in Chapter 14; however, the Governing Body has implemented the General Plan as stated in Subsection Section 14-1.3 (General Purposes). The resulting ordinances establish minimum standards for health, safety and welfare affecting land uses and developments as a means to protect the public interest from within the municipality. Staff reviewed the special use permit application in accordance with these ordinances and found that the change in legal nonconforming use will not adversely affect the public interest as detailed in Staff’s report.

14-3.6(D)(1)(c):

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

Criterion Met:

(Yes/No)
YES

Applicant Response:

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

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

Staff Response:

Staff finds that the conversion from a garage to an accessory dwelling unit (ADU) is adaptable and compatible with properties in the vicinity. ADUs are a permitted use for R-1 zoned properties and the conversion into an ADU at this property will not expand the existing footprint of the home. The ADU will maintain consistency with the color and form of the home and will conform to required zoning and escarpment standards. The only visible change to the exterior of the home will be in the style and location of doors and windows. The abutting properties and those in the vicinity are all zoned R-1 with existing homes.

V. EARLY NEIGHBORHOOD NOTIFICATION

The Applicant held an Early Neighborhood Notification (ENN) meeting on September 16, 2025. The Project Agent, Applicants, and City staff attended. No members of the public attended.

VI. EXPIRATION

Per SFCC Section 14-3.19(B)(5) “Approval of special use permits ... shall expire three years after final action approving them unless actual development of the site or off-site improvements has begun and is continued pursuant to Subsection 14-3.19(B)(6) or unless a different expiration date is specified elsewhere in Chapter 14.”

VII. ATTACHMENTS

ATTACHMENT A: Conditions of Approval & Technical Corrections

- 1. Table of Conditions of Approval
- 2. Table of Technical Corrections
- 3. Development Review Team Compiled Comments

ATTACHMENT B: Maps & Photos

- 1. Aerial View
- 2. Existing Conditions Photos
- 3. Current Zoning Map
- 4. Future Land Use Map

ATTACHMENT C: Applicant Submittals

C-1: Application

- a. Application Letter
- b. Special Use Permit Approval Criteria
- c. Blue Façade Paint
- d. Septic Letter

C-2: Site Plans

APPROVED AS TO FORM BY THE PLANNING AND LAND USE DEPARTMENT:

Title	Name	Initials
Department Director	Heather Lamboy	HLL
Assistant Department Director	Maggie Moore	MRM
Planner Manager	Daniel A Esquibel	DAE
Planner Senior	Alexa Hempel	ANH

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

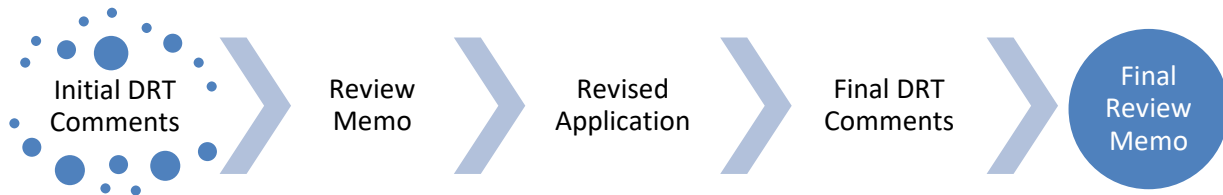
Attachments:

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.

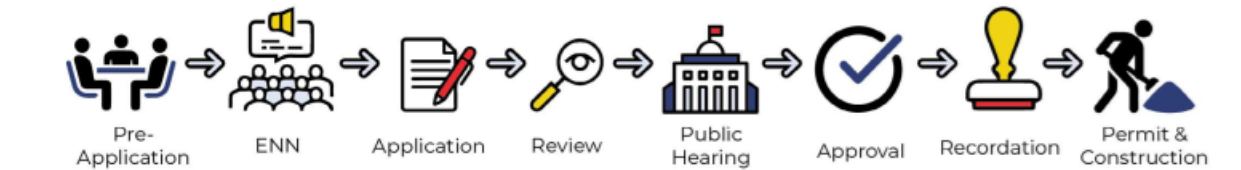


Timing of Conditions of Approval + Technical Corrections

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	

Form Updated: April 2024

vehicles be parked or materials or equipment be stored or stockpiled within the enclosed area.		
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**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

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

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

Development Review Team (DRT) Comment Form

Date: September 29, 2025

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

Dept/Div: Public Works Department – Traffic Engineering

Case No.: 195 Brownell Howland Road

Case Planner: Alexa Hempel, LEED Green Associate, Senior Planner

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
1. All parking and any traffic maneuvers for ingress/egress to roadway must be demonstrated to occur on private property.	Building Permit	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. None		
2.		
3.		
4.		

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

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

1. City of Santa Fe Building Code, Chapter 23-3.2 states that before commencement of any new construction, it is mandatory for the owner to obtain approval from the Public Works Department for any driveway curb cut or sidewalk crossing. This approval must be issued before a building permit for such new construction is approved.
2. Note as the public infrastructure plans move forward to building permit, these may be subject to additional reviews and possible corrections to meet Public Works Standards for roadways, ADA, signing, striping, lighting, etc. prior to building permit approval.

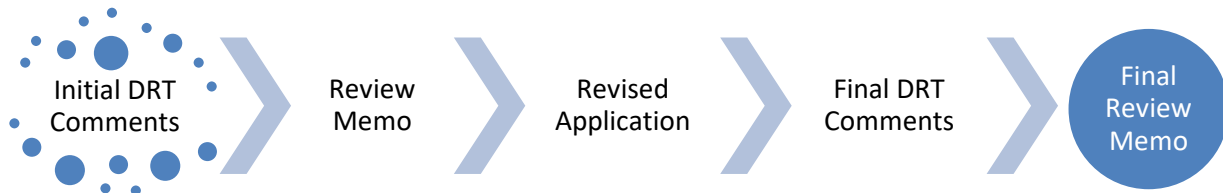
Explanation of Conditions or Corrections:

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

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

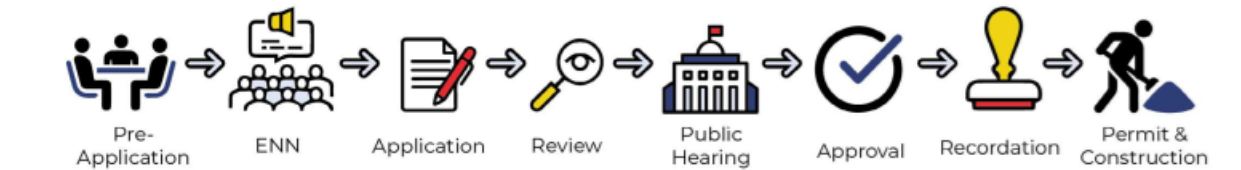


Timing of Conditions of Approval + Technical Corrections

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**:
1. (3)Suburban Archaeological Review District 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: 3. 4. (a)All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres 5. (b)All city projects over two (2) acres in size. 6. (c)All city park projects over one (1) acre in size. (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: (a) With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district; (b) With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.	Proposed development is under 10 acres and no further review required unless utility plan exceeds 550-linear feet of utility lines.	
7.		
8.		
9.		
10.		
11.		

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

4.		
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**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

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

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

Development Review Team (DRT) Comment Form for Planning Commission

Date: September 2, 2025

DRT Member: Fire Marshal Geronimo Griego

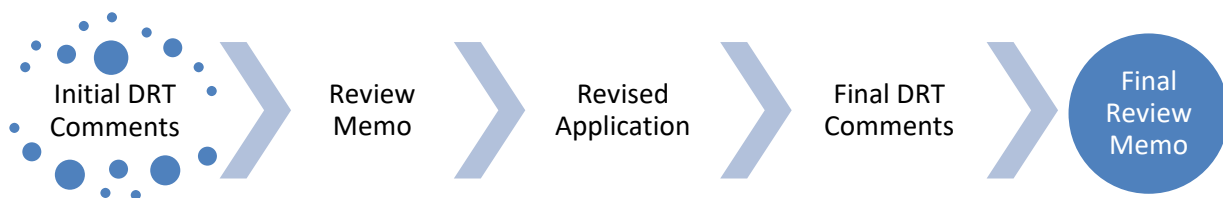
Dept/Div: Fire Marshal's Office

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

Case Planner: Alexa Hempel, Senior Planner

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

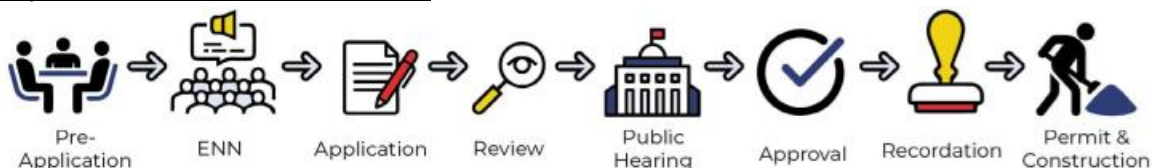


Timing of Conditions of Approval + Technical Corrections

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:

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- 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.

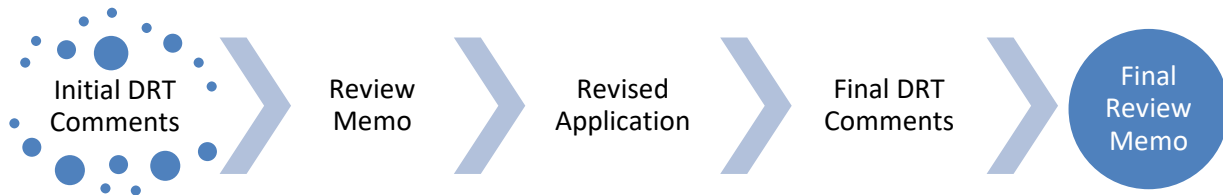
Explanation of Conditions or Corrections (if needed):

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.

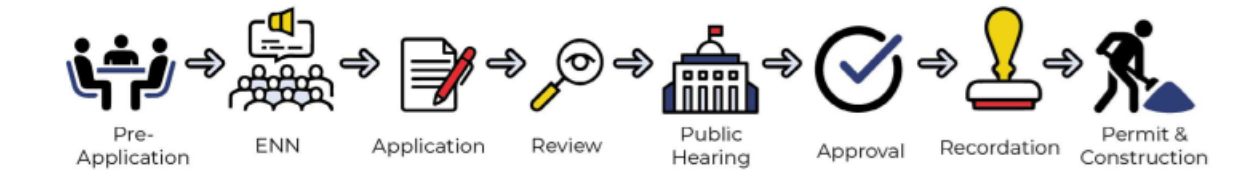


Timing of Conditions of Approval + Technical Corrections

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:

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- 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

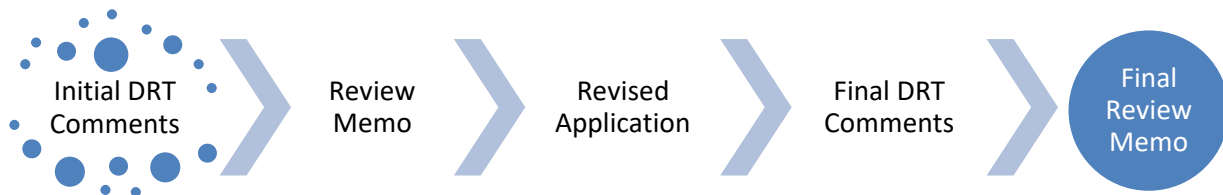
Dept/Div: Fire Marshal's Office

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.

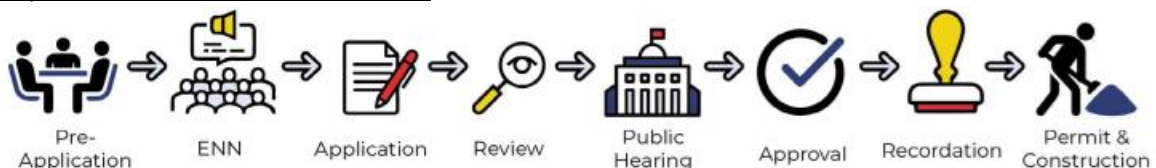


Timing of Conditions of Approval + Technical Corrections

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:

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- 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):

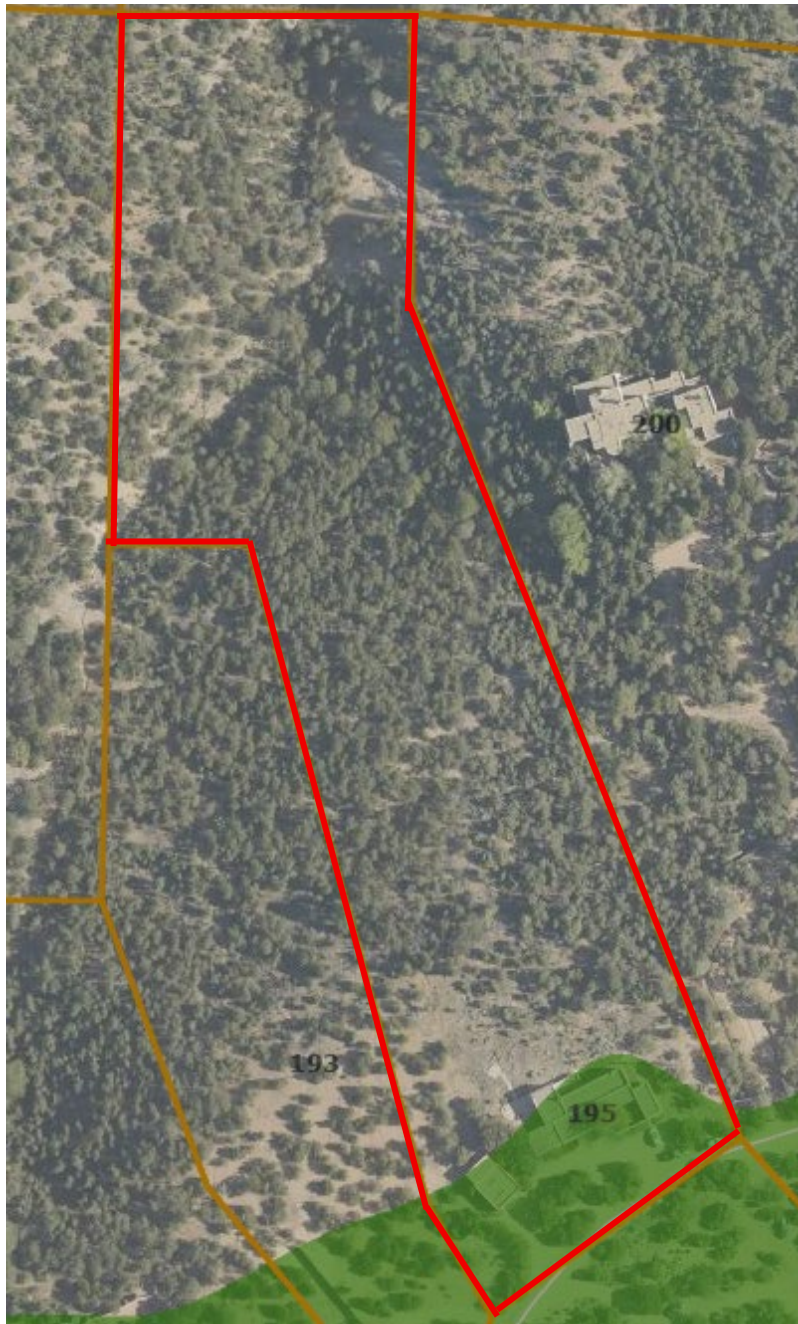
City of Santa Fe, New Mexico

Attachment B Maps and Photos

- 1. Aerial View**
- 2. Existing Conditions Photos**
 - 3. Current Zoning Map**
 - 4. Future Land Use Map**

Aerial View

The property is near the northern edge of the City limits, east of US 84-285. It is along a private road and the home can only be seen from one (1) public road north of the property, Bishops Lodge Rd. The existing home is built within the escarpment-ridgetop overlay, shown in green, and the rest of the property is a forested downhill slope going north.



Existing Conditions



Photo of the south side (front) of home. Majority of exterior will remain unchanged.



Photo of the northeast side (back) of home. Existing blue accent colors are legal nonconforming.



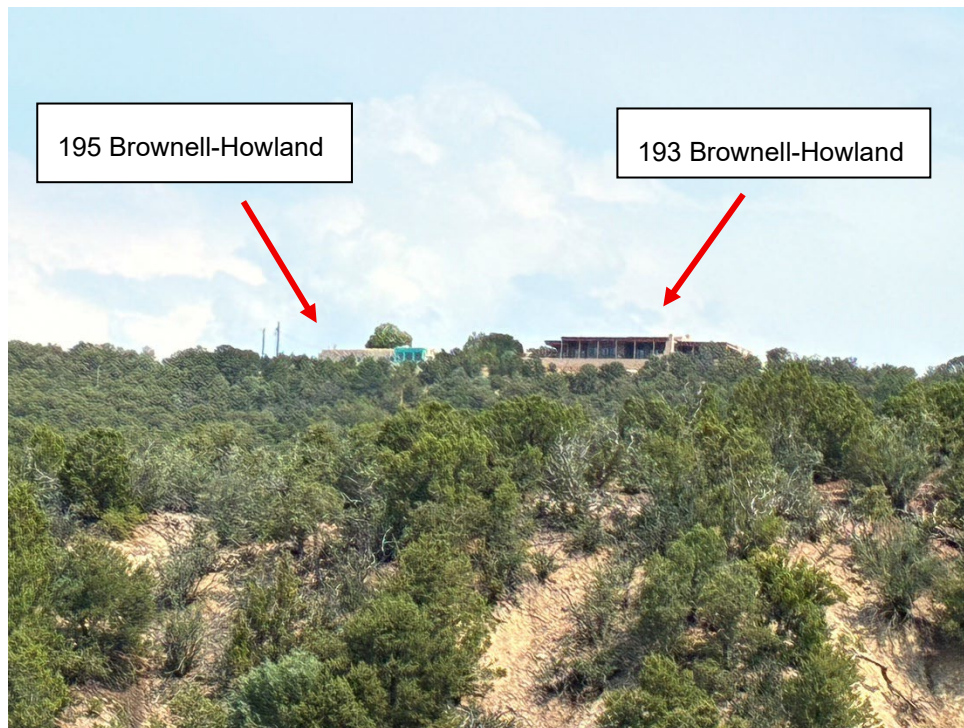
View of west side of garage. Two windows are proposed on this façade.



South and east elevations of garage. Door will be changed to french doors and windows will be moved.



190 Brownell-Howland as seen from the City (south) along Sierra Del Norte Rd. 195 Brownell-Howland is behind this home and cannot be seen.



Zoomed in view of 195 Brownell-Howland (left) from Bishops Lodge Road (north).

City of Santa Fe, New Mexico

Attachment C Applicant Submittals

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



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

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

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

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

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

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

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

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

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

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

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

DEVELOPMENT REVIEW PHASE

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

PUBLIC HEARING PHASE

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

POST APPROVAL PHASE

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

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



LAND DEVELOPMENT CODE REFERENCE

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

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

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

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

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

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

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

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

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

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

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

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

SUBMITTAL CHECKLIST

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

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



PARCEL INFORMATION

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

PROPERTY OWNER INFORMATION

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

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Company Name: Palo Santo Designs, LLC
Name (First, Last): Sandra Odems
Address: 1300 Rufina Circle B-3
Street Address Suite/Unit #
Santa Fe NM 87507
City State ZIP Code
Phone: 505-670-8785 E-mail Address: sandra@palosantodesigns.com
Correspondence Directed To: Owner Applicant Both

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:
195 Brownell Howland Road
I/we authorize Palo Santo Designs, LLC to act as my/our agent to execute this application.
Signed: [Signature] Date: 8/7/25
Signed: [Signature] Date: 8/7/25

SIGNATURE

I hereby certify that the documents submitted for review and consideration by the City of Santa Fe have been prepared to meet the minimum standards outlined in the Land Development Code, Chapter 14 SFCC 2001. Failure to meet these standards may result in the rejection of my application. I also certify that I have met with the City's Current Planning staff in a pre-application meeting to verify that the attached proposal is in compliance with the City's zoning requirements.
Signature: [Signature] Date: 8/7/25

PALO SANTO DESIGNS LLC

Committed to Building a Sustainable World

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

To whom it may concern,

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

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

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

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

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

Please see the attached statement addressing the approval criteria.

Thank you,



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

PALO SANTO DESIGNS LLC

Committed to Building a Sustainable World

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

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

Approval Criteria & Responses:

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

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

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

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

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

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

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

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

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

AGENT AUTHORIZATION FORM

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

PARCEL ID: 99303269

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

Property Owner: SEONAI DH DAVENPORT

Property Owner: BRIAN SHARON

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

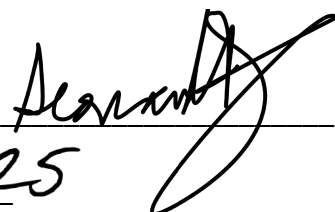
(Contractor/ Agent) Sandra Odems, of (Name of Firm) Palo Santo Designs, LLC


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

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

TELEPHONE: 206-351-6968

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

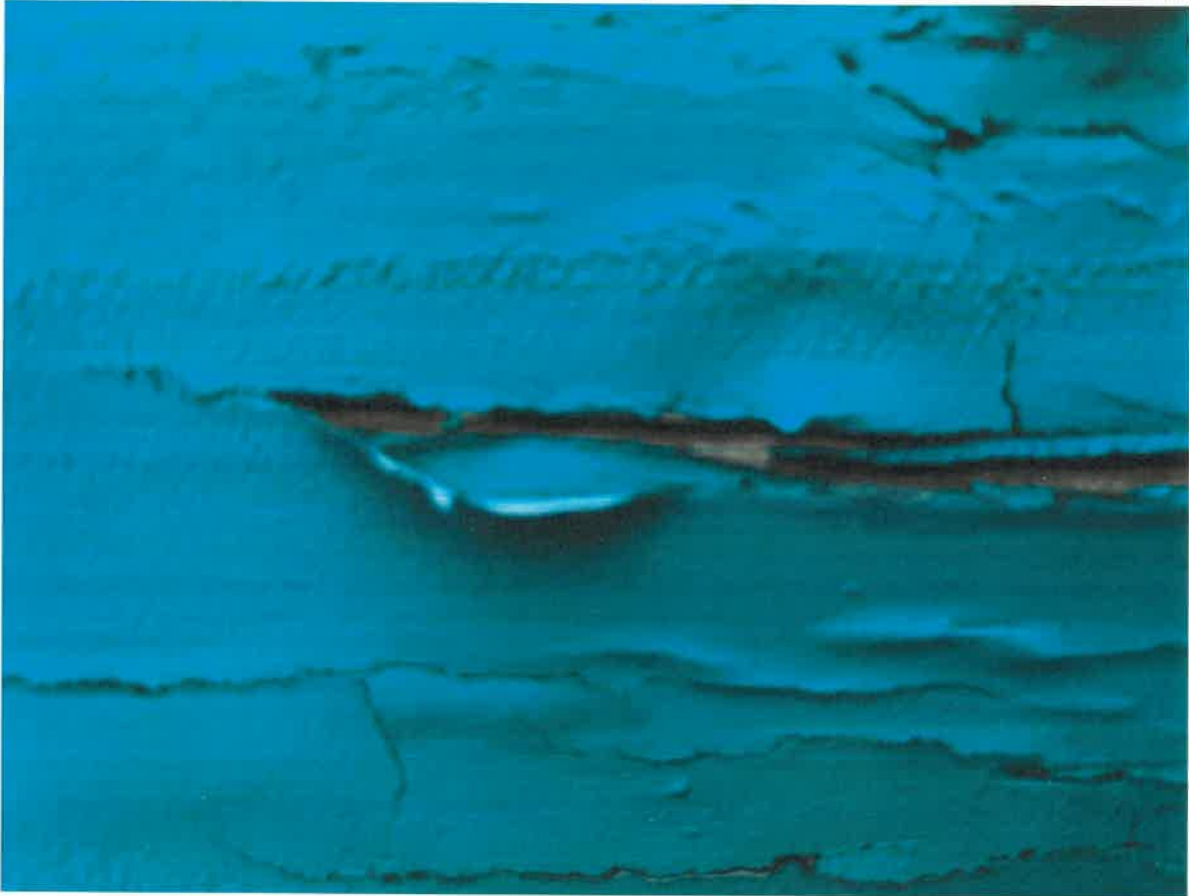
Authorized Signature 
Date: 7/18/25

Authorized Signature 
Date: 7/18/25

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

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

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







AFFIDAVIT

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

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

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

STATE OF NEW MEXICO
COUNTY OF SANTA FE

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

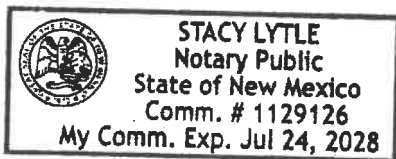
Signature Stacy Lytle
(Seal)

NOTARY PUBLIC

My Commission expires:

July 24, 2028

Seonaidh Davenport
(Signature) Seonaidh Davenport



AFFIDAVIT

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

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

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

STATE OF NEW MEXICO
COUNTY OF SANTA FE

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

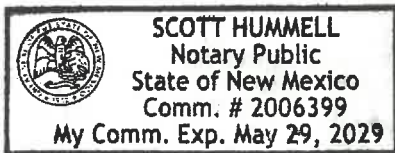
Signature [Signature]
(Seal)

NOTARY PUBLIC

My Commission expires:

5/29/2029

[Signature]
(Signature) Sonja Thorpe Bohannon



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

August 6, 2025

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

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

Dear Ms. Odems:

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

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

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

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

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

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


Mark Lopez

City of Santa Fe, New Mexico

Attachment C **Applicant Submittals**

2. Site Plans

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

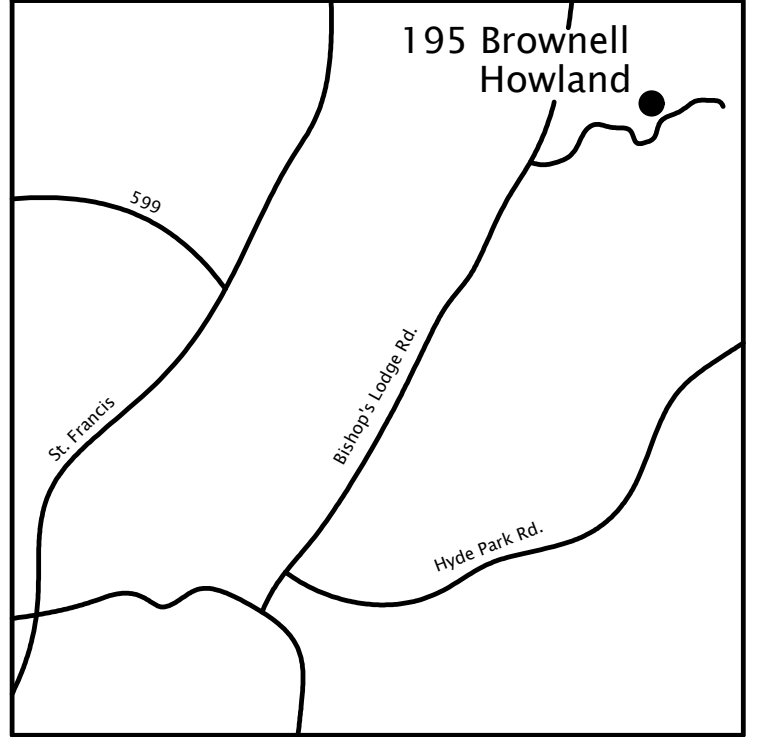
August 6, 2025

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 2021 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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	WINDOW DESIGNATION																
	DOOR DESIGNATION																
	KEYED NOTE																
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	SECTION CUT																
	INTERIOR ELEVATION																

<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.

M/F
TRL CO., LLC
INSTRUMENT #1354176
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)

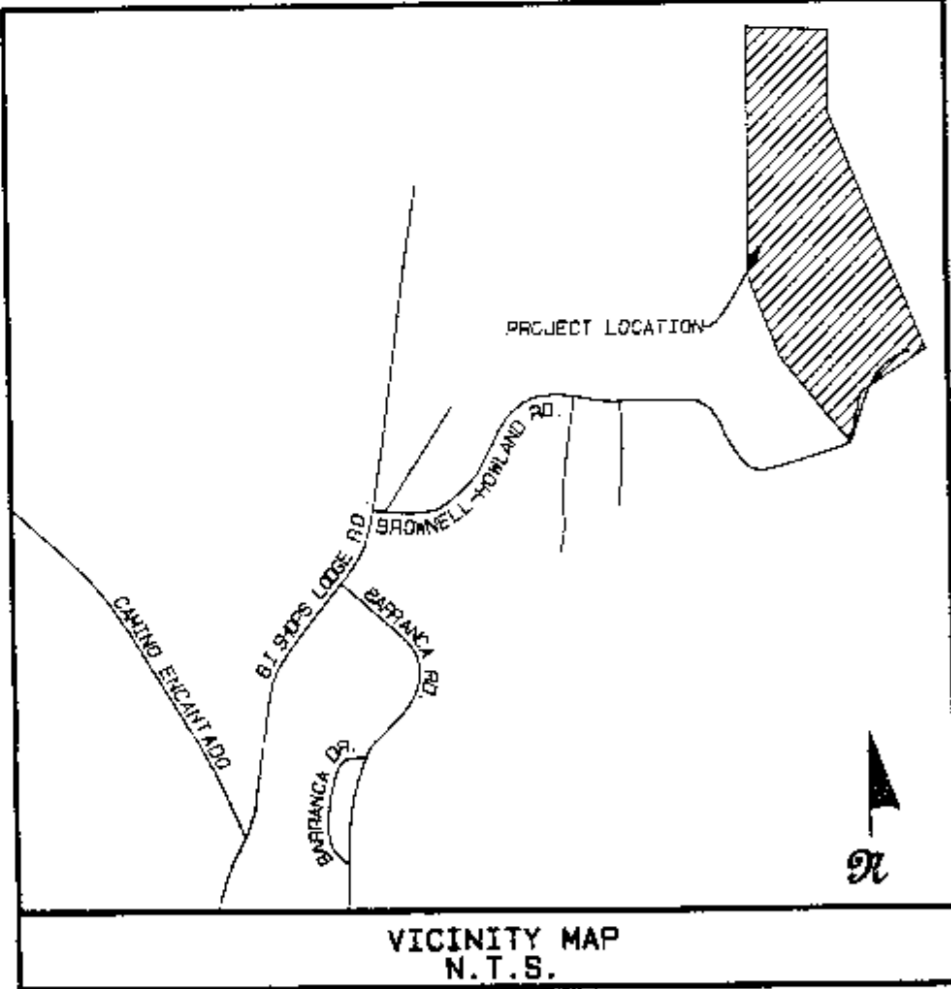
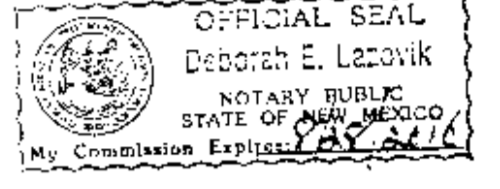
STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }

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'

LEGEND

- SET 1/2" REBAR STAMPED M. NOONAN, N.M.P.L.S. No. 5998
- ⊙ 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 DFORM 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

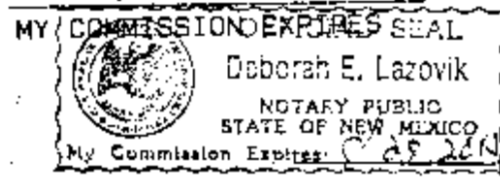
ANNE THOMPSON DAVENPORT, TRUSTEE FOR THE ANNE THOMPSON DAVENPORT REVOCABLE TRUST U/A DTD MAY 13, 2002 (OWNER TRACT A-1A-1 & A-1A-2)

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



Dave Davenport

DAVE DAVENPORT (OWNER TRACT A-2)
BETH DAVENPORT
STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }

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

Deborah E. Lazovik

NOTARY PUBLIC

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

Deborah E. Lazovik

NOTARY PUBLIC

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

Deborah E. Lazovik

NOTARY PUBLIC

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

Bret M. Friedman

NOTARY PUBLIC



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. 5998 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

MITCHEL K. NOONAN N.M.P.L.S. No. 5998

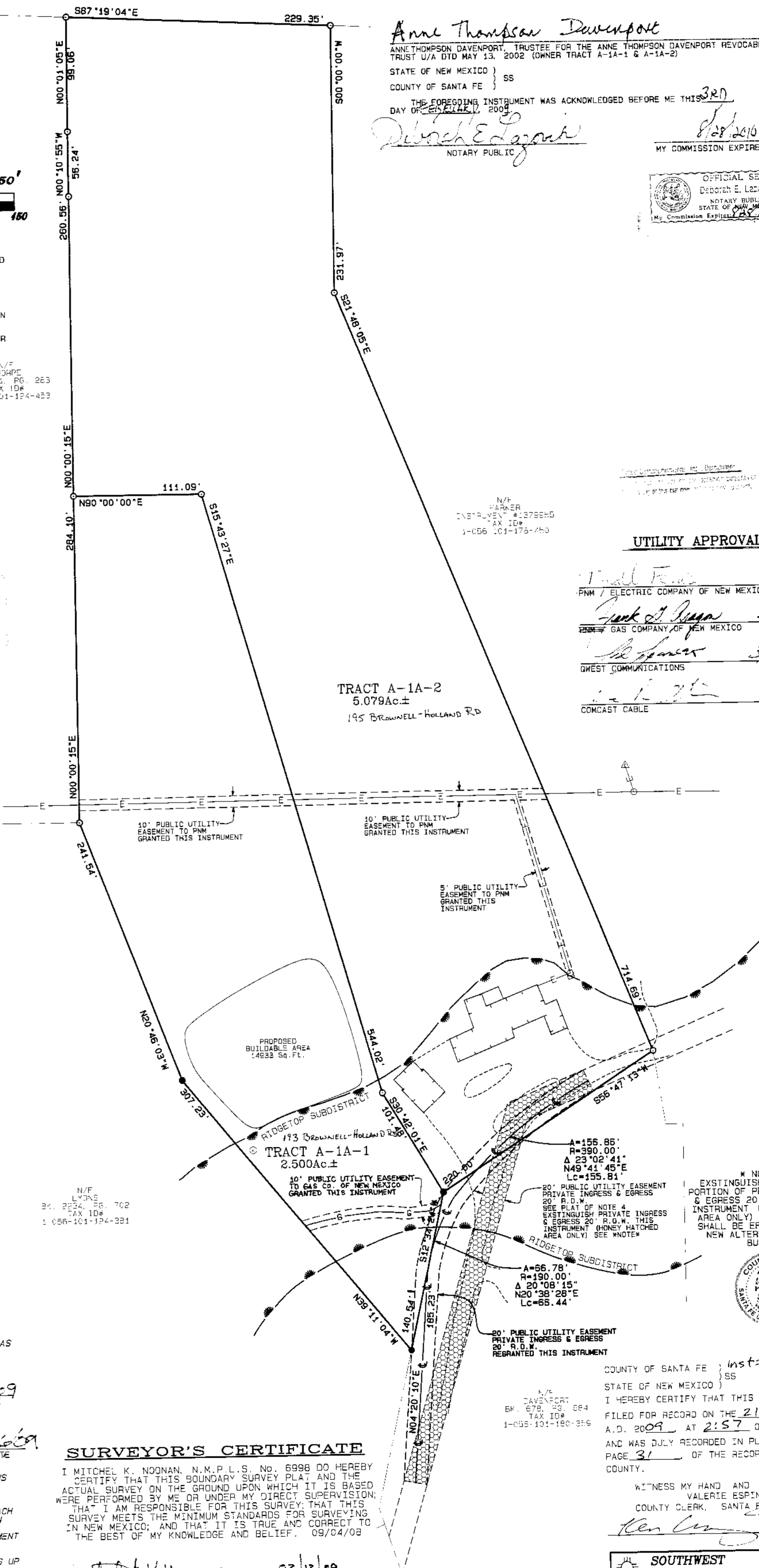
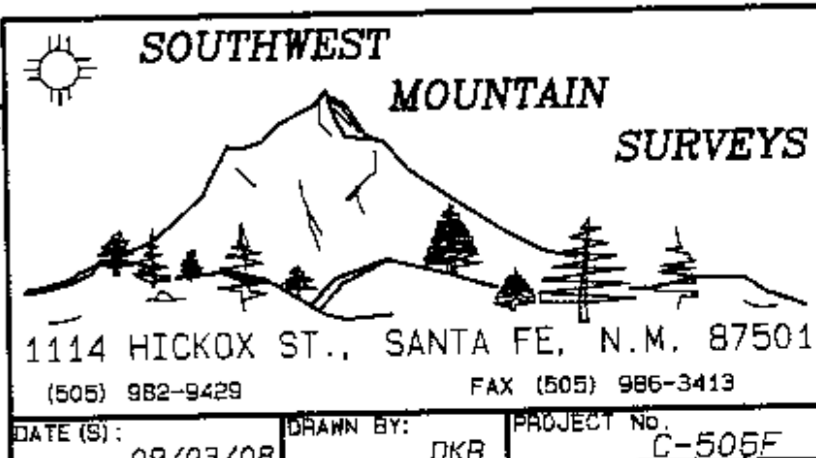


INDEXING INFORMATION FOR COUNTY CLERK

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



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

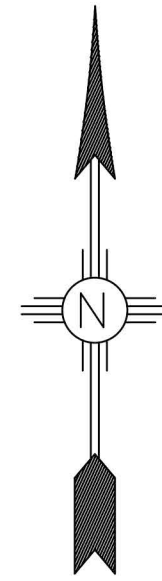
NOTES:

RIDGE TOP SUBDISTRICT BOUNDARY LINE AS SHOWN HEREON IS DETERMINED BY PRIOR SURVEY.

THIS IS NOT A BOUNDARY SURVEY, APPARENT PROPERTY CORNERS ARE SHOWN FOR ORIENTATION ONLY, BOUNDARY DATA SHOWN IS FROM PREVIOUS SURVEY REFERENCED HEREON.

DATUM AS SHOWN HEREON IS FROM INFORMATION PROVIDED BY SANTA FE, NEW MEXICO COUNTY G.I.S. DEPARTMENT.

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



SCALE: 1"=20'
 CONTOUR INTERVAL = 1'

LEGEND

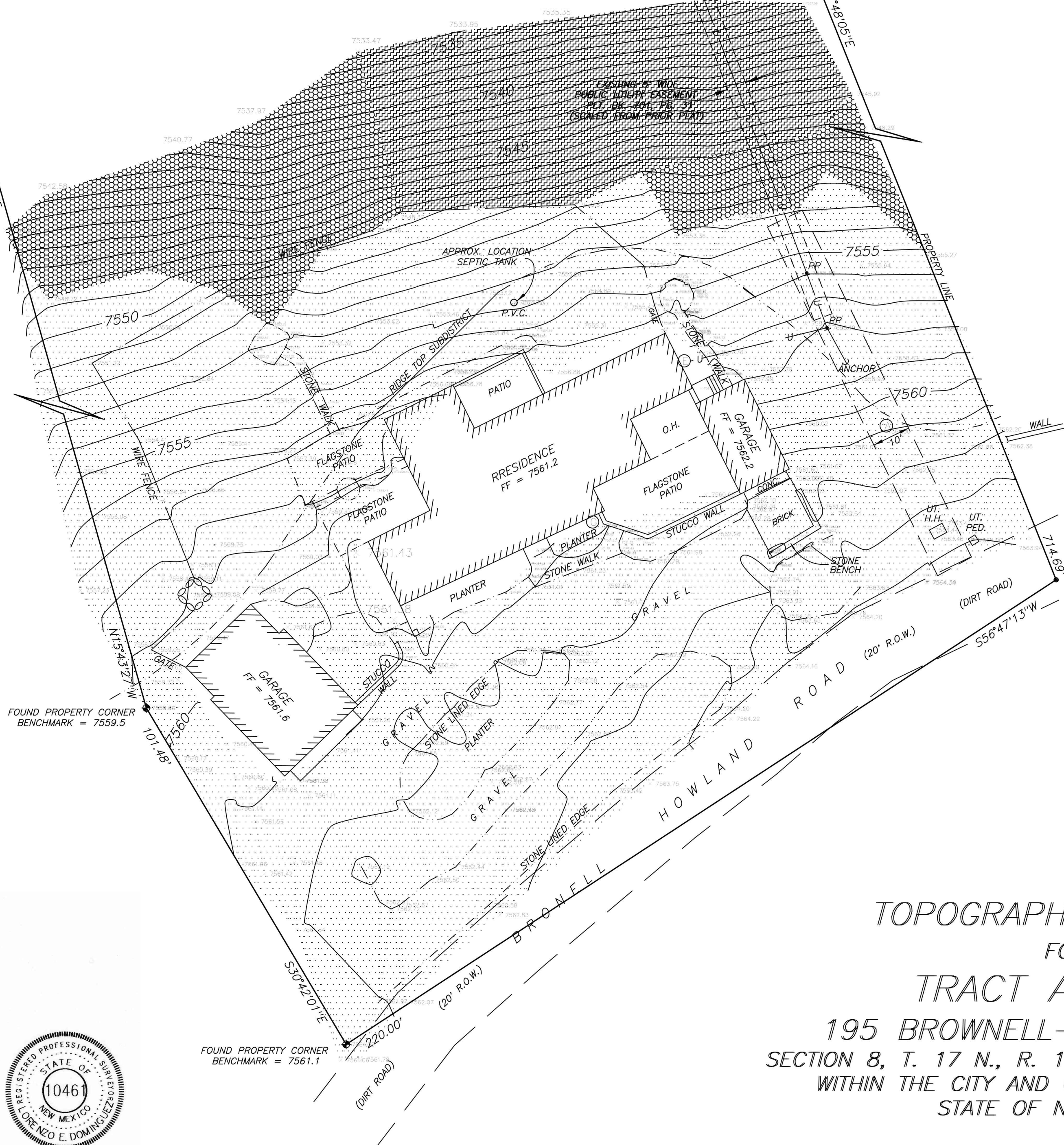
- CALCULATED CORNER NOT SET.
- ◊ ALM. CAP REBAR - BENCHMARK
- ⊙ GAS METER.
- ⊙ ELECTRIC METER.
- U- EXISTING OVERHEAD UT. LINE AND POWER POLE

EASEMENT:

- ⊙ EXISTING 10' WIDE P.N.M. EASEMENT (PNM MT# P14027).

SLOPES

- 0% - 20%
- 20% - 30%
- 30% - OVER



SURVEYOR'S CERTIFICATE

TOPOGRAPHY BY FIELD SURVEYS USING TRIMBLE 5800 GPS, GNSS RB, RTK SYSTEM. ELEVATIONS BASED ON U.S.G.S. DATUM PROVIDED FROM THE SANTA FE, NEW MEXICO COUNTY G.I.S. DEPARTMENT. THIS TOPOGRAPHIC PLAN MEETS CURRENT NATIONAL MAP ACCURACY STANDARDS. NOVEMBER 1, 2024

Lorenzo E. Dominguez 11/15/24
 LORENZO E. DOMINGUEZ DATE
 P.S. #10461



FOUND PROPERTY CORNER BENCHMARK = 7561.1

TOPOGRAPHIC SURVEY

FOR

TRACT A-1A-2

195 BROWNELL-HOLLAND ROAD
 SECTION 8, T. 17 N., R. 10 E., N.M.P.M. (PROJECTED)
 WITHIN THE CITY AND COUNTY OF SANTA FE
 STATE OF NEW MEXICO

EAST MOUNTAIN SURVEYING CO.
 P.O. BOX 1607
 MORIARTY, NM 87035
 (505) 450-2097

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.

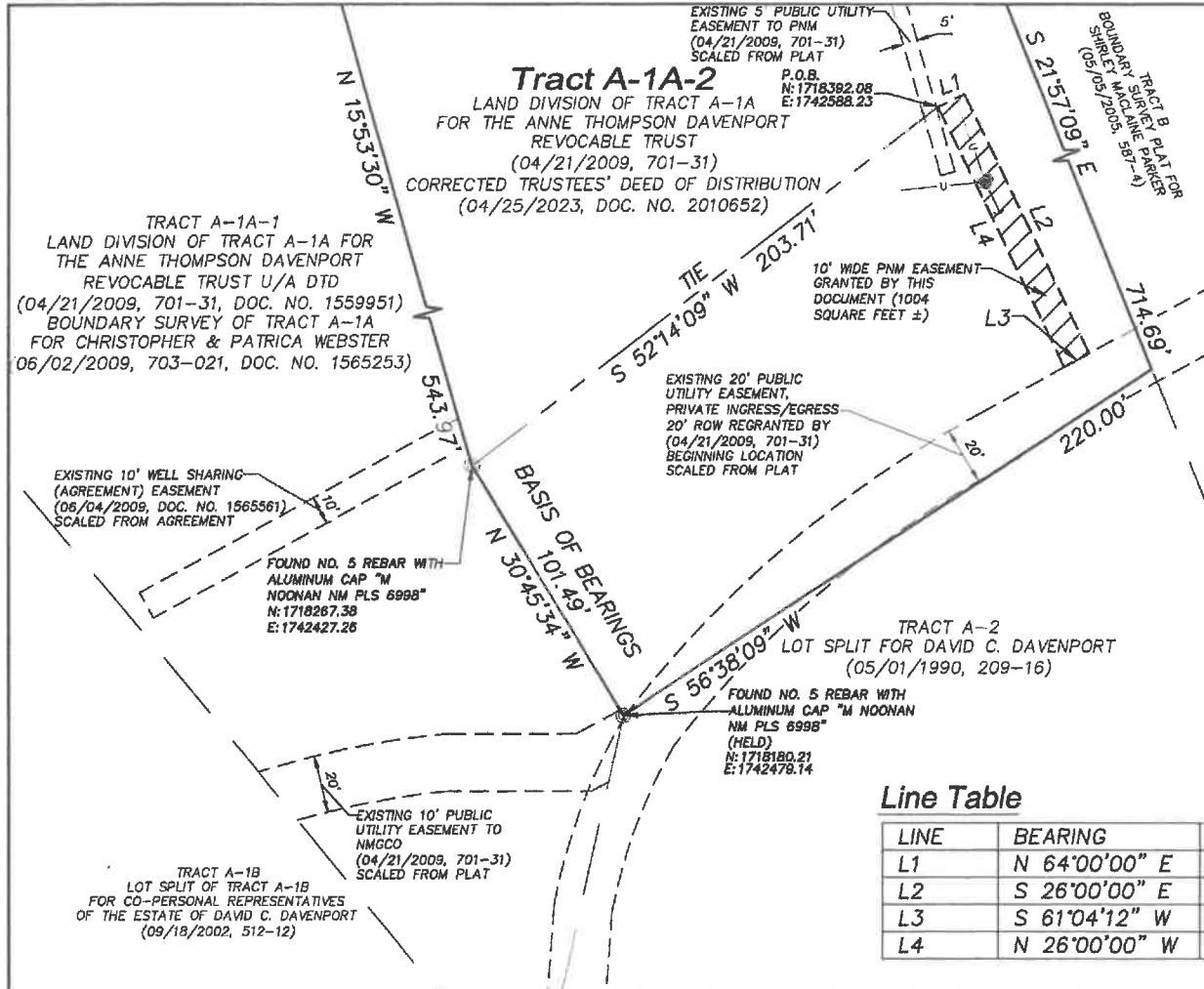
Larry W. Medrano 05/07/2024
 LARRY W. MEDRANO DATE
 N.M.S. No. 11993

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



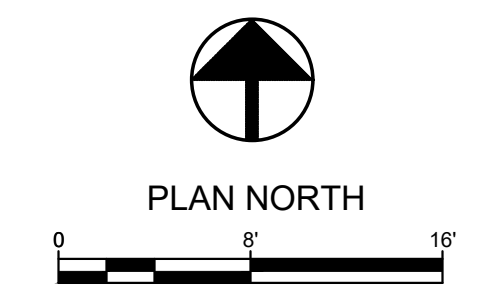
Line Table

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 MARK: TRIMBLE RTX PRECISE POSITIONING SYSTEM TORSIONED SCALE FACTOR: GRID TO GROUND: 1.0004469400 GROUND TO GRID: 0.9995325866	LAND GRANT: SANTA FE GRANT SECTION: 08 TOWNSHIP: 17 NORTH RANGE: 10 EAST MERIDIAN: NMPM CITY: SANTA FE COUNTY: SANTA FE STATE: NM SCALE: 1"=50'	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, SEONAIDH & 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:

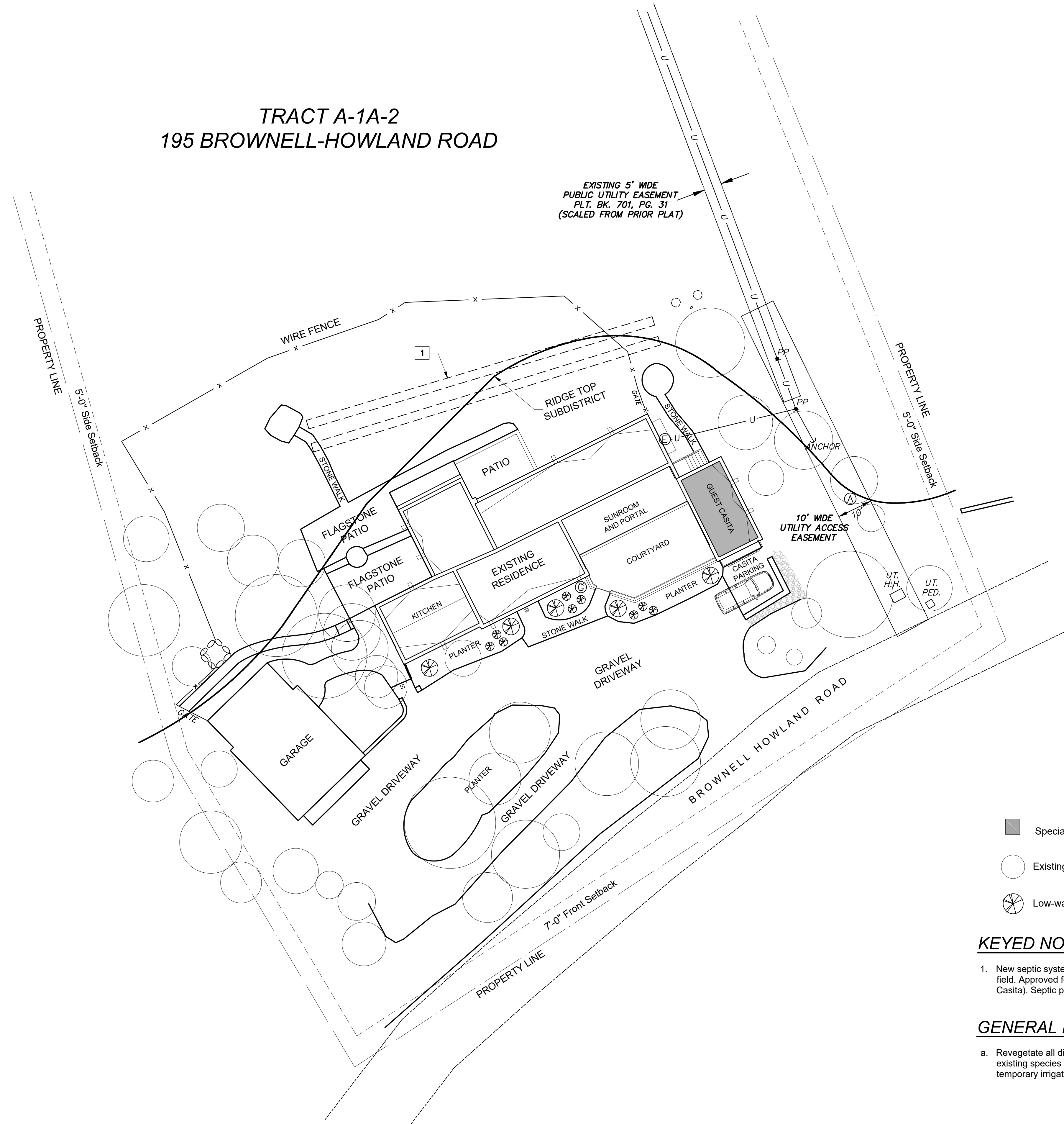


1 EXISTING SITE with GIS contours
SCALE: 1/16" = 1'-0"



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

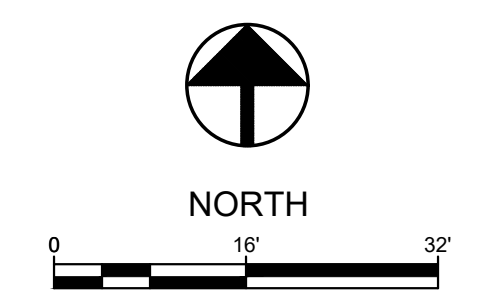
KEYED NOTES:

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

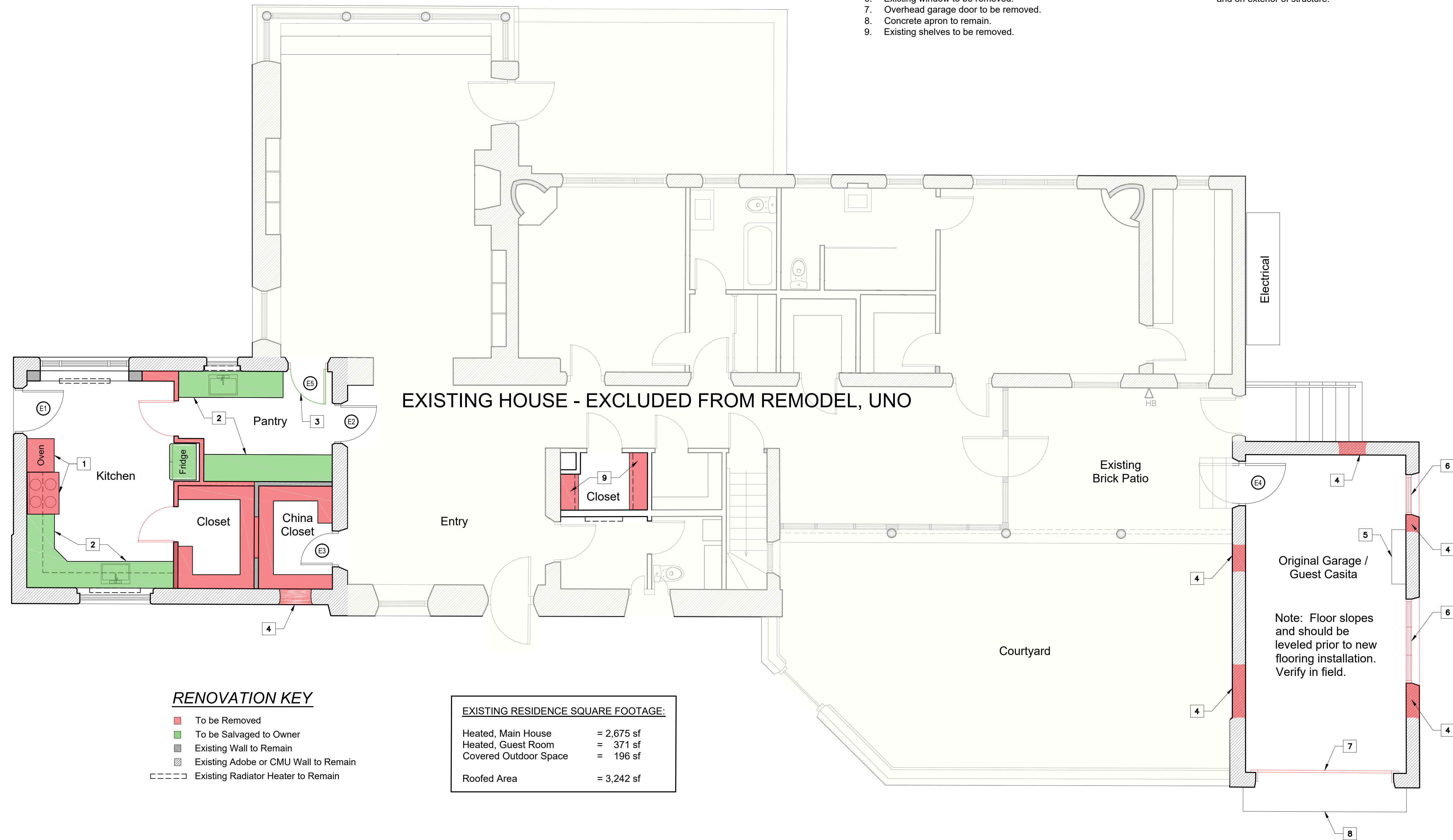
A2.0

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"

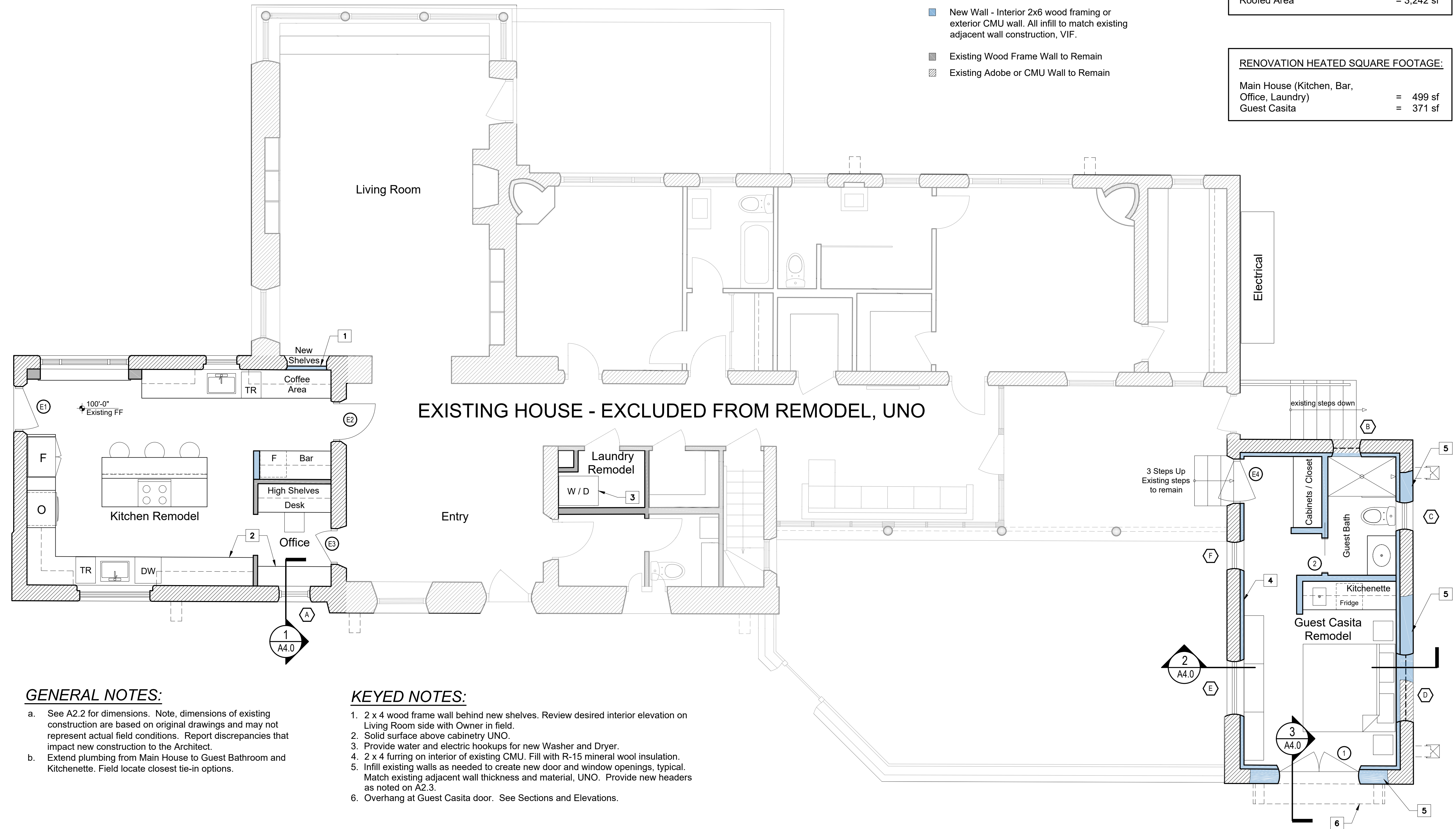


EXISTING RESIDENCE SQUARE FOOTAGE:	
Heated, Main House	= 2,675 sf
Heated, Guest Room	= 371 sf
Covered Outdoor Space	= 196 sf
Roofed Area	= 3,242 sf

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

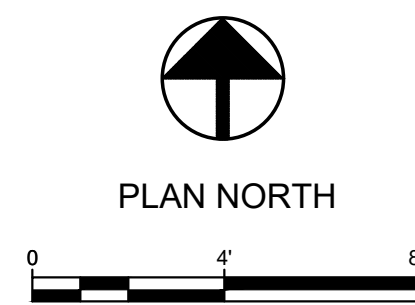


GENERAL NOTES:

- 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:

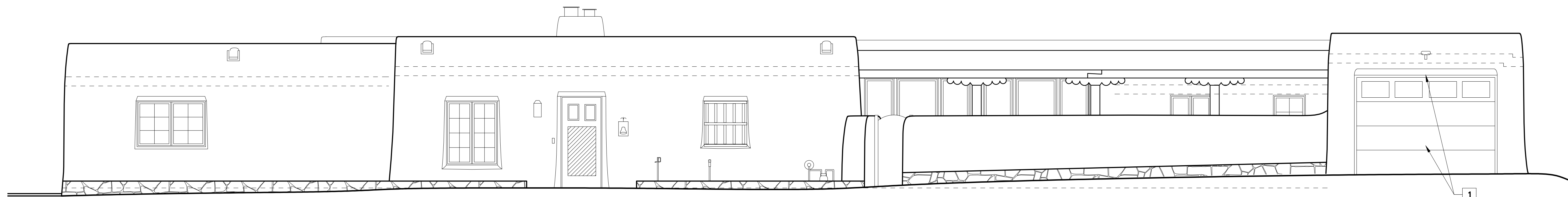
1. 2 x 4 wood frame wall behind new shelves. Review desired interior elevation on Living Room side with Owner in field.
2. Solid surface above cabinetry UNO.
3. Provide water and electric hookups for new Washer and Dryer.
4. 2 x 4 furring on interior of existing CMU. Fill with R-15 mineral wool insulation.
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"

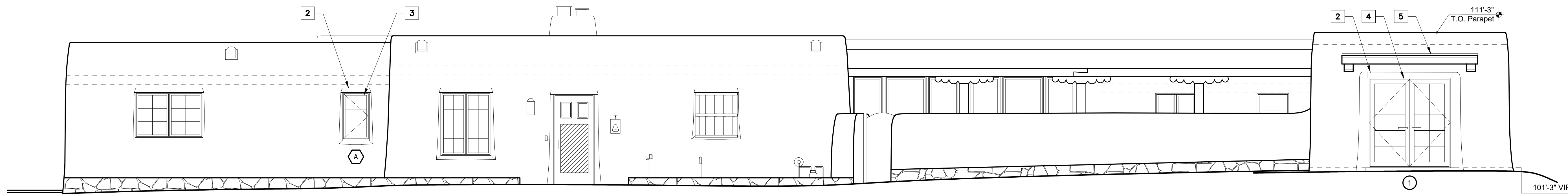
Elevation 100'-0" on Floor Plan = Elevation 7561.2' on Site Plan

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



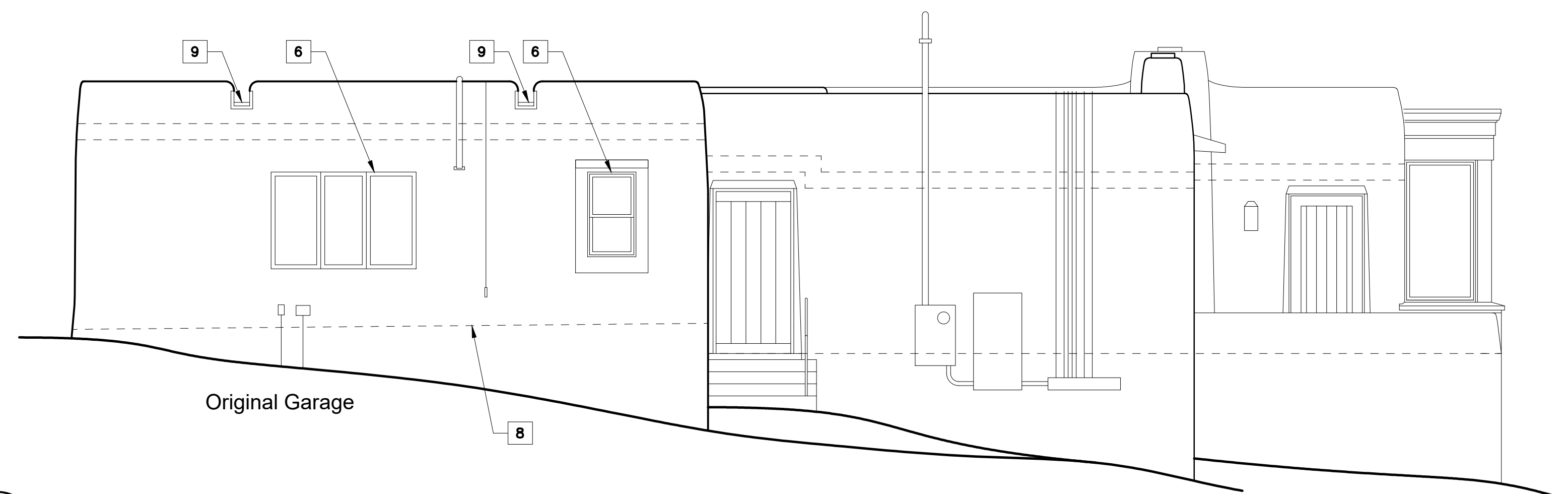
1 EXISTING SOUTH ELEVATION
A3.0 SCALE: 1/4" = 1'-0"

Original Garage



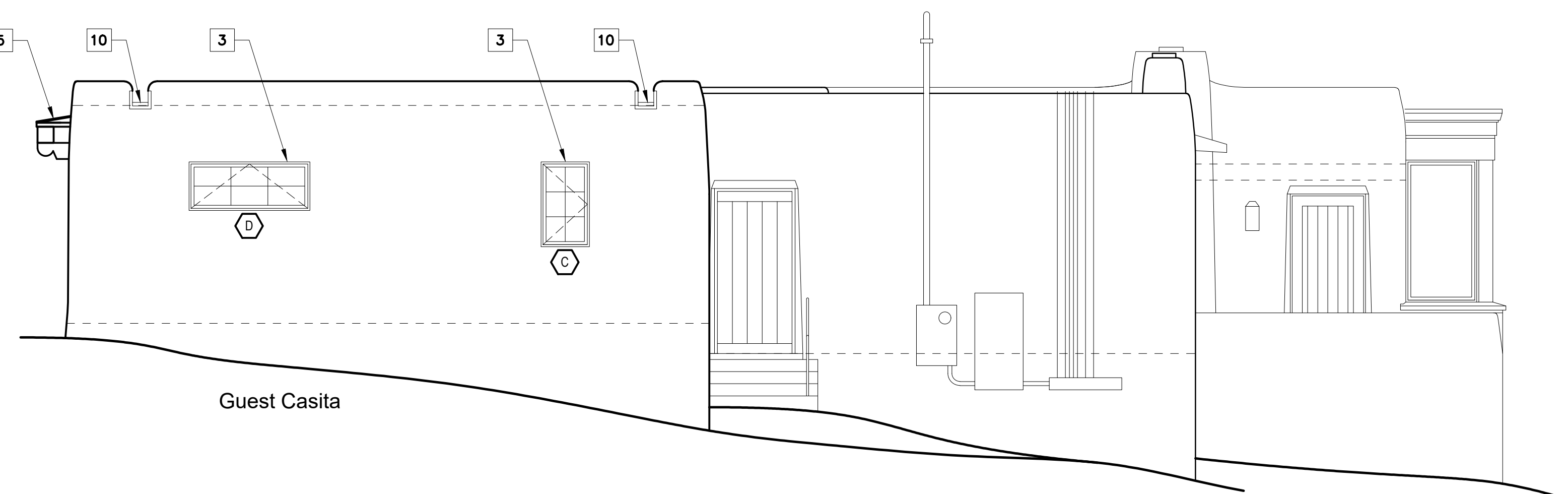
2 PROPOSED SOUTH ELEVATION
A3.0 SCALE: 1/4" = 1'-0"

Guest Casita



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

Original Garage



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

Guest Casita

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.

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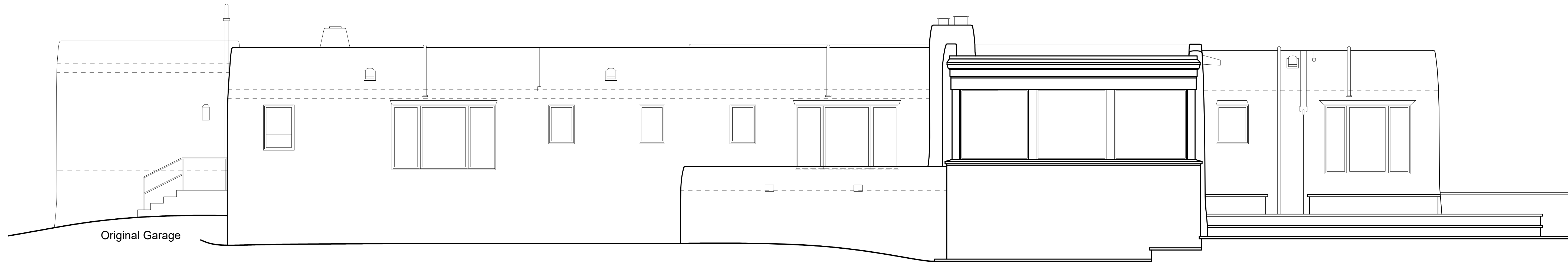
August 6, 2025

DAVENPORT-SHARON INTERIOR REMODEL

195 Brownell-Howland, Santa Fe NM 87501

Existing and Proposed Elevations

A3.0



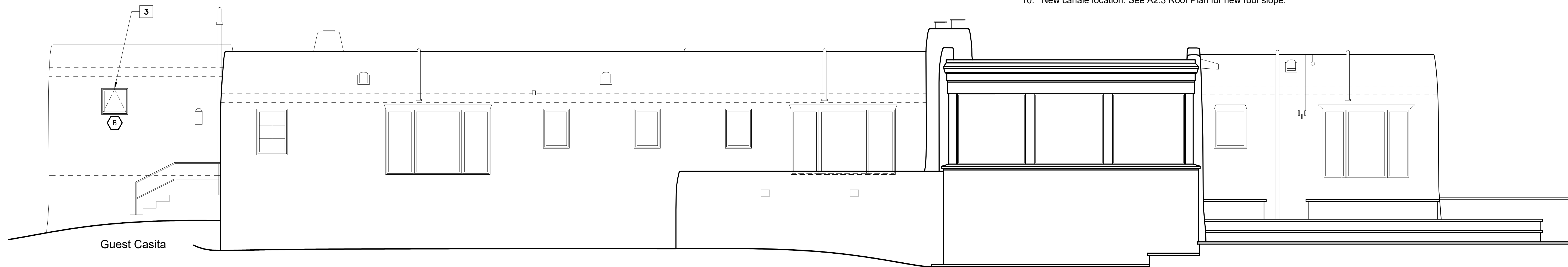
1 EXISTING NORTH ELEVATION
A3.1 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

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

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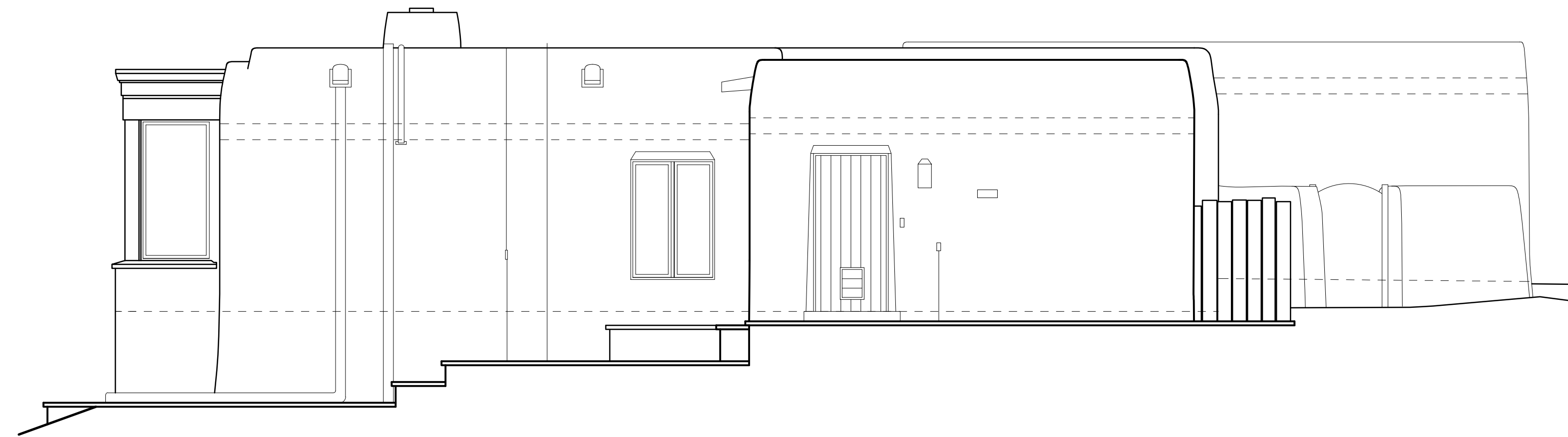
August 6, 2025

DAVENPORT-SHARON INTERIOR REMODEL

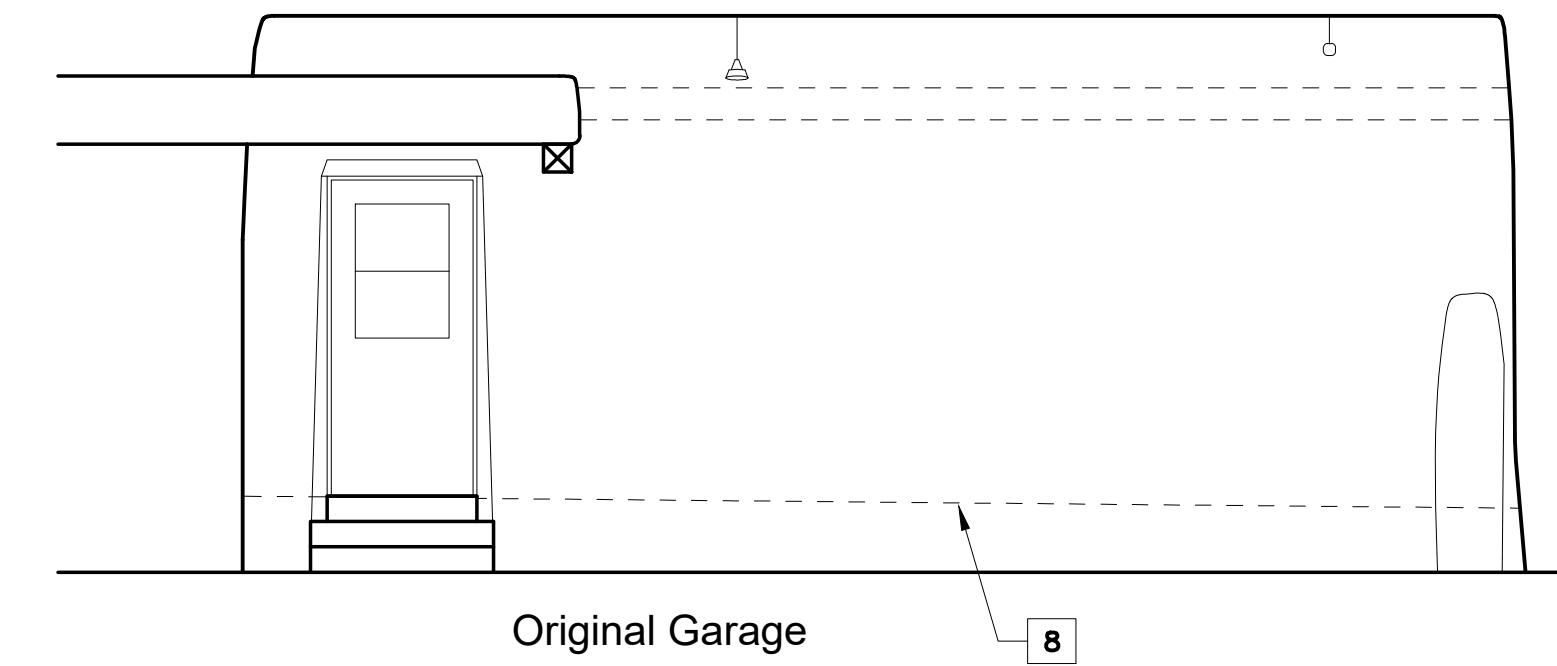
195 Brownell-Howland,
Santa Fe NM 87501

Existing and Proposed Elevations

A3.1



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



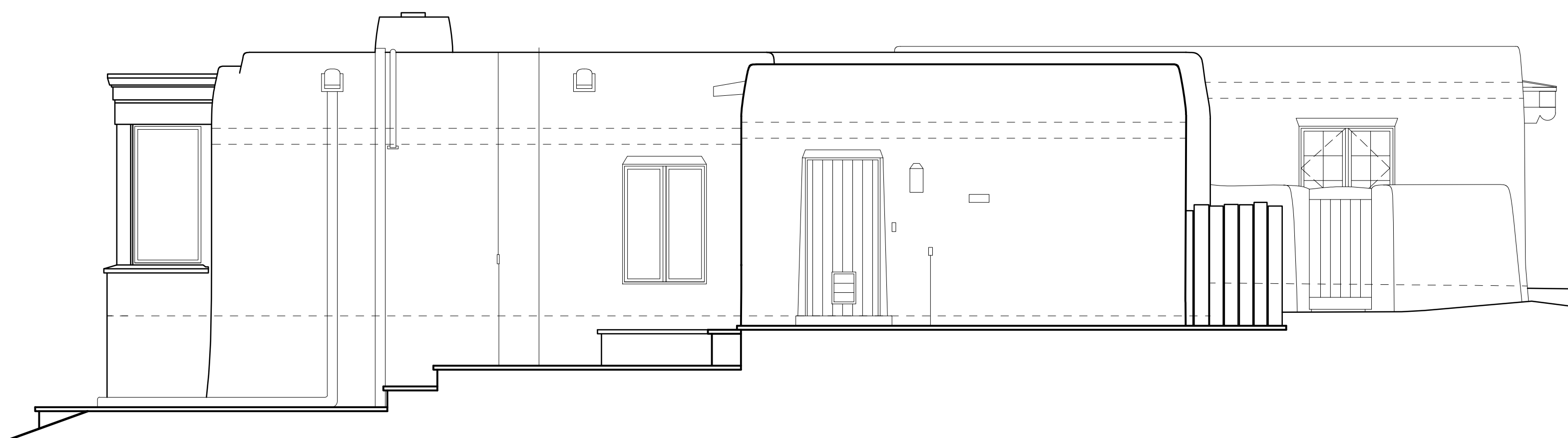
3 EXISTING WEST COURTYARD ELEVATION
A3.2 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

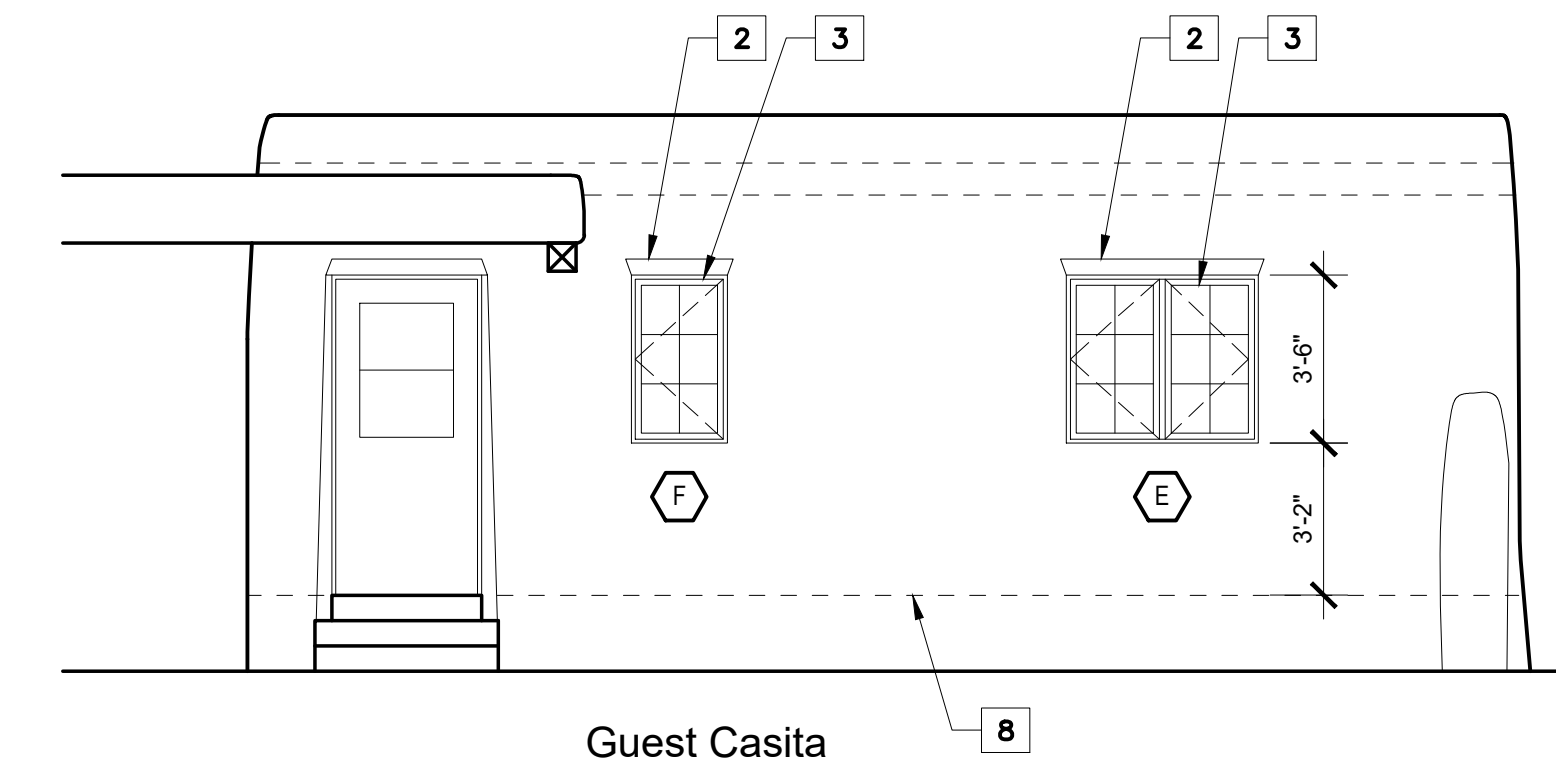
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10. New canale location. See A2.3 Roof Plan for new roof slope.



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



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

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DAVENPORT-SHARON INTERIOR REMODEL

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Existing and Proposed Elevations

A3.2