



Agenda

**Notice of the Early
Neighborhood Notification
August 27, 2026 at 5:30 PM
Meeting Virtually**

Procedures for Early Neighborhood Notification Meeting

1. ENN Name
 - a. 2395 Richards Avenue Micro-Community Project
2. Project Address
 - a. 2395 Richards Avenue Micro-Community Project
3. Description
 - a. Temporary shelter project that utilizes prefabricated “pallet” shelters in a cluster-style set (for residents and families) who are experiencing homelessness. Project will contain 36 sleeping shelter structures, 4 laundry facility structures, 3 community buildings (for shared meals, gathering, and recreation), 4 administrative structures (including 2 offices, a security office, and dedicated IT), community play area, and internal parking for residents. The site will be surrounded by an 8’ high perimeter wall with controlled access for residents, staff, and vehicles. Additional street parking and delivery access will be provided. The site will have 24/7 staff on site – through the operator, The Life Link.
4. Applicant
 - a. Barbara Felix, Woven Architecture LLC, agent 505-490-9710
5. Staff
 - a. Joel Cruz-Haber, jacruzhaber@santafenm.gov
6. Meeting Location
 - a.

Join Zoom Meeting

<https://us02web.zoom.us/j/6435550267?pwd=QThjRXZyTVNldjFncXZhY3ZhZk1Ldz09&omn=8131>

Meeting chat link

<https://us02web.zoom.us/jc/81311119455>

Meeting ID: 643 555 0267

Passcode: MCC2020

One tap mobile

+12532158782,,6435550267#,,,,*6921847# US (Tacoma)

+13462487799,,6435550267#,,,,*6921847# US (Houston)

Join by SIP

- 6435550267@zoomcrc.com

Join instructions

<https://us02web.zoom.us/jc/81311119455>

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



APPLICATION RESOURCES

PLANNING AND LAND USE DEPARTMENT RESOURCES

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

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

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

CURRENT AND UPCOMING PUBLIC MEETINGS: <https://santafenm.portal.civicclerk.com/>

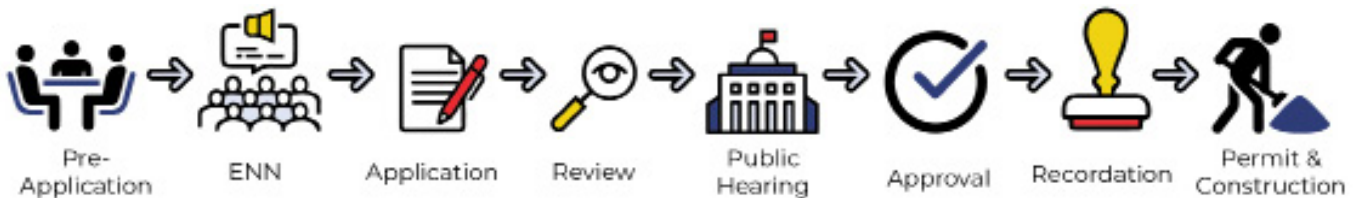
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

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

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

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

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

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

DEVELOPMENT REVIEW PHASE

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

PUBLIC HEARING PHASE

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

POST APPROVAL PHASE

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

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



LAND DEVELOPMENT CODE REFERENCE

EARLY NEIGHBORHOOD NOTIFICATION PROCEDURES ([SECTION 14-3.1\(F\)SFCC](#))

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

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

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

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

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

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

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

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

SUBMITTAL CHECKLIST

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

County parcel map depicting properties within 300 feet of the properties' perimeter (available from County Assessor's)

Draft notification poster

ENN meeting notification guidelines

Draft neighborhood notice letter

Legal lot of record

Site Plan with vicinity map

Notification mailing list, including neighborhood associations



PROJECT INFORMATION

Project Name:	
Address:	Parcel Size:
Zoning:	Future Land Use:
Pre-application Conference Date:	
Project Description:	

PROPERTY OWNER INFORMATION

Name (First, Last):			
Address:			
Street Address		Suite/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Name (First, Last):			
Address:			
Street Address		Suite/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:	
I/we authorize _____ to act as my/our agent to execute this application.	
Signed: _____	Date: _____
Signed: _____	Date: _____

PROPOSED ENN MEETING DATES

Please provide 2 options	Preferred Option	Alternative Option
Date:		

ENN Policies:

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



ENN MEETING GUIDELINES

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

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

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

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

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

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



E. EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.

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

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

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



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

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

L. ADDITIONAL COMMENTS (Optional)

Project Description:

Temporary shelter project that utilizes prefabricated “pallet” shelters in a cluster-style setting for individuals (seniors and families) who are experiencing homelessness.

The Project includes 36 sleeping shelters, 8 bathroom/hygiene structures, 4 laundry facility structures, 3 community buildings (for shared meals, gathering, and support services), 4 administrative structures (including 2 offices, a security office, and dedicated IT), community gardens, pet run, play area, and internal parking for residents. The site will be surrounded by an 8’ high perimeter fence with controlled access for residents, staff, and vehicles. Additional street parking and delivery/van pick up and drop off will be provided. The site will have 24/7 staff on site – through the operator, The Life Link.

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

The proposed Micro-Community will be located on approximately 2 acres of previously developed City-owned land at 2395 Richards Avenue (hereafter called 2395 Richards Avenue Micro-Community or the Project). The property is zoned R-1 and is situated within a larger City-owned parcel that includes Fire Station No. 7 to the west and the Genoveva Chavez Community Center (GCCC) to the east. The Forked Lightning Racquet Club, directly across Brenner Way on the south, is in Santa Fe County. To the north is the Arroyo de Los Chamisos and its paved Arroyo de Los Chamisos Trail, and the Arroyo Chamisos Disc Golf Course.

The project will intensify the existing use of the property by creating a temporary, service-supported residential community. The development has a total of fifty-six (56) structures, including: forty-one (41) temporary structures; twelve (12) semi-permanent structures with water and sewer; and three (3) more permanent community structures. Total heated or roofed area = 6,405 square feet.

City of Santa Fe | MicroCommunities Square Footages

Building Type	Use	Structures	Dimensions (in feet)		SF / Per Unit	Totals	
			Width	Length		Qty	Total SF
Temporary	Sleeping	Shelters (120 SF*)	17.42	7.25	126	12	1,516
		Shelters (64 SF*)	8.68	7.58	66	21	1,382
		ADA Shelters (120 SF*)	17.42	7.25	126	4	505
	Admin	Offices (120 SF*)	17.42	7.25	126	3	379
		Offices (64 SF*)	8.68	7.58	66	1	66
Semi-Temporary	Hygiene	Two Stall Bath/Shower	13.83	7.83	108	5	541
		ADA Bathrooms	13.83	7.83	108	3	325
		Laundry Unit	13.83	7.83	108	4	433
Permanent	Comm	Community Buildings	27.34	15.34	419	3	1,258
Totals:						56	6,405

All structures will be one-story, with the tallest being the community rooms at 10’ -9”. The shortest structures are the sleeping units (both 64 SF and 120 SF) at approximately 8’-2” plus the foot on which they

are mounted. The small individual footprints, ranging from approximately 66 to 420 square feet, will break the development into smaller building forms rather than creating the appearance of a single large institutional structure. This arrangement will help reduce the project's perceived mass and scale.

The project is designed to comply with the applicable R-1 district standards, including a seven-foot front setback, five-foot side setbacks, a 15' rear setback, and the applicable maximum lot-coverage requirements. In addition to these setbacks, the site has been designed with a 15-foot-wide continuous landscaped buffer along the side and rear property boundaries. The site design also accounts for the 60' wide right-of-way along Brenner Way, which is reserved for transportation-related uses.

Currently, four (4) Conex-style storage units are incorporated into the site layout and are located within the required setbacks. These are to be used for community storage needs including outdoor furniture, supplies, gardening tools, etc. as determined by the Site Operator (they are not for resident use). We understand that the City has had concerns with these types of units and that they may not be permitted. We are open to using a different type of storage structure – including a shed or other pre-built structure from Home Depot or Lowes. The preference is to NOT use additional Pallet structures owned by the City so that they can be retained for future micro-communities as sleeping shelters.

An eight-foot-tall opaque fence and controlled driveway gates are proposed to screen the majority of the structures, internal parking, service areas, and dumpsters from surrounding properties and public spaces. The fencing will provide privacy for residents while reducing visual impacts on surrounding uses.

The project will include a PRT TUN, community garden, play area, and a shared outdoor seating and gathering area. These amenities will create usable open space within the community and support individuals, couples, and families residing at the site. Within the fifteen-foot landscape buffer, trees and bushes will be planted per the specific planting and tree-spacing requirements of City Code.

There will be minimal site lighting. Each structure has an exterior light and low landscape-type fixtures are scattered throughout the site so that residents can easily find the dumpsters, entry gates to the pet run, and at pedestrian and vehicular ingress/egress points (where there will be controlled access). We are proposing two tall street lamps on the north side of Brenner Way (one at each end of the street parking, near the entry and exit points), to illuminate the street and new sidewalk for residents or other pedestrians at night.

Vehicular access will be along Brenner Way and will tie into a new 20-foot-wide asphalt fire and service lane around the east, north, and west sides of the site. Traffic will be single direction with one-way entry at the east and one-way exit at the west. The plan proposes parallel parking along Brenner Way, on either side of a designated drop-off area for service providers and van/service pickup. The main entrance to the Forked Lightning Racquet Club is separated from the proposed Micro Community ingress and egress drives and is not anticipated to be affected by Project traffic.

The proposed site is located near existing transportation services (including Bus Route 6 on Rodeo Road and Route 2 on Cerrillos Road), and walking paths including the paved arroyo trail and an existing informal pedestrian route between Cerrillos Road and Brenner Way.

Overall, the project's small-scale structures, internal open spaces, perimeter screening, controlled access, and proximity to existing civic and recreational uses will help it remain compatible and adaptable to the character of the surrounding area.

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

The proposed Micro-Community will be constructed on previously developed City-owned land. Existing site improvements and site preparation include the demolition of several concrete cylinder piers and a miscellaneous concrete slab, which are believed to remain from the property's former use as a school (with temporary classroom structures).

Arroyo de Los Chamisos, along with the paved arroyo trail and disc golf course, are to the north of the site in City open space. Per discussions with City of Santa Fe Parks & Open Space and Youth and Family Services Department, the City will coordinate relocation, if needed, of any disc golf targets that are located near the proposed site to avoid adverse impacts to recreational areas.

While there are small scrub trees including Junipers along the arroyo, the site and larger surroundings is largely covered with tall grasses and dirt knolls. Site grading, drainage, erosion control, and stormwater management at the site itself will comply with applicable city requirements. No impact to the environment around the Project is anticipated.

The Project includes internal community gardens, a fenced pet-walking/run area, a fenced play area, shared gathering spaces, and trees and other landscaping scattered throughout the site. Per Section G, the low-impact landscaping will feature xeriscape solutions, a design to direct the majority of surface water runoff into new planting areas, and an irrigation system to ensure new plants survive. Not yet finalized, the landscaping will also be designed to minimize the heat island effect while providing beauty and resilience.

Two screened dumpster and recycling areas are proposed at the northeast and northwest corners of the internal drive. Their locations will allow service access from the internal 20-foot-wide fire/service lane while keeping waste facilities behind the opaque perimeter fence. Waste collection will be provided by the City of Santa Fe. As residents will not have space or utilities to cook or prepare food in their own units, there will be shared common refrigerators, a single residential stove, and multiple microwaves for residents use in one of the community buildings. In addition, catered meals will be provided twice a day for residents – thus the reason for two dumpsters and recycling areas..

Fire and emergency access will be provided by a 20-foot-wide asphalt lane extending around three sides of the development, with separate one-way entry and exit points from Brenner Way. The lane will provide emergency and service access to the temporary shelters and shared facilities (see Section H for additional information). The structures from Pallet meet Class C fire rating; this is standard for most residential structures today. Additional fire-safety measures are incorporated into the proposed design, including a minimum separation of 10 feet between all structures.

The proposed use is residential and supportive in nature, and no hazardous materials are anticipated beyond ordinary household, maintenance, and cleaning products.

Existing utilities are available at or near the site, including electricity, sanitary sewer, water, and communications. Overall, the project will reuse previously developed land and existing utility infrastructure as much as possible while incorporating drainage control, open space, screened waste facilities, and emergency access. With the identified measures, the 2395 Richards Avenue Micro-Community is not anticipated to adversely affect the surrounding physical environment.

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

There are no known prehistoric, historic, archaeological, or cultural sites or structures on the subject property. The property does not contain a known acequia and is not located within the historic downtown area. Given that the site has been previously developed and no known historic or cultural resources have been identified, the proposed Micro-Community is not anticipated to adversely affect any such resources.

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

The property at 2395 Richards Avenue is zoned R-1. Under the City of Santa Fe Land Development Code ("City Code"), the proposed Project is classified under the category of "Residential Group Living" and under the specific use of "Boarding, Dormitory, & Monastery". This use is allowed in R-1 zoning subject to a conditional-use approval because the project will intensify the use of the property.

The surrounding area contains a mixture of public, recreational, and institutional uses. Fire Station No. 7 is located west of the site, the Genoveva Chavez Community Center (GCCC) is located to the east, and the Forked Lightning Racquet Club is located across Brenner Way to the south. Arroyo de Los Chamisos, the paved arroyo trail, and the disc golf course are located to the north. The project is therefore situated near existing community services, recreational amenities, transportation services, and utility infrastructure.

A two-acre site, per R-1 zoning, 2395 Richards Avenue would allow for one single-family dwelling per acre with an additional accessory structure (this could be an accessory dwelling unit or ADU). In effect, there could be two families each with an additional building that houses a family member or friend. The proposed Project provides for thirty-six (36) individual sleeping shelters, four (4) of which will be ADA accessible, four office/support structures (security and IT), five (5) two-stall hygiene/bathroom structures, three (3) accessible hygiene/bathroom structures, four (4) laundry structures, and three (3) community structures. While this is an intensification to a maximum of sixty-five (65) residents with associated staff (see Section E), instead of four dwellings, it is also an opportunity to provide safe, climate-controlled, and secure temporary shelter for individual seniors and families experiencing homelessness. It may also reduce the number of individuals who are currently sleeping in the arroyo by providing a safe alternative – thus reducing the number of unhoused in the area.

The Micro-Community does not have permanent dwelling units and is not meant to replace permanent housing. As noted elsewhere, it is the first step in reducing homelessness within our community, and the hope is that in the future, the site will be converted to the City's designated future use – as a park.

E. EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.

Impacts on parking, traffic patterns, and vehicular congestion should be minimal as there will be a most ten (10) staff members on site during an 8-hour shift. With thirty-six (36) total units (see Section G for breakdown), it is anticipated that there may be up to twenty-six (26) seniors at any one time with an additional ability to house thirteen (13) families – which could range from two to three individuals (thirteen (13) adults with potentially a partner or children under the age of 18). Total residents would be capped at sixty-five (65), though data from other micro-communities indicates that this number would be in constant flux as residents move in or out depending on their situation.

Minimal vehicular traffic is already present by users of the Forked Lightning Racquet Club and the GCCC. Pedestrian traffic is also present as individuals walk between GCCC and the overflow parking lot near the skate park as well as to the walking trail and disc golf course in the shared open space to the south. The majority of residents in this Micro-Community will probably not have cars and will rely on bus service (already available on Cerrillos and Rodeo Roads), transport based on services provided by the micro-community (see Section H), bicycles, and walking. A new sidewalk is proposed along the south side of Brenner Way, the width of the property, to provide a safer buffer zone for residents from the road.

All new road work along Brenner Way, per meetings with the Land Use Department, will have curb and gutter.

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

The impact of the economic base of Santa Fe should be minimal. The residents who will be living in this Project are already living in our community, although they may be living in their car, camping, or finding other covered outdoor spaces to sleep. Providing the first step in more stabilized housing should in fact improve the economic base by providing safe places for unhoused families and individuals to sleep and receive services, potentially reducing gatherings outside restaurants and businesses, while potentially also reducing busking or begging in medians. Ideally, stable housing and supportive services is the first step towards more permanent housing and gainful employment.

While there are some statistics, as noted in a June 4, 2025 article in the Santa Fe Reporter, that indicates that a 2019 study from the New York City Independent Budget Office found that “homes within 500 feet of a homeless shelter sell for 7.1% less than homes further away...” The same study found that while “congregate homeless shelters [such as Pete’s Pets] negatively impact property values, the results are reversed for supportive housing, which the study says provide on-site services to people who need assistance... The prices of homes within 500 feet of these places actually “rose more rapidly” than houses further away from supportive housing.”¹

This Project, in concert with the already successful Arroyo Chamiso site, is a great opportunity for the City to gather data that is relevant to our community, while improving the living standards of those who are currently unhoused.

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS For example: creation, retention, or improvement of

¹ <https://sfreporter.com/coverstories/wont-you-be-their-neighbor/>

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

This Project is intended to serve families with young children and seniors who are experiencing homelessness and may face barriers to accessing traditional congregate shelters or rental units. The Project will provide thirty-six (36) sleeping shelters with the initial breakdown of users estimated to be thirteen (13) families and twenty-six (26) seniors. Included within that total are four (4) accessible units (two for each user group). The family and accessible shelters are 150 square feet net, while the senior units are smaller at 64 square feet net. These sleeping shelters are supported by shared eight (8) hygiene/bathroom structures, four (4) laundry structures, three (3) community buildings, a play area, two community gardens, a pet run, and outdoor gathering facilities.

The site has been organized to provide separation between the family and senior residential areas while maintaining convenient access to centrally located shared facilities and services. This arrangement supports the different needs of the initial resident populations without isolating either group from the larger community. It also provides long-term operational flexibility: if the populations served change in the future—for example, from seniors to veterans or individual adults—the residential areas can be reassigned while retaining an appropriate degree of separation. Centrally locating many of the shared community facilities allows them to remain accessible to all residents and supports efficient staffing, supervision, and service delivery.

This Project will not create permanent affordable dwelling units. Instead, it will address an immediate gap in Santa Fe's housing continuum by providing safe interim shelter while residents work toward stable, permanent housing. The Life Link will operate the site and provide 24-hour support, which may include case management, housing navigation, behavioral and physical health services, employment assistance, transportation, meals, and connections to other community resources. The City describes its micro-communities as temporary, service-supported environments intended to help residents stabilize and transition into permanent housing.²

By providing private shelter for populations that may not be adequately served by traditional shelters, the 2395 Richards Avenue Micro-Community broadens the housing and shelter choices available to Santa Fe residents across different ages, household compositions, and income levels. It does not create or retain affordable business space; its contribution is the creation of an additional non-congregate shelter option and a service-supported pathway toward permanent affordable housing.

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

The Project is designed to use public services and infrastructure efficiently by consolidating the thirty-six (36) sleeping shelters around shared hygiene (bathrooms), laundry, community, and support facilities. Final water, sewer, power, and communications connections will be coordinated with the applicable utility

² https://santafenm.gov/homelessness/santa-fe-homelessness-response-resources/micro-communities?utm_source=chatgpt.com

providers and permitting authorities – though as a previously developed site, utilities are present. In addition, water and sewer services are consolidated into the bathroom, laundry, and community structures – thereby reducing infrastructure (versus if this was a new thirty-six unit single-family development).

Directly adjacent to Fire Station No. 7, if emergency services are needed, they are within walking or a very short driving distance. Per results at the initial micro-community located at the Christ Lutheran Church on Arroyo Chamiso Road, directly adjacent Fire Station No. 4, there have been almost zero calls in the two plus years that this first community has been in existence. Consequently, we anticipate a potential reduction in calls to fire and/or the police by residents of this Project. Data shows that providing shelter for unhoused individuals and families reduces emergency calls. Specifically, per a June 4, 2025 article in the Santa Fe Reporter, crime in Denver, CO “neighborhoods that hosted micro-communities saw a 2.8% reduction in crime,... while in Vancouver, WA, there was a 30% decrease in police calls and initiated visits within a 500-foot radius of a newly built micro-community throughout the first six months it had been open.”³

The site is located between two existing fire hydrants that are within one thousand (1,000) feet of each other – one to the east and one directly adjacent to Fire Station No. 7 along Brenner Way. Internally, emergency access is provided by a twenty-foot (20) wide asphalt lane encircling three side of the shelters – with separate one-way entry and exit points from Brenner Way. This circulation system will accommodate fire, police, emergency medical, sanitation, maintenance, and other service vehicles as needed. It also meets the requirement for fire-truck hoses to be able to reach within one-hundred-and-fifty (150) feet of any structure.

The structures themselves will be numbered for easy identification during an emergency and there is a minimum separation of ten (10) feet between each structure for ease of access and reduction in potential fire spread between structures. Finally, all structures have smoke and carbon monoxide detectors and fire extinguishers. Sleeping shelters have emergency-egress windows and there will be larger fire extinguishers located with the three community structures.

Required vehicle parking for a group-living use, per City Code, is determined by the Planning and Land Use Director; however, the design team, in conversation with the Site Operator and the Community Services Department, recommends what is shown on the current site plan: Twelve (12) parking spaces, including one (1) van accessible space, inside the perimeter fence for use by residents and five (5) on street parking spaces on Brenner Way; one of which is accessible. A small bus or van drop-off/pick-up area on Brenner Way is proposed for use by residents for appointments or services. It is intended that this area also be designated for deliveries, including for supplies and catering. It is our understanding that the ability to share a drop-off with a dedicated delivery space is also determined by the Land Use Director. The Project will have staff through the Site Operator 24-hours a day, 7-days a week (approximately 8-10 staff during the two day shifts and 1-3 staff during the night shift). It is intended that staff may park along Brenner Way, or if additional space is needed, that they be allowed to park near the overflow parking area for GCCC (near the skate park). Per discussions with the Parks Department, they were in agreement that staff could park directly to the west of the site where there is an existing dirt track. This will preserve overflow parking for GCCC and summer activities. The reality is that no one can define how many residents will own cars (either that they bring with them or that they purchase as a first step towards independence) and that it may be possible for staff to park inside the fenced area during times when there are fewer resident cars.

³ <https://sfreporter.com/coverstories/wont-you-be-their-neighbor/>

Code-required short- and long-term bicycle parking will be exceeded (per City Code, short-term requires 1 space for every 6 beds while long-term requires 1 space per resident). It is our intention to provide sixteen (16) spaces that are located on a concrete pad directly south of the two central community buildings, as required by City Code. They are currently uncovered, though can easily be covered with a small shade structure. Our understanding from other successful micro-communities is that residents tend to park their bikes directly adjacent to their units, or within the unit itself for security. From a resident point of view, this is logical – having their own bicycle is both an object of pride and a symbol of freedom. Our recommendation is to NOT provide long-term bicycle spaces that are enclosed, as required by City Code, whether in a garage, locker or shed, as we don't believe this will be used.

Because the Project provides managed, stable shelter with centrally located supportive services, it may improve residents' access to schools, transportation, healthcare, and other public services while allowing those services to be delivered in a more coordinated manner. Although the project may result in a modest increase in demand for fire, police, school, transit, and utility services, its limited scale is not anticipated to require a substantial expansion of existing public infrastructure. It may also reduce demand for fire and police as residents are now in a secure community.

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

Previously developed, the use of this site will conserve non-developed open land, protect existing adjacent wildlife habitat, should save money and time (by connecting to existing utilities and roads), and will generally improve the City by improving an existing, not-particularly attractive empty lot.

Micro-communities are intended to be temporary in nature. Whether defined as temporary for the residents (non-permanent housing) or temporary because the land is still available to meet future land use desires. Per City GIS, 2395 Richards Avenue is slated to become a community park in the future.

The Pallet system is meant to be a safe, durable, rapid-response shelter system. The thirty-six (36) sleeping structures and four (4) administration buildings (offices, security, and IT) sit on small feet that raise them above adjacent grade; they do not require footings or a slab. Each has a small electric heating/cooling unit that is energy efficient; none have water. The twelve (12) laundry and bathroom units have similar small electric heating/cooling units, and will tie into existing water and sewer lines for sinks, toilets, showers, and washing machines. These 12 units are also raised on feet – not requiring footings or a slab. Plumbing lines below the floor will be insulated to eliminate freezing. The three (3) community buildings have water for sinks and drinking fountains and will also connect to the sewer line. These last three structures, because of their size, are the only structures on site that will sit on a slab with footings.

Water is precious, and as such, the bathroom and laundry areas are consolidated into two smaller clusters that are to the east and west of the two central community buildings. This design solution will consolidate water and sewer lines, thus providing for efficient use of distribution lines and resources. *Note: it is our understanding that per City Code each roofed structure will require a dedicated water meter, as such we are anticipating fifteen (15) separate meters.

Per City Code, landscaping is required. As the majority of structures are designed to sit above the existing topography, the goal is to capture rainwater through passive methods and xeriscape-style landscape, with shallow retention ponds throughout the site as needed (ideally, surface water will be directed towards

landscaping so ponds will be minimal). While not yet thoroughly designed, the design principle of the landscaping at 2395 Richards Avenue will be to: 1) enhance beauty and shade for residents; 2) enhance beauty for surrounding neighbors; 3) provide irrigation to new plants and trees; 4) provide hose bibbs at key locations for use by residents and staff close to the two community gardens, the pet run, and near the play area. Hose bibbs are located so they are adjacent to buildings with water.

During construction, water will be used to minimize dust and for compaction. Typically, water will be brought in by truck to minimize use of site water.

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

Per Resolution No. 2025-64, the City Council requires a micro-community within each of the four geographic districts that make up our city (by January 1, 2027). These sites are meant to be located in areas where there may be inadequate services for the unhoused and where they will be spread throughout the larger city landscape.

The Richards Avenue Micro-Community is a great example of the resolution beginning to work. Close to GCCC, a skate park, the Arroyo Chamisos Disc Golf Course and community trail, the site is directly surrounded by city, county, and state owned property, with the exception of the privately-owned Forked Lightning Racquet Club directly to the south across Brenner Way. Single-family residential properties, then expand out from these municipal properties.

Though the site itself is not mixed-use, it is surrounded by mixed-uses including public outdoor space, the GCCC, Fire Station No. 7, and the tennis club. The Project should enhance opportunities for community integration and social balance in a healthy and mutually beneficial manner. Unhoused individuals and families are already using the adjacent trails and sleeping in the arroyo. By providing a small, sheltered, and thoughtful community in an area where homelessness is already occurring, there will be a much stronger likelihood that current homeowners and micro-community residents will have an opportunity to meet and interact with each other in a more dignified and equitable manner. In addition, the site was selected, in part, because it is somewhat close to existing schools – providing opportunities for previously unhoused students to return to school fed and ready to learn.

An 8-foot fence will surround the Project providing privacy for the residents and a sense of security for surrounding homeowners. Through a previous discussion held with surrounding neighbors and community members that occurred on January 6, 2026, neighbors expressed support for more horizontal or vertical slat fencing versus coyote-style or stuccoed masonry. Many at that meeting liked the idea of painting murals or decorating the fence as a means to bring neighbors and residents together in a creative way.

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

A micro-community is the first step in assisting unhoused community members get off the streets and into a safe, secure, community with shelters, shared bathrooms/hygiene and laundry facilities, and 24-hour support through an on site operator. Consequently, this Project is one more step in a long-desired goal of improving housing for our community members at all economic levels – a long standing tenant of the City's General Plan.

Residents will not pay rent. They will have expectations that they must meet, as negotiated with the site operator Life Link, the City's Community Services Department, and as laid out in a Good Neighbor Agreement, developed in conjunction with adjacent neighbors. The goal of this Micro-Community is to provide safety and services so that residents can take the next steps to finding more permanent housing with both dignity and skills.

A previously developed site, 2395 Richards Avenue contains existing utilities (electricity, sewer, and water) and is directly adjacent to Fire Station No. 7 to the west and the GCCC to the east. Intended to be temporary (as an emergency response to the homelessness crisis within the City), the structures are not permanent, with the hope that at some point in the future, the need for this Project will be greatly reduced if not completely abolished. As such, the urban form is very much in the style of the structures constructed by the manufacturer, Pallet. Meant to be compact, self-contained, and a small pocket within the City, the Project will be a blend of mixed-use housing (families and seniors) and shared community spaces. Close to already existing walking trails and informal paths within the arroyo, it is in a location that will provide access to local amenities and services along Rodeo and Cerrillos Roads by walking, bicycling, buses (public transit), or other transportation.

The proposed residents of the 2395 Richards Avenue Micro-Community are already living amongst us so will have little to no effect on intra-city travel and/or between employment and residential centers. Hopefully, by providing more consistent shelter, the Project will begin to improve employment opportunities for those who reside there.

L. ADDITIONAL COMMENTS (Optional)



City of Santa Fe, New Mexico

PUBLIC MEETING NOTICE

Type of project

Project Location

Type of Meeting

Time

Date

Meeting Location

Applicant / Agent

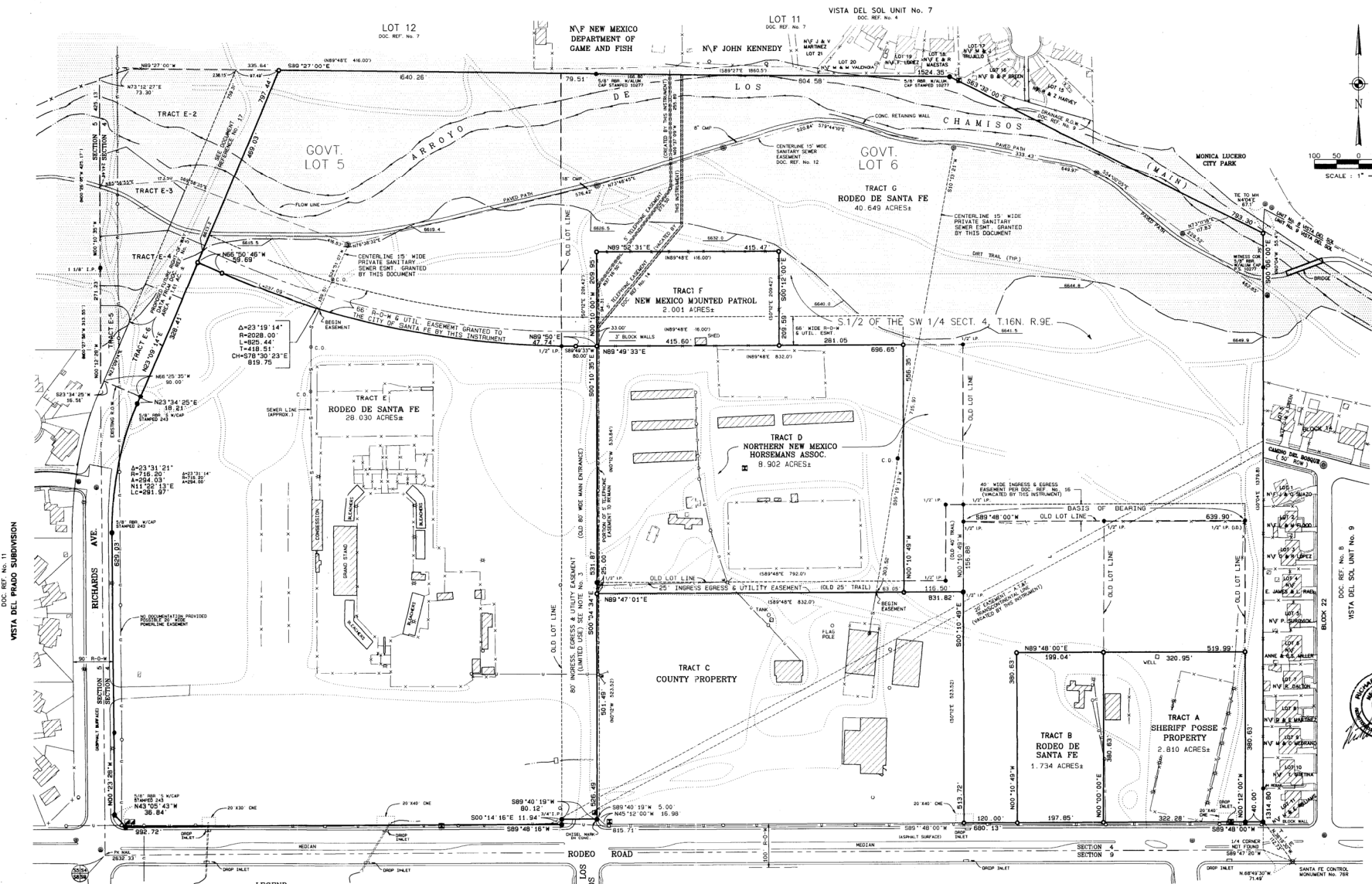
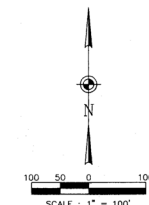
For information call

Phone #

Refer to Case

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

0336017



- LEGEND**
- DENOTES FOUND POINT (AS NOTED)
 - DENOTES POINT SET 5/8" HBR. W/ALUM. CAP STAMPED P.S. 10277
 - DENOTES UTILITY POLE, OVERHEAD LINES AND ANCHOR GUY
 - DENOTES FENCE
 - ⊗ DENOTES MANHOLE
 - ⊕ DENOTES ELECTRIC TRANSFORMER
 - ⊙ DENOTES TELEPHONE PEDESTAL
 - ⊛ DENOTES POLE W/STREET LIGHT
 - DENOTES EXISTING DIRT ROADS/TRAILS

HATCHED AREA INDICATES 100 YEAR FLOOD ZONE. SEE NOTE NO. 6.

DENOTES SPOT ELEV. ALONG THE 100 YEAR FLOOD PLAIN

INDEXING INFORMATION FOR COUNTY CLERK				
OWNER	SECTION	TWNSHIP	RANGE	LOCATION
RODEO et al.	4	16 NORTH	9 EAST	RODEO GROUNDS

**Red Mountain
Engineers,
Inc.**

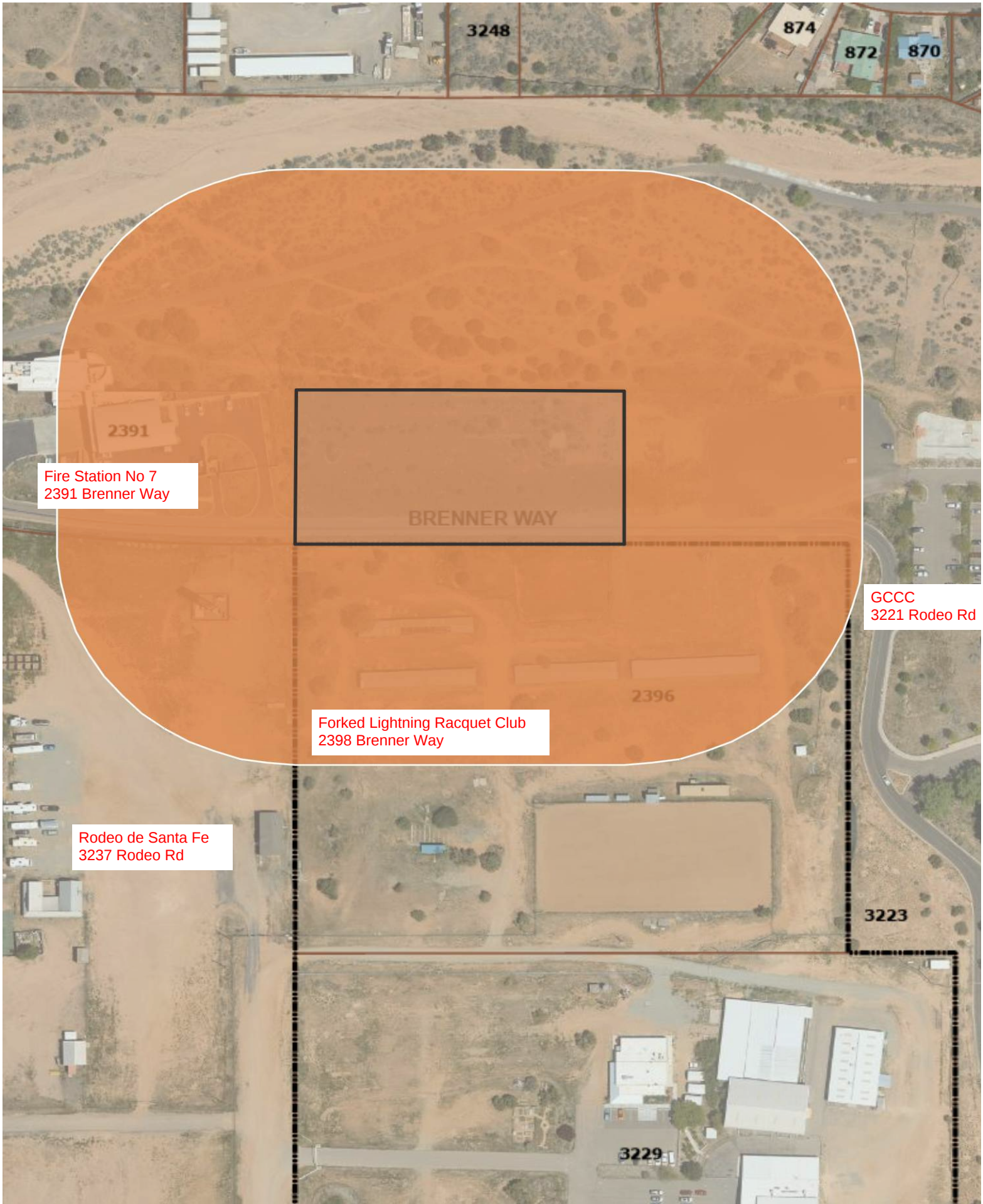
Engineers • Surveyors • Planners

12111 PARKWAY DRIVE, SUITE A
P.O. BOX 15115, SANTA FE, NM 87506-8115
PHONE: (505) 413-7070

NAME: LOT LINE ADJUSTMENTS / RODEO GROUNDS ETAL

PROJECT NO. 95513-101

SHEET 2 of 2



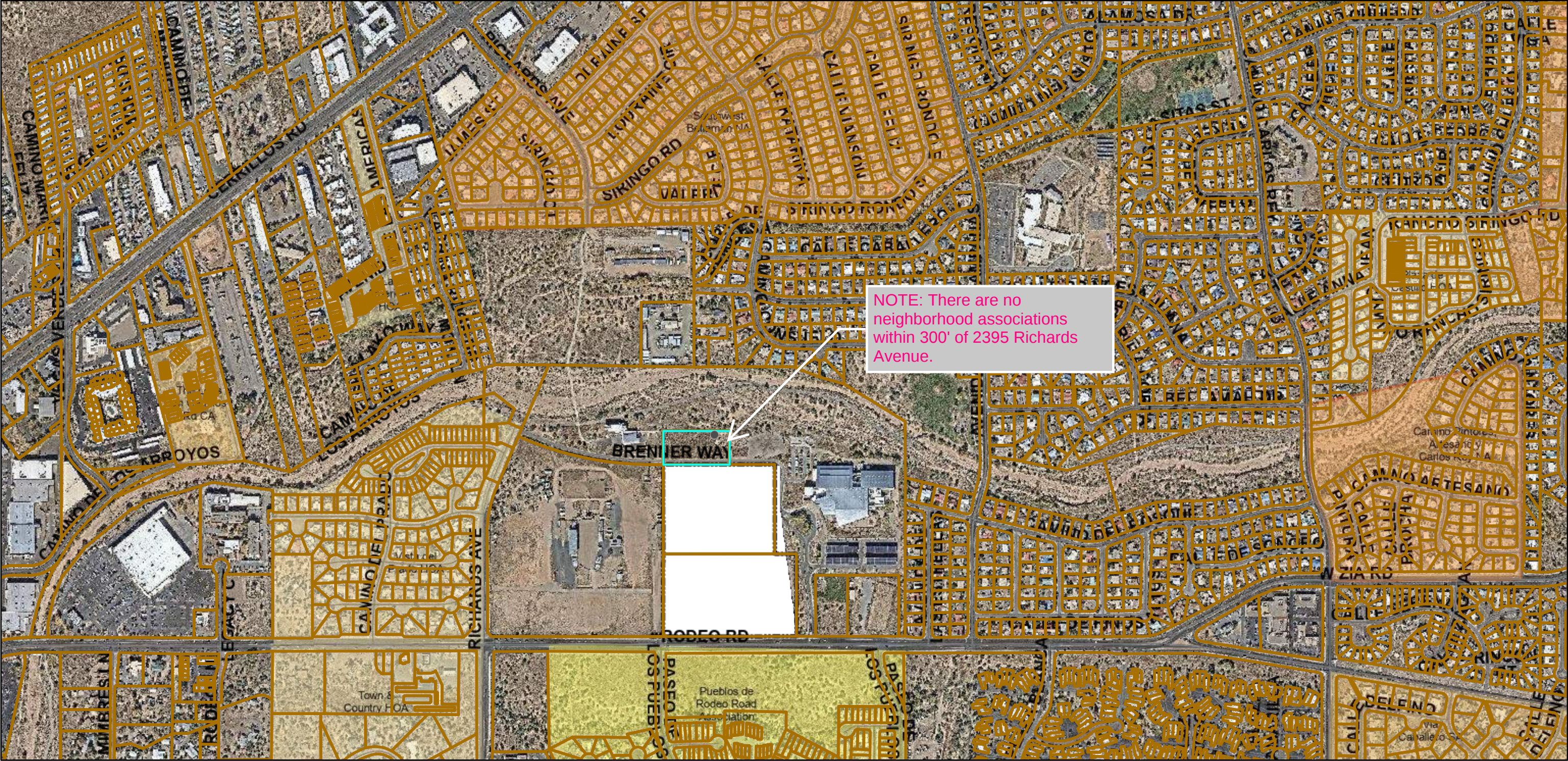
Current Owner/Resident	City of Santa Fe - Fire Station No. 7
2391 BRENNER WAY	Santa Fe, NM
Santa Fe, NM 87507	87507

Current Owner/Resident	First Serve NM, Inc
2396 BRENNER WAY	PO Box 6476
Santa Fe, NM 87507	Santa Fe, NM
	87502-6476

ADD:
Current Owner
(GCCC)
3221 Rodeo Rd
Santa Fe, NM 87507

Current Owner
(Rodeo de Santa Fe)
3237 Rodeo Rd
Santa Fe, NM 87507

2395 Richards Ave. - Neighborhood Associations



7/31/2026, 1:11:11 PM

Address Points

Santa Fe County Parcels

Neighborhood Associations

Neighborhood Associations (NA)

Homeowers Associations (HOA)

Condo Associations (CA)

Subdivision Associations (SA)

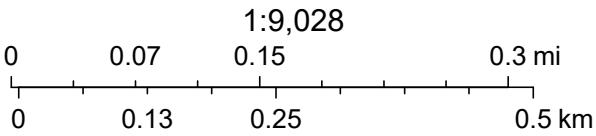
Other

Major Roads

Roads

Parcels

City Limits





Michael J. Garcia, Mayor

Early Neighborhood Notification (ENN)

August 12, 2026

Dear Property Owner/Resident:

The City of Santa Fe is requesting a Conditional Use Permit ("CUP") to intensify the use at 2395 Richards Ave., Santa Fe, NM 87507 for a new project called the **2395 Richards Avenue Micro-Community** ("Project").

Owned by the City, the property is zoned R-1. Per Table 5-1: Summary of Allowed Uses in Chapter 14 – Land Development Code, this project falls under the Group Living Category. The defined use of "boarding, dormitory, monastery, or convent" allows for intensification of R-1 Zoning with a CUP.

Description: The Project is intended to be temporary shelter that utilizes prefabricated "pallet" shelters in a cluster-style setting for individuals (seniors and families) who are experiencing homelessness.

The Project includes 36 sleeping shelters, 8 bathroom/hygiene structures, 4 laundry facility structures, 3 community buildings (for shared meals, gathering, and support services), 4 administrative structures (including 2 support offices, a security office, and dedicated IT), community gardens, pet run, play area, and internal parking for residents. The site will be surrounded by an 8' high perimeter fence with controlled access for residents, staff, and vehicles. Additional street parking and delivery/van pick up and drop off will be provided. The site will have 24/7 staff on site – through the operator, The Life Link.

Requirements: In accordance with the requirements of the City of Santa Fe's Early Neighborhood Notification regulations, this is to inform you that a meeting is scheduled for:

- **When:** August 27, 2026
- **Time:** 5:30 PM
- **Where:** Zoom Link: Join Zoom Meeting
<https://us02web.zoom.us/j/6435550267?pwd=QThjRXZyTVNldjFnZXZhY3ZhZk1Ldz09&omn=81311119455>

Meeting chat link

<https://us02web.zoom.us/jc/81311119455>

Meeting ID: 643 555 0267

Passcode: MCC2020

City Council

Alma G. Castro, District 1

Patricia Feghali, District 1

Elizabeth "Liz" Barrett, District 2

Paul C. Bustamante, District 2

Lee Garcia, Mayor Pro Tem, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

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

Attached, please find a vicinity map, proposed site plan, and copy of the application outlining the ENN meeting notification guidelines. If you have any question or comments, please contact me at (505)-955-6913 or krwoods@santafenm.gov.

A handwritten signature in black ink, appearing to read 'Kristen Woods', with a stylized flourish at the end.

Kristen Woods, Program Manager
City of Santa Fe, Youth & Family Services Division

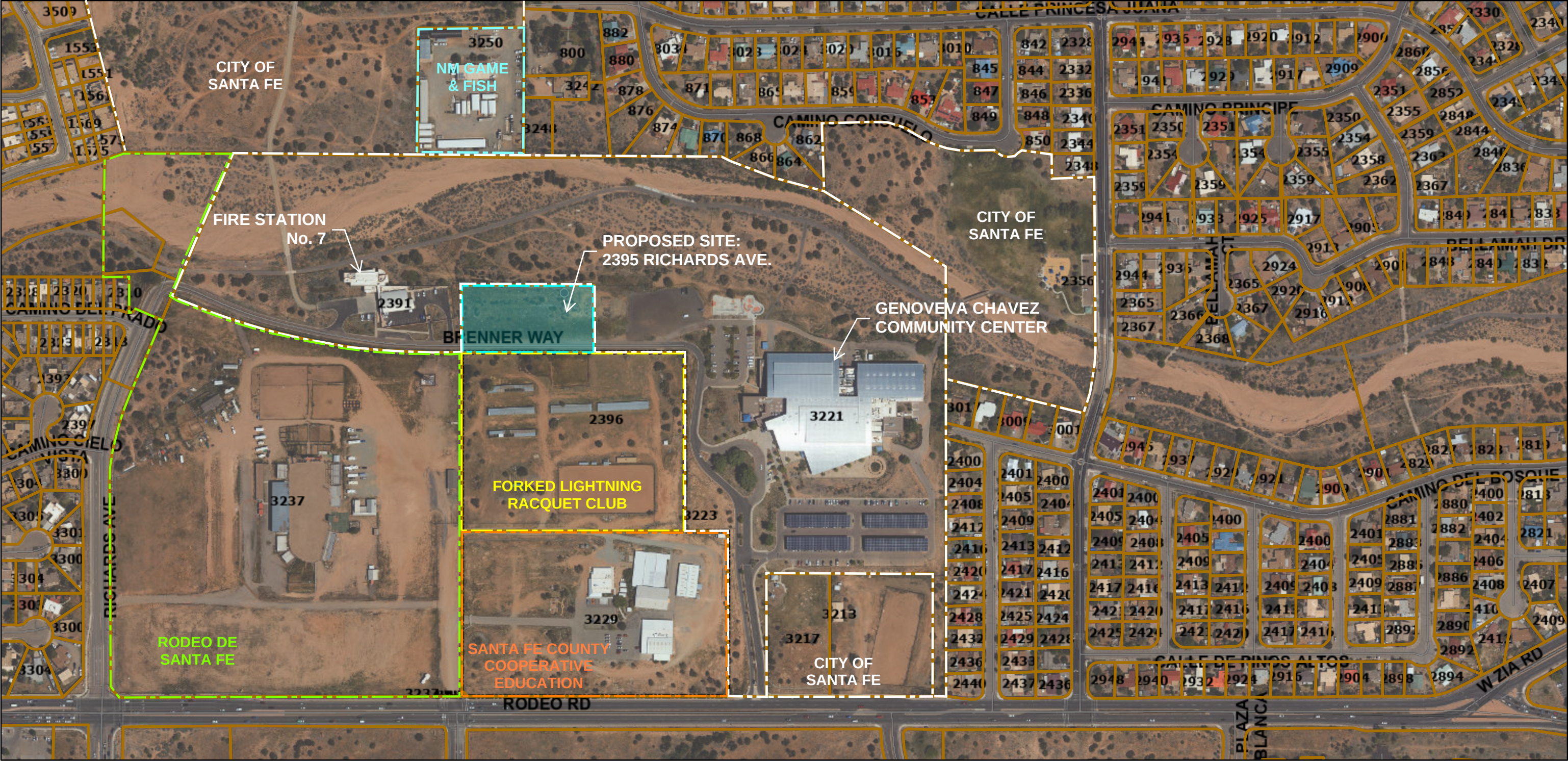
Attachments:

- Vicinity Map
- Proposed Site Plan
- Application PLUD-02 and Attachments

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

2395 Richards Ave - Vicinity Map

Exhibit A-1



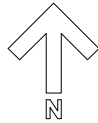
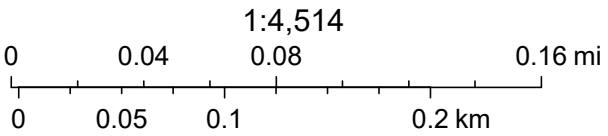
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- Address Points

Santa Fe County Parcels
- Major Roads

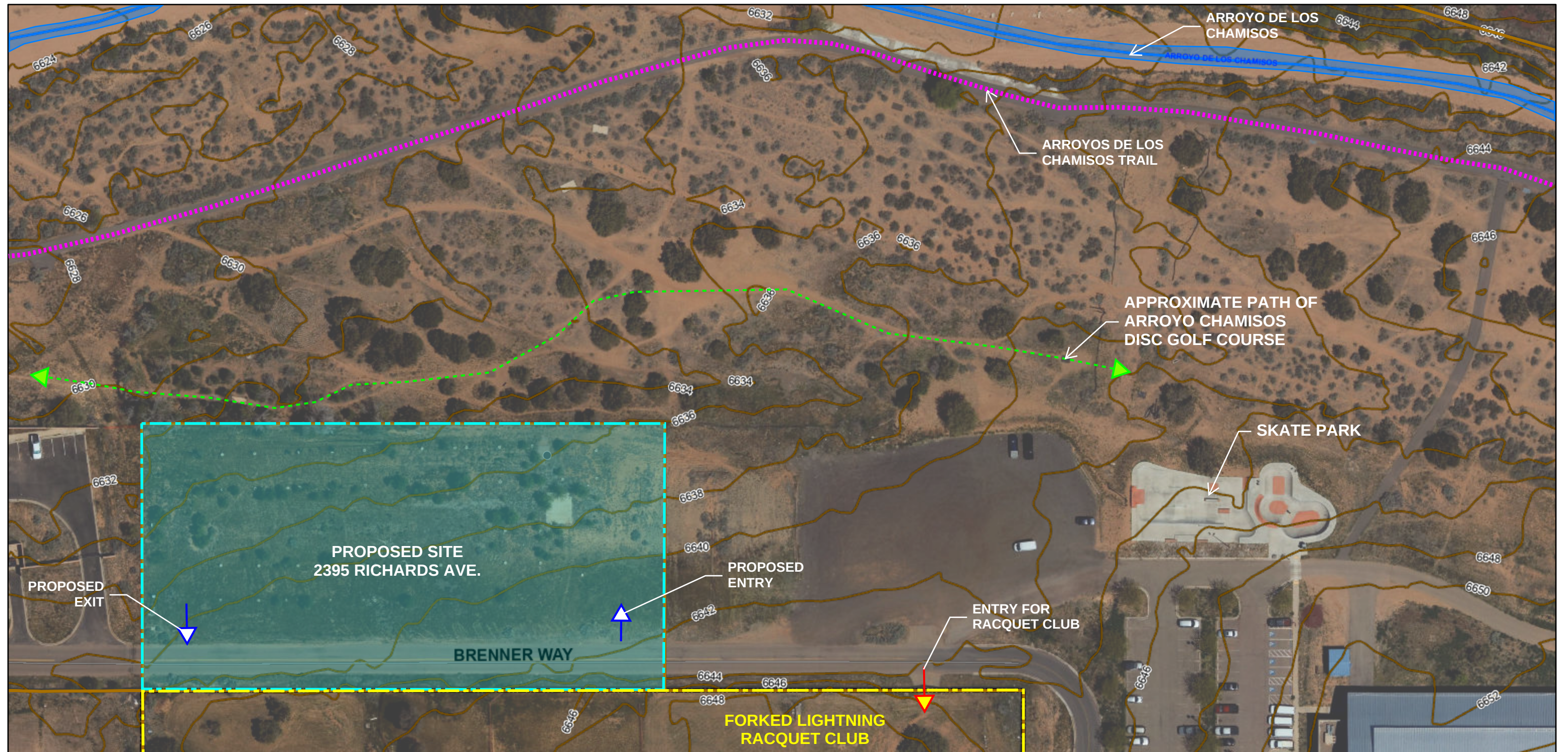
Roads
- Parcels

City Limits



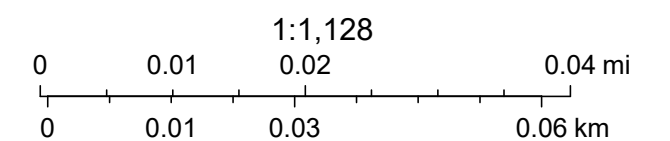
2395 Richards Ave - Site Context

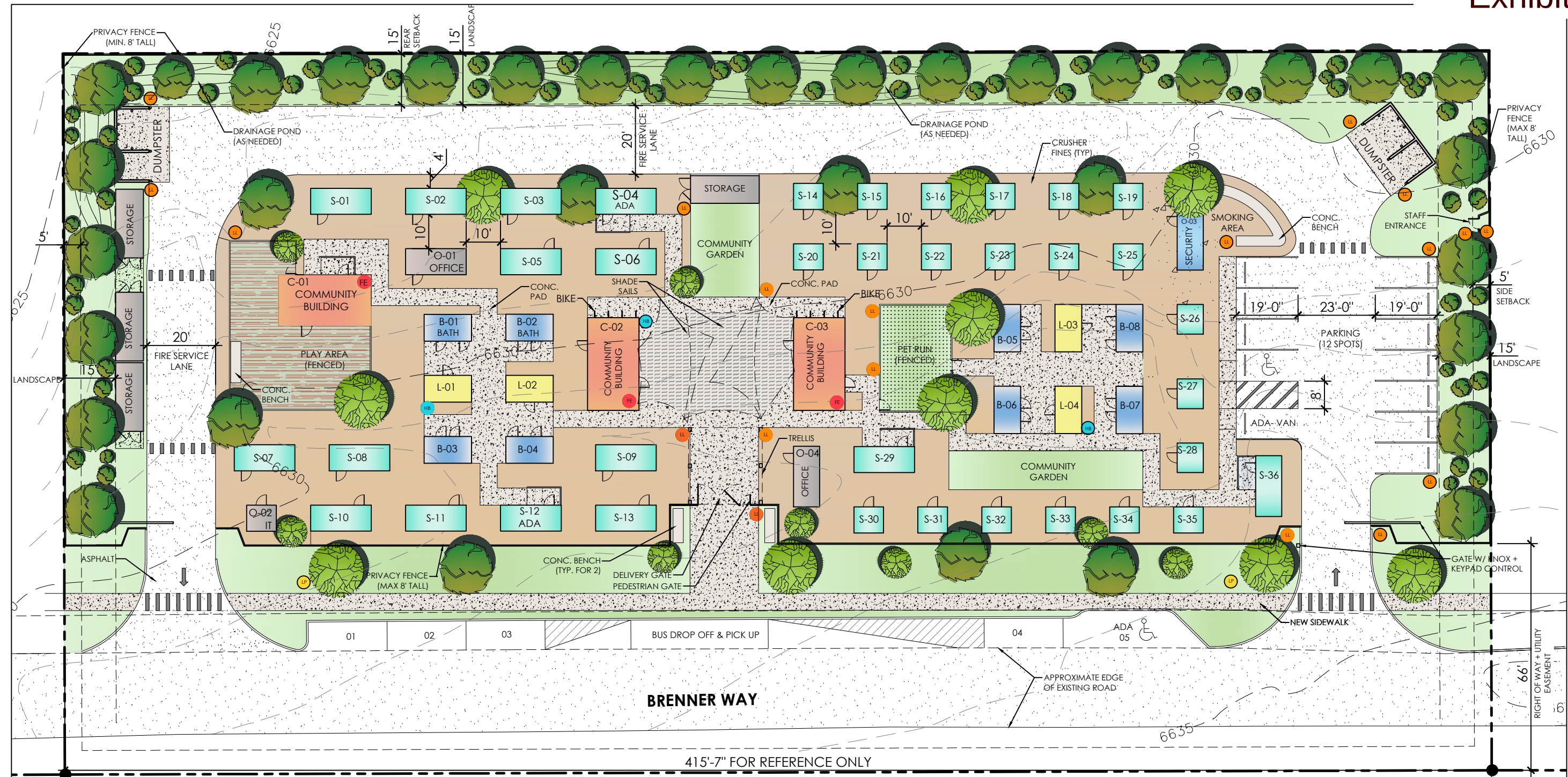
Exhibit A-2



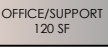
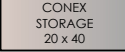
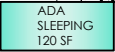
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- | | | |
|-------------------------|---------|-------------|
| Santa Fe County Parcels | Arroyos | Parcels |
| Contours 2ft | Roads | City Limits |





CITY OF SANTA FE
MICRO COMMUNITY
2395 RICHARDS AVE.
SANTA FE, NM 87507

LEGEND				
COMMUNITY	PLUMBING	OFFICE & STORAGE	SLEEPING	
 QTY: 3	 QTY: 5	 QTY: 3	 QTY: 15	 FIRE EXTINGUISHER. QTY: 3
	 QTY: 3	 QTY: 4	 QTY: 4	 HOSE BIBB. QTY: 3
	 QTY: 4	 QTY: 1	 QTY: 21	 LOW SITE LIGHT. QTY: 19
				 POLE SITE LIGHT. QTY: 2

1" = 30'-0"
AUGUST 4, 2026





APPLICATION RESOURCES

Exhibit C

PLANNING AND LAND USE DEPARTMENT RESOURCES

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

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

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

CURRENT AND UPCOMING PUBLIC MEETINGS: <https://santafenm.portal.civicclerk.com/>

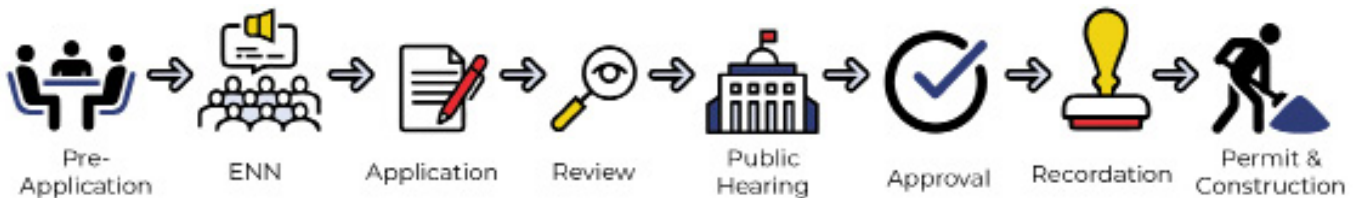
INTERACTIVE GIS MAPS: <https://santafenm.gov/information-technology-telecommunications/gis>

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

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

GENERAL QUESTIONS: zoningcounter@santafenm.gov

DEVELOPMENT REVIEW PROCESS



PRE-APPLICATION PHASE

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

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

DEVELOPMENT REVIEW PHASE

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

PUBLIC HEARING PHASE

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

POST APPROVAL PHASE

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

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



LAND DEVELOPMENT CODE REFERENCE

EARLY NEIGHBORHOOD NOTIFICATION PROCEDURES ([SECTION 14-3.1\(F\)SFCC](#))

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

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

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

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

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

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

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

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

SUBMITTAL CHECKLIST

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

County parcel map depicting properties within 300 feet of the properties' perimeter (available from County Assessor's)

Draft notification poster

ENN meeting notification guidelines

Draft neighborhood notice letter

Legal lot of record

Site Plan with vicinity map

Notification mailing list, including neighborhood associations



PROJECT INFORMATION

Project Name:	
Address:	Parcel Size:
Zoning:	Future Land Use:
Pre-application Conference Date:	
Project Description:	

PROPERTY OWNER INFORMATION

Name (First, Last):			
Address:			
Street Address		Suite/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Name (First, Last):			
Address:			
Street Address		Suite/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:	
I/we authorize _____ to act as my/our agent to execute this application.	
Signed: _____	Date: _____
Signed: _____	Date: _____

PROPOSED ENN MEETING DATES

Please provide 2 options	Preferred Option	Alternative Option
Date:		

ENN Policies:

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



ENN MEETING GUIDELINES

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

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

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

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

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

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



E. EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.

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

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS For example: creation, retention, or improvement of affordable housing; how the project contributes to serving different ages, incomes, and family sizes; the creation or retention of affordable business space.

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

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



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

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

L. ADDITIONAL COMMENTS (Optional)

Project Description:

Temporary shelter project that utilizes prefabricated “pallet” shelters in a cluster-style setting for individuals (seniors and families) who are experiencing homelessness.

The Project includes 36 sleeping shelters, 8 bathroom/hygiene structures, 4 laundry facility structures, 3 community buildings (for shared meals, gathering, and support services), 4 administrative structures (including 2 offices, a security office, and dedicated IT), community gardens, pet run, play area, and internal parking for residents. The site will be surrounded by an 8’ high perimeter fence with controlled access for residents, staff, and vehicles. Additional street parking and delivery/van pick up and drop off will be provided. The site will have 24/7 staff on site – through the operator, The Life Link.

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

The proposed Micro-Community will be located on approximately 2 acres of previously developed City-owned land at 2395 Richards Avenue (hereafter called 2395 Richards Avenue Micro-Community or the Project). The property is zoned R-1 and is situated within a larger City-owned parcel that includes Fire Station No. 7 to the west and the Genoveva Chavez Community Center (GCCC) to the east. The Forked Lightning Racquet Club, directly across Brenner Way on the south, is in Santa Fe County. To the north is the Arroyo de Los Chamisos and its paved Arroyo de Los Chamisos Trail, and the Arroyo Chamisos Disc Golf Course.

The project will intensify the existing use of the property by creating a temporary, service-supported residential community. The development has a total of fifty-six (56) structures, including: forty-one (41) temporary structures; twelve (12) semi-permanent structures with water and sewer; and three (3) more permanent community structures. Total heated or roofed area = 6,405 square feet.

City of Santa Fe | MicroCommunities Square Footages

Building Type	Use	Structures	Dimensions (in feet)		SF / Per Unit	Totals	
			Width	Length		Qty	Total SF
Temporary	Sleeping	Shelters (120 SF*)	17.42	7.25	126	12	1,516
		Shelters (64 SF*)	8.68	7.58	66	21	1,382
		ADA Shelters (120 SF*)	17.42	7.25	126	4	505
	Admin	Offices (120 SF*)	17.42	7.25	126	3	379
		Offices (64 SF*)	8.68	7.58	66	1	66
Semi-Permanent	Hygiene	Two Stall Bath/Shower	13.83	7.83	108	5	541
		ADA Bathrooms	13.83	7.83	108	3	325
		Laundry Unit	13.83	7.83	108	4	433
Permanent	Comm	Community Buildings	27.34	15.34	419	3	1,258
Totals:						56	6,405

All structures will be one-story, with the tallest being the community rooms at 10’ -9”. The shortest structures are the sleeping units (both 64 SF and 120 SF) at approximately 8’-2” plus the foot on which they

are mounted. The small individual footprints, ranging from approximately 66 to 420 square feet, will break the development into smaller building forms rather than creating the appearance of a single large institutional structure. This arrangement will help reduce the project's perceived mass and scale.

The project is designed to comply with the applicable R-1 district standards, including a seven-foot front setback, five-foot side setbacks, a 15' rear setback, and the applicable maximum lot-coverage requirements. In addition to these setbacks, the site has been designed with a 15-foot-wide continuous landscaped buffer along the side and rear property boundaries. The site design also accounts for the 60' wide right-of-way along Brenner Way, which is reserved for transportation-related uses.

Currently, four (4) Conex-style storage units are incorporated into the site layout and are located within the required setbacks. These are to be used for community storage needs including outdoor furniture, supplies, gardening tools, etc. as determined by the Site Operator (they are not for resident use). We understand that the City has had concerns with these types of units and that they may not be permitted. We are open to using a different type of storage structure – including a shed or other pre-built structure from Home Depot or Lowes. The preference is to NOT use additional Pallet structures owned by the City so that they can be retained for future micro-communities as sleeping shelters.

An eight-foot-tall opaque fence and controlled driveway gates are proposed to screen the majority of the structures, internal parking, service areas, and dumpsters from surrounding properties and public spaces. The fencing will provide privacy for residents while reducing visual impacts on surrounding uses.

The project will include a PRT TUN, community garden, play area, and a shared outdoor seating and gathering area. These amenities will create usable open space within the community and support individuals, couples, and families residing at the site. Within the fifteen-foot landscape buffer, trees and bushes will be planted per the specific planting and tree-spacing requirements of City Code.

There will be minimal site lighting. Each structure has an exterior light and low landscape-type fixtures are scattered throughout the site so that residents can easily find the dumpsters, entry gates to the pet run, and at pedestrian and vehicular ingress/egress points (where there will be controlled access). We are proposing two tall street lamps on the north side of Brenner Way (one at each end of the street parking, near the entry and exit points), to illuminate the street and new sidewalk for residents or other pedestrians at night.

Vehicular access will be along Brenner Way and will tie into a new 20-foot-wide asphalt fire and service lane around the east, north, and west sides of the site. Traffic will be single direction with one-way entry at the east and one-way exit at the west. The plan proposes parallel parking along Brenner Way, on either side of a designated drop-off area for service providers and van/service pickup. The main entrance to the Forked Lightning Racquet Club is separated from the proposed Micro Community ingress and egress drives and is not anticipated to be affected by Project traffic.

The proposed site is located near existing transportation services (including Bus Route 6 on Rodeo Road and Route 2 on Cerrillos Road), and walking paths including the paved arroyo trail and an existing informal pedestrian route between Cerrillos Road and Brenner Way.

Overall, the project's small-scale structures, internal open spaces, perimeter screening, controlled access, and proximity to existing civic and recreational uses will help it remain compatible and adaptable to the character of the surrounding area.

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

The proposed Micro-Community will be constructed on previously developed City-owned land. Existing site improvements and site preparation include the demolition of several concrete cylinder piers and a miscellaneous concrete slab, which are believed to remain from the property's former use as a school (with temporary classroom structures).

Arroyo de Los Chamisos, along with the paved arroyo trail and disc golf course, are to the north of the site in City open space. Per discussions with City of Santa Fe Parks & Open Space and Youth and Family Services Department, the City will coordinate relocation, if needed, of any disc golf targets that are located near the proposed site to avoid adverse impacts to recreational areas.

While there are small scrub trees including Junipers along the arroyo, the site and larger surroundings is largely covered with tall grasses and dirt knolls. Site grading, drainage, erosion control, and stormwater management at the site itself will comply with applicable city requirements. No impact to the environment around the Project is anticipated.

The Project includes internal community gardens, a fenced pet-walking/run area, a fenced play area, shared gathering spaces, and trees and other landscaping scattered throughout the site. Per Section G, the low-impact landscaping will feature xeriscape solutions, a design to direct the majority of surface water runoff into new planting areas, and an irrigation system to ensure new plants survive. Not yet finalized, the landscaping will also be designed to minimize the heat island effect while providing beauty and resilience.

Two screened dumpster and recycling areas are proposed at the northeast and northwest corners of the internal drive. Their locations will allow service access from the internal 20-foot-wide fire/service lane while keeping waste facilities behind the opaque perimeter fence. Waste collection will be provided by the City of Santa Fe. As residents will not have space or utilities to cook or prepare food in their own units, there will be shared common refrigerators, a single residential stove, and multiple microwaves for residents use in one of the community buildings. In addition, catered meals will be provided twice a day for residents – thus the reason for two dumpsters and recycling areas..

Fire and emergency access will be provided by a 20-foot-wide asphalt lane extending around three sides of the development, with separate one-way entry and exit points from Brenner Way. The lane will provide emergency and service access to the temporary shelters and shared facilities (see Section H for additional information). The structures from Pallet meet Class C fire rating; this is standard for most residential structures today. Additional fire-safety measures are incorporated into the proposed design, including a minimum separation of 10 feet between all structures.

The proposed use is residential and supportive in nature, and no hazardous materials are anticipated beyond ordinary household, maintenance, and cleaning products.

Existing utilities are available at or near the site, including electricity, sanitary sewer, water, and communications. Overall, the project will reuse previously developed land and existing utility infrastructure as much as possible while incorporating drainage control, open space, screened waste facilities, and emergency access. With the identified measures, the 2395 Richards Avenue Micro-Community is not anticipated to adversely affect the surrounding physical environment.

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

There are no known prehistoric, historic, archaeological, or cultural sites or structures on the subject property. The property does not contain a known acequia and is not located within the historic downtown area. Given that the site has been previously developed and no known historic or cultural resources have been identified, the proposed Micro-Community is not anticipated to adversely affect any such resources.

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

The property at 2395 Richards Avenue is zoned R-1. Under the City of Santa Fe Land Development Code ("City Code"), the proposed Project is classified under the category of "Residential Group Living" and under the specific use of "Boarding, Dormitory, & Monastery". This use is allowed in R-1 zoning subject to a conditional-use approval because the project will intensify the use of the property.

The surrounding area contains a mixture of public, recreational, and institutional uses. Fire Station No. 7 is located west of the site, the Genoveva Chavez Community Center (GCCC) is located to the east, and the Forked Lightning Racquet Club is located across Brenner Way to the south. Arroyo de Los Chamisos, the paved arroyo trail, and the disc golf course are located to the north. The project is therefore situated near existing community services, recreational amenities, transportation services, and utility infrastructure.

A two-acre site, per R-1 zoning, 2395 Richards Avenue would allow for one single-family dwelling per acre with an additional accessory structure (this could be an accessory dwelling unit or ADU). In effect, there could be two families each with an additional building that houses a family member or friend. The proposed Project provides for thirty-six (36) individual sleeping shelters, four (4) of which will be ADA accessible, four office/support structures (security and IT), five (5) two-stall hygiene/bathroom structures, three (3) accessible hygiene/bathroom structures, four (4) laundry structures, and three (3) community structures. While this is an intensification to a maximum of sixty-five (65) residents with associated staff (see Section E), instead of four dwellings, it is also an opportunity to provide safe, climate-controlled, and secure temporary shelter for individual seniors and families experiencing homelessness. It may also reduce the number of individuals who are currently sleeping in the arroyo by providing a safe alternative – thus reducing the number of unhoused in the area.

The Micro-Community does not have permanent dwelling units and is not meant to replace permanent housing. As noted elsewhere, it is the first step in reducing homelessness within our community, and the hope is that in the future, the site will be converted to the City's designated future use – as a park.

E. EFFECTS ON PARKING, TRAFFIC PATTERNS, CONGESTION, PEDESTRIAN SAFETY, IMPACTS OF THE PROJECT ON THE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC AND PROVISION OF ACCESS FOR THE DISABLED, CHILDREN, LOW-INCOME AND ELDERLY TO SERVICES For example: increased access to public transportation, alternate transportation modes, traffic mitigation, cumulative traffic impacts, pedestrian access to destinations and new or improved pedestrian trails.

Impacts on parking, traffic patterns, and vehicular congestion should be minimal as there will be a most ten (10) staff members on site during an 8-hour shift. With thirty-six (36) total units (see Section G for breakdown), it is anticipated that there may be up to twenty-six (26) seniors at any one time with an additional ability to house thirteen (13) families – which could range from two to three individuals (thirteen (13) adults with potentially a partner or children under the age of 18). Total residents would be capped at sixty-five (65), though data from other micro-communities indicates that this number would be in constant flux as residents move in or out depending on their situation.

Minimal vehicular traffic is already present by users of the Forked Lightning Racquet Club and the GCCC. Pedestrian traffic is also present as individuals walk between GCCC and the overflow parking lot near the skate park as well as to the walking trail and disc golf course in the shared open space to the south. The majority of residents in this Micro-Community will probably not have cars and will rely on bus service (already available on Cerrillos and Rodeo Roads), transport based on services provided by the micro-community (see Section H), bicycles, and walking. A new sidewalk is proposed along the south side of Brenner Way, the width of the property, to provide a safer buffer zone for residents from the road.

All new road work along Brenner Way, per meetings with the Land Use Department, will have curb and gutter.

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

The impact of the economic base of Santa Fe should be minimal. The residents who will be living in this Project are already living in our community, although they may be living in their car, camping, or finding other covered outdoor spaces to sleep. Providing the first step in more stabilized housing should in fact improve the economic base by providing safe places for unhoused families and individuals to sleep and receive services, potentially reducing gatherings outside restaurants and businesses, while potentially also reducing busking or begging in medians. Ideally, stable housing and supportive services is the first step towards more permanent housing and gainful employment.

While there are some statistics, as noted in a June 4, 2025 article in the Santa Fe Reporter, that indicates that a 2019 study from the New York City Independent Budget Office found that “homes within 500 feet of a homeless shelter sell for 7.1% less than homes further away...” The same study found that while “congregate homeless shelters [such as Pete’s Pets] negatively impact property values, the results are reversed for supportive housing, which the study says provide on-site services to people who need assistance... The prices of homes within 500 feet of these places actually “rose more rapidly” than houses further away from supportive housing.”¹

This Project, in concert with the already successful Arroyo Chamiso site, is a great opportunity for the City to gather data that is relevant to our community, while improving the living standards of those who are currently unhoused.

G. EFFECT ON THE AVAILABILITY OF AFFORDABLE HOUSING AND AVAILABILITY OF HOUSING CHOICES FOR ALL SANTA FE RESIDENTS For example: creation, retention, or improvement of

¹ <https://sfreporter.com/coverstories/wont-you-be-their-neighbor/>

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

This Project is intended to serve families with young children and seniors who are experiencing homelessness and may face barriers to accessing traditional congregate shelters or rental units. The Project will provide thirty-six (36) sleeping shelters with the initial breakdown of users estimated to be thirteen (13) families and twenty-six (26) seniors. Included within that total are four (4) accessible units (two for each user group). The family and accessible shelters are 150 square feet net, while the senior units are smaller at 64 square feet net. These sleeping shelters are supported by shared eight (8) hygiene/bathroom structures, four (4) laundry structures, three (3) community buildings, a play area, two community gardens, a pet run, and outdoor gathering facilities.

The site has been organized to provide separation between the family and senior residential areas while maintaining convenient access to centrally located shared facilities and services. This arrangement supports the different needs of the initial resident populations without isolating either group from the larger community. It also provides long-term operational flexibility: if the populations served change in the future—for example, from seniors to veterans or individual adults—the residential areas can be reassigned while retaining an appropriate degree of separation. Centrally locating many of the shared community facilities allows them to remain accessible to all residents and supports efficient staffing, supervision, and service delivery.

This Project will not create permanent affordable dwelling units. Instead, it will address an immediate gap in Santa Fe's housing continuum by providing safe interim shelter while residents work toward stable, permanent housing. The Life Link will operate the site and provide 24-hour support, which may include case management, housing navigation, behavioral and physical health services, employment assistance, transportation, meals, and connections to other community resources. The City describes its micro-communities as temporary, service-supported environments intended to help residents stabilize and transition into permanent housing.²

By providing private shelter for populations that may not be adequately served by traditional shelters, the 2395 Richards Avenue Micro-Community broadens the housing and shelter choices available to Santa Fe residents across different ages, household compositions, and income levels. It does not create or retain affordable business space; its contribution is the creation of an additional non-congregate shelter option and a service-supported pathway toward permanent affordable housing.

H. EFFECT UPON PUBLIC SERVICES SUCH AS FIRE, POLICE PROTECTION, SCHOOL SERVICES AND OTHER PUBLIC SERVICES OR INFRASTRUCTURE ELEMENTS SUCH AS WATER, POWER, SEWER, COMMUNICATIONS, BUS SYSTEMS, COMMUTER OR OTHER SERVICES OR FACILITIES For example: whether or how the project maximizes the efficient use or improvement of existing infrastructure; and whether the project will contribute to the improvement of existing public infrastructure and services.

The Project is designed to use public services and infrastructure efficiently by consolidating the thirty-six (36) sleeping shelters around shared hygiene (bathrooms), laundry, community, and support facilities. Final water, sewer, power, and communications connections will be coordinated with the applicable utility

² https://santafenm.gov/homelessness/santa-fe-homelessness-response-resources/micro-communities?utm_source=chatgpt.com

providers and permitting authorities – though as a previously developed site, utilities are present. In addition, water and sewer services are consolidated into the bathroom, laundry, and community structures – thereby reducing infrastructure (versus if this was a new thirty-six unit single-family development).

Directly adjacent to Fire Station No. 7, if emergency services are needed, they are within walking or a very short driving distance. Per results at the initial micro-community located at the Christ Lutheran Church on Arroyo Chamiso Road, directly adjacent Fire Station No. 4, there have been almost zero calls in the two plus years that this first community has been in existence. Consequently, we anticipate a potential reduction in calls to fire and/or the police by residents of this Project. Data shows that providing shelter for unhoused individuals and families reduces emergency calls. Specifically, per a June 4, 2025 article in the Santa Fe Reporter, crime in Denver, CO “neighborhoods that hosted micro-communities saw a 2.8% reduction in crime,... while in Vancouver, WA, there was a 30% decrease in police calls and initiated visits within a 500-foot radius of a newly built micro-community throughout the first six months it had been open.”³

The site is located between two existing fire hydrants that are within one thousand (1,000) feet of each other – one to the east and one directly adjacent to Fire Station No. 7 along Brenner Way. Internally, emergency access is provided by a twenty-foot (20) wide asphalt lane encircling three side of the shelters – with separate one-way entry and exit points from Brenner Way. This circulation system will accommodate fire, police, emergency medical, sanitation, maintenance, and other service vehicles as needed. It also meets the requirement for fire-truck hoses to be able to reach within one-hundred-and-fifty (150) feet of any structure.

The structures themselves will be numbered for easy identification during an emergency and there is a minimum separation of ten (10) feet between each structure for ease of access and reduction in potential fire spread between structures. Finally, all structures have smoke and carbon monoxide detectors and fire extinguishers. Sleeping shelters have emergency-egress windows and there will be larger fire extinguishers located with the three community structures.

Required vehicle parking for a group-living use, per City Code, is determined by the Planning and Land Use Director; however, the design team, in conversation with the Site Operator and the Community Services Department, recommends what is shown on the current site plan: Twelve (12) parking spaces, including one (1) van accessible space, inside the perimeter fence for use by residents and five (5) on street parking spaces on Brenner Way; one of which is accessible. A small bus or van drop-off/pick-up area on Brenner Way is proposed for use by residents for appointments or services. It is intended that this area also be designated for deliveries, including for supplies and catering. It is our understanding that the ability to share a drop-off with a dedicated delivery space is also determined by the Land Use Director. The Project will have staff through the Site Operator 24-hours a day, 7-days a week (approximately 8-10 staff during the two day shifts and 1-3 staff during the night shift). It is intended that staff may park along Brenner Way, or if additional space is needed, that they be allowed to park near the overflow parking area for GCCC (near the skate park). Per discussions with the Parks Department, they were in agreement that staff could park directly to the west of the site where there is an existing dirt track. This will preserve overflow parking for GCCC and summer activities. The reality is that no one can define how many residents will own cars (either that they bring with them or that they purchase as a first step towards independence) and that it may be possible for staff to park inside the fenced area during times when there are fewer resident cars.

³ <https://sfreporter.com/coverstories/wont-you-be-their-neighbor/>

Code-required short- and long-term bicycle parking will be exceeded (per City Code, short-term requires 1 space for every 6 beds while long-term requires 1 space per resident). It is our intention to provide sixteen (16) spaces that are located on a concrete pad directly south of the two central community buildings, as required by City Code. They are currently uncovered, though can easily be covered with a small shade structure. Our understanding from other successful micro-communities is that residents tend to park their bikes directly adjacent to their units, or within the unit itself for security. From a resident point of view, this is logical – having their own bicycle is both an object of pride and a symbol of freedom. Our recommendation is to NOT provide long-term bicycle spaces that are enclosed, as required by City Code, whether in a garage, locker or shed, as we don't believe this will be used.

Because the Project provides managed, stable shelter with centrally located supportive services, it may improve residents' access to schools, transportation, healthcare, and other public services while allowing those services to be delivered in a more coordinated manner. Although the project may result in a modest increase in demand for fire, police, school, transit, and utility services, its limited scale is not anticipated to require a substantial expansion of existing public infrastructure. It may also reduce demand for fire and police as residents are now in a secure community.

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

Previously developed, the use of this site will conserve non-developed open land, protect existing adjacent wildlife habitat, should save money and time (by connecting to existing utilities and roads), and will generally improve the City by improving an existing, not-particularly attractive empty lot.

Micro-communities are intended to be temporary in nature. Whether defined as temporary for the residents (non-permanent housing) or temporary because the land is still available to meet future land use desires. Per City GIS, 2395 Richards Avenue is slated to become a community park in the future.

The Pallet system is meant to be a safe, durable, rapid-response shelter system. The thirty-six (36) sleeping structures and four (4) administration buildings (offices, security, and IT) sit on small feet that raise them above adjacent grade; they do not require footings or a slab. Each has a small electric heating/cooling unit that is energy efficient; none have water. The twelve (12) laundry and bathroom units have similar small electric heating/cooling units, and will tie into existing water and sewer lines for sinks, toilets, showers, and washing machines. These 12 units are also raised on feet – not requiring footings or a slab. Plumbing lines below the floor will be insulated to eliminate freezing. The three (3) community buildings have water for sinks and drinking fountains and will also connect to the sewer line. These last three structures, because of their size, are the only structures on site that will sit on a slab with footings.

Water is precious, and as such, the bathroom and laundry areas are consolidated into two smaller clusters that are to the east and west of the two central community buildings. This design solution will consolidate water and sewer lines, thus providing for efficient use of distribution lines and resources. *Note: it is our understanding that per City Code each roofed structure will require a dedicated water meter, as such we are anticipating fifteen (15) separate meters.

Per City Code, landscaping is required. As the majority of structures are designed to sit above the existing topography, the goal is to capture rainwater through passive methods and xeriscape-style landscape, with shallow retention ponds throughout the site as needed (ideally, surface water will be directed towards

landscaping so ponds will be minimal). While not yet thoroughly designed, the design principle of the landscaping at 2395 Richards Avenue will be to: 1) enhance beauty and shade for residents; 2) enhance beauty for surrounding neighbors; 3) provide irrigation to new plants and trees; 4) provide hose bibbs at key locations for use by residents and staff close to the two community gardens, the pet run, and near the play area. Hose bibbs are located so they are adjacent to buildings with water.

During construction, water will be used to minimize dust and for compaction. Typically, water will be brought in by truck to minimize use of site water.

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

Per Resolution No. 2025-64, the City Council requires a micro-community within each of the four geographic districts that make up our city (by January 1, 2027). These sites are meant to be located in areas where there may be inadequate services for the unhoused and where they will be spread throughout the larger city landscape.

The Richards Avenue Micro-Community is a great example of the resolution beginning to work. Close to GCCC, a skate park, the Arroyo Chamisos Disc Golf Course and community trail, the site is directly surrounded by city, county, and state owned property, with the exception of the privately-owned Forked Lightning Racquet Club directly to the south across Brenner Way. Single-family residential properties, then expand out from these municipal properties.

Though the site itself is not mixed-use, it is surrounded by mixed-uses including public outdoor space, the GCCC, Fire Station No. 7, and the tennis club. The Project should enhance opportunities for community integration and social balance in a healthy and mutually beneficial manner. Unhoused individuals and families are already using the adjacent trails and sleeping in the arroyo. By providing a small, sheltered, and thoughtful community in an area where homelessness is already occurring, there will be a much stronger likelihood that current homeowners and micro-community residents will have an opportunity to meet and interact with each other in a more dignified and equitable manner. In addition, the site was selected, in part, because it is somewhat close to existing schools – providing opportunities for previously unhoused students to return to school fed and ready to learn.

An 8-foot fence will surround the Project providing privacy for the residents and a sense of security for surrounding homeowners. Through a previous discussion held with surrounding neighbors and community members that occurred on January 6, 2026, neighbors expressed support for more horizontal or vertical slat fencing versus coyote-style or stuccoed masonry. Many at that meeting liked the idea of painting murals or decorating the fence as a means to bring neighbors and residents together in a creative way.

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

A micro-community is the first step in assisting unhoused community members get off the streets and into a safe, secure, community with shelters, shared bathrooms/hygiene and laundry facilities, and 24-hour support through an on site operator. Consequently, this Project is one more step in a long-desired goal of improving housing for our community members at all economic levels – a long standing tenant of the City's General Plan.

Residents will not pay rent. They will have expectations that they must meet, as negotiated with the site operator Life Link, the City's Community Services Department, and as laid out in a Good Neighbor Agreement, developed in conjunction with adjacent neighbors. The goal of this Micro-Community is to provide safety and services so that residents can take the next steps to finding more permanent housing with both dignity and skills.

A previously developed site, 2395 Richards Avenue contains existing utilities (electricity, sewer, and water) and is directly adjacent to Fire Station No. 7 to the west and the GCCC to the east. Intended to be temporary (as an emergency response to the homelessness crisis within the City), the structures are not permanent, with the hope that at some point in the future, the need for this Project will be greatly reduced if not completely abolished. As such, the urban form is very much in the style of the structures constructed by the manufacturer, Pallet. Meant to be compact, self-contained, and a small pocket within the City, the Project will be a blend of mixed-use housing (families and seniors) and shared community spaces. Close to already existing walking trails and informal paths within the arroyo, it is in a location that will provide access to local amenities and services along Rodeo and Cerrillos Roads by walking, bicycling, buses (public transit), or other transportation.

The proposed residents of the 2395 Richards Avenue Micro-Community are already living amongst us so will have little to no effect on intra-city travel and/or between employment and residential centers. Hopefully, by providing more consistent shelter, the Project will begin to improve employment opportunities for those who reside there.

L. ADDITIONAL COMMENTS (Optional)

2. Subdivision Preapplication Required Submittals

- i. The applicant shall submit to the Planning and Land Use Director a sketch plan and supplementary data sufficient to determine the feasibility of the proposal. The applicant should employ a competent land planner, professional engineer, architect, or professional land surveyor to assist in the development of the proposed subdivision.
- ii. The Planning and Land Use Director, the public works department and other City departments as appropriate shall advise the applicant as to the appropriateness of the subdivision proposal in relation to the General Plan, utility accessibility, road and street system capacity, terrain management and suitability of the proposed subdivision in relation to present City codes, regulations, and ordinances; and
- iii. For subdivisions comprising fewer than ten lots, the Planning and Land Use Director may waive the requirement to provide the sketch plan and supplementary data at the pre-application conference.

d. Effect of Discussion and Information

Discussions that occur and information that is conveyed at a pre-application conference are preliminary, advisory, and not binding upon the City or the meeting participants. Advice to the applicant does not limit the discretion of any land use board or the Governing Body in making conditions of approval for the proposed development, whether or not anticipated at the time of the pre-application conference.

II. Early Neighborhood Notification Meetings

a. Purpose

Early neighborhood notification (ENN) is intended to provide for an exchange of information between the applicant and residents and property owners in affected neighborhoods before plans become too firm to respond meaningfully to community input and before changes in plans might cause major financial losses by the applicant. Notification set forth in this section is in addition to notification required elsewhere in Chapter 14 unless the other notification procedures are duplicative with the requirements of this section.

- b. Applicability to Projects Reviewed by the Board of Adjustment, Planning Commission, or the Governing Body
 - 1. ENN is required prior to submission of applications for the following types of projects when they require public hearings with the Board of Adjustment, Planning Commission, or Governing Body:
 - i. Annexations;
 - i. Master plans;
 - ii. Rezoning;
 - iii. Development plans, except final development plans for which ENN procedures were followed at the preliminary development plan review stage;
 - iv. Subdivision plats, except final subdivision plats for which ENN procedures were followed at the preliminary plat review stage;
 - v. Vacation and dedication of rights-of-way, as described in Chapter 23, *Streets, Sidewalks and Public Places*, Section 23-1.2;
 - vi. Conditional use approval, except those for mobile homes;
 - vii. Telecommunications facilities as set forth in Section 14-5.3I.3;
 - viii. Electric facilities as set forth in Section 14-5.3I.1;
 - ix. Amendment to any of the preceding;
 - x. Amendments to the future land use map of the General Plan; and
 - xi. Variances, except those requesting:
 - (a) Construction or modification of an individual single-family dwelling and appurtenant accessory structures;
 - (b) A reduction in the total parking requirements of 20 percent or less and
 - (c) Variances to Section 14-7.6, *Signs*;
 - 2. ENN is not required in the following circumstances:
 - i. Projects or amendments to project approvals that do not require public hearings before the Board of Adjustment, Planning Commission or the Governing Body; and
 - ii. Time extensions that do not otherwise modify a project approval.
- c. Applicability to City Capital Improvement Projects

ENN is required for any City capital improvement in excess of \$250,000.
- d. Procedure
 - 1. Scheduling and Notice

ENN meetings shall be scheduled with the Planning and Land Use Director prior to issuing notice. Notice of meeting shall be given in accordance with Section 14-2.1B.3.V, *Notice Requirements*.

2. ENN Meeting

- i. The announced meeting shall take place at least ten days before the development project application is submitted.
- ii. The applicant shall present schematic or preliminary plans for the proposed project and a drawing or other graphical representation suitable to reasonably indicate streets and structures within a 200-foot radius from the perimeter of the property that is the subject of the application.
- iii. A representative of the Planning and Land Use Department shall attend the meeting with the objective of explaining to attendees and the applicant the applicable provisions of City ordinances, City codes, and the development review process.

3. Expiration

If no application has been filed for the project discussed at the ENN within six months of the meeting date, a new ENN shall be required before an application for substantially the same project will be accepted for consideration.

e. ENN Guidelines

For any project application required to meet ENN requirements, the guidelines provided in this subsection are adopted for use by applicants meeting with community members, to assist in the discussion of the project. The guidelines are based on the requirements of Chapter 14 and the General Plan and other formally adopted City plans.

1. Effect on Character and Appearance of Surrounding Neighborhoods

When applicable, the applicant shall state how existing requirements for architectural design review, historic districts, lighting, signs, telecommunications, open space, landscaping, trails, parks, and the business-capitol district (BCD) regulations are met. Considerations may include:

- i. The number of stories of buildings;
- ii. The building setbacks;
- iii. The mass and scale of the project;
- iv. Architectural style of any construction;
- v. Landscaping;
- vi. Lighting; and
- vii. Access to public places, open spaces, and trails.

2. Effect on Protection of Physical Environment

When applicable, the applicant shall state how existing code requirements and adopted plans for terrain management, escarpment, landscape, BCD, architectural design, open space and

trails, and flood management regulations are met. Considerations may include:

- i. Existing tree cover,
- ii. Existing open space,
- iii. Rivers, arroyos, and floodplains,
- iv. Rock outcroppings and escarpments,
- v. Trash generation,
- vi. Lighting,
- vii. Fire risk,
- viii. Use of hazardous materials, and
- ix. Whether the project involves easements, density transfers or other legal mechanisms that result in open space or other environmental protection.

3. Impacts on Prehistoric, Historic, Archaeological or Cultural Sites or Structures, Including Acequias and Historic Downtown

When applicable, the applicant shall state how existing Chapter 14 requirements for the historic districts and archaeological review are met. Consideration may include the project's compatibility with any historic or cultural sites located on the property where the project is proposed.

4. Relationship to Existing Density and Land Use Within Surrounding Area and With Land Uses and Densities Proposed by the General Plan

When applicable, the applicant shall state how the application meets requirements for annexation and rezoning and historic district regulations and how the application is consistent with the General Plan future land use map and other policies.

5. Effects on Pedestrian or Vehicular Traffic and Access to Services

When applicable, the applicant shall state how the requirements for parking, the Americans with Disabilities Act, the General Plan future land use map and other policies and traffic studies are met.

Considerations may include:

- i. Increased access to public transportation and public transportation corridors,
 - ii. Effects of design or services provided on traffic in the neighborhood and Citywide,
 - iii. Whether the project helps in the equitable distribution of traffic Citywide, reduces overall travel distance or encourages alternate transportation modes,
 - iv. Traffic mitigation measures, including changes in flow of pedestrian and vehicular traffic,
 - v. Cumulative traffic impacts,
 - vi. Enhancement of transit options,
 - vii. Pedestrian access to destinations; and
 - viii. New or improved pedestrian trails to recreational and cultural activities and human and educational services.
6. Impact on Economic Base of Santa Fe
- When applicable, the applicant shall state how the provisions for the City's economic development plan and the General Plan are met. Considerations may include:
- i. Availability of jobs to Santa Fe residents,
 - ii. Whether or how the project promotes and encourages businesses consistent with the City's economic development plan and compatible with neighborhood livability,
 - iii. Market impacts on local businesses and potential displacement of local property and businessowners, and
 - iv. How the project supports economic development efforts to improve living standards of neighborhoods and their businesses.
7. Effect on Availability of Affordable Housing and Availability of Housing Choices
- When applicable, the applicant shall state how existing requirements for the Santa Fe Homes Program (SFHP) and the policies of the General Plan are met. Considerations may include:

- i. Creation, retention, or improvement of affordable housing,
 - ii. How the project contributes to meeting the needs for various housing types serving different ages, incomes, and family sizes to maintain the unique, heterogeneous character of Santa Fe,
 - iii. Whether or how the project increases or decreases the supply of housing for which there is an identified need,
 - iv. Whether the project contributes to a more even distribution of this housing throughout Santa Fe,
 - v. The creation or retention of affordable business space, and
 - vi. Whether or how the project increases the availability of all housing types close to the City center or neighborhood centers.
8. Effect On Public Services and Infrastructure Elements
When applicable, the applicant shall state how existing requirements for telecommunications and City and utility company requirements are met. Considerations may include whether or how the project maximizes the efficient use or contributes to the improvement of existing public infrastructure and services.
9. Impacts on Water Supply, Availability, and Conservation Methods
When applicable, the applicant shall state how existing requirements for landscaping, water and sewer availability statements, water conservation and policies of the City's Water Division are met. Considerations may include:
- i. Conservation and mitigation measures,
 - ii. Efficient use of distribution lines and resources, and
 - iii. Whether or how the construction or use of the project may affect water quality and supplies.
10. Effect on Opportunities for Community Integration and Social Balance
When applicable, the applicant shall state how the existing requirements for community integration are met. Considerations may include how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers or pedestrian-oriented design.
11. Effect on Urban Form
When applicable, the applicant shall state how the policies for urban form are met. Considerations may include:

- i. Whether the project promotes a compact urban form through appropriate infill development and consolidation of the City's boundary to avoid leapfrog development; and
- ii. The effect of the project on the need for travel between different parts of Santa Fe and between employment centers and areas.

2. Application Submittal and Acceptance

III. Authority to File Applications

- a. Unless otherwise specified in Chapter 14, applications for review and approval under Chapter 14 may be filed by:
 - 1. The owner of the property that is the subject of the application,
 - 2. The owner's authorized agent with written authorization,
 - 3. A land use board, or
 - 4. The Planning and Land Use Director.
- b. When a land use board files an application, it does so without prejudice to the outcome.

IV. Form of Application

- a. Applications required by Chapter 14 shall be submitted in the form and format prescribed by the Planning and Land Use Director.
- b. Each application shall include information, plans, calculations, and reports sufficient to clearly demonstrate compliance with all applicable provisions of Chapter 14 and applicable state and federal regulations that are administered or enforced by the City.
- c. The Planning and Land Use Director shall provide standardized checklists and format guidelines for each type of application. The Planning and Land Use Director, a land use board, or the Governing Body may waive the submittal of items on the checklist, or require supplemental materials not included on the checklist where such action is necessary to clearly demonstrate compliance with applicable provisions.

V. Schedule of Fees, Charges, and Expenses

The Governing Body shall establish by resolution a schedule of fees, charges, and expenses, and a collection procedure for construction permits, appeals, subdivisions, amendments, and other applications. This schedule of fees is accessible on the City's website and may be altered or amended only by the Governing Body. No permit or approval required under Chapter 14 shall be issued or granted unless and until all applicable charges, fees, and expenses have been paid in full.

VI. Required Submittals

It is the applicant's responsibility to submit all materials necessary to prove that an application complies with the terms of Chapter 14. The Planning and Land Use Director may require additional materials reasonably necessary to determine compliance with the terms of this Chapter 14.