Woven
Architecture

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Santa Fe, NM 87505
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September 30, 2026

Planning Department
City of Santa Fe
200 Lincoln Ave, 1st Floor
Santa Fe, NM 87501

RE: Conditional Use Approval Application for Micro-Community Project at 2395 Richards Ave., Santa Fe.

Planning Department,

I am pleased to submit this application for Conditional Use Approval, on behalf of the City of Santa Fe Youth and Family Services Department, for a new Micro-Community to be located at 2395 Richards Ave. A pre-application meeting was held on May 14, 2026. An Early Neighborhood Notification (ENN) meeting was held on August 27, 2026, as required by SFCC §14-2.1B.1.II. The information included in this packet addresses the comments made at the ENN as well as additional comments made by the Land Use Department and Construction Industries Division, the permitting authority for this project, in subsequent meetings. [See Exhibit A – PLUD 08 Application - Signed].

Conditional Use Approval Intent:

The City of Santa Fe is seeking to use the property located at 2395 Richards Avenue for a Micro-Community, a non-congregate shelter consisting of temporary sleeping units, hygiene structures, and support spaces, that will be operated by a 3rd party. Per the City's Land Development Code, "micro-community" is an allowed use within the category of Group Living (see Exhibit B – Approval Criteria). As the property is zoned R-1, per Table 5-1 of the City's Land Development Code, this project requires Conditional Use Approval for the proposed project use.

Project Description

A Micro-Community, as defined by the City is a "*coordinated and site-managed collection of portable or prefabricated sleeping units, with communal cooking, gathering, lavatory, and hygiene facilities, used to provide temporary shelter and access to on-site supportive services.*" The City is planning on utilizing a number of different temporary structures prefabricated by the Pallet Company in a cluster-style setting for seniors and families who are unhoused.

The City has identified 2395 Richards Avenue as the most feasible option for the location of the second Micro Community (the pilot project, located on Arroyo Chamiso, has ten units and opened in 2024). The site, owned by the City, is 2.001 acres and is surrounded by a larger City-owned parcel that encompasses Fire Station No. 7 and Genoveva Chavez Community Center. The Project includes 36 sleeping shelters, six bathroom/hygiene structures, two laundry facility structures, three community buildings (for shared meals, gathering, and support services), four administrative structures (including 2 offices, a security office, and dedicated IT), community gardens, pet run, play area, and twelve internal parking spaces intended for residents (including a van accessible space). The site will be surrounded by an 8'-0" high perimeter fence with controlled access for residents, staff, and vehicles. Additional street parking and delivery/van pick up and drop off along Brenner Way are included in the proposed work. Staff parking is intended to occur on Brenner Way, in the fenced area if residents do not have vehicles, or in a designated area just east of the site and directly adjacent to the parking for the skate park at GCCC. The site will have 24/7 staff on site – through the operator – The Life Link. The micro-community's total square footage is 6,485 SF.

All structures will be one-story, with a maximum height of 10'-9". The shortest structures are the sleeping units (Sleeper 64 or Sleeper 120) at approximately 8'-2. 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.

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). Depending on availability, these may become pre-fabricated storage sheds.

In addition, the structures themselves are temporary in nature. The sleeping units are easily deployable as they do not have permanent foundations and sit on adjustable feet. The hygiene units are also on adjustable feet though have sewer and water connections. While all three of the community buildings require a concrete foundation, making them the most "permanent" of the structures, only two require water and sewer connections. Heating and cooling for all of the structures, except the storage units, is electric.

The project is designed to comply with applicable R-1 district standards, including a seven-foot (7') front setback, five-foot (5') side setbacks, fifteen-foot (15') rear setback, and applicable maximum lot-coverage requirements. Overlaying the building setbacks is a fifteen-foot (15') required landscape easement on the east, west, and north sides, and an existing sixty-six foot (66') road right-of-way/utility easement area on Brenner Way.

Per meetings held with the City Fire Department, all structures have a minimum of ten-feet between them, and each has smoke and carbon monoxide detectors and fire extinguishers. Each structure will be numbered so that in the event of an emergency, they are easy to identify and locate. The site is situated between two fire hydrants located along Brenner Way. Sleeping shelters have emergency-egress windows and there will be larger fire extinguishers in the three community structures.

An eight-foot-tall opaque fence and controlled driveway gates are proposed to screen most 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 (see Exhibit K – Project Renderings).

The project's amenities (pet run, community gardens, shared outdoor seating and gathering area, and play area for those with tiny humans) 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. Additional required landscaping at the streetscape and within the community will be designed to meet City requirements, though because of the approaching winter and need to house people sooner rather than later, may be installed in a future phase.

The site is purposefully designed with 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 pet run, entry gates, dumpsters, and at pedestrian and vehicular ingress/egress points (where there will be controlled access). Due to the mostly uninhabited and therefore poorly lit streetscape, one to two streetscape pole lights will be installed at Brenner Way, and lighting will be installed on the east side of the fence for overflow staff parking (fixture quantity and style will be based on required illumination levels). All fixtures will be designed to meet Santa Fe Dark Sky ordinance.

Vehicular access will be along Brenner Way and will tie into a new 20-foot-wide 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 street parking along Brenner Way, on either side of a designated drop-off area for service providers and van/service pickup. An accessible spot is included within the street parking. 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 site is located near existing transportation services (including Bus Route 6 on Rodeo Road and Route 2 on Cerillos 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.

Project Schedule and Phasing

The City intends to being construction soon after Conditional Use Approval is granted, with the goal of providing temporary shelter this winter (2026/2027), if possible, for unhoused individuals and families who may be currently sleeping in the arroyo and using the adjacent trails.

The design team is currently in the process of working with our consultants on final design documents, including civil (grading, drainage, terrain management, and utility connections); landscape design (plant selection, plant layout, irrigation systems, required open space, and a landscape water budget); electrical design (transformer size, locations of sub-panels, shut-offs, and connections to individual structures); and plumbing design (including a master meter with sub meters at each structure with water for tracking and development of a future water budget, layout of sewer and water lines). As we recognize that these drawings are not complete so therefore may not be part of this packet, we will work with the design review team (DRT) to incorporate comments as they become available. [See Exhibit I – Landscape Plan (LP100) and Exhibit J – Terrain Management Plan (C-300) for preliminary information].

The project is proposed to be completed in two phases: **Phase I** will include all work necessary to get the structures installed and the site operational; and, **Phase II** will comprise of constructing the remaining elements that will not compromise operations or safety, including concrete curb and gutter, and concrete sidewalks within the right of way/utility easement on Brenner Way, as well as identified landscape improvements, as required by City Code.

The 2395 Richards Avenue Micro-Community does not have permanent dwelling units and is not meant to replace permanent housing. It is a first step in reducing homelessness within our community. The intent is that as the need for non-congregate shelter (hopefully) reduces, the site will be converted to the City's designated future use – as a park.

I greatly appreciate your guidance in reviewing this application for Conditional Use Approval for the Micro Community at 2395 Richards Avenue. Please let me know if there is additional information needed; I can be reached at barbara@wovenarchitecture.com or 505-820-1555.

Sincerely,

Barbara J. Felix, AIA
Principal Architect

CC: Sandra Emory, Community Services Department Director
J. Sam Burnett, Public Works Director
File

Exhibits :

A PLUD-08 Parcel & Agent Information/Application Form
B Conditional Use Approval "Approval Criteria" Statement
C Micro Community Policy FINAL_8_10_26 Signed COA PLU
D Vicinity Map (11 x 17)
E Site Context Dwg (24 x 36)
F Project Context Dwg (11 x 17)
G Pallet Infographics (24x36)
H Site Plan (AS-101 24 x 36)
I Landscape Plan (LP100 24 x 36)
J Preliminary Overall Terrain Management Plan (C300 24 x 36)
K Project Renderings (mixed sizes)
L Survey C-3431 Signed (24 x 36)
M Legal Lot of Record (Richards Ave LLOR) (11 x 8-1/2")
N Signed Survey (C-3431) (24 x 36)
O CoSF Micro-Community Meeting Minutes (Pre-Application)_051326
P CoSF Micro-Community Meeting Minutes (ENN)_082726

CITY OF SANTA FE

SPECIAL USE PERMIT PLUD-08

PARCEL INFORMATION

Address: 2395 Richards Ave. Santa Fe, NM 87507	Property Size: 2 Ac +/-
Current Use of Land: Empty // Previously Developed	Proposed Use of Land: Group Living - Micro Community (Table 5
Zoning: R-1	Uniform Parcel Code Number: 1051096130130000000 / 993067
Section in Chapter 14 under which the SUP is sought: 14-2.1, F.2	
Pre-application Conference Date: Occurred on 05/14/26	Early Neighborhood Notice (ENN) Meeting Date: Occurred on 08/27/26

PROPERTY OWNER INFORMATION

Name (First, Last): City of Santa Fe, Community Services, Sandra Emory, Community Services Department Director

Address: 119 E Marcy Street (Street Address) Suite 101 (Suite/Unit #)

Santa Fe (City) NM (State) 87501 (ZIP Code)

Phone: 505-955-6236 E-mail Address: sxemory@santafenm.gov

APPLICANT/AGENT INFORMATION (IF DIFFERENT FROM OWNER)

Company Name: Woven Architecture LLC

Name (First, Last): Barbara J Felix

Address: 1114 Hickox St, Suite A (Street Address) (Suite/Unit #)

Santa Fe (City) NM (State) 87505 (ZIP Code)

Phone: 505-490-9710 E-mail Address: barbara@wovenarchitecture.com

Correspondence Directed To: Owner Applicant ✔ Both

AGENT AUTHORIZATION (IF APPLICABLE)

I am/We are the owner(s) and record title holder(s) of the property located at:
2395 Richards Ave., Santa Fe, NM 87507

I/we authorize Barbara J Felix to act as my/our agent to execute this application.

Signed: Sandra Emory Date: Sep 28, 2026

Signed: Sandra Emory Date: 9.28.26

SIGNATURE

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

Signature: Date: 9/30/2026