EXHIBIT C

Planning and Land Use Department
Determination Memo

Subject
Specifying how the Micro Community use shall be treated under Chapter 14 as a materially similar use and outlining use-specific standards.

Effective Date
This Determination Memo is effective on the date of approval as signed below.

Authority
SFCC Section 14-1.10 *Interpretations* dictates that the Planning and Land Use Director is responsible for interpreting the provisions of Chapter 14, after consultation with the City Attorney, as follows:

a) Interpretations of Chapter 14 shall be in writing.
b) Interpretations may be made in response to a formal request for interpretation or as the need arises in the administration of Chapter 14.
c) The Planning and Land Use Director shall make all current interpretations available for public inspection.
d) Final action of the Planning and Land Use Director interpreting provisions of Chapter 14 may be appealed pursuant to Section 14-2.1H.2 Appeal.

Background
The City of Santa Fe Community Services Department is tasked to improve the quality of life for all Santa Feans, and has submitted a request to the Planning and Land Use Director to review and approve Micro Communities as an unlisted use pursuant to SFCC 14-5.2(B)(2)(II). Micro Communities are a relatively new type of development, which have arisen in response to the affordable housing and homelessness crises across the country. Micro Communities are designed to offer supportive, transitional shelter for individuals experiencing housing instability. This new use serves a valuable public purpose by bridging the gap between unsheltered status and permanent housing and offering dignified, service-connected non-dwelling shelter options that do not fall under existing definitions of single-family, multiple-family, or other types of dwelling units.

City Council

Alma G. Castro, District 1 | Elizabeth "Liz" Barrett, District 2 | Lee Garcia, Mayor Pro Tem, District 3 | Jamie Cassutt, District 4
Patricia Feghali, District 1 | Paul C. Bustamante, District 2 | Pilar F.H. Faulkner, District 3 | Amanda Chavez, District 4

Determination

This determination memo establishes placement within an existing use category for an unlisted use, *Micro Communities*. Santa Fe City Code (SFCC) Section 14-5.2 (B)(2)(II) allows for such a determination when the unlisted use is materially similar to a listed use. The materially similar listed use in the present case is *Boarding, dormitory, monastery, or convent* within the *Group Living* sub-category under the category *Residential* in SFCC Section 14-5.2(D), Table 5-1. This determination also establishes use-specific standards for *Micro Communities* that serve the public interest.

Definition

Micro Community (MC):

> 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. Micro Communities are not dwelling units as defined in 14-9.3, General Definitions, and shall not be used for permanent occupancy, lease, or rent. Instead, Micro Communities are transitional facilities and must be managed by an approved organization, with the express purpose of facilitating the transition to long-term housing stability for participants.

Use Category Placement

Micro Community (MC) is placed under the *Residential* use category, within the *Group Living* sub-category, as a new use materially similar to *Boarding, dormitory, monastery, or convent*. For ease of reference, the relevant portion of Table 5-1, Summary Table of Allowed Uses in 14-5.2(D), is pasted below. The Micro Community use shall have the same permitted, conditional, and prohibited uses as the *Boarding, dormitory, monastery, or convent* use.

Table 5-1: Summary Table of Allowed Uses

P = Permitted use **C** = Conditional use approval required **A** = Accessory use **T** = Temporary use **Blank Cell** = Prohibited use

	RR	R-1 – R-6	R-7 – R-9	R-7 - I	RC-5, RC-8	R-10 – R-29	MHP	RAC	MU	BCD	C-1	C-2	C-4	I-1	I-2	BIP	HZ	POS	SC-1	SC-2	SC-3	Use-Specific Standards
Group Living																						
Boarding, dormitory, monastery, or convent	C	C	C	C	C	P		P	C	P	P	C	P			C	C					

Permitted Use: A "P" in a cell in Table 5-1 indicates that the MC use is permitted by right in the corresponding zoning district. Permitted uses are subject to all applicable regulations of Chapter 14, including the development and design standards set forth in SFCC 14-8.
Conditional Use Approval: A "C" in a cell in Table 5-1 indicates that the MC use is permitted only if reviewed and approved as a conditional use permit, in accordance with the review procedures of SFCC Section 14-2.1(F)(2) *Conditional Use Approval*.
Prohibited Use: A blank cell in Table 5-1 indicates that the MC use is prohibited in the corresponding zoning district.

Design standards
In addition to the standards applicable to the *Boarding, dormitory, monastery, or convent* use (including requirements for bicycle parking in Table 7-7 of 14-7.5(J)), the Planning and Land Use Director additionally specifies the following design standards for the Micro Community use:
1. Individual sleeping units shall not constitute a dwelling by containing eating, sleeping, sanitation, and living facilities within a single unit *(i.e.* kitchen, stove, bathroom, and living area).
2. Minimum separation of 10 feet between units or what is required by New Mexico Construction Industries Division (NMCID) -- whichever is more restrictive.
3. Fire access and clear paths shall comply with adopted fire codes and applicable ADA standards. Plans and permits shall be approved by the Santa Fe Fire Marshal for compliance with Life/Safety standards.
4. Toilets, hand-washing stations, and showers shall be provided 24/7.
5. Vehicular and Pedestrian controlled access gates are required and must be approved by the City of Santa Fe Fire Marshal.

APPROVAL:

Heather Lamboy, AICP
Planning & Land Use Director

8/11/2026
Date

Natalie Cauley
Assistant City Attorney

8/10/2026
Date