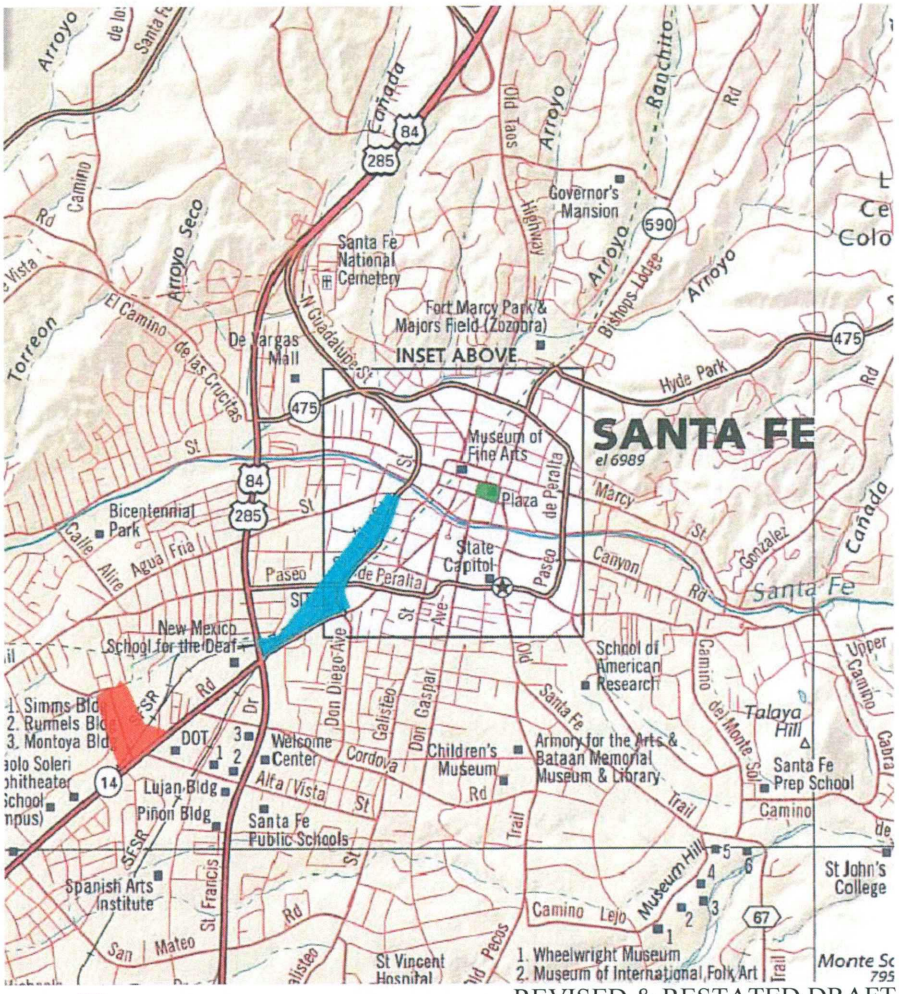
Santa Fe Railyard

Park, Plaza and Alameda

PUBLIC POLICIES AND PROCEDURES



REVISED & RESTATED DRAFT
MARCH 29, 2023

WORKING GROUP

Santa Fe Railyard Community Corporation
(Christine Robertson & Brooke Scarborough))
Santa Fe Conservation Trust (Melissa Houser)
Railyard Park Conservancy (Izzy Barr)
City of Santa Fe:
City Attorney (Erin McSherry)
Public Works (Regina Wheeler & Sam Burnett)
Parks Department (Melissa McDonald)
Fire Department (Jason A. Tapia)

INTRODUCTION

RAILYARD PUBLIC POLICIES & PROCEDURES (RYPP)

In January 2007, the City of Santa Fe (City) Governing Body directed City Staff to organize and serve as liaison for a Working Group made up of representatives of the key management constituencies of The Railyard – Santa Fe Railyard Community Corporation (SFRCC), Trust for Public Land (TPL) and various City departments – to construct a Policies & Procedures manual for the public use management of the North Railyard. City Staff proposed SFRCC head the project and take over management of the manual production. The RYPP is a recitation of policies for use and management of the public spaces in the North Railyard as directed by City ordinances and regulations as well as the unique guidelines and restrictions imposed by the Conservation Easement (CE). It includes commentary where relevant reminding of the over-arching values which were created by the community of Santa Fe in the Santa Fe Railyard Master Plan (MP).

The RYPP provides SFRCC with a reference document to ensure that it complies with all applicable regulations in its unique responsibility per its Lease and Management Agreement (LMA) with the City for public use management of the Railyard's public spaces which are comprised of the Railyard Park, Plaza, Alameda and Pocket Parks. It guides the other Stakeholders – the City, Santa Fe Conservation Trust (SFCT) and the Railyard Park Conservancy (RPC) - in their continuing day-to-day collaborations in the management and maintenance of these spaces. It also provides a comprehensive reference document for the use of present and future City Staff and elected officials as well as a source for the general public to encourage its safe and vibrant use of the Railyard.

The original RYPP was approved and adopted by the Governing Body on May 13, 2009. City Staff requested a 10- year review to be undertaken by SFRCC in late 2019. Revisions reflect all relevant changes in City ordinances and the Amended and Restated Conservation Easement (Item # 18-0555 dated May 30, 2018) as well as a streamlined, more user-friendly version of the original document. The revised RYPP was completed and approved by the City Manager on April 10, 2023. Any future changes to City ordinances and regulations or amendments to the CE with impact on the public use management of the Railyard will be adhered to by all stakeholders.

HISTORY

The **Santa Fe Railyard** is a 50-acre urban redevelopment and revitalization project, divided into two distinct sections. The 40 acres of the **North Railyard** was a central hub for the City of Santa Fe for decades as a community center and freight delivery yard until rail transportation was eclipsed after World War II by the interstate highway system. One mile south, the 10-acre **Baca Railyard** area once served as a railway coal and fuel storage yard. Like other rail centers around the country, Santa Fe's depot, tracks, equipment and neighborhood edges declined over the years, and by 1987, the Santa Fe Railyard was declared a blighted area requiring redevelopment. The process took years and involved the creative and dedicated collaboration of thousands of local participants.

The Design Phase was led by five groups: the City, TPL, Santa Fe Land Use Resource Center, American Institute of Architects and Design Workshop. The result of the design phase was the City zoning document called "The 2001 Railyard Master Plan" which reflected the rugged, industrial look of the old rail complex while at the same time provided local business, arts, transportation and recreational opportunities. The construction phase was also led by five groups: the City, TPL, SFRCC, the State of New Mexico, and Railyard Tenants.

15 acres of open public space distributed throughout the North Railyard was created by a **Conservation Easement** which protects its use in perpetuity for all with 4 acres of a gritty and authentic hardscape environment reminiscent of the historic railroad hub and warehouse district, softened by the welcoming green spaces of the 11 acre park. The Conservation Easement boundaries include the **Rail Corridor** as well as the public spaces which are known familiarly as the **Railyard Park, Plaza, Alameda, and Pocket Parks.** The Plaza and Alameda are also referred to in the CE as the **Civic Places and Public Access Zones** in addition to the **Acequia Trail Park** which serves as a transition zone between the south end of the Park and the Acequia Trail Underpass to neighborhoods south of St. Francis Drive and the city-wide trail system.

The **Railyard Park** is the green heart of The Railyard and an educational and recreational resource for the City. A focus of social activity, the **Railyard Plaza** is the community center of The Railyard. Its design offers opportunities for special events, temporary performance areas, community gatherings, vibrant Farmers and Artists Markets and everyday uses for individual food vendors and performing artists. **The Alameda** borders the **Rail Corridor** on the east and is the spine of the North Railyard, connecting all its activities from just north of the historic Santa Fe Depot to the southern end of the Park. The Alameda is punctuated by additional public spaces known as the **West Casitas, East Casitas, and Montezuma Pocket Parks**.

The **Baca Railyard** is not governed by the provisions of the RYPP. It has evolved into a dynamic design and residential community. The completed Acequia Trail now connects the Baca Railyard via the Acequia Trail Underpass to the North Railyard's Alameda for hikers and cyclists. The combined 50 acres of the North Railyard and the Baca Railyard are owned by the City of Santa Fe and, with the exception of the Park and Rail Corridor, master-leased by the non-profit Santa Fe Railyard Community Corporation. The organizations which continue to participate in the day to day operations of the Railyard are the City, SFRCC, SFCT, and the RPC.

* * *

SECTION ONE
DOCUMENTS

THE CONSERVATION EASEMENT (CE)

Working in collaboration with the City, SFRCC, and the RPC, SFCT helps ensure that the Railyard Park and Plaza are maintained in perpetuity as a park and community gathering place, in a dynamic, multi-organizational structure that also includes an active rail line and multi-use rail trail. The Railyard Park and Plaza Conservation Easement (CE) preserves the scenic open space, natural habitat, historical features, and recreational values.

The CE is part of the larger 50-acre Railyard Redevelopment Project that includes retail and gallery spaces, the Rail Runner Express train depot, picnic areas, public walkways and community spaces. The CE itself extends from land bordered by St. Francis Drive and Cerrillos Road on the west side to Montezuma Avenue and includes the Railyard Plaza and landmark water tower, an area that has been home to the Santa Fe Farmers Market and numerous community events since its completion. A portion of the Santa Fe Rail Trail, which parallels the active Railway line, runs through the easement. In partnership with City, County, State, and Federal sources, SFCT played a significant role in the establishment of the Rail Trail.

The City owns the Railyard property and is responsible for the day to day City services on the property in accordance with the CE. RPC supports the City's regular park maintenance by providing specialized care of the park's horticultural design and coordinating community education and outreach programs.

SFRCC provides permitting and event management for the entire site and is responsible for the land and commercial space not covered by the CE. Together with SFCT, these three entities ensure that the CE remains a safe, accessible and vibrant part of the Santa Fe community.

See **Exhibit A** for the Amended and Restated Conservation Easement.

LEASE AND MANAGEMENT AGREEMENT (LMA)

SFRCC's Lease & Management Agreement with the City was originally entered into in 2002 for a term of 10 years. The agreement was extended in 2011 through 2030.

See **Exhibit B** for the section of this agreement concerning public use management. A summary of the entirety of the terms of this agreement can also be found at the following link:
www.sfrailyardcc.org/sfrcc/lease-and-management-agreement

RAILYARD MASTER PLAN (MP)

The Railyard Master Plan and Design Guidelines were created to guide the redevelopment of the Railyard site as a unique Santa Fe district. Those authoring the document kept a keen eye on the past, while building upon the rich history of the Railyard. Their intent was to bring the past into the present while emphasizing the Railyard's importance as a center of transportation, an economic hub, and a focal point for arts and culture. The document can be accessed in its entirety at the following links:
www.sfrailyardcc.org/the-railyard/master-plan
https://www.santafenm.gov/media/files/land_use/Long%20Range%20Planning/MasterPlan_MP.pdf

* * *

SECTION TWO
STAKEHOLDERS

CITY OF SANTA FE (CITY)

The City owns the land within the Santa Fe Railyard and is responsible for day-to-day City services on the property in accordance with the terms of the CE, LMA and relevant City codes and ordinances. The City and "Design Workshop" Team produced the "2001 Railyard Master Plan" which defines all zoning and design principles for The Railyard. The City maintains and provides services in the areas comprising the CE in addition to City streets, sidewalks and parking facilities. Police, Fire, Parks, Public Works, Risk Management, Land Use, City Attorney, and City Manager share departmental responsibility for the ongoing maintenance, and management of the project areas under their jurisdiction.

SANTA FE RAILYARD COMMUNITY CORPORATION (SFRCC)

The City contracted with SFRCC to develop the Baca and North Railyard properties in accordance with the MP. SFRCC completed the infrastructure design and construction of both by 2008 (exclusive of the area encompassed by the CE) and provides lease and event management for the entire site. SFRCC master leases the majority of the Railyard land parcels and certain buildings from the City and provides property management for the Railyard project (exclusive of the area encompassed by the CE) to third party tenants on long-term leases. SFRCC promotes and issues permits for special events, markets, private celebrations, and all other public uses on the Railyard, Park, Plaza, and Alameda .

SANTA FE CONSERVATION TRUST (SFCT)

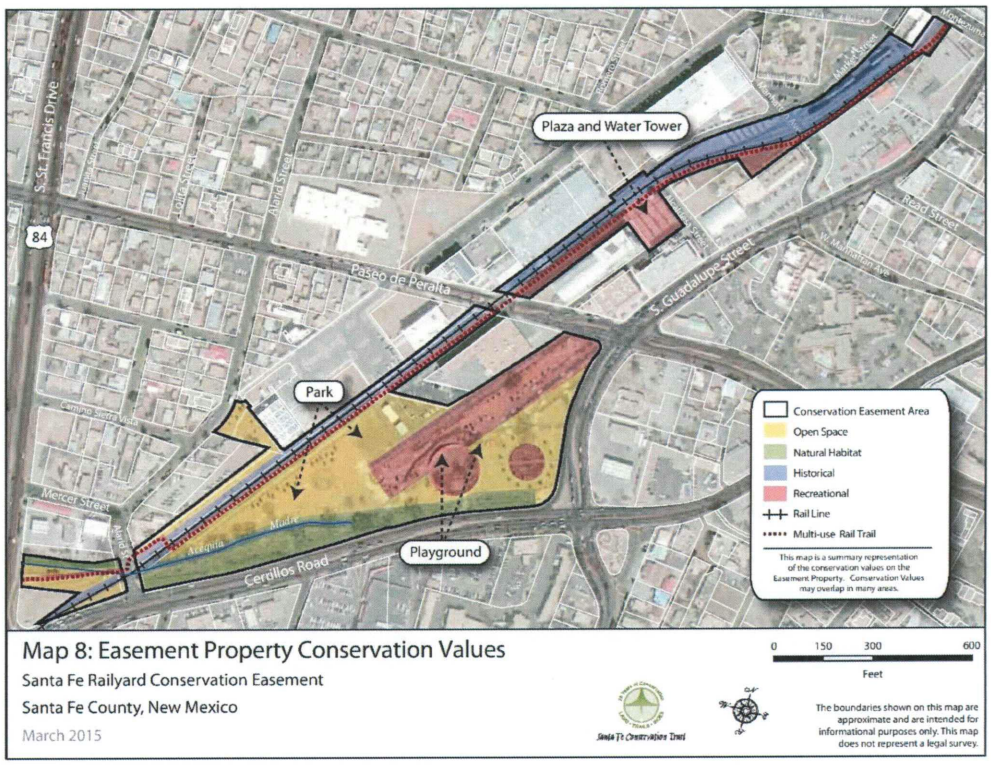
The Santa Fe Conservation Trust partners with the community to keep northern New Mexico's living lands and people flourishing together. They protect culturally and environmentally significant landscapes, ignite people's passion for nature and enable the continual regeneration of our healthy places. They envision a future where everyone in northern New Mexico cherishes nature and works to preserve it for this and future generations. SFCT is the Grantee of the Railyard "Deed of Conservation Easement" and regularly monitors the Easement property to assure the City, SFRCC and RPC are in compliance with Easement regulations in their stewardship of the property.

RAILYARD PARK CONSERVANCY (RPC) (Formerly Railyard Park Stewards)

TPL and Santa Fe volunteer citizens co-founded the "Railyard Stewards" who have assisted the City and SFRCC in the Railyard by providing enhanced maintenance of plants, programming of RPC events in the Park, advocacy for design integrity, and fundraising in support of each of these efforts since 2010. The Railyard Stewards are now known as the Railyard Park Conservancy. This private non-profit organization provides valuable assistance to the City in achieving its goals of environmental sustainability in the Railyard Park.

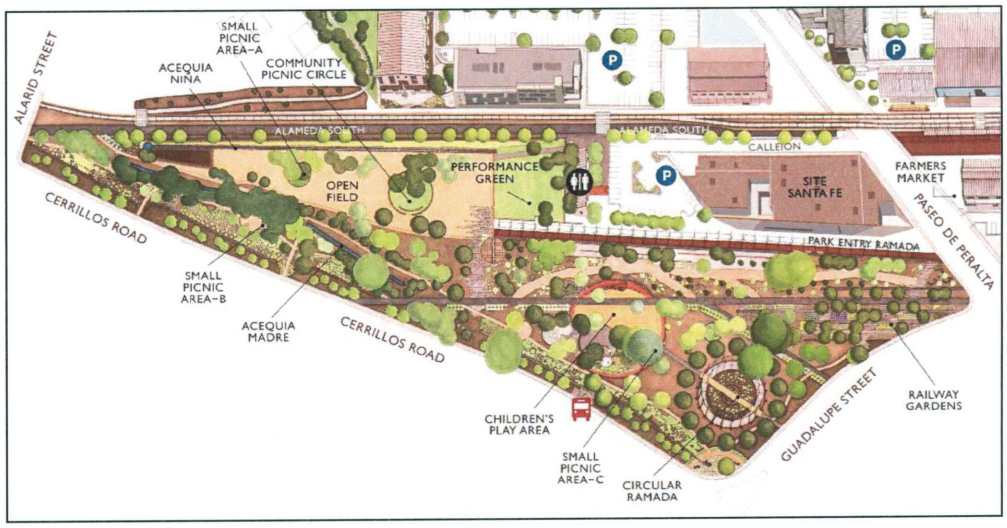
* * *

NORTH RAILYARD
CONSERVATION EASEMENT

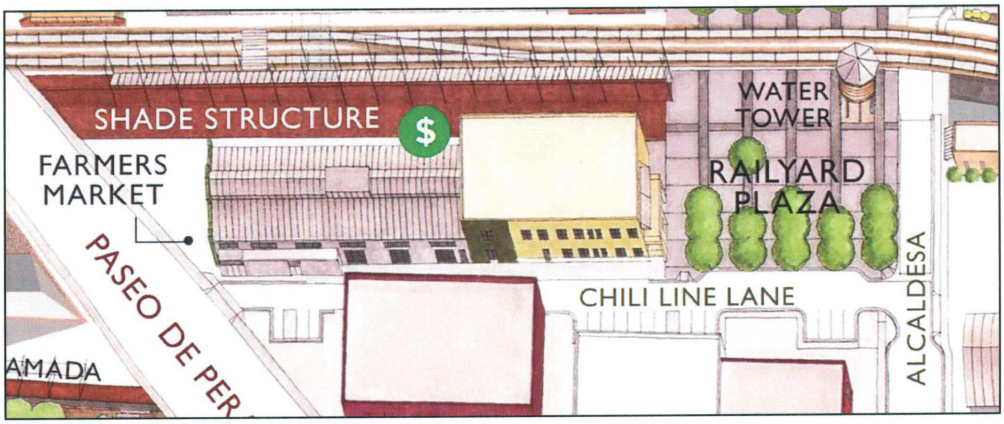


* * *

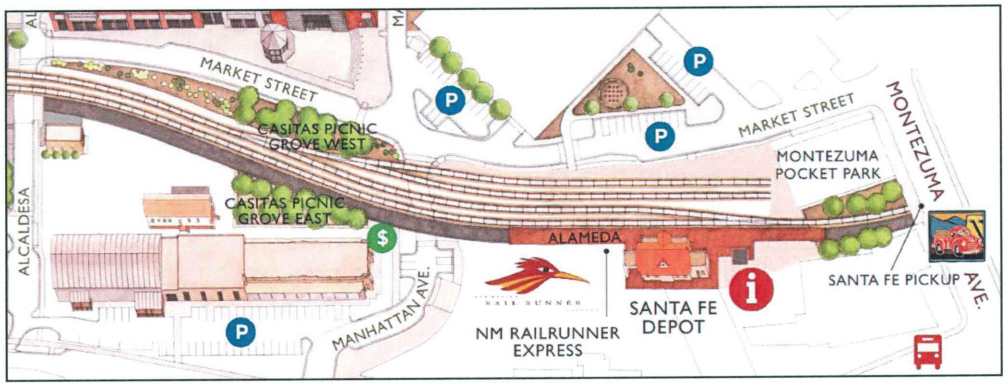
SECTION THREE
POLICIES



Park & Alameda South of Paseo de Peralta



Alameda and Plaza North of Paseo de Peralta



Alameda & Pocket Parks North of the Plaza

ALLOWABLE USES
NO SFRCC LICENSE REQUIRED

The Park, Plaza, and Alameda are the heart of the Railyard. Their usage should encourage variety, creativity, and equity of access to locals and visitors alike and respect for the important role the Railyard plays in the life of Santa Fe. Throughout the Master Planning of the Railyard, the community developed a saying "...as the historic Downtown Plaza is the Living Room for the City of Santa Fe, the Railyard should be the Family Room," reflecting the need for a new community center for local businesses and activities with less public use restrictions than on the historic Plaza.

A) Passing through on skates, skateboards, bicycles, cross-country snow skis, and such. Please respect pedestrians and dismount bikes and skateboards when passing through markets and larger events.

B) Informal activities such as frisbee, hacky-sack, hula hoops, hop-scotch, and bocce ball. (Some team activities such as volleyball, discball and frisbee golf may be temporarily permitted during Special Events if no damage to plant life or infrastructure.)

C) Washable Chalk Painting on paved surfaces.

D) Spontaneous acoustic instrument playing, improvisational performance art, singing, or dancing. Recurring Public Performers require permits with locations approved by SFRCC. Pre-planned public art performances (as distinguished from Special Events) may be submitted for approval to the Railyard Art Sub-committee of the RPC.)

E) Temporary outdoor cinema or video, projected by tenants on their exterior walls adjacent to the Park, Plaza, and Alameda.

F) Freedom of speech is respected in the Railyard public spaces as throughout the City. Non-amplified extemporaneous public speaking allowed (no microphones or bullhorns) outside of areas licensed to other public events. No commercial promotions. No table setups, no injurious language. Scheduled political rallies, fundraisers, or marches must be permitted as Special Events through SFRCC.

G) Well-behaved, leashed dogs allowed. Owners must clean up after their dog. Clean-up stations provided in Park. No dogs other than certified service dogs allowed in Farmers' Market areas or restaurant patios for maintenance and health safety. Some events may elect not to allow pets and note with signage.

H) Santa Fe Public Schools (SFPS) allowed without permit or fee to bring groups of students for play or educational purposes per the City's and SFPS' MOU for shared use of facilities. Please notify SFRCC office in advance to avoid space conflict and for guidance on school bus parking and unloading. RPC may host and supervise educational programs with additional private groups free of charge under its PSA with the City.

I) Though its use is shared with pedestrians and dismounted cyclists, loading/unloading of rail passengers is the primary use of the Depot platform portion of the Alameda. Train loading/unloading may be allowed on other areas of the CE if circumstances necessitate and if coordinated and permitted between the dispatching authority, City Public Works, and SFRCC.

* * *

ALLOWABLE USES
SFRCC LICENSE REQUIRED
(See Applications and Fees for details)

A) Public **Special Events** such as community celebrations, outdoor entertainment events, fiestas, automobile shows, special event markets (such as book, clothing or furnishing fairs), parades, rallies and other large public events. Commercially produced products not produced by the vendor may be sold only in conjunction with individual Special Events as authorized in the license. All vendors and their products must have required City permits and be pre-approved by SFRCC. In order to protect the peaceful enjoyment of the Park's pathways, green spaces and children's play area by Park visitors, the CE limits very large (over 1000 participants) Park-Wide events to no more than 7 throughout any single year, but encourages ample use of the Performance Green and adjacent area (21 events of 500-1000/62 events of 100-499), and makes no limitation on the number of events of under 100 participants.

B) Regularly scheduled **Seasonal Markets** such as farmers and artists markets, with a seasonal license allowing for regularly scheduled, recurring days. All food and artisan vendors must be local to Northern New Mexico and original producers of items for sale.

C) **Private Celebrations** such as barbecues, family or class reunions, anniversary parties, weddings, quinceañeras celebrations, etc.

D) Limited number of **Individual Food Vendors** using carts or food trucks with appropriate State Environmental Health and City business licenses may obtain an annual or seasonal license to vend in locations to be determined by SFRCC, and following health and cooking safety regulations of the City of Santa Fe and the State of New Mexico. License may be temporarily suspended by SFRCC if location in conflict with scheduled Special Event unless invited to participate by event producer. Food trucks may participate and access the CE area by invitation for Special Events, but otherwise must utilize City parking spaces in accordance with City code.

E) **Public Performers** with a current City busker's license may apply for an annual or seasonal license in locations to be determined by SFRCC. Low-level amplification only by permission. Public Performers may accept tips and proceeds from sales of CD's. As with Food Vendors, license may be temporarily suspended by SFRCC if location is in conflict with scheduled Special Event or unless invited to participate by event producer. Performers wishing to perform at the Santa Fe Farmers Market must apply directly to Market management to become a member of their roster.

F) Santa Fe non-profit organizations wishing to share information and outreach to the community about their mission may apply for a free **Non-Profit Information Booth** license for Saturdays only, no more than once every 3 months, adjacent to the Santa Fe Artists' Market. The booth is provided on site courtesy of SFRCC and load-in/load-out arrangements in coordination with the Artists' Market.

G) Organized events sponsored by political campaigns or public or other special interest groups, such as political rallies, require a Special Event permit. The spontaneous expressions of ideas by individuals or small groups that are not affiliated with any organization, do not require a license.

H) Alcohol serving and consumption allowed for certain Special Events by approval of SFRCC and the Governing Body meeting all City and State ordinance requirements. Event Coordinators are solely responsible for obtaining license, fencing, private security and restricting consumption of alcoholic beverages per license requirements.

I) Vehicular and golf cart access for the purpose of setting up, operating and disassembling events, markets, etc. allowed. Vehicular access into the Plaza and Alameda areas allowed for tenants for the purpose of maintenance or delivery of equipment or products to and from the businesses. See **Maps** for entry and exit locations.

J) Construction of temporary booths and/or tents as required to facilitate operation of open-air markets or special events, in locations defined on the Map for Booth Locations. (No tent stakes allowed to be driven - sand bags or water barrels recommended). Tents, food vendor carts or trucks are required for food vendors participating in individual Special Events, but tables allowed for registration, informational materials, children's and other separate activities. Booth layout and counts indicated on the following maps are recommendations. Variations to this layout and account must be approved by SFRCC. Each event will provide a formal booth layout and count to SFRCC for approval prior to such an event.

K) Construction of temporary outdoor stages to facilitate dance, music and theater events, public ceremonies, private celebrations, and other such community events for the duration of the event allowed.

L) Non-domesticated animals are allowed as part of a designated event, permitted on a case by case basis at discretion of SFRCC, and in compliance with City Animal Control regulations regarding restraints, management and proof of vaccination.

M) Outdoor cinema or video as part of a Special Event, projected onto exterior walls, with permission from the building owner or screens erected in the Park, Plaza, Shade Structure or Pocket Parks.

N) Access to trains for Special Events or Private Celebrations from the Depot platform allowed, but no temporary structures may be set upon the Train platform itself.

O) Event banners for Special Events up to one week in advance of event date and "day of" temporary, directional and informational signage. All event banners and signage must be removed with 24 hours of event close. No nailing or attaching by any means to trees. Signage affixed to shade and ramada structures, light fixture poles or water tower columns shall be of non-damaging materials approved by SFRCC, and not impede use of facilities. Locations to be pre-approved by SFRCC.

P) Film location permits must be obtained from SFRCC in addition to City of Santa Fe film permit. Any tenant permitting filming inside a tenant space, including rail car interiors, or on the exterior of a lease parcel which physically spills out onto any portion of the Park, Plaza, or Alameda must refer the production company to SFRCC for a Railyard film location permit. Fee structure at discretion of SFRCC, but all filming, regardless of production size or fee, must be permitted with the appropriate liability release and/or insurance coverage.

* * *

PROHIBITED USES

A) The CE area may not be gated, fenced, or restricted as it is to remain Open Space accessible to the general public in perpetuity, except in the following cases: beer & wine gardens as permitted by State and City ordinances; limited premiere seating areas for events permitted at the discretion of SFRCC; public events that require controlled access that have prior approval from the City of Santa Fe and SFRCC; necessary maintenance or construction under supervision of City Parks or Public Works; for reason of safety or security as required by Fire or Police Department.

B) Flea Markets, as defined by the ordinances of the City of Santa Fe are prohibited.

C) Activities likely to cause visible and/or substantive soil or landscape degradation, erosion or water pollution, either on the surface or underground are prohibited. A damage deposit check will be deposited by SFRCC pre-event. Amount will be determined by SFRCC given expected attendance and duration of event. If damage to site or out of ordinary cleanup is required due to event activities, or post-event vendor fees are unpaid, cost will be assessed and balance, if any, returned. Damage or outstanding costs exceeding this deposit will be billed to the event coordinator, or event coordinator's organization. Park maintenance practices shall be consistent with the City Integrated Pest Management (IPM), ordinance. Use of toxic chemicals prohibited. Use of confetti, plastic beads and other littering materials during events prohibited.

D) Dumping or disposal of refuse, other waste or unsightly material prohibited. Trash and recycling receptacles provided for general public use, emptied on a regular basis by City Parks Department and appropriately disposed of off-site. For Special Events, City refuse roll-offs may be allowed. Additional cost for dumpster rental for Major Events (if needed) will be charged to event coordinator or event coordinator's organization. SFRCC directs event coordinator to contact the City of Santa Fe Environmental Services department.

E) No temporary posting of any kind, such as notices for lost pets, rummage sales, local events, etc. (other than pre-approved and permitted signage for Special Events.) Approved notices may be allowable on a public bulletin board if provided by the City Parks Department.

F) Riding animals, or animal drawn vehicles in City Parks or Plazas, are unlawful except on designated roadways or as authorized by City or SFRCC.

G) The use of any "on-road" motorized vehicles. Exceptions to this prohibited use include authorized City vehicles as needed, Special Event vehicles as licensed for loading/unloading, or vehicles operated by authorized railroad staff as may be required in the construction, repair, and maintenance or for temporary loading/unloading of equipment and supplies on the Rail Line Corridor. Pedicabs prohibited on the Plaza and in the Park but allowed on the Alameda South of Paseo de Peralta and City streets within the Railyard.

H) Fires are prohibited except in designated barbecue grills. Please refer to City of Santa Fe Code, Section 23-4.12, regarding Camping regulations for city property.

I) Because the Santa Fe Public Schools actively uses the Railyard Park for school purposes; guns, weapons, and drugs are prohibited per State statute and SFPS' and City's MOU for shared use of facilities. Alcohol consumption is prohibited other than as allowed by special permit.

J) Noise exceeding City of Santa Fe Noise Ordinances is not allowed.

K) Vending of any products or services other than those pre-approved and licensed by SFRCC for Individual Food Vendors or Seasonal or Special Event Markets is prohibited.

L) Newspaper stands and vending machines shall not be allowed in the Park, Plaza, Alameda, Pocket Parks, or SFRCC Common areas.

M) The Acequia Trail Park is an access zone only for pedestrians and cyclists to neighborhoods south of St. Francis Drive. Public events and motorized vehicles are prohibited.

* * *

HOURS OF USE

A) Hours of use are 6 am to 10 pm for Special Events and Individual Food Vendors North and South of Paseo de Peralta (including load-out/load-in). Special Event requests for earlier or later times may be considered by SFRCC with permission of City Code Enforcement due to special circumstances,

B) Sequential day events must close to participants no later than 10pm (except as allowed above), but infrastructure may remain in place if overnight security provided.

C) Areas of Park, Plaza, and Pocket Parks – may be closed at discretion of SFRCC, City Parks, or Public Works for maintenance needs, with reasonable notification to scheduled Special Events, Seasonal Markets, and Individual Food Vendors.

EVENT SCHEDULING PROCESS

A) A license is required for all pre-organized activities of groups of 25 or greater, except SFPS school groups as referenced in City MOU. Groups of less than 25 may apply for a license with required fee if they wish to guarantee space. Event reservation requires submitting the appropriate completed application form (for **Special Events, Private Celebrations, Individual Food Vendors, Public Performers, Non-Profit Information Booths, and Film/Photo Permits**) with application fee to SFRCC. Application forms are provided to applicant from SFRCC after discussing request, determining date availability and best event location. (See Exhibit C for application forms and fees.)

B) As noted in the SFRCC license application forms, some additional City or State permits may be required prior to final SFRCC license confirmation. Any decision on a City of Santa Fe permit may be appealed to the City's governing body within thirty (30) days of the decision. Fees for City's permits are established by the City.

C) All Special Events and Seasonal Markets on the Park, Plaza and Alameda are free of admission and open to the public, with the exception of limited fenced areas as discussed in Prohibitions, Paragraph A. SFRCC will provide private groups with a Private Celebration License (such as family or class reunions, weddings, etc.) but the event cannot be guaranteed privacy due to its occurring within a public space.

D) SFRCC reserves the right to ask users who have not obtained a license for their event to vacate the area immediately. Such unlicensed users may elect to complete a license application and pay the required fee if allowed by SFRCC. Unlicensed users who elect to vacate the area may be assessed a reasonable fee for the unlicensed time.

E) No site should be considered guaranteed for use until applicant has received a signed license. A license is not considered complete until all planning requirements have been met with SFRCC supervision, proof of insurance, additional required permits and balance of all fees received.

F) Licensed Special Events and Seasonal Markets will be posted on the SFRCC Website Calendar. Private Celebrations will not be publicly posted.

G) SFRCC shall endeavor to approve and license all requests for public and private events, pending availability of space, while reserving the right in its reasonable discretion to deny requests for inappropriate use due to commercial use of no benefit to Santa Fe community, or public safety or security.

H) Any conflicts arising over rejections of event application, or priority for high demand dates shall be reviewed by the SFRCC Public Use Committee. SFRCC retains the right to amend the selection process to limit the number of vendors in the future. SFRCC also has the right to revoke a vendor license if the product is deemed objectionable, or its use is in violation of City or State regulations.

I) Any decision on an SFRCC license may be appealed to the SFRCC Public Use Committee within thirty (30) days of the decision by the event coordinator or event coordinator's organization. (SFRCC Public Use Committee is comprised of SFRCC Board members and the City Public Works Railyard Project Administrator.) Within 10 business days after receipt of an appeal, SFRCC shall provide a response to the appeal, and its decision shall be final.

J) Fees as defined in the Railyard Public Use License Fees shall remain consistent with all other City park fees. Any increase in fees recommended by SFRCC shall be subject to City Manager or Governing Body approval. SFRCC shall have the discretion to negotiate license fees for use of the Park, Plaza, and Alameda with Railyard tenants who have leased land and/or buildings from SFRCC pursuant to the LMA, provided such fees do not exceed the fees approved by the Governing Body.

K) For Seasonal Markets (such as Farmers or Artists), Individual Food Vendors and Public Performers with annual or seasonal licenses, a license revocation warning will be provided in writing with no less than one week notice by SFRCC for violations of the conditions of the RYPP. If the violation is a risk to life, safety, or property, SFRCC may suspend a license immediately upon issuing notice. The license holder may choose to remedy within the one-week period, or appeal to the SFRCC Public Use Committee within the one week. In five (5) business days, written determination by the Committee will be provided stating whether license will be reinstated, revoked, or will enter a probationary period.

L) All requests for parades, processions, other special uses of city streets and city sidewalks shall be made through the office of the City Clerk and/ or Parks Division and approved by the City Manager. All applicants are required to obtain a Special Use permit from the Office of the City Clerk and/or Parks Division prior to the event. Permits for street closures within the Railyard Property shall be approved by SFRCC, with City staff oversight as appropriate and with the same safety and security requirements required for all City street closures.

* * *

APPLICATIONS AND FEES

Please contact the SFRCC office with your request for a reservation. SFRCC staff will discuss your preferred date, time, and location and, if available, send you an application form. Your reservation will be confirmed when the completed application form and fee have been received. A confirmed reservation does not guarantee an event license until all requirements have been met. (See **Event Scheduling Process**)

You may contact SFRCC in the following ways:
Phone: 505-982-3373
Email: events@sfrailyardcc.org
Mail: Santa Fe Railyard Community Corporation
332 Read Street
Santa Fe, NM 87501
ATTN: Events & Marketing Director

For online maps and more information about the Railyard Park, Plaza, Alameda, and Pocket Parks go to: www.railyardsantafe.com/book-your-event

See **Exhibit C for Special Event, Private Celebration, Individual Food Vendor, Public Performer, Non-Profit Information Booth, and Film/Photo Permit** application forms.

* * *

AMENDMENTS TO THESE POLICIES AND PROCEDURES

Amendments may be recommended from time to time by Railyard Stakeholders for the City Manager's approval with the recommendation of the City's Department of Public Works and, where such proposed amendments modify the rights and obligations of the parties to the CE, SFCT's approval is also required, provided, however, that any such amendment does not violate any City ordinance or conflict with other established City policies or practices.

SFRCC may make nonmaterial administrative changes to these Policies and Procedures which do not violate the CE and any established City policies or practices.

* * *

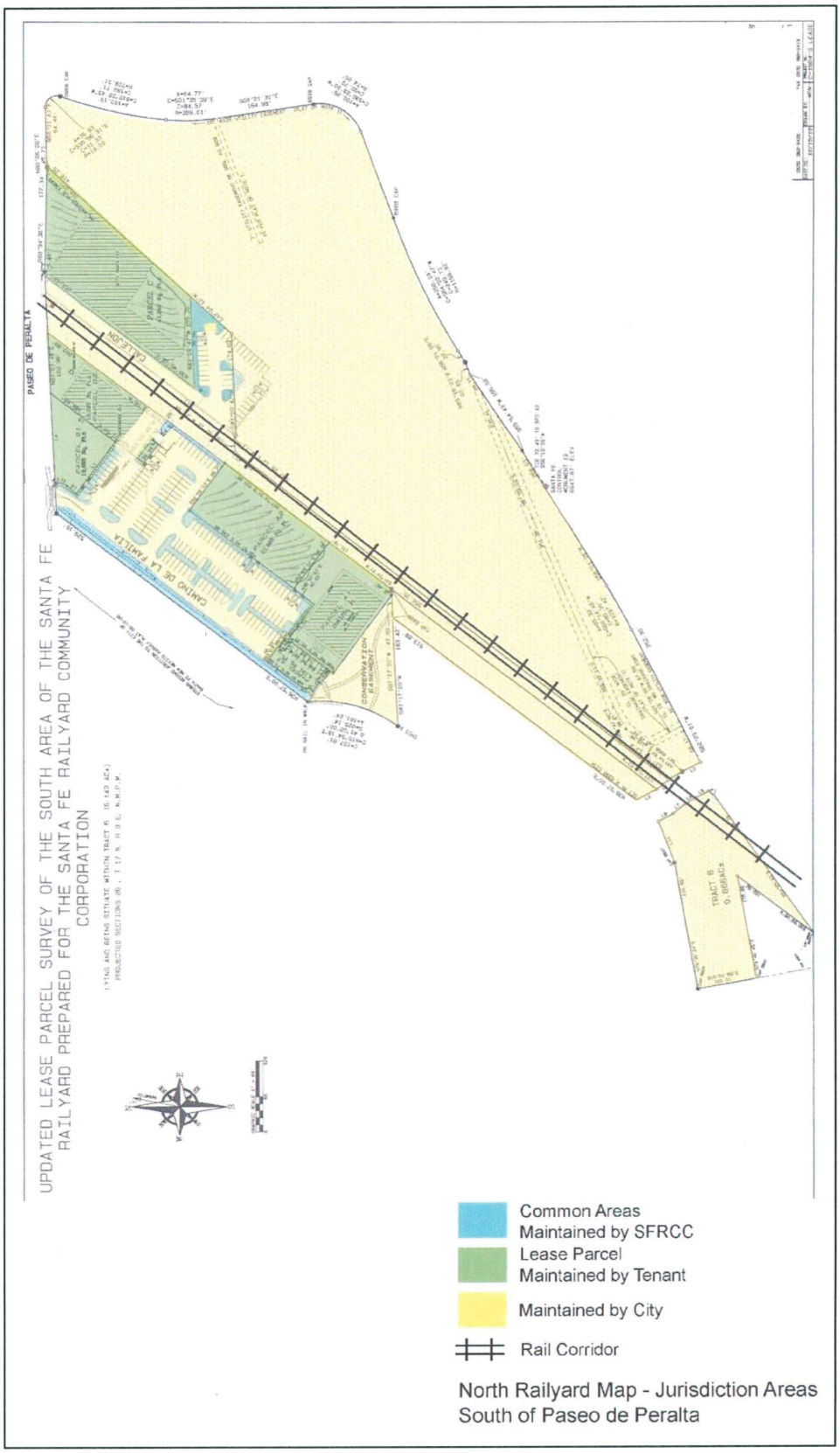
MAPS

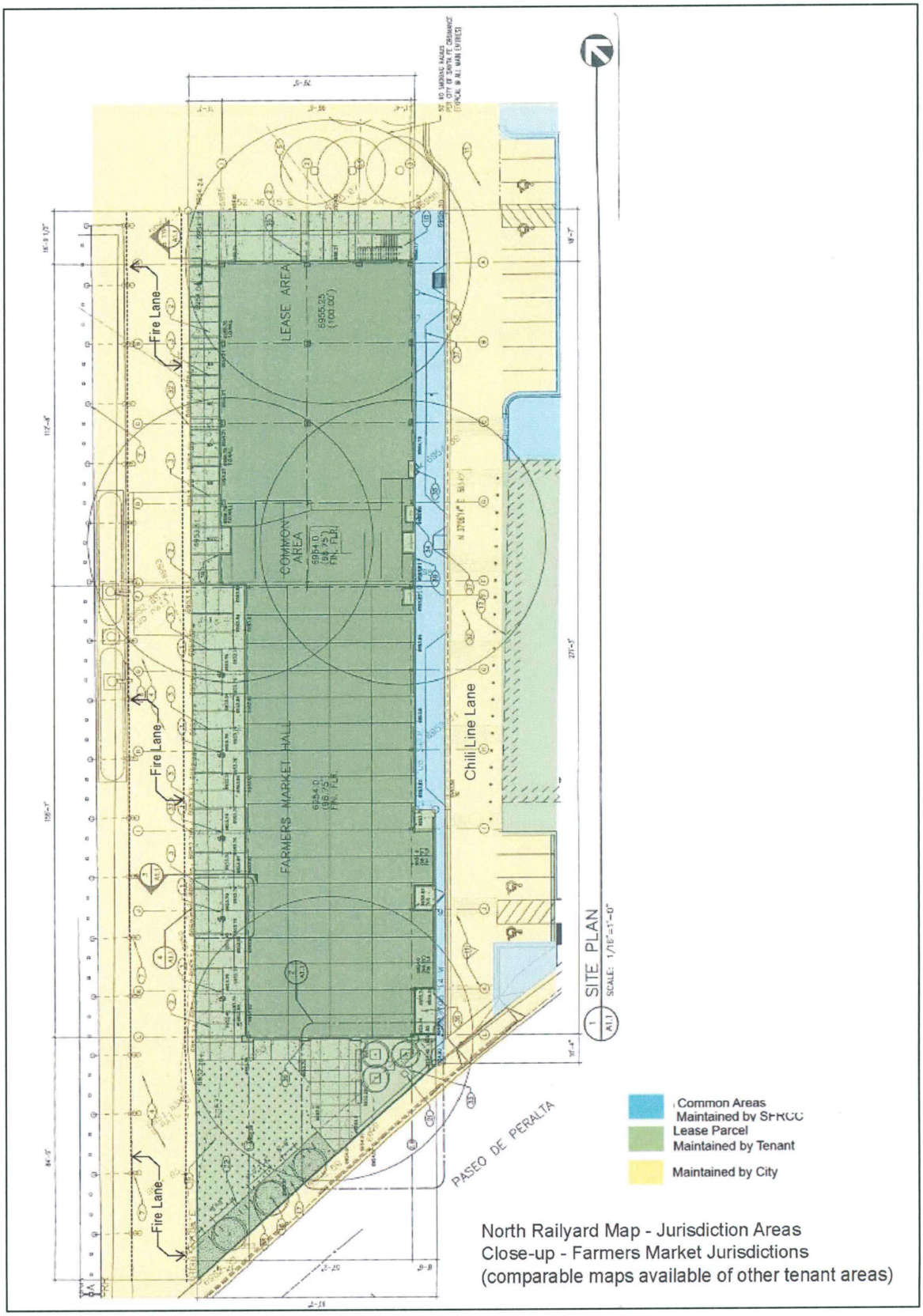
NORTH RAILYARD



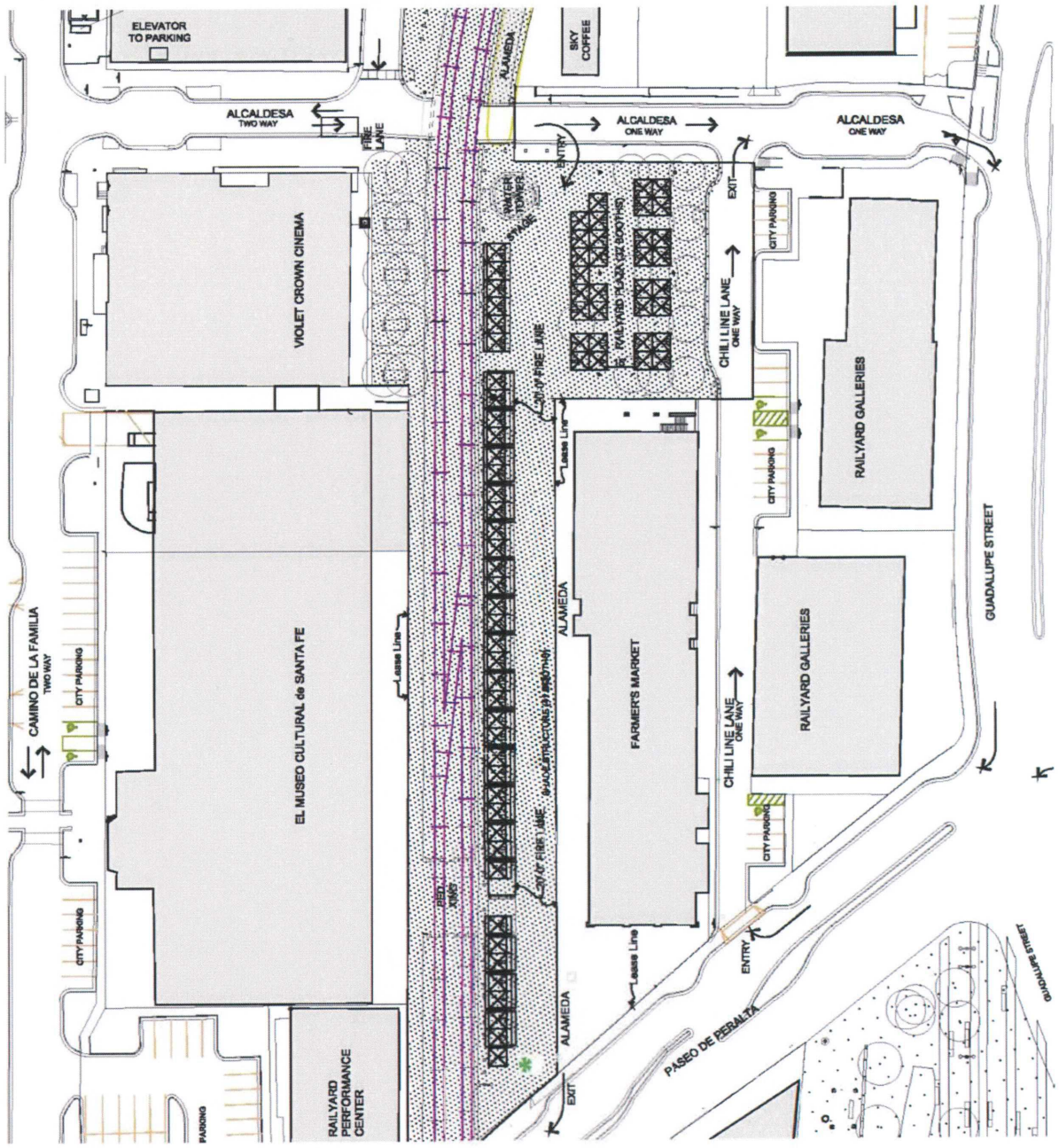


North Railyard Map - Jurisdiction Areas
North of Paseo de Peralta


UPDATED LEASE PARCEL SURVEY OF THE SOUTH AREA OF THE SANTA FE RAILYARD PREPARED FOR THE SANTA FE RAILYARD COMMUNITY CORPORATION
PASEO DE PERALTA
CAMINO DE LA FAMILIA
CONSERVATION EASEMENT
TRACT B
0.8884Ac±
Common Areas Maintained by SFRCC
Lease Parcel Maintained by Tenant
Maintained by City
Rail Corridor
North Railyard Map - Jurisdiction Areas South of Paseo de Peralta



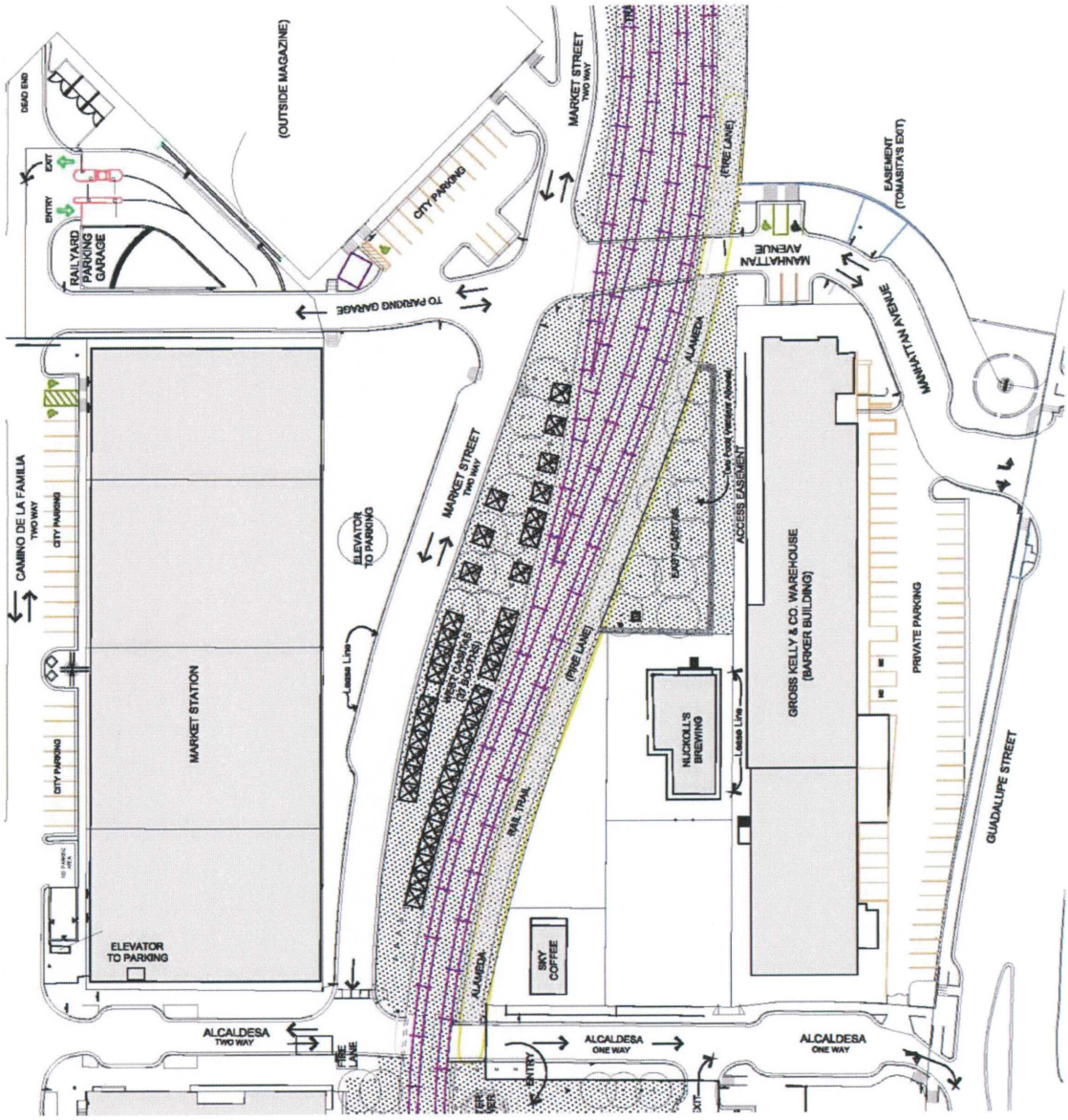
North Railyard Map - Jurisdiction Areas
Close-up - Farmers Market Jurisdictions
(comparable maps available of other tenant areas)



BOOTH LAYOUT MAPS - SANTA FE RAILYARD - Railyard Plaza + Shade Structure

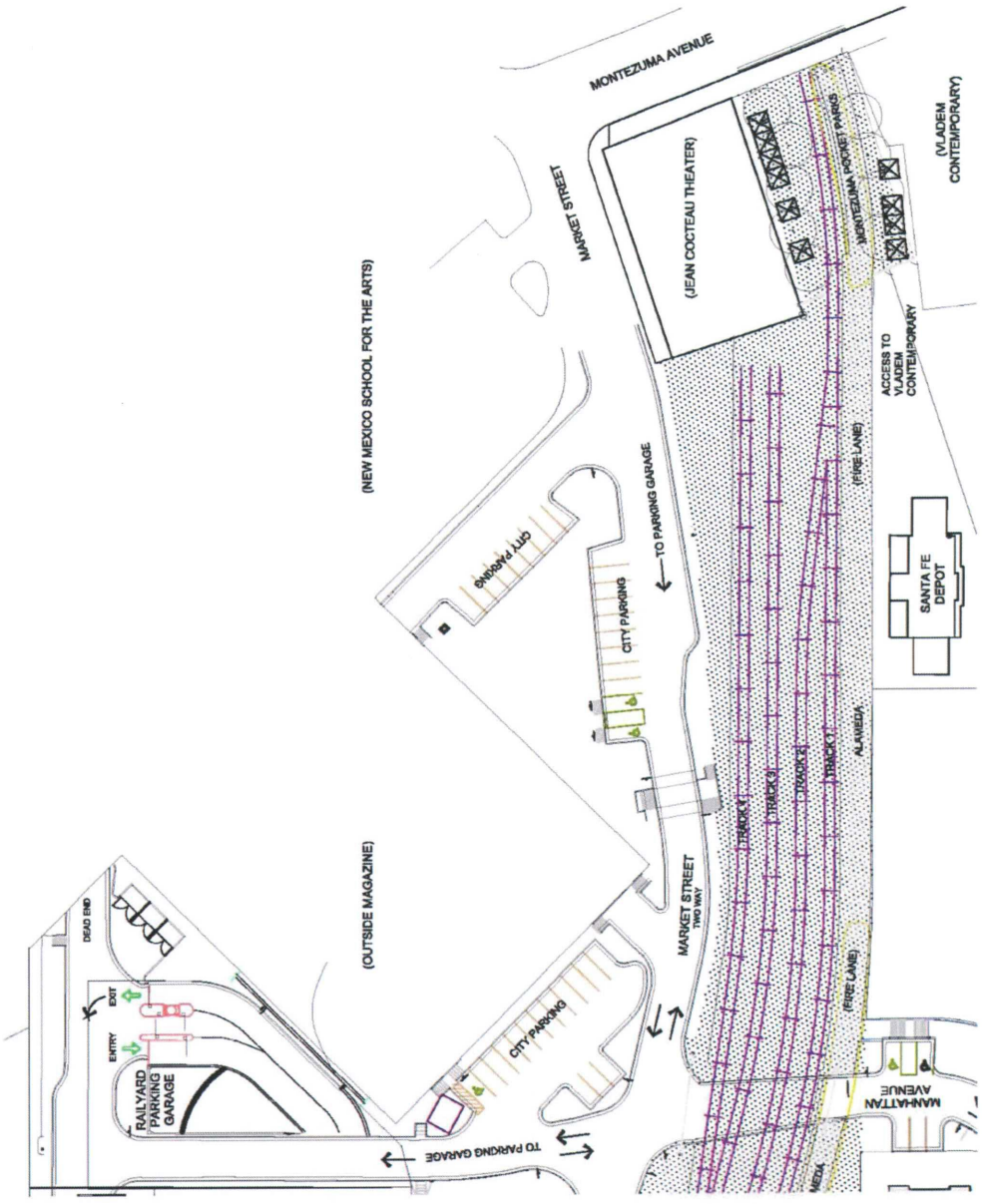
The booth locations and numbers reflect possible locations, but do not guarantee availability. Allowable placement and number of booths for event determined by SFRCC at its discretion based on space availability, public safety, and type of event proposed. No blocking of fire lanes at any time. ✱ (Pursuant to separate legal agreement: Farmer's Market booth layout varies from above map, allowing truck stalls under shade structure and booths in fire lane. Firelane moves 10 ft East to building edge)

Layout approved by City Fire Marshall, _____.



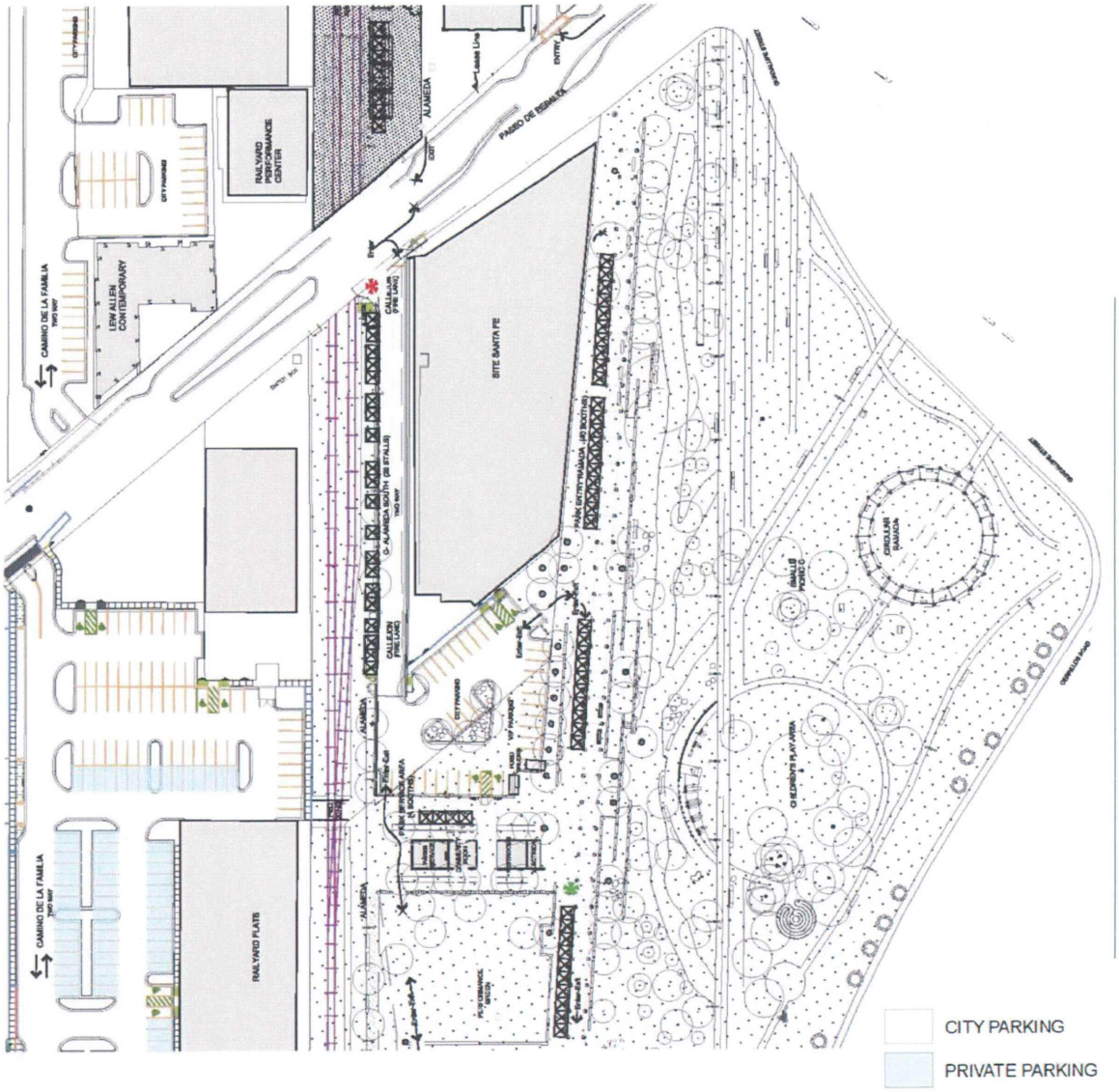
BOOTH LAYOUT MAPS - SANTA FE RAILYARD - West Casitas + East Casitas
Booth locations and numbers reflect possible locations, but do not guarantee availability. Allowable placement and number of booths for event determined by SFRCC at its discretion based on space availability, public safety, and type of event proposed. No blocking of fire lanes at any time.

Layout approved by City Fire Marshall, _____.



BOOTH LAYOUT MAPS - SANTA FE RAILYARD - Montezuma Pocket Parks
Booth locations and numbers reflect possible locations but do not guarantee availability. Allowable placement and number of stalls for event determined by SFRCC at its discretion based on space availability, public safety, and type of event proposed. No blocking of fire lanes at any time.

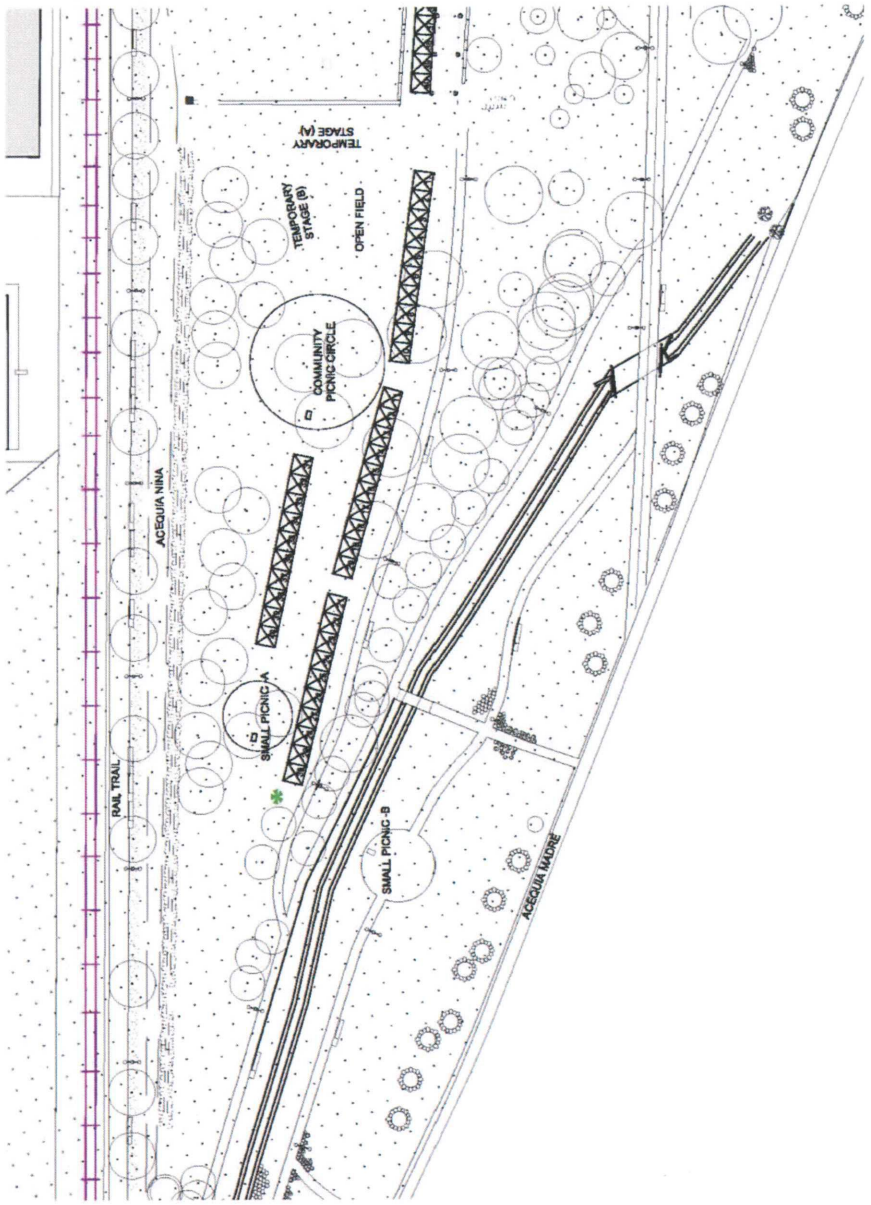
Layout approved by City Fire Marshall _____



BOOTH LAYOUT MAPS - SANTA FE RAILYARD Alameda South + Park Entry Ramada + Park Service Area
Booth locations and numbers reflect possible locations, but do not guarantee availability. Allowable placement and number of booths for event determined by SFRCC at its discretion based on space availability, public safety, and type of event proposed.
No blocking of fire lanes at any time.

- Above illustrates available booth areas, required fire breaks and pedestrian access, but all layouts will vary depending on event needs.
- Alameda South available only for single overflow events by written permission from SFRCC and Fire Marshall.

Layout approved by City Fire Marshall _____.



BOOTH LAYOUT MAPS - SANTA FE RAILYARD - Park Open Field
Booth locations and numbers reflect possible locations, but do not guarantee availability. Allowable placement and number of booths for event determined by SFRCC at its discretion based on space availability, public safety, and type of event proposed. ✻ Temporary stage and booth locations may vary based on event needs.
No blocking of fire lanes at any time.

Layout approved by City Fire Marshall _____.



SANTA FE RAILYARD – ACEQUIA TRAIL PARK
The Acequia Trail Park is a public access zone facilitating safe access for pedestrians and cyclists and connectivity between the North Railyard, Baca Railyard and neighborhoods and trails south of St. Francis Drive. Public events and motorized vehicles prohibited.

SECTION FOUR
PUBLIC ART



PUBLIC ART
ALLOWABLE USES

Representatives of SFRCC, City of Santa Fe Arts Commission, TPL, and the Railyard Stewards established and implemented a Railyard Conservation Easement Public Art Committee to develop policies and regulate the installation of temporary art in the Railyard. The Railyard Art Project (RAP) is now overseen by the Railyard Art Committee (RAC), a sub-committee of the RPC, and includes a representative of SFRCC, SFCT, the City Public Works Railyard Project Administrator, and a member of the RPC Board. Additional members represent the community of artists, art critics, curators, museum professionals, and others supportive of and knowledgeable about local and regional art and artists.

A) Art is found throughout the Railyard and this community expression is an important part of the present day character of the area. The Railyard Master Plan also encourages the continuation of this tradition.

B) No Permanent Art (monuments, memorials, or art installations) are to be added in the Park, Plaza, and Alameda and all art installations are temporary per the Railyard Master Plan. The Master Plan sets a limit on temporary art to a maximum of two years.

C) The RAC invites both individuals and creative teams to propose visual and performing art projects that are vital, lively, and experimental for temporary installation within the Railyard Park + Plaza. The RAC welcomes thoughtful, challenging, playful, innovative, and edifying art that explores environmental sustainability, social, and cultural expression. Such issues may include —but are not limited to —cultural heritage, site history, ecological restoration, and the building of a sustainable future. Most importantly, projects should emphasize community engagement, enjoyment, and participation. The RAP encourages a collaborative spirit and joint efforts across disciplines. Artists, designers, scientists, historians, hydrologists, and many more are welcome to submit collaborative projects to the RAC.

Online Public Art application forms, policies and maps may be found at:
https://railyardpark.org/application-art-project/

* * *

SECTION FIVE
RAIL CORRIDOR



RAIL LINE CORRIDOR
ALLOWABLE USES

A) The management, maintenance, and use of the Rail Line Corridor, and existing spurs, for excursion and commuter rail purposes as determined by the State of New Mexico and licensed by the City of Santa Fe, in accordance with all local, state, and federal laws and regulations.

B) Access to the Rail Line Corridor is limited to those engaged in rail safety, maintenance, and operations as specified by federal, state, and local laws and regulations, and consistent with all industry standards for safe rail operations.

C) All train schedules, ingress, egress, and operation movements in the North Railyard are allowed under the exclusive direction of Rio Metro Regional Transit District (RTD) dispatch authority.

D) Passenger loading and unloading is restricted to Platform #1, which is the brick platform immediately adjacent to the historic Santa Fe Depot, except in emergencies as approved by Rio Metro RTD. Requests for passenger or visitor loading/unloading at any other location in the North Railyard must be approved and coordinated with the City of Santa Fe and SFRCC. A future passenger loading and unloading platform within the Railyard, may be approved by the City of Santa Fe and Santa Fe Conservation Trust, but is subject to all applicable federal, state, and local laws and regulations, and consistent with all industry standards for safe rail operations, and is restricted to uses as identified above in this paragraph.

E) Significant change in train schedules or addition of special event trains shall be noticed to SFRCC for approval to avoid potential conflicts and allow for notification of tenants and public if necessary. If conflict with other public events, tenant business activities or safety issue is created as a result, SFRCC shall notify City of Santa Fe, which shall jointly determine whether and under what conditions proposed train programming will be permitted to proceed.

F) Temporary historical, educational displays or tours, and public entertainment such as special excursions and varnish cars are allowed if approved in advance by the City of Santa Fe. The word temporary in this context means not to exceed three days with a limitation of two nights during those three days, unless approved in advance by the City of Santa Fe. Parking of trains for temporary uses must be approved by a license agreement with the City of Santa Fe, which includes payment for utilities provided by the City of Santa Fe.

* * *

RAIL LINE CORRIDOR
PROHIBITED USES

A) The use of any "on-road" motorized vehicles except for temporary loading and unloading of equipment and supplies in conjunction with the activities permitted in relation to the normal excursion rail use and commuter rail use of the Rail Line Corridor.

B) The use of rail cars for storage or any other use except in conjunction with the approved Rail Line Corridor Uses or in conjunction with water storage to be used with the water harvesting plan.

C) No pedestrian use of rail line corridor shall be allowed, in order to protect public safety except at constructed pedestrian crossings and streets.

D) Vehicular traffic at street crossings may not be obstructed except during scheduled rail operations in which crossing arms and signals are activated.

E) Commercial or industrial activities, which might be construed as a permanent commercial, private benefit enterprise are prohibited.

F) Parking motorized vehicles except for the purpose of loading/unloading supplies or equipment required for railroad operations is prohibited.

G) Freight loading and unloading operations are expressly prohibited.

H) Unloading and loading of passengers, supplies, and equipment is prohibited outside of loading platforms north of Manhattan Avenue, except as noted in Approved Uses/ D) above.

* * *

The Railyard Master Plan, the Realignment Agreement between the Trust for Public Land, the City of Santa Fe, and Santa Fe Southern Railway, Inc. Item #04-0932, [City and State DOT Easement Agreement], and the Amended & Restated Conservation Easement further define the Rail Line Corridor and its approved and prohibited uses.

SECTION SIX
KEY ABBREVIATIONS

CE – North Railyard Conservation Easement

CITY – City of Santa Fe

LMA – SFRCC/City Lease & Management Agreement

MP – Railyard Master Plan

RAC- Railyard Art Committee

RAP – Railyard Art Project

RPC – Railyard Park Conservancy

RYPP – Railyard Public Policies and Procedures

SFCT – Santa Fe Conservation Trust

SFPS – Santa Fe Public Schools

SFRCC – Santa Fe Railyard Community Corporation

TPL – Trust for Public Land

* * *

SECTION SEVEN
EXHIBITS

EXHIBIT A
AMENDED AND RESTATED DEED OF CONSERVATION EASEMENT

EXHIBIT B
LEASE & MANAGEMENT AGREEMENT
(Section 5.13 – Special Entertainment)

EXHIBIT C
APPLICATIONS AND FEES

* * *

FOR FURTHER REFERENCE
SANTA FE CITY CODE MAY BE FOUND AT THE FOLLOWING LINK:
https://library.municode.com/nm/santa_fe/codes/code_of_ordinances

These Recommended Changes to the Public Policies and Procedures have been Approved by:

John Blair
John Blair (Apr 20, 2023 13:19 MDT) Apr 20, 2023

JOHN BLAIR, CITY MANAGER DATE
CITY OF SANTA FE

These Recommended Changes to the Public Policies and Procedures have been Reviewed for Legal Sufficiency by:

Apr 18, 2023

ERIN MCSHERRY, CITY ATTORNEY DATE
CITY OF SANTA FE

These Recommended Changes to the Public Policies and Procedures have been Reviewed for Compliance with City Policies and Procedures by:

J Samuel Burnett
J Samuel Burnett (Apr 18, 2023 11:32 MDT) Apr 18, 2023

SAM BURNETT, FACILITIES DIRECTOR DATE
CITY OF SANTA FE