

# City of Santa Fe, New Mexico

## **Attachment C Applicant Submittals**

1. Applications, Authorization Letter, Letter of Application, and Statements Addressing Approval Criteria, Lot Consolidation Letter



(date stamp)

# GENERAL PLAN AMENDMENT APPLICATION

## Parcel Information

Project Name: Girls Inc of Santa Fe (Lot 3 + Lot 2A)

Address: 2904 Rufina Street Property Size: 4.27 acres

Current Use of Land: Nursery Proposed Use of Land: Commercial: Youth Center Facility

Does an annexation application accompany this application? YES  NO  Does a rezoning application accompany this application? YES  NO

Early Neighborhood Notice (ENN) meeting date: 7/23/2025

Preapplication Conference Date: 12/12/2024

## Property Owner Information

Name: Girls Inc of Santa Fe

Address: 301 Hillside Avenue

*Street Address* Santa Fe *Suite/Unit #* NM 87501

*City* Santa Fe *State* NM *ZIP Code* 87501

Phone: 505-982-2042 E-mail Address: kbrown@girlsincofsantafe.org

## Applicant/Agent Information (if different from owner)

Company Name: JenkinsGavin, Inc.

Name: Jennifer Jenkins

Address: 130 Grant Avenue 101

*Street Address* Santa Fe *Suite/Unit #* NM 87501

*City* Santa Fe *State* NM *ZIP Code* 87501

Phone: (   ) 820-7444 E-mail Address: jennifer@jenkinsgavin.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: \_\_\_\_\_

I/We authorize See attached letter. to act as my/our agent to execute this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal Checklist (Requirements found in Section 14-3.2 SFCC 1987)**

Six (6) 24"x36" plan sets and one (1) CD are required. Please include the following:

<input checked="" type="checkbox"/>	Letter of Application (intent, location, acreage)	<input checked="" type="checkbox"/>	Statement addressing approval criteria	<input checked="" type="checkbox"/>	Legal Lot of Record, Legal Description	<input checked="" type="checkbox"/>	Development Plan (as defined by Section 14-3.8 SFCC 1987, if applicable)	<input type="checkbox"/>	Proof of Compliance with Conditions of Annexation Approval (if applicable)
<input type="checkbox"/>	Letter of Water and Sewer Availability	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**General Plan Amendment Approval Criteria (Section 14-3.2(E) SFCC 1987)**

(1) Criteria for All Amendments to the General Plan

The planning commission and the governing body shall review all general plan amendment proposals on the basis of the following criteria, and shall make complete findings of fact sufficient to show that these criteria have been met before recommending or approving any amendment to the general plan:

- (a) consistency with growth projections for Santa Fe, economic development goals as set forth in a comprehensive economic development plan for Santa Fe and existing land use conditions such as access and availability of infrastructure;
- (b) consistency with other parts of the general plan;
- (c) the amendment does not:
  - (i) allow uses or a change that is significantly different from or inconsistent with the prevailing use and character in the area; or
  - (ii) affect an area of less than two acres, except when adjusting boundaries between districts; or
  - (iii) benefit one or few landowners at the expense of the surrounding landowners or the general public;
- (d) an amendment is not required to conform with Subsection 14-3.2(E)(1)(c) if it promotes the general welfare or has other adequate public advantage or justification;
- (e) compliance with the extraterritorial zoning ordinances and extraterritorial plans;
- (f) contribution to a coordinated, adjusted and harmonious development of Santa Fe that in accordance with existing and future needs best promotes health, safety, morals, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development; and
- (g) consideration of conformity with other city policies, including land use policies, ordinances, regulations and plans.

(2) Additional Criteria for Amendments to Land Use Policies

In addition to complying with the general criteria set forth in Subsection 14-3.2(E)(1), amendments to the land use policies section of the general plan shall be made only if evidence shows that the effect of the proposed change in land use shown on the future land use map of the general plan will not have a negative impact on the surrounding properties. The proposed change in land use must be related to the character of the surrounding area or a provision must be made to separate the proposed change in use from adjacent properties by a setback, landscaping or other means, and a finding must be made that:

- (a) the growth and economic projections contained within the general plan are erroneous or have changed;
- (b) no reasonable locations have been provided for certain land uses for which there is a demonstrated need; or
- (c) conditions affecting the location or land area requirements of the proposed land use have changed, for example, the cost of land space requirements, consumer acceptance, market or building technology.

**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 1987. 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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning and annexation requirements.*

Signature: Jennifer Jenkins Date: \_\_\_\_\_

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After you application has been reviewed by City staff, you will be contacted by us regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Thank you, and feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.



(date stamp)

# REZONING APPLICATION 14-3.5

## Parcel Information

Project Name: Girls Inc of Santa Fe (Lot 3) Property Size: 3.877 acres

Address: 2904 Rufina Street

Current Zoning: Light Industrial (L1) + General Industrial (L2) Proposed Zoning: (C-2) General Commercial

Does a Development Plan application accompany this application?  YES  NO

Preapplication Conference Date: 12/12/2024 UPC Code Number: 1051097210110000000

Early Neighborhood Notice (ENN) meeting date: 7/23/2025

## Property Owner Information

Name: Girls Inc of Santa Fe

Address: 301 Hillside Drive

*Street Address* Santa Fe *Suite/Unit #* NM 87501

*City* Santa Fe *State* NM *ZIP Code* 87501

Phone: 505-982-2042 E-mail Address: kbrown@girlsincofsantafe.org

## Applicant/Agent Information (if different from owner)

Company Name: JenkinsGavin Inc

Name: Angelica Wolff

Address: 130 Grant Ave Suite 101

*Street Address* Santa Fe *Suite/Unit #* NM 87501

*City* Santa Fe *State* NM *ZIP Code* 87501

Phone: 505-820-7444 E-mail Address: angelica@jenkinsgavin.com / jennifer@jenkinsgavin.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: \_\_\_\_\_

I/We authorize See attached authorization letter to act as my/our agent to execute this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After your application has been reviewed by City staff, we will contact you regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Please contact the Land Use Department staff at (505) 955-6585 with any questions.

**Submittal Checklist (Requirements found in Section 14-3.5 SFCC 1987)**

Six (6) 24"x36" or 11"x17" scalable plan sets and 1 CD with a PDF copy are required. Submittal requirements may vary based on the individual application and the requested zoning district. The City reserves the right to request additional information at any time during the review process. See Section 14-4 and 14-5 SFCC 1987 for rezoning regulations related to specific zones. Please include the following and check box to indicate submittal:

<input checked="" type="checkbox"/>	Letter of Application (intent, location, acreage)	<input checked="" type="checkbox"/>	Narrative addressing approval criteria (see below)	<input checked="" type="checkbox"/>	Legal Lot of Record, Legal Description	<input type="checkbox"/>	Development Plan (see Section 14-3.8 SFCC 1987)	<input type="checkbox"/>	Landscape, Parking and Lighting Plan, Signage Specifications
<input type="checkbox"/>	Terrain Management Plans (as required by Section 14-8.2 SFCC 1987)	<input checked="" type="checkbox"/>	Traffic Impact Analysis (if required)	<input type="checkbox"/>	Archaeological Clearance (if applicable)	<input type="checkbox"/>	Sewer and Water Plan (including profiles and details), letter of availability (if applicable)	<input type="checkbox"/>	Phasing Plan (if applicable)

**Rezoning Approval Criteria, Sections 14-3.5(C) and (D) SFCC 1987**

**(C) Approval Criteria**

(1) The planning commission and the governing body shall review all rezoning proposals on the basis of the criteria provided in this section, and the reviewing entities must make complete findings of fact sufficient to show that these criteria have been met before recommending or approving any rezoning:

- (a) one or more of the following conditions exist:
  - (i) there was a mistake in the original zoning;
  - (ii) there has been a change in the surrounding area, altering the character of the neighborhood to such an extent as to justify changing the zoning; or
  - (iii) a different use category is more advantageous to the community, as articulated in the general plan or other adopted city plans;
- (b) all the rezoning requirements of Chapter 14 have been met;
- (c) the rezoning is consistent with the applicable policies of the general plan, including the future land use map;
- (d) the amount of land proposed for rezoning and the proposed use for the land is consistent with city policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of the growth of the city; and
- (e) the existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the proposed development.

(2) Unless the proposed change is consistent with applicable general plan policies, the planning commission and the governing body shall not recommend or approve any rezoning, the practical effect of which is to:

- (a) allow uses or a change in character significantly different from or inconsistent with the prevailing use and character in the area;
- (b) affect an area of less than two acres, unless adjusting boundaries between districts; or
- (c) benefit one or a few landowners at the expense of the surrounding landowners or general public.

**(D) Additional Applicant Requirements**

- (1) If the impacts of the proposed development or rezoning cannot be accommodated by the existing infrastructure and public facilities, the city may require the developer to participate wholly or in part in the cost of construction of off-site facilities in conformance with any applicable city ordinances, regulations or policies;
- (2) If the proposed rezoning creates a need for additional streets, sidewalks or curbs necessitated by and attributable to the new development, the city may require the developer to contribute a proportional fair share of the cost of the expansion in addition to impact fees that may be required pursuant to Section 14-8.14.

**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 1987. 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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning requirements.

Signature: Angelica Wolff

Date: 8/11/2025



(date stamp)

# MASTER PLAN APPLICATION

## Parcel Information

Project Name: Girls Inc of Santa Fe (Lot 3 + Lot 2A)

Address: 2904 Rufina Street Property Size: 4.27 acres

Current Use of Land: Nursery Proposed Use of Land: Commercial: Youth Center Facility

Does a Rezoning application accompany this application? YES  NO  Are any variances required? YES  NO

Preapplication Conference Date: 12/12/2024

Early Neighborhood Notice (ENN) meeting date: 7/23/2025 Zoning: Current: Light Industrial / General Industrial Proposed: C-2 General Commercial

## Property Owner Information

Name: Girls Inc of Santa Fe

Address: 301 Hillside Avenue

*Street Address* Santa Fe *Suite/Unit #* NM 87501  
*City* Santa Fe *State* NM *ZIP Code* 87501

Phone: 505-982-2042 E-mail Address: kbrown@girlsincofsantafe.org

## Applicant/Agent Information (if different from owner)

Company Name: JenkinsGavin, Inc.

Name: Angelica Wolff

Address: 130 Grant Avenue Suite 101

*Street Address* Santa Fe *Suite/Unit #* Suite 101  
*City* Santa Fe *State* NM *ZIP Code* 87501

Phone: (505)820-7444 E-mail Address: angelica@jenkinsgavin.com / jennifer@jenkinsgavin.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: \_\_\_\_\_

I/We authorize <<See attached notarized owner authorization.>> to act as my/our agent to execute this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal Checklist (Requirements found in Section 14-3.8 SFCC 1987)**

Six (6) 24"x36" plan sets and one (1) CD are required. Please include the following:

<input checked="" type="checkbox"/>	Letter of Application (intent, location, acreage)	<input checked="" type="checkbox"/>	Statement addressing approval criteria	<input checked="" type="checkbox"/>	Legal Lot of Record, Legal Description	<input checked="" type="checkbox"/>	Los Prados Master Plan Set	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Archaeological Clearance (if applicable)	<input checked="" type="checkbox"/>	Traffic Impact Analysis (if required)	<input checked="" type="checkbox"/>	Proof of Compliance with Conditions of Annexation Approval (if applicable)	<input checked="" type="checkbox"/>	Sewer and Water Plan (including profiles and details)	<input type="checkbox"/>	
<input type="checkbox"/>									

**Master Plan Submittal Requirements, as defined by Section 14-3.9(C) SFCC 1987:**

Applicants for developments that require master plans under this section shall submit plans and other documentation as required by the land use director that show compliance with the applicable provisions of the Santa Fe City Code as provided in Section 14-3.1(C) (Form of Application), including plans that show:

- (a) existing conditions on the site and within the vicinity;
- (b) proposed modifications to the site, including the locations of existing and new structures, grading, landscaping, lighting, pedestrian and vehicular circulation, parking and loading facilities;
- (c) proposed changes to the zoning of land within the master plan area and the types, extent and intensity of land uses that are proposed;
- (d) the proposed boundaries of tracts comprising the various land use areas and development phases;
- (e) proposed modifications to the infrastructure serving the site, including locations of utilities and public and private streets and driveways and traffic control measures;
- (f) the phases of development, if applicable;
- (g) if public or private infrastructure is proposed to be constructed in phases, a plan for the timing, financing and responsibility for infrastructure construction;
- (h) a development water budget as required by Section 14-8.13;
- (i) for master plans involving five or more acres of land, the land use director may require an analysis of the fiscal impact to the city of providing utility and other municipal services to the area.

**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 1987. 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 preapplication meeting to verify that the attached proposal is in compliance with the City's zoning and development plan requirements.*

Signature: Angelica Wolff Date: 8/11/2025

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After your application has been reviewed by City staff, you will be contacted by us regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Thank you, and feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.





**JENKINSGAVIN**  
LAND USE | PROJECT MANAGEMENT

August 11, 2025

Alexa Hempel, Senior Planner  
Current Planning Division  
City of Santa Fe Land Use Department  
200 Lincoln Ave.  
Santa Fe, NM 87501

**RE: Letter of Application  
Girls Inc. of Santa Fe  
General Plan Amendments, Rezone & Master Plan**

Dear Alexa:

This letter is respectfully submitted on behalf of Girls Inc. of Santa Fe (the “Applicant”) in application for a General Plan Amendment, Rezone and Master Plan of the property located at 2904 Rufina Street, comprising two parcels – Lot 3, Parcel #18206951,00000000 and Tract 2A, Lot 2 (“Lot 2”), Parcel #99309296. Lot 3, totaling 3.87 acres, is zoned Light Industrial (I-1) and General Industrial (I-2), and Lot 2, comprising 0.978 acres, is zoned C-2 (General Commercial). This submittal includes the following requests:

1. General Plan Amendment to change the designations of Lot 3 from Industrial and Business Park to Community Commercial
2. Rezone of Lot 3 from I-1(Light Industrial) and I-2 (General Industrial) to C-2 (General Commercial)
3. Master Plan of Lots 2 and 3 for a 55,478-square foot Girls Inc. Youth Center

These applications will establish zoning conformity between the two subject parcels, allowing them to be consolidated as part of the overall development of the property.

### **Girls Inc. of Santa Fe**

For more than 70 years, Girls Inc. of Santa Fe (GISF), a non-profit corporation, has been a beacon of empowerment for young people in the community. While inspiring all girls to be Strong, Smart, and Bold through programs that promote healthy living, academic enrichment, and life skills development, GISF equips girls with the tools and support they need to succeed in life.

GISF provides quality out-of-school time programs in a safe, nurturing environment that meets the needs of working parents. Additionally, GISF engages in advocacy efforts to address issues like bullying, sexual harassment, mental health support, and reproductive justice - all of which are essential to empowering girls and creating a more equitable future. GISF works closely with

the Santa Fe Public Schools, Santa Fe Indian School, and other community partners to provide this comprehensive support.

GISF's current home - the historic Hurley House on Hillside Ave., is bursting at the seams, with limited space and functionality to support the broad range of educational, recreational, and mentorship activities provided. The facility can no longer meet the growing demand for services, the building is not ADA-accessible, and its aging infrastructure requires constant maintenance. Additionally, the facility's location in north Santa Fe poses difficulties for families on the southside with limited transportation options. These challenges limit inclusivity and prevent GISF from reaching all community members. GISF is poised to address the urgent and growing needs of girls in our community and an additional facility is essential to meet the increasing demand for services and expand their impact within the City of Santa Fe.

### **Project Description**

The 4.27-acre property, located at the corner of Rufina Street and Rufina Circle, is the site of a former nursery. This segment of Rufina Street is at the heart of the Siler-Rufina Nexus, a diverse, mixed-use neighborhood that is home to Meow Wolf, several non-profit institutions, a variety of housing, light manufacturing/maker spaces, and offices. This central location is proximate to the families and schools that GISF serves, creating convenience for parents and a more inclusive program for the community. The proposed Master Plan addresses the potential future development of a new 55,478-square foot Girls Inc. youth center, including outdoor recreational areas and a small retail/food service space to provide entrepreneurial training for teenage girls. The program includes a two and three-story building housing classrooms, a gymnasium, gathering space, and administrative offices. Over 2.7 acres of open space will be established, densely vegetated due to the previous nursery use, providing outdoor recreational and educational opportunities. The open space will consist of lush gardens, shade and fruit trees, a play field, greenhouse, chicken coop, pavilion, and connected pathways throughout the site.

### **General Plan Amendment**

Lot 3 has two Future Land Use designations – Industrial and Business Park. An amendment to the Future Land Use Map is requested to designate the entire parcel Community Commercial, in support of the request to rezone the property to C-2. Responses to the approval criteria in SFCC §14-3.2(E)(1) are below.

*(a) consistency with growth projections for Santa Fe, economic development goals as set forth in a comprehensive economic development plan for Santa Fe and existing land use conditions such as access and availability of infrastructure ;*

Applicant Response: Economic development goals are upheld by the provision of quality childcare programs that support working parents. The 2004 report, *Cultivating Santa Fe's Future Economy*, by Angelou Economics, recognizes the important role of quality of life in economic development. In Strategy Four: Economic Development, the report states, "*The most successful economic development regions in the U.S. also contain very high quality-of-life amenities. Quality of life encompasses many attributes, including healthcare, safety, parks and recreation,*

*arts and culture, and environmental cleanliness. A quality environment plays a large part in the choice of young, skilled professionals in deciding where to locate. It also plays a significant role in retaining good citizens.*” The GISF program is a quality-of-life amenity serving the Santa Fe community and young families, enhancing the attractiveness of Santa Fe for existing residents and newcomers, alike. In addition, GISF will employ approximately 45 staff persons. The new facility will serve the growing southwest part of town, home to a majority of Santa Fe’s families. Lastly, the site has existing access via two public rights-of-way and is currently served by public utility infrastructure.

(b) *consistency with other parts of the general plan ;*

Applicant Response: This General Plan Amendment conforms to the following General Plan Themes and Policies:

*Themes*

1.7.2 Quality of Life. GISF provides an important community service, offering after school and summer programming and enrichment for school age girls throughout Santa Fe.

1.7.4 Economic Diversity. GISF supports economic diversity goals through sustainable development, enhancing quality of life for Santa Fe’s families, and educational equity that supports economic opportunities for local youth.

1.7.5 Sustainable Growth. The establishment of over 2.7 acres of open space within a dense existing neighborhood supports sustainability goals through preservation of natural outdoor space, enabling best practices with respect to stormwater management.

1.7.9 Urban Form. The rezone request supports the redevelopment of this infill site, which has access to existing transportation and utility infrastructure, maintaining a compact urban form. The requested rezone to C-2 maximizes land use efficiency in an urban setting, reducing urban sprawl. By promoting higher-density commercial development, the rezoning aligns with the city’s vision of creating a more sustainable urban environment.

1.7.11 Community-Oriented Development. As a community service organization, the proposed GISF facility exemplifies community-oriented development. GISF plays an important role for families in the community, by providing quality out-of-school programs that meet the needs of working parents.

1.7.12 Mixed-Use. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

*Policies*

3-G-2 There shall be a mix of uses and housing types in all parts of the City. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

3-G-3 There shall be infill development at densities that support the construction of ... a designated mix of land uses that provide an adequate balance of service retail and employment opportunities...”. The Siler-Rufina neighborhood exemplifies this policy through a vibrant mix of commercial, institutional, and residential uses, and the proposed GISF will contribute to this existing diversity.

4-1-G-3 Use a full range of growth management methods to achieve a superior quality of life to ensure a financially and environmentally sustainable community. As a local community service organization, GISF contributes to the community’s quality of life through mentoring school-age girls and serving working parents with quality after school and summer programming.

9-3-G5 through 9-3-G7 explicitly calls for programs and facilities that “enhance the quality of life” for children and youth, including grants and spaces for after-school, education, life-skills, and recreation. A Girls Inc. youth center directly fulfills these objectives.

(c) *the amendment does not:*

(i) *allow uses or a change that is significantly different from or inconsistent with the prevailing use and character in the area; or*

Applicant Response: The proposed youth center is consistent with the character of the diverse Siler-Rufina neighborhood, which is home to several non-profit community organizations, including The Food Depot, Kitchen Angels, and Homewise.

(ii) *affect an area of less than two acres, except when adjusting boundaries between districts;*

Applicant Response: The subject parcel comprises 3.87 acres. Nevertheless, the property is adjacent to the Community Commercial designation along its south boundary.

(iii) *benefit one or a few landowners at the expense of the surrounding landowners or the general public;*

Applicant Response: Contrary to harming surrounding landowners or the general public, this General Plan Amendment, and the new GISF youth center it will enable, provides numerous benefits. The redevelopment of the vacant site with a new, modern facility, inclusive of 2.7 acres of open space, will revitalize the property and beautify the neighborhood. Furthermore, GISF is an important community service

organization that mentors school-age girls with dynamic after school and summer programs.

*(d) an amendment is not required to conform with Subsection 14-3.2(E)(1)(c) if it promotes the general welfare or has other adequate public advantage or justification;*

Applicant Response: This General Plan Amendment promotes the general welfare, because it will enable the construction of a new GISF youth center, offering after school and summer programs for school-age girls and much-needed support for working parents.

*(e) compliance with extraterritorial zoning ordinances and extraterritorial plans;*

Applicant Response: N/A

*(f) contribution to a coordinated, adjusted and harmonious development of Santa Fe that in accordance with existing and future needs best promotes health, safety, morals, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development ;*

Applicant Response: Redevelopment of this infill site provides for efficient and economic development, leveraging existing infrastructure, and supporting the harmonious development of Santa Fe. This request not only supports the general welfare of the community, but is the sole motivation for this effort.

*(g) consideration of conformity with other city policies, including land use policies, ordinances, regulations and plans.*

Applicant Response: The *City of Santa Fe Land Use and Urban Design Plan* recognizes the Siler Neighborhood as a Mixed-Use Corridor, stating, “Development and redevelopment along these corridors should be encouraged to provide greater density of commercial uses...”. Furthermore, the Plan encourages the re-use of blighted or failing buildings and businesses. The redevelopment of a former, dilapidated nursery on an infill site in the Siler Neighborhood thoroughly aligns with these objectives. Furthermore, the City of Santa Fe Economic Development Department branded the subject neighborhood as the *Siler-Rufina Nexus* in a recent report issued to spur investment in the City’s Opportunity Zones. In keeping with this effort, the proposed GISF facility is a significant investment in the neighborhood, increasing job opportunities and redeveloping a deteriorated site.

## **Rezone Request**

Lot 3 is zoned I-1 (Light Industrial) and I-2 (General Industrial), and we are requesting to rezone the parcel to C-2 (General Commercial) to create uniformity with Lot 2, which is currently zoned C-2. Responses to the rezoning approval criteria in SFCC §14-3.5(C) and (D) are detailed below.

*(1) The planning commission and the governing body shall review all rezoning proposals on the basis of the criteria provided in this section, and the reviewing entities must make complete*

*findings of fact sufficient to show that these criteria have been met before recommending or approving any rezoning:*

(a) *One or more of the following conditions exist:*

(i) *there was a mistake in the original zoning.* N/A

(ii) *there has been a change in the surrounding area, altering the character of the neighborhood to such an extent as to justify changing the zoning.*

Applicant Response: This area has evolved over the years into a diverse, mixed-use neighborhood of recreational uses, non-profit institutions, a mix of housing types, and various commercial enterprises. The rezone will support the construction of the proposed GISF facility, which aligns well with this current pattern of development.

(iii) *a different use category is more advantageous to the community, as articulated in the general plan or other adopted city plans.*

Applicant Response: Rezoning the property to C-2 is more advantageous to the community. A vacant site falling into disrepair creates no community benefit. Redevelopment of this infill site vitalizes the neighborhood and supports the provision of critical community services. Furthermore, the rezone request aligns with the Themes and Policies of the General Plan, as summarized below:

#### *Themes*

1.7.2 Quality of Life. GISF provides an important community service, offering after school and summer programming and enrichment for school age girls throughout Santa Fe.

1.7.4 Economic Diversity. GISF supports economic diversity goals through sustainable development, enhancing quality of life for Santa Fe's families, and educational equity that supports economic opportunities for local youth.

1.7.5 Sustainable Growth. The establishment of over 2.7 acres of open space within a dense existing neighborhood supports sustainability goals through preservation of natural outdoor space, enabling best practices with respect to stormwater management.

1.7.9 Urban Form. The rezone request supports the redevelopment of this infill site, which has access to existing transportation and utility infrastructure, maintaining a compact urban form. The requested rezone to C-2 maximizes land use efficiency in an urban setting, reducing urban sprawl. By promoting higher-density commercial development, the rezoning aligns with the city's vision of creating a more sustainable urban environment.

1.7.11 Community-Oriented Development. As a community service organization, the proposed GISF facility exemplifies community-oriented development. GISF plays an important role for families in the community, by providing quality out-of-school programs that meet the needs of working parents.

1.7.12 Mixed-Use. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

*Policies*

3-G-2 There shall be a mix of uses and housing types in all parts of the City. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

3-G-3 There shall be infill development at densities that support the construction of ... a designated mix of land uses that provide an adequate balance of service retail and employment opportunities...". The Siler-Rufina neighborhood exemplifies this policy through a vibrant mix of commercial, institutional, and residential uses, and the proposed GISF will contribute to this existing diversity.

4-1-G-3 Use a full range of growth management methods to achieve a superior quality of life to ensure a financially and environmentally sustainable community. As a local community service organization, GISF contributes to the community's quality of life through mentoring school-age girls and serving working parents with quality after school and summer programming.

9-3-G5 through 9-3-G7 explicitly calls for programs and facilities that "enhance the quality of life" for children and youth, including grants and spaces for after-school, education, life-skills, and recreation. A Girls Inc. youth center directly fulfills these objectives.

(b) *all the rezoning requirements of Chapter 14 have been met.*

Applicant Response: All the rezoning requirements of Chapter 14 have been met. A Pre-Application Conference was conducted with the Development Review Team on December 12, 2024, and the Early Neighborhood Notification Meeting was held on July 23, 2025.

(c) *the rezoning is consistent with the applicable policies of the general plan, including the future land use map.*

Applicant Response: A Request to amend the General Plan Future Land Use Map to Community Commercial accompanies this rezone application, which aligns with the requested C-2 zoning. Furthermore, the project conforms to the General Plan as outlined below:

### *Themes*

1.7.2 Quality of Life. GISF provides an important community service, offering after school and summer programming and enrichment for school age girls throughout Santa Fe.

1.7.4 Economic Diversity. GISF supports economic diversity goals through sustainable development, enhancing quality of life for Santa Fe's families, and educational equity that supports economic opportunities for local youth.

1.7.5 Sustainable Growth. The establishment of over 2.7 acres of open space within a dense existing neighborhood supports sustainability goals through preservation of natural outdoor space, enabling best practices with respect to stormwater management.

1.7.9 Urban Form. The rezone request supports the redevelopment of this infill site, which has access to existing transportation and utility infrastructure, maintaining a compact urban form. The requested rezone to C-2 maximizes land use efficiency in an urban setting, reducing urban sprawl. By promoting higher-density commercial development, the rezoning aligns with the city's vision of creating a more sustainable urban environment.

1.7.11 Community-Oriented Development. As a community service organization, the proposed GISF facility exemplifies community-oriented development. GISF plays an important role for families in the community, by providing quality out-of-school programs that meet the needs of working parents.

1.7.12 Mixed-Use. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

### *Policies*

3-G-2 There shall be a mix of uses and housing types in all parts of the City. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

3-G-3 There shall be infill development at densities that support the construction of ... a designated mix of land uses that provide an adequate balance of service retail and employment opportunities...". The Siler-Rufina neighborhood exemplifies this policy through a vibrant mix of commercial, institutional, and residential uses, and the proposed GISF will contribute to this existing diversity.

4-1-G-3 Use a full range of growth management methods to achieve a superior quality of life to ensure a financially and environmentally sustainable community. As a local community service organization, GISF contributes to the community's quality

of life through mentoring school-age girls and serving working parents with quality after school and summer programming.

9-3-G5 through 9-3-G7 explicitly calls for programs and facilities that “enhance the quality of life” for children and youth, including grants and spaces for after-school, education, life-skills, and recreation. A Girls Inc. youth center directly fulfills these objectives.

- (d) *the amount of land proposed for rezoning and the proposed use for the land is consistent with city policies regarding the provision of urban land sufficient to meet the amount, rate and geographic location of the growth of the city.*

Applicant Response: General Plan Figure 4-4, Urban Sub-Areas, designates the subject property and surrounding area as an “Infill Area.” The Growth Management Chapter of the General Plan specifically calls for prioritization of infill development in Santa Fe in order to maximize the efficient use of public infrastructure, while meeting the demand for urban land for development and directing new growth towards the historic core of the city rather than on the undeveloped fringes. The proposed infill project is in alignment with these strategic directives and is responsive to community needs for public services and community engagement in this area of the City. General Plan Section 4.1 states, “*In both ‘infill’ and ‘future growth’ areas, the city must encourage higher densities of residential and commercial development than existing zoning often allows*” to help “*create efficient use of already existing roads and utilities, help ensure cost-efficient public transit, and provide the type of housing that will be in demand...*”.

- (e) *the existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the proposed development.*

Applicant Response: The subject property is served by existing roadways and public water and sewer infrastructure. Since the program includes the development of over 2.7 acres of outdoor recreational space, the GISF facility will not affect the capacity of area parks.

- (2) *Unless the proposed change is consistent with applicable general plan policies, the planning commission and the governing body shall not recommend or approve any rezoning, the practical effect of which is to:*

- (a) *allow uses or a change in character significantly different from or inconsistent with the prevailing use and character in the area;*

Applicant Response: The proposed youth center is consistent with the character of the diverse Siler-Rufina neighborhood, which is home to several non-profit community organizations, including The Food Depot, Kitchen Angels, and Homewise.

*(b) affect an area of less than two acres, unless adjusting boundaries between districts; or*

Applicant Response. The subject parcel is 3.87 acres.

*(c) benefit one or a few landowners at the expense of the surrounding landowners or general public.*

Applicant Response: Contrary to harming surrounding landowners or the general public, this rezone, and the new GISF youth center it will enable, provides numerous benefits. The redevelopment of the vacant site with a new, modern facility, inclusive of 2.7 acres of open space, will revitalize the property and beautify the neighborhood. Furthermore, GISF is an important community service organization that mentors school-age girls with dynamic after school and summer programs.

#### SFCC §14-3.5 (D): Additional Applicant Requirements

*(1) If the impacts of the proposed development or rezoning cannot be accommodated by the existing infrastructure and public facilities, the city may require the developer to participate wholly or in part in the cost of construction of off-site facilities in conformance with any applicable city ordinances, regulations or policies;*

Applicant Response: The property is currently served by existing public roadway and utility infrastructure. The Applicant is prepared to construct any necessary infrastructure upgrades at the time of property development, and these improvements will be documented in the approved development plans.

*(2) If the proposed rezoning creates a need for additional streets, sidewalks or curbs necessitated by and attributable to the new development, the city may require the developer to contribute a proportional fair share of the cost of the expansion in addition to impact fees that may be required pursuant to Section 14-8.14.*

Applicant Response: The Traffic Impact Analysis identifies the need for a southbound left-turn lane on Rufina Circle serving the north access drive. No other off-site improvements are warranted.

#### **Master Plan**

A Master Plan is submitted with this application addressing the conceptual development program for a proposed youth facility for Girls Inc. of Santa Fe. The 55,478-square foot facility will be surrounded by lush gardens, trees, walking trails, and kid-friendly activities. A single main building is proposed with a combination of two and three stories. Additional structures include an outdoor pavilion, a small commercial teen enterprise space, a sport court, and a caretaker's residence. In keeping with the previous nursery use and working to preserve as many significant trees as possible, the building is sited in the back southeast corner, with the garden/open space occupying areas to the north/northwest, providing a buffer from the adjacent roadways.

Access and Traffic. The project has two proposed points of access via Rufina Circle, with a third access on Rufina St. to serve the caretaker’s residence. Per the attached Traffic Impact Analysis, a southbound left-turn lane serving the north access drive is warranted. There is adequate existing right-of-way to accommodate the proposed turn lane.

Parking. SFCC Table 14-8.6-1, Parking and Loading Requirements, does not include “youth center” as a land use category. Therefore, parking is provided in accordance with the needs of the proposed facility as outlined below:

Peak Daily Staff Demand	45 spaces
Facility Vehicles	5 spaces
<u>Guests/Overflow</u>	<u>18 spaces</u>
<i>Total Required Parking</i>	<i>68 spaces</i>
<b>Total Provided Parking</b>	<b>68 spaces</b>

### Utilities

Water. The property is served by an existing 2-inch service line connected to the 6-inch main in Rufina Circle. The existing 5/8-inch water meter will be replaced with a new double 1-inch meter. In addition, a new 6-inch public fire line will be extended into the property from the same existing main, terminating in a new fire hydrant adjacent to the building.

Sewer. An existing 8-inch public sewer line within a 10-foot utility easement extends across the property from Rufina St. to the south boundary. A new 6-inch service connection will be installed to serve the main building and 4-inch service lines will serve the outdoor pavilion and the teen enterprise/commercial structure.

Terrain Management. The site slopes gently from the southeast to northwest. A series of decentralized stormwater detention ponds are proposed, with the most significant storage occurring at the north end of the site. The ponding will be incorporated into the landscaping to maximize passive stormwater harvesting/irrigation. Please refer to the attached Conceptual Terrain Management Plan for more information.

Landscaping. The Preliminary Landscaping Plan includes preservation of as many existing trees as is feasible, while enhancing the space with a palette of new deciduous trees, evergreens, and shrubs. Additional improvements include street trees along Rufina St. and Rufina Circle and walking paths throughout the open space. Please refer to the Preliminary Landscaping Plan for further details.

### Master Plan Approval Criteria

The Master Plan approval criteria in §14-3.9(D) are addressed below:

- (a) The master plan is consistent with the general plan;*

Applicant Response: The proposed Master Plan aligns with various Themes and Polices in the General Plan, as summarized below.

1.7.2 Quality of Life. GISF provides an important community service, offering after-school and summer programming and enrichment for school age girls throughout Santa Fe.

1.7.4 Economic Diversity. GISF supports economic diversity goals through sustainable development, enhancing quality of life for Santa Fe's families, and educational equity that supports economic opportunities for local youth.

1.7.5 Sustainable Growth. The establishment of over 2.7 acres of open space within a dense existing neighborhood supports sustainability goals through preservation of natural outdoor space, enabling best practices with respect to stormwater management.

1.7.9 Urban Form. The rezone request supports the redevelopment of this infill site, which has access to existing transportation and utility infrastructure, maintaining a compact urban form. The requested rezone to C-2 maximizes land use efficiency in an urban setting, reducing urban sprawl. By promoting higher-density commercial development, the rezoning aligns with the city's vision of creating a more sustainable urban environment.

1.7.11 Community-Oriented Development. As a community service organization, the proposed GISF facility exemplifies community-oriented development. GISF plays an important role for families in the community, by providing quality out-of-school programs that meet the needs of working parents.

1.7.12 Mixed-Use. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

### *Policies*

3-G-2 There shall be a mix of uses and housing types in all parts of the City. The proposed rezone is compatible with and expands the existing mix of uses in the Siler-Rufina neighborhood.

3-G-3 There shall be infill development at densities that support the construction of ... a designated mix of land uses that provide an adequate balance of service retail and employment opportunities...". The Siler-Rufina neighborhood exemplifies this policy through a vibrant mix of commercial, institutional, and residential uses, and the proposed GISF will contribute to this existing diversity.

4-1-G-3 Use a full range of growth management methods to achieve a superior quality of life to ensure a financially and environmentally sustainable community. As a local community service organization, GISF contributes to the community's quality of life

through mentoring school-age girls and serving working parents with quality after school and summer programming.

9-3-G5 through 9-3-G7 explicitly calls for programs and facilities that “enhance the quality of life” for children and youth, including grants and spaces for after-school, education, life-skills, and recreation. A Girls Inc. youth center directly fulfills these objectives.

- (b) The master plan is consistent with the purpose and intent of the zoning districts that apply to, or will apply to, the master plan area, and with the applicable use regulations and development standards of those districts;*

Applicant Response: The C-2 zoning district is a robust mixed-use zoning category that supports both commercial uses and residential development at higher densities. The proposed GISF youth center is a permissible use in the C-2 district and an appropriate commercial development in the Siler-Rufina neighborhood. Furthermore, the Master Plan demonstrates compliance with C-2 development standards with respect to height, lot coverage, open space, terrain management, and landscaping.

- (c) Development of the master plan area will contribute to the coordinated and efficient development of the community; and*

Applicant Response: The Master Plan includes provisions for pedestrian and vehicular connectivity to the surrounding area, as called for in the General Plan. In addition, the subject property makes efficient use of existing infrastructure as an infill site – a value repeatedly emphasized in the General Plan.

- (d) The existing and proposed infrastructure, such as the streets system, sewer and water lines, and public facilities, such as fire stations and parks, will be able to accommodate the impacts of the planned development.*

Applicant Response: The existing roadway and utility infrastructure are adequate to serve the project. The Traffic Impact Analysis (TIA) demonstrates that the roadway network has the capacity for the proposed development, with the inclusion of a new left-turn lane serving the north access drive on Rufina Circle.

## **Archaeology**

The subject parcel is located in the Suburban Archaeological Review District. As the property is less than 10 acres, an archaeological survey is not required.

## **Water Budget**

A Preliminary Water Budget is submitted herewith for reference. The water usage for the proposed facility is based upon the usage at the existing GISF Hillside location. The gallons per square foot of current usage is then extrapolated based on the proposed square footage of the new

facility. In addition, since the project is the redevelopment of a former nursery, historic water usage is credited per the provisions of SFCC §14-8.13(E)(1).

### **Early Neighborhood Notification**

The Early Neighborhood Notification Meetings were held on January 23, 2025. City staff, Applicant, consultants, and a member of the press were in attendance. Please refer to the attached meeting notes for details.

In support of this request, the following documentation is submitted herewith for your reference:

- |                                       |                                |
|---------------------------------------|--------------------------------|
| 1. Master Plan Application            | 7. Utility Service Application |
| 2. Rezone Application                 | 8. Preliminary Water Budget    |
| 3. General Plan Amendment Application | 9. ENN Meeting Notes           |
| 4. Agent Authorization Letter         | 10. Traffic Impact Analysis    |
| 5. Warranty Deed                      | 11. Master Plan Submittal Set  |
| 6. Legal Lot of Record                |                                |

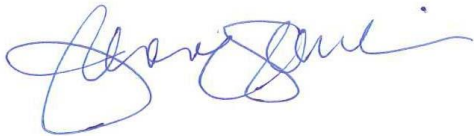
The Development Review Fees are calculated as follows:

General Plan Amendment	\$1,000.00
Rezone	\$1,000.00
Master Plan:	\$ 500.00
<b>TOTAL</b>	<b>- \$2,500.00</b>

Please contact me should you have any questions or require additional information.

Thank you for your consideration.

Sincerely,



Jennifer Jenkins, Principal



**of Santa Fe**

Inspiring all girls to be strong, smart, and bold.

**Girls Inc. of Santa Fe**  
301 Hillside Avenue  
Santa Fe, NM 87501  
(505) 982-2042  
Girlsincofsantafe.org

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September 26, 2025

Alexa Hempel, Senior Planner  
Current Planning Division  
City of Santa Fe  
200 Lincoln Ave.  
Santa Fe NM 87501

**RE: Girls Inc of Santa Fe  
Lot Consolidation of Lot 3 and Lot 2A-2**

Dear Alexa:

This letter is respectfully submitted on behalf of Girls Inc. of Santa Fe (the “Applicant”) as part of the application for a General Plan Amendment, Rezone and Master Plan of the property located at 2904 Rufina Street, comprising two parcels – Lot 3, Parcel #18206951,00000000 and Tract 2A, Lot 2 (“Lot 2”), Parcel #99309296.

While Lot 3 and Lot 2-2 are currently separate parcels with different zoning, following approval of the General Plan Amendment, Rezone and Master Plan applications, we plan to consolidate these parcels and will submit a Lot Consolidation Plat with the Development Plan application.

In lieu of the current Condition of Approval stating, “Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity, we request an amended Condition of Approval stating, “Applicant shall consolidate Lots 3 and 2-2 concurrent with Development Plan review **or** place appropriate easements between Lots 3 and 2-2 in perpetuity concurrent with Development Plan review.

Respectfully,

Kim Brown, Executive Director  
Girls Inc. of Santa Fe

ACKNOWLEDGMENT

State of New Mexico )  
 ) ss  
County of Santa Fe )

The foregoing instrument was acknowledged before me this 26 day of September, 2025 by  
Rim Brown.

Olivia M. Garcia My commission expires 5/12/2028  
Notary Public

