City of Santa Fe, New Mexico

Attachment C
Applicant Submittals

4. Early Neighborhood Notification Meeting Notes and Posting

JENKINSGAVIN
LAND USE | PROJECT MANAGEMENT

NOTICE OF EARLY NEIGHBORHOOD NOTIFICATION MEETING

July 8, 2025

Dear Neighbor:

This letter is being sent as notice of a neighborhood meeting to discuss pending development review applications to be submitted to the City of Santa Fe. The 4.28-acre subject property at 2904 Rufina St. comprises two parcels – Lot 3 totaling 3.877 acres and Lot 2-2 totaling 0.399 acres. Lot 3 is zoned I-1 & I-2 (Industrial), and Lot 2-2 is zoned C-2 (General Commercial). The applications will include a request to rezone Lot 3 to C-2 (General Commercial), along with amendments to the General Plan Future Land Use Map to change the Lot 3 land use designations from Industrial and Business Park to Community Commercial. In addition, a Master Plan will be submitted addressing the redevelopment of the property as a youth center for Girl's Inc. of Santa Fe. The facility will include approximately 49,000 sf of buildings and significant open space/outdoor recreation areas. Please refer to the attached Vicinity Map, Site Plan, and ENN Guidelines for more information.

In accordance with the requirements of the City of Santa Fe's Early Neighborhood Notification regulations, this is to inform you that a virtual meeting is scheduled for **July 23, 2025 at 5:30 pm.**

The meeting link is below and can be accessed on the City's website at
https://santafenm.portal.civicclerk.com/

Join Zoom Meeting
https://us02web.zoom.us/j/87370280781?pwd=mbc3ddQPerH2OnXcoIsltRgFBia68a.1

Meeting ID: 873 7028 0781; Passcode: 529568
Call-in number: (669) 444 9171

Early Neighborhood Notification is intended to provide for an exchange of information between prospective applicants for development projects and the project's neighbors before plans become too firm to respond meaningfully to community input. If you have any questions or comments, please contact Jennifer Jenkins at 505-820-7444 or jennifer@jenkinsgavin.com. Persons with disabilities in need of special accommodations, or the hearing impaired needing an interpreter, please contact the Land Use Department at 505-955-6820 or gagurule@santafenm.gov 5 days prior to the meeting date.

Sincerely,

Jennifer Jenkins

Attachments: Vicinity Map, Site Plan & ENN Guidelines

NAME	ADDRESS
TOOBIN, BERNARD I & CAROL S REVOC TRST	10 CLOVE CT
PEPSI COLA BOTTLING CO	10 INVERNESS DR E
CRIST WELDING, LLC	1009 FLORIDA ST SE
RED BOX LLC	1100 N MARKET ST
MILLIKEN, DAVID	1100 N MARKET ST
THE STUDIOS AT 1300 CONDOMINIUM ASSOCIATION	130 LINCOLN AVE K
1300 RUFINA CIRCLE, UNIT A-3, LLC	1300 RUFINA CIR A1
1300 RUFINA CIRCLE, UNIT A-3, LLC	1300 RUFINA CIR A2
1300 RUFINA CIRCLE, UNIT A-3, LLC	1300 RUIFNA BLDG A
1300 RUFINA CIRCLE, UNIT A-3, LLC	1300 RUFINA CIR STE A3
1300 RUFINA CIRCLE, UNIT A-3, LLC	1300 RUFINA CIR A4
THE UP HOLDING COMPANY LLC	1300 RUFINA CIR BLDG B
THE UP HOLDING COMPANY LLC	1300 RUFINA CIR B1
THE UP HOLDING COMPANY LLC	1300 RUFINA CIR B3
THE UP HOLDING COMPANY LLC	1300 RUFINA CIR B2
QUEST JEWELERY INC	1310 SILER RD 2
QUEST JEWELERY INC	1310 SILER RD
QUEST JEWELERY INC	1310 SILER RD 1
QUEST JEWELERY INC	1310 SILER RD 3
QUEST JEWELERY INC	1310 SILER RD 4
QUEST JEWELERY INC	1310 SILER RD 5
TED G HOUSTON LLC	1314 RUFINA CIR 1
TED G HOUSTON LLC	1314 RUFINA CIR 2
TED G HOUSTON LLC	1314 RUFINA CIR 3
TED G HOUSTON LLC	1314 RUFINA CIR 4
TED G HOUSTON LLC	1314 RUFINA CIR 5
TED G HOUSTON LLC	1314 RUFINA CIR 6
TED G HOUSTON LLC	1314 RUFINA CIR 7
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TED G HOUSTON LLC	1314 RUFINA CIR 10
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TED G HOUSTON LLC	1314 RUFINA CIR 15
TED G HOUSTON LLC	1314 RUFINA CIR 16
TED G HOUSTON LLC	1314 RUFINA CIR 17
TED G HOUSTON LLC	1314 RUFINA CIR 18
TED G HOUSTON LLC	1314 RUFINA CIR 19
TED G HOUSTON LLC	1314 RUFINA CIR A1
TED G HOUSTON LLC	1314 RUFINA CIR A2
TED G HOUSTON LLC	1314 RUFINA CIR A3

TED G HOUSTON LLC	1314 RUFINA CIR A4
TED G HOUSTON LLC	1314 RUFINA CIR A5
TED G HOUSTON LLC	1314 RUFINA CIR A6
TED G HOUSTON LLC	1314 RUFINA CIR A7
TED G HOUSTON LLC	1315 RUFINA CIR A8
SAYRE & BEYER ENTERPRISES, LLC	1315 RUFINA CIR A9
STEWART FAMILY PROPERTIES, LLC	1318 RUFINA CIR
RAINBOWE #4 LLC	1432 DON GASPAR AVE
DSH, LLC	1545 S SAINT FRANCIS DR
3005 CERRILLOS ROAD LLC	1545 S SAINT FRANCIS DR
MERRIMAK CAPITAL CO LLC	1611 N INTERSTATE 35E STE 428
YEUNG, JAN K & KA CHUEN	2133 FARRINGTON ST
THE FIRM LLC	2509 CAMINO ALFREDO
LANKER PROPERTIES LLC	2699 VIA CABALLERO DEL NORTE
KEEPING HOLDINGS LLC	2908 RUFINA ST
FLOORMART	2911 CERRILLOS RD
SHIHAN FINE KNIVES	2923 RUFINA ST
ROYBAL, MICHAEL A	2925 RUFINA ST
CORONADO REAL ESTATE LLC	2929 CERRILLOS RD
GOMEZ-ESTRADA, ALAN R & KAREN O	2929 RUFINA CT
DSH, LLC	3005 CERRILLOS RD
MVP HOSPITALITY LLC	3007 CERRILLOS RD
MOTEL 6 OPERATING LP	3007 CERRILLOS RD
GIRLS INCORPORATED OF SANTA FE INC	301 HILLSIDE AVE
GIRLS INCORPORATED OF SANTA FE INC	301 HILLSIDE AVE
TED G HOUSTON LLC	3101 OLD PECOS TRL UNIT 692
TED G HOUSTON LLC	3101 OLD PECOS TRL UNIT 692
TANREN LLC	3204 CALLE MARIE STE A
GREEVES, EDWARD J & DANA A	4 N BRISA FRESCA DR
MC OSLO SFQ LLC	461 E 200 S STE 102
CLEAN ENERGY	4675 MACARTHUR CT STE 800
INTERSTATE INDUSTRIAL LAUNDRY	68 JONSPIN RD
LOMONT INC	6812 ACADEMY PARKWAY EAST NE
UNITECH SERVICES GROUP	C/O TAX DEPT.
QUALITY INN DE SANTA FE (DBA)	ENTERPRISE INC (NICK PATEL)
CITY OF SANTA FE	P O BOX 909
CITY OF SANTA FE	P O BOX 909
WILSON, G ELTON & MARIE J	PO BOX 15489
1327 RUFINA CIRCLE, LLC	PO BOX 26
MAESTAS, RICK & ROSEMARY	PO BOX 483
KATIEBEAR 13 HOLDINGS LLC	PO BOX 5000
CITY OF SANTA FE	PO BOX 909
STEWART FAMILY PROPERTIES, LLC	PO BOX 92225
STEWART FAMILY PROPERTIES, LLC	PO BOX 92225

CITY	STATE	ZIP
SANTA FE	NM	87507
ENGLEWOOD	CO	80216
ALBUQUERQUE	NM	87108
WILMINGTON	DE	19801
WILMINGTON	DE	19890
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DALLAS	TX	75207
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SALT LAKE CITY	UT	84111
NEWPORT BEACH	CA	92660
WILMINGTON	MA	01887
ALBUQUERQUE	NM	87109
WILMINGTON	DE	01106
SANTA FE	NM	87507
SANTA FE	NM	87507
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SANTA FE	NM	87507
TRUCHAS	NM	87578
SANTA FE	NM	87507
SANTA FE	NM	87507
ALBUQUERQUE	NM	87199
ALBUQUERQUE	NM	87199

100' Mailing Notice

6/16/2025, 11:03:00 AM

Santa Fe County Parcels
Roads
Address Points
Major Roads
Parcels
City Limits

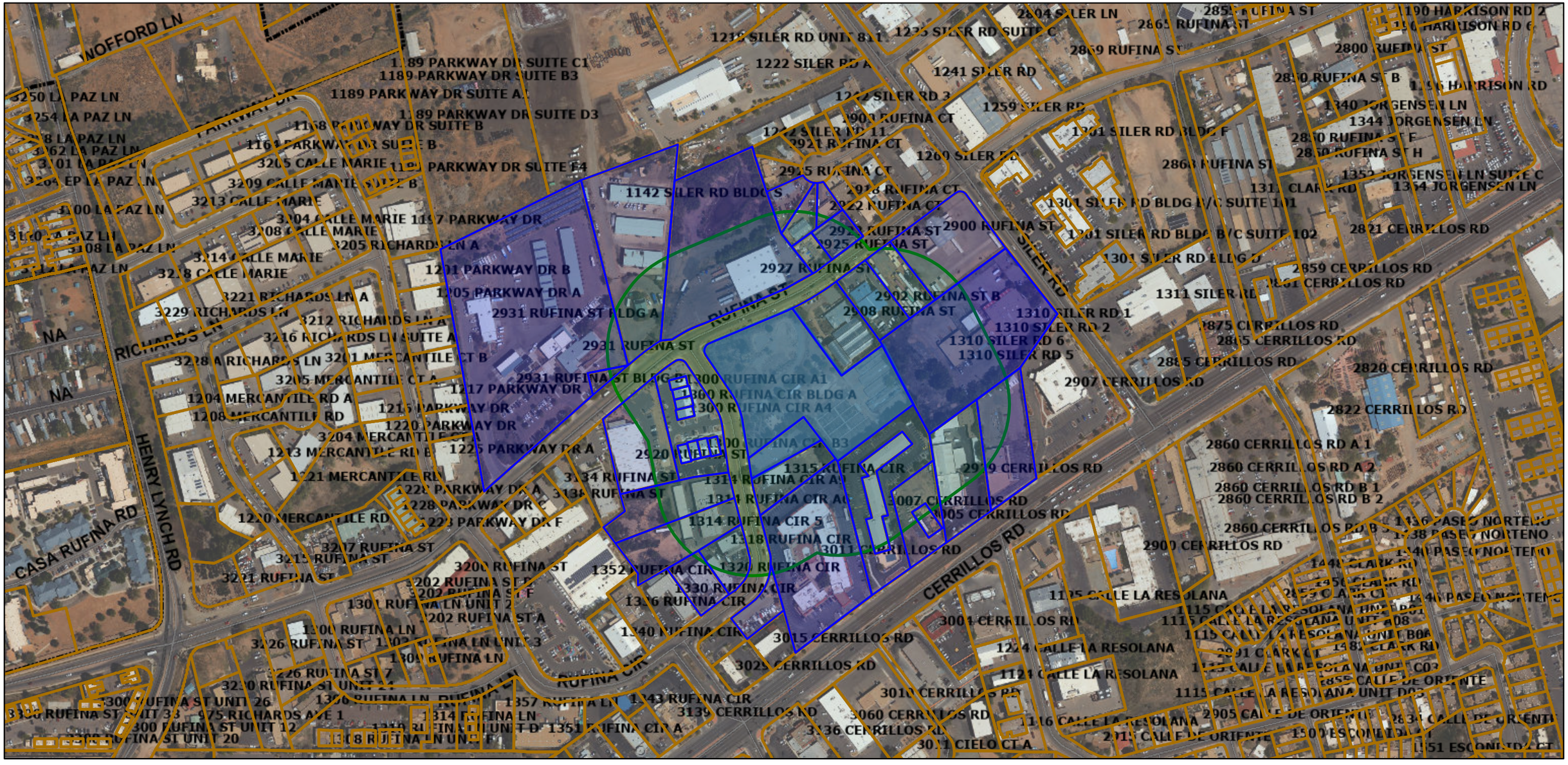
1:4,514

0 0.04 0.08 0.16 mi

0 0.05 0.1 0.2 km

Bureau of Land Management, Texas Parks & Wildlife, Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

300' Mailing Notice



6/16/2025, 10:50:32 AM

Santa Fe County Parcels
Major Roads
Roads
Parcels
Address Points
City Limits

1:4,514

0 0.04 0.08 0.16 mi

0 0.05 0.1 0.2 km

Bureau of Land Management, Texas Parks & Wildlife, Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

Web AppBuilder for ArcGIS

7/8/2025, 3:57:07 PM

- Santa Fe County Parcels
- Major Roads
- Roads
- Parcels
- Address Points

1:2,257

0 0.02 0.04 0.08 mi

0 0.03 0.07 0.13 km

City of Santa Fe, Bureau of Land Management, Texas Parks & Wildlife, Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS |

PRIVATE PROPERTY
City of Santa Fe, New Mexico
PUBLIC MEETING NOTICE
2404 Madrid Street
For information call/mail/email 505-210-1444
Refer to Case

City of Santa Fe, New Mexico

PUBLIC MEETING NOTICE

Master Plan for the redevelopment of the 4.28 acre subject property as a youth center for Girls Inc. including Lot 3 totaling 3.89 acres zoned I1 & I2 (Industrial) & Lot 22 totaling 0.39 acres zoned C2 (General Commercial) with a General Plan Amendment to change Lot 3 land use designation to Community Commercial & Rezone Lot 3 to C2 (General Commercial).

Type of Project: 2904 Rotina St.

Project Location: Early Neighborhood Notification

Type of Meeting: VIRTUAL @ https://santafenm.portal.civicclerk.com/

Time: 5:30 PM

Date: July 23, 2025

Meeting Location: JenkinsGavin Inc.

Applicant/Agent: JenkinsGavin

Phone #: 505-820-7444

For information call

Refer to Case: Girls Inc of Santa Fe

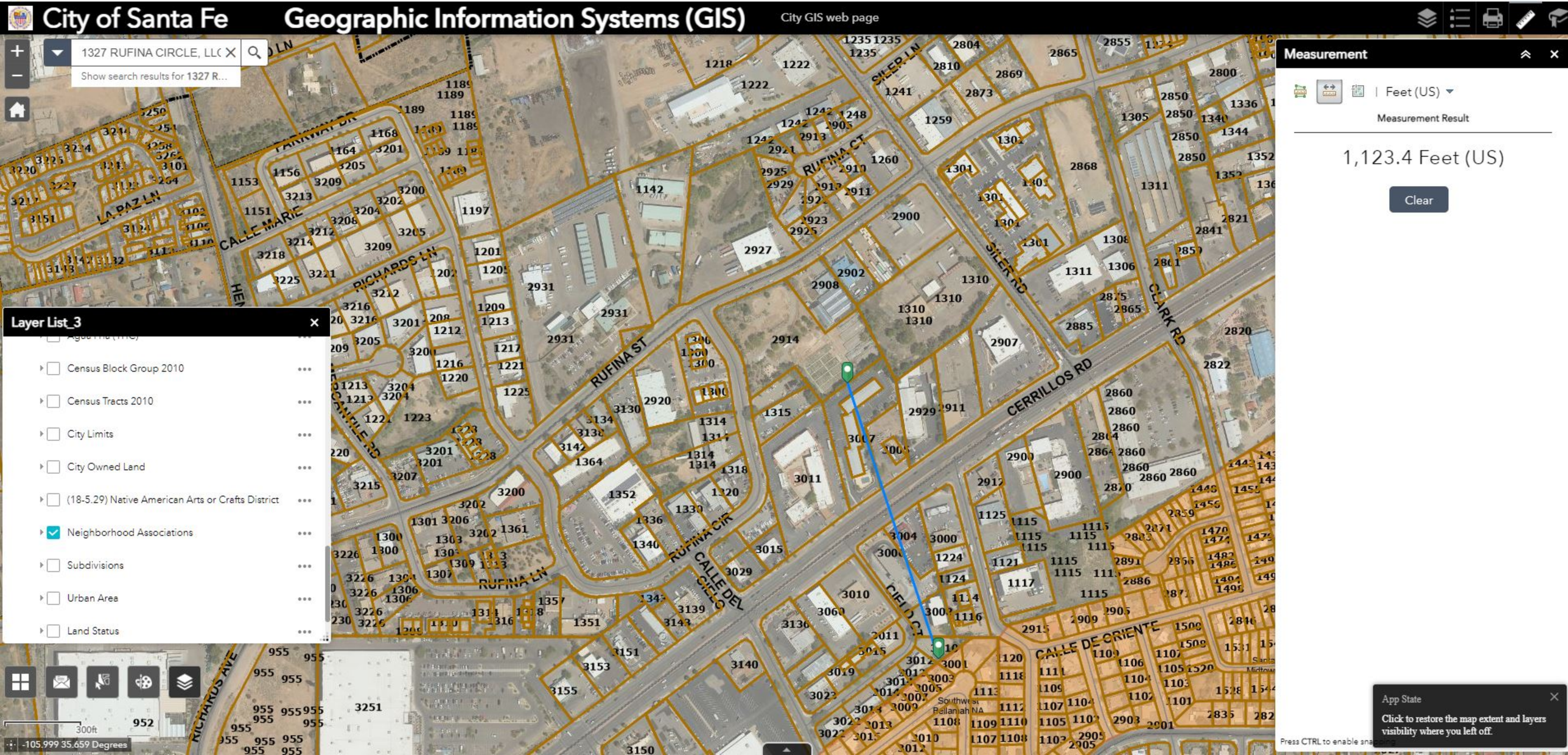
Required to be posted and visible from a public street from 7/8/25 (Date) to 7/23/25 (Date)

PL12223.rpt-1052

NO TRESPASSING
UNDER NEW OWNERSHIP
NO PUBLIC ACCESS

PRIVATE PROPERTY

WARNING
CABLE ROUTE


City of Santa Fe
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1327 RUFINA CIRCLE, LLC
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Census Tracts 2010
City Limits
City Owned Land
(18-5.29) Native American Arts or Crafts District
Neighborhood Associations
Subdivisions
Urban Area
Land Status
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Feet (US)
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RUFINA ST
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CLARK RD
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CALLE DE ORIENTE
CALLE MARIE
LA PAZ LN
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Jennifer Jenkins

From: Zoom <no-reply@zoom.us>
Sent: Wednesday, July 23, 2025 6:07 PM
To: Jennifer Jenkins
Subject: Meeting assets for Girls Inc. ENN Meeting are ready!

zoom

Meeting assets for Girls Inc. ENN Meeting are ready!

Hi Jennifer Jenkins

The following assets for the meeting - Girls Inc. ENN Meeting are now available.

Meeting summary

Quick recap

The meeting served as an early neighborhood notification session for a proposed rezoning and master plan for Girls Inc.'s new facility in Santa Fe, with introductions made between the project team and Alexa Hempel, a senior city planner. The team presented plans for developing a new 3.8-acre campus with various facilities including a gathering space, gymnasium, and classrooms, while Jennifer explained the proposed zoning changes and traffic impact analysis. The conversation ended with an invitation for public questions and comments, with next steps including submitting applications to the city and moving through various review processes if approved.

Next steps

- Jennifer to submit applications to the city next month for the Girls Inc. project.
- Alexa to review the submitted application once received on August 11th.
- Tyler to complete the traffic study for the project.
- Kim to follow up with Lily to schedule a time to talk tomorrow.
- Alexi to continue refining the conceptual design of the Girls Inc. facility.
- Jennifer to prepare for the Planning Commission hearing, likely in early November.
- Girls Inc. team to proceed with detailed project design after obtaining approvals for rezoning and master plan.
- Jennifer to prepare for a future early neighborhood notification meeting for the development plan.

Summary

New Senior Planner Team Introduction

The meeting began with introductions, where Alexa, a new senior planner from the city, met the project team consisting of Kim, Jennifer, Alexander, Oralynn, and Tyler. Alexa shared her background working for the National Park Service in Santa Fe. The team discussed the possibility of having a low attendance for the meeting, with Jennifer noting that the protocol is to wait for 15 minutes before calling the meeting if there are no external attendees.

Girls Inc. Rezoning Community Meeting

The meeting served as an early neighborhood notification session for a proposed rezoning and master plan for Girls Inc.'s new facility in Santa Fe. Alexa Hempel, a senior planner with the city, explained the purpose of the meeting, emphasizing the importance of community input before the project advances. Jennifer Jenkins and Angelica Wolf, representing Jenkins Gavin, introduced the project and highlighted Girls Inc.'s mission to empower girls through educational and life skills programs. Kim Brown, the executive director of Girls Inc., expressed excitement about expanding their services to a new, more central location to address their extensive waitlist and meet community needs. The team also introduced Alexa Dzurek, the architect, Orlin Gurutis, the civil engineer, and Tyler Smith, who provided traffic engineering services. The conversation ended with an invitation for public questions and comments, which attendees could submit via chat or the raise-hand feature.

Girls Inc. Campus Zoning Proposal

Jennifer presented a proposal for Girls Inc. to develop a new campus on a 3.8-acre property located at the southeast corner of Rufina and Rufina Circle. She explained the current zoning and land use designations of the property and outlined the requested changes, including a rezone from I-1 and I-2 to C-2 zoning and an amendment to the general plan to change the designation to community commercial. The proposed changes aim to align with neighboring zoning and support the development of the new youth center facility.

Girls Inc. Campus Site Plan

Jennifer presented a site plan for the former nursery property, which will be redeveloped as the new Girls Inc. campus. She explained the proposed layout, including preserved areas for an outdoor classroom and recreational space, as well as areas suitable for development. Jennifer outlined the master plan, which will be submitted alongside a general plan amendment and rezone request, detailing the conceptual development intent. The plan includes two access points off Rufina Circle, parking areas for buses and staff, and a drop-off/pickup zone for parents.

Girls Inc. Facility Expansion Plan

Jennifer presented a plan for expanding Girls Inc.'s facility, which would include a gathering space, gymnasium, classrooms, and potential entrepreneurial training space. The project would cover 4.2 acres, with 3 acres of preserved open space, and would require rezoning of Lot 3 to C2 General Commercial. The facility would serve more families in the community by expanding program offerings and centralizing operations, making it more financially sustainable.

Traffic Study and Approval Process

Jennifer presented a traffic study for a proposed development, explaining how intersections are analyzed using a level of service grading system. She reported that most intersections showed good levels of service, with the exception of Rufina and Sila during the afternoon rush hour. Jennifer outlined the next steps in the approval process, including submitting applications to the city, going through reviews, and holding public hearings at the planning commission and city council levels. If approved, the project would move to the development plan phase, involving further design work and additional public meetings.

Project Submission and Follow-Up Discussion

Jennifer opened the meeting by inviting questions and offering to address any concerns, both during and after the meeting. She clarified that Alexa, who handles city processes, would be unable to answer detailed questions about the project until a submission is made, which is planned for August 11th. Alexa confirmed she had no immediate questions and expressed

anticipation for the submission. Kim concluded by arranging a follow-up conversation with Lily and mentioned she would be in touch via text or email. The conversation ended with expressions of gratitude and goodbyes.

AI can make mistakes. Review for accuracy.

Please rate the accuracy of this summary.

Edit summary Share

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San Jose, CA 95113

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