

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2026-08**

3
4
5
6
7
8
9
10 **A RESOLUTION**

11 **ADOPTING A MASTER PLAN, FOR THE TWO TRACTS OF LAND LOCATED AT 2904**
12 **RUFINA STREET, LOTS 3 AND 2A, 2-2, WITHIN THE CITY OF SANTA FE, COMPRISING**
13 **AN AREA OF APPROXIMATELY 4.27 ACRES. (CASE NO. 2025-11030)**

14 **WHEREAS**, the agent for the owner of the two tracts of land located at 2904 Rufina Street
15 comprising approximately 4.27 acres of land (the “Subject Property”), as shown in Exhibit A, submitted
16 a Master Plan application to the City of Santa Fe (“City”) for the development of a youth center
17 (“Master Plan”); and

18 **WHEREAS**, SFCC 1987, Section 14-3.9(C)(4)¹, requires the Planning Commission to review
19 and make recommendation of a Master Plan to the Governing Body; and

20 **WHEREAS**, the Master Plan requires an early neighborhood notification (“ENN”) meeting,
21 and an ENN meeting was held on July 23, 2025; and

22 **WHEREAS**, approval of a Master Plan requires the following findings as set forth in SFCC
23 1987, Section 14-3.9(D)²:

¹The provisions now appear at SFCC 1987, Section 14-2.1F.5(IV)(a), effective January 1, 2026, following recodification.

² The provisions now appear at SFCC 1987, 14-2.1F.5(IV)(a), effective January 1, 2026, following recodification.

- 1 (a) The Master Plan is consistent with the general plan;
- 2 (b) The Master Plan is consistent with the purpose and intent of the zoning districts that apply to,
3 or will apply to, the Master Plan area, and with the applicable use regulations and development
4 standards of those districts;
- 5 (c) Development of the Master Plan area will contribute to the coordinated and efficient
6 development of the community; and
- 7 (d) The existing and proposed infrastructure, such as the streets system, sewer and water lines, and
8 public facilities, such as fire stations and parks, will be able to accommodate the impacts of the
9 planned development; and

10 **WHEREAS**, the Planning Commission reviewed evidence related to the proposed Master Plan
11 and held a public hearing on November 6, 2025; and

12 **WHEREAS**, based on the Planning Commission Staff Report, attachments, and the testimony
13 and evidence presented at the public hearing, the Planning Commission voted to recommend approval
14 of the Master Plan subject to Conditions of Approval recommended by Staff; and

15 **WHEREAS**, the Planning Commission found all applicable review criteria in SFCC 1987,
16 Section 14-3.9(D)(a-d)³ to have been met; and

17 **WHEREAS**, on February 25th, 2026 the Governing Body held a public hearing on the Master
18 Plan and having reviewed the Governing Body Staff Report, the recommendation of the Planning
19 Commission, and the evidence obtained at the public hearing; and determined that the Master Plan, as
20 recommended by the Planning Commission, meets the approval criteria set forth in SFCC 1987, Section
21 14-3.9(D)⁴.

22 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
23 **CITY OF SANTA FE** that the Master Plan for the Subject Property, as described in Exhibit B, is

³ The provisions now appear at SFCC 1987, 14-2.1F.5(IV), effective January 1, 2026, following recodification.

⁴ The provisions now appear at SFCC 1987, 14-2.1F.5(IV), effective January 1, 2026, following recodification.

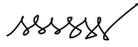
1 approved, and subject to the Conditions of Approval, as shown in Exhibit C, is adopted.

2 PASSED, APPROVED, and ADOPTED this 25th day of February, 2026.

3 

4 _____
5 MICHAEL GARCIA, MAYOR

6
7
8 ATTEST:

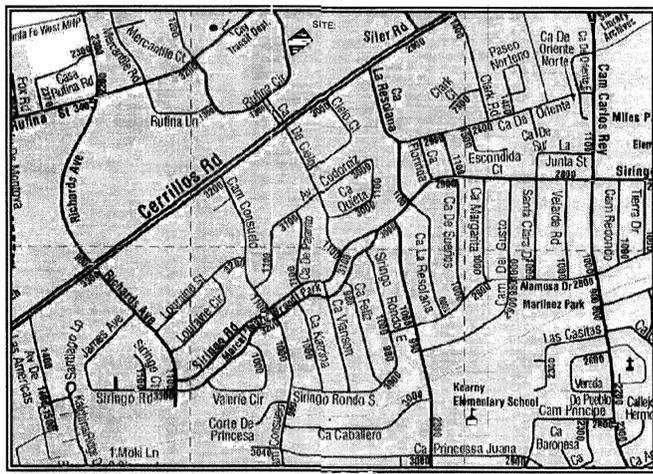
9 

10 _____
11 GERALYN F. CARDENAS, INTERIM CITY CLERK

12
13 APPROVED AS TO FORM:

14 
15 [Marcos Martinez \(Feb 26, 2026 16:05:13 MST\)](#)

16 _____
17 MARCOS MARTÍNEZ, INTERIM CITY ATTORNEY



VICINITY MAP (NTS)

PLAT REFERENCE

#1 "LOT LINE ADJUSTMENT OF LOT 3 & LOT 4 AND BOUNDARY SURVEY OF TRACT 2A, LOT 2" BY DEAN L. SCHRADER NMPLS#12451 AND FILED IN PLAT BOOK 786, PG. 003 IN THE OFFICE OF THE SANTA FE COUNTY CLERK

PUBLIC UTILITY EASEMENTS

PUBLIC UTILITY EASEMENTS shown on this plat are granted for the common and joint use of:

- NEW MEXICO GAS COMPANY for installation, maintenance and service of natural gas lines, valves and other equipment and facilities reasonably necessary to provide natural gas.
- PUBLIC SERVICE COMPANY OF NEW MEXICO for the installation, maintenance, and service of overhead and underground electrical lines, transformers, and other equipment, fixtures, structures and related facilities reasonably necessary to provide electrical service.
- QWEST CORP. d/b/a CENTURY LINK QC for installation, maintenance and service of all buried and aerial communication lines and other related equipment and facilities reasonably necessary to provide communication services, including but not limited to above ground pedestals and closures. This plat has been approved for easement purposes only. The signing of this plat does not in any way guarantee telephone services to the subdivision.
- CABLE TV for the installation, maintenance, and service of such lines, cable and other related equipment and facilities reasonably necessary to provide Cable TV services.

Included, is the right to build, rebuild, construct, reconstruct, locate, relocate, change, remove, modify, renew, operate and maintain facilities for the purposes described above, together with free access to, from, and over said right of way and easement, with the right and privilege of going upon, over and across adjoining lands of Grantor for the purposes set forth herein and with the right to utilize the right of way and easement to extend services to customers of Grantee, and to trim and remove trees, shrubs or bushes which interfere with the purpose set forth herein. No building, sign, pool (above ground or subsurface), hot tub, concrete or wood pool decking, or other structure shall be erected or constructed on said easements, nor shall any well be drilled or operated thereon.

Disclaimer

In approving this plat, Public Service Company of New Mexico (PNM) and New Mexico Gas Company (NMGC) did not conduct a Title Search of the properties shown hereon. Consequently, PNM and NMGC do not waive or release any easement or easement rights which may have been granted by prior plat, replat or other document and which are not shown on this plat.

UTILITIES APPROVAL

NEW MEXICO GAS COMPANY 2-2-18 DATE
 BNM ELECTRIC SERVICES 2/2/2018 DATE
 QWEST CORP. d/b/a CENTURY LINK QC 2-2-2018 DATE
 COMCAST 2-2-2018 DATE

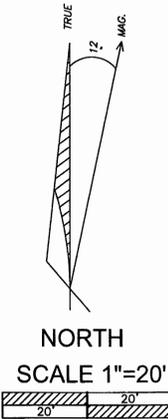
SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT AND THE NOTES HEREON ARE AN ACCURATE DELINEATION OF A FIELD SURVEY COMPLETED BY ME OR UNDER MY DIRECTION ON SEPT. 11TH, 2017, AND ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND MEET THE MINIMUM STANDARDS FOR PROFESSIONAL LAND SURVEYORS PRACTICING IN NEW MEXICO.

RICHARD A. CHATROOP 2/13/18 DATE
 N.M.P.L.S.#11011



EXHIBIT A



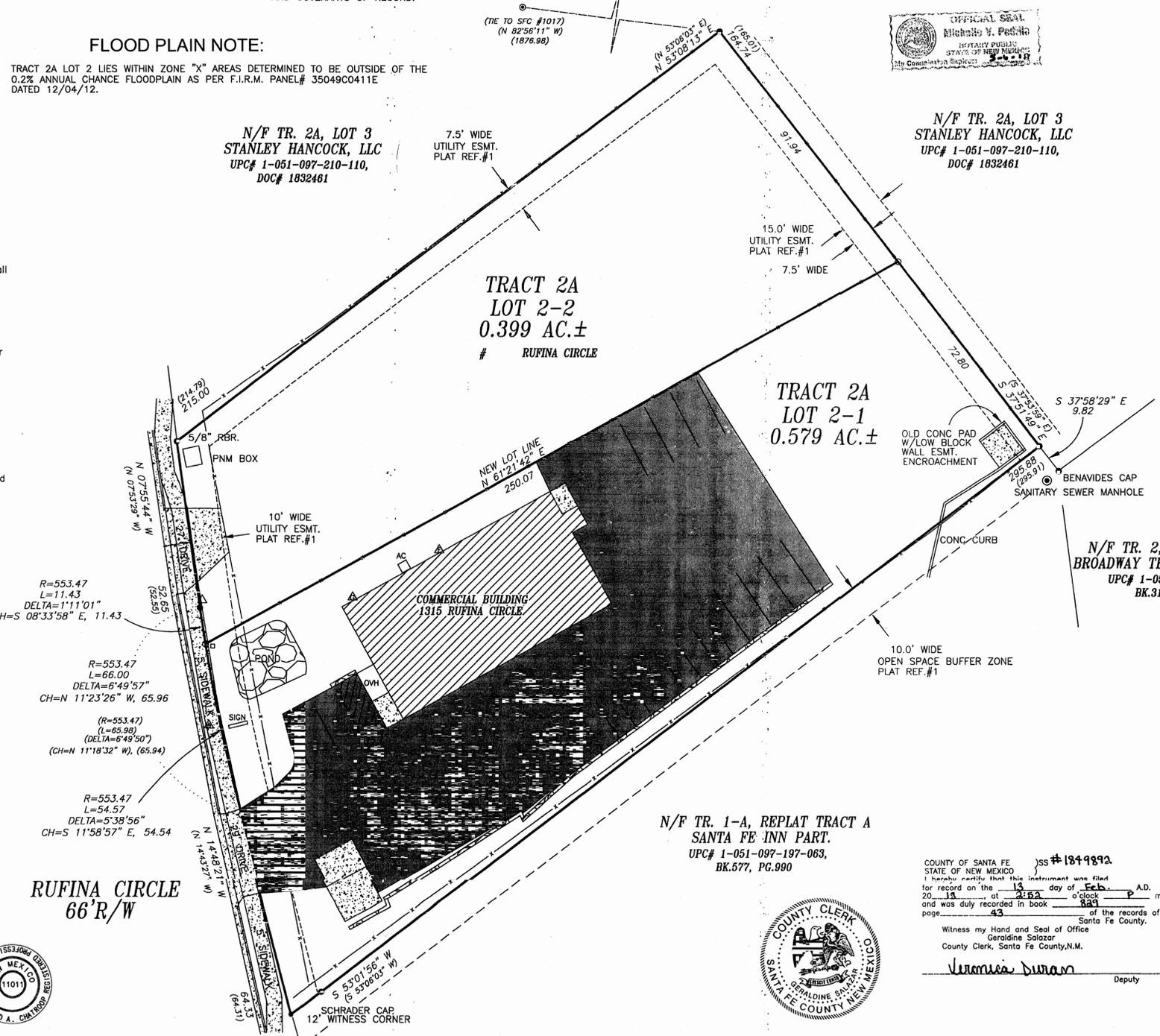
LEGEND AND NOTES

- DENOTES IRRIGATION BOX
- △ TEL RISER OR AS NOTED
- ▲ DENOTES WATER MTR.
- ▲ DENOTES GAS MTR.
- ▲ DENOTES ELEC. MTR.
- DENOTES POINT FOUND (SCHRADER CAPP UNLESS OTHERWISE NOTED)
- DENOTES POINT SET THIS SURVEY
- DENOTES POINT CALCULATED
- DENOTES CONCRETE IMPROVEMENTS PADS, WALKS & CURBING
- DENOTES ROCK WALL
- - - DENOTES EDGE OF EASEMENT
- - - DENOTES FENCE LINE

- BASIS OF BEARING IS FROM GSP OBSERVATION WGS84 PLAT REFERENCE #1 LOT OF RECORD IS FROM "REPLAT OF TRACT 1, OF KVA CENTER EAST AND EAST PORTION OF TRACT 2A, LOT 2, KVA CENTER EAST" BY ROBERT L. BENAVIDES NMPLS#5824 AND FILED IN PLAT BOOK 583, PG. 008 IN THE OFFICE OF THE SANTA FE COUNTY CLERK
- THIS PLAT IS SUBJECT TO ANY EASEMENTS, RESTRICTIONS AND COVENANTS OF RECORD.

FLOOD PLAIN NOTE:

TRACT 2A LOT 2 LIES WITHIN ZONE "X" AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN AS PER F.I.R.M. PANEL# 35049C0411E DATED 12/04/12.



DEDICATION AND AFFIDAVIT

829043

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNER(S), HAVE CAUSED TO BE DIVIDED THOSE LANDS SHOWN HEREON. THIS DIVISION IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE WISHES AND DESIRES OF SAID OWNER(S). UTILITY COMPANIES ARE GRANTED EASEMENTS AS SHOWN AND FOR EXISTING UTILITIES. OTHER EASEMENTS ARE GRANTED AS SHOWN.

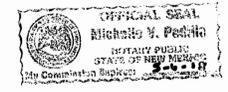
THIS DIVISION CONTAINS 0.978 AC.±, AND LIES WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE CITY OF SANTA FE, NEW MEXICO.

by Frances E. Sayre
 FRANCES E. SAYRE MANAGING MEMBER SAYRE & BEYER ENTERPRISES, LLC

STATE OF NEW MEXICO SS
 COUNTY OF SANTA FE

THE FOREGOING INSTRUMENT WAS SWORN, ACKNOWLEDGED AND SUBSCRIBED BEFORE ME BY FRANCES E. SAYRE MANAGING MEMBER SAYRE & BEYER ENTERPRISES, LLC

THIS 7th DAY OF February, 2018, Michelle V. Adell
 MY COMMISSION EXPIRES 5-6-2018 NOTARY PUBLIC



COUNTY OF SANTA FE REVIEW

[Signature] 2-13-18 DATE
 SANTA FE CO. TREASURER

CITY OF SANTA FE REVIEW

[Signature] 02/09/18 DATE
 CITY ENGINEER FOR LAND USE
[Signature] 2/5/18 DATE
 CITY PLANNER

CITY OF SANTA FE APPROVAL

APPROVED BY THE CITY OF SANTA FE SUMMARY COMMITTEE AT THEIR MEETING OF February 7, 2018, 2017, AS CASE NO. 2017-92

[Signature] DATE
 SUMMARY COMMITTEE CHAIRPERSON
[Signature] 2/9/18 DATE
 SUMMARY COMMITTEE SECRETARY

CONDITIONS OF APPROVAL:

- THE SIDEWALK AND DRIVE PAD AT THE WEST SIDE OF THE PROPERTY SHALL MEET THE MOST CURRENT STANDARDS OF THE AMERICAN WITH DISABILITIES ACT (ADA) AT THE TIME OF CONSTRUCTION PERMIT APPLICATION.
- THE ADA INSPECTION SHALL BE CONDUCTED AT THE TIME OF DEVELOPMENT AND PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
- DEVELOPMENT OF THE PROPERTY SHOWN ON THIS PLAT IS SUBJECT TO PROVISIONS OF THE SANTA FE CITY CODE 1987 THAT ARE IN EFFECT AT THE TIME DEVELOPMENT OCCURS, INCLUDING BUT NOT LIMITED TO CHAPTER 7 BUILDING AND HOUSING; CHAPTER 10 ENVIRONMENTAL REGULATIONS; CHAPTER 12 FIRE PREVENTION; CHAPTER 14 LAND DEVELOPMENT; CHAPTER 22 SEWERS; CHAPTER 23 STREETS, SIDEWALKS AND PUBLIC PLACES; CHAPTER 24 TRAFFIC; CHAPTER 25 WATER, AND CHAPTER 26 HOUSING.
- PROVISIONS OF CHAPTER 12 FIRE PREVENTION THAT ARE IN EFFECT AT THE TIME OF RECORDING INCLUDING THE FOLLOWING:
 - ALL NEW CONSTRUCTION SHALL MEET THE 150 FEET DRIVEWAY REQUIREMENTS MUST BE MET AS PER IFC, OR AN EMERGENCY TURN-AROUND THAT MEETS THE IFC REQUIREMENTS SHALL BE PROVIDED. (APPENDIX D TABLE 103.4)
 - FIRE DEPARTMENT SHALL HAVE 150 FEET DISTANCE TO ANY PORTION OF THE BUILDING ON ANY NEW CONSTRUCTION. (IFC 2009 SECTION 503.11)
 - ANY NEW DEVELOPMENT MUST MEET THE LANDSCAPE AND SITE DESIGN REQUIREMENTS OF SFCC SECTION 14-8.4 AS PART OF THE CONSTRUCTION PERMIT APPLICATION.
 - FIRE DEPARTMENT ACCESS SHALL HAVE AN UNOBSTRUCTED WIDTH OF NOT LESS THAN 20 FEET EXCLUSIVE OF SHOULDERS AND AN UNOBSTRUCTED VERTICAL CLEARANCE OF NOT LESS THAN 13 FEET 6 INCHES.
 - NEW DEVELOPMENT SHALL PROVIDE WATER SUPPLY THAT MEETS FIRE FLOW REQUIREMENTS AS PER IFC (APPENDIX B SECTION B105)
 - ALL DEVELOPMENT SHALL MEET ALL REQUIREMENTS SET FORTH BY THE IFC 2009 EDITION OR THE CODE ADOPTED BY THE GOVERNING BODY AT THE TIME OF SUBMITTING FOR PERMIT.
- WASTEWATER UEC FEES SHALL BE DUE AT THE TIME OF CONNECTION TO THE CITY SEWER SYSTEM.

LOT SPLIT OF
 1315 RUFINA CIRCLE
 TRACT 2A LOT 2
 UPC# 1-051-097-187-084

LYING WITHIN SECTION 33, T17N, R9E, NMPM, SANTA FE COUNTY, NEW MEXICO.

N/F TR. 1-A, REPLAT TRACT A
 SANTA FE INN PART.
 UPC# 1-051-097-197-063,
 BK.577, PG.990

COUNTY OF SANTA FE
 STATE OF NEW MEXICO
 I hereby certify that this instrument was filed for record on the 13 day of Feb, A.D. 2018 at 2:52 o'clock P. M. and was duly recorded in book 849 page 43 of the records of Santa Fe County.
 Witness my Hand and Seal of Office
 Geraldine Salazar
 County Clerk, Santa Fe County, N.M.
[Signature] Deputy



RICK CHATROOP
 PROFESSIONAL LAND SURVEYOR
 NEW MEXICO REGISTRATION NO. 11011

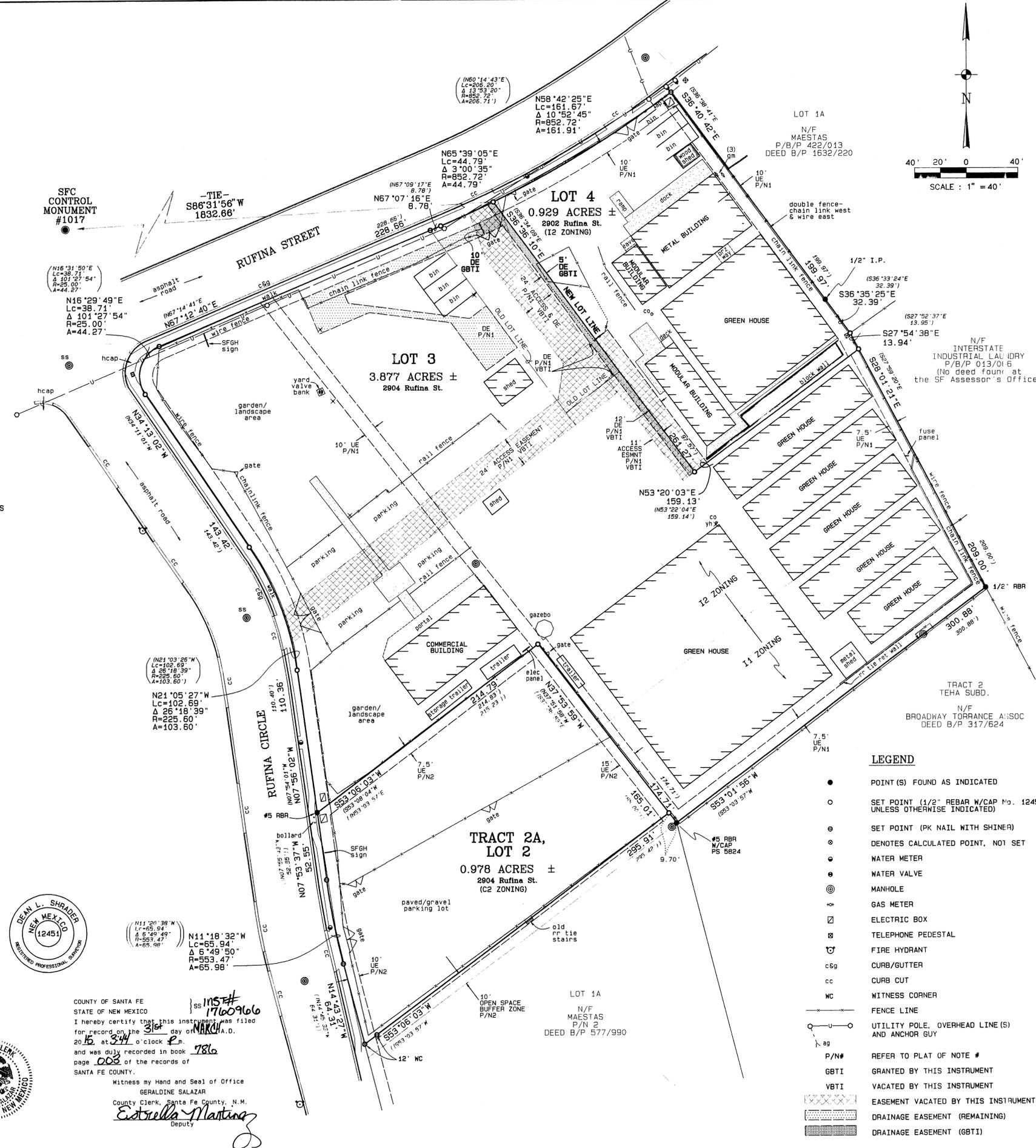
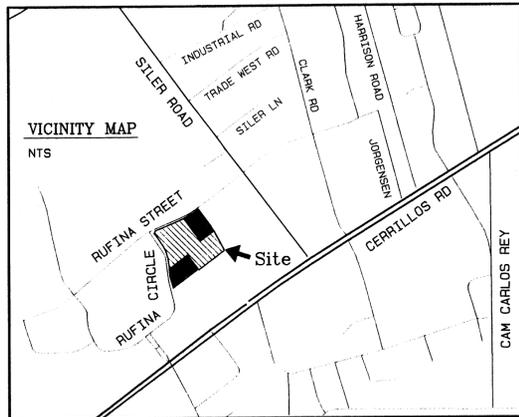
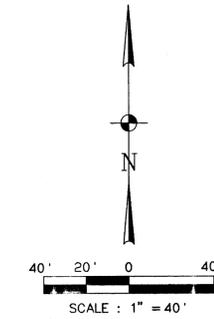
(505) 470-0037 110 WAGON TRAIL RD. CERRILLOS, NM. 87010
 INDEXING INFORMATION FOR THE COUNTY CLERK
 OWNER: SAYRE & BEYER ENTERPRISES, LLC
 LOCATION: LYING WITHIN SECTION 33, T17N, R9E, NMPM, SANTA FE COUNTY, NEW MEXICO.

CASE# 2017-92 1315 RUFINA CIRCLE LOT SPLIT

Lot Line Adjustment
of
LOT 3 & LOT 4
(formerly Tract 2A, Lot 1 & Tract A--1)
and
Boundary Survey
of
TRACT 2A, LOT 2

LYING & BEING SITUATE WITHIN
SECTION 33, T 17 N, R 9 E, NMPM
2902 & 2904 Rufina Street
CITY AND COUNTY OF SANTA FE, NEW ME (CO
LOT 3 CONTAINING 3.877 ACRES ±
LOT 4 CONTAINING 0.929 ACRES ±
TRACT 2A, LOT 2 CONTAINING 0.978 ACRES

786003



CITY OF SANTA FE NOTES & CONDITIONS
RECORDING OF THIS PLAT DOES NOT CONSTITUTE THE APPROVAL BY THE CITY OF SANTA FE OF ANY ENCROACHMENTS INTO PRIVATE PROPERTIES SHOWN, IF ANY.
EACH LOT SHALL BE SERVED BY SEPARATE SEWER AND WATER SERVICE.
PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH APPLICABLE PROVISIONS OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 2001 AND SUBSEQUENT AMENDMENTS.
PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH THE PROVISIONS OF EACH APPLICABLE CITY OF SANTA FE ORDINANCE ADOPTED PRIOR TO FINAL PLAT AND/OR DEVELOPMENT PLAN RECORDING WITH THE COUNTY CLERK OR SUBMITTAL WITH A BUILDING PERMIT APPLICATION THAT MODIFIES ANY PROVISION OF REQUIREMENTS CALLED FOR IN CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 2001 AND SUBSEQUENT AMENDMENTS.
BUILDABLE AREAS FOR PLATTED PARCELS WILL BE DETERMINED AT THE TIME OF BUILDING PERMIT APPLICATION AS DETAILED IN THE LAND DEVELOPMENT CODE. ANY BUILDABLE AREAS SHOWN HEREON ARE SUBJECT TO RELOCATION PER CODE REQUIREMENTS.
LOT 4 IS ZONED I2.
TRACT 2A, LOT 2 IS ZONED C2.
A PORTION OF LOT 3 LIES WITHIN ZONE I2. THE REMAINING OF LOT 3 LIES WITHIN ZONE I1, AS SHOWN.

- NOTES**
- REFER TO A "PLAT OF BOUNDARY SURVEY SHOWING LOT LINE ADJUSTMENT OF TRACT 2A, LOT 2 KIVA CENTER EAST AND EAST PORTION OF TRACT 2A, LOT 2 KIVA CENTER EAST" PREPARED BY ROBERT BEN/VI PS 5824, ON 12-15-2005. RECORDED AT THE SANTA FE COUNTY CLERKS OFFICE UNDER DOCUMENT #1371005 ON MARCH 16, 2005 IN PLAT BOOK 583, PAGE C08. DATA SHOWN IN SINGLE () PARENTHESIS FROM SAID DOCUMENT.
 - REFER TO A "REPLAT OF TRACT 1 OF KIVA CENTER EAST AND EAST PORTION OF TRACT 2A, LOT 2 KIVA CENTER EAST" PREPARED BY ROBERT BEN/VI PS 5824, ON 12-15-2005. RECORDED AT THE SANTA FE COUNTY CLERKS OFFICE UNDER DOCUMENT #1371005 ON MARCH 16, 2005 IN PLAT BOOK 583, PAGE C08. DATA SHOWN IN DOUBLE () PARENTHESIS FROM SAID DOCUMENT.

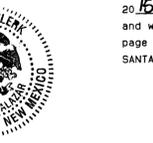
FLOOD NOTE:
THIS PROPERTY LIES WITHIN ZONE "X". AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
REFER TO FEMA FIRM MAP PANEL #35049C 0411E DATED 12/04/2012.

Owners Consent/Easement Vacation
THE UNDERSIGNED OWNERS & PROPRIETORS DO HEREBY CONSENT TO THE PLATTING OF LANDS AS SHOWN HEREON. THIS LOT LINE ADJUSTMENT IS BEING MADE WITH THE FREE CONSENT OF AND IS IN ACCORDANCE WITH THE DESIRES AND WISHES OF THE UNDERSIGNED. THE 24' ACCESS EASEMENT; THE 24' ACCESS & DRAINAGE EASEMENT; THE 11' ACCESS EASEMENT AND THE 12' DRAINAGE EASEMENT ARE HEREBY VACATED AND EXTINGUISHED, AS SHOWN. A 5' DRAINAGE EASEMENT AND A 10' DRAINAGE EASEMENT ARE HEREBY GRANTED, AS SHOWN. THESE LANDS LIE WITHIN THE PLANNING AND PLATTING JURISDICTION OF THE CITY OF SANTA FE, NEW MEXICO.

City of Santa Fe Review Case #2014-114
Risana Zaxue 03/25/15
CITY ENGINEER FOR LAND USE DATE
Jamulibre 3/25/15
CITY PLANNER DATE
Santa Fe County Treasurer's Office
Eric J. Lopez 3/31/15
DATE

David Salzman 3/23/15
SALMAN ENTERPRISES, a New Mexico Limited Partnership DATE
DAVID SALMAN, GENERAL PARTNER
STATE OF NEW MEXICO } SS
COUNTY OF SANTA FE }
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 23 DAY OF March 2015.
MY COMMISSION EXPIRES 11/18/2017
Mildred Hillstrom
NOTARY PUBLIC

Surveyors Certificate
I HEREBY CERTIFY THAT THIS PLAT AND THE NOTES SHOWN HEREON WERE PREPARED BY ME OR UNDER MY PERSONAL DIRECTION AND ARE A TRUE AND ACCURATE REPRESENTATION OF A FIELD SURVEY WHICH WAS COMPLETED ON 3/17/2015. TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, THIS PLAT MEETS OR EXCEEDS THE "MINIMUM STANDARDS FOR LAND SURVEYING IN NEW MEXICO."
D. L. Shrader
DEAN L. SHRADER NEW MEXICO PROFESSIONAL SURVEYOR No. 12451



COUNTY OF SANTA FE
STATE OF NEW MEXICO
I hereby certify that this instrument was filed for record on the 31st day of March A.D. 2015 at 3:44 o'clock P.M. and was duly recorded in book 786 page 002 of the records of SANTA FE COUNTY.
Witness my Hand and Seal of Office
GERALDINE SALAZAR
County Clerk, Santa Fe County, N.M.
Estrella Martinez
Deputy

- LEGEND**
- POINT(S) FOUND AS INDICATED
 - SET POINT (1/2" REBAR W/CAP No. 12451 UNLESS OTHERWISE INDICATED)
 - ⊙ SET POINT (PK NAIL WITH SHINER)
 - ⊗ DENOTES CALCULATED POINT, NOT SET
 - WATER METER
 - WATER VALVE
 - ⊙ MANHOLE
 - ⊕ GAS METER
 - ⊠ ELECTRIC BOX
 - ⊞ TELEPHONE PEDESTAL
 - ⊕ FIRE HYDRANT
 - c6g CURB/GUTTER
 - cc CURB CUT
 - WC WITNESS CORNER
 - FENCE LINE
 - UTILITY POLE, OVERHEAD LINE(S) AND ANCHOR GUY
 - P/N# REFER TO PLAT OF NOTE #
 - GBTI GRANTED BY THIS INSTRUMENT
 - VBTI VACATED BY THIS INSTRUMENT
 - ⊠ EASEMENT VACATED BY THIS INSTRUMENT
 - ⊠ DRAINAGE EASEMENT (REMAINING)
 - ⊠ DRAINAGE EASEMENT (GBTI)

UPC #s:
1-051-097-187-084, LOT 3
1-051-097-203-198, LOT 4
1-051-097-210-110, TR 2-A LOT 2

INDEXING INFORMATION FOR COUNTY CLERK		CASE No.: 2014-	
OWNER	SECTION	TWNSHP.	RANGE LOCATION
SALMAN ENTERPRISES, a NM Limited Partnership	PROJ. S 33	T 17 N	R 9 E 2902 & 2904 F ina : L

HIGH DESERT SURVEYING, INC
PROFESSIONAL SURVEYING
1925 ASPEN DRIVE, SUITE 401
SANTA FE, NM 87505
PHONE: (505) 438-8094
FAX: (505) 424-1709
DWG. NAME: Lot Line Adjust Lots 3 & 4 and Bndry Tr 2A, Lot 2 12003

MASTER PLAN GIRLS INC. OF SANTA FE

EXHIBIT B

2904 RUFINA STREET, SANTA FE, NEW MEXICO 87507

MASTER PLAN
2904 RUFINA STREET

BUILDING CODE & ZONING INFORMATION

APPLICABLE BUILDING CODES

SANTA FE CITY LAND DEVELOPMENT CODE
 2021 NEW MEXICO COMMERCIAL BUILDING CODE (NMCBC)
 2021 International Building Code (IBC) amended by NMAC Title 14 Chapter 7 Part 2
 2021 NEW MEXICO COMMERCIAL ENERGY CONSERVATION CODE (NMECC)
 2021 International Energy Conservation Code (IECC) amended by NMAC Title 14 Chapter 7 Part 9
 2021 NEW MEXICO PLUMBING CODE (NMPC)
 2021 Uniform Plumbing Code (UPC) amended by NMAC Title 14 Chapter 8 Part 2
 2021 NEW MEXICO MECHANICAL CODE (NMMC)
 2021 Uniform Mechanical Code (UMC) amended by NMAC Title 14 Chapter 9 Part 2
 2020 NEW MEXICO ELECTRICAL CODE (NMEC)
 2020 National Electrical Code (NEC) amended by NMAC Title 14 Chapter 10 Part 4
 2012 NEW MEXICO ELECTRICAL SAFETY CODE (NMESC)
 2012 National Electrical Safety Code (NEC) amended by NMAC Title 14 Chapter 10 Part 5
 2021 INTERNATIONAL FIRE CODE

ACCESSIBILITY

EITHER NMCBC (2021 IBC CH. 11 & 2017 ICC A117.1) OR DOJ 2010 STANDARDS FOR ACCESSIBLE DESIGN (ADA) - WHICHEVER IS MORE RESTRICTIVE.

ZONING

CURRENT: I-1 & I-2 INDUSTRIAL (LOT 3) & C-2 COMMERCIAL (TRACT 2A, LOT 2-2);
 PROPOSED: C-2 COMMERCIAL (BOTH LOTS)

LOT SIZE

TRACT 2A, LOT 2-2:	0.398 ACRES	17,336.88 SF
LOT 3:	3.877 ACRES	168,882.12 SF
TOTAL COMBINED LOTS:	4.275 ACRES	186,219.00 SF

SETBACKS FOR C-2

STREET: 15'-0"
 SIDE: 0'-0"
 REAR: 10'-0"

LANDSCAPE REQUIREMENTS

PER SANTA FE CITY CODE 14-8.4

FLOOD PLAIN

PROPOSED STRUCTURES OUT OF FLOOD PLAIN

PROJECT TEAM

OWNER

GIRLS INC. OF SANTA FE
 301 HILLSIDE AVENUE
 SANTA FE, NEW MEXICO 87501
 (505) 982-2042



of Santa Fe

ARCHITECT

AUTOTROPH
 222 EAST MARCY STREET STE 19
 SANTA FE, NEW MEXICO 87501
 (505) 216-7555



PLANNER

JENKINS GAVIN
 130 GRANT AVENUE STE 101
 SANTA FE, NEW MEXICO 87501
 (505) 820-7444

DESIGN ENGINEERING

CIVIL ENGINEER

DESIGN ENGINEERING
 POST OFFICE BOX 2758
 SANTA FE, NEW MEXICO 87504
 (505) 989-3557

VICINITY MAP



PROJECT SITE

DRAWINGS INDEX

- C-0 COVER SHEET
- C-1 EXISTING CONDITIONS SITE PLAN
- C-2 PROPOSED SITE MASTER PLAN
- C-3 PROPOSED PRELIMINARY LANDSCAPE PLAN
- C-4 CONCEPTUAL TERRAIN MANAGEMENT
- C-5 CONCEPTUAL UTILITY PLAN

DRAWINGS INFO

MASTER PLAN DRAWINGS DATE: AUGUST 11, 2025
 ARCHITECT'S PROJECT NUMBER: 2502

CITY OF SANTA FE APPROVALS

GOVERNING BODY APPROVAL, CASE NO. 2025-_____
 APPROVED BY THE GOVERNING BODY AT THEIR MEETING ON _____

MAYOR _____ DATE _____

ATTEST:
 CITY CLERK _____ DATE _____

CITY OF SANTA FE LAND USE APPROVAL:

CITY PLANNER _____ DATE _____

CITY ENGINEERING FOR LAND USE _____ DATE _____

NOT FOR CONSTRUCTION



No.	DESCRIPTION	DATE

GIRLS INC OF SANTA FE MASTER PLAN

2904 RUFINA STREET, SANTA FE, NEW MEXICO 87507

COVER SHEET

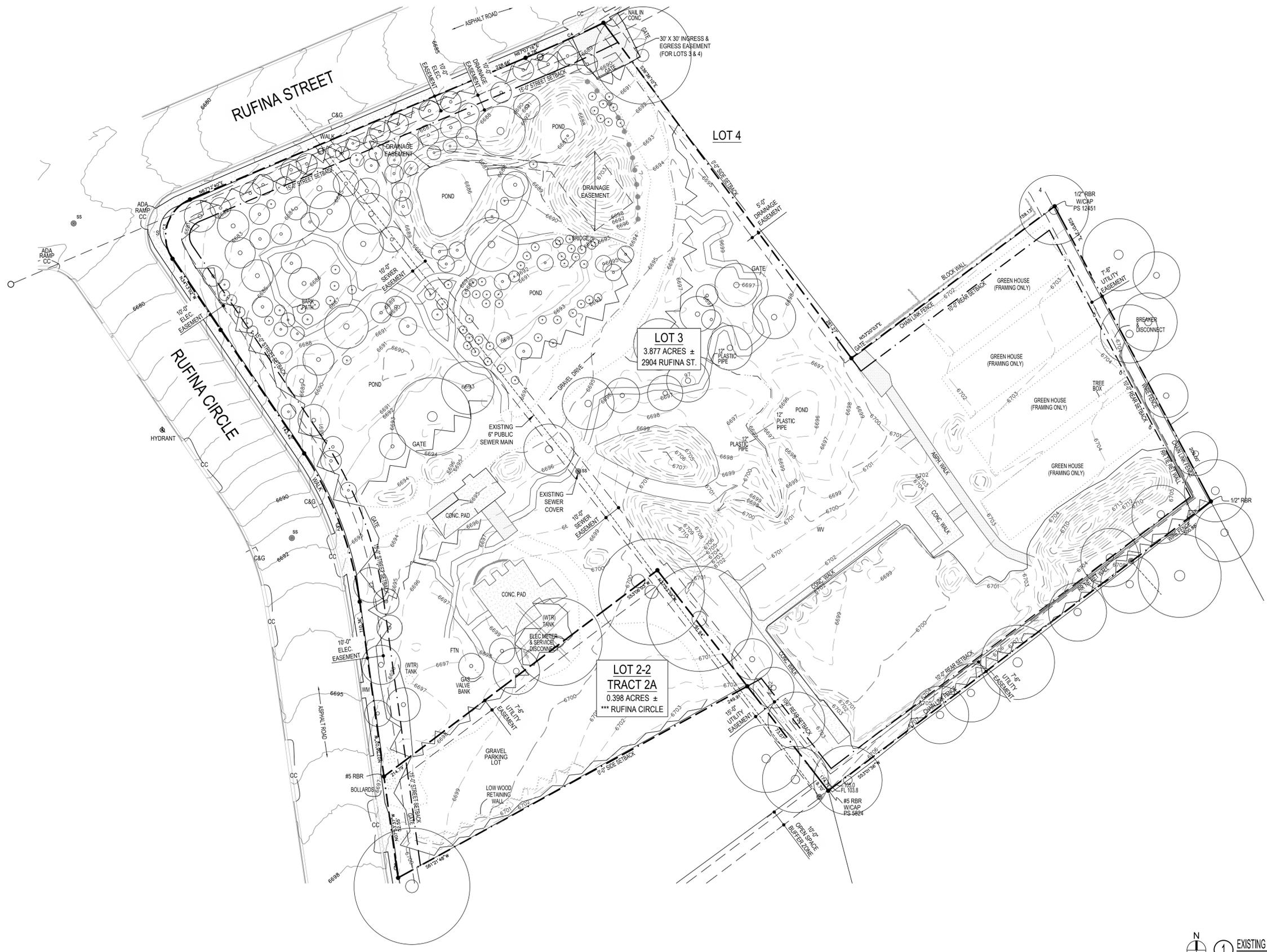
ARCHITECT'S PROJECT NUMBER: 2502
 FIRST SUBMISSION DATE: AUGUST 11, 2025

C-0



222 EAST MARCY STREET, SUITE 19
 SANTA FE, NEW MEXICO 87507
 (505) 216-7555
 WWW.AUTOTROPHDESIGN.COM

THESE DRAWINGS ARE THE PROPERTY OF AUTOTROPH AND ARE NOT TO BE REPRODUCED, MODIFIED, OR USED FOR ANY OTHER PROJECT OR EXTENSION OF THIS PROJECT EXCEPT BY WRITTEN AGREEMENT WITH AUTOTROPH.



- LEGEND**
- PROPERTY LINES
 - EASEMENT LINES
 - EXISTING LARGE & MEDIUM SIZE TREES
 - - - 5' CONTOUR LINES
 - - - 1' CONTOUR LINES
 - ▨ EXISTING CONCRETE

NOT FOR CONSTRUCTION



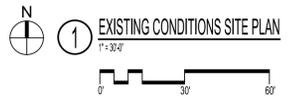
No.	DESCRIPTION	DATE

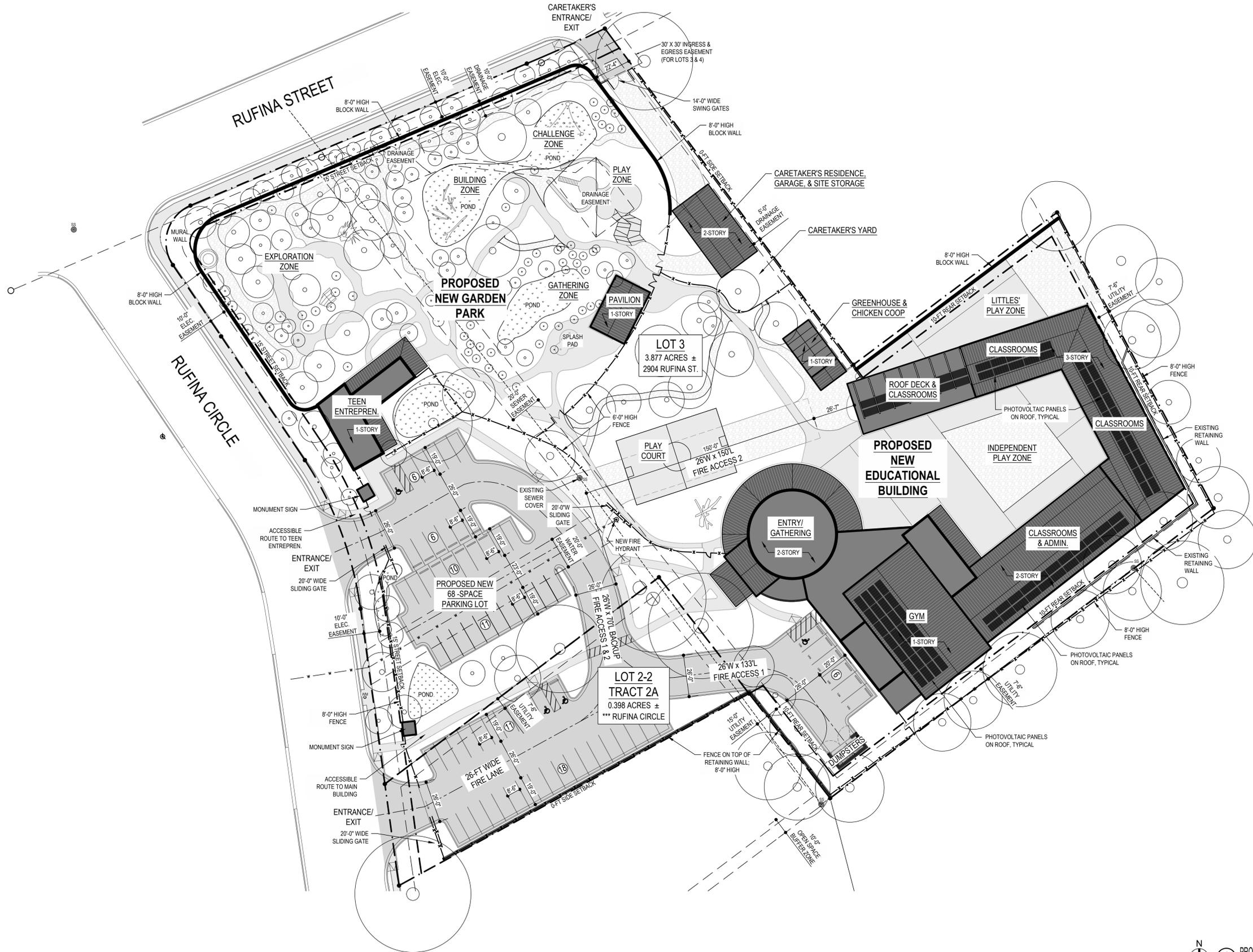
GIRLS INC OF SANTA FE MASTER PLAN

2904 RUFINA STREET, SANTA FE, NEW MEXICO 87507

EXISTING CONDITIONS SITE PLAN

ARCHITECT'S PROJECT NUMBER: 2502
 FIRST SUBMISSION DATE: AUGUST 11, 2025





PERMISSIBLE USES

- PUBLIC, INSTITUTIONAL, AND CIVIC:**
 COMMUNITY CENTERS AND INSTITUTIONS
 RECREATION, PARKS, AND ENTERTAINMENT
- COMMERCIAL:**
 ARTS ACTIVITIES
 FOOD AND BEVERAGE
 SINGLE FAMILY DWELLINGS
 RECREATION AND ENTERTAINMENT
 RETAIL AND SERVICES
 AGRICULTURAL USES
 ACCESSORY USES

SITE DATA

PROPOSED ZONING:
 TRACT 2A, LOT 2-2: C-2. GENERAL COMMERCIAL

LOT SIZE:
 4.275 ACRES (186,219 SQ. FT.)

FOOTPRINT:
 33,378 SF

GROSS FLOOR AREA (GFA):
 PROPOSED MAX.: 55,478 SF

LOT COVERAGE:
 MAXIMUM: 60%
 PROVIDED: 24%

OPEN SPACE:
 REQUIRED: 25% NON-RESIDENTIAL & MIXED-USE = 46,554.75
 PROVIDED: 63.7% = 118,563 SF

BUILDING HEIGHT:
 C-2 ZONING MAXIMUM ALLOWABLE HEIGHT: 45'-0"
 MAXIMUM PROPOSED BUILDING HEIGHT: 45'-0"

PARKING

CUSTOM PARKING REQUIREMENTS - YOUTH CENTER

STAFF:	1/STAFF = 1x42 =	42
GUESTS / OVERFLOW:		21
FACILITY VANS:	1/VAN = 1x5 =	5
TOTAL PARKING REQUIRED:		68
TOTAL PARKING PROVIDED (INCL. 4 ADA):		68

LEGEND

- PROPERTY LINES
- - - EASEMENT LINES
- EXISTING LARGE & MEDIUM TREES
- SIDEWALKS
- ▭ PARKING LOT
- ▨ STRUCTURE ROOF

GENERAL NOTES

- PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH APPLICABLE PROVISIONS OF CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 1987 AND SUBSEQUENT AMENDMENTS.
- PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH THE PROVISIONS OF EACH APPLICABLE CITY OF SANTA FE ORDINANCE ADOPTED PRIOR TO SUBMITTAL WITH BUILDING PERMIT APPLICATION THAT MODIFIES ANY PROVISIONS OR REQUIREMENTS CALLED FOR IN CHAPTER 14, LAND DEVELOPMENT CODE, SFCC 1987 AND SUBSEQUENT AMENDMENTS.
- PROPERTY WILL BE SUBJECT TO THE WATER ALLOCATION AND/OR WATER OFFSET RETROFIT PROVISIONS OF ORDINANCE NO 2002-29 AND RESOLUTION 2002-55 AT THE TIME OF PERMIT APPLICATION OR WATER HOOKUP REQUEST. COMPLIANCE SHALL BE ACHIEVED BY USE OF RETROFIT CREDITS OR WATER TRANSFERS, IF APPLICABLE.
- COMPLIANCE WITH PROVISIONS OF GUNNISON'S PRAIRIE DOG ORDINANCE SHALL BE COMPLETED PRIOR TO GRADING OPERATIONS.
- AMERICANS WITH DISABILITIES ACT (ADA) INSPECTION SHALL BE CONDUCTED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY. THE CONTRACTOR SHALL CONTACT CITY STAFF TO SCHEDULE AN INSPECTION.
- FENCES, WALLS, OR OTHER OBSTRUCTIONS SHALL NOT BE PLACED OR CONSTRUCTED ACROSS PUBLIC SANITARY SEWER EASEMENTS, EXCEPT WHERE SHOWN AS NEEDED.
- UTILITY EXPANSION CHARGES (UEC) SHALL BE PAID AT THE TIME OF BUILDING PERMIT APPLICATION FOR EACH LOT BY CONTACTING THE CITY OF SANTA FE PERMIT AND DEVELOPMENT REVIEW DIVISION.
- ALL PROPOSED CHANGES TO THE APPROVED IMPROVEMENTS PLANS SHALL RECEIVE PRIOR APPROVAL BY THE CITY OF SANTA FE.
- ALL PROPOSED IMPROVEMENTS WILL COMPLY WITH THE CURRENT COSF WATER CONSERVATION STAGE.
- LANDSCAPE DESIGN SHALL COMPLY WITH APPLICABLE PROVISIONS OF SFCC SECTION 14-8.4.
- PROPERTY DEVELOPMENT MAY BE SUBJECT TO THE PROVISIONS OF SECTION 14-8.4(F)(5) "PRESERVATION OF EXISTING TREES" PER THE LAND USE DIRECTOR.
- PROPERTY DEVELOPMENT IS REQUIRED TO COMPLY WITH THE PROVISIONS OF COSF ORD. NO. 2008-02 (IMPACT FEES).
- PROPERTY DEVELOPMENT, BOTH PUBLIC AND PRIVATE OWNERSHIP, SHALL COMPLY WITH THE COSF ORDINANCE NO 2002-20 (TERRAIN AND STORMWATER MANAGEMENT) AT THE TIME OF BUILDING PERMIT APPLICATION.
- FIRE DEPARTMENT ACCESS SHALL BE MAINTAINED THROUGHOUT ALL DEVELOPMENT CONSTRUCTION PHASES, PER IFC 1410.1.
- AN APPROVED WATER SUPPLY FOR FIRE PROTECTION, EITHER TEMPORARY OR PERMANENT, SHALL BE MADE AVAILABLE AS SOON AS COMBUSTIBLE MATERIAL ARRIVES ON THE SITE, PER IFC 1412.1.
- PERMANENT TRAFFIC CONTROL DEVICES SHALL BE INSTALLED BY THE DEVELOPER PER APPROVED PLAN.
- THIS DEVELOPMENT LIES OUTSIDE OF A CITY OF SANTA FE HISTORIC DISTRICT.
- THE LAYOUT SHOWN HEREON IS CONCEPTUAL AND MAY BE MODIFIED AS PART OF THE DEVELOPMENT PLAN PROCESS WITHOUT THE NEED FOR A MASTER PLAN AMENDMENT.

NOT FOR CONSTRUCTION



No.	DESCRIPTION	DATE

GIRLS INC OF SANTA FE MASTER PLAN

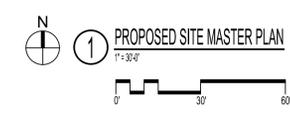
2904 RUFINA STREET, SANTA FE, NEW MEXICO 87507

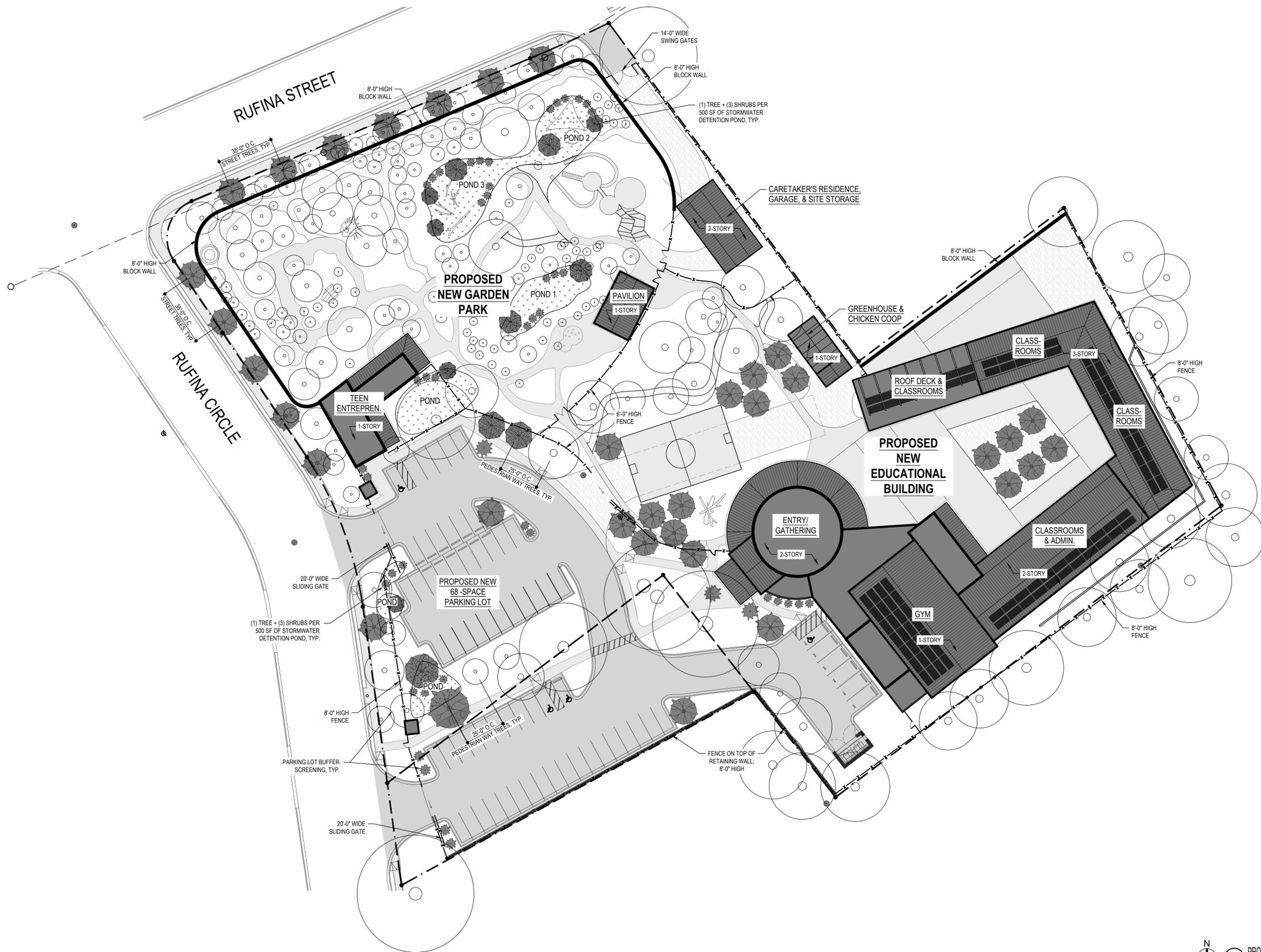
PROPOSED SITE MASTER PLAN

ARCHITECT'S PROJECT NUMBER: 2502

FIRST SUBMISSION DATE: AUGUST 11, 2025

C-2





GENERAL NOTES

1. LANDSCAPE DESIGN SHALL COMPLY WITH ALL APPLICABLE PROVISIONS OF SFCO SECTION 14-8.4.
2. ALL DECIDUOUS TREES TO BE 2-INCH MINIMUM CALIPER.
3. ALL EVERGREEN TREES TO BE 6-FEET MINIMUM IN HEIGHT.
4. NEW PLANTS TO BE WATER-WISE CITY APPROVED PLANTS.
5. ALL PLANT MATERIAL SHALL BE COLD-HARDY TO USDA CLASSIFICATION ZONE 5.
6. NEW PLANT MATERIAL TO BE MULCHED TO A 2-INCH MINIMUM DEPTH.
7. A MINIMUM OF ONE TREE AND THREE SHRUBS SHALL BE PLANTED PER 500 SF OF REQUIRED PONDING AREA.
8. STREET TREES AND PEDESTRIAN WAY TREES SHALL BE PLANTED WITHIN THE ACCEPTABLE SPACING RANGE DESCRIBED IN SFCO SECTION 14-8.4.
9. THE LAYOUT SHOWN HEREON IS CONCEPTUAL AND MAY BE MODIFIED AS PART OF THE DEVELOPMENT PLAN PROCESS WITHOUT THE NEED FOR MASTER PLAN AMENDMENT.

PLANT LEGEND

-  PROPOSED NEW TREE - DECIDUOUS
-  PROPOSED NEW TREE - CONIFEROUS
-  PROPOSED NEW SHRUB
-  EXISTING TREE

NOT FOR CONSTRUCTION



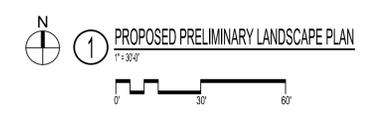
No.	DESCRIPTION	DATE

GIRLS INC OF SANTA FE MASTER PLAN

2904 RUFINA STREET, SANTA FE, NEW MEXICO 87507

PROPOSED PRELIMINARY LANDSCAPE PLAN

ARCHITECT'S PROJECT NUMBER: 2502
 FIRST SUBMISSION DATE: AUGUST 11, 2025



GIRLS INC. DRAINAGE ANALYSIS SUMMARY

THE SUBJECT PROPERTY IS CURRENTLY 4.28 ACRES IN SIZE WITH A GENTLE GRADE TOWARDS THE NORTH. THERE ARE NO MAPPED FEMA FLOOD ZONES NOR DEFINED DRAINAGES ON THE SITE. THE PROPERTY HAD BEEN ALTERED EXTENSIVELY AND WAS USED FOR MORE THAN 30 YEARS AS A NURSERY. AN EXAMINATION OF GOOGLE EARTH HISTORIC PHOTOS SHOWS AT TIMES MORE GREEN HOUSES AND PARKING LOTS THAN WHEN THE GIRLS INC. ACQUIRED THE PROPERTY. PRIOR TO ANY SITE DEVELOPMENT, THE SITE HAD SOILS THAT WERE TYPICALLY MAPPED BY THE SOIL CONSERVATION SERVICE AS BEING HYDROLOGIC GROUP C. VEGETATION WAS DOMINATED BY SAGE BRUSH AND GRASSES, WITH A GOOD BASAL COVERAGE.

WITH THE NURSERY DEVELOPMENT, IMPERVIOUS AREAS WERE ADDED, INCLUDING GREEN HOUSES AND PARKING LOTS (56,660 SF OF IMPERVIOUS AREA WITH CN OF 98) AND THE SOILS WERE ENHANCED WITH EXTENSIVE MULCHING AND VEGETATION AND THE ADDITION OF SEVERAL PONDS. WITH THESE IMPROVEMENTS THE NET EFFECT WAS STORMWATER RUNOFF DECREASED DUE TO SOIL ENHANCEMENTS, INCREASED VEGETATION ON MUCH OF THE SITE AND THE ADDITION OF SEVERAL PONDS. AS A RESULT THE RUNOFF DECREASED SLIGHTLY FROM THE SITE.

SITE DEVELOPMENT WILL INCLUDE CLEARING OF 56,700 SF OF IMPERVIOUS AREA (GREENHOUSES, CONCRETE, ASPHALT AND GRAVEL PARKING LOTS AND DRIVES) ON THE SITE AND INSTALLING APPROXIMATELY 46,700 SF OF IMPERVIOUS AREA, OR ABOUT 40,000 SF OF ADDITIONAL IMPERVIOUS AREA. MOST OF THE HIGHLY VEGETATED AND ENHANCED SOILS AREAS LOCATED IN THE NORTHERN PORTION OF THE SITE WILL BE LEFT INTACT. RUNOFF WILL INCREASE POST DEVELOPMENT AND THEREFORE ADDITIONAL PONDING VOLUMES WILL NEED TO BE CREATED.

THE PROPOSED PLAN IS TO REUSE SEVERAL OF THE EXISTING PONDS AND ADD A COUPLE MORE. SOME OF THE EXISTING PONDS WILL BE RESHAPED TO INCREASE THEIR HOLDING CAPACITY. IN NO CASE WILL POND DEPTH EXCEED THREE FEET. THE PONDS WILL DETAIN THE WATER AND REDUCE THE PEAK FLOW FROM THE SITE.



NOTE: EXISTING SIDEWALK GRADE MATCHES ROAD GRADE ~ 6.6%

CURB DI
INSTALL VALLEY GUTTER AND FILLETS

INSTALL VALLEY GUTTER AND FILLETS



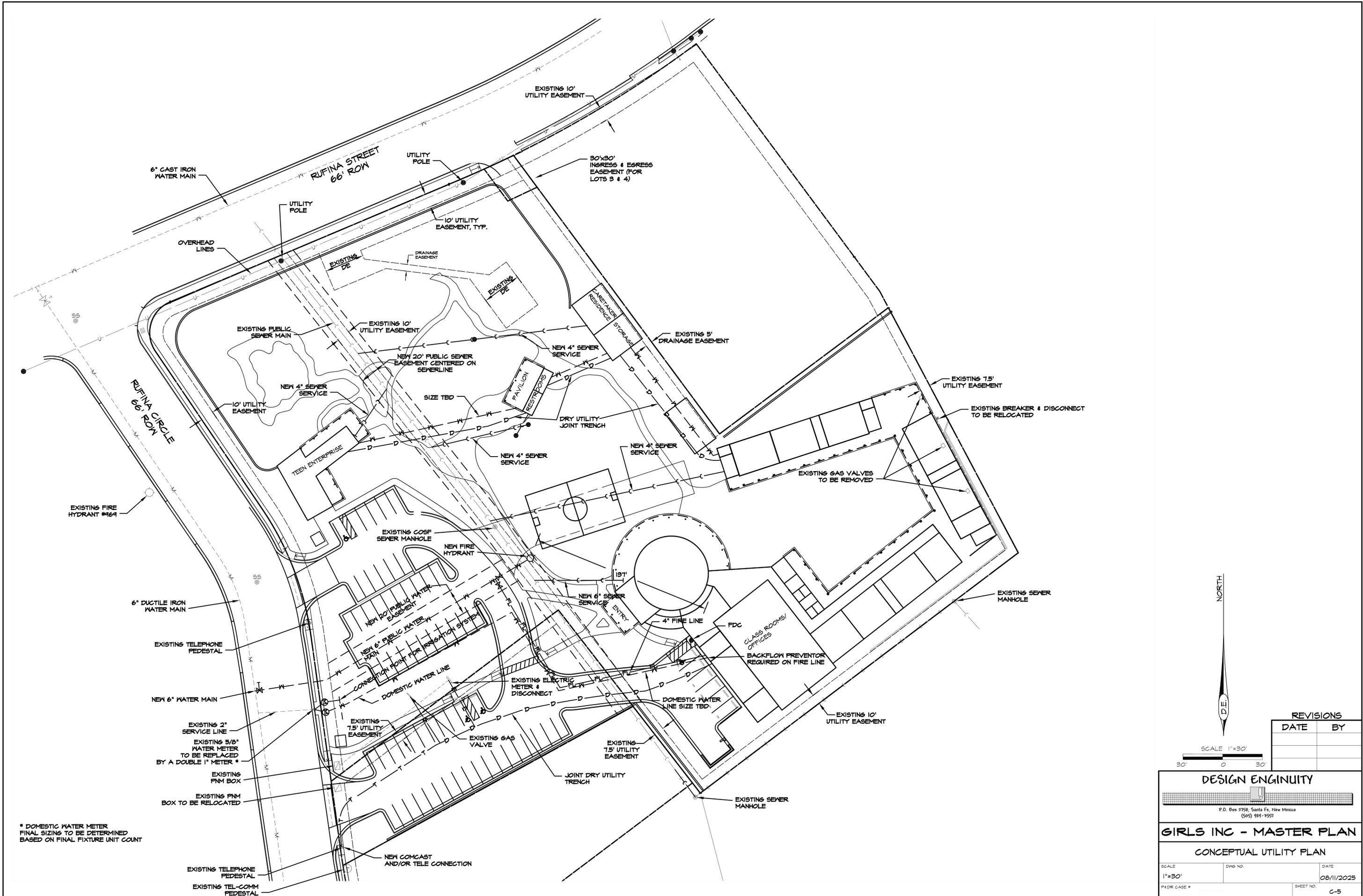
REVISIONS	
DATE	BY

DESIGN ENGINEITY
 P.O. Box 2158, Santa Fe, New Mexico
 (505) 984-3557

GIRLS INC - MASTER PLAN

CONCEPTUAL TERRAIN MANAGEMENT

SCALE 1"=30'	DWG NO.	DATE 08/11/2025
P&DR CASE #	SHEET NO.	C-4



* DOMESTIC WATER METER FINAL SIZING TO BE DETERMINED BASED ON FINAL FIXTURE UNIT COUNT

NORTH

SCALE 1"=30'

REVISIONS	
DATE	BY

DESIGN ENGINEUTY

P.O. Box 2158, Santa Fe, New Mexico
(505) 984-3557

GIRLS INC - MASTER PLAN

CONCEPTUAL UTILITY PLAN

SCALE 1"=30'	DWSG NO.	DATE 08/11/2025
P&DR CASE #	SHEET NO.	C-5

City of Santa Fe, New Mexico

Attachment A

Conditions of Approval and Technical Corrections

- 1. Table of Conditions of Approval**
- 2. Table of Technical Corrections**
- 3. Development Review Team Compiled Comments**

Conditions of Approval & Technical Corrections

Conditions of Approval			
#	Condition of Approval	Dept. or Division	To be completed:
1	<p>Archaeological review will be required if The applicant exceeds 550-linear feet of utility lines including but not limited to water, gas, sewer, electric, power, etc. 14-3.13(B)(3) Suburban Archaeological Review District In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects: All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres All city projects over two (2) acres in size. All city park projects over one (1) acre in size.</p> <p>(4) Utility Mains: An archaeological clearance permit is required for new construction of sewer mains or main lines of other utilities such as telephone lines, gas lines, and fiber optics, including the entire construction easement: With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district; With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.</p>	Archaeology	Prior to building permit approval
2	Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)	Current Planning	Prior to public hearing (COMPLETED)
3	<p>Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity Applicant shall consolidate Lots 3 and 2A, 2-2 concurrent with Development Plan review or place appropriate easements between Lots 3 and 2A, 2-2 in perpetuity concurrent with Development Plan review.</p>	Current Planning	<p>Prior to public hearing Prior to development plan approval</p>
4	Add Case #2025-11030 to Master Plan sheets	Current Planning	Prior to public hearing (COMPLETED)
5	Shall comply with the most currently adopted International Fire Code	Fire	Prior to public hearing (COMPLETED)
6	Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021	Fire	Prior to public hearing (COMPLETED)

Conditions of Approval			
#	Condition of Approval	Dept. or Division	To be completed:
7	Shall verify compliance with section D105 Aerial Fire Apparatus Access Road as per IFC 2021	Fire	Prior to public hearing (COMPLETED)
8	Historic drainage calcs should include offsite flows onto property (if applicable)	Rivers and Watershed	Prior to Development Plan approval (In drainage report)
9	Provide a full drainage report	Engineering	Prior to Development Plan approval
10	Grading and Drainage plan must accurately show locations and dimensions of existing versus new impervious surfaces for verification. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume.	Engineering	Prior to Development Plan approval
11	Include pond sections and show how ponds will overflow.	Engineering	Prior to Development Plan approval
12	Include lighting plan with photometrics	Engineering	Prior to Development Plan approval
13	A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.	Engineering	Prior to Development Plan approval
14	The 6-inch sewer service line(s) will be required to connect to a sewer manhole	Wastewater	Prior to recordation
15	All 4-inch sewer lines shall connect directly to the public sewer lines	Wastewater	Prior to recordation
16	The Wastewater Division has concerns for the existing public sewer line with regards to the sites existing conditions. We are requesting to do a walk thru with the design engineer to discuss the landscaping, access and the condition of the sewer line in the field	Wastewater	Prior to recordation
17	An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Water	Prior to building permit approval
18	An approved Water Plan will be required for all new public water infrastructure and fire services.	Water	Prior to development plan approval
19	A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.	Water	At time of development

Conditions of Approval			
#	Condition of Approval	Dept. or Division	To be completed:
20	Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.	Water	At time of development
21	Each lot shall be served by a separate City water service.	Water	At time of development
22	See attached comments response letter dated 9/25/25 from Wilson & Company regarding Bohannon Huston, initial draft Traffic Impact Study dated 8/725	Traffic	Prior to public hearing (COMPLETED)
23	See attached comments response letter dated 10/17/25 from Wilson & Company regarding Bohannon Huston, revised draft Traffic Impact Study dated 10/6/25	Traffic	Prior to Development Plan Approval
24	Elevations submitted for the development plan shall include a detailed Points analysis that is intergraded with the Elevations for review.	Current Planning	At time of Development Plan

Technical Corrections			
#	Technical Correction	Dept. or Division	To be completed:
1	Provide a landscape design compliant with City of Santa Fe Codes Chapter 14-8.4 Landscape and Site Design.	Landscape, Irrigation, Outdoor Lighting	Prior to recordation of Development Plan
2	Provide a landscape irrigation design compliant with City of Santa Fe Codes Chapter 14-8.4(E) Landscape and Site Design Water Harvesting and Irrigation Standards and the City of Santa Fe Landscape Irrigation Design Standards (LIDS) Manual.	Landscape, Irrigation, Outdoor Lighting	Prior to recordation of Development Plan
3	Provide an outdoor lighting plan with photometric data per 14-8.9(C) COSF code. A lighting design with footcandle points is required.	Landscape, Irrigation, Outdoor Lighting	Prior to recordation of Development Plan
4	Include attached notes on development plan.	Engineering	Prior to recordation of Development Plan
5	The Wastewater Division shows all existing public sewer lines being 8-inch concrete pipe	Wastewater	-
6	Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property	Water	Prior to water plan approval



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

Date: September 8, 2025

Cases: #2025-11028, 2025-11029, 2025-11030

To: Angelica Wolff, JenkinsGavin, Inc

Via: Heather Lamboy, Planning and Land Use Director
Maggie Moore, Assistant Planning and Land Use Director
Daniel Esquibel, Planner Manager

From: Alexa Hempel, Senior Planner

Cases #2025-11028, 2025-11029, and 2025-110330. 2904 Rufina St General Plan Amendment, Rezoning, and Master Plan. JenkinsGavin, Inc, Agent, for Girls Inc of Santa Fe, Applicant, requests a General Plan Amendment, Rezoning, and Master Plan for the property at 2904 Rufina St. This property is comprised of 2 parcels totaling approximately 4.85 acres, currently zoned I-1 (Light Industrial), I-2 (General Industrial), and C-2 (General Commercial).

This application was received on August 11, 2025 and has been reviewed by Planning Division staff (Staff) and the City's Development Review Team (DRT). Attached are the initial DRT review comments including conditions of approval and technical corrections. I would like to highlight and summarize the following key items:

A. Initial Planning Division Review Summary

Your General Plan Amendment, Rezoning, and Master Plan applications have been reviewed by Planning Division staff and the following necessary revisions have been identified:

1. Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)
2. ~~Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity~~
3. Add Case #2025-11030 to Master Plan sheets
4. Submit a parking analysis at time of Development Plan
5. All utilities shall be underground

↑
Applicant shall consolidate Lots 3 and 2A, 2-2 concurrent with Development Plan review or place appropriate easements between Lots 3 and 2A, 2-2 in perpetuity concurrent with Development Plan review

B. Initial DRT Review Summary

Your General Plan Amendment, Rezoning, and Master Plan applications have been reviewed by the DRT and the following necessary revisions have been identified:

1. Shall comply with the most currently adopted International Fire Code
2. Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021
3. Shall verify compliance with section D105 Aerial Fire Apparatus Access Roads as per IFC 2021
4. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services
5. An approved Water Plan will be required for all new public water infrastructure and fire services.
6. A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service
7. Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.
8. Each lot shall be served by a separate City water service.
9. Provide a landscape design compliant with City of Santa Fe Codes Chapter 14-8.4 Landscape and Site Design.
10. Provide a landscape irrigation design compliant with City of Santa Fe Codes Chapter 14-8.4(E) Landscape and Site Design Water Harvesting and Irrigation Standards and the City of Santa Fe Landscape Irrigation Design Standards (LIDS) Manual.
11. Provide an outdoor lighting plan with photometric data per 14-8.9(C) COSF code. A lighting design with footcandle points is required.
12. Archaeological review will be required if the applicant exceeds 550-linear feet of utility lines including but not limited to water, gas, sewer, electric, power, etc.
 - a. 14-3.13(B)(3) Suburban Archaeological Review District
 - i. In this district, an archaeological clearance permit shall be required prior to approval of the final development plan or plat for the following projects:
 - ii. All annexations, rezonings, subdivisions, planned unit developments , or other development requiring approval by the Planning Commission, having over ten (10) acres
 - iii. All city projects over two (2) acres in size.
 - iv. All city park projects over one (1) acre in size.
 - b. Utility Mains:
 - i. An archaeological clearance permit is required for new construction of sewer mains or main lines of other utilities such as telephone lines, gas lines, and fiber optics, including the entire construction easement: With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district; With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.
13. Provide full drainage report.

September 8, 2025

Initial Review Memo for Cases #2025-11028, 2025-11029, 2025-11030

Page 3 of 4

14. Grading and Drainage plan must accurately show locations and dimensions of existing versus new impervious surfaces for verification. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume.
15. Include pond sections and show how ponds will overflow
16. Include lighting plan with photometrics
17. A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.
18. Include attached notes.
19. Historic drainage calcs should include offsite flows onto property (if applicable)
20. The 6-inch sewer service line(s) will be required to connect to a sewer manhole
21. All 4-inch sewer lines shall connect directly to the public sewer lines
22. The Wastewater Division has concerns for the existing public sewer line with regards to the sites existing conditions. We are requesting to do a walk thru with the design engineer to discuss the landscaping, access and the condition of the sewer line in the field
23. The Wastewater Division shows all existing public sewer lines being 8-inch concrete pipe

The following DRT members did not have comments at this time:

- Parks and Open Space
- Water resources
- Metropolitan Planning organization
- Traffic

The following DRT comments are pending at this time:

- ADA
- Santa Fe Public Schools

C. Prior to Planning Commission, the following DRT comments must be satisfied:

1. Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)
2. ~~Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity~~
3. Add Case #2025-11030 to Master Plan sheets
4. Shall comply with the most currently adopted International Fire Code
5. Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021
6. Shall verify compliance with section D105 Aerial Fire Apparatus Access Roads as per IFC 2021
7. An approved Water Plan will be required for all new public water infrastructure and fire services.
8. Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property.

The full DRT memos are attached for your review. Once revised submittals to the application are accepted, a public hearing date may be scheduled. Please let me know if you have any questions or concerns.

Thank you,

September 8, 2025

Initial Review Memo for Cases #2025-11028, 2025-11029, 2025-11030

Page 4 of 4

Alexa Hempel

Senior Planner, Planning and Land Use Department

Attachments:

1. Fire DRT Memo
2. Water Utility DRT Memo
3. Landscape/Irrigation/Lighting DRT Memo
4. Archaeology DRT Memo
5. Technical Review Engineering DRT Memo
6. River and Watershed DRT Memo
7. Wastewater DRT memo

Development Review Team (DRT) Comment Form for Planning Commission

Date: August 19, 2025

DRT Member: Fire Marshal Geronimo Griego

Dept/Div: Fire Marshal's Office

Case No.: 2025-11028, 11029, & 11030

Case Planner: Alexa Hempel, Senior Planner

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

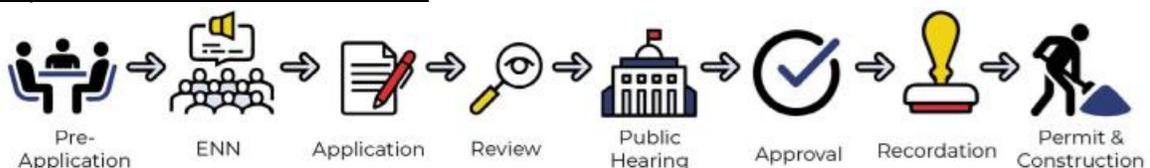


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *At the time of development* -

Development Review Process Flow Chart



*See the 2024 Development Review Schedule for details

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Shall comply with the most currently adopted International Fire Code.	<i>Prior to Public Hearing</i>	
2. Shall verify compliance with section 903 Automatic Sprinkler Systems of the IFC 2021.		
3. Shall verify compliance with section D105 Aerial Fire Apparatus Access Roads as per IFC 2021.		

Technical Corrections:	Must be completed by:	Applicant Response**:

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

- 1.

Explanation of Conditions or Corrections (if needed):

1. Verify that the right city adopted code is reference in documents for submission.
International Fire Code (IFC) 2021.
2. Shall verify that building is provided with automatic fire sprinklers for proposed layout.
3. Shall verify two points of access to ladder building for proposed site layout conditions.

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

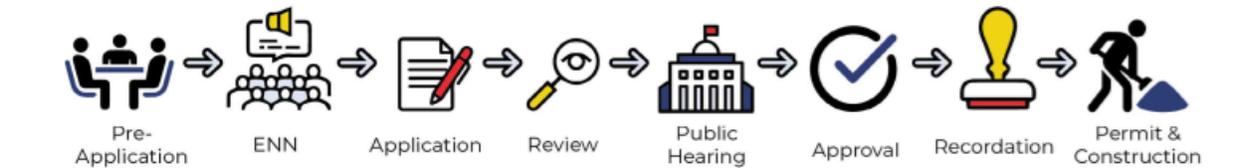


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 8/18/2025

DRT Member: Clinton Peterson

Dept/Div: Public Utilities/Water Division

Case No.: 2025-11028/11029/11030

Case Planner: Alexa Hempel

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case # 2025-11028/11029/11030

Conditions of Approval:	Must be completed by:	Applicant response**:
1. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. An approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to Public Hearing	
3. A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.	At the time of development	
4. Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.	At the time of development	
5. Each lot shall be served by a separate City water service.	At the time of development	

Technical Corrections:	Must be completed by:	Applicant response**:
1. Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property.	Prior to Water Plan Approval	

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

Form Updated: April 2024

(see following pages for notes required)

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

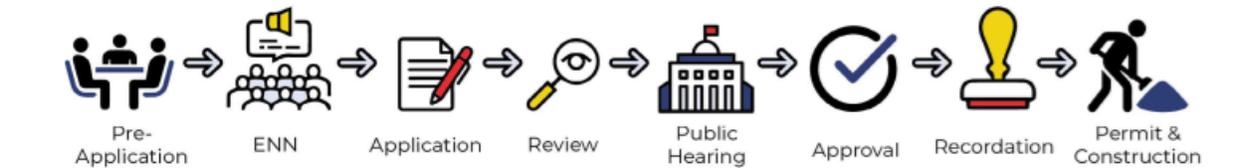


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: August 28, 2025

DRT Member: Lawrence Rivera

Dept/Div: Land Use Engineering / Landscape, Irrigation, and Outdoor Lighting Review

Case No.: Girls Club 2025-11030. Master Plan

Case Planner: Alexa Hempel, Senior Planner, anhempel@santafenm.gov, 505-946-7072 (cell)

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:

Technical Corrections:	Must be completed by:	Applicant response**:
1. Provide a landscape design compliant with City of Santa Fe Codes Chapter 14-8.4 Landscape and Site Design.	Prior to Recordation	
2. Provide a landscape irrigation design compliant with City of Santa Fe Codes Chapter 14-8.4(E) Landscape and Site Design Water Harvesting and Irrigation Standards and the City of Santa Fe Landscape Irrigation Design Standards (LIDS) Manual.	Prior to Recordation	
3. Provide an outdoor lighting plan with photometric data per 14-8.9(C) COSF code. A lighting design with footcandle points is required.	Prior to Recordation	

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

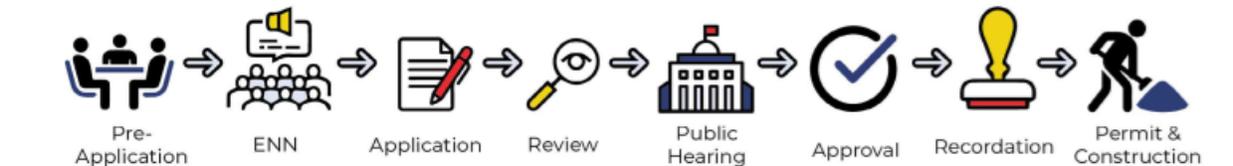


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 09/03/2025

DRT Member: Paul A. Duran

Dept/Div: Land Use/ HPD

Case No.: Case #2025-11028. General Plan Amendment, Case #2025-11029. Rezoning, Case #2025-11030. Master Plan

Case Planner: Alexa Hempel

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
<p>1. Archaeological review will be required if The applicant exceeds 550-linear feet of utility lines including but not limited to water, gas, sewer, electric, power, etc.</p> <p>14-3.13(B)(3) Suburban Archaeological Review District</p> <p>In this district, an archaeological clearance <i>permit</i> shall be required prior to approval of the final <i>development</i> plan or <i>plat</i> for the following projects: All annexations, rezonings, subdivisions, planned unit <i>developments</i>, or other <i>development</i> requiring approval by the Planning Commission, having over ten (10) acres All <i>city</i> projects over two (2) acres in size. All <i>city</i> park projects over one (1) acre in size.</p> <p>(4) Utility Mains: An archaeological clearance <i>permit</i> is required for new construction of sewer mains or main lines of other utilities such as telephone lines, gas lines, and fiber optics, including the entire construction easement: With an extension of sixty (60) feet or more if the main is in the historic downtown archaeological review district; With an extension of five hundred fifty (550) or more if the main is in the river and trails or suburban archaeological review district.</p>	Building permitting	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1.		

2.		
3.		
4.		

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

Development Review Team (DRT) Comment Form

Date: 9/3/2025
 DRT Member: Dee Beingessner
 Dept/Div: Land Use Engineering
 Case No.: Case #2025-11030 Girls Inc
 Case Planner: Alexa Hempel, Senior Planner

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Conditions of Approval:	Must be completed by:	Applicant Response**:
1. Provide full drainage report.	Prior to Development Plan approval	
2. Grading and Drainage plan must accurately show locations and dimensions of existing versus new impervious surfaces for verification. Ponding area volumes must be established for each ponding area showing dimensions. Label each pond with a pond number and the volume.		
3. Include pond sections and show how ponds will overflow.		
4. Include lighting plan with photometrics		
5. A financial guarantee will be required for all public and quasi-public infrastructure. The guarantee must be in place prior to recordation of development plan.		

Technical Corrections:	Must be completed by:	Applicant Response**:
1. Include attached notes.		
2.		
3.		

***The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.*

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

See following pages for notes required on plat or plans

DRAINAGE FACILITIES MAINTENANCE NOTE

ALL DRAINAGE FACILITIES SHALL BE MAINTAINED BY ALL PROPERTY OWNERS. THE PROPERTY OWNERS SHALL ALSO HAVE THE RESPONSIBILITY FOR MAINTENANCE OF THE PUBLIC DRAINAGE EASEMENT.

INSPECTIONS SHALL BE CONDUCTED BY A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF NEW MEXICO OR OTHER QUALIFIED PERSON. INSPECTIONS SHALL BE CONDUCTED ON THE DRAINAGE FACILITIES IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

ON OR ABOUT MARCH 15, ON OR ABOUT SEPTEMBER 15, AND AFTER EACH STORM EVENT OF 1-INCH OR GREATER. MAINTENANCE OF THE DRAINAGE FACILITIES SHALL BE CONDUCTED AND DOCUMENTED BY THE ENGINEER OR QUALIFIED PERSON AND THE OWNER. THE OWNER SHALL MAINTAIN A FILE OF THE INSPECTIONS AND REMEDIAL ACTION CONDUCTED ON THE DRAINAGE FACILITIES.

WORK SHALL BE CONDUCTED IN ACCORDANCE WITH THE ENGINEER'S RECOMMENDATIONS, AND SHALL INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

A. FLUSH ALL CULVERTS, DROP INLETS AND DRAINAGE PIPES TO REMOVE SEDIMENT AND VEGETATION THAT PREVENTS OR HINDERS THE FLOW OF STORM WATER IN THE DRAINAGE STRUCTURE(S).

B. REMOVE SEDIMENT IN PONDS THAT IS GREATER THAN 6-INCHES IN DEPTH, AND IF NECESSARY, RESEED WITH NATIVE GRASSES AND INSTALL FILTER FABRIC AND 3 TO 4 INCH COBBLE AS DIRECTED BY THE ENGINEER.

C. INSPECT FOR SEDIMENTATION IN ALL SWALES, DITCHES, DRAINAGE PONDS AND REMOVE AND STABILIZE AS NECESSARY.

D. INSPECT FOR SOIL EROSION AT ALL DRAINAGE PONDS, CUT AND FILL SLOPES, AND REPAIR OR STABILIZE ACCORDINGLY.

E. INSPECT THE STRUCTURAL INTEGRITY OF DRAINAGE PONDS, SLOPES, RIP-RAP, GABIONS, DROP INLETS, CULVERTS, ENERGY DISSIPATORS, AND RETAINING WALLS, ROCK PLATING, EROSION CONTROL MATS OR BLANKETS, AND REPAIR OR STABILIZE ACCORDINGLY.

GUNNISON'S PRAIRIE DOG NOTE

THE PROJECT SHALL COMPLY WITH THE PROVISIONS OF THE GUNNISON'S PRAIRIE DOG ORDINANCE (ARTICLE 14-8.12).

DUST CONTROL NOTE

All on-site soil disturbing construction activities shall be addressed and provide measures to mitigate or control dust from being transported offsite and polluting neighboring properties.

Any person, owner, contractor or operator who conducts earthmoving and/or dust generating activities is responsible for implementing Best Management Practices (BMPs) in order to mitigate off-property transport of fugitive dust emissions.

A plan, or storm water prevention plan (SWPPP) when applicable, listing the Best Management Practices (BMPs), shall be provided to the City Engineer, or their designee for review and approval. The approved BMPs shall be applied to the graded and/or disturbed soil in order to stabilize the site.

The initial BMP shall address how the Contractor will minimize the amount of disturbed soil, and how the Contractor will stabilize the disturbed surface area exposed to wind or vehicle traffic during construction.

Some BMPs shall include:

- The reduction of vehicle speeds: establish a maximum speed limit or install traffic calming devices to reduce speeds to a rate to mitigate off-property transport of dust entrained by vehicles.
- The minimization of drop height: Drivers and operators shall unload truck beds and loader or excavator buckets slowly, and minimize drop height of materials to the lowest height possible, including screening operations.
- High winds restriction: temporarily halt work activities during high wind events greater than 30 mph if operations would result in off-property transport.
- Restrict access: restrict access to the work area to only authorized vehicles and personnel.

In the event the above practices are ineffective to prevent off property transport, the owner or operator shall use at one or more of the following Best Management Practices (BMPs):

- Wet suppression: apply water to disturbed soil surfaces, backfill materials, screenings, and other dust generating operations as necessary and appropriate considering current weather conditions, and prevent water used for dust control from entering any public right-of-way, storm water drainage facility, or watercourse.
- Wind barrier: construct a fence or other type of wind barrier to prevent wind erosion of the graded or disturbed surface.
- Vegetation: plant vegetation appropriate for retaining soils or creating a wind break.
- Surface roughening: stabilize an active construction area during periods of inactivity or when vegetation cannot be immediately established.
- Cover: install cover materials such as tackifiers, erosion control blankets, gravel, vegetation (when appropriate), cold-millings, etc. during periods of inactivity and properly anchor the cover.
- Soil retention: stabilize disturbed or exposed soil surface areas that will be inactive for more than 30 days or while vegetation is being established.

ENGINEER'S STORMWATER INFRASTRUCTURE CERTIFICATION

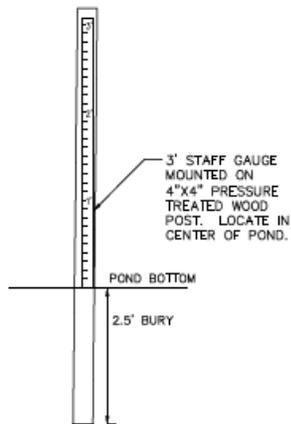
I, the undersigned professional engineer in the State of New Mexico, do hereby certify that the record information shown hereon is based on actual field measurements and visual inspections performed by myself or under my direct supervision. I further certify that the record condition as of _____ is in substantial compliance with the approved grading and drainage plan prepared by _____, dated _____.

Signature

NMPE # _____

Date

Example for pond measurement post



POST & STAFF GAUGE
NTS

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

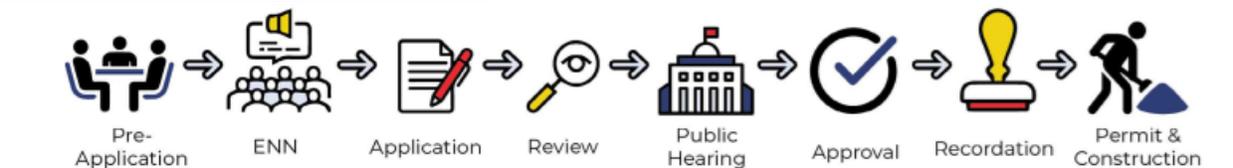


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 09/04/2025

DRT Member: Zoë Isaacson, River and Watershed Manager

Dept/Div: Public Works/Parks and Open Space

Case No.: 2025-11030

Case Planner: Alexa Hempel

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Historic drainage calcs should include offsite flows onto property (if applicable)	Include in drainage report with development plan	
2.		
3.		
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1.		
2.		
3.		
4.		

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

Existing vs Proposed Drainage Areas: looks like some ponding and drainages will be filled due to proposed building sites and new amenities; how is the developer planning to accommodate the excess water created by both the increase in imperviousness and the filling of these ponds? How do they plan to get the water to the new ponds, will it be piped? Will buildings have gutters and cisterns? Will landscaped areas be swaled to hold water? Etc...

Historical drainage: are they making sure to account for the entire basin in their drainage calcs, including offsite flows entering the property, esp. off the parking lot behind the school to the south if there is any?

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

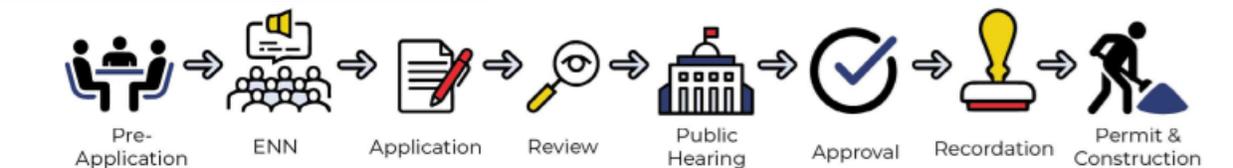


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 9/4/2025

DRT Member: Stan Holland

Dept/Div: Utilities/Wastewater Division

Case No.: 2025/11030

Case Planner: Alexa N. Hempel

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
1. The 6-inch sewer service line(s) will be required to connect to a sewer manhole	Prior to Recordation	
2. All 4-inch sewer lines shall connect directly to the public sewer lines	Prior to Recordation	
3. The Wastewater Division has concerns for the existing public sewer line with regards to the sites existing conditions. We are requesting to do a walk thru with the design engineer to discuss the landscaping, access and the condition of the sewer line in the field	Prior to Recordation	
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. The Wastewater Division shows all existing public sewer lines being 8-inch concrete pipe		
2.		
3.		
4.		

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

Development Review Team (DRT) Comment Form

Date: October 17, 2025
 DRT Member: Leroy Pacheco, PE and Phil Gallegos, PE (Wilson&Company)
 Dept/Div: Public Works Department – Traffic Engineering
 Case No.: Girl's Inc. - Case #2025-11028, 11029, and 11030. General Plan Amendment, Rezoning, and Master Plan

Case Planner: Land Use Department - Alexa Hempel, Senior Planner

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Conditions of Approval:	Must be completed by:	Applicant response:

Technical Corrections:	Must be completed by:	Applicant Response:
See attached comments response letter dated 10/17/25 from Wilson & Company regarding Bohannon Huston, revised draft Traffic Impact Study dated 10/6/25.	Prior to Development Plan Approval	

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. Any and all future proposed improvements of this site that affect public infrastructure will be subject to **City Code Chapter 23** and additional reviews and possible corrections to meet Public Works Standards for roadways, ADA, signing, striping, lighting, etc. may be required at that time.

City Code Chapter 23-3.18 City construction and assessment.

Nothing in subsections 23-3.12 and 23-3.15 SFCC 1987 prevents the city from ordering construction of curbs, gutters and sidewalks and assessing the cost thereof against the property benefited in any manner provided by the laws of the state. (Code 1953, § 24-28; Code 1973, § 30-29; SFCC 1981, § 4-13-18; Ord. #38-1987, § 8).

Memorandum

To: Leroy Pacheco, PE COSF

From: Philip A. Gallegos, PE, Senior Transportation Engineer

CC: Robert Luna, PE, PTOE, Traffic Engineering Practice Lead, SW Region

Date: 10/17/2025

Re: Girl's Inc. TIA Review

Wilson and Company has reviewed the Revised DRAFT TIA dated October 6, 2025 for the Girl's Inc. Development prepared by Bohannan Huston and have the following comments. Please let me know if you have any questions or require further information.

REPORT COMMENTS

- All original Comments have been addressed
- On page 48 the report states that the common crash type was rear-end collisions for Richards and Rufina however on table 24 the highest crash type is Another Vehicle at an Angle. This should be corrected in the narrative.
- There is a large percentage of crashes that were not classified by Crash Type. The Crash Summary Tables shall also include the percentage of crash types with the "not available or not classified" crash types removed from the total number of crashes. Therefore, showing percentages of total known crash types.
- All developer mitigations shall be shown on the developments site plan.
- For the intersection of Calle del Cielo and Cerrillos Road the report recommends evaluation of a cost share with the COSF due to the spillover occurring in existing condition. Since this LOS is made worse by the added traffic by the developer this mitigation shall be implemented by the developer.

Sincerely,

Marcos Martinez

[Marcos Martinez \(Feb 26, 2026 16:05:13 MST\)](#)

Philip A Gallegos, PE

Senior Transportation Engineer

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

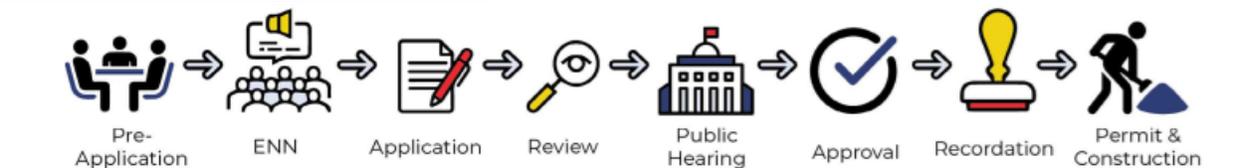


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 8/20/25

DRT Member: Alexa Hempel

Dept/Div: Current Planning

Case No.: #2025-11028/11029/11030

Case Planner: Alexa Hempel

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case #

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Add all textures/symbols used on Proposed Site Master Plan (Sheet C-2) into legend (ex: gravel texture, utility lines, log shaped drawings, etc)	Planning Commission. Complete	
2. Appropriate easements must be in place to cross between Lot 3 and 2-2 in perpetuity Applicant shall consolidate Lots 3 and 2A, 2-2 concurrent with Development Plan review or place appropriate easements between Lots 3 and 2A, 2-2 in perpetuity concurrent with Development Plan review	Planning Commission Development Plan. Applicant submitted affidavit acknowledging condition.	
3. Add Case #2025-11030 to Master Plan sheets	Planning Commission. Complete	
4.		
5.		
6.		

Technical Corrections:	Must be completed by:	Applicant response**:
1. Submit a parking analysis at time of Development Plan	Development Plan	
2. All utilities shall be underground	Development Plan	
3.		
4.		

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)

Development Review Team (DRT) Comment Form for Planning Commission

Date: October 07, 2025

DRT Member: Fire Marshal Geronimo Griego

Dept/Div: Fire Marshal's Office

Case No.: 2025-11028, 11029, & 11030

Case Planner: Alexa Hempel, Senior Planner

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

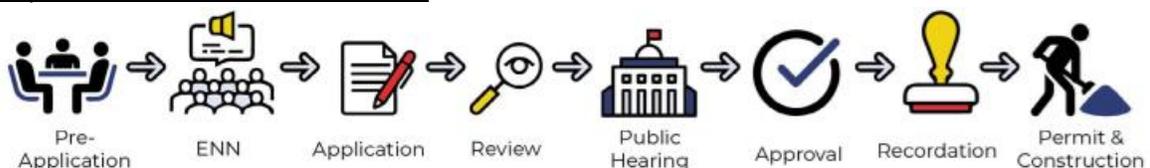


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *At the time of development* -

Development Review Process Flow Chart



*See the 2024 Development Review Schedule for details

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Conditions of Approval:	Must be completed by:	Applicant response**:
1. Shall comply with the most currently adopted International Fire Code.		

Technical Corrections:	Must be completed by:	Applicant Response**:

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

- Notes on revised plans sheet C2 verify compliance with IFC 2021, Section 903, and Aerial Apparatus access road from 2 points of access to building.

Explanation of Conditions or Corrections (if needed):

Development Review Team (DRT) Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

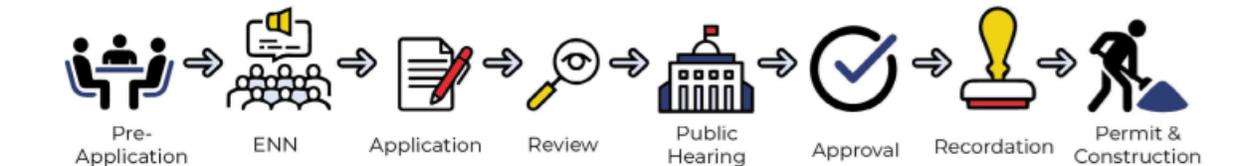


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the “Must be completed by” column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

- a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
- b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
- c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
- d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Date: 8/18/2025

DRT Member: Clinton Peterson

Dept/Div: Public Utilities/Water Division

Case No.: 2025-11028/11029/11030

Case Planner: Alexa Hempel

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case # 2025-11028/11029/11030

Conditions of Approval:	Must be completed by:	Applicant response**:
1. An approved Agreement to Construct and Dedicate (ACD) will be required for new fire and domestic water services	Prior to Building Permit Approval	
2. An approved Water Plan will be required for all new public water infrastructure and fire services.	Prior to approval of Development Plan	
3. A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall also be installed beyond the meter on any new irrigation service.	At the time of development	
4. Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.	At the time of development	
5. Each lot shall be served by a separate City water service.	At the time of development	

Technical Corrections:	Must be completed by:	Applicant response**:
1. Developer will work with CoSFW Engineering to appropriately size and locate meters and fire hydrants. CoSFW will not approve new public infrastructure on private property.	Prior to Water Plan Approval	

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
- 2.

Explanation of Conditions or Corrections (if needed):

Form Updated: April 2024

(see following pages for notes required)