EXHIBIT P

Woven Architecture

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2395 Richards Ave
Micro-Community

MEETING MINUTES : ENN MM-01

PHASE: Pre-Design
DATE: August 27, 2026
PROJECT: 25001
TIME: 5:30 PM
FILE: MM-ENN_082726
NEXT MTG: TBD
PREPARED BY: Felix

ATTENDED BY:

Kristin Woods - Program Manager, Youth & Family Services
Sandy Emory – Community Services Department Director
Joel Cruz-Haber – Senior Planner, Land Use Department
Nicholas Tharp - LifeLink Site Coordinator
Barbara Felix, Woven Architecture

Others from City:
Councilor Amanda Chavez, District 4
Deputy City Manager Amanda Phillips
Others from the Public:
24 attendees from the public

DISTRIBUTION: *Minutes are deemed an accurate account of the meeting discussion and action unless documented notice otherwise is received within 4 days of distribution.*

DISCUSSION:

1) Purpose of Meeting:

The Early Neighborhood Notification (ENN) meeting was convened as a required step in the City of Santa Fe's Conditional Use Permit (CUP) process for the proposed micro-community at 2395 Richards Ave. Cruz-Haber, Senior Planner with the City's Land Use Department, opened by explaining that the Land Use Director determined an ENN is require for this project, and that its purpose is to provide a meaningful exchange between the applicating and affected owners and neighbors before the project plans become too firm for community input. The building permit will subsequently be reviewed by the state's Construction Industries Division (CID), with additional review by other city agencies as applicable.

Felix, the applicant (Woven Architecture LLC, on behalf of the City of Santa Fe), clarified that the property is zoned R-1, and that R-1 zoning allows a Group Living Use – boarding, dormitory monastery, or convent – of which this project is begin treated as a boarding-type use. This is an allowed use in the underlying zoning; the ENN process does not represent a request for a variance or an unusual entitlement.

a. The goal of today's meeting is to gather community feedback and input prior to the design work being completed. [See Section 4 for specific recommendations].

b. Cruz-Haber reviewed the requirements of the ENN and further explained its purpose. He also reminded attendees that this is meant to be a respectful discussion.

2) Project Overview – Presentation Summary:

a. <u>Background & Precedent – Rio Chamiso Micro-Community</u>:

The City's first micro-community, at Christ Lutheran Church on Old Santa Fe Trail / Old Pecos Trail near St. Michael's Drive, opened in March 2024 and is operated by LifeLink. Program Manager Kristen Woods shared performance data through July 2026:

1. 10 individual shelters; 50 total residents served over the life of the project (site currently full).

2. 22 residents (45%) have transitioned into permanent or other housing.
3. 8 residents have transitioned to detox or rehabilitation services.
4. No Police Department responses to the site in 2026 year-to-date, and one emergency medical call to date.

Staff cited this record as evidence that the non-congregate, case-managed model is both effective and low impact on surrounding public safety resources.

b. Populations to be Served & Regulatory Basis:

Resolution 2025-38 (sponsored by then-Councilor Alan Webber and Councilors Cassutt, Castro, and Chavez) identified 2395 Richards Avenue as a micro-community site serving families and youth. A subsequent resolution passed in June 2026 amended the population to add seniors. Emory, Director of Community Services, and Woods explained that seniors were added because senior homelessness is a fast-growing and highly vulnerable population locally and nationally, and that pairing families and seniors allows the city to serve two of its most vulnerable groups at one site.

As presented, the site is planned to serve approximately 13 families (which could include children) and approximately 23 senior individuals, for a stated total of 36 sleeping units.

c. Site Location & Layout:

The site is City-owned land accessed from Brenner Way, situated between Fire Station No. 7 and the Genoveva Chavez Community Center (GCCC), across from the Forked Lightning Racquet Club, and in proximity to Rodeo de Santa Fe, the Santa Fe County Cooperative Extension office, the Arroyo Chamiso Trail, and the Arroyo Chamiso Disc Golf Course. The previously developed site includes a 60 feet ROW at Brenner Way. Access is planned as a one-way loop off Brenner Way.

d. Structures & Site Design:

The site plan includes a total of 56 structures totaling approximately 6,400 square feet of roofed area. All structures, with the exception of 4 storage units, are from Pallet Shelter brand modular units (see palletshelter.com), organized as follows:

1. 36 temporary sleeping structures — no plumbing, each with an electric heater, light, smoke/CO detector, and fire extinguisher. Family-side units are 120 SF (including 2 ADA-accessible units); senior-side units are 64 SF (including 2 ADA-accessible units at 120 SF).
2. 12 semi-permanent structures — laundry facilities and hygiene/bath buildings (standard and ADA-accessible), connected to water and sewer; grouped centrally on each side of the site.
3. 3 more-permanent community buildings — the only structures located on a concrete slab foundation; used for LifeLink offices, a dining/gathering space, and a family-oriented “kids’ clubhouse” space adjacent to a fenced play area.
4. 4 other structures from Pallet, including 3 offices (all at 120 SF) and an IT office (64 SF), are also included.
5. Supporting site elements include: 2 fenced community garden areas, a fenced pet run, a fenced children’s play area, 2 screened dumpster/recycling enclosures, and 4 separate storage (Conex-type) containers for LifeLink operational equipment (not for resident use).

Maximum structure height is approximately 10 feet 9 inches (plus the feet the structures stand on). Setbacks follow the R-1 standard: 7-foot front setback (in addition to the 60-foot Brenner Way easement), 15-foot rear setback, and 5-foot side setbacks (increased in this design to 15 feet). A 20’ access road and 10-foot clearance between structures accommodate Fire Department access around

the full site. The entire site will be enclosed by an 8-foot perimeter fence (wood-and-metal-post or a composite material was under consideration) for resident privacy and site security; lighting will be low-level, downward-directed, and dark-sky compliant.

e. Parking, Access, and Traffic:

Resident parking is located inside the fenced area. Staff parking (approximately 8–10 staff during day/evening shifts, 2–4 overnight) will be sited outside the fence near the existing informal dirt parking area adjacent to the skate park, accessed through a separate gate. Presenters noted that many residents are not expected to have vehicles, and that anticipated added traffic is limited to occasional staff shift changes, service/delivery vehicles, dumpster pickup (already occurring at neighboring facilities), and transportation bus drop-offs.

f. Services & Operations (LifeLink):

LifeLink, the current operator of the Rio Chamiso site, will operate 2395 Richards Avenue as a drug- and alcohol-free community. On-site services include mandatory, goal-based case management; meals served in community spaces; laundry and shower facilities; individualized mail delivery to each unit; drug and alcohol counseling; job-readiness and life-skills programming; and 24-hour staffing. Referrals and resident selection are coordinated through a committee of community partners — including La Sala Crisis Center, Christus St. Vincent, Interfaith Community Shelters, Adelante, Vital Spaces, Santa Fe Community Yoga, Presbyterian, Santa Fe Public Schools (transportation), La Familia Health Clinic, Open Arms, and New Mexico Solutions — with residents' written consent required to share their circumstances. There is no fixed length-of-stay limit; residents remain as long as they are actively engaged in case-management goals, reflecting the reality that housing-voucher waitlists and placement can take a year or more. Facility maintenance is handled primarily by LifeLink and partners (Habitat for Humanity, Christ Lutheran Church, Open Arms), with City assistance as needed. The Pallet Shelter units currently owned by the City are rated by the manufacturer for approximately 10 years of service life.

The City's Community Services Department will also extend existing wraparound services to residents, including Senior Services (door-to-door transportation and home-delivered/congregate meals) and Libraries programming (on-site tech literacy classes, little free libraries). Access to the Genevieve Chavez Community Center and other recreation facilities is not automatically free to residents, though occasional punch cards or reduced-fee access may be available, consistent with equitable treatment of the broader community.

g. Timeline & Approval Process:

This ENN is the first step in the CUP/land-use review process. Construction documents are being developed concurrently and are targeted for completion in fall 2026, after which the project will be priced, bid to subcontractors, and permitted. No firm construction start or occupancy date was provided as it is still in flux.

Under Resolution 2025-38, the site's authorization is subject to review after three years of operation, the City's governing body (City Council) must formally reauthorize the project to continue; the resolution does not establish an automatic termination or abandonment date.

3) Discussion, Questions, and Responses:

a. Accessibility and Fire/Life Safety:

Recommendation to relocate ADA-designated sleeping units closer to the ADA-accessible bathroom facilities since residents in those units are more likely to have mobility limitations.

Recommendation to add fire extinguisher near the smoking area. Felix noted that fire extinguishers are in each structure, including at the security office.

b. Garden and Open-Space Layout:

Recommendation to consider relocating the long community garden at the southeast corner of the site or just have it be an open space. Gardening can really only occur 6 months of the year.

c. Perimeter Security and Off-Site Monitoring:

Recommendation to consider perimeter surveillance as there is a past history (also brought up at other meetings) at the informal gravel parking/proposed staff parking near the skate park of camping, drug activity, and reckless driving ("donuts"). These activities could impact residents' safety or create noise/hazards. Felix noted that while this is more of an operations, public safety issue (possibly for Parks & Recreation or the Police) rather than a construction issue, it needs to be considered.

Recommendation to consider dispatch speakers and potential for loud announcements coming from Fire Department Station 7 that could be disruptive to residents. Design team was unaware of this and will include future discussions with the Fire Department for possible solutions.

d. Resident Selection, Length of Stay, and Case Management:

Tharp (LifeLink) described the current Rio Chamiso selection process. Existing outreach partners (e.g., La Sala Crisis Center, Christus St. Vincent, the Street Homeless Animal Project, Park Rangers) refer individuals — often people who cannot access congregate shelters due to bans, pets, or trauma history — to a selection committee convened whenever a unit becomes available. Referrals include the person's written consent to share their story and circumstances. A similar model is expected at Richards Avenue, though it may be adapted for the larger site and population.

There is no fixed maximum length of stay. Intake requires agreement to mandatory case management and individualized goal setting (e.g., obtaining identification/documents, pursuing employment, applying for housing vouchers). Residents who are not engaging with case management may be referred to another program. Woods added context that voucher waitlists and subsequent housing placement can together take roughly two years, which is why a fixed stay limit is not appropriate for this population at this time.

e. Population, Unit Counts, and Flexibility:

A participant asked why the family population was reduced to roughly 10 families with children given documented need. Emory responded that community need exceeds what any single micro-community can provide, and that the mix of families and seniors reflects a deliberate effort to balance capacity between two highly vulnerable populations within the city.

Felix added that the family/senior unit split is not a fixed formula — the City is using referral data to calibrate the mix over time, and future micro-communities may adjust to meet demand that this site cannot accommodate.

f. Traffic, Parking, and Mail:

Resident parking is inside the fence; staff parking is sited separately near the skate park. Presenters do not anticipate a material increase in traffic, given that most residents are not expected to arrive by personal vehicle.

LifeLink confirmed that each unit will have an individual address/unit number (this is also required by the Fire Department). While LifeLink currently hand-delivers mail door-to-door daily at Rio Chamiso, they expect to adapt (but retain) this practice at the larger site.

g. Community Amenities, Access, and Partnerships:

Residents will not receive automatic free access to the GCCC or other recreation programs, though reduced-fee options may be available. City Recreation, Senior Services, Libraries, and Parks & Open Space divisions will be coordinating on-site programming instead (Parks & Open Space is also involved given the site's proximity to the skate park, disc golf course, and trail).

A participant asked how immediately adjacent facilities (Fire Station 7, the Community Center, Forked Lightning Racquet Club, the County Extension office) might become partners. No formal mechanism exists yet; Emory welcomed direct outreach and expressed interest in meeting with a representative from First Serve (Forked Lightning Racquet Club) to discuss partnership opportunities.

A neighbor asked about the status of S3SantaFe.org, a homelessness-resources website associated with a prior city administration. Woods clarified that S3 was an independently organized coalition of foundation and community partners of which the City was a participant, not the manager; the current status of the site is unknown to staff.

h. Fencing, Lighting, and Aesthetics:

Fencing material is still being finalized between wood-and-metal-post construction and a composite material selected for durability and reduced maintenance.

Lighting will be low-level, downward-directed, and compliant with the City's night-sky ordinance; no tall pole lighting is currently planned.

Several neighbors expressed interest in a community painting/beautification effort for the perimeter fence; staff were receptive and noted the Rio Chamiso site was similarly enhanced over time after initial deployment.

i. Communication & Ongoing Engagement:

A separate Good Neighbor Agreement process is underway to define how neighbors and the community can raise and escalate concerns once the site is operating; it will publish LifeLink contact information and an issue-escalation protocol. Neighbors requested in-person (rather than only virtual) meetings, and staff agreed to continue in that format.

The existing Rio Chamiso Good Neighbor Agreement group meets quarterly by Zoom; the next meeting is scheduled for October 21, 2026, and was offered as an example neighbors could observe.

LifeLink is considering periodic progress updates to the neighbor email list. The City is also preparing a broader homelessness summit report to City Council on September 9, 2026.

j. Regulatory / Process Questions:

A resident cited the specific resolution language and asked if after three years of operation, continued operation requires reauthorization by the City's governing body under Resolution 2025-38 (originally adopted, per the cited excerpt, effective June 11, 2025). Staff confirmed the ordinance but noted there is no automatic sunset or abandonment provision before that review.

No firm construction start or completion date could be provided; construction documents are targeted for completion this fall, followed by pricing, subcontractor procurement, and permitting.

A related question asked whether the ENN/approval process for this project would help expedite future micro-community siting elsewhere in the city. Emory responded that lessons learned through this first-of-its-kind local process are expected to accelerate future site approvals.

k. Broader Infrastructure:

A participant asked about pedestrian/sidewalk connectivity to and from the site, including toward Rodeo Road, noting gaps in the existing sidewalk network. Felix acknowledged this as a broader, ongoing citywide infrastructure discussion that this project alone cannot resolve, and noted that it is her understanding that the City does not intend to delay housing deployment pending sidewalk improvements.

l. General Public Comments (and General Support and a Bit of Frustration):

Several attendees expressed general support for the project and offered to help with fence painting or beautification once the site is built. One neighbor, while supportive of housing seniors, specifically questioned whether a design relying on outdoor/detached bathroom facilities is the most appropriate solution for older adults and encouraged the City to continue exploring alternative designs for future senior-serving sites. Multiple participants expressed appreciation for staff's engagement and thanked the City for taking the time to do the process thoroughly, while also voicing frustration at how long the overall process has taken given the urgency of unsheltered homelessness in the community. City staff acknowledged that frustration directly and reiterated their commitment to applying lessons learned to accelerate future micro-community siting.

4) Recommendations & Next Steps:

a. Site Design (Woven Architecture & City):

1. Evaluate relocating the four ADA-designated sleeping units (two family-side, two senior-side) closer to their respective ADA-accessible bathroom/laundry buildings, or adjust bathroom-building placement, to minimize travel distance for residents with mobility limitations.
2. Add a fire extinguisher at or near the smoking area, in addition to the unit planned for the adjacent security office, given that location's elevated fire risk.
3. Relocate the lower/southern community garden bed out of the direct pedestrian path to the bathroom facilities; consider designating that area as flexible open space and retaining a garden elsewhere on site.
4. Finalize the perimeter fence material (wood/metal-post vs. composite) and evaluate incorporating a community art or painting program, consistent with neighbor interest expressed at this and the January community meeting.

b. Operations (LifeLink) and City Coordination:

1. Coordinate with City Parks & Recreation, Fire, and (as appropriate) Police regarding increased monitoring or presence in the area immediately outside the fenced perimeter — particularly the informal parking area near the skate park and along Brenner Way — given neighbor-reported camping, drug activity, and reckless driving in that area.
2. Coordinate with the Fire Department to assess whether dispatch/external speaker noise from Fire Station 7 affects the site or neighboring residences, and evaluate mitigation options.
3. Finalize and publish the Good Neighbor Agreement, including LifeLink contact information and a clear escalation protocol for resident and neighbor concerns; continue offering in-person meeting formats as requested by neighbors.
4. Establish a regular (e.g., monthly or quarterly) progress-update communication to the project's neighbor email list, covering plan changes, construction milestones, and operational updates, building on the practice already used at Rio Chamiso.

c. City of Santa Fe:

1. Continue coordinating with Public Works on pedestrian and sidewalk connectivity to and from the site (including toward Rodeo Road) as a citywide infrastructure priority, tracked separately from the housing project timeline.
2. Provide clear, published criteria for resident access (including any reduced fee or punch-card access) to the GCCC and other recreation facilities.
3. Track the three-year reauthorization requirement under Resolution 2025-38 and ensure it is calendared for governing-body review well in advance of the deadline.
4. Explore formal or informal partnership opportunities with the immediately adjacent public facilities (Fire Station 7, GCCC, Forked Lightning Racquet Club, Santa Fe County Cooperative Extension).

d. Follow-Up / Next Steps:

1. Construction documents are targeted for completion in fall 2026, followed by pricing, subcontractor procurement, and permitting; no firm construction start or occupancy date has been set.
2. The next Rio Chamiso Good Neighbor Agreement meeting (referenced as a model) is scheduled for October 21, 2026, via Zoom.
3. The City will present a homelessness summit report to City Council on September 9, 2026.
4. Additional written comments may be directed to Kristen Woods (krwoods@santafenm.gov).