



City of Albuquerque  
Planning Department  
Development Services Division  
P.O. Box 1293  
Albuquerque, New Mexico 87103

Date: December 20, 2002

## OFFICIAL NOTIFICATION OF DECISION

FILE: **Project # 1002329**  
02EPC-01682 EPC Site Development Plan-  
Amendment to Building Permit

St. Stephen's United Methodist Church  
4601 Juan Tabo Blvd. NE  
Albuq. NM 87111

**LEGAL DESCRIPTION:** for all or a portion of Tract(s) SS-1, **St. Stephen's United Methodist Church**, zoned SU-1 Church and Related Facilities, located on JUAN TABO NE, between MONTGOMERY NE and MANITOBA NE, containing approximately 5 acre(s). (F-21) Makita Hill, Staff Planner

On December 19, 2002 the Environmental Planning Commission voted to approve Project 1002329/ 02EPC 01682, a request for amendment to an existing site development plan for building permit, for Tract SS-1, St. Stephen's United Methodist Church, located at 4601 Juan Tabo NE between Montgomery NE and Manitoba NE, zoned SU-1 for Church and Related Facilities, based on the preceding Findings and subject to the following Conditions:

### FINDINGS:

1. This is a request for an amendment to an existing site development plan for Tract SS-1, St. Stephen's United Methodist Church, located at 4601 Juan Tabo NE between Montgomery NE and Manitoba NE. The site contains approximately 4.5 acres. The intent of the request is to construct a 26,000 square-foot, two-story addition to an existing 20,000 square-foot single-story building.
2. The subject site is not located within a Rank 2 or Rank 3 planning area.

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3. The request is consistent with the Established Urban goal and related policies of the Comprehensive Plan in that the request expands on an existing development and therefore does not impact adjacent neighborhood areas, utilizes vacant land and existing City services, does not generate traffic that will negatively impact adjacent residential areas, and proposes a quality low-profile urban and site design that will not negatively impact scenic views in the area (Policies d, e, k, l, m).
4. The site development plan for building permit is also consistent with the design standards for adjacent properties related to Enhanced Transit Corridors as expressed in the Centers and Corridors component of the Comprehensive Plan. The subject site is within walking distance of transit stops and the site provides 6-foot sidewalks and substantive street landscaping. Sidewalks and parking areas indicated on the site plans are existing and are therefore not subject to the Enhanced Transit Corridor design standards regarding these design elements.
5. There is no neighborhood opposition to this request.
6. The applicant has submitted a letter to staff, dated December 3, 2002 and faxed to staff on December 13, 2002, regarding the issue of overflow parking on the adjacent parcel to the north of the subject site (from TVI Community College). The letter, from a representative of TVI, the property owner, expresses an intent to provide parking for the St. Stephens's United Methodist Church on their parcel. The letter from TVI also indicates that the parking area intended for use by the Church will not be constructed until sometime next year, and the letter also includes a stipulation that their offer for parking may be withdrawn at any time. The conditions spelled out in the letter do not constitute a parking agreement that meet's the City's needs for an on-going parking arrangement to address the Church's parking requirements.
7. The above mentioned letter from TVI to the Church also clarifies that a cross access agreement between the subject site and the north adjacent parcel is not necessary to address the parking needs of the Church. Subsequently, the Church is not seeking a cross access agreement with TVI.

**CONDITIONS:**

1. The submittal of this site plan to the DRB shall meet all EPC conditions. A letter shall accompany the submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals.
2. The applicant shall provide mathematical parking calculations for automobiles and bicycles, and a copy of the mentioned cross access agreement, as part of the DRB submittal of this request.

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3. The applicant shall change the height of the proposed site lighting standards from 20 feet to 16 feet as the site is within 150 feet of a residential area, and provide illustrated locations of all site light fixtures as part of the DRB submittal of this request.
4. The applicant shall include a statement on the site plan that the landscaping shall provide 75% of groundcover by live and organic materials at full maturity for the entire site, as part of the DRB submittal of this case. And that all requirements of the Street Tree Ordinance be met.
5. The applicant shall indicate colors for the doors and windows of the proposed building addition as part of the DRB submittal of this case.
6. The applicant shall clarify whether the proposed coffee house, as indicated by signage on the north elevation of the site plan, is an incidental facility related to the church use or a commercial business.
7. Required parking shall be provided on-site or on an adjacent site with a cross-parking agreement as part of the first phase of development. In the event that the Church pursues securing overflow parking arrangements on another parcel of land, the applicant shall provide a formal parking agreement for this parcel that specifies a coordinated and on-going availability of the needed 33 parking spaces in relation to completion of the proposed Church addition. This agreement must be indicated on the submitted amendment to the existing site development plan for building permit in writing and in a physical layout of the overflow parking area including vehicular ingress/egress, parking layout with all dimensions, and pedestrian access from the overflow parking area to the subject site. In the event that the applicant is not able to provide such an agreement to the City, the applicant shall be required to provide for the Church's parking requirements on the subject site. The design of either alternative shall be reflected in the final sign-off submittal to the DRB
8. Delegation of future phases of development of the subject site to the DRB, as indicated on the submitted amendment to the existing site development plan for building permit, shall be allowed only after the parking requirements related to this request are met to the satisfaction of planning staff.

IF YOU WISH TO APPEAL/PROTEST THIS DECISION, YOU MUST DO SO BY JANUARY 3, 2003 IN THE MANNER DESCRIBED BELOW. A NON-REFUNDABLE FILING FEE WILL BE CALCULATED AT THE LAND DEVELOPMENT COORDINATION COUNTER AND IS REQUIRED AT THE TIME THE APPEAL IS FILED.

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Appeal to the City Council: Persons aggrieved with any determination of the Environmental Planning Commission acting under this ordinance and who have legal standing as defined in Section 14-16-4-4.B.2 of the City of Albuquerque Comprehensive Zoning Code may file an appeal to the City Council by submitting written application on the Planning Department form to the Planning Department within 15 days of the Planning Commission's decision. The date the determination in question is issued is not included in the 15-day period for filing an appeal, and if the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. The City Council may decline to hear the appeal if it finds that all City plans, policies and ordinances have been properly followed. If it decides that all City plans, policies and ordinances have not been properly followed, it shall hear the appeal. Such appeal, if heard, shall be heard within 45 days of its filing.

YOU WILL RECEIVE NOTIFICATION IF ANY OTHER PERSON FILES AN APPEAL. IF THERE IS NO APPEAL, YOU CAN RECEIVE BUILDING PERMITS AT ANY TIME AFTER THE APPEAL DEADLINE QUOTED ABOVE, PROVIDED ALL CONDITIONS IMPOSED AT THE TIME OF APPROVAL HAVE BEEN MET. SUCCESSFUL APPLICANTS ARE REMINDED THAT OTHER REGULATIONS OF THE CITY MUST BE COMPLIED WITH, EVEN AFTER APPROVAL OF THE REFERENCED APPLICATION(S).

Successful applicants should be aware of the termination provisions for Site Development Plans specified in Section 14-16-3-11 of the Comprehensive Zoning Code. Generally plan approval is terminated 7 years after approval by the EPC

Sincerely,

  
for Victor J. Chavez  
Planning Director

VJC/MH/ac

cc: RD Habiger & Assoc., 12101 Palomas NE, Albuquerque, NM 87122  
Scott Gould, New Holiday Park, 4513 Oahu Dr. NE, Albuquerque, NM 87111  
Seth Warren Heath, New Holiday Park, 11221 Morocco NE, Albuquerque, NM 87111