

DEVELOPMENT FACILITATION TEAM

TRANSPORTATION DEVELOPMENT

DRB Project Number: 2018-001579
2160 Louisiana-Winrock Center

AGENDA ITEM NO: 11

SUBJECT: Sketch

ENGINEERING COMMENTS:

1. Louisiana is a Principal Arterial within a Center and requires 10' sidewalk with a 6' to 8' landscape buffer. All other adjacent roads are private and require 5' sidewalks. Please provide dimensions of all existing sidewalks and buffers to determine if widening is required.

Disclaimer: The comments provided are based upon the information received from the applicant. If new or revised information is submitted, additional comments may be provided by Transportation Development.

FROM: Ernest Armijo, P.E.
Transportation Development
505-924-3991 or earmijo@cabq.gov

DATE: May 14, 2025

ACTION:

APPROVED __; DENIED __; DEFERRED __; COMMENTS PROVIDED __; WITHDRAWN __

DELEGATED: _____ TO: (TRANS) (HYD) (WUA) (PRKS) (CE) (PLNG)



DEVELOPMENT FACILITATION TEAM

Planning - Case Comments

MEETING DATE: 5/14/25 -- **AGENDA ITEM:** #11

Project Number: PR-2018-001579

Application Number: PA-2025-00120

Project Name: Winrock Town Center

Request:

Sketch Plat – Reconfiguration of three parcels—Tracts Z-1-A, H-1, and B-1 as well as granting Public Access, Drainage, Water and Sanitary Sewer Easements —within the Winrock Town Center site

**These are preliminary Planning comments. Additional reviews and/or revised comments may be needed for any modifications and/or supplemental submittals.*

BACKGROUND

- This is a request for a Sketch Plat review of a future platting application in conjunction with a Major Amendment to the approved Master Composite Plan for Winrock Town Center to reconfigure three parcels: Tracts Z-1-A, H-1, and B-1, as well as grant Public Access, Drainage, Water and Sanitary Sewer Easements and dedicate a new public roadway referred to in the Sketch Plat application as 'Roadway A' to enhance circulation, support future phases of development, and improvement multimodal connectivity across the site.
- The subject site is zoned MX-H – Mixed-Use – High Intensity Zone District, and is located within the Uptown Urban Center.
- Louisiana is a Principal Arterial within a Center and requires 10' sidewalk with a 6' to 8' landscape buffer. All other adjacent roads are private and require 5' sidewalks.
- The Master Composite Plan for Winrock Town Center was last amended by the Development Review Board (DRB) per the approval of PR-2018-001579 / SI-2021-00305 on January 19th, 2022.

**(See additional comments on next page(s))*

IDO/DPM COMMENTS

6-6(L) SUBDIVISION OF LAND – MAJOR

- Per 6-6(L)(1) of the IDO, a Subdivision of Land – Major is required for a subdivision of land that is not eligible to be processed as a Subdivision of Land – Minor pursuant to Subsection 14-16-6-6(K); per the Sketch Plat application, a new public roadway is proposed to be dedicated (Roadway A), conflicting with 6-6(K)(1)(a)(2) of the IDO that notes a Subdivision of Land – Minor approval is for a subdivision that does not require new streets. Therefore, a **Major Preliminary Plat application submittal will be required for the proposed platting action.**
- A Major Preliminary Plat application can be applied for at the ABQ-PLAN portal (click on the 'ENTER ABQ-PLAN' icon in the ABQ-PLAN webpage accessible at the following link below to enter the ABQ-PLAN portal): <https://www.cabq.gov/planning/abq-plan/abq-plan>
- Within the ABQ-PLAN webpage, there's also a link to an ABQ-PLAN Resources and FAQs webpage to access guides and tutorials to assist with creating an account and applying for applications in ABQ-PLAN (you will be applying for a 'Major Preliminary Plat Application'): <https://www.cabq.gov/planning/abq-plan/abq-plan-resources-and-faqs>
- Signatures from Hydrology, ABCWUA, and Transportation engineers and staff must be obtained on Form PLT and submitted with the platting application. They will not sign Form PLT until/unless they receive any/all required associated application approvals as listed on Form PLT. Form PLT can be obtained at the following link: <https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>
- The Plat must be created, as well as sealed and signed by a surveyor licensed in the State of New Mexico.
- All public notice requirements of IDO Section 6, Table 6-1-1 will need to be completed prior to submitting the platting application, and included in the platting application packet. For a Major Preliminary/Final Plat, Neighborhood Associations (NA's) as identified by the Office of Neighborhood Coordination (ONC) must be notified by email of the proposed platting application.

Notifications sent to the NA's must include the following:

1. Completed notification form noting the application type, date/time of the DHO meeting, and that the DHO meeting will be held remotely via Zoom, providing the Zoom link to the meeting. A blank notification form can be obtained at the following link:

<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf>

2. Zone Atlas Map sheet with the site highlighted and labeled

3. Copy of the Plat

- In the platting application packet, in addition to including the documentation listed above, proof of email to the NA's must be included along with the ONC confirmation email with the list of NA's to contact. ONC can be contacted at: onc@cabq.gov as well as (505) 768-3334.
- Per IDO section 6-4(J)(3)(C)(2) All owners, as listed in the records of the Bernalillo County Assessor, of property located partially or completely within 100 feet in any direction of the subject property. Where the edge of that 100-foot buffer area falls within any public right-of-way, adjacent properties shall be included.
- If a posted sign notice is required (as stated in Table 6-1-1), the applicant must place at least one sign on each street that touches the property. The sign must be clearly visible from the street per 6-4(J)(4)(a) of the IDO.
- All signatures from the surveyor, property owner(s), and the City Surveyor are required on the Plat prior to the acceptance of the application file for the Plat and placement on a DHO agenda.

6-6(L)(2)(d) Final Plat

- Within 1 year after DHO approval, or approval with conditions, of a Preliminary Plat, the applicant shall submit a Final Plat that includes all changes, conditions, and requirements contained in the Preliminary Plat approval along with a recorded IIA.
- The following will need to be on the final platting sheets:
Project and Application #'s, documents signed/stamped by a design professional licensed in the State of NM.

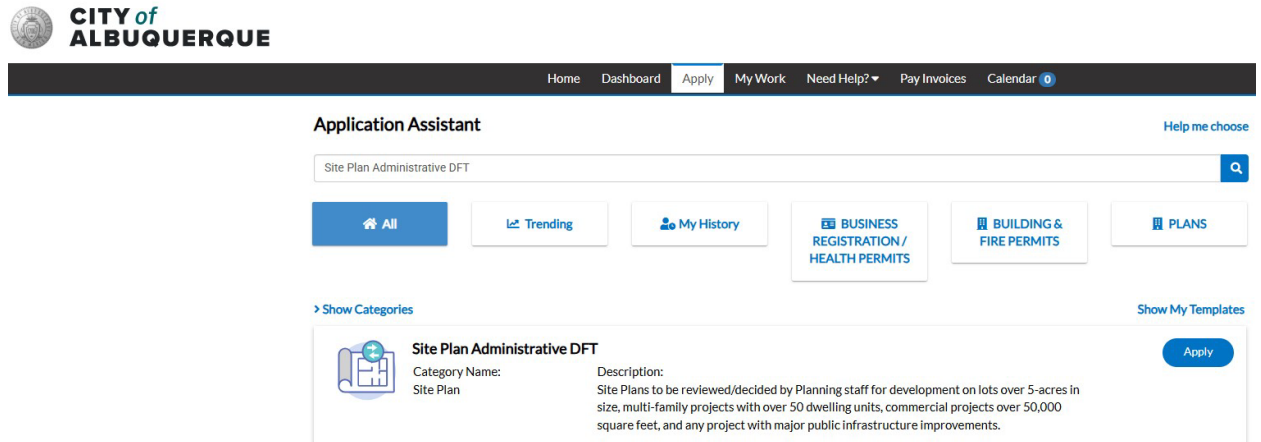
- All signatures from the surveyor, property owner(s), City Surveyor, utilities, and AMAFCA are required on the Final Plat prior to the acceptance of the application file for the Final Plat and placement on a DHO agenda.
- Prior to final sign-off of the plat, the AGIS office must approve the DXF file and proof of approval must be provided.
- The proposed platting actions would be reviewed to the standards and provisions within the IDO-Integrated Development Ordinance and the standards within the DPM-Development Process Manual. Here is a link to both:
https://documents.cabq.gov/planning/IDO/O-25-73/IDO_2025_Update_Effective.pdf
<https://www.cabq.gov/planning/boards-commissions/development-process-manual-executive-committee>
- **If infrastructure is needed**, an IL-Infrastructure list, and/or IIA-Infrastructure Improvements Agreement with financial guarantee will be required.
- Per 6-4(B) of the IDO, the subject property is not located within 660-feet of Major Public Open Space or a Tribal boundary, therefore a Pre-submittal Tribal Meeting will not need to be offered to the tribal/pueblo contacts on file. Proof of this will need to be submitted with the Major Preliminary Plat application submittal to ABQ-PLAN.
- **Demonstrate compliance with section 7 of the DPM, Table 7.2.29, regarding Sidewalk width requirements and its landscape buffer.**

6-5(G) SITE PLAN ADMINISTRATIVE

- Per 6-4(X)(3)(c) of the IDO, for decisions made by the Development Review Board, the procedures for the most closely equivalent decision in Part 14-16-6 (Administration and Enforcement) shall be followed, including any required application fee, public notice, referral to commenting agencies, and public hearing.
1. Major amendments to a Site Plan – DRB shall be reviewed and decided by City staff as a major amendment to a Site Plan – Administrative, which is currently reviewed and approved as a Site Plan Administrative DFT.

Per 6-4(X)(2)(a)(8) and 6-4(X)(2)(a)(9) of the IDO respectively, a Minor Amendment must not increase the number of through streets and must not require major public infrastructure or significant changes to access to the subject property; all of these are not being met by this proposed Sketch Plat, therefore the amendment proposed would be considered major, **requiring a Site Plan Administrative DFT application submittal.**

For the Site Plan Administrative DFT application please be sure to Apply for “Site Plan Administrative DFT” as shown below in the ABQ-PLAN portal (accessible at <https://www.cabq.gov/planning/abq-plan/abq-plan>):



Disclaimer: The comments provided are based upon the information received from the applicant/agent. If new or revised information is submitted, additional comments may be provided by Planning.

FROM: Jay Rodenbeck
Planning Department

DATE: 5/13/2025



APPLICATION REQUIREMENTS FOR MAJOR PRELIMINARY PLAT

**City of Albuquerque
Planning Department**

MAJOR PRELIMINARY PLAT

Development Hearing Officer (DHO)

Please refer to the DHO public meeting schedule for meeting dates and deadlines. Your attendance is required.

PLAT DOCUMENTATION

- ☐ Form PLT with signatures from Hydrology, Transportation and ABCWUA
<https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>
- ☐ Zone Atlas map with the entire site clearly outlined and labeled
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- ☐ Preliminary Plat including the Grading and Drainage Plan with the surveyor's, property owners', and City Surveyor's signatures on the Plat.
- ☐ Sidewalk exhibit and/or cross section of processed streets
- ☐ Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements (to include sidewalk, curb & gutter with distance to property line noted) if there is any existing land use
- ☐ Infrastructure List, if required for building of public infrastructure
https://documents.cabq.gov/planning/development-hearing-officer/DHO_infrastructure-list.pdf

- ❑ Sensitive Lands Site Analysis for new site design in accordance with IDO §14-16-5-2(C), as applicable
 - The Sensitive Lands Site Analysis form can be obtained online at:
https://documents.cabq.gov/planning/development-review-board/Sensitive_lands_analysis_form.pdf

SUPPORTIVE DOCUMENTATION

- ❑ Signed letter of authorization from the property owner if application is submitted by an agent
- ❑ Letter describing explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(L)(3)
- ❑ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*
- ❑ Proof of Sketch Plat per IDO Section 14-16-6-6(L)(2)(b)
- ❑ Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2)(d) if site is within a designated landfill buffer zone
- ❑ Proof of Tribal Meeting per IDO section §14-16-6-4(B)
<https://arcg.is/1vq1Gn1>
<https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1/pre-submittal-tribal-meeting-request>

PUBLIC NOTICE DOCUMENTATION

- ❑ Sign Posting Agreement
<https://www.cabq.gov/planning/documents/SignPostingAgreementForm1113.pdf>
- ❑ Required Content of Notice at Submittal per IDO Section 14-16-6-4(J)(1)
- ❑ Office of Neighborhood Coordination inquiry response
<https://www.cabq.gov/office-of-neighborhood-coordination>

- ☐ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by the Planning Department
- ☐ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(J)(1)(b)
<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf>
- ☐ Proof of emailed notice to affected Neighborhood Association representatives
- ☐ Proof of first class mailing to affected Neighborhood Association representatives and property owners within 100 feet



APPLICATION REQUIREMENTS FOR SITE PLAN ADMINISTRATIVE DFT

City of Albuquerque
Planning Department

SITE PLAN ADMINISTRATIVE – Development Facilitation Team (DFT)

SITE PLAN DOCUMENTATION

- ☐ Zone Atlas map with the entire site clearly outlined and labeled
Can be obtained at: <https://data.cabq.gov/business/zoneatlas>
- ☐ Form SP with signatures from Hydrology, Transportation, and ABCWUA
<https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>
- ☐ Site Plan and related drawings (include a Site Plan key of the sheets submitted)
- ☐ Copy of the original approved Site Plan or Master Development Plan (for amendments to or Extensions of the Site Plan)
- ☐ Infrastructure List, if required for building of public infrastructure
https://documents.cabq.gov/planning/development-facilitation-team/DFT_infrastructure-list.pdf
- ☐ Sensitive Lands Site Analysis for new site design in accordance with IDO §14-16-5-2(C), as applicable
 - The Sensitive Lands Site Analysis form can be obtained online at:
https://documents.cabq.gov/planning/development-review-board/Sensitive_lands_analysis_form.pdf
- ☐ Responses to climatic and geographic responsive design considerations
(Recommended to promote sustainability, but not required. The Climatic and Geographic Responsiveness form can be obtained online at):
[https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2\(D\)ClimaticGeographic_Responsiveness.pdf](https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2(D)ClimaticGeographic_Responsiveness.pdf)

SUPPORTIVE DOCUMENTATION

- ☐ Completed Site Plan Checklist
- ☐ Signed letter of authorization from the property owner if application is submitted by an agent
- ☐ Justification letter describing and justifying the request per the criteria in IDO §14-16-6-5(G)(3)
- ☐ Explanation and justification of requested deviations, if any, in accordance with IDO §14-16-6-4(N)

Note: If requesting more than allowed by deviation, a Variance – ZHE or Waiver –DHO will be required, as applicable

- ☐ Sites 5 acres or greater: Archaeological Certificate in accordance with IDO §14-16-6-5(A)
(Not required for Extension)
- ☐ Landfill disclosure statement per IDO §14-16-5-2(G) if site is within a designated landfill buffer zone
- ☐ Architectural Review Committee approval letter if the site is located within a Master Development Plan area or a Framework Plan area

PUBLIC NOTICE DOCUMENTATION

- ☐ Sign Posting Agreement
[DFT SIGN POSTING AGREEMENT.pdf](#)
- ☐ Office of Neighborhood Coordination inquiry response
<https://www.cabq.gov/office-of-neighborhood-coordination>
- ☐ Notice and attachments (e.g., letter and site plan sheets) sent to Neighborhood Association representatives
[Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf](#)
- ☐ Proof of email and/or first-class mailing to Neighborhood Association representatives