

PLANNING DEPARTMENT  
URBAN DESIGN & DEVELOPMENT DIVISION  
600 2nd Street NW, 2nd Floor, Albuquerque, NM 87102  
PO Box 1293, Albuquerque, NM 87103  
Office: (505) 924-3860



## OFFICIAL NOTICE OF DECISION

October 16, 2025

J & M Discount Towing  
C/O Jonathon Gonzales  
109 Headingly Ave NW  
Albuquerque, NM 87109

**Project # SP-2025-00066**  
Site Plan – EPC

### **LEGAL DESCRIPTION:**

Community Design Solutions, LLC (CDS), agent for J&M Discount Towing, LLC, requests a Site Plan EPC due to Cumulative Impacts, for all or a portion of Lots 1 & 2 and 8 thru 13, Monkbridge Addition, Located at 4000 2nd St NW, between Headingly Ave NW and Mescalero Rd NW, approximately 2.10 acres.

(G-14)

Staff Planners: Dustin Kiska & Daniel Soriano

On October 16, 2025, the Environmental Planning Commission (EPC) voted to **APPROVE** Plan # SP-2025-00066, a Site Plan – EPC based on the following Findings 1-26 and subject to Conditions of Approval 1-6.

### FINDINGS – SP-2025-00066, a Site Plan – EPC

1. This is a request for a Site Plan – EPC for a 2.0711-acre site legally described as Lots 1, 2 & 8-13 Amended & Supplemental Replat Blocks A-B & C Monkbridge Addition, located at 4000 2nd St. NW, on the northeast corner of 2nd St NW and Headingly Ave. NW (the “subject site”). The subject site, which the applicant owns, is zoned MX-L (Mixed-Use Low Intensity Zone District) and contains an existing light vehicle fueling station.
2. This request is to facilitate the development of a new 12,900 square foot structure on the subject site to expand operations of the existing light vehicle repair facility. The proposed site plan includes as-built conditions of the existing light-vehicle repair land use, which will continue to operate upon review and decision of this request. There is no pre-existing Site Plan that controls the site since the use was developed at a time that it was allowed permissively in the now repealed Comprehensive City Zoning Code and cumulative impacts were not considered to be reviewed by the EPC.
3. The EPC is hearing this case as required by IDO section 14-16-6-6(I)(1)(c)5. for development within  $\frac{1}{2}$  a mile of the Railroad and Small Spur Small Area, which requires a Cumulative impact analysis pursuant to Subsections 14-16-5-2(E) (Cumulative Impacts) and because the request involves expanding an auto-oriented use, a cumulative impact analysis is required [IDO §14-16-6-4(H)]

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(Cumulative Impacts Analysis Requirements)]. A cumulative impacts analysis was included with this request.

4. Prior to the effective date of the IDO, the subject site was zoned M-1, a Light Manufacturing zone district in the Comprehensive City Zoning Code, now repealed.
5. The current land use and associated business, light vehicle repair with associated outdoor vehicle storage, was established in 1994.
6. With the effective date of the IDO in 2018, the site's zoning was converted to NR-LM (Non-Residential – Light Manufacturing Zone District). The purpose of the NR-LM zone district is to accommodate moderate-intensity commercial, light assembly, fabrication, and manufacturing uses, while buffering adjacent lower-intensity, Residential and Mixed-use zone districts from the traffic, noise, and other impacts of those uses. Allowable uses are shown in Table 4-2-1.

Light vehicle repair and outdoor vehicle storage are permissive uses in this zone district.

7. On July 31, 2024, the Development Hearing Officer (DHO) approved a Final Plat for the subject site. This request consolidated eight lots into one, combining lots 1, 2 and 8 through 13 of the Monkbridge Addition, creating one 2.0711-acre lot, legally described as Lots 1, 2 & 8-13 Amended & Supplemental Replat Blocks A-B & C Monkbridge Addition on the plat (PR-2021-005714, SD-2024-00165).
8. The Long-Range Roadway System (2040 LRRS) map, produced by the Mid-Region Council of Governments (MRCOG), includes existing roadways and future recommended roadways along with their regional role.
  - A. LRRS designates 2nd St. NW as a Regional Principal Arterial and Headingly Ave. NW and Mescalero Rd. NW as local streets.
  - B. The MRCOG's 2040 Primary Freight Corridors and Truck Restrictions Map designates 2nd St. NW as a Secondary Freight Corridor.
9. The Long-Range Bikeway System (LRBS) map, produced by MRCOG, identifies existing and proposed trails. The LRBS shows a Proposed Paved Trail east of the subject site along the Alameda Drain, a Proposed Buffered Bicycle Lane on 2nd St NW, and an Existing Bicycle Route on 2nd St NW.
10. Transit: The closest, active bus stop is on 4th St NW at Headingly Ave. NW, served by ABQ Ride Route 10 that runs every 40 minutes. This stop is approximately  $\frac{1}{4}$  mile from the subject site, or a 5-minute walk on average.
11. The Albuquerque/Bernalillo County Comprehensive Plan and the Integrated Development Ordinance (IDO) are incorporated herein by reference and made part of the record for all purposes.
12. IDO §14-16-6-6(I)(3)(c) The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property.
13. The subject site is on the 2nd St. Commuter Corridor and within  $\frac{1}{4}$  mile of the 4th St. Main Street Corridor.
  - A. Main Street Corridors are intended to be lively, highly walkable streets lined with local-serving businesses, modeled after the American tradition of Main Street as a place for living, working and shopping.

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B. Commuter Corridors are intended for long-distance trips across town by automobile, including limited-access streets. These roads tend to be higher-speed and higher-traffic volume routes. Development along these corridors should be more auto-oriented, but where the Corridors pass through Centers, development should include more mixed-use, pedestrian-oriented uses.

14. The subject site is within the Near North Valley Community Planning Area (CPA). This CPA spans the area between the Rio Grande and I-25 and between I-40 and Montano. Near North Valley remains semi-rural and rich in history and tradition as agricultural land and open space in the west blends into residential neighborhoods and commercial and industrial uses to the east. Large commercial and industrial development is concentrated along the 2nd street corridor within the CPA where the subject site rests dead center near the railroad.

15. The subject site is located both in an Area of Change and Consistency as designated by the Comprehensive Plan. Areas of Change include Centers, Corridors, and Metropolitan Redevelopment Areas, where new development and redevelopment are desired and appropriate. For Areas of Consistency as designated by the Comprehensive Plan, as amended, development must reinforce the character and intensity of existing development.

16. The site plan has been evaluated for conformance with applicable Goals and Policies in the Comprehensive Plan, and other applicable Plans.

17. The request is consistent with the following Comprehensive Plan Goals and Policies regarding development patterns and infill from Chapter 5: Land Use.

A. **GOAL 5.3 EFFICIENT DEVELOPMENT PATTERNS:** Promote development patterns that maximize the utility of existing infrastructure and public facilities and the efficient use of land to support the public good. The Site Plan – EPC would facilitate the development of a new 12,900 square foot workshop on the subject site, which is already developed with a light vehicle repair and commercial towing company operating out of the existing building. This will allow the applicant to expand the current services offered to the public and make improvements to adjacent lots that were consolidated into the site from a previous platting action. The proposed Site Plan promotes development that will maximize the utilization of surrounding infrastructure and expand an existing use that supports the public good. The subject site is within ¼ mile of the 4th St. Main Street Corridor, is serviced by public transportation facilities and has access to water and sewage infrastructure.

B. **POLICY 5.3.1 INFILL DEVELOPMENT:** Support additional growth in areas with existing infrastructure and public facilities. The subject site recently consolidated eight lots into one to facilitate the expansion of the existing light vehicle repair business. The proposed site plan provides improvements to the underutilized land that is supported by public transit, existing roadways and has existing utilities (water, sewer and sidewalks) that support the entire site. This request supports additional growth in an area that has existing infrastructure and public facilities.

C. **GOAL 5.6 CITY DEVELOPMENT AREAS:** Encourage and direct growth to Areas of Change where it is expected and desired and ensure that development in and near Areas of Consistency reinforces the character and intensity of the surrounding area. This Site Plan – EPC request is to help facilitate the addition of a new workshop at an existing light vehicle repair business within an Area of Change, where growth is desired. This request will ensure the site is developed in compliance of IDO requirements, including landscaping, edge buffers and lighting, all of which will help protect the character of the abutting residential uses to the north, an Area of Consistency.

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D. **POLICY 5.6.2 AREAS OF CHANGE:** Direct growth and more intense development to Centers, Corridors, industrial and business parks, and Metropolitan Redevelopment Areas where change is encouraged. The subject site is in an Area of Change and Area of Consistency. This request would facilitate the expansion and growth of a moderately intense, light vehicle repair use, in a mostly industrial area that is supported by the 2nd St. Commuter Corridor and the 4th St. Main Street Corridor, where more intense development is encouraged.

E. **POLICY 5.6.3 AREA OF CONSISTENCY:** Protect and enhance the character of existing single-family neighborhoods, areas outside of Centers and Corridors, parks, and Major Public Open Space. The request would not change the area's character by facilitating additional auto repair use development on the subject site. The proposed site plan will meet the developmental requirements of the IDO, through the landscaping, lighting and other site design elements, the character of the surrounding area and the abutting residential uses will be protected from additional negative impacts. Landscaping, lighting and walls will soften the industrial look of the site, providing a buffer and transition from light vehicle repair to residential. The change would foster development of uses that are consistent with the adjacent properties to the north and south along 2nd St. NW.

18. The request is consistent with the following Comprehensive Plan Goals and Policies regarding design from Chapter 7: Urban Design.

- GOAL 7.5 CONTEXT-SENSITIVE DESIGN:** Design sites, buildings, and landscape elements to respond to the high desert environment. This Site Plan – EPC proposes a landscaping plan that includes a variety of drought-tolerant trees, shrubs and vegetation meant to thrive in the adverse high desert conditions of Albuquerque. The proposed landscaping will not require irrigation, conserving water with context-sensitive plant selection in the arid southwest environment.
- POLICY 7.5.1 LANDSCAPE DESIGN:** Encourage landscape treatments that are consistent with the high desert climate to enhance our sense of place. This request proposes a landscape plan that requires no irrigation. The proposed landscaping will utilize drought tolerant vegetation and trees that thrive in the high desert climate and enhance the sense of place by drawing upon the Official Albuquerque Plant Palette to install landscaping commonly found throughout the city.

19. The request is consistent with the following Comprehensive Plan Goals, Policies and Sub-Policies regarding entrepreneurship and local business from Chapter 8: Economic Development.

- GOAL 8.2 ENTREPRENEURSHIP:** Foster a culture of creativity and entrepreneurship and to encourage private businesses to grow. This request could help facilitate the expansion of a locally owned, private business in the City of Albuquerque. Should this request be approved, and the workshop addition completed, the local business can continue to grow and expand its services offered to the community, while developing and growing its current workforce.
- POLICY 8.2.1 LOCAL BUSINESS:** Emphasize local business development. This Site Plan – EPC request would facilitate the development of a new workshop on the subject site, an existing, local business. This request can foster growth of a light vehicle repair business that will provide services to the public and can potentially provide new employment opportunities to the residents of Albuquerque.

20. **IDO §14-16-6-G(I)(3)- Site Plan-EPC Review and Decision Criteria.** IDO Section 14-16-6- 6(I)(3) states that any application for a Site Plan-EPC will be approved if it meets all of the following criteria:

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A. 6-6(I)(3)(a) The site plan is consistent with the ABC Comp Plan, as amended.

As demonstrated by the policy analysis of the Site Plan – EPC (see above), the request is generally consistent with applicable Comprehensive Plan Goals and policies.

B. 6-6(I)(3)(b) The Site Plan is consistent with any applicable terms and conditions in any previously approved NR-SU or PD zoning covering the property and any related development agreements and/or regulations.

The subject site is zoned NR-LM (Light Manufacturing – Non-Residential); therefore, the above criterion does not apply.

C. 6-6(I)(3)(c) The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property.

The request is for a Site Plan - EPC. The proposed Site Plan is required to comply with all applicable provisions of the IDO, DPM, and other adopted City regulations. All conditions must be met prior to building permit approval. The applicant has stated that the development will comply with all applicable provisions pursuant to the NR-LM zone district including landscaping, lot sizes, setbacks, parking, lighting, and grading and drainage.

D. 6-6(I)(3)(d) The City's existing infrastructure and public improvements, including but not limited to its street, trail, drainage, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the extent practicable.

The subject site is already served by existing infrastructure and public facilities like water, sewer, power, gas, internet, and fire suppression, as well as roads, sidewalks and public transit, which has adequate capacity to serve the proposed development. Burdens on these systems have been mitigated to the extent practicable and any future burdens on those systems shall be reasonable and proportionate and mitigated as the site continues to develop.

E. 6-6(I)(3)(e) The application mitigates any significant adverse impacts on the surrounding area to the maximum extent practicable.

The request mitigates any significant adverse impacts on the surrounding area to the maximum extent practicable. The subject site is within ¼ mile of the Railroad and Spur Small area and a Cumulative Impact Analysis was provided with the request (see attachments). The applicant was required to provide a cumulative impacts analysis due to the subject site's location within the Railroad and Small Spur area, and because the subject site and adjacent properties met all the applicability criteria in IDO 14-16-5-2(E)(1). The cumulative impacts analysis adequately addresses impacts on the surrounding area to the maximum extent practicable. The Site Plan is required to follow all standards of the IDO, DPM and other applicable City standards, which the applicant has agreed to follow.

F. 6-6(I)(3)(f) If the subject property is within an approved Master Development Plan, the Site Plan meets any relevant standards in the Master Development Plan in addition to any standards applicable in the zone district the subject property is in.

The subject property is not within an approved Master Development Plan; therefore, the above criterion does not apply.

G. 6-6(I)(3)(g) If a cumulative impact analysis is required in the Railroad and Spur Area pursuant to Subsections 14-16-5-2(E) (Cumulative Impacts) and 14-16-6-4(H) (Cumulative Impacts

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Analysis Requirements), the Site Plan incorporates mitigation for all identified cumulative impacts. The proposed development will not create material adverse impacts on water quality or other land in the surrounding area through increases in traffic congestion, parking congestion, noise, vibration, light spillover, or other nuisances without sufficient mitigation or civic or environmental benefits that outweigh the expected impacts.

The subject property is within the Railroad and Spur Area and a cumulative impacts analysis is required. The cumulative impacts analysis indicates that the proposed development will not create material adverse impacts on water quality or other land in the surrounding area through increases in traffic congestion, parking congestion, noise, vibration, light spillover, impact of hazardous materials on the environment, or other nuisances. Existing and proposed design features will comply with all standards in the IDO, DPM, and other applicable City standards. These designs and features will ensure that the development sufficiently mitigates any adverse impacts on surrounding areas.

H. 6-6(I)(3)(h) If an outdoor or site lighting performance analysis is requested, the proposed lighting design must prove it will not adversely affect the lighting requirements of Section 14-16-5-2(E) without sufficient mitigation and benefits that outweigh the expected impacts.

The proposed site lighting is to be mounted on 16' height poles, hooded or shielded and projected downward at a 45-degree angle, and a max of 250 watts per fixture bulb. The proposed lighting is to be directed within the property, with minimal spread on adjacent properties. All lighting shall comply with the NM Night Sky Protection Act. The proposed lighting design will not adversely affect the lighting requirements of Section 14-16-5-2(E) without sufficient mitigation and benefits that outweigh the expected impacts.

21. The proposed site plan would allow the construction of a new 0.3-acre (12,900 SF) shop building on the east portion of the 2.0711-acre subject site which would be used for vehicle collision repair operations. The proposed shop building is a single-story with a max height of 22'10" at the top of roof pitch.
22. The 2.0711-acre 'L' shaped site, is currently the location of an existing towing company building with open dirt lot with incidental vehicle storage. The site is developed with an existing 5,768 SF building, including a 1,764 SF covered vehicle car port, for the current towing company operations. The rest of the site is comprised of compacted dirt lot and asphalt paving along Headingly Ave NW, and 2nd St. NW. An existing 5,773 SF shop/office building on lot 1 is located on site near 2nd St. NW. The site plan proposes the construction of a single-story, steel framed, metal clad, vehicle collision repair building, spanning the majority of the eastern portion of the subject site, to be developed on approximately 0.3 acres. The site plan illustrates access to utilities, sewer, water, gas and electric. The site plan includes four existing curb cuts providing vehicular access and utility vehicle access to the site. Proposed design features include, recycle and trash dumpster enclosure, bike racks, motorcycle parking, open customer parking, gated vehicular parking, off-street parking, landscaping, and a detention and retention pond. A full analysis of the Site Plan is provided in the EPC Staff Report for review.
23. Pursuant to IDO 14-16-6-4(H)(1) A cumulative impacts analysis is required prior to approval of a Site Plan-EPC for any development in the Railroad and Spur Small Area that meets the criteria in Subsection 14-16-5-2(E)(1). Staff's analysis of the provided Cumulative Impact Analysis is as follows:

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A. 5-2(E)(2)(a) Mitigate any material negative cumulative impacts on surrounding residential development through adequate and effective measures, including but not limited to all of the following:

1. Locating and designing vehicle access, circulation, parking, and loading to minimize impacts on residential uses within 660 feet in any direction of the subject property.

Negative impacts on residential uses within 660 feet of the subject site are minimized because all vehicle access, circulation, parking, and loading, other than the ability to have (11) additional on-street parking spaces, all parking spaces are contained within the site. The site has (98) parking spaces that are contained behind a fence with lockable operable gates, more than 40 feet from any street. There is a shared, 6-foot opaque wall along the northern property line, separating the subject site from residential properties along this boundary. Conditions of Approval will be required to ensure the proposed site plan meets all requirements of the IDO. A 15-foot landscaping buffer or additional trees will be required through conditions to further minimize any potential negative impacts regarding vehicle access, parking on the residential properties to the north.

2. Locating, designing, and orienting site lighting to be compatible with residential uses within 660 feet in any direction of the subject property.

The applicant has demonstrated that measures have been taken to mitigate negative impacts on lighting that could affect the surrounding residential uses. Light poles are designated at a 16' height, which is well below the allowable max height, with hooded or shielded fixture units, and directed inward toward the site. The light fixtures are to be angled at a 45-degree downward projection, with a max output of 250 watts. There are (11) new pole lights primarily located within the lockable parking lot and at least 30 feet away from the northern residential units.

3. Locating the storage of hazardous materials, as defined by federal regulations, to minimize impact on surrounding residential uses.

The business does have hazardous materials related to light vehicle repair stored on the subject site, including fuels, paint solvents, coolant and used oil. The applicant has procedures and locations in place to safely store the hazardous materials as required through federal regulations. All hazardous materials will be stored indoors, in 5-gallon or smaller fire-rated containers to reduce the risk of these materials affecting surrounding residential uses. The storage location within the new workshop is placed away from property boundaries and not accessible to the public to mitigate all risks surrounding these materials as much as practically possible.

4. Locating outdoor storage of materials or equipment to minimize impact on surrounding residential uses.

The light vehicle repair use at the subject site will continue to have incidental outdoor vehicle storage due to the nature of the business. The outdoor vehicle storage areas have been situated towards the middle interior of the site as seen on the site plan, minimizing the visual impact on the nearby residential uses by shielding the vehicles with existing 6-foot walls along the northern lot line, landscaping to soften the appearance of the site, and the new proposed structure

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that will place more barriers blocking the view of vehicles to surrounding residential uses.

5. Locating activities on the site that generate noise to minimize impacts on residential uses within 660 feet in any direction of the subject property.

The nearest residential properties about the subject site's northern boundary. All activities that generate noise are going to be located inside the new, proposed workshop building situated approximately 32 feet from the adjacent residential zone districts to the north. By limiting noise generating work to inside the new workshop, the impact on neighboring residential uses will be sufficiently mitigated.

B. 5-2(E)(2)(b) Provide a cumulative impact analysis to the EPC that addresses, at a minimum, the items required in Subsection §14-16-6-4(H), which the EPC may use as the basis to require mitigation of identified impacts through conditions of approval.

1. 6-4(H)(1)(b)1: A list of other uses listed in Subsection 14-16-5-2(E)(1)(c) that are within 660 feet in any direction of the subject property.

The subject site is located between 2nd St. and the railroad tracks, containing a range of land uses. As evidenced by the City's GIS Land Use mapping, there is low-density residential, industrial, and commercial retail and services within 660 feet of the property, triggering this cumulative impact analysis.

2. 6-4(H)(1)(b)2: A Traffic Impact Study, pursuant to Subsection 14-16-5- 2(E)(2)(c).

A Traffic Scoping Form was prepared, reviewed and signed for by the city's Traffic Engineer on August 4, 2025. The city Traffic Engineer has determined that this request does not require a Traffic Impact Study (TIS).

3. 6-4(H)(1)(b)3: A list, estimated amount, and storage location of hazardous materials, as defined by federal regulation, to be used for operations, including but not limited to fuels.

The applicant has provided a list of all hazardous materials needed for operations, which include paint solvents, coolant, used oil and fuel. All hazardous materials are stored indoors and managed as required by federal regulations.

4. 6-4(H)(1)(b)4: A summary of sewer and storm water discharge, including volumes.

A pre-approved Grading and Drainage Plan for the subject site was included as part of this EPC request. The proposed workshop will be connected to the existing sewage system, which has adequate capacity for the predicted volume of wastewater discharge. The provided Grading and Drainage plan contains proposed stormwater volumes and shall comply with the most current DPM requirements for stormwater discharge.

5. 6-4(H)(1)(b)5: A Letter of Availability from the ABCWUA, including estimate of volume of water to be used annually for operations.

ABCWUA issued a Letter of Availability (#230411) on May 3, 2023. The applicant has indicated that the proposed workshop addition will utilize existing water and sewage services for the site. The volume of water used annually for operations is estimated at 504,000 gallons.

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6. 6-4(H)(1)(b)6: The operating hours of the facility, including but not limited to times when there may be delivery or movement of freight vehicles to and from the property and activities that generate noise and occur outdoors.

The hours of operation of the light vehicle repair facility are 8am-5pm. All activities associated with the light vehicle repair business will occur indoors within the existing and proposed shop buildings.

7. 6-4(H)(1)(b)7: A list of and copies of all permits required for the use.

The applicant did not provide a list and there is not a separate permit required for the existing business aside from EPC approval, DFT final sign off and building permit.

- C. 5-2(E)(2)(c) Provide a traffic impact study pursuant to Article 7-5(D) of the DPM, notwithstanding the thresholds or mitigation requirements in the DPM, which the EPC may use as the basis to require mitigation of the traffic generated by the use through conditions of approval.

The applicant has provided Traffic Scoping Form, prepared, reviewed and signed for by the city's Traffic Engineer on August 4, 2025. The provided Traffic Scoping Form does not require a Traffic Impact Study (TIS) for the proposed site plan.

- D. 5-2(E)(2)(d) Be reviewed by the Environmental Planning Commission (EPC), pursuant to Subsection 14-16-6-6(I).

The site plan is being submitted for review and decision by the EPC.

- E. 5-2(E)(2)(e) Have an approved Site Plan – EPC that meets conditions of approval deemed necessary by the EPC to further compliance with the above standards to minimize impact on the surrounding residential uses and maximize compatibility of the proposed development prior to the submittal of any request for platting on the property.

The site plan is being submitted for review by the EPC at the October 16, 2025 EPC Hearing. Any conditions of approval that the EPC deems necessary would be included as part of the site plan approval.

24. The Office of Neighborhood Coordination verified that there are two recognized neighborhood associations (NAs) within 660 ft of the subject site, the Greater Gardner & Monkbridge Neighborhood Association and the North Valley Coalition—were notified by email as required. Property owners within 100 ft of the subject site were also notified as required.
25. There was no facilitated meeting with neighborhoods or neighborhood officials and as of writing this report, there is no known opposition or support of this request.
26. The applicant was not required to offer a tribal meeting as part of a pre-submittal requirement [see IDO §14-16-6-4(B)].

## CONDITIONS OF APPROVAL

1. After approval by the EPC, the applicant shall coordinate with the Staff Planner prior to submitting the Site Plan to the Development Facilitation Team (DFT) for final sign-off to ensure that EPC Conditions have been met. Pursuant to IDO section [14-16- 6-6\(I\)\(2\)\(m\)](#) Site Plans shall be

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reviewed administratively for compliance with conditions of approval, DPM, and zoning standards prior to the issuance of a building permit.

2. Pursuant to IDO section [14-16-6-4\(O\)\(4\)](#) Any conditions shall be met within 1 year of the approval, unless stated otherwise in the approval. If any conditions are not met within that time, the approval is void. The Planning Director may extend the time limit up to an additional 1 year.
3. Site Plan clean up and revisions
  - A. The site plan shall include a keyed note indicating the type and height of the existing wall on northern boundary of site.
  - B. Keyed note #9 shall be updated to state “wrought iron perimeter fencing along the southern portion of the property - 6' tall.”
  - C. A keyed note shall be provided indicating fence types around the east and northern perimeter of the property.
4. Parking: All parking areas shall be separated by 15ft. from any (protected) lot zoned R-A, R-1, R-MC or R-T that contains low-density residential development pursuant to [IDO 14- 16-5-9\(D\)\(1\)\(b\)2](#).
  - A. Parking spaces along the northern property line shall be removed or reconfigured to comply with the IDO.
5. The Landscape Plan shall comply with neighborhood edge requirements in IDO §14-16-5- 69E). The site plan shall be updated to reflect EITHER of the following options:
  - A. One tree at least 8ft high at the time of planting shall be provided for every 15ft along the existing 6ft opaque wall along the northern boundary of the site (abutting residential properties) pursuant to [IDO 14-16-5-6\(E\)\(2\)\(a\)1](#).
  - B. A 15ft landscaped buffer area is required pursuant to [IDO §14-16-5-9\(D\)\(1\)\(b\)](#). Parking areas shall be separated from any abutting Protected Lot by a minimum of 15 feet, and edge buffer requirements in Subsection [14-16-5-6\(E\)](#) apply. See also Table 5-6-4: Edge Buffer.
6. Parks and Recreation and Urban Forestry Condition:
  - A. Street trees are required along 2nd Street NW. within 20' from back of curb and spaced at 25' on center per IDO [5-6\(D\)\(1\)](#). Please provide measurements and calculations showing street trees within these parameters for DFT staff.
  - B. New Mexico Olive, Desert Willow, Crape Myrtle and Vitex are not acceptable for use as street trees as they do not meet the intent of street trees to provide shade and coolness in summer months.
  - C. An irrigation plan shall be provided that serves street trees and other landscaping as required.

APPEAL

If you wish to appeal, you must do so within 15 days of the EPC's decision or by **October 31, 2025**. The date of the EPC's decision is not included in this 15-day period. If the 15th day falls on a Saturday, Sunday, or Holiday, the next working day is considered the deadline for filing an appeal.

For more information regarding the appeal process, please refer to the Integrated Development Ordinance

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(IDO), §14-16-6-4(U) (Appeals). The IDO is available online here: <https://www.cabq.gov/ido>. A nonrefundable fee is required to be paid when the appeal is filed. It is not possible to appeal EPC recommendations to the City Council, because a recommendation is not a final decision.

You will receive notification if anyone files an appeal. If the decision is not appealed, you can receive building permits any time after the appeal deadline, provided all conditions of approval associated with the decision and all other applicable regulations have been met.

Sincerely,



for Alan Varela  
Planning Director

AV/MJ/DS/DK

cc: John Stapleton, [john.stapleton@cdsnm.com](mailto:john.stapleton@cdsnm.com)  
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EPC file

# CITY OF ALBUQUERQUE

PLANNING DEPARTMENT

URBAN DESIGN & DEVELOPMENT DIVISION

600 2<sup>nd</sup> Street NW Room 190

Albuquerque, NM 87102

Tel: (505) 924-3320



## POST EPC MEMORANDUM

TO: CABQ Development Facilitation Team (DFT)

FROM: Dustin Kiska, Planner

DATE: 1-12-26

RE: **SP-2025-00066** – Site Plan– EPC

The Agent, Community Design Solutions, for Discount Towing & Collision, has worked with Staff to fulfill post EPC requirements to meet Conditions of Approval 1-6, for the approval of Site Plan-EPC, for all or a portion of Lots 1, 2 & 8-13 Amended & Supplemental Replat Blocks A-B & C Monkbridge Addition, located on the northeast corner of 2<sup>nd</sup> St NW and Headingly Ave. NW (the “subject site”). Approximately 2.0711 acres. See EPC Notice of Decision (NOD) dated October 16, 2025.

The applicant provided a letter which shall be included with the DFT submittal describing how each condition has been satisfied or will be met moving forward. Revised Site Plan drawings detailing the variance have been provided incorporating the Conditions of Approval.

### NOD CONDITIONS OF APPROVAL, SP-2025-00066 – Site Plan – EPC

1. After approval by the EPC, the applicant shall coordinate with the Staff Planner prior to submitting the Site Plan to the Development Facilitation Team (DFT) for final sign-off to ensure that EPC Conditions have been met. Pursuant to IDO section 14-16-6-6(l)(2)(m) Site Plans shall be reviewed administratively for compliance with conditions of approval, DPM, and zoning standards prior to the issuance of a building permit.

*Condition 1 has been met or is agreed to by the applicant: The applicant has submitted the final version of the Site Plan to the Development Facilitation Team (DFT) with the application for a Site Plan-Administrative review of the residential development. Pursuant to IDO §14-16-6-6(l)(2)(m), Site Plans shall be reviewed administratively for compliance with Conditions of Approval, the DPM, and zoning standards prior to the issuance of a building permit.*

2. Pursuant to IDO §14-16-6-4(O)(4), any Conditions of Approval shall be met within 1 year of the approval, unless stated otherwise in the approval. If any conditions are not met within that time, the approval is void. The Planning Director may extend the time limit up to an additional 1 year.

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*Condition 2 has been met or is agreed to by the applicant: The applicant has agreed to meeting the Conditions of Approval within a year.*

### 3. Site Plan clean up and revisions

- A. The site plan shall include a keyed note indicating the type and height of the existing wall on northern boundary of site.

*Condition 3-A has been met, see keyed note (30)*

- B. Keyed note #9 shall be updated to state "wrought iron perimeter fencing along the southern portion of the property - 6' tall.

*Condition 3-B has been met, see revised keyed note (9)*

- C. A keyed note shall be provided indicating fence types around the east and northern perimeter of the property.

*Condition 3-C has been met, see keyed note (31)*

### 4. Parking: All parking areas shall be separated by 15ft. from any (protected) lot zoned R-A, R-1, R-MC or R-T that contains low-density residential development pursuant to IDO [14-16-5-9\(D\)\(1\)\(b\)2.](#)

- A. Parking spaces along the northern property line shall be removed or reconfigured to comply with the IDO.

*Condition 4-A has been met, Parking spaces have been removed and replaced with a landscape buffer which provides the required 15ft minimum separation between parking areas and neighboring residential properties, in this case, zoned R-1.*

### 5. The Landscape Plan shall comply with neighborhood edge requirements in IDO §14-16-5-69E). The site plan shall be updated to reflect EITHER of the following options:

- A. One tree at least 8ft high at the time of planting shall be provided for every 15ft along the existing 6ft opaque wall along the northern boundary of the site (abutting residential properties) pursuant to IDO [14-16-5-6\(E\)\(2\)\(a\)1.](#)

- B. A 15ft landscaped buffer area is required pursuant to IDO §[14-16-5-9\(D\)\(1\)\(b\).](#) Parking areas shall be separated from any abutting Protected Lot by a minimum of 15 feet, and edge buffer requirements in Subsection 14-16-5-6(E) apply. See also Table 5-6-4: Edge Buffer.

*Condition 5-A has been partially met by providing trees at least 8ft high and 30ft apart.*

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*Condition 5-B HAS been met, Parking spaces have been removed and replaced with a landscape buffer which provides the required 15ft minimum separation between parking areas and neighboring residential properties per edge buffer requirements in Subsection 14-16-5-6(E).*

*Therefore Condition 5 has been met, by reflecting one of EITHER of the above options.*

## 6. Parks and Recreation and Urban Forestry Condition:

- A. Street trees are required along 2<sup>nd</sup> Street NW. within 20' from back of curb and spaced at 25' on center per IDO 5-6(D)(1). Please provide measurements and calculations showing street trees within these parameters for DFT staff.

*Condition 6-A has been met or is agreed to by the applicant to plant the (2) Gamble Oak trees along 2<sup>nd</sup> street to be at least 25ft apart on center per IDO 5-6(D)(1) and noted in 'Street Tree Notes' on the Landscape Plan.*

- B. New Mexico Olive, Desert Willow, Crape Myrtle and Vitex are not acceptable for use as street trees as they do not meet the intent of street trees to provide shade and coolness in summer months.

*Condition 6-B has been met. The applicant has modified the site plan to include street trees that are in compliance with Urban Forestry along 2<sup>nd</sup> Street.*

The Agent, Community Design Solutions, for Discount Towing & Collision has satisfied Conditions 1-6 for NOD dated October 16, 2025. The DFT can move forward with reviewing the Site Plan approved by the EPC with the Site Plan – Administrative review of the development. The applicant can submit the final version of the Site Plan to the Development Facilitation Team (DFT) with the application for a Site Plan-Administrative review of the development.

*Dustin Kiska & Daniel Soriano*

Planners  
Current Planning, Urban Design & Development  
City of Albuquerque Planning Department