

CITY OF ALBUQUERQUE

PLANNING DEPARTMENT

URBAN DESIGN & DEVELOPMENT DIVISION

600 2nd 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 2nd 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 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.

Condition 6-A has been met or is agreed to by the applicant to plant the (2) Gamble Oak trees along 2nd 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 2nd 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