

Community Design Solutions

August 29, 2025

Dear Property Owner:

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Albuquerque Environmental Planning Commission (EPC) will hold a Public Hearing on **Thursday, October 16, 2025**, at **8:40 AM** for the request below. The EPC hearing will be held via Zoom. To access the hearing online use the following link and select the October 16th hearing date:

External Link: <https://cabq.zoom.us/j/5464729575>

Call in: (719) 359-4580

Meeting ID: 546 472 9575

REQUEST

Community Design Solutions, LLC (CDS), Agents for J&M Discount Towing, LLC, is submitting an application for a Site Plan review for the development of a towing and light automotive repair facility. The property is known as the Monkbridge Subdivision, A LOTS 1 8 9 & 10 REPLAT OF BLKS 19 & 20 MONKBRIDGE ADDN. It is located at the northeast corner of 2nd Street NW and Headingly Avenue NW, Albuquerque, NM (see enclosed Zone Atlas page G-14-Z). Included in this mailing is an exhibit showing Site Plan.

If you have any questions or would like more information, contact John Stapleton at (505) 545-9607 or email at john.stapleton@cdsnm.com. You can also check the Environmental Planning Commission website for information [Environmental Planning Commission — City of Albuquerque](#).

Sincerely,



John Stapleton P.E.

CDS | Project Manager

Attached: Required Neighborhood Notification Packet.

Renee Regal

From: Flores, Suzanna A. <Suzannaflores@cabq.gov>
Sent: Tuesday, June 10, 2025 1:52 PM
To: Renee Regal
Subject: 4000 2ND ST NW : Public Notice Inquiry Sheet Submission
Attachments: IDOZoneAtlasPage_G-14-Z.pdf

PLEASE NOTE:

The neighborhood association contact information listed below is valid for 30 calendar days after today's date.

Dear Applicant:

Please find the neighborhood contact information listed below. Please make certain to read the information further down in this e-mail as it will help answer other questions you may have.

Association Name	Association Email	First Name	Last Name	Email	Address Line 1
Greater Gardner & Monkbridge NA	ggnaabq@gmail.com	David	Wood	wood_cpa@msn.com	158 Pleasant A NW
Greater Gardner & Monkbridge NA	ggnaabq@gmail.com	Irene	Walkiw	ijwalkiw@hotmail.com	4608 3rd Street
North Valley Coalition	nvcabq@gmail.com	Peggy	Norton	peggynorton@yahoo.com	3810 11th Street
North Valley Coalition	nvcabq@gmail.com	James	Salazar	jasalazarnm@gmail.com	5025 Guadalupe NW

The ONC does not have any jurisdiction over any other aspect of your application beyond this neighborhood contact information. We can't answer questions about sign postings, permit status, site plans, buffers, or project plans, so we encourage you to contact the Planning Department at: 505-924-3857 Option #1, e-mail: devhelp@cabq.gov, or visit: <https://www.cabq.gov/planning/online-planning-permitting-applications> with those types of questions.

Please note the following:

- You will need to e-mail each of the listed contacts and let them know that you are applying for an approval from the Planning Department for your project.
- Please use this online link to find the required forms you will need to submit your permit application.
<https://www.cabq.gov/planning/urban-design-development/public-notice>.
- The Checklist you need for notifying neighborhood associations can be found here:
<https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1/public-notice>
- The Administrative Decision form you need for notifying neighborhood associations can be found here:
<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Notice-Administrative-Print&Fill.pdf>
- Once you have e-mailed the listed contacts in each neighborhood, you will need to attach a copy of those e-mails AND a copy of this e-mail from the ONC to your application and submit it to the Planning Department for approval.

If you have questions about what type of notification is required for your particular project or meetings that might be required, please click on the link below to see a table of different types of projects and what notification is required for each:

<https://ido.abc-zone.com/integrated-development-ordinance-ido?document=1&outline-name=6-1%20Procedures%20Summary%20Table>

Thank you,

Suzie



Suzie Flores

Senior Administrative Assistant

Office of Neighborhood Coordination (ONC) | City Council Department | City of Albuquerque
(505) 768-3334 Office

E-mail: suzannahflores@cabq.gov

Website: www.cabq.gov/neighborhoods

From: webmaster@cabq.gov <webmaster@cabq.gov>

Sent: Tuesday, June 10, 2025 11:16 AM

To: Office of Neighborhood Coordination <renee.regal@cdsnm.com>

Cc: Office of Neighborhood Coordination <onc@cabq.gov>

Subject: Public Notice Inquiry Sheet Submission

Public Notice Inquiry For:

Environmental Planning Commission

If you selected "Other" in the question above, please describe what you are seeking a Public Notice Inquiry for below:

Contact Name

Renee Regal

Telephone Number

7174433717

Email Address

renee.regal@cdsnm.com

Company Name

Community Design Solutions

Company Address

9384 Valley View Drive NW Ste 100

City

Albuquerque

State

NM

ZIP

87114

Legal description of the subject site for this project:

Plat of Lots 1-A Monkbridge Addition Projected Section 5 T10N, R3E, N.M.P.M. Within the Town of Albuquerque
Grant, Albuquerque, Bernalillo County, New Mexico

Physical address of subject site:

4000 2ND ST NW Albuquerque, NM 87107

Subject site cross streets:

Second Street NW and Headingly Avenue NW

Other subject site identifiers:

This site is located on the following zone atlas page:

G-14-Z

Captcha

X

Association Name	Association Email	First Name	Last Name	Email	Address Line 1	City	State	Zip	Mobile Phone	Phone
Greater Gardner & Monkbridge NA	ggnaabq@gmail.com	David	Wood	wood_cpa@msn.com	158 Pleasant Avenue NW	Albuquerque	NM	87107	5052212626	
Greater Gardner & Monkbridge NA	ggnaabq@gmail.com	Irene	Walkiw	ijwalkiw@hotmail.com	4608 3rd Street NW	Albuquerque	NM	87107		
North Valley Coalition	nvcabq@gmail.com	Peggy	Norton	peggynorton@yahoo.com	3810 11th Street NW	Albuquerque	NM	87107		5053459567
North Valley Coalition	nvcabq@gmail.com	James	Salazar	jasalazarnm@gmail.com	5025 Guadalupe Trail NW	Albuquerque	NM	87107	5054895040	



PART I - PROCESS

Use [Table 6-1-1](#) in the Integrated Development Ordinance (IDO) to answer the following:

Application Type: Site Plan - EPC

Decision-making Body: Environmental Planning Commission

Pre-Application meeting required: Yes No

Neighborhood meeting required: Yes No

Mailed Notice required: Yes No

Electronic Mail required: Yes No

Is this a Site Plan Application: Yes No **Note:** if yes, see second page

PART II – DETAILS OF REQUEST

Address of property listed in application: 4000 2nd Street NW, Albuquerque, NM 87107

Name of property owner: J&M Discount Towing LLC

Name of applicant: John Stapleton / Community Design Solutions

Date, time, and place of public meeting or hearing, if applicable:

Thursday, October 16, 2025 @ 8:40 am / City of Albuquerque / EPC Public Hearing

Address, phone number, or website for additional information:

Please contact John Stapleton at (505) 545-9607 or john.stapleton@cdsm.com

PART III - ATTACHMENTS REQUIRED WITH THIS NOTICE

- Zone Atlas page indicating subject property.
- Drawings, elevations, or other illustrations of this request.
- Summary of pre-submittal neighborhood meeting, if applicable.
- Summary of request, including explanations of deviations, variances, or waivers.

IMPORTANT:

PUBLIC NOTICE MUST BE MADE IN A TIMELY MANNER PURSUANT TO [IDO §14-16-6-4\(K\)](#).

PROOF OF NOTICE WITH ALL REQUIRED ATTACHMENTS MUST BE PRESENTED UPON APPLICATION.

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

(Applicant signature)

8/29/25

(Date)

Note: Providing incomplete information may require re-sending public notice. Providing false or misleading information is a violation of the IDO pursuant to IDO §14-16-6-9(B)(3) and may lead to a denial of your application.



PART IV – ATTACHMENTS REQUIRED FOR SITE PLAN & LC APPLICATIONS ONLY

Provide a site plan that shows, at a minimum, the following:

- a. Location of proposed buildings and landscape areas.
- b. Access and circulation for vehicles and pedestrians.
- c. Maximum height of any proposed structures, with building elevations.
- d. For residential development: Maximum number of proposed dwelling units.
- e. For non-residential development:
 - Total gross floor area of proposed project.
 - Gross floor area for each proposed use.

[Note: Items with an asterisk (*) are required.]

Public Notice of a Proposed Project in the City of Albuquerque for Decisions Requiring a Hearing

Date of Notice*: 8/29/25

This notice of an application for a proposed project is provided as required by Integrated Development Ordinance (IDO) **§14-16-6-4(K) Public Notice**. This notice is being provided to (mark as relevant):

- Neighborhood Association Representatives on the attached list from the Office of Neighborhood Coordination.¹
- Property Owners within 100 feet of the Subject Property.

Information Required by **IDO §14-16-6-4(K)(1)(a)**

1. Subject Property Address* 4000 2ND ST NW ALBUQUERQUE NM 87107
Location Description A LOTS 1 8 9 & 10 REPLAT OF BLKS 19 & 20 MONKBRIDGE ADDN
2. Property Owner* J & M DISCOUNT TOWING LLC
3. Agent/Applicant* [if applicable] Community Design Solutions LLC / John Stapleton
4. Application Type(s)²* per IDO Table 6-1-1

- Site Plan – EPC
- Subdivision _____ (Minor or Major or Bulk Land)
- Vacation _____ (Easement/Private Way or Public Right-of-way)
- Variance – EPC
- Waiver _____ (DHO or Wireless Telecommunication Facility)
- Other: _____

Summary of project/request³:

To develop a towing and light vehicle repair facility

5. This application will be decided at a public meeting or hearing by*:

- Development Hearing Officer (DHO)
- Landmarks Commission (LC)
- Environmental Planning Commission (EPC)

¹ If this box is marked, the Neighborhood Association Representative Contact List from the City's Office of Neighborhood Coordination must be included as an attachment.

² Applications for the Zoning Hearing Examiner require a public notice form available here:

<https://www.cabq.gov/planning/boards-commissions/zoning-hearing-examiner>. Otherwise, mark all that apply.

³ Attach additional information, as needed to explain the project/request.

[Note: Items with an asterisk (*) are required.]

Hearing Date/Time*: Thursday, October 16, 2025 @ 8:40 am

Location⁴: City of Albuquerque / EPC Public Hearing

Agenda/meeting materials: <http://www.cabq.gov/planning/boards-commissions>

To contact staff, email devhelp@cabq.gov or call the Planning Department at 505-924-3860 and select the option for "Boards, Commissions, and ZHE Signs."

6. Where more information about the project can be found*:

Preferred project contact information:

Name: John Stapleton

Email: john.stapleton@cdsnm.com

Phone: 505.545.9607



Attachments:



Neighborhood Association Representative Contact List from the City's Office of

Neighborhood Coordination*



Others: _____



Online website or project page: _____

Project Information Required for Mail/Email Notice by [IDO §14-16-6-4\(K\)\(1\)\(b\)](#):

1. Zone Atlas Page(s)⁵ G-14-Z

2. Project Illustrations, as relevant⁶



Architectural drawings



Elevations of the proposed building(s)



Other illustrations of the proposed application

See attachments or the website/project page noted above for the items marked above.

3. The following exceptions to IDO standards have been requested for this project*:



Deviation(s)



Variance(s)



Waiver(s)

Explanation*:

N/A

⁴ Physical address or Zoom link

⁵ Available online here: <http://data.cabq.gov/business/zoneatlas>

⁶ While not required for applications other than Site Plan – EPC, it is recommended that a site plan be included illustrating the location of existing buildings, if any, and the proposed project. For Site Plan – EPC, see additional attachments required below.

[Note: Items with an asterisk (*) are required.]

4. A Pre-submittal Neighborhood Meeting was required by [Table 6-1-1](#): Yes No

Summary of the Pre-submittal Neighborhood Meeting, if one occurred:

[Note: The meeting report by the Office of Alternative Dispute Resolution is required to be provided in the application materials.]

5. **For Site Plan Applications only***, attach site plan showing, at a minimum:

- a. Location of proposed buildings and landscape areas.*
- b. Access and circulation for vehicles and pedestrians.*
- c. Maximum height of any proposed structures, with building elevations.*
- d. **For residential development***: Maximum number of proposed dwelling units.
- e. **For non-residential development***:
 - Total gross floor area of proposed project.
 - Gross floor area for each proposed use.

Additional Information from IDO Zoning Map⁷:

1. Area of Property [typically in acres] 1.08
2. IDO Zone District NR-LM
3. Overlay Zone(s) [if applicable] APO
4. Center or Corridor Area [if applicable] Within 1320ft of Main St Corridor Area
Current Land Use(s) [vacant, if none] Commercial

NOTE: Pursuant to [IDO §14-16-6-4\(L\)](#), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. To request a facilitated meeting regarding this project, contact the Planning Department at devhelp@cabq.gov or 505-924-3860 and select option for “Boards, Commissions, and ZHE Signs.”

Useful Links

Integrated Development Ordinance (IDO): <https://ido.abc-zone.com>

IDO Interactive Map: <https://tinyurl.com/idozoningmap>

⁷ Available here: <https://tinyurl.com/idozoningmap>

Community Design Solutions

August 29, 2025

Environmental Planning Commission
City of Albuquerque
600 2nd St NW
Albuquerque, NM 87102

RE: Justification Letter for an EPC Application – Discount Towing project located at 4000 2nd Street NW, Albuquerque, NM

Dear Environmental Planning Commission Members,

Community Design Solutions, LLC (CDS), on behalf of J&M Discount Towing, LLC, respectfully submits this project justification letter in support of an EPC Site Plan application, in accordance with Section 6-6(I) of the Integrated Development Ordinance (IDO).

The subject site is currently an operating towing and light vehicle repair facility located within the NR-LM (Non-Residential – Light Manufacturing) zone, which permits such uses. The applicant proposes to construct a new 12,900 square foot shop building on the existing site to expand operations and improve service efficiency. This investment represents continued economic development and reinvestment within an established industrial corridor.

The proposed development requires Site Plan EPC review pursuant to IDO Section 6-6(I)(1)(c)5 due to its location within the Railroad and Spur Small Area and the requirement for a cumulative impact analysis.

Below is a detailed response to the applicable IDO Review and Decision Criteria:

6-6(I)(3)(a) – Consistency with the ABC Comp Plan, as amended

Response:

The site is located within an *Area of Change* as identified in the ABC Comp Plan (2024), which encourages targeted investment and redevelopment. The property is also within 1,320 feet (1/4 mile) of the *4th Street Main Street Corridor*, where the Plan supports higher-intensity employment and service uses, infill development, and business expansion.

The proposal aligns with the following Comp Plan policies:

- **Policy 5.1.1 – Centers & Corridors:** Supports intensifying employment uses near identified corridors.
- **Policy 5.3.1 – Infill Development:** Encourages efficient use of underutilized land by supporting development where urban infrastructure is already in place.
- **Policy 5.6.2 – Areas of Change:** Encourages infill development, economic investment, and service access in Areas of Change.

This expansion project directly supports those policies by enhancing employment capacity, leveraging existing infrastructure, and promoting reinvestment in an underutilized industrial site.

6-6(I)(3)(b) - Consistency with previously approved NR-SU or PD zoning

Response:

Not applicable. The property is not zoned NR-SU or PD, and there are no prior development agreements affecting the site.

6-6(I)(3)(c) - Compliance with applicable regulations

Response:

The proposed development complies with all relevant provisions of the IDO, the DPM, and other applicable City regulations. Detailed compliance will be verified through staff review prior to building permit issuance.

6-6(I)(3)(d) - Infrastructure capacity and mitigation

Response:

Existing infrastructure is generally adequate to serve the site. Any required mitigation has been addressed through a recorded Infrastructure Improvements Agreement (City Project No. 601382), executed as part of platting action PR-2021-005714, which consolidated the lots prior to this Site Plan application.

6-6(I)(3)(e) - Mitigation of adverse impacts

Response:

The project will not result in significant adverse impacts to the site or the surrounding area. The proposed expansion continues the existing use without intensifying traffic, noise, or visual character beyond what is typical in an NR-LM zone.

6-6(I)(3)(f) - Consistency with Master Development Plan (if applicable)

Response:

Not applicable. The site is not located within an approved Master Development Plan.

6-6(I)(3)(g) - Cumulative impact mitigation in the Railroad and Spur Small Area

Response:

The proposed development will not create material adverse cumulative impacts on water quality, traffic, parking, noise, vibration, or light. The project expands an existing low-impact industrial use, and any impacts identified through staff review will be mitigated to the maximum extent practicable in coordination with the City, consistent with IDO Section 14-16-6-4(H).

6-6(I)(3)(h) – Outdoor or site lighting performance analysis**Response:**

If a lighting performance analysis is required, the proposed lighting design will comply with Section 14-16-5-2(E) and ensure that no adverse effects occur on neighboring properties or uses.

We appreciate your consideration of this application and look forward to contributing to continued reinvestment along the 2nd Street corridor. Please contact us if any additional information is needed.

Sincerely,

Community Design Solutions, LLC



John Stapleton P.E.

CDS | Project Manager

505-545-9607

SIGN POSTING AGREEMENT

Environmental Planning Commission

All persons requesting a hearing before the Environmental Planning Commission are responsible for the posting and maintaining of one or more signs on the property.

Failure to maintain the signs during this entire period may be cause for deferral or denial of the application.

Per Integrated Development Ordinance 14-16-6-4(J)(4): **The applicant shall post at least 1 sign on each street abutting the property that is the subject of the application, at a point clearly visible from that street, for at least 15 calendar days before the public hearing and for the appeal period of 15 calendar days following any decision, required pursuant to Subsection 14-16-6-4(T) and Subsection 14-16-6-4(U)(3)(a)1.**

1. LOCATION

- A. The sign shall be conspicuously located within twenty feet of the public sidewalk (or edge of public street).
- B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
- C. No barrier shall prevent a person from coming within five feet of the sign to read it.

2. NUMBER

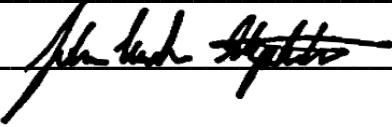
- A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
- B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

3. PHYSICAL POSTING

- A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
- B. Large headed nails or staples help prevent tearing and are best for attaching signs to a post or backing.

Signs must be posted from 15 days prior to the hearing to 15 days after the hearing.

Project Number & Address: CPN 601382 / 4000 2nd Street NW, Albuquerque, NM 87107

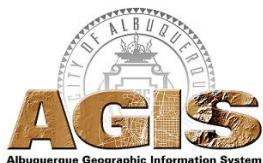
Applicant/Agent Signature 

Date: 08/29/2025



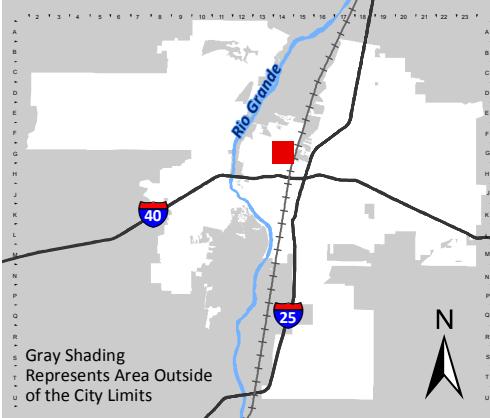
For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018



IDO Zoning information as of May 17, 2018

The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Zone Atlas Page:

G-14-Z

----- Easement  Escarpment 

 Petroglyph National Monument

 Areas Outside of City Limits

 Airport Protection Overlay (APO) Zone

 Character Protection Overlay (CPO) Zone

 Historic Protection Overlay (HPO) Zone

 View Protection Overlay (VPO) Zone

0 250 500 1,000 Feet

Renee Regal

From: Renee Regal
Sent: Friday, August 29, 2025 10:07 AM
To: ggnaabq@gmail.com; nvcabq@gmail.com; wood_cpa@msn.com; ijwalkiw@hotmail.com; peggynorton@yahoo.com; jasalazarnm@gmail.com
Cc: John Stapleton
Subject: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission
Attachments: Site Plan Review Neighborhood Assoc Public Notification 08.29.2025.pdf

To Whom it May concern:

This is to notify you of a site plan being submitted to the City of Albuquerque Environmental Planning Commission. We are requesting for the review and approval of our proposed site plan for the development of a Discount Towing facility located at 4000 2nd Street NW.

The attached information is for your records and to adhere to the notification requirements set by the City of Albuquerque in IDO Section 6-4(J)(2) and as stated in IDO Table 6-1-1.

Kind regards,

Renee Regal
Project Coordinator/ Senior Administrative
Community Design Solutions, LLC
9384 Valley View Drive NW, Suite 100
Albuquerque, NM 87114
www.cdsnm.com
renee.regal@cdsnm.com
717.443.3717

Renee Regal

From: Microsoft Outlook
<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@cdsnm.com>
To: ggnaabq@gmail.com; nvcabq@gmail.com; jasalazarnm@gmail.com
Sent: Friday, August 29, 2025 10:07 AM
Subject: Relayed: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

[ggnaabq@gmail.com \(ggnaabq@gmail.com\)](mailto:ggnaabq@gmail.com)

[nvcabq@gmail.com \(nvcabq@gmail.com\)](mailto:nvcabq@gmail.com)

[jasalazarnm@gmail.com \(jasalazarnm@gmail.com\)](mailto:jasalazarnm@gmail.com)

Subject: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Renee Regal

From: postmaster@outlook.com
To: ijwalkiw@hotmail.com
Sent: Friday, August 29, 2025 10:07 AM
Subject: Delivered: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Your message has been delivered to the following recipients:

ijwalkiw@hotmail.com (ijwalkiw@hotmail.com)

Subject: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Renee Regal

From: Microsoft Outlook
<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@cdsnm.com>
To: peggynorton@yahoo.com
Sent: Friday, August 29, 2025 10:07 AM
Subject: Relayed: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

peggynorton@yahoo.com (peggynorton@yahoo.com)

Subject: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Renee Regal

From: postmaster@outlook.com
To: wood_cpa@msn.com
Sent: Friday, August 29, 2025 10:07 AM
Subject: Delivered: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Your message has been delivered to the following recipients:

wood_cpa@msn.com (wood_cpa@msn.com)

Subject: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Renee Regal

From: Microsoft Outlook
<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@cdsnm.com>
To: John Stapleton
Sent: Friday, August 29, 2025 10:07 AM
Subject: Delivered: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission

Your message has been delivered to the following recipients:

[John Stapleton \(John.Stapleton@cdsnm.com\)](mailto:John.Stapleton@cdsnm.com)

Subject: Public Notice of a Site Plan Review - City of Albuquerque - Environmental Planning Commission