

# Community Design Solutions

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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 16<sup>th</sup> 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 2<sup>nd</sup> 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](mailto: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.



## 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.<sup>1</sup>
- 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)<sup>2</sup>\* 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/request<sup>3</sup>:

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)

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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

Location<sup>4</sup>: City of Albuquerque / EPC Public Hearing

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

To contact staff, email [devhelp@cabq.gov](mailto: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)<sup>5</sup> G-14-Z

2. Project Illustrations, as relevant<sup>6</sup>



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

<sup>4</sup> Physical address or Zoom link

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

<sup>6</sup> 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:

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[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 Map<sup>7</sup>:

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

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**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](mailto: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>

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

# Community Design Solutions

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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:

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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### **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.

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### **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).

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**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.

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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**

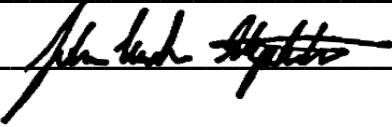
- A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
- B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved 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



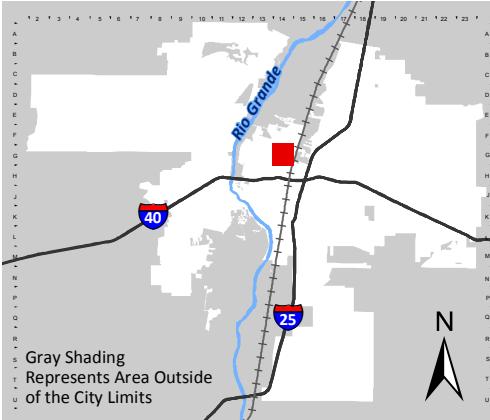
For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

## 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



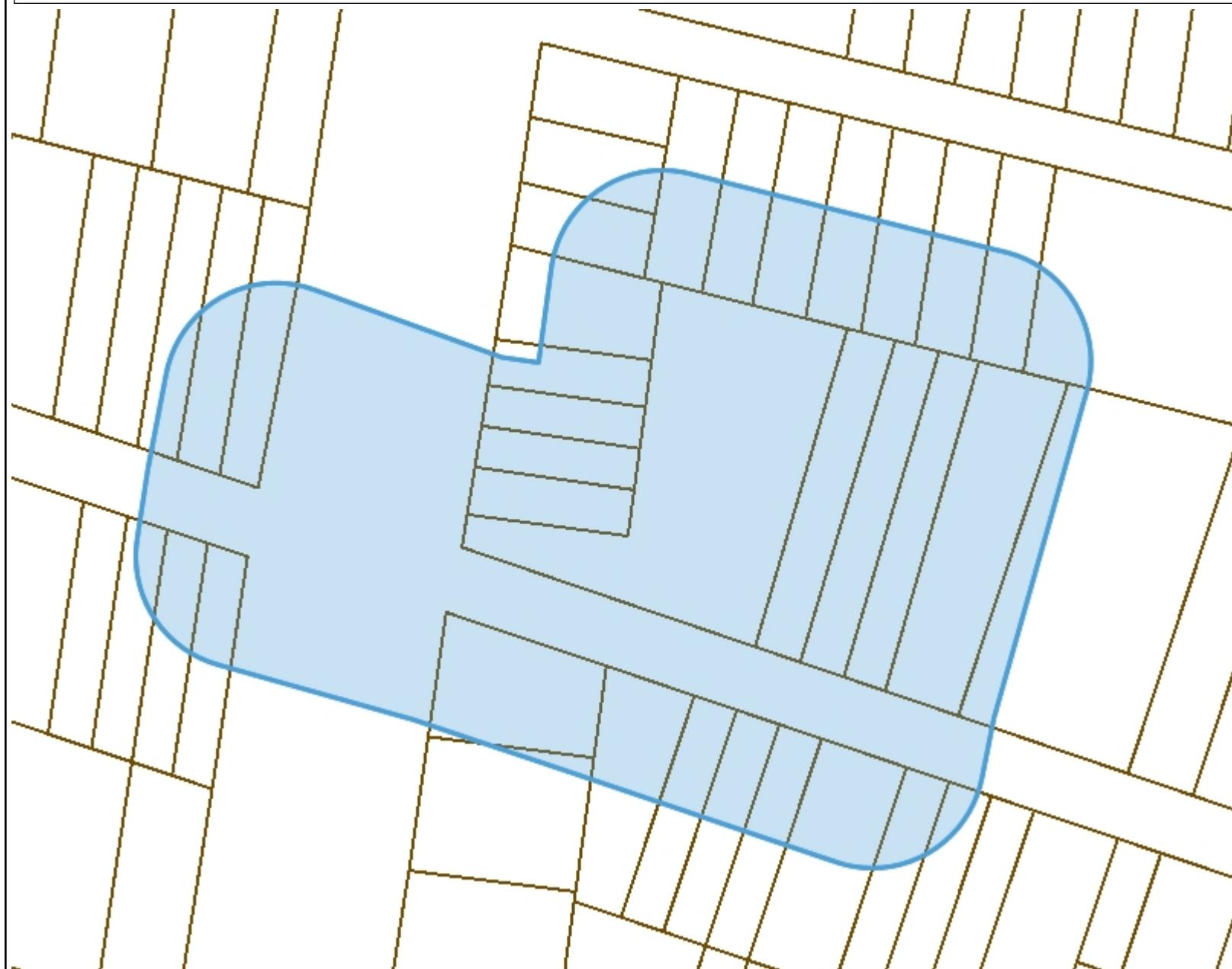


# 4000 2nd St NW



## Legend

Bernalillo County Parcels



262

0

131

262 Feet

## Notes

Buffer: 100 Ft.  
ROW: 2nd St NW; Headingly Ave NW

UPC	Owner	Owner Address	Owner Address 2	SITUS Address	SITUS Address 2
1 101506000627131532	ANDRADE LILIA & MUÑOZ ARNOLD S & MUÑOZ JAVIER R	200 ESPEJO ST NE	ALBUQUERQUE NM 87123-2708	142 MESCALERO RD NW	ALBUQUERQUE NM 87107
2 101406050020842115	BESSON KENNETH P	150 HEADINGLY AVE NW	ALBUQUERQUE NM 87107-2248	150 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
3 101406052323442206 / 101506000124731511	GONZALES JONATHAN M & MARY ELLEN GONZALES	521 NIAGARA RD NE	ALBUQUERQUE NM 87113-1039	141 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
4 101406049523542218	GONZALES MARY ELLEN	521 NIAGRA RD NE	ALBUQUERQUE NM 87113-1039	2ND ST NW	ALBUQUERQUE NM 87107
5 101406051725942208	GRIEGO CHELSEA	154 MESCALERO RD NW	ALBUQUERQUE NM 87107-2250	154 MESCALERO RD NW	ALBUQUERQUE NM 87107
6 101506000227231533	GUTIERREZ GABRIEL & EVA	150 MESCALERO RD NW	ALBUQUERQUE NM 87107-2250	146 MESCALERO RD NW	ALBUQUERQUE NM 87107
7 101406052325842207	GUTIERREZ GABRIEL N & EVA	150 MESCALERO RD NW	ALBUQUERQUE NM 87107-2250	150 MESCALERO RD NW	ALBUQUERQUE NM 87107
8 101406049624342216 / 101406049724742215	HENRY J BRUNER PROPERTIES LLC	1606 SAN SAULO RD SW	ALBUQUERQUE NM 87105-2730	4016 2ND ST NW	ALBUQUERQUE NM 87107
9 101406049623842217	HORN DOUGLAS L	24 OGAZ LP	EDGEWOOD NM 87015-7977	4004 2ND ST NW	ALBUQUERQUE NM 87107
10 101406050923542201 / 101406051823542205 / 101506000423831513 / 101506001424031529	J & M DISCOUNT TOWING LLC	521 NIAGARA RD NE	ALBUQUERQUE NM 87113-1039	4000 2ND ST NW	ALBUQUERQUE NM 87107
11 101406051226142209	LUCERO RONALD O & SARAH E	1674 PACE RD NW	ALBUQUERQUE NM 87114-4135	158 MESCALERO RD NW	ALBUQUERQUE NM 87107
12 101406046525210312 / 101406046225310311	LUJAN ALONSO E & HELEN P	207 HEADINGLY AVE NW	ALBUQUERQUE NM 87107-2321	HEADINGLY AVE NW	ALBUQUERQUE NM 87107
13 101406046825010313	MACIAS JUAN C & SUSANA C	203 HEADINGLY AVE NW	ALBUQUERQUE NM 87107-2321	203 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
14 101406035322042008 / 101406035022242009	MARRUFO ELENA G	1102 PALO DURO AVE NW	ALBUQUERQUE NM 87107	202 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
15 101406050520742114 / 101406050820542113 / 101406051320342112 / 101406051820142111	MEDRANO LAUREANO	2143 JUDY ST SW	ALBUQUERQUE NM 87105	148 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
16 101406049020342119	ORTEGA ABEL M & ORTEGA SADIE A PR FOR ELOY C ORTEGA	3914 2ND ST NW	ALBUQUERQUE NM 87107-2242	3914 2ND ST NW	ALBUQUERQUE NM 87107
17 101406049121542117	ORTEGA ABEL M & ORTEGA SADIE A PR FOR ESTATE OF ELOY C ORTEGA	3914 2ND ST NW	ALBUQUERQUE NM 87107-2242	3920 2ND ST NW	ALBUQUERQUE NM 87107
18 101506002226631530	PADILLA LAWRENCE E	4024 AMY KAY CT NW	ALBUQUERQUE NM 87107-3202	124 MESCALERO RD NW	ALBUQUERQUE NM 87107
19 101406049725242214	RATHBUN SABRINA MARA & CAMPOS ANTHONY J TRUSTEES COMPOS RVT	4157 MARIAN ST	LA MESA CA 91941-7425	2ND ST NW	ALBUQUERQUE NM 87107
20 10150600021331331	RODRIGUEZ POZAS ANA T	118 HEADINGLY AVE NW	ALBUQUERQUE NM 87107-2248	118 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
21 101506000321331330	RUSSELL JACK D & DEBBIE	116 HEADINGLY AVE NW	ALBUQUERQUE NM 87107-2248	116 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
22 101406034722442010	TNB PROPERTIES LLC	8908 WASHINGTON ST NE	ALBUQUERQUE NM 87113-2702	208 HEADINGLY AVE NW	ALBUQUERQUE NM 87107
23 101506001227031531	TRUJILLO ADELICIA & EVA M REYES	138 MESCALERO RD NW	ALBUQUERQUE NM 87107	138 MESCALERO RD NW	ALBUQUERQUE NM 87107
24 101406049725842213 / 101406049826442212 / 101406050726342210	UNITED BIBLE FELLOWSHIP CHURCH INC	4012 2ND ST NW	ALBUQUERQUE NM 87107	4012 2ND ST NW	ALBUQUERQUE NM 87107

