

Project Memo

DATE: September 23, 2025
TO: Community Design Solutions, LLC & J&M Discount Towing LLC
FROM: Dustin Kiska, Planner (505)-924-3366 & Daniel Soriano, Planner (505) 924-3935
City of Albuquerque Planning Department
RE: Project # SP-2025-00066 Site Plan – EPC

We completed an initial review of the proposed Site Plan – EPC. We would like to discuss the justification letter and project. We are available to answer questions about the process and requirements. Please provide the following:

⇒ Revised Justification Letter & Cumulative Impact Analysis (electronic) by:

5PM on Friday, September 26, 2025

Revised Site Plan (electronic) by: 5PM on Friday, September 26, 2025

Note: If you have difficulty with this deadline, please let me know.

1) Introduction:

- A. Though I've done my best for this review, additional items may arise as the case progresses. If so, I will inform you immediately.
- B. This is what we have for the legal description:
 - **Community Design Solutions, LLC, agent for J&M Discount Towing requests a Site Plan – EPC, for all or a portion of A Lots 1, 8, 9 & 10 Replat of Blocks 19 & 20, Monkbridge Addition, located at 4000 2nd St NW, between Headingley Ave. NW and Mescalero Rd. NW, approximately 1.1 acres. (G-14-Z)**
 - **Is Lot 2 also part of this request? (* 002 A Monkbridge Replat)**
- C. It is our understanding that this request is a Site Plan – EPC, to facilitate the development of a 12,900 square foot structure on the subject site. The subject site is within the Railroad and Spur Small Area thus requiring EPC review.
 - Is this correct?

2) Process:

- A. Information regarding the EPC process, including the calendar and current Staff reports, can be found at:
<http://www.cabq.gov/planning/boards-commissions/environmental-planning-commission>
- B. Timelines and EPC calendar: the EPC public hearing is **October 16, 2025**. Final staff reports will be available one week prior, on **October 09, 2025**
- C. You will have up to 10 minutes to present after Staff Presentation. The EPC Commissioners have indicated a preference for visuals (ex. PowerPoint) along with your presentation.

D. Staff will forward agency comments to the applicant by **October 1, 2025**. Any comments received by Staff after this date will be updated as soon as possible. Staff will email copies of the comments and forward any late submissions.

3) Public Notification & Neighborhood:

A. I have verified that the property owners within 100 feet of the subject, as included in your list in the application, appear to be accurate and the notification requirement satisfied.

B. According to the Office of Neighborhood Coordination (ONC), there are two Neighborhood Associations required to be notified:

- Greater Gardner & Monkbridge Neighborhood Association
- North Valley Coalition

C. Sign Posting:

- The Sign will need to be posted on or before 9:00am on – Wednesday, October 1, 2025 and shall be left up until Friday, October 31, 2025.
- You may come pick up the sign from the Urban, Design and Development Offices at any time, starting Tuesday, September 23, 2025.
- There will need to be two posted signs on the subject site, one for each street frontage (2nd St & Headingly).
- Please submit photos of the posted sign on or before October 1st.
- For more information regarding site posting locations and requirements please see: https://documents.cabq.gov/planning/online-forms/PublicNotice/Posted_Sign_Requirement-Instructions.pdf

D. Have you received any comments, either in support of, or against, this request? Please forward any received comments to staff for inclusion in the staff report.

4) Project Letter:

A. The submitted project letter is off to a good start. We have suggested revisions to responses provided for the review and decision criteria [[6-6\(I\)\(3\)](#)]

- Please explain/provide a brief summary of the Site Plan, such as Parking, Landscaping, Lighting, Access and Traffic/Pedestrian Circulation etc. and how they relate to the requirements of the IDO and underlying zone district.

B. You may view examples of previous Staff Reports on the CABQ EPC webpage [here](#).

5) Site Plan - EPC – §[14-16-6-6\(I\)\(3\)](#) Review and Decision Criteria

A. In justifying your request, you must choose applicable goals and policies from the Comprehensive Plan and demonstrate how the request is consistent with each chosen goal and policy.

- Please be as detailed as possible in your responses, responding to the site plan criteria is more of a legal exercise than anything else. It is critical to “hit the nail on the head” both conceptually and in terms of form. This can be done by:
 - answering the questions in the customary way (see examples).
 - using conclusory statements such as “because_____” and “since”.
 - re-phrasing the requirement itself in the response, and
 - choosing an option when needed to respond to a requirement

B. Thank you for providing a Traffic Scoping Form per Traffic Impact Analysis [5-2\(E\)\(2\)\(c\)](#)

C. Responses:

- **§14-16-6-6(I)(3)(a-h):**
 - As per [§14-16-6-4\(E\)\(4\)](#), the applicant bears the burden of demonstrating compliance with the required standards through analysis, illustrations, or other necessary exhibits. Staff cannot provide a recommendation on this request for a Site Plan - EPC based on the current responses to the decision criteria.
 - General Critique: Adding more and specific details to responses for applicable Goals and Policies, and Site Plan – EPC Review & Decision Criteria will strengthen your justification and provide staff with more information that can be used to make a recommendation.
- **Criterion A (Goals and Policies) [\[6-6\(I\)\(3\)\(a\)\]](#)**
 - Applicable Goals and Policies from the Comprehensive Plan were listed without citing the narrative from the associated Goal/Policy/Sub-Policy.
 - You have provided responses to three Comprehensive Plan policies. The goal in this request is to show that it is consistent with the Comprehensive Plan, responding to more applicable Goals, Policies and Sub-Policies will reflect improved cohesion between this request and the Comp Plan.
 - Policy 5.1.1:
 1. is incorrectly labeled as “Centers & Corridors”. Please correct the name of the Policy to “Desired Growth”.
 2. Re-write this response with more detail.
 - Policy 5.6.2:
 1. Re-write needed, the provided response does not speak to Policy 5.6.2.
- **Criterion D [\[6-6\(I\)\(3\)\(d\)\]](#)**
 - Have the requirements of the Infrastructure Improvements Agreement been completed? Please provide a copy of the IIA.
- **Criterion E [\[6-6\(I\)\(3\)\(e\)\]](#)**
 - Although not necessary, adding more detail/specifics would strengthen this response. We would recommend adding more detail about how the adverse impacts of the existing use are already being addressed.

6) Cumulative Impact Analysis – [§14-16-6-4\(H\)\(1\)](#)

A. Pursuant to IDO 14-16-6-4(H)(1)(c), the cumulative impacts analysis shall identify any efforts to avoid, minimize, or mitigate any impacts as outlined in Subsections [14-16-5-2\(E\)\(2\)](#) and [14-16-6-4\(H\)\(1\)\(b\)](#), and/or propose civic or environmental benefits that outweigh the expected impacts.

B. Responses: §[14-16-6-4\(H\)\(1\)\(b\)](#)

- [6-4\(H\)\(1\)\(b\)3.](#)

- Provide a list of each specific hazardous material, including the name, estimated amount being stored, where it will be stored on the subject site. Include all hazardous materials needed for operations, including but not limited to fuels.

- [6-4\(H\)\(1\)\(b\)4.](#)

- This item is incorrectly numbered as 3 in the CIA letter. Please correct to 4.

7) Site Plan Notes

A. Legal information revisions:

- The request is for a Site Plan – EPC. This needs to be reflected throughout the site plan set title block.
- Site Plan is missing Site Data. Please revise.
- Please move details to a detail sheet, this can include landscape details, and grading and drainage details. Please consider the below detail additions or revisions:
 - Please provide a detail of the existing curb cuts to remain. Keyed note (10)
 - Please provide a detail of the proposed gate elevations, or 3D axon, showing opening widths and height.
 - Please provide details for the selected light pole, including pole height and fixture type, and any lighting specs that may better explain light output that could affect adjacent properties. Keyed Note (27) sheet 1.
 - Please provide a detail, elevations, specs for the proposed digital sign, no keyed note provided. Is that existing? Same question with detail, ‘building sign’. Is it existing, and building mounted? (Existing Building Elevation, might show that better, see below Elevation Sheet notes)
 - Please provide detail of proposed HVAC unit
 - Please provide detail of flood wall, Grading and drainage sheet keyed note (14).
 - Please provide section details of Retention and Detention ponds, Grading and drainage sheet keyed note (18) & (19)
- The Site Plan set needs to reflect this case (SP-2025-00066) as opposed to the Building Permit #. You can keep if the building permit information is particularly relevant, but please include the Site Plan EPC Plan # as well.
- Please adjust the spacing between Keyed Notes 9 and 10. There is an overlap of text.

- Please provide a vicinity map on the first sheet, similar to the one seen on the Grading and Drainage plan sheet. Zone Atlas page is ok to include but will not function well as a vicinity map. Please revise it to show the context around the immediate vicinity of the subject site.
- Please provide a calculation for possible on-street parking along Headingly Ave.
- Keyed notes on the solid waste plan are hard to read.

B. Landscape Plan

- Required Landscape buffer: It is stated 15% Landscape area is required, requirement is met.
- Please provide # quantity of plant units proposed to be installed. This can include additional information like gallons of water required per plant, Latin name, etc. but not as important.
- It looks like the plant types chosen, satisfy the City Plant Pallet. Thank You
- Are there any existing trees that will be removed in order to fulfill this design? Please note location and add keyed note if so.
- Street Trees are to be placed 25' o.c. not 30' apart o.c. per 5-6(D)(1)
- A landscaped edge buffer area at least 6 feet wide shall be provided.

C. Irrigation Plan

- Please include an irrigation plan for the proposed landscaping per 5-6(C)(14)

D. Site Utilities Plan

- Please tag the powerline easement dashed line running along 2nd street. Is there a powerline easement to the east? It can't hurt to show it if is in close vicinity of the property line, so it is understood that it is not affected by the project. Move the graphic scale to a better location if needed.

E. Elevations Sheet

- Please add an additional elevation sheet of the existing building elevations, showing north, east, west, south elevations, with keyed notes.
- Please provide HVAC unit location on the Elevation plan.

F. Grading and Drainage Sheet

- See detail revisions above