



DEVELOPMENT FACILITATION TEAM

Parks and Recreation Department

PR-2022-007507

PA-2025-00168 – SKETCH

All or a portion of: TR A-1 PLAT OF TR A-1 LLD SUBD zoned NR-LM, located at 4741 PANAMERICAN FWY NE containing approximately 3.4630 acre(s). (F-16)

REQUEST: To create two lots from one lot and vacate easements and grant easements as shown on the plat

IDO – 2025

COMMENTS

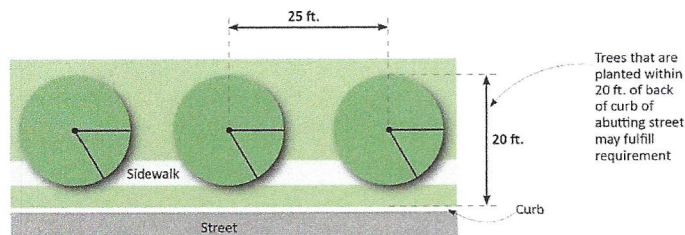
6.17.2025

- Subject property is adjacent to the North Diversion Channel and North Diversion Channel Trail.
- For future development, design requirements related to being adjacent to a City trail must be considered.
- For future development street trees will be required along Pan American Freeway per the IDO and the Street Tree Ordinance.

5-6(D) STREET FRONTAGE LANDSCAPING

5-6(D)(1) Required Street Trees

5-6(D)(1)(a) All development shall comply with Part 6-6-2 of ROA 1994 (Street Trees) and any standards developed by the Parks and Recreation Department or other City department to implement that Ordinance. Trees are generally required along street frontages every 25 feet on center unless specified otherwise in Part 6-6-2 of ROA 1994 (Street Trees). Along street frontages where street trees are required, trees that are planted within 20 feet of the back of curb of the abutting street may fulfill this requirement. (See figure below.)





Development Facilitation Team (DFT) – Review Comments

Reviewer: David Gutierrez | Phone: 505-289-3381 | dggutierrez@abcwua.org

Project No: PR-2022-007507 Date: 6/18/2025 Agenda Item: #6 Zone Atlas Page: F-16

Legal Description: TR A-1 PLAT of TR A-1 LLD SUBD

Location: 4741 Panamerican Fwy NE

Request: To Create two lots from one lot and vacate easements and grant easements as shown on the plat.

Approved No Conditions

Approved W/Conditions

Not Approved

Application For: PA-2025-00168 - SKETCH

1. Please place a Request for Availability online at the following link:
http://www.abcwua.org/Availability_Statements.aspx. Requests shall include fire marshal requirements. An executed statement must be obtained prior to approval.

Comment: (Provide written response explaining how comments were addressed)

DEVELOPMENT FACILITATIVE TEAM (DFT) - **HYDROLOGY SECTION**
Anthony Montoya, Jr., PE, Senior Engineer | 505-924-3314 amontoya@cabq.gov

DRB Project Number: 2022-007507 Hearing Date: 6/18/2025

Project: 4741 Pan American FWY NE Agenda Item No: 6

Sketch Plat

Site Plan for Bldg.
Permit

ENGINEERING COMMENTS:

- Hydrology needs to approved a Conceptual Grading & Drainage Plan prior to Sketch Plat approval to verify if a cross-lot drainage easement is required.
- Hydrology has no objection to the Vacations provided that any new drainage easements required will be added to the plat.

APPROVED
 DENIED

DELEGATED TO: TRANS HYD WUA PRKS PLNG

Delegated For: _____

SIGNED: I.L. SPSD SPBP FINAL PLAT

DEFERRED TO _____

DEVELOPMENT FACILITATION TEAM

TRANSPORTATION DEVELOPMENT

DRB Project Number: 2022-007507
4771 Pan American NE

AGENDA ITEM NO: 6

SUBJECT: Sketch

ENGINEERING COMMENTS:

1. Pan American is classified as a Major Collector so a 6-foot wide sidewalk is requested along the frontage of this site. Please check with NMDOT-D3 to confirm this as this ROW is under NMDOT jurisdiction. A minimum 4-foot wide clear sidewalk path is required around all power poles and obstructions. Dedicate right-of-way such that right-of-way encompasses all public sidewalk.
2. For future development any unused curb cuts shall be replaced with curb and sidewalk.
3. For future development an approved TCL (Traffic Circulation Layout) will be required prior to site plan or building permit.
4. For the site development, please provide a Traffic Scoping form to determine if a TIS will be required.

Disclaimer: The comments provided are based upon the information received from the applicant. If new or revised information is submitted, additional comments may be provided by Transportation Development.

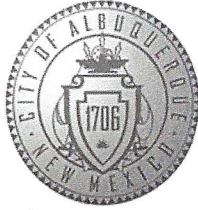
FROM: Ernest Armijo, P.E.
Transportation Development
505-924-3991 or earmijo@cabq.gov

DATE: June 18, 2025

ACTION:

APPROVED __; DENIED __; DEFERRED __; COMMENTS PROVIDED __; WITHDRAWN __

DELEGATED: _____ TO: (TRANS) (HYD) (WUA) (PRKS) (CE) (PLNG)



DEVELOPMENT FACILITATION TEAM

Planning - Case Comments

MEETING DATE: 06/18/25 -- **AGENDA ITEM:** #6

Project Number: PR-2022-007507

Application Number: PA-2025-00168

Project Name: 4741 Pan American fwy NE

Request: *Sketch Plat*

Lot split from 1 lot to 2 lots, granting of easements, and vacation of easements

**These are preliminary Planning comments. Additional reviews and/or revised comments may be needed for any modifications and/or supplemental submittals.*

*Items that need immediate attention are in **orange type***

BACKGROUND

- This is a request for a Sketch Plat review to split one existing lot into two separate lots. Additionally, the applicant team wishes to both vacate and dedicate easements for the subject property.
- The subject property is located within an Area of Change and falls within the boundaries of the North I-25 Community Planning Area (CPA). The property does not fall within the boundaries of any PT/MT/MS corridor areas.
- The subject property is zoned NR-LM (Non-Residential – Light Manufacturing) and is not located within any noted Overlay Zones.
- Per Transportation – “Pan American is classified as a Major Collector so a 6-foot-wide sidewalk is requested along the frontage of this site. Please check with NMDOT-D3 to confirm this as this ROW is under NMDOT jurisdiction. A minimum 4-foot-wide clear sidewalk path is required around all power poles and obstructions. Dedicate right-of-way such that right-of-way encompasses all public sidewalk.”

**(See additional comments on next pages)*

IDO/DPM COMMENTS

2-5(C)(2) Use and Development Standards

Table 2-5-5: NR-LM Zone District Dimensional Standards Summary <i>See Table 5-1-3 for complete Dimensional Standards</i>		
Site Standards		
A	Lot width, minimum	N/A
B	Building coverage, maximum	N/A
Setback Standards		
C	Front, minimum	5 ft.
D	Side, minimum	0 ft.
E	Rear, minimum	0 ft.
Building Height		
F	Building height, maximum	65 ft. >100 ft. from front lot line: N/A

5-1(E) NON-RESIDENTIAL ZONE DISTRICTS

Table 5-1-3: Non-residential Zone District Dimensional Standards UC-MS-PT = Urban Centers, Main Streets, and Premium Transit areas as identified in the ABC Comp Plan Note: Any different dimensional standards in Part 14-16-3 (Overlay Zones) and Section 14-16-5-9 (Neighborhood Edges) applicable to the property shall supersede the standards in this table.				
Zone District	NR-C	NR-BP	NR-LM	NR-GM
Site Standards				
Lot width, minimum	N/A	100 ft.	N/A	
Building coverage, maximum	N/A	50%	N/A	
Setback Standards^{[1][2]}				
Front, minimum	5 ft. UC-MS-PT: 0 ft.	20 ft. ^[3]	5 ft.	
Front, maximum	N/A UC-MS-PT: 15 ft.	N/A		
Side, minimum	0 ft.	10 ft. ^[3]	0 ft.	
Side, maximum	N/A UC-MS-PT: Interior: N/A Street side of corner lots: 15 ft.	N/A		
Rear, minimum	0 ft. UC-MS-PT: 15 ft.	10 ft. ^[3]	0 ft.	
Rear, maximum	N/A			
Building Height^[2]				
Building height, maximum	38 ft. UC-MS-PT: 55 ft. No maximum for portions of building >100 ft. from all lot lines	65 ft. No maximum for portions of building >100 ft. from front lot line		

6-6(K) SUBDIVISION OF LAND – MINOR

All applicable provisions of Section 14-16-6-4 (General Procedures) apply unless specifically modified by the provisions of this Subsection 14-16-6-6(K) or the DPM.

6-6(K)(2) Procedure

6-6(K)(2)(a) City Planning Department staff shall refer the application for comment and forward any comments received from commenting agencies pursuant to Subsection 14-16-6-4(I) to the DHO.

6-6(K)(2)(b) City staff and commenting agencies shall review the application and forward any comments and a recommendation to the DHO.

6-6(K)(2)(c) If the subdivision will result in a lot line that does not coincide with a zone district boundary (i.e., create a "floating zone line"), the applicant shall obtain a Zoning Map Amendment - EPC or Zoning Map Amendment - City Council, as applicable, to establish zone boundaries that coincide with the lot line before a final plat can be approved.

6-6(K)(2)(d) If the subdivision is associated with a Vacation Public Right-of-Way pursuant to Subsection 14-16-6-6(M), the zone district boundary shall be extended to the new property line created by platting the vacated public right-of-way into abutting properties.

6-6(K)(2)(e) The DHO may grant a Waiver to a DPM standard as part of this approval pursuant to Subsection 14-16-6-6(P) (Waiver – DRB).

6-6(K)(2)(f) The DHO may grant a deviation to a Development Standard in the IDO as part of this approval per the thresholds in Section 14-16-6-4(P) (Deviations).

6-6(K)(2)(g) Final plats shall include a list of any Vacations, Variances, Waivers, and deviations granted as an exhibit or note.

6-6(K)(2)(h) The DHO shall conduct a public hearing and make a decision on the application.

6-6(K)(2)(i) The applicant shall provide an IIA and construction plans and specifications for all required infrastructure conforming to the plat, pursuant to Subsection 14-16-6-4(P) (Required Improvements and Financial Assurance).

6-6(K)(2)(j) Staff from required commenting agencies pursuant to Subsection 14-16-6-4(I)(5) (Development Hearing Officer Applications) shall review plats administratively for compliance with conditions of approval, DPM standards, and zoning standards.

6-6(K)(2)(k) The date of the DHO approval shall be recorded on the original drawing of the final plat, and verification of compliance with conditions of approval shall be dated and verified by the signatures of the required commenting agencies pursuant to Subsection 14-16-6-4(I)(5) (Development Hearing Officer Applications).

6-6(K)(2)(l) The applicant shall record the final plat with the Bernalillo County Clerk within 3 months after the date of the final signature on the plat, or the subdivision shall be voided.

1. A plat that is not recorded in a timely manner may not be used as the basis for legal transfer of property where a subdivision is required.
2. The applicant shall provide the City a digital copy of the recorded plat.

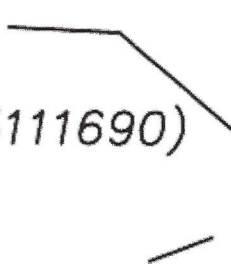
6-6(K)(3) Review and Decision Criteria

An application for a Subdivision of Land – Minor shall be approved if it complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any conditions specifically applied to development of the property in a prior permit or approval affecting the property.

GENERAL COMMENTS

- Please clarify any development changes, i.e. demolition, expansion, new structures, or new uses.
- All standards within IDO section 5-4-C (Subdivision of Land Compliance) apply to all re-platting actions. Re-platting action cannot increase any existing nonconformity or create a new nonconformity
- Please provide update parking calculations for the subject property to ensure that the minimum will still be met for the underlying zoning requirements.
- The plat will need to be updated in some sections to reflect the current year. See picture below for reference.

EXISTING 10' WIDE DRAINAGE
EASEMENT AND AGREEMENT
(12/28/2015, DOC. NO. 2015111690)
VACATED BY THIS PLAT
(VA-2024_____)



- A Minor Preliminary/Final Plat application can be applied for at the ABQ-PLAN portal (click on the 'ENTER ABQ-PLAN' icon in the ABQ-PLAN webpage accessible at the following link below to enter the ABQ-PLAN portal):
<https://www.cabq.gov/planning/abq-plan/abq-plan>

- Within the ABQ-PLAN webpage, there's also a link to an ABQ-PLAN Resources and FAQs webpage to access guides and tutorials to assist with creating an account and applying for applications in ABQ-PLAN (you will be applying for a 'Minor Plat Application'): <https://www.cabq.gov/planning/abq-plan/abq-plan-resources-and-faqs>

- The DHO application form and Form S2 are no longer required to be included with the application submittal for a Minor Preliminary/Final Plat in ABQ-PLAN. However, for reference to submittal requirements for this application, you can refer to the checklist of items for this application featured in the following link: https://documents.cabq.gov/planning/online-forms/MINOR%20PLAT_CHECKLIST.pdf

- Signatures from Hydrology, ABCWUA, and Transportation engineers and staff must be obtained on Form PLT and submitted with the platting application. They will not sign Form PLT until/unless they receive any/all required associated application approvals as listed on Form PLT. Form PLT can be obtained at the following link: <https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>

- All public notice requirements of IDO Section 6, Table 6-1-1 will need to be completed prior to submitting the platting application, and included in the platting application packet. For a Minor Preliminary/Final Plat, Neighborhood Associations (NA's) as identified by the Office of Neighborhood Coordination (ONC) must be notified by email of the proposed platting application. Notifications sent to the NA's must include the following:
 1. Completed notification form noting the application type, date/time of the DHO meeting, and that the DHO meeting will be held remotely via Zoom, providing the Zoom link to the meeting. A blank notification form can be obtained at the following link: https://documents.cabq.gov/planning/development-hearing-officer/Emailed-Mailed-Notice-PublicMeetingHearing-Print&Fill_DHO.pdf
 2. Zone Atlas Map sheet with the site highlighted and labeled
 3. Copy of the Plat

- In the platting application packet, in addition to including the documentation listed above, proof of email to the NA's must be included along with the ONC confirmation email with the list of NA's to contact. ONC can be contacted at: onc@cabq.gov as well as (505) 768-3334.

- Per 6-4(B) of the IDO, a Pre-Submittal Tribal Meeting request must be offered to tribal contacts on file with the Planning Department if the subject property for a Minor Preliminary/Final Plat application is located within 660 feet of Major Public Open Space and/or a tribal boundary. The subject property for this Sketch Plat is **not** located within this area, therefore a Pre-Submittal Tribal Meeting request will **not** be required for a future platting application on the subject property.
- All signatures from the surveyor, property owner(s), the City Surveyor, the utility companies, and AMAFCA are required on the Plat prior to the acceptance of the application file for the Plat and placement on a DHO agenda.
- The following will need to be on the final platting sheets:
Project and Application #'s, documents signed/stamped by a design professional licensed in the State of NM.
- Prior to final sign-off of the plat, the AGIS office must approve the DXF file and proof of approval must be provided.
- The proposed platting action would be reviewed to the standards and provisions within the IDO-Integrated Development Ordinance and the standards within the DPM-Development Process Manual. Here is a link to both:
<https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1>
<https://www.cabq.gov/planning/boards-commissions/development-process-manual-executive-committee>
- **If infrastructure is needed**, an IL-Infrastructure list, and/or IIA-Infrastructure Improvements Agreement with financial guarantee will be required.

***** Once approved, before a Plat or Infrastructure List will be distributed for signatures, the following must be met:**

1. The Plat or Infrastructure List to be distributed for signatures must depict any revisions required per the conditions and/or findings featured in the Notice of Decision for the application.
2. All Plat or Infrastructure List sheets must be included in the submittal to be distributed for signatures; no additional documents/sheets should be included in this submittal (for example, submit a comment response letter separately).
3. The Plat or Infrastructure List submittal to be distributed for signatures must be

featured in a single PDF.

4. The Plat or Infrastructure List must feature/depict the project and application numbers.
5. The title of the Plat or Infrastructure must follow the following naming scheme:
 - a. ***Plat: project number_application number_Plat_Approved_date of approval***
 - b. ***Infrastructure List: project number_application number_IL_Approved_date of approval.***



Disclaimer: The comments provided are based upon the information received from the applicant/agent. If new or revised information is submitted, additional comments may be provided by Planning.

FROM: Jacob Boylan
Planning Department

DATE: 6/18/25