

# INTER-OFFICE MEMO

DATE: July 14, 2023

TO: Jolene Wolfley, DFT Chair  
Jay Rodenbeck, Planning Manager

FROM: Megan Jones, MCRP - Senior Planner

RE: Project #2023-008086/SI-2023-00068  
Site Plan-EPC Major Amendment  
Ventura Self-Storage

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On February 16, 2023, the EPC voted to approve a Site Plan-EPC Major Amendment for an approximately 6-acre site known as Parcel A-1 plat for parcels A-1 and A-2; Parcels B and C plat of parcels A, B & C; Parcels A-2-A and A-2-B plat for parcels A-2-A & A-2-B Ventura Plaza. The Site Plan-EPC, Major Amendment was subject to Conditions of Approval.

The applicant's agent reached out to Staff on July 12, 2023 to coordinate.

*Note: Staff reviewed the DFT version of the Site Plan-EPC, Major Amendment against the EPC version of the Site Plan-EPC, Major Amendment which is the standard, required review.*

*Staff originally reviewed the Site Plan-EPC, Major Amendment Request, which was Conditioned by the EPC, and not the associated future Site Plan for the Self-Storage Facility. The request was for a major amendment and not for a Site Plan, which is why the Site Plan was not reviewed as part of this request.*

Staff checked for incorporation of the Conditions of Approval and for unauthorized changes. The following is a list of conditions detailing how they were met, not met or partially met

## ***EPC Conditions of Approval***

1. Condition 1 & 2: The applicant has coordinated with the Staff Planner and satisfied all conditions of approval in the NOD dated February 16, 2023 for the Major Amendment request. It is the responsibility of the DFT reviewer to ensure that all other applicable City requirements are met for the associated Site Plan approval.
2. Condition 3: The applicant has coordinated with Solid Waste and provided the associated Site Plan signed off by Solid Waste
3. Condition 4: The applicant has provided applicable PNM easements on the associated Site Plan.

***Associated Approvals (EPC did not review or approve these).***

*Administrative Amendment to the Landscape Plan – PR-2022-007717\_SI-2023-00104*

1. This AA was signed off on July 6, 2023 to accommodate a fire access land and utility easements within the required buffer area.
2. The Plan preserves (27) existing trees and distributes (10) new trees within 144 linear feet of the buffer along the southern property line in other locations on the site; A total of 51 trees required in the edge buffers on the south & west property lines and a total equivalent of 68 trees would be provided on the site; Plan does not reduce required landscape and meets applicable landscape, buffering, and screening requirements of the IDO.

*Parking Reduction*

The Applicant provided a parking reduction study for the Self-Storage facility from 29 spaces to 15 spaces, which was approved on March 16, 2023 by Matt Grush, P.E., Development Review Services Senior Engineer.

A question was raised by DFT staff regarding Façade requirements for the proposed Self-Storage Facility. Staff did not review the associated Site Plan, therefore DFT staff shall review all applicable standards for the self-storage facility.

If you have any questions regarding this case, please call me at (505) 924-3352 or e-mail me at [mdjones@cabq.gov](mailto:mdjones@cabq.gov). Thank you.