

# INTER-OFFICE MEMO

DATE: September 11, 2023

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

FROM: Megan Jones, MCRP - Senior Planner

RE: Project #2023-008767/SI-2023-001056  
Site Plan-EPC Major Amendment, 200 Tramway Blvd. SE

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On July 20, 2023, the EPC voted to approve a Site Plan-EPC Major Amendment for an approximately 8.5-acre site known as Tract J-1, Replat of Tracts F, H-1, J and unplatted land, Four Hills Village Shopping Center and Apartment Complex, located south of Central Ave. SE, north of Wenonah Ave. SE, and between Tramway Blvd. SE and Four Hills Rd. SE. The Site Plan-EPC, Major Amendment is subject to meet Conditions of Approval prior to reeving final sign off by the DFT.

The applicant's agent reached out to Staff in August 2023 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 Coffee Shop. 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 provided a letter responding to the conditions off approval in the NOD dated July 20, 2023 for the Major Amendment request (see attached). The DFT Site Plan satisfies all, but three Conditions. 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 provided the amended Grading and Drainage plan.

- a. A note shall be added to sheet C1 stating that the EPC approved the requested amendments on 7-20-2023.
  - b. The G&D Plans show exiting and proposed G& D as sheet C3.
3. Condition 4, a: The applicant shall update the Major Amendment sheet to reflect the provided bicycle spaces. This was only included on the Site Plan sheet associated with the request. All amendments shall be reflected on the Major Amendment Sheet.
4. Condition 4, b, 5-11: Satisfied.
5. Condition 12: The applicant shall provide a note on the Site Plan and light pole detail stating that all building surface mount light fixtured will be shielded and downward focused.
6. Condition 13: Satisfied.

### ***Unauthorized Changes***

1. AS-101 Site Plan Sheet:
  - a. Keyed notes 17-21 have been added to reflect Conditions 5b & 5c.
  - b. General note E
2. New Grading and drainage sheet C3.
3. The master Utility Plan Sheet was renamed from sheet MU-1 to sheet C4.
  - a. General note 12 and keyed note 14 are new.

The conditions of approval have been mostly fulfilled. All conditions that have not been met shall be coordinated with DFT staff prior to receiving final sign-off. All unauthorized changes appear to have been provided to satisfy conditions off approval.

Staff did not review the associated Site Plan, therefore DFT staff shall review all applicable standards for the proposed restaurant with drive-through.

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.