



Development Facilitation Team (DFT) – Review Comments

Reviewer: David G. Gutierrez, P.E. | Phone: 505-289-3381 | dggutierrez@abcwua.org

Project No: PR-2024-009947 Date: 06-25-2025 Agenda Item: # 1 Zone Atlas Page: H-16

Legal Description: Lot 2B American Square

Request: Subdividing Lot 2-B of American Square into 6 lots. Requires public water, sewer and public sidewalk infrastructure.

Location: 3535 Menaul Blvd NE between Carlisle Blvd and Menaul Blvd

Application For: MAJOR_PLT-2025-00007 – MAJOR PRELIMINARY PLAT

1. Availability Statement 240702 provides conditions for service.
2. The language for easement 34 states it is a 25 ft public water and sanitary sewer easement however it is also called out for 10 feet bump out easements for what to appear to be potentially fire hydrants or meters. Please clarify how this will be handled to make a clear delineation.
3. Infrastructure List:
 - a. Please note location of public water and public sanitary sewer to also state within proposed public water and public sanitary sewer easement.



DEVELOPMENT HEARING OFFICER

Parks and Recreation Department

PR-2024-009947

MAJOR_PLT-2025-00007 – MAJOR PRELIMINARY PLAT

BOHANNAN HUSTON INC. KELLY KLEIN agent for JENNIFER RESTREPO requests the aforementioned action(s) for all or a portion of: Lot/Tract 2B, AMERICAN SQUARE zoned MX-M located at 3535 MENAUL BLVD BETWEEN CARLISLE and MENAUL containing approximately 9.8252 acre(s). (H-16)

PROPERTY OWNERS: Aim Management Corporation, John Sedberry

REQUEST: Subdividing Lot 2-B of American Square into 6 lots. Requires public water, sewer and public sidewalk infrastructure

SKETCH PLAT 7-24-24 (DFT)
IDO 2025

Comments:

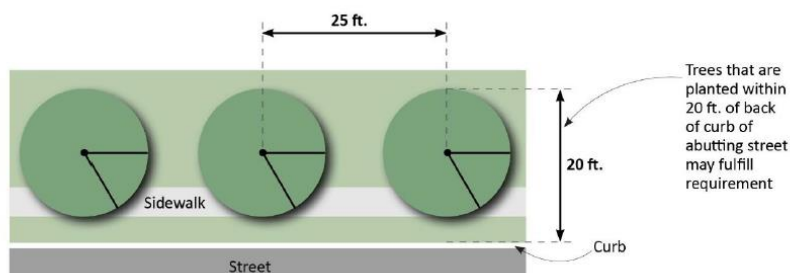
06.24.2025

Parks and Recreation has no objections to this request.

For future development street trees will be required along Menaul Blvd and Sant Mateo Blvd per the IDO and the Street Tree Ordinance.

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 HEARING OFFICER

Parks and Recreation Department

For more comments regarding future development also refer to the sketch plat memo provided for the 12.18.2024 Sketch Plat review for this project.

DEVELOPMENT HEARING OFFICER - HYDROLOGY SECTION
Anthony Montoya, Jr., PE, Senior Engineer | 505-924-3314 amontoya@cabq.gov

DRB Project Number: 2024-009947 Hearing Date: 06-25-2025
Project: 3535 Menaul Blvd NE Agenda Item No: 1

<input type="checkbox"/> Minor Preliminary / Final Plat	<input checked="" type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Temp Sidewalk Deferral	<input type="checkbox"/> Sidewalk Waiver/Variance	<input type="checkbox"/> Bulk Land Plat
<input type="checkbox"/> DPM Variance	<input type="checkbox"/> Vacation of Public Easement	<input type="checkbox"/> Vacation of Public Right of Way

ENGINEERING COMMENTS:

- Hydrology has an approved Conceptual Grading & Drainage Plan (HT# H16D083F) with engineer's stamp 09/03/2024.
- Hydrology has no objection to the platting action.
- Comment - Prior to submitting for Building Permit, a licensed New Mexico civil engineer will need to submit a Grading & Drainage Plan to Hydrology for review & approval if one of these conditions is met. (500 cy of grading, 1,000 sf of proposed building, or 10,000 sf of proposed paving).

☐ APPROVED
☐ DENIED

DELEGATED TO: ☐ TRANS ☐ HYD ☐ WUA ☐ PRKS ☐ PLNG
Delegated For: _____
SIGNED: ☐ I.L. ☐ SPSP ☐ SPBP ☐ FINAL PLAT
DEFERRED TO _____

DEVELOPMENT HEARING OFFICER

TRANSPORTATION DEVELOPMENT

DRB Project Number: 2024-009947
3535 Menaul-American Square

AGENDA ITEM NO: 1

SUBJECT: Preliminary Plat

ENGINEERING COMMENTS:

1. Transportation has an approved TIS dated 6/12/2025. There is a blanket cross lot access easement across property. All infrastructure items are acceptable. No objections.
2. As a reminder, an approved TCL will be required prior to site plan.

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 25, 2025

ACTION:

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

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



DEVELOPMENT HEARING OFFICER

Planning - Case Comments

MEETING DATE: 6/25/25 -- **AGENDA ITEM:** #1

Project Number: PR-2024-009947

Application Number: MAJOR_PLT-2025-00007

Project Name: 3535 Menaul NE

Request:

Major Preliminary Plat review for subdivision of land from 1 lot into 6 lots

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

BACKGROUND

- This is a request for a Major Preliminary Plat review for replatitng of one existing lot into six newly proposed lots.
- The subject site is zoned MX-M – Mixed Use- Medium Intensity, and is located at 3535 Menaul NE. The site is shown to be located in an area of change.
- The subject property is located within the American Square city center. The property is also within a Major Transit Corridor area but is not located within any noted overlay zones.
- This site was previously approved by the EPC on March 21st 2024 for the removal of the site from an existing site plan for the purpose of subdividing the lot.

IDO/DPM COMMENTS

6-6(L) SUBDIVISION OF LAND – MAJOR

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(L) or the DPM.

**(See additional comments on next page(s))*

6-6(L)(2)(d) Final Plat

1. Within 1 year after DHO approval, or approval with conditions, of a Preliminary Plat, the applicant shall submit a Final Plat that includes all changes, conditions, and requirements contained in the Preliminary Plat approval.
2. City Planning Department staff shall refer the submittal to required commenting agencies pursuant to Subsection 14-16-6-4(I).
3. Required commenting agencies pursuant to Subsection 14-16-6-4(I) shall review the submittal and forward any comments and a recommendation to the DHO.
4. The DHO shall conduct a public hearing and make a decision on the application.
5. Final Plats shall include a list of any Vacations, Variances, Waivers, and deviations granted as an exhibit or note.
6. Staff from required commenting agencies pursuant to Subsection 14-16-6-4(I)(5) shall review final plats administratively for compliance with conditions of approval, DPM standards, and zoning standards.
7. The date of the DHO approval shall be recorded on 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) and certifications required by the DPM.
8. The applicant shall then record the final plat with the Bernalillo County Clerk as soon as possible, but in no case more than 30 consecutive days from the date of the last signature on the final plat, or the subdivision shall be voided.
 - a. 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.
 - b. The applicant shall provide the City a digital copy of the recorded plat.

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

An application for a Subdivision of Land – Major shall be approved if it meets all of the following criteria.

6-6(L)(3)(a) A Preliminary Plat 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.

6-6(L)(3)(b) A Final Plat shall be approved if it includes all changes, conditions, and requirements contained in the Preliminary Plat approval.

6-6(M) VACATION OF EASEMENT, PRIVATE WAY, OR PUBLIC RIGHT-OF-WAY

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(M) or the DPM.

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

An application for a Vacation of Easement, Private Way, or Public Right-of-way shall be approved if it meets any of the following criteria.

6-6(M)(3)(a) The public welfare does not require that the easement, private way, or public right-of-way be retained.

6-6(M)(3)(b) There is a net benefit to the public welfare because the development made possible by the Vacation is clearly more beneficial to the public welfare than the minor detriment resulting from the Vacation, and there is no convincing evidence that any substantial property right is being abridged against the will of the owner of the right.

GENERAL COMMENTS

- **There seems to be an owner signature missing on the plat that will need to be present prior to final sign off.**
- **Please confirm if the Starbucks (Lot 2-A-1) is a part of the plat being discussed.**
- **An IIA with financial guarantee will be required following signature acquisition on the infrastructure list.**
- **All utility agency signatures will be required on the plat prior to distribution for DFT signatures.**
- **The date of DHO approval as well as the project and application numbers will need to be added to the plat prior to distribution for final sign off.**
- All signatures from the surveyor, property owner(s), utilities, and the City Surveyor are required on the Plat prior to the acceptance of the application file for the Plat and placement on a DHO agenda.



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: 6/24/2025
