



# Memorandum

**To:** Jay Rodenbeck, Development Facilitation Team Manager

**From:** Jacqueline Fishman, AICP, Principal and Char Johnson, AICP, Senior Planner

**Date:** July 24, 2025

**Re:** Fire Station 4 – Final Sign-off of Site Plan-EPC (PR-2024-010349/SI-2024-01085)

The Site Plan-EPC for Fire Station 4 was submitted in August 2024 and heard by the DFT on August 7, 2024. The following provides responses to comments provided by the DFT in conjunction with the revised site plan.

## TRANSPORTATION

1. *Transportation has an approved Conceptual TCL dated 7/15/2024.*
2. *3rd is a Principal Arterial and Indian School (Frontage Road) is a Major Collector, and both require 6' sidewalks with 5' to 6' landscape buffers. McKnight is a local and requires 5' sidewalk with a 4' to 6' landscape buffer. Currently you only show sidewalk width for 3rd at 6'. Please provide dimensions of the other sidewalks and/or provide for these sidewalks on the infrastructure list.*

**Applicant Response:** The sidewalk along Indian School Road is existing and contains a sidewalk that varies in width from 6'-8" at the west to 4'-10" near the intersection with 3rd Street. The site plan shows an 11'-4" landscape strip between the existing sidewalk and the property line along Indian School for the length of the street.

3<sup>rd</sup> Street primarily includes an existing 6' sidewalk and proposed new sections that match the width. The landscape buffer starting at 3<sup>rd</sup> Street and Indian School is 3'-0" and narrows down to 0 feet in the section in front of the existing fire station building. However, there is an additional landscape buffer area within the lot, which helps to compensate for the landscape strip deficiency along this edge.

McKnight Avenue contains an existing 6-foot sidewalk and no landscape strip within the public ROW. The Applicant completed the platting action, which did not require additional right-of-way dedication; therefore, we are asking for a determination that this existing condition be allowed to remain.

3. *All public sidewalk needs to be within ROW or easement. You currently have sidewalk shown leaving ROW and curving on the site mid-block of 3rd. This will require ROW dedication or easement.*

**Applicant Response:** The boundary of the site was modified through an approved platting action (PLT-2025-00033) on July 12, 2025, to ensure the sidewalk along 3rd Street is entirely within the right-of-way. Keynote 43 on the Site Plan denotes the portion of the sidewalk that

will be replaced in the right-of-way. All other sidewalks shown on the site plan are existing as noted by notes #4 and #44.

## PLANNING

- *The provided EPC Site plan calls out a total of 41 parking spaces, 2 ADA parking spaces, and 2 motorcycle parking spaces. The provided drawings show a total of 44 parking spaces with 2 ADA spaces. Confirm how many parking spaces are being made available and ensure the correct amount are displayed on the site plan.*

**Applicant Response:** The site plan shows 46 parking spaces, two of which are ADA accessible. The parking calculations were revised to reflect the accurate number of parking spaces.

- *A future platting action will be required for this project due to the vacation of right of-way and the granting of the PNM Easement.*

**Applicant Response:** The Plat was approved by the DHO on July 12, 2025.

- *For all proposed trees alternate the tree species to avoid losing all similar tree species in case future potential diseases happen. Please check the trees along the southern side of the parking spaces as there is a large cluster of (7) lacebark elms that are not alternating.*

**Applicant Response:** The Landscape Plan was revised to show alternating trees south of the parking spaces, including Sensation Box Elder and Allee Lacebark Elm.

- *5-6(C)(8) Protecting Clear Sight Triangle  
The clear sight triangle shall be maintained at all exits of parking areas and street intersections. Please show the sight triangle on the landscape plan and demonstrate compliance with this code.*

**Applicant Response:** Clear sight triangles were added to the Site Plan and Landscape Plan and show compliance with the regulation.

- *Per 5-6(c)(10)(b), trees shall not be planted within 10' in any direction of the centerline of a sewer or water line. Confirm compliance with this code.*

**Applicant Response:** All trees have been moved away from the centerline of sewer and water lines by ten feet in compliance with the regulation.

- See Table 7.2.29 of the DPM for Sidewalk and Landscape Buffer requirements. 3<sup>rd</sup> St. is a Principal Arterial and Indian School (Frontage Road) is a Major Collector with both requiring 6' sidewalks with 5' to 6' landscape buffers. McKnight is a local roadway and requires 5' sidewalk with a 4' to 6' landscape buffer. Currently you only show sidewalk width for 3rd at 6'.

**Applicant Response:** Please see response to Transportation comment #2.