



July 29, 2024

Jolene Wolfley, Chair  
Development Facilitation Team  
City of Albuquerque  
600 Second Street NW  
Albuquerque, NM 87102

**RE: Fire Station 4 – DFT Final Signoff of Site Plan-EPC – PR-2024-010349; SI-2024-00677**

Landscape Architecture  
Urban Design  
Planning Services

Dear Madam Chair:

302 Eighth St. NW  
Albuquerque, NM 87102

The purpose of this letter is to request final sign-off of the Site Plan-EPC approved by the Environmental Planning Commission (EPC) for Fire Station 4 at 301 McKnight Avenue NW. The EPC approved the Site Plan at its June 20, 2024, hearing. This letter addresses each of the EPC’s conditions of approval.

(505) 764-9801  
Fax 842-5495  
cp@consensusplanning.com  
www.consensusplanning.com



*Project Site.*

**Conditions**

1. After approval by the Environmental Planning Commission (EPC), the applicant shall submit the proposed site plan to the Development Facilitation Team (DFT) for final sign-off. The reviewer will be responsible for ensuring that all EPC Conditions have been satisfied and that the IDO, DPM, and all other applicable City requirements have been met.

**Applicant Response:** Agreed, this letter accompanies the Site Plan submitted to the DFT for final sign-off.

**PRINCIPALS**

James K. Strozier, FAICP  
Jacqueline Fishman, AICP

**ASSOCIATES**

Ken Romig, PLA, ASLA,  
SITES AP



2. The applicant shall coordinate with the Staff Planner prior to submitting to the DFT to ensure that the EPC Conditions in the Official Notification of Decision have been met. The staff planner will provide a post-EPC memo.

**Applicant Response:** Agreed, Consensus Planning, on behalf of the applicant, coordinated with and submitted the revised Site Plan-EPC to the case planners, Dustin Kiska and Rebecca Bolen for review prior to submitting the application to the DFT.

3. CONDITIONS FROM SOLID WASTE: A site plan approved by the Solid Waste Department will be required. The scaled site plan can be sent to [hgallegos@cabq.gov](mailto:hgallegos@cabq.gov) for review. Reference <https://www.cabq.gov/solidwaste/documents/enclosurespecificationswordfont14.pdf> for minimum requirements for a trash enclosure.

**Applicant Response:** The Applicant submitted the Site Plan to Herman Gallegos for review and he provided his signature for approval, which is included in the application packet.

4. CONDITIONS FROM PNM: It is the applicant's obligation to determine if existing utility easements or rights-of-way are located within the property and to abide by any conditions or terms of those easements. Any existing easements may have to be revisited and/or new easements may need to be created for any electric facilities as determined by PNM. Any existing and/or new PNM easements and facilities need to be reflected on any future Site Plan and any future Plat. Structures, especially those made of metal like restrooms, storage buildings, and canopies, should not be within or near PNM easements without close coordination with and agreement from PNM. Perimeter and interior landscape design should abide by any easement restrictions and not impact PNM facilities. The applicant should contact PNM's New Service Delivery Department as soon as possible to coordinate electric service regarding any proposed project. Submit a service application at <https://pnmnsd.powerclerk.com/MvcAccount/Login> for PNM to review.

**Applicant Response:** The Applicant has coordinated with PNM and will continue to do so as the project moves towards building permit submittal and review. Proposed easements are included in the plat submitted by Juanita Garcia of JAG Planning & Zoning.

5. TRANSPORTATION DEVELOPMENT REVIEW SERVICES CONDITION: The applicant shall provide a Traffic and fire truck Circulation Layout.

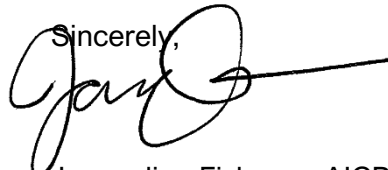
**Applicant Response:** The Applicant created a TCL and received approval from Ernest Armijo. A copy of the approved TCL and associated letter is included in the application to the DFT.



6. The dedicated green space on the NE corner of the subject site shall be noted on the site plan as accessible to the public via an access gate. AFR will be responsible for locking and unlocking the gate.

**Applicant Response:** A note has been added to the Site Plan.

On behalf of the City of Albuquerque Fire Rescue, we respectfully request that the DFT provide final approval and sign-off of the Site Plan-EPC for Fire Station 4. Thank you for your consideration.

Sincerely,  
  
Jacqueline Fishman, AICP  
Principal