



## Development Facilitation Team (DFT) – Review Comments

Reviewer: David G. Gutierrez, P.E. | Phone: 505-289-3381 | [dggutierrez@abcwua.org](mailto:dggutierrez@abcwua.org)

Project No: PR-2024-010803 Date: 5/14/2025 Agenda Item: #12 Zone Atlas Page: L-20

Legal Description: Lot/Tract A, Skyline Heights

Request: Subdivision and Vacation of Easement

Location: 301 Eubank Blvd between Acoma and Bell Ave SE containing 1.5 acres

☒ Approved No Conditions

☐ Approved W/Conditions

☐ Not Approved

### Application For: PA-2025-00123 – SKETCH

1. No objection to the proposed subdivision.
  - a. Please add the following note on the plat:
    - i. “Existing public water and/or sanitary sewer infrastructure may not be constructed or sized to adequately serve potential future development. Improvement or upsizing of existing public infrastructure may be required as a condition of future development approval.”
2. Informational comments:
  - a. For future development please place a Request for Availability online at the following link: [http://www.abcwua.org/Availability\\_Statements.aspx](http://www.abcwua.org/Availability_Statements.aspx). Requests shall include fire marshal requirements. An executed statement must be obtained prior to approval.
  - b. There is currently a bill size 3 (1-1/2” metered service point) that can potentially be utilized for one of the lots as well as any existing sanitary sewer service if adequate.



## DEVELOPMENT FACILITATION TEAM

### Parks and Recreation Department

#### **PR-2024-010803**

PA-2025-00123 – SKETCH

All or a portion of: Lot/Tract A, SKYLINE HEIGHTS zoned NR-LM, located at 301 EUBANK BLVD between ACOMA RD NE and BELL AVE SE containing approximately 1.5 acre(s). (L-20)

REQUEST: Subdivision and Vacation of Easement

IDO – 2025

#### **COMMENTS**

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- Parks and Recreation has no comments at this time.

DEVELOPMENT FACILITATION TEAM

TRANSPORTATION DEVELOPMENT

DRB Project Number: 2024-010803  
301 Eubank

AGENDA ITEM NO: 12

SUBJECT: Sketch

ENGINEERING COMMENTS:

1. Eubank is a Principal Arterial and requires 6' sidewalk with a 5' to 6' landscape buffer. There is also a proposed bike lane along this portion of roadway. Please provide a cross section of Eubank dimensioning existing ROW, sidewalks, buffers and proposed bike to show if there is adequate ROW.
2. Bell and Acoma are local roads and require 5' sidewalks with a 4 to 6' landscape buffer. Please provide dimensions of existing sidewalk and buffers.
3. An approved TCL will be required prior to site plan or building permit. Please complete and submit a Traffic Scoping Form to determine if a traffic study will be required.

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](mailto:earmijo@cabq.gov)

DATE: May 14, 2025

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ACTION:

APPROVED \_\_; DENIED \_\_; DEFERRED \_\_; COMMENTS PROVIDED \_\_; WITHDRAWN \_\_

DELEGATED: \_\_\_\_\_ TO: (TRANS) (HYD) (WUA) (PRKS) (CE) (PLNG)



## DEVELOPMENT FACILITATION TEAM

### Planning - Case Comments

**REVIEW DATE:** 5/14/25 -- **AGENDA ITEM:** #12

**Project Number:** PR-2024-010803

**Application Numbers:** PA-2025-00123

**Project Name:** McDonalds – 301 Eubank. Acoma & Eubank.

**Requests:** Sketch Plat for subdivision of land and re-development

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

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#### BACKGROUND

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- This is a request to subdivide one lot into two lots. Future re-development would follow, along with the demo of an existing building/structures.
- The site is approximately 1.54 acres total and has street frontage on three sides. From Eubank, Acoma, and Bell. It is within the NR-LM zone district, East Gateway small area, and the KAFB Military Influence area for commenting agencies.

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#### GENERAL COMMENTS

*Items in Orange type need to be addressed for future formal submittals.*

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Here is a link to the IDO and DPM for relevant standards:

[https://documents.cabq.gov/planning/IDO/O-25-73/IDO\\_2025\\_Update\\_Effective.pdf](https://documents.cabq.gov/planning/IDO/O-25-73/IDO_2025_Update_Effective.pdf)

<https://www.cabq.gov/planning/boards-commissions/development-process-manual-executive-committee>

- The requirement for a Site Plan submittal prior to building permit would be determined by our engineering team per the need for Major Infrastructure.

*\*(See additional comments on next pages)*

- All formal Plan sheets must be sealed and signed by a design professional licensed in the State of New Mexico.
- Clarify if there are proposed roadway improvements or modifications. The western most(3<sup>rd</sup>) southbound Eubank traffic lane ends at Acoma.
- Be aware of compliance requirements with section 7 of the DPM Table 7.2.29 regarding Sidewalk width requirements and its landscape buffer.  
**\*Verification of DPM standards per Transportation\***  
*Eubank is a Principal Arterial and requires 6' sidewalk with a 5' to 6' landscape buffer. There is also a proposed bike lane along this portion of roadway. Please provide a cross section of Eubank dimensioning existing ROW, sidewalks, buffers and proposed bike to show if there is adequate ROW.*  
*Bell and Acoma are local roads and require 5' sidewalks with a 4 to 6' landscape buffer. Please provide dimensions of existing sidewalk and buffers.*
- *For any required infrastructure, a completed IL-Infrastructure List will be needed for public Infrastructure needs.*  
*An IIA-Infrastructure Improvements Agreement with a financial guarantee will be required following the approved IL.*
- Clarify how existing easements will be affected and if a vacation action or dedication of ROW will be needed.
- Formal submittals will require that all public notice requirements of IDO Section 6, Table 6-1-1 are completed prior to submitting the application, and included in the application file.
- Notice and communication are also required for Referrals to Commenting Agencies per IDO section 6-4. Sunport and KAFB. –
  - The contact for KAFB is Lead Community Planner; Janet Cunningham-Stephens; [janet.cunningham-stephens.ctr@us.af.mil](mailto:janet.cunningham-stephens.ctr@us.af.mil), [JCunningham-Stephens@asrcfederal.com](mailto:JCunningham-Stephens@asrcfederal.com)
  - The contact for the Sunport is Planning Manager for Aviation; Christina Sandoval [cmsandoval@cabq.gov](mailto:cmsandoval@cabq.gov)
- CABQ Environmental Health, Fire & Rescue and Solid Waste are all separate reviews from the various divisions of Planning. Here are some of the contacts:

**Fire--**

<https://www.cabq.gov/planning/building-safety-division/inspections-commercial>  
<https://www.cabq.gov/fire/our-department/fire-marshals-office>

**Environmental Health--**

<https://www.cabq.gov/environmentalhealth>  
<https://www.cabq.gov/environmentalhealth/food-safety>

**Solid Waste—**

<https://www.cabq.gov/solidwaste>  
Gallegos, Herman P. [hgallegos@cabq.gov](mailto:hgallegos@cabq.gov)

**\*The application forms for platting actions are featured in the following links:**

- **For the formal platting submittal**, A Minor Preliminary/Final Plat application can be applied for at the ABQ-PLAN portal (click on the 'ENTER ABQ-PLAN' icon in the ABQ-PLAN webpage accessible at the following link below to enter the ABQ-PLAN portal):

<https://www.cabq.gov/planning/abq-plan/abq-plan>

Within the ABQ-PLAN webpage, there's also a link to an ABQ-PLAN Resources and FAQs webpage to access guides and tutorials to assist with creating an account and applying for applications in ABQ-PLAN (you will be applying for a 'Minor Plat Application'):

<https://www.cabq.gov/planning/abq-plan/abq-plan-resources-and-faqs>

The DHO application form and Form S2 are no longer required to be included with the application submittal for a Minor Preliminary/Final Plat in ABQ-PLAN. However, for reference to submittal requirements for this application, you can continue to refer to the checklist of items for this application on Form S2, featured in the following link:

<https://documents.cabq.gov/planning/development-hearing-officer/Form%20S2.pdf>

- Signatures from Hydrology, ABCWUA, and Transportation engineers and staff must be obtained on Form PLT and submitted with the platting application. They will not sign Form PLT until/unless they receive any/all required associated application approvals as listed on Form PLT. Form PLT can be obtained at the following link:

<https://documents.cabq.gov/planning/development-hearing-officer/Form%20PLT.pdf>

- The Plat must be created, as well as sealed and signed by a surveyor licensed in the State of New Mexico.

- All public notice requirements of IDO Section 6, Table 6-1-1 will need to be completed prior to submitting the platting application, and included in the platting application packet. For a Minor Preliminary/Final Plat, Neighborhood Associations (NA's) as identified by the Office of Neighborhood Coordination (ONC) must be notified by email of the proposed platting application.

Notifications sent to the NA's must include the following:

1. Completed notification form noting the application type, date/time of the DHO meeting, and that the DHO meeting will be held remotely via Zoom, providing the Zoom link to the meeting. A blank notification form can be obtained at the following link:

<https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf>

2. Zone Atlas Map sheet with the site highlighted and labeled
3. Copy of the Plat

In the platting application packet, in addition to including the documentation listed above, proof of email to the NA's must be included along with the ONC confirmation email with the list of NA's to contact. ONC can be contacted at: [onc@cabq.gov](mailto:onc@cabq.gov) as well as (505) 768-3334.

- Per 6-4(B) of the IDO, a Pre-Submittal Tribal Meeting request must be offered to tribal contacts on file with the Planning Department if the subject property for a Minor Preliminary/Final Plat application is located within 660 feet of Major Public Open Space and/or a tribal boundary. The subject property for this Sketch Plat is not located within this area, therefore a Pre-Submittal Tribal Meeting request will **not** be required for a future platting application on the subject property.
- All signatures from the surveyor, property owner(s), the City Surveyor, the utility companies, and AMAFCA are required on the Plat prior to the acceptance of the application file for the Plat and placement on a DHO agenda.
- The following will need to be on the final platting sheets:

Project and Application #'s, documents signed/stamped by a design professional licensed in the State of NM.

- Prior to final sign-off of the plat, the AGIS office must approve the DXF file and proof of approval must be provided.

**\*\*\* Once approved, before a Plat or Infrastructure List will be distributed for signatures, the following must be met:**

1. *The Plat or Infrastructure List to be distributed for signatures must depict any revisions required per the conditions and/or findings featured in the Notice of Decision for the application.*
2. *All Plat or Infrastructure List sheets must be included in the submittal to be distributed for signatures; no additional documents/sheets should be included in this submittal (for example, submit a comment response letter separately).*
3. *The Plat or Infrastructure List submittal to be distributed for signatures must be featured in a single PDF.*
4. *The Plat or Infrastructure List must feature/depict the project and application numbers.*
5. *The Plat must be stamped and signed by a Surveyor licensed in the State of New Mexico.*
6. *The title of the Plat or Infrastructure must follow the following naming scheme:*
  - a. *Plat: project number\_application number\_Plat\_Approved\_date of approval*
  - b. *Infrastructure List: project number\_application number\_IL\_Approved\_date of approval*

***\*Please reference the following development standards from the IDO. Subject to change pending formal submittal or change in development type/use***

- ❖ 4-2 Allowed Uses, table 4-2-1.

**4-3 Use Specific Standards** for Restaurant and Drive-Through and/or Permissive uses for NR-LM development.

*\*The formal submittal will need to demonstrate and explain how the proposed development will meet all of those standards.*



- ❖ **5-1 Dimension Standards for NR-LM.** 5-1-G Exceptions and Encroachments.  
*\*Plans should include measurements for setback, separation, height elevations, etc.  
Plans will need to demonstrate clearly how standards and requirements are being met.*
- ❖ **5-3 Access & Connectivity requirements.**
- ❖ **5-4 Subdivision Of Land, 5-4(K) Dedication of Land For Public Purposes, 5-4(N) Improvements Required, 5-4(P) Additional Design Criteria and Construction Standards**  
*In addition to the standards set forth in this Section 14-16-5-4, the City shall maintain technical standards for infrastructure improvements in the DPM, pursuant to Subsection 14-16-1-7(A)(4). Such technical standards for infrastructure improvements shall contain the minimum acceptable design criteria and specifications for the construction of such improvements.*
- ❖ **5-5 Parking & Loading** requirements, Table 5-5-1  
*\*Plans will need to demonstrate compliance of parking requirements.  
Provide calculation detail and any shared parking agreement information.*
- ❖ **5-6 Landscaping, Buffering, and Screening standards and requirements.**  
*\*Plans will need to demonstrate compliance of landscaping requirements.  
Provide a landscaping plan that includes calculations, buffer areas & detail.  
\*Be aware of several sections related to new development –  
5-6-C General Landscaping, 5-6-C-2 Minimum Landscape Area, 5-6-D Required Street Trees, 5-6-F Parking Lot Landscaping, 5-6-G Equipment/Support areas.*
- ❖ 5-7 Walls/Fences, table 5-7-1. **\*Development requires separate permitting.**
- ❖ **5-8 for Outdoor Lighting requirements.**
- ❖ **5-11 Façade and Building design.** Elevations, calculations and description.
- ❖ **5-12 Signage.** *\*Electronic signage is not allowed in the East Gateway area.*
- ❖ **Section 6-1, table 6-1-1 for public notice requirements.**
- ❖ 6-4-R Dedications.
- ❖ Platting actions per 6-6-K Subdivision of Land-Minor or 6-6-L Subdivision of Land-Major.
- ❖ Vacations per 6-6-M.
- ❖ 7-1 Development and use definitions.



*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: Robert Webb/Jay Rodenbeck  
Planning Department

DATE: 05/14/25