

**DEVELOPMENT HEARING OFFICER - HYDROLOGY SECTION**  
Anthony Montoya, Jr., PE, Senior Engineer | 505-924-3314 [amontoya@cabq.gov](mailto:amontoya@cabq.gov)

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DRB Project Number: 2025-020024 Hearing Date: 05-21-2025  
Project: Lot/Tract 1, 2, MITCHELLS--J C  
FIRST ADDN, located at  
1614 WILLIAM STREET SE  
between WILLIAM STREET SE  
AND SOUTHERN AVENUE SE Agenda Item No: 5

<input checked="" type="checkbox"/> Minor Preliminary / Final Plat	<input 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 no objection to the proposed sketch / plat action.
- Prior to submitting for a Grading Permit or Building Permit for any site work, 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: 2024-020024  
1614 William SE

AGENDA ITEM NO: 5

SUBJECT: Preliminary/Final Plat

ENGINEERING COMMENTS:

1. The justification for sidewalk determination is acceptable to Transportation. No objection.

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 21, 2025

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ACTION:

APPROVED \_\_; DENIED \_\_; DEFERRED \_\_; COMMENTS PROVIDED \_\_; WITHDRAWN \_\_

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



## DEVELOPMENT HEARING OFFICER

### Planning - Case Comments

**MEETING DATE:** 5/21/25 -- **AGENDA ITEM:** #5

**Project Number:** PR-2025-020024

**Application Number:** MINOR\_PLT-2025-00023

**Project Name:** 1614 Williams St SE

**Request:** Minor Preliminary Plat to Consolidate two lots into one

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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.*

#### **BACKGROUND**

- A Sketch Plat was reviewed by DFT staff on March 5th, 2025 for the subject property at 1614 Williams St SE, zoned R-1A, within an area of consistency and a ¼ mile of a main street corridor area.
- Due to the lack of low-density housing within the block comprising the subject property, per the IDO, the contextual lot size requirements are not applicable.
- A request to consolidate Lots 1 and 2, Block 2, of the JC Mitchell 1<sup>st</sup> Addition to become Lot 1-A at .0967 acres.
- There are two requests for determinations to forgo requirements in section 7 of the DPM, Table 7.2.29, regarding landscape buffering and sidewalk widths.

#### **IDO/DPM COMMENTS**

- The required signatures from the surveyor, property owner(s) and the City Surveyor are featured on the Plat.
- Project and application numbers must be added to the Plat.

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

6-6(K)(2)(j) Staff from required commenting agencies pursuant to Subsection 14-16-6-4(l)(5) (Development Hearing Officer Applications) shall review plats administratively for compliance with conditions of approval, DPM standards, and zoning standards.

- All public notice requirements of IDO Section 6, Table 6-1-1, have been completed prior to this submittal.

6-6(K)(2)(k) The **date of the DHO approval shall be recorded on the original drawing of 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(l)(5) (Development Hearing Officer Applications).

6-6(K)(2)(l) **The applicant shall record the final plat with the Bernalillo County Clerk within 3 months after the date of the final signature on the plat, or the subdivision shall be voided.**

1. 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.

2. **The applicant shall provide the City a digital copy of the recorded plat.**

6-6(K)(3) **Review and Decision Criteria**

An application for a Subdivision of Land – Minor 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.

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

**Determination to DPM**

The applicant has provided a justification letter for a determination for the landscape buffer and the existing sidewalk width of 3.5' along William St and Southern Ave to remain as is.

- Planning defers to Transportation regarding the determination requests compliance with the DPM; in their memo, Transportation notes in their memo that the justification for the determination is acceptable to them.

- A note must be added to the Plat, which records the requests (approvals) of these determinations from the DHO.

❖ *There is a discrepancy in the records for the acres of lot 1 and 2 equaling .0459 acres in the deeded acres in AGIS as well as the Bernalillo County Assessor's website. The Plat proposed is showing .0967 acres. (informational only)*

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

1. The Site Plan, 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 Site Plan, 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 Site Plan, Plat, or Infrastructure List submittal to be distributed for signatures must be featured in a single PDF.
4. The Site Plan, Plat, or Infrastructure List must feature/depict the project and application numbers.
5. All Site Plan sheets must be stamped and signed by a design professional licensed in the State of New Mexico, with the Landscape Plan sheet(s) stamped and signed by a Landscape Architect licensed in the State of New Mexico.
6. The Plat must be stamped and signed by a Surveyor licensed in the State of New Mexico.
7. The title of the Site Plan, Plat, or Infrastructure must follow the following naming scheme:
  - a. Site Plan: project number\_application\_number\_Site\_Plan\_Approved\_date of approval
  - b. Plat: project number\_application number\_Plat\_Approved\_date of approval
  - c. Infrastructure List: project number\_application number\_IL\_Approved\_date of approval



*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: Antoni Montoya/Jay Rodenbeck  
Planning Department

DATE: 5/20/2025