DEVELOPMENT FACILITATION TEAM

Planning - Case Comments

***ZMEETING DATE**: 12/10/25 -- **AGENDA ITEM**: #12*

***Project Number**: PR-2025-020158*

***Application Number**: PA-2025-00392*

***Project Name**: 1619 Solano Dr. NE*

Request: Sketch Plat
Interior lot line adjustment- Two lots into 2 lots

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

BACKGROUND

Items that need immediate attention are in orange type

- This is a request for a Sketch Plat review involving a lot line adjustment that will reconfigure two existing lots into two newly defined lots, resolving the setback issues outlined in the justification letter.

- The subject property is currently identified as Lot 3, Block G of the Altura Subdivision, located at 1619 Solano Dr NE. Following the interior lot line adjustment, the reconfigured parcels will be designated as Lot 2A and Lot 3A, with Lot 2A increasing to 0.1897 acres and Lot 3A decreasing to 0.1529 acres.

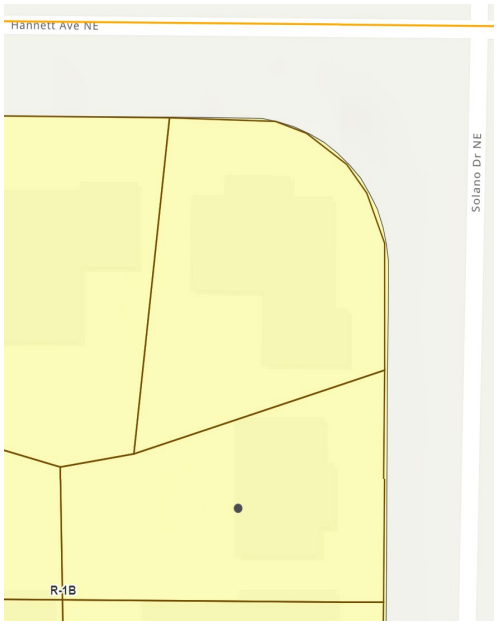
- Hannett Avenue NE, which borders Lot 2, is designated as a Bike Route and classified as a Local Street under the Long-Range Roadway System (LRRS). The subject property is also ***not*** within any major center, corridor or Character Prospection Overlay zone.

- The subject property is located within an Area of Consistency and falls within the boundaries of the Near Heights Planning Area (CPA). Both lots 2 and 3 currently contain an existing, single-family home.
  ****See exhibits below***

**(See additional comments on next pages)*

- The subject property is zoned R-1B (Residential – Single-Family Zone District) and falls within the Altura Addition Neighborhood Association.

- Demonstrate compliance with Section **7** of the **DPM, Table 7.2.29,** regarding Sidewalk width requirements and its landscape buffer. Both Solano Drive and Hannett Avenue NE are considered Local Streets and require a 5ft sidewalk width and a 4-6ft landscape buffer.
  Verification of required standards per the Transportation section.



IDO/DPM COMMENTS

2-3(B)(2) Use and Development Standards

Table 2-3-3: R-1 Zone District Dimensional Standards Summary
See Table 5-1-1 for complete Dimensional Standards

	R-1 Sub-zone	A	B	C	D
Site Standards					
A	Lot size, minimum	3,500 sq. ft.	5,000 sq. ft.	7,000 sq. ft.	10,000 sq. ft.
B	Lot width, minimum	25 ft.	35 ft.	50 ft.	70 ft.
C	Usable open space, minimum	N/A	N/A	N/A	N/A
Setback Standards					
D	Front, minimum	10 ft.	15 ft.		20 ft.
E	Side, minimum	Interior: 5 ft. Street side of corner lots: 10 ft.			10 ft.
F	Rear, minimum	10 ft.	15 ft.		
Building Height					
G	Building height, maximum		26 ft.		

4-2 ALLOWABLE USES

- Per Table 4-2-1, R-1B zone allows for a Dwelling, single-family detached.

4-3 USE-SPECIFIC STANDARDS
4-3(B) RESIDENTIAL USES
4-3(B)(1) Dwelling, Single-family Detached

5-1 DIMENSIONAL STANDARDS
5-1(C) RESIDENTIAL ZONE DISTRICTS
5-1(C)(1) Residential Zone District Dimensional Standards for R-1B

5-2 SITE DESIGN AND SENSITIVE LANDS
5-2(B) APPLICABILITY
5-3 ACCESS AND CONNECTIVITY
5-4 SUBDIVISION OF LAND
5-4(C) COMPLIANCE WITH ZONING REQUIREMENTS
5-5 PARKING AND LOADING
5-5(B)(1)(a) Construction of a new primary building. Abide as per Table 5-5-1 for the intended use.
5-7 WALLS AND FENCES
5-8 OUTDOOR AND SITE LIGHTING

- **A platting application will require the submittal and Development Hearing Officer (DHO) approval of a Minor Preliminary/Final Plat application.**

- 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

- 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/development-hearing-officer/Emailed-Mailed-Notice-PublicMeetingHearing-Print&Fill_DHO.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 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 professing 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.

- The proposed platting action would be reviewed to the standards and provisions within the IDO-Integrated Development Ordinance and the standards within the DPM-Development Process Manual. Here is a link to both:
  https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1
  https://www.cabq.gov/planning/boards-commissions/development-process-manual-executive-committee

- **If infrastructure is needed**, an IL-Infrastructure list, and/or IIA-Infrastructure Improvements Agreement with financial guarantee will be required.

6-6(K) SUBDIVISION OF LAND – MINOR

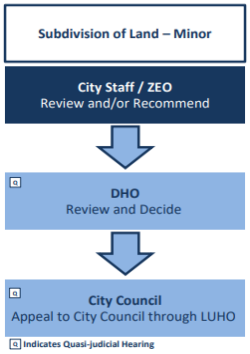
- If the proposed replat meets the applicability requirements below, it can be processed as a Minor Preliminary/Final Plat. Otherwise, it needs to be processed as a Major Preliminary Plat.

6-6(K) SUBDIVISION OF LAND – MINOR

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(K) or the DPM.

6-6(K)(1) Applicability

This Subsection 14-16-6-6(K) applies to the review of an application for any of the following:



6-6(K)(1)(a) Approval of a subdivision of land within the City that:

1. Creates 10 or fewer lots on any single lot that has been recorded as a single lot for at least 3 years previously.
2. Does not require any new streets.
3. Does not require major public infrastructure.
4. Does not create any lots that do not front on a public or private street previously approved by the City.
5. Is on land 5 acres or greater adjacent to Major Public Open Space with a Site Plan – EPC.
6. Is on land zoned NR-SU or PD with a Site Plan – EPC.
7. Is on land zoned NR-BP with a Master Development Plan.
8. Is on land zoned PC with a Framework Plan.

6-6(K)(1)(b) Approval of a combination of previously platted subdivision lots and termination of some or all of the related easements, where all benefitted and burdened parties agree to the lot combination and easement termination.

- 6-6(K)(2) Procedure

  6-6(K)(2)(c) If the subdivision will result in a lot line that does not coincide with a zone district boundary (i.e., create a "floating zone line"), the applicant shall obtain a Zoning Map Amendment - EPC or Zoning Map Amendment - City Council, as applicable, to establish zone boundaries that coincide with the lot line before a final plat can be approved.

- **These parcels are within the designated Fast Housing zones, so any future residential development on them can go through an expedited review process without additional fees.**

***** 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

DEFINITIONS

Subdivide To divide or re-divide (sometimes referred to as “replat”) land into 2 or more parts or to consolidate 2 or more lots by whatever means to facilitate the present or future conveyance or other transfer of incidents of ownership or use.

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: Marcelo Ibarra/Jay Rodenbeck
Planning Department

DATE: 12/09/25