

# CITY OF ALBUQUERQUE

Planning Department  
Brennon Williams, Director



Mayor Timothy M. Keller

December 1, 2021

Phillip B Gallegos, RA  
Acequia Architects, LLC  
431 E Orman Ave  
Pueblo, Co, 81004

**Re: EL Encuentro Immigrant Community Center**  
**907 4<sup>th</sup> Street SW**  
**Traffic Circulation Layout (TCL)**  
Architect's Stamp 10-15-2021 (K14-D121)

Dear Mr. Gallegos,

Based upon the information provided in your submittal received 12-01-2021, the above referenced plan cannot be approved for Building Permit until the following comments are addressed:

1. Please show a vicinity map showing the location of the development in relation to streets and well known landmarks.
2. Listed are the number of parking spaces required by the IDO as well as the proposed number of parking spaces including bicycle and motorcycle parking.  
**Coordinate/discuss with Zoning.**
3. Private entrance off 4<sup>th</sup> will need to be modified (curb return type design, review COA std dwg 2426 to comply with this requirement) to address ADA compliance and DPM design requirements.
4. Bulb Out off 4<sup>th</sup> Street:
  - What is the purposed for this bulb out? Parking/ Loading Zone? Provide signage to define its function off COA ROW public street.
5. **Lot ( 909 4<sup>th</sup> SW):**
  - The lot belongs to to the Community Center and needs to be shown on site plan **(Being used for over flow parking).**
  - There are two drivepads. One drivepad is shared with the northern property and will need to be close as it serves no function at present moment. See comment 26 notes to provide closure notes.
6. **The scale must be shown on the plan. Per the Development Process Manual, Chapter 27, Section 2, Part B.1, on the following scales may be used:**

1" = 20'	1" = 40'
1" = 50'	1" = 100' (for overall layouts only)
7. Identify all existing access easements and rights of way width dimensions.
8. Identify the right of way width, medians, curb cuts, and street widths on **Atlantic Ave and 4<sup>th</sup> St.**

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## 9. The minimum parking stall dimensions are:

Type of parking	Min. Width	Min. Length	Min. Overhang
Standard	8.5'	18'	2'
Compact	7.5'	15'	1.5'
<b>Motorcycle</b>	<b>4'</b>	<b>8'</b>	<b>N/A</b>
<b>ADA</b>	<b>8.5'</b>	<b>18'</b>	<b>2'</b>

10. The ADA accessible spaces must include an access aisle. Van accessible aisles should be 8ft wide; all others should be 5ft wide.
11. The ADA accessible parking sign must have the required language per 66-7-352.4C NMSA 1978 **"Violators Are Subject to a Fine and/or Towing."** Please call out detail and location of signs.
12. The ADA access aisles shall have the words **"NO PARKING"** in capital letters, each of which shall be at least one foot high and at least two inches wide, placed at the rear of the parking space so as to be close to where an adjacent vehicle's rear tire would be placed. (66-1-4.1.B NMSA 1978). Provide detail for access aisle striping, symbol, and sign face detail.
13. ADA curb ramps must be updated to current standards and have truncated domes installed (**Corner of Atlantic/4<sup>th</sup>**). Verify.
14. Motorcycle parking spaces shall be designated by its own conspicuously posted upright sign, either free-standing or wall mounted per the zoning code. Label pavement MC. Provide details for sign face and pavement marking.

### **Bicycle Rack requirements below (if applicable):**

15. All bicycle racks shall be designed according to the following guidelines:
  - a. The rack shall be a minimum 30 inches tall and 18 inches wide.
  - b. The bicycle frame shall be supported horizontally at two or more places. Comb/toaster racks are not allowed.
  - c. The rack shall be designed to support the bicycle in an upright position. See the IDO for additional information.
  - d. The rack allows varying bicycle frame sizes and styles to be attached.
  - e. The user is not required to lift the bicycle onto the bicycle rack.
  - f. Each bicycle parking space is accessible without moving another bicycle.
16. Bicycle racks shall be sturdy and anchored to a concrete pad.
17. A 1-foot clear zone around the bicycle parking stall shall be provided.
18. Bicycle parking spaces shall be at least 6 feet long and 2 feet wide.

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19. Per the DPM, a 6 ft. wide ADA accessible pedestrian pathway is required from the public sidewalk to the building entrances. Please clearly show this pathway and provide details.
20. Per DPM, a 6 ft. wide ADA accessible pedestrian pathway is required from the ADA parking stall access aisles to the building entrances. Please clearly show this pathway and provide details.
21. Provide a copy of refuse approval.
22. Fire 1 approved plan needs to be provided.
23. All one-way drives shall have "One Way" and "Do Not Enter" signage and pavement markings. Please show detail and location of posted signs and striping.
24. Please provide a sight distance exhibit (if applicable for any proposed landscaping at driveway entrance-If applicable).
25. Show the clear sight triangle and add the following note to the plan: "Landscaping and signage will not interfere with clear sight requirements. Therefore, signs, walls, trees, and shrubbery between 3 and 8 feet tall (as measured from the gutter pan) will not be acceptable in the clear sight triangle.
26. Unused curb cuts must be replaced with sidewalk and curb & gutter. A build note must be provided referring to the appropriate City Standard drawing (2430 & 2415A). This drivepad will need to be close adjacent to power pole and building wall (show closure on plans).
27. Delete 1-parking stall at drive aisle (south of trash bin) to assure 22 ft of aisle is provided for circulation (If applicable).
28. **Shared Site access (between lots on 907 & 909 4<sup>th</sup> St SW):** driveways that straddle property lines, or are entirely on one property but are to be used by another property, shall have an access easement. Please include a copy of your shared access agreement with the adjacent property owner.
29. Please specify the City Standard Drawing Number when applicable.
30. Add a note stating "All broken or cracked sidewalk must be replaced with sidewalk and curb & gutter." A build note must be provided referring to the appropriate City Standard drawing (2430 & 2415A).
31. Please provide a letter of response for all comments given.

## **Once corrections are complete resubmit**

1. The Traffic Circulation Layout
2. A Drainage Transportation Information Sheet (DTIS)
3. Send an electronic copy of your submittal to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov).
4. A copy of receipt for the **Initial Submittal fee** and a **\$75 re-submittal fee**.

**for log in and evaluation by Transportation.**

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If you have any questions, please contact me at (505) 924-3630.

Sincerely,

Nilo Salgado-Fernandez, P.E.  
Senior Traffic Engineer, Planning Dept.  
Development Review Services

C: CO Clerk, File

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[www.cabq.gov](http://www.cabq.gov)