



**Environmental
Planning
Commission**

**Agenda Number: 4
Project #: PR-2020-004457
Case #: SI-2021-00651,
VA-2021-00145
Hearing Date: June 17, 2021**

Staff Report

Agent Rio Grande Engineering, LLC
Applicant Barbara Mueller
Request Site Plan – EPC, Variance - EPC
Legal Description Tract 22, Volcano Cliffs Subdivision, Unit 6
Location Quivira Drive, between Vista Vieja, and Retablo (No address is currently assigned)
Size Approximately 8 acres
Existing Zoning RA

Staff Recommendation

DEFERRAL of PR-2021-004457, SI-2021-00651, VA-2021-00145 at the applicant's request, for one month to the July 15, 2021 EPC Hearing.

**Staff Planner
Sergio Lozoya**

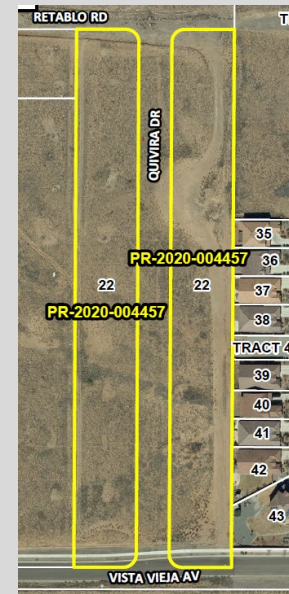
Summary

The request is for a Site Plan – EPC and a Variance – EPC for an approximately 8-acre site, comprised of two parcels, legally described as Tract 22, Volcano Cliffs Subdivision Unit 6, located on Quivira Drive, between Vista Vieja Avenue, and Retablo Road (the subject site).

The applicant proposes to:

1. Create a site plan for the undeveloped lot, to include subdivision of the site for 23 lots and one drainage tract. No homes are proposed at this time (Site Plan – EPC).
2. To vary the required 45-foot buffer for properties adjacent to open space pursuant to IDO 14-16-5-2(J) Major Public Open Space Edges (Variance – EPC).

The applicant is requesting deferral to allow additional time to complete required application materials.



From: [David Soule](#)
To: [Lozoya, Sergio](#)
Subject: RE: Deferral Request - Project Memo
Date: Friday, May 28, 2021 3:30:27 PM

thank you based upon your comments of being incomplete and your recommendation we request a 30-day deferral
David Soule

From: Lozoya, Sergio [mailto:slozoya@cabq.gov]
Sent: Friday, May 28, 2021 3:28 PM
To: 'David Soule'
Subject: Deferral Request - Project Memo

Hello David,

Due to the incomplete nature of the application, we are recommending a deferral request. Please provide an email indicating a request for deferral for 30 days to the July 15, 2021 EPC Hearing date.

Missing items include:

1. IDO 6-4 (B) Pre-Application Meeting to include both Variance – EPC and Site Plan - EPC
 - a. 6-4(B)(2) A pre-application meeting with City staff is required for those types of applications indicated in Table 6-1-1, and those types of applications will not be accepted until a pre-application meeting is held.
 - b. Meeting cannot be held until after the deadline to submit materials for full consideration by Staff (June 7th).

2. IDO 6-4 (C) Pre Submittal Neighborhood Meeting to include both Variance – EPC and Site Plan - EPC
 - a. 6-4(C)(1) For those types of applications where Table 6-1-1 requires a meeting with a neighborhood to be offered, the applicant shall offer at least 1 meeting to all Neighborhood Associations whose boundaries include or are adjacent to the subject before filing the application. In such cases, project applications will not be accepted until a pre-submittal neighborhood meeting has been held, or the requirements for a reasonable attempt in Subsection (3) below have been met.

Please thoroughly review all requirements for Pre Submittal Neighborhood Meeting
(For example: 6-4(C)(5) The pre-submittal neighborhood meeting shall be facilitated by the City's Alternative Dispute Resolution (ADR) Office...)

3. IDO 6-6(N)(3) Review and Decision Criteria for Variance – EPC
 - a. Please provide a project letter indicating the Variance request, proposed variance, and fulfillment of the criterion described in section 6-6(N)(3) Review and Decision Criteria

4. Sensitive Lands Avoidance Form (attached to this e-mail).
5. 6-4(K) Public Notice as required for both Site Plan – EPC, and Variance – EPC
6. Updated project letter for IDO 6-6(J)(3) Review and Decision Criteria for Site Plan - EPC

I have attached the project memo discussed during our Zoom meeting , along with the Sensitive Lands Avoidance Form. Please ensure that all missing items are accounted for.

Thank you,



SERGIO LOZOYA

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