Agent: Sunset Memorial Park

Applicant: Sunset Memorial Park

Request: Site Plan-EPC

Legal Description: All or a portion of Tract 1 Plat of Tracts 1 & 2 Sunset Memorial Park

Location: 924 Menaul Blvd. NE, between Edith Blvd. NE and I-25

Size: Approximately 40 acres

Existing Zoning: NR-SU, Non-Residential Sensitive Use

Staff Recommendation

APPROVAL of Project #2019-002807, Case # SI-2019-00297, based on the Findings and subject to the Conditions of Approval within this report.

Summary of Analysis

This request is for approval of a Site Plan-EPC for an approximately 40 acre site known as Sunset Memorial Park (SMP) (924 Menaul Blvd. NE). The applicant proposes a Site Plan that will allow for incremental improvements. This comprehensive, longer-term plan will guide future growth and allow SMP to provide sustainable cemetery improvements on the remaining undeveloped land at SMP. Incremental improvements proposed in the Site Plan will continue the cemetery-only land use and SMP’s commitment to provide the community with vital cemetery and funeral home facilities, services, and resources.

The subject site is in an Area of Consistency as designated by the Comprehensive Plan. The applicant notified affected neighborhood organizations and property owners within 100 feet of the subject site. There is no known opposition.

Map
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ATTACHMENTS
I. INTRODUCTION

Surrounding zoning, plan designations, and land uses:

<table>
<thead>
<tr>
<th></th>
<th>Zoning</th>
<th>Comprehensive Plan Area</th>
<th>Land Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>NR-SU</td>
<td>Area of Consistency</td>
<td>Cemetery</td>
</tr>
<tr>
<td>North</td>
<td>NR-LM, PD</td>
<td>Area of Change</td>
<td>Commercial Services, Multi-family</td>
</tr>
<tr>
<td>South</td>
<td>NR-SU</td>
<td>Area of Consistency</td>
<td>Cemetery</td>
</tr>
<tr>
<td>East</td>
<td>MX-M, NR-LM</td>
<td>Area of Change</td>
<td>Industrial</td>
</tr>
<tr>
<td>West</td>
<td>MX-M</td>
<td>Area of Consistency</td>
<td>Industrial</td>
</tr>
</tbody>
</table>

Proposal

This request is for approval of a Site Plan-EPC for an approximately 40 acre site known as Sunset Memorial Park (SMP) located at 924 Menaul Blvd. NE, between Edith Blvd. NE and I-25. The legal description for the site is All or a portion of Tract 1 Plat of Tracts 1 & 2 Sunset Memorial Park.

The request is for EPC approval of a Site Plan that will allow for incremental improvements. The comprehensive, longer-term plan that will guide future growth and allow SMP to provide sustainable cemetery improvements on the remaining undeveloped land at SMP. These improvements will closely follow recent development style, preserve local heritage, and enhance the character of the neighborhood and overall community. Improvements will closely match the design style and character of those developed since the cemetery initially opened to preserve the highly-visible land form and vital land use. These improvements include additional cemetery grave sections, mausoleums, niche courts and cremation gardens, administrative and support buildings, roads, walkways, and utilities.

Incremental improvements proposed in the Site Plan will continue the cemetery-only land use and SMP’s commitment to provide the community with vital cemetery and funeral home facilities, services and resources.
Below is a list of projects proposed for Sunset Memorial Park.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Acreage</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Camino Encantado - Phase 2</td>
<td>0.16</td>
<td>0.4%</td>
</tr>
<tr>
<td>2</td>
<td>Security Fencing &amp; Perimeter Niches</td>
<td>0.07</td>
<td>0.2%</td>
</tr>
<tr>
<td>3</td>
<td>Sunset House</td>
<td>0.07</td>
<td>0.2%</td>
</tr>
<tr>
<td>4</td>
<td>Operations &amp; Maintenance Compounds</td>
<td>0.19</td>
<td>0.5%</td>
</tr>
<tr>
<td>5</td>
<td>Block 28 Expansion</td>
<td>0.35</td>
<td>0.9%</td>
</tr>
<tr>
<td>6</td>
<td>Block 28 Improvements</td>
<td>0.02</td>
<td>0.1%</td>
</tr>
<tr>
<td>7</td>
<td>Pueblo Esperanza Expansion - Multi. Phases</td>
<td>1.42</td>
<td>3.6%</td>
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<tr>
<td>8</td>
<td>Future Development</td>
<td>0.79</td>
<td>2.0%</td>
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<tr>
<td></td>
<td><strong>Sum</strong></td>
<td><strong>7.7%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Zoning**

The proposed project is classified under non-residential special use Non Residential – Sensitive Use Zone District (NR-SU) zoning category.

The purpose of the NR-SU zone district is to accommodate highly specialized public, civic, institutional, or natural resource-related uses that require additional review of location, site design, and impact mitigation to protect the safety and character of surrounding properties. Uses that require NR-SU zoning are not allowed in base zone districts and are shown in Table 4-2-1 of the IDO.

The following uses require an NR-SU zone district: Airport, Campground or Recreational Vehicle Park, Cemetery, Correctional Facility, Crematorium, Fairgrounds, Fire or Police Station, Natural Resource Extraction, Solid Waste Convenience Center, Stadium or Racetrack, Waste and/or Recycling Transfer Station.

**Environmental Planning Commission (EPC) Role**

The EPC’s role in the review of Site Plan requests is to determine if the request fulfills applicable requirements in the Integrated Development Ordinance (IDO) including, but not limited to, the Review and Decision Criteria for Site Plan-EPC in IDO 14-16-6-6(H)(3), p. 398. The EPC is the final decision-making body for the site plan, unless the EPC’s decision is appealed. Any appeal would be heard by the Land Use Hearing Officer (LUHO), who would hear the case in a public hearing and provide a written recommendation to the City Council. The City Council would make the final decision for any appeal.
History/Background

Sunset Memorial Park has been a valued cemetery land use in Albuquerque since it opened in 1929. Since that time, all improvements have been made incrementally based on timely need in support of that land use, including development of cemetery grave sections, mausoleums, niche courts and cremation gardens, administrative/support buildings, roads, walkways, and utilities.

The latest Site Development Plan (SDP) that has guided cemetery development was approved in 8/1987 and has had fourteen improvements approved by Administrative Amendment to the initial documents and completed incrementally since that time.

Following application for the latest SDP Administrative Amendment for additional cemetery improvements, approved in 2015, CABQ Planning Staff informed SMP that no additional improvements would be allowed under the approved 1987 plan, and that a new SDP would be required for future development. The Sunset Memorial Master Drainage Plan was developed in 2015 to support earlier projects.

The original request for this EPC case was for a Master Development Plan. This was done in the past but changed with the adoption of the IDO. A Master Development Plan is only available with NR-BP zoned properties. As mentioned this site is zoned NR-SU. The applicant elected to call it a Master Site Plan which will allow for incremental improvements.

Below is a list of projects completed for Sunset Memorial Park. Projects have been relatively small in nature.

<table>
<thead>
<tr>
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<th>Description</th>
<th>Acreage</th>
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</thead>
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<td></td>
<td><strong>Projects Completed Since 2008</strong></td>
<td></td>
<td></td>
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<tr>
<td>1</td>
<td>Centennial Urn garden (Phase 1 &amp; 2)</td>
<td>0.5</td>
<td>1.3%</td>
</tr>
<tr>
<td>2</td>
<td>Best Friends Forever Pet Section</td>
<td>0.18</td>
<td>0.5%</td>
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<tr>
<td>3</td>
<td>Plaza Esperanza</td>
<td>0.47</td>
<td>1.2%</td>
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<tr>
<td>4</td>
<td>Pueblo Esperanza</td>
<td>0.12</td>
<td>0.3%</td>
</tr>
<tr>
<td>5</td>
<td>Crematory Building</td>
<td>0.04</td>
<td>0.1%</td>
</tr>
<tr>
<td>6</td>
<td>Camino Encantado - Ph. 1</td>
<td>0.34</td>
<td>0.9%</td>
</tr>
<tr>
<td>7</td>
<td>Block 28: Grave Section</td>
<td>0.41</td>
<td>1.0%</td>
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<tr>
<td></td>
<td><strong>Sum</strong></td>
<td></td>
<td>2.0%</td>
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</table>

Projects completed prior to 2008 include the Chester T. French Memorial Mausoleum, Freedom Way Mausoleum, Cemetery Offices, Vehicle Entrances and the Operations & Maintenance Compound.
Context

The existing land use is for Cemetery use and is surrounded primarily by Cemetery, Commercial Services, and Industrial with some Multi-Family to the north. It is adjacent to I-25 and I-40 transportation corridors.

The business currently operates out of their offices at 924 Manual Blvd NE and plans to make improvements over time that will closely match the design style and character of those developed since the cemetery initially opened in 1929 in order to preserve the highly-visible land form and vital community land use. These improvements include additional cemetery grave sections, mausoleums, niche courts and cremation gardens, administrative and support buildings, roads, walkways, and utilities.

Parking is providing throughout the site – along the roads in the cemetery as well as dedicated parking spaces and ADA spaces. The cemetery has green grass, mature trees, shrubs and flowers.

The proposed project is classified under non-residential special use (NR-SU) zoning category. All improvements would fully comply with the city Integrated Development Ordinance (IDO), and all city building requirements for this land use. The intention of the improvements are to help better serve the community, improve the operations of the business, and upgrade the facility and site in order to add value to the neighborhood and city.

Roadway System

The Long Range Roadway System (2040 LRRS) map, produced by the Mid-Region Council of Governments (MRCOG), includes existing roadways and future recommended roadways along with their regional role.

• Menaul Blvd is functionally classified as a Principal Arterial currently, and is projected to be a Community Principal Arterial in the LRRS.

Comprehensive Plan Corridor Designation

The site is adjacent to Menaul Blvd., which is classified as a multi-modal corridor.

Trails/Bikeways

The Long Range Bikeway System (LRBS) indicates Edith Blvd is an existing Bicycle Route, and includes a proposed Paved Trail along the east side of Edith Blvd in the project area, from approximately Prospect Avenue south.

Transit

The subject site is near the Menaul Route 8, which runs Weekdays, Saturdays and Sundays.

Public Facilities/Community Services

Please refer to the Public Facilities Map in the packet for a complete listing of public facilities and community services located within one mile of the subject site.
II. ANALYSIS OF CITY PLANS AND ORDINANCES

Integrated Development Ordinance (IDO)

This application for a Site Plan – EPC meets all of the following criteria:

- The Site Plan is consistent with the ABC Comp Plan, as amended. See the ABC Comprehensive Plan section below.
- The Site Plan is consistent with any applicable terms and conditions in any previously approved NR-SU or PD zoning covering the property and any related development agreements and/or regulations.
- The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property.
- The City's existing infrastructure and public improvements, including but not limited to its street, trail, drainage, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the extent practicable.
- The application mitigates any significant adverse impacts on the surrounding area to the maximum extent practicable.

The project design is in conformity with the project location within the Sunset Memorial Park. The redundant older buildings will be demolished and replaced with a more appealing and functional building, while keeping and improving upon the native high desert landscaping. The site plan is in alignment with the surrounding cemetery grounds and IDO, NR-SU land zone criteria. Several of the existing mature trees on the property will be retained and landscaping trees and plants will be added to enhance the aesthetics of the existing site. The landscaping follows the requirements and guidelines of the IDO and calls for plant species appropriate to the local climate, and as required in the Albuquerque Plant Palette List. The proposed landscape plan is designed with understanding of water and soil erosion, and environmental conservation values of the environment and local community, and matches goals of the ABC Comprehensive Plan and requirements of the IDO.

Character Protection Overlay

The subject site is in Martineztown/Santa Barbara Character Protection Overlay Zone (CPO)-7.

Albuquerque / Bernalillo County Comprehensive Plan (Rank 1)

The subject site is in an Area of Consistency as designated by the Comprehensive Plan.

Applicable Goals and Policies that are addressed in the plan include:

- **Goal 4.1 Character: Enhance, protect, and preserve distinct communities.**
- **Policy 4.1.1 Distinct Communities: Encourage quality development that is consistent with the distinct character of communities [ABC]**
- **Policy 4.1.2 Identity and Design: Protect the identity and cohesiveness of neighborhoods by ensuring the appropriate scale and location of development, mix of uses, and character**
of building design. [ABC]

- **Policy 4.1.3 Placemaking:** Protect and enhance special places in the built environment that contribute to distinct identity and sense of place. [ABC]

- **Policy 4.1.4 Neighborhoods:** Enhance, protect, and preserve neighborhoods and traditional communities as key to our long-term health and vitality. [ABC]

- **Policy 8.1.3 Economic Base:** Strengthen and diversify the economic base to help reduce reliance on government spending. [ABC]

- **Policy 5.6.3 Areas of Consistency:** Protect and enhance the character of existing single-family neighborhoods, areas outside of Centers and Corridors, Parks, and Major Public Open Space. [ABC]

- **Policy 11.1.4 Local Heritage:** Keep local traditions and heritage alive and cultivate neighborhoods and rural areas as safe and excellent places to live and raise families. [ABC]

The proposed Site Plan is consistent with the goals of the [ABC] Comprehensive Plan. The proposed cemetery improvements respond to the City of Albuquerque’s increasing economic health, population growth, and desires to improve the community’s vitality, identity, and character. (Policies 4.1.4 Neighborhoods, 8.1.3 Economic Base, and 5.6.3 Areas of Consistency)

The project site is located along a major vehicular entry into the city and has been an operating cemetery and vital community resource since 1929. The location of the cemetery makes it a highly recognizable open space-type land form and vital repository of family history for residents of the overall community. Proposed improvements will allow this important community resource to continue well into the future. (Policies 4.1.1 Distinct Communities, 4.1.2 Identity and Design, 4.1.3 Placemaking, and 4.1.4 Neighborhoods, 5.6.3 Areas of Consistency, and 11.1.4 Local Heritage)

The project design recognizes the need to add new burial and cremation options in a way that responsibly maximizes the remaining cemetery space available while continuing to provide the valued regional design styles and character that helps preserve local heritage and enhance cultural resources of the area, and connect the property to the adjacent historic Santa Barbara-Martineztown Neighborhood and surrounding community areas (Policy 4.1.4 Neighborhoods).

The project proposes needed improvements to allow the cemetery to continue to provide valued long-term cemetery, crematorium, and funeral home services to the local community, while improving the functions, aesthetics, and sustainability of its facilities. The proposed improvements will ensure SMP can continue to provide vital cemetery and funeral home facilities and services to an ever-increasing community population, and are proposed to continue to improve the functionality, attractiveness, and sustainability of the business location (Policy 8.1.3 Economic Base).
III. AGENCY & NEIGHBORHOOD CONCERNS

Reviewing Agencies

City departments and other interested agencies reviewed this application prior to the EPC Hearing. Few agency comments were received and none were adverse to the request. Refer to the agency comments at the end of the staff report.

Neighborhood/Public

The applicant notified the following affected neighborhood organizations as required:

North Valley Coalition, Martineztown Work Group, Santa Barbara Martineztown NA, and the Semillas y Raices Neighborhood Community Group.

Property owners within 100 feet of the subject site were also notified, as required. A neighborhood meeting was held on 7/19/19. One resident from Santa Barbara Martineztown NA / Martineztown Work Group attended. Comments were favorable.

There were no other requests for a facilitated meeting and no opposition to this correspondence. All correspondence is included in submittal packet.

IV. CONCLUSION

This request is for a Site Plan-EPC for an approximately 40 acre site known as Sunset Memorial Park (924 Menaul Blvd. NE). The applicant proposes a Site Plan that will allow for incremental improvements. This comprehensive, longer-term plan will guide future growth and allow SMP to provide sustainable cemetery improvements on the remaining undeveloped land at SMP. These improvements will closely follow recent development style, preserve local heritage, and enhance the character of the neighborhood and overall community. Incremental improvements proposed in the Site Plan will continue the cemetery-only land use and SMP’s commitment to provide the community with vital cemetery and funeral home facilities, services, and resources. The subject site is in an Area of Consistency as designated by the Comprehensive Plan. The applicant notified affected neighborhood organizations and property owners within 100 feet of the subject site. There is no known opposition.

Staff finds that the request meets IDO requirements and recommends approval subject to conditions to provide clarification and ensure that all applicable requirements are met.

Staff recommends approval.
FINDINGS — SI-2019-00297, October 10, 2019--Site Plan-EPC

1. This request is for a site plan for an approximately 40 acre site known as Sunset Memorial Park (924 Menaul Blvd. NE).

2. The subject site is zoned NR-SU (Non-residential – Sensitive Use Zone District). The site is an existing cemetery and the applicant proposes to further develop and consolidate their operations into a single operating location, and upgrade and update their facilities to better serve the community.

3. The subject site is in an area that the Comprehensive Plan has designated an Area of Consistency. The subject site is adjacent to Menaul Blvd. multi-modal corridor.

4. The Albuquerque/Bernalillo County Comprehensive Plan and the Integrated Development Ordinance (IDO) are incorporated herein by reference and made part of the record for all purposes.

5. The Site Plan is consistent with the ABC Comp Plan, as amended. ((6-6(H)(3)(a)), including:
   a. Goal 4.1 Character: Enhance, protect, and preserve distinct communities.
   b. Policy 4.1.1 Distinct Communities: Encourage quality development that is consistent with the distinct character of communities [ABC]
   c. Policy 4.1.2 Identity and Design: Protect the identity and cohesiveness of neighborhoods by ensuring the appropriate scale and location of development, mix of uses, and character of building design. [ABC]
   d. Policy 4.1.3 Placemaking: Protect and enhance special places in the built environment that contribute to distinct identity and sense of place. [ABC]
   e. Policy 4.1.4 Neighborhoods: Enhance, protect, and preserve neighborhoods and traditional communities as key to our long-term health and vitality. [ABC]
   f. Policy 8.1.3 Economic Base: Strengthen and diversify the economic base to help reduce reliance on government spending. [ABC]
   g. Policy 5.6.3 Areas of Consistency: Protect and enhance the character of existing single-family neighborhoods, areas outside of Centers and Corridors, Parks, and Major Public Open Space. [ABC]
   h. Policy 11.1.4 Local Heritage: Keep local traditions and heritage alive and cultivate neighborhoods and rural areas as safe and excellent places to live and raise families. [ABC]

6. The Site Plan is consistent with any applicable terms and conditions in any previously approved NR-SU or PD zoning covering the property and any related development agreements and/or regulations. ((6-6(H)(3)(b))

7. The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property. ((6-6(H)(3)(c))
8. The City's existing infrastructure and public improvements, including but not limited to its street, trail, drainage, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the extent practicable. ((6-6(H)(3)(d))

9. The application mitigates any significant adverse impacts on the surrounding area to the maximum extent practicable. ((6-6(H)(3)(e))

10. The applicant notified the following affected neighborhood organizations as required: North Valley Coalition, Martineztown Work Group, Santa Barbara Martineztown NA, and the Semillas y Raices Neighborhood Community Group. Property owners within 100 feet of the subject site were also notified, as required. There were no requests for a facilitated meeting and no opposition to this correspondence. As of this writing, Staff has not received any comments. There is no known opposition.

RECOMMENDATION - SI-2019-00297, October 10, 2019

APPROVAL of Project #: 2019-002807, Case #: SI-2019-00297, a Site Plan-EPC for SUNSET PARK CEMETERY located at 924 Menaul Blvd. NE, between Edith Blvd. NE and I-25.

CONDITIONS OF APPROVAL –SI-2019-00297, October 10, 2019

1. The EPC delegates final sign-off authority of this site development plan to the Development Review Board (DRB) to ensure all technical issues are resolved. The DRB is responsible for ensuring that all EPC Conditions have been satisfied and that other applicable City requirements have been met. A letter shall accompany the submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals.

2. The applicant shall meet with the Staff planner prior to applying to the DRB to ensure that all conditions of approval are met. Upon receiving final approvals, the applicant shall submit a finalized version of the site plan for filing at the Planning Department.

Linda Rumpf
Staff Planner

Notice of Decision cc list:
List will be finalized subsequent to the EPC hearing on October 10, 2109.
AGENCY COMMENTS

PLANNING DEPARTMENT

Long Range Planning

Address: 924 Menaul Blvd NE
IDO Zoning: NR-SU
Request: Site Plan – EPC
Requested IDO Zoning: N/A

Comments for Site Plan

The Comprehensive Plan generally encourages that new development be consistent with the existing surrounding development. The proposed development described in the Site Plan – EPC is consistent with the existing development on the site and would allowed for continued use of the site as a cemetery. The Site Plan includes design guidelines that will help ensure that future development is consistent with existing development.

Note that in the IDO, a Master Development Plan only applies to plans for development in the NR-BP zone district, intended to provide guidelines for development for a large, business park site. This application and the accompanying plan should be considered a Site Plan – EPC, not a Master Development Plan.

Metropolitan Redevelopment

No comments

Hydrology

DRB Project Number: 2019-002807 Hearing Date: 10-10-19
Project: Sunset Memorial Park Agenda Item No:

☐ Sketch Plat ☐ Minor Preliminary / Final Plat ☐ Preliminary Plat ☐ Final Plat
☐ Temp Sidewalk Deferral ☐ Sidewalk Waiver/Variance ☐ Site Plan for Bldg. Permit ☐ Site Plan for Subdivision
☐ IIA Extension ☐ DPM Variance ☐ Vacation of Public Easement ☐ Vacation of Public Right of Way

ENGINEERING COMMENTS:

- Hydrology recommends that final signoff of this Site Plan be delegated to the Development Review Board. An approved Grading and Drainage plan will be required prior to Site Plan approval at DRB and Building Permit.

Neighborhood Coordination

No comments

Transportation Development Services

No comments

Zoning / Code Enforcement

Solid Waste: Need to clearly indicate all existing/to remain refuse areas on Pgs. #3/#11, to verify the new/proposed improvements/expansions will not hinder any existing refuse collection service.
MUNICIPAL DEVELOPMENT DEPARTMENT (DMD) TRANSPORTATION
   No comments

POLICE DEPARTMENT/PLANNING
   No comments

SOLID WASTE MANAGEMENT DEPARTMENT
   No comments

TRANSIT DEPARTMENT
   No comments

ABC WATER UTILITY AUTHORITY (ABCWUA)
   SI-2019-00297 – Master Site Plan
   • Identification: UPC – 101505915021531426
     a. No adverse comment to the proposed site improvements.
     b. The site is currently receiving service.
        1) If new structures are proposed in the future then an availability statement shall be requested to ensure that fire flow requirements can be met. Requests can be made at the following link:
           ii. Request shall include a City Fire Marshal approved Fire 1 Plan, zone map showing the site location, and a Utility Plan (showing the domestic water, sanitary sewer, and proposed fire protection).

ALBUQUERQUE PUBLIC SCHOOLS
   APS Case Comments: No adverse impacts.

ALBUQUERQUE METROPOLITAN ARROYO FLOOD CONTROL (AMAFCA)
   No objections

COUNTY OF BERNALILLO
   No comments

MID-REGION COUNCIL OF GOVERNMENTS (MRCOG) / MID-REGION METROPOLITAN PLANNING ORGANIZATION (MRMPO)
   MRMPO has no adverse comments.
   Informational purposes:
   • Menaul Blvd is an Intelligent Transportation System (ITS) Corridor. Please consult the reviewing agency's Traffic Engineering and/or ITS Department with any questions regarding ITS infrastructure.
- Menaul Blvd is functionally classified as a Principal Arterial currently, and is projected to be a Community Principal Arterial in the LRRS.
- The LRBS indicates Edith Blvd is an existing Bicycle Route, and includes a proposed Paved Trail along the east side of Edith Blvd in the project area, from approximately Prospect Avenue south (see green dotted line in image to the right).

PUBLIC SERVICE COMPANY OF NEW MEXICO
  No comments
NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT)
  No comments
MIDDLE RIO GRANDE CONSERVANCY DISTRICT
  No comments
NM GAS COMPANY
  No comments
PETROGLYPH NATIONAL MONUMENT
  No comments
AVIATION DEPARTMENT
  No comments
KIRTLAND AIR FORCE BASE
  No comments
PHOTOS
Mausoleum

Menaul Blvd. NE, north of subject site
Edith Blvd. NE, west of subject site

Adjacent gravel pit
ZONING

Please refer to the Integrated Development Ordinance (IDO) for specifics regarding the NR-SU zone.
### Administrative Decisions
- Archaeological Certificate (Form P3)
- Historic Certificate of Appropriateness – Minor (Form L)
- Alternative Signage Plan (Form P3)
- Minor Amendment to Site Plan (Form P3)
- WTF Approval (Form W1)

### Decisions Requiring a Public Meeting or Hearing
- Site Plan – EPC including any Variances – EPC (Form P1)
- Master Development Plan (Form P1)
- Historic Certificate of Appropriateness – Major (Form L)
- Demolition Outside of HPO (Form L)
- Historic Design Standards and Guidelines (Form L)
- Wireless Telecommunications Facility Waiver (Form W2)

### Policy Decisions
- Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)
- Adoption or Amendment of Historic Designation (Form L)
- Amendment of IDO Text (Form Z)
- Annexation of Land (Form Z)
- Amendment to Zoning Map – EPC (Form Z)
- Amendment to Zoning Map – Council (Form Z)

### Appeals
- Decision by EPC, LC, ZHE, or City Staff (Form A)

### APPLICATION INFORMATION
- **Applicant:** Sunset Memorial Park
- **Phone:** (505) 345-3536
- **Email:** BLisk@Sunset-Memorial.org
- **Address:** 924 Menaul Blvd NE
- **City:** Albuquerque
- **State:** NM
- **Zip:** 87107

### BRIEF DESCRIPTION OF REQUEST
**Updating Master Development / Site Plan for Already Established (1929) Cemetery**

### SITE INFORMATION
- **Lot or Tract No.:** Tract 1
- **Block:** MRGC Map No.: UPC Code: 10150591522163
- **Subdivision/Addition:** Sunset Memorial Park
- **Zone Atlas Page(s):** H-15-Z
- **Existing Zoning:** SU
- **Number of Existing Lots:**
- **Total Proposed Lots:** ~40

### LOCATION OF PROPERTY BY STREETS
- **Site Address/Street:** 924 Menaul Blvd
- **Between:** EDITH
- **and:** I-25

### CASE HISTORY
(List any current or prior project and case number(s) that may be relevant to your request.)

### Signature
- **Christopher Reiker**

### FOR OFFICIAL USE ONLY

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<th>Case Numbers</th>
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</tbody>
</table>

### Meeting/Hearing Date:
- **October 11, 2019**

### Staff Signature: Yagi
- **Date:** 8-29-19
- **Payment:** $555
- **Project #**: PR-2019-002807
IDO Zone Atlas
May 2018

IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones are established by the Integrated Development Ordinance (IDO).

For more details about the Integrated Development Ordinance visit: http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance
SIGN POSTING AGREEMENT

REQUIREMENTS

POSTING SIGNS ANNOUNCING PUBLIC HEARINGS

All persons making application to the City under the requirements and procedures established by the City Zoning Code or Subdivision Ordinance are responsible for the posting and maintaining of one or more signs on the property which the application describes. Vacations of public rights-of-way (if the way has been in use) also require signs. Waterproof signs are provided at the time of application. If the application is mailed, you must still stop at the Development Services Front Counter to pick up the sign.

The applicant is responsible for ensuring that the signs remain posted throughout the 15-day period prior to public hearing. Failure to maintain the signs during this entire period may be cause for deferral or denial of the application. Replacement signs for those lost or damaged are available from the Development Services Front Counter at a charge of $3.75 each.

1. LOCATION
   A. The sign shall be conspicuously located. It shall be located within twenty feet of the public sidewalk (or edge of public street). Staff may indicate a specific location.
   B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
   C. No barrier shall prevent a person from coming within five feet of the sign to read it.

2. NUMBER
   A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
   B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

3. PHYSICAL POSTING
   A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
   B. Large headed nails or staples are best for attaching signs to a post or backing; the sign tears out less easily.

4. TIME

   Signs must be posted from ___________________________ to ___________________________

5. REMOVAL
   A. The sign is not to be removed before the initial hearing on the request.
   B. The sign should be removed within five (5) days after the initial hearing.

I have read this sheet and discussed it with the Development Services Front Counter Staff. I understand (A) my obligation to keep the sign(s) posted for (15) days and (B) where the sign(s) are to be located. I am being given a copy of this sheet.

__________________________    __________________________
(Applicant or Agent)            (Date)

I issued _____ signs for this application, __________________________

(Date)    __________________________
(Staff Member)

PROJECT NUMBER: __________________________

Rev. 1/11/05
Chris Keller, President  
Sunset Memorial Park  
924 Menaul Blvd NE  
Albuquerque, NM 87107

September 13, 2019

Director of Planning  
City of Albuquerque  
600 2nd Street NW  
Albuquerque, NM 87102

Dear Director,

Please accept this Justification Letter as part of our application for approval of a Master Development Plan (MDP) for Sunset Memorial Park (SMP) in Albuquerque. We submit the following justifications as to why we believe the MDP should be approved to allow SMP to make proposed cemetery improvements.

A. Property Background / History
   1. The legal description for the property is:
      "All or part of Tract 1 of Tracts 1 & 2 Sunset Memorial Park, zoned NR-SU, located at 924 Menaul Boulevard NE, between Edith Boulevard and I-25, containing approximately 40.0 acres."
   2. Sunset Memorial Park has been a valued cemetery land use in Albuquerque since it opened in 1929. Since that time, all improvements have been made incrementally based on timely need in support of that land use, including development of cemetery grave sections, mausoleums, niche courts and cremation gardens, administrative/support buildings, roads, walkways, and utilities.
   3. The latest Site Development Plan (SDP) that has guided cemetery development was approved in 8/1987 and has had fourteen improvements approved by Administrative Amendment to the initial documents and completed incrementally since that time.
   4. Following application for the latest SDP Administrative Amendment for additional cemetery improvements, approved in 2015, CABQ Planning Staff informed SMP that no additional improvements would be allowed under the approved 1987 plan, and that a new SDP would be required for future development.
   5. In recent conversations with CABQ Urban Design and Development Division Manager, Russell Britto, it was recommended that the MDP process may be the more appropriate, with separate SDP approvals sought for individual improvement projects when needed.
   6. Mr. Britto also suggested that SMP request a Delegation of Approval Authority (DAA) of future development to CABQ Planning Staff to timely manage individual project review and approval.  
      *** See DAA section below for additional information. ***
B. Purpose

1. The purpose of this application for Site Plan - EPC approval of the Master Development Plan (MDP) documents is to seek approval of a comprehensive, longer-term plan that will guide future growth and allow SMP to provide sustainable cemetery improvements on the remaining undeveloped land at SMP. These improvements will closely follow recent development style, preserve local heritage, and enhance the character of the neighborhood and overall community.

2. MDP documents provided show recently approved cemetery improvements developed under the Site Plan, dated 8/1987, and all Administrative Amendments, and show proposed new areas and types of future cemetery development. Because cemetery developments respond closely to family needs, specific layouts of improvements will be determined at time of need with approval sought through the SDP process.

3. Incremental improvements proposed in the MDP will continue the cemetery-only land use and SMP’s commitment to provide the community with vital cemetery and funeral home facilities, services, and resources.

4. Proposed improvements will closely match the design style and character of those developed since the cemetery initially opened to preserve the highly-visible land form and vital land use. These improvements include additional cemetery grave sections, mausoleums, niche courts and cremation gardens, administrative and support buildings, roads, walkways, and utilities.

C. IDO Requirements per Section 14-16-6-6 (H) (3)

1. 6-6(H)(3)(a) The Site Plan is consistent with the ABC Comp Plan, as amended.
   
   Justification: SMP has been in operation since 1929 and has been an accepted land use within its initial location and subsequent zone designations adopted since the initial approval of the ABC Comp Plan. ***See additional ABC Comp Plan justification notes below.***

2. 6-6(H)(3)(b) The Site Plan is consistent with any applicable terms and conditions in any previously approved NR-SU or PD zoning covering the property and any related development agreements and/or regulations.
   
   Justification: SMP has complied with all terms and conditions in its previous zoning designation, including multiple improvements approved by Administrative Amendment to the initial Site Development Plan, dated 8/1987. SMP is an accepted use within its existing NR-SU zone.

3. 6-6(H)(3)(c) The Site Plan complies with all applicable provisions of the IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property.
   
   Justification: Previous improvements made at SMP were reviewed for compliance and approved per requirements of the previous Zoning Ordinance, with recent improvements since 2007 reviewed and approved by multiple SDP Administrative Amendments. All future improvements proposed in the MDP will be designed to comply with all IDO requirements and be submitted for City approval using individual Site Development Plan review processes for each incremental improvement.

4. 6-6(H)(3)(d) The City’s existing infrastructure and public improvements, including but not limited to its street, trail, drainage, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the extent practicable.
   
   Justification: The streets, vehicle entries, and walkways at SMP are private and are regularly maintained by SMP. All recent drainage improvements as part of previously proposed...
developments have been reviewed and approved by CABQ and State of New Mexico Hydrology Department Staff. Proposed cemetery improvements in the MDP will continue to have runoff managed on site to the highest degree possible, will be individually reviewed per CABQ SDP processes, and will not adversely affect infrastructure capacities in the area.

5. 6-6(H)(3)(e) The application mitigates any significant adverse impacts on the surrounding area to the maximum extent practicable.

Justification: SMP has been a positive visual and spiritual resource in its neighborhood and in greater Albuquerque for ninety years. Proposed improvements listed in the MDP will be completed in attractive architectural and landscape design styles so that it continues to be this important resource. No significant adverse impacts on the surrounding area will result from proposed cemetery development.

***Refer to graphic and support documents in the MDP submittal for additional information about existing and proposed cemetery site, building, and landscape developments.***

D. Albuquerque / Bernalillo County Comprehensive Plan (Rank 1)

The project site is located in an Area of Consistency as designated by the Comprehensive Plan.

Applicable Goals and Policies that are addressed in the plan include:

- **Goal 4.1 Character: Enhance, protect, and preserve distinct communities.**
- **Policy 4.1.1 Distinct Communities: Encourage quality development that is consistent with the distinct character of communities [ABC]**
- **Policy 4.1.2 Identity and Design: Protect the identity and cohesiveness of neighborhoods by ensuring the appropriate scale and location of development, mix of uses, and character of building design. [ABC]**
- **Policy 4.1.3 Placemaking: Protect and enhance special places in the built environment that contribute to distinct identity and sense of place. [ABC]**
- **Policy 4.1.4 Neighborhoods: Enhance, protect, and preserve neighborhoods and traditional communities as key to our long-term health and vitality. [ABC]**
- **Policy 8.1.3 Economic Base: Strengthen and diversify the economic base to help reduce reliance on government spending. [ABC]**
- **Policy 5.6.3 Areas of Consistency: Protect and enhance the character of existing single-family neighborhoods, areas outside of Centers and Corridors, Parks, and Major Public Open Space. [ABC]**
- **Policy 11.1.4 Local Heritage: Keep local traditions and heritage alive and cultivate neighborhoods and rural areas as safe and excellent places to live and raise families. [ABC]**

1. The proposed MDP is consistent with the goals of the [ABC] Comprehensive Plan. The proposed cemetery improvements respond to the City of Albuquerque’s increasing economic health, population growth, and desires to improve the community’s vitality, identity, and character. (Policies 4.1.4 Neighborhoods, 8.1.3 Economic Base, and 5.6.3 Areas of Consistency)

2. The project site is located along a major vehicular entry into the city and has been an operating cemetery and vital community resource since 1929. The location of the cemetery makes it a highly recognizable open space-type land form and vital repository of family history for
residents of the overall community. Proposed improvements will allow this important community resource to continue well into the future. (Policies 4.1.1 Distinct Communities, 4.1.2 Identity and Design, 4.1.3 Placemaking, and 4.1.4 Neighborhoods, 5.6.3 Areas of Consistency, and 11.1.4 Local Heritage)

3. The project design recognizes the need to add new burial and cremation options in a way that responsibly maximizes the remaining cemetery space available while continuing to provide the valued regional design styles and character that helps preserve local heritage and enhance cultural resources of the area, and connect the property to the adjacent historic Santa Barbara-Martineztown Neighborhood and surrounding community areas (Policy 4.1.4 Neighborhoods).

4. The project proposes needed improvements to allow the cemetery to continue to provide valued long-term cemetery, crematorium, and funeral home services to the local community, while improving the functions, aesthetics, and sustainability of its facilities. The proposed improvements will ensure SMP can continue to provide vital cemetery and funeral home facilities and services to an ever-increasing community population, and are proposed to continue to improve the functionality, attractiveness, and sustainability of the business location (Policy 8.1.3 Economic Base).

E. Request for Delegation of Approval Authority of Future Development to CABQ Planning Staff
SMP respectfully requests this delegation of approval authority to staff based on the following points of justification:

- **Proposed project improvements build upon previous cemetery layouts, design styles, and project character previously approved in an SDP, dated 8/1987, and numerous Administrative Amendments since that time. Fourteen recent improvements have been made since 2007.**

- **Proposed land uses and design styles will continue to contribute positively to the neighborhood aesthetic and character in terms of neighborhood and community identity, place-making, local heritage, and consistency.**

- **SMP has a long-term relationship with CABQ Planning staff since 1987 regarding the understanding of and compliance with previous Zoning Code and current IDO requirements.**

- **Proposed individual projects noted in the MDP will be developed incrementally using SDP review and approval processes.**

Respectfully,

Chris Keller
PRE-APPLICATION REVIEW TEAM (PRT) MEETING REQUEST

Pre-application Review Team (PRT) Meetings are available to help applicants identify and understand the allowable uses, development standards, and processes that pertain to their request. PRT Meetings are for informational purposes only; they are non-binding and do not constitute any type of approval. Any statements regarding zoning at a PRT Meeting are not certificates of zoning. The interpretation of specific uses allowed is any zone district is the responsibility of the Zoning Enforcement Officer (ZEO).

When you submit PRT requests to meet a Pre-application Meeting requirement in Table 8-3-J, you will be charged a $50 PRT fee.

PRT: 19-135

Applicant Name: Laine Leebetter (for Chris Keller) Phone#: 720-479-4604 Email: LLeebeter@apragstudio.com

PROJECT INFORMATION:
For the most accurate and comprehensive responses, please complete this request as fully as possible and submit any relevant information, including site plans, sketches, and previous approvals.

Size of Site: 48.0 ac +/- Existing Zoning: NR - SU Proposed Zoning: N/A

Previous case number(s) for this site: 1001689, 3-654

Applicable Overlay or Mapped Areas: Montrose-3 Santa Barbara Sector Dev. Plan

Residential - Type and No. of Units: N/A - Commercial Cemetery Development Only

Non-residential - Estimated building square footage: TBD - Mausoleums Only No. of Employees: N/A

Mixed-use - Project specifics: Cemetery currently includes mixed-use improvements and MDP will propose additional.

LOCATION OF REQUEST:
Physical Address: 524 Mason Rd., N.E. Zone Atlas Page (Please identify subject site on the map and attach) H-15-Z

BRIEFLY DESCRIBE YOUR REQUEST (What do you plan to develop on this site?): Sunset Memorial Park wishes to apply for a permit for a Master Development Plan (MDP) for future cemetery improvements that include additional grave sections, mausoleums, niche columbariums, and cremation gardens.

QUESTIONS OR CONCERNS (Please be specific so that our staff can do the appropriate research):
1) Previous cemetery development was permitted by an SDP process extended with a number of amendments over the last several years. In 2014, previous City of Planning Director, Kym Dimone, approved a previous round of proposed improvements under that SDP but required new documents be submitted for any additional work. (2) We would like to confirm the submitted documents needed in seeking the MDP (i.e., plans, design guidelines, applications, etc.) and steps in the process (i.e., Neighborhood Public Meeting, Environmental Planning Commission Meeting, etc.). (3) We would also like to confirm that a supplemental Site Development Plan (SDP) process would be used when individual design and construction project permits are needed, and that approval may be possible with limited staff review only.
PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PRT #: 19-135  Date: 30 Apr 2019  Time: 3:00 pm

Address:

AGENCY REPRESENTATIVES AT MEETING:
Planning: Russell Brito
Code Enforcement:
Fire Marshall:
Transportation:
Other:

PRT DISCUSSIONS ARE FOR INFORMATIONAL PURPOSES ONLY.
THEY ARE NON-BINDING AND DO NOT CONSTITUTE ANY KIND OF APPROVAL.
Additional research may be necessary to determine the exact type of application and/or process needed.
Factors unknown at this time and/or thought of as minor could become significant as the case progresses.

REQUEST: "Master Plan" for Sunset Memorial Park

SITE INFORMATION:
Zone: NR-SU  Size: 
Use:
Overlay Zone:
Comp Plan Area Of:
Comp Plan Corridor:
Comp Plan Center:
MPOS or Sensitive Lands:
Parking:
MR Area:
Landscaping:
Street Trees:
Use Specific Standards:
Dimensional Standards:

*Neighborhood Organization(s):
*This is preliminary information only. Neighborhood Organization information is only accurate when obtained from the Office of Neighborhood Coordination (ONC) at www.cobq.gov/neighborhoods/resources.

PROCESS:
Type of Action: Site Plan - EPC
Review and Approval Body: EPC
Is this PRT a requirement? Yes
- Notice to NAs via email
- Potential neighborhood meeting
- Site Plan - EPC
  - show "as-built" existing conditions
  - show areas of new development (phases)
  - include design standards for all future development:
    - architecture, height
    - landscape, uses
    - parking
    - access
    - etc.
- Request delegation of approval authority of future development to staff
MASTER SITE PLAN
SUNSET MEMORIAL PARK, ALBUQUERQUE, NM

OWNER
Sunset Memorial Park
924 Menaul Blvd. NE Albuquerque,
NM 87107 p: 505.345.3536
contact:
Chris Keller, Executive Director

CEMETERY PLANNERS/LANDSCAPE ARCHITECTS
CPRA Studio, Inc.
(Prime)
9635 North Rampart Road
Littleton, CO 80125
p: 303.683.5917
www.cprastudio.com
contact:
Lane Ledbetter, RLA

CIVIL ENGINEER / SURVEYOR
High Mesa Consulting Group
6010 Midway Parkway Blvd. NE #B
Albuquerque, NM 87109
p: 505.345.4259
contacts:
Surveyor- Chuck Cala, PLS
Civil Engineer- Graeme Means, PE

Sheet Index:
1    Cover Sheet
2    Proposed Development -- Overall Plan
3    Proposed Development -- Enlargements, Sheet 1
4    Proposed Development -- Enlargements, Sheet 2
5    Proposed Cemetery Design Guidelines
6    Recent Development -- Overall Plan
7    Previously Approved SDP with Amendments
8    Exhibit #1: Recent Development -- Centennial Urn
9    Exhibit #2: Recent Development -- Pueblo Esperanza

Vicinity Map

SUNSET MEMORIAL PARK
PROPOSED PROJECTS

Notes, Descriptions, and Area Calculations

1. Development shown is proposed over the next eight (8 - 12) years.
2. All areas of proposed cemetery improvements are owned by and will be developed solely by Sunset Memorial Park (SMP).
3. The entire SMP property is zoned NR-SU (Non-Residential Sensitive Use). Existing use is for cemetery purposes only. Proposed uses will also be cemetery purposes only to add improvements to meet the burial, entombment, and inurnment needs.
4. Proposed improvements will be developed using the design guidelines included in these submittal documents, and will closely match the existing design style and materials of the existing projects adjacent to them.

Descriptions:

1. Camino Encantado - Phase II
   Proposed development will closely match the previous phase of Camino Esperanza development and could include additional stucco-walled courts with cremation niches and casket crypts, and associated cremation planters and garden bed cremation inventory.

2. Security Fencing and Perimeter Niches
   Proposed development could include alternating sections of stucco wall niche cabinets and metal security fencing along portions of Menaul Boulevard and Edith Boulevard.
   Security Fencing and Perimeter Niches 2,940 sf (0.07 ac)

3. Sunset House
   Proposed development could include landscape improvements for family use in services and receptions, including decks, patios, and ornamental plantings.
   Sunset House 2,985 sf (0.07 ac)

4. Operations and Maintenance Compound
   Proposed development could include a consolidation of vehicle manoeuvring and outdoor equipment/material storage space and a consolidation of existing small outbuildings and covered storage areas into fewer buildings.
   Operations and Maintenance Compound 8,196 sf (0.19 ac)

5. Block 28 Expansion
   Proposed development could include more graves added in the area reclaimed by Operations and Maintenance Compound consolidation (refer to description above). Other improvements could include stucco wall entry features, screen fencing, and ornamental plantings.
   Block 28 Expansion 15,318 sf (0.35 ac)

6. Block 28 Improvements
   Proposed developments could include stucco wall entry feature at front and stucco wall niche cabinets along the east side.
   Block 28 Improvements 922 sf (0.02 ac)

7. Pueblo Esperanza Expansion
   Proposed developments could include additional mausoleum buildings, stucco wall niche courts, planter and garden bed cremation inventory, and associated landscape plantings. Improvements could be built in phases and be similar to the existing Phase I.
   Pueblo Esperanza Expansion 24,405 sf (0.56 ac)

8. Future Development
   Two areas of future, long range development will remain on the property and are not included in this submittal request for Master Plan Development (MDP).
   Future Development 34,525 sf (0.79 ac)

Total Proposed Areas of Development 61,611 SF (1.42 acres)

TOTALS:
Total Proposed Areas of Development 61,611 SF (1.42 acres)
Total Existing Area of Cemetery 1,059,013 SF (39.085 acres)
Total Proposed Percentage of Overall Area 3.71 %
PROPOSED PROJECTS
Notes, Descriptions, and Area Calculations

Notes:
1. Development shown is proposed over the next eight (8) years.
2. All areas of proposed cemetery improvements are owned by and will be developed solely by Sunset Memorial Park (SMP).
3. The entire SMP property is zoned NR-SU (Non-Residential Sensitive Use). Existing use is for cemetery purposes only. Proposed uses will also be cemetery purposes only to add improvements to meet the burial, entombment, and inurnment needs.
4. Proposed improvements will be developed using the design guidelines included in these submittal documents, and will closely match the existing design style and materials of the existing projects adjacent to them.
5. Estimated phases are shown for Pueblo Esperanza only. Other T.B.D.
6. Refer to Overall Map for more information.

Descriptions:
1. Pueblo Esperanza Expansion
   Proposed developments will include additional mausoleum buildings, stucco wall niches, planter and garden bed cremation inventory, and associated landscape plantings. Improvements would be built in phases and be similar to the existing Phase I.
   - Twin-sided mausoleums at east and west sides of a plaza
   - Multiple single-sided mausoleums and niche courts along Menaul Boulevard
   - Large shelter, niche courts, and cremation gardens
   - Single-sided mausoleums, niche courts, and cremation gardens
   Estimated Development 24,405 SF (0.56 ac)

2. Sunset House / Section 28 / Maintenance Compound Improvements
   - Sunset House
     Proposed development will include landscape improvements for family use in services and receptions in the form or decks, patios, ornamental plantings, and additional parking.
     Estimated Development 2,985 SF (0.07 acres)
   - Operations and Maintenance Compound
     Proposed development will include a reduction of vehicle maneuvering and outdoor equipment/material storage space and a consolidation of existing small outbuildings and covered storage areas into fewer buildings.
     Estimated Development 8,156 SF (0.19 acres)
   - Block 28 Expansion
     Proposed development will include more graves added in the area reclaimed by Operations and Maintenance Compound consolidation (refer to description above). Other improvements could include stucco wall entry features, screen fencing, ornamental plantings, additional parking and visitor facilities.
     Estimated Development 15,318 SF (0.35 acres)

3. Block 28 Improvements - Entry and Niches
   Proposed developments will include stucco wall entry feature at

Total Proposed Development (this sheet) 51,786 sf (1.19 ac)

LEGEND:
- Property Line
- Project Boundary

ENLARGEMENTS - SHEET 1
PROPOSED DEVELOPMENT
MASTER SITE PLAN
SUNSET MEMORIAL PARK, ALBUQUERQUE, NM
PROPOSED PROJECTS
Notes, Descriptions, and Area Calculations

Notes:
1. Development shown is proposed over the next eight (8) years.
2. All areas of proposed cemetery improvements are owned by and will be developed solely by Sunset Memorial Park (SMP).
3. The entire SMP property is zoned NR-SU (Non-Residential Sensitive Use), and existing use is for cemetery purposes only. The uses for all proposed new areas will also be cemetery purposes only to add improvements to meet the burial, entombment, and inurnment needs.
4. Each proposed improvement will be developed using the design guidelines included in these submittal documents, and will closely match the existing design style and materials of the existing projects adjacent to them.
5. Refer to Overall Map for more information.

Descriptions:
1. Security Fencing and Perimeter Niches
   Proposed development will include alternating sections of stucco wall niche/crypt cabinets and metal security fencing along portions of Menaul Boulevard and Edith Boulevard. Proposed development to replace existing site wall and fence.
   Security Fencing and Perimeter Niches 2,940 SF (0.07 acres)

2. Camino Encantado – Phase II
   Proposed development will closely match the previous phase of Camino Esperanza development and could include additional stucco-walled courts with cremation niches and casket crypts, and associated cremation planters and garden bed cremation inventory.
   Camino Encantado – Phase II 6,885 SF (0.16 acres)

Total Proposed Development (this sheet) 9,825 sf (0.23 ac)
I. Site Development

A. Land Use and Site Access
1. Design of proposed site improvements shall remain salable for cemetery and funeral home type land uses, including additional grave plots, cremation gardens, mausoleums, chapels, cornerstone sheds, staff and visitor support buildings, nature and parking, walkway, landscaping and other elements.
2. Existing vehicle and pedestrian points of access shall be maintained from existing access on Menaul and Edith Boulevards.

B. Grading and Drainage
1. Design of proposed cemetery improvements shall comply with requirements listed in the City of Albuquerque Integrated Development Ordinance (IDO) and State of New Mexico regulations.
2. Unforeseen site grading and drainage issues in areas of proposed new cemetery improvements shall be identified and designs shall include remediation measures.
3. To the maximum amount possible, the design of proposed cemetery improvements shall incorporate Best Management Practices (BMPs) for on-site water management, including the use of detention basins, permeable pavements, and infiltration practices.

C. Site Signage
1. No additional property signage is proposed in this Master Development Plan (MDP).
2. Design of new garden identification signage within the cemetery is proposed and shall comply with regulations listed in the IDO.
3. Site signage identification will be designed to match surrounding signage in size, proportions, materials, colors, and font types.
4. The design and placement of all new site identification signage shall consider vehicular and pedestrian visibility and safety concerns.

II. Buildings and Site Structures

A. Buildings
1. Proposed new cemetery buildings shall comply with setback distance, overall height, and/or stepping requirements listed in the IDO.
2. Proposed cemetery buildings shall match or be complimentary of the Pueblo Revival design style used in recent developments.
3. Proposed mausoleums, niche, niche walls and walls shall be designed to match or be complimentary of the Pueblo Revival design style used in recent developments.
4. Proposed new site structures shall be designed to match or be complimentary of the site style and materials used in recent developments.

B. Site Structures
1. Proposed site structures shall comply with setback, height, and stepping requirements listed in the IDO.
2. Site structures proposed in new cemetery improvements shall be designed to the design styles, massing, and materials of similar structures existing in the cemetery.

III. Landscape Development

A. Landscape Plantings
1. Proposed plantings shall be selected from a proven list of natives and hardy deciduous and evergreen trees, shrubs, ornamental grasses, perennials, and seasonal flowers to enhance the existing cemetery plantings and add to the esthetics character of the cemetery.
2. Proposed plantings shall incorporate native and low-water use plant species to reduce the amount of irrigation water required throughout the growing season.
3. Proposed plantings shall consider visitor use patterns to create vascular shade and screen buildings, provide noise and visual separation from road noise and visual distractions.
4. Proposed new lawn areas in cemetery improvement areas shall incorporate low-water use turf grasses to reduce the amount of irrigation water required.
5. Proposed cemetery improvements shall include the latest, most efficient irrigation system technologies available to reduce the amount of irrigation water required.
6. All plantings in proposed development shall be properly installed, irrigated, and maintained using landscape maintenance industry BMPs and all requirements listed in the IDO.

B. Site Amenities
1. Proposed cemetery improvements shall incorporate site amenities, including benches, trash receptacles, water stations, garden signage, fountains, and artwork for visitor use and enjoyment.
2. Amenities shall match or be complimentary of existing amenities.
3. Proposed cemetery improvements shall incorporate spaces to support cemetery-provided or vendor-provided amenities for services, events, or other gatherings.

C. Specialty Cemetery Landscapes
1. Specialty cemetery landscaping improvements proposed in undeveloped areas, including grave burial sections, cremation burial plots, and cremation gardens, shall match or be complimentary of the cemetery landscape character, patterns, materials, layout, and other characteristics of those that currently exist.

IV. Design Guideline Notes
A. General
1. Sunset Memorial Park has been a sole-use cemetery with funeral home and support buildings since it opened in 1929.
2. Sunset Memorial Park is registered with the State of New Mexico as an Endowed Care Cemetery and will continue to meet all regulatory requirements to maintain this status.
3. Cemetery improvements proposed in this MDP will continue the development of the property for sale and provide additional development opportunities.
4. Cemetery improvements proposed will be developed incrementally over the duration of the approval of the MDP using supplemental CABO Site Development Plans (SDP) processes and timelines.
RECENT DEVELOPMENT DESCRIPTIONS

Existing Projects listed below and shown on the plan have been developed at the cemetery since 2008 by Administrative Amendment to the Approved SDP initially dated 2/1987. Refer to Exhibits 1 and 2 for more information.

Existing Projects:

1. CENTENNIAL URN GARDEN (PHASE I & II)
   Cremation Niche Walls, Garden Memorials, Cenotaphs, Fountains, and Committal Shelter

2. BEST FRIENDS FOREVER PET SECTION
   Pet and Pet/Human Cremation Niche Walls and Ground Memorials

3. PLAZA ESPERANZA
   Large Committal Shelter, Grave Plots and Estates, and Cremation Ground Memorials

4. PUEBLO ESPERANZA
   Mausoleum with Casket Crypts and Niches, Cremation Niche Courts, and Kiva Cisterns and Cenotaphs, and Small Committal Shelter

5. CREMATORY BUILDING
   New Building for Crematory Machines, Viewing Room, and Related Equipment

6. CAMINO ENCANTADO (NORTH & SOUTH)
   Mixed Use Developments with Grave Plots and Estates, Cremation Niche Walls, and Cenotaphs

7. BLOCK 28 GRAVE SECTION
   Grave Plots and Cremation Niche Walls

Cemetery Improvements Prior to 2008:

A. PRIMARY VEHICLE ENTRANCE
B. OPERATIONS & MAINTENANCE COMPOUND
C. CEMETARY OFFICES
D. CHESTER T. FRENCH MEMORIAL MAUSOLEUM
E. FREEDOM WAY MAUSOLEUM
F. SECONDARY VEHICLE ENTRANCE
PREVIOUSLY APPROVED SDP WITH ADJUSTMENTS
EXISTING DEVELOPMENT
MASTER SITE PLAN
SUNSET MEMORIAL PARK, ALBUQUERQUE, NM
Centennial Urn Garden - Phase I and Phase II

The Centennial Urn Garden was the first outdoor cremation garden undertaken at Sunset Memorial Park in recent years. Proposed in the undeveloped northeast corner of the property, it was the first development proposed within a larger area envisioned as a "pueblo" collection of similar cemetery structures and gardens. Constructed in two phases, begun in 2008 and completed in 2012, the garden incorporates a range of cremation-inurnment options and gatherings spaces. The garden was named to commemorate the 100th anniversary of the French Company providing funeral home and cemetery services in Albuquerque.

The layout of the Urn Garden incorporates a series of entry gates, free-standing site walls, and niche court structures that include niche cabinets, planter and ground-based cremation placement options, and cenotaph memorials. A central fountain anchors a large central plaza, and the largest niche structure is also used for committal services for the urn garden and surrounding cemetery areas. Plantings of native trees, shrubs, grasses, and groundcovers complete the Southwestern style of landscape improvements.

The architectural style used in the design of the structures is "Pueblo Revival" or "Santa Fe" style. The varied walls and courts are constructed of reinforced CMU core walls, pre-cast niche cabinets, and a 3-coat stucco finish to achieve the desired appearance. Concrete and aggregate-paved walkways provide pedestrian circulation throughout the garden, and wood vigas/latilla shade structures are used in several locations. Metal fencing compliments the stucco walls, and benches and built-in bancos provide seating in several locations. The color of the finish was selected to match other existing buildings on the Sunset Memorial Park property.

The overall size of the combined urn garden is approximately 21,870 SF (.50 ac), with an estimated 62% being structures and landscape and 38% being planted lawns and landscape areas.
Pueblo Esperanza – Phase I

The Phase I development of the Pueblo Esperanza (Pueblo of Hope) was constructed in 2016 to provide the first new outdoor casket mausoleum at the cemetery in a number of years. The collection of structures is located along the north property boundary along Menaul Boulevard, and appears as a series of attractive buildings, courts, and plantings to passersby on the street.

The layout for the section incorporates a single-sided outdoor mausoleum with niche wall courts at each end placed along the street to help block vehicle noise and visual clutter from visitor areas. A circular, above-ground “kiva” committal shelter and ossuary structure is located in front (south) of the mausoleum and adjacent to a large paved memorial plaza with ground-based inurnment options.

Similar to other cemetery improvements within the overall Pueblo area, the architectural style of the mausoleum, niche courts, and kiva structure is of the "Pueblo Revival" style. Materials and colors also match nearby developments.

The overall size of the Pueblo Esperanza area development is 6,300 SF (0.12 ac), with an estimated 90% being structures and hardscape and 10% being planted landscape areas.
SITE PLAN CHECKLIST

Project #: __________________________ Application #: __________________________

This checklist will be used to verify the completeness of plans submitted for review by the Planning
Department. Because development proposals vary in type and scale, there may be submittal requirements
that are not specified here. Also there may additional requirements if a site is located in CPO, HPO, and/or
VPO or if located in DT-UC-MS or PT areas. See the IDO or AGIS for boundaries. Nonetheless, applicants are
responsible for providing a complete submittal. Certification as specified below is required.

I CERTIFY THAT THE SUBMITTED SITE PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS
SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED
PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT
REJECTION OF THE APPLICATION OR IN
A DELAY OF ONE MONTH OR MORE IN THE DATE THE
APPLICATION IS SCHEDULED FOR PUBLIC HEARING.

Applicant or Agent Signature / Date

Site plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to
submittal by the Planning Department):

1. Site Plan (including utilities and easements)
2. Landscaping Plan
3. Grading and Drainage Plan
4. Utility Plan
5. Building and Structure Elevations
6. Previously approved Development Plan (if applicable)

The electronic format must be organized in the above manner.

The following checklist describes the minimum information necessary for each plan element. The Applicant must
include all checklist items on their site plan drawings and confirm inclusion by checking off the items below.
Non-applicable items must be labeled “N/A.” Each non-applicable designation must be explained by notation
on the Checklist.

NOTE: There may be additional information required if site is located with a CPO, VPO or HPO and/or any other
special areas as defined by the IDO.

NOTE: If there requests for deviations (Section 14-16-6-4(O), they must be clearly labelled on the site plan
(Sheet 1) as well as addressed in the application letter made with the submittal.

SHEET #1 - SITE PLAN

A. General Information

✓ 1. Date of drawing and/or last revision

✓ 2. Scale: 1.0 acre or less 1" = 10'
                1.0 - 5.0 acres 1" = 20'
                Over 5 acres 1" = 50'
                Over 20 acres 1" = 100'
SITE PLAN CHECKLIST

B. Proposed Development

1. Structural

N/A A. Location of existing and proposed structures (distinguish between existing & proposed) and include any accessory structures

N/A B. Square footage of each structure

N/A C. Proposed use of each structure

N/A D. Signs (freestanding) and other improvements

N/A E. Walls, fences, and screening: indicate height, length, color and materials

N/A F. Dimensions of all principal site elements or typical dimensions

N/A G. Loading facilities

N/A H. Site lighting (indicate height & fixture type)

N/A I. Indicate structures within 20 feet of site

N/A J. Elevation drawing of refuse container and enclosure, if applicable.

N/A K. Existing zoning/land use of all abutting properties

2. Parking, Loading and Internal Circulation

N/A A. Parking layout with spaces numbered per aisle and totaled.

___ 1. Location and typical dimensions, including motorcycle spaces, bicycle spaces, ADA accessible spaces, and compact spaces

___ 2. Calculations: spaces required and proposed (include any reduction calculations) for motorcycle, bicycle, compact and ADA spaces

___ 3. On street parking spaces

N/A B. Bicycle parking & facilities

___ 1. Bicycle racks—location and detail

___ 2. Other bicycle facilities, if applicable

N/A C. Vehicular Circulation (Refer to DPM and IDO)

___ 1. Ingress and egress locations, including width and curve radii dimensions

___ 2. Drive aisle locations, including width and curve radii dimensions

___ 3. End aisle locations, including width and curve radii dimensions

___ 4. Location & orientation of refuse enclosure, with dimensions

___ 5. Loading, service area, and refuse service locations and dimensions

N/A D. Pedestrian Circulation

___ 1. Location and dimensions of all sidewalks and pedestrian paths (including ADA connection from ROW to building and from ADA parking to building)
SITE PLAN CHECKLIST

2. Location and dimension of drive aisle crossings, including paving treatment
3. Location and description of amenities, including patios, benches, tables, etc.

N/A E. Off-Street Loading
1. Location and dimensions of all off-street loading areas

N/A F. Vehicle Stacking and Drive-Through or Drive-Up Facilities
1. Location and dimensions of vehicle stacking spaces and queuing lanes
2. Landscaped buffer area if drive-through lanes are adjacent to public R/W
3. Striping and Sign details for one-way drive through facilities

3. Streets and Circulation
N/A A. Locate and identify adjacent public and private streets and alleys.
1. Existing and proposed pavement widths, right-of-way widths and curve radii
2. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
3. Location of traffic signs and signals related to the functioning of the proposal
4. Identify existing and proposed medians and median cuts
5. Sidewalk widths and locations, existing and proposed
6. Location of street lights
7. Show and dimension clear sight triangle at each site access point
8. Show location of all existing driveways fronting and near the subject site.

N/A B. Identify Alternate transportation facilities within site or adjacent to site
1. Bikeways and bike-related facilities
2. Pedestrian trails and linkages
3. Transit facilities, including routes, bus bays and shelters existing or required

4. Phasing
N/A A. Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

SHEET #2 - LANDSCAPING PLAN

N/A 1. Scale - must be same as scale on sheet #1 - Site plan
N/A 2. Bar Scale
N/A 3. North Arrow
N/A 4. Property Lines
N/A 5. Existing and proposed easements
N/A 6. Identify nature of ground cover materials
A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
B. Pervious areas (planting beds, gravel areas, grass, ground cover vegetation, etc.)
C. Ponding areas either for drainage or landscaping/recreational use
7. Identify type, location and size of plantings (common and/or botanical names).
   ____ A. Existing, indicating whether it is to be preserved or removed.
   ____ B. Proposed, to be established for general landscaping.
   ____ C. Proposed, to be established for screening/buffering.

8. Describe irrigation system – Phase I & II.

9. Planting Beds, indicating square footage of each bed.

10. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.


12. Landscaped area requirement; square footage and percent (specify clearly on plan).

13. Landscaped buffer areas provided; dimensions, label clearly that it is a landscape buffer, square footage and percent (specify clearly on plan).

14. Planting or tree well detail.

15. Street Trees (only trees from the Official Albuquerque Plant Palette and Sizing list or 8 inch caliper or larger will be counted).

16. Parking lot edges and interior – calculations, dimensions and locations including tree requirements.

17. Show Edge Buffer Landscaping (14-16-5.6(D)) – location, dimensions and plant material.

SHEET #3 – GRADING AND DRAINAGE PLAN

A separate grading and drainage plan (and drainage report) must be submitted to the DRS Hydrology Section prior to the DRB submittal for a site plan (See DRWS Form).

A. General Information
   1. Scale - must be same as Sheet #1 - Site Plan
   2. Bar Scale
   3. North Arrow
   4. Property Lines
   5. Existing and proposed easements
   6. Building footprints
   7. Location of Retaining walls

B. Grading Information
   1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
   2. Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.
   3. Identify ponding areas, erosion and sediment control facilities.
   4. Cross Sections
      Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change. Provide one additional cross section in each direction within no more than 100 feet of the reference point.
SITE PLAN CHECKLIST

SHEET #4 - UTILITY PLAN

A. Fire hydrant locations, existing and proposed. (or submit signed off Fire One Plan)
B. Distribution lines
C. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
D. Existing water, sewer, storm drainage facilities (public and/or private).
E. Proposed water, sewer, storm drainage facilities (public and/or private)

SHEET #5 - BUILDING AND STRUCTURE ELEVATIONS

A. General Information
   A. Scale
   B. Bar Scale
   C. Detailed Building Elevations for each facade
      1. Identify facade orientation
      2. Dimensions of facade elements, including overall height and width
      3. Location, material and colors of windows, doors and framing
      4. Materials and colors of all building elements and structures
      5. Location and dimensions of mechanical equipment (roof and/or ground mounted)

B. Building Mounted Signage
   1. Site location(s)
   2. Sign elevations to scale
   3. Dimensions, including height and width
   4. Sign face area - dimensions and square footage clearly indicated
   5. Lighting
   6. Materials and colors for sign face and structural elements.
   7. List the sign restrictions per the IDO
NEIGHBORHOOD INFORMATION
Lane,

See list of associations below and attached regarding your EPC submittal. In addition, we have included web links below that will provide you with additional details about the new Integrated Development Ordinance (IDO) requirements. The web links also include notification templates that you may utilize when contacting each association. Thank you.

<table>
<thead>
<tr>
<th>Association Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Addr</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Valley Coalition</td>
<td>Peggy</td>
<td>Norton</td>
<td><a href="mailto:peggynorton@yahoo.com">peggynorton@yahoo.com</a></td>
<td>P.O. Box 7</td>
</tr>
<tr>
<td>North Valley Coalition</td>
<td>Doyle</td>
<td>Kimbrough</td>
<td><a href="mailto:newmexmba@aol.com">newmexmba@aol.com</a></td>
<td>2327 Cam NW</td>
</tr>
<tr>
<td>Martineztown Work Group</td>
<td>Rosalie</td>
<td>Martinez</td>
<td><a href="mailto:rosalimartinez06@gmail.com">rosalimartinez06@gmail.com</a></td>
<td>507 Roser</td>
</tr>
<tr>
<td>Martineztown Work Group</td>
<td>Loretta</td>
<td>Naranjo</td>
<td><a href="mailto:lnjalopez@msn.com">lnjalopez@msn.com</a></td>
<td>1127 Wall</td>
</tr>
<tr>
<td>Santa Barbara Martineztown NA</td>
<td>Ian</td>
<td>Colburn</td>
<td><a href="mailto:colburn.ian@gmail.com">colburn.ian@gmail.com</a></td>
<td>1002 Arnc</td>
</tr>
<tr>
<td>Santa Barbara Martineztown NA</td>
<td>Loretta</td>
<td>Naranjo</td>
<td><a href="mailto:lnjalopez@msn.com">lnjalopez@msn.com</a></td>
<td>1127 Wall</td>
</tr>
<tr>
<td>Semillas y Raices Neighborhood Community Group</td>
<td>Carol</td>
<td>Krause</td>
<td>cкра<a href="mailto:use95@yahoo.com">use95@yahoo.com</a></td>
<td>800 Mour</td>
</tr>
<tr>
<td>Semillas y Raices Neighborhood Community Group</td>
<td>Monique</td>
<td>Bell</td>
<td><a href="mailto:s33dsnroots@gmail.com">s33dsnroots@gmail.com</a></td>
<td>1113 Edil NE</td>
</tr>
</tbody>
</table>

IDO – Public Notice Requirements & Template:  [https://www.cabq.gov/planning/urban-design-development/public-notice](https://www.cabq.gov/planning/urban-design-development/public-notice)


Respectfully,

Vicente M. Quevedo, MCRP
Neighborhood Liaison
Office of Neighborhood Coordination
City of Albuquerque – City Council
(505) 768-3332

Website:  [www.cabq.gov/neighborhoods](http://www.cabq.gov/neighborhoods)
Neighborhood Meeting Inquiry For:
   Environmental Planning Commission

If you selected "Other" in the question above, please describe what you are seeking a Neighborhood Meeting Inquiry for below:
Contact Name
   Lane Ledbetter
Telephone Number
   720-273-4684
Email Address
   lledbetter@cprastudio.com
Company Name
   CPRA Studio
Company Address
   4612 West Hayward Place
City
   Denver
State
   CO
ZIP
   80212

Legal description of the subject site for this project:
   Tract 1, Sunset Memorial Park

Physical address of subject site:
   Sunset Memorial Park, 924 Menaul Blvd. N.E., Albuquerque, NM 87107

Subject site cross streets:
   Edith Blvd. and Menaul Blvd. N.E.

Other subject site identifiers:
   Northwest corner of I-25 and I-40

This site is located on the following zone atlas page:
   H-15-Z

This message has been analyzed by Deep Discovery Email Inspector.
Ms. Bell,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance

cpra studio llc
9635 north rampart range road
littleton, co 80125
p: 303.683.5917
www.cprastudio.com

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June 19, 2019

[Date]

Monique Bell, Semillas y Raices Neighborhood Comm. Gr.

[Name of Neighborhood Representative, Neighborhood Association]

s33dsnroots@gmail.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(C) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

Master Development Plan

[Application(s) per Table 6-1-1 in the IDO e.g. “Conditional Use”]

This would be an informal meeting where the Agent [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter  lledbetter@cprastudio.com

[Name] [Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above]
Project proposes phased development of additional burial sections, cremation areas, mausoleums, and related landscapes adjacent to similar facilities on existing cemetery property.

[Short Description of Proposal]
Per the IDO, you have 15 days from the date of this letter to respond, by either 1) requesting a meeting or 2) declining the meeting. If you do not respond within 15 days, you are waiving the opportunity for a Neighborhood Meeting, and we can submit our application anytime thereafter. We would like to submit our application on this date:

July 25, 2019

[Anticipated Submittal Date]

If you would like to meet, please let us know when your next regular neighborhood meeting is scheduled or provide a few alternative dates that fall within 30 days of your response to this letter.

Before submitting our application, we will send Mailed and/or Emailed Public Notice as required by IDO Table 6-1-1 to make you aware of the public hearing [hearing/meeting] at which the project will be reviewed and decided by the City.

Attachments (if any):

_____________________________________________

Overall Map - Proposed Development, Master Development Plan

Zone Atlas Map

_____________________________________________

Useful Links

Integrated Development Ordinance (IDO):
http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance

IDO Interactive Map
https://tinyurl.com/IDOzoningmap

Sincerely,

_____________________________[Agent/Property Owner/Developer]____________________________

Martineztown Work Group

[Agent/Property Owner/Developer]

Cc: Santa Barbara Martineztown N.A.

[Other Neighborhood Associations, if any]

Semiillas y Raíces Neighborhood Community Group

_____________________________________________

CABQ Planning Dept.

Neighborhood Meeting Letter
Ms. Krause,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance
cpra studio llc
9635 north rampart range road
Littleton, co 80125
p: 303.683.5917
www.cprastudio.com

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June 19, 2019

[Date]

Carol Krause, Semillas y Raices Neighborhood Comm. Gr.

[Name of Neighborhood Representative, Neighborhood Association]

ckrause@yahoo.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(C) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

Master Development Plan

[Application(s) per Table 6-1-1 in the IDO (e.g. "Conditional Use")]

This would be an informal meeting where the [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter                lledbetter@cprastudio.com

[Name] [Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above]

Project proposes phased development of additional burial sections, cremation areas, mausoleums, and related landscapes adjacent to similar facilities on existing cemetery property.

[Short Description of Proposal]
Per the IDO, you have 15 days from the date of this letter to respond, by either 1) requesting a meeting or 2) declining the meeting. If you do not respond within 15 days, you are waiving the opportunity for a Neighborhood Meeting, and we can submit our application anytime thereafter. We would like to submit our application on this date:

July 25, 2019

[Anticipated Submittal Date]

If you would like to meet, please let us know when your next regular neighborhood meeting is scheduled or provide a few alternative dates that fall within 30 days of your response to this letter.

Before submitting our application, we will send Mailed and/or Emailed Public Notice as required by IDO Table 6-1-1 to make you aware of the public hearing [hearing/meeting] at which the project will be reviewed and decided by the City.

Attachments (if any):

_________________________________________
Overall Map - Proposed Development, Master Development Plan

_________________________________________
Zone Atlas Map

Useful Links

Integrated Development Ordinance (IDO):
http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance

IDO Interactive Map
https://tinyurl.com/IDOzoningmap

Sincerely,

______________________________
[Agent/Property Owner/Developer]

Martineztown Work Group

Cc: Santa Barbara Martineztown N.A.

Seminias y Raices Neighborhood Community Group

[Other Neighborhood Associations, if any]

CABQ Planning Dept.  Z

Neighborhood Meeting Letter

Printed 9/21/2018
Ms. Loretta Naranjo Lopez,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA
June 19, 2019

[Date]

Loretta Naranjo Lopez, [Name of Neighborhood Representative, Neighborhood Association]

Injalopez@msn.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(C) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

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This would be an informal meeting where the Agent (Agent/Developer/Property Owner) would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter  

[Iledbetter@cprastudio.com]  

[Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

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April 25, 2019
[Anticipated Submittal Date]

If you would like to meet, please let us know when your next regular neighborhood meeting is scheduled or provide a few alternative dates that fall within 30 days of your response to this letter.

Before submitting our application, we will send Mailed and/or Emailed Public Notice as required by IDO Table 6-1-1 to make you aware of the public hearing [hearing/meeting] at which the project will be reviewed and decided by the City.

Attachments (if any):

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IDO Interactive Map
https://tinyurl.com/IDOzoningmap

Sincerely,

Agent ____________________________ [Agent/Property Owner/Developer]
Santa Barbara Martineztown NA

Cc: Semillas y Raices Neighborhood Community Group ________________________ [Other Neighborhood Associations, if any]
North Valley Coalition

CABQ Planning Dept.
Neighborhood Meeting Letter

Printed 9/21/2018
Ms. Norton,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

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June 19, 2019

Peggy Norton, North Valley Coalition

[Name of Neighborhood Representative, Neighborhood Association]

peggynorton@yahoo.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(C) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

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Contact Information

Lane Ledbetter

Lledbetter@cprastudio.com

[Name] [Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/Developer/Property Owner, if different from Contact Name above]

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[Short Description of Proposal]
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**July 25, 2019** [Anticipated Submittal Date]

If you would like to meet, please let us know when your next regular neighborhood meeting is scheduled or provide a few alternative dates that fall within 30 days of your response to this letter.

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**Attachments (if any):**

- Overall Map - Proposed Development, Master Development Plan
- Zone Atlas Map

**Useful Links**

**Integrated Development Ordinance (IDO):**
http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance

**IDO Interactive Map**
https://tinyurl.com/IDOzoningmap

Sincerely,

__________________________ [Agent/Property Owner/Developer]

Agent

__________________________ [Other Neighborhood Associations, if any]

CC: Santa Barbara Martineztown N.A.

Santitas y Raices Neighborhood Community Group

CA9Q Planning Dept. 2 Printed 9/21/2018

*Neighborhood Meeting Letter*
Ms. Martinez,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lene Ledbetter, ASLA, RLA

cemetery planning
resource alliance
cpra studio llc
9635 north rampart range road
littleton, co  80125
p: 303.663.5917
www.cprastudio.com

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June 19, 2019

[Date]

Rosalie Martinez, Martineztown Work Group

[Name of Neighborhood Representative, Neighborhood Association]

rosalimartinez06@gmail.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(c) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

Master Development Plan

[Application(s) per Table 6-1-1 in the IDO (e.g. “Conditional Use”)]

This would be an informal meeting where the Agent [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter

llledbetter@cprastudio.com

[Name] [Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above] Project proposes phased development of additional burial sections, cremation areas, mausoleums, and related landscapes adjacent to similar facilities on existing cemetery property.

[Short Description of Proposal]
Per the IDO, you have 15 days from the date of this letter to respond, by either 1) requesting a meeting or 2) declining the meeting. If you do not respond within 15 days, you are waiving the opportunity for a Neighborhood Meeting, and we can submit our application anytime thereafter. We would like to submit our application on this date:

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Attachments (if any):

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Overall Map - Proposed Development, Master Development Plan

Zone Atlas Map

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Useful Links

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http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance

IDO Interactive Map
https://tinyurl.com/IDOzoningman

Sincerely,

_____________________________

Agent [Agent/Property Owner/Developer]

Martineztown Work Group

Cc: Santa Barbara Martineztown N.A. [Other Neighborhood Associations, if any]

Semitas y Raíces Neighborhood Community Group

_____________________________

CABQ Planning Dept.
Neighborhood Meeting Letter
Mr. Colburn,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning  
resource alliance

cpra studio llc  
9635 north rampart range road  
littleton, co 80125  
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www.cpрастudio.com

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June 19, 2019

Ian Colburn, Santa Barbara Martineztown NA

colburn.ian@gmail.com

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

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Master Development Plan

This would be an informal meeting where the [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information
Lane Ledbetter lledbetter@cprastudio.com

Project or Development Proposal
Cemetery Master Development Plan - Sunset Memorial Park

924 Menaul Blvd. N.E., Albuquerque, NM 87104

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https://tinyurl.com/IDOzoningmap

Sincerely,

________________________________________________________________________________________

[Agent/Property Owner/Developer]
Santa Barbara Martineztown NA

Cc: Semillas y Raices Neighborhood Community Group
North Valley Coalition

________________________________________________________________________________________

CABQ Planning Dept.
Printed 9/21/2018
Neighborhood Meeting Letter
Mr. Kimbrough,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

---
cemetery planning resource alliance

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June 19, 2019

[Date]

Doyle Kimbrough, North Valley Coalition

[Name of Neighborhood Representative, Neighborhood Association]

newmexmba@aol.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

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This would be an informal meeting where the Agent [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter  lledbetter@cprastudio.com

[Name]  [Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/Developer/Property Owner, if different from Contact Name above]

Project proposals phased development of additional burial sections, cremation areas, mausoleums, and related landscapes adjacent to similar facilities on existing cemetery property.

[Short Description of Proposal]

CABQ Planning Dept.
Neighborhood Meeting Letter

Printed 9/21/2018
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\textbf{Attachments (if any)}:

\begin{itemize}
  \item Overall Map - Proposed Development, Master Development Plan
  \item Zone Atlas Map
\end{itemize}

\textbf{Useful Links}

\begin{itemize}
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    \url{http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance}
  \item IDO Interactive Map
    \url{https://tinyurl.com/IDOzoningmap}
\end{itemize}

Sincerely,

\begin{itemize}
  \item Agent \hspace{1cm} \textit{[Agent/Property Owner/Developer]}
  \item Cc: Martineztown Work Group
  \item Santa Barbara Martineztown N.A.
  \item Semillas y Raices Neighborhood Community Group \hspace{1cm} \textit{[Other Neighborhood Associations, if any]}
\end{itemize}
Lane,

See list of associations below and attached regarding your EPC submittal. In addition, we have included web links below that will provide you with additional details about the new Integrated Development Ordinance (IDO) requirements. The web links also include notification templates that you may utilize when contacting each association. Thank you.

<table>
<thead>
<tr>
<th>Association Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Addr</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Valley Coalition</td>
<td>Peggy</td>
<td>Norton</td>
<td><a href="mailto:peggynorton@yahoo.com">peggynorton@yahoo.com</a></td>
<td>P.O. Box 7</td>
</tr>
<tr>
<td>North Valley Coalition</td>
<td>Doyle</td>
<td>Kimbrough</td>
<td><a href="mailto:newmexmba@aol.com">newmexmba@aol.com</a></td>
<td>2327 Cam NW</td>
</tr>
<tr>
<td>Martineztown Work Group</td>
<td>Rosalie</td>
<td>Martinez</td>
<td><a href="mailto:rosamartinez06@gmail.com">rosamartinez06@gmail.com</a></td>
<td>507 Roser</td>
</tr>
<tr>
<td>Martineztown Work Group</td>
<td>Loretta</td>
<td>Naranjo</td>
<td><a href="mailto:Injalopez@msn.com">Injalopez@msn.com</a></td>
<td>1127 Wall</td>
</tr>
<tr>
<td>Santa Barbara Martineztown NA</td>
<td>Ian</td>
<td>Colburn</td>
<td><a href="mailto:colburn.ian@gmail.com">colburn.ian@gmail.com</a></td>
<td>1002 Arnc</td>
</tr>
<tr>
<td>Santa Barbara Martineztown NA</td>
<td>Loretta</td>
<td>Naranjo</td>
<td><a href="mailto:Injalopez@msn.com">Injalopez@msn.com</a></td>
<td>1127 Wall</td>
</tr>
<tr>
<td>Semillas y Raices Neighborhood Community Group</td>
<td>Carol</td>
<td>Krause</td>
<td>cкра<a href="mailto:use95@yahoo.com">use95@yahoo.com</a></td>
<td>800 Mour</td>
</tr>
<tr>
<td>Semillas y Raices Neighborhood Community Group</td>
<td>Monique</td>
<td>Bell</td>
<td><a href="mailto:s33dsnroots@gmail.com">s33dsnroots@gmail.com</a></td>
<td>1113 Edit NE</td>
</tr>
</tbody>
</table>

IDO – Public Notice Requirements & Template: [https://www.cabq.gov/planning/urban-design-development/public-notice](https://www.cabq.gov/planning/urban-design-development/public-notice)


Respectfully,

Vicente M. Quevedo, MCRP
Neighborhood Liaison
Office of Neighborhood Coordination
City of Albuquerque – City Council
(505) 768-3332

Website: [www.cabq.gov/neighborhoods](http://www.cabq.gov/neighborhoods)
Neighborhood Meeting Inquiry For:
   Environmental Planning Commission
If you selected "Other" in the question above, please describe what you are seeking a Neighborhood Meeting
Inquiry for below:
Contact Name
   Lane Ledbetter
Telephone Number
   720-273-4684
Email Address
   lledbetter@cprastudio.com
Company Name
   CPRA Studio
Company Address
   4612 West Hayward Place
City
   Denver
State
   CO
ZIP
   80212
Legal description of the subject site for this project:
   Tract 1, Sunset Memorial Park
Physical address of subject site:
   Sunset Memorial Park, 924 Menaul Blvd. N.E., Albuquerque, NM 87107
Subject site cross streets:
   Edith Blvd. and Menaul Blvd. N.E.
Other subject site identifiers:
   Northwest corner of I-25 and I-40
This site is located on the following zone atlas page:
   H-15-Z
Ms. Bell,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance

cpra studio llc
9635 north rampart range road
littleton, co 80125

p: 303.688.5917

www.cprastudio.com

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June 19, 2019

Monique Bell, Semillas y Raices Neighborhood Comm. Gr.

s33dsnroots@gmail.com

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

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This would be an informal meeting where the [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information
Lane Ledbetter
illiedbetter@cprastudio.com

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above]

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[Short Description of Proposal]
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Zone Atlas Map

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IDO Interactive Map
https://tinyurl.com/IDOzoningmap

Sincerely,

Agent ________________________________ [Agent/Property Owner/Developer]

Cc: Santa Barbara Martineztown N.A.
Semillas y Raíces Neighborhood Community Group

---------------------------------------- [Other Neighborhood Associations, if any]

CABQ Planning Dept.
Neighborhood Meeting Letter

Printed 9/21/2018
Ms. Krause,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance

cpra studio llc
9635 north rampart range road
littleton, co 80125

p: 303.683.5917

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June 19, 2019

Carol Krause, Semillas y Raices Neighborhood Comm. Gr.

Re: Neighborhood Meeting about Future Development Application

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Master Development Plan

This would be an informal meeting where the _______________ [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter  lledbetter@cprastudio.com

Cemetery Master Development Plan - Sunset Memorial Park

924 Menaul Blvd. N.E., Albuquerque, NM  87104

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Sincerely,

[Agent/Property Owner/Developer]
Martineztown Work Group

Cc: Santa Barbara Martineztown N.A.
Semillas y Raices Neighborhood Community Group [Other Neighborhood Associations, if any]

CABQ Planning Dept. Z Printed 9/21/2018
Neighborhood Meeting Letter
Ms. Loretta Naranjo Lopez,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance

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June 19, 2019

Loretta Naranjo Lopez, Martineztown Work Group

Re: Neighborhood Meeting about Future Development Application

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Master Development Plan

This would be an informal meeting where the [Agent/Developer/Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information
Lane Ledbetter
[Name]

llledbetter@cprastudio.com
[Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

924 Menaul Blvd. N.E., Albuquerque, NM 87104

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Sincerely,

Agent  [Agent/Property Owner/Developer]
Santa Barbara Martineztown NA

Cc:  Semillas y Raices Neighborhood Community Group  [Other Neighborhood Associations, if any]
North Valley Coalition

CABQ Planning Dept.
Neighborhood Meeting Letter

Printed 9/21/2018
Ms. Norton,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

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Peggy Norton, North Valley Coalition

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lledbetter@cprastudio.com

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CABQ Planning Dept.
Neighborhood Meeting Letter 1 Printed 9/21/2018
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https://tinyurl.com/IDOragingmap

Sincerely,

__________________________________________ [Agent/Property Owner/Developer]

Martineztown Work Group

Santa Barbara Martineztown N.A.

Sanitmas y Raices Neighborhood Community Group [Other Neighborhood Associations, if any]

__________________________________________

CABQ Planning Dept.

Neighborhood Meeting Letter
Ms. Martinez,

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Thank you,

Lene Ledbetter, ASLA, RLA

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www.cprastudio.com

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June 19, 2019

Rosalie Martinez, Martineztown Work Group

[Name of Neighborhood Representative, Neighborhood Association]

rosalimartinez06@gmail.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque's Integrated Development Ordinance (IDO) Subsection 14-16-6-4(c) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

Master Development Plan

[Application(s) per Table 6-1-1 in the IDO (e.g. "Conditional Use")]

This would be an informal meeting where the ____________________________________________________________________________________________[Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter
[Name]

lledbetter@cprastudio.com
[Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above]

Project proposes phased development of additional burial sections, cremation areas, mausoleums, and related landscapes adjacent to similar facilities on existing cemetery property.

[Short Description of Proposal]
Per the IDO, you have 15 days from the date of this letter to respond, by either 1) requesting a meeting or 2) declining the meeting. If you do not respond within 15 days, you are waiving the opportunity for a Neighborhood Meeting, and we can submit our application anytime thereafter. We would like to submit our application on this date:

July 25, 2019 [Anticipated Submittal Date]

If you would like to meet, please let us know when your next regular neighborhood meeting is scheduled or provide a few alternative dates that fall within 30 days of your response to this letter.

Before submitting our application, we will send Mailed and/or Emailed Public Notice as required by IDO Table 6-1-1 to make you aware of the public hearing [hearing/meeting] at which the project will be reviewed and decided by the City.

Attachments (if any):

Overall Map - Proposed Development, Master Development Plan
Zone Atlas Map

Useful Links

Integrated Development Ordinance (IDO):
http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance
IDO Interactive Map
https://tinyurl.com/IDOzoningman

Sincerely,

Agent [Agent/Property Owner/Developer]
Martineztown Work Group

Cc: Santa Barbara Martineztown N.A.
Semitas y Raices Neighborhood Community Group [Other Neighborhood Associations, if any]

CABQ Planning Dept.
Neighborhood Meeting Letter
Mr. Colburn,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance

cpra studio llc
5635 north rampart range road
littleton, co. 80125

p: 303.683.5917

www.cprastudio.com

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June 19, 2019

Ian Colburn, Santa Barbara Martineztown NA

[Name of Neighborhood Representative, Neighborhood Association]

colburn.ian@gmail.com

[Address of Neighborhood Representative]

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(C) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

Master Development Plan

(Application(s) per Table 6-1-1 in the IDO [e.g. "Conditional Use"])

This would be an informal meeting where the Agent [Agent/ Developer/ Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter

 lledbetter@cprastudio.com

[Name] [Phone Number and/or Email]

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

[Site Address and/or Location]

924 Menaul Blvd. N.E., Albuquerque, NM 87104

[Name(s) of Agent/ Developer/Property Owner, if different from Contact Name above]

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Zone Atlas Map

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http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance

IDO Interactive Map
https://tinyurl.com/IDOzoningmap

Sincerely,

Agent [Agent/Property Owner/Developer]
Santa Barbara Martineztown NA
Cc: Semillas y Raices Neighborhood Community Group North Valley Coalition [Other Neighborhood Associations, if any]

CABQ Planning Dept. Neighborhood Meeting Letter 2 Printed 9/21/2018
Mr. Kimbrough,

Please find the attached documents regarding the opportunity for you to discuss the proposed Master Development Plan for Sunset Memorial Park on Menaul in Albuquerque. Please contact me if you have any questions.

Thank you,

Lane Ledbetter, ASLA, RLA

cemetery planning
resource alliance

cpra studio llc
9635 north rampart range road
littleton, co  80125

p: 303.683.5917

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June 19, 2019

Doyle Kimbrough, North Valley Coalition

newmexmba@aol.com

Re: Neighborhood Meeting about Future Development Application

Dear Neighborhood Association Representative,

In accordance with the procedures of the City of Albuquerque’s Integrated Development Ordinance (IDO) Subsection 14-16-6-4(c) Neighborhood Meeting, we are providing you an opportunity to discuss the following application(s) we will be making for a project proposed in or near your neighborhood:

Master Development Plan

This would be an informal meeting where the [Agent/Developer/Property Owner] would present the proposal, and we can discuss any ideas or concerns you may have.

Contact Information

Lane Ledbetter  lledbetter@cprastudio.com

Project or Development Proposal

Cemetery Master Development Plan - Sunset Memorial Park

924 Menaul Blvd. N.E., Albuquerque, NM 87104

Project proposes phased development of additional burial sections, cremation areas, mausoleums, and related landscapes adjacent to similar facilities on existing cemetery property.

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IDO Interactive Map
https://tinyurl.com/IDOzoningmap

Sincerely,

Agent [Agent/Property Owner/Developer]

Martineztown Work Group

Cc: Santa Barbara Martineztown N.A.

Seminole Heights Neighborhood Community Group [Other Neighborhood Associations, if any]

CABQ Planning Dept.
Neighborhood Meeting Letter

Printed 9/21/2018
List of Neighborhood Associations and Representatives Contacted for Sunset Memorial Park MDP Application

Indicates representatives in attendance at meeting:

<table>
<thead>
<tr>
<th>Association Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Address Line 1</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Mobile Phone</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Valley Coalition</td>
<td>Peggy</td>
<td>Norton</td>
<td><a href="mailto:peggynorton@yahoo.com">peggynorton@yahoo.com</a></td>
<td>P.O. Box 70232</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87197</td>
<td>5058509293</td>
<td>5053459567</td>
</tr>
<tr>
<td>North Valley Coalition</td>
<td>Doyle</td>
<td>Kimbrough</td>
<td><a href="mailto:newmexmba@aol.com">newmexmba@aol.com</a></td>
<td>2327 Campbell Road NW</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87104</td>
<td>5052490938</td>
<td>5053441364</td>
</tr>
<tr>
<td>Martineztown Work Group</td>
<td>Rosalie</td>
<td>Martinez</td>
<td><a href="mailto:rosalmartinez06@gmail.com">rosalmartinez06@gmail.com</a></td>
<td>507 Rosemont NE</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87102</td>
<td>5054174004</td>
<td></td>
</tr>
<tr>
<td>Martineztown Work Group</td>
<td>Loretta</td>
<td>Naranjo Lopez</td>
<td><a href="mailto:lnjalopez@msn.com">lnjalopez@msn.com</a></td>
<td>1127 Walter NE</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87102</td>
<td>5052707716</td>
<td></td>
</tr>
<tr>
<td>Santa Barbara Martineztown NA</td>
<td>Ian</td>
<td>Colburn</td>
<td><a href="mailto:colburn.jan@gmail.com">colburn.jan@gmail.com</a></td>
<td>1002 Arno NE</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87102</td>
<td>5055804953</td>
<td></td>
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<td>5052707716</td>
<td></td>
</tr>
<tr>
<td>Semillas y Raices Neighborhood C. G.</td>
<td>Carol</td>
<td>Krause</td>
<td><a href="mailto:ckrause95@yahoo.com">ckrause95@yahoo.com</a></td>
<td>800 Mountain Road NE</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87102</td>
<td>5055670673</td>
<td></td>
</tr>
<tr>
<td>Semillas y Raices Neighborhood C. G.</td>
<td>Monique</td>
<td>Bell</td>
<td><a href="mailto:s3dsnroots@gmail.com">s3dsnroots@gmail.com</a></td>
<td>1113 Edith Boulevard NE</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87102</td>
<td>5053159835</td>
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List of Neighborhood Associations and Contacts for Sunset Memorial Park MDP Application

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</table>
I. Meeting Sign-Up Sheet

1. Meeting Location

   Sunset Memorial Park

2. Meeting date and time

   Friday, July 19, 2019

3. Meeting Attendees

   Name               Email                        Phone
   Chris Keeper       chris@friends4friends.com (505) 681-9838
   Susan Hernandez    Ljajalo@msn.com (505) 240-7716

   __________________________

   __________________________

   __________________________

   __________________________

   __________________________
II. Graphic Materials for Discussion (11 x 17 documents provided)

*Brief explanations of the existing and proposed cemetery improvements.*

1. **Existing Development Plan** (listed chronologically by development)
   - Centennial Urn Garden (Phase I & II) – niche courts and gardens
   - Best Friends Forever Pet Section – pet and pet/human garden
   - Plaza Esperanza – committal shelter, groves, and cremation
   - Pueblo Esperanza – mausoleum, kiva ossuary, niche courts, garden
   - Crematory Building – new improved crematory building
   - Camino Encantado – Niche courts, groves, and garden
   - Section 28 – additional groves and future niches

2. **Existing Development Images**
   - Images showing the same projects as listed above

3. **Proposed Development Plan** (projects listed as shown from left to right on the plan)
   - Camino Encantado Phase II – committal space, niches, and crypts
   - Perimeter Niches and Security Fencing – niches and fencing
   - Sunset House – family and company uses
   - Operations and Maintenance Compound – consolidation
   - Block 28 Expansion – graves and niches
   - Block 28 Improvements – niches and entry feature
   - Pueblo Esperanza Expansion – mausoleums, niche courts, gardens
   - Future Development (beyond 10 years) – mausoleums, niche courts, gardens

III. Design Guidelines for Discussion (8.5 x 11 document provided)

*Based on the City requirement to provide design guidelines for future development in the Master Development Plan process. Brief explanation of the categories of the design guidelines.*

1. **Site Development**

   ***Intended to insure that new site developments make best use of existing ground and match development styles, materials, and layouts of existing developments.***

   A. Site Development
   - Land Use: no change; same since cemetery opened in 1929
   - Access: no change

   B. Grading and Drainage
   - Fix drainage problems
• Control and harvest runoff

C. Site Signage
• To match existing style

D. Private Roads
• No new roads proposed; to match existing if needed

E. Parking
• Limited new small parking areas proposed; street parking elsewhere

F. Sidewalks and Plazas
• To match existing improvements

G. Outdoor Lighting
• Staff safety and security only; no other lighting

H. Site Utilities
• Meet City requirements

I. Fencing and Gates
• To match existing improvements

II. Buildings and Site Structures

***Intended to insure that new building developments meet city requirements and match development styles, materials, and layouts of existing developments.

A. Buildings
• Match existing mausoleum development

B. Site Structures
• Match existing improvements

C. Architectural Style
• Match “Pueblo Revival” style of existing development

D. Materials and Construction
• Match existing materials, colors, and construction techniques

III. Landscape Development

***Intended to insure that new landscape plantings provide attractive, water-wise plantings that match existing plantings and layouts to enhance the arboretum landscape being developed at Sunset.

A. Specialty Cemetery Landscapes
• Turf and ornamental plantings for additional grave plots and cremation gardens

B. Site Amenities
• Benches, litter receptacles, water stations, and garden signage

C. Landscape Plantings
• Provide hardy, native New Mexico plants
• Provide low water-use plants
• Provide 4-season plant interest
• Create shade and screening
• Properly irrigate and maintain plantings
IV. Meeting Comments and Responses

Attendee Comments / Sunset Responses

- Loretta loves the design. Didn't know we had all of this here. Was thrilled to know we will be ensuring its care and beauty forever.

- Loved that it is an available resource for the community.
  - Walking/jogging/stretching.
  - Meetings.
  - Events.

- Wants me to speak at an upcoming neighborhood meeting.

- Would love to hold some of their meetings at Sunset House.
Neighborhood Association Meeting Report
Master Development Plan Requirements
Sunset Memorial Park, Albuquerque, NM

Report Prepared by CPRA Studio, Cemetery Planners  7.22.2019

Note: Per City of Albuquerque Integrated Development Ordinance (CABQ IDO) requirements, CPRA staff requested contact information from the CABQ Neighborhood Liaison Office for the neighborhood associations representing those that may be affected by the proposed cemetery developments listed in the Master Development Plan (MDP) at Sunset Memorial Park (SMP). CPRA reached out to two contacts for the four groups and received a request from one, the Santa Barbara Martineztown Neighborhood Association (SBMTNA), to meet and discuss the proposed development at their monthly meeting on July 11, 2019.

Due to confusion over the scheduling and confirmation of the initial meeting, CPRA and SMP did not attend. This report represents the summary of discussions from the meeting that was rescheduled for Friday, July 19, still within the 30-day time period requirement of the IDO. (Refer to attachments listing IDO-required scheduling information.)

Location of Meeting: Sunset House and On-Site Visit
Sunset Memorial Park
924 Menaul Boulevard, NE
Albuquerque, NM  87107

Date and Time: Friday, July 19, 2019, 10:00 AM

Attendees: Loretta Naranjo-Lopez
Santa Barbara Martineztown Neighborhood Association
E: lnjalopez@msn.com, P: 505-270-7216

Chris Keller, President
Sunset Memorial Park
E: chrisk@frenchfunerals.com, P: 505-515-3707

SUMMARY OF DISCUSSIONS

Chris Keller (CK) from Sunset Memorial Park (SMP) met with Loretta Naranjo-Lopez (LN-L) from the Santa Barbara Martineztown Neighborhood Association (SBMTNA) to discuss the recent improvements made at the cemetery and the proposed improvements for future developments listed in the MDP documents. (Refer to attached documents showing plans, images, and design guidelines for existing and proposed improvements.)
Existing Cemetery Developments.
CK used plan and image board graphics to explain existing cemetery improvements made in the last several years in terms of their specific type, size, location, design style, and construction materials used. CK described the “Pueblo Revival” design style used and noted the various cremation gardens, grave burial sections, riche courts, mausoleums, committal shelters, and other improvements built at the cemetery in the last several years.

Proposed Cemetery Developments
CK used a graphic plan to describe the proposed cemetery improvements in terms of their expected general type, approximate sizes, and probable locations on the property. CK noted that no designs were final yet but that they would follow the previous design style and material standards set in the existing developments and SMP’s design guidelines required by the IDO.

Cemetery Design Guidelines
CK discussed the required design guidelines in terms of how they will direct the design of proposed future cemetery improvements, including categories for design of site development, buildings and site structures, and landscape improvements.

Concerns Raised
1. LN-L had no concerns over the existing or proposed developments or design guidelines for SMP.

Areas of Agreement / Disagreement
1. LN-L noted that she agreed with the overall design of the existing and proposed cemetery developments.
2. LN-L had no disagreements with the proposed cemetery improvements.

Next Steps and Accommodations
1. No additional steps or accommodations are required.

Additional Discussion Points
1. LN-L noted she was had not previously been aware of the recent SMP improvements.
2. LN-L noted that she was pleased to hear that the SMP is an endowed care cemetery and that the grounds and facilities will be maintained forever.
3. While this meeting satisfied the CABQ IDO requirements, LN-L requested Chris Keller to make an informational presentation about the cemetery to the SBMTNA at some point in the future. CK agreed to do so.
4. Chris Keller (CK) noted that the facilities at the cemetery are a community resource and available for use by the neighborhood and community. These could include walking the grounds for exercise, meetings, and gatherings/events.
5. LN-L was pleased to hear that SMP was available for other uses and noted that the SBMTNA may consider it as a venue for one of their upcoming meetings.
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANSOOR SHAHID &amp; MAHAM</td>
<td>311 DESERT SUN CT ALAMOGORDO NM 88310</td>
<td>ALAMOGORDO NM</td>
</tr>
<tr>
<td>CAMPOS PETER &amp; LORI ANNE</td>
<td>418 RAYNOLDS AVE LAS VEGAS NM 87701</td>
<td>LAS VEGAS NM</td>
</tr>
<tr>
<td>SAITTA BRIAN D</td>
<td>601 MENAUL BLVD NE UNIT 4403 ALBUQUERQUE NM 87107-1540</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>MCCALLISTER KYLE</td>
<td>601 MENAUL BLVD NE UNIT 4401 ALBUQUERQUE NM 87107</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>GABALDON BERLINDA</td>
<td>601 MENAUL BLVD NE UNIT 4402 ALBUQUERQUE NM 87107-1539</td>
<td>ALBUQUERQUE NM</td>
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<tr>
<td>GOOCH STEVEN D &amp; GOOCH RONDA LEE</td>
<td>TRUSTEE GOOCH RVT 601 MENAUL BLVD NE UNIT 4404 ALBUQUERQUE NM 87107-1541</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>GATER WILLIAM H</td>
<td>601 MENAUL BLVD NE UNIT 4502 ALBUQUERQUE NM 87107-1545</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>COOK TRAVIS P</td>
<td>601 MENAUL BLVD NE UNIT 4501 ALBUQUERQUE NM 87107-1544</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>ARCHIBEQUE KAITLYN T &amp; ARCHIBEQUE MICHAEL A &amp; DEBORAH L</td>
<td>601 MENAUL BLVD NE UNIT 4503 ALBUQUERQUE NM 87107-1546</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>VULCAN LANDS INC</td>
<td>1200 URBAN CENTER DR BIRMINGHAM AL 35242-2545</td>
<td>BIRMINGHAM AL</td>
</tr>
<tr>
<td>TAGLIALEGAMI JANICE TRUSTEE</td>
<td>TAGLIALEGAMI RVT TRUST A &amp; ETAL 404 CUTLER AVE NE ALBUQUERQUE NM 87102-1100</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>MONTANO NEVIN D &amp; MONICA C</td>
<td>10531 COYOTE CANYON PL NW ALBUQUERQUE NM 87114-5949</td>
<td>ALBUQUERQUE NM</td>
</tr>
<tr>
<td>T-MOBILE PCS HOLDINGS LLC</td>
<td>12920 SE 38TH ST BELLEVUE WA 98006-1350</td>
<td>BELLEVUE WA</td>
</tr>
<tr>
<td>SUNSET MEMORIAL PARK INC</td>
<td>PO BOX 25063</td>
<td>ALBUQUERQUE NM</td>
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<td>FORNEY LARRY L &amp; JOYCE L</td>
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<td>GENDRON STEPHEN A &amp; ELIZABETH</td>
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<td>PO BOX 1293 ALBUQUERQUE NM 87103-2248</td>
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<td>LOHMAN PARTNERS LLC &amp; COLORADO SPRINGS - MENAUL LLC C/O QUARLES &amp; BRADY</td>
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<td>MAYHEW WAREHOUSE LLC</td>
<td>4215 VIA DE LUNA NE ALBUQUERQUE NM 87110-4955</td>
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<td>LOYAL ORDER OF MOOSE LODGE #1517</td>
<td>2121 EDITH BLVD NE ALBUQUERQUE NM 87102</td>
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<tr>
<td>LIFEROOTS INC</td>
<td>1111 MENAUL BLVD NE ALBUQUERQUE NM 87107-1614</td>
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August 29, 2019

TO WHOM IT MAY CONCERN:

This letter is to inform you of an upcoming public meeting scheduled with the City of Albuquerque Environmental Planning Commission to review an application for a Master Development Plan for a property in your area, as follows:

Property:
Sunset Memorial Park
924 Menaul Boulevard NE
Albuquerque, NM 87107

Approval Being Requested:
Sunset Memorial Park seeks approval of a Master Development Plan (MDP) proposing future incremental development of cemetery improvements on their property. Proposed improvements will include similar improvements to those already existing such as additional grave plot sections, cremation gardens, mausoleum buildings, committal shelters, support buildings, road and walkway improvements, and associated landscaping.

Time / Place of Meeting:
October 10, 2019, 8:30 AM
Vincent E. Griego Chambers at One Civic Plaza NW
(Albuquerque/Bernalillo County Government Center)

For additional information, contact:
Chris Keller, President
Sunset Memorial Park
505-515-3707
chrisk@frenchfunerals.com
Lane,

Per your request please find the buffer map and property list attached.

Thanks,

TARYN TORRES
administrative assistant
urban design and development
o 505.924.3662
e taryntorres@cabq.gov
cabq.gov/planning

From: Lane Ledbetter <lledbetter@cprastudio.com>
Sent: Tuesday, August 27, 2019 11:13 AM
To: Torres, Taryn <taryntorres@cabq.gov>
Subject: Request for List of Neighboring Properties

Taryn,

With this email we are requesting from you a list of all neighboring property owners within the 100' buffer around Sunset Memorial Park in Albuquerque. Please find the attached Zone Atlas Map showing the location of the property.

Please contact me at 720-273-4684 with any questions.

Thanks for your help.

Lane Ledbetter, ASLA, RLA