

February 13, 2020

**MEMORANDUM**

**TO: GALLUP TASK FORCE {GTF}**

- C.B. Strain, Community Planner
- Stan Henderson, Executive Director, Public Works Division
- Mike DeClercq, Water/Waste Water Superintendent
- Marita Joe, Senior Electrical Engineer
- Adrian Marrufo, Solid Waste Director
- Jacob La Croix, GFD, Fire Inspector
- Diane Willato, CenturyLink Engineer
- Irma Bustamante, NM Gas Co. Distribution Superintendent
- John Ortiz, Comcast Superintendent

**FROM:**   
Roman J. Herrera

Roman J. Herrera, Development Review Coordinator

**cc:** Dennis Romero, Water & Wastewater Executive Director  
John Wheeler, Electric Director

<b>CASE #:</b> MJSB 20-00200001
<b>PROJECT NAME:</b> Ortega Subdivision
<b>PROPERTY OWNER:</b> AVA, LLC & ABA Land LTD, CO
<b>PROJECT LOCATION:</b> North & northeast of 3360 & 3366 W. Hist. Hwy. 66 – aka; NE ¼ of Sec. 27, T15, R19, .098 acres; N/E ¼ of Section 27, T15, R19, 6.405 acres; SE ¼ of Section 22, T15, R19 5.2acres
<b>DESCRIPTION: MAJOR SUBDIVISION; SKETCH PLAT REVIEW:</b> The property owners are requesting that the aforementioned tracks of un-platted land be subdivided into two (2) parcels. The properties are presently zoned Heavy Commercial, no zone change is being requested.
<b>ELECTRONIC COMMENTS ARE DUE BY: 25 FEBRUARY 2020</b>

**A TASK FORCE MEETING WILL BE SCHEDULED AT A LATER DATE**

***COMMUNITY PLANNER COMMENTS:***

P1.) The Ortega Subdivision does not exist nor do Parcels 3, 4 and 6 therefore the Ortega Subdivision and Parcels 3, 4 and 6 cannot be referenced or replatted.

P2.) The original tract needs to be referenced as the tract being subdivided as well as the tract of land to the north.

P3.) Ok to schedule Task Force meeting to review comments.

**CITY ENGINEER:**

PW/City Engr comments:

1. Future development may require City and ADA compliant sidewalks on any improved street right-of-way.
2. Future development will require storm drainage plan and improvements.
3. Noted:
  - o Interstate 40 is shown south of the BNSF tracks?
  - o Parcel 6A may be landlocked with access via a private road.
  - o No location map.

**WATER DEPARTMENT COMMENTS:** Must provide 30' easement for water and sewer to all parcels. Must extend waterlines upon development. Water, sewer and electrical lines must maintain 10' separation.

**WASTEWATER DEPARTMENT COMMENTS:** Must provide 30' easement for water and sewer to all parcels. Must extend sewer lines upon development. Water, sewer and electrical lines must maintain 10' separation.

**ELECTRIC DEPARTMENT COMMENTS:** Electric did not submit comment.

**FIRE DEPARTMENT COMMENTS:** No issues with subdivision. Future construction may require installation of hydrant(s), a sprinkler system, and/or fire department apparatus access. Future code requirements will be construction dependent.

**SOLID WASTE COMMENTS:** No issues with subdivision.

**CENTURYLINK COMMENTS:** No comment from CenturyLink at this time.

**NM GAS COMPANY COMMENTS:** No comments were received from NM Gas.

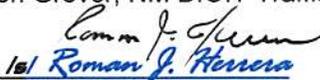
**COMCAST COMMENTS:** No comments were received from Comcast.

May 13, 2020

**MEMORANDUM**

**TO: GALLUP TASK FORCE {GTF}**

- C.B. Strain, Community Planner
- Stan Henderson, Executive Director, Public Works Division
- Mike DeClercq, Water/Waste Water Superintendent
- Marita Joe, Senior Electrical Engineer
- Adrian Marrufo, Solid Waste Director
- Jacob La Croix, GFD, Fire Inspector
- Diane Willato, CenturyLink Engineer
- Irma Bustamante, NM Gas Co. Distribution Superintendent
- John Ortiz, Comcast Superintendent
- Jayson Grover, NM D.O.T Traffic Engineer

**FROM:**   
*Roman J. Herrera*

Roman J. Herrera, Development Review Coordinator

**cc:** Dennis Romero, Water & Wastewater Executive Director  
John Wheeler, Electric Director

<b>CASE #:</b> MJSB 20-00200001
<b>PROJECT NAME:</b> Ortega Subdivision
<b>PROPERTY OWNER:</b> AVA, LLC & ABA Land LTD, CO
<b>PROJECT LOCATION:</b> 3380, 3360 & 3366 W. Hist. Hwy. 66 – aka; SEC.27 T15N R19W, WITHIN THE NE1/4 OF A/K/A LOVE SUB. CONT. 4.908 ACS; NE ¼ of Sec. 27, T15, R19,.098 acres; N/E ¼ of Section 27, T15, R19, 6.405 acres; SE ¼ of Section 22, T15, R19 5.2acres
<b>DESCRIPTION: MAJOR SUBDIVISION; PRELIMINARY PLAT REVIEW:</b> This subdivision replat has changed & will now include the Loves property & a dedicated Public Right of Way, as follows; Lots 1, 2 & 3 & Dedicated Public Right of Way & Easements. The properties are presently zoned Heavy Commercial, no zone change is being requested. The request for replat will be presented to the Planning & Zoning Commission as soon as possible, any conditions for approval should be included in staff recommendation to the Commission.
<b>ELECTRONIC COMMENTS ARE DUE BY: 22 MAY 2020</b>

**A TASK FORCE MEETING HAS NOT BEEN SCHEDULED**

**COMMUNITY PLANNER COMMENTS:**

P1.) There is no “Pre-Final Plat” designation, we are at “Sketch Plat” for a Major Subdivision.

P2.) A cul-de-sac is required at the end of the dead end street per Section 12-1-C5c.

P3.) All vehicular, pedestrian and utility infrastructure is required to be installed per Section 11-1-Agi.

P4.) Plans for all required infrastructure improvements shall be submitted for review per Section 11-1-F4.

P5.) The existing shop is encroaching into the required setback on Ortega Circle and is encroaching into the ten foot (10') public utility and drainage easement. The proposed subdivision cannot create a non-conformance issue. The existing shop will need to be relocated or the lots within the proposed subdivision need to be reconfigured to eliminate any non-conformance issues.

P6.) Provide all required data on plats per the City of Gallup Subdivision Regulations.

P7.) If preliminary plat is approved by the Planning & Zoning Commission, construction of all required infrastructure can proceed. Once all required infrastructure is installed and accepted by the City the applicant can then apply for final plat approval by the Planning & Zoning Commission. Once approved the final plat can then be filed with the McKinley County Clerk and the subdivision is complete.

**CITY ENGINEER:**

6' wide ADA compliant sidewalks required on 66 frontage.

Service street will need to be a cul-de-sac with 5' wide ADA compliant sidewalks.

Compliance with NMDOT recommendations below.

**WATER DEPARTMENT COMMENTS:** Extend 6in water line north in right of way to cover access to Lot 2.

**WASTEWATER DEPARTMENT COMMENTS:** Extend 8in Sewer line north in right of way to cover Access to Lot 2, provide manhole at north end of line for Access.

**ELECTRIC DEPARTMENT COMMENTS:**

There are some recorded easements missing from the plat.  
Easement line correction on map needs to correspond the field staking.  
We sent pictures of staking and existing easement documentations to the surveyor.

**FIRE DEPARTMENT COMMENTS:** 2015 IFC Appendix D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

All other future fire code requirements will be construction dependent

**SOLID WASTE COMMENTS:** No issues with replat

**CENTURYLINK COMMENTS:** No comments were received from CenturyLink.

**NM GAS COMPANY COMMENTS:** No comments were received from NM Gas.

**COMCAST COMMENTS:** No comments were received from Comcast.

**NM D.O.T:** As discussed in a past face to face meeting with City representatives and the property owner, comments from the NMDOT for the proposed subdivision of property are as follows.

- Any change in property use, ownership, and/or any further development that could potentially increase expected traffic generation to the property will require the property owners and/or the City of Gallup to re-apply for an NMDOT Driveway Permit. As a necessary part of this process, the re-evaluation of the appropriateness of current access locations and design will be required, which may end up resulting in the need to modify current access/driveway locations and design. This needs to be made very clear to the property owner/future owners and the City of Gallup.

- The attached proposed plat shows a single driveway/access to serve Lots 1 through 3. This is contrary to what currently exists as pictured below. Currently lot 3 is served by three (3) driveways. Is the property owner proposing to the City and to the NMDOT to remove two of the existing driveways as is shown in the proposed Final Plat?

- The proposed Final Plat shows Ortega Circle will be dedicated as Public Right of Way, thus making the City of Gallup responsible for obtaining an updated NMDOT Access Permit for its connection to NM 118 (as per NMAC Section 18.31.6). Attached is an NMDOT Access Permit Application. The City of Gallup needs to be aware that they will be responsible for completing the necessary Traffic Impact Analysis required to support their access permit, and any changes or improvements that the supporting TIA might identify as necessary. It is my suggestion that the City of Gallup have the property owner/developer complete the necessary traffic evaluation and access improvements BEFORE the City of Gallup accepts responsibility for Ortega Circle and its connection to NM 118 and approves the proposed property division.

June 16, 2020

**MEMORANDUM**

**TO: GALLUP TASK FORCE {GTF}**

- C.B. Strain, Community Planner
- Stan Henderson, Executive Director, Public Works Division
- Mike DeClercq, Water/Waste Water Superintendent
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- Jacob LaCroix, GFD, Fire Inspector
- Dianne Willato, CenturyLink Engineer
- Irma Bustamante, NM Gas Co. Distribution Superintendent
- John Ortiz & Matthew Baca, Comcast Superintendent
- Jayson Grover, Traffic Engineer, NM DOT

**FROM: 161 Nikki Lee**

Nikki Lee, Planning Specialist

**cc:** Dennis Romero, Water & Wastewater Executive Director  
John Wheeler, Electric Director

<b>CASE #:</b> MNSB2020-00300005
<b>PROJECT NAME:</b> Replat No. 1 of Love Subdivision Containing 4.908 Acres M/L and a Replat of Unplatted Tracts of Land within the Ortega Annexation situated in the NE ¼ of Section 27, T15N R19W, N.M.P.M. and a portion of Mentmore Meadows Annexation situated in the SE ¼ of Section 22, T15N R19W, N.M.P.M., City of Gallup
<b>PROPERTY OWNER:</b> AVA, LLC & ABA Land LTD, CO & LOVE'S TRAVEL STOPS & COUNTRY STORES, INC.
<b>PROJECT LOCATION:</b> 3360 & 3366B, 3376C & 3380 W. Hist. Hwy. 66 & 2 vacant lots– aka; SE ¼ of Section 22, T15, R19 containing 5.29 acres; NE ¼ of Sec. 27, T15, R19 containing 0.098 acres; N/E ¼ of Section 27, T15, R19 containing 4.151 acres; N/E ¼ of Section 27, T15, R19 containing 6.405 acres; NE ¼ of Section 27 T15N R19W A/K/A Love Subdivision containing 4.908 acres
<b>DESCRIPTION:</b> FINAL PLAT REVIEW- This replat has changed from a major to a minor subdivision being that the property owners decided not to dedicate a right-of-way. This revised plat removed Ortega Circle, which took away the infrastructure requirements. They did however change the reconfiguration of the lots. The properties are presently zoned Heavy Commercial (HC) and no zone change is being requested. The final plat will be presented to the Planning & Zoning Commission as soon as possible, any conditions for approval should be included in staff recommendation to the Commission.
<b>ELECTRONIC COMMENTS ARE DUE BY: 23 JUNE 2020</b>

**NO Task Force Meeting has been scheduled**

**COMMUNITY PLANNER COMMENTS:**

P1.) Because utility easements are being vacated two (2) public hearings will be required for this minor subdivision. First public meeting through the Planning and Zoning Commission to approve the minor subdivision, second public hearing through City Council to approve the vacation of the existing utility easements.

P2.) Remove “Access Easement Dedicated This Plat” language from flag Lot 2. Access to Lot 2 already exists from NM 118 (Hwy 66). Access to Lot 1 can be obtained from NM 118 (Hwy 66). Any private access easement shall be done by a separate easement document between the private property owners.

P3.) Add signature line for Mayor and City Clerk for vacation of easements.

P4.) Either the front property line or the driveway is in the wrong location on the subdivision plat. Move front property line back to the proper location or remove the driveway from the plat, whichever is incorrect.

P5.) Recommend adjusting the western lot line of Lot 2 that parallels the existing shop to meet required side yard setbacks in order to alleviate clouds on the property’s title. The side yard setback for the Heavy Commercial (HC) zone district is ten feet (10’).

P6.) The portable building is encroaching across the property lines. The portable building will need to be relocated.

P7.) Ok to proceed to public hearings after all corrections are made to the plat and all corrections are reviewed and accepted by the Gallup Task Force.

***CITY ENGINEER COMMENTS:***

1. Future development will trigger pedestrian improvements along NM-118 (West Hwy 66) frontage in question.
  - a. Said improvements include ADA compliant SIX foot wide sidewalks.
  - b. NM-118 access must be ADA compliant.
2. Future development will also trigger a drainage plan; since, the subdivision is in excess of one acre.

***WATER DEPARTMENT COMMENTS:***

No requirements for this revision.

***WASTEWATER DEPARTMENT COMMENTS:***

No requirements for this revision.

***ELECTRIC DEPARTMENT COMMENTS:*** All City of Gallup owned electric equipment and lines have easements. However, on June 5<sup>th</sup> I did mention to surveyor that I was contacted by Loves engineering firm of line relocation. That line that needs to be relocated is CDEC line only that is not drawn on the map. The increase from 10’ to 20 diagonal line is a CDEC pole line that is now a PUE.

***FIRE DEPARTMENT COMMENTS:*** No Fire Department issues with replat. Future code requirements will be construction dependent.

**SOLID WASTE COMMENTS:** No issues with replat or subdivision

**CENTURYLINK COMMENTS:**

There is no conflict with this plat.

**NM GAS COMPANY COMMENTS:**

NMGC does not have any comments. The existing 30' Access & Utility easement remains in tact.

**COMCAST COMMENTS:**

I see no obvious conflicts with this replat.

**NM DEPT. OF TRANSPORTATION COMMENTS:**

The owners of Lots 1 to 3 need to be aware of the following.

Currently, as far as the NMDOT is concerned, Ortegaz (Lot 1) is the only entity that technically has legal access to NM 118. They are the only business that has a current Driveway Permit with the Department.

Any future development/redevelopment of Lot 2 will require that the NMDOT be contacted about securing a NMDOT Driveway/Access Permit for that lot, even if this lot will continue to share access to NM 118 with Lot 1.

The Loves truck stop (Lot 3) currently has multiple points of access to their property, none of which appear to be legally permitted by the Department. Loves will need to take the steps necessary to permit their current access points. Any further development of Lot 3, or any changes to Lot 3 that will potentially increase traffic generation to/from the property will also require the reassessment of current access locations and design, and may warrant modifications or improvements to these existing driveways.