



MAYOR
DONALD T. LOPEZ

ADMINISTRATOR
ANN SIMON

— — — — —
MAYOR PRO-TEM
SANDRA PACHECO

TRUSTEES
GILBERT BENAVIDES
ALLEN LEWIS
GEORGE RADNOVICH

May 24, 2022

Westin Glass
Palindrome Communities
412 NW 5th Avenue Suite 200
Portland, Oregon 97209

Graeme Means
High Mesa Consulting Group
6010-B Midway Park Blvd. NE
Albuquerque, New Mexico 87109

RE: Major Subdivision Sketch Plat Submitted May 20, 2022 – Village Center Project Southeast Corner of 4th Street & Osuna Road

To Whom It May Concern:

This letter serves as administrative approval with conditions of the sketch plat submittal dated May 20, 2022 submitted by High Mesa Consulting Group on behalf of Palindrome Communities and the following property owners: The Village of Los Ranchos de Albuquerque, Paul Rael, and Pablo Rael, as further described below.

Location & Legal:

The properties are located at the southeast corner of Fourth Street and Osuna Road and are as Lots 1 – 12 and Lot 14 as described in Exhibit A – Land of the Purchase, Sale and Development Agreement Between The Village of Los Ranchos de Albuquerque, New Mexico and Palindrome Communities, LLC, A Nevada Limited Liability Company, signed October 2020. The legal descriptions are further detailed in *Trailhead at Chamizal – Listing of Property Legal Descriptions and Owners*.

* Lot 13 from Exhibit A is included in this description and is shown on the proposed plat as it is an adjacent lot to the subdivision. Per the sketch plat submittal, the property's lot lines will not be amended with this plat, therefore no letter of agency from that property's owner is necessary.

Review & Analysis:

Compliance with §9.1.5:

Per §9.1.5(U) definition of sketch plat, the application meets the requirements for a sketch plat.

(U) PLAT, SKETCH. A sketch or drawing of a subdivision plat conforming with the requirements stated herein, and used in the pre-application procedure prior to submission of the preliminary plat for a major subdivision or the final plat of a minor subdivision.

As no further requirements are noted for the sketch plat in §9.1, the submittal suffices for the sketch plat. Subsequent submittals (including but not limited to a preliminary and final plat) will be required to abide by §9.1, excepting the public notice and hearing process, as further detailed in the conditions of approval.

Per §9.1.5(BB) and (CC) the proposed subdivision is a major subdivision, and the requirements of §9.1 must be met, except that the sketch plat, preliminary plat, and final plat (among other things) may be administratively approved per Article 3.3 of the Purchase, Sale and Development Agreement dated October 16, 2020¹ without public notice nor public hearing before the Commission and/or Board. As the application will not go before the Commission or Board, any reference to the Commission or Board approval, conditions, or other requirements will instead be required, reviewed, and approved by the Village Administrator and Planning and Zoning Director.

The major subdivision process requires a pre-application meeting, sketch plat submittal, preliminary plat submittal, and final plat submittal, which includes the appropriate application forms and supplemental documents, prior to filing the plat and additional documents with Bernalillo County Clerk's Office. This letter is in lieu of a pre-application meeting as the requirements of Village Code are detailed herein and this classifies the proposed subdivision as a major subdivision.

Compliance with §9.1.6:

- §9.1.6(C)(1) is met as the proposed development and uses of the properties meet the purpose and intent, and allowed uses of §9.2.14 VC – Village Center Zone. Irregular MRCGD lot sizes are incorporated and existing MRGCD irrigation is maintained.
- §9.1.6(C)(2)(b)(1) through (4) are considered and met as applicable. Any special drainage conditions will be addressed in the grading and drainage plan(s), a soil report will be required prior to construction, and there is no difficult topography nor other geographic hazards to life, health, or property.
- §9.1.6(C)(3) requires a statement of water and sewer availability from the Albuquerque/Bernalillo County Water Utility Authority (ABCWUA). This must be submitted with the preliminary plat application.
- §9.1.6(C)(4) is met with preservation of the use of the Chamizal Lateral. No other preservation is required for this subdivision.
- §9.1.6(C)(5) for an area plan is not required as the entire project site is included in the proposed subdivision plat.

Compliance with §9.1.7:

- This letter serves as the pre-application conference required by §9.1.7(A) as the applicant is being advised of the subdivision requirements and the subdivision is being classified as a major subdivision.
- The applicant must comply with §9.1.7(C) the procedures and submission requirements for major subdivision plats.
- The application for a sketch plat meets §9.1.7(C)(1). The Project is still obligated to comply with §9.1.7(C)(3) and (4) for preliminary and final submittal, and the balance of Article 1

¹ By and between the Village of Los Ranchos De Albuquerque, New Mexico and Palindrome Communities, LLC, A Nevada limited liability company.

Subdivision, Vacation, and Development. However, as the sketch plat is an initial review, it will not yet have the details required of the preliminary and final plat. The submittal is acceptable.

- The Alternate Summary Procedure contemplated by (6) is not allowed for this project.

Compliance with §9.1.8, §9.1.9, and §9.1.10:

- The preliminary and final plat submittals must meet §9.1.8, §9.1.8, and §9.1.10. The applicant must submit a subdivision improvements agreement and financial guarantee approved by the Village and its Attorney, and which must be filed with the final plat.

Administrative Decision:

The sketch plat submittal dated May 20, 2022 submitted by High Mesa Consulting Group is approved with the following Conditions and Findings:

Conditions:

- The applicant shall submit the filled out and signed sketch plat review application for major subdivisions before submitting the preliminary application for major subdivisions.
- With the preliminary and final application submittals, the applicant shall submit the filled out and signed preliminary and final applications for major subdivisions.
- The preliminary and final plats shall comply with §9.1 Subdivision, Vacation, and Development.
- The preliminary and final plats shall be formatted in the following manner:
 - The plats shall provide all information required by §9.1.8, and, including but not limited to the following:
 - The first sheet shall include at a minimum the vicinity map, subdivision name, legal description, utility signature lines, MRGCD statement and signature line, Village of Los Ranchos approval signature lines, Bernalillo County Treasurer's certification, and surveyor's certification and stamp.
 - Village of Los Ranchos signature lines shall include the printed name and title of the Mayor and Clerk: Donald T. Lopez, Mayor and Danielle Sedillo-Molina, Village Clerk
 - Subsequent sheets shall show existing property boundaries, proposed property boundaries, easements to be vacated/created and related notes, and free consent and dedication statements and signature lines, with printed property owner names. Plat must include a key/legend that shows the different types of survey markers/monuments.
- The applicant shall submit a statement of water and sewer availability from the Albuquerque/Bernalillo County Water Utility Authority (ABCWUA) with their preliminary plat application, per §9.1.6(C)(3) Services.
- The applicant shall submit to the Village a DXF file showing the new property lines, easements twenty (20) feet in width or more, and any other information Bernalillo County Geographic Information Systems (GIS) requires to update online maps, prior to obtaining the Mayor's signature and Clerk's attest.
- After Village approval of the preliminary subdivision plat application, the applicant shall submit a corrected plat prior to printing on mylar if the Village determines that the number of corrections requires a subsequent review to ensure corrections have been made. Post review and Village approval of the corrected plat, the applicant may print the mylar plat and obtain utility signatures. After obtaining utility signatures, the applicant may submit the final application with the mylar plat for the Mayor's signature and Clerk's attest.

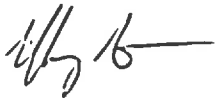
- The applicant shall submit substantially complete drafts of the Trailhead at Chamizal Declaration of Covenants, and all other documents referenced on the plat to be filed with Bernalillo County Clerk's Office, with the preliminary plat.
- The applicant shall submit complete final drafts of the Trailhead at Chamizal Declaration of Covenants, and all other documents referenced on the plat to be filed with Bernalillo County Clerk's Office, with the final plat.
- The applicant shall provide to the Village one (1) physical copy and one (1) digital copy of all documents filed with Bernalillo County Clerk's Office for this subdivision plat within thirty (30) days of final approval, per §9.1.8(A)(5).
- The preliminary and final subdivision plats shall comply with the Purchase, Sale and Development Agreement Between The Village of Los Ranchos de Albuquerque, New Mexico and Palindrome Communities, LLC, A Nevada Limited Liability Company, dated October 16, 2020.

Findings:

The subdivision sketch plat submittal meets the definition of sketch plat under §9.1.5(U) and the requirements for a sketch plat under §9.1.7(C)(2).

Please feel free to contact us at (505) 344-6582, 6718 Rio Grande Blvd NW Los Ranchos, NM 87107.

Sincerely,



Tiffany Justice
 Planning & Zoning Director
 Village of Los Ranchos de Albuquerque



Ann Simon
 Administrator
 Village of Los Ranchos de Albuquerque

Enclosed:

Sketch Plat Submittal

- High Mesa Consulting Submittal Letter Dated May 20, 2022
- Los Ranchos Site Development Plan Sketch Plat Review Application
- 24" x 36" Sketch Plat Exhibit (4 Sheets)
- Listing of Existing Legal Descriptions & Ownership
- Agent Authorization Letters
- Warranty Deeds (Proof of Ownership)
- Tax Bills
- Letter of Intent
- Receipt for Sketch Plat Review Fee

Village Code Excerpt §9.1 Subdivision, Vacation, and Development

Major Subdivision Sketch Plat Application Form

Major Subdivision Preliminary Application Form

Major Subdivision Final Application Form

Purchase, Sale and Development Agreement Between The Village of Los Ranchos de Albuquerque, New Mexico and Palindrome Communities, LLC, A Nevada Limited Liability Company