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Revised 3/3/04

APPLICATION NO. 07AA -00099	PROJECT NO. 1005351
PROJECT NAME 13:701 POINSE	TTIA CT. SE
APPLICANT / AGENT JANES DEHNU	5 PHONE NO. 944-6177
ZONE ATLAS PAGE L 23	DATE SUBMITTED 013107

ONE STOP CASE TRACKING LOG

(This tracking log is for DRB Delegation Actions / Over the Counter Routing)
(rev. 7/03)

TYPE OF	TRANSP	UTILITY	PARKS	HYD DEV	PLAN	NING
APPROVAL	DEV	DEV	& REC	(City Engr)	CASE-PLANNER	DRB CHAIR
SDP-Building Permit /	F: D:	F: D:	F: D:	F:	F: D:	F: D:
SDP-Subdivision	F: D: A:	F: D: A:	P: D: A:	F: D: A:	D: A:	D: A:
Administrative Amendments (AA's)	F: D: F: D: A:	F: D: F: D: A:		F:	PROTING F:01/31/07 D: F:	
Minor Plat / Major Final Plat	F: D: F: D: A:	F: D: F: A:	F: D: F: D: A:	F: D: F: A:		F: D: F: A:
Vacation-Private Easement	F: D: F: A:	F: D: F: A:	F: D: F: A:	F:		F: D: F: D:

First ReviewTotal City Days

Second ReviewTotal City Days

Third ReviewTotal City Days

Subtotal

Total Number of
Developer Days
(from back of form)

Total Days

F = forwarded
D = disapproved

A = approved

Called agent to pick up approved 45DP for binding permit accross the hall \$01/31/60 - Forward to

^{*}Business Days

^{**}Pulled by Agent (P)

PLANS RELEASED TO APPLICANT OR AGENT TO CORRECT REJECTS

	First Review	
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A City of Albuquerque



•	Supplemental	form ,	•
SUBDIVISION	S Z	ZONING & PLANNING	•
Major Subdivision action		Annexation County St	, hasittal
Minor Subdivision action Vacation	·	County Su EPC Subr	
Vacation Variance (Non-Zoning)		Zone Map Amendm	nent (Establish or Change
SITE DEVELOPMENT PLAN	P	Zoning) Sector Plan (Phase	· I, II, III)
for Subdivision Purposes		Amendment to Sec	
for Building Permit	•	Comprehensive Plan Text Amendment (7)	Zoning Code/Sub Regs)
ior building Permit IP Master Development Plan			ge (Local & Collector)
Cert. of Appropriateness (LUCC)	- L A	APPEAL / PROTEST of	•
Storm Drainage Cost Allocation Plan	. D	Decision by: DRB, EPC ZHE, Zoning Board of Ap	, LUCC, Planning Director or Staff, peals
PRINT OR TYPE IN BLACK INK ONLY. The app Department Development Services Center, 600 application. Refer to supplemental forms for sub	2 nd Street NW, Albu	querque, NM 87102. Fees	•
APPLICANT INFORMATION:	· · · · · · · · · · · · · · · · · · ·		10-0446177
NAME: TAMES 1.	NNIN	PHONE:	105-944-6177
ADDRESS: 13701 POINS & TH	R CT. DE	FAX:	·
CITY: ALBUGUERQUE	_ STATE NO ZIP	E-MAIL: n	msocialchimber &
Proprietary interest in site:	List <u>all</u> own	ers: Leona I	2enni5
AGENT (if any):	· · · · · · · · · · · · · · · · · · ·	PHONE: _	<u> </u>
ADDRESS:		FAX:	
CITY:	STATE ZIP	E-MAIL:	
DESCRIPTION OF REQUEST: Add 3he			•
Lot or Tract No. Subdiv. / Addn. Current Zoning: Zone Atlas page(s): Total area of site (acres): Within city limits? Yes. No, but site is within 5 to UPC No. 1023056139183	Proposed No. of extended by the city limits.)	Block: bdivision division division	Unit:
LOCATION OF PROPERTY BY STREETS: On or Nea		MRGCD M	•
Between: Waterfall, 5E	and		55
CASE HISTORY: List any current or prior case number that may be releved. Z-93-3-4 Check-off if project-was previously reviewed by Sketch	vant to your application (P	roj., App., DRB-, AX_,Z_, V_, S_ Cation Review Team?. Date of	, etc.):
FOR OFFICIAL USE ONLY		•	Form revised 4/04
All checklists are complete All fees have been collected All case #s are assigned AGIS copy has been sent Case history #s are listed Site is within 1000ft of a landfill F.H.D.P. density bonus F.H.D.P. fee rebate Hearing Planner signature d	date AA	99 ASBP Action ASBP ———————————————————————————————————	S.F. Fees P(4) \$45.00 \$\$\$\$\$\$ Total \$45.00
Planner signature d	ate	,	<u> </u>

FORM P(4): SITE PLAN REVIEW - ADMINISTRATIVE APPROVAL OR AMENDMENT

	SITE DEVELOPMENT PLAN FOR BUILDING PERMIT IN THE DOWNTOWN SU-3 ZONE Copy of the pre-application meeting findings (A pre-application meeting is required for Downtown 2010 projects.) Site plan and related drawings (folded to fit into an 8.5" x 14" pocket) 6 copies Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied) Letter briefly describing and justifying the request Letter of authorization from the property owner if application is submitted by an agent Notifying letter and certified mail receipts to owners of adjacent properties if required by pre-application meeting Infrastructure List, if relevant to the site plan Completed Site Plan for Building Permit Checklist Solid Waste Management Department signature on Site Plan if relevant Blue-line copy of Site Plan with Fire Marshal's stamp Copy of the LUCC approval if the site is in an historic overlay zone Fee (see schedule) Any original and/or related file numbers are listed on the cover application
	AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CONCEALED OR SITE DEVELOPMENT PLAN CONTROLLED WIRELESS TELECOM FACILITY
	NOTE: The requirements specified below apply to the previous 3 plan types, unless otherwise noted. Proposed Site Plan, with changes circled and noted if amended (folded to fit into an 8.5" x 14" pocket) 5 copies. Copy of approved Site Plan being amended if applicable (folded to fit into an 8.5" x 14" pocket) 1 copy. Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied). Letter briefly describing and justifying the request. Letter of authorization from the property owner if application is submitted by an agent. Copy of EPC or DRB Notice of Decision (not required for WTF). Fee (see schedule). Any original and/or related file numbers are listed on the cover application.
	NOTE: The next two items are also required if the square footage change is 2% or more of any building's
	Notifying letter & certified mail receipts addressed to owners of adjacent properties Office of Neighborhood Coordination inquirý response, notifying letter, certified mail receipts
	NOTE: Only for wireless telecommunications facilities that are concealed and/or subject to site development plan review, the following materials are required for application submittal in-addition to all those listed above: Co-location evidence as described in Zoning Code §14-16-3-17(A)(5) Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2 Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e) Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a) Distance to nearest existing free standing tower, and its owner's name, if the proposed facility is also a tower Registered Engineer's stamp on the Site Development Plans Office of Community & Neighborhood Coordination inquiry response as above based on ¼ mile radius PLEASE NOTE; If you are applying for approval of a telecom site to be located on City of Albuquerque property, there
	are several additional requirements. Contact Debbie Stover at 924-3940 for details.
any sub	ne applicant, acknowledge that information required but not mitted with this application will ly result in deferral of actions. Applicant signature / date
<u> </u>	Checklists complete Application case numbers Fees collected OTAA

The Planning Department is authorized to approve minor changes to approved Site Development Plans. Minor changes may include expansion of building square footage not greater than 10% and/or other changes that will not have a harmful impact on adjacent property or street circulation. Refer to *Zoning Code* Section 14-16-2-22(A)(6).

Application Requirements

Administrative Amendment Applications are submitted at the Development and Building Services front counter. Each request is assigned an Application number and a Project number. Applications must include the following:

- Completed Application Form with fee submittal
- Letter of Authorization from the Property Owner (if application is submitted by an agent)
- □ Zone Atlas page clearly denoting the subject site
- Copy of the most recent Official Notice of Decision pertaining to the subject site
- □ A letter describing the project and indicating the percent change in heated square footage (if applicable)
- □ 1 copy of the previously approved plan set (typically the DRB-approved set)
- 5 copies of the revised plan, including all relevant plan sheets. The plans must be clearly dated and labeled as revisions and all proposed changes must be clearly denoted. Changes to parking calculations, landscaping calculations and similar plan elements must be clearly indicated.
- □ Materials pertinent to Notification (if applicable, see below)

Notification

Amendments proposing a building expansion of more than 2% of the approved square footage and/or amendments which may substantially aggrieve* any person require notification by the applicant. In such instances, the Zoning Code requires notification to 2 officers of all Recognized Neighborhood Associations that bound or are adjacent to the subject site and notification to adjacent property owners. The term "adjacent," as it relates to Administrative Amendments, includes property contiguous to the subject site and property that would be contiguous if not for public rights-of-way. Therefore, properties across an alley or street from the subject site are considered adjacent. When notification is required, the following materials must be submitted with the application:

- Developer Inquiry Sheet (completed) from the Office of Neighborhood Coordination (924-3914) plus Notifying
 Letter (copy) and Certified Mail Receipts
- Zone Atlas page highlighting adjacent properties (for which notice has been provided), List of adjacent property owners receiving notice, Notifying Letter (copy) and Certified Mail Receipts

Ownership of adjacent property can be determined by using the Bernalillo County Assessor's web site: www.bernco.gov/assessor. Notification letters must clearly describe the project, identify the location of the subject property, provide a phone number for a project contact person, and indicate the phone number for the City Planning Department: 924-3860. The reverse side of this form provides a sample notification letter. Failure to adequately notify may result in delay, denial or forfeiture of approval.

Process / Timeframe

Upon receipt of a complete application, the request is reviewed by Hydrology, Utility Development, and Transportation Planning before final review by the Development Review Division. Oftentimes the Zoning Enforcement office also reviews the submittal, particularly if the request relates to signage. The entire process typically takes 10 or more business days.

Appeal

There is a 15-day period from the date of the final approval for filing appeals with the Planning Department. Appeals to Administrative Amendments are made to the City Council through the Land Use Hearing Officer.

* Applicants who have reason to believe that one or more persons may be substantially aggrieved by a proposed Administrative Amendment shall comply with the Notification process specified above. Significant delays will result if the Development Review Division determines that adequate Notification has not been provided.

Initial Printing: June, 04; revised: August o4

NOTES: Administrative Amendments to Site Development Plans

First of all, it is essential to understand the original site plan approval process. The vast majority of AA's are based on site plans originally approved by the EPC. Almost every site development plan approved by the EPC includes conditions of approval that must be met. These conditions are reviewed in the DRB process before applicants can proceed to building permit. In reviewing AA's, our office rarely approves changes to site plans that are contrary to the conditions established by the EPC.

Submittal must include a Notice of Decision from the EPC. Sometimes the Notice cannot be found with a really old approval, say from the 1960s or 1970s. But in most cases, a Notice of Decision is available in our file room.

The applications must be complete at the time of submittal. If there are any questions about what is required, call Bob or Russell. In many instances, applications have been submitted for over a week before we review them. Applicant's become annoyed when asked to submit new information well after the submittal has been accepted.

Submittal must include a copy of the approved site development plan for building permit. The best thing is for applicants to submit all 4 sheets of the approved plan set. But there are times when Submittal of only the last AA approval sheet is rarely satisfactory.

Submittal of a DRB decision is only useful if the project was first approved by the DRB. This is rarely the case. The EPC has approval authority for most sites for which site plans are required.

It appears to me that (at least in some cases) applicants have not received the handout I prepared on Administrative Amendments. This information will help insure that a complete submittal is made.

NOTICE:

Sample Notification Letter To be sent by Certified Mail by the applicant

Date

To
Address
City/State/Zip

Dear Property Owner / Neighborhood Association Representative:

This letter is to inform you that application for an Administrative Amendment to an approved Site Development Plan will be submitted to the City of Albuquerque Planning Department for review and possible approval. The application will be submitted on or about <u>Date</u>. The City's review process typically takes 5-10 business days to complete.

The specifics of the project are as follows:

The letter should address the following:

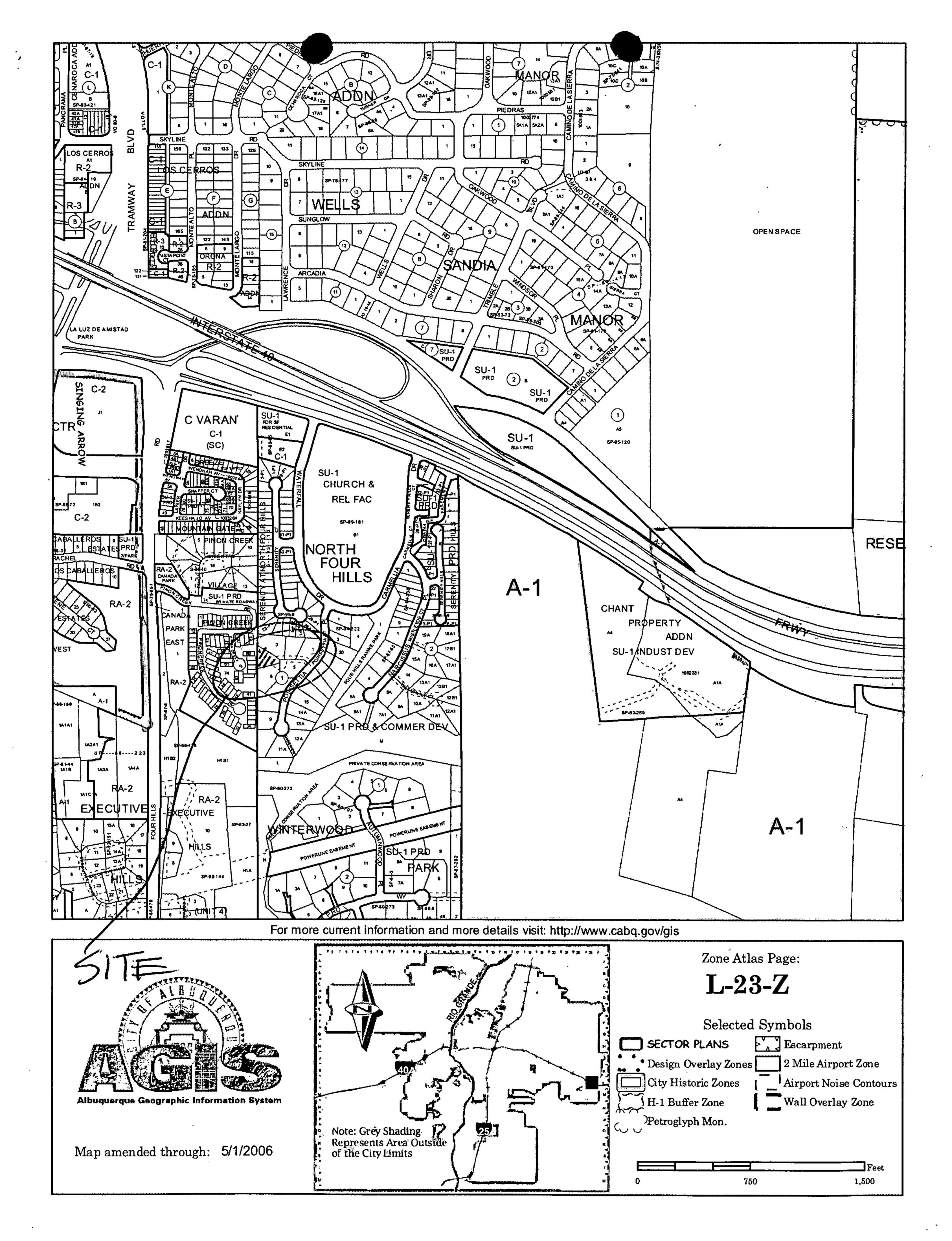
- INDENTIFY THE LOCATION OF REQUEST & SIZE OF THE SITE
- PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY
- DESCRIBE THE REQUEST: WHAT IS BEING CHANGED OR EXPANDED AND WHY
- INDICATE HOW THE CHANGES WILL COMPLEMENT THE EXISTING (OR APPROVED) DEVELOPMENT
- ADDRESS ANY ITEMS THAT MIGHT BE OF CONCERN TO NEARBY OWNERS / RESIDENTS

If you have questions about this proposal, please call me at	
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This application can be reviewed at the City Planning Department offices in downtown Albuquerque at the Plaza del Sol building, located at 600 2nd Street NW. It is advised that you call the Planning Department to schedule a visit so that the project file will be available upon your arrival. To arrange a visit to review this application, please contact Fran Tapia, Development Review Division, at 924-3860. Ms. Tapia can also put you in contact with the planner who will be reviewing the project. The planner will be able to explain the Administrative Amendment process and your opportunity for input.

Sincerely,

Name Title Company



ONE STOP SHOP CITY OF ALBUQUERQUE PLANNING DEPARTMENT Development & Building Services

PAID RECEIPT

APPLICANT NAME JAMES R. DENIUS
AGENT
ADDRESS 13701 POINSETTIA CT SE
PROJECT & APP # (1005351/07AA 00699
PROJECT NAME
\$441032/3424000 Conflict Management Fee
\$441006/4983000 DRB Actions
\$ 45,000 441006/4971000 EPC/AA/LUCC Actions & All Appeals
\$ 441018/4971000 Public Notification
\$ 441006/4983000 DRAINAGE PLAN REVIEW OR TRAFFIC IMPACT STUDY*** ()Major/Minor Subdivision ()Site Development Plan ()Bldg Permit () Letter of Map Revision ()Conditional Letter of Map Revision () Traffic Impact Study
\$ 45.00 TOTAL AMOUNT DUE
*** <u>NOTE</u> : If a subsequent submittal is required, bring a copy of this paid receipt with you to avoid an additional charge.

City Of Albuquerque. Treasury Division

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4:31PM

LOC: ANNX

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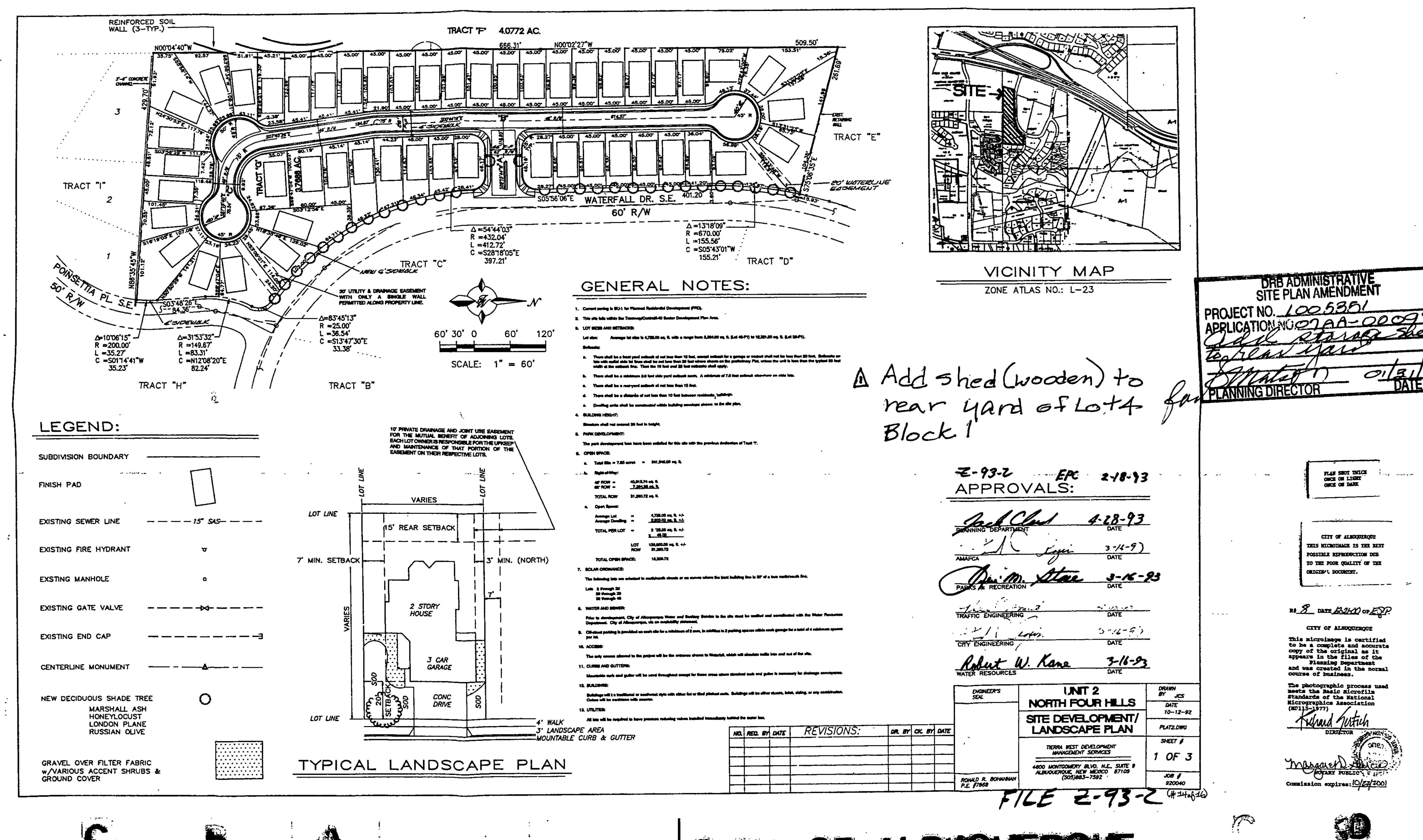
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\$45.00 \$0.00

Thank You

Counterreceipt.doc 6/21/04





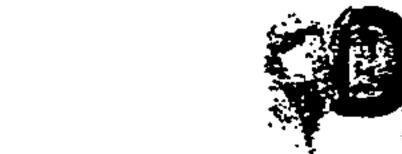












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CITY OF ALBOQUERQUE

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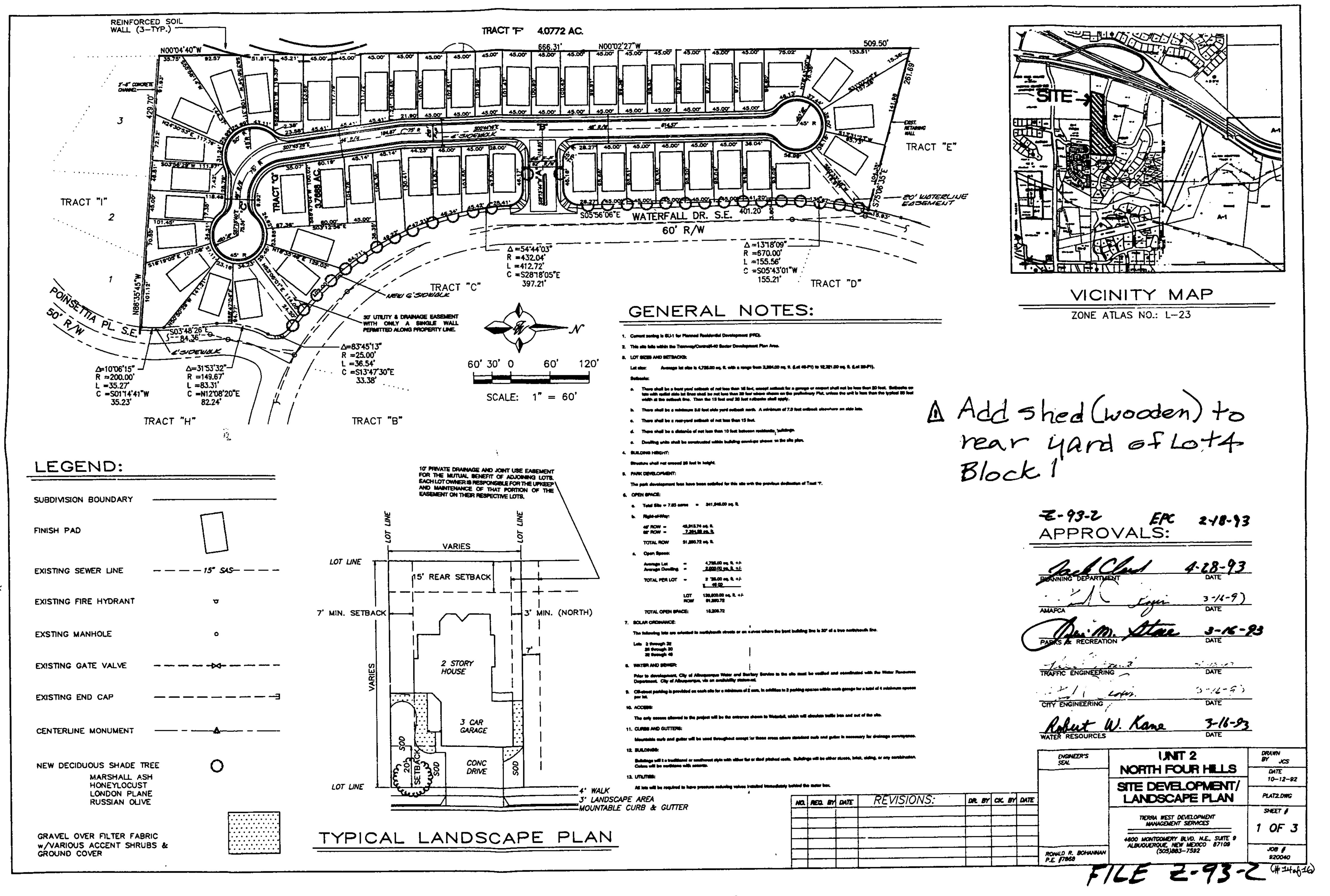
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Planning Department and was created in the normal course of business.

The photographic process used meets the Basic Microfilm

Standards of the Mations

Micrographics Association (MC115-1977)

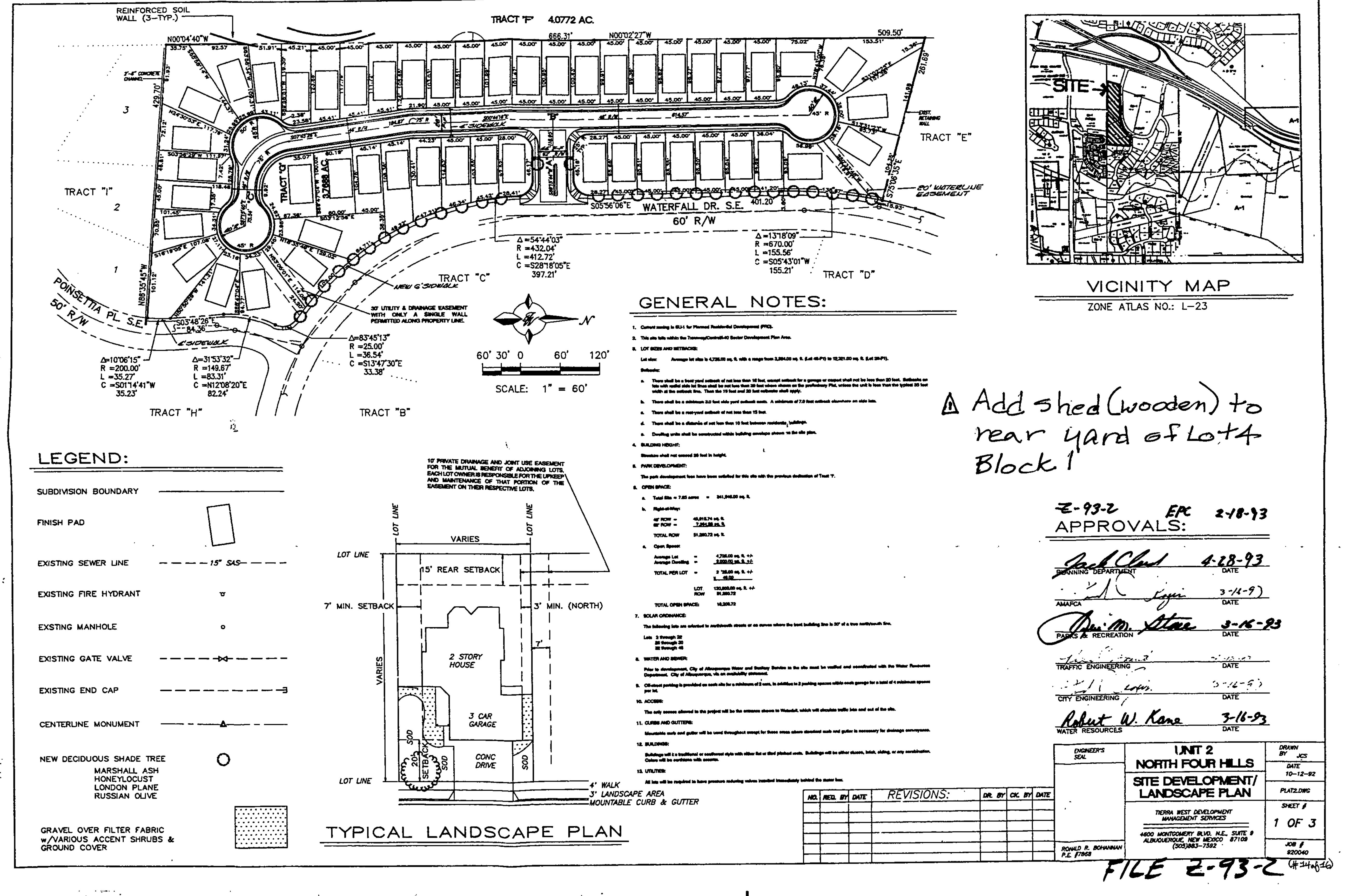
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CITY OF ALBUQUERQUE

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CITY OF ALBOUSERUF















CITY OF ALBUQUERQUE I'LANNING DEPARTMENT PLANNING DIVISION

Hydrology

Transportation Planning Transportation Development

Utility Development

TRANSIT DEPARTMENT

COMMENTS FROM OTHER AGENCIES:

ALBUQUERQUE FLOOD CONTROL AUTHORITY

ALBUQUERQUE PUBLIC SCHOOLS

MIDDLE RIO GRANDE COUNCIL OF GOVERNMENTS

PLANNING DIVISION COMMENTS TO THE ENVIRONMENTAL PLANNING COMMISSION. February 17, 1994

This is a request for site development plan approval on a tract of land zoned SU-1 PRD containing

The Comprehensive Plan designates the larger area surrounding the site Established Urban. The Established Urban areas allow a full range of urban land use, resulting in a variety and maximum choice in housing and work areas. A sector development plan containing additional standards for zone map amendments has not been

Policy B.5.1.: Quality and innovation in design shall be encouraged in all new development; design

Policy C.8.a. The natural and visual environment, particularly features unique to Albuquerque, shall

The site lies in the Sandia Foothills Area Plan. This is a Rank II plan that addresses development issues in the transition areas near the mountains. The plan recommends that all development respect the natural terrain and topography and recommends maximum fill slopes of 2:1. Area Characteristics and Zoning History:

The North Four Hills Subdivision, of which the site is a part, was annexed and zoned on April 3, 1979 (AX-78-21/2-78-138). The subdivision was zoned SULL for a Commercial/office and townhouse development Subject to site plan approval. The site is located just south of Interstate 40 and north of the Four Hills channing center line further to the week and the Municipal Limite residential development. The Four Hills shopping center lies (urther to the west, and the Municipal Limits

GENDA NUMBER: LAVIRONMENTAL PLANNING COMMISSION February 17, 1994 2-94-27 PAGE 2

"⊕The required drainage plan has been approved for site plan sign-off."

"No Adverse Comment."

"No adverse comment on the "Site

"Based on proposed platting, private utility easements will be required for some lots to access serviceable public lines, such easements must be established as a condition of plat approval. Conventional gravity sewer service is probably not available to

"No adverse comments."

"We anticipate that the City of Albuquerque, Public Works, Hydrology Division will take the lead in review of on-site drainage at this tract. It appears that an a constructed drainage rundown to the "natural" arroyo will be required to serve this development."

"The 4 residential units will affect Wherry Elementary School, Van Buren Middle School, and Highland High School. The small number of students Potentially generated by the development should affect APS facilities in the area." adversely

"No Adverse Comment."

CITY OF ALBUQUERQUE PLANNING DEPARIMENT PLANNING DIVISION

IENDA NUMBER: 19 LIVIRONMENTAL PLANNING COMMISSION February 17, 1994 Z-94-27 PAGE 3

Property surrounding the site is zoned for residential and religious land uses. The properties to the east, south and west have been approved for residential development. The property to the north is zoned for a major religious facility. The property to the west is currently under development as a residential subdivision.

Analysis:

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The applicant has submitted a site development plan as required in the SU-1 zone. The residential density proposed is consistent with that allowed by the zoning. Four lots are proposed on the 1.3 acre site. The site development plan documents contain must of the basic information necessary for review. The plan indicates setbacks, building heights and a basic building design. A grading and drainage plan has also been submitted showing existing and proposed grades as well as utilities. The proposed plan contains restrictions that are similar to those found in the RLT zone.

This site is located in a very special area of the city, the foothills area. As a result there are additional policies that apply to this development. These policies are found in both the Comprehensive Plan and the Sandia Foothills Area Plan. They call for respecting the natural land forms in this area, "The natural and visual environment, particularly features unique to Albuquerque, shall be respected as a significant determinant in development decisions."

The primary issue in this case is the grading plan. The Sandia Area foothills Plan call for maximum 2:1 slopes. It appears that this can be achieved on the lots facing Poinsettia. The eastern lot should be allowed some flexibility given the topography of the site. Staff suggests that retaining wall heights be limited to a maximum of 4 feet. The applicant should provide a specific design for these grades rather than a general note. The pad elevations must be at street grade to be consistent with the approved grading and drainage plan for the site and in order for the sanitary sewer to operate without a pump. One lot will require a pump and easement to Poinsettia. Part of the site will drain to the street the other part will drain into retention ponds.

Environment Health suggests providing access to the park space adjacent to the site. The grades, however, are very steep and it would be difficult to achieve.

The applicant in this case can meet the building setbacks for solar access if the lower side of the house is placed on the northern side of lots 1 and 2.

Findings:

1. The proposed plan with minor modifications to the setbacks, building orientation and grading plan can meet the requirements of previous approvals on this site, the Sandia Foothills Area Plan and the Comprehensive Plan.

RECOMMENDATION:

APPROVAL OF Z-94-26 a site development plan, based on the preceding Finding and subject to the following Conditions:

Conditions:

- 1. A revised grading and drainage plan satisfactory to the Planning Department and Hydrology must be provided.
- 2. The north and south building elevations should be reversed on lots 1 and 2 or the proposed satbacks should be changed to provide solar access.

Dave Carlson Planner CITY OF ALBUQUERQUE L'LANNING DEPARTMENT PLANNING DIVISION

GENDA NUMBER: 19
LNVIRONMENTAL PLANNING COMMISSION
February 17, 1994
Z-94-27
PAGE 4

DC/1q

15192

cc: Mori Jafari, 10832 Prospect NE, Suite F. Albuq. NM 87112 Mark Goodwin & Assoc., Box 90606, Albuq. NM 87199

IT IS REQUESTED THAT THE APPLICANT/AGENT BE PRESENT AT THE HEARING.