

October 3, 2017

Development Review Board  
Jack Cloud - Chairman  
City of Albuquerque  
Planning Department  
600 2nd St. NW  
Albuquerque, NM 87103

**RE: Sundance Construction Beverly Hills Ave NE**

Dear Mr. Cloud:

This letter is a request for preliminary question, review and comment on the conceptual Site Plan. This request was recommended by PRT Chairperson Carmen Marrone at a Pre-Application Review Team Meeting (PA #17-142) held on September 26, 2017.

Our design team requests that we may be placed on the DRB meeting agenda on March 21 to get some input from DRB staff prior to submitting our DRB package.

The information we are requesting to be reviewed is the following:

1. Fire access to and on site.
2. Access to site.
3. Parking spaces and traffic circulation layout.
4. Landscaping requirements.
5. Required offsite roadway and sidewalk improvements on Beverly Hills NE.
6. Required offsite water and sewer improvements. (including FH location)
7. Potential to proposed utility infrastructure, access and parking onto adjacent lot.

We truly appreciate your time and assistance in this matter.

If you have any questions or need any additional information, please feel free to contact our office.

**MILLER ENGINEERING CONSULTANTS, INC.**

John Jacquez  
Project Manager

VAM:vam  
Enclosures

cc: File

# PRE-APPLICATION REVIEW TEAM (PRT) MEETING

PA# 17-142 Date: 9/26/2017 Time: 2:00 PM

Address: BEVERLY HILLS AVE. NE

## 1. AGENCY REPRESENTATIVES PRESENT AT MEETING

Planning:  Kym Dicome  Other: CHEYL COMELFELDT  
Code Enforcement:  Ben McIntosh  Other: \_\_\_\_\_  
Fire Marshall:  Antonio Chinchilla  Eric Gonzales  
Transportation:  Mawra Al-Najji

## 2. TYPE OF APPLICATION ANTICIPATED / APPROVAL AUTHORITY

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Zone Map Amendment                         | <input type="checkbox"/> EPC Approval | <input type="checkbox"/> City Council Approval   |
| <input type="checkbox"/> Sector Dev. Plan Amendment                 | <input type="checkbox"/> EPC Approval | <input type="checkbox"/> City Council Approval   |
| <input type="checkbox"/> Site Dev. Plan for Subdivision             | <input type="checkbox"/> EPC Approval | <input type="checkbox"/> DRB Approval <input type="checkbox"/> Admin Approval            |
| <input checked="" type="checkbox"/> Site Dev. Plan for Bldg. Permit | <input type="checkbox"/> EPC Approval | <input checked="" type="checkbox"/> DRB Approval <input type="checkbox"/> Admin Approval |
| <input type="checkbox"/> Other _____                                |                                       |  |

## 3. SUMMARY OF PRT DISCUSSION:

Current Zoning: SU-2 IP of C

Proposed Use/Zone: \_\_\_\_\_

Applicable Plans: \_\_\_\_\_

Applicable Design Regulations: \_\_\_\_\_

Previously approved site plans/project #s: \_\_\_\_\_

Requirements for application: (R-270-1980, Notification, as-built drawings, TIS, Check Lists, Other) \_\_\_\_\_

Handouts Given:

Zone Map Amendment Process  R-270-1980  AA Process  EPC Schedule

Additional Notes:

• SU-2 IP of C - NORTH 1 25 SDP

• MUST MEET DESIGN STDS OF THE PLAN (PGS 31-39)

• SITE DEVELOPMENT PLAN FOR BUILDING PERMIT PROCESSED THRU PUBLIC HEARING @ DRB.

• NOTIFICATION - NA'S THRU ONC. PROPERTY OWNERS W/100' - CHECK W/ DRB. FRONT COUNTER

**\*\*\*Please Note: PRT DISCUSSIONS ARE FOR INFORMATIONAL PURPOSES ONLY: THEY ARE NON-BINDING AND DO NOT CONSTITUTE ANY KIND OF APPROVAL. Statements regarding Zoning are not Certificates of Zoning. Additional research may be necessary to determine the exact type of application and/or process needed. It is possible that factors unknown at this time and/or thought of as minor could become significant as the case progresses.**

SIGNAGE: PER DESIGN STDS. - MONUMENT SIGNS = 10' x 4' H.W. <sup>LONG</sup>  
ADDITIONAL BASE 18". NO POLE SIGNS ALLOWED.

BLDG MTD. - TWO SIGNS PER SINGLE TENANT. BLDG SIGN  
LETTERS CAN NOT EXCEED 18" IN HEIGHT OR WIDTH. W/ 3" RELIEF  
COMPANY LOGOS CAN NOT BE > 8 SF

MTG.

ALL PS. OF BLDG.

FM. MUST REACH 150' FROM ANY DIRECTION -  
DEADEND CAN NOT BE > 150'  
NOT SPRINKLED.

BLDG HT = 25'0"

CONSTRUCTION TYPE - 2B } NEED  
10,078 SF BLDG } 2 HYDRANTS.

SUBMIT FIRE PLAN

BEVERLY HILLS - NOT BUILT. REQUIRES IL THRU DRB.  
HOW MUCH REQ'D - DRB SKETCH PLAN.

PROPERTY ADDRESS - ~~BAKERS~~ GO TO ZONING COUNTER.

LANDSCAPE REGULATION - ZONING CODE

PARKING LOT LANDSCAPING - 1 @ 10 SPACES. NO SPACE  
FURTHER THAN 100' FROM TRUNK.

REQUEST H2O / SEWER AVAILABILITY.



Supplemental Form (SF)

<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> S Z ZONING & PLANNING
<input type="checkbox"/> Major subdivision action	<input type="checkbox"/> Annexation
<input type="checkbox"/> Minor subdivision action	<input type="checkbox"/> V Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plans)
<input type="checkbox"/> Vacation	<input type="checkbox"/> P Adoption of Rank 2 or 3 Plan or similar Text Amendment to Adopted Rank 1, 2 or 3 Plan(s), Zoning Code, or Subd. Regulations
<input type="checkbox"/> Variance (Non-Zoning)	<input type="checkbox"/> D Street Name Change (Local & Collector)
<input checked="" type="checkbox"/> SITE DEVELOPMENT PLAN	<input type="checkbox"/> L A APPEAL / PROTEST of...
<input checked="" type="checkbox"/> for Subdivision	<input type="checkbox"/> Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other
<input checked="" type="checkbox"/> for Building Permit	
<input type="checkbox"/> Administrative Amendment (AA)	
<input type="checkbox"/> Administrative Approval (DRT, URT, etc.)	
<input type="checkbox"/> IP Master Development Plan	
<input type="checkbox"/> Cert. of Appropriateness (LUCC)	
<input type="checkbox"/> STORM DRAINAGE (Form D)	
<input type="checkbox"/> Storm Drainage Cost Allocation Plan	

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2<sup>nd</sup> Street NW, Albuquerque, NM 87102. Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

APPLICATION INFORMATION:

Professional Agent (if any): Miller Engineering Conis PHONE: 888 715 000  
 ADDRESS: 3200 Comanche NE FAX: 888 230 000  
 CITY: Alb STATE NM ZIP 87107 E-MAIL: jjacquez@mechm.com  
 APPLICANT: Rocky Hughes PHONE: \_\_\_\_\_  
 ADDRESS: 211 Spring Creek FAX: \_\_\_\_\_  
 CITY: Alb STATE NM ZIP 87102 E-MAIL: \_\_\_\_\_  
 Proprietary interest in site: \_\_\_\_\_ List all owners: for Private Auto Storage & Offices

DESCRIPTION OF REQUEST: Site Plan for review on Access, Parking, Landscaping, requires offsite infrastructure, and potential for driveway infrastructure to adjoin lot.  
 Is the applicant seeking incentives pursuant to the Family Housing Development Program?  Yes  No.

SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.

Lot or Tract No. LOT 29 Block: 4 Unit: B  
 Subdiv/Addn/TBKA: ALBUQUERQUE ACCESS  
 Existing Zoning: SU-20 Proposed zoning: - MRGCD Map No -  
 Zone Atlas page(s): B-18-2 UPC Code: \_\_\_\_\_

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB, AX\_Z, V, S, etc.): \_\_\_\_\_

CASE INFORMATION:

Within city limits?  Yes  No Within 1000FT of a landfill? NO  
 No. of existing lots: 1 No. of proposed lots: 1 Total site area (acres): 39200 SF  
 LOCATION OF PROPERTY BY STREETS: On or Near: Berry St / Beverly Hills  
 Between: San Mateo and I-25  
 Check if project was previously reviewed by: Sketch, Plat/Plan  or Pre-application Review Team (PRT)  Review Date: \_\_\_\_\_

SIGNATURE

(Print Name) JOHN JACQUEZ DATE \_\_\_\_\_  
 Applicant:  Agent:

FOR OFFICIAL USE ONLY

Revised: 11/2014

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	_____	_____	_____	\$ _____
<input type="checkbox"/> All fees have been collected	_____	_____	_____	\$ _____
<input type="checkbox"/> All case #s are assigned	_____	_____	_____	\$ _____
<input type="checkbox"/> AGIS copy has been sent	_____	_____	_____	\$ _____
<input type="checkbox"/> Case history #s are listed	_____	_____	_____	\$ _____
<input type="checkbox"/> Site is within 1000ft of a landfill	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. density bonus	_____	_____	_____	Total
<input type="checkbox"/> F.H.D.P. fee rebate	_____	_____	_____	\$ _____

Hearing date \_\_\_\_\_

Project # \_\_\_\_\_

Staff signature & Date: \_\_\_\_\_

**FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING**

A Bulk Land Variance requires application on FORM-V in addition to application for subdivision on FORM-S.

- SKETCH PLAT REVIEW AND COMMENT (DRB22)** Your attendance is required.
  - Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - List any original and/or related file numbers on the cover application

- EXTENSION OF MAJOR PRELIMINARY PLAT (DRB08)** Your attendance is required.
  - Preliminary Plat reduced to 8.5" x 11"
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Copy of DRB approved infrastructure list
  - Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request
  - List any original and/or related file numbers on the cover application

**Extension of preliminary plat approval expires after one year.**

- MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)** Your attendance is required.
  - Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
  - Design elevations & cross sections of perimeter walls **3 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
  - Copy of recorded SIA
  - Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
  - List any original and/or related file numbers on the cover application
  - DXF file and hard copy of final plat data for AGIS is required.

- MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)** Your attendance is required.
  - 5 Acres or more: Certificate of No Effect or Approval
  - Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies** for unadvertised meetings ensure property owner's and City Surveyor's signatures are on the plat prior to submittal
  - Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
  - Design elevations and cross sections of perimeter walls (11" by 17" maximum) **3 copies**
  - Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
  - Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
  - Infrastructure list if required (**verify with DRB Engineer**)
  - DXF file and hard copy of final plat data for AGIS is required.

- AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)** Your attendance is required.

PLEASE NOTE: There are no clear distinctions between significant and minor changes with regard to subdivision amendments. Significant changes are those deemed by the DRB to require public notice and public hearing.

  - Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
  - List any original and/or related file numbers on the cover application

**Amended preliminary plat approval expires after one year**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

MILLER ENGINEERING

JOHN JACQUES CONS.  
Applicant name (print)  
[Signature] 10/31/17  
Applicant signature / date

Form revised October 2007



- Checklists complete
- Fees collected
- Case #s assigned
- Related #s listed

Application case numbers

\_\_\_\_\_

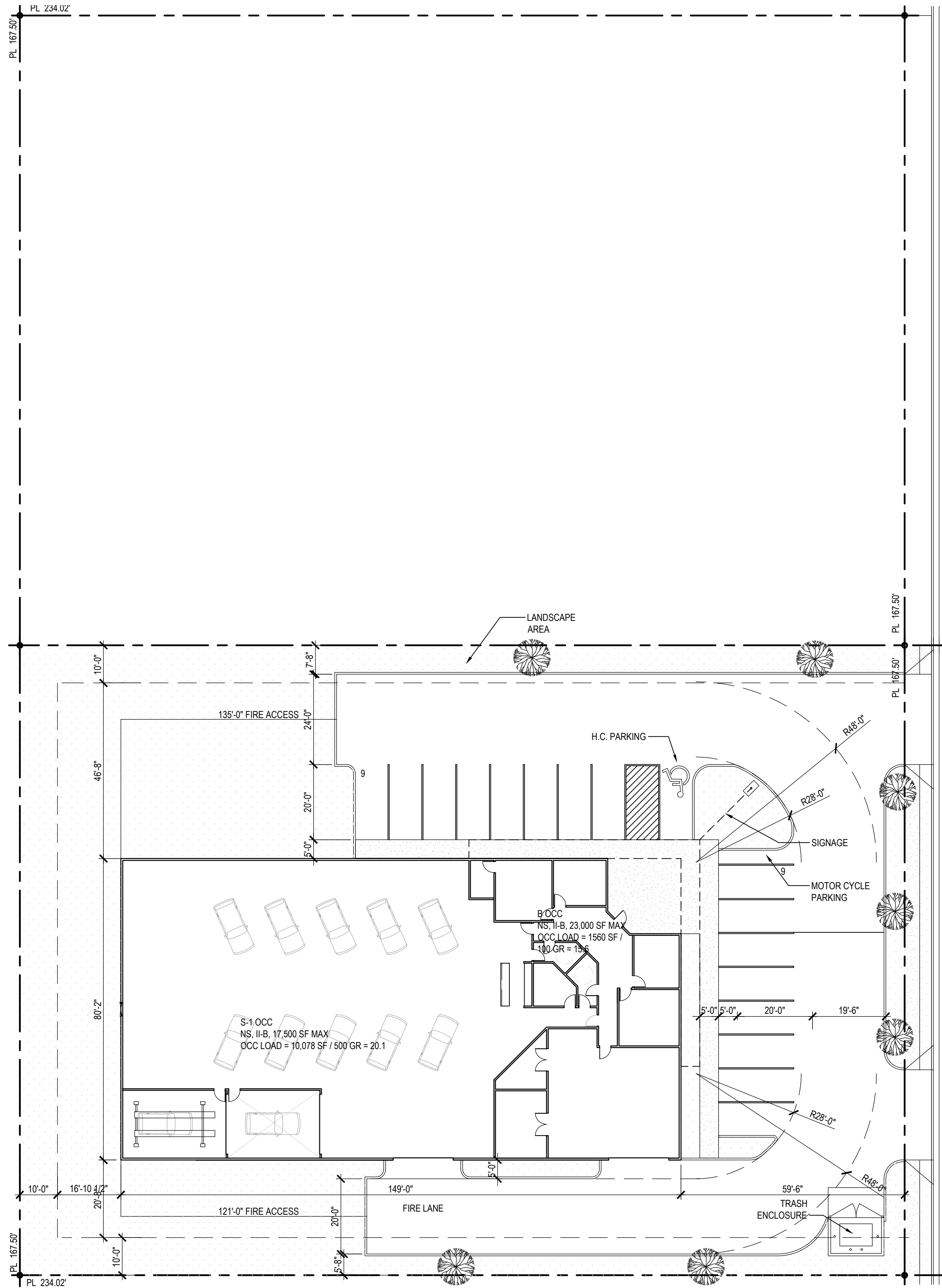
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planner signature / date

Project # \_\_\_\_\_



BEVERLY HILLS AVE. NE



40 TOTAL OCCUPANTS/2 = 20 OCCUPANTS PER GENDER

PLUMBING REQUIREMENTS	REQUIRED		PROVIDED	
	M	F	M	F
WC'S B 16 OCC 1/25, 1/50 REMAIN = M .32, F .32 S-121 OCC 1/100 = M .11, F .11	1	1	X	X
LAV'S B 16 OCC 1/40 1ST 80 = M .2, F .2 S-1 21 OCC 1/100 = M .11, F .11	1	1	X	X
DRINKING FOUNTAINS B 16 OCC 1/100 = 0.16 S-1 21 OCC 1/1000 = 0.021	1		X	
SERVICE SINK B, S-1 = 1	1		X	

### PARKING/SIGNAGE CALCULATIONS

OFFICE	1200 SF = 1 SPACE / 200 SF =	6 SPACES
WAREHOUSE	10078 SF = 1 SPACE / 2,000 SF =	6 SPACES
<b>TOTAL PARKING SPACES</b>		<b>17 SPACES</b>
MOTORCYCLE PARKING REQUIRED	1-25 = 1 SPACES	
BICYCLE PARKING REQUIRED	1 SPACES	
HANDICAPPED PARKING REQUIRED	1-25 = 1 H.C. SPACES	

#### SIGNAGE

- ALLOWABLE SIGNAGE PER 14-16-3-2, 1 SIGN (150 MAX SF) PER 300' OF STREET FRONTAGE= 3 SIGNS ALLOWABLE @ 1,103.49 STREET FRONTAGE. 2 SIGNS ACTUAL.
- FUTURE SIGNAGE CAN BE APPROVED ADMINISTRATIVELY IF IT COMPLIES WITH THE ZONING CODE.

### GENERAL SHEET NOTES

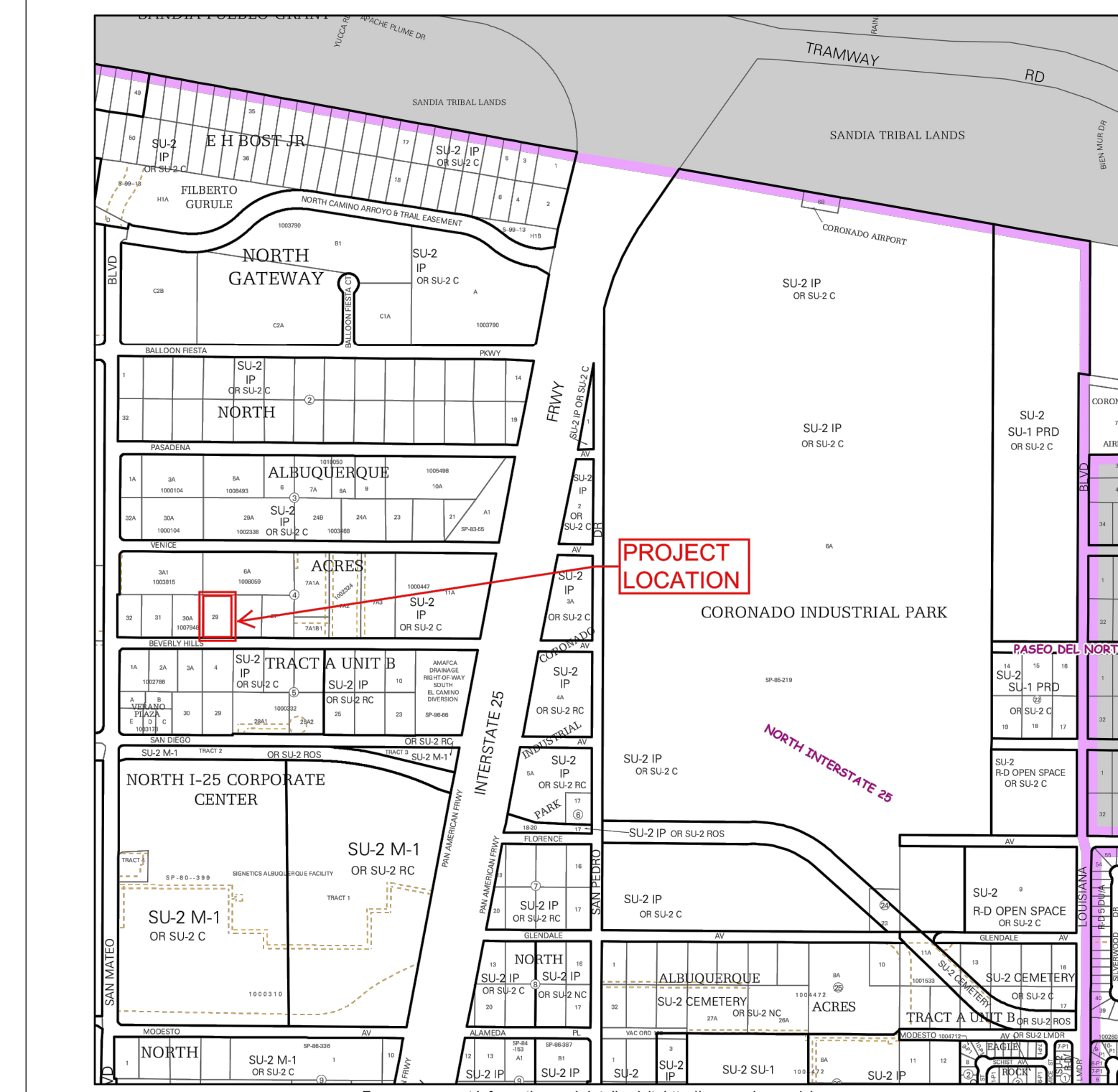
#### SHEET KEYNOTES

- XX



PROGRESS SET  
NOT FOR  
CONSTRUCTION

SITE PLAN



Zone Atlas Page: **B-18-Z**

Selected Symbols

- SECTOR PLANS
- Design Overlay Zones
- City Historic Zones
- 1/4-1/2 Buffer Zone
- Petroglyph Mon.
- Escarpment
- 2 Mile Airport Zone
- Airport Noise Contours
- Wall Overlay Zone

Map amended through: 1/28/2016

Note: Grey Shading Represents Area Outside of the City Limits

Scale: 0 750 1,500 feet

**A1** SITE PLAN  
SCALE: 1" = 20'

**SUNDANCE CONSTRUCTION**  
**BEVERLY HILLS AVE NE**  
**SUNDANCE CONSTRUCTION**

date: SEPTEMBER, 2017  
drawn by: V&A  
checked by: RRV  
file name: XXXXXX\_AXXX.dwg  
revisions:

**AS-101**

project no. 17-015