FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

	FORM P3. ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS
	A single PDF file of the complete application including all plans and documents being submitted must be emailed to PLNDRS@cabg.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD.
•	INFORMATION REQUIRED FOR ALL ADMINISTRATIVE DECISIONS OR AMENDMENTS Letter of authorization from the property owner if application is submitted by an agent Zone Atlas map with the entire site clearly outlined and labeled
	 □ ARCHEOLOGICAL CERTIFICATE _ Archaeological Compliance Documentation Form with property information section completed _ Only the information above is required unless the City Archaeologist determines that the application does not qualify for a

MINOR AMENDMENT TO SITE PLAN – ADMIN, EPC, or DRB

criteria in IDO Section 14-16-6-5(A)(3)(b)

- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
- Three (3) copies of all applicable sheets of the approved Site Plan being amended, folded
- Copy of the Official Notice of Decision associated with the prior approval
- ___ Three (3) copies of the proposed Site Plan, with changes circled and noted
 - Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

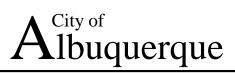
Certificate of No Effect, in which case a treatment plan prepared by a qualified archaeologist that adequately mitigates any archeological impacts of the proposed development must be submitted and reviewed for a Certificate of Approval per the

1	MINOR AMENDMENT TO SITE DEVELOPMENT PLAN APPROVED PRIOR TO THE EFFECTIVE DATE OF THE IDO
	✓ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(1)(a)
	Three (8) copies of all applicable sheets of the approved Site Development Plan being amended, folded Submitted Electrionically
	Copy of the Official Notice of Decision associated with the prior approval Not Required as Notice of Decision could not be located
	Three (9) sepice of the proposed Site Development Plan, with changes circled and notedSubmitted Electronically
	Three (8) sepise of the proposed Site Development Plan, with changes circled and notedSubmitted Electronically Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

 Justification letter Required notices Office of Neigh	tive Signage Plan compliant with IDO Section 14-16-5-12(F)(5) describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(F)(4)(c) with content per IDO Section 14-16-6-4(K)(6) aborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood sentatives
Association repre	

I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.							
Signature:	Date: 05-27-2020						
Printed Name: Jeremy Ortiz	☐ Applicant or ☑ Agent						
FOR OFFICIAL USE ONLY							
Project Number:	Case Numbers	THE PARTY OF THE P					
PR-2020-003920	SI-2020-00378	A NOW AND A STATE OF THE PARTY					
	-						
	-	1776					
Staff Signature:	MEXICA						
Date:	AAAAAA						





DEVELOPMENT REVIEW APPLICATION

Effective 4/17/19

Please check the appropriate box and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.										
Administrative Decisions	D	ecision	ns Requiring a Pul	olic Meeting or Hearing	Policy Decisions					
☐ Archaeological Certificate (Form P3		☐ Site Plan – EPC including any Variances – EPC (Form P1)			☐ Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)					
☐ Historic Certificate of Appropriateness – Minor (Form L) ☐ Master Development Plan				n <i>(Form P1)</i>	☐ Adoption or Amendment of Historic Designation (Form L)					
☐ Alternative Signage Plan (Form P3) ☐ Historic Certificate of Approp (Form L)				oropriateness – Major	☐ Amendment of IDO Text (Form Z)					
☑ Minor Amendment to Site Plan (For	rm P3)	Demo	lition Outside of HF	PO (Form L)	☐ Annexation of Land (Form Z)					
☐ WTF Approval (Form W1)		☐ Historic Design Standards and Guidelines (Form L)			☐ Amendment to Zoning Map – EPC (Form Z)					
☐ Wireless Telecommunication (Form W2)			ations Facility Waiver	☐ Amendment to Zoning Map – Council (Form Z)						
					Appeals					
					☐ Decision by EPC, LC, ZHE, or City Staff (Form A)					
APPLICATION INFORMATION										
Applicant: Kevin Horner for	LCA Arrov	head	d, LP		Ph	one:				
Address: 30 South Waker Drive	e, Ste. 275)			Email: kevin.horner@lcalp.com					
City: Chicago				State: linois	Zip	Zip: 60606				
Professional/Agent (if any): Jeremy	Ortiz				Ph	one: 505-948-8908	}			
Address: 4700 Lincoln RD. S	TE 102D				Email: jeremy@archisdesign.net					
City: Albuquerque				State: New Mexico	Zip: 87109					
Proprietary Interest in Site: Architect	ct			List <u>all</u> owners:						
BRIEF DESCRIPTION OF REQUEST										
Amending Site plan to inclu	de small sto	orage	structure in fa	ar northeast corner o	f prope	erty				
SITE INFORMATION (Accuracy of the	e existing lega	al desci	ription is crucial!	Attach a separate sheet if	necessa	ry.)				
Lot or Tract No.: TR 1B1 PLAT OF TRS 1A1 & 1B1				Block:	Unit:					
Subdivision/Addition:				MRGCD Map No.:	UP	UPC Code:				
Zone Atlas Page(s): H-10-Z		Existing Zoning:			Proposed Zoning:					
# of Existing Lots:			# of Proposed Lots:			Total Area of Site (acres): 12.3542				
LOCATION OF PROPERTY BY STRE	ETS	-			<u>-</u>					
Site Address/Street: 1700 Market S	Steet	Betwe	een: Unser		and: Ladera					
CASE HISTORY (List any current or	prior project a	nd cas	se number(s) that i	may be relevant to your re	quest.)					
Signature:					Da	te: 06-02-2020				
Printed Name: Jeremy Ortiz					☐ Applicant or ☑ Agent					
FOR OFFICIAL USE ONLY										
Case Numbers Action		Fees		Case Numbers		Action	Fees			
SI-2020-00378 AA										
Meeting/Hearing Date: Fee Total:										
Staff Signature:				Date:	Pro	Project # PR-2020-003920				

LCA Arrowhead, LP

May 29, 2020

City of Albuquerque:

Concetta Trujillo, Zoning Plan Examiner Planning & Development Services Plaza del Sol, 600 Second NW, Albuquerque, NM 87102 P.O. Box 1293, Albuquerque, N.M. 87103

Telephone: (505) 924-3860 Email: cmtrujillo@cabq.gov

Property Owner:

LCA Arrowhead, LP Contact: Kevin Horner

30 South Wacker Drive, Ste. 2750

Chicago, IL 60606

Email: kevin.horner@lcalp.com

Agent:

Jeremy Ortiz
Archis Architects LLC.
4700 Lincoln Road NE, Suite 102D
Albuquerque, New Mexico 87109
Phone (505) 948-8908
jeremy@archisdesign.net

RE: Agent Authorization for LCA Arrowhead, LP -Administrative Amendment for Storage Shed (A-14)

Ms. Truijillo,

The purpose of this letter is to authorize Jeremy Ortiz, with Archis Architects, LLC, to act as our agent of record in this request for an Administrative Amendment to an approved Site Development Plan for Building Permit and for Subdivision on the property legally described as: TR 1B1 PLAT OF TRS 1A1 & 1B1 EL RANCHO ATRISCOPHASE 3 CONT 12.3542 AC, Canon De Arrowhead Apartments, located at 1700 Market Street NW 87120, zoned PD under the new Albuquerque IDO, formally zoned as R-D containing approximately 12.3542 Acres.

This authorization is valid until further written notice from Jeremy Ortiz (Agent) or Stephanie Sellstrom (Owner). Please direct all correspondence and communication to our Agent for the purpose of this request for Administrative approval.

Respectfully,

Kevin Horner

Executive Vice President

cc: File



May 26, 2020

City of Albuquerque
Concetta Trujillo, Zoning Plan Examiner
Planning & Development Services
Plaza del Sol, 600 Second NW, Albuquerque, NM 87102
P.O. Box 1293, Albuquerque, N.M. 87103
Telephone: (505) 924-3860

Email: cmtrujillo@cabq.gov

Property Owner: LCA Arrowhead, LP Contact: Kevin Horner 30 South Waker Drive, Ste. 2750 Chicago, IL 60606

Email: kevin.horner@lcalp.com

Agent:
Jeremy Ortiz
Archis Architects LLC.
4700 Lincoln Road NE, Suite 102D
Albuquerque, New Mexico 87109
Phone (505) 948-8908
jeremy@archisdesign.net

RE: Letter of Justification for the documentation of the storage shed located in the far north east corner of the parking lot of the Site Development located at 1700 Market St NW 87120.

Ms. Truijillo,

The purpose of this letter is to request that we be granted an Administrative Approval Amendment to allow the existing storage shed located in the far northeast corner of the apartment complex to remain. We are currently in for permit for a foundation for the shed and need approval in order to finalize our permit and construction of the new foundation for the existing shed. The amendment follows all criteria for a Minor Amendment as stated in the Albuquerque IDO Section 14-16-6-4(X)(2) with the exception of parking requirements. However:

The storage shed is located along 4 parking spaces. With the site's prior approval, it was zoned
as a R-D (Residential Development). Under those rules, based on the number of dwelling units
associated with the development, the total required number of parking spaces was calculated to

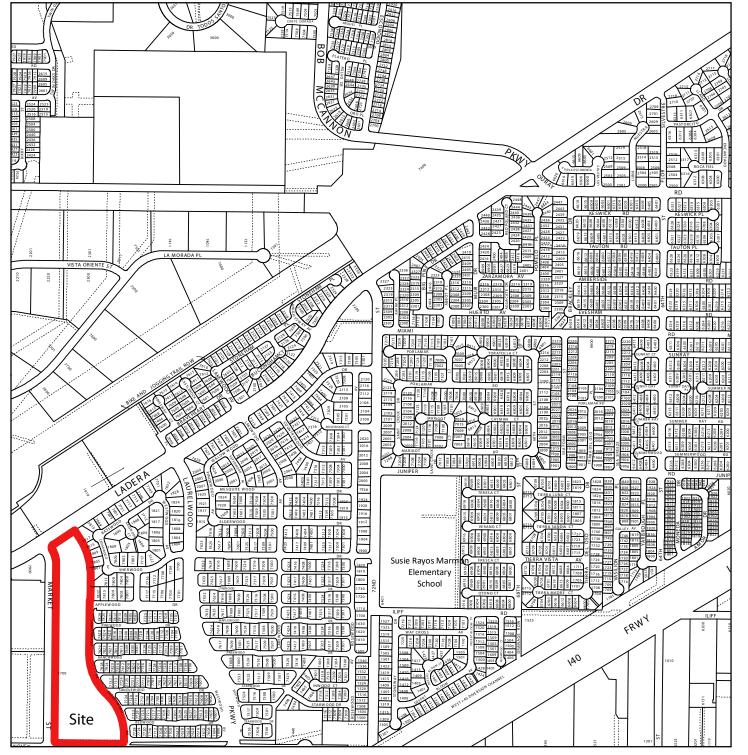
be 520 spaces. The Development provided 538 parking spaces on the site making an overage of 18 parking spaces. None of the parking spaces being utilized by the storage shed are marked as ADA and do not affect any buffering, landscape, or set back standards. This concludes the development is still over on the required parking by 14 spaces and still meets all ADA and other site requirements as well as does not exceed any thresholds as stated in Table 6-4-5 of the Albuquerque IDO

We respectfully ask that you approve this Amendment Administratively so that we can quickly replace the foundation on the shed to improve the quality of the structure and help protect the health safety and welfare of the public on this matter.

Respectfully,

Jeremy Ortiz, AIA, NCARB, CDT

Principal, CEO



For more current information and details visit: www.cabq.gov/gis

