



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	Decisions Requiring a Public Meeting or Hearing	Policy Decisions
<input type="checkbox"/> Archaeological Certificate (Form P3)	<input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)	<input type="checkbox"/> Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)
<input type="checkbox"/> Historic Certificate of Appropriateness – Minor (Form L)	<input type="checkbox"/> Master Development Plan (Form P1)	<input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)
<input type="checkbox"/> Alternative Signage Plan (Form P3)	<input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L)	<input type="checkbox"/> Amendment of IDO Text (Form Z)
<input checked="" type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Annexation of Land (Form Z)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
		Appeals
		<input type="checkbox"/> Decision by EPC, LC, ZHE, or City Staff (Form A)

APPLICATION INFORMATION

Applicant: RMR Group c/o Russell Lober		Phone: 505-242-0500
Address: 500 Marquette NW, Suite 1330		Email: rlober@reitmr.com
City: Albuquerque	State: NM	Zip: 87102
Professional/Agent (if any): Design 2 Function, LLC		Phone: 505-823-6481
Address: PO Box 93368		Email: info@d2flc.com
City: Albuquerque	State: NM	Zip: 87199
Proprietary Interest in Site: Agent	List all owners: SNH Medical Office Properties Trust	

BRIEF DESCRIPTION OF REQUEST

Administrative amendment to remove to (2) existing windows to install new 14' wide by 12' high coiling door
Replace concrete in front of door with new sidewalk and ramp and stripe 2 parking space "no parking."

SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)

Lot or Tract No.: TR A-1 plat of tracts A-1 & H1-A-1 the 25	Block:	Unit:
Subdivision/Addition:	MRGCD Map No.:	UPC Code: 101706226901640402
Zone Atlas Page(s): E17, F17	Existing Zoning: NR-BP	Proposed Zoning: NR-BP
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (acres): 17.7303

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 4411 The 25 Way NE	Between: Jefferson St NE	and: I-25 Frontage Rd
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CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

#1000420, AA-95-141, Z-70-61

Signature:	Date: 1/17/22
Printed Name: Nick Pirk	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees
SI-2022-00130	AA				

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date: Project # PR-2022-006502

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

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

- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(2)
- ___ The approved Site Plan being amended
- ___ Copy of the Official Notice of Decision associated with the prior approval
- ___ The proposed Site Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.
- ___ Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for new commercial and multifamily development except if the development is industrial or the multifamily is less than 25 units

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

☒ 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(Z)(1)(a)
- ☐ The approved Site Development Plan being amended
- ☐ Copy of the Official Notice of Decision associated with the prior approval
- ☒ The proposed Site Development Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.
- ☐ Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for new commercial and multifamily development except if the development is industrial or the multifamily is less than 25 units

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

☐ ACCELERATED EXPIRATION SITE PLAN

- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)(c)
- ___ Site Plan to be Expired


☐ ALTERNATIVE SIGNAGE PLAN

- ___ Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- ___ Required notices with content per IDO Section 14-16-6-4(K)
 - ___ Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
- ___ Sign Posting Agreement


☐ ALTERNATIVE LANDSCAPE PLAN

- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- ___ Landscape Plan

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: 1/17/22
Printed Name: Nick Pirk	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

FOR OFFICIAL USE ONLY

Project Number:	Case Numbers	
PR-2022-006502	SI-2022-00130	
	-	
	-	
Staff Signature:		
Date:		

January 18, 2022

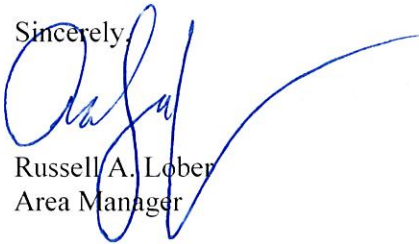
Re: Assignment of Agent
4411 The 25 Way, Albuquerque, NM

To Whom It May Concern:

The RMR Group LLC, managing agent for SNH Medical Office Properties Trust for the building located at 4411 The 25 Way, Albuquerque, New Mexico, authorizes Design 2 Function, LLC to act as its agent in all matters pertaining to the Administrative Amendment, including all necessary hearings and possible re-submittals. The AA is specifically for the removal of 2 existing windows and replacing with a 14' wide by 12' high coiling door and associated concrete and finish work.

If you have any questions whatsoever, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Russell A. Lober', with a long, sweeping horizontal line extending to the right.

Russell A. Lober
Area Manager



DESIGN 2 FUNCTION, LLC

P. O. Box 93368, Albuquerque, N.M. 87199-3368

Info@design2functionllc.com * (505) 823-6481

Administrative Amendment to
Site Plan for Building Permit
Reason for Request

1/17/22

The Owner of the property, SNH Medical Office Properties Trust, RMR Group site management, requests an Amendment to the previously approved Site Plan for Building Permit. The scope of work consists of building & site improvements only, no increase in building area, and are as follows:

1. Remove (2) existing windows on the west side of the main building and replace with new 14' wide x 12' high coiling door.
2. Remove existing lower beam and awning structure to allow for access to the coiling door.
3. Remove and replace existing 25' wide x 10' deep sidewalk with 6' deep 1:12 slope ramp with flared sides and continuous 4' deep sidewalk against the building.
4. Repair EIFS is area of work.
5. Texture and color of EIFS, new door frame and coiling door to match existing EIFS color.
6. Stripe existing 2 spaces in front of ramp as a no parking area.

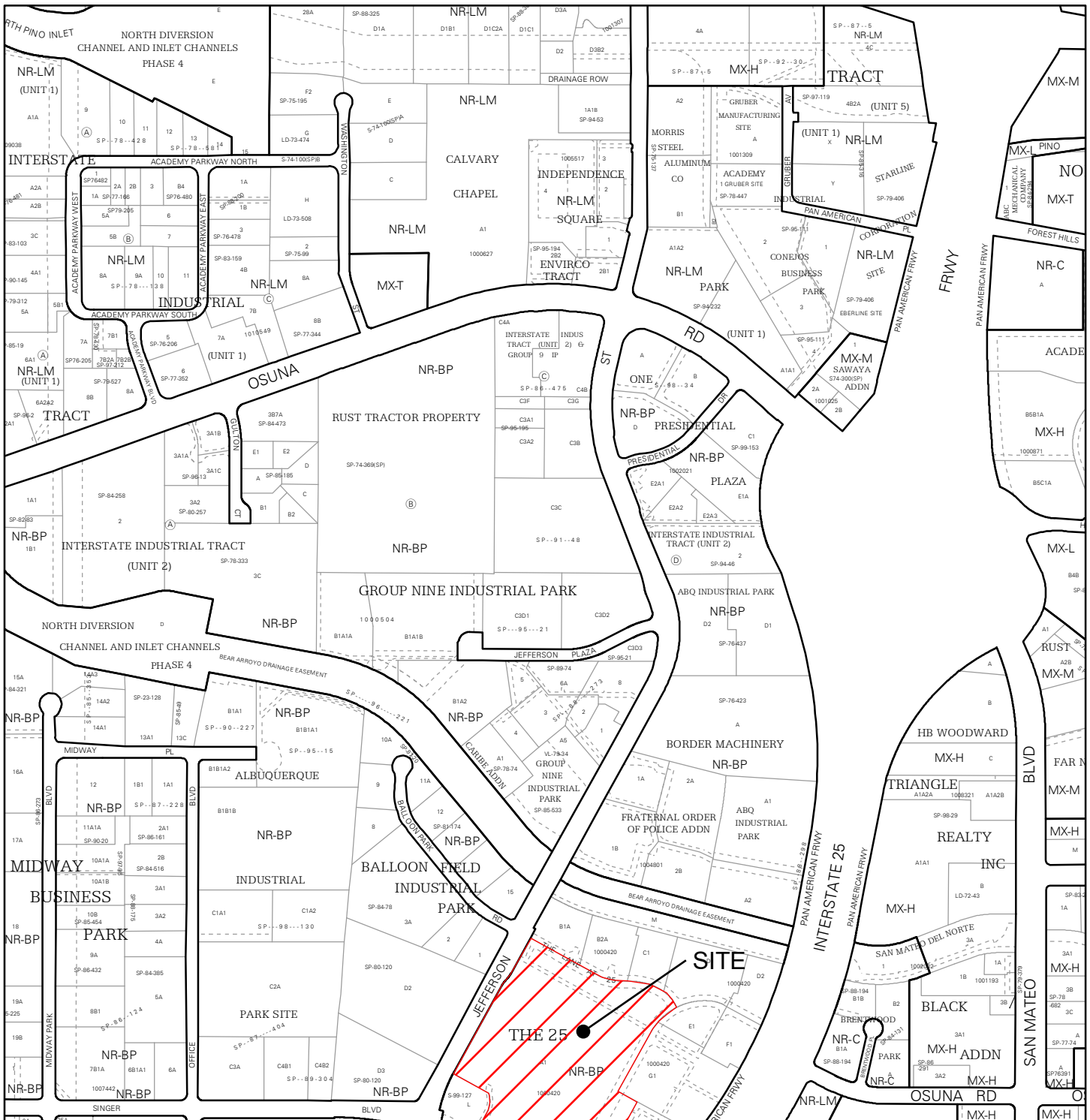
All colors for the new parapets and canopy structures will match the existing palette.

The reduction of the total parking provide by restriping the 2 parking spaces will still result in an excess of parking spaces beyond the code required amount.

Based on the information above, we believe that this request is compliant with the requirements stated in IDO section 14-16-6-4(Y)(1)(a).

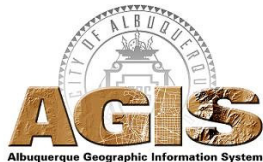
Design 2 Function, LLC

Nicholas A. Pirkel
Project Manager

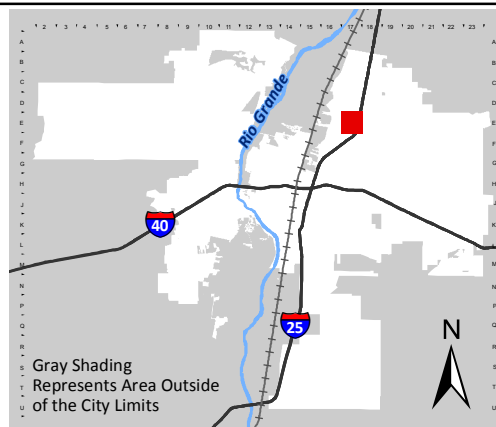


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018



IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Zone Atlas Page:
E-17-Z

- Easement
- Escarpment
- Petroglyph National Monument
- Areas Outside of City Limits
- Airport Protection Overlay (APO) Zone
- Character Protection Overlay (CPO) Zone
- Historic Protection Overlay (HPO) Zone
- View Protection Overlay (VPO) Zone

0 250 500 1,000 Feet

GENERAL SITE NOTES

- A. ALL SITE LIGHTING IS EXISTING TO REMAIN.
- B. ALL SIDEWALKS TO BE 4" THICK MINIMUM, 4000 PSI CONCRETE, BROOM FINISH WITH 1/8" PER 1'-0" MAXIMUM CROSS SLOPE, OVER COMPACTED GRADE. PROVIDE EXPANSION JOINTS EVERY 5'-0" LINEAR FEET TO MATCH EXISTING AND CONTROL JOINTS EVERY 20'-0" LINEAR FEET. TOOL EDGES WITH 1/4" Ø FINISHING TOOL. PROVIDE 6" WIDE X 12" DEEP TURN DOWN EDGE AT CURBS AND ADJACENT TO PAVING. REINFORCE TURNDOWNS WITH #4 BAR CONTINUOUS.
- C. ALL STRIPING TO BE PER MUTCD STANDARDS FOR TRAFFIC PAINT AND SHALL BE WHITE IN COLOR UNLESS NOTED OTHERWISE. THE INTERNATIONAL SYMBOL OF ACCESSIBILITY SHALL BE PAINTED WHITE ON BLUE IN EACH ACCESSIBLE PARKING STALL. ALL STRIPING IS EXISTING TO REMAIN UNLESS NOTED OTHERWISE.
- D. ALL HEADER CURBS, MEDIAN AND STANDARD CURB & GUTTERS TO BE CONSTRUCTED PER C.O.A. STANDARD DRAWINGS #2415A AND #2415B.
- E. CONCRETE PARKING BUMPERS TO BE 7'-0" WIDE MINIMUM, SLOT BOTTOM AND REINFORCED WITH AT LEAST (2) #3 BARS TYPICAL. ANCHOR TO PAVING WITH WITH (2) 18" LONG #6 DOWELS TYPICAL.

CITY OF ALBUQUERQUE NOTES

- A. "THE RESPONSIBLE PARTY MUST RECTIFY ALL UNAPPROVED CONSTRUCTION RESULTING FROM ERRORS ON THE APPROVED SITE PLAN"
- B. THIS SITE PLAN HAS BEEN APPROVED AND ACCEPTED BY ALL PARTIES. ANY FIELD CHANGES NOT EXCEPTED BY THE TRAFFIC ENGINEER AFTER APPROVAL WILL RESULT IN: (1) UNTIMELY DELAY OF INITIAL INSPECTION FOR TEMPORARY CERTIFICATE OF OCCUPANCY IN ORDER TO CORRECT UNAPPROVED WORK, AND (2) INCREASE IN CONSTRUCTION COST TO RESPONSIBLE PARTIES.
- C. ALL ASPHALT AND CONCRETE CONSTRUCTION MUST BE 100% COMPLETE BEFORE INITIAL INSPECTION, FOR TEMPORARY C.O., WILL BE SCHEDULED.
- D. ALL SIDEWALK AND C&G IN DISREPAIR WILL BE REMOVED AND REPLACED.
- E. CONTRACTOR MUST BE MADE AWARE THAT ANY AGREEMENT WITH THE OWNER STATING PORTIONS OF THIS BUILDING PERMIT WORK TO BE COMPLETED BY THE OWNER, OR A REPRESENTATIVE, WILL MEAN CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL WORK IS FINISHED.
- F. CERTIFICATION BY THE DESIGNER OF RECORD, REQUIRED BY THE TRANSPORTATION SECTION, NEEDS TO STATE THAT THIS SITE WAS CONSTRUCTED IN ACCORDANCE WITH THE TRAFFIC CIRCULATION LAYOUT (TCL) BEFORE C.O. IS RELEASED.

SITE PLAN KEYED NOTES:

1. REMOVE EXISTING WINDOWS AND WALLS SYSTEM AS REQUIRED FOR NEW COILING DOOR.
2. REMOVE EXISTING LOWER HORIZONTAL BEAM AND SHADE AWINGS.
3. REMOVE EXISTING 25' WIDE X 10' DEEP SIDEWALK AND REPLACE WITH NEW 4' DEEP CONTINUOUS SIDEWALK AND 6' DEEP x 14' WIDE 1:12 SLOPE RAMP WITH 5.5' WIDE 1:10 FLARED SIDES. INSTALLATION SHALL MEET ALL ADA REQUIREMENTS.
4. NEW EIFS TO MATCH EXISTING TEXTURE AND COLOR.
5. NEW COILING DOOR, PAINT TO MATCH EXISTING STUCCO COLOR.
6. NEW RECTANGULAR TUBE FRAME, COLOR TO MATCH EXISTING STUCCO COLOR.
7. STRIPE EXISTING (2) PARKING SPACES AS SHOWN.

PARKING CALCULATIONS:

PARKING CALCULATIONS BELOW ARE BASED ON THE CURRENT IDO REQUIREMENTS OF 3.5 SPACES PER 1000 S.F. GFA FOR OFFICE SPACE PER 5-5(C)(2).

GROSS BUILDING AREA	244,020 S.F.
TOTAL PARKING REQUIRED:	3.5:1000 S.F. = 854 SPACES 21 ACCESSIBLE SPACES REQUIRED (20 PLUS ONE FOR EACH 100 OVER 1000 SPACES)
TOTAL PARKING PROVIDED:	1020 TOTAL SPACES PROVIDED 729 STANDARD SPACES (8.5x18 MIN.) 253 COMPACT SPACES (8x15 MIN.) 38 ACCESSIBLE SPACES (18 VAN SPACES)

PROJECT INFORMATION:

Site Address: 4411 THE 25 WAY NE ALBUQUERQUE NM 87109
UPC: 101706226801640402
Owner: SNM MEDICAL OFFICE PROPERTIES TRUST
Owner Address: 400 CENTRE ST NEWTON MA 02458-2094
Legal Description: TR A-1 PLAT OF TRACTS A-1 & H1-A-1 THE 25CONT 17.7303 AC +/-
Acres: 17.7303
Tax Year: 2021
Zone Atlas Page: E-17 & F-17
IDO Zone District: NR-6P
Case History: Project #1000420, AA-95-141, Z-70-61

Existing construction: type II-B sprinklered
Existing Occupancies: B
Existing Gross Building Area: 244,020 S.F. (No change in area proposed)

D2F

DESIGN 2 FUNCTION, LLC

P.O. BOX 93368

ALBUQUERQUE

NEW MEXICO 87199-3368

info@design2functionllc.com

505-823-6481

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Raven Defense
Suite 200
4411 The 25 Way NE
ALBUQUERQUE, NM 87109

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DRAWING ISSUE DATES:
1/17/22 Administrative Amendment

PROJECT MANAGER:
NICK PIRKL

DRAWN BY:
NAP

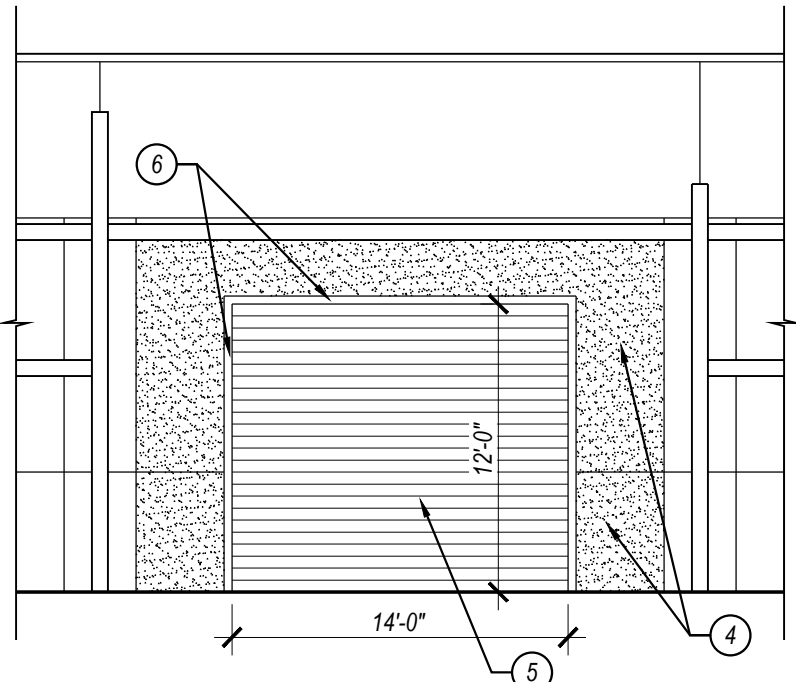
SHEET TITLE:
Site Development Plan
Administrative
Amendment

AA.1

SHEET: 1 OF 1

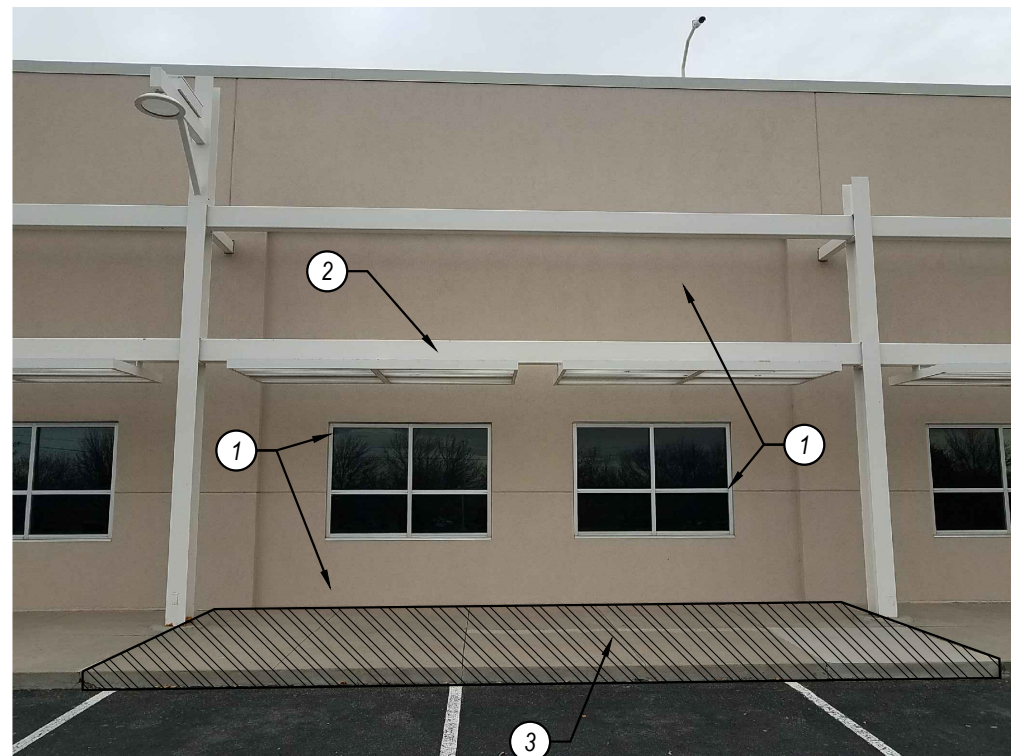
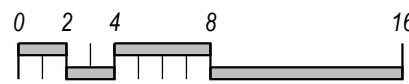


VICINITY MAP
SCALE: 1"=200'-0"



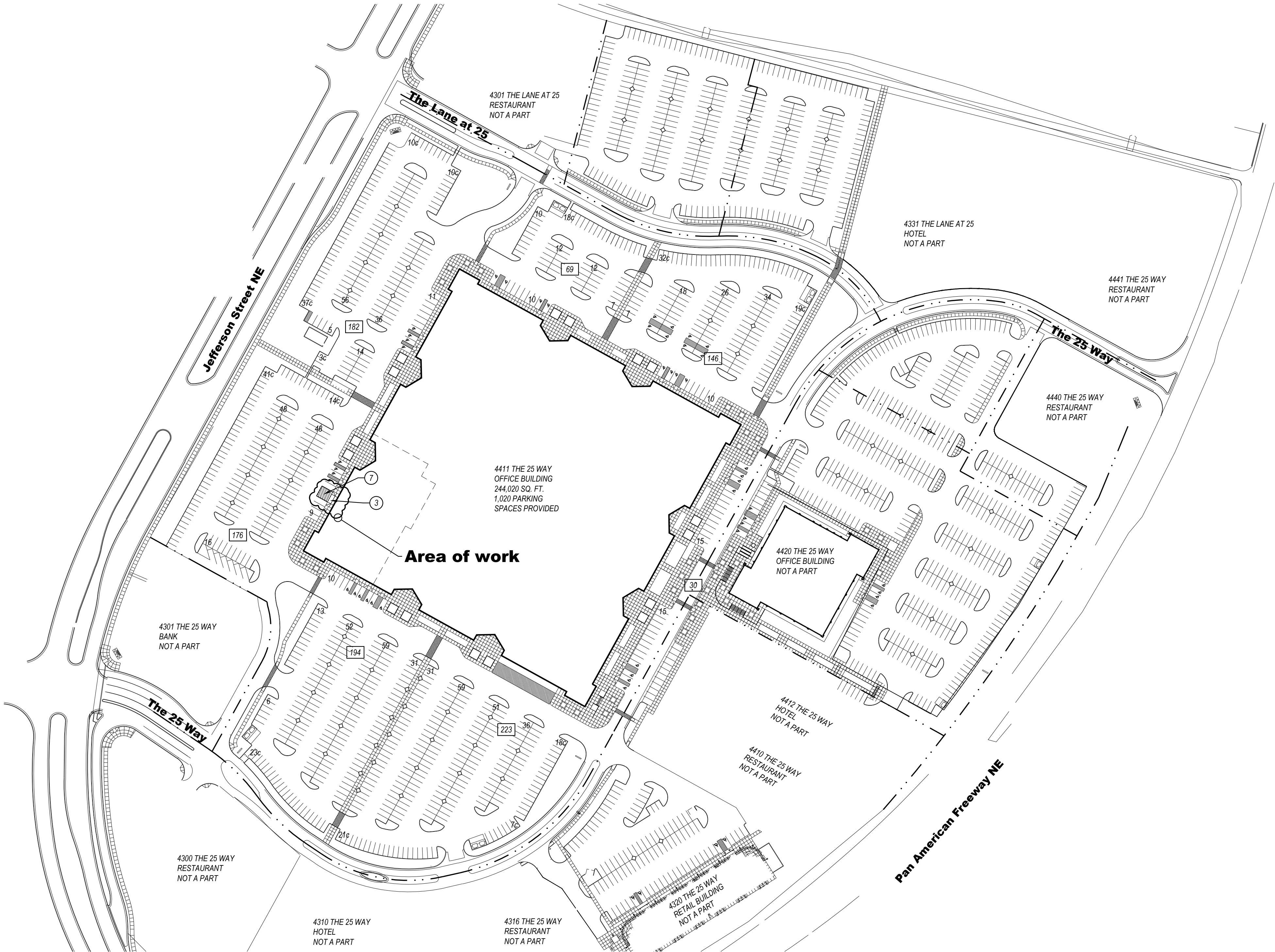
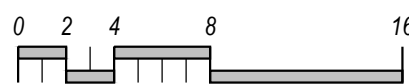
PROPOSED EXTERIOR ELEVATION

SCALE: 1/8"= 1'-0"

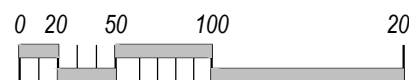


EXISTING EXTERIOR ELEVATION

SCALE: 1/8"= 1'-0"

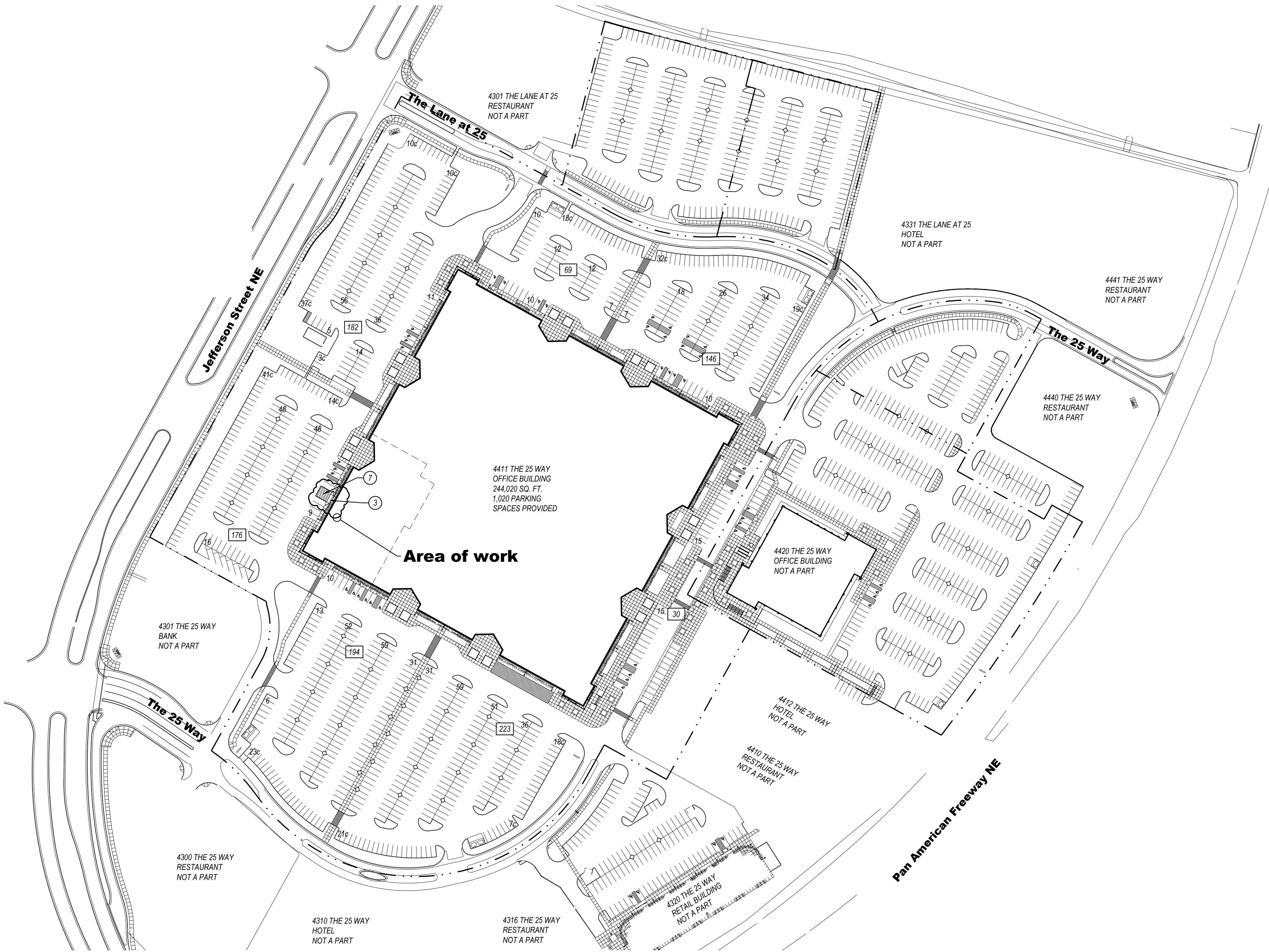


SITE PLAN
SCALE: 1"=100'-0"





VICINITY MAP
SCALE: 1"=200'-0"



SITE PLAN
SCALE: 1"=100'-0"

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- NEW EIFS TO MATCH EXISTING TEXTURE AND COLOR.
- NEW COILING DOOR, PAINT TO MATCH EXISTING STUCCO COLOR.
- NEW RECTANGULAR TUBE FRAME, COLOR TO MATCH EXISTING STUCCO COLOR.
- STRIPES AND LABEL EXISTING (2) PARKING SPACES "NO PARKING" AS SHOWN. LETTERING SHALL BE 12" HIGH CHARACTERS MINIMUM.

PARKING CALCULATIONS:

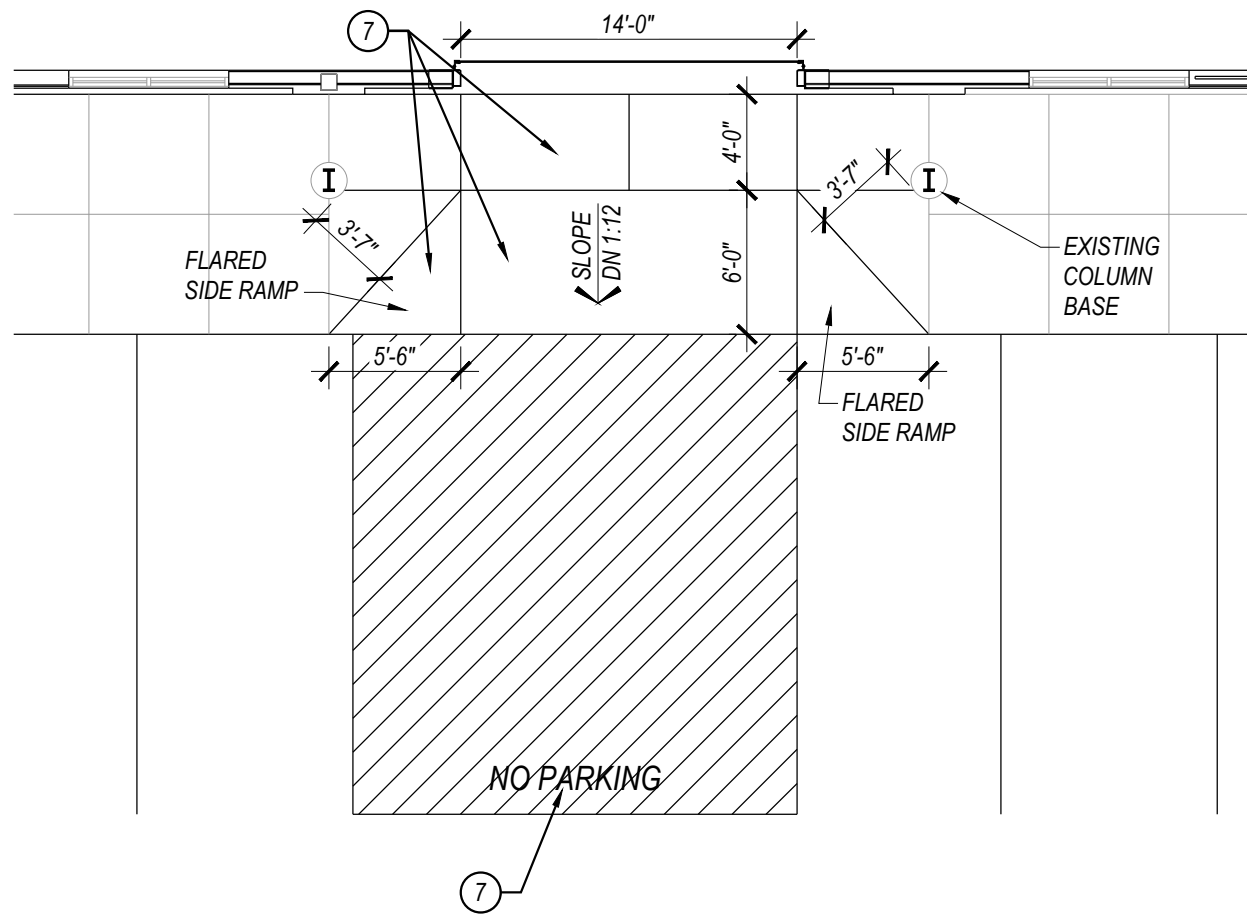
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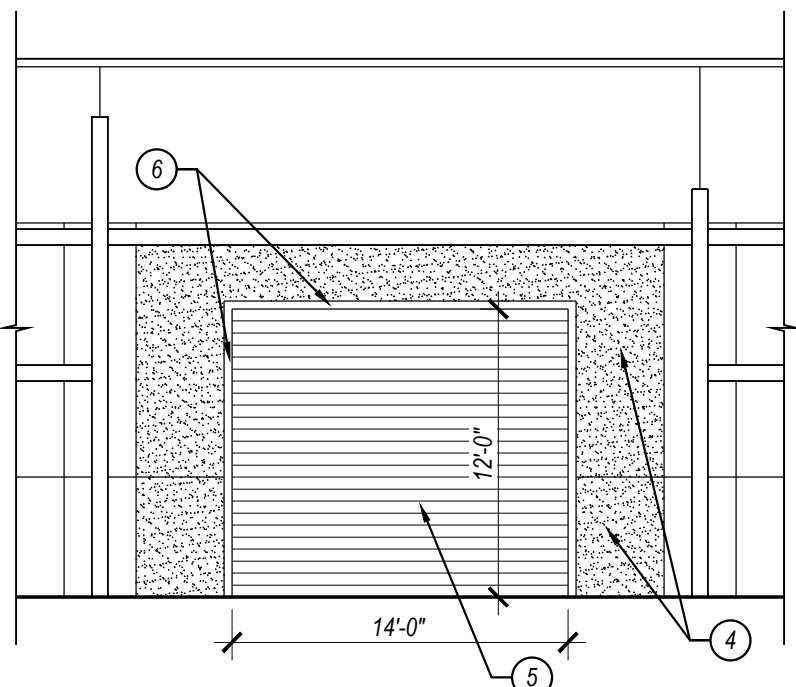
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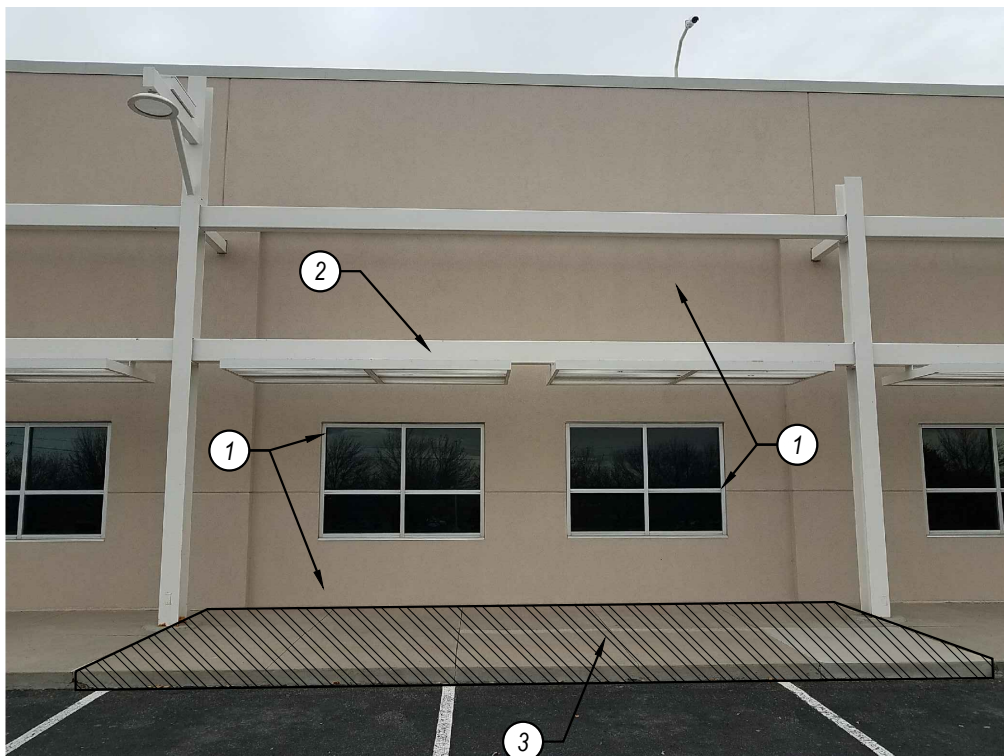
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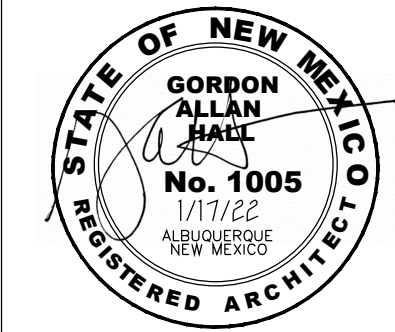
ENLARGED PLAN
SCALE: 1/8" = 1'-0"



PROPOSED EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



EXISTING EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



Raven Defense
Suite 200
4411 The 25 Way NE
ALBUQUERQUE, NM 87109

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DRAWING ISSUE DATES:
1/17/22 Administrative Amendment
2/17/22 Administrative Amendment Revisions

PROJECT MANAGER:
NICK PIRKL

DRAWN BY:
NAP

SHEET TITLE:
Site Development Plan
Administrative
Amendment

AA.1

SHEET: 1 OF 1