



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: Courtney Lynch (DMG, LLC)		Phone: (615) 227-5863
Address: 4209 Gallatin Pike		Email: clynch@dmgnashville.com
City: Nashville	State: TN	Zip: 37216
Professional/Agent (if any): N/A		Phone: N/A
Address: N/A		Email: N/A
City: N/A	State: N/A	Zip: N/A
Proprietary Interest in Site: N/A		List all owners: N/A

BRIEF DESCRIPTION OF REQUEST

To construct and approximately 1,652 SF remote, drive-up ATM on a concrete pad.

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

Lot or Tract No.: Portion Tracts 10 & 11	Block:	Unit: N/A
Subdivision/Addition: West Bluff Center Subdivision	MRGCD Map No.:	UPC Code: 101105931740210407
Zone Atlas Page(s): H-11-Z	Existing Zoning: MX-M	Proposed Zoning: N/A
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (acres): <small>Unknown. See attached survey.</small>

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 5201 Ouray Road NW	Between: Corona Drive NW	and: NM-45
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CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

Note - staff unable to find official N.O.D.

Signature:	Date: 09/21/22
Printed Name: Courtney Lynch	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date: Project #

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 to City Staff using other on-line resources such as Dropbox or FTP.

☒ **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 label

☐ **ARCHEOLOGICAL CERTIFICATE**

- N/A** 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 - **Refer to Application Form**
- ☒ The proposed Site Plan, with changes circled and noted
- N/A** *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
- N/A** *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**

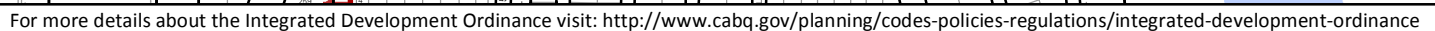
- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)(c)
- ___ Site Plan to be Expired

☐ **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



March 16, 2022

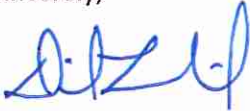
**RE: Authorization Letter
Chase Bank - ATM
5211 Ouray Road NW
Albuquerque, NM 87120**

To whom it may concern,

As the owner of the property noted above, we hereby authorize Development Management Group, LLC (David Abbey & Courtney Lynch) and Golden Sands General Contractors, Inc. (Holly Spence & Mason Mitchell) to act on our behalf with regard and limited to filing the application for Major Amendment to the EPC (Environmental Planning Commission) that includes a portion of our property.

If you should have any questions or need any additional information regarding this matter, please do not hesitate to give me a call at (504) 294-8625. Thank you for your assistance.

Sincerely,



David Silverman
West Bluff Center, LLC
david@geltmore.com

September 22, 2022

Rob Webb
City of Albuquerque
Planning Department
(505) 924-3910



**RE: Administrative Amendment Application - 1000264
Proposed Chase Bank ATM
5201 Ouray Road NW
Albuquerque, NM 87108**

Dear Mr. Webb,

The applicant for the above referenced property, JP Morgan Chase Bank, is requesting an administrative amendment to the approved West Bluff Center Development Plan for the building permit. The intent of the applicant is to add a remote, drive-up ATM, and as part of the scope of renovations, the applicant is proposing minor changes to a portion of the overall parking lot to allow for the installation of the proposed ATM. In June 2022, the project was originally submitted for Building Permit review. In comments received on 8/30/22, it was determined by staff that the proposed ATM would require an Administrative Amendment to the approved Site Development Plan. This application for Administrative Amendment is the applicant's response to Zoning's disapproval of the building permit.

The proposed changes are as follows:

1. Construction of a remote, drive-up ATM with canopy on a concrete pad which amounts to 1,652 SF (including the drive-thru lane) to the southern portion of the overall shopping center parking lot. There is no adverse effect to the landscape area as it will be existing to remain.

Overall, we believe the requested changes to the area of the shopping center are minor adjustments to the approved overall site plan and only impact the overall approved building square footage by less than 0.2%. There is very minimal grading and drainage adjustments, no change to approved building heights, nor adverse effects to traffic circulation. Furthermore, the application meets all requirements set for in the IDO Section 14-16-6-4(Y)(2). For the reasons stated above, and on behalf of the applicant, we respectfully request approval of the Administrative Amendment to allow the proposed changes as submitted.

Please feel free to contact me should you require any additional information or if you have any further questions.

Thank you,

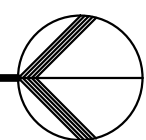
A handwritten signature in black ink, appearing to read 'Courtney Lynch', with a long, sweeping horizontal line extending to the right.

Courtney Lynch, Project Coordinator



LOCATION MAP

N.T.S.



SITE DATA TABLE

CITY:	ALBUQUERQUE
COUNTY:	BERNALILLO
STATE:	NEW MEXICO
PROPOSED LAND USE:	REDEVELOPMENT OF PROPERTY FOR PROPOSED DRIVE-UP ATM
TOTAL ACREAGE OF SITE:	5.75 ± ACRES (250,557 SF)
NET PERVIOUS AREA:	EXISTING TO REMAIN
EXISTING BUILDING AREA:	57,138 ± SF
PROPOSED BUILDING AREA:	57,258 ± SF (ADDITIONAL ±120 SF = 0.21% INCREASE)
MAXIMUM BUILDING HEIGHT:	EXISTING TO REMAIN
REQUIRED PARKING COUNT (SITE):	319 TOTAL SPACES (REQUIRED)
EXISTING PARKING COUNT:	367 SPACES (EXISTING)
PARKING LOST TO CONSTRUCTION:	11 SPACES LOST
POST CONSTRUCTION PARKING COUNT:	356 SPACES (PROVIDED)

SITE DATA TABLE

TRACT	BUILDING No.	AREA (AC)	BUILDING AREA	USE	ZONING	MAX. BLDG. HEIGHT	BUS CREDIT	PRKG. REQ.	HC PRKG. REQ.	HC PRKG. REQ.	HC VAN PRKG. REQ.	SC MAX.	SC PRKG. REQ.	BIKE RACKS REQ.	OWNERSHIP											
10	2,3,7	2,385	15,486	***8,588 REST/6,898 RET.	C-2	45' SOLAR SETBACK	2	108	128	8	1	3	34	11	3	WEST BLUFF, LLC										
11	1	1,889	23,577	RETAIL	C-2	45' SOLAR SETBACK	12	106	120	4	4	1	30	7	4	CONWAY WEST BLUFF, LLC										
12	1	1,475	18,075	RETAIL	C-2	45' SOLAR SETBACK	90	103	4	4	1	1	23	13	4	CONWAY WEST BLUFF, LLC										
* PARKING REQUIRED							TOTAL		319		367		14		18		3		5		85		31		8	

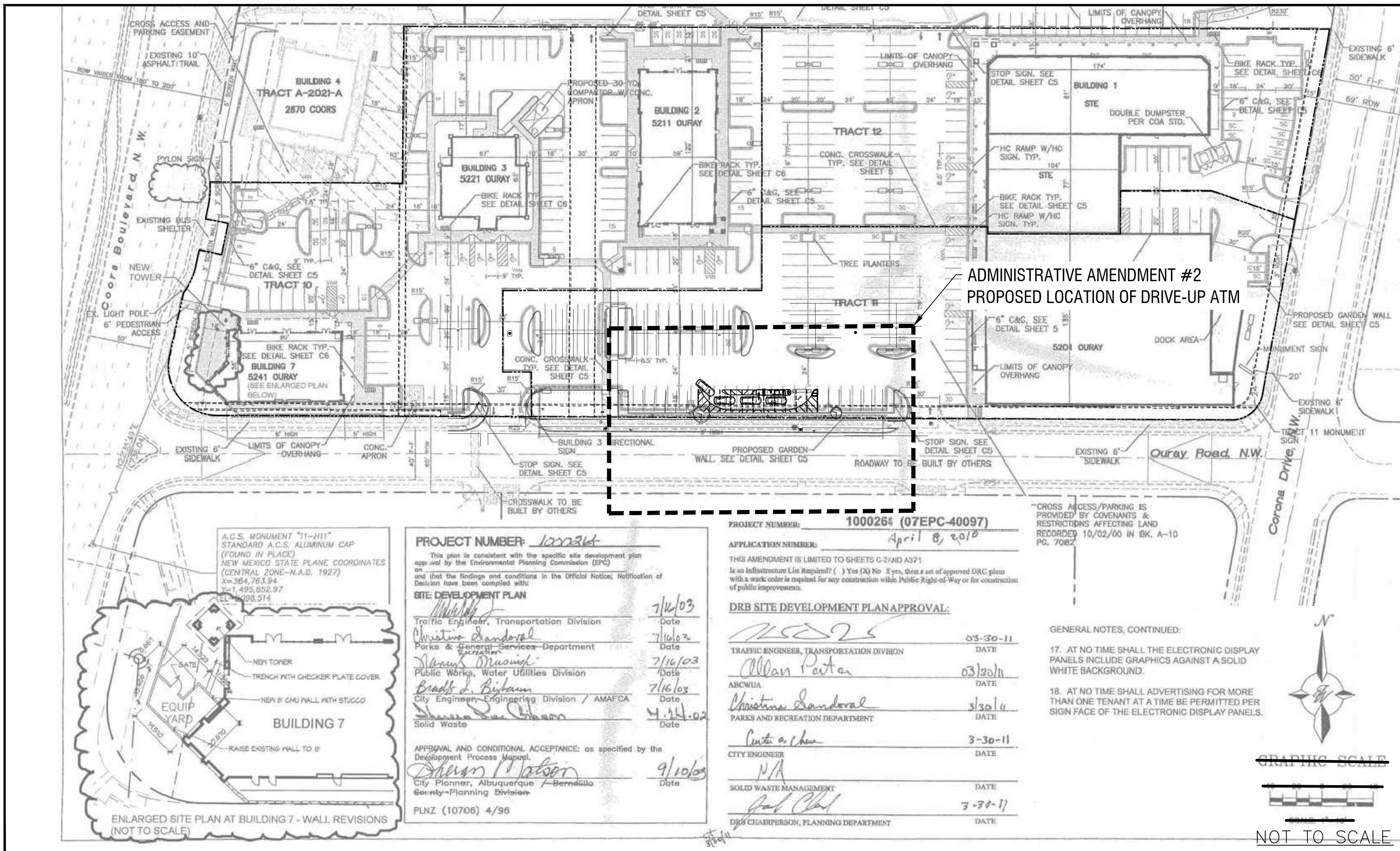
* PARKING REQUIRED 1 PER 4 SEATS (88 SEATS) = 17

** PARKING REQUIRED 1 PER 4 SEATS (160 SEATS) = 40

*** PARKING REQUIRED 1 PER 4 SEATS (130 SEATS) = 33

PARKING

TENANT	SQ. FT.	PARKING	REQUIRED
BLDG-2,3,7	15,486 SF	(SEE ABOVE)	108
BLDG-1	41,652 SF		196
PROPOSED ATM	120 SF		0
TOTALS	57,258 SF		319 REQ
TOTAL PROVIDED			367 SPACES



TRACT	PAVING AREA (SQ. FT.)	LANDSCAPE REQUIREMENT (SQ. FT.)	LANDSCAPE PROVIDED (SQ. FT.)	LANDSCAPE SURPLUS (SQ. FT.)
10	70,258	10,539	10,209	7,690
11	46,777	7,016	6,952	2,635
12	26,134	3,718	6,887	1,246

LANDSCAPE CALCULATIONS

TOTAL LOT AREA	250,557 SF
TOTAL PAVING FOOTPRINT	157,159 SF
LANDSCAPE REQUIREMENT	15% OF PAVING
TOTAL LANDSCAPE REQUIREMENT	23,573 SF
TOTAL LANDSCAPE PROVIDED	35,178 SF

ADMINISTRATIVE AMENDMENT FILE #13-10203 PROJECT #1000264 reverse top 12' of tower APPROVED BY <u>M. Moore</u> DATE <u>3/29/13</u>
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ADDRESS 5201 OURAY ROAD NW (WEST BLUFF) ALBUQUERQUE, NEW MEXICO 87108
LEGAL DESCRIPTION TRACT A-2021-A TOWN OF ATRISCO GRANT NORTHEAST UNIT AND TRACT 10, 11, AND 12 OF WEST BLUFF.
ZONING MX-M
BUILDING AREAS EXISTING BUILDINGS 57,138 SF NEW BUILDINGS 120 SF
TOTAL BUILDING 57,258 SF



DRIVE-UP ATM
5201 OURAY ROAD, N.W.
ALBUQUERQUE, NEW MEXICO 87120



12200 N Stemmons Frwy #305
Dallas, Texas 75234
Tel: 972-232-7500 | Fax: 972-499-2422



7100 Westwind Dr.
Suite 150
El Paso TX, 79912
Ph: (915) 585-7028
angel@nraia.com

Members of the American
Institute of Architects

Issue	Date & Issue Description	By	Check
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Construction Documents

Issue Date
September 27th, 2022

Seal/Signature

09/27/22



Project Name
WEST BLUFF DRIVE-UP ATM

Job Number
C11126998891

Sheet Title

Sheet Number

ADMINISTRATIVE
AMENDMENT #2
SHEET 1 OF 1