



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 type="checkbox"/> Alternative Landscape Plan (Form P3)	<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Annexation of Land (Form Z)
<input checked="" type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
		<b>Appeals</b>
		<input type="checkbox"/> Decision by EPC, LC, ZHE, or City Staff (Form A)

### APPLICATION INFORMATION

Applicant: Explore Academy		Phone: 505 437 3800
Address: 5100 Masthead St NE		Email:
City: Albuquerque	State: NM	Zip: 87109
Professional/Agent (if any): Consensus Planning		Phone: 505 764 9801
Address: 302 8th St NW		Email: Frank@consensusplanning.com
City: Albuquerque	State: NM	Zip: 87102
Proprietary Interest in Site:	List all owners: Explore Academy Foundation	

### BRIEF DESCRIPTION OF REQUEST

Minor Amendment to an approved Site Plan to add 2 classrooms and admin office.

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

Lot or Tract No.: Tract 4AA5A1 (Replat of Tract 4AA5A)	Block:	Unit:
Subdivision/Addition: Journal Center	MRGCD Map No.:	UPC Code: 101706341014740235
Zone Atlas Page(s): D18	Existing Zoning: NR-BP	Proposed Zoning: NR-BP
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (acres): 3.3

### LOCATION OF PROPERTY BY STREETS

Site Address/Street: 5100 Masthead St NE	Between: Jefferson	and: I-25
--	--------------------	-----------

### CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

Signature:	Date: 2/15/23
Printed Name: Jackie Fishman	<input type="checkbox"/> Applicant or <input checked="" 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](mailto: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**

- ☐ 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 **Blue Sheet Attached**
- ☒ The proposed Site Development Plan, with changes circled and noted  
*Refer to the Site Plan Checklist for information needed on the proposed Site Plan.*

**N/A** 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

2/14/2023

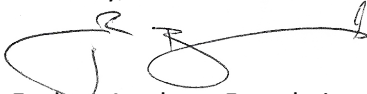
City of Albuquerque  
Planning Department  
600 2<sup>nd</sup> Street NW  
Albuquerque, NM, 87102

RE: Property Owner Letter of Authorization

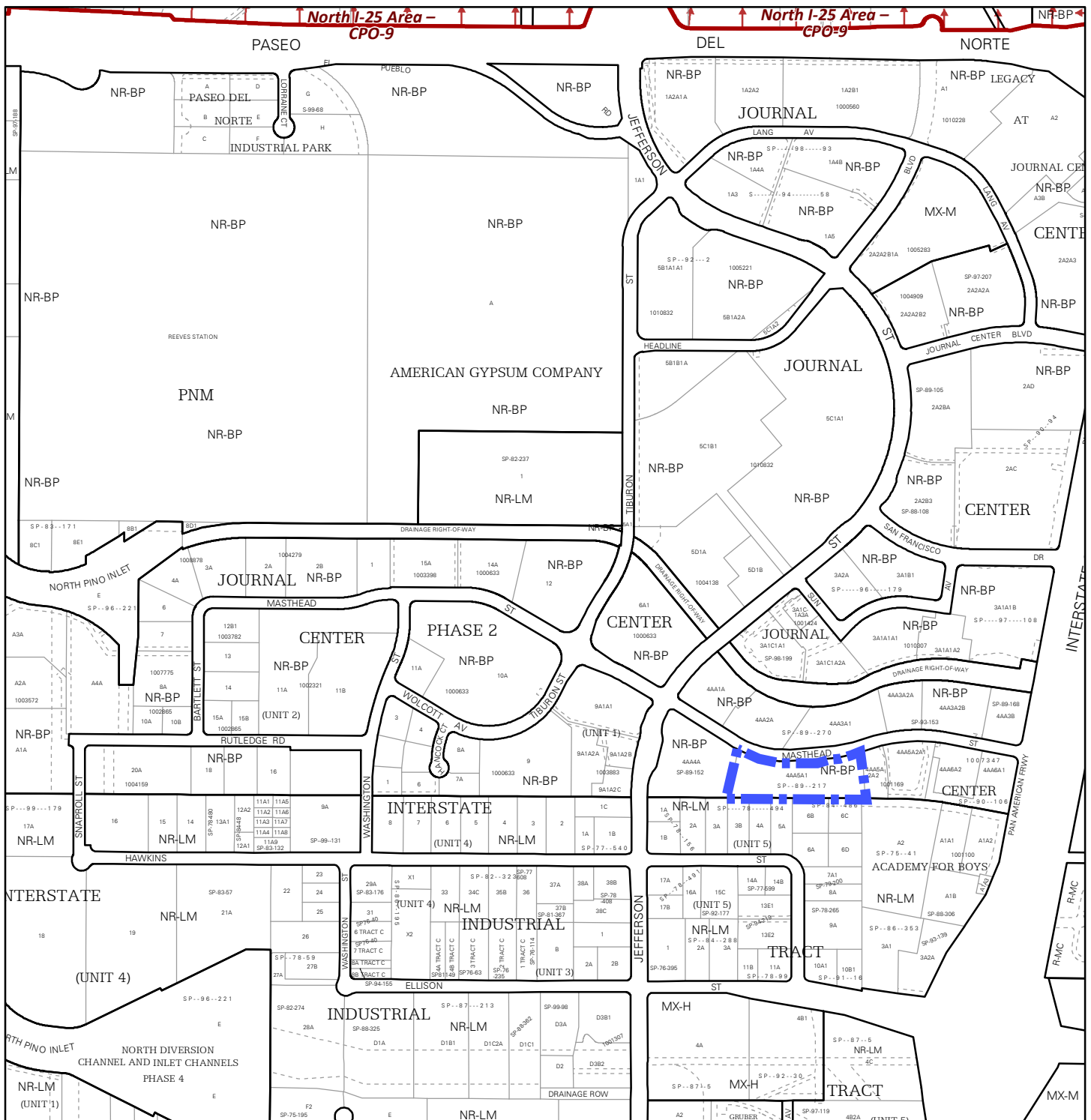
To Whom It May Concern:

Explore Academy Foundation hereby authorizes Consensus Planning, Inc. to act as our agent relating to all applications, submittals, and other formal representation associated with the approval of a Minor Amendment to an existing Site Plan for the subject property located at *5100 Masthead Street NE*.

Sincerely,

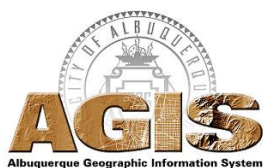


Explore Academy Foundation

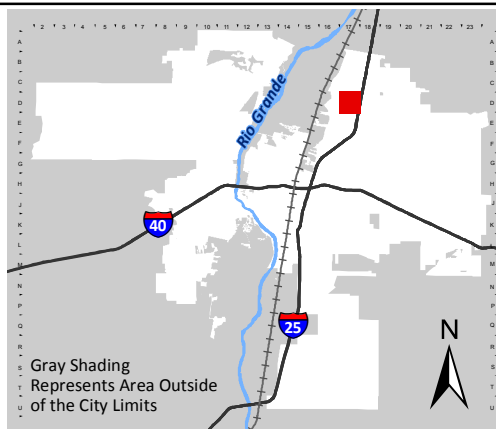


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

# 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: D-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



2/1/2023

James M. Aranda, Deputy Director/ZEO  
City of Albuquerque Planning Department  
600 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102  
[jmaranda@cabq.gov](mailto:jmaranda@cabq.gov)

Dear Mr. Aranda:

Landscape Architecture  
Urban Design  
Planning Services

302 Eighth St. NW  
Albuquerque, NM 87102

(505) 764-9801  
Fax 842-5495  
[cp@consensusplanning.com](mailto:cp@consensusplanning.com)  
[www.consensusplanning.com](http://www.consensusplanning.com)

The purpose of this letter is to request a Minor Amendment to a previously approved Site Plan (PR 1000591) at 5100 Masthead Street NE on behalf of Explore Academy. The request is to increase the school's square footage by 2,500 feet to allow for an administration office and two additional classrooms.

The original Site Plan was approved on August 15, 1989, by the Environmental Planning Commission (PR 1000591, DRB 89-373) The Site Plan was amended several times, with the most recent amendment in 2018 (PR 1000591 18DRB 70070). Consensus Planning submitted an IPRA request, which did not result in copies of any previous Site Plans, except for the 2018 amendment.

This request meets the criteria to be considered a Minor Amendment under Section 14-16-6-4 (Z)(1)(a) of the IDO based on the following:

#### **6-4(Z)(1) Minor Amendments**

6-4(Z)(1)(a) A minor amendment must meet all of the following criteria:

1. The existing site development plan specifies the requirements in place at the time of approval, and the requested change still meets the original requirements.

***Applicant Response:*** The requested Minor Amendment is in compliance with the requirements in place at the time of approval in 2018. The 2018 Site Plan required 84 vehicle parking spaces, six bicycle parking spaces, and 16,242 SF of landscaped area. The Minor Amendment will increase the total number of required parking spaces by four; however, there are currently 111 spaces provided on site; therefore, it will not negatively affect the parking requirement. Required bicycle parking per IDO section 14-16-5-5(E)(1) Bicycle Parking Table 5-5-5 indicates the need for 19 spaces and the amended plan is providing a total of 20 spaces. The total required landscaping will change to 15,867 SF and the amended plan is providing 18,660 SF; therefore, all original requirements in place at time of approval are being met.

2. The requested change is within the thresholds for minor amendments established in Table 6-4-4, cumulative of prior deviations or minor amendments.

***Applicant Response:*** The request is within the threshold for a Minor Amendment as established by Table 6-4-4, which allows the building's gross floor area to increase by a maximum of 10%. The existing building's gross floor area is 35,468 square feet. The proposed Minor Amendment will increase the existing building's gross floor area by 2,500 square feet or approximately 7%, which maintains its applicability as a Minor Amendment.

#### **PRINCIPALS**

James K. Strozier, FAICP  
Christopher J. Green, PLA,  
ASLA, LEED AP  
Jacqueline Fishman, AICP



3. The requested change does not require major public infrastructure or significant changes to access or circulation patterns on the site, which would warrant additional review by the original decision-making body.

***Applicant Response:*** *The requested amendment does not require major public infrastructure or significant changes to access or circulation patterns for the site. The proposed addition will be located within the developed area of the site. It will not require additional major public infrastructure or change any of the existing circulation patterns or access to the site. The required parking will increase by a total of four spaces based on provisions of two spaces per classroom. With the addition of the two classrooms, it will bring the required parking total to 93 spaces; currently, the Site Plan indicates there are 111 parking spaces, including 8 accessible spaces on site.*

4. No deviations, Variances, or Waivers shall be granted for minor amendments.

***Applicant Response:*** *No deviations, variances, or Waivers are being requested with this Minor Amendment.*

Based on the IDO Criteria and responses provided above, we respectfully request approval of the attached Minor Amendment as provided for in the IDO. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

Jacqueline Fishman, AICP  
Principal







**SITE PLAN**

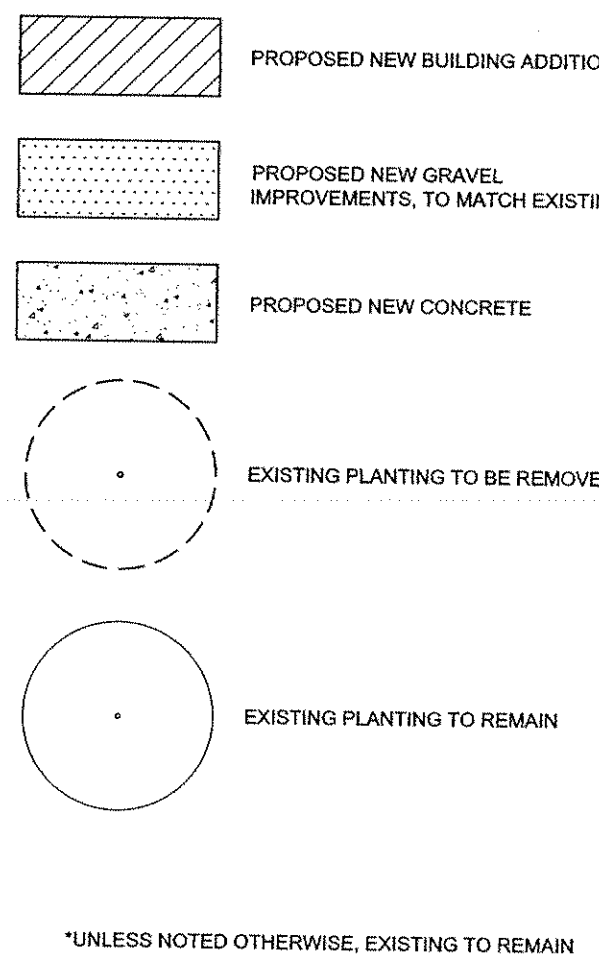
NORTH

1" = 20'-0"

0 10' 20' 40'



# SITE PLAN LEGEND



# PROJECT DATA DRB#1000591

ADDRESS:  
5100 MASTHEAD STREET NE  
ALBUQUERQUE, NM 87109

LEGAL DESCRIPTION:  
LOT 4AA-5A-1, BLOCK 0, JOURNAL CENTER, BERNALILLO COUNTY NEW MEXICO

UPC: 101-706-341-014-740-235

ZONING: IP

ZONE ATLAS MAP: D-17-Z

BUILDING DATA:  
OCCUPANCY GROUP: E - EDUCATION  
EXISTING STRUCTURE: ONE STORY - 25,520 SF  
PROPOSED NEW CONSTRUCTION: ONE STORY - 9,948 SF  
PROPOSED NEW BUILDING: 35,468 SF  
PROPOSED NEW CONSTRUCTION TYPE: II-B SPRINKLED  
SITE AREA: 143,748 SF  
BUILDING-TO-LOT COVERAGE (TOTAL): 24.6%

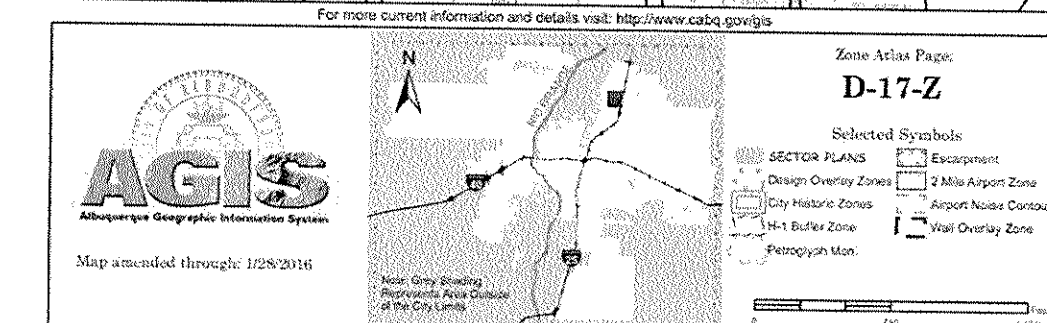
PARKING:  
PROVIDED PARKING SPACES: 111 (INCLUDING 8 ACCESSIBLE SPACES, NOT INCLUDING 3 MOTORCYCLE PARKING SPACES)  
REQUIRED PARKING SPACES: 84 (3 SPACES FOR EACH CLASSROOM, 25 CLASSROOMS)  
Per 14-16-3-1 Off-Street Parking Regulations, Part 3-A, (29)

PROVIDED BICYCLE PARKING: 7 PROVIDED  
REQUIRED BICYCLE PARKING: 6 PER 14-16-3-1 Off-Street Parking Regulations Part 3-B, 3 (C):  
1 SPACE per 50 STUDENTS @ 300 STUDENTS TOTAL

FIRE FLOW REQUIREMENTS:  
PROPOSED NEW CONSTRUCTION TYPE: II-B SPRINKLED  
SQUARE FOOTAGE: 35,468 SF  
EXISTING FIRE HYDRANTS: 2  
FIRE FLOW: 2,000 GPM (PER IFC APPENDIX B)  
FIRE APPARATUS ACCESS AND LOADING:  
NEW FIRE APPARATUS ACCESS ROAD AND ANY REPAIRS TO EXISTING FIRE APPARATUS ACCESS ROADS (DUE TO NEW FOUNDATION WORK) TO BE 3" MIN ASPHALT CONCRETE OVER 8" MIN COMPACTED SUB-GRADE AND WILL BE CAPABLE OF SUPPORTING 75,000 POUNDS MIN, NOT TO EXCEED 10% GRADE.

LANDSCAPE:  
ALL NEW LANDSCAPE AND IRRIGATION SHALL CONFORM TO THE CITY OF ALBUQUERQUE WATER CONSERVATION ORDINANCE.  
LANDSCAPE AREA REQUIREMENT: 143,748 SF (SITE AREA) - 35,468 SF (BUILDING AREA) = 108,280 SF X 15% = 16,242 SF  
TOTAL LANDSCAPE AREA PROVIDED: 19,750 SF (18%)  
LANDSCAPE MAINTAINED BY: LEECO GROUNDS MANAGEMENT, INC  
PLAYFIELD WATERING SYSTEM: EXISTING SPRINKLER SYSTEM (2" MAINLINE)  
ALL OTHER LANDSCAPE AREAS: EXISTING DRIP IRRIGATION SYSTEM

## VICINITY MAP Zone Atlas Page: D-17



## APPROVALS

PROJECT NUMBER: 1000591  
APPLICATION NUMBER: 18DRB-70070

Is an Infrastructure List Required? ( ) Yes (x) No If yes, then a set of approved DRC plans with a work order is required for any construction within Public Right-of-Way or for construction of public improvements.

SITE DEVELOPMENT PLAN APPROVAL:

TRAFFIC ENGINEER, TRANSPORTATION DIVISION	3/21/18
ABCWUA	03-27-18
PARKS AND RECREATION DEPARTMENT	3/21/18
CITY ENGINEER	3/21/2018
SOLID WASTE MANAGEMENT	DATE
FIRE MARSHAL	DATE
CODE ENFORCEMENT	3/21/18
DRB CHAIRPERSON, PLANNING DEPARTMENT	3.27.18

ARCHITECTURE / DESIGN / INSPIRATION

DEKKER  
PERICH  
SABATINI

7601 JEFFERSON NE, SUITE 100  
ALBUQUERQUE, NM 87109

505.761.9700 / DPSDESIGN.ORG

ARCHITECT

ENGINEER

PROJECT

EXPLORE ACADEMY  
RENOVATION/ADDITION  
5100 MASTHEAD ST. NE  
ALBUQUERQUE, NM 87109

REVISIONS

△

△

△

△

DRAWN BY

REVIEWED BY

DATE 03/14/2018

PROJECT NO. 16-0150.006

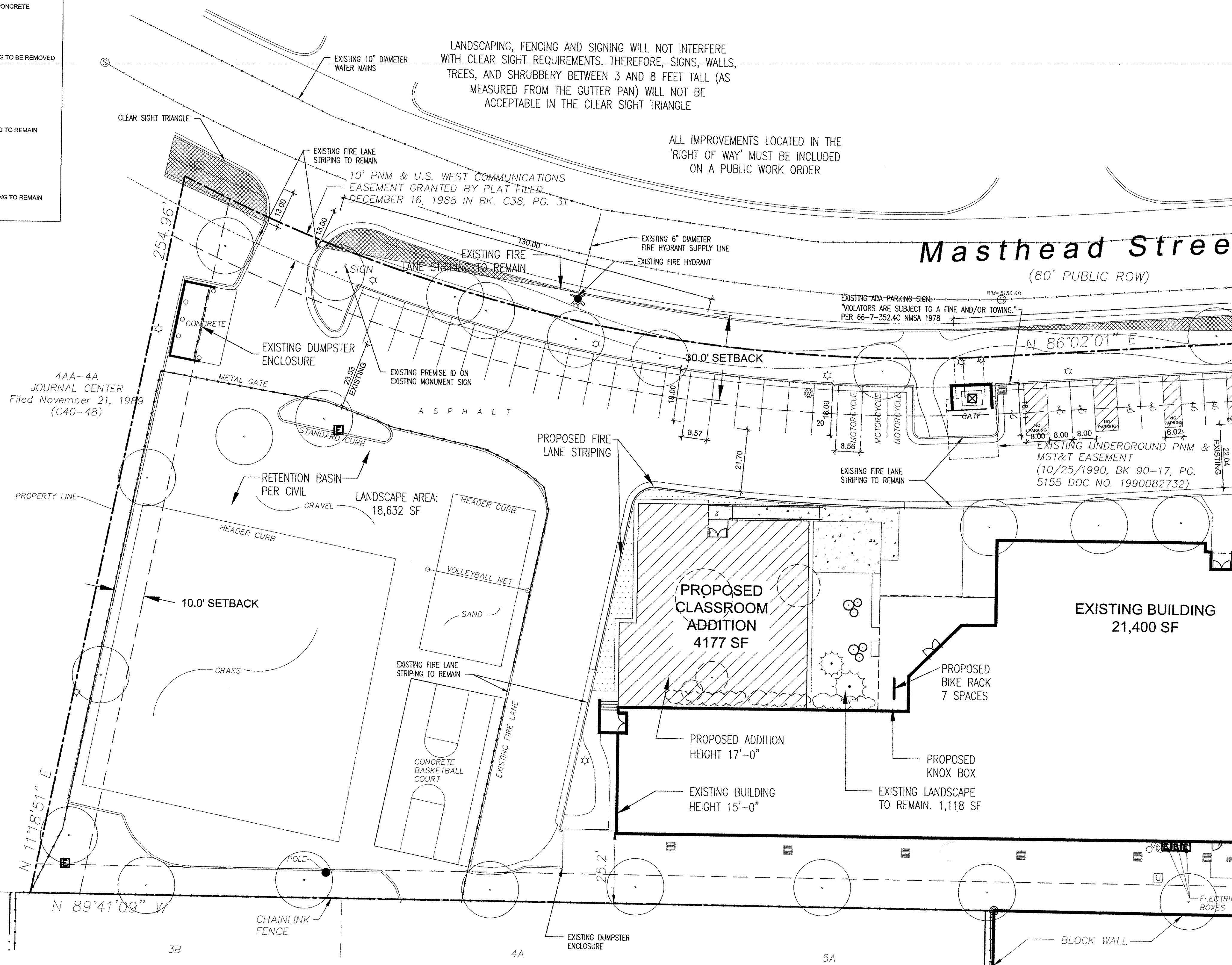
DRAWING NAME

SITE  
PLAN

SHEET NO.

DRB01A

OF





ADDRESS:  
5100 MASTHEAD STREET NE  
ALBUQUERQUE, NM 87109

LEGAL DESCRIPTION:  
LOT 4AA-5A-1, BLOCK 0, JOURNAL CENTER, BERNALILLO COUNTY NEW MEXICO

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PROVIDED BICYCLE PARKING: 7 PROVIDED  
REQUIRED BICYCLE PARKING: 6 PER 14-16-3-1 Off-Street Parking Regulations Part 3 - B, (3) (C);  
1 SPACE per 50 STUDENTS @ 300 STUDENTS TOTAL

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PROPOSED NEW CONSTRUCTION TYPE: II-B SPRINKLED  
SQUARE FOOTAGE: 35,468 SF  
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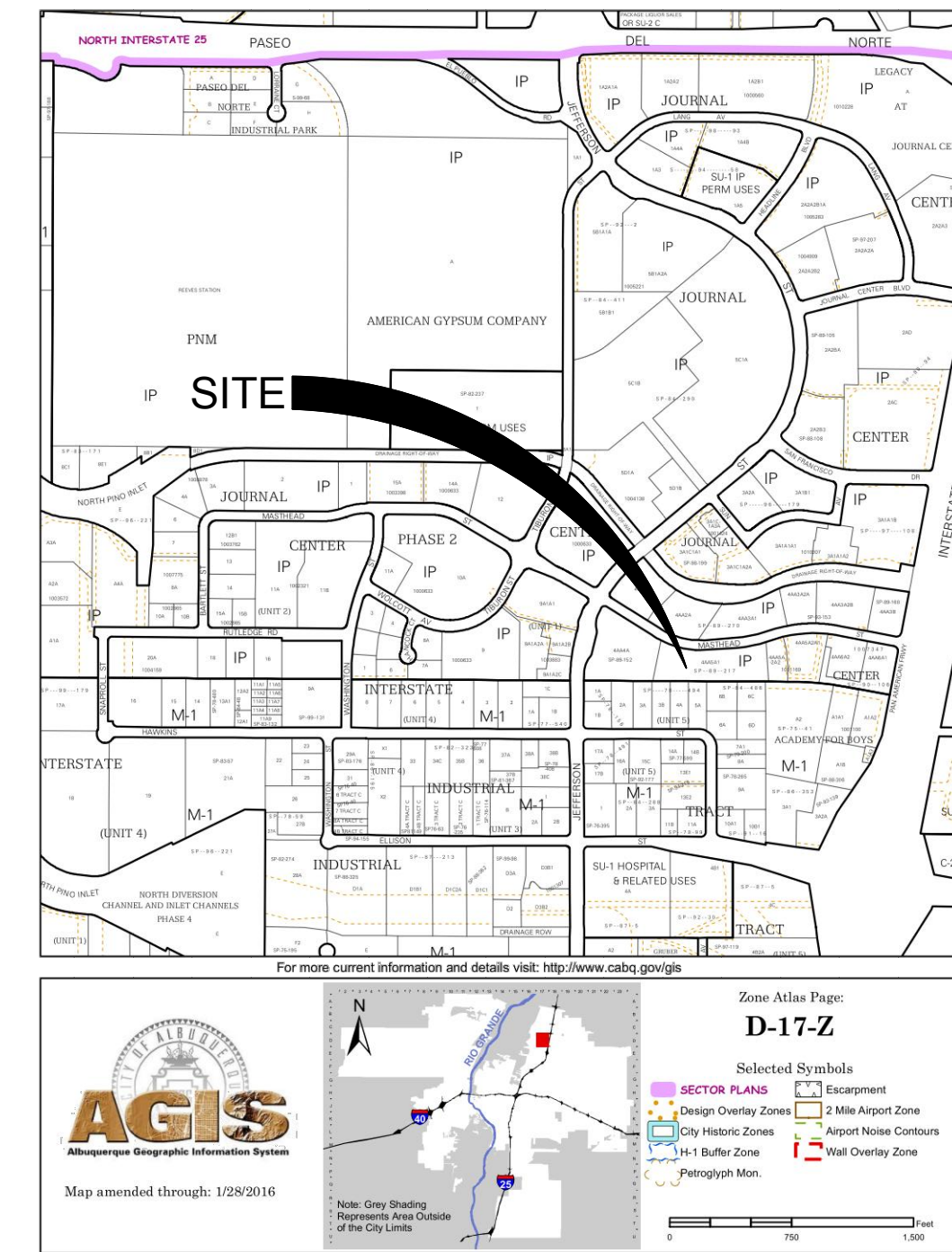
FIRE APPARATUS ACCESS AND LOADING:  
NEW FIRE APPARATUS ACCESS ROAD AND ANY REPAIRS TO EXISTING FIRE APPARATUS  
ACCESS ROADS (DUE TO NEW FOUNDATION WORK) TO BE 3" MIN ASPHALT CONCRETE  
OVER 8" MIN COMPACTED SUB-GRADE AND WILL BE CAPABLE OF SUPPORTING 75,000  
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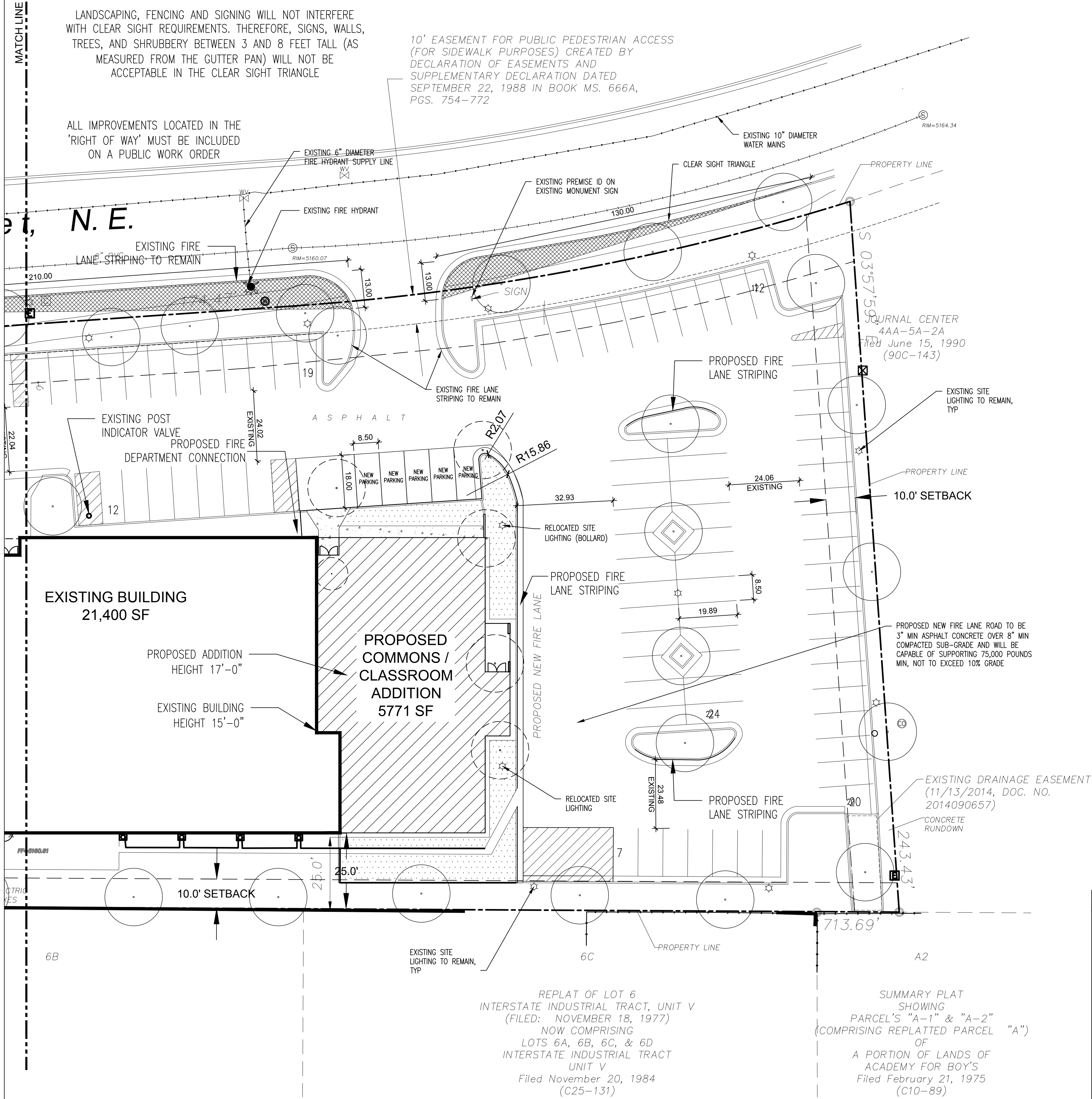
VICINITY MAP Zone Atlas Page: D-17



SITE PLAN LEGEND

- PROPOSED NEW BUILDING ADDITION
- PROPOSED NEW GRAVEL IMPROVEMENTS, TO MATCH EXISTING
- PROPOSED NEW CONCRETE
- EXISTING PLANTING TO BE REMOVED
- EXISTING PLANTING TO REMAIN

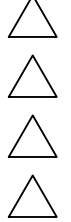
\*UNLESS NOTED OTHERWISE, EXISTING TO REMAIN



SITE PLAN

1" = 20'-0"

0 10' 20' 40'





# DRB CASE ACTION LOG - BLUE SHEET

This sheet must accompany your plat or site plan to obtain delegated signatures. Return sheet with site plan/plat once comments have been addressed.

**Site Plans:** It is the responsibility of the applicant/agent/developer/owner to insert the DRB approved Site Plan for Subdivision and/or Site Plan for Building Permit in each copy of building permit plan-sets. If the building permit plans have been submitted prior to the Site Plan for Subdivision and/or Site Plan for Building Permit being signed-off, then it is the responsibility of the applicant/agent/developer/owner to insert a copy of the signed-off Site Plan for Subdivision and/or Site Plan for Building Permit in each copy of the building permit plan-sets.

**Project# 1011545 (1000591)**  
**18DRB-70070 - AMENDED SITE PLAN for**  
**BUILDING PERMIT**

DEKKER PERICH SABATINI agent(s) for JOURNAL  
CENTER BUILDING ASSOCIATES request(s) the above  
action(s) for all or a portion of Lot(s) 4AA-5A-1, **JOURNAL**  
**CENTER** zoned IP, located on MASTHEAD ST NE between  
JEFFERSON ST NE and PAN AMERICAN FWY containing  
approximately 3.3 acre(s). (D-17)

\*\*Your request was approved on 3.21.2018 by the DRB with  
delegation of signature(s) to the following departments - outstanding comments to be addressed as follows:

☐ **Transportation:**

☒ **ABCWUA:**

H2O + SEWER AVAILABILITY STATEMENT.

☐ **City Engineer:**

☐ **Parks and Recreation:**

☒ **Planning:**

Signed 3/27/18

☐ **Code Enforcement:**

## **PLATS:**

- ☐ **Planning must record this plat. Please submit the following items:**
  - a) Original plat and MYLAR copy for the County Clerk.
  - b) Tax certificate from County Treasurer.
  - c) Recording fee (checks payable to County Clerk). **RECORDED DATE:** \_\_\_\_\_
  - d) Tax printout from the County Assessor.
  - e) County Treasurer's signature must be obtained prior to recording of the plat with County Clerk.
- ☐ Property Management's signature must be obtained prior to Planning Department's signature.
- ☐ AGIS DXF File approval required.
- ☐ Copy of recorded plat for Planning.
- ☐ PDF copy of the recorded plat (PLNDRS@cabq.gov).

## **SITE PLANS:**

- ☐ 3 copies of the approved site plan. Include all pages.
- ☐ PDF copy of the approved plans (PLNDRS@cabq.gov).

**Zipped files and files over 9 Megabytes will not get delivered via email.**