



## **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	Decisions Requiring a Public Meeting or Hearing				Policy Decisions					
☐ Archaeological Certificate (Form P3)		Site F		g any Variances – EPC	☐ Add	□ Adoption or Amendment of Comprehensive Plan or Facility Plan ( <i>Form Z</i> )					
☐ Historic Certificate of Appropriatenes (Form L)	ss – Minor	inor ☐ Master Development Plan (Form P1)				☐ Adoption or Amendment of Historic Designation (Form L)					
☐ Alternative Signage Plan (Form P3)	□ Historic Certificate of Appropriateness – Major (Form L)					☐ Amendment of IDO Text (Form Z)					
☐ Minor Amendment to Site Plan (Form	Demo	Demolition Outside of HPO (Form L)			☐ Annexation of Land <i>(Form Z)</i>						
□ WTF Approval (Form W1)			☐ Historic Design Standards and Guidelines (Form L)			☐ Amendment to Zoning Map – EPC (Form Z)					
		☐ Wireless Telecommunications Facility Waive (Form W2)			☐ Amendment to Zoning Map – Council (Form Z)						
					Appea	Appeals					
					□ Dec	ision by EPC, LC, ZHE	, or City Staff <i>(Form</i>				
APPLICATION INFORMATION	-										
Applicant:					Ph	Phone:					
Address:					Email:						
City:				State:	Zip:						
Professional/Agent (if any):						Phone:					
Address:					Email:						
City:		State:		Zip	Zip:						
Proprietary Interest in Site:				List <u>all</u> owners:							
BRIEF DESCRIPTION OF REQUEST											
Minor Amendment to an ap	proved Site	Plan	to add a splash	pad and small pump I	nouse						
SITE INFORMATION (Accuracy of the	e existing lega	l desc	ription is crucial!	Attach a separate sheet if	necessa	ıry.)					
Lot or Tract No.:				Block:		Unit:					
Subdivision/Addition:			MRGCD Map No.:			UPC Code:					
Zone Atlas Page(s):			Existing Zoning:			Proposed Zoning:					
# of Existing Lots:			# of Proposed Lots:			Total Area of Site (acres):					
LOCATION OF PROPERTY BY STRE	ETS	1									
Site Address/Street:		Betw	veen:			and:					
CASE HISTORY (List any current or	prior project a	nd cas	se number(s) that i	may be relevant to your re	quest.)						
Signature:						Date:					
Printed Name:											
FOR OFFICIAL USE ONLY											
Case Numbers Action		Fees Case Numb		Case Numbers	Action Fees		Fees				
Meeting/Hearing Date:					Fe	Fee Total:					
Staff Signature: Date:					Pro	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 <a href="PLNDRS@cabq.gov">PLNDRS@cabq.gov</a> 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.

<b>2</b>	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.
	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 Not available through IPRA request 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
	<ul> <li>Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)</li> <li>Landscape Plan</li> </ul>

# CITY OF ALBUQUERQUE

1/16/2023



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:

The City of Albuquerque 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 6900 Gonzales Road SW.

Sincerely,

PO Box 1293

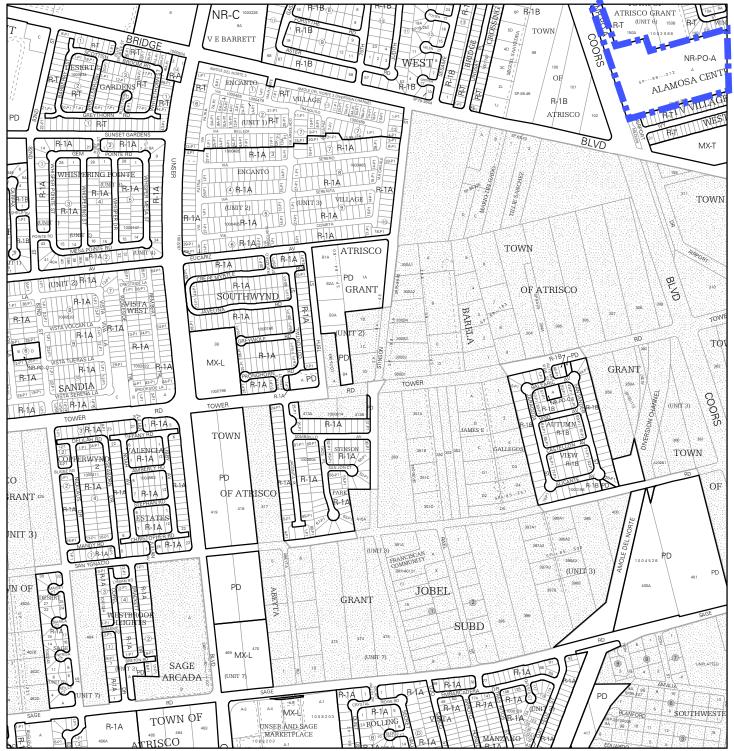
Jess R. Martínez Deputy Director

Albuquerque

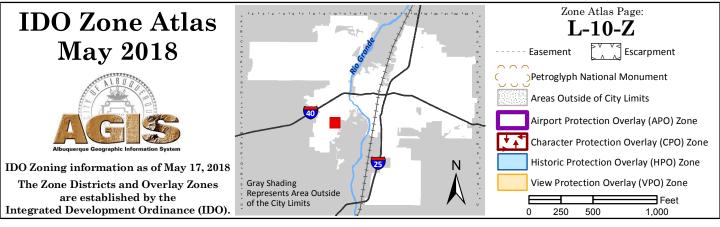
Department of Family and Community Services

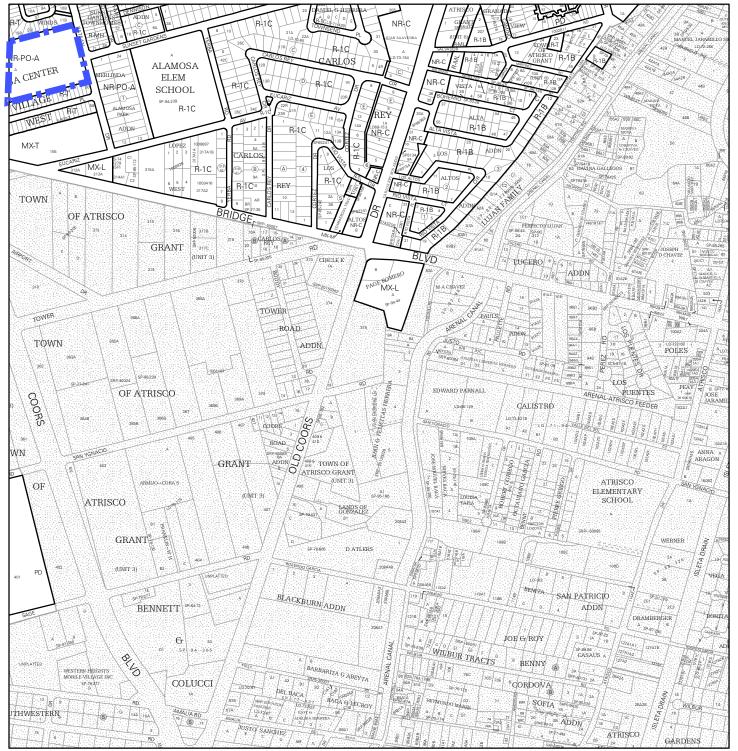
New Mexico 87103

www.cabq.gov

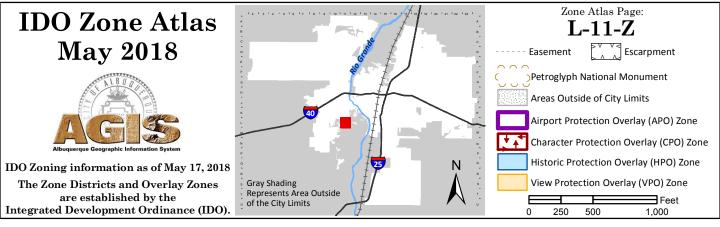


For more details about the Integrated Development Ordinance visit: http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance





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Landscape Architecture Urban Design Planning Services

302 Eighth St. NW Albuquerque, NM 87102

(505) 764-9801 Fax 842-5495 cp@consensusplanning.com www.consensusplanning.com

#### 2/23/2023

James M. Aranda, Deputy Director/ZEO Albuquerque Planning Department 600 North 2<sup>nd</sup> Street NW Albuquerque, NM 87102 jmaranda@cabq.gov

Dear Mr. Aranda:

The purpose of this letter is to request the approval of a Minor Amendment to a prior approved Site Plan (PR 1011531, Z-95-91, DRB-96162) at 6900 Gonzales Road SW. Currently existing on the site is the Alamosa Center for Family and Community Services. The client, the City of Albuquerque would like to improve the property by adding a 2,500 SF splash pad and a small 220 SF pump house. The original Site Plan (PR 1011531, Z-95-91, DRB-96-162) was approved by the Environmental Planning Commission in 1995 prior to the adoption of the IDO and the final sign-off was delegated to DRB which occurred in 1996.

An IPRA request was made on 1/13/2023 to request any Site Plans and Notice of Decisions for Z-95-91 and DRB-96-162 but it resulted in a nonresponsive records reply. The most current Site Plan located for this site is DRB-96-162 which, is being used for this amendment request.

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: This request meets all of the requirements in place at the time of approval and final sign-off in 1996. The proposed project was built in phases and the required parking for the total buildout is 209. The site plan indicates that 234 spaces are provided at the time of the final buildout. The proposed amendment to add a splash pad (2,500 SF) will require 3 parking spaces per 1,000 SF of GFA which is a total of 7 parking spaces for the splash pad. The additional 7 parking spaces will not negatively affect the required parking since there is an excess of 25 parking spaces on site.

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 requested change is within the threshold for a minor amendment as established by the standards in Table 6-4-4 which states a building's gross floor area can increase by a maximum of 10%. The entire building's square footage is 60,438 square feet and the proposed pump house will be 220 square feet or 0.4%. The splash pad will not feature any buildings; therefore, the only structure being built is the pump house.

#### **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 change does not require major public infrastructure or significant changes to access or circulation patterns on the site. The proposed splash pad and associated pump house will not affect circulation or access to the site and will be connected by existing paths featured throughout the park. Additionally, the proposed splash pad and pump house will not require the construction or redesign of existing streets, stormwater infrastructure, or utility facilities thereby mitigating the need for major public infrastructure.

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

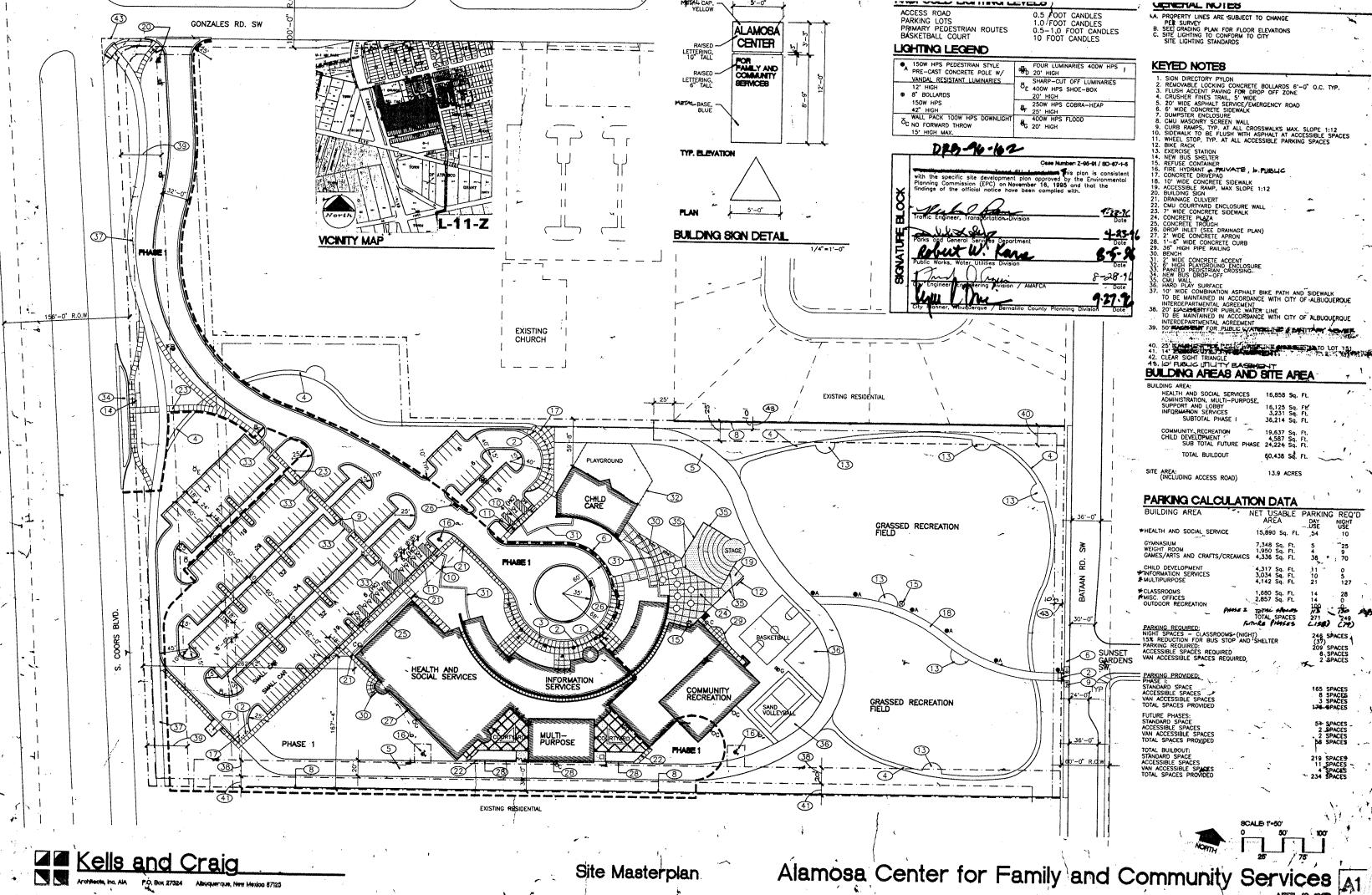
**Applicant Response:** No deviations, Variances, or Waivers are being requested as part of this minor amendment submittal.

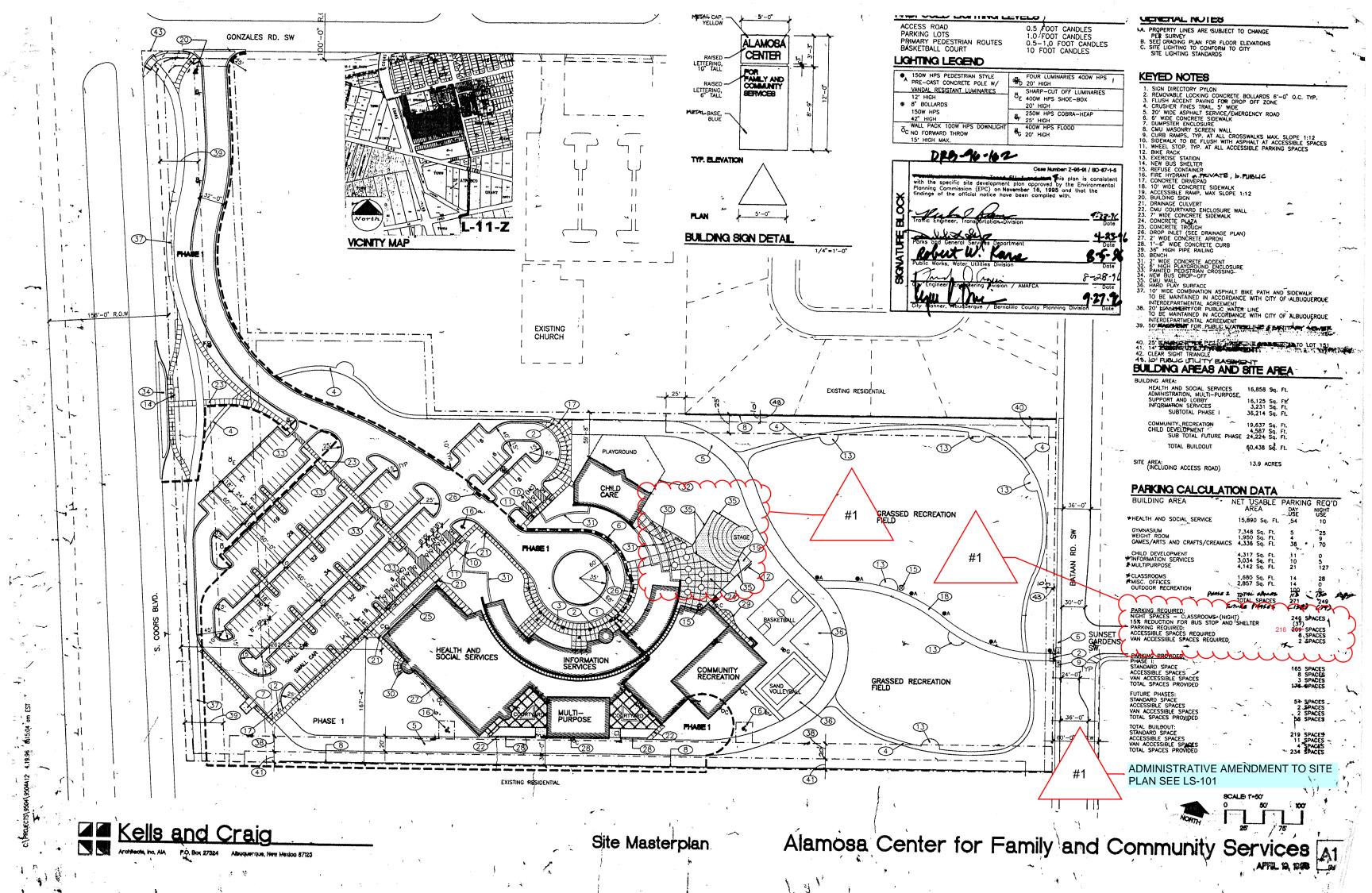
Based on the IDO Criteria and responses provided above, we respectfully request approval of the attached Minor Amendment as provided for in the IDO. Please do not hesitate to contact us if you have any questions or require any additional information.

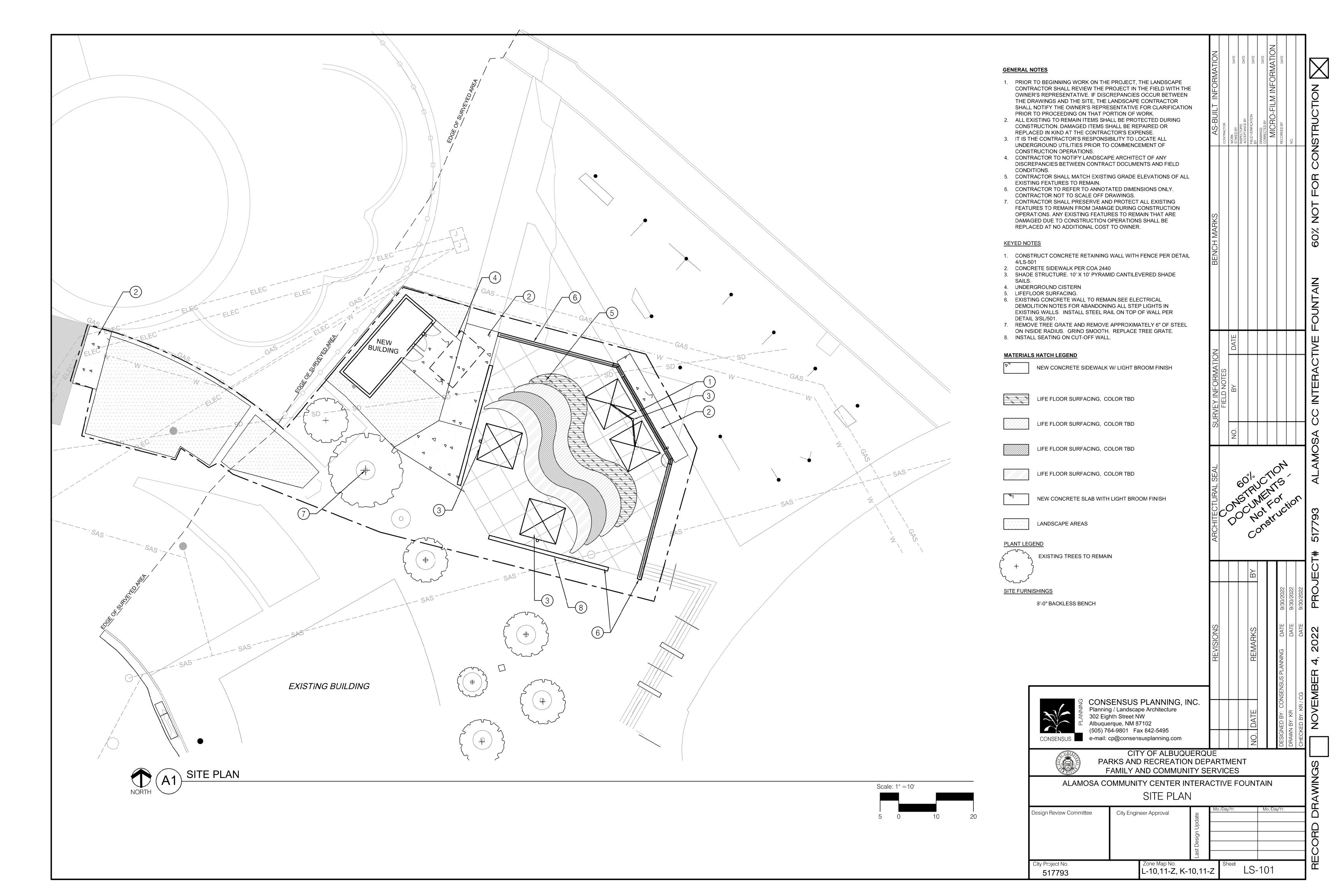
Sincerely,

Ken Romig, ASLA

Principal







<b>V</b>	Req	uest	Closed	^

Public

Hello,

On 1/13/2023, we received your public records request for the following records:

## I would like to request all documents pertaining to:

- DRB-96-162
- Z-95-91

This communication will confirm our completion of your request. We have searched for responsive records and not been able to locate or identify any records with the information you provided.

Your public records request will now be closed.

Sincerely,

Gabryella Williams

**IPRA Tech** 

Office of the City Clerk