



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)
		<b>Appeals</b>
		<input type="checkbox"/> Decision by EPC, LC, ZHE, or City Staff (Form A)

### APPLICATION INFORMATION

Applicant: Richard B. Saylor, Saylor Family Trust, LLC		Phone: (505) 362-8903
Address: 5565 Eakes RD NW		Email:
City: Albuquerque	State: NM	Zip: 87107
Professional/Agent (if any): JAG Planning & Zoning, LLC – Juanita or Andrew Garcia		Phone: 505.362.8903
Address: P.O. Box 7857		Email: <a href="mailto:jag@jagpandz.com">jag@jagpandz.com</a>
City: Albuquerque	State: NM	Zip: 87194
Proprietary Interest in Site: Owner	List all owners: Saylor Family Trust, LLC	

### BRIEF DESCRIPTION OF REQUEST

Administrative Amendment to allow four portable buildings for a school.

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

Lot or Tract No.: Tract B-1	Block:	Unit:
Subdivision/Addition: Horizon Academy Subdivision	MRGCD Map No.:	UPC Code: 101105932724541101
Zone Atlas Page(s): H-11-Z	Existing Zoning: NR-BP	Proposed Zoning: No Change
# of Existing Lots: 1	# of Proposed Lots: No Change	Total Area of Site (acres): 5.5733

### LOCATION OF PROPERTY BY STREETS

Site Address/Street: 1900 Atrisco DR NW	Between: Interstate 40	and: Miami Road NW
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### CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)

Signature: <i>Juanita Garcia</i>	Date: 3/2/23
Printed Name: Juanita Garcia – JAG Planning & Zoning, LLC	<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
- ☒ 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



## LETTER OF AUTHORIZATION

**Subject Property: Tract B-1, Horizon Academy Subdivision, located at 1900 Atrisco DR NW and containing approximately 5.5733 AC**

I, the undersigned owner of subject property, hereby designate JAG Planning & Zoning, LLC to be my authorized representative for an Administrative Amendment to the site plan by staff for the subject property.

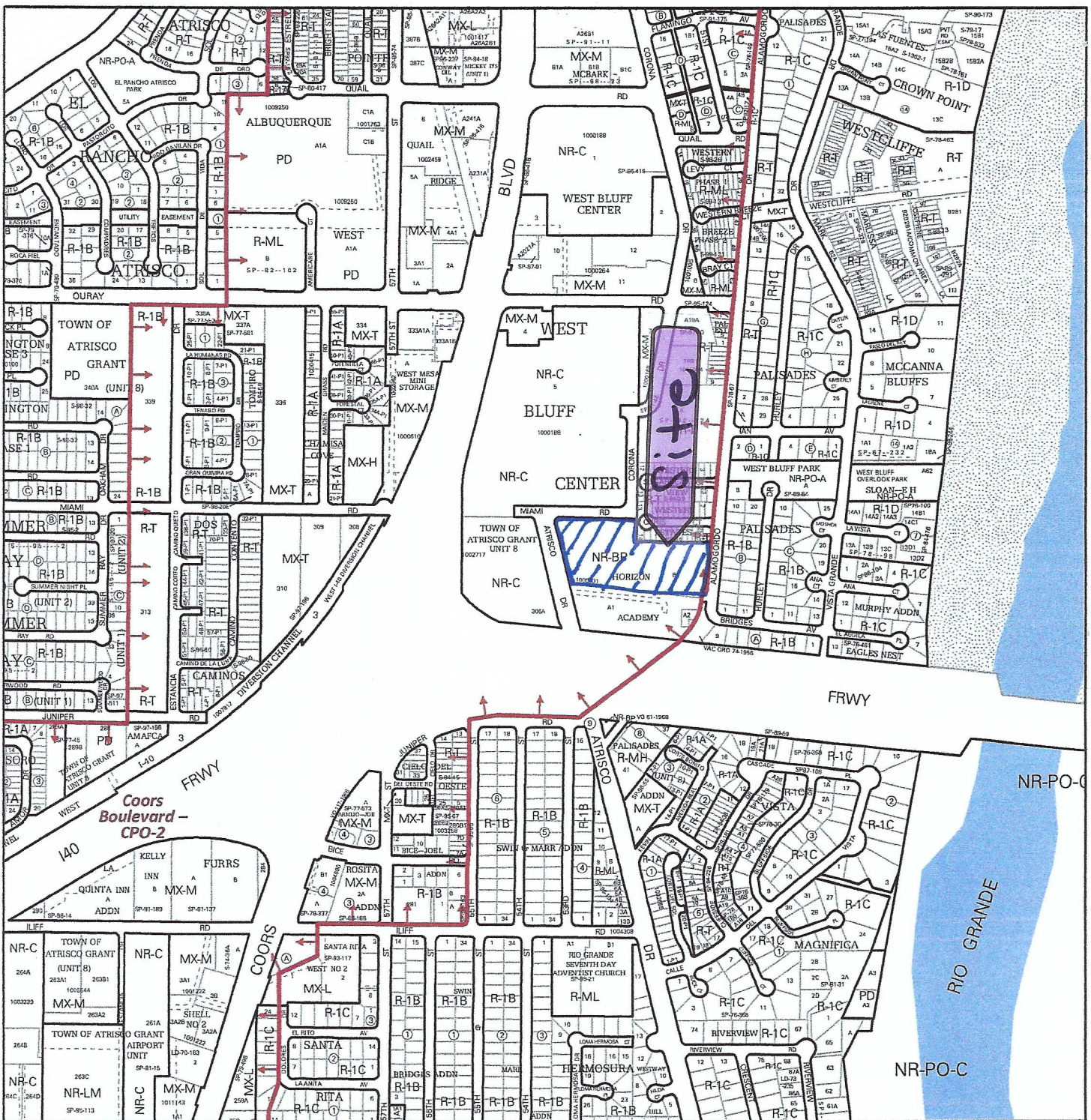
Richard Saylor

Saylor Family Trust, LLC

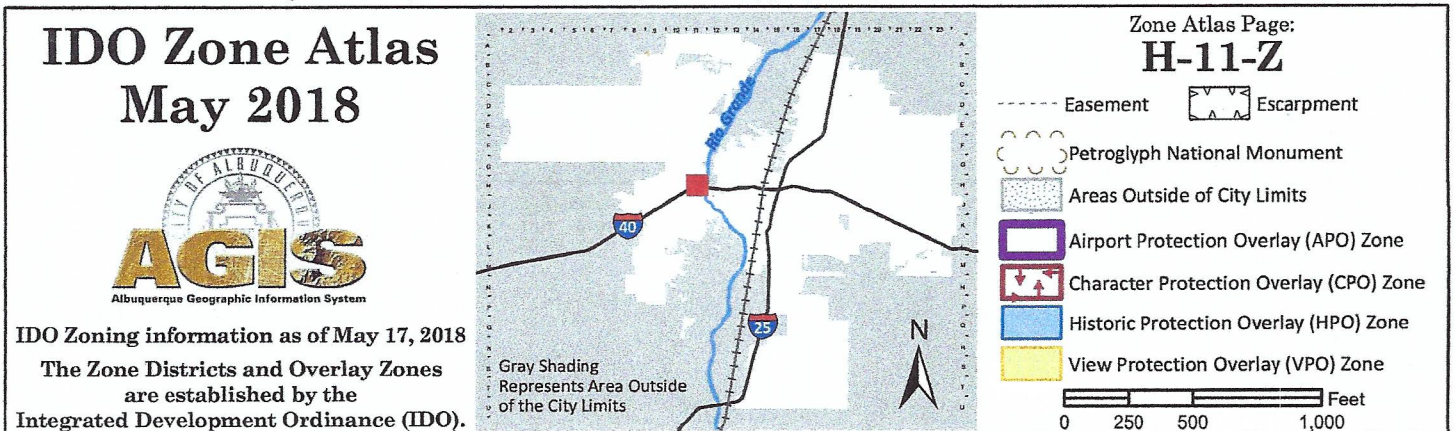
1-6-2023

Date





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





Class

Class	Non Residential
Tax District	A1A

Current Owner

Tax Year	2022
Owner	SAYLOR FAMILY TRUST LLC
Owner Mailing Address	5565 EAKES RD NW
Unit	
City	ALBUQUERQUE
State	NM
Zip Code	87107
Other Mailing Address	

Ownership for Tax Year Selected

Tax Year	2022
Owner Name	SAYLOR FAMILY TRUST LLC
Owner Mailing Address	5565 EAKES RD NW
Unit	
City	ALBUQUERQUE
State	NM
Zip Code	87107
Other Mailing Address	

Description

Location Address	1900 ATRISCO DR NW
City	ALBUQUERQUE
State	NM
Zip Code	87120
Property Description	TR B-1 PLAT OF TR A-1, TR A-2 & TR B-1 HORIZON ACADEMY SUBD CONT 5.5733 AC
Public Improvement District	
Tax Increment Development Districts	

Document #

Document #:

Real Property Attributes

Primary Building SQ FT	17000
Year Built	1957
Lot Size (Acres)	5.5733
Land Use Code	SCHOOL
Style	

Manufactured Home Attributes

Make :  
License :  
VIN :  
Year :  
Size :

DISCLAIMER

[Click here to view the Disclaimer](#)



## PRE-APPLICATION REVIEW TEAM (PRT) MEETING REQUEST

Pre-application Review Team (PRT) Meetings are available to help applicants identify and understand the allowable uses, development standards, and processes that pertain to their request. **PRT Meetings are for informational purposes only; they are non-binding and do not constitute any type of approval.** Any statements regarding zoning at a PRT Meeting are not certificates of zoning. The interpretation of specific uses allowed in any zone district is the responsibility of the Zoning Enforcement Officer (ZEO).

When you submit PRT notes to meet a Pre-application Meeting requirement in Table 6-1-1, you will be charged a \$50 PRT fee.

*Official Use only*

PA#: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

APPOINTMENT DATE & TIME: \_\_\_\_\_

Applicant Name: Juanita Garcia - JAG Planning & Zon Phone#: (505)362-8903 Email: jag@jagpandz.com

### PROJECT INFORMATION:

**For the most accurate and comprehensive responses, please complete this request as fully as possible and submit any relevant information, including site plans, sketches, and previous approvals.**

Size of Site: 6.32 Acres Existing Zoning: NR-BP  Proposed Zoning: No Change

Previous case number(s) for this site: 1000831

Applicable Overlays or Mapped Areas: Coors Boulevard - CPO-2

Residential – Type and No. of Units: \_\_\_\_\_

Non-residential – Estimated building square footage: 6,328 Additional No. of Employees: No Additional Emp.

Mixed-use – Project specifics: \_\_\_\_\_

### LOCATION OF REQUEST:

Physical Address: 1900 Atrisco RD NW Zone Atlas Page (Please identify subject site on the map and attach) H-11

### BRIEFLY DESCRIBE YOUR REQUEST (What do you plan to develop on this site?)

Add portable buildings on a Charter School site.

### QUESTIONS OR CONCERNS (Please be specific so that our staff can do the appropriate research)

Can you let us know the process for adding portable buildings on the subject site. The subject site was controlled by a site development plan before the IDO and need to know the process for amending the site to add more portables. The

area dedicated for recreational space will also be modified.



## PRE-APPLICATION MEETING NOTES

PA#: 22-198 Notes Provided (date): 07/26/22  
Site Address and/or Location: 1900 Atrisco Rd NW

Pre-application notes are for informational purposes only and are non-binding. They do not constitute an approval of any kind. Additional research may be necessary to determine the exact type of process and/or application required. Factors unknown and/or thought of as minor at this time could become significant as a case progresses.

Request Addition of portable buildings.

### Basic Site Information

Current Use(s): Educational Size (acreage): 3.1  
Zoning: NR-BP Overlay Zone(s): Coors Boulevard- CPO-2

### Comprehensive Plan Designations

Development Area: Consistency Corridor(s): I-40 Major Transit  
Center: N/A Near Major Public Open Space (MPOS)?: N/A

### Integrated Development Ordinance (IDO)

Please refer to the IDO for requirements regarding dimensional standards, parking, landscaping, walls, signage, etc.  
<https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

Proposed Use(s): Portable building addition  
Use Specific Standards: CPO-2 Coors Boulevard Overlay  
Applicable Definition(s): N/A

Sensitive Lands: *Please see IDO Section 14-16-5-2 for information about required analysis, development standards, and changes to process that may result if this Section applies.*

### Notice

Neighborhood Meeting Offer Required? (see IDO Table 6-1-1). If yes, please refer to:

<https://www.cabq.gov/planning/urban-design-development/neighborhood-meeting-requirement-in-the-integrated-development-ordinance>

### Process

Decision Type(s) (see IDO Table 6-1-1): Administrative or Decisions requiring a public meeting or hearing

Specific Procedure(s)\*: 6-4(Z) Pre-IDO Approvals- Major or Minor Amendment

*\*Please refer to specific procedures for relevant decision criteria required to be addressed.*

Decision Making Body/ies: Staff-Minor Amendment EPC-Major Amendment Is this a PRT requirement? Minor-No Major-Yes

### Handouts Provided

<input type="checkbox"/> Zoning Map Amendment	<input checked="" type="checkbox"/> Site Plan Amendments	<input type="checkbox"/> Site Plan- EPC	<input type="checkbox"/> Site Plan- DRB
<input type="checkbox"/> Site Plan- Admin	<input type="checkbox"/> Variance-ZHE	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Site History/Research	<input type="checkbox"/> Transportation	<input type="checkbox"/> Hydrology	<input type="checkbox"/> Fire

If you have additional questions, please contact [planningprt@cabq.gov](mailto:planningprt@cabq.gov) at (505) 924-3811 to schedule a follow-up meeting.



Additional notes:

See IDO section 14-16-6-4(Z) Pre-IDO Approvals for process regarding adding portable buildings to site.

Refer to Table 6-4-4 regarding thresholds for minor amendments. Allowable sq. ft. footage for minor amendments is 10% of Building square footage. Addition of portable buildings along with other amendments that have been approved (if applicable) shall not exceed 9,542 sq. ft. in order to meet the minor amendment threshold.

If threshold is exceeded, a major amendment would have to be requested and go through the original approving body-EPC.





March 2, 2023

Mr. Jay Rodenbeck  
Planning Manager, Development Review Services  
City of Albuquerque, Planning Department  
600 2<sup>nd</sup> Street NW, Albuquerque NM 87102

Mr. Rodenbeck:

JAG Planning & Zoning, agent for Saylor Family Trust, LLC, respectfully requests your review and approval of a Minor Amendment to a Site Plan (1000831) that was approved by the Environmental Planning Commission in 2002 and the Development Review Board on April 30, 2003. Specifically, the proposed amendment will add four additional portable buildings to be used for school purposes.

#### Site

The site currently contains a charter school that serves PreK through 8 grade dual language students and is known as Christine Duncan's Heritage Academy. The site is located at 1900 Atrisco Drive NW and is legally described as, Tract B-1, Horizon Academy Subdivision. The site is currently zoned NR-BP and is located within CPO-2, Coors Boulevard Overlay.

#### Request

The applicant is proposing to place four portable buildings toward the rear of the existing buildings for school purposes which will increase the amount of total square footage from 35,420 to 39,956. The placement of the portable buildings is proposed in an area that is identified as recreational area on the site plan.

#### Analysis

In compliance with the Integrated Development Ordinance (IDO) the proposed amendment meets the requirements of Section **6-4(Z)(1) Site Development Plans**. This Subsection 14-16-6-4(Z) addresses applications for amendments to site development plans approved prior to the effective date of this IDO.

The follow addresses **6-4(Z)(1) Minor Amendments**, as demonstrated below:

6-4(Z)(2)(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.

The existing site development plan specifies, under the site development plan for subdivision, the proposed use of no more than 400 students, maximum Floor Area Ratio (FAR) of no more than .25, maximum building height of 26' and minimum setback requirements consistent with the O-1 zone of the Zoning Code and Pedestrian Ingress and Egress. The proposed amendment will still allow the site to meet these requirements. The proposed FAR will be at .16, and the height of the modular buildings will be single story and will not exceed 26' in height. The proposed buildings will be setback at least 5' from the side property line and 15' from the rear property line, as required in the O-1 zone. The school will not have more than 400 students.

A copy of the Notice of Decision was requested of the Planning Department, through the Public Records Act, but one was not found or provided.

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

The proposed amendment does not increase or decrease the dimension of any standards. As identified under PRT 22-198 notes, building square footage shall not exceed 9,542 sq ft. The existing site plan for the school was approved for 35,420 square feet of building space and the proposed amendment will increase the square footage to 39,956 square feet. The request does not exceed that amount.

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.

The proposed amendment does not require major public infrastructure or significant changes to access or circulations patterns on the subject property or warrants additional review by the original decision-making body.

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

The proposed amendment does not require a deviation, variance, or waiver.

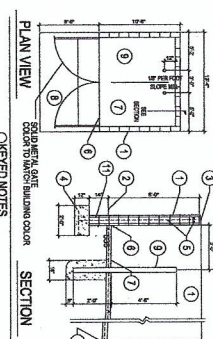
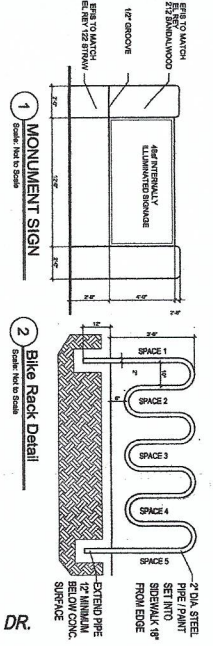
Thank you for your consideration on this matter. I can be reached at (505) 362-8903 or at jag@jagpandz.com.

Sincerely,

A handwritten signature in black ink that reads "Juanita Garcia". The signature is fluid and cursive, with the first name "Juanita" being larger and more prominent than the last name "Garcia".

Juanita Garcia  
Principal  
JAG Planning and Zoning, LLC



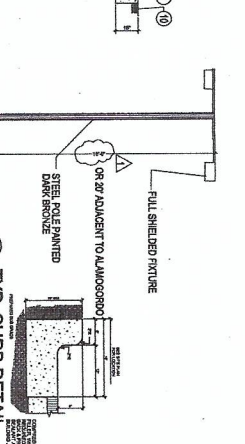
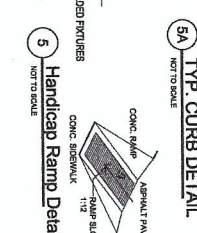
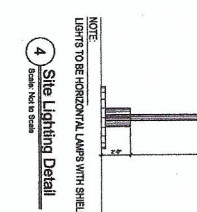


**NOTES**

1. 1/2\"/>

**NOTES**

1. 1/2\"/>



**LEGAL DESCRIPTION**

LOT 6, WESTBLUFF CENTER  
LOT 413, TOWN OF ATRISCO GRANT  
LOT 9 BLOCK 9 PLAT 100

**CURRENT ZONING**

SU-1 IP USES

**ACRAGE**

SCHOOL = 6.32ac  
HOTEL = 2.56ac  
TOTAL AC. = 8.82 ac.

**PARKING REQUIRED:**

HOTEL: 60,000 sq ft 84 RM = 88 SPACES REQ.  
MEETING RMS 3,000 / 15 = 200 PERSONS  
200 / 4 = 50 SPACES REQ.  
HIC SPACES = 5 REEL 8 PROVIDED  
BICE SPACES = 4 REEL 8 PROVIDED  
TOTAL SPACES REQ. 148 PROVIDED = 140

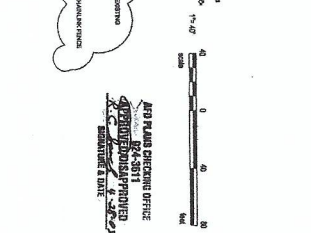
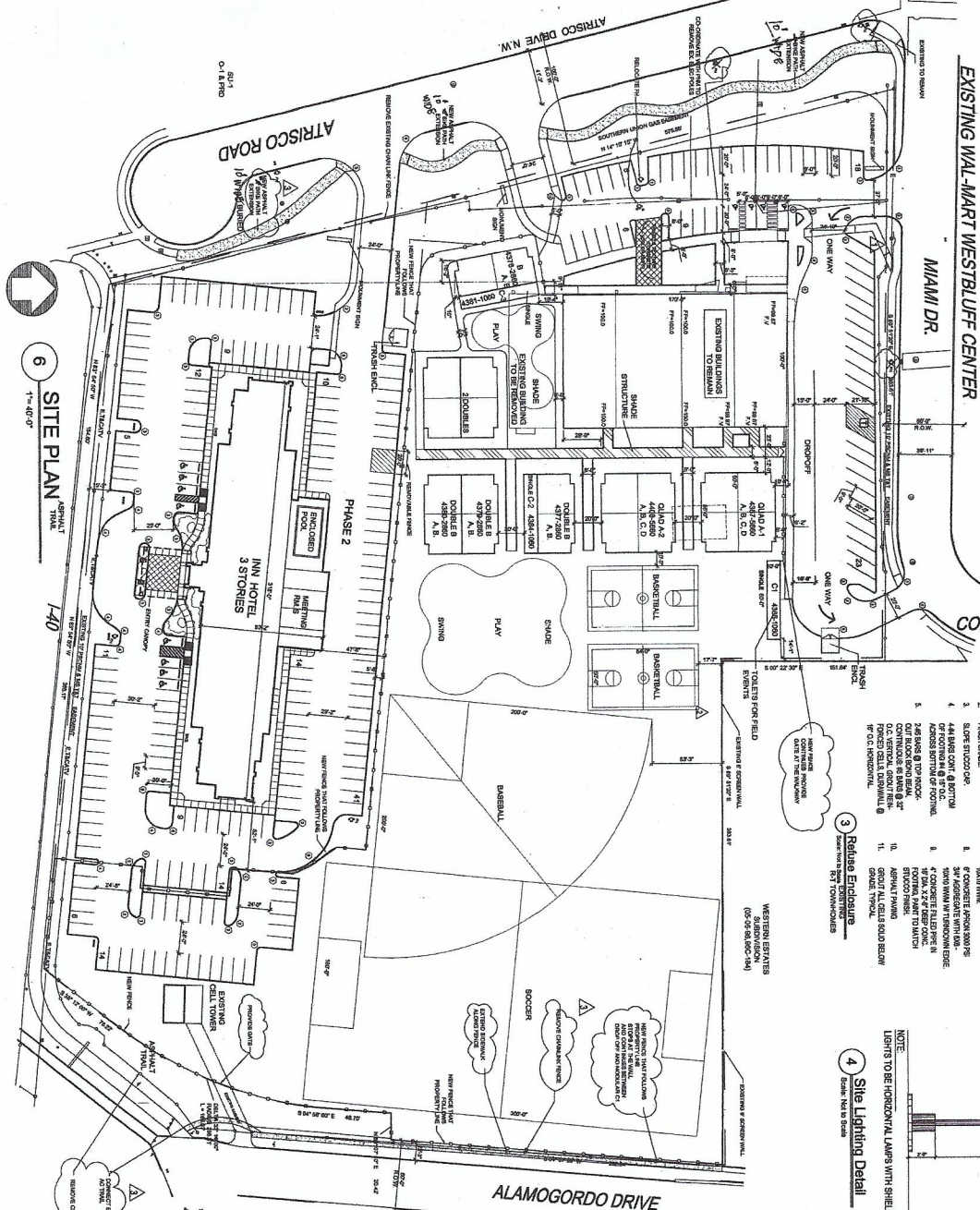
**TYPICAL PARKING SPACES**

STANDARD - 9'-0" x 20'-0"  
SMALL - 8'-0" x 15'-0"  
HANDICAP - 8'-0" x 20'-0"  
WHITE-OUT ACCESS SPACES SHOWN W/TP  
4 PAINTED STRIP UNLESS OTHERWISE NOTED

**CURB RADIUS DESIGNATION**

(2) = 10' RADIUS (4) = 5' RADIUS  
(3) = 3' RADIUS (6) = 25' RADIUS  
(5) = 15' RADIUS

**FAIR LOT 107-383, 328ac 1/2 BLDG-68,420 = FAR 4.0**



**APPROVED FOR SUBMITTAL**

DATE: 4/19/03

BY: [Signature]

PROJECT TITLE: HORIZON ACADEMY, WESTBLUFF

PROJECT MANAGER: George Rainhart, AIA

JOB NO. 03986 - DC 214

DRAWN BY: SMA

SHEET TITLE: SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

REV	DATE	BY	REVISION
01	04/06/03	GB	DRB COMMENTS
02	05/05/03	GB	ATLANTIC FIELD CHANGES
03	05/05/03	GB	EPC CONDITION

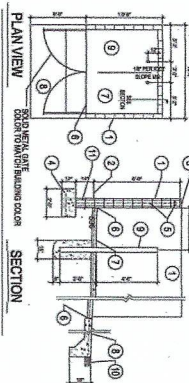




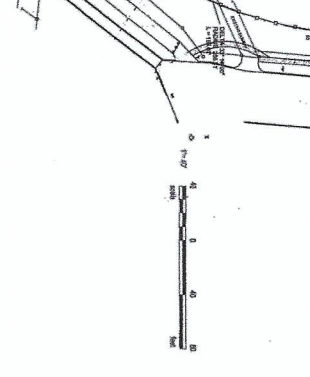
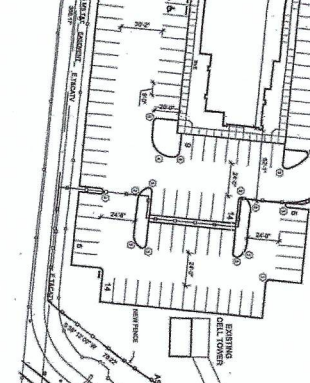
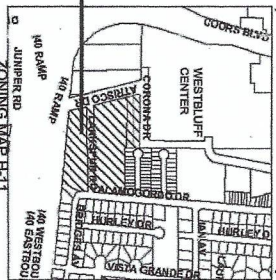
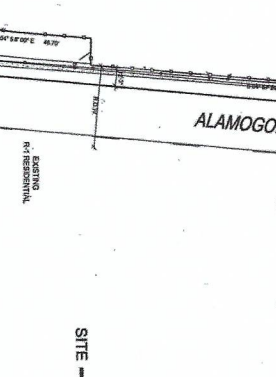
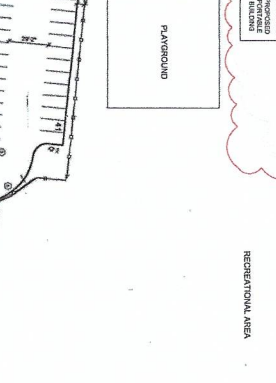
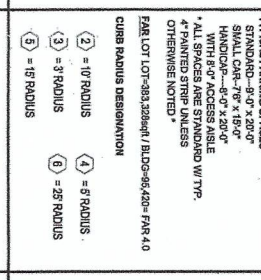
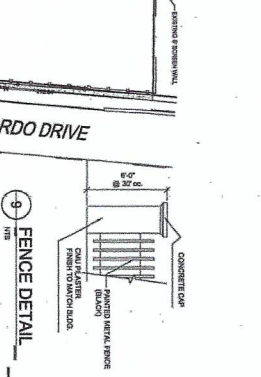
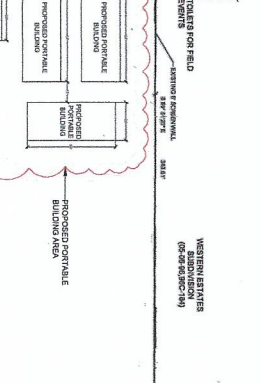
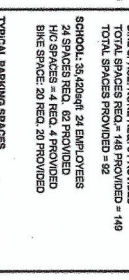
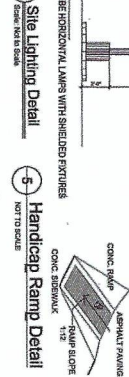
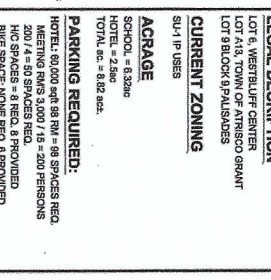
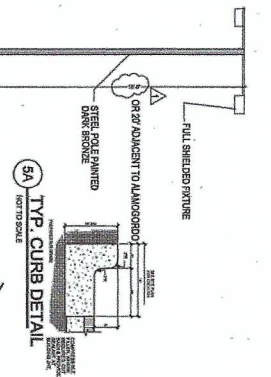




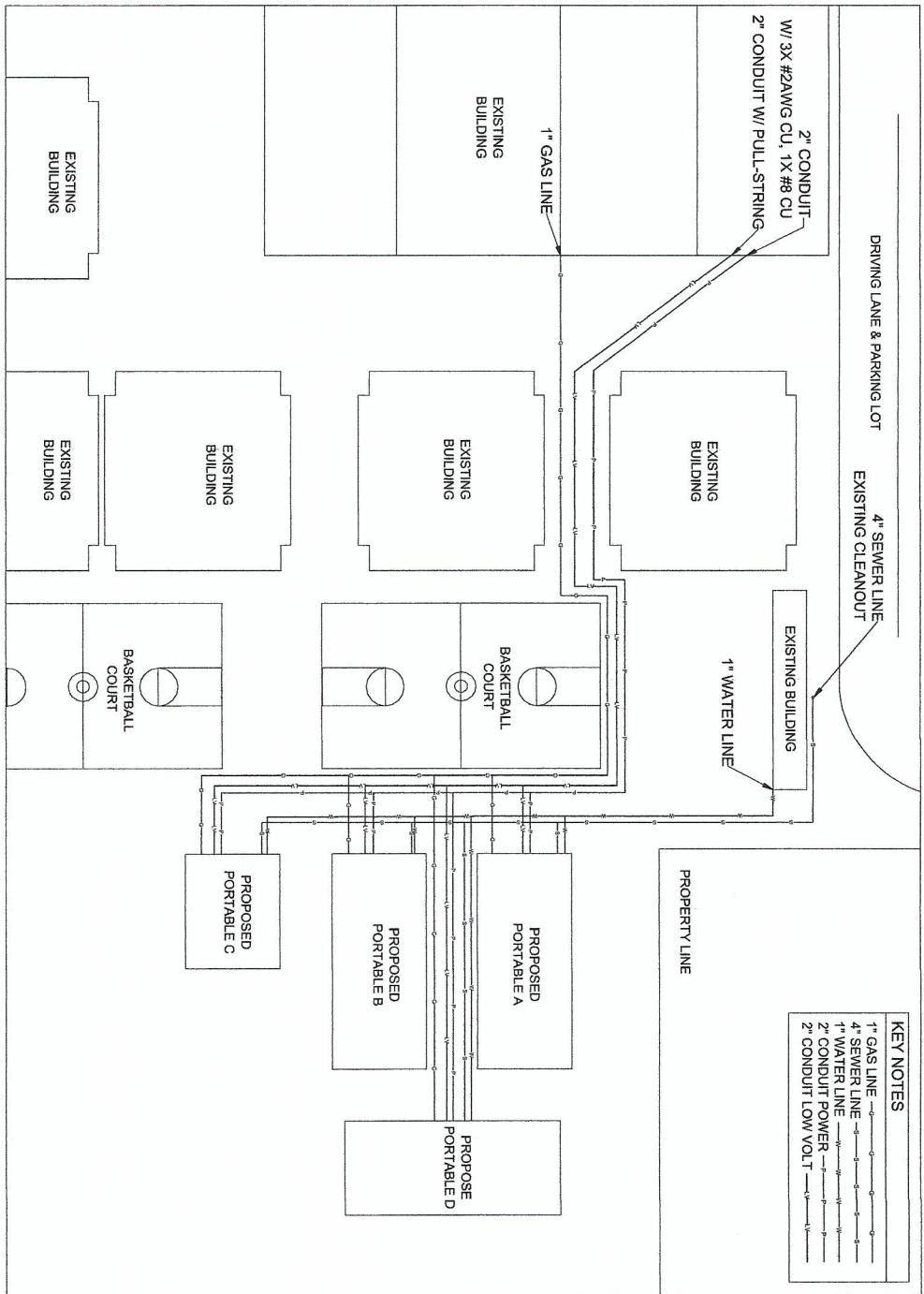




2.	FINISH GROUP.	10X10 INCH.
3.	SLOPE STUCCO CAP.	
4.	4" ALL BLIND COURT @ BOTTOM	8" CONCRETE APPROX 5000 PSI 3/4" ADDED WITH 60#







KEY NOTES	
1" GAS LINE	---
4" SEWER LINE	---
1" WATER LINE	---
2" CONDUIT POWER	---
2" CONDUIT LOW VOLT	---

# UTILITY PLAN

1/16" = 1'-0"



**CHRISTINE DUNCAN SCHOOL**  
 1900 ATRISCO DR NW,  
 ALBUQUERQUE, NM  
 87120



UTILITY PLAN  
 NOVEMBER 4, 2022  
 DRAFTED BY MOLLY BIERWIRTH  
 JAMES DRAFTING & DESIGN, LLC  
 (505) 317-6441

**A2**