



May 1, 2023

Mr. Jay Rodenbeck
Planning Manager, Development Review Services
City of Albuquerque, Planning Department
600 2nd 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. Furthermore, the proposed location of the portable buildings is not within 30' of a property line; therefore, does not need to meet standards for street facades. The subject site has portable buildings and the new portable buildings will be similar in design and material finish (metal), except the proposed portable buildings will have a flat roof and not a pitched roof.

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,



Juanita Garcia
Principal

JAG Planning and Zoning, LLC