



### **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		Decisions Requiring a Public Meeting or Hearing				Policy Decisions			
☐ Archaeological Certificate (Form P3)		☐ Site Plan – EPC including any Variances – EPC (Form P1)				☐ Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)			
☐ Historic Certificate of Appropriateness – Minor (Form L)						☐ 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 (For	rm P3) 🗆	Dem	nolition Outside of HF	PO (Form L)	☐ Annexation of Land (Form Z)				
☐ WTF Approval (Form W1)		Histo	oric Design Standard	s and Guidelines (Form L)	□ Ame	☐ Amendment to Zoning Map – EPC (Form Z)			
		☐ Wireless Telecommunications Facility Waiver (Form W2)			☐ Amendment to Zoning Map – Council (Form Z)				
					Appeals				
					☐ Decision by EPC, LC, ZHE, or City Staff (Form A)				
APPLICATION INFORMATION									
Applicant:						Phone:			
Address:			Em	Email:					
City:			State:			Zip:			
Professional/Agent (if any):						Phone:			
Address:					Em	Email:			
City:				State:	Zip:				
Proprietary Interest in Site:		List <u>all</u> owners:							
BRIEF DESCRIPTION OF REQUEST									
Modifications to truck load	ding area inclu	ding	loading dock at gr	ade, recessed dock well,	new do	ors and railings.			
SITE INFORMATION (Accuracy of the	ne existing lega	l des	cription is crucial!	Attach a separate sheet if	necessa	ry.)			
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 STREETS									
Site Address/Street:	Between: an			nd:					
CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)									
Signature: Mm						Date:			
Printed Name:					☐ Applicant or ☐ Agent				
FOR OFFICIAL USE ONLY									
Case Numbers	Action		Fees	Case Numbers		Action	Fees		
Meeting/Hearing Date:						Fee Total:			
Staff Signature: Date:					Pro	oject #			

FORM P3 Page 1 of 3

### FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

### \_ ARCHAEOLOGICAL CERTIFICATE

A Single PDF file of the complete application including all 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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

1) Development Review application form completed, signed, and dated
2) Form P3 with all the submittal items checked/marked
3) Zone Atlas map with the entire site clearly outlined and labeled
4) Letter of authorization from the property owner if application is submitted by an agent
5) Archaeological Compliance Form with property information section completed
6) 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
A Single PDF file of the complete application including all documents being submitted must be emailed to <a href="https://example.com/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 online resources such as Dropbox or FTP. <a href="https://example.com/PTF.2666">The PDF shall be organized in the number order below.</a>
1) Development Review application form completed, signed, and dated
2) Form P3 with all the submittal items checked/marked
3) Zone Atlas map with the entire site clearly outlined and labeled
4) Letter of authorization from the property owner if application is submitted by an agent
5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(2)
6) The approved Site Plan being amended
7) Copy of the Official Notice of Decision associated with the prior approval
8) The proposed Site Plan, with changes circled and noted  Refer to the Site Plan Checklist for information need on the proposed Site Plan  Minor Amendments 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

FORM P3 Page 2 of 3

## \_ MINOR AMENDMENT TO SITE DEVELOPMENT PLAN APPROVED PRIOR TO THE EFFECTIVE DATE OF THE IDO

A Single PDF file of the complete application including all documents being submitted must be emailed to <a href="https://example.com/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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

1) Development Review application form completed, signed, and dated
2) Form P3 with all the submittal items checked/marked
3) Zone Atlas map with the entire site clearly outlined and labeled
4) Letter of authorization from the property owner if application is submitted by an agent
5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(1)(a)
6) The approved Site Plan being amended
7) Copy of the Official Notice of Decision associated with the prior approval
8) The proposed Site Plan, with changes circled and noted  Refer to the Site Plan Checklist for information need on the proposed Site Plan  Minor Amendments 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 OF SITE PLAN
A Single PDF file of the complete application including all documents being submitted must be emailed to <a href="mailto: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 online resources such as Dropbox or FTP. <a href="mailto:The PDF shall be organized in the number order below">The PDF shall be organized in the number order below</a> .
1) Development Review application form completed, signed, and dated
2) Form P3 with all the submittal items checked/marked
3) Zone Atlas map with the entire site clearly outlined and labeled
4) Letter of authorization from the property owner if application is submitted by an agent
5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)

\_\_\_\_\_ 6) Site Plan to be Expired

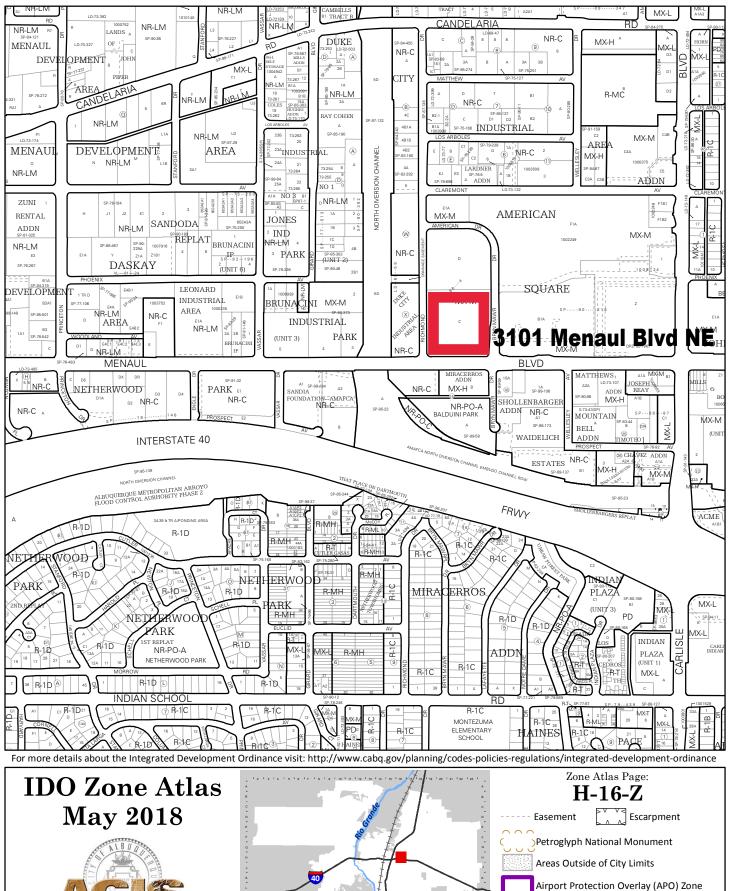
FORM P3 Page 3 of 3

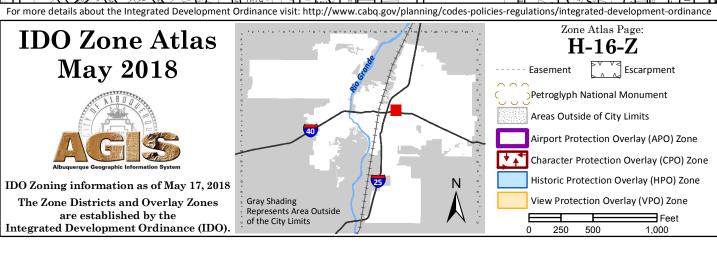
### \_ ALTERNATIVE SIGNAGE PLAN

\_\_\_\_ 6) Landscape Plan

A Single PDF file of the complete application including all 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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

1) Development Review application form completed, signed, and dated
2) Form P3 with all the submittal items checked/marked
3) Zone Atlas map with the entire site clearly outlined and labeled
4) Letter of authorization from the property owner if application is submitted by an agent
5) Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
6) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
7) Sign Posting Agreement
8) Required Content of Notice <u>at Submittal</u> per IDO Section 14-16-6-4(K)(1)
Office of Neighborhood Coordination notice inquiry response
Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
Proof of emailed notice to affected Neighborhood Association representatives
_ ALTERNATIVE LANDSCAPING PLAN
A Single PDF file of the complete application including all documents being submitted must be emailed to <a href="mailto: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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.
1) Development Review application form completed, signed, and dated
2) Form P3 with all the submittal items checked/marked
3) Zone Atlas map with the entire site clearly outlined and labeled
4) Letter of authorization from the property owner if application is submitted by an agent
5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)





April 18, 2024

City of Albuquerque Planning Department 600 2nd Street NW Albuquerque, NM 87102

RE: AGENT AUTHORIZATION NOTICE 3101 Menaul Blvd. NE, Albuquerque, NM 87107 – ADMINISTRATIVE AMENDMENT

To Whom It May Concern,

American Crossing, LLC authorizes Mark Weaver of Mark Weaver Architecture + Design ("Agent of the Owner") to act as Agent of the Owner regarding Planning Department issues. This Agent Authorization is for the property located at: 3101 Menaul Blvd. NE, Albuquerque, NM 87107 and legally described as: Block C, American Square, Albuquerque, New Mexico, as the same is shown and designated on said plat filed for record in the Office of the County Clerk of, Bernalillo County, New Mexico, on March 25, 1988, in Plat Book C36, Page 33. This authorization is valid until further written notice. Please direct all correspondence and communication to our Agent of the Owner for the purpose of this Administrative Amendment request.

Sincerely,

Richard Chess

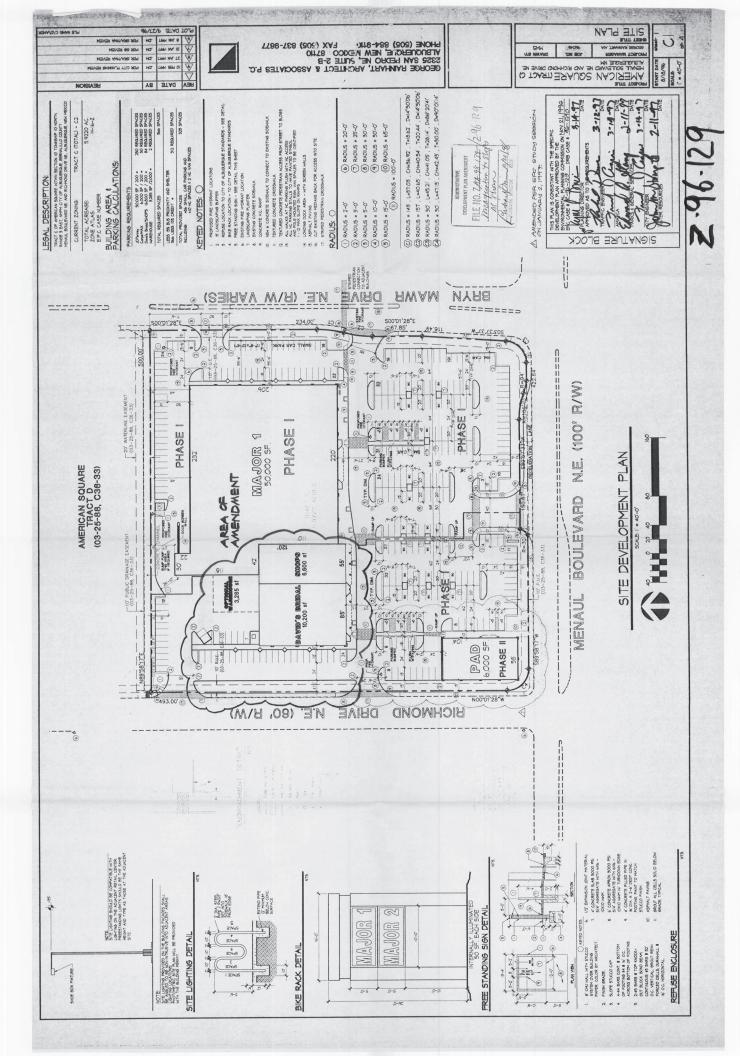
American Crossing, LLC

### **Justification for Proposed Site Plan Changes**

Site: 3101 Menaul Blvd NE, Albuquerque NM 87107

Approved Site Development Plan: Z-96-129

The Owner of the property (American Crossing LLC) has previously changed the zoning classification from MX-M to NR-C with the intention of leasing building space to warehousing tenant(s). The proposed construction work entails changes to loading docks and truck loading areas on the north (rear) and west sides of Unit A, to make the property useable for a warehouse tenant. The proposed changes are not visible from Menaul Blvd, and result in only minor visible changes from Richmond Drive. The new overhead door on the west side is to be installed in an existing storefront wall opening that is currently covered up and not used. Although the proposed changes eliminate eight parking spaces on the west side of the building, the changes from Retail use to Warehouse use result in reduced vehicle parking requirements, so there remains a large excess of parking spaces on the site. The proposed amendment does not conflict with the original Site Development Plan requirements. The proposed amendments are within thresholds for minor amendments established in the IDO. The proposed amendments do not require infrastructure changes. The proposed amendments do not significantly alter the vehicle circulation patterns on the site.



City of Albuquerque Planning Department Development Services Division P.O. Box 1293 Albuquerque, New Mexico 87103

Goodman Investment Co. 2823 north Sheffield Ave. Chicago, II. 60657

Date: November 22, 1996

### OFFICIAL NOTIFICATION OF DECISION

FILE: Z-96-129 LEGAL DESCRIPTION: For Tract C, American Square Subdivision, zoned C-2 and located on the north side of Menaul Boulevard NE between Richmond Drive NE and Bryn Mawr Drive NE, containing approximately 5.9 acres. (H-16) BOB PAULSEN, STAFF PLANNER

On November 21, 1996, the Environmental Planning Commission voted to approve Z-96-129, a request for approval of a site development plan for building permit, is recommended based on the preceding three Findings and subject to the following conditions

### FINDINGS:

- 1. This is a request for approval of a site development plan amendment for a 5.9-acre site zoned C-2 which is part of the American Square complex located on Menaul Boulevard between Carlisle, Claremont and Richmond NE.
- 2. The submitted site plan generally conforms to applicable city plans and policies, including design-related policies contained in the <u>Comprehensive Plan</u>.
- 3. Modifications to the plan are required to bring this site plan into complete conformance with applicable city policies and to ensure consistency with the character of the existing American Square complex.

### **CONDITIONS:**

- 1. One of the proposed buildings shall be repositioned closer to Menaul Boulevard.
- 2. Placement of windows along each elevation is required to improve on-site security and disrupt long, featureless facades.
- 3. Techniques to further articulate the buildings and disrupt the featureless facades, such as recessing and/or projecting wall sections, use of more pronounced pilasters, varying parapet heights, or integration of landscaping along building facades, shall be employed along each frontage except the north side.
- 4. The following pedestrian enhancements are required:
  - pedestrian crosswalks and pathways shall be slightly raised or scored
  - the front sidewalk at building entrances shall be widened by 3 feet
  - install a crosswalk connecting the front sidewalk with Bryn Mawr and extend across the street
  - install a third crosswalk to the parking lot in front of Major 2

- 5. Enhance parking lot landscaping so it is comparable with landscaping located at the adjacent retail center; at minimum, add six planters and use the same tree species, and provide additional landscaping adjacent to the building.
- 6. Site lighting should be compatible with lighting on the adjacent retail center site; freestanding lights should be the same height and type as those at the adjacent site.
- 7. Relocate handicapped parking spaces so they are convenient to both entrances.
- 8. Building mounted signage shall be individually illuminated channel letters and comparable in size with building-mounted signs on the adjacent retail center to the east.
- 9. Requirements of the Transportation Division, Utility Development and the Environmental Health Department must be met.
- 10. Plant shade trees along the south facade of the building at an interval of approximately 25 feet.
- 11. Add shade trees along the east elevation at intervals of 30 feet.

IF YOU WISH TO APPEAL THIS DECISION, YOU MUST DO SO BY DECEMBER 6, 1996 IN THE MANNER DESCRIBED BELOW. A NON-REFUNDABLE FILING FEE OF \$50 IS REQUIRED AT THE TIME THE APPEAL IS FILED.

Appeal to the City Council: Persons aggrieved with any determination of the Environmental Planning Commission acting under this ordinance and who have legal standing as defined in Section 14-16-4-4.B.2 of the City of Albuquerque Comprehensive Zoning Code may file an appeal to the City Council by submitting written application on the Planning Division form to the Planning Division within 15 days of the Planning Commission's decision. The date the determination in question is issued is not included in the 15-day period for filing an appeal, and if the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. The City Council may decline to hear the appeal if it finds that all City plans, policies and ordinances have been properly followed. If it decides that all City plans, policies and ordinances have not been properly followed, it shall hear the appeal. Such appeal, if heard, shall be heard within 45 days of its filing.

YOU WILL RECEIVE NOTIFICATION IF ANY OTHER PERSON FILES AN APPEAL. IF THERE IS NO APPEAL, YOU CAN RECEIVE BUILDING PERMITS AT ANY TIME AFTER THE APPEAL DEADLINE QUOTED ABOVE, PROVIDED ALL CONDITIONS IMPOSED AT THE TIME OF APPROVAL HAVE BEEN MET. SUCCESSFUL APPLICANTS ARE REMINDED THAT OTHER REGULATIONS OF THE CITY MUST BE COMPLIED WITH, EVEN AFTER APPROVAL OF THE REFERENCED APPLICATION(S).

Sincerely,

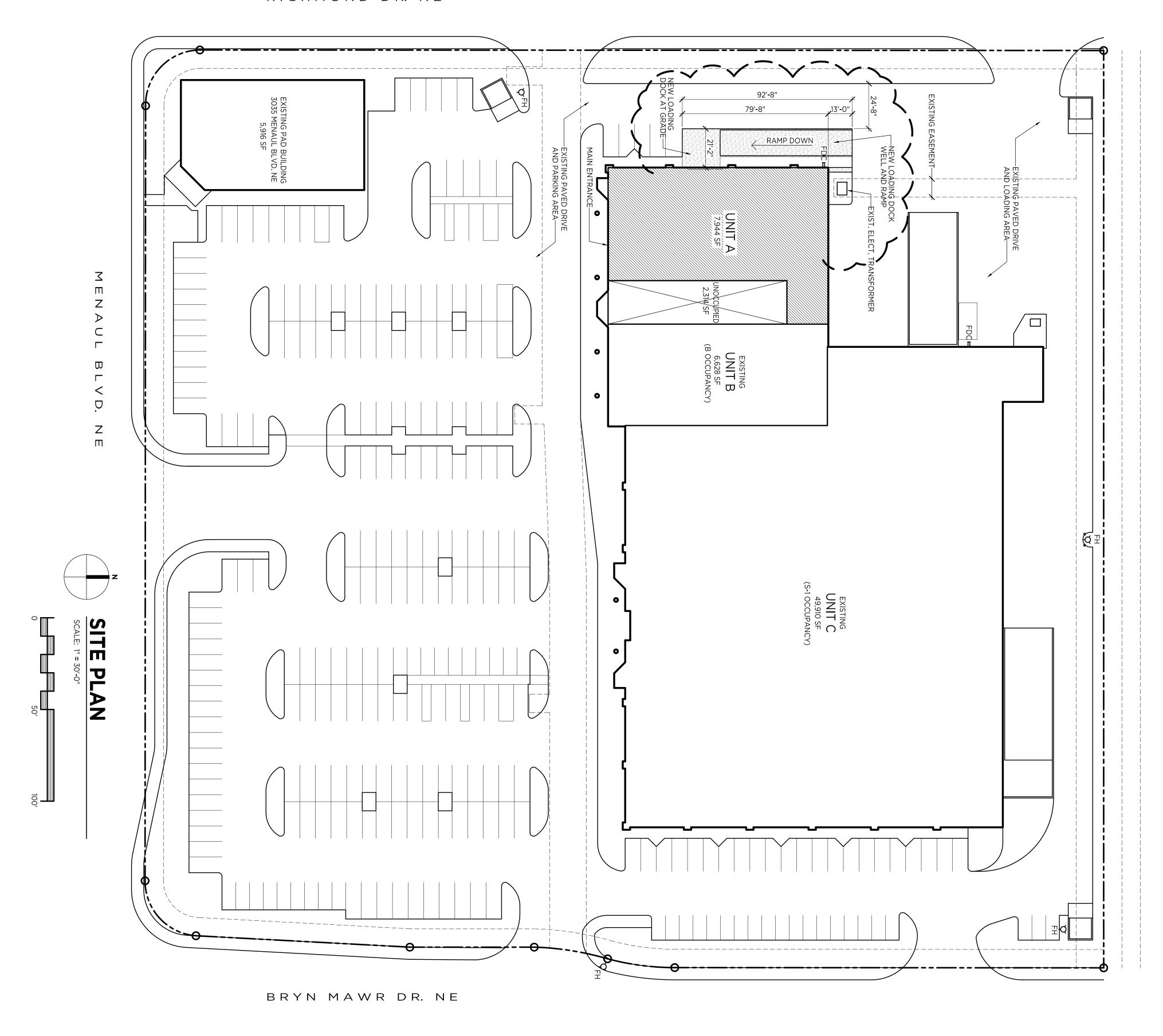
Ronald N. Short, AICP

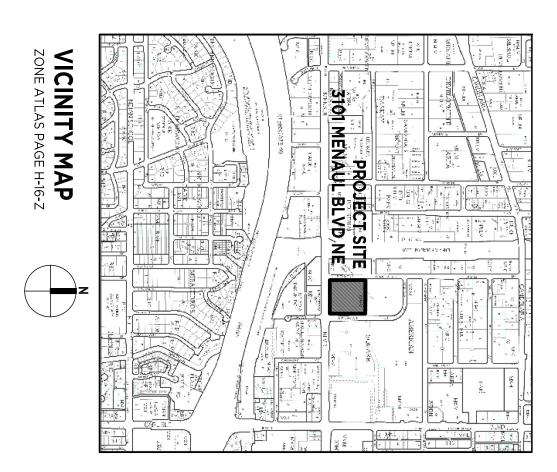
Planning Director

RNS/BP/ac

cc: George Rainhart, 2325 San Pedro NE, Suite 2-B, Albuq. NM 87110

RICHMOND DR. NE





## EXISTING COFFEEHOUSE (PAD BLDG) 8 SPACES PER 1,000 SF = 22 SPACES EXISTING WAREHOUSE (UNIT C) 1 SPACE PER 2,000 SF = 25 SPACES EXISTING RETAIL (PAD BLDG) 1 SPACE PER 200 SF = 16 SPACES NEW WAREHOUSE (UNIT A) 1 SPACES PER 2,000 SF = 3 SPACES TOTAL BASIC PARKING REQUIREMENT = 120 SPACES LESS 10% REDUCTION FOR TRANSIT SYSTEM PROXIMITY <12 SPACES> TOTAL VEHICLE PARKING REQUIREMENT = 108 SPACES NEW OFFICE (UNIT A) 3.5 SPACES PER 1,000 SF = 9 SPACES

TOTAL PARKING SPACES PROVIDED = 264 SPACES
(INCLUDES 14 ACCESSIBLE SPACES AND 57 SMALL CAR SPACES)

49,910 SF 3,230 SF 8,942 SF 5,333 SF 2,611 SF

**PARKING ANALYSIS** 

# PROJECT DATA

STREET ADDRESS: 3101 MENAUL BLVD NE UNIT A, ALBUQUERQUE, NM PROJECT DESCRIPTION: CHANGE OF OCCUPANCY USE AND REMODEL OF EXISTING TENANT AREA. WORK INCLUDES NEW LOADING DOCK, NEW DOORS, INTERIOR FINISHES, MINOR MODIFICATIONS TO HVAC SYSTEMS. [IEBC LEVEL 2 ALTERATION]

UPC: 101605934830210110

LOT SIZE: 5.9217 AC

IDO ZONE DISTRICT: NR-C

FEMA FLOOD ZONE: X

APPROVED SITE DEVELOPMENT PLAN: Z-96-129

SEISMIC DESIGN CATEGORY: C

CONSTRUCTION TYPE: II-B (FULLY SPRINKLERED)

EXISTING OCCUPANCY CLASSIFICATION: M (MERCANTILE), B (OFFICE)

NEW OCCUPANCY CLASSIFICATION: S-2 (STORAGE), B (OFFICE)

UNIT A TOTAL FLOOR AREA: 7,944 SF

UNIT A TOTAL OCCUPANT LOAD: 38 LEGAL DESCRIPTION: TRACT C, AMERICAN SQUARE

SHEET NUMBER

**AMERICAN CROSSING UNIT A** 3101 MENAUL BLVD NE ALBUQUERQUE, NEW MEXICO 87107

THE ARCHITECT AND HIS CONSULTANTS RETAIN OWNERSHIP OF THESE DRAWINGS AND THE DESIGNS DEPICTED HEREIN. THE CLIENT IS GRANTED A NON-EXCLUSIVE LICENSE TO USE THESE DOCUMENTS FOR THE PURPOSE OF CONSTRUCTING, USING, AND MAINTAINING THE

DATE: 04-18-2024 REVISIONS:

( 5 0 5 ) 2 5 5 - 8 0 4 6