



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"/> Alternative Landscaping Plan (Form P3)	<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, DHO, LC, ZHE, or City Staff (Form A)

### APPLICATION INFORMATION

Applicant: Dennis and George LLC		Phone: 505-269-1812
Address: 8618 Menaul Blvd. NE		Email: denniscarpenter1@aol.com
City: Albuquerque	State: NM	Zip: 87110
Professional/Agent (if any): Wilder Design LLC (attn: Scharles Wilder)		Phone: 858-754-7735
Address: 7617 Guadalupe Trail NW		Email: casawildersd@gmail.com
City: Los Ranchos	State: NM	Zip: 87107
Proprietary Interest in Site: Architect		List all owners:

### BRIEF DESCRIPTION OF REQUEST

BUILDING ADDITION TO EXISTING CATERING KITCHEN  
FOR COLD STORAGE, OFFICE AND LOADING DOCK

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

Lot or Tract No.: B-6	Block: A	Unit:
Subdivision/Addition: Vista Grande Addition	MRGCD Map No.:	UPC Code: 101706040547411608
Zone Atlas Page(s): G-17-Z	Existing Zoning: MX-M	Proposed Zoning: MX-M
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (acres): 1.7137

### LOCATION OF PROPERTY BY STREETS

Site Address/Street: 4710 Montgomery Blvd NE	Between: Montgomery Blvd NE	and: Monroe St NE
--	-----------------------------	-------------------

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

Signature:	Date: 9-23-24
Printed Name: Scharles Wilder	<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**☐ **ARCHAEOLOGICAL CERTIFICATE**

A Single PDF file of the complete application including all 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 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 [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 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(Y)(2)
- ✓ 6) The approved Site Plan being amended
- N/A 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*

☐ **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 [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 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 [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 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 14-16-6-5(C)(3)(b)
- \_\_\_ 6) Site Plan to be Expired



☐ **ALTERNATIVE SIGNAGE PLAN**

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

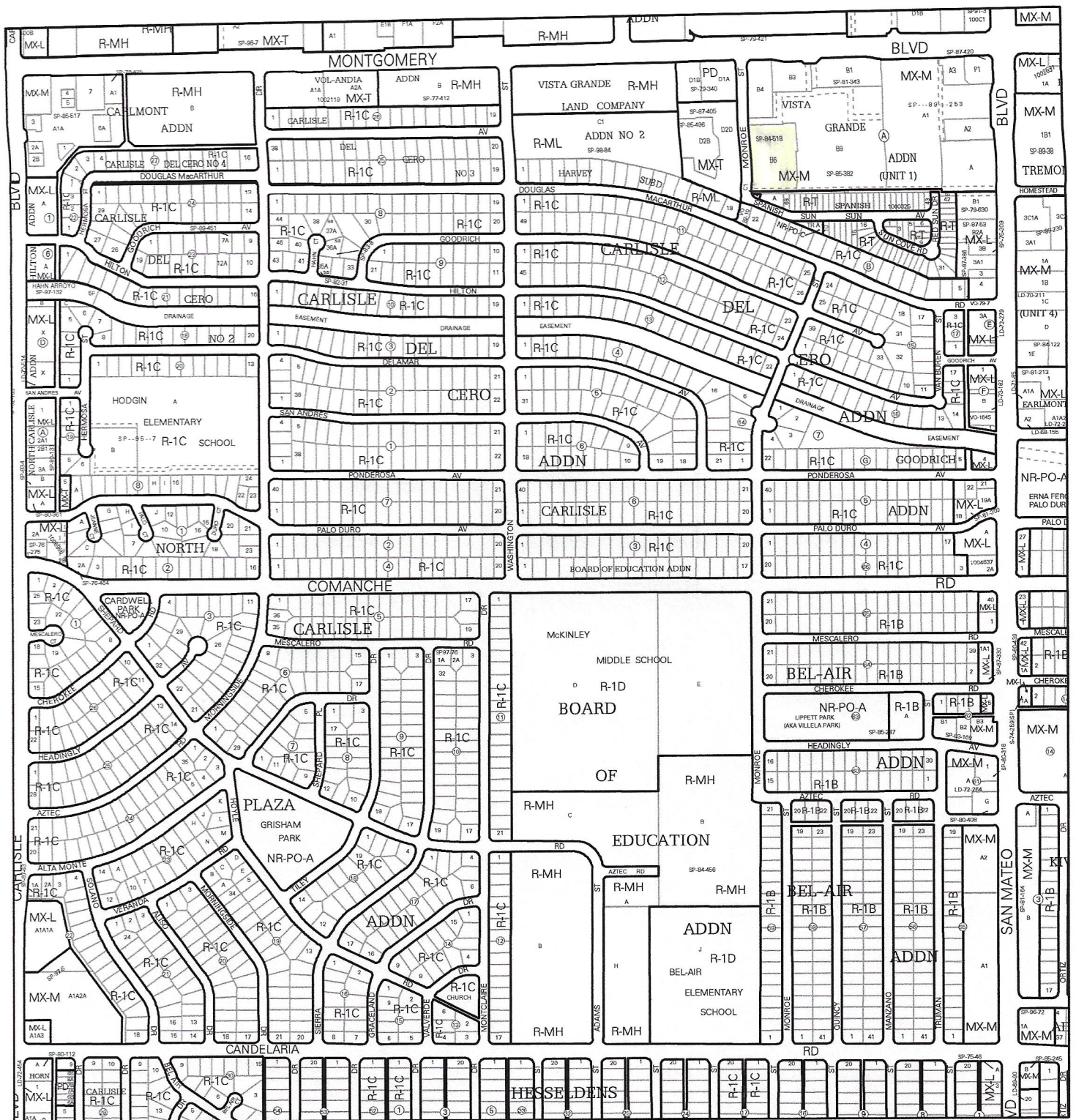
- \_\_\_ 1) Development Review application form completed, signed, and dated
- \_\_\_ 2) Form P3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted 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 at Submittal 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 [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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.

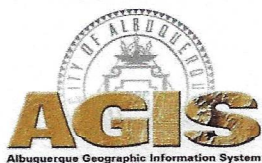
- \_\_\_ 1) Development Review application form completed, signed, and dated
- \_\_\_ 2) Form P3 with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 5) Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- \_\_\_ 6) Landscape Plan



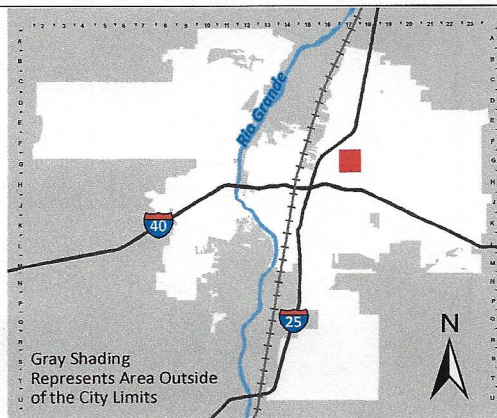


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

# 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:

## G-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



**Dennis & George LLC**  
4710 Montgomery Blvd NE  
Albuquerque, NM 87109

**To Whom It May Concern:**

Dennis Carpenter (Managing Member for Dennis & George LLC) I authorize Wilder Design, Sharles Wilder, to represent Dennis Carpenter (Managing Member) as agent for the administrative amendment for the property located at **4710 Montgomery Blvd NE Albuquerque, NM 87109** Dennis and George LLC are the property owners of this property.

Regards

A handwritten signature in dark ink that reads "Dennis Carpenter". The signature is written in a cursive style with a large, stylized initial "D".

Dennis Carpenter  
Managing Member

9/23/24

City of Albuquerque

Attn: Administrative Board

**RE: Justification Letter**

To whom it may concern,

We wish to add a kitchen extension building for a Catering Kitchen at 4710 Montgomery Blvd NE, Albuquerque, NM 87110. This addition will contain 2 offices, 1 large freezer, a defrost room and loading docks. We meet the setback requirements, building height requirements per MX-M and all parking requirements.

The Site is affected by removing an existing parking lot to the west of the building and adding a cold storage building for use of the existing kitchen. This parking lot is not required to meet the required amount of parking for the new use. we are proposing to remove it and construct the new building addition in this area. The fire lanes are not impacted or ingress and egress to this area. This area right now is being used to store Semi-trailer freezers and refrigerators due to the volume of kitchen. These trailers are not pleasing to look at and quite loud. This new addition will alleviate the need for the trailers and clean up the site aesthetically.

**Section 14-16-6-4**

1. This amendment is required to add cold storage and a loading dock for business to grow and keep all parts of its operation on one site.
2. This project is within required setbacks. This amendment does not increase or decrease the dimension of any standard beyond the thresholds allowed.
3. There is no open space, we are decreasing the parking use and covering up the side parking lot with a building
4. All setbacks are maintained per the IDO
5. This project has No residential buildings
6. The building matches the existing building in color, material and aesthetics. It is 2-coat Stucco exterior with a loading dock in the alley and an exit ramp along the side.
7. The landscaping is no changed, the original landscaping will remain as is.
8. Traffic access to the site is not affected
9. This amendment does not require major public infrastructure or significant changes to access or circulation. We are building on an existing parking field that is not required with the new use. The previous tenant was a large Restaurant and required.

10. This amendment does not change any specific condition attached by the decision-making body to a prior development permit, approval or plan for or including the subject property.
11. This amendment does not affect a property in an Overlay Zone.
12. This amendment does not approve any land use that was not authorized by the permit or approval that is not allowed by right on the subject property. A catering kitchen is a permissible use.
13. This amendment does not expand a nonconformity as regulated per Section 14-16-6-8

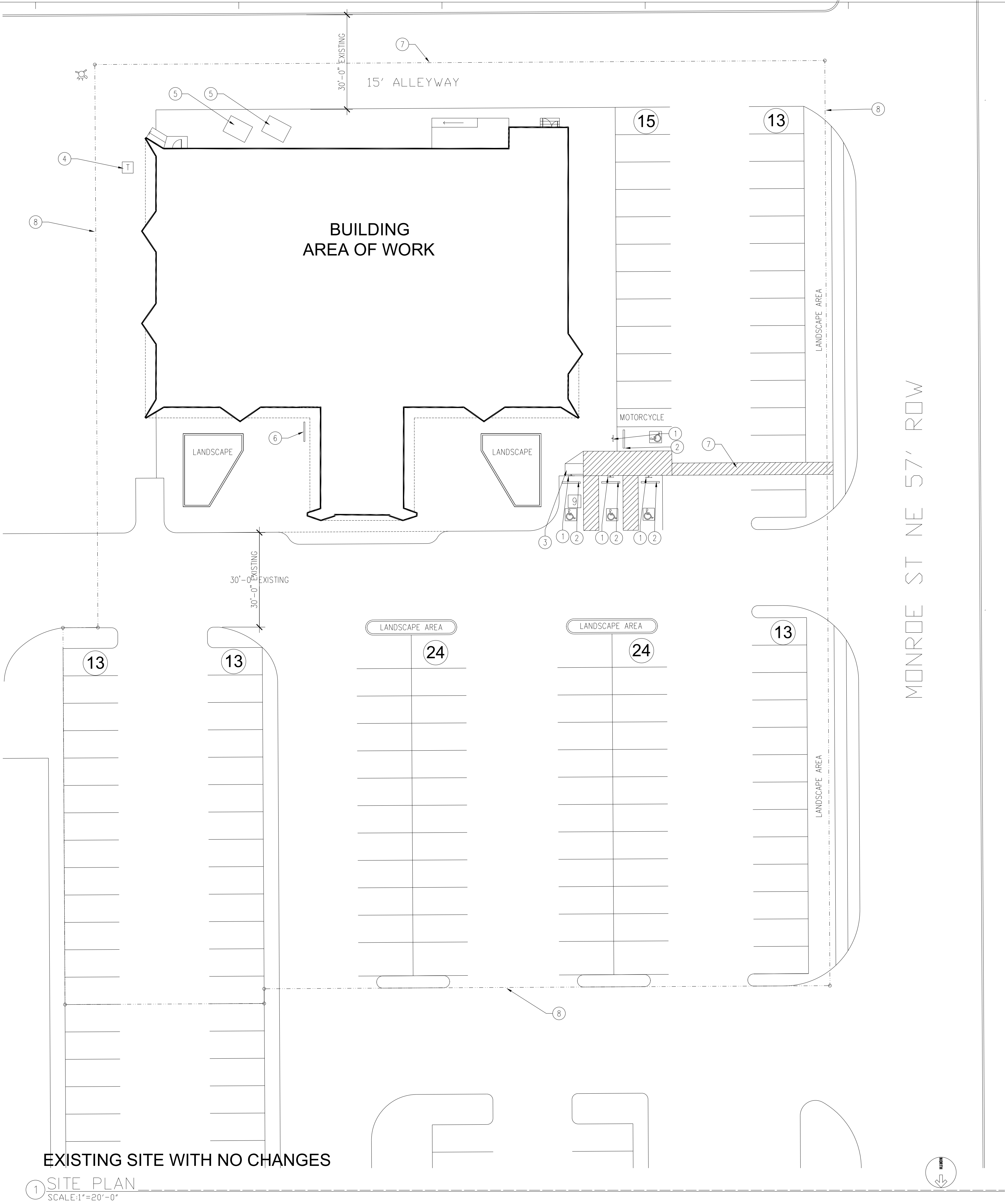
Regards,

Scharles Wilder

[casawildersd@gmail.com](mailto:casawildersd@gmail.com)

President





KEYED NOTES

- 1. HANDICAP PARKING SIGNAGE (EXISTING)
- 2. CONCRETE CAR STOP (EXISTING)
- 3. 1:12 SLOPE 48" WIDE ADA RAMP (EXISTING)
- 4. TRANSFORMER LOCATION (EXISTING)
- 5. EXISTING DUMPSTER LOCATIONS
- 6. BIKE RACK (EXISTING)
- 7. PEDESTRIAN CONNECT (EXISTING)
- 8. EXISTING PROPERTY LINE



PARKING PROVIDED:

OFFICE/RESTROOMS/BOILER ROOM/ DRY STORAGE PARKING 5,786/ 200 = 29 REQ.  
COMMERICAL KITCHEN 5,968 SF 20 KITCHEN STAFF = 20 REQ.  
TOTAL PARKING REQUIRED = 49 SPACES  
TOTAL PARKING PROVIDED = 111 SPACES  
HC SPACES PROVIDED = 4



WILDER DESIGN  
architecture.planning.sustainable design consulting

KITCHEN/OFFICE  
4710 MONTGOMERY  
ALBUQUERQUE, NM

SITE PLAN

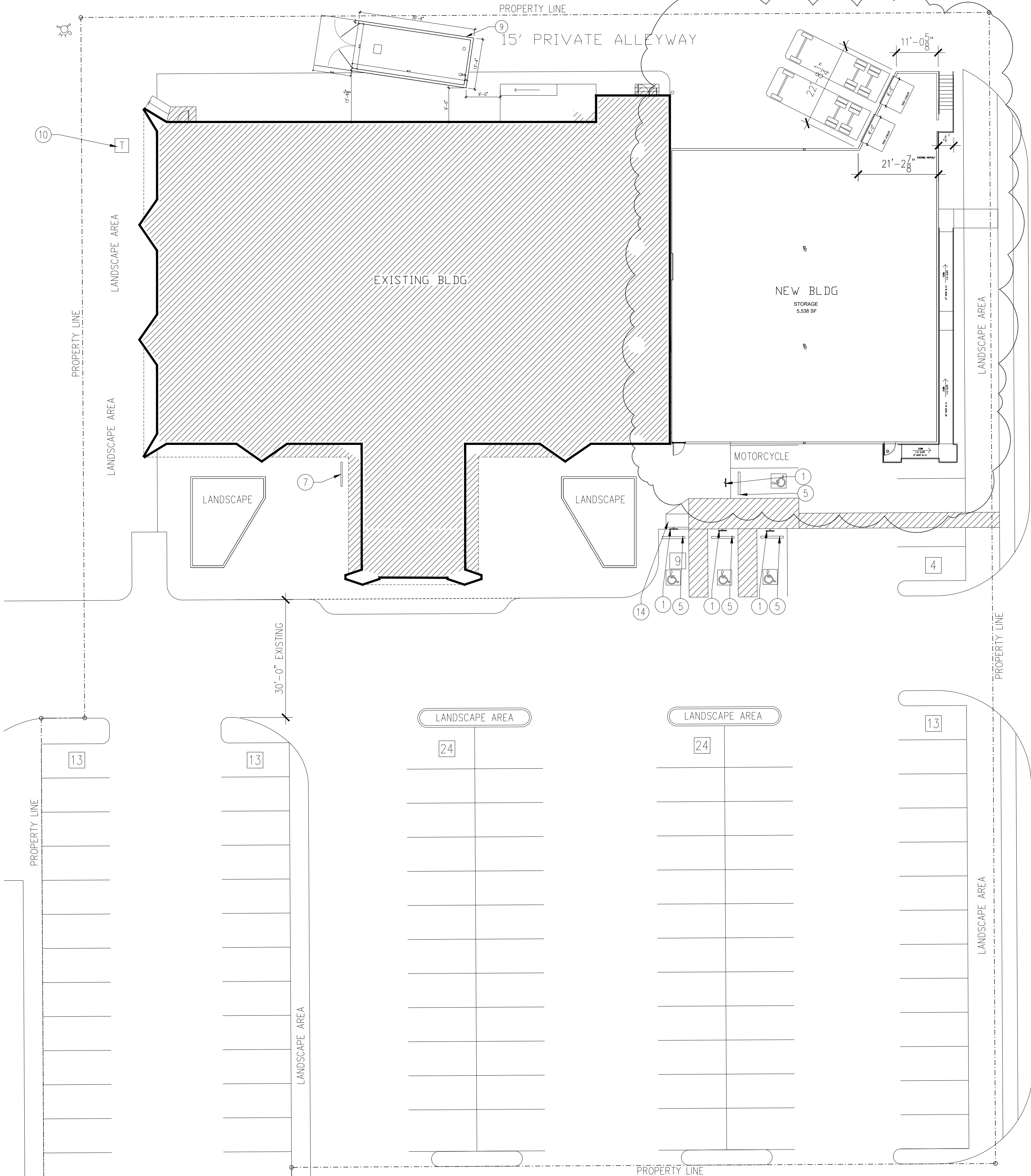
JOB #	2201
DATE	January 9, 2021
DRAWN BY:	STW
PROJECT MANAGER	STW

C001

WORK FOR ADMINISTRATIVE AMENDMENT

SPANISH  
SUN AVE

MONROE ST NE 57' ROW



1 ENLARGED POOL DEMOLITION PLAN  
SCALE: 1/16" = 1'-0"

KEYED NOTES

1. HANDICAP PARKING SIGNAGE (EXISTING)
2. CONCRETE CAR STOP (EXISTING)
3. 1:12 SLOPE - 48" WIDE ADA RAMP (EXISTING)
4. TRANSFORMER LOCATION (EXISTING)
5. EXISTING DUMPSTER LOCATIONS
6. BIKE RACK (EXISTING)
7. PEDESTRIAN CONNECT (EXISTING)
8. EXISTING PROPERTY LINE
9. NEW TRASH COMPACTOR TIED TO EXISTING DRAIN THAT IS ALREADY IN PLACE FROM PREVIOUS DUMPSTER AREA
10. EXISTING TRANSFORMER



WILDER DESIGN  
architecture.planning.sustainable design consulting

COLD STORAGE  
4710 MONTGOMERY  
ALBUQUERQUE, NM

SITE PLAN

PARKING PROVIDED:  
OFFICE/RESTROOMS/BOILER ROOM/ DRY STORAGE PARKING 5,786/ 200 = 29 REQ.  
NEW STORAGE BUILDING 5,538SF /200 = 28 REQ.  
COMMERCIAL KITCHEN 5,968 SF 20 KITCHEN STAFF = 20 REQ.  
TOTAL PARKING REQUIRED = 77 SPACES  
TOTAL PARKING PROVIDED = 91 SPACES  
MOTORCYCLE SPACES = 1  
HC SPACES PROVIDED = 4

JOB #	23032
DATE	7/25/2023
DRAWN BY:	STW
PROJECT MANAGER	STW

C001