

**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 on a CD.

**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 labeled

**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(X)(2)
  - Three (3) copies of all applicable sheets of the approved Site Plan being amended, folded
  - Copy of the Official Notice of Decision associated with the prior approval
  - Three (3) copies of the proposed Site Plan, with changes circled and noted
- Refer to the Site Plan Checklist for information needed on the proposed Site Plan.*

**Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. 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(Y)(1)(a)
  - Three (3) copies of all applicable sheets of the approved Site Development Plan being amended, folded
  - Copy of the Official Notice of Decision associated with the prior approval
  - Three (3) copies of the proposed Site Development Plan, with changes circled and noted
- Refer to the Site Plan Checklist for information needed on the proposed Site Plan.*

**Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.**

**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(F)(4)(c)
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - 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

<p><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</i></p>	
<p>Signature: </p>	<p>Date: <b>May 19, 2021</b></p>
<p>Printed Name: <b>James Strozier</b></p>	<p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p>
<p><b>FOR OFFICIAL USE ONLY</b></p>	
<p>Project Number:</p>	<p>Case Numbers</p>
<p> </p>	<p>-</p>
<p> </p>	<p>-</p>
<p> </p>	<p>-</p>
<p>Staff Signature:</p>	
<p>Date:</p>	



Please check the appropriate box and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

<b>Administrative Decisions</b>	<input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L)	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)
<input checked="" type="checkbox"/> Archaeological Certificate (Form P3)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<b>Policy Decisions</b>
<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 Comprehensive Plan or Facility Plan (Form Z)
<input type="checkbox"/> Alternative Signage Plan (Form P3)	<input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)	<input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Site Plan – DRB (Form P2)	<input type="checkbox"/> Amendment of IDO Text (Form Z)
<input type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Subdivision of Land – Minor (Form S2)	<input type="checkbox"/> Annexation of Land (Form Z)
<b>Decisions Requiring a Public Meeting or Hearing</b>	<input type="checkbox"/> Subdivision of Land – Major (Form S1)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
<input type="checkbox"/> Conditional Use Approval (Form ZHE)	<input type="checkbox"/> Vacation of Easement or Right-of-way (Form V)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Variance – DRB (Form V)	<b>Appeals</b>
<input type="checkbox"/> Expansion of Nonconforming Use or Structure (Form ZHE)	<input type="checkbox"/> Variance – ZHE (Form ZHE)	<input type="checkbox"/> Decision by EPC, LC, DRB, ZHE, or City Staff (Form A)

<b>APPLICATION INFORMATION</b>		
Applicant: Alamo Center LLC		Phone: 505-764-9801
Address: 6116 BUFFALO GRASS CT NE		Email: cp@consensusplanning.com
City: Albuquerque	State: NM	Zip: 87111
Professional/Agent (if any): Consensus Planning		Phone: 505-764-9801
Address: 302 8th St NW		Email: cp@consensusplanning.com
City: Albuquerque	State: NM	Zip: 87102
Proprietary Interest in Site:	List <u>all</u> owners:	

<b>BRIEF DESCRIPTION OF REQUEST</b>
Archeological certificate for this site, for use with a major amendment application.

<b>SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)</b>		
Lot or Tract No.: Tract C Alameda West	Block:	Unit:
Subdivision/Addition:	MRGCD Map No.:	UPC Code:
Zone Atlas Page(s): B-14-Z	Existing Zoning: MX-M	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres): .8624

<b>LOCATION OF PROPERTY BY STREETS</b>		
Site Address/Street: 10127 Coors Blvd NW	Between: 7 Bar Loop NW	and: Old Airport Ave NW

<b>CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)</b>
Z-97-18/AX-97-3; DRB-98--06; PR-2018-001541

Signature:	Date: May 19, 2021
Printed Name: James Strozier	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

<b>FOR OFFICIAL USE ONLY</b>		
Case Numbers	Action	Fees
-		
-		
-		
Meeting/Hearing Date:	Fee Total:	
Staff Signature:	Date:	Project #



**City of Albuquerque**  
P.O. Box 1293 Albuquerque, NM 87103  
**Planning Department**  
David S. Campbell, Director

**Tim Keller, Mayor**  
**Sarita Nair, CAO**

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**DATE:**

**SUBJECT:**

**Case Number(s):**

**Agent:**

**Applicant:**

**Legal Description:**

**Zoning:**

**Acreage:**

**Zone Atlas Page(s):**

**CERTIFICATE OF NO EFFECT:**      **Yes**      **No**

**CERTIFICATE OF APPROVAL:**      **Yes**      **No**

**SUPPORTING DOCUMENTATION:**

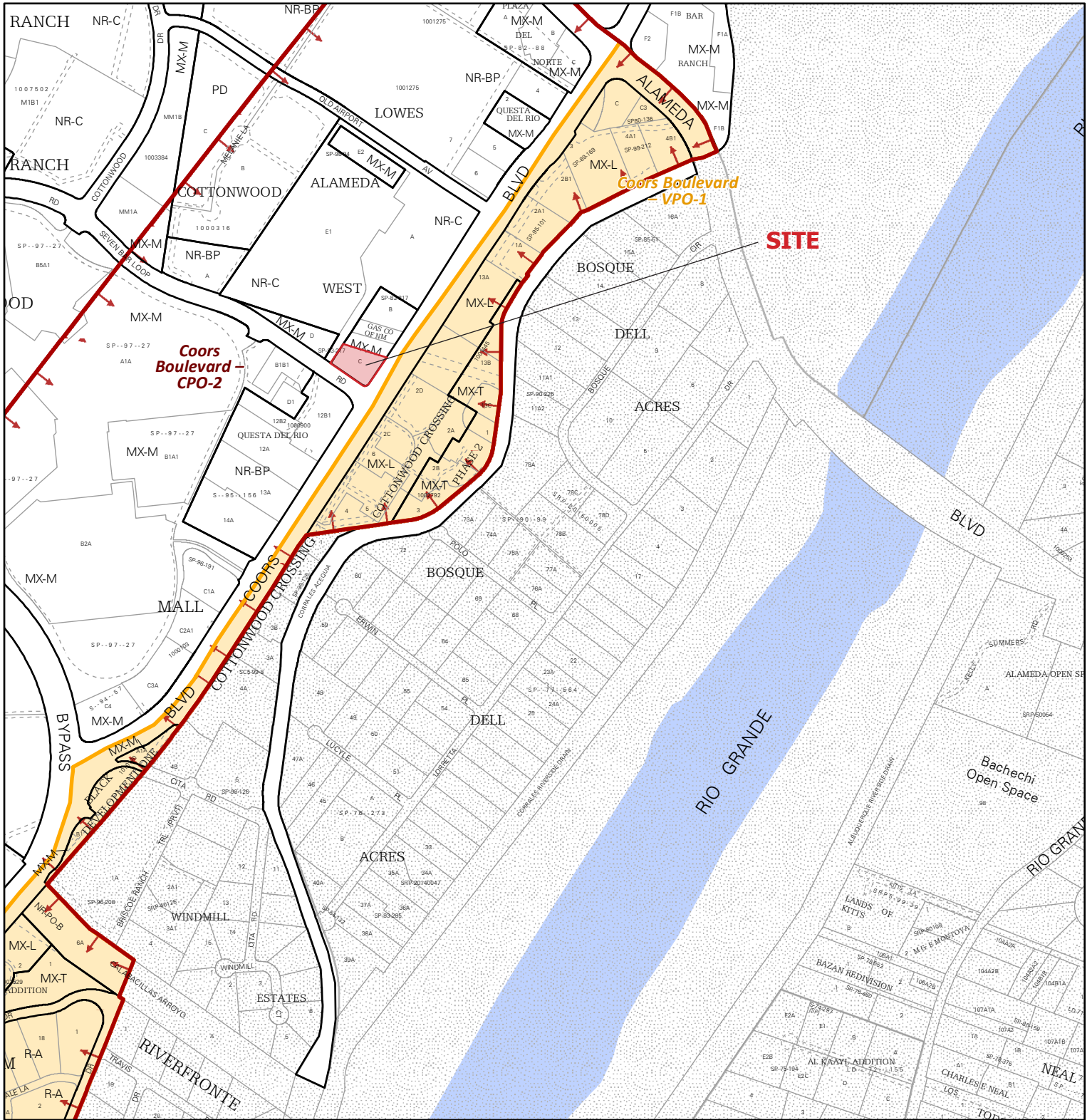
**SITE VISIT:**

**RECOMMENDATIONS:**

**SUBMITTED BY:**

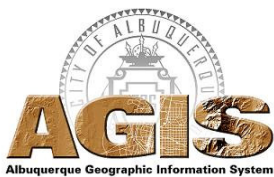
**SUBMITTED TO:**

\_\_\_\_\_  
Date

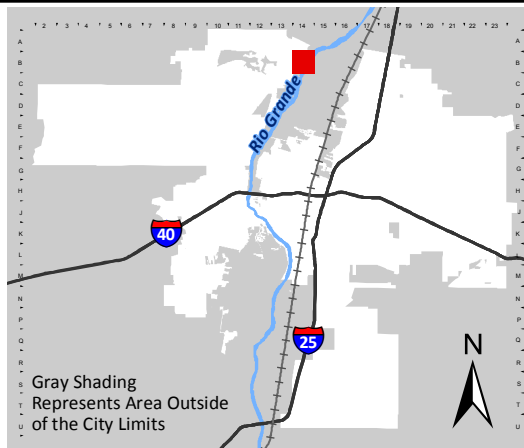


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

# 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:

## B-14-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

Gray Shading Represents Area Outside of the City Limits



0 250 500 1,000 Feet

**ALAMO CENTER LLC**  
6116 BUFFALO GRASS CT NE  
ALBUQUERQUE, NM 87111

May 19, 2021

City of Albuquerque  
Planning Department  
600 2<sup>nd</sup> St NW  
Albuquerque, NM 87102

Re: Letter of Authorization for Major Amendment Application – Alameda West Shopping Center

To Whom It May Concern:

Alamo Center, a New Mexico Limited Liability Company, hereby authorizes Consensus Planning, and its employees, to obtain information, submit and process applications, represent the project at meetings and public hearings, and act as our agent related to the property located at 10127 Coors Blvd NW (the subject of this application). The subject property is legally described as Tract C Alameda West containing 0.8642 acres. Alamo Center LLC is also the owner of other associated properties at the Alameda West Shopping Center located at 10131 Coors Blvd NW legally described as Tracts B, D, and Tract E-1-A Plat of Tract E-1-A and E-1-B Alameda West subdivision.

Please contact me if you have any questions or need any additional information.


Sincerely,

Alamo Holdings, LLC

By:

Printed Name:

Title:

  
\_\_\_\_\_  
Art GARDENSWARTZ  
\_\_\_\_\_  
MANAGER, PRINCIPLE  
\_\_\_\_\_