



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

APPLICATION INFORMATION

Applicant: Meri C Fox-Szauter or Jeremy Pollaro, SignPlex LLC		Phone: (505) 341-0213
Address: 4901 Edith BLVD NE		Email: meri@signplex.biz or jeremy@signplex.biz
City: Albuquerque	State: NM	Zip: 87107
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site:	List all owners:	

BRIEF DESCRIPTION OF REQUEST

Approval of size change for non-illuminated dimensional letters - capitals only - from 12" H to 18"H.

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

Lot or Tract No.: MAP 33 TRACT 91A2	Block: 0000	Unit:
Subdivision/Addition: MRGCD	MRGCD Map No.: MAP 33	UPC Code: 101406040306140804
Zone Atlas Page(s): G14	Existing Zoning: MX-M was SU-1	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres): 0.84

LOCATION OF PROPERTY BY STREETS

Site Address/Street: 311 Shropshire PL NW Between: Shripshire PL and: 4th STR

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

BP-2019-26276

Signature:	Date: 12/18/2020
Printed Name: Jeremy Pollaro	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent

FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees
SI-2020-01478	AA				

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date: Project # PR-2018-001818

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 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

<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: <u>12/18/2020</u></p>
<p>Printed Name: <u>Jeremy Pollaro</u></p>	<p><input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent</p>
<p>FOR OFFICIAL USE ONLY</p>	
<p>Project Number: <u>PR-2018-001818</u></p>	<p>Case Numbers: <u>SI-2020-01478</u></p>
<p>Staff Signature: _____</p>	
<p>Date: _____</p>	



St. Therese Catholic School

311 Shropshire Place NW Albuquerque, NM 87107
Principal: Donna Illerbrun Vice Principal: Mary Giglio
Tel 505-344-4479 Fax 505-345-6210 www.stthereseschoolabq.org

To provide Faith, Service and Learning opportunities in a Christ-like environment.

SignPlex
901 Edith Blvd. NE
Albuquerque, NM 87107

Good Afternoon,

December 11, 2020

This letter is to authorize SignPlex to act as our agent for submitting an Administrative Amendment to the City of Albuquerque Zoning Department. The Administrative Amendment request is to revise the size of building signage letters from the originally planned size of 12” high lettering to 18” high letters for the St. Therese New Multi-Purpose Building project. Once the building was erected, it became evident that a few 18” high letters would be more appropriate in scale for the building than all 12” high lettering. We are requesting that the first letter of each word in “Long Hall” be allowed as 18” high letters. The other letters will remain at 12” high.

I am asking for SignPlex to go through the Administrative Amendment process with the Zoning Office to allow this revision to take place.

If you have any questions or concerns, you may reach me by email at: d.illerbrun@stschool.org.

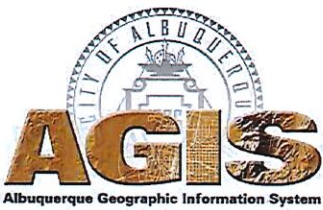
Sincerely,
Donna Illerbrun
Principal

Tax ID: 85-0234098

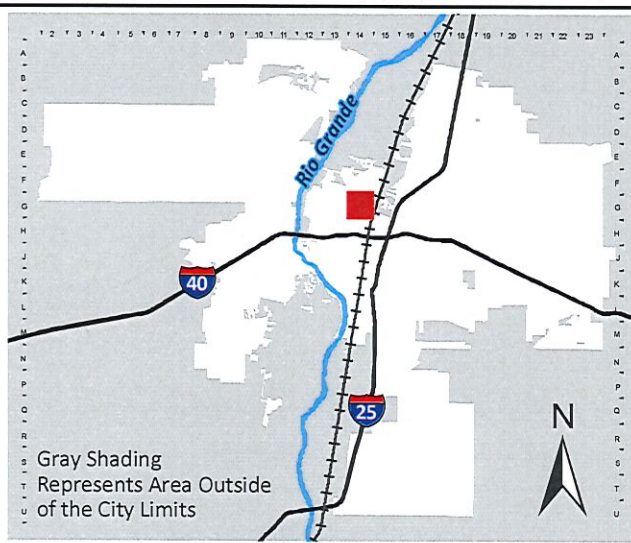


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

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-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
- 0 250 500 1,000 Feet

December 17, 2020

City of Albuquerque
Zoning Department

**RE: Administrative Amendment Request
St. Therese Catholic School – New Multi-Purpose Building
ESA Project #196101
COA Permit # BP-2019-26276
Exterior Signage – Cast Metal Letter Size Revision Request**

To whom it may concern,

At the time the St. Therese New Multi-Purpose Building was originally submitted for permitting in October, 2019, the main donor for the project had not been finalized and a generic building sign with 12" high cast metal letters had been included in the construction drawings for bidding and permitting purposes.

As we are nearing completion of the building and the donor efforts have been finalized, the administration and leadership at St. Therese would like to honor the chief benefactor, the Long Family, by naming the facility after them.

The architect conducted a graphic study of the Owner's preferred name of the building 'LONG HALL', and found that larger capital letters at the beginning of each word best fit the architectural styling of the façade. For the proposed revision, the first letters 'L' & 'H' would be revised from 12" high to 18" high. The proposed revision is shown on the SignPlex Proof document included with this administrative amendment request.

In review of the City of Albuquerque, Integrated Development Ordinance, Section 6-4(X) Amendments of Approvals, Section 6-4(X)(2) Minor Amendments, we find that this Administrative Amendment Request meets the criteria specified in the following sections:

1. The final facility name was not known at the time of approval.
2. – 5. & 7. - 13. The proposed revision does not affect site dimensions, setbacks, traffic flow, landscaping, nor any other specific criteria listed in these numbered requirements.
6. The Owner and Architect find that the requested revision would be an improvement to the building quality when viewed from adjacent properties in lieu of the original generic signage.

Pursuant to this IDO review and acknowledgement of compliance to the Minor Amendment requirements, we request that the Administrative Amendment be provided to allow for the taller, 18" high, first letters of the exterior building signage.

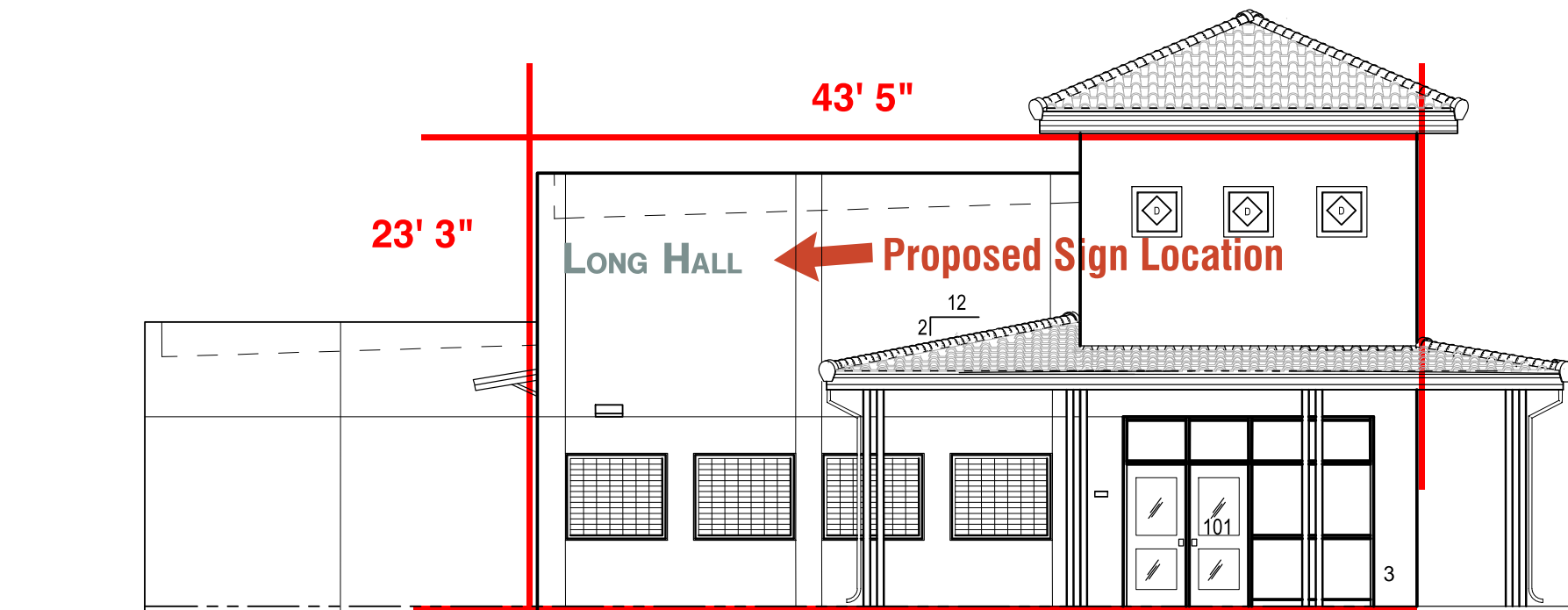
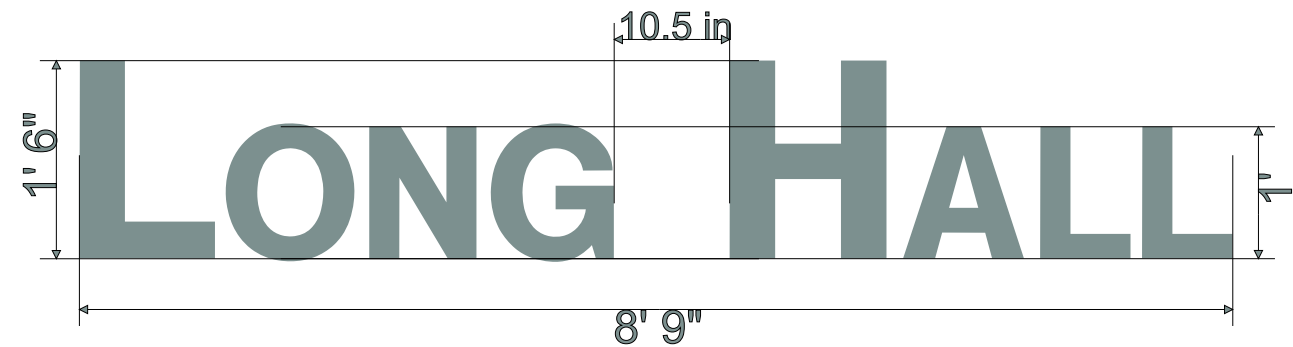
We appreciate your review of this matter and would be happy to address any further questions you might have concerning this request. Please feel free to contact me should you require any further information.

Best regards,



Kurt Schlough, Project Manager
ESA CONSTRUCTION, INC.
kurt@esaconstruction.com
C: 505-362-1878

Non-Illuminated Aluminum Letters



C3 ALTERNATE EXTERIOR ELEVATION - SOUTH

ESA - St. Therese Catholic School

Address: 311 Shropshire Place NW
City/State: Albuquerque NM 87107
Phone: 505-884-2171, Kurt Schlough, ESA

 **SignPlex**[™]
Indoor - Outdoor Innovations
P: 505-341-0213 F: 505-341-3291
4901 Edith BLVD NE, Albuquerque NM 87107
License Number: 368298 EE98 & GS23

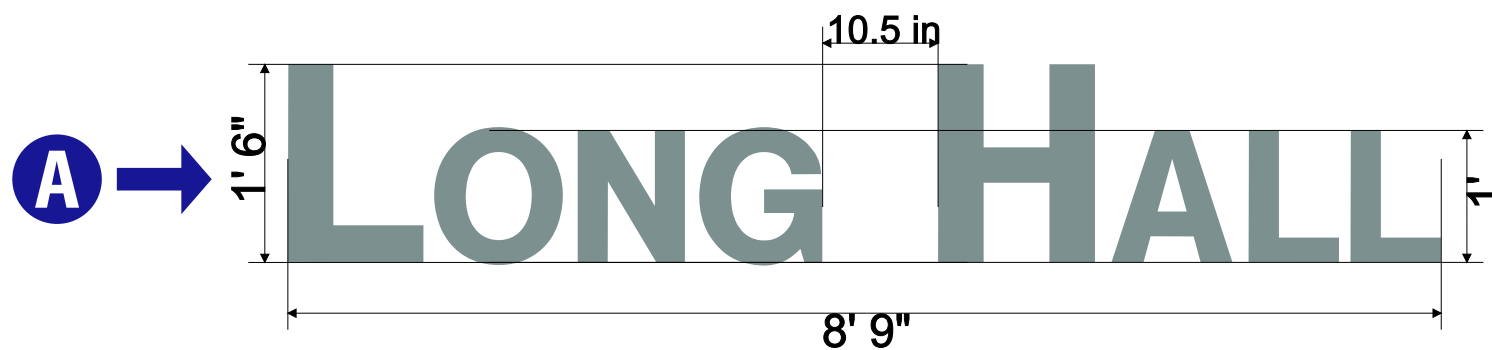
Sign Details

- A** Quantity 1: Non-illuminated building letters
Sign Size: 8' 9" W x 1' 6" H Sign sq/ft: 13.31 sq/ft

Total Signage sq/ft: 13.31 sq/ft

Leased Space Facade sq/ft: 43' 5" x 23' 3" = 1,011.38 sq/ft

Sign is : 13 % of the Facade



Building Letter Details

- A** 3" Thick, cast aluminum building letters, brushed finish.
Non-illuminated.
Flush mounted to building facade.

ESA - St. Therese Catholic School

Address: 311 Shropshire Place NW

City/State: Albuquerque NM 87107

Phone: 505-884-2171, Kurt Schlough, ESA



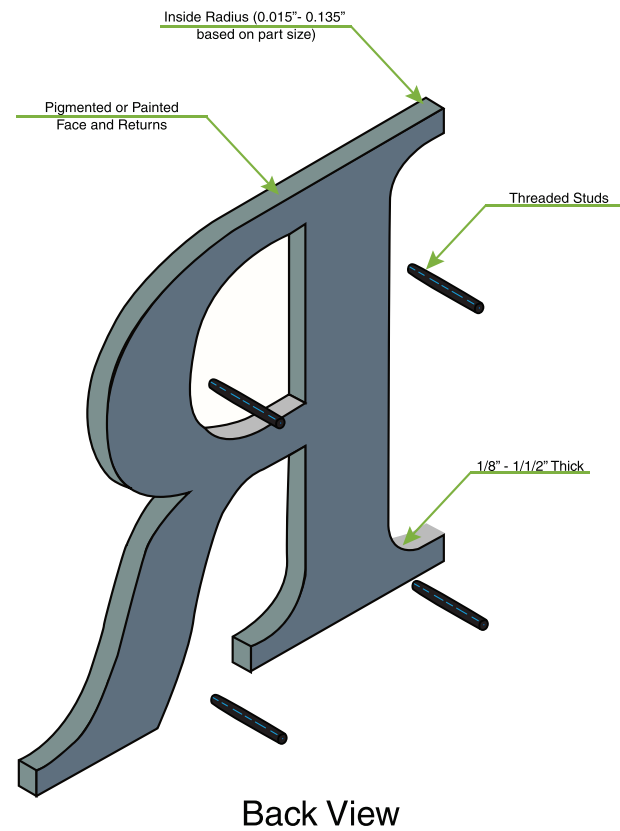
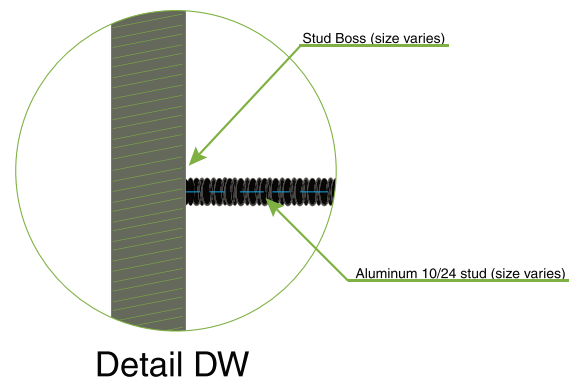
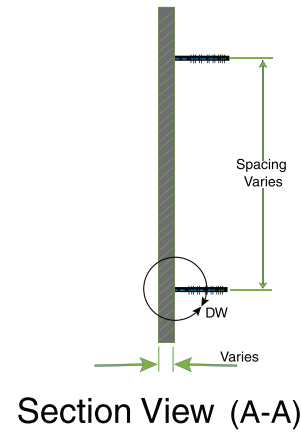
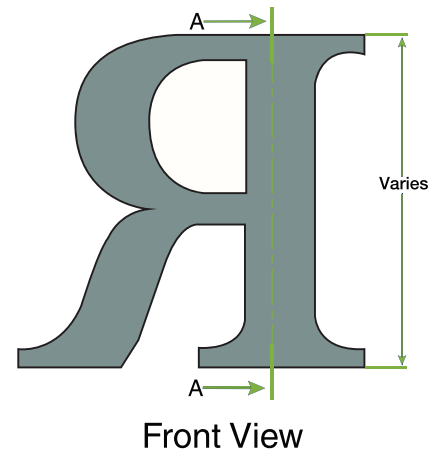
Indoor - Outdoor Innovations

P: 505-341-0213 F: 505-341-3291

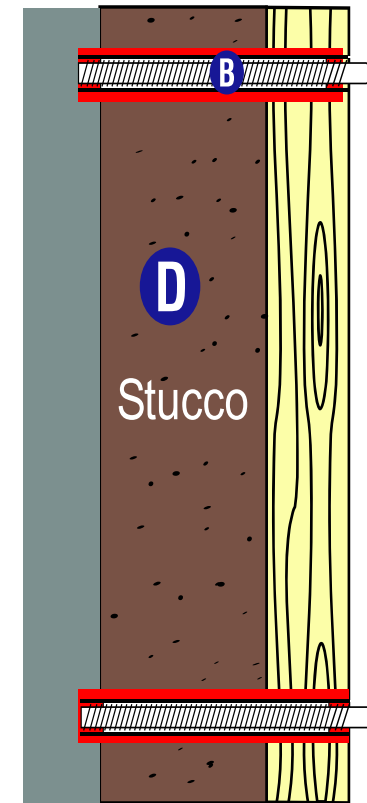
4901 Edith BLVD NE, Albuquerque NM 87107

License Number: 368298 EE98 & GS23

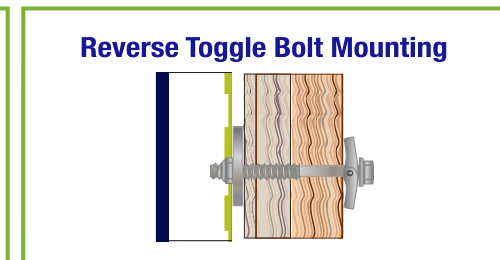
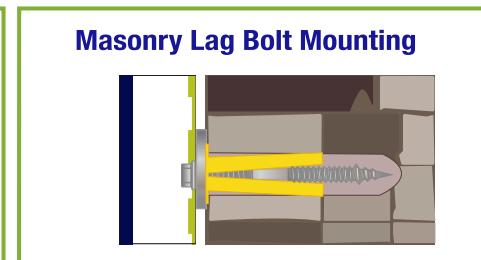
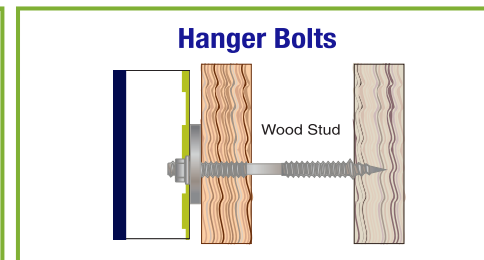
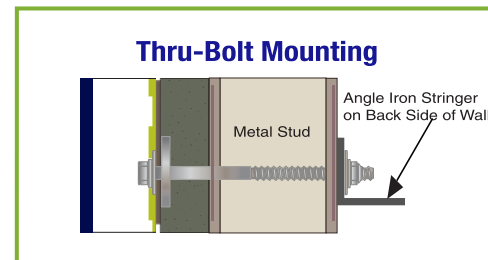
Mounting Details



- A** 3/8" Thick flat cut aluminum
- B** 3/16" Studs
- C** Red indicates silicone adhesive
- D** Stucco Wall with plywood back



MOUNTING OPTIONS



ESA - St. Therese Catholic School

Address: 311 Shropshire Place NW
 City/State: Albuquerque NM 87107
 Phone: 505-8842171, Kurt Schlough, ESA

SignPlex[™]
 Indoor - Outdoor Innovations
 P:505-341-0213 F:505-341-3291
 4901 Edith BLVD NE, Albuquerque NM 87107
 License Number: 368298 EE98 & GS23

Site Plan

311 Shropshire Place NW, Albuquerque NM 87107



From: [Carmona, Dalaina L.](#)
To: [Meri Fox](#)
Subject: 311 Shropshire PL NW Public Notice Inquiry
Date: Friday, October 16, 2020 2:22:24 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image007.png](#)
[IDO7oneAtlasPage G-14-7.PDF](#)

Dear Applicant,

Please find the neighborhood contact information listed below.

Association Name	First Name	Last Name	Email	Address Line 1	City	State	Zip	Mobile Phone	Phone
Near North Valley NA	Marit	Tully	nearnorthvalleyna@gmail.com	PO Box 6953	Albuquerque	NM	87197		5053857863
Near North Valley NA	Joe	Sabatini	jsabatini423@gmail.com	3514 6th Street NW	Albuquerque	NM	87107	5058507455	5053449212
North Valley Coalition	Doyle	Kimbrough	newmexmba@aol.com	2327 Campbell Road NW	Albuquerque	NM	87104	5052490938	5053441364
North Valley Coalition	Peggy	Norton	peggynorton@yahoo.com	P.O. Box 70232	Albuquerque	NM	87197	5058509293	5053459567

You will need to e-mail each of the listed contacts and let them know that you are applying for a permit for your project. You can use this online link to find template language if you're not sure what information you need to include in your e-mail. <https://www.cabq.gov/planning/urban-design-development/public-notice>

If your permit application or project requires a neighborhood meeting, you can click on this link to find template language to use in your e-mail notification: <https://www.cabq.gov/planning/urban-design-development/neighborhood-meeting-requirement-in-the-integrated-development-ordinance>

If you have questions about what type of notification is required for your particular project, please click on the link below to see a table of different types of projects and what notification is required for each: <http://documents.cabq.gov/planning/IDO/IDO-Effective-2018-05-17-Part6.pdf>

Once you have e-mailed the contact individuals in each neighborhood, you will need to attach a copy of those e-mails AND a copy of this e-mail from the ONC to your permit application and submit it to the Planning Department for approval. **PLEASE NOTE:** The ONC does not have any jurisdiction over any other aspect of your permit application beyond the neighborhood contact information. We can't answer questions about sign postings, pre-construction meetings, permit status, site plans, or project plans, so we encourage you to contact the Planning Department at: 505-924-3860 or visit: <https://www.cabq.gov/planning/online-planning-permitting-applications> with those types of questions.

If your permit or project requires a pre-application or pre-construction meeting, please plan on utilizing virtual platforms to the greatest extent possible and adhere to all current Public Health Orders and recommendations. The health and safety of the community is paramount.

Thanks,



Dalaina L. Carmona

Senior Administrative Assistant
 Office of Neighborhood Coordination
 Council Services Department
 1 Civic Plaza NW, Suite 9087, 9th Floor
 Albuquerque, NM 87102
 505-768-3334
dcarmona@cabq.gov or ONC@cabq.gov
 Website: www.cabq.gov/neighborhoods



Confidentiality Notice: This e-mail, including all attachments is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited unless specifically provided under the New Mexico Inspection of Public Records Act. If you are not the intended recipient, please contact the sender and destroy all copies of this message.

From: webmaster=cabq.gov@mailgun.org [mailto:webmaster=cabq.gov@mailgun.org] **On Behalf Of** webmaster@cabq.gov
Sent: Friday, October 16, 2020 12:34 PM
To: Office of Neighborhood Coordination <meri@signplex.biz>
Cc: Office of Neighborhood Coordination <onc@cabq.gov>
Subject: Public Notice Inquiry Sheet Submission

Public Notice Inquiry For:

Other (please specify in field below)

If you selected "Other" in the question above, please describe what you are seeking a Public Notice Inquiry for below:

Building Signage

Contact Name

Meri C Fox-Szauter

Telephone Number

505-341-0213

Email Address

meri@signplex.biz

Company Name

signPlex LLC

Company Address

4901 Edith BLVD NE

City

Albuquerque

State

NM

ZIP

87107

Legal description of the subject site for this project:

MAP 33 TRACT 91A2

Physical address of subject site:

311 Shropshire PL NW

Subject site cross streets:

Shropshire PL and 4th ST and 2nd ST

Other subject site identifiers:

St. Therese Catholic School

This site is located on the following zone atlas page:

G14

=====
This message has been analyzed by Deep Discovery Email Inspector.

From: [Meri Fox](#)
To: nearnorthvalleyrna@gmail.com; jsabatini423@gmail.com; newmexmba@aol.com; [Peggy Norton](#)
Subject: Public Notice - Business Signage - 311 Shropshire Place NW
Date: Friday, October 16, 2020 4:06:00 PM
Attachments: [311 Shropshire PL NW Public Notice Inquiry .pdf](#)
[Address Report — City of Albuquerque.pdf](#)
[IDOZoneAtlasPage G-14-Z.pdf](#)
[SO-81966 ESA - St. Therese Catholic Church - Sign Permit GROUP.pdf](#)

To Who It May Concern,

In accordance with the procedures of the City of Albuquerque's Integrated Development Ordinance (IDO) Subsection 14-16-6-4(K)(2) Mailed Public Notice, we are notifying you as a Neighborhood Association Representative that agent SignPlex, LLC will be submitting an application for sign permit per Table 6-1-1 to be reviewed and decided by the Reviewing body/Decision-maker per Table 6-1-1. The application is for business signage.

1. Property Owner*: Archdiocese of Santa Fe Real Estate Corp/ Shrine of the Little Flower
2. Agent: SignPlex, LLC / Jeremy Pollaro 505-341-0213
3. Subject Property Address*: 311 Shropshire Place NW, Albuquerque NM 87107
4. Location Description: **St. Therese Catholic School**
5. Zone Atlas Page: **G14**
6. Legal Description: **MAP 33 TRACT 91A2**
7. Area of Property [typically in acres]: 0.84
8. IDO Zone District: **MX-M**
9. Overlay Zone [if applicable]: N/A
10. Center or Corridor Area [if applicable]: N/A
11. Current Use [vacant, if none]: Commercial Retail
12. Deviation(s) Requested [if applicable]: N/A
13. Variance(s) Requested [if applicable]: N/A
14. More detailed Description of the Request/Project: **(Qty.1) Non-illuminated, cast aluminum letters**

The anticipated public [meeting/hearing] for this request will be on [date] at [time] in the Hearing Room (Basement Level) of Plaza Del Sol, 600 2nd St NW, Albuquerque, NM 87102.* You can check the agenda for the relevant decision-making body online here:

<https://www.cabq.gov/planning/boards-commissions> or call the Planning Department at 505-924-3860.

Please contact me with any questions or concerns at 505-341-0213 or via email meri@signplex.biz.

Sincerely,

Meri C Fox-Szauter
Graphic Designer
(505) 341-0213, ext. 206
meri@signplex.biz

