

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@caba.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.

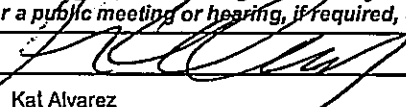


MINOR AMENDMENT TO SITE DEVELOPMENT PLAN APPROVED PRIOR TO THE EFFECTIVE DATE OF THE IDO

- 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

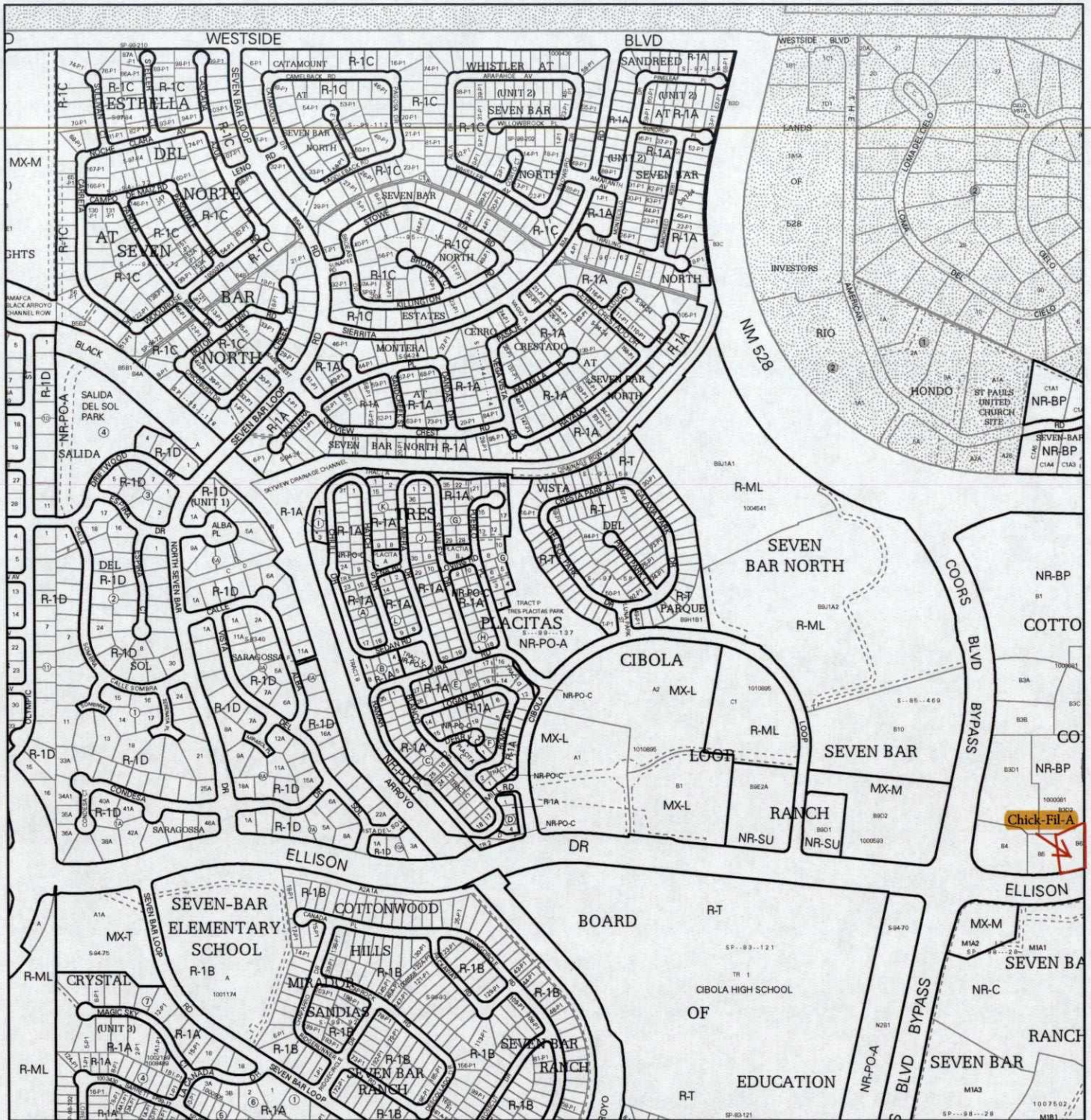
<p><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</i></p>	
Signature: 	Date: 1/13/19
Printed Name: Kat Alvarez	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent
FOR OFFICIAL USE ONLY	
Project Number:	Case Numbers
PR-2019-002507	SE-2020-00025
Staff Signature: 	
Date: 1-27-2020	

CITY OF ALBUQUERQUE
ADMINISTRATIVE APPROVAL (AA)-
SITE DEVELOPMENT PLAN AMENDMENT TRACKING SHEET

APPLICATION #: <u>SI-2020-00025</u>	PROJECT #: <u>PR-2019-002507</u>
PROJECT NAME: <u>Chick-fil-A</u>	
ADDRESS: <u>3801 Ellison Road NW, ABO, NM</u>	
APPLICANT or AGENT: <u>Kat Alvarez</u>	
PHONE #: <u>(480) 755-0959</u>	EMAIL: <u>alvarez@esencia.org</u>
ZONE ATLAS PAGE: <u>A-13, A-14</u>	
ADMINISTRATIVE APPROVAL (AA) for:	<input type="checkbox"/> EPC CASE <input checked="" type="checkbox"/> DRB CASE

CURRENT PLANNING	DATE RECEIVED: <u>1/27/20</u>
APPLICATION COMPLETE:	DATE:
APPLICATION INCOMPLETE:	DATE:
ROUTING NEEDED TO: <input checked="" type="checkbox"/> NONE	<input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> HYDROLOGY <input type="checkbox"/> ABCWUA
DATE COMMENTS ARE DUE FROM AGENCIES:	
COMMENTS:	


PLANNING DIRECTOR RECEIVED APPROVALS FROM ALL AGENCIES ON:	
COMMENTS:	
<p style="font-size: 1.2em; color: blue;">Drive-through canopies.</p>	
PLANS APPROVED BY: <u>RS</u>	DATE: <u>13 Feb 2020</u>




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).

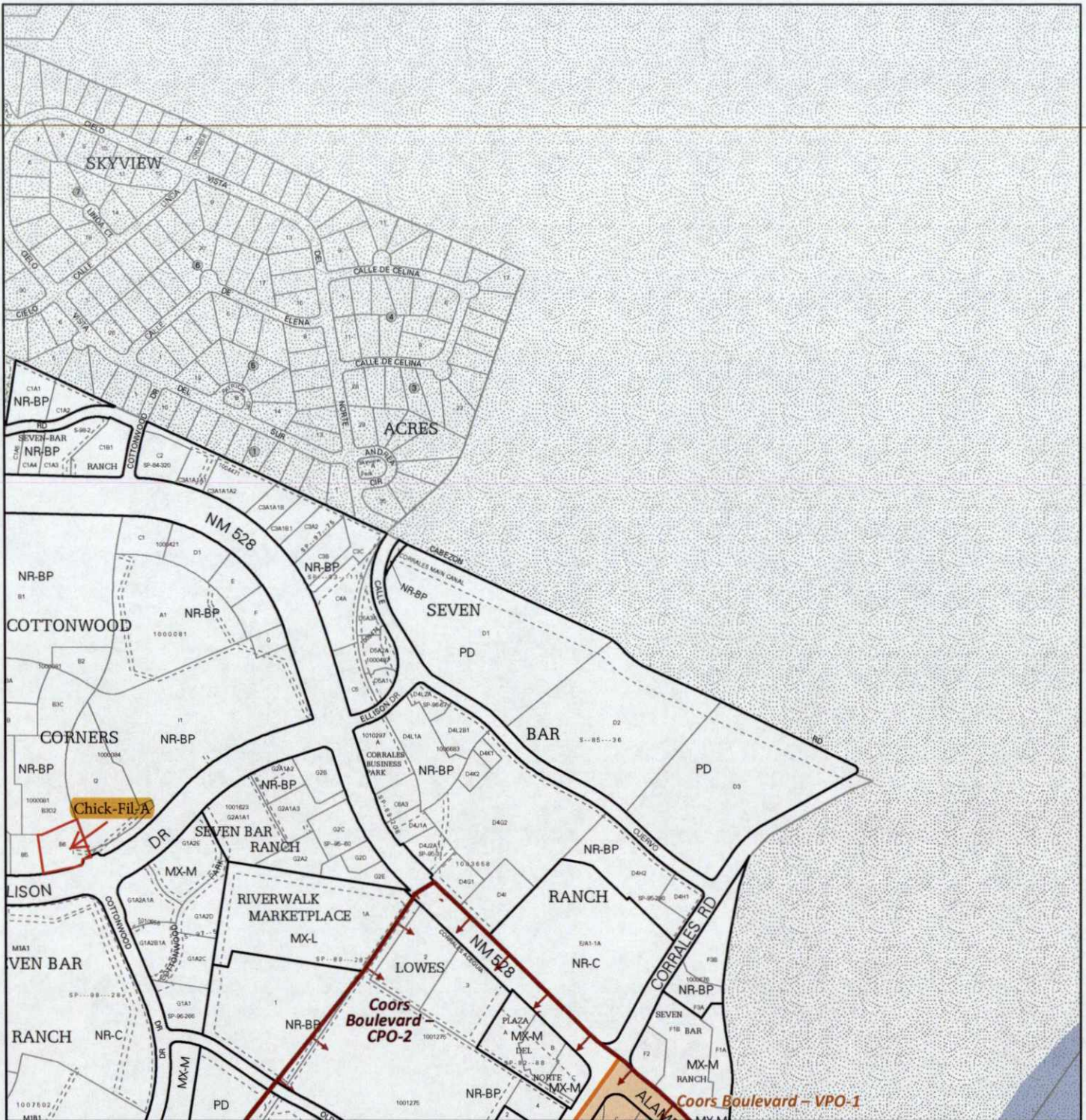


Gray Shading Represents Area Outside of the City Limits

Zone Atlas Page:
A-13-Z

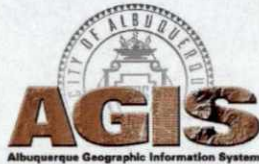
- Easement
- Areas Outside of City Limits
- Petroglyph National Monument
- Airport Protection Overlay (APO) Zone
- Character Protection Overlay (CPO) Zone
- Historic Protection Overlay (HPO) Zone
- View Protection Overlay (VPO) Zone
- Escarpment

0 250 500 1,000 Feet

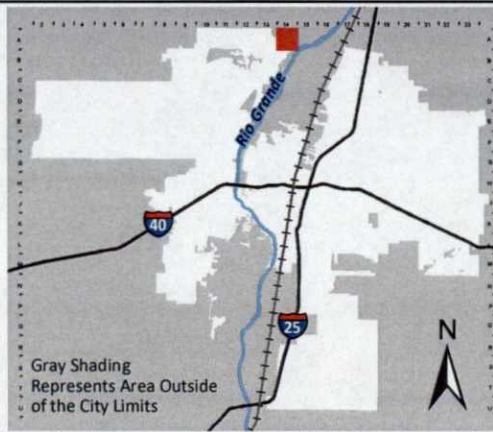


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

IDO Zone Atlas May 2018

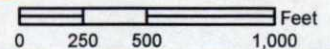


IDO Zoning information as of May 17, 2018
The Zone Districts and Overlay Zones
are established by the
Integrated Development Ordinance (IDO).



Zone Atlas Page:
A-14-Z

- Easement
- 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
- Escarpment
- Petroglyph National Monument



Letter of Authorization

To: Zoning Hearing Examiner

Date: _____

Project # _____

ZHE# _____

I, Jack M. Kotz hereby authorize Eseriza Kat Alvarez to act on my behalf in all matters relating to this application for Special Exception filed for my property located at 3801 Ellison Road, NW, Albuquerque NM 87111

Property Owner(s)* (Applicant) Printed Name Jack M. Kotz

Property Owner(s)* (Applicant) Signature 

Mailing Address 815 Viejo Rastro, Santa Fe, NM 87505

* Where a property has more than one owner, all owners must consent in writing to the filing of the application to the maximum extent practicable. In the case that not all of the property owners have consented in writing to the application, or when the ownership status of some parties is unclear (as shown on a title abstract or title insurance commitment), the owner shall attest in writing that all of the property owners shown on a title abstract or title insurance commitment have been notified of the application in writing at their last known address as shown on the property tax records of Bernalillo County.

Letter of Authorization

To: Zoning Hearing Examiner

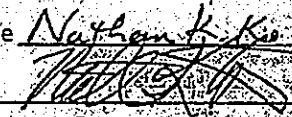
Date: _____

Project # _____

ZHE# _____

I, Kotz-Kallison Realty, LLC hereby authorize Esencia Kat Alvarez to act on my behalf in all matters relating to this application for Special Exception filed for my property located at _____

Property Owner(s)* (Applicant) Printed Name Nathan K. Kotz managing member

Property Owner(s)* (Applicant) Signature 

Mailing Address P.O. Box 11640 Washington D.C. 20008

* Where a property has more than one owner, all owners must consent in writing to the filing of the application to the maximum extent practicable. In the case that not all of the property owners have consented in writing to the application, or when the ownership status of some parties is unclear (as shown on a title abstract or title insurance commitment), the owner shall attest in writing that all of the property owners shown on a title abstract or title insurance commitment have been notified of the application in writing at their last known address as shown on the property tax records of Bernalillo County.

Letter of Authorization

To: Zoning Hearing Examiner

Date: _____

Project # _____

ZHE# _____

I, Nathan K. Kotz hereby authorize Esencia-Kat Alvarez to act on my behalf in all matters relating to this application for Special Exception filed for my property located at 3801 Ellison Road NW Albuquerque NM 87114.

Property Owner(s)* (Applicant) Printed Name Nathan K. Kotz

Property Owner(s)* (Applicant) Signature ~~Kotz~~ Managing member

Mailing Address PO Box 11640 Washington DC 20008 Kalvin Pland of VA

* Where a property has more than one owner, all owners must consent in writing to the filing of the application to the maximum extent practicable. In the case that not all of the property owners have consented in writing to the application, or when the ownership status of some parties is unclear (as shown on a title abstract or title insurance commitment), the owner shall attest in writing that all of the property owners shown on a title abstract or title insurance commitment have been notified of the application in writing at their last known address as shown on the property tax records of Bernalillo County.

Letter of Authorization

To: Zoning Hearing Examiner

Date: _____

Project # _____

ZHE# _____

I, Mary Lynn Kotz hereby authorize Genevieve Kat Alvarez to act on my behalf in all matters relating to this application for Special Exception filed for my property located at 3801 Ellison Road, NN Albuquerque NM 87114.

Property Owner(s)* (Applicant) Printed Name Mary Lynn Kotz

Property Owner(s)* (Applicant) Signature Mary Lynn Kotz

Mailing Address P.O. Box 11640 Washington DC 20008

* Where a property has more than one owner, all owners must consent in writing to the filing of the application to the maximum extent practicable. In the case that not all of the property owners have consented in writing to the application, or when the ownership status of some parties is unclear (as shown on a title abstract or title insurance commitment), the owner shall attest in writing that all of the property owners shown on a title abstract or title insurance commitment have been notified of the application in writing at their last known address as shown on the property tax records of Bernalillo County.

January 24, 2020

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

Regarding: **Project Narrative**
Chick-Fil-a # 1688.
3801 Ellison Rd NW

Dear City of Albuquerque,

Chick-Fil-a would like to submit the following application for a minor site plan approval at their existing site located at 3801 Ellison Road NW.

This existing corner site is fully developed with on-site parking, outdoor dining patio, drive up window and an existing queuing lane. The fast food restaurant has been in operation for several years, the building and surrounding area has been designed in accordance with the overall architectural features consistent with the shopping centers design standards.

Over the past years Chick-Fil-a has observed the increase in customers using the drive thru lane(s) and has launched a campaign nationwide to provide faster service for meal delivery, the solution was to have a team of employees with smart tablet taking orders ahead of the existing menu board to decrease waiting times, and over-stacking the queuing lanes.

In an effort to free up vehicular traffic further, Chick-fil-a would like to install a 1,008 sq. ft. free standing order point canopy at the queuing lanes and a 504 sq. ft. point of pick-up canopy at the pick-up window. Both canopies will be free-standing and constructed of steel framing, cantilevered beams with caisson footings, the supporting columns can either be left exposed with a powder coat paint finish or wrapped to match the adjacent building architecture. The canopy will be outfitted with fans and recessed L.E.D. lighting with a premanufactured painted metal deck. The purposes of both canopies, is to protect the Chick-Fil-a employees from the sun, other weather elements.

We are excited about this project and feel that this project upholds the City of Albuquerque's standards and stays within the General Plan for that area.

Kat Alvarez
esencia