



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"/> 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: R & B LLC		Phone:
Address: 1501 AIRCRAFT AV SE		Email:
City: ALBUQUERQUE	State: NM	Zip: 87106
Professional/Agent (if any): ARCH + PLAN LAND USE CONSULTANTS LLC		Phone: 505.980.8365
Address: P.O. BOX 25911		Email: arch.plan@comcast.net
City: ALBUQUERQUE	State: NM	Zip: 87125
Proprietary Interest in Site:	List all owners:	

BRIEF DESCRIPTION OF REQUEST

MINOR AMENDMENT TO EXISTING SITE PLAN IN CONJUNCTION WITH SUBDIVISION OF PROPERTY

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

Lot or Tract No.: PARCEL 2A	Block:	Unit:
Subdivision/Addition: SUNPORT PARK	MRGCD Map No.:	UPC Code: 1-015-055-165-050-303-20
Zone Atlas Page(s): M-15	Existing Zoning: NR-BP	Proposed Zoning:
# of Existing Lots: 1	# of Proposed Lots: 2	Total Area of Site (acres): 48.6595

LOCATION OF PROPERTY BY STREETS

Site Address/Street: **1501 AIRCRAFT SE** Between: **INTERSTATE 25** and: **UNIVERSITY BLVD**

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

PR 2019-002651

Signature: DERRICK ARCHULETA	Date: 6.27.22
Printed Name: DERRICK ARCHULETA	<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

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 to City Staff using other on-line resources such as Dropbox or FTP.

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 label

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(Y)(2)
- The approved Site Plan being amended
- Copy of the Official Notice of Decision associated with the prior approval
- The proposed Site Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.
- Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for new commercial and multifamily development except if the development is industrial or the multifamily is less than 25 units

Minor Amendments must 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

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Z)(1)(a)
- The approved Site Development Plan being amended
- Copy of the Official Notice of Decision associated with the prior approval
- The proposed Site Development Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.
- Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for new commercial and multifamily development except if the development is industrial or the multifamily is less than 25 units

Minor Amendments must 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 SITE PLAN

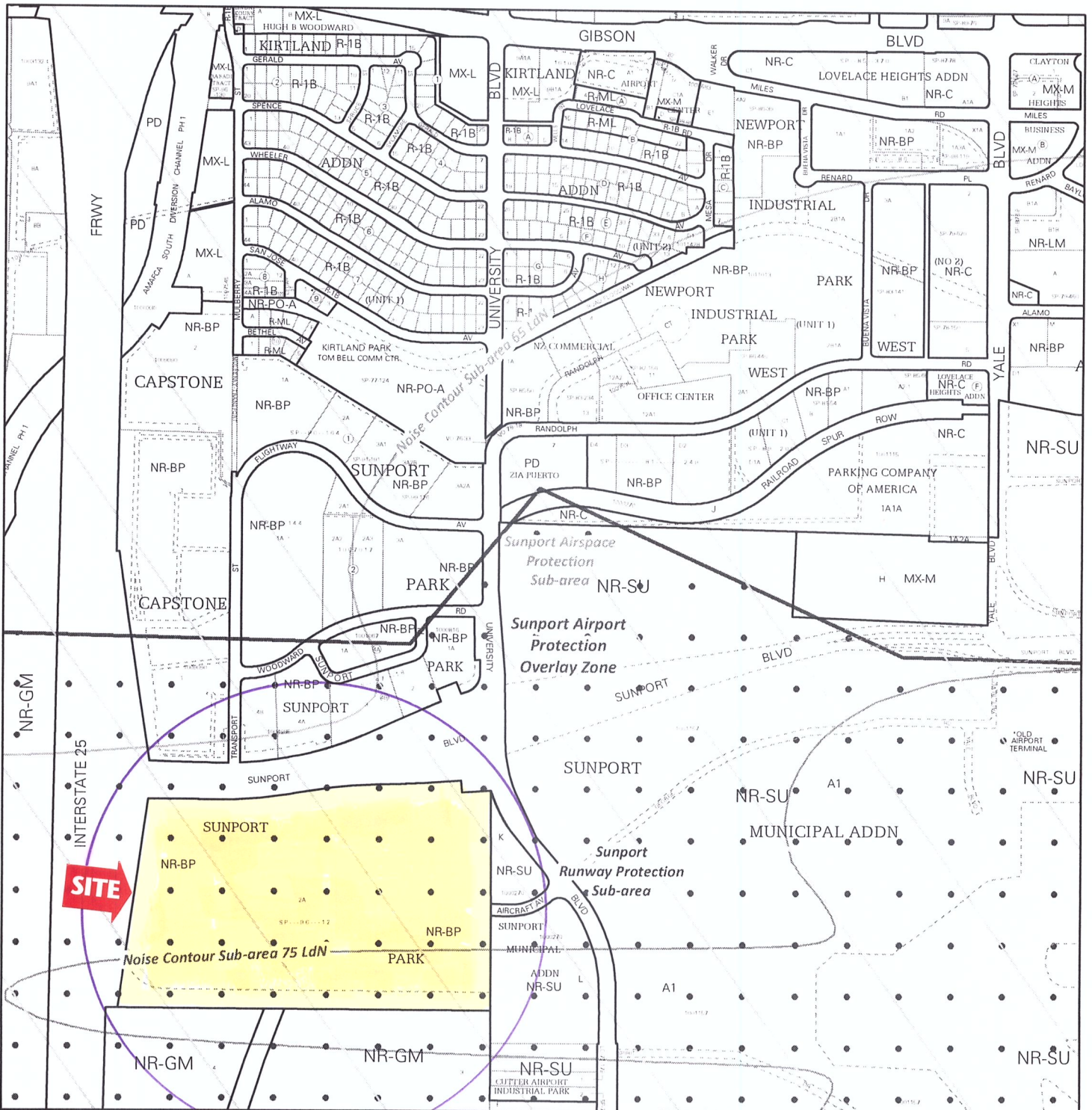
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)(c)
- Site Plan to be Expired

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(C)(3)(b)
- Required notices with content per IDO Section 14-16-6-4(K)
 - Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
- Sign Posting Agreement

ALTERNATIVE LANDSCAPE PLAN

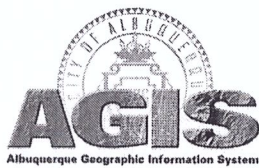
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-5-6(C)(16)
- Landscape Plan



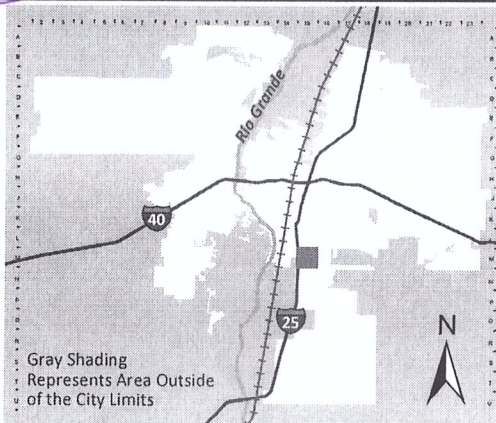
For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

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:
M-15-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

R&B LLC
1501 AIRCRAFT AVE SE
ALBUQUERQUE NM

June 23, 2022

Jolene Wolfley, Chair
City of Albuquerque
Development Review Board
600 2nd St NW
Albuquerque NM

**RE: OWNER AUTHORIZATION
PARCEL 2-A, SUNPORT PARK
PR 2019-002651**

Ms. Wolfley:

R&B LLC is authorizing Derrick Archuleta, ARCH+PLAN Land Use Consultants to serve as agent for an Administrative Amendment a Minor Amendment to Site Plan as part of a minor subdivision for the above mentioned property.


The property owner would like to create two lots from existing Parcel 2-A, Sunport Park on approximately 48.6595± net acres on property zoned NR-BP (Non residential - Business Park).

The authorization will include, but not limited to:

- Preparation of materials for the Administrative Amendment
- Project management
- Project representation
- Execution of all documents to be submitted to the City of Albuquerque

If you have any questions, please contact me.

Sincerely,



R&B LLC (Authorized representative)

ARCH+PLAN
LAND USE CONSULTANTS
ALBUQUERQUE NM

June 26, 2022

Ms. Jolene Wolfley, Chair
City of Albuquerque
Development Review Board
600 2nd St NW
Albuquerque NM

RE: ADMINISTRATIVE AMENDMENT FOR PARCEL 2A, SUNPORT PARK

Ms. Wolfley:

Please accept this letter as justification for what we believe to be a minor amendment to the approved site plan, Z-85-98-1. The property is located at 1501 Aircraft Avenue SE between University Boulevard and Interstate 25. We weren't able to get a copy of the previous Official Notice of Decision associated with the prior approval. What is included in the packet is the DRB Site Development Plan signoff approval.

The proposal for this Administrative Amendment is seeking to create two lots from existing Parcel 2A, Sunport Park. Proposed Lot 2A1 is to be 47.6248± net acres and Lot 2A2 is to be 1.0347± acres on property zoned NR-BP (Non Residential – Business Park). The existing site plan was approved as one legal lot of record.

Proposed Tract 2A2 is proposed developed with a hotel upon completion of the Preliminary Final Plat under PR 2019-002651 / SD 2022-00094.

A Preliminary Final Plat was presented to the Development Review Board on June 15, 2022 with a deferral until completion of the subject application of an Administrative Amendment to the approved site plan to reflect the proposed subdivision.

We believe that the proposed request meets the requirements for a minor amendment as defined by Section 14-16-6-4(Z)(1)(a) in the following manner:

1: The existing site development plan specifies the requirements in place at the time of approval, and the requested change still meets the original requirements.

The requested change still meets the original requirements in that the land use will continue to include the existing parking lot. The focus and intent of this amendment is to allow for the completion of a subdivision of the property to create a second lot for the intended purpose of a hotel.

2: The requested change is within the thresholds for minor amendments established in Table 6-4-4, cumulative of prior deviations or minor amendments.

The proposed subdivision will not increase or decrease the dimension of any standard beyond the thresholds allowed as minor amendments pursuant to Table 6-4-4. The original site plan reflected and was approved for a parking lot with the only difference is a proposed second lot without affecting any standards listed and the underlying zone of NR-BP.

3: The requested change does not require major public infrastructure or significant changes to access or circulation patterns on the site, which would warrant additional review by the original decision making body.

The amendment will not require major changes attached to the original decision making body. The only change presented with this application is a proposed subdivision to create a second lot. The amendment will not adjust nor approve site and building design considerations. Those details will be processed at building permit upon completion of the subdivision.

4: No deviations, Variances, or Waivers shall be granted for minor amendments.

The amendment will not approve any land use that was not authorized by permit or approval or that is not allowed by right on the property. The proposed does not require any deviations, variances or waivers and will not impact either the existing use (parking lot) or proposed use (hotel), both permissive uses of the underlying zone. All standards subject to DRB review pertaining to the subdivision will be adhered to.

If you need additional information as part of your review, please let me know.

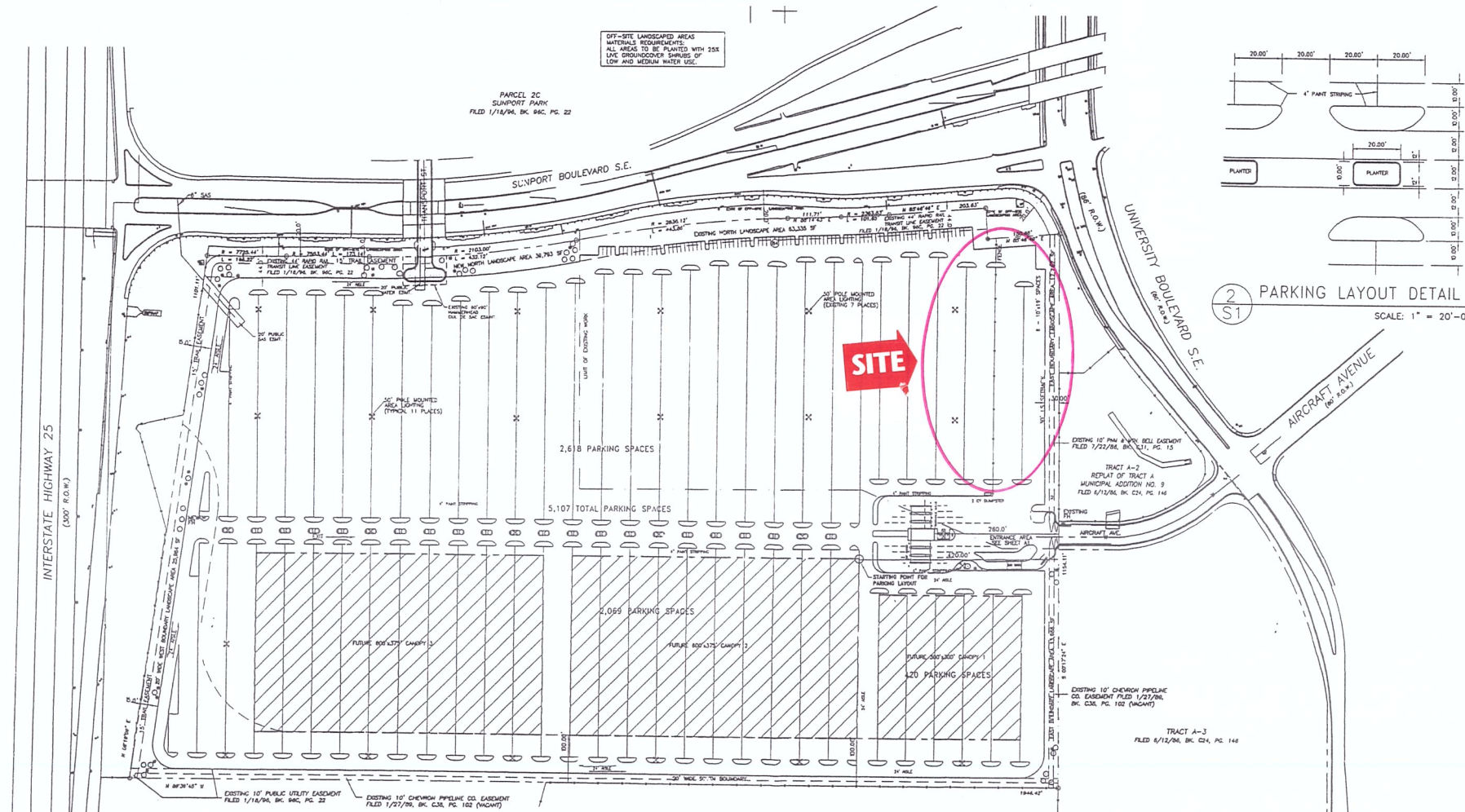
Thank you for your time and consideration of the proposed application.

Sincerely,

A handwritten signature in blue ink that reads "Derrick Archuleta". The signature is written in a cursive, flowing style.

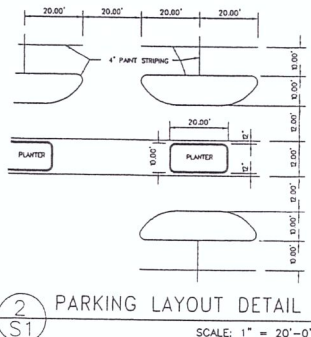
Derrick Archuleta, MCRP
Principal

SITE PLAN - APPROVED



OFF-SITE LANDSCAPED AREAS MATERIALS REQUIREMENTS: ALL AREAS TO BE PLANTED WITH 25K LIVE GROUNDCOVER SHRUBS OF LOW AND MEDIUM WATER USE.

PARCEL 2C
SUNPORT PARK
FILED 1/16/94, BK 96C, PG. 22



1
S1 OVERALL SITE LAYOUT PLAN

LEGAL DESCRIPTION
PARCEL 2B
SUNPORT PARK
FILED 1/16/94,
BK. 96C, PG. 22

SCALE: 1" = 100'-0"
0 100' 200'
N

- APPROVALS:
 EPC CASE NUMBER **Z-85.98-1**
 DRB CASE NUMBER 1000530/00420 00000 00930
 CITY PLANNER / ALBUQUERQUE 10/9/00
 PARKS AND RECREATION DEPARTMENT 10/4/00
 TRAFFIC ENGINEER, TRANSPORTATION 8/24/00
 CITY ENGINEER, ENGINEERING DIVISION 10-6-00
 ALBUQUERQUE METROPOLITAN FOOD CONTROL 10-6-00
 WATER UTILITIES DEPARTMENT 10/4/00
 NEW MEXICO UTILITIES 10/4/00
 REFUSE/DIVISION 10-9-00
 ENVIRONMENTAL HEALTH DEPARTMENT



DISCLOSURE STATEMENT:
 THE SUBJECT PROPERTY IS LOCATED NEAR A FORMER LANDFILL. DUE TO THE SUBJECT PROPERTY BEING NEAR A LANDFILL CERTAIN PRECAUTIONARY MEASURES MAY HAVE TO BE TAKEN TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC. RECOMMENDING AS A PROFESSIONAL ENGINEER WITH EXPERTISE IN LANDFILLS AND LANDFILL GAS ISSUES (AS REQUIRED BY THE UTILITY CODEBOOKS FOR DEVELOPMENTS WITHIN 1000 FEET OF LANDFILL) DURING APRIL 15, 2008 SHOULD BE CONSULTED PRIOR TO ANY CHANGES OF USE AND/OR TYPE OF FACILITY, CHANGES IN PLANNING, MODIFICATIONS OF THE FACILITY, AND/OR EXPANSION BELT TO THE SURFACE.

NEW MEXICO REGISTERED ARCHITECT
 JAMES BEHARRY
 CLASS III
 1047
 50828

MASTERWORKS ARCHITECTS, INC.
 516 ELEVENTH ST. NW 242-1866
 ALBUQUERQUE, NM 87102-1806

FILE #0021eSITE
 6 JUL 00
 REV: 31 JUL 00
 REV: 29 SEP 00

EXISTING FACILITY EXPANSION
 AIRPORT PARKING CENTER
 1501 AIRCRAFT AVENUE S.E.
 ALBUQUERQUE, NEW MEXICO

SITE PLAN - PROPOSED

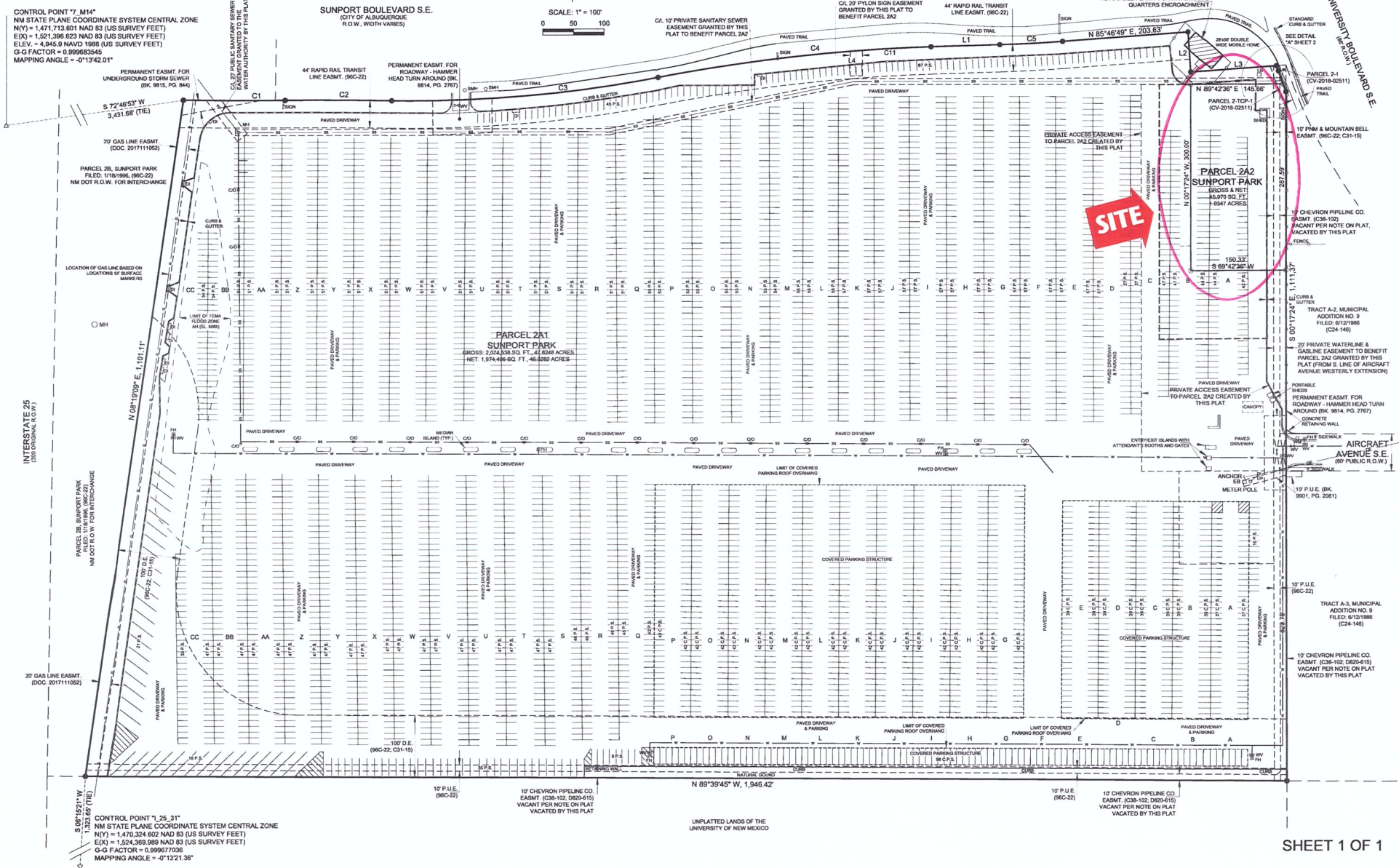
**SITE PLAN OF PROPOSED PARCELS 2A1 AND 2A2
SUNPORT PARK SUBDIVISION
(REPLAT OF PARCEL 2A, SUNPORT PARK)
SECTION 33, T.10N., R.3E., N.M.P.M.
ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO
JUNE 2022**

LEGEND OF SYMBOLS

—	SANITARY SEWER LINE (EXISTING OR PROPOSED)	—	SEWER CLEAN-OUT
—	EXISTING WATER LINE	○ MH	SANITARY SEWER MANHOLE
—	FIRE HYDRANT	—	DROP INLET
—	WATER METER	—	ELECTRIC BOX
—	OVERHEAD UTILITY LINES		
—	UTILITY POLE		
—	GAS LINE		
—	FENCE LINE		



CONTROL POINT "7_M14"
NM STATE PLANE COORDINATE SYSTEM CENTRAL ZONE
N(Y) = 1,471,713.691 NAD 83 (US SURVEY FEET)
E(X) = 1,521,386.623 NAD 83 (US SURVEY FEET)
ELEV. = 4,045.9 NAVD 1988 (US SURVEY FEET)
G-G FACTOR = 0.999683545
MAPPING ANGLE = -0°13'42.01"



SITE

PLAT

PLAT OF PARCELS 2A1 AND 2A2 SUNPORT PARK SUBDIVISION (REPLAT OF PARCEL 2A, SUNPORT PARK) SECTION 33, T.10N., R.3E., N.M.P.M. ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO JUNE 2022

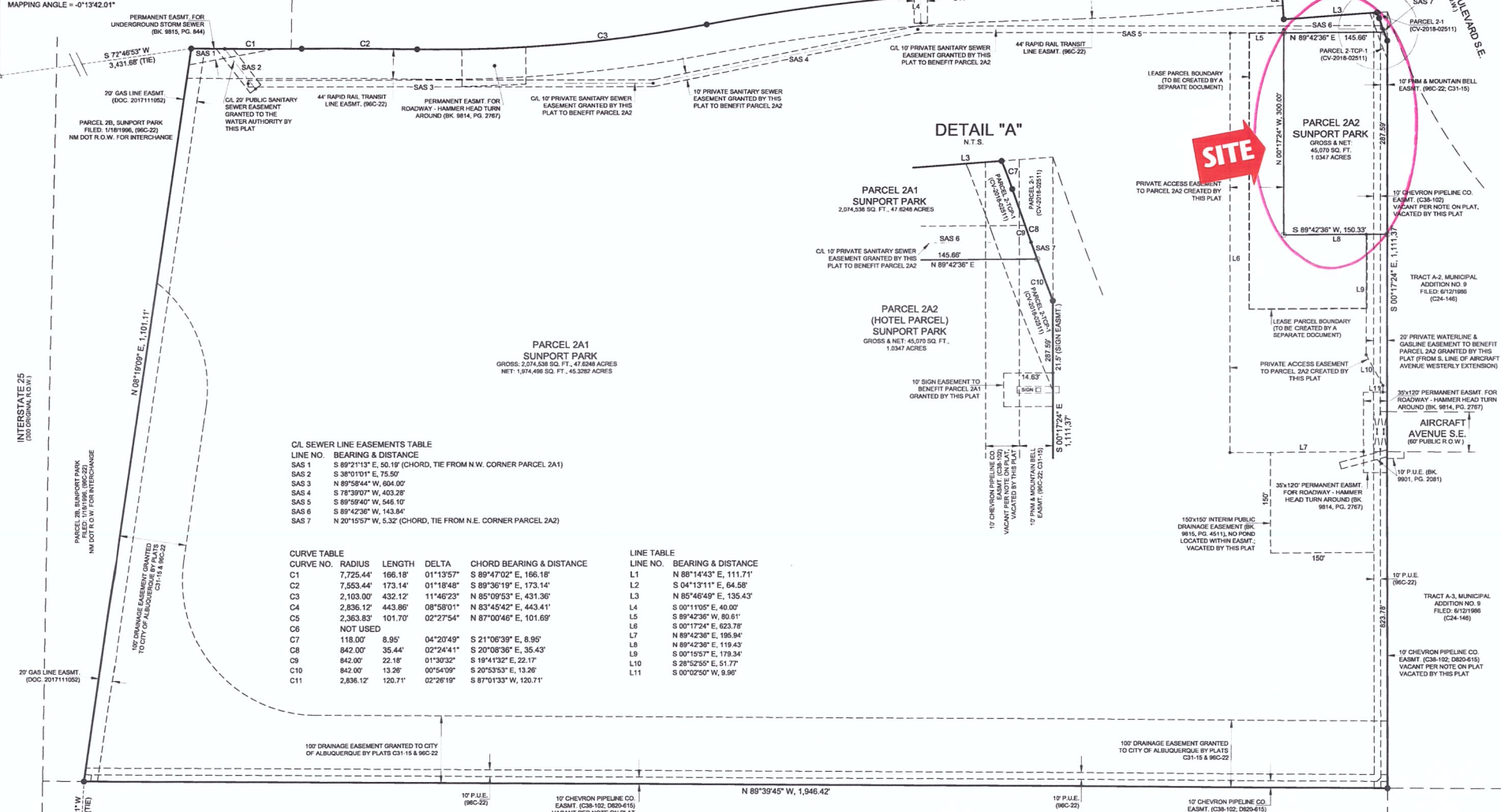


CONTROL POINT "7, M14"
NM STATE PLANE COORDINATE SYSTEM CENTRAL ZONE
(NAD 83)
E(7) = 1,471,713.601 NAD 83 (US SURVEY FEET)
E(7) = 1,521,398.623 NAD 83 (US SURVEY FEET)
ELEV. = 4,945.9 NAVD 1988 (US SURVEY FEET)
G-G FACTOR = 0.999683545
MAPPING ANGLE = -0°13'42.01"

SUNPORT BOULEVARD S.E.
(CITY OF ALBUQUERQUE
R.O.W. WIDTH VARIES)

SUNPORT BOULEVARD S.E.
(CITY OF ALBUQUERQUE
R.O.W. WIDTH VARIES)

UNIVERSITY BOULEVARD S.E.
(CITY OF ALBUQUERQUE
R.O.W. WIDTH VARIES)



INTERSTATE 25
(PUBLIC R.O.W.)

C/L SEWER LINE EASEMENTS TABLE

LINE NO.	BEARING & DISTANCE
SAS 1	S 89°21'13" E, 50.19' (CHORD, TIE FROM N.W. CORNER PARCEL 2A1)
SAS 2	S 38°01'01" E, 75.50'
SAS 3	N 89°58'44" W, 604.00'
SAS 4	S 78°39'07" W, 403.28'
SAS 5	S 89°59'40" W, 545.10'
SAS 6	S 89°42'36" W, 143.94'
SAS 7	N 20°15'57" W, 5.32' (CHORD, TIE FROM N.E. CORNER PARCEL 2A2)

CURVE TABLE

CURVE NO.	RADIUS	LENGTH	DELTA	CHORD BEARING & DISTANCE
C1	7,725.44'	166.18'	01°13'57"	S 89°47'02" E, 166.18'
C2	7,553.44'	173.14'	01°18'48"	S 89°36'19" E, 173.14'
C3	2,103.00'	432.12'	11°46'23"	N 85°09'53" E, 431.36'
C4	2,836.12'	443.86'	08°58'01"	N 83°45'42" E, 443.41'
C5	2,363.83'	101.70'	02°27'54"	N 87°00'46" E, 101.69'
C6	NOT USED			
C7	118.00'	8.95'	04°20'49"	S 21°08'39" E, 8.95'
C8	842.00'	35.44'	02°24'41"	S 20°08'38" E, 35.43'
C9	842.00'	22.18'	01°30'32"	S 19°41'32" E, 22.17'
C10	842.00'	13.26'	00°54'09"	S 20°53'53" E, 13.26'
C11	2,836.12'	120.71'	02°26'19"	S 87°01'33" W, 120.71'

LINE TABLE

LINE NO.	BEARING & DISTANCE
L1	N 89°14'43" E, 111.71'
L2	S 04°13'11" E, 64.58'
L3	N 85°46'49" E, 135.43'
L4	S 00°11'05" E, 40.00'
L5	S 89°42'36" W, 80.61'
L6	S 00°17'24" E, 623.78'
L7	N 89°42'36" E, 195.84'
L8	N 89°42'36" E, 119.43'
L9	S 00°19'57" E, 179.34'
L10	S 28°52'55" E, 51.77'
L11	S 00°02'50" W, 9.96'

CONTROL POINT "1, 25, 31"
NM STATE PLANE COORDINATE SYSTEM CENTRAL ZONE
(NAD 83)
E(1) = 1,470,324.602 NAD 83 (US SURVEY FEET)
E(1) = 1,524,369.989 NAD 83 (US SURVEY FEET)
ELEV. = 4,945.9 NAVD 1988 (US SURVEY FEET)
G-G FACTOR = 0.999677036
MAPPING ANGLE = -0°13'21.38"

UNPLATTED LANDS OF THE
UNIVERSITY OF NEW MEXICO