



**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: <i>peter butterfield</i></p>   | <p>Date: 5/12/21</p>   |
| <p>Printed Name: Peter Butterfield</p>   | <p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p> |
| <p><b>FOR OFFICIAL USE ONLY</b></p>  |  |
| <p>Project Number: PR-2019-002664</p>  | <p>Case Numbers: SI-2021-00783</p>   |
| <p>Staff Signature:</p>  |   |
| <p>Date:</p>   |  |

## Letter of Authorization

May 13, 2021

To whom it may concern:

I hereby authorize Peter Butterfield to act on behalf of and represent 6531 Paradise, LLC in pursuit of a minor site plan amendment and any other approvals required for the property located at 6531 Paradise Blvd NW, Albuquerque, NM 87114. This authorization is effective May 13, 2021.

If you have any questions or concerns regarding this matter, please feel free to contact me at 505-585-5700 or email me at [mattsreeves@gmail.com](mailto:mattsreeves@gmail.com).

Kind regards,

A handwritten signature in black ink, appearing to read "Matt Reeves". The signature is stylized and cursive.

Matt Reeves  
6531 Paradise, LLC



# **peter butterfield architect**


• 505 514 1364 • 13013 Glenwood Hills Ct. NE • Albuquerque New Mexico 87111 •

May 14, 2021

RE: Minor Amendment to Site Plan DRB approval 10000290  
Lot G2C  
Subdivision Ventana Square at Ventana Ranch

To Whom It May Concern

We are requesting a Minor Amendment to a site plan per IDO 6-4(Z)(1)(a). The applicant is reducing the paved area 891 s.f. of an existing paved area of 16,060 square feet for a total change of 5.5%. Additionally the trash enclosure is being relocated from a location near the main entry door, an additional 515 square feet of landscape is being added and an existing sitting porch is being enlarged by 260 s.f.



Peter Butterfield, Architect







EXISTING COUNTRYHILLS SUBDIVISION  
ZONING R-LT TRACT 7A

TRACT F-1  
Zoning R-LT

FUTURE CITY  
COMMUNITY PARK

Natural Basalt and Soil Cement Drainage Conveyance

TRACT Z  
AMAFCA  
DRAINAGE  
FACILITY

LEGEND

EXISTING.  
LIGHT POST.  
F.H.

**BUILDING AREA & PARKING CALCULATIONS**  
 MAJOR 1: 41,450 SF. BUILDING.  
 LOT SIZE = 234,301 SF OR 5.38 AC.  
 41,450 SF / 1 SPACE PER 200 SF FOR THE FIRST  
 15,000 SF OF NET LEASABLE AREA; 75 CARS,  
 1 SPACE PER 250 SF FOR THE NEXT 26,450 SF  
 OF NET LEASABLE AREA; 106 CARS  
 = 181 CARS  
 SPACES PROVIDED 181 SPACES.  
 FAR = .17  
 OCCUPANT LOAD: 41,450 / 30 = 1,382  
 SHOPS 1: 11,600 SF. BUILDING.  
 LOT SIZE = 48,127 SF OR 1.10 AC.  
 11,600 SF / 200 = 58 SPACES.  
 SPACES PROVIDED 58 SPACES.  
 FAR = .24  
 OCCUPANT LOAD: 11,600 / 30 = 387  
 PAD 1: 2,005 SF. BUILDING.  
 LOT SIZE = 31,266 SF OR 7.18 AC.  
 1 CAR PER 4 PROVIDED SEATS  
 48 SEATS / 4 = 12 REQ. CARS.  
 SPACES PROVIDED 31 SPACES.  
 FAR = .06  
 OCCUPANT LOAD: 2,005 / 15 = 134  
 PAD 2: 2,763 SF. BUILDING.  
 LOT SIZE = 34,457 SF OR 7.88 AC.  
 1 CAR PER 4 PROVIDED SEATS  
 80 SEATS / 4 = 20 REQ. CARS.  
 SPACES PROVIDED 42 SPACES.  
 FAR = .07  
 OCCUPANT LOAD: 2,763 / 15 = 185  
 SHOPS 2: 10,500 SF. BUILDING.  
 LOT SIZE = 47,748 SF OR 1.05 AC.  
 10,500 SF / 200 = 53 SPACES.  
 SPACES PROVIDED 57 SPACES.  
 FAR = .12  
 OCCUPANT LOAD: 10,500 / 30 = 350  
**FLOOR AREA RATIO**  
 BUILDING SQUARE FOOTAGE MAY BE HIGHER, BUT SHALL NOT EXCEED 10,000  
 SQ/FT PER GROSS ACRE IN ACCORDANCE WITH THE MAY 31, 1998 AGREEMENT  
 TOTAL BUILDING AREA = 68,818 S.F. + 3,835 S.F. = 72,653 S.F.  
 TOTAL LOT AREA = 237,832 SQ/FT  
 TOTAL FAR = .17  
**PARKING NOTES:**  
 TYPICAL STANDARD SPACES ARE 8'-0" X 20'-0" H.C. SPACE 8'-0" X 20'-0"  
 SMALL CARS SPACES ARE 8'-0" X 18'-0"  
 ALL SPACES ARE STANDARD SIZE UNLESS OTHERWISE NOTED.  
 10 BICYCLE SPACES.  
 10 MOTORCYCLE SPACES.  
 TOTAL STANDARD PARKING SPACES PROVIDED 318 SPACES + 3 = 322 PROVIDED PARKING SPACES  
 TOTAL SMALL CARS PARKING SPACES PROVIDED 23 SPACES  
 TOTAL H.C. PARKING SPACES PROVIDED (INCLUDING 10 BICYCLE SPACES) 27 SPACES + 2 = 29 PROVIDED  
 TOTAL PROVIDED SPACES TOTAL SPACES PROVIDED 374  
 TOTAL REQUIRED SPACES = 374 SPACES  
 TOTAL PROVIDED SPACES = 374 SPACES

TRACTS G FOR SUBDIVISION  
LEGAL DESCRIPTION

TRACTS G AT VENTANA SQUARE  
CURRENT ZONING  
C-2 TO SU-1 FOR C-2  
TOTAL ACREAGE  
12.68 ACRES (TOTAL GROSS). TO INCLUDE G-1, G-2, G-3,  
G-4, G-5 AND G-6  
PEDESTRIAN AND VEHICULAR  
CIRCULATION

See sheet A.1.1 for pedestrian and vehicular connections to the surrounding  
Ventana Ranch road and trail system.

INTERNAL CIRCULATION

See sheet A1.2 for internal circulation

BUILDING HEIGHTS AND SETBACKS

The maximum height of buildings within tract G shall be 35'-0" See plan A-1.1 for  
additional restrictions. Setbacks are shown on sheet A1.2.

FLOOR AREA RATIOS

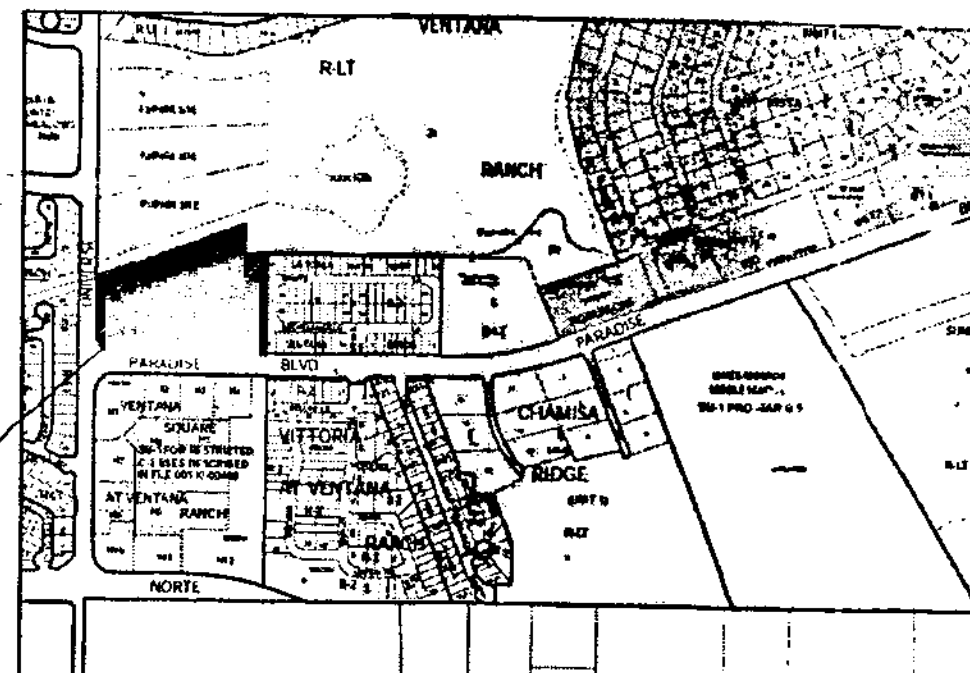
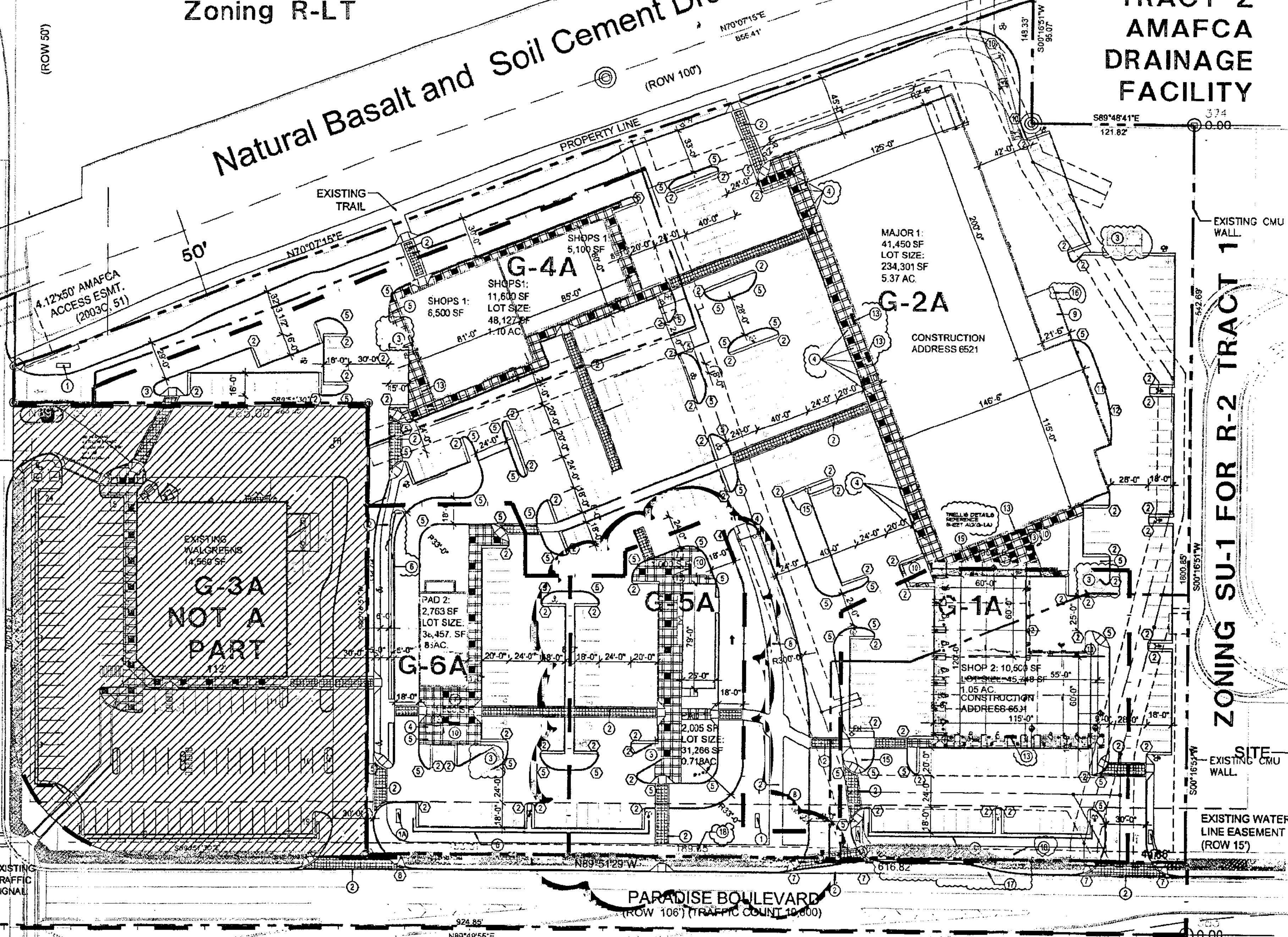
The overall FAR for tract G shall not exceed 10,000sq/ft per gross acre in  
accordance with the May 31, 1998 agreement with the City of Albuquerque

LANDSCAPE

See sheet L1 and L2

| REV | DATE | BY | REVISION |
|-----|------|----|----------|
| 1   |      |    |          |
| 2   |      |    |          |
| 3   |      |    |          |
| 4   |      |    |          |
| 5   |      |    |          |

GEORGE RAINHART, ARCHITECT AND ASSOCIATES P.C.  
2325 SAN PEDRO NE., SUITE 2-B  
ALBUQUERQUE, NEW MEXICO 87110  
PHONE (505) 884-9110 FAX (505) 837-9877



7 VICINITY PLAN  
SCALE: 1" = 1,000'

1 SITE PLAN  
Scale: 1" = 50'-0"  
50' 0 50' 100'  
scale feet

WE ARE REQUESTING TO  
INCREASE THE SQUARE FOOTAGE  
FROM 2,005 S.F. TO 7,840 S.F.  
SU-1 FOR C2 PURPOSES

- RADIUS INFORMATION:**
- ① RADIUS = 2'-0"
  - ② RADIUS = 3'-0"
  - ③ RADIUS = 5'-0"
  - ④ RADIUS = 10'-0"
  - ⑤ RADIUS = 15'-0"
  - ⑥ RADIUS = 20'-0"
  - ⑦ RADIUS = 25'-0"
  - ⑧ RADIUS = 35'-0"
  - ⑨ RADIUS = 40'-0"
  - ⑩ RADIUS = 50'-0"
  - ⑪ RADIUS = 60'-0"
  - ⑫ RADIUS = 100'-0"

- KEYED NOTES:**
1. PYLON SIGN.
  2. 6'-0" RAISED/TEXTURED PEDESTRIAN CROSSWALK.
  3. GATED REFUSE ENCLOSURE-PAINTED STUCCO TO MATCH BUILDING WITH SOLID GATES.
  4. 6'-0" X 6'-0" TREE PLANTERS.
  5. BIKE RACK PER C.O.A. STANDARDS.
  6. 2'-8" GARDEN WALL.
  7. CONCRETE OUT DOOR PATIO AREA.
  8. ASPHALT TRAIL.
  9. DOCK METAL.
  10. LANDSCAPE AREA.

LEGEND  
EXISTING.  
LIGHT POST.  
F.H.

PROJECT NUMBER: 1002346  
APPLICATION NUMBER: 05 DRB-01430

This plan is consistent with the specific site development plan approved by the  
Environmental Planning Commission (EPC) on \_\_\_\_\_ and the  
the findings and conditions in the Official Resolution of Decision are satisfied  
is an Infrastructure List requirement? ( ) YES (X) NO If yes, then a set of  
approved DRD plans with a work order is required for any construction within  
Public Right-of-Way or for construction of public improvements

**DRB SITE DEVELOPMENT PLAN SIGNOFF APPROVAL**

|   |  |
|---|--|
| <i>William G. Daler</i><br>Traffic Engineering, Transportation Division<br>Date: 12-20-05 | <i>Christina Sandora</i><br>Public and Recreation Department<br>Date: 12/14/05 |
| <i>Bradley G. G...</i><br>City Engineer<br>Date: 12/14/05                                 | <i>N/A</i><br>Environmental Health Department<br>Date:                         |
| <i>N/A</i><br>Public Works Department<br>Date:  | <i>N/A</i><br>DRB Chairperson, Planning Department<br>Date: 12/14/05           |

\* Environmental Health, if necessary

10531 Paradise Blvd NW

PROJECT TITLE  
VENTANA SQUARE.  
DRB UNLICENSED PARADISE  
ALBUQUERQUE, NEW MEXICO

PROJECT MANAGER  
GEORGE RAINHART

DRAWN BY  
APZ

JOB NO.  
882

SHEET TITLE  
SITE PLAN, SUBDIVISION.

DATE:  
072305

SCALE:  
1"=50'

SHEET:  
A1.2

97433001



FUTURE CITY COMMUNITY PARK

TRACT F-I  
Zoning R-LT

Natural Basalt and Soil Cement Drainage Conveyance

TRACT Z  
AMAFCA  
DRAINAGE  
FACILITY

LEGEND  
EXISTING.  
LIGHT POST.  
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 OCCUPANT LOAD: 41,450 / 30 = 1,382  
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 LOT SIZE = 38,457 SF OR .88 AC.  
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 TOTAL STANDARD PARKING SPACES PROVIDED 318 SPACES + 3 = 321 PROVIDED PARKING SPACES  
 TOTAL SMALL CARS PARKING SPACES PROVIDED 23 SPACES  
 TOTAL H.C. PARKING SPACES PROVIDED (INCLUDES 5 MIN SPACES) 27 SPACES + 2 = 29 H.C. PARKING SPACES  
 TOTAL PROVIDED 388 SPACES TOTAL PROVIDED 274 SPACES  
 TOTAL REQUIRED SPACES = 324 SPACES  
 TOTAL PROVIDED SPACES = 347 SPACES

**TRACTS G FOR SUBDIVISION**  
**LEGAL DESCRIPTION**  
 TRACTS G AT VENTANA SQUARE  
 CURRENT ZONING  
 C-2 TO SU-1 FOR C-2  
 TOTAL ACREAGE  
 12.68 ACRES (TOTAL GROSS). TO INCLUDE G-1, G-2, G-3, G-4, G-5 AND G-6  
**PEDESTRIAN AND VEHICULAR CIRCULATION**  
 See sheet A1.1 for pedestrian and vehicular connections to the surrounding Ventana Ranch road and trail system.  
**INTERNAL CIRCULATION**  
 See sheet A1.2 for internal circulation  
**BUILDING HEIGHTS AND SETBACKS**  
 The maximum height of buildings within tract G shall be 35'-0" See plan A-1.1 for additional restrictions Setbacks are shown on sheet A1.2.  
**FLOOR AREA RATIOS**  
 The overall FAR for tract G shall not exceed 10,000sq/ft per gross acre in accordance with the May 31, 1998 agreement with the City of Albuquerque  
**LANDSCAPE**  
 See sheet L1 and L2

| REV | DATE | BY | REVISION |
|-----|------|----|----------|
| 1   |      |    |          |
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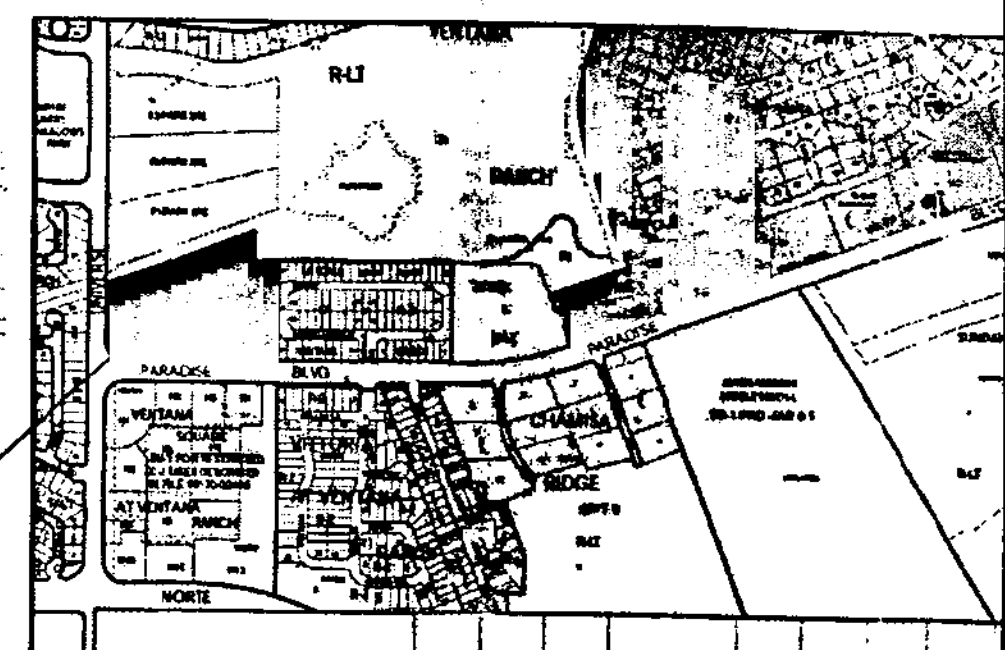
EXISTING COUNTRYHILLS SUBDIVISION  
ZONING R-LT TRACT 7A

UNIVERSE BOULEVARD  
(ROW 88) (TRAFFIC COUNT 9,000)

EXISTING CMU WALL  
ZONING SU-1 FOR R-2 TRACT 1

EXISTING CMU WALL  
ZONING SU-1 FOR R-2 TRACT 1

EXISTING WATER LINE EASEMENT  
(ROW 15)



7 VICINITY PLAN  
SCALE: 1" = 1,000'

**ADMINISTRATIVE AMENDMENT**  
 File # 100-1001 Project # 1002346  
 Tract G-2-C: 5840 sq. ft.  
 retail building.  
 Approved by: [Signature] DATE: 10 Aug 09

- RADIUS INFORMATION:**
- ① RADIUS = 2'-0"
  - ② RADIUS = 3'-0"
  - ③ RADIUS = 5'-0"
  - ④ RADIUS = 10'-0"
  - ⑤ RADIUS = 15'-0"
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- KEYED NOTES**
1. PYLON SIGN.
  2. 6'-0" RAISED/TEXTURED PEDESTRIAN CROSSWALK.
  3. GATED REFUSE ENCLOSURE-PAINTED STUCCO TO MATCH BUILDING WITH SOLID GATES.
  4. 6'-0"X6'-0" TREE PLANTERS.
  5. BIKE RACK PER C.O.A. STANDARDS.
  6. 2'-6" GARDEN WALL.
  7. CONCRETE OUT DOOR PATIO AREA.
  8. ASPHALT TRAIL.
  9. DOCK METAL.
  10. LANDSCAPE AREA.

LEGEND  
EXISTING.  
LIGHT POST.  
F.H.

PROJECT NUMBER: 1002346  
 APPLICATION NUMBER: 05 DRB-01930  
 This plan is consistent with the specific site development plan approved by the Environmental Planning Commission (EPC) on [Date] and the findings and conditions in the Official Notification of Decision are satisfied.  
 Is an Infrastructure List required? ( ) YES (X) NO If yes, then a set of approved DRG plans with a work order is required for any construction within Public Right-of-Way or for construction of public improvements.  
**DRB SITE DEVELOPMENT PLAN SIGNOFF APPROVAL**  
 Traffic Engineering/Transportation Division: [Signature] Date: 12-20-05  
 Water Utility Department: [Signature] Date: 12/14/05  
 Parks and Recreation Department: [Signature] Date: 12/14/05  
 City Engineer: [Signature] Date: [Date]  
 Environmental Health Department: [Signature] Date: [Date]  
 Solid Waste Management: [Signature] Date: [Date]  
 DRB Chairperson, Planning Department: [Signature] Date: 12/14/05  
 \* Environmental Health, if necessary



GEORGE RAINHART, ARCHITECT AND ASSOCIATES P.C.  
 2325 SAN PEDRO NE., SUITE 2-B  
 ALBUQUERQUE, NEW MEXICO 87110  
 PHONE (505) 884-9110 FAX (505) 837-9877

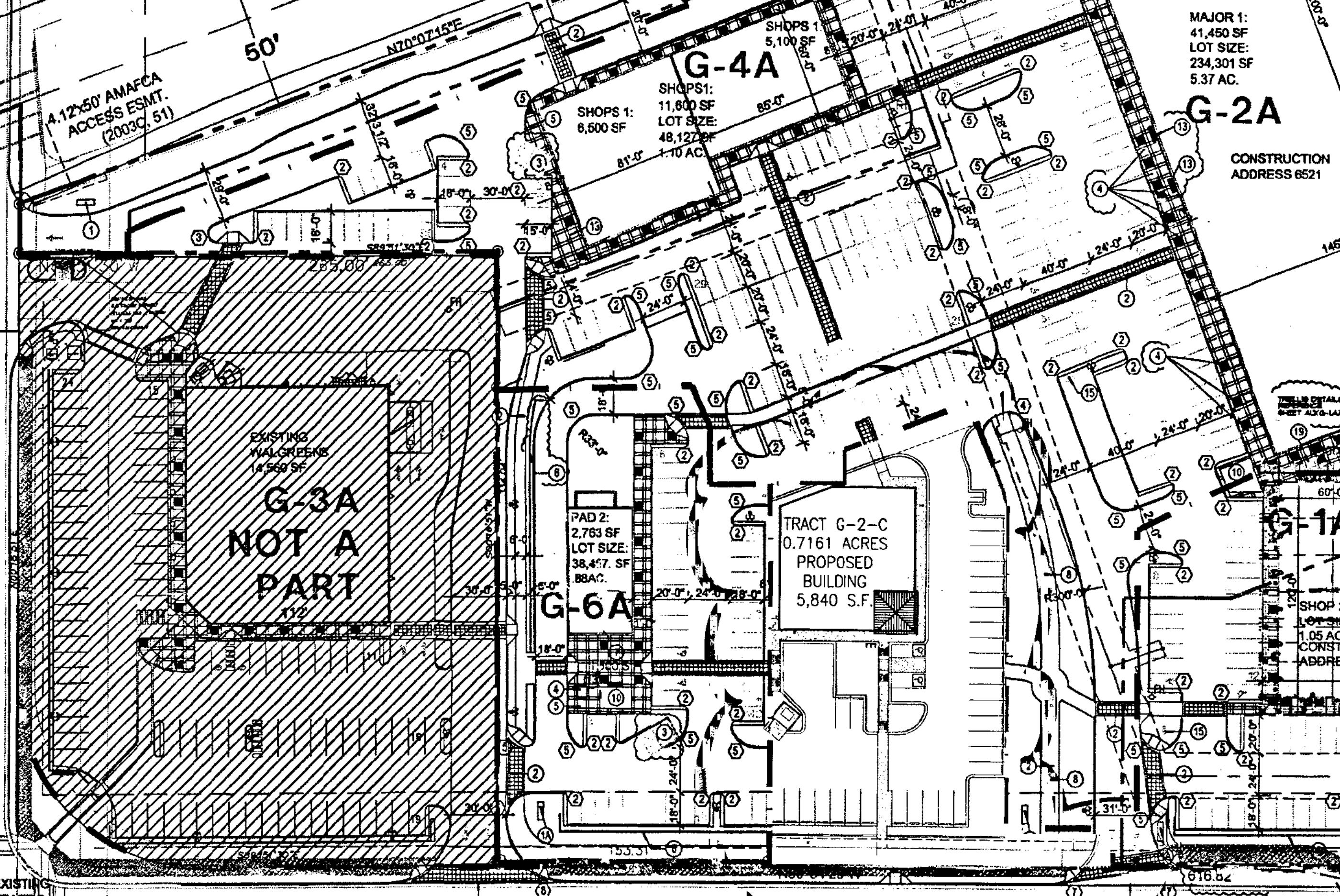
PROJECT TITLE: VENTANA SQUARE.  
 (NEO UNIVERSE & PARADISE ALBUQUERQUE, NEW MEXICO)  
 PROJECT NUMBER: [Blank]  
 SHEET NUMBER: [Blank]  
 DRAWN BY: APZ  
 JOB NO.: [Blank]  
 DATE: [Blank]  
 SHEET TITLE: SITE PLAN, SUBDIVISION.

DATE: 072305  
 SCALE: 1"=50'  
 A1.2

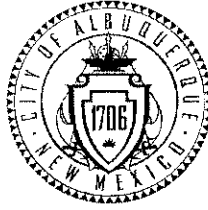
1002346

1 SITE PLAN  
Scale: 1" = 50'-0"  
feet

SU-1 FOR C2 PURPOSES







City of Albuquerque  
Planning Department  
Development Services Division  
P.O. Box 1293  
Albuquerque, New Mexico 87103

Date: February 20, 2004

**OFFICIAL NOTIFICATION OF DECISION**

FILE: **Project # 1000390\***  
03EPC-02182 EPC Site Development Plan-Building  
Permit

Las Ventanas Ltd. Partnership  
c/o Sandia Properties  
10 Tramway Lp.  
Albuq. NM 87122

**LEGAL DESCRIPTION:** for all or a portion of Lot(s) H1,H2,H3,H4, **Ventana Square at Ventana Ranch**, zoned SU-1 for Restricted C-2 Uses, located on the NE corner of PARADISE BLVD. and UNIVERSE BLVD. NW, between PARADISE BLVD. NW and PASEO DEL NORTE BLVD. NW, containing approximately 5 acre(s). (B-10) Deborah Stover, Staff Planner

On February 19, 2004 the Environmental Planning Commission voted to approve Project 1000390/ 03EPC 02182, a request for site development plan for building permit, for Lots H1, H2, H3 and H4, Ventana Square at Ventana Ranch, based on the following Findings and subject to the following Conditions:

**FINDINGS:**

1. This is a request for a site development plan for building permit for a 4.49-acre site located on the southeast corner of Paradise Boulevard and Universe Boulevard NW. This proposal includes a convenience store, drive-through restaurant, a bank and retail shops.
2. The site is located in the Ventana Ranch area, which is largely a master Planned residential community. This site was reserved for commercial uses.
3. The request meets the intent *Albuquerque/Bernalillo County Comprehensive Plan* for the following reasons:





## OFFICIAL NOTICE OF DECISION

CITY OF ALBUQUERQUE  
PLANNING DEPARTMENT  
DEVELOPMENT REVIEW BOARD

January 4, 2017

**Project# 1000032**

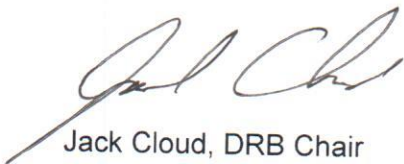
16DRB-70398 PRELIMINARY PLAT

16DRB-70402 VACATION OF PRIVATE BLANKET DRAINAGE EASEMENT

RETAIL SOUTHWEST DEVELOPMENT LLC agents for REDSHAMROCK 10 LLC request the referenced/ above actions for Tract X-1-A2, **UNIVERSITY OF ALBUQUERQUE URBAN CENTER** zoned SU-3, located on the NW corner of COORS BLVD NW and ST JOSEPH'S DR NW containing approximately 21 acres. (G-11) [*Deferred from 10/19/16, 11/9/16, 11/30/16, 12/21/16*]

At the January 4, 2017 Development Review Board meeting, with the signing of the infrastructure list dated 1/4/17, and with an approved grading and drainage plan engineer stamp dated 12/29/16 the preliminary plat was approved. The vacation was approved as shown on exhibit b in the planning file per section 14-14-7-2(a) (1) and (b) (1)(3) of the subdivision ordinance.

Please note that a Preliminary Plat approval date is the date of the DRB action plus the 15-day appeal period. The Preliminary Plat approval is effective one year from that date. The DRB must take action on the Preliminary Plat approval is null and void. (REF: Chapter 14 Article 14 Part 3-4 (E) Revised Ordinance.)



Jack Cloud, DRB Chair