



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

<b>SUBDIVISIONS</b>	<input type="checkbox"/> Final Sign off of EPC Site Plan(s) (Form P2)	
<input type="checkbox"/> Major – Preliminary Plat (Form P1)	<input type="checkbox"/> Amendment to Site Plan (Form P2)	<input type="checkbox"/> Vacation of Public Right-of-way (Form V)
<input type="checkbox"/> Minor – Preliminary/Final Plat (Form S2)	<b>MISCELLANEOUS APPLICATIONS</b>	<input type="checkbox"/> Vacation of Public Easement(s) DRB (Form V)
<input type="checkbox"/> Major - Final Plat (Form S1)	<input type="checkbox"/> Extension of Infrastructure List or IIA (Form S1)	<input type="checkbox"/> Vacation of Private Easement(s) (Form V)
<input type="checkbox"/> Amendment to Preliminary Plat (Form S2)	<input type="checkbox"/> Minor Amendment to Infrastructure List (Form S2)	<b>PRE-APPLICATIONS</b>
<input type="checkbox"/> Extension of Preliminary Plat (Form S1)	<input type="checkbox"/> Temporary Deferral of SW (Form V2)	<input type="checkbox"/> Sketch Plat Review and Comment (Form S2)
	<input type="checkbox"/> Sidewalk Waiver (Form V2)	
<b>SITE PLANS</b>	<input type="checkbox"/> Waiver to IDO (Form V2)	<b>APPEAL</b>
<input checked="" type="checkbox"/> DRB Site Plan (Form P2)	<input type="checkbox"/> Waiver to DPM (Form V2)	<input type="checkbox"/> Decision of DRB (Form A)
<b>BRIEF DESCRIPTION OF REQUEST</b>		
Site Plan for conversion of hotel to multi-family residential use.		

<b>APPLICATION INFORMATION</b>		
Applicant: Mountain Classic Real Estate		Phone:
Address: 461 East 200 South, Suite 102		Email:
City: Salt Lake City	State: UT	Zip: 84111
Professional/Agent (if any): Consensus Planning, Inc.		Phone: (505) 764-9801
Address: 302 8th Street NW		Email: cp@consensusplanning.com
City: Albuquerque	State: NM	Zip: 87102
Proprietary Interest in Site:	List all owners:	
<b>SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)</b>		
Lot or Tract No.: Tract 4-B1	Block:	Unit:
Subdivision/Addition: Horne Development Addition	MRGCD Map No.:	UPC Code: 102105706741220105
Zone Atlas Page(s): K-21	Existing Zoning: MX-M	Proposed Zoning: No Change
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (Acres): 5.043 acres
<b>LOCATION OF PROPERTY BY STREETS</b>		
Site Address/Street: 25 Hotel Circle NE	Between: Lomas Blvd	and: Interstate 40
<b>CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)</b>		
Project #1003119 and PR-2020-004820		

<b>Signature:</b>	<b>Date:</b> 12/18/20
<b>Printed Name:</b> James K. Strozier, FAICP	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

<b>FOR OFFICIAL USE ONLY</b>					
Case Numbers	Action	Fees	Case Numbers	Action	Fees
SI-2020-01468	SP-DRB	\$570			
Meeting Date: January 13, 2021				Fee Total: \$570	
Staff Signature: <i>Vanessa A Segura</i>			Date: 12/18/2020	Project # PR-2020-004620	

**FORM P2: SITE PLAN – DRB**

**Please refer to the DRB public meeting schedules for meeting dates and deadlines. Your attendance is required.**

A Single PDF file of the complete application including all 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. PDF shall be organized with the Development Review Application and this Form P2 at the front followed by the remaining documents in the order provided on this form.

**SITE PLAN – DRB**

**MAJOR AMENDMENT TO SITE PLAN – DRB**

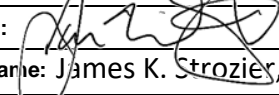
**EXTENSION OF SITE PLAN – DRB**

- Interpreter Needed for Hearing? No if yes, indicate language: \_\_\_\_\_
- PDF of application as described above
- Zone Atlas map with the entire site clearly outlined and labeled
- Letter of authorization from the property owner if application is submitted by an agent
- Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*
- Signed Traffic Impact Study (TIS) Form
- Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information *(not required for Extension)*
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(G)(3)
- Explanation and justification of requested deviations, if any, in accordance with IDO Section 14-16-6-4(O)  
*Note: If requesting more than allowed by deviation, a Variance – ZHE or Variance – DRB will be required, as applicable.*
- Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B) *(not required for Extension)*
- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
  - Office of Neighborhood Coordination neighborhood meeting inquiry response
  - Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
- N/A If a meeting was requested or held, copy of sign-in sheet and meeting notes
- Sign Posting Agreement
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - Office of Neighborhood Coordination notice inquiry response
  - Copy of notification letter and proof of first class mailing
  - Proof of emailed notice to affected Neighborhood Association representatives
  - Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by Planning Department or created by applicant, copy of notifying letter, and proof of first class mailing
- Completed Site Plan Checklist
- Site Plan and related drawings (7 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
- Copy of the original approved Site Plan or Master Development Plan *(for amendments only)* (1 copy, 24" x 36")
- Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
- N/A Landfill disclosure statement per IDO Section 14-16-5-2(G) if site is within a designated landfill buffer zone
- Infrastructure List, if required


**FINAL SIGN-OFF FOR MASTER DEVELOPMENT PLANS AND SITE PLANS – EPC**

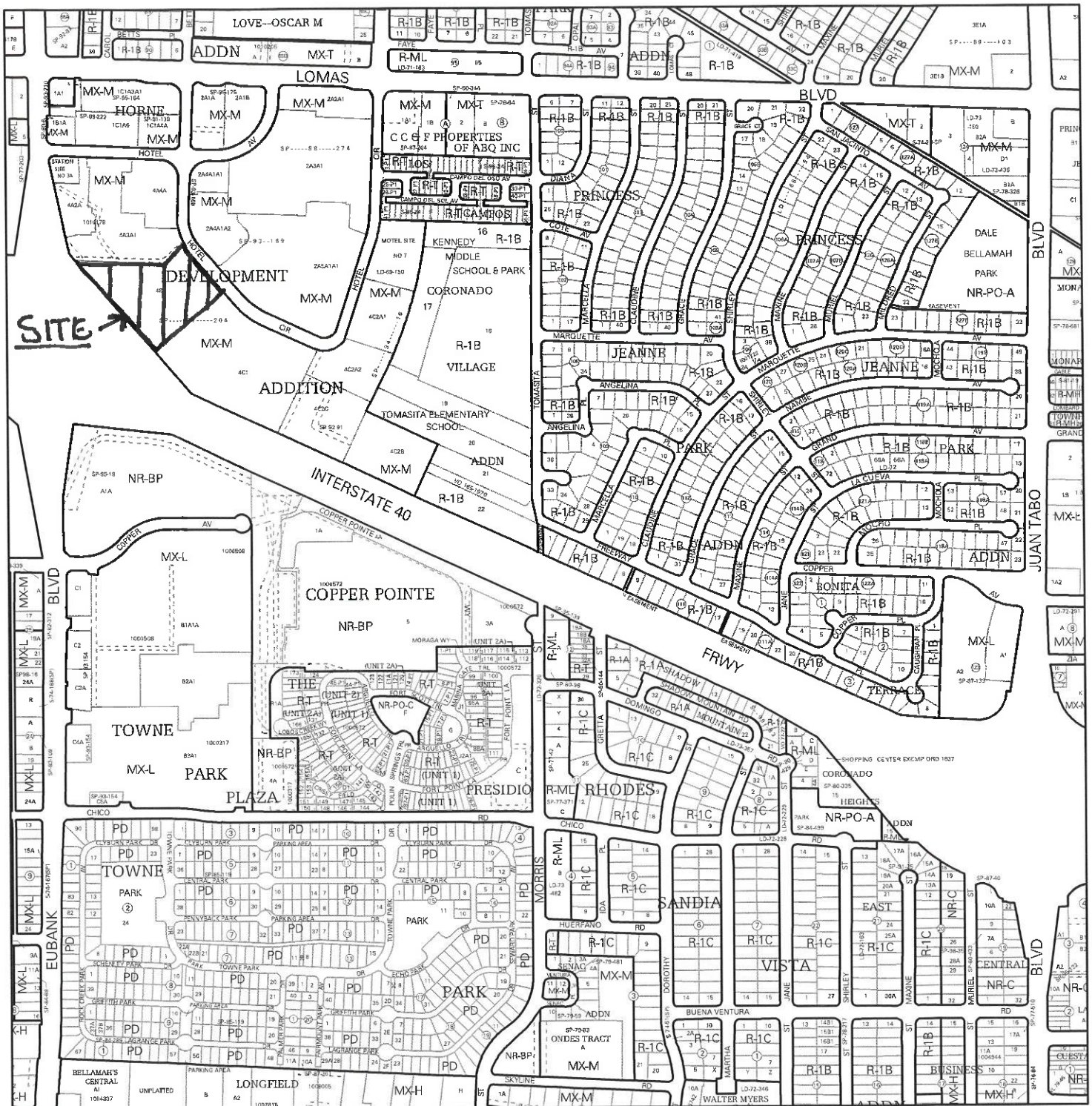
- \_\_\_ Interpreter Needed for Hearing? \_\_\_ if yes, indicate language: \_\_\_\_\_
- \_\_\_ PDF of application as described above
- \_\_\_ Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ Solid Waste Department signature on Site Plan
- \_\_\_ Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information
- \_\_\_ Approved Grading and Drainage Plan
- \_\_\_ Copy of Site Plan with Fire Marshal's stamp, i.e. "Fire 1" plan *(not required for Master Development Plans)*
- \_\_\_ Copy of EPC Notice of Decision and letter explaining how each EPC condition has been met
- \_\_\_ Site Plan and related drawings (7 copies, 24" x 36" folded to fit into an 8.5" x 14" pocket)
- \_\_\_ Site Plan and related drawings reduced to 8.5" x 11" format (1 copy)
- \_\_\_ Infrastructure List, if required

***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, if required, or otherwise processed until it is complete.***

<b>Signature:</b> 	<b>Date:</b> 12/18/20
<b>Printed Name:</b> James K. Strozier, FAICP	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

**FOR OFFICIAL USE ONLY**

Case Numbers:	Project Number:	
SI-2020-01468	PR-2020-004604	
Staff Signature: <i>Vanessa A Segura</i>		
Date: 12/18/2020		



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:  
K-21-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

0 250 500 1,000 Feet



December 4, 2020

Jolene Wolfley, Chair  
Development Review Board  
City of Albuquerque  
600 Second Street NW  
Albuquerque, New Mexico 87102

RE: 25 Hotel Circle NE – Apartment Conversion Site Plan – DRB

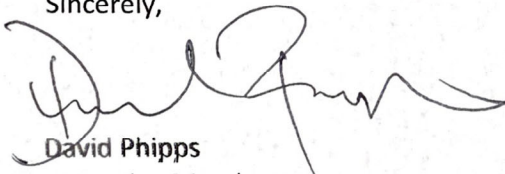
Dear Chair Wolfley:

The purpose of this letter is to authorize Consensus Planning, Inc. to act as our agent for a Site Plan – DRB approval for the property located at 25 Hotel Circle NE.

The property is legally described as Tract 4B1, Home Development Addition.

Mountain Classic Real Estate is the contract purchaser of the property. Thank you for your consideration.

Sincerely,



David Phipps  
Managing Member  
Mountain Classic Real Estate

\$570

PR-2020-00



December 4, 2020

Jolene Wolfley, Chair  
Development Review Board  
City of Albuquerque  
600 Second Street NW  
Albuquerque, New Mexico 87102

RE: 25 Hotel Circle NE – Apartment Conversion Site Plan – DRB



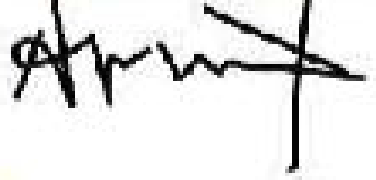
Dear Chair Wolfley:

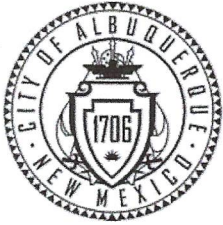
The purpose of this letter is to authorize Consensus Planning, Inc. to act as our agent for a Site Plan – DRB approval on behalf of Mountain Classic Real Estate for our property located at 25 Hotel Circle NE.

The property is legally described as Tract 4B1, Horne Development Addition.

Amerstone Investments, LLC is the owner of the property. Thank you for your consideration.

Sincerely,

  12/09/2020  
  
12/9/2020 11:05:14 AM MST  
Managing Member  
Amerstone Investments, LLC



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

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

**DATE:** December 11, 2020

**SUBJECT:** Albuquerque Archaeological Ordinance - Compliance Documentation

**Case Number(s):** PR-2020-004820  
**Agent:** Consensus Planning, Inc.  
**Applicant:** Mountain Classic Real Estate  
**Legal Description:** Tract 4-B-1, Home Development Addition  
**Zoning:** MX-M  
**Acreage:** 5.043 acres  
**Zone Atlas Page(s):** K-21-Z

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

**SUPPORTING DOCUMENTATION:**

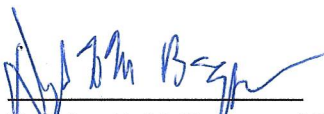
Historic Google Earth images

**SITE VISIT:** N/A

**RECOMMENDATIONS:**

The property has been developed since prior to 1991.  
Therefore: CERTIFICATE OF NO EFFECT ISSUED-under 6-5(A) (3)(a) criterion 2 "The property has been disturbed through previous land use"

**SUBMITTED BY:**

  
\_\_\_\_\_  
Douglas H. M. Boggess, MA, RPA Date  
Senior Principal Investigator  
Acting City Archaeologist  
Lone Mountain Archaeological Services, Inc.

**SUBMITTED TO:**

Russell Brito, Planning Manager  
City of Albuquerque Planning Department



# City of Albuquerque

Planning Department  
Development Review Services Division

## Traffic Scoping Form (REV 07/2020)

**Project Title:** Ramada Apartment Conversion

Building Permit #: \_\_\_\_\_ Hydrology File #: K21D015

Zone Atlas Page: K-21 DRB#: 1003119 (New TBD) EPC#: \_\_\_\_\_ Work Order#: \_\_\_\_\_

Legal Description: Tract 4-B1, Horne Development Addition

Development Street Address: 25 Hotel Circle NE

**Applicant:** Mountain Classic Real Estate (Agent: Consensus Planning, Inc.) Contact: Michael Vos, AICP

Address: 302 8th Street NW, Albuquerque, NM 87102

Phone#: (505) 764-9801 Fax#: \_\_\_\_\_

E-mail: vos@consensusplanning.com

### Development Information

Build out/Implementation Year: Begin work in 2021 Current/Proposed Zoning: MX-M

Project Type: New: ( ) Change of Use: (X) Same Use/Unchanged: ( ) Same Use/Increased Activity: ( )

Proposed Use (mark all that apply): Residential: (X) Office: ( ) Retail: ( ) Mixed-Use: ( )

Describe development and Uses:

Change of use to convert existing hotel uses to multi-family residential.

Days and Hours of Operation (if known): \_\_\_\_\_

### Facility

Building Size (sq. ft.): \_\_\_\_\_

Number of Residential Units: 206 dwelling units

Number of Commercial Units: \_\_\_\_\_

### Traffic Considerations

ITE Trip Generation Land Use Code Multifamily Residential (Low-Rise) (220)

Expected Number of Daily Visitors/Patrons (if known):\* \_\_\_\_\_

Expected Number of Employees (if known):\* \_\_\_\_\_

Expected Number of Delivery Trucks/Buses per Day (if known):\* \_\_\_\_\_

Trip Generations during PM/AM Peak Hour (if known):\* AM 81 trips, PM 110 trips

Driveway(s) Located on: Street Name Hotel Circle NE





TRAFFIC ENGINEER

DATE

---

### **Submittal**

The Scoping Form must be submitted as part of any building permit application, DRB application, or EPC application. See the Development Process Manual Chapter 7.4 for additional information.

Submit by email to [plndrs@cabq.gov](mailto:plndrs@cabq.gov) and to the City Traffic Engineer [mgrush@cabq.gov](mailto:mgrush@cabq.gov). Call 924-3362 for information.

### **Site Plan/Traffic Scoping Checklist**

Site plan, building size in sq. ft. (show new, existing, remodel), to include the following items as applicable:

1. Access -- location and width of driveways
2. Sidewalks (Check DPM and IDO for sidewalk requirements. Also, Centers have wider sidewalk requirements.)
3. Bike Lanes (check for designated bike routes, long range bikeway system) ([check MRCOG Bikeways and Trails in the 2040 MTP map](#))
4. Location of nearby multi-use trails, if applicable ([check MRCOG Bikeways and Trails in the 2040 MTP map](#))
5. Location of nearby transit stops, transit stop amenities (eg. bench, shelter). Note if site is within 660 feet of premium transit.
6. Adjacent roadway(s) configuration (number of lanes, lane widths, turn bays, medians, etc.)
7. Distance from access point(s) to nearest adjacent driveways/intersections.
8. Note if site is within a Center and more specifically if it is within an Urban Center.
9. Note if site is adjacent to a Main Street.
10. Identify traffic volumes on adjacent roadway per MRCOG information. If site generates more than 100 vehicles per hour, identify volume to capacity (v/c) ratio on this form.

**FORM DRWS: DRAINAGE REPORT/GRADING AND DRAINAGE PLAN / WATER & SANITARY SEWER AVAILABILITY**

THIS FORM IS REQUIRED WITH THE DEVELOPMENT REVIEW BOARD APPLICATION FOR SUBDIVISIONS AND SITE PLANS.

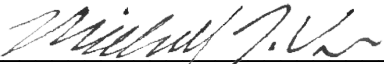
**PROJECT NAME:** Ramada/25 Hotel Circle NE Apartment Conversion

**AGIS MAP #** K-21-Z

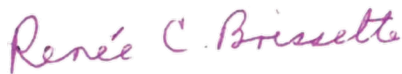
**LEGAL DESCRIPTIONS:** Tract 4-B1, Horne Development Addition, containing approximately 5.04 acres  
\_\_\_\_\_  
\_\_\_\_\_

X **DRAINAGE REPORT/GRADING AND DRAINAGE PLAN**

A drainage report/grading and drainage plan, as per the Drainage Ordinance, was submitted to the City of Albuquerque Planning Department, Hydrology Division (2<sup>nd</sup> /Ground Floor, Plaza del Sol) on \_\_\_\_\_ (date).

  
Applicant/Agent

12/10/20  
Date


  
Hydrology Division Representative

12/10/20  
Date

**NOTE: A GRADING AND DRAINAGE PLAN MUST BE APPROVED PRIOR TO DRB APPROVAL**

X **WATER AND SEWER AVAILABILITY STATEMENT**

A complete request for Water and Sanitary Sewer Availability was made for this project to the Water Authority (online: [http://www.abcwua.org/Availability\\_Statements.aspx](http://www.abcwua.org/Availability_Statements.aspx)) on 12/16/2020 (date).

  
Applicant/Agent

12/17/20  
Date

  
ABCWUA Representative

12/18/2020  
Date

**PROJECT #** 1003119





Landscape Architecture  
Urban Design  
Planning Services

302 Eighth St. NW  
Albuquerque, NM 87102

(505) 764-9801  
Fax 842-5495  
cp@consensusplanning.com  
www.consensusplanning.com

December 18, 2020

Jolene Wolfley, Chair  
Development Review Board  
City of Albuquerque Planning Department  
600 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102

Re: Site Plan – DRB for Hotel to Apartment Conversion at 25 Hotel Circle NE

Dear Ms. Wolfley:

The purpose of this letter is to request review and approval of a Site Plan – DRB on behalf of Mountain Classic Real Estate to facilitate the conversion of an existing hotel property to multi-family residential dwellings. An existing restaurant space also located on the property is proposed to remain as part of this mixed-use development. The subject site is at 25 Hotel Circle NE located east of Eubank Boulevard between Interstate 40 and Lomas Boulevard. The property is legally described as Tract 4-B-1, Horne Development Addition containing approximately 5.04 acres (Figure 1).



PRINCIPALS

James K. Strozier, FAICP  
Christopher J. Green, PLA,  
ASLA, LEED AP  
Jacqueline Fishman, AICP

Figure 1: Site Location.



The site is zoned MX-M: Mixed-use Moderate Intensity, which allows for the existing hotel and restaurant uses, as well as the proposed multi-family residential use permissively. The site is within the Foothills Community Planning Area and part of the Los Altos/Market Center Activity Center as designated by the Comprehensive Plan. Due to its location within an Activity Center, the site is considered an Area of Change. Lomas Boulevard to the north of the site is a Major Transit Corridor and Interstate 40 is a Commuter Corridor.

The site is currently home to two different hotels separated by a fence through the center of the property. If approved, the redevelopment of this property will bring the site back to a cohesive whole through removal of the fence through the courtyard. Adding more multi-family residential uses within the designated Activity Center will be a benefit to the existing and future commercial uses in the area and directly supports Comprehensive Plan policies for desired growth, Activity Centers, Areas of Change, housing options, and affordability, among others.

The site was formerly zoned SU-1 Planned Commercial Development prior to adoption of the IDO. A review of the prior case history shows applications to the Zoning Hearing Examiner and several attempts to replat the property along with an Administrative Amendment that was processed to facilitate a replat. However, no original site plan was found.

Without an identified prior, original approval, the Site Plan is required to be reviewed by the DRB because it includes more than 50 dwelling units and is over 5 acres in size. In accordance with Integrated Development Ordinance Section 14-16-6(1)(3), an application for a Site Plan – DRB shall be approved if it meets all the following criteria (Our responses are provided in italics following each of the criteria below):

6-6(1)(3)(a) The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any conditions specifically applied to development of the property in a prior permit or approval affecting the property.

*The proposed development is to repurpose the existing hotel property with multi-family residential while keeping an existing restaurant space within the existing structures on the site. As such, several sections of the IDO do not apply or are already accommodated by the existing built form of the site.*

*With the proposed number of dwelling units (206), the parking requirement increases above the applicability thresholds for compliance with the parking and loading section of the IDO, so the applicant has accommodated the total parking for all uses utilizing the available shared use and Activity Center parking reductions and available on-street spaces on Hotel Circle NE. Motorcycle and bicycle parking requirements are also met with this project.*

*A landscape plan has also been provided for this project. The existing landscaping includes several mature trees that have been identified and calculated for credits to the tree planting requirements. New trees have been added where feasible.*



6-6(l)(3)(b) The City's existing infrastructure and public improvements, including but not limited to its street, trail, drainage, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the maximum extent practicable.

*The City's existing infrastructure and public improvements have adequate capacity to serve this project. This is an infill site surrounded by existing development and infrastructure. The Applicant is coordinating with the Fire Marshal and Water Utility Authority to ensure adequate fire protection is maintained for the change of use. As an existing, developed site there is not a requirement at this time to provide a revised grading and drainage plan as the project plans to generally maintain the existing impervious areas and does not meet the thresholds for Hydrology review.*

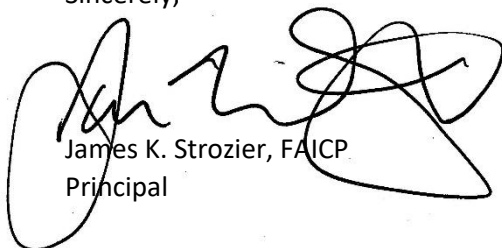
*The Applicant completed a Traffic Scoping Form, which identified completion of a Traffic Impact Study is required prior to site plan approval. This study, once completed, will ensure the City's street and other transportation systems have the adequate capacity to serve the proposed development and the appropriate mitigation measures are in place prior to final occupancy.*

6-6(l)(3)(c) If the subject property is within an approved Master Development Plan, the Site Plan shall meet any relevant standards in the Master Development Plan in addition to any standards applicable in the zone district the subject property is in.

*The subject site is not within a Master Development Plan area, so this criterion does not apply.*

Based upon the information provided above and supporting documents, we respectfully request the DRB's review and approval of the Site Plan. Please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,



James K. Strozier, FAICP  
Principal



## PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PA# 20-097 Date: 5/27/20 Time: N/A (sent via email to michael.duke@am.ill.com)

Address: 25 Hotel Circle

### **AGENCY REPRESENTATIVES PRESENT AT MEETING**

Planning: Linda Rumpf ([lrumpf@cabq.gov](mailto:lrumpf@cabq.gov))

Code Enforcement: Charles Maestas ([cdmaestas@cabq.gov](mailto:cdmaestas@cabq.gov))

Fire Marshall: Bob Nevárez ([rnevarez@cabq.gov](mailto:rnevarez@cabq.gov)) (if needed)

Transportation: Nilo Salgado ([nsalgado-fernandez@cabq.gov](mailto:nsalgado-fernandez@cabq.gov))

### **PRT DISCUSSIONS ARE FOR INFORMATIONAL PURPOSES ONLY!**

*THEY ARE NON-BINDING AND DO NOT CONSTITUTE ANY KIND OF APPROVAL.*

*Additional research may be necessary to determine the exact type of application and/or process needed.  
Factors unknown at this time and/or thought of as minor could become significant as the case progresses.*

**REQUEST:** Our client is looking to remodel the current buildings that makeup the Ramada/Amberly suites and hotel to all new finishes, some exterior improvements and conversion to apartments with kitchenettes.

### **SITE INFORMATION:**

Zone: MX-M

Size: 5.04 acres

Use: Commercial Services

Overlay zone: x

Comp Plan Area of: Change

Comp Plan Corridor: x

Comp Plan Center: Los Altos/Market Center  
(Activity Center)

MPOS or Sensitive Lands: x

Parking: 5-5, page 225

MR Area: x

Landscaping: 5-6, page 251

Street Trees: 5-6(D)(1), page 258

Use Specific Standards: Allowable Uses, Table 4-2-1, p. 130

Dimensional Standards: Table 5-1-2: Mixed-use Zone District Dimensional Standards p. 194

\*Neighborhood Organization/s: East Gateway Coalition

*\*This is preliminary information only. Neighborhood Organization information is only accurate when obtained from the Office of Neighborhood Coordination (ONC) at [www.cabq.gov/neighborhoods.resources](http://www.cabq.gov/neighborhoods.resources).*

**PROCESS:** 6-6(G) Site Plan – DRB, pg. 395

Review and Approval Body: DRB Is this a PRT requirement? Yes

## PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PA# 20-097 Date: 5/26/20 Time: N/A (sent via email)

Address: 25 Hotel Circle

### NOTES:

See the **Integrated Development Ordinance**

<http://documents.cabq.gov/planning/IDO/IDO-Effective-2018-05-17.pdf>

### Records requests

To request a site plan and/or Notice of Decision, please use ABQ Records web page:

<https://www.cabq.gov/clerk/public-records>

Please include the site's address and the Case Tracking #s (below in Zoning Comments) in your request.

### Requests to Inspect Public Records

Any person may submit their request to inspect public records to the Office of the City Clerk by clicking on the following link to request records using our ABQ Records portal. <https://cabq.nextrequest.com/>

This enables us to respond to requests in the order in which they are received. Plus, it's a better way to share large files.

- Linda Rumpf, [lrumpf@cabq.gov](mailto:lrumpf@cabq.gov)

### Development Services Comments

Please contact Jay Rodenbeck for information on how to submit files electronically. He can be reached at [jrodenbeck@cabq.gov](mailto:jrodenbeck@cabq.gov).

### Zoning Comments

- 25 Hotel Circle NE, Lot 4B1, Block 0000, zoned MX-M old SU-1 Planned Commercial Development w/uses Permissive and Conditional in C-2
  - Case history
    - 1000329
    - 1003119
    - 1003160
    - 1003185
- Applicant is looking to remodel the current buildings that makeup the Ramada/Amberly Suites and hotel to all new finishes, some exterior improvements and conversion to apartments with kitchenettes.
  - **Process:** 6-6(G) Site Plan – DRB, pg. 395
  - Use Table
    - Dwelling, multi-family, pg. 130 (proposed use)
      - Permissive in MX-M
      - Definition, pg. 459
      - Use Specific Standard 4-3(B)(7), pg. 139

## PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PA# 20-097 Date: 5/26/20 Time: N/A (sent via email)

Address: 25 Hotel Circle

- Pay attention to tree requirements. May need an alternate landscaping plan and/or variances.
- Development Standards (review these sections of the IDO)
  - Table 5-1-2 Usable Open Space minimum, pg. 194
    - Review requirements per dwelling unit number and type, may require variances if unable to meet.
  - 5-5 Parking and Loading, pg. 225
    - Change of use resulting in increased parking requirement, may need variances if unable to meet.
  - 5-6 Landscape, Buffering and Screening, pg. 251
    - IDO standards may be required depending on applicability, may need variances if unable to meet.

As always, if the applicant has specific questions pertaining to zoning and/or the development standards they are encouraged to reach out to the zoning counter at 505-924-3850 option 8.

-Charles Maestas, [cdmaestas@cabq.gov](mailto:cdmaestas@cabq.gov)

### Fire Marshall Comments

Please contact the Fire Marshall's Office for comments on fire access, pre-design work, etc.

- Fire Marshall: Bob Nevárez ([rnevarez@cabq.gov](mailto:rnevarez@cabq.gov))

### Transportation Development comments

For additional information contact Nilo Salgado (924-3630) or Jeanne Wolfenbarger (924-3991)

Any changes to the existing parking lot and entrances? If so, then the following are applicable to the site modification (If no changes to overall parking circulation, entrances, landscaping, parking stalls and/or lot just ignore comments):

### Curb Cuts

- Follow DPM guidelines for residential and commercial curb cuts.
- Location of drive with respect to intersection depends on classification of the street. (See attached table.) Classification of street is according to the Long Range Master Plan developed by MRCOG.

### Clear Sight Triangle at Access Points and Intersections

- Clear sight triangle (See attached hand-outs.) Nothing opaque should be in the triangle.

### Private Site and Parking Lot Design

- Follow DPM and IDO Guidelines for Site and Parking Lot Design. Current ADA standards must be followed including required number of handicapped parking spaces and drive aisles, ADA access to public right-of-way, and ADA access to on-site buildings.

## PRE-APPLICATION REVIEW TEAM (PRT) MEETING NOTES

PA# 20-097 Date: 5/26/20 Time: N/A (sent via email)

Address: 25 Hotel Circle

- See the Traffic Circulation Layout (TCL) Checklist. A TCL is required for any change or addition to a building > 500 sq. ft. or if the parking or circulation is changed. (This includes a repaving of parking lot.) Drawing must be stamped by a registered engineer or architect.
- When developing a parking lot layout, include all dimensioning for construction purposes. Also include all curb, curb ramp and signage details.
- Parking Calculations must be provided and per the requirements in the IDO. Number of vehicular spaces, motorcycle spaces, and bicycle spaces shall be specified and follow IDO requirements.
- Shared access/parking agreement is required if access/parking is shared with parking lot adjacent to site. (This can be established on a plat if submittal of a plat is required or by an agreement.)
- Existing driveways that are not being used are required to be removed and replaced with standard curb and sidewalk to match existing.

### Traffic Studies

- See the Traffic Impact Study (TIS) thresholds. In general, a minimum of 100 vehicles entering or exiting in the peak hour warrants a Traffic Impact Study. Visit with Traffic Engineer for determination, and fill out a TIS Form that states whether one is warranted. In some cases, a trip generation may be requested for determination.

### Platting and Public Infrastructure Requirements for Roadways

- When submitting to DRB, all public roadway improvements that are required shall be shown on an infrastructure list. Public improvements must be included on a public work order set of drawings.
- All public roadway facilities must be within public right-of-way including the entire width of the public sidewalk, all public curb ramps, overhead utilities, traffic signals and lighting, etc.
- Any private structures that are located within public right-of-way such as fences and walls shall either be removed or else a revocable permit with the City is required in which an annual fee is paid per year, based on square footage of the encroachment.

*If you would have additional questions or would like to schedule a follow-up conference call meeting please contact Linda Rumpf at [lrumpf@cabq.gov](mailto:lrumpf@cabq.gov)*

**From:** [Carmona, Dalaina L.](#)  
**To:** [Jim Strozier](#)  
**Subject:** 25 Hotel Circle NE Public Notice Inquiry  
**Date:** Friday, October 16, 2020 2:01:51 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image007.png](#)  
[Ramada Inn Zone Atlas Page.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
East Gateway Coalition	Michael	Brasher	brasher@aps.edu	216 Zena Lona NE	Albuquerque	NM	87123	5053822964	5052988312
East Gateway Coalition	James	Andrews	jamesw.andrews01@gmail.com	13121 Nandina Lane SE	Albuquerque	NM	87123		5052969700

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, 9<sup>th</sup> Floor  
 Albuquerque, NM 87102  
 505-768-3334  
[dlcarmona@cabq.gov](mailto:dlcarmona@cabq.gov) or [ONC@cabq.gov](mailto:ONC@cabq.gov)  
 Website: [www.cabq.gov/neighborhoods](http://www.cabq.gov/neighborhoods)



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**From:** [webmaster=cabq.gov@mailgun.org](mailto:webmaster=cabq.gov@mailgun.org) [mailto:webmaster=cabq.gov@mailgun.org] **On Behalf Of** [webmaster@cabq.gov](mailto:webmaster@cabq.gov)

**Sent:** Friday, October 16, 2020 8:59 AM



**To:** Office of Neighborhood Coordination <cp@consensusplanning.com>

**Cc:** Office of Neighborhood Coordination <onc@cabq.gov>

**Subject:** Public Notice Inquiry Sheet Submission

Public Notice Inquiry For:

Development Review Board

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

Site Plan - DRB for a Change of Use (Private)

Contact Name

Jim Strozier

Telephone Number

5057649801

Email Address

[cp@consensusplanning.com](mailto:cp@consensusplanning.com)

Company Name

Consensus Planning, Inc.

Company Address

302 8th Street NW

City

Albuquerque

State

NM

ZIP

87102

Legal description of the subject site for this project:

TR 4B1 PLAT FOR TRS 1B1, 1C1, 2A, 4B1, 4C1, 4C2 STA STE NO 3A SO 1/2 TR 3 & PAR 4A1A, 4A2, 4A3A, 4A4A HORNE DEV  
ADD W/ TRS 1A1 & 1B CONT 5.04 AC

Physical address of subject site:

25 Hotel Circle NE

Subject site cross streets:

Hotel Circle NE south of Hotel Avenue NE

Other subject site identifiers:

Existing Ramada Inn

This site is located on the following zone atlas page:

K-21

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

\$570

PR-2020-0046

**From:** [Jim Strozier](#)  
**To:** [brasher@aps.edu](mailto:brasher@aps.edu); [jamesw.andrews01@gmail.com](mailto:jamesw.andrews01@gmail.com)  
**Cc:** [Michael Vos](#)  
**Subject:** IDO Pre-Application Neighborhood Meeting Notification  
**Date:** Monday, October 19, 2020 5:42:00 PM  
**Attachments:** [Ramada Inn Zone Atlas Page.pdf](#)

---

Dear East Gateway Coalition Representatives,

This email is notification that Consensus Planning, Inc. is preparing an application for a Site Plan – DRB on behalf of Mountain Classic Real Estate. The property is located on the west side of Hotel Circle NE and south of Hotel Avenue NE. The property is just north of Interstate 40. The property will be redeveloped to support the conversion from the existing out of date hotel (Ramada Inn) to multi-family residential. The current property owner is Amerstone Investments, LLC.

The following are the addresses and legal descriptions for the property:

Tract 4B1, Horne Development Addition, Containing 5.04 acres.

The property is zoned MX-M: Mixed Use – Medium Intensity. The purpose for the MX-M zone, according to the Integrated Development Ordinance (IDO) is *to provide for a wide array of moderate-intensity retail, commercial, institutional and moderate-density residential uses, with taller, multi-story buildings encouraged in Centers and Corridors. Allowable uses are shown in Table 4-2-1.*

*The property is located within the Los Altos/Market Activity Center and designated as an Area of Change in the Comprehensive Plan. Activity Centers encourage higher-density and higher-intensity development to create vibrant, walkable districts that offer a wide range of services and recreational opportunities. The Applicant is proposing to redevelop the property as apartments. The site plan will be reviewed and approved by the DRB prior to any construction on the subject property.*

In accordance with the IDO procedures, we are providing you an opportunity to discuss these applications prior to submittal. Should you desire to request a meeting or have questions regarding these requests, please do not hesitate to email us at [cp@consensusplanning.com](mailto:cp@consensusplanning.com) or contact us by phone at (505) 764-9801. Per the IDO, you have 15 days or until November 3, 2020 to request a meeting. If you do not want to schedule a meeting, please also let me know so we can continue to move forward with our application process.

Thank you.

**Jim Strozier, FAICP**

Consensus Planning, Inc.

302 8<sup>th</sup> Street NW

(505) 764-9801

**From:** [Microsoft Outlook](#)  
**To:** [brasher@aps.edu](mailto:brasher@aps.edu)  
**Subject:** Relayed: IDO Pre-Application Neighborhood Meeting Notification  
**Date:** Monday, October 19, 2020 5:42:08 PM  
**Attachments:** [IDO Pre-Application Neighborhood Meeting Notification .msg](#)

---

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:  
brasher@aps.edu (brasher@aps.edu) <mailto:brasher@aps.edu>  
Subject: IDO Pre-Application Neighborhood Meeting Notification

**From:** [Microsoft Outlook](#)  
**To:** [jamesw.andrews01@gmail.com](mailto:jamesw.andrews01@gmail.com)  
**Subject:** Relayed: IDO Pre-Application Neighborhood Meeting Notification  
**Date:** Monday, October 19, 2020 5:42:08 PM  
**Attachments:** [IDO Pre-Application Neighborhood Meeting Notification .msg](#)

---

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:  
jamesw.andrews01@gmail.com (jamesw.andrews01@gmail.com) <mailto:jamesw.andrews01@gmail.com>  
Subject: IDO Pre-Application Neighborhood Meeting Notification

# SIGN POSTING AGREEMENT

## REQUIREMENTS

### POSTING SIGNS ANNOUNCING PUBLIC HEARINGS

All persons making application to the City under the requirements and procedures established by the Integrated Development Ordinance are responsible for the posting and maintaining of one or more signs on the property which is subject to the application, as shown in Table 6-1-1. Vacations of public rights-of-way (if the way has been in use) also require signs. Waterproof signs are provided at the time of application for a \$10 fee per sign. If the application is mailed, you must still stop at the Development Services Front Counter to pick up the sign(s).

The applicant is responsible for ensuring that the signs remain posted throughout the 15-day period prior to any public meeting or hearing. Failure to maintain the signs during this entire period may be cause for deferral or denial of the application. Replacement signs for those lost or damaged are available from the Development Services Front Counter.

1. LOCATION

- A. The sign shall be conspicuously located. It shall be located within twenty feet of the public sidewalk (or edge of public street). Staff may indicate a specific location.
- B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
- C. No barrier shall prevent a person from coming within five feet of the sign to read it.

2. NUMBER

- A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
- B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

3. PHYSICAL POSTING

- A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
- B. Large headed nails or staples are best for attaching signs to a post or backing; the sign tears out less easily.

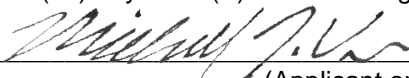
4. TIME

Signs must be posted from December 29, 2020 To January 27, 2020

5. REMOVAL

- A. The sign is not to be removed before the initial hearing on the request.
- B. The sign should be removed within five (5) days after the initial hearing.

I have read this sheet and discussed it with the Development Services Front Counter Staff. I understand (A) my obligation to keep the sign(s) posted for (15) days and (B) where the sign(s) are to be located. I am being given a copy of this sheet.

 12/18/20  
(Applicant or Agent) (Date)

I issued 1 signs for this application, 12/18/2020, Vanessa A Segura  
(Date) (Staff Member)

**PROJECT NUMBER:** PR-2020-004820



**From:** [Carmona, Dalaina L.](#)  
**To:** [Michael Vos](#)  
**Subject:** 25 Hotel Circle NE Public Notice Inquiry Sheet  
**Date:** Thursday, December 17, 2020 3:24:16 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image006.png](#)  
[Ramada Inn Zone Atlas Page.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
East Gateway Coalition	James	Andrews	jamesw.andrews01@gmail.com	13121 Nandina Lane SE	Albuquerque	NM	87123		5052969700
East Gateway Coalition	Michael	Brasher	brasher@aps.edu	216 Zena Lona NE	Albuquerque	NM	87123	5053822964	5052988312

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: <http://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: <https://ido.abc-zone.com/integrated-development-ordinance-ido#page=393>

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, 9<sup>th</sup> Floor  
Albuquerque, NM 87102  
505-768-3334  
[dcarmona@cabq.gov](mailto:dcarmona@cabq.gov) or [ONC@cabq.gov](mailto:ONC@cabq.gov)  
Website: [www.cabq.gov/neighborhoods](http://www.cabq.gov/neighborhoods)



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**From:** [webmaster=cabq.gov@mailgun.org](mailto:webmaster=cabq.gov@mailgun.org) [mailto:webmaster=cabq.gov@mailgun.org] **On Behalf Of** [webmaster@cabq.gov](mailto:webmaster@cabq.gov)  
**Sent:** Wednesday, December 16, 2020 6:44 PM  
**To:** Office of Neighborhood Coordination <[vos@consensusplanning.com](mailto:vos@consensusplanning.com)>  
**Cc:** Office of Neighborhood Coordination <[onc@cabq.gov](mailto:onc@cabq.gov)>  
**Subject:** Public Notice Inquiry Sheet Submission

Public Notice Inquiry For:

Development Review Board

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

Contact Name

Michael Vos

Telephone Number

5057649801

Email Address

[vos@consensusplanning.com](mailto:vos@consensusplanning.com)

Company Name

Consensus Planning, Inc.

Company Address

302 8th St NW

City

Albuquerque

State

NM

ZIP

87102

Legal description of the subject site for this project:

Tract 4-B-1, Horne Development Addition

Physical address of subject site:

25 Hotel Circle NE

Subject site cross streets:

Hotel Circle and Hotel Avenue (Lomas and Eubank)

Other subject site identifiers:

East of Eubank between Lomas and Interstate 40

This site is located on the following zone atlas page:

K-21

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




**OFFICIAL PUBLIC NOTIFICATION FORM  
FOR MAILED OR ELECTRONIC MAIL NOTICE  
CITY OF ALBUQUERQUE PLANNING DEPARTMENT**



<b>PART I - PROCESS</b>	
Use <a href="#">Table 6-1-1</a> in the Integrated Development Ordinance (IDO) to answer the following:	
Application Type: Site Plan - DRB	
Decision-making Body: Development Review Board (DRB)	
Pre-Application meeting required:	X Yes <input type="checkbox"/> No
Neighborhood meeting required:	X Yes <input type="checkbox"/> No
Mailed Notice required:	X Yes <input type="checkbox"/> No
Electronic Mail required:	X Yes <input type="checkbox"/> No
Is this a Site Plan Application:	X Yes <input type="checkbox"/> No <b>Note: if yes, see second page</b>
<b>PART II – DETAILS OF REQUEST</b>	
Address of property listed in application: 25 Hotel Circle NE	
Name of property owner: Amerstone Investments, LLC	
Name of applicant: Mountain Classic Real Estate (Agent: Consensus Planning, Inc.)	
Date, time, and place of public meeting or hearing, if applicable: January 13, 2021 at 9:00 AM via Zoom	
See second page for Zoom information.	
Address, phone number, or website for additional information: Please contact Consensus Planning at (505) 764-9801 or cp@consensusplanning.com for more information. See second page for Dropbox link to plans.	
<b>PART III - ATTACHMENTS REQUIRED WITH THIS NOTICE</b>	
<input checked="" type="checkbox"/> Zone Atlas page indicating subject property.	
<input checked="" type="checkbox"/> Drawings, elevations, or other illustrations of this request.	
<input checked="" type="checkbox"/> Summary of pre-submittal neighborhood meeting, if applicable.	
<input checked="" type="checkbox"/> Summary of request, including explanations of deviations, variances, or waivers.	
<b>IMPORTANT: PUBLIC NOTICE MUST BE MADE IN A TIMELY MANNER PURSUANT TO <a href="#">SUBSECTION 14-16-6-4(K)</a> OF THE INTEGRATED DEVELOPMENT ORDINANCE (IDO). PROOF OF NOTICE WITH ALL REQUIRED ATTACHMENTS MUST BE PRESENTED UPON APPLICATION.</b>	

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

 (Applicant signature)    12/18/20 (Date)

**Note:** Providing incomplete information may require re-sending public notice. Providing false or misleading information is a violation of the IDO pursuant to IDO Subsection 14-16-6-9(B)(3) and may lead to a denial of your application.



OFFICIAL PUBLIC NOTIFICATION FORM  
FOR MAILED OR ELECTRONIC MAIL NOTICE  
CITY OF ALBUQUERQUE PLANNING DEPARTMENT



**PART IV – ATTACHMENTS REQUIRED FOR SITE PLAN APPLICATIONS ONLY**

Provide a site plan that shows, at a minimum, the following:

- a. Location of proposed buildings and landscape areas.
- b. Access and circulation for vehicles and pedestrians.
- c. Maximum height of any proposed structures, with building elevations.
- d. For residential development: Maximum number of proposed dwelling units.
- e. For non-residential development:
  - Total gross floor area of proposed project.
  - Gross floor area for each proposed use.

The complete Site Plan is available for download here: <https://www.dropbox.com/t/Czobmv5OckdTObOq>

**January 13, 2021 DRB Zoom Meeting Information**

Join Zoom Meeting: <https://cabq.zoom.us/j/92615746961>

Meeting ID: 926 1574 6961

By Phone +1 312 626 6799

Find your local number: <https://cabq.zoom.us/j/92615746961>

**From:** [Michael Vos](#)  
**To:** [jamesw.andrews01@gmail.com](mailto:jamesw.andrews01@gmail.com); [brasher@aps.edu](mailto:brasher@aps.edu)  
**Cc:** [Jim Strozier](#)  
**Subject:** Public Notice for Site Plan - DRB at 25 Hotel Circle NE  
**Date:** Friday, December 18, 2020 11:15:00 AM  
**Attachments:** [CABO Official Public Notice Form.pdf](#)  
[Public Notice Information.pdf](#)  
[Ramada Inn Zone Atlas Page.pdf](#)

---

Dear Neighbors,

This email is notice that Consensus Planning has submitted a Site Plan – DRB application on behalf of Mountain Classic Real Estate and Amerstone Investments, LLC to facilitate the conversion of the existing hotel located at 25 Hotel Circle NE to multi-family residential. Attached are the required forms and information for this request. The proposed development will add new exterior finishes to the existing buildings and upgrade the landscaping on the site in conjunction with the requested conversion. An existing approximately 6,900 square foot restaurant space will remain.

A full copy of the Site Plan drawings can be downloaded here:

<https://www.dropbox.com/t/Czobmv5OCKdTObOq>

The DRB meeting for this application will be held on Wednesday, January 13, 2021 at 9:00 AM via Zoom. The information for that Zoom meeting is below:

Join Zoom Meeting: <https://cabq.zoom.us/j/92615746961>

Meeting ID: 926 1574 6961

By phone +1 312 626 6799

Find your local number: <https://cabq.zoom.us/u/ad0gSQL1An>

Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,

**Michael Vos, AICP**

**CONSENSUS PLANNING, INC.**

302 Eighth Street NW

Albuquerque, NM 87102

phone (505) 764-9801

[vos@consensusplanning.com](mailto:vos@consensusplanning.com)



[Note: Items with an asterisk (\*) are required.]

## Public Notice of a Proposed Project in the City of Albuquerque for Decisions Requiring a Meeting or Hearing Mailed/Emailed to a Neighborhood Association

Date of Notice\*: December 18, 2020

This notice of an application for a proposed project is provided as required by Integrated Development Ordinance (IDO) [Subsection 14-16-6-4\(K\) Public Notice](#) to:

Neighborhood Association (NA)\*: East Gateway Coalition

Name of NA Representative\*: James Andrews and Michael Brasher

Email Address\* or Mailing Address\* of NA Representative<sup>1</sup>: jamesw.andrews01@gmail.com and brasher@aps.edu

### Information Required by [IDO Subsection 14-16-6-4\(K\)\(1\)\(a\)](#)

1. Subject Property Address\* 25 Hotel Circle NE  
Location Description East of Eubank Blvd between Interstate 40 and Lomas Blvd
2. Property Owner\* Amerstone Investments, LLC
3. Agent/Applicant\* *[if applicable]* Consensus Planning, Inc. / Mountain Classic Real Estate
4. Application(s) Type\* per IDO [Table 6-1-1](#) *[mark all that apply]*
  - Conditional Use Approval
  - Permit \_\_\_\_\_ (Carport or Wall/Fence – Major)
  - Site Plan
  - Subdivision \_\_\_\_\_ (Minor or Major)
  - Vacation \_\_\_\_\_ (Easement/Private Way or Public Right-of-way)
  - Variance
  - Waiver
  - Other: \_\_\_\_\_

Summary of project/request<sup>2</sup>\*:

Site Plan for a change of use/conversion of the existing hotel to 206 multi-family residential dwelling units within the existing 2-story buildings. Keeping approx. 6900 square foot restaurant space. Improvements include new exterior finishes and upgraded landscaping.

<sup>1</sup> Pursuant to [IDO Subsection 14-16-6-4\(K\)\(5\)\(a\)](#), email is sufficient if on file with the Office of Neighborhood Coordination. If no email address is on file for a particular NA representative, notice must be mailed to the mailing address on file for that representative.

<sup>2</sup> Attach additional information, as needed to explain the project/request.



[Note: Items with an asterisk (\*) are required.]

- 5. **For Site Plan Applications only\***, attach site plan showing, at a minimum:
  - a. Location of proposed buildings and landscape areas.\*
  - b. Access and circulation for vehicles and pedestrians.\*
  - c. Maximum height of any proposed structures, with building elevations.\*
  - d. **For residential development\***: Maximum number of proposed dwelling units.
  - e. **For non-residential development\***:
    - Total gross floor area of proposed project.
    - Gross floor area for each proposed use.

**Additional Information [Optional]:**

From the IDO Zoning Map<sup>6</sup>:

- 1. Area of Property [typically in acres] 5.04 acres
  - 2. IDO Zone District MX-M: Mixed-use Moderate Intensity
  - 3. Overlay Zone(s) [if applicable] N/A
  - 4. Center or Corridor Area [if applicable] Los Altos/Market Activity Center
- Current Land Use(s) [vacant, if none] Hotel and Restaurant
- 

**NOTE:** Pursuant to [IDO Subsection 14-16-6-4\(L\)](#), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. To request a facilitated meeting regarding this project, contact the Planning Department at [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or 505-924-3955.

**Useful Links**

**Integrated Development Ordinance (IDO):**

<https://ido.abc-zone.com/>

**IDO Interactive Map**

<https://tinyurl.com/IDOzoningmap>

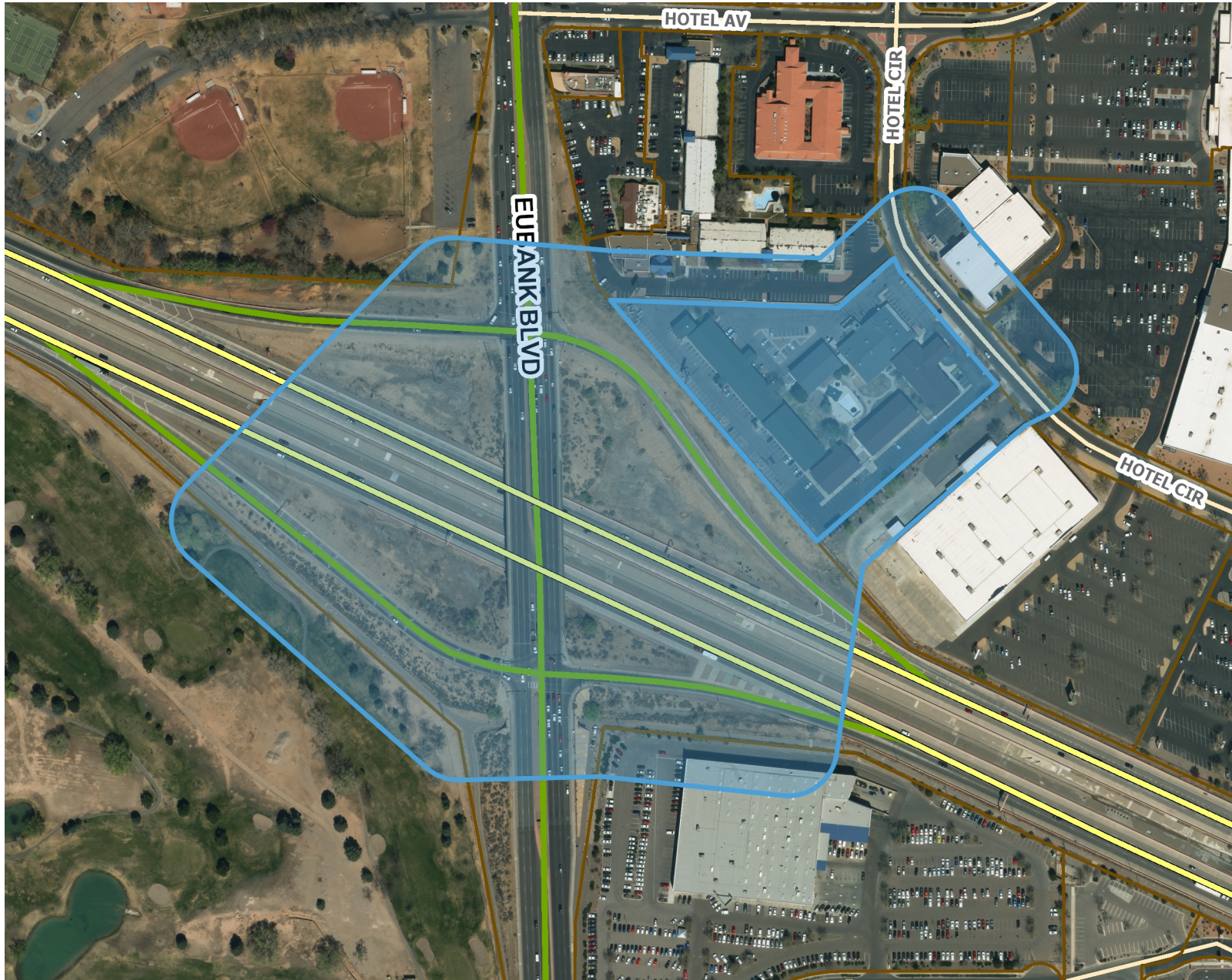
Cc: \_\_\_\_\_ [Other Neighborhood Associations, if any]  
\_\_\_\_\_

<sup>6</sup> Available here: <https://tinurl.com/idozoningmap>





# 100-Foot Property Owner Buffer Map



## Legend

- Bernalillo County Parcels
- Primary Streets**
  - Freeway
  - Principal Arterial
  - Minor Arterial
  - Local Streets
- BN and SF Railroad
- Other Streets
- Municipal Limits**
  - Corrales
  - Edgewood
  - Los Ranchos
  - Rio Rancho
  - Tijeras
  - UNINCORPORATED
- World Street Map

## Notes

Prepared by Consensus Planning  
12/17/20

601 0 301 601 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
12/17/2020 © City of Albuquerque

1: 3,607

The City of Albuquerque ("City") provides the data on this website as a service to the public. The City makes no warranty, representation, or guaranty as to the content, accuracy, timeliness, or completeness of any of the data provided at this website. Please visit <http://www.cabq.gov/abq-data/abq-data-disclaimer-1> for more information.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

UPC	Owner	Owner Address	Owner Address 2	SITUS Address	SITUSADD2	Legal Description	Acres
102105706741220105	AMERSTONE INVESTMENTS LLC	7505 CENTRAL AVE NE	ALBUQUERQUE NM 87108	25 HOTEL CIR NE	ALBUQUERQUE NM 87123 1202	TR 4B1 PLAT FOR TRS 1B1, 1C1, 2A, 4B1, 4C1, 4C2 STA STE NO 3A SO 1/2 TR 3 & PAR 4A1A, 4A2, 4A3A, 4A4A HORNE DEV ADD W/ TRS 1A1 & 1B CON	5.043
102005728139010130	CITY OF ALBUQUERQUE	PO BOX 1293	ALBUQUERQUE NM 87103-2248	9717 COPPER NE	ALBUQUERQUE NM 87123	TR 4 MUNICIPAL ADDN #2 EXC THOSE PORT OUT TO R/W AND EXC THE NWLY PORT SOLD CONT 168.8531 AC M/L OR 7,355,241 SQ FT M/L	168.85
102105714343020925	LOMAS RETAIL NM LLC	9595 WILSHIRE BLVD SUITE #700	BEVERLY HILLS CA 90212-2507	11130 1 LOMAS BLVD NE	ALBUQUERQUE NM 87123	TR 2A-5A1-A1 PLAT FOR HORNE DEV ADDN TRS 2A-2A1 THRU 2A-5A1CONT 8.0062 AC M/L OR 348,750 SF M/L	8.006
102105704445420111	MARYLAND EUBANK APARTMENTS LLC	10850 WILSHIRE BLVD SUITE 301	LOS ANGELES CA 90024	10300 HOTEL CIR NE	ALBUQUERQUE NM 87123	PARCEL 4-A(3A)-1 PLAT FOR PARCELS 4-A(2)-A & 4-A(3A)-1 HORNEDEVELOPMENT ADDN (BEING COMPRISED OF PARCELS 4-A(2),4-A(3A) & 4-A(1A) F	3.9762
102105705430730121	MILLER FAMILY REAL ESTATE LLC	9350 S 150 EAST SUITE 1000	SANDY UT 84070-2721	10401 COPPER AVE NE	ALBUQUERQUE NM 87123	TR A-1-A PLAT OF TR A-1-A TOWNE PARK PLAZA CONT 10.6901 AC M/L	10.69
102105706047320110	NEWSTREAM HOTEL PARTNERS ABQ,LP	311 S OAK ST SUITE 250	ROANOKE TX 76262-6719	10330 HOTEL NE	ALBUQUERQUE NM 87123	PAR 4A(4A) PLAT FOR TRS 1B1, 1C1, 2A, 4B1, 4C1, 4C2 STA STENO 3A SO 1/2 TR 3 AND PAR 4A(1A), 4A(2),4A(3A), 4A(4A) HORNE DEV ADD W/ TRS 1A	2.1393
102105711038020101	TOP TERRACES INC	5951 JEFFERSON ST NE SUITE A	ALBUQUERQUE NM 87109-3450	45 HOTEL CIR NE	ALBUQUERQUE NM 87123	TR 4-C1 PLAT FOR 1-B1, 1-C1, 2A, 4-B1, 4-C1, 4-C2 STA STE NO 3-A SO1/2 TR 3 AND PARCELS 4-A(1A), 4-A(2), 4-A(3A), 4-A(4A) HORNE DEV ADD W/ T	7.5

[Note: Items with an asterisk (\*) are required.]

**Public Notice of a Proposed Project in the City of Albuquerque  
for Decisions Requiring a Meeting or Hearing  
Mailed to a Property Owner**

Date of Notice\*: December 18, 2020

This notice of an application for a proposed project is provided as required by Integrated Development Ordinance (IDO) [Subsection 14-16-6-4\(K\) Public Notice](#) to:

Property Owner within 100 feet\*: \_\_\_\_\_

Mailing Address\*: \_\_\_\_\_

**Project Information Required by [IDO Subsection 14-16-6-4\(K\)\(1\)\(a\)](#)**

1. Subject Property Address\* 25 Hotel Circle NE  
Location Description East of Eubank Blvd between Interstate 40 and Lomas Blvd
2. Property Owner\* Amerstone Investments, LLC
3. Agent/Applicant\* *[if applicable]* Consensus Planning, Inc. / Mountain Classic Real Estate
4. Application(s) Type\* per IDO [Table 6-1-1](#) *[mark all that apply]*
  - Conditional Use Approval
  - Permit \_\_\_\_\_ (Carport or Wall/Fence – Major)
  - Site Plan
  - Subdivision \_\_\_\_\_ (Minor or Major)
  - Vacation \_\_\_\_\_ (Easement/Private Way or Public Right-of-way)
  - Variance
  - Waiver
  - Other: \_\_\_\_\_

Summary of project/request<sup>1\*</sup>:

Site Plan for change of use/conversion of the existing hotel to 206 multi-family residential dwelling units within the existing 2-story buildings. Keeping approx. 6900 square foot restaurant space. Improvements include new exterior finishes and upgraded landscaping.

5. This application will be decided at a public meeting or hearing by\*:
  - Zoning Hearing Examiner (ZHE)
  - Development Review Board (DRB)
  - Landmarks Commission (LC)
  - Environmental Planning Commission (EPC)

<sup>1</sup> Attach additional information, as needed to explain the project/request.



[Note: Items with an asterisk (\*) are required.]

Date/Time\*: January 13, 2021 at 9:00 AM

Location\*<sup>2</sup>: Join Zoom Meeting: <https://cabq.zoom.us/j/92615746961> Meeting ID: 926 1574 6961  
By Phone +1 312 626 6799 Find your local number: <https://cabq.zoom.us/j/92615746961>  
Agenda/meeting materials: <http://www.cabq.gov/planning/boards-commissions>

To contact staff, email [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or call the Planning Department at 505-924-3860.

- 6. Where more information about the project can be found\*<sup>3</sup>:  
Contact Consensus Planning at (505) 764-9801 or cp@consensusplanning.com for more information.

**Project Information Required for Mail/Email Notice by [IDO Subsection 6-4\(K\)\(1\)\(b\)](#):**

- 1. Zone Atlas Page(s)\*<sup>4</sup> K-21
- 2. Architectural drawings, elevations of the proposed building(s) or other illustrations of the proposed application, as relevant\*: Attached to notice or provided via website noted above
- 3. The following exceptions to IDO standards have been requested for this project\*:  
 Deviation(s)       Variance(s)       Waiver(s)

Explanation\*:  
None anticipated or requested at this time, pending review by the Development Review Board.

- 4. A Pre-submittal Neighborhood Meeting was required by [Table 6-1-1](#):  Yes     No

Summary of the Pre-submittal Neighborhood Meeting, if one occurred:  
N/A. A Neighborhood Meeting was not requested.

- 5. **For Site Plan Applications only\***, attach site plan showing, at a minimum:
  - a. Location of proposed buildings and landscape areas.\*
  - b. Access and circulation for vehicles and pedestrians.\*
  - c. Maximum height of any proposed structures, with building elevations.\*

<sup>2</sup> Physical address or Zoom link

<sup>3</sup> Address (mailing or email), phone number, or website to be provided by the applicant

<sup>4</sup> Available online here: <http://data.cabq.gov/business/zoneatlas/>



[Note: Items with an asterisk (\*) are required.]

- d. **For residential development\***: Maximum number of proposed dwelling units.
- e. **For non-residential development\***:
  - Total gross floor area of proposed project.
  - Gross floor area for each proposed use.

**Additional Information:**

From the IDO Zoning Map<sup>5</sup>:

1. Area of Property [typically in acres] 5.04 acres
  2. IDO Zone District MX-M: Mixed-use Moderate Intensity
  3. Overlay Zone(s) [if applicable] N/A
  4. Center or Corridor Area [if applicable] Los Altos/Market Activity Center
- Current Land Use(s) [vacant, if none] Hotel and Restaurant
- 

**NOTE:** Pursuant to [IDO Subsection 14-16-6-4\(L\)](#), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. To request a facilitated meeting regarding this project, contact the Planning Department at [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or 505-924-3955.

**Useful Links**

**Integrated Development Ordinance (IDO):**

<https://ido.abc-zone.com/>

**IDO Interactive Map**

<https://tinyurl.com/IDOzoningmap>

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<sup>5</sup> Available here: <https://tinurl.com/idozoningmap>

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7505 CENTRAL AVE NE  
ALBUQUERQUE NM 87108

CITY OF ALBUQUERQUE  
PO BOX 1293  
ALBUQUERQUE NM 87103-2248

LOMAS RETAIL NM LLC  
9595 WILSHIRE BLVD SUITE #700  
BEVERLY HILLS CA 90212-2507

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10850 WILSHIRE BLVD SUITE 301  
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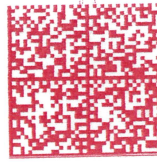
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SANDY UT 84070-2721

NEWSTREAM HOTEL PARTNERS ABQ LP  
311 S OAK ST SUITE 250  
ROANOKE TX 76262-6719

TOP TERRACES INC  
5951 JEFFERSON ST NE SUITE A  
ALBUQUERQUE NM 87109-3450

Planning  
et NW  
NM 87102

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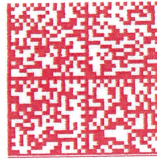


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ALBUQUERQUE NM 87108

Planning  
NW  
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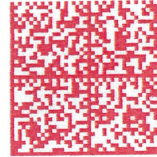
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LOMAS RETAIL NM LLC  
9595 WILSHIRE BLVD SUITE #700  
BEVERLY HILLS CA 90212-2507

# SITE PLAN CHECKLIST

Project #: PR-2020-004820 Application #: \_\_\_\_\_

This checklist will be used to verify the completeness of site plans submitted for review by the Planning Department. **Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. Also there may additional requirements if a site is located in CPO, HPO, and/or VPO or if located in DT-UC-MS or PT areas. See the IDO or AGIS for boundaries.** Nonetheless, applicants are responsible for providing a complete submittal. Certification as specified below is required.

***I CERTIFY THAT THE SUBMITTED SITE PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF ONE MONTH OR MORE IN THE DATE THE APPLICATION IS SCHEDULED FOR PUBLIC HEARING.***

 12/18/20  
Applicant or Agent Signature / Date

Site plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to submittal by the Planning Department):

1. Site Plan (including utilities and easements)
2. Landscaping Plan
3. Grading and Drainage Plan
4. Utility Plan
5. Building and Structure Elevations
6. Previously approved Development Plan (if applicable)

**The electronic format must be organized in the above manner.**

The following checklist describes the minimum information necessary for each plan element. **The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A."** Each non-applicable designation must be explained by notation on the Checklist.

**NOTE: There may be addition information required if site is located with a CPO, VPO or HPO and/or any other special areas as defined by the IDO.**

**NOTE: If there requests for deviations (Section 14-16-6-4(O), they must be clearly labelled on the site plan (Sheet 1) as well as addressed in the application letter made with the submittal.**

## SHEET #1 - SITE PLAN

### A. General Information

1. Date of drawing and/or last revision
2. Scale: 1.0 acre or less 1" = 10'  
1.0 - 5.0 acres 1" = 20'  
Over 5 acres 1" = 50'  
Over 20 acres 1" = 100'

# SITE PLAN CHECKLIST

- 3. Bar scale
- 4. North arrow
- 5. Legend
- 6. Scaled vicinity map
- 7. Property lines (clearly identify)
- 8. Existing and proposed easements (identify each)
- 9. Phases of development, if applicable

## B. Proposed Development

### 1. Structural

- A. Location of existing and proposed structures (distinguish between existing & proposed) and include any accessory structures
- B. Square footage of each structure
- C. Proposed use of each structure
- D. Signs (freestanding) and other improvements
- E. Walls, fences, and screening: indicate height, length, color and materials
- F. Dimensions of all principal site elements or typical dimensions
- G. Loading facilities
- H. Site lighting (indicate height & fixture type)
- I. Indicate structures within 20 feet of site
- J. Elevation drawing of refuse container and enclosure, if applicable.
- K. Existing zoning/land use of all abutting properties

### 2. Parking, Loading and Internal Circulation

- A. Parking layout with spaces numbered per aisle and totaled.
  - 1. Location and typical dimensions, including motorcycle spaces, bicycle spaces, ADA accessible spaces, and compact spaces
  - 2. Calculations: spaces required and proposed (include any reduction calculations) for motorcycle, bicycle, compact and ADA spaces
  - 3. On street parking spaces
- B. Bicycle parking & facilities
  - 1. Bicycle racks – location and detail
  - 2. Other bicycle facilities, if applicable
- C. Vehicular Circulation (Refer to DPM and IDO)
  - 1. Ingress and egress locations, including width and curve radii dimensions
  - 2. Drive aisle locations, including width and curve radii dimensions
  - 3. End aisle locations, including width and curve radii dimensions
  - 4. Location & orientation of refuse enclosure, with dimensions
  - 5. Loading, service area, and refuse service locations and dimensions
- D. Pedestrian Circulation
  - 1. Location and dimensions of all sidewalks and pedestrian paths (including ADA connection from ROW to building and from ADA parking to building)



## SITE PLAN CHECKLIST

- 2. Location and dimension of drive aisle crossings, including paving treatment
- 3. Location and description of amenities, including patios, benches, tables, etc.
  
- E. Off-Street Loading
  - 1. Location and dimensions of all off-street loading areas
  
- F. Vehicle Stacking and Drive-Through or Drive-Up Facilities
  - 1. Location and dimensions of vehicle stacking spaces and queuing lanes
  - 2. Landscaped buffer area if drive-through lanes are adjacent to public R/W
  - 3. Striping and Sign details for one-way drive through facilities

### 3. Streets and Circulation

- A. Locate and identify adjacent public and private streets and alleys.
  - 1. Existing and proposed pavement widths, right-of-way widths and curve radii
  - 2. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
  - 3. Location of traffic signs and signals related to the functioning of the proposal
  - 4. Identify existing and proposed medians and median cuts
  - 5. Sidewalk widths and locations, existing and proposed
  - 6. Location of street lights
  - 7. Show and dimension clear sight triangle at each site access point
  - 8. Show location of all existing driveways fronting and near the subject site.
  
- B. Identify Alternate transportation facilities within site or adjacent to site
  - 1. Bikeways and bike-related facilities
  - 2. Pedestrian trails and linkages
  - 3. Transit facilities, including routes, bus bays and shelters existing or required

### 4. Phasing

- A. Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

## SHEET #2 - LANDSCAPING PLAN

- 1. Scale - must be same as scale on sheet #1 - Site plan
- 2. Bar Scale
- 3. North Arrow
- 4. Property Lines
- 5. Existing and proposed easements
- 6. Identify nature of ground cover materials
  - A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
  - B. Pervious areas (planting beds, gravel areas, grass, ground cover vegetation, etc.)
  - C. Ponding areas either for drainage or landscaping/recreational use

## SITE PLAN CHECKLIST

- 7. Identify type, location and size of plantings (common and/or botanical names).
  - A. Existing, indicating whether it is to be preserved or removed.
  - B. Proposed, to be established for general landscaping.
  - C. Proposed, to be established for screening/buffering.
- 8. Describe irrigation system – Phase I & II . . .
- 9. Planting Beds, indicating square footage of each bed
- 10. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
- 11. Responsibility for Maintenance (statement)
- 12. Landscaped area requirement; square footage and percent (specify clearly on plan)
- 13. Landscaped buffer areas provided; dimensions, label clearly that it is a landscape buffer, square footage and percent (specify clearly on plan)
- 14. Planting or tree well detail
- 15. Street Trees (only trees from the Official Albuquerque Plant Palette and Sizing list or 8 inch caliper or larger will be counted)
- 16. Parking lot edges and interior – calculations, dimensions and locations including tree requirements
- 17. Show Edge Buffer Landscaping (14-16-5-6(D)) – location, dimensions and plant material

### SHEET #3 –GRADING AND DRAINAGE PLAN

A separate grading and drainage plan (and drainage report) must be submitted to the DRS Hydrology Section prior to the DRB submittal for a site plan (See DRWS Form).

#### A. General Information

- 1. Scale - must be same as Sheet #1 - Site Plan
- 2. Bar Scale
- 3. North Arrow
- 4. Property Lines
- 5. Existing and proposed easements
- 6. Building footprints
- 7. Location of Retaining walls

#### B. Grading Information

- 1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
- 2. Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.
- 3. Identify ponding areas, erosion and sediment control facilities.
- 4. Cross Sections  
Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change. Provide one additional cross section in each direction within no more than 100 feet of the reference point.

# SITE PLAN CHECKLIST

## SHEET #4- UTILITY PLAN

- A. Fire hydrant locations, existing and proposed. (or submit signed off Fire One Plan)
- B. Distribution lines
- C. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- D. Existing water, sewer, storm drainage facilities (public and/or private).
- E. Proposed water, sewer, storm drainage facilities (public and/or private)
- F. Existing electric lines both overhead and underground. Power Poles shown with dimensions to proposed buildings and structures must be clearly shown.

## SHEET #5 - BUILDING AND STRUCTURE ELEVATIONS

### A. General Information

- A. Scale
- B. Bar Scale
- C. Detailed Building Elevations for each facade
  - 1. Identify facade orientation
  - 2. Dimensions of facade elements, including overall height and width
  - 3. Location, material and colors of windows, doors and framing
  - 4. Materials and colors of all building elements and structures
  - 5. Location and dimensions of mechanical equipment (roof and/or ground mounted)

### B. Building Mounted Signage

- 1. Site location(s)
- 2. Sign elevations to scale
- 3. Dimensions, including height and width
- 4. Sign face area - dimensions and square footage clearly indicated
- 5. Lighting
- 6. Materials and colors for sign face and structural elements.
- 7. List the sign restrictions per the IDO