

FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

A single PDF file of the complete application including all plans and documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD.

INFORMATION REQUIRED FOR ALL ADMINISTRATIVE DECISIONS OR AMENDMENTS

- Letter of authorization from the property owner if application is submitted by an agent
- Zone Atlas map with the entire site clearly outlined and labeled

ARCHEOLOGICAL CERTIFICATE

- Archaeological Compliance Documentation Form with property information section completed
- Only the information above is required unless the City Archaeologist determines that the application does not qualify for a Certificate of No Effect, in which case a treatment plan prepared by a qualified archaeologist that adequately mitigates any archeological impacts of the proposed development must be submitted and reviewed for a Certificate of Approval per the criteria in IDO Section 14-16-6-5(A)(3)(b)

MINOR AMENDMENT TO SITE PLAN – ADMIN, EPC, or DRB

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2)
- Three (3) copies of all applicable sheets of the approved Site Plan being amended, folded
- Copy of the Official Notice of Decision associated with the prior approval
- Three (3) copies of the proposed Site Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

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

- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(Y)(1)(a)
- Three (3) copies of all applicable sheets of the approved Site Development Plan being amended, folded
- Copy of the Official Notice of Decision associated with the prior approval
- Three (3) copies of the proposed Site Development Plan, with changes circled and noted
Refer to the Site Plan Checklist for information needed on the proposed Site Plan.

Minor Amendments must be within the thresholds established in IDO TABLE 6-4-5. Any amendment beyond these thresholds is considered a Major Amendment and must be processed through the original decision-making body for the request.

ALTERNATIVE SIGNAGE PLAN

- Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(F)(4)(c)
- Required notices with content per IDO Section 14-16-6-4(K)(6)
 - Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
 - Sign Posting Agreement

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: </p>	<p>Date: December 23, 2020</p>	
<p>Printed Name: Brian Verardo, PLA, ASLA, LEED AP</p>	<p><input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent</p>	
<p>FOR OFFICIAL USE ONLY</p>		
<p>Project Number:</p>	<p>Case Numbers</p>	
<p> </p>	<p>-</p>	
<p> </p>	<p>-</p>	
<p> </p>	<p>-</p>	
<p>Staff Signature:</p>		
<p>Date:</p>		

CITY OF ALBUQUERQUE

Department of Municipal Development

Patrick Montoya, Director



Timothy M. Keller, Mayor

December 23, 2020

Mr. Brennon Williams, Director
City of Albuquerque, Planning Department
600 Second Street NW
Albuquerque, NM 87102

Dear Mr. Chairman:

The purpose of this letter is to provide authorization to MRWM to act as our Agents on behalf of the City Municipal Development Department for all requests related to the proposed modifications and expansion of the Los Altos Park. This includes a minor amendment to the Site Plan – EPC, a major amendment to the Site Plan – EPC, and any associated platting that may be required. The project is anticipated to happen in phases, with the initial phase being a minor amendment to the existing site plan to accommodate renovations to the eastern portion of the park. Later phases may include an expansion to the park and the addition of additional recreational facilities, which is anticipated to require EPC review and approval.

PO Box 1293

The existing park is located south of Lomas Boulevard NE, north of Interstate 25, and west of Eubank Boulevard NE. The park is legally described as: all or a portion of Tract 4, Municipal Addition No. 2, zoned NR-PO-A, containing approximately 34.5 acres.

Albuquerque

Thank you for your assistance regarding this important project and do not hesitate to contact me or our agent if you have any questions or require any additional information.

New Mexico 87103

Sincerely,

www.cabq.gov

Patrick Montoya
Director, Department of Municipal Development

December 23, 2020

Mr. James M. Aranda, Deputy Director/ZEO
Albuquerque Planning Department
600 North 2nd Street NW
Albuquerque, NM 87102
jmaranda@cabq.gov

Dear Mr. Aranda:

The purpose of this letter is to request approval of a Minor Amendment to the City's existing Los Altos Park Site Plan – EPC and specifically to allow for the redevelopment of the softball fields at the east end of the park. The property is legally described as all or a portion of Tract 4, Municipal Addition No. 2, zoned NR-PO-A located on Lomas Blvd. NE between Eubank Blvd. NE and Interstate-40, containing approximately 34.5 acres.

The Los Altos Park received EPC approval for an amended Site Development Plan for Building Permit on December 9, 2016 (see attached Notice of Decision). This amendment addressed the construction of a new pool building and documented existing conditions, including building sizes and parking throughout the larger park.

This minor amendment is proposed to cover the redevelopment of the eastern portion of Los Altos Park. The modifications include demolition and redevelopment of the existing park that includes removal of the existing six tennis courts and twelve horseshoe pits, modification of the existing internal access roads to create an internal loop road, reconfiguration of the existing parking lots, redevelopment of the existing four softball fields and the addition of a fifth field, and a small new restroom building for the users of the park. This amendment is shown on the attached site plans (existing and proposed site plan drawings). This amendment is permitted and meets the criteria to be considered a minor amendment of a pre-IDO approval under Section 14-16-6-4 (Z)(1)(a) of the IDO based on the following IDO criteria with the responses provided following each criterion in italics:

6-4(Z)(1)(a) Minor Amendments

The Planning Director may grant minor amendments that meet the following requirements:

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

The use is not changing, it is a park with recreational facilities. Only a few requirements were specified on the original plan and major amendment approved by the EPC in 2016, including building heights and setbacks. The City has determined that to meet the needs of the community, it needs to remove the existing tennis courts and horseshoe pits and provide an additional softball field. This need was not known and could not have reasonably been known at the time the original park was constructed, but rather is based on changing community needs and demographics. The change merely substitutes one type of recreational amenity with another. No changes are being made that affect the existing building height limitations or setbacks specified on the existing, approved site development plan. Nominal changes are being made to parking and building square footage and these changes are within the thresholds allowed for minor amendments.

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

As a recreational facility, no changes are being made that affect existing building height limits or setbacks. Per table 6-4-4, a 10 percent change to existing gross building square footage and parking is allowable via a minor amendment. The 2016 site development plan documented 44,057 square feet of building area and 590 parking spaces. It appears that this site plan included an error and the actual number of parking spaces existing should have been 567, this is corrected on the updated plan. The amendment proposes to reduce the parking to 511 spaces. This reduction is approximately 9.9 percent. The new restroom building is proposed at 2,905 square feet, which will add approximately 6.7 percent.

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

The amendment will facilitate the construction of public recreation amenities within an existing City park. No additional public infrastructure will be required since the facility is adjacent to two Principal Arterial Streets. The access points will be maintained in their current locations. An important component of the proposed amendment is the creation of an internal service road loop that will allow park management and law enforcement to better patrol the park in response to several security concerns. However, this internal loop does not affect the general circulation patterns for visitors who will continue to enter the park from the existing access points to get to the existing and proposed parking lots that will remain in generally the same locations as they current are.

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

No Deviations, Variances, or Waivers are being requested for these proposed changes. They comply with the requirements of the prior approval, as explained above, as well as the NR-PO-A zone and the standards and requirements of the Parks and Recreation Department.

Based on the IDO Criteria and responses provided above, on behalf of the City Department of Municipal Development, we respectfully request approval of the attached Minor Amendment as provided for in the IDO.

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

Sincerely,

A handwritten signature in black ink, appearing to read "B. Verardo". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Verardo, ASLA

CITY OF ALBUQUERQUE



PLANNING DEPARTMENT
URBAN DESIGN & DEVELOPMENT DIVISION
600 2nd Street NW, 3rd Floor, 87102
P.O. Box 1293, Albuquerque, NM 87103
Office (505) 924-3860 Fax (505) 924-3339

OFFICIAL NOTIFICATION OF DECISION

December 9, 2016

Parks & Recreation Dept. COA
Attn: Christina Sandoval
P.O. Box 1293
Albuquerque, NM 87103

Project# 1011048
16EPC-40066 Amended Site Development Plan for Building
Permit

LEGAL DESCRIPTION:

The above action for all or a portion of Tract 4, Municipal Addition No. 2, zoned SU-1 for a Park, Garden Center and Recreational Facilities, located on Lomas Blvd. NE between Eubank Blvd. NE and Interstate-40, containing approximately 34.5 acres. (K-20)
Staff Planner: Michael Vos

PO Box 1293

On December 8, 2016 the Environmental Planning Commission (EPC) voted to APPROVE Project 1011048/16EPC-40066 Amended Site Development Plan for Building Permit, based on the following findings and subject to the following conditions:

FINDINGS:

NM 87103

www.cabq.gov

1. This is a request for a site development plan for building permit amendment for Tract 4, Municipal Addition No. 2 located on Lomas Boulevard NE between Eubank Boulevard NE and Interstate 40 and containing approximately 34.5 acres.
2. The subject site was zoned SU-1 for a Park, Garden Center and Recreational Facilities on December 15, 1988 (Z-81-118-3).
3. A site development plan covering the existing site and uses, as well as a proposed batting cage expansion, was submitted and approved by the EPC on February 16, 1989 (Z-81-118-4). The current request is to amend the previously approved site development plan.
4. The applicant is proposing a new pool building of approximately 17,665 square feet to replace the existing pool building.
5. The existing and requested park and pool uses are permissive under the current zoning of the subject site.
6. The Albuquerque/Bernalillo County Comprehensive Plan and the City of Albuquerque Zoning Code are incorporated herein by reference and made part of the record for all purposes.
7. The subject site is within the Established Urban Area of the Comprehensive Plan.

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Project #1011048

December 8, 2016

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8. The request is in general compliance with the following applicable goals and policies of the Comprehensive Plan:

a. Policy II.B.1.i: The design of parks and other open areas shall incorporate the following criteria:

- Multi-functional use of resources and compatible facilities.
- Maintenance and landscaping appropriate to the location, function, public expectations and intensity of use.
- Integration into residential design for easy accessibility and orientation to encourage use.
- Lighting, site design, or other methods to minimize vandalism.
- Connections between other Open Space network areas and public facilities.

The reconstructed pool building maintains its location at Los Altos Park, as part of an existing multi-functional use of space and resources that includes the pool, sports fields, tennis courts, and a skate park. The site is well landscaped and is accessible by a multi-use pathway that connects over Interstate 40 to the Los Altos Golf Course and the I-40 Multi-Use Trail. The request furthers Policy II.B.1.i.

b. Policy II.B.5.d: The location, intensity, and design of new development shall respect existing neighborhood values, natural environmental conditions and carrying capacities, scenic resources, and resources of other social, cultural, recreational concern.

The proposed new pool building is being placed on the footprint of the existing pool and retains the existing bath house within its design. The site design respects existing values by retaining existing access and parking, improving the overall landscaping around the facilities, and maintaining existing developed drainage flows. The request furthers Policy II.B.5.d.

c. Policy II.B.5.e: New growth shall be accommodated through development in areas where vacant land is contiguous to existing or programmed urban facilities and services and where the integrity of existing neighborhoods can be ensured.

The request is to expand the existing pool facilities at a City park in the Established Urban Area of the Comprehensive Plan. The subject site will be serviced by existing infrastructure and the size and mass of the proposed building, as well as its location toward the rear of a large site, is appropriate in order to preserve the integrity of the existing neighborhood. Policy II.B.5.e is furthered by this request.

9. Representatives from the Princess Jeanne Neighborhood Association and East Gateway Coalition, as well as property owners within 100 feet of the subject site were notified of this request. A facilitated meeting was not recommended nor held. There is no known opposition to this request.

CONDITIONS:

1. The EPC delegates final sign-off authority of this site development plan to the Development Review Board (DRB). The DRB is responsible for ensuring that all EPC Conditions have been satisfied and that other applicable City requirements have been met. A letter shall accompany the

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- submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals.
2. Prior to application submittal to the DRB, the applicant shall meet with the staff planner to ensure that all conditions of approval are met.
 3. The current zoning designation on the overall site sheet 101 shall be updated to reflect the actual zoning of SU-1 for a Park, Garden Center and Recreational Facilities.
 4. The proposed solid waste enclosure shall meet the minimum specifications, comply with comments, and have its location approved by the Solid Waste Department – Refuse Division.
 5. Four motorcycle parking spaces, as required by the Zoning Code, shall be accommodated within the parking areas of the subject site.
 6. Parking calculations and related notes shall be updated to reflect the actual number of spaces available on the subject site taking into consideration the potential conversion of two spaces to accommodate the required motorcycle parking.
 7. The landscape plan and related calculations shall be updated to include the parking area to the north of the pool facilities, and any deficiencies with regard to parking lot trees that may exist be corrected.
 8. A note shall be added to the plans indicating any future signage or changes to signage must be in compliance with the sign regulations of the C-2 zone.
 9. Conditions of Approval from Transportation Development:
 - a. Developer is responsible for permanent improvements to the transportation facilities adjacent to the proposed development site plan, as required by the Development Review Board (DRB).
 - b. Site plan shall comply and be in accordance with all applicable City of Albuquerque requirements, including the Development Process Manual and current ADA criteria.
 10. Conditions of Approval from Public Service Company of New Mexico:
 - a. It is the applicant's obligation to determine if existing utility easements or rights-of-way are located on or adjacent to the property and to abide by any conditions or terms of those easements.
 - b. Ground-mounted equipment screening will be designed to allow for access to utility facilities. All screening and vegetation surrounding ground-mounted transformers and utility pads are to allow 10 feet of clearance in front of the equipment door and 5-6 feet of clearance on the remaining three sides for safe operation, maintenance and repair purposes. Refer to the PNM Electric Service Guide at www.pnm.com for specifications.
 11. The Site Development Plan shall comply with the General Regulations of the Zoning Code, the Subdivision Ordinance, and all other applicable design regulations, except as specifically approved by the EPC.

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December 8, 2016

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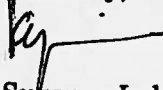
APPEAL: If you wish to appeal this decision, you must do so within 15 days of the EPC's decision or by **December 27, 2016**. The date of the EPC's decision is not included in the 15-day period for filing an appeal, and if the 15th day falls on a Saturday, Sunday or Holiday, the next working day is considered as the deadline for filing the appeal.

For more information regarding the appeal process, please refer to Section 14-16-4-4 of the Zoning Code. A Non-Refundable filing fee will be calculated at the Land Development Coordination Counter and is required at the time the appeal is filed. It is not possible to appeal EPC Recommendations to City Council; rather, a formal protest of the EPC's Recommendation can be filed within the 15 day period following the EPC's decision.

You will receive notification if any person files an appeal. If there is no appeal, you can receive Building Permits at any time after the appeal deadline quoted above, provided all conditions imposed at the time of approval have been met. Successful applicants are reminded that other regulations of the City Zoning Code must be complied with, even after approval of the referenced application(s).

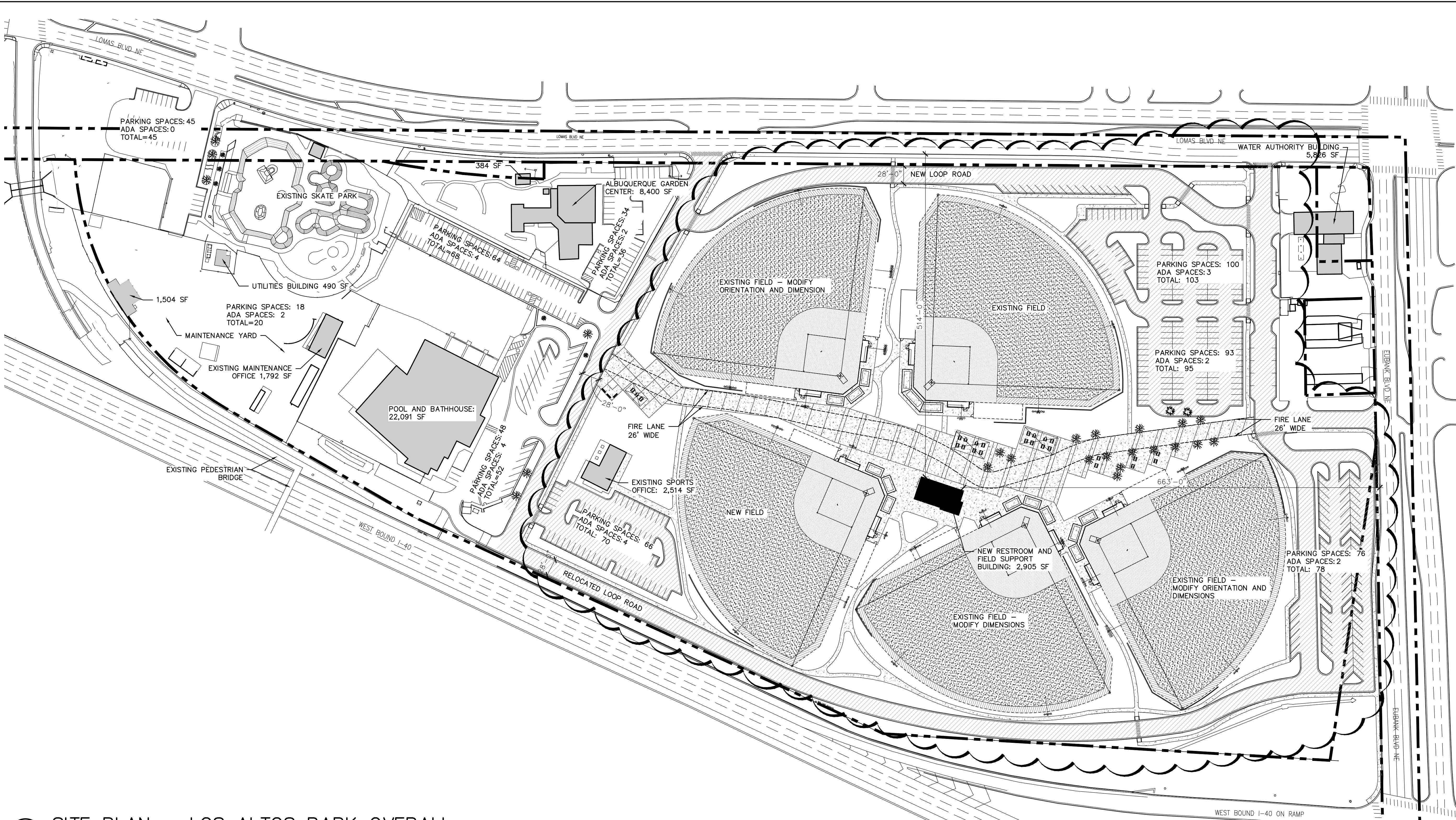
SITE DEVELOPMENT PLANS: Pursuant to Zoning Code Section 14-16-3-11(C)(1), if less than one-half of the approved square footage of a site development plan has been built or less than one-half of the site has been developed, the plan for the undeveloped areas shall terminate automatically seven years after adoption or major amendment of the plan: within six months prior to the seven-year deadline, the property owners shall request in writing through the Planning Director that the Planning Commission extend the plan's life an additional five years. Additional design details will be required as a project proceeds through the Development Review Board and through the plan check of Building Permit submittals for construction. Planning staff may consider minor, reasonable changes that are consistent with an approved Site Development Plan so long as they can be shown to be in conformance with the original, approved intent.

Sincerely,


Suzanne Lubar
Planning Director

SL/MV

cc: Parks & Recreation Dept. COA, Attn: Christina Sandoval, P.O. Box 1293, ABQ, NM 87103
Michael Heitman, AIA, 1717 Louisiana Blvd NE, ABQ, NM 87110
Princess Jeanne N.A. (PSJ) "R", Andrew Baughman, 11112 Constitution Ave. NE, Albuquerque, NM 87112
Princess Jeanne N.A. (PSJ) "R", Carolyn DeVore-Parks, 10904 Love Ave. NE, Albuquerque, NM 87112
East Gateway Coalition, Michael Brasher, 216 Zena Lona NE, Albuquerque, NM 87123
East Gateway Coalition, James Andrews, 13121 Nandina Ln. SE, Albuquerque, NM 87123



A1 SITE PLAN – LOS ALTOS PARK OVERALL
 SCALE: 1"=80'-0"

PARKING CALCULATIONS: LOS ALTOS PARK

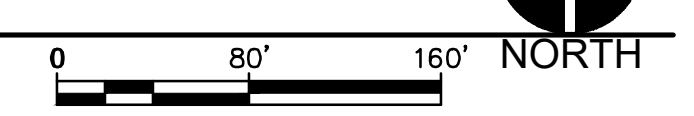
STANDARD PARKING STALLS: PURSUANT TO 14.16.2.22 SU-1 ZONE REQUIREMENTS, OFF-STREET PARKING SHALL BE PROVIDED AS REQUIRED BY THE PLANNING COMMISSION. NO OTHER SPECIFIC OFF-STREET PARKING REGULATIONS FOR PARK FACILITIES ARE INCLUDED IN THE ZONING CODE.

CURRENT TOTAL PARKING SPACES: 629	REQUIRED: N/A
PROPOSED TOTAL PARKING SPACES PROVIDED: 567 (9.8% REDUCTION)	REQUIRED: N/A
CURRENT ACCESSIBLE PARKING SPACES: 19	REQUIRED: 16
PROPOSED ADA PARKING SPACES PROVIDED: 23	REQUIRED: 23
CURRENT MOTORCYCLE PARKING SPACES: UNKNOWN	REQUIRED: N/A
PROPOSED MOTORCYCLE PARKING SPACES PROVIDED: 6	REQUIRED: N/A
CURRENT BICYCLE PARKING: UNKNOWN	REQUIRED: 6
PROPOSED BICYCLE PARKING SPACES PROVIDED: 12	REQUIRED: 6
PROPOSED PARKING STALL MODIFICATION: ZERO REDUCTION/ADDITION TO CURRENT STALL COUNT	

 TOTAL EXISTING DEVELOPMENT.....	44,057 SF
 DEMO BUILDING AREA (511 SF) (DECREASE TO EXISTING).....	511 SF
 NEW BUILDING AREA (6.65% INCREASE TO EXISTING).....	2,905 SF
TOTAL PROPOSED BUILDING AREA: 46,451 SF	

SITE INFORMATION

SITE AREA: LOS ALTOS PARK 34.5 ACRES APPROX.
 CURRENT ZONING: NR-PO-A FOR A PARK, GARDEN CENTER, AND RECREATION FACILITIES.
 LAND USE: PARK, ACTIVE AND PASSIVE RECREATION, PUBLIC SWIMMING POOL.
 MAXIMUM BUILDING HEIGHT: 26' NOMINAL; RESTROOM BLDG IS SINGLE-STORY AND SHALL BE LESS THAN 26' IN HEIGHT.
 MAXIMUM BUILDING SETBACK: 15' FRONT; 15' REAR
 MAXIMUM FLOOR AREA RATIOS (FAR): N/A
2020 AMENDMENT:
 1. REMOVE TENNIS COURTS AND HORSESHOE PITS;
 2. RECONFIGURE AND ADD A 5TH SOFTBALL FIELD;
 3. RECONFIGURE 3 EXISTING PARKING AREAS AND REDUCE PARKING FROM 346 TO 290 SPACES;
 4. ADD A NEW RESTROOM BUILDING AT 2,905 S.F.



MRWM
 LANDSCAPE ARCHITECTS
 mrwma.com 505 268 2266

CITY OF ALBUQUERQUE
 DEPARTMENT OF MUNICIPAL DEVELOPMENT

LOS ALTOS PARK
 SITE PLAN – EPC MINOR AMENDMENT

Design Review Committee	City Engineer Approval	Mo./Day/Yr.	Mo./Day/Yr.
City Project No. 3858.93		Zone Map No. K-20	Sheet LS101

REVISIONS		ARCHITECTURAL SEAL		SURVEY INFORMATION		BENCH MARKS		AS-BUILT INFORMATION	
NO.	DATE	NO.	DATE	NO.	DATE	NO.	DATE	NO.	DATE

PROJECT# 3858.93
 LOS ALTOS PARK
 ADMINISTRATION AMENDMENT FOR REVIEW
 DATE: XXXX
 RECORD DRAWINGS
 DATE: XXXX/XXX/XXX