



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

Administrative Decisions	Decisions Requiring a Public Meeting or Hearing	Policy Decisions
<input type="checkbox"/> Archaeological Certificate (Form P3)	<input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)	<input type="checkbox"/> Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)
<input type="checkbox"/> Historic Certificate of Appropriateness – Minor (Form L)	<input type="checkbox"/> Master Development Plan (Form P1)	<input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)
<input type="checkbox"/> Alternative Signage Plan (Form P3)	<input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L)	<input type="checkbox"/> Amendment of IDO Text (Form Z)
<input type="checkbox"/> Alternative Landscape Plan (Form P3)	<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Annexation of Land (Form Z)
<input checked="" type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
		<b>Appeals</b>
		<input type="checkbox"/> Decision by EPC, LC, ZHE, or City Staff (Form A)

APPLICATION INFORMATION		
Applicant: Timothy W Kehoe, X Factor Church		Phone: (505)321-4807
Address: 3023 Montclair Dr NE		Email: tim@xfactor.church
City: Albuquerque	State: NM	Zip: 87110
Professional/Agent (if any):		Phone:
Address:		Email:
City:	State:	Zip:
Proprietary Interest in Site:		List all owners:

BRIEF DESCRIPTION OF REQUEST
Locate Pre-engineered, Pre-fabricated, Site Assembled Structure in Parking Area

SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)		
Lot or Tract No.: 1	Block: 13	Unit:
Subdivision/Addition: Carlisle Plaza Addition	MRGCD Map No.:	UPC Code: 101706023903130803
Zone Atlas Page(s): G-17-Z	Existing Zoning: R-1C	Proposed Zoning: R-1C
# of Existing Lots: 1	# of Proposed Lots: 1	Total Area of Site (acres): 0.6887

LOCATION OF PROPERTY BY STREETS		
Site Address/Street: 3023 Montclair Blvd NE	Between: Candelaria	and: Valverde

CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)	
Project 1009923, 13EPC-40158, March 13, 2014	
Signature: <i>Timothy W. Kehoe</i>	Date: Dec. 6, 2021
Printed Name: Timothy Kehoe	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent

FOR OFFICIAL USE ONLY					
Case Numbers	Action	Fees	Case Numbers	Action	Fees
SI-2021-02047	AA				
Meeting/Hearing Date:				Fee Total:	
Staff Signature:			Date:		Project # PR-2021-006295

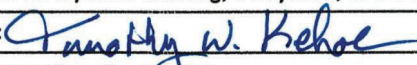



**FORM P2: SITE PLAN – DRB**

**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?  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(I)(3)
  - Explanation and justification of requested deviations, if any, in accordance with IDO Section 14-16-6-4(P)  
*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)(not required for extension)
    - Office of Neighborhood Coordination neighborhood meeting inquiry response
    - Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
    - Completed neighborhood meeting request form(s)
    - 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)(1) (not required for extension)
    - Office of Neighborhood Coordination notice inquiry response
    - Copy of notification letter, completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing to affected Neighborhood Association representatives.
    - 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, completed notification forms(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing
  - Completed Site Plan Checklist
  - Site Plan and related drawings
  - Copy of the original approved Site Plan or Master Development Plan (for amendments and extensions)
  - Site Plan and related drawings
  - Sensitive Lands Site Analysis for new site design in accordance with IDO Section 5-2(C)
  - Completed Site & Building Design Considerations Form in accordance with IDO Section 5-2(D) for all commercial and multifamily site plans except if the development is industrial or the multifamily is less than 25 units
  - Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2.)(d.) if site is within a designated landfill buffer zone
  - Infrastructure List, if required

<b><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, if required, or otherwise processed until it is complete.</i></b>	
Signature: 	Date: Dec. 6 ,2021
Printed Name: Timothy W Kehoe	<input checked="" type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>	
Case Numbers:	Project Number:
SI-2021-02047	PR-2021-006295
	
Staff Signature:	
Date:	



# FORM P3: ADMINISTRATIVE DECISIONS AND MINOR AMENDMENTS

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

**INFORMATION REQUIRED FOR ALL ADMINISTRATIVE DECISIONS OR AMENDMENTS**

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

**ARCHEOLOGICAL CERTIFICATE**

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

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

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

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

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

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

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

**ACCELERATED EXPIRATION SITE PLAN**

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

**ALTERNATIVE SIGNAGE PLAN**

- Proposed Alternative Signage Plan compliant with IDO Section 14-16-5-12(F)(5)
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-5(C)(3)(b)
- Required notices with content per IDO Section 14-16-6-4(K)
  - Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
  - Sign Posting Agreement

**ALTERNATIVE LANDSCAPE PLAN**

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

**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.**

Signature: *Timothy W. Kehoe*

Date: Dec. 6, 2021

Printed Name: Timothy W. Kehoe

Applicant or  Agent

**FOR OFFICIAL USE ONLY**

Project Number:	Case Numbers
PR-2021-006295	SI-2021-02047
	-
	-
Staff Signature:	
Date:	









# X FACTOR CHURCH

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December 6, 2021

Planning Department  
City of Albuquerque  
Albuquerque, NM 87103

RE: Administrative Amendment for Carlisle Plaza Addition, Tract 1, Block 13

The purpose of this letter is to transmit a request for an Administrative Amendment to the approved Site Development Plan for Building Permit for the parking area at Carlisle Plaza Addition, Tract 1, Block 13. The Site Plan and associated Design Standards were approved on March 13, 2014 (Project 1009923, 13EPC-40158). This amendment focuses on the northern portion of the site, which had been originally designed to accommodate a pre-fabricated 1500 square foot accessory building. The overall square footage resulting from this amendment is a reduction from the original approval.

The 2014 design was based on a specific building that the church had identified that would fulfill the need for additional space. As the plan was being reviewed, the building was sold to a third party leaving the church with an approved plan but no building. The need for additional space had plagued the church since.

An opportunity arose for the church to obtain additional space relatively inexpensively. A private entity had available pre-engineered, pre-fabricated, previously owned units for delivery and assembled on site. This appeared to the church to be a solution to their need even if only temporary. The church ordered the building and as it was being assembled the church was issued with a stop work order. The church is asking for a permit to assemble this structure in the parking lot. The parking spaces lost will be provided on the west side of the church. To maintain the portability of the structure it will not be provided with hard utilities such as plumbing. However, the city mechanical review department is requiring that the space be conditioned and that will be provided.

X Factor Church is located within an underprivileged neighborhood. The church has a food ministry that provides weekend meal bags for students at McKinley Middle School and Bel Air Elementary Schools as well as their families. The church also provides food to others in need not associated with the schools. As we are coming out of the pandemic, we are seeing an increase in the need for how we can serve not just our neighborhood, but also our city. As of January 2021 the church has provided over 2,100 student meal bags and almost 300 family meal bags. This additional space will help us with our efforts as well as provide much needed space for storage of large, bulky items such as chairs and tables.

The church spoke with Renee Brissette, PE from Hydrology on Nov. 15, 2021 to review the proposed structure. Her comment was to add a note to the drawing saying "temporary structure will not change the existing drainage pattern" as the building is open beneath and add arrows showing the direction of surface flow. The changes will be made to the drawings. This current Amendment has been designed to be consistent with and a refinement of previous approvals.



The Administrative Amendment is further defined as follows:

1. Sheet 1 (Amended Site Plan for Building Permit) is proposed to be amended to:
  - a) Amend the location of the accessory building

The proposed Administrative Amendments are minor and consistent with the intent, building arrangements and size, site circulation, etc. of the approved Site Plan for Building Permit.

Please feel free to call me at (505) 321-4807 with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Timothy W. Kehoe". The signature is written in a cursive style with a large initial 'T'.

Timothy W. Kehoe  
Church Elder  
X Factor Inc.







**KEYED NOTES**

- 1. Renewed Parking Spaces Located by New Structure
- 2. Pre-Engineered D&D Surplus Portable Structure

**CODE DATA**

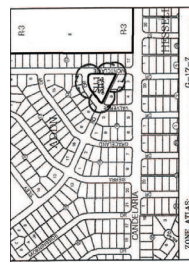
Existing Church Building (IBC 2015)  
 Assumed Occupancy: Group A-3  
 Assumed Construction Type: III-B  
 Allowable Area: 9,500 SF (without area increase calculation)  
 Actual Area: 5,900 SF

**SITE DATA**

New Storage Building (IBC 2015)  
 Assumed Occupancy: Group S-2  
 Assumed Construction Type: III-B  
 Allowable Area: 13,500 SF (without area increase calculation)  
 Actual Area: 1,280 SF

**SITE DATA**

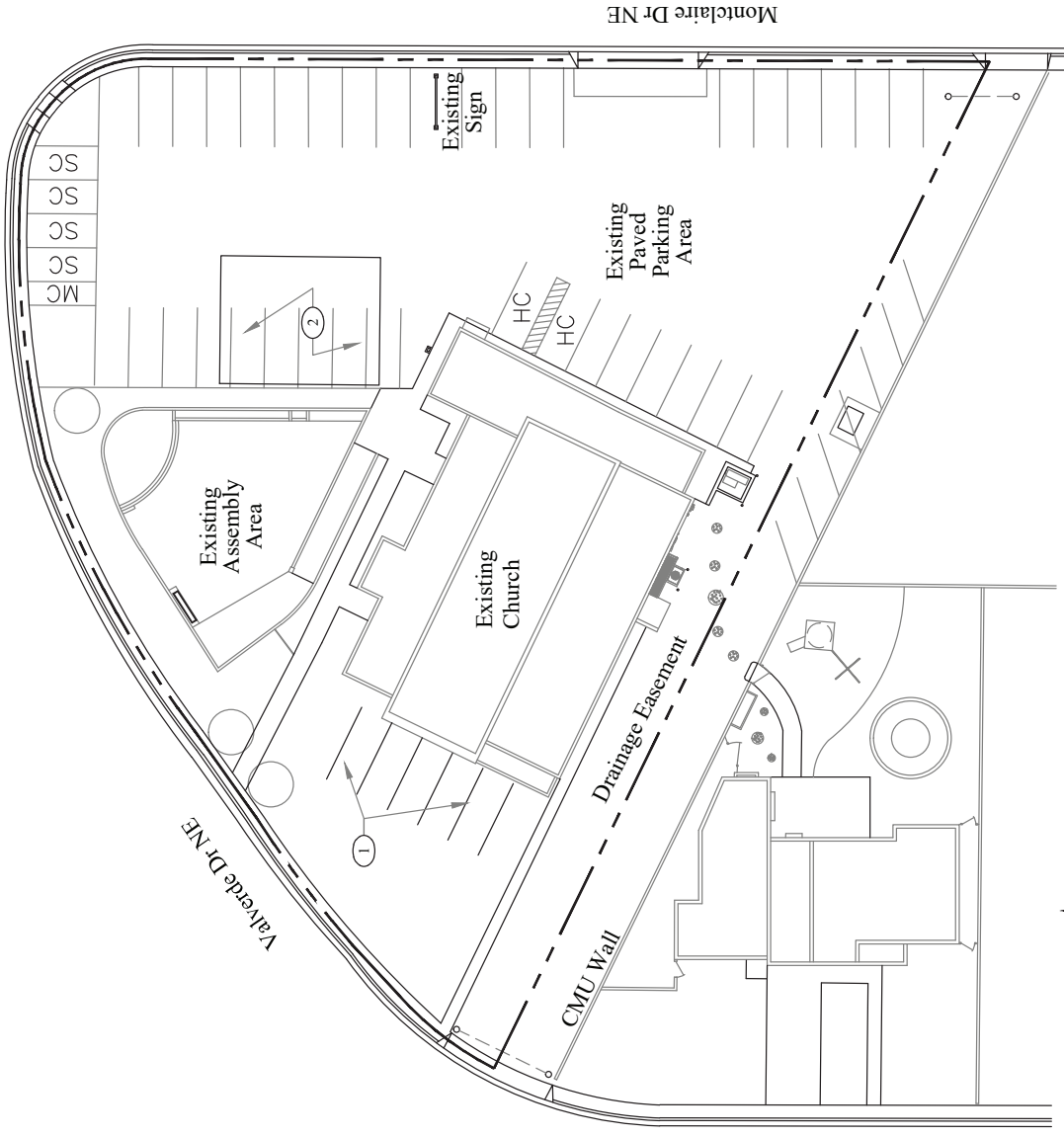
Total Site Area: 0.7074 Acres ±  
 Existing Site Zoning: S-U-1 for Church  
 Existing Site Area: 13,500 SF  
 Required Parking: 28 Spaces (1 Space per 4 Seats at 104 Seats)  
 Provided Parking: 34 Spaces (4 Small Car) 2 Spaces  
 Provided HC Pkg: 2 Spaces  
 Motorcycle Parking Required: 1 Space  
 Motorcycle Parking Provided: 1 Space  
 Required Bicycle Parking: 3 Spaces  
 Provided Bicycle Parking: 3 Spaces



**LEGAL DESCRIPTION**

Lot 1, Bk. 13, Carlisle Plaza Addition

STATE OF NEW MEXICO  
 RONALD BURSTEIN  
 NO. 2057  
 Digitally signed by  
 Ron Burstein  
 Date: 2021.10.25  
 15:15:40-0600'  
*Ron Burstein*



**OVERALL SITE PLAN**  
 Scale: 1" = 30'-0"

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 Albuquerque, NM 87104  
 505-843-9639  
 www.studioswarch.com

Sheet No. **C1**  
 Overall Site Plan  
 X Factor Church

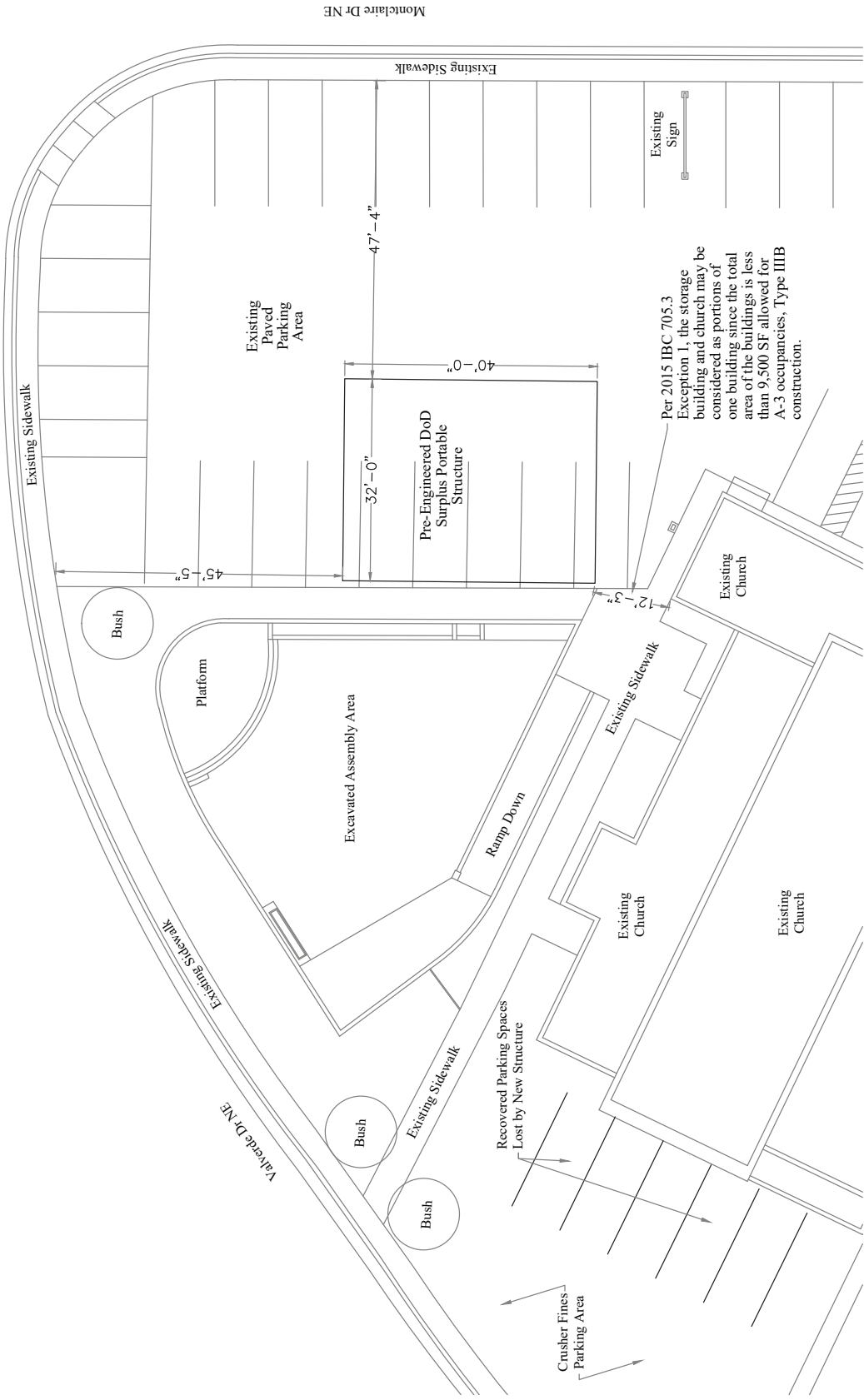
ShName  
 ProName  
 DwnBy  
 ChgBy

ProjNo  
 Trk  
 Date

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Montclair Dr NE

Existing Sidewalk

Existing Paved Parking Area

Pre-Engineered DoD Surplus Portable Structure

Per 2015 IBC 705.3 Exception 1, the storage building and church may be considered as portions of one building since the total area of the buildings is less than 9,500 SF allowed for A-3 occupancies, Type IIIB construction.

Existing Sign

Bush

Platform

Excavated Assembly Area

Ramp Down

Existing Sidewalk

Existing Church

Existing Church

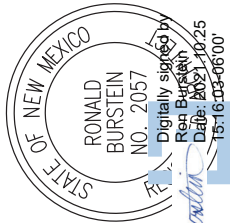
Existing Church

Recovered Parking Spaces Lost by New Structure

Crusher Fines Parking Area

Valerie Dr NE

Existing Sidewalk

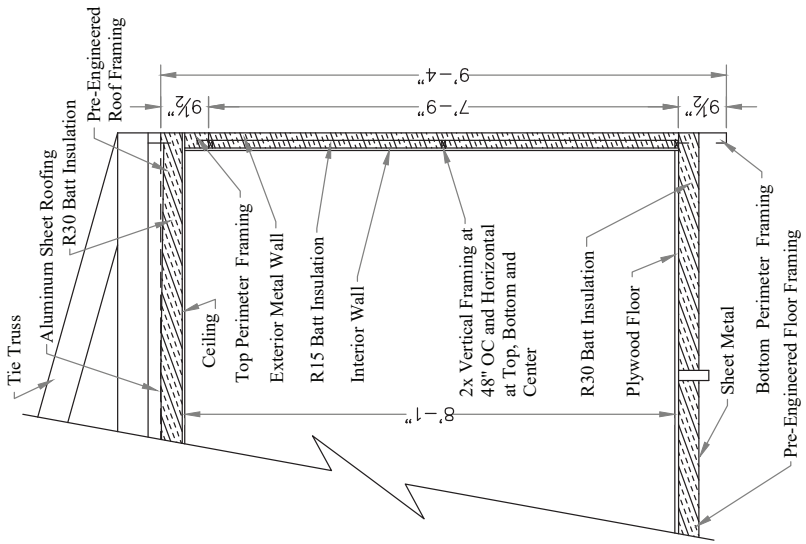


# SITE DIMENSION PLAN

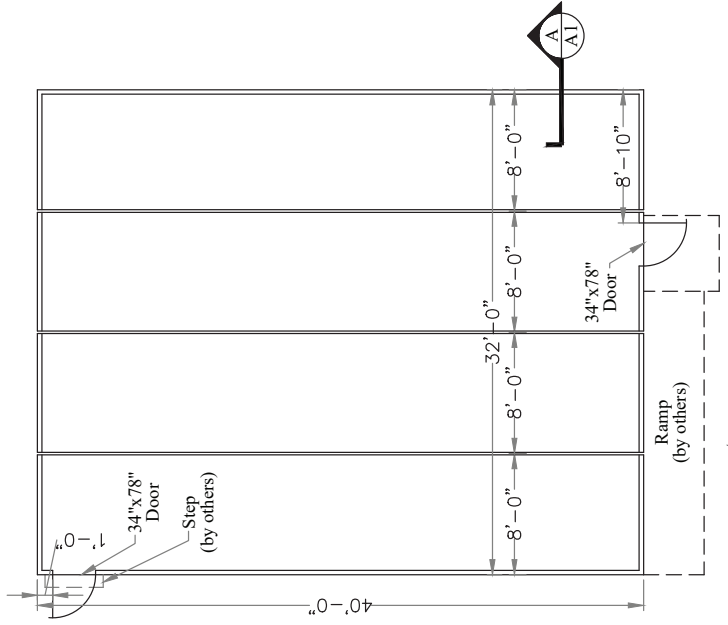
Scale: 1/16" = 1'-0"

	<b>STUDIO SW ARCHITECTS</b> 2101 Mountain Road NW Suite B Albuquerque, NM 87104 505-843-9639 www.studioswarch.com	DwgBy: <i>twk</i> ChgBy: <i>rb</i>	ProjNo: <b>X-TS01</b> Date: <b>10/24/21</b>	ProName: <b>Temp. Sfg Structure</b> Loc: <b>Alb, NM</b>	Sheet No. <b>C2</b> Sheet 2 of 5 Sheets
	<b>Site Dimension Plan</b>		X Factor Church		





**A SECTION**  
Scale: 1/4" = 1'-0"



**FLOOR PLAN**  
Scale: 1/8" = 1'-0"



*An Exciter*  
Digitally signed by Ronald Burstein  
Date: 2021.10.25 15:16:51-0600'

Sheet No. **A1**  
Sheet 3 of 5 Sheets

ProjName: Temp. Sig Structure  
Client: X Factor Church

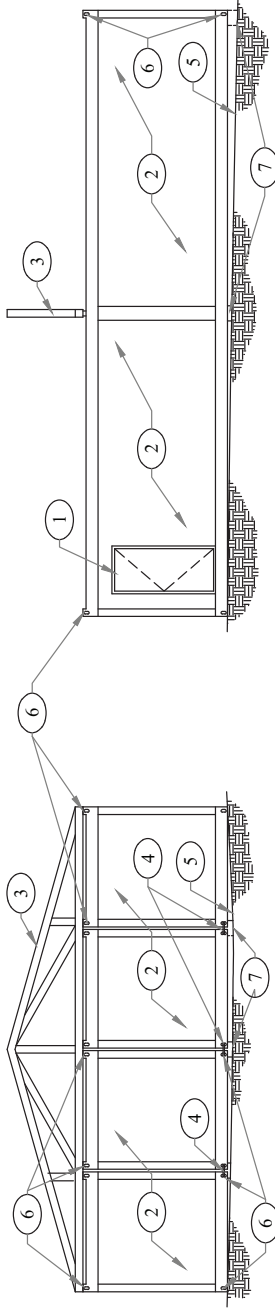
DwnBy: X-TS01  
Cntrl: 10/24/21  
Scale: Alb, NM

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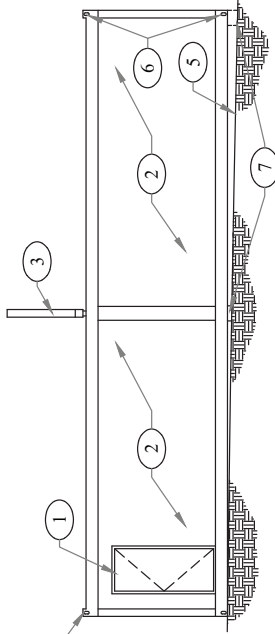
## KEYED NOTES

1. 3-4x78 Door
2. Steel Exterior Panels
3. Tie Truss Securing Individual Units Together (Typical)
4. Tie Bars Securing Individual Units Together (Typical)
5. Asphalt Paving Finished Grade
6. Lifting Holes (Typical)
7. Leveling Supports per Structure Installer (Typical)



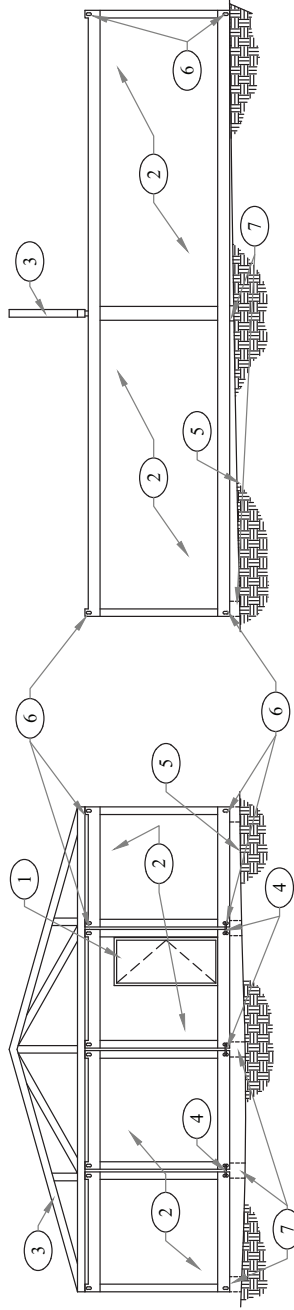
### NORTH ELEVATION

Scale:  $\frac{1}{8}'' = 1'-0''$



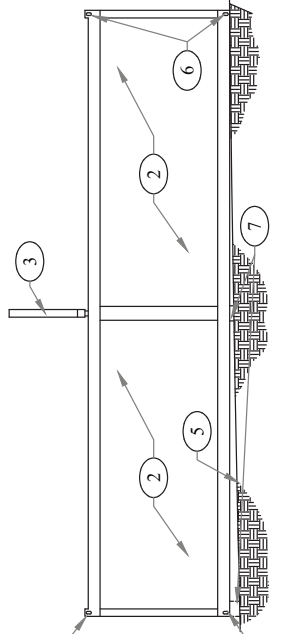
### WEST ELEVATION

Scale:  $\frac{1}{8}'' = 1'-0''$



### SOUTH ELEVATION

Scale:  $\frac{1}{8}'' = 1'-0''$



### EAST ELEVATION

Scale:  $\frac{1}{8}'' = 1'-0''$



Sheet No. **A2**  
Sheet 4 of 5 Sheets

Site Name  
**Elevations**

Proj Name  
**Temp. Sig Structure**

Proj No  
**X-TS01**

Drawn By  
**twk**

Checked By  
**10/24/21**

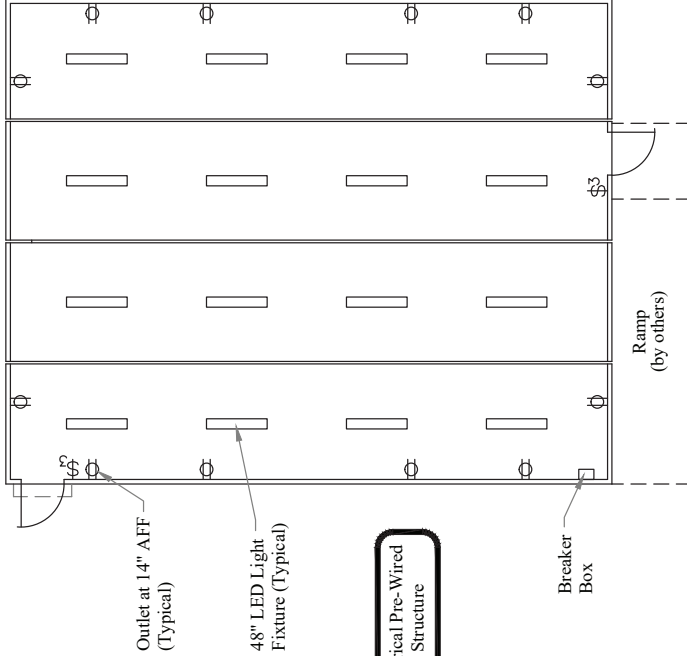
Location  
**Alb, NM**

Client  
**X Factor Church**

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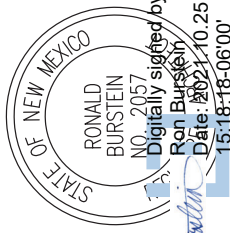




**NOTE:** All Electrical Pre-Wired in Pre-Engineered Structure

**ELECTRICAL PLAN**

Scale: 1/8" = 1'-0"



Sheet No. **E1**  
 Sheet 1 of 5 Sheets

ProjName: **Temp. Sig Structure**  
 Client: **X Factor Church**

DwnBy: **trk**  
 Date: **10/24/21**  
 ProjNo: **X-TS01**  
 Location: **Alb, NM**

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 505-843-9639  
 www.studioswarch.com



# CITY OF ALBUQUERQUE INVOICE

**TIMOTHY W KEHOE A FACTOR CHURCH**

**3023 MONTCLAIRE DR NE**

Reference NO: SI-2021-02047

Customer NO: CU-149758133

<b>Date</b>	<b>Description</b>	<b>Amount</b>
12/07/21	2% Technology Fee	\$1.00
12/07/21	Application Fee	\$50.00

Due Date: **12/07/21**

Total due for this invoice:

**\$51.00**

Options to pay your Invoice:

1. Online with a credit card: <http://posse.cabq.gov/posse/pub/lms/Default.aspx>
2. In person: Plaza Del Sol, 600 2nd St. NW, Albuquerque, NM 87102

PLEASE RETURN THE BOTTOM PORTION OF THIS INVOICE NOTICE WITH PAYMENT



**City of Albuquerque**  
PO Box 1293  
Albuquerque, NM 87103

**Date:** 12/07/21  
**Amount Due:** **\$51.00**  
**Reference NO:** SI-2021-02047  
**Payment Code:** 130  
**Customer NO:** CU-149758133

TIMOTHY W KEHOE A FACTOR CHURCH  
3023 MONTCLAIRE DR NE  
ALBUQUERQUE, NM 87110



130 0000SI20210204700099355114975812200000000000005100CU149758133