

**From:** [Webb, Robert L.](#) on behalf of [Planning Development Review Services](#)  
**To:** [Jared Winchester](#)  
**Cc:** [Rodenbeck, Jay B.](#)  
**Subject:** RE: NM United - Minor Amendment application for signage  
**Date:** Friday, June 3, 2022 12:09:08 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Hello Jared.

I'm reviewing the submittal now for the planning/zoning portion.  
We'll need a couple items and had a couple questions.

Needed to confirm the type of sign. The description and the illustration don't seem to match up.  
Is this a fairly standard wall/building sign that is attached to the new building and non-illuminated?

Or is this a separate free-standing sign structure next to the building?

-Please provide the dimensions of each wall façade where signage will be placed. Include both the façade percentage of each sign and the SqFt of each sign.

-If separate, we will also need measurement from building and property line to the new signs.

Along with a height measurement of each sign. Include elevations.

Does signage affect any existing driveways, access, sidewalks, trails, etc.?

*5-12(E)(3) Clearance 5-12(E)(3)(a) Any part of a sign extending over a public right-of-way, private way, or private walkway shall have a minimum vertical clearance of 8 feet above any sidewalk or walkway and a minimum vertical clearance of 12 feet above any vehicle driving surface, unless it is a sign allowed by Subsection 14-16-5-12(F)(4)(b) (Portable Signs), 14-16-5-12(I) (Construction Period Sign), or 14-16-5-12(K) (Transit Shelter Signs).*

*5-12(E)(3)(b) Approval from one of the following entities is required for any part of any sign extending over a public right-of-way, private way, or private walkway: 1. The City, for signs that extend over a public right-of-way. 2. The owner of the property containing the pedestrian traffic area, for signs that extend over a private way or private walkway*

I'm researching and confirming the property being separate and not needing the letter of approval from the Mesa Del Sol architectural committee.

If separate from the master plan, is there a signage plan or standards for this site? I didn't see any of those documents in the submittal.

Current IDO requirements say per approved plan. If no plans exist and it is outside MDS master plan then we may be able to use NR-C standards.

More information is needed though.

Thank you,

Robert



**ROBERT WEBB**

Planner – Development Services

o 505.924.3910

e [rwebb@cabq.gov](mailto:rwebb@cabq.gov)

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**From:** Jared Winchester [mailto:[JaredWinchester@improvetgroup.net](mailto:JaredWinchester@improvetgroup.net)]

**Sent:** Thursday, June 2, 2022 12:50 PM

**To:** Planning Development Review Services <[PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov)>

**Cc:** Rodenbeck, Jay B. <jrodenbeck@cabq.gov>; Montoya, Yolanda <yolandamontoya@cabq.gov>  
**Subject:** RE: NM United - Minor Amendment application for signage

**[EXTERNAL]**  
Forward to  
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concern.

Hi Robert, et al.

Just wanted to confirm you have everything you need on this application and also to see if there is an eta on when we might have a response. I know after this I still need to get a signage permit application submitted and internally I need to give an update to the New Mexico United team as to when to expect they could have signage in place.

Thank you

**Jared Winchester**

[JaredWinchester@improvementgroup.net](mailto:JaredWinchester@improvementgroup.net)  
(800) 244-1452

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**From:** Jared Winchester  
**Sent:** Thursday, May 26, 2022 4:20 PM  
**To:** Planning Development Review Services <[PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov)>  
**Cc:** Rodenbeck, Jay B. <[jrodenbeck@cabq.gov](mailto:jrodenbeck@cabq.gov)>; Montoya, Yolanda <[yolandamontoya@cabq.gov](mailto:yolandamontoya@cabq.gov)>  
**Subject:** RE: NM United - Minor Amendment application for signage

Hi Robert, thanks for your email.

Sorry I did not include the full previously approved documentation, so attached is the updated file, which has all of the items you've requested (justification letter with a new AS-103 site plan and details drawing sheet towards the end). There is also signed documentation between NM United and Improve Group for us to act as their agent –the same information submitted previously with the first AA application.

To clarify:

- This application is to install two free-standing signs directly next to the existing building only. The application has no other changes to the previously approved AA.
- The previously approved AA (now attached), which was to allow the construction of the field building / fencing at the corner of the existing soccer field, did not require Mesa del Sol Architectural review. This was per Maggie Gould (I know she is no longer with the City) who stated that the site was outside the core masterplan area. No review was needed.
- All of the documentation you mentioned is in this updated PDF.

Please let me know if there are any other questions. Appreciate all of your help.

Jared  
505-485-4312

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**From:** Webb, Robert L. <[rwebb@cabq.gov](mailto:rwebb@cabq.gov)> **On Behalf Of** Planning Development Review Services

**Sent:** Thursday, May 26, 2022 1:22 PM

**To:** Jared Winchester <[JaredWinchester@improvementgroup.net](mailto:JaredWinchester@improvementgroup.net)>

**Cc:** Rodenbeck, Jay B. <[jrodenbeck@cabq.gov](mailto:jrodenbeck@cabq.gov)>; Montoya, Yolanda <[yolandamontoya@cabq.gov](mailto:yolandamontoya@cabq.gov)>

**Subject:** RE: NM United - Minor Amendment application for signage

Hello. Thank you for submitting.  
We had a few clarification questions.

This amendment request is to add two building/wall signs on the existing building, correct?  
Or is it also including the building?  
Do you have the approval for the Mesa Del Sol Architectural committee?

For the amendment file, we need a copy of the original/existing site plan, along with any past amendments for the site. Then also include the site plan that shows the changes. Cumulative changes must be at 10% or less for it to be processed as a minor AA. You'll also need to submit a justification/explanation letter. The explanation portion supports the drawings and explains existing to proposed changes. The justification portion is called out in the IDO 6-4-X. So it has particular criteria that needs to be included along with demonstrating that changes would not have a negative impact. Please include an agent authorization letter as well.

Once we have a complete file, we can process, invoice and forward for review and approvals.

Thank you,

Robert



**ROBERT WEBB**  
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e [rwebb@cabq.gov](mailto:rwebb@cabq.gov)  
[cabq.gov/planning](http://cabq.gov/planning)

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**From:** Jared Winchester [<mailto:JaredWinchester@improvementgroup.net>]

**Sent:** Wednesday, May 25, 2022 6:08 PM

**To:** Planning Development Review Services <[PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov)>

**Cc:** Rodenbeck, Jay B. <[jrodenbeck@cabq.gov](mailto:jrodenbeck@cabq.gov)>; Metzgar, Angelo D. <[ametzgar@cabq.gov](mailto:ametzgar@cabq.gov)>;  
Cordero, Shannon D. <[sdcordova@cabq.gov](mailto:sdcordova@cabq.gov)>

**Subject:** NM United - Minor Amendment application for signage

**[EXTERNAL]**  
Forward to  
[phishing@cabq.gov](mailto:phishing@cabq.gov)  
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email causes any  
concern.

Regards,

Please see attached Minor Amendment application for landmark premise signage to be constructed at the NM United Training Center at Mesa del Sol.  
This is a follow-up to the fast-trax building permit BP-2022-17768

Please send link for fees / payment.

Thank you!

Jared Winchester  
(cell) 505-485-4312



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