

# 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.

**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)
- 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

**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)
- 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.*
- 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

**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)
- 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.*
- 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

**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
- 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

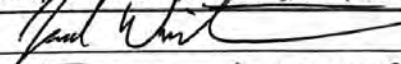
**ALTERNATIVE SIGNAGE PLAN**

- 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)
- Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
- Sign Posting Agreement
- 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


**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
- 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

*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: 	Date: 12/22/21
Printed Name: JARED WINCHESTER, Improve Group	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

**FOR OFFICIAL USE ONLY**

Project Number	Case Numbers	
PR-2021-006380	SI-2021-02163	
	-	
	-	
Staff Signature:		
Date:		



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: <u>New Mexico United / Peter Trevisani, CEO</u>	Phone: <u>505-209-7529</u>
Address:	Email: <u>peter@newmexicoutd.com</u>
City:	Zip:
Professional/Agent (if any): <u>Improve Group</u>	Phone: <u>505-485-4312</u>
Address: <u>3550 Paw American Fwy</u>	Email: <u>jaredwinchester@improvegroup.net</u>
City: <u>Albuquerque</u>	Zip: <u>87107</u>
Proprietary Interest in Site:	List all owners: <u>State of NM Land Office</u>

**BRIEF DESCRIPTION OF REQUEST**

MINOR AMENDMENT FOR CONSTRUCTION OF A 2400 GSF FIELD BUILDING AT THE EXISTING MESA DEL SOL PRACTICE FIELD

**SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)**

Lot or Tract No.: <u>TR 13 Bulk Land Plat of Mesa del Sol</u>	Block:	Unit:
Subdivision/Addition: <u>TRACTS 1-15 CONT.</u>	MRGCD Map No.:	UPC Code: <u>101505125328420101</u>
Zone Atlas Page(s): <u>R-15-Z</u>	Existing Zoning: <u>NR-PO-C</u>	Proposed Zoning: <u>nwe</u>
# of Existing Lots: <u>1</u>	# of Proposed Lots: <u>1</u>	Total Area of Site (acres): <u>629.6659</u>

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: 5601 University Blvd <sup>SE</sup> Between: University Blvd SE and: Bobby Foster

**CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)**

Signature: <u>[Signature]</u>	Date: <u>12/23/21</u>
Printed Name: <u>Jared Winchester / Improve Group</u>	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

**FOR OFFICIAL USE ONLY**

Case Numbers	Action	Fees	Case Numbers	Action	Fees
<u>SI-2021-02163</u>	<u>AA</u>				

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date:
	Project # <u>PR-2021-006380</u>



# IMPROVE GROUP

It's about time.

December 23, 2021

## Letter of Justification

Re: NM United Field Building  
5601 University Blvd SE  
Permit # BP-2021-53089

To Whom it may concern,

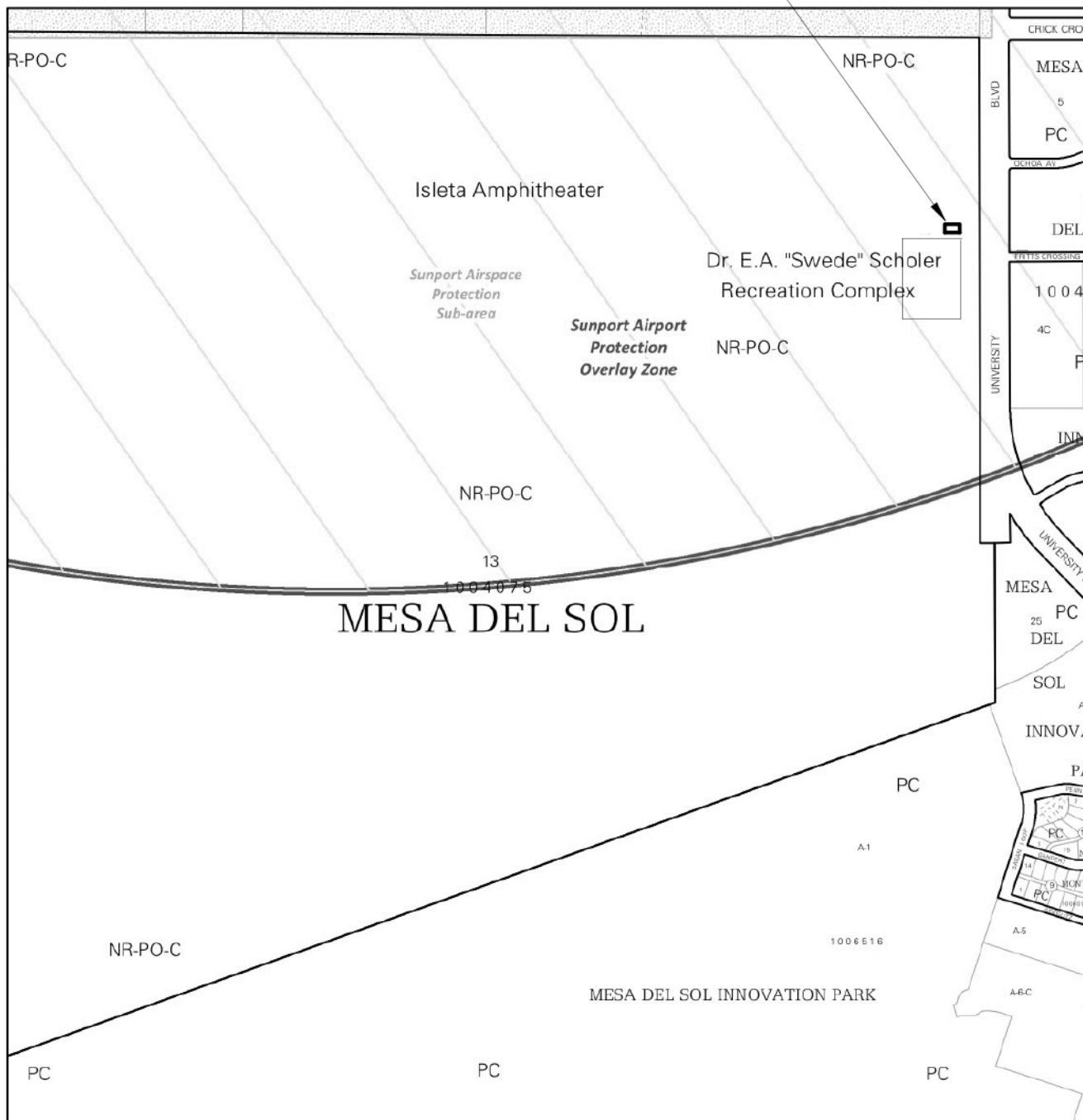
At the request of the City of Albuquerque Zoning department, and as a requirement for building permit BP-2021-53089, the following Minor Amendment to Site Development Plan is being submitted for review. This amendment is to allow for the construction of a 2,400 gsf field building to support New Mexico United practice activities at the existing Mesa Del Sol professional practice field. The project scope involves the building and associated site improvements for ADA parking and sidewalk areas in the immediate vicinity of the building. Access to the building is being accommodated by an existing access gate to the north.

The project is being carried out per a ground lease agreement between the New Mexico United soccer team and Bernalillo County, who had previously constructed the professional soccer field just south of the proposed new building. Current land ownership is listed as the State of New Mexico Land Office. Improve Group, acting as Agent on behalf of New Mexico United, is handling submission of this request and the building permit application. The attached drawings in this application locate the area of the proposed development relative to the original site plan and provide design drawings for the building. The Maximum building height is 15'-6" and the extent of the development is below the 10% threshold established in the IDO.

Thank you for your consideration,

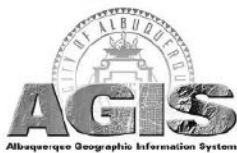
Jared Winchester  
Project Architect  
Improve Group

**PROJECT LOCATION**

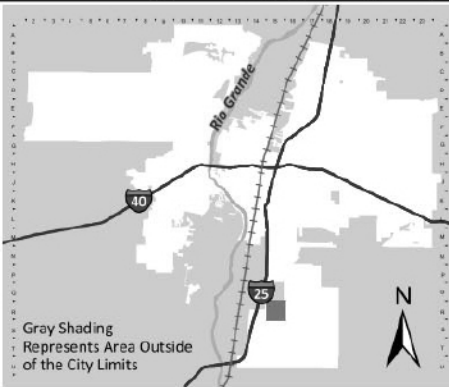


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

**IDO Zone Atlas  
May 2018**

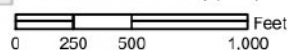


IDO Zoning information as of May 17, 2018  
The Zone Districts and Overlay Zones  
are established by the  
Integrated Development Ordinance (IDO).



Zone Atlas Page:  
**R-15-Z**

- Easement
- Escarpment
- Petroglyph National Monument
- 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



12/23/2021 12:42:17 PM

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A

B

C

D

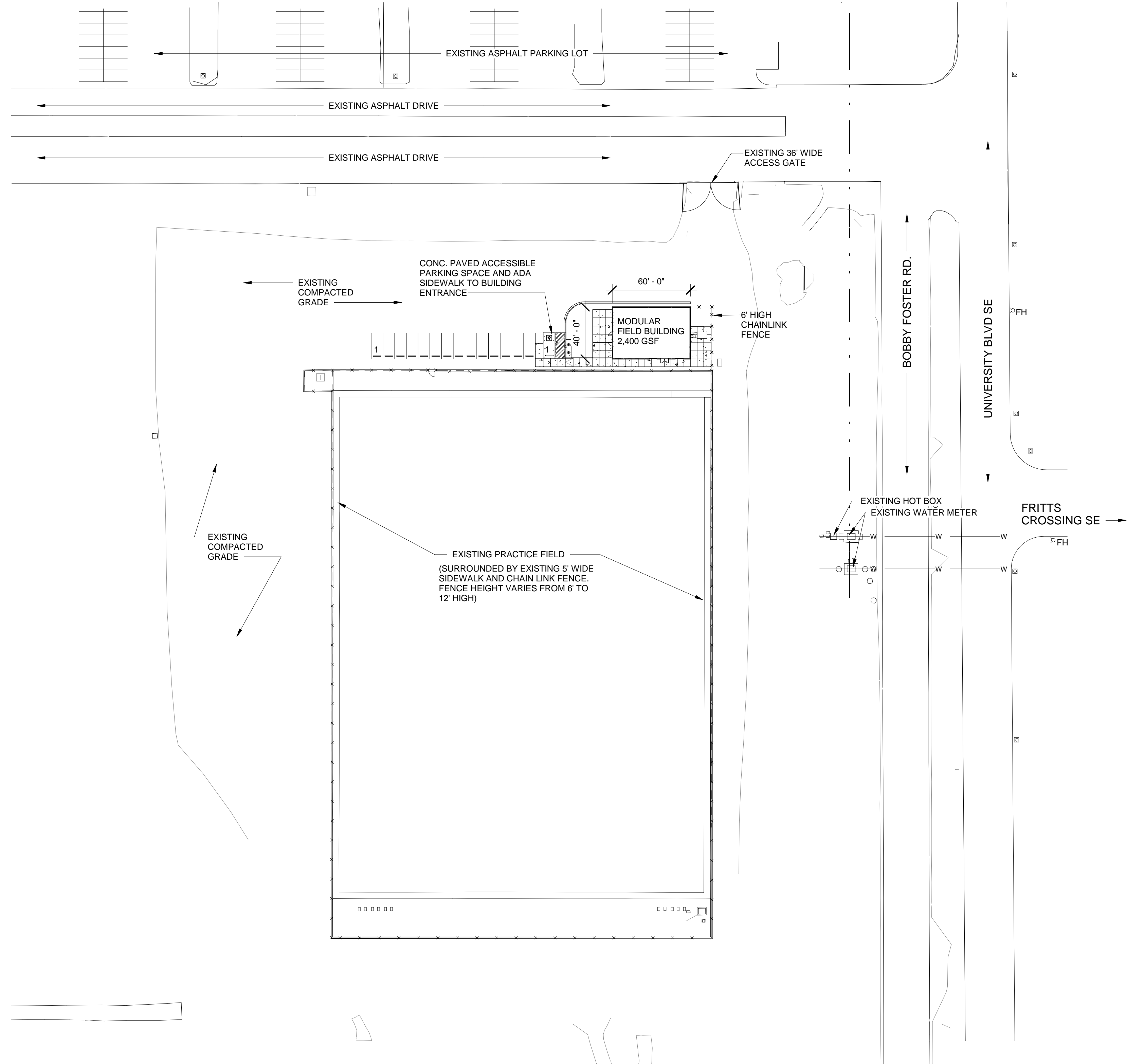
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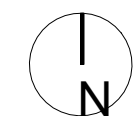
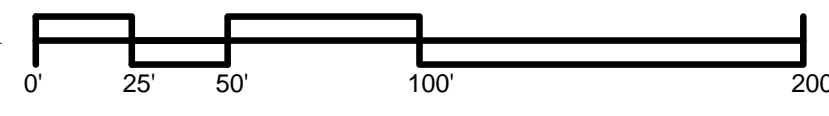
3

4

5



**A1** SITE PLAN AND FIELD CONTEXT  
1" = 50'-0"



3550 Pan American Fwy  
Albuquerque NM 87107  
800-244-1452 www.improvegroup.net

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NEW MEXICO UNITED FIELD BUILDING  
5601 University Blvd. SE  
Albuquerque NM 87105

No	Date	Description
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Revision Schedule

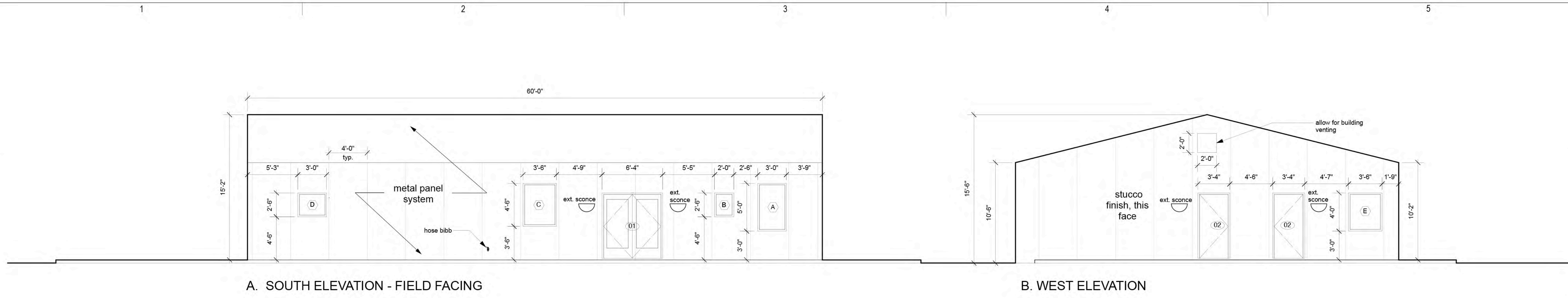
ISSUE: CD's  
PROJECT #: 61257  
FILE:  
DRAWN BY: JW  
CHECKED BY: JW  
DATE: 12.22.21

SITE PLAN AND FIELD CONTEXT

AS-100

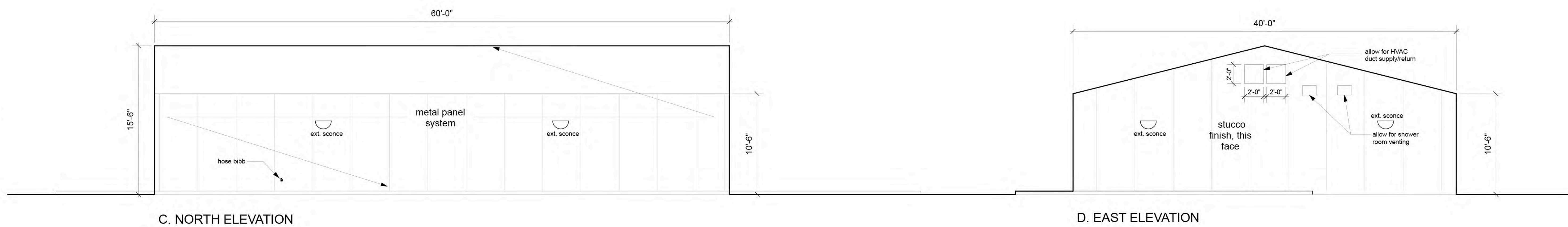
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**New Mexico United Field Building**  
 5601 University Boulevard Southeast  
 Albuquerque, New Mexico 87105



A. SOUTH ELEVATION - FIELD FACING

B. WEST ELEVATION



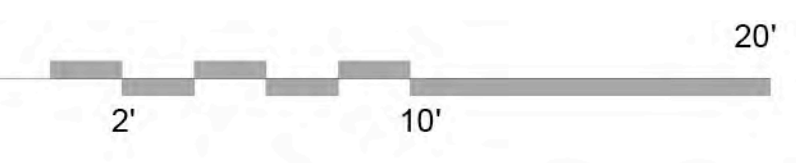
C. NORTH ELEVATION

D. EAST ELEVATION

**Metal panel System General Notes:**

- Basis of Design: Firestone Uni-Clad UC-3 1.5" Smp-Lock Seam
- 24 ga. Panels installed vertically up walls and roof pitch.
  - 12" wide panels
  - Colors selected from manufacturer's full line of standard and metallic finishes. 2 finishes to be selected.

**1. BUILDING ELEVATIONS**  
 SCALE: 3/16" = 1'-0"



A. PERSPECTIVE LOOKING SOUTH



C. PERSPECTIVE LOOKING SOUTHWEST

**2. BUILDING RENDERINGS**

No	Date	Description
		Revision Schedule

ISSUE:	PERMIT
PROJECT #:	61257
FILE:	211203_NMU_Main.cb
DRAWN BY:	CEB
CHECKED BY:	CEB
DATE:	12 December 2021

SHEET TITLE  
 Exterior Elevations/  
 3D Views



## **New Mexico United | Relocatable Training Facility**

Design, Engineering, Project Management

The New Mexico United has become a cultural icon of New Mexico and an organization that the community has rallied around. This project is designed to begin the process of aligning the team's facilities to the level of professionalism of its operations and trajectory. This training facility will be built at the current practice field at Mesa Del Sol and will take an agile systems approach to future expansion and relocation.

The scope of this engagement includes:

- Conceptual Design of a +/- 2,400 square foot locker room and training facility.
- Development of a permit set of drawings and submission of the project to the County or State permitting authority as well as collaboration with that authority to ensure applicable code compliance.
- Cost estimating efforts to develop contractable budgets for the project and associated coordination with engineers, product vendors, and a general contractor

The goal is to have the project operational as close to February 1<sup>st</sup>, 2022 as possible. Based on preliminary estimates, we believe the total project budget to be between \$400,000 - \$500,000 and depending on the permitting process, supply chain constraints, and design schedule a move in date in February is feasible. The short window of execution for this project will require deep collaboration between all parties.

## **Deliverables**

Specific deliverables of this engagement include:

1. Conceptual Design of the Training Facility – This will include 3D renderings, flythroughs, and other media that will allow functional design reviews as well as materials for publicizing the facility and product. It is anticipated that this conceptual design may include concepts of future phases of the facility.
2. Permit Set of Architectural and Engineering Designs – Improve Group will engage the appropriate engineering team (civil, structural, M/E/P) to develop construction documents as part of a full permit set.
3. Project Schedule – We will develop a full design and construction schedule to guide the project team.
4. Budgets and Pricing – We will develop cost estimates, as well as contractable proposals for the execution of the work. This will be provided in phases (shell, interiors, and site) for fast execution of the work to allow the project to stay on schedule.



**Notes:**

1. This engagement provides the design/planning services described in the Deliverables section. The execution of the project (shell, interiors, site) will be priced and contracted separately.
2. It is expected that Improve Group's execution scope (noted in bullet 1) will include the site work required for the building. We will engage with the appropriate General Contractor for planning and construction. The selection of the General Contractor will be collaboratively done with NM United.
3. The budget noted in the intro paragraph above does not include furniture or other non-construction equipment needed in the facility. Additionally, it assumes all utilities will be located within 5 feet of the building envelope.

**Fee Schedule**

The firm, fixed investment for the scope described above is \$25,275.00 plus applicable NMGR.T.

- Terms:
- Payment 1: 25% at time of contract execution
  - Payment 2: 25% at time of permit application
  - Payment 3: 50% due at groundbreaking of the project

The design review meetings are scheduled with key NM United personnel for November 18<sup>th</sup> and 19<sup>th</sup>. To maintain this schedule of progress acceptance of this proposal should be in the afternoon of November 17<sup>th</sup>.

**Acceptance**

New Mexico United accepts this project engagement scope outlined in this document and authorizes Improve Group to proceed with the deliverable items listed. We agree to the payment terms as specified in the "Price" section and that this document overrides any and all previous presentations, requirements, specifications, and proposals either written or verbal.

This agreement is governed by the laws of the State of New Mexico:

Authorized Signature:

X

Date: 11-18-21

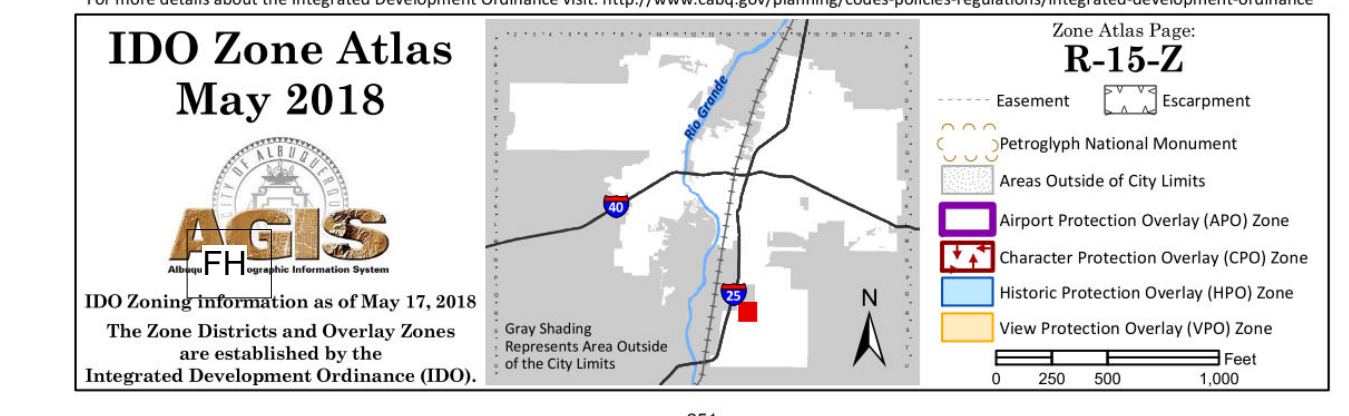
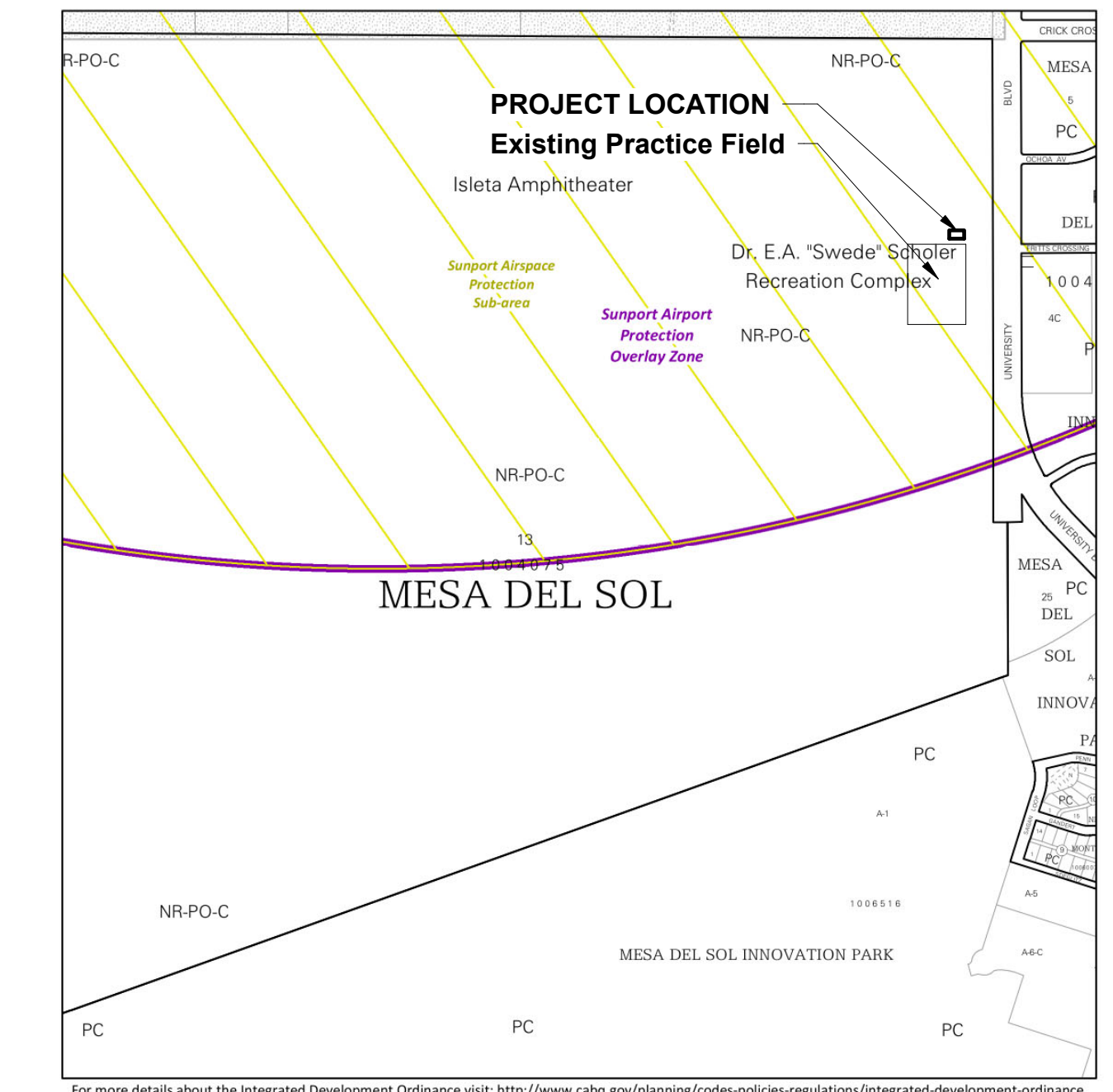
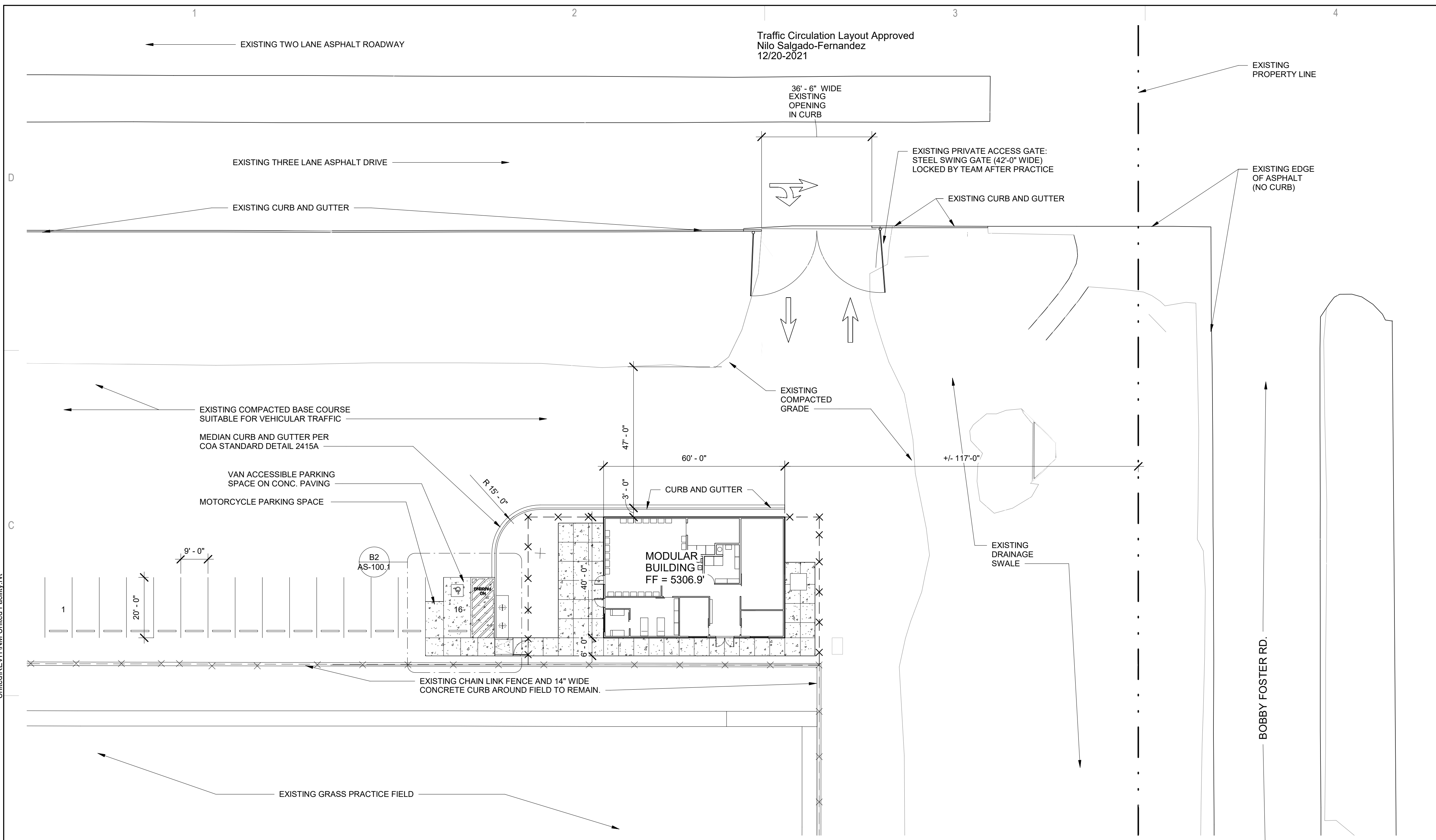
By: Peter TREVISANI

(Printed Name)



12/17/2021 5:11:58 PM

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GENERAL INFORMATION

ADDRESS: 5601 UNIVERSITY BLVD SE ALBUQUERQUE NM 87105

LEGAL DESCRIPTION: TR 13 BULK LAND PLAT OF MESA DEL SOL TRACTS 1-15CONT 629.6659 AC

UPC: 101505125328420101

SITE AREA: 629.6659 ACRES

COA ZONING: NR-PO-C

TYPE OF DEVELOPMENT: SUPPORT BUILDING FOR EXISTING SPORTS PRACTICE FIELD (PRIVATE TEAM USE ONLY - NO SEATING OR PUBLIC ACCESS)

TOTAL BUILDING AREA: 2,400 S.F. (GROSS)

OCCUPANCY CLASSIFICATION: GROUP 'U'

CONSTRUCTION TYPE: TYPE V - B NON FIRE SPRINKLERED

OCCUPANT LOAD: 5 OCCUPANTS

PARKING REQUIREMENTS

[PER IDO TABLE 5-5-1]: SPORTS FIELD: 4 SPACES PER 1,000 SF OF AREA WHERE ATTENDEES CIRCULATE.

USE OF THE SITE IS PRIVATE WITH NO SEATING. CIRCULATION AREA OF PROJECT IS LIMITED TO CIRCULATION AREA AROUND THE BUILDING, WHICH IS 4,000 SF

FIELD BUILDING CIRCULATION AREA = 4,000 SF. 4 SPACES PER 1,000SF = 16 SPACES TOTAL REQUIRED

TOTAL PARKING SPACES PROVIDED: 16 SPACES, THEREFORE OK.

MOTORCYCLE PARKING SPACES REQUIRED BASED ON 31 SPACES

[PER IDO TABLE 5-5-4]: 1 SPACE REQUIRED

MOTORCYCLE SPACES PROVIDED: 1 SPACE, THEREFORE OK.

ACCESSIBLE PARKING SPACES REQUIRED

[PER NM BUILDING CODE TABLE 1106.1]: 1 SPACE (1 VAN ACCESSIBLE)

ACCESSIBLE PARKING SPACES PROVIDED: 1 SPACE (1 VAN ACCESSIBLE)

BICYCLE PARKING SPACES REQUIRED:

[PER IDO TABLE 5-5-5]: 10% OF REQUIRED OFF-STREET PARKING SPACES.

16 REQUIRED VEHICULAR PARKING SPACES x (.10) = 2 REQUIRED BICYCLE PARKING SPACES

BICYCLE PARKING SPACES PROVIDED: 2 BICYCLE SPACES PROVIDED

LEGEND

W ——— W EXISTING WATER LINE, TO REMAIN.

- - - - - EXISTING CHAIN LINK FENCE. HEIGHT VARIES FROM 6' TO 12' HIGH

□ EXISTING TRANSFORMER

□ EXISTING SITE LIGHT POLES

□ EXISTING FIRE HYDRANTS

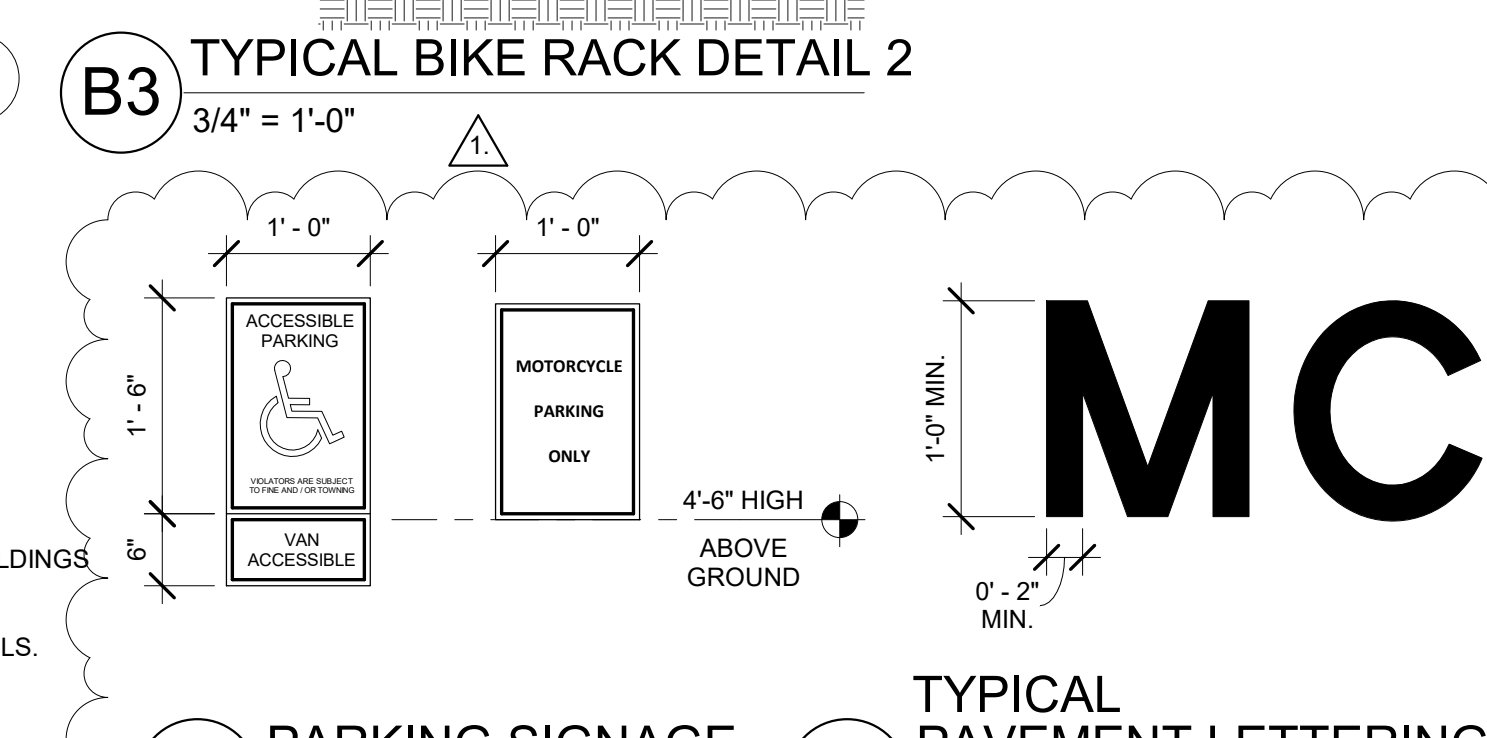
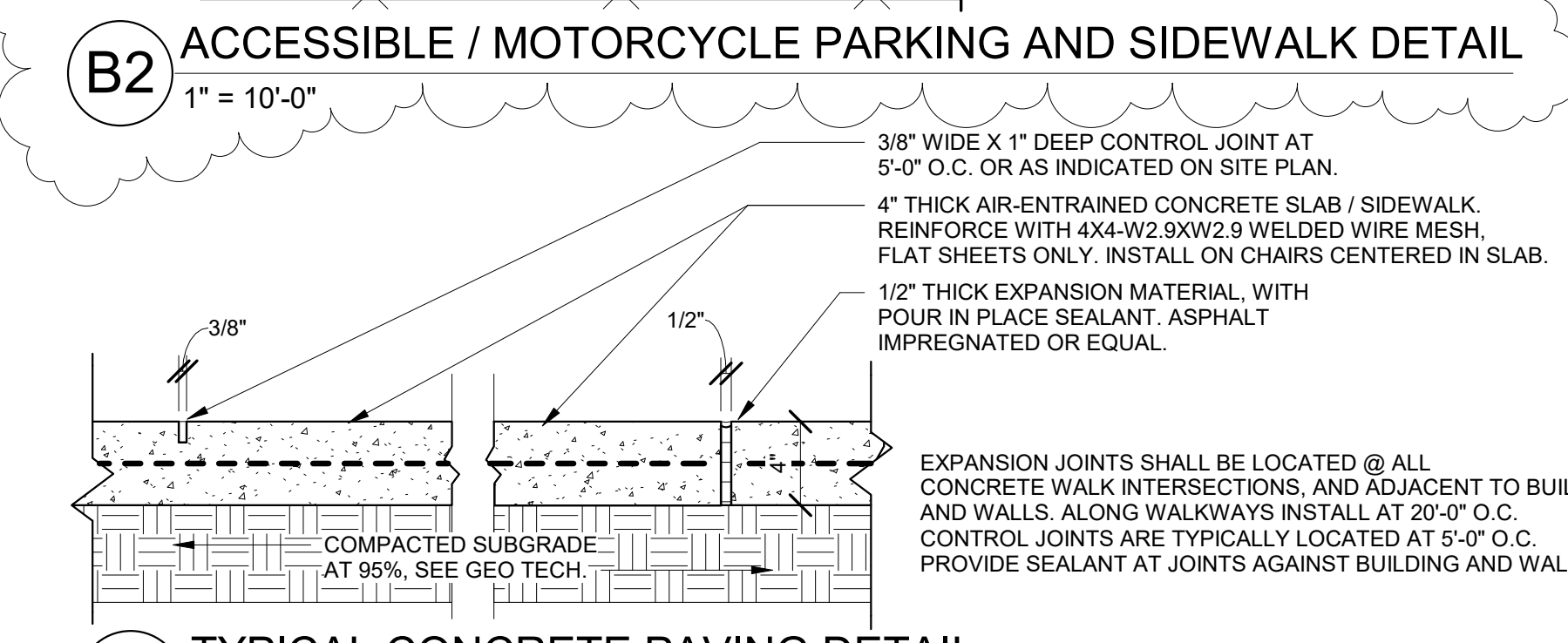
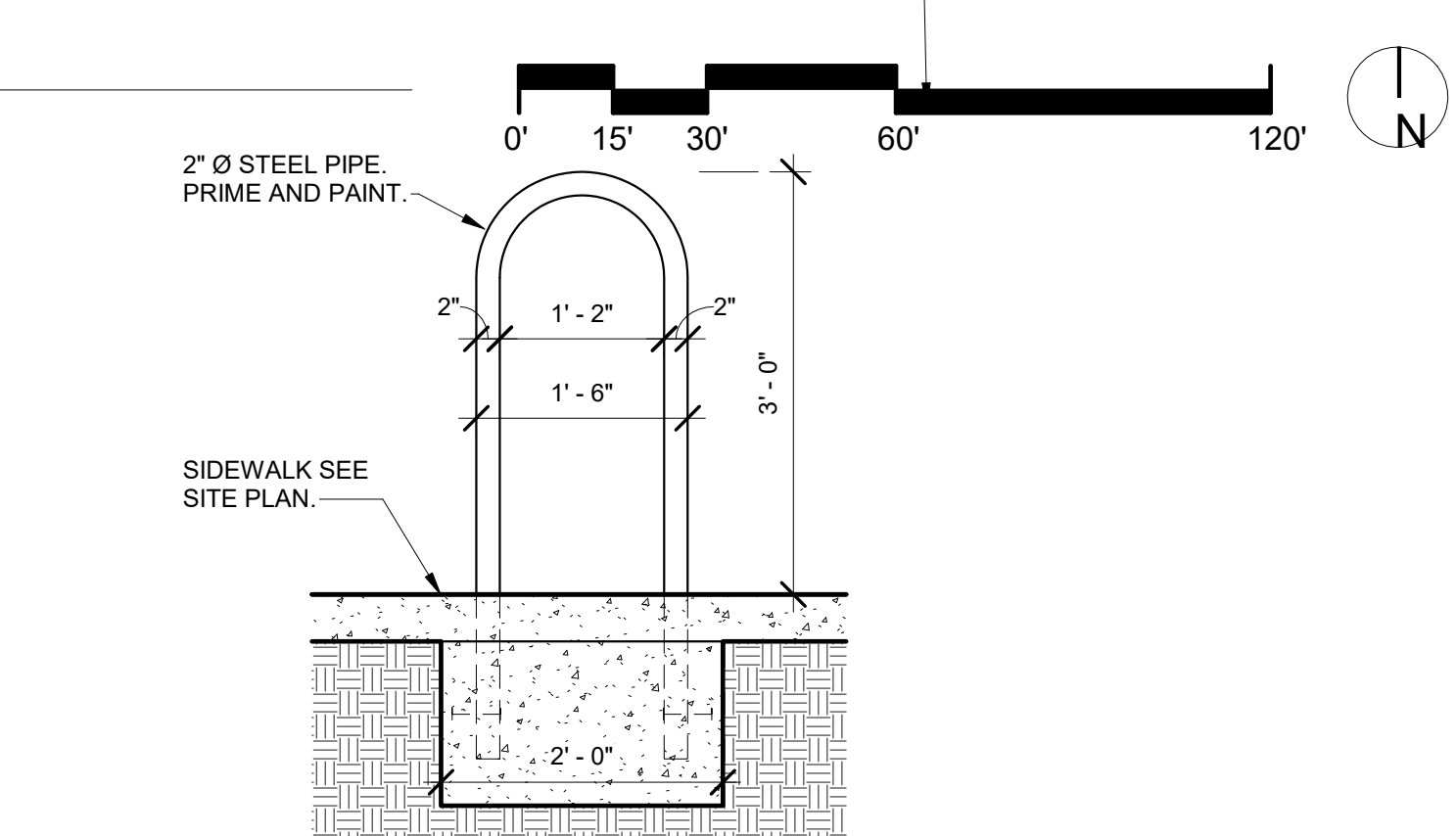
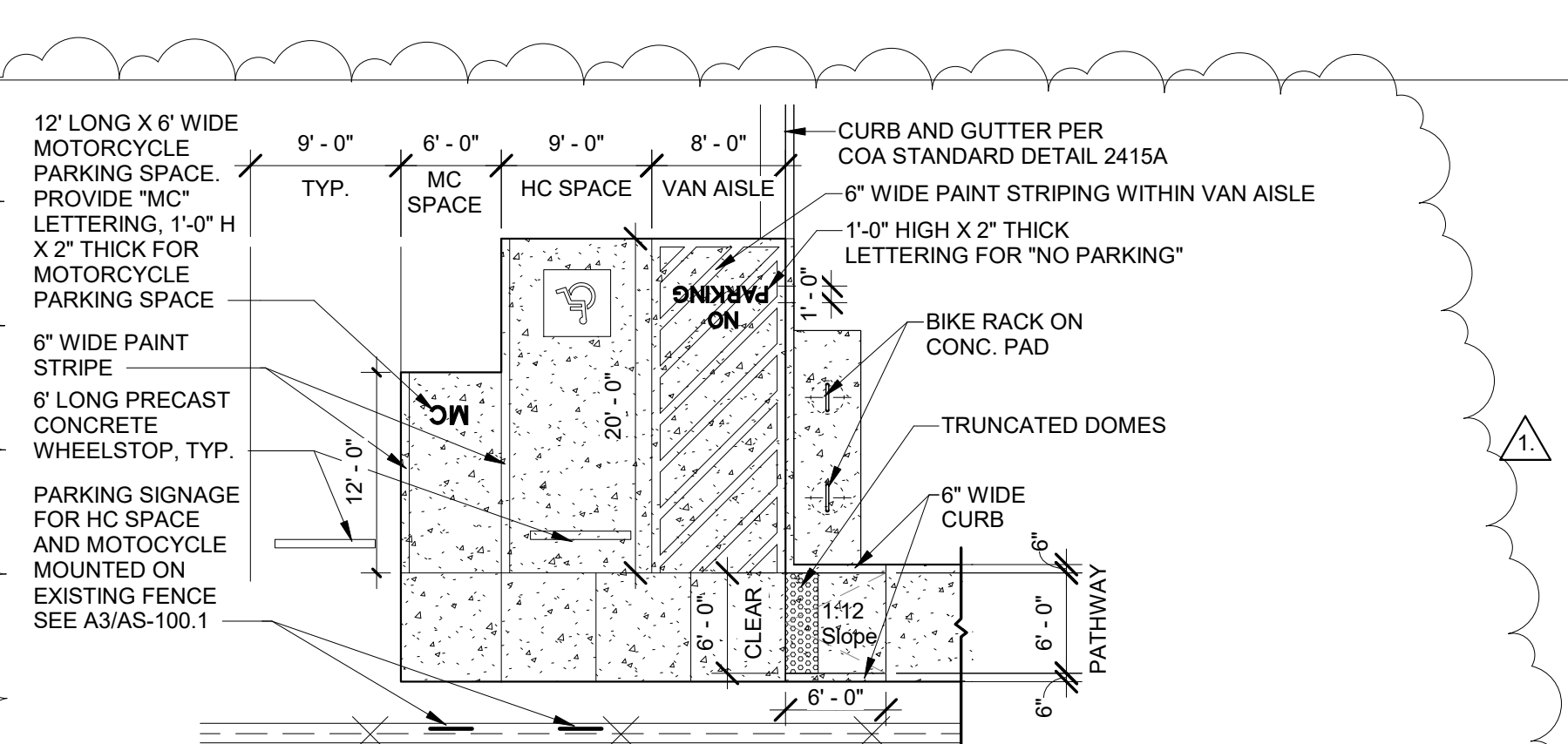
□ NEW CONCRETE SIDEWALK/PAVING. SEE SITE DETAILS.

- - - - - FUTURE 6" HIGH CHAIN LINK FENCE AS PART OF A 2ND PHASE

C1 TRAFFIC CIRCULATION LAYOUT SITE PLAN  
1" = 20'-0"

EXECUTIVE SUMMARY

- A. GENERAL PROJECT LOCATION: THE PROJECT SITE IS AT THE NE CORNER OF THE EXISTING NEW MEXICO UNITED PRACTICE FIELD AT 5601 UNIVERSITY BLVD. SE AT MESA DEL SOL. THE PROPERTY IS STATE LAND LEASED BY THE COUNTY AND UNDER THE JURISDICTION OF THE CITY OF ALBUQUERQUE. THE PROJECT IS BEING CONSTRUCTED PER A 5,000 SF LEASE AGREEMENT BETWEEN NM UNITED SOCCER TEAM AND THE COUNTY.
- B. DEVELOPMENT CONCEPT: THE PROPOSED SUPPORT FIELD BUILDING PROVIDES A MEANS FOR THE NM UNITED TEAM TO CONDUCT PRIVATE PRACTICE ACTIVITIES AT THE SITE.
- C. A FUTURE PHASE WILL ALLOW FOR PLUMBING FIXTURES TO BE INSTALLED (CHANGE TO B OCCUPANCY) AND TO PROVIDE FENCING AROUND THE IMMEDIATE AREA OF THE BUILDING.
- D. TRAFFIC CONCEPT: THE EXISTING STEEL ACCESS GATE PROVIDES ACCESS INTO THE SITE. IT IS LOCKED AND IS ONLY OPENED DURING PRACTICE, WHICH OCCURS DURING THE SEASON TYPICALLY BETWEEN 8AM AND 2PM.
- E. THERE IS NO IMPACT TO ADJACENT SITES AND THE CONSTRUCTION OF THE SUPPORT BUILDING DOES NOT ALTER THE EXISTING CIRCULATION TO / FROM THE SITE FOR PRACTICE ACTIVITIES.
- F. BY LOCATING BUILDINGS AS INDICATED IN SUCH CLOSE PROXIMITY TO THE EXISTING PRACTICE FIELD THIS PROJECT WILL NOT NEGATIVELY IMPACT ANY PLANNED OR FUTURE EFFORTS BY CITY OR COUNTY TO UPGRADE THE SURROUNDING SITE VICINITY.
- G. THERE ARE NO EXISTING EASEMENTS ON THE SITE.
- H. TRASH COLLECTION WILL NOT BE REQUIRED FOR THE SUPPORT BUILDING FUNCTIONS.
- J. DESIGN STANDARDS:  
- PARKING LOT SLOPES SHALL BE BETWEEN 1% MIN. AND 8% MAX.  
- HANDICAP PARKING SLOPE SHALL BE BETWEEN 1% MIN. AND 2% MAX.



**IMPROVE GROUP**

3550 Pan American Fwy  
Albuquerque NM 87107  
800-244-1452 www.improvegroup.net

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NEW MEXICO UNITED FIELD BUILDING

5601 University Blvd. SE  
Albuquerque NM 87105

STATE OF NEW MEXICO  
CHRISTOPHER ERIC BECCONE  
No. 6078  
REGISTERED ARCHITECT  
12.08.21

1	Date 1	Revision 1
No	Date	Description
Revision Schedule		
△	12.17.21	

ISSUE: CD's

PROJECT #: 61257

FILE:

DRAWN BY: JW

CHECKED BY: JW

DATE: 12.17.21

TRAFFIC CIRCULATION LAYOUT

AS-100.1

# CITY OF ALBUQUERQUE



Planning Department  
Brennon Williams, Director

Mayor Timothy M. Keller

December 20, 2021

Christopher Eric Beccone, RA  
Improve Group  
3550 Pan American Fwy  
Albuquerque, NM 87107

**Re: NM United Field Building  
5601 University Blvd SE  
Traffic Circulation Layout**  
Architect's Stamp 12-08-2021 (R15-D002A)

Dear Mr. Beccone,

The TCL submittal received **12-20-2021** is approved for Building Permit with. A copy of the stamped and signed plan will be needed for each of the building permit plans. Please keep the original to be used for certification of the site for final C.O. for Transportation.

When the site construction is completed and an inspection for Certificate of Occupancy (C.O.) is requested, use the original City stamped approved TCL for certification. Redline any minor changes and adjustments that were made in the field. A NM registered architect or engineer must stamp, sign, and date the certification TCL along with indicating that the development was built in "substantial compliance" with the TCL. Submit this certification, the TCL, and a completed Drainage and Transportation Information Sheet to front counter personnel for log in and evaluation by Transportation.

Once verification of certification is completed and approved, notification will be made to Building Safety to issue Final C.O. To confirm that a final C.O. has been issued, call Building Safety at 924-3690.

Sincerely,

*Nilo Salgado-Fernandez, P.E.*

Senior Traffic Engineer, Planning Dept.  
Development Review Services

C: CO Clerk, File

PO Box 1293

Albuquerque

NM 87103

www.cabq.gov