



## 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 to City Staff using other on-line resources such as Dropbox or FTP.

### **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 label

### **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
- Not Found  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.*
- NA  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



# CITY OF ALBUQUERQUE

*Solid Waste Management Department*

Matthew Whelan, Director



June 21, 2022

Mr. Jay Rodenbeck – Planning Manager

City of Albuquerque  
Development Review Services  
600 Second Street NW  
Albuquerque, NM 87102

RE: Agent Authorization Letter – Don Newton Fence Improvements

Dear Mr. Rodenbeck:

Please find this letter as Authorization for the Site Plan Amendment submittal as well as the associated matters for approval associated with the Don Newton Fence Improvements at 4900 Kachina Street NW.

PO Box 1293

These actions will be represented by the following entities:

Albuquerque

Huitt-Zollars Inc - Scott Eddings, PE or other designated members of Huitt-Zollars, Inc.

NM 87103

Please do not hesitate to call me at 505-761-8342 for further information.

Sincerely,

[www.cabq.gov](http://www.cabq.gov)

Jill R. Holbert, Associate Director  
Solid Waste Management Department

June 17, 2022

Mr. Jay Rodenbeck  
Planning Manager  
Development Review Services  
City of Albuquerque Planning Department  
PO Box 1293  
Albuquerque, NM 87103

**RE: Don Newton Administrative Site Plan Amendment  
01450-01218**

Dear Mr. Rodenbeck,

Thank you for your review of the Administrative Amendment to the Site Plan for the installation of approximately 207 linear feet of 5-ft chain link fence along the property line to effectively secure the property. These minor improvements are below the maximum thresholds within table 6-4-4 of the IDO.

Building Gross Floor Area	0% Change
Front Setback, Minimum	0% Change
Side Setback, Minimum	0% Change
Rear Setback, Minimum	0% Change
Building Height, Maximum	0% Change
Wall and Fence Height	1.1 % Increase to Existing Fence Length
Any Other Numerical Standard	No Change to Occupied Spaces
AnyOther Addition or revision that Would Otherwise be decided as a Permit – Sign, Permit – Wall or Fence – Minor, or Site Plan – Administrative	Fence is less 6-feet – no permit required
Any Standard Cited in an Application for “Reasonable Accommodation” or “Reasonable Modification” Under the Federal Fair Housing Act Amendments Of 1998 (or as amended)	No Change – 0% Housing

We greatly appreciate your time and consideration. Please contact me if you have any questions.

Sincerely,

  
Scott Eddings, P.E.

Project Engineer



## Memorandum

DATE: May 31, 2022  
TO: Cheryl Somerfeldt, Parks and Recreation  
FROM: Scott Eddings  
SUBJECT: Don Newton Fence Improvement

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City of Albuquerque Solid Waste Department is seeking to complete the missing link of fencing along the southwesterly property line at the Don Newton Community Center. Attached for your approval are DRB Site Plan, Detailed Plan and Fence Details.

The City Project Team includes:

Juanito Serna  
DMD, Construction Project Manager  
[jeserna@cabq.gov](mailto:jeserna@cabq.gov)

Jill Holbert  
Solid Waste Department, Associate Director  
[jholbert@cabq.gov](mailto:jholbert@cabq.gov)

City of Albuquerque DMD seeks approval so fence installation may begin as soon as possible.

Attachment: Don Newton Fence Improvement.pdf



**PARKING CALCULATIONS**

FITNESS ROOM	1424 SF	9.3 SPACES REQUIRED
GAMES	1455	29.9
MEETING ROOMS	4635	77.3
KITCHEN	413	.5
ADMIN. AREA	965	4.4
COMP. CLSRM.	1539	16.1
ARTS & CRAFTS	1136	11.4
ALT #1: GYM	8374 SF	(149) 127*
TOTAL PARKING REQUIRED:	(289)	246*
* W/ 15% REDUCTION FOR BUS BAY		

PARKING PROVIDED:

ASPHALT	224
OVERFLOW	25
TOTAL	249

HC SPACES REQUIRED (STD) PROVIDED

7	9
1	1

BICYCLE SPACES REQUIRED (1 PER 20 PARKING SPACES): 13 PROVIDED: (27 LOOPS - 3 RACKS, 11 LOCKERS): 38

**LIGHTING LEVELS**

SERVICE AREAS	0.5 FOOTCANDLES
PARKING LOT & ENTRY	1.0 FOOTCANDLES
PEDESTRIAN ROUTES	0.5-1.0 FOOTCANDLES
PATIO AREAS AND WALKS WILL BE LIT BY SOFFIT MOUNTED DOWN LIGHTS AND WALL MOUNTED STEP LIGHTS.	

**LIGHTING LEGEND**

- A 4 LUMINAIRE, CUTOFF TYPE, 400W HPS POLE MOUNTED, 20' HIGH
- B 1 LUMINAIRE, CUTOFF TYPE, 39W METAL HALIDE EXTERIOR LOW LEVEL BOLLARD
- C 1 LUMINAIRE, CUTOFF TYPE, 150W METAL HALIDE POLE MOUNTED, 12' HIGH
- D 2 LUMINAIRE, 70W METAL HALIDE TENON MOUNTED, REMOTE BALLAST
- E 4 LUMINAIRE, CUTOFF TYPE, 400W HPS POLE MOUNTED, 16' HIGH

**PROJECT DATA**

PROPOSED USE: COMMUNITY CENTER  
LEGAL DESCRIPTION: TRACT A, TAYLOR RANCH  
SITE AREA: 5.5 ACRES

CONDITIONED AREA	22,254 SF
VESTIBULES	262 SF
COVERED	2,063 SF
BUILDING AREA:	24,579 SF 10%
TURF AREA:	12,243 SF
LANDSCAPED AREA:	68,532 SF 32%

WITH ALTERNATE #1- GYM ADDITION

CONDITIONED AREA	33,089 SF
VESTIBULES	262 SF
COVERED	2,063 SF
BUILDING AREA:	35,414 SF 15%
TURF AREA:	12,243 SF
LANDSCAPED AREA:	66,497 SF 32%

EXISTING CHILD DEVELOPMENT CENTER

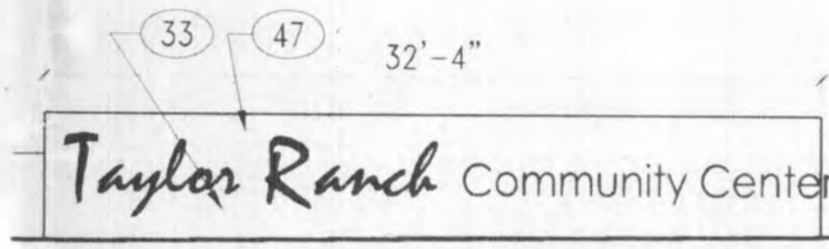
MARIPOSA BASIN PARK



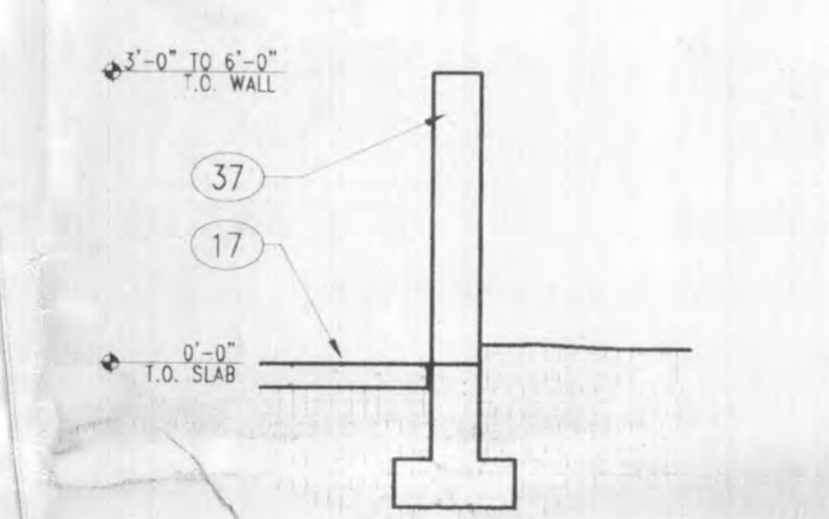
Vicinity Map E-11-Z

**PROJ 1000344**

**4 SITE LIGHTING**  
1/8"=1'-0"



**3 SIGN**  
1/8"=1'-0"



**2 SITE WALL**  
3/8"=1'-0"



**KEYED NOTES**

- 1 MONUMENT SIGN, SEE DWG. THIS SHEET.
- 2 EXISTING DRIVEPAD
- 3 EXISTING UTILITY EASEMENT
- 4 NEW CONCRETE SIDEWALK
- 5 CURB RAMP PER COA STANDARD
- 6 EXISTING CURB TO REMAIN
- 7 8' HIGH REFUSE CONTAINER ENCLOSURE
- 8 WHEEL STOPS AT ALL ACCESSIBLE PARKING SPACES, TYP.
- 9 SITE WALL - SEE BUILDING ELEVATIONS
- 10 TEXTURED CONCRETE PEDESTRIAN CROSSING STRIPED WITH WHITE PAINT
- 11 PROPERTY LINE
- 12 BICYCLE LOCKERS
- 13 BICYCLE LOOPS
- 14 RESILIENT PLAY SURFACE
- 15 STABILIZED CRUSHER FINES
- 16 TOP OF EXISTING CONCRETE DRAINAGE CHANNEL
- 17 CONCRETE PAVEMENT, INTEGRALLY COLORED SAGE/ BROWN W/ ROCK SALT FINISH, SCORED
- 18 IRRIGATED TURF
- 19 ACCESSIBLE RAMP
- 20 PLAY STRUCTURE
- 21 GRAVEL
- 22 ROLL DOWN CURB PER COA STANDARD
- 23 EXISTING AMAFCA EASEMENT
- 24 STEPPED LANDSCAPING
- 25 TRELIS - SOME GREY STEEL
- 26 BUS BAY PER COA STANDARD
- 27 BUS SHELTER PER COA STANDARD
- 28 IRRIGATED LANDSCAPING
- 29 PAVED ASPHALT PARKING
- 30 WATER FEATURE TO BE BUILT WITH INTERLATE 4'x8'x8' RETAINING WALL WITH 4" HOLLOW CORED BLOCKS
- 31 DEEPER SEWER DROP-OFF
- 32 CLEAR ANODIZED ALUMINUM LETTERS, LETTER AREA: 125 SF.
- 33 EXISTING HIGH VOLTAGE POWER LINES & POLES, TYP.
- 34 EXISTING CHAIN LINK FENCE.
- 35 EXISTING SANITARY SEWER EASEMENT.
- 36 CMU SITE WALL W/ COLOR COATED STUCCO FINISH, COLOR: LIGHT TERRACOTTA
- 37 EXISTING ACCESS EASEMENT.
- 38 EXISTING CURB RAMP TO REMAIN.
- 39 EXISTING IRRIGATION CONTROLS TO BE RELOCATED.
- 40 EXISTING HYDRANT TO BE RELOCATED.
- 41 PROPOSED HYDRANT.
- 42 EXISTING HYDRANT TO REMAIN.
- 43 LINE OF WALL BELOW.
- 44 ILLUMINATED BOLLARD
- 45 NEW CURB CUT AND DRIVE PAD PER COA STANDARDS
- 46 COLOR COATED STUCCO, COLOR: LIGHT TERRACOTTA, AREA OF FACE OF SIGN: 326 SF.
- 47 ASPHALT PAVING WITH PAINTED COURT LINES AS SHOWN
- 48 AREA OF LANDSCAPE TO BE PROVIDED IF ALTERNATE #1 IS NOT BUILT AT THIS TIME

APPROVALS

Planning Director	5/31/12
Transportation Development	5-14-02
City Engineer/AMAFCA	4/13/01
Utility Development	5/15/2002
Parks and Recreation Department	5/14/02
Solid Waste	5-23-02

**DRB SUBMITTAL #1000344**  
FILE NO. 01128 00000 00416 01450-01218

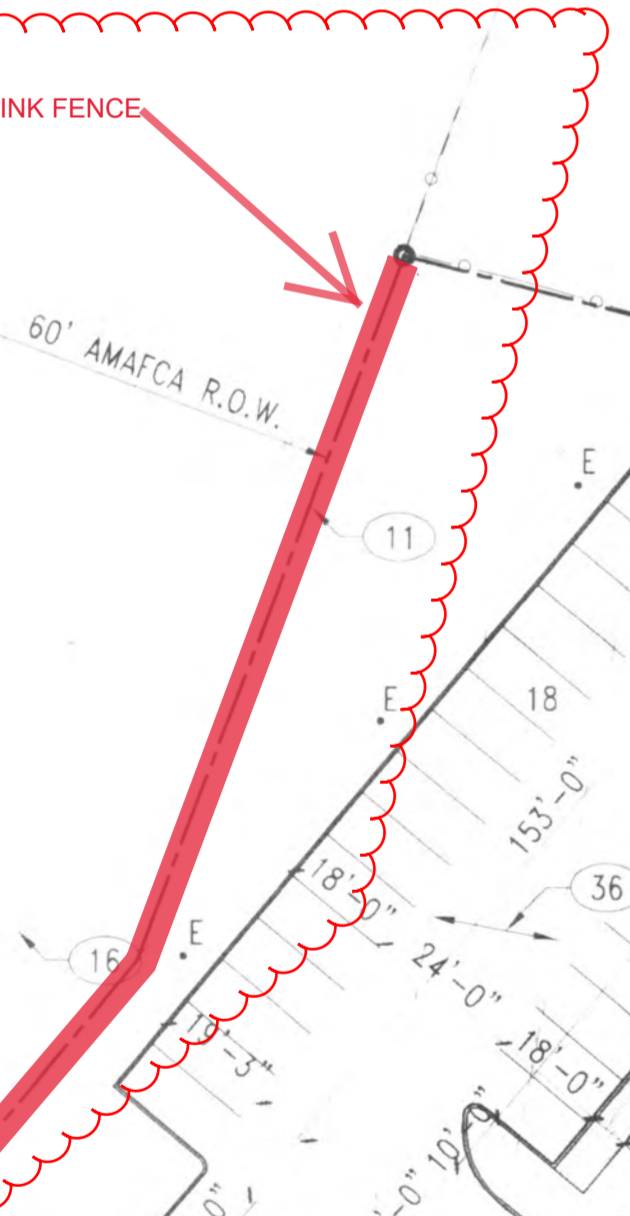
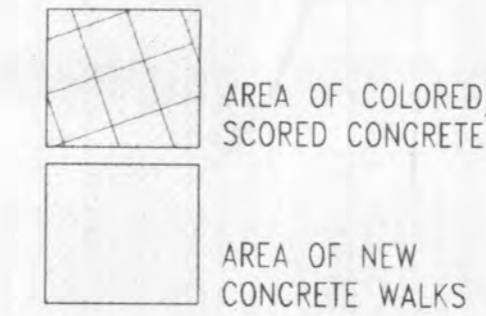
**Kells + Craig**  
400 Gold SW Suite 880 Albuquerque, New Mexico 87102  
Architects, Inc. AIA (505) 243-2724

CITY OF ALBUQUERQUE DEPARTMENT OF FAMILY & COMMUNITY SERVICES DEPARTMENT OF SENIOR AFFAIRS

TITLE: TAYLOR RANCH COMMUNITY CENTER SITE PLAN

Design Review Committee	City Engineer Approval	MD/DAY/YYR	MD/DAY/YYR
Last Design Update		SHT 2 OF 4	
City Project No.	Zone Map No.	Sheet	Of
5971.91	E-11-Z	DRB SITE	

**PAVING LEGEND**

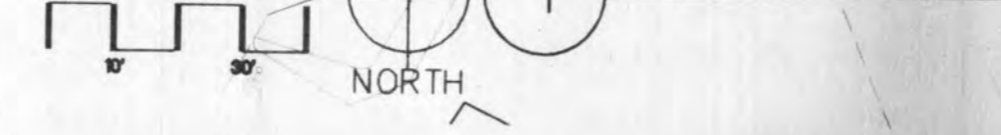


EXISTING DENTIST OFFICE

EXISTING PARKING

EXISTING SHOPPING CENTER

**1 SITE PLAN**  
1"=30'-0"



AS BUILT INFORMATION

CONTRACTOR	DATE	WORK STAGED BY	INSPECTOR'S APPROVAL	FIELD VERIFICATION BY	DRAWING CORRECTED BY	MICRO-FILM INFORMATION	RECORDED BY	NO.

REVISIONS/REMARKS: BY ARCHITECT'S STAMP

NO.	DATE	BY	REVISIONS/REMARKS
9750		RUSS P. HUGG	FROM SURV-TEK, INC

DESIGNED BY: SK DATE: 08/28/01  
DRAWN BY: AG DATE: 08/28/01  
CHECKED BY: JS DATE:



# DON NEWTON CENTER

## CITY OF ALBUQUERQUE

### BERNALILLO COUNTY, NEW MEXICO

# CONSTRUCTION PLANS

## MAY 17, 2022

**UTILITY COMPANIES**

**ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY**  
 (WATER SERVICES & WATER LINES)  
 1 CIVIC PLAZA 5TH FLOOR, P.O. BOX 568  
 ALBUQUERQUE, NM 87103  
 CONTACT: DAMIAN LUNA, P.E.  
 PHONE: (505) 289-3031  
 EMAIL: dluna@abcwua.org

**PNM ELECTRIC**  
 (ELECTRICAL SERVICES & ELECTRIC LINES)  
 4201 EDITH BLVD NE  
 ALBUQUERQUE, NM 87107  
 CONTACT: PAUL DUNAGAN  
 PHONE: (505) 241-3626  
 EMAIL: paul.dunagan@pnm.com

**CENTURY LINK**  
 (TELEPHONE SERVICES)  
 4301 BOGAN AVENUE NE  
 ALBUQUERQUE, NM 87107  
 CONTACT: ABDUL BHIYAN  
 PHONE: (505) 767-7443  
 EMAIL: abdul.bhiyan2@centurylink.com

**Level (3)**  
 (CABLE TELEVISION)  
 3830 SINGER BLVD NE  
 ALBUQUERQUE, NM 87109  
 CONTACT: JOHN HUFNAGLE  
 PHONE: (505) 938-7322  
 EMAIL: john.hufnagle@level3.com

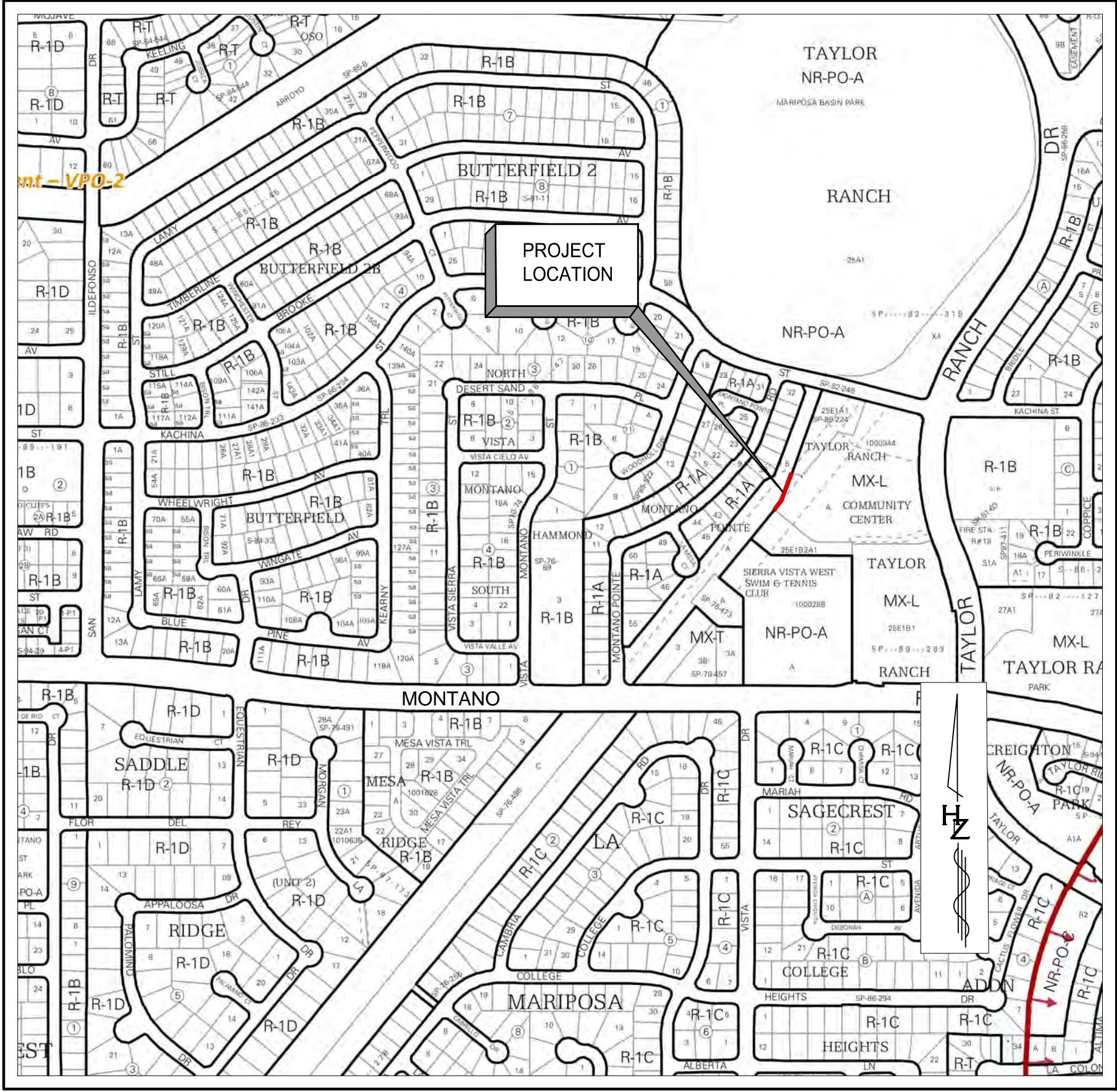
**COMCAST**  
 (CABLE TELEVISION)  
 8440 WASHINGTON STREET NE  
 ALBUQUERQUE, NM 87013  
 CONTACT: MIKE MORTUS  
 PHONE: (505) 271-3644  
 EMAIL: mike\_mortus@cable.comcast.com

**VERIZON**  
 (TELEPHONE SERVICES)  
 6001 MIDWAY PARK  
 ALBUQUERQUE, NM 87109  
 CONTACT: ANDY DARNELL  
 PHONE: (505) 346-4470  
 EMAIL: andy.darnell@verizon.com  
 CONTACT: MATT STURGIS  
 PHONE: (505) 715-1460  
 EMAIL: m.sturgis@verizon.com

**NEW MEXICO GAS COMPANY**  
 (GAS SERVICES & GAS LINES)  
 4625 EDITH BLVD NE  
 ALBUQUERQUE, NM 87107  
 CONTACT: ROBERT SMITH  
 PHONE: (505) 697-3169  
 EMAIL: rsmith@tecoenergy.com

**TRAFFIC NOTES**

1. THE CONTRACTOR SHALL RESTRICT LANE CLOSURES TO BETWEEN THE HOURS OF 9:00 AM AND 3:00 PM.
2. THE CONTRACTOR SHALL ACCOMPLISH AS MUCH WORK AS POSSIBLE PRIOR TO STARTING CONSTRUCTION OPERATIONS THAT WILL AFFECT TRAFFIC. THE CONTRACTOR SHALL PROVIDE A LISTING OF SUCH WORK TO THE CITY PROJECT MANAGER AND ENGINEER FOR APPROVAL PRIOR TO STARTING CONSTRUCTION OPERATIONS.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING ALL TRAFFIC AND CONSTRUCTION SIGNAGE UNTIL THE PROJECT HAS BEEN ACCEPTED BY THE CITY OF ALBUQUERQUE.
4. ANY TRAFFIC CLOSURES TO BUSINESSES OR RESIDENCES REQUIRE 48-HOUR NOTICE.



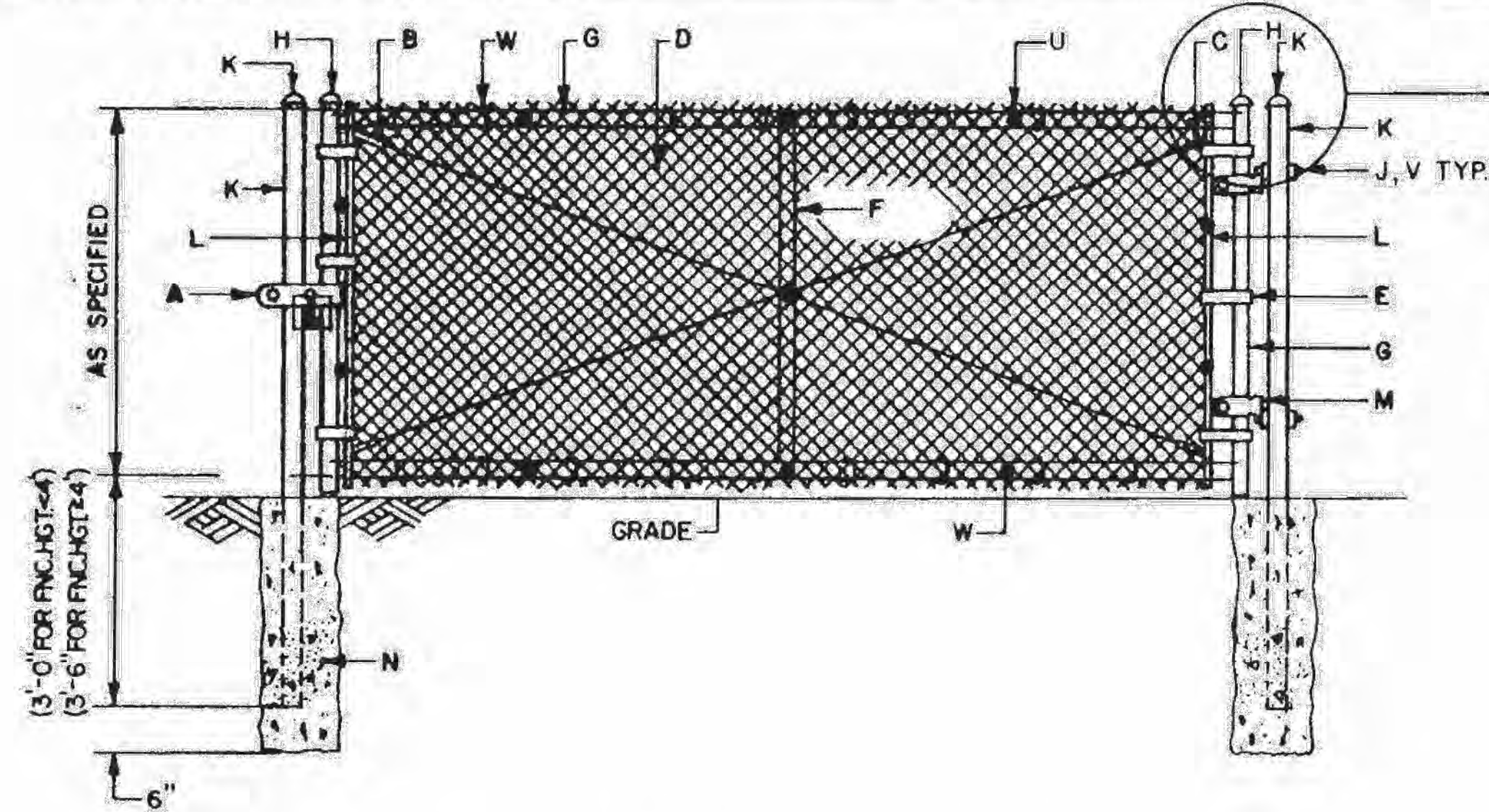




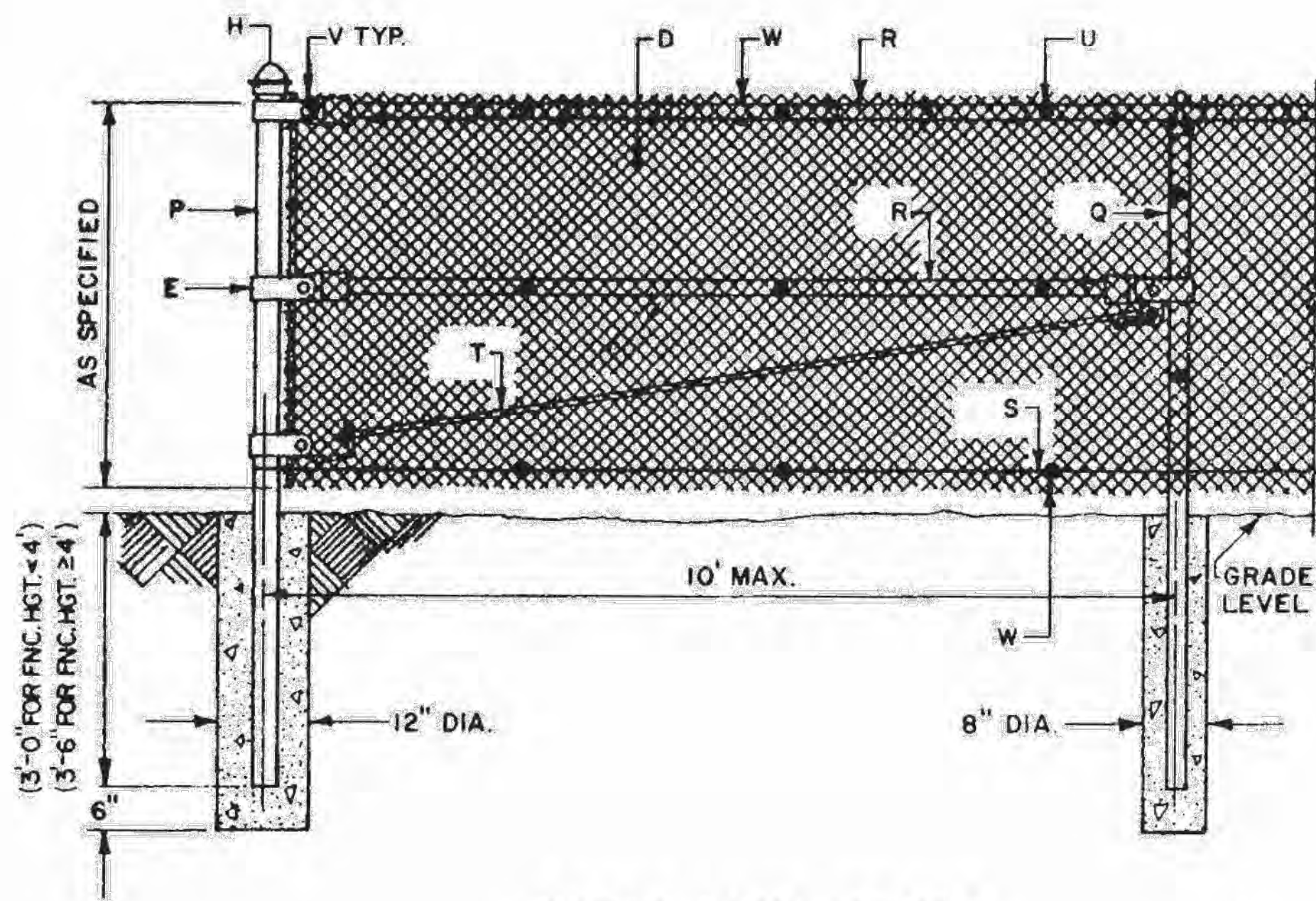




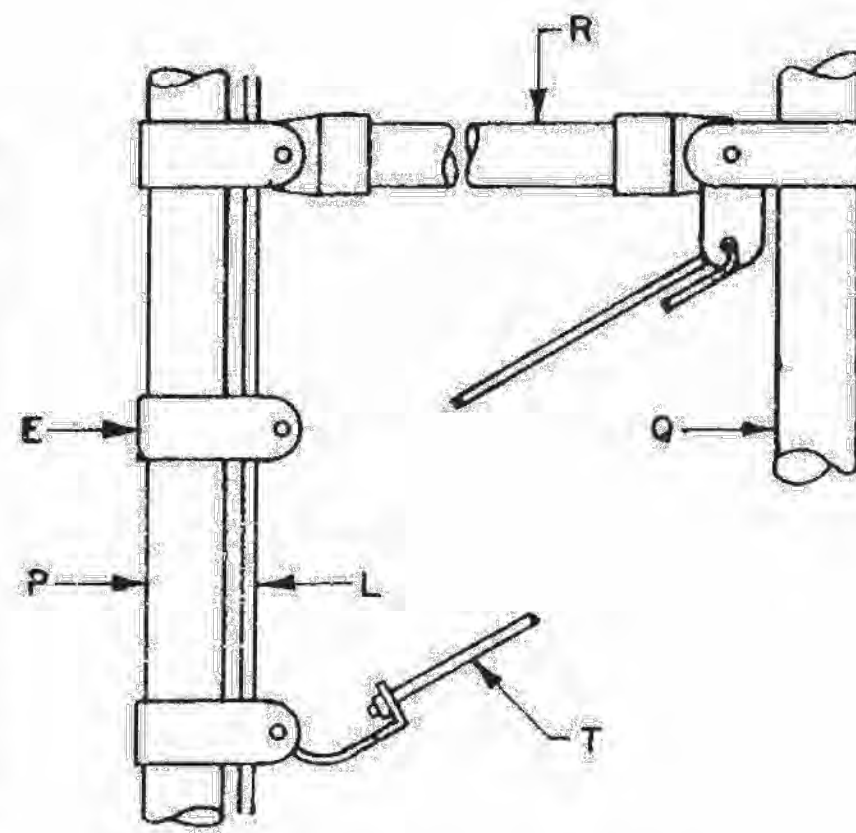




STANDARD CHAIN LINK GATE



CHAIN LINK FENCE



BRACE DETAIL

GENERAL NOTES:

- GATE TO BE USED AS SPECIFIED ON CONSTRUCTION DRAWINGS FOR DRAINAGE EASEMENT BARRICADE, SEE DWG. 2251 OR DWG. 2253.
- SINGLE LEAF GATES WILL BE USED ON OPENINGS OF 12' OR LESS. FOR MORE THAN 12', DOUBLE LEAF GATES SHALL BE USED, WITH A CENTER LOCK POST INSERTED IN A PIPE SLEEVE IN CENTER OF OPENING.
- DIMENSIONS ABOVE OR BELOW GRADE LEVEL WILL BE ON CONSTRUCTION DRAWINGS. IF NONE ARE NOTED, MESH IS FLUSH WITH GRADE LEVEL.
- ALL METAL ITEMS, INCLUDING PIPE, SHALL BE GALV. STEEL. ALL PIPE SHALL BE NOMINAL SIZE, SCH. 40.

CONSTRUCTION NOTES

- GATE LATCH WITH VANDAL PROOF SHIELD & PADLOCK (PADLOCK TO BE FURNISHED BY THE CITY).
- 2-3/8" TRUSS RODS, WELDED AT CORNERS.
- 2-3/8" THREADED TRUSS RODS AND BRACKET ATTACHMENT.
- 2" NO. 9 GAUGE CHAIN LINK GALV. WIRE FABRIC.
- STEEL TENSION BANDS AT 18" OR LESS O.C.
- BRACE, 1 1/4" DIA., WELDED TO FRAME.
- GATE FRAME, 2" DIA. (2.375 O.D.) WELDED.
- MALLEABLE ACORN CAP.
- 4" J-BOLT, THREADED.
- 3 1/2" GATE POST (4" O.D.) WITH WELDED STEEL CAP.
- TENSION BAR 1/4" X 3/4".
- GATE CLAMP.
- 12" DIA. HOLES, FILLED W/PORTLAND CEMENT CONC.
- CORNER POST 2 1/2" DIA. (2.875 O.D.).
- LINE POST 2" DIA. (2.375 O.D.).
- TOP AND BRACE RAILS 1 1/4" DIA. (1.660 O.D.).
- WIRE REINFORCEMENT, 9 GAUGE, INSTALL 3" ABOVE BOTTOM OF FABRIC.
- TRUSS ROD 3/8" DIA.
- FABRIC SHALL BE TACK WELDED TWO PLACES TO EACH TENSION BAR AND THREE PLACES TO ALL TOP AND BRACE RAILS BETWEEN POSTS.
- ALL NUTS, BOLTS, AND OTHER CONNECTIONS SHALL BE TACK WELDED.
- WIRE TIES, 9 GA. GALV. STEEL AT 18" O.C.

REVISIONS	CITY OF ALBUQUERQUE
	DRAINAGE
	STANDARD CHAIN LINK GATE
	AND FENCE DETAILS
	DWG. 2252
	AUG. 1986



Designed By:  
**HUITT-ZOLLARS**  
 Huitt-Zollars, Inc. Albuquerque  
 6501 Americas Pkwy NE, Suite 550  
 Albuquerque, New Mexico 87110  
 Phone (505) 883-8114 Fax (505) 883-5022

**CITY OF ALBUQUERQUE**  
 DON NEWTON CENTER

TITLE:  
**CHAIN LINK GATE & FENCE DETAILS**

Design Review Committee	City Engineer	Mo./Day/Yr.	Mo./Day/Yr.
City Project No.	Zone Map No.	Sheet	Of
	E-11-Z	4	4

AS BUILT INFORMATION		BENCH MARKS		SURVEY INFORMATION		ENGINEER'S SEAL	
CONTRACTOR	DATE	NO.	DATE	NO.	DATE		
INSPECTOR	DATE	BY	DATE	BY	DATE	REVISIONS	REMARKS
INSPECTOR'S FIELD VERIFICATION BY	DATE						
INSPECTOR'S FIELD CORRECTION BY	DATE						
MICRO-FILM INFORMATION	DATE						
RECORDED BY	NO.						

Plotted: 5/31/2022 7:24:57 PM. By: redingia, Scott  
 State: NM. COA: On-Call Engineering No. 6058-92/Don Newton10 CAD & BIM10.1 AutoCAD/Sheet  
 State: NM. COA: On-Call Engineering No. 6058-92/Don Newton10 CAD & BIM10.1 AutoCAD/Sheet  
 Last Saved: 5/31/2022 7:17:08 PM. laloya