



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 checked="" type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input type="checkbox"/> Annexation of Land (Form Z)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
	<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:		Phone:
Address:		Email:
City:	State:	Zip:
Professional/Agent (if any): <b>Brittney Sawyer, ARIA Studio Consultants Inc</b>		Phone: <b>910-988-7972</b>
Address: <b>100 Gold Ave Suite 250</b>		Email: <b>brittney@ariascinc.com</b>
City: <b>Albuquerque</b>	State: <b>NM</b>	Zip: <b>87102</b>
Proprietary Interest in Site:	List <u>all</u> owners:	

### BRIEF DESCRIPTION OF REQUEST

Review (2) removed parking spaces

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

Lot or Tract No.: <b>Lot 3B1A</b>	Block: <b>0000</b>	Unit:
Subdivision/Addition: <b>IHS ACQUISITION NO 120 INC</b>	MRGCD Map No.:	UPC Code: <b>101706404248520223</b>
Zone Atlas Page(s): <b>C-17-Z</b>	Existing Zoning: <b>NR-LM</b>	Proposed Zoning: <b>n/a</b>
# of Existing Lots: <b>1</b>	# of Proposed Lots: <b>1</b>	Total Area of Site (acres): <b>3.19 ac</b>

### LOCATION OF PROPERTY BY STREETS

Site Address/Street: **8814 HORIZON BLVD NE** Between: **ALAMEDA** and: **BALLOON MUSEUM DR**

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

Signature:	Date: <b>09/15/2022</b>
Printed Name: <b>Brittney Sawyer</b>	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

### FOR OFFICIAL USE ONLY

Case Numbers	Action	Fees	Case Numbers	Action	Fees

Meeting/Hearing Date:	Fee Total:
Staff Signature:	Date:
	Project #



September 13, 2022

City of Albuquerque  
600 2nd St NW  
Albuquerque, NM 87102

Re: Authorized Agents for Weststar Mortgage Company

To Whom it May Concern:

This letter authorizes Brittney Sawyer/Daniel Puzak of Aria Studio Consultants Inc., to act on behalf of Weststar Mortgage Company at 8814 Horizon Blvd NE as authorized agents in regards to any and all matters related to permitting.

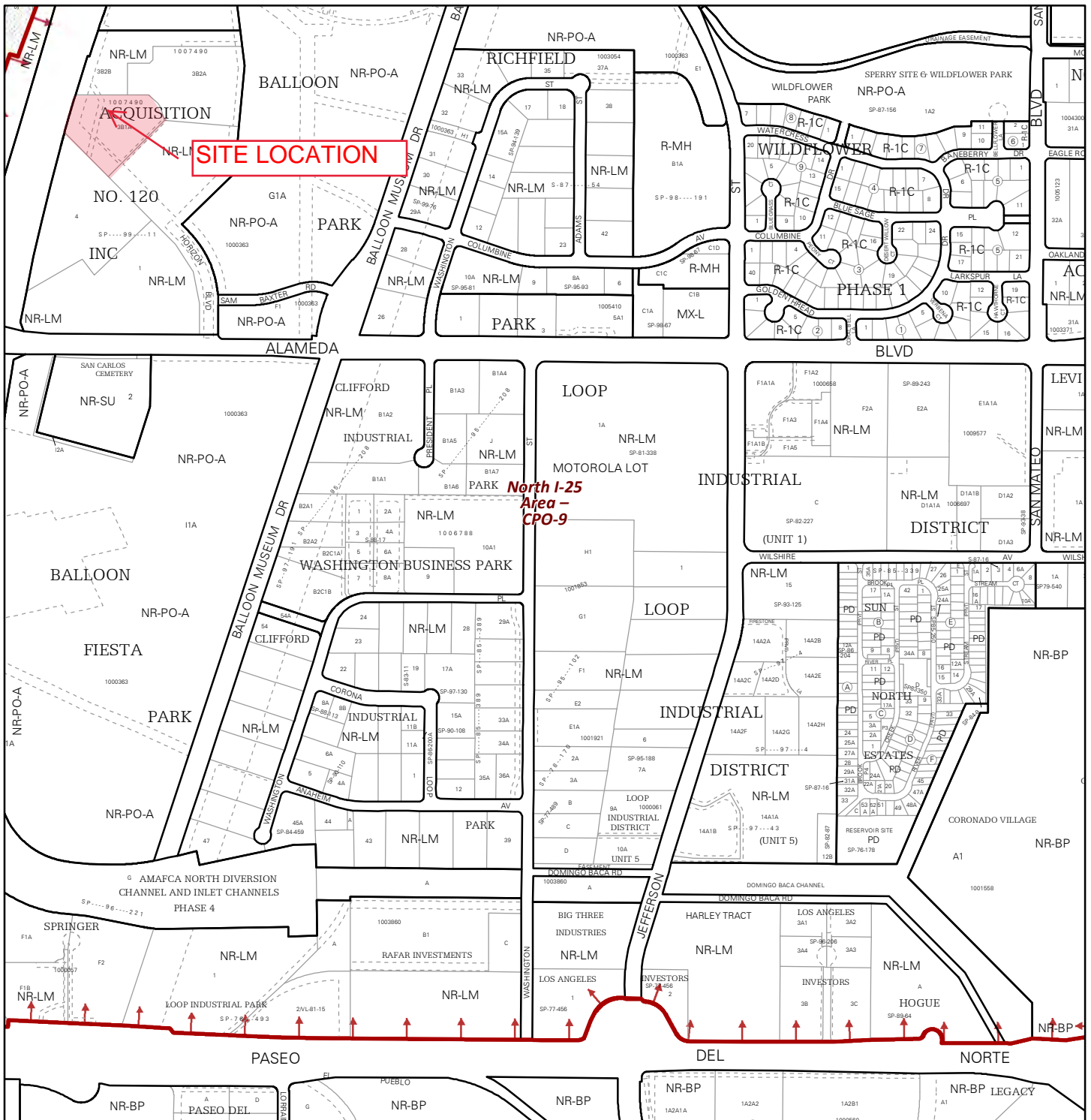
Sincerely,

A handwritten signature in cursive script that reads "Michael Ragsdale".

Michael Ragsdale


cc: Brittney Sawyer, Daniel Puzak



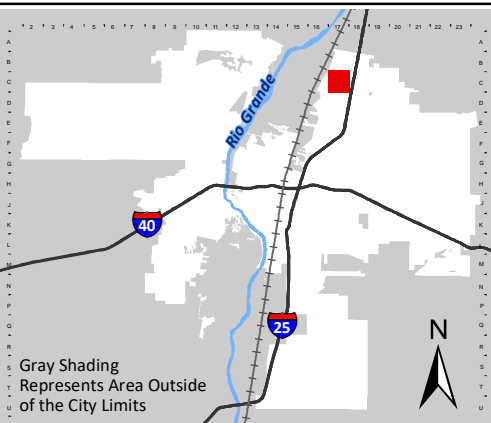


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

## 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:  
**C-17-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

0 250 500 1,000 Feet



## Aria Studio Consultants, Inc.

Daniel Puzak, AIA | 100 Gold Ave Suite 250, Albuquerque NM, 87102 | 505-506-2314 | daniel@ariascinc.com

September 21, 2022

To City of Albuquerque Planning Department

RE Administrative Amendment  
Weststar Mortgage Corporation  
8814 Horizon Blvd NE  
Albuquerque NM  
BP-2022-34411

In accordance with the IDO application requirements for a minor amendment in Table 6-4-4 and Section 14-16-6-4(Y)(2), this project meets all thirteen requirements listed below:

1. The amendment is necessary because of site conditions or user requirements that were not known, and could not reasonably have been known, at the time the City approved the approval that is proposed to be amended, and that were not created by the actions of the owner of the property.
2. The amendment does not increase or decrease the dimension of any standard beyond the thresholds allowed as minor amendments pursuant to Table 6-4-4 (cumulative of any earlier deviations or amendments). There will be no impact on property setbacks. No wall and/or fence condition will be constructed. The gross building floor area will not increase. The building height will not increase and/or decrease.
3. The amendment does not decrease the total amount of open space in the development and does not reduce the size of any open space abutting a lot containing a residential use.
4. The amendment does not reduce any building setback adjacent to development containing residential uses by any amount.
5. The amendment does not increase the maximum number of residential dwelling units in the development from that shown in the existing permit, approval, or plan. The property is not located in a DT-UC-MS-PT area, and the amendment does not decrease the required number of dwelling units in the development from that shown in the existing permit, approval, or plan.
6. The amendment does not adjust a building design standard.
7. The amendment does not reduce the amount of total landscaping installed on the subject property or the amount of screening or buffering required on portions of the site abutting any property containing residential dwelling units and does not waive or weaken any other landscaping or buffering requirement.
8. The amendment does not increase the traffic accessing the subject property from local streets and does not increase or decrease the number of through streets, sidewalks, trails, or trail connections passing through the property or connecting to or designed to connect to abutting properties. The existing patio use and occupant load will remain the same as its current use but will now be a covered condition.

9. The amendment does not require major public infrastructure or significant changes to access or circulation patterns on the subject property.
10. The amendment does not change a specific condition attached by a decision-making body listed in Table 6-1-1 to a prior development permit, approval, or plan for or including the subject property.
11. The amendment does not affect a property in an Overlay zone as regulated pursuant to 0, in which case amendments may be granted per the original approval process for the Site Plan governing the site.
12. The amendment does not approve any land use that was not authorized by the permit or approval or that is not allowed by right on the subject property.
13. The amendment does not expand a nonconformity as regulated per Section 14-16-6-8 (Nonconformities).

The approved site plan is included with this application.

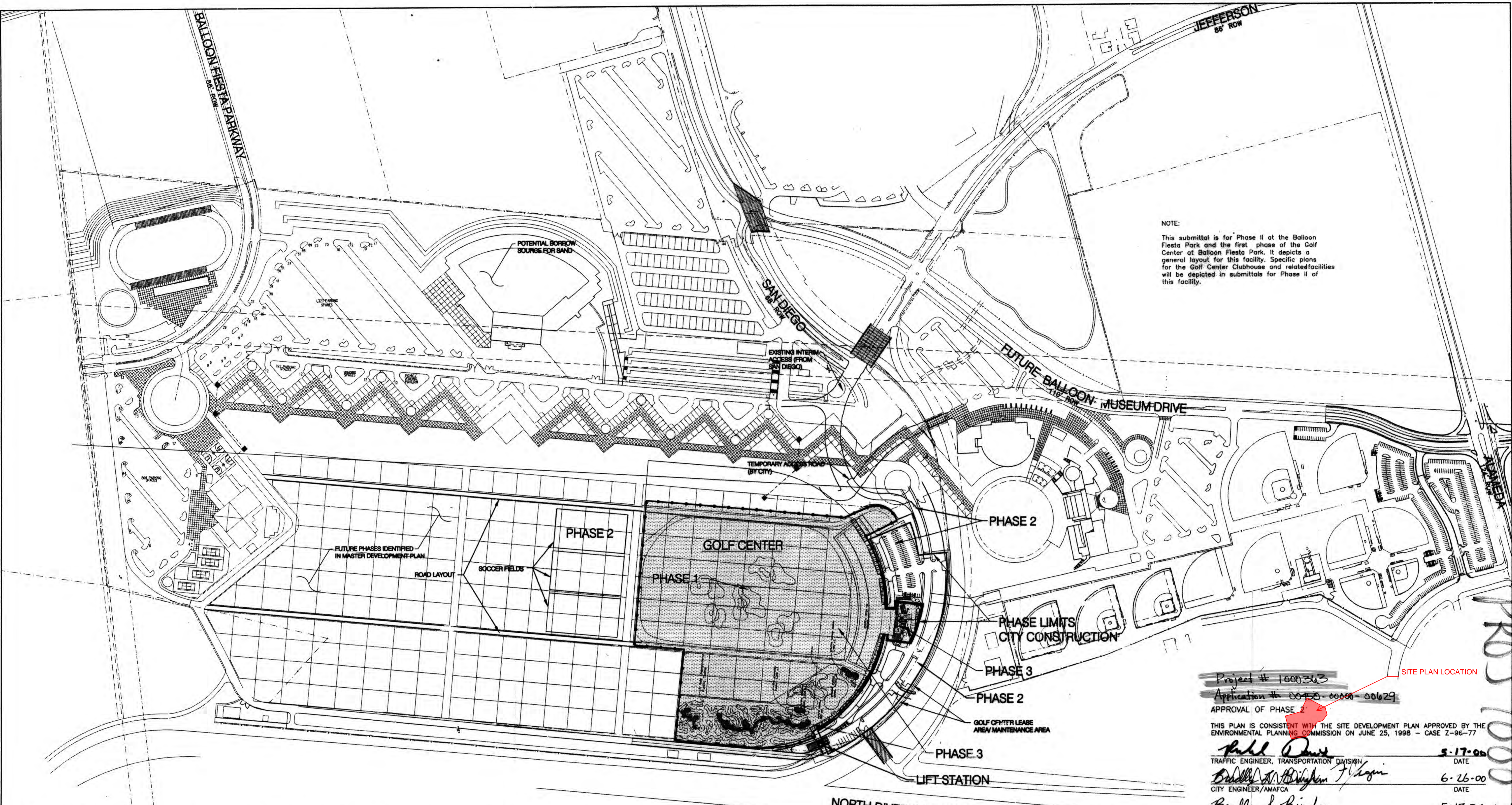
The changes to the site plan are circled and noted.

Staff could not find any "Notices of Decision"

Thank you,

Brittney Sawyer

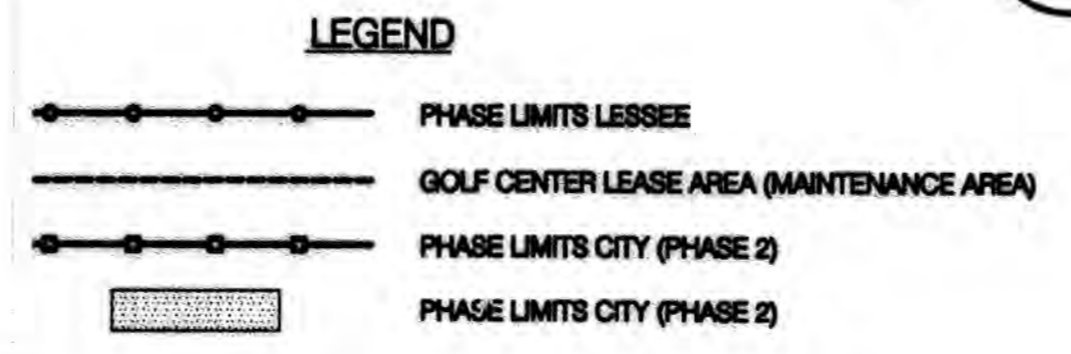
A handwritten signature in cursive script, appearing to read "Brittney Sawyer". The signature is written in black ink and is positioned below the typed name.



NOTE:  
 This submittal is for Phase II at the Balloon Fiesta Park and the first phase of the Golf Center at Balloon Fiesta Park. It depicts a general layout for this facility. Specific plans for the Golf Center Clubhouse and related facilities will be depicted in submittals for Phase II of this facility.

- Phase 1 (City) Complete  
 Grading of driving range and specialty golf area. Construction of temporary access road.
- Phase 1.a. (Lessee) Complete  
 Design and construction of golf driving range and specialty golf area (fine grading, irrigation installation, milling or asphalt placement) for temporary corporate tent area, etc.).
- 1999 Fiesta Event 9/1/99 - 10/15/99  
 Construction "on hold" during Balloon Fiesta Event, (and preparations for the event) Lessee will need to take precautions to protect their investments.
- Phase 2 (City) Spring/Summer 2000  
 Installation of infrastructure to the "Point of Connection" for the clubhouse (sanitary sewer and reuse waterline). Relocation of utilities used for Balloon Fiesta Event and installation of light pole bases in the utility corridor. The location of the lights will be identified by the Lessee. Complete installation of the parking area, park access road, balloon launch field access roads on the western side of the Golf Center, some of the fire hydrants, landscaping, lighting for the parking lot and sanitary sewer lift station.
- Phase 3 (Lessee) Spring/Summer 2000  
 Seeding of driving range and specialty golf area (a temporary hookup from the potable water source will be used during the establishment period of the grass [October 1999 through March 2000.]). Complete installation of Golf Center including clubhouse, lighting, fencing, landscaping, possible synthetic turf at future multi-level tees/corporate tents, and other misc. improvements.

**GOLF CENTER - SITE PLAN**  
 SCALE: 1"=200'



Project # 1000363  
 Application # 00450-0000-00629  
 APPROVAL OF PHASE 2

THIS PLAN IS CONSISTENT WITH THE SITE DEVELOPMENT PLAN APPROVED BY THE ENVIRONMENTAL PLANNING COMMISSION ON JUNE 25, 1998 - CASE Z-96-77

<i>Paul Davis</i>	5-17-00
TRAFFIC ENGINEER, TRANSPORTATION DIVISION	DATE
<i>Bradley A. Bingham</i>	6-26-00
CITY ENGINEER/AMAFCA	DATE
<i>Bradley A. Bingham</i>	5-17-00
PUBLIC WORKS, UTILITY DIVISION	DATE
<i>Edward A. Stang</i>	5-17-00
PARKS AND GENERAL SERVICES DEPARTMENT RECREATION	DATE
CITY PLANNER, PLANNING DIVISION	DATE
B.P. 6-27-00	

CONSULTANTS  
 DCSW Architects  
 Bohannon-Huston, Inc.  
 Morrow & Co., Ltd.  
 Sheet 1 of 1

**Bohannon-Huston**  
 Courtesy One 7500 JEFFERSON NE ALBUQUERQUE NEW MEXICO 87109  
 ENGINEERS PLANNERS PHOTOGRAMMETRISTS SURVEYORS SOFTWARE DEVELOPERS

PROS 1000 567

BALLOON PARK

Consultants

DCSW Architects  
 Bohannon-Huston, Inc.  
 Consensus Planning, Inc.  
 Morrow & Co., Ltd.  
 Martha Schwartz, Inc.  
 TransCore

DEC., 1998



Project # 1001363  
 Application # 00450-00100-01526  
 THIS PLAN IS CONSISTENT WITH THE SITE DEVELOPMENT PLAN APPROVED BY THE ENVIRONMENTAL PLANNING COMMISSION ON JUNE 25, 1998 - CASE 7-98-77  
 Phil Dent 11-15-00 DATE  
 TRAFFIC ENGINEER, TRANSPORTATION DIVISION  
 1-15-00 DATE  
 City Engineer/AMAFCA  
 Roger A. Sloan 11-15-00 DATE  
 PUBLIC WORKS, UTILITY DIVISION  
 1-15-00 DATE  
 Parks and General Services Department  
 1/30/01 DATE  
 City Planner, Planning Division  
 DRB-1000-363

PRJ 1001363

BALLON FIESTA PARK  
 REVISED PREFERRED SITE MASTER PLAN CONCEPT

1 1"=200'-0"



NOTE:  
 THE SITE PLAN AT SCALE 1"=100'-0" IS FILED WITH THE CITY OF ALBUQUERQUE PARKS AND GENERAL SERVICES DEPARTMENT (R6) 931-8848

Consultants  
 DCSW Architects  
 Bohannon-Huston, Inc.  
 Consensus Planning, Inc.  
 Morrow & Co., Ltd.  
 Martha Schwartz, Inc.  
 TransCore  
 DEC., 1998

# NEW GENERATOR ENCLOSURE

## 8814 Horizon Blvd NE

### Albuquerque, NM 87113

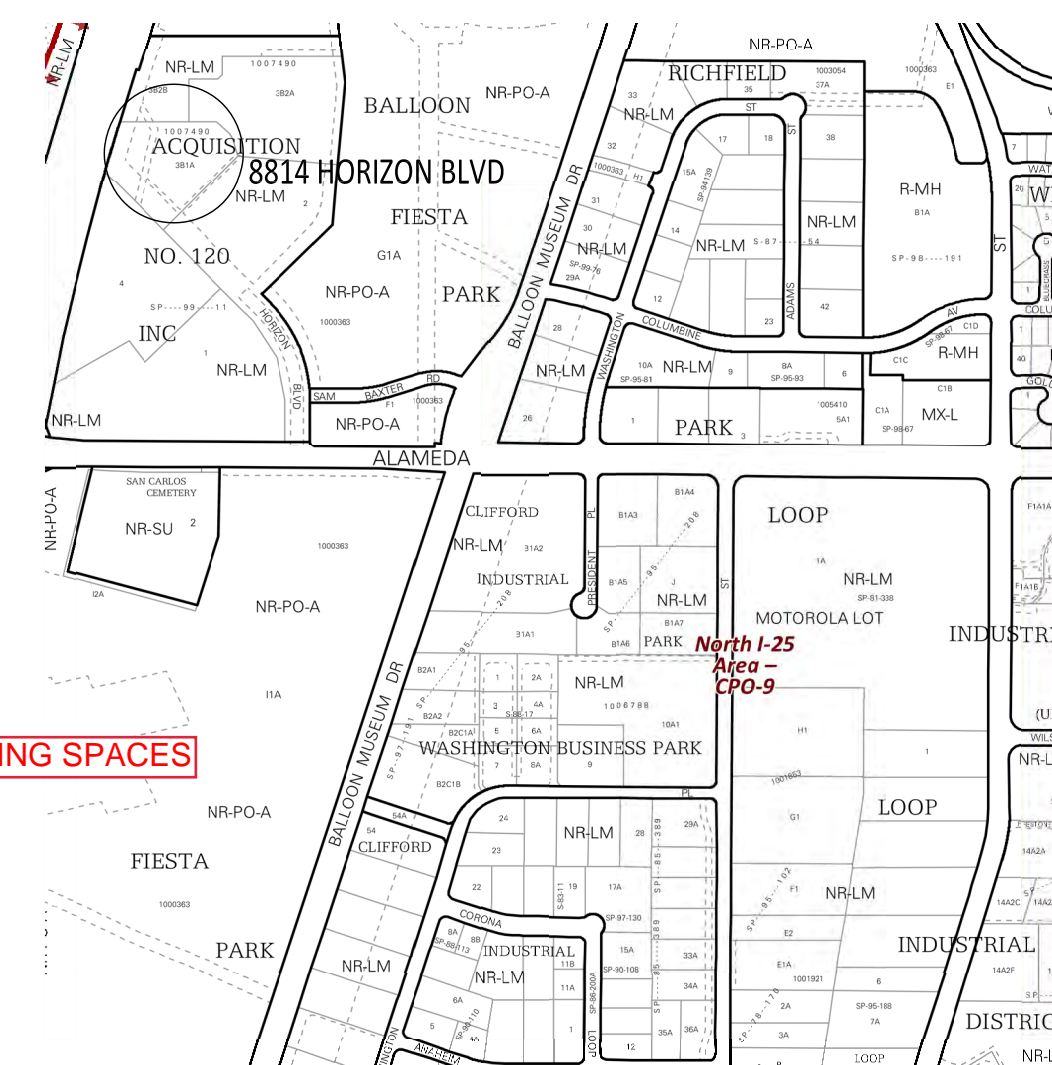


STUDIO CONSULTANTS, INC

100 GOLD AVE SW STE 205  
ALBUQUERQUE, NM 87102  
DANIEL@ARIASCINC.COM  
(505) 506-2314

#### VICINITY MAP

ZONE ATLAS PAGE: C-17-Z



#### PROJECT DIRECTORY

**ARCHITECT**  
ARIA STUDIO CONSULTANTS INC  
Daniel Puzak  
100 Gold Ave SW Suite 205  
Albuquerque, NM 87102  
505.506.2314  
daniel@ariasinc.com

**STRUCTURAL**  
Walla Engineering LTD  
Larry E. Kennedy, VP  
6501 Americas Parkway NE  
Suite 301  
Albuquerque NM 87110  
505.881.3008  
larryk@wallaengineering.com

**ELECTRICAL**  
AEDI  
DJ Scarcell, VP  
5101 Coors Blvd NW Suite F  
Albuquerque, NM 87120  
505.262.1766  
dj@aedi505.com

**WESTSTAR MORTGAGE COMPANY**  
**TENANT IMPROVEMENT**  
8814 Horizon Blvd NE  
Albuquerque, NM 87113

#### CODE DATA

- APPLICABLE CODES  
CITY OF ALBUQUERQUE CODES REFERENCED:
- 2015 NEW MEXICO COMMERCIAL BUILDING CODE
  - 2015 NEW MEXICO EXISTING BUILDING CODE
  - 2015 NEW MEXICO MECHANICAL CODE
  - 2015 NEW MEXICO PLUMBING CODE
  - 2017 NEW MEXICO ELECTRICAL CODE
  - 2012 NEW MEXICO ELECTRICAL SAFETY CODE
  - 2009 NEW MEXICO ENERGY CONSERVATION CODE
  - 2015 INTERNATIONAL FIRE CODE
  - 2009 NATIONAL FIRE PROTECTION AGENCY 101 LIFE SAFETY CODE
  - 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN
  - ANSI A117.1-2009 ACCESSIBLE AND USEABLE BUILDINGS AND FACILITIES

PROJECT SCOPE (SECTION 504.1, IBC)  
TENANT IMPROVEMENT (ALTERATION)  
NO CHANGE IN OCCUPANCY  
PROJECT SCOPE CONSISTS OF INSTALLATION OF NEW GENERATOR AND ENCLOSURE ON SITE WITH ACCOMPANYING ELECTRICAL WORK.

TOTAL SQFT IN TENANT SPACE OF BUILDING 9070 SF  
ENTIRE BUILDING SQFT (BOTH N & S TENANTS) 19,920SF  
OCCUPANT GROUP B 153 OCC ENTIRE BUILDING  
OCCUPANT LOAD FOR SUITE 66 OCC FOR N TENANT

\*NOTE\* NO CHANGE IN OCCUPANT LOAD W/ ADDED GENERATOR ENCLOSURE

ORIGINAL CONSTRUCTION TYPE (NO CHANGE): TYPE IIB

EXISTING BUILDING SPRINKLERED. NO CHANGE TO THE EXISTING FIRE PROTECTION SYSTEM.

#### PARKING REQUIREMENTS

\*NOTE\* UPDATED PARKING OF EXISTING CONDITIONS HAS BEEN PROVIDED, ALL SPACES COUNTED ONLY SERVE THIS BUILDING, SURROUNDING BUILDINGS HAVE THEIR OWN PARKING COUNTS

REQUIREMENT	PROVIDED
MINIMUM OFF-STREET PARKING REQUIREMENTS PER IDO TABLE 5-5-1	
OFFICE 3.5 SPACES/1000SF GFA	
TOTAL BUILDING SF = 19,920SF	
REQUIRED SPACES = 70 SPACES	PROVIDED SPACES = 90
TOTAL REQUIRED MOTORCYCLE SPACES	
51-100 PROVIDE 3 SPACES	PROVIDED SPACES= 4
TOTAL REQUIRED HC SPACES = 51-100 PARKING SPACES	
HANDICAP SPACES, 4 SPACES	PROVIDED HANDICAP SPACES=4
VAN ACCESSIBLE, 1 SPACE	PROVIDED VAN ACCESSIBLE SPACES=2

#### DRAWING INDEX

GENERAL	COVER SHEET
A001	
STRUCTURAL	GENERATOR PAD
A1	
ARCHITECTURAL	GENERATOR PLAN AND DETAILS
A101	
ELECTRICAL	COVER
E601	ONE LINE SCHEDULES AND DETAILS

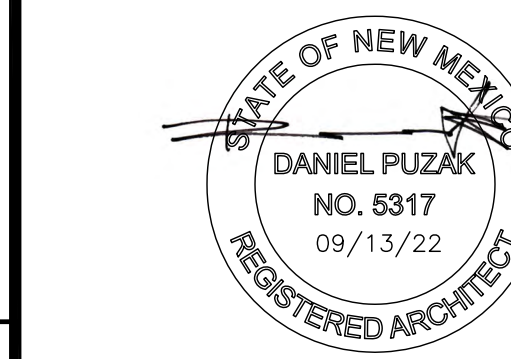
#### FIRE TWO NOTES

- FIRE PROTECTION NOTES
1. FIRE PROTECTION SYSTEMS SHALL BE DEFERRED SUBMITTALS.
  2. SHOP DRAWINGS WILL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR REVIEW AND APPROVAL OF ANY INSTALLATION OR MODIFICATION TO THE FIRE SPRINKLER SYSTEM, KITCHEN SUPPRESSION SYSTEM, OR ANY OTHER FIRE RELATED SYSTEM.
  3. THE FIRE SPRINKLER SYSTEM WILL BE SUPERVISED WHEN REQUIRED BY THE 2015 INTERNATIONAL FIRE CODE.
  4. ELEVATORS SHALL MEET ALL OF THE REQUIREMENTS IN NFPA 13, CHAPTER 8 AND 72, CHAPTER 21.

- FIRE PROTECTION SYSTEM
- PROVIDE OCCUPANCY SIGN CONFORMING TO APPLICABLE BUILDING CODE REQUIREMENTS.
  - DURING THE CONSTRUCTION THE G.C. IS TO PROVIDE A PORTABLE FIRE EXTINGUISHER WITH A RATING OF NOT LESS THAN 2A:10BC WITHIN 75 FOOT TRAVEL DISTANCE TO ALL PORTIONS OF THE PROJECT.
  - EMERGENCY LIGHT FIXTURES TO BE 1 FT CANDLE PER SF OF EGRESS
  - SHOP DRAWINGS SHALL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR REVIEW AND APPROVAL OF ANY INSTALLATION OR MODIFICATION TO THE FIRE SPRINKLER SYSTEM, FIRE ALARM SYSTEM, OR ANY OTHER FIRE RELATED SYSTEM.
  - AUTOMATIC SPRINKLER SYSTEMS SHALL BE SUPERVISED BY AN APPROVED CENTRAL FIRE ALARM, PROPRIETARY OR REMOTE STATION SERVICE, LOCAL ALARM WHICH GIVES AN AUDIBLE SIGNAL TO A CONSTANTLY ATTENDED LOCATION.

- FIRE EXTINGUISHERS FOR CLASS A (ORDINARY MODERATE) HAZARDS (IFC 2009 AND NFPA 10)
- 3,000 S.F. MAX. FLOOR AREA FOR EACH FIRE EXTINGUISHER.
  - 75' MAXIMUM TRAVEL DISTANCE TO EXTINGUISHER
  - MINIMUM RATED EXTINGUISHER - 2A
  - TOTAL FIRE EXTINGUISHERS = 5 MINIMUM WITHIN BUILDING
  - FIRE EXTINGUISHERS SHALL HAVE A GROSS WEIGHT NOT TO EXCEED 10 LBS. AND ARE TO BE MOUNTED ON MOUNTING BRACKETS SO THAT TOP OF UNIT IS NO MORE THAN 5'-0" A.F.F.

- DUCT SMOKE DETECTORS COMPLYING WITH SECTION 907.3.1 SHALL BE LOCATED AS FOLLOWS:
- IN THE MAIN RETURN AIR AND EXHAUST AIR PLENUM OF EACH AIR-CONDITIONING SYSTEM HAVING A CAPACITY GREATER THAN 2,000 CUBIC FEET PER MINUTE (CFM) (0.94 M<sup>3</sup>/S). SUCH DETECTORS SHALL BE LOCATED IN A SERVICEABLE AREA DOWNSTREAM OF THE LAST DUCT INLET.
  - AT EACH CONNECTION TO A VERTICAL DUCT OR RISER SERVING TWO OR MORE STORIES FROM A RETURN AIR DUCT OR PLENUM OF AN AIR-CONDITIONING SYSTEM.

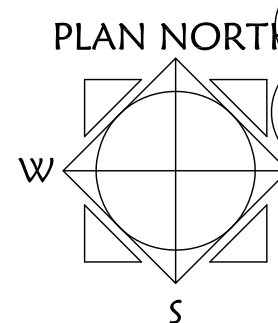
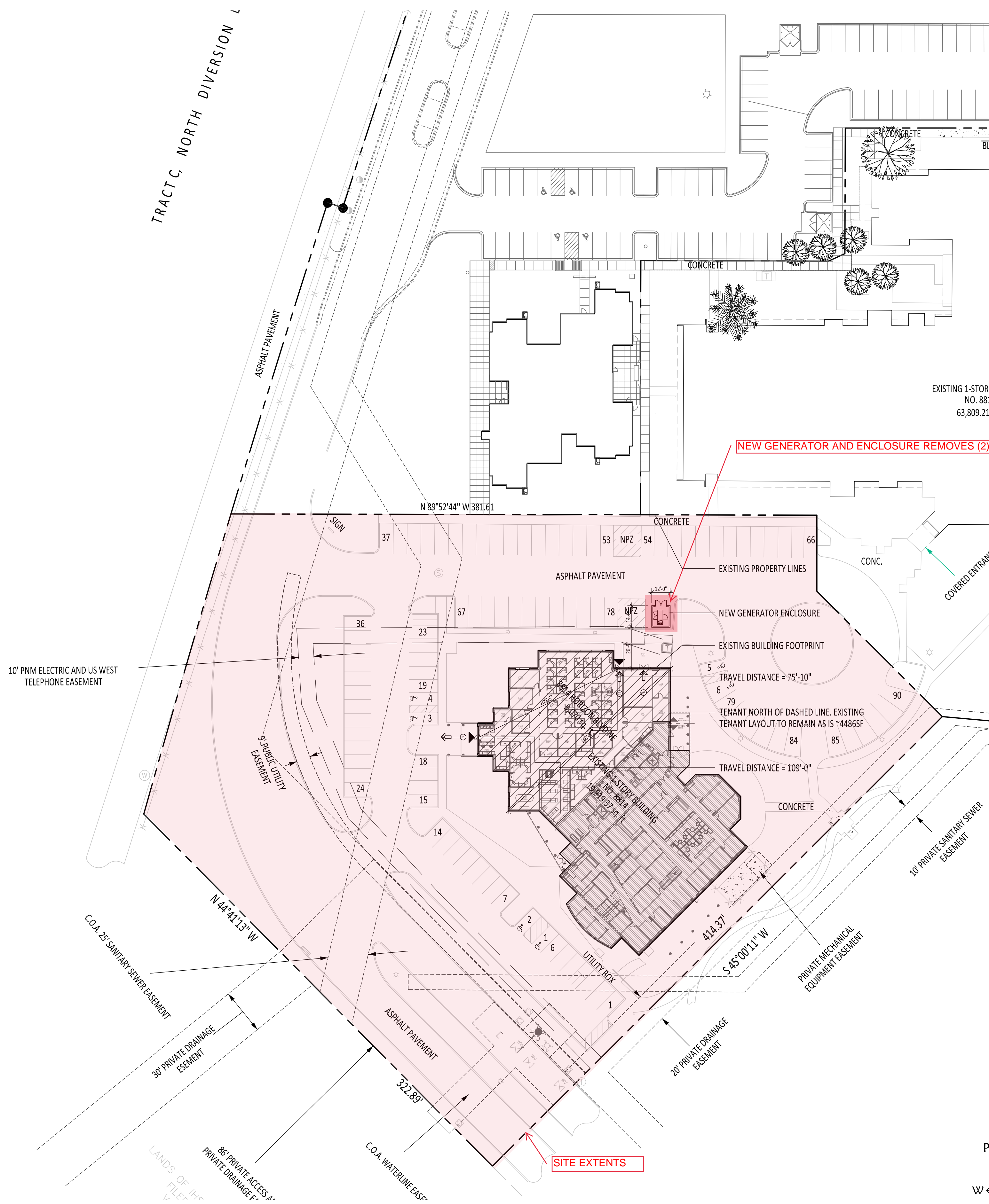


Architect/Engineer

MARK	DATE	DESCRIPTION
1	09/13/2022	COA COMMENTS
<b>REVISIONS</b>		
ISSUE		Generator Enclosure
PROJECT NO		2201.1
CAD DWG FILE		
DRAWN BY		DGP & BRS
CHECKED BY		DGP
DATE		August 04, 2022

COVER

A001



**A1** ARCHITECTURAL SITE PLAN AND CODE PLAN  
1" = 40'-0"



## 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
- 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