



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

<b>MISCELLANEOUS APPLICATIONS</b>	<input type="checkbox"/> Extension of Infrastructure List or IIA (Form S3)
<input type="checkbox"/> Site Plan Administrative DFT (Forms SP & P2)	<b>PRE-APPLICATIONS</b>
<input checked="" type="checkbox"/> Final EPC Sign-off for Master Development/Site Plans - EPC (Form P2)	<input type="checkbox"/> Sketch Plat Review and Comment (Form S3)
<input type="checkbox"/> Infrastructure List or Amendment to Infrastructure List (Form S3)	<input type="checkbox"/> Sketch Plan Review and Comment (Form S3)
<input type="checkbox"/> Temporary Deferral of S/W (Form S3)	<b>APPEAL</b>
<input type="checkbox"/> Extension of IIA: Temp. Def. of S/W (Form S3)	<input type="checkbox"/> Decision of Site Plan Administrative DFT (Form A)

**BRIEF DESCRIPTION OF REQUEST**

EPC Site Plan - Final Sign-off


**APPLICATION INFORMATION**

Applicant/Owner: Advance Sign Group		Phone: 614-492-2111
Address: 5150 Walcutt Ct		Email: sales@advancedsign.com
City: Columbus	State: OH	Zip: 43228
Professional/Agent (if any): Consensus Planning		Phone: 505-764-9801
Address: 302 8th St NW		Email:
City: Albuquerque	State: New Mexico	Zip: 87102
Proprietary Interest in Site: Developer	List <u>all</u> owners: SAN MATEO STATION LLC C/O PHILLIPS EDISON & COMPANY LTD	

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

Lot or Tract No.: Tracts 1A, 2A, 3A-1, 4A, 5A, 6A and 7A Plat of Tract 3A-1 Tract A1 Pavilions at San Mateo	Block: 1	Unit: -
Subdivision/Addition: Pavilions at San Mateo	MRGCD Map No.: -	UPC Code: 101705937410640208
Zone Atlas Page(s): H17	Existing Zoning: MX-M/NR-C	Proposed Zoning N/A
# of Existing Lots: 1	# of Proposed Lots: -	Total Area of Site (Acres): 20

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: 4600 CUTLER AVE NE	Between: WASHINGTON	and: SAN MATEO
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**CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)**

SI-2024-00815, PR-2024-010490

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

Signature:	Date: August 28, 2024
Printed Name: Jim Strozler	<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent

**FORM P2: SITE PLAN ADMINISTRATIVE – Development Facilitation Team (DFT) as of 12/25/2022****\_ SITE PLAN ADMINISTRATIVE – DFT**

A Single PDF file of the complete application including all documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov). 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 online resources such as Dropbox or FTP. The PDF shall be organized in the number order below. Divide the PDF with a title sheet for each of the three documentation sections in **bold** below.

**SITE PLAN DOCUMENTATION**

- \_\_\_ 1) DFT Application form completed, signed, and dated
- \_\_\_ 2) Form P2 with all the submittal items checked/marked
- \_\_\_ 3) Form SP with signatures from Hydrology, Transportation, and ABCWUA
- \_\_\_ 4) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 5) Site Plan and related drawings (include a Site Plan key of the sheets submitted)
- \_\_\_ 6) Copy of the original approved Site Plan or Master Development Plan (for amendments to or Extensions of the Site Plan)
- \_\_\_ 7) Infrastructure List, if required for building of public infrastructure
- \_\_\_ 8) Sensitive Lands Site Analysis for new site design in accordance with IDO Section 5-2(C) (The Sensitive Lands Site Analysis form can be obtained online at):  
[https://documents.cabq.gov/planning/development-review-board/Sensitive\\_lands\\_analysis\\_form.pdf](https://documents.cabq.gov/planning/development-review-board/Sensitive_lands_analysis_form.pdf)
- \_\_\_ 9) Responses to climatic and geographic responsive design considerations (Recommended to promote sustainability, but not required. The Climatic and Geographic Responsiveness form can be obtained online at): [https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2\(D\)ClimaticGeographic\\_Responsiveness.pdf](https://documents.cabq.gov/planning/IDO/SubmittalFormIDO5-2(D)ClimaticGeographic_Responsiveness.pdf)

**SUPPORTIVE DOCUMENTATION**

- \_\_\_ 10) Completed Site Plan Checklist
- \_\_\_ 11) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 12) Justification letter describing and justifying the request per the criteria in IDO Section 16-6-5(G)(3)
- \_\_\_ 13) 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 Waiver –DHO will be required, as applicable*
- \_\_\_ 14) Sites 5 acres or greater: Archaeological Certificate in accordance with IDO Section 14-16-6-5(A) *(not required for Extension)*

\_\_\_ 15) Landfill disclosure statement per IDO Section 14-16-6-4(S)(5)(d)(2)(d) if site is within a designated landfill buffer zone

\_\_\_ 16) Architectural Review Committee approval letter if the site is located within a Master Development Plan area or a Framework Plan area

**PUBLIC NOTICE DOCUMENTATION**

\_\_\_ 17) Sign Posting Agreement

\_\_\_ 18) Proof of a Pre-Submittal Neighborhood Meeting per IDO 6-4(C)(1)(b) for new building or multiple new buildings that include a total of more than 100 multi-family residential dwelling units or more than 50,000 square feet of non-residential development

\_\_\_ 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

\_\_\_ 19) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1) (not required for an extension)

\_\_\_ Office of Neighborhood Coordination notice inquiry response

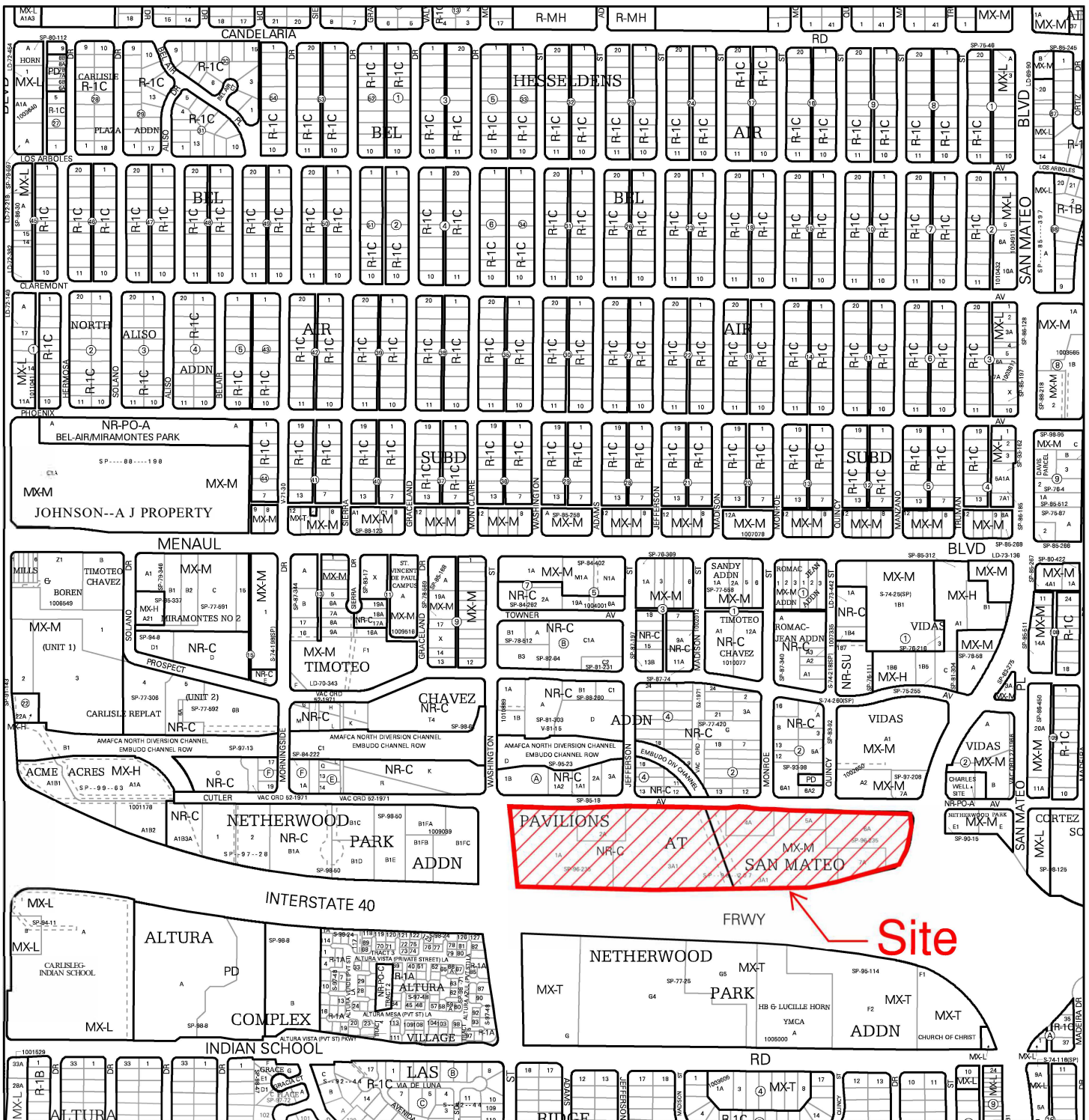
\_\_\_ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)

\_\_\_ Proof of emailed notice to affected Neighborhood Association representatives

**\_ FINAL SIGN-OFF FOR MASTER DEVELOPMENT PLANS AND SITE PLANS – EPC**

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 to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below.


- 1) DFT Application form completed, signed, and dated
- 2) Form P2 with all the submittal items checked/marked
- 3) Zone Atlas map with the entire site clearly outlined and labeled
- 4) Site Plan and related drawings
- N/A  5) Infrastructure List, if require
- 6) Copy of EPC Notice of Decision and letter explaining how each EPC condition has been met
- 7) Letter of authorization from the property owner if application is submitted by an agent
- N/A  8) Solid Waste Department signature on Site Plan
- 9) Signed Form DRWS Drainage Report, Grading and Drainage Plan, and Water & Sewer Availability Statement filing information - Form SP Attached
- N/A  10) Approved Grading and Drainage Plan
- N/A  11) Copy of Site Plan with Fire Marshal's stamp, i.e. "Fire 1" plan (*not required for Master Development Plans*)



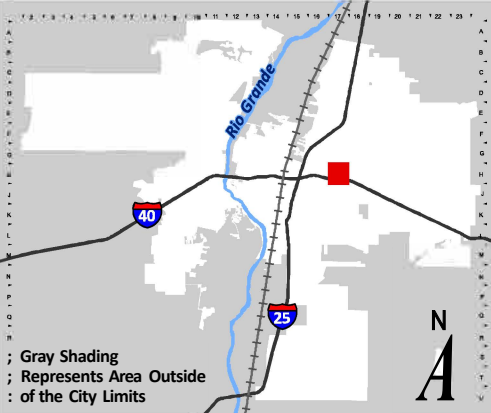
For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

## 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).



N

**Zone Atlas Page:**  
**H-17-Z**  
**W**

- Easement
- 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

E-----3-----!Feet  
0 250 500 1,000

1007872

**PROJECT NUMBER:** 1007872  
**APPLICATION NUMBER:** 12DRB-70324

This plan is consistent with the specific Site Development Plan approved by the Environmental Planning Commission (EPC), dated 9-13-2012, and the Findings and Conditions in the Official Notification of Decision are satisfied.

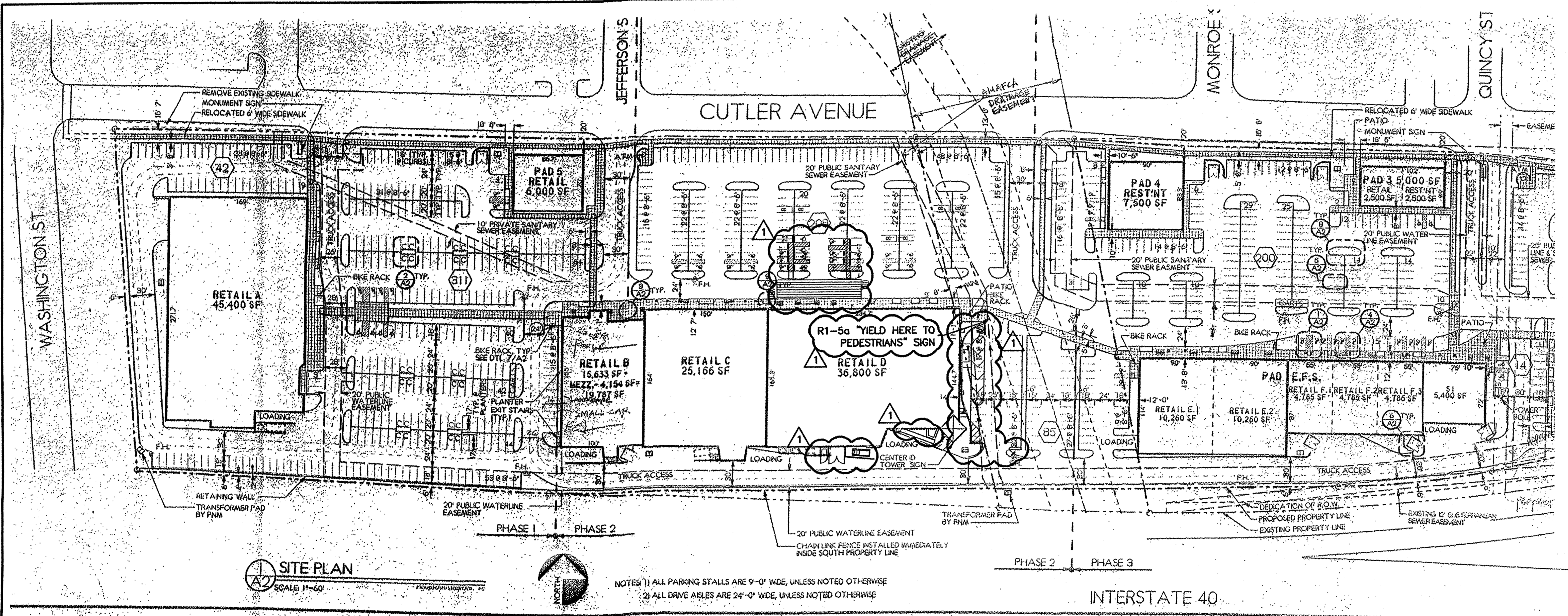
Is an Infrastructure List required? ( ) Yes (X) No. If yes, then a set of approved DRG plans with a work order is required for any construction within Public Right-of-Way or for construction of public improvements.

**DRB SITE DEVELOPMENT PLAN SIGNOFF APPROVAL:**

Traffic Engineering/Transportation Division	10-17-12
Water Utility Development	10-17-12
Parks & Recreation Department	10-17-12
City Engineer	11-17-12
* Environmental Health Department (conditional)	-
Solid Waste Management	-
DRB Chairperson, Planning Department	10-17-12

\* Environmental Health, if necessary

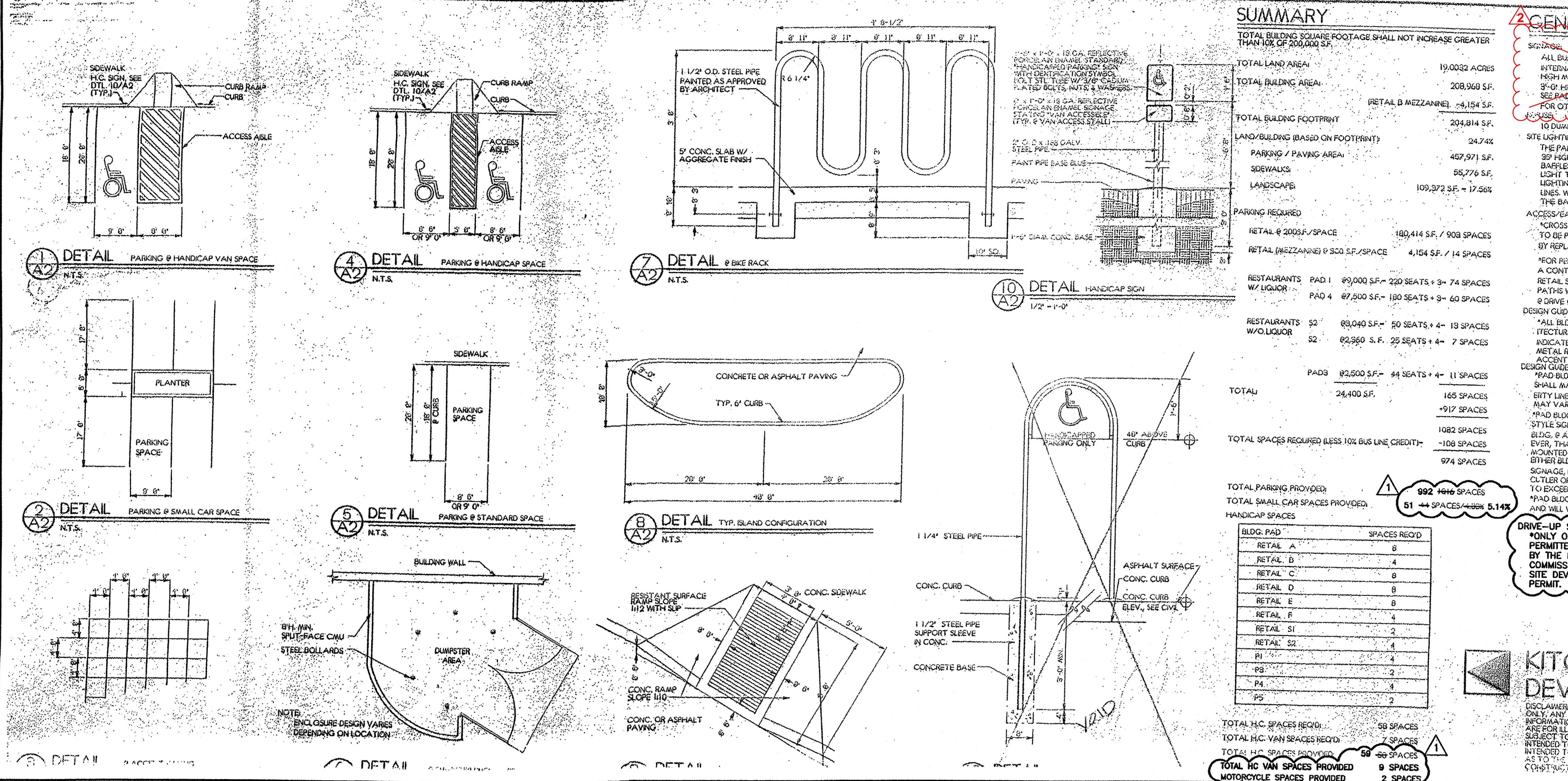
NO.	DATE	REVISIONS
VC		BY
8/29/12		REVISED ADA HANDICAP PARKING, ADDED DRIVE THRU PHARMACY, MOVED DUMPSTER LOCATION SEE SHEET C3



**SITE PLAN**  
SCALE 1"=50'

NOTES: 1) ALL PARKING STALLS ARE 9'-0" WIDE, UNLESS NOTED OTHERWISE  
 2) ALL DRIVE AISLES ARE 24'-0" WIDE, UNLESS NOTED OTHERWISE

Signage shall be pursuant to IDO 14-16-5-12 Sign Standards and all other applicable design regulations, including the regulating zone district for the site



**SUMMARY**

TOTAL BUILDING SQUARE FOOTAGE SHALL NOT INCREASE GREATER THAN 10% OF 200,000 SF.

TOTAL LAND AREA	19,0032 ACRES
TOTAL BUILDING AREA	208,960 SF.
TOTAL BUILDING FOOTPRINT	204,814 SF.
LAND/BUILDING (BASED ON FOOTPRINT)	24.74%
PARKING / PAVING AREA	457,971 SF.
LANDSCAPE	109,372 SF. = 17.56%
PARKING REQUIRED	
RETAIL @ 2000 SF/SPACE	180,414 SF. / 903 SPACES
RETAIL (MEZZANINE) @ 500 SF/SPACE	4,154 SF. / 14 SPACES
RESTAURANTS PAD 1	89,000 SF. - 220 SEATS + 3- 74 SPACES
W/ LIQUOR PAD 4	87,500 SF. - 180 SEATS + 6- 60 SPACES
RESTAURANTS W/O LIQUOR S2	89,040 SF. - 80 SEATS + 4- 13 SPACES
S2	82,560 SF. - 25 SEATS + 4- 7 SPACES
PADS	82,500 SF. - 44 SEATS + 4- 11 SPACES
TOTAL	24,400 SF. 165 SPACES
TOTAL SPACES PROVIDED	917 SPACES
TOTAL SPACES REQUIRED (LESS 10% BUS LINE CREDIT)	1082 SPACES
	974 SPACES

**GENERAL NOTES**

**SIGNAGE:**  
 ALL BUILDING MOUNTED SIGNS SHALL BE INTERNALLY, INDIVIDUALLY LIT LETTERS 3'-6" HIGH MAXIMUM & ANCHORS AND 3/4" DIA. 1/2" SPACING AND PAD BUILDINGS. SEE PAD BLDG. DESIGN GUIDELINES BELOW FOR OTHER NOTES.

**ACCESS/EASEMENTS:**  
 CROSS LOT ACCESS & PARKING EASEMENTS ARE TO BE PROVIDED ON ALL COMMERCIAL TRACTS BY REPLAT (IN EVENT OF PAD PARCEL SALES)

**FOR PEDESTRIAN CIRCULATION THERE WILL BE A CONTINUOUS SIDEWALK ALONG THE 8'-LINE RETAIL STORES, NORTH-SOUTH PEDESTRIAN PATHS WILL BE CONCRETE W/ SPECIAL PAVING @ DRIVE CROSSINGS.**

**DESIGN GUIDELINES FOR ALL BLDGS.**  
 \*ALL BLDGS. SHALL BE CONSISTENT W/ ARCHITECTURAL MATERIALS, COLORS, & DETAILS INDICATED ON THESE ELEVATIONS INCLUDING METAL ROOFS, SYNTHETIC PLASTER, CERAMIC ACCENT TILE SPLIT-FACE CAULET, ETC.)

**DESIGN GUIDELINES FOR PAD BLDGS.**  
 \*PAD BLDGS. ALONG CUTLER AVE. & SAN MATEO SHALL MAINTAIN A 20' SETBACK FROM THE PROPERTY LINE ACTUAL BLDG. CONFIGURATION & SITING MAY VARY FROM CONCEPTUAL LOCATIONS

\*PAD BLDGS. ARE PERMITTED TO HAVE MONUMENT-STYLE SIGNAGE ON THE STREET SIDE OF THEIR BLDG. @ A MAX. HT. OF 9'-0". PROVIDED HOWEVER, THAT IF SUBSTANTIALLY REPETITIVE W/ BLDG. MOUNTED SIGNAGE, THE PAD BLDG. MUST CHOOSE EITHER BLDG. MOUNTED SIGNAGE OR MONUMENT SIGNAGE, BUT NOT BOTH, TO BE READ FROM CUTLER OR SAN MATEO MOUNTMENT SIGNAGE NOT TO EXCEED 50'

\*PAD BLDGS. SHALL NOT EXCEED 28'-0" IN HEIGHT AND WILL VARY DEPENDING ON USUR'S REQUIREMENTS.

**DRIVE-UP SERVICE WINDOWS**  
 \*ONLY ONE DRIVE-UP SERVICE WINDOW IS PERMITTED, UNLESS OTHERWISE APPROVED BY THE ENVIRONMENTAL PLANNING COMMISSION THROUGH AN AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT.

**PHASING:**  
 IT IS THE INTENT OF THE DEVELOPER TO BUILD OUT THIS PROJECT IN PHASES AS SHOWN ABOVE. PAD BUILDINGS SHALL BE PERMITTED AND CONSTRUCTED INDEPENDENT OF THE PHASING SEQUENCE. THE PHASING SEQUENCE SHALL BE AS FOLLOWS:

**PHASE 1:**  
 RETAIL 'A' BUILDING COMPLETE WITH ALL CURBS, PAVING, PARKING, STRIPING, LIGHTPOLES AND LANDSCAPING WITHIN THE PHASE 1 AREA.

**PHASE 2:**  
 RETAIL 'B' & 'C' BLDGS. COMPLETE WITH ALL CURBS, PAVING, PARKING, STRIPING, LIGHTPOLES AND LANDSCAPING WITHIN THE PHASE 2 AREA.

**PHASE 3:**  
 ANY INDIVIDUAL PAD BUILDING COMPLETE WITH ALL CURBS, PAVING, PARKING, STRIPING, LIGHTPOLES AND LANDSCAPING WITHIN THE PHASE 3 AREA.

**DRAINAGE PLAN:**  
 \*The drainage and grading concepts for this amended site development plan substantially conform to the concepts developed under the original site development plan submitted. Prior to permittee Certificate of Occupancy approval, drainage plans in City files will be updated with this amended site plan information. \*Shop work in the field is ongoing at this time; the site contractor shall be notified immediately of all change/adjusting grading and drainage.

**The Pavilions at San Mateo**

**SITE PLAN / SITE DETAILS**

**HANDICAP SPACES**

BLDG. PAD	SPACES REQ'D
RETAIL A	8
RETAIL B	4
RETAIL C	6
RETAIL D	8
RETAIL E	8
RETAIL F	4
RETAIL S1	2
RETAIL S2	2
P1	4
P2	2
P3	1
P4	1
P5	2

TOTAL H.C. SPACES REQ'D: 58 SPACES  
 TOTAL H.C. VAN SPACES REQ'D: 7 SPACES  
 TOTAL H.C. SPACES PROVIDED: 58 SPACES  
 TOTAL H.C. VAN SPACES PROVIDED: 9 SPACES  
 MOTORCYCLE SPACES PROVIDED: 2 SPACES

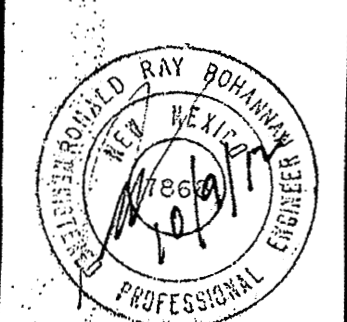
**KITCHELL DEVELOPMENT**

DISCLAIMER: THIS DRAWING IS FOR GENERAL INFORMATION ONLY. ANY INFORMATION DEPICTED HEREON OR CONTAINED HEREIN IS FOR EXPLANATORY PURPOSES ONLY AND IS NOT INTENDED TO BE RELIED UPON BY ANY PARTY & ARE NOT TO BE USED IN CONNECTION WITH ANY CONTRACT OR AS TO THE STATE OF MATTERS OR APPROVALS TO BE CONSTRUCTED FOR THAT ANY IMPROVEMENTS WILL BE

GREENBERG FARROW ARCHITECTURE ARCHITECTURE + ENGINEERING + PLANNING  
 16101 RED HILLS AVENUE, SUITE 200  
 TUSTIN, CA 92680-4314 | 949.833.8888  
 TEL: (714) 250-0250 FAX: (714) 250-6444



DESIGN COLLABORATIVE SOUTHWEST INC.  
 105 4TH ST. SW ALBUQUERQUE, NM 87102  
 505.262.0288



RONALD R. BOHANNAN P.E. #7868

PLANNING DEPARTMENT  
URBAN DESIGN & DEVELOPMENT DIVISION  
600 2nd Street NW, 3rd Floor, Albuquerque, NM 87102  
P.O. Box 1293, Albuquerque, NM 87103  
Office (505) 924-3860 Fax (505) 924-3339



## OFFICIAL NOTIFICATION OF DECISION

July 18, 2024

Advance Sign Group  
5150 Walcutt Ct.  
Columbus OH, 43228

**Project # PR-2024-010490**  
**SI-2024-00815 – Site Plan EPC, Major Amendment**

Consensus Planning, agent for Advance Sign Group, requests a Site Plan EPC major amendment, for all or a portion of Tracts 1A, 2A, 4A, 5A, 6A and 7A Revised Plat of Pavilions at San Mateo, and Tract 3A-1 Plat of Tract 3A-1 Pavilions at San Mateo, located at 4600 Cutler Ave. NE, between San Mateo and Washington, containing approximately 20-acres. (H-17)

Staff Planners: William Steele and Jude Miller

On July 18, 2024, the Environmental Planning Commission (EPC) voted to APPROVE PR-2024-010490 SI-2024-00815 – Site Plan EPC, Major Amendment, based on the following Findings and subject to the following Conditions of Approval:

### FINDINGS – SI-2024-00815 – Site Plan EPC, Major Amendment

1. The request is for a Site Plan – EPC, Major Amendment, for an approximately 20-acre site legally described as all or a portion of Tracts 1A, 2A, 4A, 5A, 6A and 7A REVISED PLAT OF PAVILIONS AT SAN MATEO, and Tract 3A-1 PLAT OF TRACT 3A-1 PAVILIONS AT SAN MATEO, located at 4600 Cutler Ave. NE, between San Mateo and Washington (the “subject site”).
2. The amendment would eliminate the sign standards from the controlling Site Development Plan and allow any future signs to be controlled by the IDO sign standards. All future signage at the subject site will follow sign standards applicable to NR-C and MX-M zones.
3. The EPC is hearing this case as required by IDO Subsection 14-16-6-4(Z) Amendments of Pre-IDO Approvals. Major amendments shall be reviewed by the decision-making body that issued the permit or approval being amended, following the procedures for the most closely equivalent decision in Part 14-16-6 (Administration and Enforcement). The amendment exceeds the thresholds found in IDO table 6-4-4: Allowable Minor Amendments, therefore it is classified as a Major Amendment pursuant to IDO section 14-16-6-4(Z)(1)(b).
4. The controlling Site Development Plan was finalized on August 8, 1996 by the EPC (Project Z-95-92). The site was undeveloped at the time of construction and was completed in phases over a period of several years.

5. The subject site is served by the San Mateo bus (140/141) to the west and the Menaul bus (8) route about ¼ mile to the North.

The LRRS map classifies Cutler as a Minor Collector, San Mateo as Community Principal arterial, Washington as a Major Collector, and I-40 as an Interstate. The LRBS existing bike lanes on San Mateo and Washington.

The subject site is within 660' of the San Mateo Major Transit Corridor and is located within the Mid-Heights Community Planning Area (CPA).

6. The subject site consists of both MX-M and NR-C zone districts. Allowable uses are shown in Table 4-2-1.
7. IDO 14-16-6-6(I)(3)(c) states, "The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property."

The amended Site Development Plan has been evaluated for conformance with applicable goals and policies in the Comprehensive Plan, and other applicable Plans. The existing Site Plan sign standards have been removed so that future sign standards are pursuant to the IDO. Future sign standards would be subject to the zone district regulating the site and any applicable sign standard in the IDO.

8. The City of Albuquerque Integrated Development Ordinance (IDO) and the Albuquerque/Bernalillo County Comprehensive Plan are incorporated herein by reference and made part of the record for all purposes.
9. The request is consistent with the following Policy from Comprehensive CHAPTER 4: COMMUNITY IDENTITY:

**POLICY 4.1.2 IDENTITY AND DESIGN:** Protect the identity and cohesiveness of neighborhoods by ensuring the appropriate scale and location of development, mix of uses, and character of building design.

The request would protect the identity and cohesiveness of the neighborhood, and character of building design by removing the existing site development signage standards and updating the Site Development Plan to adhere to IDO sign design standards. All future signage at the subject site would follow sign standards applicable to NR-C and MX-M zones. Applying the IDO sign standards to the subject site would protect the identity and cohesiveness of the development and ensure the appropriate scale of sign development is followed pursuant to the regulating zone district. This could also ensure the appropriate character of building design per the underlying zone district for the City.

10. The request is consistent with the following Policies from Comprehensive Plan CHAPTER 5: LAND USE:

- A. **POLICY 5.1.1 DESIRED GROWTH:** Capture regional growth in Centers and Corridors to help shape the built environment into a sustainable development pattern.

The request could capture regional growth in the San Mateo Major Transit Corridor by removing site development standard for signs that are nearly 30 years old to be consistent with IDO standards that align with the growth and built environment. The request would align with and help shape the existing built environment into a sustainable development pattern.



- B. **POLICY 5.2.1 LAND USES:** Create healthy, sustainable, and distinct communities with a mix of uses that are conveniently accessible from surrounding neighborhoods.

The request could contribute to create a sustainable and distinct community with a mix of uses by enabling the construction of signs based on IDO standards. This request could enhance development and better inform neighbors of the variety of commercial uses and services available in their neighborhood.

- C. **POLICY 5.3.1 INFILL DEVELOPMENT:** Infill Development: Support additional growth in areas with existing infrastructure and public facilities.

The request is consistent with this infill development policy by supporting additional growth and development by simplifying the signage process and eliminating the controlling Site Development Plan sign standards; thus, adhering to IDO sign standards applicable to NR-C and MX-M zones. This could encourage growth on the subject site with multiple empty tenant spaces and existing infrastructure that is near public facilities such as transit bus stops.

- D. **POLICY 5.6.2 AREAS OF CHANGE:** Direct growth and more intense development to Centers, Corridors, industrial and business parks, and Metropolitan Redevelopment Areas where change is encouraged.

The request is in an area of change and along the San Mateo Blvd Major Transit Corridor. With the elimination of the original Site Development Plan sign standards, signage larger than stipulated would no longer have to go through the EPC process because the sign standards would adhere to and be consistent with the standards in the IDO. Following IDO standards could encourage more growth and revitalize development by simplifying the process to add signs on the site.

- E. **POLICY 5.7 IMPLEMENTATION PROCESSES:** Employ procedures and processes to effectively and equitably implement the Comp Plan.

The request would allow for all future signage requests on the subject site to be approved by staff instead of the EPC for compliance with standards pursuant to IDO 14-16-5-12 Signs and IDO 14-16-6-5(C) Permit – Sign. The procedure for staff to process and employ procedures for a sign permit will eliminate the need for the Site Development Plan to go through the process for a Site Plan-EPC while still equitably and efficiently implementing the Comp Plan.

- F. **POLICY 5.7.4 STREAMLINED DEVELOPMENT:** Encourage efficiency in the development review process.

The request is consistent with this policy by streamlining the review process that businesses have to follow to construct a new sign. All new signs in the shopping center will follow the standard IDO signage regulations that are applicable to NR-C and MX-M zones.

11. The request is consistent with the following Policy from Comprehensive Plan CHAPTER 8: ECONOMIC DEVELOPMENT.

**POLICY 8.1.1: DIVERSE PLACES:** Foster a range of interesting places and contexts with different development intensities, densities, uses, and building scale to encourage economic development opportunities.

The request would align with this policy by encouraging economic development opportunities through the removal of site development sign standards based on an existing Site Development

Plan for a shopping center that has seen regular change with new businesses coming and going throughout the previous decades. Allowing the Site Development Plan to follow IDO standards could encourage different uses and development intensities by making it easier to obtain signage.

12. IDO Section 14-16-6-6(I)(3) states that any application for a Site Plan-EPC will be approved if it meets all of the following criteria:

A. 6-6(I)(3)(a) The Site Plan is consistent with the ABC Comp Plan, as amended.

As demonstrated by the policy-based analysis, the proposed Site Plan is consistent with applicable Comprehensive Plan Goals and policies.

B. 6-6(I)(3)(b) The Site Plan is consistent with any applicable terms and conditions in any previously approved NR-SU or PD zoning covering the property and any related development agreements and/or regulations.

The subject site does not contain any NR-SU or PD zoned parcels.

C. 6-6(I)(3)(c) The Site Plan complies with all applicable provisions of this IDO, the DPM, other adopted City regulations, and any terms and conditions specifically applied to development of the property in a prior permit or approval affecting the property.

The request complies with all applicable provisions of the IDO, the DPM, and other adopted City regulations. The original Site Development Plan has signage standards for the site but would need a Major Amendment Site Plan EPC if were over the maximum threshold. The request would remove the existing sign standards from the controlling Site Development Plan and future signage would be regulated by the IDO and zone district regulating the site.

D. 6-6(I)(3)(d) The City's existing infrastructure and public improvements, including but not limited to its street, trail, drainage, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the extent practicable.

The request only affects the signage standards in the Site Development Plan. Any changes to sign requirements will have no effect on public infrastructure.

E. 6-6(I)(3)(e) The application mitigates any significant adverse impacts on the surrounding area to the maximum extent practicable.

The request is to replace the Site Plan sign standards with the IDO sign standards which aim to reduce any negative impacts to the public and neighbors of the site. Replacing the site sign standards with the IDO sign standards will ensure that new signs are governed to the same standards as any other sign in the City that is compliant with the IDO

F. 6-6(I)(3)(f) If the subject property is within an approved Master Development Plan, the Site Plan meets any relevant standards in the Master Development Plan in addition to any standards applicable in the zone district the subject property is in.

The subject property is not within a Master Development Plan.

- G. 6-6(I)(3)(g) If a cumulative impact analysis is required in the Railroad and Spur Area pursuant to Subsections 14-16-5-2(E) (Cumulative Impacts) and 14-16-6-4(H) (Cumulative Impacts Analysis Requirements), the Site Plan incorporates mitigation for all identified cumulative impacts. The proposed development will not create material adverse impacts on water quality or other land in the surrounding area through increases in traffic congestion, parking congestion, noise, vibration, light spillover, or other nuisances without sufficient mitigation or civic or environmental benefits that outweigh the expected impacts.

The subject site is not within the Railroad and Spur Small Area; therefore, a cumulative impact analysis is not required.

13. The affected neighborhood associations are the Altura Addition Neighborhood Association (NA), Altura Park NA, Alvarado Park NA, and Sandia Ridge NA, which were notified as required. Property owners within 100 feet of the subject site were also notified as required.
14. Staff has not received public comments in support or opposition to the request.

CONDITIONS OF APPROVAL – SI-2024-00815

1. After approval by the Environmental Planning Commission (EPC), the applicant shall submit the proposed Site Plan to the Development Facilitation Team (DFT) for final sign-off. The reviewer will be responsible for ensuring that all EPC Conditions have been satisfied and that the IDO, DPM, and all other applicable City requirements have been met.
2. The applicant shall coordinate with the Staff Planner prior to submitting to the DFT to ensure that the EPC Conditions in the Official Notification of Decision have been met. The staff planner will provide a post-EPC memo.
3. The General Notes on the Site Plan shall be updated to read “Signage shall be pursuant to IDO 14-16-5-12 Sign Standards and all other applicable design regulations, including the regulating zone district for the site.
4. All references to signage shall be correspondently updated so signage follows IDO standards.

APPEAL: If you wish to appeal this decision, you must do so within 15 days of the EPC’s decision or by **August 2, 2024**. The date of the EPC’s decision is not included in the 15-day period for filing an appeal, and if the 15<sup>th</sup> day falls on a Saturday, Sunday or Holiday, the next working day is considered as the deadline for filing the appeal.

For more information regarding the appeal process, please refer to Section 14-16-6-4(V) of the Integrated Development Ordinance (IDO), Administration and Enforcement. A Non-Refundable filing fee will be calculated at the Land Development Coordination Counter and is required at the time the appeal is filed. It is not possible to appeal an EPC Recommendation to the City Council since this is not a final decision.

You will receive notification if any person files an appeal. If there is no appeal, you can receive Building Permits at any time after the appeal deadline quoted above, provided all conditions imposed at the time of approval have been met. Successful applicants are reminded that other regulations of the IDO must be complied with, even after approval of the referenced application(s).

Sincerely,  
*Megan Jones*  
for Alan M. Varela,  
Planning Director

AV/WS/WF/MJ

CC: Consensus Planning, [CP@consensusplanning.com](mailto:CP@consensusplanning.com)  
Advance Sign Group, [Sales@advancesigndesign.com](mailto:Sales@advancesigndesign.com)  
Advance Sign Group, [sales@advancedesign.com](mailto:sales@advancedesign.com)  
Consensus Planning, [cp@consensusplanning.com](mailto:cp@consensusplanning.com)  
Consensus Planning, Hsaing Wen Huang, [huang@consensusplanning.com](mailto:huang@consensusplanning.com)  
Altura Addition NA, Jon Wright, [wright.js@gmail.com](mailto:wright.js@gmail.com)  
Altura Addition NA, Denise Hammer, [archhero@aol.com](mailto:archhero@aol.com)  
Altura Park Neighborhood Association, [alturapark@gmail.com](mailto:alturapark@gmail.com)  
Altura Park NA, Robert Jackson, [rajackso@msn.com](mailto:rajackso@msn.com)  
Altura Park NA, Neal Spero, [nspero@phs.org](mailto:nspero@phs.org)  
Alvarado Park NA, Elissa Dente, [elissa.dente@gmail.com](mailto:elissa.dente@gmail.com)  
Alvarado Park NA, Mary Erwin, [marybe9@gmail.com](mailto:marybe9@gmail.com)  
Sandia Ridge NA, [sandiaridgena@gmail.com](mailto:sandiaridgena@gmail.com)  
Sandia Ridge NA, Ron Gray, [grong27@gmail.com](mailto:grong27@gmail.com)  
Sandia Ridge NA, Ed Dunn, [solar.ed@gmail.com](mailto:solar.ed@gmail.com)  
Legal, [Dking@cabq.gov](mailto:Dking@cabq.gov)  
Legal, [acon@cabq.gov](mailto:acon@cabq.gov)  
EPC file



August 28, 2024

Jolene Wolfley, Associate Director  
Planning Department  
City of Albuquerque  
600 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102

Re: DFT – Sign Off to Major Amendment Site Plan Approval – Project # PR-2024-010490/  
SI-2024-00815

Landscape Architecture  
Urban Design  
Planning Services

302 Eighth St. NW  
Albuquerque, NM 87102

(505) 764-9801  
Fax 842-5495  
cp@consensusplanning.com  
www.consensusplanning.com

Dear Ms. Wolfley,

The purpose of this letter is to respond to the Environmental Planning Commission's conditions of approval. The Site Plan-EPC was approved on July 18, 2024 (Project PR-2024-010490/ SI-2024-00815). Our responses to these conditions are provided below.

1. After approval by the Environmental Planning Commission (EPC), the applicant shall submit the proposed site plan to the Development Facilitation Team (DFT) for final sign-off. The reviewer will be responsible for ensuring that all EPC Conditions have been satisfied and that the IDO, DPM, and all other applicable City requirements have been met.

***Applicant Response:*** *Agreed.*

2. The applicant shall coordinate with the Staff Planner prior to submitting to the DFT to ensure that the EPC Conditions in the Official Notification of Decision have been met. The staff planner will provide a post-EPC memo.

***Applicant Response:*** *The conditions of approval have been met.*

3. The General Notes on the Site Plan shall be updated to read "Signage shall be pursuant to IDO 14-16-5-12 Sign Standards and all other applicable design regulations, including the regulating zone district for the site."

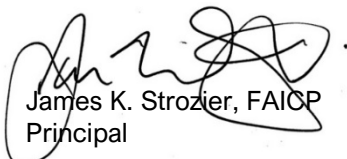
***Applicant Response:*** *The General Notes on the Site Plan have been updated.*

4. All reference to signage shall be correspondently updated so signage follows IDO standards.

***Applicant Response:*** *The updated mounted wall signage size corresponds to the IDO standards and shall not exceed 15% of the building façade within the MX-M/NR-C zone.*

Please do not hesitate to contact me if you have any questions.

Sincerely,



James K. Strozier, FAICP  
Principal

PRINCIPALS

James K. Strozier, FAICP  
Christopher J. Green, PLA,  
ASLA, LEED AP  
Jacqueline Fishman, AICP

## POST EPC MEMORANDUM

TO: CABQ Development Facilitation Team (DFT)

FROM: Jude Miller, Planner

William Steele, Senior Planner

DATE: 09/06/2024

RE: PR-2024-010490, SI-2024-00815, Site Plan - EPC Major Amendment

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The agent (Consensus Planning, Inc.) for the 4600 Cutler Ave., Site Plan – EPC, Major Amendment zoned MX-M and NR-C, has worked with Staff to meet EPC Conditions of Approval 1-4. See EPC Notice of Decision (NOD) dated July 18, 2024.

The applicant provided a letter to be included with the Development Facilitation Team (DFT) submittal, describing how each condition has been satisfied or will be met moving forward. Updated site plan drawings have been provided, incorporating the conditions of approval.

### SI-2024-010490 - Site Plan – EPC Major Amendment

1. Condition 1 has been met. The applicant has submitted the proposed Site Plan to the DFT for final sign-off ensuring that all EPC Conditions have been satisfied and that the IDO, DPM, and all other applicable City requirements have been met.
2. Condition 2 has been met. The applicant has met with the staff planner prior to submitting to the DFT for final signoff to ensure that the Conditions of Approval are addressed. This post-EPC memo has been provided by the staff planner.
3. Condition 3 has been satisfied. The applicant has provided a revised site plan with updated General Notes regarding signage stating, “Signage shall be pursuant to IDO 14-16-5-12 Sign Standards and all other applicable design regulations, including the regulating zone district for the site.”
4. Condition 4 has been met. References to signage have been correspondently updated so that signage follows IDO standards.

Consensus Planning, Inc, Agent for Advance Sign Group, has satisfied Conditions for NOD dated July 18, 2024. The DFT can move forward with reviewing the Site Plan approved by the EPC.

*William Steele*

William Steele, Senior Planner  
Urban Design & Development  
City of Albuquerque  
Planning Department

*Jude Miller*

Jude Miller, Planner  
Urban Design & Development  
City of Albuquerque  
Planning Department

May 1, 2024

Albuquerque Planning Department  
600 2<sup>nd</sup> Street NW,  
Albuquerque, NM, 87102

RE: 4600 CUTLER AVENUE NE

To Whom It May Concern:

This letter provides authorization for Consensus Planning, Inc. to act as our agent relating to all applications, hearings, submittals, and other formal representation for the subject property legally described as: **TRACT 3A-1 PLAT OF TRACT 3A-1 PAVILIONS AT SAN MATEOCONT 9.4144 AC**

*JE*  
*Signature*

Sincerely,

Name: LIESL ELLSWORTH

Signature: *L. Ellsworth*

Title: VP - Property Management

Date: 5/14/2024





**From:** Wolfley, Jolene <jwolfley@cabq.gov>  
**Sent:** Friday, August 23, 2024 1:37 PM  
**To:** Jim Strozier; Rodenbeck, Jay B.  
**Cc:** Varela, Alan M.  
**Subject:** RE: Form SP for a project that has no impact to water, transportation, or hydrology

Jim,  
Thanks for your clear explanation of your client's application.

Go ahead and submit without Water Authority signature.

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**From:** Jim Strozier <[cp@consensusplanning.com](mailto:cp@consensusplanning.com)>  
**Sent:** Thursday, August 22, 2024 5:22 PM  
**To:** Rodenbeck, Jay B. <[jrodenbeck@cabq.gov](mailto:jrodenbeck@cabq.gov)>; Wolfley, Jolene <[jwolfley@cabq.gov](mailto:jwolfley@cabq.gov)>  
**Cc:** Varela, Alan M. <[avarela@cabq.gov](mailto:avarela@cabq.gov)>  
**Subject:** Form SP for a project that has no impact to water, transportation, or hydrology

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

Jay and Jolene,

I am reaching out to express my concerns and hope for help on this issue. We processed a major amendment related to building mounted signage for the built Pavilions Shopping Center north of I-40 and east of San Mateo. EPC approved the Major Amendment that only impacts building mounted signage. We are trying to get it to the DFT for sign-off, which is a condition of approval. The DFT submittal requires Form SP to be signed. I worked with Ernest and Tiequan and got their signatures with all the items shown as NA. I can not get any response from David Gutierrez on this. Our client is waiting to update the signs on one of the businesses and I feel like we are held hostage by this form.

Can I submit the application without the water authority signature? Or can you help get David to respond? My original email was July 23<sup>rd</sup>.

Just trying to follow the rules, but it is hard when they don't make sense (nothing related to this project impacts any of the agencies that sign Form SP) and I can't get any response. I think that an easy fix might be to provide a statement on the checklist that identifies types of projects that Form SP is not needed for. For instance, Major Amendments that only address façade changes, signage, removal of a property from a prior site plan (to be regulated by the IDO), etc. Do no need to be reviewed by any of the agencies that have to sign Form SP.

Thank you.

**Jim Strozier, FAICP**  
Consensus Planning, Inc.  
302 8<sup>th</sup> Street NW