

From: Office of Neighborhood Coordination  
To: Donna Sandoval  
Subject: 9640 EAGLE RANCH RD NW \_Public Notice Inquiry Sheet Submission  
Date: Monday, August 12, 2024 11:49:26 AM  
Attachments: Image001.png  
20240119\_ZoneAtlasPage\_B-13-Z.pdf

PLEASE NOTE:  
The neighborhood association contact information listed below is valid for 30 calendar days after today's date.

Dear Applicant:

Please find the neighborhood contact information listed below. Please make certain to read the information further down in this e-mail as it will help answer other questions you may have.

Association Name	Association Email	First Name	Last Name	Email	Address Line 1	City	State	Zip	Mobile Phone	Phone
Paradise Hills Civic Association	phcassoc@gmail.com	Elizabeth	Haley	elizabethkayhaley@gmail.com	6005 Chaparral Circle NW	Albuquerque	NM	87114	5054074381	
Paradise Hills Civic Association	phcassoc@gmail.com	Kym	Fleck	kym.fleck@gmail.com	10216 La Paz Dr NW	Albuquerque	NM	87114		5052708886
Westside Coalition of Neighborhood Associations		Rene	Horvath	aboard111@gmail.com	5515 Palomino Drive NW	Albuquerque	NM	87120	5059852391	5058982114
Westside Coalition of Neighborhood Associations		Elizabeth	Haley	elizabethkayhaley@gmail.com	6005 Chaparral Circle NW	Albuquerque	NM	87114	5054074381	

The ONC does not have any jurisdiction over any other aspect of your application beyond this neighborhood contact information. We can't answer questions about sign postings, pre-construction meetings, permit status, site plans, buffers, or project plans, so we encourage you to contact the Planning Department at: 505-924-3857 Option #1, e-mail: [devhelp@cabq.gov](mailto:devhelp@cabq.gov), or visit: <https://www.cabq.gov/planning/online-planning-permitting-applications> with those types of questions.

Please note the following:

- You will need to e-mail each of the listed contacts and let them know that you are applying for an approval from the Planning Department for your project.
- Please use this online link to find the required forms you will need to submit your permit application. <https://www.cabq.gov/planning/urban-design-development/public-notice>.
- The Checklist form you need for notifying neighborhood associations can be found here: [https://documents.cabq.gov/planning/online-forms/PublicNotice/CABQ-Official\\_public\\_notice\\_form-2019.pdf](https://documents.cabq.gov/planning/online-forms/PublicNotice/CABQ-Official_public_notice_form-2019.pdf).
- The Administrative Decision form you need for notifying neighborhood associations can be found here: <https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Notice-Administrative-Print&Fill.pdf>.
- Once you have e-mailed the listed contacts in each neighborhood, you will need to attach a copy of those e-mails AND a copy of this e-mail from the ONC to your application and submit it to the Planning Department for approval.

If your application requires you to offer a neighborhood meeting, you can click on this link to find required forms to use in your e-mail to the neighborhood association(s): <http://www.cabq.gov/planning/urban-design-development/neighborhood-meeting-requirement-in-the-integrated-development-ordinance>

If you have questions about what type of notification is required for your particular project or meetings that might be required, please click on the link below to see a table of different types of projects and what notification is required for each: <https://ido.abc-zone.com/integrated-development-ordinance-ido?document=1&outline-name=6-1%20Procedures%20Summary%20Table>

Thank you,

Suzie



Suzie Flores  
Senior Administrative Assistant

Office of Neighborhood Coordination (ONC) | City Council Department | City of Albuquerque  
(505) 768-3334 Office  
E-mail: [suzannaflores@cabq.gov](mailto:suzannaflores@cabq.gov)  
Website: [www.cabq.gov/neighborhoods](http://www.cabq.gov/neighborhoods)

From: [webmaster@cabq.gov](mailto:webmaster@cabq.gov) <[webmaster@cabq.gov](mailto:webmaster@cabq.gov)>  
Sent: Monday, August 12, 2024 11:13 AM  
To: Office of Neighborhood Coordination <[dsandoval@tierrawestllc.com](mailto:dsandoval@tierrawestllc.com)>  
Cc: Office of Neighborhood Coordination <[onc@cabq.gov](mailto:onc@cabq.gov)>  
Subject: Public Notice Inquiry Sheet Submission

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

Public Notice Inquiry For:  
Environmental Planning Commission  
If you selected "Other" in the question above, please describe what you are seeking a Public Notice Inquiry for below:  
Contact Name  
Donna Sandoval  
Telephone Number  
5058583100  
Email Address  
[dsandoval@tierrawestllc.com](mailto:dsandoval@tierrawestllc.com)  
Company Name  
Tierra West, LLC  
Company Address  
5571 Midway Park Place NE  
City  
Albuquerque  
State  
NM  
ZIP  
87109  
Legal description of the subject site for this project:  
TRACT B-1 PLAT OF TRACT B-1 AND B-2 ADOBE WELLSSUBDIVISION CONT 5.8965 AC  
Physical address of subject site:  
9640 EAGLE RANCH RD NW ALBUQUERQUE NM 87114  
Subject site cross streets:  
Eagle Ranch RD NW and Westside Dr NW  
Other subject site identifiers:  
West side Pitre KIA Car Dealership  
This site is located on the following zone atlas page:  
B-13-Z  
Captcha  
x

**From:** [Donna Sandoval](#)  
**To:** [phcassoc@gmail.com](mailto:phcassoc@gmail.com); [elizabethkayhaley@gmail.com](mailto:elizabethkayhaley@gmail.com); [kym.fleck@gmail.com](mailto:kym.fleck@gmail.com); [aboard111@gmail.com](mailto:aboard111@gmail.com); [elizabethkayhaley@gmail.com](mailto:elizabethkayhaley@gmail.com)  
**Cc:** [Sergio Lozoya](#); [Amadeo Trujillo](#)  
**Subject:** [#2024019] REQUEST FOR NEIGHBORHOOD MEETING  
**Date:** Friday, August 23, 2024 10:25:21 AM  
**Attachments:** [1. CABQ Public Notice Checklist.pdf](#)  
[2. Emailed-Mailed-Notice-PublicHearing-Print&Fill.pdf](#)  
[3. Zone Atlas Map B-13-Z.pdf](#)  
[4. Pitre Kia Albuquerque Schematic Design..pdf](#)  
[5. ONC Contact Sheet.pdf](#)

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## REQUEST FOR NEIGHBORHOOD MEETING

Date: 08/23/2024

To Whom This May Concern:

I am requesting approval from the Environmental Planning Commission within the City of Albuquerque for a Major Site Plan - EPC. The Pitre Kia dealership will be building an addition of 5700 square feet. This consists of more than a 10% increase in building footprint and makes it a Major Site Plan - EPC

Property owner: Pitre Holdings LLC C/O Robert G Pitre

Agent: Tierra West, LLC

Property Address: 9640 Eagle Ranch Rd NW, Albuquerque Nm 87114

See attached proposed site plan with elevations, zone atlas map and public notice of a hearing forms. This letter is an offer to meet with you to provide additional information. If you wish to meet, please respond within 15 days. If you do not want to meet, or you support the proposal, please let me know.

Please note: "You may submit written comments to the Zoning Hearing Examiner up to 6 days before the hearing (5pm on the Wednesday before the hearing). Written comments received after that deadline will not be taken into consideration for this application.

Respectfully,

Donna Sandoval

Planner

5571 Midway Park Pl., NE

Albuquerque, NM 87109

505-858-3100

505-858-1118 (fax)

[DSandoval@tierrawestllc.com](mailto:DSandoval@tierrawestllc.com)

[www.tierrawestllc.com](http://www.tierrawestllc.com)

**OFFICIAL PUBLIC NOTIFICATION FORM  
FOR MAILED OR ELECTRONIC MAIL NOTICE  
CITY OF ALBUQUERQUE PLANNING DEPARTMENT**



**PART I - PROCESS**

Use [Table 6-1-1](#) in the Integrated Development Ordinance (IDO) to answer the following:

Application Type: Site Plan - EPC

Decision-making Body: Environmental Planning Commission (EPC)

Pre-Application meeting required: ☐ Yes ☒ No

Neighborhood meeting required: ☐ Yes ☐ No

Mailed Notice required: ☒ Yes ☐ No

Electronic Mail required: ☒ Yes ☐ No

Is this a Site Plan Application: ☒ Yes ☐ No **Note: if yes, see second page**

**PART II – DETAILS OF REQUEST**

Address of property listed in application: 9640 EAGLE RANCH RD NW ALBUQUERQUE NM 87114

Name of property owner: PITRE HOLDINGS LLC C/O ROBERT G PITRE

Name of applicant: Agent - Donna Sandoval, Tierra West LLC

Date, time, and place of public meeting or hearing, if applicable:

November 21st, 8:40AM, Agenda/meeting materials: <http://www.cabq.gov/planning/boards-commissions>

Address, phone number, or website for additional information:

Agent - Donna Sandoval, Tierra West LLC - [dsandoval@tierrawestllc.com](mailto:dsandoval@tierrawestllc.com), 505-858-3100

**PART III - ATTACHMENTS REQUIRED WITH THIS NOTICE**

☒ Zone Atlas page indicating subject property.

☒ Drawings, elevations, or other illustrations of this request.

☐ Summary of pre-submittal neighborhood meeting, if applicable.

☒ Summary of request, including explanations of deviations, variances, or waivers.

**IMPORTANT:**

**PUBLIC NOTICE MUST BE MADE IN A TIMELY MANNER PURSUANT TO [IDO §14-16-6-4\(K\)](#).  
PROOF OF NOTICE WITH ALL REQUIRED ATTACHMENTS MUST BE PRESENTED UPON  
APPLICATION.**

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.

**Donna Sandoval**

Digitally signed by Donna  
Sandoval  
Date: 2024.08.23 09:08:25 -06'00'

**8/23/24**

(Applicant signature) \_\_\_\_\_ (Date)

**Note:** Providing incomplete information may require re-sending public notice. Providing false or misleading information is a violation of the IDO pursuant to IDO §14-16-6-9(B)(3) and may lead to a denial of your application.



OFFICIAL PUBLIC NOTIFICATION FORM  
FOR MAILED OR ELECTRONIC MAIL NOTICE  
CITY OF ALBUQUERQUE PLANNING DEPARTMENT



**PART IV – ATTACHMENTS REQUIRED FOR SITE PLAN & LC APPLICATIONS ONLY**

Provide a site plan that shows, at a minimum, the following:

- ☒ a. Location of proposed buildings and landscape areas.
- ☒ b. Access and circulation for vehicles and pedestrians.
- ☒ c. Maximum height of any proposed structures, with building elevations.
- ☐ d. For residential development: Maximum number of proposed dwelling units.
- ☒ e. For non-residential development:
  - ☒ Total gross floor area of proposed project.
  - ☒ Gross floor area for each proposed use.



# Language Access Notice:

We provide free interpretation services to help you communicate with us. If you need help, you can request interpretation at any service counter in our Department, located in the Plaza Del Sol building, 600 2nd Street NW, Albuquerque, NM 87102.

## **Notificación de Acceso Lingüístico.**

Ofrecemos servicios gratuitos de interpretación para ayudarlo a comunicarse con nosotros. Si necesita ayuda, puede solicitar servicios de interpretación en cualquier mostrador de servicio de nuestro Departamento, ubicado en el edificio Plaza Del Sol, 600 2nd Street NW, Albuquerque, NM 87102.

**語言輔助通知。我們提供免費口譯服務，以幫助你與我們溝通。如果你需要幫助，你可以在我們部門的任何服務台請求口譯，服務台位於 Plaza Del Sol大樓，600 2nd Street NW，阿爾伯克基，NM 87102。**

**Thông báo về cách Tiếp cận Ngôn ngữ. Chúng tôi cung cấp các dịch vụ thông dịch miễn phí để giúp quý vị giao tiếp với chúng tôi. Nếu quý vị cần giúp đỡ, quý vị có thể yêu cầu thông dịch tại bất cứ quầy dịch vụ nào trong Sở của chúng tôi, tọa lạc tại tòa nhà Plaza Del Sol, 600 2nd Street NW, Albuquerque, NM 87102.**

**Saad Hadahwiis'a O'oolkaah bee dah na'astsooz. Nihi bik'inaasdzil t'aadoo baahilinigoo 'ata' hashne' tse'esgizii ach'i' dzaadi! Dzaadi! Danihi dahootahgoo bee nihi-. Daa' danihi bidin nishli dzaadi! Dzaadi! Danihi bineesh'a yinishkeed 'ata' hashne' -di t'aa biholniihgoo tse'esgizii ket'aaz -di nihihigii dah diikaah, -k'eh -di tsin Plaza Del Sol Kiniit'aagoo, 600 2nd Kiniit'aa NW, Albuquerque, NM 87102.**

[Note: Items with an asterisk (\*) are required.]

## Public Notice of a Proposed Project in the City of Albuquerque for Decisions Requiring a Hearing

Date of Notice\*: 8/23/24

This notice of an application for a proposed project is provided as required by Integrated Development Ordinance (IDO) §14-16-6-4(K) Public Notice. This notice is being provided to (mark as relevant):

☒ Neighborhood Association Representatives on the attached list from the Office of Neighborhood Coordination.<sup>1</sup>

☐ Property Owners within 100 feet of the Subject Property.

### Information Required by IDO §14-16-6-4(K)(1)(a)

1. Subject Property Address\* 9640 EAGLE RANCH RD NW ALBUQUERQUE NM 87114  
Location Description At the intersection of Eagle Ranch Rd NW & Westside Dr NW
2. Property Owner\* PITRE HOLDINGS LLC C/O ROBERT G PITRE
3. Agent/Applicant\* [if applicable] Agent - Donna Sandoval, Tierra West LLC
4. Application Type(s)<sup>2</sup>\* per IDO Table 6-1-1

- ☒ Site Plan – EPC
- ☐ Subdivision \_\_\_\_\_ (Minor or Major or Bulk Land)
- ☐ Vacation \_\_\_\_\_ (Easement/Private Way or Public Right-of-way)
- ☐ Variance – EPC
- ☐ Waiver \_\_\_\_\_ (DHO or Wireless Telecommunication Facility)
- ☒ Other: \_\_\_\_\_

Summary of project/request<sup>3</sup>\*:

Pitre Kia Dealership building addition of 5700 SF to service 12 additional cars in the service bay

5. This application will be decided at a public meeting or hearing by\*:

- ☐ Development Hearing Officer (DHO)
- ☐ Landmarks Commission (LC)
- ☒ Environmental Planning Commission (EPC)

<sup>1</sup> If this box is marked, the Neighborhood Association Representative Contact List from the City's Office of Neighborhood Coordination must be included as an attachment.

<sup>2</sup> Applications for the Zoning Hearing Examiner require a public notice form available here: <https://www.cabq.gov/planning/boards-commissions/zoning-hearing-examiner>. Otherwise, mark all that apply.

<sup>3</sup> Attach additional information, as needed to explain the project/request.

[Note: Items with an asterisk (\*) are required.]

Hearing Date/Time\*: November 21st at 8:40AM

Location\*<sup>4</sup>: https://cabq.zoom.us/j/88163635817

Agenda/meeting materials: <http://www.cabq.gov/planning/boards-commissions>

To contact staff, email [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or call the Planning Department at 505-924-3860 and select the option for “Boards, Commissions, and ZHE Signs.”

6. Where more information about the project can be found\*:

Preferred project contact information:

Name: Agent - Donna Sandoval, Tierra West LLC

Email: dsandoval@tierrawestllc.com

Phone: 505-858-3100



Attachments:



Neighborhood Association Representative Contact List from the City’s Office of Neighborhood Coordination\*



Others: CABQ Public Notice Form, Proposed Site Plan drawings



Online website or project page: \_\_\_\_\_

**Project Information Required for Mail/Email Notice by [IDO §14-16-6-4\(K\)\(1\)\(b\)](#):**

1. Zone Atlas Page(s)\*<sup>5</sup> B-13-Z

2. Project Illustrations, as relevant\*<sup>6</sup>



Architectural drawings



Elevations of the proposed building(s)



Other illustrations of the proposed application

*See attachments or the website/project page noted above for the items marked above.*

3. The following exceptions to IDO standards have been requested for this project\*:



Deviation(s)



Variance(s)



Waiver(s)

Explanation\*:

N/A

<sup>4</sup> Physical address or Zoom link

<sup>5</sup> Available online here: <http://data.cabq.gov/business/zoneatlas>

<sup>6</sup> While not required for applications other than Site Plan – EPC, it is recommended that a site plan be included illustrating the location of existing buildings, if any, and the proposed project. For Site Plan – EPC, see additional attachments required below.

[Note: Items with an asterisk (\*) are required.]

4. A Pre-submittal Neighborhood Meeting was required by [Table 6-1-1](#): ☐ Yes ☒ No

Summary of the Pre-submittal Neighborhood Meeting, if one occurred:

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[Note: The meeting report by the Office of Alternative Dispute Resolution is required to be provided in the application materials.]

5. **For Site Plan Applications only\***, attach site plan showing, at a minimum:

- ☒ a. Location of proposed buildings and landscape areas.\*
- ☒ b. Access and circulation for vehicles and pedestrians.\*
- ☒ c. Maximum height of any proposed structures, with building elevations.\*
- ☐ d. **For residential development\***: Maximum number of proposed dwelling units.
- ☒ e. **For non-residential development\***:
  - ☒ Total gross floor area of proposed project.
  - ☒ Gross floor area for each proposed use.

**Additional Information from IDO Zoning Map<sup>7</sup>:**

- 1. Area of Property [typically in acres] 6.3345
- 2. IDO Zone District NR-BP
- 3. Overlay Zone(s) [if applicable] CPO-2
- 4. Center or Corridor Area [if applicable] \_\_\_\_\_
- Current Land Use(s) [vacant, if none] Commercial Services, Light vehicle sales and rental

**NOTE:** Pursuant to [IDO §14-16-6-4\(L\)](#), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. To request a facilitated meeting regarding this project, contact the Planning Department at [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or 505-924-3860 and select option for “Boards, Commissions, and ZHE Signs.”

**Useful Links**

**Integrated Development Ordinance (IDO):** <https://ido.abc-zone.com>

**IDO Interactive Map:** <https://tinyurl.com/idozoningmap>

<sup>7</sup> Available here: <https://tinyurl.com/idozoningmap>

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## **Notificación de Acceso Lingüístico.**

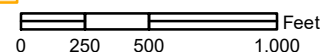
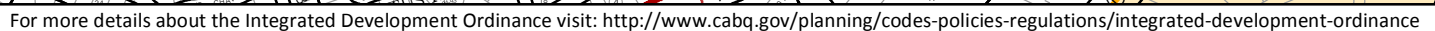
Ofrecemos servicios gratuitos de interpretación para ayudarlo a comunicarse con nosotros. Si necesita ayuda, puede solicitar servicios de interpretación en cualquier mostrador de servicio de nuestro Departamento, ubicado en el edificio Plaza Del Sol, 600 2nd Street NW, Albuquerque, NM 87102.

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**Thông báo về cách Tiếp cận Ngôn ngữ. Chúng tôi cung cấp các dịch vụ thông dịch miễn phí để giúp quý vị giao tiếp với chúng tôi. Nếu quý vị cần giúp đỡ, quý vị có thể yêu cầu thông dịch tại bất cứ quầy dịch vụ nào trong Sở của chúng tôi, tọa lạc tại tòa nhà Plaza Del Sol, 600 2nd Street NW, Albuquerque, NM 87102.**

**Saad Hadahwiis'a O'oolkaah bee dah na'astsooz. Nihi bik'inaasdzil t'aadoo baahilinigoo 'ata' hashne' tse'esgizii ach'i' dzaadi! Dzaadi! Danihi dahootahgoo bee nihi-. Daa' danihi bidin nishli dzaadi! Dzaadi! Danihi bineesh'a yinishkeed 'ata' hashne' -di t'aa biholniihgoo tse'esgizii ket'aaz -di nihihigii dah diikaah, -k'eh -di tsin Plaza Del Sol Kiniit'aagoo, 600 2nd Kiniit'aa NW, Albuquerque, NM 87102.**







DATE:	05.03.2024
ISSUE:	KIA REVIEW SUBMITTAL REV1
PROJ #:	2023.05
FILE:	PK ABQ PRELIM SITE REV1.DWG
REV 1:	
REV 2:	
REV 3:	
REV 4:	

9640 EAGLE RANCH ROAD NW  
ALBUQUERQUE, NEW MEXICO 87114

AS1.1

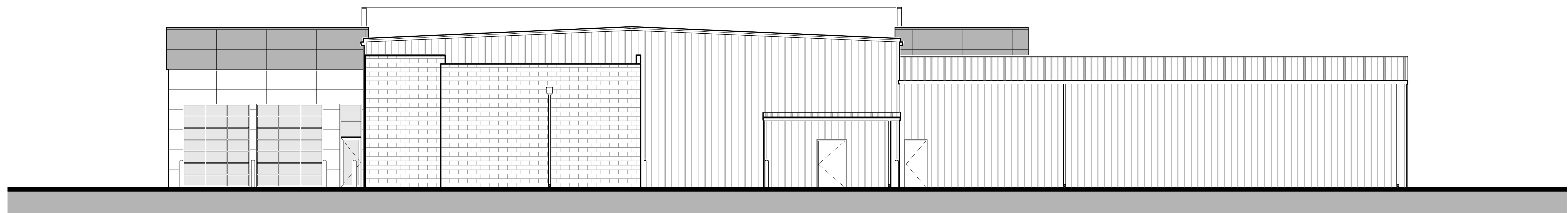


PARKING SUMMARY	
CUSTOMER PARKING	33 SPACES
VEHICLE DISPLAY	138 SPACES
VEHICLE INVENTORY	211 SPACES
SERVICE PARKING	34 SPACES
EMPLOYEE PARKING	42 SPACES
FENCED YARD	22 VEHICLES

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CUSTOMER PARKING	33 SPACES
VEHICLE DISPLAY	138 SPACES
VEHICLE INVENTORY	211 SPACES
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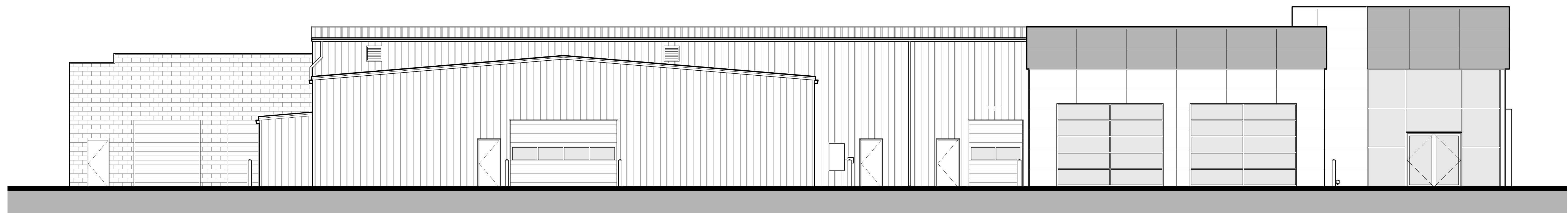
DATE:	05.03.2024
ISSUE:	KIA REVIEW SUBMITTAL REV1
PROJECT:	PKIAQ PRELIM REV1.DWG
REV:	REV 1:
REV 2:	REV 2:
REV 3:	REV 3:
REV 4:	REV 4:

- ELEVATION NOTES
- ALL EXTERIOR SIGNAGE, ENTRY PORTAL & ACM PANELS TO BE SUPPLIED & INSTALLED BY PATTISON SIGN GROUP
  - ALL EXISTING NON-ACM WALLS TO BE PAINTED COLOR EP-1: BENJAMIN MOORE REGAL SELECT EXTERIOR LATEX PAINT, COLOR #HC-169 COVENTRY GRAY, EGGSHELL FINISH



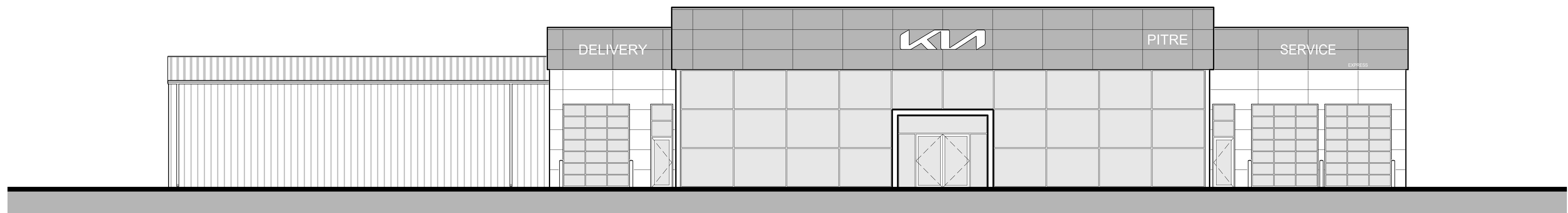
PROPOSED SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



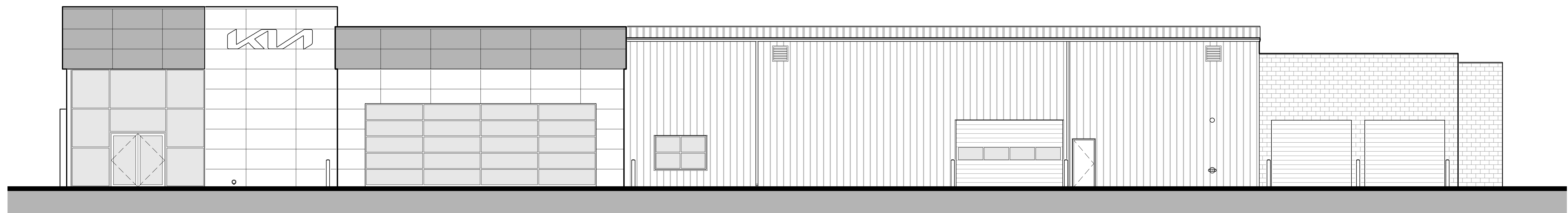
PROPOSED EAST ELEVATION

SCALE: 1/8" = 1'-0"



PROPOSED NORTH ELEVATION

SCALE: 1/8" = 1'-0"



PROPOSED WEST ELEVATION

SCALE: 1/8" = 1'-0"





OVERALL VIEW FROM NORTHEAST



OVERALL VIEW FROM NORTHWEST



SHOWROOM/VEHICLE DELIVERY VIEW FROM NORTHEAST



SHOWROOM/SERVICE RECEPTION VIEW FROM NORTHWEST



SHOWROOM/VEHICLE DELIVERY CLOSE-UP VIEW FROM NORTHEAST



SHOWROOM CLOSE-UP VIEW FROM NORTHWEST

PRELIMINARY DRAWING  
NOT FOR CONSTRUCTION

CAMPBELL  
ARCHITECTURE

575.496.3847  
www.campbellarch.com

3237 Jupiter Road  
Las Cruces, NM 88002

DATE:	05.03.2024
ISSUE:	KIA REVIEW SUBMITTAL REV1
PROJECT:	2023.05
FILE:	PKAQ PRELIM REV1.DWG
REV 1:	
REV 2:	
REV 3:	
REV 4:	

PITRE KIA OF ALBUQUERQUE  
RENOVATIONS & ADDITIONS

9640 EAGLE RANCH ROAD NW  
ALBUQUERQUE, NEW MEXICO 8714

3D MODEL VIEWS

A2.2



From: Office of Neighborhood Coordination  
To: Donna Sandoval  
Subject: 9640 EAGLE RANCH RD NW \_Public Notice Inquiry Sheet Submission  
Date: Monday, August 12, 2024 11:49:26 AM  
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Dear Applicant:

Please find the neighborhood contact information listed below. Please make certain to read the information further down in this e-mail as it will help answer other questions you may have.

Association Name	Association Email	First Name	Last Name	Email	Address Line 1	City	State	Zip	Mobile Phone	Phone
Paradise Hills Civic Association	phcassoc@gmail.com	Elizabeth	Haley	elizabethkayhaley@gmail.com	6005 Chaparral Circle NW	Albuquerque	NM	87114	5054074381	
Paradise Hills Civic Association	phcassoc@gmail.com	Kym	Fleck	kym.fleck@gmail.com	10216 La Paz Dr NW	Albuquerque	NM	87114		5052708886
Westside Coalition of Neighborhood Associations		Rene	Horvath	aboard111@gmail.com	5515 Palomino Drive NW	Albuquerque	NM	87120	5059852391	5058982114
Westside Coalition of Neighborhood Associations		Elizabeth	Haley	elizabethkayhaley@gmail.com	6005 Chaparral Circle NW	Albuquerque	NM	87114	5054074381	

The ONC does not have any jurisdiction over any other aspect of your application beyond this neighborhood contact information. We can't answer questions about sign postings, pre-construction meetings, permit status, site plans, buffers, or project plans, so we encourage you to contact the Planning Department at: 505-924-3857 Option #1, e-mail: [devhelp@cabq.gov](mailto:devhelp@cabq.gov), or visit: <https://www.cabq.gov/planning/online-planning-permitting-applications> with those types of questions.

Please note the following:

- You will need to e-mail each of the listed contacts and let them know that you are applying for an approval from the Planning Department for your project.
- Please use this online link to find the required forms you will need to submit your permit application. <https://www.cabq.gov/planning/urban-design-development/public-notice>.
- The Checklist form you need for notifying neighborhood associations can be found here: [https://documents.cabq.gov/planning/online-forms/PublicNotice/CABQ-Official\\_public\\_notice\\_form-2019.pdf](https://documents.cabq.gov/planning/online-forms/PublicNotice/CABQ-Official_public_notice_form-2019.pdf).
- The Administrative Decision form you need for notifying neighborhood associations can be found here: <https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Notice-Administrative-Print&Fill.pdf>.
- Once you have e-mailed the listed contacts in each neighborhood, you will need to attach a copy of those e-mails AND a copy of this e-mail from the ONC to your application and submit it to the Planning Department for approval.

If your application requires you to offer a neighborhood meeting, you can click on this link to find required forms to use in your e-mail to the neighborhood association(s): <http://www.cabq.gov/planning/urban-design-development/neighborhood-meeting-requirement-in-the-integrated-development-ordinance>

If you have questions about what type of notification is required for your particular project or meetings that might be required, please click on the link below to see a table of different types of projects and what notification is required for each: <https://ido.abc-zone.com/integrated-development-ordinance-ido?document=1&outline-name=6-1%20Procedures%20Summary%20Table>

Thank you,

Suzie



Suzie Flores  
Senior Administrative Assistant

Office of Neighborhood Coordination (ONC) | City Council Department | City of Albuquerque  
(505) 768-3334 Office  
E-mail: [suzannaflores@cabq.gov](mailto:suzannaflores@cabq.gov)  
Website: [www.cabq.gov/neighborhoods](http://www.cabq.gov/neighborhoods)

From: [webmaster@cabq.gov](mailto:webmaster@cabq.gov) <[webmaster@cabq.gov](mailto:webmaster@cabq.gov)>  
Sent: Monday, August 12, 2024 11:13 AM  
To: Office of Neighborhood Coordination <[dsandoval@tierrawestllc.com](mailto:dsandoval@tierrawestllc.com)>  
Cc: Office of Neighborhood Coordination <[onc@cabq.gov](mailto:onc@cabq.gov)>  
Subject: Public Notice Inquiry Sheet Submission

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

Public Notice Inquiry For:  
Environmental Planning Commission  
If you selected "Other" in the question above, please describe what you are seeking a Public Notice Inquiry for below:  
Contact Name  
Donna Sandoval  
Telephone Number  
5058583100  
Email Address  
[dsandoval@tierrawestllc.com](mailto:dsandoval@tierrawestllc.com)  
Company Name  
Tierra West, LLC  
Company Address  
5571 Midway Park Place NE  
City  
Albuquerque  
State  
NM  
ZIP  
87109  
Legal description of the subject site for this project:  
TRACT B-1 PLAT OF TRACT B-1 AND B-2 ADOBE WELLSSUBDIVISION CONT 5.8965 AC  
Physical address of subject site:  
9640 EAGLE RANCH RD NW ALBUQUERQUE NM 87114  
Subject site cross streets:  
Eagle Ranch RD NW and Westside Dr NW  
Other subject site identifiers:  
West side Pitre KIA Car Dealership  
This site is located on the following zone atlas page:  
B-13-Z  
Captcha  
x

**From:** [Donna Sandoval](#)  
**To:** [phcassoc@gmail.com](mailto:phcassoc@gmail.com); [elizabethkayhaley@gmail.com](mailto:elizabethkayhaley@gmail.com); [kym.fleck@gmail.com](mailto:kym.fleck@gmail.com); [aboard111@gmail.com](mailto:aboard111@gmail.com); [elizabethkayhaley@gmail.com](mailto:elizabethkayhaley@gmail.com)  
**Cc:** [Sergio Lozoya](#); [Amadeo Trujillo](#)  
**Subject:** RE: [#2024019] REQUEST FOR NEIGHBORHOOD MEETING  
**Date:** Wednesday, September 4, 2024 1:43:31 PM  
**Attachments:** [1. CABO Public Notice Checklist.pdf](#)  
[3. Zone Atlas Map B-13-Z.pdf](#)  
[4. Pitre Kia Albuquerque Schematic Design\\_.pdf](#)  
[5. ONC Contact Sheet.pdf](#)  
[2.1 Emailed-Mailed-Notice-PublicHearing-Print&Fill - ZMA added.pdf](#)  
[Floating Zoning Line to be Amended.pdf](#)

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Good Afternoon,

I wanted to follow up on the notice below and update the Neighborhood Associations that a Zone Map Amendment will be included in the Site Plan – EPC, Major Amendment.  
Please see attached updated documents that will reflect this modification.

Respectfully,  
Donna Sandoval  
Planner  
5571 Midway Park Pl., NE  
Albuquerque, NM 87109  
505-858-3100  
505-858-1118 (fax)  
[DSandoval@tierrawestllc.com](mailto:DSandoval@tierrawestllc.com)  
[www.tierrawestllc.com](http://www.tierrawestllc.com)

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**From:** Donna Sandoval  
**Sent:** Friday, August 23, 2024 10:25 AM  
**To:** [phcassoc@gmail.com](mailto:phcassoc@gmail.com); [elizabethkayhaley@gmail.com](mailto:elizabethkayhaley@gmail.com); [kym.fleck@gmail.com](mailto:kym.fleck@gmail.com); [aboard111@gmail.com](mailto:aboard111@gmail.com); [elizabethkayhaley@gmail.com](mailto:elizabethkayhaley@gmail.com)  
**Cc:** Sergio Lozoya <[SLozoya@tierrawestllc.com](mailto:SLozoya@tierrawestllc.com)>; Amadeo Trujillo <[ATrujillo@tierrawestllc.com](mailto:ATrujillo@tierrawestllc.com)>  
**Subject:** [#2024019] REQUEST FOR NEIGHBORHOOD MEETING

## **REQUEST FOR NEIGHBORHOOD MEETING**

Date: 08/23/2024

To Whom This May Concern:

I am requesting approval from the Environmental Planning Commission within the City of Albuquerque for a Major Site Plan - EPC. The Pitre Kia dealership will be building an addition of 5700 square feet. This consists of more than a 10% increase in building footprint and makes it a Major Site Plan - EPC

Property owner: Pitre Holdings LLC C/O Robert G Pitre  
Agent: Tierra West, LLC  
Property Address: 9640 Eagle Ranch Rd NW, Albuquerque Nm 87114

See attached proposed site plan with elevations, zone atlas map and public notice of a hearing forms. This letter is an offer to meet with you to provide additional information. If you wish to meet, please respond within 15 days. If you do not want to meet, or you support the proposal, please let me know.

Respectfully,

Donna Sandoval

Planner

5571 Midway Park Pl., NE

Albuquerque, NM 87109

505-858-3100

505-858-1118 (fax)

[DSandoval@tierrawestllc.com](mailto:DSandoval@tierrawestllc.com)

[www.tierrawestllc.com](http://www.tierrawestllc.com)

[Note: Items with an asterisk (\*) are required.]

## Public Notice of a Proposed Project in the City of Albuquerque for Decisions Requiring a Hearing

Date of Notice\*: 8/23/24

This notice of an application for a proposed project is provided as required by Integrated Development Ordinance (IDO) §14-16-6-4(K) Public Notice. This notice is being provided to (mark as relevant):

☒ Neighborhood Association Representatives on the attached list from the Office of Neighborhood Coordination.<sup>1</sup>

☐ Property Owners within 100 feet of the Subject Property.

### Information Required by IDO §14-16-6-4(K)(1)(a)

1. Subject Property Address\* 9640 EAGLE RANCH RD NW ALBUQUERQUE NM 87114  
Location Description At the intersection of Eagle Ranch Rd NW & Westside Dr NW
2. Property Owner\* PITRE HOLDINGS LLC C/O ROBERT G PITRE
3. Agent/Applicant\* [if applicable] Agent - Donna Sandoval, Tierra West LLC
4. Application Type(s)<sup>2</sup>\* per IDO Table 6-1-1

- ☒ Site Plan – EPC
- ☐ Subdivision \_\_\_\_\_ (Minor or Major or Bulk Land)
- ☐ Vacation \_\_\_\_\_ (Easement/Private Way or Public Right-of-way)
- ☐ Variance – EPC
- ☐ Waiver \_\_\_\_\_ (DHO or Wireless Telecommunication Facility)
- ☒ Other: \_\_\_\_\_

Summary of project/request<sup>3</sup>\*:

Pitre Kia Dealership building addition of 5700 SF to service 12 additional cars in the service bay

5. This application will be decided at a public meeting or hearing by\*:

- ☐ Development Hearing Officer (DHO)
- ☐ Landmarks Commission (LC)
- ☐ Environmental Planning Commission (EPC)

<sup>1</sup> If this box is marked, the Neighborhood Association Representative Contact List from the City's Office of Neighborhood Coordination must be included as an attachment.

<sup>2</sup> Applications for the Zoning Hearing Examiner require a public notice form available here: <https://www.cabq.gov/planning/boards-commissions/zoning-hearing-examiner>. Otherwise, mark all that apply.

<sup>3</sup> Attach additional information, as needed to explain the project/request.

[Note: Items with an asterisk (\*) are required.]

Hearing Date/Time\*: November 21st at 8:40AM

Location\*<sup>4</sup>: https://cabq.zoom.us/j/88163635817

Agenda/meeting materials: <http://www.cabq.gov/planning/boards-commissions>

To contact staff, email [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or call the Planning Department at 505-924-3860 and select the option for “Boards, Commissions, and ZHE Signs.”

6. Where more information about the project can be found\*:

Preferred project contact information:

Name: Agent - Donna Sandoval, Tierra West LLC

Email: dsandoval@tierrawestllc.com

Phone: 505-858-3100



Attachments:



Neighborhood Association Representative Contact List from the City’s Office of Neighborhood Coordination\*



Others: CABQ Public Notice Form, Proposed Site Plan drawings



Online website or project page: \_\_\_\_\_

**Project Information Required for Mail/Email Notice by [IDO §14-16-6-4\(K\)\(1\)\(b\)](#):**

1. Zone Atlas Page(s)\*<sup>5</sup> B-13-Z

2. Project Illustrations, as relevant\*<sup>6</sup>



Architectural drawings



Elevations of the proposed building(s)



Other illustrations of the proposed application

*See attachments or the website/project page noted above for the items marked above.*

3. The following exceptions to IDO standards have been requested for this project\*:



Deviation(s)



Variance(s)



Waiver(s)

Explanation\*:

N/A

<sup>4</sup> Physical address or Zoom link

<sup>5</sup> Available online here: <http://data.cabq.gov/business/zoneatlas>

<sup>6</sup> While not required for applications other than Site Plan – EPC, it is recommended that a site plan be included illustrating the location of existing buildings, if any, and the proposed project. For Site Plan – EPC, see additional attachments required below.

[Note: Items with an asterisk (\*) are required.]

4. A Pre-submittal Neighborhood Meeting was required by [Table 6-1-1](#): ☐ Yes ☐ No

Summary of the Pre-submittal Neighborhood Meeting, if one occurred:

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[Note: The meeting report by the Office of Alternative Dispute Resolution is required to be provided in the application materials.]

5. **For Site Plan Applications only\***, attach site plan showing, at a minimum:

- ☒ a. Location of proposed buildings and landscape areas.\*
- ☒ b. Access and circulation for vehicles and pedestrians.\*
- ☒ c. Maximum height of any proposed structures, with building elevations.\*
- ☐ d. **For residential development\***: Maximum number of proposed dwelling units.
- ☒ e. **For non-residential development\***:
  - ☒ Total gross floor area of proposed project.
  - ☒ Gross floor area for each proposed use.

**Additional Information from IDO Zoning Map<sup>7</sup>:**

- 1. Area of Property [typically in acres] 6.3345
  - 2. IDO Zone District NR-BP
  - 3. Overlay Zone(s) [if applicable] CPO-2
  - 4. Center or Corridor Area [if applicable] \_\_\_\_\_
- Current Land Use(s) [vacant, if none] Commercial Services, Light vehicle sales and rental
- 

**NOTE:** Pursuant to [IDO §14-16-6-4\(L\)](#), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. To request a facilitated meeting regarding this project, contact the Planning Department at [devhelp@cabq.gov](mailto:devhelp@cabq.gov) or 505-924-3860 and select option for “Boards, Commissions, and ZHE Signs.”

**Useful Links**

**Integrated Development Ordinance (IDO):** <https://ido.abc-zone.com>

**IDO Interactive Map:** <https://tinyurl.com/idozoningmap>

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<sup>7</sup> Available here: <https://tinyurl.com/idozoningmap>

# Language Access Notice:

We provide free interpretation services to help you communicate with us. If you need help, you can request interpretation at any service counter in our Department, located in the Plaza Del Sol building, 600 2nd Street NW, Albuquerque, NM 87102.

## **Notificación de Acceso Lingüístico.**

Ofrecemos servicios gratuitos de interpretación para ayudarlo a comunicarse con nosotros. Si necesita ayuda, puede solicitar servicios de interpretación en cualquier mostrador de servicio de nuestro Departamento, ubicado en el edificio Plaza Del Sol, 600 2nd Street NW, Albuquerque, NM 87102.

**語言輔助通知。我們提供免費口譯服務，以幫助你與我們溝通。如果你需要幫助，你可以在我們部門的任何服務台請求口譯，服務台位於 Plaza Del Sol大樓，600 2nd Street NW，阿爾伯克基，NM 87102。**

**Thông báo về cách Tiếp cận Ngôn ngữ. Chúng tôi cung cấp các dịch vụ thông dịch miễn phí để giúp quý vị giao tiếp với chúng tôi. Nếu quý vị cần giúp đỡ, quý vị có thể yêu cầu thông dịch tại bất cứ quầy dịch vụ nào trong Sở của chúng tôi, tọa lạc tại tòa nhà Plaza Del Sol, 600 2nd Street NW, Albuquerque, NM 87102.**

**Saad Hadahwiis'a O'oolkaah bee dah na'astsooz. Nihi bik'inaasdzil t'aadoo baahilinigoo 'ata' hashne' tse'esgizii ach'i' dzaadi! Dzaadi! Danihi dahootahgoo bee nihi-. Daa' danihi bidin nishli dzaadi! Dzaadi! Danihi bineesh'a yinishkeed 'ata' hashne' -di t'aa biholniihgoo tse'esgizii ket'aaz -di nihihigii dah diikaah, -k'eh -di tsin Plaza Del Sol Kiniit'aagoo, 600 2nd Kiniit'aa NW, Albuquerque, NM 87102.**