

AA

APPLICATION NO. 08AA-10058	PROJECT NO. 1002346
PROJECT NAME SIGNS FOR ROSE GARDEN CHINESE	
EPC APPLICATION NO.	
APPLICANT / AGENT LESLIE CARRILLO	PHONE NO. 261-1175
ZONE ATLAS PAGE B-10	
(SDP for SUB), (SDP for BP), (FINAL PLATS), (MASTER DEV PLAN), (IR), (AA)	
ONE STOP COMMENT FORM LOG	

HYDROLOGY DEV (505) 924-3986		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>BBB</i>	DATE <i>4/8/08</i>	DATE
COMMENTS:		

UTILITY DEV (505) 924-3989		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>BBB</i>	DATE <i>4/2/08</i>	DATE
COMMENTS:		

TRANSPORTATION DEV (505) 924-3990		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>NSF</i>	DATE <i>4/7/08</i>	DATE
COMMENTS:		

PARKS AND REC (505) 768-5328		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED	DATE	DATE
COMMENTS:		

PLANNING (505) 924-3858		
PLANS DISAPPROVED	DATE	DATE
PLANS APPROVED <i>CPM</i>	DATE <i>4/21/08</i>	DATE
COMMENTS:		
<i>wall-mounted sign on north elevation of shops 1 bldg</i>		

Revised 3/3/04

(Return form with plat / site plan)



6600 Acoma Rd Se
Albuquerque, NM 87108
505.261.1175
NM LIC. # 93975

Date: 4/3/08

TO: City of Albuquerque Planning Department

Please review the following plans, attached. I am proposing to install one set of reversed illuminated channel letters on the North Side of 6541 Paradise N.W. Suite E. (Rose Garden Chinese Cuisine.)

The signs lighting is to be controlled by a mechanical time clock which will turn on at 6:30 pm and off at 10:30pm.

Thank You for help

Sincerely,

Leslie Carrillo

Carrillo Signs, LLC

ADMINISTRATIVE AMENDMENT

File # CS 1658 Project # 1663346

will provide damage on north

direction of signs 1/11/09

Signature

4/31/08

APPROVED BY _____ DATE _____

**G-4 Ventana, LLC
P.O. Box 30801
Albuquerque, New Mexico 87190
Phone: 505-884-8493—Fax 505-884-0377**

April 2, 2008

**City of Albuquerque
Albuquerque, NM 87114**

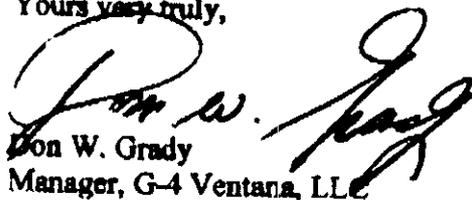
**Re: Administrative Amendment—Sign
6541 Paradise Blvd N.W.**

To Whom It May Concern:

G-4 Ventana, LLC is the owner of property located at 6541 Paradise Blvd N.W.

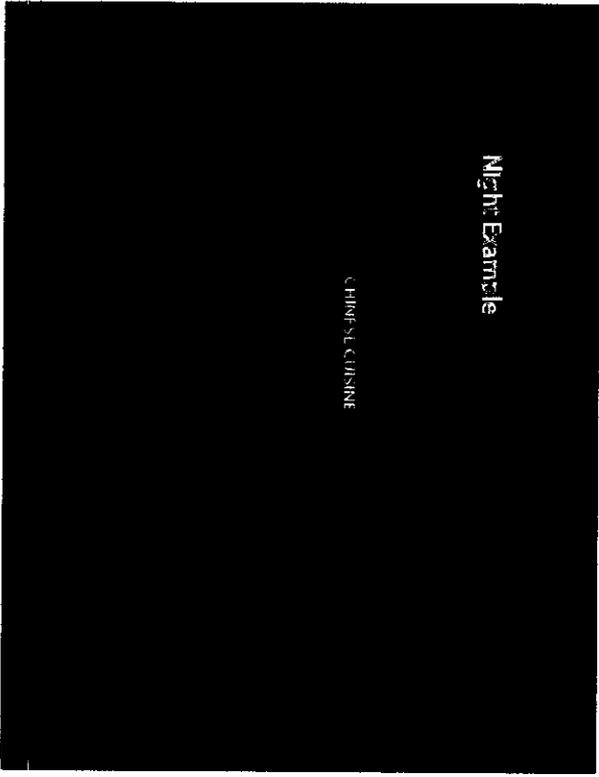
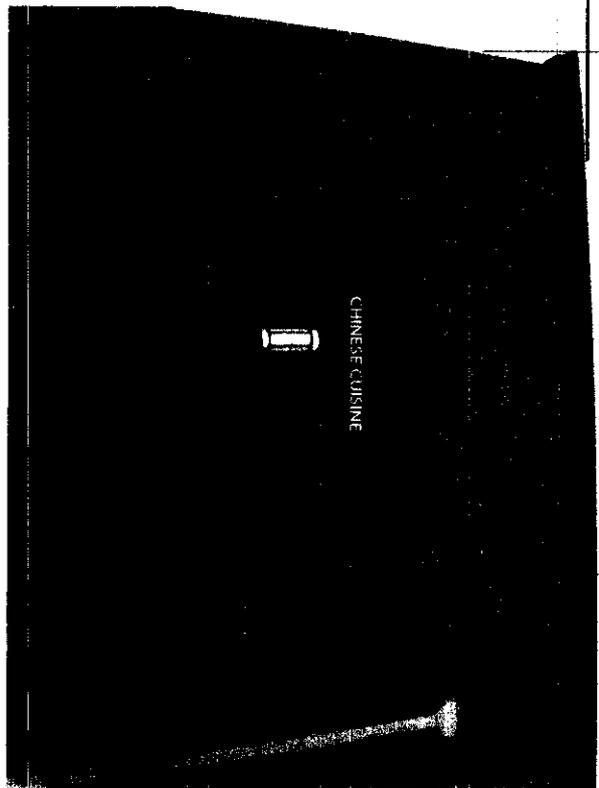
This letter authorizes Carrillo Sign Company to act as my agent in the matter of an Administrative Amendment for a new sign to be placed on the north side of this building.

Yours very truly,


**Don W. Grady
Manager, G-4 Ventana, LLC**

ROSE GARDEN CHINESE CUISINE

39'



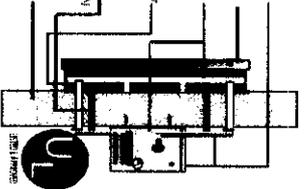
Night Example

SEAL-TIGHT TRANSFORMER BOX & LEX

090 aluminum
Face
300A NEDU & TRANSFORMER
3" deep recessed channel letter
constructed of .080 aluminum
with industrial coating finish

DIRECT MOUNT TO WALL IN WATER TIGHT CONDITION

WALLO & LIDIG



Drawing No.	Date	3/25/08
Designer	Revised:	
Chris Carrillo	Customer Approval	3/25/08
Sign Dimensions	46 sq ft.	Date of Acceptance
		4/2/08

Comments: 5541 Paradise N.W., suite E



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805.284.1175
www.lcsa.com

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City of Albuquerque Planning Department
One Stop Shop – Development and Building Services

04/07/2008 Issued By: PLD/SDH

Permit Number: 2008 010 058 **Category Code 940**

Application Number: 08AA-10058, Amndt Site Development Plan - Bld Pmt

Address:

Location Description: UNIVERSE NW BETWEEN PARADISE NW AND AMAFCA ROW

Project Number: 1002348

Applicant

Rose Garden Chinese Cuisine

8541 Paradise Blvd NW Ste E

Albuquerque NM 87114

506-204-8729

Agent / Contact

Carrillo Signs

Leslie Carrillo

8800 Acoma Rd Se

Albuquerque NM 87108

5052611175

Application Fees

441018/4971000	Public Notification	
441032/3424000	Conflict Mgmt Fee	
441006/4971000	PA Actions	\$45.00
TOTAL:		\$45.00

FORM P(4): SITE PLAN REVIEW – ADMINISTRATIVE APPROVAL OR AMENDMENT

SITE DEVELOPMENT PLAN - BUILDING PERMIT IN THE DOWNTOWN SU-3 ZONE (AA01)

- Copy of the pre-application meeting findings (A pre-application meeting is required for Downtown 2010 projects.)
- Site plan and related drawings (folded to fit into an 8.5" x 14" pocket) 6 copies
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Notifying letter and certified mail receipts to owners of adjacent properties if required by pre-application meeting
- Infrastructure List, if relevant to the site plan
- Completed Site Plan for Building Permit Checklist
- Solid Waste Management Department signature on Site Plan if relevant
- Blue-line copy of Site Plan with Fire Marshal's stamp
- Copy of the LUCC approval if the site is in an historic overlay zone
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (AA02)

AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION (AA03)

CONCEALED OR SITE DEVELOPMENT PLAN CONTROLLED WIRELESS TELECOM FACILITY (AA04)

NOTE: The requirements specified below apply to the previous 3 plan types, unless otherwise noted.

- Proposed Site Plan, with changes circled and noted if amended (folded to fit into an 8.5" x 14" pocket) 5 copies
- Copy of approved Site Plan being amended if applicable (folded to fit into an 8.5" x 14" pocket) 1 copy
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Copy of EPC or DRB Notice of Decision (not required for WTF)
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

NOTE: The next two items are also required if the square footage change is 2% or more of any building's gross floor area

- Notifying letter & certified mail receipts addressed to owners of adjacent properties
- Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

NOTE: Only for wireless telecommunications facilities that are concealed and/or subject to site development plan review, the following materials are required for application submittal in addition to all those listed above:

- Co-location evidence as described in Zoning Code §14-16-3-17(A)(5)
- Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2
- Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)
- Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)
- Distance to nearest existing free standing tower, and its owner's name, if the proposed facility is also a tower
- Registered Engineer's stamp on the Site Development Plans
- Office of Community & Neighborhood Coordination inquiry response as above based on ¼ mile radius

PLEASE NOTE; If you are applying for approval of a telecom site to be located on City of Albuquerque property, there are several additional requirements. Contact Debbie Stover at 924-3940 for details.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Leslie Carrillo
 Applicant name (print)

Leslie Carrillo
 Applicant signature / date



Form revised June 04, October 2004

- Checklists complete
- Fees collected
- Case #s assigned
- Related #s listed

Application case numbers
 CEAA - _____ - 10058
 _____ - _____ - _____
 _____ - _____ - _____

Sandy Handley 04/07/08
 Planner signature / date
Project # 100234

ADMINISTRATIVE AMENDMENT INFORMATION SHEET

The Planning Department is authorized to approve minor changes to approved Site Development Plans. Minor changes may include expansion of building square footage not greater than 10% and/or other changes that will not have a harmful impact on adjacent property or street circulation. Refer to *Zoning Code* Section 14-16-2-22(A)(6).

Application Requirements

Administrative Amendment Applications are submitted at the Development and Building Services front counter. Each request is assigned an Application number and a Project number. Applications must include the following:

- Completed Application Form with fee submittal
- Letter of Authorization from the Property Owner (if application is submitted by an agent)
- Zone Atlas* page clearly denoting the subject site
- Copy of the most recent Official Notice of Decision pertaining to the subject site
- A letter describing the project and indicating the percent change in heated square footage (if applicable)
- 1 copy of the previously approved plan set (typically the DRB-approved set)
- 5 copies of the revised plan, including all relevant plan sheets. The plans must be clearly dated and labeled as revisions and all proposed changes must be clearly denoted. Changes to parking calculations, landscaping calculations and similar plan elements must be clearly indicated.
- Materials pertinent to Notification (if applicable, see below)

Notification

Amendments proposing a building expansion of more than 2% of the approved square footage and/or amendments which may substantially aggrieve* any person require notification by the applicant. In such instances, the *Zoning Code* requires notification to 2 officers of all Recognized Neighborhood Associations that bound or are adjacent to the subject site and notification to adjacent property owners. The term "adjacent," as it relates to Administrative Amendments, includes property contiguous to the subject site and property that would be contiguous if not for public rights-of-way. Therefore, properties across an alley or street from the subject site are considered adjacent. When notification is required, the following materials must be submitted with the application:

- Developer Inquiry Sheet (completed) from the Office of Neighborhood Coordination (924-3914) plus Notifying Letter (copy) and Certified Mail Receipts
- Zone Atlas* page highlighting adjacent properties (for which notice has been provided), List of adjacent property owners receiving notice, Notifying Letter (copy) and Certified Mail Receipts

Ownership of adjacent property can be determined by using the Bernalillo County Assessor's web site:

www.bermco.gov/assessor. **Notification letters** must clearly describe the project, identify the location of the subject property, provide a phone number for a project contact person, and indicate the phone number for the City Planning Department: 924-3860. The reverse side of this form provides a sample notification letter. Failure to adequately notify may result in delay, denial or forfeiture of approval.

Process / Timeframe

Upon receipt of a complete application, the request is reviewed by Hydrology, Utility Development, and Transportation Planning before final review by the Development Review Division. Oftentimes the Zoning Enforcement office also reviews the submittal, particularly if the request relates to signage. The entire process typically takes 10 or more business days.

Appeal

There is a 15-day period from the date of the final approval for filing appeals with the Planning Department. Appeals to Administrative Amendments are made to the City Council through the Land Use Hearing Officer.

* *Applicants who have reason to believe that one or more persons may be substantially aggrieved by a proposed Administrative Amendment shall comply with the Notification process specified above. Significant delays will result if the Development Review Division determines that adequate Notification has not been provided.*

Administrative Amendment Sample Notification Letter

To be sent by the applicant via Certified Mail to Neighborhood Association representatives and by First Class Mail to adjacent property owners

Date

To

Address

City/State/Zip

Dear Property Owner / Neighborhood Association Representative:

This letter is to inform you that application for an Administrative Amendment to an approved Site Development Plan will be submitted to the City of Albuquerque Planning Department for review and possible approval. The application will be submitted on or about date. **The City's review process will take a minimum of 15 days** (from the postmarked date of this letter), whereupon a final decision will be rendered. A copy of the Planning Department's *Administrative Amendment Information Sheet* is enclosed to help you better understand this process.

The specifics of the project are as follows:

- *IDENTIFY THE LOCATION OF REQUEST & SIZE OF THE SITE*
- *PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY*
- *DESCRIBE THE REQUEST: WHAT IS BEING CHANGED OR EXPANDED AND WHY*
- *INDICATE HOW THE CHANGES WILL COMPLEMENT THE EXISTING (OR APPROVED) DEVELOPMENT*
- *ADDRESS ANY ITEMS THAT MIGHT BE OF CONCERN TO NEARBY OWNERS / RESIDENTS*

If you have questions about this proposal, please call me at _____.

This application can be reviewed at the City Planning Department offices in downtown Albuquerque at the Plaza del Sol building, located at 600 2nd Street NW. It is advised that you call the Planning Department to schedule a visit so that the project file will be available upon your arrival. To arrange a visit to review this application, please contact Fran Tapia, Development Review Division, at 924-3860. Ms. Tapia can also put you in contact with the planner who will be reviewing the project. The planner will be able to explain the Administrative Amendment process and your opportunity for input.

Sincerely,

Name

Title

Company



City of Albuquerque
Planning Department
Development Review Division
P.O. Box 1293
Albuquerque, New Mexico 87103

Date: September 16, 2005

OFFICIAL NOTIFICATION OF DECISION

FILE: **Project # 1002346***
05EPC-01264 EPC Site Development Plan-
Building Permit
05EPC-01263 EPC Amended Site Development
Plan-Subdivision

Grady Rentals, LLC
5808 McLeod NE, Suite P
Albuq. NM 87109

LEGAL DESCRIPTION: for all or a portion of
Tracts G1, G2, G4, **Ventana Square at Ventana
Ranch**, zoned SU-1 for Restricted C-2 Uses,
located at the northeast corner of UNIVERSE
BLVD. NW and PARADISE BLVD. NW,
approximately 9.13 acres. (B-10) Carmen
Marrone, Staff Planner

On September 15, 2005 the Environmental Planning Commission voted to approve Project 1002346/
05EPC 01263, an Amendment to a Site Plan for Subdivision for Tracts G-1, G-2, and G-4, Ventana
Square at Ventana Ranch, based on the following Findings and subject to the following Conditions:

FINDINGS:

1. This is a request for an amendment to a site plan for subdivision involving Tracts G-1, G-2 and G-4, Ventana Square at Ventana Ranch, containing approximately 10 acres and located at the northeast corner of Paradise Boulevard and Universe Boulevard NW.
2. The site is zoned SU-1 for Restricted C-2 Uses. The proposed uses are in compliance with the established zoning.
3. The subject site is part of Ventana Square, a neighborhood commercial center that is intended to provide commercial goods and services to the residents of Ventana Ranch, a master planned community surrounding the site. The applicant proposes retail, restaurant, and services uses that will provide employment opportunities for the surrounding residents. (*Comp. Plan Policies 5i and 5j*)

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SEPTEMBER 15, 2005
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4. The location, intensity and design of the proposed development is generally consistent with the 2000 approved site plan for subdivision which was produced in collaboration with the Ventana Ranch Community Association and the Paradise Hills Civic Association, thereby respecting neighborhood values and resources of social, cultural and recreational concern. (*Comp. Plan Policy 5d*)
5. The building design is in accordance with the 2000 approved site plan for subdivision design guidelines and is complementary to existing buildings within the area. (*Comp. Plan Policy 5l*)
6. The site plan proposes two fast food restaurants with drive-up windows which does not promote quality urban and site design, particularly in a Neighborhood Activity Center (*Comp. Plan Policy 5m*). However, the applicant has clustered the drive-up uses along Paradise Blvd., leaving the rest of the site to function in a pedestrian-friendly manner. The approved site plan for Ventana Square does not prohibit drive-up windows, and in fact, requires them to be located adjacent to Paradise Blvd.
7. The site plan provides pedestrian opportunities to create safe and pleasant non-motorized travel conditions, both to and within the site. (*Comp. Plan, Transportation and Transit, Policy g*).
8. The site plan meets the design guidelines for commercial development as articulated in the *West Side Strategic Plan*.
9. There is no opposition to this request.

CONDITIONS:

1. The EPC delegates final sign-off authority of this site development plan to the Development Review Board (DRB). The DRB is responsible for ensuring that all EPC Conditions have been satisfied and that other applicable City requirements have been met. A letter shall accompany the submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals.
2. Prior to DRB sign off, the applicant shall meet with the staff planner to ensure that the conditions of approval are adequately met.
3. The site plan for subdivision shall be corrected to reflect the correct acreage.
4. The note under "Building Heights and Setbacks" shall be amended to reflect the correct height requirements (25 feet and 22 feet).

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SEPTEMBER 15, 2005
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5. Conditions from the City Engineer and the Department of Municipal Development:
- a. All the requirements of previous actions taken by the EPC and/or the DRB must be completed and /or provided for.
 - b. The Developer is responsible for permanent improvements to the transportation facilities adjacent to the proposed site development plan for building permit. Those improvements will include any additional right-of-way requirements, paving, curb and gutter, sidewalk and ADA accessible ramps that have not already been provided for. All public infrastructure constructed within public right-of-way or public easements shall be to City Standards. Those Standards will include but are not limited to sidewalks (std. dwg. 2430), driveways (std. dwg. 2425), private entrances (std. dwg. 2426) and wheel chair ramps (std. dwg. 2441).
 - c. Per Transportation Development Staff, completion of the required system improvements that are attributable to the development, as identified in the TIS, is required.
 - d. Right turn lanes into site on Paradise Blvd. at site drives may be required per DPM and/or Traffic Impact Study.
 - e. Provide cross access to all tracts.
 - f. Site plan shall comply and be designed per DPM Standards.
 - g. Platting must be a concurrent DRB action.
 - h. Construction of the commercial facilities on Lots G-1, G-2, G-4, and proposed lots G-5, and G-6 will be subject to Impact Fees for Public Safety, Drainage, and Roadways. Based on a total floor area of 65,228 square feet and an impervious area of 7.78 acres, estimated impact fees will be approximately \$22,243 for Public Safety in the West Side Service Area; \$109,325 for Drainage in the Northwest Mesa Service Area; and \$292,664 in the Northwest Mesa Service Area for Roadways. Impact Fees are to be paid at the time of issuance of building permits; however, the total Impact Fees of \$424,231 may be paid at a rate of 34% (\$144,239) if building permits are obtained by December 30, 2005, and 67% (\$284,235) if permits are obtained by December 29, 2006.
 - i. Construction of the multi-purpose trail facilities along Universe Boulevard and Paradise Boulevard adjacent to the subject property, as designated on Long Range Bikeways System map.

On September 15, 2005 the Environmental Planning Commission voted to approve Project 1002346/05EPC 01264 a Site Plan for Building Permit for Tracts G-1, G-2, and G-4, Ventana Square at Ventana Ranch, based on the following Findings and subject to the following Conditions:

FINDINGS:

1. This is a request for approval of a site plan for building permit involving Tracts G-1, G-2 and G-4, Ventana Square at Ventana Ranch, containing approximately 10 acres and located at the northeast corner of Paradise Boulevard and Universe Boulevard NW.
2. The site is zoned SU-1 for Restricted C-2 Uses. The proposed uses are in compliance with the established zoning.
3. The subject site is part of Ventana Square, a neighborhood commercial center that is intended to provide commercial goods and services to the residents of Ventana Ranch, a master planned community surrounding the site. The applicant proposes retail, restaurant, and services uses that will provide employment opportunities for the surrounding residents. (*Comp. Plan Policies 5i and 5j*)
4. The location, intensity and design of the proposed development is generally consistent with the 2000 approved site plan for subdivision which was produced in collaboration with the Ventana Ranch Community Association and the Paradise Hills Civic Association, thereby respecting neighborhood values and resources of social, cultural and recreational concern. (*Comp. Plan Policy 5d*)
5. The building design is in accordance with the 2000 approved site plan for subdivision design guidelines and is complementary to existing buildings within the area. (*Comp. Plan Policy 5l*)
6. The site plan proposes two fast food restaurants with drive-up windows which does not promote quality urban and site design, particularly in a Neighborhood Activity Center (*Comp. Plan Policy 5m*). However, the applicant has clustered the drive-up uses along Paradise Blvd., leaving the rest of the site to function in a pedestrian-friendly manner. The approved site plan for Ventana Square does not prohibit drive-up windows, and in fact, requires them to be located adjacent to Paradise Blvd.
7. The site plan provides pedestrian opportunities to create safe and pleasant non-motorized travel conditions, both to and within the site. (*Comp. Plan, Transportation and Transit, Policy g*)
8. The site plan meets the design guidelines for commercial development as articulated in the *West Side Strategic Plan*.
9. An alternate site plan is proposed for new Tract G-6. This plan includes a drive-up bank which is an allowable use under the current zone. The applicant proposes for the EPC to approve both the definite and alternate use site plans for building permit with the stipulation that the alternate site plan, if selected for development, is delegated to the DRB for review and approval. If a use is selected which does not conform to the approved site plan or the alternate use plan, then a new submittal to the EPC will be required.

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10. There is no opposition to this request.

CONDITIONS:

1. The EPC delegates final sign-off authority of this site development plan to the Development Review Board (DRB). The DRB is responsible for ensuring that all EPC Conditions have been satisfied and that other applicable City requirements have been met. A letter shall accompany the submittal, specifying all modifications that have been made to the site plan since the EPC hearing, including how the site plan has been modified to meet each of the EPC conditions. Unauthorized changes to this site plan, including before or after DRB final sign-off, may result in forfeiture of approvals.
2. Prior to DRB sign off, the applicant shall meet with the staff planner to ensure that the conditions of approval are adequately met.
3. The site plan for building permit shall be corrected to reflect the correct acreage.
4. Post signs along the middle drive aisle from Paradise, where the drive aisle intersects with the pedestrian walkways (total of two signs). These signs should caution motorists to SLOW DOWN, due to PEOPLE CROSSING.
5. The screen walls along Paradise Blvd shall be similar in color and material to the main building on the site.
6. The motorcycle spaces shall be designated by conspicuously posted upright signs no smaller than 12x18 inches. The signs should have its lower edge no less than four feet above grade.
7. Revise the "Parking Notes" to state that the handicap spaces will be a minimum of 8.5' x 20'.
8. The "Parking Notes" should be amended to reflect 25 bicycle spaces provided rather than 20 spaces.
9. The refuse container walls shall be of a similar color to the buildings (light to medium tan). In addition, the refuse container intended to serve Building G-4 appears to be encroaching into the drive aisle. This container may have to be relocated to prevent this from occurring.
10. The site lighting detail drawing and the description under "Lighting" on Sheet A1.1 will have to be amended to be consistent with condition "p" on the 2000 site plan for subdivision.