

SECTION 7: Design Approvals Process

ARCHITECTURAL REVIEW COMMITTEE ("ARC") AND DESIGN REVIEW PROCEDURES

Make up of ARC: The Mesa del Sol ARC is a committee comprised of a minimum of four licensed design professionals, including an architect (AIA), landscape architect (ASLA), planner (AICP) and civil engineer (P.E.), and a representative from the Mesa del Sol development team. Their purpose is to review proposed projects in Innovation Park for conformance with these design guidelines. The ARC will meet on a monthly or as-needed basis.

Approval process: All projects will be reviewed for conformance with these Design Standards, first by the ARC, then by the City's Planning Department for conformance with City technical requirements. This process is as required by the City's Environmental Planning Commission (EPC) with its approval of Mesa del Sol's Level B Plan in 2007.

Step 1: Submit the completed Application for Conceptual Review form to the ARC. It should include:

- Conceptual Elevations: 1 full size 24"x36", 1 half size 12"x18" and 6 11"x17";
- Conceptual Site Plan: 1 full size 24"x36", 1 half size 12"x18" and 6 11"x17";
- Digital copy of drawings;
- Written Project Summary;
- \$1000 ARC Review fee.

Step 2: Submit the completed Application for Site Development form and ARC Checklist to the ARC. Provide 6 sets of full size drawings, 1 half size 12"x18" 6 11" x 17", and a digital copy of the following:

- Site Plan;
- Landscape Plan ;
- Preliminary Grading Plan;
- Conceptual Utility Plan;
- Water Harvesting Plan;
- Lighting Plan;

- Building Elevations;
- Sustainability Plan.

This is patterned after the submittal requirements for a site plan for building permit to the City of Albuquerque's Planning Department. See Figure on page 7.2. The ARC will then review the submittal, and respond with a letter granting approval, approval with conditions, or denial of the request with recommended modifications for re-submittal.

Step 3: Submittal of ARC approved drawings, along with a copy of the ARC's approval letter to the City Planning Director. The Planning Director has the discretion to send a project to either the City's Development Review Board (DRB) or straight to Building Permit. Forward any City decisions/comments back to the ARC.

Step 4: Upon receipt of approval from the ARC and the City of Albuquerque (Planning Director or DRB), the project may proceed to application for Building Permit through the City of Albuquerque's Building Department.

ARC SUBMITTAL REQUIREMENTS:

Submittal requirements for application to the ARC are loosely based on the requirements for submittal to the City for Level C plans. See the detailed Site Development Plan checklist on page 7.2. The description below is for initial information. Check with the City for specific requirements for submittal to the City Planning Director.

- Site Development Plan: Consists of a dimensioned and noted site plan, drawn to an engineering scale, on 24"x36" sheets. Specific requirements for The Site Development Plan are listed on the following page (7.2)
- Preliminary Grading and Drainage Plan: Show the existing and proposed grades with sufficient detail to describe the

drainage solution. The destination of site run-off must be described either graphically or in narrative form.

- Conceptual Water Harvesting Plan: Show stormwater calculations and techniques for on-site water harvesting.
- Conceptual Utilities Plan: Show proposed connections to public and private utilities, private utility lines on site, and proposed utility easements.
- Landscape Plan: Show the proposed planting plan, the proposed plant list, statements of responsibility for maintenance and irrigation concept. Site lighting and utility easements must be shown on the Landscape Plan.
- Lighting Plan: Show proposed lighting fixtures, locations, and lamp types. Provide narrative.
- Building Elevations: Show materials and basic colors of each material shall be called out by note and/or graphic representation. Opening sizes and overall horizontal and vertical dimensions shall be indicated.
- Building Rendering: Consists of either rendered building elevations or a perspective view that represents the proposed materials and colors.
- Sustainability Plan: Narrative describing strategies for sustainability.
- Material Samples: Samples of the building's major materials and colors shall be submitted. These materials shall be presented in the form of a color board not to exceed 24"x24".

For more information or clarifications, please contact the ARC Administrative offices at (505) 452-2600. Please check the Mesa del Sol website for any additional updates to the ARC and MDS Employment Center Design Standards: www.mesadelsolnm.com.

SITE DEVELOPMENT PLAN CHECKLIST

This checklist will be used to verify the completeness of site plans submitted for review by the Mesa del Sol ARC. Because development proposals vary in type and scale, there may be submittal requirements that are not specified here.

General Submittal Requirements

- A. Written project summary: a brief narrative description of the proposed project, its primary features and how compatibility with the surrounding context has been achieved. Include a sustainability narrative
- B. Site development plan packets shall be composed of the following plan sheets at 24" x 36".
 - 1. Site Plan;
 - 2. Landscaping Plan;
 - 3. Preliminary Grading Plan;
 - 4. Building and Structure Elevations;
 - 5. Conceptual Utility Plan;
 - 6. Water Harvesting Plan;
 - 7. Lighting Plan.
- C. One 8-1/2" x 11" reduction for each plan sheet and Digital Copy.
- D. ARC Checklist showing compliance or requested variance.

SHEET #1 - SITE PLAN

- A. Major Design Criteria (note: relevant pages follow criterion)
 - 1. Along major streets, buildings shall have minimal setbacks to the right-of-way. 2.3 & 3.2 Table
 - 2. All buildings shall be located as close to the street as possible after setback and/or build-to-zone requirements have been fulfilled. 3.2 Building Placement
 - 3. No building shall be permitted to place or orient buildings on a lot in such a way so as to treat the primary street frontages as a rear/side lot line. 3.2 Building Placement
 - 4. Lots located at the intersection of major streets, buildings shall define corners through location and design. Buildings shall be located within a maximum front setback of 10' in all directions within 70' of major intersections. 3.2 Building Placement
 - 5. Office buildings shall be oriented towards and adjacent to the primary street. 3.2 Building Placement
 - 6. Loading/service areas shall not be located facing the street and shall be screened where visible from the street. 3.2 Building Placement & 3.6 Service Areas

- B. Required Formatting/ Basic Info On All Sheets
 - 1. Date of drawing and/or last revision. 7.2
 - 2. Scale, bar scale, north arrow, scaled vicinity map. 7.2
 - 3. Property lines. 7.2
 - 4. Dimensions of all principal site elements or typical dimensions thereof.
 - 5. Existing and proposed easements. 7.2
- C. Basic Info On Sheet 1: Site Plan
 - 1. Proposed use of each structure. 3.4
 - 2. Any development phasing. 7.2
 - 3. Location of existing and proposed structures. 7.2
 - 4. Square footage, FAR, parking, and landscape calculations, (see 'Parcel Calculations for Employment Center Phase One Innovation Park Design Standards). 2.5 & 2.6 Tables
 - 5. Dimensions of all principal site elements or typical dimensions thereof.
 - 6. Show electric transformers and above-ground gas meters. (Must be screened from public ROW and Open Space Corridors) 3.7 Other Building Treatment
 - 7. Walls, fences and screening: indicate height, length, color and materials. 3.8 & 7.2
 - 8. Identify any temporary structures; provide justification and firm deadline for removal.
 - 9. Indicate structures within 20' of the site. 7.2
 - 10. Elevation drawings of refuse container and enclosure, if applicable. 3.7 Other Building Treatment, 7.1 & 7.2
 - 11. Site lighting (indicate height & fixture type). Section 4
- D. Parking & Internal Circulation
 - 1. Parking layout with spaces numbered per aisle totaled. 100% of adjacent on-street parking may count towards a site's off-street parking requirements. 2.4 & 2.5 & 7.1 & 7.2
 - 2. Location and typical dimensions, to include handicapped spaces, car, vanpool, motorcycle. 7.2
 - 3. All sites shall provide preferred parking for carpool and vanpool vehicles. Parking calculations shall be for spaces sufficient to accommodate 5% of the building's occupants. 3.3
 - 4. Parking lots fronting a public R.O.W. shall be visually screened by a low wall or vegetative screen. 3.3 & Section 6: Landscape Standards
 - 5. Parking lots shall be subdivided by pedestrian paths or landscape areas so that no parking cell shall have greater than 100 parking spaces. 3.3

6. Buildings shall be setback from internal parking or drive aisles to accommodate a minimum of 10' wide planting areas. [3.2 Building Placement](#)
7. Allowable materials for parking surfaces shall include asphalt, concrete (plain, textured, colored) concrete pavers, stone pavers, brick, pervious paving surfaces such as poured or modular pervious concrete products, pervious asphalt and gravel/grid systems. [3.3](#)
8. Service and emergency service lanes shall be designated as part of the site circulation and shall not be dedicated lanes that add impervious surface. [3.3](#)
9. Carports are allowed only if materials are closely related to building architecture and by ARC approval. [3.3](#)

E. Bicycle Parking & Facilities

1. Bicycle racks, spaces required and provided. One bicycle space per 20 car spaces required. [3.6](#)
2. Bicycle racks shall be located within 40' of the primary building entrance in an area easily visible from inside the building. [3.6](#)
3. Showers and changing facilities that are convenient and accessible for buildings over 50,000 sq. ft. [3.6](#)
4. 10% of the required bicycle spaces shall be in the form of covered, secured storage, either inside the building or outdoors. [3.6](#)

F. Vehicular Circulation

1. Ingress and egress locations, including width and length curve radii dimensions. [7.2 2](#)
2. Drive aisle locations, including width and curve radii dimensions. [7.2 2](#)
3. End aisle locations, including width and length curve radii dimensions. [7.2 2](#)
4. Location & orientation of refuse enclosure, with dimensions. [7.2 2](#)

G. Pedestrian Circulation

1. Location and dimensions of all sidewalks and pedestrian paths. [7.2 2](#)
2. There shall be a minimum of 6' wide pedestrian paths from the street to building entrances through parking areas, in the form of walkways between parking cells. [3.3](#)
3. Pedestrian paths shall be a contrasting color and/or material, such as brick or colored patterned concrete. [3.6](#)
4. Sidewalks shall have a minimum clear width of 6' along the entrance facade(s) of single tenant buildings and a minimum clearance of 8' along the entrance of multi-tenant buildings.

3.6

5. Location and dimension of drive aisle crossings, including paving treatment. [7.2 2](#)
 6. Location and description of amenities, including patios, benches, tables, etc. [7.2 2](#)
- #### H. Streets & Circulation
1. Locate and identify adjacent public and private streets and alleys. [7.2 3](#)
 2. Existing and proposed pavement widths, right-of-way widths and curve radii. [7.2 3](#)
 3. Location of traffic signs and signals related to the functioning of the proposal. [7.2 3](#)
 4. Identify existing and proposed medians and median cuts. [7.2](#)
 5. Identify alternate transportation facilities within site or adjacent to site including:
 - Bikeways and bike-related facilities
 - Pedestrian trails and linkages
 - Bus facilities, including routes, bays and shelters existing or required. [3.6](#)
- #### I. Phasing Plan (Provide Separate Sheet if Necessary)
1. Phasing: Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping. [7.3](#)

SHEET #2 - LANDSCAPE PLAN

A. Major Design Criteria (See Landscape Section 6 for more details)

1. Type 1 - Entrance and Common Areas, most heavily planted and closely related to building architecture, understory landscape coverage 85% minimum. [6.2](#)
2. Type 2 - Street Frontage, landscape strip of public right-of-way, formal planting configuration for trees, planting schemes shall be repetitive (rhythm), understory landscape coverage 85% for screening, 60% minimum otherwise. [6.2](#)
3. Type 3 - Surface Parking Lots, formal planting configuration, 15% of parking lot areas need to contain landscaping, 75% minimum landscaping coverage (50% of the canopy of a single trunk tree may count towards minimums). [6.3](#)
4. Type 4 - Perimeter and Loading Areas, passive water harvesting is required, design configuration is not regulated, only area that can have manual irrigation. [6.3](#)
5. Turf Area - only 20% of landscaped area can be high water turf: provide square footage and percentage.

B. Basic Information

1. Scale-must be the same as scale on Sheet #1- Site plan, Bar Scale, North Arrow. 7.3
2. Existing and proposed easements.
3. Planting beds, indicating square footage of each bed.
4. Landscaped area required and landscaped area provided: square footage and percent clearly specified on plan.
5. Describe irrigation system. All irrigation systems shall be designed to accommodate non-potable water, and passive water harvesting will be utilized to supplement irrigation. 6.6
6. Statement of responsibility for maintenance and Statement of Compliance with Water Conservation Ordinance, see Article 6-1-1-1. 6.7

C. Standards For Landscape Design

1. Front landscape buffers shall be a minimum of 10' (or 6' with a screen wall) maintained between parking areas and primary street right-of-way. 6.4
2. Minimum Plant Sizes: deciduous street trees 2 ½ caliper or 40" box, evergreen trees 6' in height at installation, shrubs – slow growing 5 gallon, fast growing mature size 1-2 years – 1 gallon, grasses-1 gallon, accents/ succulents 1 gallon, perennials-1 gallon, vines-1-gallon. 6.5
3. Side/rear landscape strips shall be a minimum of 6' maintained between parking areas and adjacent lots, regardless of site size. 6.4
4. Planting or tree well detail. 7.3
5. Street Tree Plan that reflects the Mesa del Sol Streetscape Master Plan. 7.3

OUTDOOR/SITE LIGHTING (see Section 4 for more details)

A. Major Design Criteria

1. Light fixtures are required to be full cutoff as defined by IESNA. Fixtures located on poles or at mounting point more than 10' in height or that exceed 1800 lumens per lamp shall be full cutoff fixtures. See Level B Plan and Appendix for additional information.

B. Basic Information

1. Lighting plan with narrative explaining how the design of proposed lighting, including light fixture, mounting heights, mounting method, lamp types and locations (provide catalog sheet).

LIGHTING DESIGN STANDARDS

1. Light fixtures shall utilize one of the following lamp types: metal halide, induction lamp, compact fluorescent, incandescent, or light emitting diodes (LED). 4.2
2. Illuminance levels shall not exceed 10' candles measured as initial horizontal illumination. 4.2
3. Site lighting pole bases shall not exceed 30" from grade. 4.2
4. Maximum parking lot pole height: 25'. 4.2

SHEET #3 - PRELIMINARY GRADING PLAN

A. Basic Information

1. Same scale as site plan.
2. Building footprints. 7.3
3. Location of retaining walls. 7.3
4. Grading Information: (prepared by licensed engineer). 7.3
5. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100' of the site. 7.3
6. Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1'. 7.3
7. Identify ponding areas, erosion and sediment control facilities. 7.3
8. Surface runoff in parking lots shall be directed to landscape water harvesting areas. 3.1, 3.3 & 6.4
9. Cross sections: provide cross section for all perimeter property lines where the grade change is greater than 4' at the point of the greatest grade change. 7.3

SHEET #4 - BUILDING & STRUCTURE ELEVATIONS

A. Major Design Criteria

1. Entries shall be treated with some form of sheltering element, such as canopies, portals or arcades to protect visitors standing outside.
2. Entries shall have plazas or gathering areas to help make them visually apparent to first time visitors. 3.7
3. Fenestration including windows and doors shall be incorporated into facades facing public streets.
4. Where spaces which do not allow fenestration to occur at these locations, other forms of articulation which provide visual variety shall be incorporated at a minimum interval of 80'.

5. Windows shall be shaded by some form of architectural treatment, based on their relative solar orientation. Shading on southeast to west facing facades is the highest priority. This can be accomplished with either added shading elements, or recessing the windows back into thickened exterior walls.

B. Basic Information

1. Provide color renderings or, at minimum, color elevations.
2. Detailed Building Elevations for each façade to include:
 - identify façade orientation;
 - dimensions of facade elements including overall height and width;
 - location, material and colors of windows, doors and framing;
 - materials and colors of all building elements and structures.
- 7.3
3. Provide materials and colors of all building elements and structures. Provide sample board of proposed materials, including window glass, paint colors, stucco, fencing, and metal trim not to exceed 24"x36".

C. Design Standards

1. All roofing materials shall meet Energy Star or comparable ARC approved standards. 3.7
2. Rooftop equipment shall be screened from view of public streets and open space by architecturally integrated screening elements. 3.7
3. 25% of the total building facade facing the public street shall be fenestrated.
4. Retail buildings glazing within a facade which adjoins a public street, pedestrian walk or bikeway shall be clear, un-tinted glass. Mirror glass shall not be permitted.
5. Wall treatments such as changes in material, color, texture and plane or parapet heights shall be used to provide variety and break up large uninterrupted surfaces. 3.7
6. Prohibited material:
 - pre-cast concrete and tilt up wall systems.
 - natural wood or wood paneling shall not be used as principle exterior cladding system.
 - natural cinder block.
 - pre-manufactured metal buildings (where visible from the public right-of-way). 3.7
7. Accessory buildings shall be similar in design and material to the primary buildings. 3.7

FENCES & WALLS

1. The design and materials for walls and fences shall be coordinated with the design and materials of the principal buildings, i.e. color, quality, scale and detail. 3.8
2. Prohibited material (where visible from the public ROW): Portland gray, plain face CMU, fluted CMU, chain link fencing and concertina wire (except for certain security reasons & with the approval by the ARC). 3.8
3. Walls and fencing exceeding 4' in height that are located within the setback area adjoining a public street shall provide variety and articulation at intervals not exceeding 50' through either changes in plane, expression of structure, such as post, column or pilaster. 3.8

SIGNAGE (See Section 5 for more details)

A. Basic Information

1. Site location(s). 7.3
2. Dimensions, including height and width. 7.3
3. Sign face area-dimensions and square footage clearly indicated. 7.3
4. Materials and colors for sign face and structural elements.

B. Design Standards

1. No sign, of any kind shall exceed a height of 10'. 5.1
2. No permanent freestanding or monument sign shall be less than a height of 24". 5.1
3. One (1) wall mounted sign per street frontage. 5.1

SHEET #4 - CONCEPTUAL UTILITY PLAN

1. Scale, Bar scale, North arrow, Scaled vicinity map. 7.4
2. Property lines. 7.4
3. Fire hydrant locations, existing and proposed. 7.4
4. Distribution lines. 7.4
5. Right-of-way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of the types and dimensions.
6. Existing and proposed water, sewer, storm drainage facilities (public and/or private). 7.4
7. Existing and proposed fire lines for sprinkler systems.

SHEET #5 - WATER HARVESTING PLAN

1. Scale - must be same as Sheet #1 - Site Plan, Bar scale, North arrow. 7.4
2. Property lines shown. 7.4
3. Overall site layout with building footprints. 7.4
4. On the plan sheet, provide a narrative description of water harvesting improvements. 3.1, 3.3, 6.1, 6.3, 6.4, 6.6
5. Provide calculations demonstrating that at least ½" rainfall event is captured and/or directed for use on-site. 7.1 & 7.4
6. Indicate location of flows to areas of water harvesting or collection by cisterns. 3.1 & 7.4

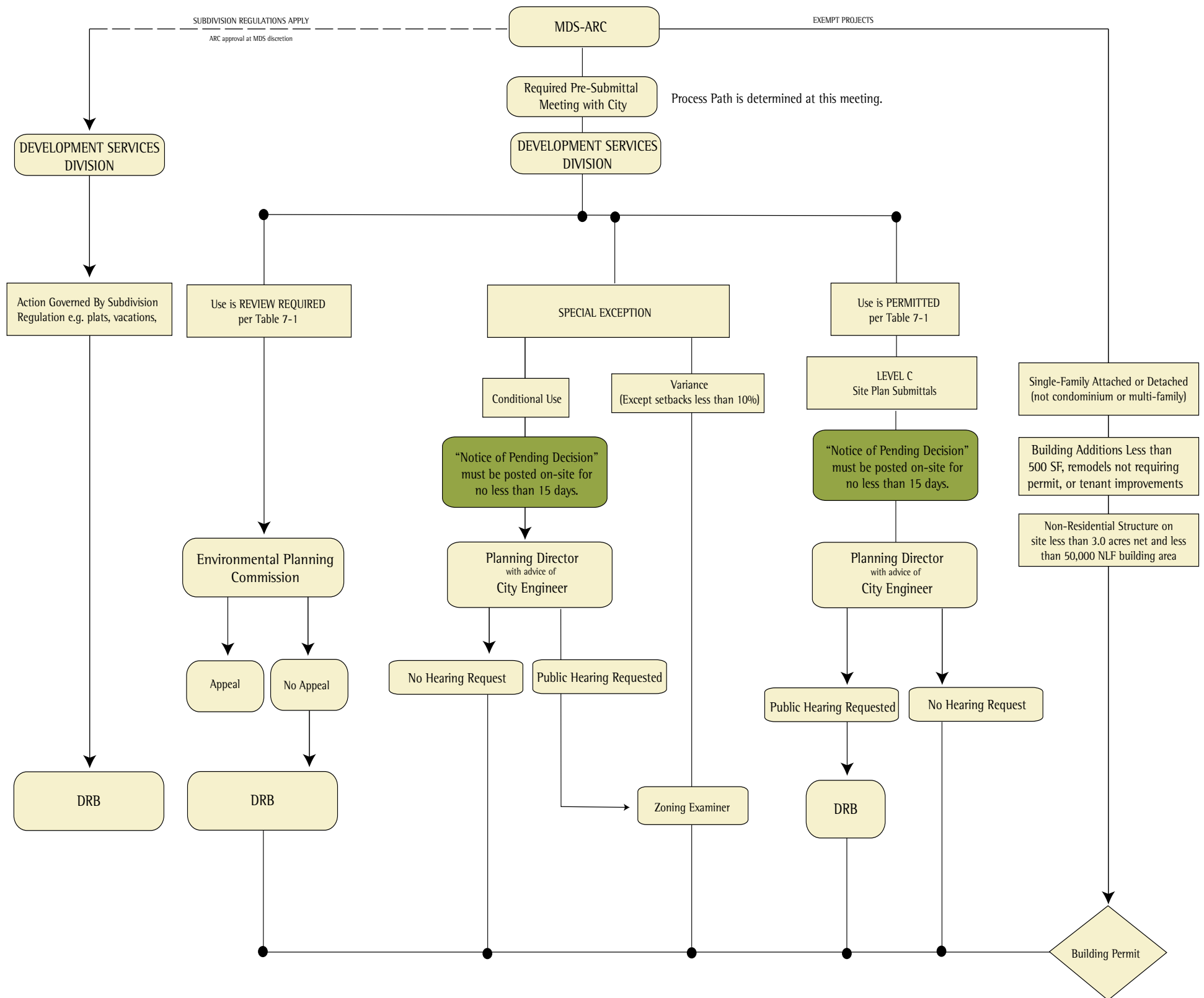
SUSTAINABILITY PLAN (See Section 3 for more details)

Intent: Create a place that uses water, energy, and other natural resources as efficiently as possible.

A. Basic Information

1. Narrative describing the strategies for sustainability. 3.1
2. All roofs shall meet Energy Star standards and ARC approved standards. 3.1
3. All buildings shall have an approved construction recycling program that will divert a minimum of 50% of the construction debris from the landfill. (For more details on calculations, see the LEED Reference Guide.) 3.1
4. All buildings will have a minimum of 5% recycled content as measured by value of material. (For more details on calculations, see the LEED Reference Guide) 3.1
5. On-site water harvesting shall be achieved through passive or active measures including surface flow to landscape areas and/or cisterns. 3.1
6. Buildings may have additional City requirements for energy efficiency and water use.

Figure 7-1 Approval Process - From 2007 MDS Level B Plan



The City process for review is as follows:

1. All proposals, except as noted herein, must first obtain the review and approval of the Mesa del Sol Architectural Review Committee or ARC. The ARC shall notify the City in writing that a proposal meets all requirements of the Level A and Level B Plans, and is complete with regard to Level C submittal criteria listed in the Planned Community Criteria. At its sole discretion, the ARC may, but is not required to, comment upon applications for matters governed by the Subdivision Regulation.
2. Submittals for “exempt projects” are made directly to the Code Administration Division for building permit.
3. Any proposal for an action governed by the Subdivision Regulation shall remain the purview of the Development Review Board and submittals are made directly to the Development Services Division.
4. All other submittals will be made as follows:
 - a. A “pre-application meeting” with the Planning Director and City Engineer, or their designees, is required. Upon presentation of the certification required above, the proper submittal process will be determined as set forth in Figure 7-1.
 - b. For “Review Required” proposals, submittal is made to the Environmental Planning Commission under standard City procedures.
 - c. For “Conditional Uses” applications will be forwarded to the Planning Director under the terms of the Level A Plan, which makes Conditional Uses “permissive” at the Director’s discretion. The latter’s decision shall be considered an administrative action on the part of the City. The applicant shall post a “Notice of Pending Decision” sign on the site for fifteen days, requesting public comment, and a final decision shall not be made until a minimum of three days after the final date of the required posting. The Director shall send notice of the decision to any person or organization who may have filed comments with the Director pursuant to the notice provision above. If during the public comment period, a request for public hearing is received, the Director and City Engineer shall require the proposal to be heard by the Zoning Hearing Examiner at a public hearing. If no request for a public hearing is received, the Director shall forward the application to Code Administration for building permit review.
 - d. For variances from the Level A and Level B design standards, application is made to the Zoning Hearing Examiner, and follows the standard City procedures. Setback variance less than 10% may be granted by the ARC.
 - e. Where a proposal is for a Site Plan for Subdivision or a Site Plan for Building Permit, for a “Permitted Use” as determined by Figure 7-1, the Planning Director and City Engineer shall determine whether part or all of any proposal should be directed to the Development Review Board (for platting, vacation, and infrastructure-related actions as required by the Subdivision Regulation) or, if such action is not needed, shall have the discretion to approve the project and direct it to be submitted to Code Administration for building permit review. The applicant shall post a “Notice of Pending Decision” sign on the site for fifteen days, requesting public comment, and a final decision shall not be made until a minimum of three days after the final date of the required posting. The Director shall send notice of the decision to any person or organization who may have filed comments with the Director pursuant to the notice provision above. If, during the public comment period, a request for public hearing is received the Director and City Engineer shall require the proposal to be heard by the Development Review Board at a public hearing. If no request for a public hearing is received, the Director shall forward the application to Code Administration for building permit review.
5. Appeal of any action listed above is as governed in Section 14-16-4-4 of the Comprehensive Zoning Code.