

## **Neighborhood Notification Letters Must Include the Following:**

Prior to filing an application with the Planning Department, all applicants requesting approvals through the Environmental Planning Commission (EPC), Development Review Board (DRB), Landmarks & Urban Conservation Commission (LUCC), approval of a Wireless Telecommunication Facility (WTF), or Administrative Approvals (AA) are required to notify any affected neighborhood and/or homeowner associations via certified mail.

1. The street address for the subject property;
2. The currently recorded legal description of the property, including lot or tract number (if any), block number (if any), and name of the subdivision;
3. A physical description of the location, referenced to streets and existing land uses;
4. A complete and detailed description of the action(s) being requested;
5. **\*\*\* NEW\*\*\* Facilitated Meeting Information** – All notification letters must include the following text:  
Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [striplett@cabq.gov](mailto:striplett@cabq.gov), by phone at (505) 768-4712 or (505) 768-4660.  
A facilitated meeting request must be received by ADR by: February 12, 2018.
6. **\*\*\*NEW\*\*\* Public Hearing Information** - Hearing Date, Start Time and Location.

## **Neighborhood Notification Checklist**

The following information must be included for **each** application packet submitted to the City of Albuquerque Planning Department.

1. ONC's "Notification Inquiry Email" outlining any affected Neighborhood and/or Homeowner Associations.

\*Note: If your ONC Correspondence is more than 30 days old, you must contact ONC to ensure that the contact information is still current.

2. Copies of Letters sent to any affected Neighborhood and/or Homeowner Associations.
3. Copies of certified receipts mailed to any affected Neighborhood and/or Homeowner Associations.

Any questions, please feel free to contact our office at (505) 768-3334 or [ONC@cabq.gov](mailto:ONC@cabq.gov).

Thank you for your cooperation on this matter.

**Danielle Welch**

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**From:** Quevedo, Vicente M. <vquevedo@cabq.gov>  
**Sent:** Tuesday, January 30, 2018 11:18 AM  
**To:** Danielle Welch  
**Subject:** Notification Inquiry\_2101 Visto Oeste\_DRB  
**Attachments:** Page\_H-09-Z.PDF; Notification Inquiry\_2101 Visto Oeste\_DRB.xlsx; INSTRUCTION SHEET FOR APPLICANTS.pdf

Danielle,

Good afternoon. See list of affected neighborhood associations below and attached related to your upcoming DRB submittal. Please also review the attached instruction sheet. Thank you.

Association Name	First Name	Last Name	Address Line 1	City	State	Zip	Mobile Phone
Tres Volcanes NA	Thomas	Borst	1908 Selway Place NW	Albuquerque	NM	87120	
Tres Volcanes NA	Rick	Gallagher	8401 Casa Gris Court NW	Albuquerque	NM	87120	
Las Lomas NA	David	Skowran	8116 Corte De Aguila NW	Albuquerque	NM	87120	
Las Lomas NA	Mario	Gonzales	8104 Corte Del Viento NW	Albuquerque	NM	87120	5053591859
Ladera West NA	Shariesse	McCannon	2808 El Tesoro Escondido NW	Albuquerque	NM	87120	5052201776
Ladera West NA	Karen	Buccola	7716 Santa Rosalia NW	Albuquerque	NM	87120	5053855018

Respectfully,

**Vicente M. Quevedo, MCRP**  
Neighborhood Liaison, Office of Neighborhood Coordination  
City of Albuquerque – City Council  
(505) 768-3332  
[cabq.gov/neighborhoods](http://cabq.gov/neighborhoods)

Follow us;



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**From:** webmaster=cabq.gov@mailgun.org [mailto:webmaster=cabq.gov@mailgun.org] **On Behalf Of** webmaster@cabq.gov  
**Sent:** Tuesday, January 30, 2018 9:50 AM  
**To:** Office of Neighborhood Coordination <onc@cabq.gov>  
**Subject:** Notification Inquiry Sheet Submission

**Notification Inquiry For:**

**Development Review Board Submittal**

**If you selected "Other" in the question above, please describe what you are seeking a Notification Inquiry for below:**

**Contact Name**

**Danielle Welch**

**Company Name**

**Mullen Heller Architecture, PC**

**Address**

**1718 Central Ave SW Suite D**

**City**

**Albuquerque**

**State**

**NM**

**ZIP**

**87104**

**Telephone Number**

**5052684144**

**Email Address**

**[danielle@mullenheller.com](mailto:danielle@mullenheller.com)**

**Anticipated Date of Public Hearing (if applicable):**

**Submitting for DRB Public Hearing February 2, 2018**

**Describe the legal description of the subject site for this project:**

**Tracts 15 & 16 of Ladera Business Park Unit 1**

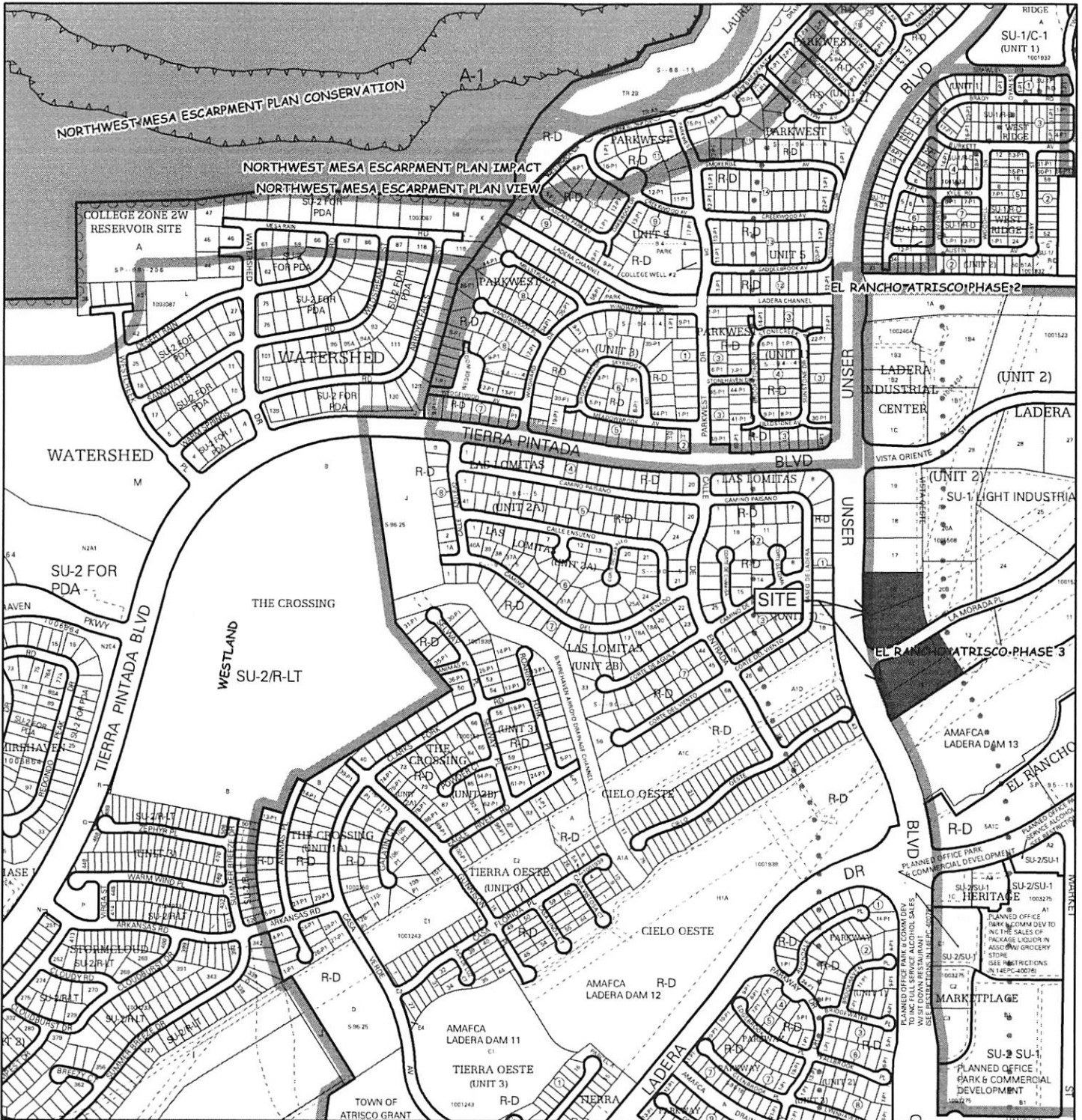
**City of Albuquerque**

**Located on/between (physical address, street name or other identifying mark):**


**2101 Visto Oeste Building 3 Albuquerque, NM 87120**

**This site is located on the following zone atlas page:**

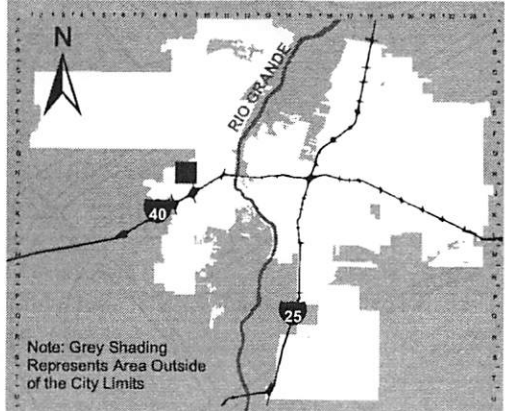
**AGIS Zone Atlas Page H-09-Z**



For more current information and details visit: <http://www.cabq.gov/gis>



Map amended through: 1/28/2016



Note: Grey Shading Represents Area Outside of the City Limits

Zone Atlas Page:  
**H-09-Z**

Selected Symbols

SECTOR PLANS	Escarpment
Design Overlay Zones	2 Mile Airport Zone
City Historic Zones	Airport Noise Contours
H-1 Buffer Zone	Wall Overlay Zone
Petroglyph Mon.	

0 750 1,500 Feet

7016 0600 0000 8292 5066

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Sent to: *Shirley McGannon*  
 Street and Apt. No., or PO Box No. *2808 El Tesoro Escondido NW*  
 City, State, ZIP+4® *Albuquerque, NM 87120*

Postmark Here 0104

02/01/2018

Total Postage and Fees \$8.70

Postage \$0.50

Extra Services & Fees (check box, add fee as appropriate) \$2.75

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Certified Mail Fee \$3.45

Official Use

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ALBUQUERQUE, NM 87120

7016 0600 0000 8292 5042

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Sent to: *Las Fontanas NA*  
 Street and Apt. No., or PO Box No. *8116 Corta D'Aguija NW*  
 City, State, ZIP+4® *Albuquerque, NM 87120*

Postmark Here 0104

02/01/2018

Total Postage and Fees \$6.70

Postage \$0.50

Extra Services & Fees (check box, add fee as appropriate) \$2.75

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Certified Mail Fee \$3.45

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ALBUQUERQUE, NM 87120

7016 0600 0000 8292 5028

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Sent to: *THOMAS VOLKES NA*  
 Street and Apt. No., or PO Box No. *1908 Seward Place NW*  
 City, State, ZIP+4® *Albuquerque, NM 87120*

Postmark Here 0104

02/01/2018

Total Postage and Fees \$6.70

Postage \$0.50

Extra Services & Fees (check box, add fee as appropriate) \$2.75

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Certified Mail Fee \$3.45

Official Use

Domestic Mail Only

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ALBUQUERQUE, NM 87120

7016 0600 0000 8292 5073

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Sent to: *Las Fontanas NA*  
 Street and Apt. No., or PO Box No. *7716 Santa Rosalia NW*  
 City, State, ZIP+4® *Albuquerque, NM 87120*

Postmark Here 0104

02/01/2018

Total Postage and Fees \$8.70

Postage \$0.50

Extra Services & Fees (check box, add fee as appropriate) \$2.75

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Certified Mail Fee \$3.45

Official Use

Domestic Mail Only

U.S. Postal Service  
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For delivery information, visit our website at [www.usps.com](http://www.usps.com)

ALBUQUERQUE, NM 87120

7016 0600 0000 8292 5059

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Sent to: *Las Fontanas NA*  
 Street and Apt. No., or PO Box No. *8104 Corta del Viento NW*  
 City, State, ZIP+4® *Albuquerque, NM 87120*

Postmark Here 0104

02/01/2018

Total Postage and Fees \$6.70

Postage \$0.50

Extra Services & Fees (check box, add fee as appropriate) \$2.75

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Certified Mail Fee \$3.45

Official Use

Domestic Mail Only

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For delivery information, visit our website at [www.usps.com](http://www.usps.com)

ALBUQUERQUE, NM 87120

7016 0600 0000 8292 5035

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Sent to: *Las Fontanas NA*  
 Street and Apt. No., or PO Box No. *8401 Casa Gris Court NW*  
 City, State, ZIP+4® *Albuquerque, NM 87120*

Postmark Here 0104

02/01/2018

Total Postage and Fees \$8.70

Postage \$0.50

Extra Services & Fees (check box, add fee as appropriate) \$2.75

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Certified Mail Fee \$3.45

Official Use

Domestic Mail Only

U.S. Postal Service  
 CERTIFIED MAIL® RECEIPT

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

ALBUQUERQUE, NM 87120

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 OLD ALBUQUERQUE  
 2016 CENTRAL AVE SW  
 ALBUQUERQUE  
 NM  
 87104-9998  
 3401400104  
 02/01/2018 (800)275-8777 10:11 AM  
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Product Description	Sale Qty	Final Price
First-Class Mail Letter (Domestic) (ALBUQUERQUE, NM 87120) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Saturday 02/03/2018)	1	\$0.50
Certified (USPS Certified Mail #) (7016060000082925028)	1	\$3.45
Return Receipt (USPS Return Receipt #) (9590940225776336709371)	1	\$2.75
First-Class Mail Letter (Domestic) (ALBUQUERQUE, NM 87120) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Saturday 02/03/2018)	1	\$0.50
Certified (USPS Certified Mail #) (7016060000082925035)	1	\$3.45
Return Receipt (USPS Return Receipt #) (9590940225776336709364)	1	\$2.75
First-Class Mail Letter (Domestic) (ALBUQUERQUE, NM 87120) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Saturday 02/03/2018)	1	\$0.50
Certified (USPS Certified Mail #) (7016060000082925042)	1	\$3.45
Return Receipt (USPS Return Receipt #) (9590940225776336709357)	1	\$2.75
First-Class Mail Letter (Domestic) (ALBUQUERQUE, NM 87120) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Saturday 02/03/2018)	1	\$0.50
Certified (USPS Certified Mail #) (7016060000082925059)	1	\$3.45
Return Receipt (USPS Return Receipt #) (9590940225776336709340)	1	\$2.75
First-Class Mail Letter (Domestic) (ALBUQUERQUE, NM 87120)	1	\$0.50

(Domestic)  
 (ALBUQUERQUE, NM 87120)  
 (Weight:0 Lb 0.50 Oz)  
 (Estimated Delivery Date)  
 (Saturday 02/03/2018)  
 Certified 1 \$3.45  
 (USPS Certified Mail #)  
 (7016060000082925066)  
 Return 1 \$2.75  
 Receipt  
 (USPS Return Receipt #)  
 (9590940225776336709333)  
 First-Class Mail Letter 1 \$0.50  
 (Domestic)  
 (ALBUQUERQUE, NM 87120)  
 (Weight:0 Lb 0.50 Oz)  
 (Estimated Delivery Date)  
 (Saturday 02/03/2018)  
 Certified 1 \$3.45  
 (USPS Certified Mail #)  
 (7016060000082925073)  
 Return 1 \$2.75  
 Receipt  
 (USPS Return Receipt #)  
 (9590940225776336709326)  
 Total \$40.20  
 Credit Card Remitd \$40.20  
 (Card Name:VISA)  
 (Account #:XXXXXXXXXXXX7915)  
 (Approval #:04455G)  
 (Transaction #:390)

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January 31, 2018

Tres Volcanes NA  
Thomas Borst  
1908 Selway Place NW  
Albuquerque, NM 87120

Dear Mr. Borst:

We are writing to you and your neighborhood association as the agent for Acoma Business Enterprises who is developing the property at 2101 Vista Oeste, Albuquerque 87120. The legal description of the property being developed is Lots 15 and 16, Ladera Business Park.

The property is located on the northwest corner of La Morada Place NW and Unser Blvd NW. The proposed project is the development of a ±2.63 acre site with three commercial/retail buildings.

This project seeks to obtain Site Development Plan for Building Permit approval from the City's Development Review Board.

Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [stripett@caba.gov](mailto:stripett@caba.gov), by phone at (505) 768-4712 or (505) 768-4660.

A facilitated meeting request must be received by the ADR by: February 12, 2017.

The DRB Public Hearing is scheduled for February 28, 2018, starting at 9:00am at Plaza Del Sol, 600 2<sup>nd</sup> Street NW Albuquerque, NW, Hearing Room, Lower Level.

We are happy to provide additional details if you wish. Please feel free to call our office at 268-4144 with any questions.

Sincerely yours,  
**Mullen Heller Architecture PC**



Douglas Heller, AIA, LEED AP

Mullen Heller Architecture PC

1718 Central Avenue SW Suite D  
Albuquerque New Mexico 87104  
505 268 4144 [p] 505 268 4244 [f]



January 31, 2018

Tres Volcanes NA  
Rick Gallagher  
8401 Casa Gris Court NW  
Albuquerque, NM 87120

Dear Mr. Gallagher:

We are writing to you and your neighborhood association as the agent for Acoma Business Enterprises who is developing the property at 2101 Vista Oeste, Albuquerque 87120. The legal description of the property being developed is Lots 15 and 16, Ladera Business Park.

The property is located on the northwest corner of La Morada Place NW and Unser Blvd NW. The proposed project is the development of a  $\pm 2.63$  acre site with three commercial/retail buildings.

This project seeks to obtain Site Development Plan for Building Permit approval from the City's Development Review Board.

Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [stripnett@caba.gov](mailto:stripnett@caba.gov), by phone at (505) 768-4712 or (505) 768-4660.

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Douglas Heller, AIA, LEED AP

Mullen Heller Architecture PC

1718 Central Avenue SW Suite D  
Albuquerque New Mexico 87104  
505 268 4144 [p] 505 268 4244 [f]





January 31, 2018

Las Lomas NA  
David Skowran  
8116 Corte De Aguila NW  
Albuquerque, NM 87120

Dear Mr. Skowran:

We are writing to you and your neighborhood association as the agent for Acoma Business Enterprises who is developing the property at 2101 Vista Oeste, Albuquerque 87120. The legal description of the property being developed is Lots 15 and 16, Ladera Business Park.

The property is located on the northwest corner of La Morada Place NW and Unser Blvd NW. The proposed project is the development of a ±2.63 acre site with three commercial/retail buildings.

This project seeks to obtain Site Development Plan for Building Permit approval from the City's Development Review Board.

Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [stripzett@caba.gov](mailto:stripzett@caba.gov), by phone at (505) 768-4712 or (505) 768-4660.

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**Mullen Heller Architecture PC**



Douglas Heller, AIA, LEED AP

Mullen Heller Architecture PC

1718 Central Avenue SW Suite D  
Albuquerque New Mexico 87104  
505 268 4144 [p] 505 268 4244 [f]



January 31, 2018

Las Lomas NA  
Mario Gonzales  
8104 Corte Del Viento NW  
Albuquerque, NM 87120

Dear Mr. Gonzales:

We are writing to you and your neighborhood association as the agent for Acoma Business Enterprises who is developing the property at 2101 Vista Oeste, Albuquerque 87120. The legal description of the property being developed is Lots 15 and 16, Ladera Business Park.

The property is located on the northwest corner of La Morada Place NW and Unser Blvd NW. The proposed project is the development of a ±2.63 acre site with three commercial/retail buildings.

This project seeks to obtain Site Development Plan for Building Permit approval from the City's Development Review Board.

Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [stripelett@caba.gov](mailto:stripelett@caba.gov), by phone at (505) 768-4712 or (505) 768-4660.

A facilitated meeting request must be received by the ADR by: February 12, 2017.

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Sincerely yours,  
**Mullen Heller Architecture PC**



Douglas Heller, AIA, LEED AP

Mullen Heller Architecture PC

1718 Central Avenue SW Suite D  
Albuquerque New Mexico 87104  
505 268 4144 [p] 505 268 4244 [f]



January 31, 2018

Ladera West NA  
Shariesse McCannon  
2808 El Tesoro Escondido NW  
Albuquerque, NM 87120

Dear Ms. McCannon:

We are writing to you and your neighborhood association as the agent for Acoma Business Enterprises who is developing the property at 2101 Vista Oeste, Albuquerque 87120. The legal description of the property being developed is Lots 15 and 16, Ladera Business Park.

The property is located on the northwest corner of La Morada Place NW and Unser Blvd NW. The proposed project is the development of a ±2.63 acre site with three commercial/retail buildings.

This project seeks to obtain Site Development Plan for Building Permit approval from the City's Development Review Board.

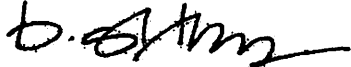
Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [stripzett@caba.gov](mailto:stripzett@caba.gov), by phone at (505) 768-4712 or (505) 768-4660.

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Sincerely yours,  
**Mullen Heller Architecture PC**



Douglas Heller, AIA, LEED AP

Mullen Heller Architecture PC

1718 Central Avenue SW Suite D  
Albuquerque New Mexico 87104  
505 268 4144 [p] 505 268 4244 [f]



January 31, 2018

Ladera West NA  
Karen Buccola  
7716 Santa Rosalia NW  
Albuquerque, NM 87120

Dear Ms. Buccola:

We are writing to you and your neighborhood association as the agent for Acoma Business Enterprises who is developing the property at 2101 Vista Oeste, Albuquerque 87120. The legal description of the property being developed is Lots 15 and 16, Ladera Business Park.

The property is located on the northwest corner of La Morada Place NW and Unser Blvd NW. The proposed project is the development of a ±2.63 acre site with three commercial/retail buildings.

This project seeks to obtain Site Development Plan for Building Permit approval from the City's Development Review Board.

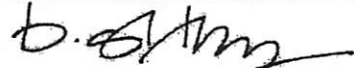
Affected Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Alternative Dispute Resolution (ADR) Program by email at [striplett@caba.gov](mailto:striplett@caba.gov), by phone at (505) 768-4712 or (505) 768-4660.

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Sincerely yours,  
**Mullen Heller Architecture PC**



Douglas Heller, AIA, LEED AP

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Albuquerque New Mexico 87104  
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