



City of Albuquerque

P.O. Box 1293, Albuquerque, NM 87103

PLEASE NOTE: The NA/HOA information listed in this letter is valid for one (1) month. If you haven't filed your application within one (1) month of the date of this letter – you will need to get an updated letter from our office.

August 16, 2016

Kay Brashear
Mark Goodwin & Associates, PA
P.O. Box 90606/87199
Phone: 505-828-2200 Fax: 505-797-9539
E-mail: kay@goodwinengineers.com

Dear Kay:

Thank you for your inquiry of **August 16, 2016** requesting the names of **ALL Neighborhood and/or Homeowner Associations** who would be affected under the provisions of §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* by your proposed project at **(DRB SUBMITTAL) JUAN TABO HILLS UNIT 3B LOCATED ON JUAN TABO HILLS BOULEVARD BETWEEN MANACHOS AND TIJERAS ARROYO zone map M-22.**

Our records indicate that the **Neighborhood and/or Homeowner Associations** affected by this submittal and the contact names are as follows:

FOUR HILLS VILLAGE H.O.A. (FHV) "R"

*Paul Feist, 1612 Sagebrush Trl. SE/87123 263-7059 (h)
Brian McKeever, 1500 Sagebrush Trl. SE/87123 239-0758 (c)

JUAN TABO HILLS N.A. (JTH) "R"

*Kelly R. Walker, 1523 Barbaro Dr. SE/87123 363-1477 (h)
Maureen Manring, 12020 Aqueduct Rd. SE/87123 294-2659 (h)

Please note that according to §14-8-2-7 of the *Neighborhood Association Recognition Ordinance* you are required to notify each of these contact persons by **certified mail, return receipt requested, before** the Planning Department will accept your application filing (**PLEASE ATTACH: 1) Copy of this letter; 2) Copy of letters sent to NA/HOA's and 3) Copy of White Receipts showing proof that you sent certified mail w/stamp from USPS showing date.**) If you have any questions about the information provided please contact me at (505) 924-3914 or via an e-mail message at dcarmona@cabq.gov.

Sincerely,
Dalaina L. Carmona
Dalaina L. Carmona
Senior Administrative Assistant
OFFICE OF NEIGHBORHOOD COORDINATION
Planning Department

**LETTERS MUST BE SENT TO
BOTH CONTACTS OF EACH
NA/HOA FOR THIS
PLANNING SUBMITTAL.**

!!!Notice to Applicants!!!

SUGGESTED INFORMATION FOR NEIGHBORHOOD NOTIFICATION LETTERS

Applicants for Zone Change, Site Plan, Sector Development Plan approval or an amendment to a Sector Development Plan by the EPC, DRB, etc. are required under Council Bill O-92 to notify all affected neighborhood and/or homeowner associations **PRIOR TO FILING THE APPLICATION TO THE PLANNING DEPARTMENT**. Because the purpose of the notification is to ensure communication as a means of identifying and resolving problems early, it is essential that the notification be fully informative.

WE RECOMMEND THAT THE NOTIFICATION LETTER INCLUDE THE FOLLOWING INFORMATION:

1. The street address of the subject property.
2. The 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 description of the actions requested of the EPC:
 - a) If a **ZONE CHANGE OR ANNEXATION**, the name of the existing zone category and primary uses and the name of the proposed category and primary uses (i.e., "from the R-T Townhouse zone, to the C-2 Community Commercial zone").
 - b) If a **SITE DEVELOPMENT OR MASTER DEVELOPMENT PLAN** approval or amendment describes the physical nature of the proposal (i.e., "an amendment to the approved plan to allow a drive-through restaurant to be located just east of the main shopping center entrance off Montgomery Blvd.").
 - c) If a **SECTOR DEVELOPMENT PLAN OR PLAN AMENDMENT** a general description of the plan area, plan concept, the mix of zoning and land use categories proposed and description of major features such as location of significant shopping centers, employment centers, parks and other public facilities.
 - d) The name, address and telephone number of the applicant and of the agent (if any). In particular the name of an individual contact person will be helpful so that neighborhood associations may contact someone with questions or comments.

Information from the Office of Neighborhood Coordination

The following information should always be in each application packet that you submit for an EPC or DRB application. Listed below is a "Checklist" of the items needed.

- ONC's "Official" Letter to the applicant (if there are associations). A copy must be submitted with application packet -OR-**
- The ONC "Official" Letter (if there are no associations). A copy must be submitted with application packet.
- Copies of Letters to Neighborhood and/or Homeowners Associations (if there are associations). A copy must be submitted with application packet.**
- Copies of the certified receipts to Neighborhood and/or Homeowners Associations (if there are associations). A copy must be submitted with application packet.**

Just a reminder - Our ONC "Official" Letter is only valid for a one (1) month period and if you haven't submitted your application by this date, you will need to get an updated letter from our office.

Any questions, please feel free to contact Stephani at 924-3902 or via an e-mail message at swinklepleck@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: 08/16/16 Time Entered: 9:52 p.m. Rep. Initials: DLC



D. Mark Goodwin & Associates, P.A.
Consulting Engineers

P.O. BOX 90606, ALBUQUERQUE, NM 87199
(505) 828-2200 FAX 797-9539

*~ 2012 ACEC/NM Award Winner for Engineering Excellence ~
~ 2008 ACEC/NM Award Winner for Engineering Excellence ~*

August 16, 2016

Mr. Paul Feist
Four Hills Village H.O.A.
1612 Sagebrush Trail SE
Albuquerque, NM 87123

Mr. Brian McKeever
Four Hills Village H.O.A.
1500 Sagebrush Trail SE
Albuquerque, NM 87123

Re: SIA Extension for Reseeding – Juan Tabo Hills Unit 3B

Dear Mr. Feist and Mr. McKeever:

Enclosed please find a copy of the DRB Application requesting a 2-year extension for the Reseeding Subdivision Improvements Agreement for the above referenced project. The anticipated date to be heard is September 14, 2016. Please contact Mark Goodwin of our office if you have any questions or concerns.

Sincerely,
MARK GOODWIN & ASSOCIATES, PA

Kay Brashear
Office Manager

/kb

Enclosure



D. Mark Goodwin & Associates, P.A.
Consulting Engineers

P.O. BOX 90606, ALBUQUERQUE, NM 87199
(505) 828-2200 FAX 797-9539

*~ 2012 ACEC/NM Award Winner for Engineering Excellence ~
~ 2008 ACEC/NM Award Winner for Engineering Excellence ~*

August 16, 2016

Mr. Kelly Walker
Juan Tabo Hills N.A.
1523 Barbaro Dr. SE
Albuquerque, NM 87123

Ms. Maureen Manning
Juan Tabo Hills N.A.
12020 Aqueduct Dr. SE
Albuquerque, NM 87123

Re: SIA Extension for Reseeding – Juan Tabo Hills Unit 3B

Dear Mr. Walker and Ms. Manning:

Enclosed please find a copy of the DRB Application requesting a 2-year extension for the Reseeding Subdivision Improvements Agreement for the above referenced project. The anticipated date to be heard is September 14, 2016. Please contact Mark Goodwin of our office if you have any questions or concerns.

Sincerely,
MARK GOODWIN & ASSOCIATES, PA

Kay Brashear
Office Manager

/kb

Enclosure

**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only**

For delivery information, visit our website at www.usps.com®.

ALBUQUERQUE NM 87123
0109 04

Certified Mail Fee \$3.30

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

Return Receipt (hardcopy) \$2.70

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.47

Total Postage and Fees \$6.47

Sent To Marysreen Manning

Street and Apt. No., or PO Box No. 12020 Agueda Ln. SE

City, State, ZIP+4® ASO NM 87123

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

7016 0910 0002 0888 6794



**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only**

For delivery information, visit our website at www.usps.com®.

ALBUQUERQUE NM 87123
0109 04

Certified Mail Fee \$3.30

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

Return Receipt (hardcopy) \$2.70

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.47

Total Postage and Fees \$6.47

Sent To Paul Best

Street and Apt. No., or PO Box No. 11613 Sagebrush Trail SE

City, State, ZIP+4® ASO NM 87123

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

7016 0910 0002 0888 6720



**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only**

For delivery information, visit our website at www.usps.com®.

ALBUQUERQUE NM 87123
0109 04

Certified Mail Fee \$3.30

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

Return Receipt (hardcopy) \$2.70

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.47

Total Postage and Fees \$6.47

Sent To Brian McKeever

Street and Apt. No., or PO Box No. 1500 Sagebrush Trail

City, State, ZIP+4® Albuquerque, NM 87123

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

7016 0910 0002 0888 6800



**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only**

For delivery information, visit our website at www.usps.com®.

ALBUQUERQUE NM 87123
0109 04

Certified Mail Fee \$3.30

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

Return Receipt (hardcopy) \$2.70

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.47

Total Postage and Fees \$6.47

Sent To Kelly Walker

Street and Apt. No., or PO Box No. 1523 Barbara Dr. SE

City, State, ZIP+4® Albuquerque NM 87123

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

7016 0910 0002 0888 6782

