



INTER-OFFICE MEMORANDUM

COMMENTING AGENCIES

TRANSPORTATION DEVELOPMENT .....*John MacKenzie*  
TRANSIT & PARKING DEPARTMENT .....*Shabih Rizvi*  
COUNCIL OF GOVERNMENTS.....*Kendra Watkins/Andrew Gingerich*  
AMAFCA.....*Lynn Mazur*  
APD CRIME PREVENTION.....*Steve Sink*  
OPEN SPACE DIVISION.....*Kent Reed Swanson/Sarah Brown*

FIRE DEPARTMENT.....*Antonio Chinchilla*  
ZONING ENFORCEMENT INSPECTOR.....*Vince Montano*  
NEIGHBORHOOD COORDINATION.....*Stephani Winklepleck*  
PNM.....*Daniel Aragon*  
NEW MEXICO GAS COMPANY.....*Patrick Sanchez*  
ALBUQUERQUE PUBLIC SCHOOLS.....*April Winters*  
COMCAST CABLE.....*Mike Mortus*  
Mid.Rio Grande Conserv. Dist. (MRGCD).....*Ray Gomez*  
ENVIRONMENTAL HEALTH.....*Paul Olson*

*Your comments on the following case(s) are requested.*

PROJECT # 1010373

Board hearing date:

**WEDNESDAY, March 11, 2015**



PUBLIC HEARING--DEVELOPMENT REVIEW BOARD  
CITY OF ALBUQUERQUE

Notice is hereby given that the Development Review Board, City of Albuquerque, will hold a public hearing in the Plaza del Sol Hearing Room, Basement, Plaza del Sol Building, 600 2nd St NW, on Wednesday, March 11, 2015, beginning at 9:00 a.m. and proceeding according to that day's agenda for the purpose of considering the following items. The Development Review Board will hold a Pre-Hearing Discussion in the Conference Room of Suite 201, Lobby Level, Plaza del Sol Building, 600 2nd St NW, Albuquerque, NM on Tuesday, March 10, 2015 beginning at 3:00 p.m. for the purpose of reviewing these items prior to the public hearing; no action or public comments will be taken at this Discussion.

**Project# 1005029**  
ISDRB-70067 VACATION OF PUBLIC EASEMENTS  
ISAACSON AND ARFMAN PA agents for WESTERN ALBUQUERQUE LAND HOLDINGS, LLC request the referenced/ above action for Tracts B & J, THE CROSSING and TRACT R, STORMCLOUD UNIT 3, zoned SU-2-R-LT and R-D, located on the south side of TERRA PINTADA BLVD NW between ARKANSAS RD NW and CALLE AZULEJO NW containing approximately 86.2777 acres. (H-9)

**Project# 1010373**  
ISDRB-70066 VACATION OF PUBLIC UTILITY EASEMENT  
CARTESIAN SURVEYS INC agents for HYLIN LLC request the referenced/ above action on a portion of Lot 22-A, Block 109, SNOW HEIGHTS ADDITION zoned C-1, located on the south side of MENAUL BLVD NE between MORRIS ST NE and PROSPECT AVE NE containing approximately 2.0157 acres. (H-21)

Details of the application(s) may be examined at the Development Services Center of the Planning Department, Second Floor, Plaza Del Sol Building, 600 2nd St NW, between 10:00 a.m. and 12:00 p.m. or 2:00 p.m. and 4:00 p.m. Monday through Friday except holidays INDIVIDUALS WITH DISABILITIES who need special assistance to participate at this hearing should contact Angela Gomez, Planning Department, at 924-3946 (VOICE) or teletypewriter (TTY) 924-3361 - TTY users may also access the Voice number via the New Mexico Relay Network by calling toll-free 1-800-659-8331.

Jack Cloud, DRB Chair  
Development Review Board

TO BE PUBLISHED IN THE ALBUQUERQUE JOURNAL MONDAY, February 23, 2015.



- INTERNAL ROUTING
- All checklists are complete
- All fees have been collected
- All case #s are assigned
- AGIS copy has been sent
- Case history #s are listed
- Site is within 100ft of a landfill
- F.H.D.P. density bonus
- F.H.D.P. fee rebate

FOR OFFICIAL USE ONLY

Staff signature & Date

2-17-15

Project # 1610373

March 11, 2015

Hearing date

Application case numbers 15 DRB - 70066

Action YFE  
CmF  
ADV

Fees \$45.00  
\$20.00  
\$75.00  
Total \$140.00

Revised: 4/2012

(Print Name)

Denise King

SIGNATURE



Applicant:  Agent:

DATE

2/11/15

Check if project was previously reviewed by: Sketch Plat/Plan  or Pre-application Review Team (PRT)  Review Date: \_\_\_\_\_

CASE INFORMATION:

Within city limits?  Yes  No

Within 100FT of a landfill?  No  Yes

No. of existing lots: 1

No. of proposed lots: 1

Total site area (acres): 2.0157

LOCATION OF PROPERTY BY STREETS: On or Near: Menaul Boulevard NE

Between: Morris Street NE and Prospect Avenue NE

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB, AX, Z, V, S, etc.): \_\_\_\_\_

SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.

Is the applicant seeking incentives pursuant to the Family Housing Development Program?  Yes  No

Lot or Tract No. 224

Subdiv/Addn/TBKA: Snow Heights

Proposed zoning: C-1

MRGCD Map No \_\_\_\_\_

Zone Atlas page(s): H-2-2

UPC Code: 10210593202949414

DESCRIPTION OF REQUEST:

Replat to vacate public utility easements

Proprietary interest in site: \_\_\_\_\_

List all owners: \_\_\_\_\_

CITY: Albuquerque

STATE NM ZIP 87109 E-MAIL: \_\_\_\_\_

ADDRESS: 660 Seagull Ln, Suite A

FAX: \_\_\_\_\_

APPLICANT: Hyline LLC

PHONE: \_\_\_\_\_

CITY: Rio Rancho

STATE NM ZIP 87174 E-MAIL: cortesiana@yale.com

ADDRESS: P.O. Box 4444

FAX: 891

Professional/Agent (if any): Cortesia Surveys Inc.

PHONE: 896-3050

APPLICATION INFORMATION:

Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements. Planning Department Development Services Center, 600 2nd Street NW, Albuquerque, NM 87102.

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the

for Building Permit  
Administrative Amendment/Approval (AA)  
IP Master Development Plan  
Cert. of Appropriateness (LUCC)

STORM DRAINAGE (Form D)  
Storm Drainage Cost Allocation Plan

L A APPEAL / PROTEST of...  
Decision by: DRB, EPC, LUCC, Planning Director, ZEO, ZHE, Board of Appeals, other  
Street Name Change (Local & Collector)

Plan(s), Zoning Code, or Subd. Regulations



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

Application case numbers  
 15 - DRB-10066

Project # 1010373  
 Planner signature / date  
 2-17-15

Form revised 4/07

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

Applicant name (print)  
 Denise King  
 Applicant signature / date  
 [Signature]



**VACATION OF PRIVATE EASEMENT (DRB26)**  
 **VACATION OF RECORDED PLAT (DRB29)**

The complete document which created the private easement/recorded plat (not to exceed 8.5" by 14") 6 copies  
 Scale drawing showing the easement to be vacated (8.5" by 14") 6 copies  
 Zone Atlas map with the entire property(ies) clearly outlined  
 Letter/documents briefly describing, explaining, and justifying the vacation 6 copies  
 Letter of authorization from the grantors and the beneficiaries (private easement only)  
 Fee (see schedule)  
 List any original and/or related file numbers on the cover application  
 Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

**TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB19)**  
 **EXTENSION OF THE SIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION (DRB07)**

Drawing showing the sidewalks subject to the proposed deferral or extension (not to exceed 8.5" by 14") 6 copies  
 Zone Atlas map with the entire property(ies) clearly outlined  
 Letter briefly describing, explaining, and justifying the deferral or extension  
 List any original and/or related file numbers on the cover application  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

**SUBDIVISION DESIGN VARIANCE FROM MINIMUM DPM STANDARDS (DRB25)**

Scale drawing showing the location of the proposed variance or waiver (not to exceed 8.5" by 14") 24 copies  
 Zone Atlas map with the entire property(ies) clearly outlined  
 Letter briefly describing, explaining, and justifying the variance  
 Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts  
 Sign Posting Agreement  
 Fee (see schedule)  
 List any original and/or related file numbers on the cover application  
**DRB meetings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

**SIDEWALK VARIANCE (DRB20)**  
 **SIDEWALK WAIVER (DRB21)**

Scale drawing showing the proposed variance or waiver (not to exceed 8.5" by 14") 6 copies  
 Zone Atlas map with the entire property(ies) clearly outlined  
 Letter briefly describing, explaining, and justifying the variance or waiver  
 List any original and/or related file numbers on the cover application  
**DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.**

**DRB Public hearings are approximately 30 DAYS after the filing deadline. Your attendance is required.**

(Not required for City owned public right-of-way.)  
 Drawing showing the easement or right-of-way to be vacated, etc. (not to exceed 8.5" by 11") 24 copies  
 Zone Atlas map with the entire property(ies) clearly outlined  
 Letter briefly describing, explaining, and justifying the request  
 Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts  
 Sign Posting Agreement  
 Fee (see schedule)  
 List any original and/or related file numbers on the cover application  
 Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.



DRB PROJECT NUMBER: 1010373

I issued 2 signs for this application, (Date) 2-17-15 (Applicant or Agent) [Signature] (Staff Member) [Signature] (Date) 2-17-15

I have read this sheet and discussed it with the Development Services Front Counter Staff. I understand (A) my obligation to keep the sign(s) posted for (15) days and (B) where the sign(s) are to be located. I am being give a copy of this sheet.

- A. The sign is not to be removed before the initial hearing on the request.
B. The sign should be removed within five (5) days after the initial hearing.

5. REMOVAL

Signs must be posted from Feb 24 2015 To March 11, 2015

4. TIME

- A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
B. Large headed nails or staples are best for attaching signs to a post or backing; the sign tears out less easily.

3. PHYSICAL POSTING

- A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

2. NUMBER

- A. The sign shall be conspicuously located. It shall be located within twenty feet of the public sidewalk (or edge of public street). Staff may indicate a specific location.
B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
C. No barrier shall prevent a person from coming within five feet of the sign to read it.

1. LOCATION

The applicant is responsible for ensuring that the signs remain posted throughout the 15-day period prior to public hearing. Failure to maintain the signs during this entire period may be cause for deferral or denial of the application. Replacement signs for those lost or damaged are available from the Development Services Front Counter at a charge of \$3.75 each.

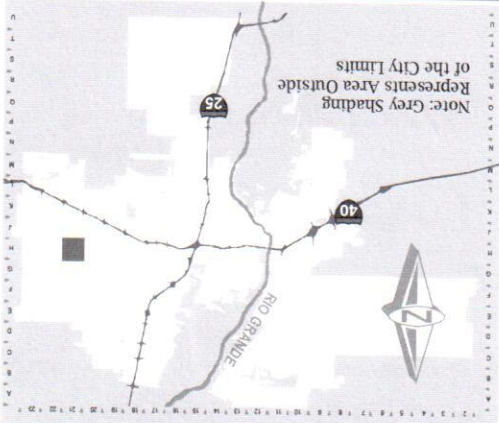
still stop at the Development Services Front Counter to pick up the sign. Waterproof signs are provided at the time of application. If the application is mailed, you must also provide a copy of the application to the Development Services Front Counter.





Map amended through: 1/24/2011

Note: Grey Shading Represents Area Outside of the City Limits



**H-21-Z**  
Zone Atlas Page:

**SECTOR PLANS**

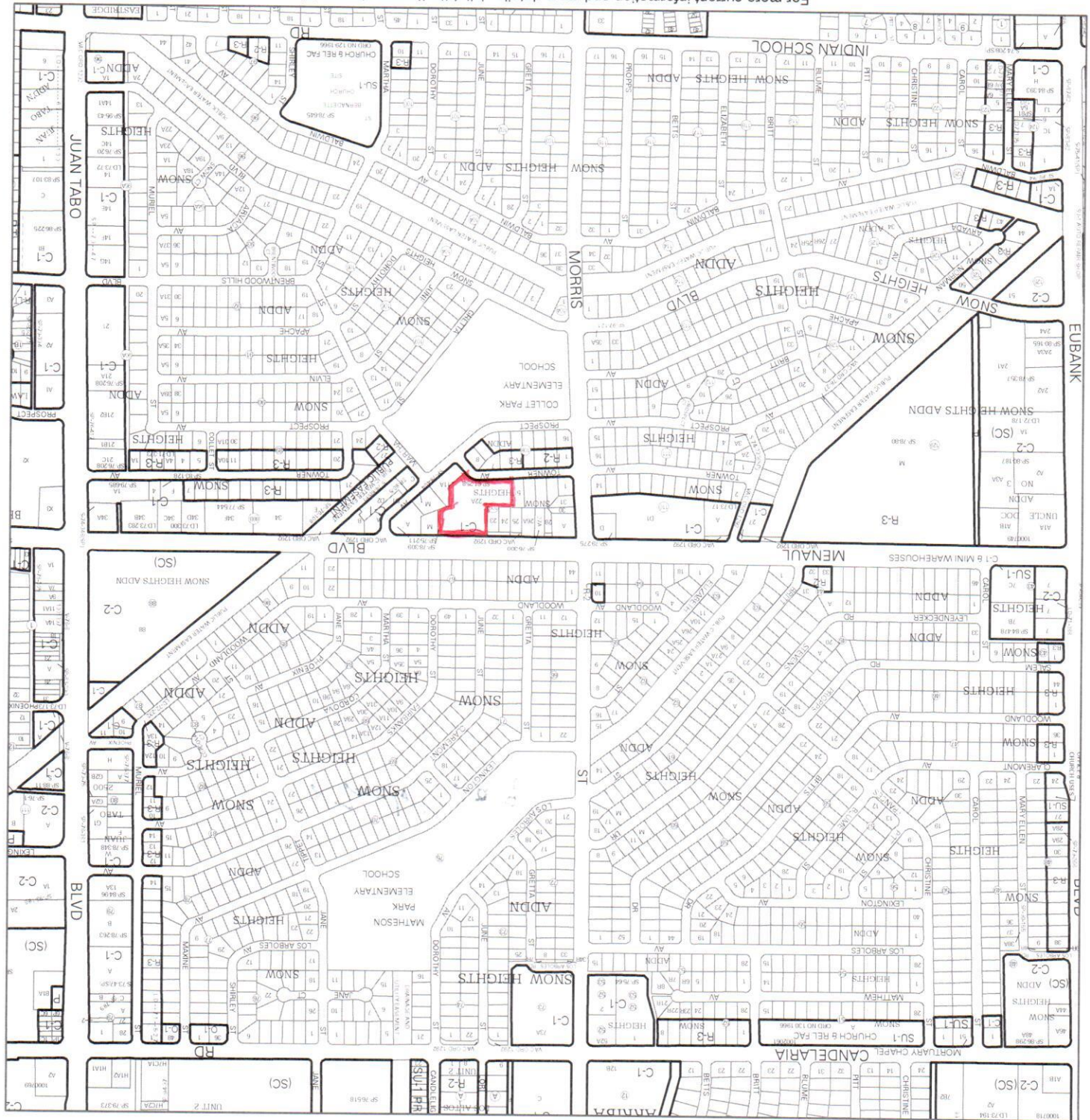
- Design Overlay Zones
- 2 Mile Airport Zone
- Escarpment

**Selected Symbols**

- City Historic Zones
- City Buffer Zone
- H-1 Buffer Zone
- Wall Overlay Zone
- Airport Noise Contours
- Petrolyph Mon.

0 750 1,500  
Foot

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



**Cartesian Surveys Inc.**  
PO Box 44414, Rio Rancho, NM 87174  
896-3050 Fax 891-0244

February 12, 2015

**Re: Vacation of a public utility easement within Lot 22-A, Block 109 of Snow Heights**

To Whom It May Concern:

This letter is to inform you that our firm, acting as an agent for the owner, is requesting a vacation of a public utility easement located within your neighborhood. This portion being vacated is located south of Menaul Boulevard NE, between Morris Street NE and Prospect Avenue NE (See attached exhibit for more details). If you wish to attend, there will be a hearing regarding this matter held at the Plaza Del Sol building located at 600 2nd St. NW.

Please contact our office for further information regarding this meeting or with any additional questions or concerns.

Thank you,

Will Plotner, Jr., NMLS 14271



PLANNING DEPARTMENT  
OFFICE OF NEIGHBORHOOD COORDINATION  
Neighborhood Liaison  
Stephani Winklepleck  
Stephani Winklepleck

Sincerely,

If you have any questions about the information provided, please contact me at (505) 924-3902 or via an e-mail message at [swinklepleck@cabq.gov](mailto:swinklepleck@cabq.gov) or by fax at (505) 924-3913.

**Our records indicate that as of February 12, 2015, there were no Neighborhood and/or Homeowner Associations in this area.**

**contacted the Office of Neighborhood Coordination 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) – LOT 22A, BLOCK 109, SNOW HEIGHTS, LOCATED AT 10600 MENAUL BOULEVARD NE BETWEEN MENAUL BOULEVARD NE AND MORRIS STREET NE zone map H-21.**

CARESIAN SURVEY  
1005 21<sup>st</sup>, RIO RANCHO, NM 87124  
PHONE: 505-896-3050/FAX: 505-891-0244

**Company or Agency:**

WILL PLOTNER

**Contact Name:**

This letter will serve to notify you that on February 12, 2015:

Planning Department  
Plaza Del Sol Building  
600 Second St. NW  
Second Floor (924-3860)

February 12, 2015

**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



# !!!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 recognized neighborhood 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 describe 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 Stephan at 924-3902 or via an e-mail message at [swinklepleck@cabq.gov](mailto:swinklepleck@cabq.gov).

Thank you for your cooperation on this matter.

\*\*\*\*\*  
(below this line for ONC use only)

Date of Inquiry: 02/12/15 Time Entered: 12:35 p.m. ONC Rep. Initials: slw