



City of Albuquerque
P.O. Box 1293, Albuquerque, NM 87103

May 5, 2016

Dean Cowdrey
Jon Anderson Architecture
912 Roma Ave. NW / 87102
Phone: 505-764-8306 x207 / Fax: 505-764-2879
E-mail: dean@jonandersonarchitect.com

Dear Dean:

Thank you for your inquiry of **May 5, 2016** requesting the names of **ALL Neighborhood and/or Homeowners Associations** who would be affected under the provisions of O-92 by your proposed project at **(DRB SUBMITTAL) LOT 29 AND 30, BLOCK 5, NORTH ALBUQUERQUE ACRES, TRACT A, UNIT B, ALBUQUERQUE NM, AS THE SAME IS SHOWN AND DESIGNATED ON THE PLAT FILED WITH COUNTY CLERK ON APRIL 24, 1936, BOOK D, PG. 130 LOCATED ON 5401 SAN DIEGO AVE. NE BETWEEN SAN MATEO AND I-25 FREEWAY** zone map B-18.

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

SEE ATTACHMENT "A" FOR THE NAMES OF THE NA/HOA'S THAT NEED TO BE CONTACTED IN REGARDS TO THIS PLANNING SUBMITTAL – please attach this letter and "Attachment A" to your Application Packet ALONG with copies of the letters and certified mail receipts to the NA/HOA's.

Please note that according to O-92 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. **IMPORTANT! Failure of adequate notification may result in your Application Hearing being deferred for 30 days.** If you have any questions about the information provided, please contact me at (505) 924-3906 or via an e-mail message at dlcarmona@cabq.gov or by fax at (505) 924-3913.

Sincerely,

Dalaina Carmona

Senior Administrative Assistant
OFFICE OF NEIGHBORHOOD COORDINATION
Planning Department

PLEASE NOTE: The Neighborhood Association 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. It is your responsibility to provide current information – outdated information may result in a deferral of your case.

LETTERS MUST BE SENT TO BOTH CONTACTS OF EACH NEIGHBORHOOD ASSOCIATION.

!!!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 Associations (if there are associations). A copy must be submitted with application packet.**
- Copies of the certified receipts to Neighborhood 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 Dalaina at 924-3906 or via an e-mail message at dlcarmona@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: **5/5/16** Time Entered: **4:04 p.m.** ONC Rep. Initials: **DC**

ATTACHMENT "A"

May 5, 2016

Dean Cowdrey
Jon Anderson Architecture
912 Roma Ave. NW/87102
Phone: 505-764-8306 x207/ Fax: 505-764-2879
E-mail: dean@jonandersonarchitect.com

WILDFLOWER AREA N.A. (WFA) "R"

***Larry T. Caudill**

4915 Watercress NE/87113 857-0596 (h)
Jim Jansen
8812 Columbine NE/87113 822-0523 (h)

JON ANDERSON ARCHITECTURE
912 ROMA AVE NW | ALBUQUERQUE, NM 87031 | 505.764.8306
www.jonandersonarchitecture.com

May 10, 2016
Wildflower Area Neighborhood Association
Attn: Larry T. Caudill
4915 Watercress NE
Albuquerque, NM 87113
505.857.0596

Re: Site Development Plan for Building Permit (DRB14)

5401 San Diego Ave NE
Legal Description of Site: Lots 29 & 30, block 5, North Albuquerque Acres, Tract A, Unit B

Mr. Caudill,

We are contacting you to inform you of a proposed project at 5401 San Diego Ave NE between San Mateo and I-25. We are required by the city to contact all neighborhood and/or homeowners association who would be affected under the provisions of O-92, by our proposed project (a copy of the Office of Neighborhood Coordination request letter has been attached). The project site consists of two adjoining lots; an east lot with an existing pre-engineered metal building and an undeveloped west lot. The two lots will be combined via forthcoming platting action. Public street paving improvements, sidewalks and curb and gutter will be constructed along the street frontage. The proposed use will be for an auto collision facility and will include the remodeling and expansion of the existing 11,142 s.f. metal building on the east lot as well as a new 4,000 s.f. building that will house the paint shop in the west lot. In order to be compatible with the surrounding context and also the design regulations governed by the North I-25 Sector Development Plan, the metal siding on the existing building will be replaced with stucco walls which include parapets. The new 4,000 s.f. structure is designed to create a cohesive visual relationship with the other. The primary materials for both buildings will be a combination of stucco, aluminum composite panel system, and storefront glazing. Landscaping will be added along the street and off-street parking areas complying with City Zoning as well as the sector plan requirements. We are requesting a Development Review Board (DRB) hearing from the city to approve our site development plan which is required for all new projects within the North I-25 Sector Development. The existing zoning is SU-2 IP / SU-2 C and no zone change or annexation is being requested. No further action is required from you except that if you have any questions about the project, please feel free to call Dean with Jon Anderson Architecture (contact info below).

Thank you,
Dean Cowdrey

Applicants Agent

Dean Cowdrey
Jon Anderson Architecture
912 Roma Ave NW
Albuquerque, NM 87102
505.764.8306 x207

Owner

Michael R Houx
MIDEB, LLC
6001 Pan American FWY
Albuquerque, NM 87109
505.884.0066

JON ANDERSON ARCHITECTURE
912 ROMA AVE NW | ALBUQUERQUE, NM 87031 | 505.764.8306
www.jonandersonarchitecture.com

May 10, 2016

Jim Jansen
8812 Columbine NE
Albuquerque, NM 87113
505.822.0523

Re: Site Development Plan for Building Permit (DRB14)

5401 San Diego Ave NE

Legal Description of Site: Lots 29 & 30, block 5, North Albuquerque Acres, Tract A, Unit B

Mr. Jansen,

We are contacting you to inform you of a proposed project at 5401 San Diego Ave NE between San Mateo and I-25. We are required by the city to contact all neighborhood and/or homeowners association who would be affected under the provisions of O-92, by our proposed project (a copy of the Office of Neighborhood Coordination request letter has been attached). The project site consists of two adjoining lots; an east lot with an existing pre-engineered metal building and an undeveloped west lot. The two lots will be combined via forthcoming platting action. Public street paving improvements, sidewalks and curb and gutter will be constructed along the street frontage. The proposed use will be for an auto collision facility and will include the remodeling and expansion of the existing 11,142 s.f. metal building on the east lot as well as a new 4,000 s.f. building that will house the paint shop in the west lot. In order to be compatible with the surrounding context and also the design regulations governed by the North I-25 Sector Development Plan, the metal siding on the existing building will be replaced with stucco walls which include parapets. The new 4,000 s.f. structure is designed to create a cohesive visual relationship with the other. The primary materials for both buildings will be a combination of stucco, aluminum composite panel system, and storefront glazing. Landscaping will be added along the street and off-street parking areas complying with City Zoning as well as the sector plan requirements. We are requesting a Development Review Board (DRB) hearing from the city to approve our site development plan which is required for all new projects within the North I-25 Sector Development. The existing zoning is SU-2 IP / SU-2 C and no zone change or annexation is being requested. No further action is required from you except that if you have any questions about the project, please feel free to call Dean with Jon Anderson Architecture (contact info below).

Thank you,

Dean Cowdrey

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