



Please check the appropriate box and refer to supplemental forms for submittal requirements. All fees must be paid at the time of application.

<b>Administrative Decisions</b>	<input type="checkbox"/> Historic Certificate of Appropriateness – Major (Form L)	<input type="checkbox"/> Wireless Telecommunications Facility Waiver (Form W2)
<input type="checkbox"/> Archaeological Certificate (Form P3)	<input type="checkbox"/> Historic Design Standards and Guidelines (Form L)	<b>Policy Decisions</b>
<input type="checkbox"/> Historic Certificate of Appropriateness – Minor (Form L)	<input type="checkbox"/> Master Development Plan (Form P1)	<input type="checkbox"/> Adoption or Amendment of Comprehensive Plan or Facility Plan (Form Z)
<input type="checkbox"/> Alternative Signage Plan (Form P3)	<input type="checkbox"/> Site Plan – EPC including any Variances – EPC (Form P1)	<input type="checkbox"/> Adoption or Amendment of Historic Designation (Form L)
<input type="checkbox"/> WTF Approval (Form W1)	<input type="checkbox"/> Site Plan – DRB (Form P2)	<input type="checkbox"/> Amendment of IDO Text (Form Z)
<input type="checkbox"/> Minor Amendment to Site Plan (Form P3)	<input type="checkbox"/> Subdivision of Land – Minor (Form S2)	<input type="checkbox"/> Annexation of Land (Form Z)
<b>Decisions Requiring a Public Meeting or Hearing</b>	<input type="checkbox"/> Subdivision of Land – Major (Form S1)	<input type="checkbox"/> Amendment to Zoning Map – EPC (Form Z)
<input type="checkbox"/> Conditional Use Approval (Form ZHE)	<input type="checkbox"/> Vacation of Easement or Right-of-way (Form V)	<input type="checkbox"/> Amendment to Zoning Map – Council (Form Z)
<input type="checkbox"/> Demolition Outside of HPO (Form L)	<input checked="" type="checkbox"/> Variance – DRB (Form V)	<b>Appeals</b>
<input type="checkbox"/> Expansion of Nonconforming Use or Structure (Form ZHE)	<input type="checkbox"/> Variance – ZHE (Form ZHE)	<input type="checkbox"/> Decision by EPC, LC, DRB, ZHE, or City Staff (Form A)

**APPLICATION INFORMATION**

Applicant: <u>Russell G. Wright</u>	Phone: <u>505-296-4630</u>
Address: <u>1721 Utah St NE</u>	Email:
City: <u>Albuquerque</u>	State: <u>NM</u> Zip: <u>87110</u>
Professional/Agent (if any): <u>Austins Carpents / Gilbert F. Austin</u>	Phone: <u>505-843-6254</u>
Address: <u>528 2nd St SW</u>	Email: <u>austinscarpents@gmail.com</u>
City: <u>Albuquerque</u>	State: <u>NM</u> Zip: <u>87102</u>
Proprietary Interest in Site:	List all owners:

**BRIEF DESCRIPTION OF REQUEST**

**SITE INFORMATION (Accuracy of the existing legal description is crucial! Attach a separate sheet if necessary.)**

Lot or Tract No.: <u>22</u>	Block: <u>6</u>	Unit:
Subdivision/Addition: <u>Snow Heights</u>	MRGCD Map No.:	UPC Code: <u>101805841951912014</u>
Zone Atlas Page(s): <u>J-19-2</u>	Existing Zoning: <u>R-1B</u>	Proposed Zoning:
# of Existing Lots:	# of Proposed Lots:	Total Area of Site (acres):

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: Utah St Between: Indian School rd and: Robin Ave

**CASE HISTORY (List any current or prior project and case number(s) that may be relevant to your request.)**

Signature: Gilbert F. Austin Date: 9-10-2018  
 Printed Name: Gilbert F. Austin  Applicant or  Agent

**FOR OFFICIAL USE ONLY**

Case Numbers	Action	Fees
-		
-		
-		

Meeting/Hearing Date: \_\_\_\_\_ Fee Total: \_\_\_\_\_  
 Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Project #: \_\_\_\_\_

**FORM V: Vacations of Easements or Right-of-way and Variances – DRB**

*Please refer to the DRB case schedules for meeting / hearing dates and deadlines. Your attendance is required.*

*A single PDF file of the complete application including all plans and documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov) prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD.*

**VARIANCE – DRB Requires Public Hearing**

- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(B)
- Scale drawing showing the location of the proposed variance or waiver, as applicable (7 copies, not to exceed 8.5" by 14")
- Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(L)(3), compliance with the DPM, and all improvements to be waived, as applicable
- If the request is based on a bulk land transfer, an application for Subdivision of Land – Minor shall be filed concurrently with the variance request and notice shall be provided on that plat regarding the applicant's agreement that building permits shall not be issued before further action by the DRB.
- Zone Atlas map with the entire site clearly outlined and labeled
- Required notices with content per IDO Section 14-16-6-4(K)(6)
- Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives

**VACATION OF PRIVATE EASEMENT Requires Public Hearing**

**VACATION OF PUBLIC EASEMENT OR RIGHT-OF-WAY – DRB Requires Public Hearing**

**VACATION OF PUBLIC EASEMENT OR RIGHT-OF-WAY – COUNCIL Requires Public Hearing**

- Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- Copy of the complete document which created the easement(s) (7 copies, folded)  
*Not required for City owned public right-of-way.*
- Drawing showing the easement or right-of-way to be vacated (7 copies, not to exceed 8.5" by 11")
- If easements, list number to be vacated \_\_\_\_\_
- Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(K)(3)
- Letter of authorization from the property owner if application is submitted by an agent
- Zone Atlas map with the entire site clearly outlined and labeled
- Required notices with content per IDO Section 14-16-6-4(K)(6)
  - Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
  - Proof of emailed notice to affected Neighborhood Association representatives
  - Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
- Sign Posting Agreement (not required for easements if IDO Section 14-16-6-6(K)(2)(a) is satisfied)


*The vacation must be shown on a DRB approved plat recorded by the County Clerk within one year, or it will expire.*

**TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

**EXTENSION OF THE IIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION**

- Drawing showing the sidewalks subject to the proposed deferral or extension (7 copies, not to exceed 8.5" by 14")
- Zone Atlas map with the entire site clearly outlined and labeled
- Letter describing, explaining, and justifying the deferral or extension

*I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.*

Signature:		Date:
Printed Name:		<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>		
Project Number:	Case Numbers	
	-	
	-	
	-	
Staff Signature:		
Date:		

Letter of Authorization

To: Zoning Hearing Examiner

Date: \_\_\_\_\_

Project # \_\_\_\_\_

ZHE# \_\_\_\_\_

I, RUSSELL WRIGHT hereby authorize Gilbert F. Austin to act on my behalf in all matters relating to this application for Special Exception filed for my property located at 1721 Utah St NE  
Albuquerque NM 87110

Property Owner (Applicant) Printed Name Russell Wright

Property Owner (Applicant) Signature Russell Wright

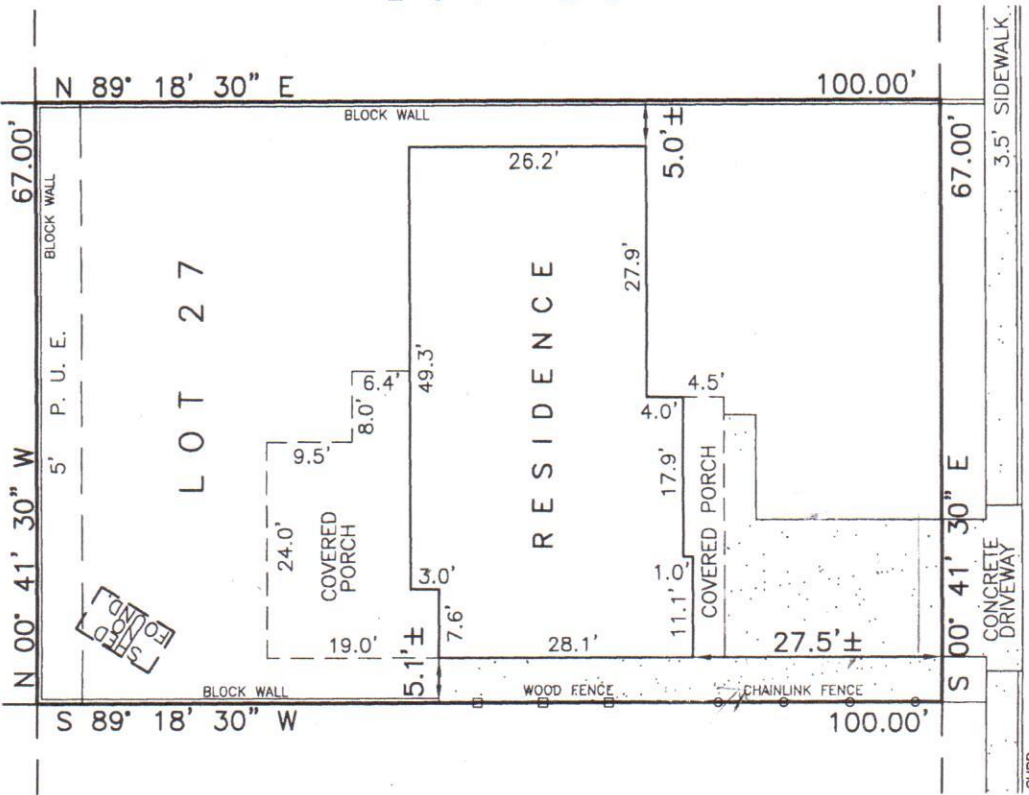
Mailing Address 1721 UTAH N.E.  
ALBUQ., N.MEX 87110



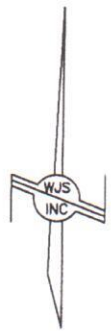
LOT 1  
LOT 2  
LOT 3

LOT 28



LOT 26



1721 UTAH STREET, N.E.  
(50' R.O.W.)



IMPROVEMENT LOCATION REPORT SKETCH

JOB NO.:	ILR-1-37-2018	BUYER:	WRIGHT	SCALE:	1" = 20'
 <b>WAYJOHN SURVEYING</b> INC	LOT:	27			
	BLOCK:	6			
	SUBDIVISION:	SNOW HEIGHTS			
	TITLE CO.:	FIRST AMERICAN			
	GF NO.:	2289641-AL11			
	DATE:	1/11/2018			
	DRAWN BY:	JJC			
	PAGE NO.:	2 OF 2			
330 Louisiana Blvd., NE Albuquerque, NM 87108 Phone: (505) 255-2052 Fax: (505) 255-2887					

THIS REPORT IS NOT FOR USE BY A PROPERTY OWNER FOR ANY PURPOSE. THIS IS NOT A BOUNDARY SURVEY AND MAY NOT BE SUFFICIENT FOR THE REMOVAL OF THE SURVEY EXCEPTION FROM AN OWNER'S TITLE POLICY. IT MAY OR MAY NOT REVEAL ENCROACHMENTS, OVERLAPS, CONFLICTS IN BOUNDARY LINES, SHORTAGES IN AREA, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE BOUNDARY SURVEY.

Gilbert Austin <austinscarports@gmail.com>

# Administrative Decision

Fri, Aug 17, 2018 at 1:41 PM

mail.com>

related to your Administrative Decision submittal. Please also review the attached instruction sheet.

Email	Address Line 1	City	State	Zip	Mobile Phone	Phone
anna.yetter3@gmail.com	111 Hoffman Drive NE	Albuquerque	NM	87110	5055504715	
ain97muf@juno.com	2014 Utah Street NE	Albuquerque	NM	87110		5052719027
aurasmigi@aol.com	1404 Katie Street NE	Albuquerque	NM	87110	5052355858	
bjchiels@msn.com	8020 Bellamah Avenue NE	Albuquerque	NM	87110	5053622313	5052923989

8/18/2018

State

ZIP

Legal description of the subject site for this project:

\*027 006 snow hights add

Physical address of subject site:

1721 Utah St NE, Albuquerque NM 87112

Subject site cross streets:

Indian School and Utah

Other subject site identifiers:

This site is located on the following zone atlas page:

j-19-z

=====

This message has been analyzed by Deep Discovery Email Inspector.

2 attachments

 Public Notice Inquiry\_1721 Utah St NE\_Administrative Decision.xlsx  
15K

 Public Notice Inquiry Instruction Sheet\_7\_31\_18.pdf  
30K

## Gilbert Austin

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**From:** Gilbert Austin  
**Sent:** Wednesday, August 15, 2018 9:52 AM  
**To:** 'bjdniels@msn.com'  
**Cc:** Gilbert Austin  
**Subject:** carport request  
**Attachments:** 1721 utah st ne...pdf; Austin's Carports.png

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	'bjdniels@msn.com'	
	Gilbert Austin	Read: 8/15/2018 9:53 AM

Please read the attached document.

Thank you,

**Gilbert Austin**  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
gilbertaustin@austinscarports.com



## Gilbert Austin

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**From:** Gilbert Austin  
**Sent:** Wednesday, August 15, 2018 9:54 AM  
**To:** 'laurasmigi@aol.com'  
**Cc:** Gilbert Austin  
**Subject:** carport request  
**Attachments:** Austin's Carports.png; 1721 utah st ne....pdf

Please read the attached document.

Thank you,

**Gilbert Austin**

Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
gilbertaustin@austinscarports.com

Date: 8/15/2018

Snow Heights NA  
Laura Garcia  
1404 Katie St NE  
Albuquerque NM, 87110

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 1729 Utah St NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Russel Wright. The carport will also reduce heat from inside of the vehicle in summer months.

The carport is constructed of steel for strength, durability and easy up keep, and attractive with color to match the home. It will include rain gutters and down spouts to control water drainage onto owners own property. Also allows full view of traffic and does not disrupt the view from the street. There is nothing in the area (structures, etc.) that will be affected by this carport.

We are required by the Development Review Board prior to applying for a building permit to notify the Neighborhood Association of this project.

Thank you,

Gilbert F. Austin  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM 87102  
(505)843-6254

## Gilbert Austin

---

**From:** Gilbert Austin  
**Sent:** Wednesday, August 15, 2018 9:47 AM  
**To:** 'min3g7muf@juno.com'  
**Cc:** Gilbert Austin  
**Subject:** Carport Request  
**Attachments:** 1721 utah st ne.docx

**Tracking:**

**Recipient**

**Read**

'min3g7muf@juno.com'

Gilbert Austin

Read: 8/15/2018 9:48 AM

Please read the attached document.

Thank you,

**Gilbert Austin**

Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
gilbertaustin@austinscarports.com

*\* to N.*

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**Gilbert Austin**

**From:** min3g7muf@juno.com  
**Sent:** Wednesday, August 15, 2018 10:12 PM  
**To:** Gilbert Austin  
**Subject:** Re: Carport Request

Thanks for sending me this information, but the 1700 Utah St. NE block is not in our Inez Neighborhood but in Snowheights Neighborhood. We are north of Indian School Rd. NE; this address is south of Indian School Rd. NE. Please check with the city's Office of Neighborhood Coordination for who the officers of that association might be. And tell the DRB they need to revise their list about which neighborhood is where. Evelyn Feltner, INA president

----- Original Message -----

From: Gilbert Austin <gilbertaustin@austinscarports.com>  
To: "min3g7muf@juno.com" <min3g7muf@juno.com>  
Cc: Gilbert Austin <gilbertaustin@austinscarports.com>  
Subject: Carport Request  
Date: Wed, 15 Aug 2018 15:47:22 +0000

Please read the attached document.

Thank you,

**Gilbert Austin**

Austin's Carports

528 2<sup>nd</sup> St. SW

Albuquerque NM

(505)843-6254

gilbertaustin@austinscarports.com

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**Oncologists Are Freaking Out After Officials Release This**

[pro.naturalhealthresponse.com](http://pro.naturalhealthresponse.com)

<http://thirdpartyoffers.juno.com/TGL3142/5b74f9a1796e279a12991st04vuc>



Date: 8/15/2018

Inez NA  
Evelyn Feltner  
2014 Utah St NE  
Albuquerque NM, 87110

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 1729 Utah St NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Russel Wright. The carport will also reduce heat from inside of the vehicle in summer months.

The carport is constructed of steel for strength, durability and easy up keep, and attractive with color to match the home. It will include rain gutters and down spouts to control water drainage onto owners own property. Also allows full view of traffic and does not disrupt the view from the street. There is nothing in the area (structures, etc.) that will be affected by this carport.

We are required by the Development Review Board prior to applying for a building permit to notify the Neighborhood Association of this project.

Thank you,

Gilbert F. Austin  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM 87102  
(505)843-6254

## Gilbert Austin

---

**From:** Gilbert Austin  
**Sent:** Wednesday, August 15, 2018 9:48 AM  
**To:** 'donna.yetter3@gmail.com'  
**Cc:** Gilbert Austin  
**Subject:** Carport Request  
**Attachments:** 1721 utah st ne..pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	'donna.yetter3@gmail.com'	
	Gilbert Austin	Read: 8/15/2018 9:51 AM

Please read the attached document.

Thank you,

**Gilbert Austin**  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
gilbertaustin@austinscarports.com

Date: 8/15/2018

Inez NA  
Donna Yetter  
2111 Hoffman Drive NE  
Albuquerque NM, 87110

To whom this may concern:

This request is for a meeting to discuss a proposed carport at 1729 Utah St NE. In winter this carport will keep frost off windshield; snow, ice and water off driveway, to provide safe walking for Russel Wright. The carport will also reduce heat from inside of the vehicle in summer months.

The carport is constructed of steel for strength, durability and easy up keep, and attractive with color to match the home. It will include rain gutters and down spouts to control water drainage onto owners own property. Also allows full view of traffic and does not disrupt the view from the street. There is nothing in the area (structures, etc.) that will be affected by this carport.

We are required by the Development Review Board prior to applying for a building permit to notify the Neighborhood Association of this project.

Thank you,

Gilbert F. Austin  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM 87102  
(505)843-6254



## Gilbert Austin

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**From:** Gilbert Austin  
**Sent:** Thursday, September 6, 2018 1:53 PM  
**To:** laurasmigi@aol.com; bjdniels@msn.com  
**Cc:** Gilbert Austin  
**Subject:** Proceeding with carport

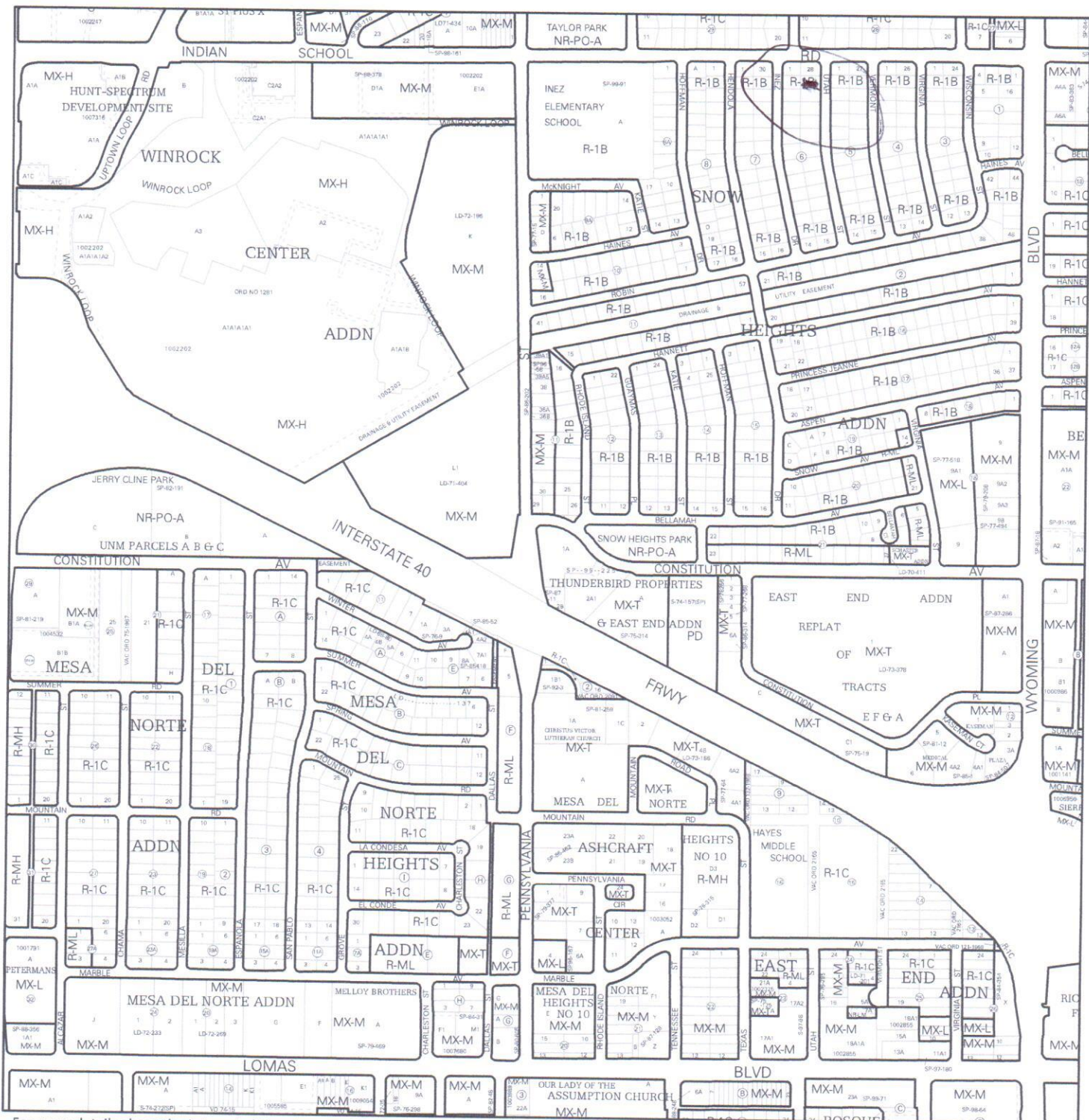
Hello,

We are proceeding with submitting an application to the Development Review Board. The meeting will be held at 9:00am on Sep 19, 2018 at the Plaza Del Sol, 600 2nd st NW for a variance to allow the carport in the front yard setback at 1721 Utah St NE for Russel Wright. For more information about the project please visit [austinscarports.com](http://austinscarports.com). Application Neighborhood Associations and Homeowner Associations may request a Facilitated Meeting regarding this project by contacting the Planning Department by email at [dechelp@cabq.gov](mailto:dechelp@cabq.gov) or by phone at (505) 924-3955.

Thank you,

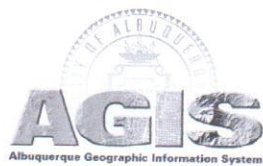
**Gilbert Austin**  
Austin's Carports  
528 2<sup>nd</sup> St. SW  
Albuquerque NM  
(505)843-6254  
[gilbertaustin@austinscarports.com](mailto:gilbertaustin@austinscarports.com)



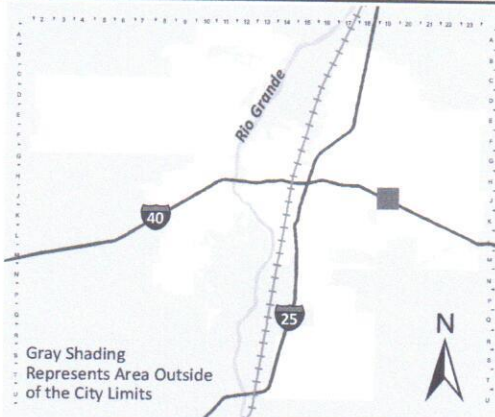


For more details about the Integrated Development Ordinance visit: <http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

# IDO Zone Atlas May 2018



IDO Zoning information as of May 17, 2018  
The Zone Districts and Overlay Zones  
are established by the  
Integrated Development Ordinance (IDO).



Gray Shading  
Represents Area Outside  
of the City Limits

## Zone Atlas Page: J-19-Z

- Easement
- Escarpment
- Petroglyph National Monument
- Areas Outside of City Limits
- Airport Protection Overlay (APO) Zone
- Character Protection Overlay (CPO) Zone
- Historic Protection Overlay (HPO) Zone
- View Protection Overlay (VPO) Zone



