



**Landmarks & Urban  
Conservation Commission**



**Agenda Number: 4  
Case No.: 15-LUCC-50025  
Project # 1010172  
August 19, 2015**

*Staff Report*

<b>Agent</b>	Affordable Solar	<p><b>Staff Recommendation</b></p> <p><b><i>DENIAL of Case # 15-LUCC-50025, Project #1010172, a request for a Certificate of Appropriateness for alteration based on the Findings beginning on page 7.</i></b></p> <p><b>Maryellen Hennessy, Senior Planner Staff Planner</b></p>
<b>Applicant</b>	Thomas Jameson and Felice Garcia	
<b>Request</b>	Certificate of Appropriateness for alteration	
<b>Legal Description</b>	Lot 17, Coronado Place Addition	
<b>Address/Location</b>	1024 Forrester NW	
<b>Size</b>	0.15	
<b>Zoning</b>	SU-2/DNA-SF	
<b>Historic Location</b>	Eighth and Forrester Historic Overlay Zone	

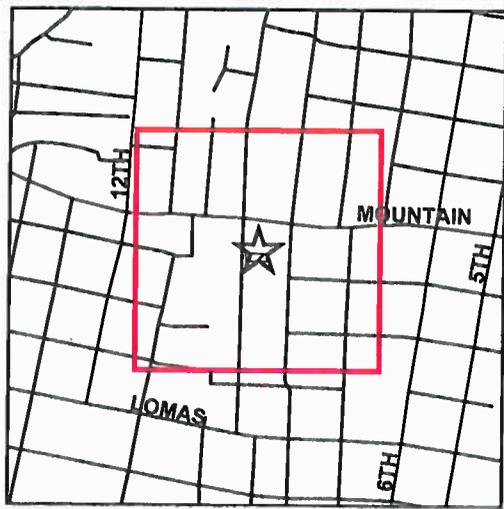
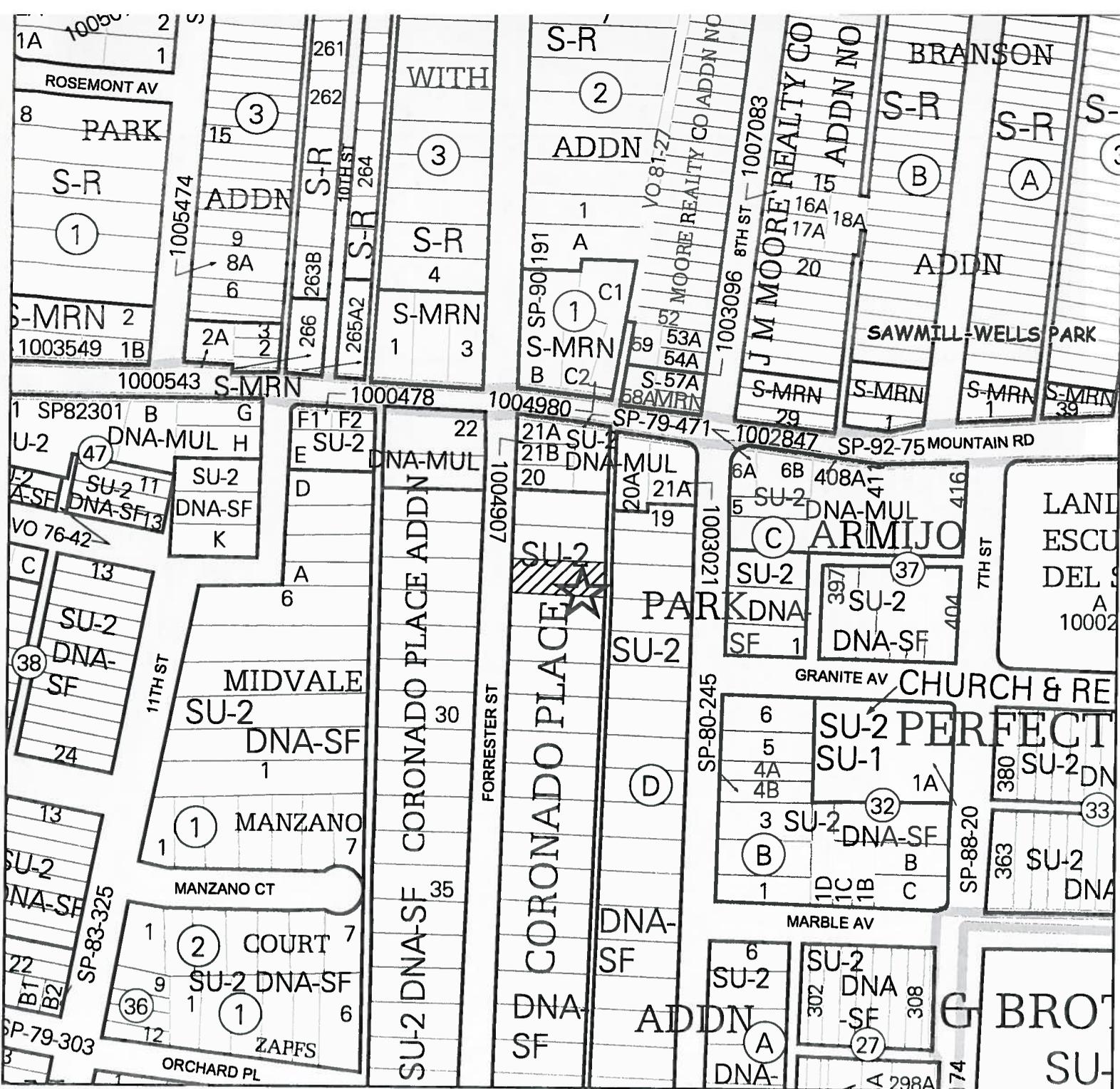
**Summary of Analysis**

*The subject building is a hipped roof house with a prominent intersecting front gable built in the 1920's. Wood brackets detail the front gable and the house is sided with wood shingles and roofed with asphalt shingles in a light grey color.*

*The applicant is seeking approval for the installation of low profile photovoltaic solar panels on the south facing hipped roof. The panels were installed earlier this year without a Certificate of Appropriateness.*

*This request for a Certificate of Appropriateness for alteration has been reviewed against the relevant guidelines for the Eighth and Forrester Historic Overlay Zone and the criteria for approval of a Certificate of Appropriateness contained in the LUC Ordinance. The proposal conflicts with the development guidelines for the Eighth and Forrester Historic Overlay Zone. The guidelines state that the equipment should be screened so as not to be visible from the sidewalk across the street. The panels are wholly visible from the right-of way. Staff finds that the project is not eligible for a Certificate of Appropriateness. The architectural character or historic value of the Eighth And Forrester historic district will be negatively affected by the alteration.*

**PRIMARY REFERENCES:** Landmarks and Urban Conservation Ordinance; Design Guidelines for the Eighth and Forrester Historic Overlay Zone, 1919 and 1942 Sanborn Maps.



### ZONING MAP

Note: Grey shading indicates County.

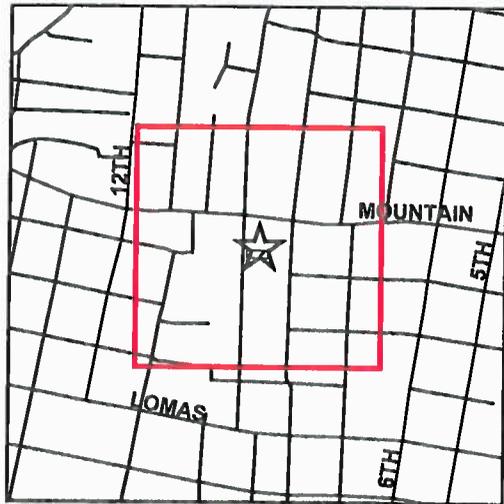


1 inch = 200 feet

Project Number:  
1010172

Hearing Date:  
9-9-2015

Zone Map Page: J-14  
Additional Case Numbers:  
15LUCC-50025



## LAND USE MAP

Note: Gray shading indicates County.

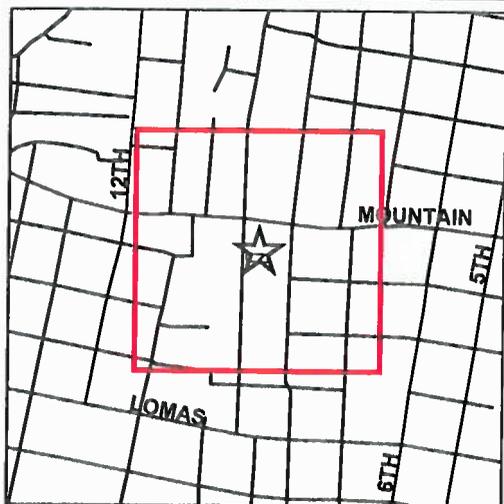
### KEY to Land Use Abbreviations

- AGRI Agriculture
- COMM Commercial - Retail
- CMSV Commercial - Service
- DRNG Drainage
- MFG Manufacturing
- MULT Multi-Family or Group Home
- PARK Park, Recreation, or Open Space
- PRKG Parking
- PUBF Public Facility
- SF Single Family
- TRAN Transportation Facility
- VAC Vacant Land or Abandoned Buildings
- WH Warehousing & Storage



1 inch = 200 feet

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### HISTORY MAP

Note: Grey shading indicates County.



1 inch = 200 feet

Project Number:  
1010172  
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15LUCC-50025

Development Review Division Report:

**SUMMARY OF REQUEST**

<b>Requests</b>	<i>Certificate of Appropriateness for alteration</i>
<b>Historic Location</b>	<i>Eighth and Forrester Historic Overlay Zone</i>

**AREA HISTORY AND CHARACTER**

*Surrounding architectural styles, historic character and recent (re)development*

	<b># of Stories</b>	<b>Roof Configuration, Architectural Style and Approximate Age of Construction</b>	<b>Historic Classification &amp; Land Use</b>
<b>General Area</b>	1-1½	Flat, gabled, hipped, Southwest Vernacular, Bungalow, Modified Queen Anne 1900-1930.	Residential, contributing and non-contributing
<b>Site to the North</b>	1 1/2	Hipped with intersecting gable, circa 1911	Contributing; residential
<b>Sites to the South</b>	1	Hipped and Gable circa 1911	Contributing; residential
<b>Sites to the East</b>	1	Hipped with intersecting gable, circa 1908	Contributing; residential
<b>Site to the West</b>	1	Gable roofed bungalow (modified) 1907	Non-contributing; residential

**II INTRODUCTION**

**Proposal and History**

The subject building is a hipped roof house with a prominent intersecting front gable built in the 1920's. Wood brackets detail the front gable and the house is sided with wood shingles and roofed with asphalt shingles in a light grey color. The house is designated as contributing to the Eighth and Forrester Historic District. The porch was enclosed at some time between 1979 and 2013 with fixed plexi-glass panels. In July 2014 (14LUCC-50033, #1010172), the LUCC staff approved replacement of the fixed plexi-glass panels on the porch with operable one over one wood sash windows. The wood shingles were removed and replaced with new cedar shingles which were left unpainted.

The applicant is seeking approval for the installation of low profile photovoltaic solar panels on the south facing hipped roof. The panels were installed earlier this year without a Certificate of Appropriateness.

### ***Context***

The Eighth and Forrester Historic District is described in the State and National Register nomination as “a fine and little-altered neighborhood of simple lower-middle class housing, predominately from the first decade of the twentieth century.” The nomination also states: “Developed and largely built up in the first decade of the twentieth century, the Eighth Street/Forrester Historic District is an excellent example of a working-class neighborhood, unscarred by substantial modern alteration or intrusion. The district is most important for its architecture, for its small, simple and attractive houses, scaled-down version of styles popular in the period between 1901 and 1925.”

Simple cottages are the predominant form in this district. A few larger houses, described as late adaptations of the Queen Anne style, are larger primarily by comparison with the simple cottages. They would not be considered large in other historic neighborhoods, such as the Fourth Ward Historic District. There are a number of southwestern revival styles built between 1922 and 1929, and these houses resemble the earlier cottages in their modest size and ornamentation.

The nomination goes on to say in conclusion “...the real strength of the area lies in the small houses, simple in form and restrained in detail, which make up the almost unbroken context of these streets. Preserved by relative isolation imposed by the street pattern and by the lack of money for grandiose re-modeling throughout the years, these buildings keep the feeling and visual dimensions of a lower-middle class district in the early years of this (twentieth) century.” The Eighth and Forrester Historic District was accepted to the National Register of Historic Places in 1980 and the City Council mapped the Historic Overlay Zone in 1991.

## ***APPLICABLE PLANS, ORDINANCES, DESIGN GUIDELINES & POLICIES***

### ***III. ANALYSIS***

Policies are written in regular text and staff analysis and comment in bold italic print.

#### **Comprehensive Zoning Code**

The subject property is zoned SU-2/DNA-SF under the Downtown Neighborhoods Area Sector Development Plan. The plan was revised in 2012. This zoning category corresponds to the R-1 Residential Zone with an exception that allows for one secondary dwelling unit of 650 square feet maximum per lot. The SU-2/DNA-SF zone does not refer to solar equipment.

***The proposal does not conflict with the code regulations.***

The subject property is located within the Eighth and Forrester Historic Overlay Zone. The Comprehensive Zoning Code §14-16-2-28 establishes controls and procedures for Overlay Zones. §14-16-2-28 (D)(1) states that the area’s distinctive characteristics and general preservation guidelines for the area shall be identified by the City Council in the resolution applying the Historic

or Urban Conservation Overlay Zone to any given area. Specific development guidelines for each Overlay Zone area shall be adopted by the Landmarks and Urban Conservation Commission. Any construction, alteration or demolition which would affect the exterior appearance of any structure within said Overlay Zone shall not be undertaken until a Certificate of Appropriateness has been approved by the Landmarks and Urban Conservation Commission. The Code also provides that the adopted specific development guidelines may provide exemptions to the requirement or provide for City staff approval in lieu of Landmarks and Urban Conservation Commission approval. Procedures relating to the issuance of a Certificate of Appropriateness are prescribed in Chapter 14, Article 12, Landmarks and Urban Conservation.

*An analysis of the proposal's conformance with the adopted specific development guidelines is provided below.*

**Resolution-246 -1991 Designating the Fourth Ward and Eighth and Forrester Historic Overlay Zones (1991)**

This resolution designated and mapped the Fourth Ward and Eighth and Forrester Historic Overlay Zones and provided general guidelines that provided the basis for more specific guidelines would be developed for the zones later.

*Resolution-46-1991 does not address mechanical or solar equipment.*

**Eighth and Forrester Historic Overlay Zone Design Guidelines**

The Landmarks and Urban Conservation Commission approved specific development guidelines in 1991 as delegated by Resolution -46-1991 and they have not been revised significantly since that time. The guidelines were revised in 1998, adding a section addressing security features. The guidelines for contributing buildings *Miscellaneous Site Features* state:

“Screen roof or building mounted mechanical or solar equipment so as not to be visible from the sidewalk or street across from the building.”

*The black solar panels on the lighter color roof are readily visible from the sidewalk and street across from the building and as such the installation does not comply with the Eighth and Forrester Historic Overlay Zone Guidelines.*

**Landmarks and Urban Conservation Ordinance**

This site consists of a contributing property in the Eighth and Forrester Historic Overlay Zone and the project is subject to certain provisions of the Landmarks and Urban Conservation Ordinance (Article 12, R.O.A., 1994). The purpose of this ordinance is to:

“Preserve, protect, enhance, perpetuate and promote the use of structures and areas of historical, cultural, architectural, engineering, archeological or geographic significance located in the city; to strengthen the city's economic base by stimulating the tourist industry; to enhance the identity of the city by protecting the city's heritage and prohibiting the

unnecessary destruction or defacement of its cultural assets; and to conserve existing urban developments as viable economic and social entities.”

Section 14-12-8 (A) of the LUC ordinance provides that:

“Within the boundaries of a historic zone, urban conservation overlay zone, or landmark site, the exterior appearance of any structure shall not be altered, new structures shall not be constructed, and existing structures shall not be demolished until a Certificate of Appropriateness has been duly approved.”

Section 14-12-8 (A) of the LUC ordinance provides criteria for approval of a Certificate of Appropriateness:

§14-12-8-B- (1) The change is consistent with the designation ordinance and specific development guidelines for the historic overlay zone.

*As discussed in the analysis above, the solar installation does not comply with the development guidelines for the historic overlay zone.*

§14-12-8 (B) (2) The architectural character, historical value, or archaeological value of the structure or site itself or of any historic zone in which it is located will not be significantly impaired or diminished.

*The installation of the equipment is fully reversible; the architectural character or historic value of the house will not be permanently impaired. There will be some diminishment of the architectural character of the house and the historic district because the location of the panels is visually intrusive.*

§14-12-8 (B) (3) The change qualified as a “certified rehabilitation: pursuant to the Tax Reform Act of 1976.

*Not applicable.*

§14-12-8 (B) (4) The structure or site’s distinguished original qualities or character will not be altered. Original shall mean at the time of initial construction or developed over the course of history of the structure.

*The contributing building’s character is somewhat altered by high visibility of the panels. See discussion above. The installation is reversible.*

§14-12-8 (B) (5) Deteriorated architectural features should be repaired rather than replaced, if possible. If replacement is necessary, the new material shall match the original as closely as possible in like material and design.

*Not applicable.*

§14-12-8 (B) (6) Additions to existing structure and new construction may be of contemporary design if such design is compatible with the historic zone in which it is to be located.

*Not applicable.*

§14-12-8 (B) (7) Demolition shall only be permitted if it is determined that the property is incapable of producing a reasonable economic return as presently controlled and that no means of preserving the structure has been found. In making a determination regarding reasonable economic return the Commission may consider the estimated market value of the building, land and any proposed replacement structures, financial details of the property including, but not limited to income and expense statements, current mortgage balances and appraisals, the length of time that the property has been on the market for sale or lease, potential return based on projected future market conditions, the building's structural condition, and other items determined to be relevant to the application.

*Not applicable.*

### ***Additional Considerations***

The applicant notified the Downtown Neighborhoods Association of this request. No comment has been received as of the preparation of this report. There is no known objection to this request.

### ***Conclusions***

Because of the roof shape and orientation of this house, there is no ideal location for solar panels on the south facing roof. The south plane of the roof is wholly visible from the right-of-way and there are no other features such as a dormer to help screen the visibility. Not every house in the historic zones lends itself to low visibility solar panel installations.

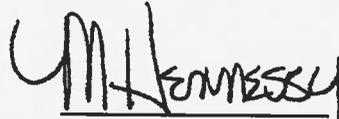
An alternative pursued by some homeowners is to place the panels on an accessory building. Sometimes a ground based array is warranted. There is an accessory building at the rear of this property as depicted in the photographs attached to this report. It is not known if locating the panels there was considered. There are large trees near the accessory building that may limit the feasibility of that location.

This request for a Certificate of Appropriateness for alteration has been reviewed against the relevant guidelines for the Eighth and Forrester Historic Overlay Zone and the criteria for approval of a Certificate of Appropriateness contained in the LUC Ordinance. While the alteration is reversible, it will likely be there for many years to come. There are no visible solar installations in the Eighth and Forrester historic district and the guidelines are clear that equipment should be screened so as to not be visible. As such, the proposal conflicts with the Eighth and Forrester Historic Overlay Design Guidelines and LUC Ordinance criteria for approval of a Certificate of Appropriateness §14-12-8-B- (1). Staff concludes that the project is not eligible for a Certificate of Appropriateness.

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***FINDINGS for DENIAL of a request for a Certificate of Appropriateness for alteration - Case 15-LUCC-50025 / Project # 1010172 (August 19, 2015)***

1. This application is a request for a Certificate of Appropriateness for alteration at 1024 Forrester Avenue NW described as Lot 17 of the Coronado Place Addition, a property in the Eighth and Forrester Historic Overlay Zone, zoned SU-2/DNA-SF.
2. The subject site is a hipped roof house in the bungalow style with a prominent front gable. The house was built circa 1920's and designated contributing to the historic district. The roof is a grey asphalt shingle.
3. The alteration proposed is the installation of low profile photovoltaic solar panels on the south facing roof slope. This roof slope is wholly visible from the public right-of-way.
4. The solar array was installed prior to approval of a Certificate of Appropriateness.
5. Section 14-12-8(A) of the Landmarks and Urban Conservation Ordinance states that within the boundaries of a historic zone, the exterior appearance of any structure shall not be altered, new structures shall not be constructed, and existing structures shall not be demolished until a Certificate of Appropriateness has been duly approved.
6. The LUC Ordinance specifies that an application for a Certificate of Appropriateness shall be approved if it complies with several specified criteria. The LUC Ordinance Section 14-12(8) (B) (1) states that a Certificate of Appropriateness shall be approved if "*The change is consistent with the designation ordinance and specific development guidelines for the landmark or historic zone*". The proposed work is not consistent with the development guidelines for the Eighth and Forrester Historic Overlay Zone . The guidelines state that roof or building mounted mechanical or solar equipment should be screened so as not to be visible from the sidewalk or street across from the building. The black solar panels on the lighter color roof are readily visible from the sidewalk and street across from the building.
7. The LUC Ordinance Section 14-12(8)(B)(2) states that a Certificate of Appropriateness shall be approved if "The architectural character, historical value, or archaeological value of the structure or site itself or of any historic zone or urban conservation overlay zone in which it is located will not be significantly impaired or diminished". The installation of the equipment is fully reversible; the architectural character or historic value of the house will not be permanently impaired. There will be some diminishment of the architectural character of the house and the historic district because the location of the panels is visually intrusive.



**Maryellen Hennessy, Senior Planner  
Urban Design and Development Division**

**Attachments**

- 1) 1024 Forrester Ave. HBI form 1979
- 2) Current photograph of 1024 Forrester
- 2) R-046-1991
- 3) Guidelines for the Eighth and Forrester Historic Overlay

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**CITY OF ALBUQUERQUE AGENCY COMMENTS**

**ZONING CODE SERVICES DIVISION**

**BUILDING & SAFETY SERVICES DIVISION**

**HISTORIC PRESERVATION/ADVANCED PLANNING**

**COMMENTS FROM OTHER AGENCIES, WHEN APPLICABLE:**

**PNM**

**ENVIRONMENTAL HEALTH DEPARTMENT**

**SOLID WASTE MANAGEMENT DEPARTMENT**

**FIRE DEPARTMENT/Planning**

**TRANSIT DEPARTMENT**

**POLICE DEPARTMENT**

**PARKS AND GENERAL SERVICES**

**OPEN SPACE DIVISION**

**BERNALILLO COUNTY**

**ALBUQUERQUE FLOOD CONTROL AUTHORITY**

**ALBUQUERQUE PUBLIC SCHOOLS**

**MIDDLE RIO GRANDE COUNCIL OF GOVERNMENTS**



ADDRESS

1037 Times St N.W.

5-14-341

low

NAME

HISTORIC NAME

USE

single family  
 multiple family

religious  
 educational  
 industrial

park, agricultural

commercial/retail  
 office  
 public/gov.  
 other

Film roll #

7/2 92

negative#

19

District Code

DN

Map Code

D

Construction Material(s)

Red + green shingle

Style

bungalow

i.e. bungalow style porch  
may have been added to  
porch

Roof

replaced w/ chimney at high  
end of roof. Grey shingles  
roof boards about 1/2 ft off (white) + pattern

Date

1910

estimate

City Directory  
20's actual

Fenestration

1 window on each side of front  
door. Frame w/ black wood frame. 1 window on  
each side of porch

Source:

Significance

District:

Non-Dist.

Focal

Nat. Sig.

Contrib.

State Sig.

NonContrib.

Local Sig.

NonContrib

Exterior Details

Bottom half of house is red shingle, white

Top half of house is green shingle.

Porches enclosed w/ rectangular support pillars  
on each side (2 total). Ornamented capital of pillars.

Steps have shingled, banister (quadrated)  
on each side. Front steps has wood (black)  
quad. w/ triangular  
Support on each side  
in porch enclosure

Degree of Remodeling

Minor

moderate

drastic

Condition

good

fair

deteriorating

Outbuildings (sheds, alley houses, etc.):

1 Garage - concrete + 1 storage  
block, metal.

Other Comments

One North side of house 5 lights  
4 of them are [ ]  
5 lights on South side are 3 [ ] +  
2 are [ ] (Small) (arch added?)

Surroundings:

Contributing

Non-Contributing

Urban Design Notes:

Delightful looking - white + green metal  
average surround house.

Date: 2-3-79

By: M. O. Moran

RECORDS INFORMATION

Block Number: 34 Lot Number: 17 Addition: Colorado Plaza  
Bernalillo County Code: \_\_\_\_\_  
Owner of Record: \_\_\_\_\_  
Zoning: \_\_\_\_\_

HISTORICAL INFORMATION

*Not on any earlier Sanborn maps*  
*Mar 1924 Sanborn - Frame bldg w/wood shingle roof*  
*Bldg #103 on 1924 map*  
*1924 City Directory: A.C. Viskeller - Salesman*  
*J. Morber Auto Co.*  
*1910/11 " - 1024 Vacant*  
*1912 " " E.D. Torrey - lens opr - Alburgh & Anderson.*  
*1909/10 - L.R. Morris - Carpenter*  
*Not in 1908/09 City Directory*

Inventory completed by \_\_\_\_\_  
Inventory date \_\_\_\_\_  
Photograph date \_\_\_\_\_ Photographer \_\_\_\_\_  
Historical information by \_\_\_\_\_ Date \_\_\_\_\_  
HLS file on this building  yes  no  
State Register  yes  no National Register  yes  no  
City Landmark  yes  no City Historic Overlay Zone  yes  no



→ 19

→ 19A

KODAK SAFETY FILM

Film roll #

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4/292

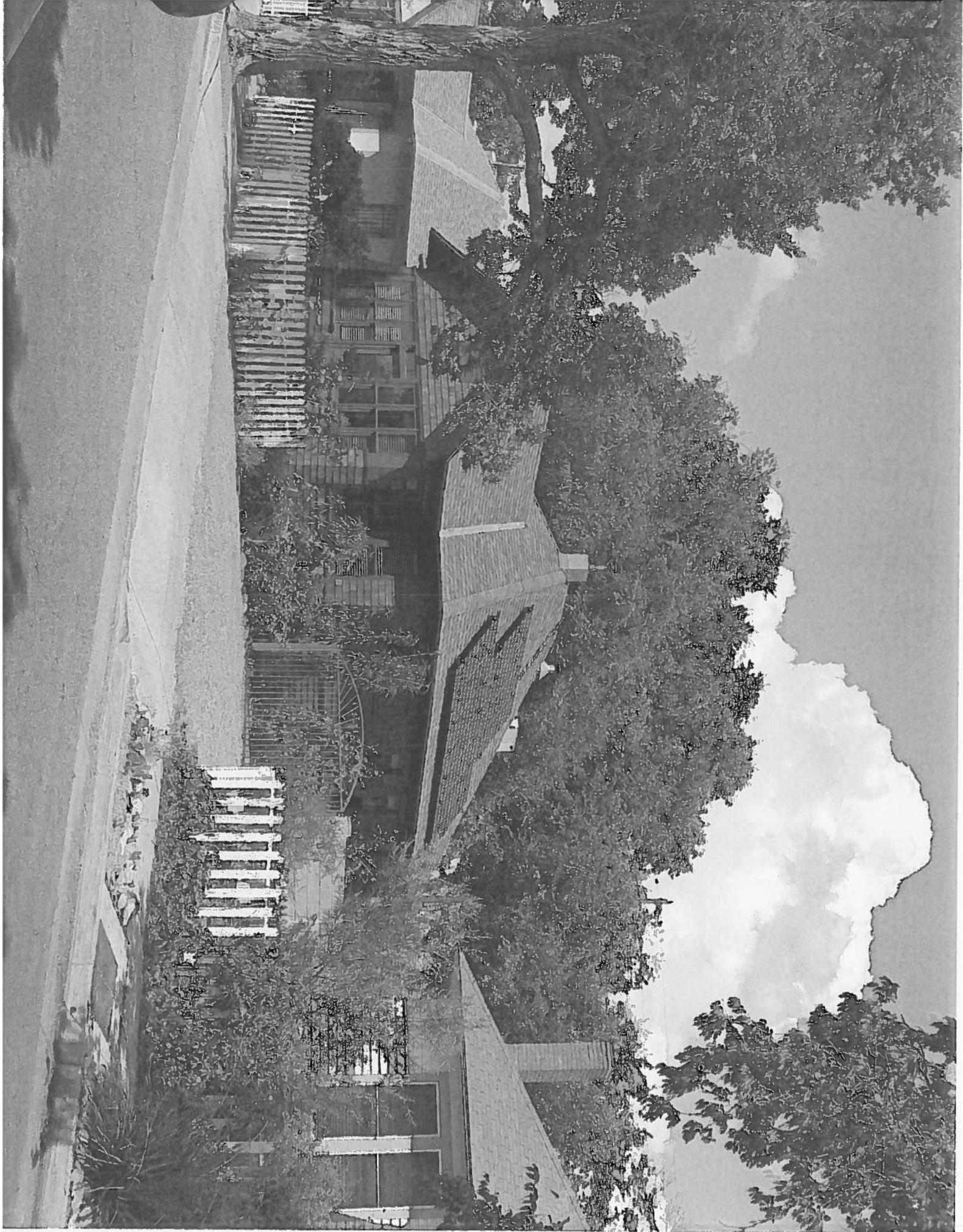
19

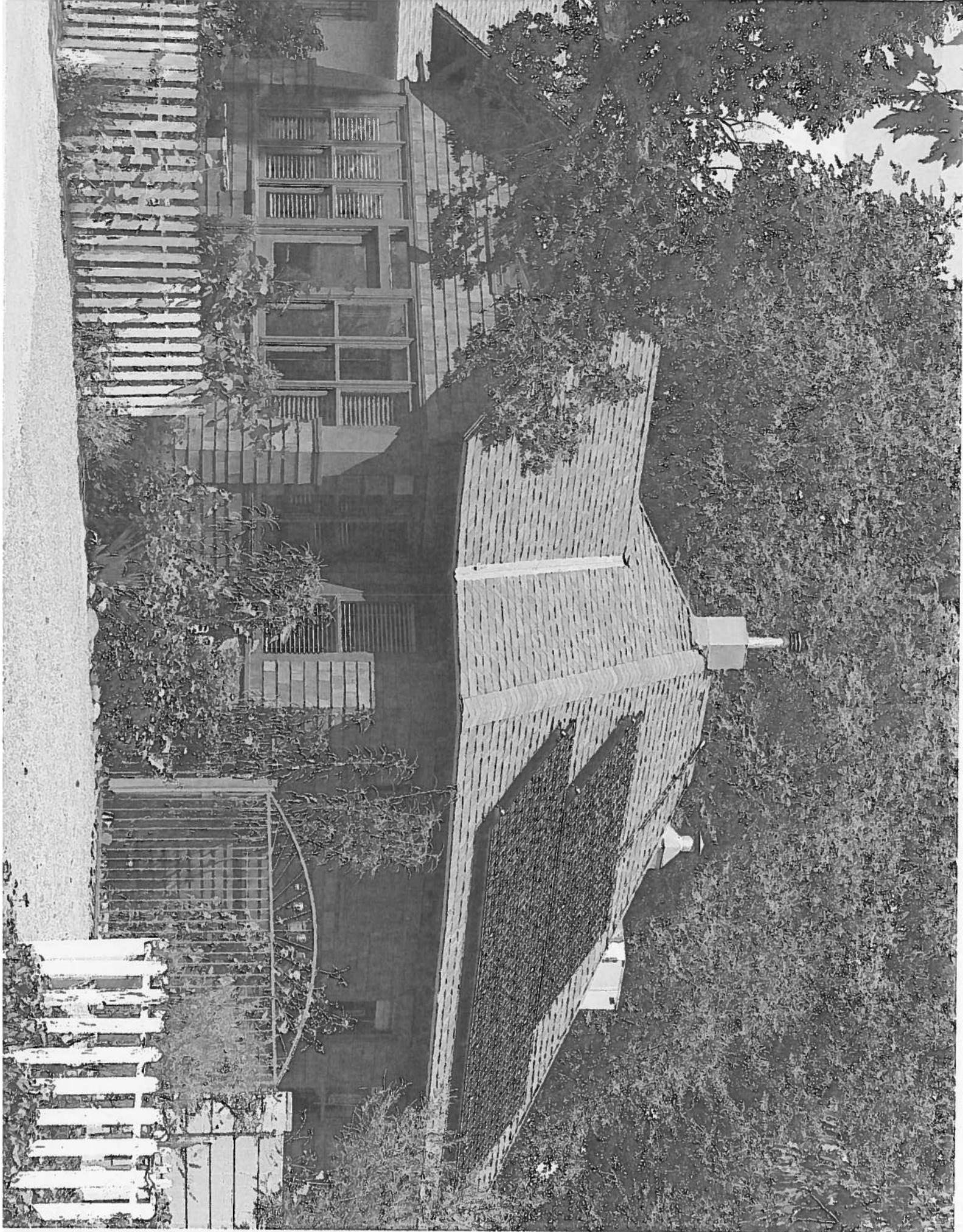
District  
Code

Map Code

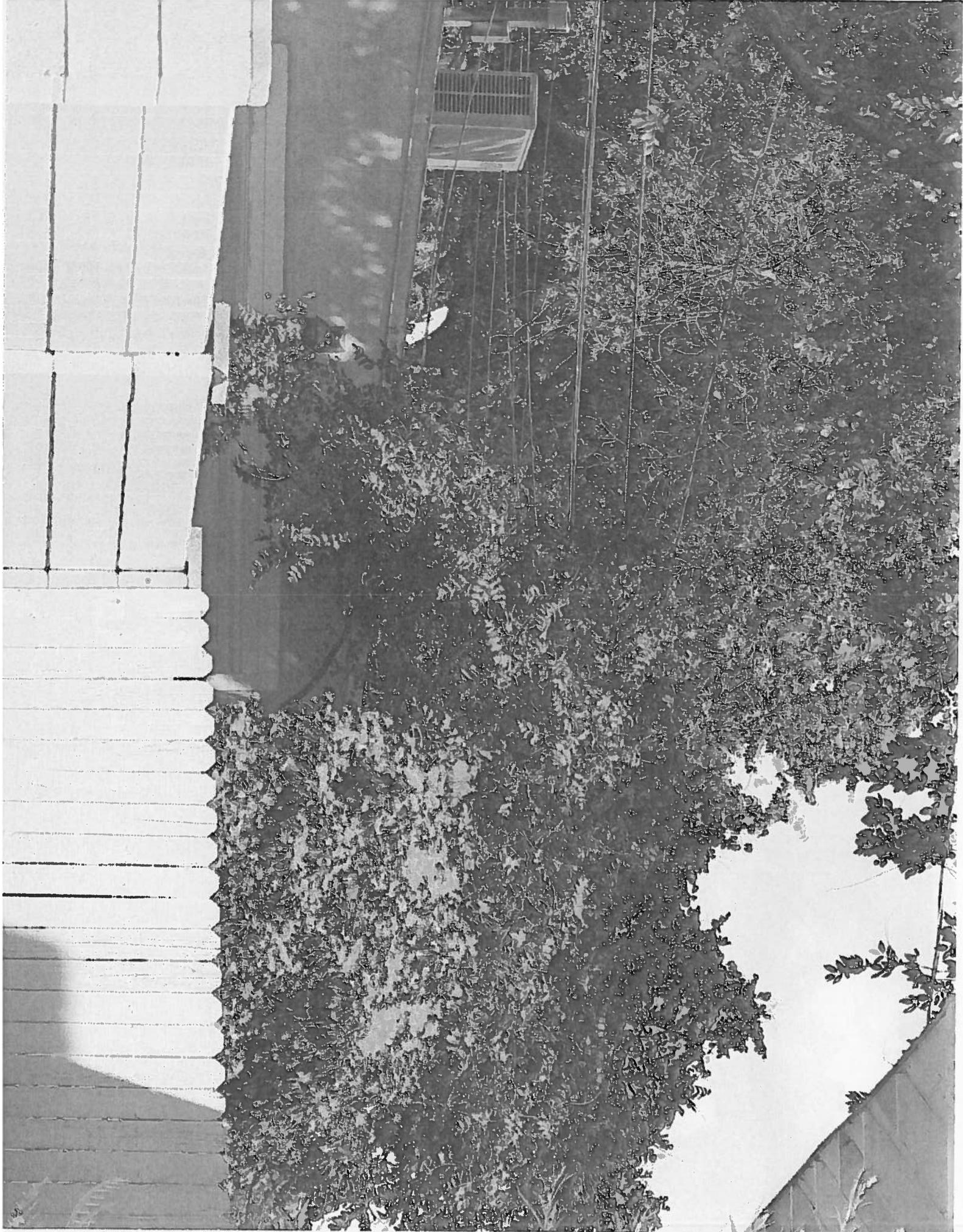
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CITY of ALBUQUERQUE  
NINTH COUNCIL

COUNCIL BILL NO. R-246

ENACTMENT NO. 46-1991

SPONSORED BY: Steve D. Gallegos, by request

RESOLUTION

DESIGNATING THE FOURTH WARD AND EIGHTH/FORRESTER HISTORIC OVERLAY ZONES; IDENTIFYING DISTINCTIVE NEIGHBORHOOD CHARACTERISTICS AND PROVIDING GENERAL PRESERVATION GUIDELINES.

WHEREAS, the protection, reuse and enhancement of significant historic buildings and districts is a goal of the Albuquerque/Bernalillo County Comprehensive Plan; and

WHEREAS, the rehabilitation of older neighborhoods is an important element of the City's commitment to creating a quality urban environment; and

WHEREAS, the Comprehensive City Zoning Code provides for the creation of Historic Overlay Zones in areas that are suitable for preservation and have historical, architectural and cultural significance; and

WHEREAS, the Fourth Ward and Eighth/Forrester areas include many fine examples of early Albuquerque residential architecture, reflecting the development of the city in the decades following the arrival of the railroad; and

WHEREAS, the Fourth Ward and Eighth/Forrester Historic Districts have been recognized as areas of historic and cultural significance through their listing on the National Register of Historic Places; and

WHEREAS, the Landmarks and Urban Conservation Commission, in its advisory role on historic preservation matters, and the Environmental Planning Commission, in its advisory role on land use and planning matters, have recommended approval of the Fourth Ward and Eighth/Forrester Historic Overlay Zones.

Underscored Material - New  
[Bracketed Material] - Deletion

Underscored Material - New  
[Bracketed Material] - Deletion

1 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF  
2 ALBUQUERQUE:

3 Section 1. Historic Overlay Zone designation is adopted for the  
4 Fourth Ward and Eighth/Forrester areas, as shown on the attached maps.

5 Section 2. The Fourth Ward area includes two subdistricts with  
6 varied development patterns, land uses and historic characteristics.

7 A. Properties located north of Tijeras Avenue (excluding  
8 properties on the north side of Tijeras east of Eleventh Street)  
9 generally follow traditional, single family residential development  
10 patterns and consist primarily of single family homes. Distinctive  
11 characteristics in this subdistrict include a variety of early  
12 twentieth century architectural styles (including Hipped Box, Bungalow,  
13 Southwest Vernacular, Mediterranean Revival and Spanish Pueblo Revival  
14 structures), many homes with extensive architectural ornamentation and  
15 prominent front porches, and clearly defined planting strips between  
16 the sidewalk and the street. There are several apartment complexes  
17 located in this area, often built in the Southwestern style, with a  
18 landscaped central courtyard, little or no setback and parking and  
19 service areas to the rear.

20 B. Over half of the buildings in the area south of Tijeras  
21 Avenue (including properties on the north side of Tijeras east of  
22 Eleventh Street) are multiple-family residences or offices.  
23 Development patterns in this subdistrict have been more altered than  
24 those in the area north of Tijeras Avenue, with some parcels cleared  
25 for redevelopment, many buildings converted to more intensive uses and  
26 some more recent construction. This area also has more intensive zoning  
27 than the area north of Tijeras Avenue. Although there is less  
28 remaining historic fabric in this subdistrict, there are important  
29 historic structures located here. Distinctive characteristics of this  
30 subdistrict include several Southwestern style apartment complexes and  
31 other structures representative of early twentieth-century  
32 architecture, as described in A above.

33 Section 3. Distinctive characteristics of the Eighth/Forrester

Underscored Material - New  
[Bracketed Material] - Deletion

1 area are a predominance of homes built in the Hipped Box style, with  
2 other styles interspersed (Queen Anne, Bungalow, Southwest Vernacular,  
3 Mission Revival and Spanish Pueblo Revival); many small, simple,  
4 one-story structures with modest ornamentation; use of brick, cast  
5 stone, frame and stucco and frame and clapboard as common building  
6 materials; common setbacks; clearly defined planting strips; long  
7 blocks (for streets running north and south).

8 Section 4. The following general preservation guidelines apply to  
9 both the Fourth Ward and Eighth/Forrester Historic Overlay Zones and  
10 provide a basis for more detailed design guidelines that may be  
11 developed for these areas:

12 A. Alterations or renovations to structures listed as  
13 contributing in the Historic Overlay Zones should strive to retain  
14 significant, character-defining architectural features of the structure  
15 and utilize exterior materials similar to those originally found on the  
16 structure. Additions to structures listed as contributing in the  
17 Historic Overlay Zones should utilize exterior materials and window  
18 alignment similar to those of the original structure and should match  
19 the general style and massing of that structure, with the regulations  
20 of the underlying zoning determining the maximum allowable building  
21 size.

22 B. Alterations, renovations or additions to structures  
23 listed as noncontributing in the Historic Overlay Zones should be  
24 designed to be compatible with surrounding properties. Exterior  
25 materials should be those generally found in the area (such as wood,  
26 stucco, brick, adobe, stone or cast stone). Review of changes to  
27 noncontributing structures should allow flexibility in design to meet  
28 the needs of property owners.

29 C. New construction is controlled by the underlying zoning,  
30 with height, setback, density, and other zoning regulations determining  
31 the maximum allowable building size. New construction should utilize  
32 exterior materials generally found in the area (as noted in B. above),  
33 have parking and service areas located to the rear of the structure

Underscored Material - New  
[Bracketed Material] - Deletion

1 and, for areas other than those zoned SU-3 or SU-2/HDA, follow the  
2 general scale and massing of surrounding development.

3 D. Demolition approvals are as controlled by the Landmarks  
4 and Urban Conservation Ordinance Article 7-5 R.O. 1974; however,  
5 demolition of a main building listed as noncontributing in the Historic  
6 Overlay Zones is permitted without a Certificate of Appropriateness if  
7 plans have been approved by the City for a replacement structure.  
8 Demolition of an accessory building, as defined in the Zoning Code,  
9 listed as noncontributing in the Historic Overlay Zones is permitted  
10 without a Certificate of Appropriateness.

11 Section 5. The Landmarks and Urban Conservation Commission, City  
12 staff and area property owners should work together to develop design  
13 guidelines for the Fourth Ward and Eighth/Forrester Historic Overlay  
14 Zones that protect the historic character of the areas while allowing  
15 desired development and redevelopment activities to occur. Notice of  
16 any Landmarks and Urban Conservation Commission hearing adopting or  
17 amending design guidelines for the Historic Overlay Zones shall be  
18 mailed to all affected property owners.

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1 PASSED AND ADOPTED THIS 18th DAY OF March, 1991.

2 BY A VOTE OF 8 FOR AND 0 AGAINST.

3 Yes: 8  
4 Excused: Griego

5  
6 Michael Brasher  
7 Michael Brasher, President  
8 City Council

9 APPROVED THIS 2<sup>nd</sup> DAY OF April, 1991

10  
11 Louis E. Saavedra  
12 Louis E. Saavedra, Mayor  
13 City of Albuquerque

14 ATTEST:

15 Karen Adams  
16 City Clerk  
17

Underscored Material - New  
[Redacted-Material] - Deletion

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19  
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Landmarks & Urban  
Conservation Commission

## DESIGN GUIDELINES

For the

# EIGHTH AND FORRESTER HISTORIC OVERLAY ZONE

Adopted May 8, 1991  
(As amended April 9, 1998)



1-1

## INTRODUCTION

The Albuquerque City Council designated the Fourth Ward and Eighth/Forrester Historic Overlay Zones on March 18, 1991 (see pages 10-11 for maps showing the boundaries of the overlay zones). Part of the neighborhoods west of downtown which matured between 1900 and 1930, these two areas contain diversified architecture, ranging from Victorian cottages to large Prairie Style homes, many preserved in their original condition. The Fourth Ward district reflects the tastes of middle and upper middle class residents during the City's formative years, while the Eighth/Forrester district contains a rare collection of smaller Anglo-style homes built for less affluent families. The overlay zones were established to protect the unique historic character of these neighborhoods for generations yet to come.

To insure that building projects in the overlay zones are compatible with traditional neighborhood features, property owners must receive a "Certificate of Appropriateness" from the City before they begin work. A "Certificate of Appropriateness" certifies that the owner has complied with historic design guidelines and may proceed with the proposed work. It is granted by the Landmarks and Urban Conservation Commission (LUCC), a Mayor-appointed board of citizens knowledgeable in historic preservation, or by Planning Department staff for the LUCC.

Historic Overlay Zones are established and controlled under the authority of the City's Zoning Code (Article 7-14 R.O. 1974). The Landmarks and Urban Conservation Ordinance (Article 7-5 R.O. 1974) establishes the Commission's authority to review proposed building activity within the overlay zones and provides general criteria for issuing Certificates of Appropriateness.

The design guidelines presented here provided more detailed criteria for the Commission and City staff to use in making decisions concerning the issuance of the Certificates of Appropriateness. They also provide assistance to property owners in designing their improvements.

This document is divided into three major sections. The General Requirements section discusses the types of projects that must obtain Certificates of Appropriateness and the normal procedures for reviewing applications. The next section contains detailed design guidelines for building alterations, new construction or demolition. The final section presents characteristics of the Fourth Ward and Eighth/Forrester districts.

## GENERAL PROCEDURES

The following construction activities in the Fourth Ward and Eighth/Forrester Historic Overlay zones require a Certificate of Appropriateness:

- ▶ **EXTERIOR ALTERATIONS AND ADDITIONS** to existing buildings (NOT interior work or routine maintenance, as noted below)
- ▶ **NEW CONSTRUCTION**
- ▶ **DEMOLITION** of contributing buildings (see page 6)

The following activities do not require a Certificate of Appropriateness:

- ▶ **INTERIOR** construction, alteration or demolition that affects only the interior of a building.
- ▶ **ROUTINE MAINTENANCE** that does not alter the appearance of the building. (re-roofing, window repairs, etc.)
- ▶ **HEALTH OR SAFETY REQUIREMENTS** - correcting or abating any condition declared unsafe by the appropriate City department.
- ▶ **LAND USE** - uses are governed by the underlying zoning
- ▶ **PAINT COLOR and PLANT SELECTION** - staff can provide interested applicants with recommendations for appropriate paint colors or plant materials.

Projects generally fall into three categories for review:

1. **NO CITY HISTORIC APPROVAL** required: this includes interior work, normal maintenance, re-roofing, window or door repairs, replacement of mechanical systems (unless visible changes to the exterior are involved)
2. **ADMINISTRATIVE APPROVAL** - a Certificate of Appropriateness from City staff required with no formal public hearing: items such as new fences, porch enclosures, security grilles, or work not requiring a building permit would fall into this category; staff may decide a public hearing is needed (as noted in 3 below) if the project could significantly impact the building or adjacent properties.
3. **LANDMARKS AND URBAN CONSERVATION COMMISSION APPROVAL** - a Certificate of Appropriateness required with a formal public hearing: major renovations and building additions (the exterior appearance would be noticeably changed), new construction or proposed demolitions of contributing buildings (see page 6).

If you are considering a project in the areas covered by the Historic Overlay Zones, please call the City Planning Department. Staff will be glad to discuss the project and explain what level of review is required.

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## **DESIGN GUIDELINES**

The following section provides general guidelines for building projects in the Historic Overlay Zones. The guidelines are broken down into four categories:

Alterations/Renovations/Additions to Existing Structures  
New Construction  
Guidelines for Security  
Miscellaneous Site Features  
Demolition

These guidelines apply in addition to other building regulations (Zoning Code, Uniform Building Code, Fire Code, Housing Code, etc.). Where the provisions of other regulations also apply, the regulation with the greatest restrictions takes precedence. The Uniform Code for Building Conservation allows for building code variances for historic structures, if health and safety provisions are adequately addressed. The City's Code Administration Division determines the appropriateness of requests for variances.

### **GUIDELINES FOR ALTERATIONS/RENOVATIONS/ADDITIONS TO EXISTING STRUCTURES**

These guidelines provide different standards for "contributing" and "non-contributing" buildings. Contributing buildings are those that add to the historic architectural qualities of the district and possess historic integrity reflecting the district's character. Noncontributing buildings are those that do not add to the historic architectural qualities of the district because they were built after 1945 or they no longer possess historic integrity due to alterations, additions or other changes.

The district maps (pages 10-11) indicate which buildings have been identified as contributing or noncontributing in each overlay zone.

For both contributing and noncontributing buildings, City staff is authorized to review and approve proposed building changes that do not require a building permit, as well as proposals for changes to elements such as freestanding walls, fences, porch enclosures, signs, windows and doors, etc. Staff may refer applications for these items to the Commission if there are concerns regarding potential impacts on the architectural or historical character of the property or of the neighborhood.

### **GUIDELINES FOR CONTRIBUTING BUILDINGS:**

Retain original significant architectural features (such as stairs, porches, gables, chimneys, fascia boards, etc.) if possible. If replacement is required, the new feature should match the original as closely as possible in design and material. Complete demolition of original architectural features should be avoided.

Retain original doors and windows wherever possible. If the original doors and windows cannot be used, replacements should match the originals as closely as possible in size, proportion and materials. The addition of any new doors or windows should be consistent with the original rhythm of the building's existing door and window openings.

Match exterior materials as closely as possible to those originally used on the structure. Materials traditionally found in the area include wood, stucco, stone, adobe, brick and cast stone. Plastic, vinyl, aluminum siding or other metals are generally not appropriate, with the exception of metal window frames in some situations.

Choose wood or metal security grilles, storm windows, screens, etc. that blend with existing door or window surrounds so the appearance of the structure is not significantly altered.

Additions should have exterior materials and window alignment similar to those of the original structure and should match the general style and massing of that structure (the regulations of the underlying zoning determine the maximum allowable building size). Place additions to the rear of the original building whenever possible.

**GUIDELINES FOR NONCONTRIBUTING BUILDINGS** - Review of changes to noncontributing structures should allow flexibility in design to meet the needs of property owners.

Design alterations and additions to noncontributing buildings to be generally compatible with surrounding properties; massing, scale and roof-lines of additions should match those of nearby properties, with the underlying zoning determining the maximum allowable building size.

Use exterior materials that are generally found in the area, such as wood, stucco, brick, adobe, stone or cast stone.

## **GUIDELINES FOR NEW CONSTRUCTION**

For new single family structures:

New construction should be compatible in scale, massing, setback, height and window treatment to existing adjacent contributing structures. If there are no adjacent contributing structures, new construction should be compatible with the predominant general characteristics of contributing buildings in the vicinity. In all cases, the regulations of the underlying zoning determine maximum allowable building size.

Use exterior materials traditionally found in the area, such as wood, stucco, stone, adobe, brick and cast stone. Plastic, vinyl, aluminum siding or other metals should not be used,

with the exception of metal window frames.

Orient major entries to the street.

Provide parking in driveways, where possible, or to the rear of the structure, not in the front yard.

**For new multi-family residential or commercial structures:**

New construction should follow the general scale and massing of surrounding development, with underlying zoning determining the allowable building size.

Where no single building type is dominant in the neighborhood (notably in the Fourth Ward southeast subdistrict), new construction should reflect designs traditionally used in the area - apartment complexes and commercial buildings often have flat roofs and relatively simple facades, while the structures built originally as single-family homes often have intricate roof-lines and facades punctuated by porches, dormers and other irregular elements. Since both flat and pitched roofs are traditionally found throughout the area, either is acceptable.

There should be a clearly defined front entry. Locate the main entry at the front facade is should be easily accessible from the public sidewalk.

Locate service and parking areas to the rear if possible.

Avoid blank walls wherever possible; facades should include architectural detailing or modulation to add visual interest and a sense of scale at the street level.

Place windows on the first floor, front facade:

- commercial or office spaces should have windows at the ground level of the front facade equal to or over 50% of this front facade area;
- residential spaces should devote approximately 50% of the front, ground-level facade to window and door openings.

Use clear glass on the ground-floor and, if possible, on the upper stories. Lightly tinted glass may be used on upper stories; reflective glass should be avoided.

Use traditional exterior finish materials, i.e. those that are generally found in the area - wood, stucco, stone, brick, cast stone. Plastic, vinyl, aluminum and other metals should be avoided. Metal windows may be appropriate in some situations; metal roofing is generally not appropriate.

Building height is controlled by the underlying zoning. Where the allowable height

exceeds that traditionally found in the neighborhood, efforts should be made to incorporate design features that are sympathetic to surrounding properties. Where possible, new development should include lower roof-lines along street frontages (one or two stories), with higher portions of the building set back to the rear of the property.

Building to the lot line is permissible in the SU-3 zone and is preferred for new commercial development, provided an adequate sidewalk width and street trees are provided.

#### **GUIDELINES FOR SECURITY**

Any security devices that prevents major features of doors and windows such as ornament, panels, glass panes, and mullions from being seen are prohibited.

Property owners considering installing security devices are urged to contact Lucc staff for advise and a free handout on how to increase security without detracting from the historic character of a building.

#### **GUIDELINES FOR MISCELLANEOUS SITE FEATURES**

All fences and walls should be compatible with the character of the neighborhood in size, scale, material, and color. Avoid using chain link fences around the front yards of buildings if possible. If chain link fencing is used, plant suitable vegetation to eventually cover it. Concrete block walls should be stuccoed.

Screen roof - or building-mounted mechanical or solar equipment so as not to be visible from the sidewalk or street across from the building.

Locate refuse containers and ground-level mechanical equipment at the rear of the structure whenever possible; these elements should be screened with an appropriate wooden or stucco wall and/or landscaping.

Place satellite dishes so as to be minimally visible from the street; satellite dishes are not permitted in the front yard.

Locate parking in the rear or side yards, not in the traditional front yard. Driveway parking is appropriate for single-family dwellings and other low-density residential uses; circular driveways and parking in the area in front of the house are not appropriate.

Front and side yard improvements should not include total coverage with concrete, gravel, stone or other hard, non-plant material; a minimum of 50% of the front and side yards should be live plant material (shrubs, flowering plants, trees and grass).

Retain mature trees to the greatest extent possible. If trees must be removed due to disease or conflict with new construction, replacement planting, closely matching the tree type and location of the original, should be provided.

## DEMOLITION

See page 3 for an explanation of contributing and noncontributing buildings.

### DEMOLITION OF NONCONTRIBUTING BUILDINGS

Demolition of an accessory building (a building detached from and smaller than the main building on the same lot whose use is customarily incidental to the main use of the lot) listed as noncontributing in the Historic Overlay Zone is permitted without a Certificate of Appropriateness.

Demolition of a main building listed as noncontributing in the Historic Overlay Zone is permitted without a Certificate of Appropriateness if plans for a replacement structure have been approved by the LUCC and a building permit has been issued for the new construction.

Demolition of a noncontributing building is permitted without approved plans for a replacement structure if the LUCC determines, based on evidence from the property owner, that the building cannot produce a reasonable economic return as presently controlled and that no means of preserving the structure has been found.

### DEMOLITION OF CONTRIBUTING BUILDINGS

Demolition of any building listed as contributing in the historic overlay zone is permitted if the LUCC determines, based on evidence from the property owner, that the building cannot produce a reasonable economic return as presently controlled and that no means of preserving the structure has been found.

If a Certificate of Appropriateness for demolition is denied by the Landmarks and Urban Conservation Commission, the Commission and appropriate City staff will work with the property owner to find an alternative to demolition. The Landmarks and Urban Conservation Commission Ordinance sets time limits (up to 180 days) for the period to develop alternatives to demolition. Expiration of this moratorium period, and determination by City Council that the building cannot produce a reasonable economic return as controlled and that there are no means of preserving the structure are cause for approving demolition.

### HARDSHIP

It is not the purpose of these guidelines to impose regulations that will cause undue financial

hardship. If a property owner feels that a decision by the Commission is financially detrimental, the Commission has the responsibility to further discuss and review the case, offering alternative rehabilitation solutions or reuse options for the property. City staff, the Commission and the property owner should cooperate to determine the base approach to meeting the property owner's needs while maintaining the historical character of the district by avoiding unnecessary demolition and inappropriate remodeling.

### AMENDMENT

These guidelines may be amended by the Commission at an advertised public hearing. Notice of the hearing shall be sent to all affected property owners.

### ARCHITECTURAL STYLES/NEIGHBORHOOD CHARACTERISTICS

#### **THE FOURTH WARD HISTORIC OVERLAY ZONE**

Since the Fourth Ward was settled over many years (1882-1940), there is a wide range of architectural styles in the area.

From the end of the 19th century, when most newcomers simply built houses similar to those they left behind on the east coast or in the Midwest, there are two styles:

#### **Simplified Queen Anne and Italianate**

In the early years of the 20th century, homeowners began to value simplicity and symmetry and built in three common styles:

#### **Hipped Box, American Foursquare, and Bungalow**

In the period between the World Wars when Americans became interested in picturesque styles, three "exotic" building types became popular:

**Mediterranean Revival, Spanish Pueblo Revival, and Southwest Vernacular, a simplified combination of the first two styles**

**General neighborhood characteristics include:**

- 1) A clearly defined planting strip between the sidewalk and the street
- 2) A predominance of open (unfenced) front yards
- 3) Detached single family homes with a 20 foot setback on north-south streets and a 15 foot setback on east-west streets
- 4) Few commercial structures (there are no historically contributing commercial structures except those which are converted homes) and a small number of multi-family residences;

- 5) New commercial buildings with a generally narrower setback, often built to the sidewalk.
- 6) Varying lot widths
- 7) Presence of mature deciduous trees

General characteristics of single family homes in the Fourth Ward Historic Overlay Zone, regardless of architectural style, include:

- 1) A clearly indicated front entry
- 2) Prominent front porches, often screened or glassed-in
- 3) Generous architectural detailing particular to the style of the building
- 4) Front facades with a high ratio of window and door area compared to wall area
- 5) Use of wood, stucco, stone, adobe, brick or cast stone as common building materials
- 6) Varying building heights ranging from low, single-story structures to 2 and 1/2 story structures with pitched roofs

General characteristics of multi-family residential structures in the Fourth Ward Historic Overlay Zone include:

- 1) Flat-roofed, one-story, Southwestern styles
- 2) Many built in a "C" shape, with a central courtyard, often landscaped
- 3) Parking and service areas usually located to the rear of the structure
- 4) Often a small landscaped area along the front sidewalk

#### **SOUTHEAST SUBDISTRICT OF FOURTH WARD HISTORIC OVERLAY ZONE**

Development patterns in the southeast corner of the Overlay Zone (see map, page 10) have been more altered than elsewhere in the Fourth Ward and this area also has more intensive zoning than the rest of the overlay zone. This small area includes some of the earliest homes in the overlay zone as well as large 1950's structures.

General characteristics of the subdistrict include:

- 1) More parcels cleared for redevelopment
- 2) Varied building setbacks
- 3) A high proportion of conversions to uses other than the original use
- 4) Several one-story apartment complexes made up of a cluster of separate buildings
- 5) Small groups of structures of similar architectural style
- 6) A wide range of building ages and styles

Although there is less remaining historic fabric in this subdistrict resulting in a less obvious predominant architectural style and a less repetitive building pattern, there are important historic structures located there.

## **EIGHTH STREET/FORRESTER HISTORIC OVERLAY ZONE**

This small area was primarily built between 1905 and 1930, with a few homes dating from before 1900 in its southeast corner. The predominant style, dating from the first decade of the century, is the Hipped Box -- a one-story, square house with a hipped roof and front porch. The front roof slope often includes a projecting dormer.

The earliest house are late adaptations to the Queen Anne style, and often include intricate woodwork and front facing gables.

In the late 1910's and in the 1920's small versions of the Bungalow style were added as well as Southwest Vernacular and Spanish Pueblo Revival styles.

**General neighborhood characteristics include:**

- 1) A clearly defined planting strip between the sidewalk and the street
- 2) Long blocks (for streets running north and south)
- 3) Common setbacks (setbacks are controlled by the underlying zoning)
- 4) Small scale homes on standard 50 foot lots
- 5) Presence of mature deciduous trees

**General building characteristics of the Eighth/Forrester Historic Overlay Zone, regardless of individual building style, include:**

- 1) A predominance of one-story houses
- 2) Small, simple structures with modest ornamentation
- 3) Use of brick, frame and clapboard, frame and stucco, or cast stone as common building materials
- 4) Many houses constructed with hipped roofs

# Albuquerque



## DEVELOPMENT / PLAN REVIEW APPLICATION

### SUBDIVISION

- Major subdivision action
- Minor subdivision action
- Vacation
- Variance (Non-Zoning)

### SITE DEVELOPMENT PLAN

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

### STORM DRAINAGE (Form D)

- Storm Drainage Cost Allocation Plan

### Supplemental Form (SF)

### S Z ZONING & PLANNING

- Annexation
- Zone Map Amendment (Establish or Change Zoning, Includes Zoning within Sector Development Plan boundaries)
- Sector Plan (Phase I, II, III)
- Amendment to Sector, Area, Facility or Comprehensive Plan
- Text Amendment (Zoning Code/Sub Regs)
- Street Name Change (Local & Collector)
- L A APPEAL / PROTEST of...
  - Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Board of Appeals

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2<sup>nd</sup> Street NW, Albuquerque, NM 87102. Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

### APPLICATION INFORMATION:

Professional/Agent (if any): Affordable Solar Installations PHONE: 505-844-4220  
 ADDRESS: 4840 Pan American Pkwy, NE FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87109 E-MAIL: crescent.romero@affordable-solar.com

APPLICANT: Thomas Jameson and Felice Garcia PHONE: 505-321-7796  
 ADDRESS: 1024 Forrester Ave, NW FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87102 E-MAIL: tjameson@gmail.com  
 Proprietary interest in site: Owners List all owners: Thomas Jameson and Felice Garcia

DESCRIPTION OF REQUEST: SOLAR PHOTOVOLTAIC INSTALLATION

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

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

Lot or Tract No. 17 Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: CORONADO PLACE ADDITION  
 Existing Zoning: SUZ-DNASF Proposed zoning: \_\_\_\_\_ MRGCD Map No. \_\_\_\_\_  
 Zone Atlas page(s): J14 UPC Code: \_\_\_\_\_

### CASE HISTORY:

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

### CASE INFORMATION:

Within city limits?  Yes  No Within 1000FT of a landfill? NO  
 No. of existing lots: \_\_\_\_\_ No. of proposed lots: \_\_\_\_\_ Total site area (acres): \_\_\_\_\_  
 LOCATION OF PROPERTY BY STREETS: On or Near: 1024 FORRESTER  
 Between: MOUNTAIN and LOMAS

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

SIGNATURE Crescent Romero DATE 7/10/15  
 (Print Name) Crescent Romero Applicant  Agent

### FOR OFFICIAL USE ONLY

- 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 1000ft of a landfill
- F.H.D.P. density bonus
- F.H.D.P. fee rebate

### Application case numbers

15LUCC 50025

### Action

COA  
CME  
ADIV

### S.F.

### Fees

\_\_\_\_\_  
\$ 35.00  
\$ 10.00  
\$ 35.00  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Total  
\$ 80.00

Hearing date September 9

VMJ  
7-13-15  
 Staff signature & Date

Project # 1010172

Revised: 6/2011

- CERTIFICATE OF APPROPRIATENESS PUBLIC HEARING
- CERTIFICATE OF APPROPRIATENESS STAFF DECISION
- CERTIFICATE OF COMPLIANCE (HH-Edo UCOZ)

<b>Historic Zone or Designation:</b>	<b>Type of Request:</b>
<input type="checkbox"/> Historic Old Town	<input type="checkbox"/> Alteration
<input type="checkbox"/> Historic Old Town Buffer Zone	<input type="checkbox"/> New Construction
<input type="checkbox"/> Huning Highland	<input type="checkbox"/> Sign (Please read the note below)*
<input type="checkbox"/> Fourth Ward	<input type="checkbox"/> Relocation
<input checked="" type="checkbox"/> Eighth & Forrester	<input type="checkbox"/> Demolition
<input type="checkbox"/> City Landmark	<input type="checkbox"/> National Register Nomination Review
<input type="checkbox"/> HH-Edo UCOZ	<input type="checkbox"/> City Landmark Designation
	<input type="checkbox"/> City Overlay Designation
	<input checked="" type="checkbox"/> Other <u>SOLAR INSTALLATION</u>

**Number and Classification of structures on property:**

# <u>  </u> Significant Structures	Does this request involve a residential property?
# <u>  </u> Contributing Structures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
# <u>  </u> Noncontributing Structures	Are tax credits or preservation loan funds applied for in connection with this proposal?
# <u>  </u> Unclassified Structures	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Attention applicants:**  
 A conference with the LUCC Planner is advised prior to application. Call the LUCC Administrative Assistant at 924-3883 for an appointment. At the conference, the planner will determine if your project may be approved administratively or if a public hearing before the Commission is required. The planner will also determine what materials are required to complete an application. These requirements will be indicated on the "Project Drawing Checklist" that the planner will complete during your pre-application conference. For public hearings, the applicant will prepare packets containing one each of the items with drawings folded to fit into an 8.5" by 14" pocket.

- LUCC public hearing applications:**
  - Project drawing checklist completed during a consultation with LUCC planner
  - All materials indicated on the project drawing checklist. 16 packets for residential projects 18 for nonresidential or multi-use projects.
  - Letter detailing the scope of the proposal including:
    1. Extent of work to be done
    2. Use(s) of existing and/or proposed site(s) and structure(s)
    3. Square footage of proposed structure(s)
    4. Proposed phasing of improvements and provisions for interim facilities
    5. Relevant historic facts
  - Zone Atlas map with the entire property precisely and clearly outlined and crosshatched
  - Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement (provided upon application)

- Administrative (Staff) Approval checklist:**
  - Project drawing checklist completed during consultation with LUCC planner
  - All materials indicated on the project drawing checklist and required by the LUCC planner
  - Letter detailing the scope of the proposal including:
    1. Extent of work to be done
    2. Use(s) of existing and/or proposed site(s) and structure(s)
    3. Square footage of proposed structure(s)
    4. Proposed phasing of improvements and provisions for interim facilities
    5. Relevant historic facts
  - Zone Atlas map with the entire property precisely and clearly outlined and crosshatched
  - Administrative Approval (LUCCS) Sign Posting Agreement
  - LUCC building permit waiver signed by the applicant (provided upon approval)

**\*PLEASE NOTE:** Approval of a signs in the overlay zones also require a sign permit from Zoning in addition to LUCC approval.

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

Crescent Romero  
 Applicant name (print)  
Crescent Romero  
 Applicant signature/date

<input type="checkbox"/> Checklists complete	Application case numbers	Form revised October 2007
<input type="checkbox"/> Fees collected	<u>151111</u> <u>50025</u>	<u>[Signature]</u> <u>7-13-15</u>
<input type="checkbox"/> Case #s assigned	_____	Dev Review Division signature/date
<input type="checkbox"/> Related #s listed	_____	PROJECT# <u>1019172</u>



4840 Pan American East FWY NE  
Albuquerque, NM 87109

July 8, 2015

**Albuquerque Landmarks and Urban Conservation Commission**

**City of Albuquerque Planning Department**

**Plaza Del Sol Building**

**600 Second Street, NW 3rd Floor**

**Albuquerque, NM 87103**

**This letter is to confirm that Affordable solar is working on our behalf for the purpose of submitting for and obtaining Certificate of Appropriateness (LUCC) for the property located at 1024 Forrester Ave, NW, Albuquerque, NM 87102.**

**Thomas Jameson and Felice Garcia**  
1024 Forrester Ave, NW  
Albuquerque, NM 87102.  
505-321-7796 or 505-321-7827

**Crescent Romero**  
Affordable Solar  
4840 Pan American East FWY NE  
Albuquerque, NM 87109  
505-944-4257

GO SOLAR AND SAVE



## 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.

July 1, 2015

James Ball  
Affordable Solar  
4840 Pan American Freeway NE  
Phone: 505-417-6863

Dear James

Thank you for your inquiry of July 1, 2015 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 **(LUCC SUBMITTAL) LOT 17, CORONADO PLACE ADDITION, LOCATED ON 1024 FORRESTER NW BETWEEN MOUNTAIN ROAD NW AND LOMAS BOULEVARD NW** zone map J-14.

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

### DOWNTOWN N.A. "R"

- ① Reba Eagles, c/o Original Medicine Acupuncture, 1500 Lomas NW, Ste. B/87104  
604-3434 (c)
- ② Robert Bello, 1424 Roma NW/87104 280-3774 (c)

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. 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.

Sincerely,

*Stephani Winklepleck*

Stephani Winklepleck

Neighborhood Liaison

OFFICE OF NEIGHBORHOOD COORDINATION

Planning Department

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

U.S. Postal Service  
**CERTIFIED MAIL RECEIPT**  
(Domestic Mail Only: No Insurance Coverage Provided)

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

**OFFICIAL USE**

Postage	_____	Postmark Here
Origin Fee CPU	_____	
Return Receipt Fee (Endorsement Required)	_____	
Restricted Delivery Fee (Endorsement Required)	_____	
Total Postage Fees	\$ _____	

**PROPERLY LEGAL**

00 2015

ALBUQUERQUE, NM 87109

Sent To: **Robert Bello**

Street, Apt. No.,  
or PO Box No. **1424 Roma NW**

City, State, ZIP+4  
**Albuquerque, NM 87104**

PS Form 3800, August 2009 See Reverse for Instructions

**affordable solar**

4840 Pan American East FWY NE  
Albuquerque, NM 87109

**RE: Neighborhood Notification Letter**

Dear Sirs:

I am writing on behalf of our clients, your neighbors Tom Jameson and Felice Garcia, who are applying for Certificate of Appropriateness (LUCC) for the installation of a Roof Mounted Solar PV System. The street address of the subject property is 1024 Forrester Ave, NW, Albuquerque 87102. The legal description of the property is Lot 17, Coronado Place Addition, between Mountain Road NW and Lomas Boulevard NW, zone map j-14.

As an agent of the applicant, am required to notify you of this application under the provisions of 14-8-2-7 of the Neighborhood Association Recognition Ordinance as a Neighborhood and/or Homeowner Association who would be affected by the proposed project. The purpose of this notification is ensure communication as a means of identifying and resolving problems early.

We are submitting for a Site Development approval to allow for the installation of a 3.08kW roof mounted Solar PV electric system. The system will consist of 11 solar modules that are mounted flush against the southern facing roof surface. The system is designed to be code compliant and will be installed in accordance with all jurisdictional and utility requirements and interconnected to the electric grid.

I am more than happy to speak with you to discuss the project and and answer any questions that you may have regarding the project. You can reach me directly at 505-944-4257 to schedule this visit.

Thank you for your consideration.

Crescent Romero  
Project Manager  
Affordable Solar  
505-944-4257  
[crescent.romero@affordable-solar.com](mailto:crescent.romero@affordable-solar.com)

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 CPU  
 JUL 09 2015  
 ALBUQUERQUE, NM 87109

Sent To: **Reba Eagles / c/o Original Medicine Acupuncture**  
 Street, Apt. No., or PO Box No.: **1500 Lomas NW Ste B**  
 City, State, ZIP+4: **Albuquerque, NM 87104**

PS Form 3825, August 2007 See Reverse for Instructions



4840 Pan American East FWY NE  
 Albuquerque, NM 87109

**Reba Eagles**  
 c/o Original Medicine Acupuncture  
 1500 Lomas NW, Ste B  
 Albuquerque, NM 87104

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4840 Pan American East FWY NE  
Albuquerque, NM 87109

July 10, 2015

Albuquerque Landmarks and Urban Conservation Commission

City of Albuquerque Planning Department

Plaza Del Sol Building

600 Second Street, NW 3rd Floor

Albuquerque, NM 87103

Dear Sirs:

As the authorized agent of our clients, Tom Jameson and Felice Garcia, Affordable Solar respectfully submits this Letter of Description for the Landmarks and Urban Conservation Commission Application. The purpose of this petition submittal is to obtain a Certificate of Appropriateness (LUCC) for the installation of a Roof Mounted Solar PV system.

The street address of the the subject property is 1024 Forrester Ave, NW, Albuquerque, NM 87102. The Legal description of the property is Lot 17 Coronado Place Addition, between Mountain Road NW and Lomas Boulevard NW, zone map J-14.

We are submitting for a Site Development approval for the installation of a 3.08kW roof mounted Solar PV system. The extent of the work includes the installation of 11 solar modules that are mounted flush against the southern face of the existing roof structure. The area of the solar array is approximately 198 square feet.

The solar modules are wired to micro inverters mounted beneath the modules to convert the electricity from DC to AC. The system is interconnected with Power New Mexico (PNM)'s electricity grid. An additional meter, which tracks the solar production is installed by PNM on the north exterior wall next to the existing equipment. The location of the Solar array was selected to optimize the solar yields. Other roof areas are not adequate to achieve utility bill offset. Therefore it is necessary for the array to be placed in this location.

It should be noted that this installation has been completed. This misguided decision to install prior to applying for approval is regrettable. It is not this company's policy nor

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track record to move forward without approval from the jurisdictional governing bodies. This was an unfortunate choice of an employee who is no longer with Affordable Solar. We hope that the Commission will allow us to rectify this through this submission. All future installations in the Historic District will adhere to the established procedures.

Upon receipt of the Certificate of Appropriateness, the project will be permitted through the City of Albuquerque and inspected by the utility, PNM for approval to tie into the electrical grid.

All required site plans, drawings, and documentation have been included with this application and as required, the homeowners will post the sign for 14 days in advance of the public hearing.

Included with this application:

- Development/Plan Review Application and Form L
- Project Drawings
- Zone Atlas Map with subject property outlined
- Developer inquiry Sheet: This is on file with your office
- Copy of Response letter from the Office of Neighborhood Coordination
- Copy of the applicant's letter to neighborhood representatives
- Certified Mail stubs to same.

We look forward to the public hearing to give the general public and/or adjacent property owners an opportunity to discuss the project.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Crescent Romero", written over a white background.

Crescent Romero

Project Manager  
[crescent.romero@affordable-solar.com](mailto:crescent.romero@affordable-solar.com)

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