



**Landmarks & Urban  
Conservation Commission**



**Agenda Number: 4  
Case No.: 15-LUCC-50017  
Project # 1010510  
July 8, 2015**

**Staff Report**

<b>Agent</b>	Sean Gilligan	<p><b>Staff Recommendation</b></p> <p><b>APPROVAL of Case # 15-LUCC-50017, Project #1010510, a request for a Certificate of Appropriateness for new construction based on the Findings beginning on page 12 and subject to the conditions on page 13.</b></p> <p style="text-align: right;"><b>Carol Toffaleti, Senior Planner Staff Planner</b></p>
<b>Applicant</b>	SnapSpace NM LLC	
<b>Request</b>	Certificate of Appropriateness for new construction	
<b>Legal Description</b>	Westerly 40' of Lots 1 & 2, Block 17 Huning's Highland Addition	
<b>Address/Location</b>	412 Lead Ave. SE	
<b>Size</b>	0.1012 acres	
<b>Zoning</b>	SU2/MR	
<b>Historic Location</b>	Huning Highland Historic Overlay Zone	

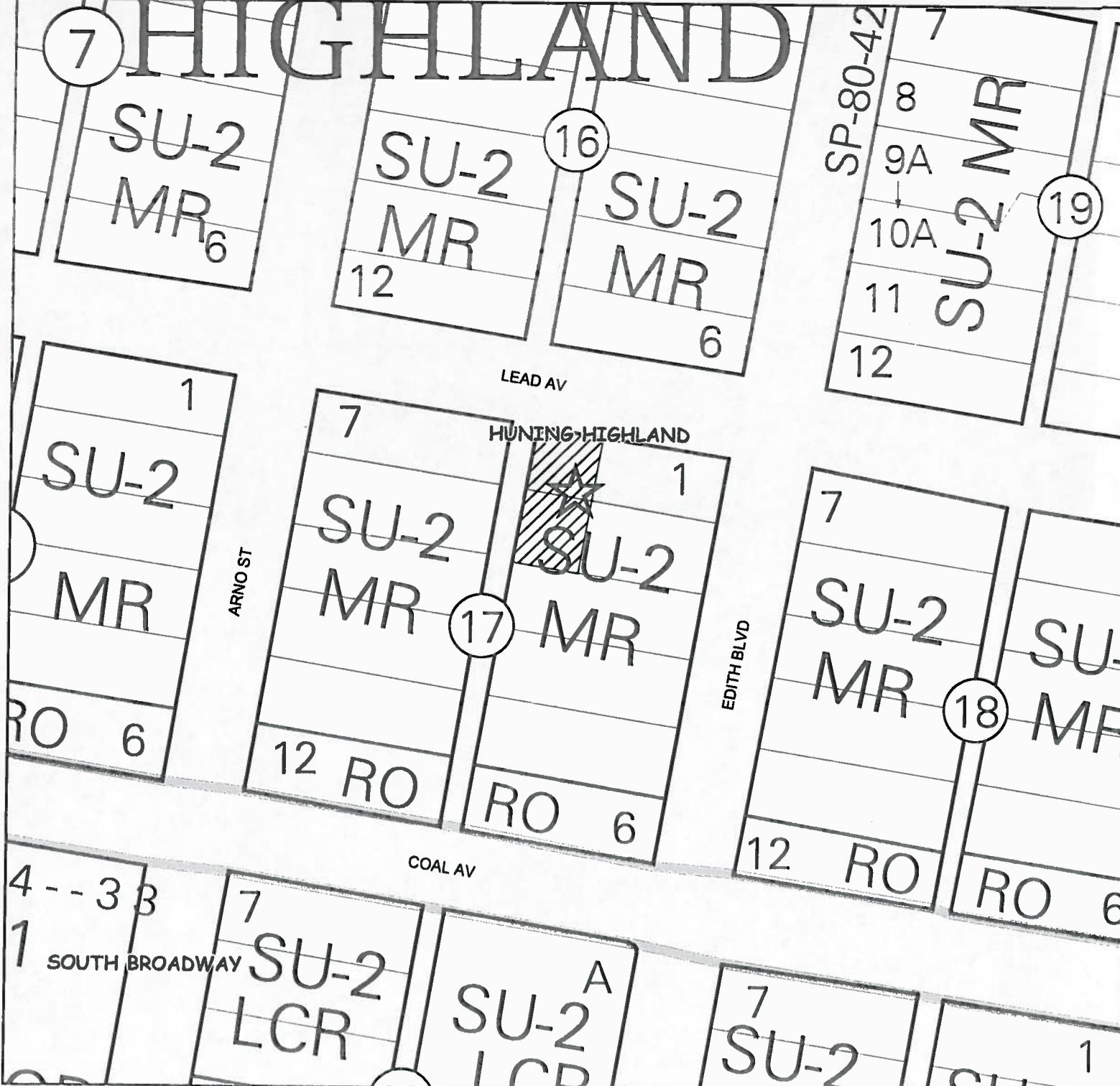
**Summary of Analysis**

*The applicant proposes to construct a new two-story single family house on a vacant lot fronting Lead Ave. between Edith Blvd. and Arno St. The rectangular lot is narrower at the Lead Ave. street side; the longer side is adjacent to an alley. The building is to be flat-roofed with a stucco exterior and a one-story entry porch at the front façade.*

*The proposal complies with a preponderance of the guidelines for the historic overlay zone and the criteria or approval of a Certificate of Appropriateness. There are a few aspects of the contemporary design that can be considered inconsistent with the guidelines, specifically with regard to pattern and proportion of the windows and the corrugated metal roofing material on the entry porch.*

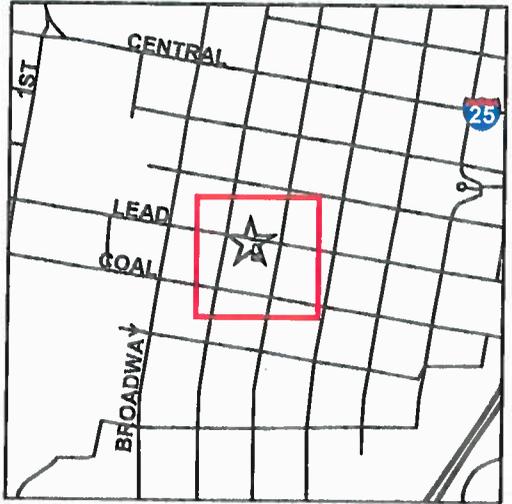
**PRIMARY REFERENCES:** Landmarks and Urban Conservation Ordinance; New Town Neighborhoods Development Guidelines for the Huning Highland Historic Overlay Zone.

# 7 HIGHLAND



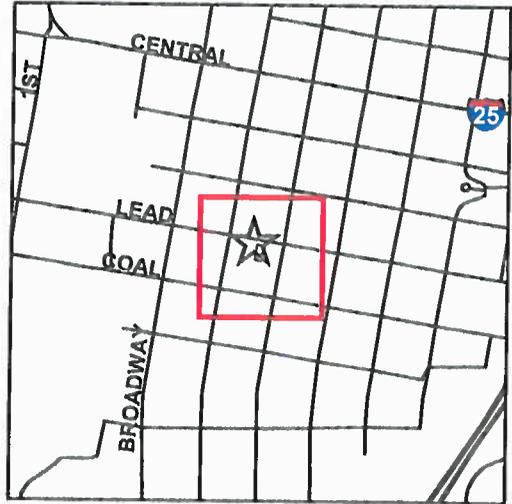
## ZONING MAP

Note: Grey shading indicates County.



1 inch = 100 feet

Project Number:  
1010510  
Hearing Date:  
7-8-15  
Zone Map Page: K-14  
Additional Case Numbers:  
15LUCC-50017



## LAND USE MAP

Note: Grey 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 = 100 feet

**Project Number:**  
1010510  
**Hearing Date:**  
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**Zone Map Page:** K-14  
**Additional Case Numbers:**  
15LUC-50017



**SUMMARY OF REQUEST**

<b>Request</b>	<i>Certificate of Appropriateness for new construction</i>
<b>Historic Location</b>	<i>Huning Highland 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>	1-2	Craftsman Bungalow; Bungalow; Spanish Pueblo Revival; Prairie; Mediterranean Revival; Colonial Revival	Contributing; residential
<b>Site to the North</b>	1	Gabled, Vernacular, by 1908	Contributing; residential
<b>Sites to the South</b>	2	Gabled and shed, Stick style (altered), 1892	Contributing; residential
<b>Sites to the East</b>	2	Gabled, National Folk (I house), 1892	Contributing; residential
<b>Site to the West</b>	1	Flat, Southwest Vernacular, 1926	Contributing; residential

**II INTRODUCTION**

***Proposal and History***

The applicant proposes to construct a new two-story single family house on a vacant lot fronting Lead Ave. between Edith Blvd. and Arno St. The rectangular lot is narrower at the Lead Ave. street side; the longer side is adjacent to an alley. The building is to be flat-roofed with a stucco exterior and a one-story entry porch at the front façade.

***Context***

Upon the arrival of the Railroad in the Rio Grande Valley in 1880, tracks were laid two miles east of the small *Villa de Albuquerque*, and a “new town” was established. Rather than the traditional adobe structures of the villa, the brick wood and stone buildings of “new town” reflected the architecture, platting, tastes and lifestyles of the Midwesterners who came along with the railroad. Huning Highland is named for Franz Huning, a German immigrant who made New Mexico his home in the mid-1860s. By 1880 he was a prominent citizen with land holdings east of the town. Lands that Huning owned east of the railroad were platted and sold as building lots beginning the Huning Highlands Subdivision. The new subdivision east of the railroad tracks became the early home for Albuquerque’s many prominent business and professional citizens.

The architectural environment of the Huning Highlands, including its streetscape and landscaping, is significant not only for its nineteenth and early twentieth-Century styles of building, but also for the variety and scale of its architecture. It is not a neighborhood of large mansions, but one of a variety of substantial homes and modest cottages. Styles range from the early Victorian to the more modest period revival cottage styles of the early part of this twentieth-century. During the 1920's the California bungalow gained prominence in popularity and examples of this style can also be found in the district.

Many of the houses are of wood frame with horizontal siding and corner trim boards. Other houses are constructed of brick; windows are graced with segmental arches, corners decorated with vertical dentils, adding the soft red color of brick to the streetscape. Cast stone also adds its own color and large textured scale to the variety of materials. Various roof pitches and styles, dormers, leaded windows, broad front porches with Doric columns, tall brick chimneys with a variety of capping patterns, warm stucco with Spanish tiles, and an array of decorative frieze boards, gable wall patterns and brick bracketry—most of which came to the area over the railroad from eastern mail order houses—add up to a neighborhood that is a cultural and historical resource of great value to any city and worth conserving. The Huning Highland Historic District was accepted to the National Register of Historic Places in 1978 and the Historic Overlay Zone was created by the City Council in 1980.

The historic district continued to grow and develop through the first half of the twentieth-century. The district contains numerous commercial buildings, concentrated primarily on Broadway and Central Ave, but also found on the east-west arterials of Lead and Coal. These commercial buildings include One and Two-Part Commercial Block buildings, commercial compounds, service stations, motels, drive-in restaurants and a bank of Modernist design. Institutions such as the St. George Greek Orthodox Church and Immanuel Lutheran Church and School and a former fire station all contribute to the eclectic mix of buildings in the district. New multi-family buildings on Central Ave. near Old Albuquerque High School and on Silver and High Streets have been added circa 2000. There are industrial type commercial buildings near the southeastern corner of the historic district.

Lead Ave. is a two-lane one-way street that was upgraded as part of an extensive City project completed in the past few years to beautify both Lead and Coal with landscaping and improve conditions for all modes of transportation. A new sidewalk, a street tree and on-street parking are adjacent to the subject property.

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***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/MR Mixed Residential under the Huning Highland Sector Development Plan. It corresponds to the R-1 Residential zone in the Zoning Code with minimal exceptions. One is the minimum front setback, which is 10 ft. instead of 20 ft for buildings other than garages or carports.

The subject property is located within the Huning Highland 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. The Landmarks and Urban Conservation Commission shall adopt specific development guidelines for each Overlay Zone area. Any construction, alteration or demolition, which would affect the exterior appearance of any structure within said Overlay Zone, shall not be undertaken until the Landmarks and Urban Conservation Commission have approved a Certificate of Appropriateness. 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 –132-1980 Designating the Huning Highland Historic Overlay Zone***

This resolution designated and mapped the Huning Highland Historic Overlay Zone. The resolution included the adoption of design guidelines (revised 1998 and 2010). The Huning Highland Historic Overlay Zone was established and adopted by the Council on June 2, 1980. Development guidelines were adopted with the resolution. The guidelines were amended by the LUCC in 2010. The development guidelines are administered by the LUCC, and include direction on such issues as building height, massing, proportion and scale, use of materials in new and existing buildings, relationship between buildings, landscaping, roadways, sidewalks, and the overall neighborhood character.

***The proposal does not conflict with the designation ordinance.***

***New Town Neighborhoods Development Guidelines for the Huning Highland Historic Overlay Zone***

The (design) development guidelines were revised and adopted by the LUCC in October 2010. The development guidelines to protect neighborhood character, specifically those relating to

new buildings, are applicable to this request. The proposal is analyzed with regard to relevant sections: [note that under each numbered guideline staff has changed the bulleting to an alphabetic listing for easier reference]

POLICY – New Buildings [p. 73]

*New construction should add visual interest and a sense of scale to the streetscape and be compatible with the general characteristics of contributing buildings in the vicinity. New buildings should reflect designs traditionally used in the area.*

*The proposed building on a vacant lot adds some visual interest to the Lead streetscape, and its scale (a combination of 2 and 1-story building elements) is compatible with other buildings in the surrounding area. The unadorned flat-roofed building made up of interlocking rectangles in two shades of stucco is a contemporary design prevalent in Albuquerque today. However, the wood entry porch with a metal pitched roof "gives a nod" to New Mexico vernacular style.*

Guidelines

1. Design new buildings to appear similar in scale to other buildings on the block:
  - a. Break large masses into smaller segments similar to other buildings.
  - b. The perceived mass of buildings from the street shall be reduced by details such as windows, doors and entry porches.

*The proposed scale is similar to other buildings along Lead Ave. between Edith and Arno and the mass is broken into smaller elements.*

2. Design a new building to reinforce a sense of human scale. This can be achieved with the use of:
  - a. Building materials of traditional dimensions

*Not applicable to stucco.*

- b. One-story porches

*The proposed building includes a one-story porch entry.*

- c. Solid to void ratios that are similar to traditional buildings.

*The solid to void ratio created by windows and building recesses on the north and south (front and rear) elevations is similar to traditional buildings, and slightly higher along the longer elevations on the east and west. The guidelines do not specify a minimum ratio.*

- d. Windows should be recessed and similar in size to surrounding buildings.

*The windows are recessed 2 inches, but they vary widely in size, more so than on surrounding buildings.*

3. Design the front elevation to appear similar in scale to contributing buildings on the block.
  - a. On a two-story building there should be a one-story element such as a porch.

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*The two-story front elevation includes a one-story entry.*

4. Infill construction should enhance the pedestrian character of the district.

a. Entrances to new buildings shall be oriented towards the street.

*It would add a street-facing house to this block of Lead Ave., as currently exists only on the north side of the street.*

b. Maintain patterns of window and door proportions and placement found in the vicinity.

*The pattern and placement of windows are more random than those on historic houses in the district. They could better reflect historic houses, with more consistency and repetition of a smaller number of different window sizes.*

*The front entry and door are similar to those in the vicinity that are visible from the street.*

c. Maintain the front setback most common on the block.

*There is only one building that fronts Lead Ave. between Edith and Arno, which has a setback of approximately 5 ft. The common front setback within the block bounded by Lead, Edith, Coal and Arno is approximately 17 ft on Arno and 10 ft on Edith. The proposed front setback, at approximately 17 ft., is acceptable for the area.*

d. The space between adjacent buildings should be the same as the average space between other buildings on the block.

*The space between the building and neighboring buildings is similar to the average space on the rest of the block.*

e. Parking and garages should be located towards the rear of the property whenever possible.

*The one-car garage and additional parking space are located at the rear of the property off the alley.*

*In conclusion, the proposed infill construction enhances the pedestrian character of the Huning Highland Historic District by complying with 4 of the 5 criteria.*

5. Use building forms that are similar to those of contributing buildings on the block.

a. Rectangular masses are the typical building form.

*Rectangular masses are used in the design of the building.*

6. Use roof forms that are similar to contributing buildings on the block.

a. Hip and gabled roofs are appropriate in most settings.

b. Flat roofs should be used only where appropriate to the context and should have a parapet.

*The proposed flat roof is similar to Pueblo Revival houses on Arno, both within the same block and at its southwest corner with Lead. It has a parapet.*

7. Exterior materials used on new buildings should complement those materials found on contributing buildings in the neighborhood.

- a. The use of wood, masonry and stucco is encouraged. If wood is used, it must be laid in a historic manner such as beveled (clapboard) or drop (shiplap).

*Stucco is used for the walls of the new building. Wood lumber is used for the entry porch and the cover for the 2<sup>nd</sup> floor deck toward the rear of the building.*

- b. Synthetic siding materials, such as cementitious products, may be appropriate if they are similar to traditional materials.

*Not applicable.*

- c. Wood is the preferred choice for window and doors. Metal window frames are discouraged other than exterior cladding for wood windows.

*The windows are wood with metal cladding.*

- d. Roofing materials shall be similar in appearance to other buildings in the district.

*The entry porch has a pitched roof in galvanized metal, which is found in New Mexico vernacular but is atypical in the district.*

8. Imitation of older historic styles is discouraged.

- a. Interpretations of historic styles may be appropriate if they are subtly distinguishable as new buildings.

- b. Incorporate details and ornamentation found on historic buildings within the context of new construction.

*The predominant style is contemporary with rectangular masses and smooth stucco surfaces. While well-intentioned, the pitched roof porch in wood and corrugated metal is more reflective of a vernacular New Mexican building tradition and somewhat detracts from the overall design. Isolated occurrences of sheet metal roofing may be found in the historic district, but they are typically an inappropriate replacement for an original roofing material. The dominant pitched roofing material in the district was historically wood shingle. A simple metal shingle might be more compatible with the contemporary building.*

9. Contemporary interpretations of traditional detail are encouraged.

- a. New designs for details such as window and door trim, porch railings, columns add interest while remaining compatible with the historic buildings.

*The simple windows and doors in wood with metal cladding are modern yet compatible with those of historic buildings. The entry porch is inspired by details on vernacular buildings, while the deck cover is more contemporary.*

10. See Site Features and Streetscape section for additional guidelines in parking areas, site grading and lot patterns.

POLICY – Site Features & Streetscapes [p. 80]

*Historic site features should be retained. New site features should be compatible with the architectural character of the historic district.*

#### Guidelines

##### *Site Grading and Lot Pattern*

2. The historic lot pattern creates a rhythm of buildings and the spaces between them and should be maintained.
  - a. Lots should not be consolidated or subdivided except, where lots have been consolidated in the past; replatting to traditional lot size is desirable.

***Not applicable. The existing lot pre-dates the request.***

3. Preserve the historic grading design of the site.
  - a. Altering the overall appearance of the historic grading is not appropriate. While some changes may be considered, these should remain subordinate and the overall historic grading character shall be preserved.
  - b. Any change of more than one foot in existing grade at any point within the front yard setback requires a Certificate of Appropriateness. In cases where a site's grading is a character-defining feature that establishes the visual shape and visual appearance of the historic district, significantly altering or removing the grade is prohibited.
4. Grading and drainage plans required for new construction shall show both existing and proposed grades.

***The historic grading appears to be preserved.***

##### *Parking areas and driveways*

19. Avoid large expanses of parking
  - a. Divide large parking lots with planting areas. Large parking areas are those with more than five cars.
  - b. Locate parking areas to the rear of the property when physical conditions permit.
  - c. An alley should serve as the primary access to parking when physical conditions permit.
  - d. Parking shall not be located in the front yard, except in driveways. Existing driveways should not be widened or expanded. Paving in the front yard setback other than for driveways is prohibited.

***The proposed parking at the rear and off the alley complies with applicable guidelines b., c. and d. (Guideline a. is not applicable.)***

20. Screen parking areas from view of the street.

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- a. Automobile headlight illumination should be screened from adjacent lots and the street. Fences, walls and planting, or a combination of these should be used to screen parking.

*The existing fence along the east property line screens the parking space from the adjacent property. It appears that a new fence is being proposed on the south property line, which would also provide screening. Any new fencing should be vertically oriented as that is the typical and traditional orientation of fencing in the historic district.*

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**Landmarks and Urban Conservation Ordinance**

This site consists of a contributing property in the Huning Highland 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 proposal does not conflict with the development guidelines. However, the design of the porch entry could be brought into greater compliance with the relevant guideline.***

§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.

***As discussed in the analysis above, the proposal does not conflict with the development guidelines.***

§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.

***Not applicable***

§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.

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*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.

*As discussed in the analysis above, the proposal does not conflict with a preponderance of the development guidelines. However, the design of the porch entry could harmonize better with the overall design of the new building, which would make it a more compatible addition to the historic district. Window pattern and size would be more compatible with historic buildings in the area (particularly on the front facade) with the use of windows of a more consistent size and a repetitious pattern.*

§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 Huning Highland Historic District Association and the Broadway Central Corridors partnership of this request. The Huning Highland Historic District Association have indicated their support of the project by providing minutes of the meeting at which the project was discussed (see att.).

### ***Conclusions***

As discussed in the analysis above, the proposal complies with a preponderance of the guidelines for the historic overlay zone and the criteria for approval of a Certificate of Appropriateness. There are a few aspects of the contemporary design that can be considered inconsistent with the guidelines, specifically to pattern and proportion of the windows and the corrugated metal roofing material on the entry porch. Staff recommends that they be discussed with the applicant.

Staff concludes that the project is eligible for a Certificate of Appropriateness subject to the recommended conditions of approval.

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***FINDINGS for APPROVAL of a request for a Certificate of Appropriateness for new construction - Case 15-LUCC-50017 / Project # 1010510 (July 8, 2015)***

1. This application is a request for a Certificate of Appropriateness for new construction at 412 Lead SE described as Westerly 40' of Lots 1 & 2, Block 17 of the Huning's Highland Addition of the Huning Highlands Addition, a property in the Huning Highland Historic Overlay Zone, zoned SU-2/MR.
2. The subject site is a vacant lot of approximately 0.1 acres.
3. The proposal is to construct a new single family house. The proposed house would be two-story, 1,875 sq. feet (without the garage) with a flat roof and stucco exterior. A one-story entry porch is located at the front of the proposed building.
4. 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.
5. 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*".
6. The proposed work is consistent with the designation ordinance R-132-1980. The proposed work does not conflict with the relevant development guidelines for the historic zone as described in the staff report and in Findings 7 through 10 below.
7. The proposal is consistent with the guidelines for new construction #1, 2, 3, 5 and 6 in that the proposed scale is similar to other buildings along Lead Ave. between Edith and Arno. The flat-roofed rectangular mass is broken into smaller elements. The design utilizes a one-story porch and windows are recessed into the building. The proposal is not consistent with guideline #2 in that the size of the window openings vary widely from surrounding buildings.
8. The proposal enhances the pedestrian character of the district by adding development to a vacant dirt lot fronting Lead Ave. It is consistent with the guidelines for new construction #4 in that the entrance is oriented to the street, the front setback is appropriate for the block

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and the space between adjacent primary buildings is typical to the block. Parking is located at the rear and screened. The proposal is not consistent with guidelines #4 in that the pattern of window proportions is different from the majority of house in the vicinity.

9. The proposal is consistent with guidelines # 7 in that the exterior material is stucco with some wood detail that complements materials found on contributing buildings in the neighborhood, and the windows are wood with metal cladding. The proposal is not consistent with regard to the corrugated metal roofing proposed for the entry porch. This type of metal roofing is not similar to the majority of buildings in the district.
10. The proposal is consistent with applicable guideline #10 *Site Features and Streetscape*. Parking is located at the rear and the historic grading of the site is not affected. New and existing fences on the site plan require clarification.
11. 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 architectural character, historical value of the Huning Highland Historic Overlay Zone will not be significantly impaired or diminished due to the proposal's conformance with the specific development guidelines.

***RECOMMENDATION - Case No. 15-LUCC-50017/ Project # 1010510- July 8, 2015***

**APPROVAL of 15-LUCC-50017/ Project # 1010510**, an application for a Certificate of Appropriateness for new construction, located at 412 Lead Ave. SE, described as the westerly 40 feet of Lots 1 and 2 Block 17 of the Huning Highlands Addition, a property in the Huning Highland Historic Overlay Zone, zoned SU-2/MR based on the above eleven findings and subject to the following conditions.

**Conditions of Approval Recommended**

1. Applicant is responsible to acquire, and approval is contingent upon, approval of all applicable permits and related approvals.
  2. The design of the porch entry shall be adjusted to better harmonize with the contemporary rectangular design of the building, and is subject to staff review and approval.
  3. Existing and new fencing shall be called out on all relevant sheets of the site plan. Material and design of the new fence shall be vertically-oriented and subject to staff review and approval.
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4. The size and placement of windows shall be adjusted to create a regular fenestration pattern that is more compatible with the character of the district.
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**Carol Toffaleti, Senior Planner  
Urban Design and Development Division**

**Attachments:**

R-132-1980  
Minutes of HHHDA Board Meeting of May 6, 2015

CITY of ALBUQUERQUE  
FOURTH COUNCIL

COUNCIL BILL NO. \_\_\_\_\_ ENACTMENT NO. \_\_\_\_\_

SPONSORED BY:

RESOLUTION

1  
2 DESIGNATING THE HUNING HIGHLAND HISTORIC OVERLAY ZONE AND APPROVING  
3 THE ACCOMPANYING DESIGN GUIDELINES.

4 WHEREAS, The City of Albuquerque has as one of its goals the  
5 preservation, maintenance, and enhancement of areas which have  
6 historical, architectural, and cultural significance; and

7 WHEREAS, The City of Albuquerque is committed to the  
8 revitalization and protection of viable neighborhoods which offer a  
9 choice of healthy living conditions; and

10 WHEREAS, the Comprehensive City Zoning Code provides for the  
11 creation of Historic Overlay Zones in any area which is suitable for  
12 preservation and which has historical and architectural  
13 significance; and

14 WHEREAS, the Huning Highland Addition was platted in 1880 by  
15 Franz Huning; and

16 WHEREAS, said Franz Huning was instrumental in encouraging the  
17 Santa Fe Railroad to establish its regional headquarters and shop in  
18 Albuquerque by selling them the land for those purposes for \$1.00;  
19 and

20 WHEREAS, there has developed as a result of the railroad's  
21 arrival, the modern City of Albuquerque; and

22 WHEREAS, the Huning Highland District was then settled by a  
23 mixture of both professional and railroad workers; and

24 WHEREAS, the architecture of the district reflects a variety of  
25 late 19th and early 20th Century building styles; and

26 WHEREAS, this architecture is now endangered by blight, neglect,

Underscored Material - New  
[ Bracketed Material ] - Deletion

1 and inappropriate new development; and

2 WHEREAS, the City wishes to provide a tool to protect and  
3 enhance this older neighborhood,

4 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF  
5 ALBUQUERQUE:

6 Section 1. The Huning Highland Historic Overlay Zone be created.

7 Section 2. The Design Guidelines be adopted to implement the  
8 purposes of the creation of the overlay zone.

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Underscored Material - New  
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## Huning Highland Historic District Association Meeting

Location: Preservation Station  
 Date: May 6, 2015  
 Presiding: Bonnie Anderson  
 Start Time: 6:30 PM

### Board Member Attendance:

<i>Term ending August 2016</i>		<i>Term ending August 2015</i>	
Anderson, Bonnie	x	Karafonda, Mary	x
Boyd, Joe	x	Carson, Ann	x
Ben Sturge	x	Grassel, Kathy	x
Gonzalez, Moisés		McGivern, Elaine	x
Grant, Steve		Sam Kochansky	x
Spittler, Lee	x	Thornton, Karla	
		Trefethen, Salley	x

April minutes were read and approved.

Guests: Angela Murray, Sean Gilligan, Francisca

### 412 Lead SE (between Edith and Arno)

Jonathan and Angela Murray, who live at Huning Gardens condos at Lead and High SE, wish to build a house on the vacant lot at 412 Lead SE, and had requested to pass their ideas through the neighborhood association before they submitted plans for the June LUCC review. Bonnie, Ann, and Kathy held a preliminary meeting with them and their builder Sean Gilligan last week. The house will be contemporary, and Ann had some suggestions to make it more complementary to historic Huning Highlands. Angela attended the board meeting and presented the modified plans incorporating Ann's recommendations. Discussion ensued, with Sam Kochansky opposed to such a modern structure in a historic neighborhood. Other board members argued in favor, saying it was good for the economy and melded well with the generally eclectic mix of existing homes. Salley Trefethen moved that the board express support for the plans at the LUCC meeting. Motion passed with Sam opposed.

### Arno house to be moved

Ann Carson, preservationist, and Vince DiGregory, developer, have negotiated a solution to save the little white house behind the Standard Diner. Ann has found a vacant lot to place the 130-year-old house, thanks to Victoria and Dennis \_\_\_\_\_ who said they would have room on their property on Iron. Vince has agreed to manage and finance moving permits, construction design, and labor.

### Liquor license for Standard Diner

Vince DiGregory is applying for a full liquor license. The Standard Diner already serves beer and wine, but needs approval from zoning because the diner is within 300 feet of the Lutheran church and school. The Artichoke Café lies within that same radius and has a full

liquor license, so there is a precedent. Sam made a motion to support; Bonnie will write a letter to Vince for him to present at the zoning hearing.

#### **119 High St. SE**

Burned and vacant 119 High SE has next-door owner David Blanc steamed and he's wanting to board to pressure the owners to clean it up or tear it down. Much discussion ensued about how far the board should be expected to get involved at all, and what should be the nature of that involvement. Salley said that we should take a measured approach and talk to the owner(s), yet to be positively identified, and offer to help. The issue centers around the board's ambivalence to take sides in a dispute among neighbors. Bonnie is reluctant to ask the board to go on record against Holy Cow and Gravy, who have made considerable investments in, and improvements to, the neighborhood. No action recommended pending further fact-finding.

#### **Highland Park playground and parking**

Former board member Greg Bloom reports finding needles, broken bottles and trash in the kids' playground. Supposedly the park is being renovated. As for the parking issue, the Press Club and City Parks Department, with considerable input from Huning Highland neighborhood association, had agreed to a tree-lined plaza that on occasion could be used for overflow parking during Press Club events. All that has changed. The Press Club went to the Mayor and made a back-door agreement leaving out the neighbors. Ben Sturge, who attended all the meetings leading up to the supposed compromise agreement, will pen a letter for Bonnie to put on letterhead to send to the City.

#### **Tree project**

Tree locations have been chalked. Planting to begin after Mother's Day.

#### **Mother's Day home tour**

Some last-minute details re greeters need attention, but all else is generally in place for a successful event next week.

#### **Miscellaneous**

- (1) Ann Carson reported that Bill Hoch has died. He was one of the crusading pioneers beginning in the 1970s to clean up historic Huning Highlands, which at the time was swarming with derelicts and hookers. Our beautiful and peaceful neighborhood today owes thanks to his untiring efforts. RIP.
- (2) The board gave Ann Carson an ovation as the recipient of the esteemed L. Bradford Prince Award for Significant Work in the Field of Historic Preservation bestowed by the New Mexico Historical Society of New Mexico.

Meeting adjourned at 7:32. Next meeting is Wed., June 3, 2015.



Supplemental Form (SF)

<b>SUBDIVISION</b>	<b>S</b>	<b>Z</b>	<b>ZONING &amp; PLANNING</b>
<input type="checkbox"/> Major subdivision action			<input type="checkbox"/> Annexation
<input type="checkbox"/> Minor subdivision action			
<input type="checkbox"/> Vacation	<b>V</b>		<input type="checkbox"/> Zone Map Amendment (Establish or Change Zoning, includes Zoning within Sector Development Plan boundaries)
<input type="checkbox"/> Variance (Non-Zoning)			<input type="checkbox"/> Sector Plan (Phase I, II, III)
<b>SITE DEVELOPMENT PLAN</b>	<b>P</b>		<input type="checkbox"/> Amendment to Sector, Area, Facility or Comprehensive Plan
<input type="checkbox"/> for Subdivision			<input type="checkbox"/> Text Amendment (Zoning Code/Sub Regs)
<input type="checkbox"/> for Building Permit			<input type="checkbox"/> Street Name Change (Local & Collector)
<input type="checkbox"/> Administrative Amendment/Approval (AA)	<b>D</b>		
<input type="checkbox"/> IP Master Development Plan			
<input checked="" type="checkbox"/> Cert. of Appropriateness (LUCC)	<b>L</b>	<b>A</b>	<b>APPEAL / PROTEST of...</b>
<b>STORM DRAINAGE (Form D)</b>			<input type="checkbox"/> Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Board of Appeals
<input type="checkbox"/> Storm Drainage Cost Allocation Plan			

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): \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL: \_\_\_\_\_

APPLICANT: Snap Space NM LLC PHONE: 505.440.5814  
 ADDRESS: PO Box 7847 FAX: \_\_\_\_\_  
 CITY: Albuquerque STATE NM ZIP 87194 E-MAIL: SGilligan@SnapSpace.com  
 Proprietary interest in site: owner List all owners: \_\_\_\_\_

DESCRIPTION OF REQUEST: New single family residence.

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. westerly 40' of Lots 1+2 Block: 17 Unit: \_\_\_\_\_  
 Subdiv/Addn/TBKA: Hunting Highland Add  
 Existing Zoning: SUZMR Proposed zoning: \_\_\_\_\_ MRGCD Map No \_\_\_\_\_  
 Zone Atlas page(s): K-14 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 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: 412 Lead Ave SE  
 Between: Edith + Arno and \_\_\_\_\_

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

SIGNATURE Sean Gilligan DATE 6/18/15  
 (Print Name) Sean Gilligan Applicant:  Agent:

**FOR OFFICIAL USE ONLY**

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input checked="" type="checkbox"/> All checklists are complete	<u>15LUCC. 50017</u>	<u>COA</u>	_____	<u>\$35.00</u>
<input checked="" type="checkbox"/> All fees have been collected	_____	<u>CMF</u>	_____	<u>\$10.00</u>
<input checked="" type="checkbox"/> All case #s are assigned	_____	<u>ADV</u>	_____	<u>\$35.00</u>
<input checked="" type="checkbox"/> AGIS copy has been sent	_____	_____	_____	\$ _____
<input checked="" type="checkbox"/> Case history #s are listed	_____	_____	_____	\$ _____
<input type="checkbox"/> Site is within 1000ft of a landfill	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. density bonus	_____	_____	_____	\$ _____
<input type="checkbox"/> F.H.D.P. fee rebate	_____	_____	_____	\$ _____
	Hearing date <u>July 8 2015</u>			Total <u>\$80.00</u>

Via Staff signature & Date 6-18-15 Project # 1010510

FORM L: LANDMARKS AND URBAN CONSERVATION COMMISSION

- 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 checked="" type="checkbox"/> New Construction                   |
| <input checked="" type="checkbox"/> Huning Highland    | <input checked="" type="checkbox"/> Sign (Please read the note below)* |
| <input type="checkbox"/> Fourth Ward                   | <input type="checkbox"/> Relocation                                    |
| <input 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 type="checkbox"/> Other _____                                   |

- Number and Classification of structures on property:**
- |  |   |
|--|---|
| # <input checked="" type="checkbox"/> Significant Structures | Does this request involve a residential property?                   |
| # <input type="checkbox"/> Contributing Structures           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| # <input type="checkbox"/> Noncontributing Structures        | Are tax credits or preservation loan funds applied                  |
| # <input type="checkbox"/> Unclassified Structures           | for in connection with this proposal?                               |
|  | <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. **15 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.

Sean Gilligan  
 Applicant name (print)  
Sean Gilligan  
 Applicant signature/date

<input checked="" type="checkbox"/> Checklists complete	Application case numbers	Form revised October 2007
<input checked="" type="checkbox"/> Fees collected	15LUCC 50017	<u>Y. [Signature]</u> 10-18-15
<input checked="" type="checkbox"/> Case #s assigned	_____	Dev Review Division signature/date
<input checked="" type="checkbox"/> Related #s listed	_____	PROJECT# <u>1010510</u>



**Landmarks & Urban  
Conservation Commission**

**PROJECT DRAWING CHECKLIST**

The following checklist is used to indicate the minimum information that will be required for review of your application.  
You must submit all information indicated by the Planner.  
10 copies for residential Public Hearing  
10 for income producing or non-residential Public Hearing  
1 copies for a Staff Decision  
Drawings are to be folded to fit into a 8.5" x 14" pocket.

**Site Plan:**

- Drawing scaled 1"=10' for 1 or 2 lots, 1"=20' for 3 or more lots. Features must be precisely located and dimensioned. The site plan must indicate ALL the following:
  1. Existing and proposed structures on the subject property
  2. Existing structures on adjacent properties if within 10'-0" of the property line for residential projects or within 25'-0" of the property line for nonresidential projects
  3. Walls and fences -- location, height, and material
  4. Property lines
  5. Public and private easements
  6. Public and private streets and alleys -- correct names and dimensions
  7. Graphic scale and dimensions of elements on the site plan
  8. North arrow

**Landscape Plan:** Site includes 3 lots or more, OR the project is in Old Town or Old Town Buffer Zone.

Landscape Plan scaled 1" =10' for 1-2 lots or 1" =20' for 3 or more lots. It should include ALL existing and proposed hard surfaces, gravel or rock surfaces, shrubbery, trees, planting beds, grass areas, ground cover.

**Building drawings:** Building drawings scaled 1/4" =1' for residential or 1/8" =1' for nonresidential

- 1. Existing and proposed floor plans -- indicate all existing and proposed doors and windows on floor plans
- 2. Existing and proposed building or structure elevations (side views) -- materials, height must be indicated and the locations of all new and existing window and door openings must be dimensioned

This is an infill project. The submittal must include:

1. for multi-unit or single-unit residential projects on 1 or 2 lots, a street elevation which includes adjacent lots on either side
2. for nonresidential or mixed use projects, or for any project on 3 or more lots, or as required by staff, a massing model at a scale of 1"=20'

Door and window schedules including materials, sizes

The project is in Old Town or Buffer Zone. Indicate all signs: locations, heights, dimensions, colors.

**Detail Drawings:**

Building Sections     Window detail     Other details specified here  
 Wall Sections         Door details

**Other supporting documentation:**

- Pictures of existing buildings, structures and site conditions
- Financial documents
- Reports from other local, state and/or federal agencies
- Other documentation as specified :

By : M Hennesy 4/1/15 new construction Lead Ave.  
LUCC Planner



PO Box 7847  
Albuquerque, NM 87194

phone 505.440.5814  
fax 866.850.4435  
email [sgilligan@snaphome.biz](mailto:sgilligan@snaphome.biz)

## NEIGHBORHOOD NOTIFICATION LETTER

To Doug Majewski  
Broadway Central Corridors Partnership, Inc.  
Rob Dickson  
Broadway Central Corridors Partnership, Inc.  
Bonnie Anderson  
Huning Highland Historic District Association  
Ann Carson  
Huning Highland Historic District Association

Existing Conditions Vacant lot

Property Address 412 Lead Avenue SE, Albuquerque, NM 87102,

Legal Description Westerly 42' of Lots 1 and 2, Block 17, Huning Highland Addition.

Physical Location The lot is located on the sought side of Lead between Arno and Edith and fronts on the east side of the alley running north to south.

Action Requested Applicants are seeking LUCC approval for a new single family home and 1 car garage to be constructed on the site.

Applicants Jonathan and Angela Murray  
Huning Gardens  
401 High Street SE, Apt 1  
Albuquerque, NM 87107  
Jonathan phone (310) 710.3117  
Jonathan email [jcokemurray@gmail.com](mailto:jcokemurray@gmail.com)

Agent Sean Gilligan  
SnapHome  
(contact information...see above)

Please don't hesitate to contact me as regards our proposal.

Sincerely,

Sean Gilligan, Managing Member

Attachments:

ONC "Official" Letter To Applicant  
Attachment A



**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.

June 3, 2015

Jonathan Murray  
401 High St. SE, #1/87102  
Phone: 310-710-3117

Dear Jonathan:

Thank you for your inquiry of June 3, 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) WESTERLY 42' OF LOT 1 AND 2, BLOCK 17, HUNING HIGHLAND ADDITION, LOCATED AT 412 LEAD AVENUE SE BETWEEN EDITH BOULEVARD SE AND ARNO STREET SE** zone map K-14.

Our records indicate that the **Neighborhood and/or Homeowner Associations** affected by this submittal 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 – siw.**

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.**

## **ATTACHMENT A**

Jonathan Murray for an **(LUCC SUBMITTAL)** WESTERLY 42' OF LOT 1 AND 2, BLOCK 17, HUNING HIGHLAND ADDITION, LOCATED AT 412 LEAD AVENUE SE BETWEEN EDITH BOULEARD SE AND ARNO STREET SE zone map K-14.

### **BROADWAY CENTRAL CORRIDORS PARTNERSHIP, INC. "R"**

**\*Doug Majewski**

120 Vassar SE/87106

Rob Dickson

P.O. Box 302/87103 515-5066 (c)

### **HUNING HIGHLAND HISTORIC DISTRICT ASSOC. "R"**

**\*Bonnie Anderson**

522 Edith SE/87102 242-8848 (h)

Ann L. Carson

416 Walter SE/87102 242-1143 (h)

**\*President of NA**

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Sent to Rob Dickson 06/10/2013  
 Street, Apt. No., or PO Box No. PO Box 302  
 City, State, ZIP+4 Albuquerque, NM 87103

PS Form 3800, August 2005 See Reverse for Instructions

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Restricted Delivery Fee (Endorsement Required)	\$0.00
<b>Total Postage &amp; Fees</b>	<b>\$34.25</b>



Sent to Ann L. Carlson 06/10/2013  
 Street, Apt. No., or PO Box No. 416 Walter Ave SE  
 City, State, ZIP+4 Albuquerque, NM 87102

PS Form 3800, August 2005 See Reverse for Instructions

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Sent to Doug Mayuskel  
 Street, Apt. No., or PO Box No. 120 Valerie SE  
 City, State, ZIP+4 Albuquerque, NM 87106

PS Form 3800, August 2005 See Reverse for Instructions

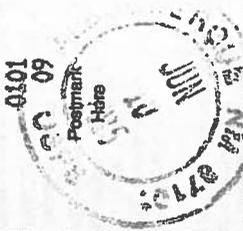
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Sent to Bonnie Anderson  
 Street, Apt. No., or PO Box No. 522 Edith SE  
 City, State, ZIP+4 Albuquerque, NM 87102

PS Form 3800, August 2005 See Reverse for Instructions

2012 0110 0001 2171 2842



PO Box 7847  
Albuquerque, NM 87194

phone 505.440.5814  
fax 866.850.4435  
email [sgilligan@snaphome.biz](mailto:sgilligan@snaphome.biz)

June 10, 2015

Maryellen Hennessy  
LUCC  
City of Albuquerque  
600 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102

**Re: 412 Lead Avenue SE, LUCC Submittal**

Dear Maryellen,

Attached please find our submittal for LUCC approval for a new residence for Jon and Angela Murray at 412 Lead Avenue SE. SnapHome is the current owner of the lot, but we are working with the Murrays on a design/build contract for their new home.

Included in this package are the following:

- Application
- Drawings check list
- Plans
  - Site plan
  - Floor plan
  - Elevations
  - Window details and window/door schedule
- Colored renderings and picture of existing conditions, including showing the proposed home on the site
- Copies of letter and certified mail certificates to Neighborhood Associations

I believe that our application is complete, but please let me know if you need additional drawings or if any of our materials need to be revised to meet the standards of the LUCC.

Jon, Angela and I greatly appreciate you meeting with us. It has been very helpful.

Regards,

Sean Gilligan, Managing Member  
SnapSpace NM, LLC