



Supplemental Staff Report

Hearing Date: July 8, 2026

Case #: HCOA-2026-00015
Appeal of HCOA-2026-00013

Project #: PR-2026-000074

Appellant: Historic Old Town Association (HOTA)

Applicant: George Cook

Agent: RBA Architects

Application: Appeal of Historic Certificate of Appropriateness – Minor

IDO Section: IDO § 14-16-6-4(U)(3)(B)
IDO § 14-16-6-4(U)(4)

Legal Description: Tract A Plat of Lands of Casa De Armijo (La Placita Patio Markets) and Plaza Hacienda, MRGCD Map 38

Address/Location: 206 San Felipe St. NW

Property Area: Approximately 0.77 Acres

Existing Zoning: MX-T

Staff Planner: Leslie Naji

CASE SUMMARY: On March 30, 2026, an application for a Certificate of Appropriateness – Minor, was submitted after the subject property was altered. The request was to approve the replacement of two banks of windows with doors.

Staff approved the request, which was then appealed by the Historic Old Town Association.

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I. Introduction

Request

This application is an appeal of a staff approval of a Historic Certificate of Appropriateness – Minor to replace windows with doors in the Armijo House, La Placita (“the subject site”), located at 206 San Felipe NW.

In October 2025, new owners of the subject property removed banks of windows and replaced them with doorways. This work was done without a Certificate of Appropriateness, although both the owner and the agent knew that an approval was required. In March 2026, following a Notice of Violation by Code Enforcement, the applicant submitted an application for the Certificate of Appropriateness.

The applicant submitted evidence that the doors were installed in locations that used to have doors prior to having windows. Staff approved the Certificate on April 1, 2026[Case # HCOA-2026-00013]. Replacing the windows with doors precluded the use of previously designated vendor spaces. The City’s Arts and Culture Department changed the arrangement of vendor spaces in coordination with the Old Town Portal Market Advisory Board to keep the doors clear for ingress/egress and move 6 of the 15 spaces to the south façade.

If the appeal is granted, the doors installed on the west façade facing Old Town Plaza would need to be removed and replaced with windows to restore the building’s pre-door installation architectural character.

Site Context

<i>Characteristic</i>	<i>Subject Site</i>	<i>Site to the West</i>	<i>Site to the North</i>	<i>Site to the East</i>	<i>Site to the South</i>
<i># of Stories</i>	1.5	2	1	1	1
<i>Roof Configuration</i>	Front gable	-	Flat roof	Flat roof	Flat roof
<i>Architectural Style</i>	NM Vernacular	Old Town Plaza	Pueblo Revival	Pueblo Revival	Spanish Revival
<i>Age of Construction (approx.)</i>	1882	1706	1957	1898	1890
<i>Historic Classification</i>	Contributing	Contributing	Contributing	Contributing	Contributing
<i>Land Use</i>	Commercial	Park	Commercial	Commercial	Commercial

This building, parts of which are said to date back to 1706, is a contributing building in the New Mexico Vernacular architectural style. The building features a pitched single ridge roof with a front gable roof. The exterior is finished with stucco.

Site History

The Armijo House is one of the earliest houses built in Old Town. The southern portion, with the gabled roof, constituted the original house. The northern flat roof portion was a commercial addition, with an original office space bridging the two.

Over the years, the property has undergone multiple changes. The uses of the spaces have changed from residential and shops to a theater and later restaurants. The number of openings has changed over the years, as well. The original buildings had one entrance to each space, the residence to the south, the office directly north of the residence, and one entrance into each of the two shop spaces at the northern end.

The configuration of windows and doors prior to the latest change was in place for over 50 years.

Landmark Commission's Role

The Landmark Commission is the appeal body for a Historic Certificate of Appropriateness – Minor [IDO Table 6-1-1; IDO § 14-16-6-5(B); IDO § 14-16-6-4(U)(1)(a)]. The procedure for the appeal are established in IDO § 6-4(U)(3)(b). The criteria for a decision on an appeal are established in IDO § 14-16-6-4(U)(4).

II. APPLICABLE PLANS, ORDINANCES, DESIGN GUIDELINES & POLICIES ANALYSIS

Old Town Solicitations Ordinance

As confirmed in the survey provided by the applicant, the portal is public right-of-way owned by the City.

The City regulates outdoor retail sales and related display of “handcrafted items” on specified portions of the public sidewalk through the Old Town Solicitations Ordinance [ROA 1994 § 13-3-2]. The purpose of this ordinance is “to preserve, protect and promote the educational, cultural and artistic interests of the Old Town HPO 5 and the general public, control congestion, and protect the health and welfare of the citizens of the city.” The Ordinance establishes that 15 permits may be granted to vendors, hours of solicitation, prohibited activities, and the size and general location of the vendor spaces on the Old Town Portal Market [13-3-2-12].

(A) Vendors shall be allowed to solicit within the Old Town HPO-5 only on the porch, on the sidewalk along the east side of San Felipe Street, NW, from the line perpendicular to San Felipe Street taken from the midpoint of South Plaza Street, NW, to 16 feet south of the north end of the porch. This area shall be divided into 15 equal spaces, which shall be generally five feet in width and six feet in depth measured from the building wall. The spaces shall have provision for access and shall be divided in such a way to ensure movement and safety. The Old Town Portal Manager shall administratively determine and delineate the

exact location of the spaces to insure that soliciting does not obstruct the view from the two large windows of the La Placita Restaurant and to insure movement and safety between the vendors. All spaces will be numbered from 1 through 15 beginning at the south end of the designated area.

The City's Arts and Culture Department is the designated Old Town Portal Manager and convenes and coordinates with the Old Town Portal Market Advisory Board.

Integrated Development Ordinance (IDO)

In May 2018, the Integrated Development Ordinance (IDO) replaced the City's Zoning Code, and the property's zoning converted from H-1 to MX-T.

3-5(L) Old Town Historic Protection Overlay Zone

The property is located within the Old Town Historic Protection Overlay zone (HPO-6). The IDO establishes regulatory controls for HPOs. Part 14-16-3-5(L) identifies standards and guidelines for HPO-6: Old Town.

Procedures and Decision Criteria for Historic Certificate of Appropriateness – Minor

Table 6-1-1 and Specific Procedures in § 14-16-6-5 establish procedures for reviewing and deciding applications. Table 6-1-1 establishes that Planning staff reviews and decides Historic Certificates of Appropriateness – Minor, which can be appealed to the Landmarks Commission.

The original decision to an application for a Historic Certificate of Appropriateness – Minor was reviewed under the following IDO criteria. (See Attachment D for Staff Report with analysis of the decision criteria.)

6-5(B)(3) Review and Decision Criteria [Historic Certificate of Appropriateness – Minor]

An application for a Historic Certificate of Appropriateness – Minor shall be approved if it complies with all of the following criteria.

6-5(B)(3)(a) The change is consistent with the designation ordinance and specific development guidelines for the City landmark or HPO zone.

6-5(B)(3)(b) The architectural character, historical value, or archaeological value of the structure or site itself or of any HPO zone in which it is located will not be significantly impaired or diminished.

6-5(B)(3)(c) The change qualifies as a "certified rehabilitation" pursuant to the Tax Reform Act of 1976, if applicable.

6-5(B)(3)(d) The structure or site's distinguished original qualities or character will not be altered, where "original" means both those included at the

time of initial construction and those developed over the history of the structure.

- 6-5(B)(3)(e) Deteriorated architectural features shall be repaired rather than replaced, to the maximum extent practicable. If replacement is necessary, the new material shall match the original as closely as possible in like material and design.

Historic Old Town Development Standards and Guidelines

The Landmarks Commission adopted Development Standards and Guidelines (last amended in December 2022) for building projects in the Old Town Historic Protection Overlay Zone (HPO-6). The guidelines include building height, massing, proportion and scale, the use of materials in new and existing buildings, the relationship between buildings, landscaping, roadways, sidewalks, and the overall neighborhood character.

POLICY – Windows and Doors

Whenever possible, historic windows should be repaired rather than replaced.

GUIDELINES

1. Retain and preserve the position, number, size and arrangement of historic windows and doors.
 - It is not appropriate to enclose, cover or fill in a historic window or door opening.
 - If additional openings are necessary for a new use, install them on a rear or non-character defining façade of the building.
 - New window and door openings on front facades shall be permitted only in locations where there is evidence that original openings have been filled with other material.
 - New openings must never compromise the architectural integrity of the building.
 - The design of new window units shall be compatible with the overall character of the building, but should be distinguished as a later feature.
2. Replacement of windows and doors that have been altered and no longer match the historic character of the building is recommended.
 - If a window or a door is completely missing, replace it with a new unit based on accurate documentation or a new design to fit the original opening and compatible with the historic and architectural character of the building.
3. Retain and preserve functional and decorative features such as transoms and sidelights.

III. Appeal of Historic Certificate of Appropriateness – Minor

Appeal Body

6-4(U)(1)(a) Any decision by the Historic Preservation Planner on a Historic Certificate of Appropriateness – Minor may be appealed to the LC.

Landmarks Commission Procedure

6-4(U)(3)(b) Landmarks Commission – Appeal of Historic Certificate of Appropriateness – Minor

1. Once an appeal has been accepted by the Planning Director, the City Planning Department staff (Historic Preservation planner) shall prepare and transmit a record of the appeal together with all appeal material received from the appellant the property owner and appellant(s) and to the LC. The LC shall schedule a hearing on the matter within 45 calendar days of receipt. The Historic Preservation Planner shall notify the parties. Appellants and parties to the appeal may submit written arguments to the LC so long as the written argument is received by LC staff at least 10 calendar days prior to the hearing.
2. The LC may accept new evidence into the record if it appears that such additional evidence is necessary for the proper disposition of the matter and could not have been placed into the record during the previous decision-making process. New evidence that clarifies evidence already in the record, that is offered to contradict evidence in the record, or that is offered on a key factual issue, may be allowed or may justify remand.
3. The LC may impose reasonable limitations on the number of witnesses heard and, on the nature, and length of their testimony and cross-examination.
4. The LC shall make findings exclusively on the record of the decision appealed, supplemented by any evidence allowed at the hearing.
5. The LC may affirm, reverse, or otherwise modify the lower decision to bring it into compliance with the standards and criteria of this IDO, applicable City regulations, and any prior approvals related to the subject property.
6. If the LC determines that the matter should be remanded, the LC shall set forth the reason(s) for the remand and the matters to be reconsidered and may order such remand. The matter must be heard and decided by the original decision-making body prior to any further appeal of the matter.

Criteria for Decision on an Appeal

6-4(U)(4)(a) The criteria for review of an appeal shall be whether the decision-making body or the prior appeal body made 1 of the following mistakes.

1. The decision-making body or the prior appeal body acted fraudulently, arbitrarily, or capriciously.
2. The decision being appealed is not supported by substantial evidence.
3. The decision-making body or the prior appeal body erred in applying the requirements of this IDO (or a plan, policy, or regulation referenced in the review and decision-making criteria for the type of decision being appealed).

6-4(U)(4)(b) An additional criterion for review of an appeal shall be if the applicant failed to comply with mailed notice requirements for property owners pursuant to § 14-16-6-4(J)(3)(c). Failure to comply with email notice requirements for a Neighborhood Association pursuant to § 14-16-6-4(J)(2) is not sufficient grounds to uphold an appeal.

The appellant's letter of justification for the appeal is quoted in bullet points, and staff's response follows in *italics*.

The appellant's letter of justification for the appeals focuses on faulty notice to the Neighborhood Association, in this case the Historic Old Town Association.

- The notice provided to neighborhood associations was confusing on its face. It stated that the application was for "a new 2-story 4-unit apartment building," while the same notice later described the project as "an existing restaurant's pair of doors and windows replaced with new doors/windows matching existing decor style." Those are materially different descriptions. A neighborhood association cannot meaningfully evaluate or respond to a project when the notice itself does not clearly identify what is being proposed.
- A procedurally defective application should not be cured by after-the-fact approval. The appropriate remedy is to require the applicant to resubmit a complete and accurate application, provide clear notice, disclose the full scope and timing of the work, explain the historic preservation implications, and allow affected parties a fair opportunity to request a facilitated meeting and participate in review before any approval is granted.

Although notice from the applicant was flawed, the required notice was sent, which gave the Neighborhood Associations time to respond to LC staff. It was clear that the nature of the request was known, since the NA had notified staff of the window replacements when the doors were first installed. Before the application was approved,

staff sent the required notification to all neighborhood associations with details of the action.

Failure to comply with email notice requirements for a Neighborhood Association is not sufficient ground to uphold an appeal; nonetheless, the subsequent appeal hearings have allowed affected parties a fair opportunity to participate in review.

In addition, the appellant contends that Planning staff erred in the original decision (Appeal Criterion 3).

- Converting windows to doors on the historic portal changes the building's relationship to one of Old Town's most visible and historically important public-facing spaces. It may also affect the long-standing Portal Vendors Program, whose presence under the portal is historic, traditional, and economically important to Old Town.

In the evaluation, staff looked at the earlier photos showing doors in the locations of the new installations. Pursuant to Historic Old Town Development Standards and Guidelines for Doors and Windows #2, "Replacement of windows and doors that have been altered and no longer match the historic character of the building is recommended."

Staff determined the reintroduction of doors was appropriate to restore the historic character of the building.

While the configuration of doors and windows affects the placement of vendor spaces, the Landmarks Commission does not have jurisdiction over the Old Town Solicitations Ordinance. The Arts and Culture Department has adjusted the placement of the spaces to ensure 15 vendor spaces all of the same sized to comply with the Ordinance and retain the Old Town Portal Market as an historic activity within Old Town.

IV. Agency & Neighborhood Concerns

Reviewing Agencies

The State Historic Preservation Office (SHPO) staff that reviews tax credits has been asked for comment concerning this application. Although this application is no longer eligible for tax credits, it probably would not have been eligible with this change to long standing architectural feature; however, this is not definitive.

Planning staff met with Arts and Culture staff about the Old Town Portal Market on June 22, 2026, and Arts and Culture provided comments and materials on June 24, 2026.

Neighborhood/Public

The Historic Certificate of Appropriateness – Minor does not require mailed notice to property owners within 100 feet. Neighborhood Associations (NAs) within 660 feet were notified, as required. The applicant notified the Downtown NA, the Sawmill NA, the

West Old Town NA, the West Park NA, and the Historic Old Town Association at the time of the application.

The Historic Old Town Association, which was notified of the original application, is the appellant in this case.

Vendors who lease spaces on the Portal Market have expressed concerns over the impact the added doors have on the distribution of vendor spaces along the market. The doors require six (6) spaces to move to the southern façade to ensure appropriate ingress/egress. This reduces the spaces on the west façade from 15 to 9.

V. Conclusion

The appeal is to a staff decision of approval for a Historic Certificate of Appropriateness – Minor to replace windows with doors along the west façade of 206 San Felipe, a.k.a. La Placita. The staff decision was made solely on the impact of the new doors on the architectural character of the building. The openings in question had, at an earlier time, been doors, which staff determined was grounds for approval of the application.

The appeal has drawn attention to the cultural contribution of the Old Town Portal Market vendors. The decision criteria for the Historic Certificate of Appropriateness – Minor does not involve consideration of any other Ordinance, so the Old Town Solicitations Ordinance was not a factor in the original decision.

The Landmarks Commission shall determine whether Historic Preservation staff made an error in approving the Historic Certificate of Appropriateness – Minor to replace windows and install the doors. If the Landmarks Commission finds that staff erred, the appeal shall be granted, and the the original approval will be overturned. If the Landmarks Commission finds that staff did not err, then the appeal shall be denied, upholding the original approval.

Findings, Appeal of Certificate of Appropriateness – Minor

Project #: PR-2026-000074 / Case#: HCOA-2026-00015 (Appeal of HCOA-2026-00013)

1. This is an appeal to a Historic Certificate of Appropriateness – Minor that was requested after alterations were made to Tract A Plat of Lands of Casa De Armijo (La Placita Patio Markets) And Plaza Hacienda MRGCD Map 38, located at 206 San Felipe St NW and containing approximately 0.77 acres.
2. The applicant removed two banks of windows facing the Old Town Portal Market and replaced them with doors within the same opening without requesting the required Historic Certificate of Appropriateness.
3. The subject site is within the Old Town Historic Protection Overlay Zone (HPO-6) and subject to the Historic Old Town Development Standards & Guidelines, last amended in December 2022.
4. The Appellants filed a timely appeal under the IDO.
5. As a Neighborhood Association within 660 feet of the subject property, the Appellants have standing to appeal the April 1, 2026, decision of Historic Preservation staff on the basis of proximity pursuant to IDO § 14-16-6-4(U)(2)(a)5 and Table 6-4-2.
6. The Integrated Development Ordinance (IDO) [§ 14-16], and the Historic Old Town Development Standards & Guidelines are incorporated herein by reference and made part of the record for all purposes.
7. Pursuant to IDO § 14-16-6-6(D)(3) (Review and Decision Criteria), "An application for a Historic Certificate of Appropriateness – Minor shall be approved if it meets all of the following criteria."
 - a) The change is consistent with the designation ordinance and specific development guidelines for the City landmark or HPO zone.

The change is consistent with the specific development guidelines for doors and windows as discussed below. The change creates some difficulties with the Old Town Portal Market by reducing the number of vendor spaces along the west façade of the building; however, moving spaces to the south façade allows 15 vendor spaces in total to meet the minimum required by the Old Town Solicitations Ordinance. Additional access to areas within the Armijo Building can create new economic opportunities.

- b) The architectural character, historical value, or archaeological value of the structure or site itself or of any HPO zone in which it is located will not be significantly impaired or diminished.

The change will not impair or diminish the architectural character, historical value, or archaeological value of the building, since the original building had

doors in the locations in question. Visually, whether they be doors or windows, the look of the openings remains essentially the same. Old Town Historic District will not be adversely affected by the change.

- c) The change qualifies as a "certified rehabilitation" pursuant to the Tax Reform Act of 1976, if applicable.

Considering the length of time the windows have been in place, the project might not meet the Secretary of Interior (SOI) standards for tax credits; however, no tax credits are being sought.

- d) The structure or site's distinguished original qualities or character will not be altered. For the purposes of § 14-16-3-5 (Historic Protection Overlay Zones) and this § 14-16-6-6(D), "original" shall mean as it was at the time of initial construction or as it has developed over the course of the history of the structure.

The Armijo Building, nearly 150 years old, has undergone multiple changes and reconfigurations. Prior to the most recent change, the window configuration had been in the building for over 50 years; before that, several of the windows had been doors. Both configurations provided similar dimensions of openings and ratio of solid to glazing. The reinstallation of doors does not alter the character of the building.

- e) Deteriorated architectural features shall be repaired rather than replaced, if possible. If replacement is necessary, the new material shall match the original as closely as possible in material and design.

The materials being replaced are not original; nor are the materials they are being replaced with. The material and design of the doors fail to maintain the integrity of the building's architecture, as they are very flat compared to original doors still in place. The doors should be replaced with doors that match the existing doors as closely as possible in material and design.

- 8. The application complies with the Historic Old Town Development Standards and Guidelines, as amended by the Landmarks Commission in December 2022.

- 1. Retain and preserve the position, number, size and arrangement of historic windows and doors.

The new door units utilize existing openings to replicate what may have originally been in the location. The position, size, and location of the replacement doors are similar to earlier doors; however, the character of the doors and the amount of glazing compared to the original windows, and even earlier doors, is not sufficient. Should the openings remain doors, a door more in keeping with earlier doors should be used.

2. Replacement of windows and doors that have been altered and no longer match the historic character of the building is recommended.
 - If a window or a door is completely missing, replace it with a new unit based on accurate documentation or a new design to fit the original opening and compatible with the historic and architectural character of the building.

The change is a reversible intervention that removes window replacements that were not original. Replacement with doors more in keeping with earlier doors is recommended.

3. Retain and preserve functional and decorative features such as transoms and sidelights.

Sidelights are introduced on one of the doors that does not reflect the nature of earlier sidelights. Replacement with doors more in keeping with earlier doors is recommended.

7. The criteria for a decision on an appeal shall be whether the decision-making body or the prior appeal body made one of the following mistakes [IDO § 14-16-6-4(U)(4)(a)].
 1. The decision-making body or the prior appeal body acted fraudulently, arbitrarily, or capriciously.
 2. The decision being appealed is not supported by substantial evidence.
 3. The decision-making body or the prior appeal body erred in applying the requirements of this IDO (or a plan, policy, or regulation referenced in the review and decision-making criteria for the type of decision being appealed).
8. While the email notice to Neighborhood Associations contained errors, the notice was sent by the applicant as required and corrected by Planning staff prior to decision on the Historic Certificate of Appropriateness – Minor. Failure to comply with email notice requirements for a Neighborhood Association pursuant to § 14-16-6-4(J)(2) is not sufficient grounds to uphold an appeal or remand a decision for further consideration.
9. The Landmarks Commission does not agree with the appellant's claims that staff erred in the decision for approval, pursuant to IDO § 14-16-6-4(U)(4)(a)3, by looking at the original placement of doors rather than the window configuration over the last 50 years, which established the character of the building.

Recommendation

That the Appeal, Project #: PR-2026-000074 / HCOA-2026-00015, be DENIED, upholding staff's decision, and APPROVING HCOA-2026-00013 for Alterations to Tract A Plat of Lands of Casa De Armijo (La Placita Patio Markets) And Plaza Hacienda MRGCD Map 38 located at 206 San Felipe St NW, based on Findings #1-9.

Recommended Conditions of Approval – Historic Certificate of Appropriateness – Minor

Project #: PR-2026-000074 / Case #: HCOA-2026-00013

1. Removal of new doors and replacement with high relief doors more in keeping with original doors at the site.
2. Submittal of new doors to Historic Preservation staff to coordinate the design and materials of the replacement doors.

A) PHOTOS



B) APPEAL APPLICATION

April 14, 2026



City of Albuquerque
Planning Department
Landmarks and Urban Conservation Commission

Re: Request to Set Aside Staff Approval, Require Resubmittal, Refund Appeal Fee, and Improve Public Notice Process

Property: 206 San Felipe Street NW, Albuquerque, NM 87104, also known as La Placita

To the Planning Department and Landmarks and Urban Conservation Commission:

The Historic Old Town Association respectfully requests that the staff approval of the Certificate of Appropriateness for 206 San Felipe Street NW be set aside, withdrawn, or reopened, and that the applicant be required to submit a complete and accurate application with proper notice to affected parties.

The application and notice package were wholly insufficient.

The notice provided to neighborhood associations was confusing on its face. It stated that the application was for “a new 2-story 4-unit apartment building,” while the same notice later described the project as “an existing restaurant’s pair of doors and windows replaced with new doors/windows matching existing decor style.” Those are materially different descriptions. A neighborhood association cannot meaningfully evaluate or respond to a project when the notice itself does not clearly identify what is being proposed.

The confusion was immediate and continued for weeks. The email thread contains 21 messages related to this notice and request. The first notice was sent on March 9, 2026, but it did not explain the project. HOTA responded that same day that the email “failed to contain any information about your project” and followed up again asking, “What is this?” because the material appeared to be only the Office of Neighborhood Coordination contact sheet, not a clear project application.

The next day, March 10, the applicant sent a notice that still created confusion. It described the application as both “a new 2-story 4-unit apartment building” and, separately, as a replacement of an existing restaurant’s doors and windows. Those are not minor wording issues. They are conflicting descriptions of materially different projects.

Because the application remained unclear, HOTA requested a facilitated meeting on March 16. When that was not clearly acknowledged or resolved, HOTA followed up again on March 23. In other words, from the initial March 9 notice until at least March 23, HOTA was still trying to determine what the application actually involved and how to properly respond. That is approximately two weeks of elapsed time and 21 emails spent trying to understand a notice that should have been clear from the beginning.

The later materials did not cure the defect. The notice did not clearly explain that portal-facing windows had already been converted into doors. It did not clearly disclose that the work had apparently occurred before approval. It did not address the effect on the historic portal, the visual and historic character of La Placita, or the potential impact on the Old Town Portal Vendors Program.

This is not a minor administrative concern. Converting windows to doors on the historic portal changes the building’s relationship to one of Old Town’s most visible and historically important public-facing spaces. It may

also affect the long-standing Portal Vendors Program, whose presence under the portal is historic, traditional, and economically important to Old Town.

A procedurally defective application should not be cured by after-the-fact approval. The appropriate remedy is to require the applicant to resubmit a complete and accurate application, provide clear notice, disclose the full scope and timing of the work, explain the historic preservation implications, and allow affected parties a fair opportunity to request a facilitated meeting and participate in review before any approval is granted.

HOTA also requests that the City review and update its public notice process for neighborhood associations.

The current process places too much responsibility on the applicant to provide accurate, complete, and understandable notice. This case shows why that is a problem. The applicant sent confusing, contradictory, and incomplete information to the neighborhood associations. HOTA then had to spend time trying to determine what the application actually involved, how to request a facilitated meeting, and how to protect its appeal rights.

That burden should not fall on volunteer neighborhood associations because an applicant handled notice carelessly. HOTA was forced to spend volunteer time and association resources simply trying to identify the project, understand the process, request a facilitated meeting, and preserve appeal rights.

Going forward, the City should send the notice materials directly to neighborhood associations on the applicant's behalf, using a standardized City-controlled notice packet. This would protect neighborhood association contact information, ensure that all required contacts receive the same complete information, and, most importantly, preserve the quality and reliability of the communication. Applicants should still pay any required notice fee and provide all required materials, but the City should control the actual notice transmission.

HOTA also requests reimbursement of the \$142.93 appeal fee. This appeal was made necessary by a defective notice process and an insufficient application package. HOTA should not be required to spend association resources correcting confusion created by the applicant's inadequate notice. The appeal fee should either be refunded by the City or charged back to the applicant as a cost caused by the applicant's failure to provide clear and accurate notice.

For these reasons, HOTA respectfully requests that:

1. The staff approval be set aside, withdrawn, or reopened;
2. The applicant be required to submit a complete and accurate COA application;
3. Proper notice be reissued in a clear and publicly understandable form;
4. HOTA and other affected parties be given a fair opportunity to request and participate in a facilitated meeting;
5. The \$142.93 appeal fee be refunded or charged to the applicant; and
6. The City update its notice process so neighborhood associations receive standardized notice directly from the City rather than relying on applicants to transmit critical public information.

Sincerely,

J.J. Mancini, President
Historic Old Town Association

Attachment: Exhibit A – Email History and Notice Materials

April 13, 2026

To : City of Albuquerque Landmarks and Urban Conservation Commission and
Planning Department

From: Historic Old Town Association

Re: Appeal of the COA for Property at 206 San Felipe Street NW, 87104 (AKA La Placita)

Sometime on April 8, a sign was placed on a window at 206 San Felipe stating that approval had been given for the change of windows to doors that was done, without a Certificate of Appropriateness, around October 3, 2025. We saw the COA sign on April 9.

The sign states that approval for the change was given by the Landmarks and Urban Conservation staff on April 1st and that an aggrieved person may appeal the determination by submitting, in writing, and application to the Planning Department within 15 days of the approval.(That would mean an appeal by 4/16/2026.) Furthermore, the sign states that if one wishes to appeal the decision one may do so by April 22, 2026.

As you may see, it is not clear what the correct date for submitting an appeal is. Voice messages left at the Commission's and Historic preservation offices have not yet been answered.

For several months, since the windows were changed to doors literally overnight, we have not received timely or satisfactory answers to our queries about what has been done at La Placita, whether anyone has been held accountable for flouting the historic preservation code, or what has been done to examine the situation and all its ramifications.

One major impact is how this will affect the Historic Old Town Portal Vendors Program and the artisans, many of whom have been a part of that market for several generations. They are permitted to sit and sell their art under the portal by the "Old Town Solicitations Ordinance" (27-1994, 13-3-2-12 OLD TOWN PORTAL MARKET).

This market has been a welcome attraction for residents and tourists as well as a source of revenue for the vendors and the City for many decades. The fact that the vendors, as a unit, sit under the portal is historic, picturesque, and traditional. If this decision is allowed to stand, what happens to their legal ability to sit under the Portal at ordained spaces that would be impacted or eliminated by the newly installed doors?

We, the Historic Old Town Association Board, believe this decision is not in the best interests of our historic community and, for that reason, hereby appeal this decision.

**C) HISTORIC CERTIFICATE OF APPROPRIATENESS – MINOR
APPLICATION [HCOA-2026-00013]**

February, 20 2025
206 San Felipe St. NW

Justification Letter

We are removing existing doors and windows and replacing with new historic décor style doors and windows.

Sincerely,

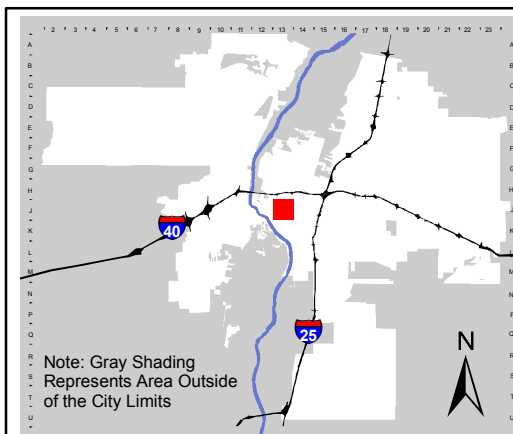


Rick Bennett
Architect

rba



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

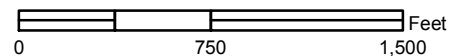
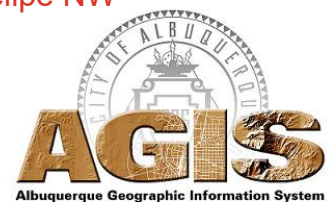


Address Map Page: **Site: 206 San Felipe NW**

J-13-Z

Map Amended through:
3/17/2017

These addresses are for informational purposes only and are not intended for address verification.



SIGN POSTING AGREEMENT

REQUIREMENTS

POSTING SIGNS ANNOUNCING STAFF DECISION

All persons making application to the City under the requirements and procedures established by the City Zoning Code or Subdivision Ordinance are responsible for the posting and maintaining of one or more signs on the property which the application describes. Vacations of public rights-of-way (if the way has been in use) also require signs. Waterproof signs are provided at the time of application. If the application is mailed, you must still stop at the Development Services Front Counter to pick up the sign.

The applicant is responsible for ensuring that the signs remain posted throughout the 15-day appeal period following the approval. Failure to maintain the signs during this entire period may be cause for delay in issuance of a certificate of appropriateness. Replacement signs for those lost or damaged are available from Historic Preservation at a charge of \$10.00 each.

1. LOCATION

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

2. NUMBER

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

3. PHYSICAL POSTING

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

4. TIME

Signs must be posted from 2/23/26 To 3/11/26

5. REMOVAL

- A. The sign is not to be removed before the 15-day appeal period ends.
- B. The sign should be removed within five (5) days after the appeal period ends.

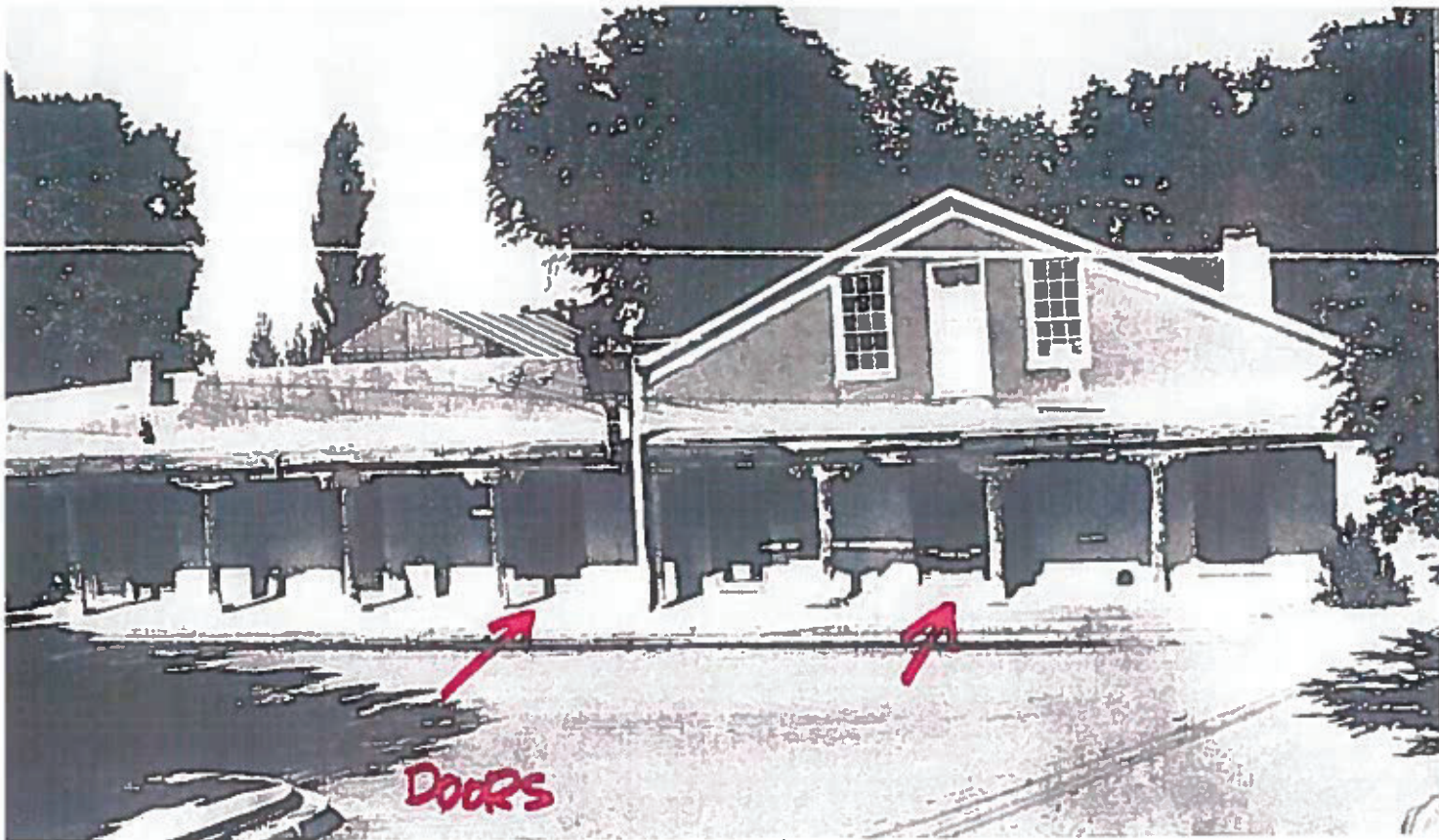
I have read this sheet and discussed it with Historic Preservation Staff. I understand (A) my obligation to keep the sign(s) posted for (15) days and (B) where the sign(s) are to be located. I am being given a copy of this sheet.

[Signature] 2/23/26
(Applicant or Agent) (Date)

I issued _____ signs for this application, _____
(Date) Leslie Naji (Staff Member)

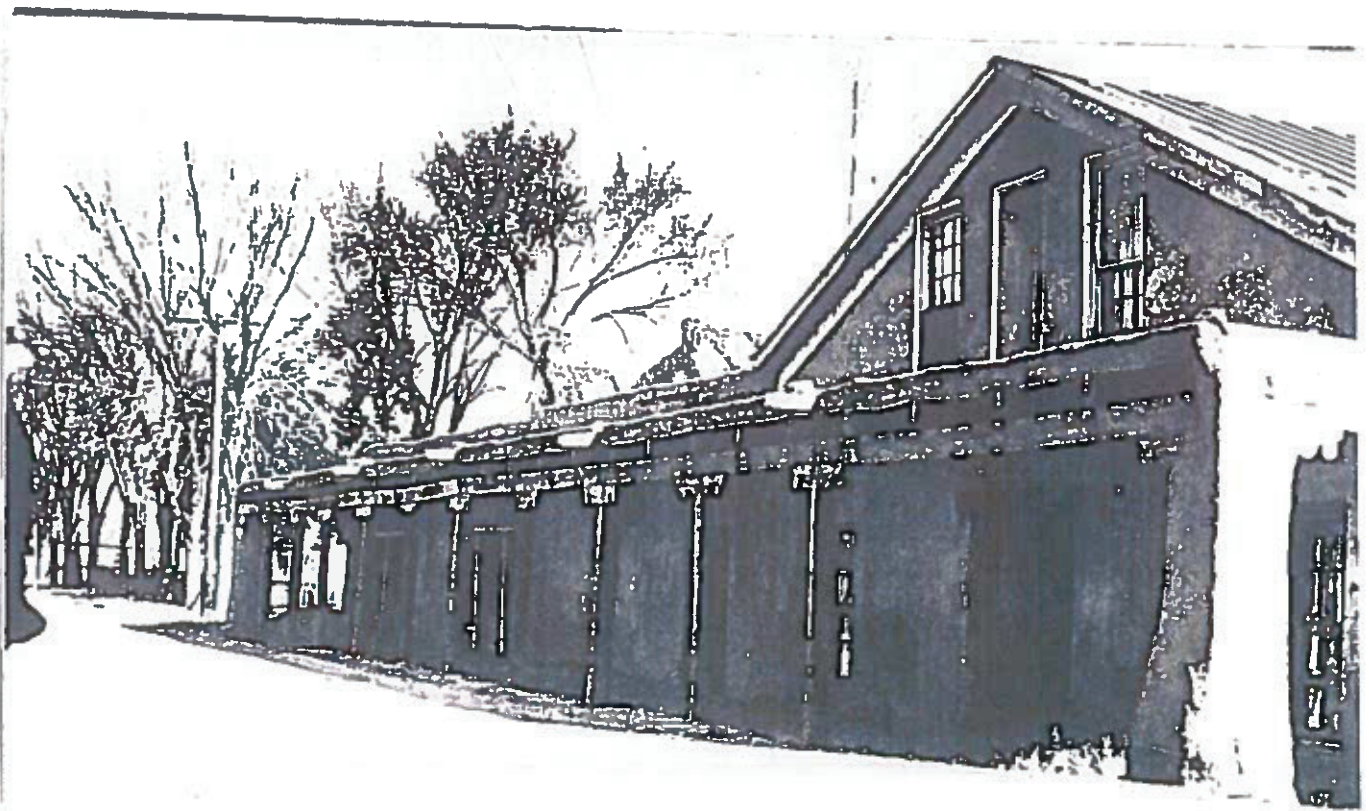
PROJECT NUMBER: HCOA-2025-





La Placita with paving and sidewalks, 1947.

(D)



La Placita, before paving and sidewalks, 1935.





1920

(F)



NEW DOORS





(B)



Roger Esplain <roger@rba81.com>

206 San Felipe St. NW _Public Notice Inquiry Sheet Submission

Roger Esplain <roger@rba81.com>

To: westoldtownna@gmail.com, westparkna@gmail.com

To Whom it May Concern,

In accordance with the procedures of the City of Albuquerque's Integrated Development Ordinance (IDO) **Subsection 14-16-6-4(K)(2) Mailed Public Notice**, we are notifying you as a Neighbor submitting an application for a Building permit to be reviewed and decided by the City of Albuquerque Building and Safety City Staff. The application is for an existing La Placita restaurant

1. Property Owner – **George Cook**
2. Agent - **RBA Architecture**
3. Subject Property Address – **206 San Felipe NW**
4. Location Description - **Property Located in Old Town between Mountain Rd. and Central Ave. at N. Plaza St.**
5. Zone Atlas Page - **J-13**
6. Legal Description - **Tract a plat of lands of Casa De Armijo and Plaza Hacienda MRGCD map 38 cont 0.8171 AC M/L**
7. Area of Property - **0.8171 acres**
8. IDO Zone District – **MX-T**
9. Overlay Zone – **N/A**
10. Center or Corridor Area - **N/A**
11. Current Use - **Mixed Use**
12. Deviation(s) Requested - **N/A**
13. Variance(s) Requested - **N/A**
14. More detailed Description of the Request/Project – **An existing restaurant pair of doors replaced with new doors matching existing decor style.**

NOTE: Anyone may request and the City may require an applicant to attend a City-sponsored facilitated meeting with Neighborhood Associations, based on the complexity and potential of the project. To request a Facilitated Meeting regarding this project, contact the Planning Department at devhelp@cabq.gov or 505-924-3955. To view and download the Facilitated Meetings Criteria, visit <http://www.cabq.gov/planning/online-planning-permitting-applications>.

Please contact me with any questions or concerns at 505-242-1859 or via rick@rba81.com.

----- Forwarded message -----

From: **Flores, Suzanna A.** <SuzannaFlores@cabq.gov>

Date: Wed, Feb 11, 2026 at 1:27 PM

Subject: 206 San Felipe St. NW _Public Notice Inquiry Sheet Submission

To: roger@rba81.com <roger@rba81.com>

PLEASE NOTE:

The neighborhood association contact information listed below is valid for 30 calendar days after today's date.

Dear Applicant:

Please find the neighborhood contact information listed below. Please make certain to read the information further down in this e-mail as it will help answer other questions you may have.

Association Name	Association Email	First Name	Last Name	Email	Address Line 1
Downtown Neighborhoods Association		Sylvia	Holguin	President@abqdna.org	1503 Marble Ave NW
Downtown Neighborhoods Association		Eric	Carson	vicepresident@abqdna.org	820 Kent Ave NW
Historic Old Town Association		J.J.	Mancini	president@albuquerqueoldtown.com	400 Romero ST NW, U
Historic Old Town Association		Historic Old Town	Zoning Group	zoning@albuquerqueoldtown.com	400 Romero ST NW ST
West Old Town NA	westoldtownna@gmail.com	Neri	Holguin	neriholguin@gmail.com	2523 Carson Road NW
West Old Town NA	westoldtownna@gmail.com	Robert	Norman	rnorman@sunpinehomes.com	2704 Corte Mirabal Rd
West Park NA	westparkna@gmail.com	Elaine	Faust	efaust@swcp.com	200 Gallup Avenue SW
West Park NA	westparkna@gmail.com	Calvin	Tribby	cptribby@gmail.com	2223 Alhambra Ave SW

The ONC does not have any jurisdiction over any other aspect of your application beyond this neighborhood contact information. We can't answer questions about sign postings, permit status, or other questions. For more information, contact the Planning Department at: 505-924-3857 Option #1, e-mail: devhelp@cabq.gov, or visit: <https://www.cabq.gov/planning/online-planning-permitting-applications> with those types of questions.

Please note the following:

- You will need to e-mail each of the listed contacts and let them know that you are applying for an approval from the Planning Department for your project.
- Please use this online link to find the required forms you will need to submit your permit application. <https://www.cabq.gov/planning/urban-design-development/public-notice>.
- The Checklist you need for notifying neighborhood associations can be found here: <https://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance-1/publ>
- The Administrative Decision form you need for notifying neighborhood associations can be found here: <https://documents.cabq.gov/planning/online-forms/PublicNotice/Emailed-Notice->
- Once you have e-mailed the listed contacts in each neighborhood, you will need to attach a copy of those e-mails AND a copy of this e-mail from the ONC to your application and subm

If you have questions about what type of notification is required for your particular project or meetings that might be required, please click on the link below to see a table of different types of p
<https://ido.abc-zone.com/integrated-development-ordinance-ido?document=1&outline-name=6-1%20Procedures%20Summary%20Table>

Thank you,

Suzie



Suzie Flores

Senior Administrative Assistant

Office of Neighborhood Coordination (ONC) | City Council Department | City of Albuquerque

(505) 768-3334 Office

E-mail: suzannaflores@cabq.gov

Website: www.cabq.gov/neighborhoods

From: webmaster@cabq.gov <webmaster@cabq.gov>
Sent: Wednesday, February 11, 2026 1:13 PM
To: Office of Neighborhood Coordination <roger@rba81.com>
Cc: Office of Neighborhood Coordination <onc@cabq.gov>
Subject: Public Notice Inquiry Sheet Submission

Public Notice Inquiry For:

Landmarks Commission

If you selected "Other" in the question above, please describe what you are seeking a Public Notice Inquiry for below:

Applicant Information

Contact Name

Roger Esplain

Telephone Number

505-242-1859

Email Address

roger@rba81.com

Company Name

RBA Architecture, PC

Company Address

1104 Park Ave.

City

Albuquerque

State

NM

ZIP

87102

Subject Site Information

Legal description of the subject site for this project:

Tract a plat of lands of Casa De Armijo and Plaza Hacienda MRGCD map 38 cont 0.8171 AC M/I

Physical address of subject site:

206 San Felipe St. NW

Subject site cross streets:

San Felipe St. & S. Plaza St., south of Mountain Rd.

Other subject site identifiers:

East of Old Town Plaza

This site is located on the following zone atlas page:

J-13

Link for map

Captcha

2 attachments



Zoning map OT FW_J-13-Z.pdf

422K



Scanned from a Xerox Multifunction Printer.pdf

638K

[Note: Items with an asterisk (*) are required.]

**Public Notice of a Proposed Project in the City of Albuquerque
Administrative Review/Decision – Electronic Mail**

Date of Notice*: 02-11-20

This notice of an application for a proposed project is provided as required by Integrated Development Ordinance (IDO) [Subsection 14-16-6-4\(K\) Public Notice](#) to:

Neighborhood Association (NA)*: HISTORIC OLD TOWN - HPO - 5

Name of NA Representative*: _____

Email Address* or Mailing Address* of NA Representative¹: _____

Information Required by [IDO Subsection 14-16-6-4\(K\)\(1\)\(a\)](#)

1. Subject Property Address* 206 SAN FELIPE ST. NW
Location Description OLD TOWN AREA, SAN FELIPE & N. PLAZA ST.
2. Property Owner* GEORGE COOK
3. Agent/Applicant* [if applicable] _____
4. Application(s) Type* per IDO [Table 6-1-1](#)
 - ☒ Historic Certificate of Appropriateness – Minor
 - ☐ Sign Permit
 - ☐ Alternative Signage Plan
 - ☐ Wall/Fence Permit
 - ☐ Site Plan – Administrative²

Summary of project/request*:

REPLACING EXISTING (2) DOORS WITH NEW, MATCH
EXISTING DOOR DECOR STYLE

5. This application will be decided by staff. Please contact devhelp@cabq.gov or call the Planning Department at 505-924-3860 to speak with staff.

¹ Pursuant to [IDO Subsection 14-16-6-4\(K\)\(5\)\(a\)](#), email is sufficient if on file with the Office of Neighborhood Coordination. If no email address is on file for a particular NA representative, notice must be mailed to the mailing address on file for that representative.

² Usually submitted and reviewed as part of building permit application, which can be searched by address here: <https://posse.cabq.gov/posse/pub/lms/Login.aspx>

[Note: Items with an asterisk (*) are required.]

6. Where more information about the project can be found³:

Information Required for Email Notice by IDO Subsection 6-4(K)(1)(b):

1. Zone Atlas Page(s)⁴ J-13-2
2. Architectural drawings, elevations of the proposed building(s) or other illustrations of the proposed application, as relevant^{*}: Attached to notice or provided via website noted above
3. The following exceptions to IDO standards have been requested for this project^{*}:

☒ Deviation(s) ☐ Variance(s)⁵ ☐ Waiver(s)⁶

Explanation^{*}:

CHANGE 2 WINDOWS TO 2 DOORS AS HISTORICAL
PLAN WAS.

4. Pre-submittal Neighborhood Meeting: Not Required
5. **For Site Plan – Administrative Applications only^{*}**, attach site plan showing, at a minimum:
 - ☐ a. Location of proposed buildings and landscape areas.^{*}
 - ☐ b. Access and circulation for vehicles and pedestrians.^{*}
 - ☐ c. Maximum height of any proposed structures, with building elevations.^{*}
 - ☐ d. **For residential development^{*}**: Maximum number of proposed dwelling units.
 - ☐ e. **For non-residential development^{*}**:
 - ☐ Total gross floor area of proposed project.
 - ☐ Gross floor area for each proposed use.

Additional Information:

From the IDO Zoning Map⁷:

1. Area of Property [typically in acres] 0.8171
2. IDO Zone District MX-T
3. Overlay Zone(s) [if applicable] HISTORIC PROTECTION (HPD)
4. Center or Corridor Area [if applicable] _____

³ Address (mailing or email), phone number, or website to be provided by the applicant

⁴ Available online here: <http://data.cabq.gov/business/zoneatlas/>

⁵ Separate notice is required for Variances.

⁶ Separate notice is required for Waivers.

⁷ Available here: <https://tinurl.com/idozoningmap>

[Note: Items with an asterisk (*) are required.]

Current Land Use(s) [vacant, if none] MIXED-USE

NOTE: Pursuant to [IDO Subsection 14-16-6-4\(L\)](#), property owners within 330 feet and Neighborhood Associations within 660 feet may request a post-submittal facilitated meeting within 15 days of the date of this notice. To request a facilitated meeting regarding this project, contact the Planning Department at devhelp@cabq.gov or 505-924-3955.

Useful Links

Integrated Development Ordinance (IDO):

<https://ido.abc-zone.com/>

IDO Interactive Map

<https://tinyurl.com/IDOzoningmap>

Cc: _____ [Other Neighborhood Associations, if any]

Naji, Leslie

From: Naji, Leslie
Sent: Monday, March 30, 2026 10:29 AM
To: zoning@albuquerqueoldtown.com; president@albuquerqueoldtown.com; sylvia4quality@gmail.com; ericcarson@protonmail.com; rnorman@sunpinehomes.com; neri holguin gmail; melvin.andrewsrn@gmail.com; cealleach1@gmail.com
Cc: Naji, Leslie; Roger Esplain
Subject: notification of door installation at the Armijo house/La Placitas
Attachments: Justification Letter.pdf; Zoning map OT FW_J-13-Z.pdf; Photos of new and old.pdf; Public Notice.pdf

This is to provide notice of the application to replace windows along the portal of La Placitas, located at 206 San Felipe St NW, with doors and side lites. Following correspondence with the Chair of the Landmarks Commission, it was determined that since the original openings had been doors, the decision for approval could be made administratively.

Please find attached photos of the location and earlier opening. Please reach out to me if you have any questions or concerns.

Thank you.

LESLIE NAJI
principal planner, historic preservation
(she/her)
☎ 505.924.3927
✉ lnaji@cabq.gov

D) REVIEW AND DECISION CRITERIA [HCOA-2026-00013]

6-5(B)(3) Review and Decision Criteria [Historic Certificate of Appropriateness –Minor]
An application for a Historic Certificate of Appropriateness – Minor shall be approved if it complies with all of the following criteria.

6-5(B)(3)(a) The change is consistent with the designation ordinance and specific development guidelines for the City landmark or HPO zone.

Analysis: Pursuant to IDO §14-16-3-5(A), the purpose of the Historic Preservation Overlay (HPO) zone 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.

The staff decision was based solely on the character of the building.

6-5(B)(3)(b) The architectural character, historical value, or archaeological value of the structure or site itself or of any HPO zone in which it is located will not be significantly impaired or diminished.

Analysis: The architectural character of the building will not be significantly altered. The openings had originally been doors, although the openings have been windows without access for more than 50 years and as such, have their own historic character and significance.

6-5(B)(3)(c) The change qualifies as a "certified rehabilitation" pursuant to the Tax Reform Act of 1976, if applicable.

Analysis: Considering the length of time the windows have been in place, 9

6-5(B)(3)(d) The structure or site's distinguished original qualities or character will not be altered, where "original" means both those included at the time of initial construction and those developed over the history of the structure.

Analysis: The openings into the building from the portal have undergone multiple changes over the years. As noted above, the openings had originally been doors. The configuration of three (3) doors and five (5) windows has been in place for 50-70 years. The

replacement of two windows with doors is an alteration to the building's original character and especially the character of the Portal Market.

6-5(B)(3)(e) Deteriorated architectural features shall be repaired rather than replaced, to the maximum extent practicable. If replacement is necessary, the new material shall match the original as closely as possible in like material and design.

Analysis: The change is not meant to be a repair, and the windows in place had not been in a deteriorated state.

Historic Old Town Development Standards and Guidelines
Landmarks Commission adopted Development Standards and Guidelines (last amended in December 2022) for building projects in the Old Town Historic Protection Overlay Zone (HPO-6). The guidelines include building height, massing, proportion and scale, the use of materials in new and existing buildings, the relationship between buildings, landscaping, roadways, sidewalks, and the overall neighborhood character.

POLICY – Windows and Doors Guidelines

Whenever possible, historic windows should be repaired rather than replaced.

GUIDELINES

1. Retain and preserve the position, number, size and arrangement of historic windows and doors.

- It is not appropriate to enclose, cover or fill in a historic window or door opening.
- If additional openings are necessary for a new use, install them on a rear or non-character defining façade of the building.
- New window and door openings on front facades shall be permitted only in locations where there is evidence that original openings have been filled with other material.
- New openings must never compromise the architectural integrity of the building.
- The design of new window units shall be compatible with the overall character of the building, but should be distinguished as a later feature.

Analysis: The new door units utilize existing openings to replicate what may have originally been in the location. The position, size, and location of the replacement doors are similar to earlier doors; however, the character of the doors and the amount of glazing compared to the original windows, and even earlier doors, is not sufficient. Should the doors remain, a door more in keeping with earlier doors should be used.

The new doors do not compromise the architectural integrity of the building. No new openings are requested.

2. Replacement of windows and doors that have been altered and no longer match the historic character of the building is recommended.

- If a window or a door is completely missing, replace it with a new unit based on accurate documentation or a new design to fit the original opening and compatible with the historic and architectural character of the building.

Analysis: The proposed works represent a reversible intervention that removes window replacements that would be considered original due to their long-standing placement and their contribution to the use of the Portal Market.

3. Retain and preserve functional and decorative features such as transoms and sidelights.

Analysis: Sidelights are introduced on one of the doors but do not reflect the nature of earlier sidelights.

E) NOTICE OF DECISION [HCOA-2026-00013]



City of Albuquerque
Planning Department
Landmarks Commission
P.O. Box 1293
Albuquerque, New Mexico 87103

Date: April 1, 2026

OFFICIAL NOTIFICATION OF DECISION

Project HCOA-2026-00013 Application for Certificate of Appropriateness

RBA Architects, Agent for George Cook, requests approval of Certificate of Appropriateness for Alterations at Tract A Plat of Lands of Casa De Armijo and Plaza Hacienda MRGCD Map 38, located at 206 San Felipe in the Old Town Historic Protection Overlay Zone, zoned MX-T (J-13)

On March 30, 2026 the Landmarks Commission staff **Approved Project HCOA-2026-00013** based on the following Findings and Conditions of Approval.

FINDINGS

1. This application is a request for a Certificate of Appropriateness for the property described as Tract A Plat of Lands of Casa De Armijo and Plaza Hacienda MRGCD Map 38, located at 206 San Felipe in the Old Town Historic Protection Overlay Zone, zoned MX-T.
2. The subject property is approximately 0.81 acres and contains the historic Armijo House.
3. The proposal is for the replacement of window banks along the front portal with doors and sidelights as were originally in the building.
4. The applicant has provided evidence that the building originally had doors at the location affected.
5. The proposed project is consistent with the historic district designation ordinance. The proposed work complies with a number of the relevant development guidelines for Old Town and ABC Comp Plan goals and policies.
6. Section 14-16-6-6(D) of the Integrated Development Ordinance specifies that an application for a Certificate of Appropriateness shall be approved if it complies with several specified criteria. The IDO Section 14-16-6-6(D)(3)(a) 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 the specific HPO zone where the property is located”*

The replacement doors will be more in keeping with the original architecture than the windows being replaced, which were not original to the property.

7. The IDO Section 14-16-6-6(D)(3)(b) 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 proposal will cause no harm to the significance of the building. The installation of the new doors will enhance the property.

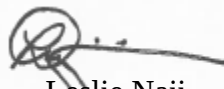
8. The IDO Section 14-16-6-6(D)(3)(d) states that a Certificate of Appropriateness shall be approved if *“The structure or site’s distinguished original qualities or character will not be altered. Original shall mean at the time of initial construction or developed over the course of the history of the structure.”*

The proposal will cause no harm to the original, distinguishing qualities of the contributing building or its site.

Conditions of Approval

1. Applicant is responsible for acquiring, and approval is contingent upon, approval of all applicable permits and related approvals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leslie Naji', with a stylized flourish extending to the right.

Leslie Naji,
Principal Planner, Landmarks Commission

F) OLD TOWN PORTAL MARKET ADVISORY BOARD MINUTES

RULES AND REGULATIONS GOVERNING SOLICITING IN THE H-1 HISTORIC OLD TOWN ZONE, pursuant to Ordinance §13-3-2-18

These Rules & Regulations are adopted pursuant to the Old Town Solicitations Ordinance (the "Ordinance"). being Ordinance No. 20-1991, as amended, which is compiled as Part 2 of Article 3 of Chapter 13, Revised Ordinances of Albuquerque, New Mexico, 1994 governing all soliciting within the H-1 Historic Old Town Zone, §§ 13-3-2-1 et seq. ROA 1994.

In the event that these Rules & Regulations herein are in conflict with the provisions of the Old Town Solicitations Ordinance, the provisions of the Ordinance shall prevail.

Terms and words, which are used but not defined in these Rules & Regulations, shall have the same meaning as defined in the Old Town Solicitations Ordinance. The term MAYOR in these Rules & Regulations, for example, means "The Mayor or the Mayor's designated representative," as defined in Ord. §§ 13-3-2-1 et seq. All hourly times stated within the Rules & Regulations and Ordinance shall be applied reasonably by the Old Town Portal Staff ("Community Events Staff"), depending on specific circumstances.

I. GENERAL REQUIREMENTS

A. Vendors (including all Craft Unit members) must have a City of Albuquerque Business Registration License. Vendors including all Craft Unit members shall provide evidence of a Current Business Registration License to the Community Events Staff by May 15 of each year.

B. Vendors (including all Craft Unit members) shall allow site visits to their place(s) of production of hand-crafted items. Such site visits will be conducted by Community Events Staff or a person designated by Community Events Staff to verify the ability of the Vendors to produce the items they sell pursuant to the Old Town Solicitations Permit. Such visits shall occur for all new members or as often as deemed necessary by the Mayor.

C. Vendors that will be participating in the upcoming permit cycle are required to attend one of two orientation meetings to be held in June leading up to the new permit cycle. The Old Town Solicitations Ordinance and Rules & Regulations Governing Soliciting in the H-1 Historic Old Town Zone will be reviewed. Vendors that have not participated in one of these mandatory meetings will not receive their permit until such time that they schedule and complete a review of the Old Town Solicitations Ordinance and Rules & Regulations Governing Soliciting in the H-1 Historic Old Town Zone with Community Events Staff.

D. In all matters relating to Vendor participation in the Portal Market program deference shall be given to vendors with special conditions as identified by a Doctor's note or comparable notice.

E. Vendors shall provide to Community Events Staff written notice of change in Vendor name and or address within ten (10) days of such a change.

II. APPLICATION FOR PERMIT

A. Each Craft Unit may consist of one to three Vendors. Individuals who are seeking a permit as a Craft Unit may submit an application only in connection with one Craft Unit at any given time. Applicants that are not currently participating in the Portal Market program shall complete a studio visit prior to being granted a permit. Applications with applicants that are required to but

have not yet successfully completed a studio visit by the application deadline shall be placed on the waiting list. All members of a Craft Unit shall be capable of handcrafting a handcrafted item produced by the Craft Unit for sale pursuant to this ordinance.

B. Any person or Craft Unit desiring a permit pursuant to §§ 13-3-2-1 et seq. shall file an application with the Mayor upon a form to be provided by the Mayor. If a permit is issued, members of the Craft Unit may be deleted during the permit period by giving the Mayor prior written notice of the changes, provided at no time shall the Craft Unit exceed the maximum of three individuals. Fees as set forth in §§ 13-3-2-1 et seq. shall accompany the application. The application shall include, but not be limited to, the following information:

1) The name, mailing address, telephone number and a copy of a Current City of Albuquerque Business Registration of the applicant's Craft Unit who request authorization by the permit to make and sell items under the terms of §§ 13-3-2-1 et seq.

2) The location at which the applicant makes such items.

3) Each applicant shall sign a declaration stating that if the Vendor should become subject by notice from the City of a suspension or revocation of vending privileges due to acts by any member within the Craft Unit of a violent, threatening, menacing or peace disturbing nature, that each member of the Craft Unit agrees to immediately honor any City notice of ban (prohibited presence) from the vicinity (within 250 feet) of Portal Market operations in Old Town until such time that the resulting suspension or revocation is no longer in effect, or if appealed until the Hearing Officer makes a final determination in the case and any subsequent suspension or revocation is no longer in effect.

C. Craft Unit applications shall be filed with the City of Albuquerque as prescribed by the application. If any of the requirements, as stated in §§ 13-3-2-1 et seq. have not been met by any of the prospective members within the Craft Unit, then those prospective members shall be removed from the application and the remainder of the Craft Unit may move forward with the application process. The Mayor shall notify each member of the prospective Craft Unit in writing stating the finding of facts that led to the removal of the individual applicant from the application. Any prospective member of a Craft Unit thus affected by such an action shall have all of the rights of appeal as stated in §§ 13-3-2-1 et seq. Such appeal shall be filed directly with the Independent Office of Administrative Hearings. Only natural persons may be issued a Permit. Craft Unit members may cooperate in making and selling hand-crafted items. No person may hold more than one active Permit at any given time. Vendors may surrender his or her Permit at any time during the Permit period. Persons that do not hold a current Permit and are not restricted by the previous suspension or revocation of a Permit are eligible to apply for a Permit. A Vendor may be issued a duplicate Permit to replace a valid Permit, which has been lost or destroyed. A fee of five dollars (\$5.00) will be charged for duplicate Permits. Permits will be awarded on a first-come, first-served basis during the permit period, until 50 (fifty) permits are awarded. After 50 (fifty) permits have been awarded, applicants will be placed on a waiting list in the order in which the applications are received by the City.

D. If a Craft Unit permit is revoked or is surrendered prior to June 30 of any year, the first Craft Unit application in numbered order on the waiting list will be notified in writing that the application for a permit has been granted.

E. Prospective Craft Units that have been accepted into the program shall receive a written notice of acceptance; each such notification shall contain a statement to be signed by the primary member of the Craft Unit. The statement shall contain a declaration that the Craft Unit still desires to participate in the Portal Market program and understands that each of the prospective members within the Craft Unit if issued a Permit will be subject to the provisions of the Old Town Solicitations Ordinance and the Rules & Regulations Governing Soliciting in the H-1 Historic Old Town Zone. Each Craft Unit shall designate upon the application for permit a primary member for that Craft Unit, if a member of a Craft Unit drops out of the Craft Unit during the Permit period, the primary member of the Craft Unit shall give written notification to Community Events Staff of the change in the Craft Unit prior to such change. Community Events Staff shall delete the names of the members of the Craft Unit who have left the Craft Unit. The Primary member of a Craft Unit may dissolve the craft unit at any point in the Permit cycle by notifying Community Events Staff in writing that the permit is abandoned as of the signed date of such notice. No substitutions or additions may be made to a Craft Unit during the Permit period. If the primary member of a Craft Unit leaves the Craft Unit, the remaining members of the Craft Unit shall choose a primary member between themselves and shall provide the name and current address of the new primary member to Community Events Staff.

F. Prospective Craft Units that receive a Letter of Acceptance to be a Permit Holder shall file with the City within six (6) days the following:

- 1) the signed declaration, accompanied by a nonrefundable payment in the amount of one hundred dollars (\$100) for the Craft Unit Permit fee;

- 2) one (1) photograph of each Vendor in the Craft Unit, that meet the general guidelines of passport photographs: taken within the last four years, 2x2 inches in size, the photographs must be in color, be clear, with a full front view of the face, without a hat, head covering, or dark glasses. Photographs which do not meet this standard will not be accepted.

If any of these requirements have not been met by any of the prospective members within the Craft Unit, then those prospective members may be removed from the application and the remainder of the Craft Unit may move forward with the remainder of the application process.

The Mayor, or his designee, shall notify each member of the prospective Craft Unit in writing stating the findings of fact that led to the removal of the individual Vendor from the application. Any applicant thus affected by such an action shall have all of the rights of appeal as stated in §§ 13-3-2-1 et seq.

G. If the signed declaration, accompanied by the Permit fee, and the photograph(s) are not received by the City within six (6) days of the Craft Unit having received such notification, the Craft Unit will be deemed to have abandoned the Craft Unit's application for a permit.

H. Prospective applicants shall provide to Community Events Staff written notice of any change in name or address as shown on the application within ten (10) days of such change.

III. DAILY VENDING SPACE SELECTION

A. A lottery will be conducted on the first and third Wednesday of each month unless the Vendors are notified otherwise by the Mayor. Lotteries will be witnessed and certified by a neutral party. Whenever possible, the lottery will be conducted at least seven (7) days prior to the vending period being called.

1) For each day covered by the lottery, the Community Events Staff shall, using a random number generating device of the Mayor's choosing, enter the numbers of the Craft Units that are seeking solicitation spaces for that day.

2) The Craft Unit number that matches the first number selected shall be assigned to solicitation space number one (1). The Craft Unit number that matches the second number selected shall be assigned to solicitation space number two (2), and so on until fifteen (15) numbers are selected and fifteen (15) spaces are filled. The process shall continue in order to create a reassignment list. The Craft Unit number that is the sixteenth number selected shall be placed first on the reassignment list, and so on, until all of the Craft Units that wish to vend on that day have received a solicitation space or placement on the reassignment list. Community Events Staff shall repeat this procedure for each day covered by the lottery.

3) Lottery results will be emailed to vendors on the first and third Wednesday of the month. In order to be excluded in a Lottery, vendors will need to contact Community Events Staff by noon on the first and third Wednesday of each month.

B. Soliciting is to take place only on the designated spaces within the designated area, between the hours of 9:00 a.m. and 9:00 p.m. A Craft Unit shall conduct solicitations only at the space assigned by Community Events Staff to that Craft Unit and only the Craft Unit to which Community Events Staff has assigned the space may conduct solicitations at that space. No Craft Unit shall occupy more than one space nor shall any person save spaces for others. All items involved in solicitations shall be removed from the designated area promptly upon the cessation of soliciting.

1) Each Vendor who has been assigned a solicitations space by Community Events Staff shall pay a non-refundable daily user fee of twelve dollars (\$12.00) to Community Events Staff for the use of the space. Payment shall be made daily to Community Events Staff or his or her designee prior to 9:30 a.m. on the day the Vendor has been assigned a space, or if a Vendor accepts an assigned space due to reassignment, the daily vending fee of twelve dollars (\$12.00) must be paid before any space is taken over by the Vendor.

2) Upon receipt of their space assignments, Vendors may begin to place their wares on their assigned spaces at 8:00 a.m., but may not begin soliciting until 9:00 a.m.

3) Community Events Staff shall determine each day at 9:30 a.m. if any solicitation spaces are available for reassignment. If any spaces are available, they shall be assigned to vendors present for the reassignment in the order that the Craft Unit is listed on the reassignment list for that day. Reassignments shall be made only to an empty space, and if more than one space is empty, reassignments shall be made to the spaces in their numerical order beginning with the lowest numbered space. To be considered an empty space, all items from the previous Vendor must be removed from the space prior to the designated time for reassignment.

4) To be assigned to a spot at the 9:30 a.m. reassignment times, the Vendor must be listed on the reassignment list. Placement on the reassignment list after the lottery has taken place may occur by the Vendor wishing to be placed on the list finding Community Events Staff during the day and requesting such placement.

5) Afternoon reassignment at 1 p.m., shall follow the same conventions as the 9:30 a.m. reassignment, and may be called at the discretion of Community Events Staff.

6) A third reassignment may be called at 4:30 p.m. at the discretion of Community Events Staff.

7) Assignments and reassignments on City Holidays as well as extreme weather condition days shall be administered at the discretion of Community Events Staff.

8) There will be no moving of spaces unless conducted by the Community Events Staff. If a vendor is in a space not assigned, the vendor will be removed from the day.

IV. DAILY SOLICITING RULES & REGULATIONS

A. In conducting solicitations, Vendors shall comply with the Old Town Solicitations Ordinance and these Rules & Regulations and all other applicable laws, ordinances and Rules & Regulations. If the Mayor has a reasonable suspicion that a Vendor is not following the provisions as laid out in this section (IV) of the Rules & Regulations, and determines that the Vendor is either unwilling or unable to comply, then the Mayor may require the vendor to cease soliciting for that day and leave the Old Town Portal Market.

1) Craft Units that claim a space prior to or as part of the 9:30 a.m. reassignment shall be in the process of setting up in the assigned space by 9:45 a.m.

2) Craft Units absent from the Portal shall display a 5" X 11" or larger sign indicating "Closed" along with a "Will Return" time. For periods of absence in excess of 15 minutes all merchandise shall be covered completely and said sign shall be displayed.

3) Vendors shall set up and pack up their wares by themselves. However, if a Vendor has a disability and needs special assistance to meet the requirements of the Old Town Solicitations Ordinance or these Rules & Regulations, the Vendor should contact Community Events Staff, who will review and may authorize requested accommodations.

4) Vendors shall give each customer a numbered receipt from either a preprinted numbered sales receipt book, or a sequentially numbered credit card receipt. Each receipt shall contain his/her Permit number, the date, a brief description of the items sold, and the total dollar amount of the sale.

5) Vendors shall not obstruct or restrict the free use of the sidewalk along the designated area by pedestrians.

6) Vendors shall not use electronic audio or other media capable devices in such a manner as to be noticeable by anyone in the direct vicinity. The use of devices with speakers or the use of remote speakers in combination with any device is not allowed. The use of headphones that are audible to anyone other than the user is not allowed. The use of headphones or earbud style headphones that are not audible to anyone other than the user is permissible.

7) Items to be sold which exceed twelve (12) inches in height shall be placed at the rear of solicitations spaces and in such a manner so as not to restrict the view by the public of traditional hand-crafted items in adjoining solicitations spaces.

8) Display stands, cases, racks, or similar items shall not project more than twelve (12) inches or so, above the sidewalk nor shall they be fastened in any manner to the sidewalk; provided, however, that a work surface not to exceed thirty-six (36) inches high by twenty-four (24) inches wide by eighteen (18) inches deep, and one folding chair or other chair of equivalent size, may be placed on a space for use by the Vendor (such items shall be placed at the rear of solicitations spaces and in such a manner so as not to restrict the view by the public of traditional hand-crafted items in adjoining solicitations spaces). If blankets or similar items are used, they shall not be glued to the sidewalk nor shall they be fastened to the sidewalk in any other permanent manner.

9) Children under the age of eighteen (18) years shall not be allowed to accompany Vendors when they are vending under the portal.

10) The Portal Market closes at 9:00 p.m. and vending spaces must be clear of all Craft Unit items by 10:00 p.m.

V. ITEMS WHICH MAY BE SOLD IN THE H-1 HISTORIC ZONE

A. As applicable, Vendors shall comply with the provisions of the New Mexico Indian Arts and Craft Sales Act, NMSA 1978, §§ 13-3-2-1 et seq., as amended.

B. Solicitations shall involve only items that are hand-crafted by the Craft Unit, such hand-crafted items are defined in the Old Town Solicitations Ordinance to mean those objects which are produced through the use of hand and hand tools, displaying a degree of manual skill or dexterity, and include but are not limited to beadwork, basketry, pottery, silver, turquoise and shell jewelry, handwoven cloth and blankets and objects made therefrom, leather goods and wood carving. Such items may be comprised of new materials or machine-made parts or elements, provided that no object which is primarily mass produced or machine-made shall be considered to be hand-crafted. Bread shall not be considered a hand-crafted item, nor shall any other food item be considered hand-crafted. Refer to the current Handcrafted Jewelry Guidelines sheet for more detailed information on handcrafted criteria.

C. Items such as jewelry shall be labeled for content of all substances if a significant part of the value of the item relates to its content; for example, silver should be labeled as sterling silver, nickel silver, silver plate, surgical steel etc., as appropriate, turquoise should be labeled as natural turquoise, stabilized turquoise, dyed turquoise or reconstituted turquoise etc., as appropriate, and material that has been manufactured to look like more valuable material should be labeled as dyed (identify the material), synthetic, glass, plastic, and so forth as appropriate. Vendors shall comply with the provisions of all laws of the state and of the United States applicable to the sales of the items they are vending. Refer to the current Material Quality Guidelines for Labeling sheet for more detailed information on labeling.

D. All items to be sold shall be labeled with a maker's mark, the individual Vendor's mark or Craft Unit's mark, to indicate and verify creation of the item by that person or unit. The maker's mark should be stamped on the item whenever possible, or when using a label, attached in such a

manner that the label can be removed but not reattached, whenever possible. The maker's mark shall accompany the Permit application and shall be on file with the City.

VI. MINIMUM SOLICITATIONS

Each Craft Unit shall vend on the Portal Market at least once in each six-week period. Craft Units that are not participating within these guidelines will be removed from the Lottery and may have their Permits revoked.

VII. OLD TOWN PORTAL STAFF

The Old Town Portal Staff is designated by the City's Chief Administrative Officer to daily monitor the solicitations area, insure compliance with the Old Town Solicitations Ordinance, these Rules & Regulations, and other applicable Rules & Regulations and laws. Old Town Portal Staff may give warnings and initiate complaints, as appropriate, for violations of the Old Town Solicitations Ordinance, these Rules & Regulations, or other laws, and suspend or revoke Permits.

VIII. OLD TOWN PORTAL MARKET ADVISORY BOARD

A. At an appropriate time more than thirty (30) days prior to the expiration of the term of a member of the Old Town Advisory Board representing the interests of the Vendors, Community Events Staff shall schedule a meeting of Vendors for the purpose of recommending to the Mayor a person or persons to serve on the Old Town Portal Market Advisory Board. A majority of the Vendors present at that meeting shall determine the method by which a person, who is to be recommended to the Mayor, shall be chosen.

B. At an appropriate time more than thirty (30) days prior to the expiration of the term of a member of the Old Town Advisory Board representing the interests of the merchants or property owners in the H-1 Historic Zone, Community Events Staff shall schedule a meeting of merchants and property owners for the purpose of recommending to the Mayor a person or persons to serve on the Old Town Portal Market Advisory Board. A majority of the merchants and property owners present at that meeting shall determine the method by which a person, who is to be recommended to the Mayor, shall be chosen.

C. Evidence of owning property in the H-1 Zone shall be determined by reference to the list of property owners at the County Assessor's Office. Evidence of being a merchant shall be a current City business registration license for premises in the H-1 Historic Zone. Evidence of being a Vendor shall be a license issued under the ordinance regulating solicitations in Old Town.

IX. VIOLATIONS OF THE ORDINANCE OR RULES & REGULATIONS

A. Persons who have had a Permit revoked for violating any provision of the Ordinance §§ 13-3-2-1 et seq. or these Rules & Regulation, including but not limited to 1) selling items that have not been handcrafted by the Craft Unit or misrepresenting the content and therefore the value of an item in a significant way, or 2) violent, abusive, or indecent conduct on or about the Portal which tends to disturb the peace or has maliciously disturbed, threatened any person, 3) conduct in an insolent manner, intentionally touching or applying force to any person, or 4) criminal or other violations of the law adversely impacting the Portal Market or the health, safety and welfare of individuals within the H-1 Old Town Historic District shall not be issued another Permit for a period of up to ten (10) years from the date of such revocation. Vendors who are in the process of having a Permit suspended or revoked shall not be issued another Permit until the suspension

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or revocation process has been resolved and or the term of the suspension or revocation of the Permit is no longer in affect. During an existing suspension period or appeal pendency, the City may file a subsequent notice of an extension of the suspension period or a notice of revocation due to ongoing or additional violations described in this Paragraph, which if appealed may be consolidated into a single appeal proceeding at the discretion of the Hearing Officer.

B. Violations of these Rules & Regulations will be treated in the same manner as violations of the Ordinances regulating Soliciting in Old Town. Disciplinary actions may be carried out against the Permit Holding Craft Unit and all of the members therein or individual Vendors within the Craft Unit at the discretion of the City, taking into account the nature and severity of the violation. Vendors may request a hearing by a City Hearing Officer regarding appeals of any suspension, revocation, denial of a Permit, or any other City action noticed pursuant to the Ordinance Regulating Soliciting in Old Town or Rules & Regulations, such requests shall be filed with the office of the City Clerk and shall be accompanied by a nonrefundable hearing fee of fifty dollars (\$50.00) no later than fourteen (14) calendars days from the date that the Vendor receives notice. Any Craft Unit and its Vendors shall be deemed to have received notice no later than three (3) days after a notice is sent certified U.S. mail to the Vendor craft group or individual Vendor mailing address listed in the Vendor declaration (or changed mailing address if provided to the City in writing by the Craft Unit or individual). The expiration of the current Permit Term shall not end or render moot any pending appeal of a revocation or denial of a Permit, unless the City withdraws its revocation or denial by written notice to the Craft Unit and Hearing Office.

X. PENALTY PROVISIONS

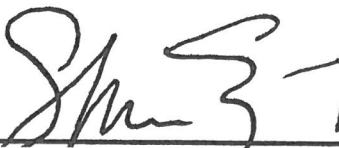
1. The first time a violation is recorded regarding of the Ordinance or these Rules & Regulations the Craft Unit and all of the members therein will receive a warning, suspension or revocation of their Permit depending of the severity of the offense.
2. Subsequent violations shall be met with disciplinary actions of increasing severity up to and including suspension, revocation and enforcement of up to a ten (10) year denial in response to a Permit application.
3. A Vendor or the Community Events Staff, may request mediation between Craft Units and or Vendors individually in lieu of or as an augmentation to other disciplinary actions. Any of the aforementioned parties or any related, affected party may request Community Mediation by contacting the City of Albuquerque Alternative Dispute Resolution (ADR) Office @ 505-768-4660. Additional information on Community Mediation Services may be found at <http://www.cabq.gov/legal/adr>

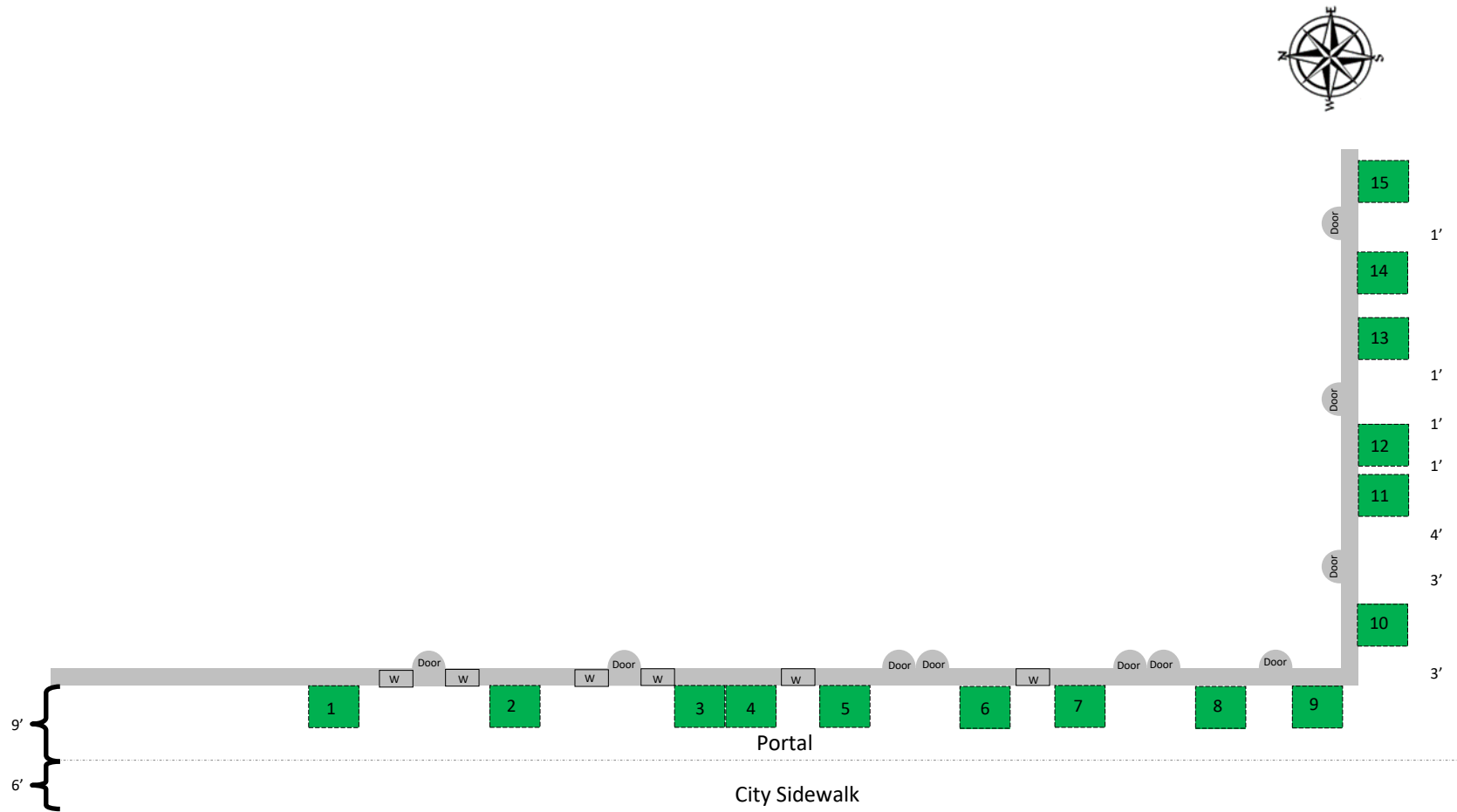
XI. REPEAL

The Rules & Regulations Governing Soliciting in the H-1 Historic Old Town Zone, which were adopted and became effective on November 14, 1988, and which were amended July 16, 1992, September 23, 1993, April 20, 1995, March 15, 2011, November 22, 2017, July 1, 2020, and August 15, 2025 are hereby repealed and replaced by these Rules & Regulations stated herein.

XII. EFFECTIVE DATE AND FILING

These Rules & Regulations shall become effective on *April 15, 2026* and these Rules & Regulations shall be filed in the Office of the City Clerk.

x  12/11/25



 Each Space is 5'X6'

 Windows

Exhibit A



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Agenda**

Wednesday, February 18, 2026 from 4:00 to 5:00 P.M.

Albuquerque Museum Auditorium Room

Denise Pepin..... Vendor Representative
Dee Clary Vendor Representative
Marie Coleman Property Owner Representative
Vacant Merchant Representative
Dana SherrillSitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum** (*2 minutes allocated 4 - 4:02 p.m.*)
 - Meeting called to order:
- **Approve Agenda and Minutes** (*3 minutes allocated 4:03 - 4:05 p.m.*)
- **Community Events Staff Report** (*5 minutes allocated 4:05 - 4:10 p.m.*)
 - Advisory Board Vacancy Update
 - Reminders
 - Portal Operations
 - 2026 Board Meeting Dates: 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
- **Parliamentary Rules Training** (*20 minutes allocated 4:10 - 4:30 p.m.*)
 - Presented by Cristobal Rocha, Office of the City Clerk.
- **Old Business** (*10 minutes allocated 4:30 - 4:40 p.m.*)
 - Doctor's notes policy
 - Blanket checks
 - Public Safety Proposal
 - Reassignment
 - Discuss items for next Agenda
- **New Business** (*5 minutes allocated 4:40 - 4:50 p.m.*)
 - Landmarks Commission Update
 - Sidewalk updates
- **Public Comments** (*5 minutes allocated 4:50 - 4:55 p.m.*)
- **Final notes from Board** (*5 minutes allocated 4:55 - 5 p.m.*)
 - Meeting Adjourned:



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Minutes
Wednesday, December 17, 2025 from 4:00 to 5:00 P.M.
Albuquerque Museum Auditorium Room**

Denise Pepin.....Vendor Representative
Dee ClaryVendor Representative
Marie ColemanProperty Owner Representative
VacantMerchant Representative
Dana SherrillSitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - Meeting called to order at 4 p.m. by Chair.
 - Quorum established.
- **Approve Agenda**
 - Agenda approved at 4:01 p.m.
- **Approve August 20, 2025 Minutes**
 - Minutes approved at 4:03 p.m.
 - October 15, 2025 Old Town Portal Market Advisory was postponed due to lack of Quorum.
- **Community Event Staff Report: At 4:04 p.m.**
 - Community Event Staff thanks Marylin Moquino for her time as the Vendor Representative.
 - Introducing Denise Pepin on to the Old Town Portal Market Advisory Board as the new Vendor Representative. Denise Pepin was approved at the Twenty-Sixth Council Forty-Second meeting.
 - Vice Chair, Dee Clary leads meeting moving forward until the Board Representative has an election to update the Chair and Vice Chair.
 - Nominations presented for Dee Clary to be the new Chair and Denise Pepin to be the new Vice Chair. Unanimous votes for Dee Clary to be the new Chair and Denise Pepin to be the new Vice Chair.
 - Reminder for Board Meeting dates: 02/18/26, 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
 - Advisory Board would like to plan to have an additional meeting or extended meeting if changes are made to the Ordinance by City Council.
 - The staff has a contingency plan in place to relocate vendors to the south side of the property if westside spaces cannot be utilized.
- **Parliamentary Rules Training: At 4:10 p.m.**
 - Motion was made to postpone training until later date.
- **Old Business: At 4:12 p.m.**
 - Motion was made to leave the process with the Community Events Staff handling the Vendor Representative nomination and election process.
 - Motion was made to review ADA policies before continuing discussion on Doctor's notes.

- Complaint Forms have been updated and are now online for easier access for Portal Market Vendors.
 - Motion was made to wait for public comments to discuss matters regarding Reassignment.
 - Repairs to sidewalk have been completed by the property owner George Cook.
 - Motion for the Advisory Board to follow up with Landmarks Commission
- **New Business** At 4:35 p.m.
 - Discuss items for next Agenda
 - Marilyn agreed to update the Public Safety Proposal and present it by the next meeting.
 - **Public Comments** At 4:53 p.m.
 - Blanket Checks
 - Weekend reassignment
 - Nomination process
 - **Final notes from Board**
 - Meeting Adjourned: At 5 p.m.



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD**

Meeting Minutes

Wednesday, June 18, 2025 from 4:00 to 5:00 P.M.

Albuquerque Museum Conference Room

Marylin Moquino.....Sitting - Vendor Representative
Dee Clary Vendor Representative
Marie Coleman Property Owner Representative
Vacant Merchant Representative
Dana Sherrill Sitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - *Meeting called to order: 4:01 p.m.*
- **Approve Agenda** *approved at 4:01 p.m.*
- **Approve April 16, 2025 Minutes** *approved at 4:02 p.m.*
- **Community Event Staff Report:**
 - Presentation from the Director of Arts & Culture, Dr. Shelle Sanchez
 - Shelle explained the proposed updates to the ordinance.
 - Since ordinances are more difficult to change than the Rules and Regulations, the ordinance will provide the overarching framework, while the Rules and Regulations will be more detailed.
 - Vendor Participation Report
 - A discussion was had on the Vendor Representative Nominations.
 - Five vendors nominated, only two accepted. Voting will be conducted online.
 - Voting will close Wednesday, June 25 at 5 p.m.
 - Reminder of Board Meeting dates 8/20/25, 10/15/25, 12/17/25
- **Old Business:**
 - Advisory Board involvement in Vendor Representative nomination
 - Doctors' notes
 - Complaint forms
 - A discussion was had that the compliant forms are for major issues.
- **At 4:43 p.m. it was agreed to move the 'New Business' to the next board meeting to utilize Shelle, and Cristobal's time with the board.**
 - Being good neighbors and boundaries
 - Discussion on parking/loading zone
 - Reassignment issues
 - Adding a discussion on nominations and future vacancies
 - Discuss items for next Agenda
- **Public Comments**
 - A discussion was had about the ordinance, Shelle said that the proposed ordinance will get sent to the vendors and they will have two weeks to share their feedback.
 - The updated ordinance will help clarify violations and suspensions.
- **Final notes from Board/ meeting dismissed**
 - Meeting Adjourned: 5:02 p.m.



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD**

Meeting Minutes

Wednesday, August 20, 2025 from 4:00 to 5:00 P.M.

Albuquerque Museum Conference Room

Marylin Moquino.....Sitting - Vendor Representative
Dee ClaryVendor Representative
Vacant Property Owner Representative
Vacant Merchant Representative
Dana Sherrill Sitting -At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - *Meeting called to order at 4:00 p.m. by Chair.*
 - *Quorum established.*

- **Approve Agenda** *approved at 4:02 p.m.*

- **Approve June 18, 2025 Minutes** *approved at 4:05 p.m.*

- **Community Event Staff Report:** *At 4:03 p.m.*
 - Vendor Participation Report
 - For the month July, an average of nine vendors participated in the program daily.
 - Advisory Board Vacancy Update: Still two vacancies (property owner, at-large). Applications pending; one applicant declined due to conflict of interest.
 - Old Town Portal Applications: Mid-year applications reopened. Board hopes this will bring in new vendors.
 - Board Meeting Dates: October 15, 2025 and December 17, 2025 confirmed.
 - Discussion: possibility of moving to a larger meeting space due to growing attendance.

- **Old Business:** *At 4:11 p.m.*
 - Advisory Board involvement in Vendor Representative nomination
 - Discussion on board involvement. Proposal documents distributed for review.
 - Doctors' notes
 - Concerns raised about vendors using doctor's notes to swap spaces.
 - Current policy: doctor's notes only apply for setup/teardown assistance.
 - Proposal: require annual doctor's note submission; clarify scope in Rules & Regulations.
 - Complaint forms
 - Agreement: complaint forms should be used for major issues only.

- Suggestion: develop online digital form to improve accessibility for vendors without scanners/printers.
- **New Business: At 4:23 p.m.**
 - Being good neighbors and boundaries
 - Reminder to respect space boundaries and customer interactions.
 - City Staff let the board know that the property owner is taking out windows and putting in doors. This will impact spaces and will be complete after Balloon Fiesta Week.
 - To be added to future Rules & Regulations review.
 - Discussion on parking/loading zone and sidewalk
 - Concerns about vendors/customers parking for extended times, blocking view of vendors.
 - Recommendation: use SeeClickFix app or call 311 to report violations.
 - Cracks and uneven sections noted. Responsibility unclear between city and property owner. Staff will review.
 - Reassignment issues
 - Discussion on confusion during daily space reassignments.
 - Suggestion: clearer system so one vendor/security completes the process consistently.
 - To be addressed in Rules & Regulations update.
 - Adding a discussion on nominations and future vacancies
 - Proposal distributed for vendor representative involvement. Will be discussed next meeting.
 - Discuss items for next Agenda
 - Blanket checks.
 - Continued discussion on doctor's notes, reassignments, and public safety proposal.
 - Rules & Regulations review pending ordinance update.
 - Request for City Clerk presentation on Open Meetings Act and ADA compliance.
- **Public Comments At 4:48 p.m.**
 - ADA concerns on doctor's notes, fairness in assignments, need for vendor vote on ordinance changes, parking issues with large trucks, and support for reinstating a Portal Manager. Vendor voiced concern that only one vendor is speaking directly to City Council without updates being shared with the larger vendor group
- **Final notes from Board/ Meeting adjourned at 5:00 p.m.**



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Wednesday, February 19, 2025 - Minutes**

Marylin Moquino.....Vendor Representative
Dee TownsendVendor Representative
Dana Sherrill At-Large Representative
Steven Pettingill.....City Representative
Carissa Galban.....City Representative

- **Establish Quorum:** 4:00 p.m.
 - Marilyn established that there was a quorum and called the meeting to order.
- **Approve Agenda:** 4:01 p.m.
 - Dee motioned to approve the agenda; the motion was seconded by Dana and approved unanimously.
- **Approve December 18, 2024 Minutes:** 4:02-4:15 p.m.
 - After a discrepancy regarding the minutes, Marilyn asked Dana to approve the minutes, Dee seconded and the minutes were approved unanimously. The misunderstanding came from Marilyn wanting to change a decision made at the previous meeting; however, the minutes remain accurate to what was decided therefore no changes are necessary. We will add reassignment time change back to the agenda to reopen discussion and allow for changes.
 - During the discussion on how to move forward, the public in attendance was asked by City Staff to save their comments for public comment resulting in a negative reaction. Ramona said having public comment before board discussion hinders them from being able to comment on agenda items. City staff was guided to have public comment before old business to respect the public's time. City staff has been asked to move public comment to the end for the next meeting's agenda.
 - Before moving on, Marilyn mentioned that she would like for the Vendor Representative votes to come to the Advisory Board to verify the votes and potentially have a vote- this will be added to new business for discussion.
- **Public Comments:** 4:15-4:34 p.m.
 - Public in attendance: Adonica Gravengood, Christy Hales, Ramona Tafoya, Marie Coleman
 - Ramona Tafoya: Ramona expressed that open communication throughout the meeting allows for her to educate on agenda items. Ramona provided a handout on charms and fetishes; however, the handout was not given to City staff or the board prior to the meeting. City staff asked that any handouts be sent to the board with the agenda 10 days before the meeting. Examples of charms and fetishes that are banned were passed around as Ramona explained what they are and why they are banned from the program.
 - Marilyn Moquino: Marilyn asked why the reassignment changes have not been made to the rules and regulations. City staff said that edits to the rules and regulations take time and that they are moving forward. Marilyn asked if a reminder could be sent to the vendors letting them know the change is not in affect; City staff agreed to send out a reminder. Marilyn said that Dee has been allowing vendors to take a spot after reassignment. Dee stated she has not allowed any vendor to take a space outside of the current reassignment times. Marilyn stated that she has received complaints from vendors about spot shifting. She said

that vendors do not feel comfortable filling out formal complaint forms as requested by City staff because they are not anonymous.

- Adonica Gravengood: Adonica said City staff did not address her complaint during Balloon Fiesta Week and that staff is inconsistent. Staff reiterated that submitting a formal complaint form protects staff and vendors and give us something to stand on to take disciplinary action.
- **Community Event Staff Report: 4:34-4:41 p.m.**
 - Vendor Participation Report: City staff reported on vendor attendance for the month of January. Marylin commented that the weather keeps vendors away. City staff stated we will be reporting the monthly attendance statistics throughout the year.
 - Lottery Participation: City staff reported that on average only two vendors have excluded themselves from participating in the Lottery since the start of the FY25 permit cycle. Marylin asked to put the automatic Lottery entry on the next agenda for discussion.
 - Studio Visits and Blanket Checks: City staff has reported that blanket checks have been conducted and that we have a studio visit planned. Marylin said that if someone has illegal items on their blankets during a blanket check that they should get a studio visit.
 - Advisory Board Vacancy Update (Property Owner and Merchant): City staff reported there are two upcoming vacancies on the board for a Vendor Representative and At-Large Member. Marie Coleman's application is still with City Council. Marylin mentioned being in touch with two people to potentially fill the Merchant vacancy.
 - Marylin requested a cleaning of the Portal. A cleaning is being planned for March 4 at 3 p.m. Vendors will be notified. Power washing the Portal will be scheduled when the weather warms up.
 - Reminder of Board Meeting dates 4/16/25, 6/18/25, 8/20/25, 10/15/25, 12/17/25
- **Old Business: 4:41-4:55 p.m.**
 - Casting pieces/charms guidelines discussion continued: Dee said there are already guidelines that ban the use of mass manufactured charms and fetishes. With more blanket checks being done, City staff will be able stop illegal items from being on the Portal. Item was not closed before moving on.
 - Public Safety discussion continued: Marylin asked if the City has made a plan for public safety, City staff is waiting on resources from Sylvia Ramos. This item will be revisited.
- **New Business: discussion on old business rolled over into new business.**
 - Showing permits at reassignment: Marylin does not want vendors doing reassignment to use the word "show" when asking to see permits for check in prior to reassignment and wants them to use "witness." Dee said vendors need to show their permits to whoever is doing reassignment as part of the check-in procedure. Item was not closed and discussion will be continued.
 - Marylin asked about the vendor spotlights that City staff has planned for social media posts and asked why no one was told about them. City staff shared that the vendors were informed about the vendor spotlights and that another email will be sent out to let vendors know they have the opportunity to highlight their business and the program through the Old Town social media.
 - Discuss items for next Agenda: 1. Proposed changes to reassignment procedure (reopened old business), 2. Automatic Lottery entry, 3. Advisory Board involvement in Vendor Representative nomination, 4. Doctor's notes, 5. Complaint forms
- **Final notes from Board/ meeting dismissed: 4:55-5:00 p.m.**
 - Meeting Adjourned: 5:00 p.m.



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Wednesday, February 19, 2025 - Minutes**

Marylin Moquino.....Vendor Representative
Dee TownsendVendor Representative
Dana Sherrill At-Large Representative
Steven Pettingill.....City Representative
Carissa Galban.....City Representative

- **Establish Quorum:** 4:00 p.m.
 - Marilyn established that there was a quorum and called the meeting to order.
- **Approve Agenda:** 4:01 p.m.
 - Dee motioned to approve the agenda; the motion was seconded by Dana and approved unanimously.
- **Approve December 18, 2024 Minutes:** 4:02-4:15 p.m.
 - After a discrepancy regarding the minutes, Marilyn asked Dana to approve the minutes, Dee seconded and the minutes were approved unanimously. The misunderstanding came from Marilyn wanting to change a decision made at the previous meeting; however, the minutes remain accurate to what was decided therefore no changes are necessary. We will add reassignment time change back to the agenda to reopen discussion and allow for changes.
 - During the discussion on how to move forward, the public in attendance was asked by City Staff to save their comments for public comment resulting in a negative reaction. Ramona said having public comment before board discussion hinders them from being able to comment on agenda items. City staff was guided to have public comment before old business to respect the public's time. City staff has been asked to move public comment to the end for the next meeting's agenda.
 - Before moving on, Marilyn mentioned that she would like for the Vendor Representative votes to come to the Advisory Board to verify the votes and potentially have a vote- this will be added to new business for discussion.
- **Public Comments:** 4:15-4:34 p.m.
 - Public in attendance: Adonica Gravengood, Christy Hales, Ramona Tafoya, Marie Coleman
 - Ramona Tafoya: Ramona expressed that open communication throughout the meeting allows for her to educate on agenda items. Ramona provided a handout on charms and fetishes; however, the handout was not given to City staff or the board prior to the meeting. City staff asked that any handouts be sent to the board with the agenda 10 days before the meeting. Examples of charms and fetishes that are banned were passed around as Ramona explained what they are and why they are banned from the program.
 - Marilyn Moquino: Marilyn asked why the reassignment changes have not been made to the rules and regulations. City staff said that edits to the rules and regulations take time and that they are moving forward. Marilyn asked if a reminder could be sent to the vendors letting them know the change is not in affect; City staff agreed to send out a reminder. Marilyn said that Dee has been allowing vendors to take a spot after reassignment. Dee stated she has not allowed any vendor to take a space outside of the current reassignment times. Marilyn stated that she has received complaints from vendors about spot shifting. She said

that vendors do not feel comfortable filling out formal complaint forms as requested by City staff because they are not anonymous.

- Adonica Gravengood: Adonica said City staff did not address her complaint during Balloon Fiesta Week and that staff is inconsistent. Staff reiterated that submitting a formal complaint form protects staff and vendors and give us something to stand on to take disciplinary action.
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 - Marylin requested a cleaning of the Portal. A cleaning is being planned for March 4 at 3 p.m. Vendors will be notified. Power washing the Portal will be scheduled when the weather warms up.
 - Reminder of Board Meeting dates 4/16/25, 6/18/25, 8/20/25, 10/15/25, 12/17/25
- **Old Business: 4:41-4:55 p.m.**
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 - Discuss items for next Agenda: 1. Proposed changes to reassignment procedure (reopened old business), 2. Automatic Lottery entry, 3. Advisory Board involvement in Vendor Representative nomination, 4. Doctor's notes, 5. Complaint forms
- **Final notes from Board/ meeting dismissed: 4:55-5:00 p.m.**
 - Meeting Adjourned: 5:00 p.m.



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD**

Meeting Minutes

Wednesday, June 18, 2025 from 4:00 to 5:00 P.M.

Albuquerque Museum Conference Room

Marylin Moquino.....Sitting - Vendor Representative
Dee Clary Vendor Representative
Marie Coleman Property Owner Representative
Vacant Merchant Representative
Dana Sherrill Sitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - *Meeting called to order: 4:01 p.m.*
- **Approve Agenda** *approved at 4:01 p.m.*
- **Approve April 16, 2025 Minutes** *approved at 4:02 p.m.*
- **Community Event Staff Report:**
 - Presentation from the Director of Arts & Culture, Dr. Shelle Sanchez
 - Shelle explained the proposed updates to the ordinance.
 - Since ordinances are more difficult to change than the Rules and Regulations, the ordinance will provide the overarching framework, while the Rules and Regulations will be more detailed.
 - Vendor Participation Report
 - A discussion was had on the Vendor Representative Nominations.
 - Five vendors nominated, only two accepted. Voting will be conducted online.
 - Voting will close Wednesday, June 25 at 5 p.m.
 - Reminder of Board Meeting dates 8/20/25, 10/15/25, 12/17/25
- **Old Business:**
 - Advisory Board involvement in Vendor Representative nomination
 - Doctors' notes
 - Complaint forms
 - A discussion was had that the compliant forms are for major issues.
- **At 4:43 p.m. it was agreed to move the 'New Business' to the next board meeting to utilize Shelle, and Cristobal's time with the board.**
 - Being good neighbors and boundaries
 - Discussion on parking/loading zone
 - Reassignment issues
 - Adding a discussion on nominations and future vacancies
 - Discuss items for next Agenda
- **Public Comments**
 - A discussion was had about the ordinance, Shelle said that the proposed ordinance will get sent to the vendors and they will have two weeks to share their feedback.
 - The updated ordinance will help clarify violations and suspensions.
- **Final notes from Board/ meeting dismissed**
 - Meeting Adjourned: 5:02 p.m.



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Minutes
Wednesday, August 20, 2025 from 4:00 to 5:00 P.M.
Albuquerque Museum Conference Room**

Marylin Moquino.....Sitting - Vendor Representative
Dee ClaryVendor Representative
Vacant Property Owner Representative
Vacant Merchant Representative
Dana Sherrill Sitting -At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - *Meeting called to order at 4:00 p.m. by Chair.*
 - *Quorum established.*

- **Approve Agenda** *approved at 4:02 p.m.*

- **Approve June 18, 2025 Minutes** *approved at 4:05 p.m.*

- **Community Event Staff Report:** *At 4:03 p.m.*
 - Vendor Participation Report
 - For the month July, an average of nine vendors participated in the program daily.
 - Advisory Board Vacancy Update: Still two vacancies (property owner, at-large). Applications pending; one applicant declined due to conflict of interest.
 - Old Town Portal Applications: Mid-year applications reopened. Board hopes this will bring in new vendors.
 - Board Meeting Dates: October 15, 2025 and December 17, 2025 confirmed.
 - Discussion: possibility of moving to a larger meeting space due to growing attendance.

- **Old Business:** *At 4:11 p.m.*
 - Advisory Board involvement in Vendor Representative nomination
 - Discussion on board involvement. Proposal documents distributed for review.
 - Doctors' notes
 - Concerns raised about vendors using doctor's notes to swap spaces.
 - Current policy: doctor's notes only apply for setup/teardown assistance.
 - Proposal: require annual doctor's note submission; clarify scope in Rules & Regulations.
 - Complaint forms
 - Agreement: complaint forms should be used for major issues only.

- Suggestion: develop online digital form to improve accessibility for vendors without scanners/printers.
- **New Business: At 4:23 p.m.**
 - Being good neighbors and boundaries
 - Reminder to respect space boundaries and customer interactions.
 - City Staff let the board know that the property owner is taking out windows and putting in doors. This will impact spaces and will be complete after Balloon Fiesta Week.
 - To be added to future Rules & Regulations review.
 - Discussion on parking/loading zone and sidewalk
 - Concerns about vendors/customers parking for extended times, blocking view of vendors.
 - Recommendation: use SeeClickFix app or call 311 to report violations.
 - Cracks and uneven sections noted. Responsibility unclear between city and property owner. Staff will review.
 - Reassignment issues
 - Discussion on confusion during daily space reassignments.
 - Suggestion: clearer system so one vendor/security completes the process consistently.
 - To be addressed in Rules & Regulations update.
 - Adding a discussion on nominations and future vacancies
 - Proposal distributed for vendor representative involvement. Will be discussed next meeting.
 - Discuss items for next Agenda
 - Blanket checks.
 - Continued discussion on doctor's notes, reassignments, and public safety proposal.
 - Rules & Regulations review pending ordinance update.
 - Request for City Clerk presentation on Open Meetings Act and ADA compliance.
- **Public Comments At 4:48 p.m.**
 - ADA concerns on doctor's notes, fairness in assignments, need for vendor vote on ordinance changes, parking issues with large trucks, and support for reinstating a Portal Manager. Vendor voiced concern that only one vendor is speaking directly to City Council without updates being shared with the larger vendor group
- **Final notes from Board/ Meeting adjourned at 5:00 p.m.**



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Minutes
Wednesday, December 17, 2025 from 4:00 to 5:00 P.M.
Albuquerque Museum Auditorium Room**

Denise Pepin.....Vendor Representative
Dee ClaryVendor Representative
Marie ColemanProperty Owner Representative
VacantMerchant Representative
Dana SherrillSitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum**
 - Meeting called to order at 4 p.m. by Chair.
 - Quorum established.
- **Approve Agenda**
 - Agenda approved at 4:01 p.m.
- **Approve August 20, 2025 Minutes**
 - Minutes approved at 4:03 p.m.
 - October 15, 2025 Old Town Portal Market Advisory was postponed due to lack of Quorum.
- **Community Event Staff Report: At 4:04 p.m.**
 - Community Event Staff thanks Marylin Moquino for her time as the Vendor Representative.
 - Introducing Denise Pepin on to the Old Town Portal Market Advisory Board as the new Vendor Representative. Denise Pepin was approved at the Twenty-Sixth Council Forty-Second meeting.
 - Vice Chair, Dee Clary leads meeting moving forward until the Board Representative has an election to update the Chair and Vice Chair.
 - Nominations presented for Dee Clary to be the new Chair and Denise Pepin to be the new Vice Chair. Unanimous votes for Dee Clary to be the new Chair and Denise Pepin to be the new Vice Chair.
 - Reminder for Board Meeting dates: 02/18/26, 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
 - Advisory Board would like to plan to have an additional meeting or extended meeting if changes are made to the Ordinance by City Council.
 - The staff has a contingency plan in place to relocate vendors to the south side of the property if westside spaces cannot be utilized.
- **Parliamentary Rules Training: At 4:10 p.m.**
 - Motion was made to postpone training until later date.
- **Old Business: At 4:12 p.m.**
 - Motion was made to leave the process with the Community Events Staff handling the Vendor Representative nomination and election process.
 - Motion was made to review ADA policies before continuing discussion on Doctor's notes.

- Complaint Forms have been updated and are now online for easier access for Portal Market Vendors.
 - Motion was made to wait for public comments to discuss matters regarding Reassignment.
 - Repairs to sidewalk have been completed by the property owner George Cook.
 - Motion for the Advisory Board to follow up with Landmarks Commission
- **New Business** At 4:35 p.m.
 - Discuss items for next Agenda
 - Marilyn agreed to update the Public Safety Proposal and present it by the next meeting.
 - **Public Comments** At 4:53 p.m.
 - Blanket Checks
 - Weekend reassignment
 - Nomination process
 - **Final notes from Board**
 - Meeting Adjourned: At 5 p.m.



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD
Meeting Agenda**

Wednesday, February 18, 2026 from 4:00 to 5:00 P.M.

Albuquerque Museum Auditorium Room

Denise Pepin..... Vendor Representative
Dee Clary Vendor Representative
Marie Coleman Property Owner Representative
Vacant Merchant Representative
Dana SherrillSitting - At-Large Representative
Steven PettingillCity Representative

- **Establish Quorum** (2 minutes allocated 4 - 4:02 p.m.)
 - Meeting called to order:
- **Approve Agenda and Minutes** (3 minutes allocated 4:03 - 4:05 p.m.)
- **Community Events Staff Report** (5 minutes allocated 4:05 - 4:10 p.m.)
 - Advisory Board Vacancy Update
 - Reminders
 - Portal Operations
 - 2026 Board Meeting Dates: 04/15/26, 06/17/26, 08/19/26, 10/21/26, 12/16/26.
- **Parliamentary Rules Training** (20 minutes allocated 4:10 - 4:30 p.m.)
 - Presented by Cristobal Rocha, Office of the City Clerk.
- **Old Business** (10 minutes allocated 4:30 - 4:40 p.m.)
 - Doctor's notes policy
 - Blanket checks
 - Public Safety Proposal
 - Reassignment
 - Discuss items for next Agenda
- **New Business** (5 minutes allocated 4:40 - 4:50 p.m.)
 - Landmarks Commission Update
 - Sidewalk updates
- **Public Comments** (5 minutes allocated 4:50 - 4:55 p.m.)
- **Final notes from Board** (5 minutes allocated 4:55 - 5 p.m.)
 - Meeting Adjourned:

NORTH PLAZA STREET N.W.
(R/W 50')



OLD TOWN PLAZA
TRACT 180, M.R.G.C.D.
PROPERTY MAP NO.38
AS PER DOCUMENT
#2003s-89

SAN FELIPE STREET N.W.
(R/W VARIES)

SOUTH PLAZA STREET N.W.
(R/W VARIES)

03/31/2017
DOCUMENT #2017039078

BUILDING
SIDEWALK
APPARENT PROPERTY LINE
ASPHALT
UTILITY POLE

CASA DE ARMIJO (LA PLACITA PATIO
MARKETS) AND PLAZA HACIENDA
TRACT B, 10/08/1986
DOCUMENT #1986097796

BACK OF CURB
SIGN

APPARENT PROPERTY LINE

32.98 Ft.
15.08 Ft.

CASA DE ARMIJO (LA PLACITA PATIO
MARKETS) AND PLAZA HACIENDA
TRACT A, 10/08/1986
DOCUMENT #1986097796

FLAGSTONE SIDEWALK

PORTAL (COVERED PATIO)

SIGN

SEAT

BACK OF CURB

33.63 Ft.

6.20 Ft.

SIGN

BUILDING

14.90 Ft.

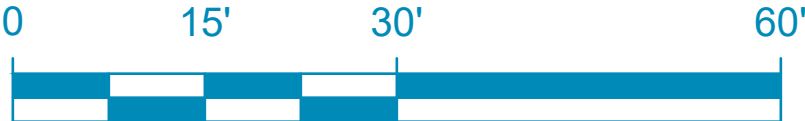
APPARENT PROPERTY LINE

BACK OF CURB

APPARENT PROPERTY LINE

PATIO SIGN

WALL



SCALE: 1" = 15'

- SURVEY NOTES
1. THIS IS NOT A BOUNDARY SURVEY. APPARENT PROPERTY LINES AND FOUND CORNERS AS MAY BE SHOWN HEREIN ARE FOR ORIENTATION PURPOSE ONLY.
 2. FIELD WORK WAS COMPLETED IN 01/07/2026 USING GPS VIA THE LIECA SMARTNET REAL TIME GEODETIC NETWORK.
 3. THE HORIZONTAL DATUM IS BASED ON NAD83.
 4. THIS MAPPING DATA SET WAS COLLECTED TO SUPPORT A HORIZONTAL SCALE OF 1"=15'.
 5. THE CENTER OF THE PROJECT CAN BE LOCATED BY GEOGRAPHIC COORDINATES 35° 5' 45"N, 106° 40' 9"W.



DEPARTMENT OF MUNICIPAL DEVELOPMENT
CONSTRUCTION SERVICES / SURVEY SECTION

206 SAN FELIPE STREET N.W.

DRAWN BY: AM

DWG NO. 1 OF 1

REV

APPROVED BY: LR

FIELD WORK PERFORMED 1/7/2026

SHEET 1

