Summary of Analysis

The application for a Certificate of Appropriateness is for the addition of a second-floor portal over an existing balcony area. The request also includes the addition of exterior Kivas on the balcony and reconstruction of a north exterior stairway. The building is a non-contributing building constructed in 1993 in the Pueblo Revival style.

The second floor of the building was originally designed to be shops which are currently vacant. The property owner wishes to convert this space into four one-bedroom apartments. As part of the redesign, the portals are proposed as well as higher balcony railings.

This request was reviewed against the relevant guidelines for the Old Town Historic Overlay Zone and the criteria for approval of a Certificate of Appropriateness in the IDO Section 14-16-6-6(D)(3). Subject to conditions, Staff considers the proposal consistent with the guidelines and the criteria.

Staff Recommendation


Leslie Naji
Historic Preservation Planner
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SUMMARY OF REQUEST

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I AREA HISTORY AND CHARACTER

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

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<th>Area</th>
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<td>Site to the North</td>
<td>1 &amp; 2</td>
<td>Flat roof, portals, Pueblo Revival, 1942</td>
<td>Neutral, commercial</td>
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<td>Site to the South</td>
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<td>Cross-Gabled roof with bell tower, Territorial, 1882</td>
<td>Contributing, Commercial</td>
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<td>Sites to the East</td>
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<td>Flat roof, Pueblo Revival, 1916</td>
<td>Contributing, Commercial</td>
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<td>Site to the West</td>
<td>1 &amp; 2</td>
<td>Flat roof, portals, Pueblo Revival, early to late 1900s</td>
<td>Contributing, Commercial</td>
</tr>
</tbody>
</table>

II INTRODUCTION

Proposal and History

The application for a Certificate of Appropriateness is for the addition of a second-floor portal over an existing balcony area. The request also includes the addition of exterior Kivas on the balcony and reconstruction of a north exterior stairway. The building is a non-contributing building constructed in 1993 in the Pueblo Revival style.

The second floor of the building was originally designed to be shops which are currently vacant. The property owner wishes to convert this space into four one-bedroom apartments. As part of the redesign, the portals are proposed as well as higher balcony railings.

Several new window and door openings are proposed for the second floor. Most of the existing openings will be retained while new openings, windows, and doors will be detailed to match the character of existing, except that exterior shutters will not be added. Where present, existing exterior shutters will be refurbished and retained.
The proposal includes re-stuccoing the existing building, using cement (not synthetic) stucco, light sand finish to match existing, with a color change from the existing ivory to medium brown (to approximately match color of dried native soil). The area immediately under the portals will be stuccoed ivory, similar to the existing building color, in keeping with Pueblo Revival detailing.

Existing 2nd-floor painted wood railings and 2nd-floor stucco parapets are to be raised to meet height requirements for exterior balconies, (42" tall, 4" max space between vertical pickets). Upstairs balconies will include movable, painted wood planter boxes to provide privacy and greenery between apartment entries. New stuccoed corner fireplaces and built-in bancos are also proposed.

Skylights proposed for the roof will not be visible from the street. Existing clay sconce light fixtures on the exterior will be replaced with new punched tin light fixtures, with full cut-off light distribution.

**Context**

The Old Town Historic Preservation Overlay Zone encompasses an area roughly between Mountain Road and Central Ave. on the north and south, and Rio Grande Blvd. and the 19th St. on the west and east. The historic zone was created with the adoption of the City’s first zoning Code in 1959 to preserve and promote the educational, cultural and general welfare of the public through the preservation of protection of the traditional architectural character of historic old Albuquerque.

The Spanish Colonial, Territorial or Western Victorian architectural styles of buildings and structures erected prior to 1912 in the area now constituted as the State of New Mexico, comprise the traditional architectural character of the Old Town Historic Preservation Overlay Zone (MX-T). Inside this historic zone is the state registered “Old Albuquerque Historic District”. The Old Albuquerque Historic District is a sub-set of the Old Town Historic Preservation Overlay Zone. The historic district is the core of the Hispano village of Albuquerque, founded in 1706, and the main village in the area until the arrival of the railroad in 1880. The church and plaza are at the center of the district, as in most Hispanic villages of New Mexico.

Of the buildings in the district, only San Felipe de Neri church can be shown to date to the Spanish Colonial period. A few other buildings may be in whole or in part from the early nineteenth century, but the majority of the buildings in Old Albuquerque Historic District were built between 1870 and 1900.

Almost every building has seen some degree of remodeling, resulting from the area’s growth as a tourist-oriented commercial center after 1940. Old Albuquerque became “Old Town”, a district of shops, boutiques, galleries and restaurants. Many buildings acquired Pueblo Revival portals, protruding false vigas and other stylistic elements thought to be conducive to a tourist atmosphere.
APPLICABLE PLANS, ORDINANCES, DESIGN GUIDELINES & POLICIES

III ANALYSIS

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

Albuquerque-Bernalillo County Comprehensive Plan of 2017

This site is a Historic Asset in terms used in the Comprehensive Plan. The plan sets out goals and policies concerning land use, environmental protection and heritage conservation. Chapter 11, Section 2, Historic Assets (pp. 11-25 – 11-26) states:

“Preserve and enhance significant historic districts and buildings to reflect our past as we move into the future and to strengthen our sense of identity.”

Applicable Historic Assets policies include:

Policy 11.2.3 Distinct Built Environments: Preserve and enhance the social, cultural, and historical features that contribute to the identities of distinct communities, neighborhoods, and districts.

The project directly addresses the ABC Comprehensive Plan by redeveloping a historic neighborhood while emphasizing the existing architecture. Although the building is not a historical building, it was designed to fit within the pueblo styled neighborhood. The proposed changes continue to enhance the historic character of Old Town.

Integrated Development Ordinance (IDO)

In May 2018, the Integrated Development Ordinance (IDO) replaced the City's Zoning Code and the property was zoned MX-T. The Old Town Historic Zone became the Old Town Historic Preservation Overlay Zone and it was expanded to include a primarily residential area to the south-east. The Integrated Development Ordinance Part 14-16-3-5 establishes controls and procedures for Historic Protection Overlay Zones (HPO). Part 14-16-3-5 (J) identifies standards and guidelines for HPO 5: Old Town.

6-6(D)(3) Review and Decision Criteria

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

6-6(D)(3)(a) The change is consistent with Section 14-16-3-5 (Historic Protection Overlay Zones), the ordinance designating the specific HPO zone where the property is located, and any specific development guidelines for the landmark or the specific HPO zone where the property is located.

As documented below, the proposal is consistent with a majority of design guidelines for the Old Town HPO. It is also consistent with the ordinance designating Old Town as a historic district,
preserving the old town of Albuquerque. The pueblo revival style of the proposal blends with many existing shops in the area.

6-6(D)(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.

The proposed project will not add any structural extension onto the street level. The building footprint will not be expanded. The second-floor portal will be visible but not obtrusive. The Pueblo Revival style is in keeping with the existing character of the Old Town HPO. Overall, the project will be bringing additional residential units to Old Town.

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

Not applicable

6-6(D)(3)(d) The structure or site's distinguished original qualities or character will not be altered. For the purposes of Section 14-16-3-5 (Historic Protection Overlay Zones) and this Subsection 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 subject site and building are new construction dating from 1993. There is nothing original to match but the proposal is appropriate for the surrounding buildings.

6-6(D)(3)(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.

Not Applicable.

6-6(D)(3)(f) Additions to existing structures and new construction may be of contemporary design if such design is compatible with its landmark status (if any) or the HPO zone.

Not Applicable.

Old Town Historic Preservation Overlay Zone Development Guidelines

Design Guidelines (as amended February, 2022) have been adopted by the Landmarks Commission for building projects in the HPO-5 Old Town Historic Preservation Overlay Zone. The guidelines include direction on such issues as building height, massing, proportion and scale, use of materials in new and existing buildings, relationship between buildings, landscaping, roadways, sidewalks, and the overall neighborhood character. Design Standards and Guidelines also apply to new and replacement signage.
General Guidelines

6. When a stuccoed building is to be re-stuccoed, the original textures, if known, are recommended. The final appearance should duplicate the existing as closely as possible in strength, composition, color, and texture.

7. Stucco colors shall be brown, tan, natural local earth tones, but not to include chocolate brown or white.

Applicant: We propose to restucco the existing building, using cement (not synthetic) stucco, light sand finish to match existing, with a color change from the existing ivory to medium brown (to approximately match color of dried native soil). We also propose that the area immediately under the portals be stuccoed ivory, similar to the existing building color, in keeping with Pueblo Revival detailing. The ivory color will be similar to the existing building color.

The new stucco proposed meets the guidelines for both color and texture.

POLICY - New Buildings

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

Guidelines

1. Design new buildings to appear similar in scale to other buildings on the block. The LC recognizes that when new construction is compatible, it has a positive and revitalizing impact on a neighborhood and the city as a whole. Compatible new construction can preserve the neighborhood by enhancing the historic, architectural, and cultural features of a property.

   The proposed addition, which is to a relatively new building, is compatible with both the existing building and the architecture of Historic Old Town.

2. Building height, maximum: 26 feet, unless the Landmarks Commission (LC) requires a lower height to protect the historic character of the area.

   The second-floor portal will be lower than the height of the existing building and less than 26 feet.
3. Design a new building to reinforce a sense of human scale. This can be achieved with the use of:
   - Building materials of traditional dimensions
   - One-story porches
   - Solid to void ratios that are similar to traditional buildings
   - Windows should be recessed and similar in size and style to surrounding historic buildings.

   Applicant: We propose new 2nd floor portals, which will be detailed to closely match the existing first floor portals. We propose several new window and door openings on the second floor. Most of the existing openings will be retained. New openings, windows, and doors will be detailed match the character of existing, except that exterior shutters will not be added. Where present, existing exterior shutters will be refurbished and retained.

   Although the proposed addition is for the second-floor, windows will be recessed and of a similar scale to the existing windows. Materials and styling will also be in keeping with the existing structure.

4. Design the front elevation to appear similar in scale to neighboring contributing buildings.
   - On a two-story building there should be a one-story element such as a porch.
   - Building height is limited to 26 feet per the IDO.

   Many buildings in Old Town have second-floor portals. This proposal is in keeping with the surrounding buildings. Opaque stair walls further blend into the historic landscape.

5. Infill construction should enhance the pedestrian character of the district.
   - Entrances to new buildings shall be oriented towards the street
   - Maintain patterns of window and door proportions and placement found in the vicinity
   - Maintain the front setback most common on the block
   - The space between adjacent buildings should be the same as the average space between other buildings on the block.
   - Parking and garages should be located towards the rear of the property.

   Not Applicable

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

   As is the case with all buildings in Old Town, the building forms for the proposed changes are rectilinear and follow the patterns seen in Pueblo Revival architecture. This is in keeping with the design guidelines.

7. Use roof forms that are similar to contributing buildings on the block.
   - Flat roofs with parapets are appropriate in most Old Town settings
   - Hipped and gabled roofs should be used only where appropriate to the context.
Roofs for the project will continue to be flat roofs with parapets. Parapets are mostly flat with a slight upturn at the corners.

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

- The use of stucco is the most common material for Old Town.
- Wood is the preferred choice for windows and doors, although metal window frames may be appropriate in some contexts
- Roofing materials shall be similar in appearance to other buildings in the street.

*Exterior material will be stucco in colors compatible with the existing stucco. Wood trim, windows, doors, and balcony rails will be white, to match existing wood trim.*

9. Imitation of older historic styles is discouraged.

- Interpretations of historic styles may be appropriate if they are subtly distinguishable as new buildings.
- Incorporate details and ornamentation found on historic buildings within the context of new construction.

*As with most buildings in Old Town, the proposed addition will be incorporating Pueblo Revival styling but will be distinguishable as new construction.*

10. Simplified interpretations of traditional detail are encouraged.

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

*Design details will be fairly consistent with the existing building.*

**Neighborhood Notification**

The applicant notified the Historic Old Town Property Owners Association and neighboring properties within 100 ft., excluding public rights of way. The requisite signs were posted at the property giving notification of this application. No comments have been received to date.

**Conclusions**

As discussed in the analysis above, the project complies with the applicable guidelines for the Old Town Historic Preservation Overlay Zone and the criteria for approval of a Certificate of Appropriateness as set forth in the Integrated Development Ordinance IDO.

Staff concludes that the project is eligible for a Certificate of Appropriateness.

1. This application is a request for a Certificate of Appropriateness for Exterior Alterations located at 404 Romero St. NW, described as Tract B A Plat of tracts A & B Lands of Stelfox Cont, a property in the Old Town Historic Preservation Overlay Zone, zoned MX-T.

2. The subject site is approximately 0.14 acres.

3. Additions to the existing non-contributing property are proposed. These include adding a second-floor portal to cover part of an existing second-floor balcony. Also included are exterior kiva fireplaces, new door and window openings, improvements to exterior stairs at the north wall of the building, and increased height added to upstairs railings and balcony walls.

4. The IDO Section 14-16-6-6(D)(1) requires that all development and modification of structures in any HPO zone and all development or modification of a city landmark site first receive a Certificate of Appropriateness.

5. 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 Section 14-16-3-5 (Historic Protection Overlay Zones), the ordinance designating the specific HPO zone where the property is located, and any specific development guidelines for the landmark or the specific HPO zone where the property is located.”

6. The proposed work is consistent with the designation ordinance. The proposed work complies with the relevant development guidelines for the historic zone as described in the staff report and in Findings 7 & 8 below.

7. The proposal is consistent with the Guidelines for New Construction.
   - The proposed addition, which is to a relatively new building, is compatible with both the existing building and the architecture of Historic Old Town.
   - The building forms for the proposed changes are rectilinear and follow the patterns seen in Pueblo Revival architecture. This is in keeping with the design guidelines.
   - Roofs for the project will continue to be flat roofs with parapets. Parapets are mostly flat with a slight upturn at the corners.
   - Exterior material will be stucco in colors compatible with the existing stucco. Wood trim, windows, doors, and balcony rails will be white, to match existing.

8. 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”.

RECOMMENDATION

Case SI-2022-01335 / Project # PR-2022-007325, August 10, 2022

APPROVAL of Case SI-2022-01335 / Project # PR-2022-007325, an application for a Certificate of Appropriateness for Exterior Alterations located at 404 Romero St. NW, described as Tract B A Plat of tracts A& B Lands of Stelfox Cont, a property in the Old Town Historic Preservation Overlay Zone, zoned MX-T., based on the above eight (8) findings and subject to the following conditions.

Recommended Conditions of Approval

1. Applicant is responsible to acquire, and approval is contingent upon, all applicable permits and related approvals.

Leslie Naji, Senior Historic Preservation Planner
Urban Design and Development Division
APPLICATION MATERIALS
# Development Review Application

Effective 5/17/18

**City of Albuquerque**

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

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<td>□ Wireless Telecommunications Facility Waiver (Form W2)</td>
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<td>□ Historic Certificate of Appropriateness – Minor (Form L)</td>
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<td>□ Minor Amendment to Site Plan (Form P3)</td>
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<td>□ Subdivision of Land – Minor (Form S2)</td>
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<td>□ Annexation of Land (Form Z)</td>
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**Decisions Requiring a Public Meeting or Hearing**

□ Subdivision of Land – Major (Form S1)

□ Amendment to Zoning Map – EPC (Form Z)

□ Conditional Use Approval (Form ZHE)

□ Vacation of Easement or Right-of-way (Form V)

□ Amendment to Zoning Map – Council (Form Z)

□ Demolition Outside of HPO (Form L)

□ Variance – DRB (Form V)

□ Decision by EPC, LC, DRB, ZHE, or City Staff (Form A)

□ Expansion of Nonconforming Use or Structure (Form ZHE)

□ Variance – ZHE (Form ZHE)

**APPLICATION INFORMATION**

Applicant: Luminaria Properties, LLC

Phone: 505-379-7472

Address: 400 Romero St NW, Suite 2

Email: sara@luminariaproperties.com

City: Albuquerque

State: NM

Zip: 87104-1490

Professional/Agent (if any): Studio SW Architects, Eric Haskins AIA

Phone: 505-252-8325

Address: 2101 Mountain Rd NW, Suite A

Email: ehaskins@studioswarchitects.com

City: Albuquerque

State: NM

Zip: 87104-1594

Proprietary Interest in Site: Project architect

List all owners: Luminaria Properties (Sara Mancini, JJ Mancini)

**BRIEF DESCRIPTION OF REQUEST**

Conversion of the currently vacant second floor of an existing non-historic (1993) retail building into four new apartment units, with entry from outdoor balconies. Exterior modifications include new 2nd-floor portal on south and reconstructed entry stair on north.

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

<table>
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<tr>
<th>Lot or Tract No.</th>
<th>TR B PLAT OF TRS A &amp; B</th>
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<tbody>
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<td>Block</td>
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<td>Unit</td>
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Subdivision/Addition: LANDS OF STELFOX CONT 0.1428 AC M/L

MRGCD Map No.: 101305813136021601

Zone Atlas Page(s): J-13

Existing Zoning: MX-T

Proposed Zoning: MX-T

# of Existing Lots: 1

# of Proposed Lots: 1

Total Area of Site (acres): 0.1428

**LOCATION OF PROPERTY BY STREETS**

Site Address/Street: 404 Romero St NW

Between: Church St and: Charlevoix St

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

Signature: Sara Mancini

Date: July 13, 2022

Printed Name: Sara Mancini, Luminaria Properties

Applicant or Agent

**FOR OFFICIAL USE ONLY**

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Meeting/Hearing Date: Fee Total:

Staff Signature: Date: Project #
Form L: Historic Preservation and Landmarks Commission (LC)

Please refer to the LC hearing schedule for public hearing dates and deadlines. Your attendance is required.

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

### Type of Request
- ☐ Alteration
- ☐ Demolition
- ☐ New Construction
- ☐ Alteration
- ☐ Sign (see note below)
- ☐ East Downtown – HPO-1
- ☐ Eighth & Forrester – HPO-2
- ☐ Downtown Neighborhood Area – CPO-3

### Historic Zone or Designation
- ☐ Downtown Area
- ☐ Fourth Ward – HPO-3
- ☐ Downtown Neighborhood Area – CPO-3
- ☐ East Downtown – CPO-4
- ☐ East Downtown – CPO-4
- ☐ Eighth & Forrester – HPO-2
- ☐ Downtown Neighborhood Area – CPO-3

### Number and Classification of Structures on Property
- ☐ HUNING HIGHLAND – HPO-4
- ☐ East Downtown – CPO-4
- ☐ Old Town – HPO-5
- ☐ Nob Hill/Highland – CPO-8
- ☐ Silver Hill – HPO-6
- ☐ City Landmark

### Contributing Structures:
- ☐ HUNING HIGHLAND – HPO-4
- ☐ East Downtown – CPO-4
- ☐ Old Town – HPO-5
- ☐ Nob Hill/Highland – CPO-8
- ☐ Silver Hill – HPO-6
- ☐ City Landmark

### Noncontribution Structures:
- ☐ HUNING HIGHLAND – HPO-4
- ☐ East Downtown – CPO-4
- ☐ Old Town – HPO-5
- ☐ Nob Hill/Highland – CPO-8
- ☐ Silver Hill – HPO-6
- ☐ City Landmark

### Unclassified Structures
- ☐ Residential Property? ☐ Yes ☐ No (conversion to residential)

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

### HISTORIC CERTIFICATE OF APPROPRIATENESS – MINOR Administrative Decision
- ☐ All materials indicated on the project drawing checklist and required by the Historic Preservation Planner
- ☐ Letter detailing the scope of the proposal and justifying the request per the criteria in IDO Section 14-16-6-5(D)(3)
- ☐ Letter of authorization from the property owner if application is submitted by an agent
- ☐ Required notices with content per IDO Section 14-16-6-4(K)(6)
- ☐ Office of Neighborhood Coordination notice inquiry response and proof of emailed notice to affected Neighborhood Association representatives
- ☐ Sign Posting Agreement

### INFORMATION REQUIRED FOR ALL LANDMARKS COMMISSION PUBLIC HEARING APPLICATIONS
- ☐ Interpreter Needed for Hearing? ☐ No ☐ Yes, if yes, indicate language:
- ☐ Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- ☐ Zone Atlas map with the entire site clearly outlined and labeled
- ☐ Letter of authorization from the property owner if application is submitted by an agent
- ☐ Required notices with content per IDO Section 14-16-6-4(K)(6)
- ☐ Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
- ☐ Sign Posting Agreement

### DEMOLITION OUTSIDE OF HPO Requires Public Hearing
- ☐ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- ☐ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(B)(3)

### HISTORIC DESIGN STANDARDS AND GUIDELINES Requires Public Hearing
- ☐ Proposed Design Standards and Guidelines
- ☐ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(E)(3)

### ADOPTION OR AMENDMENT OF HISTORIC DESIGNATION Requires Public Hearing
- ☐ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- ☐ Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-7(C)(3)

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

**Signature:** Sara Mancini
**Date:** 7-13-2022

**Printed Name:** Sara Mancini, Luminaria Properties

**Applicant or Agent:** ☐ Applicant or ☐ Agent

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**Staff Signature:**

**Date:**
This letter serves as notice that we (Luminaria Properties, LLC) are seeking approval of a Historic Certificate of Appropriateness – Major for planned renovations to our building at 404 Romero St NW.

We propose to convert the existing vacant second floor into four new apartment units, with entry from outdoor balconies. The south balcony exists, the north balcony and stair would be rebuilt.

Please note that:
- We are seeking no variances, deviations, or waivers from the requirements of the IDO.
- The existing building we propose renovating is non-historic (originally built in 1993).
- The existing first floor (retail use) is to be largely unchanged.
- Building footprint and site are largely unchanged, except for north exterior stair, which will be lengthened to the west and have its landing expanded.
- Our proposed use is allowed within existing zoning.
- Old Town has no off-street parking requirement.
- Building heights and setbacks are existing, in conformance with IDO requirements.

We propose several modifications to the exterior, as listed below:
- We propose new 2nd floor portales, which will be detailed to closely match the existing first floor portales.
- We propose several new window and door openings on the second floor. Most of the existing openings will be retained. New openings, windows, and doors will be detailed match the character of existing, except that exterior shutters will not be added. Where present, existing exterior shutters will be refurbished and retained.
- We propose to restucco the existing building, using cement (not synthetic) stucco, light sand finish to match existing, with a color change from the existing ivory to medium brown (to approximately match color of dried native soil). We also propose that the area immediately under the portales be stuccoed ivory, similar to the existing building color, in keeping with Pueblo Revival detailing. The ivory color will be similar to the existing building color.
- We propose raising several existing 2nd-floor painted wood railings and 2nd-floor stucco parapets to adequate heights to allow exterior balconies.
- We propose to modify the existing painted wood railings to make them code compliant (42” tall, 4” max space between vertical pickets).
- We propose new movable, painted wood planter boxes on the second floor balconies to provide privacy and greenery between apartment entries.
- We propose the construction of new stuccoed corner fireplaces and built-in bancos on second floor balconies.
- We propose adding new skylights on the roof, and eventually plan to add photovoltaic panels. Neither skylights nor panels will be visible from the street.
- We propose the replacement of existing clay sconce light fixtures on the exterior with new punched tin light fixtures, with full cutoff light distribution.

Please see the attached exterior building photos, existing building elevations, proposed conceptual 2nd floor plan, and proposed conceptual building elevations for further information. Any other questions can be directed to Eric Haskins, AIA, Studio SW Architects at 505-252-8325.

Thank you,

Sara Mancini, Luminaria Properties
EXISTING EAST BUILDING ELEVATION

EXISTING WEST BUILDING ELEVATION
SIGN POSTING AGREEMENT

REQUIREMENTS

POSTING SIGNS ANNOUNCING PUBLIC HEARINGS

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 period prior to public hearing. Failure to maintain the signs during this entire period may be cause for deferral or denial of the application. Replacement signs for those lost or damaged are available from the Development Services Front Counter at a charge of $3.75 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 ___________________ To ___________________

5. REMOVAL
   A. The sign is not to be removed before the initial hearing on the request.
   B. The sign should be removed within five (5) days after the initial hearing.

I have read this sheet and discussed it with the Development Services Front Counter 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.

_________________________________________  ______________________
(Applicant or Agent)                       (Date)

I issued ____ signs for this application,  __________________________
_________________________________________  ______________________
                        (Date)                                                (Staff Member)


Rev. 1/11/05
NOTIFICATIONS
### PART I - PROCESS

Use Table 6-1-1 in the Integrated Development Ordinance (IDO) to answer the following:

**Application Type:** Certificate of Appropriateness Major

**Decision-making Body:** Landmarks Commission

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Pre-Application meeting required</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Neighborhood meeting required</td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>Mailed Notice required</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Electronic Mail required</td>
<td></td>
<td>☒</td>
</tr>
</tbody>
</table>

**Is this a Site Plan Application:** ☐ Yes ☒ No  **Note:** if yes, see second page

### PART II – DETAILS OF REQUEST

- **Address of property listed in application:** 404 Romero St NW, Albuquerque, 87104
- **Name of property owner:** Sara and JJ Mancini
- **Name of applicant:** Sara Mancini
- **Date, time, and place of public meeting or hearing, if applicable:**
  - **Hearing:** August 10, 2022, in the hearing room of the Basement Level of Plaza del Sol, 600 2nd St NW

### PART III - ATTACHMENTS REQUIRED WITH THIS NOTICE

- ☒ Zone Atlas page indicating subject property.
- ☒ Drawings, elevations, or other illustrations of this request.
- ☐ Summary of pre-submittal neighborhood meeting, if applicable.
- ☒ Summary of request, including explanations of deviations, variances, or waivers.

**IMPORTANT:** PUBLIC NOTICE MUST BE MADE IN A TIMELY MANNER PURSUANT TO SUBSECTION 14-16-6-4(K) OF THE INTEGRATED DEVELOPMENT ORDINANCE (IDO).

PROOF OF NOTICE WITH ALL REQUIRED ATTACHMENTS MUST BE PRESENTED UPON APPLICATION.

I certify that the information I have included here and sent in the required notice was complete, true, and accurate to the extent of my knowledge.

_______________________________  (Applicant signature)    _______________________ (Date)

**Note:** Providing incomplete information may require re-sending public notice. Providing false or misleading information is a violation of the IDO pursuant to IDO Subsection 14-16-6-9(B)(3) and may lead to a denial of your application.
### PART IV – ATTACHMENTS REQUIRED FOR SITE PLAN APPLICATIONS ONLY

Provide a site plan that shows, at a minimum, the following:

- **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.
Public Notice of a Proposed Project in the City of Albuquerque for Decisions Requiring a Meeting or Hearing Mailed/Emailed to a Neighborhood Association

Date of Notice*: 7-13-2022

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)*: PER ONC - NO NEIGHBORHOODS TO NOTIFY

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* 404 Romero St NW, Albuquerque, 87104
   Location Description Corner of Romero St and Church St in Old Town (the Christmas Shop building)
2. Property Owner* Luminaria Properties, LLC
3. Agent/Applicant* [if applicable] Sara Mancini, applicant
4. Application(s) Type* per IDO Table 6-1-1 [mark all that apply]
   □ Conditional Use Approval
   □ Permit ______________________________ (Carport or Wall/Fence – Major)
   □ Site Plan
   □ Subdivision ______________________________ (Minor or Major)
   □ Vacation ______________________________ (Easement/Private Way or Public Right-of-way)
   □ Variance
   □ Waiver
   X Other: Historic Certificate of Appropriateness - Major

Summary of project/request2*:
Conversion of the currently vacant second floor of an existing non-historic (1993) retail building into four new apartment units, with entry from outdoor balconies. Exterior modifications include new 2nd-floor portal on south and reconstructed entry stair on north.

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 Attach additional information, as needed to explain the project/request.
5. This application will be decided at a public meeting or hearing by*: □ Zoning Hearing Examiner (ZHE)  □ Development Review Board (DRB)
   □ Landmarks Commission (LC)  □ Environmental Planning Commission (EPC)

   Date/Time*: ___________________________________________________________________
   Location*: ___________________________________________________________________

Agenda/meeting materials: http://www.cabq.gov/planning/boards-commissions
To contact staff, email devhelp@cabq.gov or call the Planning Department at 505-924-3860.

6. Where more information about the project can be found*: ___________________________________________________________________

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

1. Zone Atlas Page(s)*5 ________________________ J-13

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 Attached.

3. The following exceptions to IDO standards have been requested for this project*:
   □ Deviation(s)  □ Variance(s)  □ Waiver(s)

   Explanation*:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. A Pre-submittal Neighborhood Meeting was required by Table 6-1-1: □ Yes  □ No

   Summary of the Pre-submittal Neighborhood Meeting, if one occurred:
   N.A.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3 Physical address or Zoom link
4 Address (mailing or email), phone number, or website to be provided by the applicant
5 Available online here: http://data.cabq.gov/business/zoneatlas/
5. **For Site Plan 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 [Optional]:**

From the IDO Zoning Map:

1. Area of Property [typically in acres] 0.1428 ACRES ________________________________
2. IDO Zone District MX-T ________________________________
3. Overlay Zone(s) [if applicable] HISTORIC OLD TOWN ________________________________
4. Center or Corridor Area [if applicable] N.A. ________________________________

Current Land Use(s) [vacant, if none] First floor retail (to remain), second floor vacant  
(to be converted to apartment 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. If requested at least 15 
calendar days before the public meeting/hearing date noted above, the facilitated meeting will be 
required. 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:** No affected neighborhood associations per ONC  
[Other Neighborhood Associations, if any] _________________________________________________

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6 Available here: https://tinurl.com/idozoningmap
Public Notice of a Proposed Project in the City of Albuquerque
for Decisions Requiring a Meeting or Hearing
Mailed to a Property Owner

Date of Notice*: 7-13-2022

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:

Property Owner within 100 feet*: __________________________________________________________

Mailing Address*: ______________________________________________________________________

Project Information Required by IDO Subsection 14-16-6-4(K)(1)(a)

1. Subject Property Address* 404 Romero St NW, Albuquerque, 87104
   Location Description Corner of Romero St and Church St in Old Town (the Christmas Shop building)
2. Property Owner* Luminaria Properties, LLC
3. Agent/Applicant* [if applicable] Sara Mancini, applicant
4. Application(s) Type* per IDO Table 6-1-1 [mark all that apply]
   - Conditional Use Approval
   - Permit ______________________________ (Carport or Wall/Fence – Major)
   - Site Plan
   - Subdivision __________________________ (Minor or Major)
   - Vacation ______________________________ (Easement/Private Way or Public Right-of-way)
   - Variance
   - Waiver
   - Other: Historic Certificate of Appropriateness - Major

Summary of project/request1*:
Conversion of the currently vacant second floor of an existing non-historic (1993) retail building into four new apartment units, with entry from outdoor balconies. Exterior modifications include new 2nd-floor portal on south and reconstructed entry stair on north.

5. This application will be decided at a public meeting or hearing by*:
   - Zoning Hearing Examiner (ZHE)
   - Landmarks Commission (LC)
   - Development Review Board (DRB)
   - Environmental Planning Commission (EPC)

________________________________________________________________________

1 Attach additional information, as needed to explain the project/request.
[Note: Items with an asterisk (*) are required.]

Date/Time*: August 10, 2022, 3:00 PM

Location*: hearing room in the basement of Plaza del Sol, 600 2nd St NW

Agenda/meeting materials: http://www.cabq.gov/planning/boards-commissions

To contact staff, email devhelp@cabq.gov or call the Planning Department at 505-924-3860.

6. Where more information about the project can be found*:
   attached to this notice

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

1. Zone Atlas Page(s)*: J-13

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)   □ Waiver(s)

   Explanation*:
   No exceptions requested.

4. A Pre-submittal Neighborhood Meeting was required by Table 6-1-1: □ Yes □ No

   Summary of the Pre-submittal Neighborhood Meeting, if one occurred:
   N.A.

5. For Site Plan Applications only*, attach site plan showing, at a minimum: N.A.
   □ 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.*

2 Physical address or Zoom link
3 Address (mailing or email), phone number, or website to be provided by the applicant
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**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. If requested at least 15 calendar days before the public meeting/hearing date noted above, the facilitated meeting will be required. 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/](https://ido.abc-zone.com/)
- IDO Interactive Map [https://tinyurl.com/IDOzoningmap](https://tinyurl.com/IDOzoningmap)

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SIGN POSTING AGREEMENT

REQUIREMENTS

POSTING SIGNS ANNOUNCING PUBLIC HEARINGS

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   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 7-26-2022 To 8-10-2022

5. REMOVAL
   A. The sign is not to be removed before the initial hearing on the request.
   B. The sign should be removed within five (5) days after the initial hearing.

I have read this sheet and discussed it with the Development Services Front Counter 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.

________________________________________          _______________________
(Applicant or Agent)      (Date)

I issued _____ signs for this application, ______________________, ______________________

(Date)     (Staff Member)

PROJECT NUMBER: ________________________

Rev. 1/11/05
PLEASE NOTE:
The City Council recently voted to update the Neighborhood Association Recognition Ordinance (NARO) and the Office of Neighborhood Coordination (ONC) is working to ensure all neighborhood associations and neighborhood coalitions are in compliance with the updated ordinance. There will likely be many updates and changes to association and coalition contact information over the next several months. With that in mind, please check with the ONC every two (2) weeks to ensure that the contact information you have for associations and coalitions is up to date.

Dear Applicant:

Please note that there are NO neighborhood associations to notify.

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

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, pre-construction meetings, permit status, site plans, buffers, or project plans, so we encourage you to 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 attach a copy of this e-mail from the ONC to your application and submit it to the Planning Department for approval.

Thank you.

Dalaina L. Carmona
Senior Administrative Assistant
Office of Neighborhood Coordination
Council Services Department
1 Civic Plaza NW, Suite 9087, 9th Floor
Albuquerque, NM 87102
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:

Contact Name
- Eric Haskins, AIA, agent for Luminaria Properties, LLC

Telephone Number
- 505-252-8325

Email Address
- ehaskins@studioswarch.com

Company Name
- Studio SW Architects

Company Address
- 2101 Mountain Rd NW, Suite A

City
- Albuquerque

State
- NM

ZIP
- 87104

Legal description of the subject site for this project:
- TR B A PLAT OF TRS A & B, LANDS OF STELFOX CONT. 0.1428 AC M/L

Physical address of subject site:
- 404 Romero St NW

Subject site cross streets:
- Romero St and Church St

Other subject site identifiers:
- Christmas Shop building

This site is located on the following zone atlas page:
- J-13

Captcha
- x
<table>
<thead>
<tr>
<th>Owner</th>
<th>Owner Address</th>
<th>Owner Address 2</th>
<th>SITUS Address</th>
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</thead>
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<td>ALBUQUERQUE NM 87104-1408</td>
<td>2111 CHURCH ST NW</td>
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<td>404 ROMERO ST NW</td>
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<td>400 ROMERO ST NW</td>
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<tr>
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<td>ALBUQUERQUE NM 87104-1408</td>
<td>2017 CHURCH ST NW</td>
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<td>424 ROMERO ST NW</td>
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<td>ALBUQUERQUE NM 87104</td>
<td>401 SAN FELIPE ST NW</td>
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<td>413 ROMERO ST NW</td>
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<td>PBEP CAPITAL GROUP LLC</td>
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<td>RASCON JENNIFER ELIZABETH &amp; SIMMONS VICKI LYNN</td>
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<td>ALBUQUERQUE NM 87106-3044</td>
<td>414 ROMERO ST NW</td>
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<tr>
<td>MANCINI JOHN E JR &amp; SARA E</td>
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<td>300 ROMERO ST NW</td>
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<td>ALBUQUERQUE NM 87104</td>
<td>315 ROMERO ST NW</td>
</tr>
<tr>
<td>OLD TOWN ABQ LLC</td>
<td>7516 N CAMINO SIN VACAS</td>
<td>TUCSON AZ 85718-1251</td>
<td>301 ROMERO ST NW</td>
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<tr>
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<td>ALBUQUERQUE NM 87104-1408</td>
<td>2113 CHURCH ST NW</td>
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<tr>
<td>HULL STEPHEN &amp; JARAMILLO FRANCES M</td>
<td>112 SARAH LN NW</td>
<td>ALBUQUERQUE NM 87114-1007</td>
<td>322 RIO GRANDE BLVD NW</td>
</tr>
<tr>
<td>SANCHEZ RICHARD LLOYD &amp; ETAL TRUSTEE L M SANCHE;2405 QUINCY ST NE</td>
<td>ALBUQUERQUE NM 87110-4047</td>
<td>ALBUQUERQUE NM 87104-1408</td>
<td>410 ROMERO ST NW</td>
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<td>SAWYER KATHERINE M TRUSTEE SAWYER RVT</td>
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