

City of Albuquerque  
Planning Department  
600 Second Street NW  
Albuquerque NM 87102

July 7, 2015

Re: Sketch Plat Review and Comment (DRB22) - 2818 4<sup>th</sup> Street NW

We, Angel Touch Personal Care, provide Home Care for the Elderly and Disabled in the Albuquerque Community. As of present we employ approximately 230 employees that provide at-home care for our clients in need.

Presently our Administrative Offices reside at the address listed above in an existing single story Office Building of approximately 640 SF. As our client and employee base has been growing tremendously over the past years, we find that we greatly need to expand our Administrative Office space for more Administrative Office employees and for the increase in number of clients and field employees that frequent our office space on a daily basis. Also being a family business, we as a family spend much of our time here at our office space with our children and need better allocation of space between public and private areas.

We are requesting approval to build an Addition to the existing Office Building of approximately 2740 SF, to include office area, conference area, reception and waiting area, public and private bathrooms. We would like to locate the building addition along the 4<sup>th</sup> street portion of the lot with the building addition being set back from 4<sup>th</sup> Street enough to allow a breezeway between the New Addition and the existing building, and also to allow for healthy space for our existing mature street trees along 4<sup>th</sup> street. Entrances to the New Building Addition can be for pedestrian and bike traffic from 4<sup>th</sup> Street, and from a New Parking area on the opposite east side of the building (being the Main Entry) with vehicle access from the existing site entry on Phoenix Avenue NW.

Also we will want to build a 3-car garage on lots 4 and 5 in the SE corner of the property, to replace an already existing carport structure.

The existing property, owned by my Mother and Father, is comprised of 5 lots and an Alley, which have historically remained through this property's changes in use throughout the years, including an Automobile Sales Lot which was comprised of all 5 lots and the Alley. The site entrance has always been where it is located on Phoenix Avenue, the Alley is not a thru-Alley at either end of the property. We would request to build our New Office Addition and New Parking area and the New Garage on this property as the internal lot lines lie.

Our proposed New Office Building, along with our existing mature street trees along 4<sup>th</sup> Street and Phoenix Avenue, will provide an attractive pedestrian scale front, and greatly enhance this 4<sup>th</sup> Street Corridor area.

Sincerely,



Mina Sharifi



Zahir Sharifi, Property Owner