

September 28, 2022

Rob Webb  
City of Albuquerque  
Planning Department  
(505) 924-3910



**RE: Administrative Amendment Application  
Proposed Chase Bank ATM  
201 San Pedro Drive SE  
Albuquerque, NM 87108**

Dear Mr. Webb,

The applicant for the above referenced property, JP Morgan Chase Bank, is requesting an administrative amendment to the Land of Tijeras Place Improvement, Inc. Development for the building permit. The intent of the applicant is to add a remote, drive-up ATM, and as part of the scope of renovations, the applicant is proposing minor changes to a portion of the overall parking lot to allow for the installation of the proposed ATM. In June 2022, the project was originally submitted for Building Permit review. In comments received on 8/05/22, it was determined by staff that the proposed ATM would require an Administrative Amendment to the approved Site Development Plan. This application for Administrative Amendment is the applicant's response to Zoning's disapproval of the building permit.

The proposed changes are as follows:

1. Construction of a remote, drive-up ATM with canopy on a concrete pad which amounts to 1,782 SF (including the drive-thru lane) to the southern portion of the overall shopping center parking lot. There is no adverse effect to the landscape area as it will be existing to remain.

Overall, we believe the requested changes to the area of the shopping center are minor adjustments to the approved overall site plan and only impact the overall approved building square footage by less than 0.2%. There is very minimal grading and drainage adjustments, no change to approved building heights, nor adverse effects to traffic circulation. Furthermore, the application meets all requirements set for in the IDO Section 14-16-6-4(Y)(2). For the reasons stated above, and on behalf of the applicant, we respectfully request approval of the Administrative Amendment to allow the proposed changes as submitted.

Please feel free to contact me should you require any additional information or if you have any further questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Courtney Lynch', with a long horizontal line extending to the right.

Courtney Lynch, Project Coordinator