



17 May 2022

**Jay Rodenbeck**  
**Planning Manager, Land Development Coordination,**  
**City of Albuquerque**

**Re: Administrative Amendment for 2220 Unser Blvd. NW**

We are requesting an Administrative Approval of a revision to the approved site plan for 2220 Unser Blvd. NW for Building 4, a Retail/Restaurant space(s).

1. The existing site development plan specifies the requirements in place at the time of approval and the requested change still meets the original requirements.
2. The requested change is within the thresholds for minor amendments established in Table 6-4-4, cumulative of prior deviations or minor amendments. The new layout is for a 4,621 SF building up from the 4,224 SF previously approved, an increase of 9.4%.
3. The requested change does not require major public infrastructure or significant changes to access or circulation patterns on the site, which would warrant additional review by the original decision-making body.
4. No deviations, Variance, or Waivers shall be granted for minor amendments. The parking layout has been adjusted to the new building but still meets the parking requirements of the original plan.

Please call with any questions and thanks for your help with this issue.

**SINCERELY**



**Martin FM Grummer**

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