

From: [Rodenbeck, Jay B.](#)
To: [Uebelhor, Eric](#); mlockett@cimanetwork.com
Cc: [Ginny Wenclawiak](#)
Subject: RE: Topgolf Shipment Today
Date: Monday, August 31, 2020 5:05:13 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[DRB_EPC_application.pdf](#)
[FormP3.pdf](#)

After reviewing your submittals, it is clear that your proposed signage is below the 15% threshold on all sides. Thanks for providing me with the submittals that clarify this.

For an Administrative Amendment (AA) application, you need to submit the following to our office **via email** at this time due to the Coronavirus:

1. Filled out and signed/dated application sheets (attached to this message).
2. Letter of authorization from the property owner if application is submitted by an agent.
3. Zone Atlas map with the entire site clearly outlined and labeled (go to the following web-site to obtain the required map: <https://cabq.maps.arcgis.com/home/webmap/viewer.html?webmap=f12cf8ebe9514a2d8d09e2c7a095d2f4>).
4. Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-4(X)(2).
5. A copy of all applicable sheets of the approved Site Plan being amended (use the previously approved AA you sent me).
6. Copy of the Official Notice of Decision associated with the prior approval.
7. A copy of the proposed Site Plan, with changes circled and noted.
8. A PDF file of the complete application, including all plans and documents, emailed to PLNDRS@cabq.gov, and jrodenbeck@cabq.gov. If the file size is over 9 megabytes in size, please send us the submission via WeTransfer at <https://wetransfer.com/>.

The application fee is \$50. You can pay the fee online (the preferable option at this time) or pay via check, with the check mailed to:

City of Albuquerque Planning Department
C/O Maggie Gould or Jay Rodenbeck
600 2nd Street NW
Ground Floor
Albuquerque, NM 87102

You can pay online once you have submitted your Administrative Amendment application and our office has confirmed reception. Our clerks will direct you to this option at that time if desired.

WeTransfer Instructions:

You will initially be directed to a page which gives you the option of going to the free version of the site (send up to 2 GB at a time), or the subscription-based version of the site (send up to 20 GB at a time). Click on the link to the free version of the site, and you will be directed to the free version of the site (a screenshot of the WeTransfer webpage is attached). You just add the email address(es) to send files to, add your files and a message of what you're sending, then click the "Transfer" icon.

When you receive files from a sender on WeTransfer, you will receive an email from the sender. Within the email message is an icon labeled "Get your files" that you click on to download the files from the sender (a screenshot of an email from a sender is attached). Once you click on that icon, a webpage appears with a "Download" icon. Just click on the "Download" icon, and the files sent to you will then download onto your computer. Once you download the files, you can place them where you want. If the sender sends more than one file to you, you will be sent a Zip file which you will have to extract the individual files from.



Jay Rodenbeck

Planner

o 505.924.3994

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cabq.gov/planning

From: Rodenbeck, Jay B.
Sent: Monday, August 31, 2020 9:38 AM
To: 'Uebelhor, Eric' <euebelhor@arcomurray.com>; mlockett@cimanetwork.com
Cc: Ginny Wenclawiak <gwenclawiak@cimanetwork.com>
Subject: RE: Topgolf Shipment Today

Thanks Eric and Mark,

I will take a look at your submittals and get back with you guys ASAP.



Jay Rodenbeck

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From: Uebelhor, Eric <euebelhor@arcomurray.com>
Sent: Monday, August 31, 2020 7:40 AM
To: mlockett@cimanetwork.com; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>
Cc: Ginny Wenclawiak <gwenclawiak@cimanetwork.com>
Subject: RE: Topgolf Shipment Today

Jay,

Good morning. To supplement Mark's notes below, please see attached for the updated P&Z packet that we should have included in the link. These have a slightly different way of calculating the overall façade than Mark's notes below but still well below the allowable 15% in either case. Specifically you'll want to refer to pages 4 and 5.

Thank you,

Eric Uebelhor

ARCO/Murray

331-775-4115

www.arcomurray.com

From: Mark Lockett <mlockett@cimanetwork.com>
Sent: Monday, August 31, 2020 8:35 AM
To: Rodenbeck, Jay B. <jrodenbeck@cabq.gov>
Cc: Uebelhor, Eric <euebelhor@arcomurray.com>; Ginny Wenclawiak <gwenclawiak@cimanetwork.com>
Subject: Re: Topgolf Shipment Today

Good Morning Jay,

I hope you had a great weekend. Please see the attached screen-captures and the notes below, as this may help.

- Front of Building
 - 16,895 SF - Total Facade SF
 - 736 SF -Shield Architectural Feature
 - 128 SF - Canopy channel letters

- 864 SF - Total ask, of 2,534SF Available based on 15% Calculation
 - Side Elevations
 - 1,125 SF (per side) - Total of each Side Facade
 - 57 SF - Wall Mounted Channel Letters
 - 57 SF - Total as on each side, of 168 SF Available based on 15% Calculation

Please review and let us know if this helps.

Thanks Again.

[***Important Message for Cima Partners Regarding COVID-19***](#)



Mark Lockett | Business Development |

Cima Network Inc. | Building Brands Together

121 New Britain Blvd. Chalfont, PA 18914

o:267.308.0575 ext. 2817 | d:267-888-2817 | m:215-806-7663



On Fri, Aug 28, 2020 at 7:43 PM Rodenbeck, Jay B. <jrodenbeck@cabq.gov> wrote:

Good afternoon Eric,

I didn't see any calculations on the Plans which provide the square footage of the façade area versus the square footage of the wall signs to confirm whether or not the 15% threshold is exceeded or is not being exceeded. According to your message below, you sounds pretty confident that the threshold isn't being exceeded. Can your team please provide those calculations to confirm this.

Thanks,



Jay Rodenbeck

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From: Uebelhor, Eric <euebelhor@arcomurray.com>

Sent: Wednesday, August 26, 2020 2:07 PM

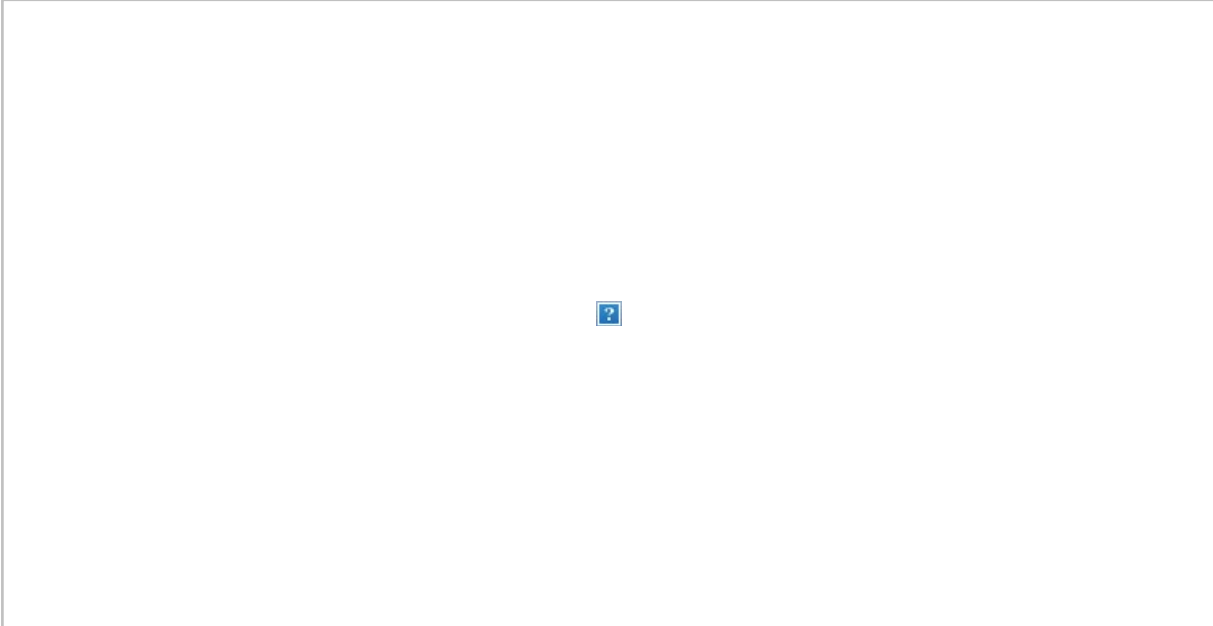
To: mlockett@cimanetwork.com; Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Cc: Ginny Wenclawiak <gwenclawiak@cimanetwork.com>

Subject: RE: Topgolf Shipment Today

Jay,

I echo Mark's thanks for your time last week. Following up on Mark's last statement, we were understanding that we were well below the 15% threshold of façade area in the NR-C district per the below excerpt from the IDO. We don't have any issues with revising the AA to get it all right, just looking for confirmation that the signage proposed meets these requirements.



Thank you,

Eric Uebelhor

ARCO/Murray

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From: Mark Lockett <mlockett@cimanetwork.com>

Sent: Wednesday, August 26, 2020 3:01 PM

To: Rodenbeck, Jay B. <jrodenbeck@cabq.gov>

Cc: Uebelhor, Eric <euebelhor@arcomurray.com>; Ginny Wenclawiak <gwenclawiak@cimanetwork.com>

Subject: Re: Topgolf Shipment Today

Hi Jay,

Thanks again for your time last week and for helping us thru this process. We were able to dig up some of the previous AA submittals. The link below includes the AA submittals and our submitted signage package.

https://drive.google.com/drive/folders/1_I8Gix6lW0I6s3tzfpP5TUoeHlAr2YY0?usp=sharing

Looking at it now there does seem to be a few differences, and I am hoping to discuss with you exactly what we would need to do to get approval on as much of this as possible as quickly as possible so we can implement the signage once the venue is back under construction.

A few things to consider and what we are looking to see if we can accomplish:

Building Signage

1. Shield Logo - Front of Building

- a. Preliminary elevations submitted with AA showed correct graphic scale, but there was a mistake in the dimensions.
 - b. Approved permit drawings and sign permit application show correct graphic scale, and correct dimensions.
 - c. *Can AA be revised to include corrected elevations showing same graphic scale and the correct dimensions? The size of the signage on the building was accurate in the AA and the scale with relation to the building was accurate but the Dims called out incorrectly by the architect.*
2. Wall Signs - Side Elevations
- a. AA elevations did not contemplate wall signs on end of tee line
 - b. *Can AA be revised to include elevations showing proposed wall signs on east and west elevations?*

Freestanding Signage

- 1. Tierra West (civil) included generic monument sign details and locations in approved AA
 - 2. *Can AA be revised to include details for signs that match those in sign permit application now that signs have been final designed?*

Any feedback or direction you can provide would be very helpful. Also, my local installer mentioned that he thought the signage we are proposing would all fit within the General Signage allowances for a building with this size and layout, but I don't know for certain if that is accurate and hope you can elaborate.

Thanks Again Jay.

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On Fri, Aug 21, 2020 at 11:57 AM Rodenbeck, Jay B. <jrodenbeck@cabq.gov> wrote:

Sounds good, thanks for the update.



Jay Rodenbeck

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From: Mark Lockett <mlockett@cimanetwork.com>
Sent: Friday, August 21, 2020 9:48 AM
To: Rodenbeck, Jay B. <jrodenbeck@cabq.gov>; Uebelhor, Eric <euebelhor@arcomurray.com>
Subject: Re: Topgolf Shipment Today

Hi Jay,
Just a heads up, we are trying to dig up the original AA stamped building elevations. We may not have them in hand until Monday from the Architect but will keep digging and send them either late today or Monday.

Thanks again for all your help and attention to this!

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On Fri, Aug 21, 2020 at 11:11 AM Mark Lockett <mlockett@cimanetwork.com> wrote:

Additional detail attached!

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