

March 16, 2022

TO: Gina Kelly, SGA Design Group

FROM: Catalina Lehner, AICP- Senior Planner

RE: Proposed Minor Amendments – Walmart Neighborhood Market – 1820 Unser Blvd. NW

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I reviewed the submittal for the proposed amendments to the approved, most recent site plan for the Walmart Neighborhood market site. Some items were not provided and others need elaboration, as noted below:

#### Application Materials

1. Letter of Authorization – It appears that the letter of authorization is not from the property owner of record, which is listed as “2004 Wakimoto Family LP” in our GIS system. A publically available map viewer is available on the Planning Department web page at: <https://www.cabq.gov/gis/advanced-map-viewer>
2. A zone atlas page is needed. Zone atlas pages are also available on the Planning Department website. They are here: <https://www.cabq.gov/planning/agis-maps/maps-for-the-public>
3. A copy of the Notification of Decision is required (see Form P3). These are available by locating the appropriate history number (use case tracking in the GIS system). Our records clerk can assist you further: [gdelgado@cabq.gov](mailto:gdelgado@cabq.gov)

#### Project Letter

4. Please note that the drawings cannot be approved by the building permit division until they have the required AA stamp and signature on them. Once you receive the AA approval, the stamped drawings can be submitted.
5. The project letter needs to address the minor amendment criteria found in IDO 14-16-4(Z)(1)(a)(1-4), p. 431. Please update the letter to address each one.

#### Drawings

6. I’m having a difficult time navigating the site plan sheets submitted, which appear to have been excerpted from another site plan. For the AA submittal, we do not need construction drawings. Rather, we are evaluating the relationship between what’s proposed with this AA to what is approved and exists.
7. That said, I see the approval stamp from August 2021, but it’s on a separate sheet of paper and not on the site plan sheets. Please provide:
  - A. One electronic copy of the most recent, approved site plan (all sheets) that pertains to the August 2021 stamp (usually the stamp is on the drawings). Clean copy- no marks.
  - B. One updated electronic copy of the August 2021 approved site plan with bubbling to indicate the proposed changes and keyed notes (1, 2, 3, etc.) to explain them.