

**CITY OF ALBUQUERQUE**  
**ADMINISTRATIVE APPROVAL (AA)- SITE DEV PLAN AMENDMENT**  
**ROUTING & REVIEW SHEET**

APPLICATION #: 15 AA - 10007	PROJECT #: 1000633
PROJECT NAME: FED BLDG C JOURNAL CTR 2 (4400 MASTHEAD)	
APPLICANT or AGENT: ASSET MANAGEMENT SOLUTIONS	
PHONE # and E-MAIL: 855-7607	norm@assetmanagementnm.com
ZONE ATLAS PAGE: D-17	
ADMINISTRATIVE APPROVAL (AA) for:	<input type="checkbox"/> EPC CASE <input checked="" type="checkbox"/> DRB CASE

<b>CURRENT PLANNING</b>		DATE RECEIVED: 1/23/2015
APPLICATION COMPLETE:	DATE:	
APPLICATION INCOMPLETE:	DATE: 1/26/2015	
ROUTING NEEDED:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
COMMENTS: NEED PKNG REQUIRED CALCS TO DETERMINE IF THEY STILL MEET THE MIN. REQ'D. IF NOT ZHE SENT EMAIL.		

<b>TRANSPORTATION (505) 924-3630</b>		DATE RECEIVED:
PLANS DISAPPROVED:	DATE:	
PLANS APPROVED:	DATE:	
COMMENTS:		

<b>UTILITIES (505) 924-3989</b>		DATE RECEIVED:
PLANS DISAPPROVED:	DATE:	
PLANS APPROVED:	DATE:	
COMMENTS:		

<b>HYDROLOGY (505) 924-3986</b>		DATE RECEIVED:
PLANS DISAPPROVED:	DATE:	
PLANS APPROVED:	DATE:	
COMMENTS:		

<b>PLANNING DIRECTOR (505) 924-3860</b>		DATE RECEIVED: 3-4-2015
PLANS DISAPPROVED:	DATE:	
PLANS APPROVED:	DATE: 3-4-2015	
COMMENTS: Revisions to parking area to add 6 mc spaced + add an emergency generator. Current parking calcs. on sheet 2 513 req'd wos promise.		



**FORM P(4): SITE DEVELOPMENT PLAN REVIEW – ADMINISTRATIVE APPROVAL (AA)**

AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (AA02)

AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION (AA03)

- ✓ Letter describing and justifying the request
- ✓ One (1) copy of all applicable sheets of the approved Site Development Plan being amended, folded to fit into an 8.5" x 14" pocket. Approved site development plans should contain signatures of the Development Review Board (DRB).
- ✓ Copy of EPC or DRB *Official Notice of Decision* associated with the approved site development plan
- ✓ One (1) copy of the proposed Site Development Plan, with changes circled and noted, folded to fit into an 8.5" x 14" pocket. Refer to the Site Development Plan for Building Permit or Site Development Plan for Subdivision Checklist for information needed on the proposed Site Development Plan.
- ✓ Map from the most recent Zone Atlas, with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- ✓ Letter of authorization from the property owner, if the application is submitted by an agent
- ✓ Fee (see fee schedule)
- ✓ Any original and/or related file numbers must be listed on the cover application

**NOTE: The next two items are also required if the square footage change is 2% or more of any building's gross floor area:**

Notification letter addressed to owners of adjacent properties and certified mail receipts  
 Office of Neighborhood Coordination (ONC) inquiry response, notification letter to affected Neighborhood Associations and certified mail receipts

**WIRELESS TELECOM FACILITY (WTF)- FREE-STANDING, COLLOCATION or OTHER TYPE (AA04)**

(EXCEPT FOR COLLOCATION OF A NON-CONCEALED WTF ON A STRAIGHT-ZONED SITE, WHICH GOES TO THE ZONING FRONT COUNTER AT THE BUILDING SERVICES CENTER/ EAST SIDE )

- Letter describing the request and discussion of its how it relates to the WTF Ordinance (O-06-40)
- Letter of authorization from the property owner if application is submitted by an agent
- Fee (see fee schedule)
- Any relevant file numbers (case history of previous development applications) must be listed on cover application
- Copy of EPC Official Notice of Decision, if the subject site went through the EPC process
- Proposed Site Development Plan set: title sheet, notes/photo sheet, site plan sheets, elevation sheets, landscape plan (if free-standing), and survey sheet(s) (3 copies- 11" x 17"). No electrical sheets needed.
- For collocation on a public utility pole: the PNM approved site dev. plan set for the proposed WTF (1 copy)
- Photo simulations- before and after the proposed WTF (3 views minimum)
- Site Development Plan sheets must be stamped by a registered engineer or architect.
- Copy of approved Site Development Plan being amended by adding the proposed WTF, if applicable (1 copy)
- City Zone Atlas map page, with location of the subject site clearly indicated
- 1 map showing Zoning of the subject site and adjacent properties
- 1 map showing Land Use (ex. residential, commercial, etc.) of the subject site and adjacent properties
- For free-standing WTFs: Evidence demonstrating that collocation possibilities were considered, consisting of a written response to §14-16-3-17(A)(6)(a through e) and any supporting materials such as engineering maps
- For collocation on a public utility pole: written response to items a through e in §14-16-3-17(A)(14)
- Notarized statement re: WTF capacity, number and types of proposed antennas and if another user can be accommodated on the proposed WTF [see §14-16-3-17(A)(13)(d)(2)]
- Affidavit (notarized statement) re: explanation of factual basis for the proposed WTF's engineering requirements [see §14-16-3-17(A)(13)(d)(3)] Note: Notarized statement and affidavit must be on separate pages.
- Letter of intent re: shared use of proposed WTF if reasonable conditions are met [§14-16-3-17(A)(13)(e)]
- For free-standing WTFs: Distance to the nearest existing free-standing WTF and the WTF owner's name [§14-16-3-17(A)(13)(d)(5) and (A)(17)]
- Office of Neighborhood Coordination (ONC) inquiry forms, response based on 1/4 mile radius from subject site [§14-16-3-17(A)(13)(f)]
- Copy of letter and site plan sheet(s) to both contacts for each neighborhood association, with certified return receipts
- List of property owners within 100 feet of the subject site and copy of letter and site plan sheet(s) sent to property owners, with certified return receipts [§14-16-3-17(A)(13)(f)]
- Supplemental Application Form for Wireless Projects- filled out completely, with the required attachments provided and labeled.

**NOTE: For WFTs proposed to be located on City of Albuquerque property, a lease agreement with the City will be needed. Please contact Catalina Lehner at (505) 924-3935 for more information.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in rejection of this application and/or deferral of actions.

(05) 924-3935 for more information.  
Norman Ullmeyer - Ans

**Applicant's Name (please print!)**

1/26/14

- Checklists complete
- Fees collected
- Case #'s assigned
- Related #'s listed

**Application case numbers:**

15AA - 10007

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*Vug* 1-20-15  
Planner's Signature / Date  
Object #: 1000633



OFFICIAL NOTICE OF DECISION  
PAGE 2

3. Final disposition shall be through the City Real Estate Office.
4. The vacated property shall be shown on a replat approved by the Development Review Board and the approved replat shall be filed for record with the Bernalillo County Clerk's Office within one year.

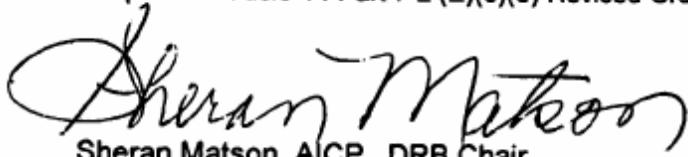
If you wish to appeal this decision, you must do so by July 10, 2003, in the manner described below.

Appeal is to the Environmental Planning Commission. Any person aggrieved with any determination of the Development Review Board may file an appeal on the Planning Division form, to the Planning Division, within 15 days of the Development Review Board's decision. The date the determination in question is issued is not included in the 15-day period for filing an appeal. If the fifteenth day falls on a Saturday, Sunday or holiday as listed in the Merit System Ordinance, the next working day is considered as the deadline for filing the appeal. Such appeal shall be heard within 60 days of its filing.

You will receive notice if any other person files an appeal. Successful applicants are reminded that other requirements of the City must be complied with, even after approval of the referenced application(s).

Please note that a Preliminary Plat approval date is the date of the DRB action plus the 15-day appeal period. The Preliminary Plat approval is effective one year from that date. The DRB must take action on the Preliminary Plat Extension prior to the expiration of the approval or the Preliminary Plat approval is null and void. (REF: Chapter 14 Article 14 Part 3-4 (E) Revised Ordinance.)

Please note that the vacation of all plats, rights-of-way, and easements are void after one year from the final appeal date referenced above if all conditions are not met (The effective date of Development Review Board approval is the hearing date plus the 15-day appeal period.) (REF: Chapter 14 Article 14 Part 7-2 (E)(3)(6) Revised Ordinance.)



Sheran Matson  
Sheran Matson, AICP, DRB Chair

cc: New Mexico Credit Union League, 9426 Indian School Rd NE, 87112  
de laTorre Architects, 2400 Louisiana NE, Bldg. 3, Suite 110, 87110  
Isaacson & Arfman PA, 128 Monroe St NE, 87108  
Arlene Portillo, Planning Department, 4th Floor, Plaza del Sol Bldg.  
Scott Howell, Property Management, Legal Dept./4th Flr, City/County Bldg  
File



## OFFICIAL NOTICE OF DECISION

CITY OF ALBUQUERQUE  
PLANNING DEPARTMENT  
DEVELOPMENT REVIEW BOARD

THIS IS FOR  
THE CORRECT  
NOTICE SINCE  
THE SDP WAS  
SIGNED OFF IN  
NOV 2001 PLUS  
NOT CORRECT  
LOCATION

6-26-2003

13. Project # 1000633  
03DRB-00987 Major-SiteDev Plan BldPermit

DE LA TORRE ARCHITECTS agent(s) for NEW MEXICO CREDIT UNION LEAGUE request(s) the above action(s) for all or a portion of Lot(s) 7 & 8, JOURNAL CENTER - UNIT 1 - PHASE 2, zoned IP industrial park zone, located on HANCOCK CT NE, between WASHINGTON ST NE and JEFFERSON ST NE containing approximately 2 acre(s). [REF:1000633, Z-79-80, DRB-95-268] (D-17)

At the June 25, 2003, Development Review Board meeting, the site plan for building permit was approved and signed off by the Board.

03DRB-00954 Minor-Prelim&Final Plat Approval

ISAACSON & ARFMAN PA agent(s) for NEW MEXICO CREDIT UNION LEAGUE request(s) the above action(s) for all or a portion of Lot(s) 7 & 8, JOURNAL CENTER - UNIT 1 - PHASE 2, zoned IP, located on HANCOCK CT NE, between WOLCOTT AVE NE and JEFFERSON ST NE containing approximately 2 acre(s). [Deferred from 6/18/03] (D-17)

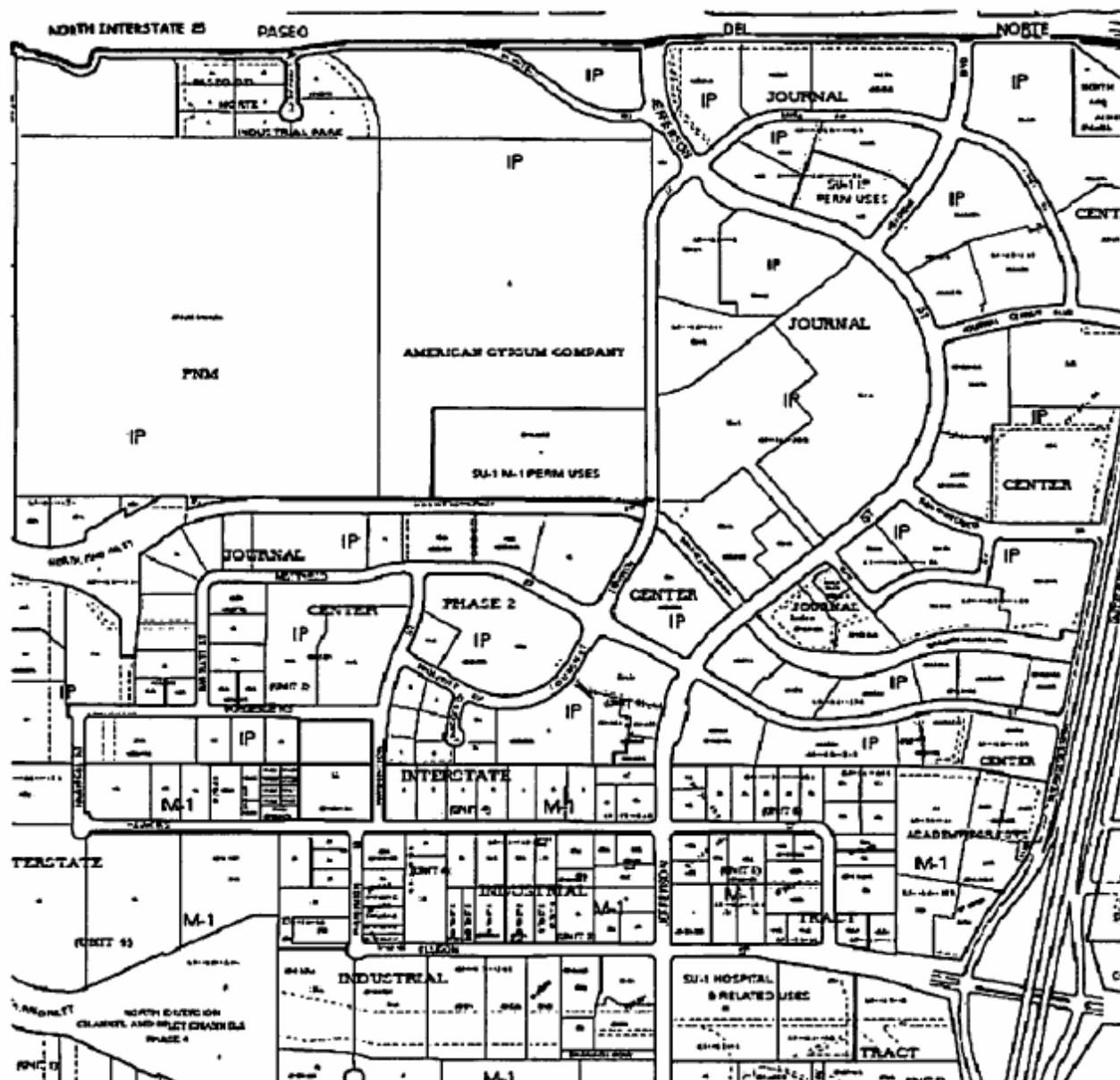
At the June 25, 2003, Development Review Board meeting, the preliminary plat was approved with final sign off delegated to Planning for the DXF file.

03DRB-00999 Minor-Vacation of Private Easements

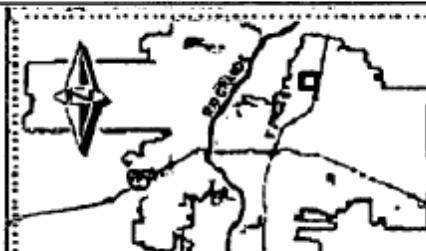
ISAACSON & ARFMAN PA agent(s) for NEW MEXICO CREDIT UNION LEAGUE request(s) the above action(s) for all or a portion of Lot(s) 7 & 8, JOURNAL CENTER - UNIT 1 - PHASE 2, zoned IP, located on HANCOCK CT NE, between WOLCOTT AVE NE and JEFFERSON ST NE containing approximately 2 acre(s). (D-17)

At the June 25, 2003, Development Review Board meeting, the Vacation of Private Easements was approved as shown on Exhibit B in the Planning file, subject to these provisions:

1. The public welfare is in no way served by retaining the rights-of-way and/or easements.
2. There is no convincing evidence that any substantial property right is being abridged against the will of the owner of the right.



For more current information and more details visit: <http://www.cbo.gov/>.



### Zone Atlas Room

**D-17-Z**

### Selected Symbols

Selected Symbols	
	SECTOR PLANS
	Design Overlay Zones
	City Historic Zones
	IS-1 Buffer Zone
	Ex-emptee
	2 Mile Airport Zone
	Airport Noise Contours
	Walk Overlay Zones
	Prohibited Areas



500 West Monroe Street  
Suite 3850  
Chicago, IL 60661-3798

312-335-8300 ph  
312-335-9656 fx

January 12, 2015

**City of Albuquerque Planning Department**

**RE: Authorization to Represent Boyd Watterson/Albuquerque GSA DOI, LLC**  
4400 Masthead Road NE  
Albuquerque, NM

Dear Albuquerque Planning Division,

As Owners of the office building located 4400 Masthead Road NE, we hereby authorize Asset Management Solutions to represent our interests and submit the necessary Administrative Amendment for changes to our parking allocations.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Orr".

**Brian R. Orr**  
Vice President

Return to: #165976-71  
Fidelity National Title  
Insurance Co.

WHEN RECORDED, RETURN TO:

Albuquerque GSA DOI, LLC  
500 West Monroe Street, Suite 3850  
Chicago, IL 60661  
Attn: Kris Jankowski

SPECIAL WARRANTY DEED

For the consideration of Ten Dollars and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the undersigned DI ALBUQUERQUE FUNDING COMPANY, INC., a Delaware corporation (the "Grantor"), does hereby grant and convey to ALBUQUERQUE GSA DOI, LLC, a Delaware limited liability company whose address is 500 West Monroe Street, Suite 3850, Chicago, IL, 60661 (the "Grantee"), that certain real property situated in Bernalillo County, New Mexico legally described as set forth on Exhibit A hereto, together with all rights and privileges appurtenant thereto and any improvements thereon (the "Real Estate").

The Real Estate is conveyed subject to: (A) any and all rights-of-way, liens, claims, commitments, covenants, agreements and encumbrances of record, (B) any and all matters that would be disclosed by an accurate survey or physical inspection of the Real Estate, (C) the rights of tenants under unrecorded leases, (D) applicable local, state and federal laws, ordinances and regulations, including but not limited to building restrictions and zoning laws, and (E) the lien for non-delinquent real estate taxes, water and sewer charges and assessments.

Grantor, as Grantor's sole warranty herein, warrants to Grantee and Grantee's successors and assigns, that the Real Estate is free of any encumbrance made or suffered by Grantor except as set forth above, and that Grantor will defend title to the Real Estate (subject, however, to the foregoing exceptions) against the lawful claims of all persons claiming title to the Real Estate (or any part thereof) by, through or under Grantor, but not otherwise.

[A separate signature page follows.]

Recorded Electronically

ID 2014093012

County Bernalillo Co

Date 11/21/14

Time 11:56AM

Simplile.com 800.480.5857

Return to: FT165976-71

Fidelity National Title

Insurance Co.

WHEN RECORDED, RETURN TO:

Albuquerque GSA DOI, LLC  
500 West Monroe Street, Suite 3850  
Chicago, IL 60661  
Attn: Kris Jankowski

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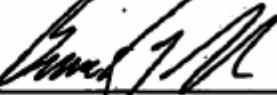
The Real Estate is conveyed subject to: (A) any and all rights-of-way, liens, claims, commitments, covenants, agreements and encumbrances of record, (B) any and all matters that would be disclosed by an accurate survey or physical inspection of the Real Estate, (C) the rights of tenants under unrecorded leases, (D) applicable local, state and federal laws, ordinances and regulations, including but not limited to building restrictions and zoning laws, and (E) the lien for non-delinquent real estate taxes, water and sewer charges and assessments.

Grantor, as Grantor's sole warranty herein, warrants to Grantee and Grantee's successors and assigns, that the Real Estate is free of any encumbrance made or suffered by Grantor except as set forth above, and that Grantor will defend title to the Real Estate (subject, however, to the foregoing exceptions) against the lawful claims of all persons claiming title to the Real Estate (or any part thereof) by, through or under Grantor, but not otherwise.

[A separate signature page follows.]

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed this  
17th day of November, 2014.

DI ALBUQUERQUE FUNDING  
COMPANY, INC., a Delaware corporation

By   
Name: Bernard J. Angelo  
Title: Vice President

STATE OF NEW YORK  
COUNTY OF SUFFOLK

This instrument was acknowledged before me on November 17, 2014, by Bernard J. Angelo, the Vice President of DI ALBUQUERQUE FUNDING COMPANY, INC., a Delaware corporation.

(Seal)



Lauren A. Gerrie  
Notary Public

My commission expires: 2/19/2017

LAUREN A. GERRIE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01086276584  
Qualified in Suffolk County  
My commission expires February 19, 2017

Exhibit A to Limited Warranty Deed

Legal Description

A certain tract of land situate within the Elena Gallegos Grant, within projected Section 23, Township 11 North, Range 3 East, New Mexico Principal Meridian, Bernalillo County, New Mexico, being Lot 10A, as the same are shown on the Plat of Lots 10A & 11A, Journal Center, Phase 2, Unit 1, Albuquerque, New Mexico, recorded in the office of the County Clerk of Bernalillo County, New Mexico on November 28, 2001, in Book 2001C, Page 311, as Document No. 2001140658, and being more particularly described by New Mexico State Plane Grid Bearings (Central Zone NAD 1927 Datum) and ground distances as follows:

Beginning at the northwest corner of said Lot 10A, a point of curvature on the easterly right-of-way line of Washington Street NE, whence the Albuquerque City Survey (ACS) "Reeves 2, 1991", a standard NGS 3-1/2 inch brass tablet set in a concrete apron (having New Mexico State Plane Grid Coordinates, Central Zone NAD 1927) of X=394,062.557 and Y=1,516,507.279 bears N 76 deg. 42' 13" W, a distance of 2373.47 feet and from said point of beginning running thence along the northwesterly boundary line of said Lot 10A and also along said right-of-way line, 47.12 feet along the arc of a curve to the right having a radius of 30.00 feet and a chord which bears N 45 deg. 19' 56" E, a distance of 42.43 feet to a point of tangency on the northerly boundary line of said Lot 10A and also being a point on the southerly right-of-way line of Masthead Street NE, thence running along the northerly boundary line of said Lot 10A, and also along said right-of-way line, S 89 deg. 40' 04" E, a distance of 260.12 feet to a point of curvature; thence, 182.06 feet along the arc of a curve to the right having a radius of 344.00 feet and a chord which bears S 74 deg. 30' 20" E, a distance of 179.95 feet to a point of tangency; thence, S 59 deg. 20' 37" E, a distance of 326.02 feet to a point of curvature; thence, 138.69 feet along the arc of a curve to the right having a radius of 92.00 feet and a chord which bears S 16 deg. 09' 27" E, a distance of 125.92 feet to a point on the southeasterly boundary line of said Lot 10A and also being a point on the northwesterly right-of-way line of Tiburon Street NE, thence running along the southeasterly boundary line of said Lot 10A, the northwesterly right-of-way line of said Tiburon Street NE and also along the northeasterly right-of-way line of Wolcott Avenue NE, S 27 deg. 01' 43" W, a distance of 141.19 feet to a point of curvature; thence, 564.15 feet along the arc of a curve to the right having a radius of 344.00 feet and a chord which bears S 74 deg. 00' 38" W, a distance of 503.02 feet to a point of tangency; thence, N 59 deg. 00' 27" W, a distance of 194.95 feet to the southwest corner of said Lot 10A; thence leaving said right-of-way line along the westerly boundary line of said Lot 10A, N 30 deg. 13' 19" E, a distance of 229.57 feet to a point; thence, N 59 deg. 46' 41" W, a distance of 217.48 feet to a point on curve on said easterly right-of-way line of Washington Street NE; thence along said right-of-way line, 86.64 feet along the arc of a curve to the left having a radius of 530.00 feet and a chord which bears N 05 deg. 00' 56" E, a distance of 86.55 feet to a point of tangency; thence, N 00 deg. 19' 56" E, a distance of 76.83 feet to the point and place of beginning.

November 13, 2002

Mr. Roger Green  
Acting DRB Chair  
City of Albuquerque  
Planning Department

Courtyard I  
7500 Jefferson St. NE  
Albuquerque, NM  
87109-4135  
[www.bhinc.com](http://www.bhinc.com)  
voice: 505.823.1000  
facsimile: 505.799.7988  
toll free: 800.877.5332

Re: 4400 Masthead Office Building (Project number 1000633, Application number 01420-01574)

Dear Mr. Green,

The purpose of this submittal is to request an amendment to an approved Site Plan for Building Permit (Project number 1000633, Application number 01420-01574). Modifications have been made to all applicable drawing sheets and are included with this submittal. Changes are shown encircled in drawing clouds and include the following:

1. Handicap spaces have been relocated from adjacent to the building to the closest parking row across the main drive aisle. This change was necessary to address security concerns related to vehicular proximity to a Federal Government building.
2. This change resulted in the loss of 29 parking spaces. The parking calculation verbiage has been amended accordingly and sufficient parking remains to serve the site. No accessible parking spaces were lost as a result of this modification.
3. Concrete bollards and walls have been added to the area in front of the building for the same security related reasons.
4. A pedestrian plaza has been added to the area at the rear of the building. This plaza leads to a new door, added to address code related egress requirements.

All other features of the building and site remain unchanged. Please review this request and, if acceptable, provide an Administrative Amendment approval for these changes. Do not hesitate to call with comments or questions.

Sincerely,



Glenn Broughton, PE  
Project Manager

c.c. Tom Davidson  
Bruce Stidworthy

Amanyer020147\data\10site\_amend

ENGINEERING  
SPATIAL DATA  
ADVANCED TECHNOLOGIES



January 12, 2015

City of Albuquerque Planning Department

RE: 4400 Masthead Road NE Office Building  
Administrative Amendment Request  
Albuquerque, NM

Dear Albuquerque Planning Division,

On behalf of the Owners (Albuquerque GSA DOI, LLC), Asset Management Solutions hereby submits a request to amend the Site Plan at 4400 Masthead Road NE. The project was originally approved and completed in November 2001 under Project Number 1000633 (See Attached approved Site Plan).

The property was originally approved with 613 parking spaces. Over the past 13 years there have been several changes to the parking lot including:

- the addition of six (6) motorcycle spaces;
- added a Security Command Center for First Responders and Tenant Communications;
- installed an emergency generator for one of the anchor tenants

The addition of these items has modified the number of parking spaces available today from 613 to 607. We would hereby like to request the following for approval:

Original Site Plan	# of Spaces	Revised Site Plan:	# of Spaces
Parking	597	Parking	585
Handicap	16	Handicap	16
Motorcycle	0	Motorcycle	6
<b>Total</b>	<b>613</b>	<b>Total</b>	<b>607</b>

All other features of the building remain unchanged. Please review this request and, if applicable provide an Administrative Amendment approval for these changes. Please do not hesitate to call with comments or questions.

Sincerely,  
Asset Management Solutions as Authorized Agent for Owner

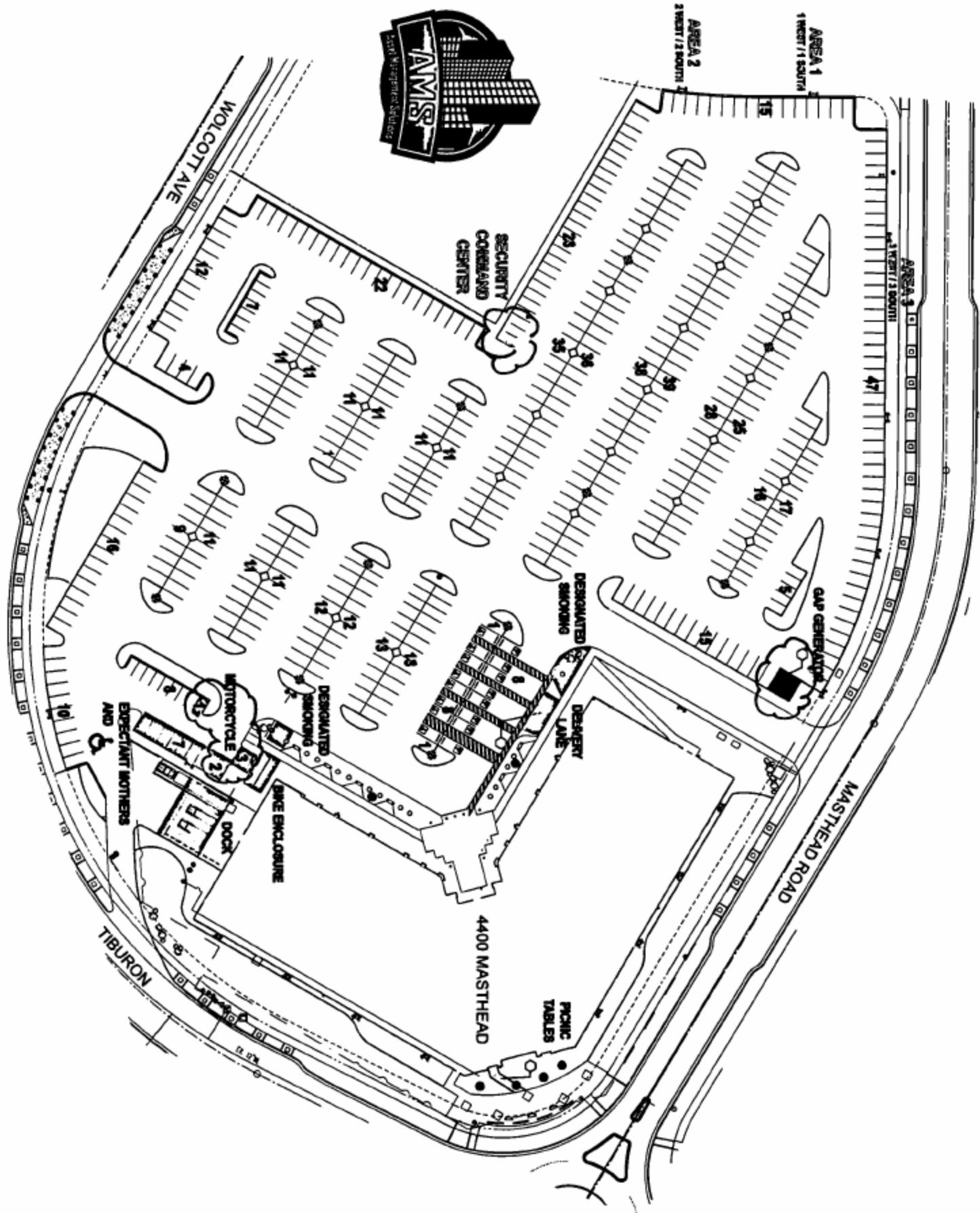
*Norman Ullemeyer*

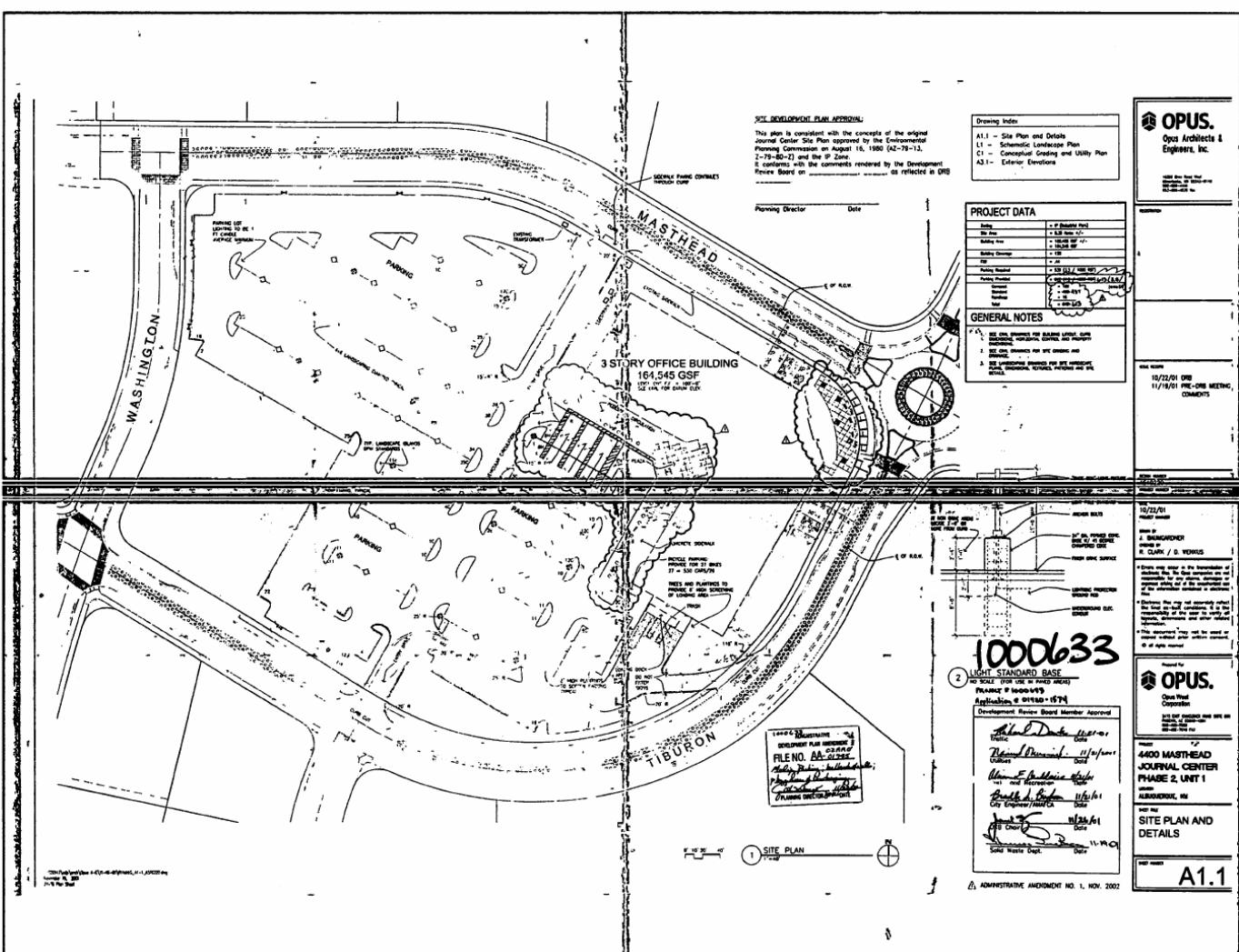
Norm Ullemeyer  
Director  
(505) 855-7607  
Email: [norm@AssetManagementNM.com](mailto:norm@AssetManagementNM.com)

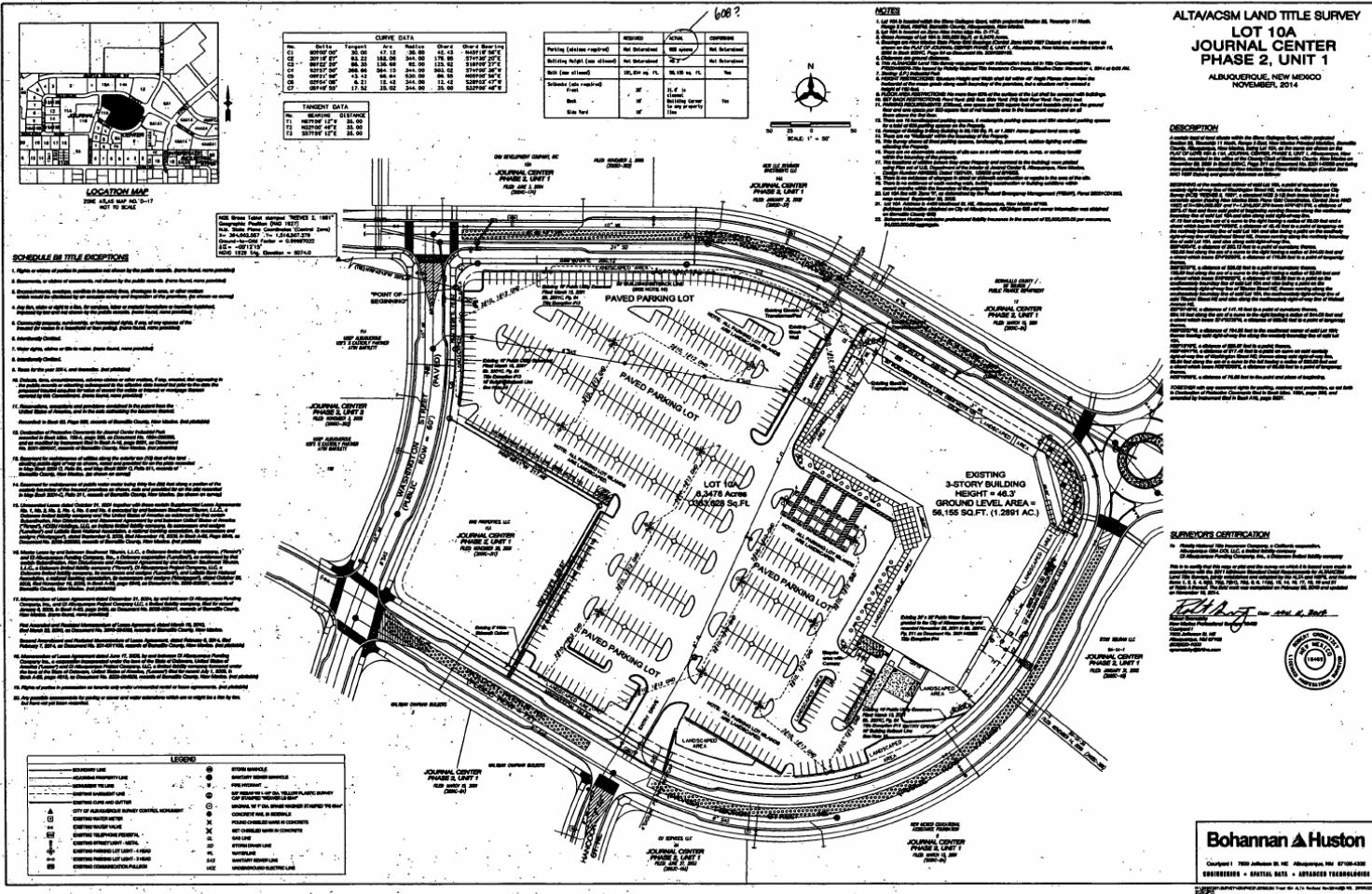
enclosure

Cc:

WASHINGTON ST.







## Dicome, Kym

---

**From:** Norm Ullemeyer <norm@assetmanagementnm.com>  
**Sent:** Wednesday, February 18, 2015 3:04 PM  
**To:** Dicome, Kym  
**Subject:** FW: 4400 Masthead notice frm City

Kym,

Please see calcs done by our architect. Let me know if this is helpful to push the Amendment along or if we need something more formal.

Thanks.

**Norm Ullemeyer**  
Asset Management Solutions  
4700 Montgomery NE, Suite 200  
Albuquerque, NM 87109  
Phone: 505-855-7607  
Fax: 505-837-0633  
Cell: 505-573-0435  
Email: [norm@AssetManagementNM.com](mailto:norm@AssetManagementNM.com)

---

**From:** Kevin Kofchur [<mailto:KevinK@dpsdesign.org>]  
**Sent:** Wednesday, December 03, 2014 6:00 PM  
**To:** Norm Ullemeyer  
**Subject:** RE: 4400 Masthead notice frm City

Norm,

I don't think Zoning reviewed our drawings since it was submitted as a TI. I ran a parking calculation at the beginning of the project to make sure we had enough spaces per code. I took into consideration the addition of the generator enclosure, the square footages are based off what was listed in the building permit set by Opus.

### **Required Parking**

1<sup>st</sup> floor: 49,158 sf/200 = 246

2<sup>nd</sup> floor: 52,089 sf/300 = 174

3<sup>rd</sup> floor: 52,515 sf/300 = 175

**Total req. parking 595 spaces**

**Total parking spaces currently provided: 612 spaces**

We have more than adequate parking spaces for the entire building even after the enclosure was built.

-Kevin

---

**From:** Norm Ullemeyer [<mailto:norm@assetmanagementnm.com>]  
**Sent:** Wednesday, December 03, 2014 4:48 PM  
**To:** Kevin Kofchur  
**Subject:** 4400 Masthead notice frm City

Kevin,

Did we get proper approval on parking reduction from the City when we located the Generator?

---

**Norm Ullemeyer**

Asset Management Solutions

4700 Montgomery NE, Suite 200

Albuquerque, NM 87109

Phone: 505-855-7607

Fax: 505-837-0633

Cell: 505-573-0435

Email: [norm@AssetManagementNM.com](mailto:norm@AssetManagementNM.com)

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## Dicome, Kym

---

**From:** Dicome, Kym  
**Sent:** Monday, January 26, 2015 1:36 PM  
**To:** 'norm@assetmanagementnm.com'  
**Subject:** FW: AA for 4400 Masthead

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**From:** Dicome, Kym  
**Sent:** Monday, January 26, 2015 1:35 PM  
**To:** 'norm@assetmanagementnm.com'  
**Subject:** AA for 4400 Masthead

Mr. Ullermeyer;

I am in receipt of your AA request. I will need more information to determine if I can act on this request. I need to see the parking calculations that show what is required. I need this information to determine if you still meet the minimum required. I do not have the authority to grant a parking variance if you are proposing to reduce the number of parking spaces required. That is down through the Zoning Hearing Examiner.

If you still meet the minimum, I will need a site plan (full sized) of the approved and one showing the changes. I will need three sets to approve, if it is determined that I can act on this request. One set copy goes to Zoning, one to the applicant and one stays in our record file.

Let me know if you need anything else.

Kym E. Dicome  
Current Planning Manager  
Urban Design and Development  
Planning Department  
City of Albuquerque  
505-924-3814 direct

agent called.  
2/17/2015: about  
for status: called  
back, left message  
show: the current  
plan. 2/17/15

## Dicome, Kym

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**From:** Norm Ullemeyer <norm@assetmanagementnm.com>  
**Sent:** Wednesday, February 18, 2015 3:04 PM  
**To:** Dicome, Kym  
**Subject:** FW: 4400 Masthead notice frm City

Kym,

Please see calcs done by our architect. Let me know if this is helpful to push the Amendment along or if we need something more formal.

Thanks.

**Norm Ullemeyer**  
Asset Management Solutions  
4700 Montgomery NE, Suite 200  
Albuquerque, NM 87109  
Phone: 505-855-7607  
Fax: 505-837-0633  
Cell: 505-573-0435  
Email: [norm@AssetManagementNM.com](mailto:norm@AssetManagementNM.com)

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**From:** Kevin Kofchur [<mailto:KevinK@dpsdesign.org>]  
**Sent:** Wednesday, December 03, 2014 6:00 PM  
**To:** Norm Ullemeyer  
**Subject:** RE: 4400 Masthead notice frm City

Norm,

I don't think Zoning reviewed our drawings since it was submitted as a TI. I ran a parking calculation at the beginning of the project to make sure we had enough spaces per code. I took into consideration the addition of the generator enclosure, the square footages are based off what was listed in the building permit set by Opus.

### Required Parking

1<sup>st</sup> floor: 49,158 sf/200 = 246

2<sup>nd</sup> floor: 52,089 sf/300 = 174

3<sup>rd</sup> floor: 52,515 sf/300 = 175

**Total req. parking 595 spaces**

**Total parking spaces currently provided: 612 spaces**

We have more than adequate parking spaces for the entire building even after the enclosure was built.

-Kevin

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**From:** Norm Ullemeyer [<mailto:norm@assetmanagementnm.com>]  
**Sent:** Wednesday, December 03, 2014 4:48 PM  
**To:** Kevin Kofchur  
**Subject:** 4400 Masthead notice frm City

Kevin,

Did we get proper approval on parking reduction from the City when we located the Generator?

**Norm Ullermeyer**

Asset Management Solutions

4700 Montgomery NE, Suite 200

Albuquerque, NM 87109

Phone: 505-855-7607

Fax: 505-837-0633

Cell: 505-573-0435

Email: [norm@AssetManagementNM.com](mailto:norm@AssetManagementNM.com)

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February 28, 2015

*Norm  
Dropped off  
3.4.2015*

City of Albuquerque Planning Department

RE: 4400 Masthead Road NE Office Building  
Administrative Amendment Request  
Albuquerque, NM

Dear Albuquerque Planning Division,

On behalf of the Owners (Albuquerque GSA DOI, LLC), Asset Management Solutions hereby submits a request to amend the Site Plan at 4400 Masthead Road NE. The project was originally approved and completed in November 2001 under Project Number 1000633 (See Attached approved Site Plan).

The property was originally approved with 613 parking spaces. Over the past 13 years there have been several changes to the parking lot including:

- the addition of six (6) motorcycle spaces;
- installed an emergency generator for one of the anchor tenants

The addition of these items has modified the number of parking spaces available today from 613 to 611. We would hereby like to request the following for approval:

Original Site Plan	# of Spaces	Revised Site Plan:	# of Spaces
Parking	597	Parking	589
Handicap	16	Handicap	16
Motorcycle	0	Motorcycle	6
<b>Total</b>	<b>613</b>	<b>Total</b>	<b>611</b>

All other features of the building remain unchanged. Please review this request and, if applicable provide an Administrative Amendment approval for these changes. Please do not hesitate to call with comments or questions.

Sincerely,  
Asset Management Solutions as Authorized Agent for Owner

*Norman Ullemeyer*

Norm Ullemeyer  
Director  
(505) 855-7607  
Email: norm@AssetManagementNM.com

enclosure

Cc:

**Dicome, Kym**

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**From:** Dicome, Kym  
**Sent:** Friday, February 27, 2015 11:24 AM  
**To:** 'norm@assetmanagementnm.com'  
**Subject:** AA

Norm;

I will need three full sized sets of the originally approved and the proposed site plans with the parking calcs. Those calculations need to include the proposed and required. Once I receive those I am ready to sign off.

Thanks.

Kym E. Dicome  
Current Planning Manager  
Urban Design and Development  
Planning Department  
City of Albuquerque  
505-924-3814 direct

Drawing Index	
A1.1	Site Plan and Details
L1	Schematic Landscape Plan
C1	Conceptual Grading and Utility Plan
A3.1	Exterior Elevations

**SITE DEVELOPMENT PLAN APPROVAL:**  
This plan is consistent with the concepts of the original  
Journal Center Site Plan approved by the Environmental  
Planning Commission on August 16, 1980 (AZ-79-13,  
Z-79-80-Z), and the IP Zone.  
It contains all the comments rendered by the Development  
Review Board on 10/22/01 as reflected in DRB

Planning Director Date

PROJECT DATA	
Zoning	IP (Industrial Park)
Site Area	8.35 Acres +/-
Building Area	160,435 SF +/-
Building Coverage	15%
Parking Required	733 (2.3 / 1000 SF)
Parking Provided	730 (2.0 / 1000 SF)
Comments	100% Hardscape
Horizon	11'
Soil	10'

SEE ATTACHED  
STREET PLAN AND  
CROSS SECTIONS

ISSUE RECORD  
10/22/01 DRB  
11/19/01 PRE-DRB MEETING  
COMMENTS

**GENERAL NOTES**

1. SEE CIV. DRAWINGS FOR BUILDING LAYOUT, CURB DIMENSIONS, HORIZONTAL, CONTROL AND PROPERTY DIMENSIONS.
2. SEE CIV. DRAWINGS FOR SITE GRADING AND DRAINAGE.
3. SEE LANDSCAPE DRAWINGS FOR SITE HARDSCAPE PAVING DIMENSIONS, TEXTURES, PATTERNS AND SITE DETAILS.

**ADMINISTRATIVE AMENDMENT**  
FILE # 1000633 PROJECT # 1000633  
REMOVED TO PARKING AREA TO  
ADD 6 MOTORCYCLE STANDS  
ADD AN EMERGENCY SHOWER

APPROVED BY John D. Clark DATE 10/22/01

NOTE NUMBER  
A510220  
PROJECT NUMBER

DATE  
10/22/01  
PROJECT NUMBER

DRAWN BY  
J. BAUMGARDNER  
CHECKED BY  
D. CLARK / D. WENKUS

- Errors may occur in the transmission of electronic files. Electronic signatures are not responsible for any claims, damages or penalties resulting from the use of this file. All of the information contained in electronic files.
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Prepared for  
**OPUS.**  
Opus Architects &  
Engineers, Inc.

2010 CIV. SURFACE AREA  
PHOENIX, AZ 85012-4210  
800-454-4238 fax

PROJECT  
4400 MASTHEAD  
JOURNAL CENTER

PHASE 2, UNIT 1

LOCATION  
ALBUQUERQUE, NM

WHAT THIS  
SITE PLAN AND DETAILS

NOTE NUMBER  
A1.1

**1000633**

1. NO SCALE (FOR USE IN PARKED AREAS)  
Project D 1000633  
Application # 011020-1574  
Development Review Board Member Approval

<u>John D. Clark</u> 10/21/01	Date
<u>Planning Director</u> 10/21/2001	Date
<u>Alvaro E. Andrade, Mayor</u> 1st and Reception 10/21/01	Date
<u>Beth G. Bush</u> 10/21/01	Date
<u>City Engineer/AMPCA</u> 10/21/01	Date
<u>John D. Clark</u> 10/21/01	Date
<u>1st Chair</u> 10/21/01	Date
<u>Solid Waste Dept.</u> 10/21/01	Date

△ ADMINISTRATIVE AMENDMENT NO. 1, NOV. 2002

1 SITE PLAN

1:400

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