

Development Process Manual Executive Committee Minutes, 2014

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Coverage: 5 eligible meeting records located through an exhaustive review of the official City source family for 2014, ordered by meeting date. Any agenda is expressly labelled under the missing-minutes policy.

Record note

The committee first met on June 18, 2014 as a study session without minutes. A meeting scheduled for October 15, 2014 has no minutes or agenda on the official source and appears not to have been held. The July 16 chapter approvals were voided on August 20 for defective notice and re-adopted on September 24.

Compilation provenance

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How to cite a section

Cite the original City document title and date shown on its provenance sheet. Use the original archive URL when a stable file citation is required; use this compilation only as a convenient collected edition.

Original City record

Minutes, July 16, 2014: rules of procedure adopted; three DPM chapter changes approved (later voided)

Meeting date: 2014-07-16

Original pages: 3

Inventory ID: src-c8a6a02c203d0cd2

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-july-16-2014.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2014-07-16.pdf>

Original SHA-256: 0aee86e21e24c2db73fca14a08e493d6b6277c0efabd0a5bc2aafb3ac7f0ad5f

Original size: 66,995 bytes

The complete original document begins on the following page. It remains separately available at the archive URL above.

**CITY OF ALBUQUERQUE
DEVELOPMENT PROCESS EXECUTIVE COMMITTEE
MEETING MINUTES
Wednesday, July 16, 2014 – 3:00.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:23 p.m. on Wednesday, July 16, 2014 in Albuquerque in the Basement Hearing Room of the Plaza Del Sol Building.

COMMITTEE MEMBERS PRESENT:

Shahab Biazar, COA City Engineer
Ronald Bohannon – Tierra West
Russell Brito, COA Urban Design Planner
Christopher Dunning – Dekker, Perich, Sabatini
Savina Garcia – Wilson & Co.
Suzanne Lubar – COA Planning Director, Co-Chair
Alan Porter - ABCWUA
Jay Rembe – Rembe Urban Design
Michael Riordan – COA DMD Director, Co-Chair (via phone initially, arrived later)
Blake Whitcomb – COA Deputy Attorney

COMMITTEE MEMBER(S) ABSENT:

None, however one vacancy needs to be filled.

OTHERS PRESENT:

Anthony Loyd – COA Impact Fee Administrator, Facilitator
Matthew Conrad – Associate Planning Director
Kevin Curran – COA Deputy Attorney
Kristal Metro – COA Transportation Engineer
Raquel Michel - COA Assistant Transportation Engineer
Ronald Vonderhaar, COA Impact Fee Coordinator

2. MINUTES

Since the initial meeting on June 18, 2014 was a study session only, minutes were not required to be taken.

3. APROVAL OF AGENDA

For the record, notice of the meeting was posted on the building and on the Planning Dept. website 72 hours prior to the meeting. Agenda approved unanimously.

4. ACTION ITEMS

- A. Establish Internal Rules of Procedure for this Committee
 - 1. Establish quorum – 6 members present. Voting – normally requires a simple majority. To approve an item with only 6 members present the vote must be unanimous. Approved unanimously.
 - 2. DPM will be amended to reflect the most recent voting results. Approved unanimously.
 - 3. Operate under COA's Open Meetings policy. Approved unanimously.
- B. Chapter 25 Section 8 Fire Flow Requirements.

Shahab Biazar explained that this item is to rectify a conflict between the IBC and DPM regarding fire walls. The change is supported by AFD. Approved unanimously.
- C. Chapter 23 Section 7 On-Street Parking. (Mr. Porter departed.)

Kristal Metro explained that this item addresses angled parking on collector and lower use classified streets per the classification used by MRCOG. In addition, language considering on-street parking on Arterial streets was added. The City Traffic Engineer or designee could make determinations as to appropriateness. Appeals would be directed first to the Technical Standards Committee. Motion had amendments to remove the word “only” and to follow AASHTO preferred guidelines regarding bicycle lanes. (9 voting members present.) Approved unanimously.
- D. Chapter 22 Section 5 Design Grading and Erosion Control. (Ms. Metro, Ms. Michel, Mr. Riordan, and Mr. Curran departed.)

Ron Bohannon explained that this is the first attempt to meet a deadline the City must adhere to regarding SWIPP plans and erosion control. Shahab Biazar proceeded to explain changes to DPM for: page 14 of the proposed changes, 22-179, 22-235 Sections F & G for permit applications; page 17 of the proposed changes, 22-236 Sections G & H for storm water facility maintenance; pages 19 & 20 of the proposed changes, Section G and 22-171. Ron Bohannon added that 22-179 addresses a checklist item #1 and Section I item #2; and 22-171 references back to the first flush; and 22.9.1, 22.9.2, and 22.9.3 also address responsible parties. (7 voting members were present.) Approved unanimously.

5. NEXT MEETING DATE

The next meeting date will be August 20, 2014 in the same location.

6. OTHER BUSINESS

Mr. Brito discussed the UDO and the goal to incorporate the DPM, Comprehensive Zoning Code and other appropriate ordinances and documents into one section of codes. The goal of the UDO would be to provide greater types of development without all of the additional, variances, conditional uses, administrative amendments, etc.

7. ADJOURN

There being no further business, the meeting adjourned at 4:28 p.m.

Respectfully submitted,

Ronald L. Vonderhaar, Impact Fee Coordinator

Original City record

Minutes, August 20, 2014: July action items declared void for insufficient legislative notice

Meeting date: 2014-08-20

Original pages: 3

Inventory ID: src-bb1e08fed8c049a7

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-aug-20-2014.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2014-08-20.pdf>

Original SHA-256: e1e24d255f8ab180f65e2339680be78a29ec64b01ba2aa670fd53fce2aad77b9

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**CITY OF ALBUQUERQUE
DEVELOPMENT PROCESS EXECUTIVE COMMITTEE
MEETING MINUTES**

**Wednesday, August 20, 2014 – 3:00.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:14 p.m. on Wednesday, August 20, 2014 in Albuquerque in the Basement Hearing Room of the Plaza Del Sol Building.

COMMITTEE MEMBERS PRESENT:

Ronald Bohannon – Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Kevin Curran – COA Deputy City Attorney (for Blake Whitcomb - COA Assistant City Attorney)
Savina Garcia – Wilson & Co.
Suzanne Lubar – COA Planning Director, Co-Chair
Jay Rembe – Rembe Urban Design + Development

COMMITTEE MEMBER(S) ABSENT:

Shahab Biazar, COA City Engineer
Christopher Gunning – Dekker, Perich, Sabatini
Alan Porter - ABCWUA
Michael Riordan – COA DMD Director, Co-Chair
One vacancy needs to be filled.

OTHERS PRESENT:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Matthew Conrad – COA Associate Planning Director
Jenica Jacobi - COA Assistant City Attorney
Ronald Vonderhaar, COA Impact Fee Coordinator

2. MEETING NOTIFICATION

The meeting was posted as before. However, Mr. Loyd was informed by City Legal that since this is a quasi-legislative body and not a quasi-judicial body, the posting was insufficient to meet the City's Ordinance regarding notification. Per Kevin Curran, the ordinance prescribes additional notification requirements beyond those used to advertise this meeting. They include a legal ad in the newspaper, posting on the City Clerk's website, posting in City Hall, and notifying the Mayor and CAO individually of the proposed legislative actions at least 30 days prior to the meeting to allow for public comment. Because of this, the previously approved action items are null and void and will be re-addressed at

the September DP Executive Committee meeting. However, the vote considering internal rules, quorum, etc. for this committee are valid.

3. APROVAL OF AGENDA

For the record, notice of the meeting was posted in the building and on the Planning Dept. website 72 hours prior to the meeting. Agenda approved unanimously.

4. MINUTES

The minutes were reviewed. Minor changes regarding spellings and company names were made. Mr. Bohannon noted a change to clarify that under C. on street parking reads "on street parking on arterials". The minutes were unanimously approved.

5. PUBLIC COMMENTS

No members of the public had comments.

6. NEW BUSINESS

A. Unified Development Ordinance

Mr. Brito provided an update on the UDO regarding the RFP and subsequent process. Three finalists have been selected.

7. OLD BUSINESS

A. Status of DPM changes – deferred until the September meeting.

8. ACTION ITEMS

None.

9. NEXT MEETING DATE

Discussion on the next meeting dated focused on being able to address the previous action items and the proper amount of posting time at all required locations in all required publications. The next meeting date will be September 24, 2014 in the same location to meet the necessary requirements.

10. OTHER BUSINESS

None.

11. ADJOURN

There being no further business, the meeting adjourned at 4:01 p.m.

Respectfully submitted,

Ronald L. Vonderhaar, Impact Fee Coordinator

Original City record

Minutes, September 24, 2014: fire flow, on-street parking and erosion control changes validly adopted

Meeting date: 2014-09-24

Original pages: 2

Inventory ID: src-087842cdf31bbd1c

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-sept-24-2014.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2014-09-24.pdf>

Original SHA-256: 5755ab62b9fd8b43c0e580440e1556e19c53f4929d515643c88c2f9530e4af90

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**CITY OF ALBUQUERQUE
DEVELOPMENT PROCESS EXECUTIVE COMMITTEE
MEETING MINUTES**

**Wednesday, September 24, 2014 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:05 p.m. on Wednesday, September 24, 2014 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Shahab Biazar – COA City Engineer (acting)
Russell Brito, COA Urban Design and Development Division Manager
Savina Garcia – Wilson & Co.
Christopher Gunning – Dekker, Perich, Sabatini
Suzanne Lubar – COA Planning Director, Co-Chair
Jay Rembe – Rembe Urban Design + Development
Michael Riordan – COA DMD Director, Co-Chair
Nataley Quintana – COA Assistant City Attorney (for Legal)

COMMITTEE MEMBER(S) ABSENT:

Ronald Bohannon – Tierra West, LLC
Alan Porter - ABCWUA
One vacancy needs to be filled.

OTHERS PRESENT:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Matthew Conrad – COA Associate Planning Director
Kristal Metro, Transportation Development

2. MEETING NOTIFICATION

Notification was provided as follows: posting at the Plaza del Sol Building, posting on the COA Planning Department website, posting in the display case of the Plaza del Sol basement hearing room, notification by legal ad in the Albuquerque Journal, posting on the City Clerk's website, posting in City Hall, and notifying the Mayor and CAO individually.

3. APROVAL OF AGENDA

Agenda approved unanimously.

4. MINUTES

The August 20, 2014 minutes were reviewed with one date revised (under call to order, July 16 was changed to August 20), one spelling error corrected (under call to order, hearin was changed to hearing) and one reference changed (under action items, Section 5 was changed to Section 7). The minutes were approved unanimously.

5. PUBLIC COMMENTS

No members of the public had comments.

6. ACTION ITEMS

Revised Chapter 25 Section 8 Fire Flow Requirements, new Chapter 23 Section 7 On-Street Parking and revised Chapter 22 Section 5 Design Grading and Erosion Control were all approved unanimously.

The Preface of the Development Process Manual (DPM) Update Procedure was continued for 30 days.

7. NEW BUSINESS

None

8. OLD/OTHER BUSINESS

None

9. NEXT MEETING DATE

The next meeting date is scheduled for October 15, 2014 at 3:00 p.m. in the Plaza del Sol basement hearing room.

10. ADJOURN

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Tony Loyd, Impact Fee Administrator, Facilitator

Original City record

Minutes, November 19, 2014: DPM Preface and update procedure continued

Meeting date: 2014-11-19

Original pages: 2

Inventory ID: src-030f7d2a680a31d4

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-nov-19-2014.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2014-11-19.pdf>

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**CITY OF ALBUQUERQUE
DEVELOPMENT PROCESS EXECUTIVE COMMITTEE
MEETING MINUTES**

**Wednesday, November 19, 2014 – 3:30 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:46 p.m. on Wednesday, November 19, 2014 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Shahab Biazar – COA City Engineer (acting)
Ronald Bohannon – Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Savina Garcia – Wilson & Co.
Christopher Gunning – Dekker, Perich, Sabatini
Suzanne Lubar – COA Planning Director, Co-Chair
Alan Porter – ABCWUA
Jay Rembe – Rembe Urban Design + Development
Wilfred Gallegos – COA DMD Director, Co-Chair
Janica Jacoby – COA Assistant City Attorney (for Legal)

COMMITTEE MEMBER(S) ABSENT:

One vacancy needs to be filled.

OTHERS PRESENT:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Ronald Vonderhaar – COA Impact Fee Coordinator

2. MEETING NOTIFICATION

Notification was provided as follows: posting at the Plaza del Sol Building, previous posting on the COA Planning Department website, posting in the display case of the Plaza del Sol basement hearing room, previous notification by legal ad in the Albuquerque Journal, previous posting on the City Clerk's website, previous posting in City Hall, and previous notifying the Mayor and CAO individually.

3. APROVAL OF AGENDA

Agenda approved unanimously.

4. MINUTES

The September 24, 2014 minutes were approved unanimously.

5. PUBLIC COMMENTS

No members of the public had comments.

6. ACTION ITEMS

The Preface of the Development Process Manual (DPM) Update Procedure was continued for 30 days to have Shahab Biazar, Tony Loyd, and City Legal review, clarify, and simplify several issues that arose in discussion.

7. NEW BUSINESS

None

8. OLD/OTHER BUSINESS

None

9. NEXT MEETING DATE

The next meeting date is scheduled for December 17, 2014 at 3:00 p.m. in the Plaza del Sol basement hearing room.

10. ADJOURN

The meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Tony Loyd, Impact Fee Administrator, Facilitator

Original City record

Minutes, December 17, 2014: DPM Preface and update procedure adopted

Meeting date: 2014-12-17

Original pages: 2

Inventory ID: src-ea48e98a01589ffb

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-dec-17-2014.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2014-12-17.pdf>

Original SHA-256: 4c4e8e995fe46eb8d9c51079378ff49761f8142fc22df090d697ab1ad850061c

Original size: 53,143 bytes

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**CITY OF ALBUQUERQUE
DEVELOPMENT PROCESS EXECUTIVE COMMITTEE
MEETING MINUTES**

**Wednesday, December 17, 2014 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:10 p.m. on Wednesday, December 17, 2014 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Shahab Biazar – COA City Engineer (acting)
Ronald Bohannon – Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Kevin Curran – Assistant City Attorney (for Legal)
Savina Garcia – Wilson & Co.
Suzanne Lubar – COA Planning Director, Co-Chair
Alan Porter – ABCWUA

COMMITTEE MEMBER(S) ABSENT:

Christopher Gunning – Dekker, Perich, Sabatini
Jay Rembe – Rembe Urban Design + Development
Wilfred Gallegos – COA DMD Director, Co-Chair
One vacancy needs to be filled.

OTHERS PRESENT:

Jenica Jacoby – COA Assistant City Attorney
Tony Loyd – COA Impact Fee Administrator, Facilitator
Natalie Quintana - COA Assistant City Attorney
Ronald Vonderhaar – COA Impact Fee Coordinator

2. MEETING NOTIFICATION

Notification was provided as follows: posting at the Plaza del Sol Building, previous posting on the COA Planning Department website, posting in the display case of the Plaza del Sol basement hearing room, previous notification by legal ad in the Albuquerque Journal, previous posting on the City Clerk's website, previous posting in City Hall, and previous notifying the Mayor and CAO individually.

3. APROVAL OF AGENDA

The Agenda was approved unanimously.

4. MINUTES

The November 19, 2014 minutes were approved unanimously.

5. PUBLIC COMMENTS

No members of the public had comments.

6. ACTION ITEMS

The Preface of the Development Process Manual (DPM) Update Procedure was discussed. Discussion included references to two no longer existing subcommittees referenced in the preface and changing those references to only the Executive Committee. Minor language adjustments were also proposed. Mr. Bohannon moved to adopt the Preface with changes as discussed. Mr. Brito seconded. The motion was approved unanimously.

7. NEW BUSINESS

Ms. Lubar requested the members' assistance in recruiting one more member for the committee to fill the existing vacancy. The member must be from the private sector and have a background in some aspect of community development.

Mr. Curran is retiring. Blake Whitcomb will be his replacement on this committee.

8. OLD/OTHER BUSINESS

None

9. NEXT MEETING DATE

The next meeting date is scheduled for January 21, 2015 at 3:00 p.m. in the Plaza del Sol basement hearing room.

10. ADJOURN

The meeting was adjourned at 3:26 p.m.

Respectfully submitted,

Tony Loyd, Impact Fee Administrator, Facilitator