

Development Process Manual Executive Committee Minutes, 2015

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Coverage: 7 eligible meeting records located through an exhaustive review of the official City source family for 2015, ordered by meeting date. Any agenda is expressly labelled under the missing-minutes policy.

Record note

The committee held seven regular meetings in 2015. The February 18 meeting was not held (a February 5 or 6 working session with the UDO consultant left no minutes); no meeting was held from July through September; the November 18 meeting was cancelled for lack of action items. The April 15 minutes were also posted under a second filename, and agendas survive for April 15 and May 20, but approved minutes exist for both, so neither agenda is included.

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, January 21, 2015: UDO technical report discussed; February regular meeting not held

Meeting date: 2015-01-21

Original pages: 2

Inventory ID: src-4360b7ad1acbabbdb

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-jan-21-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-01-21.pdf>

Original SHA-256: 1a603e0956c24bc85c1605c92d3fff8c76054570132c25b09fb2daa4b29d0d28

Original size: 51,086 bytes

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

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

**Wednesday, January 21, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:05 p.m. on Wednesday, January 21, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Shahab Biazar – COA City Engineer
Ronald Bohannon – Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Wilfred Gallegos – COA DMD Director, Co-Chair
Savina Garcia – Wilson & Co.
Christopher Gunning – Dekker, Perich, Sabatini
Suzanne Lubar – COA Planning Director, Co-Chair
Nataley Quintana - COA Assistant City Attorney

COMMITTEE MEMBER(S) ABSENT:

Jay Rembe – Rembe Urban Design + Development
Alan Porter – ABCWUA
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, posting on the COA Planning Department website, posting in the display case of the Plaza del Sol basement hearing room.

3. APROVAL OF AGENDA

The Agenda was approved unanimously.

4. MINUTES

The December 17, 2014 minutes were approved unanimously.

5. PUBLIC COMMENTS

No members of the public had comments.

6. ACTION ITEMS

No action items were on the agenda.

7. NEW BUSINESS

The Technical Report and White Paper relating to the Unified Development Ordinance (UDO) contract were discussed.

8. OLD/OTHER BUSINESS

None

9. NEXT MEETING DATE

The next meeting date is scheduled for February 5 or 6, 2015 with the UDO consultant in the Plaza del Sol basement hearing room. No meeting will occur on February 18, 2015, which would normally be the next scheduled meeting.

10. ADJOURN

The meeting was adjourned at 3:54 p.m.

Original City record

Minutes, March 18, 2015: DPM-to-UDO restructuring presented

Meeting date: 2015-03-18

Original pages: 2

Inventory ID: src-7dd4dca158dd74d0

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-march-18-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-03-18.pdf>

Original SHA-256: d2634860e297c26066b32b6f770e6e466c0334dbe6d76da25f2d07075c398946

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

**Wednesday, March 18, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:05 p.m. on Wednesday, March 18, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Shahab Biazar – COA City Engineer
Ronald Bohannon – Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Kris Cadena – ABCWUA
Christopher Gunning – Dekker, Perich, Sabatini
Suzanne Lubar – COA Planning Director, Co-Chair
Nataley Quintana - COA Assistant City Attorney
Jay Rembe – Rembe Urban Design + Development

COMMITTEE MEMBER(S) ABSENT:

Wilfred Gallegos – COA DMD Director, Co-Chair
Savina Garcia – Wilson & Co.
One vacancy needs to be filled.

OTHERS PRESENT:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Ronald Vonderhaar – COA Impact Fee Coordinator
Matthew Conrad – COA Associate Planning Director
Mikaela Renz-Whitmore – COA Planner
Will Gleason – Dekker, Perich, Sabatini

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.

3. APROVAL OF AGENDA

The Agenda was approved unanimously.

4. MINUTES

The January 21, 2015 minutes were approved unanimously.

5. PUBLIC COMMENTS

No members of the public had comments.

6. ACTION ITEMS

No action items were on the agenda.

7. NEW BUSINESS

Will Gleason of Dekker, Perich, Sabatini and Mikaela Renz-Whitmore presented information regarding incorporating sections of the DPM into the UDO and reworking the remaining DPM into a technical standards manual. Initial target dates and the items to be addressed by those target dates were included in the presentation for subsequent discussion.

8. OLD/OTHER BUSINESS

None

9. NEXT MEETING DATE

The next meeting date is scheduled for April 15, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

10. ADJOURN

The meeting was adjourned at 3:52 p.m.

Original City record

Minutes, April 15, 2015: division of the DPM between the UDO and a technical standards manual

Meeting date: 2015-04-15

Original pages: 2

Inventory ID: src-ff0cce054f5417f8

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-april-15-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-04-15.pdf>

Original SHA-256: 78d57b93f29dfd62989ea5d198a2fc74e718e680c788036ccfa9911e217a797b

Original size: 52,354 bytes

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

**Wednesday, April 15, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:05 p.m. on Wednesday, April 15, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Ronald Bohannon – Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Wilfred Gallegos – COA Director DMD, Co-Chair
Savina Garcia – Wilson & Co.
Christopher Gunning – Dekker/Perich/Sabatini
Suzanne Lubar – COA Planning Director, Co-Chair
Nataley Quintana – COA Assistant City Attorney
Jay Rembe – Rembe Urban Design + Development

COMMITTEE MEMBER(S) ABSENT:

Shahab Biazar – COA City Engineer
Kris Cadena – ABCWUA
One vacancy needs to be filled.

OTHERS PRESENT:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Ronald Vonderhaar – COA Impact Fee Coordinator
Matthew Conrad – COA Associate Planning Director
Mikaela Renz-Whitmore – COA Planner
Will Gleason – Dekker/Perich/Sabatini (DPS)

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.

3. APROVAL OF AGENDA

The Agenda was approved unanimously.

4. MINUTES

The March 18, 2015 minutes were approved unanimously.

5. PUBLIC COMMENTS

No members of the public had comments.

6. ACTION ITEMS

No action items were on the agenda.

7. NEW BUSINESS

Will Gleason of DPS and Mikaela Renz-Whitmore presented information regarding incorporating sections of the DPM into the UDO and reworking the remaining DPM into a technical standards manual. The discussion primarily focused on which sections of Volume I of the DPM would be incorporated into the UDO, which sections would remain in a technical standards manual, which sections would be designated as administrative decisions, and which sections would be deleted. The Committee was to look over Volume II and provide recommendations to Tony Loyd concerning what they might want to review first (i.e. whole chapters or specific sections to address immediate needs). The committee also requested DPS to provide examples of technical standards manuals from other cities that were created after a UDO or equivalent was approved by those communities.

8. OLD/OTHER BUSINESS

None

9. NEXT MEETING DATE

The next meeting date is scheduled for May 20, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

10. ADJOURN

The meeting was adjourned at 4:35 p.m.

Original City record

Minutes, May 20, 2015: other cities' technical manuals presented; Chapter 23 subcommittee convened

Meeting date: 2015-05-20

Original pages: 2

Inventory ID: src-14f45e5400b067bc

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-may-20-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-05-20.pdf>

Original SHA-256: 30a62ace87e912ac14174d7217fee251ba4491f434b9611cd60fde4660bcb77

Original size: 50,625 bytes

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

**CITY OF ALBUQUERQUE
DEVELOPMENT PROCESS MANUAL EXECUTIVE COMMITTEE
MEETING MINUTES
Wednesday, May 20, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:00 p.m. on Wednesday, May 20, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

COMMITTEE MEMBERS PRESENT (quorum):

Shahab Biazar – COA City Engineer
Russell Brito, COA Urban Design and Development Division Manager
Wilfred Gallegos – COA Director DMD, Co-Chair
Savina Garcia – Wilson & Co.
Christopher Gunning – Dekker/Perich/Sabatini
Suzanne Lubar – COA Planning Director, Co-Chair
Nataley Quintana – COA Assistant City Attorney
Bruce Stidworthy – Bohannon Huston, Inc.

COMMITTEE MEMBER(S) ABSENT:

Ronald Bohannon – Tierra West, LLC
Kris Cadena – ABCWUA
Jay Rembe – Rembe Urban Design + Development

OTHERS PRESENT:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Ronald Vonderhaar – COA Impact Fee Coordinator
Mikaela Renz-Whitmore – COA Planner
Carrie Barkhurst – COA Planner
Will Gleason – Dekker/Perich/Sabatini (DPS)
Tim Trujillo – DPS
Don Elliot – Clarion Associates
Tareq Wafaie – Clarion Associates

2. APROVAL OF AGENDA

The Agenda was approved unanimously.

3. MINUTES

The April 15, 2015 minutes were approved unanimously.

4. PUBLIC COMMENTS

No comments.

5. ACTION ITEMS

No action items were on the agenda.

6. NEW BUSINESS

- a. Presentation by Will Gleason and Tim Trujillo/DPS concerning DPM precedents and example technical manuals from other communities.
- b. Convened Chapter 23 subcommittee.

7. OLD/OTHER BUSINESS

None

8. NEXT MEETING DATE

The next meeting date is scheduled for June 17, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

9. ADJOURN

The meeting was adjourned at 4:20 p.m.

Original City record

Minutes, June 17, 2015: Chapter 23 subcommittee report

Meeting date: 2015-06-17

Original pages: 1

Inventory ID: src-d763272eeccf1740

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-june-17-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-06-17.pdf>

Original SHA-256: ad4b167450682e0e34fc065ec87393d543c020217cdee6d626e74c188010b5c8

Original size: 45,852 bytes

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

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

**Wednesday, June 17, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER - Quorum

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:00 p.m. on Wednesday, June 17, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

2. APROVAL OF AGENDA

The Agenda was approved unanimously.

3. MINUTES

The May 20, 2015 minutes were approved unanimously.

4. PUBLIC COMMENTS

No comments.

5. ACTION ITEMS

No action items were on the agenda.

6. NEW BUSINESS

- a. Chapter 23 subcommittee report.

7. OLD/OTHER BUSINESS

None.

8. NEXT MEETING DATE

The next meeting date was scheduled for July 15, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

9. ADJOURN

The meeting was adjourned at 4:15 p.m.

Original City record

Minutes, October 21, 2015: proposed Chapter 28 discussed and deferred; November meeting cancelled

Meeting date: 2015-10-21

Original pages: 2

Inventory ID: src-51c281bcea861ad9

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-oct-21-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-10-21.pdf>

Original SHA-256: f41f4349491be1bdc4ab66d4dead4655d94c7f55c99057a1e590fa6b549e0ca6

Original size: 51,246 bytes

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

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

**Wednesday, October 21, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER - Quorum

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:00 p.m. on Wednesday, October 21, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

Committee Members Present:

Shahab Biazar, COA City Engineer
Ronald Bohannon, Tierra West, LLC
Russell Brito, COA Urban Design and Development Division Manager
Kris Cadena, ABCWUA
Wilfred Gallegos, COA DMD Director, Co-Chair
Suzanne Lubar, COA Planning Director, Co-Chair
Jay Rembe, Rembe Urban Design + Development
Bruce Stidworthy, Bohannon-Huston, Inc.
Blake Whitcomb, COA Assistant City Attorney

Committee Members Absent:

Savina Garcia, Wilson and Co.
Christopher Gunning, Dekker, Perich, Sabatini

Others Present:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Jim Dunn, Billy Gallegos and Dan Humbles, Solid Waste/Clean City
Mikaela Renz-Whitmore and Carrie Barkhurst, Planning
Abiel Carrillo, Hydrology
Will Gleason and staff, Dekker, Perich, Sabatini

2. APROVAL OF AGENDA

The Agenda was approved unanimously.

3. MINUTES

The June 17, 2015 minutes were approved unanimously.

4. PUBLIC COMMENTS

No comments.

5. ACTION ITEMS

Discussion was held on the proposed new Chapter 28 to the DPM. Comments were provided by the Executive Committee to Solid Waste/Clean City. The Executive Committee also recommended that the Landscape and Irrigation Improvements technical subcommittee reconvene to address comments from the Executive Committee and the Department of Municipal Development. The Executive Committee deferred a decision on Chapter 28 to the next regularly scheduled DPM Executive Committee meeting.

6. NEW BUSINESS

Updates to Chapter's 22 and 23 were provided by Curtis Cherne and Racquel Michel respectively (hydrology and transportation staff and chairs of those DPM subcommittee's).

7. OLD/OTHER BUSINESS

None.

8. NEXT MEETING DATE

The November 18, 2015 was cancelled due to no action items. However, the Executive Committee will convene at its regularly scheduled meeting on December 16, 2015 to hear proposed revisions to Chapter 25 and the new Chapter 28.

9. ADJOURN

The meeting was adjourned at 4:30 p.m.

Original City record

Minutes, December 16, 2015: Chapter 25 revisions approved; Chapter 28 deferred

Meeting date: 2015-12-16

Original pages: 2

Inventory ID: src-73f9afbcaae5d8d2

Official City source: <https://documents.cabq.gov/planning/development-process-manual/development-process-manual-executive-committee-meeting-minutes-dec-16-2015.pdf>

Byte-identical archived original: <https://files.abqinfo.com/development-land-use/development-process/cabq-dpm-executive-committee-minutes-2015-12-16.pdf>

Original SHA-256: 02f7d105d98354d4df6e52d8e4f5603142ef0c0a63dcde4de9d544f1788aed3d

Original size: 50,190 bytes

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

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

**Wednesday, December 16, 2015 – 3:00 P.M.
Plaza Del Sol Building Basement Hearing Room**

1. CALL TO ORDER - Quorum

A Meeting of the Development Process Manual Executive Committee was called to order by Co-Chair Suzanne Lubar at 3:00 p.m. on Wednesday, December 16, 2015 in the Basement Hearing Room of the Plaza del Sol Building (Albuq., NM).

Committee Members Present:

Shahab Biazar, COA City Engineer
Ronald Bohannon, Tierra West, LLC (by phone)
Russell Brito, COA Urban Design and Development Division Manager
Kris Cadena, ABCWUA
Daniel Dietz, Assistant City Attorney
Savina Garcia, Wilson and Co.
Christopher Gunning, Dekker, Perich, Sabatini
Melissa Lozoya, COA DMD Acting Director, Co-Chair
Suzanne Lubar, COA Planning Director, Co-Chair
Jay Rembe, Rembe Urban Design + Development
Bruce Stidworthy, Bohannon-Huston, Inc.

Committee Members Absent:

None

Others Present:

Tony Loyd – COA Impact Fee Administrator, Facilitator
Jim Dunn, Solid Waste/Clean City
Antonio Chinchilla, Fire

2. APPROVAL OF AGENDA

The Agenda was approved unanimously.

3. MINUTES

The October 21, 2015 minutes were approved unanimously.

4. PUBLIC COMMENTS

No comments.

5. ACTION ITEMS

- a. The proposed new Chapter 28 to the DPM was deferred to the January 20, 2016 DPM Executive Committee meeting.
- b. The proposed revisions to chapter 25 were approved unanimously.

6. NEW BUSINESS

- a. Kris Cadena, ABCWUA, was tasked with providing a list of suggested members to the DPM Chapter 25 technical committee.

7. OLD/OTHER BUSINESS

None

8. NEXT MEETING DATE

January 20, 2016 3:00 p.m. Plaza del Sol Basement Hearing Room.

9. ADJOURN

The meeting was adjourned at 4:30 p.m.