

**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 Bohannan – 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 on 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