

**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 Hearin 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