

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

Thursday, December 4, 2025 – 3:00 P.M.

**Plaza Del Sol Building Lower Level Hearing Room
& Via Public Zoom Video Conference**

1. CALL TO ORDER – ROLE CALL AND QUORUM.

A Meeting of the Development Process Manual Executive Committee was called to order by Associate Director Robyn Rose for Director Alan Varela at 3:00 p.m. on Thursday, December 4, 2025 located in the Plaza del Sol Building in the Lower Level Hearing Room & Via Public Zoom Video Conference (Albuquerque, NM).

Committee Members Present:

Co-Chair: Robyn Rose, Associate Director of Planning, for Alan Varela, Director of Planning Department

Co-Chair: Jennifer Turner, Director of Department of Municipal Development
Shahab Biazar, City Engineer

Andrew Coon, Representative from the Office of the City Attorney

Jay Rembe, Rembe Urban Design + Development

Hugh Floyd, P.E., Community Design Solutions

Michael Balaskovitz, Bohannon Huston Inc.

Mikaela Renz-Whitmore, Manager, Urban Design & Development Division, Planning Department

Angela Pierowski, Modulus Architects

Kris Cadena, Albuquerque Bernalillo County Water Utility Authority

Others Present:

Jay Rodenbeck, Planning Manager

Greg Segura, Assistant City Attorney

Paul Olsen, Managing Engineer, Department of Municipal Development

Valerie Hermanson, Planning Manager, Department of Municipal Development

2. APPROVAL OF AGENDA

Motions were made, seconded and unanimously approved.

3. APPROVAL OF MINUTES

Motions were made, seconded and unanimously approved.

4. PUBLIC COMMENTS

None

5. ACTION ITEMS

- a) Response to public comments – no public comments received.
- b) Approved unanimously – Revisions to Sections 7-2(B)(4) and 7-2(B)(5); Section 7-4(A)(6)(i); Revisions to Table 7.4.41; Revisions to 7-4(F)(3)(ii)(1); Revisions to Sections 7-4(F)(6)(i) and 7-4(F)(6)(ii); and Figure 7.4.76

REMAINING ACTION ITEMS ON THE DECEMBER 4, 2025 DEVELOPMENT PROCESS MANUAL EXECUTIVE COMMITTEE MEETING Tabled to Thursday, December 11 from 4:00 PM to 5:00 PM, and the December 4, 2025 Development Process Manual Executive Committee Meeting RECESSED.

Motions were made, seconded and unanimously approved

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

Thursday, December 11, 2025 – 4:00 P.M.

**Plaza Del Sol Building 2ND Floor Large Conference Room
& Via Public Zoom Video Conference**

MEETING RECONVENED : ROLE CALL AND QUORUM

Meeting of the Development Process Manual Executive Committee was reconvened and called to order by Associate Director Robyn Rose for Director Alan Varela at 4:00 p.m. on Thursday, December 11, 2025 located in the Plaza del Sol Building in the 2nd Floor Conference Room & Via Public Zoom Video Conference (Albuquerque, NM).

Committee Members Present:

Co-Chair: Robyn Rose, Associate Director of Planning, for Alan Varela, Director of Planning Department

Co-Chair: Jennifer Turner, Director of Department of Municipal Development
Shahab Biazar, City Engineer

Andrew Coon, Representative from the Office of the City Attorney

Hugh Floyd, P.E., Community Design Solutions

Michael Balaskovitz, Bohannon Huston Inc.

Mikaela Renz-Whitmore, Manager, Urban Design & Development Division, Planning Department

5. ACTION ITEMS

- b. Approved unanimously – remaining recommendations in CHAPTER 7 – Recommendations based on the 2024 Bikeway and Trail Facility Plan (BTFP)
- c. Approved unanimously – Changes to address GSI requirements under Complete Streets Ordinance – throughout to include “Green Stormwater Infrastructure (GSI)” to the list of elements included; Article 1, to include reference to GSI, Table 1-3.E, Article 4 (4-1 and 4-5), Article 6 (6-1); and Article 7 [7-2(A), 7-2(B)(1), 7-3(D)]
- d. Approved unanimously – Article 7-5 – Change to add Traffic Engineering Recommendations for Roundabout as preferred option to signalized intersections when appropriate.
- e. Approved unanimously – Changes to address errors and plan requirements including the requirement for local government projects to include erosion sediment control and driveway details, including profiles, to be in plan sets - Chapter 4/Part 4-1(B), 4-5(J), 4-5(N)(6), Section 7-2(A)(7), Section 7-4(F)(2)

6. NEW BUSINESS

No new business.

7. OLD/OTHER BUSINESS

No old/other business.

8. NEXT MEETING DATE

There are no other active revision requests before the Development Process Manual Executive Committee and therefore no need for a future meeting date.

9. ADJOURN

Motions were made, seconded and unanimously approved.