



City of Albuquerque  
Planning Department

Tim Keller, Mayor

**Interoffice Memorandum**

16 July 2018

**To: Planning Staff, Environmental Planning Commission, Development Review Board, Zoning Hearing Examiner, Landmarks Commission, and Public**

**From: David S. Campbell, Planning Director**

**Subject: Facilitated Meetings per IDO Section 14-16-6-4(D)**

Per the Integrated Development Ordinance (IDO), Section 14-16-6-4(D) Facilitated Meetings, anyone may request and the City may require the applicant to attend a City-sponsored facilitated meeting with the Neighborhood Associations whose boundaries include or are adjacent to the proposed project. As the representative of the City tasked with the administration of the IDO, I hereby establish the following:

The City will require a City-sponsored facilitated meeting if the City determines that all three of the following criteria are met:

1. The complexity and potential impacts of a proposed project warrant facilitation; and
2. The decision-making body has the authority to implement the results of the facilitated meeting; and
3. A facilitated meeting is likely to result in a productive negotiation.

Attached is the relevant section of the IDO, 14-16-6-4(D).

Approved:

  
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David S. Campbell, Director

  
\_\_\_\_\_  
Date

From the Integrated Development Ordinance as of May 2018:

#### **6-4(D) FACILITATED MEETINGS**

- 6-4(D)(1) For any applications listed in Table 6-1-1, anyone may request and the City may require the applicant to attend a City-sponsored facilitated meeting with the Neighborhood Associations whose boundaries include or are adjacent to the proposed project, based on the complexity and potential impacts of a proposed project.
- 6-4(D)(2) If a facilitated meeting is required by the City, the City shall assign a facilitator, who shall attempt to schedule the facilitated meeting within 15 consecutive days. The meeting shall occur within a period of 7 consecutive days prior to the next scheduled hearing or meeting of the decision-making body. If reasonable attempts have been made to accommodate the schedules of both the applicant and the Neighborhood Associations, and no meeting has occurred, the application may move forward in the relevant review/decision process.
- 6-4(D)(3) If the meeting occurs, the facilitator shall provide a facilitated meeting report, including but not limited to meeting location, date, and time; attendees; and a summary of the discussion. If no meeting occurs, the facilitator shall provide documentation of the attempt to schedule the meeting and that no meeting was scheduled within the time allotted.
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