

Important Information For Your Neighborhood

The following application has been filed with the City of Albuquerque Planning Department that will impact development in your area.

Project #:

Case:

Agent:

Applicant:

Request:

City Planner:

City of Albuquerque
Legal Department
Alternative Dispute Resolution Division
4th Floor City/County Building
PO Box 2248
Albuquerque NM 87103

Land Use ADR Program

*Alternative Dispute Resolution
Office*



Legal Department
City/County Building, 4th floor
Telephone: 505.768.4500
Fax: 505.768.4525

WHAT IS THE LAND USE ADR PROGRAM?

The Land Use Alternative Dispute Resolution (ADR) Program is a **free** and **voluntary** opportunity to share information, answer questions, identify potential issues, and for developers and neighborhoods to work together to resolve any potential issues through a facilitated meeting process.

WHY SHOULD I USE THE LAND USE ADR PROGRAM?

The Land Use ADR Program was designed to provide the following benefits to Neighborhoods and Land Use Applicants:

- An opportunity for the Neighborhood to ask questions and obtain information about the proposed application.
- An opportunity for Applicants to learn about Neighborhood opinions about the project.
- Use of professional facilitators who:
 - are trained to lead groups through substantive discussions involving multiple points of view,
 - are not City employees and do not have any stake in the outcome of the project,
 - encourage participation from everyone at the meeting,
 - maintain an environment for productive discussion and possible resolution of concerns, and
 - record meeting participant's thoughts, concerns and summarize points of agreement and disagreement in a Facilitated Meeting Report.
- The Planning Department Hearing Boards utilize the Facilitated Meeting Report in considering the concerns, questions, and issues of meeting participants within the context of City Plans, Policies and Ordinances.

WHAT IS THE LAND USE ADR PROGRAM PROCESS?

Step 1: The ADR Office works with the Office of Neighborhood Coordination, Planning Department Representatives and Applicants and Neighbors to determine the potential need for a Facilitated Meeting.

Step 2: A neutral facilitator is assigned.

Step 3: The facilitator will contact the Applicant, as well as, the 2 official contacts of the affected "Recognized" Neighborhood Associations to determine if there is interest in a facilitated meeting.

Step 4: If there is interest in a Facilitated Meeting, the facilitator arranges the meeting time, date and location agreeable to the majority of parties.

Step 5: The facilitator will set an agenda that includes time for the applicant to give a presentation about the proposed application and an interactive segment for answering questions, clarification of issues, and discussion of potential recommendations and agreements.

Step 6: The facilitator generates a report that includes a summary of the meeting and its outcome. The report will note areas of agreement and issues that remain unresolved.

IS THERE A CHARGE FOR A FACILITATED MEETING?

No, the City of Albuquerque offers the Land Use ADR Program free of charge once the application fee has been filed.

WHAT DO I NEED TO DO TO PREPARE FOR THE MEETING?

The Applicant and/or Agent should:

- Ask questions about the meeting process;
- Tell the facilitator who is interested in the application;
- Share information; and
- Work with the neighborhood(s) at the meeting.

The Neighborhood and/or Neighbors should:

- Notify people in your association about the meeting;
- Tell the facilitator who is interested in the application and who should be invited;
- Learn about the application from the Applicant/Agent, Planning Department and the Office of Neighborhood Coordination; and
- Ask questions, voice concerns, and work with the applicant at the meeting.

WHAT IF I HAVE MORE QUESTIONS OR WISH TO HAVE A SPECIFIC APPLICATION REFERRED TO THE PROGRAM?

Call the City Alternative Dispute Resolution Office (505.768.4500).

We will work with you to answer your questions or obtain the information you need.