

## **EPC Application Process Explanation**

### **Facilitation Meeting Date & Time:**

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### **Facility Location & Phone:**

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### **Facilitator for Meeting:**

- Facilitator Name & Contact Info

A Facilitator, Residents, and Applicant/Agent sit together to discuss the fine points of the project. The residents listen to a presentation by the Applicant/Agent and the Applicant/Agent listens to the comments, questions, and concerns of the residents. This is the time to have any questions answered. The facilitator ensures that the meeting remains productive and documents all comments made during the meeting to present to the Environmental Planning Commission (EPC) and the assigned Staff Planner for the project to include the Facilitated Meeting Report in their staff report.

*Please Note: If unable to attend this meeting please voice your concern in a written memo. The memo can be emailed to [staff\\_planner@cabq.gov](mailto:staff_planner@cabq.gov) this way we can ensure that all concerns are heard.*

### **Pre Hearing Discussion:**

**Pre-Hearing Discussion – (Date) at 1:30 p.m. – Third Floor Conference Room, Plaza Del Sol Building**

Pre-Hearing Discussion occurs at 1:30 p.m. in the Plaza Del Sol Building, Third Floor Conference Room on the Wednesday, three weeks before the EPC Hearing. Its purpose is to conduct review of agency comments, giving the applicant the opportunity to discover technical or policy issues related to their application(s). Applicants or staff may raise the appropriateness of a deferral during Pre-Hearing Discussion. Applicants (or their agents) are required to attend Pre-Hearing Discussion; the public is welcome to attend.

### **Planning Department Staff Reports:**

Distribution of Staff Reports – (Date) at 4 p.m., Third Floor, Planning Department, Plaza Del Sol Building

Planning Department staff reports are distributed to the EPC and made available to the public one week prior to Public Hearing at a Study Session. Hearing Agendas are also made available at this time. Staff reports recommend approval, denial or deferral of applications based on compliance with relevant City plans, policies and development standards. Staff Reports are also

available online at <http://www.cabq.gov/planning/epc/epcagenda.html>, one week prior to the EPC Hearing.

**EPC Hearing:**

EPC Hearing – (Date) 8:30 am Planning Hearing Room, Room 160, Garden Level, Plaza Del Sol Building

The EPC a judiciary board then convenes to determine the final outcome of the project. This is a public hearing and the community is welcomed to come and voice their opinion. Although residents are heard at the public hearing, please keep in mind, the Facilitation Process is intended to streamline the EPC hearing, it is requested that all concerns be voiced at this time, (in favor of request, or against). Voicing concern at the Facilitation meeting ensures that the EPC board has ample time to review all interests and concerns prior to the hearing.

The Plaza Del Sol Building is located Downtown at 600 Second Street NW, Albuquerque, NM (505) 924-3860.

Please let me know if you have any questions, which have not been addressed here. It is very important all concerns are heard regarding this matter, even if it is general approval.

**Office of Neighborhood Coordination Contact:**

Stephani Winklepleck – 924-3902 or e-mail at [swinklepleck@cabq.gov](mailto:swinklepleck@cabq.gov).

**Planning Department Staff Planner assigned to this Project:**

Staff Planner – (Name), (Phone Number) and e-mail address.

**Neighborhood Association Contact:**

Name—email--phone

**The City of Albuquerque’s Comprehensive Zoning Code:**

<http://www.cabq.gov/planning/housing/>

Thank you for your time,

Land Use Facilitator