

IDO Public Process Training

Office of Neighborhood Coordination, Planning Department, Alternative Dispute Resolution Office

November 2018

The Neighborhood Association Recognition Ordinance (NARO - Ord. 14-1987)

- A standardized recognition policy for Albuquerque neighborhood associations to:
 - Promote improved communication between neighborhood associations and city government
 - Help identify potential conflicts involving neighborhoods and the private sector related to the potential impacts of new development
- Establishes:
 - Responsibilities of Recognized and Non-recognized Neighborhood and Homeowner Associations
 - Responsibilities of the City of Albuquerque
 - Responsibilities of Applicants and Developers

The Recognition Process & The Database of Contacts

- Neighborhood Associations submit a copy of their approved bylaws and approved association boundaries
- ONC verifies:
 - Boundaries are not more than one square mile and not less than four blocks
 - The association makes full membership open to all persons residing, owning property, or having a place of business within the association's boundaries
- Associations must:
 - Hold at least one advertised meeting per year
 - Submit an annual report in order to maintain recognition status
 - Supply ONC with the names and addresses of two designated recipients of notices

ONC Online Forms

- Visit: www.cabq.gov/neighborhoods/resources
- Use the Neighborhood Meeting and Public Notice Inquiry online forms to request neighborhood association contact information from ONC
 - Please enter at a minimum: The application type, contact name, phone, email address, subject site address / cross streets, and map if possible
- ONC uses the online forms to determine whether a neighborhood association's boundary includes, abuts or is across public right-of-way from a subject site

ONC Response Emails to Applicants

- ONC conducts a search for affected associations and sends an email containing contact information to applicants
 - The response email contains:
 - A list of association names, contact names, addresses, emails, and phone numbers
 - A summary of the applicant's request
 - Weblinks for optional templates for applicant use
- ONC generally advises applicants of their notification responsibilities
- ONC tracks and stores all processed requests

Applicant Responsibilities & Next Steps

- The Integrated Development Ordinance requires applicants to send mail or electronic mail to associations to (*according to IDO Table 6-1-1*)
 - Offer a neighborhood meeting to introduce a development proposal
 - Advise associations that an application will be submitted to the Planning Department for review/decision
- Applicants are encouraged to provide enough information about their development proposal so that neighborhood association contacts can understand and share information with their members
- Approach notifications in the spirit of establishing a long-term working relationship with neighborhood associations

Neighborhood Association Responsibilities & Next Steps

- Ensure that the two designated contacts on file with ONC are prepared to disseminate time-sensitive notices to association members for discussion
- Establish an orderly and democratic means for making representative decisions and responding to notices from applicants
- Work directly with ONC and the Planning Department to stay up to date on current and pending land use policy and regulatory updates
- Approach responses to notifications for development proposals in the spirit of establishing a long-term working relationship with applicants



Planning Department

The IDO & Public Input

Office of Neighborhood Coordination Training
November 2018

The Balancing Act

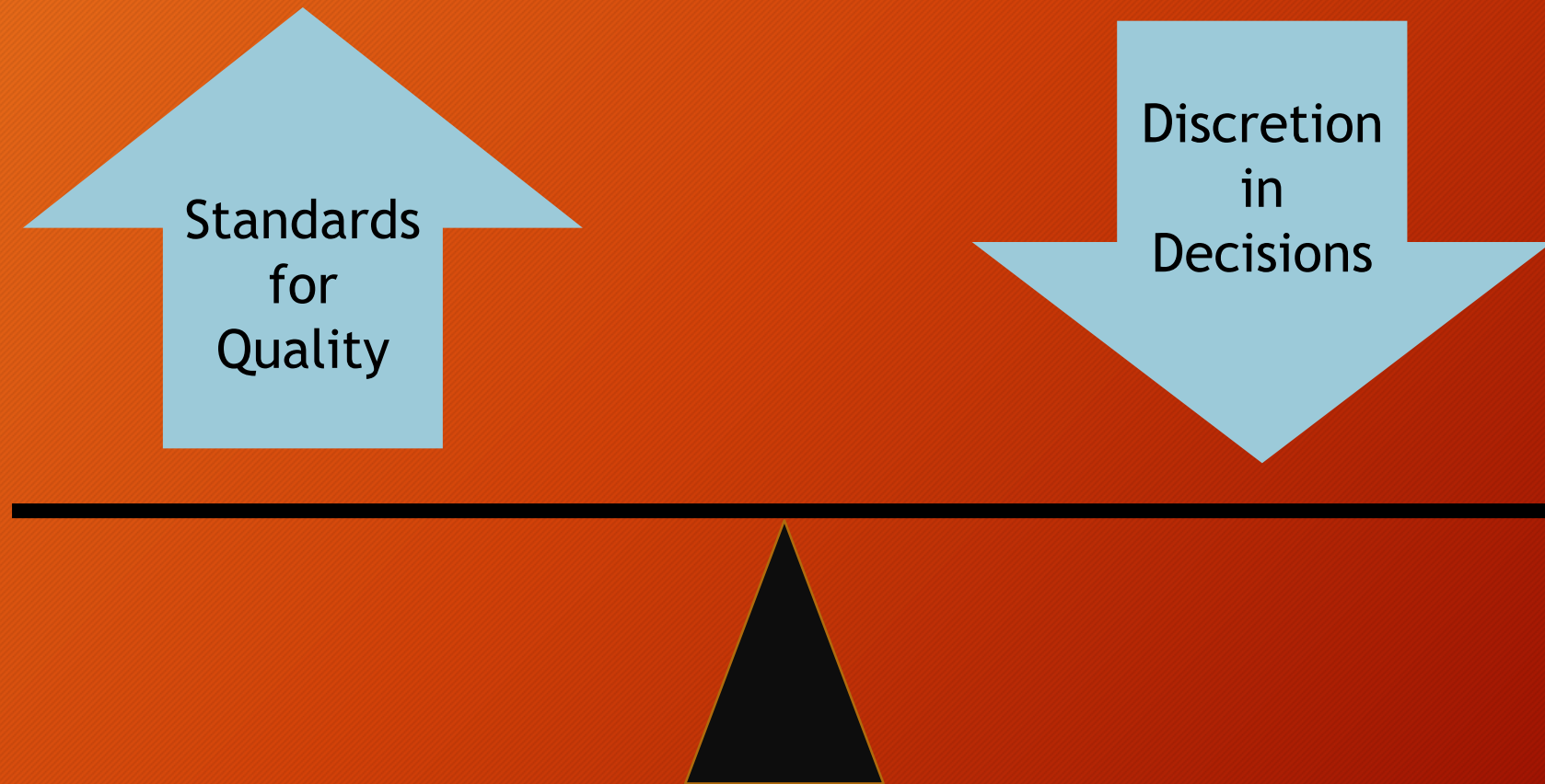
Community Input
Early consultation &
more public notice



**Streamlined Approval
Process**
More administrative review



The Balancing Act



Who Reviews/Decides?

Table
6-1-1

Table 6-1-1: Summary of Development Review Procedures													
		Review and/or Recommendation			Review and Decide			Appeal Review and Recommendation			Appeal Review and Decision		
		Public Notice 6-4(K)			Mtgs. 6-4			Review and Decision-making Bodies 6-2					
Section		Published	Mailed	Posted	Public Meeting	Public Hearing	City Council	City Council	City Council	City Council	City Council	City Council	City Council
Application Type		Published	Mailed	Posted	Public Meeting	Public Hearing	City Council	City Council	City Council	City Council	City Council	City Council	City Council
Administrative Decisions													
Archaeological Certificate													
Declaratory Ruling													
Grading, Drainage, or Paving Approval													
Historic Certificate of Appropriateness – Minor													
Impact Fee Assessment													
Sign Permit													
Alternative Signage Plan													
Site Plan – Administrative													
Surface Disturbance Permit													
Temporary Use Permit													
Wall or Fence Approval – Minor													
Decisions Requiring a Public Meeting or Hearing													
Carport in a Required Setback													
Conditional Use Approval													
Demolition of Non-Designated Structure Outside of HPO													
Expansion of Nonconforming Use or Structure													
Historic Certificate of Appropriateness – Major													
Historic Design Standards and Guidelines													
Master Development Plan													
Site Plan – DRB													
Site Plan – EPC													
Subdivision of Land – Minor													
Subdivision of Land – Major													
Vacation of Easement or Right-of-way – City Council													
Variance													
Variance – DRB													
Variance – EPC													
Variance – ZHE													
Wall or Fence Approval – Major													
Policy Decisions													
Adoption or Amendment of Albuquerque/Bernalillo County Comprehensive Plan													
Adoption or Amendment of Facility Plan													
Adoption or Amendment of Historic Designation													
Amendment to IDO Text													
Amendment to Zoning Map – EPC													
Amendment to Zoning Map – Council													
Annexation of Land													
Special Exception – EPC													

Smaller Decisions,
Less Discretion,
Less Public Input

≤ Size
Thresholds

> Size
Thresholds

Larger Decisions,
More Discretion,
More Public Input

Administrative
Decisions

Decisions
Requiring
Public
Meeting/
Hearing

Policy
Decisions

Public Notice


Section 6-4(K)

 Published

- Legal ad

 Mailed

- Neighborhood Associations
- Property owners w/in 100 feet (excluding right-of-way)

 Electronic Mail

- Neighborhood Associations
- Recognized & Unrecognized
 - ONC List
- Includes or adjacent to subject property
 - per Neighborhood Association Recognition Ordinance

 Web Posting

- Agenda & Notices of Decision

Table 6-1-1

**Table 6-1-1:
Summary of Development Review Procedures**

X = Required

Section	Public Notice					Mtgs.	
	CABQ Published	A Mailed	A Posted Sign	A Electronic Mail	CABQ Web Posting	6-4(B) Pre-application	6-4(C) Neighborhood
Application Type							
Administrative Decisions							
Site Plan – Administrative			X	X			
Decisions Requiring a Public Meeting or Hearing							
Site Plan – DRB	X	X	X	X	X	X	X
Site Plan – EPC	X	X	X	X	X	X	X

X = new requirement

 = Applicant

Neighborhood Meeting

Procedure

- NA(s) on file with ONC that includes or is adjacent to the project site.
 - If none, then NAs w/in ¼ mile of the project site
- NA has 15 days to agree to or decline meeting
 - Agree:
 - Meeting to be scheduled to take place w/in 30 days
 - Proof of meeting submitted in application
 - Decline: Applicant can submit project to the City

Section 6-4(C)

Table 6-1-1

Section	Public Notice 6-4(K)					Mtgs. 6-4	
	Published	Mailed	Posted Sign	Electronic Mail	Web Posting	Pre-application	Neighborhood
Application Type							
Decisions Requiring a Public Meeting or Hearing							
Conditional Use Approval	X	X	X	X	X	X	X
Demolition of Non-Designated Structure Outside of HPO	X	X	X	X	X	X	X
Expansion of Nonconforming Use or Structure		X	X	X	X	X	X
Master Development Plan	X	X	X	X	X	X	X
Site Plan – DRB	X	X	X	X	X	X	X
Site Plan – EPC	X	X	X	X	X	X	X
Vacation of Easement or Right-of-way							
Vacation of Easement or Right-of-way – City Council	X	X	X	X	X		X
Vacation of Easement or Right-of-way – DRB	X ^[4]	X	X ^[4]	X	X		X
Variance							
Variance – DRB				X	X		X
Variance – EPC	X	X	X	X	X	X	X
Variance – ZHE	X	X	X	X	X		X
Policy Decisions							
Adoption or Amendment of Historic Designation	X	X	X	X	X	X	X
Amendment to Zoning Map – EPC	X	X	X	X	X	X	X
Amendment to Zoning Map – Council ^[5]	X	X	X	X	X	X	X

Neighborhood Meeting

Applicant prepares/presents:

- Uses & approximate SF of each
- General site layout
- Design guidelines
- Architectural style
- Conceptual elevations
- Conceptual landscaping plan

Application requirements:

- Sign-in/attendance
- Meeting location, date, and time
- Summary of discussion, concerns, requests
- Design accommodations made in response, if any
- Site or project constraints that limit the ability to address concerns, if any

Section 6-4(C)

Table 6-1-1

Section	Public Notice 6-4(K)					Mtgs. 6-4	
	Published	Mailed	Posted Sign	Electronic Mail	Web Posting	Pre-application	Neighborhood
Application Type							
Decisions Requiring a Public Meeting or Hearing							
Conditional Use Approval	X	X	X	X	X	X	X
Demolition of Non-Designated Structure Outside of HPO	X	X	X	X	X	X	X
Expansion of Nonconforming Use or Structure		X	X	X	X	X	X
Master Development Plan	X	X	X	X	X	X	X
Site Plan – DRB	X	X	X	X	X	X	X
Site Plan – EPC	X	X	X	X	X	X	X
Vacation of Easement or Right-of-way							
Vacation of Easement or Right-of-way – City Council	X	X	X	X	X		X
Vacation of Easement or Right-of-way – DRB	X ^[4]	X	X ^[4]	X	X		X
Variance							
Variance – DRB				X	X		X
Variance – EPC	X	X	X	X	X	X	X
Variance – ZHE	X	X	X	X	X		X
Policy Decisions							
Adoption or Amendment of Historic Designation	X	X	X	X	X	X	X
Amendment to Zoning Map – EPC	X	X	X	X	X	X	X
Amendment to Zoning Map – Council ^[5]	X	X	X	X	X	X	X

Neighborhood Meeting

Facilitation by Alternative Dispute Resolution

- Not required but highly encouraged
- Skilled facilitators with mediation skills
- Meeting summary provided to all

Table
6-1-1

Section	Public Notice 6-4(K)					Mtgs. 6-4	
	Published	Mailed	Posted Sign	Electronic Mail	Web Posting	Pre-application	Neighborhood
Application Type							
Decisions Requiring a Public Meeting or Hearing							
Conditional Use Approval	X	X	X	X	X	X	X
Demolition of Non-Designated Structure Outside of HPO	X	X	X	X	X	X	X
Expansion of Nonconforming Use or Structure		X	X	X	X	X	X
Master Development Plan	X	X	X	X	X	X	X
Site Plan – DRB	X	X	X	X	X	X	X
Site Plan – EPC	X	X	X	X	X	X	X
Vacation of Easement or Right-of-way							
Vacation of Easement or Right-of-way – City Council	X	X	X	X	X		X
Vacation of Easement or Right-of-way – DRB	X ^[4]	X	X ^[4]	X	X		X
Variance							
Variance – DRB				X	X		X
Variance – EPC	X	X	X	X	X	X	X
Variance – ZHE	X	X	X	X	X		X
Policy Decisions							
Adoption or Amendment of Historic Designation	X	X	X	X	X	X	X
Amendment to Zoning Map – EPC	X	X	X	X	X	X	X
Amendment to Zoning Map – Council ^[5]	X	X	X	X	X	X	X

Facilitated Meeting

- Anyone can request
 - Applicant
 - Stakeholder group
 - City
- Facilitated by Alternative Dispute Resolution (ADR) Office
- Meetings requested AFTER an application has been submitted
 - If required by the City, application will not be decided until the facilitated meeting takes place
 - See memo from the Planning Director for criteria

Section 6-4(D)



Tim Keller, Mayor

City of Albuquerque Planning Department

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).

<https://www.cabq.gov/planning/>

What's the Difference?

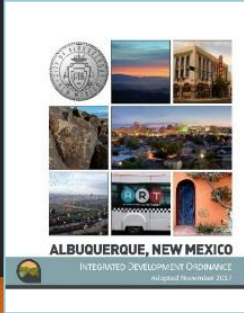
Neighborhood Meeting

- Required *before* submittal
- *Can be* facilitated by ADR
- Applicant summarizes in application

Facilitated Meeting

- Requested *after* submittal
- Facilitated by ADR
- ADR summarizes and sends to attendees
- If required by the City, the City will not decide on the application until the facilitated meeting happens
 - City criteria for required facilitated meetings

Integrated Development Ordinance



www.cabq.gov/planning

IDO Zoning Map



tinyurl.com/IDOzoningmap

Frequently Asked Questions



www.abc-zone.com

Annual Update

- Updates submitted every July
- EPC Hearing in September
- City Council
 - Land Use, Planning, & Zoning Committee Review/Recommendation
 - City Council Review/Decision

Resources

- Planning Dept. Webpage
 - Public notice templates
 - Neighborhood Meeting offer templates
- Pre-application Review Team Meetings
- Staff
 - devhelp@cabq.gov
 - abcto@cabq.gov
 - Mikaela Renz-Whitmore mrenz@cabq.gov



Diverse ADR Applications for Government Organizations

Presented By:

The City of Albuquerque - Alternative
Dispute Resolution Office

ADR Office Mission

To build consensus among stakeholders in conflict by providing a safe, neutral forum for effective communication and collaborative problem solving.

Enabling Legislation:

CR - 332. Enactment 130-1993

September 7, 1993

3 Core Services

- Community Mediation Program
- Employee Mediation Program
- Land Use* Facilitation Program

Land Use Facilitation

The Land Use Facilitation Program promotes an inclusive balance of land use interests among community stakeholders by providing a safe, neutral forum for effective communication and collaboration.

What We Provide

- Collaboration - Work in conjunction with the City Planning Department to help identify and resolve conflicting interests in proposed land use projects (EPC, DRB, ZHE and Pre-App)
- Proactivity - Identify and coordinate the best possible forum and contract team to facilitate collaborative dialogue
- Transparency - Ensure accurate and professional reporting, which helps to inform the decision making process

It Works!

- Over 80% of facilitated cases are unopposed when they reach the EPC / ZHE hearing stage
- Substantial time savings
 - Average lifespan of New Mexico civil litigation cases = 24 to 36 months
 - Average time to complete facilitated dialogue = 21 days
- Substantial cost savings
 - Average cost of facilitated dialogue is < \$600

Thank You!

<http://www.cabq.gov>

<http://www.cabq.gov/legal/adr>

thummell@cabq.gov

striplett@cabq.gov

505-768-4712 (o)

505-768-4660 (d)

Questions?

- **Vicente Quevedo**, Office of Neighborhood Coordination
 - (505) 768-3332 or vquevedo@cabq.gov
- **Mikaela Renz-Whitmore**, Planning Department
 - (505) 924-3932 or mrenz@cabq.gov
- **Tyson Hummell**, Alternative Dispute Resolution Office
 - (505) 768-4660 or thummell@cabq.gov