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](http://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 (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
The Balancing Act

Community Input
- Early consultation &
- more public notice

Streamlined Approval Process
- More administrative review
The Balancing Act

Standards for Quality

Discretion in Decisions
Who Reviews/Decides?

Smaller Decisions, Less Discretion, Less Public Input

Larger Decisions, More Discretion, More Public Input

≤ Size Thresholds

> Size Thresholds

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

Administrative Decisions

Decisions Requiring Public Meeting/Hearing

Policy Decisions
Public Notice

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

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

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<th>Application Type</th>
<th>Published</th>
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<th>Post Sign</th>
<th>Electronic Mail</th>
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X = Required

X = new requirement

A = 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

Table 6-1-1

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Policy Decisions

• Adoption or Amendment of Historic Designation | X         | X      | X           | X               | X           | X               |
• Amendment to Zoning Map – EPC                 | X         | X      | X           | X               | X           | X               |
• Amendment to Zoning Map – Council (5)         | 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)

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### Table 6-1-1

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Neighborhood Meeting

Facilitation by Alternative Dispute Resolution
- Not required but highly encouraged
- Skilled facilitators with mediation skills
- Meeting summary provided to all
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)

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
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
  - abctoz@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
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
striplet@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**