



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Planning and Zoning Commission

*Philip Gursky, Chair; Michael Redondo, Vice Chair;
Fred Brueggeman; Philip Kunsberg; Ashley Mamula; Jaret
McDonald; Catherine Mockler;
Larry Warner and Amy Woods, Members*

Wednesday, August 10, 2016

5:30 PM

Los Alamos County Municipal Building
Council Chambers

1. **CALL TO ORDER/ROLL CALL**

2. **PUBLIC COMMENT**

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda.

3. **APPROVAL OF AGENDA**

4. **PUBLIC HEARING(S)**

[8473-16](#)

Case No. 16-SUP-001: Mark and Diana Martinez, owners, request approval of a Special Use Permit to allow for an accessory apartment. The subject property is located at 20 Manhattan Loop, Los Alamos, and is zoned R-1-8 (Single Family Residential).

Presenters: Anders Millmann, Senior Planner

Attachments: [Exhibit 1: Vicinity Map/Aerial Photo of the Subject Property](#)
[Exhibit 2: Application, Proposed Site Plan and Proposed Elevations](#)
[Exhibit 3: DRAFT Minutes of July 1, 2016 Inter Departmental Review Committee \(IDRC\) Meeting Minutes](#)
[Exhibit 4: Map and List of Property Owners within 100 Yards \(300 Feet\)](#)
[Exhibit 5: Photographs of Subject Property; Staff \(8\) and Petitioner \(4\)](#)
[Exhibit 6: NM 502-Trinity Drive Improvements, January 2016 Update](#)

5. **PLANNING AND ZONING COMMISSION BUSINESS**

A. ***Approval of Minutes***

[8481-16](#)

Minutes from the Planning And Zoning Commission Meeting on
June 08, 2016

Attachments:

[A - Draft Minutes for June 08, 2016](#)

6. Los Alamos Comprehensive Plan

A. Continuation of August 6th's Meeting

B. Comp Plan Formatting

C. Land Use Maps

D. Survey Design

Possible action taken on items A-D

7. PUBLIC COMMENT

8. ADJOURNMENT

PLEASE NOTE: Any action by the Planning and Zoning Commission in granting approval, conditional approval or disapproval of an application may be appealed by the applicant or by persons who have a personal or pecuniary interest adversely affected by the decision as defined by Section 16-454 of the County Code. Such appeals must be filed with the Community Development Department within 15 days of the action in accordance with Section 16-492.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Development Department Office at 505-662-8006 if a summary or other type of accessible format is needed.



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

August 10, 2016

Agenda No.:

Index (Council Goals):

Presenters: Anders Millmann, Senior Planner

Legislative File: 8473-16

Title

Case No. 16-SUP-001: Mark and Diana Martinez, owners, request approval of a Special Use Permit to allow for an accessory apartment. The subject property is located at 20 Manhattan Loop, Los Alamos, and is zoned R-1-8 (Single Family Residential).

Property Owners

Mark & Diana Martinez

Applicant

Mark & Diana Martinez

Case Manager

Anders Millmann, Senior Planner

..Recommended Motions

Motion Option 1:

I move to **approve** Case No. 16-SUP-001, a Special Use Permit to allow an accessory apartment, located at 20 Manhattan Loop, Los Alamos, for the reasons stated in the staff report and per testimony at the public hearing, and subject to the following conditions:

1. The applicant shall apply for and receive a Building Permit prior to constructing the accessory apartment, and a Certificate of Occupancy prior to future occupancy.
2. The off-street parking area proposed to be sited at the front of the subject property shall be constructed in accordance with code and be complete prior to future occupancy of the accessory apartment (if this area will be designated for off-street parking to serve the accessory apartment). As an alternative, the existing concrete pad in the rear yard may be utilized for off-street parking to serve the accessory apartment.
3. The accessory apartment structure shall be architecturally compatible with the existing single family residential structure on the subject property.
4. All requirements of the Los Alamos Development Code shall be met during construction of the accessory apartment and prior to obtaining a Certificate of Occupancy.

Motion Option 2:

I move to **deny** Case No. 16-SUP-001, a Special Use Permit to allow for the accessory apartment use, located at 80 Canyon Road, Los Alamos, due the proposal failing to meet the Los Alamos County Code of Ordinances, Chapter 16 - Development Code review criteria in §16-156, for the following reasons:\

1. ...

CASE SUMMARY

This request is for approval of a Special Use Permit (SUP) to allow an "accessory apartment" to the principal residential structure located at 20 Manhattan Loop. The stated purpose of the accessory apartment is to house the petitioner's elderly parents.

The subject property contains 10,598 ft² of land (0.24± acre), and is zoned R-1-8, a single family

district that allows accessory apartments as a Special Use. The principal structure on the property was constructed in the 1960s as a single family residential dwelling.

The subject property is completely enclosed by a solid wood fence containing three gates providing access.

The proposed accessory apartment ("Casita") will be placed within the rear yard. It will measure approximately 20' by 24' and contain a total area of 480 ft². The approximate total area of the rear yard is 2,924 ft², yielding a rear yard coverage figure of 16.4%. Section 16-273 (b) permits up to 25% coverage within the rear yard by accessory buildings. The petitioner's proposal complies with this section.

The total lot coverage prior to constructing the proposed accessory apartment is approximately 26.7%. The addition of the 480 ft² Casita increases the lot coverage by approximately 4.53%, for a total lot coverage of 31.2%. This total lot coverage calculation is in compliance with the Site Development Requirements contained within §16-537 (j) of the Development Code, which specifies a maximum lot coverage of 40%.

The proposed accessory apartment will be set back six (6') feet from the rear yard property line. The minimum required by §16-273 (a) (2) is three (3') feet. This setback distance is in compliance with this code requirement.

The proposed accessory apartment will be set back fifteen (15') feet from the interior side yard property line, and twenty-seven (27') feet from a street side yard property line. There will be a ten (10') foot separation distance observed between the accessory apartment and the existing principal residence. Although not specifically regulated, Staff finds that all three setbacks are adequate.

There is a utility easement traversing the length of the rear yard. There is a gas service line which serves only the petitioner's residence located within this easement. The proposed accessory structure will not be constructed over any portion of the existing utility easement.

The height of the proposed accessory apartment will measure approximately ten (10') feet. The maximum height permitted by the Site Development Requirements contained within §16-537 (j) of the Development Code is twelve (12') feet. The height of the structure is in compliance with this code requirement.

The site currently has three designated off-street parking spaces. Three off-street parking spaces meets the minimum number of required off-street parking spaces for this land use, as specified in §16-370 (a) of the Development Code. Section 16-366 (2) (c) requires conformance with the Development Code, "when the use of a structure or the number of units on a site is changed which requires more parking spaces." Although not required by the Development Code, the applicant is proposing to utilize an area located at the northwestern corner of the subject property to accommodate off-street parking for one additional vehicle. The site plan illustrates this area as measuring 10' by 14'. This is shown as "unimproved parking" on the site plan. Section 16-367 (a) of the Development Code requires minimum parking stall dimensions of 9 feet by 18 feet. If this area is to be designated as the off-street parking space for the proposed accessory apartment, it shall be lengthened to 18 feet so as to meet this requirement of the Development Code. The petitioner may also consider utilizing an existing concrete pad measuring 16' by 18', which is located immediately adjacent to where the proposed accessory apartment will be sited, as off-street parking designed to serve the accessory apartment, if warranted or conditioned. Access to this pad would be via an existing 10' wide gate which access the Christian Church parking lot, adjacent to the rear yard of the subject property.

Canyon Road is of sufficient width to accommodate on-street parking, if needed. The New Mexico Department of Transportation is proposing to re-align the intersection of Canyon Road and SR 502 in the near future. The resulting intersection improvement seeks to align Canyon Road with Arroyo Lane, to make a single 4-way intersection. The result of this project will create an "orphan" of the portion of Canyon Road that lies adjacent to the south of the subject property. Although disposal of this portion of right-of-way is not outlined within NMDOT's current Plans and Specifications, it could be used for additional parking for the subject property, and adjacent properties, if warranted. This proposal by NMDOT should not negatively impact the petitioner's property or the use proposed via

this petition.

Although the petitioner has plans to construct a small shop structure in the rear yard to the south of the proposed accessory apartment at some point in the future, no other construction is proposed or anticipated at this time. All other Development Code requirements for the existing and proposed land use have been satisfied. No waivers, per §16-572 and §16-157, are being requested to support development of this project.

SPECIAL USE PERMIT REVIEW CRITERIA

Section 16-156 of the Development Code states: During the time of the review, the IDRC shall utilize the following criteria in formulating a recommendation to the planning and zoning commission, and the planning and zoning commission shall utilize the following criteria in making its determination of approval, conditional approval or denial.

(1) The request substantially conforms to the Comprehensive Plan, and the establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort or general welfare of persons residing or working in the vicinity of such proposed use, or be detrimental or injurious to property or to the value of property in the vicinity, or to the general welfare of the county.

Applicant Response: The request will conform to county-required setbacks, including corner property. The casita and shop will be adjacent to a church parking lot with access from current existing driveway at front of the house.

Staff Comment: The accessory apartment use is permitted in the R-1-8 district, subject to Planning and Zoning Commission review and approval as a Special Use Permit.

(2) There are sufficient parking facilities that are adequately designed, shielded, landscaped and lighted to serve the use applied for based on the requirements of this chapter as found in article IX of this chapter.

Applicant Response: The existing driveway accommodates 3 vehicles; 2 diagonally, 1 vertically. Front of house has a fourth parking space, with low curb but that currently accommodates one car - we plan to gravel or place pavers to formalize this parking space.

Staff Comment: The site currently has three off-street parking spaces. Three off-street parking spaces meets the minimum number of required off-street parking spaces for this land use, as specified in §16-370 (a) of the Development Code.

(3) The provisions for on-site and off-site ingress/egress and traffic circulation are in conformance with the County's construction standards, that the public streets serving the use applied for are adequate to meet the traffic needs of the proposed use and that the proposed use will not adversely affect neighboring properties by virtue of the type of traffic generated by the use.

Applicant Response: On-site and off-site ingress/egress are in conformance with construction standards. Site has adjacent 12' gate and pad to accommodate building with permission from the Christian Church. Canyon Road 10' gate also exists.

Staff Comment: Staff concurs with the applicant's response. On-street parking is also available on both sides of Canyon Road. Any agreement(s) made between the petitioner and the Christian Church for access to the petitioner's rear yard are beyond the scope of this report.

(4) The setbacks of buildings and parking facilities from the property lines, right-of-way, and adjacent land uses are in conformance with this chapter and provide protection to and a transition from residential development, existing and contemplated in the vicinity; and that the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the use applied for.

Applicant Response: Casita will be finished in stuccoed-ranch style, with pitch or slanted roof, in conformance with local adjacent homes

Staff Comment: The proposal is not anticipated to have a negative impact on the existing ingress/egress, and adjacent roadways as determined by the County Fire Marshal, the County Engineer, and County Building Official. Approval of the accessory apartment use will have no impact

on the site layout.

(5) The site plan, including but not limited to landscaping, screen planting, and fencing of the proposed development, demonstrates that the site development will be compatible with adjoining areas and will conform to the site development standards of the district regulations.

Applicant Response: The landscaping to be performed is in a back yard bordered by 6' fence and will be a work-in-progress, with sidewalks/path be done with casita immediately. Existing fence will not be altered.

Staff Comment: The petitioner will need to address all additional requirements of the Development Code regarding landscaping, screen planting and fencing at the time of Building Permit submittal.

FINDINGS OF FACT

1. Notice of this public hearing, setting forth the nature of the request, the specific parcel of property affected, and the date, time and place of the public hearing, was announced and published in The Los Alamos Monitor, and property owners of real property located within 100 yards of the subject property were notified of this public hearing, all in accordance with the requirements of §16-192 of the Los Alamos Development Code.
2. The request is for a Special Use Permit to construct an accessory apartment structure to be located in the rear yard.
3. The proposed accessory apartment is sited approximately 10' from the east (rear) property line; 15' from the interior (north) side property line, and 27' from the street side property line.
4. The proposed parking area is sized for one additional vehicle, and measures 10' x 14'. It is located in the front yard of the subject property, adjacent to Manhattan Loop, and may require the removal of existing landscaping to be accommodated. Individuals parking vehicles on this proposed area will be required to walk through a gate located within a fence near the proposed parking area to gain access the accessory structure (apartment), located approximately 100' distant. As an alternative, the petitioner proposes to utilize an existing concrete pad located immediately adjacent to the site identified for construction of the accessory apartment. This concrete pad measures 16' by 18', and has direct access to the Christian Church parking lot via a 10' wide gate.
5. Petitioner states that the accessory structure measures 20' x 24' (exterior dimensions), and will house their elderly parents.

INTERDEPARTMENTAL REVIEW COMMITTEE RECOMMENDATION

Staff review has determined that the application meets the criteria for processing of a Special Use Permit. IDRC review of the SUP application took place on July 1, 2016. After reviewing and determining that the petition did not present any negative aspects or impacts that would preclude it from being forwarded to the Planning and Zoning Commission for a public hearing, the IDRC membership conduct a vote and forward a favorable recommendation to the Planning & Zoning Commission.

EXHIBITS

Exhibit 1: Vicinity Map/Aerial Photo of the Subject Property

Exhibit 2: Application, Proposed Site Plan and Proposed Elevations

Exhibit 3: DRAFT Minutes of July 1, 2016 Inter Departmental Review Committee (IDRC) Meeting Minutes

Exhibit 4: Map and List of Property Owners within 100 Yards (300 Feet)

Exhibit 5: Photographs of Subject Property; Staff (8) and Petitioner (4)

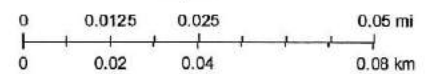
Exhibit 6: NM 502-Trinity Drive Improvements, January 2016 Update

20 Manhattan Loop-300 feet



June 20, 2016

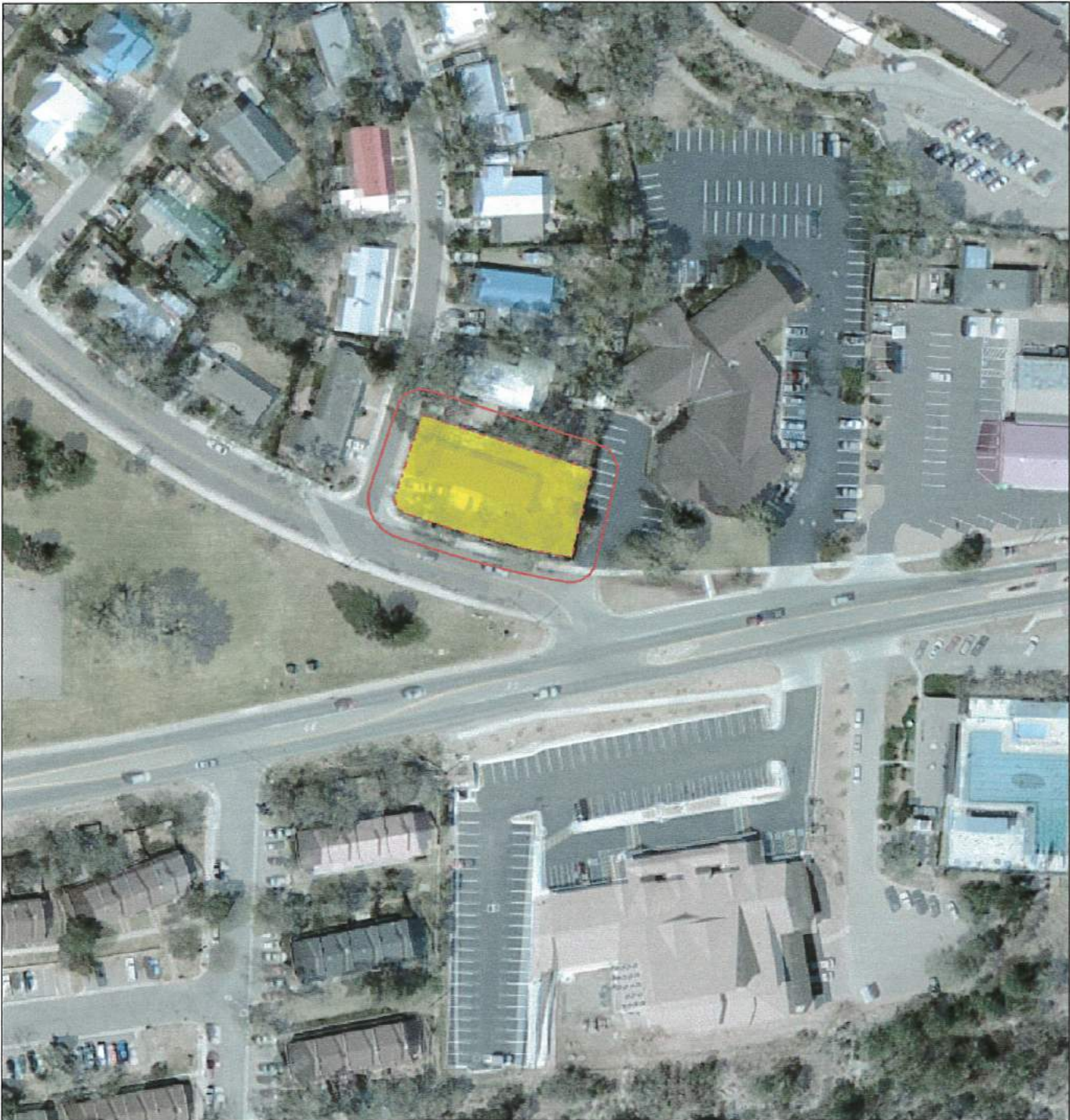
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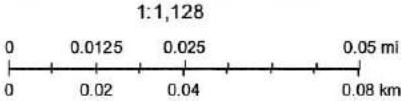
Los Alamos County
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics,
CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN,
IOP, swisstopo, and the GIS User Community

EXHIBIT 1 VICINITY MAP, AERIAL PHOTOS OF PROPERTY

20 Manhattan Loop-Footprint of within 20 feet

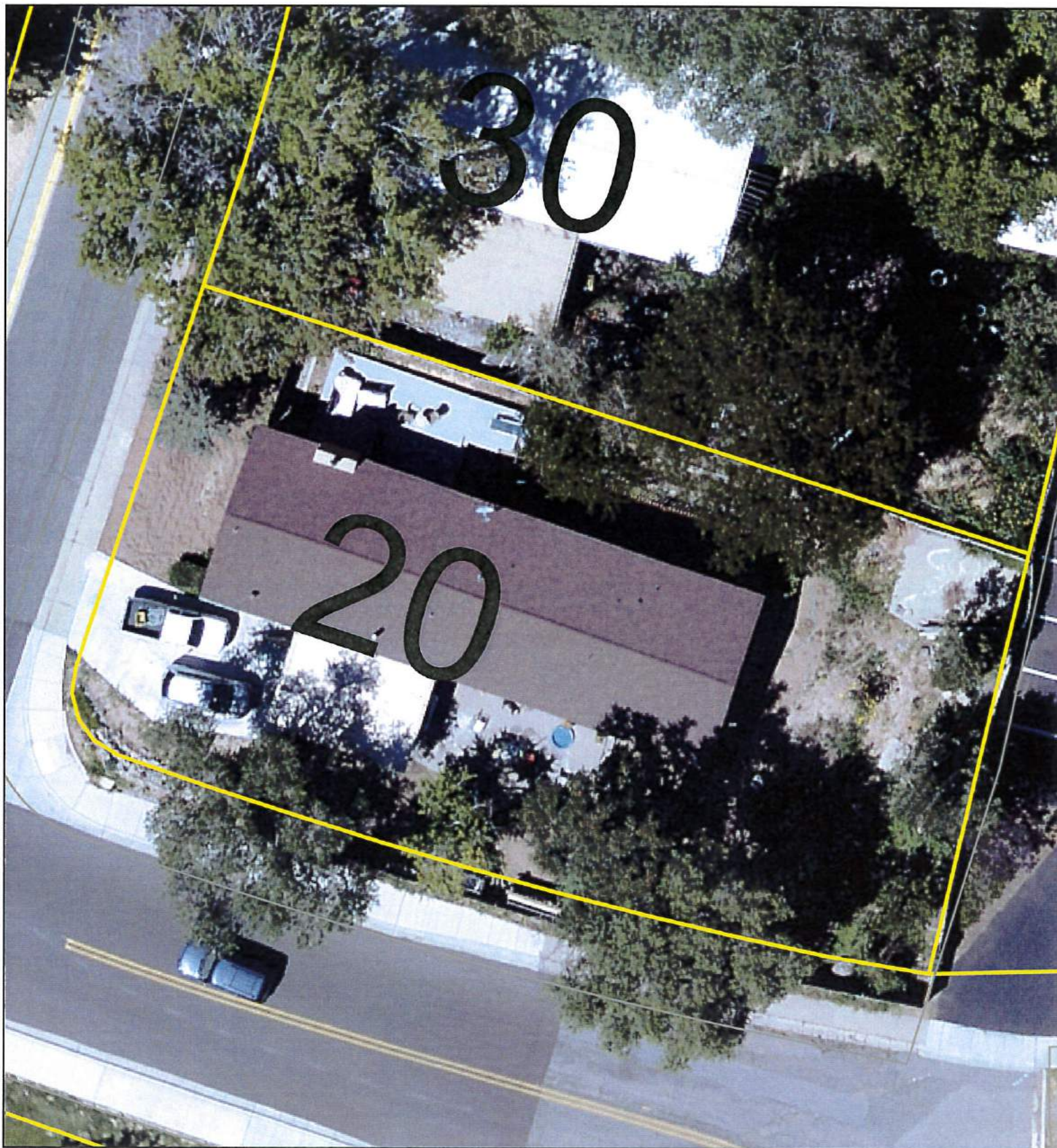


June 19, 2016



Los Alamos County
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics,
CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN,
I.P. Swisstopo, and the GIS User Community

EXHIBIT 1 VICINITY MAP, AERIAL PHOTOS OF PROPERTY



0 10 20 40 Feet

EXHIBIT 1 VICINITY MAP, AERIAL PHOTOS OF PROPERTY

All mapping information is for reference only.
Users are solely responsible to confirm data accuracy.
Los Alamos County assumes no liability for errors

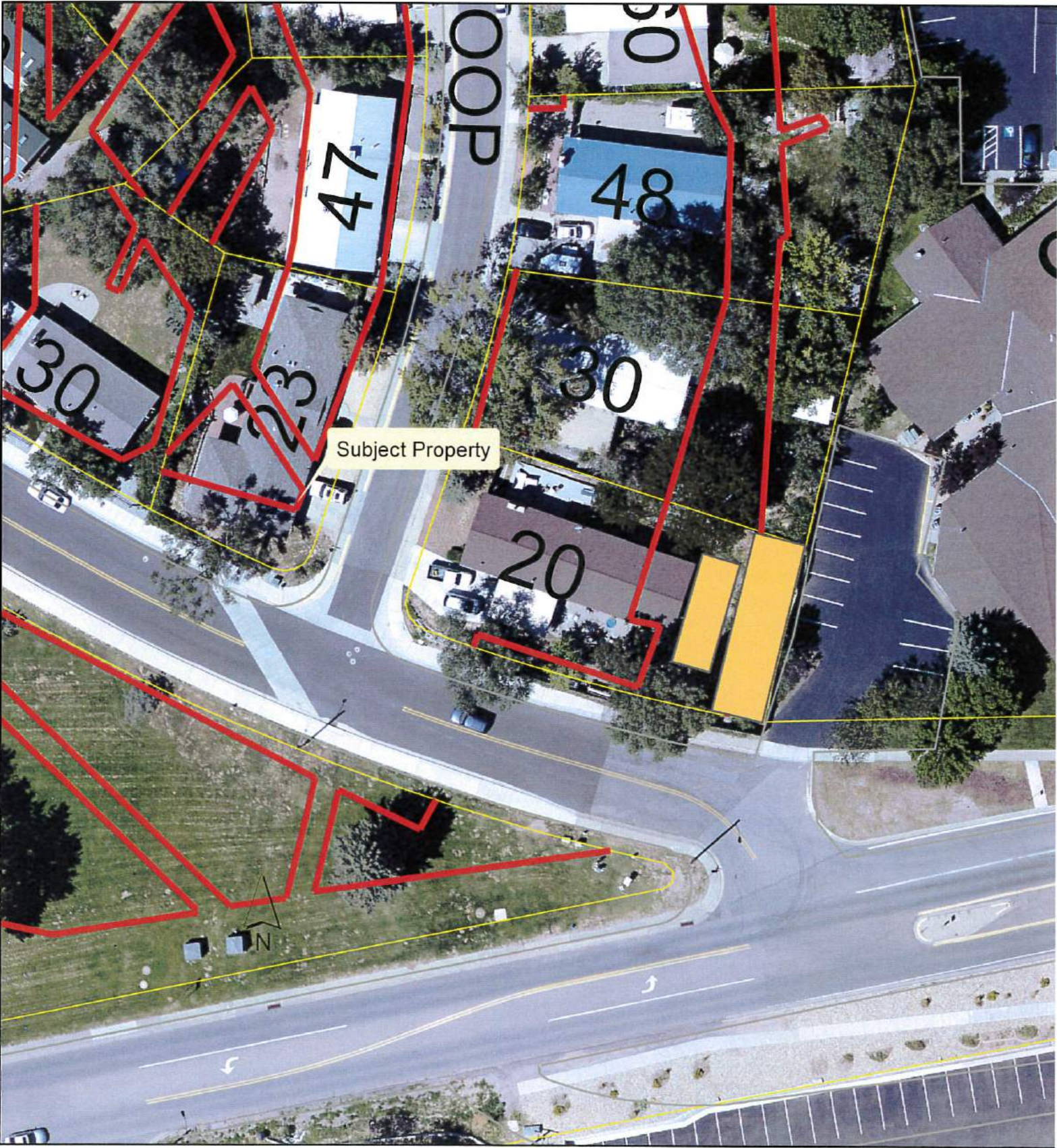


EXHIBIT 1 VICINITY MAP, AERIAL PHOTOS OF PROPERTY

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APPLICATION FORM FOR A SPECIAL USE PERMIT

Los Alamos County Community & Economic Development Department

1000 Central Ave., Suite 150

Los Alamos, NM 87544

505-662-8120 (Fax) 505-662-8363

In order to process your application we'll need to know certain information about your proposed project and have certain drawings and documentation attached. Please consult with a Planning Division staff member who will help you fill out the application form and advise you of any required attachments. We cannot accept or process incomplete applications.

<p>1. TYPE OF SPECIAL USE APPLIED FOR: <u>Single Family, R-1-g</u></p> <p>List the zoning district in which your property is located: <u>Lot 222, Eastern Area 1162</u></p> <p>List the category from the Use Index Table in Article VII for which the Special Use Permit is required:</p> <p> <input type="checkbox"/> Child Care/Day Care <input type="checkbox"/> Home Business <input type="checkbox"/> Place of Worship <input type="checkbox"/> Private School <input type="checkbox"/> Industrial Assembly <input type="checkbox"/> Cell/Radio/TV tower <input type="checkbox"/> Restaurant—Drive-Through <input type="checkbox"/> Restaurant—Serving Alcoholic Beverages <input type="checkbox"/> Self Service Storage <input type="checkbox"/> Vehicle Storage Yard </p> <p>For properties located in a P-L district: <input type="checkbox"/> Non-governmental/ Non-school Use in a P-L district requiring a Special Permit</p> <p><input checked="" type="checkbox"/> Other—Indicate the category: <u>Mother-In-LAW'S Casitas</u></p>	
<p>2. ADDRESS</p> <p>List the address to which this application applies. If no address has been assigned to the location, please indicate location by other means such as subdivision name and lot number.</p> <p><u>20 Manhattan Loop</u> <u>Los Alamos, NM 87544</u></p>	
<p>3. OTHER RELATED APPLICATIONS</p> <p>Indicate any other CEDD or County applications being applied for concurrently with this application or directly related to it.</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Master Plan Amendment <input type="checkbox"/> Rezoning <input type="checkbox"/> Site Plan (Also see box 10) <input type="checkbox"/> Subdivision Plat <input type="checkbox"/> Summary Plat <input type="checkbox"/> Other—explain below </p>	
<p>4. PROPERTY OWNER INFORMATION (For Special Use Permits, the Property Owner shall be defined as the Applicant)</p> <p>Property Owner: <u>Mark + Diana Martinez</u> Cell #: <u>500-6578695</u> Fax: <u>8643</u></p> <p>Address: <u>20 Manhattan Lp, Los Alamos, NM 87544</u> Email: <u>huera dogs@gmail.com</u></p> <p>Please attach proof of ownership such as a deed, purchase agreement, or tax bill.</p>	
<p>5. PROPERTY OWNER'S REPRESENTATIVE INFORMATION</p> <p>If the owner is a corporation, partnership, Los Alamos County, Los Alamos School Board, or other group, also identify the single individual who will be "Property Owner's Representative" in the spaces below, OTHERWISE:</p> <p><input type="checkbox"/> Check here if NOT APPLICABLE</p> <p>Property Owner's Representative: _____</p> <p>Phone: _____ Cell #: _____ Fax: _____ Email: _____</p> <p>Address: _____</p> <p>If a Property Owner's Representative is listed, please attach a signed authorization form as part of this application.</p>	

EXHIBIT 2. APPLICATION, SITE PLAN, ELEVATION

Last form revision: 05/28/2013. Previous forms are obsolete.

Filed: N:\PLANNING DIVISION\PLGforms\DevelopmentApplicationForms\SpecialUsePermitForms

6. USER INFORMATION

If the User requiring the special permit is not the Property Owner, such as a lessee, fill in the additional information below, OTHERWISE:

☒ Check here if SAME AS PROPERTY OWNER

User Name: _____ Phone: _____ Cell #: _____ Fax: _____

Address: _____ Email: _____

7. CONSULTANT INFORMATION or

☐ Check here if NOT APPLICABLE

Consultant Name: _____ Type of Consultant: _____

Consultant Contact: _____ Phone: _____ Cell #: _____ Fax: _____

Address: _____ Email: _____

8. DETAILED DESCRIPTION OF PROPOSED USE

Give a detailed description of the proposed use requiring the Special Use Permit. (Or attached separate sheet.)

An approximately ~~42' x 15'~~ 15' Foot wide casita will be located on the eastern boundary of our property to accommodate our need to house our aging parents.

The use will be for living.

9. ADDITIONAL PROJECT INFORMATION

9a. LIST: Total Site Plan acreage = 1086 Total gross building square footage = 272; Percent of lot covered by buildings = 18% currently, 20% proposed.

9b. Will there be more than one User on the property? ☐ No ☒ Yes (If "Yes" please explain below or on attachment.)
2 parents in the casita.

9c. Is your property subject to a previously approved Master Plan, Master Signage Plan or County Development Agreement? ☒ No ☐ Yes (If "Yes" please explain below or on attachment.)

9d. Does your site contain areas of hazardous waste or any cultural assets as identified by state or federal government?

☒ No ☐ Yes (If "Yes" please explain below or on an attachment.)

9e. Does the proposed use include a request for one or more sign permits or a master signage plan? ☒ No ☐ Yes (If "Yes" please explain below or on attachment and show location, size, and height on your Site Plan).

EXHIBIT 2 APPLICATION, SITE PLAN, ELEVATION

BOX 9 CONTINUED

9f. Does the proposed use include a request for one or more fence permits? ☒ No ☐ Yes (If "Yes" please explain below or on attachment and show location, size, and height on your Site Plan).

Not at this time.

10. APPLICATION SITE PLAN DRAWINGS

In order to demonstrate that the proposed use conforms to the criteria for Special Use Permits as listed in Section 16-156, your application must contain a Site Plan of your property showing the proposed use.

☐ Check this box if you are submitting a separate Site Plan application form, OTHERWISE SUBMIT THE DRAWINGS IN THE NUMBER AND FORMAT LISTED BELOW AS PART OF THIS APPLICATION:

If the drawings you submit have been reduced from larger drawings, all copies must be clearly legible including text which should have a minimum capital letter size after reduction of at least 1/16 of an inch in height. Applications with missing drawings or illegible text will be returned as incomplete and not be processed.

10a. Attach **two copies** of a vicinity map in an 8 ½ by 11 inch or 8 ½ by 14 inch format showing the boundaries of your property plus all adjacent lots within approximately 300 feet of your property line, and indicating building outlines, streets, and existing zoning designations. (The Planning Division will be happy to assist you with the preparation of this map. Please give us at least one week's notice prior to your plan submission date.)

✓ 10b. Provide **two copies** of each Site Plan drawing in an 11 by 17 inch format with a minimum scale of 1 inch = 20 feet.

- ✓ • Show and label the footprint of all existing and proposed buildings and structures on the site. If applying for a home business, include a scaled floor plan of your home indicating areas to be devoted to the home business.
- • Show the footprint of all buildings and public rights-of-way within 20 feet of the boundary of your site and show the distance from any new buildings to their adjacent site property or boundary lines.
- MAP 1 • Show and dimension all off-street parking spaces including required handicapped spaces that will apply to your Site Plan.
- N/A • Show an outline drawing of proposed building facades with the maximum height above grade clearly labeled. (On sloping sites more than one height dimension measured from different grades may be required.)
- • Provide a conceptual landscape plan. (A complete plan may be submitted after Site Plan approval.)
- N/A • Indicate the location, height, and type of any new proposed fences.
- Porch • Indicate design, location, size, number, and method of lighting of any proposed new signs.
- N/A • Show the location, height, and design of any new proposed light fixtures.
- N/A • If applicable, provide a before and after grading plan indicating contour lines. Show location of drainage flow paths and drainage improvements. (Any drainage flows into adjacent properties must be contained in a drainage easement.)
- MAP 1 & 2 • Show, dimension and label existing and proposed easements.
- MAP 1 • Show any existing driveway curb cuts and show any proposed ones with a standard County driveway detail. (See attached drawings, driveway curb cuts should be at least 20 feet apart.)
- Show any other details that you think may help the P & Z determine the compatibility of your proposed use with your surrounding neighborhood or district.

10c. If your property is within the Downtown Overlay District, or if a Master Plan for your site includes a requirement for approval of building elevations, provide the following—or mark ☐ Not Applicable
(See Development Code Section 16-582 for Downtown architectural design standards or download copy from CEDD web site.)

- Show all proposed building façade elevations or proposed changes to existing facades including the profile of all proposed penthouses or mechanical equipment and screening at a scale of 1/8 inch = 1 foot.
- Indicate proposed materials and colors for all elevations.

11. SPECIAL USE PERMIT REVIEW CRITERIA QUESTIONNAIRE

Section 16-156 of the Development Code establishes 5 criteria for the Planning and Zoning Commission to use when reviewing an application for a Special Use Permit. Please review each of the criteria listed below and in the space provided or on a separate sheet of paper explain how your proposed use meets each of the criteria. You will also be asked to comment on the criteria at your public hearing.

(1) "The request substantially conforms to the Comprehensive Plan, and the establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort or general welfare of persons residing or working in the vicinity of such proposed use, or be detrimental or injurious to property or to the value of property in the vicinity, or to the general welfare of the county."

The request will conform to County-required setbacks, including corner property. The casita and shop will be adjacent to a church parking lot with access from current existing driveway at front of house.

(2) "There are sufficient parking facilities that are adequately designed, shielded, landscaped and lighted to serve the use applied for based on the requirements of this chapter as found in article IX of this chapter."

The existing driveway accommodates 3 vehicles; 2 diagonally, 1 vertically. Front of house has a fourth parking space, with low curb cut that currently accommodates one car - we plan to gravel or place pavers to formalize this parking space.

(3) "The provisions for on-site and off-site ingress/egress and traffic circulation are in conformance with the County's construction standards, that the public streets serving the use applied for are adequate to meet the traffic needs of the proposed use and that the proposed use will not adversely affect neighboring properties by virtue of the type of traffic generated by the use."

Onsite and off-site ingress/egress are in conformance with construction standards. Site has adjacent 12' gate and pad to accommodate building with permission from the Christian Church. Canyon Road 10' gate also exists.

(4) "The setbacks of buildings and parking facilities from the property lines, right-of-way, and adjacent land uses are in conformance with this chapter and provide protection to and a transition from residential development, existing and contemplated in the vicinity; and that the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the use applied for."

Casita will be finished in stuccoed-ranch style, with pitch or slanted roof in conformity with local adjacent homes.

EXHIBIT 2. APPLICATION, SITE PLAN, ELEVATION

Last form revision: 05/28/2013. Previous forms are obsolete.

(5) The site plan including, but not limited to, landscaping, screen planting, and fencing of the proposed development demonstrates that the site development will be compatible with adjoining areas and will conform to the site development standards of the district regulations.

The landscaping to be performed is in a back yard bordered by 6' fence and will be a work-in-progress, with side walks/path. be done with casita immediately. Existing Fence will not be altered.

12. PROPERTY OWNER'S CERTIFICATION & SIGNATURE

I hereby acknowledge that I have read this application and accompanying application instructions. To the best of my knowledge and belief the information supplied as part of this application is correct, and (if property owner is also the user) I further agree that if approved and the project moves to construction I will operate (and construct if applicable) the project in accordance with the contents of this application subject to any approval conditions that may be set by the County. If it becomes necessary to amend any aspects of the Site Plan or approval conditions I will promptly contact the Community Development Department and will not make changes without prior County approval. If I am not the proposed User of this Special Permit, I have authorized the User named below to operate the proposed use as described in the application. If the User ceases operation of the use, I will promptly notify the Community Development Department of such a change.

Sign and Date Here: *Charles R. Martinez* 6/20/16

Diana Martinez 6/20/16

13. USER'S CERTIFICATION & SIGNATURE

OR ☐ NOT APPLICABLE

I hereby acknowledge that I have read this application and accompanying application instructions. To the best of my knowledge and belief the information supplied as part of this application is correct, and I further agree that if approved and the project moves to construction I will operate (and construct if applicable) the project in accordance with the contents of this application subject to any approval conditions that may be set by the County. If it becomes necessary to amend any aspects of the Site Plan or approval conditions, I will promptly contact the Community Development Department and will not make changes without prior County approval. If I cease operation of the use I will also promptly notify the Community Development Department of this fact.

Sign and Date Here:

14. ATTACH CHECK FOR APPLICATION FEE HERE - \$300.00

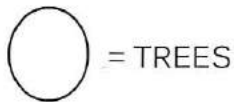
Certificate of Survey
Name Mr. & Mrs. Mark L. Martinez

Date May 30, 1999

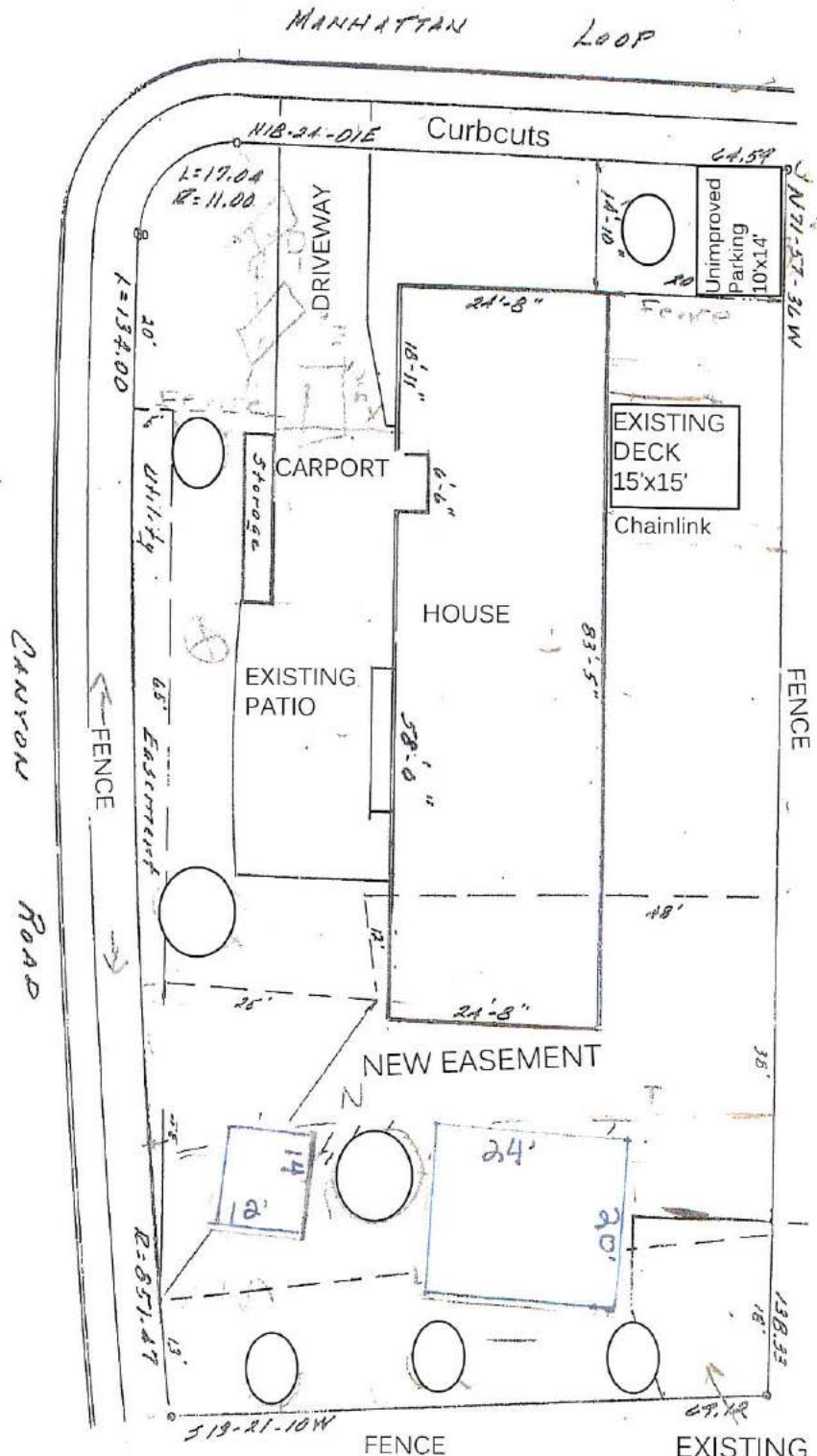
Address 20 Manhattan Loop

Los Alamos, New Mexico

SCALE 1"=20'



Scale 1"=20'



Lot 10260 #12
House #12 #12

LOT NO. 222, EASTERN AREA NO. 2, COUNTY OF LOS ALAMOS, STATE OF NEW MEXICO, SHOWN BY MAP OR PLAT THEREOF FILED IN THE OFFICE OF THE CLERK OF LOS ALAMOS COUNTY, NEW MEXICO, ON THE 6TH DAY OF MAY, 1999, AND OFFICIALLY RECORDED IN BOOK 1, AT PAGE 57, PLAT RECORDS OF SAID COUNTY.

EXHIBIT 2 APPLICATION SITE PLAN, ELEVATION

1/4" = 2'

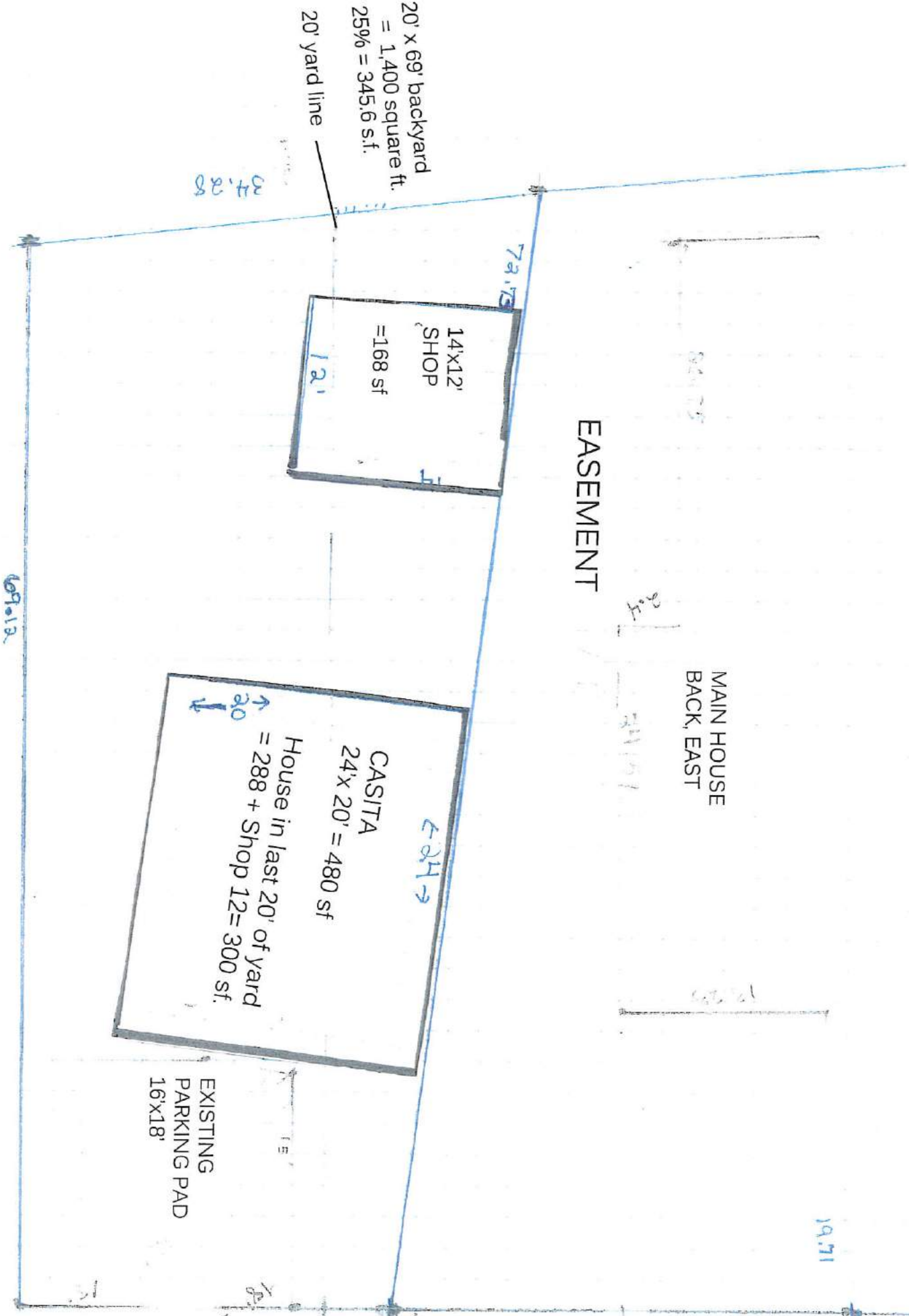
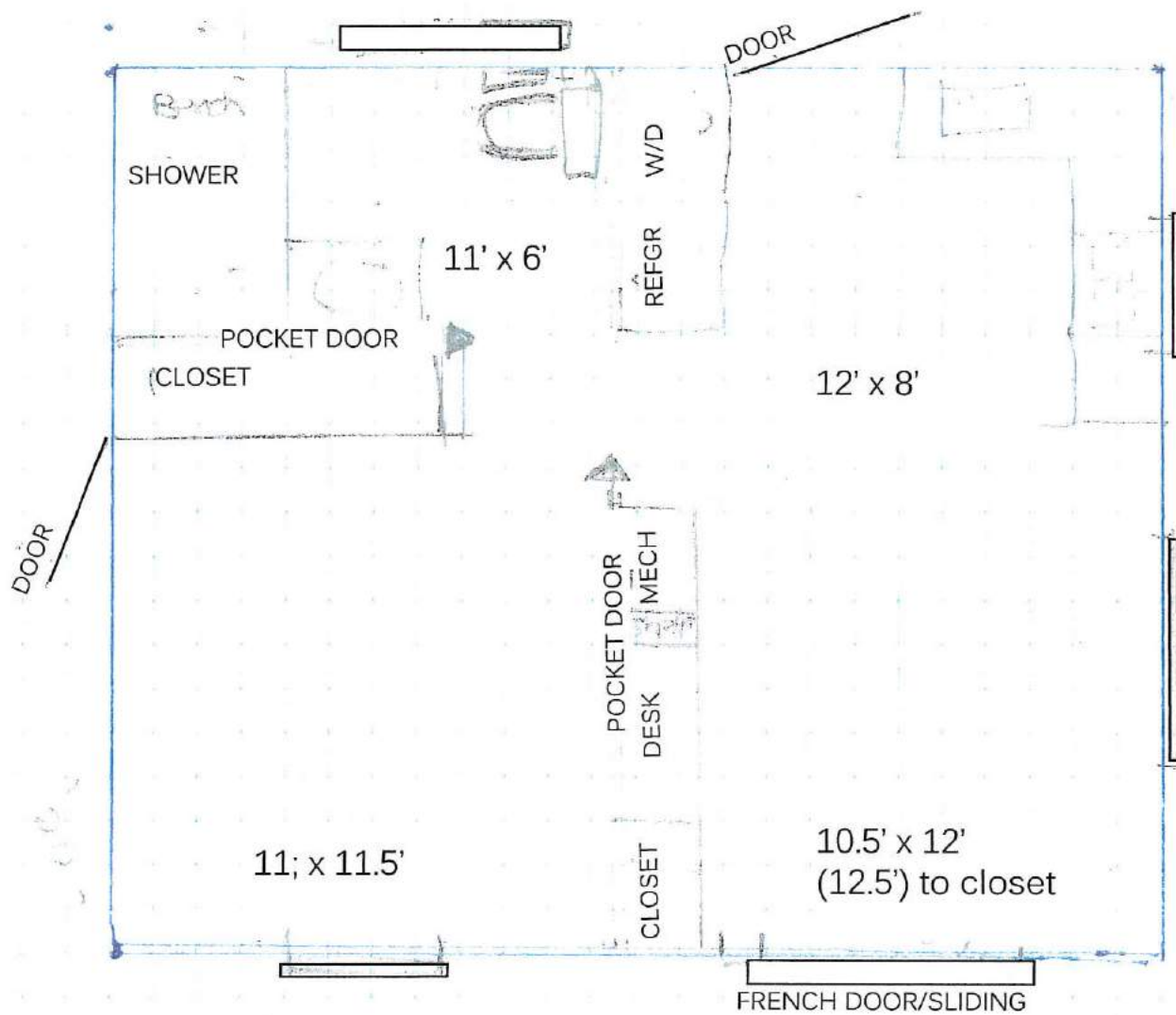


EXHIBIT-2 APPLICATION, SITE PLAN, ELEVATION

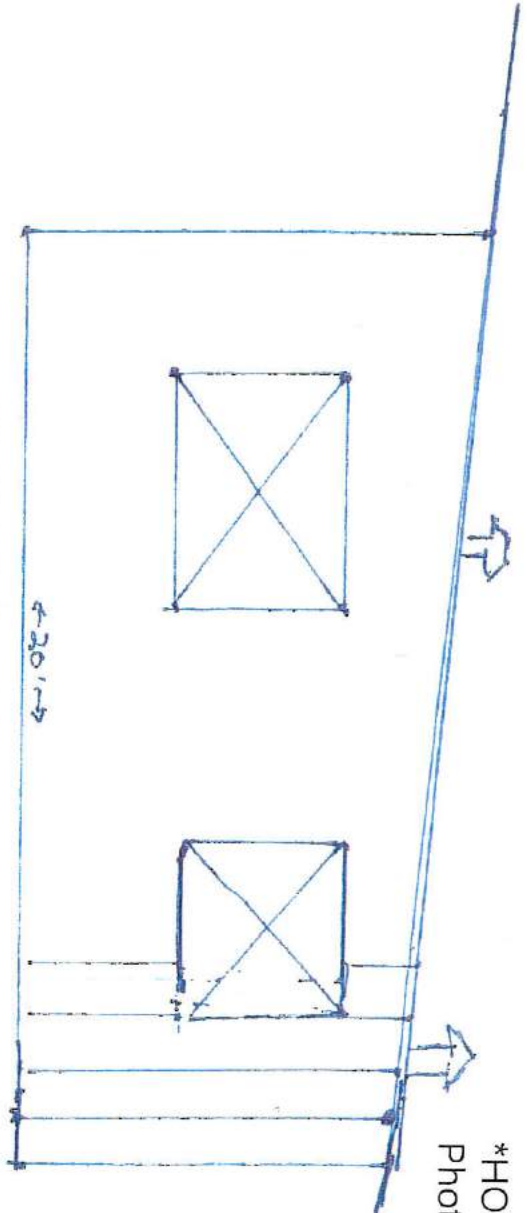


1/4 " = 1'

CASITA

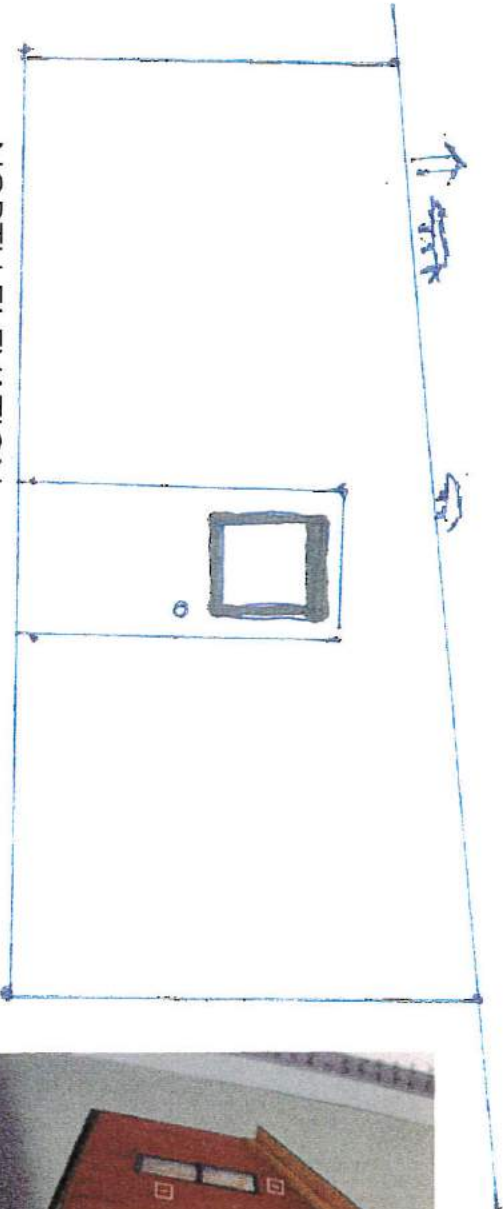
20 Manhattan Loop CASITA
1/4 inch = 1 foot

*HOMEOWNER'S RENDERING
Photo of slant concept, sloping roof, siding (?)



SOUTH ELEVATION

Slant roof; east at 8' to west at 10'
West room extension 4' overhand



NORTH ELEVATION

20' length; slant 8' east to 10' west

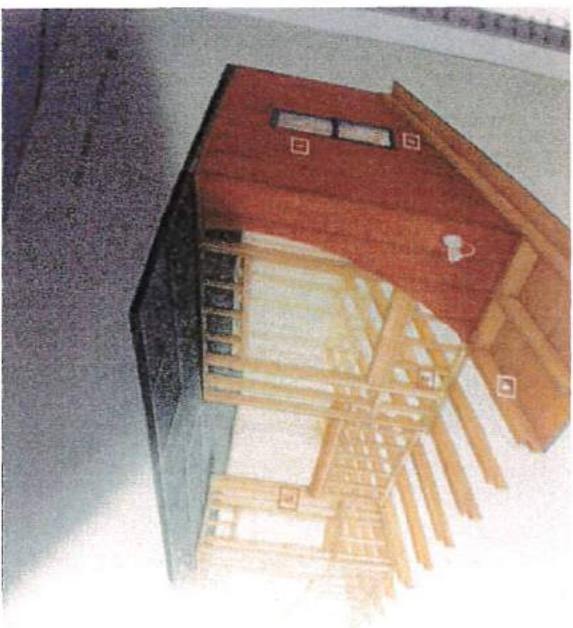
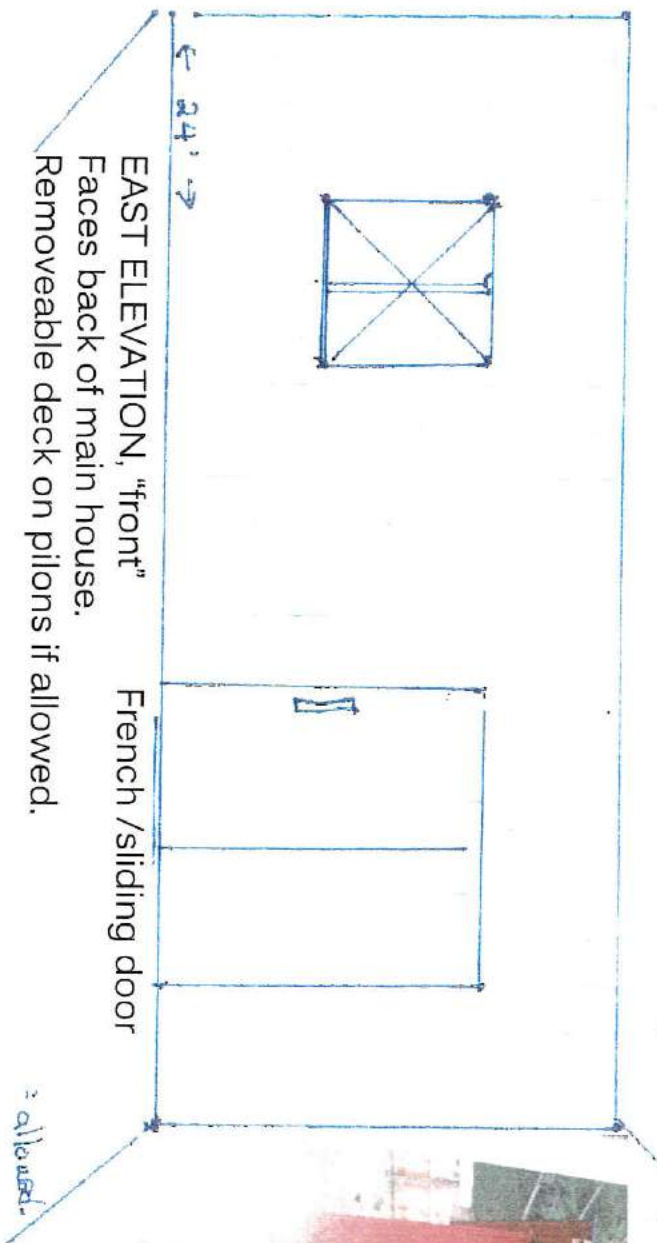


EXHIBIT 2 APPLICATION, SITE PLAN, ELEVATION

CASITA theoretic "front"
 Slant roof, overhang photo, concept photo & finishes



BACK OF CASITA, 8' high, slanted roof

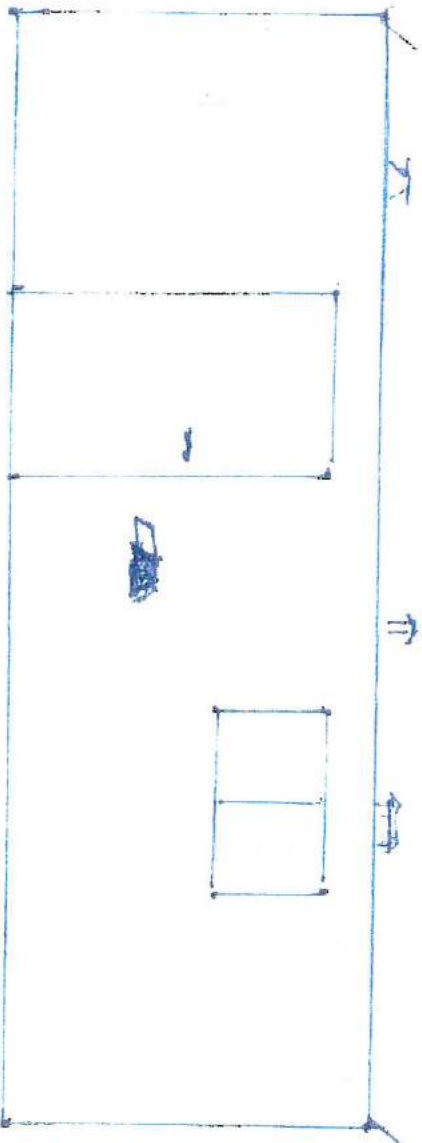


EXHIBIT 2 APPLICATION, SITE PLAN, ELEVATION



MINUTES

INTERDEPARTMENTAL REVIEW COMMITTEE

July 1, 2016 – 9:00 AM

Community Development Department

1000 Central Ave, Suite 150

Staff Present: Anders Millmann, Senior Planner
Eric Martinez, County Engineer
Lucas Fresquez, Assessor's Office
Anita Barela, Assistant Planner
James Naranjo, Assistant Planner
Tamara Baer, Acting Principal Planner
Patricio Guerrerortiz, Utilities
Joe Dudziak, Building Official
Kevin Powers, Assistant County Attorney
Dan Erickson, Capital Projects (arrived at 9:15 AM)
Jeff Wetteland, Fire Marshal (arrived at 9:20 AM)

Staff Absent: Kristi Beguin, LANL-EP
Jason Herrera, Police
Angelica Gurule, Environmental Services
Clay Moseley, Utilities Department
Jason Romero, LAC Surveyor

Public Present: N/A

Anders Millmann called the meeting to order at 9:04 AM. The meeting began with introducing staff and a description of the case by Mr. Millmann.

1. Case No. 16-SUP-001

A request for approval of a Special Use Permit for the addition of a detached accessory apartment located at 20 Manhattan Loop, Subdivision: Eastern Area 2, Lot: 222, in an R-1-8 Zone.

Owners/Applicant: Diana & Mark Martinez

Case Manager: Anders Millmann, Senior Planner

- Anders Millmann, Senior Planner, gave the committee members an overview of the case for a Special Use Permit to allow a use of an accessory apartment in an existing building in the rear yard of 20 Manhattan Loop. He noted that there are several renditions of the site plan contained within the case file, and stated he would be contacting the petitioner to obtain an accurate set of site plans and building elevations that will be used at the public hearing.
- Anita Barela stated that the petitioner was wanting to have some assurances that the County would accept the petition prior to spending money on having a contractor draw up plans and elevations.

- Patricio Guerrerortiz stated that there is a utility easement running diagonally across the rear yard that contains a gas pipeline. He added that the petitioner may relocate the gas pipeline, but at their expense.
- Anita Barela stated she had discussed several potential issues with the petitioner, including setbacks, rear yard lot coverage, the location of the easement containing the gas pipeline, and a brief history with the Machens opposing a similar proposal located a block distant. She added that the petitioner informed her that they had spoken briefly with the Machens. The detached accessory structure must observe a setback of at least 3-feet, and cover no more than 25% of the area of the rear yard.
- Patricio Guerrerortiz stated he will need to work with the petitioner to address any concerns with the easement.
- Tamara Baer stated that any arrangement made between the petitioner and the church would be considered a private matter. As such, there would be no need to record an easement or execute any formal agreement with the County.
- Kevin Powers stated that the application is legal, and therefore acceptable to begin processing.
- Eric Martinez stated that he had no comments or concerns at this stage in the process, and added that the structure will have to comply with all building code requirements by applying for a building permit which will include the NFPA requirements. Those requirements will be addressed during the building permit review process.

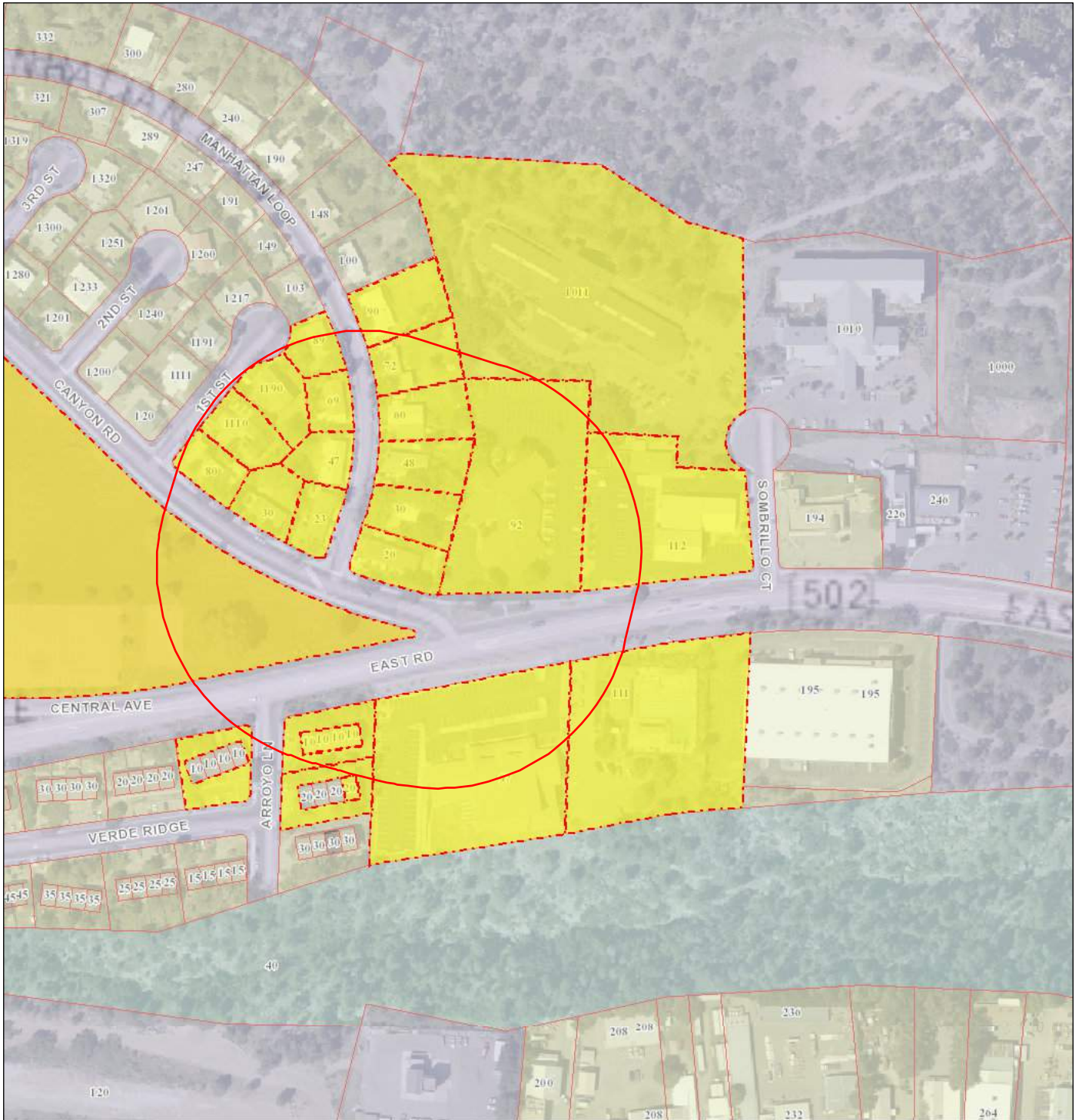
Mr. Millmann asked if there were any other questions or comments. Hearing no additional comments or concerns, he called the question.

Motion: Kevin Powers moved to recommend approval to P&Z of a Special Use Permit to allow the use of an accessory apartment at this address. Dan Erickson seconded the motion. The motion passed unanimously.

IDRC Chair

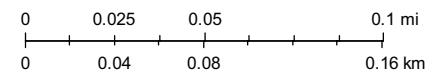
Date

20 Manhattan Loop



June 29, 2016

1:2,257



Los Alamos County
Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors,
and the GIS user community

EXHIBIT 4 LIST AND MAP OF PROPERTY OWNERS

Page 23

Page 23
Created by: Los Alamos County
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LOS ALAMOS COUNTY
P O BOX 30
LOS ALAMOS NM 87544

SHEN JACQUELINE A
80 CANYON RD
LOS ALAMOS NM 87544

ASH CONDOMINIUMS
20 ARROYO LANE
LOS ALAMOS NM 87544

LOS ALAMOS SCHOOL BOARD
751 TRINITY DR
LOS ALAMOS NM 87544

HRBEK GEORGE M & MARY C
47 MANHATTAN LOOP
LOS ALAMOS NM 87544

HAWKINS WARD L & KAREN L
164 DOS BRAZOS ST
LOS ALAMOS NM 87544

HUDSON ARTHUR L
90 MANHATTAN LOOP
LOS ALAMOS NM 87544

NEW BEGINNINGS FELLOWSHIP ASSEMBLY OF GOD, A CONDOMINIUM
112 EAST ROAD
LOS ALAMOS NM 87544

10 ARROYO LANE
LOS ALAMOS NM 87544

CABRAL WILLIAM L
999 CENTRAL AVE STE 150
LOS ALAMOS NM 87544

KATKO MARK J & MARTHA L
48 MANHATTAN LOOP
LOS ALAMOS NM 87544

SMITH BYRON L & KIM C
10 ARROYO
LOS ALAMOS NM 87544

SMITH UNA & SZINGER JAMES JOSEPH
72 MANHATTAN LOOP
LOS ALAMOS NM 87544

COLLIER JIMMY W & NERITA F REVOC TRUST
112 LOS PUEBLOS
LOS ALAMOS NM 87544

MASON RICHARD E & EMMA KAYE
1190 1ST ST
LOS ALAMOS NM 87544

MARTINEZ KENNETH J
23 MANHATTAN LOOP
LOS ALAMOS NM 87544

MCKAY MICHAEL D JR
69 MANHATTAN LOOP
LOS ALAMOS NM 87544

BRIDGE RICHARD A & SHERI E
30 MANHATTAN LOOP
LOS ALAMOS NM 87544

LEACH KAREN & JAMES
1320 3RD ST
LOS ALAMOS NM 87544

EAST PARK POOL ASSOCIATION I
P O BOX 781
LOS ALAMOS NM 87544

THE CHRISTIAN CHURCH OF LA
92 EAST ROAD
LOS ALAMOS NM 87544

CROSSROADS BIBLE CHURCH
97 EAST ROAD
LOS ALAMOS NM 87544

MACHEN DONALD R & JUDITH TRUST
1110 1ST ST
LOS ALAMOS NM 87544

FOR SAGE, CONDOMINIUMS
10 VERDE RIDGE
LOS ALAMOS NM 87544

EXHIBIT 4 LIST AND MAP OF PROPERTY OWNERS



EXHIBIT 5 STAFF PHOTOS



EXHIBIT 5 STAFF PHOTOS





EXHIBIT 5 STAFF PHOTOS



EXHIBIT 5 STAFF PHOTOS

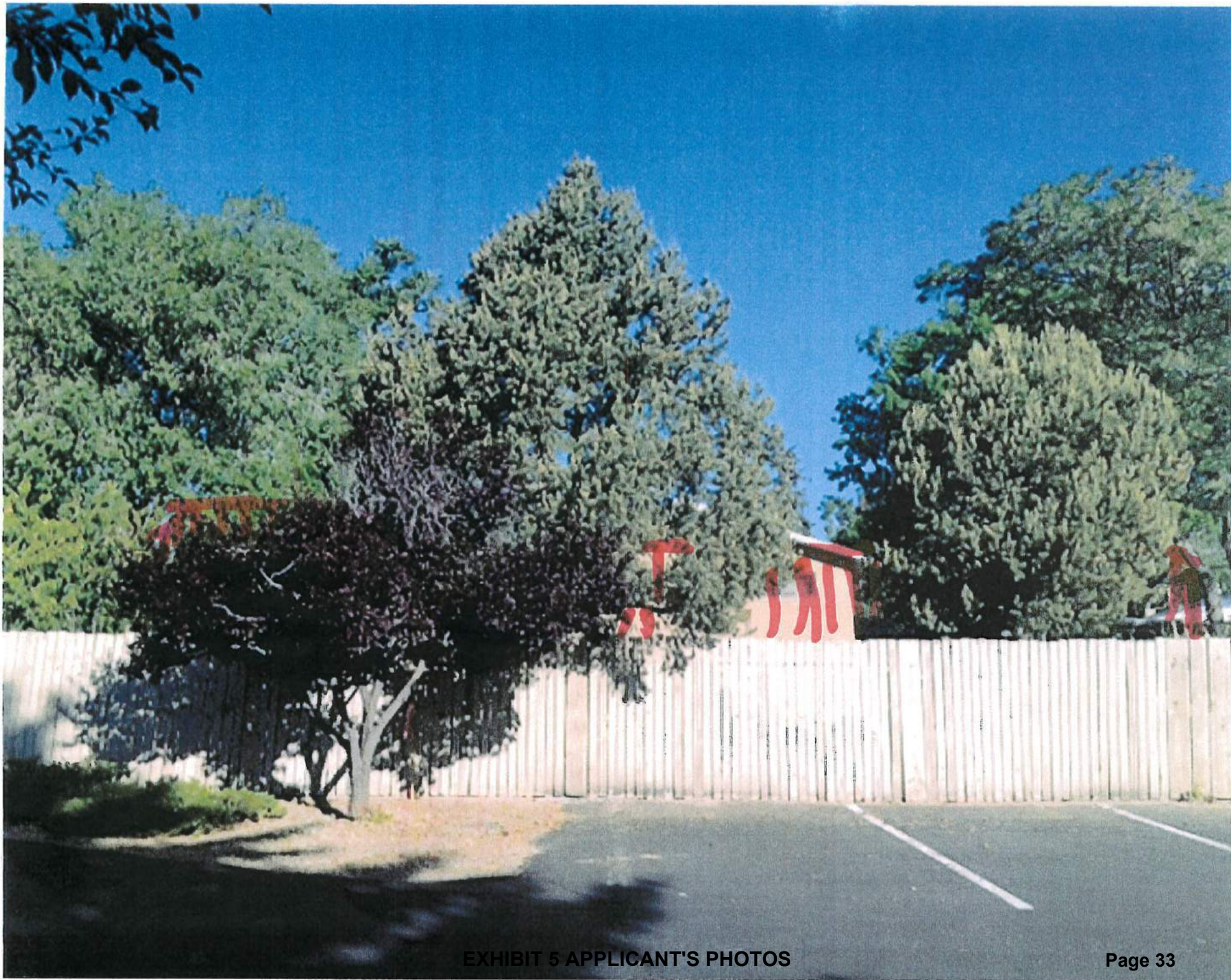


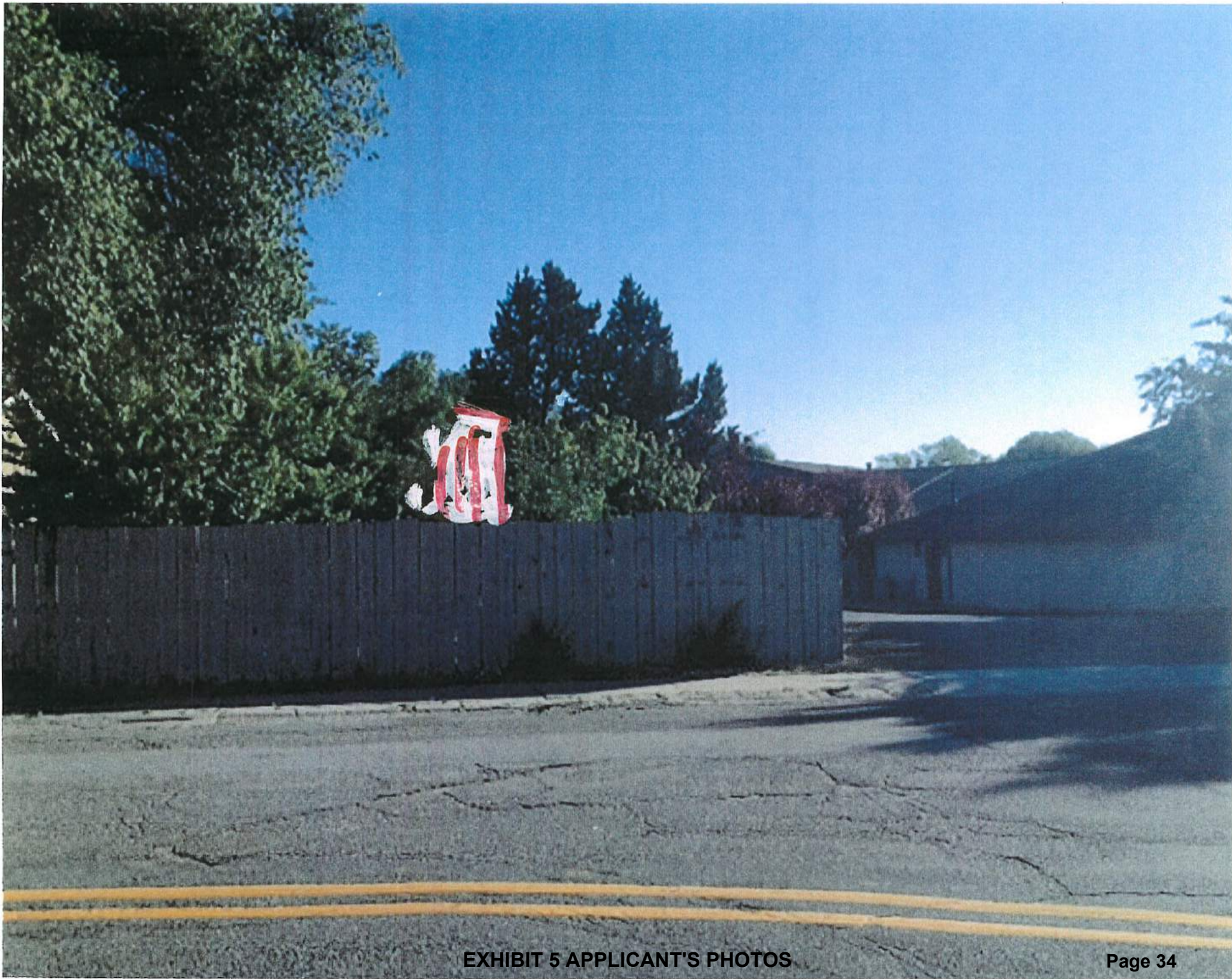


EXHIBIT 5 STAFF PHOTOS



EXHIBIT 5 STAFF PHOTOS





Proposed finish
roof to additional
building.







NM 502-Trinity Drive Improvements in Los Alamos



January, 2016 Update

The New Mexico Department of Transportation (NMDOT), in cooperation with the Federal Highway Administration (FHWA), is proposing to construct roadway improvements on New Mexico Highway 502 (Trinity Drive) between Milepost 1.2 at Knecht Street and Milepost 2.1 at Tewa Loop in Los Alamos County, New Mexico.

Over the past decade, the NMDOT and Los Alamos County have developed and evaluated several alternatives for roadway reconstruction. **Based on comments from the Los Alamos community at the previous public meetings and additional review of traffic conditions and studies, NMDOT has prepared a revised roadway design.**

The scope of improvements currently includes a mill-and-inlay of the existing asphalt between Knecht Street and DP Road with full roadway reconstruction from DP Road east to Tewa Loop.

Between Knecht Street and DP Road and between Central Avenue and Sombrillo Court, Trinity Drive will be converted to two eastbound lanes with two westbound lanes.

Between DP Road and Central Avenue, Trinity Drive will be converted to two eastbound lanes and one westbound lane. Between Sombrillo Court and Tewa Loop, Trinity Drive will retain one eastbound lane and one westbound lane.

A two-lane roundabout will be constructed at the intersection with Central Avenue along with advance signing and directional guidance to advise drivers of the upcoming roundabout. The roundabout will also include Americans with Disabilities Act (ADA)-compliant pedestrian crosswalks and center-piece landscaping.

Previously, the installation of High-Intensity Activated Crosswalk (HAWK) beacons was proposed for the two existing mid-block pedestrian crossings between Canyon Road and Tewa Loop. However, within the past year a warrant study and a gap analysis study determined that the proposed HAWK signals do not meet warrants. Therefore, these devices cannot be included in the project at this time. If a future warrant study documents increased pedestrian traffic after completion of the nearby

Canyon Rim Trail, then a HAWK signal could be added at a future time.

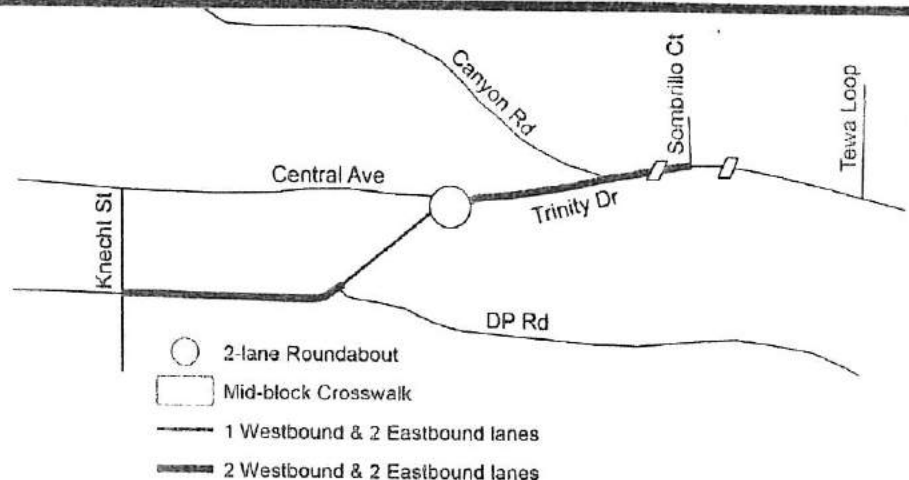
Instead of a HAWK signal, a Rapid Flash LED Beacon System (RFLBS) would be installed at each crossing to increase driver awareness of pedestrians. The systems can be activated manually by pushing the call button to initiate the beacons. Further treatments to enhance pedestrian safety at the existing mid-block crossings include ADA improvements, pavement ladder striping, signage, and an opening in the raised median for pedestrian refuge.

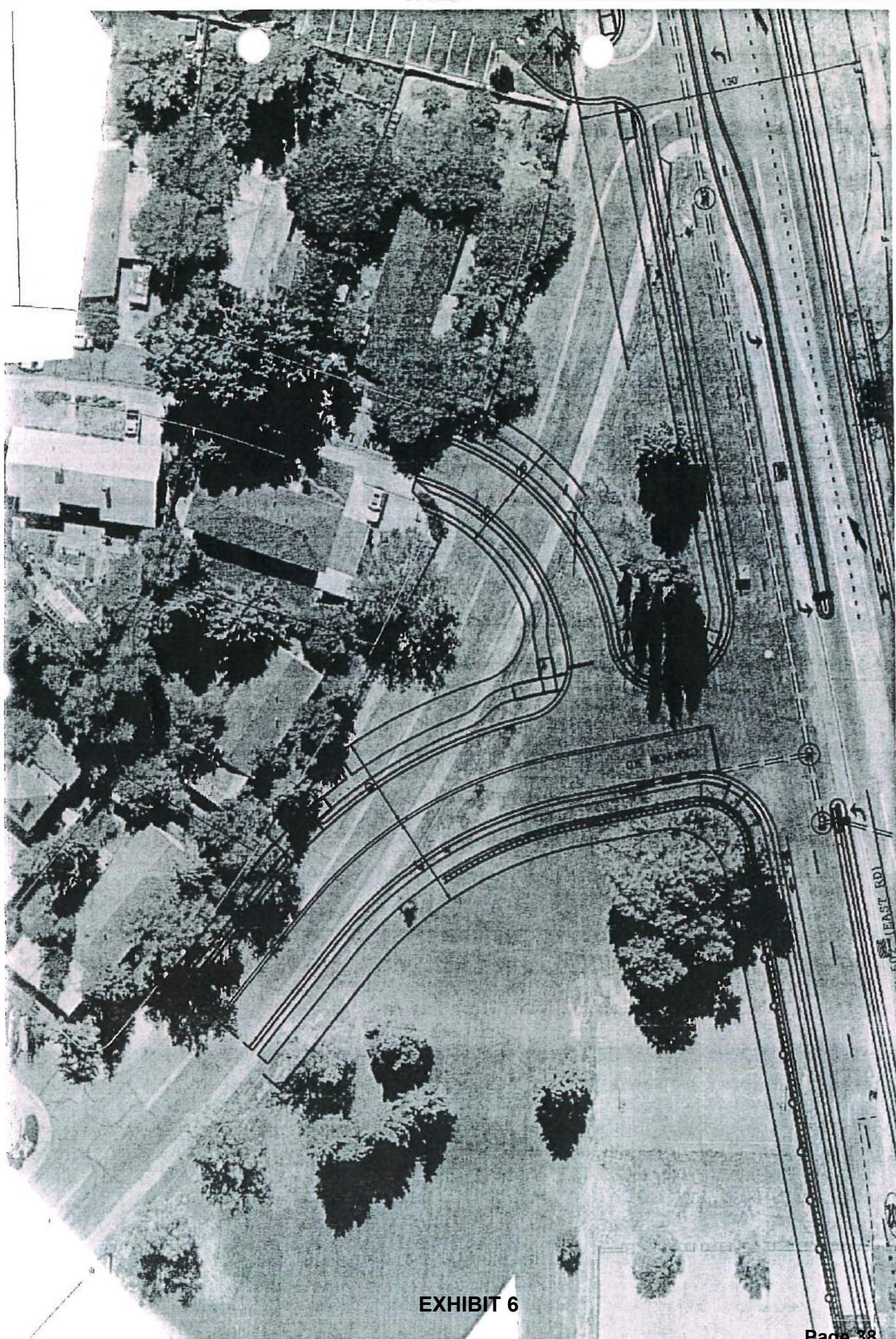
Additional elements of the project will include storm drain improvements, ADA upgrades to sidewalks, and construction of sidewalks in areas where they currently do not exist.

The project is nearing final design with construction anticipated to begin in the spring of 2017.

For additional information, please contact Bryan Danielson at 505-827-5116 or bryan.danielson@state.nm.us.

Note: A Rapid Flash LED Beacon System (RFLBS) will be installed at the two mid-block crossings to increase driver awareness of pedestrians. The systems can be activated manually by pushing the call button to initiate the beacons. If a future warrant study confirms that pedestrian traffic has increased upon the completion of the nearby Canyon Rim Trail, there is still the potential to install a HAWK beacon at a future time.





20
Marshall
Loop

←

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↓

EXHIBIT 6

Page 38



County of Los Alamos

Staff Report

August 10, 2016

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters:

Legislative File: 8481-16

Title

Minutes from the Planning And Zoning Commission Meeting on June 08, 2016

Recommended Action

I move that the Commission approve the Minutes for June 08, 2016

Attachments

A - Draft Minutes for June 08, 2016



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Minutes

Planning and Zoning Commission

*Philip Gursky, Chair; Michael Redondo, Vice Chair;
Fred Brueggeman; Philip Kunsberg; Ashley Mamula; Jaret McDonald; Catherine Mockler;
Larry Warner and Amy Woods, Members*

Wednesday, June 8, 2016

5:30 PM

BCC Room, Suite 110
1000 Central Avenue

1. CALL TO ORDER/ROLL CALL

Present 8 - Chair Gursky, Commissioner McDonald, Commissioner Redondo,
Commissioner Warner, Commissioner Woods, Commissioner
Mamula, Commissioner Mockler and Commissioner Kunsberg

Absent 1 - Commissioner Brueggeman

2. PUBLIC COMMENT

3. APPROVAL OF AGENDA

4. DISCUSSION

5. PLANNING AND ZONING COMMISSION BUSINESS

A. Minutes from the Planning And Zoning Commission Meeting(s) on May 25, 2016

Attachments: [A - Draft Minutes for May 25, 2016](#)

Commissioner Warner moved that the Commission approve the Minutes for May 25, 2016. The motion was seconded by Commissioner Mamula. Motion passed 8-0

Yes: 8 - Chair Gursky, Commissioner McDonald, Commissioner Redondo,
Commissioner Warner, Commissioner Woods, Commissioner
Mamula, Commissioner Mockler and Commissioner Kunsberg

Absent: 1 - Commissioner Brueggeman

B. Proposed Findings of Fact From Case No. 16-REZ-001 from the Planning and Zoning Meeting on May 25, 2016.

Attachments: [A - PZ Proposed Findings for Case 16-REZ-001](#)

I move that the Commission approve the Finding of Facts for Case No. 16-REZ-001.

Yes: 8 - Chair Gursky, Commissioner McDonald, Commissioner Redondo,
Commissioner Warner, Commissioner Woods, Commissioner
Mamula, Commissioner Mockler and Commissioner Kunsberg

Absent: 1 - Commissioner Brueggeman

6. COMMISSION/DIRECTOR COMMUNICATIONS

A. Department Report

Tim Karpoff gave a framework of the next 3 public outreach meetings that are to be held in June. He also briefly discussed the results of the survey that was distributed to 3000 households in Los Alamos. Approximately 600 were returned.

Commissioners had a few comments about home occupations, short term rentals, and the need to look at economic diversity.

The upcoming meetings were discussed and the various ways to get the word out to the public to attend.

B. Chair's Report

Was covered under Department report

D. Board of Adjustment Report

No meetings were held.

E. Commissioner's Comments

None

7. PUBLIC COMMENT

None

8. ADJOURNMENT

PLEASE NOTE: Any action by the Planning and Zoning Commission in granting approval, conditional approval or disapproval of an application may be appealed by the applicant or by persons who have a personal or pecuniary interest adversely affected by the decision as defined by Section 16-454 of the County Code. Such appeals must be filed with the Community Development Department within 15 days of the action in accordance with Section 16-492.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Development Department Office at 505-662-8006 if a summary or other type of accessible format is needed.