



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Planning and Zoning Commission

*Terry Priestley, Chair; Beverly Neal-Clinton, Vice-Chair; Melissa
Arias; Jean Dewart; Jessie Dixon; Ashley Mamula; Craig Martin;
Neal Martin; and April Wade, Commissioners*

Wednesday, May 23, 2018

5:30 PM

BCC Room, Suite 110
1000 Central Avenue

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)**

A. SUB-2018-0006- 2442 46th Street

[10836-18](#)

A request for approval of a Preliminary and Final Subdivision Plat of Lot 3 (containing 0.2883± acres) of the North Pines Subdivision, creating Lots 3A, 3B, and 3C.

Presenters: Anders Millmann, Senior Planner

Attachments: [A - Staff Report for a requested approval of a Preliminary and Final Subdivision Plat of Lot 3 \(containing 0.2883± acres\) of the North Pines Subdivision.](#)

5. **PLANNING AND ZONING COMMISSION BUSINESS**

A. [10785-18](#) Minutes from the Planning And Zoning Commission Meeting(s) on April 25, 2018.

Presenters: Anita Barela, Assistant Planner

Attachments: [A - Draft Minutes for April 25, 2018](#)

B. [10823-18](#) Discussion of Planning and Zoning Commission Work Plan FY 2018

Presenters: Terry Priestley, Chair of the Planning and Zoning Commission and Anita Barela, Assistant Planner

Attachments: [FY18 PZ Commission Work Plan CouncilApproved.pdf](#)

- C. [10786-18](#) Discussion of Planning and Zoning Commission Work Plan FY 2019

Presenters: Terry Priestley, Chair of the Planning and Zoning Commission and Anita Barela, Assistant Planner

Attachments: [Planning & Zoning Commission FY19 Work Plan.pdf](#)

6. COMMISSION/DIRECTOR COMMUNICATIONS

A. *Department Report*

B. *Chair's Report*

C. *Board of Adjustment Report*

D. *Commissioner Comments*

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

Staff Report

May 23, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters: Anders Millmann, Senior Planner

Legislative File: 10836-18

Title

A request for approval of a Preliminary and Final Subdivision Plat of Lot 3 (containing 0.2883± acres) of the North Pines Subdivision, creating Lots 3A, 3B, and 3C.

Attachments

A - Staff Report for a requested approval of a Preliminary and Final Subdivision Plat of Lot 3 (containing 0.2883± acres) of the North Pines Subdivision.



Los Alamos County
Community Development Department
PLANNING & ZONING COMMISSION STAFF REPORT

Public Hearing Date: May 23, 2018
Subject: Case No. SUB-2018-0006
Owners/Applicants: Ian & Davina Maes, Owners/Mike Englehardt, Applicant
Case Manager: Anders Millmann, Senior Planner
Through: Tamara Baer, Planning Manager

Case No. SUB-2018-0006: Subdivision of Lot 3, North Pines Subdivision

The petitioner is requesting Preliminary and Final Subdivision Plat approval to divide an existing vacant parcel into three (3) new lots, on property located at 2442 – 46th Street. The subject property is zoned R-3-L-NC (Multiple family residential low density, North Community district). The subject property previously contained a 4-unit condominium. This structure was destroyed during the Cerro Grande fire in May 2000.

The land from which the new subdivision will be platted consists of an existing parcel containing 0.2883± acres (12,554.2 Ft²), and labeled as Lot A, Lot B, and Lot C on the Sketch Plan [Exhibit 8].

Motion Option 1:

I move to **approve** Case No. SUB-2018-0006, a request for approval of a Preliminary and Final Subdivision Plat, creating a new subdivision consisting of three (3) new lots, for the reasons stated in the staff report and per testimony at the public hearing, and subject to the following conditions:

1. Future development proposed for Lot A shall be reconfigured so as to meet the minimum side yard setback of fifteen (15) feet from dwellings on adjoining lots (this will be reviewed at the time of Building Permit submittal).
2. New addresses will be assigned by the County Surveyor prior to recordation of the plat.
3. Building Permits shall be secured prior to the start of construction.

Motion Option 2:

I move to **deny** Case No. SUB-2018-0006, a request for approval of a Preliminary and Final Subdivision Plat, creating a new subdivision consisting of three (3) new lots, due the proposal failing to meet the review criteria contained in §16-156 of the Los Alamos County Code of Ordinances, Chapter 16 – Development Code, for the following reasons:

1. ...

SUMMARY

This request is for approval of a Preliminary and Final Subdivision Plat to subdivide a vacant parcel into three (3) new lots. The principal purpose of this petition is to create individual lots that will be developed into new housing units. A proposed Sketch Plan submitted concurrently with the petition illustrates three single family attached dwelling units proposed for future construction, should the subdivision plat receive Planning & Zoning Commission approval.

The subject property is roughly rectangular in area, with a maximum depth of 118.2-feet. It contains 130.58-feet of frontage along 46th Street. Adjacent property land uses are as follows:

North: Duplex condominiums – multiple-family residential

East: Single & multiple family residential

South: Vacant

West: Multiple family residential

The subject property formerly contained a 4-unit condominium, which was destroyed by the Cerro Grande Fire in May 2000. In preparation for this proposal, and in accordance with Section 47-7B-18A, NMSA 1978 (New Mexico Condominium Act), the petitioners have dissolved and terminated the former Condominium Association that was filed on October 9, 1968. The dissolution and termination agreement was recorded by the Los Alamos County Clerk on December 22, 2017.

The proposed subdivision supports the following Comprehensive Plan Goals and Policies:

3.1 Housing, Neighborhoods & Growth

3.1.1 - HOUSING GOALS

- *HG.2. Provide a variety of housing types, sizes and densities*
- *HG.3. Promote development of housing stock that would accommodate downsizing households*
- *HG.4. Protect existing residential neighborhoods while using available infill opportunities as appropriate*

HOUSING – LAND USE POLICIES

- *HLU.1. Encourage the creation and retention of a variety of housing options for all segments of the Los Alamos community, including but not limited to, housing for residents who are low income, students/postdocs, workforce, high end income and seniors*
- *HLU.4. Promote design standards for high quality and good design of new housing*
- *HLU.6. Encourage new housing developments in proximity to workplaces*

3.1.2 - NEIGHBORHOODS GOALS

- *NG.1. Protect existing residential neighborhoods while using available infill opportunities as appropriate*

- *NG.2. Promote the creation of a variety of housing options for all segments of the Los Alamos community*

3.1.3 - GROWTH GOALS

- *GG.1. Plan for modest growth of an additional 2,000 residents in the next 5 to 10 years*
- *GG.11. Strive to make housing available to those who work in the County and want to live in the County*
- *GG.12. Enhance community pride*

GROWTH - LAND USE POLICIES

- *LU.2. Support infill development over expansion of current developed areas*

3.2 – DEVELOPMENT, REDEVELOPMENT & DOWNTOWN

DEVELOPMENT - LAND USE POLICIES

- *DLU.2. Generally keep development contained within current development boundaries (prevent sprawl)*

The proposed subdivision consists of three (3) new lots, and are as follows:

Lot Number	Area, Acres	Area, Ft ²	Avg. Depth	Avg. Width	Frontage
A	0.1045	4,553	107.9'	42.5'	46.25'
B	0.0731	3,138	112.1'	28.1'	28.00'
C	0.1106	4,869	114.9'	48.5'	56.36'

The subject property is zoned R-3-L-NC (Multiple-family Residential (low density)), North Community district, which is codified as Section 16-537 of the Los Alamos County Development Code. This zoning district is one of two that were established shortly after the Cerro Grande fire, to facilitate re-development activities within areas destroyed by the fire.

The proposed subdivision meets the requirements contained in Section 16-537 of the Los Alamos County Development Code, as follows:

- **Minimum Lot Size:** §16-537(b) requires a minimum lot area of 12,000 Ft². The subject property contains 12,554.2 Ft² of area. This criterion is satisfied.
- **Maximum Density per acre:** §16-537(c)(3) limits the number of dwelling units per acre to 14.5 dwelling units. At this density, each lot shall not contain less than 3,004 Ft² of area. The smallest lot proposed contains 3,138 Ft² of area. This criterion is satisfied.
- **Minimum Setbacks – Front and Rear Yards:** §16-537(d) requires minimum front yard and rear yard setbacks of fifteen (15) feet. The Sketch Plan submitted in support of this application illustrates front yard setbacks of twenty-five (25) feet for all three units, and a minimum rear

yard setback of thirty-seven and one-half (37½) feet for proposed Lot A. Lots B and C will have a greater rear yard setback than Lot A. This criterion is satisfied.

- Minimum Setbacks – Side Yard: §16-537(d)(4) requires a minimum side yard setback of zero (0) feet on the attached side, and a minimum of seven and one-half (7½) feet on the detached side, or a minimum of fifteen (15) feet between dwellings on adjoining lots. The duplex condominium located on the adjacent parcel to the north is setback approximately three and one-half (3½) feet from the property line. This criterion is not satisfied. Therefore, the applicant will re-design the layout of the structure proposed to be constructed on Lot A in order to meet the fifteen (15) foot setback requirement. Setbacks will be addressed at the time of Building Permit review.
- Minimum Lot Frontage: §16-537(e) requires a minimum lot frontage of twenty (20) feet for attached structures. Lot B will be platted with a minimum street frontage of twenty-eight (28) feet. Lots A & C will be platted with street frontages of 46.25-feet and 56.33-feet, respectively. This criterion is satisfied.
- Maximum Height: §16-537(f) limits the maximum height of main dwellings to thirty-five (35) feet, and Accessory Structures to twelve (12) feet. Since building elevations were not submitted or required to be submitted as a part of this application, Staff is not able to ascertain if this criterion will be met. Height will be addressed at the time of Building Permit review.
- Lot Coverage: §16-537(g) limits the maximum lot coverage to forty (40) percent of the total lot area. As shown, Lot A will have 27% lot coverage; Lot B will have 38% lot coverage, and Lot C will have 25% lot coverage. Lot coverage will also be reviewed at the time of Building Permit review.
- §16-537(h)(1) states: “Where a conforming or legal nonconforming dwelling, two-family or multiple-family, existed on a lot on May 9, 2000, such lot shall be considered a conforming site for dwellings, single-family, attached and may be subdivided into a number of lots less than or equal to the number of dwelling units located on the lot on May 9, 2000. The resulting dwellings, single-family, attached, the site, and the lots shall be considered conforming as to the lot size and maximum density.” Prior to this date, there was a four (4) unit condominium occupying this site. This structure was destroyed in the Cerro Grande Fire. The project proposed for “replacing” the former condominium development contains three (3) units, one fewer than the former condominium contained. Therefore, this criterion is satisfied.

Section 16-459 of the Development Code states, “No preliminary plat shall be considered by the planning and zoning commission unless it substantially conforms to the approved or conditionally approved sketch plan. No final plat shall be considered by the planning and zoning commission unless it substantially conforms to the approved or conditionally approved preliminary plat. Plats that do not substantially conform shall be resubmitted at the sketch plat stage. **Plats containing five lots or less after utility or public or private roadway improvements under article VI of this chapter may submit sketch, preliminary and final plats as a single plat for approval.**” This application seeks both Preliminary and Final Plat approval of the proposed subdivision. Since the subdivision contains fewer than five (5) lots, staff finds that this petition for Preliminary and Final Plat may be approved under one application and hearing.

This petition was noticed in the Los Alamos Daily Post on May 3, 2018, and property owner notices were mailed to all owners of real property located within 100 yards of the subject property, in accordance with the requirements of Article V, Section 16-192 of the Los Alamos County Development Code. Staff has received two comments as of Wednesday, May 16, 2018. One individual phoned in comments expressing

objection to the proposal. Although staff has not received any written correspondence from this individual, he stated he was planning on attending the Planning & Zoning Commission meeting. A second individual submitted a letter of no objection to the Community Development Department [Exhibit 5].

SUBDIVISION REVIEW CRITERIA

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-153 establishes eight (8) criteria for the Planning and Zoning Commission to use when reviewing an application for subdivision approval. They are:

- (1) *The development of the property shall substantially conform to the comprehensive plan and shall not be materially detrimental to the health, safety and general welfare of the county.***

Applicant Response: There are no health or safety issues.

Staff Response: The subject property is being subdivided to allow for individual lots and individual lot ownership. This criterion has been satisfied.

- (2) *Except for the R-E and R-A zoning districts and developed areas where it is determined by the utilities manager that it is economically unfeasible to extend sewer lines, all subdivisions must be served or be capable of being served by all public utilities.***

Applicant Response: The proposed lots will be served by public utilities.

Staff Response: Existing infrastructure is provided. Any potential changes will be made through agreements with the County Utility Department and Public Works Department. This criterion has been satisfied.

- (3) *Provisions shall be made for the safe ingress, egress and circulation of vehicles, bicyclists and pedestrians.***

Applicant Response: NA.

Staff Response: No change to ingress/egress and circulation of vehicles, bicyclists, and pedestrians is being proposed at this time; only new lot lines are being proposed to create new lots for future development. This criterion has been satisfied.

- (4) *Adequate provisions shall be made for accepting expected drainage from other properties, for controlling drainage on the site and for directing it to the storm sewer or drainage system, including considerations for impact on downstream properties. The county engineer shall approve, disapprove or recommend modifications to the storm drainage plans.***

Applicant Response: Drainage plan to be prepared by property owner or architect/engineer as part of building plans.

Staff Response: Any prospective drainage issues will be reviewed by the Public Works Department during the Building Permit review process. The Engineering Division has reviewed the proposed subdivision plat and found no potential issues. This criterion has been satisfied.

- (5) ***The necessary easements shall be provided for both existing and proposed utilities in an acceptable manner to the county engineer and utilities manager. Development of the property shall be in accordance with adopted utilities department plans and specifications.***

Applicant Response: See plat.

Staff Response: The proposed subdivision should have no significant issues related to utilities. It seems that the subdivision would be not much different to having a three-condo unit development, each with an independent connection to the utility services. During Site Plan (design) review, the Utilities Department will provide more comments on the specific point of connection and other relevant details.

- (6) ***Outdoor activity areas, parking lots, outside storage areas, outdoor lighting, or other features or uses of the site or structures shall be adequately screened or otherwise controlled to effectively mitigate conflict with existing or potential adjacent land uses.***

Applicant Response: NA.

Staff Response: All outdoor activity areas, parking lots, outside storage areas, outdoor lighting, or other features or uses of the site or structures listed in this criterion, and any future changes contemplated would be addressed through the Site Plan review process.

- (7) ***The capacity of those public services and facilities required to serve the proposed development (including but not limited to water, sanitary sewer, electricity, gas, storm sewer, streets, etc.) shall be adequate, or made to be adequate if improvements are required.***

Applicant Response: NA.

Staff Response: All utilities to serve the current capacity of the site exist. Any future infrastructure proposed would be reviewed by County Staff.

- (8) ***The subdivision is planned to retain as much as possible, all natural features such as watercourses, natural vegetation, terrain, existing structures, historic sites, archaeological sites, and other community assets, which if preserved, will contribute to the overall appearance and quality of life in the county of Los Alamos. If the property is designated on the county zoning map as a hillside area, the subdivision shall comply with the hillside development standards (section 16-576).***

Applicant Response: NA.

Staff Response: The subject property is vacant and has no significant natural features, historical assets or archaeological sites. This criterion has been satisfied.

FINDINGS OF FACT – Preliminary & Final Subdivision Plat, Lot 3, North Pines Subdivision

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 Daily Post on Thursday, May 3, 2018, 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 approval of both a Preliminary Subdivision Plat and Final Subdivision Plat, which is permitted by Section 16-122(i)(1) of the Los Alamos County Development Code, to subdivide an

existing parcel, which will provide individual lots for potential future sale to multi-family residential interests.

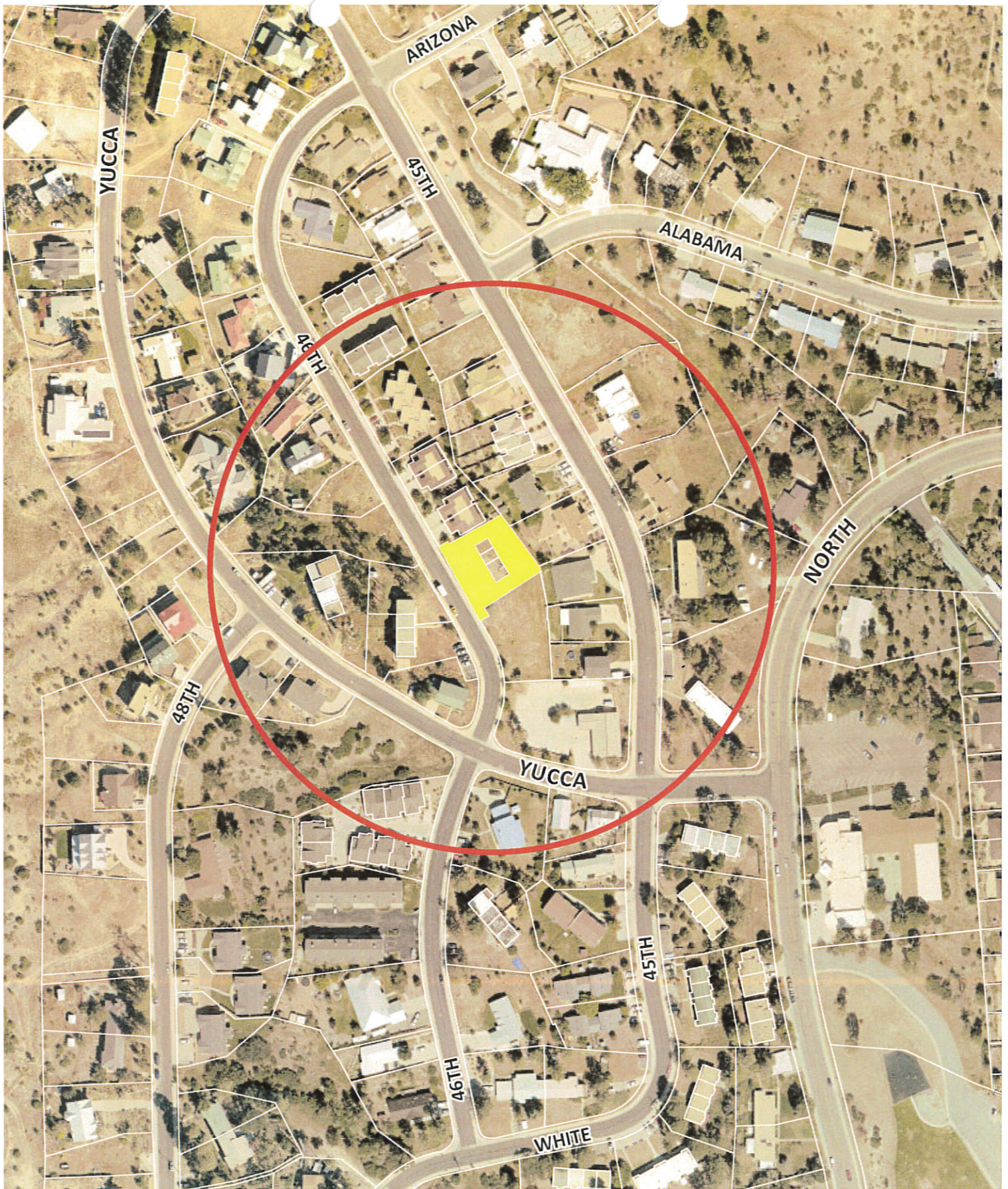
3. The subdivision proposed is permitted within the R-3-L-NC zoning district, subject to review and approval by the Planning & Zoning Commission and County Council.
4. Single family attached dwelling units are a permitted land use described within the R-3-L-NC zoning district, contained in Article XIII, Section 16-537 of the Los Alamos County Development Code.
5. The subject property is currently vacant.
6. The subject property is addressed as 2442 – 46th Street. New addresses will be assigned by the County Surveyor prior to recordation of the plat.
7. Upon review by the IDRC, the petition was unanimously (5-0) recommended for approval.

STAFF AND INTERDEPARTMENTAL REVIEW COMMITTEE (IDRC) RECOMMENDATION

Staff review has determined that the application meets the criteria for processing of a Sketch Plan and Preliminary Subdivision Plat. IDRC review of the petition took place on April 18, 2018. 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 conducted a vote to forward a favorable recommendation to the Planning & Zoning Commission.

EXHIBITS

- | | |
|-----------|--|
| Exhibit 1 | Vicinity Map/Aerial Photo of the Subject Property |
| Exhibit 2 | List of Property Owners within 100 Yards (300 Feet) |
| Exhibit 3 | Photographs of Subject Property; Staff (3) |
| Exhibit 4 | Interdepartmental Review Committee (IDRC) Report |
| Exhibit 5 | Written Comments received from Tracy Mccranie |
| Exhibit 6 | Subdivision Application |
| Exhibit 7 | Proposed Subdivision of Lot 3, North Pines Subdivision Plat |
| Exhibit 8 | Proposed Sketch Plan for future development (Triplex Residential Building) |



LOS ALAMOS

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

SUB-2018-0006

2442 46th

300' Notice

0 75 150 300 Feet



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

HENINS FAMILY TRUST
1728 PONDEROSA ST
LOS ALAMOS, NM 87544

CARVER RENDELL L & LINDA L
2505 45TH ST
LOS ALAMOS, NM 87544

SIMPSON ROBERT
4444 RIDGEWAY DR
LOS ALAMOS, NM 87544-1960

THOMAS SEAN M & ROSA PRISCILA F S
2472 45TH ST
LOS ALAMOS, NM 87544

JOHNSON ALICE
2489 46TH ST
LOS ALAMOS, NM 87544-2679

SHEDD JOHN & KIMBERLY
2479 46TH ST
LOS ALAMOS, NM 87544

GALLEGOS KENNETH E & NINA M
2454 45TH ST
LOS ALAMOS, NM 87544

GAUNT ANDREW J & BARTLETT AMY R
REVOC TRUST
2451 NORTH RD
LOS ALAMOS, NM 87544

J & L DUPLEXES LLC
3807 GOLD ST APT 10
LOS ALAMOS, NM 87544

SHEDD JOHN & KIMBERLY
2479 46TH ST
LOS ALAMOS, NM 87544-2679

FERRY MICHAEL R & NICOLE R
2449 45TH ST
LOS ALAMOS, NM 87544

LOS ALAMOS COUNTY
PO BOX 30
LOS ALAMOS, NM 87544

PIERCE RICHARD A
2436 A 45TH ST
LOS ALAMOS, NM 87544

KOSSAR NANCY M
2435 45TH ST
LOS ALAMOS, NM 87544-1665

VAN BUREN DALE T & DIANE T TRUST
2148 47TH ST
LOS ALAMOS, NM 87544

LOVATO BOBBIE JO REVOC TRUST
2431 45TH ST
LOS ALAMOS, NM 87544

GEIST WILLIAM H
4771 YUCCA ST
LOS ALAMOS, NM 87544

CLAUSEN BJORN & HESSNER LENE
2425 45TH ST
LOS ALAMOS, NM 87544

MORGENSTERN AMANDA & CHARLES
2437 46TH ST
LOS ALAMOS, NM 87544

J & L DUPLEXES LLC
3807 GOLD ST APT 10
LOS ALAMOS, NM 87544

L A CONGREGATION OF JEHOVAH'S
WITNESSES
1300 IRIS ST UNIT 205
LOS ALAMOS, NM 87544

LOS ALAMOS COUNTY
PO BOX 30
LOS ALAMOS, NM 87544

KENNEDY JAMES C III/BRIAN J &
LORRAINE C
2384 46TH ST
LOS ALAMOS, NM 87544

LEIBRECHT MARCUS A & ERIKA ARENDT
4531 YUCCA ST
LOS ALAMOS, NM 87544

KENDALL PETER K & CHERYL L
4816 YUCCA ST
LOS ALAMOS, NM 87544

DE LA CRUZ GABRIEL
1953 CAMINO UVA
LOS ALAMOS, NM 87544

KLUMPP JOHN & TERESA
2489 45TH ST
LOS ALAMOS, NM 87544

SHADOW MOUNTAIN CONDOMINIUMS
2383 46TH ST
LOS ALAMOS, NM 87544

FERREIRA JORGE R & LU-ANNE
HOERNER-
2383 A 46TH ST
LOS ALAMOS, NM 87544

DILLON ARTHUR P
2383 B 46TH ST
LOS ALAMOS, NM 87544

EXHIBIT 2: List of Property Owners of Record Within 100 Yards of Subject Property

4788 YUCCA ST CONDOS
4788 YUCCA ST
LOS ALAMOS, NM 87544

KOETTER THOMAS D & VICKI L
4788 YUCCA ST UNIT D
LOS ALAMOS, NM 87544

SCHWENGEL ROXANN
572 KIVA ST
LOS ALAMOS, NM 87544

NOVAK MICHAEL ALAN
4788 YUCCA ST UNIT A
LOS ALAMOS, NM 87544

DEAL FAMILY LLC
4788 YUCCA ST UNIT B
LOS ALAMOS, NM 875441687

2506 46TH STREET CONDOMINIUM
2506 46TH ST
LOS ALAMOS, NM 87544

SANDER EXEMPTION TRUST
PO BOX 1266
LOS ALAMOS, NM 87544

SANDER EXEMPTION TRUST
PO BOX 1266
LOS ALAMOS, NM 87544

2439 46TH ST CONDOS
2439 46TH ST
LOS ALAMOS, NM 87544

WATERS LAURIE S
2439 C 46TH ST
LOS ALAMOS, NM 87544

MARTINEZ SONJA A
2439 A 46TH ST
LOS ALAMOS, NM 87544

CASPERSEN ALEC R & DEANN
360 BRYCE AVE

COURTRIGHT INVESTMENTS LLC
2197 LOMA LINDA DR
LOS ALAMOS, NM 87544

ZEYTUN AHMET & NESILHAN CEREN-
2487 45TH ST
LOS ALAMOS, NM 87544

NORTH PINES CONDOMINIUM
2466 46TH ST
LOS ALAMOS, NM 87544

FADNER CRISTINA E & JEREMY J
2464 46TH ST
LOS ALAMOS, NM 87544

MCCRANIE NATHAN H JR & TRACY B
2466 46TH ST
LOS ALAMOS, NM 87544

YOON BORAM & SEONG YUNKYEONG
2460 D 46TH ST
LOS ALAMOS, NM 87544

OKHUYSEN BRETT S
2462 46TH ST
LOS ALAMOS, NM 87544

MAES IAN & DAVINA
116 CENTRAL PARK SQ
LOS ALAMOS, NM 87544

MAES IAN & DAVINA
116 CENTRAL PARK SQ
LOS ALAMOS, NM 87544

MAES IAN & DAVINA
116 CENTRAL PARK SQ
LOS ALAMOS, NM 87544

COYOTE CROSSING CONDOMINIUM
2483 45TH ST
LOS ALAMOS, NM 87544

WALL ANDREW F & VALERIE L REV
TRUST
2483 C 45TH ST
LOS ALAMOS, NM 87544

STEINFELD BRYAN C
2483 A 45TH ST
LOS ALAMOS, NM 87544

GRECO RICHARD R & ABIGAIL L
2483 B 45TH ST
LOS ALAMOS, NM 87544

2406 45TH ST CONDOS
2406 45TH ST
LOS ALAMOS, NM 87544



Photo 1: Looking East at Proposed Lot A



Photo 2: Looking East at Proposed Lot C



Photo 3: Looking North across all proposed Lots



IDRC REPORT

Case: SUB-2018-0006/2442 - 46th Street

Date of Meeting: 4/19/18

EXHIBIT 4

Member/ Alternate	Dept.	Attended	Recommended Conditions/Comments	Approved	Approved conditions	Denied
M. Arellano / J. Dudziak	Building	X	None	X		
T. Baer	Planning	X	None	X		
D. Erickson	Traffic	X	None	X		
P. Guerrerofritz / C. Moseley	Utilities		The proposed subdivision should have no significant issues related to utilities			
A. Gurule / L. Martinez	Env. Svs.					
E. Martinez / D. Lujan	PW	X	None	X		
A. Millmann / J. Naranjo	Planning	X	None	X		
J. Wetteland / S. Rinaldi	Fire					
OTHERS ATTENDING:						
Anita Barela	Planning	X				
Lucas Fresquez	Assessors	X	Property taxes for 2018 must be paid in full prior to recordation of plat			
* Blue strikethrough indicates not present at meeting.						

MOTION: T. Baer moved and D. Erickson seconded that the case be forwarded to the P&Z Commission.

Motion passed 5-0.

April 30, 2018

RE: Case No. SUB-2018-0006

Tracy McCrane
2466 46th St.
Los Alamos, NM 87544

ALBUQUERQUE NM 870

07 MAY 2018 PM 2 L

Los Alamos Community Development Planning
1000 Central Avenue Suite 150
Los Alamos NM
87544

87544-405625



subdivision plats, are treated with a certain level of formality.

If you are an applicant or a concerned citizen coming to the hearing to testify on a land-use case, you will be sworn in and your testimony will be subject to cross-examination. This is not meant in any way to discourage you from attending the hearing or testifying. Your personal testimony has the most bearing in a given case; more so than written comments. We encourage you to attend and directly address the Commission.

If you have any comments or questions that could be answered by County staff, please contact us in advance of the meeting so that we can be prepared to respond. Please contact the Community Development Department office at (505) 662-8120.

2466 46th
Street

5/6/18

We will be out of town during this meeting.
We do not see any problems with their subdivision plat.

Nathan McCrane

[Signature]

Tracy McCrane

[Signature]

EXHIBIT 5: Written Comments received from Tracy McCrane

1000 Central Avenue, Suite 150

Los Alamos, NM 87544

P 505.662.8120 F 505.662.8363

losalamosnm.us

LOS ALAMOS

Community Development

Sub-2018-0006

SUBDIVISION APPLICATION

Los Alamos County Community Development Department

1000 Central Ave, Suite 150, Los Alamos NM 87544

(505) 662-8120

This application is for: SKETCH PLAN ☐

PRELIMINARY PLAT ☒

FINAL PLAT ☒

Property to be Subdivided: 2442 46TH Street, Los Alamos
Address

Legal description: North Pines Subdivision, Lot 3

Zoning District: R-3-L-NC Area (Acres): 0.2883 Acres # Lots Proposed: 3

Current Use

Related Applications (if any): None

Will be 3 attached units

APPLICANT (Unless otherwise specified, all communication regarding this application shall be to Applicant):

Name: Ian & Davina Maes Phone: 412-1838 Cell #:
Please Print

Address: c/o Re-Max of Los Alamos, 115 Central Park Sq. Email: IANMAES@COMCAST.NET

SIGNATURE

DATE

PROPERTY OWNER(s) (If different from Applicant)

☐ Check here if same as above

Name: Phone: Cell #:
Please Print

Address: Email:

My/Our signature(s) below indicates that I/We authorize the Applicant to make this subdivision application on my/our behalf

SIGNATURE

DATE

SIGNATURE

DATE

\$775
Revised: 02/08/18

\$500 Fee

EXHIBIT 6: Subdivision Application

\$250 + \$175 Per lot.

SUBDIVISION REVIEW CRITERIA:

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-153 establishes eight (8) criteria for the Planning and Zoning Commission to use when reviewing an application for subdivision approval. Please review each of the criteria listed and describe how your application meets the criteria. You will also be asked to discuss the criteria at your public hearings. Attach additional sheets as needed.

- (1) *The development of the property shall substantially conform to the comprehensive plan and shall not be materially detrimental to the health, safety and general welfare of the county.*

There are no health or safety issues

- (2) *Except for the R-E and R-A zoning districts and developed areas where it is determined by the utilities manager that it is economically unfeasible to extend sewer lines, all subdivisions must be served or be capable of being served by all public utilities.*

The proposed lots will be served by public utilities

- (3) *Provisions shall be made for the safe ingress, egress and circulation of vehicles, bicyclists and pedestrians.* N/A

- (4) *Adequate provisions shall be made for accepting expected drainage from other properties, for controlling drainage on the site and for directing it to the storm sewer or drainage system, including considerations for impact on downstream properties. The county engineer shall approve, disapprove or recommend modifications to the storm drainage plans.* Drainage plan to be prepared by property owner or architect/engineer as part of building plans.

- (5) *The necessary easements shall be provided for both existing and proposed utilities in an acceptable manner to the county engineer and utilities manager. Development of the property shall be in accordance with adopted utilities department plans and specifications.* See plat

- (6) *Outdoor activity areas, parking lots, outside storage areas, outdoor lighting, or other features or uses of the site or structures shall be adequately screened or otherwise controlled to effectively mitigate conflict with existing or potential adjacent land uses.* N/A

- (7) *The capacity of those public services and facilities required to serve the proposed development (including but not limited to water, sanitary sewer, electricity, gas, storm sewer, streets, etc.) shall be adequate, or made to be adequate if improvements are required.* The lots are served by existing public utilities.

- (8) *The subdivision is planned to retain as much as possible, all natural features such as watercourses, natural vegetation, terrain, existing structures, historic sites, archaeological sites, and other community assets, which if preserved, will contribute to the overall appearance and quality of life in the county of Los Alamos.* N/A

REQUIRED SUBMITTALS:

Check each of the boxes to indicate that you have attached two (2) full size (24" x 36") paper copies of each of the following, and one complete electronic copy of all materials:

- ☒ Proof of property ownership.
- ☒ A Vicinity map, showing the boundaries of the property to be subdivided, and all adjacent lots within 300 feet.
- ☒ A scaled Plat or survey at 1 inch to 100 feet, including all the following information: (Note: For smaller properties, a legal description with metes and bounds, may be acceptable. Check with CDD staff.)
- ☒ Locate and label all existing utility lines on the site. (Existing gas and electric service lines must be located by the Los Alamos County Utilities Department prior to submittal of this application.)
- ☒ Show and label the footprint of all existing buildings and structures on the site.
- ☒ Show the footprint of all buildings and public rights-of-way within 20 feet of all boundaries of the site.
- ☐ Show, dimension and label all existing and proposed easements.

THIS SECTION TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT DEPARTMENT

For County Use:

Date of Submittal: 4-16-18 **Staff Initial:** AB

CDD Application Number: Sub-2018-0006 **Fees Paid:** \$775.00

Additional information for Subdivision Applicants:

Sec. 16-459. - Relationship between sketch, preliminary and final plat.

No preliminary plat shall be considered by the planning and zoning commission unless it substantially conforms to the approved or conditionally approved sketch plan. No final plat shall be considered by the planning and zoning commission unless it substantially conforms to the approved or conditionally approved preliminary plat. Plats that do not substantially conform shall be resubmitted at the sketch plat stage. Plats containing five lots or less after utility or public or private roadway improvements under article VI of this chapter may submit sketch, preliminary and final plats as a single plat for approval.

Sec. 16-458. - Subdivision time periods.

- (a) There shall be no more than six months between final action on a sketch plan and application for preliminary plat. There shall be no more than 12 months between final action on a preliminary plat and application for final plat. Approved or conditionally approved final plats shall be filed by the applicant or agent with the county clerk within 12 months of the date of final action on a final plat.
- (b) Whenever the time period for filing of the application or filing with the county clerk expires, any and all applications for subdividing the same parcel of property shall be treated as a new application.

EXHIBIT 7: Proposed Subdivision of Lot 3, North Pines Subdivision

BUILDING FOOTPRINT=1223 Sq. Feet
DRIVEWAY WIDTH = 24 FEET

LOT COVERAGES
LOT A = 27%
LOT B = 38%
LOT C = 25%

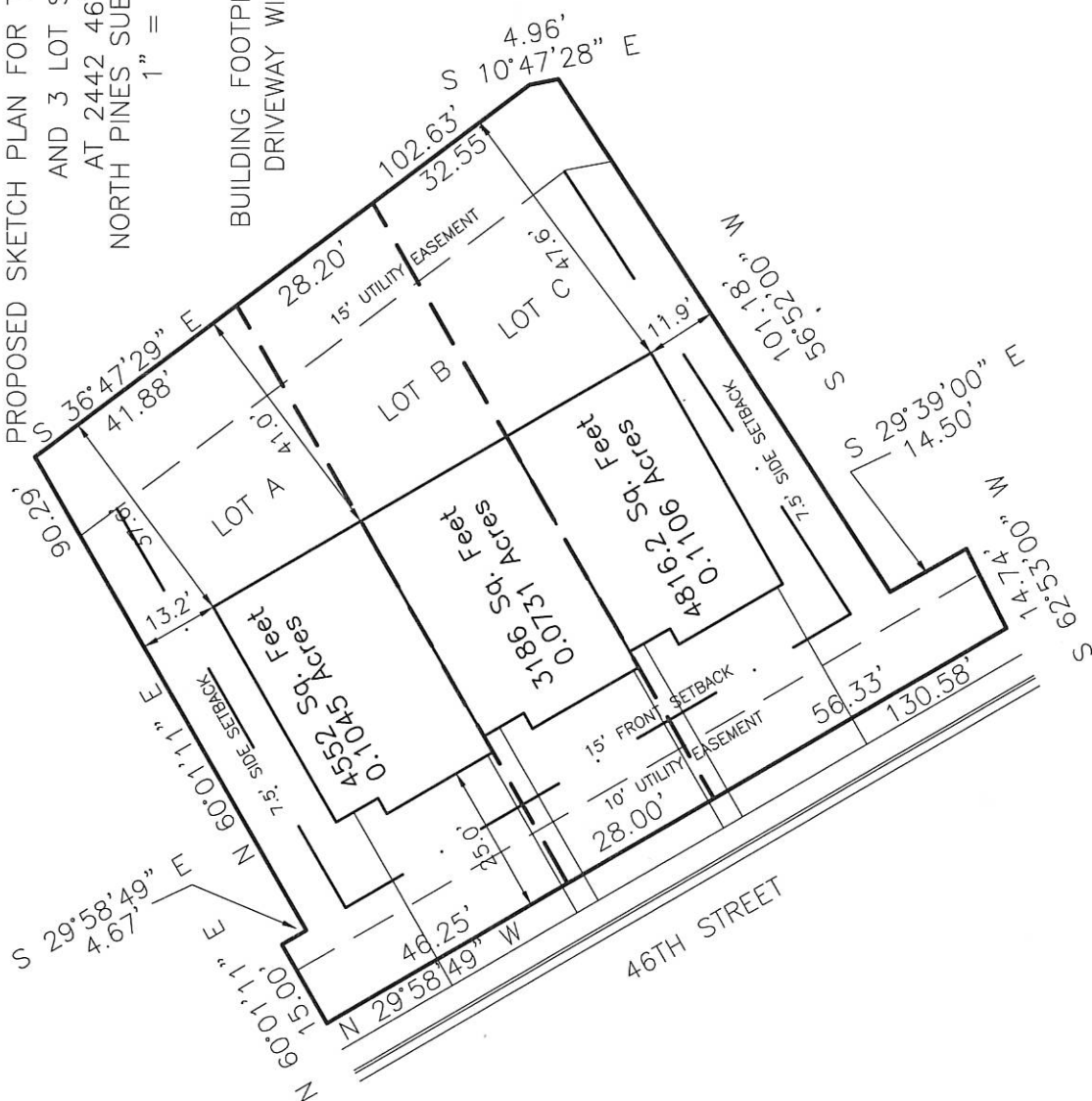


EXHIBIT 8: Proposed Sketch Plan for Future Development



County of Los Alamos

Staff Report

May 23, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Anita Barela, Assistant Planner

Legislative File: 10785-18

Title

Minutes from the Planning And Zoning Commission Meeting(s) on April 25, 2018.

Recommended Action

I move that the Commission approve the Minutes for April 25, 2018.

Attachments

A - Draft Minutes for April 25, 2018



County of Los Alamos

Minutes

Planning and Zoning Commission

1000 Central Avenue
Los Alamos, NM 87544

Terry Priestley, Chair; Beverly Neal-Clinton, Vice-Chair; Melissa Arias; Jean Dewart; Jessie Dixon; Ashley Mamula; Craig Martin; Neal Martin; and April Wade, Commissioners

Wednesday, April 25, 2018

5:30 PM

Council Chambers
1000 Central Avenue

1. CALL TO ORDER/ROLL CALL

Present 7 - Commissioner Dixon, Commissioner Martin, Commissioner Dewart, Commissioner Wade, Commissioner Martin, Commissioner Priestley and Commissioner Neal-Clinton

Absent 2 - Commissioner Arias and Commissioner Mamula

2. PUBLIC COMMENT

3. APPROVAL OF AGENDA

4. PLANNING AND ZONING COMMISSION BUSINESS

A. Minutes

Minutes from the Planning And Zoning Commission Meeting on April 11, 2018.

Attachments: [Minutes11-Apr-2018-P&Z.pdf](#)

Commissioner Dixon moved that the Commission approve the Minutes for April 11, 2018. Commissioner Wade seconded the motion.

B. Discussion with Possible Action

Discussion of Traffic Safety and Traffic Control Devices and Alternatives. Eric Martinez, County Engineer; and Dan Erickson, Traffic and Streets Division Manager.

5. PLANNING AND ZONING COMMISSIONER TRAINING

Informed Decisions - Planning And Zoning Commissioner Training: A 50 minute audio presentation from APA and the Lincoln Institute of Land Policy, followed by Discussion and Q&A.

Attachments: [Informed Decisions: PowerPoint Slides](#)

6. COMMISSION/DIRECTOR COMMUNICATIONS**A. Department Report****B. Chair's Report****C. Commissioner Comments****7. PUBLIC COMMENT****8. ADJOURNMENT**

Items added to the record at the meeting of April 25th.the Planning And Zoning Commission Meeting

Attachments: [A - PowerPoint Presentation by Eric Martinez, County Engineer and Dan Erickson](#)
[B - Planning & Zoning Commission Training 4-26-2018.pdf](#)
[Staff Report](#)

**** The next scheduled meeting is May 9, 2018 ****

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

Staff Report

May 23, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Terry Priestley, Chair of the Planning and Zoning Commission and Anita Barela,
Assistant Planner

Legislative File: 10823-18

Title

Discussion of Planning and Zoning Commission Work Plan FY 2018

Attachments

A - Work Plan FY 2018



FY18 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2018: July 1, 2017 – June 30, 2018)

Board and Commission Name: Planning and Zoning Commission

Date prepared: 01/30/17 **Date approved by Council:** _____

Prepared by: Anita Barela/Tamara Baer

This work plan will be accomplished in the following time frame:
from 7/1/17 **to** 6/30/18 **(dates)**

Chairperson: Michael Redondo **Term:** ends March 2018

Members and terms:

Craig Martin - March 2020 (end of first term)
Michael Redondo* - March 2018 (end of second term)
Larry Warner - March 2018 (end of second term)
Ashley Mamula - March 2019 (end of second term)
Jessie Dixon - March 2012 (end of first term)
Amy Woods – March 2019 (end of first term)
Philip Kunsberg – March 2019 (end of second term)
Jaret McDonald – March 2018 (end of first term)**
Melissa Arias -- March 2020 (end of first term)

Chair as of April 1, 2017
****Vice-Chair as of April 1, 2017**

Department Director: Paul Andrus

Work plan developed in collaboration with Department Director? (Y/N?) Y

Staff Liaison: Tamara Baer

Administrative Support provided by: Anita Barela

Council Liaison: Rick Reiss **Reviewed by Council Liaison?** Y

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

- 1. Completion of Comprehensive Plan Update**
- 2. Site Plans (Condominiums in Quemazon, O’Reilly’s Auto Parts, 80 Entrada)**
- 3. Special Use Permits (1 Accessory Apartment, Overnight dog kennels at East Gate)**
- 4. Subdivisions in Quemazon**
- 5. Rezoning on Bathtub Row**
- 6. Code Change – Historic Preservation Text Amendment**
- 7. Appeal of the Denial of a Special Use Permit on 80 Canyon Road**

Decisions were made by the Board of Adjustment on Waiver applications for 1 side yard, 2 front yard setbacks, and 2 fence height Waivers.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

Anticipated Projects include:

- 1. Subdivision and/or Site Plan review & approval for:**
 - **A-19 development**
 - **20th Street south of Trinity**
 - **Entrada Road**
 - **Los Alamos Visiting Nurses on Canyon Road Site Plan for Assisted Living**
- 2. Rezoning-**
 - **Historic District Overlay for Bathtub Row/Fuller Lodge**
 - **Open Space parcels as identified for rezone in Open Space Management Plan and in Comprehensive Plan**
 - **Los Alamos Visiting Nurses**
- 3. Development Code- The following anticipated code amendments are of the highest priority and will be done first:**
 - **Revisions to Review Criteria in Article IV for improved objectivity and specificity related to conformance with the Comprehensive Plan, including & especially the Future Land Use Map (FLUM)**
 - **Development of a Future Land Use Map Code section**
 - **Development of new Mixed-Use Zoning District(s)**

- **Revisions to Downtown (DT) Overlays to allow all residential uses in certain districts**

In addition to the high priority amendments listed above, other code amendments and work plan items may include:

- **Revisions to Sign Code**
- **Revisions to Outdoor Lighting**
- **Adopting digital version of Official Zoning Maps in lieu of paper**
- **Revisions to Code Definitions to match Use Table**
- **Clarification of “triggers” for various processes**
- **Clarification of what constitutes a “final action”**
- **Clarification of uses in R-3-L-NC (Multiple-family residential/low density – North Community district**
- **Addressing severability one time in the code; removing redundancy**
- **Establishing automatic default zoning (e.g., R-1 or MU) with land conveyance**
- **Clarification of time frame for Appeal**
- **Definition of “effective date”**
- **Consideration of a minimum trigger for Building Permit only (not Site Plan amendment)**
- **Alignment of code terminology with construction industry standards**
- **Addressing the issue of carports and waiver requests**
- **Addition of definition for Manufactured Home**
- **Addition of parking requirement for Accessory Dwelling Units**
- **Establishing minimum distance between Manufactured Homes**
- **Increasing communication between project proposers and neighborhoods and avoiding conflict at public hearings**

4. Continued review of land use cases

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:
--

Implementation of Development Code amendments prompted by adoption of the Comprehensive Plan in December 2016, which include possible rezoning of some parcels and correction of mapping errors.

In addition, the Commission anticipates receiving yet to be determined direction from the newly formed Land Use Comp Plan Sub-Committee of the County Council regarding specific projects or studies to be undertaken, which may include questions concerning neighborhood priorities.

Coordinate, if needed, with implementation of the Tourism Strategic Plan when it's completed.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

**Los Alamos Comprehensive Plan
Los Alamos County Code of Ordinances, Chapter 16, Development Code
Development Code Appeals, Council Procedures, adopted by Council
Resolution on 04/15/16**

2.3 Other projects/assignments proposed by the Board or Commission: *(Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)*

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

The Planning and Zoning Commission will coordinate with other Boards, Commissions and Committees as needed, such as the Parks and Rec board, Economic Vitality Action Team, Main Street Futures and Los Alamos Commerce and Development Corporation to implement the suggested code changes in the Comprehensive Plan adoption.

Historic Preservation Advisory Board- Historic District Zoning Overlay and possible base rezoning of affected properties.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

As technical code changes are reviewed by the Commission, public hearings will be held. Additional public meetings may also be held on topics of general interest to the public and which may result in code changes or modifications.

5.0 List the current subcommittees for this Board or Commission.

**5.1 For subcommittees with members that are not members of the parent board or commission:
List the subcommittee members and their terms.
Explain how sub- committee members are selected or appointed.
Provide a description of each subcommittee's charter or purpose.
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**



Board of Adjustment (formerly Variance Board) is comprised of three members of the Planning and Zoning Commission who volunteer to serve and are appointed by the County Council. Board of Adjustment (BOA) members serve concurrent with the Planning & Zoning Commissioner's current term, including any period during which the member serves until replaced or reappointed. The BOA generally meets on Mondays when a request for a waiver is pending. Five (5) Waiver cases were heard in CY 2016.

Planning Division staff will perform an analysis of Waiver cases over the past several years to assess the type of Waiver requested; frequency/percentage of total by type; relation to code enforcement cases; recommendations; and outcomes. Following the data analysis, it is anticipated that the BOA will bring the matter to the full Commission for discussion and possible action in terms of recommended code amendments.

Current BOA Members:

- **Jessie Dixon**
- **Amy Woods**
- **Jaret McDonald**

Note that at least two new board members will be appointed in April 2017.

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

ARTICLE IX. - PLANNING AND ZONING COMMISSION

Sec. 8-201. - Purpose.

The county council has determined that the coordinated, comprehensive, orderly, and harmonious physical development of the county in both the short and long term will be best served through the establishment of a planning and zoning commission. Pursuant to NMSA 1978, § 4-57-1, the county council will appoint a planning and zoning commission for making advisory recommendations to the county council regarding planning and zoning for the county and for promoting the general welfare of the citizens of the county.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-203. - Duties and responsibilities.

(a) The planning and zoning commission shall serve in an advisory capacity and shall have the following functions, responsibilities and duties:

- (1) From time to time, the planning and zoning commission may undertake such study, training, and investigations as may be deemed necessary to carry out the powers and duties listed in subsections (a)(2) and (a)(3) below.



(2) The planning and zoning commission shall hold a public hearing in accordance with the requirements of chapter 16 article XI of this Code and shall forward a recommendation to the county council on the following applications:

- a. Application for adoption of and amendments to the text of chapter 16;
- b. Application for adoption of and amendments to the official zoning map;
- c. Application for adoption of and amendments to the comprehensive plan. The planning and zoning commission may from time to time recommend amendments, extensions or deletions to the comprehensive plan or carry any part or subject matter into greater detail;
- d. Application for addition, deletion or change in category to the uses allowed in any district as set forth in the chapter 16 index of land uses.

(3) Provide citizen input to staff and council on ways and means for improving the county's planning and zoning functions including formulation of the comprehensive plan, changes in the official zoning map, and updates and revisions to chapter 16 of the County Code as may be required. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

(4) Review and act upon all planning, zoning, and comprehensive plan related matters submitted to the commission by council.

(b) The planning and zoning commission shall serve in a regulatory capacity and as such have the following functions, responsibilities and duties:

(1) Hold a public hearing in accordance with the requirements of Los Alamos County Code chapter 16 article XI and shall have the authority to approve, conditionally approve or disapprove the following applications:

- a. Application for approval of a site plan except an application on which the community development director acts pursuant to subsection 16-51(b);
- b. Application for special use permit;
- c. Subdivision applications: sketch, preliminary and final plats; and summary plats when referred to the planning and zoning commission by the community development director;
- d. Application or decision making authority referred to it by the community development director.

(c) The planning and zoning commission shall serve in an appellate capacity and as such have the following functions, responsibilities and duties in accordance with this article:

(1) Hear appeals from a decision or determination of the community development director with respect to any matter (except personnel) other than an interpretation of this County of Los Alamos Development Code. The planning and zoning commission shall either affirm, overturn, or modify the decision of the community development director, or remand the matter to the community development director, as appropriate.

(2) Hear appeals from a decision of the community development director requiring an interpretation of the County of Los Alamos Development Code. The interpretation of the Code made by the community development director must be in writing. The planning and zoning commission shall affirm the interpretation of this Code determined by the community development director, or remand the matter to the community development director for further consideration in accordance with the instructions of the planning and zoning commission. (Ord. No. 02-078, § 2, 10-3-2006)



Board of Adjustment

[From Chapter 16 of the Development Code]

Sec. 16-52. - Board of adjustment

(a) *Board of adjustment established.* The board of adjustment is hereby established. The board of adjustment will consist of three members of the planning and zoning commission appointed by the county council. The planning and zoning commission shall nominate members for appointment to the board of adjustment. The chairperson of the planning and zoning commission shall not be eligible to serve as a regular member of the board of adjustment. Each member of the board of adjustment shall serve a term ending concurrently with the member's then current term as a member of the planning and zoning commission, including any period during which the member serves until replaced or reappointed. The chairperson of the planning and zoning commission shall serve as an alternate member of the board of adjustment and the chairperson or the chairperson's designee may sit in place of any member of the board of adjustment that is unable to attend a regular or special meeting of the board of adjustment, or is disqualified to act on a matter due to a conflict of interest.

(b) *Powers and duties.* The board of adjustment shall hold a public hearing in accordance with the requirements of article XI and shall have the authority to approve, conditionally approve or disapprove the following:

- (1) Applications for waivers to the requirements of this chapter, except that the board of adjustment shall not consider waivers to the public works construction standards referenced in the chapter; and
- (2) Application or decision making authority referred to the board of adjustment by the community development director as set forth in subsection 16-51(c)4.

(c) *Conditions of approval.* In granting conditional approval, the board of adjustment may only impose such conditions as are reasonably necessary to meet the approval criteria of section 16-157, including the granting of waivers more restrictive than those originally requested by the applicant.

(d) *Meetings.* Two members of the board of adjustment shall be a quorum for the conduct of business and approval of a waiver or application considered by the board of adjustment shall require a motion and affirmative vote of at least two members of the board of adjustment.

(Ord. No. 02-084, § 2, 3-27-2007)

Editor's note—

Ord. No. 02-084, § 2, adopted March 27, 2007, amended section 16-52 in its entirety to read as herein set out. Former section 16-52, pertained to variance board, and derived from Ord. No. 85-301, § 1, 11-6-01.

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Planning & Zoning Commission:

Mark all that apply

Economic Vitality	
Priority Area and Priority Goals are highlighted	
Economic Vitality:	
<ul style="list-style-type: none"> Build the local tourism economy. 	
<ul style="list-style-type: none"> Revitalize and eliminate blight in Los Alamos and White Rock. 	X
<ul style="list-style-type: none"> Promote a strong and diverse economic base by encouraging new business growth. 	
<ul style="list-style-type: none"> Collaborate with Los Alamos National Laboratory as the area's #1 employer. 	
Financial Sustainability:	
<ul style="list-style-type: none"> Encourage the retention of existing businesses and assist in their opportunities for growth. 	X
<ul style="list-style-type: none"> Support spinoff business opportunities from LANL. 	
<ul style="list-style-type: none"> Significantly improve the quantity and quality of retail and tourism business. 	
Quality of Life	
Priority Area and Priority Goals are highlighted	
Housing:	
<ul style="list-style-type: none"> Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate. 	X
<ul style="list-style-type: none"> Support development of affordable workforce housing. 	X
Education:	
<ul style="list-style-type: none"> Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation. 	
<ul style="list-style-type: none"> Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards. 	
Quality Cultural and Recreational Amenities:	
<ul style="list-style-type: none"> Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community. 	
Environmental Stewardship:	
<ul style="list-style-type: none"> Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities. 	
Mobility:	
<ul style="list-style-type: none"> Maintain and improve transportation and mobility. 	

Quality Governance		
	Priority Areas and Priority Goals are highlighted	
	Operational Excellence:	
	<ul style="list-style-type: none"> Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning. 	X
	<ul style="list-style-type: none"> Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants. 	X
	Operational Excellence:	
	<ul style="list-style-type: none"> Maintain quality essential services and supporting infrastructure. 	
	<ul style="list-style-type: none"> Invest in staff development to create a high performing organization. 	
	<ul style="list-style-type: none"> Manage commercial growth well following an updated, concise, and consistent comprehensive plan. 	
	<ul style="list-style-type: none"> Establish and implement a mechanism for effective Utility policy setting and review. 	
	Communication:	
	<ul style="list-style-type: none"> Improve transparency in policy setting and implementation. 	X
	<ul style="list-style-type: none"> Create a communication process that provides measurable improvement in citizen trust in government. 	X
	Intergovernmental Relations:	
	<ul style="list-style-type: none"> Strengthen coordination and cooperation between County government, LANL, and the regional and national partners. 	
	<ul style="list-style-type: none"> Actively pursue land transfer opportunities. 	



County of Los Alamos

Staff Report

May 23, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: Terry Priestley, Chair of the Planning and Zoning Commission and Anita Barela, Assistant Planner

Legislative File: 10786-18

Title

Discussion of Planning and Zoning Commission Work Plan FY 2019

Attachments

A - FY 2019 Work Plan for Los Alamos Planning and Zoning Commission



LOS ALAMOS
where discoveries are made

**FY19 Work Plan for
Los Alamos County
Boards and Commissions
(Fiscal Year 2019: July 1, 2018 – June 30, 2019)**

Board and Commission Name: Planning and Zoning Commission

Date prepared: 01/30/18 **Date approved by Council:** 5/1/18

Prepared by: Anita Barela/Tamara Baer

This work plan will be accomplished in the following time frame:
from 7/1/18 **to** 6/30/19

Chairperson: Terry Priestley **Term:** ends March 2021

Members and terms:

Ashley Mamula - March 2019 (end of second term)
April Wade – March 2019 (end of partial term) **
Jean Dewart - March 2019 (end of partial term) **
Melissa Arias -- March 2020 (end of first term)
Jessie Dixon - March 2020 (end of first term)
Craig Martin - March 2020 (end of first term)
Terry Priestley – March 2021 (end of first term)
Beverly Neal-Clinton - March 2021 (end of first term)*
Neal Martin - March 2021 (end of first term)

* P&Z Vice Chair

** Partial term, filling vacated seat.

Department Director: Paul Andrus

Work plan developed in collaboration with Department Director? (Y/N?) Y

Staff Liaison: Tamara Baer **Administrative Support provided by:** Anita Barela

Council Liaison: Antonio Maggiore **Reviewed by Council Liaison?** Y

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

- 1. Development of a new Mixed Use Zoning district; adopted by Council in May 2017**
- 2. Two (2) Comprehensive Plan Amendments to the Future Land Use Map**
- 3. Rezoning of approximately 56.50 total acres of County owned land on DP Road, Entrada Dr., and Parcels A-12 and A-13 to MU**
- 4. Rezoning of the Entrada Business Park to MU**
- 5. FLUM Amendment and Rezoning of 555 and 557 Oppenheimer Drive; Site Plan Approval for 557 Oppenheimer redevelopment**
- 6. Special Use Permits (1 Accessory Apartment, 1 Home Business)**
- 7. Approval of a six (6) lot Subdivision of 20th Street**
- 8. Approval of three related cases pertaining to A-19 in White Rock, including Preliminary Subdivision Plat for 160 market rate single-family homes**
- 9. Revisions to Downtown (DT) Overlays to allow all residential uses in certain districts**

Due to illness, relocation and other unanticipated events, the Planning and Zoning Commission was down by three members at the end of calendar year 2017. The second terms of two senior members expire in March 2018. The Commission was challenged to find and train fill-in members for BOA, and to recruit and have Council appoint five (5) new Commissioners for terms beginning April 1, 2018.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

Anticipated Projects include:

- 1. Recommended adoption of new Sign Code**
- 2. Recommended adoption of revised Outdoor Lighting ordinance**
- 3. Final Subdivision Plat review & approval for 160 market rate single-family homes on A-19 in White Rock – Mirador**

- 4. Site Plan review & approval for 70 apartment units of affordable housing on A-9/DP Road – Canyon Walk Apartments**
- 5. Possible Rezoning for Los Alamos Visiting Nurses property and adjacent parcels on Canyon Road**
- 6. Redevelopment of underdeveloped parcels on Trinity Drive, including Site Plan review for 20th Street parcels**
- 7. Possible redevelopment of underdeveloped parcels on Longview Drive in White Rock and the Black Hole**
- 8. Possible review and approval of new construction on Entrada Drive – Subdivision and Site Plan**
- 9. Review and approval of Site Plan for 150 new market rate apartments on A-12 and 13 – The Hill**
- 10. Continued review of land use cases**

Additional code amendments and work plan items may include the items listed below. Note that this list is neither comprehensive nor prioritized. Not all items on the list will be completed and others may be added.

- Adopting digital version of Official Zoning Maps in lieu of paper**
- Revisions and updates to Code Definitions**
- Corrections to gender language**
- Clean-up language from “County Administrator” to “County Manager”**
- Early notification and increasing communication between project proposers and neighborhoods to avoid conflict at public hearings**
- Clarification of uses in R-3-L-NC (Multiple-family residential/low density – North Community district**
- Addressing severability one time in the code; removing redundancy**
- Clarification of time frame for Appeals**
- Addressing the issue of carports and waiver requests**
- Establishing minimum distance between Manufactured Homes**
- Add ability of Chair, or Chair’s designee, to sit on BOA in the event of a vacancy on that board (16-52. (a))**

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:
--

Continued implementation of Development Code amendments prompted by adoption of the 2016 Comprehensive Plan which include possible rezoning of some parcels and correction of mapping errors.

In addition, the Commission may be asked to help study the possible redevelopment potential of quads, which are a unique housing type in Los Alamos and present unique challenges for ownership, sale and maintenance.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

**Los Alamos Comprehensive Plan
Los Alamos County Code of Ordinances, Chapter 16, Development Code
Development Code Appeals, Council Procedures, adopted by Council Resolution on
04/15/16**

2.3 Other projects/assignments proposed by the Board or Commission: (*Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.*)

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

The Planning and Zoning Commission will coordinate with other Boards, Commissions and Committees as needed, as well as with the Los Alamos Commerce and Development Corporation, to implement any proposed code changes, and with the Historic Preservation Advisory Board on a Historic District Zoning Overlay and possible base rezoning of affected properties. The P&Z Commission will liaison with the Tourism Implementation Task Force, as needed.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

Anticipated Projects that will be of public interest include:

- 1. Recommended adoption of new Sign Code**
- 2. Recommended adoption of revised Outdoor Lighting ordinance**
- 3. Possible redevelopment of underdeveloped parcels on Longview Drive in White Rock and the Black Hole**

For these projects listed above, the P&Z members will work with County staff and the PIO to develop separate public information and involvement/outreach plans that will include but not be limited to press releases and ads for public meetings that are set to occur beyond P&Z meetings, or to be held in combination with a P&Z regular meeting but with heightened outreach at least ten days prior to meetings in order to notify the public.

Interviews in advance with the LA Daily Post and the LA Monitor will be offered at least a

week in advance to alert the public to the possible issues or projects coming up that might impact them in their neighborhood. Meetings will be listed on the P&Z Facebook page, in the County Line or other outreach outlets. Surveys such as through Open Forum or attendance at events to gather citizen input outside of P&Z meetings may be required. Details will be outlined in the PIIP and ads will be paid for by CDD.

If the P&Z Commission decides to work on any of the additional code amendments and work plan items listed below, PIIPs will be required and Staff will work with the PIO. Ads, press releases, interviews, use of social media similar to what is noted above for the three projects will be typical of these plan elements and ads will be paid for by CDD.

- Revisions and updates to Code Definitions
- Early notification and increasing communication between project proposers and neighborhoods to avoid conflict at public hearings
- Clarification of uses in R-3-L-NC (Multiple-family residential/low density – North Community district

5.0 List the current subcommittees for this Board or Commission.

5.1 For subcommittees with members that are not members of the parent board or commission: List the subcommittee members and their terms. Explain how sub- committee members are selected or appointed. Provide a description of each subcommittee’s charter or purpose. Describe the expected duration for the subcommittee and their work Plan (s) demonstrating how they support the Board or Commission:

Board of Adjustment (formerly Variance Board) is comprised of three members of the Planning and Zoning Commission who volunteer to serve and are appointed by the County Council. Board of Adjustment (BOA) members serve concurrent with the Planning & Zoning Commissioner's current term, including any period during which the member serves until replaced or reappointed. The BOA generally meets once or twice a month, on Mondays, when a request for a waiver is pending. Eighteen (18) Waiver cases were heard in CY 2017.

The Board of Adjustment is responsible for hearing and deciding on applications for waivers to the standards established in Chapter 16, the Development Code, of the Los Alamos County Code of Ordinances.

Due to illness, relocation and other unanticipated events, three new BOA members need to be appointed as soon as the full new P&Z Commission is seated.

Attachment A: Provide a copy of your Board or Commission’s “Purpose” and “Duties and Responsibilities” from Chapter 8 of the County Code:

ARTICLE IX. - PLANNING AND ZONING COMMISSION

Sec. 8-201. - Purpose.

The county council has determined that the coordinated, comprehensive, orderly, and harmonious physical development of the county in both the short and long term will be best served through the establishment of a planning and zoning commission. Pursuant to NMSA 1978, § 4-57-1, the county council will appoint a planning and zoning commission for making advisory recommendations to the county council regarding planning and zoning for the county and for promoting the general welfare of the citizens of the county.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-203. - Duties and responsibilities.

(a) The planning and zoning commission shall serve in an advisory capacity and shall have the following functions, responsibilities and duties:

- (1) From time to time, the planning and zoning commission may undertake such study, training, and investigations as may be deemed necessary to carry out the powers and duties listed in subsections (a)(2) and (a)(3) below.
- (2) The planning and zoning commission shall hold a public hearing in accordance with the requirements of chapter 16 article XI of this Code and shall forward a recommendation to the county council on the following applications:
 - a. Application for adoption of and amendments to the text of chapter 16;
 - b. Application for adoption of and amendments to the official zoning map;
 - c. Application for adoption of and amendments to the comprehensive plan. The planning and zoning commission may from time to time recommend amendments, extensions or deletions to the comprehensive plan or carry any part or subject matter into greater detail;
 - d. Application for addition, deletion or change in category to the uses allowed in any district as set forth in the chapter 16 index of land uses.
- (3) Provide citizen input to staff and council on ways and means for improving the county's planning and zoning functions including formulation of the comprehensive plan, changes in the official zoning map, and updates and revisions to chapter 16 of the County Code as may be required. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.
- (4) Review and act upon all planning, zoning, and comprehensive plan related matters submitted to the commission by council.

(b) The planning and zoning commission shall serve in a regulatory capacity and as such have the following functions, responsibilities and duties:

- (1) Hold a public hearing in accordance with the requirements of Los Alamos County Code chapter 16 article XI and shall have the authority to approve, conditionally approve or disapprove the following applications:
 - a. Application for approval of a site plan except an application on which the community development director acts pursuant to subsection 16-51(b);
 - b. Application for special use permit;
 - c. Subdivision applications: sketch, preliminary and final plats; and summary plats when referred to the planning and zoning commission by the community development director;
 - d. Application or decision making authority referred to it by the community development director.

(c) The planning and zoning commission shall serve in an appellate capacity and as such have the following functions, responsibilities and duties in accordance with this article:

- (1) Hear appeals from a decision or determination of the community development director with respect to any matter (except personnel) other than an interpretation of this County of Los Alamos Development Code. The planning and zoning commission shall either affirm, overturn, or modify the decision of the community development director, or remand the matter to the community development director, as appropriate.
- (2) Hear appeals from a decision of the community development director requiring an interpretation of the County of Los Alamos Development Code. The interpretation of the Code made by the community development director must be in writing. The planning and zoning commission shall affirm the interpretation of this Code determined by the community development director, or remand the matter to the community development director for further consideration in accordance with the instructions of the planning and zoning commission. (Ord. No. 02-078, § 2, 10-3-2006)

Board of Adjustment

[From Chapter 16 of the Development Code]

Sec. 16-52. - Board of adjustment

- (a) *Board of adjustment established.* The board of adjustment is hereby established. The board of adjustment will consist of three members of the planning and zoning commission appointed by the county council. The planning and zoning commission shall nominate members for appointment to the board of adjustment. The chairperson of the planning and zoning commission shall not be eligible to serve as a regular member of the board of adjustment. Each member of the board of adjustment shall serve a term ending concurrently with the member's then current term as a member of the planning and zoning commission, including any period during which the member serves until replaced or reappointed. The chairperson of the planning and zoning commission shall serve as an alternate member of the board of adjustment and the chairperson or the chairperson's designee may sit in place of any member of the board of adjustment that is unable to attend a regular or special meeting of the board of adjustment, or is disqualified to act on a matter due to a conflict of interest.
- (b) *Powers and duties.* The board of adjustment shall hold a public hearing in accordance with the requirements of article XI and shall have the authority to approve, conditionally approve or disapprove the following:
 - (1) Applications for waivers to the requirements of this chapter, except that the board of adjustment shall not consider waivers to the public works construction standards referenced in the chapter; and
 - (2) Application or decision making authority referred to the board of adjustment by the community development director as set forth in subsection 16-51(c)4.
- (c) *Conditions of approval.* In granting conditional approval, the board of adjustment may only impose such conditions as are reasonably necessary to meet the approval criteria of section 16-157, including the granting of waivers more restrictive than those originally requested by the applicant.
- (d) *Meetings.* Two members of the board of adjustment shall be a quorum for the conduct of business and approval of a waiver or application considered by the board of adjustment shall require a motion and affirmative vote of at least two members of the board of adjustment.
(Ord. No. 02-084, § 2, 3-27-2007)

Editor's note—

Ord. No. 02-084, § 2, adopted March 27, 2007, amended section 16-52 in its entirety to read as herein set out. Former section 16-52, pertained to variance board, and derived from Ord. No. 85-301, § 1, 11-6-01.

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Planning & Zoning Commission:

Mark all that apply

Economic Vitality		
	Priority Area and Priority Goals are highlighted	
	Economic Vitality:	
	<ul style="list-style-type: none"> Build the local tourism economy. 	X
	<ul style="list-style-type: none"> Revitalize and eliminate blight in Los Alamos and White Rock. 	X
	<ul style="list-style-type: none"> Promote a strong and diverse economic base by encouraging new business growth. 	X
	<ul style="list-style-type: none"> Collaborate with Los Alamos National Laboratory as the area's #1 employer. 	
	Financial Sustainability:	
	<ul style="list-style-type: none"> Encourage the retention of existing businesses and assist in their opportunities for growth. 	X
	<ul style="list-style-type: none"> Support spinoff business opportunities from LANL. 	X
	<ul style="list-style-type: none"> Significantly improve the quantity and quality of retail and tourism business. 	
Quality of Life		
	Priority Area and Priority Goals are highlighted	
	Housing:	
	<ul style="list-style-type: none"> Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate. 	X
	<ul style="list-style-type: none"> Support development of affordable workforce housing. 	X
	Education:	
	<ul style="list-style-type: none"> Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation. 	
	<ul style="list-style-type: none"> Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards. 	
	Quality Cultural and Recreational Amenities:	
	<ul style="list-style-type: none"> Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community. 	
	Environmental Stewardship:	
	<ul style="list-style-type: none"> Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities. 	
	Mobility:	
	<ul style="list-style-type: none"> Maintain and improve transportation and mobility. 	

Quality Governance		
	Priority Areas and Priority Goals are highlighted	
	Operational Excellence:	
	<ul style="list-style-type: none"> Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning. 	X
	<ul style="list-style-type: none"> Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants. 	X
	Operational Excellence:	
	<ul style="list-style-type: none"> Maintain quality essential services and supporting infrastructure. 	
	<ul style="list-style-type: none"> Invest in staff development to create a high performing organization. 	
	<ul style="list-style-type: none"> Manage commercial growth well following an updated, concise, and consistent comprehensive plan. 	X
	<ul style="list-style-type: none"> Establish and implement a mechanism for effective Utility policy setting and review. 	
	Communication:	
	<ul style="list-style-type: none"> Improve transparency in policy setting and implementation. 	X
	<ul style="list-style-type: none"> Create a communication process that provides measurable improvement in citizen trust in government. 	X
	Intergovernmental Relations:	
	<ul style="list-style-type: none"> Strengthen coordination and cooperation between County government, LANL, and the regional and national partners. 	
	<ul style="list-style-type: none"> Actively pursue land transfer opportunities. 	