



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