



FY17 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2017: July 1, 2016 – June 30, 2017)

Board and Commission Name: Planning and Zoning Commission

Date prepared: 01/26/16 **Date approved by Council:** 5-3-16

Prepared by: Anita Barela/Tamara Baer

This work plan will be accomplished in the following time frame:

from 7/1/16 **to** 6/30/17 **(dates)**

Chairperson: Phillip Gursky **Term:** ends March 2017

Members and terms:

Phillip Gursky - March 2017 (Chair)
Michael Redondo (Vice Chair) - March 2018 (end of second term)
Larry Warner - March 2018 (end of second term)
Ashley Mamula - March 2016 (end of first term)
Fred Brueggeman - March 2017 (end of first term)
Catherine Mockler - March 2017 (end of second term)
Amy Woods – March 2016 (end of first partial term)
Phil Kunsberg – March 2016 (end of first partial term)
Jaret McDonald – March 2018 (end of first term)

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: Kristin Henderson **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. Site Plans (Assisted living facility in White Rock, YMCA Community Garden, Visiting Nurses, Del Norte Credit Union).**
- 2. Special Use Permits (Los Alamos Nature Center, Dog Day Care, Assisted living facility in White Rock, Hospital Helipad, Unitarian Church, 2 Accessory Apartments).**
- 3. Initiation of Comprehensive Plan update. Review and approval of RFP for consultant services for public outreach and participation on comprehensive plan.**
- 4. Decisions were made by the Board of Adjustment on cases involving waivers for 1 side yard, 3 front yard setbacks, and 1 height waiver.**

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.)*

- 1. Comprehensive Plan Land Use Maps, including:**
 - Actual vs. zoned residential densities
 - Existing land uses
 - Consolidation of draft land use categories
 - New or proposed land uses
- 2. Comprehensive Plan**
- 3. Anticipated Projects include subdivision and/or site plan review & approval for:**
 - A-19 development
 - 20th Street south of Trinity
 - Entrada Road
 - Los Alamos Visiting Nurse on Canyon Road
- 4. Rezoning- Possible consideration of Historic District Overlay to Bathtub Row, and/or Fuller Lodge**
- 5. Development Code- Making various changes to Chapter 16 (Municipal Code) to increase the ease of use and administration of the Code as well as better support the Comprehensive Plan goals**
- 6. Continued review of land use cases**
- 7. Possible discussion of proposed changes to the Sign Code**

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

Complete an update to the Comprehensive Plan by the end of CY2016.

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.

As each element of the Comprehensive Plan is developed, the Planning and Zoning Commission will coordinate with other relevant Boards, Commissions, and Committees such as the White Rock Master Plan Implementation Advisory Committee, Economic Vitality Action Team, Main Street Futures and others.

Fuller Lodge Historic Districts Advisory Board- Historic District Zoning Overlay (quasi-judicial), 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 the Comprehensive Plan is updated, public meetings will be held to gather input on policies, elements, goals and priorities. A complete public participation and outreach plan is under development per the terms of the approved contract with ARC, Architectural Research Consultants, Inc., of Albuquerque.

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 until they resign from the Board, or their term expires. The BOA generally meets on Mondays when there is request for a waiver pending and 05 waiver cases were heard in CY2015.

Current BOA Members:

Michael Redondo (Chair) - Term expires March 2018

Catherine Mockler - Term expires March 2017

Jaret McDonald - Term expires March 2018

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	
<u>Financial Sustainability/Economic Vitality:</u>	
<ul style="list-style-type: none"> • Priority Area – Maximize our opportunity with respect to the development of the Manhattan Project National Historical Park 	X
<ul style="list-style-type: none"> • Promote a strong and diverse economic base through support of the current business base, recruiting additional businesses and encouraging new business growth 	
<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer, and support associated spinoff businesses 	X
<ul style="list-style-type: none"> • Market and brand Los Alamos as a scenic destination featuring recreation, science and history, 	
<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 	
<ul style="list-style-type: none"> • Attract new tourism related business 	
<ul style="list-style-type: none"> • Revitalize and eliminate blight in the downtown areas of Los Alamos and White Rock 	X
Quality of Life	
<u>Education:</u>	
<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 support, as appropriate, the delivery of their educational services to community standards 	
<ul style="list-style-type: none"> • Support the development of quality career, and life-long educational institutions 	
<u>Quality Cultural and Recreational Amenities:</u>	
<ul style="list-style-type: none"> • Create and Implement a comprehensive recreational and cultural plan that includes a range of amenities that support all segments of the Los Alamos community 	X
<u>Environmental Stewardship:</u>	
<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits 	X
<u>Mobility:</u>	
<ul style="list-style-type: none"> • Maintain and improve transportation and mobility 	X
<u>Housing:</u>	
<ul style="list-style-type: none"> • Priority Area -- Promote the maintenance and enhancement of housing stock quality while utilizing available infill opportunities 	X
<ul style="list-style-type: none"> • Promote the creation of a variety of housing options for all segments of the Los Alamos community 	X
<ul style="list-style-type: none"> • Support development of affordable workforce housing 	X

Quality Governance	
<u>Operational Excellence:</u>	
• Priority Area – Simplify permit requirements and improve the overall process	X
• Maintain quality essential services and supporting infrastructure	X
• Invest in staff development to create a high performing organization	X
• Manage commercial growth well following an updated, concise, and consistent comprehensive plan	X
<u>Communication:</u>	
• Priority Area - Create a communication process that provides measurable improvement in citizen trust in government	X
• Improve transparency in policy setting and implementation	X
<u>Intergovernmental Relations:</u>	
• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners	X