



**LOS ALAMOS**  
where discoveries are made

## **FY20 Work Plan for Los Alamos County Boards and Commissions**

**(Fiscal Year 2020: July 1, 2019 – June 30, 2020)**

**Board and Commission Name: Planning and Zoning Commission**

**Date prepared: March 7, 2019**

**Date approved by Council: TBD**

**Prepared by: P & Z Commission**

**This work plan will be accomplished in the following time frame: July 01, 2019- June 30, 2020**

**Chairperson: Terry Priestley**

**Members and terms:**

Table is added to provide a quick summary of the members, dates serving and term.

<b>Member</b>	<b>Start/End Dates</b>	<b>Term</b>
<b>Terry Priestley</b>	<b>4/1/2018 – 3/31/2021</b>	<b>1</b>
<b>Craig Martin</b>	<b>4/1/2017 – 3/31/2020</b>	<b>1</b>
<b>Melissa Arias</b>	<b>4/1/2017 – 3/31/2020</b>	<b>1</b>
<b>Jessie Dixon</b>	<b>4/1/2017 – 3/31/2020</b>	<b>1</b>
<b>Beverly Neal-Clinton</b>	<b>4/1/2018 – 3/31/2021</b>	<b>1</b>
<b>Neal Martin</b>	<b>4/1/2018 – 3/31/2021</b>	<b>1</b>
<b>Jean Dewart (Serving until a replacement is named.)</b>	<b>4/1/2016 – 3/31/2019</b>	<b>2</b>
<b>Vacant</b>	<b>4/1/2019 – 3/31/2022</b>	
<b>Vacant</b>	<b>4/1/2019 – 3/31/2022</b>	

**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: Randall Ryti**

**Reviewed by Council Liaison? Yes**

**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. Approved 3-lot single-family residential subdivision of Lot 44A at 4725 Quemazon**
- 2. Approved Rezone of two lots at 195 East Road**
- 3. Approved Site Plan for additional parking at 195 East Road**
- 4. Approved Rezone, Site Plan and Waiver for development of 44 single-family duplex/townhouse units @ Black Hole**
- 5. Approved Los Alamos Shrine Club site Lot Split and Waiver**
- 6. Approved Site Plan for new Specialty Retailer @ 1459 Trinity**
- 7. Approved 3-lot single-family residential subdivision @ 2442 46<sup>th</sup> Street**
- 8. Approved Special Use Permit for restaurant serving alcohol (Pig & Fig) @ 11 Sherwood Boulevard in White Rock**
- 9. Approved Final Subdivision Plat for 161 single-family lots on A-19/Mirador in White Rock**
- 10. Liaised with Transportation Board on traffic safety issue @ A-19**
- 11. Approved Lot Split and Lot Line Adjustment to create new single-family residential lot @ 2142 35<sup>th</sup> Street**
- 12. Approved new Addressing and Road Naming ordinance**
- 13. Reviewed draft Sign Code**

**The Commission was challenged by having to fill a significant number of vacancies and having a new Commission adjust to an uneven pace of application submittals.**

**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 for 44 single-family lots @ Black Hole**

2. **Site Plan for 150 new market rate apartments on A-12 and 13 – The Hill**
3. **Site Plan for 70 apartment units of affordable housing on A-9/DP Road – Canyon Walk**
4. **Site Plan for 80 apartment units of affordable Senior housing on A-8B/DP Road – The Bluffs**
5. **Site Plan for Wendy’s fast-food restaurant on Trinity**
6. **Site plan review of Mixed-Use development on Tract D (2.25 acres) of A-19/Mirador**
7. **Site Plan review for 20<sup>th</sup> Street parcels**
8. **Code revisions, including clarifications and corrections, removal of redundancies, and a limited number of additions to the Definitions section and Permitted Use Table that reflect actual practice**
9. **Appropriate planning support to potential joint housing project between LAPS and County**
10. **Potential area planning for strategic parcels along DP Road**
11. **Update to Sign Code**
12. **In support of the work of the Historic Preservation Advisory Board, revisit the discussion of establishing an Historic District**
13. **Continued review of land use cases**

<b>2.1</b>	<b>List any special projects or assignments given to this Board or Commission by Council or the Department director:</b>
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- **Continued implementation of the 2016 Comprehensive Plan, with an emphasis on increasing housing opportunities and supporting economic development**
- **Examination, review and recommendations regarding Short-Term Rental (such as Airbnb) policies and regulations**
- **Examination, review and recommendations regarding Height regulations and restrictions in LAC, especially in the Downtown (DT) and Mixed-Use (MU) districts and in relation to Los Alamos Canyon**
- **Analyze the potential application of the PD district vs the SP overlay for future residential housing projects.**

Goal added to review PD vs SP to have a greater understanding of the zoning options for future residential housing projects.
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**2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.**

**Los Alamos Comprehensive Plan 2016  
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.)* To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.**

**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 support the newly formed Community Development Advisory Board, CDAB, and consider their recommendations for amendments to the Development Code, Chapter 16. P&Z will also 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 Fire Marshal's Office will advise P&Z of changes to fire protection regulations that may affect development review; to include possible replacement of the current Life Safety Code, National Fire Protection Association 101 (NFPA 101) with the International Fire Code (IFC).

**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.

Based upon the needs and strategies that are determined by the P & Z as the work plan is developed for each of the above referenced topics, with adequate budget, staff and resources for advertising and community or business outreach, this section's tasks will be determined in consultation as needed with the PIO as the year progresses.

**5.0 List**

**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:

The Board of Adjustment (BOA – formerly the Variance Board) 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.

The Board is comprised of three members of the Planning and Zoning Commission who volunteer to serve and are appointed by the County Council. The terms of BOA members are concurrent with their terms on the Planning & Zoning Commission, including any period during which the member serves until replaced or reappointed. The BOA generally meets on Mondays, once or twice a month, depending on submittal of a Waiver application. The BOA heard seven (7) Waiver cases in CY 2018.

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

**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 on the chart.

(From 2019 Strategic Leadership Plan)

**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 the Development Code - Chapter 16 of the Los Alamos County Code of Ordinances]

### **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.

<b>Communication and Transparency</b>	
<b>Ongoing Improvement in Communication and Transparency in County Policy Setting</b>	
<b>Increasing the Amount and Types of Housing Options</b>	
This includes a variety of housing options for all segments of the community, from affordable, entry level, and live-work housing to new options for those interested in downsizing or moving closer to central areas of the community.	X
<b>Enhancing Support and Opportunities for the Local Business Environment</b>	
This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.	X
<b>Addressing Long-Term Building Vacancies in Key Areas of Our Community</b>	
Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.	X
<b>Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities</b>	
Los Alamos County open spaces and cultural attractions are greatly valued by the community provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	X
<b>Supporting Social Services Improvement</b>	
Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.	
<b>Investing in Infrastructure</b>	
Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.	X
<b>Planning for Appropriate Levels of County Services</b>	
Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them.	X

P & Z added two Council goals because Planning collaborates with other departments in accomplishing these goals.