

MINUTES

Planning and Zoning Commission



May 22, 2019– 5:30 P.M.

1000 Central Avenue, Council Chambers

Members Present: Beverly Neal-Clinton, Vice Chair
April Wade, Commissioner
Craig Martin, Commissioner
Melissa Arias, Commissioner
Jessie Dixon, Commissioner
Neal D. Martin, Commissioner

Members Absent: Terry Priestley, Chair
Jean M. Dewart, Commissioner

Staff Present: Paul Andrus, Community Development Director
Ryan Foster, Principal Planner
Kevin Powers, Assistant County Attorney
Anita Barela, Associate Planner
Desirae J. Lujan, Associate Planner

1. CALL TO ORDER / ROLL CALL

Vice Chair Neal-Clinton called the meeting to order at 5:32 PM. Desirae J. Lujan administered the roll call. A quorum was present.

2. PUBLIC COMMENTS

Paul Andrus, Community Development Director, introduced new staff members: Desirae J. Lujan, Associate Planner; and Ryan Foster, Principle Planner.

3. APPROVAL OF AGENDA

Commissioner Arias made a motion to approve the agenda as presented. Commissioner Craig Martin seconded; motion passed unanimously.

4. PUBLIC HEARING

A. SIT-2019-0034, 1247 TRINITY DR

Craig Culvert, of Modules Architects, Inc., agent for JEA Restaurant Group, LLC., requests Site Plan approval to re-develop a commercial property located at 1247 Trinity Drive. The subject site was developed as a McDonald's restaurant and is currently vacant. The proposed development will consist of demolition of the existing structure, and construction of a new 2,163 ft² drive-through fast food restaurant with associated on-site parking and traffic circulation. The property contains 44,3838 ft² (1.02 +/- acres), and is zoned DT-NCO (Downtown District, Neighborhood Center Overlay).

<i>Owner/Applicant:</i>	<i>Shannon Corp., LLC/ JEA Restaurant Group</i>
<i>Agent/Applicant:</i>	<i>Craig Calvert, Modules Architects, Inc.</i>
<i>Case Manager:</i>	<i>Anita Barela, Associate Planner</i>

Craig Calvert, Modules Architects, Inc., on behalf of JEA Restaurant Group, presented their request for new development at 1247 Trinity Drive. Mr. Calvert outlined their application and described their proposal for the construction of Wendy's restaurant. He informed that they agree with the conditions of approval listed — necessary revisions and additions will be submitted to county officials prior to permitting.

Anita Barela, Associate Planner, presented the request on behalf of staff. She noted that all conditions made by IDRC have been addressed or are included as conditions of approval.

Commissioners, applicants and public were given the opportunity to comment.

Commissioner Arias motioned to approve Case No. SIT-2019-0034, a request for Site Plan Approval to re-develop a property with a fast food restaurant and drive-thru, with associated on-site landscaping, parking and traffic circulation, located at 1247 Trinity Drive, for the reasons stated in the staff report and per testimony entered at the public hearing, subject to the following conditions of approval:

- 1. A revised Site Plan shall be prepared and submitted prior to filing an application for a Building Permit, all items identified during the public hearing shall be added to the Site Plan;**
- 2. Signage and landscaping shall be placed so as not to impede sight distance at driveways. Provide site triangles to demonstrate compliance with engineering and County standards at the time of Building Permit submittal. A signage detail shall be submitted for review and approval. All signage will be reviewed separately and requires approval of a separate sign permit.**
- 3. All exterior lighting shall comply with County Code §16-276, Outdoor Lighting, and with the New Mexico Dark Sky Protection Act (Article 74-12 NMSA 1978); and**
- 4. Approval of Building Permits is required prior to commencing construction. However, application for a Demolition Permit for removal of the existing structure and canopy may be made at any time.**

I further move to authorize the Chair to sign Findings of Fact for this case and, based on this decision, to be prepared by County staff.

Commissioner Wade seconded the motion. Motion carried 6-0 vote.

<i>In Favor:</i>	<i>Commissioner April Wade</i>
	<i>Commissioner Craig Martin</i>
	<i>Commissioner Melissa Arias</i>
	<i>Commissioner Jessie Dixon</i>
	<i>Vice Chair Beverly Neal-Clinton</i>
	<i>Commissioner Neal Martin</i>

<i>Absent:</i>	<i>Commissioner Jean Dewart</i>
	<i>Chairman Terry Priestly</i>

5. PLANNING AND ZONING COMMISSION BUSINESS

A. Minutes from the Planning and Zoning Commission Meeting on April 10, 2019

Commissioners Neal Martin and Craig Martin noted some typos.

Commissioner Neal Martin moved to approve the Minutes as amended. Commissioner Craig Martin seconded. Motion carried 5-0 vote, with Commissioners Dixon and Wade abstaining.

B. Training on The Los Alamos County Development Review Process

Mr. Andrus presented an overview of the Development Review Process from pre-application to Building Permit.

6. COMMISSION/DIRECTOR COMMUNICATIONS

A. Department Report

B. Chair's Report

C. Board of Adjustment Report

D. Commissioners' Comments

7. PUBLIC COMMENT

None.

8. ADJOURNMENT

7:22 PM

Beverly Neal-Clinton, Chair

Paul Andrus, CDD Director