



Los Alamos County

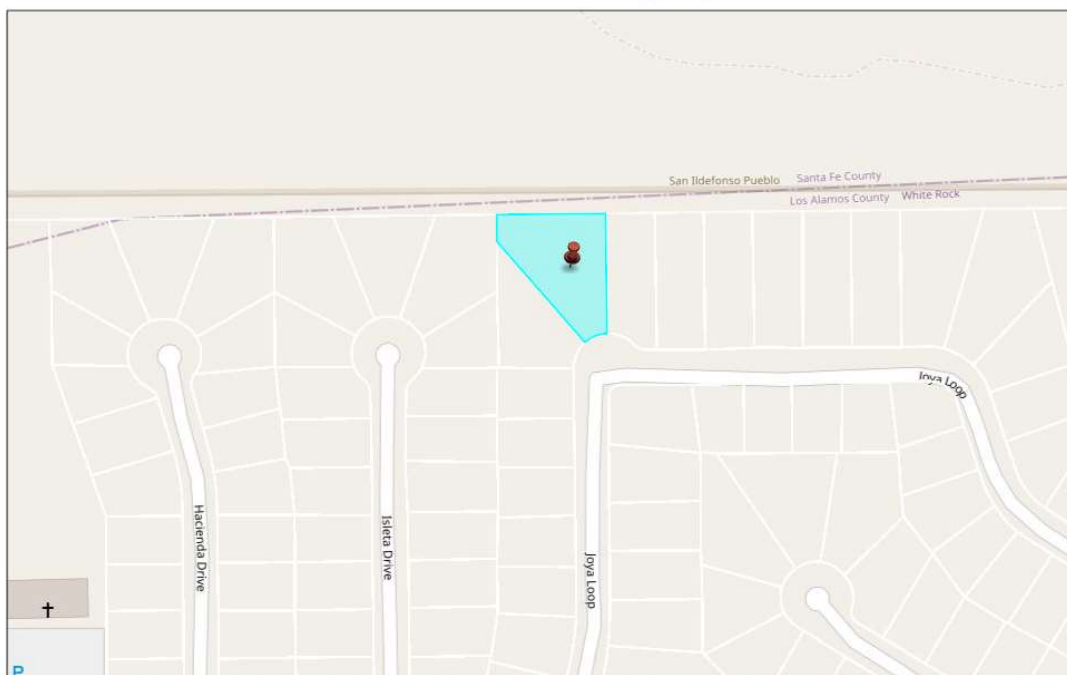
Community Development Department

PLANNING & ZONING COMMISSION STAFF REPORT

Public Hearing Date: August 12, 2020
Subject: Case No. SUP-2020-0016
Owners/Applicants: Marc Coetzee, Owner/Applicant
Case Manager: Desirae J. Lujan, Associate Planner

Case No. SUP-2020-0016:

Marc Coetzee, property owner/applicant, is requesting a Special Use Permit for the construction and placement of an 18' X 11' Accessory Apartment on his property located at 61 Joya Loop. The Lot MM2 047 is within the Mountain Meadows 2 subdivision and is zoned Single-Family Residential District (R-1-8).



MOTION OPTIONS

Option 1: I move to **approve** Case No. SUP-2020-0016 — a request for Special Use permit approval for the construction and placement of an 18' X 11' Accessory Apartment at 61 Joya Loop. Approval is based on the reasons stated within the staff report and per testimony entered at the public hearing, subject to the following condition(s):

1. ...

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.

Option 2: I move to **deny** Case No. SUP-2020-0016 — a request for Special Use permit approval for the construction and placement of an 18' X 11' Accessory Apartment at 61 Joya Loop. Denial is due to the proposal failing to meet the Los Alamos County Code of Ordinances, §16-156 Special Use Permit Review Criteria for the following reasons:

1. ...

SUMMARY

Marc Coetzee, property owner/applicant, is seeking approval of a Special Use Permit (SUP) to allow a 198 ft² accessory apartment to be constructed 21' behind the principal residential structure located at 61 Joya Loop, Mountain Meadows 2 Subdivision, White Rock. His intent is to accommodate housing for his mother.

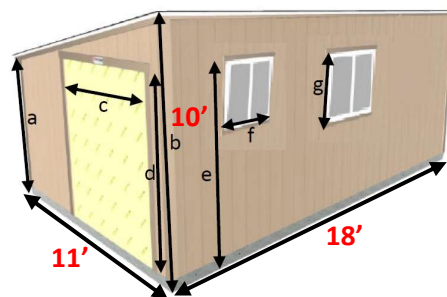
The Development Code, Sec. 16-9, defines an accessory apartment as:

"A separate living quarters on the same lot as, and used in conjunction with, a main dwelling, and rented as a separate dwelling."

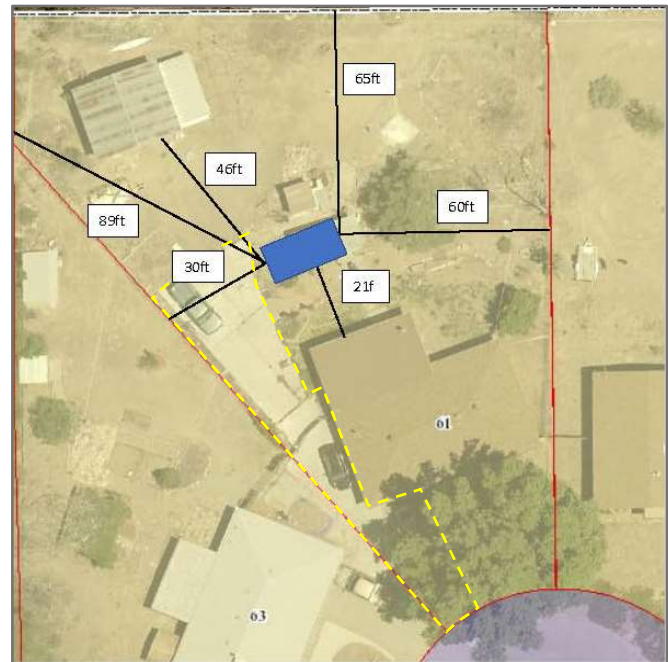
According to Sec. 16-533(3) of the Los Alamos County Development Code, the R-1-8 Single Family Residential District is intended to accommodate single-family dwellings and accessory structures and uses and is further intended to maintain and protect a residential character of development. Furthermore, the Use Index Table within Sec. 16-287 allows for accessory apartments within the single-family residential zoning districts, subject to securing approval of a Special Use Permit by the Planning and Zoning Commission.

"Special Use means a use which has been determined to be compatible with the purposes of the district, but which has one or more characteristics that could make it incompatible with other uses in the district." [ref: Sec. 16-9]

The Site Development Requirements for the single-family district state that the minimum area, per dwelling unit is 8,000 ft². The subject site contains 18,900 ft² of land (0.44± acre) and currently has one principle residence. Approval of a second dwelling unit would be compliant with the minimum area requirements. The existing 1,656 ft² single-family dwelling unit and a 500 ft² accessory structure covers ± 11% of the lot, the additional area would increase lot coverage to 12% where 40% is maximum. Height restrictions for an accessory building is 12'; the proposed apartment would be a maximum of 10' at its highest point and will require a building permit to construct.



As mentioned, the structure location would be 21' behind the main dwelling unit and 30' from its closest residential neighbor to the west – all designated setbacks will be met. It will be accessed from Joya Loop from an existing driveway on the west. Off-Street parking requirements within Sec. 16-370 establish minimum parking spaces for a single-family, residential use, as two spaces per dwelling unit. This proposal would require the lot to accommodate a minimum of four off-street parking spaces; the application and submittals advises that the lot currently provides seven spaces on a 2,261 ft² ± area located within the front and side yard (shown within yellow dashed lines).



IDRC REVIEW

On July 16, 2020 the Interdepartmental Review Committee (IDRC) virtually met to review the application and unanimously approved to move the Special Use Permit forward to the Planning and Zoning Commission without conditions. It was noted that services for utilities and trash for a second dwelling unit will be assessed upon account applications for service.

VOTING MEMBERS IN ATTENDANCE

Planning Division, Community Development	Ryan Foster, Principal Planner	✓
Planning Division, Community Development	Margaret Ambrosino, Senior Planner	✓
Building Division, Community Development	Michael Arellano, Chief Building Official	✓
Engineering Division, Public Works	Eric Martinez, County Engineer	✓
Environmental Services, Public Works	Angelica Gurule, Environmental Svcs. Mgr.	✓
Department of Public Utilities	James Alarid, Deputy Utilities Manager	✓

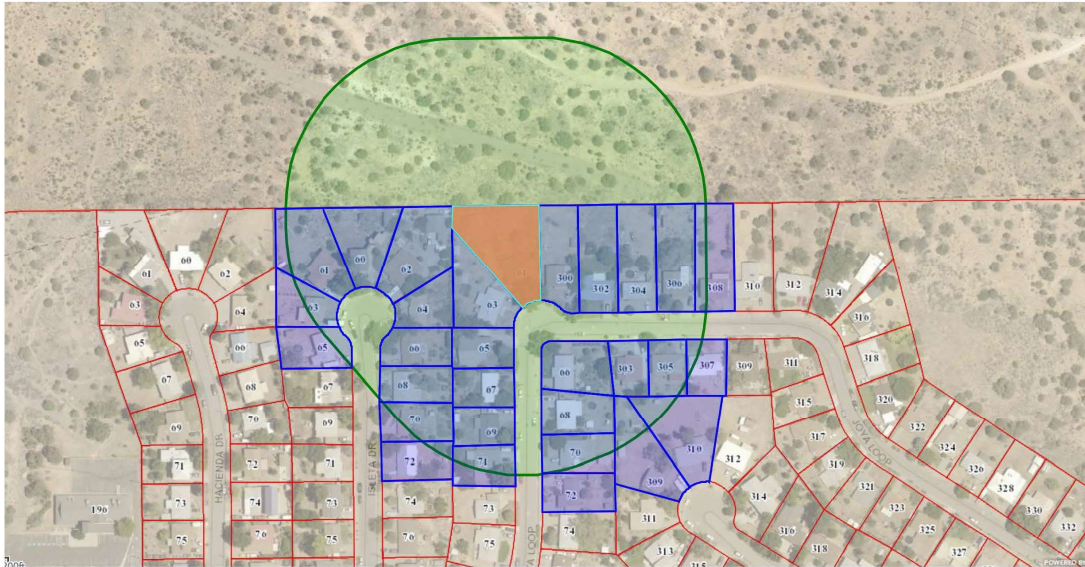
PUBLIC NOTICE

Notice of this virtual public hearing has been given per the requirements of the Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-192 (b), which includes:

1. A notice setting forth the nature of the request, the specific parcel of property affected, and the date, time and place of the public hearing, was published in the Los Alamos Daily Post newspaper, a newspaper of general circulation, on **July 23, 2020**. Publication was at least ten days prior to the public hearing.

2. Notice of this request and meeting information was given by U.S. mail to the owners of real property within 100 yards of the exterior lot lines of the subject property on **July 27, 2020**, at least ten days prior to the public hearing.
3. Notice of this request and meeting information was posted at the county municipal building on **July 27, 2020**, at least ten days prior to the public hearing.

Public Notice – 100 YD Buffer Map



SPECIAL USE PERMIT REVIEW CRITERIA

The Los Alamos Development Code states that during the time of Special Use Permit review, the Planning and Zoning Commission shall utilize the review criteria within Sec. 16-156 in making its determination of approval, conditional approval or denial

1. ***The request substantially conforms to the comprehensive plan, and the establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort or general welfare of persons residing or working in the vicinity of such proposed use, or be detrimental or injurious to property or to the value of property in the vicinity, or to the general welfare of the county.***

Applicant Response: The Apartment shall be built according to New Mexico and Los Alamos building regulation. It shall not be a safety concern to the person living in there nor anyone else. At most the addition shall increase the value of the house as it offers an extra bedroom.

Staff Response: There are several goals and policies contained within the 2016 Comprehensive Plan that addresses increased density and affordable housing. The Plan references a full housing demand study and analysis which shows a shortage of rental apartments – a projected shortage of smaller, down-sized units that would be affordable for residents who are low-income, students/post-docs, and seniors. An accessory apartment adds to a needed variety of housing and maximizes available land where permitted.

- 2. *There are sufficient parking facilities that are adequately designed, shielded, landscaped and lighted to serve the use applied for based on the requirements of this chapter as found in article IX of this chapter.***

Applicant Response: There is ample parking in front of the main house as well as parking on the side on the house as shown. 7 spots available.

Staff Response: Staff agrees that there is ample space to accommodate enough off-street parking to serve the accessory apartment use. Off-street parking requirements are specified in Sec. 16-370 (a), which require two spaces per dwelling unit. Additional lighting is not planned.

- 3. *The provisions for on-site and off-site ingress/egress and traffic circulation are in conformance with the county's construction standards, that the public streets serving the use applied for are adequate to meet the traffic needs of the proposed use and that the proposed use will not adversely affect neighboring properties by virtue of the type of traffic generated by the use.***

Applicant Response: There is no change in current parking nor any infringement to any other traffic. There is enough space for a vehicle to access the parking on the side of the house.

Staff Response: Staff concurs with the applicant's response. Ingress and egress to the subject property will be via the existing driveway - traffic circulation will not change. The Public Works Department has reviewed this proposal and voiced no issues related to this criterion.

- 4. *The setbacks of buildings and parking facilities from the property lines, right-of-way, and adjacent land uses are in conformance with this chapter and provide protection to and a transition from residential development, existing and contemplated in the vicinity; and that the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the use applied for.***

Applicant Response: There are currently 7 parking locations of which my mother already occupies one. The height of the guest house shall be 10ft at the highest eve. The guest house shall closely match the existing structure and be the same color.

Staff Response: The accessory apartment meets the site development requirements and will be within the designated setbacks. Transition between uses is not necessary as it will continue as residential. The structure height is within the allowable maximum and is proposed to be painted to match the main residence.

- 5. *The site plan including, but not limited to, landscaping, screen planting, and fencing of the proposed development demonstrates that the site development will be compatible with adjoining areas and will conform to the site development standards of the district regulations.***

Applicant Response: The apartment shall be new construction and will follow 2015 IBC and the Los Alamos County Code. The guest house shall use materials that are fire rated as per fire code requirements for a new building. The guest house shall closely match the existing structure and be the same color.

Staff Response: The structure is proposed to meet site development standards of the R-1-8 district. Fencing is not planned for this request, but any future requests would require a permit where applicable code and zoning standards would be applied.

STAFF RECOMMENDATION

Staff has applied the Special Use Permit review criteria and recommends approval.

FINDINGS OF FACT

- The Special Use Permit application is a request to approve the construction and placement of an 18' X 11' Accessory Apartment at 61 Joya Loop.
- The subject site, lot MM2 047 is within the Mountain Meadows 2 subdivision and is zoned Single-Family Residential District (R-1-8).
- The Use Index Table, Section 16-287, allows for an accessory apartment within the Single-Family Residential District, with the granting of a Special Use Permit.
- The request will comply with Site Development Requirements for the R-1-8 district.
- The Special Use review criteria, Section 16-157, has been applied and is satisfied.
- 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, the official newspaper of record; and property owners of real property located within 100 yards of the subject property were notified of this public hearing by U.S. mail, all in accordance with the requirements of §16-192 (b) of the Los Alamos County Development Code.

EXHIBITS

- A. Application and Submittals
- B. Vicinity Map
- C. 100 YD Public Notice Map and Property Owner Listing

SPECIAL USE PERMIT APPLICATION

Los Alamos County Community Development Department
1000 Central Ave, Suite 150, Los Alamos NM 87544
(505) 662-8120

Special Use (describe): Apartment for Mother

Address to which this application applies:

61 Joya Loop, White Rock, NM, 87547

Zoning District: R-1-8

Related Applications (if any):

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

Name: Marc Coetzee Phone: 8134017083 Cell #: 5055006225

Please Print

Address: 61 Joya Loop, White Rock, NM Email: marc.coetzee@gmail.com

Marc A Coetzee

6/22/2020

SIGNATURE

DATE

PROPERTY OWNER (If different from Applicant)

☒ Check here if same as above

Name: _____ Phone: _____ Cell #: _____

Please Print

Address: _____ Email: _____

My signature below indicates that I authorize the Applicant to make this rezoning application on my behalf.


SIGNATURE

7/10/2020
DATE

SPECIAL USE PERMIT CRITERIA:

The Los Alamos County Code of Ordinances, Chapter 16, Development Code, Sec. 16-156 establishes five (5) criteria for the Planning and Zoning Commission to use when reviewing an application for Special Use Permit approval. Please review each of the criteria listed and provide brief responses as to how your application meets the criteria. Use the space provided or attach separate sheets if needed. You will also be asked to discuss the criteria at your public hearing.

(1)

The request substantially conforms to the comprehensive plan, and the establishment, maintenance or operation of the use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort or general welfare of persons residing or working in the vicinity of such proposed use, or be detrimental or injurious to property or to the value of property in the vicinity, or to the general welfare of the county.

The Apartment shall be build according to New Mexico and Los Alamos building regulation. It shall not be a safety concern to the person living in there nor anyone else. At most the addition shall increase the value of the house as it offers an extra bedroom.

(2)

There are sufficient parking facilities that are adequately designed, shielded, landscaped and lighted to serve the use applied for based on the requirements of this chapter as found in article IX of this chapter.

There is ample parking in front of the main house as well as parking on the side on the house as shown. 7 spots available.

(3)

The provisions for on-site and off-site ingress/egress and traffic circulation are in conformance with the county's construction standards, that the public streets serving the use applied for are adequate to meet the traffic needs of the proposed use and that the proposed use will not adversely affect neighboring properties by virtue of the type of traffic generated by the use.

There is no change in current parking nor any infringement to any other traffic. There is enough space for a vehicle to access the parking on the side of the house.

(4)

The setbacks of buildings and parking facilities from the property lines, right-of-way, and adjacent land uses are in conformance with this chapter and provide protection to and a transition from residential development, existing and contemplated in the vicinity; and that the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the use applied for.

There are currently 7 parking locations of which my mother already occupies one.
The height of the guest house shall be 10ft at the highest eve.
The guest house shall closely match the existing structure and be the same color.

(5)

The site plan including, but not limited to, landscaping, screen planting, and fencing of the proposed development demonstrates that the site development will be compatible with adjoining areas and will conform to the site development standards of the district regulations.

The apartment shall be new construction, and will follow 2015 IBC and the Los Alamos County Code. The guest house shall use materials that are fire rated as per fire code requirements for a new building.
The guest house shall closely match the existing structure and be the same color.

REQUIRED SUBMITTALS:

Check each of the boxes to indicate that you have attached two (2) paper copies of each of the following, and one complete copy of all materials on disk:

- ☒ Proof of property ownership.
- ☒ A Vicinity map, 8 ½ by 11 inch or 8 ½ by 14 inch format, showing the boundaries of the property and all adjacent lots within 300 feet. (County staff can provide the vicinity map if requested.)
- ☒ A scaleable site plan including, at a minimum, the following information:
 - ☒ Show and dimension all access and parking related to the site, including existing and any proposed curbs/cuts.
 - ☒ 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.
 - ☐ Show existing and proposed landscaping, fencing, lighting, signage and any other proposed improvements.

THIS SECTION TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT DEPARTMENT

For County Use:

Date of Submittal: _____

Staff Initial: _____

CDD Application Number: _____

Fees Paid: _____

LOS ALAMOS COUNTY

P.O. BOX 99

LOS ALAMOS, NEW MEXICO 87544-0099

Payment Inquiries (505) 662-8333

Valuation and Assessment Inquiries (505) 662-8030

2019 TAX BILL

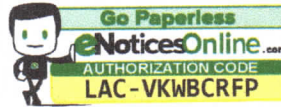
TAXPAYER'S COPY

PLEASE MAKE A SEPARATE CHECK FOR
PROPERTY TAX FROM OTHER PAYMENTS.

Please read reverse side of this bill and
enclose payment coupon in envelope with
your check or money order.

IF YOUR TAX PAYMENTS ARE ESCROWED THROUGH A MORTGAGE COMPANY, IT IS
YOUR RESPONSIBILITY AS PROPERTY OWNER TO FORWARD THIS BILL FOR PAYMENT.

NOTICE: THIS TAX BILL IS THE ONLY NOTICE YOU WILL RECEIVE FOR PAYMENT OF
BOTH INSTALLMENTS OF YOUR 2019 PROPERTY TAX.



5467*18**G50**0.596**1/2*****AUTO5-DIGIT 87547
COETZEE MARC A
61 JOYA LOOP
LOS ALAMOS NM 87547-3705



NET TAXABLE VALUES WILL BE ALLOCATED TO
GOVERNMENTAL UNITS IN SCHOOL DISTRICT. ▶ #1

TAXABLE VALUE IS 33 1/3% OF FULL VALUE

	FULL VALUE	TAXABLE VALUE
LAND RES SINGLE	109,760	36,590
BLDG RES SINGLE	143,850	47,950
HeadOfHousehold	0	-2,000
NET VALUE		82,540

HOW YOUR TAX DOLLAR IS BEING DISTRIBUTED

TAX RATE EXPRESSED IN DOLLARS PER THOUSAND OF NET TAXABLE VALUE

COUNTY	465.52
COUNTY DEBT SERVICE	0.00
MUNICIPAL	313.07
MUNI DEBT SERVICE	0.00
COLLEGE	159.14
COLLEGE DEBT SERVICE	0.00
SCHOOL OPERATION	26.66
SCHOOL DEBT SERVICE	722.64
SCHOOL CAP IMPRO	0.00
SCHOOL HB33	257.28
STATE DEBT SERVICE	112.25

PRINT THIS ACCOUNT
NO. ON YOUR CHECK

ACCOUNT NO.

R002199

PARCEL #

1039109475090

Location: 61 JOYA LOOP
Subd: MOUNTAIN MEADOWS 2 Lot: 047 S: 33 T: 19N R: 7E

PROPERTY DESCRIPTION

INTEREST IS 1% PER MONTH ON DELINQUENT TAXES. ALSO, A PENALTY OF UP TO 5% WILL BE CHARGED ON EACH HALF.

DELINQUENT DATES				
YEAR	TAX AMOUNT	INTEREST	PENALTY	TOTAL TAXES
PRIOR TAXES, IF ANY MUST BE PAID BEFORE ACCEPTING CURRENT YEAR PAYMENT. ▶				0.00

TAXPAYER'S COPY - PLEASE RETAIN THIS BILL FOR YOUR RECORDS.

TOTAL 2019 TAX DUE ▶ 2,056.56

2019 TOTAL CURRENT
& PRIOR TAXES ▶ 2,056.56

SECOND HALF PAYMENT COUPON

PLEASE MAKE CHECKS PAYABLE TO:
LOS ALAMOS COUNTY
P.O. Box 99 • Los Alamos, NM 87544-0099

PRINT THIS
ACCOUNT NUMBER
ON YOUR CHECK

R002199

YOUR CANCELED CHECK IS YOUR RECEIPT.

THIS BILL IS DUE BY **APRIL 10, 2020**. TO AVOID INTEREST AND PENALTY CHARGES,
DETACH THIS COUPON AND REMIT WITH PAYMENT BY: **MAY 10, 2020**.

COETZEE MARC A
61 JOYA LOOP
LOS ALAMOS NM 87547-3705

2019
SECOND HALF 1,028.28

DO NOT FOLD OR STAPLE THIS COUPON.
DO NOT WRITE BELOW THIS LINE

031000002199000010282800002056560

FIRST HALF or FULL YEAR

PLEASE MAKE CHECKS PAYABLE TO:
LOS ALAMOS COUNTY

PRINT THIS
ACCOUNT NUMBER
ON YOUR CHECK

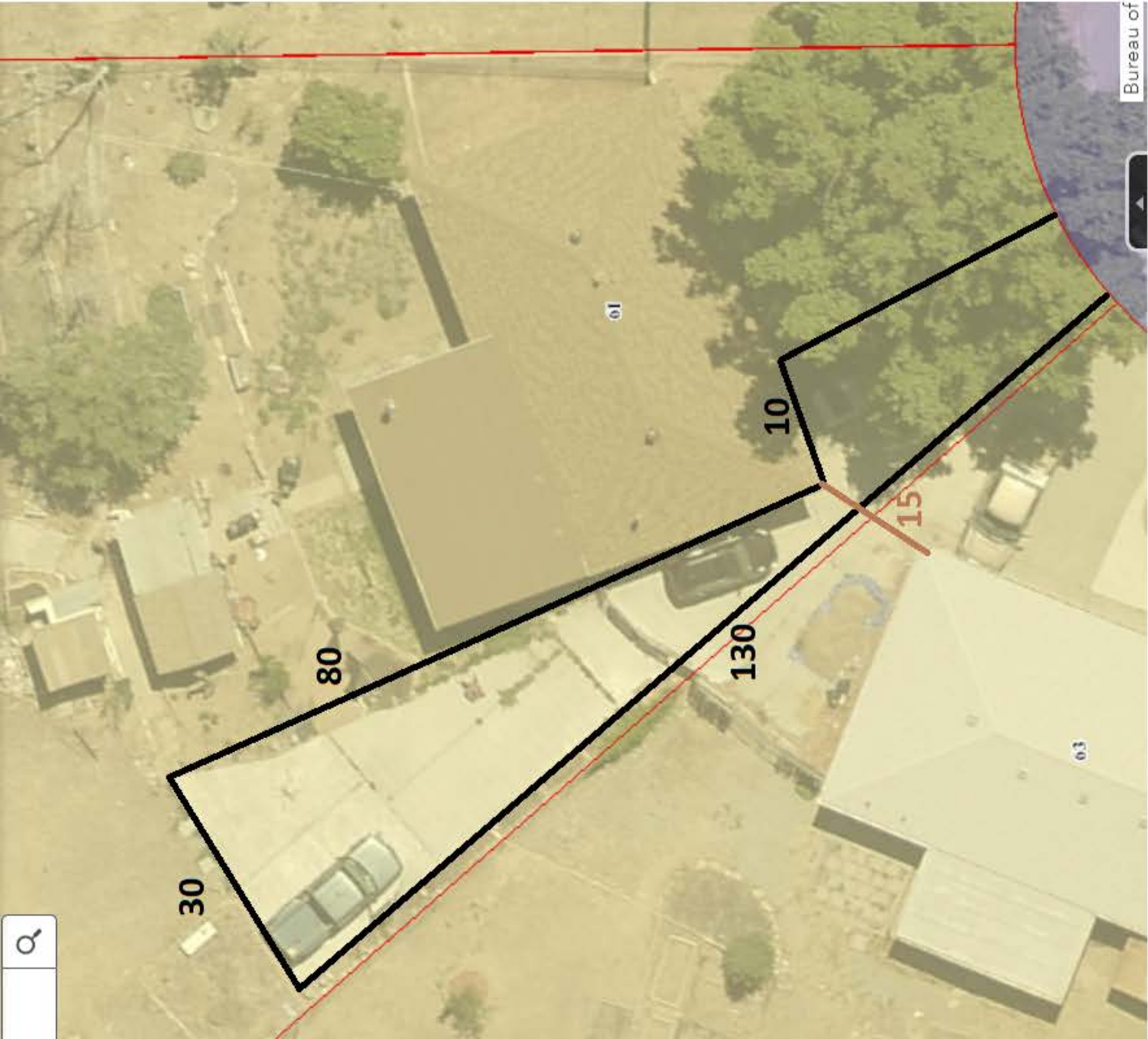
R002199

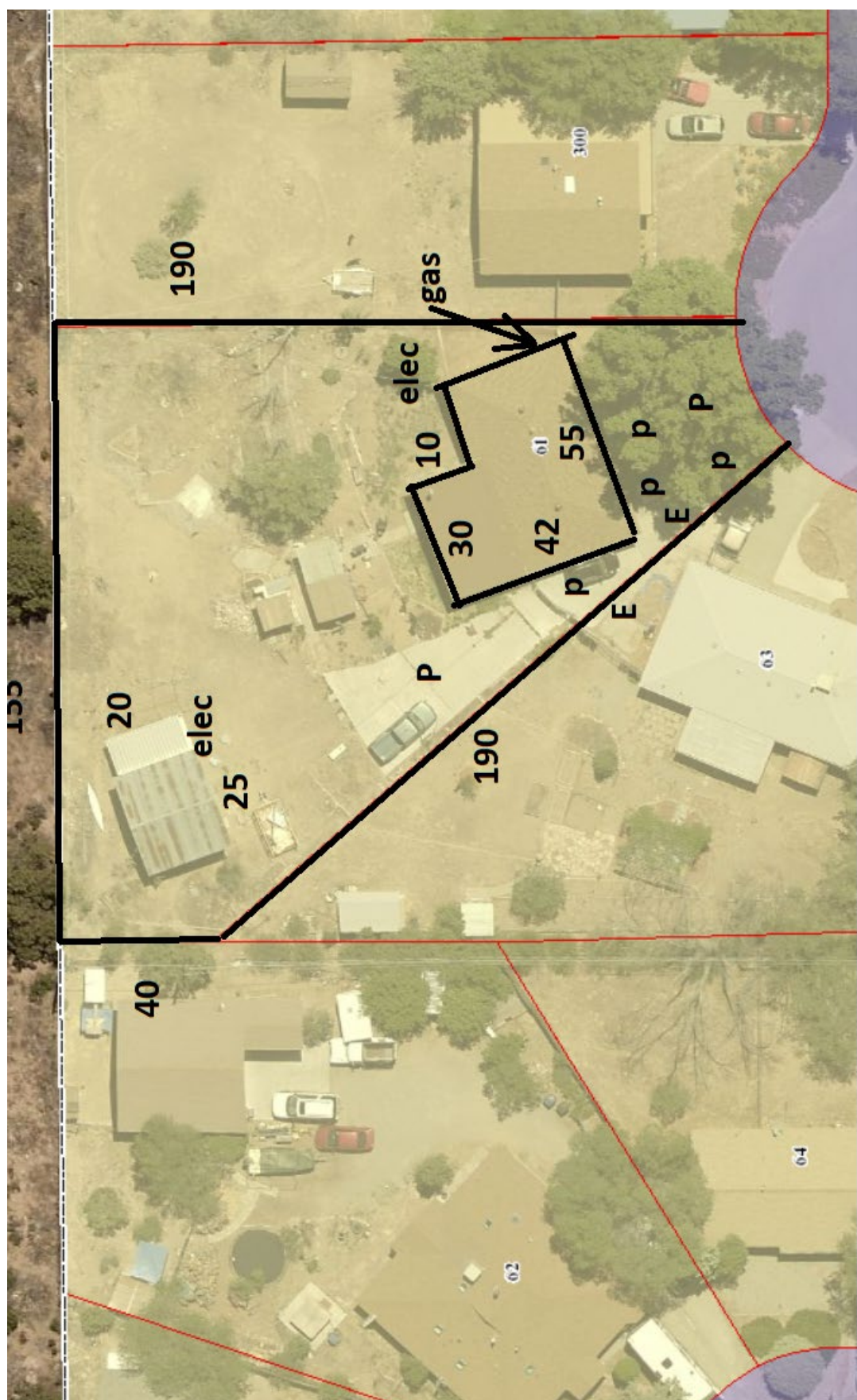
Apartment to property line

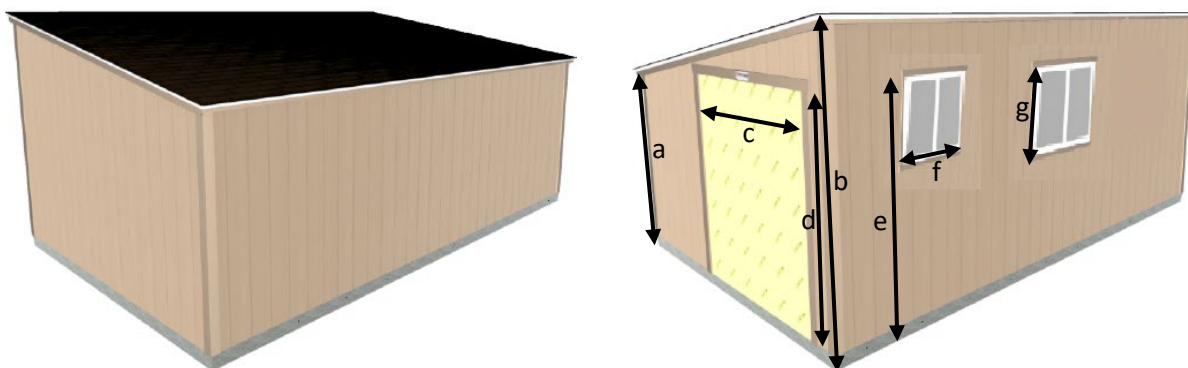




1	18', part of house foundation	7	21'
2	11', part of house foundation	Electric	62'5"
3	5'5"	Sewer	122'9"
4	19'	water	44'
5	15'1"	a	2'2"
6	15'4"	b	3'4"







Wall D



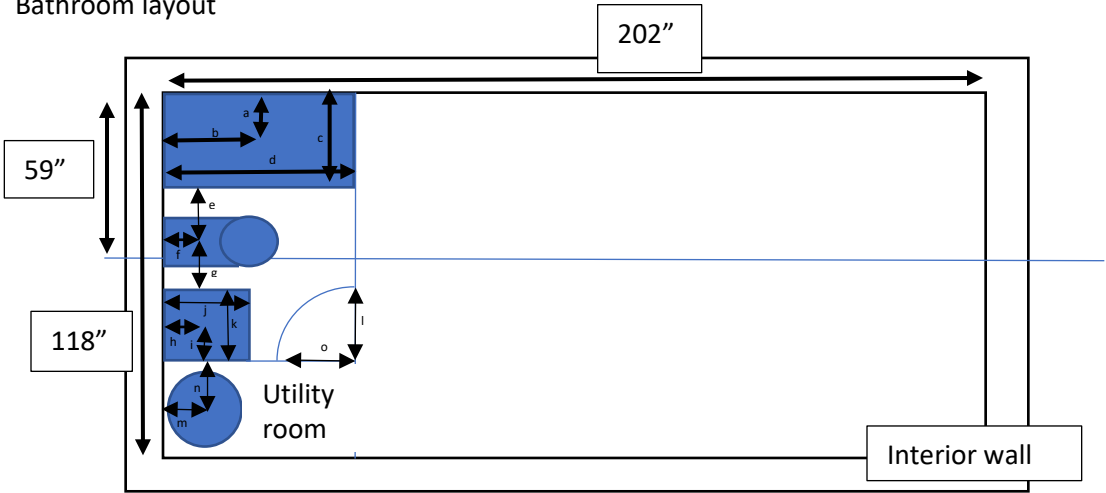
Wall A

Wall C

Wall B

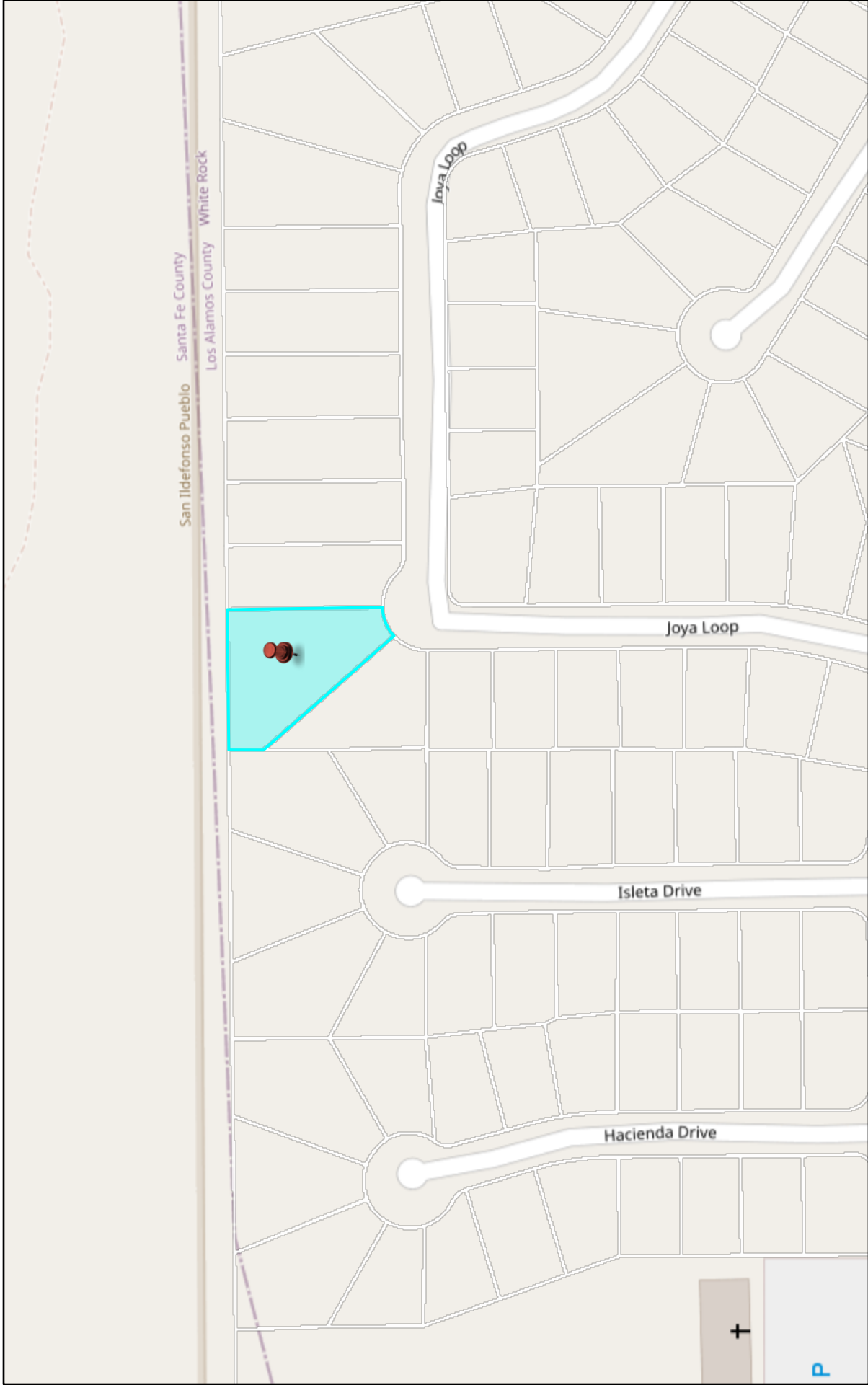
a	9'
b	10'
c	80"
d	72"
e	80"
f	2 X 3'
g	2 X 4'

Bathroom layout



a	18"to shower drain from the NW wall	i	12" to sink drain from the SE wall
b	24"to shower drain from the SW wall	j	19"from SW wall to end of sink
c	36" from shower wall to the NW wall	k	24"from SE wall to end of sink
d	24" from shower wall to the SW wall	l	36" door way
e	15" from shower to toilet drain	m	15" from SW wall to center of sump
f	12"from SW wall to toilet drain	n	15" from NW wall to center of sump
g	15" from toilet drain sink cabinet	o	24" utility room door
h	6" to sink drain from the SW wall		

61 JOYA LOOP - Vicinity Map



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Parcels

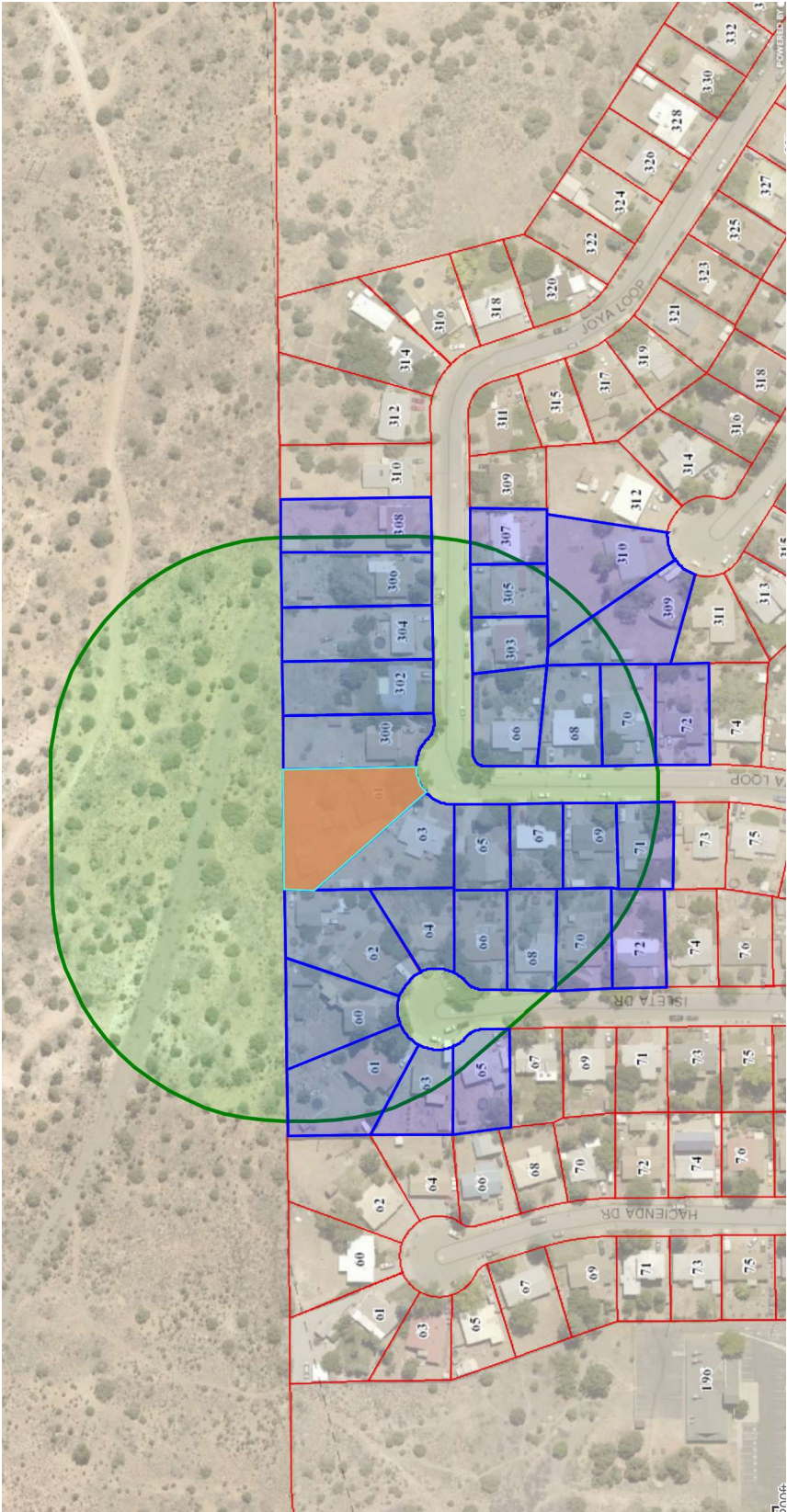
1:2,257

0 0.01 0.03 0.05 0.06 mi

0 0.03 0.05 0.1 km

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Web AppBuilder for ArcGIS
Map data © OpenStreetMap contributors, CC-BY-SA



HAYES SARAH KUHN
63 ISLETA DR
LOS ALAMOS, NM, 87547

WILLIAMS MATTHEW & SOKLIAN
61 ISLETA DR
LOS ALAMOS, NM, 87547

MEHTA VEDANT K & MEHTA KIRITKUMAR BALKRIS...
65 ISLETA DR
LOS ALAMOS, NM, 87547

GIBBONS JESSE S
60 ISLETA DR
LOS ALAMOS, NM, 87547

PADILLA MICHAEL D & LORI A REVOC LIVING TRU...
62 ISLETA DR
LOS ALAMOS, NM, 87547

MINYARD JOSHUA H
72 ISLETA DR
LOS ALAMOS, NM, 87547

CHAVEZ CRAIG A & VENITA L
70 ISLETA DR
LOS ALAMOS, NM, 87547

MAGNUSON EIVOR K
PO BOX 4661
LOS ALAMOS, NM, 87544

BERGAUER OLIVE
66 ISLETA DR
LOS ALAMOS, NM, 87547

MASON RODNEY J & CAROLINE FV REVOC TRUS...
148 PIEDRA LOOP
LOS ALAMOS, NM, 87547

DING MEI & YUEWEN
63 JOYA LOOP
LOS ALAMOS, NM, 87547

BUTLER BRENT M & LORA S REVOC TRUST
71 JOYA LOOP
LOS ALAMOS, NM, 87547

LONGMIRE JERRY L REVOC TRUST
69 JOYA LOOP
LOS ALAMOS, NM, 87547

WILLIAMS SUZETTE L
67 JOYA LOOP
LOS ALAMOS, NM, 87547

ARCHULETA JOHN A & DEBRA C REVOC TRUST
65 JOYA LOOP
LOS ALAMOS, NM, 87547

COETZEE MARC & DOMONIQUE
61 JOYA LOOP
LOS ALAMOS, NM, 87547

LOCKE RYAN T & DUBOIS WENDY
300 JOYA LOOP
LOS ALAMOS, NM, 87547

BABCOCK TYLER & CATHY
66 JOYA LOOP
LOS ALAMOS, NM, 87547

MARTINEZ SENAIDA A & JAVIER S
72 JOYA LOOP
LOS ALAMOS, NM, 87547

KEENAN BRETT & ZIELASKOWSKI STEPHANIE J
70 JOYA LOOP
LOS ALAMOS, NM, 87547

CASADOS FERMIN & GRACE
68 JOYA LOOP
LOS ALAMOS, NM, 87547

VALDEZ DANIEL CARLOS & GARIBAY JESSIE
302 JOYA LOOP
LOS ALAMOS, NM, 87547

CANTRUP PETER H REVOC TRUST
PO BOX 4610
LOS ALAMOS, NM, 87547

POTTER ROBERT C & MARGARET M
309 MIMBRES DR
LOS ALAMOS, NM, 87547

NICHOLS SARAH J & BRYAN L
304 JOYA LOOP
LOS ALAMOS, NM, 87547

MOSS CORNELIA E
305 JOYA LOOP
LOS ALAMOS, NM, 87547

THORN CHRISTOPHER & DEIDRE
306 JOYA LOOP
LOS ALAMOS, NM, 87547

JONES ROLLIN G & TERRY R
476 BRIGHTON DR
LOS ALAMOS, NM, 87547

TILGER CHRISTOPHER
307 JOYA LOOP
LOS ALAMOS, NM, 87547

RICHARD CYNTHIA
308 JOYA LOOP
LOS ALAMOS, NM, 87547