

INTERDEPARTMENTAL REVIEW COMMITTEE

Meeting Minutes
Thursday, August 1, 2024
10 AM

THE INTERDEPARTMENTAL REVIEW COMMITTEE MET TO REVIEW AND DISCUSS THE BELOW MENTIONED CASES FOR CONSIDERATION TO MOVE FORWARD TO THE PLANNING AND ZONING COMMISSION MEETING SCHEDULED FOR AUGUST 28, 2024.

In Attendance:

Desirae J. Lujan, Senior Planner
Eric Ulibarri, County Engineer
James Pepe, Fire Marshal
Armando Gabaldon, Environmental Services Manager
David Martinez, Chief Building Official
Paul Andrus, Community Development Director
James Martinez, Senior Engineer
James Alarid, Deputy Utility Manager - Engineering
Ubaldo Barela, Management Analyst
Thomas Wyman, Assistant Attorney - Virtual Attendance

CASE NO. SUB-2024-0019. Philip Gursky, applicant, representing IMG, LLC, and Twilight Homes of NM, LLC, on behalf of Handy Family Trust, property owner, is requesting Preliminary/Final Subdivision Plat approval for the properties addressed as 114, 117, 118, 119, 120 A & B, 122, and 123 Longview Drive, White Rock, NM. The development proposes a 29-unit, two-story, townhome subdivision on 1.05 acres, combined. The properties, SV A006A, SVA006C, SV A006D, SV A006E, SV A006F, SV A006G, and SV A003C, SV A003D, SV A003E, Sherwood Village, are within the White Rock Town Center (WRTC) Zone District.

The County Engineer, Eric Ulibarri, stated that the plans answered previous requests from the Public Works Department. A site distance analysis was requested and completed due to road alignment and lot distancing concerns. The speed limit may need to be reduced with the current plans, which is not ideal for Longview Drive. Grading and draining have met the standards of the Public Works department. Public Works will examine the project further and provided conditions of approval in a Memorandum.

The Department of Public Utilities will set its own set of conditions for the project required for permitting. Otherwise, the plan is ready to go to the Planning and Zoning Commission for review.

JAMES ALARID, DEPUTY UTILITIES MANAGER, MOVED TO FORWARD THE FINAL SUBDIVISION PLAT APPLICATION TO PLANNING AND ZONING COMMISSION ON AUGUST 28, 2024. SECONDED BY ERIC ULIBARRI, COUNTY ENGINEER. VOTE PASSED UNANIMOUSLY.

CASE NO. REZ-2024-0019: Los Alamos County Capital Projects and Facilities, on behalf of Los Alamos County, property owner, is requesting a Minor Zone Map Amendment to change the property, EA3 U, from its current Single-Family Residential (SFR-4) Zone District to the Institutional (INS) Zone District. The property is commonly known as the Civilian Women's Dormitory and is addressed as 1725 17th Street, within the Eastern Area 3 Subdivision.

The lot in question is located on the corner of Sage and 17th Street. The lot features a County-owned structure. The Los Alamos County Manager's Office has initiated a project to renovate the structure and make the building into a museum, with a caretaker's unit, and National Park Service Office. The lot needs to be rezoned to Institutional from SFR-4 to allow the uses proposed by the project.

THERE WERE NO QUESTIONS OR CONCERNS FROM IDRC REGARDING THE PROJECT MEETING THE CRITERIA FOR REZONING. IDRC UNANIMOUSLY VOTED FOR THE CASE TO MOVE FORWARD TO PLANNING AND ZONING COMMISSION ON AUGUST 28, 2024.

CASE NO. SIT-2024-0069: Los Alamos County Capital Improvements and Facilities Division, on behalf of Los Alamos County, property owner, is requesting Site Plan approval to renovate the existing 2-story building commonly known as the Women's Dorm Building, to serve as a visitor center with historical and educational exhibits, related office space, and a Caretaker Unit; and construction of a 560 Sq. Ft. detached restroom facility with picnic pavilion. The property, EA3 U, is addressed as 1725 17th Street and is within the Single-Family Residential (SFR-4) zone district.

Armando Gabaldon, Environmental Services Manager, stated that the enclosure in the plan is not large enough to store both waste and recycle dumpsters. He advised that the area would need to be enlarged at the building permit phase. He offered to provide design standards for the enclosure.

The Public Works Department noted that a traffic analysis is not necessary. There is a question about the potential amount of bus traffic that the use will generate. The County Engineer stated that he would like the applicant to speak about possible numbers based on the National Park Service's trending data for tourism and visits.

The Department of Public Utilities foresees no burdens to the utility system but stated that three-phase power will be needed for the operation of an elevator in the structure. There is a request to check the lighting code of the proposed rezone to avoid light pollution in the neighborhood. It was recognized that Lighting Standards would be applied to the application review.

JAMES MARTINEZ, SENIOR ENGINEER, MOVED TO FORWARD THE PRELIMINARY SUBDIVISION PLAT APPLICATION TO PLANNING AND ZONING COMMISSION ON AUGUST 28, 2024. SECONDED BY ERIC ULIBARRI, COUNTY ENGINEER. VOTE PASSED UNANIMOUSLY.

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MEMORANDUM



Public Works

1000 Central Avenue, Suite 160
Los Alamos, NM 87544
P 505.662.8150 F 505.662.8109

losalamosnm.us

DATE: August 21, 2024
TO: Desirae Lujan – Senior Planner
THROUGH: Juan Rael, P.E. – Public Works Director *JR*
FROM: Eric Ulibarri, P.E., C.F.M. – County Engineer *EU*
CC: Paul Andrus, Community Development Director
RE: Sherwood Rounds_114-120 Longview Drive
Final Plat Application Public Works/Engineering Comments and Conditions

Los Alamos County Public Works Department, Engineering Division has completed review of the Final Subdivision Plat Application reviewed at IDRC on August 1, 2024. A follow-up meeting was held on August 8 with the applicant and their engineers to discuss stormwater management.

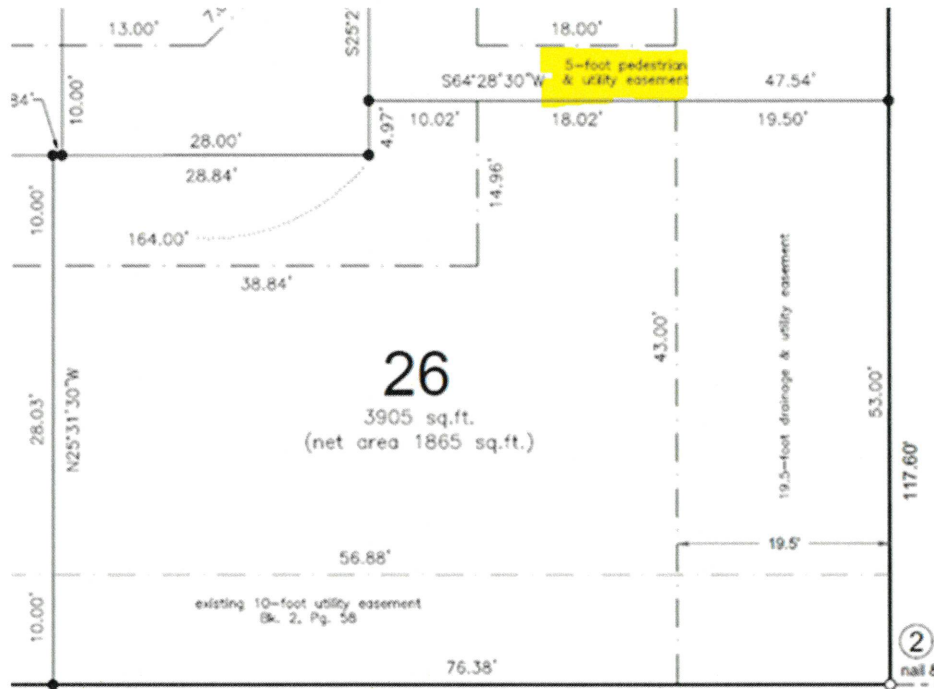
IDRC approved a motion to recommend this application move forward to Planning and Zoning Commission. Public Works supports this motion with the following conditions:

- **Traffic Analysis:** A Site Threshold Analysis (STA) was received as part of this application without any further actions necessary. Any changes to driveways or ingress/egress will require an amendment to this analysis.
- **Sight Distance:** The Sight Distance Analysis submitted by the Applicant's engineer has indicated that for a 25 MPH posted speed limit, there are sight distance issues along this section of Longview Drive. Some of these sight distance issues are existing due to roadway alignment, while others are being introduced with the proposed structures. The Applicant's engineer recommends changing the speed limit to 15 MPH, to achieve an acceptable sight distance. While this may be acceptable, the current configuration of Longview Drive, with multiple horizontal curves along with the proposed bike lanes, introduces traffic calming features, where vehicles are more likely to travel below the posted speed limit. Further speed studies would be required to reduce the posted speed in this section of road. This work can be performed at a later date if recommended by the County Engineer.
- **Drainage Report & Grading & Drainage Plan:** The applicant has submitted drainage calculations, as well as an engineer's certification indicating that storm water releases into the drainage channel will not exceed existing flows, and that on-site detention will

ATTACHMENT B

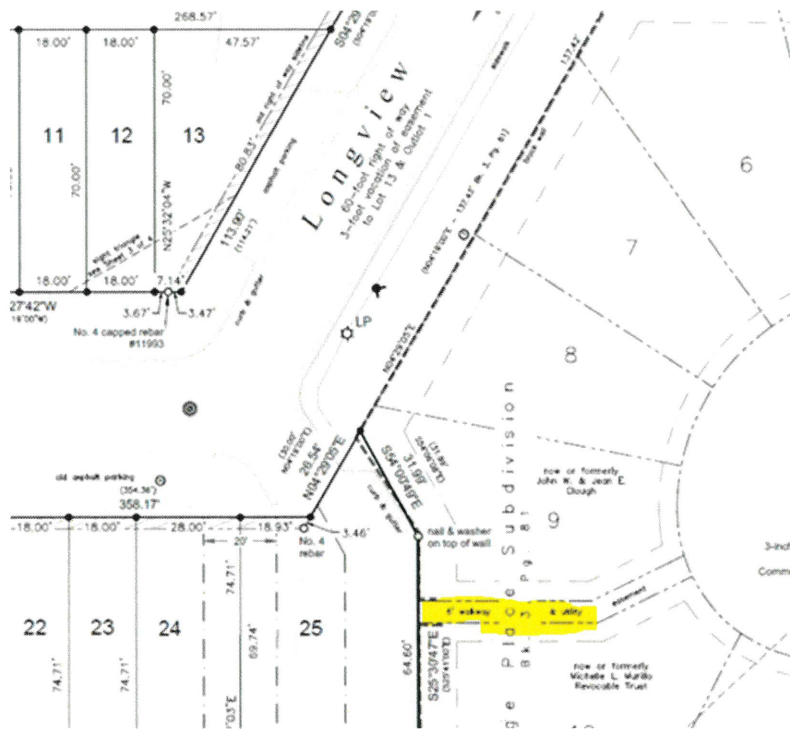
sufficiently detain storm waters in the event of a 100-year storm event. This analysis and certification sufficiently meet the requirements for storm water management. Any changes will require an amendment to this analysis.

- **Landscaping:** The applicant is proposing landscaping on both north and south sides of Longview Drive within county-owned right-of-way. The specifics of the landscaping installations in county right-of-way shall be coordinated with the county prior to issuance of the building permit. Maintenance of landscaping in county right-of-way shall be in accordance with Los Alamos County Code Section 16-39e and maintained by the homeowner unless otherwise agreed to by the county in the required joint landscaping agreement. This agreement will be required prior to issuance of building permit.
- **Subdivision Plat:**
 - These items shall be addressed prior to approval of the final subdivision plat.
 - Sheet 1 of 4:
 - Utility Easements: A 10-foot maintenance vehicular access road (ingress/egress) and drainage easement shall be granted to the County for vehicular access to SE pond from within interior streets between Lot 25 and 26. This easement will need to be shown clearly on all sheets in the plat document. See image below.



- Sheet 2 of 4:
 - Label the easement for the SE pond area.
- Pedestrian access and Easement:
 - Provisions shall be included in the final design to allow construction of additional pedestrian infrastructure allowing access from the property to the east into the

proposed Sherwood Rounds development and access to Longview Drive. Easements shall be included in the Final Plat as necessary to allow this pedestrian access. See image below.



- General Discussion:

These items may be deferred until construction permit submittal.

- NPDES: Since area of earth disturbance of the proposed development is >1 acre, provisions shall be provided in the final construction plans to ensure the construction contractor complies with NPDES Construction General Permit requirements including: Preparation of a temporary erosion and sediment control plan for the installation of “Best Management Practices” or temporary erosion control measures (i.e. silt fence, mulch socks, cobble at site entrances, concrete washout facilities, etc.). Preparation and updating of a Storm Water Pollution Prevention Plan (SWPPP). Submittal of a Notice of Intent (NOI) and Notice of Termination (NOT) to the US EPA.
- Permits: The developer will be required to obtain all necessary permits from the County prior to work within County right-of-way. Required permits include an excavation permit and traffic control permit. Approval of these permits will be required prior to beginning construction operations. The developer shall design the project to meet the latest edition of the Los Alamos County Public Works Design and Construction Standards.