



LOS ALAMOS

# Planning & Zoning Commission Meeting Minutes

Virtual participation for the meeting was made available via Zoom.  
The proceedings can be viewed at: <https://losalamos.legistar.com/Calendar.aspx>

**February 12, 2025**  
**5:30 p.m.**

## 1. CALL TO ORDER / ROLL CALL

The meeting was called to order by Chair Easton at 5:30 p.m. Roll call was taken. A quorum was present.

### **Members Present:**

Karen Easton, Chair  
David Hampton, Vice Chair  
Marlon Brown, Commissioner  
Rebecca White, Commissioner  
Katie Bruell, Commissioner\*  
Rachel Adler, Commissioner  
Stephanie Nakhleh, Commissioner  
Benjamin Hill, Commissioner

### **Members Absent:**

Ronald Nelson

### **Staff Present:**

Dan Osborn, Acting Community Development Director  
Jane Mathews, Senior Planner  
Desirae J. Lujan, Senior Planner  
Katie Twaits, Deputy County Attorney  
Larissa Breen, Assistant County Attorney

### **Council Liaison:**

Rynn Herman

*\* Attended virtually via Zoom*

## 2. PUBLIC COMMENT

None.

## 3. APPROVAL OF AGENDA

***Motion by Commissioner White to approve the agenda. Seconded by Commissioner Bruell.***

***Motion passed unanimously, 8-0 vote.***

### **Roll Call Vote:**

#### ***[for]***

Katie Bruell  
Karen Easton  
David Hampton  
Rebecca White  
Benjamin Hill

Marlon Brown  
Rachel Adler  
Stephanie Nakhleh

#### **4. PLANNING AND ZONING COMMISSION BUSINESS**

##### **A. Approval of January 8, 2025, Planning and Zoning Commission Meeting Minutes**

***Motion by Commissioner Nakhleh to approve the Minutes as drafted, seconded by Commissioner White.***

***Motion passed unanimously, 8-0 vote.***

Roll Call Vote:

***[for]***

Marlon Brown  
Rachel Adler  
Stephanie Nakhleh  
Benjamin Hill  
Rebecca White  
David Hampton  
Karen Easton  
Katie Bruell

#### **5. COMMISSION TRAINING**

##### **A. PRESENTATION Commission Training by Los Alamos County Assistant County Attorney, Larissa D. Breen, regarding Quasi-Judicial Proceedings.**

Larissa Breen, Los Alamos County Assistant Attorney, presented training on Quasi-Judicial proceedings covering topics such as, decision-making, identifying who has standing and is a party, procedures, keeping an orderly record, and deliberation.

The Commission had an opportunity to ask questions, answered by Ms. Breen and Katie Twaits, Deputy Attorney.

#### **6. COMMISSION/DIRECTOR COMMUNICATIONS**

##### **A. *Department Report***

Dan Osborn, Acting Community Development Director, provided updates on vacant positions, and welcomed Rynn Herman, newly appointed Council Liaison. Desirae Lujan, Senior Planner, informed the Commission of a presentation by the Chief Building Official entitled "Before You Sign Your Lease" on Thursday, February 13th. The intent is to inform business owners, property managers, and commercial property owners of what to consider when moving into a commercial space. It will be recorded and posted on the website.

##### **B. *Chair's Report***

Chair Easton polled the Commission on whether they were interested in receiving literature related to the work they do. The Commission welcomed the information and approved their contact information to be shared with each other. Ms. Twaits cautioned the Commission on rolling quorums.

##### **C. *Council Liaison's Report***

Rynn Herman, Council Liaison, provided updates from County Council.

**D. Commissioners' Comments**

Commissioner White voiced appreciation for the training, and thanked staff for its coordination.

**7. PUBLIC COMMENT**

None.

**8. ADJOURNMENT**

7:35 p.m.