



**FY18 Work Plan for
Los Alamos County
Boards and Commissions**

(Fiscal Year 2018: July 1, 2017 – June 30, 2018)

Board and Commission Name: Planning and Zoning Commission

Date prepared: 01/30/17 **Date approved by Council:** _____

Prepared by: Anita Barela/Tamara Baer

This work plan will be accomplished in the following time frame:
from 7/1/17 **to** 6/30/18 **(dates)**

Chairperson: Michael Redondo **Term:** ends March 2018

Members and terms:

- Craig Martin - March 2020 (end of first term)**
- Michael Redondo* - March 2018 (end of second term)**
- Larry Warner - March 2018 (end of second term)**
- Ashley Mamula - March 2019 (end of second term)**
- Jessie Dixon - March 2012 (end of first term)**
- Amy Woods – March 2019 (end of first term)**
- Philip Kunsberg – March 2019 (end of second term)**
- Jaret McDonald** – March 2018 (end of first term)**
- Melissa Arias -- March 2020 (end of first term)**

Chair as of April 1, 2017
****Vice-Chair as of April 1, 2017**

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: Rick Reiss **Reviewed by Council Liaison?** Y

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. Completion of Comprehensive Plan Update**
- 2. Site Plans (Condominiums in Quemazon, O’Reilly’s Auto Parts, 80 Entrada)**
- 3. Special Use Permits (1 Accessory Apartment, Overnight dog kennels at East Gate)**
- 4. Subdivisions in Quemazon**
- 5. Rezoning on Bathtub Row**
- 6. Code Change – Historic Preservation Text Amendment**
- 7. Appeal of the Denial of a Special Use Permit on 80 Canyon Road**

Decisions were made by the Board of Adjustment on Waiver applications for 1 side yard, 2 front yard setbacks, and 2 fence height Waivers.

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 and/or Site Plan review & approval for:**
 - **A-19 development**
 - **20th Street south of Trinity**
 - **Entrada Road**
 - **Los Alamos Visiting Nurses on Canyon Road Site Plan for Assisted Living**
- 2. Rezoning-**
 - **Historic District Overlay for Bathtub Row/Fuller Lodge**
 - **Open Space parcels as identified for rezone in Open Space Management Plan and in Comprehensive Plan**
 - **Los Alamos Visiting Nurses**
- 3. Development Code- The following anticipated code amendments are of the highest priority and will be done first:**
 - **Revisions to Review Criteria in Article IV for improved objectivity and specificity related to conformance with the Comprehensive Plan, including & especially the Future Land Use Map (FLUM)**
 - **Development of a Future Land Use Map Code section**
 - **Development of new Mixed-Use Zoning District(s)**

- **Revisions to Downtown (DT) Overlays to allow all residential uses in certain districts**

In addition to the high priority amendments listed above, other code amendments and work plan items may include:

- **Revisions to Sign Code**
- **Revisions to Outdoor Lighting**
- **Adopting digital version of Official Zoning Maps in lieu of paper**
- **Revisions to Code Definitions to match Use Table**
- **Clarification of “triggers” for various processes**
- **Clarification of what constitutes a “final action”**
- **Clarification of uses in R-3-L-NC (Multiple-family residential/low density – North Community district**
- **Addressing severability one time in the code; removing redundancy**
- **Establishing automatic default zoning (e.g., R-1 or MU) with land conveyance**
- **Clarification of time frame for Appeal**
- **Definition of “effective date”**
- **Consideration of a minimum trigger for Building Permit only (not Site Plan amendment)**
- **Alignment of code terminology with construction industry standards**
- **Addressing the issue of carports and waiver requests**
- **Addition of definition for Manufactured Home**
- **Addition of parking requirement for Accessory Dwelling Units**
- **Establishing minimum distance between Manufactured Homes**
- **Increasing communication between project proposers and neighborhoods and avoiding conflict at public hearings**

4. Continued review of land use cases

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

Implementation of Development Code amendments prompted by adoption of the Comprehensive Plan in December 2016, which include possible rezoning of some parcels and correction of mapping errors.

In addition, the Commission anticipates receiving yet to be determined direction from the newly formed Land Use Comp Plan Sub-Committee of the County Council regarding specific projects or studies to be undertaken, which may include questions concerning neighborhood priorities.

Coordinate, if needed, with implementation of the Tourism Strategic Plan when it’s completed.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

**Los Alamos Comprehensive Plan
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.)

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 coordinate with other Boards, Commissions and Committees as needed, such as the Parks and Rec board, Economic Vitality Action Team, Main Street Futures and Los Alamos Commerce and Development Corporation to implement the suggested code changes in the Comprehensive Plan adoption.

Historic Preservation Advisory Board- Historic District Zoning Overlay and possible base rezoning of affected properties.

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.

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:**



Board of Adjustment (formerly Variance Board) is comprised of three members of the Planning and Zoning Commission who volunteer to serve and are appointed by the County Council. Board of Adjustment (BOA) members serve concurrent with the Planning & Zoning Commissioner's current term, including any period during which the member serves until replaced or reappointed. The BOA generally meets on Mondays when a request for a waiver is pending. Five (5) Waiver cases were heard in CY 2016.

Planning Division staff will perform an analysis of Waiver cases over the past several years to assess the type of Waiver requested; frequency/percentage of total by type; relation to code enforcement cases; recommendations; and outcomes. Following the data analysis, it is anticipated that the BOA will bring the matter to the full Commission for discussion and possible action in terms of recommended code amendments.

Current BOA Members:

- **Jessie Dixon**
- **Amy Woods**
- **Jaret McDonald**

Note that at least two new board members will be appointed in April 2017.

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

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 Chapter 16 of the Development Code]

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.

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

Economic Vitality		
Priority Area and Priority Goals are highlighted		
Economic Vitality:		
<ul style="list-style-type: none"> • Build the local tourism economy. 		
<ul style="list-style-type: none"> • Revitalize and eliminate blight in Los Alamos and White Rock. 		X
<ul style="list-style-type: none"> • Promote a strong and diverse economic base by encouraging new business growth. 		
<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer. 		
Financial Sustainability:		
<ul style="list-style-type: none"> • Encourage the retention of existing businesses and assist in their opportunities for growth. 		X
<ul style="list-style-type: none"> • Support spinoff business opportunities from LANL. 		
<ul style="list-style-type: none"> • Significantly improve the quantity and quality of retail and tourism business. 		
Quality of Life		
Priority Area and Priority Goals are highlighted		
Housing:		
<ul style="list-style-type: none"> • Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate. 		X
<ul style="list-style-type: none"> • Support development of affordable workforce housing. 		X
Education:		
<ul style="list-style-type: none"> • Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation. 		
<ul style="list-style-type: none"> • Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards. 		
Quality Cultural and Recreational Amenities:		
<ul style="list-style-type: none"> • Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community. 		
Environmental Stewardship:		
<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities. 		
Mobility:		
<ul style="list-style-type: none"> • Maintain and improve transportation and mobility. 		

Quality Governance	
Priority Areas and Priority Goals are highlighted	
Operational Excellence:	
<ul style="list-style-type: none"> • Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning. 	X
<ul style="list-style-type: none"> • Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants. 	X
Operational Excellence:	
<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure. 	
<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization. 	
<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan. 	
<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review. 	
Communication:	
<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation. 	X
<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government. 	X
Intergovernmental Relations:	
<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners. 	
<ul style="list-style-type: none"> • Actively pursue land transfer opportunities. 	