

# MINUTES

## Planning and Zoning Commission



January 10, 2024 – 5:30 P.M.

*Virtual participation for this meeting was made available via Zoom.  
The proceeding can be viewed at <http://losalamos.legistar.com/Calendar.aspx>*

### 1. CALL TO ORDER / ROLL CALL

Chair Adler called the meeting to order at 5:35 PM. Roll call was administered. A quorum was present.

#### **Members Present:**

Rachel Adler, Chair  
Stephanie Nakhleh, Vice Chair  
Benjamin Hill, Commissioner  
David Hampton, Commissioner  
Katherine Bruell, Commissioner  
Rebecca White, Commissioner

#### **Members Absent:**

Neal D. Martin, Commissioner  
Karen Easton, Commissioner

#### **Staff Present:**

Paul Andrus\*, Community Development Director  
Sobia Sayeda, Planning Manager  
Jane Mathews, Senior Planner  
Desirae J. Lujan, Associate Planner  
Katie Thwaites, Deputy County Attorney  
Larissa Breen, Assistant County Attorney

*\* Attended virtually via Zoom*

### 2. PUBLIC COMMENT

None.

### 3. APPROVAL OF AGENDA

*Vice Chair Bruell motioned to approve the agenda as presented. Commissioner White seconded. Motion carried unanimously.*

### 4. PLANNING AND ZONING COMMISSION BUSINESS

#### A. Minutes from the Planning and Zoning Commission Meeting for September 13, 2023.

*Commissioner Hill motioned to approve the Minutes as drafted. Seconded by Commissioner Hampton. Motion carried, 6-0 vote.*

#### B. Approval of 2024 Planning and Zoning Commission Calendar.

*Chair Adler motioned to approve the 2024 Planning and Zoning Commission meeting calendar. Seconded by Commissioner White. Motion carried, 6-0 vote.*

## 5. DISCUSSION ITEMS

### A. Presentation on suggested changes to Chapter 16, Los Alamos County Development Code “Clean-Up”

Ms. Sayeda introduced a matrix that outlines the suggested changes to the Chapter 16, Los Alamos County Development Code. Typos were acknowledged. Chair Adler questioned the change of language concerning the number of accessory structures within the MFR-L zone district, noting that it would only allow each household one structure. Jessica Lawliss, Dekker/Perich/Sabatini, explained that in a fourplex situation, the code change would allow each dwelling unit the opportunity to have an accessory structure. As written, only three of four would be allowed. Ms. Lawliss, however, recognized the concern.

The Commission was informed that the matrix does not propose changes to the parking requirements. Vice Chair Nakhleh communicated that there needs to be some simplicity to parking requirements. Ms. Lawliss acknowledged and stated that changes to the parking requirements table would require further discussion with staff.

Ms. Sayeda stated that staff will happily review any recommendations that the Commission may have. The Commission, with consensus, asked staff to prepare a Text Amendment application.

#### ***Public comment opened.***

Philip Gursky noted a complexity with the code in the minimum area of the RM zone district. He also shared recommendations that he had previously provided within an email that pertains to the SFR-6 zone district, which will assist in it being successful at creating density for townhouse type infills. Ms. Sayeda stated that she would review Mr. Gursky’s email and discuss it with Ms. Lawliss to determine if there is any language that can be addressed at this point.

#### ***Public comment closed.***

### B. Review of draft FY25 Planning and Zoning Commission Work Plan

The Commission reviewed and discussed the draft FY25 Work Plan. The Members and terms were advised to be confirmed and updated accordingly. Ms. Sayeda asked the Commission to provide additions, changes, or omissions for the draft. Vice Chair Nakhleh suggested that the Downtown Master Plans be added to Section 2.2 as guiding documents/plans used by the Commission.

Section 2.3 was discussed, particularly regarding increase and improvement of communications with County Council. The Commission concluded that they would provide ideas on how it will be measured and accomplished. It was stated that after tonight’s discussion – Accessory Dwelling Units, and Parking Maximums might need to be added to the section as a project/assignment proposed by the Commission.

### C. Discussion on parking requirements in Los Alamos County

### D. Discussion on Accessory Dwelling units (ADUs) in Los Alamos County

Chair Adler asked that Items C and D be combined for discussion, and that Commissioner Hampton lead the discussion. Commissioner Hampton communicated that the Development Code is at odds with the Council’s goals. He requested that certain elements, such as parking requirements and Accessory Dwelling Units (ADUs), get a second review to better align it to county goals. He asked that community areas be evaluated for ways that they can increase housing by loosening some requirements, and regulations. One suggestion was the off-street parking requirement for ADUs.

**6. COMMISSION/DIRECTOR COMMUNICATIONS**

**A. Department Report**

Mr. Andrus shared that the department has been working on different Planning initiatives, such as solicitation of county-owned properties. The properties mentioned were the 20<sup>th</sup> Street parcels, and on DP Road, parcels A-8-A for residential, and A-16 for commercial/industrial. The department has also been working on supporting small businesses.

**B. Chair's Report**

Chair Adler welcomed the Commission back.

**C. Council Liaison's Report**

Council Hand shared County Council updates from the last Planning and Zoning Commission to current, such as: new appointments for Council Chair and Vice Chair, certification for Los Alamos County to be designated as a Bee City, and regional planning (REDI). She informed them that there were no findings in the County's financial report.

**D. Commissioners' Comments**

None.

**7. PUBLIC COMMENT**

None.

**8. ADJOURNMENT**

6:53 PM

DRAFT