



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>

**November 20, 2024**  
**5:30 p.m.**

## **1. CALL TO ORDER / ROLL CALL**

The meeting was called to order by Chair Adler at 5:31pm. Roll call was taken. A quorum was present.

### **Members Present:**

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

### **Members Absent:**

Katherine Bruell, Commissioner  
Ronald Nelson, Commissioner

### **Staff Present:**

Linda Matteson, Deputy County Manager  
Larissa Breen, Assistant County Attorney  
Katie Thwaites, County Attorney  
Daniel Osborn, Acting CDD Director  
Desirae Lujan, Sr. Planner  
Jane Matthews, Sr. Planner  
Adrienne Lovato, Sr. Management Analyst  
Russell Naranjo, Project Manager  
Anthony Strain, Project Manager  
Miguel Jimenez, Project Manager  
Danielle Duran, Intergovernmental Affairs Manager

### **Council Liaison:**

David Reagor, County Councilor

*\* Attended virtually via Zoom*

## **2. PUBLIC COMMENT**

None

## **3. APPROVAL OF AGENDA**

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

***Motion passed unanimously***

**4. PUBLIC HEARING(S)**

- A. Case No. REZ-2024-0019. Los Alamos County Capital Improvement 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 17<sup>th</sup> Street, within the Eastern Area 3 Subdivision.**

Chair Adler opened the case and explained the meeting procedures. The following attendees were sworn in:

*Russelle Naranjo, Los Alamos County Project Manager*

*Anthony Strain, Los Alamos County Project Manager*

*Linda Matteson, Los Alamos County Deputy County Manager*

*Daniel Osborn, Los Alamos County Acting CDD Director*

*Eric Martinez, Los Alamos County Deputy Public Works Director*

*Michelle Mullen, Mullen Heller Architects*

*John Davey, 1720 17<sup>th</sup> Street*

*Don Close, 1910 Spruce Street*

Linda Matteson, Deputy County Manager and Russelle Naranjo, Project Manager described the application request.

Desirae Lujan, Sr. Planner presented the staff's report.

John Davey, 1720 17<sup>th</sup> Street, spoke about the request.

***Motion by Commissioner Brown to approve the request. Seconded by Commissioner White***

***Motion passed 7-0***

*Roll Call Vote:*

Chair Adler, Yes

Vice-Chair Nakhleh, Yes

Commissioner Easton, Yes

Commissioner Brown, Yes

Commissioner Hampton, Yes

Commissioner Hill, Yes

Commissioner White, Yes

**6. COMMISSION/DIRECTOR COMMUNICATIONS**

**A. Department Report**

Daniel Osborn, Acting CDD Director, reported that he and Shanna Sasser, Economic Development Administrator, are taking on the dual role of Acting Director. He stated that CDD is in the process of recruiting for a CDD Director as well as a Planning Manager. Mr. Osborn reported that the Affordable

Housing Plan has been approved and there will be upcoming information and training regarding the plan. There are a few projects that are in various stages that CDD is working on. Some of those are 20<sup>th</sup> Street redevelopment, A-8-A parcel development, and code updates.

Desirae Lujan, Sr. Planner, stated that there are no applications to be heard for the remainder of the year. The next meeting will be in January 2025 and at the meeting they will hold elections for Chair and Vice-Chair as well as approve the calendar for 2025.

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

Chair Adler welcomed Commissioner Brown and thanked him for volunteering. She stated that she will be stepping down at the end of the year and will not be accepting nominations to be Chair during elections. She is still going to serve on the board and is willing to assist the new Chair.

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

Councilor Reager expressed his pleasure that the Commission is fully staffed. He stated that there is a lot of items that Council is working on.

**D. *Commissioners' Comments***

Commissioner Nakhleh stated that she will also not be accepting nominations to serve as Chair or Vice-Chair during upcoming elections.

**7. PUBLIC COMMENT**

No Comments

**8. ADJOURNMENT**

7:11pm