



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 Thwaits, 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 17th 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 17th 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 17th 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 20th 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