

INTERDEPARTMENTAL REVIEW COMMITTEE

Meeting Minutes
Thursday, August 1, 2024
10 AM

THE INTERDEPARTMENTAL REVIEW COMMITTEE MET TO REVIEW AND DISCUSS THE BELOW MENTIONED CASES FOR CONSIDERATION TO MOVE FORWARD TO THE PLANNING AND ZONING COMMISSION MEETING SCHEDULED FOR AUGUST 28, 2024.

In Attendance:

Desirae J. Lujan, Senior Planner
Eric Ulibarri, County Engineer
James Pepe, Fire Marshal
Armando Gabaldon, Environmental Services Manager
David Martinez, Chief Building Official
Paul Andrus, Community Development Director
James Martinez, Senior Engineer
James Alarid, Deputy Utility Manager - Engineering
Ubaldo Barela, Management Analyst
Thomas Wyman, Assistant Attorney - Virtual Attendance

CASE NO. SUB-2024-0019. Philip Gursky, applicant, representing IMG, LLC, and Twilight Homes of NM, LLC, on behalf of Handy Family Trust, property owner, is requesting Preliminary/Final Subdivision Plat approval for the properties addressed as 114, 117, 118, 119, 120 A & B, 122, and 123 Longview Drive, White Rock, NM. The development proposes a 29-unit, two-story, townhome subdivision on 1.05 acres, combined. The properties, SV A006A, SVA006C, SV A006D, SV A006E, SV A006F, SV A006G, and SV A003C, SV A003D, SV A003E, Sherwood Village, are within the White Rock Town Center (WRTC) Zone District.

The County Engineer, Eric Ulibarri, stated that the plans answered previous requests from the Public Works Department. A site distance analysis was requested and completed due to road alignment and lot distancing concerns. The speed limit may need to be reduced with the current plans, which is not ideal for Longview Drive. Grading and draining have met the standards of the Public Works department. Public Works will examine the project further and provided conditions of approval in a Memorandum.

The Department of Public Utilities will set its own set of conditions for the project required for permitting. Otherwise, the plan is ready to go to the Planning and Zoning Commission for review.

JAMES ALARID, DEPUTY UTILITIES MANAGER, MOVED TO FORWARD THE FINAL SUBDIVISION PLAT APPLICATION TO PLANNING AND ZONING COMMISSION ON AUGUST 28, 2024. SECONDED BY ERIC ULIBARRI, COUNTY ENGINEER. VOTE PASSED UNANIMOUSLY.

CASE NO. REZ-2024-0019: Los Alamos County Capital 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.

The lot in question is located on the corner of Sage and 17th Street. The lot features a County-owned structure. The Los Alamos County Manager's Office has initiated a project to renovate the structure and make the building into a museum, with a caretaker's unit, and National Park Service Office. The lot needs to be rezoned to Institutional from SFR-4 to allow the uses proposed by the project.

THERE WERE NO QUESTIONS OR CONCERNS FROM IDRC REGARDING THE PROJECT MEETING THE CRITERIA FOR REZONING. IDRC UNANIMOUSLY VOTED FOR THE CASE TO MOVE FORWARD TO PLANNING AND ZONING COMMISSION ON AUGUST 28, 2024.

CASE NO. SIT-2024-0069: Los Alamos County Capital Improvements and Facilities Division, on behalf of Los Alamos County, property owner, is requesting Site Plan approval to renovate the existing 2-story building commonly known as the Women's Dorm Building, to serve as a visitor center with historical and educational exhibits, related office space, and a Caretaker Unit; and construction of a 560 Sq. Ft. detached restroom facility with picnic pavilion. The property, EA3 U, is addressed as 1725 17th Street and is within the Single-Family Residential (SFR-4) zone district.

Armando Gabaldon, Environmental Services Manager, stated that the enclosure in the plan is not large enough to store both waste and recycle dumpsters. He advised that the area would need to be enlarged at the building permit phase. He offered to provide design standards for the enclosure.

The Public Works Department noted that a traffic analysis is not necessary. There is a question about the potential amount of bus traffic that the use will generate. The County Engineer stated that he would like the applicant to speak about possible numbers based on the National Park Service's trending data for tourism and visits.

The Department of Public Utilities foresees no burdens to the utility system but stated that three-phase power will be needed for the operation of an elevator in the structure. There is a request to check the lighting code of the proposed rezone to avoid light pollution in the neighborhood. It was recognized that Lighting Standards would be applied to the application review.

JAMES MARTINEZ, SENIOR ENGINEER, MOVED TO FORWARD THE PRELIMINARY SUBDIVISION PLAT APPLICATION TO PLANNING AND ZONING COMMISSION ON AUGUST 28, 2024. SECONDED BY ERIC ULIBARRI, COUNTY ENGINEER. VOTE PASSED UNANIMOUSLY.

--- end ---