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

DRAFT

July 22, 2026
5:30pm

1. **CALL TO ORDER / ROLL CALL**
   The meeting was called to order by Chair Easton at 5:38pm. Roll call was taken. A quorum was present.

   Members Present:
   Karen Easton, Chair
   David Hampton, Vice Chair
   Katherine Bruell, Commissioner
   Jennifer Best, Commissioner
   Robert Chrien, Commissioner *
   Rachel Grimm, Commissioner
   Ronald Nelson, Commissioner
   Rebecca White, Commissioner *

   Members Absent:
   Marlon Brown, Commissioner

   Staff Present:
   Elias Isaacson, Community Development Director
   Danyelle Valdez, Planning Manager
   Desirae Lujan, Senior Planner
   Kristen Klem, Associate Planner
   Katie Thwaits, Deputy County Attorney

   Council Liaison:
   Suzie Havemann, Councilor

   ** Attended virtually via Zoom*

2. **PUBLIC COMMENT**
   No Comment

3. **APPROVAL OF AGENDA**

   Commissioner Nelson motioned to approve the agenda. Seconded by Commissioner Hampton.

   Motion passed, 8 for, 0 against. 1 member absent

ATTACHMENT A

Roll Call Vote:

Commissioner Easton, For
Commissioner Hampton, For
Commissioner Best, For
Commissioner Bruell, For
Commissioner Chrien, For
Commissioner Grimm, For
Commissioner Nelson, For
Commissioner White, For

Commissioner Brown, Absent

4. PLANNING AND ZONING COMMISSION BUSINESS

A. Approval of June 24, 2026, Planning and Zoning Commission Meeting Minutes

Commissioner Bruell motioned to approve. Commissioner Hampton seconded.

Motion passed, 6 for, 0 against, 2 abstain, 1 member absent

Roll Call Vote:

Commissioner Easton, For
Commissioner Hampton, For
Commissioner Best, For
Commissioner Bruell, For
Commissioner Chrien, For
Commissioner Grimm, For

Commissioner Nelson, Abstain
Commissioner White, Abstain

Commissioner Brown, Absent

5. PUBLIC HEARING(S)

A. *21929-26*

Case No. SIT-2026-0080. Philip Gursky, representative of 1735 Central Investment LLC., on behalf of Tigard Pacific, RE, LLC., property owner, requests approval for Site Plan Adoption for the property at 1735 Central Ave, Los Alamos, NM. The project redevelops the former CB Fox Department Store into a mixed-use facility featuring a boutique hotel, restaurant and food court, bar, retail sales, and meetings, banquets and event areas. The renovation includes an expansion of the second floor and the addition of a third floor, increasing the building area by approximately 4,000 sq. ft. The property is located within the Downtown Los Alamos (DTLA) district.

Chair Easton opened the case and explained the meeting procedures.

Chair Easton noted she was contacted by the interested parties, but no knowledge of the case was given. The Commissioners found no issues with Chair Easton participating in the proceedings and thus was not recused from the proceedings.

The following attendees were sworn in:

Desirae Lujan, Senior Planner
Philip Gursky, Applicant

Desirae Lujan, Senior Planner, described the application request.

Lujan presented the staff's report.

Commissioner Bruell requested clarification regarding the staff recommended condition.

Philip Gursky described the application.

Gursky requested the last two application pages that were excluded from the Agenda Packet be added to the record.

The Commission agreed.

Chair Easton, Commissioner Grimm, and Commissioner Bruell questioned the applicant.

Gursky responded.

Chair Easton questioned Lujan.

Lujan responded.

Public hearing opened and closed without comment.

The Commission discussed the decision criteria.

Commissioner White motioned to approve Case No. SIT-2026-0080 with the following condition:

1. ***The locations of all Fire Department Connections (FDCs) and Post Indicator Valves (PIVs) for a fire sprinkler system shall be shown on the site plan and located in proximity to a fire hydrant for building permit review.***

Seconded by Commissioner Easton.

Motion Passed. 8 for, 0 against, 1 member absent.

Roll Call Vote:

Commissioner Easton, For
Commissioner Hampton, For
Commissioner Best, For
Commissioner Bruell, For
Commissioner Chrien, For

Commissioner Grimm, For
Commissioner Nelson, For
Commissioner White, For

Commissioner Brown, Absent

B. 21956-26

Case No. SIT-2026-0081. McCloy Land Surveying, LLC, on behalf of property owner Russ NM LLC, requests approval of a site plan adoption for the properties located at 1377 and 1399 Diamond Drive, Los Alamos, New Mexico, zoned General Commercial (GC). The Site Plan Adoption will establish a commercial parking lot on two adjoining vacant parcels totaling approximately ±1.70 acres. The commercial parking lot will provide parking for Los Alamos High School and an area for a mobile food vending court.

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

Danyelle Valdez, Planning Manager
Scott McCloy, Applicant on behalf of Owner - 617 Meadow Lane, White Rock, NM 87547
Logan Ott, Affected Party – 1374 40th Unit A, Los Alamos, NM 87544
Elizabeth Jacob, Affected Party – 1374 40th Unit B, Los Alamos, NM 87544
James Wernicke, Concerned Citizen – 3034 Nickle St, Los Alamos, NM 87544

Danyelle Valdez, Planning Manager, described the application request.

Valdez presented the staff's report.

Chair Easton, Commissioner Grimm, and Commissioner Bruell questioned Valdez.

Valdez answered the Commissioners' questions.

Scott McCloy presented the application.

Chair Easton, Commissioner Grimm, and Commissioner Hampton questioned McCloy.

McCloy answered the Commissioners' questions.

Valdez provided clarification regarding one of the conditions mentioning restrooms and sanitation plan.

Public hearing opened.

Logan Ott, Affected Party, presented concerns.

Chair Easton and Commissioner Hampton questioned Ott.

Elizabeth Jacobs, Affected Party, presented concerns.

James Wernicke, Concerned Citizen, presented concerns.

Public hearing closed.

The Commission discussed the decision criteria.

Commissioner Hampton motioned to approve Case No. SIT-2026-0081 with the following conditions:

1. ***Access to the overflow parking area shall be provided through the Sandia Drive entrance.***

2. ***The northern Diamond Drive driveway proposed to access 1399 Diamond Drive shall be permanently closed. The applicant shall construct curb, gutter, and sidewalk improvements in accordance with Public Works engineering requirements and shall obtain all required permits from the Traffic and Streets Division before construction.***

3. ***Prior to issuance of applicable permits or commencement of the mobile food vending use, the applicant shall submit a solid-waste service and access plan acceptable to Environmental Services.***

4. ***Final utility plans shall be reviewed and approved by the Department of Public Utilities. The applicant shall coordinate with Public Works and the Department of Public Utilities regarding use of the existing capped water line and any required evaluation of future gas and sewer stub-outs if Diamond Drive is disturbed.***

5. ***The final food-truck operating layout shall maintain a minimum separation of 10 feet between food trucks, vehicles, and structures, as applicable, and a minimum 15-foot clear area around all fire hydrants.***

6. ***The proposed shade structure shall require review and approval by the Building Division and shall obtain all applicable building permits prior to installation or construction.***

7. ***Prior to commencement of the mobile food vending use, the applicant shall submit a restroom and sanitation plan for review and approval by the Building Division and any other applicable regulatory agency. The plan shall identify the type, number, location, accessibility, servicing, and waste-disposal arrangements for restroom and hand-washing facilities serving vendors and patrons. If portable restroom facilities are provided, they shall include an accessible unit and accessible route as required by applicable accessibility standards; shall not obstruct required parking spaces, drive aisles, pedestrian routes, fire access, hydrant clearances, utility facilities, or required landscape-buffer areas; and shall be regularly serviced and maintained in a clean and sanitary condition.***

8. ***The mobile food vending court shall operate only between 7:00 a.m. and 9:00 p.m. daily. Vendor setup, customer service, generator operation, deliveries, waste collection, site cleanup, and other activities associated with the use shall occur within these hours. The approved operating hours shall be posted on-site and shall not be expanded without approval of an amendment to the Site Plan, as applicable.***

9. ***If the associated Variance is not approved, the applicant shall submit a landscape plan demonstrating compliance with the full Type B Buffer requirements along the western property boundary. The landscape plan shall be reviewed and approved by the***

Community Development Department prior to issuance of any applicable permits or commencement of the use.

Seconded by Commissioner White.

Motion Passed. 6 for, 2 against, 1 member absent.

<u>Roll Call Vote:</u>

Commissioner Easton, For
Commissioner Hampton, For
Commissioner Best, For
Commissioner Chrien, For
Commissioner Nelson, For
Commissioner White, For

Commissioner Bruell, Against
Commissioner Grimm, Against

Commissioner Brown, Absent

Meeting recessed at 7:47pm.

Meeting resumed at 7:57pm.

C. 21957-26

Case No. VAR-2026-0019: Scott McCloy, applicant, on behalf of RUSS NM LLC, property owner, requests approval of a variance from the Type B Buffer Zone planting requirements of the Neighborhood Protection Standards (Chapter 16, Section 16-43, Los Alamos County Development Code). This request is associated with Case No. SIT-2026-0081, which proposes the parking and operation of nine (9) mobile food vending vehicles at 1377 and 1399 Diamond Drive, Los Alamos, NM. The properties are within the General Commercial (GC) zone district.

Chair Easton opened the case and explained the meeting procedures.

The following attendees were sworn in:

Danyelle Valdez, Planning Manager
Scott McCloy, Applicant on behalf of Owner - 617 Meadow Lane, White Rock, NM 87547
Elias Isaacson, Community Development Director

Danyelle Valdez, Planning Manager, described the application request.

Valdez presented the staff's report.

Chair Easton, Commissioner Grimm, and Commissioner Bruell questioned Valdez.

Valdez answered the Commissioners' questions.

Elias Isaacson, Community Development Director, answered the Commissioners' questions regarding the possible eligibility for Local Economic Development (LEDA) funding.

Scott McCloy presented the application.

Chair Easton, Commissioner Grimm, and Commissioner Hampton questioned McCloy.

McCloy answered the Commissioners' questions.

The Commission discussed the decision criteria.

Commissioner Hampton motioned to deny Case No. VAR-2026-0019.

Seconded by Commissioner Best.

Motion passed. Motion Passed. 8 for, 0 against, 1 member absent.

<u>Roll Call Vote:</u>

Commissioner Easton, For
Commissioner Hampton, For
Commissioner Best, For
Commissioner Bruell, For
Commissioner Chrien, For
Commissioner Grimm, For
Commissioner Nelson, For
Commissioner White, For

Commissioner Brown, Absent

6. COMMISSION/DIRECTOR COMMUNICATIONS

A. Department Report

Valdez stated that there will be a Comprehensive Plan Presentation on August 19, 2026. The second public survey is open for a few more weeks.

B. Chair's Report

Chair Easton stated she will be unavailable until August 10, 2026. If there are any questions or Commission business that needs input, the inquiring parties are to get in touch with the Vice Chair Hampton. Chair Easton welcomed Commissioner Best to the Planning and Zoning Commission.

C. Council Liaison's Report

Councilor Havemann provided a brief overview of the July 14, 2026, County Council Work Session. She shared that the Historic Preservation Advisory Board would like to recommend a Cultural Specialist to be employed by the county for historic preservation, and the Board of Public Utilities presented current plans and updates. She informed that the online community dashboard is up and running, the Council received an update on the Comprehensive Plan, and a new contract was approved with Microsoft for an Enterprise Agreement.

D. Commissioners' Comments

Commissioner Hampton stated that the Board of Public Utilities was great.

7. ADJOURNMENT

8:34pm

Division 9 Building Standards. (16-66 to 16-77). The building will not exceed the maximum building height of 86 feet in the DTLA, as it will be a three story building upon completion of renovations.

Sections 16-74(i)(3)(c) 2 and 3 are inapplicable as there is no proposed modification of utility infrastructure nor grading and drainage for the Site.

Except as otherwise detailed and covered under other written criteria in this application, the redevelopment Site Plan Amendment Application is in conformance with the Development Code. To the extent any portion of Development Standards hereunder require specific compliance (eg. A Night Sky ordinance compliant lighting plan) such provisions will be covered as a part of the Building Permit review and issuance process.

e. The County's existing public infrastructure and services, including but not limited to water, sanitary sewer, electricity, gas, storm sewer, streets, trail and sidewalks have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated in compliance with the County's construction standards to the maximum extent practicable. Explain.

All County utilities currently serve the existing building and are adequate and will continue to serve the building following redevelopment of the property. Utility services in the downtown area have sufficient capacity to serve building and area needs. To the extent change of uses and modified utility supply needs, including anticipated electrification of some, and possibly all, of the current natural gas service, results in increase or change of electric service capacity at the building, Applicant will comply with County construction standards and such modifications will be contained in project plans and specifications submitted as a part of the Building Permit submission and approval for this redevelopment project.

f. The Site Plan mitigates any significant adverse impacts to properties within the vicinity to the maximum extent practicable. Explain:

The proposed development will have a limited increase in overall space in the building. As a commercial building for 70 years, the physical changes will have minimal and non-material impact from the street. Access, drainage and utility connections will remain unchanged from a visibility perspective.

The uses in the entire multi-block area surrounding the site are entirely commercial, with no residential areas within sound or light from the project. The rooftop restaurant lounge will be lit in accordance with a Dark Sky Ordinance compliant lighting plan pursuant to Sections 16-44 through Section 16-55 of the Development Code, submitted as part of the Building Permit, including setting back rooftop outdoor patio areas from the edges of the building.

As there are virtually no residential units anywhere in the vicinity of the Site and performance venue events and Rooftop Bar and Restaurant uses will be occurring at night when surrounding business are closed (except other entertainment uses, such as summer concerts and outdoor uses at Central Park Square with similar and complimentary, as opposed to adverse, impacts). Accordingly, project evening and nighttime uses will be wholly consistent with downtown vibrancy and vitality goals and will enhance downtown.

g. Provisions shall be made to serve the development with tot lots and/or neighborhood parks in accordance with the Comprehensive Plan. A fee may be paid as approved by County Council to accomplish the purpose of the Comprehensive Plan in lieu of the development of tot lots or neighborhood parks. Explain.

There is virtually no land on the site not occupied by the building with which to create a tot-lot or park. However, the West side of downtown has multiple large recreational and park spaces, including, Ashley Pond Park, the Grounds of Fuller Lodge, the urban trail and green space from the North edge of Fuller Lodge grounds to the Oppenheimer House and the skate park and open space South of the library.

Accordingly, it is the Applicant's belief that any need for children's play area, public park or recreation space is fully developed in the adjacent area of the building, with no need for provision of tot-lot space.