



LOS ALAMOS  
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## FY24 Work Plan for Los Alamos County Boards and Commissions

**Fiscal Year 2024: July 1, 2023 – June 30, 2024**

**Board and Commission Name:** Planning and Zoning Commission

**Date prepared:** February 8, 2023

**Date approved by Council:** TBD

**Prepared by:** Planning and Zoning Commission

**This work plan will be accomplished in the following time frame:** July 01, 2023- June 30, 2024

**Chairperson:** Rachel Adler

**Members and terms:**

Member	Start/End Dates	Term
Rachel Adler	4/1/2020 – 3/31/2023	1
Stephanie Nakhleh	4/1/2020 – 3/31/2023	1
Rodney Roberson	4/1/2020 – 3/31/2023	1
Charlene Hutchison	4/1/2021 – 3/31/2024	1
Benjamin Hill	4/1/2021 – 3/31/2024	1
Neal Martin	4/1/2021 – 3/31/2024	2
David Hampton	4/1/2022 – 3/31/2025	1
Karen A Easton	4/1/2022 – 3/31/2025	1
<i>Vacant</i>	4/1/2022 – 3/31/2025	

**Department Director:** Paul Andrus, Community Development Department

**Work plan developed in collaboration with Department Director** (Y/N?) Y

**Staff Liaison:** Sobia Sayeda, Planning Manager

**Administrative Support provided by:** Community Development Department Staff

**Council Liaison:** Melanee Hand

**Reviewed by Council Liaison?** Y

**1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned" and identify the greatest challenges faced by the Board or Commission.**

- Recommendation to County Council adoption of an Ordinance for approval of a revised Chapter 16 Development Code. (Adopted by County Council on December 13 2023.)
- Recommendation to County Council for approval of a re-zone of two parcels as mixed-use zoning and subsequent Future Land Use Map amendment changing the designation from High-density to mixed-use at 2100 and 2202 Canyon Road to County Council. (Approved by County Council.)
- Approved a Special Use Permit application for a daycare facility for a maximum of 12 children to be located at 113 B La Senda Road.
- Approved a sketch, preliminary, and final plat a planned development consisting of 85 single family lots addressed as 659 San Ildefonso Road
- Approved a Special Use Permit for a Kennel facility at 134 A & B State Road 4.
- Approved Special Use Permits applications for mechanical repair, auto detailing, and window tinting at 99 DP Road & 101 DP Road.
- Approved a Special Use Permit application for a Self-Service Storage Facility utilizing 58,000 Sq. Ft. space within an existing building located at 535 Central Avenue.
- Approved an application for Site Plan for a 2,090 ft<sup>2</sup> addition to the existing Masonic Lodge located at 1400 N Sage Street.
- Alvin Leaphart, County Attorney, and Kevin Powers, Assistant Attorney provided review and training on Quasi-Judicial Hearing Procedures; Review Criteria and Deliberative Process; and Final Orders and Review.

**2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)* PRIORITY FOCUS ITEMS**

FY24 Projected Planning and Zoning Commission Anticipated Workload:

- Review of new development and re-development site plan proposals specifically in downtown Los Alamos and White Rock Town Center.
- Continued Chapter 16 Development Code updates and clean-up.

- Review and approval of a proposed Ordinance regarding how the County addresses Short Term Rentals culminating in recommending the Ordinance for approval to County Council.
- Potential DP Road Master Plan review and approval.
- On-going training opportunities for County Planning and Zoning Commissioners, including instruction anticipated to be provided by the County's Legal Department.
- The former Board of Adjustment that was responsible for hearing and deciding on applications for Variances, formerly Waivers, to the standards established in Chapter 16, the Development Code, of the Los Alamos County Code of Ordinances will be heard by the Planning and Zoning Commission.

**2.1 List any special projects or assignments given to this Board or Commission by Council or the Department Director:**

- Continued implementation of the 2016 Comprehensive Plan with emphasis on increasing housing opportunities and supporting economic development.
- Continued review and approval of proposed Chapter 16 Development Code revisions culminating in recommending an Ordinance for approval of a revised Chapter 16 to County Council.

**2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.**

- 2016 Los Alamos Comprehensive Plan.
- Los Alamos County Code of Ordinance, Chapter 16 Development Code.
- Development Code, Appeals, and Council Procedures adopted by Council Resolution (2016).

**2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority**

- On-going Planning and Zoning Commissioner training.
- Increase and improve communications with the County Council.

**3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.**

- The Planning and Zoning Commission will continue to support the Community

Development Advisory Board and consider their recommendations for amendments to the Development Code, Chapter 16. The Planning and Zoning Commission will also coordinate with other Boards, Commissions and Committees as needed, as well as with the Los Alamos Commerce and Development Corporation, to implement any proposed code changes, and with the Historic Preservation Advisory Board on a Historic District Zoning Overlay and possible base rezoning of affected properties. The Fire Marshal's Office advises the Planning and Zoning Commission of changes to fire protection regulations that may affect development review using the International Fire Code (2021 IFC).

**4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:**

- The Commission will continue to adhere to the NM Open Meetings Act guidelines. All Public Hearings have a 15-day notice requirement by advertising in the newspaper and the notification of all neighbors that are in a 300-foot radius of the affected property.
- As Development Code changes are reviewed by the Commission, public hearings will be held. Additional public meetings may also be held on topics of general interest to the public and which may result in code changes or modifications.
- Based upon the needs and strategies that are determined by the Planning and Zoning Commission as the work plan is developed for each of the above referenced topics, with adequate budget, staff and resources for advertising and community or business outreach, this section's tasks will be determined in consultation as needed with the County Public Information Officer as the year progresses.

**5.0 List the current subcommittees for this Board or Commission.**

**5.1 For subcommittees with members that are not members of the parent board or commission:**

- List the subcommittee members and their terms.
- Explain how sub-committee members are selected or appointed. Provide a description of each subcommittee's charter or purpose.
- Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:

## Attachment A

### ARTICLE IX. PLANNING AND ZONING COMMISSION

#### **Sec. 8-201. Purpose.**

The county council has determined that the coordinated, comprehensive, orderly, and harmonious physical development of the county in both the short and long term will be best served through the establishment of a planning and zoning commission. Pursuant to NMSA 1978, § 4-57-1, the county council will appoint a planning and zoning commission for making advisory recommendations to the county council regarding planning and zoning for the county and for promoting the general welfare of the citizens of the county.

(Ord. No. 02-078, § 2, 10-3-2006)

#### **Sec. 8-202. Membership, terms and qualifications.**

- (a) The planning and zoning commission will consist of nine members. Members shall serve for staggered terms that begin on April 1 and expire on March 31 with three members appointed to extended three-year terms beginning in 2005, two members appointed to two-year terms beginning in 2005, three members appointed to three-year terms beginning in 2006, and one member appointed to a one-year term beginning in 2006. All terms thereafter shall be for three years.
- (b) Each member of the planning and zoning commission shall file a complete list of real estate interests in the county held by the member and, to the extent possible, a complete list of real estate interests in the county held by any person related to the member within the third degree of consanguinity or affinity (natural or adopted children, parents, brothers, sisters, aunts, uncles, nieces, nephews, grandchildren, grandparents, great-grandchildren, great-grandparents). The list shall include participation in partnerships, limited partnerships, syndications, joint ventures, etc., for the purpose of investment in real estate interests. The list shall be filed during the month of April of each year with the county manager and retained as required by the state Public Records Act, NMSA 1978, 14-3-1 et seq. A member of the planning and zoning commission is disqualified from participating or voting on any matter which would result in a substantial change, either increase or decrease, in the value of any real estate interests owned by the member or the real estate interests of any person related to the member within the third degree of consanguinity or affinity. Further, a member of the planning and zoning commission is disqualified from participating or voting on any matter which would result in a substantial change, either increase or decrease, in the values of real estate interests owned by others with whom the member has a business or professional relationship with respect to the matter under consideration.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-256, § 19, 7-7-2015)

#### **Sec. 8-203. Duties and responsibilities.**

- (a) The planning and zoning commission shall serve in an advisory capacity and shall have the following functions, responsibilities and duties:
  - (1) From time to time, the planning and zoning commission may undertake such study, training, and investigations as may be deemed necessary to carry out the powers and duties listed in subsections (a)(2) and (a)(3) below.
  - (2) The planning and zoning commission shall hold a public hearing in accordance with the requirements of chapter 16 article XI of this Code and shall forward a recommendation to the county council on the following applications:

- a. Application for adoption of and amendments to the text of chapter 16;
  - b. Application for adoption of and amendments to the official zoning map;
  - c. Application for adoption of and amendments to the comprehensive plan. The planning and zoning commission may from time to time recommend amendments, extensions or deletions to the comprehensive plan or carry any part or subject matter into greater detail;
  - d. Application for addition, deletion or change in category to the uses allowed in any district as set forth in the chapter 16 index of land uses.
- (3) Provide citizen input to staff and council on ways and means for improving the county's planning and zoning functions including formulation of the comprehensive plan, changes in the official zoning map, and updates and revisions to chapter 16 of the County Code as may be required. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.
- (4) Review and act upon all planning, zoning, and comprehensive plan related matters submitted to the commission by council.
- (b) The planning and zoning commission shall serve in a regulatory capacity and as such have the following functions, responsibilities and duties:
- (1) Hold a public hearing in accordance with the requirements of Los Alamos County Code chapter 16 article XI and shall have the authority to approve, conditionally approve or disapprove the following applications:
    - a. Application for approval of a site plan except an application on which the community development director acts pursuant to subsection 16-51(b);
    - b. Application for special use permit;
    - c. Subdivision applications: sketch, preliminary and final plats; and summary plats when referred to the planning and zoning commission by the community development director;
    - d. Application or decision making authority referred to it by the community development director.
- (c) The planning and zoning commission shall serve in an appellate capacity and as such have the following functions, responsibilities and duties in accordance with this article:
- (1) Hear appeals from a decision or determination of the community development director with respect to any matter (except personnel) other than an interpretation of this County of Los Alamos Development Code. The planning and zoning commission shall either affirm, overturn, or modify the decision of the community development director, or remand the matter to the community development director, as appropriate.
  - (2) Hear appeals from a decision of the community development director requiring an interpretation of the County of Los Alamos Development Code. The interpretation of the Code made by the community development director must be in writing. The planning and zoning commission shall affirm the interpretation of this Code determined by the community development director, or remand the matter to the community development director for further consideration in accordance with the instructions of the planning and zoning commission.

(Ord. No. 02-078, § 2, 10-3-2006)

**Sec. 8-204. Quorum requirements.**

The planning and zoning commission is the zoning commission. Five members shall be a quorum for the conduct of business, but no final action on any substantive matter, other than recommendations to the county council, shall be taken except on the affirmative vote of a majority of the commission members present, but in no event less than four affirmative votes.

(Ord. No. 02-078, § 2, 10-3-2006)

**Secs. 8-205—8-230. Reserved.**

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## **Attachment B**

<b>Quality Governance</b>	
Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.	
Communication and Engagement	
Inform, educate, and engage community members on County projects, policies, and goals to promote a culture of open communication and collaboration and foster exceptional customer service.	X
Intergovernmental and Regional Relations	
Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities.	
Fiscal Stewardship	
Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards.	
<b>Operational Excellence</b>	
Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve to anticipate and meet future needs.	
Effective, Efficient, and Reliable Services	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, effective communication, and efficient implementation.	
Infrastructure Asset Management	
Evaluate the County's assets and infrastructure to first prioritize funding to best maintain and protect those investments and second to inform new investments.	
Employee Recruitment and Retention	
Attract and employ diverse and highly qualified staff, retain staff through development and growth opportunities, and promote staff to address increasingly complex challenges.	
<b>Economic Vitality</b>	
Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.	
Housing	



Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a growing population, particularly middle- and lower-income households.	X
<b>Local Business</b>	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in their opportunities for growth.	X
<b>Downtown Revitalization</b>	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the Los Alamos and White Rock downtown master plans.	X
<b>Tourism and Special Events</b>	
Continue sponsoring special events and promoting tourism to support the local business economy by enhancing amenities and utilizing facilities.	
<b>Community Broadband</b>	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	
<b>Quality of Life</b> Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living.	
<b>Health, Wellbeing, and Social Services</b>	
Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and to sustain Los Alamos County's rating as the healthiest county in New Mexico.	
<b>Diversity, Equity, and Inclusivity</b>	
Promote diversity, equity, and inclusivity through awareness training, targeted events, and expanded opportunities for diverse interests.	X
<b>Mobility</b>	
Improve and expand access to alternative modes of travel including public transit, cycling, and walking amenities and services.	X
<b>Educational, Historical, and Cultural Amenities</b>	

Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	X
Open Space, Parks, and Recreation	
Protect existing open space and maintain and improve parks and recreation facilities and amenities as defined by adopted plans and approved projects.	X
Public Safety	
Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans.	
<b>Environmental Stewardship</b> Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices that enable interaction in productive harmony with the natural environment.	
Natural Resource Protection	
Take actions to protect open space, the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.	X
Greenhouse Gas Reduction	
Establish targets for and promote the reduction of greenhouse gas emissions, integrate sustainability and resiliency practices into County operations, and encourage energy-reduction enhancements for new and remodel building projects in the community.	
Carbon-Neutral Energy Supply	
Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and promote energy efficiency and reductions in natural gas usage.	
Water Conservation	
Reduce potable water use, increase non-potable water use and water harvesting for irrigation where suitable.	
Waste Management	
Manage waste responsibly by diverting waste from landfills through recycling, re-use, composting and waste reduction programs, and zero-waste education campaigns to promote a circular economy.	