

INTERDEPARTMENTAL REVIEW COMMITTEE*Meeting Minutes**Thursday, November 14, 2024**10 AM*

THE INTERDEPARTMENTAL REVIEW COMMITTEE MET TO REVIEW AND DISCUSS THE BELOW MENTIONED CASE FOR CONSIDERATION TO MOVE FORWARD TO THE PLANNING AND ZONING COMMISSION MEETING SCHEDULED FOR DECEMBER 11, 2024.

In Attendance:

Desirae J. Lujan, Senior Planner

Jane Mathews, Senior Planner

Eric Ulibarri, County Engineer

Colorado Cordova, Fire Marshal – Virtual Attendance

Armando Gabaldon, Environmental Services Manager – Virtual Attendance

David Martinez, Chief Building Official

Dan Osborn, Acting Community Development Director

James Alarid, Deputy Utility Manager - Engineering

Larissa Breen, Associate Attorney – Virtual Attendance

Case No. SIT-2024-0070: Will Gleason of Dekker Designs, agent on behalf of Ocean Rock Capital Partners and Grand Mesa Partners, LLC., property owner, requests site plan approval of a three-story, 60-unit hotel (40,786 sq. ft.) intended for both short- and extended-stay accommodations, including conference space. The development site is located at 400 Trinity Drive, Los Alamos, NM, within the Eastern Area 2 Subdivision and the Downtown Los Alamos (DTLA) Zone District.

The County Engineer, Eric Ulibarri, reviewed the plans for grading and drainage and recongized that the ponds are being proposed on county property. The potential processes for that to happen were discussed and would be further explored with the Attorney and County Manager's Office after clarification is received from the applicant. Mr. Ulibarri communicated that they will need to be held to at a minimum, the Public Work standards for sidewalk width along Central Avenue. However, the sidewalks along Trinity Drive were included in the NMDOT project improvements.

James Alarid and Colorado Cordova discussed hydrant locations. Mr. Alarid stated that electrical was satisfactory, but he would provide more comments and recommendations in writing. Armando Galbadon approved the location of refuse enclosures and noted that dimensional standards for the enclosures would need to be made.

Members agreed that some details needed to be coordinated and agreed to provide futher outlines of needs and recommendations by Monday, November 18, 2024.

JAMES ALARID, DEPUTY UTILITIES MANAGER, MOVED TO FORWARD THE APPLICATION TO PLANNING AND ZONING COMMISSION ON DECEMBER 11, 2024. SECONDED BY ERIC ULIBARRI, COUNTY ENGINEER. VOTE PASSED UNANIMOUSLY.

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MEMORANDUM



Public Works

1000 Central Avenue, Suite 160
Los Alamos, NM 87544
P 505.662.8150 F 505.662.8109

losalamosnm.us



DATE: November 19, 2024
TO: Desirae Lujan – Senior Planner
THROUGH: Juan Rael, P.E. – Public Works Director
FROM: Eric Ulibarri, P.E. – County Engineer
RE: 400 Trinity Drive Site Plan Application (UC Guest House) - SIT-2024-0070
Public Works/Engineering Comments

Los Alamos County Public Works Department, Engineering Division has completed review of the Site Plan Application reviewed at an Interdepartmental Review Committee (IDRC) meeting on November 14, 2024. IDRC approved a motion to recommend this application move forward to Planning and Zoning Commission. Public Works supports this motion with the following conditions:

- **Traffic Analysis:** Trinity Drive (NM State Road 502) is a state highway owned by the New Mexico Department of Transportation (NMDOT). The developer shall coordinate this development with NMDOT prior to issuance of construction permits and shall comply with NMDOT State Access Management Requirements including preparation of Traffic Studies, access permits, temporary traffic control, and work permits. The developer has submitted a Site Threshold Analysis (STA) to the County indicating that no further traffic analysis is required. This STA has been reviewed by Los Alamos County and will also need to be reviewed by NMDOT.

The developer proposes modifications to driveways within NMDOT and County ROW. All necessary permits shall be obtained by both NMDOT and Los Alamos County prior to construction. Additionally, sight distance at the driveways will need to be analyzed to ensure minimum requirements are met.

- Drainage Report & Grading & Drainage Plan: The County Engineer has required a drainage analysis for this development to demonstrate that the development does not exceed existing off-site flows in the developed state. This requirement has been met with the developer proposing two water quality ponds which encroach into County Right-of-Way. All approvals and permits for encroachment into County ROW shall be required prior to issuance of construction permits. The developer shall coordinate additional meetings with the County to discuss this proposal.

The following is a link to the 2008 Public Works Design and Construction Standards and DOE's LID standards which we also promote as best practice.

<https://www.losalamosnm.us/Government/Departments-and-Divisions/Public-Works/Engineering-Division/Public-Works-Engineering-Resources>

- General Discussion:
 - The County requires 6-foot sidewalks along Central Avenue and Trinity Drive corridors. Additional buffer/planter strips between the sidewalk and the roadway are also required to promote a safer traveled way for pedestrians and bicyclists. The development borders outdated ADA facilities along Central Avenue. These facilities (south side of Central Avenue) shall be included for upgrades with this proposed development.
 - Ensure that all lighting requirements are addressed.
 - Address any impacts to existing drainage infrastructure.

