



**County of Los Alamos**  
**BCC Meeting Minutes**  
**Planning and Zoning Commission**

1000 Central Avenue  
Los Alamos, NM 87544

*Terry Priestley, Chair; Beverly Neal-Clinton, Vice-Chair; Melissa Arias; Jean Dewart; Jessie Dixon; Craig Martin; Neal Martin; and April Wade, Commissioners*

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Wednesday, June 12, 2019

5:30 PM

Council Chambers  
1000 Central Avenue

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**1. CALL TO ORDER/ROLL CALL**

Present 9 - Commissioner Dixon, Commissioner Dewart, Commissioner Wade, Commissioner Martin, Commissioner Priestley, Commissioner Priestley, Commissioner Neal-Clinton, Commissioner Priestley and Commissioner Priestley

Absent 2 - Commissioner Arias and Commissioner Martin

**2. PUBLIC COMMENT**

**3. APPROVAL OF AGENDA**

**Commissioner Dixon made a motion to approve the agenda as presented.  
Commissioner Dewart seconded; motion passed unanimously.**

**4. PUBLIC HEARING(S)**

**A. [12041-19](#)**

SIT-2019-0035 CANYON WALK APARTMENTS

Daniel Terlecki, dba Bethel Development Inc., requests Site Plan approval for the construction of 70 new apartment units totaling 85,612 ft<sup>2</sup> to be located at 120 DP Road. The property consists of approximately 4.25 acres; is currently vacant and is zoned Mixed-Use (MU).

**Attachments:** [Staff Report SIT-2019-0035-CANYON WALK compressed \(exhibits\)](#)

Dan Terlecki, of Bethel Development, Inc., requests Site Plan Approval to develop a multi-family affordable rental housing complex, located at 120 DP Road. The subject site is currently vacant. The proposed development will consist of seven apartment buildings containing a total of 70 total residential units; each building having two stories on the south side and three stories on the north side. The development will include a single-story office building for property management purposes, and a small maintenance shed.

The project will have on-site parking and access to Canyon Rim multi-use trail which passes through the site. The property contains 4.2487 acres and is zoned MU (Mixed use).

Owner/Applicant: Daniel Terlecki, dba Bethel Development, Inc.  
Case Manager: Ryan Foster, Principal Planner

Dan Terlecki, of Bethel Development Inc., presented their request for site plan

approval to develop an affordable housing complex. He shared project history providing information on financing, site details, and aesthetic descriptions. They would like to start construction in the early fall, as funding requires that it be completed by December 2020.

Ryan Foster, Principal Planner presented the request with a slideshow. Chairman Priestley requested that the Powerpoint be added to the record; Staff acknowledged.

Commissioners, applicants and public were given the opportunity to comment.

Vice Chairman Neal-Clinton moved to approve Case No. SIT-2019-0035, request for Site Plan Approval to develop a multi-family affordable rental housing complex, with associated on-site landscaping, parking and traffic circulation, located at 120 DP Road, for the reasons stated in the staff report and per testimony entered at the public hearing, subject to the following conditions of approval:

1. A landscape buffer shall be provided between the curb and sidewalk, from the trail to the east.
2. The southwest parking stall shall be removed from the Canyon Rim trail easement.
3. The plans shall detail the location of the drainage inlet and outlet to the canyon.
4. A revised and re-platted Site Plan shall be prepared and submitted prior to filing an application for a Building Permit, incorporating all items as required by the Planning & Zoning Commission at the public hearing.
5. A final utility plan shall be submitted prior to building permitting.
6. The final plat shall depict right-of-way on DP Road.
7. The crosswalk to the Canyon Rim trail shall be illustrated on the site plan.
8. Signage and landscaping shall be placed so as not to impede sight distance at driveways and provide sight triangles to demonstrate compliance with engineering and County standards at the time of Building Permit submittal. A signage detail shall be submitted for review and approval. All signage will be reviewed separately and requires approval of a separate sign permit.
9. All exterior lighting shall comply with County Code §16-276 (Outdoor Lighting) and with the New Mexico Sky Protection Act (Article 74-12 NMSA 1978).
10. Approval of Building Permits is required prior to commencing construction.

I further move to authorize the Chair to sign Findings of Facts for this case and, based on this decision, to be prepared by County staff.

Commissioner Wade seconded the motion.

Motion carried 5-1 vote.

Yes: 8 - Commissioner Dixon, Commissioner Dewart, Commissioner Wade, Commissioner Priestley, Commissioner Priestley, Commissioner Neal-Clinton, Commissioner Priestley and Commissioner Priestley

No: 1 - Commissioner Martin

Absent: 2 - Commissioner Arias and Commissioner Martin

**5. PLANNING AND ZONING COMMISSION BUSINESS**

A. [12043-19](#) Minutes from the Planning And Zoning Commission Meeting(s) on May 22, 2019

Attachments: [PZ\\_Minutes\\_5-22-2019](#)

Commissioner Neal Martin moved to approve the Minutes as presented. Commissioner Wade seconded. Motion carried 6-0 vote.

B. **Building Permit Processes after P&Z, tentative training**

**6. COMMISSION/DIRECTOR COMMUNICATIONS**

A. Department Report

B. Chair's Report

C. Board of Adjustment Report

D. Commissioners' Comments

**7. PUBLIC COMMENT**

Commissioner Neal Martin stated that the Council had reviewed and made minor edits to their goals. He requested that a future Agenda include a review of the goals and the changes made to the Work Plan.

**8. ADJOURNMENT**

PLEASE NOTE: Any action by the Planning and Zoning Commission in granting approval, conditional approval or disapproval of an application may be appealed by the applicant or by persons who have a personal or pecuniary interest adversely affected by the decision as defined by Section 16-454 of the County Code. Such appeals must be filed with the Community Development Department within 15 days of the action in accordance with Section 16-492.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Development Department Office at 505-662-8006 if a summary or other type of accessible format is needed.