



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## BCC Agenda - Final

### LOS ALAMOS Community Development Advisory Board

*Denise Derkacs; Cindy Hollabaugh; Jaime Kennedy; Catherine Ozment; Andrea Piston; Aaron D. Walker; and William Dai,  
Members*

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Monday, September 17, 2018

5:30 PM

1000 Central Avenue, Room 110

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#### I. ADMINISTRATIVE ACTIONS

##### A. Call to Order/Introductions

##### B. Approval of Today's Agenda

##### C. Review/Approval of Meeting Minutes

1. [11203-18](#) Minutes from the Community Development Advisory Board Meeting on August 20, 2018.

**Recommendation:** I move that the Board approve the Minutes for August 20, 2018.

**Presenters:** Community Development Advisory Board

**Attachments:** [A - August 20, 2018 CDAB DRAFT Minutes](#)

##### D. Public Comment for Items Not on the Agenda

#### II. PRESENTATIONS AND DISCUSSION ITEMS (Action May be Taken on These Items)

##### A. Overview of LAC Code Compliance Program

1. [11199-18](#) Overview of LAC Code Compliance Program

**Presenters:** Paul Andrus and Michael Arellano

##### B. Ongoing Review of Monthly Cases

##### C. Review and vote on the DRAFT FY19 Work Plan

1. [11204-18](#) Review and vote on the Draft FY19 Work Plan

**Recommendation:** Approval of the FY19 Work Plan

**Presenters:** Community Development Advisory Board

**Attachments:** [A - FY2019 DRAFT CDAB Work Plan Board](#)

**D. Discussion of Methods for Communicating with the Public**

**III. REPORTS AND UPDATES**

**A. Chair Report**

**B. Board Member Reports**

**C. Staff Report**

**D. Council Liaison Report**

**IV. PUBLIC COMMENT**

**V. NEXT MEETING(S)/FUTURE AGENDA ITEMS**

- A.**     [11201-18](#)     The next Community Development Advisory Board meeting is October 15, 2018. The meeting will be held in the Municipal Building, B & C Room 110 from 5:30 to 7 pm.

**Presenters:**     Community Development Advisory Board

- B.**     [11200-18](#)     Legal Aspects of Code Compliance  
Review of Historical Cases

**Presenters:**     Community Development Advisory Board

**VI. ADJOURN**

*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 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 at 662-8120 if a summary or other type of accessible format is needed.*

**Date/Time**

Monday, August 20, 2018, 5:30 pm

**Location**

B & C Room 110  
1000 Central Avenue  
Los Alamos, NM 87544

**Board Members**

- Denise Derkacs, **Present**
- Cindy Hollabaugh, **Present**
- Jaime Kennedy, **Present**
- Catherine Ozment, **Present**
- Andrea Pistone, **Present**
- Aaron D. Walker, **Present**
- William Dai, **Absent**

**Other Staff Present**

- Antonio Maggione, Councilor, County Council Liaison
- Paul Andrus, Staff Liaison & Director, Community Development Department
- Alvin Leaphart, County Attorney
- Katie Thwaits, Assistant County Attorney, Counsel to the Board
- Barbara Lai, CDAB Administrative Support,
- Perry Rutherford, CDD

**I. Administrative Actions**

**A. Call to Order/Introductions**

As a quorum was present, Paul Andrus called the meeting to order at 5:30 pm. Mr. Andrus led the meeting until the Chair and Vice-Chair were elected. The board members introduced themselves and discussed their backgrounds and their reasons for wanting to serve on the board.

**B. Approval of Today's Agenda**

Catherine Ozment moved to approve the agenda. Denise Derkacs seconded the motion. All voted to approve the agenda.

**C. Review/Approval of Meeting Minutes**

This is the first meeting of the newly created CDAB; therefore there were no minutes to review.

**D. Public Comment/Public Hearings**

No public comment.

**II. PRESENTATIONS AND DISCUSSION ITEMS** (Items for Discussion and Possible Action)

**A. Election of Chair and Co-Chair**

Mr. Andrus introduced the item of electing a chair and vice-chair for the board. Ms. Ozment offered her name for the position of the chair. Ms. Derkacs, Mr. Walker, Ms. Pistone offered their names for vice-chair. Ms. Pistone nominated Catherine Ozment as chair. Ms. Kennedy seconded the nomination. Mr Walker made a motion to appoint the nominee to the chair. Ms. Hollabaugh seconded the motion. The members voted unanimously to appoint Ms. Ozment as chair. Ms. Pistone nominated herself as vice-chair; Mr. Walker nominated himself as vice-chair; and Ms. Derkacs nominated herself as vice-chair. Mr. Walker made a motion to nominate Ms. Pistone and Derkacs and Mr. Walker as vice-chair to the Board. Ms. Kennedy seconded the motion. A roll-call vote was taken, and Mr. Walker received 0 votes, Ms. Derkacs received 1 vote, and Ms. Pistone received 5 votes. Ms. Pistone was elected as vice-chair.

**B. Real Estate Disclosure Form**

Mr. Andrus introduced the Real Estate Disclosure Form and the Disclosure of Outside Employment, Membership, and Financial Interest Form. There were no questions and the board members completed the forms.

**C. Disclosure of Outside Employment, Membership, and Financial Interest Form**

The board members completed the form.

**D. Draft FY19 Work Plan**

Chair Ozment introduced the Work Plan and the process for completing and approving the Plan.

Ms. Andrus explained the process to the board for completing the draft. He explained that the Council goals were added to the correct categories. He asked the board to add their goals, ideas and tasks.

Chair Ozment lead a discussion to shape and make the Work Plan reflect the boards' desires and priorities. The revised Plan reflects the discussion and decisions made by the board.

The board discussed receiving the monthly (30 days of data) NOV data in an electronic format. The members asked to receive the data a week before the monthly CDAB meeting. Chair Ozment requested that the members document the positive trends as well as trends of concern.

The board requested copies of Chapters 16 and 10. Chapter 16 overlaps with the Planning and Zoning Commission. Chapter 10 is governed by the International Building Code. The board may make recommendations to the “when and how” processes of Chapters 16 and 10. Chapter 10 is under the authority of the Chief Building Official.

Mr. Andrus asked the board to prioritize their requests. The board set the review of the historical data from the November 2017 County Council presentation as the priority. Vice-chair Pistone asked for a codes presentation at the next board meeting. Mr. Andrus stated that Michael Arellano, Chief Building Official and the inspectors are available to do a presentation on the inspection process at the September meeting. Staff will also send the Board the Codes Compliance Section Policy and Procedure Manual.

Chair Ozment brought up the issue of establishing subcommittees or work groups to process the information and report back to the full board. Establishing such groups will be taken up at the next meeting.

The board considered different methods of outreach and communication with the citizens. They discussed the possibility of using County email. Ms. Thwaites and Mr. Andrus will research this suggestion and bring a recommendation to the board at the next meeting.

Ms. Hollabaugh asked if the board wants to utilize social media. Ms. Thwaites recommended that the board refer to the B & C orientation manuals to review the County’s social media policy.

The board made recommendations for adding sections to the CDAB Agenda. Ms. Thwaites explained that the agenda items needs to be specific and in compliance with the State Open Meeting Act.

Refer to the attached, revised FY19 Work Plan which includes all tasks suggested by the board members.

### **III INFORMATIONAL ITEMS**

Ms. Lai handed out the CDAB Calendar for the remainder of 2018.

Chair Ozment asked Ms. Thwaites for training information and expressed her desire to schedule a formal training. Ms Thwaites offered to schedule a training at the pleasure of the Board on B & C guidelines, public records, rules, etc.

Ms. Ozment requested that an item be added to the September agenda to include subcommittee appointments.

**IV. Public Comment**

No public comment.

**V. Next Meeting(s)/Future Agenda Items**

The next meeting is scheduled for September 17, 2018, in the Boards and Commissions Room, 110.

**VII. Adjournment**

The meeting was adjourned at 7:44 pm.

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## **FY19 Work Plan for Los Alamos County Boards and Commissions**

**(Fiscal Year 2019: July 1, 2018 – June 30, 2019)**

**Board and Commission Name:** Community Development Advisory Board (CDAB)

Date Approved by CDAB: TBD      Date approved by Council: TBD, 2018

**Prepared by:** Paul Andrus, Staff Liaison, Catherine Ozment, CDAB, Chair

**This work plan will be accomplished in the following time frame:** July 1, 2018 to June 30, 2019

Chairperson: Catherine Ozment

Term: August 15, 2018 -August 14, 2020

### **Members and terms:**

Denise Derkacs	August 15, 2018 – August 14, 2019
Andrea Pistone	August 15, 2018 – August 14, 2019
William Dai	August 15, 2018 – August 14, 2019
Cindy Hollabaugh	August 15, 2018 – August 14, 2020
Jaime Kennedy	August 15, 2018 – August 14, 2020
Catherine Ozment	August 15, 2018 – August 14, 2020
Aaron D. Walker	August 15, 2018 – August 14, 2020

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

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

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

**Administrative Support provided by:** Barbara Lai, Senior Management Analyst

Council Liaison: Antonio Maggiore

Reviewed by Council Liaison? TBD

**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.**

The Community Development Advisory Board was approved by County Council on June 12, 2018. This FY19 Work Plan is the first year of a Plan for the CDAB.

**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.)***

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

- Review all monthly property maintenance code enforcement reports including courtesy letters, notices of violation, citations, and photographic evidence, and receive additional information on these reports from staff as requested.
- Recommend policies for the development, implementation and enforcement of the County property maintenance codes, including possible changes and definitions to the County Code and compliance efforts.
  - Review Chapter 18 of the County Code.
  - Review policies and procedures and “on the ground” practices for Code Compliance officials, to learn about how County staff enforce the code.
  - Review other elements of the Los Alamos County code enforcement program as requested by Board members.
  - Review historical information about LAC code enforcement efforts and public response, including but not limited to:
    - Complete Notice of Violation documents from March – July 2018 and other time periods or cases as requested by Board members.
    - Summary and macro-level reports of code enforcement cases created by County staff.
    - LAC Community Survey 2016 and 2018 related to code enforcement, the Citizens in Action presentation to the County Council from November 2017, and other public feedback provided to CDD related to code enforcement.
  - Review Chapters 10 and 16, and any other applicable chapters of the County Code, as relevant to code enforcement efforts. Other entities, such as Planning and Zoning, have direct input on these chapters, but CDAB may make recommendations to Council as CDAB deems necessary for Council to make informed decisions about policies and ordinances.
  - Review codes, policies, and procedures from other cities and counties of comparable size.
- Recommend programs and policies for positive outreach activities, which may include but are not limited to assistance programs, citizen volunteer groups, or county-sponsored clean-up activities.



- Review current County outreach programs.
  - Review outreach programs in other communities.
- Report to County Council annually during the required B & C assigned Work Session.

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

Guiding documents include the County Boards and Commissions Ordinance; Chapter 18 (Environment) of the Los Alamos County Code of Ordinances; and Los Alamos Code Ordinance No. 02-285. In addition, portions of Chapter 10 (Buildings and Building Regulations), Chapter 16 (Development Code), and any other applicable Chapters of the County Code as they relate to property maintenance code enforcement and other purposes of this committee.

**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 order.**

Other projects/assignments may be proposed by the Board.

**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.**

Goals and tasks in this work plan will be coordinated with other County departments as indicated by the County Code, including, but not limited to: Environmental Sustainability Board Fire, Public Works, Public Utilities, as well as, the Community Development Building Safety and Planning Divisions.

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

Code Ordinance 02-285 specifically states the one of the primary duties and responsibilities of the CDAB will be to receive and provide citizen input to staff and County Council on ways and means for improving the County's property maintenance and code enforcement program. For this purpose, CDAB members shall gather public input in ways appropriate to the circumstances, which may include:

- Hold public meetings dedicated to specific topics.
- Use the County's online resources for gathering public opinion.
- Recommend questions for future Community Surveys.

CDAB may also recommend additional activities, such as public forums or online/email communications, to inform the community about property maintenance issues.

<b>5.0 List the current subcommittees for this Board or Commission.</b>
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Not Applicable.

<b>5.1 For subcommittees with members that are not members of the parent board or commission:</b> <b>List the subcommittee members and their terms.</b> <b>Explain how sub- committee members are selected or appointed.</b> <b>Provide a description of each subcommittee’s charter or purpose.</b> <b>Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:</b>
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- Working groups or subcommittees may be established to further develop these goals and tasks and bring information or recommendations for the Board’s consideration.

<b><u>Attachment A:</u> Provide a copy of your Board or Commission’s “Purpose” and “Duties and Responsibilities” from Chapter 8 of the County Code:</b>
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**Attachment A**

**ARTICLE XV. - COMMUNITY DEVELOPMENT ADVISORY BOARD**

**Sec. 8-301. - Purpose.**

A community development advisory board is established in order to make recommendations to county council regarding the development, implementation, and enforcement of county property maintenance codes within the corporate boundaries of the county.

(Ord. No. 02-285, § 2, 5-15-2018)

**Sec. 8-302. - Membership, terms and qualifications.**

- (1) The community development advisory board shall be composed of seven citizens with an attempt to provide equal representation from both the Los Alamos townsite and the White Rock community. No board member shall be appointed that is an employee of the county, either as staff or by contractor. Members shall be appointed by the county council for staggered terms of three years. Three initial appointments shall expire after one year. The determination of which initial expiring appointments will be decided by the council chairperson at the time of appointment. Vacant board positions will be appointed by the county council. The remaining four members on the board will expire their term after two years and rotation of appointments shall continue. Board members can be reappointed for no more than two terms.
- (2) Each member of the community development advisory board 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 community development advisory board 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 community development advisory board 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. 02-285, § 2, 5-15-2018)

**Sec. 8-303. - Duties and responsibilities.**

The community development advisory board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

- (1) Making of recommendations to the county council regarding:
  - a. Policies for the development, implementation and enforcement of county property maintenance codes;
  - b. Recommend possible changes and definitions to the county code relating to CDD and Code Enforcement efforts; and
  - c. Recommend programs and policies for community development with regard to positive outreach activities, such as assistance programs, citizen volunteer groups, and county sponsored clean-up activities.

- (2) Receive and provide citizen input to staff and county council on ways and means for improving the county's property maintenance and code enforcement program. For this purpose, the community development advisory board shall gather public input in ways appropriate to the circumstances, which may include public meetings dedicated to specific topics.
- (3) Recommend ways to involve and educate the community on property maintenance issues.
- (4) Receive all monthly property maintenance code enforcement reports including issued notices of violation and citations and photographic evidence, and review as appropriate.
- (5) Report to county council as requested by council on community development advisory board findings, activities, and recommendations.
- (6) Such other activities, duties and responsibilities related to community development department activities as may be assigned by the county council.

(Ord. No. 02-285, § 2, 5-15-2018)

**Attachment B:** Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Community Development Advisory Board:

Mark all that apply

Economic Vitality		
<u>Economic Vitality:</u>		
• <b>Priority Area</b> – Build the local tourism economy		
• <b>Priority Area</b> - Revitalize and eliminate blight in Los Alamos and White Rock		X
• Promote a strong and diverse economic base by encouraging new business growth		
• Collaborate with Los Alamos National Laboratory as the area's #1 employer		
<u>Financial Sustainability</u>		
• Encourage the retention of existing businesses and assist in their opportunities for growth		
• Support spinoff business opportunities from LANL		
• Significantly improve the quantity and quality of retail business		
Quality of Life		
<u>Housing:</u>		
• <b>Priority Area</b> -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate		
• <b>Priority Area</b> -- Support development of affordable workforce housing		
<u>Education:</u>		
• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation		
• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards		
<u>Quality Cultural and Recreational Amenities:</u>		
• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community		
<u>Environmental Stewardship:</u>		
• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities		
• Maintain and improve transportation and mobility		

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning</li> </ul>	X
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants</li> </ul>	
	<ul style="list-style-type: none"> <li>• Maintain quality essential services and supporting infrastructure</li> </ul>	
	<ul style="list-style-type: none"> <li>• Invest in staff development to create a high performing organization</li> </ul>	
	<ul style="list-style-type: none"> <li>• Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Establish and implement a mechanism for effective Utility policy setting and review</li> </ul>	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> <li>• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners</li> </ul>	
	<ul style="list-style-type: none"> <li>• Actively pursue land transfer opportunities</li> </ul>	