



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda - Final

LOS ALAMOS Community Development Advisory Board

Chair, Catherine Ozment; Vice Chair, Andrea Pistone; William Dai; Denise Derkacs; Cindy Hollabaugh; Jaime Kennedy; and Aaron D. Walker: Members

Monday, February 11, 2019

5:30 PM

B & C Room 110

I. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

B. Approval of Today's Agenda

C. Review/Approval of Meeting Minutes

1. [11618-19](#) Minutes from the Community Development Advisory Board Meeting on December 17, 2018.

Recommendation: I move that the Board approve the Minutes for December 17, 2018.

Presenters: Community Development Advisory Board

Attachments: [A - DRAFT December 17 Minutes](#)

D. Public Comment for Items Not on the Agenda

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

A. Review Codes: 18-43 Outdoor Furniture; 18-44 Outdoor Storage; 18-45 Rodent Harborage; 18-46 Exhaust Vents; 18-48 Swimming pools, etc.; 18-49 Refrigerators

B. Ongoing Review of Monthly Cases

1. Quarterly Report
2. White Rock and Los Alamos Maps

C. Working Groups Reports

1. Communication and Public Outreach
2. Review of Codes in Other Communities

3. Inspection Routes

D. 2019 CDAB Meeting Dates

1. [11619-19](#) CDAB 2019 Meeting Dates
Presenters: Community Development Advisory Board
Attachments: [A - CDAB 2019 Meeting Dates](#)

E. FY2020 Work Plan

III. REPORTS AND UPDATES

A. Chair Report

B. Board Member Reports

C. Staff Report

1. B & C Council Liaison
2. Web Presence Options Update
3. B & C Council Presentation July 23, 2019.
4. [11660-19](#) Disclosure of Outside Employment, Membership and Financial Interest
Presenters: Community Development Advisory Board
Attachments: [A - Disclosure of Outside Employment, Membership and Financial Interest](#)
5. [11661-19](#) Real Estate Disclosure Form
Presenters: Community Development Advisory Board
Attachments: [A - Real Estate Disclosure Form](#)

D. Council Liaison Report

IV. PUBLIC COMMENT

V. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next meeting is scheduled for March 18, 2019 at 5:30 pm in Room 110.

18-47 Accessory structures; 16-281 Inoperable vehicles; 18-50 General regulation of exterior structure;
18-51 Unsafe conditions; 18-52 Protective treatment; 18-53 Premises identification

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 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 Community and Economic Development Department at 505-662-8293 if a summary or other type of accessible format is needed.



County of Los Alamos

Minutes

Community Development Advisory Board

1000 Central Avenue
Los Alamos, NM 87544

Chair, Catherine Ozment: Vice Chair, Andrea Pistone: William Dai; Denise Derkacs; Cindy Hollabaugh; Jaime Kennedy; and Aaron D. Walker: Members

Monday, December 17, 2018

5:30 PM

B & C Room 110

I. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

Members Present: Catherine Ozment, Chair; Andrea Pistone, Vice Chair; and William Dai (joined the meeting in progress), Denise Derkacs, Cindy Hollabaugh, Jaime Kennedy, and Aaron Walker, Members

Council Liaison: Antonio Maggiore

Others Present: Paul Andrus, CDD Director and Staff Liaison; Katie Thwaites, Assistant County Attorney; Michael Arellano, Chief Building Official; Barbara Lai, Administrative Support; Perry Rutherford, CDD staff;

The Meeting was called to order at 5:31pm.

B. Approval of Today's Agenda

Motion: Andrea Pistone moved to approve the agenda. Board member Denise Derkacs seconded. The motion passed unanimously. Mr. Dai was absent during this vote.

C. Review/Approval of Meeting Minutes

1. [11476-18](#) Minutes from the Community Development Advisory Board Meeting on November 19, 2018.

Attachments: [A - DRAFT Minutes for November 19, 2018](#)

Motion: Mr. Walker moved to approve the Minutes for November 19, 2018. Vice Chair Pistone seconded. The motion was approved unanimously. Mr. Dai was not present for this vote.

D. Public Comment for Items Not on the Agenda

No public comment.

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

A. Continue Discussion of Inspection Routes

Chair Ozment introduced the discussion on inspection routes. Mr. Andrus started the discussion with an explanation of the case data maps plotted by the

EnerGov system. The maps display quarterly case data plotted by address, starting in January of 2017. CDAB viewed the quarterly data maps for Los Alamos and White Rock and followed up with questions for Mr. Andrus and Mr. Arellano. A discussion ensued around 'selective enforcement', weeds, enforcement, and inspection routes. Mr. Andrus explained the differences in the zoning code and Chapter 18 definitions of weeds. Chair Ozment summarized the discussion and suggested that the topic, inspection routes, and equal coverage, be placed on the January agenda. After discussion, the topic was assigned to the inspection route working group.

B. Discussion of Codes 18-41 Sanitation and 18-42 Weeds, brush piles, refuse, and rubbish

Chair Ozment introduced the discussion on codes and deferred to Vice Chair Pistone to lead the discussion. The guiding questions for this discussion will be: What do we want the weed and sanitation ordinances to do? What kinds of things are we trying to prohibit, encourage, and ensure by having a weed ordinance? What are the goals? What is an ideal outcome? What is health and safety?

Vice Chair suggested that notes be kept to record the ideas raised during the discussion. Mr. Andrus mapped the conversation on note pads. (See Attachment 1 to the minutes for the notes from the discussion.)

The communication working group will take up the next discussion.

C. Discuss Community Survey Responses

1. [11477-18](#) Discuss Community Survey Responses

Attachments: [A - Community Survey Responses](#)

Chair Ozment opened the discussion on the Community Survey Responses and asked the Board members for comments. Mr. Walker stated that of the total responses, 27 were for less code enforcement, and 8 responses were for maintain the current level or more. Ms. Pistone asked Mr. Andrus how the responses were reviewed and what steps were taken to address the issues. Mr. Andrus stated that CDD received the responses at the same time as the Board and that no followup was taken since the comments were all open-ended in nature. Chair Ozment passed on the comments to the communications and outreach working group.

D. Updates on Subquorum Working Groups

Chair Ozment introduced the subquorum working groups and verified that the groups and member assignments: 1) Communication and Public Outreach-Aaron Walker, Denise Derkacs, Cindy Hollabaugh. 2) Outward Review of Other Communities-Denise Derkacs, Jaime Kennedy. 3) Inspection Routes-William Dai, Jaime Kennedy, Andrea Pistone. The resources available to help people working group will be delayed until a later date. Each group will give a brief report at the monthly meetings.

E. Ongoing Review of Cases

Vice Chair Pistone said that the public is concerned about the cardboard pileup over the holidays and the chance that inspectors will cite people. Mr. Andrus noted that the inspectors will be mindful of holiday debris.

Members asked questions regarding specific cases, to which Mr. Arellano responded.

III. REPORTS AND UPDATES

A. Chair Report

No Chair report.

B. Board Member Reports

Vice Chair Pistone asked about the public posting of the CDAB Agenda since it was not in the newspaper. Ms. Lai reported that there is a distribution to all media at the same time the Agenda goes to the board members, and the agenda are posted in the public meeting board at the front of the Municipal Building. Attorney Thwaites reported that the newspapers publish the agenda as a courtesy and it is not a requirement. She also said that the agenda is always posted on the County website.

C. Staff Report

1. 2019 Meeting Dates

[11494-18](#) CDAB Calendar of Meeting Dates 2019

Attachments: [A - 2019 CDAB Meeting Dates](#)

The 2019 meeting dates are in the packet. Ms. Lai pointed out that the January and February meetings fall on County holidays. She will work with the Chair to reschedule the meetings that are affected.

D. Council Liaison Report

No report.

IV. PUBLIC COMMENT

V. NEXT MEETING(S)/FUTURE AGENDA ITEMS

1. January: Review Codes 15-43 Outdoor Furniture; 18-44 Outdoor Storage; 18-45 Rodent Harborage

VI. ADJOURN

The meeting adjourned at 9:15pm.

WEEDS

What we want to accomplish?

- Define a 'weed'
- Decide if ordinance should apply differently to different zones
- Seasonal plan life vs dead plants (fire hazard)
- 'D' works as is

What do not want?

- Require blue grass lawns
- Subjective – weed ordinance as a whole
- To dictate how gardens are over-wintered
- Confuse weeds with other parts of code
 - Separate out weeds

What is a weed?

Growing due to neglect

- How to identify 'neglect'

What is 'Cultivated'

Something intentional or cared for

SANITATION

What do we want to accomplish?

- Protect public health/safety
 - Specify e.g. antifreeze
- Prevent build-up of non-plant materials
- Distinguish between aesthetics/health

What do we not want to accomplish?

- Prevent a compost pile
- Gardening
- Prevent owners from making improvements
 - Onerous requirements for homeowners, re: construction materials

Parking Lot

Clarification of sanitation/weeds language - Between weeds and grasses 18.42 Sect. B –

more clarity

Methodical/orderly

Systematic

Compost piles

Complainers

Dog/animal waste

Define: Quality of Life

Weed height

Maintaining property values?

Include environmental concerns

Need list of weeds? Noxious?

'Cultivated' plants defined



Community Development Advisory Board
2019 Meeting Dates

DATE: 3rd Monday of each month (Unless noted otherwise)

TIME: 5:30 p.m.

LOCATION: Los Alamos County Municipal Bldg., 1000 Central Ave., First Floor, Los Alamos, NM
Boards, Commissions, Committee (BCC) Room 110 (Unless noted otherwise)

January 24, 2019	5:30 pm	County Council Chambers
February 11, 2019	5:30 pm	BCC Room 110
March 18, 2019	5:30 pm	BCC Room 110
April 15, 2019	5:30 pm	BCC Room 110
May 20, 2019	5:30 pm	BCC Room 110
June 17, 2019	5:30 pm	BCC Room 110
July 15, 2019	5:30 pm	BCC Room 110
August 19, 2019	5:30 pm	BCC Room 110
September 16, 2019	5:30 pm	BCC Room 110
October 21, 2019	5:30 pm	County Council Chambers
November 18, 2019	5:30 pm	BCC Room 110
December 16, 2019	5:30 pm	BCC Room 110

INCORPORATED COUNTY OF LOS ALAMOS

HUMAN RESOURCES DIVISION

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

DISCLOSURE OF OUTSIDE EMPLOYMENT, MEMBERSHIP AND FINANCIAL INTEREST

Disclosure Statement

Disclosure Year: _____

Membership and Financial Interest. Pursuant to New Mexico State Statutes and Los Alamos County Code of Ordinances (NMSA 1978, §10-16-1 et seq. and Los Alamos Code § 30-1 et seq.), all public officials "shall disclose in writing and submit to the county's human resources division, the following information: (1) Membership on other county boards, commissions, committees, boards of directors, or position as an officer, director, trustee or partner or any position in management or ownership of public or private corporations, associations, organizations or businesses; and (2) The nature and amount of the public official's financial interest(s) as defined in this article." (Ord. No. 02-240, § 2, 11-25-2014)

Reporting Individual			
Last Name	First Name	Middle Initial	Prefix
Address	City	State	Zip
Mailing Address (if different from above)			
Address	City	State	Zip
Office, Board, Commission, or Position held with Los Alamos County:			

☐ NEW Annual Financial Disclosure Filing

☐ UPDATED Annual Financial Disclosure Filing

Membership or Financial Interest held by Reporting Individual/Public Official:	
Name or Business or Organization:	Position or Percent Ownership:

Please use additional sheets if necessary.

Definitions:

"Public official" means members of county council, all county employees including contract employees and all individuals appointed to a board. For purposes of subsections 30-8(f), (h), and (j), public official includes former employees for a period of one year after leaving county employment and board members for a period of six months after leaving county service.

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"Financial interest" means: (1) Holding a position in a business as officer, director, trustee, or partner, or holding any position in management, or ownership of more than five percent interest in a business; or (2) Any interest which may yield, directly or indirectly, any material benefit to a public official or to the official's immediate family other than an interest in a mutual fund or one held in a blind trust.

"Immediate family" means a public official's spouse, parents, step-parents, child, step-child, sibling, step-sibling, half-sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or their in-laws, or an individual claimed by the public official or his/her spouse as a dependent under the United States Internal Revenue Code.

Other Financial or Conflict of Interests:

Please provide any other, real or perceived, financial or other issue of a conflict of interest below:

OUTSIDE EMPLOYMENT DISCLOSURE:

Pursuant to NMSA 1978, § 10-16-4.2 and LACC § 30-8, all public officials must disclosure current, contemplated, or accepted outside employment.

Are you currently engaged in outside employment of any kind other than volunteer?

Yes:

☐

No:

☐

If Yes, please provide the employer's name, address, and date you became or will become an employee.

Members of the Planning & Zoning Board pursuant to section 8-202(b) are required to disclose all real estate interests held by the member and his or her family. Please contact the Human Resources Manager for additional Disclosure forms and instructions for annual disclosures or updates. (Ord. No. 02-078, § 2, 10-3-2006)

I hereby swear and affirm, under penalty of perjury, that the foregoing information is true and correct to the best of my knowledge, belief, and understanding.

Signature

Date

Printed Name

Real Estate Disclosure

Per County Code Section 8-302 (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.

Descriptions of “consanguinity and affinity”:

CONSANGUINITY (blood kinship)

Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor. (In this respect, an adopted child is commonly regarded as a natural child of the adoptive parents.)

The degree of relationship by consanguinity between a person and his/her descendant is determined by the number of generations that separate them. If a person and his relative are related by consanguinity, but neither is descended from the other, the degree of the relationship is determined by adding the number of generations between the person and the next common ancestor shared by his/her relative to the number of generations between the relative and the nearest common ancestor.

- First degree of consanguinity: CDAB member’s parent or child.
- Second degree of consanguinity: CDAB member’s grandparent, grandchild, sister or brother
- Third degree of consanguinity: CDAB member’s great-grandparent, great grandchild, aunt, uncle, niece or nephew.

AFFINITY (Marriage kinship)

Two persons are related to each other by affinity if they are married to each other or if the spouse of one of the persons is related by consanguinity to the other person. Divorce or the death of a spouse terminates relationships by affinity created by marriage unless a child of the marriage is living. If a child of the marriage is living, the relationship is considered to continue until the youngest child of that marriage reaches the age of 21.

A husband and wife are related to each other in the first degree by affinity. For other relationships, the degree of relationship by affinity is the same as the degree of the underlying relationship by consanguinity.

- First degree of affinity: spouse of the CDAB member and the children (and their spouses) of the CDAB member or children (and their spouses) of the CDAB member's spouse.
- Second degree of affinity: Grandparent, grandchild, sister or brother of the CDAB member or of the CDAB member's spouse.
- Third degree of affinity: great-grandparent, great grandchild, aunt, uncle, niece, or nephew of the CDAB member or of the CDAB member's spouse.

The Real Estate Disclosure Form is required, in addition to the Code of Conduct Form.

1. NAME:

2. ADDRESS:

3. CONTACT INFORMATION: TELEPHONE NUMBER/EMAIL ADDRESS:

4. EMPLOYER:

5. PROFESSIONAL, OCCUPATIONAL OR BUSINESS LICENSES:

**6. MEMBERSHIP ON BOARD OF DIRECTORS OF CORPORATIONS, PUBLIC OR
PRIVATE ASSOCIATIONS OR ORGANIZATIONS:**

7. LIST OF REAL ESTATE HOLDINGS: RELATIONSHIP TO MEMBER (SELF or Describe)

SIGNATURE

DATE: