



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, June 17, 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. [12057-19](#) Minutes from the Community Development Advisory Board Meeting on May 20, 2019.

Presenters: Community Development Advisory Board

Attachments: [A - Draft CDAB Minutes 5-20](#)

D. Public Comment for Items Not on the Agenda

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

A. Ongoing Review of Monthly Cases

B. Update from the Outreach Events Working Group (A. Walker & A. Pistone)

1. Upcoming and Proposed Outreach Events
2. Proposed Plan for Canvassing

1. [12059-19](#) Draft Canvassing Plan

Presenters: Community Development Advisory Board

Attachments: [A - Two Maps](#)

C. Update from the Communication Working Group (D. Derkacs & C. Hollabaugh)

1. Revisit Communication Plan

2. Review Sample Utility Bill Insert and One-page Handout for Events
3. Discuss Priorities for Items with Costs

D. Working Group Reports

1. Inspection Routes (A. Pistone, J. Kennedy, & W. Dai)

E. Discuss Possible Revised Calendar for Recommendations to Council

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

The next meeting is July 15, 2019 in Room 110 at 5:30pm.

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.

**Community Development Advisory Board Meeting
May 20, 2019, 5:30 p.m.
Room 110, Municipal Building**

I. ADMINISTRATIVE ACTIONS

Members Present: Catherine Ozment, William Dai, Denise Derkacs, Cindy Hollabaugh, Jaime Kennedy, Andrea Pistone, and Aaron Walker.

Council Liaison Present: 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;

A. Call to Order

Meeting called to order at 5:30 pm by Chair Ozment

B. Approval of Today's Agenda

Motion:

Member Walker moved to accept today's Agenda. Member Pistone seconded. The motion passed (5/0). Members Dai and Kennedy were not in attendance for the vote.

C. Approval of Minutes from April 10, 2019

Motion:

Member Hollabaugh moved to accept the revised minutes from the April 10, 2019 meeting. Member Walker seconded. The motion passed (5/0). Members Dai and Kennedy were not in attendance for the vote.

D. Public Comment

No public comment.

II. PRESENTATIONS AND DISCUSSION ITEMS

A. Update from ESB: Pay-As-You-Throw

Mr. Mazanec presented the Public Works Department's proposed Tiered-Rate Trash Collection program. A question and answer session followed.

B. Ongoing Review of Monthly Cases

Chair Ozment opened the discussion with questions from the board regarding the cases from the past two months. Mr. Andrus and Mr. Arellano responded. Ms. Ozment asked Mr. Harnden to follow up on specific questions.

Mr. Walker asked if composting is allowed or prohibited by the County Code. Mr. Andrus responded with information regarding a past issue with a compost pile in a

front yard. Ms. Andrus replied that there is no issue with composting if it is not visible from the street. He suggested that CDAB and other boards partner to develop public education information.

Chair Ozment asked about the *Cases on Hold* category. Mr. Arellano explained that these are cases where construction was completed on a property without a permit.

C. Communication Aspects Working Group (Cindy Hollabaugh & Denise Derkacs)

Ms. Hollabaugh distributed three documents: Communication Plan, Press Release, and proposed insert for County utility bills. Member Derkacs explained the purpose and content of each document. This working group will continue to work on communication documents and develop a proposed budget.

Motion:

Board Member Walker made a motion to move forward with the press release. Board Member Pistone amended the motion by requesting that the email address and meeting details be added to the press release. Mr. Walker agreed and Ms. Pistone seconded the motion. The motion passed (7/0).

The board discussed a draft Communication Plan and supports the Plan as presented.

D. Update from Codes in Other Communities Working Group (Jaime Kennedy & Denise Derkacs)

Members Kennedy and Derkacs presented codes ordinances from other New Mexico communities as well as in Arizona for a total of 47 municipalities. The research focused on three areas: weeds, inoperable vehicles, and outside storage. The board discussed in length the various codes, definitions, and intent of the ordinances in comparison to the code in Los Alamos. Chair Ozment recognized that the research is very thorough and serves as a good baseline to move forward.

E. Working Group Reports

1. Outreach Efforts (Aaron Walker & Andrea Pistone)

Member Walker mentioned that the data gathered from the residents at the first Farmers Market May 2 is attached to the agenda. He announced the future dates of the Farmers Market and that CDAB will also be at the Concerts at the Pond. He asked that Ms. Lai send out a signup sheet to board members regarding these events. The board discussed the proposed questions and suggested revisions to the wording. Mr. Walker stated that he will refine the questionnaire and have it ready for the Pond Concerts so that it will be easier to track the number of public responses.

Mr. Walker and Ms. Pistone will refine the outreach program and bring additional information to the June meeting.

III. REPORTS AND UPDATES

A. Chair Report

Chair Ozment summarized the changes to the FY20 Work Plan made by the Council Subcommittee.

B. Board Member Reports

ESB – Member Walker updated the board on the last ESB meeting.

C. Staff Report

No report.

D. Council Liaison Report

Councilor Maggiore complimented the board members on their willingness to work with other boards on County-wide issues.

IV. PUBLIC COMMENT

No public comment.

V. NEXT MEETING/FUTURE AGENDA ITEMS

The next meeting is June 17, 2019 in Room 110 at 5:30 pm.

Future Agenda Items:

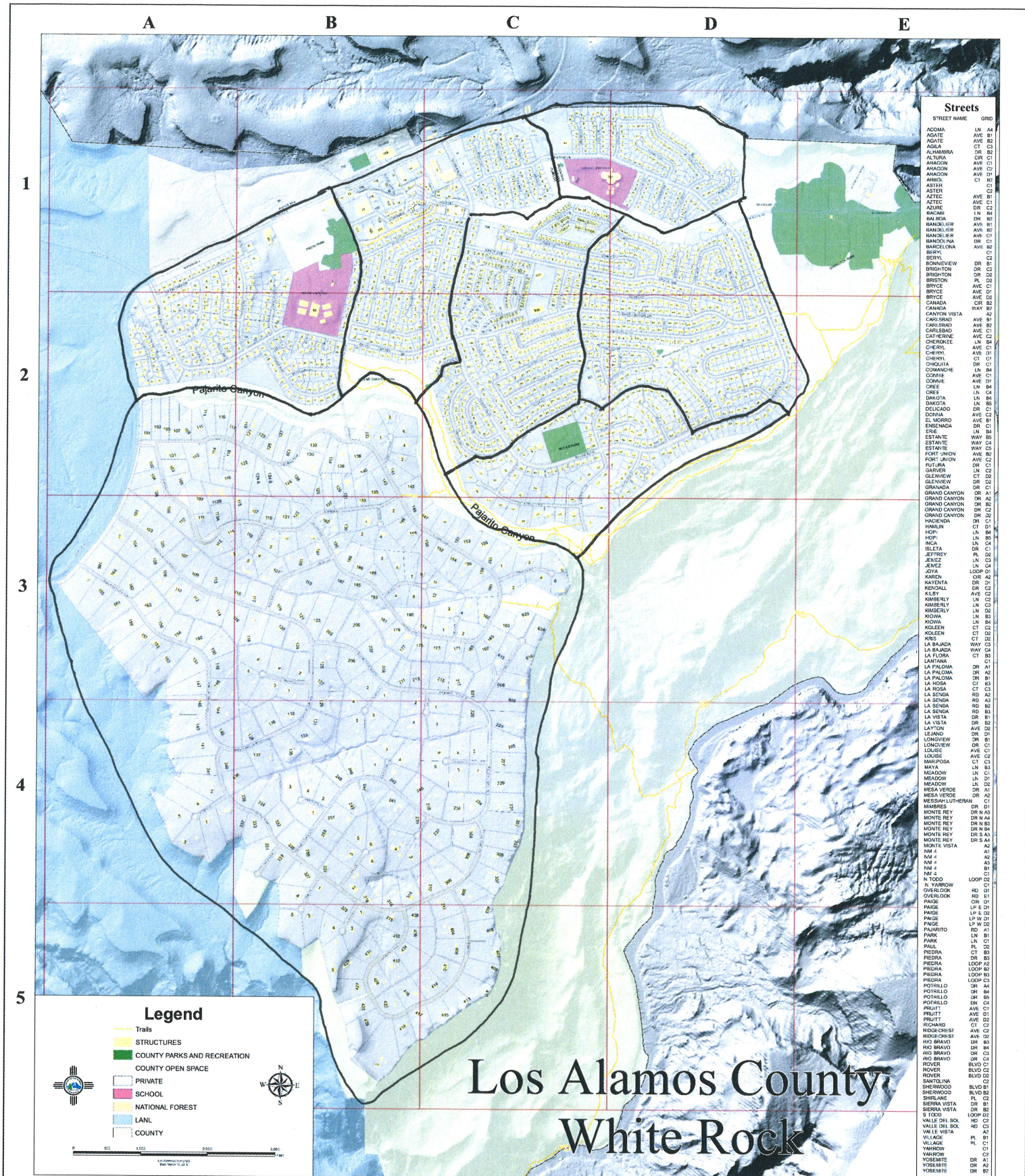
- Legal presentation – Attorney Katie Thwaits
The meaning of Health, Safety, and Public Welfare
- Refocus on the path forward for CDAB
- How to proceed on emails regarding weeds

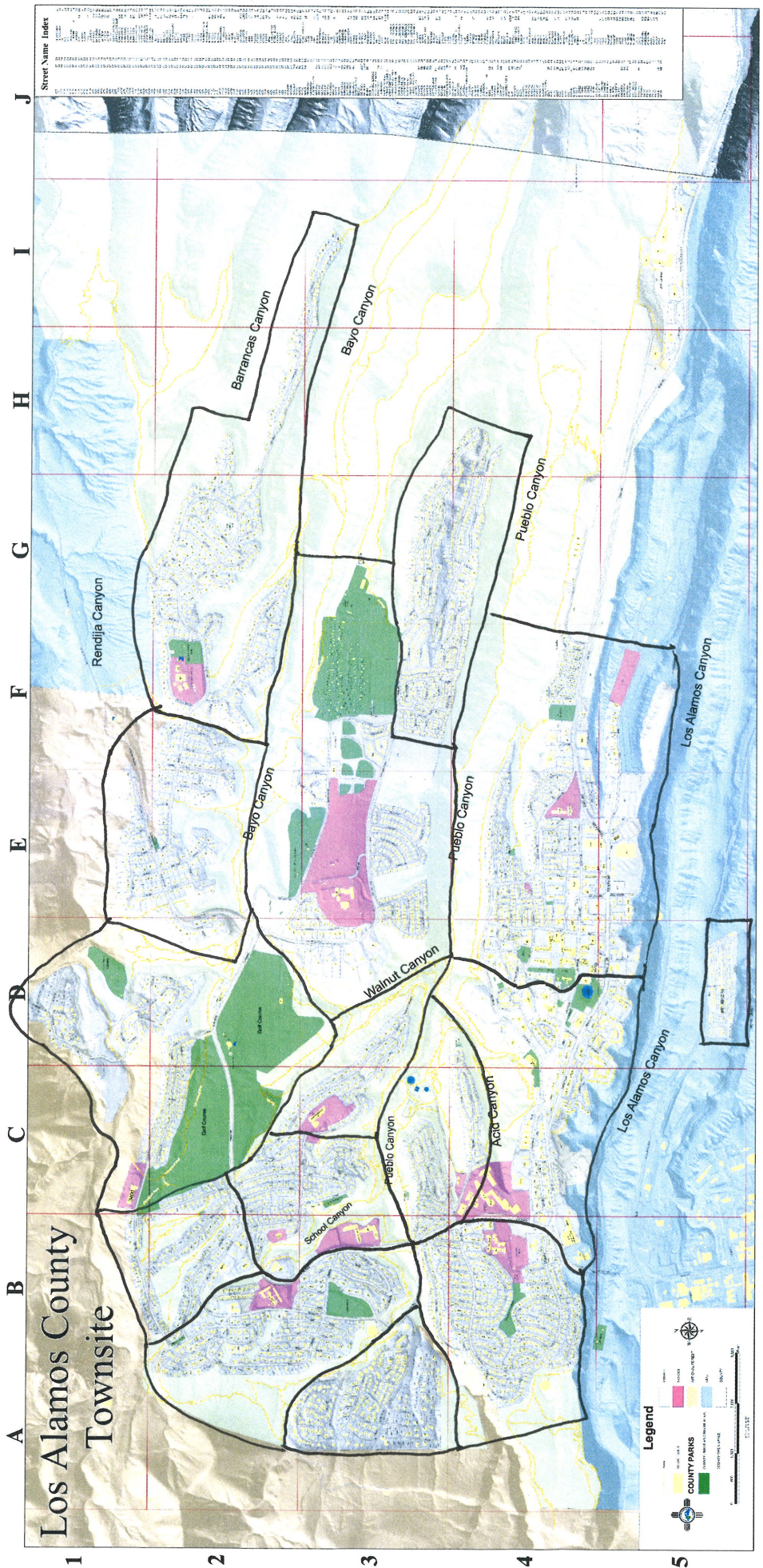
VI. ADJOURN

Chair Ozment adjourned the meeting at 8:10 pm.

Approved by CDAB June 17, 2019

Catherine Ozment, Board Chair





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