



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; Denise Derkacs; Jaime Kennedy; and Aaron D. Walker: Members

Monday, September 16, 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. [12287-19](#) Minutes from the Community Development Advisory Board Meeting on June 17, 2019.

Presenters: Community Development Advisory Board

Attachments: [A - June 17, 2019 DRAFT Minutes](#)

D. Public Comment for Items Not on the Agenda

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

A. Election of Chair and Vice Chair

B. Ongoing Review of Monthly Cases

1. Quarterly Report and Updated Cumulative Maps

C. Update from Communication Working Group (D. Derkacs)

1. Discuss Priorities for Items With Costs
2. Review Updated Communication Plan

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

1. Finalize Plans for Open House Event

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 October 21, 2019 in Room 110 at 5:30 pm.

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 Economic Development Department at 662-8087 if a summary or other type of accessible format is needed.

**Community Development Advisory Board Meeting
June 17, 2019, 5:30 p.m.
Room 110, Municipal Building**

I. ADMINISTRATIVE ACTIONS

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

Member Not Present: Jaime Kennedy

Council Liaison Present: Antonio Maggiore

Others Present: Councilor Izraelevitz; Paul Andrus, CDD Director and Staff Liaison; Katie Thwaits, Assistant County Attorney; Michael Arellano, Chief Building Official; Barbara Lai, Administrative Support, Andrew Harnden, CDD;

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 (6/0).

C. Approval of Minutes from May 20, 2019

Motion:

Member Walker moved to accept the minutes from the May 20, 2019 meeting. Member Hollabaugh seconded. The motion passed (6/0).

D. Public Comment No public comment.

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

A. Ongoing Review of Monthly Cases

Chair Ozment opened the discussion with questions from the board regarding codes cases. Members asked questions of staff on specific cases. Mr. Andrus, Mr. Arellano, and Mr. Harnden responded to questions.

Chair Ozment asked Mr. Harnden to follow up on a list of cases at the July meeting.

Member Walker asked for a vote to exclude Pajarito Acres and La Senda areas from the weed code. Attorney Thwaits replied that a vote could not be taken due to the public notification requirements.

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

1. Upcoming and Proposed Outreach Events

Member Walker reported on the responses received from the public at the Concerts and the Farmers Market. The board decided not to host future Concert at the Pond events. Members will attend the July 18 Farmers Market.

Member Walker presented two possible dates for holding an Open House, July 25 and August 8. The board decided on July 25, and Mr. Walker and Ms. Pistone will propose a meeting format at the July meeting.

2. Proposed Plan for Canvassing

Member Walker presented the neighborhood canvassing plan and explained the 21 geographic areas on the proposed maps. He also opened a discussion on the possibility of a “town hall” type meeting for White Rock. The board decided to test a pilot canvassing plan over the next few weeks.

Councilor Izraelevitz offered some suggestions on canvassing logistics.

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

1. Revisit Communication Plan

Member Derkacs explained the draft communication plan. Members will review this plan and bring comments back to the July meeting. Ms. Lai reported that the final plan will be given to PIO, Julie Habiger.

2. Review Sample Utility Bill Insert and One-Page Handout for Events

Member Derkacs presented a draft flyer to be inserted into utility bills, handed out at public meetings, etc. Members were complimentary of the flyer and provided feedback on the wording and artwork. The cost will be approximately 4 cents per copy.

3. Discuss Priorities for Items with Costs

Chair Ozment requested a list of budget items for outreach projects for consideration at the next CDAB meeting. She will present the board’s funding request before council in the CDAB July 23rd presentation.

D. Working Group Reports

1. Inspection Routes

Ms. Pistone reported that the group has not yet met and will be on hold for six months due to other priorities.

E. Discuss Possible revised Calendar for Recommendations to Council

Chair Ozment introduced a revised calendar for discussion.

Comments from the board included moving some of the July items to September as well as moving the confirmation of the communication plan to July. Ms. Ozment will revise the calendar.

III. REPORTS AND UPDATES

A. Chair Report

Chair Ozment announced upcoming board vacancies as well as the recruitment and interviewing process required to recommend appointments to council.

B. Board Member Reports

No Report

C. Staff Report

No report.

D. Council Liaison Report

No report.

IV. PUBLIC COMMENT

No public comment.

V. NEXT MEETING/FUTURE AGENDA ITEMS

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

Future Agenda Items:

- Revisit the communication plan
- Plan logistics for the Open House in July
- Follow up on the canvassing pilot results

VI. ADJOURN

Chair Ozment adjourned the meeting at 8:55 pm.

Approved by CDAB June 17, 2019

Catherine Ozment, Board Chair