

**Community Development Advisory Board Meeting
March 18, 2019, 5:30 p.m.
Room 110, Municipal Building**

I. ADMINISTRATIVE ACTIONS

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

Members Not Present: Cindy Hollabaugh

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:

Board Member Denise Derkacs moved to accept today's Agenda. Board Member Aaron Walker seconded. The motion passed (5/0). Member Dai was not in attendance for the vote.

C. Approval of Minutes from February 11, 2019

Motion:

Board Member Pistone moved to accept the minutes from the February 11, 2019 meeting. Board Member Walker seconded. The motion passed (6/0).

D. Public Comment: No public comment.

II. PRESENTATIONS AND DISCUSSION ITEMS

A. Review of Codes: 18-47 Accessory structures; 16-273 Accessory buildings and structures; 18-50 General regulation of exterior structure; 18-51 Unsafe conditions; 18-52 Protective treatment; and, 18-53 Premises identification.

Board members asked staff questions about which items are included in the code and which ones are not.

The discussion was displayed on flipcharts and is shown in Attachment A.

Motion:

No formal action was taken.

1. Re-valuate timeline for code review

Members discussed their calendar timeline that was approved some months ago to ensure that they are on schedule for code review. Mr. Walker suggested that vehicle codes be reviewed in April. The board agreed to add vehicle codes to the April meeting.

The board discussed options for acquiring public feedback on draft wording for code revisions. Members agreed that utilizing Open Forum, holding an open house and attending the Farmers Market are viable options for obtaining public feedback. Mr. Walker suggested that the communications subgroup develop draft questions for review by the board at the next meeting. Chair Ozment asked the communications subgroup to develop an outreach plan with due dates for presentation to the board in April.

Motion:

No formal action was taken.

2. Chapter 16 Discussion

Board members will email their list of ordinances to Ms. Lai and she will consolidate the list and email back to the board members. By April 1, the members will email to Ms. Lai their list of codes.

Motion:

No formal action was taken.

B. Ongoing Review of Monthly Cases

1. Members asked questions of staff. Mr. Arellano responded.

Motion:

No formal action was taken.

C. Review and Possible Vote on the DRAFT FY20 Work Plan

1. Chair Ozment opened the discussion of the FY20 Work Plan to review content and organization of the plan. Councilor Maggiore approved the Work Plan. No board members had any additional comments.

Motion:

Member Pistone moved to approve the DRAFT FY20 Work Plan with any technical changes that might be made.

Member Kennedy seconded. The motion passed (6/0).

D. Performance Measures Conversation

1. Mr. Andrus updated the board on the ongoing work developing code enforcement performance measures and suggested that the board provide guidance and input.

Motion:

No formal action was taken.

E. Working Group Reports

1. Communication and Public Outreach (A. Walker, D. Derkacs, C. Hollabaugh)
Mr. Walker reiterated that the group will present their communications and outreach plan at the next meeting.
2. Review of Codes in Other Communities (D. Derkacs, J. Kennedy)
Ms. Derkacs reported on the progress made reaching out to study code enforcement in other communities. The subgroup will send out the report to all board members after the next meeting in April and the results of the group's research will be discussed at the May meeting.
3. Inspection Routes (W. Dai, J. Kennedy, A. Pistone)
Ms. Pistone reported early findings of the subgroup's research into inspection routes. A full report will be brought to the board at a later meeting.

III. REPORTS AND UPDATES

A. Chair Report

1. Mr. Walker volunteered to be the liaison to the Environmental Sustainability Board.

B. Board Member Reports

1. Ms. Pistone reported that she has received compliments from the public on Mr. Valdez's customer service. Newcomers to Los Alamos are often confused on the code. Ms. Pistone received one complaint regarding roll-cart pickups.

C. Staff Report

1. Ms. Lai reviewed the action item report with the board. The board will discuss an Earth Day project at the next meeting.

D. Council Liaison Report – No Report

IV. PUBLIC COMMENT – No public comment.

V. NEXT MEETING/FUTURE AGENDA ITEMS

Due to the County Council budget hearings, the date of the next meeting is to be determined.

Future Agenda Items:

- April is Auto Month - 16-281 Inoperable Vehicles; 16-361 Off-Street Parking (parking on the front lawn); 38-367 Un-hitched trailers.
- 18-54 Structural members; 18-55 Foundation walls; 18-56 Exterior walls; 18-57 Roofs and drainage; 18-58 Decorative features; 18-59 Overhang extensions; 18-60 Stairways, decks, porches, and balconies; 18-61 Chimneys and towers; 18-62 Handrails and guards; 18-63 Window, skylight and door frames; 18-64 Doors; 18-65 Building security.

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- Update on the legal landscape for codes from Judge Allen.
- Update from Communications and Outreach subgroup.

VI. ADJOURN

There being no further business, Chair Ozment adjourned the meeting at 8:10 pm.

Approved by CDAB April XX, 2019

Catherine Ozment, Board Chair

DRAFT