

**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**

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**Catherine Ozment, Board Chair**