



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Minutes

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

Members Present: Catherine Ozment, William Dai, Denise Derkacs, Cindy Hollabaugh, and Aaron Walker. Andrea Pistone arrived at 5:40 pm.

Members Not Present: Jaime Kennedy

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

Meeting called to order at 5:32 pm by Chair Ozment

B. Approval of Today's Agenda

Motion:

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

C. Review/Approval of Meeting Minutes

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

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

Motion:

Board Member Hollabaugh moved to accept the minutes from the December 17, 2019 meeting. Board Member Walker seconded. The motion passed (5/0) Members Pistone and Kennedy not in attendance for the vote.

D. Public Comment for Items Not on the Agenda

- A. Jeremy Burnett, 107 Azure Drive, White Rock commented that the cardboard in his front yard is a box fort built by his children and should not have received a letter from codes.

Jennifer McRoberts, 3919 Arizona Avenue, Los Alamos asked how long would a "fort" be allowed to stay up before it is cited?

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

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

The discussion was captured on flipcharts and is detailed in Attachment A.

Motion: No formal action was taken.

B. Ongoing Review of Monthly Cases

Mr. Andrus reported to the board that Michael Marquez applied for and was promoted to the Senior Permit Tech position. He also described how the remaining Code Compliance Officer, Larry Valdez, has restructured his inspection route and has been tracking his activity from an area perspective. Mr. Andrus let the board know that the department is not currently recruiting for the officer vacancy. Members asked staff for clarification and questions on specific addresses.

1. The board members discussed the data in the quarterly report and the White Rock and Los Alamos code maps.

Motion: No formal action was taken.

1. Quarterly Report

The board members discussed the data in the quarterly report, and Ms. Derkacs commented that the number of citations are down and that the public appears to be complying with the code. She mentioned that weeds are still an issue and there is still some confusion as to when a building permit is needed. The board complimented CDD staff regarding the benefits of the DIY (Do It Yourself) public- outreach training in home repairs.

2. White Rock and Los Alamos Maps

Aaron Walker complimented staff on the data and color coding in the White Rock and Los

Alamos code maps.

C. Working Groups Reports

1. Communication and Public Outreach

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Mr. Walker reported on the group's suggestions for public outreach. The subgroup will follow up on action steps at the next meeting.

Motion: No formal action was taken.

2. Review of Codes in Other Communities

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Ms. Derkacs reported on the group's progress and scope of research. The codes work group will report back next month.

Motion: No formal action was taken.

3. Inspection Routes

Ms. Pistone reported that the group would meet the next week and requested information from Mr. Andrus regarding new procedures. Mr. Andrus reported that the Council goals were revised by County Council and that there is an increased focus on commercial properties. Mr. Arellano reported that his department is still working on the best way to document and share the requested information.

Motion: No formal action was taken.

D. 2019 CDAB Meeting Dates

1. [11619-19](#) CDAB 2019 Meeting Dates

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

Motion:

Member Hollabaugh moved to approve the 2019 CDAB meeting dates. Member Walker seconded. The motion passed (6/0).

E. FY2020 Work Plan

Chair Ozment introduced the 2020 Work Plan. She suggested that the board review the 2019 work plan and stated that she and Mr. Andrus would draft a 2020 work plan for the board to review at the next meeting.

A vote will be scheduled after any revisions are incorporated.

Motion: No formal action was taken.

III. REPORTS AND UPDATES

A. Chair Report

No report.

B. Board Member Reports

Ms. Derkacs commented that she was impressed to see members of the public at the meeting and would like to encourage increased public attendance at future meetings.

C. Staff Report

1. Ms. Lai mentioned that Councilor Maggiore is the council liaison for the CDAB for 21019.
2. Ms. Lai reported that the county policy is that individual boards do not have a Facebook page. The board may share information to be posted to the CDD Facebook page.
3. Ms. Lai gave a brief overview of the guidelines for the CDAB presentation to council in July. She also updated the Board on the recruitment process for board vacancies.

1. And 5., Board Members completed the Disclosure Forms.

1. B & C Council Liaison

No Report.

2. Web Presence Options Update

3. B & C Council Presentation July 23, 2019.

4. [11660-19](#) Disclosure of Outside Employment, Membership and Financial Interest

Attachments: [A - Disclosure of Outside Employment, Membership and Financial Interest](#)

5. [11661-19](#) Real Estate Disclosure Form

Attachments: [A - Real Estate Disclosure Form](#)

D. Council Liaison Report

No Report.

IV. PUBLIC COMMENT

No public comment.

V. NEXT MEETING(S)/FUTURE AGENDA ITEMS

March 18, 2019

FY20 Work Plan

Discussion on Chapter 16

Councilor Maggiore will update the board on Council Priorities

18-50 General regulation of exterior structure; 18-51 Unsafe conditions;

18-52 Protective treatment; 18-53 Premises identification;

April will be Auto Month - 16-281 Inoperable Vehicles; 16-361 Off-Street

Parking (parking on the front lawn); 38-367 Un-hitched trailers

Chair Ozment, board members, Attorney Thwaites, and CDD staff discussed a number of future agenda items. Ms. Lai will follow up with a document concerning the items and dates.

VI. ADJOURN

The meeting adjourned at 9:35 pm.