



# County of Los Alamos

1000 Central Ave.

## Agenda - Final

### Nuisance Code Implementation Review

*Phil Gursky, Chair; Kyle Wheeler, Vice-Chair; John Bloodwood;  
Robert Day; and David Hanson, Members*

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Friday, July 7, 2023

10:00 AM

1000 Central Ave.

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**NOTE:** This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:

**Join Zoom Meeting**

<https://us06web.zoom.us/j/82960520980>

**+1 720 707 2699 US (Denver)**

**Meeting ID: 829 6052 0980**

**I. ADMINISTRATIVE ACTIONS**

**A. Call to Order - Roll Call**

**B. Approval of Today's Agenda**

**C. Review/Approval of Meeting Minutes**

[17573-23](#) Minutes from the Nuisance Code Implementation Review Task Force Meeting on June 2, 2023.

**Presenters:** Philip Gursky, Chairman

**Attachments:** [A - Draft Minutes for June 2, 2023](#)

**D. Public Comment for Items Not on Agenda**

**II. PRESENTATIONS AND DISCUSSION ITEMS**

**A. Code Compliance Procedures Update**

*During the discussion with Planning Manager, Sobia Sayeda, and Code Compliance Officers, Antoinette Padilla and Eric Abeyta, a number of follow-up items were discussed. In this meeting we will review progress and review of potential items updating or expanding*

*suggestions on protocol procedures.*

**1. Inclusion of Self-Help or Assistance Measures with Courtesy Notices**

*The suggestion was made to include information on availability of community assistance resources in the courtesy notice of code violation. The point was made in comment that citizens receiving a notice may be unfamiliar with the process and will be significantly concerned about the process and requirements. In particular, many citizens may lack either the skills or the resources, or both, to handle compliance with the notices. The suggestion was made to include reference in the courtesy notice itself to assistance opportunities online links so as to allow citizens contact to help with cleanup or compliance when receiving a notice. Adrienne Lovato will provide a quick update on changes to include this.*

**2. Creation of a Closure Letter**

*The suggestion was made to create an email of closure for each case in which at courtesy notice or other further actions is taken. The task force will review closure notice to affected citizens and what the possibilities are to insure citizens receive a notification. Further it was suggested that the notice contain a request and opportunity for citizens to provide feedback on the process and their respective experience.*

**3. Expansion of Anonymous Complaint Information**

*In last month's meeting, a suggestion and request were made to include in Department quarterly reports breakout of numbers of anonymous complaints per quarter and the nature of the complaints by category of violation for better transparency on the degree to which community member complaints impact the enforcement process under the current code.*

**B. Adoption of Code Case Review Protocol and Task Force Review Goals**

*At the previous meeting, Members Bloodworth and Hanson provided a comprehensive process for Task Force member review of files. No action was taken. The Chair proposes the Task Force continue this discussion with the aim of adopting the final procedure for review of individual files and creating a timeline for goals for review of files creation of reporting to the County Council as anticipated by our charter.*

[17571-23](#) Adoption of Code Case Review Protocol and Task Force Review Goals

**Presenters:** Philip Gursky, Chairman

**Attachments:** [A. Draft Review Protocol and Task Force Goals](#)

**C. Task Force Structure - Subcommittee Establishment**

*This item was deferred from the last meeting. The Chair suggests that the Task Force consider two items with respect to this item.*

*First, the Task Force consider and adopt, as discussed in the Code Case Protocol Agenda item above, a process for selection of case reviews, assignment of such case reviews to individual Task Force members, and schedule for completion of the work.*

*Second, the Chair is recommending the establishment of a subcommittee to review the definitions of violations contained in the Code for the purpose of eliminating ambiguities, overlaps and inconsistencies in the current definition wording of the Code. This should improve the Code Compliance Officer's job process and provide clearer guidance to citizens of what constitutes a violation under the Nuisance Code.*

*The Task Force will consider adoption of these two items.*

**D. Review of Monthly Cases and Report**

**III. INFORMATIONAL ITEMS**

**V. NEXT MEETING AND FUTURE AGENDA ITEMS**

**1. Next Meeting will be August 4, 2023 at 10:00am**

**VI. ADJOURN**