



# 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*

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Monday, November 19, 2018

5:30 PM

B & C Room 110

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### **I. ADMINISTRATIVE ACTIONS**

#### **A. Call to Order/Introductions**

**Members Present:** Catherine Ozment, Chair; Andrea Pistone, Vice Chair; William Dai, and Aaron Walker, Members

**Member Absent:** Denise Derkacs, Cindy Hollabaugh, and Jaime Kennedy Members

**Council Liaison:** Antonio Maggiore

**Staff Present:** Councilor David Izraelevitz; Paul Andrus, CDD Director and Staff Liaison; Katie Thwait, Assistant County Attorney; Michael Arellano, Chief Building Official; Barbara Lai, Administrative Support; Perry Rutherford, CDD staff;

The Meeting was called to order at 5:37 pm.

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

**Motion:** Andrea Pistone moved to approve the agenda as written. Board member Aaron Walker seconded. The motion passed unanimously.

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

**11403-18** Minutes from the Community Development Advisory Board Meeting on October 15, 2018.

**Attachments:** [A - October 15, 2018 Draft CDAB Minutes](#)

**Motion:** Member Aaron Walker moved to approve the Minutes for October 15, 2018. Member Dai seconded. The motion was approved unanimously.

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

David Izraelevitz, 660 Totavi. Mr. Izraelevitz recommended organizations to the Board that offer maintenance and repair assistance to homeowners. He also thanked the members of the Board for their service.

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

#### **A. Plan Future Detailed Review of County Code**

Chair Ozment presented two draft calendars that included a timeline and subjects to cover in the Board's review and revision of the Code. The first calendar timeline is December 2018 through October 2019. The alternate calendar timeline is December 2018 through August 2019. Each month in the calendar lists the section of the code that will be studied and discussed. Ms. Ozment also laid out a plan to involve the public in the code discussion.

Ms. Pitstone made a motion to move forward with the alternate calendar. Mr. Walker seconded. No public comment. The Board approved the alternate calendar.

## **B. Discussion and Planning of Inspection Routes**

Chair Ozment requested maps of the routes that the code compliance officers cover. Mr. Arellano described his process of assigning staff to geographic areas. A discussion ensued regarding the definition of "selective enforcement". The Assistant County Attorney explained that the officers conduct "line of site" inspections to ensure enforcement equality. The Board continued to discuss compliant and inspection methodology.

Chair Ozment asked for an updated inspection "heat map" by month, starting May 8 through November 19, 2018.

Vice Chair Pistone asked what the inspection process would look like if it was not complaint driven. Mr. Andrus replied that a complaint cannot be ignored, it would have to be investigated. Mr. Arellano added that code compliance receives complaints from residents that live outside of the neighborhood on which they are complaining.

Chair Ozment asked for additional information on "dedicated days" for inspection routes and responding to complaints.

David Izraelevitz commented that it is the responsibility of Councilors to be responsive to the residents. If there are delays in responding to the public, the Councilor will ask the department director to explain delays in responding to the public.

The Board will pursue these issues in coming meetings.

Public Comment: Jenny, Eastern Area, expressed her opinion on the complaint system.

**C. Discuss Preliminary Recommendations to Council**

Chair Ozment asked the Board members to review the *CDAB Preliminary Recommendations* document. The Board members shared their thoughts on the information contained in the document. The Board and staff discussed the preliminary recommendations under the following categories: General/Misc., Weeds/neighborhoods, Inspection Routes, Enforcement Priorities, Staffing/Time, Communication, and Resources.

Chair Ozment requested that a person from Planning and Zoning come talk to the Board at the December meeting.

Mr. Andrus explained his role as responsible for code compliance and its staffing and operational issues.

**D. Discuss Establishing Subquorum Working Groups**

Chair Ozment described the role of subquorum working groups as gathering information and making broad recommendations to the Board. The subquorum working groups identified are: 1) researching codes in other communities; 2) communication outreach; 3) identifying community resources; and, 4) staffing and logistics.

The highest priority groups are: Communication Outreach Group and Community Resources Group.

Aaron Walker will lead the Communication Outreach group and will work with Jaime Kennedy.

Andrea Pistone will lead the Community and County Resources group and will work with Denise Derkacs.

Chair Ozment will contact Cindy Hollabaugh to see which subgroup she is interested in.

**E. Ongoing Review of Monthly Cases**

Aaron Walker complimented Michael Marquez on how easy Mr. Marquez's letters are to understand.

**III. REPORTS AND UPDATES**

**A. Chair Report**

Chair Ozment reported that she attended the B & C Luncheon.

**B. Board Member Reports**

**C. Staff Report**

1. [11404-18](#) Dates for Winter 2019 Farmers' Market at Fuller Lodge  
**The Dates for the Market are:**  
**Thursdays - January 10, February 14, March 14, and April 11.**  
**Each day from 7 am to 12:30 pm.**

Ms. Lai reported on the winter dates for the Farmers Market at Fuller Lodge.

**D. Council Liaison Report**

No Report.

**IV. PUBLIC COMMENT**

David Izraelevitz, 660 Totavi spoke.

**V. NEXT MEETING(S)/FUTURE AGENDA ITEMS**

The CDAB meeting will be held on December 17, 2018 in the B & C Room 110, at 5:30pm.

**VI. ADJOURN**

The meeting adjourned at 8:32.