



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Community Development Advisory Board

*John Gustafson, Chair; Aaron D. Walker, Vice Chair; Robert Day;
Carol Kay Carr; Anna Dillane; and Allen McPherson, Members*

Monday, September 20, 2021

5:30 PM

B & C Room 110, Zoom <https://us06web.zoom.us/j/85135238341>

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Webinar ID: 851 3523 8341

I. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

B. Approval of Today's Agenda

C. Review/Approval of Meeting Minutes

[14898-21](#) Minutes from the Community Development Advisory Board on August 16, 2021

Presenters: Community Development Advisory Board

Attachments: [A- CDAB Draft Minutes August 16](#)

D. Public Comment for Items Not on the Agenda

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

A. Review of Cases

B. Work Group Reports

1. Public Outreach and Communication

2. Consultant Communication Group

- C. Discussion on work groups**
- D. Discussion on citizen correspondence**

III. REPORTS AND UPDATES

- A. Chair Report**
- B. Board Liaison Reports**
- C. Council Liaison Report**
- D. Staff Report**

1. Business Public Email Address

IV. PUBLIC COMMENT

V. NEXT MEETING(S)/FUTURE AGENDA ITEMS

VI. ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Community Development Advisory Board Meeting Draft Minutes August 16, 2021

I. ADMINSTRATIVE ACTIONS

Members Present: Aaron Walker, Chair; John Gustafson, Vice Chair; Anna Dillane, Allen McPherson, Robert Day Members.

Members Absent: Members Nina Epperson, Kay Carr, and Paul Andrus

Council Liaison Present: Sara Scott

Others Present: Adrienne Lovato, Staff Liaison; Katie Thwaites, Assistant County Attorney; David Martinez, Chief Building Official; Andrea Salazar, CDD; Bryce Ternant; Planning Manager, Perry Rutherford; IT, Jessica Lawless, Rebekah Longview; DPS.

A. Call to Order

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

B. Approval of Today's Agenda

Vice Chair Gustafson made a motion to approve the Agenda, Member Dillane seconded the motion. The agenda was approved by a vote of 4-0.

C. Approval of Minutes

Vice Chair Gustafson made a motion to approve the minutes as drafted, Ms. Dillane seconded the motion. The minutes were approved by a vote of 4-0.

D. Election of Chair and Vice Chair

Vice Chair John Gustafson nominated himself as Chair. Election was approved by vote of 4-0. Ms. Dillane nominated Aaron Walker as Vice Chair. Election was approved by vote of 4-0.

E. Public Comment for items Not on the Agenda

One member of the public was present in Council Chambers that would like to become more educated in CDAB. No members of the public were in attendance on zoom.

II. PRESENTATIONS AND DISCUSSION ITEMS (Action may be taken on these items.)

A. Draft Survey Presentation by Dekker/ Perich/ Sabatini

Jessica Lawless, Project Manager with DPS consultants introduced herself and Rebekah Longstreet who is an Urban Planner. Ms. Lawless explained the agenda for this meeting: Public Outreach Survey, Discussion and Next Steps.

The approach to the study is in the Survey Process 1) Working with Polco to create statistical survey 2) Tentative survey timeframe in mid-September to October and 3) Question wording and format may change. Ms. Lawless went over the Demographic Questions and presented the Survey Questions that DPS believes to be most important.

Vice Chair Walker asked if a GIS map that delineates different neighborhoods that are within the county that was generated has been provided by CDD. Ms. Lovato Staff Liaison stated that staff will be provided to the members later in the week.

Ms. Lawless responded to questions from the Board. The Board thanked her for a very good presentation.

B. Open Meeting Act Presentation- Attorney Katie Thwaits

Ms. Thwaits explained the Open Meetings Act and Inspection of Public Records Act Law Training and sent the presentation to each member to refer to.

C. Review of Cases

No cases to review currently.

E. Work Group Reports

1. Public Outreach and Communications

- a. Update on Communication Plan

Ms. Dillane discussed utilizing social media and other avenues to get information out to the community about the code and to inform them that there is a rewrite on the code.

[NO ITALICS] 2. Consultant Communication Group

Vice Chair Walker stated he will be attending the biweekly meetings.

III. Reports and Updates

A. Chair Report

Nina Epperson has resigned which now puts the board at 6 members.

1. Process for making a recommendation to County Council

Vice Chair Walker welcomed the two new Members: Allen McPherson and Robert Day. He then explained the process to make recommendations to council, which will initially start as an idea. A member will ask Chair Gustafson to be put on the agenda with an item in mind to potentially see pass with council that fits within CDAB purview. Next, a presentation will be prepared by the asking member with explanations as to why this item is being brought to the agenda and what outcome the member would like to see happen.

B. Board Liaison Reports

Kay Carr who is the liaison with the Environmental Sustainability Board was not present to give report. Nina Epperson who is the Planning and Zoning liaison has stepped down. Chair Walker stated that Planning and Zoning did not meet or have anything to pertain to CDAB.

C. Council Liaison Report- Councilor Sara Scott

Councilor Scott said that she participated in the interview and welcomed Member McPherson and Member Day, and congratulated Chair and Vice Chair.

D. Staff Report

No staff report was given at this time.

IV. Public Comment

There was no public comment currently.

V. Next Meeting (S)/Future Agenda Items

September 20, 2021, at 5:30PM.

VI. Adjourn

Meeting was Adjourned at 7:29

The Board members decided that the group would meet Hybrid, board members (when possible) in the Council chambers and the public via Zoom.

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