



BCC Agenda - Final

LOS ALAMOS Community Development Advisory Board

Aaron D. Walker, Chair; John Gustafson, Vice Chair; Carol Kay Carr; Anna Dillane, and Nina Epperson, Members

Monday, June 21, 2021

5:30 PM

Zoom Link://<https://zoom.us/j/92881445034>

Due to Covid-19 concerns, meeting will be conducted remotely.

*Members of the public may join this meeting once the session has started at:
<https://zoom.us/j/92881445034>*

Or Telephone

*US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or +1 301 715 8592
or +1 312 626 6799 or +1 646 558 8656*

Webinar ID: 92881445034

I. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

B. Approval of Today's Agenda

C. Review/Approval of Meeting Minutes

- 1. [14373-21](#) Minutes from the Community Development Advisory Board Meeting on May 17, 2021.

Presenters: Community Development Advisory Board

Attachments: [A - Draft Minutes May 17, 2021](#)

D. Public Comment

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

A. Introduction of Dekker, Perich, and Sabatini Consultant Team

B. Review of Cases

C. Work Group Reports

1. Public Outreach and Communication

a. Communication and Outreach Plan Update

Outreach Recommendation to Council

1. [14454-21](#) Communication and Outreach Plan Update

Presenters: Community Development Advisory Board

Attachments: [A - CDAB Proposed Communication Plan](#)

b. Farmer's Market Volunteer Sign Up and Survey Results

2. [14453-21](#) Farmer's Market Volunteer Schedule and Survey Results

Presenters: Community Development Advisory Board

Attachments: [A - Farmer's Market Volunteer Sign Up](#)
[B - Survey Responses June 10, 2021 Farmer's Market](#)

2. Consultant Communication Group

III. REPORTS AND UPDATES

A. Chair Report

B. Board Liaison Reports

C. Council Liaison Report - Sara Scott

D. Staff Report

IV. PUBLIC COMMENT

V. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next meeting is July 19, 2021 at 5:30 p.m.

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 May 17, 2021**

I. ADMINISTRATIVE ACTIONS

Members Present: Aaron Walker, Chair; John Gustafson, Vice Chair; Anna Dillane and Carol Kay Carr, Members.

Members Absent: Member Nina Epperson

Council Liaison Present: Sara Scott

Others Present: Paul Andrus, Director CDD and Liaison; Katie Thwaites, Assistant County Attorney; David Martinez, Chief Building Official; Barbara Lai, Adrienne Lovato, Antoinette Padilla, CDD; and Perry Rutherford, IT.

A. Call to Order

Meeting called to order at 5:30 pm by Chair Walker

B. Approval of Today's Agenda

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

C. Approval of Minutes

Anna Dillane made a motion to approve the Minutes. Chair Walker seconded the motion. The Agenda was approved by a vote of 4-0.

D. Public Comment

No comments.

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

Review of Cases

Vice-Chair Gustafson asked about cases where the owner does not respond in a timely to the courtesy letter, and also how many of those cases go to NOV. Ms. Lovato responded that she will review a new Nuisance report under Staff Reports.

Ms. Dillane asked whether CDD prioritizes health and safety cases. Chair Walker responded that all cases are pursued until the Chapter 18 rewrite has been completed.

Chair Walker said that the Board cannot recommend to Council that staff refrain from enforcing the code, except for health and safety.

Mr. Andrus clarified the role of the inspectors on properties with rehabilitation work in process.

Discussion of the Proposed Public Outreach Plan for Inclusion in the Work Plan

The meeting between Ms. Dillane and Julie Habiger, which resulted in a communication document, was discussed by the Board.

Vice Chair Gustafson mentioned that the consultant should work with the Board to develop the communication plan to ensure that the message is in agreement. Mr. Andrus reported that the outreach communication process will be coordinated.

Mr. Gustafson moved that the Work Plan not be amended and that the Board pursue Option 1 in the communication document. Member Dillane seconded the motion and the motion passed, 4-0.

Working Group Reports

Public Outreach and Communication

Member Dillane said that since the issue had already been discussed, she had nothing further to add.

Consultant Communication Group

Mr. Andrus reported that the consultant contract is being completed by attorney Kevin Powers.

Voluntary Community Resources

Vice-Chair Gustafson reported that CDD inspectors will share the three volunteer groups with homeowners who need assistance. The work had been completed for this work group. He will re-evaluate the list of resources on an annual basis.

III. REPORTS AND UPDATES

Chair Report

Discussion of Pesticide Usage

Chair Walker met with Parks and Recreation and Environmental Sustainability Boards Chairs to discuss the use of pesticides in the community. The three Chairs are putting together a proposal to govern the use of pesticides.

Strategies for Recruiting Board Members

Chair Walker reported that he asked Councilor Reagor to reach out to the GOP and to encourage the members to apply for membership on CDAB in the interest of ensuring a diverse set of opinions. Vice Chair Gustafson suggested that each member of the Board contact two people whom they know to complete an application to the Board.

Board Liaison Report

No reports.

Council Liaison Report-Sara Scott

Councilor Scott reported that the County Budget has been passed with the \$25,000 for CDD to fund public meetings and outreach, advertising, and Chapter 18 rewrite. Council discussed communication as shown in the Council Strategy session in January 2021.

She also said on a future action that the County website will be updated and there is \$20,000 to conduct a communication survey in the community.

Staff Report

CDAB Teams Update

Ms. Lovato explained the reorganization of the CDAB Team site and responded to questions from the Board.

Nuisance Cases Report

Ms. Lovato explained the Nuisance Cases Report and responded to questions from Board members.

IV. PUBLIC COMMENT

Mr. White made comments.

V. NEXT MEETING/FUTURE AGENDA ITEMS

The next meeting will be on June 21, 2021, at 5:30 pm via Zoom.

Chair Walker adjourned the meeting at 7:15 p.m.

**Recommendation to the
Los Alamos County Council
from the Community Development Advisory Board**

Recommendation: The Community Development Advisory Board recommends that the Los Alamos County Council approve a proposed communications and outreach effort undertaken by CDAB in coordination with the Community Development Division and LAC Public Information Office to educate and inform the community on property maintenance requirements and issues in conjunction with the rewrite of Chapters 18 and 16 of the Los Alamos County Code.

Background: As stated in Article XV of Chapter 8 of the County Code, CDAB functions, responsibilities and duties include

1. Recommend ways to involve and educate the community on property maintenance issues
2. Gather public input for improving the County's property maintenance and code enforcement activities

CDAB envisions a months-long messaging campaign, developed by CDAB in coordination with LAC PIO and executed by CDAB in coordination with CDD and PIO, to better educate the community on property maintenance issues, enhance community awareness of the rewrite of Chapter 18 (and portions of Chapter 16 relevant to CDAB areas of responsibility), and gather public input on these topics (in coordination with consultant hired by LAC to lead Chapter 16 rewrite).

CDAB has mapped out a series of topical areas for brief articles that will be posted to the CDD website and then amplified by LAC PIO. CDAB intends that the tone and content of the messaging will be appropriate for positive engagement with the community. CDD and LAC PIO will have control over dissemination of the articles, which will provide a check on the messaging to ensure that the appropriate tone has been achieved.

CDAB members will undertake writing the articles and work with CDD staff and LAC PIO to post and further disseminate the information. Avenues for dissemination beyond the CDD website include the County Line newsletter, County-led social media accounts, links to other local social media groups (e.g. Keep it Local, Next Door, others), local news media, and, as deemed appropriate, paid advertising (from existing PIO or CDD budgets).

Action: CDAB respectfully requests that LA County Council approve this recommendation so we can begin our planned communication and outreach with the public.

Planned topics for messaging

A series of informational posts to start as early as July and continue through December with one or two posts per week. Between 24 and 48 total posts will be generated.

Outline of planned topics of communication

1. Introduction to CDAB and members. Recruitment pitch.
2. Establish fact that communities regulate property maintenance (a fraction of LA population believes it should not be regulated). Reference/link to CDAB compilation of ordinances from NM and AZ communities.
3. Describe CDD function and structure. Reference Chapter 18 (and 16, currently under rewrite).
4. Introduce Chapter 18 rewrite. Reference consultant and planned/probable path for community input.
5. Present stats from the previous year. Inform community of predominant issues identified and neighborhood stats. Describe level of enforcement in terms of numbers.
6. Let's talk about weeds. Challenge in defining. C. Valdez presentation, formal list of noxious weeds. Overwintering.
7. Educate on what an obstructed pathway looks like (generic images only; no property identification). Educate on where property owner's responsibility ends/doesn't end. Rules on leaving free stuff curbside.
8. Resource on who to call if you have questions, how to engage with CDD or CDAB.
9. Resources available for those who need assistance with a property maintenance issues.
10. Public safety is the driver.
 - a. Defensible space; LAFD availability for inspections.
 - b. Brush/grass and rodents.
 - c. Appliances — refrigerators outside.
 - d. Cars on sidewalks.
11. Process by which CDD enforcement efforts unfold. Friendly letter (and origin). Usual resolution of issues. Proceed to notice of violation. Use CDD stats.
12. Outdoor storage. Materials generated during home remodeling, other home projects.
13. Outdoor furniture — couches, tables, shelving etc. What can/can't you have in yard? In carports?
14. Differences among neighborhoods — how to manage?
15. Inoperable vehicles. Definition. Backyard vs. side yard vs. front yard. Stats regarding this issue.
16. Filing a complaint. What's the process? Can you maintain anonymity?
17. Stats — complaint-driven letters vs. enforcement generated letters.
18. More definitions. Sanitation. Public nuisance. Blight.
19. Sprinkled throughout this effort will be appeals for input. Will coordinate with consultant's outreach efforts.

**Farmers Market Booth Sign Up
for 2021 season**

Date of Market	Volunteer
June 10	11:30-12:30 Bob, John
June 24	Kay, 11:30-12:30 Bob
July 22	11:30-12:30 Bob, John
August 12	11:30-12:30 Bob
Sept. 2	11:30-12:30 Bob
Sept. 30	11:30-12:30 Bob
Oct. 14	11:30-12:30 Bob

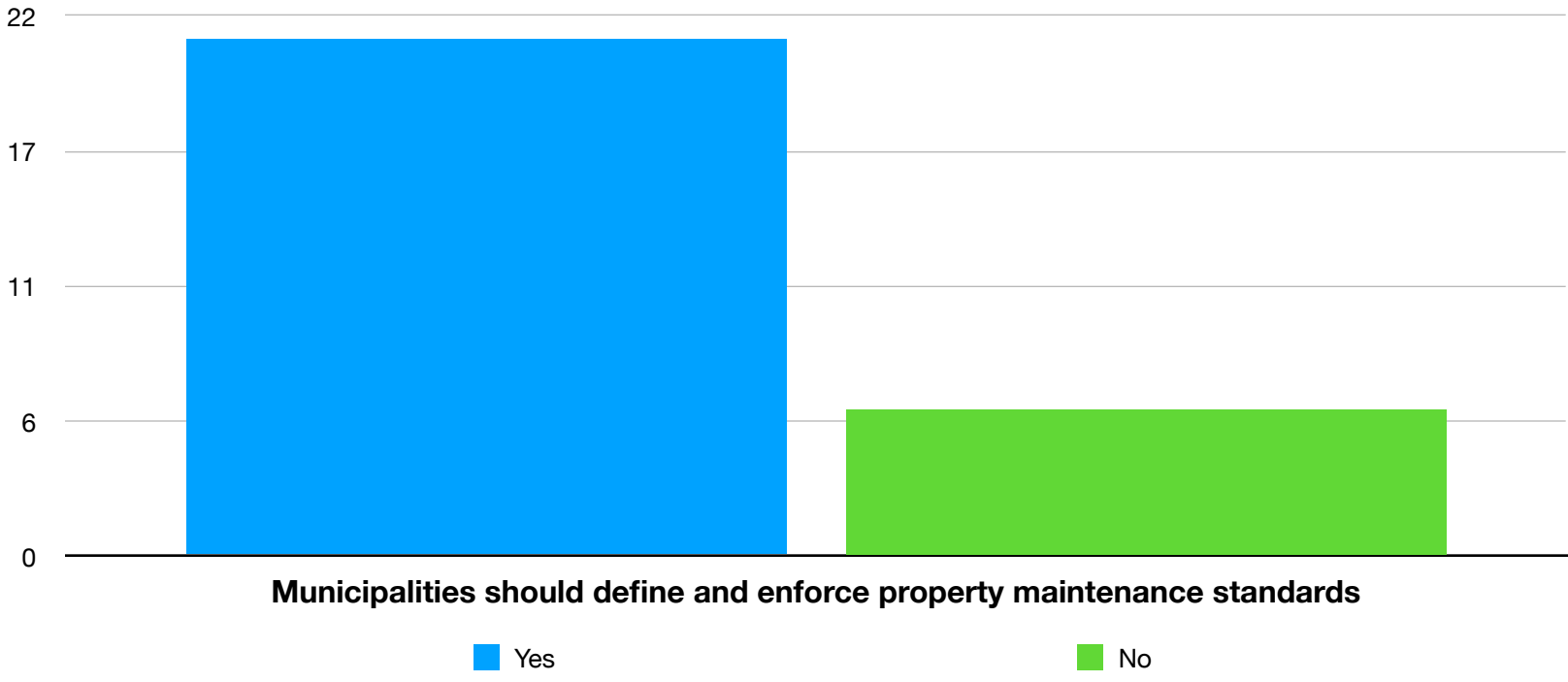


Table 1

	Yes	No		
Municipalities should define and enforce property maintenance standards	21	6		

Note: Some Respondents said “yes” for commercial properties and “no” for residential properties. Their responses were not included in the total numbers.

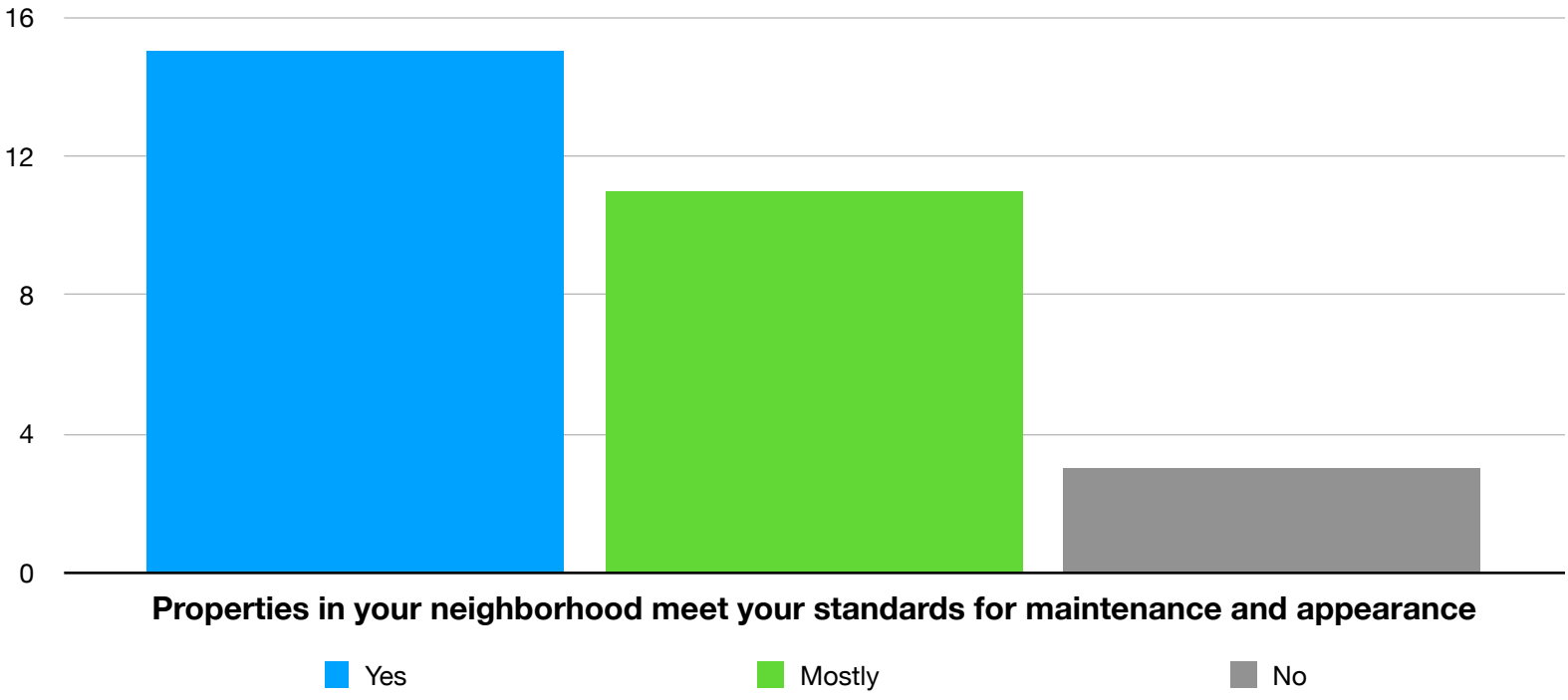
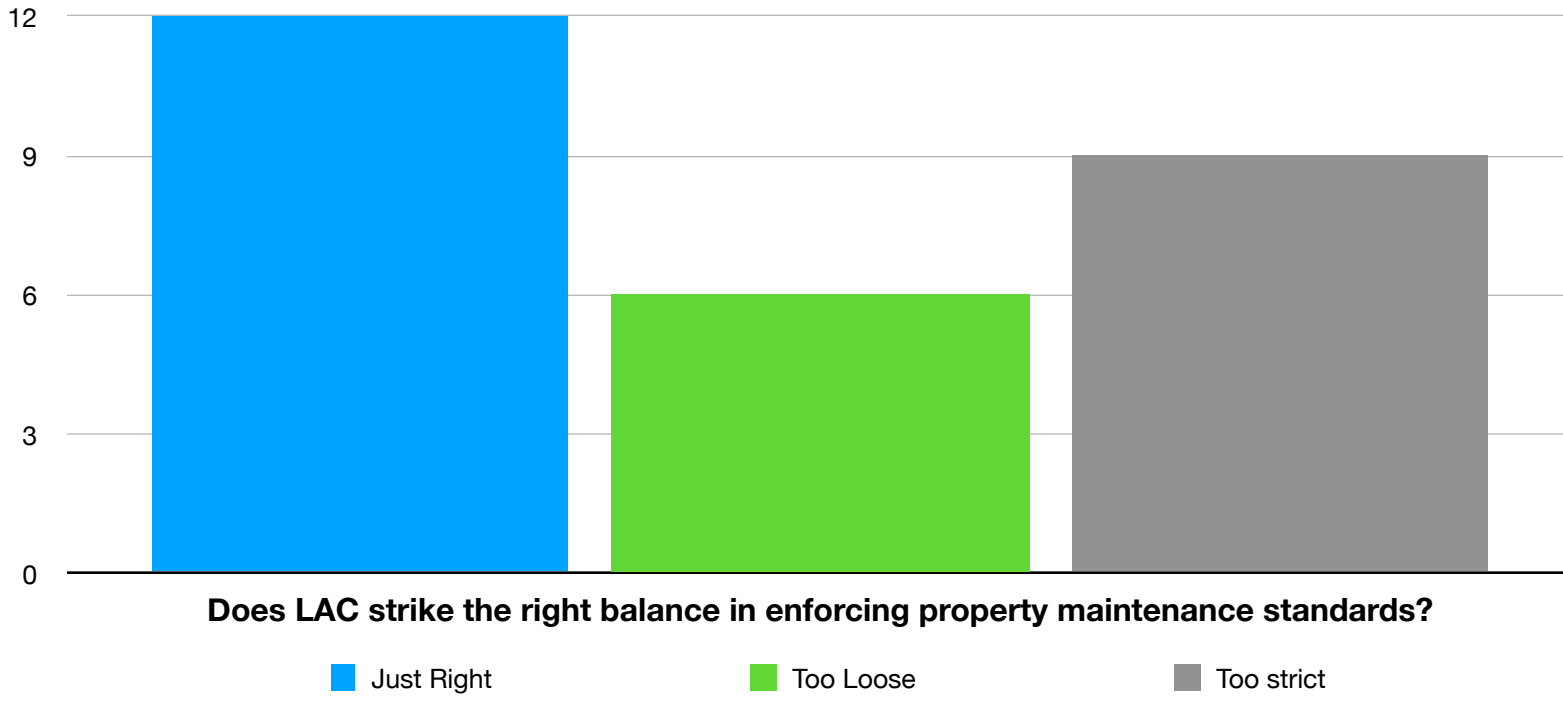


Table 1

	Yes	Mostly	No	
Properties in your neighborhood meet your standards for maintenance and appearance	15	11	3	

Please be kind to older residents. Hook them up with someone who can help them maintain their property (like teens).

Leave residential standards lower, don't bother with "weeds" or how it looks, but definitely downtown!



Does LAC strike the right balance in enforcing property maintenance standards?

■ Just Right
 ■ Too Loose
 ■ Too strict

Table 1

	Just Right	Too Loose	Too strict	
Does LAC strike the right balance in enforcing property maintenance standards?	12	6	9	

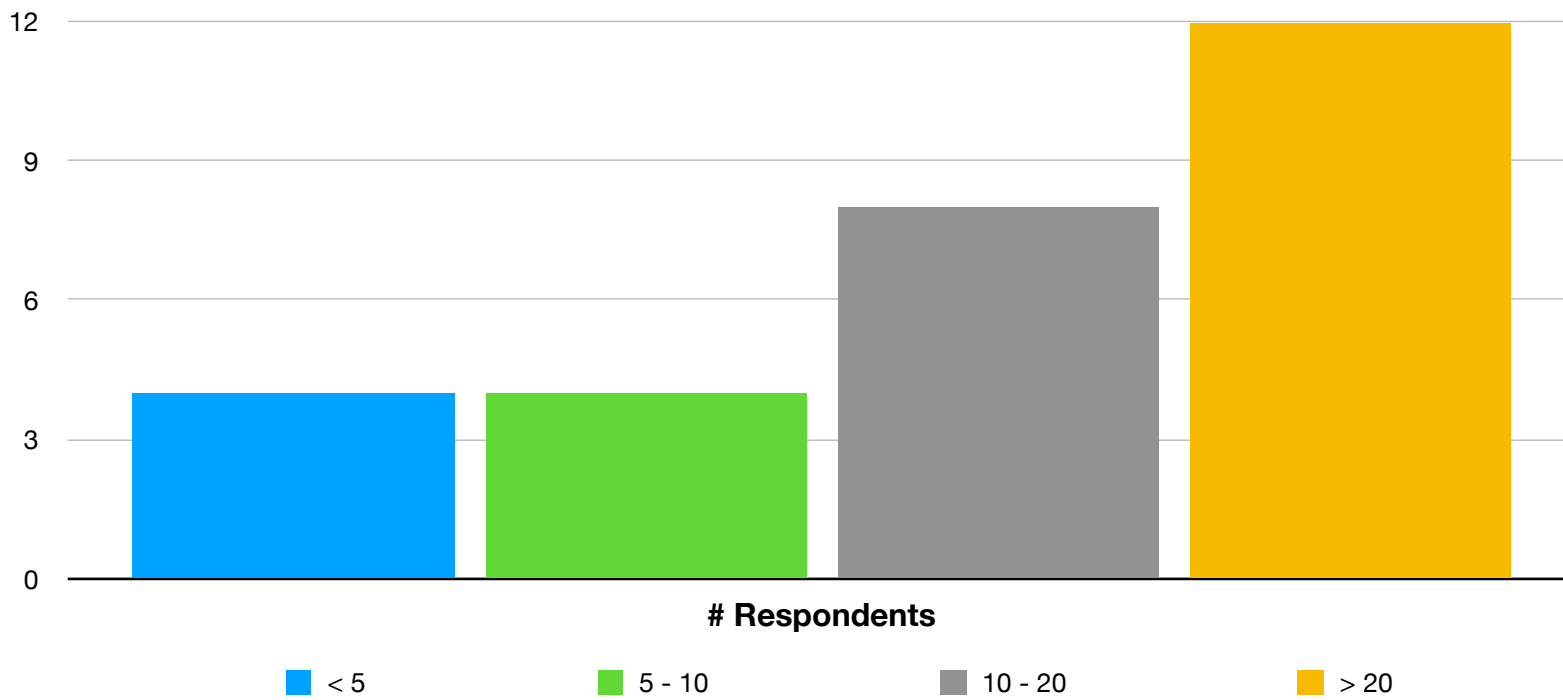


Table 1

Years lived in Los Alamos	< 5	5 - 10	10 - 20	> 20	
# Respondents	4	4	8	12	

General Comments

1. A lot of the rules I know about seem a little too focused on maintaining an image that seems strange. I think looks should be ignored, safety less so.
2. Vacant commercial properties should not be an eyesore.
3. Tourists drive down Trinity and see unkept private properties and weed-filled vacant lots.
4. Less enforcement for residential and more for empty store fronts and rental to LANL.
5. Put out dog poop bags across from lower Esperanza.
6. More enforcement for yard maintenance/weed control; storage of excess number of vehicles.
7. County should maintain their properties better before policing residents.