

**Community Development Advisory Board Meeting  
DRAFT Minutes July 19, 2021**

**I. ADMINSTRATIVE ACTIONS**

**Members Present:** Aaron Walker, Chair; John Gustafson, Vice Chair; Anna Dillane, Member.

**Members Absent:** Members Nina Epperson

**Council Liaison Present:** Sara Scott

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

**A. Call to Order**

Meeting called to order at 5:35 pm by Chair Walker

**B. Approval of Todays Agenda**

**Vice Chair Gustafson made a motion to approve the Agenda, Chair Walker seconded the motion. The agenda was approved by a vote of 3-0.**

**C. Approval of Minutes**

**Vice Chair Gustafson made a motion to approve the amended minutes as revised, Ms. Dillane seconded the motion. The minutes were approved by a vote of 3-0.**

**D. Public Comment**

Mr. Greg White commented.

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

**Update on Chapter 18 Approach by Dekker, Perich, and Sabatini Consulting Team**

Mr. Andrus introduced Jessica Lawless, Project Manager with DPS consultants. Ms. Lawless introduced the remaining members of the team. Ms. Lawless explained that there will be three main concerns to the study: rubbish, outdoor storage, and abandoned vehicles. The approach to the study is in three steps: 1) diagnosis, 2) public input, and 3) code revisions. She also explained the Council briefing and reported the feedback received from Council members to CDAB. Ms. Lawless responded to questions from the Board.

**Discussion of CDAB.cdd Email/Items going to Council**

Ms. Lovato explained that the removal of the email address was the result of a server upgrade by IT. A new email that the public may use is [cdd@lacnm.us](mailto:cdd@lacnm.us). Ms. Dillane expressed her concern that some of the public may not feel "safe" sending an email to CDD staff. Mr. Andrus pointed out that all board and staff emails are public record. Ms. Dillane requested additional training.

**Discussion of Future Board meetings – Hybrid, In Person or Zoom?**

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

**Working Group Reports**

Public Outreach and Communication

Vice-Chair Gustafson said that the communication plan is going forward to Council for approval. Mr. Gustafson and Ms. Dillane will begin drafting documents for the public outreach project.

Consultant Communication Group

Chair Walker reported on the first bi-weekly group meeting. All agreed it was a good first session.

**REPORTS AND UPDATES**

**Chair Report**

Chair Walker reported that next month will be Chair and Vice Chair elections. Chair Walker also said that he presented to County Council the Annual Community Development Advisory Board Presentation. Councilor Scott said that there was positive feedback from Council.

**Board Liaison Report**

No report.

**Council Liaison Report-Sara Scott**

Councilor Scott said that she covered most of her update in previous agenda items.

**Staff Report**

Mr. Andrus said CDD is working on presenting cannabis policies to Council similar to those of the State.

**III. PUBLIC COMMENT**

Mr. Greg White commented.

**IV. NEXT MEETING/FUTURE AGENDA ITEMS**

The next meeting will be on August 16, 2021, at 5:30 pm.

**Future Agenda Items:** Training on sending recommendations to Council.  
Next steps for the communication Plan.

Chair Walker adjourned the meeting at 7:15 pm.

Approved by Chair John Gustafson:

Date: 08/16/21

