

DRAFT MINUTES
**Community Development
Advisory Board**



March 21, 2022 – 5:30 P.M. Zoom

I. ADMINISTRATIVE ACTIONS

Members Present: John Gustafson, Chair, David Hanson, Vice Chair, Robert Day, Allen McPherson, Peter La Delfe, Anna Marie Solomon, Brandi Engeman

Council Liaison Present: Councilor David Reagor

Staff Present: Bryce Ternet, Staff Liaison; Adrienne Lovato, Administrative Support; Katie Thwaites, Assistant County Attorney; Paul Andrus, CDD Director, Andrea Salazar, CDD

A. Call to Order

Chair Gustafson called the meeting to order at 5:31 pm and a quorum was present.

B. Approval of Agenda

Member Day moved to approve the agenda as submitted. Member La Delfe seconded, and the motion passed unanimously.

C. Approval of Minutes – February 8, 2022

Chair Gustafson requested an edit be made to the Working Group Report. Member Day moved that the minutes be approved as amended and Member McPherson seconded. Motion passed unanimously.

E. Public Comment for Items Not on the Agenda

There was no public comment.

II. Action Items

A. Staff Proposal to Cancel April 2022 Monthly Meeting

Adrienne Lovato, CDD Staff Support, requested that the Board cancel the April 2022 monthly meeting due to the scheduling conflicts with budget hearings.

Chair Gustafson moved that the April 2022 meeting be cancelled and Member La Delfe seconded. Motion passed unanimously.

B. Meeting Format

After discussion the Board agreed to conduct meetings via hybrid beginning in May.

III. Presentations and Discussion (action may be take on these items)

A. Response to DPS Technical Code Review and Proposed Updated Code Structure

Board members discussed key elements of the code revision and determined that the best path forward would be to create a working group to address the Board concerns with the revisions. The working group will be Member Engeman, Member Hanson and Member La Delfe. All Board members are requested to review the DPS Code revisions and structure and email their comments to the working group members. This item will be on the agenda in May for further discussion.

B. Discussion on Preamble to Chapter 18

The Board discussed the draft preamble text that Member Hanson presented. They all agreed that a preamble is needed but there was some concern regarding the language. Chair Gustafson and Member Hanson will work on the language and bring back another draft to the May meeting.

C. Anonymity of Complaints

Member Hanson brought up the concern of anonymity when citizens make a complaint through the website. He would like for the citizens to be able to make a complaint and request to be contacted in order to know what is happening with their complaint or to provide additional information regarding the complaint, but not to have their name show up in any public information requests. Staff explained that citizens can search the Citizen Self Service Portal at any time to see the status of any code case or permit in our system.

D. Quantification to the Code

Chair Gustafson asked the Board members to look at areas of the code that would benefit with hard numbers. He discussed quantification versus subjectiveness.

E. Review of CDD Website

Member Hanson suggested that each Board member go to the CDD website and submit a complaint on their own property as a test to see how easy or hard it is to navigate through the process. He also would like the members to think about what information they would like to see included or not included on the website. This item will be on the May agenda for further discussion.

F. Review of Cases

Member McPherson suggested that all the Board members take time to look at each of the monthly cases and report on ones they have concerns about. He asked a question regarding issues with violations in backyards and staff addressed his question.

G. Working Group Reports

1. Public Outreach and Communication

Chair Gustafson reported that the group met, and they have come up with action items to work on. They intend to start up communications again which could include the monthly report data.

2. Consultant Communication Group

Bryce stated that DPS will be presenting an update on the Chapter 18 revisions to Council at the April 5th meeting. A draft of the Chapter 18 update should be available for review at the May CDAB meeting.

IV. Reports and Updates

A. Chair Report

Chair Gustafson reported that he has had another citizen contact him regarding a list of services however this person was looking for a handyman.

Chair Gustafson attended the Boards and Commissions luncheon on March 17th.

Chair Gustafson has been uploading documents that he feels would be useful to the current Board members and future Board members onto the Teams site. One of the documents on the Teams site is the Path Forward document that was created by a past Councilor and the CDAB Board at the time. He suggested that everyone on the Board review that document.

B. Board Liaison Reports

Environmental Sustainability Board – Member McPherson stated that he has emailed the Board Chair and Vice-Chair and he plans on attending the next meeting.

Planning and Zoning Commission – Member Day reported that the Planning and Zoning Commission has not had a meeting.

C. Council Liaison Report

Councilor Reagor once again stressed the need for storage in the community. He also explained that he has noticed that since the County has switched to the new system, many of his events on his calendar have disappeared.

H. Staff Report

Mr. Ternet stated the Planning and Zoning Commission will meet on March 23rd to hear a case on a Pet Care Facility in White Rock.

IV. Public Comment

None

V. Next Meeting (s) Future Agenda Items

The next meeting will be on Monday, May 16, 2022, at 5:30pm

VI. Adjourn

The meeting was adjourned at 7:27pm

Approved

John Gustafson, Chair

Date