

**Community Development Advisory Board Meeting  
Draft Minutes September 20, 2021**

**I. ADMINISTRATIVE ACTIONS**

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

Members Absent: Member Kay Carr Council Liaison Present: Sara Scott  
Others Present: Adrienne Lovato, Staff Liaison; Katie Thwaites, Assistant County Attorney; Andrea Salazar, CDD; Paul Andrus, CDD Director, Bryce Ternet; Planning Manager, and Timothy Martinez; IT,

**A. Call to Order**

Meeting called to order at 5:37 pm by Chair Gustafson

**B. Approval of Agenda**

Member Day 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**

Member Dillane made a motion to approve the minutes with amendments. Member Day seconded the motion. The minutes were approved with amendments by a vote of 4-0.

**D. Public Comment for items Not on the Agenda**

One member of the public was present but had no comments.

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

**A. Review of Cases**

Member Dillane did a quick overview on the cases reported which totaled at 73. 61 of the cases were for weeds, 7 obstructed walkways, 2 for outdoor

storage, 1 free stuff on the curb and 2 for sanitation.

## B. Work Group Reports

### 1. Public Outreach and Communication

Members discussed the CDAB Facebook page that will be administered by County Public Information Office. Member Dillane noted the schedule and anticipated frequency of messaging. Members noted the need to stay aware of social media responses to CDAB posts. Councilor Scott asked about a timeline for evaluating the communication effort.

### 2. Consultant Communication Group

CDD staff member Bryce Ternet gave an update that the consultant DPS wants to hire an outside survey firm. More information will be available next month.

## C. Discussion on work groups

CDD Attorney Thwaites explained the rolling quorum.

## D. Discussion on citizen correspondence

Chair Gustafson suggested that the working group on communication and public outreach have a discussion and bring some ideas back to the next board meeting regarding how to respond to received citizen input.

## III. Reports and Updates

### A. Chair Report

Chair Gustafson will attend the Boards and Commission luncheon via zoom. He also reported there was an applicant for the unfilled CDAB position, but no decision had been made yet on the application.

### B. Board Liaison Reports

Vice Chair Walker gave an update on the Planning and Zoning master plan. Environmental Sustainability is proposing a recommendation regarding

pesticides.

**C. Council Liaison Report**

Councilor Scott updated members that Julie Habiger has retired, and Leslie Bucklin is now acting Public Information Officer. Questions about barking dogs have come up by the public.

**D. Staff Report**

**1. Business Public Email Address**

Ms. Lovato gave the members an email address that was created for a public email for CDAB. [Cdab.public@lacnm.us](mailto:Cdab.public@lacnm.us)

Staff asked if the Board would like to meet via zoom instead of hybrid.

**IV. Public Comment**

No public comments.

**V. Next Meeting (s) Future Agenda Items**

Monday, October 18, 2021, at 5:30pm.

**VI. Adjourn**