

**Community Development Advisory Board Meeting  
DRAFT Minutes June 21, 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; David Reagor, Councilor; Katie Thwaits, Assistant County Attorney; David Martinez, Chief Building Official; Barbara Lai, Nathan Ortiz, CDD; and Perry Rutherford, IT.

**A. Call to Order**

Meeting called to order at 5:41 pm by Chair Walker

**B. Approval of Today's Agenda**

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

**D. Public Comment**

No comments.

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

**Introduction of Dekker, Perich, and Sabatini Consulting Team**

Mr. Andrus introduced Jessica Wallace, Senior Planner, who is the lead for DPS. Ms. Wallace said other members of the team are William Gleason, Principal Urban Planner; and, Kate Melisius, Senior Planner. Vice Chair Gustafson introduced himself and spoke briefly about the Board's Consultant Communication Group (Aaron Walker and Kay Carr).

**Review of Cases**

Vice-Chair Gustafson shared information on the rodent problem. The Board related the history of rodents in the County and the difficulty in controlling them. He said that CDD is striking a good balance between the code and responses to a complaint.

## **Working Group Reports**

### Public Outreach and Communication

Vice-Chair Gustafson said that he and Member Dillane worked together to decide how to go about educating the public on aspects of the code. He said that a free-flow of messages describing the code would be posted to the CDD website. Mr. Andrus assured the board that there will be enough bandwidth available to post the Board's information on the CDD website. John Gustafson said that Julie Habiger, Public Information Officer, would disseminate the messages with other communication outlets. Ms. Dillane commented that this approach is a very effective way to educate the public.

Councilor Scott said that she also spoke with Ms. Habiger and that both of them agreed that the message approach will be very effective. The board discussed the process for taking the recommendation forward to Council. Councilor Scott will report back to the board as to the timing of the Council report.

**Ms. Gustafson made a motion to recommend to Council that the Board use the message approach to communication with the public. Member Dillane seconded. The Board approved the motion 4-0.**

### Consultant Communication Group

Mr. Andrus reported that the consultant is under contract and will work with the group members: Aaron Walker and Kay Carr.

### Survey Results from the Farmer's Market

Vice Chair Gustafson reported that 29 people filled out the CDAB survey and that the comments were mostly positive. Ms. Dillane asked that the survey be distributed from Boomerang. Councilor Scott recommended that it be noted on the survey, Boomerang so that the members are able to track the origin of the comments. Mr. Andrus said that the consultants will also be conducting a survey and it is important to capture specific code issues from a neighborhood perspective. Mr. Gustafson said that it is best to obtain as many survey responses as possible in order to ascertain public opinion.

## **REPORTS AND UPDATES**

### **Chair Report**

Nothing further to report.

### **Board Liaison Report**

Chair Walker will cover the P&Z Commission meetings while Ms. Epperson is absent. Ms. Carr reported that ESB did not have a meeting in June. She reported that ESB has a booth at the Farmer's Market and also said that ESB is hosting educational webinars.

### **Council Liaison Report-Sara Scott**

Councilor Scott said that she reported to Council on CDAB outreach efforts. She also said that the public will be able to start attending the July 6 council meeting in person. The White Rock MDA was approved by Council.

### **Staff Report**

Mr. Andrus said that CDD is busy concerned that COVID is having an impact on the economic development market. He said that some of the approved projects have been delayed as a result of COVID. He also said that the Downtown Plan should be

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in the next few months. He said that the economic development administrator position is filled and the new staff person will be in the office on July 12.

**III. PUBLIC COMMENT**

Councilor Reagor said that he recruited Mr. McPherson for the board.

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

The next meeting will be on June 21, 2021, at 5:30 pm in Room 110.  
Chair Walker adjourned the meeting at 6:45 p.m.