

**Design Advisory Committee  
Sunland Tujunga Neighborhood Council  
Minutes  
September 8, 2003  
Municipal Building, 7 PM**

In Attendance DAC Members: John LaRocca, Clark Drane, Roberta Actor-Thomas, Penny Blackwell. Others present: Cindy Cleghorn, Mark Seigel, Ed Rock, Debby Beck.

Meeting came to order at 7:15 PM and was chaired by John LaRocca.

Minutes of August 11, 2003 approved as written.

**Agenda item - DAC Policies & Procedures**

Chairman, John LaRocca distributed a sheet with DAC basics to be used as policy for the DAC committee. Unanimous consensus that the DAC adopt these policies.

Debby Beck presented format for Policies and Procedures. It was decided that more research was needed as it relates to the bylaws of the STNC.

Roberta Actor-Thomas presented a draft of the Project Information form for review. It was agreed by consensus that we will start to utilize this form in its current structure so that we have something in the meantime. Lloyd Hitt will be the point of contact.

**Public Comment Period**

Brief discussions regarding the availability of the Cultural Affairs fee to S-T, Mt. Gleason & Foothill project and Enforcement upon new businesses that come into the area. It was noted that if part of what we do falls under the Brown Act then fine. Otherwise, enforcement issues will be left on an individual basis.

Meeting adjourned at 9:00 PM.

Next meeting, October 6, 2003, 7 PM to be held at the Municipal Building. Note: this meeting is different day than usual due to the STNC meeting taking place before the second Monday.

Minutes Taken by:  
Cindy Cleghorn