



REPORT TO DESIGN REVIEW BOARD

SUBJECT: Annual Meeting of Design Review Board for 2023 to include: a) Election of Officers for 2023 Design Review Board meetings; b) Distribution and Review of Design Review Board “Rules of Order;” and c) Distribution and Review of Scheduled meeting for 2023

The Design Review Board (Board) is required to hold its annual meeting at their first meeting of a calendar year. The first scheduled meeting in 2023 will be March 7, 2023. At that meeting, the Board will be requested to elect new officers and review its “Rules of Order”, in addition to reviewing design-related agenda items.

Election of Officers for 2023

Since 2004 the Board has elected officers following a rotation schedule generally set based on member’s length of service. For 2022 Board Member Rege has served as Chair, and Board Member Kovalsky has served as Vice Chair. Should the Board choose to continue to follow this rotation schedule, Board Member Kovalsky would serve as Chair in 2023 and Board Member Kent would serve as Vice Chair. Here is the projected 5-year rotation schedule of officers for the Board:

| | <u>Chair</u> | <u>Vice Chair</u> |
|------|--------------|-------------------|
| 2023 | Kovalsky | Kent |
| 2024 | Kent | Summers |
| 2025 | Summers | Alexin |
| 2026 | Alexin | Rege |
| 2027 | Rege | Kovalsky |

Staff recommends the Board consider the above officer rotation and elect new officers for 2023. New officer terms would take effect at the next meeting.

Rules of Order

Planning staff is distributing the Design Review Board “Rules of Order” (attached; Exhibit 1). These were last amended and adopted on January 19, 2022. Exhibit 1 includes proposed changes shown in track changes. These proposed changes include:

1. Amending the City Code Sections referenced regarding Design Review Board procedures. On October 3, 2022, the City Council adopted Ordinance No. 2018 amending Section 14.25.070 and adding Section 2.16.120 through 2.16.122 (see Exhibit 3). These changes included deleting provisions of Section 14.25.070 relating to the Design Review Board’s term of office, removal or vacancy of membership, meetings, quorum, and rules of order. These changes also including moving the remaining regulations under Section 14.25.070 relating to Design Review Board membership and powers and duties to new Sections 2.16.120 through 2.16.122 of Chapter 2.16 (Boards and Commissions). The items that were deleted were then included in Bylaws for the

Design Review Board, adopted by the City Council in Resolution No. 15130. The purpose of these changes was to treat the Design Review Board similar to other Boards and Commissions in how the Bylaws are structured and where in the City Code the Design Review Board procedures are located.

2. A reference was added to the Rules of Order regarding City Code Section 14.25.070 for streamlined review of certain residential projects since these provisions were added to the City Code in 2022.
3. A sentence was deleted from the Rules of Order that indicated that the Chair shall sign any formal resolutions because the Board is not tasked with adopting formal resolutions.

In addition, Staff wants to highlight that the Design Review Board has not been following Rule 7(B)(10) from the Rules of Order:

- 10. Follow-up Discussion. Before the Board concludes its discussion and votes on the project, the following opportunities shall be provided to the applicant and Board:*
- a. The applicant shall be given an opportunity to indicate willingness to make specific changes to the project, or discuss any recommended revisions, or to respond to questions, or to seek further clarification.*
 - b. A Board member shall have the opportunity to consult with other Board members, staff and meeting participants, to consider whether members wish to revise, support, or not support any comments made based on the discussion, and in order to reach a consensus.*

In the future, Staff will work with the Design Review Board to ensure that this rule is followed.

The Board can consider further modifications or request that staff investigate possible changes. Please review the current rules and procedures and if there are any changes that you would like to suggest or possible modifications that warrant staff research, please raise them during the meeting. If there are no requests that warrant additional research, staff recommends the Board consider the recommended modification and adopt the Rules of Order with the recommended clarifying language.

2023 Design Review Board Meeting Dates:

Provided for your information is a list of scheduled Design Review meetings for 2023. Please review and provide feedback if there are any errors or if any scheduled meetings conflict with major religious holidays.

Exhibits

1. Board "Rules of Order"
2. Design Review Board Meeting Schedule 2023
3. City Council Agenda Report on Boards and Commissions Updates, 6/19/2022