

# Design Review Board - Meeting Minutes

March 28, 2018

Meeting called to order at 5:38 PM

## Attendance

- Board Members Present: Steven Meek, Kathy Lang (CA Liaison), Ted Teske, Anne Hanenburg, Alex Maxwell, Charlene Kay.
- Board Members Not Present: Ryan Leong, David Buescher.
- Quorum present. (*No less than four*).
- Staff Present: Dean Gunderson, Omar Akkari, and Heather Trautman

## Briefing Session:

1. Heather Trautman introduced herself and summarized the Planning Department reorganization.
2. **Chair Report: Steven Meek** - No report.
3. **Approval of the March 14, 2018 meeting minutes.**
  - Motion to approve; seconded; Minutes approved unanimously 6/0.

## Workshop:

### **Review of the Purpose and Mission of the Design Review Board.**

- **Staff Presentation:** Dean Gunderson - Senior Urban Designer
  - Dean gave a presentation and overview of what the DRB does, including its purpose and tools used to accomplish that purpose. He reviewed the mission statement and how the current board members fill the positions required for the board.
  - The DRB process was reviewed including flow charts.
  - City code indicates the DRB is a recommendation body but engaged in quasi-judicial action. When a recommendation is made unanimously - that is considered to be a 'condition of approval' by the decision making authority.
  - Duties of board members.
  - Code of Conduct; Robert's Rules; and bylaws.
  - Public Records Certification.
  - Rules 10:13-16. Recusal rules and process/appearance of fairness/ex parte.
  - Notification.
  - Cite design guidelines when making a recommendation.
- **Questions/Comments:**
  - Members to be notified when an administrative decision has been made. Include a copy of the email in the DRB packet - (non-action item).
  - DRB process guideline was printed on the back of the Chair's agenda, Steve asked that this continue; Dean to create a large board with the process guidelines for others to view during the meeting.
  - What triggers an applicant to submit an application to the DRB at the conceptual stage of their project? Dean indicated that he or Omar attend the pre-development meetings when current planning believes the project may cross the DRB threshold.

## **Board Business:**

Austin Dickey was given a recognition award, signed by the Mayor, for his service as Chair to the DRB.

**Motion to adjourn; seconded; passed unanimously 6/0.**

Meeting Adjourned at 6:54 PM

Next Design Review Board meeting is scheduled for **April 11, 2018**