

APPLICATION INSTRUCTIONS

COMMUNITY ASSEMBLY

DESIGN REVIEW BOARD LIAISON MEMBER POSITION

As a preliminary matter, applicants for the Design Review Board liaison member position should review the three foundational documents for the board found on its website under Board Structure: “Design Review Board Purpose and Composition,” “Design Review Board Authority,” and “Design Review Board Rules of Procedure.” <https://my.spokanecity.org/bcc/boards/design-review-board/>

Please note this position is subject to nomination by the mayor upon the recommendation of the Community Assembly for appointment by the city council. See SMC 04.13.030.

Therefore, applicants for the Design Review Board liaison member position are asked to submit both the city’s volunteer application form and the Community Assembly supplemental information form which also recites the qualifications and responsibilities the “liaison” appointment entails.

The two pages of the city form can be filled out on a personal computer using Acrobat Reader and saved for printing and signing.

It may be convenient to create a separate document to combine the information for certain items on both forms. For example, in a separate document:

- Combine the city form’s EDUCATIONAL HISTORY information with additional discussion in response to item A. on the CA form.
- Combine the city form’s EMPLOYMENT HISTORY information with additional discussion in response to item B. on the CA form.
- Combine the city form’s BACKGROUND INFORMATION for “civic involvement” with additional discussion in response to item C. on the CA form.
- Combine the city form’s BACKGROUND INFORMATION for “specific experience” with additional discussion in response to item D. on the CA form.

On the city’s form please make sure the POSITION APPLIED FOR, REFERENCES, and UNDERSTANDING OF APPLICATION blocks are filled in and the form is signed and dated.

On the Community Assembly’s form please complete the information on the bottom of the first page and sign the statement on the second page.

FOR ADDITIONAL INFORMATION

The city’s web page for the Design Review Board is here:

<https://my.spokanecity.org/bcc/boards/design-review-board/>

The Design Review Board’s principal staff member is Dean Gunderson. Dean is available to answer any questions about the Design Review Board and its activities and responsibilities. Please contact Dean by email for any questions: dgunderson@spokanecity.org

If there are questions about the application process or other matters related to the Community Assembly’s Design Review Board liaison member position, please contact the chair of the Community Assembly’s Liaison Committee, Paul Kropp, by email at p.kropp@fastmail.fm.