

AGENDA
BOARD & COMMISSION CANDIDATE REVIEW COMMITTEE MEETING
Monday, September 13, 2021 – 3:00 p.m.

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES: August 2, 2021

LODGING TAX ADVISORY COMMITTEE APPLICANT INTERVIEWS:

3:00 Sue Braaten
3:15 Mary DesMarais

LODGING TAX ADVISORY COMMITTEE APPOINTMENT RECOMMENDATIONS AND ROSTER DISCUSSION

AMENDMENTS TO GHMC 2.21 DESIGN REVIEW BOARD

ADJOURN

Next Regular Meeting: October 11, 2021

Minutes
Board and Commission Candidate Review Committee Special Meeting


August 2, 2021 2:00 p.m.

Call to Order: Councilmember Abersold called the meeting to order at 2:00 p.m. Councilmembers Woock and Denson were in attendance along with Interim Clerk Josh Stecker, Design Review Board Chair Brett Marlo DeSantis, and Community Development Director Katrina Knutson.

Approval of Minutes: The minutes of July 12, 2021, were unanimously approved.

Design Review Board Interviews: The committee interviewed Nick Kostal, Larry Bradbury and Tom Brown for appointment to the Design Review Board. The committee recommended Larry Bradbury for appointment to the Design Review Board (Category 3 – member of the Planning Commission). Tom Brown was not appointed due to not fitting any of the remaining categories for DRB appointment. The committee will await other applicants before considering the appointment of Nick Kostal to the final vacancy on the DRB at the September 13 meeting.

Adjourn: The meeting adjourned at 2:50 p.m.



Joshua Stecker
Interim City Clerk

BOARDS & COMMISSIONS

ARTS COMMISSION	
7 members, 3-year terms, Council Appointed	
Meets monthly, 2nd Wednesday at 10:00am	
<i>Charlee Glock-Jackson, Chair</i>	Mar 2022
Daniel Bozich	Mar 2023
Linda Sutherland	Mar 2022
Samantha Kelly	Mar 2024
Jennifer Beard	Mar 2024
Lynn Stevenson	Mar 2023
Robin Avni	Mar 2022
Molly Towslee	Staff

PARKS COMMISSION	
7 members, 3-year terms, Council Appointed	
Meets monthly, 1st Wednesday at 5:30pm	
Anastasia Wright	Mar 2024
Louise Tieman	Mar 2023
Mary Barber, Vice Chair	Mar 2024
Ben Coronado, Chair	Mar 2022
William Appleton	Mar 2023
Doug Terrien	Mar 2024
Roger Henderson	Mar 2022
Terri Garrison	Staff

PLANNING COMMISSION	
7 members, 4-year terms, Mayor Appointed	
Meets 1st & 3rd Thursdays monthly at 5:00pm	
Shannon Grina	Jun 2023
Tom Brown	Jun 2023
Larry Bradbury	Jun 2024
Amanda Bennett	Jun 2022
John Krawczyk	Jun 2024
<i>Greg Hoeksma, Chair</i>	Jun 2022
Robert Soltess	Jun 2023
Michelle Thomas	Staff

BUILDING CODE ADVISORY BOARD	
5 members, 3-year terms, Council Appointed	
Meets as needed	
<i>Jeff Stroud, Chair</i>	Mar 2020
Brett Desantis	Mar 2020
Mike Bitterling	Mar 2021
Vacant	
Vacant	
Paul Rice	Staff

LODGING TAX ADVISORY COMMITTEE	
9 members, 3-year terms, Council Appointed	
Meets monthly, 2nd Thursday at 11:00am	
<i>Elected Official: Kit Kuhn, Chair</i>	
Collector: Sue Braaten	Sept. 2021
Collector: Jannae Mitton	Sept. 2022
Collector: James Karrer	Sept. 2023
Collector: John Moist	Sept. 2023
Recipient: Warren Zimmerman	Sept. 2023
Recipient: Mary DesMarais	Sept. 2021
Recipient: Jenny Wellman	Sept. 2022
Recipient: Stephanie Lile	Sept. 2023
Laura Pettit	Staff

DESIGN REVIEW BOARD	
7 members, 3-year terms, Council Appointed	
Meets 2nd & 4th Thursdays monthly at 5:00pm	
Darrin Filand	Sept. 2024
Marlene Druker	Sept. 2022
Jon Ashlock	Sept. 2024
Brett Desantis, Chair	July 2023
Larry Bradbury	Sept. 2022
VACANT	Sept. 2024
Linda Pitcher	July 2023
Cindy Andrews/Michelle Thomas	Staff

SALARY COMMISSION	
5 members, 3-year terms, Mayor Appointed	
Meets in even years before April 1 or as needed	
Jean Farrington	Sept. 2022
<i>Ronald Lyse, Chair</i>	Sept. 2023
Larry Bradbury	Sept. 2023
Rosalie Williamson	Sept. 2022
Dick Russell	Sept. 2023
Molly Towslee	Staff

CIVIL SERVICE COMMISSION	
3 members, 6-year terms, Mayor Appointed	
Meets monthly, 2nd Friday at 3pm	
Dennis Richards	Mar 2023
Tom Brown	Mar 2025
<i>Charles Perry, Chair</i>	Mar 2023
Kameil Borders	Staff

Chapter 2.21
DESIGN REVIEW BOARD (DRB)

Sections:

[2.21.010 Creation of design review board.](#)

[2.21.020 Terms, qualifications and appointment of members.](#)

[2.21.030 Purposes.](#)

[2.21.040 Additional powers and duties.](#)

[2.21.050 Limitations.](#)

[2.21.060 Organization.](#)

[2.21.070 Staff assistance.](#)

2.21.010 Creation of design review board.

A design review board (also referred to as DRB) is hereby created. The design review board shall consist of seven members. The design review board shall interpret, review and implement design review as provided by the city's adopted design manual in Chapter 17.99 GHMC, and also promote an awareness of the city's history and preservation of the city's historic buildings. (Ord. 993 § 1, 2005; Ord. 736 § 1, 1996).

2.21.020 Terms, qualifications and appointment of members.

A. Members of the design review board shall serve terms of three years for all terms beginning on or after August 27, 2019. All members with active terms as of the date identified above shall serve the duration of the active term as designated at the time of appointment. The terms shall be staggered. All terms beginning on or after August 27, 2019, shall expire on September 30th. All terms which are active as of August 27, 2019, shall serve until the expiration designated at the time of appointment. Members of the design review board shall continue to serve until their successors are appointed and qualified. The city council shall appoint a new DRB member to fill vacancies that might arise and such appointments shall be to the end of the vacating member's term.

B. Design review board members shall have qualifications, skills or demonstrated interest in urban design or historic preservation and must be able to demonstrate the ability to read and interpret site plans, elevation drawings, landscape plans, architectural details and other design details and specifications as may be depicted on plans. Preference will be given to city residents. Members shall be selected by the council from at least four of the following categories:

1. A licensed architect or professional building designer with demonstrated experience in

urban or historic building design (at least one member shall be selected from this category);

2. A city resident with demonstrated interest and knowledge of urban design (no more than one member shall be selected from this category);

3. A member from the Gig Harbor planning commission (no more than one member shall be selected from this category);

4. A member with a professional background relating to urban design (e.g., a professional artist, a civil engineer, planner, building contractor or professional designer) as determined by the city council;

5. A member with demonstrated interest and knowledge of landscaping, horticulture, arboriculture or forestry;

6. An individual with a background in identifying, evaluating and protecting historic resources, selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation or landscape architecture, or related disciplines. (At least two members should be selected from this category.) Members in this category may participate in all applications reviewed by the DRB pursuant to Chapter 17.99 GHMC (Design Manual), but shall participate in applications received pursuant to Chapter 17.97 GHMC (Historic Preservation).

The DRB action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the required categorical positions, as long as there is a quorum, unless DRB action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the city and the State Historic Preservation Officer on behalf of the mayor, and the State Historic Preservation Officer on behalf of the state.

C. Application for Design Review Board Appointment. Individuals wishing to serve, or to be reappointed to serve, on the design review board shall submit a letter of interest to the city clerk. The letter of interest shall state which category of subsection B of this section the individual wishes to serve under, and shall cite personal experience or credentials in that category. All applicants for appointment to the design review board shall be interviewed by the city council board and commission candidate review committee. The city council shall consider which individual has the most direct experience in that category and give weight in their decision to experience over general interest. (Ord. 1447 § 2, 2020; Ord. 1423 § 2, 2019; Ord. 993 § 2, 2005; Ord. 736 § 1, 1996).

2.21.030 Purposes.

The purposes of the design review board are:

A. To implement procedures related to the city's design manual as described in Chapter 17.98 GHMC;

- B. To protect and enhance Gig Harbor's small town characteristics by assuring that decisions on design reflect the intent of the city's design manual and the design element of the city's comprehensive plan;
- C. To make suggestions on design alternatives which meet the needs of the property or business owner and which are consistent with and meet the intent of the city's design policies;
- D. To make recommendations to the planning commission and city council on policies and ordinances that may affect the city's design and visual character;
- E. To identify and actively encourage the conservation of the city of Gig Harbor's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties;
- F. To raise community awareness of the city of Gig Harbor's history and historic resources;
- G. To serve as the city's primary resource in matters of historic preservation;
- H. To serve as the city's local review board as defined in WAC 254-20-030(8) and Chapter 17.97 GHMC. (Ord. 993 § 3, 2005; Ord. 736 § 1, 1996).

2.21.040 Additional powers and duties.

In addition to the powers set forth in GHMC [2.21.030](#), the design review board shall:

- A. Recommend to the planning commission for adoption standards to be used by the city or design review board in reviewing outdoor proposals within city limits or its areas of contractual jurisdiction;
- B. Recommend to the city council the purchase of interests in property for purposes of preserving the city's visual characteristics or implementing the provisions of the city's design manual or the design element of the city's comprehensive plan;
- C. Advise the city council on possible incentives to preserve historic structures within the city's historic district;
- D. Recommend to the planning commission and the city council zoning boundary changes which are consistent with the city's design manual and the design element of the city's comprehensive plan;
- E. Recommend to the planning commission and the city council changes to the Gig Harbor Municipal Code and public works standards which reinforce the purpose of the city's design manual and the design element of the city's comprehensive plan;
- F. Provide advice and guidance on request of the property owner or occupant on the restoration, alteration, decoration, landscaping, or maintenance of any structure or site within the city's

jurisdiction;

G. To carry out all activities related to historic preservation as anticipated under the certified local government (CLG) program as provided in Chapter 17.97 GHMC. In carrying out these responsibilities, the DRB shall engage in the following:

1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city of Gig Harbor and known as the city of Gig Harbor historic inventory, and publicize and periodically update inventory results.
2. Initiate and maintain the city of Gig Harbor's register of historic places. This official register shall be compiled of buildings, structures, sites, and objects identified by the DRB as having historic significance worthy of recognition and protection by the city and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties.
3. Review nominations to the city of Gig Harbor's register of historic places according to adopted criteria.
4. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in GHMC 17.97.050.
5. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic resources.
6. Establish liaison support, communication and cooperation with federal, state and other local government entities which will further historic preservation objectives, including public education, within the Gig Harbor area.
7. Review and comment to the Gig Harbor city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the city of Gig Harbor, Pierce County, other neighboring communities, the state and federal governments, as they relate to historic resources of the city of Gig Harbor.
8. Advise the Gig Harbor city council on matters pertaining to local history and historic preservation.
9. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.
10. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.
11. Be informed about and provide information to the public and city elected officials on

incentives for preservation of historic resources including legislation, regulations and codes that encourage the use and adaptive reuse of historic properties.

12. Review nominations to the State and National Registers of Historic Places.

13. Investigate and report to the Gig Harbor city council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the city.

14. Serve as the local review board for special valuation as defined in WAC 254-20-030(12), and:

- a. Make determination concerning the eligibility of historic properties for special valuation;
- b. Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance;
- c. Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2) and as specified under Chapter 17.97 GHMC;
- d. Approve or deny applications for special valuation;
- e. Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10-year special valuation period; and
- f. Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW. (Ord. 993 § 4, 2005; Ord. 736 § 1, 1996).

2.21.050 Limitations.

The design review board may recommend approval, conditional approval or disapproval of project designs or design variances pursuant to the standards in Chapter 17.99 GHMC (Design Manual) and Chapter 17.98 GHMC. The DRB shall have no authority to make final decisions on site plans, or to waive, increase or decrease any other code requirements. Site plans shall be reviewed as provided in GHMC Title 19. (Ord. 993 § 5, 2005; Ord. 736 § 1, 1996).

2.21.060 Organization.

The city's design review board shall be organized as follows:

- A. Chairman. The design review board shall elect one of its members to serve as chairman for a term of one year at its first meeting in March of each year. The chairman may be elected to serve for one consecutive additional term, but not for more than two successive terms.
- B. Quorum. No business shall be conducted without a quorum at the meeting.

1. Certified Local Government Meetings Pursuant to Chapter 17.97 GHMC. A quorum shall exist when the meeting is attended by a majority of the appointed members of the DRB, including all historic preservation members as defined in GHMC [2.21.020\(B\)\(6\)](#).

2. Project Review Meetings Pursuant to Chapter 17.98 GHMC. A quorum shall exist when the meeting is attended by a majority of the appointed members of the DRB, excluding historic preservation members as defined in GHMC [2.21.020\(B\)\(6\)](#).

C. Voting. All actions of the design review board shall be represented by a vote of the membership. A simple majority of the members present at the meeting in which action is taken shall approve any action taken. The chairman may vote at the meetings. (Ord. 1098 § 1, 2007; Ord. 736 § 1, 1996).

2.21.070 Staff assistance.

The city's planning department shall provide the design review board with such assistance as is reasonably necessary to enable it to perform its functions and duties. Staff assistance shall include, but not be limited to, the making of recommendations in staff reports to the DRB on specific projects, research, general planning and instruction. (Ord. 736 § 1, 1996).