

**City of Missoula**  
**Land Use and Planning Appointments Subcommittee Agenda**

**Date:** December 30, 2021, 2:00 pm - 3:00 pm  
**Location:** Development Services--1st Floor Conference Room  
435 Ryman St.  
Missoula, MT 59802  
**Members:** Jordan Hess (chair), Bryan von Lossberg, Gwen Jones

**Pages**

**1. ADMINISTRATIVE BUSINESS**

**1.1 Roll Call**

**1.2 Approval of the Minutes**

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Approve minutes for January 22, 2020

**2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

**3. COMMITTEE BUSINESS**

Appoint \_\_\_\_ to the Planning Board for the term beginning immediately and ending on December 31, 2023.

**4. ADJOURNMENT**

# **Missoula City Council Land Use and Planning Appointments Subcommittee Minutes**

**January 22, 2020**

**8:50 am**

**Development Services**

**435 Ryman St, Missoula, MT**

**Members present: Jordan Hess (chair), Bryan von Lossberg, Gwen Jones**

## **1. ADMINISTRATIVE BUSINESS**

### **1.1 Roll Call**

## **2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

## **3. COMMITTEE BUSINESS**

### **3.1 Appointments to the Missoula Planning Board**

#### **Brad Benshaw**

1. Please introduce yourself. Feel free to highlight useful experiences, knowledge or perspectives you would bring to the Planning Board.

Brad has been a caretaker for his daughter for 10 years and now is interested in civic work. He served in the military and is now interested in doing something for the community. He has general contractor license and many certifications to go along with it from Colorado. He has worked in subdivisions, strip malls. He is concerned about the growth in Missoula would like to be more involved.

2. Planning Board advises the City Council and the Board of County Commissioners on land use issues. Planning Board members are asked to weigh in on the growth policy, the zoning ordinance, and subdivision regulations. What about this work appeals to you? Are there particular issues you hope to address?

The traffic patterns are a big problem and the way the city being laid out. Missoula is growing 3.2 % and the salary range needs to be addressed. Environmental issues are an interest also.

3. Rezoning requests can be very contentious. Please describe your approach to reviewing a development proposal that seems to comply with the growth policy and other relevant regulations but is opposed by a large amount of testimony to the board? How do you weigh testimony, geographically and otherwise?

He likes to deal with facts, and has no vested interest in people's business, only the community. Environment issues are his interest. This is a difficult question. There are alot of examples out there and see what works and don't work.

4. A major tenet of the *Our Missoula Growth Policy* is “focus inward.” The idea of “focus inward” is to direct new development into already developed areas in the community where services, employment centers, shopping, schools, and infrastructure already exist. Please describe the tradeoffs between infill and Greenfield development.

Infill development on vacant lots depends on what is going in there. He is not favor in high rise buildings over expensive condos. Build what fits into a neighborhood and work on problems we already have. His interest is on the environment, and no poisons poured into the ground.

5. The *Our Missoula Growth Policy* was adopted with broad public support; in contrast, the Planning Board and the City Council have reviewed numerous developments that actualize the growth policy but are very contentious. Why do you think this is the case?

Contentious, he believes a person has to have an open mind and listen to people who are addressing issues, also work together with ideas.

6. Describe the relationship between land use and transportation, as you see it.

Landuse, he is not in favor of a concrete jungle. Expand the bus service, especially on Reserve Street and create a Bitterroot bus service as that would help congestion. Fix what we have and expand the streets. He likes the roundabout's to help make the traffic flow.

7. Are there changes you would like to see in how the Planning Board does business or in the laws it applies?

He doesn't have a lot of knowledge with the Planning Board proceedings. No opinion at this time. Planning Board is doing a good job. Concerned with businesses closing, and Missoula needs to attract more businesses.

8. The Planning Board meets on the first and third Tuesdays of the month beginning at 7 pm. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes, he can make it.

9. [Ask if this is a candidate for a position as an alternate] Planning Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

It's a Possibility, but he prefers an actual regular member position.

He would like to meet the whole board and see projects they are working on.

### **Caroline Lauer**

1. Please introduce yourself. Feel free to highlight useful experiences, knowledge or perspectives you would bring to the Planning Board.  
She moved to Missoula for the second time, she worked with Energy Corp and with Chase Jones. She left and went to Climate Smart Missoula and has interest in the Planning Board and issues they grapple with, as that is what she went to school for.

2. Planning Board advises the City Council and the Board of County Commissioners on land use issues. Planning Board members are asked to weigh in on the growth policy, the zoning ordinance, and subdivision regulations. What about this work appeals to you? Are there particular issues you hope to address?

She is interested in affordable housing and climate change and both are tough issues. She would also like to work on zoning and the growth policy with staff.

3. Rezoning requests can be very contentious. Please describe your approach to reviewing a development proposal that seems to comply with the growth policy and other relevant regulations but is opposed by a large amount of testimony to the board? How do you weigh testimony, geographically and otherwise?

She would listen to testimonies and work with people. The contentions part. She would like to see what's on the books for long and short term contentions and take a community approach, and learn from Planning Board members.

4. A major tenet of the *Our Missoula Growth Policy* is "focus inward." The idea of "focus inward" is to direct new development into already developed areas in the community where services, employment centers, shopping, schools, and infrastructure already exist. Please describe the tradeoffs between infill and Greenfield development.
  - a. Is infill development a good idea? If so, do you have any thoughts on how to encourage or incentivize infill development?
  - b. What factors should be considered for land use and growth in the urban fringe – land in the county but adjacent to or near the city?

She is interested in green fill development. Infill is how we plant green infrastructure including parking concerns and how to accommodate. Open space is huge in Missoula and would like to accommodate people. Infill has state restrictions, height restrictions, and permitting process, and look at impact fees that involve developers. She would like to help preserve agricultural land.

5. The *Our Missoula Growth Policy* was adopted with broad public support; in contrast, the Planning Board and the City Council have reviewed numerous developments that actualize the growth policy but are very contentious. Why do you think this is the case?

The growth policy is broad and has goals, and the on-going education would help become less contentious.

6. Describe the relationship between land use and transportation, as you see it.

Use the Land Use policy to model transportation, and encourage bus, bikes and walking. Change the character of neighborhood to make them more vibrant and colorful.

7. Are there changes you would like to see in how the Planning Board does business or in the laws it applies?

Encourage public participation, because the public is confused with zoning changes. It is a difficult process to go to city council. Make text more accommodating to public to understand.

8. The Planning Board meets on the first and third Tuesdays of the month beginning at 7 pm. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes, she is available.

9. [Ask if this is a candidate for a position as an alternate] Planning Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

9. Yes

She said she is young, but likes to learn and keeps an open mind to people's ideas and opinions.

**Vince Caristo**

1. Please introduce yourself. Feel free to highlight useful experiences, knowledge or perspectives you would bring to the Planning Board.

Vince has been working four years as a Transportation Planner for Mountain Line. He has previously lived in several cities in East. He has been on the Planning Board for two years, and it has taken a little while to get used to way things are done. He has a strong feel for environment development.

2. Planning Board advises the City Council and the Board of County Commissioners on land use issues. Planning Board members are asked to weigh in on the growth policy, the zoning ordinance, and subdivision regulations. What about this work appeals to you? Are there particular issues you hope to address?

He likes the work because he is learning how zoning codes work, and attends subcommittee meetings to discuss issues that are regular, like spot zoning, and rezoning requests to see if projects have the right zoning. Another issue is planning costs to rezone, and should be looked at. Others issues include existing residences who don't own their homes and lose them because of rezoning. Adjacent land owners have issues with it also.

3. Rezoning requests can be very contentious. Please describe your approach to reviewing a development proposal that seems to comply with the growth policy and other relevant regulations but is opposed by a large amount of testimony to the board? How do you weigh testimony, geographically and otherwise?

He considers other people's views about issues at Planning Board meetings, and relays comments back to staff and developers. He understands issues he's hearing. Rezone issues are valid and right but is mindful of his role and is an advisory committee. Likes to be fair.

4. A major tenet of the *Our Missoula Growth Policy* is "focus inward." The idea of "focus inward" is to direct new development into already developed areas in the community where services, employment centers, shopping, schools, and infrastructure already exist. Please describe the tradeoffs between infill and Greenfield development.

- c. Is infill development a good idea? If so, do you have any thoughts on how to encourage or incentivize infill development?
- d. What factors should be considered for land use and growth in the urban fringe – land in the county but adjacent to or near the city?

Infill development is important for sustainability goals. Affordability crisis has changed things and there is a need to find ways to develop affordable. Has been working with transportation issues for people who live far away. Living close to amenities is important. Spoke about Ronald and 4th St. development. Green fill - not much left, need to build houses on Mullan Rd. and there is a plan for that. Need to look at limits where growth should be.

- 5. The *Our Missoula Growth Policy* was adopted with broad public support; in contrast, the Planning Board and the City Council have reviewed numerous developments that actualize the growth policy but are very contentious. Why do you think this is the case?

Some unavoidable, policy goals, he hears from people who live next to developments and don't like it. Affordability issues are a problem. Stay on course with policy.

- 6. Describe the relationship between land use and transportation, as you see it.

As a transportation designer, proximity of where people live and work makes transportation issues a growing contributor. Need safe options to get around. Learn from other cities and continue with policy goals.

- 7. Are there changes you would like to see in how the Planning Board does business or in the laws it applies?

Two issues, length of meetings go a long time. The format of the Planning Board, and it takes a long time to get to know each other. Need more free flowing discussions as there is no discussion between meetings, and it takes a long time to discuss issues. They don't see variances and wonders why. Variances are examples of why zoning codes don't work. Need more updates of where projects are after Planning Board.

- 8. The Planning Board meets on the first and third Tuesdays of the month beginning at 7 pm. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes

- 9. [Ask if this is a candidate for a position as an alternate] Planning Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes

### **Shane Morrissey**

- 1. Please introduce yourself. Feel free to highlight useful experiences, knowledge or perspectives you would bring to the Planning Board.

He is an Architect and does a lot of planning and works with Development Services and would like to get more involved with process for better outcomes. Missoula is growing quickly and he would like to see it grow smarter.

2. Planning Board advises the City Council and the Board of County Commissioners on land use issues. Planning Board members are asked to weigh in on the growth policy, the zoning ordinance, and subdivision regulations. What about this work appeals to you? Are there particular issues you hope to address?

He said the growth policy is good and he is still learning about how the policies and how it works. Some of it doesn't work for certain areas of town, but can make adjustments. There is room for improvements.

3. Rezoning requests can be very contentious. Please describe your approach to reviewing a development proposal that seems to comply with the growth policy and other relevant regulations but is opposed by a large amount of testimony to the board? How do you weigh testimony, geographically and otherwise?

He believes in goals to make recommendations to the City and County. Policy use is the best judgement and weighs against the growth policy to make recommendations.

4. A major tenet of the *Our Missoula Growth Policy* is "focus inward." The idea of "focus inward" is to direct new development into already developed areas in the community where services, employment centers, shopping, schools, and infrastructure already exist. Please describe the tradeoffs between infill and Greenfield development.

- e. Is infill development a good idea? If so, do you have any thoughts on how to encourage or incentivize infill development?
- f. What factors should be considered for land use and growth in the urban fringe – land in the county but adjacent to or near the city?

He looks at them equally - Missoula is not a full urban core, and is growing out ward. He likes open space and supports protecting it. Needs to focus inward. Infill, money drives decisions, incentives is case by case and make it easier to build in town. TIF funding gives small amounts of money to small neighborhoods.

5. The *Our Missoula Growth Policy* was adopted with broad public support; in contrast, the Planning Board and the City Council have reviewed numerous developments that actualize the growth policy but are very contentious. Why do you think this is the case?

The Growth Policy has issues depending on what is being built.

6. Describe the relationship between land use and transportation, as you see it.

Land use and green use ties together. He likes to utilize open space. Cars are still dependent and bus use is some. Need more transportation in urban core alternatives.

7. Are there changes you would like to see in how the Planning Board does business or in the laws it applies?

The Growth Policy and zoning standard operating procedure. There is a need to look at how the community wants to grow. Contentious community meetings, needs people to listen to them and their concerns. See if Growth Plan can be altered in the future to mirror what people are asking.

8. The Planning Board meets on the first and third Tuesdays of the month beginning at 7 pm. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes

9. *[Ask if this is a candidate for a position as an alternate]* Planning Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes

He asked about time line and understanding the selection process.

Appoint two regular members and one alternate \_\_\_\_, \_\_\_\_, \_\_\_\_ to the Missoula Planning Board for the terms commencing January 1, 2020 and ending December 30, 2021.

### **3.2 Appointments to the Design Review Board**

**Bryan Topp** - 4 years

1. What is the purpose of design review and how does it contribute to the fabric of our community?

The Design Review has important tools for guidelines. Professionals with experience from other communities helps meet guidelines. The reason for it is to have standards. He is a member on the Missoula Architectural Design Review Board.

2. What training and experience qualify you to analyze and interpret architectural and landscape drawings, site plans, and signage?

He is a licensed architect and has dealt with standards and guidelines in his line of work. He has dealt with different guidelines and has lived in Jackson Hole, Wyoming, Colorado Springs, Colorado, and Dallas, Texas. He also has worked with HOA's.

3. In your experience, from a design perspective what makes a development high quality and responsive to Missoula's urban environment?

About design and intent. He is open to new ideas, because it is important for urban fabric. Needs high quality design, beneficial for communities. He cares about that and want it to be great.

4. Knowing that excellent urban design may add cost to a development, how would you balance those interests?

He comes more on creativity of designers as a member interpretation. What is the intent, and make suggestions on designs that is out there and find a solution.

5. The Design Review Board is a quasi-judicial board that requires objectivity and impartiality. Do you feel you can be non-biased during the design review process?

Yes he can be non-biased. He has experienced bias and does not like that. Has a good background of not being biased.



6. Please describe your previous service on a review board, panel, or commission as it relates to urban design or sign-related issues.

He has no experience on boards, but has worked with a group to engage public and educate them.

7. The City Council and Missoula County Board of Commissioners have partnered to offer Board training twice a year. The training covers good governance, open meetings, public participation and right to know, ethics, conflicts of interest, bylaws, minutes, and parliamentary procedure, among other topics. The City Council feels it is very important that all city board members attend this training to assist them in carrying out their responsibilities. (Have you/will you) attend(ed) the training?

Yes

8. The Design Review Board meets on the second Wednesday of each month beginning at 6.00 p.m. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes

9. Design Review Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes

**Donald Briggs**

1. What is the purpose of design review and how does it contribute to the fabric of our community?

To protect culture and he is an architect for quality of life. Watched his home town in Oklahoma torn down and would like to help preserve this town.

2. What training and experience qualify you to analyze and interpret architectural and landscape drawings, site plans, and signage?

He has been designing and drawing for 40 years.

3. In your experience, from a design perspective what makes a development high quality and responsive to Missoula's urban environment?

Have to know history and culture, believes in high quality construction for safety and welfare.

4. Knowing that excellent urban design may add cost to a development, how would you balance those interests?

Certain codes. Good design is important. Gave example, house he's working on and people wants energy efficient because it is built with quality.

5. The Design Review Board is a quasi-judicial board that requires objectivity and impartiality. Do you feel you can be non-biased during the design review process?

He hopes he would be. If he sees junk coming through, he will be impartial. Has worked on projects with design of what client wants even if he doesn't like it.

6. Please describe your previous service on a review board, panel, or commission as it relates to urban design or sign-related issues.

No service on boards. Is on BOA, but the meetings are always cancelled. He is involved with reviewing committees and professional committees.

7. The City Council and Missoula County Board of Commissioners have partnered to offer Board training twice a year. The training covers good governance, open meetings, public participation and right to know, ethics, conflicts of interest, bylaws, minutes, and parliamentary procedure, among other topics. The City Council feels it is very important that all city board members attend this training to assist them in carrying out their responsibilities. (Have you/will you) attend(ed) the training?

Yes, he attended the training.

8. The Design Review Board meets on the second Wednesday of each month beginning at 6.00 p.m. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes

9. Design Review Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes

### **Matt Loomis**

1. What is the purpose of design review and how does it contribute to the fabric of our community?

It used to be a sign board. Now projects come to DRB when they are not working. He has been here 25 years, and buildings need to be modern and fit in. People like their neighborhoods and want it distinctive.

2. What training and experience qualify you to analyze and interpret architectural and landscape drawings, site plans, and signage?

Father was a Landuse Planner for 40 years and Matt grew up with design. He is interested in modernizing and to see thoughts behind designs and years of sitting on board. He works on Brooks Street and watched the remodel and there wasn't much done as far as green space.

3. In your experience, from a design perspective what makes a development high quality and responsive to Missoula's urban environment?

Tremper's design works for their facilities.

4. Knowing that excellent urban design may add cost to a development, how would you balance those interests?

He is a conservative person. Believes in LEED certification, but there's more than one way to do things. Some things need the right materials, but other things can get by with cheaper materials.

5. The Design Review Board is a quasi-judicial board that requires objectivity and impartiality. Do you feel you can be non-biased during the design review process?

Yes, he has experienced a project and has never recused himself because there is no personal gain.

6. Please describe your previous service on a review board, panel, or commission as it relates to urban design or sign-related issues.

He is currently a DRB member and is still interested and likes the changes that occurs. He has participated on other committees.

7. The City Council and Missoula County Board of Commissioners have partnered to offer Board training twice a year. The training covers good governance, open meetings, public participation and right to know, ethics, conflicts of interest, bylaws, minutes, and parliamentary procedure, among other topics. The City Council feels it is very important that all city board members attend this training to assist them in carrying out their responsibilities. (Have you/will you) attend(ed) the training?

Yes, would like to when time allows.

8. The Design Review Board meets on the second Wednesday of each month beginning at 6.00 p.m. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes

9. Design Review Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes, but would like to remain a full member

### **Maria Chesnut**

1. What is the purpose of design review and how does it contribute to the fabric of our community?

It allows to create a cohesive community. She is a structural Engineer, and has been in Missoula since 2006. Signage needs to work and fit into the community.

2. What training and experience qualify you to analyze and interpret architectural and landscape drawings, site plans, and signage?

She reads plans, and works with architects to create the design, and ensures code interpretation.

3. In your experience, from a design perspective what makes a development high quality and responsive to Missoula's urban environment?

The City takes time on Design Excellence. Buildings built for the 20 cycle long term, but funding is a problem. Been working for long term, DRB can't do anything about that. They look at density at the core.

4. Knowing that excellent urban design may add cost to a development, how would you balance those interests?

She feels there is tension, and the code requirements causes this. Balance the interest is big question.

5. The Design Review Board is a quasi-judicial board that requires objectivity and impartiality. Do you feel you can be non-biased during the design review process?

Yes, if her involvement became a problem, she would step aside.

6. Please describe your previous service on a review board, panel, or commission as it relates to urban design or sign-related issues.

She has served on the DRB for 18 month months. She also serves on the Impact Fee Committee, Home resource Board and is involved with school committees.

7. The City Council and Missoula County Board of Commissioners have partnered to offer Board training twice a year. The training covers good governance, open meetings, public participation and right to know, ethics, conflicts of interest, bylaws, minutes, and parliamentary procedure, among other topics. The City Council feels it is very important that all city board members attend this training to assist them in carrying out their responsibilities. (Have you/will you) attend(ed) the training?

Yes, she attended the training three years ago.

8. The Design Review Board meets on the second Wednesday of each month beginning at 6.00 p.m. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

8. Yes,

9. Design Review Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

9. No, she prefers to continue serving as a regular member.

### **Scott Osteen**

1. What is the purpose of design review and how does it contribute to the fabric of our community?

The DRB is important. He has been an architect for 20 years and there are different ways to approach with a minimum standard. It effects the community in big way. It effects lives, natural light corridors and historic structure.

2. What training and experience qualify you to analyze and interpret architectural and landscape drawings, site plans, and signage?

He has lived three years in Missoula, he moved from Phoenix and Tempe, AZ and has experienced areas with no regulations to higher regulations with great effects. He noted he loves Missoula.

3. In your experience, from a design perspective what makes a development high quality and responsive to Missoula's urban environment?

Quality is subjective, community fabric that exists comes down to many aspects. It is used appropriately in neighborhoods, and is important to utilize building and signage. Different places around town has different needs and neighborhood fabric needs to be considered.

4. Knowing that excellent urban design may add cost to a development, how would you balance those interests?

Challenges relies on the developer to design high quality buildings with available funding. Buildings needs to be quality built.

5. The Design Review Board is a quasi-judicial board that requires objectivity and impartiality. Do you feel you can be non-biased during the design review process?

Yes, he is here for the community and he cares.

6. Please describe your previous service on a review board, panel, or commission as it relates to urban design or sign-related issues

Not lot of prior experience sitting on boards, but has worked with HOA's and other groups.

7. The City Council and Missoula County Board of Commissioners have partnered to offer Board training twice a year. The training covers good governance, open meetings, public participation and right to know, ethics, conflicts of interest, bylaws, minutes, and parliamentary procedure, among other topics. The City Council feels it is very important that all city board members attend this training to assist them in carrying out their responsibilities. (Have you/will you) attend(ed) the training?

Yes.

8. The Design Review Board meets on the second Wednesday of each month beginning at 6.00 p.m. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes.

9. Design Review Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes.

**Karen Slobod**

1. What is the purpose of design review and how does it contribute to the fabric of our community?

She was on the DRB in past, and as the city grows, smart planning is essential.

2. What training and experience qualify you to analyze and interpret architectural and landscape drawings, site plans, and signage?

She does designer work with architects, and works all over the country including signage, wayfinding, and storefront design.

3. In your experience, from a design perspective what makes a development high quality and responsive to Missoula's urban environment?

Two different ways to use city planning, design regulations and form base codes. These can make development better and keep proportioned.

4. Knowing that excellent urban design may add cost to a development, how would you balance those interests?

Architect and Design, design features cost more. Gave example of a building downtown which was painted over brick. Not a smart design choices and wasn't good for business.

5. The Design Review Board is a quasi-judicial board that requires objectivity and impartiality. Do you feel you can be non-biased during the design review process?

Yes, she likes to look at things fairly.

6. Please describe your previous service on a review board, panel, or commission as it relates to urban design or sign-related issues.

She was on the DRB and on the Planning Board.

7. The City Council and Missoula County Board of Commissioners have partnered to offer Board training twice a year. The training covers good governance, open meetings, public participation and right to know, ethics, conflicts of interest, bylaws, minutes, and parliamentary procedure, among other topics. The City Council feels it is very important that all city board members attend this training to assist them in carrying out their responsibilities. (Have you/will you) attend(ed) the training?

Yes, has attended various training's

8. The Design Review Board meets on the second Wednesday of each month beginning at 6.00 p.m. Does your schedule generally accommodate this meeting time and allow for reviewing the staff report and other materials attached to the agenda prior to the meeting?

Yes

9. Design Review Board alternate members attend meetings and participate in discussion like full members but only vote when there is an absence among full members. Are you willing to serve as an alternate?

Yes prefers to serve as an alternate as she travels a lot.

Appoint four members \_\_\_(graphic artist) , \_\_\_(at large), \_\_\_(alternate), and \_\_\_ for the terms beginning January 1, 2020 and ending on December 31, 2022, and appoint one

vacant alternate position to finish the term beginning immediately and ending on December 31, 2020.

**4. ADJOURNMENT**