

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A-1

**DATE:** May 14, 2009

**SUBJECT:** Design Review Board (Sultan Municipal Code 2.20)  
Mayoral appointment, Council Confirmation

**CONTACT PERSON:** Robert Martin, Community Development Director

**ISSUE:**

Appoint members to staff the currently vacant Design Review Board.

**MAYOR'S RECOMMENDATION:**

In consideration of the Planning Board recommendation of February 3, 2009, and as provided by Sultan Municipal Code (SMC) 2.20.010, the Mayor is appointing Councilman Jeffery Beeler, Planning Board Member Jerry Knox, and Chamber of Commerce Representative Jeff Cofer to staff the currently vacant Design Review Board. The City Council is authorized by 2.20.010 to confirm those appointments.

**SUMMARY:**

Sultan Municipal Code (SMC) Chapter 2.20 provides for Design Review Board (DRB) membership and process. The DRB is called upon at several locations throughout the Development Code, the Industrial Park Master Plan, and other code provisions, to review various applications and development proposals.

These codes and plans are written such that an application subject to DRB review cannot be approved by staff or the Hearing Examiner (where appropriate) without DRB recommendations being considered. The absence of DRB recommendations prevents completion of these application processes.

**Discussion:**

The DRB has been appointed and active in the past. Over the last two years, activity and membership of the DRB has slowly faded away. At this time, there are no active members of the Board.

We are anticipating submittal of permit applications that require DRB review and recommendation before final action on the application can be taken. It is important that these projects not be jeopardized by failure of the City to provide the required review processes.

At their meeting of February 3, 2009 the Planning Board discussed the issue of the vacant DRB. Recognizing that the specialties called for in 2.20.010 (architect, historic

architecture, landscape architecture, interior design, industrial design, etc.) are not readily available, the Planning Board made a recommendation to the Mayor to staff the DRB with one member of the Planning Board, one member of the City Council, and one representative of the Sultan Chamber of Commerce.

The recommended staffing of the DRB is not in strict conformance with SMC 2.20.010 but the representative of the Chamber of Commerce is the only mandatory position and is provided in the Planning Board's recommendation. As with the Planning Board, DRB members are appointed by the Mayor with confirmation by the City Council.

For the mid and long range, the Planning Board and City Council may want to address modification of Chapter 2.20 and other code locations to adjust DRB membership requirements and/or review standards.

**FISCAL IMPACT:**

There is no fiscal impact related to appointment of Design Review Board members. Negative fiscal impacts could be experienced if applications are delayed or cancelled because DRB review cannot be provided in a timely fashion.

**RECOMMENDATION:**

As provided by Sultan Municipal Code (SMC) 2.20.010, the Mayor is appointing three members to the vacant DRB and the Council is authorized to confirm the appointments or ask the Mayor to make alternative appointments.