

DESIGN REVIEW BOARD

RESOLUTION NO. 2016-XXX

**Providing for the Appointment of an Interim
Design Review Board**



MEMBERSHIP

DESIGN REVIEW BOARD IS COMPRISED OF:

- 1 Member – Planning Commission
- 2 Members – Downtown Development Authority
- 2 Members – Historic Preservation Board
- 2 Members – Downtown Property Owners

CURRENT STATUS

DUE TO PAST CIRCUMSTANCES, THE TOWN IS CURRENTLY IN A UNIQUE CIRCUMSTANCE WITH REGARD TO THIS BOARD

Current Members Include:

- 1 Member – Planning Commission
- 1 Member – Downtown Property Owner

Terms for DRB were originally September 1 to August 31 each year. In 2013, 4 terms were extended (with Council approval) to December 31, 2015.

CURRENT STATUS

- 4 terms expired on December 31, 2015
- 1 position is vacant leaving the Board without the possibility of forming a Quorum to conduct business
- Staff anticipates there will be applications requiring DRB review this Spring

RECOMMENDATION

- Appoint an Interim Board to serve from February 16, 2016-May 31, 2016 to provide legally constituted Board to continue with hearings *(which will allow these terms to be on the same schedule as all other Town Boards and Commissions)*
- Staff will present recommendations for DRB Representatives from the appointing Boards at the February 16, 2016 Council meeting
- Staff recommends that these interim terms NOT be included in calculation of term limits for service on this board

NEXT STEPS

Staff will:

- Research options
- Bring back a revised enabling Ordinance in March/April
(Will put DRB on same schedule with all other Boards and Commissions)
- Make Recommendations for other changes as appropriate

PROPOSED MOTION

“I move to approve Resolution NO. 2016-XXX, creating an Interim Design Review Board, and exempting the partial terms served by Board Members during the interim period from the overall calculation of Term Limits for this Board.”