

## Chapter 2.14

### DESIGN REVIEW BOARD

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#### **2.14.010 Created--Number of Members--Qualifications.**

There is created a Design Review Board for the City that shall have the powers, duties and functions as provided in this chapter. The Design Review Board shall consist of five members. All members shall be appointed consistent with SMC 2.06.030 and 2.06.035 by the Mayor with confirmation of the City Council.

In addition, in making appointments to the Board, the appointing authority shall seek to appoint persons who are knowledgeable in matters of design and aesthetic judgment by virtue of training, education, and/or experience, who possess qualities of impartiality and broad judgment, and an ability to review two-dimensional plans. Desired qualifications for Board members include an expertise in the fields of architecture, history, building trades, landscape architecture, graphic, interior and industrial design, and/or land development.

**2.14.020 Purpose--Objectives.** The Design Review Board is created for the purpose of protecting investment in rehabilitation and restoration of historic structures and to encourage better design and site planning. The Historic District represents an economic

and cultural asset to the City of Snohomish and design review helps preserve this asset by keeping its character intact. The City's vision statement establishes the framework for design review.

#### **2.14.030 Appointment to the Board-Terms-Vacancies-Compensation.**

The initial appointment of members to the Board shall be for the following respective terms: two for two years, two for three years, and remaining members for four years. Thereafter, all appointments shall be for a term of four years. A person appointed to fill vacancy shall serve for the remainder of the unexpired term.

Members shall serve without compensation.

#### **2.14.040 Rules, Election of Officers, Records, and Expenses.**

The Board shall adopt rules and regulations for the conduct of its business, subject to the approval of the City Council. A majority of the membership shall constitute a quorum for the purpose of transacting business. Action by the Board shall be by majority vote, provided no action may be taken without affirmative vote of at least three members. A tie vote on a motion to approve shall constitute a failure of the motion.

The Design Review Board shall elect a chairman and such other officers as it may deem necessary. Such officers shall occupy their respective offices for a period of one year.

The City Planner, or his duly authorized representative, shall serve as executive secretary of the Board, and shall be responsible for all records. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings and such minutes and a copy of its rules shall be kept on file in the office of the City Clerk and open to inspection by the public. The City shall provide the Board with necessary administrative support and

expense budget as needed to perform the function described by this chapter.

No member of the Design Review Board shall participate in discussion or vote on any matter involving any client he or she is serving or any business for which he or she is owner, corporate officer or employee.

**2.14.050 Removal.** The Mayor, with the concurrence of a majority of the City Council, shall have the authority to remove, replace or terminate any Board member without cause, including without limitation in conformance with provisions of SMC 2.06.020. (Ord. 1881, 1998, Ord. 1891, March 1999)

**2.14.060 Time, Place and Conduct of Meetings.** Meeting times of the Design Review Board shall be established by the City Council, except that the City Manager may schedule special meetings to accommodate workload or to ensure that the cost to applicants and the City are as low as possible. Generally, meeting times shall be at the same time and place from month to month. The Design Review Board shall comply with the provisions of the State Open Meetings Act. (Ord. 1978, 2001).