
DESIGN COMMISSION

MEETING MINUTES



Wednesday, October 28, 2021

CALL TO ORDER

Commissioner Anthony Perez called the virtual meeting to order at 6:04 PM from a remote location.

ROLL CALL

Commissioners Traci Granbois, Catherine Lategan, Claire McPherson, Anthony Perez, and Suzanne Zahr were present. Commissioner Colin Brandt was absent. Parks & Recreation Commissioner Jodi McCarthy was also present.

STAFF PRESENT

Jeff Thomas, Interim CPD Director, Andrea Larson, City Clerk, and Tim McHarg, Principal Planner were present.

SPECIAL BUSINESS

Agenda Item #1: Election of Chair and Vice-Chair

Jeff Thomas, Interim CPD Director, provided a brief explanation of the election process.

Election of Chair:

Granbois nominated Brandt for chair;

Vote Round 1:

Brandt 5-0

Brandt was elected chair

Election of Vice-Chair

McPherson nominated Perez for vice-chair;

Vote Round 1:

Perez 4-0-1

Perez was elected vice-chair

Agenda Item #2 Adoption of Design Commission Bylaws

The Commission reviewed the Design Commission Bylaws.

It was moved by Zahr; seconded by McPherson to:

Approve the Design Commission bylaws as presented.

5-0

APPEARANCES

There were no public appearances.

REGULAR BUSINESS**Agenda Item #3: May 13, 2021 Minutes**

Andrea Larson, City Clerk, explained that the minutes were not ready as planned and would be presented at the next Design Commission meeting.

Agenda Item #2: 2021 Code of Ethics Training

Eileen Keiffer, Madrona Law, gave a Code of Ethics training to the Commission.

The Commissioners received the training.

Parks & Recreation Commissioner McCarthy left the meeting at 7:06pm.

OTHER BUSINESS

Tim McHarg, Principal Planner, gave a brief update to the Commission regarding tracking volunteer hours.

PLANNED ABSENCES FOR FUTURE MEETINGS

There were no planned absences.

ANNOUNCEMENTS AND COMMUNICATIONS

There were no announcements & communications

ADJOURNMENT

The meeting was adjourned at 7:15 PM