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# DESIGN COMMISSION

## MEETING MINUTES

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Thursday December 9, 2021

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### CALL TO ORDER

Vice Chair Anthony Perez called the virtual meeting to order at 6:10 PM from a remote location.

### ROLL CALL

Vice Chair Anthony Perez, Commissioners Traci Granbois, Catherine Lategan, and Suzanne Zahr were present. Chair Colin Brandt and Commissioner Claire McPherson were absent.

### STAFF PRESENT

Tim McHarg, Principal Planner and Andrea Larson, City Clerk were present.

### APPEARANCES

There were no public appearances.

### REGULAR BUSINESS

#### Agenda Item #3: May 13, 2021 & October 28, 2021 Minutes

Review and approval of the May 13, & October 28, 2021 Minutes.

It was moved by Zahr; seconded by Lategan to:  
Approve the May 13, 2021, & October 28, 2021, Minutes.  
Passed 4-0

#### Agenda Item #2: 2021 Ex Parte Communication for Quasi-judicial Matters

Eileen Keiffer, Madrona Law, gave an Ex Parte Communication for Quasi-judicial Matters training to the Commission.

The Commissioners received the training.

### OTHER BUSINESS

Tim McHarg, Principal Planner, gave a brief update to the Commission regarding potential upcoming projects to come before the Commission. He also discussed with the Commission changing the regular meeting day of the Commission to the First Wednesday of each Month and reducing the meeting frequency to once a month.

### PLANNED ABSENCES FOR FUTURE MEETINGS

There were no planned absences.

### ANNOUNCEMENTS AND COMMUNICATIONS

There were no announcements & communications

**ADJOURNMENT**

The meeting was adjourned at 7:11 PM