



DESIGN COMMISSION VIDEO MEETING AGENDA

Thursday, December 09, 2021

Zoom Virtual Platform
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7706 | www.mercerisland.gov

DESIGN COMMISSIONERS:

Chair: Colin, Brandt

Vice Chair: Anthony Perez

Commissioners Traci Granbois, Catherine Lategan, Claire McPherson, Suzanne Zahr

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting.

VIRTUAL MEETING NOTICE

The Design Commission meeting will be held virtually using video conferencing technology provided by Zoom, and the public will have the opportunity to provide comment during Appearances by either calling in or logging onto the meeting as a Zoom attendee.

Registering to Speak: Individuals wishing to speak during live Appearances will need to register their request with the City Clerk at 206.275.7793 or email at andrea.larson@mercerisland.gov and leave a message before 4pm on the day of the Design Commission meeting. Please reference "Appearances". Each speaker will be allowed three (3) minutes to speak.

Public Comment by Video: Notify the City Clerk in advance that you wish to speak on camera and staff will be prepared to permit temporary video access when you enter the live Design Commission meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to the [Design Commission](#).

Join by Telephone at 6:00 pm: To listen to the hearing via telephone, please call 253.215.8782 and enter Webinar ID **847 3149 5550** and Passcode **216358** when prompted.

Join by Internet at 6:00 pm: To watch the hearing over the internet via your computer microphone/ speakers follow these steps:

1. Click this [Link](#)
2. If the Zoom app is not installed on your computer, you will be prompted to download it.
3. If prompted for Meeting ID, enter **847 3149 5550**; Enter Passcode **216358**

CALL TO ORDER & ROLL CALL, 6:00 PM

PUBLIC APPEARANCES

This is the time set aside for members of the public to speak to the Commission about issues of concern. If you wish to speak, please consider the following points:

- Speak audibly into the podium microphone.
- State your name and address for the record.
- Limit your comments to 3 minutes.

The Commission may limit the number of speakers and modify the time allotted. Total time for appearances: 15 minutes.

REGULAR BUSINESS

(1) Review and approval of the following minutes:

May 13, 2021 Regular Video Meeting
October 28, 2021 Regular Video Meeting

(2) Ex Parte Communication for Quasi-judicial Matters

Recommended Action: Receive training.

OTHER BUSINESS

(3) Principal Planners Report

(4) Planned Absences for Future Meetings

(5) Next Scheduled Meeting: TBD

ADJOURNMENT

DESIGN COMMISSION

MEETING MINUTES



Wednesday, May 13, 2021

CALL TO ORDER

Chair Richard Erwin called the virtual meeting to order at 6:05 PM from a remote location.

ROLL CALL

Chair Richard Erwin, Vice Chair Colin Brandt, Commissioners Traci Granbois, Claire McPherson, Anthony Perez, and Tom Soeprono (6:12pm) were present. Commissioner and Suzanne Zahr was absent.

STAFF PRESENT

Jeff Thomas, Interim CPD Director, Andrea Larson, Senior Administrative Assistant, and Robin Proebsting, Senior Planner were present.

APPEARANCES

There were no public appearances.

REGULAR BUSINESS

Agenda Item #1 April 22, 2021 minutes

It was moved by Brandt; seconded by Perez to:

Approve the April 22, 2021 minutes

Passed 5-0

Agenda Item #3: DSR20-010 – Shell Station renovation Study Session

Robin Proebsting, Senior Planner, gave a brief presentation and introduced the project.

Brad Kaul, Kaul Design Architecture, and the applicant team of Bob Hanford, Christopher Randish, John Tryon, and Matt Randish, gave a presentation on the proposed project and walked the Design Commission through what changes are being proposed.

The Commission reviewed the proposed project and provided feedback to the applicant team and asked questions of the applicant team.

PLANNED ABSENCES FOR FUTURE MEETINGS

There were no planned absences.

OTHER BUSINESS

Jeff Thomas, Interim CPD Director, thanked Chair Erwin and Commissioner Zahr for their service on the Design Commission as their terms are expiring on May 31. He also let the Commission know that Sr. Planner

Proebsting will be leaving the city in June. Director Thomas also spoke to potential future meetings coming before the Design Commission.

The Commission thanked Chair Erwin for his service on the Design Commission.

ANNOUNCEMENTS AND COMMUNICATIONS

There were none.

ADJOURNMENT

The meeting was adjourned at 7:38 PM

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