

**AGENDA**  
**BOARD & COMMISSION CANDIDATE REVIEW COMMITTEE MEETING**  
**Monday, October 11, 2021 – 3:00 p.m.**

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES:** September 13, 2021

**AMENDMENTS TO GHMC 2.21 DESIGN REVIEW BOARD**

**ADJOURN**

Next Regular Meeting: November 8, 2021

**Minutes**  
**Board and Commission Candidate Review Committee Meeting**

**September 13, 2021 2:00 p.m.**  
**Virtual Meeting**

**Call to Order:** Councilmember Abersold called the meeting to order at 3:00 p.m. Councilmembers Woock and Denson were in attendance along with Interim City Clerk Joshua Stecker, Tourism & Communications Director Laura Pettitt, and Community Development Director Katrina Knutson.

**Approval of Minutes:** The minutes of August 2, 2021, were unanimously approved.

**Lodging Tax Advisory Committee Interviews:** The committee interviewed Sue Braaten and Mary DesMarais for reappointment to the Lodging Tax Advisory Committee. Both applicants were unanimously recommended for reappointment.

**Amendments to GHMC 2.21 Design Review Board:** The committee discussed amendments to the roster requirements for the DRB and proposed making revisions to allow only one designated architect on the board and to allow up to two citizens with general interest on the board. In addition, members would be restricted to living in the greater Gig Harbor area, west of the Tacoma Narrows Bridge and east of the Purdy Bridge. Existing DRB members who do not meet these new requirements would not be removed from the board and would serve out their terms. A draft ordinance will be reviewed at the next meeting on October 11.

**Adjourn:** The meeting adjourned at 4:08 p.m.

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Joshua Stecker  
Interim City Clerk

**ORDINANCE NO. xxxx**

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON,  
RELATED TO THE DESIGN REVIEW BOARD; REVISING CHAPTER  
2.21 OF THE GIG HARBOR MUNICIPAL CODE**

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**WHEREAS**, the City Council desires to ensure that representation on the Design Review Board encompasses a diverse set of opinions and viewpoints; and

**WHEREAS**, the City Council desires to ensure that representation on the Design Review Board is limited to residents of the greater Gig Harbor area;

**NOW THEREFORE**, the City Council of the City of Gig Harbor, Washington, do ordain as follows:

**Section 1. Chapter 2.21.020 – Revised.** Chapter 2.21.020 of the Gig Harbor Municipal Code related to the Design Review Board is revised to read as follows:

2.21.020 Terms, qualifications and appointment of members.

A. Members of the design review board shall serve terms of three years for all terms beginning on or after August 27, 2019. All members with active terms as of the date identified above shall serve the duration of the active term as designated at the time of appointment. The terms shall be staggered. All terms beginning on or after August 27, 2019, shall expire on September 30th. All terms which are active as of August 27, 2019, shall serve until the expiration designated at the time of appointment. Members of the design review board shall continue to serve until their successors are appointed and qualified. The city council shall appoint a new DRB member to fill vacancies that might arise and such appointments shall be to the end of the vacating member's term.

B. Design review board members shall have qualifications, skills or demonstrated interest in urban design or historic preservation and must be able to demonstrate the ability to read and interpret site plans, elevation drawings, landscape plans, architectural details and other design details and specifications as may be depicted on plans. All DRB members shall reside in the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge). Preference will be given to city residents. Members appointed prior to November 8, 2021, who live outside of this boundary shall be allowed to serve the remainder of their term.

Members shall be selected by the council from at least four of the following categories:

1. A licensed architect or professional building designer with demonstrated experience in urban or historic building design (at least one member shall be selected from this category and no more than one member shall be selected from this category);
2. A city resident with ~~demonstrated~~ interest and knowledge of urban design (no more than ~~one~~ two members shall be selected from this category);
3. A member from the Gig Harbor planning commission (no more than one member shall be selected from this category);

4. A member with a professional background relating to urban design (e.g., a professional artist, a civil engineer, planner, building contractor or professional designer) as determined by the city council;

5. A member with demonstrated interest and knowledge of landscaping, horticulture, arboriculture or forestry;

6. An individual with a background in identifying, evaluating and protecting historic resources, selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation or landscape architecture, or related disciplines. (At least two members should be selected from this category.) Members in this category may participate in all applications reviewed by the DRB pursuant to Chapter 17.99 GHMC (Design Manual), but shall participate in applications received pursuant to Chapter 17.97 GHMC (Historic Preservation).

The DRB action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the required categorical positions, as long as there is a quorum, unless DRB action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the city and the State Historic Preservation Officer on behalf of the mayor, and the State Historic Preservation Officer on behalf of the state.

Members appointed prior to November 8, 2021, who do not fall into the category restrictions listed above shall be allowed to serve the remainder of their term.

C. Application for Design Review Board Appointment. Individuals wishing to serve, or to be reappointed to serve, on the design review board shall submit a letter of interest to the city clerk. The letter of interest shall state which category of subsection B of this section the individual wishes to serve under, and shall cite personal experience or credentials in that category. All applicants for appointment to the design review board shall be interviewed by the city council board and commission candidate review committee. The city council shall consider which individual has the most direct experience in that category and give weight in their decision to experience over general interest.

**Section 2. Severability.** If any part of this Ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

**Section 3. Correction of Errors.** The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. Effective Date.** This Ordinance shall take effect and be in full force thirty (30) days after passage and publication of an approved summary consisting of the title.

**ADOPTED** by the Council of the City of Gig Harbor at a regular meeting thereof, held this 8<sup>th</sup> day of November, 2021.

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Kit Kuhn  
Mayor

Approved as to form:

Attest:

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Daniel Kenny  
City Attorney

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Joshua Stecker  
Interim City Clerk

PUBLICATION DATE: 11/11/21  
EFFECTIVE DATE: 12/11/21