

**Design Review Board  
Work Session  
Thursday, June 10, 2021**

**1. CALL TO ORDER**

Who: Chair Joseph LaValle

Time: 6:37 PM

**2. ROLL CALL** All voting members in office at the time of the meeting were present at the meeting.

Joseph LaValle, Chair  P  Angela Rush, Co-Chair  P  Bassim Kreem  P

Virginia Sorrells  P  Ingrid Gulden  P  Chandra Bezzak  P

Roussa Cassel  P

**OTHERS PRESENT**

Catherine McCoy, Associate Planner, Community Planning and Development

Nicole Floyd, Principal Planner, Community Planning and Development

**4. BUSINESS ITEMS** This was a work session, discussion only, handouts were provided in the Legistar agenda – there were no (other) handouts or powerpoints distributed at the meeting.

**4.A. Design Review Work Session**

Staff members Catherine McCoy and Nicole Floyd facilitated discussion of a number of topics, including the following:

- Meeting Format – How to stay true to the process of project review. Board members learned more about the timing of presentations, Board discussion, and Board recommendation(s). Suggested changes to the format of the meeting should be in the form of a recommendation to staff, which staff will then discuss with internal team members and the Department Director.
- Parliamentary Procedure – Using a more formal context in Board discussion and recommendations. Staff coached the Board on the steps of making a motion. Suggested modifications to recommendations should be a motion; modifications should be based on specific code sections.
- Honing the Craft of Design Review – Knowing when and which code sections apply. Study the staff report, design review checklist, and architectural packet. Review code sections pursuant to OMC 18.100. Come to the meeting prepared and ready to participate.
- Team Building – Electronic Review and Next-steps for in-person meetings. Using existing free software applications to assist with electronic review, such as BlueBeam Vue. Staff member Nicole Floyd asked Board members to vote on meeting in-person or continuing with online meetings. Board members Rush, Gulden, LaValle, Sorrells wished to move to in-person meetings; Board member Cassel said either would be acceptable to her; Board member Kreem expressed interest in continuing in the zoom online format for project meetings.
- Board Initiatives – Volunteer Recruitment; Awards of Merit. A subcommittee of members, Joseph LaValle, Angela Rush, Virginia Sorrells, and staff member Catherine McCoy will put together a strategic plan to attract Board members with experience, knowledge, or skills related to architecture, landscape architecture, design, or related disciplines.

**6. ADJOURNMENT**

Chair LaValle adjourned the meeting at 8:37 PM.