

March 28, 1996

RULES OF PROCEDURE

DESIGN REVIEW BOARD JOINT REVIEW COMMITTEE

WE, THE MEMBERS of the Design Review Board of the City of Olympia, State of Washington, created by ordinance dated May 14, 1988, of the City of Olympia City Council do hereby adopt, publish and declare the following rules of procedure.

I. NAME

The official name shall be "The City of Olympia Design Review Board."

II. MEETINGS

- A. Regular meeting shall be held as per the schedule adopted by the Design Review Board and posted at the Community Planning and Development Department offices, and all meetings of the Design Review Board are subject to the open meetings law.
- B. Special meetings shall be at the call of the chairperson or by consensus of the members at a regular meeting, with timely notice to all members.
- C. Except as modified by these rules of procedure, Robert's Rules of Order shall govern the conduct of public meetings.
- D. If no cases over which the Design Review Board has jurisdiction are scheduled for a regular meeting day and no work session by the Board has been scheduled, staff shall notify the Design Review Board of the meeting cancellation.

ELECTION OF OFFICERS

- A. The officers of the Design Review Board shall consist of a chairperson and a vice chairperson elected from the appointed members of the Design Review Board and such other officers as the Design Review Board may, by the majority vote, approve and appoint.

- B. The election of officers shall take place once each year on the occasion of the last meeting in July of each calendar year. The term of each officer shall run from August 1 until July 31 of the following year.
- C. In the event of the vacancy of the chair, the chairperson would be replaced by the vice chairperson, and the vice chairperson would be replaced by a vote of the members of the Design Review Board.

IV. CHAIRPERSON

- A. The chairperson shall preside over the meetings of the Design Review Board and may exercise all the powers usually incident to the office, retaining, however, to himself or herself as a member of the Design Review Board, the full right to have his or her own vote recorded in all deliberations of the Design Review Board.
- B. The chairperson shall have full power to create committees of one or more members. Standing on temporary committees may be charged with such duties, examination, investigations and inquiries relative to one or more subjects of interest to the Design Review Board. No committee shall have the power to commit the Design Review Board to the endorsement of any plan or program without the approval of the Design Review Board.
- C. The chairperson shall perform the duties laid out in the attached Conduct of Business regarding the following and other matters: committees of the whole, handling of meeting items and discussion, conflict of interest, suspension of meetings, timing for discussion of issues, clarification of issues and questions, etc.

V. CHAIRPERSON'S ABSENCE

The vice chairperson shall, in the absence of the chairperson, perform all the duties incumbent upon the chairperson. The chairperson and vice chairperson, both being absent, the members present may elect to the meeting a temporary chairperson who shall have the full powers of the chairperson during the absence of the chairperson and the vice chairperson.

VI. RECORDING SECRETARY

- A. A recording secretary, provided by the Olympia Community Planning and Development Department, shall keep a written record of Design Review Board meetings, recommendations, findings, transactions, and determinations, which records shall be made available to the public upon request.

- B. All Design Review Board minutes shall be signed by the chairperson of the Design Review Board. Minutes for committees, if taken, shall be signed by the chairperson of the committee.

VII. STAFF

A staff person, provided by the Olympia Community Planning and Development Department, shall assist the Board by providing staff analysis and recommendation on cases brought before the Board.

VIII. QUORUM

The decisions of the Board shall be made by a majority vote of the quorum present at the time of the decisions. A majority of the members shall constitute a quorum for the transaction of business; provided, that over fifty percent (50%) of the members on the Design Review Board at that time, including one architect, shall be required to constitute a quorum. Any number less than a quorum shall be authorized to convene a meeting at the time set for the purposes of adjournment, recess or continuation of a regular or special meeting to a date and time certain.

IX. ABSENCE OF MEMBERS

If a member is absent for two consecutive regular meetings without prior notification to staff, or for thirty-five percent (35%) of all the meetings (including worksessions) in any six month period the Board may forward the member's record to the City Council for consideration of replacement.

X. APPLICANT REPRESENTATION

In order that proper deliberation and consideration be given to any application, the applicant or authorized representative is required to attend. At the discretion of the Board, cases may be continued to the next regular meeting. The Board shall have the right to withhold its recommendation on any case which has been heard, for a period not to exceed the date of the next agreed upon meeting date by the Board and applicant.

XI. CONDUCT OF BUSINESS

- A. It shall be the policy that each Design Review Board member shall be familiar with the Open Meetings Act, the Appearance of Fairness doctrine, and the Design Review Board's Rules of Procedures.

- B. At the beginning of the meeting, the chairperson may state all the agenda items and timing for those within the meeting so that the length of discussion and length of the meeting may be controlled.
- C. In order to keep the length of the meeting to a manageable amount of time, the maximum number of new concept review and/or UGA cases considered at any one Design Review Board meeting shall be two. Not more than one amendment or reconsideration of a previously considered project or two detailed design review cases shall be considered.
- D. As a matter of procedure, the chairperson should routinely ask the members at each meeting, if they have a conflict of interest of any item on the agenda. Any member of the Design Review Board who has a conflict of interest with a particular matter should publicly announce this conflict at the earliest possible opportunity or when the conflict is realized. Such a member shall not partake in the discussion or voting on said case and shall leave the room during the particular case in question.
- E. Board members shall try to avoid any ex parte communication on a project. Any Design Review Board member who discusses a current matter which is a subject of a public meeting with any person associated with the proposed project at any time other than a public meeting shall report to the Board at the next meeting by giving a report of the discussion.
- F. All persons wishing to speak to the Board at a public meeting should identify themselves by name, address, and who they represent on the sheet so provided.
- G. In the unusual event of the chairperson being unable to control the conduct of the meeting, he or she has the right under the Open Meeting Act, to immediately suspend or adjourn the meeting.
- H. When the Design Review Board makes a recommendation to the City Council, Site Plan Review Committee, or Hearing Examiner which is not a unanimous vote (i.e., a split vote, or a recommendation which may be significant or controversial), any Board Member(s) may submit a minority report to accompany the majority report. This report should be submitted through the Planning staff, and mailed to all Design Review Board members.

XII. AGENDA

An agenda shall be prepared for each meeting. Items of business are:

- I. Call to Order
 - a. Attendance
 - b. Approval of Minutes
 - c. Announcements
 - d. Acceptance of Agenda

2. Public Meetings
 - a. Continued Cases
 - b. New Cases
3. Other Business
 - a. Upcoming Meetings/Worksessions
 - b. Minor Design Review Cases & Signs
 - c. Other Topics

XIII. AMENDMENT

The Rules of Procedure may be amended at any regular or called meeting of the Board by a majority vote of the entire membership if the proposed amendment is presented in writing at a preceding regular or called meeting.

XIV. JOINT REVIEW COMMITTEE

Except for the following, the Joint Review Committee shall have the same Rules of Procedure.

II. MEETINGS

Meetings shall be held per the schedule adopted by the Design Review Board whenever a project requires major design review for any structure within the design review areas or involves an appeal for any structure listed on a national, state, and/or local register or on the Olympia Historic Cultural Resources Inventory.

III. ELECTION OF OFFICERS

The officers of the Committee shall consist of a Chairperson and a Vice Chairperson selected from appointed members of the Joint Review Committee by the Committee as a whole.