



**Staff Report**

**Date:** April 6, 2017  
**To:** Mayor Hoertkorn and Council Members  
**From:** Heidi Scoble, Planning Manager  
**Subject:** Advisory Design Review Group Selection Process

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**Recommendation**

Approve the methodology for the Advisory Design Review (ADR) Group selection process for appointment of a five (5) member body and direct staff to proceed with soliciting applications for the ADR Group.

**Background and Discussion**

On March 9, 2017, the Council adopted Resolution 1990 to amend and establish new ADR policies and procedures. One of the changes associated with the amended policies and procedures is that the composition and the size of ADR Group members was reduced from nine active members to five members, of which four members would be design related professionals and one member would be a non-design related professional. The Council also approved a provision whereby if necessary to complete the five-member board, additional non-related design professionals may be appointed.

With the new ADR Group policies, there is a need to reduce the size of the ADR Group members. Currently there are five design professionals (Josefa Buckingham, Mark Fritts, Jim Kemp, Stephen Sutro, and Dan Winey) and four non-design professional members (Mark Kruttschnitt, Peter Nelson, Chris Nuemann, and Eric Soiffer). ADR Group members Fritts and Kemp's appointments will end in February 2018 and the remaining ADR Group members' terms will end on June 27, 2017.

Given the sensitivity of having to reduce the ADR Group and in order to reconcile the current appointments relative to the amended policies and procedures, staff presented three options for the ADR Group to consider:

<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
Keep Fritts and fill Kemp's position until February 2018 (based on existing appointments). Remaining ADR Group members' appointments set to expire on June 27, 2017. Internal application and interview process using the current ADR Group members to fill the 4 vacant appointments (Kemp + three members). Council to conduct interviews during a special meeting. Appointments to occur at a regular meeting. Appointments will have 3 year terms.	ADR Group members self-select off to obtain a final count of 5. Remaining 5 members remain until February 2018. Town-wide application process and interviews for 5 appointments to occur in December 2017 and January 2018. Council to conduct interviews during a special meeting. Appointments to occur at a regular meeting.	Town-wide application process and interviews for 5 appointments. Current members encouraged to reapply. Council to conduct interviews during a special meeting. Appointments to occur at a regular meeting. Town Council disbands current appointments.

Although the discussion that occurred at the March 28<sup>th</sup> ADR Group meeting leaned towards the ADR Group opting for self-selection, as described in Option 2, not all ADR Group members were present at the meeting. Based on follow up one-on-one email correspondence with ADR Group members, staff determined that there was not a consensus among the ADR Group members to pursue Option 2, therefore, due to the sensitivity associated with the selection process, staff is recommending that the Council proceed with the above listed Option 3, which includes an application and interview process to select the 5 ADR Group members.

Option 3 would disband the current ADR Group appointments and complete their existing appointments once the new appointments are made. The selection process and timing would consist of the following:

<b>Steps</b>	<b>Timing</b>
1. Advertise the ADR Group Appointment Opportunity. The Town will advertise the selection process in the April Morning After, the Town-wide email, and posted on the ADR page on the Town's Website	April 7 <sup>th</sup> through April 28 <sup>th</sup>
2. Submittal of the Town's application form and curriculum vitae	April 7 <sup>th</sup> through April 28 <sup>th</sup>
3. Council to conduct interviews at a special meeting. The Council members will ask a series of preapproved questions to all applicants	May 2017
4. Council appoints new ADR Group Members for a 3-year term.	June 8, 2017
5. New ADR Group Appointments Effective	July 1, 2017

6. Current ADR Group members would remain on the ADR until June 28, 2017	June 28, 2017
7. ADR Group special meeting for training relative to new policies and procedures	June 12 <sup>th</sup> through July 20 <sup>th</sup>
8. First ADR Group meeting with new appointments	July 25, 2017

**Fiscal, resource and timeline impacts**

No financial impact from accepting this report.

**Alternative actions**

Council could provide an alternative selection process.

**Environmental review (if applicable)**

N/A