

### III. A Job Description

#### DESIGN REVIEW BOARD

Appointments are made by the City Council for four-year terms.

Applicant qualifications for the Design Review Board include individuals with professional expertise in the areas of design or building and construction; or Kirkland residents with an ability to read and understand architectural plans and general knowledge of building and design. The Board is composed of a majority of members who are professionals in the areas of architecture, landscape architecture, urban design/planning, or similar disciplines. In addition, individuals who are residents and/or whose place of business is located within Kirkland are preferred.

The role of the DRB is to review and make decisions upon proposed development projects for compliance with City of Kirkland design guidelines in the City's design districts. The Board meets on the 1st and 3rd Mondays of each month and will meet more frequently as needed.

### III. B Boards and Commissions Appointment Policy

It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following:

#### Applicability/Definition

For the purposes of this policy, the term advisory board shall include the following appointed bodies:

Cultural Council	Library Board
Design Review Board	Lodging Tax Advisory Committee
Disability Board	Park Board
Human Services Advisory Committee	Planning Commission
Kirkland Senior Council	Transportation Commission

#### Eligibility

Relatives or family members of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board .

#### Non-Discrimination

The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age\*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

\*City Council has made age a qualification for specific seats on certain advisory bodies.

#### Concurrent Offices

At no time shall any person serve concurrently as a member of more than one of the above listed City boards.

#### Terms

Appointments shall be made for four-year terms. Terms shall expire on the 31st of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term.

#### Term Limitations

No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed advisory board.

### III. B Boards and Commissions Appointment Policy

#### Attendance

Appointees shall attend 80% of all meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60% of all meetings unless waived by the City Council.

It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following:

#### 1. Applications/Definition

For the purposes of this policy, the term advisory board or commission shall include the following appointed bodies:

Disability Board

Human Service Advisory Committee

Library Board

Park Board

Planning Commission

Plaza of Champions Committee

#### 2. Eligibility

A person must be at least 18 years of age and a resident of the City of Kirkland to be considered eligible for appointment to a City advisory board or commission. Relatives or family members of Council members will not be eligible to serve on City boards or commissions. Members of the family of a City employee who works in a department which provides staff assistance or support to a board or commission shall not be eligible to serve on that board or commission.

#### 3. Non-discrimination

The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age, sex, marital status, or sensory or physical handicap in the making of appointments.

#### 4. Concurrent Offices

At no time shall any person serve concurrently as a member of more than one City board or commission. Likewise, no elected official may serve as a member of any appointive board or commission while also serving as an elected official.

#### 5. Terms

Appointments shall be made for four-year terms. Terms shall expire on the 31st of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term.

#### 6. Term Limitations

No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed board or commission; provided that, a member of the Planning Commission or the Park Board whose term is shortened as a result, of position assignments is eligible to serve two four-year terms as well as the shorter term, not to exceed ten total years.

#### 7. Attendance

Appointees shall attend 80% of all meetings in any 12 month period for which there is no prearranged absence, but in any case shall attend no less than 60% of all meetings unless waived by City Council.

### III. B Boards and Commissions Appointment Policy

#### 8. Appointments/Reappointments

An open competitive process will be used to fill vacancies. City Council will initiate an open and competitive application process and solicit applicants for the position(s). All board members or commissioners completing their term and who are interested in reappointment will be required to go through the open competitive process.

#### 9. Application Process

Openings for board or commission positions shall be widely advertised in local newspapers as a well as other means available and appropriate for this purpose. If an incumbent is eligible to apply for reappointment, this information shall be included in the announcement. Applicants shall be required to complete a City application form provided for this purpose, and to submit a completed application by the specified recruitment deadline. Late applications will not be accepted; however, the City Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applicants for consideration. Copies of all applications will be provided by the City Council.

#### 10. Criteria for Reappointment

The Council will consider reappointments based on the following criteria:

Minimum Performance – attendance, incumbent reads the materials, has a basic understanding of the issues and participates in discussion.

Performance – has well-thought-out arguments, logically presented, and is a good advocate. Shows ability to analyze complex issues and to judge issues on substantive grounds. Understands difference between quasi-judicial and legislative matters.

Personal Relations – has a good understanding of relative roles of Council, Commissioners, and staff and is sensitive to staff's job. Is generally respectful of others' viewpoints. Is a good team player, shows willingness to compromise, work toward a solution, without sacrificing his/her own principles.

Growth/Improvement – has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other indicia of growth or improvement.

Public Benefit – reappointment provides a benefit to the commission as a body; provides or enhances balance on the commission geographically and/or philosophically.

#### 11. Appointment Process

Upon receipt of applications, the Council may choose to interview all applicants or in the event of a large number of applicants, use a screening process to reduce the number of candidates for the interview. The Council may establish criteria for screening. Preliminary screening may be preformed by the Council serving as a committee of-the-whole, or by a Council subcommittee appointed by the Mayor for this purpose. In the event a subcommittee is utilized to screen applicants, non-subcommittee Council member will be invited to convey their comments and questions regarding the qualifications of the applicants to the screen committee.

Interviews of applicants shall be conducted in open session. The chairperson of the respective board or commission will also be invited to attend the interviews, and may participate in the process to the degree desired by the Council. The Council shall make its appointment in open session. Following appointment, the appointee, as well as all other candidates, will be notified in writing of the Council's decision.