

Memorandum



Date: July 28, 2026

To: Downtown Design Review Committee

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Introduction of 1st Alternate – Julie Capron**

Background

When the Committee drafted Bylaws earlier this year, two alternate positions were added to the five-member committee. The alternate positions can participate in discussions and move up to a voting member when one of the five members is absent. This change will hopefully decrease times when the committee is not able to conduct business due to a lack of quorum.

Appointment

Julie Capron applied to be on the Downtown Design Review Committee, and the City Commission appointed her during the July 13th meeting. Her term is three-years ending in June 2029. Ms. Capron sits on the Downtown Development Authority Board and owns several buildings in the downtown.

Please welcome Ms. Capron to the Downtown Design Review Committee.