



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 3, 2026		Subject: Development Review Board (DRB) Appointments and Terms Staff Members: Amanda Guile-Hinman, City Attorney and Kimberly Rybold, AICP, Senior Planner Departments: Legal and Community Development	
Action Required		Advisory Board/Commission Recommendation	
☐ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☐ Resolution ☒ Information or Direction ☐ Information Only ☐ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments:	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will seek City Council input on the process to consolidate to a single Development Review Board (DRB) as adopted in Part 1 of the Housing Statutory Compliance Project with Ordinance No. 903.

EXECUTIVE SUMMARY:

Part 1 of the Housing Statutory Compliance Project, adopted with Ordinance No. 903, included City Code amendments consolidating the DRB into a single, seven-member panel effective January 1, 2027. The Ordinance indicated that the process for establishing terms for the single DRB panel would be adopted via Resolution at a later date in 2026. At this work session, staff will gather City Council input on the reappointment process that will inform preparation of this Resolution.

During Part 1 of the Housing Statutory Compliance Project, the project team conducted outreach with both DRB panels to learn more about Board members' experiences serving on the DRB. DRB members generally expressed a desire to serve their community through volunteering in their roles, and they understood why moving to a single panel would make sense if the volume of applications eligible for DRB review was expected to drop. To inform City Council's consideration of terms for the single, seven-member panel, the table below includes information on the status of each current DRB position, including the duration of current terms and information on the eligibility of each position holder to serve additional terms.

DRB Position	Term	Position Holder Status
Position 1	1/1/2025-12/31/2026	Serving partial term, still eligible for three full terms
Position 2	1/1/2025-12/31/2026	Serving partial term, still eligible for three full terms
Position 3	1/1/2025-12/31/2026	In first term, still eligible for two full terms
Position 4	1/1/2025-12/31/2026	In first term, still eligible for two full terms
Position 5	1/1/2025-12/31/2026	In second term, still eligible for one full term
Position 6	1/1/2025-12/31/2026	In second term, still eligible for one full term
Position 7	1/1/2025-12/31/2026	In third term, no additional eligibility
Position 8	1/1/2026-12/31/2027	In second term, still eligible for one full term
Position 9	1/1/2026-12/31/2027	In third term, no additional eligibility
Position 10	1/1/2026-12/31/2027	Position currently vacant

DRB members are eligible to serve no more than three full consecutive terms, with any partial terms served not counting as a full term. As Position 10 was vacated earlier this year due to a resignation, there are currently nine community members serving on the DRB. Of these nine

members, the holder of Position 7 will not be eligible for reappointment upon conclusion of their term at the end of 2026. This leaves eight current DRB members retaining eligibility to serve on the seven-member DRB panel beginning in 2027.

Staff recommends staggered terms for the seven DRB positions to ensure that there is a balance between existing DRB members and new appointees in future years. As noted in the table above, seven DRB positions' current terms end in 2026, while only three end in 2027. To correct this imbalance, a Resolution would include three positions having one-year terms and four positions having two-year terms. For any appointments in 2027 that include current DRB members, current or prior terms served would count towards the three-term maximum as specified in City Code.

Discussion Questions

- What feedback does City Council have on the proposed approach to establishing terms for the single DRB panel?
- Is there any additional information needed to guide the DRB appointment process?

EXPECTED RESULTS:

Input on approach to defining terms for a single, seven-member DRB consistent with City Code changes adopted in Part 1 of the Housing Statutory Compliance Project.

TIMELINE:

As directed by Ordinance No. 903, City Council will consider a resolution that establishes the DRB terms by the end of 2026. Consolidation of the DRB into a single, seven-member panel will occur effective January 1, 2027.

CURRENT YEAR BUDGET IMPACTS:

Preparation of the updated DRB terms will involve staff time covered by the current Legal and Planning Division budgets.

COMMUNITY INVOLVEMENT PROCESS:

Outreach for Part 1 of the Housing Statutory Compliance Project included conversations with both DRB panels to gather input on Board members' experiences and preferences in serving on the DRB.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Consolidation of the DRB into a single panel will provide more consistent meeting opportunities for Board members, improving proficiency in serving in these volunteer roles.

ALTERNATIVES:

City Code limits the DRB to a single panel of seven members serving two-year terms. City Council may direct staff to stagger future DRB terms in a different manner than proposed.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

N/A