

# Design Review Board Member Application

Each of the eight neighborhood-based Design Review Boards is comprised of five volunteer members. Members advise the City of Seattle about the design of proposed commercial and multifamily buildings at twice-monthly evening meetings. The Mayor and City Council appoint members for two year terms.

To be eligible to serve, you must live in Seattle.  
**Applications are due by 11:59pm on January 28, 2024 for terms that begin April 4, 2024.**

For more info, see: [www.seattle.gov/designreview](http://www.seattle.gov/designreview)

For a list of the upcoming year's openings, see attached Appendix.

## STEP 1: APPLICANT INFORMATION

**Name** (first)

(last)

**Address** (home)

(work)

**Phone** (home or cell)

(work or cell)

**Email** (home)

(work)

**Home Neighborhood** (Ravenna, Delridge, etc.)

**How did you hear about this opportunity?**

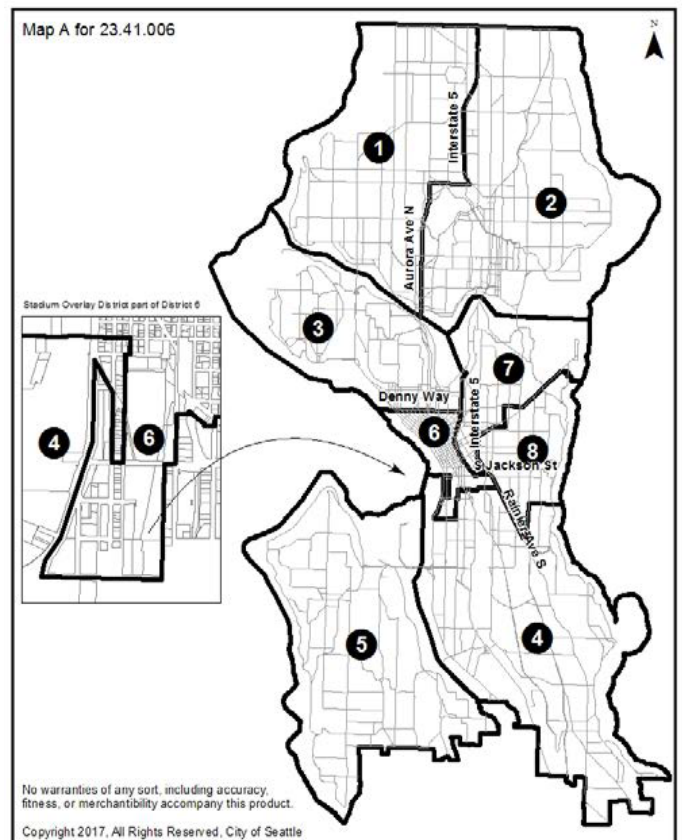
(Press release, community paper, blog, radio, co-worker, word of mouth, etc. Please be specific.)

## STEP 2: BOARD PREFERENCE

The city is divided into 8 design review board districts. Some applicants only want to serve on the board in the district in which they live or work. Others are willing to serve on any of the eight boards.

Check the following board(s) for which you want to be considered. You may check more than one. Checking more than one increases the competitiveness of your application. See the Appendix for a list of upcoming openings.

1. Northwest
2. Northeast
3. West
4. Southeast
5. Southwest
6. Downtown
7. East
8. Central Area



## STEP 3: BOARD POSITIONS

Each Design Review Board is composed of 5 members who represent the interest groups in the design and development process.

All members, regardless of position, should demonstrate: knowledge of architecture, urban design and the development process; the ability to communicate effectively, work well under pressure and manage public meetings; a passion for community development; and a commitment to prepare for and attend two evening meetings a month.

Consider me for these board positions. Some applicants have diverse experiences and therefore qualify for different positions. You may check more than one.

### **Design profession interests**

Typically, this position is held by someone with a degree and accreditation in a design field, such as architecture, landscape architecture or urban design.

### **Development profession interests**

Typically, this position is held by someone who works in the building development industry, has developed property, or has an understanding of the land development process.

### **Local residential / community interests**

Typically, this position is held by someone who lives in the district and who demonstrates an interest and understanding of the issues and concerns of those who live in the district.

### **Business / landscape design profession interests**

Typically, this position is held by someone who owns or manages a business and/or works in the landscape design profession.

## STEP 4: RESUME AND COVER LETTER

Attach a copy of your resume and a cover letter which explains your interest in serving and why the Mayor or Council should appoint you.

I have attached my:

**Resume**  
**Cover Letter**

## STEP 5: FUTURE CONSIDERATION

Matching a prospective board candidate with an open position is often a matter of timing. Many whom apply might make good candidates for future open positions.

**Yes**, I want to be considered for a board position in **future years** if I am not selected for a Design Review Board position in this recruitment cycle.

## STEP 6: DIVERSITY (OPTIONAL)

The City of Seattle looks for a diversity of background of its boards and commissions members.

### **What is your:**

Year Born:

Gender:           Man                           Woman  
                          Non-binary           None

I am (*check all that apply*):

American Indian/Alaska Native  
Hispanic/Latino  
Black / African American White/  
Non-Hispanic/Caucasian Pacific  
Islander  
Multiracial  
Asian American  
Middle Eastern  
Other

## STEP 7: COMMITMENT TO DIVERSITY

Design Review Boards represent diverse interests in residential, professional, development, and business communities in the City of Seattle in the Design Review process.

Please describe your diverse lived experience with, and/or your commitment to, promoting equity in the following areas:

- Race/Ethnicity
- Immigrants/Refugees
- Age/Generational
- Sex/Gender
- Sexual Orientation
- Disability (physical, mental, behavioral)

## STEP 8: APPLICATION SUBMISSION

Typically, each year, the Mayor and Council appoint new members to the board for terms that begin April 4. Applications submitted will also be considered for any unexpected openings that may occur during the year.

The City of Seattle encourages applicants from all backgrounds, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, veterans, and those with diverse life experiences.

Date submitted

**Return this form, cover letter, and resume to:** [erika.ikstrums@seattle.gov](mailto:erika.ikstrums@seattle.gov)

If you do not have an email address or are unable to create digital copies of your application materials, you may mail or fax in your application to:

Erika Ikstums  
Seattle Department of Construction &  
Inspections 700 5th Avenue, Suite 2000  
PO Box 34019  
Seattle, WA 98124-4019

Phone:  
(206) 684-3160

## MORE INFORMATION

Email: [Shelley.Bolser@seattle.gov](mailto:Shelley.Bolser@seattle.gov)  
Phone: (206) 733-9067  
Website: [www.seattle.gov/designreview](http://www.seattle.gov/designreview)

## APPENDIX: DESIGN REVIEW BOARD OPENINGS FOR 2024

### **Central Area Board**

- Business or landscape design profession representative
- Design profession representative
- Development profession representative
- Local community representative
- Local residential representative

### **Downtown Board**

- Business or landscape design profession representative
- Design profession representative
- Local community representative

### **East Board**

- Business or landscape design profession representative
- Development profession representative
- Local community representative

### **Northeast Board**

- Business or landscape design profession representative
- Design profession representative
- Development profession representative

### **Northwest Board**

- Development profession representative
- Local community representative
- Local residential representative

### **Southeast Board**

- Business or landscape design profession representative
- Development profession representative
- Local community representative

### **Southwest Board**

- Business or landscape design profession representative
- Design profession representative
- Development profession representative
- Local community representative

### **West Board**

- Business or landscape design profession representative
- Local community representative