

## **VOLUNTEER OPPORTUNITY**

### **Design Review Commission**

The City of Coeur d'Alene is seeking two (2) commissioners to serve on its Design Review Commission.

The Commission is in need of the following positions:

- A person licensed in building or site design, or a registered architect licensed in the state of Idaho; and
- A person who is a real estate or development professional.

To be considered for this important service position, please submit an [Application](#), a Resume, and a Letter of Recommendation outlining qualifications, by fax, email, hard copy delivery, or mail to: Jo Anne Mateski, Executive Assistant, City of Coeur d'Alene, 710 E. Mullan Avenue, Coeur d'Alene, ID, 83814. FAX: (208) 769-2366, PHONE: (208) 666-5754. EMAIL: [jmateski@cdaid.org](mailto:jmateski@cdaid.org) by February 3, 2025 before 5:00 p.m.

#### **Qualifications and Requirements:**

The Design Review Commission consists of seven (7) commissioners. The commissioners shall be appointed by the Mayor and confirmed by the City Council. The DRC membership shall be made up of:

- At least one (1) member, and no more than two (2) members, of the Planning Commission.
- At least one (1) resident of Coeur d'Alene.
- At least one (1) registered architect licensed in the state of Idaho.
- At least one (1) person licensed in building or site design.
- At least one (1) person who is or has been a real estate or development professional.
- At least one (1) person, and no more than two (2) persons, who resides within any of the districts under the purview of the Design Review Commission.

### **Duties and Authority of Commission:**

It shall be the duty of the Design Review Commission:

- To protect property rights and values;
- To enhance the built environment, make reports, hold public meetings/hearings and perform all other duties as may be prescribed by the Idaho Code and the Municipal Code;
- To review development proposals as required by the Municipal Code; and
- To provide recommendations to the City Council on issues that the City Council may refer to the Commission.

Commissioners are required to comply with all City policies, procedures, and regulations.

### **Cooperation with City Planning Commission:**

- The Design Review Commission is granted full authority to cooperate with and/or to join with the City's Planning and Zoning Commission in setting up or establishing such coordinating commission or overall commission as the two Commissions may determine.

### **Commission Terms:**

Commissioners are appointed for four-year terms; however, they are filling vacancies with terms that have not been completed. Of the two new appointments, the licensed builder or architect's terms would expire on 5/1/2027 and the real estate professional's term would expire on 5/1/2028.

### **General Information:**

Members of the commission will be selected without respect to political affiliations and shall serve without compensation.

The Commission generally meets on the fourth Thursday of each month at noon, unless other directed by the Commission or Director and scheduled for another date or time. Meetings may be cancelled if there are no projects to review and approve. Meetings generally last 90 minutes.