



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Brenda L. Baxter</i>		
Board/Commission Name: <i>Design Review Board</i>		Position Title: <i>Development Professional</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * 4/4/2022 to 4/3/2024 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Hillman City</i>	Zip Code: <i>98118</i>	Contact Phone No.: [REDACTED]
Background: <p>Ms. Baxter has fifteen years of experience in design, construction, and real estate development in the Pacific Northwest. She is Senior Project Manager at Jones Lang LaSalle performing a wide range of roles including development, design, and construction management; space planning; feasibility studies; and capital and cost management.</p> <p>Previously, Ms. Baxter worked on the Washington State Convention Center Addition as a Project Manager at Pine Street Group. In this collaborative experience, Ms. Baxter served on the design team and interacted with many civic and community organizations including the Design Review Board, Seattle Design Commission, and Landmarks Board.</p> <p>Ms. Baxter earned Bachelor of Architecture and Bachelor of Construction Management degrees from the University of Washington.</p>		
Authorizing Signature (original signature): <i>Bruce A. Harrell</i> Date Signed (appointed): 5/31/2022		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

*Term begin and end date is fixed and tied to the position and not the appointment date.

BRENDA L. BAXTER

EDUCATION

UNIVERSITY OF WASHINGTON - [SEATTLE, WA]
B.A. Architecture, June 2008
B.S. Construction Management, June 2009

PROFESSIONAL EXPERIENCE

JONES LANG LASALLE

PROJECT DEVELOPMENT SERVICES (PDS) - SENIOR PROJECT MANAGER - [MAY 2021 - PRESENT]

- Development management, design and construction management, capital and cost management, multi-site, multi-market delivery, relocation management, space planning, feasibility studies, building survey and audit services, lease and sublease support, and schedule management.
- Instrumental business development, interview, and sales experience.

PINE STREET GROUP LLC.

WASHINGTON STATE CONVENTION CENTER ADDITION (WSCCA) - PROJECT MANAGER - [2017 - 2021]

- Overarching design team and consultant management. Including scheduling, in depth collaboration across disciplines, document control, and construction administration support.
- Integration of WSCC operational needs during design development and ongoing during construction.
- Quality assurance and controls oversight.
- Seattle design commission, entitlements, historic landmark, design review board, and permitting support.
- Coordination with 4Culture, Transpo, KC Metro, SDOT, and numerous other city agencies.
- Public art program design guidance, scheduling, and construction integration.
- Retail space planning, leasing, operations, and tenant coordination.
- Residential and Office Co-Development tower design and permitting guidance.

TURNER CONSTRUCTION COMPANY - [SEATTLE, WA]

2ND & PINE APARTMENTS - EXTERIOR ENVELOPE MANAGER - [2015 - 2017]

- Luxury 40-story, 576,425 SF residential tower with 398 residential units and 3,000 SF of retail space.
- Oversight of all facets of multiple trades through pre-construction, construction, and closeout.
- Continuous focus on operations, process improvement, lean philosophies, and quality control.

SPECIAL PROJECTS DIVISION - PROJECT MANAGER [2008 - 2015]

- Management of multiple high-end projects and occupied renovations simultaneously.
- Management, training, and development of multiple project teams.

SAMPLE OF PROJECTS

George F. Russell Hall Jr. Hall	Seattle, W.A.
Concur Technologies Headquarters	Bellevue, W.A.
K&L Gates LLP Offices	Seattle, W.A.
DocuSign Offices @ Russell Investments	Seattle, W.A.
Allrecipes.com Headquarters	Seattle, W.A.
Boeing Northwest Executive Offices	Everett, W.A.
Boeing Medical Center Relocation	Everett, W.A.
Boeing 777x Leased Building Buildouts	Everett, W.A.
BitTitan Cloud Enablement Offices	Kirkland, W.A.
American Express Centurion Lounge	SeaTac Airport

YOUNG PROFESSIONALS OF SEATTLE

BOARD MEMBER & DIRECTOR OF EVENTS - [2012 - 2017]

- A networking organization emphasizing professional development, volunteerism, and facilitating young professionals to make connections.
- Management of the events committee, monthly networking events, as well as various special events.

AMBIA INC. ENDURING ARCHITECTURE - [SEATTLE + OLYMPIA, WA]

INTERN ARCHITECT [2007 - 2008]

- Assisted within the residential, educational, and governmental studios.

BRENDA L. BAXTER

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PROFICIENCIES

- Project management tools such as Procore, Fieldwire, Trello, OneNote, SharePoint, and PlanGrid.
- Outlook, Excel, Microsoft Office, Microsoft Project, BlueBeam, AutoDesk-CAD, Microsoft Teams, and ZOOM.

Design Review Board

42 Design Review Board Members: Pursuant to SMC 23.41.008, *all* members are subject to City Council confirmation, *two*-year terms that may be re-appointed to a second term:

- 12 City Council-appointed
- 13 Mayor-appointed
- 15 Joint Mayor and Council appointed
- 2 *Mayor appointed per SMC 3.51 (Get Engaged)*

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	M		1.	Local Residential, DT	Bissen, Matthew	4/4/2021	4/3/2023	1	Mayor/Council
3	M		2.	Local Community, NE	Castaneda, Manuel	4/4/2021	4/3/2023	1	Mayor
6	F		3.	Development, SW	Baxter, Brenda L.	4/4/2022	4/3/2024	1	Mayor
6	F		4.	Business/Landscape, W	Montessor, Jen	4/4/2021	4/3/2023	2	Mayor/Council
6	F		5.	Local Residential, SW	Lirman, Johanna	4/4/2021	4/3/2023	1	Mayor
6	F		6.	Business/Landscape, E	van Geldern, Emily	4/4/2022	4/3/2024	2	Mayor/Council
6	F		7.	Local Community, SE	Richmond, Lisa	4/4/2022	4/3/2024	1	Mayor
6	M		8.	Development, SE	Germain, Stewart	4/4/2022	4/3/2024	2	Council
6	M		9.	Local Community, NW	Johnson, Brian	4/4/2022	4/3/2024	2	Council
6	F		10.	Local Business, NW	Bogert, Phoebe	4/4/2021	4/3/2023	2	Mayor/Council
6	F		11.	Design Professional, E	Gage, Gina	4/4/2021	4/3/2023	1	Mayor
6	M		12.	Development, NW	DiJulio, Penn	4/4/2022	4/3/2024	2	Mayor
6	M		13.	Business/Landscape, DT	Luoma, Aaron	4/4/2020	4/3/2022	2	Mayor/Council
6	M		14.	Development, E	Bendix, Christopher	4/4/2021	4/3/2023	1	Council
6	M		15.	Development, NE	Gunter, Christian	4/4/2022	4/3/2024	2	Council
6	M		16.	Local Community, SW	Schaefer, Gavin	4/4/2022	4/3/2024	1	Council
1	M		17.	Design Professional, NE	Lim, Kun	4/4/2022	4/3/2024	1	Council
6	F		18.	Design Professional, W	Eckrich, Janell	4/4/2021	4/3/2023	1	Council
3	F		19.	Local Community, W	Barrientos, Maria	4/4/2022	4/3/2024	1	Mayor
6	F		20.	Development, DT	Dagliano, Carey	4/4/2021	4/3/2023	1	Council
6	M		21.	Business/Landscape, SW	Cobb, Patrick	4/4/2021	4/3/2023	1	Mayor/Council
1	F		22.	Design Professional, SE	So, May	4/4/2021	4/3/2023	2	Council
9	F		23.	Design Professional, NW	Watkins, Adrienne	4/4/2021	4/3/2023	1	Mayor

9	M		24.	Local Community, E	Reilly, Joe	4/4/2021	4/3/2023	1	Council
1	F		25.	Local Residential, NW	Lin, Christina	4/4/2022	4/3/2024	1	Mayor/Council
1	F		26.	Local Community, DT	Fortaleza, Che	4/4/2022	4/3/2024	1	Mayor
6	F		27.	Development, W	Ratray, Tiffany	4/4/2021	4/3/2023	1	Mayor
6	M		28.	Local Residential, NE	Carter, Tim	4/4/2021	4/3/2023	2	Mayor/Council
1	F		29.	Design Professional, DT	Li, Nicole	4/4/2022	4/3/2024	1	Mayor
6	M		30.	Design Professional, SW	Grainger, Alan	4/4/2021	4/3/2023	2	Mayor/Council
6	M		31.	Business/Landscape, SE	Maritz, Benjamin	4/4/2022	4/3/2024	1	Mayor/Council
6	M		32.	Local Residential, W	Farkas, Allan	4/4/2021	4/3/2023	1	Mayor/Council
6	M		33.	Local Residential, E	Cannon, Michael	4/4/3021	4/3/2023	1	Mayor/Council
6	M		34.	Local Residential, SE	Maier, Daniel	4/4/2021	4/3/2023	2	Mayor/Council
6	F		35.	Business/Landscape, NE	Liss, Katharine	4/4/2022	4/3/2024	2	Mayor/Council
6	F		36.	Get Engaged	Hevly, Charlotte	9/1/2021	8/31/2022	1	Mayor (SMC 3.51)
6	M		37.	Local Residential, CA	Britt, Troy	4/4/2022	4/3/2024	1	Council
1	F		38.	Local Community, CA	Hu, Quanlin	4/4/2022	4/3/2024	1	Mayor
6	M		39.	Design Professional, CA	Floor, Jeffrey	4/4/2020	4/3/2022	2	Council
			40.	Development, CA	Vacant	4/4/2022	4/3/2024	1	Mayor
3	F		41.	Business/Landscape, CA	Garcia, Ana Cristina	4/4/2022	4/3/2024	2	Mayor/Council
			42.	Get Engaged	Vacant	9/1/2021	8/31/2022		Mayor (SMC 3.51)

New Appointments
Re-appointments
Vacant

SELF-IDENTIFIED DIVERSITY CHART					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	10	0	0	3	0	2	0	0	7	0	0	1
Council	9	4	0	0	2	0	0	0	0	9	0	0	1
Joint	9	6	0	0	1	0	1	0	0	13	0	0	0
Total	20	20	0	0	6	0	3	0	0	29	0	0	2

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, **M** = Male, **F**= Female, **T**= Transgender, **U**= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.