

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto:fmc@ci.moscow.id.us)

**Regular Meeting**  
~Agenda~

Amanda Argona  
Staff Liaison  
208-883-7132

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday**  
**January 6, 2026**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

---

## WELCOME AND ATTENDANCE

### REGULAR AGENDA

**1. Mission of the Moscow Farmers Market**

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell local and regional agricultural products (e.g., crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces, and original recipe cuisine. This venue is meant to encourage and support sustainable economic, social and environmental practices.

**2. Approval of Farmers Market Commission December 2, 2025 Minutes (ACTION ITEM)**

**PROPOSED ACTIONS:** Approve minutes, amend minutes, or take such other action deemed appropriate.

**3. Public Comment and Response to Previous Comments (limited to 10 minutes)**

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

### REPORTS

- 1. Policy Subcommittee report – Alvarez, Blankenship, Larson, Manning, and Argona**
- 2. Community Events Manager report – Argona**

### ANNOUNCEMENTS

**1. Proposed Items for Future Agendas**

Commission members may email Amanda Argona ([aargona@ci.moscow.id.us](mailto:aargona@ci.moscow.id.us)) to propose future agenda items for discussion.

**a. Strategic Plan update**

**2. Upcoming events and deadlines**

- Thu., Jan. 15 “*Produce*” exhibit opening reception at Third Street Gallery
- Fri., Feb. 6 “*Cheers to 50 Years*” exhibit opening reception at 1912 Center

**3. Farmers Market Commission regular meeting February 3, 2026 at Moscow City Hall in Council Chambers**

### ADJOURN

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto:fmc@ci.moscow.id.us)

**Regular Meeting**  
~Agenda~

Amanda Argona  
Staff Liaison  
208-883-7132

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday**  
**January 6, 2026**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

---

**NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at [adacoordinator@ci.moscow.id.us](mailto:adacoordinator@ci.moscow.id.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.**

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto:fmc@ci.moscow.id.us)

**Regular Meeting**  
~Minutes~

Amanda Argona  
Staff Liaison  
208-883-7132

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday**  
**December 2, 2025**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

---

**Manning called the meeting to order at 4:00 PM.**

MEMBERS PRESENT: JT Manning, Chair; Gerardo Alvarez, Kassie Smith, Phil Blankenship, Colette DePhelps, Josh Larson, Jodi McClory (4:02 pm),  
MEMBERS ABSENT: Kristin Strong, Samantha Martinet  
OTHERS: Drew Davis (absent)  
STAFF: Amanda Argona, Amanda Reyes

## **REGULAR AGENDA**

### **1. Mission of the Moscow Farmers Market**

*The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell local and regional agricultural products (e.g., crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces, and original recipe cuisine. This venue is meant to encourage and support sustainable economic, social and environmental practices.*

Blankenship read the mission statement aloud.

### **2. Approval of Farmers Market Commission November 4, 2025 Minutes (ACTION ITEM)**

**PROPOSED ACTIONS:** *Approve minutes, amend minutes, or take such other action deemed appropriate.*

DePhelps moved for approval of the minutes as presented, seconded by Smith. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

### **3. Public Comment and Response to Previous Comments (limited to 10 minutes)**

*Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.*

Cynthia, Moscow, with the Moscow Report. Evan Holmes, Moscow, introduced himself as a new City Council member.

### **4. Appointing Farmers Market Commission Chair and Vice Chair (ACTION ITEM)**

**PROPOSED ACTIONS:** *Elect officers or take such other action deemed appropriate.*

Argona shared that she only received nominations for Manning and Smith to retain their current

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto:fmc@ci.moscow.id.us)

**Regular Meeting**  
~Minutes~

Amanda Argona  
Staff Liaison  
208-883-7132

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday**  
**December 2, 2025**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

positions as chair and vice chair respectively. Both Manning and Smith accepted their nominations.

DePhelps moved to appoint Manning as chair and Smith as vice chair, seconded by Alvarez. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

## **5. 2026 Commission scope of work**

*Annual review of Commission projects, tasks, and engagement.*

Argona presented an overview of the general timeline for meetings, application deadlines, and related processes as presented in the meeting packet. Proposed Rapid Market Assessments (RMAs) dates were reviewed to obtain comparable data to previous RMAs. Discussion ensued regarding potential cancellation of June and July regular meetings due to traditional summer break and Market schedule; consideration of limiting the number of RMAs conducted due to the additional volunteer requirements (7/25, 8/8, and 9/12); and Commission member availability for upcoming Craft and Food juries. Argona will provide an updated calendar after confirming previous RMA dates. She also noted absences of present Craft and Food Jury subcommittee members Larson (2/26, 3/4, 3/11); Alvarez (3/11); and Smith (3/25).

## **6. 2026 Poster Art submission guidelines (ACTION ITEM)**

*Annual review of guidelines to artists wishing to submit artwork for feature on the official Moscow Farmers Market Poster.*

**PROPOSED ACTIONS:** *Accept submission guidelines or take such other action deemed appropriate.*

Argona presented the previous year's guidelines and indicated there have been no changes made. She requested feedback from the Commission on changes, if any, and whether they wanted to use the traditional call to artists format given the Market's 50<sup>th</sup> anniversary. Discussion ensued on whether submitted artwork must specifically reflect the 50-year celebration theme or if existing artistic freedom should remain. Several members indicated that acknowledgement of the 50<sup>th</sup> anniversary should be included in the call to artists, but make no changes to eligibility requirements or submission guidelines.

Commission members also asked about increasing participation, noting the low number of submissions last year. Suggestions included direct outreach via email to strategic contacts at the University of Idaho and Moscow School District, in addition to the traditional methods of social media, e-newsletters, and physical flyers.

DePhelps moved to approve the presented poster art submission guidelines with the addition of

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto:fmc@ci.moscow.id.us)

**Regular Meeting**  
~Minutes~

Amanda Argona  
Staff Liaison  
208-883-7132

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday**  
**December 2, 2025**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

adding 50<sup>th</sup> year celebration acknowledgement and to fix the typo on page (“A collection of assemblage” to “A collection or assemblage), seconded by Smith. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

## **7. FY26 Farmers Market Commission budget (ACTION ITEM)**

*The Commission has been allocated \$1,500 to be expended before September 30, 2026. Historically, much of the budget has been used towards fulfilling its purpose, specifically the “keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings” through select conference and workshop attendance. Only attendance registrations are eligible to be extended to the Commission budget.*

*Conferences available for Commission member attendance include:*

- *Washington State Farmers Market Association, Fri., Feb. 20-Sat., Feb. 21, Bremerton, WA; \$275 early bird registration (ends on Sat., Jan. 31)*
- *InTents Farmers Market Pros, Sun., Mar. 1-Wed., Mar. 4, San Diego, CA; \$445 in-person participation registration or \$225 remote participation registration*

**PROPOSED ACTIONS:** *Select conference and Commission members to attend or take such other action as deemed appropriate.*

DePhelps volunteered to attend the InTents Conference. Smith volunteered to attend the WSFMA Conference, schedule allowing.

McClory moved that DePhelps attend the InTents Conference using available Commission funds for payment of registrations only, seconded by Alvarez. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

McClory moved that Smith attend the WSFMA Conference (permitting schedule) using available Commission funds for payment of registrations only, Larson seconded. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

## **REPORTS**

### **1. Policy Subcommittee report – Alvarez, Blankenship, Larson, Manning, and Argona**

The subcommittee reviewed the proposed changes and plans meet a final time before the end of the year. Discussions ensued about proactive communication regarding Vendor Orientation absences; applying similar standards for backyard growers with surplus produce; and the intention around pricing in the Market. Argona and McClory also noted a request by one Vendor to shift the Vendor Orientation to a Saturday for greater accessibility. The subcommittee also noted that rather than adjust the required approval percentage as entry to Market for Non-Agricultural Vendors, they are recommending reducing the number of Craft and Food Jury registrants from 15 to 10 per jury.

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto:fmc@ci.moscow.id.us)

**Regular Meeting**  
~Minutes~

Amanda Argona  
Staff Liaison  
208-883-7132

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday**  
**December 2, 2025**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

Argona indicated that the model has served them well, and that last year's juries were not reaching capacity.

## **2. Community Events Manager report – Argona**

Argona reviewed compliance with gross sales reporting and potential expansion at the 4th Street location. The expansion seems unlikely due to a local non-profit's needs of serving clients with special needs and disabilities, and maintaining entry access as close to the building as possible is essential to meet those clients' needs.

## **ANNOUNCEMENTS**

### **1. Proposed Items for Future Agendas**

*Commission members may email Amanda Argona ([aargona@ci.moscow.id.us](mailto:aargona@ci.moscow.id.us)) to propose future agenda items for discussion.*

#### **a. Strategic Plan update**

DePhelps requested a five year overview of gross sales reporting to be made available at a future meeting.

### **2. Farmers Market Commission regular meeting January 6, 2026 at Moscow City Hall in Council Chambers**

**Alvarez indicated tentative absence for the January meeting. DePhelps moved to adjourn, Blankenship seconded. The meeting adjourned at 5:38 PM.**

\_\_\_\_\_  
JT Manning, Chair

\_\_\_\_\_  
Date

**NOTICE:** It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at [adaordinator@ci.moscow.id.us](mailto:adaordinator@ci.moscow.id.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

# MOSCOW FARMERS MARKET COMMISSION



## 2025 Handbook (Original)

### Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided to Vendors who experience illness, emergency, or another unanticipated conflict that forces their absence. If a Vendor meets any of these parameters for missing the in-person meeting, then Vendor is subject to the following:

- a. Vendor provides notice and/or request to the Community Events Manager.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative meeting format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

## 2026 Handbook (Revision 1)

### Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided for Vendors who experience illness, emergencies, or another unanticipated conflict that forces their absence. Eligibility to receive the alternative format is based on meeting these parameters and communication of absence to the Community Events Manager no later than two business days of the Vendor Orientation. The following apply to the alternative format:

- a. Vendor provides notice and/or request to the Community Events Manager regarding their absence. Communication must be received before 5 pm on Monday following the Vendor Orientation.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

## 2025-2026 Policy subcommittee

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

# MOSCOW FARMERS MARKET COMMISSION



## **2026 Handbook (Final revision)**

### Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided for Vendors who experience illness, emergencies, or another unanticipated conflict that forces their absence. Eligibility to receive the alternative format is based on meeting these parameters and communication of absence to the Community Events Manager no later than 5 pm two business days after the Vendor Orientation (e.g. if the orientation is hosted on a Thursday, a Vendor has until 5 pm the following Monday to communicate absence).

The following apply to the alternative format:

- a. Vendor provides notice and/or request to the Community Events Manager regarding their absence.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

### **2025-2026 Policy subcommittee**

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

# MOSCOW FARMERS MARKET COMMISSION



## 2025 Handbook (Original)

### Appendix 6 – Vendor Approval

#### 2. Qualifications for eligible Agricultural Vendors

b. Forage and Seafood Vendors qualify for Market participation upon completion of the following:

- i. Create a Marketspread account and complete applicable season registration.
- ii. Attend the mandatory Vendor Orientation.
- iii. Forage Vendors are required to disclose where product was harvested within a five [5] square mile description. The Market may require the Vendor to sign a disclosure form that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries.
- iv. Seafood Vendors are required to disclose tributaries where product was harvested within a five [5] square mile description. Seafood must be commonly found within both the defined bodies of water on page six (6) and identified tributaries. The Market requires Vendors in this sub-category to furnish any licenses and/or permits demonstrating that seafood was legally harvested, and sales are abiding by local, state, and federal laws and regulations.

#### 3. Qualifications for eligible Non-Agricultural Vendors

b. Craft & Food Jury Information

iii. Post-Jury

- Adding Products: Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review.

#### 2025-2026 Policy subcommittee

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

# MOSCOW FARMERS MARKET COMMISSION



## 2026 Handbook (Revised)

### Appendix 6 – Vendor Approval

b. Forage and Seafood Vendors qualify for Market participation upon completion of the following:

- i. Create a Marketspread account and complete applicable season registration.
- ii. Attend the mandatory Vendor Orientation.
- iii. Forage Vendors are required to disclose location where product was harvested within a five [5] square mile description. Products must be commonly found within and/or native to geographic description. The Market requires Vendors in this sub-category to furnish any disclosure forms and/or statements demonstrating that products were legally harvested, and sales are abiding by local, state, and federal laws and regulations.
- iv. Seafood Vendors are required to disclose tributaries where product was harvested within a five [5] square mile description. Seafood must be commonly found within both the defined bodies of water on page six (6) and identified tributaries. The Market requires Vendors in this sub-category to furnish any licenses and/or permits demonstrating that seafood was legally harvested, and sales are abiding by local, state, and federal laws and regulations.

### 3. Qualifications for eligible Non-Agricultural Vendors

#### b. Craft & Food Jury Information

##### iii. Post-Jury

- Adding Products: Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review prior to Vendor bringing them to Market. Submissions will be reviewed within a ten-business day timeframe and will result in one of the following:
  - o Permission from the Community Events Manager to add products to Vendor's approved products list.
  - o Permission from the Community Events Manager to bring and sell products for a limited time pursuant to Farmers Market Commission feedback and standards set forth in this Handbook.
  - o Decision from the Community Events Manager to not allow products to be brought to or sold at Market until the next season following completion of a satisfactory Site Visit and/or Craft & Food Jury.

## 2025-2026 Policy subcommittee

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

# MOSCOW FARMERS MARKET COMMISSION



## **2025 Handbook (Original)**

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, and hides. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

## **2026 Handbook (Revision 1)**

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, **hides, and skulls**. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

## **2026 Handbook (Final revision)**

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, **hides, soup bones, and skulls**. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

## **2025 Handbook (Original)**

Pricing

Market Vendors shall clearly post visible pricing for each item.

## **2026 Handbook (Revised)**

Pricing

Market Vendors shall clearly post visible pricing for each item. **Posted pricing must be aligned with a Vendor's industry standard (i.e. per bunch, per bag, per pound).**

## **2025-2026 Policy subcommittee**

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

# MOSCOW FARMERS MARKET COMMISSION



## SUBCOMMITTEE REVIEW NOTES

10/28/25 (5:00-6:30 pm) – Larson, Manning, Blankenship, and Alvarez present.  
11/4/25 (4-5:30 pm) – Policy subcommittee report  
11/17/25 (2-3:30 pm ) – Larson, Manning, Blankenship present. Meeting ended at 3 pm.  
12/2/25 (4-5:30 pm) – Policy subcommittee report  
12/15/25 (2-3:30 pm) – Larson, Manning, Blankenship, and Alvarez present. Meeting ended.  
1/6/26 (4-5:30 pm) – Policy subcommittee report; Vendor feedback period open  
1/31/26 – Vendor feedback due  
2/3/26 – Policy subcommittee action item  
2/23/26 – 2026 Handbook revisions presented to Council Committee

2025-2026 FMC Policies Subcommittee totals:

- Larson – 1 @ 1.5 hour, 1 @ 1 hour, 1 @ 45 mins. (3 hr. 15 mins.)
- Alvarez – 1 @ 1.5 hour, 1 @ 45 mins. (2 hr. 15 mins)
- Manning – 1 @ 1.5 hour, 1 @ 1 hour, 1 @ 45 mins. (3 hr. 15 mins.)
- Blankenship – 1 @ 1.5 hour, 1 @ 1 hour, 1 @ 45 mins. (3 hr. 15 mins.)

Total – 12 hours

Notice to Vendors:

- January 9 – annual welcome letter
- January 16 – monthly Vendor email
- January 26 – reminder email to submit feedback by Jan. 31

### **2025-2026 Policy subcommittee**

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.



# MOSCOW FARMERS MARKET COMMISSION



## January 6, 2026 Manager Report

JT Manning  
Chair

Kassie Smith  
Vice Chair  
Crafts Vendor representative

Phillip Blankenship  
At-large member

Colette DePhelps  
University of Idaho  
representative

Joshua Larson  
At-large member

Sam Martinet  
Moscow Chamber of  
Commerce + Visitor Center  
representative

Jodi McClory  
Produce Vendor  
representative

Gerardo Alvarez  
Specialty Food Vendor  
representative

Kristin Strong  
At-large member

Amanda Argona  
Staff Liaison

Drew Davis  
Council Liaison

Community Events Division  
Moscow Farmers Market  
504 S. Washington St.  
P.O. Box 9203  
Moscow ID 83843  
Phone (208) 883-7132  
[www.ci.moscow.id.us/197/  
Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)

### Vendor Interest

- Over 80 (majority made in 2025)
  - 14 Ag.
    - 4 outside Latah/Whitman: Idaho, Kittitas, Kootenai, Walla Walla
  - 70+ Non-Ag.
    - 40+ Latah/Whitman
    - ~20 outside Latah/Whitman: Asotin, Benewah, Kootenai, Lewis/Idaho, Nez Perce, Shoshone, Spokane, Wallowa,

### 2026 Preliminary Roster

- 155 eligible
- Tier 3 requests
  - Canyon View Farmstead
  - La Patissiere
  - Cabin Coffee Roastery
- Mon Cheri Soapery is likely to return

### 50th Anniversary

- Commemorative calendar link live
- Produce opening reception Thu., Jan. 15
- 50th anniversary logo design review