

# Design Review Board

5:30 PM, 9/14/2016

City Council Briefing Center, Lower Level, City Hall

## AGENDA

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5:30 PM

### Board Briefing Session

1. Chair Comments
  2. Staff Comments
  3. Approve 8/24/2016 meeting minutes
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*Immediately following  
Briefing Session*

### Board Workshop

- 1. Recommendation Meeting: Loeff Carrousel – Julie Neff**  
Staff Report..... 5-10 m  
Applicant Presentation ..... 15-20 m  
Reserved for Public Comment .....20 m  
Board Discussion and Motions .....30 m
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### Board Business

1. Old or New Business
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## Adjournment

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The password for City of Spokane Guest Wireless is:

**Username:** COS Guest

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**Meeting Rules of Procedure**  
**Spokane Design Review Board**

**Call to Order**

1. Chair calls the meeting to order, noting the date and time of the meeting.
2. Chair asks for roll call for attendance.

**Board Briefing**

2. Chair Comments - Chair gives a report.
3. Staff Comments - Urban Designer gives a report.

**Board Business**

1. Meeting Minutes - Chair asks for comments on the minutes of the last meeting; Asks for a motion to approve the minutes.
2. Chair asks is there any old business? Any old business is discussed.
3. Chair asks is there any new business? Any new business is discussed.

**Board Workshop**

1. Chair asks if there any changes to the agenda.
2. Chair announces the first project to be reviewed and notes the following: a) the Board will consider the design of the proposal as viewed from the surrounding public realm; b) the Board does not consider traffic impacts in the surrounding area or make recommendations on the appropriateness of a proposed land use; c) it is the applicant's responsibility to meet all applicable code requirements regardless of what might be presented or discussed during workshops.
3. Chair asks for a staff report.

***Staff Report***

4. Staff report on the item, giving findings of fact.

***Applicant Presentation***

5. Chair invites the applicants to sit at the table and invites the applicant to introduce the project team and make a 15 minute presentation on the project.

***Public Comment\****

6. Chair asks if there are comments from other interested parties – comments shall be kept to 3 minutes, and confined to the design elements of the project.
7. Chair reads any written comments submitted by interested citizens.

*\* Contact Planning Department staff after the meeting for additional opportunities to comment on the proposal.*

***DRB Clarification***

8. Chair may request clarification on comments.

***Design Review Board Discussion***

9. Chair will ask the applicants to return to their seats in the audience and no further public comment will be taken.
10. Chair leads discussion amongst the DRB members regarding the staff recommendations, applicable design criteria, identification of key issues, and any proposed design departures.

**Design Review Board Motions**

11. Chair asks whether the DRB is ready to make a motion.
12. Upon hearing a motion, Chair asks for a second. Staff will record the motion in writing.
13. Chair asks for discussion on the motion.
14. Chair asks the applicant if they would like to respond to the motion.
15. After discussion, Chair asks for a vote.

***Design Review Board Follow-up***

16. Applicant is advised that they may stay or leave the meeting.
17. Next agenda item announced.

**Other**

Chair asks board members and audience if there is anything else.

**Adjourn**

Chair asks for a motion to adjourn. After the motion second, and vote. Chair announces that the meeting is adjourned, noting the time of the adjournment.