

# Design Review Board

October 24, 2018

5:30-7:00 PM

City Council Briefing Center

**TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE**

## Board Briefing Session:

5:30 - 5:35	1) Chair Report 2) Secretary Report	Steven Meek Dean Gunderson
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## Board Business:

5:35 – 5:40	3) Approve the <a href="#">October 10, 2018, meeting minutes</a> . 4) Old Business 5) New Business • <a href="#">Presentation by Tami Palmquist, Development Services</a> 6) Changes to the agenda	Steven Meek
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## Workshop:

5:40 – 7:00	7) N/A	Dean Gunderson
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## Adjournment:

**The next Design Review Board meeting is scheduled for November 14, 2018.**

The password for City of Spokane Guest Wireless access has been changed:

**Username: COS Guest Password: tPEB6sdP**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [jjackson@spokanecity.org](mailto:jjackson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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

### **Call to Order**

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

### **Board Briefing**

- Chair Report – Chair gives a report.
- Secretary Report – Sr. Urban Designer gives a report.

### **Board Business**

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

### **Board Workshop**

- 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.
- Chair asks for a staff report.

### **Staff Report**

- Staff report on the item, giving findings of fact. Presentation will be kept to 5-10 minutes.

### **Applicant Presentation**

- Chair invites the applicant(s) to sit at the table and invites the applicant to introduce the project team and make a 10-15 minute presentation on the project.

### **Public Comment\***

- 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.
- 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**

- Chair may request clarification on comments.

### **Design Review Board Discussion**

- Chair will ask the applicants whether they wish to respond to any public comments, after their response (if any) they are to return to their seats in the audience.
- The Chair will formally close public comments.
- 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**

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

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

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

### **Other**

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

### **Adjourn**

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

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# Design Review Board - Meeting Minutes

October 10, 2018

Meeting called to order at 5:33 PM

## Attendance

- Board Members Present: Steven Meek - Chair, Alex Maxwell, Charlene Kay, Anne Hanenburg, Kathy Lang (CA Liaison)
- Board Members Not Present: Ryan Leong, Dave Buescher - Vice-Chair, Ted Teske
- Quorum present: Yes
- Staff Present: Dean Gunderson, Senior Urban Designer

## Briefing Session:

1. **Chair Report:** No report.
2. **Secretary Report:** Update on joint Design Review Board/Plan Commission (DRB/PC) sub-committee.
3. **Approval of Minutes:** Motion to approve meeting minutes for September 12, 2018, made by Anne, seconded by Alex. Approved unanimously, 5/0.
4. **Old Business:** Appointments to the joint DRB/PC were discussed. Motion was made by Char for the DRB to present Kathy Lang, Anne Hanenburg, Alex Maxwell, and Dave Buescher as representatives of the DRB on the joint sub-committee for the DRB/PC. Seconded by Anne. Approved unanimously, 5/0.
5. **New Business:** None
6. **Changes to the Agenda:** None.

## Workshop:

### 7. Recommendation Meeting for Lewis and Clark High School:

*Steve read RCW 42.36.090, Participation of a Challenged Member of a Decision Making Body. Steve made a motion to temporarily suspend a portion of Rule 10.16 which classifies a board member's conflict of interest as a disqualifying interest. Seconded by Anne. Approved unanimously, 5/0.*

*Board member Anne Hanenburg declared her interest in the project before the board. She is on the project design team for the development and will be presenting a portion of the workshop on behalf of the applicant, she also noted that she intends to abstain from voting on the recommendation.*

- Staff report: Dean Gunderson; Neighborhood & Planning Services
- Public Comment: None
- Applicant Report: Dana Harbaugh, Anne Hanenburg
- Questions asked and answered

**Motion to approve the Recommendation made by Char, seconded by Alex. Approved unanimously 4/0. (Anne Hanenburg abstained)**

Meeting adjourned at 7:29 p.m.

Next Design Review Board meeting is scheduled for **October 24, 2018**

# Subdivisions and Land Use Permits

EWU 10/23/17

# Land Use Permits

Permit	Excluded	Type I	Type II	Type III
Building Permit		X		
Sign Permit	X			
Single/Two Family	X			
CUP – Admin.			X	
CUP – HE				X
BLA	X			
Prelim. Short Plat			X	
Prelim. Long Plat				X
Final Plat	X			

## Applications Subject to Review

SMC Table 17G.060-1

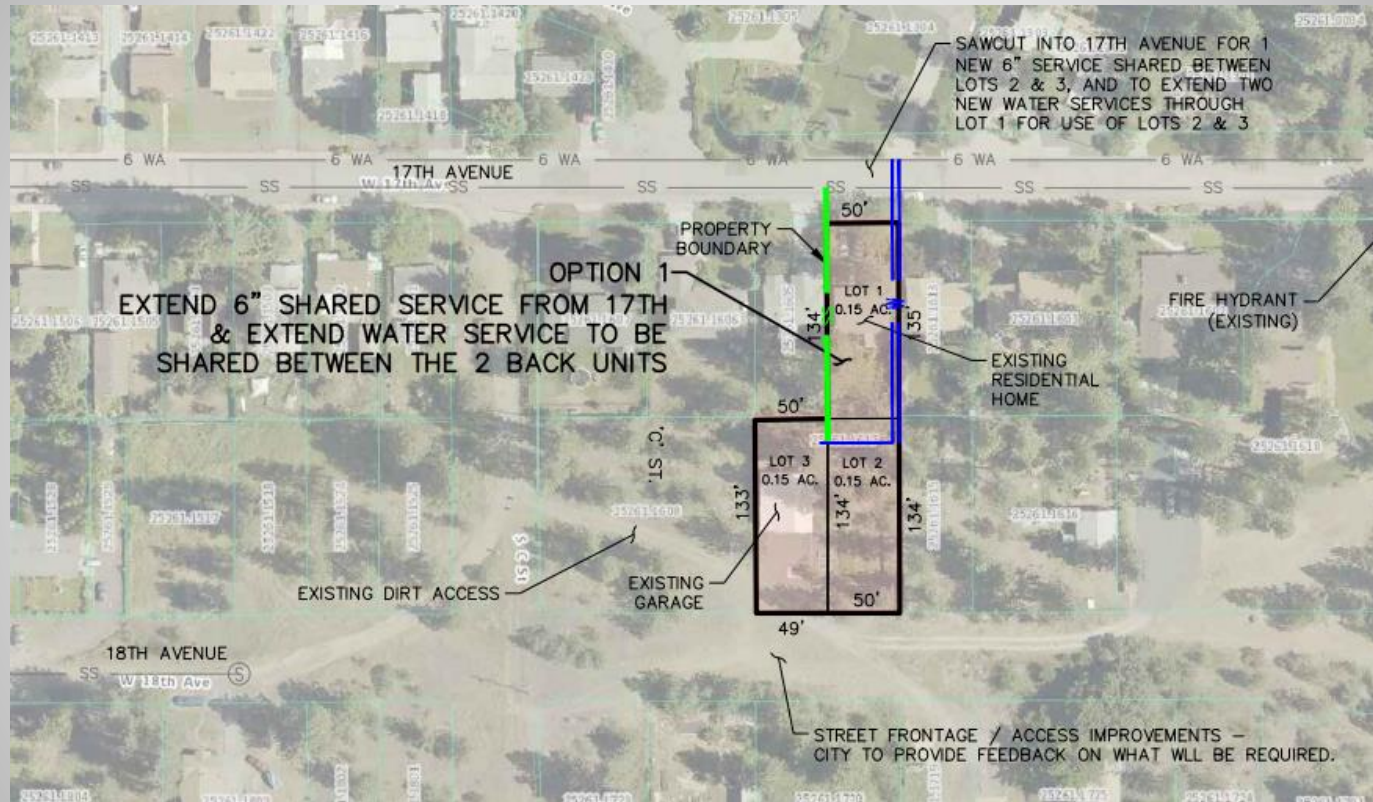
## **Predevelopment Meetings:**

- Intended to acquaint City staff and other agencies with a proposed development and to generally advise the applicant of applicable regulations, design guidelines and design review processes, and policies impacting the proposal; and
- Acquaint the applicant with the applicable provisions of these procedures, minimum submission requirements and other plans or regulations which may impact the proposal.
  
- Required for development in the Downtown
- Required for Shoreline CUP
- Recommended for Type II & Type III
- Recommended for Type I permits in the CC Zones

# Land Use Application Procedures

SMC 17G.060.040





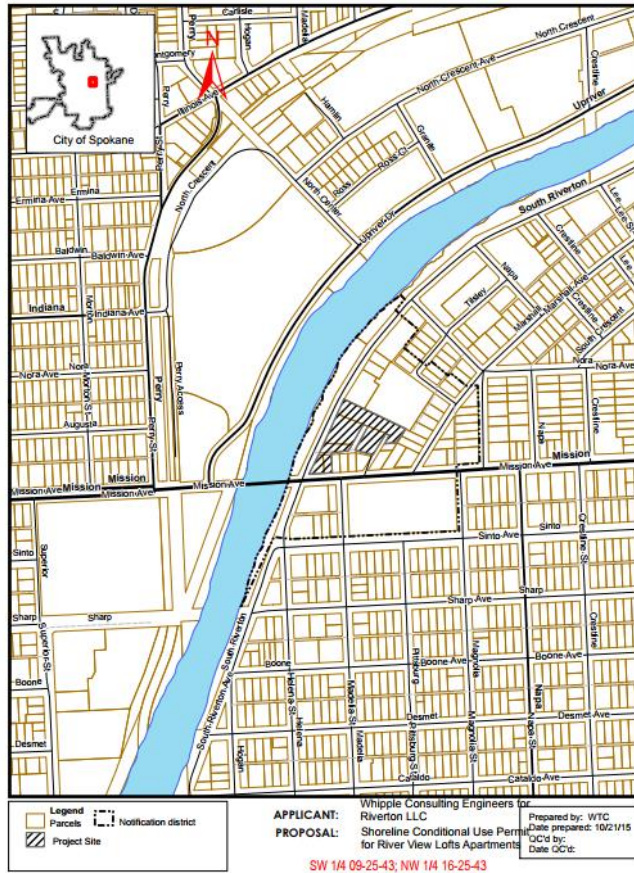
Pre-Dev site plan

## **Community Meetings:**

- The applicant or their representative shall conduct a community meeting regarding the proposed application no more than one hundred twenty days prior to submitting an application to the City.
- Notice for the community meeting shall be posted at least fourteen days prior to the meeting.
- Table 17G.060-3 Describes Notice Requirements.
- Required for Type III applications.
- Required for Type II CUP's for Religious Institutions and Schools.

# Land Use Application Procedures

SMC 17G.060.050



**NOTICE OF APPLICATION FOR A SHORELINE CONDITIONAL USE PERMIT  
 "River View Loft Apartments"  
 File No. Z1500101SCUP**

Notice is hereby given that Riverton, LLC applied for a Shoreline Conditional Use Permit on December 22, 2015. This application was determined to be technically complete on March 18, 2016. **There will be a public hearing on this proposal before the City of Spokane Hearing Examiner on Thursday May 12, 2016 at 10:30 a.m.**, in the Council Briefing Center, Lower Level of City Hall, 808 W. Spokane Falls Boulevard, Spokane, WA. Any person may submit written comments on the proposal and/or appear at the public hearing.

For additional information contact City of Spokane Planning and Development at:

Planning and Development Services  
 Attn: Donna deBil, Assistant Planner  
 808 West Spokane Falls Boulevard  
 Spokane, WA 99201-3329  
 Phone: (509) 625-6637  
 EMAIL: [ddebil@spokanecity.org](mailto:ddebil@spokanecity.org)

**APPLICATION INFORMATION:**

**Applicant:** Riverton, LLC  
 11808 E Mansfield Ave STE 1  
 Spokane Valley, WA 99206-4795

**Agent:** Mark Krigbaum  
 Whipple Consulting Engineers  
 2528 N Sullivan Rd  
 Spokane Valley, WA 99216  
 (509) 458-5517

**File Number:** Z1500101SCUP

**Public Comment Period:** Written comments may be submitted on this application by **April 27, 2016**. Written comments should be sent via mail or email to the Planning and Development address listed at the end of this document.

**SEPA:** The SEPA checklist is available for review on the on the City of Spokane website, listed under current projects. (Link at the end of this document)

**Description of Proposal:** The applicant is proposing to construct an 80 unit apartment complex with club house, utilities, parking and landscaping. Within the Shoreline Master Program, this is classified as Multi-Family Residential (4 or more dwelling units), which, in the Shoreline Residential Environment of the shoreline jurisdiction, requires a shoreline conditional use permit. This is a Type III process and there will be a Public Hearing in front of the City Hearing Examiner.

**Location Description:** The subject properties to be used in this proposal are parcel numbers 35093.2821, 2809, .2810, .2811, .2816 and .2817, addressed as 1601 E. Mission Ave.

**Legal Description:** Ross Park SE Larues Lots 1-13, Block 55

**Current Zoning:** RMF (Residential Multi-Family)

# Notification Map & Letter

## **Determination of a Complete Application (28 Days)**

- Counter Complete
- Component Screening (7 Days)
- Review by Interested Agencies (14 Days)
  1. If more info is needed the applicant is notified in writing.
  2. Information must be provided within 60 days or an agreed upon date.
  3. Within 14 days the information is reviewed.
- Application Certified Complete (7 Days)
- Vesting – Applications are considered vested at the time the Application is certified complete.

## Land Use Application Procedures

SMC 17G.060.090

## **Notice of Application:**

- Within fourteen days of the issuance of a determination of a complete application, a notice of application shall be provided for Type I, II and III project permit applications.
- The notice of application shall follow the public notice requirements contained in SMC 17G.060.110 through 17G.060.120.
- The notice of application may be combined with the notice of public hearing.

## Land Use Application Procedures

SMC 17G.060.100



## **Public Notice:**

- Notice is given to all owners and taxpayers of record, as shown by the most recent Spokane County assessor's record, and occupants of addresses of property located within a four-hundred-foot radius.
- Any person who has made a written request to receive such notice, including any registered neighborhood organization as defined in chapter 17A.020 SMC representing the surrounding area.
- The public comment period for Type I, II, and III applications is fifteen days.
- The public comment period for a shoreline substantial development permit, shoreline conditional use, or shoreline variance shall be thirty days.

## Land Use Application Procedures

SMC 17G.060.110-130

## **SEPA:**

- The administrative official makes a SEPA threshold decision within ten days of the end of the public comment period initiated by the notice of application.
- For Type I and II permit applications, the administrative official may issue the permit decision and the SEPA threshold determination simultaneously, but cannot act on a permit application for fourteen days.

# Land Use Application Procedures

SMC 17G.060.140

## **Public Hearing (Type III):**

- A notice of public hearing is required for Type III applications. No less than fifteen days prior to the public hearing, the director causes the notice of public hearing to be provided, .
- The director makes a written report regarding the application to the hearing examiner.
- The hearing examiner conducts a public hearing on the proposal.
- The hearing shall occur within forty days of the end of the public comment period.

## Land Use Application Procedures

SMC 17G.060.150-170



## **Public Hearing**

- Hearing Examiner summarizes application
- Staff Report review
- Applicant presentation
- Public testimony
- Closing statements

Hearing

## **Decision:**

- Decisions on Type I, II, and III project permit applications are made by the hearing examiner or director within ten days of the date the record is closed.
- In making the decision, the hearing examiner or director may approve, approve with conditions, or deny the permit application.
- The decision is made in writing.

# Land Use Application Procedures

SMC 17G.060.190

## Appeals:

- Appeals or requests for reconsideration from decisions shall be made within fourteen calendar days of the date of the written order or within seven days of the date of issuance of the decision on a request for reconsideration.
- Appeal or request for reconsideration of a director's decision on a Type I and Type II project permit application is to the hearing examiner.
- Appeal of the hearing examiner's decision on a Type III project permit application are to superior court, except rezones, PUDs, preliminary long plats, and skywalk permits are appealable to city council.
- Shoreline conditional use permits are appealed to the shorelines hearings board within twenty-one days.

## Land Use Application Procedures

SMC 17G.060.210

# **Subdivisions**

## **Purpose :**

- Implement the provisions of chapter 36.70A RCW;
- Ensure consistency with the City's comprehensive plan;
- Regulate the subdivision of land in a manner which promotes the public health, safety and general welfare in accordance with the provisions of chapter 58.17 RCW;
- Provide for the expeditious review and approval of proposed subdivisions, short subdivisions and binding site plans.

## Subdivisions

SMC 17G.080

## Types of Plats

- Subdivision.  
A division or redivision of land into **ten or more** lots, tracts, or parcels for the purpose of sale, lease, or transfer of ownership
- Short Subdivision:  
A division or redivision of land into **nine or fewer** lots, tracts, parcels, or sites for the purpose of sale, lease, or transfer of ownership.
- Binding Site Plan:  
A division or redivision of land in commercial or industrial zones

## Subdivisions

SMC 17G.080

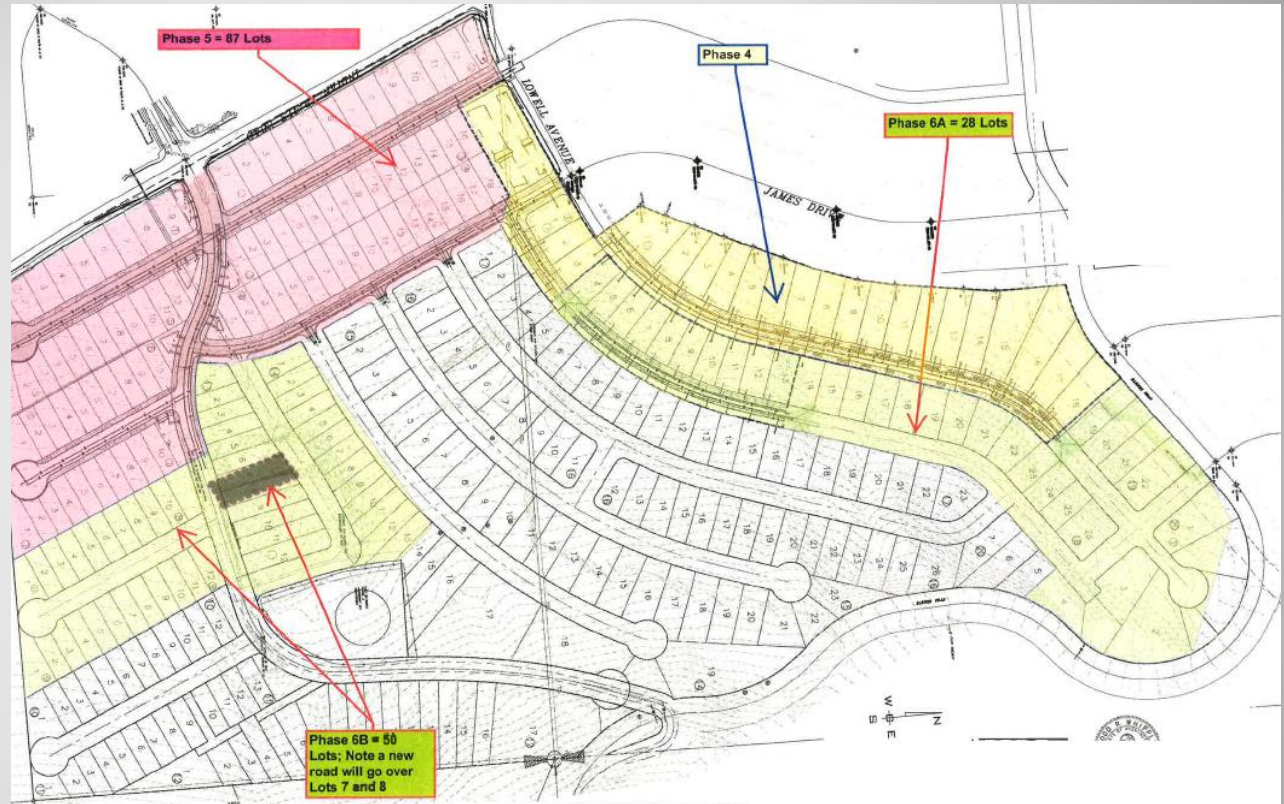
During the review, the effects the proposed development will have on traffic circulation, connectivity, parking and the use of public streets and rights-of-way are determined.

The required improvements may include:

- new street construction;
- frontage improvements;
- sidewalks;
- street lights;
- traffic signals;
- signing;
- pavement markings;
- street trees; or
- pedestrian and bicycle facilities.

## Subdivision Design Standards

SMC 17G.080



## Phasing

- A subdivision may be developed in phases.

## Subdivisions

SMC 17G.080



## **Development Standards for RSF:**

- Minimum Lot Width (40 feet)
- Minimum Lot Depth (80 feet)
- Minimum Lot Area (4,350 sq. ft.)
- Minimum Density (4-10 units per acre)
- Separated Sidewalks with planting strips
- Maximum lot coverage (lot area - 5000 sq.ft. \* 35% + 2250)
- Maximum driveway widths (40% or up to 24 feet)

## Subdivision Design Standards

SMC 17G.080

## **Street Design and Improvements:**

- Street design is governed by the comprehensive plan & city design standards.
- Streets are to be designed in light of topography and existing and planned street patterns.
- Except in unusual cases a plat must dedicate a full width street.
- Entry gates are prohibited on public streets.

## Subdivision Design Standards

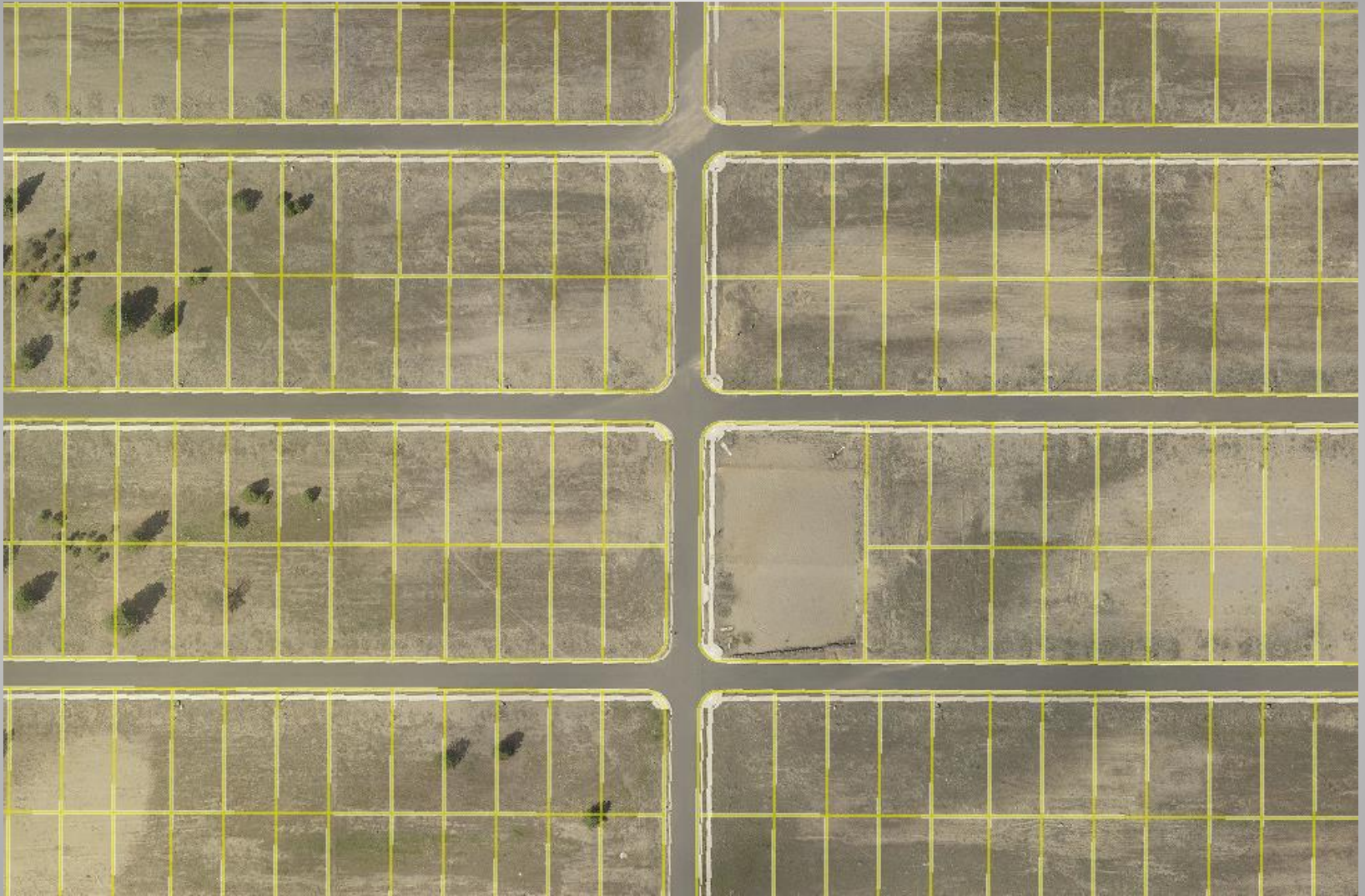
SMC 17G.080

## **Design of Lots and Blocks:**

- The length, width and shape of blocks shall provide adequate building sites for the use contemplated.
- A grid pattern featuring more street intersections and shorter block lengths should be implemented wherever possible.
- A block width should allow for two tiers of lots between parallel streets and double frontage lots should be avoided.
- Lot widths, lot areas and frontage upon a public street shall conform to the underlying zone.
- Streets shall be laid out so as to allow the addition of future streets in a consistent pattern in the event of redivision.
- Subdivisions comprised of more than thirty lots shall include two access points.

# Subdivision Design Standards

SMC 17G.080



**Meets the code**





**What went wrong?**

## **Pedestrian Connections:**

- Sidewalks shall be located on both sides of the street for all public and private streets.
- Pedestrian buffer strips are required on both sides of all streets between the sidewalk and the curb.
- A public pathway shall be provided at the end of every dead-end or cul-de-sac street connecting the sidewalk to an existing or future street or public pathway.
- Generally, marked crosswalks are installed in CC & DT zones, adjacent to schools, parks, hospitals, churches, trail crossings and other significant pedestrian-generating facilities, at signalized intersections and at locations identified in the Pedestrian Master Plan.

# Subdivision Design Standards

SMC 17G.080





# Sidewalks & Connections





**No Connections**



## **Easements:**

- Easements for public utilities shall be provided adjacent to any right-of-way. Such easements shall be the minimum necessary to provide public utilities.
- Easements for sewers, drainage, water main, electric lines or other public use utilities shall be dedicated whenever necessary.
- Adequate provisions for public access to publicly owned parks, conservation areas or open space land shall be provided.

# Subdivision Design Standards

SMC 17G.080



**Drainage Tracks...bad**





**Drainage Tracks...better**

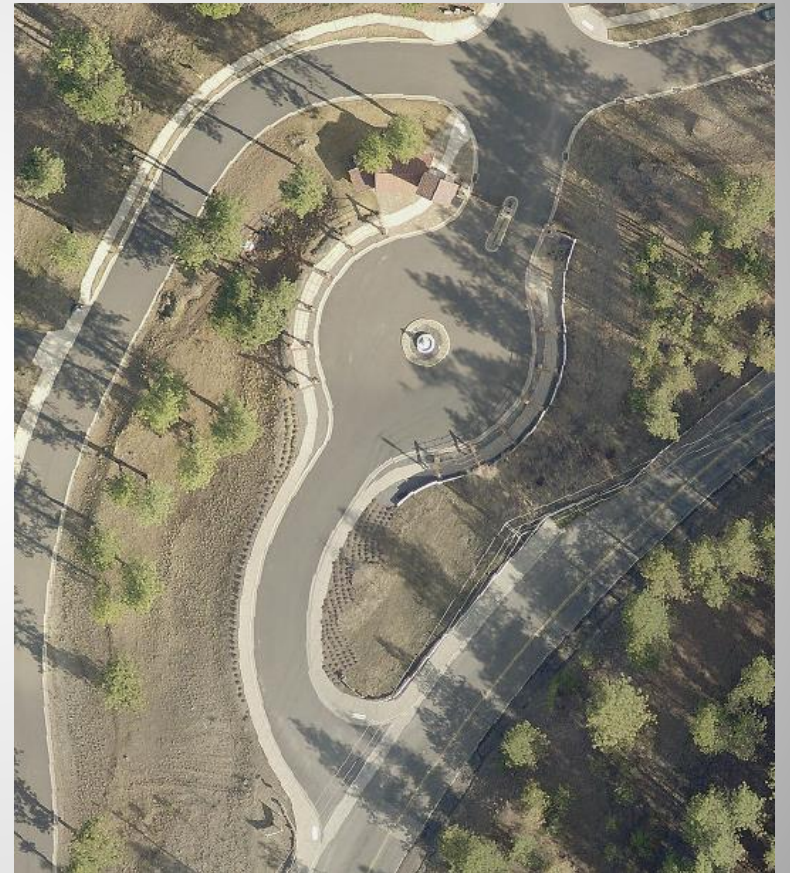
## **Other Important Features:**

- Dead-end and Cul-de-sac Streets
- Private Streets and Private Access
- Entrance Gates
- Hillside Development
- On-street Parking
- Alleys
- Emergency Vehicle Access and Staging Areas
- Roundabouts
- Traffic Calming
- Curb Ramps
- Driveways
- Street Lighting
- Bicycle Network
- Street Trees

# Subdivision Design Standards

SMC 17G.080





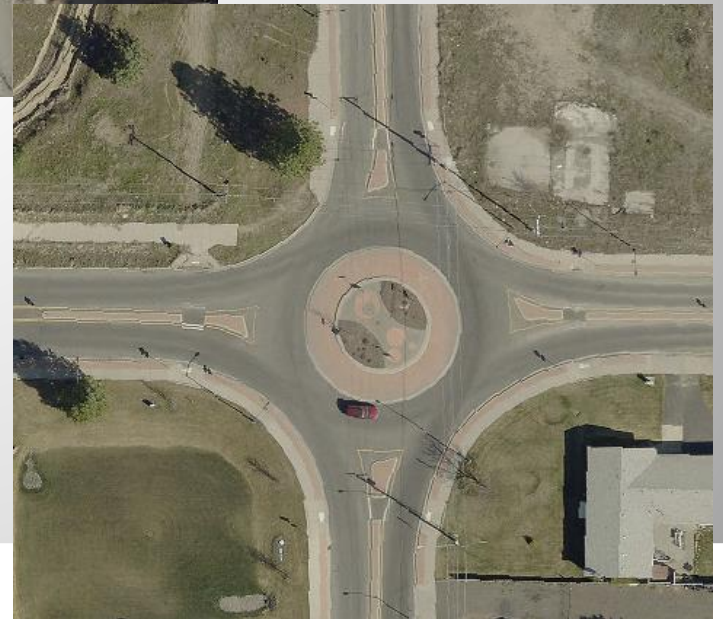
## **Gated Access & Turnarounds**





# Hillside Development





# Traffic Circles & Roundabouts



# Traffic Calming





**Street trees - also traffic calming!**





**Same street width...**

**Questions?**