



# Design Review Board

January 9, 2019

5:30-6:30 PM

City Council Briefing Center

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

## Board Briefing Session:

|             |  |                               |
|-------------|--|-------------------------------|
| 5:30 - 5:35 | <ol style="list-style-type: none"><li>1) Chair Report</li><li>2) Secretary Report<ul style="list-style-type: none"><li>• Status of new board member recruiting</li><li>• Update on minutes recordation</li></ul></li></ol> | Steven Meek<br>Dean Gunderson |
|-------------|--|-------------------------------|

## Board Business:

|             |   |             |
|-------------|---|-------------|
| 5:35 – 5:40 | <ol style="list-style-type: none"><li>1) Approve the December 12, 2018, meeting minutes.</li><li>2) Old Business</li><li>3) New Business</li><li>4) Changes to the agenda</li></ol> | Steven Meek |
|-------------|---|-------------|

## Workshop:

|             |   |                |
|-------------|---|----------------|
| 5:40 – 6:30 | <ol style="list-style-type: none"><li>1) Meet with Hearing Examiner to discuss the examiner process and its relationship with design review</li></ol> | Dean Gunderson |
|-------------|---|----------------|

## Adjournment:

**The next Design Review Board meeting is scheduled for January 23, 2019**

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

**Username: COS Guest Password: D2SagxKv**

**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**

- 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

December 12, 2018

Meeting called to order at 5:30 PM

## Attendance

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

## Briefing Session:

1. **Chair Report:** None
2. **Secretary Report:**
  - Provided an update to the board on recruitment.
  - Reminded the board about the Plan Commission and Design Review Board Joint Committee meeting on December 17<sup>th</sup>.
  - Discussed the rules regarding quorum.

## Board Business:

3. **Approval of Minutes:**
  - Anne Hanenburg made a motion to include the recommendations and more detail for discussions as part of the meeting minutes. And to fix the typographical error of David Buescher's name. Motion seconded by Dave Buescher. Motion passed unanimously (8/0)
4. **Old Business:** None
5. **New Business:** None
6. **Changes to the Agenda:** Anne Hanenburg made a motion to include the recommendations, details regarding discussions, and a link to the meetings audio recording file in the minutes. Motion seconded by David Buescher. Motion passed unanimously. (8/0)

## Workshop:

1. **The Falls**
  - Staff report: Dean Gunderson; Neighborhood & Planning Services
  - Public Comment: None
  - Applicant Report: Michael Noda; Neo Studio
  - Questions asked and answered

**Based on review of the materials submitted by the applicant and discussion during the December 12, 2018 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:**

1. **The Board encourages the applicant to continue to work with the action approving authorities to seek design variances from City engineering standards regarding the pedestrian friendliness of the streetscape.**

*Please see Comprehensive Plan Goals: LU 2 PUBLIC REALM ENHANCEMENT, LU 2.1 Public Realm Features, TR 1.1 Transportation Priorities, DP 3 FUNCTION AND APPEARANCE, DP 5 DOWNTOWN CENTER VIABILITY, DP 5.2 Street Life, DP 6.3 Transit and Pedestrian-Oriented Development, NE 5.6 Barrier Free Environments, and Downtown Design Guidelines: A-1 Respond to the Physical Environment, B-1 Respond to the Neighborhood Context, B-3 Reinforce the Urban Form, & Architectural Attributes of the Immediate Area, C-1 Promote*

*Pedestrian Interaction, C-7 Install Pedestrian-Friendly Materials at Street Level, D-1 Provide Inviting & Usable Open Space, D-2 Enhance the Buildings with Landscaping, D-4 Provide Elements That Define the Place, D-7 Design for Personal Safety & Security, D-8 Create “Green Streets”, E-1 Minimize Curb Cut Impacts, E-2 Integrate Parking Facilities, E-3 Minimize the Presence of Service Areas, E-4 Design “Green” Parking.*

**Motion to approve the Recommendation made by Anne Hanenburg, seconded by Dave Buescher. Approved unanimously (5/0)**

Meeting adjourned at 8:22 p.m.

The next regularly scheduled Design Review Board meeting scheduled for December 26, 2018 has been cancelled. The next DRB meeting is scheduled for **January 9, 2018.**

DRAFT

**The Falls****2 - Recommendation Meeting**

December 12, 2018



**From :**  
**Design Review Board**  
 Steven Meek, Chair  
  
 c/o Dean Gunderson, DRB  
 Secretary  
 Planning & Development  
 808 W. Spokane Falls Blvd.  
 Spokane, WA 99201

**To :**  
 Heather Trautman, Planning  
 Director  
 Tami Palmquist, Associate  
 Planner

**CC :**  
 Wes Southwick  
 LB Stone Properties Group

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Steven Meek, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.