Design Review Board

July 10, 2019
5:30-7:15 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	Steven Meek
	2) Secretary Report	Dean Gunderson

Board Business:

5:35 - 5:45	**1)** Approve the June 12, 2019 meeting minutes	
	2) Old Business	
	3) New Business	Dean Gunderson
	• DRB/PC Subcommittee Report	
	4) Update on up-coming DRB applications	

Adjournment:

The next Design Review Board meeting is scheduled for July 24, 2019

The password for City of Spokane Guest Wireless access has been changed:
Username: COS Guest **Password: 97Z85ywm**

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.

Design Review Board – Meeting Minutes

June 12, 2019

Meeting called to order at 5:30 PM

Attendance

- **Board Members Present:**, Steven Meek (Chair), Kathy Lang (Community Assembly Liaison, and Vice-Chair), Anne Hanenburg, Chuck Horgan, Grant Keller, Mark Brower, Ted Teske
- **Board Members Not Present:**
- **Quorum present:** Yes
- **Staff Present:** Dean Gunderson (Senior Urban Designer), Taylor Berberich (Urban Designer)

Briefing Session:

1. **Chair Report:** None
2. **Secretary Report:** Secretary provided a pre-report update on the status of the DRB/PC Subcommittee and an overview of the internal staff discussions regarding the needs for expanded design guidelines (as contemplated in the subcommittee recommendations).

Board Business:

3. **Approval of Minutes:** May 22, 2019 meeting minutes approved unanimously
4. **Old Business:** None
5. **New Business:** None
6. **Changes to the Agenda:** None

Workshop:

7. **West Havermale Island**
   - Recusals: DRB members Anne Hanenburg, Grant Keller, and Mark Brower requested recusals because they were on the consultant team for this development project.
   - Staff Report: Presented by Tayler Berberich
   - Applicant Report: Barry Ellison (City of Spokane Parks and Recreation), and Anne Hanenburg (SPVV Landscape Architect lead design consultant)
   - Public Comment: None
   - Questions asked and answered
   - Discussion ensued

Based on review of the materials submitted by the applicant and discussion during the June 12, 2019 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. **The applicant is encouraged to work with the City of Spokane Streets Department to determine the opportunity for a bus loading area on Post Street adjacent to the project.**

   Please see City of Spokane Comprehensive Plan Goals and Policies (See staff report for full text)

   *TR GOAL F: ENHANCE PUBLIC HEALTH & SAFETY, TR 5 ACTIVE TRANSPORTATION, and **TR 6 COMMERCIAL CENTER ACCESS***

Please see Downtown "Fast Forward Spokane" Plan Goals (See staff report for full text)

2.3 MULTI-MODAL CIRCULATION AND PARKING

Please see Downtown Design Guidelines (See staff report for full text)

D-8 Create "Green" Streets.

2. **The applicant is encouraged to work with the Bicycle Advisory Board and Friends of the Centennial Trail to determine the optimal route for the Centennial Trail.**

   Please see City of Spokane Comprehensive Plan Goals and Policies (See staff report for full text)

   *LU 1 CITY-WIDE LAND USE, LU 5.1 BUILT AND NATURAL ENVIRONMENT, TR GOAL A: PROMOTE A SENSE OF PLACE, TR GOAL E: RESPECT NATURAL & COMMUNITY ASSETS, **ED 8.3 RECREATION AND TOURISM PROMOTION, DP 2.5 CHARACTER OF THE PUBLIC REALM, AND PRS 5.1 RECREATION OPPORTUNITIES***

   Please see Downtown "Fast Forward Spokane" Plan Goals (See staff report for full text)

   2.3 MULTI-MODAL CIRCULATION AND PARKING and 2.4 OPEN SPACE, PUBLIC REALM AND STREETSCAPES

   Please see Downtown Design Guidelines (See staff report for full text)

   B-1 Respond to the Neighborhood Context, C-1 Promote Pedestrian Interaction, D-1 Provide Inviting & Usable Open Space, D-3 Respect Historic Features that Define Spokane, and D-7 Design for Person Safety and Security.

3. **The applicant is strongly encouraged to improve the aesthetics of the proposed public restroom to match the aesthetics and unique quality of the Riverfront Park.**

   Please see City of Spokane Comprehensive Plan Goals and Policies (See staff report for full text)

   *LU 2.1 PUBLIC REALM FEATURES, LU 5.1 BUILT AND NATURAL ENVIRONMENT, TR GOAL F: ENHANCE PUBLIC HEALTH & SAFETY, **DP 2.5 CHARACTER OF THE PUBLIC REALM, DP 2.6 BUILDING AND SITE DESIGN,** and **PRS 2.1 AMENITIES WITHIN CITY BOUNDARIES***

   Please see Downtown "Fast Forward Spokane" Plan Goals (See staff report for full text)

   2.2 BUILT FORM AND CHARACTER and 2.6 ENVIRONMENTAL STEWARDSHIP.

   Please see Downtown Design Guidelines (See staff report for full text)

   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, B-5 Explore Opportunities for Building Green, and D-7 Design for Person Safety and Security.

4. **The applicant shall utilize the existing Riverfront Park Wayfinding typology to identify locations for primary, secondary, and possibly tertiary gateways.**

Please see City of Spokane Comprehensive Plan Goals and Policies (See staff report for full text)

*LU 2.1 PUBLIC REALM FEATURES and **ED 8.3 RECREATION AND TOURISM PROMOTION***

***Please see Downtown "Fast Forward Spokane" Plan Goals** (See staff report for full text)*

2.3 MULTI-MODAL CIRCULATION AND PARKING

***Please see Downtown Design Guidelines** (See staff report for full text)*

C-1 Promote Pedestrian Interaction, C-7 Install Pedestrian-Friendly Materials at Street Level, D-4 Provide Elements That Define the Place, and D-5 Provide Adequate Signage.

5. **The applicant shall provide a circulation plan for the project noting pedestrian and vehicular routes. Special attention should be given to the Avista lay-down area and bridge.**

    ***Please see City of Spokane Comprehensive Plan Goals and Policies** (See staff report for full text)*

    LU 1 CITY-WIDE LAND USE, TR GOAL F: ENHANCE PUBLIC HEALTH & SAFETY, and DP 2.5 Character of the Public Realm.

    ***Please see Downtown "Fast Forward Spokane" Plan Goals** (See staff report for full text)*

    2.3 MULTI-MODAL CIRCULATION AND PARKING

    ***Please see Downtown Design Guidelines** (See staff report for full text)*

    C-1 Promote Pedestrian Interaction, D-1 Provide Inviting & Usable Open Space, D-5 Provide Adequate Signage, D-7 Design for Person Safety and Security, and E-3 Minimize the Presence of Service Areas.

6. **The board supports the efforts of the applicant to engage local children in the identification of themes for the playground, which could impact the final theme of the overall project.**

    ***Please see City of Spokane Comprehensive Plan Goals and Policies** (See staff report for full text)*

    LU 1 CITY-WIDE LAND USE, LU 1.13 Parks and Open Space, LU 2 PULIC REALM ENHANCEMENT, LU 2.1 Public Realm Features, DP 2.3 Design Standards for Public Projects and Structures, DP 2.5 Character of the Public Realm, DP 2.6 Building and Site Design, DP 2.14 Town Squares and Plazas, and DP 2.21 Lighting

    ***Please see the following Downtown Design Guidelines** (see staff report for full text):*

    C-1 Promote Pedestrian Interaction, C-7 Install Pedestrian-Friendly Materials at Street Level, D-1 Provide Inviting & Usable Open Space, D-3 Respect Historic Features That

Define Spokane, D-4 Provide Elements That Define The Place, D-6 Provide Attractive and Appropriate Lighting, and D-7 Design for Personal Safety & Security

Please see Downtown "Fast Forward Spokane" Plan Goals (See staff report for full text)

B-4 Provide a Well-Proportioned and Unified Building, C-1 Promote Pedestrian Interaction, D-1 Provide Inviting & Usable Open Space, D-4 Provide Elements That Define the Place, and D-5 Provide Adequate Signage.

7. **The applicant is encouraged to explore the previously identified alternate locations for the Stepwell Sculpture to avoid aesthetic conflicts with the M&O yard.**
   Please see the following Comprehensive Plan Goals and Policies (see staff report for full text):

   LU 1 CITY-WIDE LAND USE, LU 1.13 Parks and Open Space, LU 2 PULIC REALM ENHANCEMENT, LU 2.1 Public Realm Features, LU 5.4 Natural Features and Habitat Protection, LU 6.9 Facility Compatibility with Neighborhood, TR GOAL A: PROMOTE A SENSE OF PLACE, TR 2.1 Physical Features, TR 4.25 Pedestrian and Bicyclist Access to Parks, TR 7 Neighborhood Access, DP 1.3 Significant Views and Vistas, DP 2.3 Design Standards for Public Projects and Structures, DP 2.5 Character of the Public Realm, DP 2.6 Building and Site Design, DP 2.15 Urban Trees and Landscape Areas, and DP 2.21 Lighting.

   Please see the following Downtown "Fast Forward" Plan Goals (see staff report for full text):

   2.2 BUILT FORM AND CHARACTER, 2.4 OPEN SPACE, PUBLIC REALM AND STREETSCAPES, and 2.6 ENVIRONMENTAL STEWARDSHIP.

   Please see the following Downtown Design Guidelines (see staff report for full text):

   A-1 Respond to the Physical Context, B-1 Respond to Neighborhood Context, C-1 Promote Pedestrian Interaction, D-1 Provide Inviting & Usable Open Space, D-3 Respect Historic Features That Define Spokane, D-4 Provide Elements That Define The Place, D-6 Provide Attractive and Appropriate Lighting, D-7 Design for Personal Safety & Security, and E-3 Minimize the Presence of Service Areas.

8. **The applicant is strongly encouraged to submit additional information to the board that will demonstrate how the presence of the M&O Yard operations will be mitigated.**
   Please see the following Comprehensive Plan Goals and Policies (see staff report for full text):

LU 1 CITY-WIDE LAND USE, LU 1.13 Parks and Open Space, LU 2 PULIC REALM ENHANCEMENT, LU 2.1 Public Realm Features, LU 5.4 Natural Features and Habitat Protection, LU 6.9 Facility Compatibility with Neighborhood, TR GOAL A: PROMOTE A SENSE OF PLACE, TR 2.1 Physical Features, TR 4.25 Pedestrian and Bicyclist Access to Parks, TR 7 Neighborhood Access, DP 1.3 Significant Views and Vistas, DP 2.3 Design Standards for Public Projects and Structures, DP 2.5 Character of the Public Realm, DP 2.6 Building and Site Design, DP 2.15 Urban Trees and Landscape Areas, and DP 2.21 Lighting

Please see the following Downtown "Fast Forward" Plan Goals *(see staff report for full text):*

2.2 BUILT FORM AND CHARACTER, 2.4 OPEN SPACE, PUBLIC REALM AND STREETSCAPES, and 2.6 ENVIRONMENTAL STEWARDSHIP

Please see the following Downtown Design Guidelines *(see staff report for full text):*

A-1 Respond to the Physical Context, B-1 Respond to Neighborhood Context, C-1 Promote Pedestrian Interaction, D-1 Provide Inviting & Usable Open Space, D-3 Respect Historic Features That Define Spokane, D-4 Provide Elements That Define The Place, D-6 Provide Attractive and Appropriate Lighting, D-7 Design for Personal Safety & Security, E-3 Minimize the Presence of Service Areas, and E-4 Design "Green" Parking.

Motion passes 4/0 (unanimous), with 3 recusals.

Meeting adjourned at 8:10 pm

Next Design Review Board meeting is scheduled for July 10, 2019.

DESIGN REVIEW
Joint Subcommittee Report

Design Review Board Presentation

July 10, 2019

Agenda

1) Re-cap of Scoping Meeting
2) Survey Results
3) Prioritized Topics
4) Final Recommendations
5) Discussion

Re-cap of Scoping Meeting

Topics Identified at Scoping Meeting

1. A Shared Definition of Design
2. Neighborhood Involvement
3. "Full circle" Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
6. Modifications to DRB Triggers and Thresholds
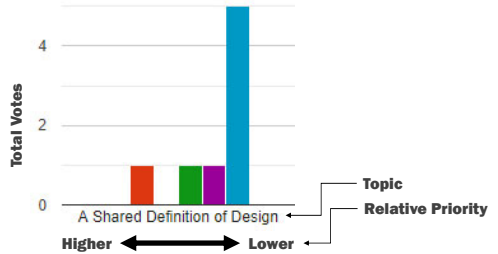
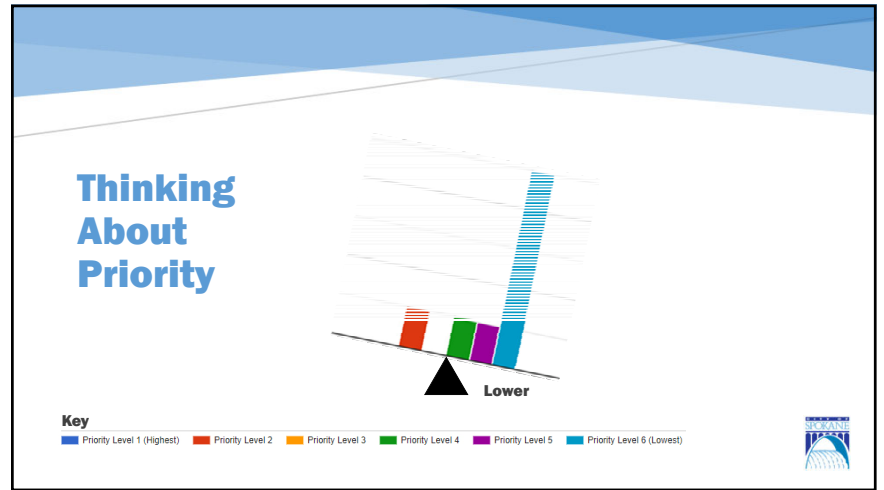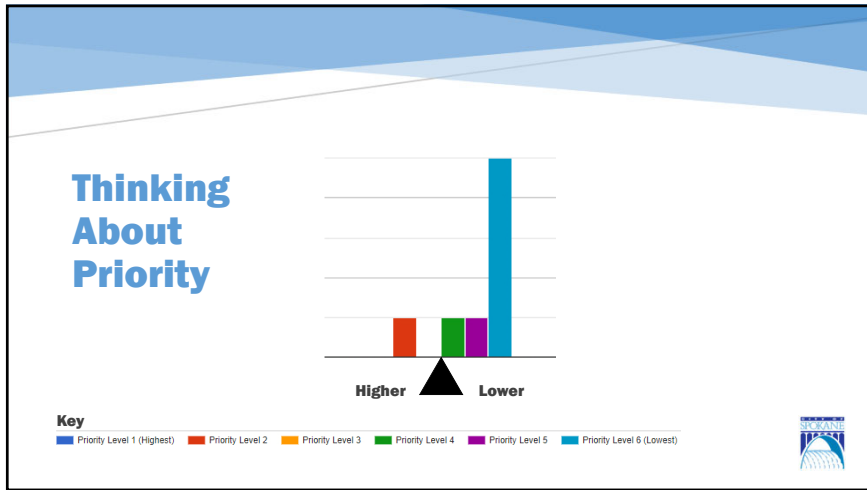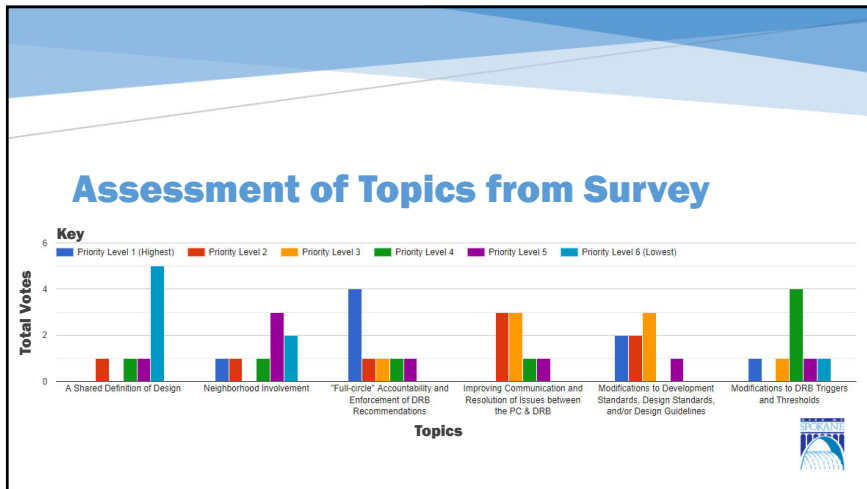# Survey Results

8 Total Respondents

Thinking About Priority

Key
- Priority Level 1 (Highest)
- Priority Level 2
- Priority Level 3
- Priority Level 4
- Priority Level 5
- Priority Level 6 (Lowest)

Assessment of Topics from Survey

Prioritized Topics

Written Responses from Survey

Topics Identified at Scoping Meeting

Lower Priority

A Shared Definition of Design

1. **A Shared Definition of Design**
2. Neighborhood Involvement
3. "Full circle" Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
6. Modifications to DRB Triggers and Thresholds

Written Feedback

Topic #1: A Shared Definition of Design

- "I consider this the lowest priority. Design professionals and the public's definition of "design" will vary based on experience. This is an opportunity to educate the public on what "design" is -- but it's not the DRB or PC role / responsibility."
- "On DRB we often would react to decision made by other entities having a shared goal would be important in making sure policies we implement can be properly carried out."
- "I think there is already a fair definition of design so I didn't rank this very high."
- "Perhaps an understanding of what is discretionary and what is allowed outright would answer this question?"

Topics Identified at Scoping Meeting

1. A Shared Definition of Design
2. **Neighborhood Involvement**
3. "Full circle" Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
6. Modifications to DRB Triggers and Thresholds

Lower Priority

Neighborhood Involvement

Topic #2: Neighborhood Involvement

- "Neighborhoods have ample opportunity and avenues to be involved and voice opinions with the current structure. The Community Assembly liaison on DRB over the last 2 terms has done an exemplary job representing neighborhoods. We regularly hear from neighborhoods in writing and testimony during DRB meetings that typically center around controversial projects impacting their neighborhood. The issue appears to be educating the public/neighborhoods how they can get involved, and when there are opportunities for neighborhood input. During the Garden District review many neighbors offered testimony -- but it appeared that many were scrambling at the last minute to voice their opinion. I question whether they received the notice of DRB / Garden District meeting at the last minute, or had ample notice? ... This could be where some of the neighborhood frustration lies?"

- "Do not think the neighborhoods have sufficient knowledge or training in Design to be able to contribute"

- "I think the outreach is there—its on the neighborhood council members to communicate effectively."

Written Feedback

Topic #2: Neighborhood Involvement

- "I ranked this fairly low because I think that the opportunities for neighborhood involvement, to the extent that there should be, is pretty much already there. I would be concerned about giving neighborhoods too much power/control over development within their boundaries. Yes, they should have the opportunity to comment and ideally developers will be willing to meet with them, but if the developer is meeting all of the code and regulatory requirements for a project and meets DRB recommendations, then that is sufficient."

- "The DRB Liaison and PC Liaison need to better communicate with the CA and neighborhood Chairs as to the types of development each board/committee sees, the ways in which neighborhoods can become involved, and at what points in the various processes that involvement takes place."
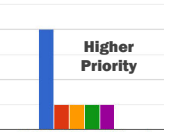
Written Feedback

Topic #2: Neighborhood Involvement

- "Based on subcommittee discussions, this may not be an accurate statement: 'There is a perceived lack of record of neighborhood opinion of projects.' Neighborhoods would strongly object based on current PC policies."

- "I think that neighborhood involvement can be desirable, but isn't this covered by the public involvement process?"

Topics Identified at Scoping Meeting

1. A Shared Definition of Design
2. Neighborhood Involvement
3. **"Full circle" Accountability and Enforcement of DRB Recommendations**
4. Improving Communication and Resolution of Issues between the PC & DRB
5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
6. Modifications to DRB Triggers and Thresholds

Higher Priority

"Full-circle" Accountability and Enforcement of DRB Recommendations

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Topic #3: "Full circle" Accountability and Enforcement of DRB Recommendations

- "This is a critical priority. There is pervasive knowledge throughout the local design/developer community that DRB is only advisory, and recommendations are just that -- *Recommendations*. Some developers just jump through the DRB hoop, then move forward with their plans, ignoring DRB's recommendations. At a minimum, DRB's recommendations must be enforced by the Permitting Agency. If permit drawings illustrate DRB's recommendations have been implemented -- yet when the certificate of occupancy is sought, and DRB's recommendations were ignored -- there must be a consequence. Perhaps the CO isn't granted?"

- "It is extremely important that the DRB have more power."

- "We need to make sure that developers and owners cant ignore the recommendations and use political processes or Value Engineering to get around requirements. examples, Grand Hotel, Wall Street Improvements."

Written Feedback

Topic #3: "Full circle" Accountability and Enforcement of DRB Recommendations

- "I ranked this highly because I think the DRB should have greater strength in certain projects. The #1 example I can think of is The Davenport Grand, which has effectively eliminated any activation along Main. That blight will be with us for decades and will hurt the long-term planning for improvements along Main."

- "The first step rests in the crafting of the recommendation. As we heard at our 1/9/2019 discussion with the Hearing Examiner, some DRB recommendations are too subjective to enforce. We (the DRB) need to craft our recommendations so they more fully inform the decision-making authority and so they are objective in nature."

- "Does staff do field checks during or after the fact? If so, they might report back to the DRB."

Topics Identified at Scoping Meeting
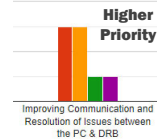
Higher Priority

Improving Communication and Resolution of Issues between the PC & DRB

1. A Shared Definition of Design

2. Neighborhood Involvement

3. "Full circle" Accountability and Enforcement of DRB Recommendations

4. **Improving Communication and Resolution of Issues between the PC & DRB**

5. Modifications to Development Standards, Design Standards, and/or Design Guidelines

6. Modifications to DRB Triggers and Thresholds

Written Feedback

Topic #4: Improving Communication and Resolution of Issues between the PC & DRB

- "This is a moderate level priority. It may make sense to have a member of DRB serve on the PC as well—much like the Arts Commission liaison."

- "There should be a clear path that if one body encounters an issue that the other can resolve there is a way to communicate the issue. it would also be good to have selective issues be discussed with the other group prior to implementation to get feed back to make sure a regulation will not create an unforeseen issue."

- "I have not been with the PC long enough to be familiar with communication issues. Unlike other PCs I am familiar with, Spokane's does not appear to undertake project level reviews, which I assume the DRB more routinely handles."

Written Feedback

Topic #4: Improving Communication and Resolution of Issues between the PC & DRB

- "I think that PC should reach out to DRB for their comments when they are considering code or comp plan changes that would have an impact on the aesthetics/design of the built environment. The recent decision on building heights along Spokane Falls Blvd is a great example where the input of the DRB would have been very beneficial. DRB has a level of expertise in design that PC may or may not have depending upon PC's current membership. I don't know if that means that DRB should have a liaison to PC since there are a lot of decisions we make that don't necessarily impact DRB but I think there could be better coordination. PC really needs to understand the impact of its decisions on the DRB and DRB's mission."

- "Creating a DRB Liaison to the PC should also create a PC Liaison to the DRB. Voting privileges should be considered in both cases."

Topics Identified at Scoping Meeting

1. A Shared Definition of Design
2. Neighborhood Involvement
3. "Full circle" Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. **Modifications to Development Standards, Design Standards, and/or Design Guidelines**
6. Modifications to DRB Triggers and Thresholds

Higher Priority

Modifications to Development Standards, Design Standards, and/or Design Guidelines

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Topic #5: Modifications to Development Standards, Design Standards, and/or Design Guidelines

- "This is the most critical priority. Modification to development and design standards, code, and guidelines are where "teeth" are created. It forces the developer and design team to execute the standard demanded by code. Involving at least 2 members from DRB and PC, in the committee responsible for developing the new standards is strongly encouraged. This approach was used in the 2008 update and was successful ... It's just time for another robust process with the next update."

- "We need our guidelines to be 21st Century guidelines. We should be able to mix old and new design concepts as necessary. All buildings should show how they are being environmentally responsible and there should be prerequisites."

Written Feedback

Topic #5: Modifications to Development Standards, Design Standards, and/or Design Guidelines

- "There is definitely importance here but we also need to realize that what are good standards and guidelines today may not be suitable in the future. How can we create standards and guidelines that are appropriate to today, flexible for the future, and are reasonable such that development can actually move forward. I'm concerned about creating too many rules around what a developer can do because it can ultimately deter development, which I don't believe is our goal."
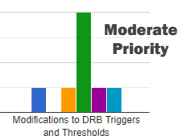
Written Feedback

Topic #5: Modifications to Development Standards, Design Standards, and/or Design Guidelines

- "Design Standards: Performance could include quantitative and qualitative metrics. "Could" revised to "Should" include outside professionals with expertise in designing quantitative and qualitative metrics. My preference is to address "sustainability" in future meetings, rather than form more committees. If the topic is too large, a separate Joint Committee meeting or meetings could be devoted to this topic."

- "I should think that if this is necessary, it would be something that would be referred to the PC and DRB as appropriate."

Topics Identified at Scoping Meeting

1. A Shared Definition of Design
2. Neighborhood Involvement
3. "Full circle" Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
6. **Modifications to DRB Triggers and Thresholds**

Moderate Priority

Modifications to DRB Triggers and Thresholds

Topic #6: Modifications to DRB Triggers and Thresholds

- "The current triggers and thresholds for DRB are ample. I don't see a need for this to change."
- "It is important that these changes be made."
- "I think there should be some consideration of DRB review of C&C development but perhaps there should be a project size threshold for when DRB gets involved. There are already design standards for C&C so perhaps those are sufficient with current development staff input. I don't think we want to over-analyze development to the point of paralysis."

Written Feedback

Topic #6: Modifications to DRB Triggers and Thresholds

- "Is it possible for neighborhoods to trigger a review of the DRB when certain changes are proposed? Such as changes brought on by in-fill, roof heights increases, reductions in parking. These types of changes can be painful for the neighborhoods. If not a DRB trigger, is there another process that offers partnership between the City and the neighborhood focused on guiding the neighborhoods through changes?"

- "I am not familiar with DRB thresholds."

- "Again, if a trigger or threshold isn't working and needs to be modified, I should think that it would be referred to the DRB and/or the PC."

Written Feedback

Additional Comments (Other Priority Topics)

- "I'd stress again the importance of giving DRB "teeth". As such, there must be consequences to developers who intentionally thwart the recommendations. Perhaps rather than DRB acting as an advisory board -- they have more authority?"

- "How do we create a comprehensive city wide standard for good and how do we promote urban districts that are neighborhood defining not just car-oriented. We should strengthen our definitions of pedestrian-oriented developments....Look at [the] Regal [corridor]—it's becoming a disaster because there is not an urban principle guiding the developments. They are all car-oriented."

- "FYI, the National Park Service has a relatively recent set of new guidelines for sustainability for historic buildings. Looks like it will be accessible after the shutdown is over!"

Final Recommendations

DRB / PC Joint Subcommittee

Passed by unanimous vote (1/30/19)

A Shared Definition of Design

Recommendation of the Subcommittee

The Subcommittee recommends to the Plan Commission and the Design Review Board that "design" is a subject broader than what is currently contemplated under code. Further, the Subcommittee recommends that there be congruency in how both the Plan Commission and Design Review Board understand the term.

- Currently, the term "design elements" as mentioned in code, is not explicitly defined and the Subcommittee recommends that it should include the structures, environment, and full urban context.

Final Recommendations

A Shared Definition of Design

Staff Comments

Regarding SMC 17A.020.040, "D" Definitions, the term "Design Elements" should be added and defined.

Regarding SMC 04.13.015, Item E, change all instances of the word "development" to "design".

Regarding SMC 17G.040.020, Item G, the reference to design elements should be understood within the jurisdictional constraints of the bodies referenced (the Plan Commission, Hearing Examiner, and Planning Director).

1. *Design proposals generally refers to "development projects", which fall under the authority of the Hearing Examiner and Planning Director, whereas planning studies are generally the responsibility of the Plan Commission.*

2. *Thus, this portion of code should be understood not as a mechanism by which the Plan Commission may review development projects (i.e., design proposals) but rather as a means by which the Plan Commission can request the Design Review Board's comment(s) on the design elements of planning studies.*

Final Recommendations

Neighborhood Involvement

Recommendation of the Subcommittee:

The Subcommittee recommends that, presently, the current level of neighborhood involvement is adequately addressed for the Design Review Board.

1. There should be an effort to identify opportunities to map out the types of development the Plan Commission and Design Review Board sees, the ways in which neighborhoods can become involved, and at what points in the processes this involvement may take place.

Staff Comments:

Staff concurs with the subcommittee recommendation and will work to ensure adequate engagement opportunities for all entities involved.

Final Recommendations

"Full circle" Accountability and Enforcement of DRB Recommendations

Recommendation of the Subcommittee:

The Subcommittee recommends that the Action Approving Authorities provide a greater level of feedback to the respective recommending entities when a departure from a recommendation is made.

1. The Subcommittee recognizes that there are opportunities to improve the adoptability of recommendations by writing actionable recommendations.

Staff Comments:

In situations where project designs are modified after the Design Review process, there should be a way for the Board to receive feedback regarding the revisions to the project's design.

If a project comes before the Design Review Board at its recommendation meeting prior to the finalization of the project's budget and scope, it should be the responsibility of the applicant to identify those projects elements which are additive, alternate, or contingent. This should help the Board to generate recommendations based upon solid information.

Final Recommendations

Improving Communication and Resolution of Issues between the Plan Commission and the DRB

Recommendation of the Subcommittee:

The Subcommittee recommends that the Plan Commission and Design Review Board explore mutual liaisons/representatives.

Staff Comments:

We have explored the notion of mutual liaisons, and have determined that the necessary changes to City Charter, Spokane Municipal Code, and administrative procedures doesn't appear to warrant the best method of facilitating this type of coordination. Staff recommends that the Secretary of the Design Review Board (i.e., the Senior Urban Designer) reports to the Plan Commission on a regular basis or as requested.

Final Recommendations

Modifications to Development Standards, Design Standards, and/or Design Guidelines

Recommendation of the Subcommittee:

The Subcommittee recommends that the respective bodies identify a set of thresholds, and a process, for projects of significance which may initiate a joint workshop held between the Plan Commission and Design Review Board.

Staff Comments:

Long-range planning and the urban design group are currently pursuing the Downtown Plan Update (which will result in updates to Downtown design criteria; development standards, design standards, and design guidelines).

Additionally, long-range planning and the urban design group are pursuing efforts to clarify design criteria outside of the Downtown area, for projects subject to design review and which do not currently have design guidelines.

Final Recommendations

Modifications to Design Review Board Trigger and Thresholds

Recommendation of the Subcommittee:

The Subcommittee recommends that the Plan Commission and Design Review Board address these modifications through the present Downtown Plan updates and other Sub-Area planning efforts.

Staff Comments:

At present, thresholds and triggers are conceptualized as separate and distinct terms which identify when a development and/or project permit application is subject to Design Review. SMC 17G.040.020 regulates and defines the specific thresholds and triggers utilized by Spokane's Design Review process. The thresholds and triggers will be addressed in the above-mentioned recommendation for "Modifications to Development Standards, Design Standards, and/or Design Guidelines."