



# Spokane Design Review Board

Wednesday, January 12,

2022 5:30-7:30 PM

[Teleconference](#)

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

## Board Briefing Session:

5:30 – 5:40	1) Call to Order	Chair
	2) Roll Call	Dean Gunderson
	3) Changes to the Agenda?	Chair
	4) Motion to Temporarily Suspend Rules	Chair

## Workshop:

5:40 – 7:20	5) Board Retreat (on-board training)	Dean Gunderson and Taylor Berberich
	<ul style="list-style-type: none"><li>• <b>Describe/Discuss the following (led by staff):</b><ul style="list-style-type: none"><li>○ A description of the relationship between the City's Comprehensive Plan, Subarea Plans (like the Downtown Plan), and Neighborhood Plans.</li><li>○ The purpose and relationship between the Design Guidelines and the policies found in the aforementioned Plans.</li><li>○ The relationship between the design review process and the Plans and Guidelines.</li><li>○ The relationship between the Unified Development Code (UDC, or Title 17 of the Spokane Municipal Code) and the design review process.</li></ul></li><li>• <b>Staff to answer the following:</b><ul style="list-style-type: none"><li>○ What are the differences between the Collaborative Workshop (Step One) and the Recommendation Meeting (Step Two) in the Standard Design Review, and what are the differences between <i>Advisory Actions</i> and <i>Recommendations</i>?</li><li>○ What are the differences between Design Guidelines (policies based on Plans) and Design Standards (codes found in the UDC intended to implement the Plans)?</li><li>○ Why is the Board's role in conducting <i>Design Review</i> different than its role while hearing <i>Design Departures</i> (and what, exactly, is a Design Departure)?</li><li>○ What "teeth" are there to final recommendations adopted by the Board?</li><li>○ Why is the Design Review Board structured the way it is, and how this differs than the Plan Commission or other City Boards and Committees?</li><li>○ What is the role of urban design staff in the design review process, and why are design review staff reports written the way they are?</li><li>○ When would design review be conducted by urban design staff (ministerial review)?</li></ul></li></ul>	

## Board Business:

7:20 – 7:30	6) <a href="#">Approve Minutes from January 12, 2022</a>	
	7) Old Business	Chair
	8) New Business	
	9) Chair Report	Chair
	10) Secretary Report	Dean Gunderson
	11) Other	
	12) Adjourn	

**The next Design Review Board meeting is scheduled for Wednesday, February 23, 2022.**

# **In order to comply with public health measures and Governor Inslee's *Stay Home, Stay Safe* order, the Design Review Board meeting will be held on-line**

**Members of the general public are encouraged to join the on-line meeting using the following information:**

**To participate via video follow the link on your computer (click on "Join meeting")**

**[Join meeting](#)**

**To participate by phone**

Call: 1 (408) 418-9388

Enter: **2483 609 0492** followed by # when prompted for a meeting number or access code. Enter # when prompted for an attendee ID

While the meeting begins at 5:30pm, you can join as early as 5:15pm on the date of the meeting.

**Please note that public comments cannot be taken during the meeting, but the public is encouraged to continue to submit their comments or questions in writing to:**

Dean Gunderson, Sr. Urban Designer  
[dgunderson@spokanecity.org](mailto:dgunderson@spokanecity.org)

The audio proceedings of the Design Review Board meeting will be recorded, with digital copies made available upon request.

## **Meeting Process - 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.
- Chair asks if there any changes to the agenda.
- Chair asks for motion to temporarily suspend the rules (see Agenda packet)

### **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) the Board will not consider un-permitted, possible surrounding development(s) except those which are contemplated under the Comprehensive Plan and Development Code; 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 introduce the project team and make a 10-15 minute presentation on the project.

#### ***Public Comment \****

*\* During the Stay Home, Stay Safe order, public comments are being accepted in writing.*

#### ***DRB Clarification***

- Chair may request clarification on comments.

#### ***Design Review Board Discussion***

- Chair will ask the applicants whether they wish to respond to any written public comments, after their response (if any) they are to return to their seats in the audience.
- The Chair will formally close public comments (unless motioned otherwise).
- Chair leads discussion amongst the DRB members regarding the staff topics for discussion, 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, and that the annotated & signed motion will be made available within five working days.
- Next agenda item announced.

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

### **Other**

- Chair asks board members 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 Draft

January 12, 2022

Online via WebEx

Meeting called to order at 5:35 PM by Mark Brower

## Attendance:

- *Board Members Present:* Mark Brower (Vice-Chair), Drew Kleman, Chuck Horgan (Arts Commission Liaison), Chad Schmidt, Bob Scarfo, Ryan Brodwater, Grant Keller (Joined at 6:36 PM)
- *Board Members Not Present:* Kathy Lang (Chair & CA Liaison)
- *Quorum Present:* Yes
- *Staff Members Present:* Dean Gunderson, Taylor Berberich

Mark Brower moved for the suspension of certain meeting rules due to the COVID-19 teleconference; Chuck Horgan seconded. Motion carried. (6/0)

## Changes to Agenda:

- None

## Workshops:

### 1. Welcome New DRB Members

- Introduction & Background of New Members: Bob Scarfo and Ryan Brodwater
- Introduction & Background of Existing DRB Members & Staff
- Appointment of Mentors - Bob Scarfo was assigned Grant Keller and Ryan Brodwater was assigned Mark Brower
- The board decided to schedule a procedural process retreat as a refresher for existing members and to assist new members.

### 2. Discussion of DRB Officer Elections

- Overview of Election Process - Dean Gunderson
- Taking of Nominations - Chad Schmidt nominated Mark Brower as Chair; Mark Brower and Chad Schmidt nominated Chuck Horgan as Vice-Chair

## Board Business:

**Approval of Minutes:** Minutes from the December 15, 2021 meeting approved unanimously (with the two new members abstaining due to not having attended the meeting).

### **Old Business:**

- None

### **New Business:**

- None

### **Chair Report -**

- None

### **Secretary Report - Dean Gunderson**

- No application was received for January 26th; Both meeting dates in February may be filled with a PUD and a multi-story mixed use residential tower in the downtown area.
- Taylor and Dean have a meeting scheduled on the 18<sup>th</sup> with CM Stratton reference the Design Guidelines
- A new Division Director started prior to the holidays, and a new Planning Director will be starting soon.

**Meeting Adjourned at 7:34 PM**

Next Design Review Board Meeting scheduled for Wednesday, January 26, 2022