



Spokane Design Review Board

Wednesday, May 11, 2022

5:30-7:00 PM

City Hall Lobby Tribal Conference Room

[Hybrid Meeting – Teleconference and In-person](#)

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

Workshop:

5:40 – 6:40	4) Overview of New Design Guidelines and Ordinances	
	• Overview..... 10-15 m	Dean Gunderson
	• Q&A..... 20-25 m	
	5) Discuss Draft of Design Review Application Handbook	Dean Gunderson
	• Overview..... 10-15 m	
	• Q&A..... 20-25 m	

Board Business:

6:40 – 7:00	6) <u>Approve Minutes from February 9, 2022</u>	Chair
	7) Old Business	
	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, May 25, 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 in a hybrid format

Participants are able to join the meeting in-person (practicing safe distancing guidelines) in the Tribal Conference Room (City Hall, First Floor Lobby), or join the meeting on-line 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: **2484 760 0566** 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.

Dean Gunderson, Sr. Urban Designer
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

February 9, 2022

Online via WebEx

Meeting called to order at 5:37 PM by Mark Brower

Attendance:

- *Board Members Present:* Mark Brower (Chair), Drew Kleman, Chuck Horgan (Vice-Chair & Arts Commission Liaison), Chad Schmidt, Ryan Brodwater, Grant Keller
- *Board Members Not Present:* Bob Scarfo, Kathy Lang (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; Drew Kleman seconded. Motion carried. (6/0)

Changes to Agenda:

- None

Board Retreat:

1. **Design Review Board Overview, Purpose, & Procedures**
 - Staff Presentation: Dean Gunderson & Taylor Berberich
 - Questions & Discussion Ensued

Board Business:

Approval of Minutes: Minutes from the January 12, 2022 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 applications have been received for the February 22nd meeting.
- Six applications are likely to be received by the end of the first quarter or beginning of second quarter of 2022.

Meeting Adjourned at 8:05 PM

Next Design Review Board Meeting scheduled for Wednesday, February 23, 2022