



# Spokane Design Review Board

Wednesday, June 08, 2022

5:30-7:30 PM

City Hall Briefing Center

[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 – 7:10	4) <a href="#">Discussion with the Plan Commission</a>	Design Review Board
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## Board Business:

7:10 – 7:30	5) <a href="#">Approve Minutes from May 11, 2022</a>	Chair
	6) Old Business	
	7) New Business	
	8) Chair Report	Chair
	9) Secretary Report	Dean Gunderson
	10) Other	
	11) Adjourn	

**The next Design Review Board meeting is scheduled for Wednesday, June 22, 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: **2483 802 4540** 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](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-Plan Commission Joint Meeting

**Date:** June 8, 2022

**Time:** 5:40 PM to 7:10 PM

**Location:** Council Briefing Center

- I. History**..... 10 min
  - a. DRB Function and Roles
  - b. PC Function and Roles
- II. Staff Presentation** ..... 10 min
- III. Conversation** ..... 70 min
  - a. Housing Design Standards
  - b. Coordination between DRB and PC
  - c. Open Discussion

# Design Review Board - Meeting Minutes

May 11, 2022

Hybrid City Hall Tribal Room/Webex

Meeting called to order at 5:39 PM by Chuck Horgan

## Attendance:

- *Board Members Present:* Chuck Horgan (Vice-Chair & Arts Commission Liaison), Chad Schmidt, Ryan Brodwater, Grant Keller, Bob Scarfo
- *Board Members Not Present:* Mark Brower (Chair), Drew Kleman, (Kathy Lang resigned prior to the meeting)
- *Quorum Present:* Yes
- *Staff Members Present:* Dean Gunderson, Stephanie Bishop

## Changes to Agenda:

- None

## Board Retreat:

### 1. Overview of New Design Guidelines and Ordinances

- Staff Presentation: Dean Gunderson
- Questions & Discussion Ensued

### 2. Discuss Draft of Design Review Application Handbook

- Staff Presentation: Dean Gunderson
- Questions & Discussion Ensued

## Board Business:

**Approval of Minutes:** Minutes from the February 9, 2022 meeting approved unanimously.

### **Old Business:**

- None

### **New Business:**

- None

### **Chair Report -**

- None

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

- Dean shared the process for replacing the CA Representative, Kathy Lang
- There are about 5 projects cued up for the near future. We're already past the May 25<sup>th</sup> cutoff so there won't be a meeting then. The upcoming projects include a conversion of an office structure into a new storage facility and a mixed-use tower in the U-District.

**Meeting Adjourned at 6:43 PM**

Next Design Review Board Meeting scheduled for Wednesday, May 25, 2022