



Spokane Design Review Board

Wednesday, July 27, 2022

5:30-7:00 PM

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 – 6:45	4) Review latest design review documents	Dean Gunderson
	• Review draft Design Review FAQ Sheet prepared for the Development Services Center	Taylor Berberich
	• Review draft of the updated Design Review Handbook	

Board Business:

6:45 – 7:00	5) Approve Minutes from June 8, 2022	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, August 24, 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: **287 419 544 531** 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

June 8, 2022

Hybrid City Hall Tribal Room/Webex

Meeting called to order at 5:33 PM by Chuck Horgan

Attendance:

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

Changes to Agenda:

- None

Workshop:

1. Joint DRB/Plan Commission Workshop

- Staff Presentation: Dean Gunderson
- Questions & Discussion Ensued

Board Business:

Approval of Minutes: Minutes from the May 25, 2022 meeting approved unanimously.

Old Business:

- None

New Business:

- None

Chair Report -

- None

Secretary Report - Dean Gunderson

- No applications were received by the deadline for the June 22nd DRB Meeting.
- Have received calls reference mixed-use projects in the DT area
- Riverside Apt Complex added cultural trail marker elements to their plans and contacted Dean about receiving a cultural trail marker. Dean connected the contractor with Melissa Huggins with Spokane Arts who will work with the contractor to provide them with a marker.
- Jensen Byrd Hardware Building, down from Riverside Apt Complex, will be coming through design review. They are going to renovate and turn the building into apartments.

Meeting Adjourned at 7:41 PM

Next Design Review Board Meeting scheduled for Wednesday, June 22, 2022