



Spokane Design Review Board

Wednesday, January 11, 2023

5:30-6:15 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 – 5:45 | 4) None | Dean Gunderson Taylor Berberich |
|-------------|---------|------------------------------------|

Board Business:

| | | |
|-------------|---|----------------|
| 5:45 – 6:15 | 5) Approve Minutes from July 27, 2022 | |
| | 6) Old Business | Chair |
| | 7) New Business | |
| | • Officer Elections (paper ballot) | Chair |
| | 8) Chair Report | Dean Gunderson |
| | 9) Secretary Report | |
| | 10) Other | |
| 11) Adjourn | | |

The next Design Review Board meeting is scheduled for Wednesday, January 25, 2023.

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 (323) 618-1887

Enter: **457 693 44** 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.