



Spokane Design Review Board

Wednesday, February 22, 2023

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 draft of Design Review Handbook	Dean Gunderson Taylor Berberich
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Board Business:

6:45 – 7:00	5) Approve Minutes from January 11, 2023	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, March 08, 2023.

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: **491 649 234** 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.

UPDATED FEB. 2023

Design Review

Application Handbook

This handbook is intended to help orient applicants to design review in the City of Spokane. The handbook includes information on the Standard Review process as well as the Abbreviated Design Review process. Applications and submittal checklists for both processes are included at the back of the handbook. To help ensure a smooth process with timely discussion and collaboration, applicants are strongly encouraged to begin the design review process while the project is still in the early design stages.

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City of Spokane Design Review



Design Review Board (2023)

Mark Brower, Chair
Civil Engineer

Chuck Horgan, Vice-Chair
Spokane Arts Commission Liaison

Grant Keller
Real Estate Developer

Bob Scarfo
Landscape Architect

Ryan Broadwater
Citizen-at-Large

Chad Schmidt
Urban Designer

Drew Kleman
Architect

TBD
Community Assembly Liaison

Design Review Board Meeting Information:

5:30 PM on the 2nd and 4th Wednesdays of each month

Tribal Conference Room, Main Lobby, City Hall

808 Spokane Falls Blvd

For more information, visit the website: <https://my.spokanecity.org/bcc/boards/design-review-board/>

City of Spokane Staff

Design Review Staff:
Dean Gunderson, Senior Urban Designer
Taylor Berberich, Urban Designer

Planning and Economic Development Services:
Spencer Gardner, Director
Tirrell Black, Principal Planner
Tim Thompson, Principal Planner

Development Services Center:
Tami Palmquist, Director

City Attorney's Office:
James Richman, Assistant City Attorney

General Scope

The Design Review Board is comprised of citizens and practicing professionals who represent community interests including a diversity of design and technical professions. Board non-liaison members are nominated by the mayor, liaison members are nominated by their respective organizations. All members are appointed by City Council and serve without compensation.

The board serves in an advisory capacity and does not hold the power to approve, deny, or reject projects.

Design Review Recommendations

The Design Review Board (DRB) is advisory. Recommendations as to whether a proposal is consistent with the applicable design criteria are forwarded to the Hearing Examiner, Planning Director, or other responsible action approving authority. In most cases, the Board's recommendation will be adopted or made a condition of permit approval. Exceptions are noted in Chapter 17G.040.080 Design Review Board Recommendations.

It is important to understand that the Design Review Board may not waive zoning code requirements. In order to make good use of everyone's time during design review, applicants are encouraged to utilize staff resources regarding permitting requirements.

Spokane's Historic Properties

The DRB will not make recommendations on building modifications projects subject to the Secretary of the Interior's Standards for Rehabilitation or other historic preservation guidelines established and adopted by the Spokane Historic Landmarks Commission per Chapter 17D.100 Historic Preservation. Other elements of the proposal may proceed through design review.

Public Right of Way Vacations

Projects dependent on a right of way vacation may not proceed to the "Recommendation Meeting" until a final decision has been made to award the vacation.

Board-level Standard Review & Staff-level

(Abbreviated) Design Review

The following pages provide an overview of these design review processes as well as application forms and submittal checklists.

Frequently Asked Questions

What is Design Review?

Design Review entails the review of a proposed project at its earliest design stages, after the Pre-development conference and before the project permit is applied for.

This is an advisory service provided by the city for all people pursuing a development project in the community. Projects are reviewed by highly qualified City of Spokane urban design staff for conformance public plans (Comprehensive Plan, Subarea Plans, Neighborhood Plans, etc.) and public design criteria (Design Guidelines and Design Standards).

The purpose of Design Review is to:

- Improve communication and participation between developers, neighbors, and the city regarding the design and siting of projects.
- Ensure that projects are consistent with Design Guidelines. Encourage the development of projects that aesthetically enhance the public realm, are pedestrian friendly, and are environmentally sustainable.
- Provide flexibility in the application of Design Standards.

What are the benefits of Design Review?

While the direct benefit of Design Review is access to the talents of urban design staff and the professional expertise of members of the Design Review Board, there are two additional benefits:

- City of Spokane urban design staff will conduct a review of a project proposal to determine its physical and regulatory context to help the applicant.
- Design Review also provides the flexible application of Design Standards (those criteria written in an R/P/C format) via a Design Departure.

Can any project go through the Design Review?

Yes! Any project in the city can voluntarily go through Design Review. The same fees apply to voluntary reviews that apply to required reviews.

What projects are required to go through Design Review?

Yes, some development projects are required to undergo Design Review, these include:

- Downtown Projects*
- Public projects and structures
- Skywalks over a public right-of-way
- Public sidewalk encroachments (permanent- does not include sidewalk cafes, etc.)
- Projects seeking a Design Departure
- Mini-storage facilities*

Additionally, the Action Approving Authority (either the Planning Director or the Hearing Examiner) may request the advice of the Design Review Board for some projects.

**Not every project in this category requires Design Review. See application handbook for details.*



Are Design Review recommendations binding?

While Design Review is an advisory process, the Hearing Examiner or Planning Director may add the recommendations as a condition of permit approval. Further, if the Design Review Board approves a recommendation unanimously, it will be added as a condition of the permit.

What are the two types of Design Review?

Staff-level Abbreviated Review

The Design Review of projects conducted by City of Spokane urban design staff. The recommendation(s) from such a review are subject to amendment and approval by the Chair of the Design Review Board. These reviews do not require public meetings or notices. Projects that may qualify for such a review are routine in nature and clearly meet all applicable Design Standards and Design Guidelines.

Board-level Standard Review

The Design Review of projects conducted by the Design Review Board. Such a review uses a 2-Phase process that can often be completed in two public meetings, though the fee covers up to three public meetings. The 2-Phase process starts with a Collaborative Workshop, typically when a proposed project is in its schematic design stage. The review of a proposed project is concluded with a final Recommendation Meeting, typically held before an applicant begins the project's construction documents.

	Abbreviated Review	Standard Review
How long does Design Review take?	3 weeks	7 weeks minimum*
How much does Design Review cost?	\$600	\$1,275

*note: an applicant has as much as 12 months to complete a Standard Review, and may ask for a 6-month extension.

Projects Eligible for Design Review

Public Projects & Structures

Including but not limited to:

- Public/ Charter Schools
- Libraries
- Parks
- Public Infrastructure



Skywalks

Skywalks over public rights-of-way



Public Sidewalk Encroachments

Including but not limited to:

- Loading Docks
- Plaza-like Improvements
- Public Art Installations



Projects Seeking a Design Departure

Projects seeking a design departure (see [SMC 17G.030](#))

Note: within Centers & Corridors zones, requests for deviations from the Design Standards and Guidelines for Centers and Corridors.



Certain Downtown Projects

Projects within downtown zones:

Within the Gateway Areas:

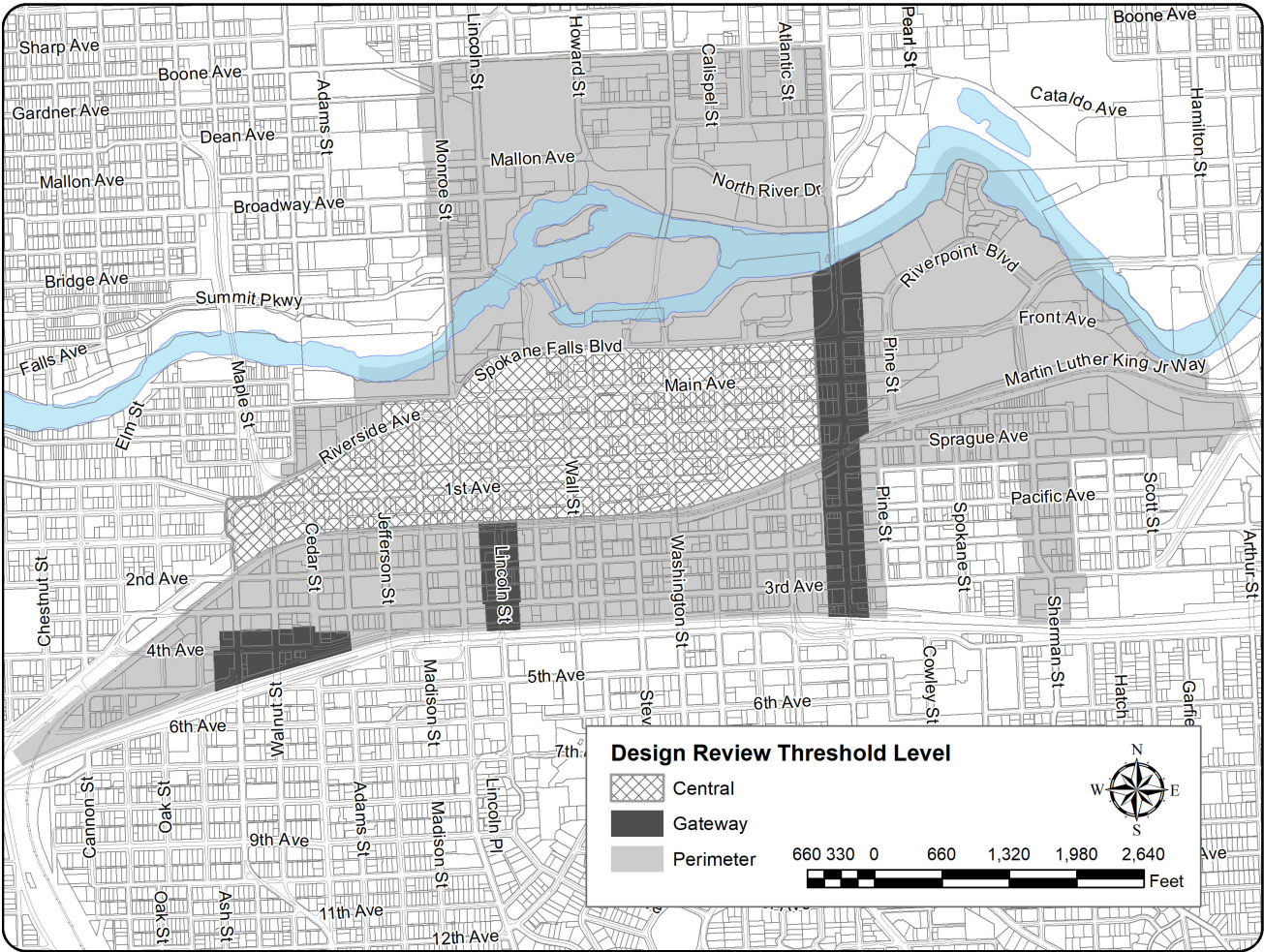
- All new buildings and structures.
- Modification of more than twenty-five percent (at minimum three hundred square feet) of a building façade fronting on a designated gateway street or within one hundred feet of an intersection with a gateway street.

Within the Central Area:

- New buildings and structures greater than twenty-five thousand square feet.
- Modification of more than twenty-five percent (at minimum three hundred square feet) of a building façade visible from an adjacent street.

Within the Perimeter Area:

- New buildings and structures greater than fifty thousand square feet.
- Modification of more than twenty-five percent (at minimum three hundred square feet) of a building façade visible from an adjacent street.



Mini-Storage Facilities

Mini-storage facilities adjacent or across the right-of-way from residentially zoned properties- see [SMC 17C.350.040](#).

At Request of Decision Making Authority

Any development proposal the Planning Director, or Hearing Examiner requests to have the board's advice pertaining to any design elements.



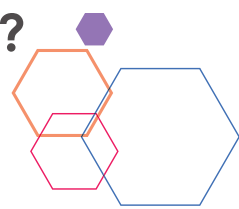
As Required by Unified Development Code

Other developments or projects listed within the Unified Development Code that require design review.

Plans & Code Revisions at Request of Plan Commission

Any planning study about which the Plan Commission or the Planning Director wishes advice from the Board pertaining to any design elements.

My project requires design review. Now what?



How to Prepare for Meetings with the Board

A pre-development conference is highly recommended. These no cost optional meetings allow the owner and/or owner’s agent(s) to meet with staff to discuss preliminary design and/or construction issues. For more information visit <https://my.spokanecity.org/business/commercial/permit-process/>

Begin the application process when the project is in Design Development. A checklist of all required documents and plans can be found on page XX of the handbook. These documents must be combined into a single PDF, as well as printed in 11x17 booklets. Please see checklist for more details.

Applications are included in this handbook and are available on the [Design Review Board website](#) under “Items of Interest.” Staff will schedule the meeting after a completed application and submittal packet have been received and deemed counter-complete. The Chair of the Neighborhood Council in which the project is proposed will also be notified of any pending workshop/meeting.

Fees

Design Review will typically be completed within two meetings with the Board. However, occasionally an interim or follow up meeting will be requested with the Board. The Standard Design Review Board Fee will cover up to 3 meetings. On the rare occasion that it is necessary to request additional meetings before the project may be forwarded for permitting, additional fees will be collected per additional meeting.

Contact Urban Design Staff

At any point during the meeting preparation, please feel free to contact Urban Design staff with any questions or clarifications.

Meeting Format

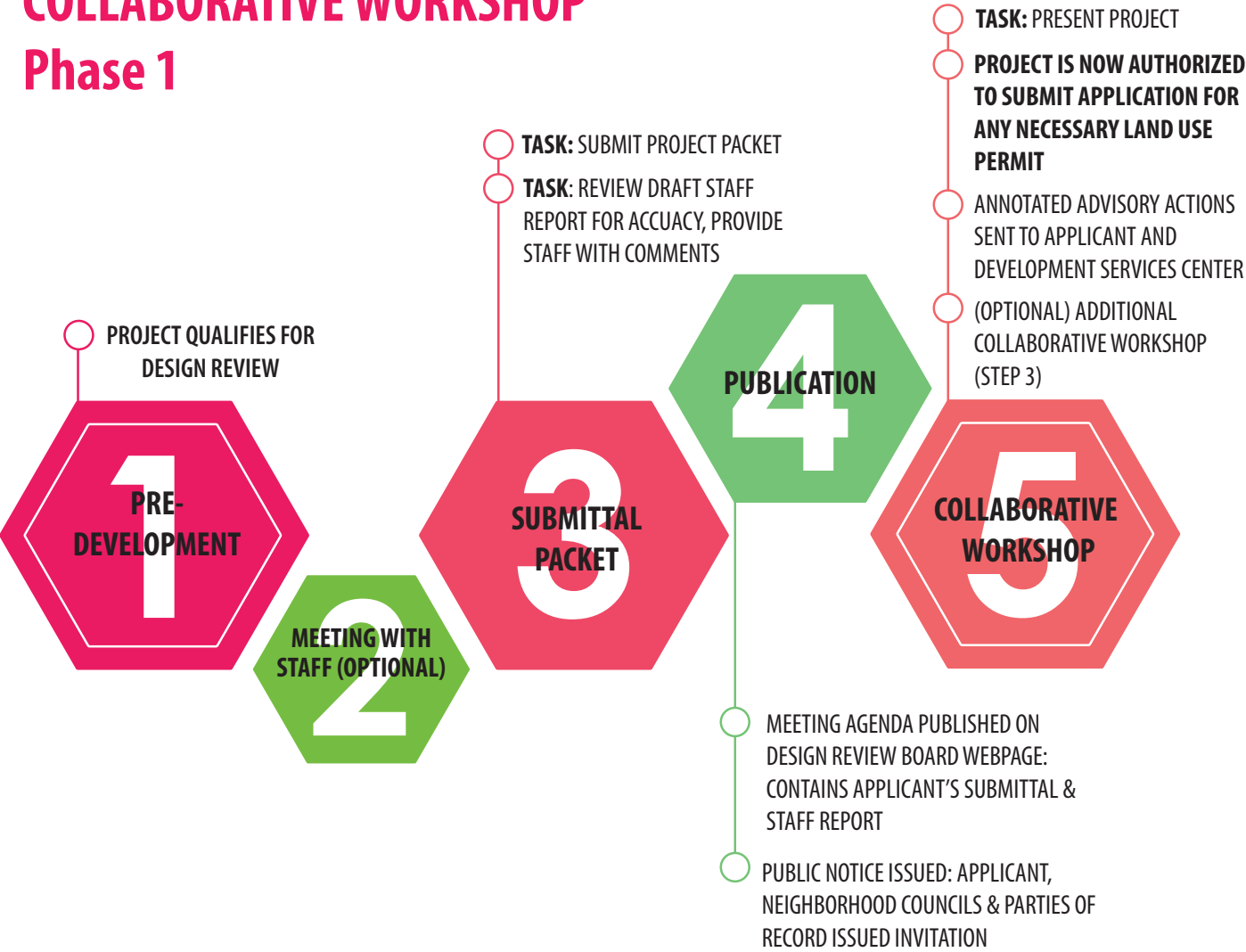
- The meeting will begin at 5:30 PM.
- Roll call and preliminary business
- Design Review Workshop
 - Staff Presentation of base information (zoning, character areas, adjacent structures and significant features, etc) and offer the Board any topics for consideration.
 - Applicant Presentation. This presentation is intended to share the project background, intent, design inspiration, and to ask for specific project guidance. The applicant is discouraged from re-presenting their application packet to the board.
 - Board Discussion
 - Crafting of Advisory Actions/Recommendations
- Board Business
- Adjourn

Please see the Standard Board Review flow chart on the following page for additional information.

DESIGN REVIEW PROCESS

STANDARD BOARD REVIEW

COLLABORATIVE WORKSHOP Phase 1

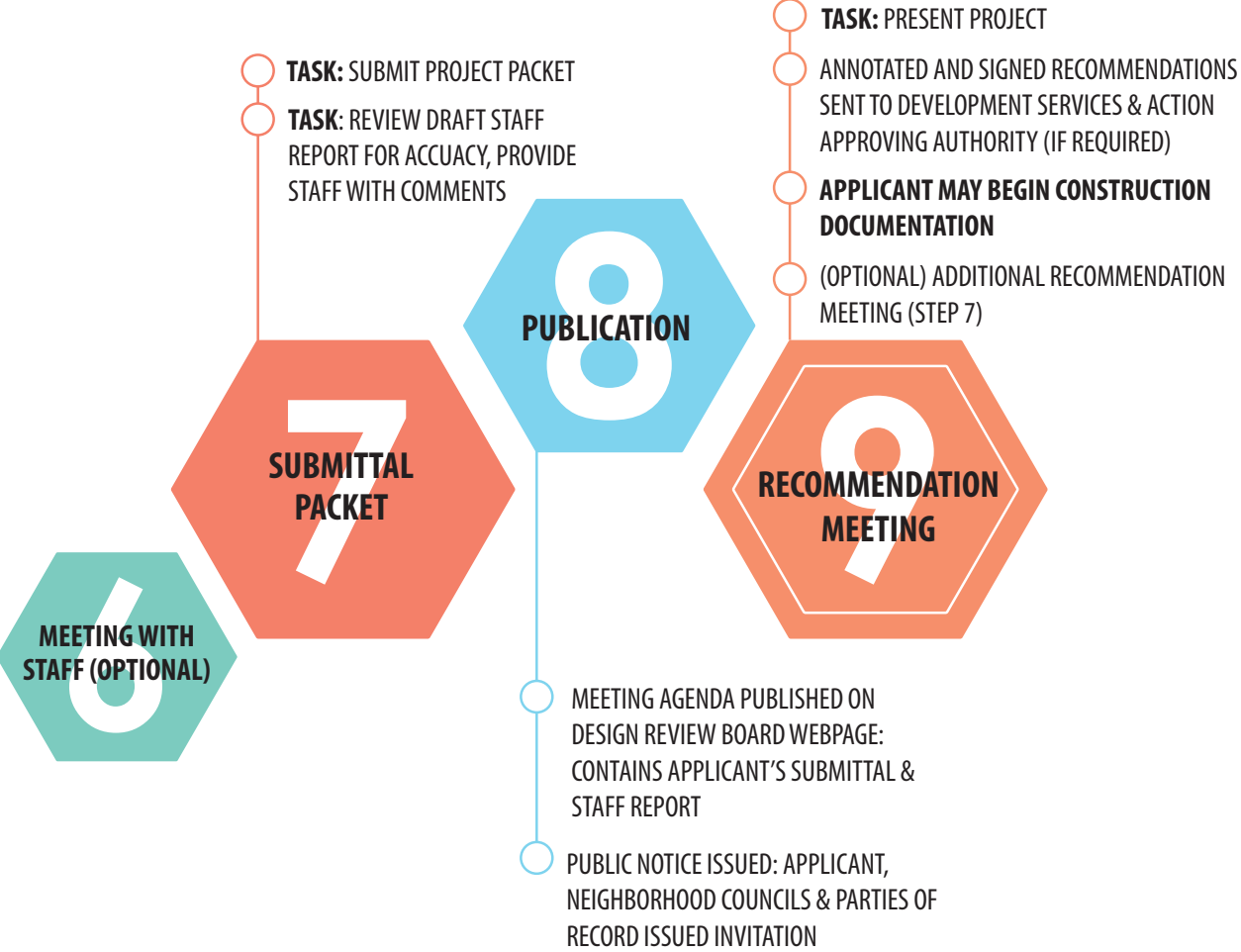


SCHEMATIC DESIGN



DESIGN DEVELOPMENT

RECOMMENDATION MEETING Phase 2



Program Review/

Collaborative Workshop(s)

This phase must occur prior to permit application. The Collaborative Workshop is an opportunity for proponents to share preliminary information about their proposal early in the design process before any major decisions have been made. The meeting is open to the public, and citizens are invited to offer comments to help guide design decisions that will respect and build on the positive aspects of the neighborhood. During the meeting the Board will identify design guidelines or criteria of highest priority. At the close of the workshop the DRB will prepare a set of Advisory Actions to assist the proponent as they continue to design their project.

Recommendation Meeting(s)

After the project design has been refined to respond to the Advisory Actions, and other applicable permitting requirements, proponents may schedule a recommendation meeting with the DRB. At this meeting the Board will review public comments on the project's design, the reponses to the Advisory Actions from the Collaborative Workshop, and the staff's review of the design with regard to the design criteria. At the close of the recommendation meeting the DRB will prepare a report or recommendation regarding the proposal's consistency with applicable design guidelines and will forward its report or recommendation to the action approving authority(ies).

Additional Meetings

For projects of greater complexity it may be desirable to schedule an interim review prior to the board's Recommendation Meeting.

In some instances, a follow up meeting to the Recommendation Meeting may be requested as a condition of approval in order to verify specific design details. This may be determined by the the project proponent, the DRB, or by Urban Design staff.

Staff Report

A staff report including a summary of applicable criteria will be available the week prior to each board meeting. The staff report may include staff's analysis and recommendations regarding whether the proposal achieves the criteria.

Design Review Board Recommendations

DRB Advisory Actions and Recommendations from all meetings will be elaborated upon by Urban Design staff and sent to the project proponent. The Recommendation Meeting findings as well as any findings from follow up meetings will also be posted on the City's Design Review webpage and sent to the Planning Director and applicable permitting officials.

The Design Review Board Chair will conduct the meeting. The board may review up to two projects in an evening and most projects are allocated a one hour time slot. As a general guideline, a proponent will be granted 15-20 minutes to make a presentation after a brief project overview by staff. This will ensure adequate time for board member comments and a dialog with the designer/developer. A presentation should concentrate on a project's main points as details may emerge during the discussion. Please ensure that graphic materials can be read from across a room. A PowerPoint presentation may be useful.



Design Review

Standard Review Checklist

This checklist includes all of the required information for submitting a review with the Design Review Board. Applications will not be processed, and a Board workshop will not be scheduled, until all of the following information is submitted and determined "Counter Complete." Completed application and submittal materials are due 21 days in advance of desired meeting date.

Phase 1: Program Review/Collaborative Workshop

Materials Required:

- ❑ (1) Scalable concept plan (minimum 22 x 34, ANSI D)
- ❑ (3) 11x17 sets of all required submittal materials.

Digital versions of materials are required; the preferred file types are .pdf and .jpg.

Written Project Summary

- ❑ Describe design partii, goals, site opportunities and constraints, site character, architectural character, and how the project fits within the local context.
- ❑ Statement of development objectives. For example include building square footage and approximate number of residential units (if applicable).
- ❑ Note how the proposal addresses issues in the Comprehensive Plan and any other applicable design plans or guidelines; i.e. The Downtown Plan and Design Guidelines.
- ❑ Describe any proposed departures from design standards and note how the proposed alternatives are equal to or better than the standard.
- ❑ Description of Design Evolution. Describe what design alternatives have been explored, why choices have been made, and any limiting factors. This description can be written and/or graphic.

Context Analysis

- ❑ Vicinity Map. Note public viewpoints and major traffic corridors from which the site is visible.
- ❑ Photos of adjacent properties and streetscape(s) – show both sides of street.
- ❑ Aerial photograph showing site and all surrounding properties within 200'.
- ❑ On the graphics above identify pedestrian, bike and auto circulation patterns, zoning, topography, street names, any major building names, and surrounding development (including streetscape improvements such as overhead weather protection, bus stops, bicycle racks, landscaping, specialty paving, etc.).

Site Analysis

- ❑ Scalable plan or preferably an aerial photo denoting existing conditions including topography, healthy trees, substantial vegetation, significant land forms, rock outcroppings, existing structures, curb line, streetscape improvements, above ground utilities, hydrants, or other prominent elements on or abutting the site.

- ❑ Site photos

On the graphics above, identify access opportunities and constraints as well as important views to and from the site.

(continued on next page)



Design Review

Standard Review Checklist

Concept

- ❑ Concept plan (scalable). A generalized massing, bulk and orientation study of the proposed program elements and site access, preferably superimposed over an aerial photograph. All required setbacks, and all elements required by zoning code such as street trees, sidewalks, required landscape areas, or parking requirements shall be shown on this plan.
- ❑ For proposed buildings over 150' height provide a graphic showing how the proposal will fit within Spokane's skyline. Perspective can be from either north or south of the City.

Not required, but always welcome:

- ❑ Rough sketches of concept alternatives. Axonometric or other 3-d drawing, models, or cross sections ideally showing surrounding context.
- ❑ Conceptual building elevations (scalable).

Phase 2: Recommendation Meeting

Materials Required:

- ❑ (1) Scalable concept plan
 - Minimum 22 x 34, ANSI D
- ❑ (1) Scalable Site Plan – including bldg. footprints, hardscape, lighting, signage and streetscape elements.
- ❑ (1) Conceptual Planting Plan- indicate required Landscape Buffer types (L1, L2, L3) and street tree locations and types (Class I,II, III or IV)
 - Minimum 22 x 34, ANSI D
- ❑ (3) 11x17 sets of all required submittal materials

Digital versions of materials are required; the preferred file types are .pdf and .jpg.

Written Project Summary

- ❑ Note any changes to the project since the Collaborative Workshop.
- ❑ Describe how the project addresses the direction given by the DRB at the Collaborative Workshop.

Site Design

- ❑ Scalable Site Plan – including bldg. footprints, hardscape, lighting, signage and streetscape elements.
- ❑ Conceptual Grading Plan (unless grades are provided on site plan)
- ❑ Axonometric 3-D drawing or Site Cross Sections to show massing and spatial relationships between major site elements and all surrounding properties within 200' (bldgs., trees, berms, light standards, streets, etc.). Cross sections are preferred for projects on steep slopes.

Building Design

- ❑ Building Elevations – full building.
- ❑ Building Elevations –scalable- street level (first 3 to 4 floors)
- ❑ Schematic Floor Plans - when/if germane to achieving a design objective.

Design Details

- ❑ Signage (including site wayfinding signage)
- ❑ Lighting- on site and building exterior, provide night time rendering where appropriate.
- ❑ Exterior materials- indicate color, texture, pattern, materials, illustrations or submittals.

Abbreviated Design Review Process

Projects of routine nature that clearly meet all applicable design standards and guidelines may be eligible for an Abbreviated Design Review with concurrence from the Design Review Board Chair. If you would like to determine whether your project qualifies for an administrative review, please contact Urban Design staff during the concept phase of your project.

Abbreviated Application

The submittal materials must show that the project is generally consistent with applicable permitting requirements, policies and design guidelines. After the application has been submitted, staff will review the project and prepare a staff report. If necessary, any areas in which the project does not appear to meet zoning codes, design standards, policies or guidelines, will be identified and forwarded to the applicant. The applicant may decide to revise the design to better meet the intent of adopted policies or guidelines before the application is forwarded to the DRB Chair.

Chair Review

After the application has been reviewed by the chair, the chair may accept the recommendations in the staff report, modify the recommendations, or decide that the project warrants review by the full board.

Abbreviated Design Review Recommendation

Administrative recommendations will be forwarded to the project applicant, the Planning Director, applicable permitting officials, and posted on the City's Design Review webpage. The recommendation may be appealed to the full board.

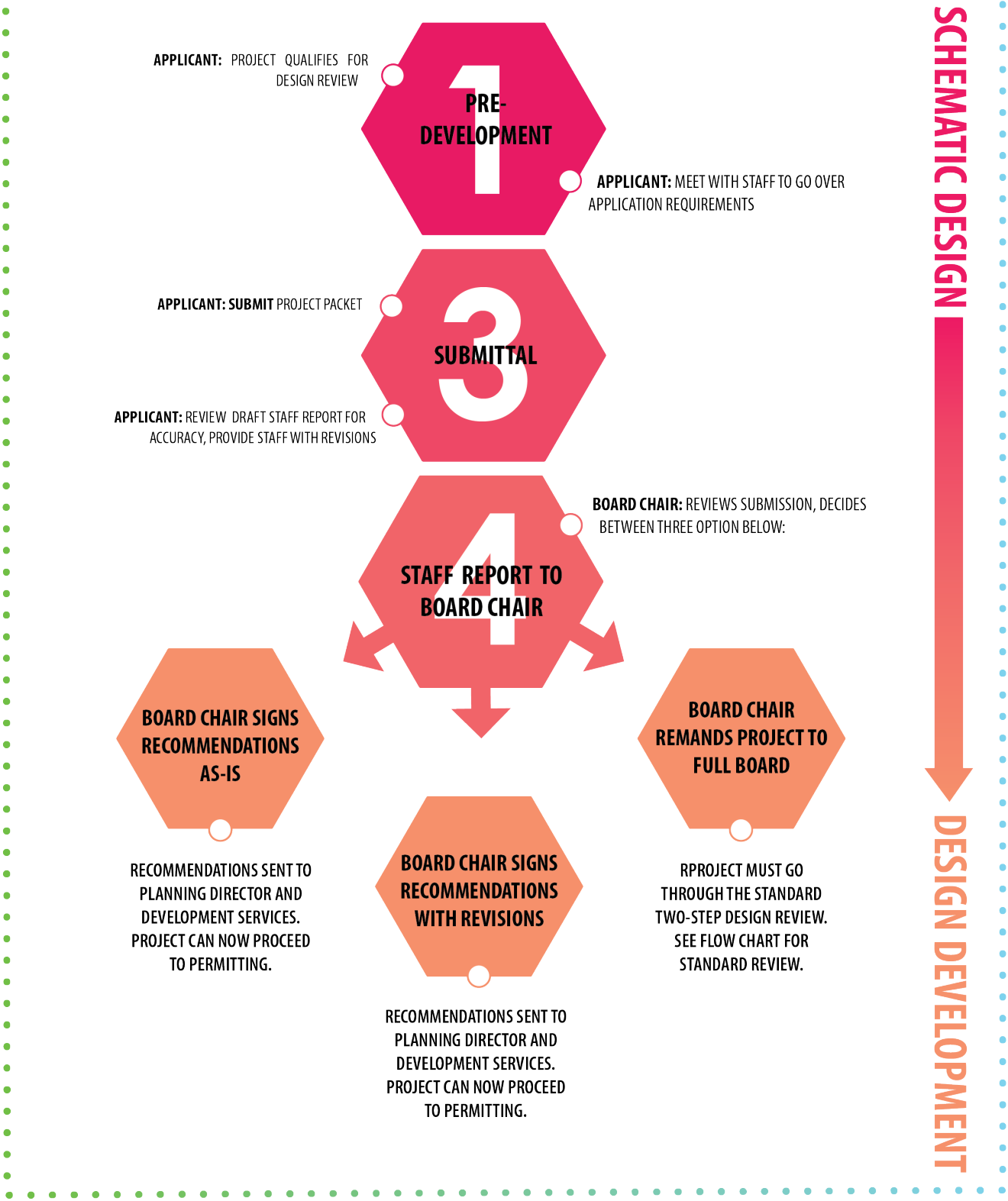
Fees

If the project is forwarded to the full board, then additional fees will be required to equal the Standard Design Review Board fee.

Please see the Administrative Review flow chart on the following page for additional information.

DESIGN REVIEW PROCESS

ADMINISTRATIVE REVIEW





Design Review

Abbreviated Review Checklist

This checklist includes all of the required information for submitting an ABBREVIATED review from the Design Review Board. Applications will be processed when all of the following information is submitted and determined "Counter Complete."

Materials Required:

- Full sized scalable site plan
 - (3) 11x17 sets of all required submittal materials.
- Digital versions of materials are required and the preferred file types are .pdf and .jpg.

Written Project Summary (1-2 pages max. 12 pt. font)

- Statement of development objectives. For example include building square footage and approximate number of residential units (if applicable).
- Describe design goals, site opportunities and constraints, site character, architectural character, and how the project fits within the local context.
- Note how the proposal addresses issues in the Comprehensive Plan and any other applicable design plans or guidelines (i.e., the Downtown Plan and Design Guidelines).
- List any proposed departures from design standards.
- Description of Design Evolution. Describe what design alternatives have been explored, why choices have been made, and any limiting factors. This description can be written and/or graphic.

Site/Context Analysis

- Vicinity Map – Note public viewpoints and major traffic corridors from which the site is visible.
- Photos of site, adjacent properties and streetscape(s).
- Aerial photograph showing site and all surrounding properties within 200'.
On the graphics above identify topography, healthy trees, substantial vegetation, significant land forms or rock outcroppings, street names, any major building names, pedestrian, bike and auto circulation patterns, zoning, surrounding development (including streetscape improvements such as overhead weather protection, bus stops, bicycle racks, landscaping, specialty paving, etc.), or any other significant elements on or abutting the site.

Site Design

- Site Plan – bldg. footprints, hardscape, lighting, signage and streetscape elements. All required setbacks, and all elements required by zoning code such as street trees, sidewalks, required landscape areas, or parking requirements shall be shown on this plan.
- Conceptual Planting Plan.
- Conceptual Grading Plan.
- Axometric 3-D drawing or Site Cross Sections to show massing and spatial relationships between major site elements and all surrounding properties within 200' (bldgs., trees, berms, light standards, streets, etc.). Cross sections are preferred for projects on steep slopes.

Building Design

- Building Elevations – entire building, to scale.
- Building Elevations - street level (first 3 to 4 floors), to an enlarged scale.
- Schematic Floor Plans - when/if germane to achieving a design objective.

Design Details

- Signage.
- Lighting.
- Color, texture, pattern, materials, illustrations or submittals.



Design Review

APPLICATION

NOTE: applicant must meet with urban design staff for a "counter-complete" review prior to submitting application.

NAME OF PROJECT:	
ADDRESS:	
TYPE OF PROJECT (select all that apply):	
<input type="checkbox"/> Design Review	
<input type="checkbox"/> Design Departure	
FEES:	
Abbreviated Review	Standard Review
<input type="checkbox"/> \$600	<input type="checkbox"/> \$1275

APPLICANT:	
Name:	
Address:	
Phone (home):	Phone (work):
Email address:	
PROPERTY OWNER:	
Name:	
Address:	
Phone (home):	Phone (work):
Email address:	
AGENT:	
Name:	
Address:	
Phone (home):	Phone (work):
Email address:	

REPRESENTATIVE SIGNATURE:	DATE:

DEPARTMENT USE ONLY:
Submittal Date:
Accepted as Complete:
Design Review Committee Meeting Date: