Spokane Design Review Board

Wednesday, July 26, 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 2) Roll Call 3) Changes to the Agenda?	Chair Dean Gunderson Chair

Workshop:

5:40 – 6:45	4) Staff Presentation on State Legislation changes affecting design review	Dean Gunderson

Board Business:

6:45 – 7:00	5) Approve Minutes from June 28, 2023 6) Old Business 7) New Business 8) Chair Report 9) Secretary Report 10) Other 11) Adjourn	Chair Chair Dean Gunderson

The next Design Review Board meeting is scheduled for Wednesday, August 09, 2023**.**

The password for City of Spokane Guest Wireless access has been changed:
Username: COS Guest
Password: K8vCr44y

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Tribal Conference Room in the first-floor lobby of City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

The Design Review Board meeting will be held in a hybrid format

Participants are able to join the meeting in-person 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

Microsoft Teams meeting

Join on your computer, mobile app or room device
Click here to join the meeting
Meeting ID: 217 031 808 802
Passcode: ezHKG2
Download Teams | Join on the web
Join with a video conferencing device
cityofspokane@m.webex.com
Video Conference ID: 113 823 294 1
Alternate VTC instructions
Or call in (audio only)
+1 323-618-1887,,984127057#   United States, Los Angeles
Phone Conference ID: 984 127 057#
Find a local number | Reset PIN
Learn More | Meeting options

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 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.

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
   o Staff report on the item, giving findings of fact. Presentation will be kept to 5-10 minutes.

   Applicant Presentation
   o Chair invites the applicant(s) to introduce the project team and make a 10-15 minute presentation on the project.

   Public Comment

   DRB Clarification
   o Chair may request clarification on comments.

   Design Review Board Discussion
   o 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.
   o The Chair will formally close public comments (unless motioned otherwise).
   o 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
   o Chair asks whether the DRB is ready to make a motion.
   o Upon hearing a motion, Chair asks for a second. Staff will record the motion in writing.
   o Chair asks for discussion on the motion.
   o Chair asks the applicant if they would like to respond to the motion.
   o After discussion, Chair asks for a vote.

   Design Review Board Follow-up
   o 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.
   o 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.

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 28, 2023
Hybrid City Hall Tribal Room/Teams
Meeting called to order at 5:30 PM by Mark Brower

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

Changes to Agenda:
- None

Workshop:
1. **Collaborative Workshop for Adams Elementary School Replacement**
   - Staff Report: Taylor Berberich
   - Applicant Presentation: Melissa McFadgen, NAC Architecture & Greg Forsyth, Spokane Public Schools
   - Questions asked and answered
   - Public comments were solicited, public comment period was closed
   - Discussion ensued
   - Drew Kleman made a motion to approve the recommendations as read, Chuck Horgan seconded. Motion passed (6/0, 1 recusal). See Supplement A for more information.
     - Note: Chad Schmidt recused himself from discussion and voting on the motion, as his architectural firm is under contract to design the project.

Board Business:

Approval of Minutes: Chad Schmidt made a motion to approve the minutes from the May 10, 2023 meeting approved; Drew Kleman seconded. Motion passed unanimously.

Old Business:
- None

New Business:
- None

Chair Report – Mark Brower
- None

Secretary Report – Dean Gunderson
- Dean reported that the revised Design Review handbook will be presented for board approval at a future meeting along with updates on recently passed state legislation on housing.
- One new project - the Law & Justice Building – may be appearing for full board review in the future.
- Dean reported on a presentation he gave on Design Review at the Congress for the New Urbanism Conference in Charlotte, North Carolina last month.

Meeting Adjourned at 7:23 PM

Next Design Review Board Meeting scheduled for Wednesday, July 12, 2023

Adams Elementary School

1 - Program Review/Collaborative Workshop

June 28, 2023

	From:	To:	CC:
	Design Review Board Mark Brower, Chair c/o Dean Gunderson, DRB Secretary Planning and Economic Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	**Greg Forsyth**, Spokane Public Schools **Melissa McFadgen**, NAC Architecture	**Spencer Gardner**, Planning Director **Tami Palmquist**, Development Services Director

Based on review of the materials submitted by the Applicant and discussion during the June 28, 2023 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. **The Applicant should continue investigating the opportunity to provide non-motorized access through the site along the vacated Fiske right-of-way (ROW).**

   Please see the following Comprehensive Plan Goals and Policies: LU 1.1 Neighborhoods, LU 1.12 Public Facilities and Services, LU 4.4 Connections, LU 6.2 Open Space, LU 6.3 School Locations, LU 6.5 Schools as a Neighborhood Focus, TR GOAL A: PROMOTE A SENSE OF PLACE, TR GOAL B: PROVIDE TRANSPORTATION CHOICES, TR GOAL C: ACCOMMODATE ACCESS TO DAILY NEEDS AND PRIORITY DESTINATIONS, TR 5 Active Transportation, TR 7 Neighborhood Access, TR 14 Traffic Calming, NE 13.1 Walkway and Bicycle Path System, N 2.1 Neighborhood Quality of Life, N 4.1 Neighborhood Traffic Impact, N 4.5 Multimodal Transportation, and N 4.6 Pedestrian and Bicycle Connections.

   Please see the following goals of the Pedestrian Master Plan: Goal 1 – Well Connected and Complete Pedestrian Network, and Goal 4 – Safe and Inviting Pedestrian Settings.

   Please see the following Design Guidelines for Public Projects: A-2 Provide a Sustainable Framework, A-3 Accommodate the Multi-modal Transportation Network, B-4 Universal Design, C-3 Develop Pedestrian-Oriented Spaces Along Street Frontages, C-4 Provide High Quality Walkable Design for the Public Realm, and E-1 Maximize Pedestrian Access to the Building and Site.

2. **The Applicant is strongly encouraged to retain existing mature trees where feasible.**

   Please see the following Comprehensive Plan Goals and Policies: LU 5.1 Built and Natural Environment, LU 5.2 Environmental Quality Enhancement, LU 6.2 Open Space, DP 2.6 Building and Site Design, and DP 2.15 Urban Trees and Landscape Areas.

   Please see the following Design Guidelines for Public Projects: A-2 Provide a Sustainable Framework, A-4 Design for Change, B-1 Provide Elements that Define the Place, B-5 Provide Inviting and Usable Open Space, C-4 Provide High Quality Walkable Design for the Public Realm, C-5 Provide Appropriate Weather Protection, and E-2 Minimize the Impact of Parking Facilities Along Street Frontages.

3. **The Board supports the Applicant's intent to utilize clusters of trees in lieu of City standard street tree configuration. The Applicant is strongly encouraged to find opportunities to increase the quantity of trees above those otherwise required by code.**

    Please see the following Comprehensive Plan Goals and Policies: *LU 5.1 Built and Natural Environment, LU 5.2 Environmental Quality Enhancement, LU 6.2 Open Space, DP 2.6 Building and Site Design, and DP 2.15 Urban Trees and Landscape Areas.*

    Please see the following Design Guidelines for Public Projects: *A-2 Provide a Sustainable Framework, A-4 Design for Change, B-1 Provide Elements that Define the Place, B-5 Provide Inviting and Usable Open Space, B-6 Enhance the Building and Site with Landscaping, C-3 Develop Pedestrian-Oriented Spaces Along Street Frontages, C-4 Provide High Quality Walkable Design for the Public Realm, C-5 Provide Appropriate Weather Protection, and E-2 Minimize the Impact of Parking Facilities Along Street Frontages.*

4. **The Applicant shall return with street level perspectives of the project that capture pedestrian and vehicular views from the public realm.**

    Please see the following Comprehensive Plan Goals and Policies: *LU 1.1 Neighborhoods, LU 1.12 Public Facilities and Services, LU 6.5 Schools as a Neighborhood Focus, TR GOAL A: PROMOTE A SENSE OF PLACE, TR GOAL C: ACCOMMODATE ACCESS TO DAILY NEEDS AND PRIORITY DESTINATIONS, DP 1.2 New Development in Established Neighborhoods, DP 2.6 Building and Site Design, NE 13.1 Walkway and Bicycle Path System, and N 2.1 Neighborhood Quality of Life.*

    Please see the following goals of the Pedestrian Master Plan: *Goal 1 – Well Connected and Complete Pedestrian Network, and Goal 4 – Safe and Inviting Pedestrian Settings.*

    Please see the following Design Guidelines for Public Projects: *D-2 Design a Well-Proportioned and Unified Building/Structure/Site, and D-4 Design with a Legible Parti.*

5. **The Board appreciates the Applicant's intent to soften the grades around the perimeter of the site and provide adequate pedestrian queuing space at Regal St. & 37th Ave.**

    Please see the following Comprehensive Plan Goals and Policies: *LU 1.1 Neighborhoods, LU 1.12 Public Facilities and Services, LU 5.1 Built and Natural Environment, LU 5.2 Environmental Quality Enhancement, LU 6.2 Open Space, TR GOAL A: PROMOTE A SENSE OF PLACE, TR GOAL C: ACCOMMODATE ACCESS TO DAILY NEEDS AND PRIORITY DESTINATIONS, DP 1.2 New Development in Established Neighborhoods, DP 2.6 Building and Site Design, DP 2.15 Urban Trees and Landscape Areas, N 2.1 Neighborhood Quality of Life, and N 4.1 Neighborhood Traffic Impact.*
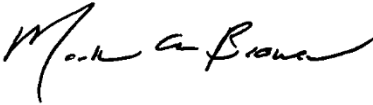
    Please see the following Design Guidelines for Public Projects: *A-2 Provide a Sustainable Framework, A-3 Accommodate the Multi-modal Transportation Network, B-4 Universal Design, C-3 Develop Pedestrian-Oriented Spaces Along Street Frontages, C-4 Provide High Quality Walkable Design for the Public Realm, and E-1 Maximize Pedestrian Access to the Building and Site.*

6. **The Applicant is strongly encouraged to continue investigating options to soften the vehicle pull-out area on 36th Ave. through landscaping, hardscape material change, or other designs.**

Please see the following Comprehensive Plan Goals and Policies: *LU 1.1 Neighborhoods, LU 1.12 Public Facilities and Services, LU 6.3 School Locations, TR GOAL A: PROMOTE A SENSE OF PLACE, DP 1.2 New Development in Established Neighborhoods, DP 2.3 Design Standards for Public Projects and Structures, DP 2.6 Building and Site Design, and N 2.1 Neighborhood Quality of Life.*

Please see the following Design Guidelines for Public Projects: *A-2 Provide a Sustainable Framework, A-3 Accommodate the Multi-modal Transportation Network, B-4 Universal Design, C-3 Develop Pedestrian-Oriented Spaces Along Street Frontages, C-4 Provide High Quality Walkable Design for the Public Realm, and E-1 Maximize Pedestrian Access to the Building and Site.*

Advisory actions were passed by a vote of 6 to 0 with 1 abstention.

Mark Brower, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.