

Design Review Board - Meeting Minutes

July 11, 2018

Meeting called to order at 5:30 PM

Attendance

- Board Members Present: Steven Meek - Chair, Dave Buescher, Anne Hanenburg, Ted Teske, Kathy Lang (CA Liaison), Alex Maxwell, Ryan Leong
- Board Members Not Present: Charlene Kay
- Quorum present: Yes
- Staff Present: Dean Gunderson

Briefing Session:

1. **Chair Report:** No report.
2. **Secretary Report:** No report.
3. **Approval of Minutes:** Motion to approve meeting minutes for June 27, 2018 made by Dave, seconded by Anne. Approved unanimously 7/0.
4. **Old Business:** Vote to approve the Recommendation and Advisory Actions from the last meeting now that a quorum is present.
 - US Pavillion - Motion to approve made by Ted, seconded by Dave: Passed unanimously 7/0
 - Father Bach Haven V - Motion to approve made by Anne, seconded by Ted: Passed unanimously 7/0
5. No New Business
6. No Changes to Agenda

Workshop:

7. **Review of the 2 Step Review Process** - Handbook states what an applicant needs to provide at initial workshop. This is being reviewed to determine if the written process in the handbook is sufficient or if revisions need to be made to the process itself.
 - **Staff Report:** Dean Gunderson - City of Spokane
 - Presented information gathered by obtaining feedback from staff who were involved in the former single-step process and also from the two applicants that the board felt didn't provide enough information for them to make advisory actions.
 - Discussion ensued regarding the process and ways to make it most efficient for all involved.
 - Dean will talk to senior staff regarding the modifications to applications.

Meeting adjourned at 6:15 p.m.

Next Design Review Board meeting is scheduled for **July 25, 2018**