design review application handbook

Contents

Design Review Information

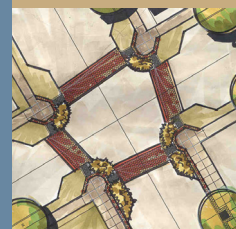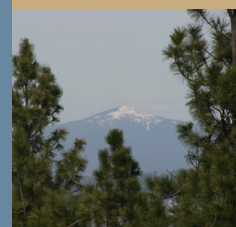## Forms

Standard Board Review
Application
Step 1 - Materials Checklist
Step 2- Materials Checklist

Administrative Design Review
Application
Materials Checklist

January 2010

REVISED:
February 2012

CITY OF
SPOKANE

Design Review Information

This handbook is intended to help orient project applicants to design review in the City of Spokane and includes information on the Standard Board Review process as well as the more abbreviated Administrative 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.

Projects Requiring Design Review

Generally, projects subject to design review include public projects or private projects that have an impact on the public realm. Projects requiring design review are listed in the Spokane Muncipal Code Chapter 17G.040 Design Review Board. General categories are noted below along with the criteria that will be considered during design review.

Public Projects

-Public Project Design Guidelines
-Comprehensive Plan (Revised 4/11)

Downtown Projects

-Downtown Design Guidelines (12/09)
-Fast Forward Spokane - Downtown Plan Update (12/09)
-Comprehensive Plan (Revised 4/11)

Shoreline Conditional Use Permit

-SMC 17E.060.800 Design Standards and Guidelines "Considerations" (7/10)
-Shoreline Master Program (7/10)
-Comprehensive Plan (Revised 4/11)

Skywalk over a Public Right of Way

-Skywalk Design Guidelines
-Comprehensive Plan (Revised 4/11)

Design Departures per SMC Design Departures Section 17G.030.030 Review Process

The purpose or intent of the "design standard" from which the applicant is requesting flexibility. *Code design standards are a subset of the codes followed by (R) or (P). The board may recommend flexibility from these standards if it is agreed that the proposed alternative is equal or better than the written standard and the purpose has still been satisfied.*
-Comprehensive Plan (Revised 4/11)

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 Design Review Board.

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 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 17D.040.210, 17D.040.240 or 17D.040.270. 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 apply for the "Recommendation Meeting" until a final decision has been made to award the vacation.

2-Step Standard Board Review & Administrative Design Review

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

For More Information Please Contact:

Planning Services - Urban Design Office
PH: 509-625-6082

Or visit our website at:
www. spokaneplanning.org/designreview.html

Design Review Information
Standard Design Review Board Process

It is a goal of the Design Review Board to work in partnership with designers and developers to help implement the City's adopted plans and design guidelines as well as to identify and help resolve any design issues that may be of concern to the broader community. Therefore, it is important that design review begin early in the design process while there is still flexibility and any necessary changes are still relatively easy. To assist project proponents, the Design Review Board offers a Collaborative Workshop prior to the Recommendation Meeting as part of its standard two-step process.

Step 1 - Program Review/Collaborative Workshop
This step must occur prior to permit application. The Collaborative Workshop is an opportunity for project applicants to share preliminary information about the 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.

Step 2 - Recommendation Meeting
After the project design has been refined to respond to the prioritized design guidelines 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 summary recommendations 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.

Additional Meetings
For projects of greater complexity it may be desirable to schedule an interim review prior to the board's Recommendation Meeting. Or, 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 applicant, the DRB, or by Urban Design staff.

Meeting Times
The DRB meets twice monthly on the 2nd and 4th Wednesdays at 5:30pm, in the Council Briefing Center at City Hall.

Staff Report
A staff report including a summary of applicable criteria will be available seven days 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 recommendations from all meetings will be summarized by Urban Design staff and sent to the project applicant. 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.

How to Schedule a Review
Applications are included in this packet and are available through Spokane's Urban Design Office. After a completed application including drawings, photos, and fees has been received, staff will schedule the meeting. If applicable, staff will notify the adjoining Neighborhood Council Chair.
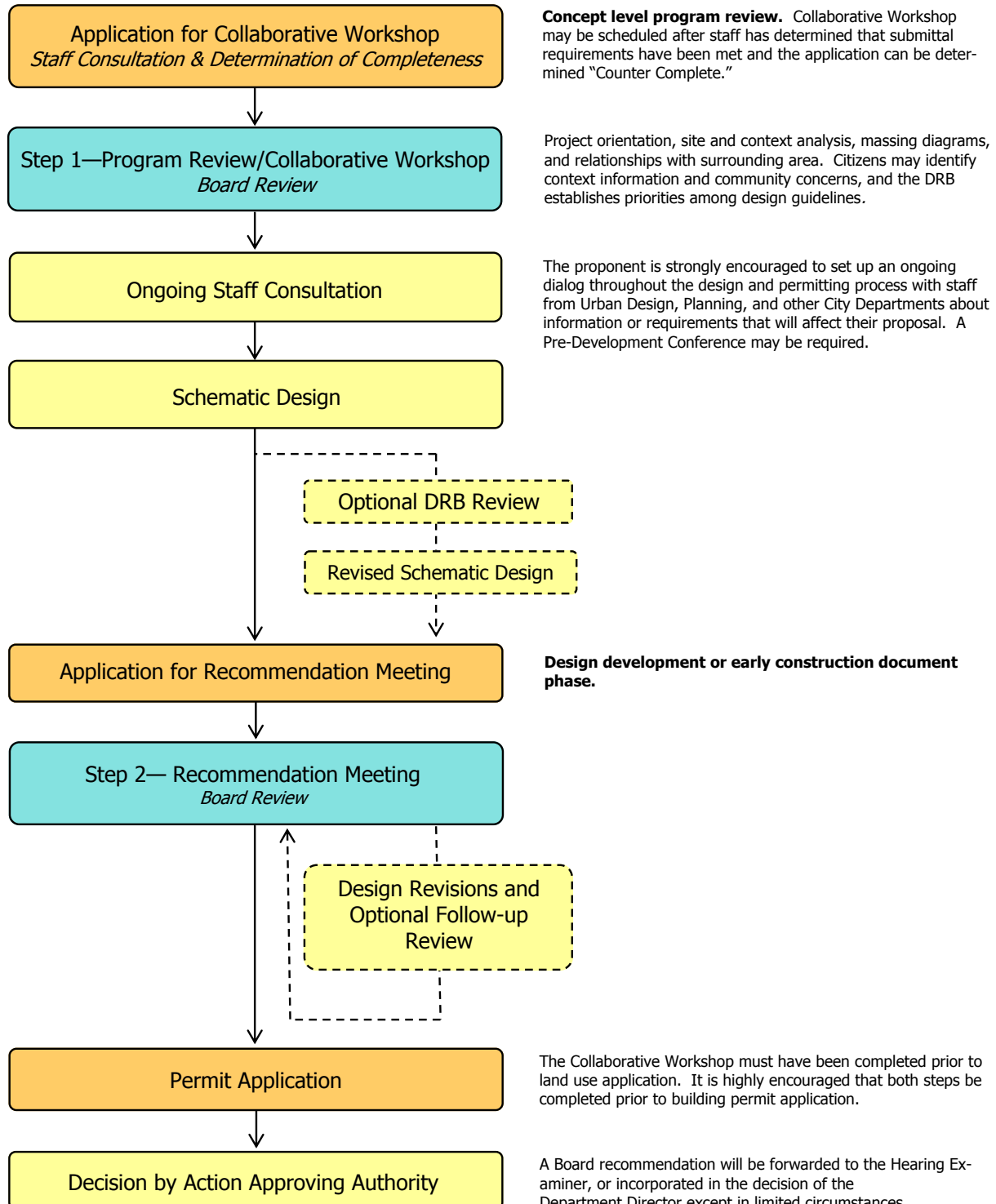
Fees
Design Review will typically be completed within two meetings with the Board. However, occassionally an interim or follow up meeting will be requested either with the Board or staff. The Standard Design Review Board Fee will cover up to 3 meetings. On the rare occassion that it is necessary to request additional meetings before the project may be forwarded for permitting, additional fees will be collected per additional meeting.

How to Prepare for Meetings with the Board
The Design Review Board Chair will conduct the meeting. The board may review up to 2 projects in an evening and most projects are allocated a 1 hour time slot. As a general guideline, your presentation may be preceded by a 2-3 minute introduction by the developer. The designer should then present the project in about 15 minutes to allow adequate time for board member comments and a dialog with the designer and developer. Your presentation should concentrate on main points, details may emerge during the discussion. Please ensure that your graphic materials can be read from across a room. A PowerPoint presentation may be useful.

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

City of
Spokane

THE CITY OF
SPOKANE

Planning Services
Department

Design Review Process

Standard Board Review

Application for Collaborative Workshop
Staff Consultation & Determination of Completeness

Concept level program review. Collaborative Workshop may be scheduled after staff has determined that submittal requirements have been met and the application can be determined "Counter Complete."

Step 1—Program Review/Collaborative Workshop
Board Review

Project orientation, site and context analysis, massing diagrams, and relationships with surrounding area. Citizens may identify context information and community concerns, and the DRB establishes priorities among design guidelines.

Ongoing Staff Consultation

The proponent is strongly encouraged to set up an ongoing dialog throughout the design and permitting process with staff from Urban Design, Planning, and other City Departments about information or requirements that will affect their proposal. A Pre-Development Conference may be required.

Schematic Design

Optional DRB Review

Revised Schematic Design

Application for Recommendation Meeting

Design development or early construction document phase.

Step 2— Recommendation Meeting
Board Review

Design Revisions and Optional Follow-up Review

Permit Application

The Collaborative Workshop must have been completed prior to land use application. It is highly encouraged that both steps be completed prior to building permit application.

Decision by Action Approving Authority

A Board recommendation will be forwarded to the Hearing Examiner, or incorporated in the decision of the Department Director except in limited circumstances.

Design Review Information
Administrative Design Review Process

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

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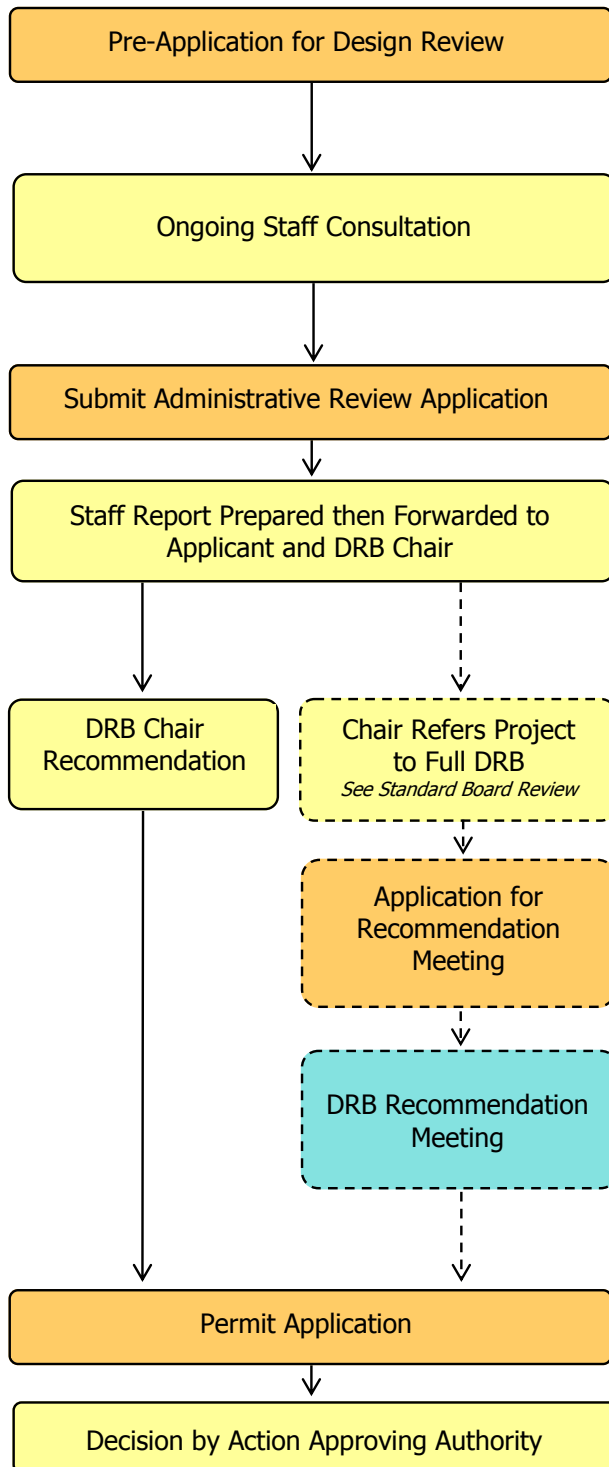
Administrative Design Review Recommendation
Administrative recommendations will be forwarded to the project applicant, the Planning Director, applicable permitting officials, and posted on the City's Design Review webpage. The recommendation may be appealed to the full board.

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.

City of
Spokane

Planning Services
Department

Design Review Process

Administrative Review

Pre-Application for Design Review

During the **concept phase of design** applicants should contact the Urban Design Office in the Planning Services Dept. for information about Design Review and the applicable design guidelines.

Ongoing Staff Consultation

Proponent is strongly encouraged to set up an ongoing dialog throughout the design and permitting process with staff from Urban Design, Planning, and other City Departments about information or requirements that will affect their proposal. A Pre-Development Conference may be required.

Submit Administrative Review Application

An application for Administrative Design Review should be submitted before or soon after the pre-development meeting while the project design still has some flexibility (**schematic design or early design development**).

Staff Report Prepared then Forwarded to Applicant and DRB Chair

DRB Chair Recommendation

Chair Refers Project to Full DRB
See Standard Board Review

Application for Recommendation Meeting

DRB Recommendation Meeting

Permit Application

Decision by Action Approving Authority

An Administrative or Board recommendation will be forwarded to the Hearing Examiner, or incorporated in the decision of the Department Director except in limited circumstances.

City of Spokane

Planning Services Department

Design Review

Standard Board Review Application

NAME OF PROJECT:

ADDRESS:

TYPE OF PROJECT:

☐ Public Project
☐ Shoreline Conditional Use Permit
☐ Skywalk Over Public ROW

☐ Required by CBD Zones and Downtown Plan
☐ Design Departure

FEES:

Standard Board Review
☐ $1275 (up to 3 meetings)

☐ $500 per additional meeting if necessary

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:

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.

Step 1 Program Review/Collaborative Workshop

Materials Required: (1) Full sized scalable concept plan and (10) 11x17 sets of all required submittal materials.
Digital versions of materials are required; the preferred file types are .pdf and .jpg.

Written Project Summary
- ☐ 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.
- ☐ 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 <u>access</u> opportunities and constraints as well as important <u>views</u> to and from the site.

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. <u>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.</u>

Standard Board Review Checklist

- ◻ 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).

Step 2 Recommendation Meeting

Materials Required: (1) Full sized scalable site plan and (10) 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.
- ◻ Planting Plan.
- ◻ Conceptual Grading 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 - street level (first 3 to 4 floors) at ¼" = 1'-0" min.
- ◻ Schematic Floor Plans - when/if germane to achieving a design objective.

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

City of Spokane

Planning Services Department

Design Review

Administrative Application

NAME OF PROJECT:

ADDRESS:

TYPE OF PROJECT:

☐ Public Project
☐ Shoreline Conditional Use Permit
☐ Skywalk Over Public ROW

☐ Required by CBD Zones and Downtown Plan
☐ Design Departure

FEES:

Administrative Review
☐ $600

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:

City of
Spokane

**Planning Services
Department**

Design Review

Administrative Review Checklist

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

Materials Required: (1) Full sized scalable site plan and (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. <u>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.</u>
- ☐ Conceptual Planting Plan.
- ☐ Conceptual Grading 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 – entire building.
- ☐ Building Elevations - street level (first 3 to 4 floors) at ¼" = 1'-0" min.
- ☐ Schematic Floor Plans - when/if germane to achieving a design objective.

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