

DESIGN REVIEW COMMISSION MEETING
UPPER LEVEL, CONFERENCE ROOM #6
710 E. MULLAN
THURSDAY MAY 17, 2018
12:00 pm

12:00 P.M. CALL TO ORDER:

ROLL CALL: Ives, Ingalls, Lemmon, Messina, Pereira, Gore, Green, Ward

APPROVAL OF MINUTES:

March 15, 2018, Workshop

NEW BUSINESS: *****ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

1. Applicant: Miller Development Group
 Location: 909 E. Sherman
 Request: The Miller Development Group is requesting a meeting with the Design Review Commission for the design of (five) 2-story townhomes. The subject property is in the Downtown Overlay – Eastside (DO-E) zoning district. (DR-4-18)

ADJOURNMENT/CONTINUATION:

Motion by _____, seconded by _____,
to continue meeting to _____, at ___ p.m.; motion carried unanimously.
Motion by _____, seconded by _____, to adjourn meeting; motion carried unanimously.

****The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Shana Stuhmiller at (208)769-2240 at least 24 hours in advance of the meeting date and time.***



MINUTES



**DESIGN REVIEW COMMISSION
WORKSHOP
MARCH 15, 2018
UPPER LEVEL, CONFERENCE ROOM # 6
710 E. MULLAN
12:00 pm**

COMMISSIONERS PRESENT:

George Ives, Chairman
Jon Ingalls
Jef Lemmon
Rick Green
Michael Pereira, (Alternate)
Phil Ward, (Alternate)

STAFF MEMBERS PRESENT:

Tami Stroud, Planner
Shana Stuhmiller, Admin. Assistant
Hilary Anderson, Community Planning Director
Randy Adams, Deputy City Attorney

COMMISSIONERS ABSENT:

Josh Gore
Tom Messina

CALL TO ORDER:

The meeting was called to order by Chairman Ives at 12:00 p.m.

APPROVAL OF MINUTES:

Motion by Ingalls, seconded by Ward, to approve the minutes of the Design Review Commission meeting on February 15, 2018. Motion approved.

Motion by Lemmon, seconded by Ward, to approve the minutes of the Design Review Commission meeting on February 22, 2018. Motion approved.

WORKSHOP:

1. Design Review Procedures

Ms. Anderson explained that this is staff's "first" draft of the proposed changes to the Design Review Procedures for review and discussion by the commission.

Commission Comments:

Commissioner Green commented at a previous meeting Commissioner Lemmon questioned the applicant's color choice for his project and felt that was off topic and thanked Chairman Ives for getting the Commission back on track.

Commissioner Ingalls concurs and stated that we are only allowed to discuss what is in our purview and cautioned the commission to not be "overreaching".

Ms. Anderson concurs that it isn't the commission's job to suggest the type of material or colors to be used, but it does state in the Design Guidelines that the commission when making a decision to try and suggest the design of the building to be similar to the surrounding neighborhood.

Commissioner Ward questioned if we become too cautious and cited as an example, the apartment that was recently approved off of Ramsey that on the site plan there was 62 parking spaces located in front of the building with a recreation building next to it and after after looking at the site plan, felt the parking could have been redistributed more evenly on the property He stated for him that is the type of things the commission should be looking at.

Commissioner Lemmon explained that when the apartments were approved across from City Hall during that hearing parking was discussed and during that hearing told by staff that we couldn't discuss parking knowing from looking at the site plan that parking was a poor design. He questioned how we can address these issues if they come up again.

Chairman Ives concurs, but unfortunately parking is not part of our code.

Ms. Anderson explained that this draft presented today is more with the Design Review process and at a later date can address other topics such as parking, access and circulation.

Commissioner Lemmon suggested that staff design a flyer that could be available at the hearing to explain to the public what the commission can discuss and what we can't.

Ms. Stroud agrees that a handout would help.

Ms. Anderson stated that another topic for "another day" would be to discuss how to provide more "teeth" to the Design Guidelines specifically to neighborhood character for a better definition and come up with a list of characteristics defining neighborhood character.

Chairman Ives stated that at the first of every meeting the goals of this commission and should be available for the public to look at.

Commissioner Lemmon inquired if staff was still thinking about combining the Design Review Commission with the Planning Commission.

Ms. Anderson explained at one time it was discussed, but it is tough trying to combine the commissions and their roles. She stated it works better if the commissions are separate.

Commissioner Green suggested that if a Design Review project is appealed it should go before the Planning Commission rather than City Council.

Mr. Adams stated that is a good suggestion and that staff will look into that stating that the council would appreciate not being involved.

Ms. Anderson stated that our staff has created a map on the city's website showing current development projects and might be a good idea to include Design Review items.

The commission concurs and would direct staff to look into it.

Ms. Stroud explained the following list of changes to the Design Review Procedures:

- Amendments to Chapter 17.09 Article IV. Design Review Procedures to expedite the process and make more reviews administrative

- Clarify which projects within the DC, Infill Districts and C-17/C-17L zones who meet the threshold need to be reviewed by the DRC or Administratively reviewed; large apartment projects (over 1,000 units) may trigger review by the DRC – discuss thresholds (e.g., size, location, etc.)
 - Large apartment projects: Options:
 - a) Administrative review only
 - b) Planning Director may waive DRC review
 - c) DRC review - One meeting required

Commission Comments:

- Commissioner Ingalls questioned if the size is the issue. He explained at the last two hearings both applicants addressed the Design Guidelines that were applicable to their project which helped the commission when making findings.

Ms. Stroud questioned if we should consider having separate Design Guidelines designed for multi-family projects.

Ms. Anderson stated that in the staff report under the draft code noted item 10 looks at the proximity to major road, view corridor and neighborhood context and use this as criteria for apartments. She feels that rather than look at the standard Design Guidelines, that possibly livability criteria could be added that are specific to multi-family residential projects since they don't fit well under the Commercial Design Guidelines.

Ms. Stroud explained part of the new process is to roll the first meeting into the project review meeting and maybe during that meeting establish maybe they will only require one meeting with the Design Review Commission.

- Commissioner Ward stated for him the first meeting is a waste of time for the applicant and the commission and would like to see the plan already reviewed by staff to make sure the application meets the Design Guidelines.
- Commissioner Ingalls concurs to combine the first Design Review Meeting with a project review.
- Commissioner Green stated that his goal is for city to be known as “developer” friendly but not give everything away, but have a process that is user friendly.
- Commissioner Ward stated that he would like to see detailed criteria within the Design Guidelines.
- Commissioner Lemmon commented that he would like to see a design criteria list specific to just apartments.

Commission Action:

The commission discussed and likes item “B”. “Planning Director may waive DRC review“

- Expansion/addition “faces” a street with or without street frontage
 - Any side of a structure, with the exception of the alley side, that can be viewed from the right-of-way must be approved by the DRC unless waived by the Planning Director.

Commission Comments:

Ms. Stroud explained when the city hall expansion came forward the architect requested a minor alteration to the front of the building. She questioned if the Design Review Commission wants to see all of these minor alterations.

Ms. Anderson commented that she would like input from the commission on what the difference is from a significant change versus a minor change. Staff would like clarification.

Commissioner Ingalls stated that he trusts the Planning Director.

Ms. Anderson stated that she would feel comfortable having criteria in place, so the applicant can't come back and say that she denied it because of who they were instead of project merit.

Commissioner Ingalls stated if the modification only meets one or two of the items listed in the criteria and as an example, if downtown or the overlays wants to change a door knob that would be changing one element. He feels that having criteria is an important tool to use on these projects that may not need to go before the Design Review Commission and approved by the Planning Director.

The Commission concurred and would like to see a more defined Design criteria especially for apartment projects.

- Development Projects Requiring Commission Review
 1. Remove 1st meeting with the DRC and replace with Project Review Meeting with staff
 2. Identify projects that should be reviewed administratively

Commissioner Lemmon inquired if a project review meeting is required.

Ms. Stroud answered that project review meetings are required.

Ms. Anderson explained that a tricky part for staff is how we will combine the first Design Review meetings with the project review meeting. She commented one benefit for the applicant is removing that first meeting with the Design Review Commission. She stated before this can happen staff is going to have to revise the Project Review Form to include the Design Review materials.

Ms. Stroud stated in the past the applicant was confused on what to do first, a project review or submit an application for Design Review and staff felt by combining the two would eliminate a step.

Commission Action:

- The commission likes the idea of combining the first Design Review Meeting with a project review.
- Application And Submittal
 - Application Deadline Consistent with PC Deadlines – specify first working day of the month to schedule DRC meeting the following month and specify date for resubmittal for subsequent meeting to allow adequate time for processing and review by DRC
 - Project Review In Place of First Meeting
 - Verification and approval of FAR bonuses and proposed parking for the project is required following Project Review and prior to the first DRC meeting

- Material Submittal Requirements: Additional items have been added
- For the first meeting, applicant will need to clearly include in the written narrative how their project meets all design guidelines (or if departure is requested) and respond to in writing how resubmittal responds to commission feedback and motion, including images

Commission Action:

The commission likes staff's recommendations for the process for Application and Submittal.

- Second Meeting/ and optional Third Meeting
 - Additional Material Submittal Requirements: Include all items previously submitted for the Project Review and First meeting.
 - All required materials for subsequent meetings must be submitted no later than 15 days prior to the schedule meeting date.
 - The Planning Director shall determine whether the review of a project would benefit from a Third Meeting

Commission Comments:

Ms. Anderson noted on page 6 that section needs to be added to the narrative since that section is more designed for apartments.

Commissioner Ward inquired what would be the gain to have that included in the narrative.

Ms. Anderson explained it could be added and used as part of the Design Criteria for apartments.

Mr. Adams noted on number 2 a context map showing building, footprints and parcels within three hundred feet would be a good tool.

Commissioner Lemmon stated if the Staybridge Hotel submitted an application under the new rules they would need to submit a photo showing Northwest Boulevard showing their building.

Ms. Anderson stated that is correct, and if it is already a requirement written in the application, the commission would eliminate a step and not have to ask for those materials.

The commission likes that suggestion.

Ms. Anderson stated that she will remove in item 2 "the context map" and add this to the narrative if the commission desires.

Mr. Adams inquired if the "view corridor" should be moved.

Commissioner Lemmon stated as an example that the Staybridge Hotel in Riverstone feels that the architect would like to have this information for his use ahead of time.

Ms. Anderson feels maybe "view corridor" should stay as item 10 in the draft ordinance.

Commissioner Green stated that he likes that suggestion, because in the past people have had an issue if their views are blocked.

Ms. Anderson questioned if the commission would like to have “shadows” added to all zoning district or where it’s at is sufficient.

Commissioner Lemmon commented that shadows are harder to determine.

Mr. Ward stated he feels shadow is not a big thing and something that he has not seen is more concerned what is around the building that would impact traffic

Ms. Anderson commented that staff is going to be working on the draft language for a Complete Streets Ordinance that has a checklist with some of those things mentioned previously and added as an item

Commission Action:

The commission likes all staff’s recommendations for Second Meeting/ and optional Third Meeting

- Amendments to Chapter 2.98 Design Review Commission:
 1. Membership, Terms; Vacancies
 - Removed “standing alternates”
 - Modification to the Quorum And Meetings
 - Meetings to be held on the second and fourth Thursdays of each month, but meetings will primarily be held on the fourth Thursday
 - Clarification of Public Notice And Comment On Proposed Projects
 - Maximum of 3 Minutes for Public Comments

Commission Action:

The commission like all recommendations to Amendments to Chapter 2.98 Design Review Commission with one item added is to elect a Vice-Chair. Staff stated that they would put all changes requested into another draft ordinance and email that draft to the commission for their review which would omit having another meeting.

ADJOURNMENT:

Motion by Ingalls, seconded by Ward, to adjourn the meeting. Motion approved,

Prepared by Shana Stuhlmiller, Public Hearing Assistant

DESIGN REVIEW COMMISSION STAFF REPORT

FROM: TAMI STROUD, PLANNER
DATE: MAY17, 2018
SUBJECT: DR-4-18: REQUEST FOR AN EARLY DESIGN APPROVAL OF THE DESIGN REVIEW COMMISSION FOR 5 TOWNHOMES.

LOCATION: 909 E. Sherman Avenue, Lots 10, 11, & 12, Block 6 O'Brien's 1st Addition

APPLICANT/OWNER:

Miller Development Group
3119 N. 2nd Street
Coeur d'Alene, ID 83814

ACTION: The Design Review Commission may approve the design or will provide direction to the applicant as the project progresses to the DRC second meeting, and may suggest changes or recommendations to the proposed project.

DECISION POINT: Miller Development Group is requesting the Design Review Commission's early design approval of the design of 5 townhomes, known as "Sherman 5 East" that will be built on two existing city lots. The townhomes will be 2-stories with detached 2-car garages with office/studio space on the upper level of the garages. The property falls within C-17L zone and within the Infill Downtown Overlay East (DO-E). This project is identical to, and a mirror image of, the "Sherman 5" project approved by the Commission in April 2018.

A. SITE MAP:



B. AERIAL VIEW:



GENERAL INFORMATION:

17.09.320: A. Development applicants shall seek to engage with the City review processes as soon as possible, before numerous substantive design decisions are made and fixed. Therefore, initial meetings with the City shall not include definitive designs, but rather broader descriptions of the development program and objectives, the constraints and opportunities presented by the site, and an analysis of the neighborhood setting that surrounds the site. The City intends to work in a collaborative fashion so that the outcome can meet both the goals of the City and the applicant, as well as address concerns of people who live and own property and businesses in close proximity to the development.

The “Sherman 5 East” townhome design will be a mirror image to the project known as “Sherman 5”, a 5-unit townhome development previously approved by the DRC on the west side of 9th Street and Sherman Avenue.

C. PROJECT ANALYSIS:

The applicant is requesting the Design Review Commission's early design consultation for the design of five (5) 2-story townhomes. The applicant is also proposing to have a retaining wall 2-3 ft. in height, at the back side of the sidewalk. The property is currently zoned C-17L and is within the Infill Overlay Downtown East (DO-E). The maximum height allowed within the DO-E (Downtown East Overlay District) is 35' for residential uses. The western portion of the subject property is currently vacant and the most eastern lot is currently a hair salon, which will be removed prior to the start of the project.

There are existing street trees within the right-of-way along Sherman Ave./9th Street and the subject property which qualify as an "Identity Element" required by the Guidelines and Standards within the All "Overlay Districts." During their April Urban Forestry Committee meeting, it was determined that the existing street trees within the right-of-way are in overall good health and condition and must be retained.

Applicant's Narrative:

DESCRIPTION OF PROJECT/PROPOSAL

SHERMAN 5 EAST

This project is a "mirror" of a project that was previously approved by the DRC earlier this year (2018) located at 819 E. Sherman Ave.

This project consists of 5 townhomes which will be located at the address commonly known as 909 E. Sherman Ave. Legal Description: Lots 10, 11 & 12 Block 6 O'Briens 1st Addn. to CDA

The site currently consists of 3 lots that are zoned commercial (C-171), and have been used as a commercial site for several years. The 2 western lots are vacant; the far eastern lot is currently a hair salon, which will be removed prior to the start of the project. Due to having 5 townhome lots, we will be doing a boundary line adjustment as well as a short plat. This is identical to what we have done on the first project just to the west of this subject. Again, this is an allowed use in the DO-E zoning overlay. The units will have detached 2 car garages in the rear, which will have an office/loft space above them. We will have a retaining wall of approx. 2ft in height at the back of the sidewalk so as to protect the privacy of the homeowner from pedestrian/biking traffic.

All units will have separate sewer & water, provided by the City of CDA. The final project will be fully landscaped, as to provide some continuity. Each unit will have its own rear yard, located between the house and detached garage, as well as front yard landscaping/hardscape

D. SITE PHOTOS:



Looking north at the subject property



Looking east from 9th Street toward the subject property, with the existing hair salon shown



Looking east toward the subject property along Sherman Avenue and 9th Street



Looking northeast toward the subject property



Looking west from the subject property (on right) from 9th Street toward the “Sherman 5” project



Looking south from the subject property toward the existing residence along Sherman



Looking south from the subject property at the existing residential use along Sherman

NEIGHBORHOOD CONTEXT MAP:



Evaluation:

The Design Review Commission may consider discussing the following during the initial meeting with the applicant:

- Orientation; and
- Massing; and
- Relationships to existing sites and structures; and
- Surrounding streets and sidewalks; and
- How the building is seen from a distance; and
- Requested design departures

E. REQUESTED DESIGN DEPARTURES:

NONE

F. REQUESTED F.A.R. DESIGN BONUSES (Minor Amenities)

APPLICANT'S DESCRIPTION OF REQUESTED BONUSES:

Streetscape Lighting .2 Bonus:

MDG will provide louvered lighting built into the proposed landscaping wall running along Sherman and 9th St. The lights will be built into the wall and will provide additional security and safety for pedestrians and people choosing to use the built in benches.

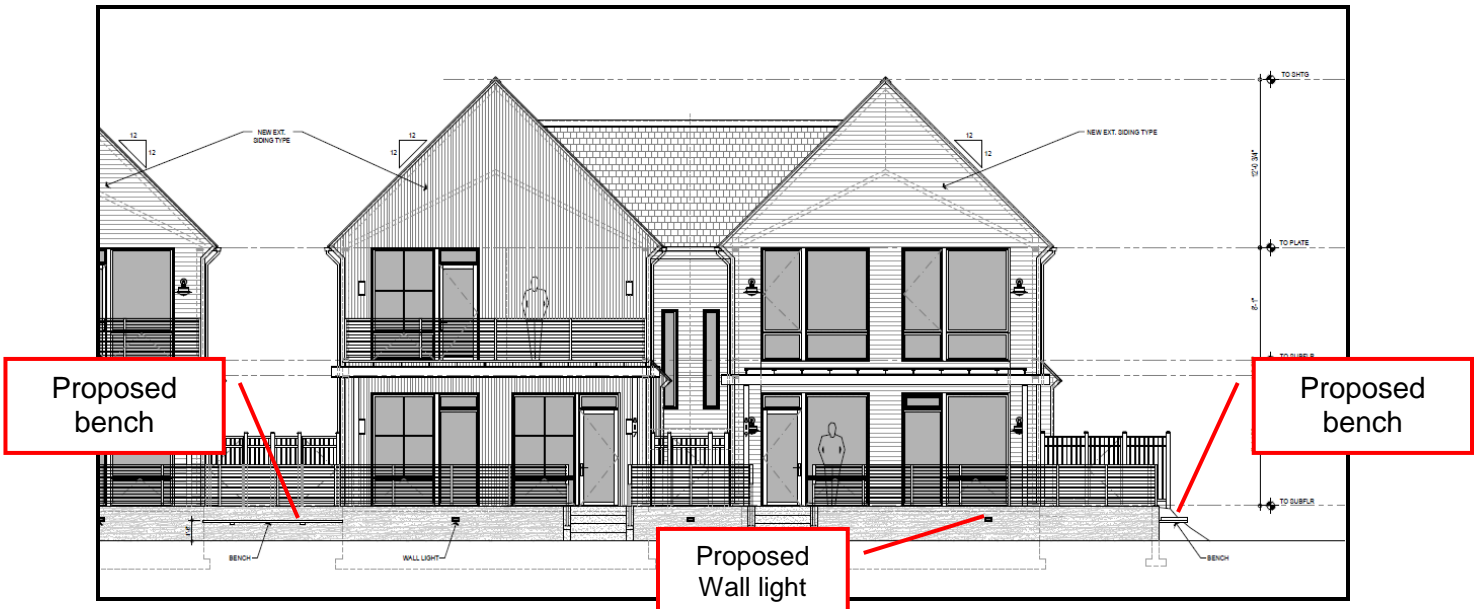
Public Benches .2 Bonus:

MDG will provide two public benches built into the landscaping wall running along Sherman and 9th St. One bench will be on Sherman and one bench will be on 9th St. The benches will be made of metal and will be located between the wall and the sidewalk. Combined with the lighting these should provide an added bonus of creating a nice public appeal along Sherman.

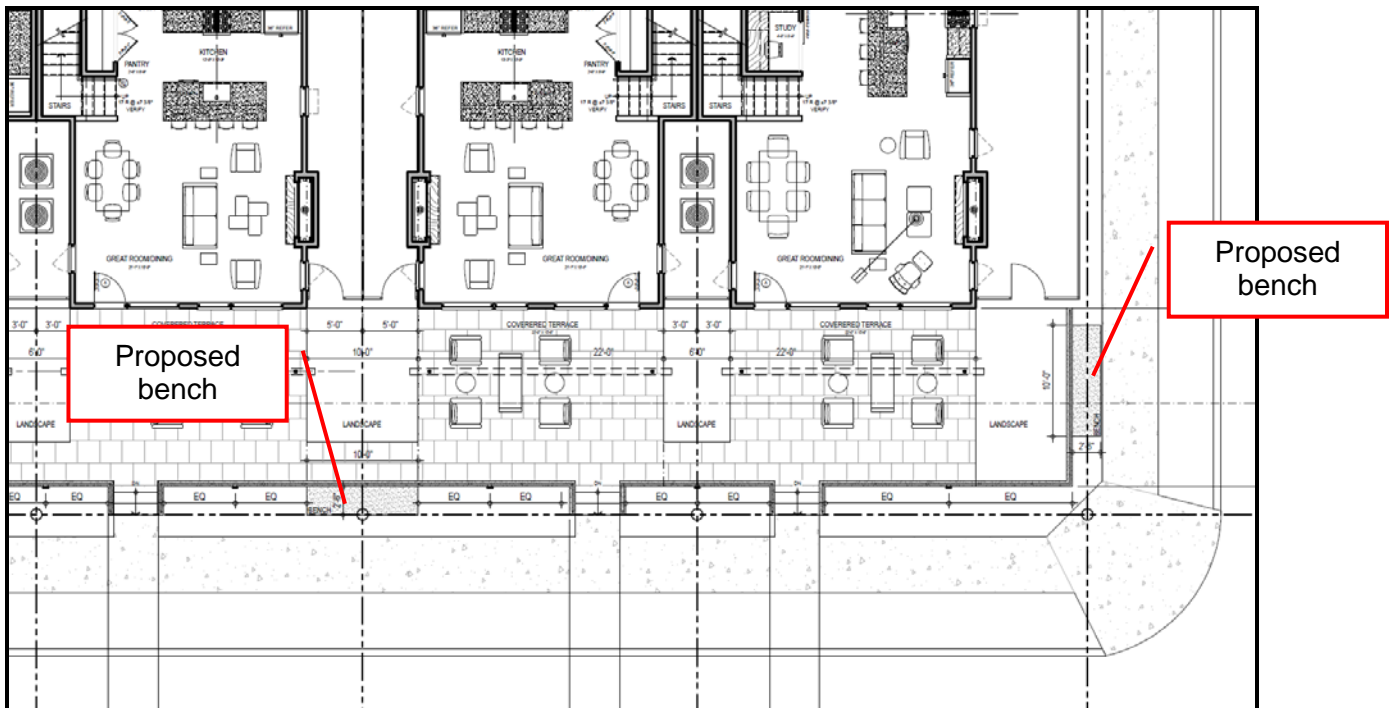
EXAMPLE OF PROPOSED BENCH AND VERTICAL RETAINING WALL LIGHTING:



LOCATION OF PROPOSED BENCHES AND WALL LIGHTING:



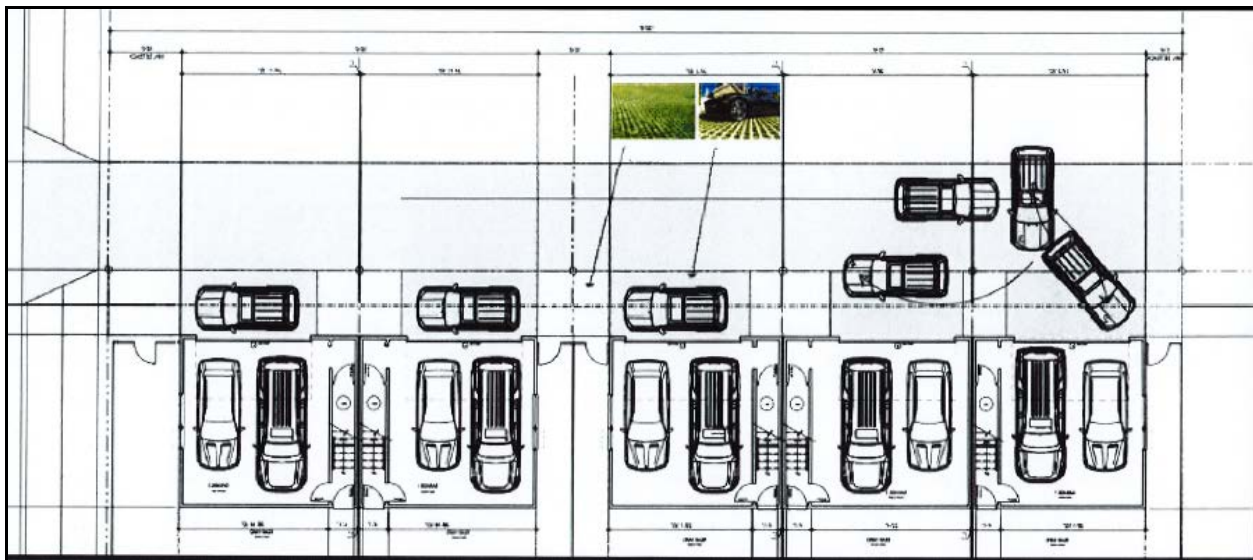
VERTICAL LOCATION OF PROPOSED BENCHES:



Evaluation:

Based upon the conceptual plan submitted depicting the proposed items for the requested bonus(s), the Community Planning Directory made the determination to approve the applicant's request for the Minor Bonuses.

PROPOSED PARKING:



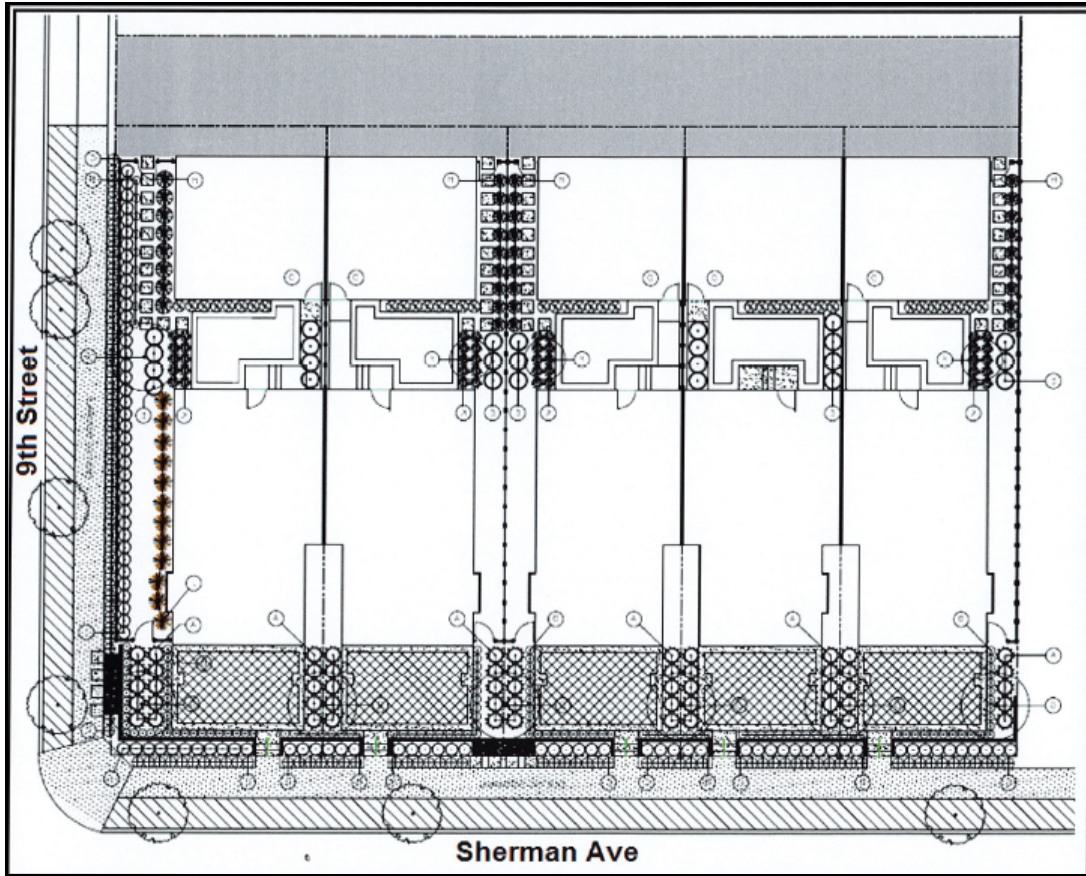
OVERALL ELEVATION:



9TH STREET VIEW /LOOKING SOUTHEAST:



SITE LAYOUT/GENERAL LANDSCAPING:



There are existing street trees along both 9th Street and Sherman Avenue, which meet the requirement for “Identity Elements” in the DO-E District.

Infill Overlay District: E. IDENTITY ELEMENTS

In order to mark districts, corridors, and entrances with distinctive elements the following guidelines must be met:

1. MO District:
Art elements and unique street furnishings must be used to identify the MO District.
2. DO-E District:
Designated street trees and accent trees, adopted by resolution of the City Council, must be used to highlight special streets and intersections within the DO-E District.
3. DO-N District:
Seasonal landscape, street trees, accent trees, garden planting strips, and/or yard art must be used to identify the DO-N District.

Proposed design for “Sherman 5 East” (Mirroring the “Sherman 5” on the east side of 9th and Sherman



Design guidelines for consideration are as follows:

DO-E

- General Landscaping
- Screening of Parking Lots
- Screening of Trash/Service Areas
- Lighting Intensity
- Screening of Rooftop Mechanical Equipment
- Curb Cuts: Width and Spacing
- Parking Lot Landscape
- Location of Parking
- Grand Scale Trees
- Identity Elements
- Fences Next to Sidewalks
- Walls Next to Sidewalks
- Curbside Planting Strips
- Unique Historic Features
- Entrances
- Orientation to the Street
- Treatment of Blank Walls
- Integration of Signs with Architecture
- Creative/Individuality of Signs

APPROVED DESIGN “The Sherman 5” (West side of Sherman & 9th Street)



The Design Review Commission may approve the project as presented or suggest changes and make recommendations to the applicant prior to a second meeting.

During the second meeting with Design Review Commission, discussion would include:

The site plan with major landscaped areas, parking, access, sidewalks and amenities; and elevations of the conceptual design for all sides of the proposal; and perspective sketches (but not finished renderings); and a conceptual model is strongly suggested (this can be a computer model).

ACTION: The Design Review Commission may approve the project at the conclusion of the initial meeting based on its approval of an identical and related project in the vicinity. In the alternative, the Design Review Commission may provide feedback to the applicant and staff on how the applicable design guidelines affect and enhance the project, and provide direction to the applicant as the project progresses to the DRC second meeting. The DRC may also suggest changes or recommendations to the proposed project to be addressed at a second meeting, if one is held.