



Meeting Minutes

Design Review Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Jackson Ewing
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Thursday, June 18, 2026

5:30 PM

Hybrid - Virtual Via Zoom

Meeting Link:

https://us02web.zoom.us/webinar/register/WN_AxbpRKibRDudlgHickSNOW

1. CALL TO ORDER

Chair Sorrells call the meeting to order at 5:35 p.m.

2. ROLL CALL

Present: 9 - Chair Michael Miltimore, Co-Chair James Thomas, Boardmember V Hoy, Boardmember Bassim Kreem, Boardmember Angela Rush, Boardmember Katrina Schmitt, Boardmember Virginia Sorrells, Boardmember Abigail Twombly, and Boardmember Regine Varughis

3. APPROVAL OF AGENDA

The agenda was approved

4. ANNOUNCEMENTS

None

5. PROJECT REVIEW

5.A [26-0442](#) Case: Briggs Professional Suites, 26-1921

Boardmember Miltimore moved; seconded by Boardmember Rush to recommend approval of the Concept Design Review with the following conditions:

- 1. Provide architectural renderings of the solid waste enclosure at the time of building permit, showing consistency with materials and detailing of the main structure.**
- 2. Screen building-mounted and freestanding utility and other equipment by painting building-mounted equipment to match the building, adding landscaping, or through other methods to minimize visibility. This condition will be assessed by staff at the time of engineering and building permit review.**
- 3. Provide renderings of landscaping along the east and west frontages at maturity to ensure plantings will adequately screen the parking lot. Staff may**

require revisions to the plan to add taller plants or a screening wall.

4. Show and call out elements to meet Briggs façade requirements on page 16 (window and entry treatments, building element details, and building materials and other elements; six elements per façade) in architectural plans. This condition will be assessed by staff at the time of building permit review.

Aye: 9 - Chair Miltimore, Co-Chair Thomas, Boardmember Hoy, Boardmember Kreem, Boardmember Rush, Boardmember Schmitt, Boardmember Sorrells, Boardmember Twombly and Boardmember Varughis

5.B [26-0443](#) Design Review Board Officer Elections

Boardmember Rush moved; seconded by Boardmember Schmitt to elect Boardmember Miltimore as chair and Boardmember Thomas as Co-Chair of the Design Review Board. The vote passed by the following:

Aye: 7 - Boardmember Hoy, Boardmember Kreem, Boardmember Rush, Boardmember Schmitt, Boardmember Sorrells, Boardmember Twombly and Boardmember Varughis

6. OTHER

The board discussed DRB Buddies, the Design Review Checklist and vacation dates for summer meetings.

7. ADJOURNMENT

The meeting was adjourned at 7:49 p.m.

Accommodations