Design Review Board Work Plan 2023:

Meetings: 2ⁿᵈ & 4ᵗʰ Week of each month.
   Exceptions:
   - November 23ʳᵈ, 2023
   - December 28ᵗʰ, 2023
   - Subcommittee meetings and special meetings will be scheduled as needed.

Staff Liaison: Jackson Ewing, Associate Planner: (360) 570-3776: jewing@ci.olympia.wa.us

Work Product / Deliverable	Schedule	Board /Staff Commitment	Budget Implications
Project Review: Review of project design for compliance with adopted design criteria through: Concept, Detail, or Combined review. Make recommendation on compliance to the review authority.	Regularly Occurring – every meeting.	Board Members: Should spent several hours evaluating code criteria and design features per project prior to the meeting. Staff: Provides helpful guidance to Board in the way of code review analysis and suggested conditions of approval if applicable. Staff should aim to spend less than 20 hours on documenting /presenting / preparing for the Board meeting.	Included in base budget. Application fees should result in 80% or better for staff time spent on preparing documents for the Board. Currently recovery is below the goals. While not relevant to the general fund, efforts are being made to improve cost recovery through improving efficiency and coordination.
Study Sessions/ Work Sessions: Staff and Board work together to find opportunities to schedule and learn about code applicability. Aim to hone skills, improve meeting flow, and efficiency. Evaluate past projects and recommendations against the end result of the constructed building.	1 to 2 times per year / as needed. Given high volume of new members, possibly more this year.	Board: 2-hour meetings and OPMA / PRA training requirements. Staff: Prep. for educational meetings – no more than 5 hours per event.	Included in base budget. With limited staff time, careful consideration of work priorities is needed.
Annual Retreat: Staff and Board work together to determine agenda. Retreat aims to celebrate successes, and include fun/ interesting presenters on various design topics.	End of calendar year.	Board: 10-15 hrs. of Board prep + 4 hrs. at the retreat Staff: 10-15 hrs. of prep and time at the retreat.	$20 pp for lunch, if applicable.

Work Product / Deliverable	Schedule	Board /Staff Commitment	Budget Implications
Design Featurettes: Short narratives on design topics with graphics to illustrate themes and concepts to be posted on the DRB Website and other medias as appropriate.	As time permits. One per member per year if desired.	Board: 4 hours per featurette, plus full board review. Staff: 1-2 hours per featurette: editing, uploading to web, distribution etc.	Included in base budget. With limited staff time, careful consideration of work priorities is needed. Printed materials would represent a minor expense if needed.
Awards of Merit: One or more Board members photograph completed and occupied projects. Staff assembles a review for Board, Board reviews and votes, Board members create an award and present the award(s) to recipients at City Council recognition meeting. Deliverable(s): Award Presentation at City Council, and possible additional exposure in an outreach campaign.	Three-year basis. At Board discretion. The process begins Oct 1; wraps up Nov 30, end of year City Council recognition mtg.	Board: 4 hours per award plus full board review. Staff: 1-2 hours per award: editing, uploading to web, distribution etc.	Minor staff time and board time required to complete.