



# Meeting Minutes

## Design Review Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Jackson Ewing  
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Thursday, July 11, 2024

5:30 PM

Hybrid - Room 112 and Virtual via  
Zoom

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### Meeting Link:

[https://us02web.zoom.us/webinar/register/WN\\_A6mNy030QyeINsSEtGpCRA](https://us02web.zoom.us/webinar/register/WN_A6mNy030QyeINsSEtGpCRA)

#### 1. CALL TO ORDER

Chair Sorrells called the meeting to order at 5:31 p.m.

#### 2. ROLL CALL

**Present:** 8 - Chair Virginia Sorrells, Vice Chair Roussa Cassel, Boardmember Bassim Kreem, Boardmember Michael Miltimore, Boardmember Angela Rush, Boardmember Katrina Schmitt, Boardmember James Thomas, and Boardmember Abigail Twombly

**Excused:** 1 - Boardmember Ingrid Gulden

#### 3. APPROVAL OF AGENDA

The agenda was approved.

#### 4. ANNOUNCEMENTS

The next meeting will be held on August 8, 2024 and will include a training session.

#### 5. PROJECT REVIEW

##### 5.A [24-0566](#) Case: 13th and Cherry Townhomes, 532 13th Ave SE, 24-2894

The conditions for project approval are as follows:

- Provide details and dimensions on short term bike parking location in association with the meter stack. Connect bike parking to the sidewalk.
- Lighting plan, provide details on light locations and type. What is site lighting, and what is occupant controlled. Provide lumen ratings.
- Provide continuous veneer brick siding along cherry and 13th to eliminate vertical in-plane siding transitions.
- Remove drive isle elevation brick strips between elevation changes.

**Board Member Thomas moved, seconded by Board Member Kreem to approve the detailed design review as conditioned. The motion carried by the following vote:**

**Aye:** 8 - Chair Sorrells, Vice Chair Cassel, Boardmember Kreem,  
Boardmember Miltimore, Boardmember Rush, Boardmember  
Schmitt, Boardmember Thomas and Boardmember Twombly

**Excused:** 1 - Boardmember Gulden

**6. OTHER**

The training session for the next meeting was discussed (Planning 101).

**9. ADJOURNMENT**

The meeting was adjourned at 7:21 p.m.

**Accommodations**