

**CITY OF OLYMPIA
Design Review Board**

**DETAIL DESIGN REVIEW
STAFF REPORT
Meeting Date: November 15, 2018**

Project Name & File Number: Washington State School Directors Association Headquarters, File 18-2958

Applicant: Garner Miller, MSGS Architects
510 Capitol Way S
Olympia WA 98501

Site Address: 221 College Street NE

Project Description: Demolition of the existing 10,000 sq.ft. Washington State School Directors Association (WSSDA) building and construction of a single story 8,975 sq.ft. replacement building. Forty-one vehicular parking spaces are proposed, plus two long-term and two short-term bicycle parking spaces.

Zoning District: High Density Corridor 4 (HDC 4)

Future Land Use: Urban Corridor

Scenic Vista: Not Applicable

SEPA Determination: A SEPA Determination has not yet been made.

Public Notification: Public notice of the Detail Design Review Board meeting was mailed on November 5, 2018, in accordance with Olympia Municipal Code 18.72.020, Table 78-1.

City Staff: Catherine McCoy, Associate Planner
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BACKGROUND INFORMATION

A. Project Context/Existing Conditions

The subject site is 92,168 sq.ft. in area, approximately 2.12 acres, just inside the Olympia City limits. Current development includes a single-story building accessed from a two-way driveway off College Street NE, a 39 space surface parking lot, and extensive landscaping and trees in the western third of the parcel.

The existing single story I-shaped building is the current Washington State School Directors Association headquarters located on the western side of College Street NE, north of the intersection of Martin Way E and College Street NE. College Street is a north-south major collector that divides the two jurisdictions of Olympia and Lacey. The use of the building is dual-purpose - including government office space for

16-18 employees and two business education spaces used for training and seminars for up to 50 visitors/trainees.

B. Project Description

The proposal is to demolish the existing 10,000 sq.ft. building, internal concrete sidewalks, and remove the existing asphalt parking lot west of the building. The new single-story building will be 1,100 sq.ft. smaller than the existing building at approximately 8,900 sq.ft.

The compact rectangular building will take up the northeast corner of the development site set back from College Street approximately 19 feet due to a required front yard dedication to the City of Lacey for future street improvements. The parking lot behind the building will be shifted east, making room for up to three new parking spaces, a stormwater infiltration pond, and additional landscaping.

DESIGN REVIEW

Please note that this is a **Detail Design Review** by the Design Review Board. Detail Design Review involves the final plans and detailed design elements of a project including the site plan, building design and architectural elevations, landscape design, mechanical equipment and screening, lighting plan, building and site details, materials and colors, zoning, parking, and overlay district regulations within the Unified Development Code.

The project site is within the High Density Corridor (HDC) design review district and is subject to the requirements of the Design Review Code OMC 18.100. The project is required to respond specifically to Chapters 18.110 and 18.130, Basic Commercial and High Density Corridor criteria, respectively.

The Design Review Board will review the project to determine compliance with the applicable design criteria and make a recommendation to the Community Planning and Development Director regarding the adequacy of the program design. The Director makes the final decision. Detail Design Review involves resolution of issues raised at the concept meeting and evaluation of site details not provided earlier in the project. In situations where explicit compliance is not feasible, the Olympia Municipal Code encourages creative solutions in meeting the requirements as long as these design solutions are equal to, or better than, the guidelines listed in the requirement sections.

City staff evaluated the project based on recommendations made by the Design Review Board at the time of Concept Design Review (Attachment 6), the applicable design standards, the site plan, landscape plan, civil plan set and materials and colors board. Suggested conditions of approval have been provided below for the Board's review and recommendation.

The Design Review Board meeting is a public *meeting*, and unlike a public *hearing* public oral comment is not taken at the meeting. Comments submitted following the packet distribution, and prior to the start of the meeting that relate to the project design will be forwarded to the Board for review.

STAFF RECOMMENDATIONS

Staff's study and review of the design program is provided in the checklists provided (Attachment 2). Staff found the overall site plan and detail design program to meet the requirements and intent of the design criteria. Staff recommends detail design review approval for the Washington State School Directors Association project proposal, File 18-2985, subject to the conditions listed below. Code references in *italics* provide the framework for staff recommendations.

A. Site and Landscape Design: *Approve subject to the following condition:*

1. Add at least one additional pathway through the bioswale to both protect the bioswale and provide better access to the building from the parking lot. *OMC 18.110.030.*

B. Building Design: *Approve subject to the following condition:*

2. Relocate the short-term bicycle parking, or redesign the space to accommodate a cyclist comfortably without impeding access of site users. *OMC 18.110.050.*

C. Colors and Materials: *Approve as proposed.*

Submitted By: Catherine McCoy, Associate Planner

Attachment 1: Staff Report

Attachment 2: Design Review Checklists, OMC 18.110 and 18.130

Attachment 3: Detail Design Review Application Form

Attachment 4: Detail Design Review Architectural Packet

Attachment 5: Window and Lighting Details

Attachment 6: Concept Design Review Memo