

CITY OF OLYMPIA  
DESIGN REVIEW BOARD

**Conceptual Design Review Meeting Format**

- A. Introduction & Welcome – **Chair**
  1. Opens meeting and attendance is taken, if it changes for this case.
  2. Announces agenda.
  3. Outlines Conceptual Design Review meeting procedures.
- B. Presentation of Project
  1. **Staff**
    - Design review district or multifamily requirements
    - Comprehensive plan
    - Results of presubmission with site Plan Review Committee
    - Zoning, shoreline, and tree plan requirements
    - Environmental issues, if known
  2. **Architect** introduces the applicant's team and gives presentation of project.
    - Includes how project will meet design district criteria.
  3. **Recognized neighborhood association representative** presents neighborhood issues relative to the design review elements of the project which are the site arrangement, the building design, landscape plan, and the sign program.
  4. **Members of the public**, if any, present any comments/concerns/issues they may have about the design elements of the project which are the site arrangement, the building design, landscape plan, and the sign program.
- C. Design Review Board itemizes any points to be addressed during the general project discussion. General project discussion occurs – includes all parties present.
- D. Focused discussion occurs – **Chair** facilitates
  - Context plan
  - Preliminary site & landscaping plan
  - Preliminary building design
- E. **Chair** summarizes the main points of the discussion.
- D. **Board member** makes motions – **Board** asks **staff** to restate the motions and then the Board votes on each subject separately. Recommendations are made to the Land Use Review Committee/Hearing Examiner about these items – context plan, preliminary site and landscape plan, and preliminary building design. The Board may also opt to provide suggestions for consideration by the architect for Detailed Design Review.
- G. **Chair** – Describes what happens next – staff writes a memo summarizing the Board's recommendations. Because these are recommendations and not decisions, they are not appealable.

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**Combined Conceptual & Detailed Design Review Meeting Format**

- A. Introduction & Welcome - **Chair**
1. Opens meeting and attendance is taken, if it changes for this case
  2. Announces agenda
  3. Outlines Combined Design Review meeting procedures
- B. Presentation of Project both Concept & Detail Reviews
1. **Staff** gives brief review of project
    - •design review district or multifamily requirements
    - •comprehensive plan
    - •results of presubmission w/Site Plan Review Committee
    - •zoning, shoreline, and tree plan requirements
    - •environmental issues, if known
  2. **Architect** introduces the applicant's team and gives presentation of project
    - •includes how project will meet design district criteria
  3. **Recognized neighborhood association representative** presents neighborhood issues relative to the design review elements of the project which are the site arrangement, the building design, landscape plan, and the sign program.
  4. **Members of public**, if any, present any comments/concerns/issues they may have about the design elements of the project which are the site arrangement, the building design, landscape plan, and the sign program.
- C. Design Review Board itemizes any points to be addressed during the general project discussion. General project discussion occurs - includes all parties present.
- D. Focused discussion occurs in two parts - **Chair** facilitates
- Concept Review Discussion Points:*
- •Context plan
  - •Preliminary site & landscaping plan
  - •Preliminary building design
- Detail Review Discussion Points:*
- •Building Details
  - •Colors & Materials
  - •Lighting Program
  - •Sign Program
  - •Other items
- E. **Chair** summarizes the main points of the discussion.
- F. **Board member** makes Concept Review motions - **Board** asks **staff** to restate the motions and then the **Board** votes on each subject separately. Recommendations are made to the Land Use Review Committee/Hearing Examiner about these items - context plan, preliminary site and landscape plan, and preliminary building design.
- G. Detailed Review Motion (**Board member** summarizes after all deliberations have been completed)
1. Motion to recommend to the Building Official to approve, deny, condition the building permit, (or continue, or remand back to staff) - motion includes recommended findings as to how project complies with Design Criteria.
  2. Motion seconded and discussion may follow.
  3. Applicant given a final opportunity to address the Board and the motion on the table.
  4. **Staff** restates motion and **Board** votes on motion.
- H. **Chair** - Describes what happens next - staff writes a memo summarizing the Board's two recommendations. Because these are recommendations and not decisions, they are not subject to appeal.

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**Detail Design Review Public Meeting Format**

- A. Introduction & Welcome – **Chair**
  - 1. Opens meeting and attendance is taken.
  - 2. Announces agenda.
  - 3. Outlines meeting procedures.
- B. Presentation of Project
  - 1. **Staff**
    - a. Brief review of project – include Land Use Decision which includes the previous Conceptual Design Review action.
    - b. Recommendation
    - c. Responds to questions from Board.
  - 2. **Board members** state areas to be addressed by applicant during their presentation.
  - 3. **Applicant**
    - a. Presents project.
    - b. Responds to staff recommendation.
    - c. Responds to questions from Board.
  - 4. **Public** testimony (if any) including taking questions from Board.
- C. Board Discussion/Evaluation of Project

Questions directed to staff and/or applicant – however, **no additional testimony allowed at this time.**
- D. Motion (**Board member** summarizes after all deliberations have been completed.)
  - 1. Motion to recommend to the Building Official to approve, deny, condition the building permit, (or continue, or remand back to staff) – motion includes recommended findings as to how project complies with Design Criteria.
  - 2. Motion seconded and discussion may follow.
  - 3. Applicant given a final opportunity to address the Board and the motion on the table.
  - 4. **Staff** restates motion and **Board** votes on motion.
- E. Summary – **Chair**
  - 1. How any major or minor changes to the project may be handled.
  - 2. What is next – staff writes a letter to the Building Official with a copy to the applicant summarizing the Board’s recommendation for the building permit. Because this is a recommendation and not a decision, it is not appealable.