

May 29, 2020

Olympia City Council  
General Government Committee

In accordance with your request for Olympia advisory boards and committees to revisit their 2020 Work Plan in response to the COVID-19 emergency, the Chair and Co-Chair of the Design Review Board respectfully submit the Design Review Board's Revised Annual Work Plan. The goal of the revised work plan is to reduce the Board's time commitment on staff, thereby increasing their availability to support Council priorities and economic recovery efforts.

The General Government Committee requested Boards revise their work plans using a 3-Tiered approach. Our review revealed that our work plan efforts all fall into the Tier 2 category, "Items currently on the work plan that support the City's recovery from the COVID-19 emergency". We then prioritized our work plan items into two sections.

Section 1: Items focused for completion in 2020

- a. **Design review of development proposals** – the Board's most relevant contribution to economic recovery
- b. Identify problematic code language in the new "Downtown Zoning Ordinance", and throughout Chapters 18.76, and 18.100-18.175.
- c. Annual Retreat
- d. Study sessions that provide needed professional development for Board members during this pandemic and recovery period, such as new Code training, and focused and ongoing orientation for the mostly new Design Review Board.

Section 2: Items for the foreseeable future

- a. Develop a brochure illustrating appropriate architectural solutions for the development community, design teams, and citizens
- b. Award of Merit(s) to recognize deserving architectural solutions constructed and occupied in Olympia
- c. Design Featurettes

The Design Review Board is wholly supportive of the City's efforts to recover from the COVID-19 emergency, and we thank the Council and City staff for their efforts in overcoming the emergency. Please do not hesitate to call on the Design Review Board in any way, now or in the future.

Sincerely,  
Chair Joseph LaValle, Architect, and Co-Chair Angela Rush, Citizen at Large