

# Olympia Design Review Board (DRB) – 2020 Work Plan\_COVID

*In the 20-21 cycle (April 2020 – March 2021) the Olympia Design Review Board (DRB) will hold 23 regular meetings, on the second and fourth Thursday of each month except for the November 2020, which will fall on the first and third Thursday of the month, and the December 2020 meeting, which will be held the first Thursday only. Subcommittee meetings and special meetings will be scheduled as needed.*

**Professional Staff Liaison to the Design Review Board:** Catherine McCoy, Associate Planner :: 360.570.3776 :: [cmccoy@ci.olympia.wa.us](mailto:cmccoy@ci.olympia.wa.us)

Section 1:					
Estimated Percent of Overall Design Review Board Effort: 0-100%					
Title, Description, Deliverables	Tier	Board Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>A. Design Review of Development Proposals</b> <ul style="list-style-type: none"> <li>Review project proposals as scheduled and determined by development project proposals, through the Community Planning and Development Department.</li> </ul>	2	DRB: Ongoing	CP&D Staff: Ongoing	January – December	Included in base budget
<b>B. Identify Problematic Code Language</b> <p>Proposed Work:</p> <ul style="list-style-type: none"> <li>As needed and on-going, the Chair shall maintain a list of “code fixes”; language, or other, that proves ambiguous, misleading, or needs further interpretation or rewrite.</li> </ul> <p>Deliverable(s): List of Problematic Code Language to present to CPD Staff for possible consideration in future amendments to the Code, and for Board discussion in regular meetings.</p>	2	DRB: Ongoing	CP&D Staff: 1 hr.	January – December	Included in base budget

# Olympia Design Review Board (DRB) – 2020 Work Plan\_COVID

<b>C. Annual Retreat</b>  Proposed Work: <ul style="list-style-type: none"> <li>Staff and Board will work together to determine an agenda of items for discussion at the retreat.</li> </ul> Deliverable(s): Successful and productive retreat with full attendance	2	10-15 hrs. of Board prep + 4 hrs. at the retreat	20-25 hrs.	Last meeting in December	TBD by Staff
<b>D. Study Sessions</b>  Proposed Work: <ul style="list-style-type: none"> <li>Board identifies areas where training is needed</li> <li>Staff finds opportunities to schedule and learn from presenters on those topics.</li> </ul> Deliverable(s): Full Board engages in study sessions during regular meeting times with no scheduled projects; to study elements of the Code, particular architectural topics, etc. Includes annual Open Meetings Act training.	2	Full Board: 2 mtgs, 2 hrs. each; OPMA & PRA training 1 hr.	2-4 hrs.	As needed; OPMA/PRA every 3 yrs.	Included in base budget
<b>Section 2:</b>  Estimated Percent of Overall Design Review Board Effort: <b>0-100%</b>					
<b>Presubmittal Brochure for Applicants</b>  Proposed Work: <ul style="list-style-type: none"> <li>Board meets to scope the brochure content</li> <li>Board volunteers outline and write content to present to CPD &amp; Communications staff for review and feedback.</li> </ul>	2	Full Board 3-5 hrs., plus 10 hrs. research and writing	10-15 hrs. staff plus communications team	July 1 – Sep 30	Included in base budget

## Olympia Design Review Board (DRB) – 2020 Work Plan\_COVID

Deliverable(s): Printed and electronic version of a presubmittal brochure outlining design review processes and expectations for project applicants.					
<b>Awards of Merit</b>  Proposed Work: <ul style="list-style-type: none"> <li>One or more Board members photograph completed and occupied projects</li> <li>Staff assembles a review for Board</li> <li>Board reviews and votes</li> <li>Board members create an award and present the award(s) to recipients at City Council recognition meeting</li> </ul> Deliverable(s): Award Presentation at City Council, and possible additional exposure in an outreach campaign.	2	Full Board 2 hrs., plus 2 hrs. Board research	5 hrs.	At Board discretion. The process begins Oct 1, wraps up on Nov 30, and is presented at annual CC recognition meeting.	Included in base budget
<b>Design Featurettes</b>  Proposed Work: <ul style="list-style-type: none"> <li>Individual Board members research and write short narratives (3 - 5 paragraphs) on design topics and identify graphics to illustrate themes and concept.</li> <li>Present to the Board for approval.</li> </ul> Deliverable(s): Completed and edited design featurettes to post online, present in CPD lobby on easels and/or on monitor, possible other uses.	2	4 per year, 2 hrs. each for individual Board members; 4 hrs. full Board review	4 hrs.	Quarterly	Included in base budget