

**CITY OF OLYMPIA**  
**Olympia Design Review Board**

**COMBINED DESIGN REVIEW**  
**STAFF REPORT**  
**January 14, 2021**

<b>Case Number:</b>	19-5188
<b>Applicant / Rep.:</b>	MAWB4925 LLC represented by Thomas Architecture Studio
<b>City Staff Contact:</b>	Nicole Floyd, Principal Planner, 360-570-3768 <a href="mailto:nfloyd@ci.olympia.wa.us">nfloyd@ci.olympia.wa.us</a>
<b>Site Address:</b>	4925 4 <sup>th</sup> Way
<b>Project Description:</b>	Project includes construction of a 34,000 square foot three-story mixed use building with 17 residential units (previously 40), a small food store, fitness area, community flex space, and clock tower, village green, and off-street parking. Accompanying this application is a Master Plan Amendment Application to address the discrepancies between the Master Plan Designs, Preliminary Plat Approval conditions, and the project design.
<b>Zoning District:</b>	Neighborhood Village (PORM)
<b>Design Criteria:</b>	Woodbury Crossing Master Plan and 18.05A
<b>Notification:</b>	Notice of the Design Review Board Meeting was sent to all property owners within 300', Recognized Neighborhood Associations, and parties of record with the Notice of Application.
<b>Board Responsibility:</b>	The Design Review Board will review the project to determine compliance with the applicable design criteria and make a recommendation to the Site Plan Review Committee regarding the adequacy of the projects design. The Community Planning and Development Director makes the final decision. Conceptual Design Review involves the major design elements of a project as they relate to the general project design and how they comply with the specific design criteria of the design district. Detailed Design review involves all the detailed design elements of a project which include the materials, colors, and final architectural elevations, the final landscape design including the required lighting plan, and the sign program as they relate to the applicable Design Requirements. This is a combined review, therefore both concept and detail review will be addressed.

**Staff Provided Assistance:**

City staff evaluated the project based on the applicable design standards and prepared a variety of support materials including design review checklists to assist in the Board's assessment of this project (see attached). This report focuses on issues that staff recommends for Board discussion. Suggested conditions of approval have been provided for the Board's review and recommendation.

**Project Context / Existing Site Conditions:**

This is the last project in the Woodbury Crossing Master Planned Community which has been under development for more than 15 years. The site was initially anticipated to be one of the first to be developed, but market conditions changed and commercial development was not in as high of demand as residential development. This site is challenged by having several required elements such as the Village Green, a food store, required mix of residential and commercial uses, etc. In order to accommodate the requirements of a tree tract, the site was also reduced in size by approximately half an acre making it more challenging to fit all of the requisite elements into an increasingly more compact area.

The application was initially submitted in 2019 with approximately 40 units, however this density was determined to be out of scale with the master plan. Revised plans including 17 residential units were submitted in 2020 along with an application for minor amendment to the master plan. The Master Plan Amendment is being processed concurrently with the Land Use Application and Design Review. Amendments proposed generally include updating the Master Plan to reflect the new unit count and revising the area associated with the Village Green. The Master Plan Amendment and overall site layout are currently being reviewed by the City for compliance with the Olympia Municipal Code. Minor modifications to the site are likely and would impact the design of the site. These include:

- **Building Setbacks:** The building is required to be within 10' of the front property line. A utility easement occupies the first 10' but the proposal is 14' from the property line. It will be shifting 4' towards the street along 4<sup>th</sup> Way and Sandalwood Drive.
- **Fire Turn Around:** The Fire Department has required a turnaround or additional curb cut on Sandalwood Drive for the parking lot. Most likely the additional curb cut will be provided.
- **Reduced parking:** The project appears to exceed parking requirements and will likely need to reduce the amount of parking shown. Ideally, this would result in removal of the four space parking lot between the pedestrian oriented storefronts and the Village Green.

**Review of Design Criteria:**

Staff has reviewed the project for compliance with the applicable design criteria and has provided a detailed analysis within the attached Design Review Checklist. The checklists

identify areas of compliance and deficiency. Recommended conditions of approval are provided at the end of this report for the Board's consideration.

The Board should consider the following key issues. A more detailed analysis of each is provided in the design review checklists:

**Woodbury Crossing Master Plan:**

The master plan includes two parts, the first is general guidance and the second are specific requirements for the Board to evaluate related to the site design. Generally, the master plan did not envision this project as designed on this site. The images show two small commercial buildings and a large Village Green. It is important to note that the images within the master plan do represent the design requirements, but departure is allowed provided the proposal demonstrates equal or better compatibility. In this case, the design departs significantly but, in many ways, maintains the overarching goals of the plan. There are two exceptions:

Accessory Parking off 4<sup>th</sup> Way: The Parking area shown between the pedestrian primary storefronts and the Village Green is not required by code and appears to conflict with the general purpose of the Village Green.

Pedestrian Accessibility to the Green: The master plan indicates that the Village Green is a welcoming space for all residents of the neighborhood to recreate and spend time. The design of the space could be enhanced to better achieve this intent by adding pathways from the adjacent streets and bus shelter to the site's interior. Similarly, additional pedestrian amenities are called for by the plan.

**OMC 18.05A – Neighborhood Village Design Criteria:** This code section applies to both the adoption of master plans and each specific project within a master planned community. The Board should review these sections to ensure the requirement is met. The guidelines within OMC 18.05A are not requirements. They consist of alternatives to meet a particular requirement. The following are areas the board should pay particular attention to while reviewing the project and checklists:

**Village Green Connectivity:** Connectivity is addressed in several code sections. Staff believes some modification is needed to ensure the Village Green can function as envisioned, which is a place that is open to the greater community to sit and relax. The Board should consider what modifications would better emphasize this. Staff has added a few conditions of approval as a starting point. They include modifications such as removing the accessory parking lot, adding pathways through the green to adjacent streets, providing seat walls, benches, chairs, and other pedestrian amenities, adding pedestrian scale lighting in and around the green, and modifying pavement materials.

**Intersection of 4<sup>th</sup> Way and Sandalwood:** The Municipal Code requires all intersections to be treated as focal points for the project. The design, however, is clearly oriented towards the Village Green, and does not provide much emphasis towards the intersection of 4<sup>th</sup> Way and Sandalwood Drive. Some consideration should be given to the large number of street frontages, nevertheless the Board should provide guidance as to what might be done to promote a more prominent intersection treatment.

**Sandalwood Frontage:** The Board should consider design elements that can enhance the building's appearance as the front facing towards Sandalwood Drive.. Given the site constraints and multiple street frontages, it will be important to focus on the requirements of the code and determine if they have been achieved.

**Written Public Comments:**

Although this Design Review Board meeting is open for public attendance, oral testimony or comments will not be solicited or permitted to be submitted at the meeting. Written comments related to project design may be submitted in advance of the meeting.

To date, no comments have been received. Any comments submitted must be submitted to the project planner before 4:00pm on the day of the meeting to allow for processing and distribution.

**Staff Recommendation:**

Staff anticipates that the applicant will provide enough information at the Design Review Board meeting to allow the Board to conditionally approve the Combined Design Review project. This would allow Staff to review for compliance at the point of construction permit application. Alternatively, if adequate information is not provided at the meeting, the Board could recommend only conceptual approval, which would then require the applicant to present revisions at a Detail Design Review meeting. Conditions are drafted with the assumption that Combined Review will be approved. Conditions would need to be modified if a second meeting is determined to be warranted by the Board.

Staff recommends the Design Review Board to recommend approval of the Conceptual Design to the Site Plan Review Committee, with the following conditions:

- A. Context Plan:** Recommend approval.
- B. Preliminary Site & Landscape Design:** Recommend conditional concept approval as follows:
  - 1. Remove the curb cut and four stall parking lot accessed off of 4<sup>th</sup> Way and replace it with additional Village Green area.
  - 2. Add a pedestrian path from both Greenwood Drive (near the bus shelter) and 4<sup>th</sup> Way into and through the Village Green. The path should be consistent with pathways provided in the play area in Tract B.
  - 3. Show all pedestrian amenities proposed. This shall include seating areas on the periphery of the lawn of the Village Green. Amenities should include seat walls, affixed tables and chairs, pedestrian scale lighting, trash receptacles etc.

4. Plans shall show the alternative surface anticipated with the pedestrian walkways (not simply paint) where they are adjacent to vehicular circulation routes.
5. Plans shall be provided that clearly demonstrate the location of mechanical equipment and utility vaults. Proposed screening measures for such features visible from the public right of way shall be provided

**C. Preliminary Building Design:** Recommend conditional Concept approval, as follows:

1. Modify building features at the intersection of 4<sup>th</sup> Way and Sandalwood as follows:
  - a. Board / applicant to coordinate on specific features.
2. Add balconies, trellis features along Sandalwood Drive to accentuate the pedestrian experience along this street frontage.
3. Revise plans to show building modulation or variation at intervals of no less than 30' along Sandalwood Drive.

**Submitted By:** Nicole Floyd, Principal Planner

- **Attachment 1:** This Staff Report
- **Attachment 2:** Design Review Checklists (Woodbury Crossing and OMC 18.05A)
- **Attachment 3:** Design Review Plan Submittal