

CITY OF OLYMPIA
Olympia Design Review Board

CONCEPT DESIGN REVIEW
STAFF REPORT
JULY 8, 2021

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| Project Name/Number: | Woodspring Suites Hotel, File 21-2285 |
| Applicant: | Colton Darden, PE CPH Consultants, Kirkland WA |
| Location: | 3901 Martin Way E |
| Project Description: | New 4 story 122 room extended-stay hotel with surface parking for 123 vehicles. Storm drainage facilities and utility extensions will be extended from Martin Way E. |
| Design Review District: | The development site is in the Freeway Corridor Design Review District, which means the hotel project is subject to both the Basic Commercial Design requirements, OMC 18.110, and the Freeway Corridor Design requirements, OMC 18.145. |
| Zoning District: | General Commercial (GC) |
| Comprehensive Plan Designation: | High Density Corridor 4 (HDC 4) and Urban Corridor (UC) |
| City Staff: | Catherine McCoy, Associate Planner Phone: 360.570.3776, E-mail: cmccoy@ci.olympia.wa.us |
| Public Notification: | In accordance with the Olympia Municipal Code (OMC) 18.78, public notification was mailed on May 21, 2021, to agencies, recognized neighborhood associations and property owners. |
| Board Responsibility: | 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 project design. The Community Planning and Development Director will make the final decision. |

BACKGROUND INFORMATION

Context and Existing Conditions

The 2.2 acre site is located in east Olympia between Martin Way East and the Sleater Kinney Road southbound I-5 on-ramp, and immediately east of the Thurston County Chehalis Western Trail (CWT) (Figure 1). For both vehicles and pedestrians, access to the development site is from Martin Way East down a privately owned gravel roadway. The roadway is 300 feet in length and begins at 22 feet in width and widens to 55 feet in width at the site entrance.

The site is flat, undeveloped, and has been impacted by past grading and mowing. Mature trees are located along the northern and southern perimeter – off-site and planted by private property owners to the north and the WA Department of Transportation to the south.

Immediately north and west of the Chehalis Western Trail (CWT) are commercial office buildings ranging in height from single-story to three-story buildings. Surrounding uses are consistent with the underlying zoning district of General Commercial (GC) – distinctly auto-oriented commercial development.



Figure 1: Proposed Hotel and Existing Site Conditions

Project Proposal

The proposal is to construct a single rectangular four-story building, approximately 46 feet in height, surrounded on three sides with 123 vehicle parking spaces, and an internal private road that extends north of the building (behind) for access to and from the Martin Way frontage. The hotel entrance is oriented to the south, additional building entries are located on the east and west sides, and a secondary building entry on the north side of the building. A 5' wide pedestrian sidewalk wraps around three sides of the building and extends along the private drive to Martin Way East. Vehicles will arrive at the hotel by driving down a narrow lane from Martin Way East. More information about the site and project proposal is available in the applicant's project narrative (Attachment 4).

Land Use Review

Land use review is currently underway; the Site Plan Review Committee (SPRC) has not completed its review and further analysis might result in additional site modifications. At this stage of land use review, the items below have been identified as needing further attention. City staff, including engineering, public works, fire and building

plans examiners, and the applicant, will work through issues as part of the land use review. Site revisions will be reflected in the detail design architectural packet.

1. Site access. The frontage improvements along Martin Way E and the design of the private drive lane are required to meet accessibility standards, and solid waste and fire prevention access standards. The development must provide clear pedestrian pathways in a manner that minimizes potential conflicts between moving vehicles and pedestrians. A pedestrian pathway, whether it be a required sidewalk or additional asphalt with a distinct line separating vehicles, shall be located in areas likely to be used by a pedestrian, instead of the driveway or street.
2. Pedestrian connection to the Chehalis Western Trail (CWT). The Parks Department requires a connection to the CWT as part of the project – the connection is also required by (development) code, OMC 18.38.220, and this Basic Commercial Design Review code, OMC 18.110.030.

DESIGN REVIEW

Concept Design Review: Please note that this is a *Concept Design Review*. Conceptual review involves the early design considerations and elements of a project, such as site context and contextual response, site development, and architectural and landscape concepts as they relate to the general citywide design criteria and the specific design criteria of the design district.

The section called “How to Use Design Criteria” in the Olympia Municipal Code provides instructions for meeting the City’s design criteria (OMC 18.100.100). Compliance with each requirement is necessary; the guidelines provide methods to achieve compliance with the requirement.

Design Review Board meetings are public meetings open for public attendance; however, the meeting is not a public hearing and public testimony or comments are not taken at the meeting. Written comments related to project design may be submitted in advance of the meeting. Written comments should be forwarded to this Lead Planner by 4:00 PM prior to the meeting.

Concept Design Analysis:

The project is required to meet (or beat) the design criteria for 1) the Basic Commercial Design Criteria, OMC 18.110, because it is a commercial (hotel) project, and 2) the Freeway Corridor District, OMC 18.145, because it is located in that design district. At the concept stage of design review, the Board will review the project from the perspective of site context, preliminary site and landscape plan, and preliminary building design.

Staff’s analysis of the design proposal is based on study of the appropriate design requirements, the conceptual architectural plan set, and the applicant’s narrative and project description. The analysis is incorporated in the staff design checklist (Attachment 2). The checklist identifies areas of compliance and deficiency and staff recommended conditions for the Board’s consideration. Staff finds that the concept design program generally meets the criteria within the Basic Design Criteria (OMC 18.110) and the Freeway Corridor Design Criteria (OMC 18.145).

Key Design Issues for Board Consideration:

Connections, OMC 18.110.030. There are three specific areas within the project that need extra attention and design detail relative to this requirement: 1) the drive aisle from Martin Way to the hotel site, 2) the interior hotel parking lot, and 3) the adjacent Chehalis Western Trail (CWT).

- Instead of abutting the Martin Way street frontage, the building is located at the south end of a 300 foot long private drive. Beginning at Martin Way, the drive aisle is 22 feet in width and widens to 55 feet in width at the entrance to the hotel site. The drive aisle is also located next to the Chehalis Western Trail, which is

over the drive aisle and separated by a 15' tall retaining wall (Figure 2).

- There will be 123 parking spaces in the hotel parking lot. As the parking lot is currently designed, in the extreme, guests will need to navigate over 180' from a vehicle to the hotel entrance around parked cars and landscape islands.
- The Chehalis Western Trail, immediately adjacent to the hotel site, offers a delightful amenity to guests visiting Olympia. A connection to the trail exists on the east side of the CWT along the Lindsley Lane private drive. The City's Parks Department requires a connection to the CWT as part of the project – the connection is also required by (development) code, OMC 18.38.220, and this Basic Commercial Design Review code, OMC 18.110.030.



Figure 2: Martin Way East Access to the Hotel Site.

STAFF RECOMMENDATION

Based on review and analysis of the Basic Commercial and Freeway Corridor design requirements, staff recommends the Design Review Board recommend approval of the conceptual design review proposal for the Woodspring Suites Hotel, subject to the conditions below. The conditions shall be reflected in the detail design review submittal.

A. **Context Plan:** Approve as proposed.

B. **Site and Landscape Design:** Approve subject to the following conditions:

1. Add details and design treatment to the sidewalk that extends from the Martin Way East street frontage to the hotel.
2. Provide highly visible, safe pedestrian walkways through the parking lot to the building.
3. Provide a direct, well integrated connection from the project site to the Chehalis Western Trail. OMC 18.110.030.

4. Provide a 100% sight-obscuring hedge and/or sound-absorbing wall along the south perimeter. *OMC 18.145.020*

C. Building Design: Approve subject to the following conditions:

1. Provide overhead weather protection, glass openings, signage and/or ample lighting at entry points in the side and rear facades. *OMC 18.110.070*
2. The windows shall exhibit depth in the form of window elements that recede or protrude from the building wall. *OMC 18.110.100*
3. Change the roof form over the building access point on the south façade to match the horizontal roof form that exists above the main entrance. *OMC 18.110.120*
4. Provide a complete lighting plan that shows the proposed lighting locations on the building in the elevation drawings, and shows lighting above entries, in the parking lot, on the rooftop, etc. Provide fixture detail, photos and cut sheets – use a legend with key and symbols (preferably). *OMC 18.110.160*
5. Mechanical equipment shall be clearly depicted in the landscape plan and screened so as to not be visible from the public-right-of-way or by residents and guests in the building. *OMC 18.110.190*
6. Wall-mounted equipment shall be screened or painted to match the building. *OMC 18.110.190*

At the detail stage of design review – the architectural packet shall include photos and cut sheets of the following final architectural elements and features:

- Final Landscape plan, including plant photos;
- Materials – photos of the types of hardscape, roofing material, doors and windows, hardware, etc.;
- Short term bike storage structures; bicycle racks, hangers, cabinets, or other;
- Site amenities – photos and cut sheets of benches, trash receptacles, picnic tables, and other site amenities.;
- Site Lighting – provide a complete lighting plan that depicts and details all building and site lighting types and fixtures (including signage); and
- Windows – details, profiles, photos.

Submitted By: Catherine McCoy, Associate Planner

Attachments:

Attachment 1 – This Staff Report

Attachment 2 – (Staff) Design Review Checklist

Attachment 3 – Architectural Plan Set

Attachment 4 – Applicant Narrative