



Meeting Minutes

Design Review Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Catherine McCoy
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Saturday, March 18, 2017

9:30 AM

Association of Washington
Cities (AWC) - 1076 Franklin St.
SE

Design Review Board Retreat

1. CALL TO ORDER

Chair LaValle called the meeting to order at approximately 9:20 a.m.

2. ROLL CALL

Present: 9 Chair Joseph Lavalle, Vice Chair Jane Laclergue, and Board Members Tom Carver, Duane Edwards, Robert Findlay, David Goularte, Jami Heinricher, Marnie McGrath, and Angela Rush.

Absent: 0

Others Present: Kris Goddard, Rachel Newmann

3. BUSINESS ITEMS

4. ANNOUNCEMENTS

4.A. Elements of Design

Board Members Robert Findlay and Angela Rush (30 minutes)

Board Member Findlay presented a slideshow focused on architectural concepts as depicted throughout Olympia's built environment. Using the City's own elements of design review against the backdrop of existing buildings (context, site and landscape, building, and detail), he explained several complex principles of architecture – such as scale, symmetry, modulation, articulation, and legibility.

The discussion was completed.

4.B. From the Secretary of the Interior's Standards for the Treatment of Historic Properties to the Joint Review Committee (JRC)

Michelle Sadlier, Historic Preservation Officer, Community Planning & Development (30 minutes)

Michelle Sadlier explained the role of the Olympia Heritage Commission as an advisory committee to the City Council. The presentation focused on the types of projects the Heritage Commission reviews, the process of review, and how a number of policies and regulations provide the framework of review, not least of which is the US Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI) (as amended).

Ms. Sadlier explained the Secretary's standards in relation to past historic building modifications in the City, providing examples of modifications to buildings that did or did not meet the SOI Standards. She also brought the Board's attention to the City's Historic Preservation Code, OMC 18.12, and the City's Design Review requirements for Historic Structures and Buildings within Historic Districts, OMC 18.105. She explained which projects are reviewed by the Heritage Commission only, and those that must be reviewed by the Joint Review Committee, OMC 18.86.180.

The discussion was completed.

4.C. Design Review Board Development and Training Opportunities

Board Member Jami Heinricher (20 minutes)

Board Member Heinricher proposed *study sessions* as an option for Board development and training. Adding the agenda item of study sessions to meetings (with few or no projects for the Board to review) could provide development opportunities for the Board, could raise awareness of the work and successes of the Board, and might open dialogue with communities of interest about the broader implications of design in Olympia. Examples of study session topics might include Design Review site visits, project studies, design guidelines reviews, inviting guest lecturers and subject experts to talk about current trends, exploring building technology updates, or having open discussions.

The discussion was completed.

4.D. Meeting Management

Board Members Tom Carver and Marnie McGrath (20 minutes)

Board Member Carver shared best practices for making motions as a Board. As a point, he suggested all members be deliberate and succinct when asking questions or expressing comments to the applicant. In so doing, Board members will have more confidence in forming and offering a motion and applicants will be clear on design objectives moving forward. Board Member McGrath provided handouts that summarized important points from Robert's Rules of Order, provided guidance on how to make a motion, listed examples of various types of motions, and offered valuable tips for preparing a meeting.

The discussion was completed.

4.E. Olympia's Design Review Program, Opportunities for Public Engagement

Leonard Bauer, Deputy Director, Community Planning & Development (20 minutes)

Deputy Director Leonard Bauer explained the policy direction and requirements for public comment/testimony at Design Review Board public meetings. Public comment is not taken at Design Review Board meetings due to state requirements and the nature of the Board as advisory to the Community Planning and Development Director. Mr. Bauer explained the difference between legislative bodies and quasi-judicial bodies or committees; the difference being that legislative bodies make decisions that establish policies for future direction, whereas quasi-judicial bodies, such as the Design Review Board, administer those policies. As the Design Review Board meetings are public meetings rather than public hearings, oral testimony is not taken. However, written testimony is accepted throughout the land use review and approval process including at regularly scheduled Design Review meetings.

The discussion was completed.

4.F. DRB Award of Merit for Projects 2014-2016

Board Member Tom Carver (20 minutes)

Board Member Tom Carver provided a slide presentation that included eleven development projects the Board reviewed during regularly scheduled meetings over the course of three years, 2014, 2015, and 2016. The purpose of the presentation was to present the Board with contenders for the Award of Merit. The Board would then vote on a project that best exemplifies the purpose of the Design Review Program, pursuant to OMC 18.100, Design Review.

Criteria for candidate projects include:

- Reviewed by the DRB with recommendation to approve detailed design submittal;

- Project adheres to the most substantive, if not all of DRB's recommendations; and
- Project has received a Certificate of Occupancy from 2014 through 2016, which is the time period following the most recent DRB Awards of Merit.

The Design Review Board members voted to award two projects Awards of Merit: the Campus Lofts (510-512 Jefferson Buildings) and the Thurston First Bank Building. Board members discussed options for presenting the awards to recipients.

The discussion was completed.

5. OTHER TOPICS

6. ADJOURNMENT (12:30 P.M.)

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.