



Meeting Minutes

Design Review Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Catherine McCoy
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Thursday, November 7, 2019

6:30 PM

Room 207

Work Session

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. ROLL CALL

Present: 8 - Chair Jami Heinricher, Boardmember Duane Edwards, Boardmember/Architect Robert Findlay, Boardmember Ingrid Gulden, Boardmember Bassim Kreem, Boardmember Joseph S LaValle, Boardmember Angela Rush and Boardmember Virginia Sorrells

OTHERS PRESENT

Planning Manager Tim Smith

3. BUSINESS ITEMS

3.A [19-0887](#) Olympia Design Review: Process and Administration

The intent of this item in the work session was to flesh out a graphic representation of the flow of design review to make available to project proponents, place on the City's Design Review webpage, and to be able to clearly convey the process to the development community and community at-large.

Following a lengthy discussion of those development projects subject to design review, the levels of design review, and the types of design review - within the framework of the land use application process, Board members recommended that staff take those concrete steps identified back to the planning team for feedback. Staff will return to the Board with the framework for the process for further discussion.

The discussion was completed.

3.B [19-0888](#) Design Review Board Discussion: Annual Work Plan

At previous Board meetings members expressed an interest in developing a work plan to present to the General Government Committee for review and approval. The benefits of having a work plan would be to further the goals and purpose of the Design Review Board as written in OMC 18.100.040, to raise the level of awareness of the program and

to direct specific actions for program improvement and development.

For several years the Design Review Board has included special meetings, or work sessions, for professional development and study sessions. Additionally, there have been annual retreats, and Awards of Merit in years when several projects have actually been constructed and occupied, as in 2017. In 2019 there have been 13 meetings, 15 development projects for Board review, an annual retreat, and 5 special meetings.

Boardmembers unanimously agreed to move an annual work plan forward to the General Government Committee. A work plan will be developed beginning in 2020.

The discussion was completed.

4. ADJOURNMENT

The meeting was adjourned at 8:22 p.m.