



# Meeting Minutes

## Design Review Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Catherine McCoy  
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**Thursday, June 6, 2019**

**6:30 PM**

**Council Chambers**

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### Work Session

#### 1. CALL TO ORDER

Chair Jami Heinricher called the meeting to order at 6:30 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

#### 3. OTHERS PRESENT

Associate Planner Catherine McCoy

#### 4. BUSINESS ITEMS

##### 4.A [19-0517](#) Olympia Design Review 201

Catherine McCoy, Associate Planner, led the Board through a number of land use review and process elements associated with Olympia Design Review. The information was intended as a deeper orientation for three new board volunteers, Ingrid Gulden, Bassim Kreem, and Virginia Sorrells; and as a refresher for existing board members. Discussion included an overview of the Land Use Review and Approval process, the process and review of projects by board members, an overview of the Rules and Procedures for the Design Review Board, and a light refresher related to Open Government Training.

**The study session was completed.**

##### 4.B [19-0518](#) Olympia Design Review Board Team Building

Board members took this portion of the meeting to get to know one another better, given there are three new Design Review Board members. Pertaining to board meetings, Chair Heinricher encouraged each member during project review to share any design concerns during the meeting (relative to Code requirements). Discussion broadened to identifying methods for understanding and tracking Code requirements within each of the design districts; and developing a method for board members to submit, and staff to track, absences. Chair Heinricher said she would create an Outlook Calendar for all

vacation dates, and volunteered to create a spreadsheet of the design review chapters as a quick-reference guide. Ms McCoy will send out an email request for potential 2019 DRB retreat dates.

**The study session was completed.**

**5. OTHER TOPICS - None**

**6. ADJOURNMENT**

The meeting ended at approximately 8:50 p.m.