



Meeting Minutes

Design Review Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Catherine McCoy
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Saturday, November 16, 2019

10:00 AM

The Olympia Center, RM 200

ANNUAL RETREAT

1. CALL TO ORDER

Chair Heinricher called the meeting to order at 10:05 a.m.

1.A ROLL CALL

Present: 7 - Chair Jami Heinricher, Boardmember/Architect Robert Findlay, Boardmember Ingrid Gulden, Boardmember Bassim Kreem, Boardmember Joseph S LaValle, Boardmember Angela Rush and Boardmember Virginia Sorrells

Absent: 1 - Boardmember Duane Edwards

OTHERS PRESENT

Community Planning and Development Staff:
Interim Director Leonard Bauer
Planning and Engineering Manager Tim Smith
Associate Planner Catherine McCoy

4. BUSINESS ITEMS

4.A [19-1077](#) Design Review Board Annual Retreat: Process Improvement

Ms. McCoy handed out a draft document of the Rules of Procedure for the Design Review Board and the Joint Review Committee (1996). The existing document is out of date and no longer reflects how meetings are held, new requirements for the Open Public Meetings Act, the Appearance of Fairness Doctrine and is not aligned with City Committee Rules of Procedure. Boardmembers reviewed the draft, held discussion, and collectively made edits to the draft. Staff will circulate the document internally then forward to the Strategic Communications Director for review and approval by the General Government Committee.

The discussion was completed.

4.B [19-1086](#) Design Review Board Annual Retreat: Expanding Incentives for Good Design

Chair Heinricher facilitated a group discussion to identify specific projects the group

could work on together, focused and organized around a single small-scope that would educate and interest the community, project proponents, and aid in the process of design review. The Board discussed projects that might be doable given the Board's project review schedule. Mr. Bauer suggested the Board attend a City Council Land Use and Environment Committee meeting to update the Committee on Board annual project review statistics and work plan items.

The discussion was completed.

4.C [19-1088](#) Design Review Board Annual Retreat: Open Space Guidelines for Multi-family Residential Development

Boardmembers Sorrells and Kreem presented a discussion about updating OMC 18.170.040, *Usable Open Space*. The problem, as offered, is that the language of the open space requirements is confusing, and the requirement does not go far enough in meeting the purpose of design review as written in OMC 18.100.040 *Purpose*. The team provided examples of multi-family open space ordinances from Lacey WA, Portland OR, Spokane WA, and discussed the City's draft Downtown Olympia Design Review Criteria chapter. During discussion, Mr. Smith suggested staff take the Board's ideas and input to the Current Planning Team for review; the Board could then circle back to the topic at another opportunity. For now, Mr. Smith said, staff and the Board will continue using the existing OMC open space requirement(s) for project review.

The discussion was completed.

5. OTHER TOPICS - None

6. ADJOURNMENT

The meeting was adjourned at 2:15 p.m.