



# Meeting Minutes

## Design Review Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Catherine McCoy  
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**Thursday, February 13, 2020**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Heinricher called the meeting to order at 6:31 p.m.

**2. ROLL CALL**

**Present: 4** - Chair Jami Heinricher, Boardmember Bassim Kreem, Boardmember Angela Rush, Boardmember, Virginia Sorrells, Boardmember Ingrid Gulden, Boardmember Joseph S LaValle

**Excused: 1** - Boardmember Robert Findlay

**Absent: 1** - Boardmember Duane Edwards

**2.A OTHERS PRESENT**

Associate Planner/Staff Liaison Catherine McCoy

**2. ANNOUNCEMENTS**

**1. PROJECT REVIEW**

The next project review will be the State and Water detail design review. The staff report and checklist templates have been updated; staff asked for feedback on the new templates. The site plan, landscape plan, and building elevations sheets will be provided via mail-out to each Boardmember one week prior to the meeting. Ms. McCoy gave a brief technical demonstration on how to access the agenda and project materials on the City's *agendas and minutes* website.

**2. ABSENCES**

Ms. McCoy reminded the Board to let staff know, ahead of time preferably, of any upcoming or potential absences.

**3. DRB VOLUNTEER CANDIDATES**

There will be vacancies for 5 positions. Eight candidates will be interviewed by the General Government Committee (subcommittee of City Council) next week on Feb 18, 7:10-8:30 pm. Chair Heinricher will be present during the interviews.

**3. BUSINESS ITEMS**

**3.A**     [20-0163](#)            Design Review Board Work Session 2 - 2020 Annual Work Plan

Ms. McCoy handed out a spreadsheet with work plan items identified by the Board at the previous meeting. Boardmembers discussed each element, the Board's commitment (in hours) and lead, staff's commitment, when the item should be addressed during the year, and the extent to which there may be budget implications. Chair Heinricher and Ms. McCoy will review the draft prior to submitting to the Board for a final review. Then it will be forwarded to the Strategic Communications Director Kellie Purce Braseth.

**The discussion was completed.**

**4.        OTHER TOPICS - None****5.        ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.