

**CITY OF OLYMPIA
DESIGN REVIEW BOARD**

**CONCEPTUAL DESIGN REVIEW STAFF REPORT
June 18, 2026**

Project Name/Number:	Briggs Professional Suites, 26-1921
Applicant:	M & T Advanced Properties, Lindsey Moss
Location:	4510 Maple Ln SE
Project Description:	New 2-story commercial space with associated parking lot, sidewalks, and future building pad.
Zoning District:	Urban Village
Design District:	Briggs Village
Comprehensive Plan Designations:	Planned Development
City Staff:	Casey Mauck, Associate Planner; 360.753.8048, cmauck@ci.olympia.wa.us
Public Notification:	In accordance with OMC 18.70, notice of the application, anticipated SEPA determination, and Design Review Board meeting was posted on the site and mailed to adjacent property owners on May 1, 2026.

The Design Review Board meeting is a public meeting and the public is welcome to attend. The meeting is not a public hearing and public testimony, or comments, are not taken at the meeting. Written comments for the Board may be submitted to staff prior to the start of the meeting. To allow for processing and distribution, please submit written comments to staff by 4:00 p.m. on the day of the meeting.

BACKGROUND INFORMATION

Existing Site Conditions

The site includes 0.95 acres in the Briggs Village just north of Briggs Taphouse, Olympic Pediatric Dentistry, and Humble Cow Ice Cream. The site is vacant and has been designated as retail or mixed use since the original village approval in the early 2000s. The site is currently undergoing a subdivision to split the site into a northern and southern lot. The site has 4 frontages, though all except Henderson Blvd to the east are private streets.

Surrounding the site, there are apartments to the east, commercial uses to the south, and vacant sites also in the mixed use district to the north and west.

Public Comments

The only public comment regarding the design of the project expressed concern that the development does not include housing and provides a substantial amount of parking (Attachment 6). The site is not required to provide housing, but the concern about the development being car-centered is relevant to design review. Staff

analysis took this concern into consideration and does recommend adding additional plantings to screen the parking lot, but does not recommend changes to the amount of parking provided or its location.

Land Use Review

Land use review for the project is currently underway. In addition to design review, the proposal must meet building, fire, engineering, urban forestry, zoning, and other requirements. The Site Plan Review Committee is finalizing the first round of review, and one requested revision the Board should note is that the east frontage along Henderson Blvd has a maximum setback of ten feet. Staff will be requiring that the applicant move the eastern building wall closer to the street to meet this requirement.

DESIGN REVIEW

Conceptual review involves the major design elements of a project which include site analysis and contextual response, site development, and architectural and landscape concepts as they relate to the general Citywide design criteria and the specific criteria of the design district.

The project will be reviewed for compliance with relevant sections from the Briggs Master Plan and Olympia Municipal Code (OMC) 18.05A (Attachment 2). The Briggs Village Design Guidelines and OMC 18.05A.010 discuss how to use the village and municipal code design guidelines. Compliance with each requirement is necessary; the guidelines provide methods to achieve compliance with the requirements. Applicable guidelines must be incorporated into the project design except where the proposed design solutions are considered by the Board and/or staff to be equal to or better than the guidelines and meet the intent of the requirement.

Review of Design Criteria

Staff evaluated the project proposal based on:

- Relevant sections of the Briggs Master Plan and OMC 18.05A prepared by staff (Attachment 2);
- A project narrative prepared by the applicant (Attachment 3);
- A checklist prepared by the applicant indicating how compliance with the Briggs Village Mixed Use Design Criteria has been achieved (Attachment 4);
- Design review plans prepared by the applicant (Attachment 5); and
- Public comment (Attachment 6).

Staff found that the proposal generally addresses the criteria within the code, though some items may merit further review by the Board. These items are discussed below and included in recommended conditions of approval.

Areas Suggested for Board Review

Primary entry and façade (Briggs design guidelines page 9, OMC 18.05A.050.A, 18.05A.070.A)

The Briggs and OMC design guidelines suggest that a building's primary entry be located along a street or the town square. Side or rear yard parking is emphasized with purposeful design to support pedestrians and visitors from inside the village. Given the site's four frontages, there is flexibility in locating this building on the site and determining the best entry point. The applicant has opted to place the building along the south, with entries on every side except the south. This decision is aligned with the master plan's sketch of this site. The north façade is designated as the "main entry", but the entire building has been designed to avoid looking like the back or side of a building. While this building has been designed to have the main entry front the parking lot, staff found that this design does follow the intent of the master plan and OMC guidelines and two other entries have been treated as front façades.

Roofline modulation (Briggs design guidelines page 10)

The Briggs design guidelines suggest roof modulation every 25' to ensure mixed use areas maintain human-scale interest and do not appear as large masses. The proposal does not technically meet this requirement

(there is modulation every 30') but staff found that the roofline modulation proposed does meet the intent of the requirement.

Ground floor treatments (Briggs design guidelines page 14)

The Briggs design guidelines have robust requirements for ground story façade treatments, including: internal floor to ceiling height of 18', 3-4' tall base, 6" minimum trim width, and sloped roofs at corners. All four of these requirements are technically not met by the proposal, however, staff finds that the treatments proposed meet the intent of the guidelines to increase natural light and create a lively streetscape.

Commercial façade treatments (Briggs design guidelines page 16)

The Briggs design guidelines require several treatments on commercial facades including building materials to enhance the façades and provide small-scale elements. The applicant has indicated that one of these requirements is met through artwork or a bas-relief sculpture. Staff are unclear where in the proposal artwork or bas-relief is proposed, however, they have found that the intent of the guidelines is met.

Service elements (Briggs design guidelines page 18)

Service elements such as the solid waste bin shall be located to minimize visibility and odors from the street, surrounding uses, and pedestrian areas. The bin must have an enclosure designed to match the building, and if visible from the street, be screened with landscaping. This proposal has challenges in locating the waste enclosure as it is extremely unlikely that any location would not be visible from a street. The applicant has chosen to place it along Henderson Blvd in an enclosure matching the building. Staff find that this location is adequate, but recommends requiring the enclosure design to be submitted with the building permit to ensure the design is reviewed, and recommends requiring trees or taller shrubs between the enclosure and Henderson Blvd. The Briggs design guidelines also require that utility meters and other equipment must be designed to minimize visibility to the public. Staff suggest requiring that equipment is either painted to match the building or otherwise screened from public view.

Pedestrian amenities (OMC 18.05A.050.B.3-5)

Pedestrian areas should be enhanced with amenities such as benches, shelters, trash receptacles, lighting, or other features. Pedestrian walkways should be distinguished with different materials or colors to separate pedestrian areas from other facilities. The proposal does not include pedestrian amenities or enhanced walkway designs. Staff found that since the pedestrian areas are primarily sidewalks, enhanced walkways would not be needed for separation and would be purely decorative. Staff did not recommend a condition to add variety in walkway materials. Staff did recommend requiring at least two pedestrian amenities from the list in OMC 18.05A.050.B.4. Bike racks are included in this list, and will be required by other sections of City code, so the applicant would have to install one additional element.

Parking (OMC 18.05A.050.B.6, OMC 18.05A.110.A)

This section emphasizes designing a site to minimize visibility of parking lots. Given the lot's many frontages, this is a difficult undertaking. The applicant has located the parking north of the building on the only frontage which will soon be not fronting a street, once the subdivision to place the future building to the north in a separate lot is completed. Staff found that while the parking lot does not meet the maximum 30% of frontage rule, the design achieves the intent of the guidelines. This section also requires screening, vegetative or structural, between parking lots and abutting streets. The parking lot fronts Henderson Blvd and Maple Lane, and the proposal includes landscaping such as rhododendrons and other shrubs, trees, and groundcover. Staff found that it is unclear if this landscaping will adequately satisfy the screening intent of the code. Staff recommend requiring renderings with the engineering permit application showing this vegetation at maturity, and if deemed necessary by staff, revisions to the landscaping plan to have taller plants or a screening wall. Finally, the code recommends locating parking lot landscaping islands every six parking stalls. This exceeds the

non-village City code requirement of an island every nine stalls. The proposal includes more than six stalls broken up by landscaping islands, however, staff finds that the intent of the guidelines is met.

STAFF RECOMMENDATION

Staff recommends that the Design Review Board recommend to the Director approval of the conceptual design review plans for the Briggs Professional Suites (26-1921), subject to the following conditions:

1. Provide architectural renderings of the solid waste enclosure at the time of building permit, showing consistency with materials and detailing of the main structure.
2. Revise the landscaping plans to include taller shrubs and/or trees between the solid waste enclosure and Henderson Blvd. This condition will be assessed by staff at the time of engineering permit review.
3. Screen building-mounted and freestanding utility and other equipment by painting building-mounted equipment to match the building, adding landscaping, or through other methods to minimize visibility. This condition will be assessed by staff at the time of engineering and building permit review.
4. Show two pedestrian amenities from OMC 18.05A.050.B.4 on engineering and building permit plans. This condition will be assessed by staff.
5. Provide renderings of landscaping along the east and west frontages at maturity to ensure plantings will adequately screen the parking lot. Staff may require revisions to the plan to add taller plants or a screening wall.

Submitted By: Casey Mauck, AICP, Associate Planner

ATTACHMENTS

- Attachment 1: Conceptual Design Staff Report
- Attachment 2: Relevant sections of the Briggs Master Plan and OMC 18.05A
- Attachment 3: Project Narrative
- Attachment 4: Design Review Checklist
- Attachment 5: Design Review Plans
- Attachment 6: Public Comment