



CITY COUNCIL AGENDA

15728 Main Street, Mill Creek, WA 98012 (425) 745-1891

Sean Kelly • Donna Michelson • Pam Pruitt • Brian Holtzclaw •
Vince Cavaleri • Mike Todd • Mark Bond

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2016-806

Next Resolution No. 2016-537

**January 5, 2016
City Council Meeting
6:00 p.m.**

CALL TO ORDER BY CITY CLERK:

FLAG SALUTE:

OATH OF OFFICE:

- A. Oath of Office for Newly Elected Councilmembers:
Vince Cavaleri, Mike Todd and Mark Bond
(Kelly M. Chelin, City Clerk)

ROLL CALL:

AUDIENCE COMMUNICATION:

- B. Public comment on items on or not on the agenda

ELECTION OF MAYOR:

- C. Election of Mayor
(Kelly M. Chelin, City Clerk)

OATH OF OFFICE:

- D. Oath of Office for Newly Elected Mayor
(Kelly M. Chelin, City Clerk)

Note: The Councilmember elected Mayor will preside over the election of the Mayor Pro Tem and the remainder of the meeting.

ELECTION OF MAYOR PRO TEM:

- E. Election of Mayor Pro Tem
(Councilmember Elected Mayor)

OATH OF OFFICE:

- F. Oath of Office for Newly Elected Mayor Pro Tem
(Kelly M. Chelin, City Clerk)

NEW BUSINESS:

- G. Legislative Update from Representative Mark Harmsworth
(Introduction by Mayor)
- H. City Assignments for 2016
(Mayor)

CONSENT AGENDA:

- I. Payroll and Benefit ACH Payments in the Amount of \$296,641.24.
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

REPORTS:

- J. Mayor/Council
City Manager
Boards and Commissions

AUDIENCE COMMUNICATION:

- K. Public comment on items on or not on the agenda

ADJOURNMENT



Agenda Item # _____

Meeting Date: January 5, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: ELECTION OF MAYOR/MAYOR PRO TEM.

KEY FACTS AND INFORMATION SUMMARY: Every two years the Council selects a Mayor and Mayor Pro Tem. Resolution #2004-351 (see attached) outlines the procedures for this biennial selection process.

Resolution 96-216 was passed in July 1996, establishing procedures for selecting the Mayor and Mayor Pro Tem. The procedures were amended in 1999 via Resolution #1999-277, and again in December 2003, by Resolution #2003-345, and then once again in May 2004, by Resolution #2004-351.

CITY MANAGER RECOMMENDATION:

Conduct selection process as outlined in Resolution #2004-351.

ATTACHMENTS:

Resolution #2004-351

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Rebecca C. Polizzotto".

Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\Election of Mayor or Mayor Pro Tem.docx

RESOLUTION 2004 - 351

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON SUPERSEDING RESOLUTION 99-277 AND PROVIDING REVISED PROCEDURES FOR THE BIENNIAL SELECTION OF THE CITY MAYOR AND MAYOR PRO TEM

WHEREAS, RCW 35A.13.030 requires that "biennially at the first meeting of the new Council the members thereof shall choose a chairman from among their members . . . [who] shall have the title of Mayor and shall preside at meetings of the Council"; and

WHEREAS, RCW 35A.13.035 provides that "biennially at the first meeting of the new Council, or periodically, the members thereof, by majority vote, may designate one of their members as mayor pro tempore . . . to serve in the absence or temporary disability of the mayor"; and

WHEREAS, the City Council adopted procedures for the selection of the Mayor and Mayor Pro Tem under Resolution 99-277; and

WHEREAS, the City Council desires to revise the procedures for selecting the Mayor and Mayor Pro Tem in accordance with its powers;

NOW, THEREFORE, the City Council of the City of Mill Creek, Washington, resolves as follows:

Section 1. Organizational Meeting. In December preceding the biennial seating of the new Council, City Council shall schedule a study session for the purpose of discussing the City Council function and operation, role of the City Mayor and Mayor Pro Tem, expectations of the Council for the City Mayor and Mayor Pro Tem, selection of the City Mayor and Mayor Pro Tem, and the organizational activities which typically occur at the first biennial meeting of the new Council in January. The study session may be a regular or special meeting of the City Council.

Notice shall be given as required by law and, in addition, all new Councilmembers elected at the previous general election shall be given individual notice of the meeting and shall be invited to attend.

Section 2. Selection of Mayor and Mayor Pro Tem. Biennially at the first meeting of the new Council, typically the first meeting in January, or as otherwise established by law, the Council shall select from among its members a Mayor and Mayor Pro Tem, as required by RCW 35A.13.030 and 35A.13.035, in accordance with the following procedures. The office of Mayor shall be selected first, followed by selection for the office of Mayor Pro Tem. Nomination, selection, and appointment shall be conducted in an open public meeting, provided that recesses to executive session may be called in accordance with RCW Chapter 42.30.

Section 3. Nominations/Nomination Process. Candidates for Mayor or Mayor Pro Tem shall be nominated by a member of the Council. Nominations shall require a second to place the nominee in contention for selection. Voting shall occur as set forth in Section 4 below. If the Council is unable to select a Mayor or Mayor Pro Tem (as the case may be) after five ballots, or if on any ballot containing only two candidates one of the candidates withdraws his/her name from consideration before the vote on said ballot, nominations shall be reopened. If nominations are reopened, candidates that did not receive at least one vote during any of the preceding ballots must be nominated as set forth above. Nominations shall be reopened after every fifth ballot thereafter as needed. Any nominated candidate may withdraw from the selection process at any time except during an ongoing vote.

Section 4. Voting. At the close of nominations for the respective office, the Clerk shall place the names of all nominated candidates on a written ballot, shall designate the ballot as "Round

#1, Ballot #1," and shall distribute the ballot to each Councilmember. The Council shall vote on the written ballot provided by the Clerk, each Councilmember casting one (1) vote for the candidate of his/her choosing (or writing "abstain" on the ballot). The ballot shall be signed by the Councilmember casting the vote and all ballots shall be collected by the Clerk and tabulated. The Clerk shall announce the names of each candidate, the number of votes received, and the Councilmembers voting for that candidate. If no candidate obtains at least four votes of the Council, the candidate(s) receiving the lowest number of votes shall be removed from the ballot, provided that at least two candidates shall move forward to the next ballot, and the Clerk shall prepare the next ballot, which shall contain the names of the remaining candidates and shall be designated as "Round #1, Ballot #2." The Council shall vote on that ballot in the manner provided above. Ballot preparation and voting shall continue in that manner for five ballots or until one candidate receives at least four votes of the Council, whichever occurs first. If no candidate is elected after five ballots, nominations shall be reopened as set forth in Section 3 and voting shall continue as set forth above, the first ballot in the second round being designated "Round #2, Ballot #1." This process shall continue until a candidate receives at least four votes of the Council. All ballots from all rounds shall be retained by the Clerk as part of the record and shall be available for public inspection at the close of the meeting.

Section 5. Election and Oath of Office. The candidate first receiving at least four votes cast by the Council shall, by that act, be elected as the Mayor or Mayor Pro Tem (as the case may be) of the City of Mill Creek, Washington for the term prescribed by law. The newly elected Mayor or Mayor Pro Tem (as the case may be) shall take the oath of office and be seated immediately to serve thereafter in their respective office for the City of Mill Creek.

RESOLVED this 11th day of ~~April~~^{May}, 2004, by a vote of 7 for, 0 against,
and 0 abstaining.

APPROVED:


MAYOR TERRY Q. RYAN

ATTEST/AUTHENTICATED:


KELLY M. HENNESSEY, CITY CLERK

APPROVED AS TO FORM:


OFFICE OF THE CITY ATTORNEY
SHORT CRESSMAN & BURGESS

FILED WITH THE CITY CLERK: 5/11/04
PASSED BY THE CITY COUNCIL: 5/11/04
EFFECTIVE DATE: 5/11/04
RESOLUTION NO.: 2004-351



Agenda Item # _____
Meeting Date: January 5, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENT OF 2016 COUNCIL LIAISON POSITIONS.

KEY FACTS AND INFORMATION SUMMARY: Pursuant to the City of Mill Creek’s Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans. (*See attached section 1.3.5, 1.3.6 and 1.3.7 of the City of Mill Creek Manual of City Governance*).

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:

- 2015 Liaison Assignments List
- Section 1.3.5, 1.3.6 and 1.3.7 of the City Governance Manual

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Rebecca C. Polizzotto", written over a horizontal line.

Rebecca C. Polizzotto
City Manager

2015 City Assignments List

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	Staff Representatives	2015 Representatives
Art/ Beautification Advisory Board	2 nd Weds/4:00 p.m. (12 mtgs)	Kelly Chelin	Donna Michelson Mark Bond*
Joint Fire Board	Quarterly/8:00 a.m. (4 mtgs)	City Manager	Sean Kelly* Mark Bond Pam Pruitt
Mayors Lunch Meetings	1 st Weds/12 noon (12 mtgs)	N/A	Mayor
Parks and Recreation Board	1 st Weds/5:00 p.m. (12 mtgs)	Tom Gathman	Sean Kelly Vince Cavaleri*
Personnel Committee	Mid-year/year-end (5 mtgs)	N/A	Mike Todd Donna Michelson Mark Bond
Puget Sound Regional Council	<i>Annually</i>	Tom Rogers	Pam Pruitt
SNOCOM	3 rd Thurs/8:30 a.m. (12 mgs)	Chief of Police	Pam Pruitt
Snohomish County Tomorrow (SCT) Steering Committee	4 th Weds/6:00 p.m. (12 mtgs)	Tom Rogers	Brian Holtzclaw Pam Pruitt*
WRIA 8 Forum	3 rd Thurs/every other month 3:00-5:15 pm (6 mtgs) <i>January 15, March 19, May 21, July 16, September 17, October 9 and November 19</i>	Scott Smith	Vince Cavaleri

*alternate

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	Staff Representatives	2015 Representatives
Snohomish Health Board <i>(1 rep for Bothell, Brier & Mill Creek)</i>	2 nd Tues/3:00-5:00 p.m. <i>(12 mtgs)</i>	N/A	Mill Creek Council Representative
Mill Creek Business Association	3 rd Tues/12 noon <i>(12 mtgs)</i>	Tom Rogers Kelly Chelin	Pam Pruitt
Community Transit	1st Thurs/3:00 p.m. <i>(12 mtgs)</i>	N/A	Mike Todd
Snohomish County Cities & Towns (SCC)	3rd Thurs Typically: 5:30 p.m. social 6:00 p.m. dinner <i>(12 mtgs)</i>	N/A	Mike Todd
Alliance for Housing Affordability (AHA)	Monthly; then Quarterly	Tom Rogers	Brian Holtzclaw

*alternate

- 1.2.4 City Attorney Is Legal Counsel to the City and Its Officials Collectively**
The City Attorney is hired by the City Manager and represents the City and in that capacity provides legal advice to the Council, City Manager and staff to the extent their interests coincide with the City's.
- 1.2.5 Staff Provides Information for Council Policy-Setting**
Information will be provided for effective decisions.
- 1.2.6 Council Will Not Request Unnecessary Information**
In recognition of the limitations of staff time and resources, the Council will not request unnecessary information. An exceptionally time-consuming request of Council requires a majority vote, and information will be disseminated to the Council.
- 1.2.7 Public Documents Ensure Open And Transparent Government**
The Council and Administration will adhere to laws on public access to documents.
- 1.2.8 Communications to the Public are Essential**
The City Manager shall be responsible for the City communications function, but potentially controversial communications shall be promptly copied to Council.

1.3 Functioning of City Council

- 1.3.1 Importance of Open Public Meetings**
The City shall comply with the Open Public Meetings Act under Washington law.
- 1.3.2 There is a Council-Selected Mayor**
The Council-selected Mayor presides at meetings of the Council.
- 1.3.3 The Mayor Also Embodies Other Leadership Roles**
The Mayor serves as the City's ceremonial head. The Mayor is the main liaison for the Council with the City Manager.
- 1.3.4 Citizen Volunteers Play an Important Role**
For citizen advisory committees, boards and commissions, an interview committee of Councilmembers interviews applicants and recommends appointments to the Council for confirmation.
- ✦ **1.3.5 Service on Regional Bodies is Shared Among Councilmembers**
Council selects individual Council liaison roles based on the desire, qualifications and skills of interested Councilmembers.
- ✦ **1.3.6 Representatives of City Act in Accordance with City Policies**
It is a duty of staff and Council who represent City to advocate positions that are consistent with City policies, projects and plans.
- ✦ **1.3.7 Councilmembers Serve in Liaison Roles to Community Organizations**
Council approves liaison duties to community organizations for arts, human services, business community, tourism organizations, etc., based on desire and qualifications.



Date: January 5th, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
12/18/15	ACH Automatic Deposit Checks	\$156,348.12
12/04/15	ACH Wire MEBT- Wilmington Trust	\$21,004.70
12/08/15	ACH Wire- FWT & Medicare Taxes	\$29,294.81
12/11/15	ACH Wire- MCPD Guild Dues	\$2,000.00
12/04/15	ACH Wire- BAC- Flex Spending Acct	\$1,732.53
12/04/15	ACH Wire- ICMA RC- Def. Comp	\$2,048.93
12/10/15	ACH Wire- Assoc. of WA Cities	\$84,212.15
Total		\$296,641.24

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$296,641.24.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Councilmember

Finance Director

City Manager

G:\Finance\WP\Payroll\Payroll Voucher Approval .doc

Validator Summary Report

Validator Summary Report

Report Date: 12/16/2015

Report Time: 05:26:09 PM

Import Date: 12/16/2015
Import Time: 17:26:07
Customer: City of Mill Creek
User: JOSHROUNDY
File: dec 20 2015

Exception List:

<u>Rec #</u>	<u>Name</u>	<u>ID Number</u>	<u>Amount</u>	<u>D/C</u>	<u>Comments</u>
Total Batches in File:		1	Total Batches Accepted:	1	Total Batches Rejected: 0
Total Records In File:		110	Total Records Accepted:	110	Total Records Rejected: 0
Total Accepted Debit Amount:		\$0.00	Total Accepted Dollar Amount:	\$156,348.12	Total Rejected Dollar Amount: \$0.00
Total Accepted Credit Amount:		\$156,348.12			

Payroll

Deduction Register - Totals Only

User: brooklynl
 Printed: 12/31/2015 - 11:27 AM
 Check Date Range: All
 Period End Range: 11/16/2015 to 11/30/2015
 Batch Info: All
 Deductions: MEBTA1, MEBTA2, MEBTAA, MEBTEE, MEBTER, MEBTME, MEBTMR, MEBTPS Totals Only



	Amount
MEBTA1: MEBT Add < 10% -Employee	295.24
MEBTA2: MEBT Add >10% -Employee	374.98
MEBTAA: MEBT Additional Amount	50.00
MEBTEE: MEBT - Employee	12,371.66
MEBTER: MEBT - Employer	11,791.26
MEBTME: MEBT Medicare-EE	119.36
MEBTMR: MEBT Medicare-ER	119.36
MEBTPS: MEBT PREMIUM \$'S	1,938.17

Report Total: 27,060.03

Standard Insurance *< 6,055.33 >*

\$ 21,004.70

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 12/31/2015 - 10:55 AM
Check Date Range: All
Period End Range: 11/16/2015 to 11/30/2015
Batch Info: All
Deductions: FED, MEDI, MEDIRTotals Only



	<u>Amount</u>
FED: Federal Income Tax	23,076.09
MEDI: Medicare - Employee	3,109.36
MEDIR: Medicare - Employer	3,109.36
	<hr/> <hr/>
Report Total:	29,294.81
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 12/31/2015 - 10:58 AM
Check Date Range: All
Period End Range: 11/01/2015 to 11/30/2015
Batch Info: All
Deductions: POLDUETotals Only



	<u>Amount</u>
POLDUE: Police Guild Dues	2,000.00
	<hr/> <hr/>
Report Total:	2,000.00
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 12/31/2015 - 10:24 AM
Check Date Range: All
Period End Range: 11/16/2015 to 11/30/2015
Batch Info: All
Deductions: DCARE, DEFDAY, DEFHEA, HCARETotals Only



	<u>Amount</u>
DCARE: Day Care Premium \$'s	566.00
DEFDAY: Def. Day Care - EE	180.00
DEFHEA: Def Health Care-EE	895.91
HCARE: Health Care Premium \$'s	90.62
	<hr/> <hr/>
Report Total:	1,732.53
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 12/31/2015 - 11:01 AM
Check Date Range: All
Period End Range: 11/16/2015 to 11/30/2015
Batch Info: All
Deductions: DEFICM, ICMATotals Only



	<u>Amount</u>
DEFICM: Def ICMA - EE	1,635.21
ICMA: ICMA Premium S	413.72
	<hr/> <hr/>
Report Total:	2,048.93
	<hr/> <hr/>

**ASSOCIATION OF WASHINGTON CITIES
MILL CREEK, CITY OF**

ACCOUNT SUMMARY - contains all changes to this account as of 12/10/2015 05:02:26 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 12/2015
COVERAGE MONTH: 12/2015
PAYMENT DUE BY: **12/10/2015**
CURRENT BILLING AMOUNT: \$84,212.15
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$84,212.15**

100 186 L 122015 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	12/2015	\$ <u>84,212.15</u>

If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.

MAIL PAYMENT TO: *If payment is made by check, please print a copy of this page and mail it with your payment to the following address.*

ASSOCIATION OF WASHINGTON CITIES
PO BOX 84303
SEATTLE, WA 98124-5603



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

October 15, 2015
5:15 p.m.
COUNCIL CHAMBERS

- | | |
|--|------------------|
| I. CALL TO ORDER: | 5:15 p.m. |
| II. ROLL CALL: | 5:15 p.m. |
| III. APPROVAL OF MINUTES: | 5:16 p.m. |
| A. Approval of September 17, 2015 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. DRB PL2015-0024 Autozone Building Elevations, Landscaping & Freestanding Monument Sign ⁽²⁾ | |
| V. ADJOURNMENT: | 5:45 p.m. |

ATTACHMENTS:

1. September 17, 2015 Meeting Minutes
2. Staff report

G:\EXECUTIVE\WP\BOARDS\Design Review Board\AGENDAS\2015\October 15.docx

We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
October 15, 2015**

Approved December 17, 2015

Members:

Dave Gunter, Chair
Beverly Tiedje, Vice Chair
D. Wayne Bisom
David Hambelton
Tina Hastings (absent)

Community Development Staff:

Tom Rogers, Director of Community and Economic Development
Sherrie Ringstad, Planning Specialist

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:18 p.m.

II. ROLL CALL:

All members were present except Member Hastings, whose absence is excused.

III. MINUTES:

A. Minutes of September 17, 2015

MOTION: Member Hambelton moved, seconded by Member Bisom, to approve the September 17, 2015 minutes as presented. The motion was approved unanimously.

IV. NEW BUSINESS:

A. PL2015-0024 Autozone Building, Landscaping, Monument Sign for Autozone

Chair Gunter noted that he would like to discuss the proposal in sections with a discussion and motion following each section.

Design Review Board Meeting Minutes
October 15, 2015
Page 2

Planning Specialist Sherrie Ringstad stated that the project before the Board is an approximately 6,500 square foot Autozone store to be located on the Lowe's site off 132nd Street SE. She noted the Hearing Examiner approval of the Binding Site Plan was final on September 29, 2015. Ms. Ringstad's presentation included a description of the project location, photos of the existing conditions, and a review of the overall site plan.

Building Elevations, Materials and Colors

Planning Specialist Ringstad reviewed the Design Guidelines applicable to commercial buildings including a consistent level of detail on all sides of the building and the incorporation of traditional building materials. She described the different elevations including the proposed materials and colors. Ms. Ringstad complemented the applicant on their responsiveness to staff's suggestions and noted that Senior Planner Camille Chriest, the planner for this project, felt there was a lack of detail on the east and south elevations in the original submittal. Following her discussion with the applicant, they revised the plan to include additional windows on the east elevation and trellises on the south elevation, which enhanced the project. Ms. Ringstad shared the material sample board with the Board Members.

Mr. Shawn Nguy, PacLand, 10135 SE Sunnyside Road, #200, Clackamas, Oregon 97015

The applicant's representative, Mr. Shawn Nguy, responded to a Board question and confirmed that the proposed doors shown on the east elevations are primarily an emergency exit.

There was a question regarding the lack of wall signage on the south elevation; however, Director Rogers stated that the applicant would have the option of adding additional signage if they chose. He noted that the Code allows permitted sign area to be distributed to one or more signs located on any side of the building facing a parking lot or street. In cases where a building frontage is not visible from any street and the rear of the building faces the adjoining street, the permitted sign area may be increased by 100 percent.

In general the Board Members approved of the building design and Chair Gunter added that he feels the colors complement both the Lowes and the Prime Pacific Bank.

MOTION: Vice Chair Tiedje moved, seconded by Member Bisom, to approve the building elevations, colors and materials for the proposed Autozone store as conditioned in the staff report. The motion was approved unanimously.

Landscaping

Planning Specialist Ringstad stated that the design guidelines applicable to landscaping are contained in MCMC Section 17.34.040.H and include coordination of landscaping with adjacent developments and a preference for native, drought tolerant landscaping. She briefly described the proposed landscaping and stated that any existing landscaping will be protected and preserved where possible and restored or replaced if disturbed. She noted that the applicant had responded to a staff suggestion to replace the Rugosa Rose proposed in front of the monument sign and replaced it with a Japanese 'Blood Grass',

Design Review Board Meeting Minutes
October 15, 2015
Page 3

which is an ornamental grass with an attractive cranberry-red color and a mature height of 12-18 inches.

Vice Chair Tiedje noted that Rugosa Rose is still proposed beneath the Birch tree at the southeast corner of the building and wondered if that might also obscure the monument sign. Following a brief discussion, the Board decided that the Rugosa Rose in this location would not block the sign if it was managed at a lower height. Mr. Nguy assured the Board that the property owner would maintain the landscaping to ensure that the sign was visible.

Member Bisom complemented the applicant, stating that he feels there is a good mix of deciduous and evergreen as well as a nice mix of textures and colors.

MOTION: Member Hambelton moved, seconded by Vice Chair Tiedje, to approve the landscaping for the proposed Autozone store as conditioned in the staff report. The motion was approved unanimously.

Freestanding Monument Sign

Ms. Ringstad reviewed the dimensional guidelines applicable to monument signs and noted that the proposed sign is well within the amount allowed in the Code. She described the sign materials and colors and stated that while the sign is internally illuminated, as required by Code, only the letters and logo will be illuminated at night.

It was the consensus of the Board that the proposed sign was attractive and complementary to the proposed building. Member Hambelton added that he appreciated the fact that the sign was appropriately scaled and pedestrian oriented.

MOTION: Member Hambelton moved, seconded by Member Bisom, to approve the freestanding monument sign for the proposed Autozone store as conditioned in the staff report. The motion was approved unanimously.

V. ADJOURNMENT:

MOTION: Chair Gunter adjourned the meeting with the consensus of the Board Members at 5:45 p.m. The motion was approved unanimously.

Submitted by:

Sherrie Ringstad, Planning Specialist

G:\EXECUTIVE\WP\BOARDS\Design Review Board\MINUTES\2015\October 15.docx



ART/BEAUTIFICATION ADVISORY BOARD

AGENDA

15728 Main Street, Mill Creek, Washington 98012 - 425 745-1891

**November 11, 2015
4:00 p.m.**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
 - A. Approval of Minutes October 14, 2015
- IV. OLD BUSINESS
 - A. Art Trail
- V. NEW BUSINESS
- VI. ANNOUNCEMENTS AND REPORTS
- VII. ADJOURNMENT

Attachments:

We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting.



**Arts & Beautification Board Meeting
November 11, 2015**

Members Present:

Marlene King Zach Anders (via phone)
Dave Wood Matt Buchanan
Danielle Foushee Julie David

Not Present:

Loyt Neiman

Also Present:

Donna Michelson
Kim Mason-Hatt

I. ROLL CALL

Members and staff present as noted above.

MOTION: Member Matt Buchanan moved and Member Danielle Foushee seconded to excuse Member Loyt Neiman from the meeting, the motion passed unanimously.

II. APPROVAL OF MINUTES

MOTION: Member Julie David moved and Member Marlene King seconded to approve the October 14, 2015 minutes, the motion passed unanimously.

III. OLD BUSINESS

Art Trail: Subcommittee Update: Member Danielle Foushee met with the City Manager. The City's new communications plan will include the Art Trail project. The City would like to get a grant from the Snohomish County Tourism Board to start the Art Trail with decorated utility boxes. Next thing will be North Pointe Park. The Parks and Recreation Board will be meeting soon about planning for building the park and the Art & Beautification Board should be part of that process or there should be a joint meeting with both boards. The Subcommittee will work on contacting utilities about their boxes and finding a vendor for vinyl wraps.

IV. ANNOUNCEMENTS/REPORTS

New Rotating Art Gallery Artist Lisa Daniels couldn't attend this meeting but will email some of her art to be "juried." She is scheduled to hang her art January 1, 2016.

V. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

The next meeting is scheduled for
December 9, 2015 at 4 pm City Hall Council Chambers

Submitted by:

A handwritten signature in blue ink, appearing to read "Kim Mason-Hatt", is written over a horizontal line.

Kim Mason-Hatt, Administrative Assistant