



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

March 17, 2022
5:15 p.m.
Zoom Meeting

- | | |
|--|------------------|
| 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 January 20, 2022 Meeting Minutes | |
| IV. ELECTION OF OFFICERS: | 5:17 p.m. |
| A. Election of Chair | |
| B. Election of Vice Chair | |
| V. NEW BUSINESS: | 5:20 p.m. |
| A. Heatherwood Middle School Monument Sign PL2022-0001 | |
| VI. ADJOURNMENT: | 6:00 p.m. |

ATTACHMENTS:

1. January 20, 2022 Meeting Minutes - DRAFT
2. Staff Report, with Attachments

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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
January 20, 2022**

Draft

DRB Members:

Dave Gunter, Chair
David Hamblen, Vice Chair
Tina Hastings
Diane Symms
Beverly Tiedje

Development Services Staff:
Tom Rogers, Planning Manager
Justin Horn, Associate Planner

Representing the Applicant:
Chris Brooks, Brooks Homes
John Scandola, Camp & Associates

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:15 p.m.

II. ROLL CALL:

All members were present as noted above.

III. MINUTES:

A. Minutes of November 19, 2020

MOTION: Member Hamblen moved, seconded by Member Hamblen to approve the December 17, 2020 minutes as presented. The motion was approved unanimously.

IV. NEW BUSINESS:

Three Oaks Residential Development Identification Sign

Planning Manager Tom Rogers began the presentation with a review of the design criteria and suggested that the proposed sign met the criteria. He noted that the applicant is proposing to modify the existing landscaping plan to include a lawn in front of the sign in order to make the sign more visible, plus some of the plant materials will be larger than originally specified to make in a more attractive after installation.

Chris Brooks, Brooks Homes, responded to Board Member Symms' question regarding lighting of the sign, noting that there was no lighting planned, but could be added at a later time.

MOTION: Member Symms moved, seconded by Member Tiedje, to approve the identification sign for the Three Oaks residential development as proposed. The motion was approved unanimously.

Dish Wireless Facilities Equipment Building

Mr. Rogers' presentation included a background, existing site photos, a review of the design criteria, a description of the proposed building materials, and proposed elevations. He stated that the proposed plan meets the design guidelines and staff is recommending approval.

Mr. Rogers concluded the presentation by noting that staff recommend as a condition of approval that the proposed flat roof be modified to be a gabled roof. This would better match the design of the existing shed. The applicant is amenable to changing the style of the roof.

Vice Chair Hambleton questioned whether the mechanical equipment on the exterior of the building should be painted to match the building. Member Hastings responded that the original coating on the equipment would be more resilient than paint.

MOTION: Member Hastings moved, seconded by Member Symms, to approve the proposed elevations, colors, and materials for the Dish Wireless facilities equipment building conditioned in the staff report. The motion was approved unanimously.

V . FOR THE GOOD OF THE ORDER:

Chair Gunter stated that the election of officers would be postponed until the March meeting because some of the members' terms have expired. Applications are currently being reviewed and the City Council is expected to make appointments at the first meeting in March.

VI. ADJOURNMENT:

Chair Gunter adjourned the meeting with the consensus of the Board at 5:35 p.m.

Prepared by:

A handwritten signature in black ink, appearing to read "Justin Horn", written in a cursive style.

Justin Horn, Associate Planner

**City of Mill Creek
Design Review Board
Application PL2022-0001**

Part I – Summary Information

NAME OF PROJECT: Heatherwood Middle School Monument Sign

APPLICANT: Jennifer Collins
Everett School District
3900 Broadway
Everett, WA 98201

LOCATION: 1419 Trillium Blvd SE (see **Attachment 1: Vicinity Map**)

PROPOSAL: Installation of the proposed monument sign

**ZONING AND
COMPREHENSIVE
PLAN DESIGNATION:** PRD – Planned Residential Development

Part II – Design Review Board Authority

Mill Creek Municipal Code (MCMC) Section 17.26.005 states that “no permanent sign, except as listed in subsections B and C of this section, may be installed or changed without a sign permit and approval of the Mill Creek design review board.” Subsections B and C are not applicable to this monument sign. Design guidelines for signs are set forth in MCMC Section 17.34.040(E) Freestanding Signs.

Part III – Background

The original monument sign at this location was vandalized and is no longer standing. The Everett School District wishes to replace the old sign with a new one which will be the same size and will be installed on the existing sign base, utilizing the existing mounting hardware.

Part IV – Project Description and Analysis

Below is an analysis and summary of the consistency of the proposal with the City’s regulations:

Freestanding Sign Criteria

In accordance with MCMC Section 17.26.020(B)(11), institutional uses in any zone may install one freestanding identification sign on each street bordering the site. The total sign area for each sign shall not exceed 40 square feet with a maximum height of 54 inches.

MCMC Section 17.34.040(A)(5) states that vehicular entrances shall be designed to welcome residents and shall be highlighted with elements such as freestanding development identification signs. In addition, 17.34.040(G) requires that freestanding monument signs be designed to be complementary to, and coordinated with, the scale and proportion with the development.

Proposal – Freestanding Sign

The applicant is proposing to install a metal sign onto the existing base oriented toward eastbound traffic on Trillium Boulevard (see **Attachment 2: Plan Set**). The existing base is approximately 20 inches high.

The sign body is a 2-foot by 10-foot, 3-inch aluminum c-channel frame with “Heatherwood Middle School” plus a graphic of the school mascot (“Heatherwood Hawks”). The metal sign will be mounted to the existing metal frame. The total area of the sign is 20 square feet, which is less than the 40 square feet maximum allowed. The total height including the base is 53.5 inches, which is less than the maximum allowed height of 54 inches. The channel frame will be painted PMS Cool Gray 11C. The graphics and black background will be digitally printed with a UV satin laminate and 220-10 White & 220-33 Red vinyl.

Part V – Findings, Conclusions, and Recommendations

Having viewed the property and reviewed the application, City staff recommends the following findings on the proposal:

- The aluminum sign on the existing supporting structure is complementary to, and in scale with, the school building in accordance with MCMC Section 17.34.040(G)(3).
- As proposed the new monument sign is consistent with the dimensional requirements contained in MCMC Chapter 17.26 and the design guidelines contained in MCMC Chapter 17.34.

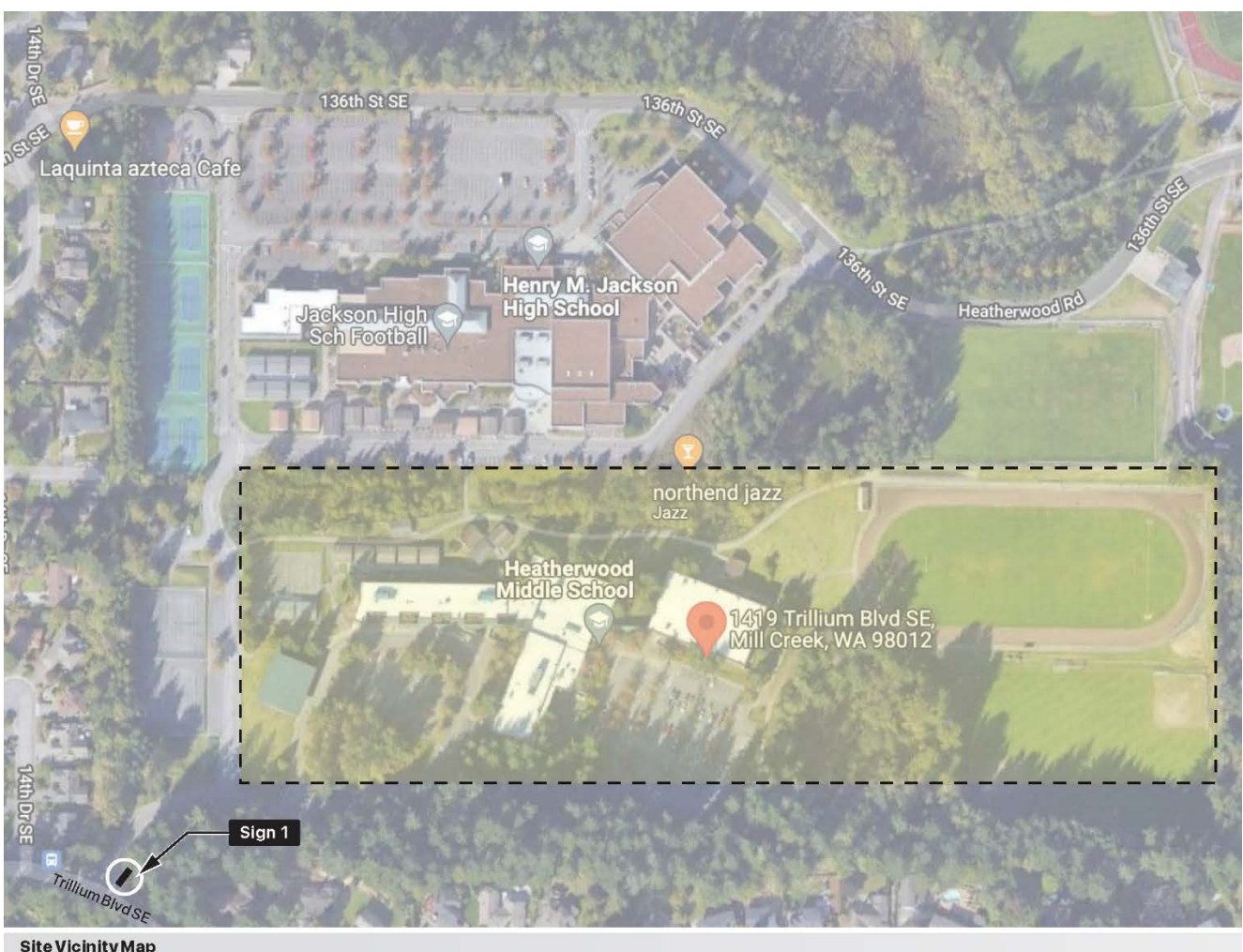
Based on these findings and conclusions, staff recommends approval subject to the following conditions, as well as any conditions that may be added by the Design Review Board.

- 1. The sign design, materials, and colors shall be as portrayed on the materials submitted with the application, except as may be modified by the conditions imposed by the Design Review Board.
- 2. The sign shall not be installed until a sign permit is issued by the Building Official.

Attachments:

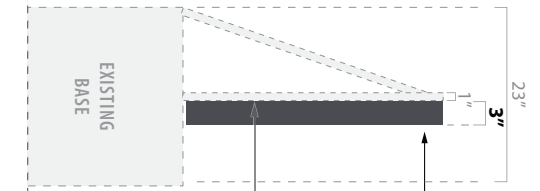
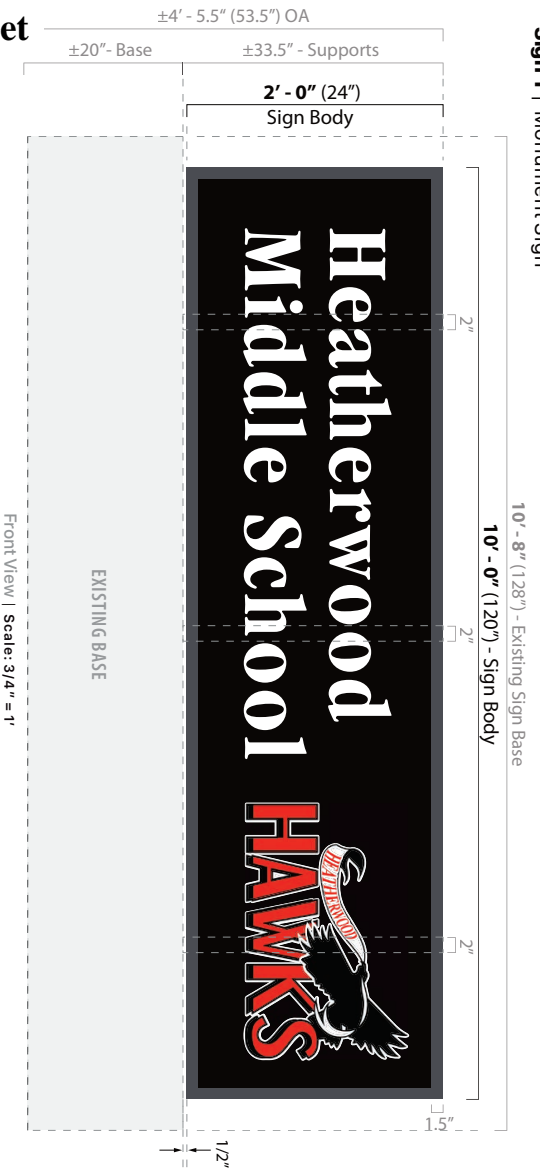
- Attachment 1: Vicinity Map*
- Attachment 2: Plan Set*

Attachment 1: Vicinity Map



Attachment 2: Plan Set

Sign 1 | Monument Sign

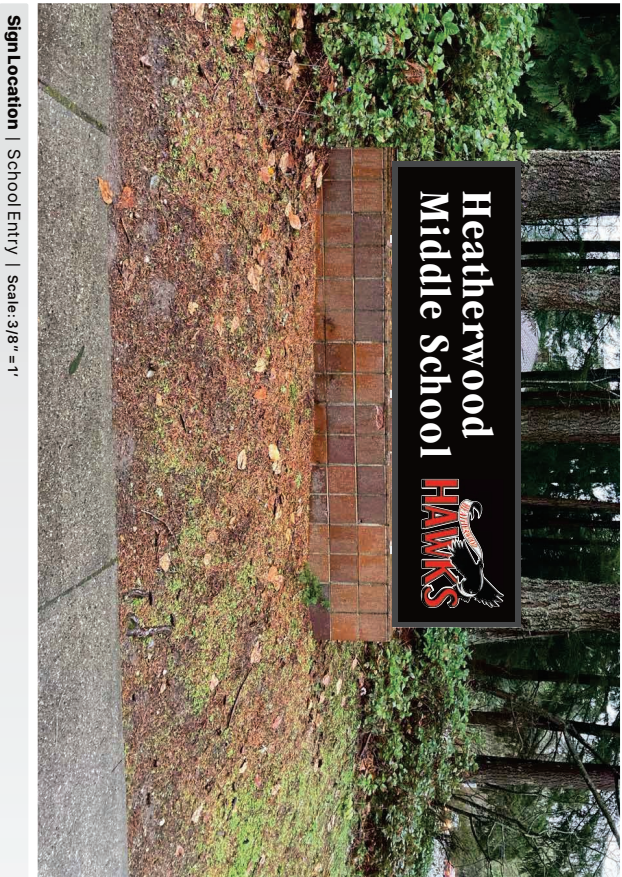


SIGN BODY: 3" aluminum c-channel frame
FACES: Front & back skinned with .090" aluminum
PAINT: Painted PMS Cool Gray 11C
GRAPHICS: Digitally print (entire Black background & graphics), UV satin laminate (or 220-10 White & 220-33 Red vinyl)
MOUNTING: Sign attached to existing metal rect. tube frame secured to base Attach to 1" thick rect tube with 3/8" tek screws to back of sign

EXISTING FRAME: 2" x 1" rect. tube - Qty: 3
 mounted to existing base

NOTE: Customer to provide VECTOR FILE of logo prior to production

Sign 1 MONUMENT SIGN: Fabricate & install ONE (1) single faced NON-ILLUMINATED sign on existing monument base & frame SQT: 20



Sign Location | School Entry | Scale: 3/8" = 1'

Heatherwood Middle School | Site: 1419 Trillium Blvd SE, Mill Creek, WA 98012
 Sales: Ron Jacobs info@berry.sign.com 5002 S. Washington St., Tacoma, WA 98409 (425) 776-8835

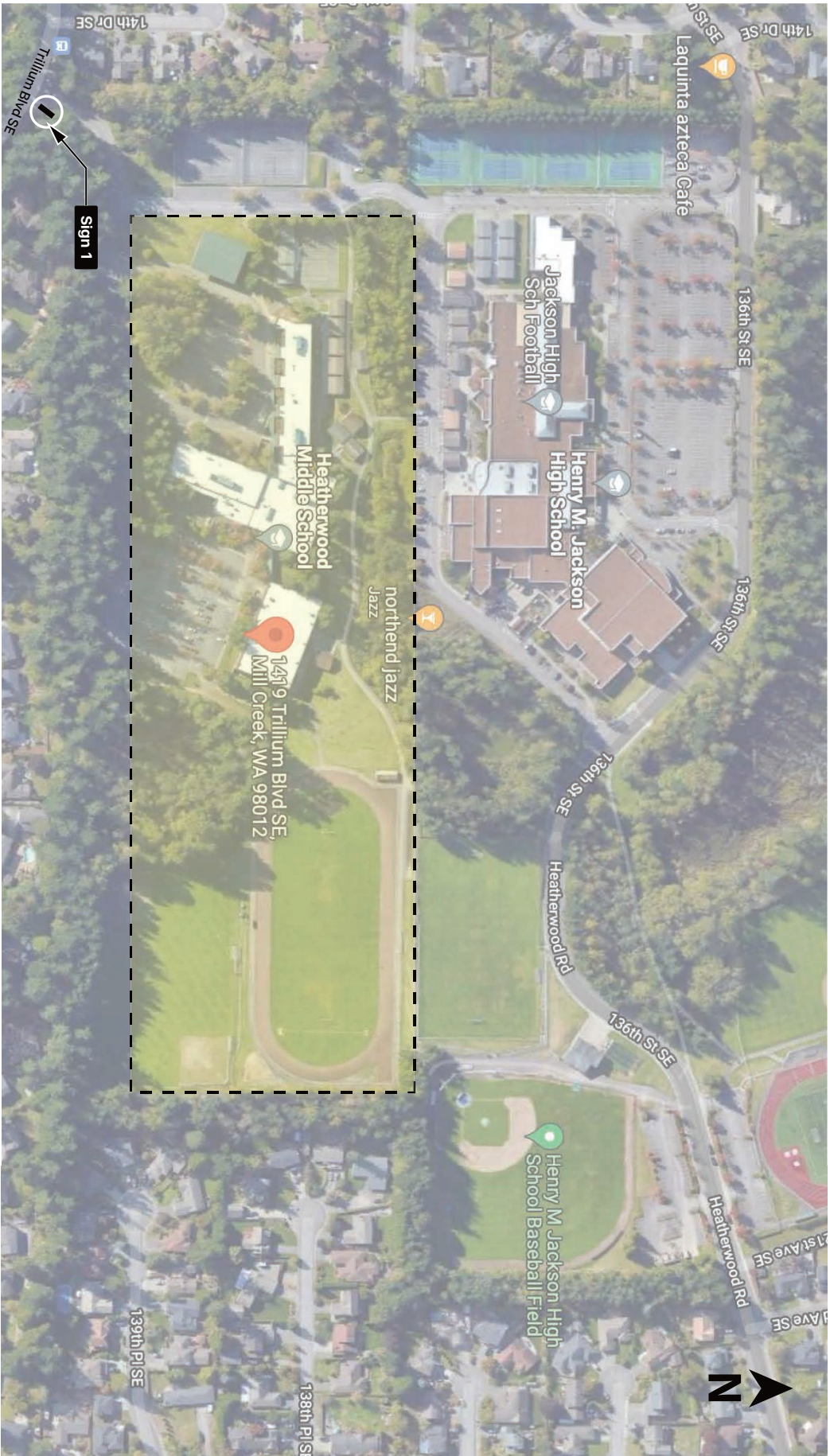
Pg. 1 of 2 | **220009-01** | 01-07-22 | D:CS | Client Appx: _____ LL Appx: _____
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Attachment 2: Plan Set

Site Vicinity Map

Parcel: **28053100102700** Zoning: **LDR - Low Density Residential** Owner: **EVERETT SCHOOL DIST # 2** Owner Address: **3715 OAKES, EVERETT, WA 98201**



Site Vicinity Map

Not to Scale

Heatherwood Middle School | Site: 1419 Trillium Blvd SE, Mill Creek, WA 98012
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Pg. 2 of 2 | **220009-01** | 01-07-22 | D:CS | Client Appx: _____ LL Appx: _____
