



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

August 16, 2018

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 July 19, 2018 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. The Pointe Condominiums – Monument Sign ⁽²⁾ | |
| V. ADJOURNMENT: | 5:35 p.m. |

ATTACHMENTS:

1. July 19, 2018 Meeting Minutes
2. Staff Report with Attached Plans

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**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
July 19, 2018**

Draft

DRB Members:

Dave Gunter, Chair (absent)
David Hambelton, Vice Chair (absent)
Tina Hastings
Diane Symms
Beverly Tiedje

Community Development Staff:
Christi Amrine, Senior Planner
Sherrie Ringstad, Associate Planner

I. CALL TO ORDER:

Member Tiedje, who was serving as the acting chair in the absence of the Chair and Vice Chair, called the meeting to order at 5:15 p.m.

II. ROLL CALL:

All members were present as noted above except Chair Gunter and Vice Chair Hambelton, whose absence is excused.

III. MINUTES:

A. Minutes of June 21, 2018

MOTION: Member Hastings moved, seconded by Member Symms, to approve the June 21, 2018 minutes as revised. The motion was approved unanimously.

IV. NEW BUSINESS:

The Pointe Condominiums - Monument Sign

Senior Planner Amrine stated that the project before the Board is a proposed residential identification sign for The Pointe Condominiums. The staff presentation included a review of the DRB's scope of authority, a description of proposal, and existing site photos. She stated that the existing sign has deteriorated and the trellis had to be removed. The intent

is to update the look, remove some of the lawn and add a landscape bed to surround the new sign that looks intentional. The sign is a natural rock, Pennsylvania Bluestone, which is 44 inches high and 55 inches wide. The rock will be sunk two feet deep in concrete. She noted that some of the existing landscaping will be retained and it will be enhanced with additional shrubs. The existing LED lighting will be retained as well as the irrigation, which will be relocated. Ms. Amrine confirmed that the sign meets the dimensional and setback requirements contained in the Code and stated that staff is recommending approval.

The Board discussed the proposal and had several questions regarding the fire hydrant, the utilities, and the actual height and area where soil will be added to level the site as well as the dimensions of the existing wall. Member Hastings suggested that the applicant contact the utilities for their requirements and to confirm that there is no conflict with the fire hydrant. Member Hastings felt that there isn't enough information to make a decision on the proposal tonight and suggested that a more detailed site plan be requested showing dimensions. The Board Members present agreed to a special meeting on August 15, 2018, so the applicant wouldn't be delayed too much in implementing their plan.

MOTION: Member Hastings moved to postpone a decision on the proposed monument sign because there wasn't enough information to determine if the sign is consistent with the design criteria contained in the Code. The applicant shall be asked to provide a site plan drawn to scale showing the area from the existing wall out to the sidewalk, showing all elements of the proposal including the existing wall, the landscaping, the one-man rocks, the proposed location of the new sign, the area where additional soil is proposed to level the site and including the street light, the fire hydrant, the utility boxes with exact dimensions. Also to provide the dimensions of the wall itself. The motion was seconded by Member Symms. The motion was approved unanimously.

V. **ADJOURNMENT:**

Member Tiedje adjourned the meeting with the consensus of the Board at 5:50 p.m.

Submitted by:

Sherrie Ringstad, Associate Planner

**CITY OF MILL CREEK
DESIGN REVIEW BOARD
APPLICATION PL2018-0016 - REVISED**

PART I - SUMMARY INFORMATION

NAME OF PROJECT: The Pointe Residential Identification Sign

APPLICANT: Kristi Zevenbergen and Mary Jo Goodwin
The Pointe Condominiums HOA
Mill Creek, Washington 98012

LOCATION: The project is located at 2010 Mill Pointe Drive SE, Mill Creek, Washington.

PROPOSAL: Review of one residential identification sign.

ZONING: **Planned Residential Development 7,200 (PRD)**

PART II – DESIGN REVIEW BOARD AUTHORITY

Freestanding Sign:

Freestanding residential development identification signs must receive approval from the City of Mill Creek Design Review Board in accordance with MCMC Section 17.26.010. Freestanding signs are reviewed in accordance with the sign standards set forth in MCMC Chapter 17.26 and the design criteria set forth in MCMC Section 17.34.040.

PART III – BACKGROUND AND PROJECT DESCRIPTION

Background

The Pointe at Mill Creek is a 48-unit condominium development that was developed in 1986. The entry into the neighborhood is located north of the Seattle Hill Road and Mill Creek Road intersection. At the time the plat was developed a neighborhood identification sign on the wall was installed.

On July 19, 2018, the Design Review Board reviewed The Pointe at Mill Creek Homeowners Association proposal to remove the wall sign and install a new freestanding sign below where the wall sign was located (west side) within a replanted landscape bed to identify the neighborhood entry. At this meeting, the DRB determined that the applicant needed to provide additional information as required by City Code Section 17.34.030 and the applicant agreed to resubmit for a special meeting on August 16, 2018.

On July 20, 2018 the applicant submitted a revised application showing the removal of the wall sign and installation of a new residential identification sign on the opposite side of the entry (east side of the access road) into the neighborhood.

Please refer to **Attachment 1 – Existing Site Photos and Proposed Sign**, **Attachment 2 – Proposed Sign Design** and **Attachment 3 – Landscape Plan**.

PART IV – PROJECT ANALYSIS

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

Freestanding Sign Criteria

In accordance with MCMC Section 17.26.020.B, a residential identification sign is permitted for a residential subdivision. Not more than 64 square feet of sign area is permitted for a multifamily development or residential subdivision. Such signs may be attached to a building or freestanding in the residential area that it identifies. The allowed sign area may be apportioned between one or more signs. Residential development identification signs may be mounted on decorative supporting structures at each road entry to the area. The decorative supporting structures and the sign together shall not exceed 128 square feet in area and seven feet in height.

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, as well as identifying architectural features such as arbors or trellises. In addition 17.34.040.G requires that freestanding monument signs be designed to be complementary to, and coordinated with, building colors and be in scale and proportion with building design, and further states that the sign should provide only the name and address of the building, building complex and/or building tenants.

Proposal – Freestanding Sign

The applicant originally was proposing to remove the existing wall sign and install a flat stone facing Mill Creek Road in the landscape bed on the east side of the entry road into the neighborhood. The location and design of the new sign is shown on Attachments 1, 2 and 3. The rock is proposed to be 55 inches wide and 48 inches in height and will be mounted in a concrete base. Total sign area is 18.3 square feet. The text will be engraved and the text will read “The Pointe” and the applicant is proposing LED lighting is proposed. The proposed sign size and design is consistent with the dimensional requirements contained in the Code.

The stone sign is complementary to the new landscaping and will be compatible with the adjacent residences, in accordance with MCMC Section 17.34.040.G.3.

As proposed staff believes the new monument sign is consistent with the Mill Creek Municipal Code.

Proposal - Landscaping

The freestanding sign is proposed to be located in an existing landscape bed. The HOA is proposing to expand and level both the landscape beds on the west and east sides of the entry road for a more symmetrical entry. The landscape beds have mature landscaping plants and are intended to be updated to incorporate the new sign and install rock borders to define the beds. Currently, there is mature manicured shrubs on the east side of the entry where the sign will be located (see **Attachment 2 – Proposed Sign Design** and **Attachment 3 – Landscape Plan**). The existing plants and shrubs are proposed to be reused in the new landscape beds and new plants will be selected by the HOA to enhance the existing plants. The Code does encourage landscaping with flowering trees or seasonal annuals to accent a subdivision entrance. The applicant is proposing a mix of evergreen trees and shrubs with a few flowering varieties along with grasses for year around color and interest. Staff is recommending as a Condition of Approval that all planting materials meet code size requirements per MCMC 17.34.040, except the evergreen trees may be varying heights of 6-8 feet or more to allow for a more natural appearance.

PART V - FINDINGS, CONCLUSIONS, AND RECOMMENDATION

Having viewed the property and reviewed the application, City staff finds that the proposed residential identification sign and landscaping is in compliance with the sign standards set forth in MCMC Chapter 17.26 and the design criteria set forth in MCMC Section 17.34.040. Based on these findings and conclusions, staff recommends approval subject to the following conditions.

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.
3. The landscape plan shall be as portrayed as the materials submitted with the application and the plant material shall be compliant with the planting standards in the code, except the evergreen trees may have varying heights from 6-8 feet, and except as may be modified by the conditions imposed by the Design Review Board.

ATTACHMENTS:

Attachment 1 – Existing Site Photos with Proposed Sign

Attachment 2 – Proposed Sign Design

Attachment 3 – Proposed Landscape Plan

Attachment 1 - Existing Site Photos and Proposed Sign

West Side Entry



East Side Entry (proposed neighborhood identification sign location)



Looking North at the Eastern Side Entry



Proposed Sign - Pennsylvania Blue Stone

55 inches wide and 48 inches in height to be mounted in a concrete base. Total sign area is 18.3 square feet.



Side View of the Sign (Rock) Min. Depth of 6 Inches

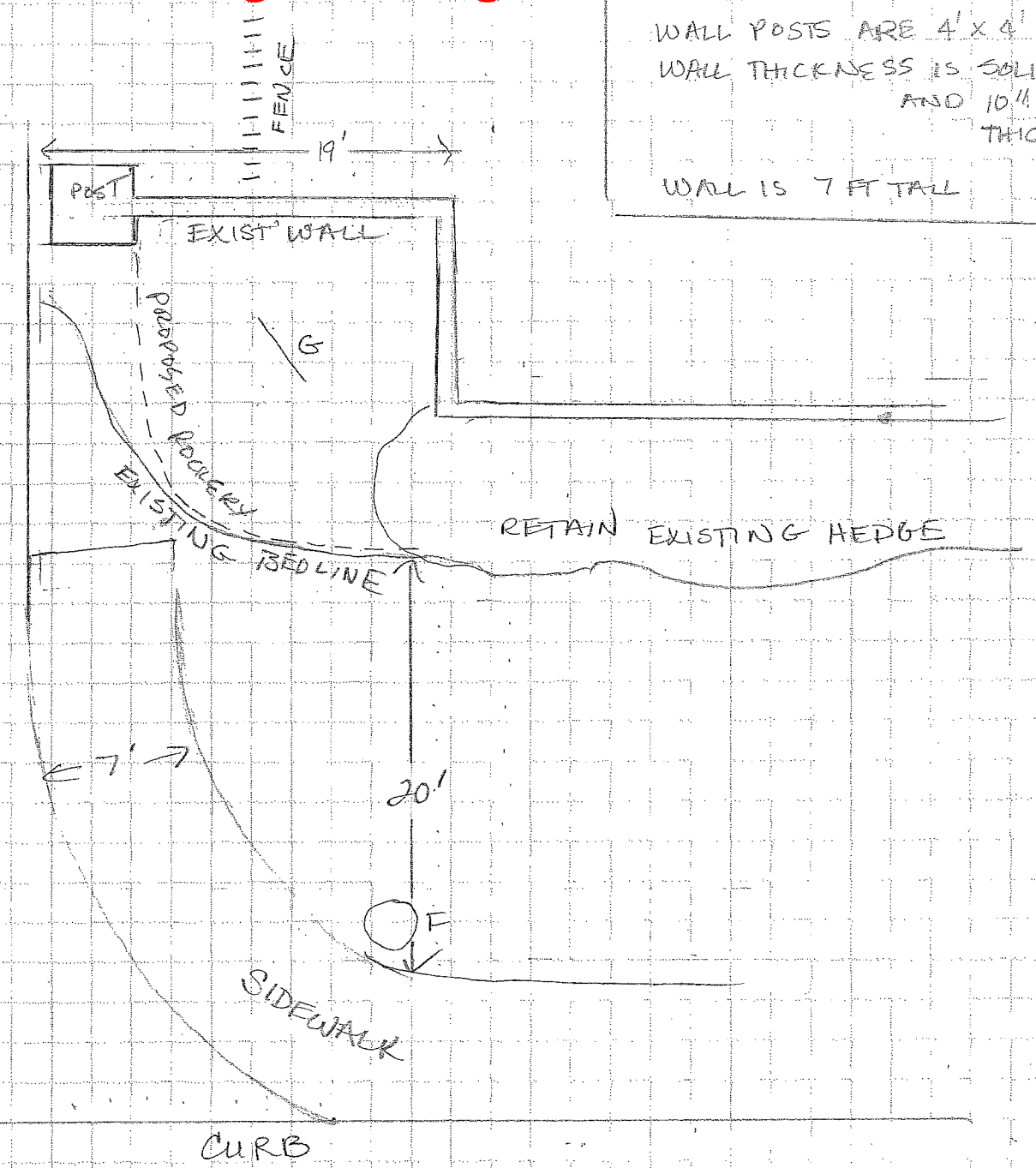
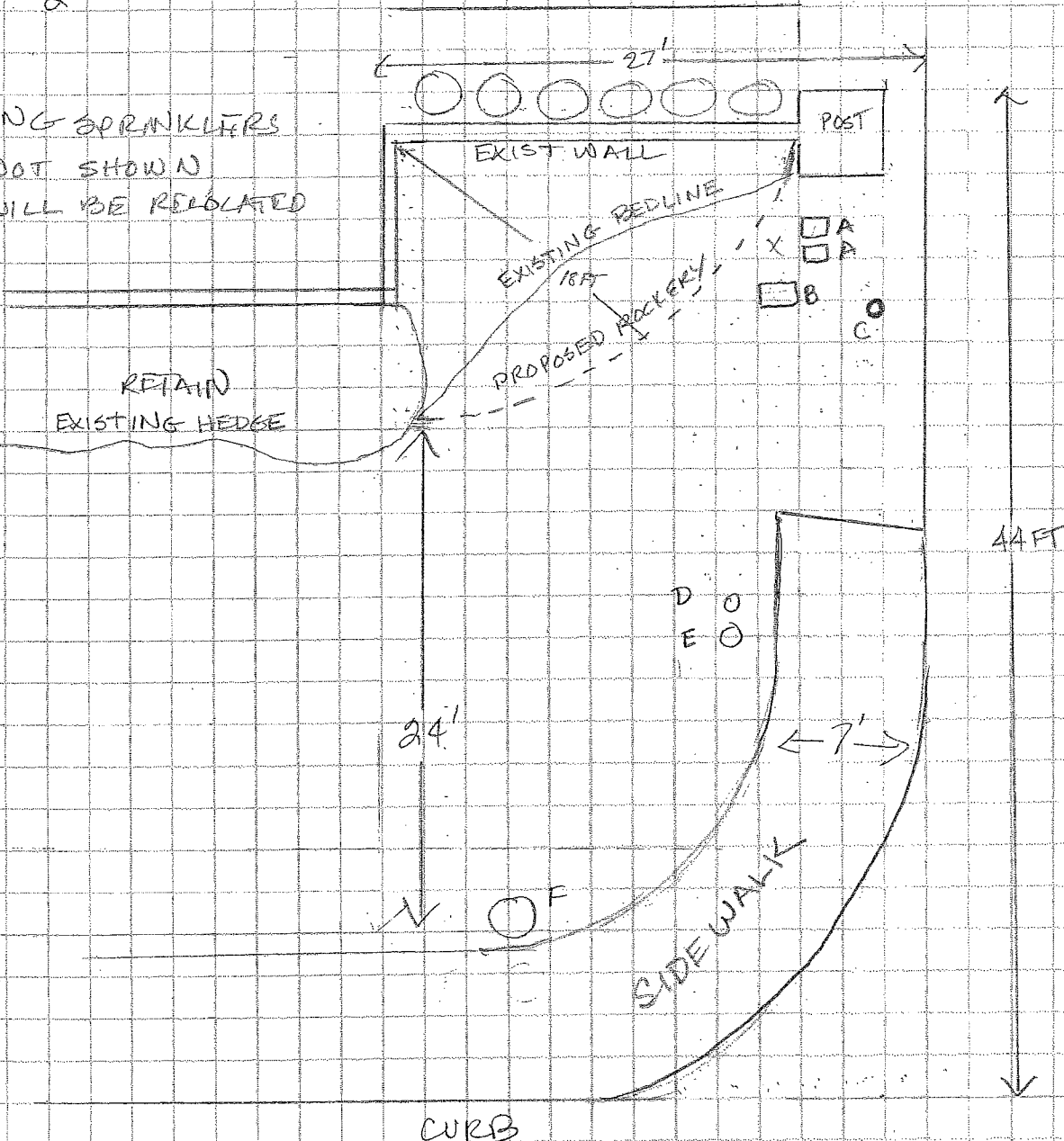


Attachment 2 - Proposed Sign Design

THE POINT
FRONT ENTRY

1/4" = 2'

X EXISTING SPRINKLERS
ARE NOT SHOWN
THEY WILL BE RELOCATED

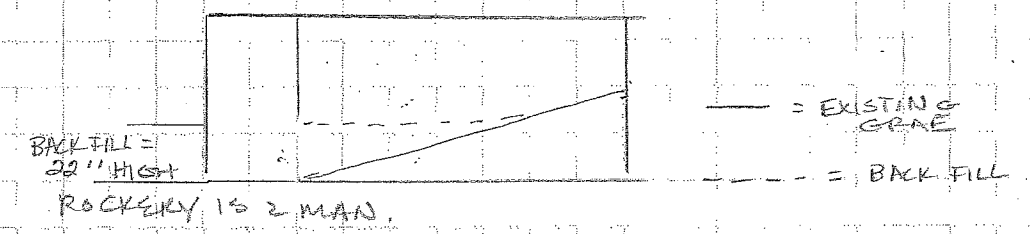


WALLS
WALL POSTS ARE 4' x 4'
WALL THICKNESS IS SOLID
AND 10" THICK.
WALL IS 7 FT TALL

SOIL ADDED TO 22" DEPTH @ THE
DEEPEST ADDITIONS.
SEE OTHER SIDE

- A = WATER SERVICE (WILL BE WITHIN 2 FT OF PROP ROCKERY BUT NOT EXCEED 1 FT)
- B = PUD (WILL BE WITHIN 2 FT OF PROP ROCKERY BUT NOT EXCEED 1 FT)
- C = FIRE (WITHIN 8 FT BUT NOT EXCEED 6 FT)
- D = LIGHT POST
- E = SIGNAL
- F = SIGNAL
- G = PROPOSED SIGN PLACEMENT

2 METERS 1'4" x 2'
1 Box 1'5" x 2'2"



Attachment 3 - Proposed Landscape Plan

THE POINTE PLANTING PLAN PROPOSED

LEFT SIDE
(WEST)

RIGHT SIDE
(EAST)

