



# Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

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**June 21, 2017**

**5:15 p.m.**

**COUNCIL CHAMBERS**

- |   |                  |
|---|------------------|
| <b>I. CALL TO ORDER:</b>  | <b>5:15 p.m.</b> |
| <b>II. ROLL CALL:</b>   | <b>5:15 p.m.</b> |
| <b>III. APPROVAL OF MINUTES:</b>  | <b>5:16 p.m.</b> |
| A. Approval of April 20, 2017 Meeting Minutes <sup>(1)</sup>                    |                  |
| <b>IV. NEW BUSINESS:</b>  | <b>5:17 p.m.</b> |
| A. The Church of Jesus Christ of Latter-Day Saints – Landscaping <sup>(2)</sup> |                  |
| <b>V. ADJOURNMENT:</b>  | <b>6:00 p.m.</b> |

**ATTACHMENTS:**

1. April 20, 2017 Meeting Minutes
2. Staff report

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**CITY OF MILL CREEK  
DESIGN REVIEW BOARD MEETING MINUTES  
April 20, 2017**

Draft

**DRB Members:**

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

Community Development Staff:  
Christi Amrine, Senior Planner  
Sherrie Ringstad, Planning Specialist

**I. CALL TO ORDER:**

Member Tiedje 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 March 16, 2017

**MOTION:** Member Bisom moved, seconded by Member Hastings, to approve the March 16, 2017 minutes as presented. The motion was approved unanimously.

**IV. NEW BUSINESS:**

La Petite Academy Monument Sign

Senior Planner Christi Amrine noted that the project before the Design Review Board (DRB) is a monument sign for La Petite Academy. Ms. Amrine's presentation included a review of the proposed sign, vicinity map, and existing site photos. She stated that the proposed sign meets the City's design requirements and dimensional standards and staff

is recommending approval based on the Conditions of Approval contained in the staff report, which includes a condition to install groundcover around the base of the sign.

**MOTION:** Member Hastings moved, seconded by Member Bisom, to approve the proposed monument sign for La Petite Academy as conditioned in the staff report and with the following additional conditions:

- The applicant has the option of selecting a different groundcover as long as it is suited to the growing conditions and has a low mature height to avoid obscuring the sign.
- The applicant has the option of leaving the concrete base unpainted.

The motion was approved unanimously.

**V. ADJOURNMENT:**

Member Tiedje adjourned the meeting with the consensus of the Board at 5:26 p.m.

Submitted by:

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Sherrie Ringstad, Planning Specialist

**CITY OF MILL CREEK  
DESIGN REVIEW BOARD  
APPLICATION PL2017-0014**

**PART I - SUMMARY INFORMATION**

**NAME OF PROJECT:** The Church of Jesus Christ of Latter-Day Saints  
Roadway Buffer Landscaping

**APPLICANT:** Scott Robison, Project Manager  
NANW Area  
14517 Southwest Cornerstone Lane  
Sherwood, Oregon 97104

**LOCATION:** The project is located at 16124 35<sup>th</sup> Avenue SE

**PROPOSAL:** Review of the proposed roadway buffer landscaping

**ZONING AND  
COMPREHENSIVE  
PLAN DESIGNATION:** LDR Low Density Residential

**PART II – DESIGN REVIEW BOARD AUTHORITY**

Mill Creek Municipal Code (MCMC) Section 17.34.020 states that the Design Review Board shall review, “all streetscape landscaping and monument signs for detached and attached single-family residential, multifamily residential, industrial, and commercial developments.” This project was reviewed in accordance with MCMC Chapter 17.34.040.H Landscaping Design.

**PART III – BACKGROUND**

A Conditional Use Permit was approved for the Church of Jesus Christ of Latter-Day Saints (Church) in May of 1995. A Conditional Use Permit was required to ensure that the use was compatible with the surrounding residential uses in the Low Density Residential zone district. As required in the Comprehensive Plan, a 50-foot roadway buffer was required along 35<sup>th</sup> Avenue. As a Condition of Approval, the Church was required to have the landscape plan, which included supplemental plantings for the Roadway Buffer, reviewed and approved by the Design Review Board.

**PART IV – PROJECT DESCRIPTION AND ANALYSIS**

The rationale behind the change in the landscape plan is to upgrade the twenty plus year old landscaping as well as increase visibility into the site. The Church has been plagued in recent years by numerous vehicle break-ins and they are hoping that the increased visibility will alleviate that problem.

One of the first steps in developing the landscape plan was to have Washington Tree Experts perform a Level 1 Tree Evaluation, to identify hazardous trees that should be removed as well as trees that were in good condition and suitable for retention. The plan evolved into several distinct beds with groupings of trees for retention. The edge of these beds was defined by the drip lines and critical root zone of the trees to be retained. The defined planting areas will be lightly graded and enhanced with an understory of native plant materials such as Salal, Low Oregon Grape, Western Sword Fern, Flowering Currant to mimic a typical forest covering. To increase visibility, lawn will be planted in between the beds of retained trees. The existing irrigation system will be revised to serve the new plantings and the lawn.

The City’s Comprehensive Plan Streetscape Policies state that landscaping of the roadway buffers can include one or more of the following forms Native Growth, Natural Plantings or Formal Plantings depending on the intended use of the site. The proposed landscape plan most closely fits the definition of Natural Plantings.

*Natural Plantings: Includes the retention of suitable existing vegetation (healthy, non-invasive) supplemented with areas of new vegetation selected to complement the existing vegetation, including trees, shrubs, groundcover and sod. The use of native plants is encouraged to achieve a more informal planting scheme. Minor changes to existing topography may be made to achieve a naturalized planting scheme, while avoiding impacts to the driplines of existing significant trees.*

It is staff’s opinion that the proposed landscape plan is consistent with the City’s Comprehensive Plan Policies.

Following is an analysis of the proposed landscape plan with respect to the regulations contained in the MCMC Chapter 17.34.

<b>Mill Creek Municipal Code (MCMC) Section 17.34.040.H - Landscaping Design</b>	
a. Project landscaping shall provide unity of design through repetition of plants and coordination with adjacent developments.	The proposed plan is consistent with this Code requirement.
b. Landscape materials should be hardy species that are adaptable to local conditions, easily maintained, and drought tolerant. Use of native plants and the retention of existing vegetation are strongly encouraged.	The proposed plant palette consists of plant species that are native, drought tolerant once established, and are relatively low maintenance.
d. Landscaped areas shall be irrigated by mechanical sprinkler systems.	The existing irrigation system will be revised to serve the new plantings and the lawn.

**PART V - FINDINGS, CONCLUSIONS, AND RECOMMENDATION**

Having viewed the property and reviewed the application, City staff finds that as conditioned the proposed Landscape Plan is consistent with the design guidelines set forth in MCMC Section 17.34.040.H. 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 landscaping shall be as portrayed on the materials submitted with the application, except as modified by the conditions imposed by the Design Review Board.
2. A landscape performance bond in the amount of 125% of the proposed cost of materials and installation shall be provided to the City prior to installation of the landscaping, pursuant to MCMC Section 16.16.040.
3. Irrigation shall be provided for the landscaping, per MCMC Section 17.34.040.H.1.d. The irrigation system will require a building permit. The permit is an over-the-counter plumbing permit, no plans required, with an inspection of the system's backflow prevention.

**ATTACHMENTS:**

***Attachment 1: Transmittal Memorandum dated May 17, 2017***

***Attachment 2: Proposed Landscape Plan***

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Glenn Takagi  
 Landscape Architect  
 18550 Firlands Way N. #102  
 Shoreline, WA 98133-3917  
 (206) 542.6100  
 glenco1029@earthlink.net

TRANSMITTAL

TO: City of Mill Creek

DATE: 5.17.17

ATTN: Sherrie Ringstad

PROJECT: LDS Chruch  
 16124 35<sup>th</sup> Ave SE

FAX #

JOB NO:

WE TRANSMIT:  herewith  via USPS  
 as requested  FAX transmission- cover & \_\_\_\_\_ pages

FOR YOUR:  approval  distribution to parties  
 review and comment  record  
 use  document release

THE FOLLOWING:  Drawings  Copy of Letter  Shop Drawings  
 Specifications  Product Literature  Details  
 Change Order  Report  Other: DRB Applic\_Ck

PRINTING:  G. Takagi Land. Archts.  Reprographics House

copies	date	rev . no.	description
1	5.17		DRB Application w/ Applic. Fee (Ck)
1	5.11		LDS Meetinghouse Proposed Street Frontage Landscape Imprvts Sketch Plan
1	5.3		Tree Schedule (Washington Tree Experts)

REMARKS:

Sherrie:

Please schedule this project for the next DRB Meeting. Call me with any questions/ addl. needed information.

Briefly the process to this point is as follows:

A change to the existing landscape was prompted by vehicle 'break-ins'. Concept was to increase visibility and well as upgrading the 20+ year old landscape. Developed a landscape concept that the Chruch approved and shared it with the City. City supported the concept suggested that the extent of the proposed changes were such that it should be presented to the DRB for approval. The existing trees were tagged with ID #'s and a level one tree evaluation performed by Washington Tree Experts. I field measured the approx. location of the trees and placed them on a base plan. We applied the preferred landscape concept to the existing conditions. Edge of lawn will basically be defined by trees to remain drip lines/ root zones. These defined planting areas will be lightly graded and an understory of native plant materials provided. Plant materials selected will be Western Swordfern, Salal, Low Oregon Grape, Flowering Currant planted to mimic a typical forest covering. Existing irrigation system will be revised to serve new plantings.

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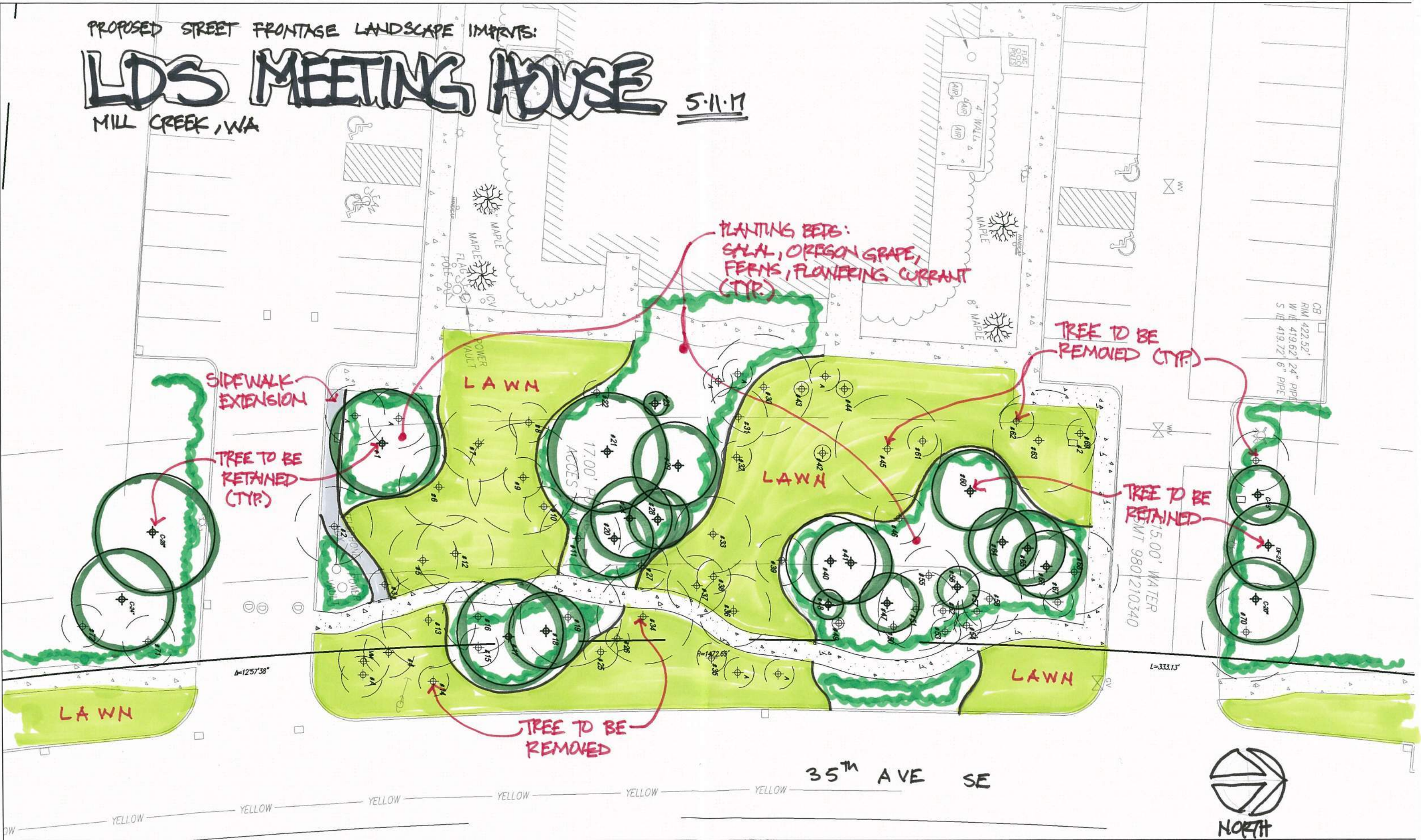


PROPOSED STREET FRONTAGE LANDSCAPE IMPROVTS:

# LDS MEETING HOUSE

5.11.17

MILL CREEK, WA



PLANTING BEDS:  
SALAL, OREGON GRAPE,  
FERNS, FLOWERING CURRANT  
(TYP.)

TREE TO BE  
REMOVED (TYP.)

SIDEWALK  
EXTENSION

TREE TO BE  
RETAINED  
(TYP.)

TREE TO BE  
RETAINED

TREE TO BE  
REMOVED

35<sup>TH</sup> AVE SE



CB 422.52'  
RIM 419.62' 24" PIPE  
S IE 419.72' 6" PIPE

15.00' WATER  
6" MT 9801210340

b=1257.38'

L=333.13'

YELLOW — YELLOW — YELLOW — YELLOW — YELLOW — YELLOW