



# Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

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July 19, 2018

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 June 21, 2018 Meeting Minutes <sup>(1)</sup> |                  |
| <b>IV. NEW BUSINESS:</b>                                    | <b>5:17 p.m.</b> |
| A. The Pointe Condominiums – Monument Sign <sup>(2)</sup>   |                  |
| <b>V. ADJOURNMENT:</b>                                      | <b>5:35 p.m.</b> |

ATTACHMENTS:

1. June 21, 2018 Meeting Minutes
2. Staff Report with Attached Plans

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**CITY OF MILL CREEK  
DESIGN REVIEW BOARD MEETING MINUTES  
June 21, 2018**

Draft

**DRB Members:**

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

Community Development Staff:  
Christi Amrine, Senior Planner  
Kim Mason-Hatt, Administrative Assistant

**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 except Vice Chair Hambelton, whose absence is excused.

**III. MINUTES:**

A. Minutes of May 17, 2018

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

**IV. NEW BUSINESS:**

Canyon Creek Church – Building Elevations, Landscaping and Monument Sign  
Senior Planner Amrine stated that the project before the Board is the formal review of the Canyon Creek Church building elevations, landscaping and monument sign. Ms. Amrine noted that Vice Chair Hambelton who was not able to attend this meeting, has submitted written comments, which have been provided to the Board. Senior Planner Amrine stated that the layout reviewed by the Board during the informal review has changed to address

concerns of the surrounding residents regarding providing adequate screening between the church and the residential properties. She noted that the trash enclosure has also been moved to mitigate noise and rodent issues affecting the neighbors. The staff presentation included a brief background, aerial photo, a review of the proposed plans, existing site photos and a review of the Design Guidelines. Ms. Amrine concluded her presentation and turned the discussion over to the Chair.

Chair Gunter noted that Vice Chair Hambelton had suggested adding a walkway through the parking lot on the western side. The applicant stated that adding the walkway would cut three parking stalls for the project; thus, they would prefer to leave the plan as proposed. The Board discussed whether the walkway was warranted and decided to leave the plan as requested.

Ms. Amrine stated that the existing monument sign would be relocated closer to the road but still meets setback requirements.

Senior Planner Amrine stated that the applicant has shifted the location of the building in order to increase the size of the landscape buffer adjacent to the residential properties. In addition staff is recommending a condition that the buffer along the northern boundary be planted the full buffer width with the perimeter landscape plants and increasing the height of the trees.

The applicant asked if they could install just the four fence sections on the east and four fence sections on the west. They believe that this would adequately address the headlight issue.

Jeff Fransom, Brighton resident.

Mr. Fransom said that he was opposed to the applicant's proposal to reduce the number of fence sections along the edge of the parking. He said that the fence was not just for headlights, it also helps mitigate the noise.

Chair Gunter read Vice Chair Hambelton's comments into the record.

**MOTION: Member Hastings moved, seconded by Member Tiedje, to approve the building elevations as proposed and as modified by the DRB as follows:**

- **Add the door on the western elevation.**

**The motion was approved unanimously.**

Chair Gunter asked if there were any comments regarding the monument sign and hearing none called for a motion.

**MOTION: Member Symms moved, seconded by Member Tiedje, to approve the monument sign as proposed. The motion was approved unanimously.**

Chair Gunter asked if there were any comments regarding the landscaping. Members Hastings and Symms both stated that they felt the diversity in the landscaping was acceptable. Chair Gunter stated that he would be in favor of keeping the fence to help screen the adjacent residents.

- MOTION:** Member Symms moved, seconded by Member Tiedje, to approve the landscape plan as proposed, with the following additional conditions:
- Recommendation to move the tree five feet on the southern elevation to be centered between the two wall trellises.
  - Recommendation to keep the full fence.
- The motion was approved unanimously.

Gateway Exterior Remodel Phase II – Building Elevations

Senior Planner Amrine stated that the project before the Board is the second phase of a remodel for the Gateway Shopping Center. The projects include changes to the building elevations for the remaining four buildings in the complex to match and complement the Planet Fitness and Sprouts. The staff presentation included a brief background, aerial photo, a review of the proposed plans, existing site photos and a review of the Design Guidelines

- MOTION:** Member Tiedje moved, seconded by Member Hastings, to approve the building elevations for the Gateway Shopping Center as proposed and as conditioned in the staff report. The motion was approved unanimously.

V. ADJOURNMENT:

Chair Gunter adjourned the meeting with the consensus of the Board at 6:20 p.m.

Submitted by:

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Sherrie Ringstad, Associate Planner

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

**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. At this time the Pointe at Mill Creek Homeowners Association is proposing to remove the wall sign and install a new freestanding sign with a landscape bed to identify the neighborhood entry. Please refer to **Attachment 1 – Existing Site Photos and Proposed Sign and Rockery, Attachment 2 – Proposed Sign Design and Attachment 3 – 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 multi-family 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 is proposing to remove the existing wall sign and install a flat stone facing Mill Creek Road in front of the wall where the existing wall sign is located. 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 existing LED landscape lights will be retained and used to light the sign at night. 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 the landscape bed to surround the new sign and install a rock border to complement the new sign. Currently, there is minimal landscaping where the sign will be located, primarily lawn (see **Attachment 1 – Existing Site Photos with Proposed Sign and Rockery**). The existing plants and shrubs are proposed to be reused in the new landscape bed 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. Thus, staff is recommending as a Condition of Approval that the HOA plant seasonal annuals in the proposed landscape bed surrounding the sign.

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

Having viewed the property and reviewed the application, City staff finds that the proposed residential identification sign 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 on the materials submitted with the application, except as may be modified by the conditions imposed by the Design Review Board.
4. The HOA shall include seasonal annuals in the landscape plan to enhance the subdivision entrance as well as the sign.

### **ATTACHMENTS:**

Attachment 1 – Existing Site Photos with Proposed Sign and Rockery

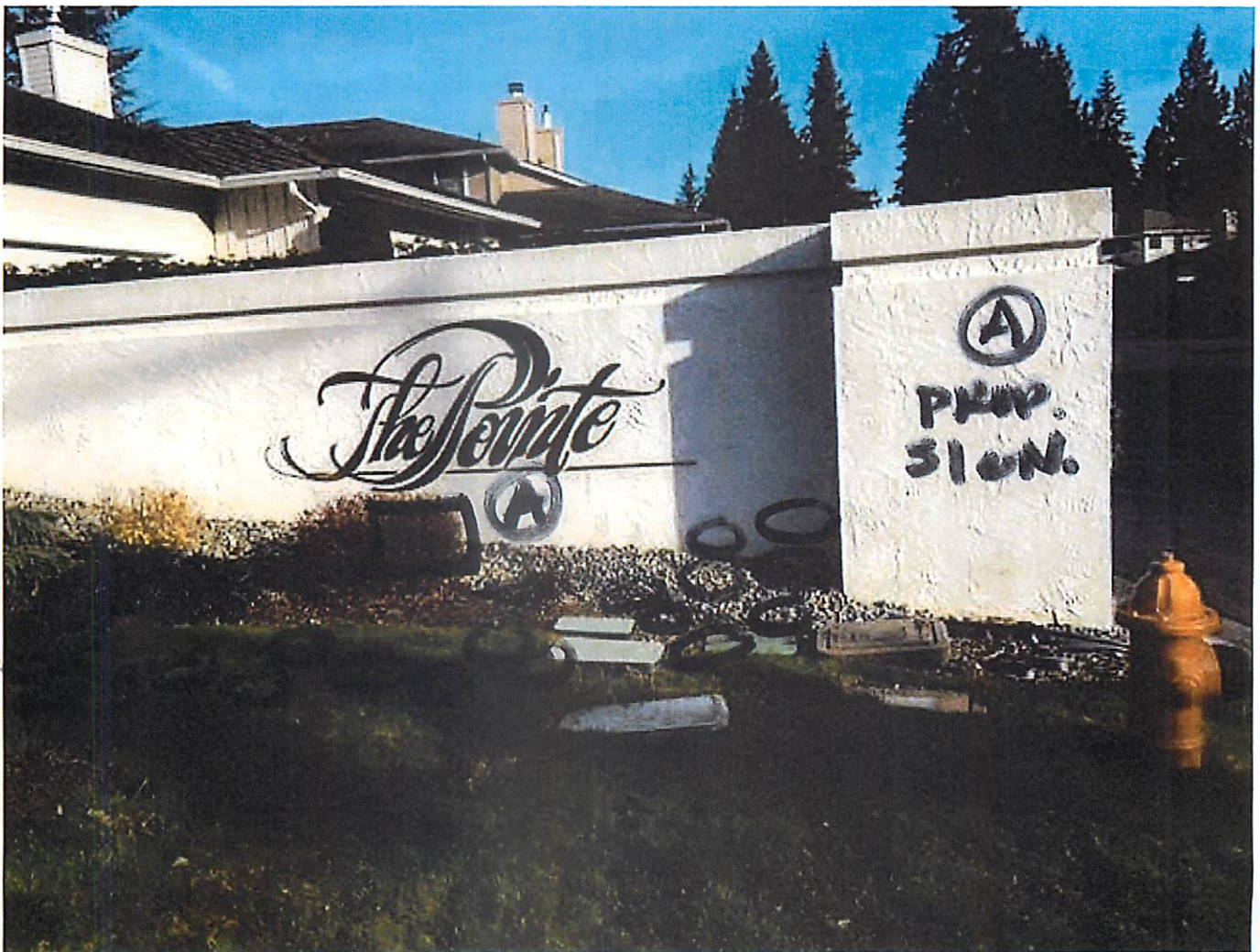
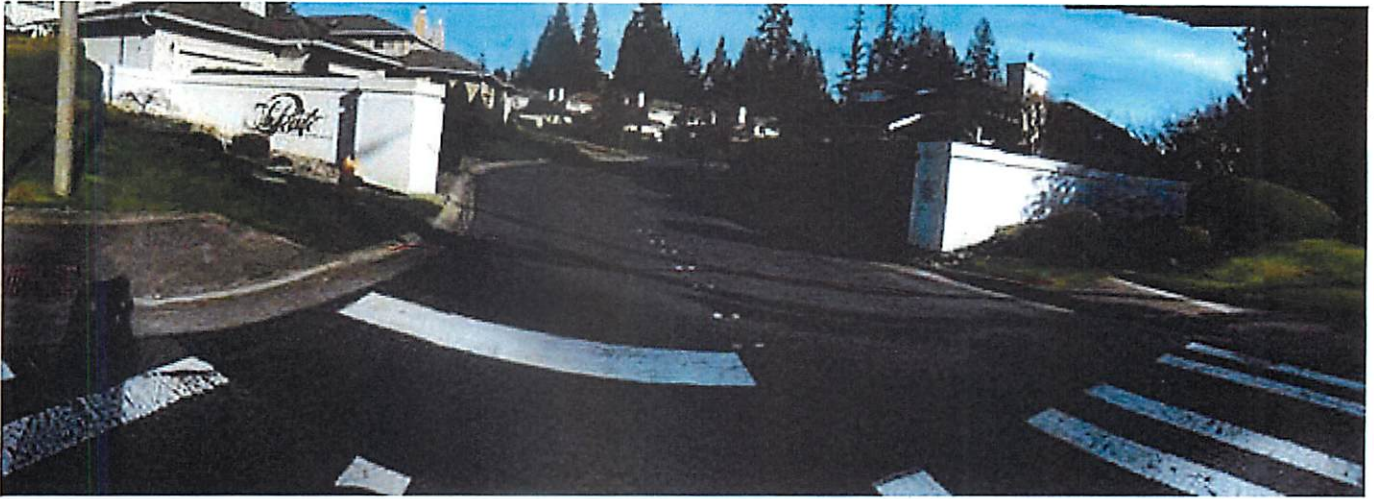
Attachment 2 – Proposed Sign Design

Attachment 3 – Plan

# Attachment 1 - Existing Site Photos with Proposed Sign and Rockery

Existing wall sign on concrete wall to be removed.

The Pointe Proposed New Entry Slate Monument Sign. To be cemented in a concrete base. Setback meet 5 feet from right-of-way in the Roadway Buffer.



MOVING  
SPRINK BOXES

O = 1 MAN  
ROCKS



## Attachment 2 - Proposed Sign Design

The Pointe Proposed New Entry Sign

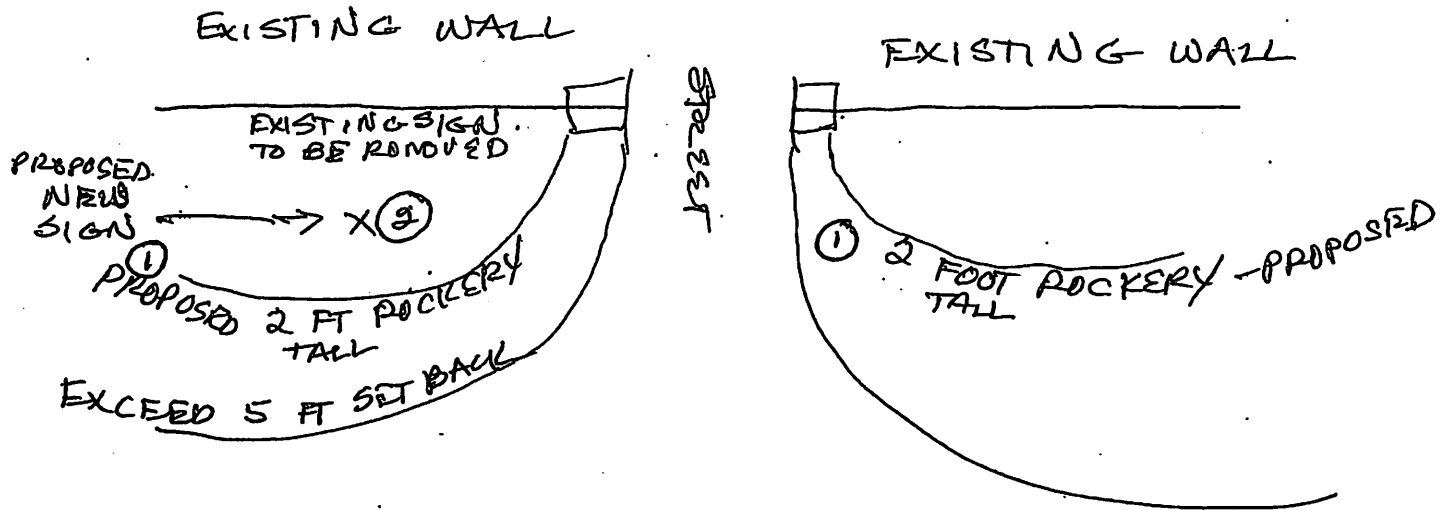
To be cemented in a concrete base. Setback 5 feet from right-of-way in the Roadway Buffer.



Rock is 48" High + 55" WIDE  
6" THICK

# Attachment 3 - Sign Plan

- ② Sign will be mounted in gravel + concrete to maintain upright status + PERMANENT MOUNTING.



- ① ONE MAIN NATURAL ROCKS

TOPOGRAPHY TO BE LEVELLED W/ 2 FT ROCKERY

- ② SIGN WILL BE SET 2-3 FEET INTO LEVELLED BED.

ROCKERY WILL BE BACK FILLED AND  
NEW PLANTS PUT IN. SHRUBS + EXISTING  
REUSE OF MAPLES.

ROCKERY DEAD ENDS INTO EXISTING WHITE WALL.

SIGN TO BE LIGHTED WITH LED

LANDSCAPE LIGHTS  
THAT EXIST.