



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

Draft

**DRB Members:**

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

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

**I. CALL TO ORDER:**

Chair Gunter called the meeting to order at 5:16 p.m.

**II. ROLL CALL:**

All members were present as noted above.

**III. MINUTES:**

A. Minutes of March 15, 2018

**MOTION: Member Hastings moved, seconded by Member Tiedje, to approve the March 15, 2018 minutes as presented. The motion was approved unanimously.**

**IV. NEW BUSINESS:**

The Learning Experience Child Care Center

Senior Planner Amrine noted that the project before the Board is the building elevations, landscaping and monument sign for The Learning Experience. The staff presentation included a brief background, aerial photo, a review of the site plan, a description of the project, existing site photos and a review of the building elevation criteria. Ms. Amrine concluded her presentation and turned the discussion over to the Chair.

Building Elevations, Materials and Colors

Chair Gunter asked if there were any comments from the Board. The general consensus of the Board was that the project was acceptable as proposed and the Board appreciated the applicant's response to the comments from the informal review.

**MOTION: Member Symms moved, seconded by Vice Chair Hambelton, to approve the building elevations, materials and colors for The Learning Experience as proposed and as conditioned in the staff report. The motion was approved unanimously.**

Monument Sign

Senior Planner Amrine described the proposed monument sign and the Code requirements and design guidelines.

There was a suggestion that the sign should include the building address and it was agreed to make this a Condition of Approval. The Board discussed whether it was appropriate for the monument sign to include a logo. Member Hastings stated that she believes the Code does not allow the use of a logo on a monument sign. Chair Gunter stated that he feels there is past precedent allowing the use of corporate logos on monument signs. Member Symms stated that she thinks it is okay for a business to have a signature look and to be easily identified. Member Tiedje and Vice Chair Hambelton concurred.

The Board asked that the topic of the general Code requirements and Design Guidelines for monument signs be brought back to them for a future discussion.

**MOTION: Vice Chair Hambelton moved, seconded by Member Symms, to approve the monument sign for The Learning Experience as proposed and as conditioned in the staff report, with the following additional conditions:**

- **Add the address to the end of the sign.**

**The motion was approved with four in favor and Member Hastings opposed.**

Landscaping

Senior Planner Amrine described the proposed landscape plan and its consistency with the Design Guidelines as well as staff's recommended conditions of approval. Vice

Chair Hambelton asked that in the future any landscape plans being reviewed by the Board be full size rather than the 11 X 17, which is too hard to read.

**MOTION:** Vice Chair Hambelton moved, seconded by Member Symms, to approve the landscaping plan for The Learning Experience as proposed and as conditioned in the staff report, with the following additional conditions:

- Choose a street tree for the roadway buffer that is on the City's Approved Street Tree List or select another species with low root damage potential, to be approved by staff.
- Choose a lower growing plant for the base of the monument sign.
- Adjust the spacing on the groundcover to 18-inches on center and on the low native shrub mix to 24-inches on center.

The motion was approved unanimously.

#### Canyon Creek Church – Informal Review

Senior Planner Amrine noted that the project before the Board was an informal review for Canyon Creek Church for building elevations and landscaping for a new church. She introduced the applicant and their representatives who were present to answer any of the Board's questions.

#### Design Review Board Recommendations Regarding Building Elevations

- The Board discussed the north elevation, which appears to have a blank section in the middle and discussed methods of visually breaking up this space, including 1) using a darker color on the top section of the wall, 2) enlarging the size of the proposed trellises to have more of a presence, and 3) installing a cross on the wall in between the trellises.
- The Board also discussed adding a trellis to the west elevation to break up the expanse of bevel siding.
- The roof top mechanical equipment could be screened by painting it the color of the roof and raising the height of the panel siding to screen more of the equipment.

#### V. ADJOURNMENT:

**Chair Gunter adjourned the meeting with the consensus of the Board at 6:25 p.m.**

Submitted by:

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Sherrie Ringstad, Associate Planner