



# Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

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**March 15, 2018**

**5:15 p.m.**

***COUNCIL CHAMBERS***

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| <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 January 18, 2018 Meeting Minutes <sup>(1)</sup>   |                  |
| <b>IV. NEW BUSINESS:</b>   | <b>5:17 p.m.</b> |
| A. The Estates at Thomas Lake HOA – Monument Sign <sup>(2)</sup> |                  |
| <b>V. ADJOURNMENT:</b>   | <b>5:40 p.m.</b> |

**ATTACHMENTS:**

1. March 15, 2018 Meeting Minutes
2. Staff Report with Attached Sign Plans

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**CITY OF MILL CREEK  
DESIGN REVIEW BOARD MEETING MINUTES  
January 18, 2018**

Draft

**DRB Members:**

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

Community Development Staff:  
Sherrie Ringstad, Associate Planner

**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. ELECTION OF OFFICERS:**

A. Election of Chair

**MOTION: Vice Chair Hambelton nominated Member Gunter to serve as Chair in 2018, seconded by Member Symms. The nomination was approved unanimously.**

B. Election of Vice Chair

**MOTION: Member Symms nominated Member Hambelton to serve as Vice Chair in 2018, seconded by Member Hastings. The nomination was approved unanimously.**

**III. MINUTES:**

A. Minutes of December 21, 2017

Member Hastings suggested a correction to Page 2, Paragraph 7 as follows:

“The Board discussed the graphics on the building entry (the letters and numbers), ~~and felt it was appropriate for the use and stated that it highlights the entry and opinions were expressed on both sides as to whether it was appropriate.~~”

**MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the December 21, 2017 minutes as amended. The motion was approved unanimously.**

**IV. NEW BUSINESS:**

The Hawthorne Apartments – Monument Signs

Associate Planner Sherrie Ringstad noted that the project before the Board was two monument signs for the Hawthorne Apartments. She gave the staff presentation, which included a vicinity map, photos of the existing and proposed signs, a discussion of the dimensional requirements and consistency with the Code.

Chair Gunter opened the floor for Board questions and discussion.

It was the consensus of the Board that the sign was consistent with the Code and was an attractive update. Member Symms noted that even though the proposed signs meet Code, she feels the text appears to be smaller on the proposed signs than on the existing signs and the black background will make the text disappear. The applicant’s representative Amanda Grant shared samples of the color for the sign background and the trellis element with the Board. After a brief discussion, the Board agreed that the monument signs were acceptable as proposed.

**MOTION: Vice Chair Hambelton moved, seconded by Member Symms, to approve the monument sign for the Hawthorne Apartments as proposed and as conditioned in the staff report. The motion was approved unanimously.**

Murphy’s Corner Starbucks – Building Elevations and Landscaping

Associate Planner Sherrie Ringstad noted that the project before the Board was building elevations and landscaping for the conversion of an existing building to a Starbucks. She gave the staff presentation, which included a vicinity map, photos of the existing building, a description of the proposed elevations, and a discussion of the consistency with the Code.

Chair Gunter opened the floor for Board questions and discussion.

Vice Chair Hambelton expressed a concern with the use of just one color. Associate Planner Ringstad explained that while it is one color, it will look like different shades when it is painted on different material such as the metal roof vs. the brick, etc.

**MOTION: Vice Chair Hambelton moved, seconded by Member Hastings, to approve the elevations for the Murphy's Corner Starbucks as proposed and as conditioned in the staff report. The motion was approved unanimously.**

Landscaping

Associate Planner Ringstad noted that the existing landscaping is in relatively good shape and the majority is proposed to be retained. However, a condition has been added requiring the existing landscaping to be refreshed with weeding and mulching. She stated that the one area of new landscaping proposed is the area to the north of the drive-thru lane. The asphalt is being removed and the area will be planted with shrubs including Otto Luyken, Davidii, and dwarf Rhododendron, and Kinnikinnick. The design criteria were reviewed and Ms. Ringstad stated that staff is recommending approval.

Chair Gunter opened the floor for Board questions and discussion.

Member Symms asked if the existing concrete between the stone columns was being retained. Ms. Darwish stated that it is being retained because it is part of the foundation of the pillars but noted that the bollards will be removed. Member Hastings suggested that the transition from the two drive-thru lanes to one looks awkward. She suggested that a seating area could be created by making the area between the existing island and the new curb all concrete and make it a purposeful seating area. Ms. Darwish asked where customers would access that area from. She expressed a concern about crossing the drive-thru lane. It was discussed that this area could be accessed from the sidewalk through the landscape area. It was a consensus of the Board that a condition could be added that the applicant consider adding an outdoor seating area at the northern end of the drive-thru canopy.

**MOTION: Vice Chair Hambelton moved, seconded by Member Hastings, to approve the landscaping for the Murphy's Corner Starbucks as proposed and as conditioned in the staff report with the following additional condition:**

- **It was suggested that the applicant consider creating an outdoor seating area by making the area between the island surrounding the existing stone columns and the new curbing adjacent to the drive-thru aisle all concrete and providing an access from the sidewalk along 21<sup>st</sup> Avenue SE. The motion was approved unanimously.**

**V. ADJOURNMENT:**

**Chair Gunter adjourned the meeting with the consensus of the Board at 6:03 p.m.**

Submitted by:

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Sherrie Ringstad, Associate Planner

**CITY OF MILL CREEK  
DESIGN REVIEW BOARD  
APPLICATION PL2018-0002**

**PART I - SUMMARY INFORMATION**

**NAME OF PROJECT:** The Estates at Thomas Lake Freestanding Sign

**APPLICANT:** Greg Buzzell  
Estates at Thomas Lake HOA  
Mill Creek, Washington 98012

**LOCATION:** The project is located at 14224 41<sup>st</sup> Drive SE, Mill Creek, Washington.

**PROPOSAL:** Review of one freestanding sign.

**ZONING:** **Low Density Residential (LDR)**

**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 Estates at Thomas Lake is a 21-lot subdivision that was developed in 2007. It is located adjacent to Seattle Hill Road at the intersection of 142<sup>nd</sup> Street Southeast. At the time the plat was developed a neighborhood identification sign was not installed. At this time the Estates at Thomas Lake Homeowners Association is proposing to install a freestanding sign to identify the neighborhood. Please refer to **Attachment 1 – Sign Plan** and **Attachment 2 – Proposed Location**.

**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. The sign area allowed is 64 square feet with a supporting structure that does 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 install a metal sign on a wooden arbor on lot 1 facing Seattle Hill Road as shown on Attachment 2. The metal sign is proposed to be 60 inches wide and 32 inches in height and will be constructed of brushed aluminum. The text and logo will be cutout and the sign will be backed with a metal panel probably painted black, but the applicant is open to color suggestions from the Board. The metal sign will be attached to a wooden trellis that will be 72 inches in height and 72 inches wide as shown on Attachment 1. The proposed sign size is consistent with the dimensional requirements contained in the Code.

The brushed aluminum and wood of the sign supporting structure are complementary to and coordinate with the adjacent residences, in accordance with MCMC Section 17.34.040.G.3.

The sign will have only the name of the subdivision – The Estates at Thomas Lake, which is consistent with the Code.

As proposed staff believes 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.

### Proposal - Landscaping

The freestanding sign is proposed to be located in an area that was disturbed by the County's recent Seattle Hill Road widening project. The plan is to locate the sign directly adjacent to the existing fence. There is minimal landscaping where the sign will be located, primarily lawn (see **Attachment 3 – Existing Site Photos**). 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 consider adding a landscape element to enhance both the subdivision entrance and the sign.

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

Having viewed the property and reviewed the application, City staff finds that the proposed freestanding 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 HOA shall consider adding a landscape element to enhance the subdivision entrance as well as the sign.

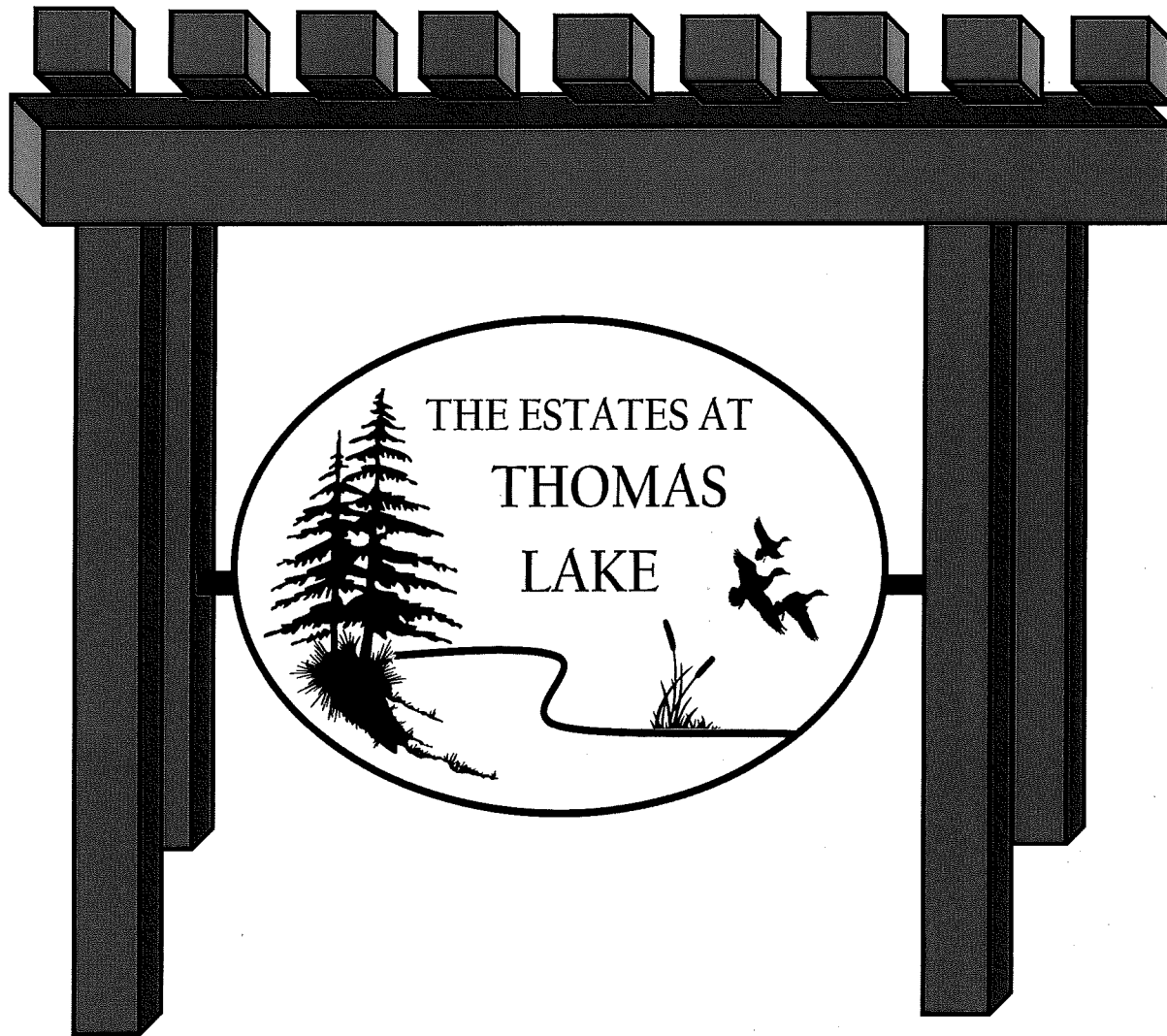
ATTACHMENTS:

Attachment 1 – Sign Plan

Attachment 2 – Location of Proposed Sign

Attachment 3 – Existing Site Photos





Arbor is

72" High x 72" Wide x 18" Deep

Aluminum Sign is 60" w x 32" h

## The Estates at Thomas Lake HOA Sign Design plan



- The Sign would resemble the sign above but will feature the design below.
- We would like to put on a trellis system like sign pictured above
- Size of the sign is approximately 60" wide x 32" tall and will be constructed of brushed aluminum
- The Trellis would be made of treated lumber and would be approximately 72" Tall x 72" wide x 12" deep



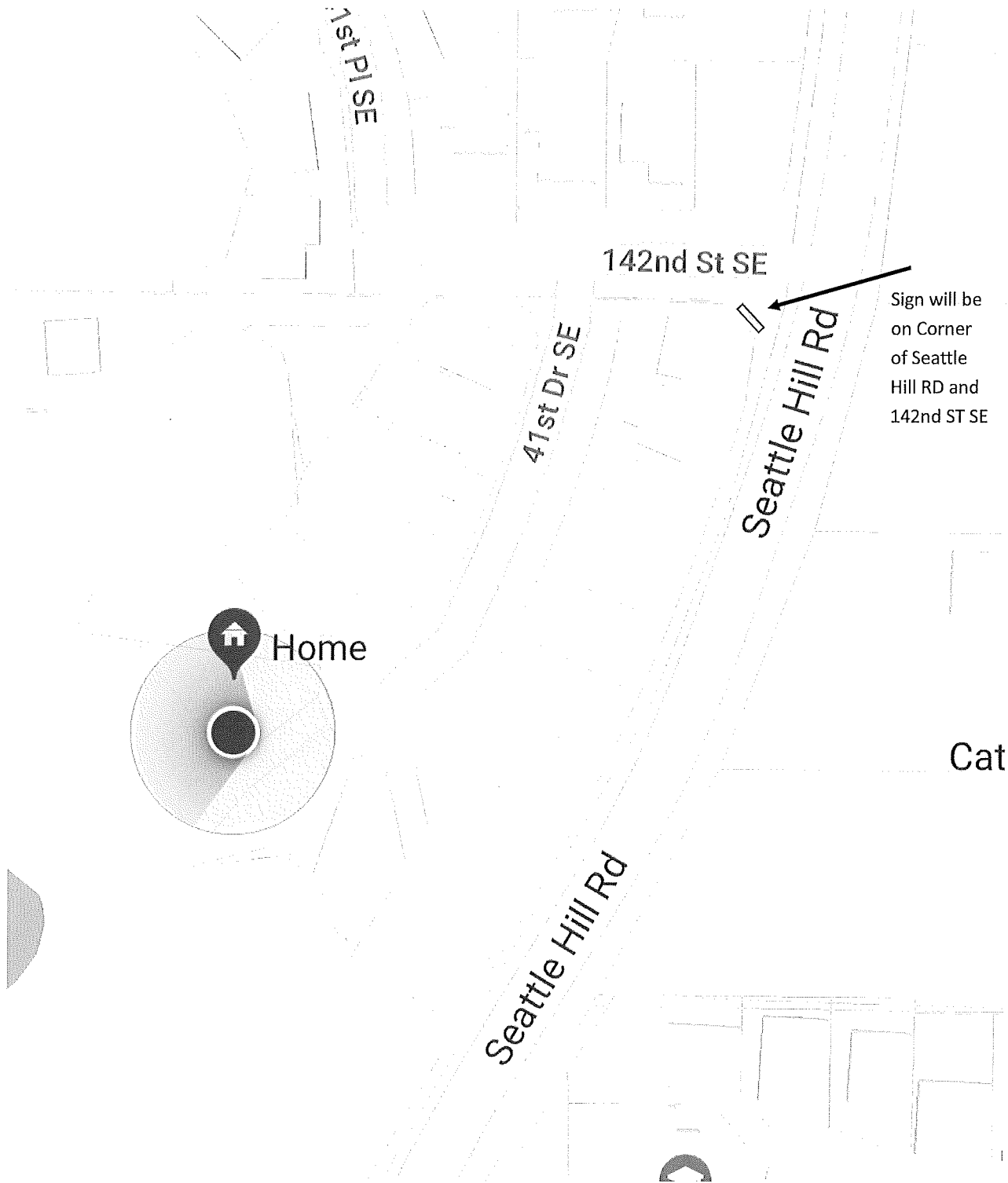
Thank you for your consideration.

Sincerely,

Greg Buzzell

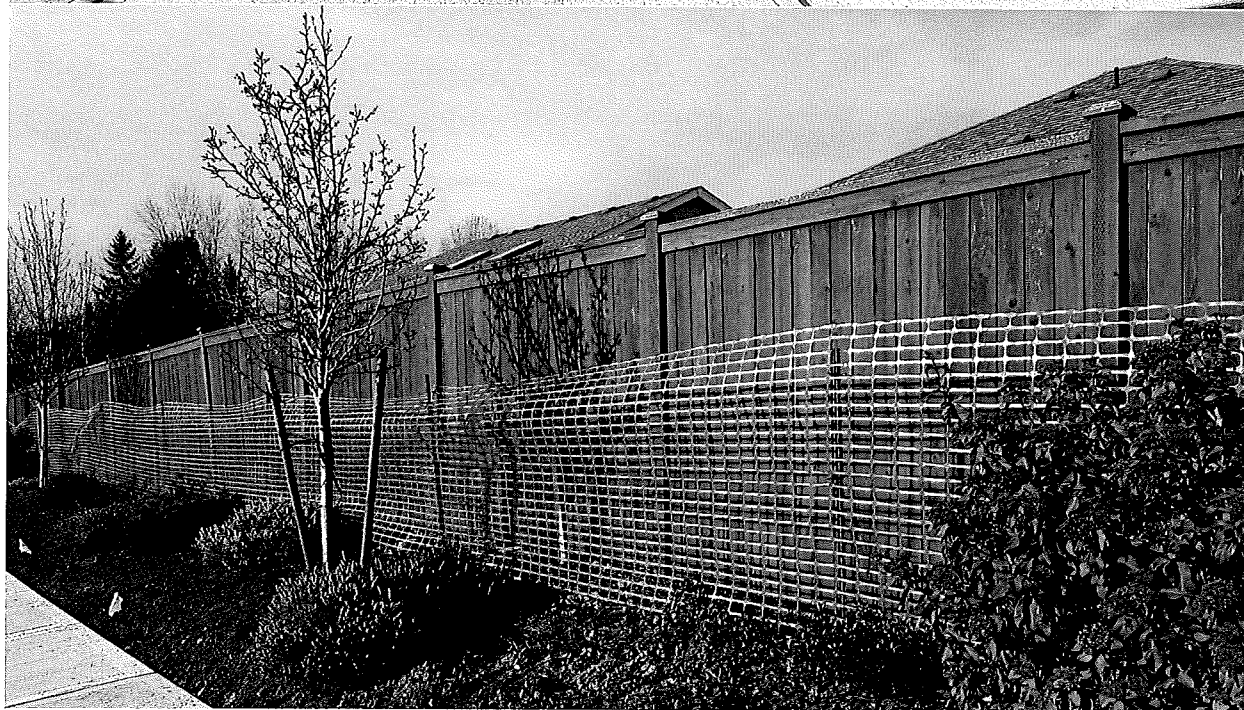
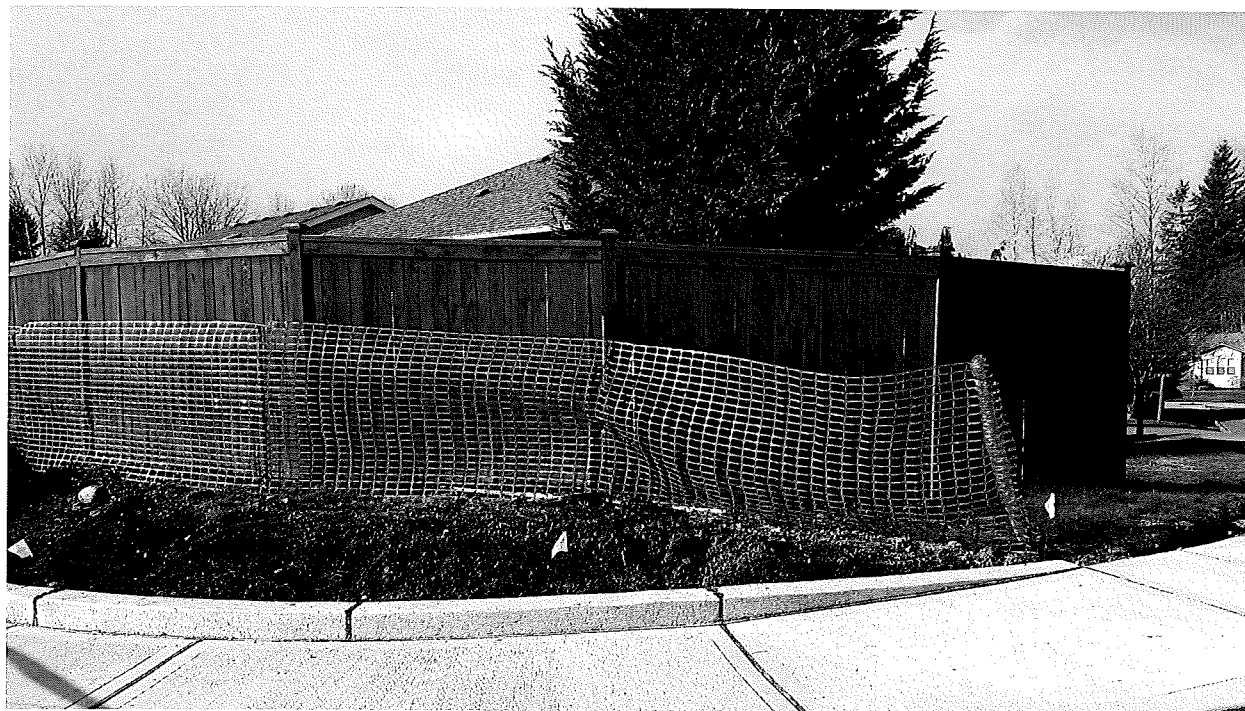
President | The Estates at Thomas Lake HOA

buzzellg44@gmail.com



Sign will be on Corner of Seattle Hill RD and 142nd ST SE

**Attachment 2 – Location of Proposed Sign**



**Attachment 3 – Existing Site Photos**