



**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