



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
May 17, 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 5:15 p.m.

II. ROLL CALL:

All members were present as noted above.

III. MINUTES:

A. Minutes of April 19, 2018

MOTION: Vice Chair Hambelton moved, seconded by Member Symms, to approve the April 19, 2018 minutes as revised. The motion was approved unanimously.

IV. NEW BUSINESS:

Starbucks – Monument Sign

Senior Planner Amrine stated that the project before the Board is a monument sign for Starbucks. She noted that the building elevations were previously approved by the DRB in February. The staff presentation included a brief background, aerial photo, a review of the proposed sign plan, existing site photos and a review of the sign Design Guidelines. Ms. Amrine concluded her presentation and turned the discussion over to the Chair.

Ms. Amrine noted that the applicant would be revising the sign plan to be a maximum of 16 square feet so it is consistent with the Code and she answered several additional questions for the Board. Vice Chair Hambelton noted that Attachment 1 shows the sign as being parallel with the road, and for both sides of the two-sided sign to be visible, it would need to be perpendicular to the road. Ms. Amrine confirmed that the plan was in error and the intent is to have the sign perpendicular to the road.

MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the monument sign for Starbucks as proposed and as conditioned in the staff report and as modified by the DRB as follows:

- **Correct the proposed sign dimensions so they do not exceed the 16 square feet allowed by Code.**
- **Correct Attachment 1 to show the sign perpendicular to the road.**

The motion was approved unanimously.

V. ADJOURNMENT:

Senior Planner Amrine noted that the formal review for Canyon Creek church will be coming to the DRB at their June 21, 2018 meeting. She stated that based on the Board's request to discuss potential amendments/clarifications to the Code, the Manager of Planning and Development Services Tom Rogers has agreed to put the topic on a future agenda for discussion. The Board agreed that it would be best if it was at a meeting where all members could be in attendance and following a brief review of schedules, determined that the best meeting date would be the September 2018 meeting. A tour of previously approved and constructed projects was discussed and the DRB requested a list of five projects to tour individually since their schedules conflicted for a joint tour with staff.

Chair Gunter adjourned the meeting with the consensus of the Board at 5:37 p.m.

Submitted by:

Sherrie Ringstad, Associate Planner