



**CITY OF MILL CREEK  
DESIGN REVIEW BOARD MEETING MINUTES  
November 16, 2017**

Approved December 21, 2017

**DRB Members:**

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

Community Development Staff:  
Gina Hortillosa, Director  
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 September 21, 2017

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

**IV. NEW BUSINESS:**

Gateway Shopping Center – Monument Sign

Senior Planner Christi Amrine presented the staff report, which included a review of the DRB's scope of authority, background, photos of existing conditions and a description of the proposed sign. She noted that Code amendments have been adopted since the existing sign was installed, which allow a larger freestanding sign.

Member Symms asked about the portion of the sign identifying the shopping center. Ms. Amrine confirmed that it will be an engraved metal plaque mounted to the sign.

Member Hastings asked why there wasn't an address on the sign. Ms. Amrine stated that there are multiple buildings with multiple addresses, so there won't be an addresses on the monument sign, but individual addresses on each building that will meet the fire department requirements.

Chair Gunter asked if the bronze color shown on the building color palette is utilized on the sign. Ms. Amrine confirmed that it is not and said that staff could ask the applicant to remove that color from the proposal.

Vice Chair Hambelton referenced the side elevation on the proposal, which shows a protruding section by the Sprouts section of the sign. He asked if this area is proposed to stick out. Ms. Amrine stated that to her knowledge, it is supposed to be flush. She stated that the DRB could add a condition to their motion requiring that the sign be flat.

Ms. Amrine concluded her presentation by stating that staff finds the proposal to be consistent with the Mill Creek Municipal Code and is recommending approval.

**MOTION: Vice Chair Hambelton moved, seconded by Member Hastings, to approve the proposed monument sign as conditioned in the staff report with the following additional condition:**

- **The plans will be revised to eliminate the bronze color that was not utilized on the signs, and to correct the elevation to show the sign face is flat and the letters are not raised.**

**The motion was approved unanimously.**

**V. ADJOURNMENT:**

**Chair Gunter adjourned the meeting with the consensus of the Board at 5:35 p.m.**

Submitted by:



Sherrie Ringstad, Associate Planner