



# Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

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**October 24, 2019**

**5:15 p.m.**

**COUNCIL CHAMBERS**

- I. CALL TO ORDER: 5:15 p.m.**
- II. ROLL CALL: 5:15 p.m.**
- III. APPROVAL OF MINUTES: 5:16 p.m.**
- A. Approval of August 15, 2019 and September 19, 2019 Meeting Minutes <sup>(1 and 2)</sup>
- IV. NEW BUSINESS: 5:17 p.m.**
- A. Three Oaks Preliminary Plat Landscaping <sup>(3)</sup>
- B. Venture Church Monument Sign <sup>(4)</sup>
- C. Kazziep Short Plat Landscaping <sup>(5)</sup>
- D. 7C's Swim School – Informal Building Elevations <sup>(6)</sup>
- V. ADJOURNMENT: 6:45 p.m.**

**ATTACHMENTS:**

1. August 15, 2019 Meeting Minutes
2. September 19, 2019 Meeting Minutes
3. Three Oaks Preliminary Plat Staff Report with Attachment
4. Venture Church Staff Report with Attachment
5. Kazziep Short Plat Staff Report with Attachment
6. 7C's Swim School – Informal Building Elevations

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**CITY OF MILL CREEK  
DESIGN REVIEW BOARD MEETING MINUTES  
August 15, 2019**

Draft

**DRB Members:**

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

Community Development Staff:

Tom Rogers, Planning and Development Services Manager  
Christi Schmidt, Senior Planner  
Sherrie Ringstad, Associate Planner

**I. CALL TO ORDER:**

Chair Gunter called the meeting to order at 5:14 p.m.

**II. ROLL CALL:**

All members were present except as noted above. Member Symms' absence is considered excused.

**III. MINUTES:**

A. Minutes of July 18, 2019

**MOTION: Member Hastings moved, seconded by Vice Chair Hambelton, to approve the July 18, 2019 minutes as presented. The motion was approved unanimously.**

**IV. NEW BUSINESS:**

Apple Tree at Thomas Lake Monument Sign

Associate Planner Sherrie Ringstad stated that the first item before the Board this evening is a freestanding neighborhood identification sign for the Apple Tree at Thomas Lake subdivision. The staff presentation included a vicinity map, a review of design criteria and dimensional requirements, site photos, the proposed sign design, and a review of the

proposed landscaping. Ms. Ringstad noted that the applicant confirmed there is existing irrigation for the area proposed for landscaping.

Staff and the applicant responded to several questions from the Board. Ms. Ringstad concluded the staff presentation by stating that based on the proposed neighborhood identification sign's consistency with the dimensional requirements in the Code and the design criteria staff is recommending approval.

**MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the freestanding neighborhood identification sign for Apple Tree at Thomas Lake as proposed. The motion was approved unanimously.**

Creekside Phase II – Building Elevations

Associate Planner Sherrie Ringstad stated that the next item before the Board this evening is building elevations and proposed landscaping for Creekside Phase II. The staff presentation included a vicinity map, photo of existing conditions, review of the site plan, and description of proposed building materials.

Ms. Ringstad concluded the staff presentation on the building elevations by stating that based on the proposed neighborhood identification sign's consistency with the dimensional requirements in the Code and the design criteria staff is recommending approval. Staff and the applicant responded to several questions from the Board. Chair Gunter suggested that the Board vote on the building elevations before moving on to the landscaping.

**MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the building elevations for Creekside Phase II as proposed. The motion was approved unanimously.**

Creekside Phase II – Landscaping

Ms. Ringstad noted that there are several areas proposed to be landscaped including the frontage on 9<sup>th</sup> Avenue, the interior parking lot landscaping and the perimeter landscaping that is adjacent to the critical areas. She reviewed the design criteria, and described the proposed landscaping, noting several staff recommended Conditions of Approval.

Ms. Ringstad stated that based on the landscaping plan's consistency with the design criteria, staff is recommending approval as conditioned in the staff report.

Staff responded to several Board questions. Vice Chair Hambelton suggested that there be more than one landscape pot by the front entry. Chair Gunter asked if staff would verify that the Conditions of Approval had been met. Ms. Ringstad stated that the applicant would be required to submit a revised plan to address the Conditions and staff would approve that.

**MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the landscape plan for Creekside Phase II as conditioned in the staff report. The motion was approved unanimously.**

The Farm at Mill Creek

Senior Planner Christi Schmidt noted that the project before the DRB is the formal review of the landscaping and streetscape for The Farm development. She noted that the Board previously held an informal review of the landscape plan in July. She stated that the packet included staff comments that had been provided to the applicant since the informal review and for the most part the applicant has addressed those comments. Ms. Schmidt stated that for the record the design criteria are contained in the staff report. She will break the discussion of the landscaping into four sections – the Roadway Buffer and Entry Landscaping, the Interior Landscaping, the Perimeter Landscaping and the Streetscape Landscaping and furniture.

Senior Planner Schmidt described the roadway buffer and the entryway landscaping, noting that it includes the 35-foot wide buffer and the two entry signs. They have incorporated a nice variety with evergreen and deciduous plants. The pedestrian gateway creates a focal point for the project. She noted they are proposing the concrete textured sidewalks as required by the East Gateway Design Guidelines. Ms. Schmidt stated that there are no recommend conditions for this particular section.

Ms. Schmidt stated that the interior landscaping includes everything outside of the public right-of-way. The developer is trying to salvage some old concrete fence posts that were found on the site to incorporate in the landscaping. Mr. Snow added that they are thinking about using the larger gateway posts to create a gateway into the wetlands and using the smaller posts in a stylized way in plazas throughout the site. Ms. Schmidt stated that staff is considering softening the condition that requires the concrete posts to be used by stating that , “if they can be salvaged they should be used in the landscaping. She noted that, as requested by the DRB, trees have been added in the area between the parking garage and Building F on the north elevation.

Ms. Schmidt explained that the perimeter landscaping includes a rockery wall to address the grade change, which ranges in height from 2 feet to 12 feet. The meandering pathway will tie into the boardwalk that connects to the south and will eventually connect to the wetland preserve park. She stated that staff has a number of recommend Conditions of Approval, including showing the locations of lighting on the plan, increasing the height of the fence to 6.5 feet, providing a detail of proposed directional signage, replacing the River Birch with another species that isn't as susceptible to insects. Mr. Snow submitted a research paper from the University of Washington that indicates the Heritage River Birch is a cultivar that has proven to be resistant to the Bronze Birch Bark Borer. Ms. Schmidt stated that staff would reconsider the request to replace the River Birch with another species.

Vice Chair Hambelton said that he doesn't feel the condition to increase the fence height to 6.5 feet adds a lot of value but would considerably increase costs. It was the consensus of the Board to remove this condition.

Senior Planner Schmidt stated that the streetscape landscaping and furniture is proposed along 39<sup>th</sup> Avenue SE and 133<sup>rd</sup> Street SE. The staff recommended conditions for this section include:

- Provide a note that electrical outlet conduits and irrigation are to be provided in the tree wells.
- Decorative tree grates shall have breakaway system to accommodate growth of the tree trunk.
- Benches shall be added on the sidewalk on the west and east sides of 39<sup>th</sup> Avenue SE south of Building B and A2 just north of the 2x2' charcoal grey concrete adjacent to the landscape planter near the intersection.
- Add a detail of the garbage dumpers.
- Add pedestrian crossing on the west end of Building E on the south to connect to the sidewalk and perimeter trail to be consistent with the approved Civil Plans.
- Label, provide detail/specification and the location of the exterior public water fountain for (humans and canines) between Building A3 and A4.
- Add to plant legend the symbol used for the 48" round fiberglass planter in the planting circle in the sidewalk along 132<sup>nd</sup> Street SE.
- Replace River Birch with another tree species.

Ms. Schmidt responded to a question regarding the pavement change at the crosswalk and stated that after consideration, the applicant has decided to use striping. Member Hastings said that the plan appears to have two types of intersection paving at 41<sup>st</sup> Avenue SE, one grid and one asphalt, and suggested that they should be consistent. Ms. Schmidt agreed that the intersection paving should match what was installed at Vintage.

Ms. Schmidt confirmed that the applicant will revise the landscape plan as requested and submit it for review and approval by staff.

Ms. Schmidt described the proposed identification signs and their location. She noted that the individual buildings will have wall signage, so the entry monument signs have been kept simple and clean.

**MOTION:** Vice Chair Hambelton moved, seconded by Member Hastings, to approve the landscape plan for The Farm as conditioned in the staff report with the following modifications:

- Clarifying the condition regarding salvaging the concrete posts by adding "If salvageable."
- Adding the condition that the intersection at 41<sup>st</sup> Avenue SE should match what was installed for The Vintage development.
- The Condition to increase the fence height from 6 feet to 6.5 feet will be removed.

- **The Condition to replace the River Birch with another species will be reconsidered and a determination will be made by staff whether it should be removed.**

**The motion was approved unanimously.**

**V. ADJOURNMENT:**

**Chair Gunter adjourned the meeting with the consensus of the Board at 6:17 p.m.**

Submitted by:

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Sherrie Ringstad, Associate Planner



**CITY OF MILL CREEK  
DESIGN REVIEW BOARD MEETING MINUTES  
September 19, 2019**

Draft

**DRB Members:**

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

Development Services Staff and Consultant:

Tom Rogers, Planning and Development Services Manager  
Sherrie Ringstad, Associate Planner  
Mandi Roberts, Otak

**I. CALL TO ORDER:**

Chair Gunter called the joint meeting of the Design Review Board and the Planning Commission to order at 6:30 p.m.

**II. ROLL CALL:**

Roll was called and noted for the Planning Commission. Role was called for the Design Review Board and all members were present except as noted above. Member Hambelton's absence is considered excused.

**III. WORK SESSION:**

Mill Creek Boulevard Subarea Plan

Planning Manager Tom Rogers stated that this joint workshop has been scheduled to gather input on the Mill Creek Boulevard Corridor land use and infrastructure subarea plan. He noted that the plan is intended to provide a long-term vision for the subarea as well as address short-term infrastructure needs. The subarea extends from Town Center on the north to the commercial properties just south of 164<sup>th</sup> Street SE and from the Bothell-Everett Highway on the east to North Creek on the west. Mr. Rogers reviewed the schedule and noted that the initiate and communicate phase includes a series of focus group workshops, which includes the one with the Design Review Board and the

Planning Commission this evening. Multiple workshops have been scheduled with three specifically for the business and property owners, one for HOAs, several for the various City Boards and Commissions, the Youth Advisory Board, and the seniors group. Mr. Rogers introduced Mandi Roberts, who is with Otak and is the project manager.

Ms. Roberts introduced herself and her team and talked about the sub-consultants specializing in transportation and economic development. She noted that there is a strong emphasis on public engagement in the planning process that includes a walking tour, open houses, web based engagement, and a texting service. The focus group workshops will take the different groups through a similar set of questions to the ones that will be used tonight. In addition, she noted a Workshop for the general public has been scheduled for October 2<sup>nd</sup> at 6:30 p.m. in room 201 in City Hall North. This meeting is open to public and she encouraged the members present to share the invitation with their friends, family and neighbors to help get word out and encourage participation.

Ms. Roberts reviewed potential ideas and opportunities, such as the SWIFT – Green Line running down the Bothell-Everett Highway and the Orange Line opening in 2024, which has the potential to serve the subarea more directly and connect to the broader region. The plan will look at multimodal issues such as roadway and pavement needs, pedestrian and bicycle facilities, and access to transit. She stated that because this area is where City Hall is located, there is also a potential for a civic campus or community gathering space. She shared some examples of what this might look like, including a festival street, public art, pop up parks, and wide sidewalks that would accommodate sidewalk cafes.

Ms. Roberts reminded the board members that a majority of these properties are privately owned and what happens will be based on what the property owners want to do in the future. Development can take many forms such as minor rehab, infill development, and redevelopment. She shared slide of what these different types of development could look like, as well as slides showing current trends such as market hall/food hall and co-working and work sharing spaces. The final slides showed ideas for what could be done with North Creek and Pond 6 to make them more of an amenity.

The Workshop Exercise consisted of several questions as follows:

1. Overall Community Character: What word or phrase best describes the Mill Creek character as a whole?
2. Issues and problems: What are the issues and problems in the subarea today that this plan should address?
3. What is working now? What should stay the same?
4. Planning for Growth: According to the growth projections prepared by Washington State, by 2050 Snohomish County will have an additional 424,000



people and 225,000 jobs. Should this future growth be an important factor to be considered in the plan?

5. Of the elements listed below, which are most important to you? Pick up to three elements or write in an element:
  - a) Thriving businesses, b) access to transit, c) increased pedestrian and bicycle connectivity/safety, d) more places to live/variety of housing choices, e) creating a stronger civic core/civic campus for our community, f) places for events and festivals, g) parks and green spaces, h) enhancing North Creek, i) place making – creating places that attract people and business, j) more opportunities to \_\_\_\_\_, k) \_\_\_\_\_ (your choice).
6. Successful process: To have a successful planning process, what are some of the most important factors, criteria, and values to consider in preparing the plan?
7. Possibilities/opportunities: Think ahead to 20 years from now after this plan is implemented, what would you like to see in the subarea? What has changed for the better?

The Board members had a dynamic discussion sharing the following ideas and thoughts:

- Most people coming from the west to Town Center turn north on Mill Creek Boulevard rather than the Bothell-Everett Highway; thus, Mill Creek Boulevard has become an unofficial gateway to the City and the Town Center. Right now you essentially see the back of a store and it is not much of an entrance.
- We need to look at what businesses are thriving – the City seems to be a magnet for restaurants – it is hard for retail shops unless they have an internet presence. Over the next 20 years how does that trend change?
- Technology will also have an impact.
- We need to cultivate a niche.
- We are still a commuter city – with employment centralized in Seattle. Should we try to plan for jobs?
- We should plan for what we want – an active community – a place where families want to live.
- Open space draws people but not if you can't get in and out – a lengthy discussion on traffic and access issues ensued. Connectivity, traffic and parking were a big concern for a majority of those present.
- We should design something that will attract people and businesses.
- Encourage more variety in businesses.
- Keep the small town atmosphere.
- This area could be very walkable if we do it right.

#### IV. ADJOURNMENT:

Planning Commission Chair Eisner asked if there was a motion to adjourn.

**MOTION: Planning Commission Vice Chair Nolan moved, seconded by Commissioner Hyatt, to adjourn the meeting at 7:50 p.m. The motion was approved unanimously.**

Submitted by:

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Sherrie Ringstad, Associate Planner