

**DESIGN REVIEW BOARD MEETING MINUTES**

Educational Service Center  
12309 22nd Street NE  
Lake Stevens, WA 98258

CALL TO ORDER: 7:00 pm by Chairperson Kimball

MEMBERS PRESENT: Kelly DuByne, Diana Hale, Matthew Kimball, Darek Olson, and Russell Dance (alternate)

MEMBERS ABSENT: Dean Franz

STAFF PRESENT: Rebecca Ableman, Planning and Community Development Director and Russ Wright, Senior Planner

OTHERS PRESENT: Mark Neal, Project Architect and Tim Bruggman, Project Consultant

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Guest business None

Approve Minutes None

Action Items 1. **Design Review Board Rules and Procedures** – Staff reviewed proposed changes to the Rules and Procedures to ensure that they complied with code requirements for final decisions (Recommendations on Page 3 of 5). Staff also proposed adding clarifying language related to the seconding of motions before action (Page 5 of 5).

**Motion:** Board Member Hale made the motion to approve the Design Review Board Rules and Procedures as amended. Vice-chairperson Olson seconded the motion. The motion passed unanimously (5-0).

2. **Chapel Rock Center Design Review** – Staff provided a brief overview of the design guidelines. Staff followed with a slideshow highlighting staff report findings and conclusions for the Chapel Rock Center. Mark Neal, the project architect, presented additional information to the Board related to design compliance. Following the presentations, the Design Review Board had several questions. The main topics of discussion included an off-site pedestrian access, traffic circulation, and signage. Other topics included building orientation, street tree selection, dumpster location, and window material. The board's greatest concerns were the lack of circulation throughout the different parking areas and lack of pedestrian access in the northern part of the lot. The project architect, Tim Bruggman the project consultant, Director Ableman, and the Board discussed potential site realignments to address the stated concerns. Next, the Board discussed proposed sign modifications. Ultimately, the Board noted its approval of the project design with modifications and recommended that the Planning Commission approve the requested sign modifications with conditions.

**Motion:** Board Member Hale made the motion to approve the Chapel Rock Center design subject to the recommended staff findings, conclusions, & conditions, with the following changes:

1. Traffic circulation, as shown in the site plan, shall be improved to include the following modifications, subject to administrative approval of the design modifications from affected city departments:
  - A looped drive aisles in the northern and eastern parking areas;
  - The parking spaces in the central portion of the northern parking area shall be moved west to remove the proposed drive aisle; and
  - An additional walkway shall be added from 99<sup>th</sup> Ave to the western internal pathway.
2. The Design Review Board recommends that the Planning Commission approve sign modifications pursuant to LSMC 14.68.124 to increase the height of the proposed freestanding sign to 15-feet from six-feet and allow second-story wall signs above the window sill [modifying LSMC 14.68.100(b)(1)] provided that future signs are placed no higher than three-feet above the sill.

Board Member DuByne seconded the motion. The motion passed unanimously (5-0).

**Reports**

Staff reminded the Design Review Board that the City is hosting a scoping meeting for the subarea plans Thursday evening at the Fire District Administrative Building at 6:00 pm.

**Adjourn**

Chairperson Kimball adjourned the meeting at approximately 9:00 pm.

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Matthew Kimball, Chairperson

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Russell Wright, Senior Planner