

**DESIGN REVIEW BOARD MEETING MINUTES**  
Lake Stevens Fire Administration Conference Center  
10518 18<sup>th</sup> St. SE  
Lake Stevens, WA 98258  
June 7, 2018

CALL TO ORDER: 6:35 pm by Chair Thurber  
MEMBERS PRESENT: John Vicente, Diana Hale  
MEMBERS ABSENT: Jaime Guzman (Excused); Tracey Trout  
STAFF PRESENT: Melissa Place, Senior Planner; Teresa Meyers, Planning Department  
OTHERS PRESENT: Patrick McCourt, Rochelle Smith – Land Pro Group

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**Guest Business** None

**Approve Minutes** John Vicente moved to approve the May 9, 2018 minutes; Diana Hale seconded the motion. The May 9, 2018 minutes were approved as presented.

**Action Items** **Kane Preliminary Plat (LUA2018-0061) - Senior Planner Melissa Place**  
Senior Planner Melissa Place presented the staff report for the 36-lot proposed subdivision. Highlights included the applicable elements of the submittal, landscape plans, road improvements, lot sizes, sidewalks and planting strips, open spaces, access to Glenwood Elementary, street layout and design, on-street parking, significant trees, neighborhood compatibility and eight staff recommendations.

The applicant, JM1 Holdings proposes the 36-lot subdivision on two parcels located in the High Urban Residential Zone which permits lots with a minimum size of 3,600 square feet. Development will include construction of new public roads and extension of utilities to the new lots. The plat is proposed to be accessed via connections with 20<sup>th</sup> Street SE and 107<sup>th</sup> Ave SE.

Senior Planner Place shared a memo from the Everett Public Works Department outlining concerns over water easements and plat development. Senior Planner Place introduced Patrick McCourt from Land Pro Group as the applicant's representative to further apprise the Board of the easement and water line concerns. Mr. McCourt advised the Board, JM1 Holdings, concurs with the staff report conditions as presented, concurs with no street trees to be located within the City of Everett easement and intends to consult with the engineer of record to determine how to avoid any utility conflict. The applicant will also provide Type II screening. Senior Planner Place advised members that staff was in the process of working with the applicant and the City of Everett to address issues prior to a hearing; however, the easement issue does not fall under the Design Review Board's responsibilities; and will be addressed by Planning staff as a zoning code issue.

Board members' concerns focused on landscape screening, sewer line placement and depth for water table, size of planting strips and parking. The Board suggested adding the following condition as "Condition 9" to the staff report for approval:

**Condition 9.** *Street trees shall not be placed within the City of Everett waterline easement.*

Diana Hale moved to approve the staff report with the added condition. John Vicente seconded. The motion passed (3-0-2-0)

**Reports** No reports offered by the Board.

**Adjourn** Diana Hale moved to adjourn the meeting. John Vicente seconded the motion. Meeting adjourned at 7:35 p.m.



Sammie Thurber, Chair



Teresa Meyers  
Planning & Community Development