

**DESIGN REVIEW BOARD MEETING MINUTES**

Lake Stevens Fire Conference Hall  
1825 South Lake Stevens Road  
Lake Stevens, WA 98258  
September 1, 2016

CALL TO ORDER: 6:00 pm by Chair Hale  
MEMBERS PRESENT: Diana Hale, Kelly DuByne, Jaime Guzman, Michael Lauer  
MEMBERS ABSENT: Jennifer Davis, Thomas Matlack, Bryan Terry  
STAFF PRESENT: Melissa Place, Senior Planner and Teresa Meyers, Permit Specialist  
OTHERS PRESENT: Merle Ash on behalf of Monterra Partners LLC and Rob Stanton, Lake Stevens School District and Steven Shiver, Project Representatives

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**Guest Business** None

**Approve Minutes** Vice-chair DuByne made the motion to approve the July 7, 2016 meeting minutes. Board Member Guzman seconded the motion. The motion passed unanimously (4-0-3).

**Action Items**

1. **Autumncrest 27 – Lot Residential Subdivision** – Staff provided an overview of the proposed project package for the project. This project is located in the High Urban Residential zoning district on two parcels totaling 4.37 acres. The plat is proposed to be accessed via connection with 103<sup>rd</sup> Ave SE. Senior Planner Melissa Place presented the Board on the main design elements related to the proposal highlighting the main points from the staff report and primary features of the proposal.

Merle Ash, project representative, provided additional information and answered several questions relating to the project. The main topics of discussion included the low-impact development (PID) techniques, landscaping, pedestrian connections, proximity to Glenwood Elementary School and the recommended condition of a tot lot in Tract 998. The Board, Staff, Project Representative and Mr. Robb Stanton with the Lake Stevens School District, contributed to the elementary school access concern. Further discussion entailed between the Board and the applicant regarding the recommendation condition for the tot lot versus recreational space provisions.

The Board recommended the applicant comply with the conditions as presented in the Design Review staff report with changes to Condition #5: “The applicant shall provide active recreation within Tract 998 to meet Urban Design Guideline NP 3.1 Creating Useable Open Space. The landscape plan and conceptual plat plan shall be revised to incorporate this amenity.” Recommended change to Condition #7: “The applicant

shall provide a designated safe public walkway between Lots 11 and 12 to the gate accessing the school property. The width shall be determined by the developer in conjunction with City Staff.”

**Motion:** Chairperson Hal made a motion to approve the proposal with the recommended conditions in the staff report and as specified above.

Board Member Guzman seconded the motion. The motion passed unanimously (4-0-3).

- 2. Lake Stevens School District No. 4 – New Elementary School and Early Learning Center** – The Design Review Board (DRB) held a public meeting on Thursday, September 1, 2016 to review the New Elementary School and Early Learning Center proposal. Mr. Robb Stanton and Mr. Steven Shiver, the primary contacts for the project, were present at the meeting and spoke in favor of the proposal. Senior Planner, Melissa Place, briefed the Board on the main design points in the staff report.

Robb Stanton and Steven Shiver gave a presentation to the Board with an overview of the site selection, nature setting and green approach to the design. The main topics of discussion included the incorporation of flow as a design component, vehicle and pedestrian circulation on-site, drop-off areas, gardens and traffic impacts as well as existing topography.

Ultimately, the Board recommended the applicant comply with the conditions as stated in the Design Review staff report.

**Motion:** Board Member Lauer made a motion to approve the proposal with the recommended conditions in the staff report.

Board Member Guzman seconded the motion. The motion passed unanimously (4-0-3).

### **Reports**

Chair Hale informed the Board of her attendance at the Downtown Design Plan Executive Board meeting and recommended members attend the Downtown Plan Open House meeting on September 7, 2016.

### **Adjourn**

Chair Hale adjourned the meeting at 7:40 PM.

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Diana Hale, Chair

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Teresa Meyers, Permit Specialist