

CITY OF MILL CREEK DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS

The City of Mill Creek Design Review Board was created to review and make urban design decisions that promote visual and aesthetic quality throughout the City (see MCMC Section 4.18.020 below). The Design Review Board meets on the third Thursday of each month. Applications must be submitted to the City 20 days prior to the scheduled meeting. Applicants or their agents should plan to attend the Design Review Board meeting.

“4.18.020 Design review board authority and duties.

A. The design review board shall review and act on the following matters:

1. All building elevations and landscape plans for attached single-family residential, multifamily residential, industrial, and commercial developments.
2. All streetscape landscaping and monument signs for detached and attached single-family residential, multifamily residential, industrial, and commercial developments.
3. All design of landscaping for city rights-of-way, medians, entrances, and other public facilities and city-owned properties.
4. Any other elements of site design if required as a condition of development approval by the hearing examiner or director.”

SUBMITTAL REQUIREMENTS

Design Review Board applications are submitted through MyBuildingPermit.com (MBP), *see Figure 1 below*. Prior to being placed on the agenda, staff will review the plans for consistency with all applicable code requirements, including lot standards (e.g., setbacks, lot coverage, building height), landscaping, parking, signage, and design guidelines. Please refer to Chapter 17 of the Mill Creek Municipal Code for specific requirements.

Figure 1 – screen shot of MBP screen:

Project Details			
Jurisdiction: MILL CREEK			
Application Type	Project Type	Activity Type	Scope of Work
Land Use	Any Project Type	Project or Site Plan Approval	Design Review

The following materials must accompany the application:

Buildings and Site Development Plans

The following information and materials shall be submitted to the City for review under this chapter:

- A. A completed application.
- B. Site plan at a scale from 1" = 20' to 1" = 50', showing:
 - 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 - 2. Location of building setback lines.
 - 3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 - 4. Parking lot layout, design and loading areas if applicable.
 - 5. Public improvements including sidewalks, curbs, gutters, etc.
 - 6. Location of existing trees and vegetation to be retained.
- C. Building material samples and color chips should be provided for the DRB meeting.
- D. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
- E. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
- F. Roof plan including the location of mechanical equipment.
- G. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.
- H. DRB application fees as established in MCMC Section 3.42.170 will be invoiced through MBP.

Landscape Plans

Landscape Plans: The following information and materials shall be submitted to the City for review:

- A. A completed application.
- B. Site plan at a scale from 1" = 20' to 1" = 50', showing:
 - 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 - 2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 - 3. Parking lot layout, design and loading areas if applicable.
 - 4. Public improvements including sidewalks, curbs, gutters, etc.
 - 5. Location and size of existing trees and vegetation to be retained.
- C. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
- D. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.
- E. Color photographs of proposed plant material.
- F. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.
- G. DRB application fees as established in MCMC Section 3.42.170 will be invoiced through MBP.

Sign Plans

The following information and materials shall be submitted to the City for review under this chapter:

- A. A completed application.

- B. A site plan, drawn to scale, showing the location of the building upon which the sign will be installed, surrounding buildings, and adjacent streets.
- C. A drawing showing the size, shape and exact location of the proposed sign(s). Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.
- D. Dimensions, area (in square feet), and style of letters/symbols of the proposed signs.
- E. A colored illustration of the proposed signs.
- F. Sign materials (wood, plastic, metal, etc.) and color samples should be provided for the DRB meeting.
- G. For signs requiring DRB approval, application fees as established in MCMC Section 3.42.170 will be invoiced through MBP.

Filing Fees

See Attachment – “Design Review Board Application”

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