

**DESIGN REVIEW BOARD  
MINUTES OF MEETING  
APRIL 9, 2008**

**MEMBERS PRESENT:** Larry George, Alan Seymour, David Klug, John Cunningham, Ken Kraus, and Scott Draughn. George McVey was absent.

**OTHERS PRESENT:** City Planner Greg DeLong

The meeting was called to order at 6:30 pm.

**APPROVAL OF MINUTES:**

The following changes were made to the minutes of January 9, 2008:

Page 2, paragraph 6 it states that Ms. McBride stated they will be requested variances, needs to be changed to requesting variances.

The minutes from the January 9, 2008 were approved as amended.

The minutes from the meeting of March 20, 2008 were approved as presented.

**ORGANIZATION:**

Election of Chairman:

John Cunningham was nominated for Chairman. Voice vote was unanimous.

Election of Vice-Chairman:

David Klug was nominated for Vice Chairman. Voice vote was unanimous.

Rules of Procedure:

Add the following two paragraphs at the end of the rules:

13. The Board shall appoint a member to represent the Board at Planning Commission meetings. This appointed member shall give the Planning Commission updates on Board topics.

14. The Board shall appoint a member to represent the Board at City Council meetings. The appointed member shall give City Council updates on Board topics.

John Cunningham was nominated to represent Design Review Board to the Planning Commission. Voice vote was unanimous.

Ken Kraus was nominated to represent Design Review Board to City Council. Voice vote was unanimous.

## **NEW BUSINESS:**

### **Discussion of potential changes to Section 1144 – Design Review**

Mr. DeLong stated that the proposed amendments to Section 1144 derived from discussions at Planning Commission in relationship to the Planning Commissions To-Do-List, which has changes to the Design Review Board code rated third in importance. Mr. DeLong continued by stating that Planning Commission has stressed the importance in improving the Design Review Board standards and design requirements. Planning Commission is also very concerned about modifications and additions that are being placed on buildings and how such items are not being reviewed by any Board or Commission.

Design Review Board had discussion while reviewing Chapter 1144 – Design Review. Board decided on the following changes:

#### **Section 1144.03**

Changed the sixth sentence to read: “Term for a Mayor appointed Board member shall expire at the same time as his/her term on the Planning Commission expires.”

#### **Section 1144.04**

(a) Changed to state: “Color(s) that accentuate or contrast with something else, such as a touch of color that makes the features of an image stand out.”

(b) Added: “Includes but not limited too” to the beginning of the definition.

(c) Added: “Board. Means the Design Review Board of the City of Marysville as established in Section 1144.03”.

(d) Added: “Includes but not limited too” to the beginning of the definition.  
Added: “through alternative methods and materials” at the end of the definition.

(f) Added: “Earth tone Color. Colors scheme(s) that draws from a color palette of browns, tans, greys, greens, blues, purples, and some reds.”

(g) Changed to state: The exterior walls of a structure.

(h) Changed title from “Harmony” to “Harmonious”

(i) Added: “Historic Colors. Those colors taken from any paint manufacturers historic paint palette. Historic colors shall be appropriate to the era of the structure and/or district.”

(j) Changed title from “Mechanical Hardware and Equipment” to “Mechanical/Electrical Hardware and Equipment.”

(k) Removed: “Additions to, alterations too and/or reconstruction of an existing building shall not be considered a new structure. A new structure includes, but is not limited too, buildings, walls, fences, signs, and billboards.”

(l) Added: “Major Modification. Includes additions and any exterior alterations that involves exterior material changes, additions and/or removal of architectural features, and changes in exterior façade colors.”

Removed the definition that was formerly (g) “High Intensity Colors.”

### **Section 1144.05**

Changed the first sentence to read: “A zoning permit for structure(s) classified as a New Structure or Major Modification shall be issued only after an Exterior Plan has been submitted to and approved by the Design Review Board.”

Changed the third sentence to read: “The Exterior Plan shall be drawn to an appropriate scale, submitted on paper 24 inches by 36 inches in size.”

(h) Reworded to: “Appearance, architectural style, size, scale, color, and materials selection for the proposed structure or complex.”

(i) Added: “Location of mechanical hardware and equipment.”

- (k) Separated from (h) and reworded to: “Exterior signage: (1) The signage component shall illustrate the location, style, height, color, and size of the proposed signage for the site.”
- (l) Separated from (h) and reworded to: “Exterior lighting: (1) The lighting component shall illustrate the location, style, height, color and intensity of the proposed lighting for the site.”
- (m) Added: “Location of natural features to be preserved or incorporated into the site.”

### **Section 1144.06**

- (a) Changed first sentence to: “An application, in writing from the approval of the Exterior Plan, together with a number of copies as determined by Administration of the Exterior Plan and the supplementary information specified in Sections 1144.05, shall be submitted to the City Administrator of their designee at least nine (9) working days prior to the meeting of the Design Review board at which the application is to be considered.”
- (a)(2) Changed to: “If it is found to be incomplete, reject the application and return the application and fee to the applicant with an itemization of deficiencies.”

### **Section 1144.07**

- (a) Changed the second sentence to: “The Exterior Plan shall not be approved unless Design Review Board finds that:
  - (a)(2) Changed to: “the location and configuration of the building(s), landscaping, off-street parking, driveways, and site amenities are visually harmonious within the site and its surroundings.”
- (b) Changed to: “If the Exterior Plan is disapproved, the reasons for the disapproval shall be stated by those Board members and it shall be captured in the minutes of the meeting.”
- (c) Changed to: “Exterior Plans must be approved, conditionally approved or disapproved within sixty (60) working days from the date of receipt.”
- (d) Added: “Exterior Plan approval shall be for a period not to exceed two years from the approval date of the Exterior Plan. If no construction has begun

within two years after approval is granted, the approved Exterior Plan shall become null and void.”

The Board continued into Section 1144.08, and gave staff direction to remove the Zoning Districts from the descriptions from the definitions and also to add language in relation to New Structures and Major Modifications.

**OLD BUSINESS:** None

**COMMENTS OF INDIVIDUAL BOARD MEMBERS:**

**ADJOURNMENT:** The meeting was adjourned at 8:16 p.m.