

DRAFT MINUTES
City of Gig Harbor Design Review Board
Meeting of November 9, 2023
Civic Center, 3510 Grandview Street
5:30 PM

This meeting may be accessed through Zoom at <https://us06web.zoom.us/j/89568206345> or by calling (253) 215- 8782 and entering Meeting ID 895 6820 6345. Please see the Public Comment & Decorum section at the end of this agenda for information on options to make public comments.

This meeting may also be viewed live in the Council Chambers at the Civic Center. All participants will be engaged in the meeting via Zoom.

- I. **Call to order:** 5:32 pm
- II. **Roll call:** Chair, Darrin Filand, Joh Ashlock, Brianne Blackburn, Kristin Isberg,
Excused: Dean Wilder

Staff: Roxanne Robles, Cindy Andrews
- III. **Approval of Minutes:** **October 26, 2023**

MOTION: Move to approve the minutes of October 26, 2023, as written Blackburn / Isberg All in favor – Motion carried.
- IV. **Agenda Items for Formal Review.** Review will be conducted in the following order for each item.
 - a. Announcement of Application
 - b. Open Public Meeting Announcement
 - c. Appearance of Fairness Issues
 - d. Staff Report
 - f. Applicant Introduction and Presentation
 - h. Public Comment (See Assistance Memo)
 - i. Discussion and Voting
1. **SEHMEL BUSINESS PARK LLC, 406 PORTER WAY, MILTON, WA 98354:**
Sehmel Business Park – Design Review Board Pre-Applicaiton (PL-DR-23-0045). The applicant is requesting a Pre-Application Conference before the Design Review Board. The current proposal is to redevelop the site in 2 phases with a Business Park as one phase (east site) and a Gas Station/Coffee Shop as another phase (west site). It is important to note that the Business Park is a use allowed by right and the Gas Station/Coffee Shop will require a conditional use permit submittal. The site is located along Burnham Dr. a 13.5-acre site that includes parcels 0122361067, 0122361068, 0122361001, 0122361013, 0122361009, 0122361008, and 0122361006.

Chair Filand opened the meeting, Roxanne Robles provided the staff presentation:

Applicant / DRB Members Discussion:

- East Side Development: Zone transition buffer for the storm pond, retaining walls, height, and length; site topography, building modulation and tree retention.
- West Side Development: Zone transition buffer, alternative landscape plans, site reconfiguration, (placing the buildings to the rear of the site with parking to the front). Building rooflines, minimizing canopy scale; site distance and landscape design for the corner area. Site navigation, retaining walls, driveway design standards and common space requirements. DRB members would like to see lighting details and views from the street.

DRB members discussed potential foot traffic, and will the development be seen from the existing park trail system. Members agree that the project is a nice fit for the site.

V. **Upcoming Meetings** - Meeting of November 23, 2023 - Cancelled

VI. **Adjourn:** at 6:30 pm

MOTION: Move to adjourn 6:30 pm at Aslock / Blackburn. All in favor – Motion carried.

Public comment is taken during the formal review portion of the agenda, specific to the application being considered. As a recommending body for project permits, the DRB acts in a quasi-judicial manner and, therefore, does not take general public comment.