

TOWN OF COUPEVILLE
Design Review Board Minutes
Tuesday, May 15, 2007
9:00 a.m.

BOARD MEMBERS PRESENT:

Chairperson Larry Cort, Boardmembers Carol Thraikill, Millie Fonda, Chuck Poust and Jill Usher were present. Boardmember Williams was excused.

STAFF PRESENT:

Town Planner Larry Kwarsick and Recording Secretary Karen Fuller.

CALL TO ORDER

The meeting was called to order by Chairperson Cort at 9:03 a.m.

APPROVAL OF MINUTES

The minutes from the April 9 and April 19, 2007 meetings were approved as presented.

NEW BUSINESS

SGN 07-12 – Carrie McGraw - Cottage Garden at 15 Coveland Street

Larry Kwarsick explained the proposal to install two new flush mounted signs, listed as primary signs, at 15 Coveland. He provided a staff report recommending approval based on the findings and conclusions. He noted one correction to the staff report that the signs are to be placed on the north and west facing gables depicted in the photo simulations.

Board Action: A motion was made by Boardmember Thraikill, second by Boardmember Fonda, to approve sign application SGN 07-12 based on the following five findings and five conditions:

Findings

1. A temporary sign permit was approved on March 3, 2007;
2. The applicant submitted a complete sign application and review fee on April 12, 2007, in accordance with CTC 16.28.050(C);
3. As a primary sign, the proposed sign is reviewable by the Design Review Board at a public meeting;
4. The proposal is consistent with primary sign standards relating to placement, color, material, lighting and design.
5. The proposal size amounts to 25 square feet which is within the remaining total building sign allowance.

Conditions

1. All exterior lighting used to illuminate signs, shall be designed to reduce glare impacts to adjacent properties and public rights-of-way, to use energy efficiently, and to reduce nighttime light pollution.
2. All exterior lighting proposed to illuminate signs, shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way.
3. Any sign light fixture intended shall be “full cutoff” fixtures as defined by the Illuminating Engineering Society of North America.
4. Any additional incidental signage (per the following definition) must be approved prior to installation.

"Incidental sign" means a permanent sign meeting definition of an "on-premises" sign, nonelectrical and nonilluminated of a noncommercial nature, which is permanently affixed on a plane parallel to the wall, on walls or windows located entirely on private property (address, hours of operation, historic register, directions, help wanted, public telephone, restores ,etc.). Such signs are not included in the number of primary signs so long as the individual incidental signs do not exceed two square feet in surface area.

5. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 5-0.

SGN 07-13 – Pam Smith - Coupeville Liquor Store at 306 North Main Street

Mr. Kwarsick explained that the applicant proposes to install a freestanding sign at the Coupeville Liquor Store location at 306 North Main Street. A freestanding sign was previously approved in 1999, prior to the North Main Street construction project in 2005. He noted that the sign can not be placed in the Town right-of-way.

Board Action: A motion was made by Boardmember Fonda, second by Boardmember Usher, to approve SGN 07-13 based on the following three findings and six conditions and adding an additional recommendation to approve the additional window sign:

Findings:

1. The applicant submitted a complete application and review fee on April 19, 2007, in accordance with CTC 16.28.050(C);
2. As a new freestanding sign, the proposed Coupeville Liquor Store sign at 306 North Main Street is reviewable by the Design Review Board at a public meeting;
3. The proposal is consistent with primary sign standards relating to size, placement, color, material, lighting and design contained at CTC 16.28.040(A).

Conditions:

1. All exterior lighting used to illuminate signs, shall be designed to reduce glare impacts to adjacent properties and public rights-of-way, to use energy efficiently, and to reduce nighttime light pollution.
2. All exterior lighting proposed to illuminate signs, shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way.
3. Any sign light fixture intended shall be "full cutoff" fixtures as defined by the Illuminating Engineering Society of North America.
4. The Town Public Works Director must approve the sign placement before installation.
5. Any additional incidental signage (per the following definition) must be approved prior to installation.

"Incidental sign" means a permanent sign meeting definition of an "on-premises" sign, nonelectrical and nonilluminated of a noncommercial nature, which is permanently affixed on a plane parallel to the wall, on walls or windows located entirely on private property (address, hours of operation, historic register, directions, help wanted, public telephone, restores, etc.). Such signs are not included in the number of primary signs so long as the individual incidental signs do not exceed two square feet in surface area.

6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 5-0.

DRB 07-05 - Shirley Dalton - Dormer addition to historic home at 105 NE 7th Street

Mr. Kwarsick explained that the applicant submitted an application to add a small dormer to the south facing roof of the Todd/Parker House at 105 NE 7th Street. The dormer would match in size and material the existing north facing dormer. The house is subject to the Historic Restoration Overlay District standards as an "historic site". According to Town standards roofs and roof related detail on historic structures; roof shapes, including pitch, should harmonize with the historic character visible in the area. If a new structure is adjacent to an historic structure, material should appear compatible with that originally used on the historic site. According to the Secretary of Interior Standards; additions to roofs should be accomplished such that they are inconspicuous from the public right-of-way and do not damage or obscure character defining features. He added that there needs to be photo documentation before and after the construction.

Ms. Dalton explained the purpose of adding the dormer was to put a window in the bathroom that is located where the dormer will be constructed.

Board Action: A motion was made by Boardmember Thraikill, second by Boardmember Poust, to approve DRB 07-05 Dormer Addition at 105 NE 7th Street, with the formal findings to be submitted at the next DRB meeting; based on the following six findings and conditions submitted to the applicant:

Findings and Conditions

1. A building permit is obtained for the work and the work completed within 6 months of the date of issuance;
2. That a slightly different exterior material or window style is used to set off the design from the historic structure;
 - a. That the dentils (the even series of rectangles used as ornament to the existing dormer) be eliminated; and
 - b. That the new window, while wooden, need not be a multi-lit window
3. The work shall be photo documented and color pictures in an electronic format shall be provided to the Town;
4. Following completion of the dormer the house exterior is protected by the previously approved tinted primer and/or the applicant presents an application for the final exterior painting of the home to DRB for approval; and
5. Construction debris is removed from the yard area and the lawn and landscape areas are restored within 6 months of the date of issuance of the building permit.
6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 5-0.

DRB 07-06 - Sue Cunningham - Parking Lot and Access Construction on Historic Site in association with two-lot short plat at 702 and 704 North Main Street (formerly the Inn at Penn Cove)

Mr. Kwarsick explained that the proposed short plat would create two large commercial lots, each accommodating one of the historic homes, i.e. John and Jane Kineth, Sr. and Gillespie. The Gillespie House would be accessed by a private driveway and easement from NW Seventh Street. The proposal is to construct a driveway and parking areas in support of the intended use of the properties as required by Town Code. This project is not being presented as a short plat to the DRB but rather as "development" on a historic site. In addition, the applicant is seeking an amendment to

the previously approved parking and access plan. Parking will need to be addressed through this short plat.

Ms. Cunningham explained that one of the apple trees would need to be trimmed and possibly removed so that it would not scratch a vehicle accessing the parking area; and the tree house will be removed.

Board Action: A motion was made by Boardmember Thraikill, second by Boardmember Usher, to approve DRB 07-06 based on the following seven findings and the seven conclusions:

Findings

1. The applicant submitted a short plat application on March 28, 2007;
2. The short plat application notice was forwarded to adjacent property owners on April 23, 2007,
3. While the short plat divides the parcel into 2 separate; the use of the lots will remain consistent with the terms and conditions of the prior contract rezone as recorded against the title of the property;
4. The proposed small parking areas are consistent with the current site development standards;
5. While the property is well landscaped, additional landscaping and its maintenance will be necessary to buffer the parking areas from adjacent properties, particularly the west boundary;
6. In support of low impact development concepts paving of the interior driveway and parking area will not be required but vehicular traffic on graveled surfaces may become a nuisance to adjoining properties if developed residentially; and
7. The proposal can be conditioned to be consistent with site design guidelines.

Conditions

1. Except for guest registration, all parking shall occur off street with appropriate signage installed by the applicant;
2. All parking areas shall contain curb stops and be appropriately delineated;
3. With the exception of the damaged westerly tree which supports the tree house and which is stressed, no trees shall be removed by driveway or parking area construction;
4. The access, driveway, parking areas, and drainage system must all be constructed consistent with the terms and conditions applied by the Town Public Works Director to final short plat approval;
5. The applicant must apply for and obtain an occupancy permit for the intended uses. A sign permit shall be simultaneously submitted with the occupancy permit; and
6. Prior to short plat approval or occupancy of either home for a bed and breakfast use:
 - a. A detailed landscaping plan with plant species identified to include the density/spacing of materials shall be submitted for Town approval and the approved landscaping installed; and
 - b. The driveway, drainage, and parking areas shall be constructed consistent with the direction and requirements specified by the Public Works Director.
7. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way. Any light fixture intended shall be "full cutoff" fixtures as defined by the Illuminating Engineering Society of North America.

The motion passed 5-0.

Board Action: A motion was made by Boardmember Thraikill, second by Boardmember Usher, to appoint Boardmember Poust as Vice-Chair to the Design Review Board. The motion passed 5-0.

ADJOURNMENT: 10: 28 a.m.