

TOWN OF COUPEVILLE
Design Review Board Meeting
Tuesday, June 26, 2007
8:00 a.m. - Coupeville Rec Hall

BOARD MEMBERS PRESENT:

Chairperson Larry Cort, Boardmembers Carol Thrailkill, Millie Fonda, Chuck Poust, Jill Usher and Randy Williams were present.

STAFF PRESENT:

Town Planner Larry Kwarsick and Clerk-Treasurer Judy Thomas.

CALL TO ORDER

The meeting was called to order by Chairperson Cort at 8:00 a.m.

APPROVAL OF MINUTES

The minutes from the May 15, 2007 meetings were approved as presented.

NEW BUSINESS

SGN 07-14 – Sue Cunningham (Mitchell Howard) – New sign at 702 N Main Street

Mr. Kwarsick explained that Ms. Cunningham did a short plat at this location and is moving the Blue Goose sign to this location. This will only be for a single primary freestanding sign and not the second freestanding sign (from the previous location).

Board Action: A motion was made by Boardmember Fonda, second by Boardmember Thrailkill, to approve sign application SGN 07-14 for a new sign at 702 N Main Street, based on the following three findings and six conditions:

Findings:

1. The applicant submitted a revised application on April 17, 2007, in support of a request to install freestanding signs at Blue Goose Inn, at 702 and 704 North Main Street;
2. The proposed freestanding signs are reviewable by the Design Review Board, in conformance with CTC 16.28.050(A)(1);
3. The proposal can be conditioned to be consistent with all primary sign standards contained in CTC 16.28.040(A), including those related to size, placement, height, colors and materials.

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 have an approved occupancy permit.
6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 6-0.

SGN 07-15 – Debra Crocker (Millie Fonda) – New sign at 13 NW Front Street

Mr. Kwarsick recommended approval of the flush-mounted, over-the-door sign.

Board Action: A motion was made by Boardmember Thrailkill, second by Boardmember Usher, to approve sign application SGN 07-15 for a new sign at 13 NW Front Street, based on the following three findings and six conditions (seven minus one #5, equals six conditions):

Findings:

1. The applicant submitted a complete application and review fee on May 7, 2007, in accordance with CTC 16.28.050(C);
2. As a primary sign, the proposed Back to the Island sign at 12 NW Front Street is reviewable by the Design Review Board at a public meeting;
3. The proposal is can be conditioned to be consistent with all primary sign standards contained at CTC 16.28.040(A), including those related to size, placement, color, material, lighting and design.

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 maximum sign height which is currently 28" must be reduced to ensure that a minimum 8-foot clearance is maintained below the bottom edge of the sign and the sidewalk. The resulting sign size shall not be greater than the 11 square feet approved.~~
6. The applicant must have an approved occupancy permit.
7. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 5-0-1 (Fonda abstained).

SGN 07-16 – Frank Meyer – New sign at 1 NE 4th Street

Mr. Kwarsick explained his only concern with placement of the sign was that it was important that there was no sight distance blockage at the corner of NE 4th and Main Street.

Board Action: A motion was made by Boardmember Thrailkill, second by Boardmember Usher, to approve sign application SGN 07-16 for a new sign at 1 NE 4th Street, based on the following three findings and seven conditions:

Findings:

1. The applicant submitted a complete application and review fee on May 7, 2007, in accordance with CTC 16.28.050(C);
2. As a primary sign, the proposed sign at either 308 North Main Street or 1 NE 4th Street is reviewable by the Design Review Board at a public meeting;
3. The proposal is consistent with all primary sign standards contained at CTC 16.28.040(A), including those related to size, placement, color, material, lighting and design.

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 have an approved occupancy permit.
6. The sign must be located outside of the sight distance triangle for either site selected.
7. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 6-0.

SGN 07-17 – Selena Roberts (Mitchell Howard) – New sign at 602 North Main Street

Mr. Kwarsick explained that Mitchell Howard is opening a small hotel and the Cove Restaurant is being relocated to this site. There will not be a sign for the hotel but only for The Cove Restaurant.

Board Action: A motion was made by Boardmember Poust, second by Boardmember Williams, to approve sign application SGN 07-17 based on the following three findings and six conditions:

Findings:

1. The applicant submitted an application on June 12, 2007, in support of a request to install freestanding signs for the Cove Restaurant at 602 North Main Street;
2. The proposed freestanding signs are reviewable by the Design Review Board, in conformance with CTC 16.28.050(A)(1);
3. The proposal can be conditioned to be consistent with all primary sign standards contained in CTC 16.28.040(A), including those related to size, placement, height, colors and materials.

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 have an approved occupancy permit.
6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 6-0.

SGN 07-18 – Judy King (Tawnya’s Studio) – New sign at 504 North Main Street, Suite B

Mr. Kwarsick explained that this is a single-sided freestanding sign and the total size of the sign cannot exceed nine square feet for both sides (4.5 square feet per side).

Board Action: A motion was made by Boardmember Fonda, second by Boardmember Thrailkill, to approve sign application SGN 07-18 based on the following three findings and seven conditions:

Findings:

1. The applicant submitted an application on June 12, 2007, in support of a request to install freestanding signs for the Cove Restaurant at 602 North Main Street;
2. The proposed freestanding signs are reviewable by the Design Review Board, in conformance with CTC 16.28.050(A)(1);
3. The proposal can be conditioned to be consistent with all primary sign standards contained in CTC 16.28.040(A), including those related to size, placement, height, colors and materials.

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 maximum sign height which is currently 28” must be reduced to ensure that a minimum 8 foot clearance is maintained below the bottom edge of the sign and the sidewalk. The resulting sign size shall not be greater than the 11 square feet approved.
6. The applicant must have an approved occupancy permit.
7. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 6-0.

SGN 07-19 – Dale Offret (Peter Gnehm) – New sign at 5 NE 4th Street

Mr. Kwarsick explained that he issued a temporary sign permit and he recommends approval of SGN 07-19.

Board Action: A motion was made by Boardmember Usher, second by Boardmember Thrailkill, to approve sign application SGN 07-19 for a new sign at 5 NE 4th Street, based on the following three findings and six conditions:

Findings:

1. The applicant submitted a complete application and review fee on June 7, 2007 in accordance with 16.28.050(C);
2. The proposed freestanding sign and hanging sign are reviewable by the Design Review Board, in conformance with CTC 16.28.050(A)(1);
3. The proposed is consistent with all sign standards contained at CTC 16.28.040, including those related to number, size, placement, color, material, and lighting and are complimentary to the existing signs.

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 have an approved occupancy permit.
6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 5-0-1 (Poust abstained).

DRB 07-09 - Frank Meyer - Amendment to paint colors at 1 NE 4th Street

Mr. Kwarsick explained the amendment to the paint colors of the structure at 1 NE 4th Street, which was previously approved in August of 2005 (DRB 05-12), as submitted in the staff report.

Board Action: A motion was made by Boardmember Thrailkill, second by Boardmember Fonda, to approve Design Review Board application DRB 07-09 based on the following three findings and conclusions, and three conditions:

Findings:

1. The applicants submitted a complete application and review fee on May 30, 2007 in support of a request to paint the exterior of the William's house at 1 NE 4th Street.;
2. The house is a designated Town of Coupeville Class 2 Historic Site and is listed as a contributing structure within the Ebey's Landing National Historical Reserve;
3. The proposed color scheme is consistent with the Town's guidelines for residential modifications, and with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.

Conditions:

1. The applicant must have an approved occupancy permit.
2. The applicant must submit a parking and landscaping plan for DRB review and approval in association with the occupancy permit; and
3. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

The motion passed 6-0.

DRB 06-07A – Town of Coupeville – 901 NW Alexander Street

Mr. Kwarsick explained that the DRB approved the exterior painting of the Rec Hall last year but a request has been submitted to slightly modify the approved colors and the change their place of use on the exterior of the Recreation Hall. Specifically the body and window trim colors are proposed to be reversed.

Board Action: A motion was made by Boardmember Fonda, second by Boardmember Usher, to approve the Design Review Board application DRB 06-07 based on the following findings and conclusions and staff recommendation:

Findings and conclusions:

1. The applicants submitted a complete application to revise DRB 06-07 on June 12, 2007; and 2.
2. The colors proposed comply with the community design standards and are supported by the Park and Recreation Board and the NPS.

Recommendation:

Move to adopt staff findings and conclusions in the staff report dated June 12, 2007, and approve DRB 06-07 as amended.

The motion passed 6-0.

DRB 07-07 – Frank Meyer – Demolition/Relocation of the Accessory Structure associated with the Libby House at 308 North Main Street

Board Action: A motion was made by Boardmember Thrailkill second by Boardmember Poust, to approve DRB 07-07 the relocation of the Libby house accessory structure in lieu of demolition, based on the following six findings and conclusions and six conditions:

Findings and Conclusions:

1. The Town received an application to demolish the Libbey Accessory building on April 25, 2007;
2. The accessory structure is a contributing building and a Class II building in accordance with CTC 15.16.030;
3. The Town Planner determined that as a contributing building, the proposal was subject to the requirements of CTC 15.16 even though as an accessory structure the building was not

separately listed in Ordinance 614;

4. CTC 15.16 provides protection to historic properties commensurate with the degree of significance;
5. Relocation to Parcel R13233-330-3880 at 710 North Main Street does not introduce a building or site feature that is out of scale or of an otherwise inappropriate design on the property; and
6. Relocation, especially within the limits of the Town of Coupeville, is a preferred alternative to demolition.

Conditions:

1. Existing conditions must be documented both photographically and in narrative form at both sites;
2. The narrative must include a record of the character-defining features associated with the structure and site. Historical photos should be included. Documentation to be presented to the Town for preservation.
3. Relocation will require an approved building permit;
4. The relocated structure shall be identified with a durable sign that includes narrative description of the building's original purpose and photograph of the original location/address.
5. The Tacks must amend the existing preservation agreement for approval of the Chair of DRB.
6. The Tacks will need to submit a DRB application to the Design Review Board for use of the relocated structure at 710 N. Main Street (preservation by relocation), including any modifications to the structure.

The motion passed 5-1 (Fonda).

DRB 07-08 – Hedgecock – Reconstruction of Coupe Barn at 504 NE 9th Street

Rob Harbour read the letter from Margaret Hedgecock thanking the DRB for considering their application. Ms. Hedgecock explained that they plan to situate the barn close to its original spot on the property and use as much of the old barn's materials as possible, retaining its original appearance.

Board Action: A motion was made by Boardmember Fonda, second by Boardmember Usher, to approve DRB 07-08 reconstruction of Coupe Barn at 504 NE 9th Street based on the following seven findings and conclusions and six conditions:

Findings and Conclusions:

1. Applicant submitted a complete application and review fee on May 7, 2007 in support of a request to rebuild the Captain Coupe barn at 504 NE Ninth Street;
2. The Captain Coupe House is a designated Town of Coupeville Historic Site and is listed as a contributing structure within the Ebey's Landing National Historical Reserve. The property is a designated historic site and lies within the Historic Restoration Overlay Zone;
3. Development, including the reconstruction as proposed, on an historic site is reviewable by the DRB;
4. The barn is a normal appurtenance to a single family home and is consistent with the assize limitations for accessory buildings in the RM 9600 zone;
5. The proposal has been reviewed by the Ebey's Landing National Historical Reserve;
6. The proposal has been determined to be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties
7. The proposal can be conditioned to be consistent with the Town's guidelines for development on a historic site and with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.

Conditions:

1. The applicant must submit a detailed and scaled plot plan in association with the submittal of

- the project construction documents and building permit application;
2. The applicant shall be required to stop work and immediately notify the Town Planner and the Washington Office of Archaeology and Historic Preservation if any historical or archaeological artifacts are uncovered during excavation or construction.
 3. The applicant shall fully utilize any remaining historic materials and features, into the reconstruction. The historic and new materials should be carefully documented to guide future research and treatment.
 4. The surface treatment of the building exterior must comply with the following:
 - a. *Reproducing the appearance of historic paint colors and finishes based on physical and documentary evidence.*
 - b. *A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.*

Unless the colors are approved at the June 19th meeting, the colors must be presented to the DRB for approval prior their use.

5. All original materials should be used in the Reconstruction, as described in the application. New materials should be clearly documented and match period of historical significance and documentation. In other words, base materials on sound documentation, not conjecture. Introduction and use of contemporary materials in construction is acceptable under Reconstruction as a Treatment under the Secretary of the Interior's Standards.
6. Consistent with the Secretary of the Interior's Standards, the reconstructed building must be clearly identified by signage as a contemporary re-creation. The signage should include historical photos of the original barn and a narrative explanation of the project.

The motion passed 6-0.

OLD BUSINESS

DRB 07-05 – Shirley Dalton – Findings of Fact for dormer addition to historic home at 105 NE 7th Street

Board Action: A motion was made by Boardmember Poust, second by Boardmember Thrailkill, to approve the five findings and conclusions and six conditions for DRB 07-05, the dormer addition to historic home at 105 NE 7th Street, as follows:

Findings and Conclusions:

1. Applicant submitted a complete application and review fee on March 12, 2007 in support of a request to make exterior alterations at 105 NE 7th Street;
2. The Todd/Parker House is designated as a contributing property and a Class 1 structure by the Town of Coupeville. The house is subject to the Historic Restoration Overlay District standards as an "historic site".
3. The applicant requested authorization 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 Captain Kinney House is a designated Town of Coupeville Historic Site and is listed as a contributing structure within the Ebey's Landing National Historical Reserve;
4. The proposal was reviewed by the *Ebey's Landing National Historical Reserve* and DRB imposed conditions consistent with their recommendations and with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures; and
5. The change will not alter the character-defining features of the building and the integrity of the original structure will be intact.

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 6-0.

AUDIENCE INPUT

Judy King expressed concern about the non-conforming signs at the County Deli, and Mr. Kwarsick responded that we are working to resolve that issue.

ADJOURNMENT: 9:40 a.m.

Submitted by:

Judy A. Thomas, Clerk-Treasurer