

**TOWN OF COUPEVILLE
DESIGN REVIEW BOARD MEETING
TUESDAY, April 15, 2008
9:00A.M.**

BOARD MEMBERS PRESENT: Chairperson Millie Fonda, Boardmembers Carol Thraikill, Chuck Poust, Jill Usher, Lynda Richards, Randy Williams. Absent: Boardmember Stig Carlson

STAFF PRESENT:
Town Planner Larry Kwarsick, Utility Clerk, Nanc Garner

CALL TO ORDER
The Meeting was called to order by Chairperson Fonda at 9:00 am

APPROVAL OF MINUTES
The minutes of March 18, 2008 were approved as presented.

PUBLIC HEARING

DRB 08-04 - Viewridge Investments - 20 NW Front Street - Construction of new waterfront mixed use building.
Planner Larry Kwarsick explained the hearing process. Mr. Kwarsick will present the staff report after which the Design Review Board can ask questions. Dan Miranda, the applicant, will answer any questions and can address the Design Review Board with comments of his own. Members of the public are invited to provide testimony and to ask questions of the board and of the applicant. The public hearing will then be closed for comments.

Mr. Kwarsick asked if any member of the board has a relationship with the applicant or property ownership so that it could be put on record. All the board members felt they could perform their duties without prejudice, and be fair and open.

Chair Fonda declared the public hearing open at 9:05am

Mr. Kwarsick explained that an application had been submitted for a new 2-story commercial structure on two adjoining waterfront lots zoned Historic Limited Commercial at 20 NW Front Street. This was not a land use hearing and the Design Review Board is not deciding on the appropriateness of this use at this site or the actual appropriateness of the building per se, but we are here to decide if this structure is designed in compliance with the town standards.

The project was submitted to Ebey's Landing National Historical Reserve where it underwent extensive review. The building is divided into two sections and each would have their own distinct colors and materials. At the last informal meeting, it was

suggested that the window arrangements be made into a faux window for a functional display use for community events or historic photos.

Mr. Kwarsick explained that this project will work its way through a land use process, shoreline permit process, and can come back to the Design Review Board if there are any structural or architectural changes. The project will then go to the Planning Commission and finally to the Town Council.

Boardmember Thrailkill asked how do get upstairs to the second floor. Mr. Miranda responded that there is a stairway to the upper floor. The upper floor is going to be for residential use or used as a vacation home. Chairperson Fonda questioned that there is only one entrance to the upstairs and her fear is how does a person get out of the building in an emergency. She wanted to know if the fire department was requiring any special access. Mr. Miranda responded that there is egress to the window and outside would be a 10 foot drop. Chairperson Fonda asked if the upstairs deck would be shared with the restaurant, including tables and chairs. Mr. Kwarsick responded that it is a public deck and an over water component to the structure and this will be dedicated to the public and not a functional part of the restaurant. Chairperson Fonda asked about the timeline of the project and Mr. Miranda responded that the project will have to go through other meetings and get approval on the shoreline permit as well as a building permit before he can start. He said a timeframe for completion could not be determined at this time. Boardmember Poust asked about the design concept and Mr. Miranda responded that the copy did not show the space between the bookstore. Mr. Kwarsick explained that this building is recessed back and built on pilings and will be built upland from ordinary high water mark and the building has a different shape because of the orientation of the high water mark.

Mr. Miranda is currently working on a color scheme and will be come back before the Design Review Board with color samples at a later date. Mr. Miranda said he would like to use a stained fiberglass door instead of a wooden door because of maintenance issues. He would not be using aluminum clad windows as it will stand out and wants to leave the window option open to be reviewed at a later date.

Chairperson Fonda commented on the windows located on the back side of the building looked like a 70's rendition. She suggested using a double hung look on each side and Mr. Miranda responded that the egress may be a problem and will check it out.

Chairperson Fonda asked for comments from the audience. Mark Preiss from Ebey's Trust Board, offered comments to the Design Review Board and handed out a publication 'Design Consideration for Historic Properties'. He felt the publication relevant with the discussion with the Design Review Board as it offers guidance in maintaining the historic integrity of the town and its commercial district, infill, and gaps between buildings which were previously designed for usage and not for viewing.

Chair Fonda declared the public meeting closed at 9:35 am

Chairperson Fonda wanted it understood that this project is one that is not eligible for tax credit.

BOARD ACTION

A motion was made by Boardmember Williams, second by Boardmember Thrailkill to approve DRB 08-04 - 20 NW Front Street - Construction of new water front mixed use building based on the following:

Findings and Conclusions

1. Applicant completed an application on October 2, 2007, to construct a commercial structure on the lot at 20 NW Front Street;
2. This proposal is located within the Historic Restoration Overlay District, surrounded by a number of properties designated by the Town of Coupeville as Historic Sites and listed as contributing structures within the Ebey's Landing National Historical Reserve;
3. In accordance with Section 16.12.080(A)(4)(e) of the Coupeville Town Code, the Board will consider proposals for new construction within the Overlay District at a public hearing. After due and proper notice, this hearing was scheduled for April 15, 2008 at the regular meeting of the Board.
4. A Design Review Board decision to approve, approve with conditions or deny this application shall be based on consistency with the Secretary of the Interior Standards for Rehabilitation of Historic Properties, the general guidelines for construction within the Historic Restoration Overlay Zone, and the community design standards in the Development Regulations.
5. After review of the proposed application, the Design Review Board finds that the application is consistent with the appropriate review standards for new construction within the Historic Restoration Overlay District. The site and architectural design are consistent with the standards for commercial buildings listed at CTC 16.12.080(C&D), with respect to design continuity, building and vehicular access, building materials and colors, height and bulk and building facades, and with the Secretary of the Interior Standards for additions to historic districts.

Recommendations:

1. Construction shall be in conformance with the final plans submitted to the Design Review Board, included with the staff report dated April 8, 2008. Any variation from these plans shall be subject to approval by the Planning Department and/or the Design Review Board.
2. The final color selections must be submitted to the Design Review Board for approval. The motion passed 6-0.

NEW BUSINESS

DRB 08-05 – Plat of Coupeville Reserve - 504 NE Fourth Street - New Single Family Home

Mr. Kwargsick explained this is the 4th application. This is an application that comes to Design Review Board as a result of conditions imposed from the plat process. The applicant came back with an alternative surface for the driveway because of the limits on the percent of impervious surface. This house plan is different from the other 3 house plans as it has a bonus room over the garage and, therefore has a different elevation. The

small home has a rock trim on the house and a shared driveway. The applicant did present some colors for the home and recommending that the DRB approve this project as it is presented. The Board strongly recommended to the applicant that future houses should not all look the same and that they should have added and different distinctions them.

As part of the plat approval process, there is some drainage issue and the applicant will add draining and tree planting. Boardmember Fonda asked about the size of the trees along the common boundaries and was concerned about tree growing too tall and blocking views.

BOARD ACTION:

A motion was made by Boardmember Poust, second by Boardmember Richards to approve DRB 08-05 - Plat of Coupeville Reserve - 504 NE Fourth Street - New Single Family Home based on the following findings, conclusions and recommendations:

Conditions:

1. The applicant shall comply with the approved drainage and landscape plans to include a rain garden and pervious driveway surfacing as a condition of issuance of the occupancy permit.

The motion passed 6-0.

DRB 07-20 - Island County - 702 Kinney Street - New County Parking Lot

Mr. Kwarsick explained that this application submitted by Island County proposes to construct a new 16 space parking facility for County vehicles only. This is not a land use decision and appropriateness of the parking and that this property was devoted for parking as part of the Master Plan for Coupeville Courthouse Facilities and incorporated in the Town's Master Plan. Mr. Kwarsick is recommending approval of the project as presented and noted that additional landscaping needs to be installed along the western boundary. It should be made clear that the maintenance of the landscaping and rain garden is the responsibility of the County. Tony Martin, Public Works Engineer and Phil Cohen, Service Water Manager, Island County were available to answer questions.

Boardmember Poust asked if the old building on the site will be retained and it will remain. The town wants to paint the building and this will be an item for discussion at a future date. Boardmember Williams asked about runoff and Mr. Cohen responded that by design, what you'll see is a lot less run off and with less maintenance. Rock rose and maple trees will be planted along the parameter of the rain garden.

BOARD ACTION:

A motion was made by Boardmember Thrailkill, second by Boardmember Usher to approve DRB 07-20 - 702 NE Kinney Street - New County Parking Lot based on the following:

Findings and Conclusions:

1. The applicant submitted an application and review fee on November 7, 2007, requesting approval of the Kinney Street parking lot. The application is exempt from SEPA review.

2. The facility is located along NE Kinney Street outside of the Historic Restoration Overlay District. After staff review and approval of the Low Impact Site drainage control design, the Design Review Board review of the project was scheduled.
3. The proposed site use is consistent with the Coupeville Courthouse Master Plan and the Town Comprehensive Plan, and consistent with all applicable site and design standards.
4. A Design Review Board decision to approve, approve with conditions or deny this application shall be based on consistency with the community design standards in the Development Regulations and the adopted Master Plan for Coupeville Facilities.
5. After review of the revised drawings the Design Review Board finds that, with conditions, the application is consistent with the appropriate review standards for new construction.

Recommendations:

1. Shrubbery, e.g., Leyland Cypress, must be installed within the area west of the north parking lot cell consistent with the community design standards for parameter landscaping.
 2. The maintenance of the landscaping and rain garden as a storm water control device are the responsibility of Island County.
 3. Dead or diseased plant material must be replaced by the County.
- The motion passed 6-0.

SGN - 08-04 - Barbara Marks Blue - Heron Studio Gallery - 23 NW Front Street

Mr. Kwarsick explained the applicant proposes to install a primary flush-mounted sign on the north elevation of Mariner's Court at 23 Front Street. Mr. Kwarsick contacted the applicant and was concerned that the application did not include the signs that the applicant planned. He had seen a small portable sign displayed by the door of the business and asked if Ms. Marks wanted to amend the application accordingly. This application is as presented and no other un-permitted signs are to be displayed. If the applicant wants to add additional signs, she must come before the Board with another sign permit in the future.

BOARD ACTION

A motion was made by Boardmember Poust, second by Boardmember Usher to approve SGN 08-04 Barbara Marks Blue- Heron Studio Gallery - 23 NW Front Street based on the following:

Findings

1. The applicant submitted a complete application and review fee on April 2, 2008, in accordance with 16.28.050(C);
2. As a primary sign, the proposed new flush mounted sign is reviewable by the Design Review Board at a public meeting;
3. The proposal as submitted meets the adopted standards.
4. Illuminated and neon signs are not allowed.
5. Unauthorized signs are not to be displayed.

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. No illuminated or neon signs are permitted.
 5. No un-permitted signs may be displayed by the applicant. This will also be a condition of the occupancy permit.
 6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.
- Motion passed 6-0.

SGN 08-05 - Gisele Paris - Seawitch Architectural Interiors - 7 NW Front Street

Mr. Kwarsick explained that this sign is for a new business at this location. The sign is well within the signage allowance and fits within the area and is well designed and thought out. Mr. Kwarsick recommended approval.

BOARD ACTION:

A motion was made by Boardmember Usher, second by Boardmember Richards to approve SGN 08-05 – Seawitch Architectural Interiors – 7 NW Front Street based on the following:

Findings

1. The applicant submitted a complete application on April 8, 2008, in accordance with CTC 16.28.050(C), to install new primary signage at 7 NW Front Street?
2. As proposed new primary signage for Seawitch Architectural Interiors, the primary signage must be reviewed by the Design Review Board at a public meeting;
3. The proposal projecting sign is consistent with primary sign standards relating to size, placement, color, material, lighting and design contained at CTC 16.28.040(A).

Recommendations

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. No illuminated or neon signs are permitted.
 5. No un-permitted signs may be displayed by the applicant. This will also be a condition of the occupancy permit.
 6. The applicant must return a signed coy of the approval letter acknowledging and accepting the conditions of approval.
- Motion passed 6-0.

ADJOURNMENT – The meeting was adjourned at 10:10 .am.

Mr. Kwarsick announced that Mayor Conard has asked him to start the process to finalize the new design and standards. He asked if a couple of board members could work with him on this issue. The draft document will be worked on from time to time and brought before the Design Review Board for review before going before the Town Council. Chairperson Fonda and Boardmember Poust agreed to work with Mr. Kwarsick and Boardmember Carlson will be asked to participate as well. The review process should take up about 1 hour per month for three or more months.

Mr. Kwarsick will scan and send a copy of the Coupeville Courthouse Master Plan to Chairperson Fonda.

Submitted by:
Nanc Garner, Recording Secretary