

**TOWN OF COUPEVILLE  
DESIGN REVIEW BOARD MEETING  
Tuesday, November 18, 2008  
9:00A.M.**

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

**STAFF PRESENT:**

Town Planner Larry Kwarsick, Utility Clerk, Nanc Garner

**CALL TO ORDER**

The Meeting was called to order by Chairperson Fonda at 9:04 a.m.

**APPROVAL OF MINUTES**

The minutes of October 21, 2008 were approved with revisions.

**PUBLIC MEETING**

- 1. DRB 08-11A – Prairie Station – South Main Street – Applicants are RSDT Development – Review of Colored Elevations per DRB Conditions**
- 2. DRB 08-11B – Prairie Station – South Main Street – Applicants are RSDT Development – Review of Colored Elevations per DRB Conditions**

Planner Kwarsick explained that the applicant has submitted for review the colored elevations of Building B, the second of the four proposed buildings, as part of the Design Review Board conditions. While the Board acted previously to approve the site plan as presented it still needs to discuss some of the architectural concerns of Building A. Planner Kwarsick stated he received notice after the last Design Review Board meeting that it is the applicant's intention that these two buildings (and remaining buildings) be sold separate from the land. This condominium proposal will require the submittal of a binding site plan which will be reviewed by the Design Review Board in a public hearing in the future. Planner Kwarsick also stated that for clarification, these two proposed buildings will be initially owned by RSDT Development with a long term lease with option to buy.

At the conclusion of last months meeting, the Design Review Board had some questions about Building A and the façade facing Main Street. Planner Kwarsick invited the architect Christopher Saxman to talk to the Board about the west façade of the building. Mr. Saxman explained that he responded to previous Design Review Board comments about the back of the building and changed the window configuration, adding five windows facing Main Street. The Board suggested adding more color variation to the building but the architect has already made some changes to the project as a whole and the color should remain as presented, particularly since a doctor's office needs less color than a commercial building might require.

Planner Kwarsick stated that the Board can address both Buildings A & B but that in the staff report, Building B had not yet been reviewed by Ebey's Reserve Committee. He made the recommendation

that the Design Review Board consider and take action to approve the buildings but recognize Building B may have to come back to the Board if there are any differences made by the Reserve Committee.

### **BOARD ACTION**

A motion was made by Boardmember Thraikell, second by Boardmember Richards approve DRB 08-11A—Prairie Station-South Main Street-Building A – Applicants are RSDT Development –Review of colored elevations per DRB conditions and DRB 08-11B-Prairie Station-South Main Street-Building B- Review of design and colored elevations-applicants are RSDP Development with the condition to revisit Building B if changes are made by Ebey’s Reserve Committee.

### **Findings of Fact and Conclusions of Law:**

1. The Town received an application for the first two of four new professional office buildings in the Town Commercial District. A Notice of Completeness was issued to the applicant on September 23 2008;
2. A Notice of Application was sent to neighboring property owners and affected agencies on September 11, 2008, with a 14-day comment period;
3. A State Environmental Policy Act (SEPA) Threshold decision was issued on September 26, 2008. No permits or construction activity shall be permitted until the expiration of the appeal period;
4. The proposal will generally be in harmony with the Comprehensive Plan;
5. The proposed location and the plan for entrances and exits will not create hazards on public streets in conformance with the attached site plan;
6. A Design Review Board decision to approve this application with conditions is based upon its 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; and
7. 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, 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.

### **Recommendation**

Based on the analysis, findings and conclusions noted above, staff recommends that the Design Review Board approve DRB 08-11A and DRB 08-11B subject to the following conditions:

1. The building design shall be reviewed by the Ebey’s Reserve Committee with any substantive modifications requested by the Reserve brought back to the DRB for review and approval.
2. The project shall be built in substantial conformance to the approved site plan. Minor modifications may be administratively approved by the Town Planner.
3. The design of future buildings C, and D must be approved by the Design Review Board in a public hearing. These future buildings should present some differentiation in architecture as well as roof style and height.
4. Detailed project engineering plans shall be presented to Town staff for review and approval prior to the commencement of site disturbing activities and the issuance of building permits.
5. In lieu of the onsite restriction of project generated surface water flows to predevelopment rates consistent with the Town standards, the applicants shall be financially responsible for the design and construction of an offsite surface water impoundment, conveyance and bioswale treatment system on Assessor’s Parcel #R32908-023-0420, under the terms and conditions of the agreement between the Town of Coupeville, the National Park Service, and the Ebey’s Landing

National Historical Reserve. This condition is binding upon the applicants individually and/or in partnership with one another. Project impoundment plans shall be submitted to NPS and the Reserve for review.

6. The applicant will incorporate some low impact development surface water controls into the project design but is not obligated to restrict surface water flows or tear surface water onsite. Use of native drought resistant plant species in all landscaped areas where feasible is required.
7. Any changes in building use in the future that results in an increased parking demand may not be authorized unless additional parking is provided or the size of unconstructed buildings is reduced.
8. In lieu of a direct pedestrian connection directly into Buildings A and B from the South Main sidewalk, a defined project pedestrian “entrance” between buildings A and B has been included in a revised project site plan. This entrance shall serve all buildings and provide a continuous walkway to the north end of the Island Transit Park and Ride lot. This pedestrian connection must be constructed in association with the initial site development although the pedestrian connection may initially be constructed consistent with the Town’s nonmotorized pedestrian ways until future buildings are constructed.
9. The entire parking lot and project area for the RSDT development shall be constructed and landscaped consistent with the approved site plan and in conjunction with the construction of Building A. The footprint area of unconstructed buildings shall include a maintained vegetative cover which shall be completed in association with the construction of Building A and the associated project parking lot.
10. Other than the directory sign, signage for the Park and Ride lot, and signage identifying the northerly pedestrian access, no other signage shall be visible from South Main Street. All interior commercial signage shall be minimized, be uniform in size and appearance, and be coordinated with the project architecture.
11. All exterior lighting used to illuminate signs, parking lots, pedestrian ways, and/or buildings for security purposes 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”. The number of operational parking lot lights for the RSDT development shall be reduced during non business hours. All lighting shall be programmable to reduce unnecessary lighting during nighttime periods.
12. 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.
13. Any sign light fixture intended shall be “full cutoff” fixtures as defined by the Illuminating Engineering Society of North America.
14. Prior to installation of project signage a complete signage plan must be presented for DRB approval. Any additional incidental signage must be approved prior to installation.

The motion passed 6-0

### **3. Application for Certification of Special Valuation of Improvements to Historic Property – 704 North Main Street (The Gillespie House) – Sue Cunningham**

Planner Kwarsick explained the request submitted by the applicant Sue Cunningham for the Gillespie House on Main Street and asked the Board to refer to the packet handout. There have been three or for individuals to take advantage of the program which is a term related tax incentive for home improvement. The applicant applied for authorization to make exterior improvements, including painting, porch repair, and reroofing in February 26, 2008, which are eligible costs under the program.

The assessor office does not reassess the value of the property due to the improvements for a 10 year period and this saves the owner taxes they would have paid. An agreement signed by the Design Review Board Chair and by the applicant is attached to the request and recorded against the title of the property barring owners from making any substantive changes to the building and required conditions during the period of the contract.

Both Planner Kwarsick and Hank Florence from Ebey's Reserve have reviewed the application which includes valid qualifying improvements to the building and satisfies the time frame requirements.

### **BOARD ACTION**

A motion was made by Boardmember Poust, second by Boardmember Williams to approve and authorize the Chair of the Design Review Board to sign a Historic Preservation Special Valuation Agreement between the Design Review Board and applicant Susan Cunningham for the James Gillespie House at 704 North Main Street.

The motion passed 6-0.

### **AUDIENCE INPUT**

None

### **OPEN DIALOGUE**

The Board discussed with Planner Kwarsick some questions regarding the park and ride project. Chair Fonda wanted to discuss Design Review Board involvement regarding St. Mary's Church property development, the Town's contract with Ebey's Reserve and the collaborative effort in framing design review standards and procedures.

### **ADJOURN**

The meeting adjourned at 9:50 a.m.