

**TOWN OF COUPEVILLE
DESIGN REVIEW BOARD MEETING
TUESDAY, February 17, 2009
9:00 A.M.**

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

STAFF PRESENT:

Town Planner Larry Kwarsick, Utility Clerk, Nanc Garner

CALL TO ORDER

The Meeting was called to order by Chairperson Fonda at 9:02 a.m.

APPROVAL OF MINUTES

The minutes of December 16, 2008 were approved as presented.

PUBLIC MEETING

1. SGN 08-14 – Whidbey Examiner – 6 NW Coveland Street

This item was passed by the Design Review Board in absence of the meeting cancelled January 20, 2009. All board members concurred with the decision to approve SGN 08-14 Whidbey Examiner – 6 NW Coveland.

2. SGN 09-01 – Lovejoy Inn – 5 NW Eighth Street

Planner Kwarsick explained this is an application for a flush mounted primary sign at the above location. Boardmember Richards, the applicant, recused herself from the meeting. Planner Kwarsick stated this is a fairly standardized process for a free standing sign with two sides mounted on a post. The sign meets the sign standards of the town, is slightly less in size than the allowed limits and recommends approval with clarification that the sign in its placement cannot overhang onto the town right-of-way. The sign colors coordinate with the colors of the home.

A motion was made Boardmember Thraikill, second by Boardmember Usher to approve SGN 09-01 – Lovejoy Inn – 5 NW Eighth Street based on the following Findings of Fact and Conclusions of Law 1 through 3 and staff recommendation.

Findings of Fact and Conclusions of Law: Lovejoy Inn at 5 NW 8th Street, Coupeville, WA.

1. The applicant submitted a complete application on February 3, 2009 in accordance with 16.28.050(C);
2. As a primary sign, the proposed Lovejoy Inn sign at 5 NW 8th Street, Coupeville, WA is reviewable by the Design Review Board at a public meeting; and
3. The proposed is consistent with all primary sign standards contained at CTC 16.28.040, including those related to size, placement, color, material, lighting and design.

Recommendation: Based on the findings of fact and conclusions of law noted above, staff recommends that the Design Review Board adopt staff findings and conclusions and approve SGN 09-

01 with the single condition that no part of the free standing sign extend over the property boundary into the adjacent town street right-of-way.

Motion passed 7-0.

PUBLIC HEARING

3. DRB 08-12 – Remodel and Expansion of Library – 788 NW Alexander Street

Chair Fonda declared the public hearing open at 9:26 a.m. Planner Kwarsick explained the procedures of the public hearing and the Board's responsibilities. The town code requires that new construction or expansion of buildings go through a public hearing process. The town will be conveying the building and property to Sno-Isle Library. He stated that the applicant's representative, Stig Carlson, will make the presentation to the Board. Since Mr. Carlson is also a member of the Design Review Board, Planner Kwarsick asked if board members had any appearance of fairness issues related to this application and whether they could make a fair decision, based upon the presentation by one of their peers at this hearing. The Board unanimously agreed they could be fair and impartial and act upon this application with regards to making a decision.

Planner Kwarsick explained the project consists of a 3,200 sf addition to the current library building. The addition will include expanded public space, public meeting room, expanded staff room, expanded restrooms and other support space. The project as presented creates a new public entrance to the library to the north side of the structure and modifies the north parking lot by reducing a number of parking stalls. The project includes landscaping along the north side of the structure and a connection along Alexander Street. Public comments were attached to the staff report previously sent to the DRB. Planner Kwarsick asked if there were any questions from the Board about the design before Mr. Carlson makes a presentation and there were none.

Mr. Carlson explained that he has responded to the comments and suggestions made at the last DRB meeting with regards to the project design presented today. The access to the front of the building has changed with the number of steps at the north entrance, the addition of some step down planter boxes and an extension of a new sidewalk to the east. This required an elimination of a parking space to bring up the grade. The Dutch hips have been removed from the previous design and replaced with gable forms. Also, a bay window has been eliminated. The building signage was not discussed at the last meeting but it is proposed to take the existing sign and relocate it to the north side of the building. A color scheme has been chosen as presented. The building may incorporate light glass and keep the glazing as clear as possible for the copula.

Boardmember Richards commented that she thought the current design was an improvement over the previous one but still has a concern about the three entrances in a row to enter the library from Alexander Street. Board members commented if a one way entrance into the parking lot could be a potential change. Boardmember Williams commented he liked the front elevation of the glass, making the building look less commercial and fits with the building better. He is still concerned about the entry to the library with the split parking lot. He commented that the end product being presented is pleasing considering it is program driven and feels Mr. Carlson has tried to address issues previously discussed. Chair Fonda asked about outdoor lighting and Mr. Carlson responded that everything will remain as is in the parking lot but that bollards may be added along the sidewalks to provide lighting to the library entrance. In addition, there will be some building mounted lighting at the library and staff entrances, directed down and not out. Chair Fonda asked if landscaping could cover the starkness of the concrete and maybe add some color to the concrete to soften the look. Planner Kwarsick commented it is

important that landscaping be targeted and screen out the visual part of the cement foundation. There will be at least one rain garden with the project. Planner Kwarsick commented on a job well done by all involved in providing an expansion to the library that will benefit the community for a long time to come. There were no public comments and Chair Fonda closed the hearing.

There was an open discussion by the Board. Boardmember Thrailkill asked about landscaping plans and Planner Kwarsick responded that a detailed landscaping plan will be brought before the Board at a future meeting. He added that any existing landscaping associated with the project in the Town's right-of-way will be the responsibility of the library to maintain. Sno-Isle library has hired a land surveyor to survey the property for boundary line adjustment, etc.

A motion was made by Boardmember Williams, second by Boardmember Usher to approve DRB 08-12 Remodel and Expansion of Library – 788 NW Alexander Street contingent on the following Findings of Fact and Conclusions of Law 1 through 7 and Recommendations 1 through 5.

Findings of Fact and Conclusions of Law:

1. The project was reviewed by the Board in an informal public meeting on December 16, 2008; prior to submittal of a formal application. The application number was assigned in 2008.
2. Applicant submitted a complete application on January 29, 2009.
3. The property is located within the Public/Quasi-Public zoning district; outside the Historic Restoration Overlay District, and within the Ebey's Landing National Historical Reserve.
4. The proposal was reviewed and approved by the Ebey's Landing National Historical Reserve Committee. The applicant met with the committee in 2 work sessions prior to the public hearing. The Trust Board of the Ebey's Landing National Historical Reserve is recommending approval of the project as designed.
5. In accordance with Section 16.12.080(A)(4) (e) of the Coupeville Town Code, the Board will consider proposals for building additions at a public hearing. After due and proper notice, this hearing was scheduled on February 17, 2009 at the regular meeting of the Board.
6. A Design Review Board decision to approve, approve with conditions or deny this application shall be based at this location on consistency with the Secretary of the Interior Standards for Rehabilitation of Historic Properties and the community design standards as specified in the Town Development Regulations.
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 as governed by the community design standards. The proposal including the site and architectural designs, are consistent with the standards for new buildings listed at CTC 16.12.080, with respect to design continuity, building and vehicular access, building materials, height and bulk, landscaping and building facades, and with the Secretary of the Interior Standards for additions in historic areas.

Recommendation: Motion to adopt the Findings of Fact and Conclusions of Law 1 through 7 noted above and to approve DRB 08-12, subject to the following conditions:

1. Construction shall be in conformance with the plans submitted to the Design Review Board and included with the staff report. Any variation from these plans shall be subject to the review by the Planning Department and substantial variations may necessitate the review of the Design Review Board.
2. Compliance with the exterior and interior parking lot landscaping requirements shall be completed before building occupancy. Landscaping shall be installed to screen above grade foundation exposures. The applicant shall be required to maintain all landscaping including any portion thereof located on Town property or Town street right-of-way.

3. Specific plans for the rain garden and site drainage shall be submitted to the Town for review and approval of the Public Works Director.

4. Site development plans shall be included with the building permit application and must detail vehicular/pedestrian connections to the community parking lot and the extension of the NW Alexander sidewalk.

5. The boundary line adjustment must be completed prior to the issuance of the building permit.

The motion passed 7-0.

PUBLIC WORKSHOP – Ebey’s Reserve Design Guidelines

Planner Kwarsick announced the workshop to discuss Ebey’s Reserve Design Guidelines has been postponed to Thursday, February 26, 2009 at 10:00 a.m.

OTHER

Chair Fonda stated she wanted to step down as Chair as she has completed her term on the Design Review Board. She asked for recommendations from the Board for a replacement. Chair Fonda nominated Boardmember Richards, second by Boardmember Williams, as new Chair of the Design Review Board for a term of one year. Boardmember Richards accepted the nomination and Boardmember Poust will remain as Vice Chair.

AUDIENCE INPUT - None

ADJOURN – The meeting was adjourned at 10:22 am