

**TOWN OF COUPEVILLE
DESIGN REVIEW BOARD MEETING
TUESDAY, April 21, 2009
9:00A.M.**

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

STAFF PRESENT:

Town Planner Larry Kwarsick, Utility Clerk, Nanc Garner

CALL TO ORDER

The Meeting was called to order by Chairperson Richards at 9:06 a.m.

APPROVAL OF MINUTES

The minutes of February 17, 2009 were approved as presented.

PUBLIC MEETING

1. SGN 09-02 – MJC Copies and Stationary – 302 North Main Street – Suite D

Planner Kwarsick explained the applicant proposes to install 2 signs for a new business in town. One sign will be flush mounted. A smaller secondary sign will be a directory sign. This application met the standards that has been specified in the town code.

A motion was made by Boardmember Thraikill, second by Boardmember Williams to approve SGN 09-02 – MJC Copies and Stationary – 302 North Main Street based on the following Findings of Fact and Conclusions of Law 1 through 4 and staff recommendations 1 through 4.

Findings:

1. The applicant submitted a complete application and review fee on March 19, 2009, in accordance with CTC 16.28.050(C);
2. As a primary sign, the proposed MJC Copy and Stationery sign at 302 North Main Street is reviewable by the Design Review Board at a public meeting;
3. The proposal is consistent with the primary sign standards contained at CTC 16.60.040(A), including those related to placement, color, material, and design;
4. With the application of a 5% bonus size allowance for this location, based on being more than 50 feet from the Town right-of-way, this proposal is consistent with respect to permitted size.

Recommendation: Based on the findings above, staff recommends that the Design Review Board approve SGN 09-02 as submitted with the following conditions on lighting and temporary signs:

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. All temporary signs such as portable or banner signs must be approved by the Town before display and all signs not authorized under this approval must be removed.
- Motion passed 4-0.

2. SGN 09-03 – Island County Elections and Human Services – 400 and 402 North Main Street – Planner Kwarsick explained the application is for two Island County departments that moved into the Main Street (Market) building proposing to install one vinyl window sign for each office. ‘Window sign’ means all signs located inside and affixed to or within three feet of windows of a building which are intended to be viewed from the exterior of the building, including text applied directly on window glass. Donna Keeler, representing Island County was in attendance to answer any questions.

A motion was made by Boardmember Williams, second by Boardmember Carlson to approve SGN 09-03 – Island County Elections and Human Services – 400 and 402 North Main Street contingent on the following Findings of Fact and Conclusions of Law 1 through 3 and staff recommendations 1 through 3.

Findings:

1. The application submitted a complete application and review fee on March 19, 2009 in accordance with CTC 16.28.050(C);
2. As primary signs, the proposed County signs at 400 and 402 North Main Street are reviewable by the Design Review Board at a public meeting;
3. The proposal is consistent with the primary sign standards contained at CTC16.60.040(A), including those related to placement, color, material, and design.

Recommendation: Based on the Findings noted above staff recommends DRB approve SGN 09-03, as submitted with the following conditions on lighting:

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.

Motion passed 4-0.

3. SGN 09-04 – Kitchen Pantry – 11 NW Coveland Street

4. SGN 09-05 – By the Cove Inn – 11 NW Coveland Street

Planner Kwarsick explained the applications were submitted by Jeannette Omar for two projects. Applicant proposed to install two single-sided suspended signs at 11 Coveland Street. One sign will be for the Kitchen Pantry and the second sign will be for By the Cove Inn.

A single motion was made by Boardmember Thrailkill and second by Boardmember Carlson to approve both SGN 09-04 - Kitchen Pantry – 11 NW Coveland Street and SGN 09-05 - By the Cove Inn – 11 NW Coveland Street based on the following Findings of Facts and Conclusions of Law 1 through 4 and staff recommendations 1 through 4.

Findings:

1. The applicant submitted a complete application and review fee on March 24, 2009 in accordance with CTC 16.28.050(C);
2. As primary signs, the proposed signs at 11 NW Coveland Street is reviewable by the Design Review Board at a public meeting;
3. The proposal is consistent with the building design and historic restoration overlay;
4. The proposal is consistent with all primary sign standards contained at CTC 16.28.040, including those related to size, placement, color, materials and lighting.

Recommendations: Motion to adopt the Findings noted above and approve SGN 09-04 & SGN 09-05, subject to the following conditions on future lighting and temporary and portable signage.

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. Temporary signage and portable signage requires permit authorization from the Town.

Motion approved 4-0.

5. SGN 09-06 – Kim’s Café – 26 NW Front Street

Planner Kwarsick explained a new tenant submitted an application for a sign in accordance with the approved signage master plan approved by the Design Review Board on May 21, 2002. Previously, the DRB had approved a concept for master signage plan for businesses at the wharf and this application meets those standards. Jim Patton, for the Port of Coupeville was in attendance to answer questions.

A motion was made by Boardmember Carlson, second by Boardmember Williams to approve SGN 09-06 – Kim’s Café – 26 NW Front Street contingent on the following Findings of Facts and Conclusions of Law 1 through 3 and staff recommendations 1 through 4.

Findings:

1. The applicant submitted a complete application on April 2, 2009, in support of a request to install tenant signage to the Coupeville Wharf at 26 NW Front Street;
2. The proposed tenant signage at the Coupeville Wharf is consistent with the prior approval on May 21, 2002, of primary sign standards related to size, placement, height, lighting and materials;
3. The proposed colors and design of the Kim’s Café sign are simple and appropriate to the Coupeville Wharf context.

Recommendation: Motion to adopt the Findings noted above and to approve SGN 09-06 based on the following conditions on lighting and additional signage:

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 signage including portable or temporary signage shall not be installed without the prior approval of the Port and Town.
Motion approved 4-0.

6. SGN 09-07 – Mystic Sea Charters/Whale Watching – 26 NW Front Street

Planner Kwarsick explained applicant originally said he would apply for signage on an annual basis but that this should be a permanent application for signage installed for only a 3 month duration or on a seasonal basis, rather than going through the temporary process for signage every year. The applicant seeks approval for sign in accordance with the approved signage master plan approved by the Design Review Board on May 21, 2002.

A motion was made by Boardmember Williams, second by Boardmember Thrailkill to approve SGN 09-07 – Mystic Sea Charters/Whale Watching – 26 NW Front Street based on the following Findings of Fact and Conclusions of Law 1 through 3 as submitted with the following conditions on future lighting and temporary and portable signage and staff recommendations 1 through 4.

Findings:

1. The applicant submitted a complete application on April 2, 2009, in support of a request to install tenant signage to the Coupeville Wharf at 26 NW Front Street;
2. The proposed tenant signage at the Coupeville Wharf is consistent with the prior approval on May 21, 2002, of primary sign standards related to size, placement, height, lighting and materials;
3. The proposed colors and design of the Mystic Sea Charters are simple and appropriate to the Coupeville Wharf context.

Recommendation: Motion to adopt the findings noted above and to approve SGN 09-07 as submitted with the following conditions on lighting and additional signage.

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 signage including portable or temporary signage shall not be installed without the prior approval of the Port and Town.
Motion passed 4-0.

AUDIENCE INPUT - none

OTHER - Planner Kwarsick discussed the proposed demolition of a Class 1 Historic Structure, the Joseph Libbey House, located within the Town of Coupeville and the Ebey’s Landing National Historical Reserve, and the procedure that brings those demolition applications to the Design Review Board.

Boardmember Thrailkill expressed her concern that sandwich boards are increasing along Main Street and Planner Kwarsick stated he is working with those people on sign issues.

ADJOURN – The meeting was adjourned at 9:40 am