

**TOWN OF COUPEVILLE  
DESIGN REVIEW BOARD MEETING  
Tuesday, August 18, 2009  
9:00 A.M.**

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

**STAFF PRESENT:** Town Planner Larry Kwarsick, Recording Secretary Nanc Garner

**CALL TO ORDER**

The Meeting was called to order by Chair Richards at 9:00 a.m.

**APPROVAL OF MINUTES**

The minutes of July 21, 2009 were approved as presented.

**NEW BUSINESS**

**1. DRB 09-05 Fairhaven House – 911 NW Colburn Street – Building Addition**

Larry Kwarsick explained that the applicant proposes a small addition to the Fairhaven House at 911 NW Colburn Street. This is a historic home, originally a log cabin home. The applicant's proposal was reviewed by Ebey's Reserve Committee and Hank Florence, National Parks Service. A site visit was conducted and the proposed addition is found to be appropriate in size, scale, and design.

**Board Action:** A motion was made by Boardmember Carlson, second by Boardmember Poust, to adopt the staff (five) findings and conclusions in the staff report, and approve DRB 09-05 as follows:

Applicant submitted a complete application and review fee on July 28, 2009 in support of a request to add a 144 square foot addition to the Fairhaven House at 911 NW Colburn Street; The Fairhaven House is a designated Town of Coupeville Historic Site and is listed as a contributing structure within the Ebey's Landing National Reserve;

The building alteration inside the Historic Restoration Overlay District are reviewable by the DRB;

The proposed exterior modifications are consistent with the Town's guidelines for alterations to historic structures and with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures;

New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged or destroyed in the process of rehabilitation and the addition as shown in the materials provided, is compatible and appropriate new construction.

The motion passed unanimously.

## **2. SGN 09-08 – Pacific NW Arts Center – 15 NW Birch Street – New Primary Sign**

Larry Kwarsick explained that the applicant proposes to install a new single sided freestanding primary sign. This sign as a result of the change in ownership and the name of the activity itself and the owner is seeking a new sign.

**Board Action:** A motion was made by Boardmember Poust, second by Boardmember Carlson, to adopt the staff (three) findings and conclusions in the staff report, as follows:

1. The applicant submitted a complete application and review fee on July 20, 2009, in accordance with 16.28.050C;
2. As a primary sign, the proposed Pacific NW Arts Center sign 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 number, size, placement, color, materials, and lighting.

And approve SGN 09-08 with the following 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 shall be “full cutoff” fixtures as defined by the Illuminating Engineering Society of North America.
4. In the event that NW Birch Street is interconnected with an extension of NW Wilkes Street the applicant may modify the sign without additional review into a two-sided freestanding sign consistent with the size and height limitations hereinabove specified.

The motion passed unanimously.

### **3. DRB 09-06 – A.B. Coates House – 608 South Main Street – Shed Addition**

Larry Kwarsick explained that the applicant is requesting authorization to construct a small shed on this historic site and it requires Design Review Board authorization. It is a 320 sq ft shed. This shed is on the historic home site lot but is located in the rear yard away from the street and is well screened. The application was reviewed by Ebey's Reserve Committee and all believed it was consistent with historic site and structure and recommends approval.

**Board Action:** A motion was made by Boardmember Carlson, second by Boardmember Poust, to adopt the staff (four) findings and conclusions in the staff report, as follows:

1. Applicant submitted a complete application and review fee on August 4, 2009 in support of a request to add a 320 square foot shed at 608 South Main Street on the A.B. Coates House site;
2. The A.B. Coates House is a designated Town of Coupeville Historic Site and is listed as a contributing structure within the Ebey's Landing National Historic Reserve;
3. Site alterations and building additions inside the Historic Restoration Overlay District are reviewable by the Design Review Board;
4. The proposed shed addition is consistent with the Town's guidelines for alterations to historic sites and with the Secretary of the Interior's Standards.

And approve DRB 09-06 as submitted.

The motion passed unanimously.

### **4. DRB 09-07 – Living Hope Church – 105 NW Broadway – New Entry**

Larry Kwarsick explained that the applicant proposes to change the main entry to the south facade. The applicant was available to answer any questions. Garrett Arnold explained the reason for the entry addition is due to the church congregation growing and their need to efficiently use interior space. The interior foyer of the church is also being remodeled to help with the flow of people entering and exiting the building.

**Board Action:** A motion was made by Boardmember Poust, second by Boardmember Carlson, to adopt the staff (five) findings and conclusions in the staff report, as follows:

1. Applicant completed an application on August 20, 2009 to construct a new entry to the existing Living Hope Four Square Church.
2. This proposal is located outside the Historic Restoration Overlay District but within the Ebey's Landing National Historical Reserve.

3. In accordance with the Coupeville Town Code, the Board may consider minor alterations to an existing structure at a public meeting.
4. A Design Review Board decision to approve, approve with conditions or deny this application shall be based on the community design standards in the Development Regulations.
5. After review of the proposed application, the Design Review Board finds that the applications is consistent with the community design standards for quasi-public buildings with respect to design continuity, building materials, and height and bulk.

And approve DRB 09-07 as submitted.

The motion passed unanimously.

**5. SGN 09-10 – Coupeville Auto Repair – 105 NW Coveland Street – Modification to Existing Flush-mounted sign approved under SGN 98-06.**

Larry Kwarsick explained that the applicant proposes to change the color and text of the existing flush-mounted sign centered over the shop doors at 105 NW Coveland Street. It meets the standards in terms of size and location and is almost identical to the previous sign.

**Board Action:** A motion was made by Boardmember Carlson, second by Boardmember Poust to adopt the staff (three) findings and conclusions in the staff report, as follows:

1. The applicant submitted a complete application and review fee on August 12, 2009, in accordance with CTC 16.28.050(C);
2. As a primary sign, the proposed changes to the flush-mounted sign for CAR Auto Repair at 105 NW Coveland Street is reviewable by the Design Review Board at a public meeting;
3. The alternations are consistent with the primary sign standards contained at CTC 16.28.040(A), including those related to color and design.

And approve SGN 09-10 as submitted and requests that all existing lighting and in particular above the garage door comply with the following standards and recommendation:

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.

The motion passed unanimously.

## **DISCUSSION**

### **6. SDP 09-01 Port of Coupeville – Piling Repair and Pump Out Facility – form informational purposes only**

The port has submitted two permits – SDP permit and a Shoreline exemption request which deals with maintenance and repair of pilings. This is an historic structure and part of an operating transient moorage. Mr. Kwarsick explained that Mr. Patton, Executive Director for the Port of Coupeville and Mr. Bronson, Port Commissioner were available to answer any questions from the board. The port has received a grant from the state to provide a pump out facility. The pump out will discharge the waste into the existing sanitation system on the wharf which then goes to the town sewage system. The port puts up the front money and the state will reimburse once the grant is awarded. Every few years the pilings are reviewed for wear and tear and five pilings are currently in need of repair.

## **AUDIENCE INPUT**

Planner Kwarsick announced another open house for the Ebey’s Reserve initiative draft guidelines, procedures, code and public benefit rating (PBR) program.

Next Tuesday, August 25, 2009 another public hearing is scheduled at the Coupeville Rec Hall with the County and Town Planning Commissions to discuss the unified portion of the project.

**ADJOURN** – 9:45 a.m.