

**TOWN OF COUPEVILLE
DESIGN REVIEW BOARD MEETING
Tuesday, September 15, 2009
9:00 AM**

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

STAFF PRESENT:

Town Planner Larry Kwarsick, Recording Secretary Nanc Garner

CALL TO ORDER

The Meeting was called to order by Chairperson Poust at 9 a.m.

APPROVAL OF MINUTES

The minutes of August 18, 2009 were approved as presented.

NEW BUSINESS

SGN 09-11 – Tea and Treasures – 7 NW Front Street – New Flush-Mounted Sign

Planner Kwarsick explained that the applicant proposes to install one flush mounted sign for a new business at 7 NW Front Street, an historic structure. This is a simple flush mounted sign placed in between two doors and it meets the criteria.

Board Action: A motion was made by Boardmember Carlson, Second by Boardmember Usher to adopt the staff (1-3) findings and conclusions in staff report and recommendations (1-6) and approve SGN 09-11 – Tea and Treasures 7 NW Front Street – New Flush Mounted Sign as follows:

1. The applicant submitted a complete application on September 1, 2009, 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 Tea and Treasures, 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);

Recommendation:

1. All exterior Lighting used to illuminate signs, shall be designed to reduce glare impacts to adjacent properties and public rights-of-ways, 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 conditions of the occupancy permit.

6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

Motion approved unanimously.

SGN – 09-12 – Island Prosthetics and Orthotics – 5 NE 4th Street – New Freestanding Sign

This application is for a single sided primary sign for a new business in town. The sign as proposed is compatible and consistent with existing signage and meets the criteria sign standards.

Board Action: A motion was made by Boardmember Usher, second by Boardmember Carlson to adopt the staff (1-3) findings and conclusions and Recommendations (1-3) in staff report as presented and recommends approval of SGN 09-12 – Island Prosthetics and Orthotics – 5 NE 4th Street – New Freestanding Sign as follows:

1. The applicant submitted a complete application and review fee on August 10, 2009 in accordance with 16.28.050(C);
2. As a primary sign, the proposed Island Prosthetics and Orthotics sign at 5 NE 4th Street is reviewable by the Design Review Board at a public meetings; and
3. The proposal is consistent with all primary sign standards contained at CTC 16.28.040, including those related to number, size, placement, color, materials and lighting.

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.

Motion approved unanimously.

SGN 09-13 – Island County Public Health – 410 North Main Street – New Window Sign

Mr. Kwarsick explained the applicant proposes to install a vinyl window sign at the Public Health Nursing Office at 410 North Main Street. The sign will be applied to the window and is not colored.

Board Action: A motion made by Boardmember Carlson, second by Boardmember Usher to adopt the staff (1-3) findings and conclusions and Recommendations (1-3) in staff report as presented and recommends approval of SGN 09-13 – Island County Public Health – 410 North Main Street – New Window Sign as follows:

1. The applicant submitted a complete application and review fee on September 3, 2009 in accordance with 16.28.050(C).
2. As a primary sign, the proposed Islands County Public Health at 410 North Main Street is reviewable by the Design Review Board at a public meeting;
3. The proposed is consistent with all primary sign standards contained at CTC 16.28.040, including those related to number, size, placement, color, material, and lighting.

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.

Motion approved unanimously.

SGN 09-14 – Freestanding Directory Sign – 504 North Main Street – Modified Primary Sign

Planner Kwarsick explained that applicants jointly propose to modify a previously approved two sided freestanding sign at 504 North Main Street, Suite A.

Board Action: A motion made by Boardmember Usher, second by Boardmember Carlson to adopt the staff (1-4) findings and conclusions and Recommendations (1-5) in staff report as presented and recommends approval of SGN 09-14 – Freestanding Directory Sign – 504 North Main Street – Modified Primary Sign as follows with the condition:

1. The applicant submitted a complete application and review fee on September 8, 2009.
2. As primary signs proposed freestanding sign Heidi’s Coffee House, Uptown Hair Studio, and Balance Body Works signs at 504 North Main Street are reviewable by the Design Review Board at a public meeting;
3. The building at 504 North Main Street is not eligible for a sign bonus and as such the sign allowance for Suite A has been determined to be 40 square feet; and
4. The proposal as presented is not consistent with primary sign standards relating to size and placement, but can be conditioned to meet the standards for size and placement;

Recommendation:

1. With the exception of size, as determined under the freestanding sign provisions of the town sign code at CTC 16.28.040.2 a.1ii, the freestanding sign meets the standards of the Town’s sign code. As a condition of approval the sign as proposed would need to be placed parallel to the front property line and North Main street or alternative the sign size reduced to say with the sign allowance. In the event that the sign code is modified in the future and if under such future amendments the sign as proposed could be repositioned parallel to the front property line, the applicants may reorient the sign without a new permit.
2. All unpermitted portable signage must be permanently removed from the site.
3. 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”.
4. 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.
5. Any sign light fixture intended shall be “full cutoff” fixtures as defined by the illuminating Engineering Society of North America.

Motion approved unanimously.

AUDIENCE INPUT - none

Reports

Planner Kwarsick reported on the status of the Unity Church project to the board. He stated the project would not come before the board until it has been reviewed by the Town Council. The only issue appears to be the steeple itself and the rest of the design is acceptable. A joint public hearing with County Planning Commission and Town Planning Commission is scheduled for tonight at 6:30 p.m. in the Rec Hall to discuss proposed amendments to the standards and procedures that regulate development within Ebey's Reserve.

ADJOURN: 9:35 a.m.