

**TOWN OF COUPEVILLE
DESIGN REVIEW BOARD MEETING
MINUTES
Island County Court House – Conference Room 116
Tuesday, January 11, 2011
9:00 A.M.**

BOARD MEMBERS PRESENT: Chair Richards, Boardmembers Poust, Carlson, Usher, Fonda
Absent: Boardmember Williams

STAFF PRESENT:
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 December 21, 2010 were approved as presented.

NEW BUSINESS

DRB 11-01 – Planner Kwarsick explained the applicant is seeking a building permit for the Country Deli for renovating both the first and second floor of the building. The issues before the board are the addition of an exterior deck, replacement of the existing entry canopy signage at 701 N Main Street, window replacement and parking. No exterior color change is being proposed. The parking lot will be modified to include four parking spaces for compact car standards, located below the deck. The applicant, Mark Laska, was available to answer any questions from the board.

After a brief discussion of the canopy color, size and signage, the board expressed their support of the project and hopes the new features will better enhance the overall looks of the building.

Board Action: Motion by Boardmember Fonda, second by Boardmember Usher to approve DRB 11-01 - Addition of a Second Floor Deck and Replacement of Entry Canopy with Sign at 701 North Main Street (County Deli) based on the following Findings and Conclusions 1-4 and Recommendations 1-4.

Findings and Conclusions

1. Applicant submitted an application and review fee on December 30, 2010, to change the exterior of the building at 701 North Main Street by the addition of a second story deck and by the replacement of the existing entry canopy;
2. Exterior changes to a building in the historic restoration overlay zone and new signage are reviewable by the Design Review Board;
3. The proposed canopy color is consistent with the standards for commercial buildings and for the period and style of construction. And the nature of the intended use; and
4. The exterior building modification is supported by the consistent with the Town's community design standards.

Recommendation:

1. All parking areas shall contain curb stops and be appropriately delineated. Parking as required under

the International Building code to fulfill ADA requirements must be provided.

2. The off-street parking facilities shall be provided prior to occupancy of any structure hereafter built or enlarged, or prior to a change in the category of use of any land. No certificate of occupancy will be used until the requirements are satisfied.

3. Signage is to be installed per the approved signage plan. Additional window signage will require Town approval prior to installation.

4. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way. Any light fixture intended shall be 'full cutoff' fixtures as defined by the Illuminating Engineering Society of North America. The canopy itself shall not be illuminated except for entry and security purposes.

Motion Approved 0-5

AUDIENCE INPUT - none

STAFF REPORT -

Planner Kwarsick commented that the design process is in the process for community deck on Front Street, which will create usable spaces for the public. He reported to the board that Steve Crocker, 13 Front Street, would like to replace the deteriorated planters in front of his building, with a boat cleat for use as a bench. He will be meeting with the property owner and Malcolm Bishop, Public Works Director, to review the installation requirements. The Fire Hall project is making substantial progress.

Board Member Fonda commented on the New Beginnings Sign and Planner Kwarsick will follow up.

ADJOURN 9:25 a.m.