

**TOWN OF COUPEVILLE  
DESIGN REVIEW BOARD MEETING  
TUESDAY, March 16, 2010  
9:00A.M.**

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

**STAFF PRESENT:**

Town Planner Larry Kwarsick, Recording Secretary, Nanc Garner

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes of January 19, 2010 were approved as presented with correction of a typo on bottom of page 3.

**NEW BUSINESS**

**SGN 10-03 – Sign Application – Harbor Haven – 307 South Main Street**

Planner Kwarsick explained the applicant proposes to install a free standing sign for Harbor Haven Crisis and Respite Childcare at 307 South Main Street. There has been an unpermitted banner sign on site for a period of time and the applicant has hired a sign designer and brought their sign into conformity. Mr. Kwarsick sent out a notice to DRB member advising them the sign was in conformance with town standards and asked if there were any objections. He received none and was therefore asking the Board for formal action to memorialize the decision.

**Board Action:** Motion made by Boardmember Poust, second by Boardmember Usher to approve SGN 10-03 – Sign Application – Harbor Haven 307 South Main Street based on the following Findings 1-3 and Recommendations 1-4.

**Findings:**

1. The applicant submitted a complete sign application on January 28, 2010, in support of a request to install a freestanding sign for Harbor Haven Crisis and Respite Childcare, 307 South Main Street;
2. The proposed freestanding sign is reviewable by the Design Review Board, in conformance with CTC 16.28.050(A) (1);
3. The proposal is consistent with all primary sign standards contained in CTC 16.28.040(A), including those related to size, placement, height, colors, and materials.

**Recommendations**

1. The existing temporary sign shall be removed.
2. 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”.
3. 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;

4. Any sign light fixture intended shall be “full cutoff” fixtures as defined by the Illuminating Engineering Society of North America.

Motion approved 6-0

**SGN 10-04 – Sign Application – Brenda Marti – 23 NW Front Street**

Planner Kwarsick explained the applicant is proposing to install one flush-mounted sign on the north elevation of Mariner’s Court at 23 NW Front Street and one similar sign in the window of the West-facing window along Alexander Street of the retail space. The application as presented is consistent with the town standards and approval is recommended.

**Board Action:** Motion made by Boardmember Fonda, second by Boardmember Carlson to approve SGN 10-04 – Sign Application – Brenda Marti – 23 NW Front Street based on the following Findings 1-5 and Recommendations 1-5.

Findings:

1. The applicant submitted a complete application and review fee on March 3, 2010 in accordance with 16.28.050(C);
2. As a primary sign, the proposed signs are reviewable by the Design Review Board at a public meeting;
3. The proposal as submitted meets the adopted standards;
4. Illuminated and neon signs are not allowed; and
5. Unauthorized signs are not to be displayed.

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 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 and until such time as all tenants apply for and receive sign permits no additional signs or occupancy permits will be issued for the building.

Motion approved 6-0

**SGN 10-05 – Sign Application – Seaside Spa – 5 NW Front Street**

Planner Kwarsick explained the applicant proposes to install one projecting sign perpendicular to the building at 5 NW Front Street. The sign would be mounted and suspended by decorative rod-iron bracket on the north façade of the building facing Front Street. The applicant wanted to expand her business and as part of that she wanted to install a projecting sign which was reviewed and meets Town design standard for size, height, placement and approval is recommended as presented.

**Board Action:** Motion made by Boardmember Fonda, second by Boardmember Usher to approve SGN 10-05 – Sign Application – Seaside Spa – 5 NW Front Street based on the following Findings and Conclusions 1-4 and Recommendations 1-3.

Findings and Conclusions:

1. The applicant submitted a complete application and review fee on March 4, 2010, in accordance with CTC 16.28.050(C);
2. As primary sign, the proposed building mounted sign is reviewable by the Design Review Board at a public meeting;
3. The proposal is consistent with primary sign standards relating to placement, color, material, lighting and design contained at CTC 16.28.040(A).
4. The proposal size amounts to 5 square feet which is within the allocated sign area.

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 6-0

**DRB 09-02 – Unity Church – 709 South Main Street – Modified Steeple Design**

Planner Kwarsick explained that at a prior DRB hearing the Board approved the church design with conditions. In response to one of the conditions, the applicant has submitted a revised steeple plan per item 1b in the conditions of approval for DRB review and approval. The Unity Church have revisited the steeple design which included the steeple not be any taller, be more simplified with an open structure and is presenting it to the board. The design has been taken to the Reserve Committee for review and they think it is appropriate. The Board liked the proposed modifications and suggested the addition of trim board as an accent.

Planner Kwarsick also stated that the Unity Church has not decided on a paint color within the midtone range or perfected their landscaping plan. The parking lot, which will be permeable with hard surface connections, had already been approved as submitted except for handicap parking area. Signage will be submitted at a later date.

**Board Action:** Motion made by Boardmember Williams, second by Boardmember Fonda to approve DRB 09-02 – Unity Church – 709 South Main Street – Modified Steeple Design based on the following conditions of approval 1-4.

Conditions of Approval

1. The final project design, landscaping, a site layout must be consistent with the submitted materials as conditions below:
  - a. The body, trim, accent, and window colors must be respectful of the church’s location within the Reserve and shall be midtone colors from the color palette presented to the DRB and;
  - b. The steeple design shall be modified and suggestive of a church steeple, without replicating historic structures and include in the final design the following:
    - i. A steep roof pitch;
    - ii. An open structure
    - iii. A simplified roof form

iv. Shall not exceed the height 9of Option #1 as presented to the DRB

The modified steeple design shall be submitted the DRB for review at a Public Meeting prior to the submittal of a building permit by the applicant.

2. A final landscaping plan and color selection must be submitted for DRB for review at the time of a building permit application. The building setback shall be 50 feet from the front property line;

3. A signage and lighting plan must be submitted in association with the building permit application. There shall be not night time illumination of the parking lot except in association with an evening use. Within 30 minutes of the conclusion of a nighttime meeting all exterior lighting except building security lights will be turned off. All lighting to be at ground level and use cutoff fixtures.

4. The site must be developed using low impact development techniques with all that portion of the existing vegetation along the south and west property lines owned by the applicant maintained in a natural undisturbed state. A permeable asphalt or concrete surface could be used for the site access and ADA parking area.

Motion approved 6-0

**DRB 10-01 – Town Hall – 4 NE 7th Street – Window and Siding Modifications/New Exterior Paint**

Planner Kwarsick explained the applicant proposes to replace all existing siding with a consistent material and style; replace three picture windows and necessary trim on the South-facing side of the building to better mimic the architecture and style of the historic building and remaining windows, and update exterior paint colors. The proposal was reviewed by Ebey’s Reserve committee and the Town Council. Boardmember Carlson asked if the vinyl replacement windows will be painted and Planner Kwarsick responded that only the trim will be. Boardmember Williams asked about the use of hardy plank on the building. Boardmember Fonda stated she is not against the paint color white but it can bring attention to the building or make windows, for example, stand out as the defining feature and opposes the use of vinyl windows.

**Board Action:** Motion made by Boardmember Carlson, second by Boardmember Williams to approve DRB 10-01 – Town Hall – 4 NE 7th Street – Window and Siding Modifications/New Exterior Paint based on the following Findings and Conclusions 1 & 2.

Findings and Conclusions:

1. The building is designated as a contributing property and a Class 1 historic structure by the Town of Coupeville. The property lies within the Historic Restoration Overlay District. The parcel is zoned Public-quasi-public.
2. The proposed siding, window, and paint modifications are consistent with the Town’s Community Design Standards, and with the Secretary of the Interior’s Standards for Rehabilitation of Historic Structures.

Motion approved 5-0

Abstained - 1

**AUDIENCE INPUT - none**

**STAFF REPORT –**

Planner Kwarsick gave a progress report on the unified code and design guidelines and said there is still more work to be done. He stated that there has been progress made in working towards a different

layout making it clearer for users and property owners. As soon as the final draft is ready, it will be sent to the Design Review Board with a revised version of the manual. There should be no changes in the DRB operations throughout the remainder of the year.

The old fire hall is up for sale and the Town has had several parties interested in acquiring the structure to rehabilitate it.

**ADJOURN 10:45 a.m.**