

**TOWN OF COUPEVILLE  
DESIGN REVIEW BOARD SPECIAL MEETING  
TUESDAY, JULY 29, 2009  
9:00 A.M.**

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

**STAFF PRESENT:**  
Town Planner Larry Kwarsick, Utility Clerk, Nanc Garner

**CALL TO ORDER**  
The Meeting was called to order by Chairperson Fonda at 9:03 am

**APPROVAL OF MINUTES**  
The minutes of June 17, 2008 were approved as presented.

**NEW BUSINESS**

**DRB 08-09 – Coupeville School District – 2 South Main Street – New Covered Playground at the Elementary School**

Chairperson Fonda stated for the record that this will be the first time the board has reviewed item DRB 08-09. The Whidbey News Times had previously reported that DRB had already reviewed the project and that this is not the case. Boardmember Richards will call the newspaper and ask that they correct their records.

Planner Kwarsick explained that an application had been submitted by the Coupeville School District for a new covered playground. This project had not been previously reviewed by the DRB, formally or informally but had been reviewed by Planner Kwarsick and the Ebey's Historic Review Committee. Mr. Kwarsick introduced the architect for the project, Alex Rolluda, who presented to the board the site and floor plans for the proposed covered building.

Boardmember Richards asked about square footage of the covered area and it was determined to be located on a 30 X 60 ft concrete slab. Boardmember Poust asked if the basketball hoops were adjustable and Boardmember Usher asked if the structure would be used for recess time. Boardmember Fonda asked if the windows could be eliminated. Mr. Rolluda responded that the windows help to reduce the noise level, as well as provide a barrier for wind and rain. Mr. Kwarsick explained that before the application was submitted, it went through an extensive review process with Ebey's Historic Review Committee, locating the structure on site and looked at it from different orientations as well as adding additional sidewalks, walls etc., and what is being presented today is in balance with the suggestions. Boardmember Carlson asked about the height of the structure and Mr. Rolluda responded that it is lower than the height standard of 23 ft.

**BOARD ACTION:** A motion was made by Boardmember Thrailkill, second by Boardmember Poust to approve DRB 08-09 – Coupeville School District – 2 South Main Street – New Covered Playground at the Elementary School based on the following four Findings and Conclusions:

1. The applicant submitted a complete application on July 15, 2008, in support of a request to construct a covered playground at the Coupeville Elementary School;
2. In size, scale, materials, and colors the proposed structure is consistent with the specific element or elements of surrounding school development;
3. The new structure has been modified to soften the view of the structure from SR 21; and
4. The proposed structure is compatible with the adjoining public uses/structures and is functionally located to serve the community educational needs.

Motion was approved 6-0.

#### **SGN 08-06 – Jet Java – 1 South Main Street**

Previously, the Coupeville Country Store undertook a minor remodel/expansion to accommodate Jet Java and seating for food service patrons. Planner Kwarsick explained that this proposal is for new primary signage for Jet Java Espresso. The signage (primary and secondary) presented today is a mixture – an identity of the business itself, which is primary, as well as the product (secondary). The total design standards relating to size are fulfilled. Boardmember Carlson asked if there were plans to light the base of the building. Mr. Kwarsick said this issue has been addressed in the staff report and that for now, there are no plans for additional lighting. Chairperson Fonda commented that clings signs are to be avoided but because this is a mini-mart, the signs will not be as visible.

**BOARD ACTION:** A motion was made by Boardmember Poust, second by Boardmember Usher to approve SGN 08-06 – Jet Java – 1 South Main Street based on the following three findings and 6 conditions:

*Findings:*

1. The applicant submitted a complete application on July 8, 2008, in accordance with CTC 16.28.050(C), to install new primary signage at 1 South Main Street;
2. As proposed new primary signage for Jet Java, including the associated secondary signs, must be reviewed by the Design Review Board at a public meeting;
3. The proposal is consistent with the 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-ways.
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.
6. The applicant must return a signed copy of the approval letter acknowledging and accepting the conditions of approval.

Motion approved 6-0.

### **INFORMAL DISCUSSION**

#### **DRB 08-10 – New Windermere Office Building – 7 South Main Street**

Planner Kwarsick stated that the Design Review Board should have received a site plan and building elevation but no staff report. He reported that next month there will be a public hearing pending application for a Windermere Office Building on South Main Street to include three buildings. Looking at the new structure, the space would house Windermere, a florist and a commercial office. Mr. Kwarsick stated John Roberts Construction, a member of Ebey's Reserve Committee, would have an office located in the building and that Stig Carlson was the architect for the project. There has been one informal meeting with Ebey's Reserve Committee and they felt the project was well designed and laid out. In terms of the site plan, there will be pedestrian access along the street frontage to provide some sort of balance to parking where it would be located. The primary entrance will be in the rear of the building. The service water from this project is limited and the applicant will do some offsite mitigation. This project along with Island Transit project will be partnering with the Town to work with service water issues. The purpose of this meeting was to discuss the proposal informally and to provide comment back to the applicant and the design team.

Mr. Kwarsick asked for comments from the Board. Chairperson Fonda was concerned about size of the building and hoped that it would not be as large as the Windermere building located in Freeland. Boardmember Carlson, architect for the project, stated it would not be that large and that it will fit within the building height limit standards. The project will include sidewalks around the new structure. Boardmember Thrailkill commented that she hoped the color of the building would not be the same as other Windermere buildings and Boardmember Carlson responded that at least two colors would be used. Chairperson Fonda asked where would the reader board be located and Mr. Kwarsick responded that placement has not been finalized at this time.

Chairperson Fonda asked if the building would have the same type of rock veneer as Coupe's Village and Boardmember Carlson responded that brick, river rock or some sort of rock or stone veneer will be used. The building will have some sort of the same elements as the existing structures based on a salt box form with a gable. Coupe's Village does set some sort of architectural standard for other buildings in the neighborhood to be similar. Boardmember Usher commented that there should be more flexibility with the parking and the driveways into and out of Coupe's Village. Mr. Kwarsick said he would speak to Mr. Roberts about these issues.

Contractor for the project, John Roberts was in attendance and was asked if he had any comments to make. Mr. Roberts said that with regards to windows, the style of the building in general is more in tune with the colonial undertones of the town and farm structures and would mean gridded windows as opposed to the craftsmen style. With regards to using a stone veneer, he would like the building to look more residential and less commercial. It is difficult to bring unification of buildings along South Main when separate properties are involved. Chairperson Fonda commented that the stone face should match and hold the continuity around the area. Mr. Roberts will present color selections to the board at a later date. He said that the intent of the design is not to be the same as the other buildings but a combination of lap sided and shingle and with mid-tones of muted green colors. The building will be subtle and will fit in the surrounding reserve. The stone base would make a nice accent to the building.

The overall concern of the board for this project was stone veneer, windows and pedestrian access, walkway and parking.

Mr. Kwarsick asked that Boardmember Carlson provide an application, address labels of property owners within 300 feet and info needed for the next Design Review Board meeting scheduled for August 19<sup>th</sup>.

ADJOURNMENT – The meeting was adjourned at 9:59 am