City of Langley  
Design Review Board  
AGENDA  
December 18, 2018 at 5:00 pm  
LANGLEY CITY HALL  
112 2nd Street, Langley WA

1. Call to Order  
2. Approve agenda  
3. Approve minutes of August 21, 2018  
4. Applications:  
   a. DRB-18-012, Fifth Street Commons, Addition, 130 Fifth St  
   b. DRB-17-001, Machine Shop – sign, 630 2nd Avenue  
   c. DRB-18-013, ADU, XX Louisa St (3rd lot on north side)  
   d. DRB-18-014, Useless Bay Coffee bike rack and sculpture/menu board  
5. New Business  
6. Citizen comments  
7. Announcements  
8. Adjourn  

Next Regular Meeting: January 15, 2019
Guiding Principles for Citizen Committees and Boards.

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with state law, unless otherwise advised by the city attorney.
- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the city council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by state law or the group’s enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the city council, or staff.
- Each member will participate in the group’s discussions and work assignments without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as “minority” opinions, should be recorded and acknowledged in the committee’s report to the city council.
- There should be “no surprises” from the committee, either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the city council. The staff liaison fulfills an important role in assisting the committee in this regard.

When presenting recommendations to the Council, it is essential that advisory group members keep the following in mind:

- all recommendations should be in written form;
- all ideas should be expressed in clear and concise language;
- proposed solutions should be viable and cost-effective;
- recommendations should identify the reasons for the changes suggested;
- the advice should reflect a consensus of a majority of the group members.
MINUTES
DESIGN REVIEW BOARD
August 21, 2018

Bob Dalton called the meeting to order at 5:00 PM.

ATTENDANCE

Members Present: Bob Dalton, Cathy Rooks, Dan Gulden, Sandy Wainwright
Staff Present: Brigid Reynolds
Regrets: Sieb Jurriaans, Janet Ploof

1. Minutes
   Minutes of the June 19, 2018 meeting were approved.

2. Applications
   a. DRB-17-007 – Amendment to an existing sign, Chops Barbershop, 111 Anthes Avenue
      The shop owner has requested an amendment to the existing sign and to the barber pole. The sign is very similar to what was approved by the DRB on March 21, 2017. She also would like to light the barber pole and have it turn. Moved and seconded by Dan Gulden and Sandy Wainwright to recommend approval of the amended sign and barber pole. All in favor.

   b. DRB-18-010 – Remodal an existing garage to add a 2nd storey for an ADU, 930 Edgecliff Drive.
      Dan Malone, Soundesign Group, attended the meeting on behalf of the owner Samantha O’Hanlon.
      Brigid reviewed the staff report and confirmed its consistency with the Municipal Code. The remodel includes exterior stairs and a deck. This application is subject to notification and two neighbors submitted comments. Both were concerned with the proposed use as a short term rental. This is not part of the DRB’s review. However, Dan Malone confirmed the owner intends to rent the unit as a long term rental. Moved and seconded by Dan Gulden and Sandy Wainwright to recommend approval of the project as presented in the staff report. All in favor.

   c. DRB-18-008 – Remodel an existing residence to convert the ground floor garage to an ADU, 961 Edgecliff Drive.
      Gillian Lewis, owner, attended the meeting.
Brigid reviewed the staff report and confirmed its consistency with the Municipal Code. The remodel
moved and seconded by Cathy Rooks and Sandy Wainwright to recommend approval of the project as presented in the staff report. All in favor.

3. Other Business

a. Landscaping Plant List – Cathy Rooks is working on this and she stated that Seattle has just revised its list of street trees to remove species that are dying due to changing climate. She will review this more closely and continue to prepare a list.

b. Wayfinding Project – Brigid stated that two signage concepts are being posted in the City Hall hallway and the City is seeking comments. She will send copies to DRB members for their review and comment. The comment deadline is September 14.

c. Upper First Street Improvements – Bob asked if plans have been completed and when they might be presented to the DRB. Brigid will confirm.

d. Doghouse – Board members discussed the current state of the building with the windows having been removed and replaced with plywood. They asked if it was possible that something more attractive be done, for example the future plans be displayed on the plywood.

Meeting adjourned at 5:20 pm.

The next Design Review Board meeting is scheduled for Tuesday October 16th, 2018 at 5:00 pm.
STAFF REPORT

DRB-18-012: Addition to Fifth Street Commons
(130 Fifth St) Unit D102

MEETING DATE: December 18, 2018

STAFF CONTACT: Brigid Reynolds, MCP, MCIP, RPP – Director of Community Planning

ATTACHMENTS: Site plan, Elevation Drawings prepared by JR Fulton, Photographs

PROJECT DESCRIPTION
The proposal is to add a 253 SF addition to the rear of one unit in Fifth Street Commons. The purpose is to add two additional bedrooms to the existing 700 SF unit.

ANALYSIS
Proposed development is reviewed by the Design Review Board (DRB) in accordance with Langley Municipal Code (LMC) Sections 18.34.030 A) and the City’s Design Guidelines. Consistency of the proposed addition with LMC chapter 18.34, the City’s Design Guidelines, chapter 18.22.030 - Yards is examined below.

Purpose and Intent Statements:
1. The purpose of Design Review is to consider how development promotes, preserves and enhances the city’s architectural heritage and visual character, while recognizing the existing variety of architectural styles within the city, allows flexibility for design, and encourages individual initiative in the development process. The purpose of design standards should be to emphasize desirable functional characteristics to be incorporated in new development and redevelopment.
2. The purpose and intent of Title 18 Zoning is to encourage high standards of development and preserve the small-town character of Langley and direction for orderly growth and development, together with flexibility to respond to changing economic circumstances.

PROPOSED FINDINGS AND CONCLUSIONS:
1. The City of Langley received a complete application from JR Fulton, or behalf of the property owner, Tom Lindsay, to build a 253 SF addition at the rear of the building in the north west corner. The addition is to for two additional bedrooms for new owners.
2. The exterior of the addition will use the same color and materials as the rest of the building.
3. The property is located within the Residential Mixed zone district.
   a. Pursuant to Ch. 18.16.060 the maximum lot coverage is 50 percent. The proposed lot coverage is 46 percent.
   b. Pursuant to Ch. 18.12.080 the side yard setback is 10 feet and the rear yard setback is 25 feet. The addition will be setback 18 feet from the side yard and 19 feet from the rear yard.
Ch. 18.22.030.B.3 provides a 'by right' 6-foot reduction to the rear setback. The proposed siting meets this condition.

4. In accordance with LMC Section 18.36.025 C), 18.34.030 (A) and (B) planning staff have reviewed the proposed building improvements and have determined they are consistent with the Municipal Code and recommends approval.

RECOMMENDATION

To recommend approval of DRB-18-012, 253 SF addition to unit D102 of Fifth St Commons.
MEMO

Date: December 18, 2018
To: Design Review Board
From: Brigid Reynolds, Director of Community Planning
RE: File no. DRB-17-001, Machine Shop Sign

The DRB reviewed and recommended approval of the proposed sign at its January 18, 2017 meeting. See Attachment A for the staff report. LMC Ch. 18.35.130 states that a permit will become null and void if the work is not completed within 90 days of its issuance.

The proposed sign did not get installed and the owner intends to move forward with the sign installation. No changes are proposed to the sign and the existing signs located in the windows. See the photos on Attachment B.

As the proposed sign is unchanged staff recommends that it be approved subject to DRB's recommendation.
Brigid Reynolds

Langley City Planner

Good Morning

I write this letter hoping to refresh my Sign application which was approved back in Jan of 2017. It has taken way longer than originally projected.

The design and location is exactly the same as originally proposed.

I realize there is a bit of temporary Signage as of now.. (See attached Image)

The two in the lower windows (THE MACHINE SHOP and ARCADE) are painted on 1/4” board.. They are just sitting on the inside on the window sill. (Non attached/Movable)

The one under the OPEN sign is taped to the inside of the Window (Its coming down)... The one in the middle of the 2 windows is a Printed Banner - Was totally supposed to be Temporary - It too will come down!!

Thank you for your attention to this

-Tim Leonard
NOTICE OF DECISION

DRB-17-001: Sign (630 2nd Street)
Machine Shop Arcade

MEETING DATE: January 16th, 2017

STAFF CONTACT: Brigid Reynolds, MCP, MCIP, RPP – Director of Community Planning

ATTACHMENTS: Sign image and colors; Sign location (2); Lumen output calculation.

PROJECT DESCRIPTION

The applicant is proposing to install one new metal and neon projecting sign (6 sf) on the front façade of the Machine Shop Arcade. The proposed sign will measure a maximum of 5.7 feet in height and be located approximately 9 feet above the ground on the awning. There are no other signs on the subject property.

ANALYSIS

Proposed signs are reviewed by the Design Review Board in accordance with Langley Municipal Code (LMC) Sections 18.34.030 A) and 18.35. The sign's consistency with LMC Chapter 18.35 is examined below.

1. Purpose and Intent Statements: The proposed sign is consistent with the Purpose and Intent Statements regarding signage stated in the LMC.

   The sign is unique and is considered visually appropriate for the unique building-scape of the City and it is expressive of the identity of the business without violating the character of the surroundings in which it will be located. The proposed neon sign establishes a retro look for the arcade business and creates a ‘gateway’ to Langley’s downtown. The property is located within the Neighborhood Business commercial zone district and a neon sign is permitted here.

   The sign is legible at a distance and pace at which it can be seen. Given the height and nature of the sign it will be visible.

   Neighboring land uses are primarily non-residential: Generation Park is to the west; St. Hubert Church is south west; vacant land across 2nd Street, and a furniture upholstery shop directly east. Residential properties are located across 2nd Street east of the two vacant lots. Section 18.24.030 states that lighting shall not be used such that it produces glare on public streets and neighboring properties. The neon in the sign is considered fully shielded according to the Outdoor Lighting Code Handbook, Ver1.14, September 2002, International Dark-Sky
Association. The light output of the proposed sign as submitted has been calculated as 2,972 lumens per side. Lumen is the measure of light output and is equal to one foot-candle falling on one square foot of area. For comparative purposes one 40-watt incandescent bulb = 450 lumens; 60-watt incandescent bulb = 800 lumens; and 100-watt incandescent bulb = 1600 lumens.

2. **Size:** The total area of signage on the subject property is a maximum of 6.0 sf per side and therefore meets that 6.0 square foot limit (per side) for a projecting sign.

3. **Location:** The Code permits projecting signs provided they are not lower than 7 and ½ feet from the ground and does not extend more than six feet from the building or one-half the width of the public sidewalk. A Hold Harmless agreement is required for signs projecting over the public sidewalk. The sign has a maximum depth of 2.69 feet and due to its location on the awning will not project to the full extent. The applicant has agreed to enter into a hold harmless agreement.

4. **Materials:** A metal sign with exposed neon tubes for the lettering. The colors of the metal portion of the sign are orange, turquoise, blue and gold. The colors of the neon lights are purple, gold, turquoise, red and orange.

5. **Zoning:** The subject property is located within the Neighborhood Business zone district which the LMC designates as a Commercial Zone. The sign code permits neon tube illumination in a commercial area (18.35.060 G)1d) when it is bent to form letters or symbols.

**PROPOSED FINDINGS AND CONCLUSIONS:**

1. The City of Langley received a complete application from Tim Leonard for one wall mounted sign to be installed in the front façade of the building at 630 2nd Street on January 17, 2017.

2. In accordance with Section 18.34.060 of the Langley Municipal Code, planning staff have reviewed the application for the projecting sign for consistency with Section 18.35 of the Municipal Code and recommends approval subject to the conditions as outlined below.

**RECOMMENDATION:**

Staff recommends the DRB recommend approval of DRB-17-001 subject to the following conditions:

1. Obtain a building permit prior to installation.
2. Entering into a hold harmless agreement for the projecting sign.

Signed ____________________________
Bob Dalton, Chair

Date 1/26/2017

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Sign Locations
Sign Lumen Output

32.3059 in

68.5 in

2.25 Lin ft Purple

2.5 Lin ft Gold

9.75 Lin ft Clear Res x 2

4 Lin ft Purple

Turgowax - 6.4 Lin.
180 deg = 1.152

Can - 9.2 Lin.
95 deg = 820

Purple - 11.2 Lin.
250 deg = 281

Gold - 2.5 Lin.
95 deg = 230

Clear Res = 10.5 Lin
45 deg = 473

Lumen Total = 2972.5
STAFF REPORT

DRB-18-013: Accessory Dwelling Unit
(Louisa St)

MEETING DATE: December 18, 2018

STAFF CONTACT: Brigid Reynolds, MCP, MCIP, RPP – Director of Community Planning

ATTACHMENTS: Location map, site plan, elevations, and renderings

PROJECT DESCRIPTION

Construction of a new 1,830 sf single family residence, garage, and 904 sf detached ADU on the vacant lot of Louisa ST. See below for lot location and plans. The ADU will be located in the rear lot above the garage.

ANALYSIS

Siting and Building Design

The ADU is proposed to be two stories tall and occupy the space above the garage. The 23’ structure also includes an uncovered deck roof above the main floor of the unit. It is located 12’ behind the principal residence in the rear of the lot. Adequate off-street parking for both dwelling units is available.

The design for both the SFR and the DADU includes clad windows and doors in dark bronze, standing seam metal roofing, and cement board lap siding. The patio, porches, and steps are poured concrete.

Zoning

The proposed ADU and principal dwelling meet all the zoning requirements for maximum floor area, lot coverage, height and setbacks pursuant to LMC Chapter 18.07.08 (RS7200) and 18.22.155 (Accessory Dwelling Units).

PROPOSED FINDINGS AND CONCLUSIONS:

1. The City of Langley received a complete application from Sound Design Group LLC on December 11, 2018 to construct a single family residence, garage, and ADU.

2. The garage and ADU are detached from the principal dwelling. The ADU is two stories, with the upper floor atop the garage.
3. No existing trees (with the exception of the invasive holly) are planned to be removed.

4. There is adequate site area to accommodate the required parking for three cars.

5. In accordance with Section 18.34.030(D) of the Langley Municipal Code Design Review Board approval is required for all development in the residential zones including detached accessory dwelling units.

6. Notification of the proposed development has been undertaken in accordance with Section 18.36.025 of the Langley Municipal Code. The comment period ends on December 27, 2018.

7. The application has been referred to Public Works Department for review and comments.

RECOMMENDATION

Staff recommends the DRB adopt the finding of fact and conclusions and recommend approval of the ADU on the vacant lot of Louisa St.
Attachment 2: Site Plan
Attachment 3: ADU elevations

**SOUTH ELEVATION - GARAGE / ADU**

**NORTH ELEVATION - GARAGE / ADU**
Staff Report

DRB-18-014: Install a bike rack and sculpture/menu board
(121 2nd St)

MEETING DATE: December 18, 2018

STAFF CONTACT: Brigid Reynolds, MCP, MCIP, RPP – Director of Community Planning

ATTACHMENTS: Design drawings, site location

PROJECT DESCRIPTION

The proposed improvements are to add a second bike rack and a sculpture/menu board at Useless Bay Coffee Co (UBCC). Both improvements will be in the front yard: the bike rack along the fence line and the sculpture/menu board in the north west corner of the front yard.

ANALYSIS

The proposed developments are reviewed by the Design Review Board (DRB) in accordance with Langley Municipal Code (LMC) Sections 18.34.030 A). Consistency of the proposed improvements with LMC chapter 18.34 is examined below.

Purpose and Intent Statements:
The proposed features are consistent with the Purpose and Intent Statements regarding development as stated in the LMC as they are visually appropriate for the proposed setting, preserves and enhances the city’s architectural heritage and visual character.

PROPOSED FINDINGS AND CONCLUSIONS:
The City of Langley received a complete application from Tim Leonard, Heavy Metal Works, on behalf of the property owner, Des Rock, to install the two features: a bike rack with a sculpture and a freestanding sculpture/menu board. The material for both is mild steel and the features are consistent with other features on the property. These features can be considered functional art.

RECOMMENDATION

To recommend approval of DRB-18-014 to add a new bike rack and sculpture/menu holder at 121 2nd Street, Useless Bay Coffee Co.
Sculpture/Menu Holder

UBCC Metal Projects 12/10/12

* Fork / Knife made from Mild Steel. Allowed to Rust
* Middle Frame Section Store bought.

-Heavy Metal Works-

Names
Bike Rack and Sculpture

Proposed New Rack

13' location

sculpture - see note -

by Aidan R.

One Bike Rack Section

Just like the other one

Art by

Aidan Rayner