AGENDA
Design Review Board
Tuesday March 21st
6:00 p.m.
City Council Chambers

1. Call to Order

2. Approve Minutes of January 18th and February 23, 2017 Meeting

3. Applications
   a. Last month’s applications: Tenant Improvements (rear yard) – 113 First Street, DRB-17-003, Saltwater Fish House and Sign – Generation Park DRB-17-006
   b. Tenant Improvements, DRB-17-005 (230 First St) Doghouse/Olympic Club
   c. Sign, DRB-17-007 (111 Anthes Ave) Chop Barbershop
   d. Sign, DRB-17-008 (819 Camano Ave) Fairgrounds

4. New Business

5. Next meeting Tuesday April 18th

6. Adjourn
MINUTES
DESIGN REVIEW BOARD
January 18, 2017

Bob Dalton called the meeting to order at 6:00 PM.

ATTENDANCE

Members Present: Bob Dalton, Dan Gulden, Cathy Rooks, Janet Ploof, Kari Gunderson
Staff Present: Brigid Reynolds

1. Agenda
   The agenda was approved with a correction to the address of the application as stated below.

2. Minutes
   APPROVED Minutes of October 18th, 2016

3. Applications

a. Sign – 222 2nd Street, DRB-16-012, Whidbey Art Gallery
   The DRB reviewed the staff report for the new wall mounted sign on the existing awning of the subject property.
   Janet Ploof and Kari Gunderson moved and seconded the motion to recommend approval as presented in the staff report. All in favor.

b. Sign – 630 2nd Street, DRB-17-001, Machine Shop Arcade
   The DRB reviewed the staff report for the new proposed projected neon sign on the building and applicant, Tim Leanord, spoke to his application.
   DRB members asked for details on existing signage on the property due to concerns about the type of signage installed by another business on the same property. The applicant will speak to the business owners about the DRB’s concerns.
   Dan Gulden and Cathy Rooks moved and seconded the motion to recommend approval subject to the following conditions:
   1. Obtain a building permit prior to installation,
   2. Enter into a hold harmless agreement for the projecting sign over the public sidewalk.
   All in favor.
c. **Sign – 221 2nd Street, suite 16C, DRB-17-002, Whidbey Island Music Instruction**
The DRB reviewed the staff report for the new proposed wall mounted sign beside
the entrance to the shop and applicant, Levi Burkle, answered questions about his
application.
Kari Gunderson and Janet Ploof moved and seconded the motion to recommend
approval as presented in the staff report. All in favor.

d. **Tenant Improvements – 116 McLeod Alley, DRB-17-003, Saltwater Fish House**
The DRB reviewed the staff report for the proposed exterior tenant improvements
to the subject property and applicant, Eric Richmond and Jenn Jurriens, answered
questions about the proposed improvements to do with lighting.
Cathy Rooks and Janet Ploof moved and seconded the motion to recommend
approval subject to the following conditions:
1. The applicant enter into a ‘hold harmless’ agreement with the City for the
   projecting sign.
2. The property owner enter into an easement with the neighbor for the
   encroaching accessory building.
All in favor

1. **Old Business**

   e. **Sign – 526 Camano St, DRB-16-009, Langley Motel update**
The DRB originally reviewed and granted approval of the proposed neon
freestanding sign on September 20, 2016. One of the conditions was to replace the
white neon tubing letters for another color. The applicant is proposing to replace
white with emerald green which will reduce the total lumens for the sign to 2,120
per side.

Meeting adjourned at 6:30 pm

The next Design Review Board meeting is scheduled for Thursday February 23, 2017 at 6:00 pm.
MINUTES
DESIGN REVIEW BOARD
February 23, 2017

Bob Dalton called the meeting to order at 6:00 PM.

ATTENDANCE

Members Present: Bob Dalton, Kari Gunderson
Staff Present: Brigid Reynolds
Regrets: Dan Gulden, Janet Ploof, Cathy Rooks

As this meeting did not have quorum items were discussed but not approved and were deferred.

1. Agenda

2. Minutes

3. Applications

   a. Tenant Improvements – 113 First Street, DRB-17-003, Saltwater Fish House
      The DRB reviewed the staff report for the proposed rear exterior tenant improvements to the subject property and applicant, Eric Richmond answered questions about the proposed improvements.

      The DRB reviewed the staff report. Bob Dalton and Kari Guncerson recommended approval as presented in the staff report.

   b. Sign – Generation Park, DRB-17-006,
      The DRB reviewed the staff report for the new proposed new freestanding sign to replace the existing sign.
      The location of the sign was questioned and could it be moved in the future when the fence is constructed.

      The DRB reviewed the staff report. Bob Dalton and Kari Guncerson recommended approval as presented in the staff report.
4. New Business

Wayfinding Report
Brigid Reynolds gave a power point presentation regarding the draft Wayfinding Strategy. Committee members will be asked to play a role in this process given the DRB’s mandate.

Committee members made a few comments and asked a few questions:

The design will have to balance creativity with being user friendly.

Does this strategy deal with both public and private signs?
Primarily public signs but private signs located on public property would be included.

Could the process be a design/build process? Yes, possibly. However, future sign construction has to be considered.

The examples for directing people to businesses tend to identify specific businesses. It might be a better solution to have signs that are more general, for example, more shops this way. Instead of specifically identifying them.

Meeting adjourned at 6:45 pm

The next Design Review Board meeting is scheduled for Tuesday March 21st, 2017 at 6:00 pm.
STAFF REPORT

DRB-17-005: Tenant Improvements
(230 1st Street) Phase I Doghouse/Olympic Club

MEETING DATE: March 21, 2017

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

ATTACHMENTS: Design drawings, lighting schedule, sign schedule, color pallet,

PROJECT DESCRIPTION
As requested by the applicant this project is broken into two phases to make the project more manageable. Phase I deals primarily with improvements to make the building structurally stable. It does not deal with any new construction, i.e. the proposed garage and deck at the north elevation as this requires more detailed analysis and permitting. The DRB review is limited to proposed exterior improvements of the existing building and no new construction.

The DRB undertook a preliminary building plan review at its meeting on May 19, 2015 and made a favorable recommendation. That review did not have the level of detail that is before the DRB today.

This is not a registered historic building therefore the Historic Preservation Commission does not have any input.

The proposed uses are: first floor – banquet hall; ground floor – doghouse tavern; and second floor – residence.

The proposed tenant improvements for Phase I include siding repair and replacement, awning and roof replacement, new lighting, new signs, and window and trim repair and replacement. The intent is that the materials used for repair and replacement will closely match the existing to retain the original look of the building. The height of the awning will be increased so the windows have more exposure.

Siding: The existing siding will remain to the greatest extent but this will be dictated by the state of repair and structural engineering requirements. Any siding that is to be replaced will match the existing siding.

Signs: Five signs are proposed. Three are wall mounted and two are hanging signs. The wall mounted signs are all proposed to be metal with black lettering on a white background. The existing neon sign and dog portrait will be refurbished. The existing ‘Doghouse’ wall mounted sign will be removed. See the attached schedule for sizes and materials. The total area is 30 SF which is 10 SF greater than permitted by LMC chapter 18.35.050.
Lighting: See the attached schedules for type, sizes and locations. The proponent is striving to balance the heritage nature of the building with lighting that is full cut off and doesn’t create glare or trespass beyond the property.

Exterior paint colors are selected from the National Trust for Historic Preservation color pallet: building - Montpelier red velvet, building and window trim - Lincoln cottage black and Lincoln white sash. See the attached color pallet.

ADA access will be provided as part of the tenant improvements and a curb cut is shown on the design drawings.

Landscaping: the landscaping as shown is conceptual and a detailed landscape plan will be required as part of Phase II.

ANALYSIS
The proposed development is reviewed by the Design Review Board (DRB) in accordance with Langley Municipal Code (LMC) Sections 18.34.030 B) (DRB scope), 18.35 (signs) and the Design Review Guidelines. Consistency of the proposed remodel with LMC chapter 18.34 and 18.35 is examined below.

Purpose and Intent Statements:
1. The proposed exterior improvements are consistent with the Purpose and Intent Statements regarding development as stated in the LMC and DRB design review standards. The surface color, finishes and signs are visually appropriate for this heritage building. The proposed improvements preserve and enhance the city’s architectural heritage and visual character. The proponent intends to maintain and enhance the existing heritage elements of the building.

PROPOSED FINDINGS AND CONCLUSIONS:
1. The City of Langley received a complete application the Phase I from Charlie and Janice Kleiner, to undertake exterior improvements to the subject property on March 9, 2017. The proposed improvement for Phase I include siding repair and replacement, awning and roof replacement, new lighting, new signs, and window and trim repair and replacement. The intent is that the materials used for repair and replacement will closely match the existing to retain the original look of the building.

2. In accordance with LMC Section 18.36.025 C), 18.34.030 (A) and (B) planning staff have reviewed the application for the remodel for consistency with Section 18.34 and 18.35 of the Municipal Code and the Design Review Standards and recommends approval subject to the conditions outlined below.

RECOMMENDEDATION:
That DRB recommend approval of the application DRB-17-005 for the proposed exterior improvements to the Doghouse/Olympic Club1 excluding the garage/deck structure at the north elevation and subject to the following conditions:
   1. Submitting a detailed landscape plan prepared by a landscape architect as part of Phase II approval.

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2. Reducing the amount of sign area to 20 square feet or receiving a variance for the additional sign area to be finalized as part of Phase II approval.

Plan View
Color Pallet

COLOR SAMPLES

[Image of a building with a sign reading "DOG HOUSE" and color sample cards for "Lincoln Cottage Black" and "Montpelier Red Velvet".]
Lighting Pallet
**Sign Schedule** (excerpt from DWG A101)

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Count</th>
<th>Dimensions &amp; Material</th>
<th>Comments</th>
<th>Total Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olympic Club</td>
<td>South elevation</td>
<td>1</td>
<td>48&quot; X 12&quot; Metal</td>
<td>White background w/ black letters</td>
<td>5 sf</td>
</tr>
<tr>
<td>Dog House</td>
<td>South elevation</td>
<td>1</td>
<td>60&quot; X 18&quot; Metal</td>
<td>White background w/ black letters</td>
<td>7.5 sf</td>
</tr>
<tr>
<td>Dog Portrait</td>
<td>South elevation</td>
<td>1</td>
<td>34&quot; X 30&quot; Existing sign</td>
<td>Hung from existing neon sign</td>
<td>7 sf</td>
</tr>
<tr>
<td>Tavern</td>
<td>South elevation</td>
<td>1</td>
<td>34&quot; X 30&quot; Existing neon</td>
<td></td>
<td>7 sf</td>
</tr>
<tr>
<td>Olympic Club</td>
<td>North elevation</td>
<td>1</td>
<td>60&quot; X 12&quot; Metal</td>
<td>White background w/ black letters</td>
<td>5 sf</td>
</tr>
</tbody>
</table>

**Total Area:** 31.5 sf
STAFF REPORT

DRB-17-007: Sign (111 Anthes Ave)
Chops Barbershop

MEETING DATE: March 21, 2017

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

ATTACHMENTS: Photos of sign and sign location

PROJECT DESCRIPTION
The applicant is proposing to install a new window graphic sign totaling approximately 9 square feet and one non-illuminated non-moving barber pole.

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 signs are consistent with the Purpose and Intent Statements regarding signage stated in the LMC. The sign is visually appropriate for the unique building-scape of the City, expressive of the identity of the business without violating the character of the surroundings in which it will be located, and is legible at a distance and pace at which it can be seen.

2. Size: The total area of the window graphics is 9 SF and the barber pole is 2 SF therefore within the 20 square foot limit for sign area for an individual business. The window graphics will occupy a maximum of 25% of the total area of the window.


PROPOSED FINDINGS AND CONCLUSIONS:
1. The City of Langley received a complete application from Diane Phillips, for one sign window sign and a barber pole at 111 Anthes Ave on February 22, 2017.
2. In accordance with Section 18.34.060 of the Langley Municipal Code, planning staff have reviewed the application for the signage for consistency with Section 18.35 of the Municipal Code and recommends approval.

RECOMMENDATION:
That the DRB recommend approval of DRB-17-007
CHOPS BARBERSHOP

walk-in family barber

360.808.4064

FRESH CUTS, FAST SERVICE
STAFF REPORT

DRB-17-008: Sign (Langley Road)
Fairgrounds

MEETING DATE: March 21, 2017

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

ATTACHMENTS: Photos of sign and sign locations

PROJECT DESCRIPTION

The Port of South Whidbey as the Fairgrounds owner and operator is proposing to replace the existing freestanding sign face (not structure) located on the west side of Langley Road. The new sign is 32 square foot and eight square feet smaller than the existing sign. The sign needs to be replaced to add 'campground' and the directional arrow so visitors know where to go.

The Port of South Whidbey has taken over management of the property and title will transfer at the end of March. The Port will begin long term planning for the facility which will result in the preparation and installation of a more comprehensive sign program.

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 signs are generally consistent with the Purpose and Intent Statements regarding signage stated in the LMC. The sign is visually appropriate for the unique building-scape of the City, expressive of the identity of the business without violating the character of the surroundings in which it will be located, is legible at a distance and pace at which it can be seen, and will reduce confusion for new visitors to the campground.

2. Size: The total area of the replacement sign is 32 square feet. Eight square feet smaller than the existing sign. LMC Chapter 18.35.050 establishes sign area limits and permits signs for public institutional buildings over 5,000 square feet in size a sign area allowance of no greater than 70 square feet. The Port of South Whidbey is a government agency.

3. Materials: Wood sign frame (existing) and the sign face is outdoor grade gloss vinyl over high density outdoor plywood. The colors consist of a white background, barn red lettering and directional arrows, with some dark blue lettering.
PROPOSED FINDINGS AND CONCLUSIONS:

1. The City of Langley received a complete application from Roxy Taylor, Fairgrounds Manager, on March 12, 2017 to replace the existing sign face on the Fairgrounds sign located on Langley Road north of the Fairgrounds Road intersection.

2. In accordance with Section 18.34.060 of the Langley Municipal Code, planning staff have reviewed the application for the signage for consistency with Section 18.35 of the Municipal Code and recommends approval.

RECOMMENDEDATION:
That the DRB recommend approval of DRB-17-008, Fairgrounds Langley Road replacement sign.

Sign Face
Location

(Northbound, into Langley)

819 Camano Ave.

(Sign in photo will be removed.)

Location

(Southbound, out of Langley)

819 Camano Ave.

(Sign in photo will be removed.)