

TOWN OF COUPEVILLE
Coupeville, Washington

ORDINANCE NO. 692

AN ORDINANCE of the Town of Coupeville, relating to amendments to the Historic Preservation Element and Appendix C of the Town’s Comprehensive Plan, CTC Title 15 - Building and Construction Code and CTC Title 16 - Development Regulations; repealing CTC Chapter 15.16, Demolition of Historically Significant Properties; amending CTC 16.04.060 - Definitions; amending CTC 16.06.020 - Assignment of Review Authority, CTC 16.06.040 - Public Notification, CTC 16.06.050 - Review and Approval, and CTC 16.06.060 Appeals; repealing CTC 16.08.070 - Historic Restoration Overlay Zone and amending the adopted Town zoning map to delete the Historic Restoration Overlay zone; repealing CTC 16.12.080 - Community Design Standards; amendment of Section 16.10.020 Nonconforming Uses; amending CTC 16.10.040 - Duplex Dwellings, CTC 16.10.050 - Accessory Dwelling Units, and CTC 16.10.100 - Special Needs Lodging and Care Facilities; amending CTC 16.12.030 - Setback Standards, CTC 16.12.050 - Height Structures; adopting new CTC Chapter 16.13, Ebey’s Landing National Historical Reserve Design Review and Community Design Standards to include the Ebey’s Reserve – Review Area Maps; amending CTC 16.18.040 - Procedure and Requirements – Preliminary Binding Site Plan; amending CTC 16.28.050 - Administration; amending CTC 16.30.370 - Commercial Development; amending CTC 16.44.010 - Authority; and adopting the Findings of Fact and Conclusions of Law of the Town of Coupeville Planning Commission regarding these amendments to the Comprehensive Plan and CTC Title 16.

WHEREAS, the Town of Coupeville adopted a Growth Management Comprehensive Plan in October 1994, which was its first comprehensive plan developed and approved consistent with the Washington State Growth Management Act (RCW Chapter 36.70A); and

WHEREAS, pursuant to RCW 36.70A.130 each local comprehensive land use plan and development regulation is subject to continuing review and evaluation by the Town; and

WHEREAS, Island County and the Town of Coupeville have developed a comprehensive approach to design review in Ebey’s Landing National Historical Reserve to more effectively promote new construction that respect past traditions and that are compatible within the cultural landscape of the Reserve; and

WHEREAS, the comprehensive design review process, when adopted, will be a tool to promote sensitive rehabilitation of historic resources and to promote new construction by establishing and enforcing consistent standards; and

WHEREAS, establishing a comprehensive approach to design review in Ebey’s Reserve more effectively promotes rehabilitation of historic buildings and guides the design of new construction in a manner that respects past traditions and that are compatible within the cultural landscape of the Reserve; and

WHEREAS, a Reserve-wide unified and comprehensive design review process is a tool to promote sensitive rehabilitation of historic resources and to promote new construction by establishing and enforcing consistent standards, and ensures the connectivity of resources and perspective.

WHEREAS, as a related activity, the Town of Coupeville is also amending sections of the existing Town code in support of the proposed comprehensive approach to design review in Ebey’s

Landing National Historical Reserve; and

WHEREAS, on December 1, 2009, the Town Planning Commission issued written Findings of Fact, Conclusions of Law and Recommendation (“Recommendation”) in which the Commission recommended that the Town Council adopt the proposed unified and comprehensive design review process and amend the Historic Element of The Comprehensive Plan to include deletion of Appendix C Historic Buildings and Sites; and

WHEREAS, the Planning Commission noted in their recommendation that Existing Comprehensive Plan Policy – HP5.1 recognized that historic preservation should be done in a positive manner that respected private property rights; and

WHEREAS, in its recommendation, the Planning Commission also referenced the GMA RCW 36.70A.020 planning goal of identifying and preserving historic land, sites and structures; and

WHEREAS, Island County, acting as the Lead Agency for the joint project, issued and distributed a Notice of Determination of Nonsignificance and Adoption of Existing Environmental Documents on May 28, 2009; and

WHEREAS, consistent with RCW 36.70A.106 the Town of Coupeville and Island County jointly submitted the entire proposal to the Department of Commerce on June 15, 2009 for the required 60 day review; and

WHEREAS, the Town Council has met jointly with the Board of Island County Commissioners in workshop sessions and in community meetings to review the recommendations of the Planning Commissions and has determined that changes are necessary and appropriate; and

WHEREAS, since changes to the Planning Commission’s recommendations necessitate a public hearing with due and proper notice as required by law, the Town Council held a public hearing on September 26, 2011, reviewed the recommendations of the Planning Commission, public comments, public testimony, other documents and information in the public record relevant to consideration of the Comprehensive Plan amendments;

NOW THEREFORE, THE COUPEVILLE TOWN COUNCIL DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 15.16 - Demolition of Historically Significant Properties of the Coupeville Town Code is hereby repealed in its entirety.

Section 2. CTC 16.04.060 - Definitions is amended, but just with regard to the definition of public meeting contained therein, to read as follows:

“Public meeting” means an informal opportunity provided prior to a final decision by the planning commission, ~~design review board~~, Ebey’s Reserve Historic Preservation Commission (HPC), or town council to obtain public or agency comments on proposed land use actions or in the case of the HPC on the issuance of a Certificate of Appropriateness. A public meeting does not include an open record hearing, although the proceedings may be recorded and a report or recommendation may be included in the project application file.

Section 3. Section 16.06.020 of CTC Chapter 16.06 is amended to read as follows:

16.06.020 – Assignment of review authority.

It is the purpose of this section to designate the specific responsibilities for land use administration within the Town of Coupeville.

A. Town Planner. The town planner may act administratively for certain prescribed actions.

1. Authority. With the exception of Chapter 16.24, the development standards, the

Coupeville town planner is responsible for the administration of Title 16 of the Coupeville Town Code.

2. Administrative Interpretations. In response to a clearly identified written request, or as needed, the town planner shall interpret the meaning or application of the Coupeville development regulations. This interpretation shall be in writing and a complete record of administrative interpretations shall be maintained by the town clerk-treasurer.

3. Administrative Approvals. The town planner shall act on requests or applications listed under Section 16.06.050(A), (B) and (C).

B. Public Works Director. The public works director may act administratively for certain prescribed actions.

1. Authority. The public works director is responsible for the administration of Chapter 16.24, the development standards, of the Coupeville Town Code.

2. Administrative Interpretations. In response to a clearly identified written request, or as needed, the public works director shall interpret the meaning or application of the Coupeville development regulations. This interpretation shall be in writing and a complete record of administrative interpretations shall be maintained by the town clerk-treasurer.

3. Administrative Approvals. The public works director shall act on requests or applications listed under Section 16.06.050(A) and (C).

C. Town Council. In addition to its legislative responsibilities, the Coupeville town council shall review and act on the following:

1. Recommendations of the planning commission;

~~2. Appeal of planning commission decisions;~~

~~3.~~ 23. Appeal of administrative determinations;

~~34.~~ 34. Appeal of administrative approvals as set forth in Section 16.06.050(A), (B) and (C);

~~45.~~ 45. Appeal of ~~design review board~~ Ebey's Reserve Historic Preservation Commission decisions;

~~56.~~ 56. Appeal of a SEPA determinations.

D. Coupeville Planning Commission. The planning commission shall review and make recommendations on the following applications and requests:

1. Amendments to the comprehensive plan;

2. Amendments to Title 16, the Coupeville development regulations;

3. Applications listed under Section 16.06.050(D)(2) and (4);

4. Amendments to the shoreline master program;

5. Other actions as requested or remanded by the town council.

~~E. Design Review Board. The design review board shall review and act on the following applications and requests:~~

~~1. Applicable actions listed under Section 16.12.080(A)(2) and (A)(3), Applicability and exemptions;~~

~~2. Applications for sign permits;~~

E. Ebey's Reserve Historic Preservation Commission – The Ebey's Reserve Historic

Preservation Commission shall review and act on requests or applications listed under Section 16.13.120.

Section 4. Section 16.06.040 of CTC Chapter 16.06 is amended to read as follows:

16.06.040 - Public notification.

It is the purpose of this section to provide minimum standards for ensuring that neighbors to project proposals and the public in general are notified of impending actions within the Town. Public notification requirements for actions of the Ebey's Reserve Historic Preservation Commission are specified 16.13.120.

A. Notice of Administrative Approval. Actions taken by the town planner or public works director listed under Section 16.06.050(C), Administrative Approval Subject to Public Notice, are subject to the following notification requirements:

1. Notification of Preliminary Approval. The Town shall notify adjacent property owners by mail of the Town's intent to grant approval. The notice shall include the following:
 - a. A description of the proposal, including any conditions attached to the approval;
 - b. A place and contact name where further information may be obtained;
 - c. A statement that final approval will be granted on a certain date unless an appeal requesting a public hearing is received by the town clerk-treasurer within fifteen (15) days of the notification of preliminary approval.

B. Notice of Public Hearing. Applications or appeals which require an open record public hearing shall be subject to the following notification requirements:

1. Content. Public notification shall include a general description of the proposed action, a non-legal description of the property, the time, date and place of the public hearing, and a place and phone number where further information may be obtained.
2. Publication. At least ten (10) days and not more than twenty (20) days before the date of a public hearing, a legal notice shall be published in the official newspaper of the Town, or a newspaper of general circulation in the Town.
3. Mailing. At least ten (10) days and not more than twenty (20) days before the date of a public hearing, a mailing shall be sent to all property owners, as shown on the records of the Island County Assessor, within three hundred (300) feet of the boundaries of the property subject to the public hearing.
4. Posting of Site. Within ten (10) days of the notice of completeness, the Town shall, if physically possible, post the site in a prominent location. When known, the time, date and place of the public hearing shall be added to the posting notice.
5. Additional Posting. At least ten (10) days and not more than twenty (20) days before the public hearing, a notice shall be posted in at least three public places in the Town.
6. Continuations. If, for any reason, a public hearing on a pending action under this title cannot be completed on the date set in the public notice, the public hearing may be continued and no further notice is required, in accordance with RCW 42.30.090.

C. Notice of Appeal Hearings. Appeal hearings shall be subject to the notification requirements listed in subsection B of this section, Notice of Public Hearing, with the following exceptions:

1. For appeals of administrative approval, mailing notices shall be sent to adjacent property owners only;

2. For appeals of ~~planning commission or design review board~~ Ebey's Reserve Historic Preservation Commission decisions on certificates of appropriateness, all parties of record shall be notified.

Section 5. Section 16.06.050 of CTC Chapter 16.06 is amended to read as follows:

Section 16.06.050 - Review and approval.

The purpose of this section is to establish procedures through which a timely decision can be reached on land use applications and requests as required under RCW 36.70B.110. For projects not exempt from review under SEPA, the Town adopts the optional DNS process under WAC 197-11-355.

A. Administrative Approval Without Notice of Application. The town planner or public works director may approve, approve with conditions or deny the following applications without issuing a notice of application, except in cases where the request is associated with an application which does require notice:

1. Boundary line adjustments;
2. Extensions of time for approved actions;
3. Minor amendments to approved permits. "Minor" shall be defined as changes which do not affect overall project character, increase the number of lots, dwelling units or density, or decrease the amount or quality of public improvements or open space;
4. Building and utility actions exempt from SEPA review;
5. Shoreline exemptions;
6. Right-of-way use permits;
7. Clearing and grading permits exempt from SEPA review;
8. Interpretations of Title 16 requirements;
- ~~9. Design review board actions.~~
9. Sign Permits and sign variances;
10. Administrative design review approvals authorized under CTC Chapter 16.13.

B. Administrative Approval With Notice of Application. The town planner or public works director may approve, approve with conditions or deny the following requests, subject to the notice of application procedures listed under Section 16.06.030F., Notice of Application:

1. Building and utility actions subject to review under SEPA.
2. Clearing and grading permits subject to review under SEPA.
3. Preliminary short subdivisions.

C. Administrative Approval Subject to Public Notice. The town planner or public works director may grant preliminary approval to the following applications or requests, subject to the public notification requirements under Section 16.06.040A., Notice of Administrative Approval:

1. Sign variance;
2. Class II home occupations.

D. Planning Commission Review and Recommendation.

1. Staff Report. The town planner shall prepare a staff report on the proposed action which summarizes town staff and environmental review, and which evaluates the action for consistency with the Coupeville Development Regulations, comprehensive plan and other adopted plans and regulations. The report shall contain staff findings, conclusions and a recommendation for action.

2. Open Record Public Hearings. The planning commission shall conduct an open record public hearing on the following actions:

- a. Amendments to the comprehensive plan;
- b. Amendments to Title 16, the Coupeville Development Regulations;
- c. Amendments to the Shoreline Master Program.
- d. Request for parcel-specific zoning change.
- e. Planned unit development overlay districts.
- f. Preliminary long subdivisions.
- g. Shoreline development permits, shoreline conditional use permits, shoreline variances.
- h. Conditional use permits.
- i. Variances.

E. Ebey's Reserve Historic Preservation Commission - The review procedures, standards of review, and authorities of the Ebey's Reserve Historic Preservation Commission are specified in CTC Chapter 16.13.

~~E.F.~~ Town Council Review and Action. Upon receiving a recommendation from the planning commission or notice of any matter requiring the council's attention, the council shall perform the following actions as appropriate:

1. Make a decision on a planning commission recommendation;

2. Hold an open record public hearing and make a decision on the following matters:

- a. Appeal of administrative interpretations,
- b. Appeal of administrative approvals including those of the Ebey's Landing Reserve Committee,
- c. Appeal of determinations of significance,
- d. All legislative actions listed under subsection D.2. of this section,
- e. Other matters not prohibited by state law;

3. Hold a closed record hearing and make a ruling on the following matters:

a. ~~Appeal of a design review board decision.~~ Appeal of Historic Preservation Commission Decision when an open record hearing has already been held by the Commission as part of their decision making process.

~~F.G.~~ Town Council Decisions. The town council shall make its decision by motion, resolution or ordinance as appropriate.

1. A council decision under subsections ~~EE~~. (1. and 2. of this section shall include one of the following actions;

- a. Approve as recommended;
- b. Approve with additional conditions;
- c. Modify, with or without concurrence by the applicant, provided that the modifications do not enlarge the area or scope, increase the density or building size, or significantly increase potential environmental impacts;
- d. Deny (reapplication allowed after one year);
- e. Deny without prejudice (reapplication allowed);

f. Remand for further proceedings.g. If, after considering a preliminary plat or preliminary binding site plan at a public meeting, the council deems a change in the planning commission's or ~~design review board's~~ recommendation approving or disapproving the preliminary plat or binding site plan is necessary, the council shall adopt its own recommendations and approve or disapprove the preliminary plat or binding site plan. Every decision or recommendation made under this section shall be in writing and shall include findings of fact and conclusions to support the decision or recommendation.

2. A council decision under subsection ~~EE~~. 3. of this section shall include one of the following actions:

- a. Grant the appeal in whole or in part;
- b. Deny the appeal in whole or in part;
- c. Remand for further proceedings.

Section 6. Section 16.06.060 of CTC Chapter 16.06 is amended to read as follows:

16.06.060 Appeals.

The intent of this section is to designate the appropriate body to hear appeals of final decisions on Title 16 actions.

A. Appeal of Administrative Interpretations and Approvals. Administrative interpretations and approvals may be appealed to the town council.

B. Appeal of ~~Planning Commission and Design Review Board~~ Ebey's Reserve Historic Preservation Commission Decisions. Decisions by the Ebey's Reserve Historic Preservation Commission on certificates of appropriateness ~~planning commission and design review board~~ may be appealed to the town council.

C. Appeal to the Town Council. Appeals shall be filed with the town clerk-treasurer within fifteen (15) days following the date of the decision on the matter being appealed. The appeal shall contain the following information:

- 1. The decision being appealed;
- 2. The name and address of the appellant and his or her interest(s) in the matter;
- 3. The specific reason(s) why the appellant believes the decision to be incorrect. The appellant shall bear the burden of proving the decision was incorrect;
- 4. The desired outcome or change to the decision;
- 5. The appeal fee.

D. Judicial Appeal.

1. Appeals of final decisions by the town council, for which all other appeals specifically authorized have been timely exhausted, shall be made to the Island County Superior Court within thirty (30) days of the date of the decision or action becomes final, unless another time period set by state law or local ordinance preempts this time frame.

2. The cost of transcribing and preparing all records ordered certified by the court or desired by the appellant shall be borne by the appellant. The appellant shall post with the town clerk-treasurer prior to the preparation of any records an advance fee deposit in the amount specified by the town clerk-treasurer.

Section 7. Section 16.08.070 - Historic Restoration Overlay Zone of CTC Chapter 16.08 hereby is repealed in its entirety.

Section 8. The official zoning map of the Town of Coupeville is amended to delete both the Historic Restoration Overlay Zone boundary and legend reference to the Historic Restoration Overlay Zone, per Attachment 2 attached.

Section 9. Section 16.10.020 of CTC Chapter 16.10 is hereby amended to read as follows:

16.10.020 - Nonconforming uses, buildings, and structures.

This section governs those buildings and land uses which were legally ~~constructed~~ constructed or commenced, but which do not conform to the current regulations of the district in which the building or use is located.

A. Nonconforming Land Uses Permitted--Restrictions. Except as otherwise provided in this chapter, the lawful use of land existing at the time of the adoption of the ordinance codified in this title may be continued, although such use does not conform to the regulations specified by this chapter for the district in which the land is located; provided however, that no such nonconforming use shall be enlarged or increased, nor shall any such nonconforming use be extended to occupy a greater area of land than occupied by the use at the time of the adoption of the ordinance codified in this title; provided further, that if any such nonconforming use of land ceases for any reason for any continuous period of not less than one year, any subsequent use of any such land shall be in conformity to the regulations specified by this chapter for the district in which such land is located.

B. Nonconforming Building Uses Permitted--Restrictions. Except as otherwise provided in this chapter, the lawful use of any building existing at the time of the adoption of the ordinance codified in this title, although such use does not conform to the regulations specified by this chapter for the district in which such building is located, may be continued. Any such use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of the adoption of the ordinance codified in this title; but no such use shall be extended to occupy any land outside such building.

C. Cessation of Nonconforming Building Use. If any nonconforming use of a building ceases for any reason for a continuous period of not less than one year, or if the building in or on which such use is conducted or maintained is moved for any distance, then any future use of such building shall be in conformity to the regulations specified by this chapter for the district in which such building is located.

D. Repair to or Reconstruction of Nonconforming Buildings and Structures.

1. A nonconforming building or structure may be repaired and maintained, so long as any such repair or maintenance does not in any way increase its nonconformity and it remains otherwise lawful.

2. An nonconforming historic building or structure that is destroyed may be restored and/or reconstructed at its former location despite noncompliance with the bulk regulations, including setbacks.

E. Effect.

1. Any use for which a special permit is required or for which a special permit may be granted as provided in this chapter, which use was existing at the time of the adoption of the ordinance codified in this title in any district in which the use is specifically permitted subject to the securing of a special permit, shall without further action be deemed to be a conforming use in the district.

2. All the foregoing provisions shall apply to all uses which do not conform to the provisions of the ordinance codified in this title at the time of its adoption and also to all uses that become nonconforming by reason of any subsequent amendment of this chapter.

3. Except as otherwise provided in this chapter, nothing in this chapter shall be deemed to require any change in the plans, construction, or designated use of any building on which a building permit was issued or authorized by action of the town council, prior to the adoption of the ordinance codified in this title; provided, that the construction of the building was completed within one year of the date of issue of a building permit, or two years from the date authorized by the town council.

Section 10. Section 16.10.040 of CTC Chapter 16.10 is hereby amended to read as follows:

Section 16.10.040 - Duplex dwellings.

This section establishes supplemental standards for the construction of duplex dwellings in the RM-9600 zoning district. These standards do not apply generally to other zoning districts where duplex dwellings are permitted.

A. Intent and Purpose. The intent of this section is to establish standards by which duplex dwellings can be located in the RM-9600 district, while ensuring compatibility with the predominantly single-family dwelling character of this district.

B. Applicability. The supplemental standards contained in this section apply to all building permit applications to construct a duplex dwelling with the RM-9600 zoning district.

C. Supplemental Standards. In addition to all other applicable standards for construction of duplex dwellings in the RM-9600 zoning district, the following supplemental standards shall also apply:

1. Lot Size. The minimum lot size shall be fifteen thousand (15,000) square feet of usable area.

2. Distribution. No duplex dwelling shall be constructed within five hundred (500) feet of an existing duplex dwelling.

3. ~~Design Review.~~ The ~~design review board~~ Town Planner shall review all applications to construct a duplex dwelling in the RM-9600 zoning district. In addition to the applicable standards contained in ~~Section Chapter 16.13 CTC~~, the following supplemental standards to connote the appearance of a single-family residence shall apply:

a. Duplex units constructed with a common wall shall not be mirror images or exact duplicates. Integrated variations in roof design, window placement, siding pattern or lot orientation may be employed to disguise the two-dwelling unit appearance.

b. No more than one entry door may be visible from any street right-of-way.

Section 11. Section 16.10.050 of CTC Chapter 16.10.050 is hereby amended to read as follows:

Section 16.10.050 - Accessory dwelling units.

This section establishes supplemental standards for acquiring a certificate for installing an accessory dwelling unit in those districts where this use is permitted as an accessory use. The addition of an accessory dwelling unit on lots containing a single-- family dwelling (not a duplex) as a principal use (hereinafter “the principal unit”) shall be permitted in the RM-9600, LDR and RR zoning districts, subject to the specific development, design and occupancy standards listed in this section.

A. Intent and Purpose. The intent of this section is to implement appropriate development standards for accessory dwelling units as advocated by the Coupeville comprehensive plan. The purposes behind allowing accessory dwelling units are as follows:

1. Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal unit, rental income, companionship, security and services.

2. Increase the potential for affordable dwelling units to be constructed in Coupeville, thus making these units available to low- to moderate-income people who might otherwise have difficulty finding affordable housing.

3. Provide for the development of dwelling units in single--family residential neighborhoods that are appropriate for people at a variety of stages of life.

4. Protect neighborhood stability, property values and the single--family residential character of the neighborhood by ensuring that each permitted accessory dwelling unit is installed in accordance with these supplemental standards.

B. Supplemental Standards. Except where noted, the following standards shall govern installation and use of accessory dwelling units.

1. Only one accessory dwelling unit is permitted per single--family residential use, either as a new accessory use to an existing principal unit or in conjunction with new construction of a principal unit.

2. Code Compliance. The accessory dwelling unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health and other applicable codes, including the Coupeville development regulations.

3. Sewer Service. Connection to the Town sanitary sewer main shall be a combined connection. Connection of an accessory dwelling unit to an existing or new on-site drainfield must be reviewed and approved by the Island County health department. Fees and restrictions shall be as established in Chapter 13.12.

4. Water Service. The combined principal unit and accessory dwelling unit shall be as established in Chapter 13.08.

5. Site Geography. In the RR and LDR zoning district, and on lots greater than fifteen thousand (15,000) square feet in the RM-9600 zoning district, the accessory dwelling unit may be attached to or detached from the principal unit. On lots of less than fifteen thousand (15,000) square feet in the RM-9600 zoning district, the accessory dwelling unit must be attached to the principal unit or to an accessory detached garage. In all zoning districts, detached accessory dwelling units shall be at least ten (10) feet further away from the street lot line(s) than the principal dwelling unit.

6. Size. In no case shall the accessory dwelling unit exceed forty (40) percent of the gross floor area (including attached garages and carports) of the principal unit, nor have more than eight hundred (800) square feet in gross floor area, nor have less than three hundred (300) square feet of gross floor area, nor have more than two bedrooms.

7. Ownership and Occupancy. The property owner, which shall include title holders and contract purchasers, shall occupy either the principal unit or the accessory dwelling unit as their permanent residence for at least seven months out of any calendar year, and at no time receive rent for the owner-occupied unit. Before approval is granted for the accessory dwelling unit, the property owner shall sign and record a covenant to this effect. This covenant shall run with the land.

8. Appearance. The accessory dwelling unit shall be designed such that, to the highest degree feasible, the appearances of the building and site remain those of a single-family residence. The primary entrance to an attached accessory dwelling unit shall be located on a different side than that of the entrance to the principal unit. Applications for accessory dwelling units ~~outside the historic restoration overlay~~ are subject to ~~administrative design~~ review under ~~Section CTC Chapter 16.13 16.12.080, the Community Design Standards and the adopted The Ebey's Landing National Historical Reserve Design Guidelines.~~

9. Parking. One additional off-street parking space is required for each bedroom in an accessory dwelling unit, over and above the two required for the principal unit.

10. Address. The street address of the accessory dwelling unit shall be the same as the principal unit, followed by the letter "A" (e.g., 605A NE Gould Street).

C. Grandfathering.

1. Owners of accessory dwelling units created illegally prior to adoption of this section who want to continue this use, must apply within one year of the effective date for review and possible approval as a legal accessory dwelling use. The property owner shall apply for approval providing such information as necessary for the Town to determine whether the unit meets the supplemental standards contained herein. The town planner is authorized to require modifications to these units in order to comply with these standards. Failure to apply for retroactive approval of an existing accessory dwelling unit within the allowed one-year grace period shall be unlawful, and subject to enforcement under Section 16.06.080.

D. Application Procedure. Application for a building permit for an accessory dwelling unit shall be made in accordance with established procedures, subject to an accessory dwelling unit application fee as set by the town council. In addition, the property owner shall also submit, on a form provided by the Town, a signed and notarized affidavit signifying a deed restriction that the property contains an accessory dwelling unit and that the property owner will reside in the principal unit or the accessory dwelling unit for the required minimum number of months per year. This affidavit shall be recorded with the Island County auditor prior to issuance of the building permit.

E. Vacating the Use. A property owner with an approved accessory dwelling unit may apply to vacate this use by filing a request with the Town.

1. The request to vacate the use will be reviewed and a course of action prescribed that will eliminate the accessory dwelling unit. Possible actions could include removal of the kitchen and/or bathroom facilities or disconnection of the water and sewer connections.

2. No refund will be given for any fees paid in association with creating the accessory dwelling unit.

3. Upon completion of these actions, the Town will authorize the filing and recording of a certificate vacating the accessory dwelling unit use.

Section 12. Section 16.10.100 of CTC Chapter 16.10 is hereby amended to read as follows:

Section 16.10.100 - Special needs lodging and care facilities.

This section provides supplemental standards for special needs lodging and/or care and to reflect the intent of the Coupeville comprehensive plan. The plan encourages a variety of housing densities and types, promotes nondiscriminatory regulations for group homes and supports private sector efforts to provide housing for elderly and disabled citizens. In addition to meeting the specific requirements of the applicable zoning district, these uses shall meet the following supplemental standards.

A. All Special Needs Lodging and Care Facilities. The following standard shall apply to all special needs lodging and care facilities discussed in this section:

1. All special needs facilities shall be in conformance with applicable federal, state and local licensing requirements, including the locally adopted edition of the International ~~Uniform~~-Building Code and ~~Uniform~~ Fire Code.

2. Each facility shall have an approved Town of Coupeville certificate of occupancy.

3. The design of each facility is subject to the standards and procedures specified in Chapter 16.13 CTC and the adopted The Ebey's Landing National Historical Reserve Design Guidelines.

B. Adult Family Homes. This section provides supplemental standards for locating adult family homes in residential zoning districts.

1. No more than six adults who are not related by blood or marriage to the person or persons providing care may be resident at any time.

~~2. Construction of a new adult family home is subject to review and approval by the design review board.~~

C. Group Care Facilities. This section provides supplemental standards for foster family homes, group homes and halfway houses licensed by the State Department of Social and Health Services and operated on a twenty-four (24) hour basis.

1. Classes of Group Care Facilities. This section establishes two classes of group care facilities.

a. Class I. Class I group care facilities are accessory uses within all residential zoning districts and are limited to two residents for each group care facility.

b. Class II. Class II group care facilities are conditional accessory uses in the RR, LDR and RM-9600 zoning districts, and are accessory uses in the HDR zoning district. No Class II group care facility may be located within one thousand (1,000) feet of another Class II group care facility located in a residential zoning district and shall not house more than five residents in care.

D. Continuing Care Retirement Facilities. This section provides supplemental standards regulating the development of residential living areas for senior citizens. These facilities

provide a range of continuing care services, including independent living (single-family and multifamily), congregate care, assisted care and extended care.

1. Permitted Principal Facilities. Continuing care retirement facilities may include any of the following, or a combination thereof:

- a. Independent single-family dwellings;
- b. Independent duplex dwellings;
- c. Independent multifamily dwellings;
- d. Congregate care facilities;
- e. Assisted care facilities;
- f. Extended care facilities.

2. Permitted Accessory Facilities. The following uses are permitted accessory uses to the principal uses listed under subsection (D)(1) of this section:

- a. Maintenance buildings and structures;
- b. Garages, carports and off-street parking areas;
- c. Private noncommercial greenhouses;
- d. Common meeting and activity buildings;
- e. Small-scale support businesses contained within the grounds (such as personal care, gift shop, florist, etc.);
- f. Other uses customarily accessory to such facilities.

3. Maximum Densities. The following maximum densities are established for each type of principal use:

- a. Independent single-family dwellings -- one dwelling unit per nine thousand six hundred (9,600) square feet of useable area.
- b. Independent duplex dwellings -- two dwelling units per fifteen thousand (15,000) square feet of usable space.
- c. Independent multifamily dwellings -- one dwelling unit for each four thousand (4,000) square feet of gross lot area.
- d. Congregate care facilities -- one dwelling unit for each two thousand five hundred (2,500) feet of gross lot area.
- e. Assisted care and extended care facilities -- one room for each two thousand (2,000) square feet of gross lot area.

Section 13. The Title of Chapter 16.12 and Section 16.12.030 of CTC Chapter 16.12 are hereby amended to read as follows:

Title Amendment – Chapter 16.12 – DEVELOPMENT ~~AND DESIGN~~ STANDARDS

16.12.030 - Setback standards.

This section establishes minimum setbacks from lot lines and streets.

A. Minimum Setbacks. Unless reduced for any of the reasons noted in subsections C and D of this section, minimum setbacks shall be maintained as provided by district in the

following table:

Zoning District	Street Setback	Rear Setback	Side Setback
Residential reserve (RR)	25 feet	30 feet	25 feet
Low density residential (LDR)	25 feet	30 feet	15 feet
Medium density residential (RM-9600)	25 feet	20 feet	6 feet
High density residential (RH)	20 feet	15 feet	10 feet
Historic/limited commercial (HLC)			
West of Main Street	None	10 feet	3 feet
East of Main Street	10 feet	15 feet	10 feet
North of Front Street	None	None	None
Town Commercial (TC)			
North of Coveland between Main and Alexander	None	10 feet	None
All other areas	10 feet	6 feet	10 feet
General commercial (GC)	20 feet	10 feet	10 feet
Public/quasi-public			
North of Coveland between Main and Alexander	None	10 feet	None
All other areas	10 feet	6 feet	10 feet

B. Calculating Required Setbacks.

1. In the case of double frontage lots, street setbacks shall be provided on all frontages.
2. In the case of corner lots, a second street setback of half the depth required generally for street setbacks in the district shall be provided on the other frontage.
3. In the case of corner lots with more than two frontages, the town planner shall determine the street setback requirements, subject to the following limitations:
 - a. At least one street setback shall be provided having the full depth required generally in the district.
 - b. No other street setback on such lot shall have less than half the full depth required generally.
4. Depth of required street setbacks shall be measured at right angles to a straight line joining the foremost points of the side lot lines. The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the

side and front lot lines would have met without such rounding.

5. Width of a required side setback shall be measured in such a manner that the setback established is a strip of the minimum width required by district regulations, with its inner edge parallel to the side lot lines.

6. No building shall encroach within five feet of a dedicated access or utility easement.

C. Rear and Side Setback Reduction in Certain Circumstances. Upon written approval of the town planner, the rear or side minimum setbacks, as noted in subsection A of this section, may be reduced up to fifty (50) percent. The presence of one or more of the following circumstances may justify the granting of a setback reduction:

1. Unusual topography, where strict adherence to the minimum required setback may require extensive grading and filling or threaten unstable slopes;

2. Irregular lot shape;

3. Retention of natural vegetation, where granting relief from the minimum required setback would preserve desirable landscape features;

4. View consideration, for any property owner other than the one for whom the setback reduction is requested.

5. When the reduction is necessary to comply with The Ebey's Landing National Historical Reserve Design Guidelines and for alterations, rehabilitations, and reconstruction of historic buildings or structures or to facilitate and promote implementation of the Guidelines for new construction.

D. Street Setback Reduction. Upon written approval of the town planner, the minimum street setback may be reduced if, by granting the reduction, the street setback will be consistent with the historical street setbacks of adjacent development or when the reduction is necessary to comply with The Ebey's Landing National Historical Reserve Design Guidelines for alterations, rehabilitations, and reconstruction of historic buildings or structures. In no case shall the street setback be reduced to allow encroachment into the sight distance triangle.

E. Projections into Required Setbacks. The following structures may project into required front, side or rear yards:

1. Paved terraces may project into required front, side or rear setbacks provided that no structures placed there shall violate other requirements of this title.

2. Unroofed landings, decks and stairs may project into required front and rear setbacks only, provided that no portion other than a light handrail shall extend higher than forty-two (42) inches above the finished grade level.

3. Window sills, belt courses, cornices, eaves and similar incidental architectural features may project not more than two feet into any required setback.

4. Open fire escapes may project not more than four feet six inches into any required setback.

F. Fences. Fences may be constructed at the lot line; provided, however, that front yard fences over three and one-half feet high in any residential zoning district shall meet the front yard setback required in the ~~use~~ district in which the lot is located.

Section 14. Section 16.12.050 of CTC Chapter 16.12 is hereby amended to read as follows:

16.12.050 - Height structures.

This section establishes maximum allowable heights by zoning district, and provides for exemptions for customary appurtenances.

A. Maximum Height by Zoning District. The table below establishes a maximum allowable height for all zoning districts in the Town of Coupeville.

Zoning District	Maximum Height (feet)
Residential reserve (RR)	28
Low density residential (LDR)	28
Medium density residential (RM-9600)	28
High density residential (RH)	28
Historic/limited commercial (HLC)	28 except that the height of new structures lying north of Front Street and lying between Alexander and North Main Streets shall not exceed 35 feet or 28 feet above street grade, whichever is less. The 35 feet is measured from vertical datum which in this case is the average height between the street level and the toe of the bluff at the water's edge.
Town commercial (TC)	28
General commercial (GC)	28
Public/quasi-public (P)	28

B. Exemptions. The height limitations contained in this title do not apply to spires, belfries, cupolas, chimneys, antennas, water tanks, ventilators, elevator housing, or other structures placed above the roof level, or when the a height in excess of 28 feet is necessary to comply with The Ebey's Landing National Historical Reserve Design Guidelines for alterations of historic buildings and structures, provided, however, that no structure or portion of any structure hereafter erected shall interfere with Federal Aviation Administration Regulations on airport approaches.

C. Measuring Height. Height shall be measured from the vertical datum as defined in the "Definitions" section of this title.

Section 15. Section 16.12.080 – Community Design Standards of CTC Chapter 16.12.080 is hereby repealed in its entirety.

Section 16. New Chapter 16.13 Ebey's Landing National Historical Reserve Design Review and Community Design Standards to the Coupeville Town Code is hereby adopted as set forth in attached

and incorporated Attachment 1.

Section 17. The Ebey’s Reserve Review Area map, as related to the Town of Coupeville, as referenced in CTC Chapter 16.13, Ebey’s Landing National Historical Reserve Design Review, is hereby adopted as provided in attached and incorporated Appendix 1 to CTC Chapter 16.13.

Section 18. The lists of Historic Resources within the Town of Coupeville, as related to the Town of Coupeville, as referenced in CTC Chapter 16.13, Ebey’s Landing National Historical Reserve Design Review, are hereby adopted as set forth in attached and incorporated Appendix 2 to CTC Chapter 16.13.

Section 19. Section 16.18.040 of CTC Chapter 16.18 is hereby amended to read as follows:

16.18.040 - Procedure and requirements--Preliminary binding site plan.

A. A preliminary binding site plan shall be filed with the planning department and contain:

1. All information required for a preliminary long plat application;
2. Payment of fees;
3. The location of all existing/proposed structures;
4. If all structures/improvements will not be built at one time a phasing plan, which includes a completion schedule;
5. A detailed landscape plan indicating the location of existing vegetation to be retained, location of vegetation and landscaping structures to be installed, the type of vegetation by common horticultural name, the installed and mature height of all vegetation;
6. Schematic plans and elevations of all proposed buildings with samples of all exterior finish material and colors, the type and location of all exterior lighting, signs and accessory structures. The schematic plans shall relate to specific unit numbers and locations and shall represent the exterior design intent of the unit; and
7. All areas not within the building envelope are subject to joint use and are burdened by a joint obligation to maintain any and all access ways. The Town shall have no obligation to maintain such access ways.

B. The preliminary binding site plan for a condominium or cottage housing development shall be initially considered by the planning commission ~~design review board~~ in a public hearing. The review of the preliminary application is subject to the notice requirements of CTC 16.06.040(B). Following the hearing by the planning commission ~~design review board~~ the application shall be presented to the town council consistent with the requirements of CTC 16.06.050(E)(2).

C. Criteria for Review. The preliminary binding site plan shall be reviewed for consistency with the town comprehensive plan and with the applicable development regulations in this code. The Town shall have an easement for access along and over access ways and parking areas to allow police, building, fire and utility department personnel to inspect and observe such property, buildings and activities on the property as well as for providing emergency and law enforcement services and easements for utilities over and under such access ways. The preliminary binding site plan is subject to the Town’s concurrency and park impact fee requirements.

Section 20. Section 16.28.050 of CTC Chapter 16.28 is hereby amended to read as follows:

16.28.050 - Administration.

A. Review Authority.

1. The ~~design review board~~ town planner is responsible for review and approval of the following:

a. Primary signs.

2. ~~The town planner is responsible for review and approval of the following:~~

~~a~~b. Secondary signs;

~~b~~c. Temporary signs;

~~e~~d. Event-oriented signs;

~~d~~e. Variances as described in Section 16.28.060 of this chapter.

B. Enforcement Authority. The town ~~building official~~ planner or designee is responsible for enforcement of this chapter.

C. Application Procedure. Permits are required for all signs except those exempted in Section 16.28.020B of this chapter. No new permit is required for signs which have permits and which also conform to the requirements of these regulations unless and until the sign is altered or relocated. Signs which have permits, but which do not conform with the requirements of these regulations, are nonconforming signs and are governed by Section 16.28.020D.

1. Permit Fees. A sign permit fee shall be paid at the time a permit application is received in accordance with the schedule set out in the current fee schedule.

2. Permit Expiration. A sign permit shall become null and void if the work for which the permit was issued has not been completed within one year of its issuance.

3. Temporary Permit. Temporary permits are required for all temporary signs as set out in Section 16.28.020(A)(3) of this chapter. Administrative review and approval of a temporary permit shall be accomplished within twenty-one (21) days of the date of application. No fee shall be charged for a temporary permit.

D. Violations. It is unlawful for any person to erect, construct, enlarge or move any sign in the Town or cause the same to be done, without first obtaining a permit for each such sign, as required by these regulations.

E. Enforcement. The town planner ~~building official~~ shall enforce this ordinance in accordance with pertinent sections of these regulations. The following procedure shall be used in enforcing the provisions of this chapter:

1. Notification.

a. Signs In Town Right-of-Way or Constituting a Public Safety Hazard. Signs, other than public signs, erected in Town right-of-way may be removed by the town planner ~~building official~~ or designee without notice.

b. Other Violations. Notification of violations of this chapter shall be made by certified mail to the owner of a sign, or of the building, structure or premises on which such sign is located. The owner must remove or bring into compliance such sign within ten (10) days of notice, or the sign will be removed and a fine assessed.

2. Failure to Correct, or Obtain Permit.

a. Removal. Unauthorized, illegal, or abandoned signs, not removed by the owner within ten (10) days after notification by certified mail, may be removed by the Town planner ~~building official~~ or designee. Such signs or devices shall be stored at the town

garage for a period not to exceed thirty (30) days. The owner may redeem such sign or device by payment to the town clerk-treasurer of one hundred dollars (\$100.00). After the thirty (30) day storage period, the sign shall be destroyed or otherwise disposed of.

b. Penalty. Any person violating a provision of this chapter shall be fined if compliance is not accomplished within ten (10) days after notification of the violation as set forth in subsection (E)(1)(b) of this section. The fine shall be fifty dollars (\$50.00) plus the costs incurred by the Town in the destruction or other disposition of a sign in violation of this chapter.

F. Appeals. Those applicants or owners of signs affected by these regulations who are aggrieved by the decision of the town planner, ~~building official or the design review board~~ shall have the right to appeal. Appeals must be filed in accordance with Section 16.08.060 of this title.

Section 21. Subsection 16.30.370(A) of CTC Chapter 16.30 is hereby amended to read as follows:

16.30.370 - Commercial development.

A. Introduction.

1. Commercial development means those uses and facilities that are involved in wholesale or retail trade or business activities and includes professional services. Examples include, but are not limited to, transient accommodations, restaurants, shops, and offices. This is a broad category that mostly applies to the historic urban shoreline designation where most of the detailed development regulations are addressed by the underlying zoning. ~~Proposals lying within the historic limited commercial and historic restoration overlay zoning districts~~ must comply with the Town's ~~community~~ design standards.

2. Because of the national historic significance of the Town's waterfront, industrial uses are not allowed under the Town's comprehensive plan and this master program.

3. Commercial development frequently requires extensive space for normal operation and parking. The principal impacts on shorelines from commercial development are aesthetic effects, erosion and introduction of pollutants (e.g., sedimentation, wastes). Pollutants are generated from surface runoff, oil and fuel spills and from poorly contained organic wastes. Intensive commercial use also affects traffic volumes and circulation patterns.

4. In many cases, commercial development will include associated uses which are identified as separate use categories in this master program. Associated signs, utilities, landfills, transportation facilities and ports and water-dependent industry are subject to policies and regulations established for those uses in addition to the provisions of this section.

Section 22. Section 16.44.010 of CTC Chapter 16.44 is hereby amended to read as follows:

16.44.010 - Authority.

A. The town council shall establish a schedule of fees and charges to partially cover expenses involved with processing and review of permit applications, appeals and other matters pertaining to this title. The current "Fee Schedule for Title 16 Actions" shall be posted in Town Hall and may be altered or amended only by the town council.

B. Decisions and actions to approve any permit or certificate pertaining to this title are contingent on payment of necessary fees and charges. No permit, certificate, or decision pertaining to this title shall be effective until applicable charges and fees listed in the current "Fee Schedule for Title 16 Actions" have been paid in full.

C. No application shall be considered complete until all necessary application fees are paid. No application shall be scheduled for design review ~~board~~, planning commission or town council consideration until all applicable application fees are paid.

Section 23. The existing Historic Preservation Element of the Town of Coupeville Comprehensive Plan is hereby amended in accordance with attached and incorporated Attachment 4.

Section 24. Appendix C of the Town of Coupeville Comprehensive Plan, Historic Structures and Sites, is hereby deleted.

Section 25. Appendix D of the Town of Coupeville Comprehensive Plan, Traffic Forecast Analysis, is hereby relabeled as Appendix C to the Comprehensive Plan.

Section 26. The Town of Coupeville Planning Commission Findings of Fact and Conclusions of Law set forth in attached and incorporated Attachment 3 are hereby adopted.

Section 27. Amendment of Prior Ordinances. Town of Coupeville Ordinance Nos. 677 (2009), 671 (2008), 648 (2005), 615 (2001), 614 (2001), 604 (2000), 586 (1999), and 566 (1998) are hereby amended as necessary by this Ordinance to reflect the amendments contained in this Ordinance.

Section 28. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 29. Effective Date. Section 20, amending CTC 16.28.050 is effective upon publication.. The remainder of this ordinance will be in full force and effect on January 1, 2012.

PASSED by the Town Council and **APPROVED** by the Mayor on this 3rd day of October, 2011.

ATTEST

MAYOR

Judy A. Thomas, Clerk-Treasurer

Nancy Conard, Mayor

APPROVED AS TO FORM:

Grant K. Weed, Town Attorney

Published: _____

ATTACHMENT 1 – NEW CHAPTER 16.13- Ordinance NO 692

**CTC Chapter 16.13 – EBEBY’S LANDING NATIONAL HISTORICAL RESERVE
DESIGN REVIEW AND COMMUNITY DESIGN STANDARDS**

16.13.010 - Purpose

The Board of County Commissioners as authorized by RCW Chapter 36.70, after having been petitioned and holding public hearings, created a “Historic Preservation District” for Island County to protect the Ebey’s Landing National Historical Reserve (NHR) on October 16, 1972 and to enhance the collaborative efforts of the Town of Coupeville, the County, and the Trust Board.

“Ebey’s Landing National Historical Reserve was established in 1978 in order to preserve and protect a rural community which provides an unbroken historical record from nineteenth century exploration and settlement in Puget Sound to the present time” (Public Law 95-625 and 16 USC Sec. 461). Ebey’s Landing NHR is a unit of the National Park System, managed by a Trust Board representing the four governmental partners; Island County, Town of Coupeville, Washington State Parks and Recreation, and the National Park Service.

The overall intent and purpose of the Ebey’s Reserve design review and community design standards is to recognize that land use and specific design regulations aimed at the orderliness of community growth, the protections and enhancement of property values, and other environmental and aesthetic objectives provide for the health, safety, and general welfare of the citizens, and as such, are the proper and necessary concerns of local government.

The specific purpose of this chapter is to provide for the protection of historic and prehistoric resources within the incorporated and unincorporated area of the Ebey’s Landing National Historical Reserve (Reserve) and to encourage the protection, preservation, restoration, and rehabilitation of historic and cultural resources within the Reserve for future generations. It is also the intent that new or remodeled structures within the Reserve be designed and constructed to harmonize and be compatible with historic structures and historic settings in order to preserve property values, enhance tourism as an economic base, and to promote the awareness of the Reserve’s heritage among residents and visitors alike. In keeping with this purpose, the guiding functions of this chapter are:

- A. To protect, enhance, and preserve historic resources, contributing structures, buildings, and landscape features which represent elements of the Reserve’s cultural, agricultural, historic, social, economic, scenic, natural, and architectural history.
- B. To maintain the Reserve’s viability and property values through managed preservation of historic and scenic landscapes and associated historic structures.
- C. To strengthen the area’s economy by protecting and enhancing the Reserve’s attraction to visitors and supporting agriculture use within the Reserve.
- D. To maintain the economic viability of farms within the Reserve by working with the agricultural community to preserve significant cultural resources and contributing structures, while allowing new economically viable and compatible construction.
- E. To assist the public in making development decisions which are compatible with the Reserve’s character and long term preservation.
- F. To promote and facilitate the early identification and resolution of conflicts between preservation of historic or cultural resources and alternative land uses.
- G. To educate and provide outreach and awareness to the property owners of the Reserve.
- H. To work with the Trust Board to aid in preserving and maintaining scenic easements as established under the National Park Service (NPS).

- I. To assist, encourage, and provide incentives to property owners for preservation, restoration, and use of significant buildings, objects, sites, and structures.
- J. To make determinations concerning the eligibility of individual properties for special tax valuation.
- K. To work in collaborative effort with the Ebey's Historical Reserve and the Town of Coupeville to have a unified long range vision, consistent design requirements, and a unified code within the County and Town.
- L. To review properties and structures for possible listing or designation for inclusion as “contributing” in the Building and Landscape Inventory for the Reserve; properties that are proposed to be added to the National Register of Historic Places; or designation as protected cultural resources.
- M. With regard to agriculture, the purpose and intent is to preserve the rural and scenic nature and character of the landscape without adversely affecting the use of the land for farming practices consistent with farm practices, customs, and characteristics local to the area and the Pacific Northwest.

16.13.020 – Applicability.

This chapter applies to the geographic area of the Reserve within the Town of Coupeville and to all buildings, sites, structures, landscapes, and objects which add to the historic architectural qualities, historic associations, or archeological values of the Reserve which were designated as contributing in the Building and Landscape Inventory, prepared for the Ebey’s Landing National Historical Reserve; those that are subsequently listed on the National Register of Historic Places; and those properties containing protected cultural resources.

This chapter is designed as a companion to Island County Code Chapter 17.04.A, which applies to the geographic area of the Reserve within the unincorporated area of the Reserve. This chapter contains references to requirements within the unincorporated Island County that are unique to the County and differ from the requirements within the Town of Coupeville. These references are included for information purposes and intended to preserve the structure of a unified code for actions within Ebey’s Landing NHR.

Nothing in this chapter shall be construed to prevent the ordinary maintenance or repair of any exterior feature of any property covered by this chapter, so long as such maintenance or repair does not involve a change in exterior design, material, or appearance, or a technique that is contrary to the Secretary of the Interior’s Standards for Rehabilitation.

The list of contributing structures in the Building and Landscape Inventory, copies of other Town codes referenced in this chapter, and the design standards and guidelines for Ebey’s Reserve are available to the public at the Island County Permit Center, the offices of the Town of Coupeville and the Trust Board, and can be accessed on the Town, Trust Board, or County websites.

Nothing in this chapter changes any of the requirements or land use entitlements set forth in the Town development regulations contained in CTC Title 16. Nothing in this chapter changes any of the requirements set forth in the Town building and construction codes adopted under CTC Title 15.

16.13.030 - Design guidelines adopted.

The Town adopts by reference the Secretary of the Interior’s Standards for Rehabilitation and the Ebey’s Landing National Historical Reserve Design Guidelines dated August 5, 2011, attached hereto as Appendix 3, and any subsequent approved amendments thereto. The Secretary of the Interior’s Standards and Guidelines are available to the public at the Island County Planning and Community Development Department, the Town of Coupeville, and the Ebey’s Landing Trust Board office. The Guidelines are also available on the websites of the Town, County, and Trust Board. The Guidelines

contain standards and technical guidance for complying with this chapter.

16.13.040 - Permit coordination.

Development activities within the geographic boundaries of Ebey's Landing National Historical Reserve require review and issuance of a certificate of appropriateness, as set forth in this chapter. Development activities within the Town are also required to comply with all other applicable permitting requirements established in Coupeville Town Code and State law. Permit requirements in Ebey's Reserve include, but are not limited to land use permits, building permits, clearing and grading permits, work within public rights-of-way, on-site sewage disposal systems, well permits, road access permits, etc.

Any conditions or approval attached to a certificate of appropriateness will become conditions of approval for the underlying or companion land use or building permits, as established in Section 16.13.080.B.3.

In order to ensure coordination of these permitting requirements, the requirements to obtain a certificate of appropriateness must be completed prior to issuance of any underlying or companion land use, health, public works, or building permits.

Site investigative work necessary for land use application submittals, such as surveys, soil borings and test pits, soil logs, and other related activities may be completed prior to issuance of a COA, provided the land-disturbing activity is no greater than is necessary to accomplish the work.

16.13.050 - Definitions

All definitions set forth in CTC Titles 12, 13, 15, and 16 are incorporated by this reference into this chapter, unless modified below. Where terms are not defined in this chapter, such terms shall have their ordinary accepted meanings within the context with which they are used.

Accessory use or building: A use, structure or building customarily considered to be incidental to or secondary to a permitted use or an approved conditional use on the property, or on adjacent property(ies) under the same ownership. Examples of accessory buildings or structures include, but are not limited to, sheds, shops, garages, greenhouses, accessory dwelling units, etc.

Actual cost of rehabilitation: The costs incurred within twenty-four months prior to the date of application and directly resulting from one or more of the following:

- Improvements to an existing building located on or within the perimeters of the original structure;
- Improvements outside of but directly attached to the original structure, which are necessary to make the building fully useable, but shall not include rentable or habitable floor-space attributable to new construction;
- Architectural and engineering services attributable to the design of the improvements;
or
- All costs defined as qualified rehabilitation expenditures for purposes of the federal historic preservation investment tax credit.

Agricultural activities: Agricultural uses and practices currently existing or legally allowed including, but not limited to: producing, breeding, or increasing or expanding agricultural products; rotating and changing agricultural crops; allowing land used for agricultural activities to lie fallow in which it is plowed and tilled but left unseeded; allowing land used for agricultural activities to lie dormant as a result of adverse agricultural market conditions; allowing land used for agricultural activities to lie dormant because the land is enrolled in a local, state, or federal conservation program, and/or the land is subject to a conservation easement; conducting agricultural operations; maintaining, repairing, and

replacing agricultural equipment and facilities; maintaining agricultural lands under production or cultivation; preparation, processing, and storage of the products raised on such land for human use and animal use and disposal by marketing or otherwise; post and wire fencing; temporary seasonal structures; weed control activities; establishment of windbreaks; alteration or removal of hedgerows and old orchard trees; and tree removal associated with agriculture when such tree removal does not require a forest practices permit.

Agricultural structure: A structure designed and constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural products. This structure may not be a place of human habitation or a place of employment where agricultural products are processed, treated, or packaged, except as allowed under the definition of agricultural activities. An agricultural structure may not be a place used by the public.

Agricultural processing plant: A structure or facility where agricultural products are prepared or processed for commercial disposal by marketing or otherwise and the agricultural products involved are not grown on the site or the extent of processing involved can be otherwise classified as an agricultural activity

Alteration: Minor modification of structures, buildings, or landscaping without significantly changing the original configuration.

Archaeologist, qualified: A person on the list of qualified archaeologists maintained by the Washington State Department of Archaeology and Historic Preservation, who have been determined to meet the professional standards for cultural resource management of the National Park Service as published in 36 CFR Part 61.

Board: Shall refer to the Island County Board of Commissioners except where reference is made to the “Local Review Board” for purposes of the special valuation tax incentive program.

Building permit: An official document issued by the Town that authorizes performance of construction related activities in accordance with CTC Title 15.

Certificate of appropriateness (COA): A document issued by the Town Planner or the HPC certifying that all new construction or proposed changes to a historic resource, contributing structure, or other property within the geographic boundaries of the Reserve have been reviewed, complies with the standards established by the Guidelines, and that the proposed changes do not adversely affect the historic characteristics of the Reserve or properties that contribute to the Reserve’s designation as a National Historic Reserve. Development activities that are not required to obtain a COA are defined as exempt activities.

Clustering: Grouping of buildings on a site to perpetuate open space and scenic vistas.

Contributing or contributing building or structure: Historic buildings and structures and other features, determined to be significant in the Building and Landscape Inventory (1995) prepared for the Reserve or the most recent or updated list that is available from the Town, County, or Trust Board. The Building and Landscape Inventory may be updated by the Town and County on an annual basis, following review by the Trust Board. Also referred to as historic resource.

Cost: The actual cost of rehabilitation, which cost shall be at least twenty-five percent (25%) of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

Council: The Council of the Town of Coupeville.

Cultural resource: Historic or prehistoric archaeological sites and standing structures, cemeteries, burial grounds, funerary objects, and distributions of cultural remains and artifacts.

Demolition: The destruction or removal of a historic resource, in whole or in part. Demolition

pertains to the demolition or partial demolition of significant features of a resource that are important to defining its historic character. Demolition does not include the removal of past additions for the purpose of restoration of a structure to its historic appearance, form, or function provided demolition is reviewed and approved through the COA process.

Design review: The process of applying the adopted Design Guidelines to proposed projects that may potentially affect cultural or historic resources within the Reserve.

Deteriorated: The substantial loss of the original condition of a building or building elements over time, due to natural elements, human activity, and/or inactivity.

Development: Any proposal which will result in construction, reconstruction, conversion, structural alteration, relocation and/or enlargement of any structure, division of land, earth movement, clearing, and/or other site disturbance.

Director: The Island County Planning and Community Development Director for Island County .

District: A geographically definable urban or rural area, small or large, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development.

Ebey's Landing National Historical Reserve (Reserve or NHR): The Ebey's Landing NHR means historic property consisting of multiple buildings, sites, structures, or objects located in proximity to one another and related in historic period or theme, as most recently listed in the Washington Heritage Register and the National Register of Historic Places. The Ebey's Landing NHR is also known as the Central Whidbey Historic District. The Ebey's Landing NHR has been listed in the National Register of Historic Places since December 12, 1973. The Reserve is a geographic area delineating America's first historical reserve and a unit of the National Park Service. The Reserve was established in 1978 by Congress to preserve and protect a rural community which provides an unbroken and vivid historical record of Pacific Northwest history from 19th century exploration and settlement to the present time. The Reserve contains 17,572 acres, farms, more than 400 historical structures, native prairies, two State parks, miles of shoreline, a network of trails, and the second oldest town in Washington. The Review Area map(s) of the geographic boundaries regulated under this chapter are attached hereto as Appendix 1.

Emergency repair: Emergency construction necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake, windstorms, or other disaster. An "emergency" is an unanticipated and imminent threat to public health, safety, or the environment. Following cessation of an emergency, all emergency repairs are required to comply with all relevant Guidelines and obtain a COA, if applicable.

Exempt activities: Certain development activities are exempt from the requirements to obtain a certificate of appropriateness. These exempt activities are further defined as categorical exemptions or contingent exemptions as set forth below:

Categorical exemptions: Exempt activities which are: i) not required to comply with the Design Guidelines; and ii) not required to obtain a certificate of appropriateness.

Contingent exemptions: Exempt activities which are: i) required to comply with the Design Guidelines; and ii) not required to obtain a certificate of appropriateness.

Farm cluster: The grouping of buildings or structures historically used to support farming activities, such as barns, outbuildings, silos, water towers, and farmhand housing. Farm clusters typically have a house, a main barn, and several outbuildings.

Guidelines or Design Guidelines: The Ebey's Landing National Historical Reserve Design Guidelines, approved by the Board, and any subsequent approved amendments thereto. Incorporated into the Guidelines are the Secretary of the Interior's Standards for Rehabilitation.

Historic building: See definition for contributing or contributing building or structure.

Historic Preservation Commission (HPC): The Ebey's Reserve Historic Preservation Commission (HPC). Members are appointed by the Board and Town Council. Its purpose is to promote historic preservation, conduct design review, and issue decisions or recommendations on certificates of appropriateness within the Reserve, including new construction affecting historic buildings, structures or sites, alterations to historic properties, demolition or relocation of historic resources, other projects consistent with this chapter.

Historic resource: Those properties, buildings, structures, landscape features, sites, archaeological sites, and/or objects designated as contributing in the Building and Landscape Inventory (1995) prepared for the Reserve; listed on the most recent or updated list of historic resources that is available from the Town, County, or Trust Board; properties that are subsequently added to the National Register of Historic Places; and protected cultural resources. Historic resources. The list of identified historic resources within the ~~Reserve~~ Town of Coupeville is attached hereto as Appendix 2.

Historic structure: See definition for contributing or contributing building or structure.

Historical significance or historically significant: A building, building element, or other resource that adds to our understanding of history or prehistory, usually by helping to explain the importance of the persons or events associated with the property, or by its building type, construction details, or architectural style. The National Register of Historic Places Criteria for Evaluation are typically used to evaluate significance.

Land development application: Applications for land development and building permits within the Town as specified in Coupeville Town Code.

Memorandum of Agreement District (MOA): This zoning district is intended to provide for future land uses within two broad categories – mixed density residential and mixed use residential. The zoning district's designation is based upon a contract rezone, i.e., Memorandum of Agreement (MOA), which was executed by the Town in January of 2004. The MOA consists of nine (9) Special Planning Areas, five (5) of which have been designated for future development consistent with the MOA.

National Register of Historic Places: The *National Register of Historic Places* is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's *National Register of Historic Places* is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archaeological resources.

Noncontributing building or structure: Any building or structure that does not meet the definition of a Contributing Structure (which includes Historic Buildings and Historic Structures).

NPS easements: Easements within the Reserve purchased and administered by the National Park Service.

Ordinary repair and maintenance: Work for which a permit issued by Island County or the Town is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or building, structure, and/or structural appurtenance thereon and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of

such deterioration, decay, or damage. Ordinary repair and maintenance does not include those activities defined as replacement in kind.

Operating Farms: Those farms enrolled in the current use farm and agricultural tax program (RCW Chapter 84.34).

Park: A tract of land designated and used by the public for active or passive recreation.

Partners: The Board of Island County Commissioners, the Council of the Town of Coupeville, and the Trust Board of Ebey's Landing National Historical Reserve.

Planning official: The Island County Planning and Community Development Department Director or the Town Planner within the Town of Coupeville.

Replacement in kind: New or replacement features (e.g., siding, roofing, windows, or trim) which have the same material, appearance, and color as the original feature and meet the Design Guidelines. For siding and windows, the new material must reasonably match the design, profile, material, and general appearance of the original and meet the Design Guidelines.

Reserve Committee: A committee composed of the County Planning Director, the Town Planner, and the Reserve Manager or their respective designees.

Reserve Manager: This position reports to the Trust Board and has the overall responsibility of operations and implementation of the Trust Board directives for the Reserve, including Board and partner development, education, interpretation and outreach activities, and cultural resource and preservation programs.

Review area: The geographic area or areas within which any proposed development may directly or indirectly cause changes in the character or use of historic properties. The review area is divided into two areas; The geographic boundaries areas of review areas 1 and 2 are delineated on the map of the Reserve and the Town, attached hereto as Appendix 1. Whenever there is a conflict between the descriptions of review areas 1 or 2 and the boundaries of the review areas as shown on Appendix 1, the boundaries shown on Appendix 1 shall control.

Review area 1: Those portions of the Reserve with a concentration of buildings and associated landscape features that retain a high degree of historic character. This area includes buildings in the Reserve visible across a prairie or water body or from certain public roads, as well as the intrinsic links between historic buildings and other significant historic features; these links shall be visually protected to maintain the sense of the historic setting. Review area 1 also includes historic resources within the Town as indicated in Appendix 2, and the associated area measured within 100 feet from the historic building or structure. These resources have the highest design review standards in order to preserve their character and integrity;

Review Area 2: Areas within the Reserve requiring limited review for regulated actions. Area 2 includes all property that is not located in review area 1.

Secretary of the Interior's Standards for Rehabilitation: Standards established by the National Park Service to aid review boards and property owners in their decision making process regarding the retention of character defining features of contributing buildings, compatible additions, and limited maintenance advice. They establish a standard for the treatment of historic properties.

Sensitive areas: Areas where scenic, natural, cultural, or historic features are prominent.

Significance (historical) or historically significant: A building, structure, building element or other resource that adds to our understanding of history or prehistory, usually by helping to explain the

importance of the persons or events associated with the property, or by its building type, construction details or architectural style. The National Register of Historic Places Criteria for Evaluation is typically used to evaluate significance.

Special purpose district: Every municipal and quasi-municipal corporation other than counties, cities, and towns. Such special purpose districts shall include, but are not limited to, water-sewer districts, fire protection districts, port districts, public utility districts, county park and recreation service areas, flood control zone districts, diking districts, drainage improvement districts, and solid waste collection districts, but shall not include industrial development districts created by port districts, and shall not include local improvement districts, utility local improvement districts, and road improvement districts.

Temporary seasonal structures: A structure associated with agricultural activities that does not have a foundation or footings and is erected for no more than six (6) months.

Town: Town of Coupeville.

Trust Board: The appointed nine (9) member body representing a partnership of local, state, and federal governments working collaboratively to ensure the historic and natural resources of the Reserve are protected for future generations.

16.13.060 - Ebey's Landing Historic Preservation Commission (HPC).

A. Creation and Size.

The Town and County establish an Ebey's Reserve Historic Preservation Commission (HPC), consisting of nine (9) members. Members of the HPC shall be appointed by the Town of Coupeville and Island County as described below and shall be residents of the Reserve, except as provided for herein.

Before the initial appointments, and when vacancies occur, applications will be invited through notices to local media. All applications must include a letter of interest and a resume or curriculum vitae.

B. HPC Appointments.

1. Four (4) members are appointed by Island County; one of these four appointments shall be based on the recommendation of the Trust Board;
2. Four (4) members are appointed by the Council-of-the Town of Coupeville; one of these four appointments shall be based on the recommendation of the Trust Board; and
3. One (1) member is appointed jointly by the Island County and the Council of the Town of Coupeville, upon recommendation of the Trust Board.

C. Composition of HPC Members.

1. All members of the HPC should have a demonstrated interest, experience, or knowledge in history, historic preservation, architecture, design, landscape architecture, cultural landscapes, and/or related disciplines. All members must have a commitment to continuing education and training.
2. Two (2) members shall be agricultural representatives (farmer, retired farmer or farm owner, or a person with an interest, education, or background in agriculture) in the Reserve.
3. Two (2) members shall own a contributing building or structure within the Reserve.
4. One (1) member shall own and operate a commercial business within the Reserve.

5. At least two (2) members should be professionals who have experience in identifying, evaluating, and protecting historic and cultural resources. These members should be selected from among the disciplines of history, public history, architecture, architectural history, historic preservation, planning, cultural landscapes, archaeology, cultural geography, American studies, or the practice of historic rehabilitation or restoration. One (1) of these professional representatives may live outside of Island County.
 6. Ideally, the remaining members should reside in and/or own property within the Reserve.
 7. Exceptions to qualifications and residency requirements for HPC members may be granted by the appointing authority in order to obtain representatives who reside in the Reserve and/or have the desired professional experience.
- D. Terms, Removal and Vacancies.
1. The initial appointments to the HPC shall be staggered in accordance with the following:
 - a. Two (2) members shall be appointed for one (1) year.
 - b. Two (2) members shall be appointed for two (2) years.
 - c. Two (2) members shall be appointed for three (3) years.
 - d. Two (2) members shall be appointed for four (4) years.
 - e. One (1) member, i.e., the jointly appointed member) shall be appointed for five (5) years. Thereafter, the terms shall be for three (3) years. The Town and County shall each appoint a representative member during each period.
 2. Following the initial appointment of members, membership on the HPC shall be limited to two (2) full consecutive three (3) year terms. Reappointment after two (2) full consecutive terms may be made after at least a one (1) year absence.
 3. Vacancies occurring otherwise than through the expiration of terms shall be filled in the same manner as the original appointment for the unexpired term. Members may be removed by their respective governmental appointer. The members shall be selected without respect to political affiliations.
- E. Powers and Duties. The major responsibilities of the HPC are to identify and actively encourage the conservation of the Reserve's historic and cultural resources by maintaining a register of historic places and to issue or make recommendations on the issuance of COA decisions, as described below. In carrying out these responsibilities, the HPC shall engage in the following:
1. Conduct design review and issue decisions or make recommendations on COA applications proposing alterations, new construction, demolition, or relocation of contributing structures, new development, and construction activities on or near historic resources, and other actions as required herein;
 2. Work with the Trust Board and the National Park Service as partners, to maintain and periodically update a comprehensive inventory of historic resources within the boundaries of the Reserve;
 3. Nominate additional properties based on established criteria;
 4. Act as the local review board for special tax valuation (within the geographic extent of Ebey's Landing only), pursuant to RCW Chapter 84.26 and WAC Chapter 254.20, for purposes of eligibility for loans, grants, and other incentives administered by the Town or County;

5. When requested by the Town or County, provide comments on applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to historic resources (including buildings, structures, sites, and landscapes) and/or adjacent property;
 6. Provide comments to Town or County staff should a compliance issue be observed regarding the Reserve's historical regulations to enable appropriate monitoring and enforcement;
 7. Recommend amendments to the Guidelines to the Planning Directors of the Town and County; and
 8. Participate in training opportunities provided to the HPC.
- F. Compensation. All members shall serve without compensation.
- G. Rules and Officers.
1. The HPC shall establish and adopt its rules and procedures consistent with this section and other applicable local, state and/or federal law.
 2. The HPC shall select from among its membership a chairperson and vice-chair to conduct the HPC meetings.
 3. A quorum of the HPC must be present to conduct business. A quorum shall consist of a majority of the entire membership of the HPC.
- H. HPC Staff. Staff assistance shall be provided by the Partners with additional assistance and information to be provided by other County or Town departments as may be necessary to aid the HPC in carrying out its duties and responsibilities.

16.13.070 - Interlocal agreement required.

Prior to review by the HPC of nominations or certificates of appropriateness for properties within the Reserve, an interlocal agreement between the Partners shall be established. The purpose of the agreement is to facilitate open communication between all parties, as well as facilitate coordinated permit review pursuant to this chapter.

16.13.080 - Procedural, substantive, and appeal requirements within Ebey's Landing National Historical Reserve.

- A. Review Required.
1. Pre-applications. All potential applicants are strongly encouraged to schedule a pre-application conference with staff. In those cases involving a request for demolition of a contributing structure, a pre-application conference is required rather than encouraged (See CTC 16.13.150(B)). Applicants for a Level C certificate of appropriateness (which are reviewed or approved by the HPC) may also request a non-binding pre-application conference with the HPC.
 2. No person shall make exterior alterations to a historic resource; demolish, partially demolish, or relocate a historic resource or contributing structure; construct any new building or structure; reconstruct, alter, restore, remodel, repair, and/or make any regulated changes to the landscape (such as clearing and grading and construction of driveways) which affect a historic resource within the boundaries of the Reserve without obtaining a certificate of appropriateness (COA) as required under this chapter. The COA review shall apply to all features of the property, building and/or structure that contribute to its designation. This requirement shall apply whether or not the proposed action also requires a building or other land use permit. Information required to review the proposed change(s) is established herein.

3. All decisions involving applications for COA shall be in writing and shall state the findings of fact and reasons relied upon in reaching the decision. Any conditions or approval for the COA shall become conditions of approval of subsequent building, health, public works, and/or land use permit(s) for the respective property, building and/or structure.
- B. Review and Issuance of Certificates of Appropriateness.
1. The County and Town Planning Officials shall report any application for a land use development or building permit within the Reserve to the HPC. If the activity is not exempt from review, the Town Planner shall notify the applicant of the review and application requirements.
 2. Three decision-making levels (Levels A, B, and C) are established for reviewing applications and issuance, conditional issuance, or denial of a COA, as set forth below. The processing time periods for all permits, including COAs, shall not be greater than those established by applicable state law, as specified in RCW Chapter 36.70B, for administrative decisions.
 3. All conditions of approval associated with a certificate of appropriateness shall be attached as conditions of approval to the underlying or companion land use or building permit.
- C. Unclassified Applications. In the event an application is unclassified, the Town Planner is authorized to assign the decision making level (Levels A, B, and C) for processing the application.
- D. Appeal Process.
1. Any appeal of the Town Planner or HPC decision regarding a certificate of appropriateness shall be appealed in conformance with the administrative appeal procedures set forth in CTC 16.06.060.
 2. All appeals of the Town Planner or HPC decision regarding a certificate of appropriateness shall be consolidated with any appeal of the underlying or companion land use or building permit application. Such appeals shall be heard at a single simultaneous open record public hearing before the Town Council to consider the Town Planner or HPC decision or recommendation on the proposal, except when an open record hearing has already been held by the HPC as part of their decision making process. In such case the appeal of the HPC decision to the Town Council shall be based upon the record. E. Criteria for Designation, Process for Designation, and Removal of Properties from the *National Register of Historic Places*.
1. Criteria for Determining Designation in the Register.

Any building, structure, site, object, or district may be designated for inclusion in the *National Register of Historic Places* if it is significantly associated with the history, architecture, archaeology, engineering, and/or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

 - a. Is associated with events that have made a significant contribution to the broad patterns of national, state and/or local history;
 - b. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
 - c. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;

- d. Exemplifies or reflects special elements of Whidbey Island's cultural, special, economic, political, aesthetic, engineering, or architectural history;
- e. Is associated with the lives of persons significant in national, state, or local history;
- f. Has yielded or may be likely to yield important archaeological information related to history or prehistory;
- g. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;
- h. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
- i. Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
- j. Is a reconstructed building that has been executed in a historically accurate manner on the original site; or
- k. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

The above list of criteria is a broader list than the criteria for listing on the *National Register of Historic Places*. The National Register criteria can be found in the Design Guidelines and are available on the internet from a variety of sources.

2. Process for designating properties.

- a. With the consent of the owner, any person, including but not limited to members of the HPC or the HPC as a whole, may nominate a building, structure, site, object, or other Historic Resource for inclusion in the National Register of Historic Places. In proposing nominations, the HPC shall consider the desires of the property owner, the National Register of Historic Places, and the Town of Coupeville and Island County Comprehensive Plans.
- b. In the case of individual properties, the designation shall include the Universal Transverse Mercator reference and all features that contribute to its designation.
- c. The HPC shall consider the merits of the nomination, according to the criteria herein and according to the nomination review standards established in rules, at a public meeting. Adequate notice will be given to the public, the owner(s), and the authors of the nomination, if different, and lessees, if any, of the subject property prior to the public meeting in accordance with the Open Public Meetings Act, RCW Chapter 42.30. Such notice shall include publication in a newspaper of general circulation in Island County and posting of the property. If the HPC finds that the nominated property is eligible for the *National Register of Historic Places*, the HPC shall, with the owner's consent, forward the nomination to the SHPO and the National Park Service.

3. Removal of properties from the Register

- a. In the event that any property is no longer deemed appropriate for designation to the *National Register of Historic Places*, the HPC or an owner may initiate removal from such designation by the same procedure as provided for in establishing the

designation. A property may not be removed from the *National Register of Historic Places* without notice to the owner.

16.13.090 - Exempt activities.

Exempt activities are divided into two categories: categorical exemptions and contingent exemptions. Exempt activities do not require a certificate of appropriateness (COA). Only those exempt activities listed as contingent exemptions are required to meet the Guidelines established in the Ebey's Landing National Historical Reserve Design Manual.

A. Categorical Exemptions. The following activities are categorical exemptions. These activities are not required to comply with the Guidelines and these activities are not required to obtain a certificate of appropriateness:

1. Agricultural activities.
2. Alteration of interior features.
3. Emergency repairs – provided that following cessation of an emergency, all emergency repairs are required to meet all relevant Guidelines and obtain a COA, if applicable.
4. Residential energy conservation or renewable energy measures that do not affect the site or the exterior of a building or structure.
5. Replacement of driveways or sidewalks that are associated with non-historic buildings and structures.
6. Replacement in kind that is associated with non-historic buildings and structures.
7. Replacement or addition of utility systems that do not alter the exterior of non-historic buildings and structures.
8. Replacement or repair of foundations of non-historic buildings and structures.
9. Seismic or structural upgrades that do not alter the exterior of non-historic buildings and structures.
10. Temporary accessibility improvements, such as ramps, for disabled access that are not permanent structures or do not require a building permit.

B. Contingent Exemptions. The following activities are contingent exemptions. When these activities require a building permit, they are required to comply with the Guidelines but do not require a certificate of appropriateness. When these activities do not require a building permit, Town staff will assist owners in understanding and applying the Design Guidelines.

1. Exterior painting.
2. Construction or demolition consistent with a Heritage Farm Plan.
3. Ordinary repair and maintenance.
4. Replacement or the addition of utility systems that do not alter the exterior of historic buildings or structures.
5. Replacement of driveways or sidewalks associated with historic buildings or structures.
6. Replacement in kind or repair of foundations – Historic Structures.
7. Reroofing and/or residing with the same or substantially similar materials when no building permit is required.

8. Installation of residential satellite dishes that are less than or equal to 36 inches in diameter or largest dimension.
9. Seismic or structural upgrades that do not alter the exterior of the historic buildings or structures.
10. Construction, installation and/or placement on operating farms of agricultural buildings or structures that do not exceed 10,000 square feet in area, and which are of similar size, scale, and within 200 feet of to existing agricultural buildings or structures.
11. Public park improvements such as playground equipment, trails, etc. that do not require a building permit and that are not buildings.
12. Development activities or construction/installation/placement of agricultural structures within building envelopes, construction zones, etc., which are consistent with and described in scenic easement agreements with the National Park Service.
13. Construction, installation and/or placement of greenhouses, hoop houses, high tunnel, hot houses, or other fabric type structures associated with agricultural uses or activities when these structures do not exceed 10,000 square feet in area and are of similar size, scale, and within 200 feet of existing agricultural buildings or structures.

16.13.100 - Level A certificate of appropriateness decisions – Ministerial –Planning staff decision process

A. Level A Certificate of Appropriateness. A level A certificate of appropriateness is a ministerial decision issued by the Town Planner for the development activities listed below:

1. Accessibility alterations that alter the exterior of non-historic buildings or structures.
2. Administrative site plan approvals with no construction activities.
3. Installation of commercial, institutional, public, and residential signs.
4. Construction and installation of decks or porches on non-historic buildings or structures.
5. Reroofing non-historic buildings or structures with new or different materials (whether or not a building permit is required).
6. Construction and/or installation of retaining walls and fences that are less than 6 feet in height.
7. Construction, installation and/or placement of greenhouses, hoop houses, high tunnel, hot houses, or other fabric type structures on residential property when no building permit is required.
8. Construction and/or installation of energy conservation or renewable energy measures that affect the site or the exterior of a historic residential building or structure in Review Area 2 or a non-historic residential building or structure in Review Area 1.

16.13.110 - Level B certificate of appropriateness decisions – Administrative decision process.

A. Level B Certificate of Appropriateness .A level B certificate of appropriateness is an administrative decision issued by the Town Planner, following consultation with the Reserve Committee, for the development activities listed below:

1. Construction, installation and/or placement of accessory Structures.
2. Construction of aircraft hangars in airport (AP) zone.
3. Clearing and grading activities.

4. Construction and installation of decks or porches on historic buildings or structures.
5. Accessibility alterations that do not permanently alter the exterior of a historic building or structure.
6. Demolition or relocation of non-historic buildings or structures.
7. Approval of Heritage Farm Plans.
8. New residential construction in Review Area 2 provided this construction is not within a 100 feet of a historic structure.
9. Tree removal when not associated with an underlying or companion building, health, public works, and/or land use permit.
10. Replacement in kind that is associated with historic buildings and structures, consistent with the Design Guidelines
11. Reroofing historic buildings or structures with new or different materials.
12. Construction and/or installation energy conservation or renewable energy measures that affect the site (i.e., within 100 feet) or the exterior of a residential historic building or structure in Review Area 1.
13. Short plat and short subdivision design.
14. Construction and/or installation of antenna support structures associated with residential uses that (as built or when retracted) do not exceed the allowable height of structures in the underlying zoning district.
15. Construction, installation and/or placement of greenhouses, hoop houses, high tunnel, hot houses, or other fabric type structures for commercial use when a building permit is required.
16. Construction, installation and/or placement of structures associated with an agricultural activity and that do not exceed 10,000 square feet in area, and which are of similar size, scale, and within 200 feet of existing agricultural structures but not on a site with an operating farm.
17. Construction and/or installation of communication towers or radio tower support structures that are not associated with a residential use and that: effectively use camouflage or architectural concealment techniques; or consist of “swap out” utility poles placed in line with existing utility poles.

B. Recommendations by the Reserve Committee. Recommendations on a COA and associated conditions should, ideally, be unanimous. The Town Planner may refer an application to the Reserve HPC for further review, comment and recommendation when:

1. At least one other member of the Reserve Committee agrees that the application for the COA or the conditions of approval for the certificate of appropriateness should be reviewed by the HPC; or
2. Upon the request of the applicant.

16.13.120 - Level C certificate of appropriateness Decisions – HPC recommendations and decisions.

A. Level C Certificates of Appropriateness – HPC Recommendations to the Town Planner. .This is an administrative decision by the Town Planner on the COA following review of the project by the HPC in a public meeting, for the development activities listed in subsection C below when those activities are proposed on a site that does not contain a historic building or structure, or historic

resource; or is within a 100 feet of an historic building or structure. In these instances, the HPC recommendations on the COA are forwarded to the Town Planner for action in conjunction with the underlying or companion land use or building permit.

B. Level C Certificates of Appropriateness – HPC Decision. This is an administrative decision by the HPC on the COA, following a public meeting, for the development activities listed in subsection C below when those activities are proposed on a site containing a contributing structure or historic resource, or on a site that is within a 100 feet of a historic building or structure. Any conditions of approval attached to the COA by the HPC are forwarded to the Town Planner and become conditions of approval for the underlying or companion land use or building permit.

C. Land uses and development activities requiring a Level C certificate of appropriateness. The following development activities require a Level C certificate of appropriateness:

1. Installation of above-ground power transmission lines.
2. Accessibility alterations that permanently alter the exterior of a historic building or structure.
3. Additions or alterations to a historic building or structure; new construction on a site containing a historic building, structure or resource; new construction within 100' of a historic building or structure.
4. New construction within Review Area 1, unless such construction is a contingent exemption pursuant to a Heritage Farm Plan (CTC 16.13.090.B.2) or a NPS easement (CTC 16.13.090.B.12).
5. Construction, installation and/or placement of agricultural structures that are greater than 10,000 square feet in area (also refer to #9 below).
6. Construction and/or installation of communication towers or radio tower support structures that are not associated with a residential use and which do not effectively use camouflage or architectural concealment techniques.
7. Demolition (partial or complete) or relocation of a historic building or structure (the standards for demolition are specified in CTC 16.13.150).
8. Construction and/or installation of energy conservation or renewable energy (major or minor utilities) measures that affect the site or the exterior of a non-residential building or structure in Review Area 1 or 2.
9. Construction, installation and/or placement of greenhouses, hoop houses, high tunnel, hot houses, or other fabric type structures associated with agricultural uses or activities when any one (1) or a series of these structures exceed 10,000 square feet in area (also refer to #5 above).
10. Construction, installation and/or placement of new multi-family structures or modular or mobile home parks.
11. New construction or alteration of nonresidential (commercial, public, or institutional) buildings, structures, or facilities within Review Areas 1 or 2.
12. Construction and/or installation of retaining walls and fences that are greater than 6 feet in height.
13. Over-water shoreline development physically connected to uplands.

D. Level C certificates of appropriateness – HPC recommendations to Town Planner and decision making body. The recommendations of the HPC on the certificate of appropriateness for the certain Level C land use decisions (listed below) are restricted to design considerations only.

These recommendations to the decision making body are strictly advisory in nature. In the case of planned unit developments, subdivisions, and conditional use permits, HPC recommendations on the COA will be incorporated into the staff report and recommendation to the Town Planning Commission and Town Council.

1. Highway, road, and street improvements involving the addition of lanes or right-of-way.
2. Over-water shoreline development not physically connected to uplands.
3. Projects requiring Energy Facility Site Evaluation Council (EFSEC) or Federal Energy Regulatory Commission (FERC) approval.
4. Site plan review or conditional use permits.
5. Subdivision plats or planned unit development (PUD).
6. Water reclamation and phytoremediation projects not on property under Federal ownership.

16.13.130 - Level A and B certificates of appropriateness - Application requirements and planning department decisions.

A. Applications for the Level A or B Certificates of Appropriateness shall be submitted to the Town on forms provided by the Town and in accordance with the following submission requirements. The Town may waive standard applications requirements if not necessary to the decision making process due to the simplicity of the application.

B. The owner or the owner's agent (architect, contractor, lessee, etc.) shall apply to the Town for review of a regulated action and request a certificate of appropriateness or, in the case of demolition, a waiver. All such applicants are strongly encouraged to avail themselves of the pre-application process. An applicant must include any information as required by this chapter or Coupeville Town Code. This includes information responding to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings referenced in WAC 254-20-100 and used by the Washington State Advisory Council on Historic Preservation and by the HPC. A copy of the standards is available at the County and Town planning offices.

C. Application Requirements. Applications shall contain the following information:

1. Clear color photographs of the building, object, site, structure, and adjacent properties.
2. A complete description of the proposed work.
3. A scaled site plan depicting existing and proposed buildings, structures and improvements, including significant trees, tree planting, buffering, and landscaping.
4. Scaled design elevations of new buildings, structures and/or improvements, alterations, and additions.
5. Existing or proposed covenants and easements regarding the subject property.
6. Samples of construction materials. For contributing structures, samples for comparison with the existing or the original building or structure.
7. Any supplemental information deemed necessary for review of the application by the Town.
8. Any other information required by the Coupeville Town Code or other applicable state or federal law.

D. HPC Review. A Town Planner decision to refer a Level B application to the Reserve HPC, pursuant to Section 16.13.110.B, CTC shall be made within fourteen (14) calendar days from the date on which a fully complete application is received and after consultation with the Reserve

Committee.

E. Level B Certificates of Appropriateness – Planning Department Administrative. A Level B COA is an administrative decision issued by the Town Planner, following review of the application, including any review by the HPC when an application is referred to the HPC. Any conditions associated with the COA will be included the underlying or companion land use or building permit.

16.13.140 - Level C certificates of appropriateness - Application requirements, public meetings, and HPC decisions.

A. Applications for Level C Certificates of Appropriateness shall be submitted to the Town on forms provided by the Town and in accordance with the following submission requirements.

1. The owner or the owner’s agent (architect, contractor, lessee, etc.) shall apply to the Town for review of a regulated action and request a Certificate of Appropriateness or, in the case of demolition, a waiver. All such applicants are strongly encouraged to avail themselves of the pre-application process. An applicant must include any information as required by this chapter or Coupeville Town Code. This includes information responding to the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, referenced in WAC 254-20-100 and used by the Washington State Advisory Council on Historic Preservation and by the HPC. A copy of the standards is available at the County and Town planning offices.

2. Application Requirements. Applications shall contain the following information:

- a. Clear color photographs of the building, object, site, structure, and adjacent properties.
- b. A complete description of the proposed work.
- c. A scaled site plan depicting existing and proposed buildings, structures and improvements, including significant trees, tree planting, buffering, and landscaping.
- d. Scaled design elevations of new buildings, structures and/or improvements, alterations, and additions.
- e. Existing or proposed covenants and easements regarding the subject property.
- f. Samples of construction materials. For contributing structures, samples for comparison with the existing or the original building or structure.
- g. Any supplemental information deemed necessary for review of the application by the Town.
- h. Any other information required by the Coupeville Town Code or other applicable state or federal law.

3. The HPC shall meet with the applicant and review the proposed work according to their established rules during a public meeting. Notice of the HPC meeting shall be published in a newspaper of general circulation and the agenda for a public meeting shall be properly posted.

4. The HPC shall complete its review and make its decisions or recommendations within the timelines established in state statutes, unless an extension of time is necessary and agreed to by the applicant.

5. The HPC reviews applications for certificates of appropriateness in accordance with the following procedures:

B. Public Meeting

- 1. The Town Planner reviews each application for completeness and certifies it if it is complete. If not complete, the Town Planner shall so notify the applicant. Following certification of

completeness, the Town Planner shall provide timely notice of application to the public in accordance with the Coupeville Town Code.

2. The HPC shall hold the public meeting regarding the application within a reasonable period of time following the receipt of a completed application by the Town.
3. The Town Planner shall submit a staff report to the HPC, containing a description and analysis of the request, findings of fact, and a staff recommendation.
4. The HPC, after reviewing the application, the staff report, and considering the information and comments received at the public meeting, shall forward their written decision or recommendation to the Town Planner to grant, grant with conditions, or deny the application based upon the consistency of the proposed action with the requirements of this chapter.
5. The HPC's decision or recommendation on the COA shall be in writing and shall state the reasons relied upon in reaching its decision or recommendation. A decision or recommendation to deny a certificate of appropriateness shall state the specific reasons for the granting or denial and explain why the proposal is consistent or inconsistent with the requirements of this chapter and adopted Guidelines for the Reserve.
6. Upon receipt of the HPC recommendation or decision, the Town Planner shall transmit the COA decision or recommendation to the applicant and owner.

16.13.150 - Demolition or relocation of contributing buildings or structures or historic resources.

Ebey's Landing National Historical Reserve has been determined to be historically significant to the nation. In consideration of this, it is the intention of the Town and Partners to preserve contributing buildings and structures in their current location. Relocation of contributing structures or historic buildings within the Reserve is preferred over demolition. A property owner wanting to demolish (in whole or part) or to relocate a historic building or structure must receive a certificate of appropriateness before the action will be approved by the Town. Demolition of a historic building or structure is also subject to further review under the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800(2)(f).

A. The procedures and criteria established in this section do not apply to any demolition under an adopted Heritage Farm Plan consistent with the Design guidelines, however, such demolition is subject to further review under SEPA. The provisions herein shall govern the demolition of agricultural structures unless a Heritage Farm Plan is approved.

B. Application Requirements and Procedures.

A pre-application conference shall be required with the Reserve Committee to provide for initial review of proposal with the applicant or applicant's agent. Performing the requisite surveys, studies, and providing substantiating information to file a complete application may entail a significant commitment of time and financial resources prior to filing an application for relocation or demolition of a historic structure or building. Demolition of a Historic Building or Structure or Historic Resource is also subject to further review under the State Environmental Policy Act (SEPA). The application shall not be presented to the HPC until such time as the requirements of the SEPA Threshold Determination are completed.

1. Where demolition of the building, structure or resource is sought due to unsafe conditions, the applicant shall submit a detailed report from a State of Washington licensed structural engineer that substantiates and demonstrates that the condition of the building, structure or resource poses an imminent danger to public health and/or safety and cannot be repaired, renovated and/or rehabilitated without imposing an undue burden upon the applicant. The

engineer shall have demonstrated experience in historic preservation as approved by the Town Planner.

2. Where demolition of the historic building, structure or resource is sought for reasons other than unsafe conditions, the applicant shall submit detailed reports and information from qualified professionals with demonstrated experience in historic preservation as approved by the Town Planner in support of the reasons for the request.
3. Demolition of a historic building, structure or resource is also subject to further review under the State Environmental Policy Act (SEPA). The application shall not be presented to the HPC until such time as said SEPA review is complete and a threshold determination is issued

C. Decision Criteria.

1. If demolition of the historic building, structure or resource would be detrimental to the historic character of the Reserve, then the COA application shall be denied unless the applicant can establish one or more of the following:
 - a. The denial or partial denial will deprive the owner of reasonable economic use of the property; or
 - b. The building, structure, or portion to be removed cannot be adapted for any other use, whether by the owner or by a purchaser, which would result in a reasonable economic return; or
 - c. There is no viable or reasonable alternative which would have less impact; or
 - d. The structure is so deteriorated, and there is so little historic fabric, that it would be an inordinate burden to retain the historic, cultural, and architectural significance of the structure though rehabilitation or renovation; or
 - e. The location of the building, structure or resource is unsafe and that the unsafe condition cannot be made safe or cannot be made safe without imposing an undue burden on the applicant and that removal is necessary to address the unsafe condition. This assertion shall be substantiated and demonstrated by a written report(s) submitted by applicant and prepared by an engineer duly licensed by the state of Washington in the engineering area appropriate for the situation (i.e., structural engineer, geotechnical engineer). Additional engineering reports (including review by a qualified engineer selected by the Town) may be required at the expense of the applicant.
2. The demolition of a historic building, structure or resource will be determined to be detrimental to the historic character of the Reserve if the structure meets three or more of the following criteria:
 - a. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
 - b. Embodies distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
 - c. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art at the national, regional, state, or local level;
 - d. Exemplifies or reflects special elements of the Reserve's cultural, special, economic, political, aesthetic, engineering, or architectural history;
 - e. Is associated with lives of persons significant in national, state, or local history;

- f. It is the only remaining, or one of the few remaining structures of a particular style, building type, design, material, or method of construction;
- g. It is a conspicuous visual landmark in the Reserve;
- h. It is an important or critical element in establishing or contributing to the continuity or character of the setting.

If demolition of the historic building, structure or resource would be detrimental as set for the above, then the demolition COA application shall be denied unless the applicant can establish one or more of the following:

- i. The denial or partial denial will deprive the owner of reasonable economic use of the property; or
 - j. The building, structure, or resource cannot be adapted for any other use, whether by the owner or by a purchaser, which would result in a reasonable economic return; or
 - k. There is no viable or reasonable alternative which would have less impact; or
 - l. The building, structure or resource is so deteriorated, and there is so little historic fabric, that it would be an inordinate burden to retain the historic, cultural, and architectural significance of the building, structure or resource though rehabilitation or renovation; or
 - m. The building, structure or resource is unsafe and that the unsafe condition cannot be made safe or cannot be made safe without imposing an undue burden on the owner and that demolition is necessary to address the unsafe condition. This shall be substantiated and demonstrated by a written report(s) submitted by applicant and prepared by an engineer duly licensed by the state of Washington in the engineering area appropriate for the situation (i.e., structural engineer, geotechnical engineer). Additional engineering reports (including review by a qualified engineer selected by the Town) may be required at the expense of the applicant.
3. The certificate of appropriateness for demolition may be issued with conditions such as:
 - a. Approval of a replacement building, structure or resource before demolition;
 - b. Providing adequate evidence of financial ability to complete the replacement project;
 - c. A requirement that the historic building, structure or resource and site be thoroughly documented through photographs or other methods for permanent retention in local, regional, or national archives before any action is taken to demolish or relocate the historic building, structure or resource; and
 - d. Allowing salvage of building materials for use in other locations.
 4. The provisions of this chapter shall in no case be used to impose upon any property owner any peculiar or undue financial hardship, nor be so used to prevent the removal or demolition of any building or structure which cannot be economically maintained or rehabilitated, giving due consideration of all potential uses to which the structure may reasonably be put following rehabilitation by a private property owner.
 5. If the HPC determines that demolition will be detrimental to the historic or architectural character of the Reserve, the HPC shall issue the COA directing that demolition be postponed for a period fixed by the HPC, but not exceeding 1 year from the date of the HPC meeting where the application was first scheduled to be heard by the HPC, unless further delay is agreed upon by all parties or the applicant requests a delay in review of the application for demolition. The imposition of the delay period authorized in this section is appealable to the Town Council.

6. During the period of postponement, the Partners and HPC may consult with interested persons, agencies, or organizations to ascertain what may be done to preserve the building. If no means are found to preserve it, staff shall, at the conclusion of the postponement period, approve the demolition permit. During the period of postponement, the applicant shall allow staff to photo-document the property.

D. Expiration. The certificate of appropriateness will expire if the work authorized does not begin within two (2) years of issuance. The time period may be extended upon written application.

E. Waivers. The HPC may issue a certificate of appropriateness with a waiver from some or all of the above requirements in cases where it has been demonstrated by the applicant that:

1. Relocation can occur while retaining the same historical context and without damaging the historic building, structure or resource; or
2. Demolition of a portion of the historic building, structure or resource would not reduce the its historic significance and integrity; or
3. Reports from qualified structural engineers and historic preservation experts indicate that the building is so deteriorated and there is so little historic fabric left that its integrity is compromised and significance has been lost.

F. Penalties. If someone demolishes (in whole or in part) or relocates a historic building, structure or resource without first receiving the required certificate of appropriateness, the owner shall be subject a civil penalty of up to \$250.00 per day. Any new construction on the site will be reviewed based upon the adopted Design Guidelines for “infill construction.” The property owner may also be subject to special valuation disqualification as stated in WAC 458-15-070.

16.13.160 - Procedures for changes to the Guidelines.

A. The planning officials of the Town of Coupeville and Island County retain their authority to interpret their respective land development regulations and the Guidelines as established by ordinance. With respect to interpretations of this chapter and the Guidelines, such interpretations by the County Planning Director shall require consultation with the Town Planner and the Reserve Manager. A record of issued interpretations shall be maintained and presented annually to the legislative bodies of the County and Town, pursuant to the interlocal agreement entered into by the Partners.

B. Changes to the Guidelines shall require approval by the Town Council after first consulting with the Council and Mayor of the Town of Coupeville and the Trust Board. Such changes are only effective upon Town of Coupeville, consistent with the terms and conditions of the Interlocal Agreement entered into by the Partners.

16.13.170 - Political subdivisions, special purpose districts, and public and private utility projects.

A. In order to achieve consistency with the Ebey’s Design Guidelines and in order to promote efficient and effective planning for the capital needs of those political subdivisions, special purpose districts, and public and private utility owners, hereinafter referred to as service providers; the service provider should initiate the design development process for new and replacement facilities with the Reserve Committee prior to commencement of formal design development activities and permitting processes.

B. A pre-application meeting with the Reserve Committee shall be held at least ninety (90) calendar days before the application is submitted and accepted by the Town or County or service provider. This ninety (90) day period may be waived in the case of emergencies and when the

Reserve Committee finds the proposal consistent with the purpose and intent of the Design Guidelines.

16.13.180 - Designated buildings and sites - *National Register of Historic Places*

Appendix 2-(attached) is a list of properties within the Town that are locally designated as Historic Resources. This list includes properties designated as “contributing” in the Building and Landscape Inventory (1995) prepared for the Reserve and “contributing” to the Central Whidbey Historic District. Additional contributing structures that meet the National Register criteria may be designated in the future. The Town and County Planners are directed to record this attachment as a matter of public record in the Office of the Island County Auditor.

16.13.190 - Review and monitoring of property for special property tax valuation.

A. This section implements the local option special valuation tax incentive program as established in RCW Chapter 84.26. “Special valuation tax incentive program” or “special valuation” means the local option program which makes available to property owners a special tax valuation for rehabilitation of historic property under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to ten (10) years, the actual cost of the rehabilitation.

B. Timelines.

1. Applications must be filed with the County Assessor’s office and shall be forwarded to the HPC by the Assessor within ten (10) calendar days of filing.
2. For applications filed at least thirty (30) calendar days prior to the next regularly scheduled meeting of the HPC, the case may be put on the agenda for that meeting. If there are not thirty (30) calendar days, the case will be scheduled for the next regularly scheduled meeting of the HPC.
3. Applications shall be reviewed by the HPC before December 31st of the calendar year in which the application is made.
4. HPC decisions regarding the applications shall be certified in writing and filed with the Assessor within ten (10) calendar days of the decision.

C. Procedure.

1. The applicant shall file an application for special valuation with the County Assessor’s office no later than October 1st of the calendar year preceding the tax assessment year in which they wish to apply. A fee may be required as established in the County and Town fee schedule.
2. The Assessor shall forward the application to the HPC within ten (10) calendar days of receipt of the completed application.
3. The HPC reviews the application, consistent with its rules and procedures, and determines if the application is complete and if the property meets the criteria set forth in WAC 254-20-070(1).
4. If the HPC finds the property meets all the criteria, then in accordance with RCW 84.26.050 (2) and WAC 254-20-070(2), it shall on behalf of the Town enter into a historic preservation special valuation agreement with the owner which at a minimum includes the provisions set forth in WAC 254-20-120 and as it may be amended hereafter. Upon execution of the agreement, HPC shall approve the application.
5. If the HPC determines the property does not meet all the criteria set forth in WAC 254-20-070(1), then it shall deny the application.

6. The HPC shall certify its decision in writing and states the facts upon which the approval or denial is based and files copies of the certification with the Assessor within ten (10) calendar days of issuing its decision.
7. For approved applications:
 - a. In accordance with WAC 254-20-070(5), the HPC shall forward copies of the agreement, application, and supporting documentation to the County Assessor for recording;
 - b. In accordance with WAC 254-020-070(5), the HPC shall notify the state review board that the property has been approved for special valuation;
 - c. The Assessor shall record the certificate with the County Auditor as required by RCW 84.26.060(3) and the applicant shall be assessed fees for recording as prescribed by the County Auditor and other applicable Coupeville Town Code sections; and
 - d. Pursuant to WAC 254-20-070(6) the HPC monitors the property for continued compliance with the agreement throughout the ten (10) year special valuation period.
8. Once an application has been approved and in accordance with WAC 254-020-070(6), the HPC shall determine in a manner consistent with its rules of procedure, whether or not property is disqualified from special valuation either because of:
 - a. The owner's failure to comply with the terms of the agreement; or
 - b. Because of a loss of historic value resulting from physical changes to the building or site.
9. For disqualified property, pursuant to RCW 84.26.080 and in accordance with WAC 254-020-070(6), the HPC shall notify the owner, County Assessor and the state review board in writing and state the facts supporting its findings.

D. Criteria.

1. Historic Property Criteria. The class of property eligible to apply for special valuation in Island County shall mean all property listed on the National Register of Historic Places or all property containing contributing structures in Ebey's Landing National Historical Reserve, which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in RCW Chapter 84.26.
2. Application Criteria. Complete applications shall consist of the following documentation:
 - a. A legal description of the historic property;
 - b. A copy of the nomination inventory form for the subject property;
 - c. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation. Photographs should be four (4) inches by six (6) inches or five (5) inches by seven (7) inches minimum format either black and white or color, and must be clearly labeled to identify case, location, subjects and the direction the photograph was taken. Photographs shall include:
 - i. Photos taken prior to construction;
 - ii. Historic photos or other source materials of replicated features; and
 - iii. A current streetscape.
 - d. Architectural plans or other legible drawings depicting the completed rehabilitation work and signed by the architect or draftsman;

- e. Notarized affidavit(s):
 - i. Attesting to the actual itemized cost of the rehabilitation work completed prior to the date of application, and
 - ii. Indicating rehabilitation work was completed within the twenty-four (24) month period of time prior to application for special valuation. Documentation of both must be made available to the HPC;
 - f. Samples of utilized materials may be required by the HPC; and
 - g. Other information as required by staff or the HPC at a pre-application meeting.
3. Property Review Criteria. Consistent with RCW 84.26.030 and WAC 254-20-070(1), in its review the HPC shall determine if the property meets all of the following criteria:
 - a. The property is a historic property which is listed on the *National Register of Historic Places* within the Reserve;
 - b. The property has been rehabilitated at a cost which meets the definition of cost set forth in RCW 84.26.020(2) within twenty-four (24) months prior to the date of application; and
 - c. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties, WAC 254-20-100(1).
 4. Rehabilitation and Maintenance Criteria. The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the HPC as minimum requirements for determining whether or not a historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.
- E. Agreement. The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the HPC as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).
- F. Appeals.
1. Consistent with RCW 84.26.130, any decision of the HPC acting on any application for classification as historic property eligible for special valuation may be appealed to superior court under RCW 34.05.510 through RCW 34.05.598 in addition to any other remedy of law.
 2. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the county board of equalization.

16.13.200 - Disclosure statement.

Pursuant to the requirements of this chapter, no person shall sell, lease, or offer for sale or lease any property within the Ebey's Landing National Historical Reserve and subject to the Design Standards and protections required by this chapter, unless the prospective buyer or lessee has been given notice in a form substantially as follows:

Statement

The Seller/Selling Agent discloses the following information and Seller hereby authorizes any agent(s) representing any principal(s) in this transaction to provide a copy of this statement to any person or entity in connection with any actual or anticipated sale of the property.

To: _____

The Property at _____ (Assessor's Parcel # _____) is located within the Ebey's Landing National Historical Reserve.

Before purchasing or leasing the above property, you should consult with the Island County Planning Department or the Town of Coupeville Planning Department and research and review *The Ebey's Landing National Historical Reserve Design Guidelines* and associated procedures and regulations, as well as any previously issued permits, to determine restrictions, if any, which have been placed on the subject property.

The owners of property within the Ebey's Landing National Historical Reserve have a unique responsibility and challenge in protecting the Reserve's cultural landscape. The Reserve is a complex combination of buildings, structures and landscape features (both natural and manmade). Its character ranges from a town with thriving commercial and residential neighborhoods and a valuable shoreline with dramatic vistas to prairies with Operating Farms and suburban subdivisions. In recognition of its importance, the Reserve is a Congressionally authorized unit of the National Park Service.

Such a fragile resource can be easily lost through incremental changes and as a result Island County and the Town of Coupeville have adopted standards to protect contributing structures, the landscape, views, and vistas.

I/WE acknowledge receipt of this disclosure:

Buyer/Lessee _____

Date: _____

Buyer _____

Date: _____

I acknowledge receipt of a copy of this Signed Statement

Agent (Broker) representing Seller _____

Date: _____

I acknowledge witnessing the Signing of this Statement

Agent (Broker) representing Buyer

_____ Date: _____

16.13.210 - Penalties and enforcement.

A. The Town has established enforcement procedures in CTC 16.06.080. Additional enforcement provisions are also adopted herein for the unlawful demolition of a historic building, structure or resource. Enforcement actions as related to enforcement of the provisions of this chapter shall be prioritized based upon the impact to the historic resources involved.

B. Penalties for Violations. For any and every violation of the provisions of this chapter the owner, agent or contractor of a building, structure, resource or premises where such violations have been committed or shall exist, or any other person who maintains any building or premises in which any violation shall exist, shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than five hundred dollars (\$500.00) or imprisoned in jail not to exceed thirty (30) days, or

both such fine and imprisonment.

C. Restoration or modification. When work has been done upon a resource without a permit, and the HPC finds that the work does not qualify for a certificate of appropriateness, the Town may require an owner to restore the resource to the condition the resource was in before the inappropriate work was done or to modify the work so that it qualifies for a certificate of appropriateness.

D. In addition to the other remedies set forth in this section, the Town may also:

1. Revoke, place further conditions on, or suspend processing of COAs and/or other permits pertaining to the building, structure and premises on which the violation occurred;
2. File for injunctive or other civil relief in Superior Court; or
3. Pursue any other recourse available under law.

16.13.220 - Severability.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provisions to other persons or circumstances is not affected.

CTC 16.13 - Appendix 1
REVIEW AREA MAP

CTC 16.13 - Appendix 2

(Three lists sorted alphabetically by historic name of building, sorted by street name without quadrant reference, and sorted by street number)

HISTORIC RESOURCES WITHIN THE TOWN OF COUPEVILLE

Historic Sites – Alphabetical List by Historic Name

STRUCTURE NAME/SITE	ADDRESS	PARCEL NO
“Fairhaven”	911 NW Colburn St	R13233-398-3140
A.B.Coates House	608 S Main St	R13104-335-3820
Albert Kineth House	703 NE Haller St	S6415-00-19000-0
Alexander Block House	906 NW Alexander St	R13233-397-3390
Alvah D. Blowers House	710 N Main St	R13233-326-3900
Bearss House	707 S Main St	R13104-280-4190
Benson Confectionery	16 NW Front St	R13233-411-3690
Benson House/Bunting House	805 NE Leach St	S7215-00-01001-0
Bergman House	1306 NE Parker Rd	R13234-479-3170
Black House	701 NW Madrona Way	R13233-313-1720
Capt. Thos. Kinney House	207 NE Front St	S6415-00-08004-0
Captain Clapp House	307 NE Front St	S6415-00-07004-0
Carl Gillespie House	606 N Main St	R13233-286-3810
Chapman Rental House	402 S Main St	R13104-436-3940
Charles Angel House	605 NE Gould St	S6425-00-04001-0
Chris Solid House	603 NE Ninth St	R13234-340-0440
Chromy House	707 NE Ninth St	S6005-00-04002-0
Clapp House	305 NE Ninth St	S6415-00-14002-0
Clark House	105 NE Third St	R13233-169-4470
Col. Granville Haller House	1 NE Front St	R13233-379-4060
Conard House	902 NE Kinney St	S6415-00-08005-0
Congregational Church	207 N Main St	R13233-184-4240
Coupeville Cash Store	12 NW Front St	R13233-410-3750
Coupeville Courier Printing Office	306 NE Ninth St	S6415-00-07006-0
Coupeville Town Hall	4 NE Seventh St	S6415-00-22001-0
Courthouse Vault	Behind 202/204 NE 6 th St	S6415-00-23006-0
Cushen House	15 NW Coveland St	R13233-363-3550
STRUCTURE NAME/SITE	ADDRESS	PARCEL NO

Dixon/Partridge House	404 S Main St.	R13104-428-3940
Dr. White House	605 NW Madrona Way	R13233-322-1850
Dr. White's Office	602 N Main St	R13233-277-3850
Duvall House	302 NW Front St	R13233-409-2860
E.O. Lovejoy House	1209 NE Leisure St	S6310-00-00011-0
Ed Clark House	403 NE Center St	S6415-00-32003-0
Elkhorn Saloon	15 NW Front St	S6025-00-07006-0
Ernest Watson House	5 NW Eighth St	R13233-323-3730
Ervin Rental House	401 NE Ninth St	S6415-00-15001-0
First Methodist Parsonage	104 NE Ninth St	S6415-00-09005-0
Frain House/Burton Engle House	197 SW Terry Rd	R13104-373-3330
Frank Newberry House	305 S Main St	R13104-471-4210
Franzen House	704 S Main St	R13104-310-3980
Fred Nuttall House	801 NE Ninth St	S6005-00-06005-0
Fullington House	502 NW Coveland	S7070-00-11000-0
Gillespie Meat Market	24 NW Front St	R13233-414-3550
Glenwood Hotel	1 NW Front St	S6025-00-18001-0
Heckenbury House	803 NW Grace St	R13233-344-3760
Hesselgrave Rental House	205 NE Ninth St	S6415-00-13003-0
Higgins House	506 N Main St	R13233-264-3900
Highwarden House	604 N Main St	R13233-282-3880
Horace Holbrook House	805 NW Alexander St	R13233-352-3600
Howard House/Lindsey House	902 NE Ninth St	S6005-00-05002-0
Island County Abstract Office	21 NW Front St	S6025-00-07003-0
Island County Bank	5 NE Front St	R13233-375-4150
Island County Times Building	19 NW Front St	S6025-00-07004-0
Ives House	803 NE Haller St	S6415-00-13007-1
Jacob Jenne House	602 N Main St	R13233-277-3850
Jacob Straub House	202 NE Ninth St	S6415-00-08008-0
James Gillespie House	704 N Main St	R13233-308-3870
James Wanamaker House	607 S Main St	R13104-331-4200
James Zylstra House	101 NE Seventh St	S6415-00-22001-0
STRUCTURE NAME/SITE	ADDRESS	PARCEL NO

John and Jane Kineth, Sr. House	702 N Main St	R13233-308-3870
John Gould House	501 NE Ninth St	S6425-00-02001-0
John Robertson House	5 NW Front St	R13233-380-3880
John Robertson's Store	10 NW Front St	R13233-409-3800
Johnson Rental House/Howe	701 NE Leach St	S7215-00-02005-0
Joseph Libbey House	308 N Main St	R13233-214-3740
Judge Still Law Office	17 NW Front St	S6025-00-07005-0
King House	706 NE Lindsay St	S6420-00-00006-1
Leach House	801 N Main St	S6415-00-11003-0
Masonic Lodge No. 15	804 N Main St	R13233-344-3870
Methodist Church	608 N Main St	R13233-308-3740
Methodist Parsonage	5 NE Ninth St	S6415-00-11007-0
Mock House	801 NE Leach St	S7215-00-01004-0
Morris House	405 NE Center St	S6415-00-32002-0
Newcomb Property	East of 1104 NE Leach	R13234-434-1330
Nichols House	208 S Main St	R13104-490-3930
Old Fire Hall	903 NW Alexander St	S6025-00-07009-0
Pat's Place/Tyee	403 S Main St	R13104-427-3800
Polly Harpole's Maternity Home	404 NE Haller St	S6415-00-32006-0
Pontiac Dealership	105 NW Coveland St	S6025-00-06001-3
Post Office	11 NW Front St	S6025-00-07008-0
Puget Race Drug Store	2 NW Front St	R13233-400-4030
Reuble Squash Barn	123 SE Terry Rd	R13104-419-4450
Reverend Lindsey House	206 N Main St	R13233-180-3950
Samsel/Zylstra Law Office	6 NE Front St	R13233-397-4150
Sedge Building	4 NW Front St	R13233-405-3990
Sergeant Clark House	301 S Main St	R13104-493-4210
Stark House	801 NE Haller St	S6415-00-13008-1
Starks House	203 NE Ninth St	S6415-00-13003-0
Strong House	707 NE Lindsay St	S6420-00-00005-2
Telephone Exchange Building	902 N Main St	S6025-00-18001-0
Terry's Dryer/Gillespie Livery	22 NW Front St	R13233-414-3580
STRUCTURE NAME/SITE	ADDRESS	PARCEL NO

The Bungalow/Flora A.P. Engle House	808 N Main St	R13233-358-3900
Thomas Coupe House	504 NE Ninth St	R13234-370-0150
Thomas Griffith House	101 NE Ninth St	S6415-00-12001-0
Todd-Lovejoy House	105 NE Seventh St	S6415-00-22007-0
Tom Howell House	401 NE Center St	S6415-00-39004-0
Tom Howell's Barbershop	7 NW Front St	R13233-385-3830
Wharf Warehouse and Dock	NW Front St and NW Alexander St	R13233-413-3650
Whidbey Mercantile Company	8 NW Front St	R13233-408-3870
Will Jenne House	508 S Main St.	S7246-00-00012-0
Williams House	1 NE Fourth St	S6415-00-40001-0

TOWN OF COUPEVILLE - Appendix 2 continued
Historic Sites – Listed by Street Name Without Quadrant Reference

STRUCTURE NAME/SITE	NUMBER	ADDRESS	PARCEL NO
Horace Holbrook House	805 NW	Alexander St	R13233-352-3600
Old Fire Hall	903 NW	Alexander St	S6025-00-07009-0
Alexander Block House	906 NW	Alexander St	R13233-397-3390
Tom Howell House	401 NE	Center St	S6415-00-39004-0
Ed Clark House	403 NE	Center St	S6415-00-32003-0
Morris House	405 NE	Center St	S6415-00-32002-0
“Fairhaven”	911 NW	Colburn St	R13233-398-3140
Fullington House	502 NW	Coveland	S7070-00-11000-0
Pontiac Dealership	105 NW	Coveland St	S6025-00-06001-3
Cushen House	15 NW	Coveland St	R13233-363-3550
Ernest Watson House	5 NW	Eighth St	R13233-323-3730
Williams House	1 NE	Fourth St	S6415-00-40001-0
Col. Granville Haller House	1 NE	Front St	R13233-379-4060
Glenwood Hotel	1 NW	Front St	S6025-00-18001-0
John Robertson’s Store	10 NW	Front St	R13233-409-3800
Post Office	11 NW	Front St	S6025-00-07008-0
Coupeville Cash Store	12 NW	Front St	R13233-410-3750
Elkhorn Saloon	15 NW	Front St	S6025-00-07006-0
Benson Confectionery	16 NW	Front St	R13233-411-3690
Judge Still Law Office	17 NW	Front St	S6025-00-07005-0
Island County Times Building	19 NW	Front St	S6025-00-07004-0
Puget Race Drug Store	2 NW	Front St	R13233-400-4030
Capt. Thos. Kinney House	207 NE	Front St	S6415-00-08004-0
Island County Abstract Office	21 NW	Front St	S6025-00-07003-0
Terry’s Dryer/Gillespie Livery	22 NW	Front St	R13233-414-3580
Gillespie Meat Market	24 NW	Front St	R13233-414-3550
Duvall House	302 NW	Front St	R13233-409-2860
Captain Clapp House	307 NE	Front St	S6415-00-07004-0
Sedge Building	4 NW	Front St	R13233-405-3990
Island County Bank	5 NE	Front St	R13233-375-4150

STRUCTURE NAME/SITE	NUMBER	ADDRESS	PARCEL NO
John Robertson House	5 NW	Front St	R13233-380-3880
Samsel/Zylstra Law Office	6 NE	Front St	R13233-397-4150
Tom Howell's Barbershop	7 NW	Front St	R13233-385-3830
Whidbey Mercantile Company	8 NW	Front St	R13233-408-3870
Wharf Warehouse and Dock	NW	Front St and NW Alexander St	R13233-413-3650
Charles Angel House	605 NE	Gould St	S6425-00-04001-0
Heckenbury House	803 NW	Grace St	R13233-344-3760
Polly Harpole's Maternity Home	404 NE	Haller St	S6415-00-32006-0
Albert Kineth House	703 NE	Haller St	S6415-00-19000-0
Stark House	801 NE	Haller St	S6415-00-13008-1
Ives House	803 NE	Haller St	S6415-00-13007-1
Conard House	902 NE	Kinney St	S6415-00-08005-0
Newcomb Property	East of 1104 NE	Leach St.	R13234-434-1330
Johnson Rental House/Howe	701 NE	Leach St	S7215-00-02005-0
Mock House	801 NE	Leach St	S7215-00-01004-0
Benson House/Bunting House	805 NE	Leach St	S7215-00-01001-0
E.O. Lovejoy House	1209 NE	Leisure St	S6310-00-00011-0
King House	706 NE	Lindsay St	S6420-00-00006-1
Strong House	707 NE	Lindsay St	S6420-00-00005-2
Dr. White House	605 NW	Madrona Way	R13233-322-1850
Black House	701 NW	Madrona Way	R13233-313-1720
Reverend Lindsey House	206 N	Main St	R13233-180-3950
Congregational Church	207 N	Main St	R13233-184-4240
Nichols House	208 S	Main St	R13104-490-3930
Sergeant Clark House	301 S	Main St	R13104-493-4210
Frank Newberry House	305 S	Main St	R13104-471-4210
Joseph Libbey House	308 N	Main St	R13233-214-3740
Chapman Rental House	402 S	Main St	R13104-436-3940
Pat's Place/Tyee	403 S	Main St	R13104-427-3800
Higgins House	506 N	Main St	R13233-264-3900
Dr. White's Office	602 N	Main St	R13233-277-3850
STRUCTURE NAME/SITE	NUMBER	ADDRESS	PARCEL NO

Jacob Jenne House	602 N	Main St	R13233-277-3850
Highwarden House	604 N	Main St	R13233-282-3880
Carl Gillespie House	606 N	Main St	R13233-286-3810
James Wanamaker House	607 S	Main St	R13104-331-4200
Methodist Church	608 N	Main St	R13233-308-3740
A.B.Coates House	608 S	Main St	R13104-335-3820
John and Jane Kineth, Sr. House	702 N	Main St	R13233-308-3870
James Gillespie House	704 N	Main St	R13233-308-3870
Franzen House	704 S	Main St	R13104-310-3980
Bearss House	707 S	Main St	R13104-280-4190
Alvah D. Blowers House	710 N	Main St	R13233-326-3900
Leach House	801 N	Main St	S6415-00-11003-0
Masonic Lodge No. 15	804 N	Main St	R13233-344-3870
The Bungalow/Flora A.P. Engle House	808 N	Main St	R13233-358-3900
Telephone Exchange Building	902 N	Main St	S6025-00-18001-0
Dixon/Partridge House	404 S	Main St.	R13104-428-3940
Will Jenne House	508 S	Main St.	S7246-00-00012-0
Thomas Griffith House	101 NE	Ninth St	S6415-00-12001-0
First Methodist Parsonage	104 NE	Ninth St	S6415-00-09005-0
Jacob Straub House	202 NE	Ninth St	S6415-00-08008-0
Starks House	203 NE	Ninth St	S6415-00-13003-0
Hesselgrave Rental House	205 NE	Ninth St	S6415-00-13003-0
Clapp House	305 NE	Ninth St	S6415-00-14002-0
Coupeville Courier Printing Office	306 NE	Ninth St	S6415-00-07006-0
Ervin Rental House	401 NE	Ninth St	S6415-00-15001-0
Methodist Parsonage	5 NE	Ninth St	S6415-00-11007-0
John Gould House	501 NE	Ninth St	S6425-00-02001-0
Thomas Coupe House	504 NE	Ninth St	R13234-370-0150
Chris Solid House	603 NE	Ninth St	R13234-340-0440
Chromy House	707 NE	Ninth St	S6005-00-04002-0
STRUCTURE NAME/SITE	NUMBER	ADDRESS	PARCEL NO

Fred Nuttall House	801 NE	Ninth St	S6005-00-06005-0
Howard House/Lindsey House	902 NE	Ninth St	S6005-00-05002-0
Bergman House	1306 NE	Parker Rd	R13234-479-3170
James Zylstra House	101 NE	Seventh St	S6415-00-22001-0
Todd-Lovejoy House	105 NE	Seventh St	S6415-00-22007-0
Coupeville Town Hall	4 NE	Seventh St	S6415-00-22001-0
Courthouse Vault	Behind 202/204 NE	Sixth St	S6415-00-23006-0
Reuble Squash Barn	123 SE	Terry Rd	R13104-419-4450
Frain House/Burton Engle House	197 SW	Terry Rd	R13104-373-3330
Clark House	105 NE	Third St	R13233-169-4470

TOWN OF COUPEVILLE - Appendix 2 continued

Historic Sites – Listed by Address Number

STRUCTURE NAME/SITE	ADDRESS	PARCEL NO
Williams House	1 NE Fourth St	S6415-00-40001-0
Col. Granville Haller House	1 NE Front St	R13233-379-4060
Glenwood Hotel	1 NW Front St	S6025-00-18001-0
John Robertson's Store	10 NW Front St	R13233-409-3800
Thomas Griffith House	101 NE Ninth St	S6415-00-12001-0
James Zylstra House	101 NE Seventh St	S6415-00-22001-0
First Methodist Parsonage	104 NE Ninth St	S6415-00-09005-0
Todd-Lovejoy House	105 NE Seventh St	S6415-00-22007-0
Clark House	105 NE Third St	R13233-169-4470
Pontiac Dealership	105 NW Coveland St	S6025-00-06001-3
Post Office	11 NW Front St	S6025-00-07008-0
Coupeville Cash Store	12 NW Front St	R13233-410-3750
E.O. Lovejoy House	1209 NE Leisure St	S6310-00-00011-0
Reuble Squash Barn	123 SE Terry Rd	R13104-419-4450
Bergman House	1306 NE Parker Rd	R13234-479-3170
Cushen House	15 NW Coveland St	R13233-363-3550
Elkhorn Saloon	15 NW Front St	S6025-00-07006-0
Benson Confectionery	16 NW Front St	R13233-411-3690
Judge Still Law Office	17 NW Front St	S6025-00-07005-0
Island County Times Building	19 NW Front St	S6025-00-07004-0
Frain House/Burton Engle House	197 SW Terry Rd	R13104-373-3330
Puget Race Drug Store	2 NW Front St	R13233-400-4030
Jacob Straub House	202 NE Ninth St	S6415-00-08008-0
Starks House	203 NE Ninth St	S6415-00-13003-0
Hesselgrave Rental House	205 NE Ninth St	S6415-00-13003-0
Reverend Lindsey House	206 N Main St	R13233-180-3950
Congregational Church	207 N Main St	R13233-184-4240
Capt. Thos. Kinney House	207 NE Front St	S6415-00-08004-0
Nichols House	208 S Main St	R13104-490-3930
Island County Abstract Office	21 NW Front St	S6025-00-07003-0

STRUCTURE NAME/SITE	ADDRESS	PARCEL NO
Terry's Dryer/Gillespie Livery	22 NW Front St	R13233-414-3580
Gillespie Meat Market	24 NW Front St	R13233-414-3550
Sergeant Clark House	301 S Main St	R13104-493-4210
Duvall House	302 NW Front St	R13233-409-2860
Clapp House	305 NE Ninth St	S6415-00-14002-0
Frank Newberry House	305 S Main St	R13104-471-4210
Coupeville Courier Printing Office	306 NE Ninth St	S6415-00-07006-0
Captain Clapp House	307 NE Front St	S6415-00-07004-0
Joseph Libbey House	308 N Main St	R13233-214-3740
Coupeville Town Hall	4 NE Seventh St	S6415-00-22001-0
Sedge Building	4 NW Front St	R13233-405-3990
Tom Howell House	401 NE Center St	S6415-00-39004-0
Ervin Rental House	401 NE Ninth St	S6415-00-15001-0
Chapman Rental House	402 S Main St	R13104-436-3940
Ed Clark House	403 NE Center St	S6415-00-32003-0
Pat's Place/Tyee	403 S Main St	R13104-427-3800
Polly Harpole's Maternity Home	404 NE Haller St	S6415-00-32006-0
Dixon/Partridge House	404 S Main St.	R13104-428-3940
Morris House	405 NE Center St	S6415-00-32002-0
Island County Bank	5 NE Front St	R13233-375-4150
Methodist Parsonage	5 NE Ninth St	S6415-00-11007-0
Ernest Watson House	5 NW Eighth St	R13233-323-3730
John Robertson House	5 NW Front St	R13233-380-3880
John Gould House	501 NE Ninth St	S6425-00-02001-0
Fullington House	502 NW Coveland	S7070-00-11000-0
Thomas Coupe House	504 NE Ninth St	R13234-370-0150
Higgins House	506 N Main St	R13233-264-3900
Will Jenne House	508 S Main St.	S7246-00-00012-0
Samsel/Zylstra Law Office	6 NE Front St	R13233-397-4150
Dr. White's Office	602 N Main St	R13233-277-3850
Jacob Jenne House	602 N Main St	R13233-277-3850
Chris Solid House	603 NE Ninth St	R13234-340-0440

STRUCTURE NAME/SITE	ADDRESS	PARCEL NO
Highwarden House	604 N Main St	R13233-282-3880
Charles Angel House	605 NE Gould St	S6425-00-04001-0
Dr. White House	605 NW Madrona Way	R13233-322-1850
Carl Gillespie House	606 N Main St	R13233-286-3810
James Wanamaker House	607 S Main St	R13104-331-4200
Methodist Church	608 N Main St	R13233-308-3740
A.B.Coates House	608 S Main St	R13104-335-3820
Tom Howell's Barbershop	7 NW Front St	R13233-385-3830
Johnson Rental House/Howe	701 NE Leach St	S7215-00-02005-0
Black House	701 NW Madrona Way	R13233-313-1720
John and Jane Kineth, Sr. House	702 N Main St	R13233-308-3870
Albert Kineth House	703 NE Haller St	S6415-00-19000-0
James Gillespie House	704 N Main St	R13233-308-3870
Franzen House	704 S Main St	R13104-310-3980
King House	706 NE Lindsay St	S6420-00-00006-1
Strong House	707 NE Lindsay St	S6420-00-00005-2
Chromy House	707 NE Ninth St	S6005-00-04002-0
Bearss House	707 S Main St	R13104-280-4190
Alvah D. Blowers House	710 N Main St	R13233-326-3900
Whidbey Mercantile Company	8 NW Front St	R13233-408-3870
Leach House	801 N Main St	S6415-00-11003-0
Stark House	801 NE Haller St	S6415-00-13008-1
Mock House	801 NE Leach St	S7215-00-01004-0
Fred Nuttall House	801 NE Ninth St	S6005-00-06005-0
Ives House	803 NE Haller St	S6415-00-13007-1
Heckenbury House	803 NW Grace St	R13233-344-3760
Masonic Lodge No. 15	804 N Main St	R13233-344-3870
Benson House/Bunting House	805 NE Leach St	S7215-00-01001-0
Horace Holbrook House	805 NW Alexander St	R13233-352-3600
The Bungalow/Flora A.P. Engle House	808 N Main St	R13233-358-3900
Telephone Exchange Building	902 N Main St	S6025-00-18001-0
STRUCTURE NAME/SITE	ADDRESS	PARCEL NO

Conard House	902 NE Kinney St	S6415-00-08005-0
Howard House/Lindsey House	902 NE Ninth St	S6005-00-05002-0
Old Fire Hall	903 NW Alexander St	S6025-00-07009-0
Alexander Block House	906 NW Alexander St	R13233-397-3390
“Fairhaven”	911 NW Colburn St	R13233-398-3140
Courthouse Vault	Behind 202/204 NE 6 th St	S6415-00-23006-0
Newcomb Property	East of 1104 NE Leach	R13234-434-1330
Wharf Warehouse and Dock	NW Front St and NW Alexander St	R13233-413-3650

Attachment 2 - Town of Coupeville Zoning Map- Ordinance NO 692

Revised zoning Map deleting the Historic Restoration Overlay zone delineation on the map and legend reference to the Historic Restoration Overlay Zone

Attachment 3 - Ordinance NO 692

Planning Commission Findings of Fact and Conclusions of Law

(Note - The following Findings of Fact and Conclusions of Law were prepared by the Town Planning Commission for entire proposed unified and comprehensive design review process.)

1. Establishing a comprehensive approach to design review in Ebey's Reserve is to more effectively promote rehabilitation and new construction that respect past traditions and that are compatible within the cultural landscape of the Reserve. The unified and comprehensive design review process is a tool to promote sensitive rehabilitation of historic resources and to promote new construction by establishing and enforcing consistent standards. The unified approach ensures the connectivity of resources and perspective.
2. RCW 36.70A.130(2)(b) allows all jurisdictions planning under the Growth Management Act to amend their comprehensive plans once per calendar year, and
3. This comprehensive Reserve-wide approach is consistent with the following Historic Preservation Policies in the adopted Town Comprehensive Plan:
 - a. HP 1.1 Review the boundaries of Coupeville's Historic Restoration Overlay Zone to increase its effectiveness in preserving community character.
 - b. HP 1.4 Develop an administrative review process for certain simple applications below an identified threshold or away from public rights of way.
 - c. HP 2.1 Identify significant view corridors from entry points and primary roadways, including views of water, fields, woodlands and important structures, and develop policies to protect them.
 - d. HP 2.2 In cooperation with Island County and the Ebey's Trust Board, identify and protect significant views of Coupeville from outside the town, especially from Ebey's Prairie, from SR 20 and across Penn Cove from Monroe's Landing.
 - e. HP 3.2 Enact policies and regulations to preserve trees on private and public lots, especially in crucial areas such as Madrona Way, Parker Road and Main Street.
 - f. HP 5.1 Approach preservation in a positive manner which respects private property rights.
 - g. HP 5.2 Protect all structures throughout the town that are designated as contributing to local character, both through mandatory design review and through development of a demolition ordinance.
 - h. HP 5.3 Review and update regularly the list of structures that contribute to local character (outside the Historic Overlay Zone).
 - i. HP 5.4 Review zoning and building requirements to encourage new construction and major remodels to be compatible with (but not necessarily mimicking) nearby older homes in terms of size, massing and general appearance.
 - j. HP 5.5 Develop broad and specific design guidelines for new construction and major remodels for each identified neighborhood, emphasizing that which is visible from major streets and entryways.
 - k. HP 5.6 If necessary, provide options in the guidelines that take into account the need to use lower cost or lower maintenance materials at times, particularly for non-historic and non-contributing buildings.

- l. HP 5.7 Identify the color palettes and modern materials that are most appropriate for use on Coupeville structures and provide information on them to builders and property owners.
 - m. HP 5.8 Using the Secretary of the Interior's Standards for Rehabilitation as a guide, ensure that developments are compatible with nearby areas in terms of building size and massing, street pattern, landscaping and building styles, colors and materials.
4. The Growth Management Act (GMA), at RCW 36.70A.020, includes the following relevant planning goals:
 - a. Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.
 - b. Historic preservation. Identify and encourage the preservation of lands, sites, and structures, that have historical or archaeological significance
 - c. Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
5. The Town of Coupeville has established design review process and codified community design standards that, while effective, can be improved upon and expanded to encompass all contributing resources in the Town while the associated review process is streamlined;
6. The unified Reserve-wide initiative includes training and technical support opportunities to the partners in design review process, which will strengthen partnerships, leverage limited resources and avoiding duplication of services;
7. Island County acting as the Lead Agency issued and distributed a Notice of Determination of Nonsignificance and Adoption of Existing Environmental Documents on May 28, 2009;
8. Consistent with RCW 36.70A.106 the Town of Coupeville and Island County jointly submitted the proposal to the Department of Commerce on June 15, 2009 for the required 60 day review;.
9. The Town Planning Commission held a joint public workshops on July 28 and August 4, 2009, with the Island County Planning Commission; and
10. The Town Planning Commission held joint public hearings with the Island County Planning Commission on the August 25, 2009, September 1, 2009, September 15, 2009, and October 20, 2009. The Public comment portion of the Public Hearing process was closed on October 20, 2009 and the two Planning Commissions jointly deliberated until the Public Hearing was adjourned,
11. The Town Planning Commission separately continued its deliberations on December 1, 2009;
12. The Town Planning Staff provided copies of all written materials submitted by interested parties to the Planning Commission, and provided an analyses and recommendations pertaining to submission in the various memos prepared for Planning Commission sessions.
13. The Planning Commission concluded that all written materials submitted by interested parties were carefully and fully considered;
14. Many of the proposed changes submitted by interested parties were incorporated in the final proposal;
15. The Planning Commission concluded that ample opportunity was provided for the public to submit comments and testimony on the proposed ordinances at the Public Hearings duly held to receive such comments and testimony; and
16. Following their own deliberations and based upon its review of the requirements of Chapter 36.70A RCW and the proposal with revisions, the recommended findings on review, and the public comments received, the Planning Commission found and declared

that the review and the revisions have been prepared in conformance with applicable law, including Chapter 36.70A RCW, Chapter 43.21C RCW, approves a motion to forward the amendments specified in Exhibit B attached hereto to the Town Council with their recommendation of approval and their recommendations for further consideration as specified herein. The Planning Commission deemed their recommendations to be consistent with the Implementation Guidelines of the Comprehensive Plan and necessary so that the Comp Plan responds to new information, changed growth philosophies, citizen initiatives or other identified needs.

RECOMMENDATION:

The Town of Coupeville Planning Commission recommends the adoption of the attached Unified Code by the Town and County. The Town of Coupeville Planning Commission recommends and supports the adoption of a Reserve-wide Design Manual with the following recommendations.

1. In 1995 the National Park Service updated and revised the Building and Landscape Inventory. Based upon said inventory update some structures that had been previously designated as “contributing” in the 1983 inventory were classified as “noncontributing” because the building had no integrity due to alterations or other changes. The Town designated 52 of the contributing structures within the Town of Coupeville as Historic sites in the Comprehensive Plan. The proposed action would add 49 additional contributing structures to the list of historic sites within the Town. Since it has been 16 years since the last inventory and assessment, the Planning Commission recommends that provisions be included in the Unified Code to allow owners of the historic sites to petition the Reserve Commission for review and assessment of the appropriateness of the structures designation as a contributing property.
2. The Planning Commission supports the assignment of decision making authority on design matters to the Reserve Commission.
3. The Planning Commission supports the recommendations of the Trust Board with regard to exemptions for certain agricultural activities (including a size threshold) and the delay of the affect of the demolition requirements on farm cluster buildings within working farms within the Reserve. (Recommendation attached)
4. While designation criteria of the Review Areas 1 and 2 may be necessary, it is imperative that the final designation be based upon the mapped representation of the areas, to set aside disagreements on the interpretation of the designation criteria.
5. The Planning Commission recognizes that there needs to be a balance between the standards and their economic impacts on the owners of historic structures and the important public goal of preserving the integrity of the Reserve and its Historic Resources. The Planning Commission encourages the Town Council to continue to strive for balance but ultimately the standards should support viable perseveration of the historic resource.
6. The terms *Alteration*, *Ordinary Repair and Maintenance*, and *Replacement in Kind appear to be* inconsistently defined, used or applied within the body of the ordinance. Both the definitions and application of these words should be reviewed. Consideration should be given to adding definitions for Replacement Alternative and Repair.
7. The activities of Repair, Replacement Alternative and Replacement in-kind should be considered as Exempt or Level 1 decisions.
8. While the Planning Commission supports in general the demolition protections outlined in the Unified Code the following comments are submitted:

- a. the application requirements should be established as examples of evidence that could provide a compelling argument that fulfills the decision criteria.
 - b. The intent of the demolition protections should be to discourage and not prevent.
9. The Planning Commission recommends that the County, the Trust Board, the Reserve Commission and the Legislative bodies of the Town and County meet annually to discuss the program operations and to changes if needed.

ATTACHMENT 4 - Ordinance NO 692

Amendments to the Historic Preservation Element of the Comprehensive Plan and Amendment to Appendices listed in the Comprehensive Plan

HISTORIC PRESERVATION—Goals and Policies

These proposed policies and actions are derived primarily from the preceding development histories, descriptions and analyses of Coupeville and its neighborhoods. Public comment from the September, 1999 Historic Workshop, along with input from the Design Review Board, Planning Commission and Town Council provided refinements based on community vision. Their purpose is to enhance both Coupeville's overall character as an historic rural community and the unique character of each of these individual neighborhoods.

The emphasis here is on physical character as viewed from major entry points into town and from primary roadways throughout the town. These roads include SR 20, North and South Main streets, Front Street, Coveland Street, NE 9th Street, NE 6th Street, Parker Road, NW Madrona Way, Broadway and Terry Road. However, the importance of each individual historic feature, even those in more obscure locations, should be recognized; they not only provide valuable information about community history, but are visual amenities to be appreciated by neighbors and other town residents.

The Town of Coupeville, Island County, and the Ebey's Landing National Historical Reserve Trust Board (the Partners) cooperatively seek to protect and preserve the cultural landscape of the Reserve consistent with the Reserve's General Management Plan, including its historic buildings, structures, districts, sites, objects, and archaeological sites within the Ebey's Landing National Historical Reserve for the benefit of present and future generations.

The Partners desire to enhance their historic preservation and protection efforts within the Ebey's Landing National Historical Reserve by the establishment of uniform design review processes, procedures, and standards.

Goal 1 Provide for the protection of historic and prehistoric resources within the Ebey's Landing National Historical Reserve (Reserve) and to encourage the preservation, restoration and rehabilitation of historic and/or cultural resources within the Reserve for future generations.

HP 1.1 Safeguard the heritage of the Reserve as represented by those buildings, objects, sites and structures which reflect the significant elements of the Reserve's history.

HP 1.2 Increase recognition of the Reserve's historic and cultural resources.

HP 1.3 Foster a sense of identity based upon the Reserve's history.

HP 1.4 Assist, encourage and provide incentives to property owners for preservation, restoration and use of significant buildings, objects, sites and structures.

HP 1.5 Promote and facilitate the early identification and resolution of conflicts between preservation of historic/cultural resources and alternative land uses.

HP 1.6 Adopt Reserve-wide demolition standards which protect all buildings from demolition which are designated as "contributing" in the Building and Landscape Inventory (Inventory)(1995) prepared for the Ebey's Landing National Historical Reserve and any additional buildings or structures subsequently added to the Register of Historic Places.

Goal 2 Work cooperatively with Island County and the Ebey's Landing National Historical Reserve Trust Board to jointly establish, manage, and maintain a uniform design review process, procedures, and standards which are applicable uniformly throughout the Reserve.

HP 2.1 Jointly establish and adopt Reserve-wide design review processes.

HP 2.2 Establish a multi-tiered review and approval process which governs and applies to applications to alter historic resources and to applications for infill develop within the Reserve based upon adopted guidelines.

HP 2.3 Develop an administrative review process for certain simple applications below an identified threshold or away from public rights of way.

HP 2.4 Consider the replacement the town's Design Review Board with an appointed Reserve-wide commission.

HP 2.5 Apply the Ebey's Landing National Historical Reserve Design Guidelines throughout the town and also consider the unique character of each of the individual town neighborhoods.

Goal 3 A Ebey's Landing National Historical Reserve Commission should be established as an body assigned responsibilities to ensure the conservation of the Reserve's historic and cultural resources.

HP 3.1 The Commission should conduct design review and assist in the issuance of certificates of appropriateness for new construction affecting historic resources, alterations to historic properties, demolition or relocation of historic properties and other projects consistent with adopted uniform process and standards.

HP 3.2. The Commission should maintain the Ebey's Reserve Register of Historic Places, including designating additional properties based on established criteria.

HP 3.3. The Commission should act as the local review board for special tax valuation pursuant to RCW Chapter 84.26 RCW and WAC Chapter 254.20 and for purposes of eligibility for loans, grants and other incentive administered by the town or county

Goal 1 Use overlay zoning to define areas where special regulations apply in accordance with adopted neighborhood design standards.

~~HP 1.1 Review the boundaries of Coupeville's Historic Restoration Overlay Zone to increase its effectiveness in preserving community character.~~

~~HP 1.2 Reassess the Historic District Overlay Zone's 200-foot boundary from Main Street, so that structures outside the boundary, but easily visible from a major roadway, must comply with appropriate design guidelines.~~

~~HP 1.3 Extend the Historic Restoration Overlay District boundary to the center of blocks rather than the centerline of streets, so that incompatible construction is not permitted across the street from regulated areas.~~

~~HP 1.4 Develop an administrative review process for certain simple applications below an identified threshold or away from public rights of way.~~

~~HP 1.5 Consider secondary historic overlay or buffer zones in other neighborhoods which would apply to specific development proposals likely to have an effect on neighborhood character.~~

Goal 2 4 Views are an important component of historic character and impacts from new development should be evaluated when appropriate.

~~HP 2-1~~ 4.1 Identify significant view corridors from entry points and primary roadways, including views of water, fields, woodlands and important structures, and develop policies to protect them.

~~HP 2-2~~ 4.2 In cooperation with Island County and the Ebey's Trust Board, identify and protect significant views of Coupeville from outside the town, especially from marine waters, from Ebey's Prairie, from SR 20 and across Penn Cove from Monroe's Landing.

Goal 35 Landscaping, native vegetation and open space should be an enduring feature of Coupeville to retain a rural, small town historic character.

HP 35.1 Identify and map woodlands and fields that are visible from points of entry and primary roads, and develop methods to preserve them.

HP 35.2 Enact policies and regulations to preserve trees on private and public lots, especially in crucial areas such as Madrona Way, Parker Road and Main Street.

HP 35.3 Begin tree-planting programs and incentives on both public and private land. Historically appropriate species that meet modern needs should be emphasized.

HP 35.4 Adopt strong, effective landscaping standards for commercial, multifamily and large single-family developments throughout town. Emphasis should be on screening of parking/service areas, softening the appearance of large or modern structures, and attractive screening of structures, especially from Ebey's Prairie or SR 20.

HP 35.5 Identify key historic landscape elements on both public and private land and develop a program to encourage their preservation.

HP 35.6 Provide information and assistance to encourage attractive residential landscaping.

HP 35.7 Develop standards and information on appropriate types and height of fencing for specific neighborhoods. Consider appropriate heights, materials, styles, locations and colors for fencing in various neighborhoods, including low-cost and low-maintenance options.

Goal 4.6 Develop design guidelines for public right-of-way and public property, such as street edges, swales, sidewalks and curbs.

HP 4.6.1 Emphasize characteristics that contribute to the town's rural character. For example, street lighting and sidewalks in neighborhoods should be minimized, consistent with public safety and increased pedestrian use.

HP 4.6.2 Street designs, utility plans and other public works plans should take into account impacts on historic properties and local neighborhood character in all parts of town.

HP4-6.3 Adopt low impact development standards and promote sustainable development within the Town and Reserve and to protect and enhance the water quality of Penn Cove.

Goal 5 7 Establish fair and reasonable means of preserving Coupeville's historic structures, neighborhoods and open spaces, using regulations, incentives or voluntary guidelines as appropriate to each neighborhood.

HP 57.1 Approach preservation in a positive manner which respects private property rights.

HP 57.2 Protect all structures throughout the town that are designated as contributing to local character, both through mandatory design review and through development of a demolition ordinance.

HP 57.3 HP 5.3 Review and update regularly the list of structures that contribute to local character (outside the Historic Overlay Zone). In support of the protection of historic resources within the Ebey's Landing National Historical Reserve, the Town and County should jointly prepare and adopt ordinances establishing uniform regulations (i.e., The Ebey's Landing National Historical Reserve Design Guidelines) and uniform procedures/processes for the protection of historic resources within the Reserve.

HP 57.4 Review zoning and building requirements to encourage new construction and major remodels to be compatible with (but not necessarily mimicking) nearby older homes in terms of size, massing and general appearance. Replace the Town's Design Review Board and the County's

Historical Review Committee with a Reserve-wide appointed Commission.

HP 57.5 Develop broad and specific design guidelines for new construction and major remodels for each identified neighborhood, emphasizing that which is visible from major streets and entryways.

HP 57.6 If necessary, provide options in the guidelines that take into account the need to use lower cost or lower maintenance materials at times, particularly for non-historic and non-contributing buildings.

HP 57.7 Identify the color palettes and modern materials that are most appropriate for use on Coupeville structures and provide information on them to builders and property owners.

HP 57.8, Ensure that developments are compatible with nearby areas in terms of building size and massing, street pattern, landscaping and building styles, colors and materials.

HP 57.9 As an example to others, the Town, Island County and other public agencies should adopt policies to assure that special care is taken of publicly-owned historic resources (including buildings, landscaping and open spaces) to retain those features and elements that give these places their significance.

HP 57.10 Review permitted uses and development standards within each zoning district to ensure maximum compatibility with historic development patterns and uses, to include the review of uses of historic homes for commercial use and the allowance of the residential use of historic homes located in commercial zoning districts.

HP 57.11 Develop standards and provide good examples and alternatives for accommodating parking in both residential and commercial areas with minimal impact on character.

Goal 6 8 Make historic preservation both fun and educational in the Town of Coupeville.

HP 68.1 Capitalize on Coupeville's history by making it more vivid throughout the town.

HP 68.2 Develop and implement a system of preserving information about town development and history to better document the town's history for the future.

HP 68.3 Develop and maintain a database of historic structures and the historic district that is compatible with the state standard developed at the Department of Archaeology and Historic Preservation. This database should include information on ownership and changes to historic properties and their condition and other relevant information.

HP 68.4 Expand educational efforts to enhance awareness of the town's history and unique character among historic property owners, building tenants, real estate agents, prospective property buyers and all town residents.

COMPREHENSIVE PLAN APPENDICES – Delete Existing Appendix C and renumber remaining appendices.

A. Community Opinion Survey

B. Countywide Planning Policies

~~C. Historic Structures and Sites~~

~~D.C.~~ Traffic Forecast Analysis

~~D.E.~~ Community Opinion Survey – Parks and Recreation

E.F. Community/Business Opinion Survey – Economic Stability