

**TOWN OF COUPEVILLE
SPECIAL PLANNING COMMISSION MEETING
MINUTES
Coupeville Recreation Hall
JULY 12, 2007**

CALLED TO ORDER: The Planning Commission Meeting of July 12, 2007 was called to order at 7:03 P.M.

PRESENT: Planning Commission Members present were David Day, Molly McPherson, Doug McFadyen and Chet Baker.

ABSENT: Planning Commission Member absent was Barbara Cope (excused).

STAFF PRESENT: Town Planner Larry Kwarsick and Recording Secretary Laurel Wilsey.

APPROVAL OF MINUTES: The minutes of June 5, 2007 were approved as submitted.

NEW BUSINESS:

Conditional Use Permit #07-05—to Locate Public Professional Offices within the Town Commercial Zoning District.

Larry Kwarsick briefly presented applicant's proposal to use a portion of the Main Street Market at 402 N. Main Street to house Island County administrative staff, specifically the Elections Division of the Island County Auditor's Office. This would be a tax-exempt use. Island County was previously issued a temporary CUP (CUP 87-03) at this address during the construction activities associated with the implementation of the Coupeville Courthouse Master Plan. The application is for a long-term occupancy of the space and is not associated with any planned Courthouse Campus expansion project.

The intent of this CUP is to address a new Island County space problem associated with the election activities of the County Auditor's office, i.e. provides relief to an overcrowded working environment created in part by the new mail in voting program. The leased space would be divided into 3 sections. The front section will be the business office and the public counter. The second section will house the equipment needs associated with ballot program and processing. The third section will be an election work room with storage and archive space.

There are four findings necessary to grant a conditional use permit and they are as follows:

1. The proposed use, at the proposed location, is consistent with the purposes of the Development Regulations and zone district in which it is to be located, and that the proposed use will meet all the applicable requirements of the development regulations.
2. The proposed use, at the proposed location, will not be significantly detrimental to the public health safety and welfare, will not substantially harm or diminish the value of nearby property or improvements, and will not materially disturb the owners of nearby properties in the reasonable use of these properties.
3. The requested conditional use will generally be in harmony with the comprehensive plan.
4. The requested conditional use is a conditional use expressly permitted by the zoning ordinance in the district in which the conditional use permit is requested.

There are also four tax-exempt uses necessary to grant the conditional use permit and they are as follows:

1. That the proposed location of the tax-exempt use and the size and characteristics of the site will maximize its benefit to the public.
2. That the proposed location of the tax-exempt use and plan for entrances and exits will not create hazards on public streets.
3. That the proposed tax-exempt use will not occupy land which would be more beneficial to the community if put to a different use.
4. That the proposed use will not be detrimental to principal uses permitted in the district for which the conditional use permit is requested.

The staff finds that the proposed use of a portion of the old Main Street Market for County administrative office meets the four required findings for issuance of a conditional use permit, and the four additional findings required for tax-exempt uses. The staff also recommended twelve more conditions as follows:

FINDINGS AND CONCLUSIONS:

1. The Town received an application on April 26, 2007 for a conditional use permit to locate tax exempt professional offices in the Town Commercial District. A Notice of Completeness was issued to the applicant on May 15, 2007;
2. A Notice of Application was sent to neighboring property owners and affected agencies on June 1, 2007, with a 14-day comment period;
3. The proposal is exempt from State Environmental Policy Act (SEPA) review;
4. In accordance with Coupeville Town Code, the Planning Commission conducted a public meeting to consider the application, and forwarded a recommendation of approval to the Town Council;
5. The proposal to locate tax-exempt professional offices at 402 North Main Street is reasonably necessary for the public health, safety and general welfare, in that the use is consistent with the Town's Development Regulations, and provides relief to an overcrowded working environment for the elections division of the County Auditor, created in part by the new mail in voting program;
6. The proposal to locate tax-exempt professional offices at 402 North Main Street will not permanently or substantially injure the lawful use of neighboring uses, if conditions are applied with respect to eliminating possible sources of contamination to the Well #5 wellhead;
7. The proposal to locate tax-exempt professional offices will generally be in harmony with the Comprehensive Plan and adopted Island County Master Plan for Coupeville Facilities if the Master Plan is amended;
8. Tax-exempt uses in the Town Commercial zoning district expressly permitted as conditional uses;
9. The proposed location, size and characteristics of the use will maximize its benefit to the public;

10. The proposed location and the plan for entrances and exits will not create hazards on public streets so long as the parking and access are reconfigured in conformance with the attached site plan;
11. The proposed use will not occupy land which would more beneficial to the community if put to a different use, in that the proposal is consistent with principal uses and will not reduce the Town's property tax revenue;
12. The proposed use will not be detrimental to principal uses otherwise permitted in the Town Commercial District.

Suzanne Sinclair, Island County Auditor stated that they are going to all mail-in ballots and there will be a need to use more people so there is a need for more room. They would like to move in right after they mail out the ballots for the August 21, 2007 elections. They would like to be settled before having to process the votes.

Commissioner Day asked if all the election staff will be located in this space. Suzanne Sinclair stated yes.

Commissioner McFadyen asked what the square footage of the proposed space is. Kwarsick stated that it is 2,671 square feet.

Commissioner McFadyen asked what the lease time is. Kwarsick stated the lease is for three years. McFadyen asked if there was an option for renewal. Suzanne Sinclair commented that maybe they would renew the option.

Commissioner McFadyen asked who owns the building. Kwarsick stated that Gloria Christiansen who lives in Arizona does.

Commissioner Day asked what other businesses occupy the old Main Street Market. Kwarsick commented that there is a Chiropractic business there, a Veterinary Clinic is renting there and a Thrift Store is renting there.

Commissioner Day asked about parking. How many staff members would need parking? Suzanne Sinclair commented that there would be two full-time employees. The others are volunteers and the need additional parking would be about six-times a year.

Commissioner McFadyen asked what influence does the County have over parking when there are others in need. Can the County lease parking spaces? Suzanne Sinclair said she did not have any say in how the County's parking is used.

Bill Oakes, Public Works Director, stated that he objected to condition number two in the staff's report which stated that "The County shall prepare, adopt and present to the Town an update to the adopted Island County Master Plan for Coupeville Facilities; to include the use of the Main Street office space as well as the Kaul building office space. The updated plan will also include a parking plan for all existing County needs and include an evaluation of additional space needs during the planning period." Bill Oakes objected for two reasons. One is procedural and two is the practicality of the requirement. Bill Oakes stated that the use is outside of the existing Master Plan. The practical side is that to revise the Master Plan is too costly. He has no facilities staff to work on it and he would have to hire consultants to update the Master Plan. The County does not have the money to do this at this time. Mr. Oakes asked that condition number two be removed.

Kwarsick recommended that condition number two be amended. The County could lease the space for the first three years on the condition that on or before the first three years are up that the County updates their Master Plan.

Commissioner Day asked if leasing this space as a tax-exempt use was part of the County's Master Plan. Bill Oakes stated yes. Kwarsick stated yes, but that the old Main Street Market and the Kaul Building was not part of the County's Master Plan but part of the Town's Comprehensive Plan.

Commissioner McFadyen asked if using the County's parking spaces after hours for public parking was possible. Bill Oakes commented that he would look into it.

BOARD ACTION: Commissioner McPherson moved, seconded by Commissioner Barker, to recommend to the Town Council, to approve CUP 07-05, subject to the following conditions as amended:

1. That no storage or activity associated with the proposed use cause or involve any substance considered detrimental to the Town's drinking water supply to come within 100' of the wellhead for Well #5;
2. CUP 07-05 be limited to three years;
3. The parking stalls shall be repainted and delineated for the use of specific occupants or general public use;
4. The County shall apply for and obtain an occupancy permit and sign permit.

VOTE RESULT: The motion passed unanimously.

Conditional Use Permit #07-06—Robert Davenport.

Kwarsick stated that the applicants are requesting a conditional use permit to construct an accessory barn structure that is 1,728 square feet. The property is located at the city limits. It is a 9.7 acre parcel zoned Residential Reserve. As permitted use, accessory structures in the Residential Reserve zone are limited to a maximum of 1, 200 square feet.

Public Works requires a back-flow preventor on the water connection if watering livestock.

Kwarsick stated that the applicants are respectful of the Town's requirements.

Commissioner McFadyen asked what the density is on this parcel and Kwarsick responded that the applicants could build four to five homes on this property, and they could create two more parcels.

Commissioner Day noted that the adjoining property owner is in the county and asked if comments had been received on this proposal? Kwarsick replied that the Town did not receive any public comments.

Commissioner McFadyen asked if the applicants had to go before the Design Review Board. Kwarsick stated no. Commissioner Day asked if that was because of where they are located. Kwarsick stated that they aren't commercial.

Commissioner Day commented on screening being provided for the adjoining property owner. Kwarsick stated that it could be one of the conditions.

Commissioner McFadyen asked if there were any restrictions on the material used by the applicants. Kwarsick stated no.

Commissioner McFadyen commented that if it were a metal building, neighbors might not be happy. Kwarsick commented that the applicants have selected painted steel roof and siding.

Commissioner Day asked if the applicants have applied for a building permit. Kwarsick stated no.

Commissioner McPherson commented that if there is a screening problem, the adjoining property owners need to come and comment.

Commissioner Baker stated that in Findings and Conclusions of Law, number one, the square footage should read 1,728 square feet not 1,200 square feet.

Commissioner Day asked if there was a limit to the number of animals the applicants could have. Kwarsick commented no.

BOARD ACTION: Commissioner McPherson moved, seconded by Commissioner Baker to adopt the Findings and Conclusions of Law as amended and recommend approval of CUP 07-06 to the Town Council, subject to conditions 1 through 3.

FINDINGS AND CONCLUSIONS OF LAW:

1. The Town of Coupeville received an application from Robert Davenport to construct a 1,200 square foot, changed to read 1,728 square foot, accessory structure in Residential Reserve zone district at 2201 NE Parker Road, in the Town of Coupeville.
2. The Residential Reserve zone district lists accessory structures greater than 1,200 square feet in size as conditional uses. Issuance of conditional use permits is governed by CTC 16.14.030, and such permits are employed to assign conditions to otherwise permitted uses, which mitigate potential adverse impacts on a neighborhood or community.
3. A Notice of Completeness was issued by the Town on June 12, 2007.
4. On, June 15, 2007, the Town issued a Notice of Application with a 14-day comment period. No comments were submitted in response by either neighbors or other agencies.
5. The Planning Commission held a public meeting on the proposal at their regular meeting on July 12, 2007.
6. Small scale agriculture is a principal use in the Residential Reserve zone. Given the size of the parcel and the location of the barn the proposal is consistent with and implements the comprehensive plan.
7. The proposal with conditions meets the required findings of CTC 16.14.030.C.

CONDITIONS:

The applicant must conform to the standards listed below:

1. The applicants shall obtain a building permit prior to construction of the barn.
2. The applicants must install a town-approved backflow prevention assembly immediately downstream of the town's water meter to protect the public water supply system from potential contamination prior to issuance of the occupancy permit for the barn.
3. The use of the accessory barn structure and the agricultural use of the property must be in and remain in conformance with the Town zoning ordinance.

VOTE RESULT: The motion passed unanimously.

PLANNER'S REPORT: Planner Kwarsick stated that there were no projects slated for next month and that there will not be a Planning Commission meeting in August.

ADJOURNMENT: 8:03 P.M.

Respectfully submitted by:

Laurel Wilsey, Recording Secretary