

**Town of Coupeville
Planning Commission Meeting
Tuesday, December 2, 2008
6:30 p.m.**

BOARD MEMBERS PRESENT: Chair David Day, Commissioners Chet Baker, Doug McFadyen, Molly McPherson. Absent: Barbara Cope

STAFF PRESENT: Planner Larry Kwarsick and Recording Secretary Nanc Garner

CALL TO ORDER

The Meeting was called to order by Chair Day at 6:30 p.m.

APPROVAL OF MINUTES

The minutes of October 7, 2008 were approved with one correction to Page 2 – Change Inland Transit to Island Transit.

NEW BUSINESS

Conditional Use Permit in the Town Commercial Zone CASE NO: CUP 08-01 – Island County – Quasi-Public Use (County) in the Town Commercial Zone at 400 & 402 North Main.

This application requests a conditional use permit to increase the County's use of their commercial building at 400 and 402 North Main Street for County business purposes. Planner Kwarsick explained that the County has submitted an application for an expansion. Last year the County sought a CUP to accommodate the changing needs of the voters office and the town approved the use up to 2600 square feet. The County has asked to expand the square foot use of the Main Street Market Building and in addition has requested an amendment to the previous CUP conditions. The County is requesting that the 3 year limitation eliminated since they have now submitted an addendum to the Coupeville Master Plan and updated their Parking Plan. Planner Kwarsick stated that there was no public comment on the application.

Donna Keeler, Land Use Consultant, and Bill Oaks, County Public Works Director, addressed the board and thanked Planner Kwarsick for his guidance with the project. Referring to the Island Master Plan adopted in 1996, they are requesting two conditions be removed – Item 1. Kinney Street Parking Facility be removed because the county did not want to complete the project in 2008 due to muddy conditions that would affect the Town. The project will be completed in Spring, 2009. Item 2. Remove the Financial Guarantee Plan in Recommendation #5 because the expansion of the Law and Justice Building is not likely to happen due to budget concerns. The Recommendations should be amended to say that the 3 year time limit be eliminated and that if and when the County plans on expanding the floor space, the Town will revisit the CUP permit.

The Board discussed the remaining vacant space in the Main Street Market building for County use, the number of parking spaces to support the business and the well head located behind the building. Ms. Keeler said that they are anxious to move into the building before the Kinney project is complete. Planner Kwarsick stated the financial commitment should be replaced with a letter that states the County will complete the project and amend #3 that it must be completed by the end of 2009 and make it a condition of occupancy.

BOARD ACTION

A motion was made by Commissioner McPherson and second by Commissioner Baker to approve CUP 08-01 – Island County-Quasi-Public Use (County) in the Town Commercial Zone based on the following Findings and Conclusions 1-12 and Recommendations 1-5, Amending No. 3 that the three year time frame be eliminated, and the financial guarantee be replaced by a letter provided by the County stating the project will be completed by 2009 making it a condition of occupancy.

1. The Town received an application on September 26, 2008 for a conditional use permit to locate tax exempt professional offices in the Town Commercial District and to modify the time limit of previously issued CUP 07-04 which was approved with a 3 year time limit. The 3 year time limit was imposed in lieu of the updating the County Master Plan and an updated parking plan which have now been prepared. A Notice of Completeness was issued to the applicant on October 7, 2008;
2. A Notice of Application was sent to neighboring property owners and affected agencies on October 7, 2008, 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 400 and 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 and also an identifiable presence for the newly created Human Services Department;
6. The proposal to locate tax exempt professional offices at 400 and 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 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 and essential public facilities are 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 be 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.

RECOMMENDATION

Based on the analysis, findings and conclusions noted above, staff recommends that the Planning Commission recommend that the Town Council approve CUP 08-01, subject to the following conditions:

1. That not 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 of Well #5;

2. The parking stalls shall be repainted and delineated for use of specific occupants or general public use;

3. The Kinney Street parking facility and the associated parking spaces for County vehicles must be completed ~~prior to occupancy or a financial guarantee provided to the Town guaranteeing construction of the parking lot~~ on or before the end of 2009;

4. The county shall apply for an occupancy permit for the intended use and sign permit for both uses; and

5. The CUPS (Both) shall be subject to review in association with the future expansion of the County Law and Justice Building.

Planner Kwarsick noted for the record that there were no members from the public in attendance.

Motion was approved 4-0.

PLANNER'S REPORT

Planner Kwarsick reported that the Town has issued a building permit for Dan Miranda's project and he has complied with all the conditions. The Council has approved the shoreline plan and forwarded onto Dept of Ecology and now subject to ongoing discussion. The Mayor has facilitated a partnership between the County, Ebey's Reserve and the Town to develop unified design standards for the entire reserve. The Town will also be preparing a tree ordinance in 2009.

There is no Planning Commission Meeting scheduled for January 6, 2009.

AUDIENCE INPUT

None

ADJOURN

The meeting was adjourned at 7:14 p.m.