

**Town of Coupeville
Planning Commissions Meeting
Tuesday, October 5, 2010
6:30 p.m.**

MEMBERS PRESENT: Chair, David Day, Commissioners Chet Baker, Molly McPherson, Doug McFadyen

STAFF PRESENT: Town Planner Larry Kwarsick and Recording Secretary Nanc Garner

CALL TO ORDER

The meeting was called to order by Chair David Day at 6:33 p.m.

APPROVAL OF MINUTES

The workshop minutes of May 4, 2010 and the regular meeting minutes of June 1, 2010 were approved as presented.

PUBLIC HEARING

CUP 10-01 – Conditional Use Permit to locate Quasi-Public Professional Office within the Town Commercial Zoning District (Applicant Whidbey Island Conservation District for use of the Williams House at 100 NE 4th Street)

Mr. Kwarsick explained that this is pre-decision hearing on the conditional use permit application. The applicant proposes to use the Williams House (a historic building) at 100 NE 4th Street to house the Whidbey Island Conservation District business office. The application has gone through the public notice process. No public comment was received for or against the application. This is the sole opportunity for the public to speak. Following the pre-decision meeting, staff will present the Planning Commission decision to the Town Council.

Chair Day declared the public hearing open at 6:37 p.m.

The applicant, Karen Bishop was in attendance and stated she is excited about the new space for the conservation district and that visibility along Main Street will raise awareness for them. The lease is for five years and the district will occupy the entire building. She stated that a rain garden will be installed on the property.

There was no public comment and the public hearing closed.

Board Action: A motion was made by Commissioner McPherson, second Commission Baker to approve CUP 10-01- Conditional Use Permit to locate Quasi-Public Professional Office within the Town Commercial Zoning District (Applicant Whidbey Island Conservation District for use of the Williams House at 100 NE 4th Street based on the following findings of fact and conclusions of law and recommendation.

The Town received an application on September 9, 2010 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 September 9, 2010;

A Notice of Application was sent to neighboring property owners and affected agencies on September 15, 2010, with a 14-day comment period;

A Notice of Application was published in the local newspaper on September 15, 2010, with a 14-day comment period. The site was also posted;

The proposal is exempt from State Environmental Policy Act (SEPA) review;

In accordance with Coupeville Town Code, the Planning Commission conducted a public hearing to consider the application, and forward a recommendation to the Town Council;

The proposal to locate tax exempt professional offices at 100 NE 4th 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 an improved working environment for the District;

The proposal to locate tax exempt professional offices at 100 NE 4th Street will not permanently or substantially injure the lawful use of neighboring uses;

The proposal to locate tax exempt professional offices will generally be in harmony with the Comprehensive Plan;

Tax exempt uses in the Town Commercial zoning district expressly permitted as conditional uses;

The proposed location, size and characteristics of the use will maximize its benefit to the public and the occupation of a contributing historic building assists in the preservation and maintenance of the building;

The proposed location and the plan for entrances and exits will not create hazards on public streets;

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;

The proposed use will not be detrimental to principal uses otherwise permitted in the Town Commercial District.

Motion Approved 4-0

PLANNER'S REPORT

Planner Kwarsick reported that staff has completed its work on Ebey's Landing National Historical Reserve Design Guidelines and will now be reviewed by the Town Council at a workshop on October 26, 2010. Some items to be reviewed again are demolition by neglect provisions and dealing with enforcement and penalties. The review process should be completed by spring of 2011.

Planner Kwarsick reported that there are no pending land use applications or any other comp plan amendments to be reviewed by the Planning Commission. The Plat of Lauren's Wood was approved and the Town issued 20 building permits. The Town has entered into an agreement to sell the Fire House. The DRB approved the project and a building permit has been submitted. The Chamber of Commerce will move into the lower portion of the building, the second floor will be for residential use and the public restrooms will be renovated.

ADJOURN: 7:00 p.m.