

**Town of Coupeville  
Planning Commission Meeting  
Commissioner's Hearing Room  
Tuesday, June 3, 2014  
6:30 p.m.**

**TOWN PLANNING COMISSION MEMBERS PRESENT:** Acting Chair, Molly McPherson  
Commissioners Chet Baker, and Ricardo Reyes

**STAFF PRESENT:** Town Planner Bridget Smith and Recording Secretary Nanc Garner

**CALL TO ORDER**

The meeting was called to order by Acting Chair McPherson at 6:30 p.m.

**APPROVAL OF MINUTES**

The minutes of the December 3, 2013 were approved as presented.

**NEW BUSINESS**

**1. Conditional Use Permit UP-023-14 at 914 Colburn for Paul Ware – Operating a Guesthouse.**

Acting Chair McPherson explained the public hearing process. The planner will present the staff report after which the Planning Commission can ask questions. The applicant will answer any questions and address the Planning Commission with comments of his own. Member of the public are invited to sign in and provide testimony and to ask questions of the board and of the applicant. The public hearing will then be closed.

Acting Chair McPherson declared the meeting open at 6:35 p.m. She asked if any board members had any possible conflict of interest or appearance of fairness problems. There were none.

Planner Smith explained that the applicant proposes to convert an existing single family dwelling into a guesthouse for short term lodging at 914 Colburn. The application materials requesting a Conditional Use Permit were submitted on April 14, 2014. A Notice of Application with a 14-day comment period was sent to neighboring property owners and agencies and there were no public comments received.

Planner Smith explained that the proposed guest house is a contributing historic structure built in 1880's and had been previously use as residence until left vacant for some time. The new owner has done significant interior renovation, also a new roof, deck stairs, guardrail and restoration of

landscaping. The proposed guest house is located in RM-9600 zone for medium density and can be conditioned to provide and maintain 2 off street parking spaces. Acting Chair McPherson declared the public hearing closed at 6:44 p.m.

Commissioner Reyes asked if the conditional use application had been signed by the applicant and Planner Smith replied that it could be added as a condition for the applicant to sign it.

**Board Action:** A motion was made by Commissioner Baker, second by Commissioner Reyes, to approve CUP 023-14 Paul Ware to operate a guesthouse at 914 Colburn based on the proposed Findings of Fact/Conclusions of Law 1-6 and conditions 1-3 with an additional condition as described.

#### Findings of Fact and Conclusion of Law

1. The Town of Coupeville received an application from Paul Ware to operate a guest house in RM-9600 zone district at 914 Colburn, in the Town of Coupeville.
2. The RM-9600 Medium Density Residential zone district list guest houses 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. On May 8<sup>th</sup>, 2014, a notice of the Planning Commission public hearing was published consistent with CTC Section 16.06.040B.
4. The Town issued a Notice of Application with a 14-day comment period on May 15, 2014. No comments were submitted in response by either neighbors or other agencies.
5. The Planning Commission held a pre-decision public hearing on the proposal at a meeting on June 3, 2014,
6. The proposal, with conditions, meets the required findings of CTC 16.14.030.C.

#### Conditions

1. The guest house shall have an approved Certificate of Occupancy issued by the Town of Coupeville prior to operation.
2. The applicant shall maintain 2 off street parking spaces for the guest house.
3. A sign permit shall be acquired for any future signage. Signs shall comply with CTC Chapter 16.28 and the Ebey's Reserve Guidelines.
4. The applicant must sign the Conditional Use Permit prior to operation.

The motion passed 3-0

#### **1. Conditional Use Permit CUP-024-14 at 401 NE Front Street for Sylvia Sotelo - B&B Inn.**

Acting Chair McPherson declared the public meeting open at 6:45 p.m. She asked if any board members had any possible conflict of interest or appearance of fairness problems. There were none.

Planner Smith explained that the applicant proposes to convert a portion of an existing single family dwelling into a B&B inn at 401 NE Front Street. The application materials requesting a Conditional Use Permit were submitted on April 17, 2014. A Notice of Application with a 14-

day comment period was sent to neighboring property owners and agencies and there were no public comments received.

Planner Smith stated the proposed B&B Inn is currently a single family dwelling with an attached garage. The space would be rented is above the garage and has a separate entrance. There is one off spaced parking space, in addition to the two for the residence. No signs are currently proposed.

The applicant, Ms. Sotelo was in attendance and responded to questions from the board. She stated she is intending to have a maximum of 2-3 adults using the space for short term lodging. Acting Chair McPherson declared the public hearing closed at 6:54 p.m.

**Board Action:** A motion was made by Commissioner Baker, second by Commissioner Reyes, to approve Conditional Use Permit CUP-024-14 Sylvia Sotelo for operating a B&B Inn at 401 NE Front Street based on the following proposed Findings of Fact/Conclusions of Law 1-6 and conditions 1-4.

#### Findings of Fact and Conclusion of Law

1. The Town of Coupeville received an application from Sylvia Sotelo to operate a B&B Inn in a RM-9600 zone district at 401 Front Street, in the Town of Coupeville.
2. The RM-9600 Medium Density Residential zone district list B&B Inns 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. On May 8<sup>th</sup>, 2014, a notice of the Planning Commission public hearing was published consistent with CTC Section 16.06.040B.
4. On May 15, 2014, 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 pre-decision public hearing on the proposal at a meeting on June 3, 2014,
6. The proposal, with conditions, meets the required findings of CTC 16.14.030.C.

#### Conditions

1. The application shall obtain an approved C of O prior to operation of the B&B Inn
2. A sign permit shall be acquired for any future signage. Signs shall comply with CTC Chapter 16.28 and the Ebey's Reserve Guidelines
3. The applicant shall maintain 1 off street parking space for the B&B Inn
4. The residence shall have food service to guests only.
5. **Board Action:** A motion was made by Commissioner Baker, second by Commissioner Reyes, to approve Conditional Use Permit CUP-024-14 Sylvia Sotelo for operating a B&B Inn at 401 NE Front Street based on the following proposed Findings of Fact/Conclusions of Law 1-6 and conditions 1-4.

The motion passed 3-0

#### PLANNER'S REPORT

Planner Smith reported that she has been busy with short plats, building permits, signage and various inquiries. There has been a pre-application for the hospital addition to be completed in the near future. There is also a permit for 10 Front Street (Mad Crab) to remodel the interior.

**AUDIENCE INPUT**

None

**ADJOURN 7:00 pm**

Respectfully submitted: Nanc Garner, Recording Secretary

A complete audio re cording of this meeting is available upon request from the Clerk-Treasurer.