

**TOWN OF COUPEVILLE
PLANNING COMMISSION MEETING
Tuesday, October 7, 2013
6:30 pm**

TOWN PLANNING COMMISSION MEMBERS PRESENT: Chair David Day, Commissioners Chet Baker, Molly McPherson, Ricardo Reyes, and Doug McFadyen

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

CALL TO ORDER

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

APPROVAL OF MINUTES

A motion was made by Commissioner Baker, second by Commissioner Reyes, to approve the minutes of the November 6, 2013 meeting with corrections.

NEW BUSINESS

- 1. CUP 13-01 – Conditional Use Permit – Chris Taylor – Operate a ‘Guest House’ in an accessory structure. There are no physical changes to the accessory structure or single family residence – 301 NE Front Street.**

Chair Day explained the public hearing process. The planner will present the staff report after which the Planning Commission can ask questions. Chris Taylor, the applicant, will answer any questions and address the Planning Commission with comments of his own. Members of the public are invited to provide testimony and to ask questions of the board and of the applicant. The public hearing will then be closed for comments.

Chairman Day declared the public hearing open at 6:35 p.m. Chairman Day asked if any board members had any possible conflict of interest or appearance of fairness problems and Commission McPherson recused herself.

Planner Smith explained that the applicant proposes to convert an existing accessory dwelling unit into a guest house at 301 NE Front Street. The proposed guest house is

located on the same parcel as their primary residence of the applicant. The property is located in an RM-9600 medium density residential zone and requires a CUP with the intent to allow for conditions to be attached that would mitigate any potential adverse impacts on a neighborhood or the community. Planner Smith provided a history and prior use of the property and explained the requirements required to approve the applicant's proposal. There were no written or public comments provided.

Applicant Chris Taylor commented to the board that he was appreciative of the work provided by Planner Smith and was available clarify the proposal. He also said that it was his intention to rent the guest house only on a 2-3 week basis, and not short term.

Chairman Day declared the public hearing closed at 6:50 p.m.

Commission Action: A motion was made by Commissioner McFadyen, second by Commissioner Baker, to approve CUP 13-01 – Conditional Use Permit – Chris Taylor – Operate a 'Guest House' in an accessory structure. There are no physical changes to the accessory structure or single family residence – 301 NE Front Street based upon the following findings of fact/conclusions of law and recommendations:

1. The Town of Coupeville received an application from Chris Taylor to locate a guest house in RM-9600 zone district at 301 NE Front Street, 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. A Notice of Completeness was issued by the Town on September 4, 2013.
4. On September 5, 2013 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 special meeting on October 7, 2013.
6. The proposal, with conditions, meets the required findings of CTC 16.14.030.C.

Conditions

1. The applicants shall obtain a Certificate of Occupancy prior to commencement of operation of the guest house. All interior spaces, access, and servicing utilities must be brought into compliance as required by the Town Building Official, Public Works Director, and Fire Chief.
2. The applicant shall provide and maintain 2 off street parking spaces for the guest house in addition to the parking required for the residence. The applicant must

provide the Town a parking plan for review and approval, in association with request for the Certificate of Occupancy.

3. A sign permit shall be acquired for any future signage. Signs shall comply with CTC Chapter 1.28 and the Ebey's Reserve Guidelines.
4. In the event that the guest house reverts back to an accessory dwelling unit use, the owner must comply with the requirements of CTC Chapter 16.10.050 to include Ownership and Occupancy.

The motion passed 4-0

PLANNER'S REPORT

Planner Smith explained she is getting herself up to speed with the various Town processes and projects and working on short term vs. long term planning. She has been busy processing several permits and Certificate of Appropriateness as well as assuming some of the duties of the building official. The commissioners asked about the status of the stormwater remediation project at Heritage Park and the parking regulation revisions. There was a question about a lot diagonal to the library. Planner Smith said she would provide a response to their queries via email.

AUDIENCE INPUT

ADJOURN 7:15 pm

Respectfully Submitted: Nanc Garner, Recording Secretary

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