

**Town of Coupeville
Planning Commission Meeting
Monday, December 3, 2013
6:30 p.m.**

TOWN PLANNING COMMISSION MEMBERS PRESENT: Chair David Day, Commissioners Chet Baker, Molly McPherson, Ricardo Reyes
Absent: Commissioner 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

The minutes of the October 7, 2013 were approved as presented, with one correction. The November 6 minutes should have read 2012 date, not 2013.

NEW BUSINESS

CUP 13-02 – Conditional Use Permit – Kevin Griggs – Operate a one room B&B in a detached accessory structure located at 1808 NE Parker Road, Coupeville, WA 98239

Chairman Day explained the public hearing process. The planner will present the staff report after which the Planning Commission can ask questions. Kevin Griggs, 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. There were none.

Planner Smith explained that the applicant proposes to convert an existing accessory building into a B&B inn at 1808 NE Parker Road. The proposed B&B inn is located on the same parcel as their primary residence of the applicant. In accordance with town code, a Notice of Completeness and a Notice of Application were submitted and completed. The Planning Commission was asked to review the proposal and forward their recommendation and findings of fact to Town Council.

B&B inns are listed as conditional uses within the RM-9600 Medium Density Residential zoning district requiring a Conditional Use Permit (CUP) the intentions of the conditions are to mitigate potential adverse impacts on a neighborhood or the community. These conditions are intended to uphold the spirit and intent of the zoning ordinance, comprehensive plan and the harmony and beneficial use of

neighboring land uses. Planner Smith provided a site history and explained the requirements needed to approve the applicant's proposal. There were no written or public comments.

Applicant Griggs fielded questions from board members about his proposal, responding that the maximum amount of guests allowed in the unit are two and that the septic system is inspected annually as required. With regards to whether the CUP will go with the property once sold, Planner Smith will respond back at the next meeting.

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

Board Action: A motion was made by Commissioner McPherson, second by Commissioner Reyes, to approve CUP 13-02 – Conditional Use Permit – Kevin Griggs – to operate a one room B&B in a detached structure located at 1808 Parker Road, based on the following:

Findings of Fact and Conclusion of Law and three conditions:

1. The Town of Coupeville received an application from Kevin Griggs to locate a B&B Inn in RM-9600 zone district at 1808 Parker Road, in the Town of Coupeville.
2. The RM-9600 Medium Density Residential zone district list B&B 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 October 17, 2013.
4. A Notice of Application with a 14-day comment period was provided. No comments were submitted in response by either neighbors or other agencies.
5. The Planning Commission held a predecision public hearing on the proposal at a meeting on December 3, 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 B&B Inn.
2. The applicant shall provide and maintain one (1) off street parking space for the B&B Inn in addition to the parking required for the residence.
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.

The motion passed 4-0

PLANNER'S REPORT

Planner Smith discussed CUP 13-01 – Conditional Use Permit for Chris Taylor, which was an agenda item at the last Planning Commission meeting on October 7, 2013. She explained that the CUP was for a guest house to be located in a previously approved Accessory Dwelling Unit. The Town recommended approval of the project as submitted. The Planning Commission agreed and

recommended approval for the Town Counsel.

The interpretation of 'guest house' in the staff report was incorrect. The new interpretation was from Larry Cort, who helped write this section of code, and the town attorney. A guest house is considered a single family residence, not an accessory use or building. As an example, if a person wanted to rent their own home (primary residence), this would be considered a guest house. You can only have one single family residence on a lot in a single family zone, unless it is a duplex.

The town took immediate corrective action and gave Mr. Taylor two options: 1. Go back through the Planning Commission with the new interpretation and staff denial of the proposal or 2. Withdraw his permit and receive a full refund.

The Town has offered to submit a revision to the code that would allow transient use of an accessory dwelling unit. If approved and codified, this would allow Mr. Taylor to reapply using the new code in the future. Mr. Taylor can continue to use his unit as an accessory dwelling as previously approved.

Chair Day thanked everyone for attending and wished all the best for a happy holiday. He stated that effective immediately, he will be stepping down as Chair of the Planning Commission. His term has expired and believes it's time for someone else to take the position.

AUDIENCE INPUT

None

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.