

**TOWN OF COUPEVILLE
PLANNING COMMISSION MEETING
MINUTES
Island County Commissioners' Hearing Room
February 5, 2019
6:08 p.m.**

PRESENT

Chair Carol Moliter, Commissioners Michelle Cook, Ricardo Reyes, and Andrew Warford.

STAFF PRESENT

Planning Director Owen Dennison

CHANGES AND APPROVAL OF AGENDA

The agenda for the regular Planning Commission meeting of February 5, 2019, was approved as submitted.

APPROVAL OF MINUTES

The minutes of the regular Planning Commission meeting of December 4, 2018, were approved with a minor correction.

DISCUSSION ITEM

Transient Accommodation (Vacation Rental) code amendments.
Planner Dennison provided a hand-out of public comments, received subsequent to the last meeting, for the Commission and the attending public's review.

For the Planning Commission's discussion, Planner Dennison provided handouts of draft amendments to Chapter 16.04 CTC - General Provisions and Definitions, CTC 16.08.040 - Residential Zoning Districts, CTC 16.08.050 - Commercial Zoning Districts, and CTC 16.10.080 - Transient Accommodations, and draft Chapters 5.36 - Bed and Breakfast Inn License and 5.38 - Short Term Rental License.

DRAFT Chapter 16.04 GENERAL PROVISIONS AND DEFINITIONS

Planner Dennison described draft amendments to the definitions in CTC 16.04.060 and the rationale for each recommended change. Commissioners expressed a preference for the more concise definition of the term "Transient Accommodation."

Planner Dennison explained that several non-related amendments were proposed to address areas that staff felt were currently deficient. These included

DRAFT 16.08.040 RESIDENTIAL ZONING DISTRICTS

Planner Dennison explained that the tables in the handout identify land uses allowed as principal, accessory, and conditional in each zone. The primary changes were moving Bed and Breakfast Inns from conditional uses to principal uses in the residential zones and removing guest houses

as a listed land use. As proposed by staff, guest houses would be a licensed use of buildings approved for residential use rather than a separate land use.

16.10.080 TRANSIENT ACCOMMODATION

Planner Dennison explained the staff-proposed modifications to the supplemental standards for transient accommodations in Chapter 16.10.

Commissioners confirmed that a tenant may operate a bed and breakfast inn and owner-occupancy should not be required.

Commissioners confirmed that the regulations should not include a limitation on the number of persons per guest room, with Commissioner Reyes dissenting.

Commissioners directed that the statement that facilities *shall not infringe upon the right of neighboring residents to reasonable peaceful occupancy of their homes* should be addressed in the licensing regulations rather than the land use regulations.

Proposed Chapter 5.36 BED AND BREAKFAST INN LICENSE

Planner Dennison introduced a proposed new chapter under which bed and breakfast inn licenses would be issued.

Commissioners recommended a definition for “operator” and full definitions in place of references to definitions in other sections of the code.

Chair Moliter asked for clarification as to whether current bed and breakfast inn establishments would be required to have fire inspections conducted. Planner Dennison confirmed that this requirement would apply to current bed and breakfast inns as well as new applications. As proposed, self-assessments would be part of the application for new or renewing licenses but inspections would be required at five-year intervals. Chair Moliter asked for confirmation that such inspections are feasible with the Town’s staffing levels.

Commissioner Reyes asked if ladders or other means of exterior egress would be required for higher windows. Planner Dennison stated he would check with the Building Official.

Planner Dennison stated that the requirement for liability insurance was included in many examples from other jurisdictions. It was not clear why this should be a requirement under the Town’s licensing. He was seeking clarification on the reason other jurisdictions included it.

The Commission discussed the notice and appeal requirements for new and renewing bed and breakfast inn applications. Commissioners concurred that notice should be provided in all cases rather than being discretionary. The relevance of a comment period for an initial license and potential grounds for denial or an appeal of a new or renewing license were discussed.

AUDIENCE INPUT

Sylvia Sotelo addressed the Commission. She asked whether a fee was incorporated in the draft. Planner Dennison responded that staff's intent was to keep the fee as low as possible and would only be intended to cover administrative costs.

ADJOURNMENT

The meeting was adjourned by Chair Moliter at 8:16 p.m.

Respectfully submitted,



Claudia Golden, Recording Secretary



Owen Dennison, Planning Director