

**TOWN OF COUPEVILLE
PLANNING COMMISSION MEETING
MINUTES
Island County Commissioners' Hearing Room
February 19, 2019
6:04 p.m.**

PRESENT

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

Chair Moliter asked for motion to excuse Commissioner Roth from meeting. Commissioner Reyes moved to excuse, Commissioner Cook second. Motion passed unanimously.

STAFF PRESENT

Planning Director Owen Dennison, Fiscal Clerk Claudia Golden

CHANGES AND APPROVAL OF AGENDA

The agenda for the regular Planning Commission meeting of February 19, 2019, was approved as submitted.

APPROVAL OF MINUTES

The minutes of the regular Planning Commission meeting of February 5, 2019, were approved as submitted.

DISCUSSION ITEM

Transient Accommodation (Vacation Rental) code amendments.

For the Planning Commission's discussion, Planner Dennison provided handouts of revised 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 Accommodation, and draft Chapters 5.36 - Bed and Breakfast Inn License, and 5.38 - Short Term Rental License.

Chapter 16.04 GENERAL PROVISIONS AND DEFINITIONS

Planner Dennison addressed several Commission questions from February 5th meeting. He then reviewed revised draft amendments to the definitions in CTC 16.04.060 and the rationale for each recommended change. Commission discussed the proposed changes. Questions were asked and answered. No changes to the draft chapter were recommended.

Section 16.10.080 TRANSIENT ACCOMMODATION

Planner Dennison reviewed changes since the February 5 meeting on the revised draft transient accommodations regulations in Chapter 16.10, as directed by the Commission. Questions were asked and answered. Commission discussed the necessity of the provision to explicitly limit guest stays to 30 days or fewer and opted to leave the provision in the draft.

Proposed Chapter 5.36 BED AND BREAKFAST INN LICENSE

Planner Dennison reviewed revisions to draft Chapter 5.36, bed and breakfast inn license. Commissioners discussed the revisions and application/renewal process. Questions were asked and answered. Commission recommended changes to the purpose statements in section 5.36.010 and the title of section 5.36.040.

Sylvia Sotelo addressed the Commission. Ms. Sotelo stated that the draft regulations appeared fair and reasonable. She asked how owners or operators would be notified of annual renewals. Planner Dennison stated that an application and renewal system would need to be developed. It was likely that annual notice would be sent to operators. Ms. Sotelo recommended that the process be as simple and clear as possible. She asked about how current or prospective operators would be notified of the change of regulations. Planner Dennison agreed that a broad public outreach would be necessary for a successful launch.

Proposed Chapter 5.38 – SHORT TERM RENTAL

Planner Dennison introduced a proposed new chapter under which short-term rental licenses would be issued.

The Commission discussed the purpose statements in section 5.38.010 and recommended several wording changes and the addition of the statement, *“To ensure that all short-term rental uses are operating under and complying with the same local requirements.”*

The Commissioners discussed the exclusion of units in condominiums and multifamily developments in the Applicability section, and recommended amending the proposal to make any dwelling unit approved for habitation eligible for a short-term rental license.

Commissioners questioned the language regarding appeal of the granting, denying, conditioning, or revoking of a license with particular reference to the term “writ”. Planner Dennison stated that he would seek legal guidance on the wording.

Commissioners requested an example of a short-term rental agreement and recommended that the introductory line in section 5.38.070A include “at a minimum”.

Commissioners recommended removing night-time occupancy restrictions under the Special Provisions in 5.38.070 as the limit is not scaled to the size of the room.

Commissioners recommended amending Special Provision E to state *“Within or adjacent to residential zones, use of a short-term rental for meetings, hosted parties, weddings, commercial functions, and similar events is prohibited.”*

Commissioners recommended a change to special provision H. by removing the reference to maximum occupancy.

Commission discussed requirements for posting of the short-term rental license for visibility and recommended staff revise the language to ensure the intent is achieved.

Planner Dennison noted the public hearing on the amendments is currently scheduled for April 2nd. He also noted that Planning Commission election of officers would occur on the same date. Chair Moliter noted that she has a conflict on that date.

ADJOURNMENT - 8:30

Respectfully submitted,



Claudia Golden, Recording Secretary



Owen Dennison, Planning Director