

**TOWN OF COUPEVILLE  
PLANNING COMMISSION MEETING  
MINUTES  
June 04, 2019  
6:00 p.m.**

**PRESENT**

Acting Chair Michelle Cook, Commissioners Ricardo Reyes and Andrew Warford

Motion: Commissioner Warford moved to excuse Chair Moliter from the regular meeting of June 4, 2019. Motion was seconded by Commissioner Reyes. *Motion passed unanimously.*

**STAFF PRESENT**

Planning Director Owen Dennison, Recording Secretary Claudia Golden

**CHANGES AND APPROVAL OF AGENDA**

The agenda for the regular Planning Commission meeting of June 4, 2019, was approved as submitted.

**APPROVAL OF MINUTES**

The minutes for the regular Planning Commission meeting of April 16, 2019, were approved as submitted.

**ACTION ITEM**

Draft Ordinance 752 amending CTC 16.13.060.

Planner Dennison described the role of the Historic Preservation Commission and purpose and scope of the proposed amendments. He noted that Chapter 16.13 CTC is mirrored in the Island County Code as the design review process is shared between the two jurisdictions.

Island County Senior Planner Michelle Pezley addressed the Commission, stating the same code amendments had been reviewed by the Island County Planning Commission and were currently before the Board of Island County Commissioners.

Commission discussion included membership requirements and terms. Questions were asked and answered. No issues were identified.

Motion: Commissioner Reyes moved to concur with the staff-recommend Findings of Fact and to recommend the Town Council adopt draft Ordinance 752 to amend Chapter 16.13 of the Coupeville Town Code. Motion was seconded by Commissioner Warford. *Motion passed unanimously.*

**DISCUSSION ITEM**

Potential Comprehensive Plan amendments.

Planner Dennison described two potential amendments, one amending the Land Use Map with a concurrent amendment to the Zoning Map, and an amendment to the Memorandum of Agreement (MOA) regulating land use within the MOA land use and zoning district. Planner

Dennison described the history and function of the MOA and the current proposal to amend the document. Questions on the MOA, the requested amendment, and the amendment process were asked and answered.

Planner Dennison described the land use context of the proposed Land Use/Zoning Map amendment west of North Main Street. Commissioner questions and discussion addressed the land use context, the owner's intent for the property, potential impacts on housing, historic preservation considerations with regard to the Libbey House, density, and potential land uses on the site.

**NEW BUSINESS**

Acting Chair Cook inquired on progress to fill the vacant Planning Commission position. Planner Dennison confirmed he had a potential candidate for appointment.

Commissioner Reyes revisited how the Town will enforce the new requirement for private maintenance of unpaved rights-of-way by adjacent property owners. Planner Dennison stated he had little new information, noting that the initial focus was on voluntary compliance. He noted that informational door hangers were being placed at properties where the owners may not be aware of the policy change.

**ADJOURNMENT**

The meeting was adjourned by acting Chair Cook at 6:44 p.m.

Respectfully submitted,

  
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Claudia Golden, Recording Secretary

  
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Owen Dennison, Planning Director