

ELNHR Guidelines: How they Impact Your Project's COA Requirements

Getting Started

- ✓ [Determine](#) your project type and the scope. In other words, is your project residential, commercial, or agricultural? Are you planning an addition, a repair, or a completely new construction? Does your project meet requirements for [exemption](#)?
- ✓ Determine where your project is located within the context of the Reserve;
- ✓ And, whether your parcel is a historic resource. [IC Geo Map](#) is a powerful tool that can assist you in making these determinations. For tips on using IC Geo Map, click [here](#).

Design Guidelines by Project Categories

Different Proposal Types:

Once you know your project type and scope, and if your project is located within 100' of, or is itself a historic resource of the Reserve, refer to the section of Ebey's Landing National Historic Reserve Design Guidelines specific recommendations that are likely to apply to your project. If you have questions about the interpretation of any part of the Guidelines, please reach out to the [Town's Planning Department](#).

Depending on the type and scale of your project, [different guidelines](#) will apply. Some of the guidelines apply to more than one kind of project. If you are not sure what kind of project you are applying for a Certificate Of Appropriateness for, please contact the Planning Department for guidance.

Tips for Navigating and Using IC Geo Map

Finding your parcel on the [map](#):

Locate the address search bar on the top left, and type the address in.

This will open a pane to the left of the screen where you will see your parcel listed. There may be several options listed, clicking the one that matches your project location will center the map over your parcel.

Adding layers to the map:

Two ways: Click the layers tab on the bottom left, below the info panel. Or, click the "I want to" blue banner at the top of the info panel and select "change visible map layers".

Once the Layers Tab is open in the info panel, you can view many features of the reserve and find out specific information relevant to your project.

To find out which Review Area is applicable to your project:

Scroll down the list of Layers in the info panel until you see "Site Review" and select this option by clicking the box. This allows you to select from the list of layers within the site review data set.

Under "Site Review", select "Ebey's Design Review Areas". You will see the map overlaid with shades of purple, light purple denotes that your project is in Review Area 1, dark purple means that your project is located in Review Area 2.

To determine the distance from your project to the nearest ELNHR resource:

Refer back to the list of layers and select the box next to “Ebey’s Contributing Structures”. You will see many dark brown boxes appear as an overlay on the map. The measuring tool may be used to determine the nearest distance to a historical resource from your project parcel.

To use the measuring tool:

Click the square “Tools” icon at the top right of the map. This will open the tool bar along the top of the map. Click “Distance” and make sure the measurement units are set to feet. Click the boundary of your parcel nearest to any of the brown historic overlay parcels and move the pointer (at as much of a right angle as possible) directly toward the historic resource, clicking again at the nearest point of the historic parcel that you come to. The real-world distance will display in feet along the line that you drew.

Understanding the Level of Review Your Project Will be Subject To

Level A: A Level A COA is a staff decision that may be processed within five working days.

Level A review applies to the following activities: [Link to list.](#)

Level B: A Level B COA is an administrative decision issued by the town planner and includes a review by the Historic Reserve Committee.

Level B review applies to the following activities: [Link to list.](#)

Level B Recommendations by the Reserve Committee:

Recommendations on a COA and associated conditions should, ideally, be unanimous. The town planner may refer an application to the Reserve HPC for further review, comment and recommendation when:

1. At least one other member of the Reserve committee agrees that the application for the COA or the conditions of approval for the certificate of appropriateness should be reviewed by the HPC; or
2. Upon the request of the applicant.

Level C: A Level C COA includes a review by the Historic Reserve Committee, and a public meeting, followed by a recommendation or a decision from the Historical Preservation Commission.

Level C review applies to the following activities: [Link to list.](#)

Application Requirements. All Applications shall contain the following information:

1. Clear color photographs of the building, object, site, structure, and adjacent properties.
2. A complete description of the proposed work.
3. A scaled site plan depicting existing and proposed buildings, structures and improvements, including significant trees, tree planting, buffering, and landscaping.
4. Scaled design elevations of new buildings, structures and/or improvements, alterations, and additions.
5. Existing or proposed covenants and easements regarding the subject property.
6. Samples of construction materials. For contributing structures, samples for comparison with the existing or the original building or structure.

7. Any supplemental information deemed necessary for review of the application by the Town.
8. Any other information required by the Coupeville Town Code or other applicable state or federal law.

Historic Preservation Committee Review:

The HPC shall meet with the applicant and review the proposed work according to their established rules during a public meeting. Notice of the HPC meeting shall be published in a newspaper of general circulation and the agenda for a public meeting shall be properly posted.

The HPC shall complete its review and make its decisions or recommendations within the timelines established in state statutes, unless an extension of time is necessary and agreed to by the applicant.

The HPC reviews applications for certificates of appropriateness in accordance with the following procedures:

1. The town planner reviews each application for completeness and certifies it if it is complete. If not complete, the town planner shall so notify the applicant. Following certification of completeness, the town planner shall provide timely notice of application to the public in accordance with the Coupeville Town Code.
2. The HPC shall hold the public meeting regarding the application within a reasonable period of time following the receipt of a completed application by the Town.
3. The town planner shall submit a staff report to the HPC, containing a description and analysis of the request, findings of fact, and a staff recommendation.
4. The HPC, after reviewing the application, the staff report, and considering the information and comments received at the public meeting, shall forward their written decision or recommendation to the town planner to grant, grant with conditions, or deny the application based upon the consistency of the proposed action with the requirements of this chapter.
5. The HPC's decision or recommendation on the COA shall be in writing and shall state the reasons relied upon in reaching its decision or recommendation. A decision or recommendation to deny a certificate of appropriateness shall state the specific reasons for the granting or denial and explain why the proposal is consistent or inconsistent with the requirements of this chapter and adopted guidelines for the Reserve.
6. Upon receipt of the HPC recommendation or decision, the town planner shall transmit the COA decision or recommendation to the applicant and owner.

Links

ELNHR website:

<https://www.ebeysreserve.com/>

Information About the Reserve:

<https://www.ebeysreserve.com/learn-about-the-reserve>

