



COUPEVILLE PLANNING COMMISSION
Island County Annex Building - Commissioners Hearing Room
(1 NE 6th Street, Coupeville)
November 5, 2024
6:00 pm

CALL TO ORDER

LAND ACKNOWLEDGEMENT

The Town of Coupeville is located on the homelands of the Lower Skagit People. For thousands of years, Coast Salish tribes have stewarded the lands, waterways, plants and animals in our region. We pay respect to the elders and their families, past, present, and emerging for they hold the memories, traditions and culture of their people. The Town of Coupeville is committed to respecting this long history as we honor and acknowledge the continued presence and rights of all Indigenous people. We will advocate for and partner with our Indigenous neighbors as we continue to work together as an inclusive community.

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES:

- October 1, 2024 Meeting

PUBLIC HEARING

- None

PUBLIC INPUT

DISCUSSION

- Middle Housing
 - Draft Code Amendment
- Periodic Update
 - Housing Element
- Cancellation of our December 3, 2024 PC meeting.

COMMISSIONER COMMENTS

NEXT PLANNING COMMISSION MEETING: January 7, 2025 (if the December 3 meeting is cancelled).

ADJOURNMENT

You may also join the meeting from your computer, tablet or smartphone.

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DRAFT MINUTES
COUPEVILLE PLANNING COMMISSION
Island County Annex Building – Commissioners Hearing Room
(1 NE 6th Street, Coupeville)
October 1, 2024 – 6:00pm

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Chair Cook called the meeting to order at 6:00pm and read the land acknowledgement.

COMMISSIONERS PRESENT

- ✓ Chair **Michelle Cook**
- ✓ Vice-Chair **Gary Armstrong**
- ✓ Commissioner **Von Summers**
- ✓ Commissioner **Evan Henrich**
- ✓ Commissioner **Susan Upchurch**

STAFF PRESENT

- ✓ Community Planning Director **Joshua Engelbrecht**

APPROVAL OF AGENDA

Action: A motion was made by Vice-Chair Armstrong, seconded by Commissioner Upchurch, to approve the agenda of the October 1, 2024 meeting as submitted. The motion passed unanimously.

APPROVAL OF MINUTES

Action: A motion was made by Commissioner Summers, seconded by Commissioner Henrich, to approve the minutes of the September 3, 2024 meeting as submitted. The motion passed unanimously.

DISCUSSION

Community Planning Director Engelbrecht lead a discussion on the Historic Preservation and Community Design Element of the 2025 Comprehensive Plan Update.

The Commission discussed buffer zones between the different zones within the Reserve.

Questions were asked about specific guidelines for individual buildings versus districts.

Sidewalks and connectivity that create a more cohesive Main St. were discussed. Chair Cook brought up the need to encourage community events tied to Indigenous heritage of the area to preserve and celebrate Coupeville's historic and cultural resources. The commission discussed providing more information on financial incentives for restoring and rehabilitating historic resources through tax breaks and grants, as well as promoting and providing more access to information about historical resources for residents and tourists, with a focus on visibility and



usability. The commission expressed a desire to see more cohesive landscaping in the right of way between the curb and the sidewalks along Main St, and discussed providing a list of acceptable plants for landscaping in the right of ways.

COMMISSIONER COMMENTS

The Commission discussed the printing and delivery of meeting packets, and the possibility of having the packets made available at meetings on Chromebooks provided by the Town.

ADJOURNMENT: 7:05pm

Respectfully submitted

Community Planning Director

Deputy Clerk Chris Jolly

Joshua Engelbrecht

DRAFT



Town of Coupeville

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STAFF REPORT

DATE: November 5, 2024
TO: Coupeville Planning Commission
FROM: Joshua Engelbrecht, Community Planning Director
RE: Discussion – Draft Middle Housing Code Amendments

Planning Commission,

At the beginning of 2024, the Town received a grant from the Washington Department of Commerce to develop code amendments to allow for compatible middle housing within our predominately single-family residential zones. The draft of that code is available with strikethroughs and additions as attachment one.

Instead of a separate “Middle Housing” Ordinance the Town opted to integrate the middle housing components into our existing code framework to better show the relationship between our overall development regulations and the amendments to allowed uses, supplemental standards, and definitions. Under House Bill 1110, there are three tiers of municipalities that *must* implement the statute. However, The Town is not obligated to adopt all those changes. This allows the Town to tailor our ordinance and code update to better reflect the community vision and input that was gathered as part of the initial phase of this project.

Additionally, the proposed draft includes amendments to address House Bill 1337 (which we are obligated to adopt) that seeks to reduce barriers to the construction of Accessory Dwelling Units and the creation of a new Unit Lot Subdivision code. Together, this code amendment is intended to create a wide variety of opportunities for middle housing and homeownership that is compatible with our existing neighborhoods.

At our meeting, we will discuss initial thoughts on the draft, potential improvements, and other questions regarding the code update.

At a high level, the proposed changes are as follows:

In our Definitions Section:

- Remove definition of family, Add definition of household.
 - Can't regulate number of unrelated persons
- Add Affordable housing
- Add Unit Lot subdivision mechanics
- Add Middle housing Types
 - Cottage Housing, Duplex, Triplex, Townhome
- Modified Multifamily
 - Multifamily as an umbrella term kicks in with 4+ units
 - 3 is a Triplex / Townhome
 - 2 is a Duplex
 - Technically all are multifamily, but we've broken 2 + 3 units out as separate defined types
 - Definition is focused on the building scale not development scale

In our Zoning Districts section:

- Add New principal uses
 - In RR added: Duplexes
 - In LDR added: Duplexes + Cottages
 - In RM-9600 (renamed to MDR) added: Duplex, Cottage, Triplex, + Townhome
 - In RH (Renamed to HDR) added: Duplex, Cottage, Triplex, + Townhome
 - Removed: Single-family Dwellings, + Accessory dwellings
 - Removed maximum density provision (per gross lot area)
 - In HLC (Rename to Historic Commercial Center) added: Mixed Use Structure
 - In TC added: Mixed Use Structures
 - Moved Multifamily Residential from Conditional Use to Principal Use
 - Removed Duplex from Conditional Use
 - In GC added: Mixed Use Structures
- Repealed Cottage Housing Overlay
 - All the cottage housing stuff is now supplemental standards for cottages.
- Added the potential for utility fee waivers for affordable housing incentives.

In our Supplemental Standards section:

No reductions in lot coverage for Middle Housing. Still 35% for RM-9600.

- Duplex Dwellings
 - Minimum lot size reduced to 10,000 (5,000 per dwelling) – a little bit larger than minimum RM-9600
 - Removed call out to Design Guidelines, part of the code anyway, so don't need it.
- Triplex Dwellings
 - Min lot size is 15,000 sq. ft. (5,000 per dwelling).
- Townhouses

- Minimum lot size is 15,000 sq. ft. (5,000 per dwelling, minimum of 3 dwellings).
- ADU's
 - Implementing 2 ADU's in places that allow single-family residences
 - i. 2 per SFR w/ incentive for a third -> 4 units per lot
 - ii. 1 ADU per townhome unit
 - iii. 1 ADU per duplex unit -> 4 units per lot
 - iv. 1 per triplex unit -> 6 units per lot
 - Incentives built into waive parking requirements for 0% - 80% AMI Affordable.
 - i. Same with Utility Connection fees.
 - Prefab ADU's are okay subject to CTC 16.13
 - Increased size maximum to 1,200 sq. ft. to accommodate 3 bedrooms
 - Added a Rear Setback reduction and a 5% bonus to lot coverage

In our *New Unit Lot Subdivision* section:

- Outlines the process for Unit Lot Subdivision.

Title 16 DEVELOPMENT REGULATIONS*

* Prior ordinance history: Ords. 381, 381A, 381B, 381C, 381D, 381F, 381I, 381K, 381L, 381M, 381T, 395, 428, 501, 506, 510, 513, 520, 521, 527 and 532.

Chapter 16.04 GENERAL PROVISIONS AND DEFINITIONS

16.04.010 Title.

This title shall be known as the "Coupeville development regulations."

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.020 Purpose.

The text of this title and official maps herein adopted are established as one means of implementing the comprehensive plans for the Town of Coupeville; to serve the public health, safety and general welfare and to provide economic, social and aesthetic advantages resulting from a planned use of land resources; to provide for orderly growth within the Town and its extraterritorial planning area; and to retain the unique and open character of Coupeville's small town qualities and the area's historic rural land use patterns.

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.030 Applicability.

This title shall be applicable to all lands within the Town of Coupeville.

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.040 Authority.

The Coupeville development regulations are enacted under the authority granted the Town of Coupeville by the Constitution of the state of Washington, the Municipal Code (RCW 35) and other sections of the Revised Code of Washington.

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.050 Severability.

The Coupeville development regulations enacted under divisions, chapters, sections, clauses and other portions, is declared to be severable. If any division, chapter, section, paragraph, clause or other portion or any part adopted by reference is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the development regulations.

(Ord. 566 § 2 Ex. A (part), 1998)

16.04.060 Definitions.

A. Interpretation Generally. General interpretation as used in this title:

1. Words in the present tense include the future tense;
2. Words in the singular number include the plural;
3. The word "person" may be taken for "persons," "association," "firm," "partnership" or "corporation";
4. The word "shall" is always mandatory. The words "may" or "should" are permissive;
5. The word "lot" includes the words "plot" or "parcel";
6. The word "used" or "occupied" as applied to any land or building, shall be construed to include the words "intended, arranged, or designed to be used or occupied."

B. Specific Definitions:

"Accessory building or structure" means a building or structure, or part of a building or structure which is subordinate to, and customarily incidental to that of the main building or structure on the same lot.

"Accessory dwelling unit" means a building or portion of a building, containing provisions for sleeping, eating, cooking and sanitation for not more than one ~~family household~~, which is accessory to a ~~single-family dwelling residential~~ principal use.

- "Detached ADU": A separate and standalone residential unit located on the same lot as the primary building. Detached ADU's are restricted to 1200 SF in size.
- "Attached ADU": An residential unit added as an addition to the primary residential building. Attached ADU's may not constitute more than 50% of the primary residential unit's floor area.
- "Internal ADU": Conversion of existing space within the primary residential building into a sperate living space that is a fully functional. These units must meet all building codes and shall be considered separate and independent residential units from the primary structure.

"Adequate" means at or above the level of service standard specified in the current version of the Coupeville comprehensive plan.

"Adjacent" means the condition where a property shares a common border or portion of a border with another property or is across a public right-of-way or private access tract and would abut if the property lines are extended across the public right-of-way or private access tract.

"Administrator" means the town planner or his/her authorized agent, who is authorized to administer the provisions of this title.

"Adult business" means an establishment consisting, or including or having characteristics involving conduct or materials depicting, describing or relating to sexual activities or anatomical genital areas.

"Adult family home" means a residential care facility for six or fewer adults, and operated under a license as provided for in RCW 18.48.010.

"Affordable housing" means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is:

Commented [WW1]: Added new definiens per above comment

(a) [For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or](#)

(b) [For owner-occupied housing, 80 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.](#)

Agriculture, Small-Scale. "Small-scale agriculture" means the tilling of soil, raising of crops, horticulture, viticulture, livestock, farming, poultry, dairying, and animal husbandry including all uses customarily incidental thereto.

"Alteration" means a change or rearrangement of the structural parts of existing facilities, or an enlargement by extending the size or increasing the height or depth, or the moving from one location to another. In buildings for business, commercial, industrial or similar uses, the installation or rearrangement of partitions affecting more than one-third of a single floor area shall be considered an alteration.

"Applicant" means a person or entity that has applied for a project permit.

"Aquaculture" means the culture or farming for fish food, shellfish or other aquatic plants and animals but not including the harvesting of natural resources.

"Assisted care facility" means an establishment which provides living quarters and a variety of personal care and supportive health care to individuals who are unable to live independently due to infirmity of age, physical or mental handicap, but who do not need the skilled nursing care of an extended care facility.

"Automobile sales" means a place outside a building where four or more automobiles, used or new, are offered for sale.

"Basement" means that portion of a building partly underground and having at least one-half of its perimeter length more than five feet below the adjoining finished grade.

"Battery electric vehicle (BEV)" means any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries, and produces zero tailpipe emissions or pollution when stationary or operating.

"Bed and breakfast inn" means a private residence, portion thereof, or accessory structure, where sleeping quarters are provided as transient accommodation and food service may be provided to guests consistent with requirements and limitations in this title.

"Binding site plan" means a drawing to a scale specified by local ordinance which: (a) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by Town regulations; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the local government body having authority to approve the site plan; and (c) contains provisions making any development be in conformity with the site plan.

"Boarding or rooming house" means a dwelling in which not more than four roomers, lodgers and/or boarders are housed or fed.

"Building" means any structure having a roof for the shelter of persons or property, but excluding all forms of vehicles even though immobilized. When a use is required to be within a building, or where special authority granted pursuant to this title requires that a use shall be within an entirely enclosed building, then the term "building" means one so designed and constructed that all exterior walls of the structure shall be solid from the ground to the roof line, and shall contain no openings except for windows and doors which are designed so that they may be closed.

"Building area" means the portion of a lot within which a principal or accessory building or structure may be built, bounded by the minimum required setbacks.

"Building footprint" means the portion of a lot covered by a principal or accessory building, measure from the outside edge of all structural components greater than forty-two (42) inches in height.

Building, nonconforming. "Nonconforming building" means a building which was lawful at the time the ordinance codified in this title became effective but which use, because of the passage of said ordinance, does not conform to the regulations of the district in which the building exists.

"Building official" means officer charged with enforcement and administration of the building codes or his or her regular authorized deputy.

"Bulk storage of flammable liquids" means flammable liquid stored in a tank or other container of over three hundred (300) gallons capacity.

"Capacity" means the maximum extent to which a concurrency facility or service provider can supply that facility or service without further expansion.

"Capacity, available" means facility or service capacity above and beyond the minimum levels of service established in the comprehensive plan.

"Capacity, notice of" means notification issued by the Coupeville town planner indicating that the anticipated need for concurrency facilities and services by a specific project permit can be accommodated within the available and planned capacity. The notice of capacity may be conditioned or have an expiration date.

"Capacity, planned" means capacity for a concurrency facility or service which does not yet exist, but for which construction, expansion or modification is identified as a capital improvement project in the capital facilities element of the comprehensive plan and scheduled to be completed within six years.

"Capital improvement" means any expenditure for physical facilities for government.

"Carport" means a structure to house or protect motor vehicles owned or operated by occupants of the main building and which is at least forty (40) percent of the total area of its sides, open to the weather.

"Certificate of occupancy" means a permit to occupy a premises issued by the building official after inspection has verified compliance with the requirements and provisions of this title and applicable building and fire codes.

"Certificate to plat" means a certificate prepared by a title company authorized by the laws of the state of Washington to write the same, showing the names of all persons having any record title interest in the land to be platted together with the nature of their respective interests therein.

["Class I Group Home" means a small residential facility that provides care, supervision, or treatment to a limited number of individuals in a non-institutional setting and are generally integrated into residential neighborhoods and offer services for people with special needs, such as individuals with physical or developmental disabilities, mental health conditions, or those recovering from substance abuse.](#)

["Class II Group Home" means a residential facility that typically houses individuals who may have physical or developmental disabilities, mental health issues, or other special needs and are licensed and regulated by the Washington State Department of Social and Health Services \(DSHS\) or other appropriate agencies, depending on the specific population served.](#)

"Clinic" means a building or portion of a building containing offices for providing medical, dental or psychiatric services for out-patient only.

"Closed record appeal" means an administrative appeal to the town council based on the existing record. No or limited new evidence or information is allowed to be submitted.

"Club" means an incorporated or unincorporated association of persons organized for a social, fraternal, athletic, educational, literary or charitable purpose. Property occupied by a club shall be deemed to be semiprivate in character and shall be subject to the regulations governing public buildings and places, excluding groups organized primarily to render a service which is normally considered a business.

"Commercial use" means an activity with goods, merchandise or services for sale or involving a rental fee.

"Commercial vehicle" means a motor vehicle used for purposes other than a family car, such as a taxi, delivery or service vehicle.

"Commission" means the planning commission of the Town of Coupeville.

"Common Area" means portion of a Unit Lot Subdivision or subdivision that are not owned by individual unit lot owners but are owned and maintained by a collective ownership entity.

"Comprehensive plan" means the adopted guide for land use development and for the design and location of public facilities which sets forth goals and policies for future development of the community.

"Concurrency facilities and services" means those public facilities and services for which a concurrency test is required in accordance with the provisions of this chapter. The list of concurrency facilities and services may be found in the capital facilities element of the comprehensive plan.

"Concurrency test" means an evaluation of a project permit which compares the anticipated impact on concurrency facilities and services against the available and planned capacity of the concurrency facilities and services.

"Conditional use permit" means a documental evidence of authority granted by the town council to locate a conditional use at a particular location.

"Condominium" means real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interests in the common elements are vested in the unit owners, and unless a declaration and a survey map and plans have been recorded pursuant to RCW 64.34.

"Condominium apartment" means the building or portion of a building arranged or designed to be occupied as three or more separate dwelling units where units are for purchase or lease.

"Congregate care retirement facility" means an establishment which provides self-contained efficiency living quarters and the option of a range of personal care and support offered on a congregate level, such as eating or leisure services. Limited health care may also be available to individuals who require periodic care.

"Contiguous property" means land adjoining and touching other property having the same owner regardless of whether or not portions of the property have separate tax lot numbers or were purchased at different times.

"Continuing care retirement facility" means a place or residence for several families or individuals in dwelling units or rooms, either rented, cooperative, or condominium, which may feature services to retired persons ranging from semi-independent living to extended care and support.

"Contract rezone" means a technique which attaches specific conditions in connection to a rezoning which binds both the contractor and the Town to terms not specifically spelled out in the zoning ordinance.

"Cottage" means a small, detached dwelling unit, ~~not greater than one thousand (1,000) square feet in total floor area~~ that is developed at a density greater than or equal to the underlying zone.

"Cottage housing development" means detached single-family housing in a cluster of ~~no less than six nor no more than twelve (12)~~ dwelling units around a central open space and has the following characteristics:

-
1. Each unit is of a size and function suitable for a single person or **very small family household**;
 2. Each unit has the construction characteristics of a single-family house;
 3. Cottages are units in a condominium and may share use of a community building that may include such common uses as a party room, a tool shed, a workshop, a studio or similar types of uses. Separate covered common parking structures shall also be owned in common;
 4. The site is designed with a coherent concept in mind, including: shared functional open space, off-street parking, access within the site and from the site, and consistent landscaping.

"Council" means the town council of the Town of Coupeville.

"Covenant" means a private legal restriction on the use of land contained in the deed to the property or otherwise formally recorded.

"Critical areas" means the following areas and ecosystems: wetlands, critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas and geologically hazardous areas.

"Cul-de-sac" means a street opening at one end and having a turnaround at the other end.

"Day" means one calendar day for the purpose of counting days.

"Day care center" means a state-licensed facility, which may or may not be located in a residence, providing supervised care for thirteen (13) or more children for periods of less than twenty-four (24) hours.

"Dedication" means the deliberate appropriation of land or rights in land by its owner for the general or public use, reserving to the owner no other rights than such as are compatible with the full exercise and enjoyment of the public use to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of final plat or short plat showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat for filing by the Town of Coupeville.

"Density" means the number of permitted dwelling units allowed to exist on each acre of land or fraction thereof, in accordance with Section 16.16.070(C) of this title.

["Development regulations" or "regulation" means the controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances together with any amendments thereto. A development regulation does not include a decision to approve a project permit application, as defined in RCW 36.70B.020, even though the decision may be expressed in a resolution or ordinance of the legislative body of the county or city.](#)

["Development standards" means controls placed by the city on building or site design and development including parking requirements, floor area allowances, density allowances, minimum lot coverage, and other dimensional standards.](#)

"Duplex" means a building containing exactly two dwelling units.

"Dwelling unit" means a building or portion of a building that contains living facilities, including provisions for sleeping, eating, cooking and sanitation, for not more than one **family household**. The term "dwelling unit" does not include rooms in a motel, hotel, bed and breakfast inn, rooming house, continuing care facility, adult family home, or group home.

Dwelling unit, multifamily. "Multifamily dwelling unit" means a room or suite of two or more rooms in a multiple-family or commercial building, occupied or suitable for occupancy as a residence for one **family household**.

"Easement" means a grant by the property owner to the public, a corporation, or persons of the use of a strip or parcel of land for a specific purpose and on or over which the owner will not place or erect any permanent improvements which would interfere with the free exercising of that right.

"Electric scooters and motorcycles" means any two-wheel vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero emissions or pollution when stationary or operating.

"Electric vehicle" means any vehicle that operates, either partially or exclusively, on electrical energy from the grid or an off-board source that is stored onboard for motive purpose. "Electric vehicle" includes: (1) a battery electric vehicle; (2) a plug-in hybrid electric vehicle; (3) a neighborhood electric vehicle; and (4) a medium-speed electric vehicle.

"Electric vehicle charging station" means a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. An electric vehicle charging station equipped with level 1 or level 2 charging equipment is permitted outright as an accessory use to any principal use.

"Electric vehicle charging station—Public" means an electric vehicle charging station that is (1) publicly owned and publicly available (e.g., park-and-ride parking, public library parking lot, on-street parking) or (2) privately owned and publicly available (e.g., shopping center parking, non-reserved parking in multi-family parking lots).

"Electric vehicle charging station—Restricted" means an electric vehicle charging station that is (1) privately owned and restricted access (e.g., single-family home, executive parking, designated employee parking) or (2) publicly owned and restricted (e.g., fleet parking with no access to the general public).

"Electric vehicle parking space" means any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle.

"Engineer" means a registered professional civil engineer authorized to practice engineering in the state of Washington.

"Extended care retirement facility" means a congregate care facility in which nursing, dietary and other personal services are furnished to convalescents, invalids, and aged persons but in which congregate care facilities are kept no persons suffering from an acute mental sickness or from a contagious or communicable disease and in which no persons are kept or served who normally would be admitted to a mental hospital.

~~"Family" means one or more persons related by blood, marriage, adoption or a group of not more than five persons not related by blood or marriage, living together as a single housekeeping unit in a dwelling unit. For the purposes of this definition and not withstanding any other provision of this code, children with familial status within the meaning of Title 42 United States Code Section 3602(k) and persons with handicaps within the meaning of Title 42 United States Code Section 3602(h) will not be counted as unrelated persons. Adult family homes, as defined herein, shall be included within this definition of family. Facilities housing individuals who are incarcerated as the result of a conviction or other court order shall not be included within this definition of "family".~~

"Facility and service provider" means the department, district or entity responsible for providing concurrency facilities and services identified in the comprehensive plan. Examples include, but are not limited to, the Town of Coupeville, Coupeville School District No. 204, Central Whidbey Fire and Rescue, Sno-Isle Regional Library District and the Port of Coupeville.

"Family day care center" means a state-licensed home which provides supervision for twelve (12) or fewer children for periods of less than twenty-four (24) hours.

"Final plat" means the final drawing of the subdivision and dedication prepared for filing of record with the Island County auditor, and containing all elements and requirements set forth in Chapter 16.16 of the Coupeville Town Code.

"Floor area" means the sum or the gross horizontal areas of the floors of a building or buildings, measured from the exterior faces of exterior walls and from the centerline or division walls. Floor area shall include: basement space, elevator shafts and stairwells at each floor, mechanical equipment rooms or attic spaces with headroom of seven feet six inches or more, penthouse floors, interior balconies and mezzanines and enclosed porches. Floor area shall not include: accessory water tanks and cooling towers, mechanical equipment or attic spaces with headroom of less than seven feet six inches, exterior steps or stairs, terraces, breezeways and open spaces.

Garage, commercial. "Commercial garage" means a building or portion thereof designed and used for storage, repair or servicing of motor vehicles.

Garage, private. "Private garage" means an accessory building or an accessory portion of the main building designed and/or used for noncommercial shelter or storage of vehicles.

"Gasoline service station" means any area of land, including the structure thereon, that is used for the sale of gasoline or other motor vehicles, oil, lubricants or auto accessories and other minor servicing.

"Grade" means the average of the finished ground level at the center of all walls of a building. In case walls are parallel to and within five feet of the street side of a sidewalk, the above-ground level shall be measured at the sidewalks.

"Greenbelts or buffer parks" means a strip or parcel of land, privately restricted or publicly dedicated as open space for the purpose of protecting and enhancing the environment.

Greenhouse, commercial. "Commercial greenhouse" means an establishment where flowers, shrubbery, vegetables, trees and other horticultural products are grown in the open and in an enclosed building for sale on a retail or wholesale basis.

"Group home" means a facility, including foster family homes, halfway houses and group homes, licensed by the state of Washington Department of Social and Health Services and maintained and operated for the care of juveniles, adults or both on a twenty-four (24) hour basis.

"Guest room" means a separate room or suite that may be separately rented for transient accommodation sleeping quarters as part of a hotel, motel, or licensed bed and breakfast inn.

"Height" means the measurement from the vertical datum to the highest point of the roof line. On any building constructed seaward of mean higher high water, the vertical datum shall be the elevation of the extreme high tide, as shown on the official United States tide table for the year in which the permit is issued.

"Historic buildings and structures" means those buildings and structures determined to be significant in the Building and Landscape Inventory (1995) prepared for the Ebey's Landing National Historical Reserve as updated by the Town and County. The Building and Landscape Inventory may be updated by the Town and County on an annual basis, following review by the trust board.

Home occupation, Class I. "Class I home occupation" means an accessory and subordinate use carried out for gain or profit within a principal dwelling unit or building accessory to the principal dwelling unit. Class I home occupations have a negligible impact on the surrounding residential properties.

Home occupation, Class II. "Class II home occupation" means an accessory and subordinate use carried out for gain or profit within a principal dwelling unit or a building accessory to the principal dwelling unit. Class II home occupations have a minor impact on the surrounding residential properties.

["Homeowner's Association" A legal entity created to manage and maintain common areas and shared facilities.](#)

"Hospital" means a quasi-public establishment which provides accommodations, facilities and services over a continuous period of twenty-four (24) hours or more, for observation, diagnosis and care, of individuals, suffering from illness, injury, deformity, or abnormality, or from any condition requiring obstetrical, medical or surgical services.

"Hotel" means a building, or portion thereof, in which guest rooms are provided and offered to the public for compensation as transient accommodation. A hotel is distinguished from a motel by the provision of common entrances, which lead to interior corridors giving access to guest rooms.

"Household" mean one or more persons living together in a single dwelling unit as a family, or the functional equivalent of a family, sharing common access to and use of the living, cooking, eating, and sanitation facilities within the dwelling unit. The persons comprising a household may include:

- A family, which typically consists of one or more individuals related by blood, marriage, adoption, or legal guardianship.
- For the purposes of this definition and notwithstanding any other provision of this code, children with familial status within the meaning of Title 42 United States Code Section 3602(k) and persons with handicaps within the meaning of Title 42 United States Code Section 3602(h) will not be counted as unrelated persons
- Adult family homes, as defined herein, shall be included within this definition of family.
- Facilities housing individuals who are incarcerated as the result of a conviction or other court order shall not be included within this definition of "family".

Industry, light. "Light industry" means the manufacture and assembly of light and small items made from previously repaired materials and includes operations which do not create noise, smoke, odor, vibration or other objectionable nuisances to the extent that they are detrimental to surrounding uses.

"Junk yard" means a lot, land or structure, or part thereof, used for the collecting, storage and sale of waste paper, rags, scrap metal or discarded material or for the collecting, dismantling, storage, salvaging, handling or sale of parts of machinery or vehicles not in running condition. "Junk yard" includes an auto wrecking yard but does not include uses established entirely within an enclosed building.

"Landscape plan" means a component of a development plan on which is shown proposed landscape species, proposals for protection of existing vegetation during and after construction, proposed treatment of hard and soft surfaces, proposed decorative features, existing and proposed topography, buffers and screening devices.

"Legal access" means access to a dedicated street or road which is connected to and a part of the legally dedicated improved transportation network of the Town.

"Level of service standard" means the minimum level of service specified for a particular concurrency facility or service in the current comprehensive plan.

"Local improvement district (LID)" means a special district whereby property owners representing a majority can make an improvement benefiting their neighborhood and distribute the costs equitably among all owners.

"Lot" means a single tract of land no matter how legally described, whether by metes and bounds and/or by lot or lots and block designations in a recorded plat, which at the time of applying for a building permit is designated by its owner or developer as the tract to be used, developed or built upon as a unit of land under single ownership or control and assigned to the particular use for which the building permit is being secured and having frontage on or access to a public street.

"Lot area" means the total horizontal area within the boundary lines of a lot, excluding access easements.

Commented [JE2]: Cannot regulate unrelated people:
RCW 35.21.682

"Lot combination" means the elimination of interior lot lines not involving the vacation of dedicated streets, easements or public areas

Lot, conforming. "Conforming lot" means a fractional part of subdivided lands having fixed boundaries and being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts, parcels or combinations of tracts or parcels, meeting the requirements of Chapter 16.12 of the Coupeville Town Code.

Lot, corner. "Corner lot" means a lot at the junction of and fronting on two or more intersecting streets.

"Lot coverage" means that portion of a lot covered by buildings or structures over forty-two (42) inches in height.

"Lot depth" is the mean dimension of the lot from the front street line to the rear line. The depth of such lot is measured on a line approximately perpendicular to the front street and midway between the side lines of such lot.

Lot, interior. "Interior lot" means a lot that fronts on one street only.

"Lot line" means the fixed boundaries of a lot described by survey located on a plat filed for record.

Lot line, rear. "Rear lot line" means that boundary of a lot which is most parallel to the street lot line and does not intersect the front lot line. In the case of a triangular lot, a line twenty (20) feet in length within the lot parallel to and at the maximum distance from the street lot line.

Lot line, side. "Side lot line" means that boundary of a lot which is neither a street or rear lot line.

Lot line, street. "Street lot line" means that boundary of a lot measured along the edge of the right-of-way of a dedicated street, private street or access easement, which abuts that line. In the case of a corner lot, either line which meets the above description provided the other is considered to be a side lot line.

Lot, nonconforming. "Nonconforming lot" means a lawfully subdivided lot which does not conform to the provisions of this title which pertain to the zoning district in which the lot is located.

Lot, through. "Through lot" means a lot that fronts on two streets that do not intersect on the parcel's lot lines.

"Lot width" means the dimension of the lot line at the street or in an irregularly shaped lot the dimension across the lot at the building line, or in a corner lot the narrow dimension of the lot at a street or building line.

"Manufactured home" means a structure, transportable in one or more sections upon the public streets and highways on its own running gear, which, when erected on site, is designed to be connected to required utilities and utilized as a dwelling which is built to HUD standards and manufactured after June 15, 1976, and bears the insignia of Washington State Department of Labor and Industries.

"Manufactured home park" means any tract of land that is divided into rental spaces under common ownership or management for the purpose of locating two or more manufactured homes for dwelling purposes.

"Marina" means a facility which provides boat launching, storage, supplies and services for boats.

"Medium-speed electric vehicle" means a self-propelled, electrically-powered four-wheeled motor vehicle, equipped with a roll cage or crush-proof body design, whose speed attainable in one mile is more than twenty-five (25) miles per hour but not more than thirty-five (35) miles per hour and otherwise meets or exceeds the federal regulations set forth in 49 C.F.R. Sec. 571.500.

"Microbrewery" means an establishment or premises designed for the manufacture of beer, and using ten thousand (10,000) or less gallons of water during an average month.

"Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

Commented [JE3]: Include in our definition?

"Mixed use" means a combination of residential and nonresidential uses within the same building or site as part of an integrated development with functional interrelationships and coherent physical design.

"Monument" means a permanent survey control point.

"Moorage" means a place to tie up or anchor a boat or vessel.

"Motel" means a building or buildings, or portions thereof, in which guest rooms are provided and offered to the public for compensation as transient accommodation. A motel is distinguished from a hotel by the provision of a separate outside entrance to each guest room.

"Multifamily" means a single building ~~or group of buildings~~, which contains three ~~four~~ or more dwelling units or any two or more residential dwelling units in a mixed-use ~~development~~ building.

"Museum" means a building or room used primarily for preserving and exhibiting artistic, cultural, historical or scientific objects, and is operated by a non-profit, tax exempt organization.

"Neighborhood electric vehicle" means a self-propelled, electrically-powered four-wheeled motor vehicle whose speed attainable in one mile is more than twenty (20) miles per hour and not more than twenty-five (25) miles per hour and conforms to federal regulations under Title 49 C.F.R. Part 571.500.

"Non-electric vehicle" means any motor vehicle that does not meet the definition of "electric vehicle."

"Nursery school" means a school or organized program for the care and instruction of preschool aged children whether public or private and whether operated for profit or not.

"Off-street parking" means parking facilities for motor vehicles on other than a public street, right-of-way or alley.

"Open record public hearing" means a hearing that creates a record on proposed land use actions through testimony and submission of evidence and information. An open record public hearing may be held on an appeal if no previous hearing has been held on the proposed action.

"Open space" means any part of a lot unobstructed from the ground upward including areas dedicated to the public or deeded to a nonprofit corporation under the laws of the state that has the power to control and funds to maintain said open area.

"Outdoor display" means an open air area used for the display or sale of goods or materials that are being actively marketed for sale, rent or lease. Plant materials kept in open air for sale, rent or lease shall not be considered outdoor display.

"Outdoor storage" means the keeping of goods and materials that are not actively marketed for sale, rent, or lease in an open air or non-walled building or membrane structure in the same place for more than twenty-four (24) hours, excluding the storage of debris or junk.

"Overlay zone" means a set of zoning requirements that are described in the ordinance text, are mapped, and then subsequently imposed in addition to those of the underlying zoning district. The requirements of the overlay zone shall take precedence over similar requirements in the underlying zoning district.

"Owner" means the person or persons, corporation, or other legal entity, holding title to land, or as vendees under land contract, or holding other title or interest in land whether said interest be equitable, legal, joint, reputed, recorded or otherwise.

"Parcel" means an area of land shown as a unit or as continuous units on the last preceding county real property tax roll.

"Parking space" means a space within or outside a building used to temporarily park a motor vehicle and having access to a public street or alley.

"Parent Parcel" The original lot or parcel from which unit lots are created within a unit lot subdivision, consisting of one residential unit and any limited common areas directly associated with the unit.

"Person" means and includes individual, individuals, association, firm, partnership or corporation.

"Planned unit development (PUD)" means a development which is designed and developed as a single entity for a number of dwelling units, the plan for which clusters buildings, provides common open space density increases, and land uses.

"Planning commission" means the planning commission of the Town of Coupeville.

"Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions and dedications.

"Plug-in hybrid electric vehicle (PHEV)" means an electric vehicle that (1) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; (2) charges its battery primarily by connecting to the grid or other off-board electrical source; (3) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and (4) has the ability to travel powered by electricity.

"Preliminary short subdivision approval" means approval of the basic design features of a short subdivision, authorizing the preparation and submittal of a short plat for final approval by the Town and recording with the Island County auditor.

"Preliminary subdivision approval" means approval of the basic design features of a subdivision, authorizing the preparation and submittal of a plat for final approval by the Town and recording with the Island County auditor.

"Premises" means a structure or object and grounds to its property lines.

"Preschool" means a school, public or private, whether operated for profit or not, giving preschool instruction to children under the age of seven years.

"Professional office" means an office maintained and used as a place of business, such as doctors, dentists, engineers, attorneys, architects, accountants and other persons providing services.

"Project permit" means any land use or environmental permit or license required from the Town of Coupeville for a project action, as defined in 36.70B.020(4) RCW.

"Public facility" means parks, government buildings, schools, libraries, utility buildings and structures and other capital improvements provided and maintained by public funds for public purposes.

"Public improvements" means street grading or graveling, permanent street and corner monuments, street pavement, curbs and sidewalks, pedestrian ways, water mains, storm and sanitary sewers.

"Public meeting" means an informal opportunity provided prior to a final decision by the planning commission, Ebey's Reserve Historic Preservation Commission (HPC), or town council to obtain public or agency comments on proposed land use actions or in the case of the HPC on the issuance of a certificate of appropriateness. A public meeting does not include an open record hearing, although the proceedings may be recorded and a report or recommendation may be included in the project application file.

"Public services" means schools, police and fire protection, maintenance of utilities, parks and other services, provided with public funds for public use.

"Public utility" means a public service corporation performing some public service and subject to special governmental regulations, or a governmental agency performing similar public services, the services by

either of which are paid for directly by the recipients thereof. Such services shall include, but are not limited to, water supply, electric power, sanitary sewer and storm sewer systems for persons and freight.

"Quasi-public facility" means a facility operated by a nonprofit private community, educational, religious, charitable, medical institution or service organization having the primary purpose of serving the general public. Examples include religious institutions, churches, private schools and museums.

"Rapid charging station" means an industrial grade electrical outlet that allows for faster recharging of electric vehicle batteries through higher power levels and that meets or exceeds any standards, codes, and regulations set forth by chapter 19.28 RCW and consistent with rules adopted under RCW 19.27.540.

Recreation facility, commercial. "Commercial recreation facility" means a building or property designed and equipped for the conduct of sports and leisure-time activities which is operated as a business and open to the public or members for a fee.

Recreation facility, public. "Public recreation facility" means a facility providing for relaxation, play or amusement operated as a public benefit and not to make a profit. Examples include an assembly or recreation hall, park, playground or playfield, swimming pools or athletic, boat and golf club.

"Recreational vehicle park" means an area or tract of land used or designed to accommodate two or more trailers, or recreational vehicles used for travel, vacation, or recreational purposes, occupied in any one place for thirty (30) days or less.

"Residential development" means the development of land and/or the construction or erection of dwelling units for the purpose of residential occupancy.

"Restaurant" means an establishment where food and drink are prepared, served, and consumed primarily within the principal building.

Restaurant, drive-up. "Drive-up restaurant" means an establishment where food and drink are prepared and served, and consumed either within the principal building or picked up at an outside window and consumed off the premises.

"Resubdivision" means the redelineation of an existing lot, block, tract or parcel of a previously recorded subdivision involving the change of property lines and/or, after vacation, the altering of dedicated streets, easements or public areas.

"Retail sales and service" means establishments engaged in selling goods, merchandise or services to the general public for personal or household consumption.

"Rezone" means a change in classifications of an area from one zoning district to another.

"Riding stables" means any establishment where horses are kept for riding, driving or stabling for compensation or as an accessory use in the operation of a club, association, ranch or similar establishment.

"Right-of-way" means a strip of land dedicated or acquired for use as a road, path or for utility lines.

"Runoff, storm or surface water" means the amount of rain or other water which flows in excess of the amount absorbed by the ground.

"Sanitary sewage system" means the system which collects sewage from the plumbing systems of buildings and carries it to a sewage treatment plant.

"Scale" means representing proportionate size, amount and/or level of intensity.

"Setback" means the lot area between the lot lines and the building area.

Setback, rear. "Rear setback" means the lot area extending from forty-two (42) inches above the general ground level at the rear lot line to the building line and including the full width of the lot to its side lot lines.

Setback, side. "Side setback" means the lot area extending from eighteen (18) inches above the general level at the front setback to the rear setback and from the building line to the side lot line.

Setback, street. "Street setback" means the lot area extending from forty-two (42) inches above the general ground level at the principal and secondary street lot lines to the building line and including the full width of the lot to its side lot lines.

"Shore defense work" means the structures or modifications for the purpose of retarding shore erosion from wave or current action, encouraging deposition of beach materials, preventing shoreline overflow and retaining uplands.

"Shorelines" means all the water areas of the Town of Coupeville, more specifically Penn Cove, including those lands extending landward for two hundred (200) feet in all directions as measured on a horizontal plane from the ordinary high water line which are subject to the Shoreline Management Act.

"Short plat" means the map or representation of a short subdivision.

"Short subdivision" means the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.

"Short-term rental" means a complete dwelling unit used for transient accommodation.

"Single-family" means one dwelling unit serving as the principal use on one lot. ~~The term excludes manufactured/mobile homes lacking Washington State certification of compliance with a U.S. Department of Housing and Urban development standards, recreational vehicles, tents, and other forms of portable or temporary housing.~~

"Site plan" means a detailed map, diagram or other physical means of communicating pictorially the arrangement of structures, streets, open spaces, landscaping or other features of a proposed development.

"Storm and surface water drainage system" means the method used to collect and carry rain or surface water in such a way as to prevent flooding.

"Story" means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of the building included between the upper surface of the topmost floor and the ceiling or roof above.

"Street" means a way of travel more than twenty (20) feet wide which has been dedicated or deeded to the public for public use.

"Structure" means a combination of materials constructed and erected permanently on the ground or attached to something having a permanent location on the ground. Not included are residential fences less than six feet in height, retaining walls, rockeries and similar improvements of a minor character less than three feet in height.

"Subdivider, proprietor or developer" means a person, firm, municipality, association, partnership, corporation or combination of any of these which may hold any recorded or unrecorded ownership interest in land being subdivided. The proprietor is also commonly referred to as the owner.

"Subdivision" means the division or redivision of land into five or more lots, tracts, parcels, sites or other divisions for the purpose, whether immediate or future, of sale, lease, or other conveyance or development.

"Surveyor" means either a land surveyor or a civil engineer who is registered in the state of Washington as a registered professional surveyor or engineer.

Structure, temporary. "Temporary structure" means a structure not having or requiring permanent attachment to the ground.

"Tattoo parlor" means an establishment providing tattooing services.

"Topographic map" means a map showing contour elevation lines and other significant physical and cultural features.

"Townhouse" means a building containing ~~two~~ three or more attached dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides and which share one or more common walls with other dwelling units and with each dwelling unit occupying individually owned parcel of land with no side yards between adjacent townhouses.

Townhouses" means a building containing three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

"Tract" means an area of land which has been defined, but has not been designated by lot and block numbers.

"Transient accommodation" means a dwelling unit or sleeping unit provided for monetary compensation for periods of thirty (30) or fewer consecutive days.

"Travel trailer, recreation vehicle" means a recreational vehicle which is designed to be transported on public streets or highways and not designed for use as a permanent residence.

"Triplex" means a building containing exactly three dwelling units.

"Upland" means beach and land forms landward of a water body.

"Unit Lot" A legally defined portion of Unit Lot Subdivision intended for individual ownership, consisting of one residential unit and any limited common areas directly associated with the unit.

"Unit Lot Subdivision" A land division that allows for the creation of multiple residential unit lots on a single parcel of land (without subdividing) while maintaining overall zoning and density requirements.

"Useable area" means that portion of a lot or parcel physically suited for supporting buildings. Land not considered useable area includes, but is not limited to, tidelands, shorelines, bluffs, unstable slopes, wetlands, areas of poor drainage, access easements to back lots, and areas devoted solely to utility purposes such as stormwater retention ponds. The extent of usable area of a lot or parcel shall be determined by the town planner.

"Use" means the purpose which land or buildings or structures now serve, or for which they are occupied, maintained, arranged, designed or intended.

Use, accessory. "Accessory use" means a use of property or of a building or portion thereof customarily incidental and subordinate to the principal use of the land or building, and located on the same lot with the principal use.

Use, conditional. "Conditional use" means a use permitted in one or more zones but which, because of characteristics peculiar to such use or because of size, technological processes or equipment, or because of the exact location with reference to surroundings, streets, and existing improvements or demands upon public facilities, requires a special degree of control to make such uses consistent with and compatible to other existing or permissible uses in the same zone or zones. A conditional use is a form of special exception.

Use, nonconforming. "Nonconforming use" means a use which lawfully occupies a building or land at the time the ordinance codified in this title became effective, and which does not conform with the use regulations of the zoning district in which it is located.

Use, principal. "Principal use" means the primary or predominant use to which the property or building is or may be devoted, and to which all other uses on the same lot are accessory.

Use, prohibited. "Prohibited use" means any use not specifically enumerated as a principal, accessory or conditional use in specific zones or areas.

"Vacation" means the act of making legally void any right-of-way, easement, public area, or other public interest.

"Variance" means an adjustment in the application of the specific regulations of this title to a particular piece of property, which property, because of special circumstances applicable to it, is deprived of privileges commonly enjoyed by other properties in the same zone or vicinity and which adjustment remedies disparity in privileges.

"Vertical datum" means the base elevation used for measuring height. It is calculated by adding the lowest elevation within five feet of an exterior wall to the highest elevation within five feet of an exterior wall on the same building, then dividing the result by two. The highest and lowest points shall be located on the historical or original grade, as determined by the building official.

"Veterinary clinic/hospital" means a building or premises for the medical or surgical treatment of animals or pets, including the indoor boarding of hospitalized animals, but excluding the boarding of animals not subjected to medical or surgical treatment.

Waste, hazardous. "Hazardous waste" means all dangerous and extremely hazardous waste as defined in RCW 70.105.010(15), except for moderate risk waste as defined in RCW 70.105.010(17).

Waste, hazardous—Off-site treatment and storage facility. "Off-site hazardous waste treatment and storage facility" means treatment and storage facilities which treat and store hazardous wastes generated on properties other than those on which the off-site facilities are located.

Waste, hazardous—On-site treatment and storage facility. "On-site hazardous waste treatment and storage facility" means treatment and storage facilities which treat and store hazardous wastes generated on the same property.

Waste, hazardous—Storage of. "Storage of hazardous waste" means the holding of hazardous waste for a temporary period as regulated by the State Dangerous Waste Regulations, Chapter 173-303 WAC.

Waste, hazardous—Treatment of. "Treatment of hazardous waste" means the physical, chemical or biological processing of hazardous waste for the purpose of rendering these wastes non-dangerous or less dangerous, safer for transport, amenable for energy or material resource recovery, amenable for storage, or reduced in volume as regulated by the State Dangerous Waste Regulations, Chapter 173-303 WAC.

Yard, service. "Service yard" means an open area, usually paved, with access to a street or alley, to allow vehicular access to a building or use for purposes of loading or unloading equipment, freight, livestock or people.

"Zoning" means a police power measure in which the community is divided into districts or zones within which permitted and special uses are established as are governing regulations for lot size, bulk and other development standards.

"Zoning district" means a defined area of Coupeville within which the use of land is regulated and certain uses permitted and other uses excluded as set forth in this title.

(Ord. 648 § 3 Exh. B (part), 2005; Ord. 614 § 4 Exh. D (part), 2001; Ord. 604 § 1, 2000; Ord. 586 § 2, 1999; Ord. 566 § 2 Exhs. A (part), B (part), 1998)

(Ord. No. 690, § 1, 4-26-2011; Ord. No. 692, § 2, 10-3-2011; Ord. No. 701, § 1, 3-27-2012; Ord. No. 751, § 2, 8-27-2019)

16.04.070 Interpretation generally.

The provisions of the development regulations shall be the minimum requirements adopted for the promotion and protection of the public health, safety and general welfare. The development regulations are not intended to interfere with, advocate or annul any easements, covenants, or other agreements between parties, except where the arrangements may conflict with the enforcement of the development regulations.

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.080 Conflict of provisions.

In the case of conflicts between the parts of the development regulations and other rules, regulations, resolutions, ordinances or status lawfully adopted by other authority having jurisdiction within the Town, the most restrictive shall govern. In the case of conflicts between the text, maps and charts of the development regulations, the text shall govern unless otherwise stated.

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.090 Jurisdiction.

The development regulations shall not limit the legislative discretion of the town council in further restricting permitted uses, or in withholding or revoking permits for uses where those actions are found necessary for the promotion and protection of the public peace, health, safety and general welfare.

(Ord. 566 § 2 Exh. A (part), 1998)

16.04.100 No special duty created.

- A. It is the purpose of this title to provide for the health, welfare, and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this title. No provision or term used in this title is intended to impose any duty upon the Town or any of its officers, agents, or employees for whom the implementation or enforcement of this title shall be discretionary and not mandatory.
- B. Nothing contained in this title is intended to be nor shall be construed to create or form the basis for any liability on the part of the Town or its officers, agents, and employees for any injury or damage resulting from the failure of any premises to abate a nuisance or to comply with the provisions of this title or be a reason or a consequence of any inspection, notice, or order, in connection with the implementation or enforcement of this title, or by reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this title, or by reason of any action of the Town related in any manner to enforcement of this title by its officers, agents or employees.

(Ord. No. 751 , § 3, 8-27-2019)

Chapter 16.08 ZONING DISTRICTS

Commented [JE4]: Additional Incentives:
Prioritized Review Time
Parking reductions

Commented [JE5R4]: Add Courtyard apartments?

16.08.010 Purpose and intent.

The land use element of the Coupeville comprehensive plan provides a long-range vision through which all uses—housing, commerce, recreation, public facilities, open space, culture and transportation—are integrated to maintain and enhance the Town's desirable characteristics. Land use planning strives to facilitate the best use of all lands, developed and undeveloped. Toward this purpose, zoning districts are established to fulfill the following intent:

- A. To be the primary tool for implementing the adopted comprehensive plan future land use map. This map identifies the general distribution, location and extent of different land uses within the Town;
- B. To promote the social and economic stability of existing and future land uses by regulating the use of individual parcels of land to prevent unreasonable detrimental effects or encroachment by incompatible uses on neighboring properties;
- C. To preserve the historic, aesthetic and natural features of the Town by establishing high standards for community design, environmental protection and cultural/historic enhancement;
- D. To encourage active and appropriate stewardship of the land to protect and preserve the historic and natural features of the Ebey's Landing National Historical Reserve, pursuant to Public Law No. 95-625.

(Ord. 566 § 2 Exh. A (part), 1998)16.08.020 Establishment of zoning districts and provisions for official zoning map.

- A. The Town of Coupeville is divided into zoning districts as shown on the official zoning map, which together with all explanatory matter thereon is adopted by reference and declared to be a part of Title 16.
- B. Regulations applying to each zone as set forth in this title are adopted.
- C. The official zoning map shall be identified by the signature of the mayor, under the following words: "This is to certify that this is the Official Zoning Map referred to in Section 16.08.020(A) of the Coupeville Town Code, as adopted under Ordinance No. [number of ordinance adopting new map]." The official zoning map shall be kept in town hall.
- D. In the event that the official zoning map becomes damaged, destroyed, lost or difficult to interpret because of the nature or number of changes and additions, the town council may by resolution adopt a new official zoning map. The new official zoning map may correct drafting or other errors or omissions, but no such correction shall have the effect of amending the zoning district designation for any land within the Town of Coupeville.

(Ord. 566 § 2 Exh. A (part), 1998)

16.08.030 Interpretation of zoning district boundaries.

Where uncertainty exists as to the boundaries of zoning districts as shown on the official zoning map, the following rules shall apply:

- A. Boundaries indicated as approximately following the centerlines of streets, highways or alleys shall be construed to follow such centerlines.
- B. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

- C. Boundaries indicated as approximately following the Town limits shall be construed as following the Town limits.
- D. Boundaries indicated as following shorelines shall be construed to follow such shorelines, and in the event of change in the shoreline shall be construed as moving with the actual shoreline.
- E. Boundaries indicated as parallel to or extensions of features indicated in Subsections A through D of this section shall be so construed. The scale of the map shall determine distances not specifically indicated on the official zoning map.
- F. All areas within the corporate limits of the Town which are under water and are not shown as included within any zone shall be subject to all of the regulations of the zone which immediately adjoins the water area.
- G. The zoning regulations shall apply equally to private and public property.
- H. Property which has not been specifically included within a zone shall be classified as LDR, low density residential district, until such classification is changed by amendment of the zoning ordinance as provided by law.
- I. Where the street or property layout existing on the ground is at variance with that shown on the official zoning map, or in other circumstances not covered by subsections A through E of this section, the town planner shall interpret the zone boundaries.

(Ord. 566 § 2 Exh. A (part), 1998)

16.08.040 Residential zoning districts.

It is the intent of the four primary residential zoning districts in Coupeville to provide housing options for all social and economic segments of the community, to provide for efficient public and private utility services, to promote efficient traffic patterns, to preserve and protect historic sites and structures, to recognize historic development patterns and to reflect the intent of the Coupeville comprehensive plan. The specific intents of each predominantly residential zoning districts are described below:

- A. Residential Reserve District (RR). This zoning district implements the residential reserve use designation on the comprehensive plan future land use map. It is intended to allow for very low density residential, agricultural, horticultural and floricultural uses, encouraging the retention of open space and rural character. It is intended further to maintain large areas free of impervious surfaces in order to increase the potential for natural infiltration of rainfall and the retention of natural drainage water patterns, minimizing the need for stormwater facilities and increasing the protection of groundwater resources.

Allowed uses within the residential reserve district are as follows:

Principal Uses	Accessory Uses	Conditional Uses
Single-family dwellings	Accessory structures less than 1,200 square feet*	Public/quasi-public facilities
Duplexes*	Family day care centers	Golf courses
Small-scale agriculture	Produce stands	Riding stables
Public parks and playgrounds	Home occupations*	Day care centers
Production of forest products	Accessory dwelling units*	Accessory structures greater than 1,200 square feet*
Adult family homes*		Class II group homes*
Class I group homes*		
Bed and breakfast inns*		

* Subject to special conditions and restrictions in Chapter 16.10.

B. Low Density Residential District (LDR). This zoning district implements the low density residential use designation on the comprehensive plan future land use map. It is intended to provide for rural lifestyles, promote open space and minimize impervious surfaces, and to provide a buffer to separate agricultural areas from the suburban and urban residential uses. Allowed uses within the low density residential district are as follows:

Principal Uses	Accessory Uses	Conditional Uses
Single-family dwellings	Accessory structures less than 800 square feet*	Public/quasi-public facilities
Small-scale agriculture	Family day care centers	Class II group homes*
Public parks and playgrounds	Produce stands	Day care centers
Duplexes*	Home occupations*	Accessory structures greater than 800 square feet*
Cottages*		
Adult family homes*	Poultry raising	
Class I group homes*	Accessory dwelling units*	
Bed and breakfast inns*		

* Subject to special conditions and restrictions in Chapter 16.10.

C. Medium Density Residential District (MDR~~RM-9600~~). This zoning district implements the medium density residential use designation on the comprehensive plan future land use map. These areas provide a stable environment for residential development, adequate public services to serve residential development and prohibit uses that would violate the single-family nature of the neighborhood. Allowed uses within the medium density residential district are as follows:

Principal Uses	Accessory Uses	Conditional Uses
Single-family dwellings	Accessory structures less than 800 square feet*	Public/quasi-public facilities
Adult family homes*	Family day care centers	Private schools
Class I group homes*	Private greenhouses*	Day care centers
Bed and breakfast inns*	Home occupations*	Class II group homes*
Duplexes*	Accessory dwelling units*	Duplexes*
Cottages*		
Townhomes*		
Triplexes*		

* Subject to special conditions and restrictions in Chapter 16.10.

D. High Density Residential District (HDR, RH). This zoning district implements the high density residential use designation on the comprehensive plan future land use map. It is intended to provide areas for higher density residential uses near commercial services and located to permit efficient delivery of public services. Allowed uses within the high density residential district are as follows:

Principal Uses	Accessory Uses	Conditional Uses
Single Family Dwellings	Accessory structures less than 800 square feet*	Public/quasi-public facilities
Duplexes dwellings*	Family day care centers	Manufactured housing parks*
Triplexes*	Home occupations*	Professional offices
Cottages*	Accessory Dwelling Units	
Multifamily dwellings	<u>Bed and breakfast inns*</u>	Day care centers
Townhomes*		Accessory structures greater than 800 square feet*
Bed and breakfast inns*		Continuing care retirement facilities*

* Subject to special conditions and restrictions in Chapter 16.10.
~~Maximum Density. Except as provided for elsewhere in this title, the maximum density for multifamily dwellings is one dwelling unit for each four thousand (4,000) square feet of gross lot area.~~
 (Ord. 614 § 4 Exh. D (part), 2001; Ord. 566 § 2 Exhs. A (part), B (part), 1998)

(Ord. No. 751 , § 4, 8-27-2019)

16.08.050 Commercial zoning districts.

It is the intent of the three primary commercial zoning districts to provide for areas of predominantly commercial land uses in appropriate areas of Coupeville, to assure that commercial development is harmonious in size and scale to the community and adjacent buildings, to provide for efficient vehicular and pedestrian traffic, to preserve the Town's historic, rural character, including but not limited to the residential use of a designated historic building that was originally constructed as a single family home, and to reflect the intent of the Coupeville comprehensive plan. The specific intent and allowed uses within each predominantly commercial zoning district are described below:

A. ~~Historic/Limited Commercial District (HLC)~~. (Historic Commercial Center). This zoning district implements in part the commercial designation on the comprehensive plan future land use map. This zoning district is reserved for the historic Front Street area between Alexander and Haller Streets (north of Coveland and Ninth Streets), including the Coupeville Wharf, and is intended to accommodate water-oriented uses, along with small-scale commercial uses which are compatible in size, scale and visual character with the district's historic character. Mixed use, adaptive reuse and preservation within a pedestrian scale environment are hallmarks of this district. Allowed uses within the historic/limited commercial zoning district are as follows:

Principal Uses	Accessory Uses	Conditional Uses
Retail sales and service (no drive-up service)	Accessory structures less than 800 square feet*	Public/quasi-public facilities
Professional offices (no drive-up service)	Family day care centers	Day care centers
Restaurants (no drive-up service)	Home occupations*	Multifamily dwellings east of Main Street
	Not at street-level residential west of Main Street (mixed use)	

Commented [JE6]: Discussion about ADU's in Commercial Zones, what is appropriate. How does it fit into Coupeville.

Marine-related sales and service
 Personal services
 Clubs, lodges, and fraternal organizations
 Bed and breakfast inns*
 Single-family residences east of Main Street

Parking facilities

Parking facilities
 Hotels*
 Outdoor storage and display

 Microbreweries
 New single-family residential buildings that are not accessory structures

Short-term rentals, except the short-term rentals west of North Main Street shall be part of a mixed use development and the short-term rental is not allowed at street level*

Marine fueling station
 Marine research facilities
 Marine repair and sales
 Moorage facility/marina
 Single-family residential use of a designated historic home
[Mixed Use structures*](#)

* Subject to special conditions and restrictions in Chapter 16.10.

- B. *Town Commercial (TC)*. This zoning district implements in part the commercial designation on the comprehensive plan future land use map. It encompasses most the commercial areas outside of the Front Street historic area, including North and South Main Street, Coveland Street, and Birch Street NE. It is intended to provide for a wide range of commercial uses that are proportional in scale and compatible in character with historic uses in the Town, and that cater to both vehicular and nonmotorized access. More intensive, larger or automobile-dependent commercial land uses are not appropriate for this district. Allowed uses within the town commercial zoning district are as follows, provided that only professional offices are allowed as principal uses adjacent to SR 20:

Principal Uses	Accessory Uses	Conditional Uses
Retail sales and service	Accessory structures less than 800 square feet*	Public/quasi-public facilities
Professional offices	Parking facilities	Day care centers
Restaurants (no drive-up service)	Not at street-level residential (mixed use)	Parking facilities
Theaters		Multifamily dwellings
Professional services		Outdoor storage and display
Microbreweries		Commercial recreation
Clubs, lodges, and fraternal organizations		Hotels*
Bed and breakfast inns*		Single-family residences that are not designated historic

		homes or accessory structures
Short-term rentals*		Duplex residences*
Single-family residential use of a designated historic home		
Multifamily Residential*		
Mixed Use structures*		
* Subject to special conditions and restrictions in Chapter 16.10.		

- C. General Commercial (GC). This zoning district implements in part the commercial designation on the comprehensive plan future land use map. It is reserved for specific locations in Coupeville where commercial uses which are larger in scale, more automobile-oriented or more likely to impact neighboring properties may be sited without detracting unduly from the Town's historic character. The conditional use permit process is used to insure that all measurable impacts from these uses are identified and, if possible, mitigated through specific performance conditions. Allowed uses within the general commercial zoning district are as follows, provided that only professional offices are allowed as principal uses adjacent to SR 20:

Principal Uses	Accessory Uses	Conditional Uses
Retail sales and service	Accessory structures less than 800 square feet*	Public/quasi-public facilities
Professional offices	Parking facilities	Motels*
Restaurants (no drive-up service)	Not at street-level residential (mixed use)	Light industrial
Theaters		Adult businesses
		Tattoo parlors
Personal services		Parking facilities
Microbreweries		Outdoor storage and display
Clubs, lodges, and fraternal organizations		Commercial recreation
Gasoline service stations		Heliports, helistops
Bed and breakfast inns*		Automobile sales
Short-term rentals*		Automobile repair
Single-family residential use of a designated historic home		Drive-up businesses
Mixed Use structures*		Veterinary clinics
		Hotels*
		Mini-storage warehouses
		Single-family residences that are not designated historic homes or accessory structures
* Subject to special conditions and restrictions in Chapter 16.10.		

(Ord. 596 § 1, 2000; Ord. 566 § 2 Exhs. A (part), B (part), 1998; Ord. No. 677, § 4, 10-13-2009; Ord. No. 690, § 1, 4-26-2011; Ord. No. 751, § 5, 8-27-2019)

16.08.060 Public/quasi-public zoning district.

It is the intent of this district to provide adequate land for uses which serve governmental functions, provide a wider community purpose or for areas designated as open space or future park development. Collectively, these uses serve the cultural, educational, recreational, religious, transportation and public service needs of the community. Allowed uses within the public/quasi-public zoning district are as follows:

Principal Uses	Accessory Uses	Conditional Uses
Public facilities	Accessory structures Less than 800 square feet	Accessory structures greater than 800 square feet
Quasi-public facilities	Restaurant (no drive-up services) Parking facilities Retail sales	

(Ord. 566 § 2 Exhs. A (part), B (part), 1998)

16.08.070 Reserved.

Editor's note(s)—Ord. No. 692, § 7, adopted Oct. 3, 2011, repealed § 16.08.070 in its entirety, which pertained to historic restoration overlay district and derived from Ord. 566 § 2 Exh. A (part), 1998.

16.08.080 Planned unit development overlay district (PUD).

- A. Intent and Purpose. The purpose of this chapter, providing for the establishment of a planned unit development overlay district, is to:
 - 1. Encourage flexibility in design and development that will encourage a more creative approach in the development of land and which will result in a more efficient, aesthetic and desirable use of the land.
 - 2. Permit flexibility of design, placement of buildings, use of required open spaces, circulation facilities, off-street parking areas, and otherwise to better utilize the potentials of sites characterized by special features of geography, topography, size or shape.
 - 3. Facilitate the adequate and economical provisions of streets and utilities.
 - 4. Preserve the natural and scenic qualities of open area.
- B. Minimum Area. The minimum area of a PUD, planned unit development shall be five acres.
- C. Pre-application Conference. In accordance with Section 16.06.030(A) of this title, appropriate Town staff shall meet with the applicant for the purpose of gathering general information and guidelines before entering into binding commitments or incurring substantial expense in the preparation of plans. Particular attention shall be given to the following:
 - 1. The present uses and character of the area;
 - 2. The road and street system in the area, especially:
 - a. Neighborhood through routes,
 - b. Designated collector and arterial streets, both existing or proposed,

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- c. The right-of-way widths for all roads and streets,
 - d. Whether streets or ways are to be public or private.
 - 3. Public and private open areas, parks and trails;
 - 4. Public and private utilities and services or their counterparts:
 - a. Water,
 - b. Sewer,
 - c. Fire protection,
 - d. Surface drainage,
 - e. Electricity (underground),
 - f. Telephone (underground),
 - g. Street and common area lights,
 - h. Television cable (underground),
 - i. General concept of the developer.
 - D. Rezone to Planned Unit Development Overlay District. The applicant may submit a verified rezone application requesting a change to planned unit development overlay district pursuant to Section 16.06.070 of this title which shall be accompanied by an outline development plan and program containing the elements and meeting the density, open space and all other requirements enumerated in subsections G through H of this section.
 - E. Review Process.
 - 1. The application for a planned unit development overlay district shall be considered first by the planning commission at a public meeting within the time and in the manner provided by Section 16.06.050(D)(4) of this title. If a preliminary subdivision is part of the application, requirements for public meetings and plat content contained in Chapter 16.16 shall also be complied with.
 - 2. The minutes of the planning commission public meeting, along with any recommendation, shall be forwarded to the town council for a public hearing on the application. The public hearing and notice of decision shall be conducted in accordance with Sections 16.06.040 and 16.06.050 of this title.
 - F. Decision Criteria. Approval or denial of the proposal to rezone shall be based on the following criteria:
 - 1. Substantial conformance to the comprehensive plan;
 - 2. The proposal's harmony with the surrounding area, or its potential future use;
 - 3. The system of ownership and means of development, preserving and maintaining open space;
 - 4. The adequacy of the size of the proposed overlay district to accommodate the contemplated development.
 - G. Outline Development Plan and Program—Plan Elements. The elements of the outline development plan shall be as follows:
 - 1. Existing maps drawn to a scale of not less than one inch to one hundred (100) feet and proposed contour map;
 - 2. Location, with the names, of all existing and proposed streets, public ways, utility rights-of-way, parks or other open spaces and all land uses within five hundred (500) feet of the boundary of the development;

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3. Existing sewers, water mains and other underground facilities within and adjacent to the development and their certified capacities;
 4. Proposed sewer or other waste disposal facilities, water mains and other underground utilities;
 5. Preliminary subdivision plan;
 6. Proposed land use plan;
 7. Community facilities plan;
 8. Location and amount of open space, screening and landscaped areas;
 9. Traffic flow plan;
 10. Location and dimension of walks, trails or easements;
 11. Location, arrangement, number and dimensions of truck loading and unloading spaces and docks;
 12. Approximate location of building and/or structures, indicating general height, bulk, and number of dwelling units;
 13. Indication of stages of development.
- H. Outline Development Plan and Program—Program Elements. The elements of the outline development program shall be as follows:
1. Statement of goals and objective (i.e., why it would be in the public interest and be consistent with the comprehensive plan);
 2. Evidence of resources available to develop the project;
 3. Tables showing total number of areas, distribution of area by use, percent designated for each dwelling type, type of off-street parking, streets, parks, playgrounds, schools and open spaces;
 4. Tables indicating overall densities and density by dwelling types and any proposal for the limitation of density;
 5. Time table of development;
 6. Preliminary storm water drainage plan.
- I. Common Open Space—Requirements Generally.
1. Common open space in a planned unit development overlay district shall meet the following requirements:
 - a. The location, shape, size and character of the open space must be suitable for the planned unit development.
 - b. Common open space must be used for amenity or recreational purposes. The uses authorized for the common open space must be appropriate to the scale and character of the planned unit development, considering its size, density, expected population, topography, number and type of dwelling units to be provided.
 - c. Common open space must be suitably improved for its intended use, but common open space containing natural features may be left unimproved. The buildings, structures and improvements which are permitted in the common open space must be appropriate to the uses which are authorized for common open space and must conserve and enhance the amenities of the common open space in regard to its topography and unimproved condition.

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2. The development schedule, which is part of the development plan, must coordinate improvement of common open space, construction of buildings, structures and improvements in the common open space, and the construction of residential dwellings in the planned unit development.
- J. Detail Plan. The purpose of the detail plan is to provide a specific plan upon which the town council can base their decision and with which substantial compliance is necessary for preparation of the final plan. When seeking approval of the planned development, the detail plan shall be filed:
1. As the initial plan for the entire development if no outline plan has been approved at the time application is made.
 2. As the second step when an outline plan has been approved:
 - a. Such detail plan may be filed in phases.
 - b. The first phase of the entire detail plan shall be submitted within twelve (12) months following approval of the outline plan, unless an extension has been granted.
 - c. Detail plans for subsequent phases, if more than one phase is used, shall be filed at least sixty (60) days prior to the construction date set forth in the timetable unless an extension has been granted as herein provided.
- K. Maps, Written Statements and Application. The detail plan shall be accompanied by an application on a form supplied by the Town. The detail plan shall include the following information and shall be prepared on material which is suitable for printing by the ozalid (blue-line) process:
1. A scale map showing the following for the planned development site:
 - a. The topography in sufficient detail to determine the grades and character of the site as they relate to the improvements and to the adjacent area;
 - b. The location of all thoroughfares and walks, their widths and the nature of their improvements and whether they are to be public or private;
 - c. The location, layout and the surfacing of all off-street parking areas;
 - d. The property boundary lines;
 - e. The individual lot lines of each parcel that is to be created for separate ownership;
 - f. The location of easements for the water lines, fire hydrants, sewer and storm sewer lines, and the location of the electric, gas and telephone lines, television cable, and the lighting plans;
 - g. The landscaping and tree planting plan, including species and size, with a notation indicating the existing trees and shrubs which are to be retained;
 - h. The common facilities, open areas and spaces, and the particular uses which are intended for them;
 - i. The areas proposed to be conveyed, dedicated, reserved or used for parks, scenic-ways, playgrounds, schools, public buildings and similar public and semipublic uses and whether such areas are to be public or private;
 - j. If the planned development is to be constructed in phases, indicate the area of each phase on the map; and
 - k. A plan showing the following for each existing or proposed building or structure for all sites, except single-family lots:
 - i. Its location on the lot and within the planned development,

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- ii. The intended use,
 - iii. The number of dwelling units in each residential building.
 - 2. Elevation drawings of all typical proposed structures except single-family residences. The drawings shall be accurate and to scale but need not be the final working drawings.
 - 3. The location of all buildings on abutting properties. If accurate information was submitted for the outline plan, this will be sufficient.
 - 4. The manner of financing for the planned development.
 - 5. The present ownership of all of the land in the planned development.
 - 6. A development time schedule indicating:
 - a. The approximate date when construction of the project will begin;
 - b. The phases in which the project will be built and the approximate date when construction of each phase will begin;
 - c. The approximate dates when development of each phase will be completed;
 - d. The area and location of open space that will be provided at each phase.
 - 7. Proposed documents providing for ownership, maintenance, operation of common facilities and open space, restrictive covenants, and architectural design review.
 - 8. Detailed storm drainage management plan.
- L. Detail Plan Approval.
- 1. The detail plan shall be considered in the same manner as provided in subsection E of this section.
 - 2. Approval of the detail plan in whole or in phases is contingent upon substantial conformance to the outline plan and to the standards set forth in this chapter. The town council may impose reasonable conditions upon its approval to insure conformance to the approved plan. This substantial conformance is intended solely to facilitate the minor modifications from one planning step to another. It is not the intent, nor shall these modifications be used to increase the total area covered or decrease the total open space as approved by the town council. The town council may fail to find substantial conformance to exist if, in their opinion, the adjustments provided in subsection (L)(3) of this section are being used to significantly modify the approved plan.
 - 3. Substantial conformance shall exist when the comparison of the detail plan to the approved outline plan shall show that:
 - a. There are the same or fewer number of dwelling units;
 - b. The open space is in the same general location and in the same general amount, or a greater amount;
 - c. The buildings have the same or less number of stories;
 - d. The roads and drives follow approximately the same course, have the same or greater width, have the same public or private rights therein and have the same termini and serve the same or fewer dwelling units; and
 - e. The detail plan is within the intent and purpose of the outline plan.
 - 4. The detail plan approved, either for a phase or for the entire plan, shall be valid for a twelve (12) month period. The town planner may extend approval for additional six month periods.

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- M. Disapproval of Detail Plan. If the detail plan is not in substantial conformance to the purpose and intent of the outline plan, or an applicable portion thereof, the town council shall not approve the detail plan. If it is not modified to conform to the outline plan, the developer may request a new public meeting before the planning commission and public hearing before the town council. The revised detail plan shall be considered as if it were a new application.
- N. Site Improvements. The developer may place street improvements, sidewalks, utilities and other permanent site improvements or stake the location of the buildings and make application for building permits after detail plan approval; however, the placing of improvements will not obligate the town council to grant approval of the final plan. Under no circumstances will any building permit be issued until final approval has been granted and the necessary portions of the final plan recorded.
- O. Final Plan. The purpose of the final plan is to formalize into the final, legal document form the plans which were approved in the detail plan step. The final plan, when properly filed in the county deed records shall serve as the permanent public record of the planned development.
- P. Contents. The final plan shall contain the information required in subsection K of this section for the detail plan. The final plan will be prepared or printed on permanent high grade paper in a form suitable for inclusion in the deed records of the county. If parcels of land are to be sold, a "hard copy" subdivision plat in the form prescribed by Section 16.16.120(B) of this title shall also be filed with the final plan. Condominium plats shall conform to Washington law and shall not be reviewed by the planning commission or town council.
- Q. Filing. The final plan shall be filed within twelve (12) months of the date of the granting of the detail plan approval.
- R. Placing of Improvements. The Town of Coupeville shall require, as a condition to granting final approval, that the street, utility, parking, sidewalk, landscaping, common facilities and open space improvements will be placed. In lieu of the installation of the foregoing required improvements, the Town may permit the developer to deposit a performance bond with the town council in an amount not less than one hundred twenty-five (125) percent of the estimate for all required improvements. This amount of the estimate shall be prepared by the applicant for approval by the public works director. If a subdivision plat is used to divide property, the conditions of approval contained in Section 16.16.040 shall apply. All required improvements are to be completed by the subdivider within one year from the date of the approval of the final plan by the town council. If said improvements are not completed in the specified time, the town council may use the bond or any portion thereof to complete the same.
- S. Final Plan Approval.
1. The planning commission and council shall review and approve the final plan if it is in substantial conformance with the detail plan. Nothing in these provisions shall limit reduction of the number of dwelling units or increasing open space, provided that if this is done for one phase the number of dwelling units shall not be transferred to another phase, nor the open space be reduced below that permitted in the detail plan. This substantial conformance provision is intended solely to facilitate the minor modifications from one planning step to another. It is not the intent, nor shall these modifications be used to increase the total area covered or decrease the total open space as approved by the town council. The council may fail to find substantial conformance to exist, if in their opinion, the adjustments provided below are being used to significantly modify the approved plan.
 2. Substantial conformance shall exist when the comparison of the detail plan with the final plan shows that:
 - a. The number of dwelling units are within ten (10) percent of those shown on the approved detail plan but in no case shall any change exceed the limits established in this code;

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- b. The yard depths and distances between main buildings are within ten (10) percent of those shown on the approved detail plan, but in no case shall these distances be reduced below the minimum established within this code;
 - c. The open space is within ninety (90) percent or more of that provided on the detail plan;
 - d. The building size does not exceed the building sizes shown on the detail plan by more than ten (10) percent nor that the building location does not depart by more than ten (10) percent from the location shown on the final plan.
- T. Filing or Recording. Upon final approval and after all conditions have been met, the developer shall record the final plan in the county deed records. If parcels are to be sold, the developer will also process and record a subdivision plat as provided in Chapter 58, Revised Code of Washington.
- U. Amending the Recorded Final Plan. The recorded final plan may be amended by filing the amended plan in the same manner as either an outline plan or a detail plan. A public hearing must be held and the manner processed in the same manner as if it were a new application. Such amendments shall be recorded in the same manner as the final plan and the amendment noted on the original recorded copy of the final plan.
- V. Common Open Space—Retention and Maintenance.
- 1. The final development plan and program shall include a provision approved by the town council as being sufficient to assure permanent retention and maintenance of the common open space in a planned unit development overlay district. Such assurance may be in the form of restrictive covenants, dedication of open space to the public where such dedication will be accepted by the town council, an undertaking by an association of owners of the property within the planned unit development overlay district, or in any other form or by any other method approved by the town council as being practical and legally sufficient to assure the permanent retention and maintenance of the common open space. All legal documents to carry out the plan and program in this regard shall be filed by the applicant with the final development plan and program, and shall be subject to approval as to form by the town attorney. All such plans and programs shall contain provisions whereby the Town will be vested with the right to enforce the permanent retention and maintenance of the common open space, and further that in the event the common open space is permitted to deteriorate, or is not maintained in a condition consistent with the approved plan and program, then in such event the Town may, at its option, cause necessary maintenance to be performed and assess the costs thereof to the owners of the property within the planned unit development overlay district.
 - 2. No common open space may be put to any use other than as specified in the approved final development plan unless the development plan has been modified to permit such other use pursuant to subsection U of this section. No such modification of use shall be deemed as a waiver of any of the provisions of the approved final development plan assuring the permanent retention and maintenance of the common open space.
- W. Underground Utilities. In any planned development which is primarily designed for or occupied by dwellings, all electric lines, telephone facilities, fire alarm conduits, street light wiring and other wiring must be placed underground less this requirement is waived by the town council.
- X. Building Permits—Issuance after Final Plan Approval. Building permits shall be issued for construction only in accordance with the plan and program elements of the plan as finally approved by the town council.
- Y. Modifications to Development.
- 1. Major Modifications. Application for major modifications in the final development plan and program must be submitted to the planning commission and town council, as if such application were an original application for a planned unit development overlay district.

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- 2. Minor Modifications. Minor modifications in the final development plan and program may be approved by the town planner. Such changes may include minor shifting of the location of buildings, proposed streets, public or private ways between the easements, parks or other features of the plan, but shall not include those changes of boundaries, changes in land use or other changes of location which are not devoted to specified land uses.
 - Z. Violation of Terms of Approvals—Penalty—Enforcement. Deviation from any condition upon which final approval was granted, or from any condition shown on the approved final development plan and program, without prior compliance with subsection U of this section shall constitute a violation of this title punishable and enforceable in the manner provided for in Section 16.06.080.
 - AA. Action on Nondevelopment. If, within three years after an application for a planned unit development overlay district, substantial construction has not been performed on the approved project, the overlay district will be voided unless the town council grants a longer period of time. This section shall not be construed so as to divest the town council of authority to change the underlying zoning of property within a planned unit development overlay district pursuant to and in accordance with the provisions of Section 16.06.070.
 - BB. Damaged Building Restoration. Replacement or reconstruction of any buildings or improvements to buildings damaged or destroyed shall substantially conform to the originally approved planned unit development.
- (Ord. 566 § 2 Exh. A (part), 1998)

16.08.085 Cottage housing overlay district (CHOD), Repealed

- ~~A.—Intent and Purpose. The purpose of this overlay district is to provide areas where higher density residential uses are desirable, while maintaining a predominantly single-family character. Smaller lots and smaller houses characterize this overlay district, with a maximum square footage per dwelling unit. Specifically the CHOD is intended to:

 - 1.—Provide a housing type that responds to changing household sizes, ages, and needs (e.g., retirees, small families, single person households);
 - 2.—Provide opportunities for ownership of small, detached dwelling units within a single-family neighborhood;
 - 3.—Provide opportunities for creative, diverse, and high-quality infill development;
 - 4.—Provide development compatible with existing neighborhoods with less overall bulk and scale than standard sized single-family detached dwellings;
 - 5.—Encourage creation of more usable open space for residents of the development through flexibility in density and lot standards;
 - 6.—Provide opportunities for small, detached dwelling units within an existing neighborhood;
 - 7.—Support the growth management goal of more efficient use of urban residential land;
 - 8.—Provide guidelines to ensure compatibility with surrounding land uses; and
 - 9.—Promote opportunities for the development of traditional cottage housing styles.~~
- ~~B.—Applicability. The cottage housing overlay district is established outright as an overlay zone on qualifying lots in the medium density residential zone district. Cottage housing is also authorized within subareas B, D, and F of the MOA zone district consistent with the terms and conditions of the MOA. Cottage housing developments are subject to the standards set forth in CTC 16.12.085.~~
- ~~C.—Density. The density of a cottage housing development is as follows:~~

~~1. MOA subareas B, D, and F—As delineated in the MOA;~~

~~2. Medium density residential zone—Eight dwelling units per acre.~~

~~(Ord. 648 § 3 Exh. B (part), 2005)~~

16.08.090 Public utilities.

The provisions of this title shall not be construed to limit or interfere with the installation, maintenance and operation of public utility pipe lines and electric or telephone transmission lines when located in accordance with the applicable rules and regulations of the state of Washington within rights-of-way, easements, franchise or ownerships of such public utilities.

(Ord. 566 § 2 Exh. A (part), 1998)

16.08.100 Zoning of annexed lands.

Any land annexed to the Town is made an LDR district until it is zoned otherwise.

(Ord. 566 § 2 Exh. A (part), 1998)

16.08.110 Waiver or delay of collection of hookup fees.

The Town may waive or delay collection of tap-in charges, Connection fees, or hook-up fees for low-income persons, a class of low-income persons, or a nonprofit organization, public development authority, housing authority, or local agency that provides emergency shelter, transitional housing, permanent supportive housing, or affordable housing to connect to lines or pipes used by the town to provide utility service, the waiver or delay shall be pursuant to a program established by ordinance. As used in this section, the provision of “utility service” includes, but is not limited to, water, sanitary sewer or stormwater service, electricity, gas, other means of power, and heat.

Chapter 16.10 SUPPLEMENTAL USE STANDARDS

16.10.010 Purpose.

It is the purpose of this chapter to provide supplemental use standards for some of the allowed uses identified in Chapter 16.08 of the Coupeville Town Code. They further refine and implement comprehensive plan goals and policies relating to providing housing alternatives, and allowing some nonresidential uses within residential zones.

(Ord. 566 § 2 Exh. A (part), 1998)

16.10.020 Nonconforming uses, buildings, and structures.

This section governs those buildings and land uses which were legally constructed or commenced, but which do not conform to the current regulations of the district in which the building or use is located.

- A. Nonconforming Land Uses Permitted—Restrictions. Except as otherwise provided in this chapter, the lawful use of land existing at the time of the adoption of the ordinance codified in this title may be continued, although such use does not conform to the regulations specified by this chapter for the district in which the land is located; provided however, that no such nonconforming use shall be enlarged or increased, nor shall any such nonconforming use be extended to occupy a greater area of land than occupied by the use at the time of the adoption of the ordinance codified in this title; provided further, that if any such nonconforming use of land ceases for any reason for any continuous period of not less than one year, any subsequent use of any such land shall be in conformity to the regulations specified by this chapter for the district in which such land is located.
- B. Nonconforming Building Uses Permitted—Restrictions. Except as otherwise provided in this chapter, the lawful use of any building existing at the time of the adoption of the ordinance codified in this title, although such use does not conform to the regulations specified by this chapter for the district in which such building is located, may be continued. Any such use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of the adoption of the ordinance codified in this title; but no such use shall be extended to occupy any land outside such building.
- C. Cessation of Nonconforming Building Use. If any nonconforming use of a building ceases for any reason for a continuous period of not less than one year, or if the building in or on which such use is conducted or maintained is moved for any distance, then any future use of such building shall be in conformity to the regulations specified by this chapter for the district in which such building is located.
- D. Repair to or Reconstruction of Nonconforming Buildings and Structures.
 - 1. A nonconforming building or structure may be repaired and maintained, so long as any such repair or maintenance does not in any way increase its nonconformity and it remains otherwise lawful.
 - 2. An nonconforming historic building or structure that is destroyed may be restored and/or reconstructed at its former location despite noncompliance with the bulk regulations, including setbacks.
- E. Effect.

1. Any use for which a special permit is required or for which a special permit may be granted as provided in this chapter, which use was existing at the time of the adoption of the ordinance codified in this title in any district in which the use is specifically permitted subject to the securing of a special permit, shall without further action be deemed to be a conforming use in the district.
2. All the foregoing provisions shall apply to all uses which do not conform to the provisions of the ordinance codified in this title at the time of its adoption and also to all uses that become nonconforming by reason of any subsequent amendment of this chapter.
3. Except as otherwise provided in this chapter, nothing in this chapter shall be deemed to require any change in the plans, construction, or designated use of any building on which a building permit was issued or authorized by action of the town council, prior to the adoption of the ordinance codified in this title; provided, that the construction of the building was completed within one year of the date of issue of a building permit, or two years from the date authorized by the town council.

(Ord. 566 § 2 Exh. A (part), 1998)

(Ord. No. 692, § 9, 10-3-2011)

Editor's note(s)—Ord. No. 692, § 9, adopted Oct. 3, 2011, changed the title of § 16.10.020 from "Nonconforming uses" to "Nonconforming uses, buildings, and structures."

16.10.030 Existing substandard lots.

- A. Conveyance Restricted. If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of the town zoning ordinance, and if all or part of the lots do not meet the requirements for lot width and area as established by the zoning ordinance, the lands involved shall be considered to be an undivided parcel for the purposes of this title, and no portion of said parcel shall be used or sold which does not meet lot width and area requirements established by this title, nor shall any division of the parcel be made which leaves remaining any lot with width or area below the requirements stated in this title except that, any lot of record as of March 27, 1995, which meets all lot width and area requirements established by Town ordinances as of that date, shall continue to be considered a legal building lot and may be used or sold accordingly. Variances pertaining to area, width and yard requirements so specified in the zoning ordinance shall be obtained as specified in Section 16.14.020 of this title.
- B. Determination of Ownership. For the purpose of this section, lots and property shall be considered in the same ownership when owned by the same person, persons or corporation, or by husband and wife, as tenants by the entirety.

(Ord. 566 § 2 Exhs. A (part), B (part), 1998)

16.10.040 Duplex ~~dwelling~~ Buildings.

This section establishes supplemental standards for the construction of duplex dwellings ~~in the RM-9600 zoning district. These standards do not apply generally to other zoning districts where duplex dwellings are permitted.~~

- A. Intent and Purpose. The intent of this section is to establish standards by which duplex dwellings can be ~~developed in the Town of Coupeville located in the RM-9600 district,~~ while ensuring compatibility with the predominantly single-family dwelling character of ~~this district~~ the existing residential stock.

Commented [WW7]: Discuss with leadership amending setback standards to allow for zero lot lines between duplex parcels. This would permit duplexes and allow each unit 1 ADU. For a total of 4 units per duplex structure?

(Supp. No. 17)

Created: 2024-03-13 09:19:23 [EST]

- B. Applicability. The supplemental standards contained in this section apply to all building permit applications to construct a duplex dwelling ~~with the RM-9600 zoning district.~~
- ~~C. in the RM-9600 zoning district. These standards do not apply generally to other zoning districts where duplex dwellings are permitted.~~
- C. ~~1-~~ Lot Size. The minimum lot size for ~~a an individual duplex development unit shall be five thousand (5,000) fifteen thousand (15,000)~~ square feet of usable area.
- ~~2-~~ Distribution. ~~No duplex dwelling shall be constructed within five hundred (500) feet of an existing duplex dwelling.~~
- ~~D. 3-~~ The town planner shall review all applications to construct a duplex dwelling. In addition to the applicable standards contained in Chapter 16.13 CTC, the following supplemental standards to connote the appearance of a single-family residence shall apply:
- ~~a-~~ Duplex units constructed with a common wall shall not be mirror images or exact duplicates. Integrated variations in roof design, window placement, siding pattern or lot orientation may be employed to disguise the two-dwelling unit appearance.
 - ~~b-~~ No more than one entry door may be visible from any street right-of-way.

(Ord. 566 § 2 Exh. A (part), 1998)

(Ord. No. 692, § 10, 10-3-2011)

16.10.050 Triplex Buildings.

This section establishes supplemental standards for the construction of triplex dwellings.

- A. Intent and Purpose. The intent of this section is to establish standards by which triplex dwellings can be developed in the Town of Coupeville, while ensuring compatibility with the predominantly single-family dwelling character of the existing residential stock.
- B. Applicability. The supplemental standards contained in this section apply to all building permit applications to construct a triplex dwelling.
- C. Lot Size. The minimum lot size for an individual Triplex unit shall be five thousand (5,000) square feet of usable area.

16.10.060 Townhouses.

This section establishes supplemental standards for the construction of townhouse dwellings.

- A. Intent and Purpose. The intent of this section is to establish standards by which townhouse dwellings can be developed in the Town of Coupeville, while ensuring compatibility with the predominantly single-family dwelling character of the existing residential stock.
- B. Applicability. The supplemental standards contained in this section apply to all building permit applications to construct a townhouse dwelling.
- C. Lot Size. The minimum lot size for an individual townhouse shall be five thousand (5,000) square feet of usable area.

Commented [CO8]: Joshua: Reminder to make sure this language is included in the design guidelines.

Commented [JE9]: Discuss Zero Lot Line provisions

Commented [JE10R9]: Zero lot line provisions would allow for feasibility of ADU's

16.10.050070 Accessory dwelling units.

This section establishes supplemental standards for acquiring a certificate for installing an accessory dwelling unit in those districts where this use is permitted as an accessory use. The addition of an accessory dwelling unit on lots containing a single-family dwelling, duplex, triplex, or townhome (not a duplex) as a principal use (hereinafter "the principal unit") shall be permitted in RM-9600, LDR and RR-all zoning districts, subject to the specific development, design and occupancy standards listed in this section.

Commented [JE11]: Big Question - are ADU's only for SFR's?

- A. Intent and Purpose. The intent of this section is to implement appropriate development standards for accessory dwelling units as advocated by the Coupeville comprehensive plan. The purposes behind allowing accessory dwelling units are as follows:
 - 1. Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal unit, rental income, companionship, security and services.
 - 2. Increase the potential for affordable dwelling units to be constructed in Coupeville, thus making these units available to low- to moderate-income people who might otherwise have difficulty finding affordable housing.
 - 3. Provide for the development of dwelling units in single-family residential neighborhoods that are appropriate for people at a variety of stages of life.
 - 4. Protect neighborhood stability, property values and the single-family residential character of the neighborhood by ensuring that each permitted accessory dwelling unit is installed in accordance with these supplemental standards.
- B. Supplemental Standards. ~~Except where noted, the following standards shall govern installation and use of accessory dwelling units:~~

1. Types of ADU's :

Attached ADUs: These units can be part of the main residence, such as a converted basement or an addition to the home.

Detached ADUs: These units are separate structures, such as a guest house, on the same property as the main dwelling

2. ADU's can be established either in an existing residence or as part of new construction.

3. A maximum of two accessory dwelling units are permitted per single-family residential lot. The first accessory dwelling unit can be constructed either as part of an accessory structure to the existing principal unit or affixed to the principal unit. The second accessory dwelling unit must be detached from the existing principal unit but can be attached or detached to the first accessory dwelling unit.

If one of the two allowed accessory units is leased or sold at a price point affordable to households whose income is at 0% to 80% of Coupeville's AMI through the implementation of a covenant, one additional, market-rate accessory dwelling unit maybe added and shall not be attached to the existing principal unit.

Commented [JE12]: Incentive - 3 ADU's if one is 80% AMI affordable

4. The maximum number of dwelling units allowed in a Townhome building is two residential units: One primary unit and one ADU per primary unit. The accessory unit can be constructed either as part of the existing principal unit, or detached from the unit.

If the accessory units is leased or sold at a price point affordable to households whose income is at 0% to 80% of Coupeville's AMI through the implementation of a covenant, off-street parking requirements for the accessory dwelling will be waved.

5. The maximum number of dwelling units allowed in a duplex building is four residential units: Two primary units and one ADU per primary unit. The accessory dwelling may be constructed as part of a primary structure or detached from the existing principal unit.

If the accessory unit is leased or sold at a price point affordable to households whose income is at 0% to 80% of Coupeville's AMI through the implementation of a covenant, off-street parking requirements for the accessory dwelling will be waved.

6. The maximum number of dwelling units allowed in a triplex building is six residential units: Three primary units and one ADU per primary unit. The accessory dwelling unit may be constructed as part of the primary structure or detached from the existing structure.

If the accessory unit is leased or sold at a price point affordable to households whose income is at 0% to 80% of Coupeville's AMI through the implementation of a covenant, off-street parking requirements for the accessory dwelling unit will be waved.

2.7. Code Compliance. The accessory dwelling unit(s) shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health and other applicable codes, including the Coupeville development regulations. Prefabricated accessory dwelling units which conform to these standards shall be allowed.

3.8. Sewer Service. Connection to the town sanitary sewer main shall be a combined connection. Connection of an accessory dwelling unit to an existing or new on-site drain field must be reviewed and approved by the Island County health department. Fees and restrictions shall be as established in Chapter 13.12.

If detached accessory dwelling units are leased or sold at 80% of the Area AMI, new sewer connection charges shall be waved.

9. Septic Service: On properties with septic systems, only one ADU is permitted, and it can be either attached or detached.

4.10. Water Service. The combined principal unit and accessory dwelling unit shall be as established in Chapter 13.08.

5. ~~Site Geography. In the RR and LDR zoning district, and on lots greater than fifteen thousand (15,000) square feet in the RM 9600 zoning district, the accessory dwelling unit may be attached to or detached from the principal unit. On lots of less than fifteen thousand (15,000) square feet in the RM 9600 zoning district, the accessory dwelling unit must be attached to the principal unit or to an accessory detached garage. In all zoning districts, detached accessory dwelling units shall be at least ten (10) feet further away from the street lot line(s) than the principal dwelling unit.~~

6.11. ~~Size. In no case shall the accessory dwelling unit exceed forty (40) percent of the gross floor area (including attached garages and carports) of the principal unit, nor have more than eight hundred (800) square feet in gross floor area, nor have less than three hundred (300) square feet of gross floor area, nor have more than two bedrooms. The size of an ADU must be between three hundred (300) square feet and one thousand two hundred (1,200) square feet.~~

8.12. Appearance. The accessory dwelling unit shall be designed such that, to the highest degree feasible, the appearances of the building and site remain those of a single-family residence. Applications for accessory dwelling units are subject to design review under CTC Chapter 16.13 and the adopted Ebey's Landing National Historical Reserve Design Guidelines.

9.13. Parking. One additional off-street parking space is required for each ~~bedroom in an~~ accessory dwelling unit, ~~over and above the two required for the principal unit.~~ If accessory units are leased or sold at a price point affordable to households whose income is at 0% to 80% of

Commented [JE13]: Legal obligation is no smaller than 1,000 sq. ft.

Commented [JE14R13]: Keep minimum of 300?

Commented [JE15]: Most likely something to remove and add to the ELNHR Design Guidelines

Coupeville's AMI, off-street parking requirements shall be waved if designated on-street parking is available.

- ~~10-14.~~ Address. The street address of the first accessory dwelling unit shall be the same as the principal unit, followed by the letter "A" (e.g., 605A NE Gould Street). The street address of the second accessory dwelling unit shall be the same as the principal unit, followed by the letter "B" (e.g., 605B NE Gould Street).
15. Setbacks. A setback reduction to one half of the standard established in CTC Chapter 16.12.030 shall be granted for the first accessory dwelling unit established on a property. This setback reduction is applicable to the rear setback, but not to the street setback. This setback reduction is applicable only to the first accessory dwelling unit on a lot with a single-family detached dwelling unit as the primary use.
16. Lot Coverage. A lot coverage bonus of five percent (5%) in excess of the standards established in CTC Chapter 16.12.040 shall be granted for the first accessory dwelling unit established on a property. This lot coverage bonus is applicable only to the first accessory dwelling unit on a lot with a single-family detached dwelling unit or Town Homes as the primary use.
17. Heights. A detached ADU can be up to two stories in height. An attached ADU may not increase the height of the primary structure. If an ADU is added over a garage it may not exceed a combined two stories in height or exceed the height of the principle structure. In cases where the principle structure is one story in height, the ADU may not exceed the height of the principle structure.
18. Affordability. The first accessory dwelling unit developed accessory to duplex, triplex, or townhomes must qualify as affordable housing as defined in CTC 16.04.060. Before approval is granted for the accessory dwelling unit, the property owner shall sign and record a covenant to this effect. This covenant shall run with the land. If an accessory dwelling units are sold or leased to residents who make 0-80% of Coupeville's AMI through the implementation of a covenant, utility connection fees will be waved.
19. Construction. Accessory dwelling units maybe constructed via traditional means or may be prefabricated. All construction types must meet applicable building codes and standards.

C. Grandfathering.

1. Owners of accessory dwelling units created illegally prior to adoption of this section who want to continue this use, must apply within one year of the effective date for review and possible approval as a legal accessory dwelling use. The property owner shall apply for approval providing such information as necessary for the Town to determine whether the unit meets the supplemental standards contained herein. The town planner is authorized to require modifications to these units in order to comply with these standards. Failure to apply for retroactive approval of an existing accessory dwelling unit within the allowed one-year grace period shall be unlawful, and subject to enforcement under Section 16.06.080.
- D. Application Procedure. Application for a building permit for an accessory dwelling unit shall be made in accordance with established procedures, subject to an accessory dwelling unit application fee as set by the town council. ~~In addition, the property owner shall also submit, on a form provided by the Town, a signed and notarized affidavit signifying a deed restriction that the property contains an accessory dwelling unit and that the property owner will reside in the principal unit or the accessory dwelling unit for the required minimum number of months per year. This affidavit shall be recorded with the Island County auditor prior to issuance of the building permit.~~
- E. Vacating the Use. A property owner with an approved accessory dwelling unit may apply to vacate this use by filing a request with the Town.

Commented [JE16]: Potential Incentive: Would the Town be interested in paving / expanding ROW to accommodate on-street parking in conjunction with this incentive?

Commented [WW17]: Review with leadership and identify areas where available street parking would allow and if they are appropriate places for additional residential density.

Commented [JE18]: Appropriate?

1. The request to vacate the use will be reviewed and a course of action prescribed that will eliminate the accessory dwelling unit. Possible actions could include removal of the kitchen and/or bathroom facilities or disconnection of the water and sewer connections.
2. No refund will be given for any fees paid in association with creating the accessory dwelling unit.
3. Upon completion of these actions, the Town will authorize the filing and recording of a certificate vacating the accessory dwelling unit use.

(Ord. 614 § 4 Exh. D (part), 2001; Ord. 566 § 2 Exh. A (part), 1998)

(Ord. No. 692, § 11, 10-3-2011)

16.10.060080 Cottage Housing.

A. Applicability.

- ~~1. Cottage housing developments are allowed in those areas of the Town designated for such pursuant to CTC 16.08.085B.~~

A. Intent and Purpose. The purpose of Cottage Housing is to provide higher density residential uses while maintaining a predominantly single-family character. Smaller lots and smaller houses characterize this residential style, with a maximum square footage per dwelling unit. Cottage housing is intended to:

1. Provide a housing type that responds to changing household sizes, ages, and needs (e.g., retirees, small families, single person households);
2. Provide opportunities for ownership of small, detached dwelling units within a single-family neighborhood;
3. Provide opportunities for creative, diverse, and high quality infill development;
4. Provide development compatible with existing neighborhoods with less overall bulk and scale than standard sized single-family detached dwellings;
5. Encourage creation of more usable open space for residents of the development through flexibility in density and lot standards;
7. Support the growth management goal of more efficient use of urban residential land;
8. Provide guidelines to ensure compatibility with surrounding land uses; and
9. Promote opportunities for the development of traditional cottage housing styles.

B. Cottage Housing Development Size.

- ~~1. Cottage housing developments shall contain a minimum of six and a maximum of twelve (12) cottages located in a cluster to encourage a sense of community among the residents.~~
- ~~2. In the medium density residential zone, cottage housing developments shall not be located on contiguous parcels and a development site may not contain more than one cottage housing development.~~
1. There is no limit to the number of cottage houses that may be built in a development. However, no more than ten (10) cottage homes may cluster around a common open space to encourage the creation of smaller nodes of community within the larger residential development.

C. Special Site Requirements for Cottage Housing Developments.

1. Density, Lot Coverage, Height, Setback and Parking Requirements.

Commented [JE19]: This section was originally in 16.12.085. Content has not changed aside from strikethroughs and other specifically called out sections.

Commented [JE20]: New Intent and Purpose

a. Intent. The site requirements chart establishes the basic dimensional requirements for cottages. Development standards are intended to define design parameters of cottages to achieve compatibility with adjacent single-family residential uses.

b. Requirements—Cottage Housing Developments Site Requirements Chart.

	Site Requirement
<u>Setbacks for all structures from adjacent property lines along the perimeter of the site (except front or any public street setback)^{1,2}</u>	<u>10'</u>
<u>Public street setback</u>	<u>15'</u>
<u>Minimum distance between structures (including accessory structures)</u>	<u>10'</u>
<u>Maximum lot coverage for structures</u>	<u>50 percent</u>
<u>Maximum impervious surface area</u>	<u>75 percent</u>
<u>Minimum total open space</u>	<u>20 percent</u>
<u>Common Open Space</u>	<u>Minimum of one common open space is required. 300 square feet per cottage.</u>
<u>Maximum height for cottages and accessory structures</u>	<u>25'</u>
<u>Maximum height for cottages with minimum roof slope of 6:12³</u>	<u>25'</u>
<u>Parking spaces per cottage⁴</u>	<u>1 for units with a first floor area of 850 square feet or less. 2 for larger units. If cottage units are leased or sold at a price point affordable to households whose income is at 0% to 80% of Coupeville's AMI, parking requirements will be waived.</u>

Commented [JE21]: Include components in ELNHR - explicitly, second story does not have a greater footprint than lower story.

Commented [JE22R21]: Orientation. Common open space shall be bordered by cottages on at least two sides. At least half of cottage units in the development shall abut a common open space and have the primary entrance facing the common open space.

Commented [JE23R21]: Entries. All cottages shall feature a roofed porch at least 60 square feet in size with a minimum dimension of five feet on any side facing the street and/or common open space.

Commented [JE24]: Parking Incentive - Discuss.

1 When vehicular access to a cottage housing development is from an alley or access corridor, a four-foot minimum rear setback is allowed for the vehicular access.

2 Except standard architectural projections up to a maximum of eighteen (18) inches in depth and six feet in width, and eaves up to 1.5 feet.

~~3 All parts of the roof above eighteen (18) feet shall be pitched. The maximum height of any portion of the roof, except chimneys or cupolas, shall not exceed twenty five (25) feet anywhere on the site.~~

4 The design review board may reduce parking requirements based on the applicant's demonstration of site-specific factors that justify a lower standard, such as opportunities for transit service or anticipated number of residents.

2. Cottage Design Intent and Floor Area.

a. Intent.

i. Scale of Development. To ensure that the overall size, including bulk and mass of cottage structures and cottage housing developments, remain smaller and incur less visual impact than standard sized single-family dwellings, particularly given the allowed density of cottage dwellings.

ii. Variety. To provide variety in cottage housing developments through a mixture of building sizes; footprints, designs, and materials.

ii. Neighborhood Characteristics. The design of individual cottage housing units is to be tailored to ensure compatibility with surrounding neighborhoods as identified in the adopted comprehensive plan. Development within the historic restoration overlay zone shall reflect the historic residential architecture of Coupeville homes as follows:

- (a) Small homes with gable or hipped roof and overhanging eaves;
- (b) Double hung windows; picture windows in later versions;
- (c) Simple entries and little or no ornamentation;
- (d) Usually, narrow horizontal wood siding or machine cut wood shingles.

Commented [JE25]: Should be moved to the ELNHR Design Guidelines

b. Requirements.

i. Cottage areas that do not count toward the total floor area calculation are:

- (A) Unheated storage space located under the main floor of the cottage;
- (B) Architectural projections, such as bay windows, dormers, fireplaces or utility closets not greater than thirty-six (36) inches in depth or eight feet in width;
- (C) Attached roofed porches less than eighty (80) square feet in size with a minimum dimension of eight feet on any side or covered walks connected to an adjacent carport;
- (D) Detached carports;
- (E) Spaces with a ceiling height of six feet or less measured to the exterior walls, such as in a second floor area under the slope of the roof;
- (F) The town planner may approve other exemptions similar in nature provided the intent of this section is met.

ii. The maximum first floor or main floor area for an individual cottage shall be as follows:

- (A) For at least fifty (50) percent of the units, the first floor area shall not exceed eight hundred (800) square feet;
- (B) For no more than fifty (50) percent of the units, the total floor area may be up to one thousand (1000) square feet;
- (C) The total square foot area of a cottage dwelling unit may not be increased. A note shall be placed on the title to the property for the purpose of notifying future property owners that any increase in the total square footage of a cottage is prohibited for the life of the cottage or duration of Town cottage regulations.

Commented [JE26]: Appropriate?

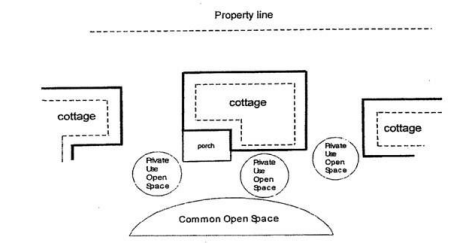
3. Required Minimum Open Space.

a. Intent. The minimum open space requirements are intended to provide a sense of openness and visual relief in cottage housing developments. Common open space shall provide a centrally located, focal area for the cottage housing development. The common area shall be developed and maintained so it is usable for active or passive recreation activities. Private open space around the individual cottages will promote diversity in landscape design.

b. Requirements.

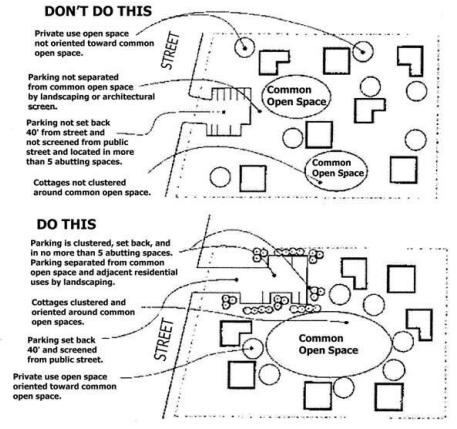
i. Common open space shall:

- (A) Be a minimum of four hundred (400) square feet per cottage;
 - (B) Have cottages abutting on at least two sides.
 - (C) Not be Parking areas and vehicular areas.
 - (D) Not be Critical areas and their buffers, including steep slopes.
- ii. Cottages shall be oriented around and have the main entry from the common open space.
- iii. When proposed, private open space shall:
- (A) Be a minimum of two hundred (200) square feet of private, contiguous, usable open space adjacent to each dwelling unit, for the exclusive use of the cottage resident. It shall be oriented toward the common open space as much as possible, with no dimension less than ten (10) feet.



Private use open space should be contiguous to each cottage, for the exclusive use of the cottage resident, and oriented towards the common open space.

- iv. Pedestrian Connections. Connections with adjoining areas through attractive footpath connections is required.
4. Parking Location, Refuse Containers, and Screening.
- a. Intent. To ensure minimal visual impact from vehicular use and storage areas for residents of the cottage housing development as well as adjacent properties, and to maintain a single-family character along public streets.
 - b. Requirements. Parking shall be:
 - i. Located on the cottage housing development property;
 - ii. Screened from public streets and adjacent residential uses by landscaping and/or architectural screening;
 - iii. Located in clusters of not more than five adjoining spaces;
 - iv. Prohibited in the front yard setback area;
 - vi. Units may have a detached carport between or adjacent to structures but only when it is located toward the rear of the principal structure and is served by an alley or private driveway. Carport design must be coordinated with the design of the cottage unit;
 - vii. A pitched roof design is required for all parking structures;
 - viii. No outside storage is allowed within the carport structure. Enclosed storage is only allowed provided that it is constructed as part of the structure;
 - ix. The town planner may approve other methods provided the intent of this section is met.



[Avoid large clusters of parking, set parking back from the street, create functional common and private use open space, provide for screening of parking from cottages and common open space. The site should be designed with a coherent concept in mind.](#)

[c. Requirements. Except for placement during collection, garbage cans and/or refuse bins of any sort shall be completely concealed from view.](#)

[5. Community Buildings. A cottage housing development may contain a community building that is clearly incidental in use and related in size and architecture to the dwelling units. Such a community building shall be located on the same site as the cottage housing development and shall be commonly owned by the residents. A cottage housing development greater than six units shall contain a community building. Covered parking structures for multiple vehicles shall also be owned by the community. The community building may share a wall with a single cottage.](#)

[a. A community building shall have no more than 2,400 square feet of net floor area, excluding attached garages](#)

[b. A community building shall have no minimum off-street parking requirement.](#)

16.10.06090 Accessory Uses.

The section establishes supplemental standards for regulating the placement and use of accessory buildings and structures in the Town of Coupeville. These uses shall be allowed only if a principal or conditional use is located on the lot.

- A. Accessory Buildings. Accessory buildings include attached or detached accessory dwelling units, garages, carports, greenhouses, storage units and other small buildings which are customarily incidental and subordinate to a principal residential, commercial or public/quasi-public use. The following supplemental standards shall apply.
 1. No accessory building shall be located within a street setback. This prohibition shall not apply to or prevent the restoration, reconstruction or rehabilitation of any accessory building designated as a contributing structure within the Ebey's Landing national historical reserve.
 2. An accessory building whose customary purpose is to house motor vehicles (such as a garage or carport) or to be used for the same purpose as the principal use (such as bonus rooms or

additional retail space) shall be subject to the same required rear and side setbacks as the principal use.

3. Accessory buildings other than those identified in subsection (2) of this section may be located within a rear or side setback, but no closer than five feet to a rear or side property line.
 4. In calculating permitted square footage for accessory buildings, the total of floor area shall be used, as defined in section 16.04.060 of this chapter.
 5. On lots in the RM-9600 zoning district, the combined building footprint (except accessory structures attached to the principal use) of all accessory buildings shall not exceed one thousand two hundred (1,200) square feet. This restriction does not apply to accessory structures exempt from needing a building permit.
 6. For those zoning districts where animal keeping is a permitted use, accessory buildings for the housing of livestock, poultry or other animals for personal, noncommercial and commercial use shall maintain a minimum fifty-foot setback from all property lines. At the time of construction, these accessory buildings shall be at least one hundred (100) feet away from any principal use on neighboring lots.
 7. Any detached accessory building connected to the Town of Coupeville water and/or sewer service will be subject to application requirements and related fees as stated in Section 13.08.070—Application for water service and Section 13.12.050—Application for sewer service.
- B. Accessory Structures. Accessory structures include decks less than thirty (30) inches in height, satellite dishes and antennae serving the principal use, patios, swimming pools, household composting facilities, propane tanks, recreational equipment and other structures customarily incidental and subordinate to a principal residential, commercial or public/quasi-public use. The following supplemental standards shall apply:
1. No accessory structure intended for permanent or semi-permanent attachment to the ground shall be located closer than five feet to a rear or side property line.
 2. No accessory structure greater than eighteen (18) inches in height shall be allowed within a street setback, and in no case shall an accessory structure be located closer than five feet to a street lot line.

(Ord. 614 § 4 Ex. D (part), 2001; Ord. 566 § 2 Ex. A (part), 1998)

(Ord. No. 772 , § 1, 5-10-2022)

16.10.070~~100~~ Home occupations.

This section establishes supplemental use standards to permit the limited use of residential property as a business, as advocated by the comprehensive plan. In accordance with the comprehensive plan, Class I and Class II home occupations shall be limited to those which are incidental to the primary residential use and do not change the residential character of the structure.

- A. Exemptions. The supplemental use standards in this section shall not apply to short- and long-term lodging facilities, including bed and breakfast inns, guest houses, group care facilities and residential rental properties. The requirements in Sections 16.10.080 and 16.10.100 may apply to these uses.
- B. Prohibited Home Occupations. The following activities are not allowed as home occupations:
 1. Medical, dental and veterinary offices;
 2. Vehicle and heavy equipment repair, painting, rent, storage and sale;

(Supp. No. 17)

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3. Rental of space for indoor or outdoor storage;
 4. Outdoor activities, display or storage related to the home occupation except for plant nurseries.
- C. General Requirements. All home occupations, whether Class I or Class II, shall meet the following general requirements:
1. Home occupations are required to have a valid certificate of occupancy issued by the Town of Coupeville.
 2. Home occupations shall be conducted entirely within the principal or accessory building.
 3. Home occupations shall be customarily incidental or secondary to the use of the property as a dwelling, and shall occupy not more than fifty (50) percent of the gross floor area of the dwelling unit.
 4. The operation of a home occupation shall not require structural alterations or appurtenances which are not seen typically in Coupeville residential architecture.
 5. Home occupations shall not generate noise, vibration, smoke, dust, odor, heat, glare, light or electrical interference that exceed levels customarily associated with residential use.
 6. Use of hazardous materials or equipment shall comply with requirements in the Uniform Building Code and Uniform Fire Code.
 7. Customer/client contact shall be limited to the hours between eight a.m. and eight p.m.
 8. No special lighting, banners, flags, balloons, streamers or other devices may be used to draw attention to the home occupation.
 9. Permits to operate home occupations shall not be transferable to other persons or locations.
- D. Class I Home Occupations. Class I home occupations are accessory uses to a residential principal use, and are characterized as having a negligible impact on residential neighborhoods. In addition to meeting the general standards listed under subsection C of this section, Class I home occupations shall not exceed the following thresholds:
1. Apart from very occasional exceptions, no customers or clients shall visit the home occupation.
 2. Deliveries and collections to and from the home occupation shall be limited to two per day.
 3. No individual not resident at the address of the home occupation shall be employed by the home occupation.
 4. No sign is permitted.
- E. Class II Home Occupations. Class II home occupations are accessory uses to a residential principal use, and are characterized as having a minor impact on residential neighborhoods. All proposed home occupations exceeding any of the Class I home occupation thresholds under subsection D of this section shall, in addition to meeting general standards under subsection C of this section, be subject to following standards:
1. Class II home occupations require administrative approval in accordance with Section 16.06.050 (C).
 2. One nonilluminated sign up to two square feet may be displayed. This sign must be attached flush to the principal or accessory structure in which the home occupation is located.
 3. A limited amount of schedule or drop-in visits by customers or clients may be permitted, so long as this activity does not detract from neighborhood residential character.

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4. Up to two employees not resident at the home occupation address may be employed, but in no case shall their hours of employment extend outside the twelve-hour period between eight a.m. and eight p.m.
 5. Off-street parking for nonresident employees shall include one space for each full-time equivalent employee. Nonresident employees shall not park in the public right-of-way.

(Ord. 566 § 2 Exh. A (part), 1998)

16.10.090110 Transient accommodation.

This section provides supplemental standards for hotels, motels, bed and breakfast inns, and short-term rentals in zoning districts where these uses are permitted as principal or conditional uses.

- A. Hotels and Motels. Hotels are conditional uses within all commercial zoning districts (HLC, TC and GC). Motels are conditional uses within the general commercial (GC) zoning district only. Where allowed, the following supplemental standards shall apply:
 1. The number of allowed guest rooms is limited to one for every one thousand five hundred (1,500) square feet of useable area or ten (10) guest rooms, whichever is the smaller number.
 2. Cooking facilities are permitted in up to twenty-five (25) percent of the allowed number of guest rooms or suites. Except microwave ovens and coffee makers, cooking facilities of any type are prohibited in all other guest rooms.
- B. Bed and Breakfast Inns. Bed and breakfast inns are principal uses in all residential districts (RR, LDR, RM 9,600 and RH) and in all commercial zoning districts (HLC, TC and GC). Where allowed, the following supplemental standards shall apply:
 1. No bed and breakfast inn shall operate or be advertised without having obtained a bed and breakfast inn license in accordance with Chapter 5.36. Evidence of operation includes, but is not limited to, advertising, online calendars showing availability, guest testimony, online reviews, rental agreements or receipts.
 2. All guest rooms shall be within quarters approved for habitation by the building official or designee.
 3. The owner/manager of the bed and breakfast inn shall reside on-site when guests are present.
 4. The number of guest rooms shall be limited to no more than two in the RR, LDR, RM-9600 and RH zoning districts, and to no more than eight in the HLC, TC and GC zoning districts.
 5. Guest rooms and accessory buildings within which guest rooms are located shall be devoid of cooking facilities of any type except microwave ovens and coffee makers.
 6. Where Chapter 16.12 requires off-street parking for the associated residence, one additional off-street parking space shall be provided for each guest room and full-time equivalent employee not resident at the inn.
 7. In residential zones, onsite meals and beverages may be served to room guests only. Food service, if provided, shall comply with Island County Health Department rules and permitting.
 8. One non-exempt sign per bed and breakfast inn is permitted, subject to Chapter 16.28.
 9. Accessory uses, buildings and structures associated with bed and breakfast inns located in the HR, RM-9600, LDR and RR zoning districts shall be limited to those customarily associated with single-family residences and subject to the regulations of the zoning district.

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10. The operation of a bed and breakfast inn within or adjacent to residential districts shall not infringe upon the right of neighboring residents to reasonable peaceful occupancy of their homes.
 11. Bed and breakfast inns shall comply with requirements of adopted building codes for smoke and carbon monoxide detectors and egress windows in all guest rooms. The operator shall maintain a functioning fire extinguisher with a minimum 2A-10BC rating located on a means of egress route, as approved by the building official or designee. The means of egress route shall be posted in each guest room in a readily visible location.
- C. Short-term rentals. Short-term rentals are principal uses within all commercial zoning districts (HLC, TC and GC). Where allowed, the following supplemental standards shall apply:
1. No short-term rental shall operate or be advertised without having obtained a short-term rental license in accordance with Chapter 5.38. Evidence of operation includes, but is not limited to, advertising, online calendars showing availability, guest testimony, online reviews, rental agreements or receipts.
 2. Short-term rentals that were legally established prior to December 1, 2019, in any residential zone may continue as nonconforming uses, subject to all other applicable requirements, until the short-term rental use is determined discontinued for a period of one year or abandoned. Failure to submit a complete application for a short-term rental license for two consecutive calendar years shall constitute prima facie evidence of intent to abandon. In all cases, it shall be the property owner's responsibility to provide evidence of legal establishment and continued use.
 3. Where consistent with all applicable regulations and permitting and licensing requirements, a short-term rental may occupy any dwelling unit approved for habitation by the building official or designee.
 4. Signage shall be subject to the provisions of Chapter 16.28.
 5. Outdoor amplified sound is prohibited.
 6. Adjacent to any residentially zoned property, use of a short-term rental for meetings, hosted parties, weddings, commercial functions, or similar events is prohibited.
 7. Recycling and refuse containers shall be provided and screened from the public right-of-way. Refuse collection through the town's contract waste hauler is required.
 8. A local contact shall be designated who is able to respond twenty-four (24) hours a day, seven days a week, to any complaints or issues at the property licensed as a short-term rental. The local contact shall reside on Whidbey Island within twenty (20) road miles of the town limits while guests are in residence at the short-term rental. The name and contact information for the local contact shall be posted in a conspicuous location within the short-term rental. The local contact shall contact the town planner by email within twenty-four (24) hours following any public complaint with a description of the complaint, contact information for the complainant, and the resolution.
 9. Short-term rentals shall comply with requirements of adopted building codes for smoke and carbon monoxide detectors and egress windows in all sleeping rooms. The operator shall maintain a functioning fire extinguisher with a minimum 2A-10BC rating located on a means of egress route, as approved by the building official or designee. The means of egress route shall be posted in each guest room in a readily visible location.
 10. A copy of the rental agreement listing all applicable standards shall be posted in prominent place within the short-term rental. Rental agreements shall include, at a minimum:

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- a. Contact information for the local contact.
 - b. A copy of the short-term rental license and all applicable standards and conditions.
 - c. The number of guests and vehicles. Neither shall exceed the maximum number in the short-term rental license.
 - d. Notice that quiet hours are from 10:00 p.m. to 7:00 a.m.

(Ord. 604 § 2, 2000; Ord. 566 § 2 Exhs. A (part), B (part), 1998)

(Ord. No. 751 , § 6, 8-27-2019)

16.10.090120 Manufactured housing units and manufactured housing parks.

- A. Intent and Purpose. The purpose of this section is to:
 1. Allow for the establishment of manufactured homes when, and only when, contained within a manufactured housing park, manufactured housing subdivision, or in designated residential districts;
 2. Provided that such developments are designed with the protection of the natural environment in mind; and
 3. Provided that the historic and rural character of the Town is preserved.
- B. General Requirements.
 1. No manufactured home shall stand in the open on any property for more than ten (10) days, nor shall a manufactured home be used as a place of habitation or business for any period of time, except in a manufactured housing park, a manufactured housing sales lot, a single manufactured home on a residential lot, a temporary shelter on a construction site, or as a watchman's quarters on commercial sites, industrial sites, or on school sites.
 2. It is unlawful for any person to construct, maintain or operate either a manufactured housing park or a manufactured housing sales lot, or to maintain a single manufactured home as a temporary shelter on a construction site, or as a watchman's quarters on commercial sites, industrial sites, or on school sites, or to make a major change or alteration in a manufactured housing park or a manufactured housing sales lot for which town council approval has already been obtained, without first obtaining a conditional use permit from the Town as specified in this chapter.
- C. Manufactured Housing Parks.
 1. Permitted Locations. Unless otherwise provided herein, upon compliance with applicable regulations and processes, manufactured housing parks shall be permitted in the high density residential district by a conditional use permit.
 2. Design Standards. The following standards and requirements shall govern the design of a manufactured housing park:
 - a. A manufactured housing park shall be not less than two and one-half acres.
 - b. Spaces within a manufactured housing park shall contain a minimum of three thousand (3,000) square feet, for a single-width twelve (12) foot unit with a minimum width of forty (40) feet, or four thousand eight hundred (4,800) square feet for a double-width unit with a minimum width of sixty (60) feet, with a maximum occupied area of forty (40) percent of such space. Total density shall be determined by the use zone that the park is located in.
 - c. Only one manufactured home shall be permitted on any space.

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- d. No building, structure, or land within the boundaries of a manufactured home park shall be used for any purpose, except as follows:
 - i. Manufactured homes shall be used as residences only, together with the normal accessory uses such as patio, carport, garage, storage and washroom buildings;
 - ii. Community recreation facilities, including swimming pool, for the residents of the park and guests;
 - iii. One residence for the use of a manager or caretaker responsible for maintaining or operating the property.
 - e. All structures in a manufactured housing park shall be located a minimum of twenty (20) feet from any property line abutting upon a public street or highway and at least ten (10) feet from any other boundary line defining the outside limits of the park.
 - f. A manufactured home or accessory building shall not be located closer than ten (10) feet from any other manufactured home or accessory building or closer than ten (10) feet from any roadway lot line. Manufactured home accessory buildings when not attached to the manufactured home, shall not be closer than ten (10) feet from such home.
 - g. Attached structures shall be considered part of the manufactured home for setback purposes.
 - h. All spaces shall be provided with a foundation base which shall be improved to provide adequate support for the placement of a manufactured home, in accordance with Town standards.
 - i. Two off-street parking spaces shall be provided at each manufactured home space, with a minimum access of ten (10) feet to a park street. Also, additional parking spaces shall be provided in parking areas distributed around the park, which shall be not less than one parking space per five homes. All off-street parking spaces are to be all-weather surfaced and be a minimum of nine feet by nineteen (19) feet per parking space.
 - j. Adequate street lighting shall be provided within the park.
 - k. All utilities shall be installed underground.
 - l. Buffering or screening shall be sight-obscuring fence, wall, evergreen shrubs or other suitable planting, at least six feet high and it shall be maintained.
 - m. Swimming pools shall be set back at least fifty (50) feet from any park boundary line and shall be surrounded by a fence which shall be at least seven feet high and shall not obscure vision.
 - n. There may be landscaping within open areas of the manufactured home park not otherwise used for park purposes. Such open areas and landscaping shall be continually and properly maintained.
 - o. Storage areas for recreational vehicles, boats or trailers shall be provided. A six-foot-high sight-obscuring fence with a lockable gate shall be erected around the perimeter of such storage areas. Parking of recreational vehicles shall not be allowed other than in approved storage areas.
 - p. All vehicular ways shall be based, graded, and paved with asphalt or concrete. The speed limit shall be set at ten (10) miles per hour, and notice of said speed limit shall be given by placement of appropriate signs. Surfaced widths of streets shall be a minimum of twelve (12) feet per traffic lane with a minimum of two lanes. When parking along the street is allowed, six additional feet on each lane, where parking is allowed, shall be surfaced.
3. Development Plan.
- a. Application for Development Permit.

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- i. No land shall be developed for use as a manufactured home park and no plan for such park shall be filed or recorded, until the plan has been submitted and approved by the town council.
 - ii. The requirements and standards set forth in this chapter are the minimum standards to which a manufactured home park must conform for approval.
 - iii. All applications submitted for approval of a manufactured home park shall consist of twelve (12) copies of the development plan. Such plan shall be submitted twenty-one (21) days before the meeting at which the plan will be reviewed, and shall contain, as a minimum, the following information:
 - (A) Name of the person who prepared the plan;
 - (B) Names of all persons owning and managing the land proposed for the park development;
 - (C) Name and address of the proposed manufactured home park;
 - (D) Scale and north point of the plan;
 - (E) Boundaries and dimensions of the manufactured home park, and number of acres included;
 - (F) Vicinity map showing relationship of the development to adjacent properties;
 - (G) Location and dimensions of each space, with each space designed by number or other designation;
 - (H) Location and dimensions of each existing or proposed building;
 - (I) Location and width of streets and pedestrian ways;
 - (J) Location of each lighting fixture for exterior lighting;
 - (K) Location of recreational and other common areas;
 - (L) Location and type of landscaping, fences, walls and other screening structures;
 - (M) Location, arrangement and design of all parking facilities;
 - (N) Location of fire hydrants;
 - (O) Enlarged plot plan of a typical space, showing location of foundation base, storage space, parking, utility connections and other improvements;
 - (P) Topography of the park site with contour intervals of not more than two feet, and a drainage plan;
 - (Q) A survey plat of the property, plans of structures to be constructed, public water system and sewage approved by appropriate governmental agencies, and garbage disposal provisions.
 - b. Plan Approval. Upon application for the development of a manufactured housing park, and conformance to the requirements of submission of the plan for such development, and upon such review and public hearing as may be otherwise required by law, the town council shall reach a decision relative to the plan, as follows:
 - i. Reject the plan, and provide the developer with a list of specified reasons for such action;
 - ii. Withhold approval of the plan subject to specified conditions which shall be met prior to approval;

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- iii. Accept and approve the development of the manufactured housing park.

Approval of such plan shall expire one year from the date of approval, unless the plan is substantially implemented. Any interested person may appeal a decision of the town council.

4. Park Administration.

- a. It shall be the responsibility of the park owner and manager to assure that the provisions of this chapter are observed and maintained within the manufactured housing park. Violations of this chapter shall subject both the owner and the manager of the facility to any penalties provided for such violation. The owner, or a designated agent, shall be available and responsible for the direct management of the manufactured housing park.
- b. No travel trailer or recreational vehicle shall be used except as temporary living quarters, which use shall not exceed a maximum of thirty (30) days per year.
- c. Manufactured homes and accessory structures installed in the manufactured home park shall be required to conform to the following installation requirements:
 - i. Construction of accessory structures shall be subject to requirements of the building official, and necessary permits and inspections shall be obtained, if required, for such construction.
 - ii. All manufactured homes shall be installed with blocking supports conforming to standards of the NFPA.
 - iii. All manufactured homes shall have compatible foundation facia of fire and weather resistant material, which must be properly maintained.
 - iv. Accessory structures shall be in compliance with town building codes.
 - v. Prior to the location, relocation, establishment or occupancy of any manufactured home, the owner, or the authorized representative of the owner, shall secure a permit for such action from the building official as follows:
 - (A) Application for such a permit shall be made on forms prescribed by the building official.
 - (B) The fee for such a permit shall be established by the town council. This fee shall be in addition to fees required for other necessary permits.
 - (C) Applicants shall be required to:
 - (1) Provide plot plan;
 - (2) Submit to an on-site inspection consisting, as applicable, of setbacks (property corner stakes shall be in place), anchoring system, foundation, utility connections, and accessory structures;
 - (3) Provide the building official with a copy of the manufacturer's HUD-approved installation instructions, if applicable.
- d. All electrical connections to each manufactured home shall comply with the town electrical code and shall be inspected. All sewage connections to manufactured homes shall be provided in a manner conforming to the town plumbing codes.
- e. Portable fire extinguishers, rated for classes A, B and C shall be kept in service buildings and other locations, as required by town codes.

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- f. The park shall be maintained free of any brush, leaves and weeds in which might communicate fires between manufactured homes and other improvements. No combustible materials shall be stored in, around or under any manufactured home. g. The building official shall inspect each park annually, prior to licensing, and submit to the park owner and manager a written report stating whether or not the park is in compliance and listing any repairs which may be required prior to issuance of any annual license renewal. An extension of time to complete repairs may be granted if no risk to public health or safety is created by such extension.
 - h. Centrally located individual mail boxes shall be provided for each space in the park.
 - i. Refuse shall be collected and disposed of on a regular and sanitary basis.
5. All manufactured homes shall be anchored as required by the standards of the Department of Housing and Urban Development or NFPA Pamphlet No. 501A, 1977 Edition, whichever is the more restrictive.

(Ord. 566 § 2 Exhs. A (part), B (part), 1998)

16.10.100130 Special needs lodging and care facilities.

This section provides supplemental standards for special needs lodging and/or care and to reflect the intent of the Coupeville comprehensive plan. The plan encourages a variety of housing densities and types, promotes nondiscriminatory regulations for group homes and supports private sector efforts to provide housing for elderly and disabled citizens. In addition to meeting the specific requirements of the applicable zoning district, these uses shall meet the following supplemental standards.

- A. All Special Needs Lodging and Care Facilities. The following standard shall apply to all special needs lodging and care facilities discussed in this section:
 - 1. All special needs facilities shall be in conformance with applicable federal, state and local licensing requirements, including the locally adopted edition of the International Building Code and Fire Code.
 - 2. Each facility shall have an approved Town of Coupeville certificate of occupancy.
 - 3. The design of each facility is subject to the standards and procedures specified in Chapter 16.13 CTC and the adopted Ebey's Landing National Historical Reserve Design Guidelines.
- B. Adult Family Homes. This section provides supplemental standards for locating adult family homes in residential zoning districts.
 - 1. No more than six adults who are not related by blood or marriage to the person or persons providing care may be resident at any time.
- C. Group Care Facilities. This section provides supplemental standards for foster family homes, group homes and halfway houses licensed by the State Department of Social and Health Services and operated on a twenty-four (24) hour basis.
 - 1. Classes of Group Care Facilities. This section establishes two classes of group care facilities.
 - a. Class I. Class I group care facilities are accessory uses within all residential zoning districts and are limited to two residents for each group care facility.
 - b. Class II. Class II group care facilities are conditional accessory uses in the RR, LDR and RM-9600 zoning districts, and are accessory uses in the HDR zoning district. No Class II group care facility may be located within one thousand (1,000) feet of another Class II group care facility located in a residential zoning district and shall not house more than five residents in care.

D. Continuing Care Retirement Facilities. This section provides supplemental standards regulating the development of residential living areas for senior citizens. These facilities provide a range of continuing care services, including independent living (single-family and multifamily), congregate care, assisted care and extended care.

1. Permitted Principal Facilities. Continuing care retirement facilities may include any of the following, or a combination thereof:
 - a. Independent single-family dwellings;
 - b. Independent duplex dwellings;
 - c. Independent multifamily dwellings;
 - d. Congregate care facilities;
 - e. Assisted care facilities;
 - f. Extended care facilities.
2. Permitted Accessory Facilities. The following uses are permitted accessory uses to the principal uses listed under subsection (D)(1) of this section:
 - a. Maintenance buildings and structures;
 - b. Garages, carports and off-street parking areas;
 - c. Private noncommercial greenhouses;
 - d. Common meeting and activity buildings;
 - e. Small-scale support businesses contained within the grounds (such as personal care, gift shop, florist, etc.);
 - f. Other uses customarily accessory to such facilities.
3. Maximum Densities. The following maximum densities are established for each type of principal use:
 - a. Independent single-family dwellings—one dwelling unit per nine thousand six hundred (9,600) square feet of useable area.
 - b. Independent duplex dwellings—two dwelling units per fifteen thousand (15,000) square feet of usable space.
 - c. Independent multifamily dwellings—one dwelling unit for each four thousand (4,000) square feet of gross lot area.
 - d. Congregate care facilities—one dwelling unit for each two thousand five hundred (2,500) feet of gross lot area.
 - e. Assisted care and extended care facilities—one room for each two thousand (2,000) square feet of gross lot area.

(Ord. 566 § 2 Exhs. A (part), B (part), 1998)

(Ord. No. 692, § 12, 10-3-2011)

Chapter 16.12 DEVELOPMENT STANDARDS¹

16.12.010 Purpose.

The purpose of this chapter is to establish general dimensional, design and use standards for development within the Town of Coupeville, thereby reflecting the intent of the Coupeville comprehensive plan. The comprehensive plan supports new development which is compatible with existing neighborhoods, promotes enhancement of unique neighborhood characteristics, and encourages community design standards that are in keeping with a small town atmosphere.

(Ord. 566 § 2 Exh. A (part), 1998)

16.12.020 Application of zoning district regulations.

- A. No building, structure or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered unless in conformity with all of the regulations herein specified for the zoning district in which it is located.
- B. No building or other structure shall hereafter be erected or altered:
 - 1. To exceed the height;
 - 2. To accommodate or house a greater number of families;
 - 3. To occupy a greater percentage of lot area;
 - 4. To have narrower or smaller setbacks; than herein required; or in any other manner contrary to the provisions of this title.
- C. No part of a setback, or other open space, or off-street parking or loading space required about or in connection with any building for the purpose of complying with this chapter shall be included as part of a setback, open space or off-street parking or loading space similarly required for any other building.
- D. No setback or lot existing at the time of passage of the ordinance codified in this title shall be reduced in size or area below the minimum requirements set forth herein. Setbacks or lots created after the effective date of said ordinance shall meet minimum requirements established by this chapter.
- E. Wherever there is a conflict between this chapter and other chapters pertaining to the regulation of property within the Town, the most restrictive regulations shall apply.

(Ord. 566 § 2 Exh. A (part), 1998)

16.12.030 Setback standards.

This section establishes minimum setbacks from lot lines and streets.

¹Editor's note(s)—Ord. No. 692, § 13, adopted Oct. 3, 2011, changed the title of Ch. 16.12 from "Development and design standards" to "Development standards."

- A. Minimum Setbacks. Unless reduced for any of the reasons noted in subsections C, ~~and D~~, and E of this section, minimum setbacks shall be maintained as provided by district in the following table:

Zoning District	Street Setback	Rear Setback	Side Setback
Residential reserve (RR)	25 feet	30 feet	25 feet
Low density residential (LDR)	25 feet	30 feet	15 feet
Medium density residential (RM-9600)	25 feet	20 feet	6 feet
High density residential (RH)	20 feet	15 feet	10 feet
Historic/limited commercial (HLC)			
West of Main Street	None	10 feet	3 feet
East of Main Street	10 feet	15 feet	10 feet
North of Front Street	None	None	None
Town Commercial (TC)			
North of Coveland between Main and Alexander	None	10 feet	None
All other areas	10 feet	6 feet	10 feet
General commercial (GC)	20 feet	10 feet	10 feet
Public/quasi-public			
North of Coveland between Main and Alexander	None	10 feet	None
All other areas	10 feet	6 feet	10 feet

- B. Calculating Required Setbacks.

1. In the case of double frontage lots, street setbacks shall be provided on all frontages.
2. In the case of corner lots, a second street setback of half the depth required generally for street setbacks in the district shall be provided on the other frontage.
3. In the case of corner lots with more than two frontages, the town planner shall determine the street setback requirements, subject to the following limitations:
 - a. At least one street setback shall be provided having the full depth required generally in the district.
 - b. No other street setback on such lot shall have less than half the full depth required generally.
4. Depth of required street setbacks shall be measured at right angles to a straight line joining the foremost points of the side lot lines. The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without such rounding.
5. Width of a required side setback shall be measured in such a manner that the setback established is a strip of the minimum width required by district regulations, with its inner edge parallel to the side lot lines.
6. No building shall encroach within five feet of a dedicated access or utility easement.

- C. Rear and Side Setback Reduction in Certain Circumstances. Upon written approval of the town planner, the rear or side minimum setbacks, as noted in Section 16.12.030A., may be reduced up to fifty (50) percent. The presence of one or more of the following circumstances may justify the granting of a setback reduction:

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1. Unusual topography, where strict adherence to the minimum required setback may require extensive grading and filling or threaten unstable slopes;
 2. Irregular lot shape;
 3. Retention of natural vegetation, where granting relief from the minimum required setback would preserve desirable landscape features;
 4. View consideration, for any property owner other than the one for whom the setback reduction is requested.
 5. When the reduction is necessary to comply with the Ebey's Landing National Historical Reserve Design Guidelines and for alterations, rehabilitations, and reconstruction of historic buildings or structures or to facilitate and promote implementation of the guidelines for new construction.
- D. Street Setback Reduction. Upon written approval of the town planner, the minimum street setback may be reduced if, by granting the reduction, the street setback will be consistent with the historical street setbacks of adjacent development or when the reduction is necessary to comply with the Ebey's Landing National Historical Reserve Design Guidelines for alterations, rehabilitations, and reconstruction of historic buildings or structures. In no case shall the street setback be reduced to allow encroachment into the sight distance triangle.

E. [Supplemental Use Standards: These setback standards may be modified for specific uses as established in CTC 16.10.](#)

~~E.F.~~ Projections into Required Setbacks. The following structures may project into required front, side or rear yards:

1. Paved terraces may project into required front, side or rear setbacks provided that no structures placed there shall violate other requirements of this title.
2. Unroofed landings, decks and stairs may project into required front and rear setbacks only, provided that no portion other than a light handrail shall extend higher than forty-two (42) inches above the finished grade level.
3. Window sills, belt courses, cornices, eaves and similar incidental architectural features may project not more than two feet into any required setback.
4. Open fire escapes may project not more than four feet six inches into any required setback.

~~E.G.~~ Fences. Fences may be constructed at the lot line; provided, however, that front yard fences over three and one-half feet high in any residential zoning district shall meet the front yard setback required in the district in which the lot is located.

(Ord. 566 § 2 Exh. A (part), 1998)

(Ord. No. 692, § 13, 10-3-2011)

16.12.040 Lot area, width and coverage standards.

This section provides development standards for lot area, lot width and lot coverage.

- A. Standards. Minimum lot area, minimum lot width and maximum lot coverage are described in the table below for all zoning districts in the Town of Coupeville.

Zoning District	Lot Area (sq. ft. of useable area)	Lot Width (linear feet)	Lot Coverage (percentage of useable area)
Residential reserve (RR)	2 acres	150	25
Low density residential (LDR)	½ acre	100	25
Medium density residential (RM-9600)	9,600	75	35
High density residential (RH)	9,600	70	70
Historic/limited commercial (HLC)	5,000	50	None
Town commercial (TC)	5,000	50	None
General commercial (GC)	10,000	100	None
Public/quasi-public (P)	5,000	50	None

- B. Measuring Lot Coverage. For all zoning districts, lot coverage shall include the combined area of the principal building along with all accessory buildings and structures greater than forty-two (42) inches in height. For the residential reserve (RR) and low density residential (LDR) zoning districts only, lot coverage shall be the combined total of all impervious surfaces.
- C. Useable Area. That portion of a lot or parcel physically suited for supported buildings. Lands not considered useable area includes, but is not limited to, tidelands, shorelines, bluffs, unstable slopes, wetlands, areas of poor drainage, dedicated accessways providing vehicle access to back lots, and areas devoted solely to utility purposes such as stormwater detention ponds.

(Ord. 566 § 2 Exh. A (part), 1998)

16.12.050 Height structures.

This section establishes maximum allowable heights by zoning district, and provides for exemptions for customary appurtenances.

- A. Maximum Height by Zoning District. The table below establishes a maximum allowable height for all zoning districts in the Town of Coupeville.

Zoning District	Maximum Height (feet)
Residential reserve (RR)	28
Low density residential (LDR)	28
Medium density residential (RM-9600)	28
High density residential (RH)	28
Historic/limited commercial (HLC)	28 except that the height of new structures lying north of Front Street and lying between Alexander and North Main Streets shall not exceed 35 feet, or 28 feet above street grade, whichever is less. The 35 feet is measured from vertical datum which in this case is the average height between the street level and the toe of the bluff at the water's edge.
Town commercial (TC)	28
General commercial (GC)	28
Public/quasi-public (P)	28

- B. Exemptions. The height limitations contained in this title do not apply to spires, belfries, cupolas, chimneys, antennas, water tanks, ventilators, elevator housing, other structures placed above the roof level, or when a height in excess of twenty-eight (28) feet is necessary to comply with the Ebey's Landing National Historical Reserve Design Guidelines for alterations of historic buildings and structures, provided, however, that no structure or portion of any structure hereafter erected shall interfere with Federal Aviation Administration Regulations on airport approaches.
- C. Measuring Height. Height shall be measured from the vertical datum as defined in the "Definitions" section of this title.

(Ord. 615 § 1, 2001; Ord. 566 § 2 Exh. A (part), 1998)

(Ord. NO. 677, § 7, 10-13-2009; Ord. No. 692, § 14, 10-3-2011)

16.12.060 Landscaping, recreation space and exterior appearance standards.

These standards are established in part to implement the comprehensive plan direction to ensure that commercial and high density residential development is compatible with Coupeville's small town character.

- A. Landscaping. Minimum standards for the provision of landscaping in commercial, public and high density residential districts are provided in the table below:

Zoning District	Landscaping Requirement (percent of useable area)
Residential reserve (RR)	None
Low density residential (LDR)	None
Medium density residential (RM-9600)	None
High density residential (RH)	10
Historic/limited commercial (HLC)	15
Town commercial (TC)	10
General commercial (GC)	10
Public/quasi-public (P)	10

- 1. Nonconforming Parcels. Parcels of land developed prior to the adoption of the landscaping standards in subsection A of this section shall be considered to be legally nonconforming with respect to the requirements of this section, subject to the following:
 - a. A change in use shall not trigger the landscaping requirements in this section.
 - b. Development applications for a greater than fifty (50) percent increase in building footprint on these nonconforming parcels shall be accompanied by a landscaping plan covering a minimum of five percent of the useable area of the parcel or parcels.
- 2. Landscaping Plans. All landscaping plans submitted in fulfillment of the requirements of this section shall be approved by the town planner and installed prior to obtaining a certificate of occupancy. A bond or other surety may be approved to delay planting to a more favorable planting season.
- B. Recreation Space. This section is intended to provide recreation areas for high density residential uses, to separate such areas from automobile-oriented space, and enhance the residential environmental quality of multiple family residential uses.

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1. A minimum of three hundred (300) square feet of recreation area shall be provided per each dwelling unit, including those used by the owner or building management personnel. No part of the area may be used for driveway, parking or other automobile use.
 2. One outdoor main activity, such as a swimming pool or tennis court, may not cover more than twenty-five (25) percent of the total recreation space.
- C. Exterior Appearance. For all commercial, public/quasi-public and high density residential zoning districts, the following exterior appearance requirements are established:
1. Garbage cans and/or refuse bins of any sort shall be completely concealed from view from public streets and rights-of-way;
 2. Fences should be constructed of wood finished with natural color, stone or masonry.

(Ord. 566 § 2 Exh. A (part), 1998)

16.12.070 Off-street parking and loading requirements.

This section implements the comprehensive plan goals and policies which call for the provision and maintenance of adequate parking for commercial, public/quasi-public and residential land uses. This section also implements the Ebey's Landing National Historical Reserve Design Guidelines.

- A. Intent and Purpose. It is the intent of these regulations to provide for off-street parking for employees, customers, and residents in the Town of Coupeville. This will relieve on-street congestion and provide safe and convenient access to private properties.
- B. Applicability. In all zoning districts, there shall be provided at the time of the construction of any main building or at the time of the alteration, enlargement or any change in use of any main building, permanently maintained off-street parking facilities for the use of occupants, employees or patrons of such building and it shall be the joint and several responsibility of the owner and/or occupant of any main building or structure to provide, and thereafter maintain, the minimum number of free off-street parking facilities, as described in subsection C of this section.
- C. Parking Requirement by Land Use. The prescribed minimum numbers of parking spaces to be provided by type of land use are shown in the table below:
 1. Single-family dwellings, ~~two family dwellings, guest homes~~: two spaces per dwelling unit.
 2. [Duplex dwellings: one space per dwelling unit.](#)
 3. [Triplex dwellings: one space per dwelling unit.](#)
 4. [Townhouse dwellings: one space per dwelling unit](#)
 5. [Cottage dwellings: one space per unit](#)
 - ~~2-6.~~ Multifamily dwellings: one space per dwelling unit.
 7. [Accessory Dwelling units: one space per dwelling unit.](#)
 - ~~3-8.~~ Adult family homes, group homes: two spaces per dwelling unit plus one space for every three residents in care.
 - ~~4-9.~~ Hotels, rooming houses, other structures containing sleeping rooms: two spaces per every three sleeping rooms.
 - ~~5-10.~~ Motels: one space per sleeping room, plus one space per employee.

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- ~~6-11.~~ Mortuaries, funeral homes: ten spaces, or one space for each one hundred fifty (150) feet of gross floor area up to maximum of seventy (70) spaces, whichever is greater.
- ~~7-12.~~ Churches, theaters, auditoriums: one space for every five seats in the principal place of assembly.
- ~~8-13.~~ Public buildings, community centers, public libraries, art galleries, museums, post offices, telephone offices: one space for each employee, plus one space for each official vehicle, plus one visitor parking space for each one thousand (1,000) square feet of office or display space.
- ~~9-14.~~ Assembly, fraternal, exhibition halls: one space for each employee plus one space for each fifty (50) square feet of floor area used for assembly, exhibition or dining.
- ~~10-15.~~ Vocational and music schools, dances studios and other private schools and colleges for nonacademic instruction: one space for each instructor and for each student, based upon the average number of students attending class at one time.
- ~~11-16.~~ Hospitals, sanitariums, nursing and rest homes: one space for each resident and staff doctor, plus one space for each employee per shift, intern and nurse, plus one space for each five beds, plus one space for each institutional vehicle.
- ~~12-17.~~ Continuing care retirement facilities: one space for each employee per shift, plus one space for each residential unit, plus one space for each institutional vehicle.
- ~~13-18.~~ Day care facilities, home and private kindergartens: one space for each staff member and employee plus one space for each one thousand (1,000) square feet of gross floor area.
- ~~14-19.~~ Elementary schools, junior high schools: one space for each employee plus one space for every twenty-five (25) employees.
- ~~15-20.~~ Senior high schools: one space for every seven pupils plus one space per employee.
- ~~16-21.~~ Office buildings, banks, savings and loan companies, similar institutions: one space for each two hundred (200) feet of gross floor area.
- ~~17-22.~~ Medical office buildings, veterinary offices: one space for each one hundred fifty (150) square feet of gross floor area.
- ~~18-23.~~ Bowling alleys: six spaces for each alley.
- ~~19-24.~~ Restaurants, cafes, eating and drinking establishments: one space for each one hundred (100) square feet of gross floor area.
- ~~20-25.~~ Beauty and barber shops: one space for each one hundred twenty-five (125) square feet of gross floor area.
- ~~21-26.~~ Laundry and dry cleaning establishments: one space for each employee plus one space for each five hundred (500) square feet of gross floor area.
- ~~22-27.~~ Self-service laundry and dry cleaning establishments: one space per each four washing machines and/or dry cleaning machines.
- ~~23-28.~~ Household services and trades such as carpentry, electrical servicing, plumbing and heating shops, paper hanging, painting, furniture upholstery, decorating shops, and other similar establishments: one space for each employee plus one space for each company vehicle, plus one space for each five hundred (500) square feet of floor space.
- ~~24-29.~~ Filling stations: three spaces for each working bay.
- ~~25-30.~~ Grocery stores, delicatessens, drugstores, pharmacies: one space per two hundred fifty (250) square feet of gross floor area.

~~26.31.~~ Nurseries and greenhouses: one space for each employee plus four spaces for customer parking.

~~27.32.~~ Shopping centers: one space for each two hundred (200) square feet of gross floor area.

~~28.33.~~ Retail and wholesale stores of non-bulky items: one space for each three hundred (300) square feet of gross floor area.

~~29.34.~~ Retail and wholesale stores of bulky items (e.g., furniture, major appliances, automobiles): one space for each six hundred (600) square feet of gross floor area.

~~30.35.~~ Warehouse, wholesale, retail and commercial storage: one space for each employee, plus one space for each company vehicle, plus two spaces, but a total of no less than four spaces.

D. Interpretation. When a parking requirement is stated in terms of employees, it means the maximum number of employees who will be at the site at one time either on a single shift or an overlap of shifts. In [figuring calculating](#) the total parking requirement for a use, any fraction of one-half or more shall require one more space. When a building, existing at the effective date of the ordinance codified in this title, is enlarged so as to require additional parking spaces to conform to these parking requirements, such additional spaces shall be provided; however, the number of such additional spaces shall be computed with regard only to the extent of the enlargement, regardless of whether or not the number of previously existing spaces satisfies the requirements of this section.

E. Exemptions.

1. In that area of Coupeville enclosed by Alexander Street, Coveland Street, Ninth Street NE and Haller Street, the following exemptions apply in accommodating parking:

a. In the historic Front Street area bounded by Coveland on the South, Alexander Street on the West, Main Street on the East, and extending into Penn Cove to include the Coupeville Wharf, the minimum required parking standards contained in this section shall not apply.

b. In the portion of the historic/limited commercial district east of Main Street, off-street parking and loading requirements shall be set on a case-by-case basis by the planning commission at a public meeting, using the requirements in this section as a guide. The planning commission may establish maximum as well as minimum parking requirements. In reviewing specific project proposals, the planning commission shall consider minimizing the impacts of parking location and design on the pedestrian environment and on adjacent properties, and shall seek to maintain the historic residential character of this area through the retention or re-establishment of residential-scale landscaping within and around proposed parking areas.

2. All commercial use of a designated historic residential building or structure within the town commercial or general commercial zoning districts shall be exempt from off-street parking requirements. If parking facilities are provided on the site of a historic building or structure, the parking facilities must meet the design requirements established in the adopted Ebey's Landing National Historical Reserve Design Guidelines.

F. General Provisions.

1. It shall be a continuing obligation of the owner of property, for which parking spaces are required by this chapter, to provide the required off-street parking and loading facilities. Building permits or other permits will be issued only after receipt by the building official of site plan drawn to scale showing the location of permanent parking and loading facilities.

2. Required parking spaces shall be available for parking of vehicles of residents, customers, patrons and employees only, as the case may be, and shall not be used for storage of vehicles or

materials or for the parking of vehicles used in conducting the business or use to which the property is put, and shall not be used for the sale, repair or servicing of any vehicle.

3. Off-street parking and loading facilities shall be provided prior to occupancy of any structure hereafter built or enlarged, or prior to a change in the category of use of any land. No certificate of occupancy will be issued until the requirements of this chapter are satisfied.
4. Any use of property which, on the effective date of the ordinance codified in this title or any amendments hereto, is nonconforming as to the regulations relating to off-street parking facilities may continue to be used in the same manner as if the facilities were conforming. Such existing parking facilities shall not be further reduced.
5. Off-street parking spaces existing on the effective date of the ordinance codified in this title and actually being used for the parking of automobiles or other motor vehicles in connection with the use of an existing building shall not be reduced in number or size during the entire life of such building or land use below that which would be required for a new building or land use of a similar type constructed or commenced after the effective date of said ordinance.
6. Any spaces required by the Uniform Building Code for handicapped person shall be in addition to the number of spaces required by this section.

G. Design Standards.

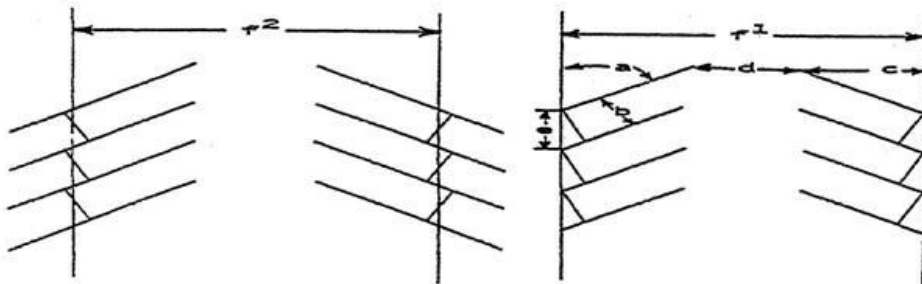
1. Each parking space shall contain not less than one hundred seventy-one (171) square feet in area exclusive of access and circulation aisles, except for compact car spaces as noted below.
2. All parking lots shall be provided with a paved surface. The town planner may approve in writing a nonpaved surface for some parking areas when the primary use will be for employees only. To qualify for this exception, use of individual parking spaces shall typically be limited to one vehicle per day per space, and shall not otherwise effect public health, safety and welfare.
3. Required parking areas shall not be used for sales display, dead storage, repair work or any purpose other than parking.
4. Lighting of parking lots shall be arranged to reflect away from public rights-of-way and from any adjoining residential area.
5. Curb cuts shall be located so as to avoid traffic hazards and shall be approved by the public works inspector.
6. Twenty-five (25) percent of parking space requirement may be designed for "compact car." Such space may not be less than eight feet five inches wide or fourteen (14) feet five inches in length and shall be labeled "compact car."
7. Parking lot design shall conform to the dimensions of the parking diagram contained in Plates A and B.

Parking Diagram (A)

Parking Angle (Degree)	Stall Width	Stall to Curb 19'-Long Stall	Aisle Width*	Curb Length	Center to Center Width	
					Front of Stall To Front of Stall	Overlap Front of Stall—Front of Stall
a	b	c	d	e	f ¹	f ²
0	9'0"	8.0	12.0	22.0	28.0	-

20°	9'0"	15.0	11.0	26.3	41.0	32.5
	9'6"	15.5	11.0	27.8	42.0	33.1
	10'0"	15.9	11.0	29.2	42.8	33.4
30°	9'0"	17.3	11.0	18.0	45.6	37.8
	9'6"	17.8	11.0	19.0	46.6	38.4
	10'0"	18.2	11.0	20.0	47.4	38.7
40°	9'0"	19.1	12.0	14.0	50.2	43.3
	9'6"	19.5	12.0	14.8	51.0	43.7
	10'0"	19.9	12.0	15.6	51.8	44.1
45°	9'0"	19.8	13.0	12.7	52.6	46.2
	9'6"	20.1	13.0	13.4	53.2	46.5
	10'0"	20.5	13.0	14.1	54.0	46.9
50°	9'0"	20.4	12.0	11.7	52.8	47.0
	9'6"	20.7	12.0	12.4	53.4	47.3
	10'0"	21.0	12.0	13.1	54.0	47.6
60°	9'0"	21.0	18.0	10.4	60.0	55.5
	9'6"	21.2	18.0	11.0	60.4	55.6
	10'0"	21.5	18.0	11.5	61.0	56.0
70°	9'0"	21.0	19.0	9.6	61.0	57.9
	9'6"	21.2	18.5	10.1	60.9	57.7
	10'0"	21.2	18.0	10.6	60.4	57.0
80°	9'0"	20.3	24.0	9.1	64.3	62.7
	9'6"	20.4	24.0	9.6	64.4	62.7
	10'0"	20.5	24.0	10.2	65.0	63.3
90°	9'0"	19.0	24.0	9.0	62.0	-
	9'6"	19.0	24.0	9.5	62.0	-
	10'0"	19.0	24.0	10.0	62.0	-

For two-way circulation, the minimum aisle width shall be twenty-two (22) feet, adequate ingress, egress and turnaround space shall be provided. No portion of a parking space or aisle shall be located in a required landscaped yard.



Parking Diagram (B)

H. Off-Street Loading. Every building or structure used for business, trade or industry and normally requiring truck loading or unloading with respect to the use shall provide space as herein indicated for the loading and unloading of vehicles off the street or public alley. Off-street loading and unloading space shall not be used or designed, intended or construed to be used in a manner to obstruct or interfere with the free use of any street or adjoining property. The minimum off-street loading and unloading space required for specific uses shall be as follows:

1. Retail business and service establishments shall provide one off-street loading and unloading space at least ten (10) feet wide and thirty-eight (38) feet long with a fourteen (14) foot height clearance per building.
2. Trucking terminals and ship terminals shall provide one off-street loading and unloading space for every five thousand (5,000) square feet of total floor area used for storage, warehousing and shipping. Each loading space shall be a minimum of fourteen (14) feet wide and sixty-five (65) feet long with a fourteen (14) foot height clearance.

(Ord. 566 § 2 Exh. A (part), 1998)

(Ord. No. 702, § 1, 4-24-2012)

16.12.075 Electric vehicle charging stations.

- A. To Ensure the Effective Installation of Electrical Vehicle Charging Stations. Where any other provisions of the Coupeville Municipal Code directly conflict with this chapter, this chapter shall control. Where no conflict exists, all other Town Code provisions shall be in force as to electric vehicle charging stations as applicable.
- B. Level 1 and 2 electrical vehicle charging stations are allowed outright in all residential zones. Level 1 and 2 electrical vehicle charging stations are allowed in all commercial or public/quasi-public zones. Level 3 rapid charging stations are allowed outright in public rights-of-way. Level 3 rapid charging stations are allowed within a commercial or public/quasi-public zones with the approval of an administratively issued conditional use permit.
- C. An electronic vehicle charging station is a public or private parking space(s) that are served by battery charging equipment with the purpose of transferring electric energy to a battery or other energy storage device in an electrical vehicle and is classified based on the following levels:
 1. Level 1 is considered slow charging and operates on a 15 to 20 amp breaker on a 120 volt AC circuit.
 2. Level 2 is considered medium charging and operates on a 40 to 100 amp breaker on a 208 or 240 volt AC circuit.
 3. Level 3 is considered fast or rapid charging and operates on a 60 amp or higher breaker on a 480 volt or higher three phase circuit with special grounding equipment. Level 3 stations can also be referred to as rapid charging stations that are typically characterized by industrial grade electrical outlets that allows for faster recharging of electrical vehicles.
- D. Electric vehicle charging stations utilizing parking stalls located in parking lots or parking garages or on-street parking spaces shall comply with the following standards:
 1. Signage. Each charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. Directional signage may be provided to guide motorist to charging stations space(s) provided that directional signs shall be consistent with MUTCD D9-11b and D9-11bP.
 2. Accessibility. The design and location of the charging stations shall comply with the following barrier free accessibility requirements:

a. Accessible charging stations shall be provided for based on the following table:

Number of EV Charging Stations	Minimum Accessible EV Charging Stations
1—50	1
51—100	2

- b. Accessible charging stations shall be located in close proximity to the buildings or facility entrance and shall be connected to a barrier-free accessible route of travel.
 - c. Accessible charging stations shall comply with the requirements of WAC 51-50-005.
 - d. Electric vehicle charging stations are reserved for parking and charging electric vehicles only.
 - e. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.
3. Lighting. Adequate site lighting shall be provided as required by Town Code.
4. Charging Station Equipment: Charging station equipment shall comply with the following standards:
- a. Equipment mounted on pedestals, lighting post, bollards, or other devices for on-street charging stations shall be designed and located as to not impede pedestrian travel or create trip hazards within the right-of-way.
 - b. Charging station outlets and connector shall be no less than thirty-six (36) inches or no higher than forty-eight (48) inches from the top of the surface where mounted and shall contain a retraction device or a place to hang cords and connectors above the ground surface.
 - c. Equipment shall be protected by wheel stops or concrete-filled bollards.
5. Notification. At all charging stations the following information shall be posted:
- a. Voltage and amperage levels.
 - b. Hours of operations if time limits or tow-away provisions are to be enforced by the property owner.
 - c. Usage fees.
 - d. Safety information.
 - e. Contact information for reporting when the equipment is not operating or other problems.
6. Required Facilities.
- a. Development of new multifamily housing projects or new or expanded parking facilities, public or private, exceeding twenty (20) parking spaces shall be required to provide electric vehicle infrastructure for ten (10) percent of the parking spaces unless waived by the council upon a request by the applicant.
7. Review Process.
- a. New residential construction which proposes to include an electric vehicle charging station shall be reviewed with the underlying permits and is exempt from the requirement of this section.
 - b. Retrofitting of existing single family residential structures shall only be subject to applicable electrical and/or building permits, and is exempt from this section.

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- c. Review of electrical vehicle charging station(s) associated with new commercial, multifamily, or mixed use development shall be through the underlying land use review process identified in the Coupeville Town Code. In the case where the underlying development does not meet the threshold for site plan approval, as determined by Coupeville Town Code, the development of the electrical vehicle charging station, shall be reviewed with the underlying permit(s).
 - d. When retrofitting on street public parking or a municipal parking lot, a commercial, multifamily, mixed use development or institutional use, the proponent shall provide to the Town documentation on the new impacts associated with the electrical vehicle charging station. If the planning official determines that the new electrical vehicle charging station has an adverse impact on the public health, safety and welfare, then the retrofit shall require a site plan approval. If there is no substantial impact to the public health safety and welfare, the electric vehicle infrastructure shall be reviewed with the underlying electrical and/or building permit.
 - e. Minimum Parking Requirements. Electric vehicle charging stations located within parking lots may be included in the calculation of the minimum required parking spaces required pursuant to Chapter 16.12.07 CTC.

(Ord. No. 701, § 2, 3-27-2012)

16.12.080 Reserved.

Editor's note(s)—Ord. No. 692, § 15, adopted Oct. 3, 2011, repealed § 16.12.080 in its entirety, which pertained to community design standards, and derived from Ord. 648 § 3 Ex. B (part), 2005; Ord. 566 § 2 (Ex. A (part), 1998.

16.12.085 ~~Cottage housing developments.~~ Reserved.

16.12.090 Sight distance standards.

The following standards are established in order to maintain good visibility at controlled and uncontrolled intersections.

Visibility at Intersections. On corner lots in residential and industrial districts, no fence, wall, hedge or other planting or structure that will impede visibility between a height of two feet six inches and eight feet above the centerline grades of the intersecting streets shall be erected, painted, placed or maintained, and no vehicle so impeding visibility shall be parked within the triangular area formed by the right-of-way lines at such corner lots and a straight line joining said right-of-way lines at points which are twenty (20) feet distant from the intersection of the right-of-way lines and measured along such lines. If the relation of the surface of the lot to the streets is such that visibility is already obscured, nothing shall be done to increase the impediment to visibility within the vertical and horizontal limits set forth above.

(Ord. 566 § 2 Ex. A (part), 1998)

Chapter 16.19 Unit Lot Subdivisions

16.19.010 Purpose.

This ordinance balances the need for flexibility in residential land development while maintaining the integrity of community planning, zoning, and public health, safety, and welfare.

- A. Promote Efficient Land Use. Encourage efficient use of land by allowing for higher density, residential developments while maintaining compliance with underlying zoning regulations.
- B. Facilitate Homeownership Opportunities. Enable the subdivision of land in a manner that allows for individual ownership of housing units while ensuring shared responsibility for common areas and facilities.
- C. Ensure Compliance with Zoning and Building Standards. Ensure that the development on parent lots comply with applicable zoning, building, and safety standards, while allowing for flexibility in the subdivision of unit lots.
- D. Protect Community Character. Preserve the character and quality of neighborhoods by ensuring that Unit Lot Subdivisions are designed in harmony with their surroundings and comply with local development regulations.
- E. Clarify Ownership and Maintenance Responsibilities. Provide clear legal mechanisms for the establishment and management of common areas, shared utilities, and other jointly owned facilities through the formation of homeowners' associations or similar entities.
- F. Promote Sustainable Development. Encourage development practices that promote housing affordability, efficient land use, walkability, and support the efficient delivery of infrastructure and utilities.
- G. Review. Providing for expeditious review and approval of proposed land divisions which comply with this chapter, the Comprehensive Plan and Chapter 58.17 RCW.

16.19.020 Effect.

After Unit Lot Subdivision is filed with the auditor of the Island County, all persons, parties, their successors, heirs or assigns, who own, have, or will have by virtue of purchase, inheritance or assignment, any interest in the real property of the subject site or portions thereof, shall be bound by the conditions and inscriptions attending the general/specific Unit Lot Subdivision.

- A. In all instances, the underlying zoning code and designs guidelines applicable to the parent lot shall be applied in the permitting of unit lot subdivisions and unit lot homes.
- B. The regulations in this section apply to any residential district
- C. The regulations in this section apply to the subdivision of land for housing types, including detached homes, townhouses, cottage homes, rowhomes, duplexes, triplexes, and condominiums, that results in individual unit lots.
- D. Unit Lot Subdivisions are permitted within all residential zoning districts identified with in the Coupeville Municipal code.

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- E. All Unit Lot Subdivisions of land within the town limits of Coupeville is subject to this chapter, regardless of size.
 - F. Exemptions include cemeteries and other burial plots while used for that purpose, divisions made by testamentary provision, the laws of descent or court order, adjustment of boundary lines between platted or unplatted lots or both, which does not create any additional lot or significantly modify drainage, circulation or land use patterns. No exemption, except for cemetery plots or lots dedicated to open space, park, recreational, utility or other similar public uses, shall create a parcel of real property smaller than the size allowed by the ordinances of the Town

16.19.030 Phasing.

- A. Phasing Plan: For larger Unit Lot Subdivision projects, development may occur in phases. A Phasing Plan must be submitted as part of the preliminary plat approval process, detailing the number of phases, the sequence of development, and the expected time frame for completion of each phase. The Phasing Plan must clearly outline:
 - o The number of unit lots and associated structures to be developed in each phase.
 - o The schedule for providing infrastructure, such as roads, utilities, and common areas, necessary to serve each phase.
 - o The completion dates for each phase and for the overall project.
- B. Approval of Phased Subdivision: Coupeville must review and approve the Phasing Plan as part of the preliminary plat approval. Any significant deviation from the approved Phasing Plan must be reviewed and approved by the Planning Director before any further development may proceed.
- C. Infrastructure and Utilities for Each Phase:
 - o All required infrastructure and utilities must be installed and functional for each phase before building permits are issued for that phase. This includes but is not limited to roads, water, sewer, stormwater management, and electricity.
 - o Common areas and amenities intended to serve a specific phase must be completed prior to the issuance of occupancy permits for any units in that phase
 - o Adequate access for emergency vehicles must be provided for each phase of development as required by local fire and safety codes. Access roads may be phased in conjunction with the development of unit lots, but no phase may be developed without necessary access being constructed.
- D. Interim Use of Undeveloped Phases: Areas of the parent lot that are part of a future development phase shall be maintained in good condition, free from debris, erosion, or other hazards. Such areas may remain undeveloped or used for temporary purposes (such as construction staging areas), but may not be left in a condition that negatively impacts public health, safety, or aesthetics.
- E. Phasing and Final Plat Approval: Final plat approval may be granted for each individual phase of the Unit Lot Subdivision as it is completed. The final plat for each phase must be submitted for review and approval in compliance with the overall subdivision plan. The Coupeville may require a performance bond or other financial guarantee to ensure that required improvements for each phase are completed in a timely manner.
- F. The HOA must be established for each phase as it is completed, and common areas serving that phase must be deeded to the HOA or similar legal entity.

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- G. All phases must be initiated within thirty-six (36) months of final site plan approval. Any phasing proposal shall require a financial guarantee in an amount and form acceptable by the town council guaranteeing completion of project improvements in the event that phases are not completed.

16.19.040 Procedure and requirements—Preliminary Unit Lot Subdivision.

A. A Unit Lot Subdivision shall be filed with the planning department and contain:

1. All information required for a unit lot subdivision plat application;
2. Payment of fees;
3. The location of all existing/proposed structures;
4. If all structures/improvements will not be built at one time a phasing plan, which includes a completion schedule;
5. A detailed landscape plan indicating the location of existing vegetation to be retained, location of vegetation and landscaping structures to be installed, the type of vegetation by common horticultural name, the installed and mature height of all vegetation;
6. Schematic plans and elevations of all proposed buildings with samples of all exterior finish material and colors, the type and location of all exterior lighting, signs and accessory structures. The schematic plans shall relate to specific unit lot numbers and locations and shall represent the exterior design intent of the unit lot;
7. Parent Lot Standards:
 - Zoning. The parent lot shall comply with all applicable zoning district regulations, including but not limited to:
 - Minimum lot size for the parent lot.
 - Setbacks from property lines.
 - Maximum building coverage.
 - Maximum height and density regulations

Compliance shall be evaluated as if the parent lot were a single lot for zoning purposes, without regard to the subdivision of individual unit lots.
 - Density. The density of development shall be calculated based on the parent lot, not the individual unit lots. The maximum number of dwelling units shall be determined based on the parent lot's size and the density regulations of the underlying zone.
8. Unit Lot Standards:
 - Minimum Unit Lot Size. There is no minimum lot size for individual unit lots, provided that the overall development on the parent lot meets the applicable zoning regulation
 - Unit Lot Boundaries. Unit lot boundaries may follow the exterior walls of dwelling units or include additional land for private yards, driveways, or patios. Unit lot boundaries should be drawn to ensure that all units have legal access to utilities and required common areas.
 - Building Envelope. Each dwelling unit shall be confined to its respective unit lot. Portions of the unit, such as decks, balconies, and overhangs, may encroach into common areas, provided easements are established.

-
- Setbacks and Lot Coverage: Individual unit lots are not required to meet the setback or lot coverage standards of the zoning district, but the parent lot as a whole must comply with these requirements.

9. Common Areas. Common areas may include, but are not limited to, the following.

- Shared walls between units (party walls).
- Driveways, alleys, and pedestrian pathways.
- Utility corridors, drainage facilities, and landscaping.
- Shared parking areas or garages.
- Recreational areas and open spaces required by the zoning district.

10. Common Area Access and Maintenance. Common areas shall be maintained by a Homeowners' Association (HOA) or similar entity. Easements shall be established to provide access for all unit owners, and each unit lot shall be subject to easements for ingress, egress, utilities, and access to common areas.

11. Open Space. Where open space is required by the zoning district, it shall be provided as part of the parent lot and maintained as common open space. Each unit lot must have access to the common open space via recorded easements.

12. Building and Design Standards.

- The layout and construction of units within a Unit Lot Subdivision must meet all applicable building codes.
- The entire structure or group of structures within the Unit Lot Subdivision shall comply with the height and massing standards of the underlying zoning district. The height of individual units shall not exceed the maximum allowed height on the parent lot.
- Private Yards and Outdoor Areas: If private yards or patios are provided for individual units, they must be delineated within the unit lot boundaries and must not obstruct access to common areas.
- Parking. Parking spaces required by the zoning district must be provided either on each unit lot or within common areas, or on the street as determined by the subdivision plan. Parking facilities within common areas shall be maintained by the HOA.

13. Utilities and Services.

- Utilities: Utility services, including water, sewer, electricity, and gas, must be provided to each unit lot, either individually or via shared systems. Easements for utility access shall be established as part of the unit lot subdivision plan.
- Stormwater Management: Stormwater facilities shall be designed to serve the parent lot as a whole. Easements for drainage facilities must be recorded on the final plat and maintained by the HOA or the local municipality, as applicable.
- Garbage and Recycling: Shared garbage and recycling facilities may be provided within common areas, subject to local health regulations and maintained by the HOA.

14. Homeowner's Association (HOA) Requirements

- The subdivider or developer shall establish a Homeowners' Association (HOA) or similar legal entity to manage and maintain all common areas, facilities, and shared utilities within the Unit Lot Subdivision. The HOA must be established prior to final plat approval.

-
- Covenants, Conditions, and Restrictions (CC&Rs): The CC&Rs shall be recorded along with the final plat and must include provisions for:
 - Maintenance and repair of common areas and shared structures.
 - Collection of fees and assessments from unit lot owners.
 - Governance and decision-making processes within the HOA.
 - Funding: The HOA shall be responsible for collecting dues and maintaining sufficient funding for the upkeep of common areas, utilities, and facilities. The HOA may impose special assessments for major repairs or improvements.

15. Review and Review Criteria: The unit lot subdivision shall initially considered by the planning commission in a public hearing. The review of the preliminary application is subject to the notice requirements of CTC 16.06.040(B). Following the hearing by the planning commission the application shall be presented to the town council consistent with the requirements of CTC 16.06.050(E)(2).

- Criteria. The preliminary unit lot subdivision shall be reviewed for consistency with the town comprehensive plan and with the applicable development regulations in this code. The Town shall have an easement for access along and over access ways and parking areas to allow police, building, fire and utility department personnel to inspect and observe such property, buildings and activities on the property as well as for providing emergency and law enforcement services and easements for utilities over and under such access ways. The preliminary Unit Lot Subdivision is subject to the Town's concurrency and park impact fee requirements.

16.19.045 Procedure and requirements—Final Unit Lot Subdivision.

A. Review Procedures—Final Unit Lot Subdivision. Within twelve (12) months of approval of a Preliminary Unit Lot Subdivision, the applicant shall submit one reproducible and six copies of the Final Unit Lot Subdivision to the town planning department for review and subsequent approval by the town council. Unless a phasing plan was approved as part of preliminary Unit Lot Subdivision approval, building permits for the entire project must be submitted in conjunction with the review of the final Unit Lot Subdivision. The town planner and the public works director shall advise the town council as to consistency of the Final Unit Lot Subdivision and construction requirements with the approved preliminary Unit Lot Subdivision. The Final Unit Lot Subdivision shall be reviewed for compliance with the conditions of the Preliminary Unit Lot Subdivision, applicable development conditions, and all other applicable development regulations in effect at the time of application.

B. The Final Unit Lot Subdivision shall include the following:

1. All information required under TCC 16.08.080(G), 16.08.080(H), 16.08.080(I), and 16.08.080(G);

2. A Unit Lot Subdivision Plat prepared by a licensed land surveyor that includes:

- The boundaries of the parent lot and each unit lot
- The location of structures and easements
- Designation of common areas and shared spaces
- Shall include the following notations:
 - *“No individual unit lot shall be considered a separate lot for the purposes of zoning, including but not limited to setbacks, lot coverage, and density. The parent lot, as a whole, shall be treated as one lot for these purposes.”*

- “Development and use of the individual unit lots is subject to the provisions of the Unit Lot Subdivision Ordinance.”

3. Inscriptions or attachments setting forth the limitations and conditions of development;

3. The provisions insuring the development will be in conformance with the Unit Lot Subdivision as approved;

5. All the Final Unit Lot Subdivision must include the following statement: "All development and use of the land described herein shall be in accordance with this Final Unit Lot Subdivision, as it may be amended with the approval of the Town and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. This Unit Lot Subdivision shall be binding upon all now or hereafter having any interest in the land described herein.";

6. A financial guarantee in an amount and form acceptable by the town council guaranteeing completion of project improvements consistent with any approved phasing plan.

C. Approval and Recording. Upon determination of consistency, the final Unit Lot Subdivision shall be signed by the town planner and the public works director and after the approval of the town council filed with the Island County auditor of the county in which the property is located at the applicant's expense. Prior to recording a Unit Lot Subdivision, all taxes for the current year must be paid, together with taxes for any delinquent years. Proof of payment must be indicated by the seals and signatures of the county clerk-treasurer and deputy clerk-treasurer on a certificate shown on the face of the Unit Lot Subdivision with record of survey.

D. Title Certificate. All final Unit Lot Subdivisions shall be accompanied by a title company certification (current within thirty (30) days from filing of the Final Unit Lot Subdivision) confirming that the title of the lands as described and shown on the the Final Unit Lot Subdivision are in the name of the owner(s) signing the the Final Unit Lot Subdivision.

E. Recording— the Final Unit Lot Subdivision.

1. When the Town finds that the Final Unit Lot Subdivision proposed for final approval meets all the conditions of final approval, then the applicant shall take both original Mylar the Final Unit Lot Subdivision maps together with a survey of the property to the Island County auditor. The auditor shall refuse to accept any Final Unit Lot Subdivision and record of survey for filing and recording until the town planner and the public works director have signed the Final Unit Lot Subdivision. One of the originals of said Final Unit Lot Subdivision shall be recorded with the Island County auditor. The other will be stamped by the auditor and forthwith returned to Town of Coupeville. In addition, the applicant will furnish the Town with one paper copy of the Mylar recorded by the auditor. In addition, one paper copy shall be furnished by the applicant to the Island County assessor.

2. The applicant must provide the Town with proof of proper filing and recording before the Final Unit Lot Subdivision becomes valid. This proof shall include a certification by the applicant and the surveyor certifying that the Final Unit Lot Subdivision has not been altered between the time it was approved for recordation and the time of actual recordation by the Island County auditor.

F. Certificates.

1. The Final Unit Lot Subdivision shall be a statement that the Final Unit Lot Subdivision has been made with the free consent and in accordance with the desires of all parties with ownership interest. If the Final Unit Lot Subdivision is subject to dedication, the certificate or a separate written instrument shall contain the dedication of all streets and other areas to the public, and individual(s), religious society(ies) or to any corporation, public or private as shown on the certificate, in a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the

established construction, drainage and maintenance of said road. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having ownership interest in the lands divided and recorded.

2. A certificate is required giving a full and correct description of all lands divided as they appear on the Final Unit Lot Subdivision, including a statement that the division has been made with the free consent and in accordance with the desires of the owners. If the Final Unit Lot Subdivision is subject to a dedication, the certificate or a separate written instrument shall also contain the dedication of all streets and other areas to the public, to an individual or individuals, religious society or societies or to any corporation, public or private as shown on the Final Unit Lot Subdivision and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of the road. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the land divided and recorded as part of the Final Unit Lot Subdivision.
3. A certification by a licensed surveyor is required, licensed in the state, that the Final Unit Lot Subdivision survey is accurate and conforms to the provisions of these regulations and state law.

G. Modifications and Extensions.

1. Site Plan Modifications. Modifications to a Final Unit Lot Subdivision shall be processed in the same manner as the original site plan.
2. The construction authorized under Final Unit Lot Subdivision shall be completed within five years from the date of recording of the site plan or the Final Unit Lot Subdivision shall expire. A single one-year extension may be granted by the town planner at the request of the owner/applicant if said request is submitted to the Town no later than sixty (60) days prior to the expiration of site plan approval.



Town of Coupeville

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STAFF REPORT

DATE: November 5, 2024
TO: Coupeville Planning Commission
FROM: Joshua Engelbrecht, Community Planning Director
RE: Discussion – Housing Element

Planning Commission,

This is our third meeting to review our existing elements of the Comprehensive Plan. This time around, we are looking at our Housing Element. Overall, this Element includes 6 goals and 26 more specific policies. The attachments to this staff report include the specific policy language and the appendix with the data used to inform the 2023 policies.

As part of this discussion and upcoming discussions, Staff will pose the following questions to the Commission about each goal and its associated policies:

1. What is missing from this goal and its policies?
2. Is there anything that should be removed?
3. What do you think this goal does well?
4. What do you think this goal doesn't do well?
5. Are these changes something that the Town should be directly involved in? or is partnership necessary?

We will start our discussion with these overarching prompts and then we can dive into more specific thoughts and recommendations.

The Housing Element is also where a lot of the policies designed to implement our housing and affordability targets set by our countywide planning policies will be located. At our meeting, we also expect to talk through the work we have done to identify where housing gaps exist and highlight potential policy changes beyond what exists currently to meet our targets for housing and affordability.

As a note, within the Appendix (C.3 – future projections), we have our previous population projections and affordability targets. The 2025 comprehensive plan is expected to update these population targets, affordability needs, and more fully integrate the State's guidance on how to meet the intent of the recent legislation.

Attachments:

1. Coupeville 2023 Comprehensive Plan Housing Element and Appendix C

Housing Element

Introduction

The Housing Element addresses the preservation, improvement, and development of housing; identifies land to accommodate different housing types; and makes provisions for the existing and projected housing needs of all economic segments of the community. Coupeville's housing element seeks to ensure that there will be enough housing to accommodate expected growth in the Town, and the variety of housing necessary to accommodate a range of income levels, ages, and special needs. At the same time, the element seeks to preserve existing neighborhood character by including policies that will keep new development compatible. This is an element in which multiple interests need to be balanced, including community character, demographic characteristics, affordability, and others.

The Housing Element is supported by a housing needs analysis, which quantifies existing and projected housing needs and identifies the number of housing units necessary to accommodate projected growth. This analysis is contained in *Appendix C – Housing*.

Growth Management Act (GMA)

The Housing Element is intended to satisfy GMA requirements for long range planning and to supplement information and implement goals and policies within the Comprehensive Plan. Under the GMA (RCW 36.70A.070), the Housing Element is required to:

- Include statements of goals and policies for the preservation, improvement and development of housing
- Include an inventory and analysis of projected housing needs of all economic segments of the community
- Identify sufficient capacity of land for housing
- Identifies local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing and how to undo those impacts



Figure 31 - Residential mailboxes



Figure 30 - Homes in Coupeville

Existing Conditions Summary

According to the 2020 Census, Coupeville has an estimated 1,016 housing units. This is an increase of 123 units since 2010. Approximately 10 percent of all units in Coupeville are vacant.

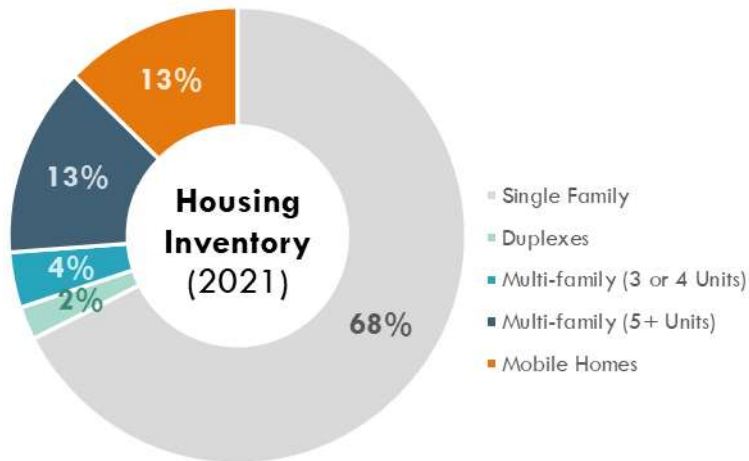


Figure 32 - Housing Inventory by Type, 2021
Sources: OFM, September 2022; BERK, 2022.

About two-thirds of units are one-unit detached structures (single-family homes). Relatedly, approximately 64% of units are owner-occupied. The median value of owner-occupied homes in 2020 was \$369,000 in 2020, a 30% increase since 2010. Owner-occupied household income grew 73% during that time.

Table H-1 – Home Ownership Affordability in Coupeville, 2022

	Median Home Value (2022)	10% Down Payment	Annual Income Needed to Afford*	Households at or Above this Income Threshold*
Median Home	\$630,498	\$63,050	\$192,747	7%
Lower Market Home	\$472,745	\$47,275	\$144,521	12%

Note: ZHVI represents the whole housing stock and not just the homes that list or sell in a given month. Median home value is the median value of all homes (single family residential and condos) in 2022 as of September 2022.

* Assumes access to a 10% down payment, selected based on 2021 trends in home buying summarized by [NAR](#).

**Assumes a 3% annual income increase from 2021 ACS 5-year estimates.

Sources: [ZHVI](#), January - September 2022; U.S. Census, 2017-2021 ACS 5-year Estimates (Table S1901); BERK, 2023.

Approximately 36% of units are renter-occupied. The median rent in 2020 was \$900 per month, a 29% increase since 2010. Renter-occupied household income grew 24% during that time.

Table H-2 – Rental Affordability in Coupeville, 2022



	2015	2021	2022
Average Rent (Island County)	\$1,072	\$1,692	\$1,858
Income Needed to Afford	\$42,880	\$67,687	\$74,310
% of Coupeville households that can afford average rent	49%	53%	48%*

*Assumes a 3% annual income increase from 2021 ACS 5-year estimates.

Sources: ZORI, March 2015 – September 2022; U.S. Census, 2010-2015 and 2016-2020 ACS 5-year Estimates (Table S1901); HUD Income Limits, 2015-2022; BERK, 2022.

Goals and Policies

Goal H-1. Housing Supply. Provide for a sufficient supply, diversity, and affordability of housing to meet community needs.

- H-1.1 Provide for an adequate supply of appropriately zoned land to accommodate Coupeville’s housing growth targets.
- H-1.2 Promote a variety of residential densities and housing types in all price ranges to meet a range of housing needs and respond to changing needs and preferences.
- H-1.3 Encourage integration of smaller housing and “middle” housing types, such as cottages, duplexes, townhouses, and accessory dwelling units, into residential neighborhoods.
-  H-1.4 Encourage infill development on vacant or under-utilized land.
- H-1.5 Evaluate local development standards and regulations for effects on housing costs and barriers to achieving desired housing types.
-  H-1.6 Allow for development of multifamily housing in areas close to shopping, employment, services, and public transportation.

H-1.7 Develop a housing action plan, housing needs assessment, and/or zoning studies to explore options for incentivizing and requiring affordable units in new residential development. At a minimum, consider:

- Density and/or height bonuses in one or more zones in exchange for rent-restricted (or other similar restrictions) affordable housing (including monitoring requirements to ensure long-term affordability).
- Zoning incentives for small homes (e.g. under 1,400 square feet).
- Tax and utility fee exemptions for affordable housing.
- Development of single-room occupancy housing.
- Partnering with religious organizations, Island County, land trusts, and other non-profits to build affordable housing.
- Identification of publicly-owned properties that could possibly serve as sites for the development of affordable housing.
- Cooperate in the establishment of a public/private housing trust fund to provide loans and grants for affordable and supportive housing.
- Expanded tenant protections.
- Other strategic capacity-related land use and zoning changes that fit the Town’s vision, goals, and policies. This could include adjustments to minimize lot sizes for one or more zones or other future land use map changes.

H-1.8 Adopt regulations to discourage redevelopment of existing mobile home parks in order to preserve an existing form of affordable housing. Enact requirements for relocation assistance in the case of physical displacement.

Incentivizing small homes. The average size of new single family home in the United States has been growing for decades, peaking at 2,653 square feet in 2016, according to the US Census. In desirable communities such as Coupeville with relatively low zoned densities, developers tend to build large two-story homes to maximize values on increasingly costly land. One direct solution is to allow developers to build more homes if they are smaller – perhaps no more than 1,000 to 1,400 square feet. This is enough space for two or three bedrooms.

Middle housing (or the “missing middle”) refers to housing choices like duplexes, triplexes, townhomes, accessory dwelling units (ADU’s), and cottage housing that fit between the scale of apartment buildings and single-family homes. This type of housing has been prohibited or difficult to build in many cities and towns since the mid-20th century, but was historically common. It has regained appeal because it can be economical to build and thus have lower costs, providing more affordable housing options.



Figure 33 - Examples of middle housing

Does new housing development affect adjacent property values?

The quick answer to this question is: it depends. Research shows that market value of properties near new housing development generally changes in at least a neutral or a slightly positive direction in the long-term, but property tax bills may decrease because new housing adds shared value to an entire community.

Older adults and people with disabilities on limited incomes are eligible for an exemption from paying some property taxes, depending on their income levels. More information is available from the Island County Assessor’s Department:

<https://www.islandcountywa.gov/269/Exemptions>

Goal H-2. Neighborhoods. Promote the vitality of residential neighborhoods.

- H-2.1 Prioritize and maintain procedures for the protection of historically significant housing sites and structures, including structures that are significant examples of the architectural design of the period prior to 1945.
- H-2.2 Continue to administer the process and standards to permit home occupations in residential areas. Home occupations should be limited to those which are incidental to the primary residential use and do not change the residential character of the structure.

Goal H-3. Supportive Housing. Provide a sufficient supply of housing for populations with unique needs, including independent living for seniors, assisted living, memory care, rehabilitation facilities, and transitional housing.

- H-3.1 Support the capacity for Coupeville residents to age-in-place, including consideration of housing’s location and proximity to services, housing design and access (e.g. availability of single-level and elevator-served housing), and the overall cost of housing for people on fixed incomes.
- H-3.2 Promote supportive housing near services and transit access to help people experiencing disabilities, housing insecurity, and homelessness to transition to more stable and secure housing.
- H-3.3 Encourage private sector efforts to secure federal and/or state funds to provide housing for elderly and disabled residents.

Is low-income housing part of the Comprehensive Plan?

The Town of Coupeville does not propose or manage housing developments. There is not a specific “low-income” housing project proposed by the Town.

An aspiration of the Comprehensive Plan is for housing prices to be stabilized or even lowered so that people of moderate incomes can afford to live in Coupeville – especially the workers who support the Town’s economy like teachers, nurses, restaurant workers, and retail staff. The primary method known to stabilize housing prices is to increase supply so there is more competition among property owners and a variety of options for buyers and renters to choose from.

Acknowledging that even smaller housing units can be out of reach for many people in today’s market, the Plan recommends exploring approaches and strategies for ensuring future housing units intended to for individuals and families of moderate to low income *remain* affordable over a long period of time.

Goal H-4. High-Quality Housing. Encourage the design, construction, and maintenance of housing to keep homes in good condition.

H-4.1 Encourage the preservation and upkeep of existing housing. Conserve the Town’s existing housing stock through continued investment in adequate public services, appropriate zoning, design standards to buffer residential areas from conflicting uses, and encouragement of rehabilitation programs.

H-4.2 Permit and encourage the development of manufactured, prefabricated, and modular housing as an affordable housing option so long as such housing has similar character and appearance as traditional site-built housing in Coupeville and complies with Ebey’s Landing National Historical Reserve Design Guidelines.



H-4.3 Encourage the construction and upgrade of housing with increased standards for soundproofing and weatherproofing to mitigate jet aircraft noise, adapt to the effects of climate change, and improve energy efficiency.



H-4.4 Provide resources to help older residential buildings convert from wood and fossil fuel heating sources to electric heating and heat pumps.

About 28% of Coupeville dwelling units rely primarily on wood or fossil fuel for heating, according to 2020 Census data.

Goal H-5. Collaboration to Provide Affordable Housing. Actively participate and coordinate with other agencies in efforts to meet regional housing needs.

- H-5.1 Continue to participate in local and regional affiliations and alliances to provide affordable housing in Coupeville and across Whidbey Island.
- H-5.2 Seek and advocate for regional, state, federal, and philanthropic funding options to support development of housing for low- and moderate-income households.
- H-5.3 Work with other jurisdictions and health and social service organizations to develop and implement a coordinated, regional approach to homelessness.

Goal H-6. Caring Community. Foster a caring and welcoming community that supports individuals, children, and families in meeting their housing needs.



- H-6.1 Enhance the accessibility of Coupeville’s housing and connections to other land uses, especially for the elderly, people with disabilities, and people using mobility support devices. Specifically:
 - A. Encourage housing choices with single-level units on the ground floor or elevator-accessed multifamily housing.
 - B. Locate age-friendly housing near commercial and civic amenities like shopping destinations and parks.
 - C. Provide safe and accessible connections between housing, commercial areas, and civic amenities through features like paved walkways, curb ramps, and traffic calming.
 - D. Support continuation and expansion of transit services which help seniors living in Coupeville travel around Whidbey

Island without a car, especially those who cannot physically drive or afford to drive.



- H-6.2 Promote housing location and design that encourages healthy living, active lifestyles, and which supports aging in place. For example, locate senior-accessible housing near medical services, parks, and grocery stores.
- H-6.3 Make human services more available, inclusive, and accessible to the Coupeville community. Opportunities and strategies to address a spectrum of community needs include seeking outside funding, establishing service provider partnerships, and evaluating zoning for standards on human service facilities.
- H-6.4 Support Island County Health and Human Services in maintaining current counts of the number of homeless people and other special needs populations in Coupeville to understand the scale of needs.
- H-6.5 Consider human services objectives in developing Town regulations and codes. For example, enforcing code abatement may mean making people homeless. Provide referrals to community resources to assist these residents, before they are abated, is critical.
- H-6.6 Educate the community about and promote affordable and special needs housing and human services facilities and programs. Conduct early and ongoing public outreach and communication during program or project review and apply appropriate conditions of approval that address community concerns such as traffic, public services, or environmental quality.

Appendix C - Housing

C.1 – Demographics

Age

Coupeville’s population is growing incrementally, with higher concentrations than county and state averages for its older adults (65 years or over). Overall rates of growth in the town were less than Island County and the State overall across the past decade (2012-2021) but grew faster over the last five years than the five years prior (**Exhibit 14**).

About half of the town’s population is currently age 65 or older (**Exhibit 15**). The median age in Coupeville (63.6) is nearly 20 years older than Island County (44.1) and 25 years older than the State overall (37.8). Adults aged 65 or older have become a larger share of the town’s population as the population has grown, increasing from 25% in 2010 to 47% in 2021.¹ This is consistent with countywide trends since 2010. Population projections for Island County indicate the median age of the county is increasing at a faster rate than the state as a whole and this trend is expected to continue through 2045 (see the **Future Projections** sections).²

Exhibit 14. Population Over Time and Average Annual Growth Rate (AAGR), 2012-2021

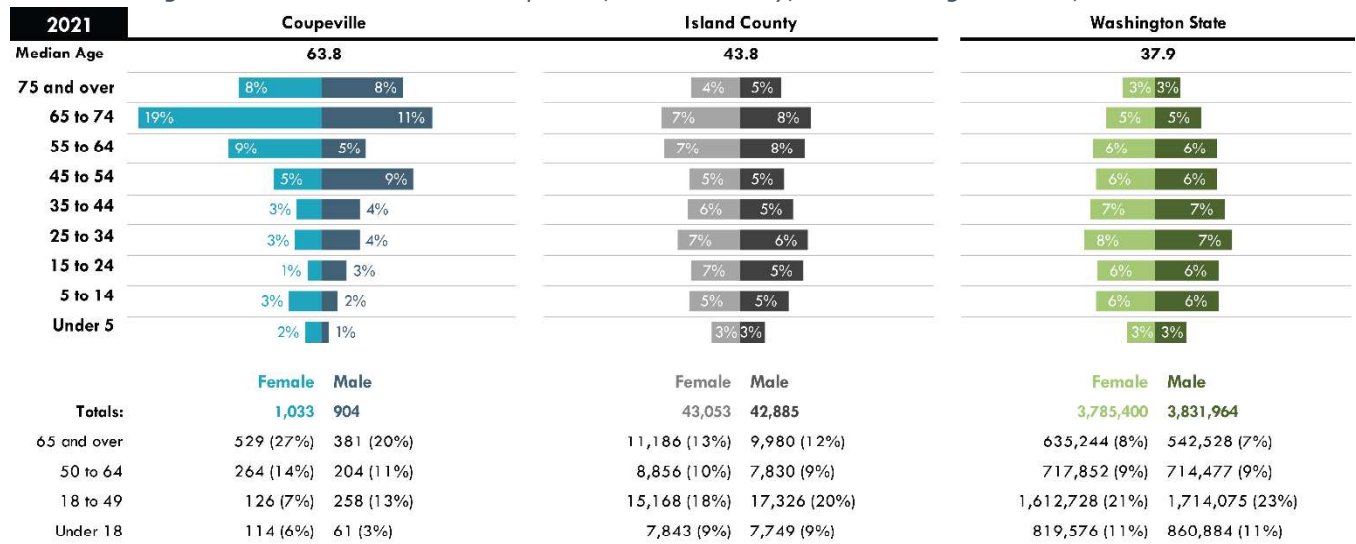
	2012	2016	2017	2020 (Census)	2021	AAGR 2012-2016	AAGR 2017-2021
Coupeville	1,880	1,905	1,905	1,942	1,950	0.3%	0.6%
Island County	79,350	82,910	82,790	86,857	87,100	1.1%	1.3%
State	6,817,770	7,183,700	7,310,300	7,707,047	7,766,975	1.3%	1.5%

Sources: OFM, 2021; BERK, 2022.

¹ ACS 5-Yr Estimates, 2006-2010 and 2017-2021 (Table S0101).

² Island County 2036 Appendix B Population Growth Analysis & Accommodations (page 7).

Exhibit 15. Age and Sex Distribution – Coupeville, Island County, and Washington State, 2021

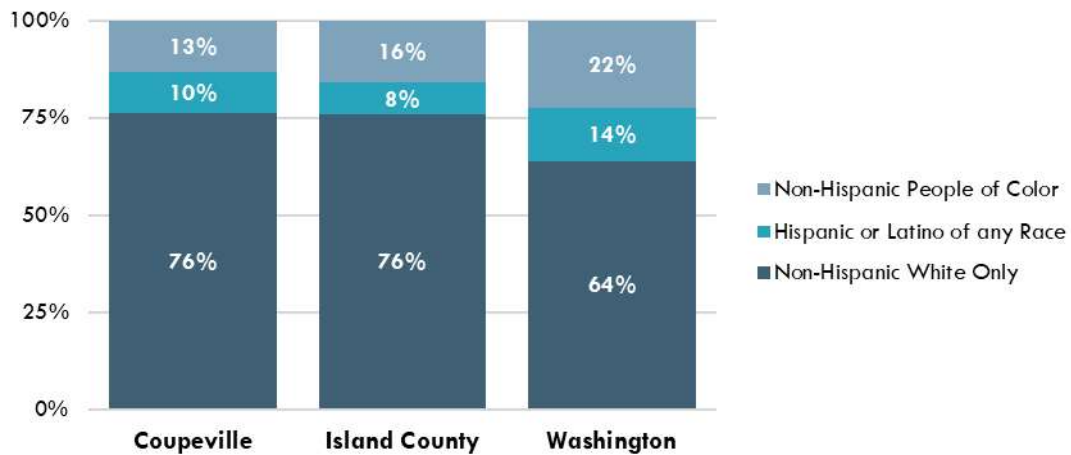


Sources: ACS 5-Yr Estimates, 2017-2021 (Table S0101); BERK, 2023.

Race & Ethnicity

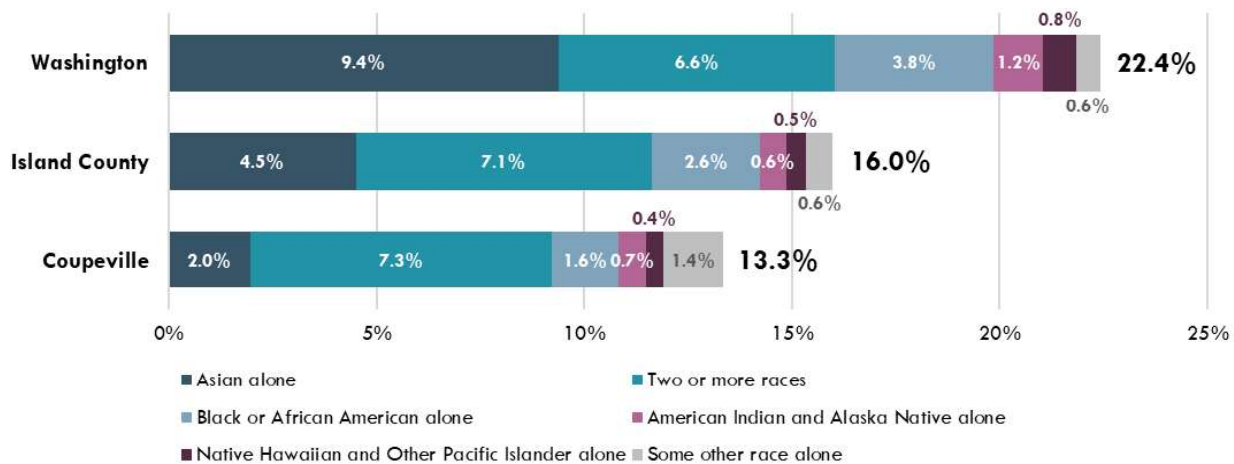
About 10% of residents in Coupeville identify as Hispanic or Latino and 13% identify as a non-Hispanic or Latino person of color, similar to Island County but lower than percentages statewide. See [Exhibit 16](#) and [Exhibit 17](#).

Exhibit 16. Race and Ethnicity of Population – Coupeville, Island County, and Washington State, 2020



Sources: 2020 Decennial Census (Table P2); BERK, 2022.

Exhibit 17. Race and Ethnicity of Non-Hispanic or Latino People of Color – Coupeville, Island County, and Washington State, 2020



Sources: 2020 Decennial Census (Table P2); BERK, 2022.

Segregation in housing by race and income has a long and established history across the U.S. Per the 2020 Census, Census blocks with higher proportions of Hispanic or Latino residents are in south Coupeville (south of SR 20). Blocks with higher proportions of non-Hispanic or Latino persons of color are primarily located west of Main St and south of NW 6th St and in eastern Coupeville.³

Workforce Profile⁴

As of 2019, Census OnTheMap data indicates that there are 1,978 jobs within Coupeville. Nearly three-quarters of jobs are within the health care/social assistance or public administration sectors. Health care and social assistance accounts for 43% of employment within Coupeville followed by public administration (27%), accommodation and food services (8%), and educational services (7%).⁵ More individuals commute into Coupeville for work than leave the town to work in another location (1,878 compared with 536 individuals, respectively). Around 100 individuals that live in the Town also work in the Town as well. Those who commute to Coupeville to work tend to earn more in wages than those who live in Coupeville. See *Appendix D – Economic Stability* for more information about Coupeville’s workforce, major employers/industries, and employment projections.

Seasonal Population Change

The estimated seasonal population change in Central Whidbey is 2,371 people, an increase of approximately 18% over the year-round population.⁶ The Coupeville Chamber of Commerce estimates that Coupeville’s seasonal population ranges from

³ 2020 Decennial Census (Table P2).

⁴ The information in this section is based on data prior to the COVID-19 pandemic.

⁵ U.S. Census Bureau, Center for Economic Studies, 2019.

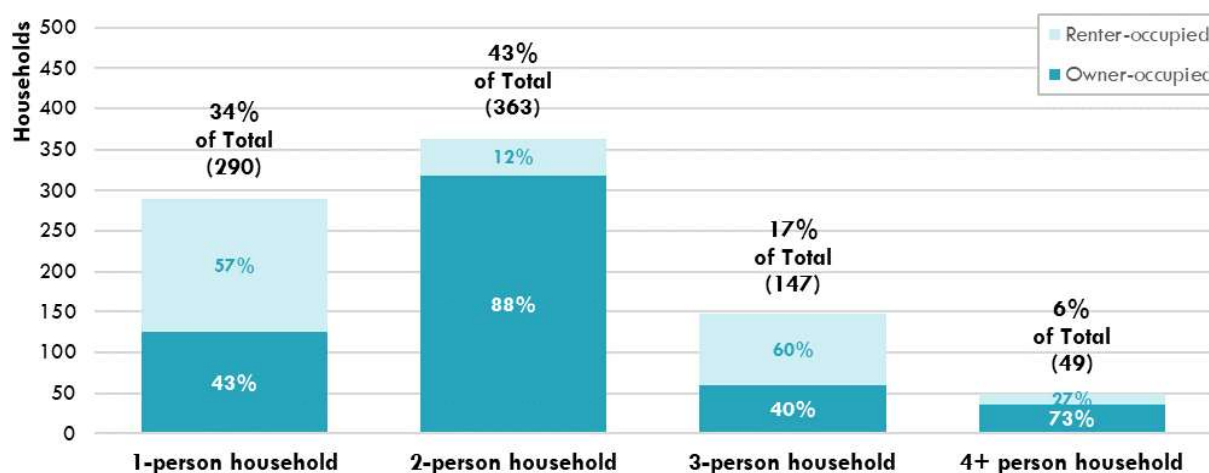
⁶ [Island County Seasonal Housing Report](#), Economic Development Council for Island County, May 2022.

1,000 – 1,500 depending on the time of year (highest in the spring and summer months and lowest in the fall and winter months).⁷

Households

As of 2021, the American Community Survey (ACS) estimates there are 849 households in the Town of Coupeville with an average household size of 2.04 people per household.⁸ About two-thirds of households are owner-occupied (63%) and about one-third are renter-occupied (37%). Two-person households are the largest market for owner housing and single-person households are the largest market for rental housing.⁹ Overall, a little over three-quarters of households have one or two members (77%, **Exhibit 18**).

Exhibit 18. Owner- and Renter-occupied Households by Household Size, 2020



Note: The ACS estimated 849 total households in Coupeville with a margin of error of ±152 households in 2021. This is lower than the OFM estimate but can still be used to consider relative percentages of owner and renter households by size.

Sources: ACS 5-Yr Estimates, 2017-2021 (Table B25009); BERK, 2023.

About two-thirds of households (65%) include an adult age 65 or older and nearly three-quarters (73%) include an adult age 60 or older, up from 37% and 48% in 2010 respectively. Nearly one-quarter of households (23%) consist of adults aged 65 or older living alone. Compared to Island County, a smaller percentage of households in Coupeville include one or more children (13% versus 23%).¹⁰ This is consistent with the age and sex distribution of current residents and the town’s comparatively high median age (**Exhibit 15**). Family and non-family households account for roughly half the

⁷ Coupeville Chamber of Commerce, [Seasonal Population by Quarter](#), Q4 2018 – Q4 2020.

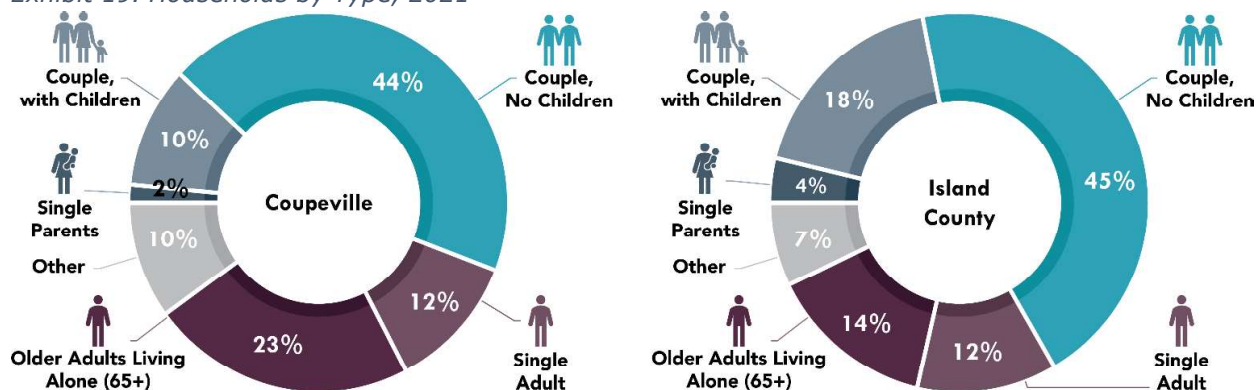
⁸ The U.S. Census Bureau defines a household as a group of people living within the same housing unit. This can be a person living alone, a family, or a group of unrelated people sharing a housing unit. Those living in group quarters, such as a college dormitory, military barrack, or nursing home, are not considered to be living in households. Households are further broken down as either family or nonfamily.

⁹ ACS 5-Yr Estimates, 2017-2021 (Tables DP02 and B25009).

¹⁰ ACS 5-Yr Estimates, 2006-2010 and 2017-2021 (Tables DP02 and S1101).

town’s population each – about 90% of the Town’s non-family households consist of people living alone (**Exhibit 19**).¹¹

Exhibit 19. Households by Type, 2021



Note: Other households includes householders with no spouse or partner present who live with relatives (not including their own children under 18 years) or with only nonrelatives.

Sources: ACS 5-Yr Estimates, 2017-2021 (Tables DP02 and B11012); BERK, 2023.

Household Income

Understanding the relationship and distribution of household income and housing prices is vital to Coupeville’s efforts to plan for its housing needs. A household’s income dictates its housing decisions and opportunities. When summarizing housing affordability by income level, households are typically grouped relative to the U.S. Department of Housing and Urban Development (HUD) Area Median Family Income (HAMFI). Income groups are typically defined as follows:

- Extremely Low Income: ≤30% AMI
- Very Low Income: 30-50% AMI
- Low Income: 50-80% AMI
- Moderate Income: 80-100% AMI
- Above Median Income: >100% AMI

HAMFI for Island County was \$81,000 in 2021.¹² HUD also publishes Consolidated Planning/Comprehensive Housing Affordability Strategy (CHAS) data which groups households by income level relative to AMI. These data include adjustments to account for differences in household size to reflect the fact that the living expenses for a 1-person household are significantly less than those of a family of four. Income limits to qualify for affordable housing are often set relative to HAMFI.

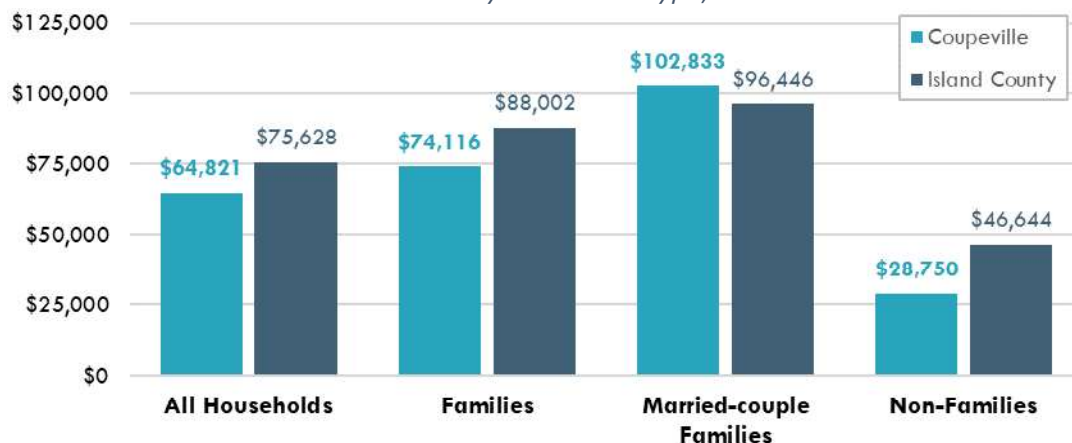
The ACS estimates AMI specific to the City of Coupeville and Island County but does not present household counts by income level relative to HAMFI. Instead, the ACS provides income based on bins by dollar amounts without adjustment for household size (HAMFI takes into account household size while AMI is based on the median income for a four-

¹¹ Non-family households include householders living alone or with only nonrelatives present. ACS 5-Yr Estimates 2015-2019 (Table B11012).

¹² [HUD Income Limits](#), 2021.

person family household). **Exhibit 20** shows 2021 ACS median income in the town and county for all households, families (households with two or more related persons), married couple families, and non-families.¹³

Exhibit 20. Median Household Income by Household Type, 2021



Source: ACS 5-Yr Estimates, 2017-2021 (Table S1901); BERK, 2023.

The ACS lists 2021 median household income for households residing inside the Town of Coupeville as \$64,821, compared with a higher median household income of \$75,628 in Island County and \$82,400 statewide. Family incomes, especially married-couple family incomes, are typically higher than non-family incomes due to the higher earnings from potential multi-income households. These gaps are wider in the town than they are in the county, with non-family households making about one-third of family households and about one-quarter of married-couple family households.

Relative to Island County, a higher proportion of households in Coupeville have annual incomes less than \$25,000 and about the same proportion of households have annual incomes above \$100,000. Between 2010 and 2021, Coupeville saw an increase in the share of households making above \$100,000 per year and a decrease in the share of households making less than \$25,000 per year, reflecting similar trends in Island County (**Exhibit 21**).

Exhibit 21. Household Income in Coupeville and Island County, 2010 and 2021

	2010		2021	
	Coupeville	Island County	Coupeville	Island County
< \$25,000	35%	18%	25%	13%
\$25,000 - \$49,999	24%	25%	18%	18%
\$50,000 - \$74,999	21%	22%	13%	19%

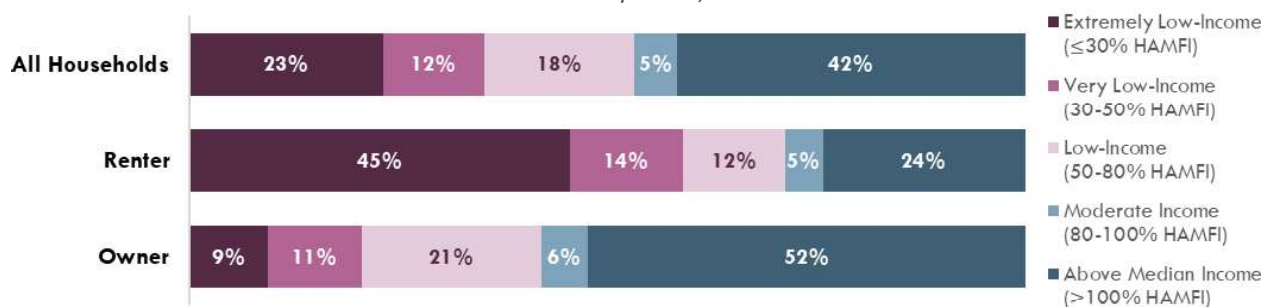
¹³ Family households consist of two or more individuals residing together who are related by birth, marriage, or adoption, and includes any unrelated people (unrelated subfamily members and/or secondary individuals) who may be residing there. A married couple, as defined for census purposes, is a husband and wife enumerated as members of the same household (who may or may not have children living with them). Non-family households consist of people who live alone or who share their residence with only unrelated individuals. U.S. Census Bureau, [Subject Definitions](#).

\$75,000 - \$99,999	9%	16%	11%	16%
\$100,000 or higher	10%	19%	34%	35%

Sources: ACS 5-Yr Estimates, 2006-2010 and 2017-2021 (Table S1901); BERK, 2023.

Exhibit 22 breaks down renter- and owner-occupied households in the Town of Coupeville by income level relative to HAMFI. As of 2019, 23% of all households in Coupeville were considered “extremely low-income,” 12% were considered “very low-income,” and 18% were considered “low-income.” Renter households are substantially more likely to be extremely low-income or very low-income than owner households (59% versus 20%, respectively).¹⁴ Low-income households are likely to struggle with housing affordability and may qualify for income-subsidized rental units that cap monthly payments at 30% of income.

Exhibit 22. Income Level Relative to HAMFI in Coupeville, 2015-2019



Note: Income categories (Extremely Low, Very Low, etc.) are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville. HAMFI = HUD Area Median Family Income. Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

Homelessness

In 2020, counts of homelessness in Island County were reported to be 143 persons, with 65 sheltered individuals and 78 unsheltered individuals.¹⁵ A number of local K-12 students in the Coupeville School District also report they are homeless or in insecure housing situations. Since the 2007-08 school year, the number of students reporting homelessness has ranged from 47 in the 2012-13 school year to 110 in the 2018-19 year school. During the 2021-22 school year, 85 students reported homelessness compared with 79 students in 2007-08 (an increase of 8%).¹⁶ Most of these students report living in doubled-up homes, reflective of the high rates of cost burden experienced among Coupeville households (see the section on **Cost-burdened**

¹⁴ Note that when grouping households by income level, HUD adjusts income thresholds based on household size to reflect the fact that the living expenses for a 1-person household are significantly less than those of a family of four. These adjustments are based on HUD’s published household [income limits](#) needed to qualify for income-restricted affordable housing that is set aside for households at a specified income level or below. The [Washington State Housing Finance Commission](#) publishes an expanded version of these income limits for each county in Washington State.

¹⁵ [Island County Point in Time Counts](#), 2020.

¹⁶ [OSPI Homeless Student Data & Grant Recipients](#), 2007/08 – 2017/18; [OSPI Washington State Report Card](#), 2018/19 – 2021/22.

Households below). This may indicate a growing number of families on the brink of homelessness who need support to access local affordable housing options.

According to [Island County's 2020-2024 5-Year Homeless Housing Plan](#), "the biggest drivers of homelessness in Island County are rising rents, lack of living wage job opportunities, and a lack of diverse housing options, especially affordable housing for low to moderate income individuals and families. Low vacancy rates exist in the for-profit rental market and existing affordable housing is limited with long wait lists."

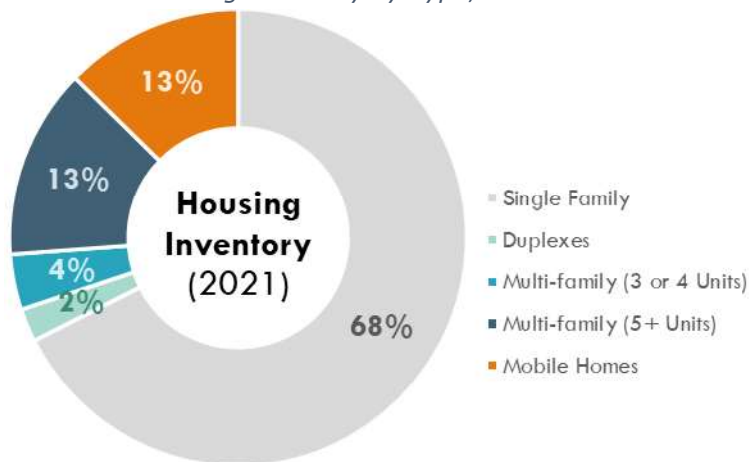
C.2 – Housing Inventory

OFM estimates there were 1,020 housing units in Coupeville in 2021. The housing stock in the city increased by 87 units between 2010-2021.

Type, Age of Housing Stock, and Production

Coupeville has more than three times as many single-family units as multi-family and most of the housing units added between 2010-2021 were single family units (see [Housing Production](#) below). As of 2021, about two-thirds of housing units are single family and about one-fifth are duplexes or multi-family units. About 13% of all units are mobile homes. See [Exhibit 23](#).

Exhibit 23. Housing Inventory by Type, 2021



Sources: OFM, September 2022; BERK, 2022.

There are many reasons why people choose mobile home housing, and it can be an affordable housing option that adds value to the community. Washington state law protects the ability for owners to choose manufactured and mobile homes, restricts zoning from prohibiting manufactured housing, and protects existing manufactured and mobile homes.¹⁷ According to the Department of Homeland Security, which tracks an inventory of mobile home park locations for emergency responses purposes, there were three mobile home parks within the town as of 2022. All of these are located in southern Coupeville near Terry Rd and Main St. The two north of Terry Rd are classified as small (defined as having less than 50 units), and the one to the south is classified as medium (defined as having between 50-100 units).¹⁸ Mobile home parks within the Town include those catering to adults 55 and older and those that are for all ages. Some units are also placed on individual lots in place of stick-built homes.

¹⁷ [RCW 35.21.684](#); [RCW 35A.21.312](#), and [RCW 36.01.225](#).

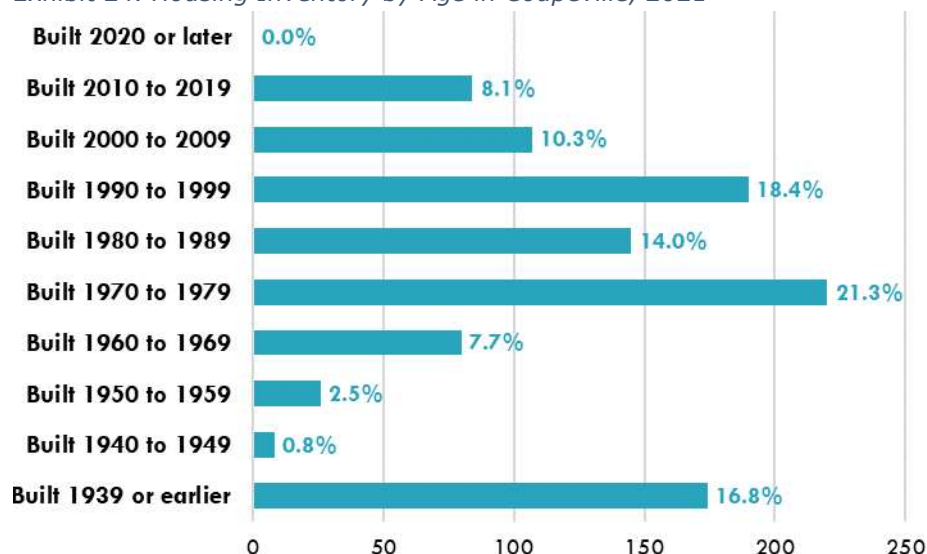
¹⁸ "Mobile Home Parks." [HIFLD Open Data](#), Department of Homeland Security.

Mobile home housing can also be housing of last resort. Units are made from lighter weight components with less structural framing, making them especially susceptible to problems related to poor maintenance. Aging units in poor condition are sometimes the only available option for cost-burdened households priced out of the rest of the market. People who live in mobile home parks risk displacement when land values rise. These conditions are not unique to Coupeville, but to protect local residents from poor living conditions and displacement the community needs to pursue strategies to increase the availability of housing for vulnerable populations.

Housing Age

About 19% of existing units in Coupeville were built since 2000, 61% were built between 1960-1999, and 20% were built prior to 1960 including many of Coupeville’s historic structures (**Exhibit 24**). Older housing stock can be a source of naturally occurring affordable housing if it is well-maintained but requires on-going investment that may be affected by the degree of cost-burden experienced by property owners. The need to rehabilitate structures will continue to increase in coming years.

Exhibit 24. Housing Inventory by Age in Coupeville, 2021



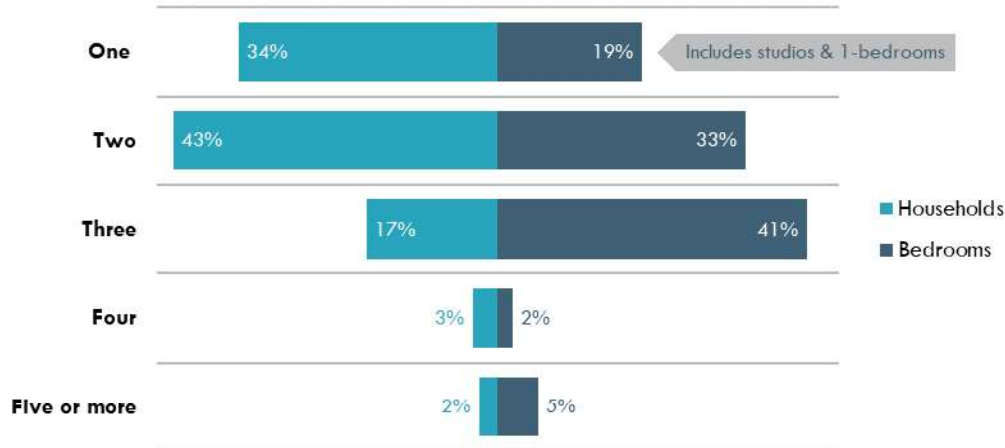
Sources: ACS 5-Yr Estimates, 2017-2021 (Table DP04); BERK, 2023.

Housing Unit Size

There is a mismatch between household size and housing unit size with existing housing stock. As shown in **Exhibit 18**, 77% of households include only one or two-persons. However smaller housing units in Coupeville are in comparatively short supply—only about 52% of the housing stock consists of studio, 1-bedroom units, or 2-bedroom units. This misalignment is particularly pronounced for one-person households; 34% of households are one-person households yet only 19% of housing units have one bedroom or less. Conversely, 48% of housing units have three or more bedrooms, while only 22% of households have three or more members (**Exhibit 25**). This type of mismatch can cause housing affordability challenges. For instance, a single person who doesn’t need or can’t afford a larger home may not be able to find a smaller

option available. Encouraging the development of a greater diversity of housing types and sizes, such as townhomes, multiplexes, small lot single family, cottages, and apartments can provide better options and opportunities for these smaller households.¹⁹

Exhibit 25. Household Size vs. Housing Unit Size in Coupeville, 2021



Sources: ACS 5-Yr Estimates, 2017-2021 (Tables DP04 and B25009); BERK, 2023.

Economic development opportunities seeking to attract major employment to Coupeville may also require a greater diversity of housing types. Such opportunities provide employment for locals but also bring new households into town. Companies with major employment facilities in Coupeville (or looking to locate in Coupeville) may look for availability of a range of housing types to meet a wide variety of employee household needs, including moderate income single-family homes, temporary housing for healthcare workers, and smaller units for couples, singles, and young families.

Vacancy Rates and Seasonal Housing

Vacancy rates in Coupeville are higher than the state and county averages (18% versus 8% and 16%, respectively). The ACS estimates that about 30% of the total vacant units in the town are for rent and 33% are for seasonal, recreational, or occasional use. The remainder of vacant units are either for sale, sold but unoccupied, for migrant workers, or listed as other vacant.²⁰

Countywide, approximately 11% of the housing units have seasonal or recreational use. This is the highest rate amongst the 10 counties in Washington State with the greatest number of total housing units (Whatcom County is the only other county in this list above 2% seasonal housing). Approximately 1,129 seasonal housing units are located in Central Whidbey, which comprises 14% of the total housing unit stock in that area (Coupeville is within the Central Whidbey area).²¹

¹⁹ [Bring Back Missing Middle Housing](#), AARP, 2018.

²⁰ ACS 5-Yr Estimates, 2017-2021 (Tables DP02 and B25004).

²¹ [Island County Seasonal Housing Report](#), Economic Development Council for Island County, May 2022.

Affordability

Cost-burdened Households

One of the best indicators of affordable housing needs is the number of households that are "cost-burdened" or spending too much of their income on housing. High rates of cost-burdened households signal a lack of affordability in the housing market. These households must make difficult choices in prioritizing purchases for other necessities such as food, healthcare, and childcare to make ends meet. Cost-burdened households are also at higher risk of displacement and housing instability with rising rents, property tax increases, or other life circumstance changes.

HUD considers housing to be affordable if it costs no more than 30% of a household's income. Households paying more than 30% of their monthly income for housing are considered **cost-burdened**, while households paying more than 50% are **severely cost-burdened**. Given the lag in data collection, HUD's cost burden estimates are based on 2019 ACS surveys. It is likely that experienced rates today are higher than shown here, given the widening gap between incomes and housing costs in recent years.

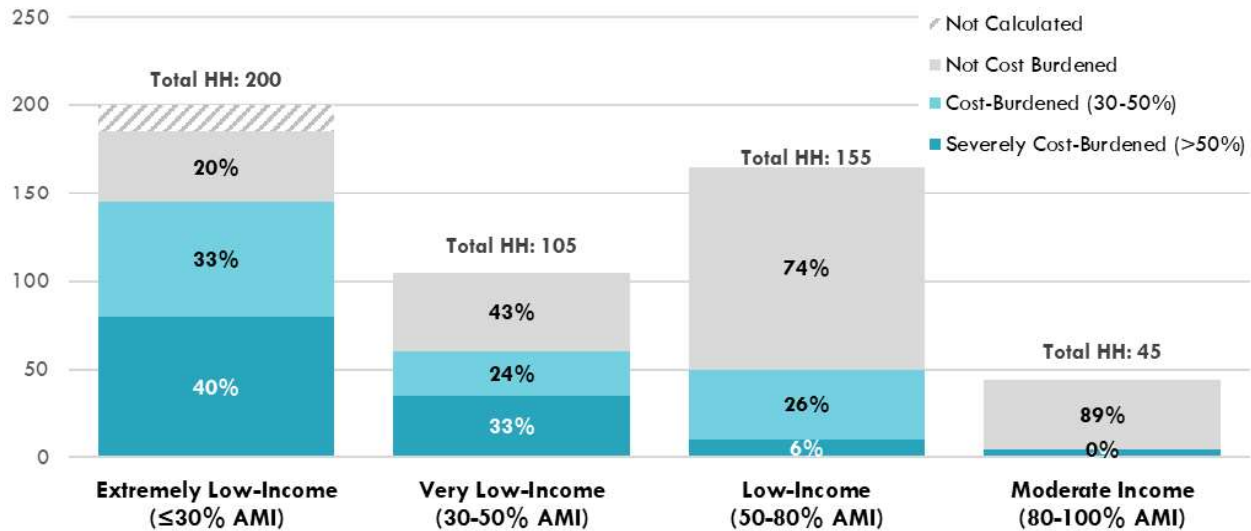
In 2019, 32% of all households in Coupeville were cost-burdened, with 15% severely cost-burdened. These rates are similar to those in Island County overall (31% and 13%, respectively). Impacts of cost burden are most concerning for low-income households, where there simply is not enough money to meet basic family needs after housing costs. Approximately 73% of extremely low-income households and 57% of very low-income households experience either moderate or severe cost-burden, compared with less than 1% of those with a moderate income. These households are also much more likely to be severely cost-burdened as shown in **Exhibit 26**. Housing cost burden has serious consequences for health and well-being, particularly for young children or older adults, with higher needs for adequate nutrition and medical care.

Measuring Cost Burden

This appendix uses HUD's methodology for gauging housing cost burden among Coupeville households. This is a widely used but imperfect metric based on the 30% threshold negotiated in Congress in 1969. The metric does not account for differing needs by household type – whether that includes medical bills, childcare, or transportation costs—or the variation in cost of living across geographies. The cost burden metric also sets a flat rate across income brackets, while proportional increases in housing costs affect lower income households dramatically and may simply represent amenity preferences for higher income households. Low-income households who are not "cost burdened" may be settling for substandard housing conditions to afford other necessities.

Source: [HUD Office of Policy Development & Research](#).

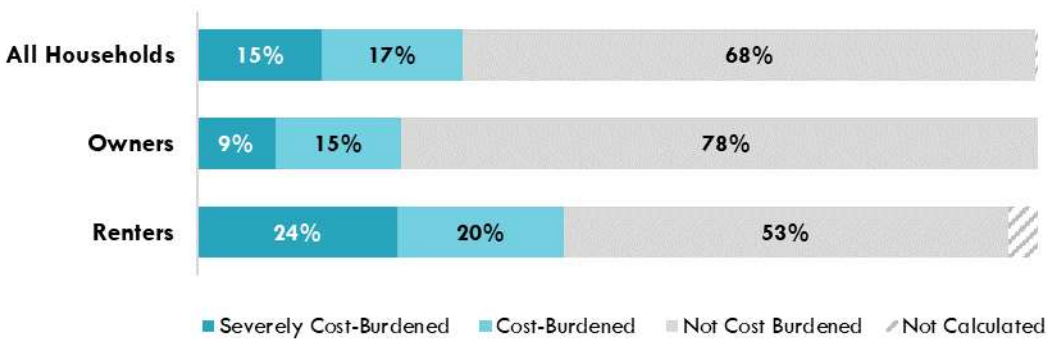
Exhibit 26. Cost Burden Status by Income Level, Coupeville Households, 2019



Note: Income categories (Extremely Low, Very Low, etc.) are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville. Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

As shown in **Exhibit 27**, renters are also more likely than homeowners to experience cost burden. Nearly half of Coupeville renter households experience moderate or severe cost-burden, compared with about one-quarter of homeowner households.

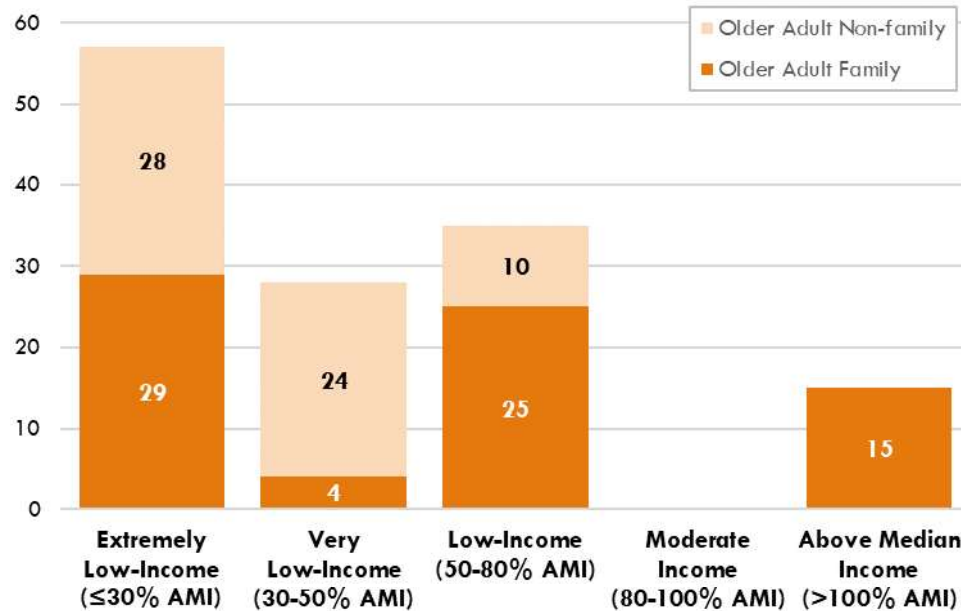
Exhibit 27. Household Cost Burden by Tenure in Coupeville, 2019



Note: Income categories (Extremely Low, Very Low, etc.) are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville. Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

As shown in **Exhibit 28**, 120 older adult (62+) households in Coupeville are both cost-burdened and low-income. Older adult households account for 29% of all extremely low-income households in Coupeville. Rates of cost burden are particularly high among Coupeville’s older adult households. About one-quarter of all older adult households (family or non-family with at least one person age 62+) are cost-burdened.

Exhibit 28. Cost Burdened Older Adult (62+) Households in Coupeville, 2019



Note: Income categories (Extremely Low, Very Low, etc.) are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville. Older adult families are defined by HUD as households with 2 persons, either or both age 62 or over. Older adult non-families are households with 1-2 unrelated persons, either or both age 62 or over (this group includes older adults living alone).
 Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

About half of the town’s population is currently age 65 or older (see [Exhibit 15](#)). Adults aged 65 or older have become a larger share of the town’s population as the population has grown, increasing from 25% in 2010 to 47% in 2021.²² This is consistent with countywide trends since 2010 and the trend is likely to continue. Many older adult households represent individuals who are retired and rely on social security checks, retirement income, and accumulated wealth that must be budgeted over an undetermined length of time.²³ These resources vary widely from one household to the next and are not easily captured by Census data. These individuals may also require costly medical care or household assistance, which can further strain finances. Those who live alone are particularly vulnerable to financial shocks without community and family support networks. Many older adults who live alone at this age may also develop disabilities or other medical issues. This is a countywide issue, and studies have shown that shortages of accessible housing and limited access to transit combine to create housing challenges for older and disabled adults.²⁴

Households with members living with a disability in Coupeville are also at high risk for cost-burden. Quantitative data on this topic is not extensive but does show that

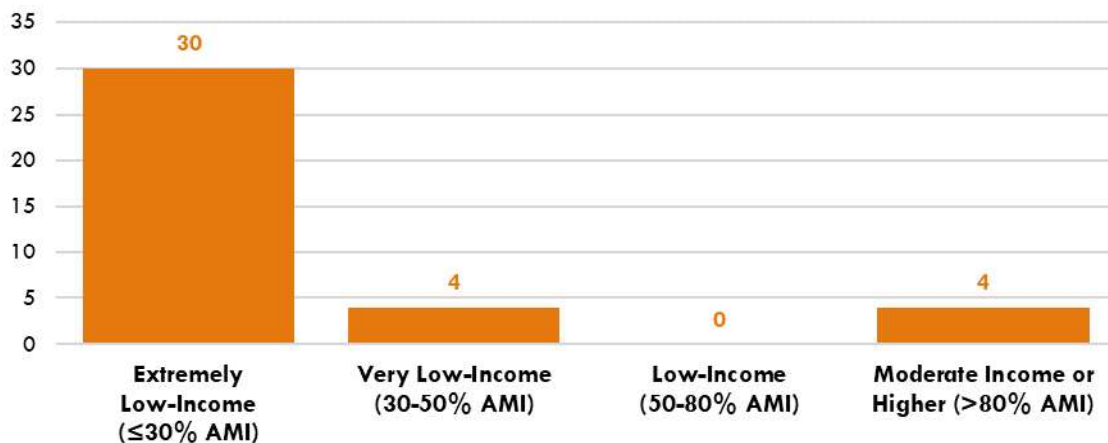
²² ACS 5-Yr Estimates, 2006-2010 and 2017-2021 (Table S0101).

²³ The ACS estimates 54% of households in Coupeville have Social Security income and 40% have retirement income (compared to 40% and 32% in 2010, respectively). ACS 5-Yr Estimates, 2006-2010 and 2017-2021 (Table DP03).

²⁴ [Housing America’s Older Adults](#), Joint Center for Housing Studies of Harvard University.

extremely low-income households with a member with a cognitive limitation face more housing unit problems, including cost burden, as shown in **Exhibit 29**.

Exhibit 29. Disability Status for Households with One or More Housing Unit Problem in Coupeville by Income Level, 2019



Note: Income categories (Extremely Low, Very Low, etc.) are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville. Housing unit problems include lacking complete kitchen facilities, lacking complete plumbing facilities, overcrowding (a unit with more than 1 occupant per room), or with cost burdens more than 30%.

Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

Affordability is a complex issue influenced by many factors and this share of income approach to measuring affordability is not a perfect metric. While the approach highlights the problem of affordability, it may inadequately describe problems faced by households with lower incomes. For example, households with higher incomes could pay 30% or more of their income on housing and have enough money left over to avoid difficult budget tradeoffs that a lower income family would encounter. Higher income households would also be able to afford considerably more and have far more options than households whose incomes are at or below the city median of \$64,821 per year (whose affordability index places them with a total monthly housing cost not to exceed \$19,446 per year or \$1,620 a month). Another concern is that measuring just the share of income spent on housing does not adequately capture the cost of tradeoffs often made to reduce housing costs.

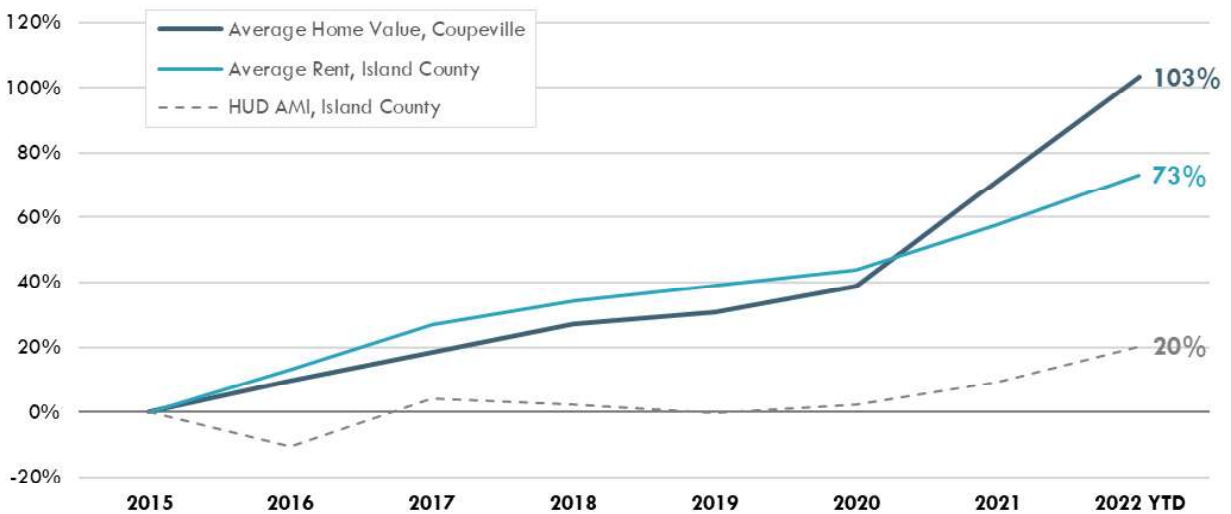
Home Ownership

Home ownership is an important topic to consider since it is the main way most American families accumulate wealth. Home ownership in advantaged neighborhoods also provide access to amenities and social capital that can lead to better life opportunities. As of 2021, about two-thirds of occupied households in Coupeville were owner-occupied (64%).²⁵ While homeowners are generally less cost burdened than renters, low-income owner households are more likely to be cost-burdened than those with moderate or above median income.

²⁵ ACS 5-Yr Estimates, 2017-2021 (Table B25009).

Since 2015, housing costs have risen at a faster pace than incomes in Coupeville – home prices increased by 103% from 2015 to 2022 while median family income in Island County increased by 20% (**Exhibit 30**). This trend puts a squeeze on household finances and limits access to home ownership for first time home buyers. Home prices in Coupeville are similar to Island County overall despite slightly higher median household income in the county. As of September 2022, the average home value in Coupeville was \$630,498 and the average value of a lower market home was \$472,745 (**Exhibit 31**).²⁶ Prices are impacted by limited supply and a lack of fluidity in the housing market.

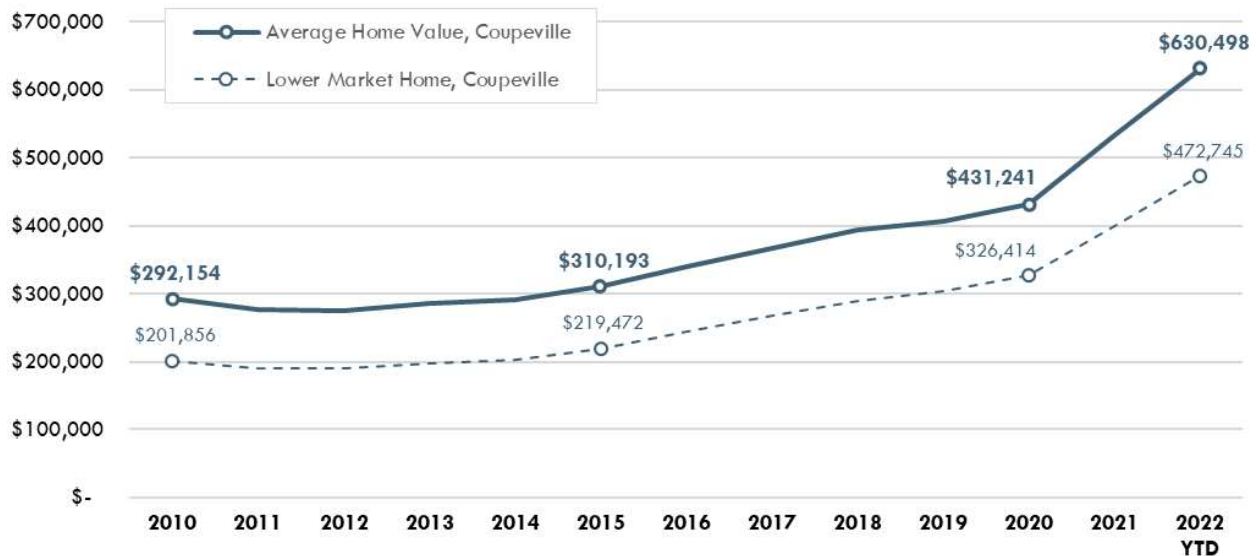
Exhibit 30. Percent Change Since 2015 in Average Home Value, HAMFI, and Average Rental Rates



Sources: [Zillow Home Value Index \(ZHVI\)](#) and [Zillow Observed Rent Index \(ZORI\)](#), March 2015 – September 2022; HUD Income Limits, 2015-2022; BERK, 2022.

²⁶ The [Zillow Home Value Index \(ZHVI\)](#) provides median home values in the Town of Coupeville for all ownership homes as well as averages among lower market or “Bottom Tier” homes (those in the 5th to 35th percentile of all units by value) and higher market or “Top Tier” (those in the 65th to 95th percentile of all units by value). ZHVI represents the whole housing stock and not just homes that list or sell in a given month.

Exhibit 31. Average and Bottom Tier Home Price in Coupeville, 2010-2022



Sources: [Zillow Home Value Index \(ZHVI\)](#), January 2010 – September 2022; BERK, 2022.

Why do we care about affordable home ownership?

Home ownership is the greatest source of wealth building for Americans. Advantages to home ownership include the ability to fix monthly housing costs over time and favorable tax policy, such as the mortgage interest deduction. Stable housing allows people to remain in a neighborhood or area, which can promote stronger social networks.

Home ownership comes with risk as well, and it is important to remember that it is not the best choice for every household. In addition, to significant upfront costs for down payments, and transaction costs, some families prefer the flexibility of rental housing and the freedom from large, unexpected maintenance needs. An equitable housing market will offer quality housing for both rental and ownership households, at all income levels.

Sources: [Brookings](#), 2019; [Urban Institute](#), 2018; [Harvard Joint Studies for Housing Research](#), 2013.

Home ownership is dependent upon two primary components: the ability to save for a down payment and the ratio of monthly mortgage payments to monthly income. Saving for a down payment and meeting the credit score required to secure a loan can be a challenge for lower income households. Low- and moderate-income households may pay rent similar to or exceeding a mortgage payment rate but struggle to save enough cash for a down payment, which typically ranges from 7-17% of the home cost for individual buyers.²⁷ Washington State offer first time homebuyer programs and down payment assistance programs to qualified buyers in Coupeville. However, passing the required unit inspection can sometimes be a challenge for low and moderately priced homes in the community, creating another barrier to homeownership.

²⁷ Based on 2021 trends in home buying, as summarized by [National Association of Realtors](#). The typical down payment for first-time buyers was 7% while the typical down payment for repeat buyers was 17%.

Home ownership can also vary by race and ethnicity. While 10% of residents in Coupeville identify as Hispanic or Latino, the ACS estimates that Hispanic or Latino households occupy less than 1% of owner-occupied housing units. Similarly, 13% of residents identify as a non-Hispanic or Latino person of color but only 8% of owner-occupied housing units are occupied by a non-Hispanic or Latino person of color.²⁸

Exhibit 32 and **Exhibit 33** estimate the income needed to afford a median home and a lower market home in Coupeville, assuming the household has 10% down payment in savings available for the purchase. It also shows the percentage of all households in the town at or above these income thresholds. In Coupeville, monthly payments for an average priced home are only considered affordable for households earning \$192,747 or more annually. This makes the average home affordable to about 7% of Coupeville’s households even though 64% of Coupeville households are homeowners. Lower market homes, identified as those within the 5th-35th percentile of values, are available to about 12% of the local population or households earning greater than \$144,521 annually. Even for married households, whose median household income is significantly higher than all households (see **Exhibit 20**), the annual income needed to afford a median or lower market home is greater than the median household income.

Exhibit 32. Home Ownership Affordability in Coupeville, 2022

	Median Home Value (2022)	10% Down Payment	Annual Income Needed to Afford*	Households at or Above this Income Threshold*
Median Home	\$630,498	\$63,050	\$192,747	7%
Lower Market Home	\$472,745	\$47,275	\$144,521	12%

Note: ZHVI represents the whole housing stock and not just the homes that list or sell in a given month. Median home value is the median value of all homes (single family residential and condos) in 2022 as of September 2022.
 * Assumes access to a 10% down payment, selected based on 2021 trends in home buying summarized by [NAR](#).
 **Assumes a 3% annual income increase from 2021 ACS 5-year estimates.
 Sources: [ZHVI](#), January - September 2022; U.S. Census, 2017-2021 ACS 5-year Estimates (Table S1901); BERK, 2023.

²⁸ 2020 Decennial Census (Table P2); ACS 5-Yr Estimates, 2017-2021 (Table S2502).

Exhibit 33. Home Ownership Costs for Median and Lower Market Home in Coupeville, 2022

		Lower Market Home (2022)	Median Home (2022)
Cost to Purchase	Value (\$)	\$ 472,745	\$ 630,498
	Assumed 10% down payment (\$)	\$ 47,275	\$ 63,050
	Mortgage amount (\$)	\$ 425,471	\$ 567,448
	Interest rate	7.114%	7.114%
	Monthly payments over course of loan	360	360
	Monthly mortgage payment (\$)	\$ 2,863	\$ 3,819
Annual Housing Expenses	Mortgage payments (\$)	\$ 34,360	\$ 45,826
	Property tax (\$)	\$ 4,505	\$ 6,009
	PMI (\$)	\$ 4,255	\$ 5,674
	Insurance (\$)	\$ 236	\$ 315
	Annual costs (\$)	\$ 43,356	\$ 57,824
	Monthly costs (\$)	\$ 3,613	\$ 4,819
Affordability	Monthly Income Needed	\$ 12,043	\$ 16,062
	Annual Income Needed	\$ 144,521	\$ 192,747

Note: ZHVI represents the whole housing stock and not just the homes that list or sell in a given month. Median home value is the median value of all homes (single family residential and condos) in 2022 as of September 2022. Assumptions: Interest rate of 7.114% based on 30-year mortgage and refinance rates as reported by Zillow on November 1, 2022. Property tax rate of \$9.530435 per \$1,000 of assess value per the Island County 2022 tax levy rates. Private mortgage insurance rate of 1.0% and insurance rate of \$5.00 per \$1,000 of assess value. Sources: [ZHVI](#), January - September 2022; [Island County Tax Levy Rates](#), 2022; U.S. Census, 2017-2021 ACS 5-year Estimates (Table S1901); BERK, 2023.

Rental Housing

As of 2021, about one-third of occupied households in Coupeville were renter-occupied (37%).²⁹ Renters are generally more likely to be cost burdened than owners and low-income and moderate income renter households are more likely to be cost-burdened than those with above median income. Since 2015, average rental rates in Island County have also risen at a faster pace than incomes in Coupeville (though rental rates have risen at a slightly lower rate compared to home prices) – average rental rates in Island County increased by 73% from 2015 to 2022 while median family income increased by 20% (**Exhibit 30**). However, many renters are cost-burdened and average rent is unaffordable for about half of Coupeville households (**Exhibit 34**). Renter households are also more likely to be low-income compared with owner households – 59% of renter households are low-income by HUD standards compared with 20% of owner households.

Exhibit 34. Rental Affordability in Coupeville, 2015-2022

	2015	2021	2022
Average Rent (Island County)	\$1,072	\$1,692	\$1,858
Income Needed to Afford	\$42,880	\$67,687	\$74,310
% of Coupeville households that can afford average rent	49%	53%	48%*

*Assumes a 3% annual income increase from 2021 ACS 5-year estimates.

Sources: [ZORI](#), March 2015 – September 2022; U.S. Census, 2010-2015 and 2016-2020 ACS 5-year Estimates (Table S1901); HUD Income Limits, 2015-2022; BERK, 2022.

As of September 2022, the average rent in Island County was \$1,858 which requires a household income of \$74,310 to be considered affordable (about 83% of 2022 HAMFI for Island County; **Exhibit 34**). Rental rates in Coupeville may be lower than those of the county overall – the 2020 ACS estimates median rent in Coupeville was \$900 as of 2020.³⁰ However, this number is based on 5-year averages of data so it includes rents from the period between 2016 and 2020. Given the rapid recent increases in housing costs, which have continued even during the COVID-19 pandemic, this estimate likely does not reflect current costs in Coupeville. Median household income is also lower in Coupeville than Island County (**Exhibit 20**) so the overall percentage of households able to afford rent may not be any higher.

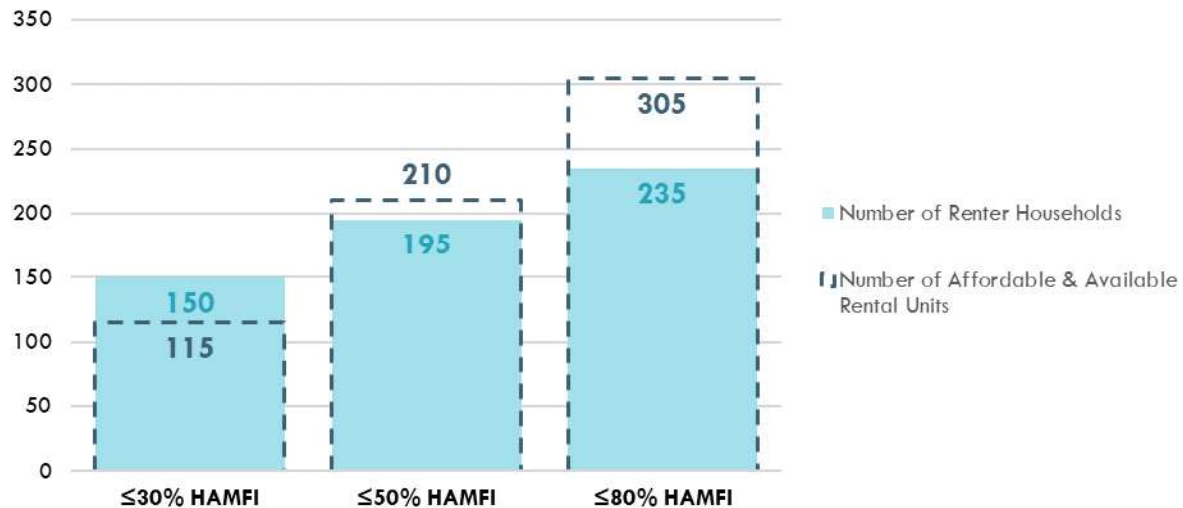
Exhibit 35 shows the HUD CHAS estimated cumulative number of renter households with incomes below three different thresholds, as well as the number of rental housing units in Coupeville that would be affordable to them. **Exhibit 36** shows the HUD CHAS summary of renter households by income level compared to available rental housing units affordable to each income level. The CHAS data shows a shortage of rental units affordable to renter households under 30% HAMFI but a cumulative surplus of units for

²⁹ ACS 5-Yr Estimates, 2017-2021 (Table B25009).

³⁰ ACS 5-Yr Estimates, 2016-2020 (Table DP04).

households under 50% or 80% HAMFI which is consistent with data on housing cost-burden.

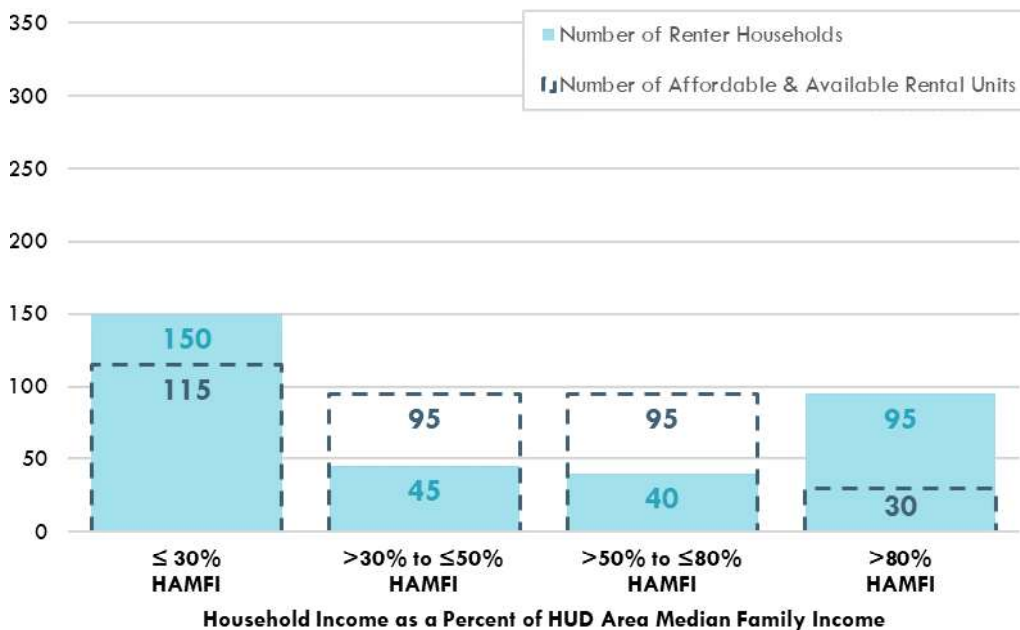
Exhibit 35. Cumulative Rental Households by Income Compared to Rental Supply by Affordability, 2019



Note: Income categories are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville.

Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

Exhibit 36. Rental Households vs. Available Rental Units by Income Level, 2019



Note: Income categories are based on Island County 2019 HAMFI of \$73,900. Households include only those in the Town of Coupeville.

Sources: HUD CHAS (based on ACS 5-Yr Estimates, 2015-2019); BERK, 2022.

As described in the **Cost-burdened Households** section, 73% of households below 30% HAMFI are either moderately or severely cost-burdened, as are 57% of

households earning 30-50% HAMFI and 32% of households earning 50-80% HAMFI (**Exhibit 26**). For comparison, only 1% of households earning 80-100% AMI are cost-burdened. These factors indicate that households in the lowest income categories are up-renting due to the lack of available housing at that income level. Similarly, while there is adequate cumulative housing supply below 80% of AMI, many of those units are occupied by households with incomes above 80% of AMI. This reduces the supply of housing that is both affordable and available to lower income households. Increasing the supply of rental housing at the upper end of the market could help free up more existing units for lower income households.

Housing Affordability for Coupeville's Workforce

Many workers in the Town of Coupeville face difficulties obtaining affordable housing. Data from the Bureau of Labor Statistics indicate that workers in several occupations across the town's major employment sectors and desired expanded employment sectors – including healthcare support occupations (nursing/medical assistants, home health aides), food service and restaurant workers, retail salespeople, and childcare providers – would be unable to afford the average rental rates in Island County and Coupeville discussed above without incurring cost burden.³¹ Other occupations where annual wages were not high enough for households to afford current rent include janitors and maids, bank tellers, food preparation workers, bartenders, and emergency medical technicians. These jobs are all key parts of the local economy and support a variety of businesses and services required for the community. To balance their household budgets, many lower-wage workers may move to areas farther away. Investing in affordable housing can help the local workforce, especially lower-wage workers, to live within easy reach of employment centers and in the communities they serve.

Subsidized Housing

HUD evaluates household income eligibility for housing assistance programs at the regional level. Based on regional thresholds, 235 low-income renter households in Coupeville could potentially qualify for income-subsidized housing, either through income-restricted affordable units or market-rate rental housing vouchers (more than 70% of renter households; **Exhibit 22**). There are a variety of programs that support subsidized housing, including the Section 8 Housing Choice Voucher, Low-Income Housing Tax Credit, and Section 515 Rural Rental Housing programs.

- **Section 8 Housing Choice Voucher (HCV) Program.** Households that spend more than 30% of their income on rent, utilities, and other housing expenses qualify for federal housing assistance through the Section 8 Housing Choice Voucher (HCV) program. Some vouchers are project-based, meaning they are tied to specific housing units. Other vouchers are tenant-based, meaning they are provided to a household and can be spent on the unit of their choice. This may include a subsidized unit included in an affordable housing project or a market-rate unit. The

³¹ Annual wages are based on the US Bureau of Labor Statistics May 2021 Occupational Employment Statistics for the Western Washington nonmetropolitan area, which includes Island County (https://www.bls.gov/oes/current/oes_5300006.htm#21-0000 and <https://esd.wa.gov/labormarketinfo/occupations>).

Housing Choice Vouchers (HCV) program provides the Island County Housing Authority (ICHA) with vouchers to administer to qualifying households throughout the county. The ICHA Section 8 waiting list was last open May 2015 (the first time the list was open since March 2009).³²

- **Low-Income Housing Tax Credit (LIHTC) program.** These tax credits are used for the acquisition, rehabilitation, or construction of rental housing targeted to lower-income households. Rents are set to a specific level of affordability identified in the overall project and are not adjusted based on tenant income. For example, a project built to support residents at 60% AMI may not be affordable for households with lower incomes.
- **515 Rural Rental Housing.** These are mortgages made by the USDA to provide affordable rental housing for very low-, low-, and moderate-income families, elderly persons, and persons with disabilities. Borrowers may use the funds to purchase buildings or land, to construct or renovate buildings, and to provide necessary facilities such as water and waste disposal systems. Very low-, low-, and moderate-income families, elderly persons, and persons with handicaps and disabilities are eligible to live in Section 515-financed housing (very low income is defined as below 50% AMI; low-income is between 50-80% AMI, and moderate income is capped at \$5,500 above the low-income limit). Tenants pay basic rent or 30% of adjusted income, whichever is greater. Those living in substandard housing are given first priority for tenancy.

Subsidized housing in Coupeville is available but limited (**Exhibit 37**). A total of 74 units of income-restricted subsidized housing are currently located in Coupeville. As of December 2021, Island County Housing Authority also manages 205 active housing choice vouchers.³³ Vouchers can be used in subsidized units or in market rate housing, so estimating the total number of subsidized units in Coupeville is challenging. Given these numbers and the limited amount of subsidized housing available, many qualified households still cannot receive housing.

Exhibit 37. Income-Restricted Subsidized Housing Units in Coupeville

Property	Managed By	Type	Subsidized Units
CamBey Senior Apartments	Senior Services of Island County	Elderly (62+), Section 8, HOME	50 Units: (50) 1-bedroom
Madrona Valley Apartments	Interstate Realty Management (The Michaels Organization)	Family, Low Income Housing Tax Credit (LIHTC), 515 Rural Rental Housing	24 Units: (6) 1-bedroom, (14) 2-bedroom, (4) 3+ bedroom
Total Subsidized Units			94 Units

Sources: [Island County Housing Support Center](#), 2018; National Housing Preservation Database 2021; PolicyMap, 2022; BERK, 2023.

³² <https://affordablehousingonline.com/housing-authority/Washington/Island-County-Housing-Authority/WA024#wl96475>.

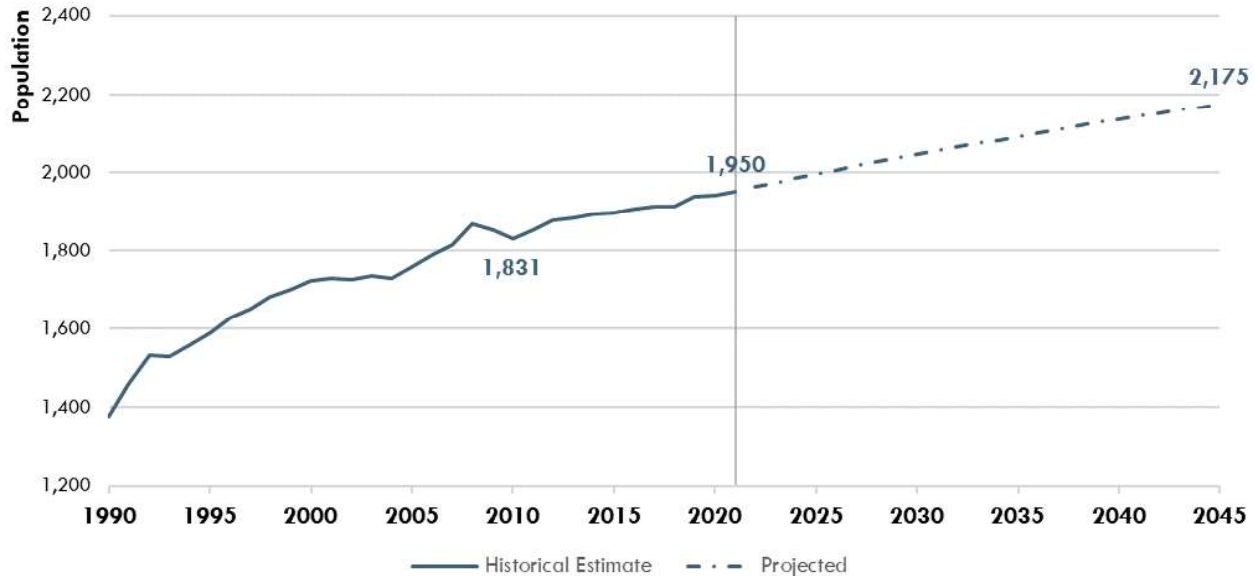
³³ Per HUDs most recent Voucher Management System report as summarized by [Affordable Housing Online](#).

C.3 - Future Projections

Population Growth

Consistent with growth trends and Island County’s 2016 Buildable Lands Analysis, the Town of Coupeville is planning for a projected population of 2,175 by 2045, an increase of 225 people or approximately 111 households (**Exhibit 38**).³⁴

Exhibit 38. Coupeville Population, Historical (1990-2021) and Projected (2022-2045)



Note: Historical estimates in census years are a count while intercensal years are estimates.

Sources: [OFM Historical April 1 Intercensal Estimates of Population](#), 1990-2000 prepared March 2002; 2000-2010 last revised June 23, 2016; 2021 last revised November 30, 2021; [OFM GMA Population Projections for Counties 2010-2040 with 2050 Supplemental](#), December 2017; [Island County 2036 Appendix B: Population Growth Analysis & Accommodations](#), 2016; BERK, 2022.

Age cohort analysis can help Coupeville anticipate the most suitable types of housing stock for tomorrow’s residents. Since 2010, older adults have become a larger share of the county and town’s populations and, correspondingly, the percentage of households that include at least one older adult have increased. As of 2021, nearly half of Coupeville’s population is 65 or older (47%) and about two-thirds of households (65%) include an adult age 65 or older, nearly three-quarters (73%) include an adult age 60 or older, and nearly one-quarter (23%) are single adults age 65 or older living alone. See **Exhibit 39**.

³⁴ Assumes an average household size of 2.04 per the US Census 2016-2020 ACS (Table S1101).

Exhibit 39. Summary of Age and Household Characteristics in Coupeville and Island County, 2010 and 2021

	Coupeville		Island County	
	2010	2021	2010	2021
Median Age	46.5	63.8	42.4	43.8
Adults Aged 65+	25%	47%	17%	25%
Households with an Adult Aged 65+	37%	65%	30%	41%
Households with an Adult Aged 60+	48%	73%	41%	52%
Older Adult Household Living Alone (Age 65+)	22%	23%	10%	14%

Sources: ACS 5-Yr Estimates, 2006-2010 and 2016-2020 (Tables S0101, S1101, and DP02); BERK, 2022.

Population projections for Island County indicate that the share of older adults is expected to continue increasing.³⁵ Recent trends and future forecasts emphasize the need for housing for older adults such as smaller, accessible homes and affordable rental housing options. The section on **Cost-burdened Households** also identifies a need for housing that reduces cost burdens for the growing number of older adults.

Housing Capacity and Production

Buildable Lands Analysis

The Town of Coupeville performed a buildable lands analysis to determine housing capacity within town limits. According to this analysis, Coupeville has remaining capacity to accommodate approximately 244 housing units or 495 new residents within town limits under current zoning if utility services are available (or included as part of a proposed development). Remaining capacity is likely reduced, however, without additional investment or incentives to extend the Town’s sewer service in eastern Coupeville. About one quarter of the existing vacant or redevelopable parcels are located in eastern Coupeville outside the Town’s current sewer service area. This means they are less likely to redevelop during the planning period because of the added cost to developers. If these parcels are considered undevelopable, housing capacity is reduced to 173 units or 351 new residents. Remaining residential land capacity is sufficient to accommodate the town’s projected population with or without sewer service extension. See **Exhibit 40**.

³⁵ Island County 2036 Appendix B Population Growth Analysis & Accommodations (page 7).

Exhibit 40. Comparison of Residential Housing and Population Capacity in Coupeville With and Without Sewer Service Area Expansion

Zone	Net Housing Capacity		Net Population Capacity ¹	
	With Sewer Expansion	Without Sewer Expansion	With Sewer Expansion	Without Sewer Expansion
Single Family Residential Zones				
Residential Reserve (RR)	20	0	40	0
Low Density Residential (LDR)	91	40	185	81
Medium Density Residential (RM-9600)	91	91	185	185
Multi-family Residential Zones				
High Density Residential (RH)	4	4	8	8
Other Residential Zones				
Planned Unit Development (PUD)	—	—	—	—
Memorandum of Agreement (MOA)	38	38	77	77
Total	244 Units	173 units	495 People	351 People

Note: Values are rounded down to the nearest whole number to avoid fractional households or persons.

1 Net population capacity is based on an average household size of 2.04 in Coupeville per the 2016-2020 5 Year ACS.

Source: ACS 5-Yr Estimates, 2016-2020 (Table S1101); Town of Coupeville, 2022; BERK, 2022.

Housing Need by Household Income

In 2021, the Washington Legislature changed the way communities are required to plan for housing. House Bill 1220 (HB 1220) amended the Growth Management Act (GMA) to instruct local governments to “plan and accommodate” for housing affordable to all income levels. This significantly strengthens the previous goal, which was to encourage affordable housing. The Washington State Department of Commerce (Commerce) is currently working on guidance to communities to meet the new housing goal and updated requirements for housing elements in [RCW 36.70A.070\(2\)](#). This includes:

- Projected housing needs for all economic segments of the population (moderate, low, very low, and extremely low income). Projections will be provided at the county level and must be incorporated into local planning efforts. This includes projected need for emergency housing, emergency shelters and permanent supportive housing.
- Guidance on provisions for moderate density housing options within an Urban Growth Area (UGA), including but not limited to duplexes, triplexes, and townhomes.
- Guidance on reviewing for adequate housing for existing and projected needs for all economic segments of the community, including sufficient land capacity for all projected housing. This includes guidance on how to assess zoning and regulations to allow, encourage and incentivize housing to meet the projected housing needs in each income band.
- Guidance on examining racially disparate impacts, displacement and exclusion in housing policies and regulations, and recommended policies to address them.

In December 2022, Commerce released a draft Housing for All Planning Tool (HAPT) to help project housing need numbers for every county in Washington. Island County will likely use this tool in conjunction with its cities and towns to allocate projected growth-related housing needs by income level.

Exhibit 41 shows the preliminary projected housing need by income level in Coupeville assuming the population projection allocation method described in the Land Capacity Analysis and used in Island County’s 2016 Buildable Lands Analysis. The preliminary projection uses Method A in the HAPT which allocates total countywide net new housing need based on user inputs for percentage share of growth to each jurisdiction.

Exhibit 41. Growth-Related Housing Need by Income Level in Coupeville (Method A, Preliminary)

	Permanent Housing Needs by Income Level (% of Area Median Income)							Total
	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	
	Non-PSH	PSH*						
Est. Housing Supply (2020)	73	0	191	162	77	118	396	1,016
Additional Units Needed (2020-2045)	25	6	30	22	8	7	20	117

Note: The HAPT now includes preliminary 2022 data from OFM. Permanent supportive housing (PSH) and emergency housing needs in the HAPT are still based on OFM’s 2017 GMA medium population projection and cannot be customized at this time.

*The location of 10 existing permanent supportive housing units within Island County is unknown and not included in Commerce’s estimated supply by jurisdiction within Island County.

Sources: [Department of Commerce Housing for All Planning Tool \(HAPT\)](#), December 2022; [Island County 2036 Appendix B: Population Growth Analysis & Accommodations](#), 2016; Coupeville Land Capacity Analysis (BERK), 2022. BERK, 2023.

While Coupeville’s remaining residential land capacity is sufficient to accommodate the town’s projected population with or without sewer service extension, this doesn’t account for existing affordability gaps at the lower end of the income spectrum. As discussed previously, Coupeville households earning below 50% AMI are substantially more likely to be cost-burdened than moderate-income households or those above median income, indicating a need for more affordable housing at this end of the income spectrum. This is supported in the preliminary growth-related housing need projections by income level in **Exhibit 41**, which shows about half of the overall housing need for income levels below 50% AMI.

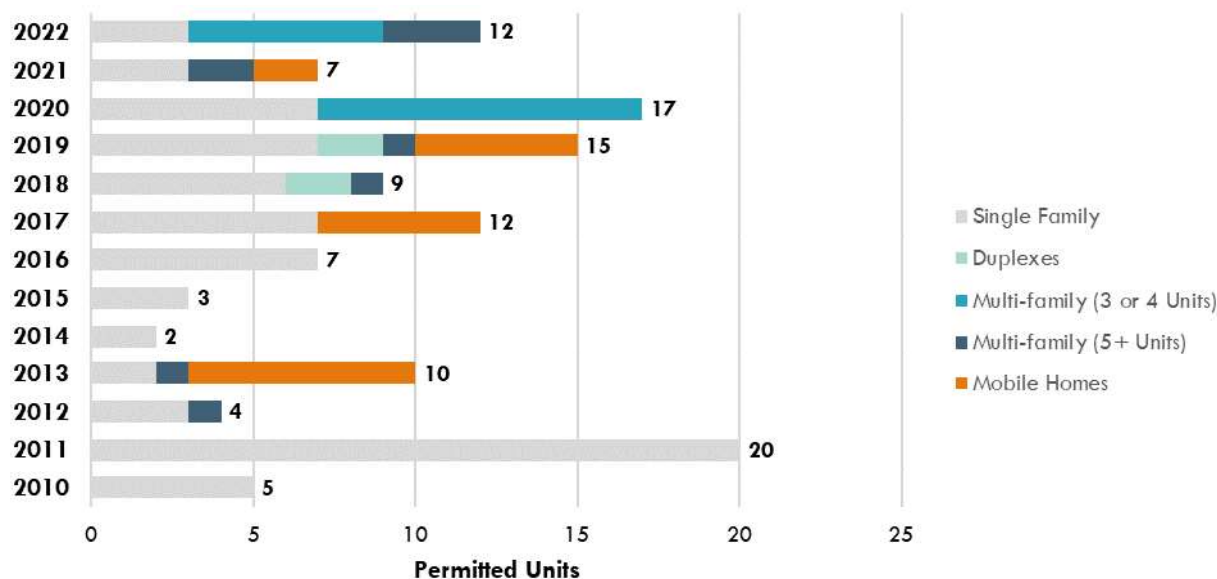
To address these gaps, the Town can encourage the production of more housing affordable specifically to lower-income households, though some of this need can be fulfilled through other means. As housing stock ages, it can depreciate in value, becoming more affordable at lower income levels. Preservation of older housing stock, while encouraging housing production overall to alleviate upward pressure on rents and housing prices, can increase the availability of housing at lower income levels.

Housing Production

An average of 10 housing units were permitted and 8 housing units were constructed each year between 2010-2021. This rate of permitting and construction is sufficient to meet the projected 111 housing units needed to meet housing needs by 2045 (Coupeville needs an average of approximately 5 units per year to meet estimated

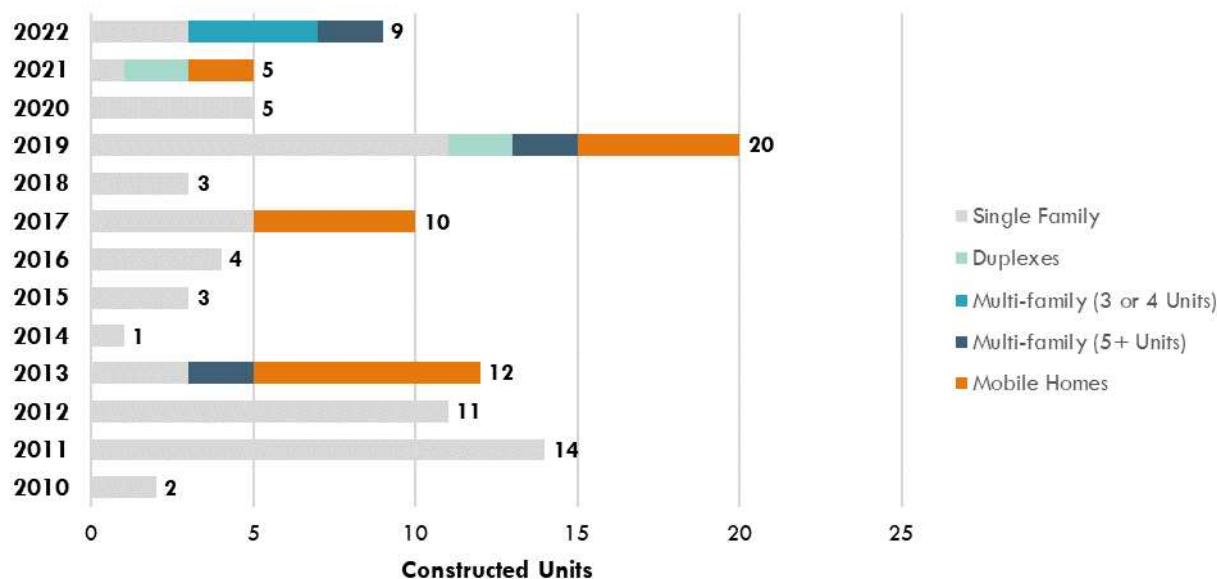
household growth by 2045). Production in recent years has shown a slight diversification of housing types with a handful of duplexes, multifamily units, and mobile homes coming to market. A total of 12 units have been permitted and 9 units have been constructed in Coupeville this year as of September 2022, slightly higher than the average rates over the last decade. See [Exhibit 42](#) and [Exhibit 43](#).

Exhibit 42. Permitted Units in Coupeville, 2010-2022 YTD



Note: Permitted units for 2022 are current through September 2022.
Sources: OFM, September 2022; BERK, 2022.

Exhibit 43. Constructed Units in Coupeville, 2010-2022 YTD



Note: Constructed units for 2022 are current through September 2022.
Sources: OFM, September 2022; BERK, 2022.

C.4 - Racially Disparate Impacts

Zoning

RCW 36.70A.070(e) requires identification of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. This includes zoning that may have a discriminatory effect, disinvestment, and infrastructure availability.

Zoning is a planning tool that has racially disparate origins and impacts. The practice of zoning emerged in the early 1900's and explicitly race-based zoning had to be banned almost immediately as a result of the 1917 Supreme Court case of *Buchanan v. Warley*. After that decision, cities and towns crafted less direct methods to divide people by race and class with zoning policies that are still prevalent today.

The indirect methods largely rely on the differences of wealth, income, and tenure between peoples' race and ethnicities. In Coupeville, for example, 36% of all households are occupied by renters. About 33% of White households are renters, while 89% of Hispanic and Latino households and 100% of Black households are renters (there is some margin of error due to the small population size). Therefore, policies that restrict the supply and price of rental housing have a disproportionate impact on people of color. Further, about four in 10 renter-occupied households are considered cost-burdened, while just two in 10 owner-occupied households are considered cost-burdened.

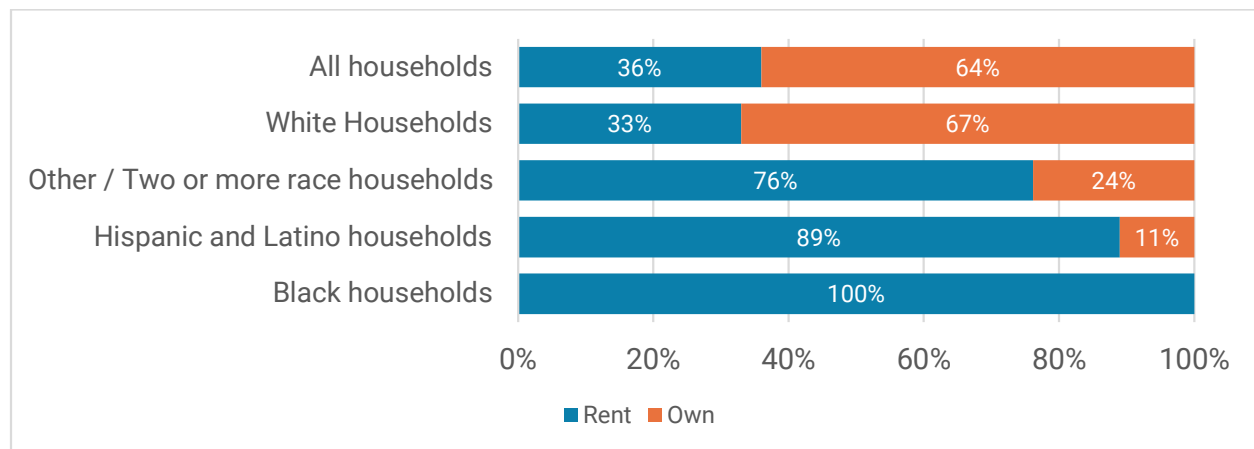


Figure 1. Household tenure by race (2020 ACS 5-Year Estimates, Table B25003 series)

A common form of rental housing is multifamily (apartment) buildings, which are strictly limited in where and how they can be built in Coupeville compared to where and how single-family homes are regulated.

Zoning matters for social welfare because where people live makes a difference. Neighborhood quality can have significant effects on long-term outcomes like school performance, income and labor mobility, and health. It also contributes to the multi-generational wealth gap if some people are not able to purchase quality homes that

increase in value as much over time as homes in higher-priced neighborhoods, resulting in smaller inheritances for descendants.

People of color generally pay higher shares of their income for housing costs and have less savings for down payments, meaning the home prices they can afford are lower or they are forced to rent. Smaller homes which have lower costs are needed not only for people of color, but also Coupeville's large share of single-person and senior households. Occasionally, larger multi-bedroom homes are good options for people who want to split costs with extended family members or roommates, but apartments with three or more bedrooms are rare and there are few shared-living options like cottage clusters or triplexes available.

Common racially disparate policies and practices at the local level include the following:

- Minimum lot sizes
- Lack of available land zoned for multifamily housing and middle housing (like duplexes and townhomes)
- Multifamily housing only allowed in busy commercial districts, industrial areas, in hazardous areas, and/or near loud and unsafe arterial roads
- Multifamily housing not being allowed near amenities like parks, schools, grocery stores, and healthcare facilities
- Excessive minimum setbacks, building height limits, parking standards, historic preservation standards, and other restrictions that limit the housing capacity on individual sites, especially for multifamily and middle housing
- Excessive fees, complicated processes, and unclear regulations, especially for small projects commonly undertaken by local homeowners and small investors like adding an accessory dwelling unit or building a duplex
- Complete prohibitions on low-cost building materials

Disinvestment and Infrastructure Availability

In this context, disinvestment refers to a lack of financial investment and infrastructure made available to certain neighborhoods or communities. Example of this can include:

- Lack of trees and park space in areas near multifamily housing or neighborhoods with lower incomes
- Lack of low-cost transportation options like pedestrian/bike routes and transit service connecting multifamily housing to jobs and services

Because Coupeville is geographically small it is difficult to identify where certain areas have not benefited from investment (such as in new housing and businesses) and general infrastructure improvements. Potential focus areas include:

- South Coupeville, where there are two mobile home parks and no established Town parks, limited pedestrian and bike infrastructure, and no transit access.
- The lack of safe crossings across State Route 20, which acts as the town's biggest barrier to pedestrian and bike travel, especially for children accessing the schools.

- The limited supply of affordable housing options for low-moderate income people along North Main where the hospital, transit, and jobs are concentrated.

C.5 – Housing Glossary

The following terms are used in this document. Definition are based on the Washington Department of Commerce [Guidance for Developing a Housing Needs Assessment](#) and the [U.S. Census Bureau](#).

Household: The U.S. Census Bureau defines a household as a group of people living within the same housing unit. This can be a person living alone, a family, or a group of unrelated people sharing a housing unit. Those living in group quarters, such as a college dormitory, military barrack, or nursing home, are not considered to be living in households. Households are further broken down as either family or nonfamily.



Family Households: A family household is maintained by a householder who is in a family, defined as any two or more people residing together and related by birth, marriage, or adoption. The count of family household members includes all people living in the household.

Non-family Households: Non-family households are people living alone or living with unrelated persons.

Median Household Income: The median income of all households (both family and non-family) within the area of interest. This means that half of the households earn more than this figure and half of the households earn less.

Median Family Income (MFI): The median income among all *family households*. Family households typically have higher incomes than non-family households, so MFI will be higher than median household income in most communities.

Coupeville’s 2021 ACS MFI was \$74,116.

The HUD 2021 Island County Area’s MFI was \$81,000.

HUD: The U.S. Department of Housing and Urban Development (HUD). This is the entity responsible for federal housing programs, such as [Housing Choice Vouchers \(also known as Section 8 vouchers\)](#) which provide rental assistance. HUD sets income limits for metropolitan areas and counties across the country that determine eligibility for

income-restricted housing units. HUD also sets thresholds to define terms such as “affordable” and “cost burden”.

HUD-Area MFI (HAMFI). This is the official median family income that HUD calculates for metropolitan areas and counties across the country. Coupeville, for example, is part of the Island County non-metropolitan area. HUD also sets income limits relative to HAMFI for determining household eligibility for income-restricted housing units. These limits are adjusted by household size to account for differences in housing and living expenses by households of different sizes.

HUD Area Median Income (AMI)

This is another term used for HUD Area Median Family Income (HAMFI), typically used in metropolitan areas.

Housing Affordability: Broadly speaking, housing affordability speaks to the relationship between housing costs and income. HUD considers housing to be affordable if the household is spending no more than 30% of its income on housing costs, including utilities.

Cost-burdened Household: When a household pays more than 30% of their gross income on housing, including utilities, they are considered “cost-burdened.” This 30% threshold is set by HUD. Rate of cost burden among households is a metric that gauges the intensity of housing affordability challenges within a community. Cost burden is most threatening for households at lower income levels who will have less money available for other essentials such as food, clothing, transportation, and medical care.

Severely Cost-burdened Household: Households that pay more than 50% of their gross income on housing, including utilities, are considered severely cost-burdened. This 50% threshold is set by HUD.

C.6 - Sources

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Town of Coupeville

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STAFF REPORT

DATE: November 5, 2024
TO: Coupeville Planning Commission
FROM: Joshua Engelbrecht, Community Planning Director
RE: Cancel December 3, 2024 Meeting

Planning Commission,

I will be travelling and out of the state on December 3, 2024 due to the late holiday. You are more than welcome to meet as the Planning Commission, but I won't be there to facilitate any discussion.

If we were to cancel the December 3, 2024 meeting, our next meeting would be on January 7, 2025!

Motion Language:

I move to cancel the Coupeville Planning Commission's Regular Business Meeting on December 5, 2024.