



**CENTRAL WHIDBEY HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS' HEARING ROOM
COUPEVILLE, WA
November 14, 2024**

A recording of this meeting can be found on Coupeville's website: www.townofcoupeville.org. Timestamps (*hr. m. s.*) for the beginning of each item and motion are designated in the minutes.

CALL TO ORDER

Chair Baxter called the meeting to order at 10:02am

COMMISSIONERS PRESENT

- ✓ Chair **Katherine Baxter**
- ✓ Vice-Chair **Danielle Bishop**
- ✓ Commissioner **Jay Adams**
- ✓ Commissioner **Marshall Bronson**

STAFF PRESENT

- ✓ Ebey's Landing National Historical Reserve Preservation Coordinator **Josh Pitts**
- ✓ Island County Long Range Planner **John Lanier**
- ✓ Island County Current Use Planner **Yumi Shridhar**
- ✓ Town of Coupeville Community Planning Director **Joshua Engelbrecht**
- ✓ Town of Coupeville Assistant Planner **Lisa Walsh**

APPROVAL OF AGENDA

Action: A motion was made by Commissioner Bronson, seconded by Vice-Chair Bishop, to add a discussion related to public notice procedures and approve the agenda of the November 14, 2024 meeting as revised. *The motion passed unanimously.*

APPROVAL OF MINUTES

Action: A motion was made by Vice-Chair Bishop, seconded by Commissioner Bronson, to approve the minutes of the October 24, 2024 minutes as submitted. *The motion passed unanimously.*

Public Comment on items not on the agenda

No members of the public spoke on items not on the agenda.

PUBLIC HEARING

Chair Baxter provided a description of the role of the Commission, its legal basis and process, and the standards and guidelines on which its decisions are based. She asked commissioners to

declare any conflicts of interest or bias regarding the applications on the agenda and to disclose any ex parte communication or site visits.

- Commissioner **Adams** visited all sites
- Commissioner **Bronson** visited all sites

No public challenge to the participation of a commissioner was raised.

COA-24-069 (5m. 28s.) – Maternity House Fence installation

Coupeville Assistant Planner, Lisa Walsh, presented on the proposed fence installation. Elements of the presentation included the size and location of proposed fence, proposed materials, applicable guidelines, and location within the Reserve.

Preservation coordinator Josh Pitts spoke briefly in support of the COA.

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked about historically appropriate fencing options.

MOTION (15m. 37s.)

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Adams, based on the record developed to date, including application materials, staff report, evidence presented, and comments made at the public meeting, and finding application COA-24-069 to be consistent with the Ebey's Landing National Historical Design Guidelines, to approve the Certificate of Appropriateness. *The motion passed unanimously.*

EBY-24-059 (16m. 27s.) – 935 View Ridge Dr. – Addition and Alteration to Historic Resource

Island County Current Use Planner, Yumi Shridar, presented on the proposed addition and alteration. Elements of the presentation included size, use, and location of the proposed addition, proposed materials, applicable guidelines, and location within the Reserve.

Preservation coordinator Josh Pitts discussed the addition. Through research it was determined that the chimney and dormer were additional to the home after 1945. Josh recommended differentiating the addition from the existing home, thorough documentation of the process, retaining the two single-pane windows on the south façade, retaining or replacing with in-kind materials the porch pillars, spacing between second-story windows. Pitts also stated the metal roofs are prohibited on historical structures.

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked and answered regarding how to enforce light pollution recommendations, window placements, character-defining features, contributing status, and exterior lighting.

The applicant spoke the problems facing the house and clarified the view of the house from the surrounding properties and streets. The architect spoke about the upstairs lighting in order to be respectful of the light pollution concerns and the windows on south facing second floor.

MOTION (52m. 55s.)

Action: A motion was made by Commissioner Bronson, seconded by Vice-Chair Bishop, based upon the staff report, the evidence presented, comments made at the public meeting, and finding application no. EBY-24-059 to be consistent with Ebey's Landing National Historical Reserve Design Guidelines, to approve the Certificate of Appropriateness with the following conditions; distinct siding on the upstairs addition, documentation, salvaging original materials, no metal roof, replacement of materials in-kind, and separating the windows of the addition on the south-facing façade. *The motion passed unanimously.*

COA-24-064 (1h. 10m. 10s.) – Rec Hall Restrooms and Charging Station

Coupeville Community Planning Director Joshua Engelbrecht, presented on the proposed temporary restroom addition and charging station. Elements of the presentation included the size and use of the addition, proposed materials, applicable guidelines, and location within the Reserve.

Preservation coordinator Josh Pitts spoke about the project. While it is not ideal, it appears to be the best solution available currently. Josh would like the project to be revisited in three years' time.

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked about whether the Town has a specific intent to build a permanent bathroom site within the next three years, what level COA it is, and how the Town plans to work with the Garden Club.

Coupeville Public Works Director Joe Grogan spoke to the commission about the proposal and about notice the Town gave to the downtown businesses. Lee Madison of the Garden Club spoke about the proposal and said they were not told about the proposal and that they do not have budget funds for screening vegetation, as suggested in the presentation. Brendan Farris spoke to the commission in opposition to the project. Chris Michalopoulos of the Port of Coupeville spoke in support of the proposal, citing the issues with the Wharf's septic system and other issues that have come up due to Front St. not having accessible public restrooms aside from the wharf and some unappealing porta-potties by the Museum.

MOTION (1h. 36m. 0s.)

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Adams, based on the record developed to date, including application materials, staff report, evidence presented and comments made at the public meeting, and finding the application COA-24-064 to be consistent with the Ebey's Landing National Historical

Reserve Design Guidelines, to approve the Certificate of Appropriateness with the following conditions; the portable restroom will be addressed again in three years' time after the installation is complete. *The motion passed unanimously.*

COA-24-068 (1h. 38m. 08s.) – Float Replacement – Coupeville Wharf

Coupeville Community Planning Director Joshua Engelbrecht presented on the float replacement. Elements of the presentation included size, use, and location of the proposed float replacement, proposed materials, applicable guidelines, and location within the Reserve.

Preservation coordinator Josh Pitts had no issues with the float replacement.

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked about whether the ramp meets ADA requirements.

The applicant spoke about the project and the future maintenance of the floats.

MOTION (1h. 46m. 11s.)

Action: A motion was made by Vice-Chair Bishop, seconded by Commissioner Adams, based on the record developed to date, including application materials, staff report, evidence presented and comments made at the public meeting, and finding application COA-24-068 to be consistent with the Ebey's Landing National Historical Reserve Design Guidelines, to approve the Certificate of Appropriateness. *The motion passed unanimously.*

DISCUSSION

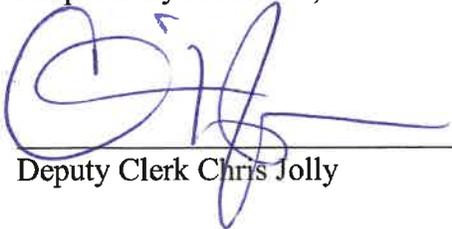
The Commission and staff discussed timelines for public comment period and how public comments are worked into the staff reports. Chair Baxter recommended QR Codes be added to project signs that would provide photos of the proposed project and make public comment easier.

Coupeville Community Planning Director Joshua Engelbrecht presented on the Town of Coupeville's Comprehensive Plan Update, specifically relating to the Historic Preservation and Community Design Element. Chair Baxter commented that the Town's historic character being a defining feature should be clearly spelled out in the Comprehensive Plan.

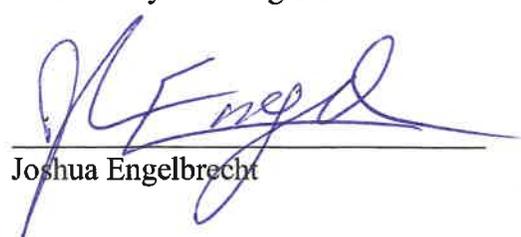
ADJOURNMENT

The meeting was adjourned at 12:19pm.

Respectfully submitted,


Deputy Clerk Chris Jolly

Community Planning Director


Joshua Engelbrecht