



**REGULAR MEETING MINUTES**  
**COUPEVILLE PLANNING COMMISSION**  
**Island County Annex Building – Commissioners Hearing Room**  
**(1 NE 6<sup>th</sup> Street, Coupeville)**  
**January 7, 2025**

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

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

**PRESENT**

Commissioners Michelle Cook, Gary Armstrong, Evan Henrich, and Susan Upchurch.

**STAFF PRESENT**

Community Planning Director Joshua Engelbrecht.

**APPROVAL OF AGENDA**

Action: A motion was made by Commissioner Upchurch, seconded by Commissioner Henrich, to approve the agenda of the January 7, 2025 meeting as submitted. The motion passed unanimously.

**APPROVAL OF MINUTES**

Action: A motion was made by Commissioner Armstrong, seconded by Commissioner Upchurch, to approve the minutes of the November 5, 2024 meeting as amended. The motion passed unanimously.

**NEW BUSINESS**

**2025 Meeting Schedule**

Action: A motion was made by Commissioner Upchurch, seconded by Commissioner Henrich, to approve the 2025 Planning Commission Meeting Schedule. The motion passed unanimously.

**DISCUSSION**

Community Planning Director Engelbrecht lead a discussion with the Commission about the Economic Stability Element of the Comprehensive Plan Update. Commissioners suggested adding childcare aspects to the Employment Opportunities section. Commissioners discussed supporting Tourism by adding signage for parking. Commissioners suggested providing more concrete suggestions about developing Town-owned property, and even discussed the possibility of creating an ad-hoc committee to provide insight.

Community Planning Director Engelbrecht lead a discussion with the Commission about the Draft Middle Housing Code Update. Questions were asked and answered about unit lot



subdivision. Commissioners are concerned that new housing will be purchased as second homes, and affordability will not be achieved. Methods for restricting or otherwise targeting development were discussed including Vacancy taxes, or partnership with Habitat for Humanity. Commissioners discussed the desire to explore financial incentives, such as property tax reductions, for property owners who build ADU's for affordable housing. Questions were asked about tiny home square foot minimums.

**ADJOURNMENT:** 7:27pm

Respectfully submitted

Deputy Clerk Chris Jolly

Community Planning Director

Joshua Engelbrecht