



COUPEVILLE PLANNING COMMISSION
Island County Annex Building - Commissioners Hearing Room
(1 NE 6th Street, Coupeville)
April 1, 2025
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:

- March 4, 2025 Meeting

PUBLIC INPUT

PUBLIC HEARING

- Middle Housing Code Amendments

DISCUSSION

COMMISSIONER COMMENTS

ADJOURNMENT

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DRAFT REGULAR MEETING MINUTES
COUPEVILLE PLANNING COMMISSION
Island County Annex Building – Commissioners Hearing Room
(1 NE 6th Street, Coupeville)
March 4, 2025

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Commissioner Armstrong called the meeting to order at 4:02pm and read the land acknowledgement.

PRESENT

Commissioners Michelle Cook, Gary Armstrong, Evan Henrich, Von Summers, Susan Upchurch, Mayor Molly Hughes, Councilmembers Jenny Bright, Rick Walti, Pat Powell, Michael Moore, and Jackie Henderson

STAFF PRESENT

Community Planning Director Joshua Engelbrecht, and Assistant Planner Lisa Walsh

APPROVAL OF AGENDA

Action: A motion was made by Commissioner Armstrong, seconded by Commissioner Upchurch, to approve the agenda of the March 4, 2025, meeting as submitted. The motion passed unanimously.

APPROVAL OF MINUTES

Action: A motion was made by Commissioner Upchurch, seconded by Commissioner Henrich, to approve the minutes of the February 4, 2025, meeting as amended. The motion passed unanimously.

AUDIENCE INPUT

Susan McClellan spoke to the Commission regarding a parcel adjacent to her historic home that may be upzoned to high-density. The parcel is currently land-locked, with only a narrow driveway shared by other properties as a possible access point. McClellan is concerned about the increased traffic and need for parking that would be associated with a high-density development on the parcel of concern. McClellan is also concerned that there are no parks planned for south of SR20.

DISCUSSION

Special Middle Housing Workshop with Town Council

Community Planning Director Joshua Engelbrecht led a discussion with the Commission and Town Council. An interactive model was used with the presentation in order show the effect and



impact of the Middle Housing Code Update. Commissioner Upchurch is concerned that unit lot subdivision (ULS) could mean the additional dwelling units (ADU's) are sold as second homes, which could limit affordability. Suggests partnership with Habitat for Humanity that would keep property affordable and potentially reduce impact fees. Commissioner Henrich discussed his own experience building an ADU in Town limits. Commissioner Cook asks if the Town would have control over how ADU's are developed, and if a homeowner could do ULS and sell it and have the buyer develop the lot. Commissioner Henrich asked if the Town can put a moratorium on ADU's if development gets out of hand. Mayor Hughes points out that the state has created this requirement because density theoretically leads to more affordability, but there is no mechanism in place for the state or communities to control affordability. Councilmember Walti voiced concerns about parking being a long-term issue with more density.

ADJOURNMENT: 6:11pm

Respectfully submitted

Community Planning Director

Deputy Clerk Chris Jolly

Joshua Engelbrecht



STAFF REPORT

DATE: April 1, 2025

TO: Coupeville Planning Commission

FROM: Joshua Engelbrecht

RE: Planning Commission Ordinance Amendment: Title 16 – Middle Housing

PLANNING COMMISSION PUBLIC HEARING REGARDING COUPEVILLE TOWN CODE TITLE 16

INTRODUCTION: The intent of this staff report is to inform the Planning Commission’s recommendation to the Town Council on amendments to Coupeville Town Code Title (CTC) 16, which the broad development regulations for the Town. This proposed ordinance amendment primarily focuses on amending regulations to allow two and three dwelling “middle housing” types (Duplex, Triplex, Cottage) throughout the residential zones of Coupeville, to allow multiple Accessory Dwelling Units on a typical parcel (in line with new state legislation), and the creation of the “Unit Lot Subdivision” mechanism that allows for individual sale of Middle Housing and Accessory Dwelling Units.

BACKGROUND – STATE LEGISLATION:

ACCESSORY DWELLING UNITS: In 2023, the state legislature passed House Bill 1337 that significantly changed the local government’s ability to regulate Accessory Dwelling Units. HB 1337 amended RCW 36.70A and imposed the following standards for local municipalities:

- Must allow two ADUs per residential lot. They may be attached, detached, or a combination of both, or may be conversions of existing structures.
- May not require the owner to occupy the property and may not prohibit sale as independent units.
- May not charge more than 50% of impact fees charged for the principal unit.
- Must allow an ADU of at least 1,000 square feet and must adjust zoning to be consistent with the bill for things such as height, setbacks, and other regulations.
- Must set consistent parking requirements based on distance from transit and lot size.

UNIT LOT SUBDIVISION: Also in 2023, the state legislature also passed Senate Bill 5258 that required all cities, towns, and counties to allow the division of a parent lot into separately owned unit lots. ESSSB 5258 is intended to facilitate homeownership opportunities in parallel with the construction of middle housing or accessory dwelling units. By allowing for independent sale and common ownership, the State expects Unit Lot Subdivision to be a mechanism for new homeowners to build home equity with a lower bar to entry than what the current housing market allows for.

MIDDLE HOUSING: Finally in 2023, the State also passed House Bill 1110 that required larger communities across Washington to adopt development regulations to allow housing types on lots that had previously

not allowed anything other than a single-family detached residence. Middle Housing is the term used to describe multi-dwelling buildings (at a state level between 2 and 6 dwellings) that are of similar mass and scale to the single-family buildings that are existing within the neighborhood. Middle Housing is intended to diversify the types of housing within a community, increase the supply of smaller dwellings, and decrease the cost of housing. The State mandated updates to local development regulations did not identify Coupeville as a municipality required to comply.

TIMELINE + FUNDING: To facilitate updates to development regulations pursued by local municipalities with limited resources, the Department of Commerce opened grant funding at the end of 2023. On December 11, 2023, the Town of Coupeville Received \$35,000 to implement the measures specific to HB 1110.

In addition to the \$35,000 of grant funding, the Town dedicated \$5,000 of the Planning Department budget to facilitate the requirements of HB 1337 and ESSSB 5258 and consolidate these changes to the Town’s development regulations into one major amendment process.

Throughout 2024, the Town hired a consultant team to develop public participation documents, draft code language, and support Town Staff. Over the past year, the Town conducted broad public engagement meetings (May 30, 2024, + June 4, 2024), hosted a survey (Open from April 2024 – July 2024), interviewed local builders, and drafted code amendments to discuss with the Coupeville Planning Commission and Coupeville Town Council.

Most recently, at the March 4, 2025, Regular Planning Commission meeting, Staff conducted a Joint Workshop with the Planning Commission and Town Council to facilitate any final considerations and concerns of the local decision makers. Now, at the April 1, 2025, Planning Commission meeting, the Town will hold a formal public hearing of the proposed code changes and pass along the Commission’s recommendation to the Town Council.

COMPREHENSIVE PLAN + APPROACH: The Comprehensive Plan acts as the guiding document for a community’s long term planning and visioning. Those long term goals and policies are achieved through development regulations, programs, and partnerships with outside entities. As part of Coupeville’s recently adopted Comprehensive Plan, the proposed code amendments aim to meet one of the comprehensive plan’s housing related goals and associated policies. Primarily, the Housing Element aims to facilitate housing choice and housing types within Coupeville under Goal H-1:

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

To inform the Town’s approach to this proposed ordinance amendment, Town Staff reviewed and incorporated best practices and guidance developed by the Department of Commerce for Accessory Dwelling Units, Middle Housing, and Unit Lot Subdivision.

PROPOSED ORDINANCE AMENDMENT

The proposed amendments (**Attachment 1 + Attachment 2**) to Coupeville Town Code incorporate recent recommendations from the Planning Commission, consistent with previous direction and state requirements. The proposed changes are described below:

- **§16.04.060:** Adds definitions related to:
 - Detached, Attached, and Internal Accessory Dwelling Units
 - Affordable Housing
 - Unit Lot Subdivision and the mechanics to create common and individual ownership
 - Households, + removes the definition of “Family” in line with State Law amendments
 - Middle Housing types
- **§16.08.040:** Modified allowed uses within various residential zones as follows:

Principal Use Added	Rural Reserve	Low Density	Medium Density	High Density
Duplex	X	X	X	X
Cottages		X	X	X
Triplex			X	X

- Removed Single Family Residential as a principal Use in High Density
- **§16.08.040.B:** Modified allowed accessory uses within the commercial zones as follows
 - Added Accessory Dwelling Units for Designated historic residences within the commercial zones.
 - Formalized Mixed Use structure as a primary use
 - Removed Duplex as an allowed Conditional use within Town Commercial (TC)
 - Added Multi-family Residential as a principal use within Town Commercial (TC)
- **§16.08.110:** Added waiver of hookup fees in exchange for Affordable Housing
- **§16.10:** Modified Supplemental Standards for:
 - Duplexes
 - Removed standards pertaining to lot size and distribution
 - Cottages
 - Reconfigured the existing Cottage Housing Overlay into supplemental standards wherever cottages are built.
 - Accessory Dwelling Units, in line with state requirements
 - Two ADU’s are allowed per parcel
 - ADU’s may be a maximum of 1,000 sq. ft. or 50% of the principal building square footage.
 - A rear setback reduction of 50% may be allowed for the first ADU
 - A lot coverage bonus of 5% may be allowed for the first ADU
- **§16.12.040:** Added a “Principal Building” and “Middle Housing Dwelling Unit Maximum” standard to ensure the combination of ADU / Middle Housing construction does not exceed three dwellings per parcel.
- **§16.12.070:** Added Off-street parking requirements for:
 - Duplexes, Triplexes, Townhouses, Cottages, and Accessory Dwelling Units. (1 per dwelling)
 - Modified Multifamily Dwellings (1 per dwelling)
- **§16.19:** Developed a Unit Lot Subdivision Chapter, following short-plat + long-plat procedures to facilitate individual sale of unit lots.

NOTIFICATION OF STATE AGENCIES: Pursuant to RCW 36.70A.106, a notice of intent to adopt the proposed regulations and standards was transmitted to the Washington State Department of Commerce on March 17, 2024.

Public Comment: As mentioned previously, over the course of 2024, staff has held multiple events and a survey to gather public input and opinion of components of the amendments. The engagement summary report (attachment 4) consolidates those efforts and responses. Additionally, members of the public have made comments related to this item at multiple Regular Planning Commission Meetings (6/4/24, 8/6/24, 11/5/24, and 2/4/25) and engaged with staff directly to make their comments. Attachment 5 contains the individually collected written comments prior to the formal comment period.

The formal public comment period related to this item’s State Environmental Policy Act review ends on April 1, 2025. As of March 25, 2025, this item has received public comments from one member of the public (attachment 6). Additional comments received will be distributed in an updated meeting packet and at the Planning Commission Meeting.

STAFF RECOMMENDATION: Staff recommends approval of the proposed ordinance as conveyed and supported in this staff report.

ACTION REQUESTED: The Planning Commission is requested to hold a public hearing, consider the proposed ordinance amendments, and provide a recommendation to the Town Council. The Planning Commission can recommend approval of the amendments with supporting findings of fact as proposed or modified, deny the proposal with findings, or amend the proposal with appropriate findings.

Motion: I move to recommend that the Coupeville Town Council adopt the proposed amendments as conveyed in this staff report.

ATTACHMENTS

- Attachment 1 – Middle Housing Code Amendments
- Attachment 2 – Unit Lot Subdivision Code Amendments
- Attachment 3 – Ordinance No. 801(DRAFT)
- Attachment 4 – Public Engagement Summary
- Attachment 5 – Public Comments
- Attachment 6 – SEPA Public Comments



ATTACHMENT 1

Coupeville Town Code Title 16 Middle Housing Code Amendments

Title 16 DEVELOPMENT REGULATIONS*

* Prior ordinance history: Ords. 381, 381A, 381B, 381C, 381D, 381F, 381J, 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 Exh. 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" (ADU) 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 principal building.](#)
- ["Attached ADU": A residential unit added as an addition to the principal residential building.](#)
- ["Internal ADU": Conversion of existing space within the principal 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 gross monthly income of a household:](#)

(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 **or common interest community** 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 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".~~

"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 "Household".

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.

"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, Parent "Parent Lot" means a lot or parcel from which unit lots are created within a unit lot subdivision.](#)

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, Unit "Unit lot" or "Child lot" means a [legally defined portion of Unit Lot Subdivision intended for individual ownership or common ownership between unit lot owners.](#)

"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, townhouses, and cottage housing.

"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.

"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.

[Subdivision, unit lot. "Unit Lot Subdivision" means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.](#)

"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.

"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.

["Zone, Single-family" means those zones where single-family detached residences are the predominant land use.](#)

"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

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 (MDRRM-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*		
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 (HCC). 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)	
Marine-related sales and service		Parking facilities
Personal services	Parking facilities	Hotels*

Clubs, lodges, and fraternal organizations

[Accessory dwelling units for single-family residential use of a designated historic home](#)

Outdoor storage and display

Bed and breakfast inns*
Single-family residences east of Main Street

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

Retail sales and service
Professional offices
Restaurants (no drive-up service)
Theaters

Accessory Uses

Accessory structures less than 800 square feet*
Parking facilities
~~Not at street-level residential (mixed use)~~
[Accessory dwelling units for single-family residential use of a designated historic home](#)

Conditional Uses

Public/quasi-public facilities
Day care centers
Parking facilities
~~Multifamily dwellings~~
Outdoor storage and display
Commercial recreation
Hotels*
Single-family residences that are not designated historic homes or accessory structures
~~Duplex residences*~~

Professional services
Microbreweries
Clubs, lodges, and fraternal organizations
Bed and breakfast inns*

Short-term rentals*

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
Personal services		Tattoo parlors
Microbreweries		Parking facilities
Clubs, lodges, and fraternal organizations		Outdoor storage and display
Gasoline service stations		Commercial recreation
Bed and breakfast inns*		Heliports, helistops
Short-term rentals*		Automobile sales
Single-family residential use of a designated historic home		Automobile repair
Mixed Use structures*		Drive-up businesses
		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,
 - c. The right-of-way widths for all roads and streets,
 - d. Whether streets or ways are to be public or private.

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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;
 3. Existing sewers, water mains and other underground facilities within and adjacent to the development and their certified capacities;

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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.
 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.

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- 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 (blueline) 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,
 - ii. The intended use,
 - iii. The number of dwelling units in each residential building.

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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.
- 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;
 - 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;

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- 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.
 - 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 dwellings.**~~

~~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 located in the RM-9600 district, while ensuring compatibility with the predominantly single-family dwelling character of this district.~~

(Supp. No. 17)

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- ~~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.~~
- ~~1. Lot Size. The minimum lot size for a duplex development 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)

16.10.040-050 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, ~~or a 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.

- 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 Accessory Dwelling Units:

- [a. Attached ADUs: These units are added as an addition to the principal residential building.](#)
 - [b. Detached ADUs: These units are separate structures, such as a guest house, on the same property as the principal building.](#)
 - [c. Internal ADUs: These units are conversions of existing space within the principal residential building into a separate 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.](#)
- [2. ADU's can be established either in an existing residence or as part of new construction.](#)
- [3. Number. A maximum of two accessory dwelling units are permitted per residential lot.](#)
 - [a. The first accessory dwelling unit can be an Attached, Detached, or Internal accessory dwelling unit.](#)
 - [b. The second accessory dwelling unit must be an Internal or Detached accessory dwelling unit.](#)
 - [c. If both accessory dwelling units are detached from the principal building, they may be attached to each other.](#)
- [2.4. 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.~~](#)
- [3.5. Sewer Service. Connection to the town sanitary sewer main shall be ~~a combined~~ an independent connection ~~as established in Chapter 13.08. 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 an accessory dwelling units is leased or sold at 80% or less of Coupeville's AMI though the implementation of a covenant, new sewer connection charges may be waived.~~](#)
- [6. Septic Service. On properties with septic systems, 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.](#)
- [4.7. Water Service. The ~~combined~~ independent water service for a principal unit and accessory dwelling unit shall be as established in Chapter 13.08. ~~If an accessory dwelling units is leased or sold at 80% or less of Coupeville's AMI though the implementation of a covenant, new water connection charges may be waived.~~](#)
- [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.](#)
- [6.8. 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 square footage of the floor area of an ADU, excluding garage area, shall not exceed 50 percent \(50%\) of the total square footage of the principal residence or one thousand \(1,000\) square feet, whichever is less.](#)

- ~~8-9.~~ Appearance. The accessory dwelling units 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.
- ~~9-10.~~ 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.~~
- ~~10-11.~~ 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).
12. 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.
13. 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 as the primary use.
- C. Legacy Rights 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.
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.

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.

	<u>Site Requirement</u>
<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>

Public street setback	15'
Minimum distance between structures (including accessory structures)	10'
Maximum lot coverage for structures	50 percent
Maximum impervious surface area	75 percent
Common Open Space	Minimum of one common open space is required. 20% of the lot area. 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
Maximum height for cottages and accessory structures	25'
Maximum height for cottages with minimum roof slope of 6:12³	25'
Parking spaces per cottage ⁴	1 for units with a first floor area of 850 square feet or less. 2 for larger units.

[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.~~

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.

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.

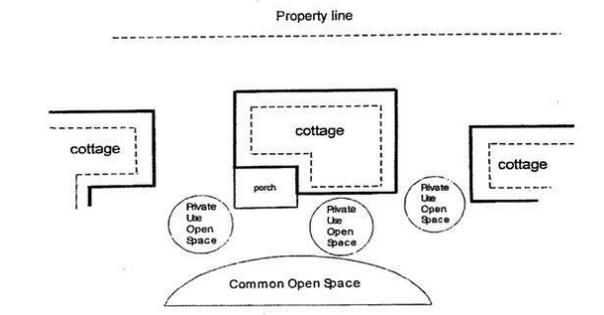
i. Common open space shall:

- (A) Be a minimum of 20% of the lot area;
- (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;

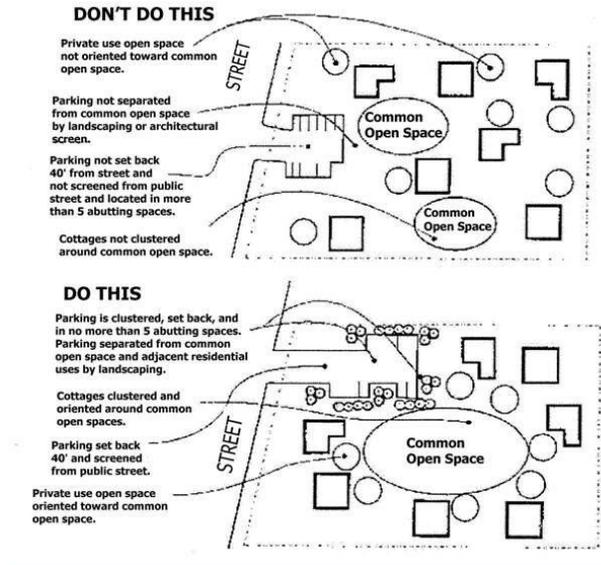
iv. Prohibited in the front yard setback area;

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.

16.10.060090 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~~ two thousand two hundred (~~±~~±2,200) 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 Exh. D (part), 2001; Ord. 566 § 2 Exh. A (part), 1998)

(Ord. No. 772 , § 1, 5-10-2022)

16.10.070100 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;

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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)

16.10.080110 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.

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- 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)~~ One dwelling per five thousand (5,000) 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.
- F.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. Allowed number of principal buildings, minimum lot area, minimum lot width, middle housing dwelling units maximums, and maximum lot coverage are described in the table below for all zoning districts in the Town of Coupeville.

(Supp. No. 17)

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Zoning District	Allowed Principal Buildings	Lot Area (sq. ft. of useable area)	Lot Width (linear feet)	Middle Housing Dwelling Unit Max (per parcel)	Lot Coverage (percentage of useable area)
Residential reserve (RR)	1	2 acres	150	2	25
Low density residential (LDR)	1	½ acre	100	2	25
Medium density residential (RM-9600)	1	9,600	75	3	35
High density residential (RH)	No Limit	9,600	70	Unlimited	70
Historic/limited commercial (HLC)	No Limit	5,000	50	Not Permitted	None
Town commercial (TC)	No Limit	5,000	50	Not Permitted	None
General commercial (GC)	No Limit	10,000	100	Not Permitted	None
Public/quasi-public (P)	No Limit	5,000	50	Not Permitted	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.
- D. [Allowed Principal Buildings. The number of buildings dedicated to the Principal Use on a parcel as outlined in CTC 16.08.](#)
- E. [Middle Housing Dwelling Unit Maximum. The number of Dwelling Units allowed per parcel, unless otherwise specified, that meet the definition of Middle Housing or Accessory Dwelling Unit outlined in CTC 16.04.060.](#)

(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.

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- 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.
 - 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 ~~and one half spaces~~ 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.

~~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.

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- ~~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.
7. [For Triplexes, Townhomes, Cottage dwellings and Multi-family dwellings, the required off-street parking shall be located to the side or rear of the lot to allow for buildings to front primary streets, to the extent reasonably feasible.](#)

G. Design Standards.

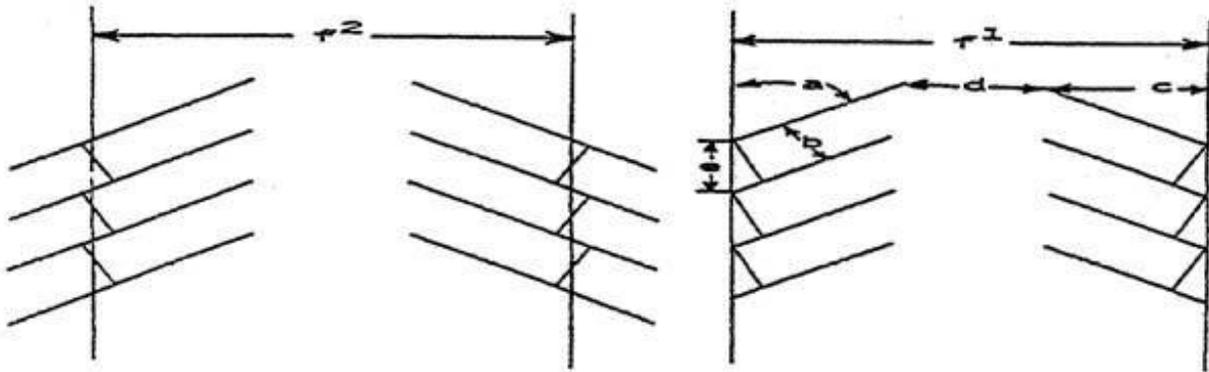
1. Each parking space shall contain not less than one hundred seventy-one (171) square feet in area exclusive of access and circulation aisles, except for compact car spaces as noted below.
2. All parking lots shall be provided with a paved surface. The town planner may approve in writing a nonpaved 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.

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- 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.
 - 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 Exh. B (part), 2005; Ord. 566 § 2 (Exh. 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 Exh. A (part), 1998)



ATTACHMENT 2

Coupeville Town Code Title 16.19 Unit Lot Subdivision Amendments (New Chapter)

Chapter 16.19 Unit Lot Subdivisions

16.19.010 Purpose.

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

16.19.20 Applicability

A lot to be developed with middle housing or multiple detached single-family residences, in which no dwelling units are stacked on another dwelling unit or other use, may be subdivided into individual unit lots as provided herein.

16.19.030 Administration

The town planner is responsible for the administrative and coordination responsibilities contained in this chapter.

16.16.040 Consent to access.

By applying for unit lot subdivision approval, the property owner consents to allow, during the duration of the entire application process, access to the land proposed for subdivision. This right to access applies to all governmental agencies and their consultants and contractors considering the proposal, for the purposes of processing and reviewing the application.

16.19.040 Application Procedure

Unit lot subdivisions shall follow the application, review, and approval procedures for a short subdivision or subdivision, depending on the number of lots.

- A. Except as otherwise noted in this chapter, Preliminary Approval of Unit Lot Subdivisions shall follow the procedures outlined in CTC 16.16.060.
 1. The subdivision design standards outlined in CTC 16.16.070.C need not apply to individual unit lots, so long as the parent lot meets applicable development standards.
 2. The proposal is consistent with the general regulations listed in Section 16.19.050 of this chapter.
- B. Except as otherwise noted in this chapter, Final Approval of Unit Lot Subdivisions shall follow the procedures outlined in CTC 16.16.100
 1. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste collection areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.
 2. 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.

- C. Application requirements for unit lot subdivisions shall follow the requirements outlined in CTC 16.19.060

16.19.050 General Regulations.

- A. Unit Lot Subdivisions are permitted within all residential zoning districts identified within the Coupeville Town Code.
- B. Parent Lot Standards.
1. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable development standards of the underlying zone. 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.
 2. The parent lot shall comply with all applicable zoning district regulations, including but not limited to:
 - a. Minimum lot size.
 - b. Setbacks from property lines.
 - c. Maximum lot coverage.
 - d. Maximum height.
 3. Dwelling Unit Count. 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 regulations of the underlying zone.
 4. Private Yards and Outdoor Areas. If private yards or patios are provided for individual unit lots, they must be delineated within the unit lot boundaries and must not obstruct access to common areas.
 5. Parking. Parking spaces required by the zoning district must be provided either on each unit lot or within common areas.
 6. 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.
 7. 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 established HOA, the local municipality, or through other agreed upon means, as applicable.
 8. Garbage and Recycling. Shared garbage and recycling facilities may be provided within common areas, subject to local health regulations.
- C. Unit Lot Standards
1. Individual unit lots shall need not comply with all applicable development standards and zoning district regulations, so long as the parent lot conforms to all applicable regulations.
 2. 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 regulations.

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3. 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.
 4. 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.
 5. 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.
- D. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
1. Common Areas. Common areas may include, but are not limited to, the following.
 - a. Shared walls between units (party walls).
 - b. Driveways, alleys, and pedestrian pathways.
 - c. Utility corridors, drainage facilities, and landscaping.
 - d. Shared parking areas or garages.
 - e. Recreational areas and open spaces required by the zoning district.
- E. Subsequent platting actions and additions or modifications to structures shall not create or increase any nonconformity of the parent lot.
- F. Combining with Other Platting Types. When combined with another platting type, the following additional requirements apply:
1. A parent site within a larger subdivision is defined as the contiguous acreage identified for use of the Unit Lot Subdivision rules.
 2. The plat shall identify and delineate all parent sites where Unit Lot Subdivision rules are to be applied.
 3. A subdivision may include multiple parent sites.
- G. Accessory Dwelling Units. A lot with an accessory dwelling unit may be subdivided under this section with the following additional requirements:
1. Utility lines may cross property lines internal to the development provided that easements are placed to preserve access and protect them.
 2. The plat recorded with the county auditor's office shall further specify the following:
 - a. The child lot that is associated with the accessory dwelling unit.
 - b. That the child lot associated with the accessory dwelling unit is subject to any and all additional regulations of an accessory dwelling unit under Coupeville Town Code.
 3. The legal description of a lot for an accessory dwelling unit shall identify the lot as an accessory dwelling unit within a Unit Lot Subdivision.

16.19.060 Application Requirements

- A. The following information is required for all applications for preliminary unit lot subdivision and short unit lot subdivision approval, except as otherwise noted. The town planner and town engineer may waive specific application requirements determined to be unnecessary for review of an application. All such waivers shall be in writing and cite the reason for the waiver.
 - 1. Except as otherwise noted in this chapter, unit lot subdivisions shall follow the application requirements listed in CTC 16.16.120.A
 - 2. Notes shall be placed on the face of the plat map or short plat map as recorded with the county auditor to state the following:
 - a. The title of the plat shall include the phrase “Unit Lot Subdivision.”
 - b. *“Approval of the development on each unit lot was granted by the review of the development, as a whole, on the parent lot.”*
 - c. *“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.”*
 - d. *“Development and use of the individual unit lots is subject to the provisions of the Unit Lot Subdivision Ordinance.”*
- B. The following information is required for all applications for final unit lot subdivisions and short unit lot subdivision approval, except as otherwise noted. The town planner and town engineer may waive specific application requirements determined to be unnecessary for review of an application. All such waivers shall be in writing and cite the reason for the waiver.
 - 1. Except as otherwise noted in this chapter, unit lot subdivisions shall follow the application requirements listed in CTC 16.16.120.B



ATTACHMENT 3

Ordinance 801 (Draft)

TOWN OF COUPEVILLE

Coupeville, Washington

ORDINANCE NO. 801

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON AMENDING THE TOWN'S DEVELOPMENT REGULATIONS BY AMENDING VARIOUS SECTIONS OF TITLE 16 OF THE COUPEVILLE TOWN CODE RELATING TO ALLOWED RESIDENTIAL USES

WHEREAS, in 2023 the Washington State legislature passed Engrossed Substitute House Bill (E2SHB) 1110 (chapter 332, Laws of 2023) related to middle housing; and

WHEREAS, in passing E2SHB 1110 (chapter 332, Laws of 2023) the State legislature found that Washington is facing an unprecedented housing crisis for its current population and a lack of housing choices, and is not likely to meet affordability goals for future populations; and

WHEREAS, in 2023 the Washington State legislature passed House Bill (HB) 1337 (chapter 334, Laws of 2023) related to Accessory Dwelling Units; and

WHEREAS, in passing HB 1337 (chapter 334, Laws of 2023) the State legislature found that Accessory Dwelling Units can provide a more affordable housing option, and meet the needs of Washington's growing senior population, and

WHEREAS, on March 17, 2025, the Town transmitted a copy of the proposed ordinance to the Washington State Department of Commerce in accordance with RCW 36.70A.106 at least 60 days in advance of adoption for the required 60-day State review period; and

WHEREAS, on March 14, 2025, the Town issued a State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) on the proposed ordinance, which is a non-project proposal; and

WHEREAS, during the course of developing the proposed ordinance, various means of public outreach were used including, but not limited to, public meetings, a survey, a middle housing webpage, notification of public hearings; and

WHEREAS, the Town of Coupeville Planning Commission held public meetings on June 4, 2024, November 5, 2024, January 7, 2025, and March 4, 2025 to review and discuss matters related to the proposed amendments; and

WHEREAS, on April 1, 2025, the Town of Coupeville Planning Commission held a duly noticed public hearing on the proposed ordinance, accepted testimony and made a recommendation to the Coupeville Town Council; and

WHEREAS, on May 27, 2025, the Coupeville Town Council ("Town Council") considered public comment, the entire record related to the code amendments contained in this ordinance, and deliberated on the code amendments contained in this ordinance; and

WHEREAS, adoption of the ordinance will bring the Town into compliance with State Law and will serve the general welfare of the public;

**NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE,
WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. Coupeville Town Code Title 16 (Development Regulations) is amended as shown in Exhibit A.

SECTION 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstances be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulations, such a decision shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

SECTION 3. Effective Date. This Ordinance shall be published in summary in the official newspaper of the Town and shall take effect and be in full force on the 1st day of June 2025.

ADOPTED by the Town Council and APPROVED by the Mayor on the 27th day of May 2025.

TOWN OF COUPEVILLE

By: _____

Molly Hughes, Mayor

ATTEST:

By: _____

Chris Jolly, Deputy Clerk

APPROVED AS TO FORM:

By: _____

Nikki Thompson, Town Attorney

Date of Publication: _____, 2025.

Exhibit A: Enclosed



ATTACHMENT 4

Middle Housing Code Amendment Public Engagement Summary

Middle Housing Public Engagement Summary

Town of Coupeville, WA



Draft Date: July 11, 2024

Prepared for
Town of Coupeville
Department of Community Planning
4 NE 7th Street, Coupeville, WA, 98239
Attn: Joshua Engelbrecht, Community Planning Director

Atwell Job No. 24000584
Prepared by: Cyrus Oswald, Planner
Reviewed by: Andy McAndrews, Director

Table of Contents

Introduction	2
Methods.....	2
First Community Meeting Results	2
Combined Second Community and Planning Commission Meeting	3
Community Survey Results.....	4
Builder Survey Results.....	9
Conclusion	10
Appendix A: First Community Meeting Notes:.....	11
Appendix B: Second Community Meeting Notes:	15
Appendix C: Middle Housing Development Regulations Project Staff Report	19
Appendix D: June 2024 Town Newsletter.....	23
Appendix E: Middle Housing Advertisement Flyer	25
Appendix F: Community Survey Responses.....	26
Appendix G: Builder Survey Responses	39

Introduction

Purpose of Engagement

Recently passed House Bills 1337 and 1110 mandate jurisdictions to plan for a wider variety of housing than previously required. With grant funding from the Washington Department of Commerce the Town initiated this project to implement recent middle housing legislation (HB 1110). Additionally, The Town has supplemented this grant with its own budget to plan for Accessory Dwelling Units (ADUs) as part of the same code update process. This code update process will determine how and where different types of middle housing and ADUs will be permitted throughout the jurisdiction. The Town has started to collect public input before beginning the code analysis process.

The purpose of the middle housing Outreach Survey and Stakeholder Input Process is to gather input from the community which can inform the Code Update. Public outreach provides residents the ability to participate in the long-range planning of their town. This document outlines the process by which the Coupeville community was engaged, as well as an analysis of the feedback received.

Methods

Stakeholder Methods

Two groups met to discuss their desires for the code update process. The first event was a virtual community stakeholder meeting on May 30th, 2024. Town staff advertised the opportunity for the public to provide input through a group discussion via notice boards at key locations within Coupeville and on the Town’s website dedicated to the middle housing project leading up to the event. Town staff presented a project overview, describing the goals of the middle housing update, ADU implementation options, and the applicable legislative requirements. Town staff then opened the group to questions and a guided discussion. In total, three community members attended the virtual meeting.

The second event was a combined, hybrid, public meeting of the Planning Commission, which met on June 4th, 2024. This meeting served as both the second community stakeholder group discussion and the first Planning Commission directional meeting. Town Staff began with a project overview presentation, highlighting the legislative context, showing commonalities between middle housing types, and giving an overview of ADUs. Staff opened the floor for a guided discussion. In total, five members of the community participated in the discussion. As a follow-up to the directional meeting with the Coupeville Planning Commission, Town Staff consolidated the direction and presented it to the Coupeville Town Council to ensure policy direction for this project is in line with the Town Council's goals (Appendix C)

Survey Methods

The Coupeville community was invited to provide early directional input on the middle housing Code Update project through the Town Hall bi-monthly Newsletter, at local events tabled by Town Staff, dedicated middle housing webpage and posted notices throughout the Town. These promotional materials are shown in Appendices D and E. The Community survey received 56 individual responses, including 52 online responses and 4 write-in responses. The survey was available in 2024 from April to July. Separately, Builders were invited to participate in the Builder survey through direct email invitations from Town Staff.

First Community Meeting Results

The First Community meeting group largely discussed their future-facing desires for middle housing. They considered the goals of the project, an intrinsic unaffordability present in the Town, desired design aspects, lot type considerations, and those groups that should be served by middle housing. The following analysis summarizes the desires of the group for Coupeville's middle housing Code Update. Full meeting notes can be found in *Appendix A*.

Defining the Project Goals

Participants discussed the goal of middle housing and ADU housing types as they apply to the Coupeville housing market. Participants identified ADUs as creating an opportunity for additional vacation rentals, which was an undesirable outcome. The group discussed the current town code about short-term rentals, the advantages, and disadvantages of vacation rentals in Coupeville, and agreed that additional middle housing should instead seek to create permanent housing opportunities for current town residents and prospective residents. The group identified avoiding negative impacts on the tourism economy as a goal of general town planning. The group discussed socially active housing types throughout the conversation, both for specific groups (such as the elderly population) and as a primary advantage to middle housing development.

Unaffordability in Coupeville

The group recognized that housing in Coupeville is unaffordable. The group identified a fundamental disconnect between the money residents earn and how much housing costs in the Town. A renter reported difficulty finding affordable rental units in or near Coupeville. A homeowner identified their high income (due to their employment in a less affordable jurisdiction) as the reason for their ability to afford a single-family home in Coupeville. Participants agreed that even people with moderate incomes and high levels of education often cannot find housing to fit their needs. The participants identified developer incentives as a cause for a lack of the desired housing: developers want to create the largest and most expensive product possible to gain the largest revenue per unit. The group agreed that creating appropriate developer incentives should be investigated as part of the code update.

Desired Design Aspects

The group discussed the desired visual characteristics of middle housing in Coupeville. The group wanted the mass and scale of new developments to not overpower the existing structures in town. As identified by the group, larger



developments can dwarf the smaller historic houses, which leads to a visual lack of cohesion. The perceived scale of structures from the street was also seen as an important part of the visual characteristics of housing. The group agreed that breaking up what could be larger structures into smaller structures was advantageous for a cohesive town aesthetic. One participant suggested creating a gradient of building scale throughout the town to avoid large discrepancies in size between neighboring structures. The group identified current design review processes as a key reason why Coupeville has maintained a beautiful and charming housing landscape.

Lot Type Considerations

The group defined several key aspects of lots best suited for middle housing development. Lots closer to transit routes and in more walkable areas were seen as better for middle housing because residents best served by middle housing may need easier access to key amenities. Existing lower-intensity and non-historic residential lots, such as those lots with relatively new single-family residences, were seen as good lots for redevelopment into middle housing types. Considering that town residents value parks and undeveloped green space, this was seen as especially beneficial.

Groups Best Served by Middle Housing

Two key groups were identified as key beneficiaries for middle housing in Coupeville. The participants agreed that housing designed for elderly residents to age in place would be beneficial. This was discussed as being implemented through single-floor, smaller, and easier-to-maintain homes. Middle housing could also facilitate opportunities for socialization among elderly residents. The group agreed that the people who work in Coupeville, particularly those who earn service wages, would be a key community served by middle housing. The group identified that the current housing opportunities in the Town do not match the needs of those who are employed in the town. Creating opportunities for people to live where they work was identified as a key project goal.

Combined Second Community and Planning Commission Meeting

The Combined Second Community and Planning Commission Meeting group spent more time expressing concerns related to the development of middle housing and ADUs throughout the town. Their concerns were related to growth, affordability, and visual nuisance. They also discussed design considerations. The following analysis summarizes the desires of the group for Coupeville's middle housing Code Update. Full notes can be found in *Appendix B*.

Design Considerations

The group agreed that Coupeville has a notably historic housing stock, which contributes significantly to its small-town, rural character. Participants said that while there is no unifying architectural characteristics through the town, the throughline is often the approachable small size and scale of the structures. The group agreed that regulating the bulk envelope of buildings to ensure consistency throughout town would likely be the most important regulation. Participants liked the idea of having larger developments look like smaller developments through smaller scale buildings. A participant noted that considering the number of single-family residences in town smaller than 800 square feet, a 1,000 square foot maximum ADU was a reasonable size. The group considered context-specific regulations to permit ADUs or middle housing based on how many ADUs or middle housing units already exist in their vicinity. By implementing this type of permitting scheme, moderate density units would be spread out throughout the Town and integrated into the existing stock instead of overpowering the older housing stock in one area. The group considered preapproved designs as well. They saw preapproved designs as a method to provide more confidence to homeowners considering ADU additions who otherwise may be wary of developing due to the Town's design review process.



Growth Concerns

The group expressed concern that increasing the number of housing units within their town boundaries would negatively impact the community. The group expressed some concern that the infrastructure in the town, specifically water and sewer, would not be able to meet the demand anticipated from additional residents. The group expressed interest in commissioning a report to understand the state of groundwater available on the Island. The group noted that there is a lot of buildable land available outside of the Town's boundaries, but also expressed the value in preserving adjacent agricultural lands. Concern was also expressed by a group member that developers would find a way to take advantage of larger building envelopes without adhering to other required characteristics of middle housing. Throughout the conversation, there was a perception that state-imposed planning goals were arbitrary and not necessarily aligned with Coupeville's best interests or situation.

Affordability Concerns

Housing affordable to workers and other lower-income groups was seen as a worthwhile goal, but the group was not confident that allowing middle housing and ADU housing types would meet this goal. The group expressed concern that developers would develop middle housing types, but the cost necessary to construct the units would force developers to rent or sell the units to higher-income groups. One group member alluded to a previous unspecified analysis that found higher density housing in the area unlikely to be affordable to the targeted lower-income groups. A participant also noted that even those with moderate incomes cannot afford to buy or rent housing in Coupeville that fits their needs.

Visual Nuisance Concerns

Many members of the group expressed concerns for a potential lack of pride in residence from those who would live in middle housing and ADU housing types. This was often expressed as a concern for renters leaving nuisance vehicles in their front yards and otherwise not maintaining their public-facing spaces. The group agreed that the responsibility to avoid visual nuisances should be with the owners of the property and that owners who live out of town often do not maintain their properties as well as those who live in Coupeville. Several participants made the point that both renters and homeowners are responsible for visual nuisances and that encouraging more rental units will not necessarily lead to more visual nuisance in the Town. The group explored legislative options to better regulate the visual nuisances of concern.

Community Survey Results

The analysis below describes the current perceptions and future aspirations of respondents as they pertain to the Coupeville middle housing Code Update. Due to rounding, percentages may not add to 100. Complete tabulation of data is given in *Appendices F*.

Respondent Profile

Most of the survey respondents own their homes (89%) and live in Single-family Residences (84%). Of those who don't live in Single-Family residences, most live in Accessory Dwelling units (9%). The sample was asked to identify any level of Cost Burden they were experiencing. Over half (54%) identified as spending thirty percent or more of their income on housing costs, indicating various levels of cost burden. The sample's self-reported cost burden may be different than their actual cost burden.



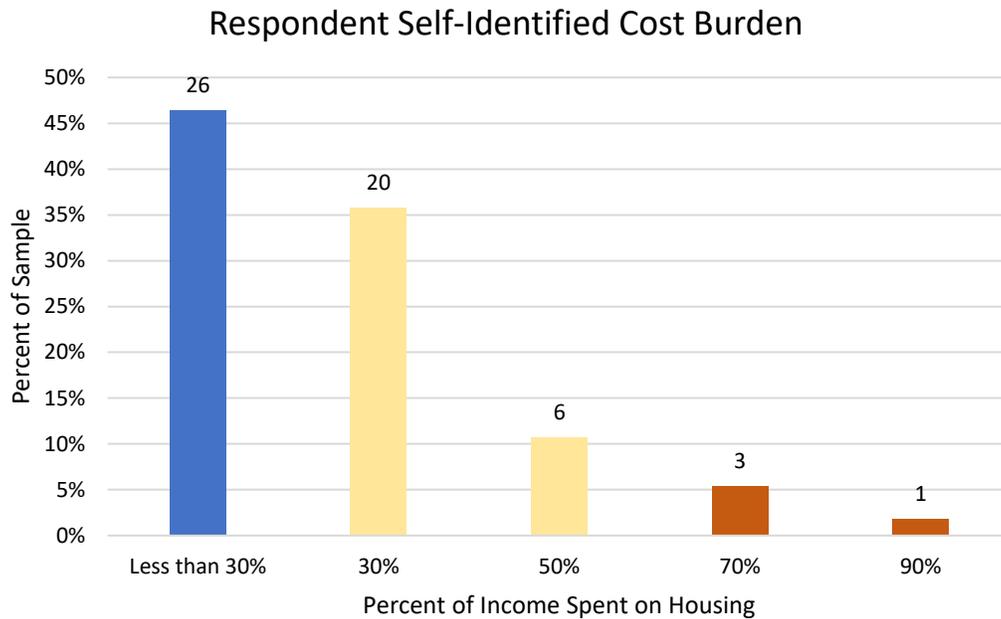


Figure 1: Respondent self-identified cost burden. Households that pay more than 30% on their housing are considered cost-burdened (shown in yellow), while those that pay more than 50% are considered severely cost-burdened (shown in red).

Significance

This survey received 56 responses, approximately 3% of the Coupeville population. This sample size can be considered a significant amount, which may represent the overall population accurately. When drawing conclusions from this sample, the respondent profile should be considered.



Middle Housing Concerns

Residents were questioned about their concerns regarding middle housing development in Coupeville. The area of most concern was neighborhood character, with nearly a third (31%) of respondents ranking it as their area of most concern. Affordability (21%) and environmental protection (17%) were also areas commonly ranked as top concerns. Aesthetics and density were widely ranked in the top four areas of concern. Developer interest and public safety were often ranked low as areas of concern. Survey participants were provided a write-in box for other areas of concern, and while many (81%) left this at the low end of the concern scale, more than half of the respondents wrote in other concerns. Some comments reinforced existing concerns, such as the affordability of new units or the loss of specific neighborhood character aspects- often historic character specifically. Infrastructure concerns were prevalent as well, with traffic and parking highlighted as areas of concern. Some people used the open response option to express their general disdain for middle housing development or to indicate that others will likely be unhappy with the development of middle housing in their town.

What are you most concerned about regarding middle housing development in Coupeville?

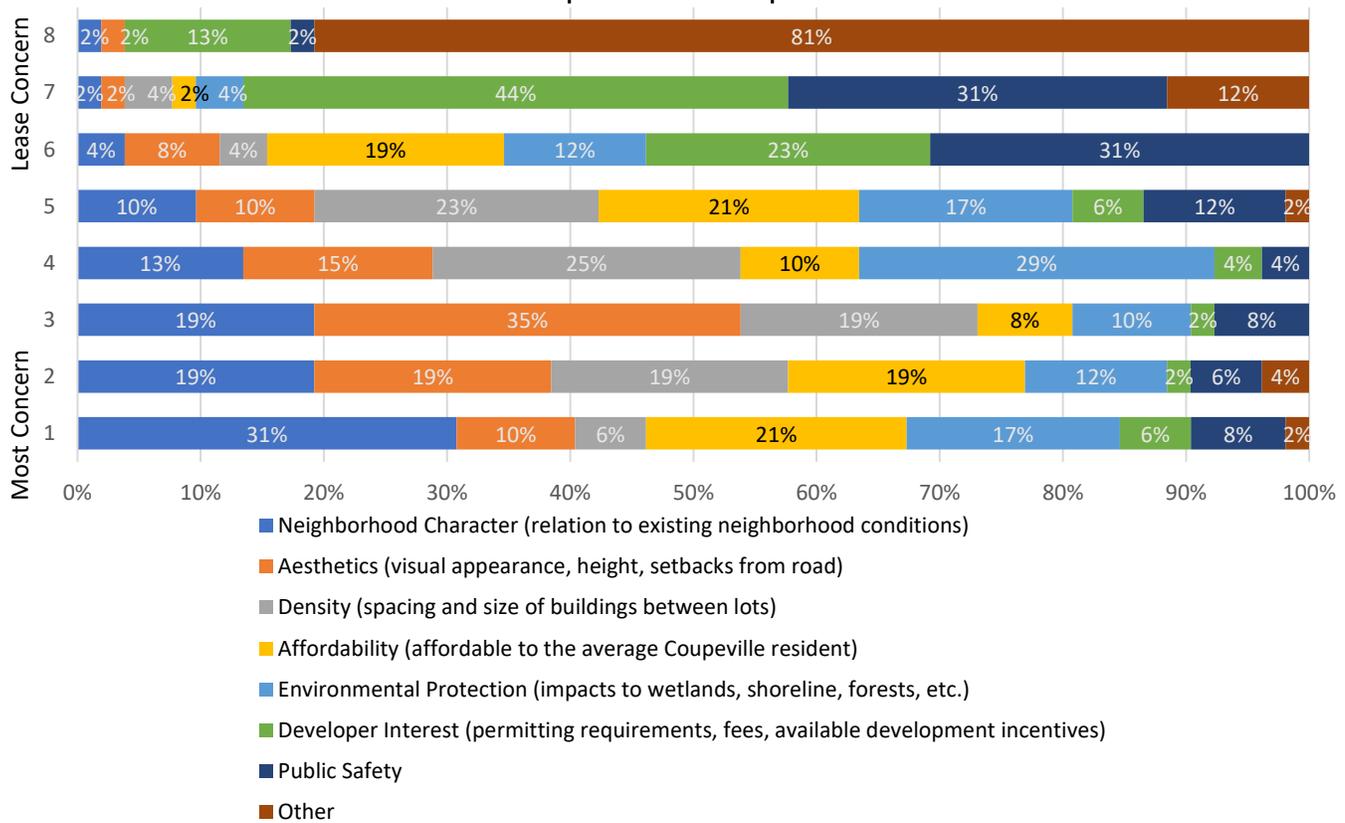


Figure 3: Participants were asked what they were concerned about regarding middle housing in Coupeville. The bottom bar represents areas where residents are very concerned about middle housing development in Coupeville, and the top bar represents areas where residents are least concerned about development.



Middle Housing Design

Participants were asked to give input on how they wanted middle housing to look in the Town. Broadly, people wanted middle housing to fit with the existing neighborhood character. Respondents preferred matching mass and scale of the existing structures surrounding the middle housing development or expressed their desire for small buildings, such as cottage housing developments. Many people noted that they want current code requirements for areas enforced “as-is” for new forms of middle housing. People also noted that providing discrete parking for the units on site is paramount. People commented that middle housing siting should facilitate access to mass transit and amenities such as grocery stores. The preservation of open spaces and required landscaping shows the sample’s desire for an increase of green space through the implementation of middle housing. Respondents commented that front setbacks will maintain community character by providing a buffer from the street to the house.

Respondents were also polled on specific middle housing design standards. Generally, people agreed with the standards proposed. The only proposal which did not receive support from more than half of the respondents (only 46% approval) was the allowance of middle housing in all residential zones. Residents were in the strongest support of maintaining middle housing unit height in accordance with Town development regulations, with 89% of participants supporting it. A similar large margin of survey participants supports general appearance standards (82%) and preventing conflict between driveways and main roadways (80%).

Indicate how you feel about some of these potential middle housing design and siting standards.

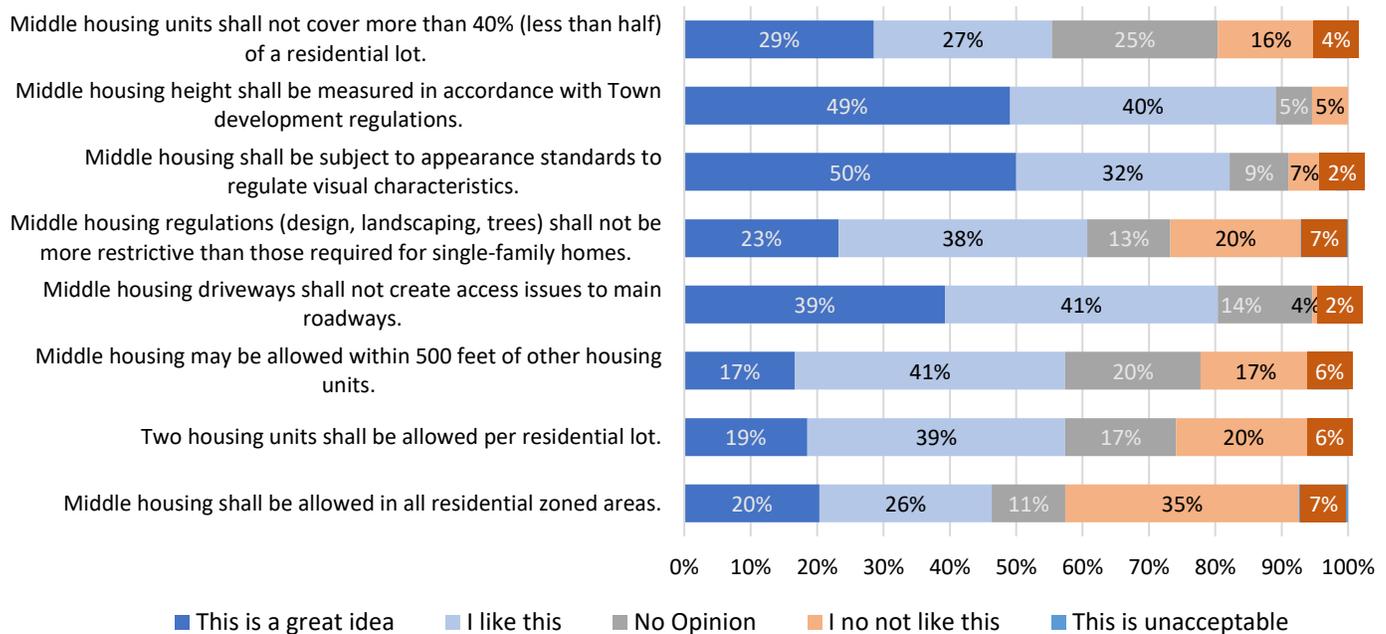


Figure 4: Participants were asked for their opinion on specific middle housing design and siting standards.



Community Values in Middle Housing

The survey asked respondents to identify community values and interests that should be prioritized in the development of middle housing. Some respondents took the opportunity to outright oppose any middle housing or any additional housing in the Town. Several respondents alluded to fears that development of middle housing would bring in residents who were unconcerned with the aesthetic character of Coupeville neighborhoods. Others wanted to make sure that the implementation of new housing would create units affordable to the Coupeville workforce, as opposed to creating units affordable only to those with a high income or as second homes. Survey respondents wanted to ensure that the development of new middle housing would not infringe on the amenities enjoyed by current residents, such as views. Many respondents alluded to preserving neighborhood character, and the facet of character most referred to be the height and scale of buildings. Respondents did not want buildings to stand out from the existing housing stock, either in design or in scale. Respondents also expressed the desire to preserve the availability and quality of water in Coupeville.

Builder Survey Results

The Builder Survey received two responses during the period it was open. Due to this very small sample size, the results of this survey may not accurately represent the opinions of the entire Coupeville building community. This small sample size should be considered when interpreting the results of this survey. Full survey results can be found in *Appendix G*.

Permit Process Improvements

Builders were asked what permit process improvements or development incentives would make middle housing more attractive and feasible to develop in the Town of Coupeville. Both builders agreed that expediting permit review and processing and continued developer collaboration and partnership would make middle housing development more feasible. One builder (one half of the entire sample) thought that flexible bulk development standards and reduced permit fees would improve the feasibility of middle housing development in Coupeville.

Current Middle Housing Feasibility

The survey asked builders what housing units were feasible currently in the Town of Coupeville. Both builders agreed that Single-Family residences, accessory dwelling units, townhomes, duplexes, triplexes and fourplexes were feasible. One out of the two respondents found that apartment complexes, cottage housing, senior/ assisted living, and mixed-use units were feasible. Mobile or manufactured housing received no votes as feasible. One of the builders indicated that they were interested in building more middle housing in Coupeville because more housing options will likely lead to more affordability, but that zoning code regulations were restricting the feasibility of middle housing development.

Changes to Increase Feasibility

The builders were asked to rank development standard changes in order of how effective they would be in creating cottage housing. Both builders put relaxed lot coverage and impervious surface standards in the top two slots. The builders agrees that less restrictive setbacks would be effective as well (both ranked it third). Lowering parking and open space requirements were ranked in the middle of the efficacy rankings by both builders (4th and 6th place). Driveway and access standards and application and review procedures ranked low on the efficacy rankings, with the builders agreeing on the seventh and ninth place rank. Lowering zoning restrictions, floor area standards, and visual appearance and design review standards had mixed results.



What would make cottage housing development more attractive in the Town of Coupeville?

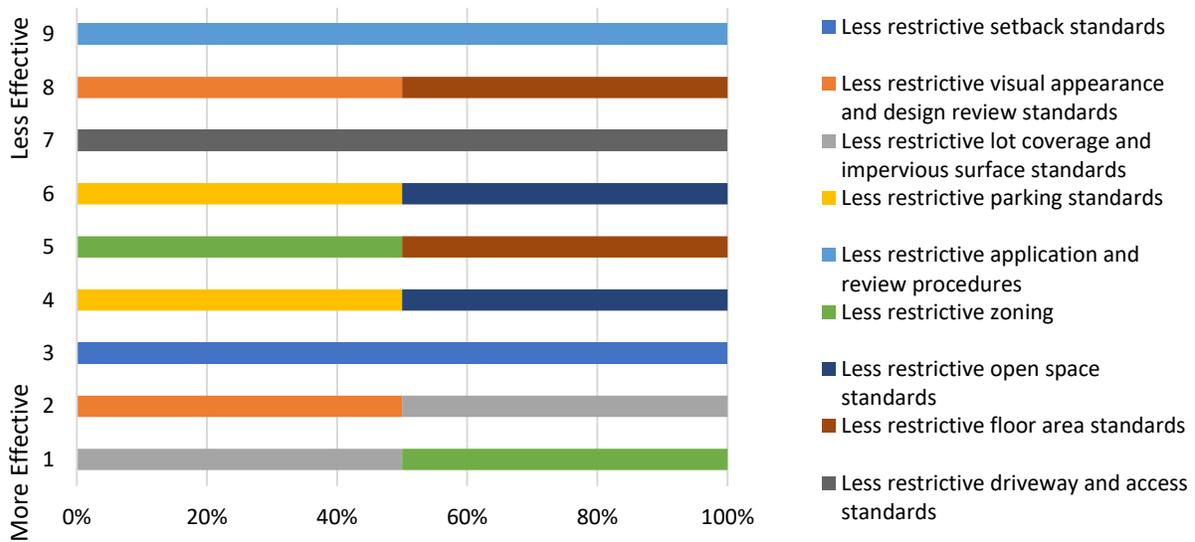


Figure 5: Builders were asked what development code changes would make cottage housing development more attractive in the Town of Coupeville.

Conclusion

While many members of the public had reservations about the implementation of middle housing types through Coupeville, the response was broadly neutral or positive. With careful, place-based design considerations and affordability strategically implemented, the middle housing update can be expected to be received positively.

Design Considerations

The primary concern expressed by the public was that middle housing code updates would result in a dramatic change in neighborhood character. Preserving the visual characteristics of the current Coupeville housing stock through the implementation of the middle housing code update should be a primary objective of the code update. Survey respondents were much more favorable to forms of middle housing that are similar in form to single-family residences, preferring cottages, townhomes, and ADUs over mixed-use units, apartments, and mobile homes. Stakeholder groups wanted the mass and scale of new developments to not overpower the existing structures in town, noting that larger developments often look out of place when they dwarf smaller historic structures.

Affordability

Every group identified affordability to target groups as a key facet of middle housing. The stakeholder group identified local workers and seniors as key groups that middle housing should serve. However, creating units affordable to people with lower income was seen as a challenge by all groups. A stakeholder group identified a disconnect between the money residents earn by working in town and the cost of housing in Coupeville. There was a concern shared that developers would develop middle housing types, but the cost necessary to construct these units would force developers to rent or sell the units to higher-income groups than intended by the code update project.



Appendix A: First Community Meeting Notes:

Notes by Cyrus Oswald

May 30th, 2024 6:00 pm

Attendees: Cyrus Oswald, Joshua Engelbrecht (Consultant and Town Staff), and three members of the public (M, K, and E)

Joshua (J) Presents:

- Meeting Etiquette
- Introduction of Joshua and Cyrus
- Project overview and meeting overview
- What is this project about? Coupeville town code, bringing local code into compliance with State Law.
 - o Going over the end goals of MMH as it applies to the Town: Other types of ownership, aligning state code, Implementing HB 1110, affordable housing requirements HB 1337
- MMH overview: both ADUs and MMH. “middle housing Light”- They aren’t constrained by the minimum requirements because they don’t fit the categories outlined by HB 1110.

Joshua opens up for questions:

- M: How does this fit into the comp plan update?
 - o The end product of this project will be filtered back through the comprehensive plan through the Land Capacity Analysis. This might change it due to a change in allowed uses
- K: Ownership vs rentals. ADUs seem like they’ll always be rentals. What applies to low income ownership?
 - o State legislation is interested in how ownership of ADUs can be separated. Cottage courts or courtyard apartments are more affordable, and you may be able to own these.
 - o K: Adding a lot of ADUs could add the potential to become vacation rentals.
 - o Currently they don’t allow short term rentals in residential zones. They have some short term residential ordinances in place, but they can alter them now that there are new requirements.
 - o K: clarifies they have a target of 350 housing units in the next 20 years. How does that look under the current code?
 - o We’re meeting the SFR requirements, but not the other categories of housing.
- K: “Dwelling in Coupeville” seniors able to age in place in Coupeville. Single floor, smaller houses, no exterior spaces, not everyone will be low income. No place to go in Coupeville. No developers want to build a single-story house. Aging in Place should be considered
- M: what were the suggestions that were brought forward to accommodate that group?
 - o K: They realized that cottage housing would be the way to go, but it’s super expensive to built it.
 - o J: This is a great case for MMH, it opens up these options for developers and provides an avenue to create incentives. We need to slot smaller scale developments into these existing neighborhoods
- E: Development costs for certain types of MMH are high. Why are they higher? What housing types are more expensive than other?



- K: Social component of MMH is attractive due to social interface. ADUs don't really have that. Communities designed for social interface
- J: The MMH tries to build in that communal walkable aspect into areas.
- **J: What is your experience with housing in Coupeville?**
 - K: As a renter, it's terrifying. I have lots of friends who cannot find housing anywhere near Coupeville. I got very lucky finding my current rental
 - M: Speaking for other people (I don't live in Coupeville). A friend had to live in someone's garden shed. There's a lot of great reasons to live in Coupeville, but the housing situation is terrible. People who work here can't live there. Stories of people with college/masters degrees living in garden shed +1K
 - E: Just moved to Coupeville a year and a half ago from Seattle, work remotely. In Seattle, couldn't afford more than a 2 bd place. Could end up affording here due to their double income out of area income. Traveling nurses who would have a huge salary cut if they stayed. Friends who are bouncing from temp housing to temp housing around town who work on farms and what not. Late 20s to late 30s range pinch in terms of housing options.
- **J: What are the essential visual characteristics of Coupeville?**
 - E: Really nice aesthetic, beautiful old housing, even newer have interesting styles that call back to previous eras by roof styles and colors.
 - M: Ross Chapin style in cottages: Mass is so distinguished and differentiated, you can't see that they've all been combined. Breaking up some of the mass of things, making them scale so they do fit. Smart walkability. If we think creatively about parking that should help open more options as well.
 - K: Preserve cultural landscape so you can still see the historic print of their timeline. Mass and scale are important so that you don't dwarf the historic houses. Scale and Context. There's been design review for 40 years, which has done that. There's lot of opportunity for MF dwellings. For instance, one is next to a commercial area, there's no historic housing nearby, sympathetic architectural styles to surrounding areas. Edges of the town, not right in the middle of historic districts. Blend into the neighborhood. Don't want 3 story buildings with 25 units in them, more difficult.
 - J: When we're talking about mass and scale, is overshadowing more important? Are we just trying to make them not stick out? What does compatibility come from? Where is the line that we cant cross?
 - K: we already have some things in place that can help. Radius of X feet for house size average.
 - K: You don't want to see a gigantic structure from the street. So if there's a bunch of grade change, better to have SFR and ADUs and not a MF building
 - E: I'm hearing height is very important and how it looks from the street is very important
 - M: These MMH places might need to be near transit routes and more walkable zones. It might be good to look at buildable lands that meet needs of transit and walkable needing people and what that means for MMH. Where is it best to put these units considering their other values and needs (like being close to schools, transit, groceries). Also what people who need to age in place.



- J: that highlights how this project is so interconnected with other aspects of Coupeville housing (shoreline, historic district, design review, BLR)
 - J: Thinking about not historic buildings, if they were removed and replaced with more intense use, what do you think about that?
 - K: There are people who would respond to a financial incentive to redevelop their SFR into a duplex
 - K: I like breaking out neighborhood-based design review. Can you do a similar thing for MMH and make very specific regulations for different areas?
 - M: In favor of redevelopment of non-historic structures. Knowing that there's a lack of greenfield lots and we like our parks and green space, this could be good.
 - E: If 10% of our housing is vacation rentals that are basically vacant, how do we capitalize on that? Is there a way to use existing housing stock by reducing vacancy rates.
 - K: Remember that vacation rentals bring a lot of businesses into town. They go out to dinner, use entertainment options, pay for stuff.
 - E: But if they're empty 9 months out of the year, then how does that weight in?
 - M: We're seeing the disappearance of shoulder season, but now there's more and more people coming around town. He would love to know the economic contribution of people who live here vs. don't. He wants to see the numbers about feasibility and how to make codes that work to both sides. Doesn't want to chase perfect at the expense of good
 - M: There are existing numbers about tourism somewhere
 - K: Tourism is our tax base, we need to make sure that it doesn't create an obnoxious environment for tourism.
 - E: He is more concerned about second homes. K agrees that empty houses are concerning. How do we make it more expensive to own a second home?
 - E: Somehow it's a net economic negative to discourage that type of activity.
 - C: interject that 15% of housing units are vacant, which may be accounting for second homes
- **J: Which of these housing types would you like to see more of in Coupeville? I understand that the context (mass and scale) is more relevant.**
 - M: Open space condominium permit: 4 cottages, she likes that.
 - E: Three units on one parcel, he likes how those fit into the neighborhoods
 - K: breaking up potentially larger MF buildings into separate units is good
- **J: Who in the community do you think would benefit from the creation of middle housing?**
 - J: I want people to want to and be able to stay here. The challenge is being able to provide housing for service workers. We want service workers, age in place people, etc. to stay here. What do you all think about that:?
 - M: I think that's fair. Certainly workforce (as defined in workforce housing) needs to be considered. Aging in place also needs to be considered. Even people with money who want a smaller scale lifestyle. If you make something that's accessible and appealing, it could be anyone in the community



- K: one of the hardest challenges for businesses in the area is staffing their businesses. Economic hazard to not having workforce housing
- E: He doesn't want to end up with an extreme divergence where you love the place but hate that you can't live there. Affordability issues are present in Coupeville even for people who make 100k+
- **J: Are you worried about any negative impacts from middle housing?**
 - K: Greatest concern is that the most lucrative project is inversely correlated with the most desirable project for the community. Developer wants 2k+ house with 3 garage 2 stories and as many as they can do. They want to max it out, how do you incentivize those types of projects so that the developer is willing to get less money per unit on their sales?
 - E agrees
- J: Next steps, PC meeting, survey, etc.



Appendix B: Second Community Meeting Notes:

Notes by Cyrus Oswald

June 4, 2024, 6:00 pm

Attendees: Cyrus Oswald, Joshua Engelbrecht (Consultant and Town Staff), the Planning Commission, and several members of the public.

Town Staff Presents:

Overview of what we're talking about with this project.

- Development regulation updates
- Bringing local code into compliance with State Law
- Implementing HB 1137 and HB1110
- Synthesizing what the State wants with what the Town wants to do. If their development code isn't in compliance with the comp plan, then the state legislation requirements take precedent.
- Coupeville doesn't have to implement HB 1110.
- Explains what MH is and how it's present in Coupeville.
- Explains what ADUs are and how they're present in Coupeville

Town Staff begins with question and conversation section.

What is your experience with Housing in Coupeville?

Nuisance vehicle issue:

- Grown up here. Housing has always been a vintage look. House is 100 years old, several others are even older in his area. Visual characteristics: Prairie town, town of historical characteristics. There are mismatches in architecture that look a little bit out of place. Worried about (duplex, triplex) new units being unrepresentable. Wants accountability between the owners of the property and the town of Coupeville. There are cute duplexes on his street, he just wants accountability with the property owners.
- Accountability: There are SFRs that also have cars/RVs in the front, how would this be enacted to be fair to everyone?
 - o Being a homeowner, typically you have some pride of ownership. There is pride of rentership sometimes, but (implied) not as much. Owners are the ones that should be required to keep it clean. Subjective requirement, can go south quickly if there's no oversight by the homeowner.
 - o Town Staff: There's no hobby vehicle code. There is an international code that we could adopt.
- Others agree with this general issue
- totally for MH for workers. But is that why they'll be built? Or will they be built by people who aren't part of the community and won't have any accountability. Need to be careful about how we approach MH. It's tough because it's a slippery slope. When you introduce MH, you introduce this potential
- There's a noise ordinance, can we have something similar for nuisance vehicles?
 - o Town Staff: Other places have these
 - o There are some very nice looking trailer parks in Coupeville with nice maintenance and nice governance.



- Someone comments that there's not really a difference between homeowners and renters, both do this type of nuisance activity. Additionally, there can be a yard/dump ordinance.
- The duplexes in the images look great, but that's not what they see in their area.
- Neighboring property owners are disregarding property maintenance issues. Worried about having properties owned by people who don't maintain them. She doesn't want more of that.
- Owners of SFR units have more skin in the game to maintain housing
- Someone proposes changing the Medium High Density name to middle housing, seems like Slight of hand
 - o Town Staff: Density is interesting because it doesn't really align with traditional development pattern. Coupeville has been done street by street, building by building. MH is a different style of allowance.
 - Feels that this is being imposed arbitrarily. There's plenty of land outside of the town limits, why do we have to put it all in the town? There are issues with water, sewage, and roads within the Town. The town should have more say on how this is going to manifest.
 - If they don't have infrastructure, what then?
 - Town Staff: they would have to demonstrate that they are planning to expand infrastructure or that it's too expensive. Also, Coupeville has been intentionally against expanding to protect their natural areas. The GMA is all about preventing sprawl how it's seen in other areas. The town is allowed to expand it's GMA, but the policy direction is towards infill to protect agricultural lands and other lands outside of town.
 - What do we have to do to get hard numbers on the area's carrying capacity in terms of infrastructure?
 - Town Staff: there's a hydrologist tomorrow talking about Island County issues, he'll report back. Whidbey island hydrology is complicated, it's very localized. They maybe could figure out that K, but they'd have to invest a project in. Legal water rights are different story.
 - Different issues between water rights and the amount of water available.
 - Town Staff: the amount of water we're allowed to pull out of our wells is greater than anticipated growth. But the environmental aspect of water recharge is different and we haven't dove into.
 - What is going to cause the growth in that much housing?
 - Town Staff: Basically it's a data update. This change is them coming into alignment with the greater Puget sound region. These Housing units are being allocated across Island County. Legislative requirements have changed.
 - o Wasn't there some math done that the alleged buyers cannot afford MH units? We'll end up with 350 units that aren't affordable to the people who they're supposed to.
 - Town Staff: The idea with MH is that it'll allow people buy it via building at a higher density. We have to build it out, we should try to accommodate it
 - o What would the natural growth rate be? Is this very different from that?



- It has been slow growth, mostly because it's been growth in the county. We have a in inset population growth control via our development boundaries.
 - PC member: to clarify, we haven't really been allowing that much growth and now it's being pushed upon us.
 - Town Staff: The goal of state legislation is to reel back what local jurisdictions have control of. Local jurisdictions might be holding back development.
- Previous plan doesn't make housing more cost effective. It will need a lot of revisions to reduce barriers.
 - Town Staff: the plan that was just adopted was not designed to implement those changes. The plan came first, then came the GMA updates, and now we're dealing with this.
- Who this housing that we're being asked to place in the town supposed to be for? If that's the case, I don't see any developer being able to build units that the low-income people can afford. It seems like developers are going to build these places, wealthy people are going to buy them, they'll be rented out, and then there'll be nuisance things in the front yard. And we'll have more traffic.
 - Town Staff: The town does have regulations to meet LOS. The goal of this project is to have less SFR homes that are being built, and make it feasible for developers to make this type of housing
 - Let's not jump so quickly from allowing renters to having junk in the yard. We're making judgements about people who would move into this housing. Also, there are people I know who make 80-100k and can't afford to live here. We're talking about extremes here, and I think that there are many people who are in the middle
 - We should also remember that we're talking about ADUs, which are often developed by homeowners. ADUs seems nice, and provide many options for homeowners with many needs. Does HB 1337 speak to places without sewer? There are lots of aging people who would like to downsize. Can you condominium the ADU unit? Provide opportunities for first time homeownership.
- There could be a pressure on schools and other infrastructure if there are demographic shifts from those who are moving in.

Town Staff presents AMI breakdown and Housing Unit Distribution.

- Discussion of short-term rentals
 - There is legislation in other locations that doesn't allow short term rentals in Residential zones
 - 15% of units are vacant, which is a lot of what they must build. This represents 1.3M in lost revenue for local businesses. Adding a 1.4% tax could account for that
 - Coupeville has a short-term rental ordinance.

Town Staff goes over HB 1337 and HB1110 and what they mean for Coupeville.

Town Staff presents the following four questions:

- What kind of Dwellings should be allowed in the RM-9600 zone?
- Should we modify other standards for these zones?
- Are there other design aspects that should be considered?
- Should an ADU be allowed to be greater than 1,000 square feet?



- I think 1,000 square feet is plenty. There are 800 square feet houses in town, this is big enough.
- Smaller units might be more likely to be short term rentals though, 1200 sf unit more attractive.
- Discussion of how 30% lot coverage becomes the de facto limit on dwelling units instead of density.
 - o Town Staff: we're allowed to do the code how we want
 - o Is there a way to allow coverage bonus to encourage ADU development
- The connection between lot coverage and visual characteristics. What is the priority here? Mass and scale from the street might be the most important overall.
- Making the design review much clearer would be important. Preapproved ADU designs would be a way to do this.
 - o I think that the variation of the lot topography etc. would require some amount of creativity, it'd be hard to do cookie cutter house on every one.
 - o This could be a good way for the town to contribute to this
- Can we open areas based on how many ADUs of Duplexes exist? So look at context specific regulations?
 - o Town Staff: size and scale requirements built into the design guidelines we have. There's a tradeoff built into design guidelines because it's a subjective process.
 - o The less squishy we make these process the more feasible it presents for new homeowners.
- I like the idea of having larger units look like smaller units. I think triplexes are on the iffy side of size allowance.
- Neighboring small lot has a huge house on it. They worked around requirements.
 - o Worried that once we start allowing larger scale housing it will start to allow it without the appropriate design review.
 - o Town Staff : What about lower lot coverage but also smaller lots? More dense, smaller scale?
 - o It seems like we're okay adding a nonprimary dwelling to an existing primary dwelling rather than adding a new and big building.
 - Especially depending on where it's located.
- Walkability issue. The limited resources in town necessitate discussion of location based development regulations.
- We have negative issues we want to make sure is taken care of: vacancy, maintenance of areas.
- Comfort with ADUs and infill as support for primary residences
- Duplexes, cottage courts, those types of small buildings as it relates to neighborhoods are the ideal for MHs.
- Concern for lack of public input, feel like not enough people know about it. Seems like we should let the businesses know or something. Concerned about putting policy in place
 - o We will get it. People will catch on and they'll show up.
 - o Town Staff is doing the outreach, it's just a confusing term.
- It's a challenging concept to understand. Hard to provide in survey monkey. It's hard to design good surveys and hard to give concepts in survey.



Appendix C: Middle Housing Development Regulations Project Staff Report



Town of Coupeville

4 NE Seventh • Coupeville, WA
360.678.4461 • www.townofcoupeville.com

STAFF REPORT

DATE: June 11, 2024
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Joshua Engelbrecht, Community Planning Director
RE: middle housing Development Regulations – Project + Direction check-in

Council,

Town Staff and the Coupeville Planning Commission have initiated our middle housing code update project to bring our Development Regulations into compliance with recent changes to state legislation. As part of that project, the Town has received \$35,000 in grant funds to implement HB 1337, dedicated \$5,000 of Town funds to implement HB 1110, and hired Atwell Group to support the Planning department in this update.

Requirements under state law

There are two House Bills that are the focus of this update. House Bill 1337, which is directed at reducing barriers to the permitting of Accessory Dwelling Units and House Bill 1110, which is directed at reducing barriers to the permitting of “middle housing”, the term we use to talk about the various styles of dwellings that are in between Single-family detached houses and mid-rise apartment complexes in their form and size (image below).



Both bills include provisions that require the Town to update our development regulations to comply with the state legislation 6 months after our periodic update is completed (Dec. 2025) or be the state legislation “supersedes, preempts, and invalidates local development regulations”.



House Bill 1337 – ADU’s

<https://lawfilesexternal.wa.gov/biennium/2023-24/Pdf/Bills/House%20Passed%20Legislature/1337.PL.pdf?q=20230418105847>

Among the most relevant requirements under this state legislation are (taken directly):

- The city or county may not require the owner of a lot on which there is an accessory dwelling unit to reside in or occupy the accessory dwelling unit or another housing unit on the same lot;
- The city or county must allow at least two accessory dwelling units on all lots that are located in all zoning districts within an urban growth area that allow for single-family homes in the following configurations:
 - One attached accessory dwelling unit and one detached accessory dwelling unit;
 - Two attached accessory dwelling units; or
 - Two detached accessory dwelling units, which may be comprised of either one or two detached structures
- The city or county may not establish a maximum gross floor area requirement for accessory dwelling units that is less than 1,000 square feet;
- A city or county may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for accessory dwelling units that are more restrictive than those for principal units;
- A city or county may not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an accessory dwelling unit;

House Bill 1337 – middle housing

The main requirements under this state legislation revolve around the following matrix:

	Minimum number units that must be allowed per lot	Minimum number allowed within ¼ mile walking distance of major transit stop	Minimum number allowed per lot with affordable housing
Population of at least 75,000	4 dwellings	6 dwellings	6 dwellings
Population between 25,000 and 75,000	2 dwellings	4 dwellings	4 dwellings
Population under 25,000 that are contiguous with the largest city in the county with a population of more than 275,000	2 dwellings	n/a	n/a

Additionally, a municipality required to make these changes would be required to allow six of the nine listed middle housing types:

- Duplexes
- Triplexes
- Fourplexes
- Fiveplexes
- Sixplexes
- Townhouses
- Stacked flats
- Courtyard apartments
- Cottage housing



Interestingly, Coupeville does not fall into any of the categories that require compliance with HB 1337. However, its framework provides an opportunity to address goals of our comprehensive plan with grant funding from the State Department of Commerce.

Public Involvement

So far, public involvement related to this ordinance update has been primarily through a community survey, a virtual meeting to ask targeted questions, and our on-going Planning Commission meetings. The community survey has collected responses from 41 participants as of May 31, 2024 (survey closes at the end of June). The virtual meeting had three attendees, including one of our Planning Commissioners. The virtual meeting was recorded, and that discussion can be found on the middle housing landing page. The reports from our past engagement activities can be found as part of the June 4, 2024 Planning Commission Packet.

As part of the June 4, 2024 Planning Commission meeting, Staff conducted a modified public meeting that provided a more conducive space to ask targeted questions of the public with the Planning Commission present. As part of that meeting, members of the public provided additional comments (3 in-person, 2 virtual) that were taken into consideration as part of the Commission's discussion and direction to staff.

Direction

Under our work plan for this project, the initial responsibilities of the Planning Commission are to provide a direction recommendation to Town Council and Staff related to various aspects of this project that are not strictly required under the state laws impacting this project (specifically requirements under HB 1337, as mentioned previously). This staff report seeks to relay the direction recommended by the Planning Commission and to ensure both council and the commission are on the same page regarding priorities for this project.

Recommendations regarding the middle housing Development include:

- Incorporate all the relevant HB 1337 regulations related to Accessory Dwelling Units.
 - Explore if 1,000 sq. ft. maximum for ADU's is the most appropriate. Alternatives could include allowing up to 1,100 or 1,200 sq. ft. for a single ADU.
 - Consider bonuses to lot coverage standards to facilitate ADU placement.
- Allow small, house scale development types. Primarily duplexes and cottage courts within the medium density (RM-9600) zone.

Staff recommendations also include:

- Consider triplexes in the medium density zone.
- Consider what middle housing options would be appropriate within the Low Density Residential zone.
- Expand our "multifamily" use type / definition to be more specific

Outside of this specific code update project, the planning commission provided direction and interest related to:

- Examine viability of a vacancy tax to encourage utilization.
- Explore adoption of a maintenance/upkeep ordinance to establish expectations surrounding resident care of front yards.
- Develop updates to the Ebey's Landing National Historical Reserve Design Guidelines to address mass and scale of middle housing in proximity to Historic Resources.



- Consider pre-approved designs for ADU's or other housing types to streamline review

Timeline and Deliverables

As mentioned previously, our grant is a deliverable based grant, in which we receive reimbursement once we complete each of our four deliverables. By January 31, 2025, the Town will:

1. Develop a public engagement plan (Finished!),
2. Document our engagement results (Due June, 2024 and January, 2025)
3. Draft an ordinance (Due October 2024), and
4. Finally take our final document through the adoption process (January 2025).

Next Steps

The next outlined deliverables are our first engagement report (to be consolidated from attachments 1 and 2) in the next couple weeks and the first draft of the updated ordinance in October of 2024. Staff will deliver updates and additional opportunities for discussion as we move forward through this project. We are also expecting our survey and interview opportunities specifically targeted at builders, architects, and contractors to generate comments throughout June and will return with an update on those comments. So far we have had 2 responses.

This project has a landing page on the Town's Website:

<https://townofcoupeville.org/middle-housing-development-regulations/>

Here, everyone will be able to see project updates, documents, and our most up-to-date schedule. And as always, everyone can reach me

via email at: Planner@townofcoupeville.org

or

via snail mail at: Town of Coupeville, Planning
4 NE Seventh St.

Coupeville, WA 98239



Appendix D: June 2024 Town Newsletter



TOWN HALL NEWS

TOWN OF COUPEVILLE

VOL. XXVII, Issue 3

June 2024



FUN DONATION!

Evelyn Stocker Daly was a resident of Coupeville for nine years. She said Coupeville reminded her of her birthplace, Luzern, Switzerland, and that she had not only finally found her "happy home" again but had made the best friends of her life. Evelyn volunteered for the Coupeville Garden Club, the library, the Island County Historical Museum, and the Neighborhood Emergency Team (NET), and brought joy wherever she went.

Along with being a highly talented artist, pianist and cook, Evelyn was a fierce ping-pong player! She understood how it connected people instantly – and was a great outlet for her (and others') "wild side." Uproarious laughter and a playful competitive spirit took over.

In Evelyn's honor, her daughter Barbara Ireland, now a part-time resident of Coupeville, has gifted the town with an outdoor ping-pong table for Town Park. Adding magic to this gift is the fact a cement slab – the perfect size and perfect location in the park – was already there, as if waiting all these years for the ping-pong table to arrive. The table will be installed in June. In honor of Evelyn, bring your friends and family for a playful game of ping-pong. Thank you Barbara!

ANNUAL WATER QUALITY REPORT

Each year the Town prepares an Annual Water Quality report. This report conforms to a federal regulation requiring water utilities to provide water quality information to customers.

Your drinking water is highly regulated by Washington State Department of Health and the U.S. Environmental Protection Agency. All the Town's test results meet or exceed the standards and advisory levels set by these organizations. The 2023 report will be posted on the town's website, on or before July 1. If you have any questions regarding the report, please contact Public Works Director Joe Groan at 360-678-4461, ext. 110. townof-coupeville.org/departments/utilities/water



SEWER MAIN EXTENSION

The Town's sewer main will be extended 450 feet on Parker Road to Moore Place. Public Works staff will be doing the work and it is expected to take a week to complete. During this time, Parker Road may occasionally be closed to local traffic only. Thank you for your cooperation.

SUMMER REMINDERS

FIREWORKS IN TOWN

The Town of Coupeville allows the discharge of Washington State approved fireworks July 4 only, between the hours of 9 a.m. and 11 p.m. You must discharge your fireworks on your own property, not in parks, parking lots, at the boat launch or on vacant property. Have fun and stay safe. Happy Birthday, USA!



TALL GRASS & WEEDS

A reminder that grass and weeds above 12" must be mowed, both in the right-of-way and on your property. Let's get the grass down before it becomes a fire hazard. Town staff thanks you, the fire department thanks you and your neighbors thank you!

CALL BEFORE YOU DIG

Planting a tree? Installing a new mailbox? Building a fence? Replacing utility lines? These are just a few examples of activities that require a utility locate before you dig. Just call

811 at least two business days before starting any digging projects. Locators will come out and physically mark utility lines beneath the excavation area. Once the locate is complete, remember to dig carefully around marked areas with a hand tool. Buried electrical or waterlines can be close to the surface. Call 811 before you dig to prevent personal injury, property damage, inconvenient outages and costly repair bills.



JOIN OUR TEAM!

Ebey's Landing National Historical Reserve Trust Board Member

Nine-member board meets twice a month for a term of four years. Appointed position. The Trust Board is responsible for management of the Reserve according to adopted plans and agreements. You can find a volunteer application at townofcoupeville.org/government/boards-commissions.

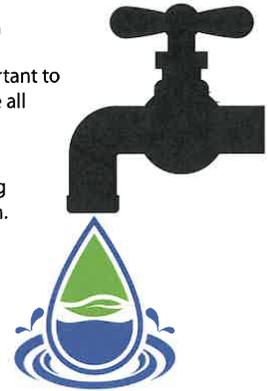
Neighborhood Emergency Team (NET) Coordinator

Part-time position for the town leading and coordinating the efforts of our all volunteer NET. Responsibilities include managing neighborhood captains and lead volunteers, overseeing such things as emergency centers, newsletter, website, supply inventory, etc. Planning annual emergency drill, planning bi-monthly volunteer meetings and arranging training and speakers for meetings. Find an application and full job description at townofcoupeville.org/join-our-team.

Water Conservation Tips

The Town's drinking water comes from an aquifer, it is important to conserve year-round but especially in the summer when we all tend to use more water.

- Don't water mature trees and shrubs unless necessary. If watering newly planted landscape, do so in the morning or evening so the water does not evaporate in the hot sun.
- Use a professional car wash station that recycles their water, don't wash cars at home.
- Always make sure the dishwasher and clothes washer are only run with full loads.
- Make sure you don't have running toilets. Even a small leak in a running toilet can waste up to 30 gallons per day. Check that those outside faucets are not dripping too.
- And be a part of Coupeville's summer look: *Our grass is brown, that's how we roll in town!*



*"Live in the sunshine. Swim in the sea.
Drink in the wild air."*

-Ralph Waldo Emerson

WHAT'S HAPPENING

WEDNESDAYS

Lunch and Learn Senior Programming!

See flyer in this billing for menus and topics.

JUNE 15

Coupeville Pride Celebration!

See flyer in this billing for details.

JUNE 28-30

Coupeville Lions 45th Annual Garage Sale!

See flyer in this billing for details.

JULY 27

Farmers Market 45th Anniversary!

See flyer in this billing for details

JULY 25-28

Whidbey Island Fair 99th celebration!

Look for details of this year's "Farm to Fair"

Three Important Opportunities to Give Us Your Feedback

Middle Housing Code Update Project

Community survey is open now through the end of June

The Town of Coupeville is excited to offer a community survey for the Middle Housing Code Update project. This is an opportunity for you to share your thoughts about what the future of housing should look like in Coupeville. The community survey is available in person at Town Hall and online on the town's website, townofcoupeville.org/middle-housing-development-regulations/.

Ebey's Reserve Guideline Update

Public meeting June 14 in the Rec Hall at 6 p.m.

The town and the county are working with Ebey's Reserve staff to update the Ebey's Reserve Design Guidelines. This update will respect the reserve's past while recognizing changes in construction techniques, materials, design and alternative energy sources. Please join us June 13 at 10 a.m. in the Board of County Commissioners Hearing Room during the Historic Preservation Commission meeting or June 14 at 6 p.m. in the Rec Hall to discuss these updates. Additional information can be found at www.ebeysreserve.com/.

Coupeville Comprehensive Plan Update (again!)

Community Open House July 17, Rec Hall, presentation 6 p.m.

In 2023, the town completed a sorely needed update to our Comprehensive Plan, the centerpiece of local land use planning decision-making in town. While the 2023 plan resulted in a robust vision of our community and goals to manage population growth, future development and to protect rural lands and natural resources, the state made serious changes to the Growth Management Act (GMA), which were not fully incorporated into our last document. As such, we are revisiting our plan with the help of Facet NW and a grant from the Washington State Department of Commerce. A critical component of the Comprehensive Plan Update process is public engagement and participation. Procedures are being established to encourage folks to participate through a variety of venues, including (but not limited to) public meetings, workshops and online surveys. The first Open House will be July 17, in the Rec Hall. Town staff will be available all afternoon for you to drop by and see our progress and chat with the Community Planning Director. We will also have a presentation starting at 6 pm. Additional information about this project will be available on the town's website, townofcoupeville.org/coupevilles-2025-comprehensive-plan-periodic-update/.



Appendix E: Middle Housing Advertisement Flyer



WE WANT TO HEAR FROM YOU!

COUPEVILLE MIDDLE HOUSING CODE UPDATE SURVEY

SCAN ME



Please take **5-10 minutes** and fill out the **anonymous survey**, accessible through the QR code above or the link below to help us **understand** how you want the future of Coupeville housing to look.

- <https://www.surveymonkey.com/r/CoupevilleMH>
- <https://townofcoupeville.org/long-range-planning-projects/>

Middle Housing Virtual Meeting
6:00 – 7:30pm | May 30th, 2024
Zoom Link: <https://us06web.zoom.us/j/84704815485>
Meeting ID: 847 0481 5485

Please come and share your thoughts and experiences about housing, affordability, and the future of how Coupeville looks!

For more information, please contact:
Joshua Engalbrecht, Community Planning Director
Planner@townofcoupeville.org
360-678-4461 ext. 103



Appendix F: Community Survey Responses

Table 1: Question 1

Q1. Do you rent or own your current residence?		Responses	
Rent		10.71%	6
Own		89.29%	50
		Answered	56
		Skipped	0

Table 2: Question 2

Q2. What best describes the percentage of your income spent on housing costs?		Responses	
Less than 30%		46.43%	26
30%		35.71%	20
50%		10.71%	6
70%		5.36%	3
90%		1.79%	1
		Answered	56
		Skipped	0

Table 3: Question 3

Q3. Which of the following housing types best describes where you live?		Responses	
Single-Family Residence		83.93%	47
Accessory Dwelling Unit (e.g., "in-law suite" or "granny flat")		8.93%	5
Townhome		0.00%	0
Duplex		1.79%	1
Triplex or Fourplex		0.00%	0
Apartment Complex		1.79%	1
Cottage Housing		0.00%	0
Mobile or Manufactured Home		1.79%	1
Senior/ Assisted Living		0.00%	0
Mixed-Use Unit		1.79%	1
		Answered	56
		Skipped	0

Table 4: Question 4

Q4. Which of these types of "middle housing" would you like to see? (Rank the choices by order of preference)											
	1	2	3	4	5	6	7	8	9	Total	Score
Accessory Dwelling Unit	39%	13%	13%	19%	4%	4%	4%	2%	4%	54	7.07
Townhome	24%	13%	24%	4%	15%	2%	7%	9%	2%	54	6.35
Duplex	4%	26%	17%	31%	9%	13%	0%	0%	0%	54	6.44



MIDDLE HOUSING PUBLIC ENGAGEMENT SUMMARY

Triplex or Fourplex	6%	9%	9%	11%	20%	19%	17%	9%	0%	54	5
Apartment Complex	0%	0%	4%	4%	11%	17%	22%	22%	20%	54	3.02
Cottage Housing	22%	26%	7%	11%	17%	9%	2%	4%	2%	54	6.61
Mobile or Manufactured Home	2%	2%	2%	2%	6%	7%	17%	17%	46%	54	2.43
Senior/ Assisted Living	4%	7%	13%	7%	2%	24%	20%	17%	6%	54	4.33
Mixed-Use Unit	0%	4%	11%	11%	17%	6%	11%	20%	20%	54	3.74
										Answered	54
										Skipped	2

Table 5: Question 5

Q5. What are you most concerned about regarding middle housing development in Coupeville?(Rank the choices by order of preference)	1	2	3	4	5	6	7	8	Total	Score	
Neighborhood Character (relation to existing neighborhood conditions)	31 %	19 %	19 %	13 %	10 %	4%	2%	2%	52	6.19	
Aesthetics (visual appearance, height, setbacks from road)	10 %	19 %	35 %	15 %	10 %	8%	2%	2%	52	5.63	
Density (spacing and size of buildings between lots)	6%	19 %	19 %	25 %	23 %	4%	4%	0%	52	5.33	
Affordability (affordable to the average Coupeville resident)	21 %	19 %	8%	10 %	21 %	19 %	2%	0%	52	5.44	
Environmental Protection (impacts to wetlands, shoreline, forests, etc.)	17 %	12 %	10 %	29 %	17 %	12 %	4%	0%	52	5.33	
Developer Interest (permitting requirements, fees, available development incentives)	6%	2%	2%	4%	6%	23 %	44 %	13 %	52	2.85	
Public Safety	8%	6%	8%	4%	12 %	31 %	31 %	2%	52	3.69	
Other	2%	4%	0%	0%	2%	0%	12 %	81 %	52	1.54	
										Answered	52
										Skipped	4

Question 6:

If you have an "Other" concern in question 5, please explain.

- Roads, sewer, water- unable to support more housing. Change the whole feel of Coupeville. added houses and more residents have made Oak Harbor difficult to get to and around. Too much traffic. Coupeville need to stay historic, that is it's charm.
- Too many trees are being cut down. This causes run off and landslides and destroys wildlife habitat. Letting more lazy houses be built will use up our water supply. I say stop all development for five years unless it is duplexes for low income and seniors. And homes are being built too much here. Huge houses are a blight.
- All of these can lead to a higher population on the island. Higher population = increase in traffic accidents, higher prices (food, gas, utilities), higher crime rate...



- Will a lot of Single Family lots get upzoned to Middle housing? How will we attract affordable middle housing? How much new middle housing will become second homes? Will Coupeville lose its rural character? Will the tree regulations preserve enough trees? How many more residents can Coupeville absorb? Will the middle housing be built in appropriate areas? Will green space be saved?
- The fact that many people in the town, based on the feedback from the large public gathering last year on the recent Comp Plan, have so many of the concerns that were listed above and will likely block increased density and other innovative solutions to the town and county's affordable housing crisis. Many of those folks appear to want no change yet they will complain about not having the services they want because businesses cannot find workers due to this housing crisis. The historic houses here are relatively few compared to the existing housing inventory. And historic houses in historic neighborhoods (outside of the historic district homes that are larger and built at that time

by the more affluent citizens) were generally very small houses on small lots (5000 sf) yet many people want to retain large SFR lots to retain "the historic character" of Coupeville. If that is the case, then the minimum density should be reduced significantly and the lot coverage kept lower to ensure more small homes are built). Many of these small historic homes have and will continue to be replaced by much larger homes, still on these small historic lots. In summary, my concern is the "not in my backyard" attitudes and "we don't want anything to change."

- Concerned about losing rural landscapes and the original mandate of Ebey's Preserve.
- none
- No SUBSIDIZED HOUSING! THE SUBSIDIZED HAVE NO REASON TO MAINTAIN PROPERTY. NO SUBSIDIZED HOUSING! PROPERTIES BECOME AN EYESORE.
- overall cost and environmental impact with increased cars, trucks, RVs resulting from increased population on Whidbey Island. It goes beyond borders of towns and the middle housing in Coupeville. We are an Island and increased population comes with their cars/trucks. people will travel back and forth through towns increasing traffic on the ONE major highway we all use that used to have zero traffic lights. My concern about increased traffic comes with a question. Do we need to build more infrastructure to accomodate those cars/trucks/RVs? Because Coupeville is Island County's seat in the middle of the Island, vehicular traffic and its environmental effects is my major concerns over housing.
- Increased tax load
- Make sure infill code aligns with other town policy priorities (sustainability, accessibility, non-discrimination.) If you allow this density, make sure you include mandates (not meaningless incentives) re: affordability. Langley's consultants told their Council they could adopt "inclusionary zoning" after adopting MFI zoning -- NOT the case! Once you adopt MFI zoning, you've already given away the market incentive for affordability.
- Push back and undue political influence by highest income residents AND residents who refuse to concede to making changes to help resolve Coupeville's lack of affordable housing for (too many) of our service and retail workforce.
- I just wanted something in front of "Developer Interest".
- Current and future capacities of sewer.storm and water infrastructure.
- NA
- ADU's are NOT a housing solution; they are just a luxury perk for high income residents and provide no actual long term housing. Many studies support this finding.



- Infrastructure Many of our streets are too narrow to walk safely, particularly after sunset or early morning. I am also concerned with allowing developers to design our town.
- Want to maintain Coupeville's rural small town character, walkability, slow traffic, general overall safety, open green spaces/town green, forests and trails, public beach access etc
- n/a
- Equitable and fair housing opportunities
- Na
- Increased traffic in neighborhood s
- The term middle housing seems rather broad. It's hard to give an informed opinion on the survey
- I am also concerned about infrastructure, specifically traffic congestion. I also am concerned about keeping what makes living on the island special (natural beauty) and having it paved over.
- I have some concern that these types of new dwellings will impact not only safety in the community but also aesthetics of our small town. We get much of our revenue from tourist dollars and changing the look and feel of the main Coupeville downtown could have a negative impact on that. I also am wondering how this complies with the rules/laws from the Ebey's Landing Federal Preservation designation.
- We need to be careful in how we implement this housing as we do not want to lose the flavor of our town. I found it hard to rate these questions as they are all very important.
- N/a
- Destruction of the character of Coupeville. Most residents here do not want growth.
- None
- Concerns related to quality of life. Most everyone drives a car on rural whidbey, so enough parking needs to be provided so that it's not a parking blowout as these developments often beome.
- Is there enough water to support additional housing?
- Maintain historic character

Question 7:

How do you want middle housing to look?(For example, what are your preferences for neighborhood character, landscaping, parking, vehicle access, location of driveways and garages, etc.?)

- I don't want middle housing at all. Whatever they paint it. We don't need it. Put it in Oak Harbor or Freeland or Langley. NOT IN COUPEVILLE.
- More trees, smaller homes, set backs, tiny home villages
- I would like to see middle housing be sensitive to current neighborhood character. As Coupeville gets more dense landscaping is crucial. Shade, water retention, animal habitat, livability need lots of landscaping.

I would like to see a lot of thought go in to parking, vehicle access, location of driveways and garages. And when rules are adopted I would like to see less variances given and the enforcement of codes.

Coupeville is in a one of a kind National historical reserve. No matter what the state mandates, citizens should be allowed to put in measures that protect this unique place.



- I prefer for middle housing to minimize the visual prominence of parking and vehicle access, emphasizing walkability and interface with the street.

I would love to see middle housing development plant more street trees.

I believe middle housing can conform to the aesthetic of town, but would prefer not to impose new visual standards beyond those already enforced in town.

Cottage court style developments are a great fit for town. I believe duplex/triplex and mixed use developments close to downtown would also be a great fit.

- Garages not being the prevalent feature as viewed from the street. A variety of housing choices so people of all income brackets and ages can live in town. Their exterior design should have some appropriate rules so that there is some character rather than looking like a cheap spec house. Shared driveways where appropriate. More trees to mitigate climate change. Better code and enforcement so that more healthy existing trees remain and those trees are protected from the developer causing damage to them when clearing and grading.
- Would like to keep the rural, small town and historical aesthetic. Keep Coupeville unique. Any multi-family housing should be tucked away with minimal exposure to main streets and thoroughfares.
- similar to the cottage development with garages in the back, shared green space and a limit on size. See Ross Chapin's book Pocket Neighborhoods.
- Good pedestrian access, must be naturally landscaped, pleasant aesthetics compatible with surrounding architecture.

Vehicles and vehicle support (driveway, parking, garages) should not be prominent.

- Human scale within walking distance from public transportation, jobs, schools, shops, etc.
- Aesthetically consistent architecture with surrounding homes, off-street parking
- Vintage, bungalow style. Do not infringe on existing neighbors with added traffic.

Walkable pathway basements are necessary. Leave trees alone as much as possible. Mandate requirements to maintain property. No abandoned vehicles, washing machines, derelict boats, RVs and garbage. Save Coupeville!

- Middle housing needs to have careful consideration to how many vehicles people are using and bringing into our island for use. Cars, trucks, and RVs not only take away visually from the Island's beauty but increasingly will add fossil fuel until the country goes all electric. Until then, the diesel and old car emissions, leaking oil and gas onto the roads en masse, will be belching out their toxic fumes all over the place. Asphalt/concrete non permeable surfaces should be avoided at all costs. If you think it cannot impact a town, research its effects on flooding an area anywhere USA. Stormwater drainage needs to be a major factor in planning. Native plantings meadowscaping instead of wasteful lawns that need watering in the dry season. Use existing footprints for development sites instead of clearcutting the natural environment that is cherished by residents here. If development must happen on virgin landscape, leave as much old tree and canopy growth as possible



to retain the biodiversity of the land. Designate those areas public trails never to be built on. The physical environment is paramount to healthy living. Ideally the middle housing staying within the town limits, walking to grocery store, mass transit access, and county social services would hopefully decrease the amount of cars, trucks, RVs on the road coming from these new residents. We do NOT have to build bigger better roads and highways to accomodate more people with their STUFF, we might have a shot at not desecrating the environment to the degree where it is tainted forever. Over my lifetime I have seen NJ get desecrated. Cars truck buses and asphalt concrete and us trying to reshape the landscape for the quick sale of greed causes this. Humans have not changed but the speed at how this can happen have with our advanced machinery,

- Rural
- Langley adopted a "form-based" infill code, mandating a mono-culture "character", devoid of other local policy objectives. The "form-based" part of this code is VERY problematic. It is contrary to inclusive design and sustainable design objectives, in favor of aesthetic subjectivity. E.g. zero-step entries that are required by HUD are discouraged, because supposedly an inaccessible 12" stoop creates privacy that is equivalent to 9' larger setback if zero-step entry. Also, building siting requirements have no relation to the type of buildable lots that are actually available, and assumes square blocks, when most are more like bowling alleys, etc. None of this has to do with conforming to Coupeville's historic character - a goal that can really best be addressed through a design review, rather than a strict perscriptive code. Please learn from Langley's mistakes!
- In keeping with historic character of Coupeville. Most especially within the Reserve and along streets traveled by visitors.

Over all this is a difficult question to answer.

On an aside, would like to see the town lot at library made larger and green made smaller to allow for more visitor parking. ADD signage that drives cars DOWN 8th St to lot's entry. The circling from N. Main down Front up Alexander is a hazard and irritating. Larger signage at Alexander and Coveland might help force cars up to Town lot. Obviously not related to housing but a serious problem for resident drivers and walkers.

- Fit within the character of the town. Maintain natural areas and open space. Density in spots that can handle extra traffic.
- Matching dominant architectural form, preserving solar access of adjacent lots, screening parking so it does not dominate street frontages. Middle housing never seems to provide enough on-site storage, so that should be a design element. To best utilize Island Transit, MH should be located within easy walking distance to existing or planned transit stops.
- I don't know what middle housing means from your survey?
- Up to 3 stories. with landscaping. Multi storey units tend to be less cost per sq ft.
- Should blend with character, but the entire point is this is smaller, easier to maintain housing. It will not all look like historic turn of century single family homes.
- I would like to see sidewalks, trees and street lights installed along all streets. I'd also like to see an end to resident on street parking.
- Want to maintain Coupeville's rural small town character, walkability, slow traffic, general overall safety, open green spaces/town green, forests and trails, public beach access etc



- It should look like it belongs in Coupeville- not a gleaming tower of modernity.
- fenced yards or areas for dogs, native landscaping, housing and parking away from street
- I like the look and layout of the colorful condos on 1st street. I would like to see more of those types of condos.
- In alignment with historical land preservation efforts and character of current, existing properties. Support for planning for future energy conservation and eco-friendly upgrades in housing and landscape designs.
- 2 stories maximum, NO HOA, allow use of meadowscape/native lawns rather than manicured greens, if garages are present add solar!
- I like having housing types interspersed so it feels like a gradient from denser town center to the edges that are more rural. This makes it feel less obvious where density changes and it feels more natural moving around town. I also don't want density to mean more of a focus on cars. It would be great to have walkable paths as the obvious and parking is present but more hidden.
- Nice landscaping, cared for look, green space
- Maintain historical small town look and feel.
- Neighborhood Character, landscaping, parking off road or under building
- Enough off street parking. Native non invasive plants .
- I would prefer developments to be south of hwy 20 to preserve the character of historical Coupeville
- Near public transit
- Out of downtown area, blending with present architecture.
- Far spaced apart. You do not want to create opportunities for areas to become slums. Keep as much of the natural beauty of the island as possible and think about increased traffic needs. (Each adult will probably have a car—two cars minimum per unit)
- I want the middle housing to preserve the character of the area - similar look and feel to our historic homes and downtown area. As part of Ebey's Landing Federal Preserve I believe it should follow those strict requirements. Properties should be kept clean and neat via landscaping as well.
- I prefer small yards in the front so that front doors don't open right onto the street. Garages or parking in the back. I think paying attention to details on architecture is very important and should blend seamlessly with the buildings around them
- Design should be thoughtful in keeping with what is already here. Garages should not be all you see when you look at this housing. Parking should be off the street whenever possible. Landscaping should be easily cared for so it always looks nice. We do not want out town to look like a suburban development.
- Blended into existing neighborhood character, not expanded into rural reserve areas.
- Minimal impact
- Needs to strongly fit the character of coupeville. Adequate parking needs to be provided with no exceptions, especially in neighborhoods with limited street parking since that will create safety issues. Buildings should not be super top heavy or ultra dense like what they are building in Lynwood, Seattle, etc. Enough green space and buffer needs to be provided.
- Middle housing would require parking and easy access to cars and public transportation
- Integrate as to maintain general architectural and aesthetic flavor of the neighborhood.

Landscaping should be native and water saving.



Parking off-street

- Fit in with existing neighborhoods. Parking off street
- Mass and height similar to the surrounding homes, reasonable footprint on lot with some setbacks, parking behind home, not street side, garages located in back of house or set back on the side of the house,
- Green space. Sidewalks for walking. I prefer alleys with garages and parking in back.

Table 6: Question 8

Q8. Indicate how you feel about some of these potential middle housing design and siting standards:	This is a great idea	I like this	No Opinion	I no not like this	This is unacceptable	Total	
Middle housing shall be allowed in all residential zoned areas.	20 %	11 26%	14 %	11 6	35%	19 7%	4 54
Two housing units shall be allowed per residential lot.	19 %	10 39%	21 %	17 9	20%	11 6%	3 54
Middle housing may be allowed within 500 feet of other housing units.	17 %	9 41%	22 %	20 11	17%	9 6%	3 54
Middle housing driveways shall not create access issues to main roadways.	39 %	22 41%	23 %	14 8	4%	2 2%	1 56
Middle housing regulations (design, landscaping, trees) shall not be more restrictive than those required for single-family homes.	23 %	13 38%	21 %	13 7	20%	11 7%	4 56
Middle housing shall be subject to appearance standards to regulate visual characteristics.	50 %	28 32%	18 9%	5 5	7%	4 2%	1 56
Middle housing height shall be measured in accordance with Town development regulations.	49 %	27 40%	22 5%	3 3	5%	3 0%	0 55
Middle housing units shall not cover more than 40% (less than half) of a residential lot.	29 %	16 27%	15 %	25 14	16%	9 4%	2 56
							Answered 56
							Skipped 0

Question 9:

Are there any specific design standards you want Coupeville to implement?

- Victorian Historic or not at all
- Classic architecture, leave trees, provide for garden spaces



- I like a home more "classic/ historical" style (as has been utilized in downtown Coupeville Businesses in the past
- Prioritize alternative energy and design. Appliances that save water. DO not block existing neighbors view.
- I would prefer to implement minimal additional standards beyond those already in force for developments in Coupeville.
- Yes, but I don't know what these might be. We need professional recommendations from middle housing experts on how to achieve good appearance in a cost effective way to ensure building affordable housing is achievable.
- Keep historical look and feel in all new architectural designs.
- I think a well planned community of small cottages should be considered in addition to 2 houses per lot.
- Same as other single family development within the town ..so landscaping, tree requirements must apply. Also need more attention to impacts associated with more vehicles. Some residential lots will not be acceptable given historic overlay and some site specific conditions. Unfortunately approvals must be case by case which will make it challenging to prove decisions are equitable and will burden Town staff, but a process is needed because a)middle housing is necessary but b)blanket approval for all residential zones would be a disaster.
- Ebey's Design Standards
- Not at this time
- Vintage look. Bungalow style. Make units look like they belong in Coupeville
- In this survey there is no mention of the traffic patterns that will surely increase as population increases. This needs to be thought of in tandem with the "design" standards of where middle housing will be basically allowed in residential areas. Increased people, will need an increase in law enforcement of speed limits, reckless driving and all the public safety issues that people bring with them into town. Design standards really depend on where Coupeville allows middle housing to be built. Greed and self interests always play a part. If we keep middle housing in the town of Coupeville proper where there is some infrastructure already in place to follow the pattern and expand upon, then the visual design needs to coincide with what is existing around it. For example, there is a slated property that there was talk of using by the mobile home park and old frontier building behind the prairie center grocer store. existing footprint and in a place walkable accessible to mass transit and near schools. they were also talking having a food bank coexisting in the space with it. Great idea so the design in this space some asphalt needs to be hauled away and native planting meadowscaping one vehicle per unit. how many units in this space I could not say. Again the traffic will increase in an already busy intersection someone without self interest and vision knowledge of planning would have to assess how the design could be the least impactful to the existing environment, to the flow of our existing traffic without having to forge a new road. Obviously if we could use the most energy efficient way of building and keep firewalls for multiunit living safe for their residents it is a win win. Lookwise, it could keep the rural sense of community however cost effective without cutting costs on safety of its residents.
- Rural
- All "middle housing" should have to comply with the state and federal design standards that are mandated for affordable housing. E.g, accessible design for all first floor units, and complying with Evergreen Sustainable Development Standards. Otherwise it creates unfair advantage for luxury townhomes over affordable developments.



- In keeping with current historic buildings. There ARE enough building styles for a developer to choose from, hence shouldn't present an issue.
- An average unit size ordinance would provide for increased density as the average unit size decreases. This enables missing middle housing by allowing for greater density, even in smaller structures. Adjust parking requirements so that providing parking spaces doesn't drive the project design. (If you live in 'middle housing' there really is no excuse for having three or more cars per unit). Focus on form and scale, not density metrics.
- What are design standards? An example would be helpful.
- Cottages with common spaces and parking. Three storey with balconies and shared utilities
- There should be no difference in standards between middle housing and single family homes. Period.
- I am concerned that this survey does not include condominiums. Done well they can be an inexpensive way for young families and retired people to afford home ownership.
- Please do not turn Coupeville into suburbia like Oak Harbor
- No.
- Continue to align with historical character of national preserve within preserve boundaries. Plan for green spaces, parks and eco-friendly designs.
- Add environmental friendly options, such as solar arrays, rainwater systems, rain garden landscaping, etc. NATIVE OR NON-INVASIVE PLANTS ONLY for landscaping. Sustainable/recycled building materials
- No box houses. Seattle has these in spades and I don't think they would be in line with coupeville character.
- To maintain the town's character
- No, as long as it is south of hwy 20
- None noted
- Didn't we go over this issue in the last 2 years? Why is it on the forefront again?
- Coupeville has too many standards already (in my experience). Just please do not let this place become crowded and junkie.
- No modern design buildings - keep our historic character!
- Not particularly
- If middle housing is allowed in all residential areas the design should be compatible with what is already on a given street. The density should also match the street where the middle housing would be built. I don't know why middle housing cottages or duplexes should be 500 feet from other houses. I do believe we should keep the height to no more than two stories. I would stress that having these homes designed so that they fit in with what is already there is very important.
- Conformance to all applicable building codes and standards.
- No
- Blend into the surrounding establishments
- Parking is one of my greatest concerns, as well as continued access to sunlight from existing properties.
- I believe Ebey's Design Guidelines have been working for us.

Question 4:



What community values and interests should be prioritized in middle housing development?

- No development
- The navy has stopped providing housing for their members. That causes a housing shortage. Filling lots up with single family second homes causes housing shortages. Housing should be affordable no matter what size it is. It isn't affordable because greedy landlords and developers.
- Respect for all our neighbors! ie. don't block existing views (desired), keep noise levels down while building or entertaining, keep the amount of concrete paired down & trees/shrubs removed to a minimum. We like living here because it's not a city, but an old, lovely, historical town.
- Local affordable housing. Keeping Coupeville rural character. Placement to ensure as many green areas as possible. Creating more town parks as middle housing increases. Values that are expressed by town residents and will be in new comp plan. Scores of people are coming that don't understand concept of protecting our natural resources. The planning commission needs to create and enforce rules to do so.
- walkability, affordability.
- water quality and sewer/septic safety
- Ensuring that building affordable housing is economically viable so that it is built. Incentives to encourage this are necessary. It is critical we provide places for our workforce to live and be able to have their own homes (not just have to rent) to keep our community diverse and businesses and public services vibrant and available.
- Aesthetics, low density, historical small town character.
- The appearance of the new structures should not take away from the historic look of Coupeville
- Historic, aesthetic, and environmental integrity while encouraging diverse housing that is needed without onerous rules that don't really meet objectives but drive up the cost
- Walkability, livability and keeping prices of middle housing at an affordable level. Middle housing will not work if wealthy people buy them as second homes. How can we ensure the people who need these homes, get them?
- Retaining open spaces, convenience to schools and local employment; i.e., hospital, county government buildings.
- No subsidized housing. These units are not handouts. Living here is a privilege...not a right.

Coupeville is a treasure. People living here must be expected to keep our neighborhoods clean and attractive.

- Keep it modest, small town, and with public safety in mind including our natural resources, traffic patterns and overall infrastructure. Keep self interests and greed out of the picture as much as possible.
- Keep it small
- Please see Langley's analysis of it's own MFI code, in terms of its after-the-fact consideration of inclusionary zoning -- it shows their MFI-FBC will only likely result in a mono-culture of high income townhomes.
-

1. Guidelines and regulations that direct owners, developers, architects, and builders to take impact on neighbors into account when proposing and planning to build. Not all that "Capitol" focused but decent and civil considerations of neighbors should be a rule of



thumb. We've seen TOO MANY broken and or shunned relationships between residents in the past.

2. Height restrictions! No building that exorbitantly blocks neighbor's sun exposure and or views. You want to build BIG buy a large lot off main roads outside of town and have at it.

3. No buildings that aren't sound proofed enough for close relationship to neighbors.

- Environmental Protection, aesthetics and character of town, minimize traffic impacts, affordable housing options. Let's create opportunities for young families to live here.
- Efficient land use, infill where infrastructure supports it, and architectural form that is consistent with most of the existing community and the historical character of Ebey's reserve.

An accurate lot-by-lot inventory of Coupeville should be undertaken to assess which lots can be developed or re-developed as middle housing. The quality of the housing units should be considered as well, not just quantity or existing density. And with more density of housing will come potential impacts to existing infrastructure. The Town's stormwater "system" is inadequate; sewer, water and poorly-designed street intersections (driveway spacing, sight distance, vertical curves, etc) must also be considered while proposing increases in density. Good design criteria (if actually administered) can accommodate increases in density, and enhance the community.

- I'm still not sure what middle housing means exactly, but I'd say maintaining the character of the town.
- Pockets within existing communities. Green spaces included with density
- Affordability and accessibility to average income.
- I think that there should be no buildings higher than two stories. The majority of dwellings currently in town are one or two stories. Anything larger will destroy the aesthetic of our town.
- Maintain Coupeville's rural small town character, walkability, slow traffic, general overall safety, open green spaces/town green with farmers market, forests and trails, public beach access etc. Please do not turn Coupeville into a crowded suburbia like Oak Harbor has become. Increasing town density without infrastructure won't work well. If WA state really wanted more people to live in Coupeville they would provide more support to our schools and hospital etc.
- Equity and environmental stewardship
- Equity, Diversity, Inclusion, and Belonging.
- environmental stewardship, community engagement, health & wellness
- Embracing diversity and being welcoming.
- Respect for the environment, respect for historical preservation, support of a safe, friendly, family-based, diverse community. Economic sustainability for multiple levels of income. Fewer large vacation homes that sit vacant and more primary residences.
- Inclusivity, safety, environmental friendliness



- Ensuring that everyone who works in coupeville can also live here. Making sure that we do this sustainably in terms of our resource use especially water.
- Affordable housing that looks nice
- Small town historical. Only town within a national historic reserve.
- Affordability, safety, aesthetics, drug free.
- I wouldn't want to see ultra modern structures in our historic town.
- Rentals should be a minimum 30 days to prevent transients and maintain a sense of community for residents
- None noted
- It's not a given that middle housing should go forward
- Maintaining Coupeville's small town-ness and charm. Don't touch the Green. Leave wooded/green areas alone.
- We are a small, safe, and tight-knit town and I want to ensure that these housing developments do not conflict with these values.
- As you can tell, I am very interested that these structures do not stand out like sore thumbs so design is a priority. That includes landscape.
- A sense of community - good design, affordability
- Maintaining the quality of life in Coupeville. Not sure why we need a push for low or moderate cost housing. This is an expensive place to live because of a variety of factors that will not change, and doesn't lend itself to this "middle" housing effort. Guess we now have a name change to "middle" from high and low density?
- Small town feel - Too much density is already turning Coupeville into suburbia
- Those who will care and upkeep
- We need to strike a good balance here.
- Affordable to locals
- Affordable options for infill development
- Middle housing mixed in with current neighborhoods. Don't create a low-to middle housing neighborhood.
- Cleanliness, green space. Up keep of spaces.



Appendix G: Builder Survey Responses

Table 1: Question 1

What permit process improvements or development incentives would make middle housing development more attractive and feasible in the Town of Coupeville? Please select all that apply.	Responses	
Flexible bulk development standards	50.00%	1
Reduced permit fees	50.00%	1
Expedited permit review and processing	100.00%	2
Developer collaboration and partnership	100.00%	2
Improved access to permit information sheets	0.00%	0
Improved community education on allowed housing and permit procedures	0.00%	0
	Answered	2
	Skipped	0

Question 2: Optional: if we did not list a desired process improvement or development incentive, please describe what you would recommend below.

- None

Table 2: Question 3

What types of housing units are feasible to build in the Town of Coupeville? Select all that apply.	Responses	
Single-Family Residence	100.00%	2
Accessory Dwelling Unit (e.g., "in-law suite" or "granny flat")	100.00%	2
Townhome	100.00%	2
Duplex	100.00%	2
Triplex or Fourplex	100.00%	2
Apartment Complex	50.00%	1
Cottage Housing	50.00%	1
Mobile or Manufactured Home	0.00%	0
Senior/ Assisted Living	50.00%	1
Mixed-Use Unit	50.00%	1
	Answered	2
	Skipped	0

Question 4: Are you interested in building middle housing in the Town of Coupeville? Please explain why or why not.

- Yes, more housing options will likely lead to more affordability

Question 5: What development barriers to creating middle housing exist in the Town of Coupeville?

- Zoning code restrictions



Table 3: Question 6

What would make cottage housing development more attractive in the Town of Coupeville? Rank by the order of effectiveness										Total	Score
	1	2	3	4	5	6	7	8	9		
Less restrictive setback standards	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2	7
Less restrictive visual appearance and design review standards	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	2	5
Less restrictive lot coverage and impervious surface standards	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2	8.5
Less restrictive parking standards	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	2	5
Less restrictive application and review procedures	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	2	1
Less restrictive zoning	50.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	2	7
Less restrictive open space standards	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	2	5



Less restrictive floor area standards	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	2	3.5
Less restrictive driveway and access standards	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	2	3
										Answered	2
										Skipped	0

Question 7: Optional: If you have additional comments on the development standards referred to above, please share your thoughts below.

- None





ATTACHMENT 5

Submitted Public Comments

Luvera ADU

From Dana Luvera [REDACTED]
Date Tue 3/4/2025 3:48 PM
To Joshua Engelbrecht <planner@townofcoupeville.org>
Cc [REDACTED]

EXTERNAL SENDER: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Joshua,

I am writing to you because Evan reached out regarding thoughts on our completed ADU.

I would like to share what our experience has been.

We wanted to build a detached garage with an apartment above it. We reached out to the Town to figure out the process for this.

Here is how it rolled out for us:

- I drew up some preliminary plans.
- I interviewed three contractors to get estimates on construction costs.
- We picked our contractor.
- We went through the design review and got our permitting done.
- Construction began during the height of the pandemic.
- Costs rose and there was a shortage of supplies. (Many delays)
- We eventually finished our project almost two years after its inception.
- We completely furnished it and got it ready for our guests.

Overall it was a pretty easy process with a wonderful outcome.

We ended up moving into our ADU and lived in it for over nine months during construction of an addition to our home. We were so happy we had our own apartment to use during construction! It was during this time we really realized how much flexibility the ADU gives us.

We've decided to rent the ADU as a mid-term rental property. As of March 1st, we have our first tenant living in the apartment. Our goal is to continue to rent to traveling professionals who need a place to stay for thirty days or more at a time. This also gives us the opportunity to block out time for personal use.

There are many benefits of having ADU's. The flexibility to let family and friends stay in a private space, to rent it out on a short or longer term basis, to have a caregiver live on site, to use it and rent out the larger house, to rent both spaces. The possibilities seem endless.

I hope sharing this information will be helpful for other people considering building an ADU on their property. I'm not sure if building more than one and/or subdividing property to accommodate more of these units will be beneficial for homeowners, however.

Considering the costs of construction today and where the trend has been in the real estate market, it doesn't seem that it will create affordable housing or that property owners will be able to offset their costs with long term leases. This is why we are choosing the route we are, it simply makes more financial sense, gives us the flexibility we desire and we are helping travelers with their housing needs. Just our personal thoughts.

Thanks and I hope this was helpful,

Dana Luvera

ADU support remarks

From Andrew Thompson [REDACTED]
Date Tue 3/4/2025 6:50 PM
To [REDACTED] Joshua Engelbrecht
<planner@townofcoupeville.org>

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To the Planning Committee:

Our personal experience building in the Town of Coupeville has been incredibly seamless. The support and guidance from town staff have been invaluable, helping us navigate the process efficiently and avoid unnecessary delays and expenses. It has truly been a pleasure working with the town planner and building official, and we are grateful for their partnership.

Our ADU has been an essential part of our investment in our home and in Coupeville. Without the option of an affordable, on-site living space, undertaking a major rebuild would have been impossible for my wife and me. Having a livable ADU not only made our project feasible but also allowed us to stay connected to the community we love throughout the rebuilding process. The kindness and warmth of our neighbors reaffirmed just how important it was for us to remain in Coupeville during this transition.

While we have not yet determined the long-term use of our ADU after our home is completed, our primary goal remains the same—to share the beauty and history of Coupeville with family, friends, and guests. This space will allow us to introduce others to the community that has welcomed us so warmly and to contribute to the town’s charm and vibrancy. Having the ability to rent out our ADU will play a role in our ability to afford to stay in Coupeville long-term. The additional income will help offset the rising costs of homeownership while also providing a much-needed housing option in the town.

We strongly support policies that encourage ADUs in Coupeville. These small, flexible living spaces provide homeowners with opportunities to invest in their properties, support affordability, and foster a greater sense of community. We hope that the town will continue to recognize their value and make it easier for residents to pursue them.

Thank you,

Andrew

Andrew Thompson
[REDACTED]



ATTACHMENT 6

**Submitted Public Comments
Associated with SEPA Comment Period
March 14, 2025 – April 1, 2025**

Re: Comments for consideration re Town's SEPA-25-001 DNS

From Gretchen Luxenberg [REDACTED]
Date Fri 3/21/2025 6:25 PM
To Joshua Engelbrecht <planner@townofcoupeville.org>

EXTERNAL SENDER: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

thanks for the thoughtful response Joshua. I appreciate your efforts to help preserve this special place. You have a hard job.
Gretchen

On Mar 21, 2025, at 8:48 AM, Joshua Engelbrecht <planner@townofcoupeville.org> wrote:

Good morning,

I appreciate your comments, and your concerns have been echoed by many others as we've thought through this update. I will say that I expect our design guidelines will curb a lot of the challenges of incompatible development in close proximity to our historic resources. The wording is very broad, but ultimately the goal of middle housing and accessory dwelling units broadly is to fit into existing neighborhoods without major character shattering impacts. Two- and three-unit buildings that are still within our existing lot coverage and height limits should be very similar to existing single-family dwellings in their size and scale.

Thanks again for reaching out and please let me know if you have any further questions or comments.

All the best,
Joshua Engelbrecht, AICP (*he/him/his*)
Community Development Director, Town of Coupeville
360-678-4461 ext. 103
Email is subject to public disclosure requirements per RCW 42.56

From: [REDACTED]
Sent: Thursday, March 20, 2025 6:03 PM
To: Joshua Engelbrecht <planner@townofcoupeville.org>
Subject: Re: Comments for consideration re Town's SEPA-25-001 DNS

EXTERNAL SENDER: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi again,
I learned there has been excellent public outreach for these changes but honestly it is the wording which concerns me and seems to leave historic houses in residential areas possibly compromised by the addition of "non single Family residential Dwellings" near them. It's all about context, setting, and size and scale of new construction. Those are my concerns Joshua. Thank you for your time and efforts to protect the uniqueness of historic Coupeville.
Gretchen Luxenberg
[REDACTED]

On Mar 20, 2025, at 1:17 PM, Joshua Engelbrecht <planner@townofcoupeville.org> wrote:

Good afternoon,

Thank you for your comments.

All the best,
Joshua Engelbrecht, AICP (*he/him/his*)

Community Development Director, Town of Coupeville
360-678-4461 ext. 103
Email is subject to public disclosure requirements per RCW 42.56

From: [REDACTED]
Sent: Thursday, March 20, 2025 12:11 PM
To: Joshua Engelbrecht <planner@townofcoupeville.org>
Cc: Josh Pitts [REDACTED]; Carol L Castellano [REDACTED]
Subject: Comments for consideration re Town's SEPA-25-001 DNS

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I was reading about Coupeville's desire to amend certain regulations and processes applicable to allowed housing types, ADUs and subdivisions, proposing to modify language to allow many different types of housing "within all residential zones of town". [text from legal notice]. This has the potential to destroy the historic character of the town and thus adversely impact its eligibility for listing on the National Register if "non-single family residences" are allowed near, adjacent or in view of historic, contributing cultural resources. This is also a breach of the partnership the town has in preserving the historic town as a key element of Ebey's Landing NHR. The town is charged with protecting its contributing resources through its historic preservation program including regulatory processes. This MAY have a probable significant adverse effect on the environment unless these resources are ensured protection. Once again, the town of Coupeville is making a move to impact the historic character of the town without adequate public outreach. It completed its own environmental checklist and approved its actions and the public doesn't know (unless they read the legal notices in paper) that oversized apartment buildings could be built in all residential areas of town.

I hope the Trust Board has been asked to comment on this proposal. I hope the word gets out to the larger public so they can comment. I'm also hoping I'm misunderstanding the town's intentions. Thank you for including these comments in the public record.
Gretchen Luxenberg
Freeland
[REDACTED]