



EBEY'S LANDING HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS' HEARING ROOM (Room 102B)
1 NE 6th St., COUPEVILLE, WA
June 12, 2025

10:00: Roll Call

Approval of Minutes – Minutes from April 24, 2025

Public Comment on items not on the agenda -

Public Hearings:

- **EBY-25-017:** Froines, 935 View Ridge Dr., Oak Harbor. Construction of a 2-car carport.
- **COA-25-013:** Town of Coupeville, 209 NW Third Street. Installation of 7' black cyclone fence.
- **EBY-25-018:** Brian Miller & Rebecca Fakkema. 650 Zylstra Rd. Construction of a new barn.

Other Discussion items:

- **COA-25-016:** Eldon Baker/Paul & Linda Suzman, 1108 NE Lovejoy. Addition to a historic property not included in Ebey's inventory. Level B Project, update to HPC only.
- Ebey's Forever Grant

The Historic Preservation Commission will hear testimony from interested persons either in person or via telephone or video. Written comments may be submitted comments to Planning & Community Development; 1 NE 7th Street, Coupeville, WA 98239 for projects within the County (EBY). Projects within the Town (COA), submit written comments to the Town of Coupeville, 4 NE 7th St., Coupeville, WA 98239

Join Zoom Meeting <https://zoom.us/j/91304102115?pwd=ajlTWjJxODdRbUd3cXNwQXY2QkQ2UT09>

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**CENTRAL WHIDBEY HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS HEARING ROOM
COUPEVILLE, WA
April 24, 2025**

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

***Chair Bishop attended the meeting virtually. Commissioner Baxter ran the meeting. ***

CALL TO ORDER

Commissioner Baxter called the meeting to order at 10:08am

COMMISSIONERS PRESENT

- ✓ Chair **Danielle Bishop**
- ✓ Commissioner **Katherine Baxter**
- ✓ Commissioner **Sheila Saul**
- ✓ Commissioner **Eve Parrish**

STAFF PRESENT

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

APPROVAL OF AGENDA

Action: A motion was made by Commissioner Parrish, seconded by Commissioner Saul, to approve the agenda as submitted. *The motion passed unanimously.*

APPROVAL OF MINUTES

Action: A motion was made by Commissioner Parrish, seconded by Commissioner Saul, to approve the minutes of the August 22, 2024 minutes as submitted. *The motion passed unanimously.*

Public Comment on items not on the agenda

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

PUBLIC HEARING

Commissioner Baxter provided a description of the role of the Commission, its legal basis and process, and the standards and guidelines on which its decisions are based. She asked commissioners to declare any conflicts of interest or bias regarding the applications on the agenda and to disclose any ex parte communication or site visits.

- Commissioner **Baxter** visited all sites
- Commissioner **Parrish** visited all sites
- Commissioner **Saul** visited all sites

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

COA-25-010 (5m. 46s.) – New single-family residence – 207 NW Third St.

Coupeville Assistant Planner, Lisa Walsh, presented on elements of the new residence. Elements of the presentation included the size and use of the building, proposed materials, applicable guidelines, and location within the Reserve.

Ebey's Preservation Coordinator Josh Pitts made comments related to the need to update the design guidelines. Specifically, how we define neighborhood and how various aspects of the project are contemporary.

DISCUSSION

Commissioner Baxter opened the floor for discussion.

Questions were asked and answered about signage requesting public comment, size of the proposed construction vs size of the lot, street access to the subdivision, whether the construction is conforming to conditions placed on the plat.

The applicant, Cody West, addressed the Commission about the look and design of the proposed construction, and the modifications he made to the design.

No other members of the public spoke at the meeting.

MOTION (53m. 33s.)

Action: A motion was made by Commissioner Saul, seconded by Chair Bishop, based on the record developed to date, including application materials, staff report, evidence presented and comments made at the public meeting, and finding application COA-25-010 to be consistent with the Ebey's Landing National Historical Reserve Design Guidelines, to approve the Certificate of Appropriateness. *The motion passed unanimously.*

DISCUSSION

A presentation on the 2025 Ebey's Forever Grant projects was scheduled for the meeting but due to time constraints, the discussion was moved to the next meeting.

ADJOURNMENT

The meeting was adjourned at 10:53am.

Respectfully submitted,

Community Planning Director

Deputy Clerk Chris Jolly

Joshua Engelbrecht



Ebey's Landing National Historical Reserve
Certificate of Appropriateness
Froines
935 View Ridge Drive, Oak Harbor
EBY-25-017

Level A or B (Review requested)

Level C (Decision requested)

Level C (Recommendation requested)

Jurisdiction: Island County

X

I – PROJECT SUMMARY and BACKGROUND

Property Owner Eric Froines requests a Certificate of Appropriateness (COA) to construct a new 2-car detached carport to serve the historic house, the McWilliams Bungalow. The parcel is located on the north end of Penn Cove in Oak Harbor, the address is 935 View Ridge Drive. The project site and surrounding area is located within Ebey's Review Area 1. The carport will require a Level C Certificate of Appropriateness as listed in ICC 17.04A.120.

Notice was published in the Whidbey News Times on May 7, 2025. The public comment was May 7, 2025 to May 21, 2025. The County has not received any public comments yet regarding the proposal. *Any public comments between the submittal of the hearing packet and the Historic Preservation Commission (HPC) public hearing will be sent to the HPC members as soon as comments are received.*

II – PERMIT DATA

Building or Land Use Permit Type	Certificate of Appropriateness
Application Number	EBY-25-017
Application Date	April 21, 2025
Applicant/Owner	Eric Froines

III – SITE DATA

Address	935 View Ridge Drive			
Location	Oak Harbor			
Parcel Number(s)	R13222-114-3380			
Size of parcel(s)	9.76 acres			
Historic Structure?	Yes	X	No	
Proximity to Historic Structures?	Yes	X	No	
Zoning Designation	Rural			
Critical Areas/Overlays?	Yes	X	No	
Site is in or near: mapped steep slopes, unstable slopes, flood hazard area, shoreline jurisdiction, critical drainage area, vicinity of cultural resources.				
Shoreline Jurisdiction?	Yes	X	No	
Parcel is within the Rural Conservancy Shoreline Environment Designation (SED). The location of the proposed carport is not located within the shoreline jurisdiction.				
NPS Easements?	Yes		No	X

IV – STAFF CONTACTS

Title	Name	Phone	E-mail
Current Use Planner	Yumi Shridhar	(360)678-7817	y.shridhar@islandcountywa.gov

V – DISCUSSION

Property Owner Eric Froines requests a Certificate of Appropriateness (COA) to construct a new 2-car detached carport to serve the historic house, the McWilliams Bungalow. The carport will be open-walled and will be built about 20 feet away from the historic bungalow.

On May 1, 2025, the Historic Reserve Committee met to discuss the project and its impacts to the historic landscape. Staff noted that this proposed carport will have no walls and will be designed to look compatible with the historic bungalow. The proposed structure will also be located northwest of the bungalow. The structures on this parcel are hidden from the public view along the nearby roads and is only visible at a distance from the water. Viewing the structures from the water, the proposed carport will be juxtaposed behind the bungalow and will not impact the view of the landscape. The property owner wishes to construct a carport on this property to protect their cars from the rain, and creating an open carport with no walls will allow for this new construction to appear more inconspicuous. After review of the project, staff finds that the proposal meets the guidelines.

VI – APPLICABLE DESIGN GUIDELINES

A. SECRETARY OF THE INTERIOR’S STANDARDS

The Secretary of the Interior’s Standards apply:	Yes	X	No	
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This project IS within 100 ft. of any historic resources within Ebey's Landing National Historical Reserve. This structure is the McWilliams Bungalow, a contributing structure to the Reserve.

The McWilliams Bungalow was built in 1912. Not much is known about the structure's early history. The earliest known owner was Barbara Melson. During Melson's ownership of the bungalow, they implemented a variety of remodels to the place. In 1967, the McWilliams Bungalow transferred ownership from Melson to the McWilliams, who later added the chimney on the porch façade as well as the dormer. The applicant is the present owner of the historic bungalow. In their ownership, a cottage was added, and the historic bungalow was recently approved for additional remodels per EBY-24-059.

The structures on this historic parcel are difficult to view from the nearby roads but are visible from a distance from the water. Even though the McWilliams Bungalow has limited visibility to the public view, the bungalow is still a significant structure that contributes history to the Reserve. Per the PNRO Inventory page: "This property is significant . . . because it embodies the distinctive characteristic of architectural expressions and methods of construction the represent the period of community stabilization and economic slowdown (evidenced by simpler forms lacking ornamentation) and the theme of recreation and tourism (evidenced by structures built with natural materials set in scenic locations), from 1911 until 1945. It retains integrity of location, setting, materials, design, workmanship, feeling, and association."

B. EBHEY'S RESERVE DESIGN GUIDELINES

Staff has identified the following design guidelines as particularly relevant to the proposal.

CHAPTER 4.5 – Site Development

Guiding Principle:

- Maintaining a sense of the Reserve's history requires that new buildings relate harmoniously with older buildings and with the overall setting. New construction in the Reserve should be compatible in siting, design, scale, massing materials, and color with the character of the surrounding area.
- While well and drain field locations obviously depend on site conditions, they should be sited with regard to the landscape and historic character as well as technical considerations.
- Careful initial planning of a building site is vital to preserving the Reserve's natural and historic character (particularly the sense of open space) while meeting the property owner's needs. Consider the setting of the lot and its surroundings when making siting decisions. Collectively, landforms and features (hills, valleys, streams, wooded hilltops and ridgelines, and open fields) help define the context of historic resources and provide the Reserve's character.
- New development should be designed to be consistent with the character of the area and to retain the distinctive features of the setting. Elements of an area's character— such as building mass, height, scale, roof shape, roof pitch, building materials, and proportions between doors and windows— should be maintained.

- Distinctive features of an area— such as proximity to the street, views to historic structures, water and/or landscapes, and significant open spaces— shall be preserved.

4.5.1 – Rural Settings

Guideline	Staff Analysis
4.5.1.1	<p><i>Site development should be designed to reflect the natural conditions of the site, including topography and existing vegetation. Consider the prominence of your building site and evaluate how new construction will affect the view of existing open land from the public right (s)-of-way. Every effort should be made to avoid locating new construction in the middle of fields, on hill and ridge tops, or where it would be silhouetted against the sky.</i></p> <p>The collection of buildings on this parcel are mostly screen from the public view by the trees and vegetation on the property. The proposed carport will be located northwest of the historic bungalow and will be hidden from the public view of the house as seen from the water.</p>
4.5.1.2	<p><i>Plan the site layout (including buildings, roads, and other elements) to preserve scenic vistas, historical patterns of development, natural and historic landscape features (such as hills, trees, ponds, hedgerows, woodlands, or open fields), and visual relationships.</i></p> <p>As the structures are difficult to see from the nearby roads, historic patterns and views will still be protected.</p>
4.5.1.3	<p><i>Reflect, rather than obscure, natural topography. For instance, buildings should be designed to “step up” hillsides to accommodate significant changes in elevation. Where neighboring buildings have responded to similar topographic conditions in their sites in a consistent way, consider similar treatment for the new structure. Minimize the visual and environmental impact of development on hillsides by designing buildings and other elements to fit natural slopes rather than re-grading the slope. Plan to set buildings back from the edge of bluffs to protect views from scenic areas below.</i></p> <p>There will be little to no environmental impacts in this carport design as the carport will be located in the space northwest of the bungalow. As this property is located along a bluff overlooking Penn Cove and Saratoga Pass, the proposed carport will be located more landward than the house.</p>
4.5.1.4	<p><i>Retain the historic relationship between buildings and landscape features of the setting. For example, preserve the relationship between an agricultural field and adjacent historic buildings, historic roads, or landscape feature.</i></p> <p>Some prominent landscape features of this parcel are the vegetation and the bluff. The proposed carport will not create any changes to these distinctive landscape features.</p>
4.5.1.5	<p><i>When there is significant contrast in land use type or intensity, retain open space, trees, native vegetation, or other natural features such as buffers between the existing uses and proposed uses.</i></p> <p>On this parcel, there is a significant change in the landscape’s intensity as the land changes from a vegetated parcel on a bluff to the water. The proposed carport will not disrupt the change in the landscape as the carport will be located landward of the bungalow and away from the public view form the water.</p>

4.5.1.6	<p><i>Retain historic viewsheds to and from historic buildings and structures.</i></p> <p>The parcel is adjacent to the roads: View Ridge Drive, Scenic Heights Road, and Condra Lane. From either of these roads, the historic bungalow is heavily screened, and it will be difficult for the public to notice the new carport from these roads.</p>
4.5.1.7	<p><i>Protect public views to and along the shoreline, other scenic vistas (including natural features), and views of historic properties seen from public roads and public lands. Maintain scenic vistas and views of historic properties as seen from public roads.</i></p> <p>The views to and along the shoreline will be protected as the carport will be located behind an existing structure as seen from the water.</p>
4.5.1.8	<p><i>Maintain vegetative buffers, especially along scenic roadways, and hedgerows to screen new development and enhance wildlife corridors. Retain existing vegetation along ridgelines.</i></p> <p>The applicant proposes to maintain as much vegetation as possible on the site.</p>

CHAPTER 4.6 – New Construction

Guiding Principles:

- New development should respect the Reserve's rural character. A successful new building will have compatible scale, massing, size, materials, and color that allow it to blend in to its site.
- Accessory structures should be designed to be compatible with the primary building and the setting

4.6.1 – Architectural Character

Guideline	Staff Analysis
4.6.1.1	<p><i>The mass of larger buildings should be broken up into separate parts to give the appearance of a group of buildings rather than one large building. Use trees and other vegetation to soften their appearance. Design buildings to be generally horizontal in form in order to be less conspicuous.</i></p> <p>The applicant has multiple structures on their parcel that are spread out. This allows the historic bungalow to keep its massing and to maintain the spotlight on the bungalow rather than the other structures. The parcel is also abundant with trees and vegetation, which allows the additional structures on the property to have a softer appearance.</p>
4.6.1.2	<p><i>New buildings should be similar in general character but they should also have subtle differences in design to distinguish them from historic structures. Contemporary designs which reflect the scale, materials, and color of surrounding development are appropriate. False historic structures are not appropriate. New buildings should be stylistically distinct from historic structures.</i></p> <p>As shown in the elevation drawings of the proposed carport, the carport looks compatible with the historic bungalow as the roofs will have a similar appearance. The proposed carport will also have no walls, only wood frames, which is a compatible material within the reserve and with the other structures on the property. The carport is a minimalistic design that does not mimic the appearance of a historic structure.</p>

4.6.1.3	<p><i>Building materials should be similar to materials of the surrounding neighborhood or use other characteristics such as scale, form, architectural detailing, etc. to establish compatibility.</i></p> <p>The proposed carport will be made out of wood with asphalt shingle roofing. These materials are compatible with the structures seen in the Reserve.</p>
4.6.1.4	<p><i>Buildings in wooded areas that are substantially and permanently screened from the road by trees may have greater flexibility in massing, scale, and materials.</i></p> <p>The proposed location of the parcel screened by vegetation and trees. Even without the presence of the trees and vegetation screening the site, the carport will still be compatible with the design guidelines.</p>
4.6.1.5	<p><i>Buildings should be designed to be compatible with their surroundings in material, scale, mass, size and form. Those that seek to stand out from the surroundings are discouraged. Use simplified interpretations of architectural features that are common to historic buildings in the Reserve. Buildings or structures that are inconsistent with form or shape throughout the Reserve are not permitted in Review Area 1.</i></p> <p>The proposed carport uses simplified designs to ensure that there will be little to no changes to the historic landscape. This type of design will also allow the emphasis to remain on the historic bungalow.</p>

4.6.7 – New Accessory Structures – Garage and Carport Additions

Guideline	Staff Analysis
4.6.7.2-3	<p><i>Design a garage or carport addition so that it does not dominate the main facade of the house. Placement on the side or in the rear is preferred. This will help reduce the perceived mass of the overall development. When the garage must be attached, the percentage of building front allocated to it should be minimized. Side loading garages are preferred.</i></p> <p>The proposed carport will not dominate the main façade of the McWilliams Bungalow.</p>

VII – RECOMMENDED MOTION

Based on the record developed to date, including application materials, staff report, evidence presented, and comments made at the public meeting, and finding application to EBY-25-017 to be consistent with the Ebey’s Landing National Historic Reserve Design Guidelines, I move to recommend granting a Certificate of Appropriateness.

VIII – CONDITIONS

At this moment, there are no Conditions of Approval associated with the issuance of this Certificate of Appropriateness.

IX – FINDINGS OF FACT AND CONCLUSIONS OF LAW

Based on the analysis presented above, staff proposes the following findings of fact with respect to Application No. EBY-25-017:

1. An application was submitted for a Certificate of Appropriateness on April 21, 2025 for the construction of a new 2-car carport.
2. The site is within Review Area 1 of Ebey’s Landing National Historical Reserve and is classified as Residential new Construction within Review Area 1, requiring action on a Certificate of Appropriateness by the Historic Preservation Commission.
3. On May 1, 2025, the Ebey’s Reserve Committee reviewed the application and found it to be consistent with the applicable Ebey’s Landing National Historical Reserve Design Guidelines.
4. In accordance with Chapter 17.04A of the Island County Code, the Historic Preservation Commission reviewed the application in an open and duly advertised public meeting on May 22, 2025, and all wishing to be heard were heard.
5. In accordance with Guidelines in Chapter 4.5 – Site Development, the project aligns with the design guidelines as the proposed carport will have little to no impacts on the historic landscape or public views.
6. In accordance with guidelines in Chapter 4.6 – New Construction, the project aligns with the design guidelines as the carport uses materials that are common in the Reserve and will be compatible with the other structures on the parcel without taking any emphasis away from the historic McWilliams Bungalow.
7. After review of the proposed application and consideration of public comment and staff’s recommendation, the Historic Preservation Commission finds the application consistent with the applicable Ebey’s Landing National Historical Reserve Design Guidelines subject to conditions.
8. **PER ICC 16.19.185** – The construction, use, work, or activity authorized by this permit shall be commenced within one year of the effective date of this permit. The effective date of this permit shall be the date of the last required permit and approval that authorize the development to proceed, including all administrative and legal actions that may ensue. Island County may authorize a single extension for a period not to exceed one year based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to parties of record and the department.

X – APPEAL PROCESS

A decision to approve, conditionally approve, or deny a Certificate of Appropriateness may be appealed as an administrative determination, together with the associated permit, in conformance with the appeal procedures set forth in Coupeville Town Code Chapter 2.52 and Sections 16.06.060 and 16.13.080.

XI – DECISION OR RECOMMENDATION

The Historic Preservation Commission APPROVES this Certificate of Appropriateness, signed this _____ day of _____, 2025.

Historic Preservation Commissioner

Attested by:

Yumi Shridhar, Current Use Planner, Island County



Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

DETERMINING IF A PROPERTY IS WITHIN AN EBHEY'S DESIGN REVIEW AREA

STEP ONE: LOCATING THE PARCEL USING ISLAND COUNTY GEO MAP

- Go to: <https://icgeomap.islandcountywa.gov/Html5Viewer/Index.html?viewer=ICGeoMap>
- Type the parcel number or address (number and street only) into the search bar in the upper right corner above the map.
- Click the "Layers" tab in the lower left corner and find "Site Review"
- Click the box to turn on the Site Review Layer and then click the plus sign to open the Site Review options
- Click the box next to "Ebey's Design Review Areas" and "Ebey's Historic Properties"

After completing the above steps identify whether the parcel is within Design Review Area 1 or 2 and whether it is within 100 feet of a contributing historic structure as that vicinity may impact how a project is reviewed.

STEP TWO: PROCESS AND EXEMPTIONS

Depending on the scale and type of project it may be exempt from review under the design review guidelines (note most projects are NOT exempt from a review process). Check to see if your project is exempt under [Island County Code 17.04A.090](#).

If your project is not exempt it will need a Level A, B, or C Certificate of Appropriateness (COA).

Contact Island County Planning to help determine what level applies to your project. You can email at planningdept@islandcountywa.gov.

- **LEVEL A COA** – ministerial decision that is processed quickly, usually within 7 and 14 days.
- **LEVEL B COA** – includes a 14 day public comment period and is reviewed by the Historic Reserve Committee.
- **LEVEL C COA** – includes a 14 day public comment period, a review by the Historic Reserve Committee and a public hearing with the Historical Preservation Commission followed by a recommendation or decision from the HPC.

STEP THREE: DESIGN REVIEW GUIDELINES

All projects within the Ebey's Historical Reserve must meet the design guidelines. It is the applicant's responsibility to be familiar with the design guidelines. The guidelines contain standards for repair, maintenance, new construction, additions and alterations to buildings, and standards for site design, sustainability, and subdivisions.

Ebey's Design Guidelines can be found [here](#).

(<https://www.islandcountywa.gov/Planning/Pages/Ebeys.aspx>)

STEP FOUR: APPLYING FOR A CERTIFICATE OF APPROPRIATENESS

You can access the COA application along with all other Land Use permits at:

<https://www.islandcountywa.gov/Planning/Pages/LandUsePermitApplications.aspx> All COA levels require an electronic copy and the original. The electronic copy can be submitted at

planningdept@islandcountywa.gov where you can also contact Island County Planning with any submittal questions.



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321- 5111
■ FAX: (360) 679-7306 ■ 1 NE 7th St., Coupeville, WA 98239-5000 ■ 121 N East Camano Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443
www.islandcountywa.gov/planning

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN APPLICATION

- Type or neatly print all information. Only fill out those portions that are not shaded in gray.
- If someone other than the landowner is applying for the permit, the application must be accompanied by a notarized “Applicant Authorization Form”. Without this form, the application will be incomplete and will not be accepted by County staff. The “Applicant Authorization Form” is attached to this application.
- This application is a “Master Land Development Permit” and must be filled out for all types of development permits. Depending upon your specific proposal you will need to fill out supplemental attachments to this application that provide more specific information. No development proposals can be reviewed using only this form so please ask what additional forms you will need.

Electronic Submittal Process

It is preferred for applicants to use the electronic submittal process to submit application materials. Please save all electronic files in **PDF file format**, using the following file naming procedure for submittal:

ApplicantLastName_DocumentName_DateSubmitted.pdf

Document names should be abbreviated; below is a list of common document names and their abbreviations:

Application APP	Arch Report ARCH	AsBuilt ASB	Site Plan SPLAN
Buffer Enhancement Plan BEP	Biological Site Assessment BSA	Certificate of Appropriateness COA	Field Indicators Worksheet FIELD
Elevations ELV	Mitigation Plan MIT	Geocoastal GEOC	Geotechnical GEO
Revisions REV 1,2,3,	SEPA Checklist SEPA	Wetland Report WET	Drainage Narrative DRNG

Example of file naming using document abbreviation: **Johnson_APP_091324.pdf**

Once all files have been saved using the naming procedure above, all files can then be submitted to: planningdept@islandcountywa.gov Emails over 7 MB should be sent through a file sharing application, or contact the Planning Department for an FTP sharing link. Once application materials have been reviewed by planning staff and deemed sufficient for submittal, the applicant will receive an email along with an invoice and payment instructions.

All fees must be paid within 14 calendar days, or the application will become null and void, cancelling the application.

After payment is received, the applicant will receive a letter of completeness indicating that the review period has begun. If the application is deemed incomplete, the applicant will receive a letter stating that the application is incomplete and requires revisions.

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

Whidbey: call 360-678-7339

Camano: call 360-387-3443

MASTER LAND DEVELOPMENT PERMIT APPLICATION

Application # _____ date Rec'd _____ Receipt # _____ Associated Files _____

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

1 NE 6th St. COUPEVILLE, WA 98239

Phone: (360) 679-7339 - South Whidbey (360) 321-5111 - Camano Island (360) 629-4522

<https://www.islandcountywa.gov/Planning/Pages/Home.aspx>

Owner	Phone
Address	e-Mail
City, State, Zip	Signature
Owner	Phone
Address	e-Mail
City, State, Zip	Signature
Applicant/Agent*	Phone
Address	e-Mail
City, State, Zip	Signature

PROPERTY INFORMATION

Project Address (include city):						
Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning

Do you own contiguous parcels?	Yes (if yes, list)	No	Is the property in a special tax program, e.g. forest, agriculture, senior citizen, etc.?
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PROJECT INFORMATION *(check all that apply)* Form letter reference is bolded

<p><u>SUBDIVISION</u> Short Plat - Preliminary (G) Short Plat - Final (H) Short Plat - Alteration (L) Long Plat - Preliminary (I) Long Plat - Final (J) Long Plat - Alteration (M) Planned Residential Development (K) Boundary Line Adjustment (BB) Lot Combination (BB) <u>CRITICAL AREAS</u> Public Transportation Utility (Y) Reasonable Use (Type 1) (X-1) Reasonable Use (Type 2) (X-2) Wetland or Buffer Improvement (Z) Critical Areas Permitted Use (P)</p>	<p><u>SITE PLAN REVIEW</u> Cell Tower (E) Surface Mine (F) Rural Commercial Events (EE) Type II in NR Zones (D) Type II in other Zones (C) Type III in NR Zones (D) Type III in other Zones (C) <u>SHORELINE</u> Shoreline Exemption (R) Shoreline Exemption Limited Review Shoreline Development (Q) Shoreline Variance / Conditional Use (S)</p>	<p><u>ZONING</u> Certificate of Zoning Compliance Zoning Code Interpretation Zoning Code Amendment Comprehensive Plan Amendment <u>OTHER</u> Environmental Checklist (SEPA) Clearing and Grading (N) Water System Review Variance (A) Temporary Use Restoration</p>
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AGENT AUTHORIZATION FORM

Received date: _____

Received by: _____

Landowners may authorize agents, designers, contractors, etc. to apply for permits and conduct activities on their behalf by completing this form and returning to Island County staff. Once received, this form will expire in 3 years. Any applications or requests that agents submit on an owner's behalf must meet the general description provided by the owner below.

I/We hereby authorize the following companies or individuals to submit applications on my/our behalf. I/We also understand that once a permit/application is submitted that all future correspondence may be directed to said agent(s).

Description of work/project: _____

Agent Name: _____

Agent Name: _____

Agent Name: _____

Agent Name: _____

Parcel number(s): _____

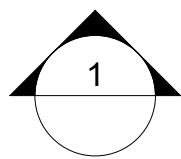
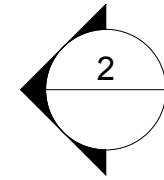
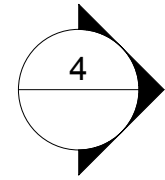
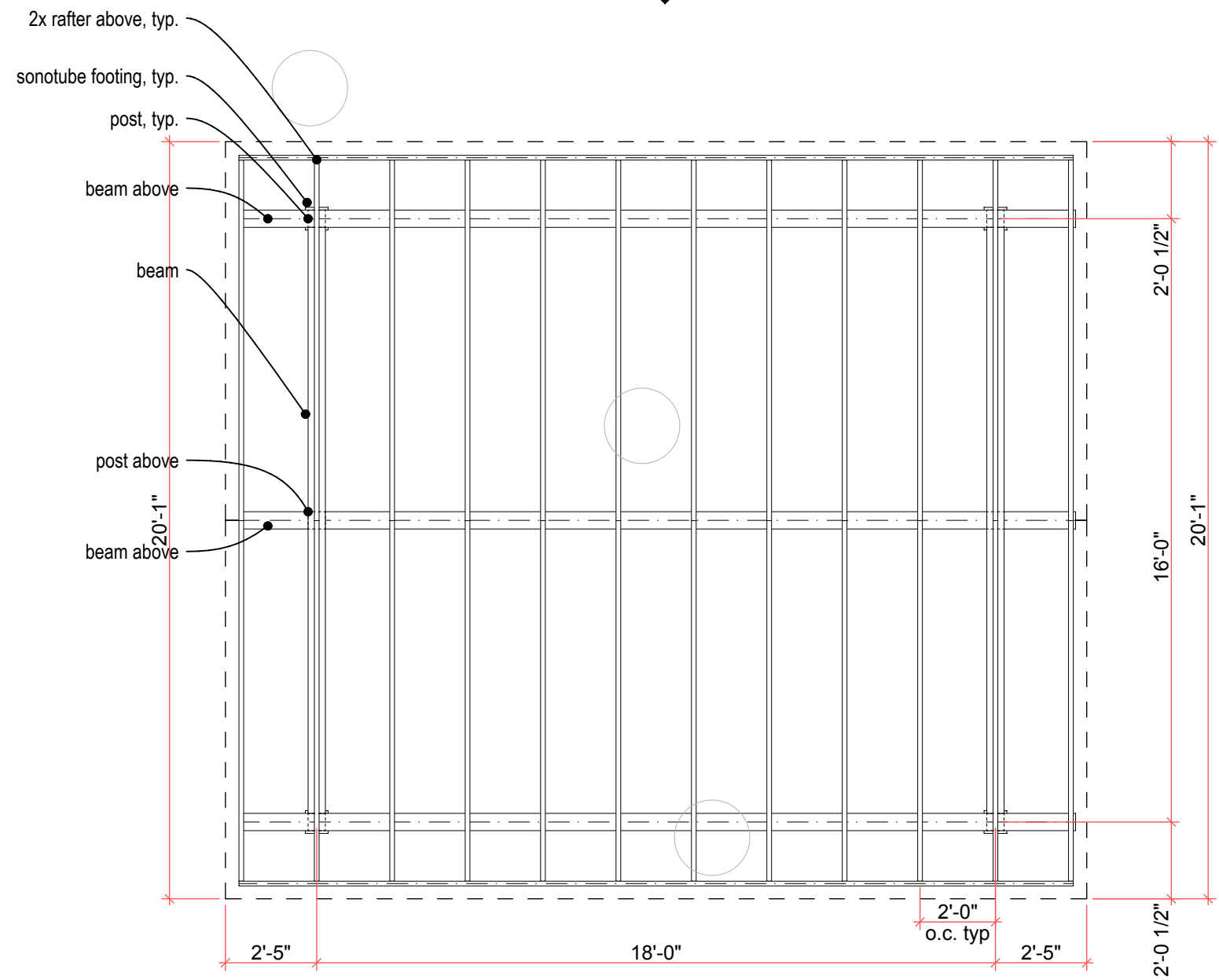
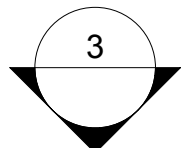
Name 1 (printed) _____ Date: _____

Signature 1: _____

Name 2 (printed) _____ Date: _____

Signature 2: _____

Applicant Use	Application Requirements: Please use the following checklist to ensure you provide all the items required under Island County Code. If you believe that an item is not applicable, write N/A and explain why in the blank. <u>All blanks under "Applicant Use" must be filled in for this application to be accepted as complete</u>	County Use Only
	1. Fees, as established by the Board of Island County Commissioners	
	2. Electronic copy via email, thumb drive, or file-sharing link containing the complete application and associated reports. Please send separate documents as separate files.	
	3. Clear Color Photographs of the building, overall site, nearby structures, and any adjacent properties.	
	4. Scaled design elevations of the new structure, improvements, alterations, and/or additions.	
	5. A legible plot plan that shows the following	
	a. Drawn to a standard <u>engineering</u> scale. Indicate scale.	
	b. North arrow	
	c. Boundaries, dimensions, and area of lot (square feet or acres)	
	d. Name of road(s) bordering the property and their width	
	e. Land features. Show the top and toe of all slopes, the direction of slope, the percentage of slope, seasonal drainage ways, soggy areas, ditches, ravines, lakes, the ordinary high-water mark of shoreline, etc.	
	f. Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands, and <u>all of their associated buffers onsite or off-site when they may affect the proposal</u> . If the proposal is in an archaeological area, a report must be submitted identifying resources and how they will be protected. <i>(note: if a feature is shown on the County's Critical Areas map, it must be shown on the plot plan; if you do not believe that feature is present, please describe).</i>	
	g. Existing and Proposed Vegetation.	
	h. Existing and proposed structures, clearly labeled, including buildings, septic, drainfields, and any other appurtenances.	
	i. Distance to adjacent historic properties or structures, if applicable	
	6. Any supplemental information deemed necessary and requested by the County or Town for Review of the application (this usually relates to large-scale or complex projects and properties)	



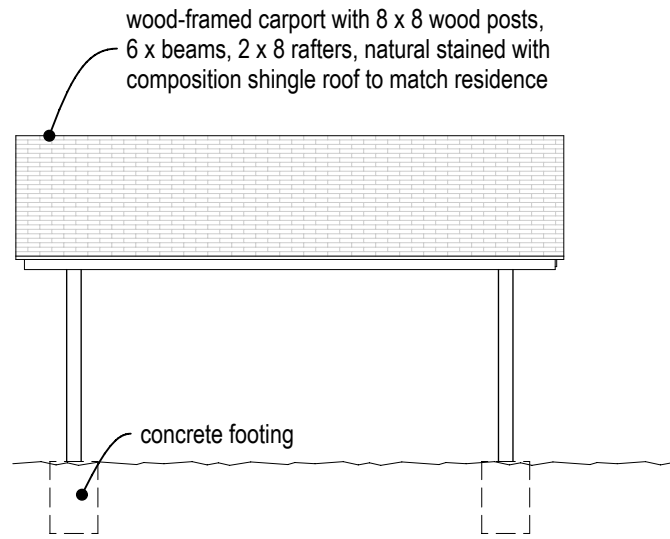
1 Carport Plan
Scale: 1/4" = 1'-0"

2 3D Carport Image

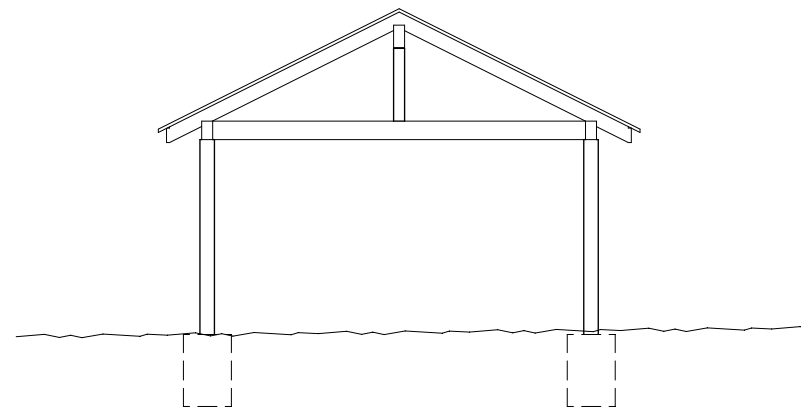
Froines-Harper Residence - Carport | Plan - Carport

CARPORT | April 04, 2025 | CP-1

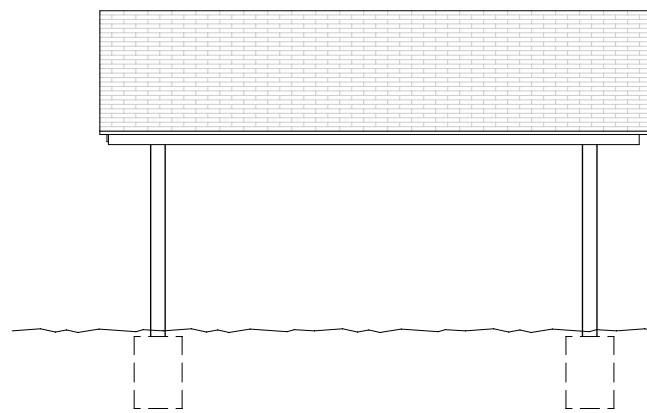
BJARKO
ARCHITECTURE
DESIGN PS



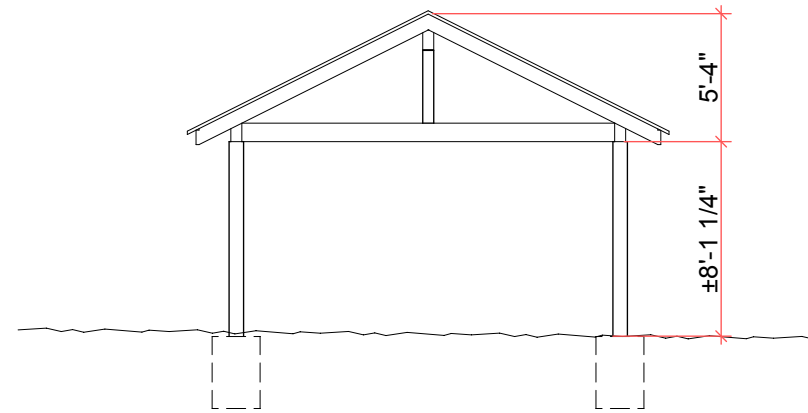
1 Carport South Elevation
Scale: 1/8" = 1'-0"



2 Carport East Elevation
Scale: 1/8" = 1'-0"



3 Carport North Elevation
Scale: 1/8" = 1'-0"



4 Carport West Elevation
Scale: 1/8" = 1'-0"

Froines-Harper Residence - Carport | Exterior Elevations - Carport(without struts)



Ebey's Landing National Historical Reserve

Certificate of Appropriateness Go West Building Design for Encinas Construction 209 NW Third Street COA-25-013

Level A or B (Review requested)

Level C (Decision requested)

Level C (Recommendation requested)

X

Jurisdiction: Town of Coupeville

I – PROJECT SUMMARY and BACKGROUND

The applicant requests a Certificate of Appropriateness for a proposal to install a 7-foot black cyclone fence in the back yard of the property located at 209 NW Third Street in Coupeville.

The project site and surrounding area is located within Ebey's Review Area 1. The project requires a Level C Certificate of Appropriateness (COA) per Coupeville Town Code (CTC) 16.13.120(C)(12), which states that construction and/or installation of retaining walls and fences that are greater than six feet in height requires **recommendation** from the Historic Preservation Commission.

The public notice was published in the Whidbey News Times on May 10, 2025, for the public comment period from May 10 to May 21, 2025; a sign was posted on the property on May 15, 2025. The Town of Coupeville did not receive any public comments regarding the proposal.

II – PERMIT DATA

Building or Land Use Permit Type	Certificate of Appropriateness
Application Number	COA-25-013
Application Date	April 21, 2025
Applicant/Owner	Go West Building Design for Encinas Construction

III – SITE DATA

Address	209 NW Third Street, Coupeville		
Location	Northwest quadrant of Town, between Broadway and Wilkes		
Parcel Number(s)	S7302-04-00003-0		
Size of parcel(s)	0.2804 acres		
Review Area	Review Area 1		
Historic Structure?	Yes	No	x
Proximity to Historic Structures?	Yes	No	x
Zoning Designation	Medium-density residential		
Other Site Features	None		

IV – STAFF CONTACTS

Title	Name	Phone	E-mail
Assistant Planner	Lisa Walsh	360-678-4461 x 106	assistantplanner@townofcoupeville.org

V – DISCUSSION

The applicant proposes to install a 7-foot black vinyl-coated cyclone fence with privacy slats around the newly constructed house at 209 NW Third Street in Coupeville. The homeowner has expressed concerns about privacy, noting that a walking trail directly behind the property attracts foot traffic, with some individuals stopping to look and occasionally taking pictures of the house. The homeowner is particularly concerned for the privacy and safety of his wife and small children, once they move in.



Figure 1 – Subject house (under construction)

The property owner intends to enclose the back yard, as highlighted in yellow below:

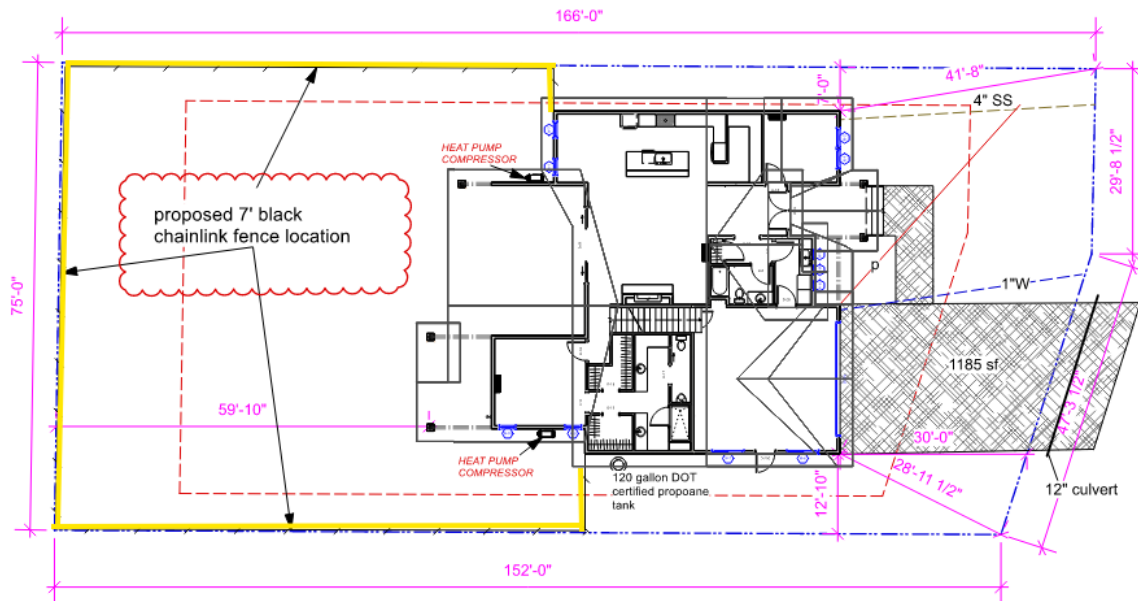


Figure 2 – Location of fence behind house

The parcel directly behind the subject parcel is owned by the Town of Coupeville and is heavily forested. The house is located in a new development and has three other structures in various stages of construction nearby.



Figure 3 – Subject parcel in blue with forested property behind

VI – APPLICABLE DESIGN GUIDELINES

1. SECRETARY OF THE INTERIOR’S STANDARDS

The Secretary of the Interior’s Standards apply:	Yes		No	x
---	-----	--	----	---

This project is not within 100 ft. of a historic resource within Ebey’s Landing National Historical Reserve. The nearest historic property is over 700 feet away.

2. EBHEY’S RESERVE DESIGN GUIDELINES

Staff has identified the following design guidelines as particularly relevant to the proposal.

CHAPTER 4.10 - Fences

Guiding Principle: *Historically, many Coupeville homes had picket fences. While these are less common today, wood is still the most appropriate fencing material for retaining the historic character of the town. On the prairies and in woodlands, however, openness is most important to retaining the Reserve’s rural character and appropriate open fencing should be used.*

4.10.2 All Other Areas of the Reserve (non-historic properties)

Guideline	Staff Analysis
4.10.2.1	<p>In woodland and natural areas, natural plantings rather than fencing are preferred for use along the street edge of the property.</p> <p><i>This is a wooded residential area, but the fence is not on the street-facing side of the property, so staff does not feel this guideline applies to this project.</i></p> <p>If fencing is necessary, use inconspicuous post-and-wire or similar open fencing, preferably set back from the roadside.</p> <p><i>Staff believes the fence will be minimally visible from the right-of-way.</i></p>
4.10.2.2	<p>Elsewhere in the Reserve, use post-and-wire fencing or wood fencing open enough to see through easily. Locate fences so that they do not block views across the landscape.</p> <p><i>Staff believes this fence will not obstruct the public’s view of the Reserve in any way since it is located in a residential area with no historic structures or viewsheds, and the fence is behind the house.</i></p>
4.10.2.3	<p>Fencing made of synthetic materials must in colors that make the fencing as unobtrusive as possible. Typically, dark colors are most acceptable. White PVC is not allowed in Area 1.</p> <p><i>The applicant proposes a black vinyl-coated chain link fence with privacy slats.</i></p>
4.10.2.4	<p>Hedges and hedgerows are highly recommended “fencing” approaches.</p> <p><i>Staff believes that materials other than hedges are appropriate for this project given its location in a newly constructed residential neighborhood and its location on the parcel in the back yard.</i></p>
4.10.2.5	<p>Do not use chain-link fencing in any location visible from the road, unless it is effectively covered with vines or other vegetation.</p> <p><i>This fence will be only minimally visible from the public right-of-way. Staff believes this is an acceptable location for black chain link. Staff requests screening on the</i></p>

	<i>portions of the fence that adjoin the house if there is not a gate or other access in that location that makes planting impractical – see Condition 1 below.</i>
4.10.2.6	Do not use concrete block walls for fences. <i>Does not apply to this project.</i>

VII – RECOMMENDED MOTION

Based on the record developed to date, including application materials, staff report, evidence presented, and comments made at the public meeting, and finding application COA-25-013 to be consistent with Ebey’s Landing National Historic Reserve Design Guidelines, I move to recommend granting a Certificate of Appropriateness with the following conditions.

VIII – CONDITIONS

Below are listed the various conditions that will be applied from the review of this application:

1. Vegetative screening shall be placed along the north sides of the fence where it attaches to the house to ensure the fence is not visible from the public right-of-way, unless a gate or other access makes screening impractical – see Guideline 4.10.20.5 above.

IX – FINDINGS OF FACT AND CONCLUSIONS OF LAW

Based on the analysis presented above, staff proposes the following findings of fact with respect to Application COA-25-013.

1. An application was submitted for a Certificate of Appropriateness on April 21, 2025, for installation of a chain link fence at 209 NW Third Street in Coupeville.
2. The site is within Review Area 1 of Ebey’s Landing National Historical Reserve and is classified as installation of a fence taller than 6 feet within Review Area 1, requiring recommendation on a Certificate of Appropriateness by the Historic Preservation Commission.
3. On May 15, 2025, the Ebey’s Reserve Committee reviewed the application and found it to be consistent with the applicable Ebey’s Landing National Historical Reserve Design Guidelines with conditions outlined above.
4. In accordance with Chapter 16.13.120 of the Coupeville Town Code, the Historic Preservation Commission reviewed the application in an open and duly advertised public meeting on May 22, 2025, and all wishing to be heard were heard.
5. In accordance with Guidelines in Chapter 4.10.2 – Fencing on All Other Areas of the Reserve (non-historic properties), the project aligns with the guidelines and is compatible with the newly developed neighborhood.
6. After review of the proposed application and consideration of public comment and staff’s recommendation, the Historic Preservation Commission finds the application consistent with the applicable Ebey’s Landing National Historical Reserve Design Guidelines subject to conditions.

X – APPEAL PROCESS

A decision to approve, conditionally approve, or deny a Certificate of Appropriateness may be appealed as an administrative determination, together with the associated permit, in conformance with the appeal procedures set forth in Coupeville Town Code Chapter 2.52 and Sections 16.06.060 and 16.13.080.

XI – DECISION OR RECOMMENDATION

The Historic Preservation Commission recommends approval of this Certificate of Appropriateness, signed on May 22, 2025.

Historic Preservation Commissioner

Attested by:

Lisa Walsh, Assistant Planner, Town of Coupeville

Attachments:

- A. Site Plan



APPLICATION CHECKLIST

Certificate Of Appropriateness (COA) – Town of Coupeville

Ebey's Landing National Historical Reserve

FILLING OUT AN APPLICATION:

- Neatly print all information and provide signatures in **blue** ink.
- **If someone other than the property owner is applying for the permit, the application must be accompanied by a signed and notarized Agent Authorization Form** which is included in the COA application forms.

Please use the following checklist to ensure you provide all items listed below (CTC 16.13.130.C):

Applicant/Staff

- Completed Application Form, including original signatures of property owner(s) and applicable fees. Applicable fees, as established by the Town of Coupeville. Check with staff to confirm application fee. Review fees are generally \$50 for Level A; \$100 for Level B; \$150 for Level C application, \$200 for Level C application (historic buildings in commercial use).
- Level A applications: Original plus 1 copy
Level B applications: Original plus three (3) collated color copies of entire application packet
Level C applications: Original plus twelve (12) collated color copies of entire application packet.
- Signed and notarized original Agent Authorization form if someone other than the property owner is applying for permit (included in COA application forms).
- Complete description of the proposed work.
- Scaled site plan depicting the following:
 - Location and dimensions of proposed structures and improvements
 - Location and dimensions of existing structures and other improvements, such as buildings, driveways, utilities, propane tanks, fuels tanks and fences, including significant trees and vegetation.
 - Assessor parcel number.
 - North Arrow and scale of drawing.
 - Distance between existing property lines and existing or proposed structures.
 - Building setbacks per zoning requirements (see TCC 16.12.030).
 - Location of adjacent streets and easements with access to parcel.
- Scaled design elevations of new structures or improvements, alterations, and additions. (Show both existing and proposed.) (Required for building structures.)
- Clear color photographs of the building, object, site, structure, and adjacent properties.
- Samples of construction materials (when requested by staff). For historic buildings, submit new material samples for comparison with the existing or the original building materials.
- Any supplemental information deemed necessary and requested by the Town for review of the application (this usually related to complex or large-scale projects).

If the parcel is located in an archaeological area, any future development must be in compliance with all applicable laws pertaining to archaeological resources (RCW 27.53, 27.44 and WAC 25-48) and human remains (RCW 68.50). Development permit applications may require an archaeological survey report to be submitted along with the application.



Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

REVIEWED TO THE EBHEY'S LANDING HISTORICAL RESERVE DESIGN GUIDELINES BY ISLAND COUNTY (Island County Code 17.04A) AND THE TOWN OF COUPEVILLE (Coupeville Town Code Chapter 16.13) IN COOPERATION WITH THE TRUST BOARD OF EBHEY'S LANDING NATIONAL HISTORICAL RESERVE AND THE HISTORIC PRESERVATION COMMISSION

I, the undersigned, do hereby respectfully make application for your review of my request concerning the property described below:

- Applicant(s) (main contact person):** *Agent for owner must complete the authorization on page 4*
Go West Building Design LLC

Address: _____

Phone: _____ E-mail: _____

- Property Owner(s):**
David Encinas / Encinas Construction

Address: _____

Phone: _____ E-mail: _____

- Address of Subject Property:**

- Assessor's Parcel Number:**

- Zone:** Medium Density Residential (RM-9600)

Present Use of Property (check all that apply):

Residential	X	Agricultural		Other	
Commercial		Institutional			

DESCRIPTION OF PROPOSED WORK:

Note: Please refer to the checklist on page 3 of this application for required submittal materials

Existing & Proposed Materials: Type n/a if not applicable

Doors: *(existing)* _____ *(proposed)* _____
Windows: _____
Deck/Railing: _____
Stairs/Ramp: _____
Siding: _____
Roofing: _____
Fence: _____

Type Y or N

- Does the proposed project involve a Historic Building?** Yes No
Is the property within 100 feet of a historic building? Yes No
Is there a Conservation Easement on the property? Yes No

If yes, please include easement information with application packet

Applicant's Acknowledgment

I am familiar with the Ebey's Reserve Design Guidelines as they pertain to my project. I certify by my signature below that the information in this application is accurate and complete. Planning staff has permission to copy materials, including architectural drawings, necessary for the review of my application.



Date _____

Applicant's Signature

Typically, applications require the following information

For projects that are not complex, feel free to ask if the standard submittal requirements are necessary.

- Clear color photographs of the building, overall site, nearby structures, and any adjacent properties.
- A complete description of the intended work.
- A scaled site plan depicting existing and proposed structures and improvements; including significant trees, tree planting, vegetative buffering, and landscaping. Include driveways and nearby roads for context and an “N” (north) arrow.
- Scaled design elevations of new structures or improvements, alterations, and additions. (Show both existing and proposed).
- Samples of construction materials (when requested). For historic buildings, submit new material samples for comparison with the existing or the original building materials.
- Any supplemental information deemed necessary and requested by the County or Town for review of the application (this usually relates to complex or large-scale projects.)
- Agent Authorization Form (page 4 if needed)
- Applicable Planning & Review Fees
 - *Level A applications; please provide original signed application and 1 copy*
 - *Level B applications; please provide original plus 3 copies*
 - *Level C applications; please provide original plus color 14 copies*

Review fees are generally \$50 for Level A; \$100 for Level B; \$150 for Level C (check with staff to confirm appropriate application fee)

FOR STAFF USE ONLY

Review Authority - based upon the application description and project location within the Reserve

Staff: _____ Level A
 HRC: _____ Level B
 HPC decision: _____ Level C
 HPC recommendation: _____ Level D
 Land Use _____ Construction _____

ADDITIONAL NOTES:

Agent Authorization Form

I, John C. Encinas, the owner(s) of the subject property, understand that by completing this form I hereby authorize Go West Building Design LLC to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to said agent.

1) John C. Encinas

 Property Owner Name(s) (print)

State of Washington)
 County of Island)

[Signature]

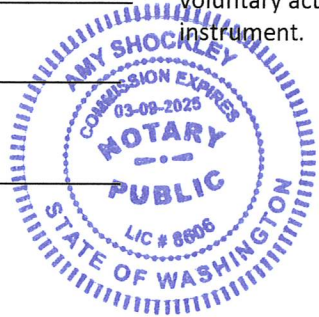
 Signature(s)

I certify that I know or have satisfactory evidence that John C. Encinas signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

2) _____
 Property Owner Name(s) (print)

 Signature(s)

 Date



Dated 8-7-24
 Signature of [Signature]
 Notary Public
 Printed Name Amy L. Shockley
 Residing at Oak Harbor
 My appointment expires 3-9-25

1) _____
 Property Owner Name(s) (print)

State of Washington)
 County of _____)

 Signature(s)

I certify that I know or have satisfactory evidence that _____ signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

2) _____
 Property Owner Name(s) (print)

 Signature(s)

 Date

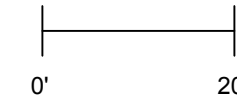
Dated _____
 Signature of _____
 Notary Public _____
 Printed Name _____
 Residing at _____
 My appointment expires _____

Owner: **ENCINAS CONSTRUCTION**
Address: **209 nw third st
COUPEVILLE WA**

Parcel #: **s7302-04-00003-0**
LOT SIZE: **12135 SF**
ZONING DISTRICT: **RM**

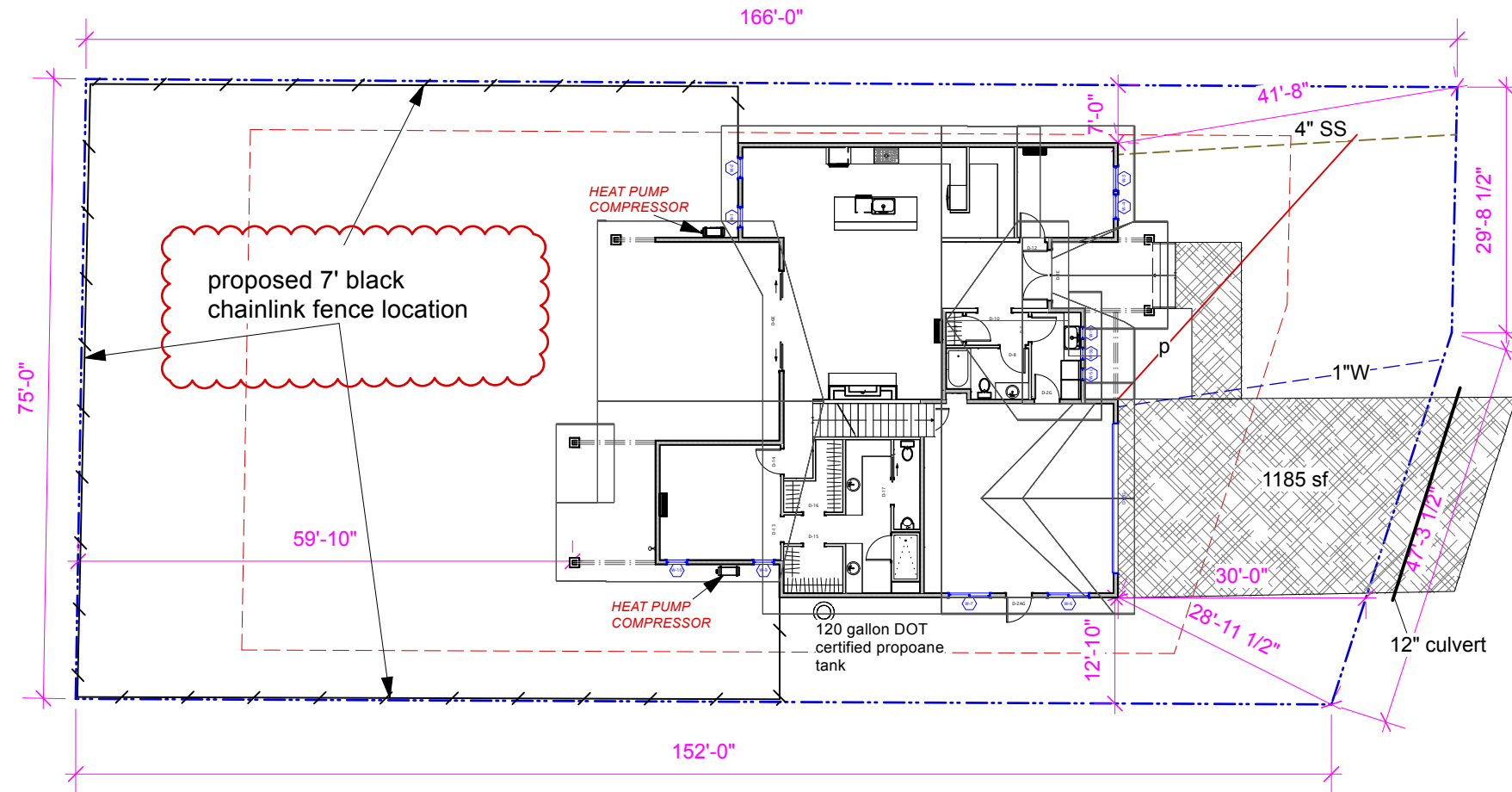


Scope of project: **7' tall black cyclone fence**



Scale: 1"=20'

**** THIS SITE MAP WAS DEVELOPED BY USING EXISTING RESOURCES AND ONSITE MEASUREMENTS. IT IS NOT A LEGAL SURVEY.**



example of proposed 7' black chain link fence



PROPOSED FENCE TO BE SIMILAR AS TO WHAT IS INSTALLED AT COUPEVILLE PUBLIC WORKS DEPARTMENT

7. Avoid bright lighting on outdoor surfaces of buildings.
8. Colored lighting is prohibited except for temporary seasonal holiday lighting.
9. Flashing or moving lights are prohibited.
10. Use downward directional lighting. Except for intermittent security lighting on motion detectors, all lights more than seven feet above the ground shall be downward directional lighting. The fixture's housing must be totally opaque. Clear or refractive lenses shall not extend below the housing.
11. Avoid lighting large areas with a single source. Large areas may be lit with a number of low-intensity sources close to the area requiring illumination. Illumination of a large area with a remote single source of light shall be avoided.
12. Excessive light throw is prohibited. Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape area immediately around the building or the area is intended for recreational use.
13. Choose approved outdoor light designs.
14. Parking lot lighting fixtures should be non-glare and reduced after business hours.

CHAPTER 4.10 – FENCES

Guiding Principles: *Historically, many Coupeville homes had picket fences. While*

these are less common today, wood is still the most appropriate fencing material for retaining the historic character of the town. On the prairies and in woodlands, however, openness is most important to retaining the Reserve's rural character and appropriate open fencing should be used.

4.10.1 Sites Containing a Historic Building

Design Guidelines

1. Fences may not be more than six feet high, except to provide screening for commercial activities as required by state, county or town law or ordinances.
2. Fences, within front yard setback or corner side yards which could obstruct visibility, shall be no more than 3.5 feet high. Fences in rear yards and interior side yards shall not exceed six feet in height.
3. Use simple wood (boards or split-rail) fences, either painted or allowed to weather naturally. Use a vertical or horizontal orientation of the boards, not a diagonal orientation. Post-and-wire fencing is also acceptable. Chain link is not acceptable in front yards or on historic sites.

4.10.2 All Other Areas of the Reserve

Design Guidelines

1. In woodland and natural areas, natural plantings rather than fencing is preferred for use along the street edge of the property. If fencing is necessary, use inconspicuous post-and-wire or similar open fencing, preferably set back from the roadside.

2. Elsewhere in the Reserve, use post-and-wire fencing or wood fencing open enough to see through easily. Locate fences so that they do not block views across the landscape.
 3. Fencing made of synthetic materials must be in colors that make the fencing as unobtrusive as possible. Typically, dark colors are most acceptable. White PVC is not allowed in Area 1.
 4. Hedges and hedgerows are highly recommended "fencing" approaches.
 5. Do not use chain-link fencing in any location visible from the road, unless it is effectively covered with vines or other vegetation.
 6. Do not use concrete block walls for fences.
- Emphasize pedestrian entrances in order to minimize the garage entrances.
 3. Driveways should be as narrow as possible. Generally, double-width or multiple entrances are not appropriate.
 4. Coordinate the driveway design to meet the needs of the property while following the historic design precedents in the immediate area.
 5. Common driveways shall be established wherever possible, to reduce curb cuts.
 6. Residential driveways made of twin parallel tire tracks, rather than solid paving, should be maintained where possible. Such driveways should be used in new construction where appropriate.
 7. Construct new driveways in locations that require a minimum of alteration to site features such as landscaping, retaining walls, curbs, and sidewalks.
 8. Entry features such as driveways, gates, fences, and landscaping shall be compatible with the neighborhood setting.
 9. Gated subdivision entries shall not be permitted in the Reserve.

CHAPTER 4.11 - PARKING AND DRIVEWAYS

Guiding Principle: *Parking should be designed to reduce visual and other impacts and to be as unobtrusive as possible. Driveways should be designed and located to be as unobtrusive as possible and to enhance pedestrian safety.*

4.11.1 Residential

Design Guidelines

1. Off-street parking should not be established in front of a house, except in the approved driveway.
2. Minimize the impact of individual garage entrances where they face the street by limiting the curb cut width and visually separating the garage entrance from the street with landscaped areas.

4.11.2 Nonresidential

Design Guidelines

1. Place parking lots beside or behind buildings whenever possible, locating them to minimize the visual impacts of parking and to enhance the pedestrian environment and streetscape.
2. Parking areas must be screened, preferably with appropriate vegetation, so that the vehicles are not the dominant



Ebey's Landing National Historical Reserve
Certificate of Appropriateness
Miller & Fakkema
650 Zylstra Road, Coupeville
EBY-25-018

Level A or B (Review requested)	<input type="checkbox"/>
Level C (Decision requested)	<input checked="" type="checkbox"/>
Level C (Recommendation requested)	<input type="checkbox"/>
Jurisdiction:	Island County

I – PROJECT SUMMARY and BACKGROUND

On behalf of property owners Brian Miller and Rebecca Fakkema, Triple C Construction Services requests a Certificate of Appropriateness (COA) to build a new barn. The project site and surrounding area is located within Ebey’s Review Area 1 and is within the historic and contributing San De Fuca Barn. The barn will be located 106 feet away from the schoolhouse and 22 feet away from the property line along Zylstra Road. The new accessory structure will require a Level B Certificate of Appropriateness as listed in ICC 17.04A.110.1.

Notice was published in the Whidbey News Times on May 21, 2025. The public comment was May 21, 2025 to June 4, 2025. A sign was posted on the property by May 14, 2025. The County did not receive any public comments regarding the proposal.

II – PERMIT DATA

Building or Land Use Permit Type	Certificate of Appropriateness
Application Number	EBY-25-018
Application Date	April 23, 2025
Applicant/Owner	Triple C Construction Services, on behalf of property owners Brian Miller and Rebecca Fakkema

III – SITE DATA

Address	650 Zylstra Road			
Location	Coupeville			
Parcel Number(s)	S8060-00-14001-0			
Size of parcel(s)	2.76 acres			
Historic Structure?	Yes		No	X

Proximity to Historic Structures?	Yes	X	No	
Zoning Designation	Rural			
Critical Areas/Overlays?	Yes	X	No	
<ul style="list-style-type: none"> - Within 300 feet of a mapped wetland. - Vicinity of Cultural Resources 				
Shoreline Jurisdiction?	Yes		No	X
NPS Easements?	Yes		No	X

IV – STAFF CONTACTS

Title	Name	Phone	E-mail
Current Use Planner	Yumi Shridhar	(360)678-7817	y.shridhar@islandcountywa.gov

V – DISCUSSION

On behalf of property owners Brian Miller and Rebecca Fakkema, Triple C Construction Services requests a Certificate of Appropriateness (COA) to build a new barn.

On May 1, 2025, the Historic Reserve Committee (HRC) convened to discuss this project and the impacts the proposed work will have on the historic landscape. The HRC had no objections to the issuance of the COA. After review of the project, staff finds that the proposal meets the design guidelines.

VI – APPLICABLE DESIGN GUIDELINES

A. SECRETARY OF THE INTERIOR’S STANDARDS

The Secretary of the Interior’s Standards apply:	Yes	X	No	
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This project IS within proximity to a historic resource within Ebey’s Landing National Historical Reserve.

Within the same parcel as the proposed barn is the historic and contributing San De Fuca School, a vernacular schoolhouse overlooking Penn Cove. Built in 1903, the schoolhouse served as a school for the community until 1933. The Seventh Day Adventists used the schoolhouse for their gatherings between 1933 and sometime in the 1950s. After the Seventh Day Adventists moved out of the schoolhouse, the structure was vacant for about ten years before it was converted into a residential property. The San De Fuca School is still used as a residential structure to this day,

The significance of the Sand De Fuca School per the PNRO Inventory Page: “This property is significant [. . .] because it embodies the distinctive characteristics of architectural expressions and methods of construction that represent the period of community development in the reserve from 1871-1910. This property is also significant [. . .] for its association with education in the Reserve community. It retains integrity of location, setting, materials, design, workmanship, feeling and association.”

B. EBHEY’S RESERVE DESIGN GUIDELINES

Staff has identified the following design guidelines as particularly relevant to the proposal.

CHAPTER 4.5 – Site Development

Guiding Principles:

- Careful initial planning of a building site is vital to preserving the Reserve’s natural and historic character (particularly the sense of open space) while meeting the property owner’s needs. Consider the setting of the lot and its surroundings when making siting decisions. Collectively, landforms and features (hills, valleys, streams, wooded hilltops and ridgelines, and open fields) help define the context of historic resources and provide the Reserve’s character.
- New development should be designed to be consistent with the character of the area and to retain the distinctive features of the setting. Elements of an area’s character— such as building mass, height, scale, roof shape, roof pitch, building materials, and proportions between doors and windows— should be maintained.
- Distinctive features of an area— such as proximity to the street, views to historic structures, water and/or landscapes, and significant open spaces— shall be preserved.

4.5.1 – Rural Settings

Guideline	Staff Analysis
4.5.1.1	<p><i>Site development should be designed to reflect the natural conditions of the site, including topography and existing vegetation. Consider the prominence of your building site and evaluate how new construction will affect the view of existing open land from the public right (s)-of-way. Every effort should be made to avoid locating new construction in the middle of fields, on hill and ridge tops, or where it would be silhouetted against the sky.</i></p> <p>The parcel is mostly flat and is located on top of a slope overlooking SR20 and Zylstra Road. The existing historic San De Fuca School is visible from Madrona Way as the structure is white and stands out from its setting. Viewing the parcel looking north from Madrona Way, and even heading east on SR20, the proposed barn will be located behind the schoolhouse, which will allow the new construction to have little to no impact on the visibility of the open space as seen from the surrounding roads.</p>
4.5.1.2	<p><i>Plan the site layout (including buildings, roads, and other elements) to preserve scenic vistas, historical patterns of development, natural and historic landscape features (such as hills, trees, ponds, hedgerows, woodlands, or open fields), and visual relationships.</i></p> <p>The location of the proposed barn will preserve the scenic vistas and historical patterns of development. In addition to the historic San De Fuca School, a key feature of this parcel is the open area surrounding the schoolhouse. The proposed barn will preserve the open area and the view of the schoolhouse with its location towards the back (north) of the parcel. This allows the schoolhouse to remain as the central focus of the parcel as well as retain most of the openness of the parcel’s setting.</p>
4.5.1.6	<p><i>Retain historic viewsheds to and from historic buildings and structures.</i></p> <p>The proposed barn will be located behind the San De Fuca School as seen from SR20 and Madrona Road, which will allow for the protection of historic viewsheds to and from the schoolhouse.</p>

4.5.1.7	<p><i>Protect public views to and along the shoreline, other scenic vistas (including natural features), and views of historic properties seen from public roads and public lands. Maintain scenic vistas and views of historic properties as seen from public roads.</i></p> <p>The San De Fuca School is visible from westernmost area of Penn Cove. The construction of a new barn north of the historic schoolhouse will not block the historic structure’s view of the water nor prevent the public from viewing the historic schoolhouse from Penn Cove.</p>
4.5.1.8	<p><i>Maintain vegetative buffers, especially along scenic roadways, and hedgerows to screen new development and enhance wildlife corridors. Retain existing vegetation along ridgelines.</i></p> <p>The vegetation on the subject parcel along Zylstra Road contains taller grasses that helps the existing structure on the property blend into the environment. This vegetation may help the proposed new construction blend into the site as well and soften its appearance.</p>

CHAPTER 4.6 – New Construction

Guiding Principles:

- New development should respect the Reserve's rural character. A successful new building will have compatible scale, massing, size, materials, and color that allow it to blend into its site.
- New construction, particularly in Review Area 1, should continue the historical pattern of development with buildings that are compatible with their neighbors in terms of scale, massing, materials, and color.
- Accessory structures should be designed to be compatible with the primary building and the setting
- Accessory structures should be designed to be compatible with the primary building and the setting

4.6.1 – Architectural Character

Guideline	Staff Analysis
4.6.1.1	<p><i>The mass of larger buildings should be broken up into separate parts to give the appearance of a group of buildings rather than one large building. Use trees and other vegetation to soften their appearance. Design buildings to be generally horizontal in form in order to be less conspicuous.</i></p> <p>The proposed barn will be spaced from the existing schoolhouse to give the appearance of a group of builds rather than one huge, massive structure. The subject parcel also contains apple trees on the eastern area of the parcel and tall gras serving as vegetative buffers along the road; these threes and vegetation will allow for the new barn to have a softer presence after its construction is complete.</p>

4.6.1.2	<p><i>New buildings should be similar in general character, but they should also have subtle differences in design to distinguish them from historic structures. Contemporary designs which reflect the scale, materials, and color of surrounding development are appropriate. False historic structures are not appropriate. New buildings should be stylistically distinct from historic structures.</i></p> <p>The existing building on the parcel is a historic vernacular schoolhouse. The proposed barn gathers inspiration from other vernacular barn structures as seen throughout the Reserve in terms of materials, scale, and design. While the design of the barn uses characteristics that are common in vernacular structures, the proposed barn will not be mistaken as a historic structure. The design of the barn is distinct from historic structures as the barn will have a simpler appearance and use more modern materials seen in new buildings that are still compatible in the Reserve.</p>
4.6.1.3, 5	<p><i>Building materials should be similar to materials of the surrounding neighborhood or use other characteristics such as scale, form, architectural detailing, etc. to establish compatibility.</i></p> <p>The proposed barn will use vinyl windows, board and batten siding, and composite roofing, all of these materials are common in the Reserve. The use of these materials in new structures will ensure that the barn will not try to mimic an historic structure.</p>

4.6.3 – Special Site Conditions and Corner Lots

Guideline	Staff Analysis
4.6.3.1	<p><i>The siting of buildings should respond to specific site conditions and opportunities - such as unusually shaped lots, location at prominent intersections (corner lots), unusual topography, significant vegetation, and views or other natural features - but still be in keeping with historical patterns of development.</i></p> <p>This parcel is located on the intersection between Zylstra Road and SR20, on the northeast of the intersection. The proposed barn will be located on the other side of the schoolhouse, away from the intersection such that there will be little to no changes from the visibility from the right of way in the intersection.</p>

4.6.7 – New Accessory Structures: Historic Sites

Guideline	Staff Analysis
4.6.7.2	<p><i>New accessory structures should be designed to be compatible with the historic context and setting and the structure should be secondary to the main historic building.</i></p> <p>The proposed barn will be compatible with the historic context of the setting as barns are common structures seen in areas with an abundance of open space. The barn will also be positioned behind the historic schoolhouse to not take any spotlight away from the structure.</p>
4.6.7.3	<p><i>Place accessory structures in the rear yard or at the rear of the side yard, so they are only minimally visible from the street.</i></p> <p>The location of the proposed barn will allow for the barn to be mostly screened along SR20 and Madrona Way. The barn would only be visible along Zylstra Road.</p>
4.6.7.5	<p><i>New accessory structures, when visible from the public view, should have design and materials compatible with the primary structure. Stock or kit outbuildings, fabric buildings, cargo containers, and carports are inappropriate when visible from the public view.</i></p> <p>As the proposed barn is visible from the public view, the barn will use materials that are compatible within the Reserve and commonly seen on new accessory structures.</p>

VII – RECOMMENDED MOTION

Based on the record developed to date, including application materials, staff report, evidence presented, and comments made at the public meeting, and finding application to EBY-25-018 to be consistent with the Ebey's Landing National Historic Reserve Design Guidelines, I move to recommend granting a Certificate of Appropriateness.

VIII – CONDITIONS

At this moment, there are no Conditions of Approval associated with the issuance of this Certificate of Appropriateness. Conditions of Approval may be added if the Historic Preservation Commission wishes to include any prior to their approval.

IX – FINDINGS OF FACT AND CONCLUSIONS OF LAW

Based on the analysis presented above, staff proposes the following findings of fact with respect to Application No. EBY-25-018:

1. An application was submitted for a Certificate of Appropriateness on April 23, 2025 for the construction of a new barn.
2. The site is within Review Area 1 of Ebey's Landing National Historical Reserve and is classified as Residential New Construction within Review Area 1, requiring action on a Certificate of Appropriateness by the Historic Preservation Commission.
3. On June May 15, the Ebey's Reserve Committee reviewed the application and found it to be consistent with the applicable Ebey's Landing National Historical Reserve Design Guidelines.
4. In accordance with Chapter 17.04A of the County Code, the Historic Preservation Commission reviewed the application in an open and duly advertised public meeting on June 12, 2025, and all wishing to be heard were heard.
5. In accordance with Guidelines in Chapter 4.5.1 – Rural Settings, this project aligns with the design guidelines as the proposed barn will have little not no impact on the subject parcel's natural character as the existing trees and vegetative buffers will help to soften the appearance of a new building.
6. In accordance with guidelines in Chapter 4.6.1 – Architectural Character, this project aligns with the design guidelines as the materials proposed for the barn is compatible within the Reserve. The design of the barn gathers inspiration from other vernacular barn structures but will be distinct from other historic buildings through its more simplified designs and modern materials.
7. In accordance with Guidelines in Chapter 4.6.3 – Special Site Conditions and Corner Lots, this project aligns with the design guidelines as the proposed location of the barn will not impact the intersection adjacent to the subject parcel (SR20 and Zylstra Rd). The barn will be located on the opposite side of the schoolhouse from the intersection.
8. In accordance with guidelines in Chapter 4.6.7 – New Accessory Structures: Historic Sites, this project aligns with the design guidelines as the proposed barn will be compatible with the existing historic schoolhouse and will not take any emphasis away from the historic structure.
9. After review of the proposed application and consideration of public comment and staff's recommendation, the Historic Preservation Commission finds the application [*consistent/inconsistent*] with the applicable Ebey's Landing National Historical Reserve Design Guidelines subject to conditions.
10. **PER ICC 16.19.185** – The construction, use, work, or activity authorized by this permit shall be commenced within one year of the effective date of this permit. The effective date of this

permit shall be the date of the last required permit and approval that authorize the development to proceed, including all administrative and legal actions that may ensue. Island County may authorize a single extension for a period not to exceed one year based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to parties of record and the department.

X – APPEAL PROCESS

Should you wish to appeal this decision, please familiarize yourself with the above note code requirements pertaining to type of appeal process applicable to this decision. The exact language of Section 16.19 ICC can be found on the County’s website; hard copies are available from the Planning Department.

The Historic Reserve Committee’s decision regarding a Certificate of Appropriateness may be appealed in conformance with the administrative appeal procedures set forth in Island County Code 16.19.190. Specifically, the following appeal procedures apply:

If appealed, Level C certificates are to be appealed consistent with Type II decisions pursuant to section 16.19.190.B.

XI – DECISION OR RECOMMENDATION

The Historic Preservation Commission recommends approval of this Certificate of Appropriateness, signed this _____ day of _____, 2025.

Historic Preservation Commissioner

Attested by:

Yumi Shridhar, Current Use Planner
Island County Planning & Community Development

Attachments: *[will be attached on the final staff decision to send to the applicant]*

- A. Site plan and elevations approved **XXXXXXXXXX**
- B. Historic Reserve Committee Findings, dated May 15, 2025
- C. PNRO Inventory Pages 21-22. San De Fuca School. June 2, 2015
- D. Application Materials
- E. Inadvertent Archaeological and Historic Resources Discovery Plan for Island County



REV.	DATE	REVISION DESCRIPTION	DSGN CHK	APPROVED	REV.	DATE	REVISION DESCRIPTION	DSGN CHK	APPROVED	DWG NO.	REFERENCE DRAWINGS	DESIGNED BY BCM	DATE 10/18/2024	SAN DE FUCA SCHOOLHOUSE 650 ZYLSTRA RD, COUPEVILLE, WA, 98239 ISLAND COUNTY REFERENCE DRAWING		
														SCALE 1:240	DRAWING NUMBER	REV F

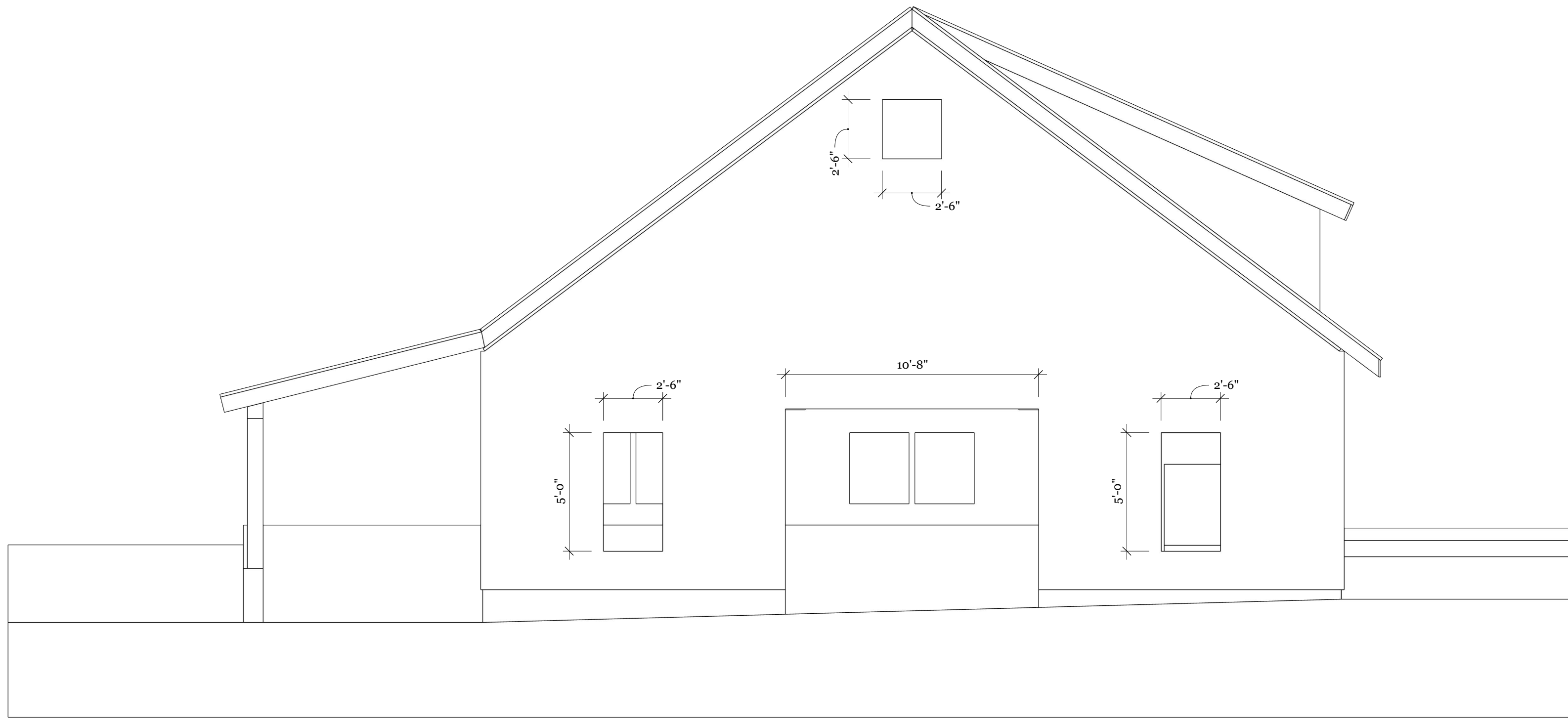


Figure 1. Exterior elevation, from south.

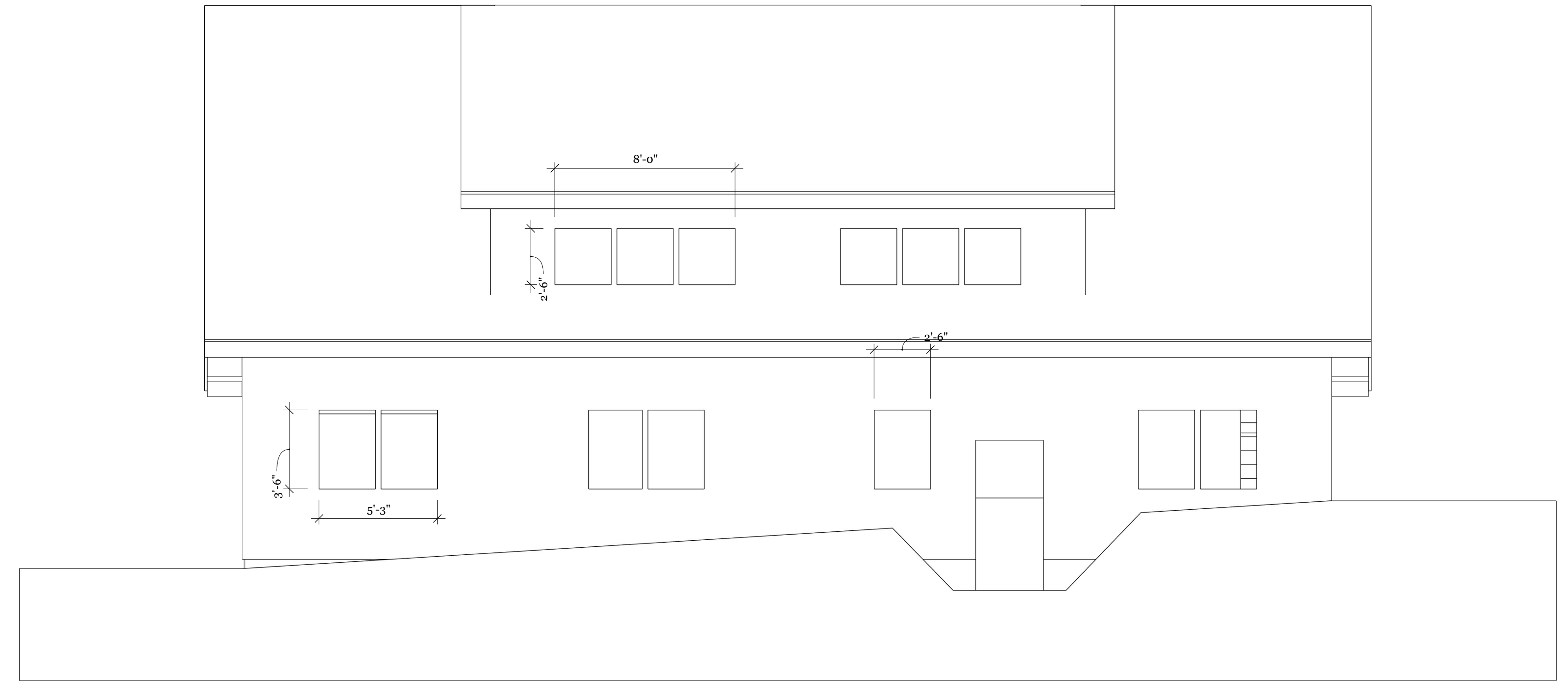


Figure 2. Exterior elevation, from east.

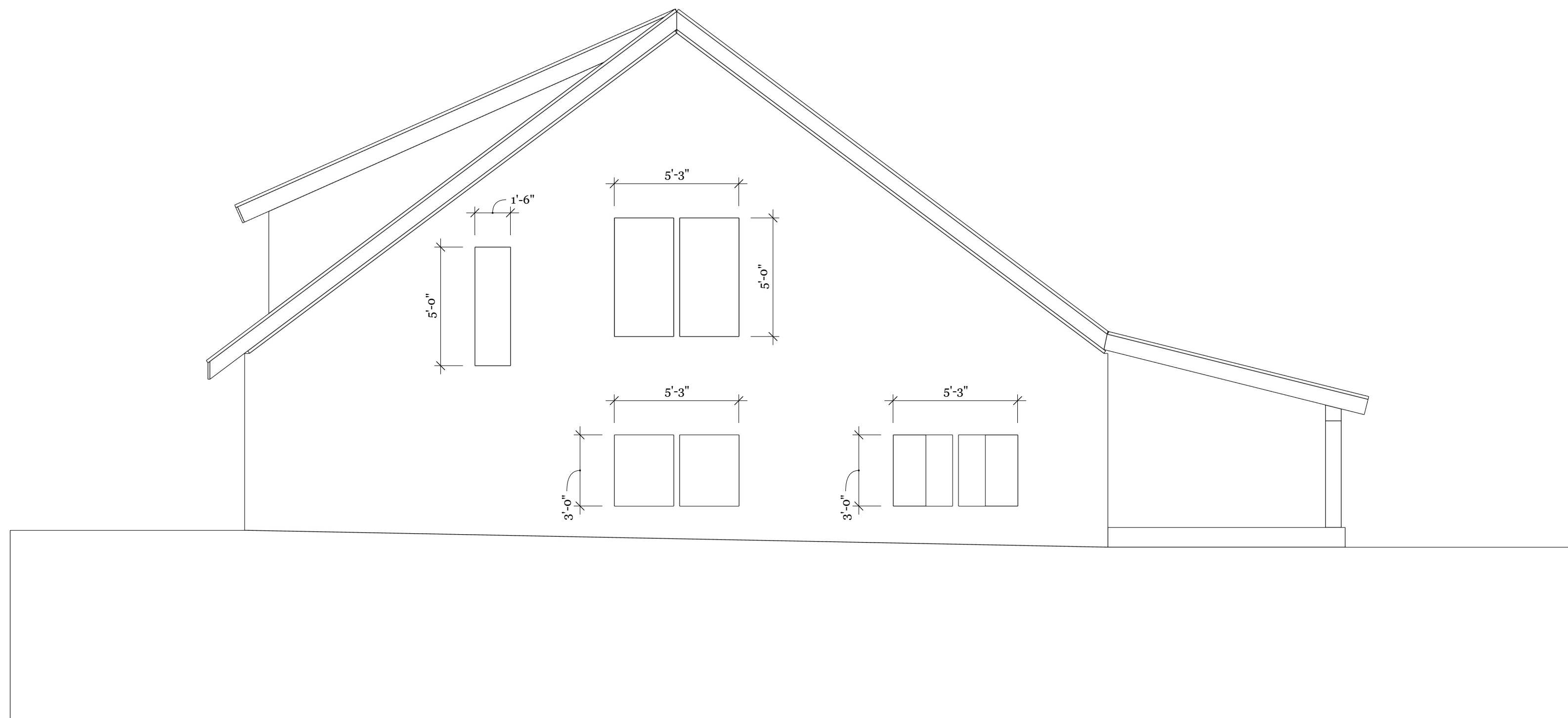


Figure 3. Exterior elevation, from north.

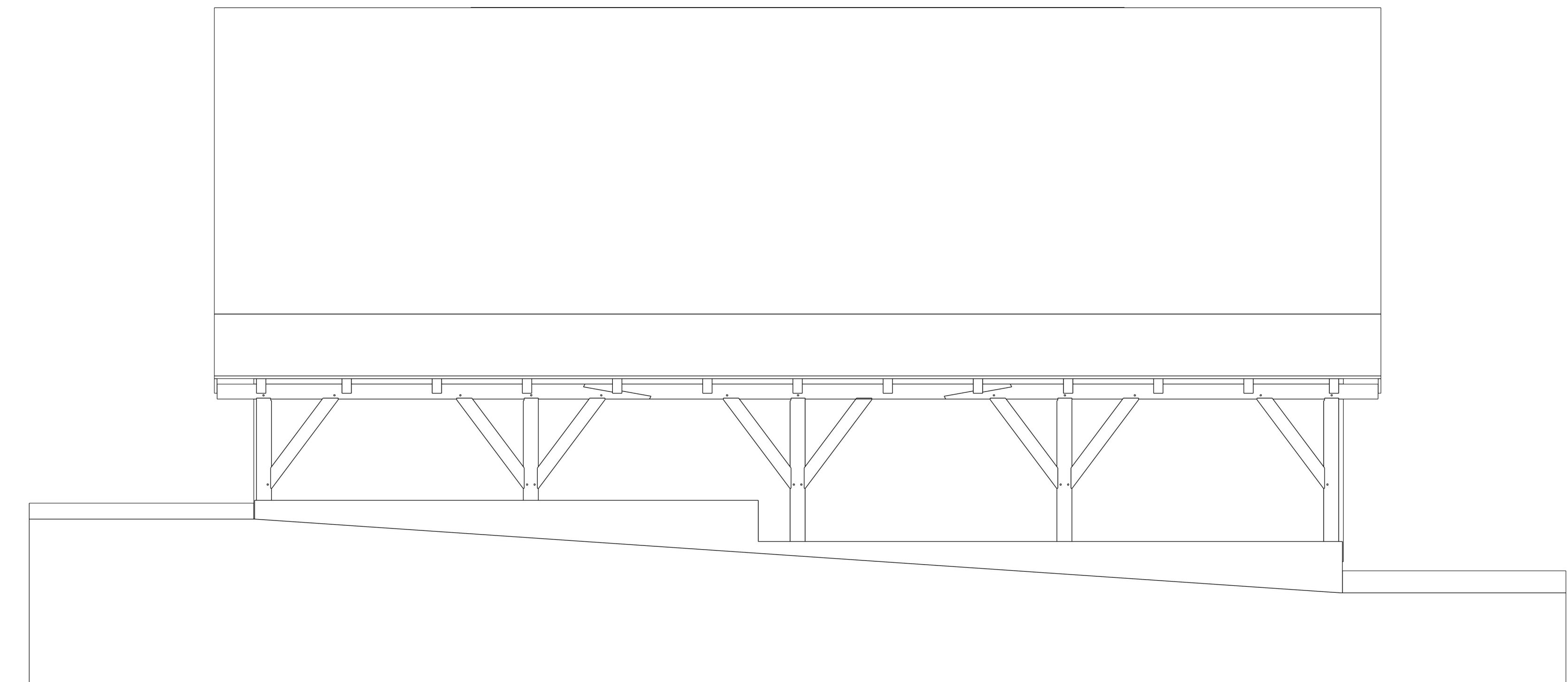


Figure 4. Exterior elevation, from west.

EXTERIOR ELEVATIONS
(SCALE: 1/4" = 1'0")

PORCHLIGHT WOODWORKS

SCHOOLHOUSE BARN, COUPEVILLE WASHINGTON

REVISIONS

	MM/DD/YY	REMARKS
1	--/--/--	...
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

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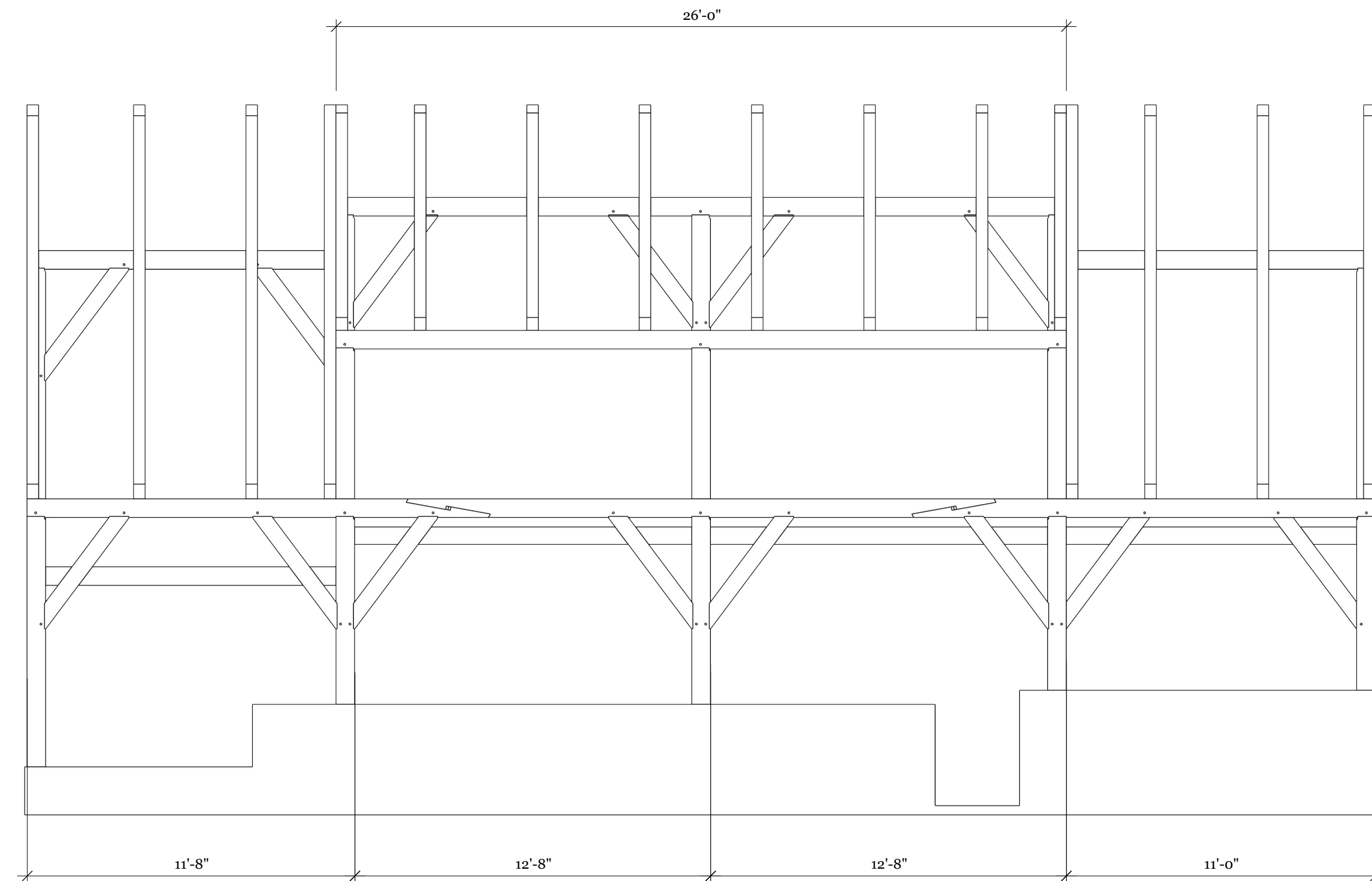
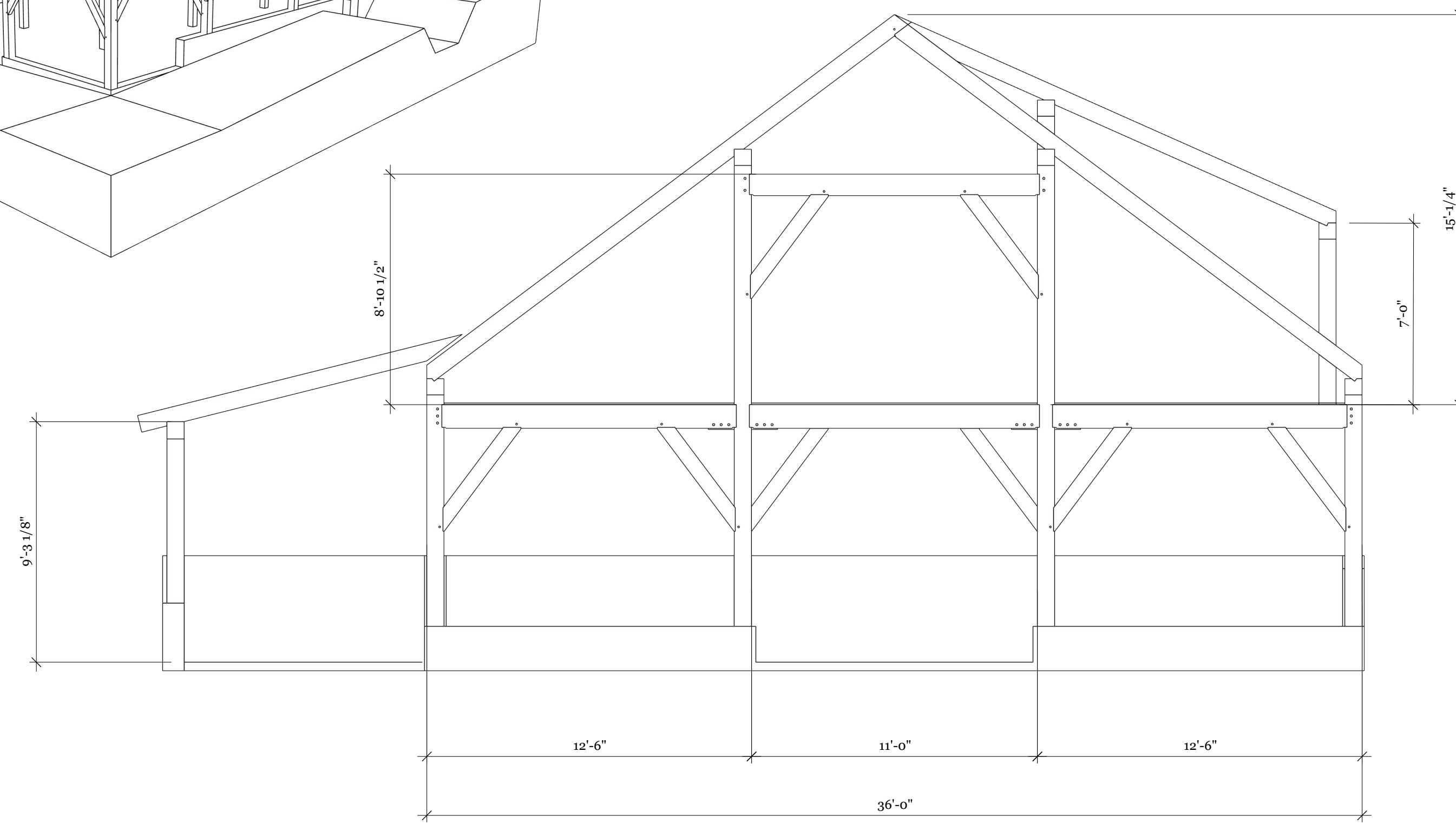
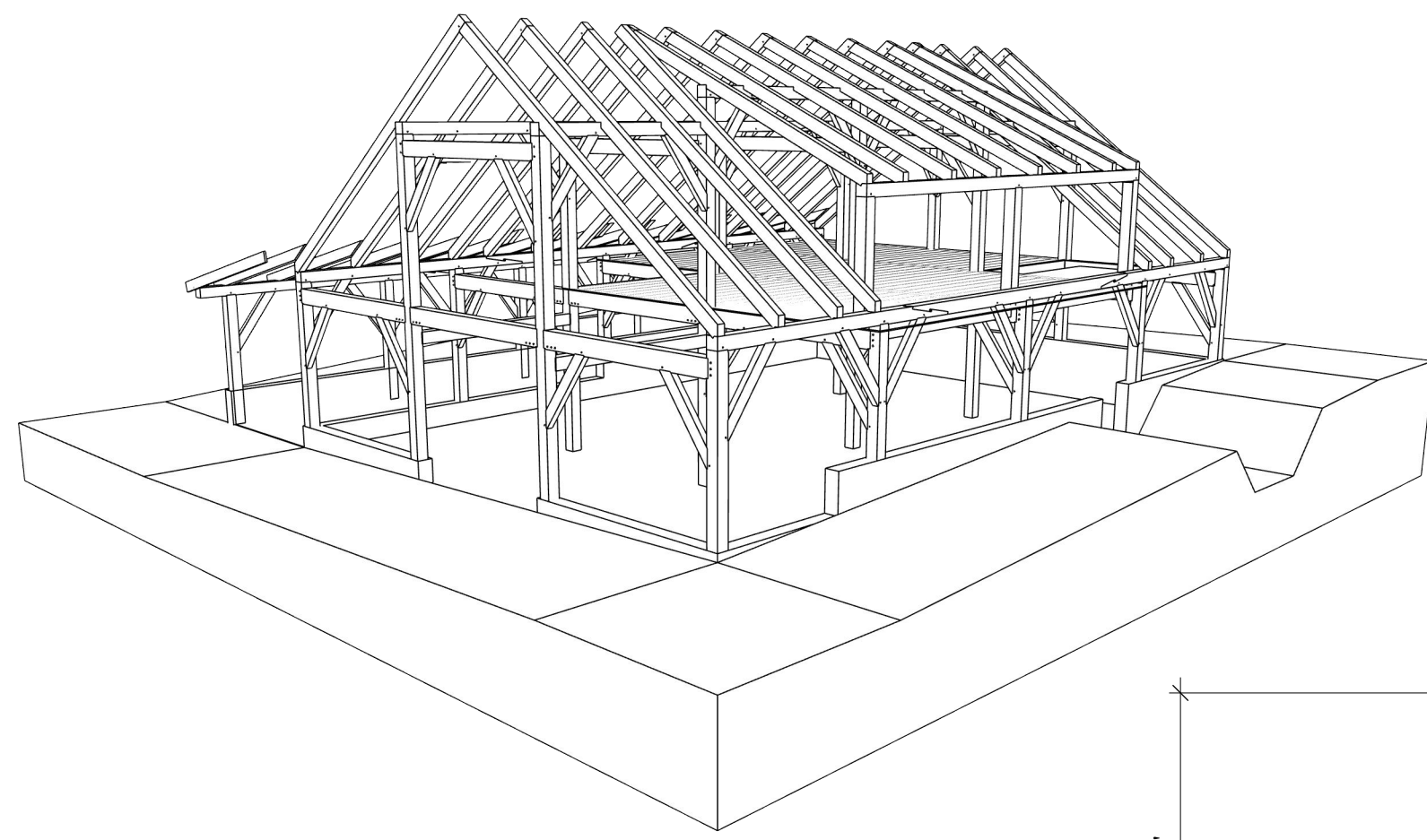


Figure 5. Timberframe. Above left, isometric. Top, bent elevation; bottom, line elevation (scale: 1/4" = 1'-0").

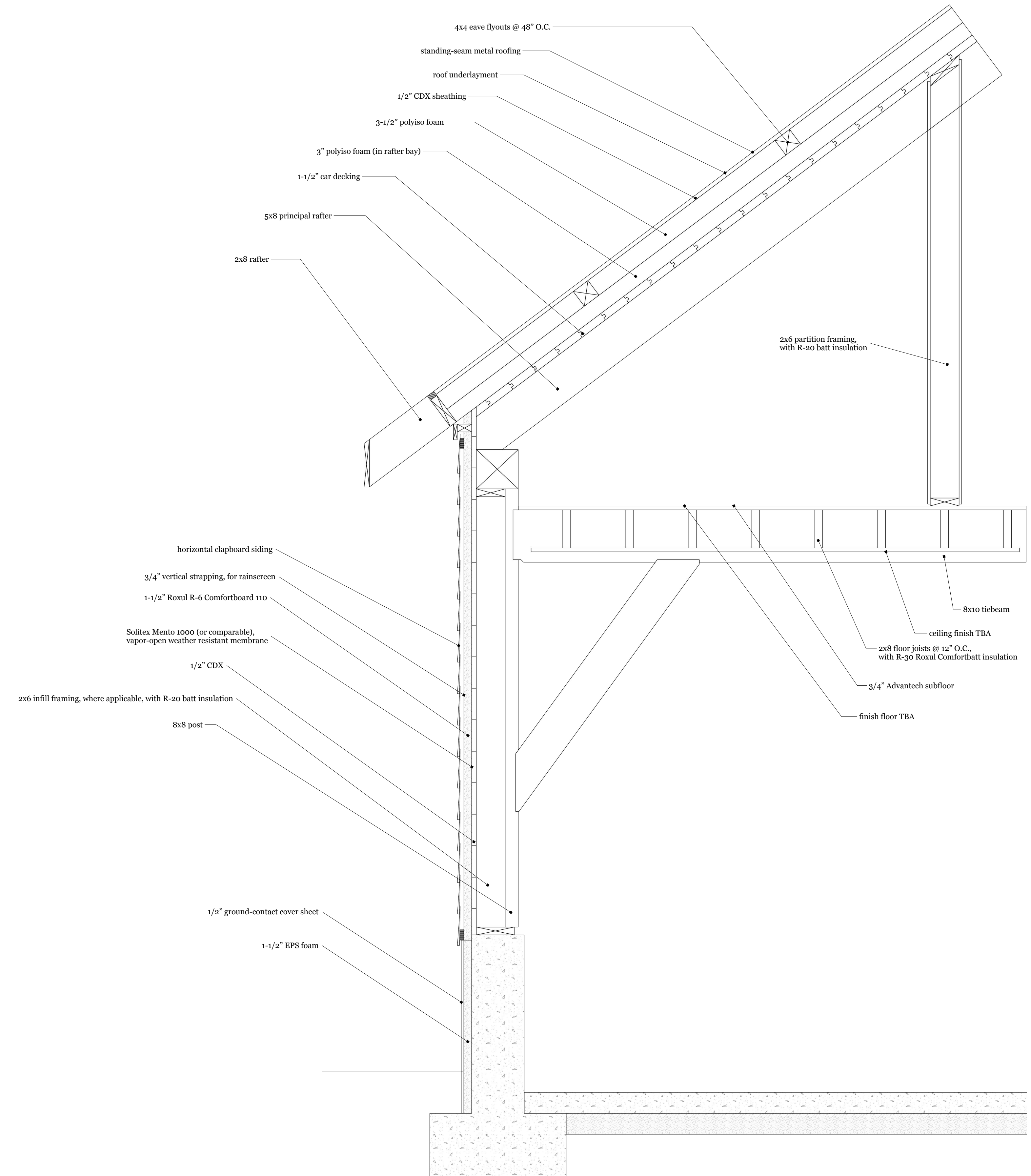



Figure 6. Generic wall section (scale: 1" = 1'-0").

MM/DD/YY	REMARKS
1	---
2	---
3	---
4	---
5	---

Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS REVIEW BY ISLAND COUNTY AND THE TOWN OF COUPEVILLE, IN COOPERATION WITH THE TRUST BOARD OF EBHEY'S LANDING NATIONAL HISTORICAL RESERVE AND THE HISTORIC PRESERVATION COMMISSION

Application # _____	Date Rec'd _____	Receipt # _____	
Residential _____	Commercial _____	Mixed-Use _____	Historical _____
<i>The above is for Staff Purposes Only</i>			

Owner Brian Miller <input type="checkbox"/>	Phone 805-760-4836 <input type="checkbox"/>
Address 650 Zylstra Road	E-Mail fakkemamiller@gmail.com
City, State, Zip Coupeville, WA 98239	Signature
Owner Rebecca Fakkema	Phone 360-630-1427
Address 650 Zylstra Road	E-Mail fakkemamiller@gmail.com
City, State, Zip Coupeville, WA 98239	Signature
Applicant/Agent* Triple C Construction Services	Phone 360-720-2006 <input type="checkbox"/>
Address 2725 NE Goldie Street	E-Mail agisvold@triplecconstructionservices.net
City, State, Zip Oak Harbor, WA 98277	Signature 

PROPERTY INFORMATION


Project Address (include city): 650 Zylstra Rd. Coupeville <input type="checkbox"/>					Design Review Area <input type="checkbox"/> 1 <input type="checkbox"/> 2	
Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning
S8060-00-14001-0 <input type="checkbox"/>		2.923 <input type="checkbox"/>				
Do you own contiguous parcels? <input type="checkbox"/> Yes (if yes, list) <input checked="" type="checkbox"/> No						

Present Use of Property (Check All that Apply)

Residential: <input checked="" type="checkbox"/>	Agricultural: <input type="checkbox"/>	Other: _____
Commercial: <input type="checkbox"/>	Institutional: <input type="checkbox"/>	

Applicant's Acknowledgment

I am familiar with the Ebey's Reserve Design Guidelines as they pertain to my project. I certify by my signature below that the information in this application is accurate and complete. The planning staff has permission to copy materials, including architectural drawings, necessary for the review of my application.

Signature  Date 1/21/25



AGENT AUTHORIZATION FORM

Received date: _____

Received by: _____

Landowners may authorize agents, designers, contractors, etc. to apply for permits and conduct activities on their behalf by completing this form and returning to Island County staff. Once received, this form will expire in 3 years. Any applications or requests that agents submit on an owner's behalf must meet the general description provided by the owner below.

I/We hereby authorize the following companies or individuals to submit applications on my/our behalf. I/We also understand that once a permit/application is submitted that all future correspondence may be directed to said agent(s).

Description of work/project: Site prep & pour foundation for a
timber built shop kit

Agent Name: <u>Triple C Construction Services</u>
Agent Name: _____
Agent Name: _____
Agent Name: _____

Parcel number(s): S8060-00 14001 0

Name 1 (printed) Brian Miller Date: 1/17/25

Signature 1: *Brian Miller*

Name 2 (printed) Rebecca Takema Date: 1/17/25

Signature 2: *Rebecca Takema*

Applicant Use	Application Requirements: Please use the following checklist to ensure you provide all the items required under Island County Code. If you believe that an item is not applicable, write N/A and explain why in the blank. <u>All blanks under "Applicant Use" must be filled in for this application to be accepted as complete</u>	County Use Only
✓	1. Fees, as established by the Board of Island County Commissioners	
✓	2. Electronic copy via email, thumb drive, or file-sharing link containing the complete application and associated reports. Please send separate documents as separate files.	
✓	3. Clear Color Photographs of the building, overall site, nearby structures, and any adjacent properties.	
✓	4. Scaled design elevations of the new structure, improvements, alterations, and/ or additions.	
✓	5. A legible plot plan that shows the following	
✓	a. Drawn to a standard <u>engineering</u> scale. Indicate scale.	
✓	b. North arrow	
✓	c. Boundaries, dimensions, and area of lot (square feet or acres)	
✓	d. Name of road(s) bordering the property and their width	
✓	e. Land features. Show the top and toe of all slopes, the direction of slope, the percentage of slope, seasonal drainage ways, soggy areas, ditches, ravines, lakes, the ordinary high-water mark of shoreline, etc.	
✓	f. Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands, and <u>all of their associated buffers onsite or off-site when they may affect the proposal</u> . If the proposal is in an archaeological area, a report must be submitted identifying resources and how they will be protected. <i>(note: if a feature is shown on the County's Critical Areas map, it must be shown on the plot plan; if you do not believe that feature is present, please describe).</i>	
✓	g. Existing and Proposed Vegetation.	
✓	h. Existing and proposed structures, clearly labeled, including buildings, septic, drainfields, and any other appurtenances.	
✓	i. Distance to adjacent historic properties or structures, if applicable	
✓	6. Any supplemental information deemed necessary and requested by the County or Town for Review of the application (this usually relates to large-scale or complex projects and properties)	

Does your project involve an historic property: Yes No

If yes, which Historic Property:

Is the property within 100 feet of a historic building? Yes No

Is there a conservation Easement on the property? Yes No

Description of proposed work:

We will be clearing and pouring a foundation for a timber built shop

Existing Materials:

Doors: _____

Windows: _____

Deck / Railing: _____

Stairs / Ramp: _____

Siding: _____

Roofing: _____

Fencing: _____

Proposed Materials:

Doors: Fiberglass & Wood Barn Style +

Windows: vinyl +

Deck / Railing: N/a +

Stairs / Ramp: N/A +

Siding: Board & Batten +

Roofing: Composite +

Fencing: N/A +

All statements, answers, and information provided as part of this submittal are complete, true, and accurate to the best of my knowledge and belief. I understand that if I provide incomplete and/or incorrect information, this will cause a delay in the review process.