



**CENTRAL WHIDBEY HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS' HEARING ROOM
COUPEVILLE, WA
August 28, 2025
10:00am**

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

CALL TO ORDER

Chair Bishop called the meeting to order at 10:01am

COMMISSIONERS PRESENT

- ✓ Chair **Danielle Bishop**
- ✓ Commissioner **Katherine Baxter**
- ✓ Commissioner **Eve Parrish**
- ✓ Commissioner **Marshall Bronson**

STAFF PRESENT

- ✓ 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 Bronson, to approve the agenda of the August 28, 2025 meeting as submitted. *The motion passed unanimously.*

APPROVAL OF MINUTES

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Baxter, to approve the minutes of the July 24, 2025 meeting as amended. *The motion passed unanimously.*

PUBLIC HEARING

Chair Bishop 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 **Bronson** visited all sites
- Commissioner **Parrish** visited all sites

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

COA-25-028 (5m. 30s.) – Repair Zylstra Law Office

Coupeville Assistant Planner, Lisa Walsh, presented on proposed repairs to the Zylstra Law Office building. Elements of the presentation included the historic significance of the building, size and use of the building, proposed materials, applicable guidelines, and location within the Reserve.

DISCUSSION

Chair Bishop opened the floor for discussion.

Questions were asked about the addition of windows and doors, lead abatement, cost difference between wood and vinyl windows, and future use of the building. The architect, Stig Carlson, answered some of the questions from Commissioners. Tony Sherman with Cascade Custom homes answered questions about cost difference between wood and vinyl windows.

No members of the public spoke at the meeting.

MOTION (29m. 10s.)

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Parrish, 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-25-028 to be consistent with the Ebey’s Landing National Historical Reserve Design Guidelines, to approve the Certificate of Appropriateness subject to the following conditions:

1. Salvage building materials for use elsewhere in the Reserve, if possible, and;
2. Replace the vertical trim piece on the front façade.

The motion passed unanimously.

At 10:39am, Chair Bishop closed the Public Hearing.

DISCUSSION ITEMS

Update on EBY-25-023

Applicant submitted revised elevation plans, as per conditioned approval. Chair Bishop expressed gratitude to the applicants for following the conditions of approval.

Update on EBY-25-025

Applicant submitted revised site plan, as per conditioned approval.

Continued Discussion on Unpermitted Construction

Commissioners continued their discussion on unpermitted construction within the Reserve. Chair Bishop raised questions about incentivizing compliance. Commissioner Bronson brought up vinyl windows, and whether the Commission should be concerned with vinyl windows in historic structures. Commissioner Parrish suggests publishing a piece outlining the “value added” of having and preserving historic buildings. Commissioner Baxter suggested an annual letter addressed to historic homeowners with the intent of informing and creating community among

historic property owners. Commissioners Baxter and Chair Bishop volunteered to be available for conversations with property owners about historic preservation, outside of regular meetings.

The Commissioners and staff discussed enforcement of guidelines and codes within the Reserve. Staff suggest that public outreach will help reduce the amount of unpermitted work.

Commissioner Parrish suggests a “list of shame” listing properties that are doing work without a permit. Staff suggested annual awards for well-done preservation/restoration projects rather than a “list of shame.”

ADJOURNMENT

The meeting was adjourned at 11:54am.

Respectfully submitted,

Community Planning Director



Deputy Clerk Chris Jolly



Joshua Engelbrecht