



**TOWN COUNCIL MEETING
Island County Hearing Room
January 27, 2026
6:00 pm**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

Council meeting January 13, 2026

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

NEW BUSINESS

1. Approve reduction of Right of Way widths on NW 3rd St. and NE Leach St.
2. Approve 2026 Mussel Fest Street Closures
3. Approve Cabaret permit for Tyee
4. Approve Cabaret permit for the Spectacled Sasquatch
5. Approve Island County Tourism Interlocal Agreement

COUNCIL REPORTS

STAFF REPORT

DISCUSSION

- Five Years of Police Stats
- 2025 Year End Financials

AUDIENCE INPUT – See NOTE

ADJOURN

NOTE:

As a reminder: This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. The public is generally allowed two to five minutes, depending on the length of the agenda. Input requiring more lengthy comment is best submitted in writing.

To join the meeting from your computer, tablet or smartphone.
<https://www.gotomeet.me/TownOfCoupeville/coupeville-town-council-meeting>

To access the Town Council meeting remotely, by phone dial 571-317-3122 and use access code 707-347-805.

TOWN OF COUPEVILLE
Regular Council Meeting
January 13, 2026
6:00pm

CALL TO ORDER

At 6:00pm, Mayor Hughes called the meeting to order and led the Council in reciting the Pledge of Allegiance.

PRESENT

Mayor Molly Hughes, and Councilmembers Jenny Bright, Rick Walti, Kristo Allred, Evan Henrich, and Jackie Henderson

STAFF PRESENT

Deputy Clerk Chris Jolly, Clerk-Treasurer Corine Jackson, Community Planning Director Josh Pitts, and Assistant Planner Lisa Walsh

APPROVAL OF AGENDA

The agenda of the January 13, 2026 regular meeting was approved as submitted.

APPROVAL OF MINUTES

The minutes of the December 9, 2025 regular meeting were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes began her report by welcoming the new Councilmembers, Kristo Allred and Evan Henrich.
- Mayor Hughes reported that the Red Ticket event in December was a huge success, and the businesses participating brought in over \$400,000 in business during the month of December. Mayor Hughes thanked CHWA and the Chamber for helping make the event a success.
- Mayor Hughes has been working on several new interlocal agreements that will be brought before Council in the coming weeks. Two of those interlocal agreements include agreements with Island County over the hiring of a new Ebey's Reserve Manager, and an Island Tourism Committee manager. Both will be employees of the County.
- Mayor Hughes reported that DAHP notified the Town that the Schooner Suva has been added to the National Register of Historic Places.
- Mayor Hughes reported that the Coupeville Festival Association gave out their grant awards on Monday, January 12, 2026. The Town received a \$5,000 grant for new benches and flower pots in the Grace Street Parklet.

AUDIENCE INPUT

- Kyle Renninger addressed the Council about his desire to revive the Parks, Recreation, and Open Space Committee. He also spoke about Sunset Terrace Park, which is

sometimes referred to as Summit Loop Park. He asked that there be public outreach when renaming parks, and also asked that a name sign be installed at the park, so residents know it is a public space. Renninger noted that he is opposed to upzoning the large parcel on Pennington Loop but proposed using some of the Town's Civic zoned parcels be converted to affordable housing.

- Ricardo Reyes addressed the Council about hopes for some benches or picnic tables at the green space on 6th Street.
- Dave Wechner addressed the Council about his desire for youth recreational programming, or more park spaces aimed at youth such as disc golf or a skate park. He also would like to see naming and site selection criteria for parks.

PRESENTATION

Assistant Planner Lisa Walsh and Facet Consultant Donna Keeler gave a presentation about the Parks and Recreation community survey and ad-hoc committee. The presentation included results of the community survey, and an overview of work completed by the ad-hoc committee.

NEW BUSINESS

Councilmember Appointments

Action: A motion was made by Councilmember Hednerson, seconded by Councilmember Bright, to appoint Councilmember Bright to the Island Transit Board, to appoint Councilmember Henderson to the Island County Tourism Committee, to appoint Councilmember Henrich to the Island County Law and Justice Committee, to appoint Councilmember Allread to do monthly financial review, and to appoint Councilmember Walti to the Utility Advisory Committee. The motion passed unanimously.

December A/P and Payroll

Action: A motion was made by Councilmember Walti, seconded by Councilmember Bright, to approve December 2025 Payroll EFT transactions for a total of \$150,317.61, and December 2025 A/P Transactions and EFT payments #11493 - #11544 for a total of \$358,172.08. The motion passed unanimously.

COUNCIL REPORTS

Councilmember Henderson

Councilmember Henderson recapped the Island Transit Board reorganization for the new Councilmembers.

Councilmember Bright

Councilmember Bright recapped the new management and union contract agreement for the new Councilmembers. Bright also informed the Council of some route changes impacting On-Demand service, beginning March 2026. Those changes are on the Island Transit website.

DISCUSSION

Community Planning Director Josh Pitts led a discussion with the Council about the Comprehensive Plan Update. Pitts discussed the need for some code updates and gave the Council an updated timeline for Comp Plan approval.

Community Planning Director Pitts led a discussion with the Council about proposed zoning changes that would help the Town reach the target permanent housing numbers suggested by Island County and the Department of Commerce.

AUDIENCE INPUT

- Ricardo Reyes addressed the Council with a concern about a house in Town that has many cars and trailers parked on the property. Reyes asked about enforcement on keeping the Right-of-Way clear.

ADJOURNMENT

At 8:30pm, Mayor Hughes adjourned the meeting.

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

TOWN OF COUPEVILLE

MEMORANDUM

COMMUNITY PLANNING AND PUBLIC WORKS STAFF REPORT

DATE: January 13, 2025
TO: Mayor Molly Hughes & Members of Town Council
FROM: Josh Pitts, Community Planning Director
RE: Reduction in Street Right-of-Way Widths

OVERVIEW

This memorandum provides a summary of a request by the Public Works Department and the Community Planning Department for Town Council approval to reduce the required right-of-way widths for two proposed local street extensions: the extension of NW 3rd Street to NW Broadway Street and the extension of NE Leach Street, which will terminate in a cul-de-sac.

In 1996, the Town Council adopted Ordinance No. 651, establishing development regulations governing plans for the construction of streets, utilities, and drainage structures, codified in [CTC 16.24.040](#). These regulations are intended to ensure that adequate space is provided for required street widths, utilities, and drainage infrastructure, sidewalks or pathways, traffic control signage, and potential future needs such as street or sidewalk widening.

Pursuant to CTC 16.24.040(B)(1), “the right-of-way of all streets shall be of the width specified on the official map or master plan; or, if no width is specified, they shall be not less than the width specified below, **unless necessitated by unusual topographic, physical or design features.**”

While the Coupeville Town Code does not require Town Council approval to reduce the rights-of-way, staff believes it is in the public interest to ensure transparency when matters of public safety and community impact are involved. Accordingly, the Community Planning and Public Works staff respectfully requests that the Town Council consider and take formal action to approve the proposed rights-of-way reductions for the NW 3rd Street and NE Leach Street extensions due to site-specific constraints and access needs.

NW 3rd STREET EXTENSION

Currently, access to homes within the MOA and Pleasant Valley area is provided via NW 7th Street to NW Wilkes Street, NW 1st Street to NW Wilkes Street, and NW 7th Street to NW Kreuger Street (see Figures 1-4). Community Planning and Public Works staff propose extending the western terminus of NW 3rd Street—currently ending just west of NW Kreuger Street and serving four (4) parcels—to NW Broadway Street. This extension would provide an additional point of ingress and egress for the surrounding neighborhood, thereby improving overall connectivity and circulation.

The available corridor between parcels R13233-203-2500 and R13233-194-2500 is limited to approximately forty (40) feet. In addition, the existing residence on the northern parcel is located

very near the shared property line, leaving insufficient space to accommodate the standard sixty (60) foot right-of-way.



Image 1: View from NW 3rd Street towards NW Broadway Street.



Image 2: View from NW Broadway Street toward NW 3rd Street.



Image 3: Aerial view of NW 3rd Street. The proposed right-of-way area is shown in blue, parcels within the study area are highlighted in yellow, and existing ingress and egress routes are indicated in red.



Image 4: Aerial views of NW 3rd Street. Illustrates the proposed forty (40)-foot right-of-way (blue) alignment, demonstrating how the reduced width minimizes potential impacts to adjacent properties.

Given these physical constraints, the staff recommends a reduction in the required right-of-way width for the NW 3rd Street extension to NW Broadway Street from sixty (60) feet to forty (40) feet. Staff believe this reduced width will still allow for a functional local street while minimizing impacts to existing development.

NE LEACH STREET EXTENSION

Community Planning and Public Works staff also recommend reducing the right-of-way width for the NE Leach Street extension from sixty (60) feet to thirty (30) feet (see Figures 5-7).



Image 5: View from NE Leach toward the three (3) parcels, two of which are currently undeveloped.

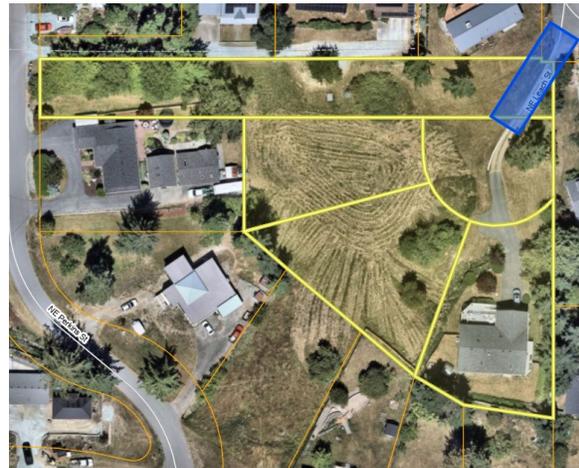
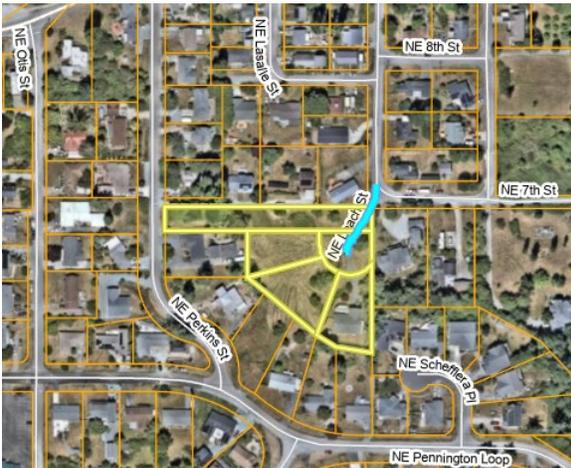


Image 6 and 7: Aerial views of NE Leach Street. Image 4 illustrates the proposed thirty (30)-foot right-of-way (blue) alignment, demonstrating how the reduced width minimizes potential impacts to adjacent properties.

Due to historic platting patterns and subsequent parcel subdivisions, three (3) parcels at the southern end of NE Leach Street have become nearly landlocked. Parcel S6005-00-08000-0 currently serves as a reference parcel. Immediately south of this parcel is a Town-owned property that has been dedicated for the development of a cul-de-sac and to provide legal and functional access to parcels S8270-00-0G002-0, S8270-00-0G003-0, and S8270-00-0G004-0.

Given the limited physical space available and the relatively small number of parcels requiring access, staff believe that a thirty (30) foot right-of-way is sufficient to accommodate the required street width, utilities and drainage infrastructure, and necessary traffic control signage, while meeting public safety and access needs.

FINDINGS & FACTS

Staff finds that the reduction of the right-of-way width for the proposed local street extensions is warranted due to unusual site-specific physical and design constraints. The project areas are characterized by existing development patterns, limited available right-of-way, and historic platting and subdivision configurations that preclude dedication of the standard sixty-foot right-of-way without causing disproportionate impacts. Strict application of the standard right-of-way width would require removal or encroachment upon existing structures and established property boundaries and would conflict with subdivision layouts that were not designed to accommodate modern right-of-way dimensions. These conditions are atypical when compared to unconstrained development sites and constitute unusual physical and design features necessitating a reduced right-of-way pursuant to CTC 16.24.040(B)(1).

The reduced right-of-way for the local street extension is consistent with the intent of Chapter 16.24 to provide a safe, functional, and efficient roadway system while responding to site constraints and protecting established development patterns. The proposed design maintains adequate access for vehicles, pedestrians, utilities, and emergency services, and meets applicable engineering, safety, and public works standards within the reduced right-of-way. The modification allows the Town to extend the street network in a manner that is compatible with surrounding development, minimizes disruption to existing properties, and supports orderly circulation consistent with the comprehensive plan. Accordingly, the reduced rights-of-way represent a reasonable and code-supported design response that balances public safety, practicality, and long-term infrastructure needs.

1. CTC 16.24.040 establishes a standard sixty (60) foot right-of-way width for local streets but expressly allows for a reduction in width if necessitated by unusual topographic, physical or design features.
2. The proposed NW 3rd Street extension is constrained by existing parcel boundaries and residential development, making compliance with the standard right-of-way width impractical without significant impacts.
3. The extension of NW 3rd Street to NW Broadway Street would improve neighborhood connectivity and provide additional ingress and egress for the MOA and Pleasant Valley areas.
4. The NE Leach Street extension is necessary to prevent landlocking of multiple parcels and to provide legal and functional access via a Town-owned cul-de-sac.
5. Reduced right-of-way widths of forty (40) feet for NW 3rd Street and thirty (30) feet for NE Leach Street are sufficient to accommodate roadway improvements, utilities, drainage, and traffic control measures appropriate for local streets.
6. Approval of the requested reductions is consistent with the intent of CTC 16.24.040 and supports practical, site-responsive infrastructure development.

MOTIONS

Motion 1 – NW 3rd Street Right-of-Way Reduction

“I move that the Town Council approve a reduction in the required right-of-way width for the NW 3rd Street extension to NW Broadway Street from sixty (60) feet to forty (40) feet, pursuant to CTC 16.24.040(B)(1).”

Motion 2 – NE Leach Street Right-of-Way Reduction

“I move that the Town Council approve a reduction in the required right-of-way width for the NE Leach Street extension from sixty (60) feet to thirty (30) feet, pursuant to CTC 16.24.040.B(B)(1).”



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

January 27, 2026

TO: Town Council

FROM: Chris Jolly

RE: MusselFest Street Closures

Council,

2026 MusselFest is just around the corner! MusselFest is sponsored by the Coupeville Historic Waterfront Association and its mission is twofold; to celebrate our pride in being the home to Penn Cove mussels and to bring visitors and money into our town on the shoulder season.

They've made some changes to their event area this year. They will not be closing Coveland St, and will be moving the Bike Corral to the Johnson Lot. Town staff have offered to reserve all the street parking on Coveland St between N. Main St. and the Coupeville Inn, pending Council approval. The spots will be used for parking event vehicles and handicapped parking.

Their application has been thoroughly reviewed by the Mayor, Town Marshal, Public Works, and myself. The event will involve the closure of the Rec Hall parking lot on Thursday, March 5 through Monday, March 9, and the following street closures from 8:00am on Saturday, March 7th, through 5:00pm on Sunday, March 8th:

- NW Alexander St: from NW Coveland St. to Front St.
- Front St: from NW Alexander St. to N. Main St.
 - They will close a couple parking spots on Front St on Thursday, March 5, for dumpster and porta potty delivery.

Motion: Staff recommends a motion to approve the street closures associated with 2026 MusselFest.



NW Front St

NW Coveland St

N Main St

NW Grace St

KEY

-  Bollard
-  Barricade
-  Reserved Parking for Event Vehicles
-  Reserved Handicapped Parking



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

January 27, 2026

TO: Town Council
FROM: Chris Jolly
RE: Cabaret License

Council,

Alan Licht has submitted an application for a cabaret license for Tyee Restaurant and Motel (405 S. Main St.). According to Town Code, the application was forwarded to Marshal Miller for review and investigation. Marshal Miller reports that the information on the application is truthful, and that there is no criminal activity involving the applicant, nor any complaints of inappropriate operations at Tyee Restaurant and Motel.

Tyee Restaurant and Motel was issued a Cabaret License in 2025, and no complaints about the establishment, related to the license, were received in 2025.

Management will be notified of any noise complaints. The Permit will allow Tyee Restaurant and Motel to have live music, indoors, until 10:00pm. The Town believes Mr. Licht will be very responsive if any complaints are received and will handle them immediately.

This application meets the requirements of Town Code 5.12, and I recommend the council approve the issuance of a cabaret license to Tyee Restaurant and Motel.

Recommendation:

Staff recommends a motion to approve Cabaret License CL26-002, issued to Tyee Restaurant and Motel.



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

January 27, 2026

TO: Town Council
FROM: Chris Jolly
RE: Cabaret License

Council,

Jennifer Schmitz has submitted an application for a cabaret license for the Spectacled Sasquatch (103 S. Main Street).

In accordance with Town Code, the application was forwarded to Marshal Miller for review and investigation. Marshal Miller reports that the information on the application is truthful, that there is no criminal activity involving the applicant, and that they are aware of the Town's noise ordinance.

Management will be notified of any noise complaints. The Permit will allow the Spectacled Sasquatch to have live music, indoors, until 10:00pm. Noise complaints often occur during warm months when the windows or doors of the establishment have been open. The Town believes Ms. Schmitz will be very responsive if any complaints are received and will handle them immediately.

This application meets the requirements of Town Code 5.12.

Recommendation: Staff recommends a motion to approve Cabaret License CL26-001, issued to The Spectacled Sasquatch.

TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

January 23, 2026

TO: Town Council

RE: Interlocal Agreement for Tourism 2% Funding and Staffing

(Note for new Council Members-all four municipalities collect a 2% lodging tax as required by the state. This tax revenue may only be used for tourism promotion or the operation of tourism facilities with a goal of enticing visitors from 50 miles or more away. This tax is referred to as the “heads in beds” tax because it works to increase over night stays. Municipalities can choose to collect a ‘second 2% tax’ on lodging revenues, also used for tourism promotion. The four municipalities in Island County all agreed to collect this second 2% and use it for Marketing which will benefit the entire County. These funds have been used for some amazing promotions and programs, and tourism has benefited from this use. This agreement pertain only to the second 2% tax.)

Council,

Attached is an agreement between the County, Coupeville, Langley and Oak Harbor. This Agreement manages the tourism funds collected for the second 2% tax. This agreement has not been updated in some time and the municipal partners, as well as the Tourism Committee, wanted to see some changes made. All parties agreed that having an all-county committee, working on tourism marketing that benefited the entire County, was still a worthy goal. The changes to the original agreement are:

-The Tourism Committee was too big, it was hard to fill positions, and it was harder to have a quorum at each meeting. The Joint Tourism Advisory Committee has been reduced from around 18 members to 9. You will see in the agreement that all areas of Whidbey and Camano Island are represented on the committee.

-Because this Committee is funded with taxpayer money, the municipal partners wanted to be sure all state requirements were being followed; open public meeting act, record retention, purchasing policies, etc. A four-member Executive Board will be created with elected representatives from each municipality. This Board will oversee budgeting, hiring, record creation and retention and final approval of contracts.

-In the past, a consultant has acted as the Director of the Committee but without full authority to make decisions or complete understanding of municipal law. It has caused confusion and frustration both for the committee and the consultant. The County has suggested they hire this person as an employee. The Executive Board created a job description and will interview and select this person who will now be called the Program

Manager. Doing this will give the County oversight on all legal matters and will give the new Program Manager employee benefits they did not have before.

-The original agreement called for the County, Coupeville and Oak Harbor to give all of their second 2% tax to the Tourism Committee. Langley was paying off a restroom were suppose to give 50% until the restroom was paid for and then give 100% thereafter. Not all partners lived up to this agreement, however they benefited from the Marketing efforts. The County has agreed to continue to pay all of their second 2% money to the County Board. Oak Harbor and Langley will pay 25% of the second 2%. The Town will also pay 25%, but since we have always paid the entire amount, we will get to keep 75% to use for tourism promotion or facilities! For the past few years the second 2% has totaled around \$40,000. Under the new agreement, we would pay \$10,000 into the Committee fund and we would keep \$30,000 to use on tourism in our Town. The Council can decide how to use this extra money at a later time, right now we need to get the agreement signed so a Program Manager can be hired.

The four Municipalities have worked very hard on this agreement, and I think it is beneficial, and more fair, to all involved. It will clear up some authority questions and ensure state regulations are followed. I would like to thank Council Member Jackie Henderson for her help with this process. She has been on the Committee and served as Chair and also attended the first few meetings about this agreement as a representative of the Committee.

Motion: I move to authorize the Mayor to sign the Tourism Promotion Agreement with Island County, Oak Harbor and Langley.

ISLAND COUNTY, OAK HARBOR, LANGLEY, AND COUPEVILLE LODGING TAX TOURISM PROMOTION AGREEMENT

This AGREEMENT is made and entered into this [date] by and between Island County, a political subdivision of the State of Washington, hereinafter called the “County,” the City of Oak Harbor, a municipal corporation of the State of Washington, hereinafter called “Oak Harbor,” the City of Langley, a municipal corporation of the State of Washington, hereinafter called “Langley,” and the Town of Coupeville, a municipal Corporation of the State of Washington, hereinafter called “Coupeville.”

I. Recitals

- A. Pursuant to RCW 67.28.181, the County, Oak Harbor, Langley, and Coupeville are authorized to add up to an additional two percent (2%) excise tax on lodging, over the basic two percent (2%) lodging tax to be used solely for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities.
- B. Pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, the parties desire to enter into an agreement with one another for joint and cooperative action to promote tourism in the County, Oak Harbor, Langley, and Coupeville.
- C. This agreement shall constitute the full and complete agreement between Island County, Oak Harbor, Langley, and Coupeville. All prior interlocal agreements, memoranda of understanding, and contracts relating to excise tax on lodging are terminated and superseded as of the effective date of this agreement.

II. General Provisions

- A. **Pooled Fund:** Lodging tax revenues collected by all parties pursuant to RCW 67.28.181 shall be forwarded to and retained by the Island County Treasurer.
 - 1. 100% of lodging tax collected by Island County per RCW 67.28.181
 - 2. 25% of lodging tax collected by Oak Harbor per RCW 67.28.181
 - 3. 25% of lodging tax collected by Langley per RCW 67.28.181
 - 4. 25% of lodging tax collected by Coupeville per RCW 67.28.181
 - 5. All funds shall be contributed quarterly to the Island County Treasurer.
- B. **Use of Pooled Fund.** All funds including interest earned shall be held by the Island County Treasurer and shall be used solely to market Island County, Oak

Harbor, Coupeville, and Langley as a tourist destination to bring visitors for overnight stays.

- C. **Budget.** The annual budget for the Pooled Fund shall be submitted to the Board of Island County Commissioners for approval.
- D. **Basic Two-Percent Lodging Tax Not Covered.** This agreement does not cover the use of the “basic” or “state shared” lodging tax authorized by RCW 67.28.180. The parties shall continue to use those funds outside the terms of this Agreement. Any committee, board, or other entity whose primary purpose is to promote economic development shall not be involved with the fund referenced herein.
- E. **Duration.** This agreement becomes effective upon signature by the authorized representatives of all parties. The agreement will be in effect in perpetuity unless terminated.
- F. **Amendment.** The terms of this agreement may be amended by written agreement of all parties.
- G. **Termination.** This agreement may be terminated by one or more parties giving written notice to the legislative authorities of the other parties at least one (1) year in advance of the termination date.

III. Lodging Tax Executive Board

- A. **Executive Board Composition.** A Four-Member Executive Board shall be comprised of:
 - 1. One Commissioner from the Board of Island County Commissioners.
 - 2. One elected leader from Oak Harbor.
 - 3. One elected leader from Langley.
 - 4. One elected leader from Coupeville.
- B. **Board Chair.** The Chair of the Executive Board shall rotate yearly between members. The Executive Board members will determine who will act as Chair by the end of the preceding year.
- C. **Responsibilities of the Executive Board.** The Executive Board shall have the following responsibilities:
 - 1. Submit an annual budget to the Island County Board of Commissioners for review and adoption.
 - 2. In conjunction with Island County Human Resources Department, develop and maintain the job description for the Program Manager

Position and participate in the hiring and performance evaluation process for the Program Manager.

3. Approve Requests for Qualifications (RFQs) for consultant services and make the final selection of consultants considering advice from the Program Manager and the Advisory Board.
4. Monitor tourism-related investments and growth to ensure alignment with adopted goals and priorities and appropriate use and accountability of public funds in all activities conducted under this agreement.
5. Review and approve strategic plan developed by the Program Manager with the Advisory Committee for tourism-related programs and initiatives.

D. Executive Board Meetings. The Executive Board shall meet no less than once per calendar quarter. Additional meetings may be scheduled as deemed necessary by the Executive Board Chair. Minutes of each Executive Board meeting shall be taken by Island County staff and maintained as official records of Island County. In the event of a split decision, a two-to-two vote shall be considered a denial of a motion or proposal. A quorum shall consist of three members.

IV. Joint Tourism Advisory Committee (“Advisory Committee”)

A. Composition. A Nine-Member Advisory Committee shall be comprised of:

1. One Member from the Langley Chamber of Commerce, Greater Freeland Chamber of Commerce, or the Clinton Chamber of Commerce. **To serve on a rotating basis and assigned annually by Program Manager in consultation with the Langley Mayor.**
2. One Member from the Coupeville Chamber of Commerce.
3. One Member from the Oak Harbor Chamber of Commerce.
4. One Member from the Camano Island Chamber of Commerce.
5. One At-Large Member or Lodging Business Member appointed by the Mayor of Langley.
6. One At-Large Member or Lodging Business Member appointed by the Mayor of Coupeville.
7. One At-Large Member or Lodging Business Member appointed by the Mayor of Oak Harbor.
8. One At-Large Member or Lodging Business Member from unincorporated Island County appointed by the Board of Island County Commissioners.
9. One Representative from the Executive Board.

Pursuant to RCW 67.28.1817, two members of the Lodging Tax Advisory Committee shall be representatives from businesses that collect lodging taxes, and

two members shall represent businesses that are eligible to receive lodging tax funds.

B. Advisory Committee Chair. The Program Manager shall serve as the chair of the Advisory Committee and as the representative of the Executive Board and will report directly to the Executive Board regarding their work as the Program Manager.

C. Responsibilities of the Advisory Committee. The Advisory Committee shall enact its own by-laws subject to approval by the Executive Board and serve as a collaborative body to:

1. Discuss trends and developments in tourism within Island County and its municipalities.
2. Advise on the development and refinement of tourism strategies.
3. Offer feedback to the Program Manager regarding the direction of tourism investments and marketing messaging.
4. Share information among members regarding upcoming community events, notable successes, and challenges related to tourism marketing.
5. Provide recommendations intended to enhance tourism-related programs and initiatives, including grants and contracts.

D. Advisory Committee Meetings. The Advisory Committee shall meet Monthly at a time and location determined by the Program Manager. Meeting will be open to the public and occur at regularly scheduled intervals. Minutes of each Advisory Committee meeting shall be taken by Island County staff and maintained as official records of Island County. Feedback, recommendations, and observations from the Advisory Committee shall be shared by the Program Manager with the Executive Board for consideration and possible action.

V. Program Manager

A. Job Description. The Executive Board will work in conjunction with the Island County Human Resources Department to develop and maintain the job description for the Program Manager. The Program Manager will be an Island County Position whose salary will be funded by the Pooled Fund.

B. Responsibilities of the Program Manager. The Program Manager will report and receive direction from The Executive Board. Island County Human Resources Department will be available to the Program Manager on a day-to-day basis for consultation on the work defined by the Executive Board.

Island County

Attest:

Melanie Bacon, Chair Date
Board of Island County Commissioners

Jennifer Roll, Clerk of the Board

City of Oak Harbor

Attest:

Ronnie Wright, Mayor Date

City of Langley

Attest:

Krista "Kennedy" Horstman, Mayor Date

Town of Coupeville

Attest:

Molly Hughes, Mayor Date

STAFF REPORT

DATE: 1/23/2026

TO: Mayor Molly Hughes and Members of the Town Council

FROM: Joseph Grogan, Public Works Director

RE: Public Works Summary Report

Happy new year!!!! Wow where did 2025 go.

Here is a recap of the larger 2025 public works projects.

Water Main on Big Cedar

New well project

Boardwalk project

Town Park water fountain and road resurface.

Rec-Hall Bathrooms

AMI Water meter project

Bollard project

Trash Can project

Rec-Hall interior upgrade

Water treatment plant electrical upgrade

Peaceful valley stormwater project

Telemetry project

Water reuse feasibility study

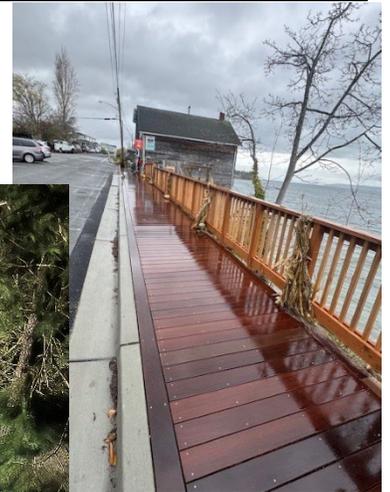
Sarkisian springs consolidation study

Navy O&M

Repair of 10 major water main leaks

Water treatment plant treated 90 million gallons in 2025

Wastewater treatment plant treated 52 million gallons in 2025



TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

January 27, 2026

TO: Town Council

RE: Police Stats

Council,

Marshall Miller provided me with a five-year comparison of police activity in Coupeville. Before I had a chance to really look at the results, he was off for his weekend. I hope to talk to him about a few items and report back to you on Tuesday:

-Total number of calls were higher in 2021, about 200 calls higher than the next four years?

-Misc/Other calls were significantly higher in 2021 and 2022? This may be due to the way calls were classified in those years.

-Traffic stops were significantly higher in 2025. Why?

-The number of Traffic Complaints were higher in 2024 and 2025. What is the difference between a traffic complaint and a traffic stop?

Observations:

-The Top categories stay the same from year to year: 911 hang ups, assist the public, traffic complaints, residential alarms and welfare complaints and animal complaints.

-Most of our calls are for assistance, property damage, and for non-violent crimes.

-As our population increases and the number of visitors increases our calls for service stay pretty consistent.

-Just for 2025, for the categories tracked that have calls to assist residents vs. the hospital, 43% of those calls were to assist the hospital. Calls from the Hospital for assistance go up a little bit every year. These calls come from both the hospital staff and patients.



CALLS FOR SERVICE 5-YEAR HISTORY

Description	2021	2022	2023	2024	2025
911 Hang Up	168	115	130	91	93
Alarm Comm / Resid	77	72	72	52	53
Animal Complaint	87	77	68	86	65
Assault	14	16	14	30	11
Assist Agency	34	23	22	25	19
Assist Public	139	103	114	150	148
Burglary Comm / Resid	13	12	8	9	2
Civil / Verbal Dispute	4	10	22	27	29
Court Order Viol	8	10	7	10	7
Death Investigation	4	0	2	8	8
Disorderly Conduct	102	62	72	84	82
Domestic Violence	22	23	17	35	7
Fire / Medical Call	20	9	17	16	12
Fraud / Forgery	26	20	19	25	30
Harassment	8	17	11	11	13
Juvenile Complaints	8	18	16	5	20
Malicious Mischief	11	11	13	5	15
Marine Incident	12	6	2	6	5
Mental	34	23	10	14	33
Missing Person	9	6	5	4	4
MVA -Vehicle Accident	37	33	34	52	50
Noise	11	14	10	13	1
Nuisance	3	4	4	6	7
Property	33	23	20	24	21
Prowler				4	2
Sex Crime	12	8	14	11	22
Suicide Threat	15	8	16	14	21
Suspicious Activity	57	58	84	68	43
Theft	23	23	21	14	16
Threats	22	14	14	16	14
Traffic Complaint	98	92	77	125	133
Trespassing	40	31	46	62	41
Unsecure Premise	3	2	1	1	3
Vehicle Prowl	3	5	4	8	1
Vehicle Theft/TMVWOP	4	0	3	8	7
Vice - Alcohol	0	1	3	2	4
VUSCA - Drugs	7	9	9	13	9
Wanted Person	6	4	2	18	10
Weapons Violation	8	7	10	14	16
Welfare Check	70	43	60	49	66
Misc / Other Calls	107	162	51	27	18
Total Town Calls	1359	1174	1124	1242	1161
<i>CPD in Town</i>	787	535	657	613	674
<i>ICSO in Town</i>	563	524	471	629	487
<i>CPD in County</i>	278	221	256	184	246
Traffic Stops	178	260	162	247	456



STAFF REPORT

DATE: January 2026
TO: Mayor Hughes and Town Council
FROM: Clerk Treasurer Corine Jackson
RE: 2025 Year End Financials

2025 Financials – Budget to Actuals

Town of Coupeville 001 General Fund Revenues by Type (excluding transfers) as of December 31, 2025			
	2025 Budget	2025 YTD Actual	% Rec'd
Property Tax	440,000	432,246	98%
Sales & Use Tax	725,000	914,788	126%
B&O and Other Taxes	452,200	553,285	122%
Licenses & Permits	104,575	166,398	159%
Intergovernmental	147,593	243,414	165%
Charges for Services	87,360	75,526	86%
Miscellaneous (Fines, Interest, etc)	108,225	180,361	167%
Total Gen Fund Revenues	2,064,953	2,566,019	124%

Town of Coupeville Town Wide Revenue and Expense Comparison by Fund as of December 31, 2025 (Budget vs Actual - Year End Totals)						
	2025 Budgeted Revenues	2026 YTD Revenues	% Rec'd	2025 Budgeted Expenditures	2026 YTD Expenses	% Spent
001 General Fund (incl Fund 632)	2,064,103	2,566,019	124%	2,490,581	2,080,309	84%
101 Street Fund	602,750	521,832	87%	1,059,301	766,990	72%
104 Hotel / Motel Tax Fund	71,500	90,778	127%	70,000	84,382	121%
105 Capital Improvement Fund	155,000	195,983	126%	132,000	-	0%
107 Harbor Improvements	5,281	3,875	73%	7,000	-	0%
410 Water Utility	1,602,950	2,321,829	145%	1,839,051	1,165,729	63%
420 Sewer Utility	1,147,750	1,148,354	100%	1,702,413	1,014,937	60%
430 Stormwater Utility	192,000	224,636	117%	372,173	130,765	35%
Total Actuals by Fund	5,841,334	7,073,307	121%	7,672,519	5,243,110	68%