



COUPEVILLE PLANNING COMMISSION
Island County Annex Building - Commissioners Hearing Room
(1 NE 6th Street, Coupeville)
June 2, 2026
6:00 pm

CALL TO ORDER

LAND ACKNOWLEDGEMENT

The Town of Coupeville is located on the homelands of the Lower Skagit People. For thousands of years, Coast Salish tribes have stewarded the lands, waterways, plants and animals in our region. We pay respect to the elders and their families, past, present, and emerging for they hold the memories, traditions and culture of their people. The Town of Coupeville is committed to respecting this long history as we honor and acknowledge the continued presence and rights of all Indigenous people. We will advocate for and partner with our Indigenous neighbors as we continue to work together as an inclusive community.

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES:

- May 5, 2026

PUBLIC INPUT

PUBLIC HEARING

- CUP-26-001

DISCUSSION

- 2025 Coupeville Comprehensive Plan
- CTC Title 16 - Development Regulations

COMMISSIONER COMMENTS

PUBLIC INPUT

ADJOURNMENT

You may also join the meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/205095981>

You can also dial in using your phone.

Access Code: 205-095-981

United States: [+1 \(872\) 240-3212](tel:+18722403212)

New to GoToMeeting? Get the app: <https://meet.goto.com/install>

2026 Planning Commission Schedule *(Tentative / Subject to change):*

Date (1 st Tuesday)	Topic
January 6, 2026	New Planning Commissioners • Ricardo Reyes • Brandon Roos Project Timeline • Comprehensive Plan - Periodic Update • Other Code Updates Periodic Update • Zoning Changes (discussion)
February 3, 2026	Countywide Planning Policies (discussion) Portable Signs (discussion)
March 3, 2026	Countywide Planning Policies (recommendation) MOA (discussion)
April 7, 2026	Supportive Housing (discussion) MOA (discussion)
May 5, 2026	Temporary Homeless Encampments – Religious Organizations (discussion) Density Bonus – Affordable Housing (discussion)
June 2, 2026	2025 Coupeville Comprehensive Plan (discussion) CTC Title 16 - Development Regulations (discussion)
July 7, 2026	Comprehensive Plan (recommendation) Zoning Maps (recommendation) Code Amendments (recommendation)

**TOWN OF COUPEVILLE
PLANNING COMMISSION
Regular Meeting
May 5, 2026
6:00pm**

CALL TO ORDER

At 6:00pm, Commission Vice-Chair Reyes called the meeting to order and read the Land Acknowledgement.

PRESENT

Commission Vice-Chair Ricardo Reyes, Commissioners Brandon Roos, Michelle Cook, and Von Summers

STAFF PRESENT

Community Planning Director Josh Pitts, and Assistant Planner Lisa Walsh

APPROVAL OF AGENDA

Action: A motion was made by Commissioner Cook, seconded by Commissioner Summers, to approve the agenda of the May 5, 2026 Regular Meeting as submitted. The motion passed unanimously.

APPROVAL OF MINUTES

Action: A motion was made by Commission Summers, seconded by Commissioner Roos, to approve the minutes of the April 7, 2026 Regular Meeting as submitted. The motion passed unanimously.

DISCUSSION

Temporary Homeless Encampments for Religious Organizations

Community Planning Director Pitts led a discussion with the Commission about Temporary Homeless Encampments for Religious Organizations. Pitts went over the RCW requirements under the Growth Management Act. Commissioners asked questions about what qualifies as a religious organization, who determines capacity, the definition of temporary, and the public meeting requirement.

Density Bonuses for Sustainable Affordable Housing

Community Planning Director Pitts led a discussion with the Commission about Density Bonuses for Sustainable Affordable Housing being developed on property owned or operated by a religious organization. The Town is looking to expand on this legislation to allow density bonuses for any sustainable affordable housing. Commissioners asked questions about parcel sizes and unit capacity, lot coverage, how the code applies to cottage style housing, and which parts of the code are legally required.

PUBLIC INPUT

- Deborah Washington addressed the Commission to ask about the 8 acre parcel on 3rd St that was recently purchased by Island Roots for affordable housing. Washington asked for more information about what is planned for that parcel and whether the Town has looked at the traffic impact of the development.
- Mary LaFranchise addressed the Commission to say she believes waiting until Island Roots does their site plan to look at traffic is too late. LaFranchise lives on Albion and is concerned about the traffic on Albion and 3rd.

COMMISSIONER COMMENTS

Commissioner Cook brought up a new Senate Bill 6026 about housing and how it may apply to street level residential on Front St. Cook would like to discuss it at a future meeting.

ADJOURNMENT

At 7:15pm, Vice-Chair Reyes adjourned the meeting.

Respectfully submitted,

COMMUNITY PLANNING DIRECTOR

Deputy Clerk Chris Jolly

Josh Pitts

TOWN OF COUPEVILLE MEMORANDUM

ASSISTANT PLANNER STAFF REPORT

DATE: June 2, 2026
TO: Coupeville Planning Commission
FROM: Lisa Walsh, Assistant Planner
RE: CUP-26-001

INTRODUCTION

The Town of Coupeville received a Conditional Use permit application on May 14, 2026, from an applicant for a project at 980 NE Pennington Loop.

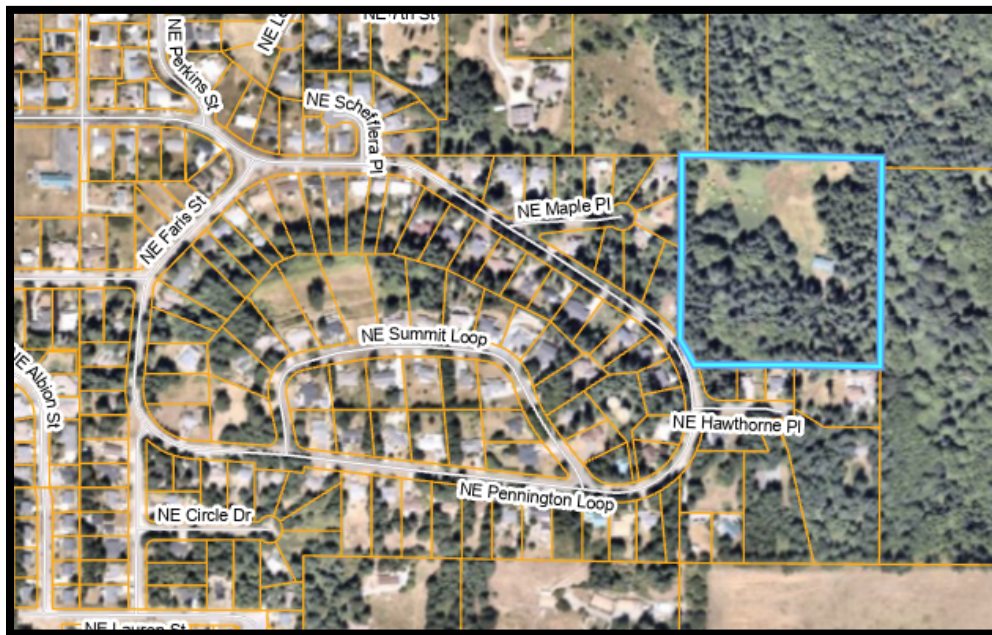


Figure 1 – Ten-acre parcel located off Pennington Loop.

HISTORY

The applicant purchased the 10-acre parcel at 980 NE Pennington Loop in December 2025. A few months later, he obtained a demolition permit to remove the existing dilapidated structure and generally clean up the site.

SITE DEVELOPMENT

The applicant is requesting a Conditional Use Permit to construct an accessory building in excess of 800 sq ft on a parcel zoned Low-Density Residential, pursuant to Coupeville Town Code (CTC) 16.08.040(B). The proposed structure is a 3,567-square-foot garage intended to complement a new 3,595-square-foot house.

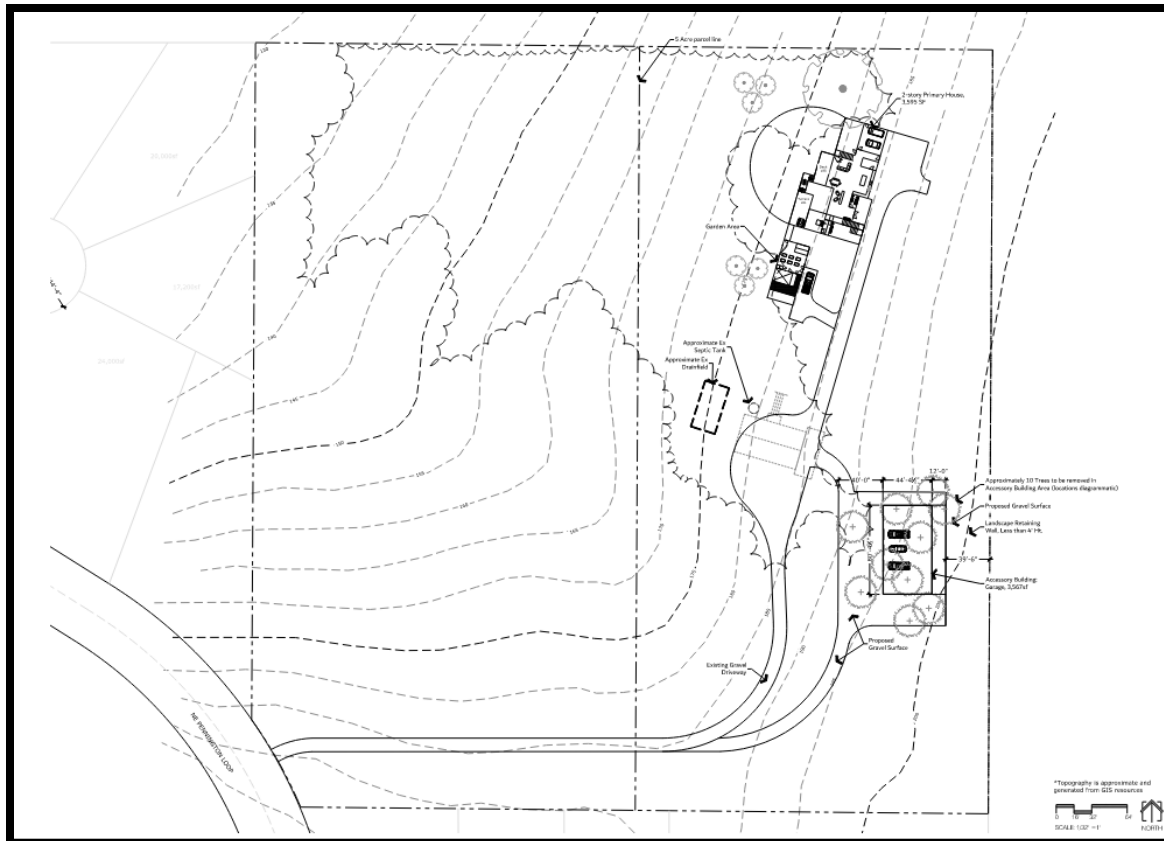


Figure 2 – Site plan for parcel showing future house at the top and garage near the bottom.

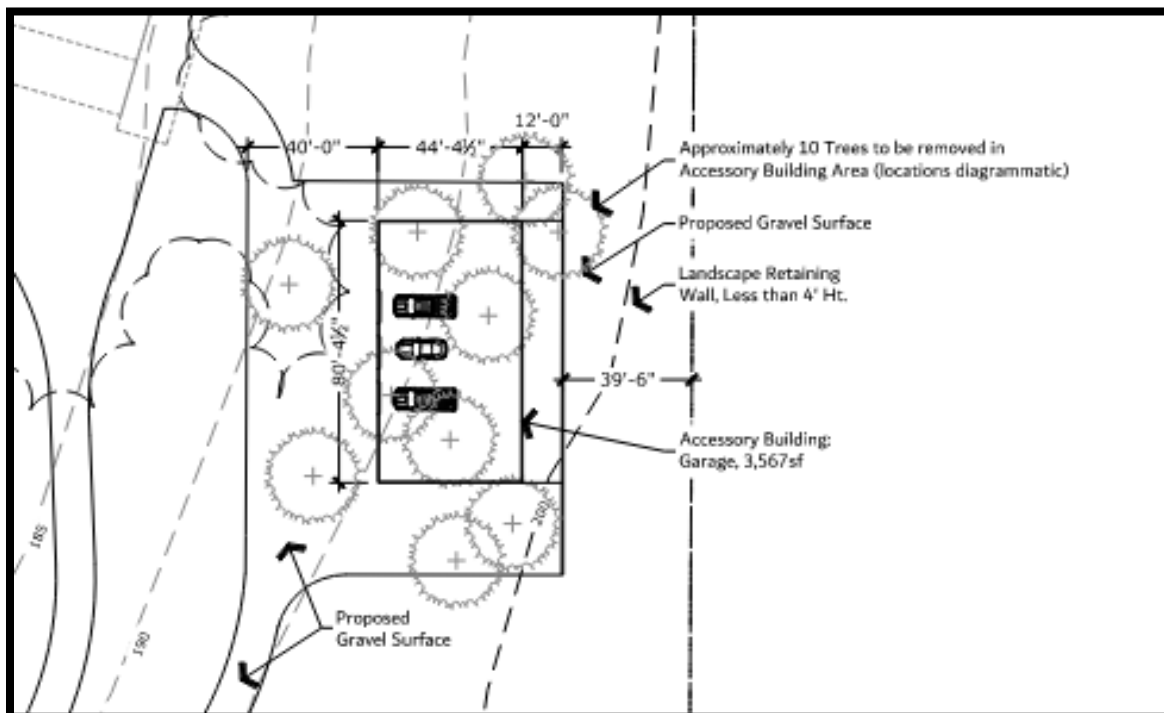


Figure 3 – Future garage measuring 3,567 sq ft.



Figure 4 – South elevation

The proposed accessory building is intended to support residential use of the property and is generally consistent with the scale and character of development on nearby properties.

A nearby parcel to the northeast, S6420-00-00006-2, has a similarly sized house and accessory structure. Additionally, several parcels along NE Parker Road in Town limits have similar accessory buildings in design and size.

Staff has determined that the application is complete and appropriate for further review.

CONCLUSION

Town code currently contains conflicting guidance regarding review authority, and staff has been advised by the Town Attorney to process this application through the Planning Commission, Town Council, and ultimately to the Hearing Examiner for final determination. This project is before the Planning Commission in compliance with CTC 16.06.050 (D)(2)(h), which states that Conditional Use Permits are reviewed by the Planning Commission for review and recommendation in an open public hearing.

For this Conditional Use Permit, staff recommends that the Planning Commission forward a recommendation to the Town Council, consistent with legal guidance provided by the Town Attorney.

Please feel free to contact the staff with any questions prior to the meeting.

TOWN OF COUPEVILLE

MEMORANDUM

COMMUNITY PLANNING DIRECTOR STAFF REPORT

DATE: May 29, 2026
TO: Coupeville Planning Commission
FROM: Josh Pitts, Community Planning Director
RE: Comprehensive Plan & Development Regulations

INTRODUCTION

Following the review of the Town's Draft Comprehensive Plan by the Washington State Department of Commerce dated November 26, 2025, staff have addressed all comments identified by Commerce. Within the Housing Element, Commerce requested additional information regarding housing capacity, barriers to affordable housing, and identification of areas at risk of residential displacement. Commerce also identified the need for updates to development regulations addressing supportive housing, density bonuses for affordable housing on property owned by religious organizations, and temporary homeless encampments.

In response, staff have revised both the Comprehensive Plan and development regulations to address these requirements and improve consistency with state law. Staff also spent considerable time formatting documents and correcting grammar, spelling, and organizational issues throughout the draft materials. As you review the documents, please note any remaining errors or inconsistencies so that staff can continue refining the final draft.

COMPREHENSIVE PLAN

Housing Element

Staff updated the Housing Element and supporting appendices to demonstrate how the Town intends to accommodate projected housing needs and provide sufficient land capacity for housing. The Adequate Provisions section was revised to include a more detailed evaluation of barriers to affordable housing and implementation actions to address those barriers (Volume I, p. 43; Volume II, p. 57).

Additionally, staff incorporated a new section that addresses residential displacement risk, using the Washington State Department of Commerce's Draft Displacement Risk Map. Based on Commerce's analysis, Coupeville is not identified as vulnerable to residential displacement (Volume I, p. 41).

Future Land Use and Zoning Maps

Following discussions with the Planning Commission and Town Council in January, staff made several revisions to the proposed Future Land Use Map and Current Zoning Map to better address the Town's allocated housing need of 351 units between 2025 and 2045.

While the proposed map amendments generally reflect prior discussions, two notable revisions have been made. Parcel R13234-147-0170, an approximately 8.5-acre property off NE Third Street, was originally proposed to be rezoned from Low Density Residential to High Density Residential. Staff now recommend rezoning this parcel to Medium Density Residential on the current zoning map.

Additionally, parcel R13234-233-2980, located near Pennington Loop, will remain Low Density Residential on the current zoning map but may be redesignated to Medium Density Residential on the Future Land Use Map to preserve long-term flexibility. The Future Land Use Map has been updated accordingly in Volume I of the Comprehensive Plan.

TITLE 16 - DEVELOPMENT REGULATIONS

Staff prepared draft amendments to Title 16 to address state requirements and Commerce comments related to supportive housing, temporary homeless encampments, and density bonuses for affordable housing. Proposed regulations include:

- CTC 16.10.050 - Supportive Housing
- CTC 16.10.060 - Temporary Homeless Encampments
- CTC 16.10.070 - Income-Restricted Affordable Housing
- CTC 16.10.075 - Density Bonuses and Affordable Housing Incentives

Supportive Housing

Following Commerce's review of the Town's draft Comprehensive Plan, staff prepared draft CTC Chapter 16.10.050 to establish clearer regulations for supportive housing and emergency housing types. Commerce comments, informed by the Periodic Update Checklist, Expanded Housing Checklist, and Supportive Housing Types Review Checklist, identified the need for clearer permitting pathways for emergency housing, shelters, supportive housing, and transitional housing.

The proposed code addresses indoor emergency shelter, indoor emergency housing, transitional housing, and permanent supportive housing consistent with recent updates to the Growth Management Act, including House Bill 1220 and House Bill 2266. These legislative changes require jurisdictions planning under RCW 36.70A.040 to permit certain supportive housing types and standardize review processes.

Temporary Homeless Encampments

Staff prepared draft CTC Chapter 16.10.060 to establish an administrative framework for temporary homeless encampments in accordance with RCW 35.21.915. State law requires jurisdictions planning under the Growth Management Act to allow temporary homeless encampments on property owned or controlled by religious organizations.

Affordable Housing and Density Bonuses

Staff prepared draft Chapters 16.10.070 and 16.10.075 to address affordable housing incentives and density bonuses consistent with RCW 36.70A.545. While state law requires jurisdictions to allow density bonuses for affordable housing developments on property owned or controlled by religious organizations, the proposed code establishes a broader framework that allows residential developments by religious organizations, nonprofit entities, and private developers to access incentives when providing sustainable, income-restricted housing.

As discussed during Town Council meetings, it was proposed that modifications should be made to allow sustainable, affordable housing and supportive housing within the Civic zoning district. To accomplish this, several housing types were added as conditional uses. Under the proposed code, development within the Civic zone may occur when a project consists of one hundred percent affordable housing for households earning eighty percent (80%) or less of Area Median Income (AMI), supportive housing, or a combination of both.

Definitions and Zoning Tables

In addition to substantive amendments, staff updated definitions in CTC 16.04.060 to reflect new code provisions and improve organization. Zoning tables were also alphabetized and revised to include cross-references to applicable code sections to improve readability and usability.

MEMORANDUM OF AGREEMENT

As noted in staff's May 12, 2026, email, legal counsel reviewed the Memorandum of Agreement (MOA), which functions as a development agreement. Based on that review, staff concluded that the Town and Cecil and Cheryl Stuurmans do not have the authority to unilaterally amend or terminate the agreement.

Although the MOA differs from a typical development agreement, it was validly established with the intent of concentrating housing development into designated subareas while preserving open space. Because development agreements apply to the land itself rather than individual property owners, they remain effective despite changes in ownership and generally require the consent of all affected property owners to amend or terminate.

The Town recognizes that this matter has generated community concern. Given that not all affected property owners support termination of the agreement, the Town will not pursue an amendment or termination of the MOA at this time.

Additionally, staff incorporated text into Volume II of the Comprehensive Plan to address the transfer of two dwelling unit credits from Subarea B to Subarea A pursuant to Resolution No. 22-06 and their eventual development (Vol. II, p. 7).

COMMUNITY WORKSHOP

The Town of Coupeville invites community members to participate in the final stages of the Comprehensive Plan update process. A final Community Open House will be held on June 16, 2026, at 6:00 PM in the Rec Hall, located at 901 NW Alexander Street, Coupeville.

Community members are encouraged to attend the final open house to review proposed updates to the Comprehensive Plan, ask questions, and provide feedback.

The Planning Commission will hold a public hearing on July 7, 2026, at 6:00 PM, to receive testimony regarding the proposed Comprehensive Plan update as part of the Town's 2025 periodic update process. Testimony may be provided in person or virtually via GoTo. Individual comments will be limited to three minutes.

Written comments may be submitted to planner@townofcoupeville.org. Comments submitted in writing will be provided to the Planning Commission but will not be read aloud during the hearing. Please note that comments submitted on the day of the hearing may not be reviewed prior to the meeting.

If additional hearing dates are necessary, the hearing may be continued to a date certain. Meeting details, agendas, and access information are available through the Town's Agenda Center. Final draft documents and related materials are also available on the Town's website. Following the Planning Commission's recommendation, Town Council will conduct a public meeting at a later date.

CONCLUSION

Staff have completed substantial revisions to the Comprehensive Plan and development regulations in response to Washington State Department of Commerce comments and recent legislative requirements. These updates are intended to ensure consistency with state law, strengthen the Town's housing framework, and establish clearer regulatory pathways for affordable and supportive housing.

Staff recommends that the Planning Commission review the draft materials in advance of the upcoming public hearing and provide feedback on any remaining policy, formatting, or technical issues. Public participation through the open house and hearing process will also help inform final recommendations before consideration by the Town Council.

Draft Comprehensive Plan and Development Regulation documents are available for review at the following links: ([2025 Comprehensive Plan Home Page](#))

- [DRAFT Comprehensive Plan \(Volume 1\)](#)
- [DRAFT Appendices \(Volume 2\)](#)
- [DRAFT Future Land Use Map](#)
- [DRAFT Zoning Map](#)
- [DRAFT Development Regulations](#)