



EBEY'S LANDING HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS' HEARING ROOM (Room 102B)
1 NE 6th St., COUPEVILLE, WA
{05/14/2026}

9:00: Roll Call

Approval of Minutes – Minutes from 04/23/2026 HPC Meeting.

Public Comment on items not on the agenda -

Public Hearings: EBY-26-014 –891 Monroe Landing Road, Coupeville – Nelp Management – Construction of a new +/- 2,600sf single-family residence with a detached 2 car garage/shop/office within Ebey's Design Review Area 1.

Other Discussion items:

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>
Meeting ID: 913 0410 2115 Passcode: 509725 Dial by your location +1 (253) 215-8782,
Meeting ID: 913 0410 2115 Passcode: 509725



**CENTRAL WHIDBEY HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS' HEARING ROOM
COUPEVILLE, WA
April 23, 2026
9:00am**

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.

Before the meeting was called to order, Marshall Bronson announced he would be vacating the Chair position due to health reasons, but would remain on the Commission. Vice-Chair Baxter will fill the position of Chair for the remainder of the term.

CALL TO ORDER

Chair Baxter called the meeting to order at 9:00am

COMMISSIONERS PRESENT

- ✓ Chair **Katherine Baxter**
- ✓ Commissioner **Eve Parrish**
- ✓ Commissioner **Sheila Saul**
- ✓ Commissioner **Marshall Bronson**
- ✓ Commissioner **Meg Olson**

STAFF PRESENT

- ✓ Island County Current Use Planner **Yumi Shridhar**
- ✓ Town of Coupeville Community Planning Director **Josh Pitts**
- ✓ Town of Coupeville Assistant Planner **Lisa Walsh**
- ✓ Ebey's Landing National Historical Reserve Preservationist **Jason Benson**

APPROVAL OF AGENDA

Action: A motion was made by Commissioner Olson, seconded by Commissioner Bronson, to approve the agenda of the April 23, 2026 meeting as submitted. *The motion passed unanimously.*

APPROVAL OF MINUTES

Action: A motion was made by Commissioner Saul, seconded by Commissioner Bronson, to approve the minutes of the February 12, 2026 meeting as submitted. *The motion passed unanimously.*

PUBLIC HEARING

Chair 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.

- Chair **Baxter** visited all sites
- Commissioner **Bronson** visited one site
- Commissioner **Saul** visited all sites
- Commissioner **Olson** visited one site
- Commissioner **Parrish** visited one site

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

COA-26-004 (7m. 10s.) – Replace existing fence at Rain Shadow Nursery

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

MOTION (12m. 35s.)

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-26-004 consistent with the Ebey's Landing National Historical Reserve Design Guidelines, to approve the Certificate of Appropriateness. *The motion passed unanimously.*

COA-26-008 (14m. 18s.) – Addition and Alteration to a non-historic structure

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

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked about the internal layout, and square footage and how it compares to surrounding dwellings.

Applicant Lynn Dee Bricker informed the Commission why they need to expand the kitchen.

MOTION (31m. 36s.)

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Saul, based on the staff report, the evidence presented, comments made at the public meeting, and finding the application no. COA26-008 to be consistent with Ebey's Landing National Historical Reserve Design Guidelines, to recommend approval of the Certificate of Appropriateness. *The motion passed unanimously.*

EBY-26-013 (32m. 34s.) – 839 Engle Rd. – Construction of new single-family residence

Island County Current Use Planner, Yumi Shridhar, 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.

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked about the use of stone and brick veneer, which is not common in the Reserve, the landscaping plan, and whether construction has begun.

Applicant Bradley Mottet addressed the Commission about the landscaping plan, and the façade veneer.

MOTION (57m. 07s.)

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Olson, based on the staff report, the evidence presented, comments made at the public meeting, and finding the application no. EBY-26-013 to be consistent with Ebey's Landing National Historical Reserve Design Guidelines, to recommend approval of the Certificate of Appropriateness with the condition that the garage be painted or designed so it does not take emphasis away from the rest of the house, and that landscaping be added to the street-facing side of the dwelling. *The motion passed unanimously.*

EBY-26-009 (59m. 15s.) – 1631 Penn Cove Rd. – Addition to a single-family residence

Island County Current Use Planner, Yumi Shridhar, presented on elements of the addition. Elements of the presentation included the size and use of the building, proposed materials, applicable guidelines, and location within the Reserve.

DISCUSSION

Chair Baxter opened the floor for discussion.

Questions were asked about the layout of the addition, whether it went through a shoreline review and whether DAHP and the tribes have been consulted.

Applicant Jon Roberts addressed the Commission to clarify that a shoreline review has been completed.

MOTION (1h 8m. 39s.)

Action: A motion was made by Commissioner Bronson, seconded by Commissioner Saul, based on the staff report, the evidence presented, comments made at the public meeting, and finding the application no. EBY-26-009 to be consistent with Ebey's Landing National Historical Reserve Design Guidelines, to recommend approval of the Certificate of Appropriateness. *The motion passed unanimously.*

At 10:09am, Chair Baxter closed the Public Hearing.

DISCUSSION ITEMS

Zylstra Law Office Conditions

Town of Coupeville Assistant Planner, Lisa Walsh, confirmed for the Commission that the vertical band condition for the relocated Zylstra Law Office has been met.

Historic Preservation Month

Chair Baxter suggested recognizing the Coupeville Historic Waterfront Association and the Friends of Ebey's for all the work they do for preservation. Baxter suggested both groups could be invited to the second HPC meeting on May and possibly give a short presentation of the grants they've awarded in the last year.

Action: A motion was made by Chair Baxter, seconded by Commissioner Saul, to recognize Historic Preservation Month by inviting the Coupeville Historic Waterfront Association and Friends of Ebey's to come and present the results of their historic preservation grants to the Commission for recognition and appreciation. The motion passed unanimously.

Commission Elections

Eve Parrish was nominated for Vice-Chair by Commissioner Bronson, seconded by Commissioner Saul. Parrish was unanimously elected Vice-Chair.

ADJOURNMENT

The meeting was adjourned at 10:20am.

Respectfully submitted,

Community Planning Director

Deputy Clerk Chris Jolly

Josh Pitts



Ebey's Landing National Historical Reserve
Certificate of Appropriateness
NELP Management
891 Monroe Landing Road, Oak Harbor
EBY-26-014

Level A or B (Review requested)
Level C (Decision requested)
Level C (Recommendation requested)
Jurisdiction: Island County

X

I – PROJECT SUMMARY and BACKGROUND

On behalf of property owners Lynn Paquette and Nigel Ellis (NELP Management), Stig Carlson requests a Certificate of Appropriateness (COA) to construct a new +/- 2,600 square foot single-family residence with a detached 2-car garage/shop/office. The project site and surrounding area is located within Ebey's Review Area 1. The new residential construction will require a Level C Certificate of Appropriateness as listed in ICC 17.04A.110.

Notice was published in the Whidbey News Times on April 15, 2026. The public comment was April 15, 2026 to April 29, 2026. A sign was posted on the property by April 15, 2026. 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-26-014
Application Date	March 27, 2026
Applicant/Owner	Stig Carlson, on behalf of property owners Lin Paquette and Migel Ellis

III – SITE DATA

Address	891 Monroe Landing Road			
Location	Oak Harbor			
Parcel Number(s)	R13221-076-4900			
Size of parcel(s)	3.20 acres			
Historic Structure?	Yes		No	X
Proximity to Historic Structures?	Yes		No	X
Zoning Designation	Rural Residential (Penn Cove RAID)			

Critical Areas/Overlays?	Yes	X	No	
- Site is in or near: Mapped wetlands, streams, flood hazard area, shoreline jurisdiction, vicinity of cultural resources.				
Shoreline Jurisdiction?	Yes	X	No	
- Rural Conservancy				
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

Existing Conditions:

The subject parcel is within the Rural Residential Zone and resides in the Eastern San De Fuca Uplands of the Ebey’s Landing National Historical Reserve. This parcel is 3.20 acres and can be accessed from Monroe Landing Road. The property to the north is zones as Rural Agriculture and contains the historic A.W. Monroe/VandeWerfhorst Place. The adjacent parcels to the east and west of the parcel are vacant, but the parcels further are developed with houses and accessory structures. South of the parcel is Penn Cove.

Proposed Work/Development:

The applicants propose to construct a new single-family residence with a detached garage/workshop/office. The proposed development is about 2,600 square feet and is design to be located outside of the delineated wetland buffers and setbacks.

HRC Meeting:

On April 2, 2026, 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		No	X
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This project **IS NOT** within 100 ft. of any historic resources within Ebey’s Landing National Historical Reserve.

While the site of proposed work is not within 100 feet of an historic structure, the parcel is adjacent to a parcel containing the historic A.W. Monroe/VandeWerfhorst Place.

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><u>Finding:</u> The design of the proposed house reflects the natural conditions of the site. As the subject parcel is located on a gentle slope, the rooflines of the proposed development are created in a way that climbs up the hill without causing any significant impacts to the historic landscape’s silhouette against the sky.</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><u>Finding:</u> The surrounding lots adjacent to the subject parcel are developed with residential structures. The parcel to the north, the historic A.W. Monroe/VandeWerfhorst Place, contains agricultural structures. The location of the proposed new house is situated close to the other residential structures in the vicinity, leaving the southern portion of the property vacant with natural vegetation.</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><u>Finding:</u> The natural topography of the site contains a slope that goes down towards Penn Cove. The design of the proposed house does not cut into the hill as the shed roof will allow the house to remain low to the ground.</p>
4.5.1.4-5	<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 features.</i></p> <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><u>Finding:</u> The southern half of the property is a mapped wetland and its buffer, so the applicants will not do any development any closer to the wetland.</p>
4.5.1.6	<p><i>Retain historic viewsheds to and from historic buildings and structures.</i></p> <p><u>Finding:</u> The location of the proposed house does cover a portion of the A.W. Monroe/VandeWerfhorst Place seen from Penn Cove Road. The two structures will be about 250 feet away from each other, so it is highly unlikely that the proposed house will cover the historic farm at all southern angles.</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><u>Finding:</u> The building is set back such that it will not block the public’s view along the shoreline looking into Penn Cove. The house sits low on the hill, so properties north of the site can still have a shoreline view.</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><u>Finding:</u> The site plan shows that the applicants propose to keep much of the vegetation on the site. The southern end of the parcel contains wetlands, so it is important that the applicants do not clear more than what is needed to construct the house and its appurtenances.</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.
- 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><u>Finding:</u> The proposed development is broken down into two structures—the house and the garage/office/workshop. This allows the massing of the proposed development to appear smaller as the garage sits further north and up the hill from the house.</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><u>Finding:</u> The proposed structures have a more modern design that do not have any visual similarities as the historic structures seen on the Reserve. the house has a more contemporary design, but it uses characteristics, materials, and colors that are similar to other nearby houses, so the proposed house will not stand out from its setting.</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><u>Finding:</u> The proposed structures use materials such as wood and fiberglass, which are some of the most commonly used materials within the Reserve. The siding will have painted wood or cement board and batten siding, which are commonly seen in the area.</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><u>Finding:</u> The proposed structures are compatible with the surroundings structures in terms or scale, mass, size, and form.</p>
4.6.1.7	<p><i>Wood is preferred as the primary exterior material, but fiber cement products may also be used. Metal in dark, non-reflective colors may be used in small amounts. Minimize the exterior use of bare concrete, aluminum or vinyl siding, stucco, or synthetic materials. Concrete blocks may be used only as a foundation material. Stone may be used in small amounts if it has a historically appropriate appearance.</i></p>

	<p><u>Finding:</u> Wood and fiber cement are two of the primary materials used for the proposed house and accessory structure. The roof will be standing seam metal, but the applicant propose the metal roof to be non-reflective.</p>
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4.6.4 – New Residential Construction

Guideline	Staff Analysis
4.6.4.2	<p><i>New buildings should reflect the architectural character of surrounding buildings in the following ways:</i></p> <ol style="list-style-type: none"> a. <i>Similar proportions, scale, and roofline;</i> b. <i>Complementary architectural style and exterior finish materials;</i> c. <i>Complementary patterns and proportions of windows;</i> d. <i>Similar entry configuration and relationship to the street;</i> e. <i>Complementary architectural details or features without imitating historic features.</i> <p><u>Finding:</u> The houses within proximity to the site of proposed work have characteristics that are shown on the proposed development’s site plan and elevation drawings.</p>
4.6.4.3	<p><i>Building shapes should be compatible to historic residential structures in the Reserve.</i></p> <p><u>Finding:</u> The proposed buildings both have rectangular shapes, which are common within the Reserve.</p>
4.6.4.5	<p><i>Smaller accessory structures are encouraged in order to reduce the mass of the primary building. These structures should be consistent with the proportion of the main building and site and should be compatible with the main building in design, materials, and color</i></p> <p><u>Finding:</u> The proposed accessory structure is consistent and proportional to the main building’s elements.</p>
4.6.4.6	<p><i>Use gable and hipped roofs as primary roof forms. Avoid massing and building shapes that are inconsistent with those found in the Reserve. Avoid flat roofs except on small additions.</i></p> <p><u>Finding:</u> The proposed structures use a shed roof. This roof shape is acceptable to this site as the shed roof shape keeps the structures low to the ground.</p>

4.6.7 – New Accessory Structures: Garage and Carport Additions

Guideline	Staff Analysis
4.6.7.1	<p><i>The exterior of garages should use the same material, or a compatible material, as the house. Use colors that make the garage as inconspicuous as possible and/ or match the house</i></p> <p><u>Finding:</u> The garage uses the same materials and design as the house.</p>
4.6.7.2	<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</i></p>

	<p><i>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><u>Finding:</u> The accessory structure is juxtaposed behind the house as seen from Penn Cove Road and to the side of the house as seen from Monroe Landing Road.</p>
4.6.7.3	<p><i>Give visual emphasis to the house as opposed to the garage or carport. Create focal points in the house design such as front porches, larger accent windows or windows in prominent gables which project forward of the garage door and draw attention above the garage door.</i></p> <p><u>Finding:</u> From all public views, the garage will remain subordinate to the house.</p>

CHAPTER 4.11 – Parking and Driveways

Guiding Principles:

- 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

Guideline	Staff Analysis
4.11.1.2	<p><i>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. Emphasize pedestrian entrances in order to minimize the garage entrances</i></p> <p><u>Finding:</u> The garage appears to be for 3 cars. The garage entrances are turned away from the public views along both Monroe Landing Road and Penn Cove Road. Thus, the garage does not take any spotlight away from the setting.</p>
4.11.1.3	<i>Driveways should be as narrow as possible. Generally, double-width or multiple entrances are not appropriate</i>
4.11.1.4	<i>Coordinate the driveway design to meet the needs of the property while following the historic design precedents in the immediate area</i>
4.11.1.5	<i>Common driveways shall be established wherever possible, to reduce curb cuts</i>
4.11.1.6	<i>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</i>
4.11.1.7	<i>Construct new driveways in locations that require a minimum of alteration to site features such as landscaping, retaining walls, curbs, and sidewalks</i>

CHAPTER 4.11.4 – Sustainability and Energy Conservation

Guiding Principles:

- Energy conservation and sustainability are important considerations in Ebey’s Reserve and they are very compatible with historic preservation. Maintaining an existing building properly is a sustainable choice.

- Install new equipment so that it does not detract from the historic character of the building or of the Reserve

Guideline	Staff Analysis
4.11.4.2	<p><i>Elsewhere in the Reserve, install solar heating systems and photovoltaic panels in a manner that is compatible with the form of the building, preferably so that they do not project above the ridge of the roof.</i></p> <p><u>Finding:</u> The proposed solar panels will be located flush on the roof of the garage/workshop/office structure. The placement of the solar panels will be in a way as to not project past the roofline of the structure.</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-26-014** to be consistent with the Ebey’s Landing National Historic Reserve Design Guidelines, I move to recommend granting a Certificate of Appropriateness.

VIII – CONDITIONS

There are no Conditions of Approval associated with the issuance of this Certificate of Appropriateness. If the Historic Preservation Commission requests any conditions for the approval of the COA, those conditions will be written below.

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-26-014**:

1. An application was submitted for a Certificate of Appropriateness on March 27, 2026 for the construction of a new house.
2. The site is within Review Area 1 of Ebey’s Landing National Historical Reserve and is classified as New Residential Construction, requiring action on a Certificate of Appropriateness by the Historic Preservation Commission.
3. On April 2, 2026, 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 14, 2026, and all wishing to be heard were heard.
5. In accordance with Guidelines in Chapter.45 – Site Development, this project aligns with the

design guidelines as the location of the proposed house continues existing patterns of development and will not take emphasis away from the historic landscape.

6. In accordance with guidelines in Chapter 4.6 – New Construction, this project aligns with the design guidelines as the proposed structures use materials and shapes that are common within the Reserve.
7. In accordance with guidelines in Chapter 4.11 – Parking and Driveways, this project aligns with the design guidelines as the garage and parking areas are located behind the house as seen from both Penn Code Road and Monroe Landing Road.
8. In accordance with guidelines in Chapter 4.11.6 – Sustainability and Energy Conservation, this project aligns with the design guidelines as the solar panels are flat against the garage roof and will not extend past the roof. The panels will not create any emphasis to the house.
9. 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.
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 approves this Certificate of Appropriateness, signed this _____ day of _____, 2026.

Historic Preservation Commissioner

Attested by:

Yumi Shridhar, Current Use Planner

Attachments:

- A. Certificate of Appropriateness
- B. Site plan and elevations approved May 14, 2026
- C. Historic Reserve Committee Findings, dated April 2, 2026
- D. Application Materials
- E. Inadvertent Archaeological and Historic Resources Discovery Plan for Island County



44

40

30' ACCESS EASEMENT

DRIVEWAY

EXIST. VEGETATION TO REMAIN

COURTYARD

PROPOSED HOUSE
2,674 SF

TERRACE

GARAGE
1,463 SF

OFFICE
335 SF

200' WETLAND BUFFER

EXIST. VEGETATION TO REMAIN

150' WETLAND BUFFER

EXIST. VEGETATION TO REMAIN

WETLAND DELINEATION

EXIST. WETLAND

5'-0" SIDE YARD SETBACK

5'-0" SIDE YARD SETBACK

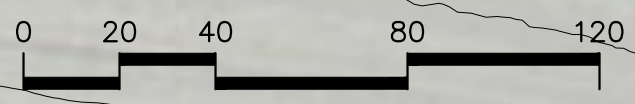
ve Rd

Penn Cove Rd

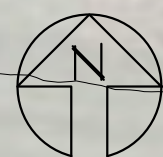
SITE PLAN

04.01.2024

SCALE: 1" = 40'



1" = 40'



2°10'44"E

14"E

N1°28'12"E

N1°28'12"E

N01°28'11"E

N01°27'05"E

503.35

191.88'

259.23'

116.09

35.67'

201.97

98.16

126.20'

202.11

99.43

556.99

S82°18'40"W

84.58'

619.18

100.05'

52'-0"

14'-3" +/-

12'-0"

42'-0"

55'-9" +/-

98'-0"

45'-4" +/-

N82°25'58"W

83.98'

99.97'

11.12'

100.17'

100'-0"

60.13'

88.68'

233.59

480.00

480.00

480.00

480.00







Neighboring Home to the Northeast



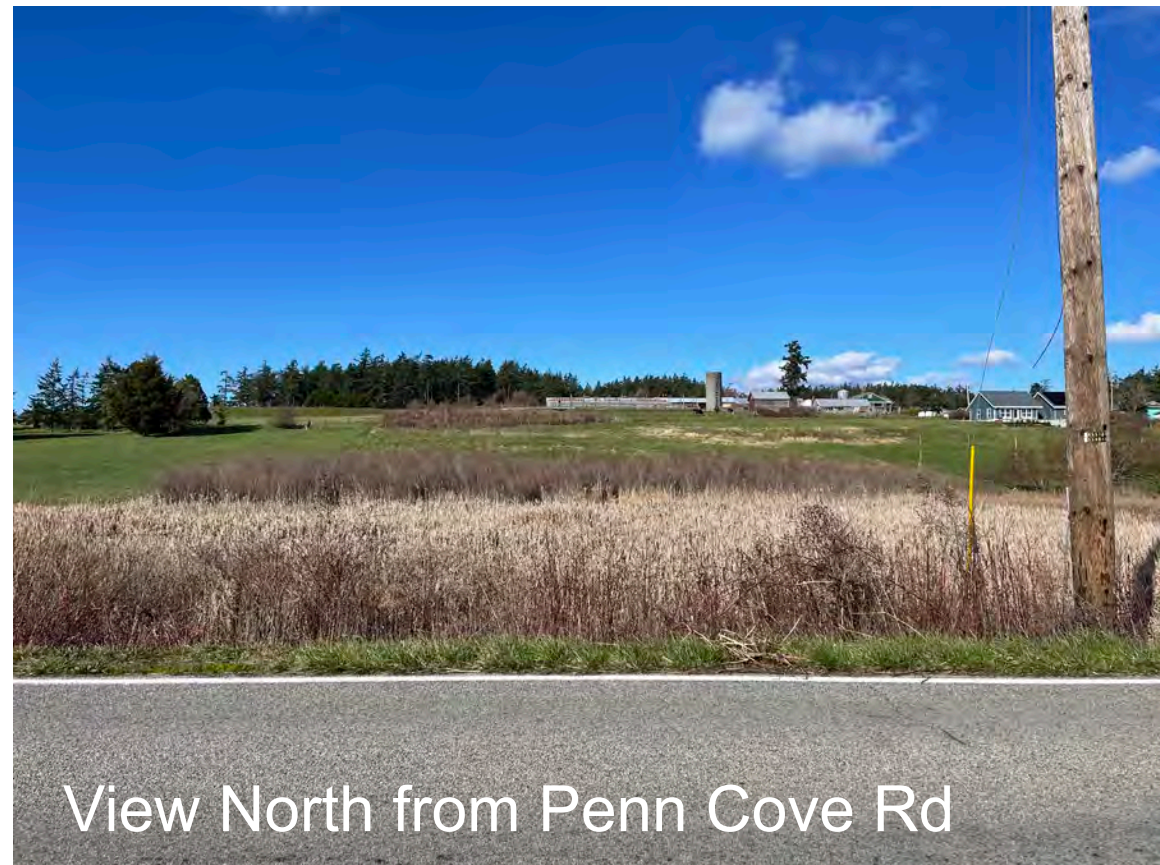
Neighboring Home to the Southeast



Neighboring Home to the Southwest



Neighboring Home to the West







Existing View North from Penn Cove Road



Proposed View North from Penn Cove Road





Historic Review Committee – Project Findings

REVIEWED TO BE THE EBEBY'S LANDING NATIONAL HISTORICAL RESERVE DESIGN GUIDELINES BY THE HISTORIC REVIEW COMMITTEE, COMPRISED OF ISLAND COUNTY (Island County Code 17.04A), THE TOWN OF COUPEVILLE (Coupeville Town Code Chapter 16.13) AND EBEBY'S LANDING NATIONAL HISTORICAL RESERVE

Applicant: Nelp Management

Application No: EB4-26-014

Contact Info: Agent: Stig Carlson

Site Address: 891 Monroe Landing Rd., Oak Harbor

Parcel No: R13221-076-4900

Project:

Construction of anew SFR

Date Reviewed: April 2, 2020

Site Visit: Yes No

The Ebey's Reserve Historic Review Committee considered the project listed above. The Committee offers the following:

- No objection to issuance of COA
- Conditional Approval (details below)
- Meeting with applicant requested
- Denial of COA (details below)
- Additional information required

Comments/ Conditions:

Questions concerning committee recommendations may be directed to the Island County / Town of Coupeville Planners or Reserve Staff by the contact information below.

HRC Initials: [Signature] [Signature] [Signature] _____

Island County	PO BOX 5000, Coupeville, WA 98239	(360) 679-7339
Town of Coupeville	PO BOX 725, Coupeville, WA 98239	(360) 678-4461
Reserve Office	PO BOX 774, Coupeville, WA 98239	(360) 678-6084



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.

ELECTRONIC SUBMITTAL PROCESS

It is preferred for applicants to use the electronic submittal process to submit application documents. Please submit documents in **PDF file format**, to planningdept@islandcountywa.gov. Emails over 7 MB should be sent through a file sharing application, portable USB, or contact the Planning Department for an FTP sharing link. One of our planners will look over your documents to determine if your application can be submitted or if modifications are required. When the planner approves the electronic application for submission, we will provide you with a fee estimate. Please mail in the original signed application, fee estimate, and a check. (If the application form requests more copies, please disregard. The original is sufficient). Once Planning and Community Development receives the hard copies and payment, the applicant can expect to receive a letter of completeness indicating that the review period has begun, or is incomplete and requires changes.

Mailing address for USPS deliveries is:

Planning & Community Development
1 NE 7th St.
Coupeville, WA 98239

For FedEx or UPS deliveries, mail to:

Planning & Community Development
1 NE 6th St.
Coupeville, WA 98239

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

PLEASE BRING ORIGINAL APPLICATION AND DOCUMENTS AND ELECTRONIC COPIES (USB)

Whidbey: call 360-679-7339

Camano: call 360-387-3443

Please plan for up to 60 minutes for a submittal appointment.

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 _____
<i>The above is for Staff Purposes Only</i>		

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):				Design Review Area <input type="checkbox"/> 1 <input type="checkbox"/> 2		
Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning
Do you own contiguous parcels? ____ Yes (if yes, list) ____ No						

Present Use of Property (Check All that Apply)

Residential:	Agricultural:	Other:
Commercial:	Institutional:	

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 03-27-26



APPLICANT AUTHORIZATION FORM

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form providing authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the landowner. A permit/application authorizing an agent to act on the landowner's behalf that is not accompanied by a signed and notarized Applicant Authorization Form will not be accepted.

I/We, NELP Management LLC the owner(s) of the subject property, understand that by completing this form I/We hereby authorize Stig Carlson Architecture to act as my/our agent. I/We understand that said agent will be authorized to submit applications/permits on my/our behalf. I also understand that once a permit/application has been submitted that all future correspondence may be directed to said agent.

ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

1) NELP Management LLC
 Property Owner Name(s) (print)
Nigel Ellis Manager NELP Mgmt LLC
 Signature(s)

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

 Signature(s)

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


 Signature(s)

March 29, 2024
 Date

State of Washington)
 County of King)

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



Dated 3/29/24
 Signature of _____
 Notary Public
 Printed Name Heather Mullholland
 Residing at Duvall, WA
 My appointment expires 11/21/24





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)	

Legend

Areas

-  Coupeville Town Limit
-  Ebey's Reserve Boundary

Design Review Areas

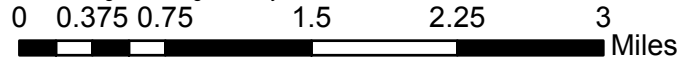
-  1
-  2

Map Prepared By:
Island County
Department of Planning & Community Development

Adopted October 3, 2011 by Ordinance C-84-11

Notes:

- 1) Review Area 1, along the marine shoreline, extends a minimum of 200' landward of the OHWM, or a greater distance, as mapped, to follow parcel boundaries or natural features.
- 2) Review Area 1, along the west side of SR 20, is mapped as 250' from the edge of the right-of-way or a greater distance, as mapped, to follow parcel boundaries or natural features.
- 3) Review Area 1, along both sides of Parker Road, extends 75' from the edge of the right-of-way.



Inset: Town of Coupeville

