



**CENTRAL WHIDBEY HISTORIC PRESERVATION COMMISSION
ISLAND COUNTY COMMISSIONERS HEARING ROOM
COUPEVILLE, WA
May 14, 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.

CALL TO ORDER

Chair Baxter called the meeting to order at 9:15am

COMMISSIONERS PRESENT

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

STAFF PRESENT

- ✓ Island County Current Use Planner **Yumi Shridhar**
- ✓ 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 Parrish, to approve the agenda of the May 14, 2026 meeting as submitted. *The motion passed unanimously.*

APPROVAL OF MINUTES

Action: A motion was made by Commissioner Saul, seconded by Commissioner Parrish, to approve the minutes of the April 23, 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.

- Commissioner **Saul** visited the site
- Commissioner **Parrish** visited the site

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

EBY-26-014 (5m. 42s.) – Construction of new single family residence

Island County Current Use Planner, Yumi Shridhar, presented on the new single family 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.

Commissioner Olson brought up the importance of protecting the view shed from across the Cove, and not just from the adjacent roads.

Questions were asked about whether changes were made between the first time the project was brought before the Commission and now.

The applicants, Stig Carlson and Lynn Pockett, addressed the Commission to answer and clarify questions asked by Commissioners.

MOTION (38m. 45s.)

Action: A motion was made by Commissioner Saul, 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 EBY-26-014 consistent with the Ebey's Landing National Historical Reserve Design Guidelines, to approve the Certificate of Appropriateness. *The motion passed unanimously.*

ADJOURNMENT

The meeting was adjourned at 9:52am.

Respectfully submitted,

Community Planning Director

Deputy Clerk Chris Jolly

Josh Pitts



Ebey's Landing National Historical Reserve
Certificate of Appropriateness
MacDougall
Wellwood Lane
EBY-26-025

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 Roger and Cleopatra MacDougall, Lisa and Cody West of Go West Building Design LLC request a Certificate of Appropriateness (COA) to install a new manufactured home on the subject lot.

The project site and surrounding area is located within Ebey's Review Area 1. The new 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 05/30/2026. The public comment was 05/27/2026 to 06/10/2026. A sign was posted on the property by 05/27/2026. 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-26-025
Application Date	05/12/2026
Applicant/Owner	Roger and Cleopatra MacDougall

III – SITE DATA

Address	Wellwood Lane and N Sherman Rd.			
Location	Coupeville			
Parcel Number(s)	R13232-150-4890			
Size of parcel(s)	0.34 AC			
Historic Structure?	Yes		No	X
Proximity to Historic Structures?	Yes		No	X
Zoning Designation	Rural			

Critical Areas/Overlays?	Yes		No	X
Shoreline Jurisdiction?	Yes		No	X
NPS Easements?	Yes		No	X

IV – STAFF CONTACTS

Title	Name	Phone	E-mail
Current Use Planner	Jon Frias	(360)678-7822	j.frias@islandcountywa.gov

V – DISCUSSION

Existing Conditions:

The subject parcel resides along Wellswood Lane. It is accessed off N Sherman Rd. all located within the boundaries of Ebey's Landing National Historical Reserve. This parcel is 0.34 acres. The surrounding properties in all directions from the site are residentially developed with houses and accessory structures.

Proposed Work/Development:

The scope of work includes the new installation of a manufactured home on site. This will include an appurtenant septic system and a driveway/parkway for the vehicles to access and be parked. The footprint of the 3-bedroom residence will be approximately 2800 sf.

HRC Meeting:

On [05/14/2026], 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.

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 – Residential Settings

Guideline	Staff Analysis
4.5.1.5	<i>Protect public views to and along the shoreline and scenic vistas (including natural features) as seen from public roads and other public lands. Maintain scenic vistas and views of historic properties as seen from public roads</i> The existing viewshed seen from the adjacent public access roads will not be hindered because of this work. The lot is not in a direct line of sight from Sherman or Madrona, where existing public vistas are to be preserved.
4.5.1.6	<i>Maintain vegetative buffers, especially along scenic roadways, and hedgerows to screen new development and enhance wildlife corridors. Plan to retain existing vegetation along ridgelines when feasible</i> As per the approved site plan and the description of work, existing vegetation (in the form of trees) will be preserved and maintained to allow for screening of this new development.

4.5.1 – Rural Settings

Guideline	Staff Analysis
4.5.1.1	<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> The site has been developed with existing vegetation in mind. The site plan illustrates the amount of tree retention along the property line borders of this lot, particularly to the north and along the western boundary.
4.5.1.2	<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> The development proposed is similar in kind and size to the surrounding neighborhood which is nearly all residentially developed.

4.5.1.4	<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> The historic relationship between the residentially developed buildings, and the tree covered landscape should not be significantly impacted by the approval of this project.
4.5.1.6	<i>Retain historic viewsheds to and from historic buildings and structures</i> The existing historic structure viewsheds should be virtually unchanged. The same line of sight from N Sherman Road will exist. It will be situated inland from the access and the work attempts to retain as many trees as possible to further screen the development.
4.5.1.7	<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> The views to the nearby historic Garrison House and Old Black Barn should be preserved and not detracted from as a result of this work.

CHAPTER 4.5.2 – Landscape Alterations and Grading

Guiding Principles:

- Both woodlands, and the open vistas of the prairies and the shoreline, are essential to the historic character of the Reserve. Trees are essential to the rural character, especially those in sizeable wooded areas, wooded ridgelines, wooded hilltops, and wooded buffers along scenic roads. They contribute to aesthetic character, provide habitat, and improve the health of the environment.
- A primary goal of native vegetation retention is to prevent haphazard removal and destruction of trees and tree cover.
- Tree and vegetation retention provides substantial benefits, including erosion prevention, reductions in storm-water runoff, preservation of fish and wildlife habitat, improved water and air quality, energy conservation, reductions in the development impacts on the stormwater drainage system and hydrologic resources

4.5.2.1 – Reserve-wide Design Guidelines

Guideline	Staff Analysis
4.5.2.1.a	<i>Do not clear or grade a vacant parcel or lot without an approved site development plan or building permit</i> All clear and grade activities are limited to what is illustrated on the site plan as well as contingent on the issuance and conditions of approval for the relevant building permit for construction.
4.5.2.1.c	<i>Preserve the natural character of the wooded areas where they exist along the edges of public roads, especially the entrances into town</i> Existing large trees are to be retained that exist along the borders the private access road. The lot itself and the development is situated away and out of most sight lines from the public view.
4.5.2.1.e	<i>All new construction projects are encouraged to submit a complete landscaping plan to show how plantings will “soften” the presence of the new construction</i>

	No landscaping plan was submitted, though the site plan does illustrate the trees being retained on site as well as the proposed clear area.
4.5.2.1.h	<i>Retained trees must be protected during on-site grading and construction</i> BMP's will be followed and the clear limit will be established, consistent with the approved site plan, to ensure retained trees are not damaged.

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
4.6.1.3	<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> The proposed building materials consist of fiberglass doors, vinyl windows, wood stairs/decking and asphalt roofing. All these materials are consistent with approvable materials that have similarly been utilized in the surrounding area.
4.6.1.4	<i>Buildings in wooded areas that are substantially and permanently screened from the road by trees may have greater flexibility in massing, scale, and materials</i> Tree retention is going to occur, though the size of the residence is still in line with and not exceeding the scale of surrounding residential developments.
4.6.1.5	<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> The proposed home is substantially similar in size, form and shape to the other surrounding uses.
4.6.1.6	<i>New buildings shall acknowledge and reinforce the characteristics of the existing development pattern within the neighborhood or setting. Modular, prefabricated, and manufactured buildings may be placed in the Reserve if they conform to the Guidelines. It is recommended that a purchaser check the Guidelines and the available options before purchasing the building or materials</i>

	The manufactured home will be compliant with the applicable design guidelines for a new residence.
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4.6.4 – New Residential Construction

Guideline	Staff Analysis
4.6.4.2	<i>New buildings should reflect the architectural character of surrounding buildings in the following ways:</i> <i>Similar proportions, scale, and roofline;</i> <i>Complementary architectural style and exterior finish materials;</i> <i>Complementary patterns and proportions of windows;</i> <i>Similar entry configuration and relationship to the street;</i> <i>Complementary architectural details or features without imitating historic features.</i> This new structure will be proportional to the surrounding sites that have been residentially developed in a similar fashion. The new home will be no more prominent of a feature than the other homes in the area.
4.6.4.6	<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> Gabled roofs are proposed, and there are design elements that help to break up the design, which include windows and doors and a gabled roof over the porch to break up how busy the front façade looks.
4.6.4.10	<i>Building footprints should be no larger than the average footprint size of all buildings located within 200 feet of the site or those that are on parcels contiguous to the common boundary and in the same zone and of similar lot size. Accessory structures (e.g., sheds and garages) may be excluded from this calculation</i> The building footprint is not substantial in comparison to the neighboring homes and accessory structures.
4.6.4.12	<i>Use similar window types and proportions as those found on nearby buildings. To the extent possible, multiple windows on a single wall plane should be spaced and aligned with other windows and doors on the same wall plane. Single grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections. The ratio of window-to-wall shall be similar to that on historic residences' primary facades</i> The amount of windows, roof forms and façade projections are proportional to the developed structures in the neighborhood.

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
4.11.1.1	<i>Off-street parking should not be established in front of a house, except in the approved driveway</i> Parking is to the side of the residence, and not at the front façade.
4.11.1.3	<i>Driveways should be as narrow as possible. Generally, double-width or multiple entrances are not appropriate</i> The driveway is not more than is necessary to allow for access.
4.11.1.5	<i>Common driveways shall be established wherever possible, to reduce curb cuts</i> A common driveway is shared, which will not result in any new curb cutting or outright new access installation.
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> The layout of this project will not require a great deal of alteration to the existing site as the existing access is shared, and the trees on site on to be retained to the extent feasible.

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 COA-26-025 to be consistent with the Ebey’s Landing National Historic Reserve Design Guidelines, I move to recommend granting a Certificate of Appropriateness with the following conditions:

VIII – CONDITIONS

There are no Conditions of Approval associated with the issuance of this Certificate of Appropriateness.

IX – FINDINGS OF FACT AND CONCLUSIONS OF LAW

Based on the analysis presented above, staff proposes the following findings of fact with respect to Application No. COA-26-025.

1. An application was submitted for a Certificate of Appropriateness on 05/14/2026 for new residential construction.
2. The site is within Review Area 1 of Ebey’s Landing National Historical Reserve and is classified as new construction, requiring action on a Certificate of Appropriateness by the Historic Preservation Commission, County Planner, following consultation with the Reserve Committee.
3. On 05/14/2026 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 06/11/2026 and all wishing to be heard were heard.

5. 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.
6. **PER ICC 16.19.185** – The construction, use, work, or activity authorized by this permit shall be commenced within one year of the effective date of this permit. The effective date of this permit shall be the date of the last required permit and approval that authorize the development to proceed, including all administrative and legal actions that may ensue. Island County may authorize a single extension for a period not to exceed one year based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to parties of record and the department.

X – APPEAL PROCESS

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

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

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

XI – DECISION OR RECOMMENDATION

The Historic Preservation Commission recommends approval of this Certificate of Appropriateness, signed this _____ day of _____, 2026.

Historic Preservation Commissioner

Attested by:

Jon Frias, Current Use Planner

Attachments:

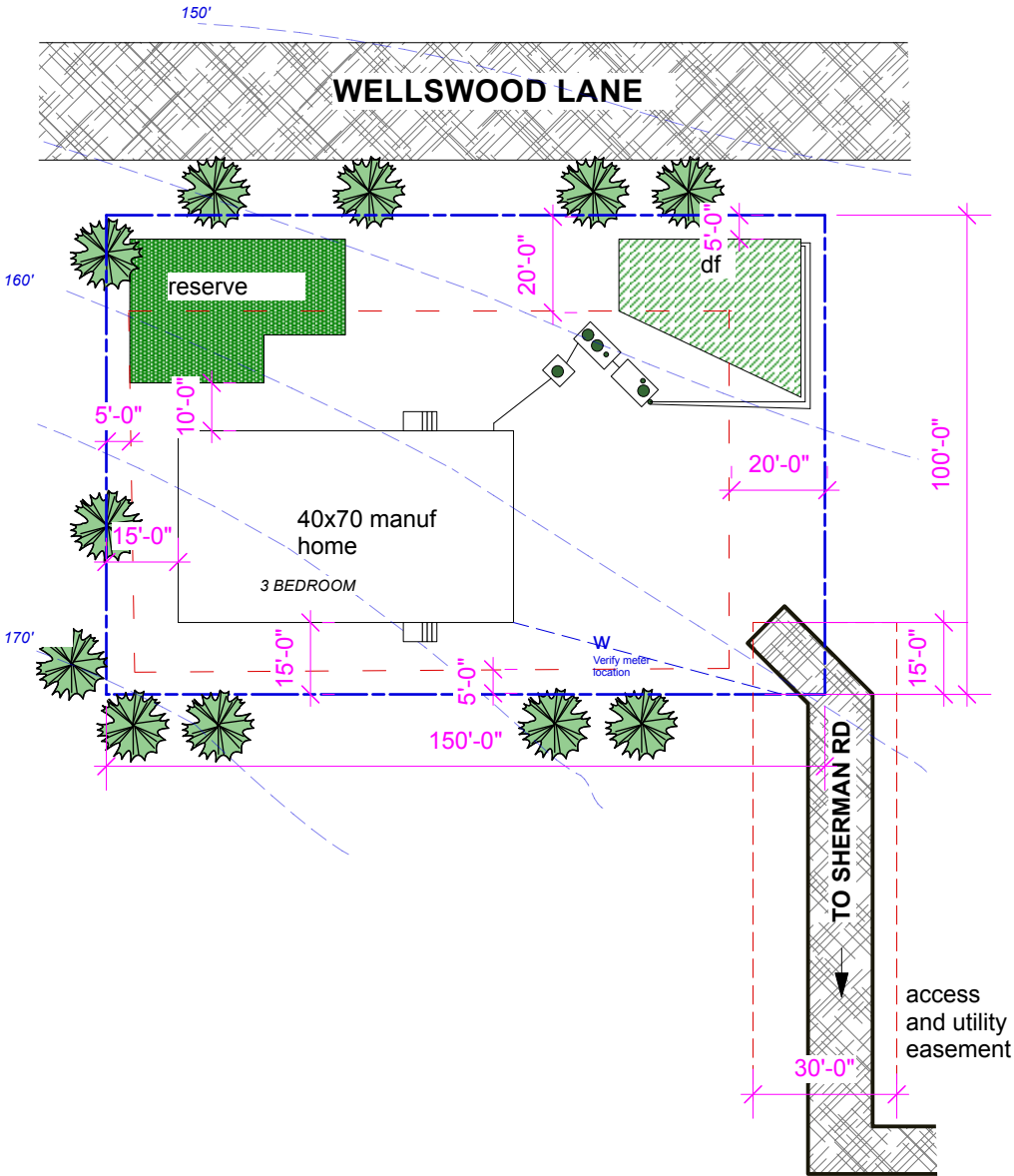
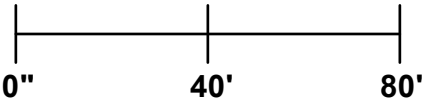
- A. Certificate of Appropriateness
- B. Site plan and elevations approved 06/09/2026
- C. Historic Reserve Committee Findings, dated 05/14/2026
- D. Application Materials
- E. Inadvertent Archaeological and Historic Resources Discovery Plan for Island County

Owner: **MACDOUGALL**
Address: **XXXC SHERMAN RD**
COUPEVILLE WA
parcel #: **R13232-150-4890**

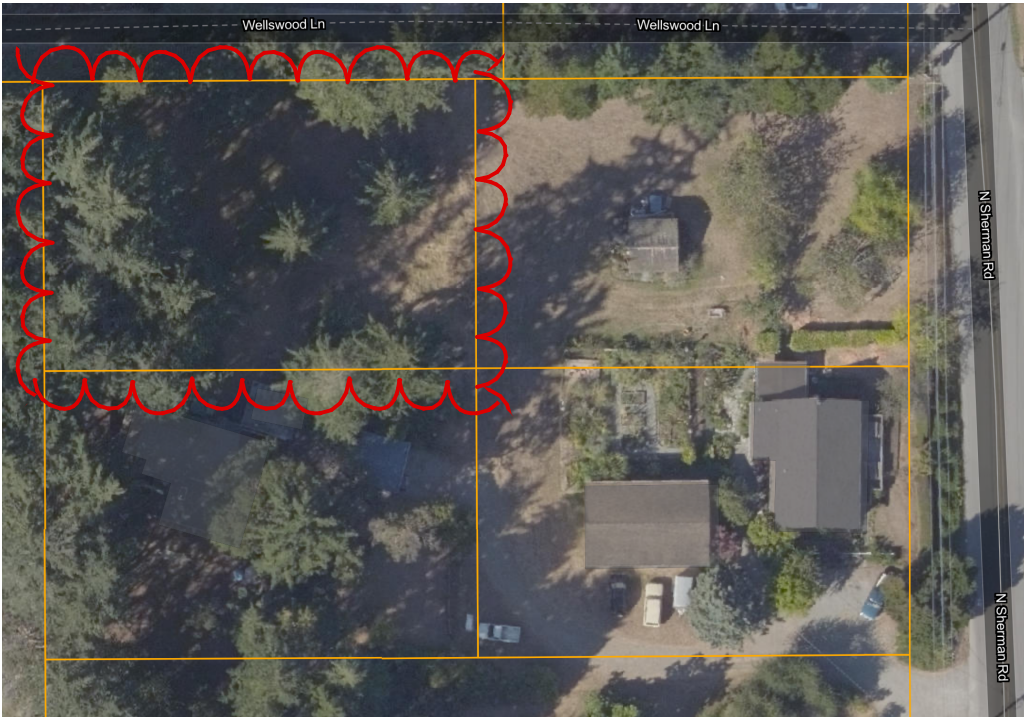
Scope of project: NEW MANUF. HOME



Scale: 1"=40'



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





View from Wellswood Lane with the project parcel to the left.



Adjacent residence on Wellswood Lane



Looking from Wellswood Lane at project parcel.



On Wellswood Lane looking towards Sherman Road with project parcel to the right



View from Wellswood Lane toward adjacent parcel



View of barn on Sherman Road parcel adjacent project parcel



Adjacent residence on Wellswood Lane.



Adjacent residence on Sherman Road



Looking from Sherman Road at project parcel
with adjacent residence located off back corner



Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

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

STEP ONE: LOCATING THE PARCEL USING ISLAND COUNTY GEO MAP

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

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

STEP TWO: PROCESS AND EXEMPTIONS

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

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

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

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

STEP THREE: DESIGN REVIEW GUIDELINES

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

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

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

STEP FOUR: APPLYING FOR A CERTIFICATE OF APPROPRIATENESS

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

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

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



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN APPLICATION

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

Electronic Submittal Process

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

ApplicantLastName_DocumentName_DateSubmitted.pdf

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

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

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

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

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

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

IF APPLICANT CHOOSES IN PERSON SUBMITTAL AN APPOINTMENT IS PREFERRED

Whidbey: call 360-678-7339

Camano: call 360-387-3443

MASTER LAND DEVELOPMENT PERMIT APPLICATION

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

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

1 NE 6th St. COUPEVILLE, WA 98239

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

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

Owner Roger & Cleopatra MacDougall		Phone	
Address 2012 Burley Drive		e-Mail	
City, State, Zip Everett, WA. 98208		Signature see AAF attached	
Owner		Phone	
Address		e-Mail	
City, State, Zip		Signature	
Applicant/Agent* Go West Building Design LLC		Phone 360-672-2539	
Address 2298 Van Dam Road		e-Mail gowestllc@outlook.com	
City, State, Zip Coupeville, WA 98239		Signature 	

PROPERTY INFORMATION						
Project Address (include city): 105 N Sherman Road, Coupeville						
Parcel #	Key #	Parcel Size	Division	Block	Lot	Zoning
R13232-150-4890	27054	.34 acres				R

Do you own contiguous parcels? ☐ Yes (if yes, list) ☒ No		Is the property in a special tax program, e.g. forest, agriculture, senior citizen, etc.?
PROJECT INFORMATION (check all that apply) Form letter reference is bolded		
SUBDIVISION ☐ Short Plat - Preliminary (G) ☐ Short Plat - Final (H) ☐ Short Plat - Alteration (L) ☐ Long Plat - Preliminary (I) ☐ Long Plat - Final (J) ☐ Long Plat - Alteration (M) ☐ Planned Residential Development (K) ☐ Boundary Line Adjustment (BB) ☐ Lot Combination (BB)	SITE PLAN REVIEW ☐ Cell Tower (E) ☐ Surface Mine (F) ☐ Rural Commercial Events (EE) ☐ Type II in NR Zones (D) Type II in other Zones (C) ☐ Type III in NR Zones (D) ☐ Type III in other Zones (C) X COA Ebey application	ZONING ☐ Certificate of Zoning Compliance ☐ Zoning Code Interpretation Zoning ☐ Code Amendment Comprehensive Plan ☐ Amendment OTHER ☐ Environmental Checklist (SEPA) ☐ Clearing and Grading (N) ☐ Water System Review ☐ Variance (A) ☐ Temporary Use ☐ Restoration
CRITICAL AREAS ☐ Public Transportation Utility (Y) ☐ Reasonable Use (Type 1) (X-1) ☐ Reasonable Use (Type 2) (X-2) ☐ Wetland or Buffer Improvement (Z) ☐ Critical Areas Permitted Use (P)	SHORELINE ☐ Shoreline Exemption (R) ☐ Shoreline Exemption Limited Review ☐ Shoreline Development (Q) ☐ Shoreline Variance / Conditional Use (S)	



AGENT AUTHORIZATION FORM

Received date: _____

Received by: _____

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

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

Description of work/project: Certificate of Appropriateness (Ebey)

Agent Name: Go West Building Design LLC

Agent Name: _____

Agent Name: _____

Agent Name: _____

Parcel number(s): R13232-150-4890

Name 1 (printed) ROGER MACDOUGALL Date: 9/21/26

Signature 1: _____

Name 2 (printed) Cleopatra MacDougall Date: 4/21/26

Signature 2: _____

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

Does your project involve an historic property: ☐ Yes ☒ No

If yes, which Historic Property:

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

Is there a conservation Easement on the property? ☐ Yes ☒ No

Description of proposed work:

The proposal is to install a new manufacture home, driveway.

Existing Materials:

Doors: n/a

Windows: n/a

Deck / Railing: n/a

Stairs / Ramp: n/a

Siding: n/a

Roofing: n/a

Fencing: n/a

Proposed Materials:

Doors: fiberglass

Windows: vinyl

Deck / Railing: wood

Stairs / Ramp: wood

Siding: LP

Roofing: asphalt

Fencing: n/a

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