



REQUEST FOR CONDITIONAL USE PERMIT

DATE: October 2, 2026
APPLICANT: Krista Moser
PREPARED BY: Josh Pitts, Community Planning Director, Town of Coupeville
RE: CUP-26-002

I. STAFF CONTACTS

Title	Name	Phone	E-mail
Planning Director	Josh Pitts	360.678.4461 ext.103	planner@townofcoupeville.org

II. PROJECT SUMMARY

The applicant, Krista Moser, is requesting a Conditional Use Permit (CUP) to increase the number of guest rooms at an existing bed-and-breakfast inn from two to four. The subject property is located at 1003 NE Summit Loop and contains a five-bedroom single-family residence.

The applicant received a bed-and-breakfast inn license from the Town of Coupeville on August 11, 2026. The property is located in a predominantly residential neighborhood consisting primarily of single-family homes. The requested CUP would allow four guest rooms, with the fifth bedroom reserved for the owner or manager in accordance with Coupeville Town Code (CTC) 16.10.110(B)(3).

III. PERMIT DATA

Building or Land Use Permit Type	Conditional Use Permit
Application Number	CUP-26-002
Application Date	August 2, 2026
Applicant/Owner	Krista Moser

IV. SITE DATA

Address	1003 Summit Loop
Parcel Number(s)	S8270-00-0A030-0
Size of parcel(s)	0.36 acres
Zoning Designation	Residential – Medium Density
Historic Structure?	☐ Yes ☒ No
Proximity to Historic Structures?	☐ Yes ☒ No
Critical Areas/Overlays?	☐ Yes ☒ No

Shoreline Jurisdiction?	☐ Yes ☒ No
NPS Easements?	☐ Yes ☒ No
ELNHR Review Area	☐ 1 ☒ 2

V. AUTHORITY

Pursuant to CTC 16.06.020(A)(1), the Coupeville Town Planner is responsible for administering Title 16, Development Regulations, of the Coupeville Town Code.

Chapter 16.06.050 CTC establishes procedures for reviewing land use applications, including conditional use permits. Although the chapter identifies the Planning Commission as responsible for conducting public hearings and the Town Council as responsible for issuing decisions, Chapter 2.52 CTC establishes the authority of the Hearing Examiner to conduct public hearings and render decisions on specified matters, including conditional use permits.

CTC 2.52.150 provides that provisions of the Town Code that conflict with Chapter 2.52 are superseded by that chapter. Accordingly, the Hearing Examiner has the authority to conduct the public hearing and issue a decision on this conditional use permit application pursuant to Chapter 2.52 CTC.

VI. LOCATION OF PROJECT

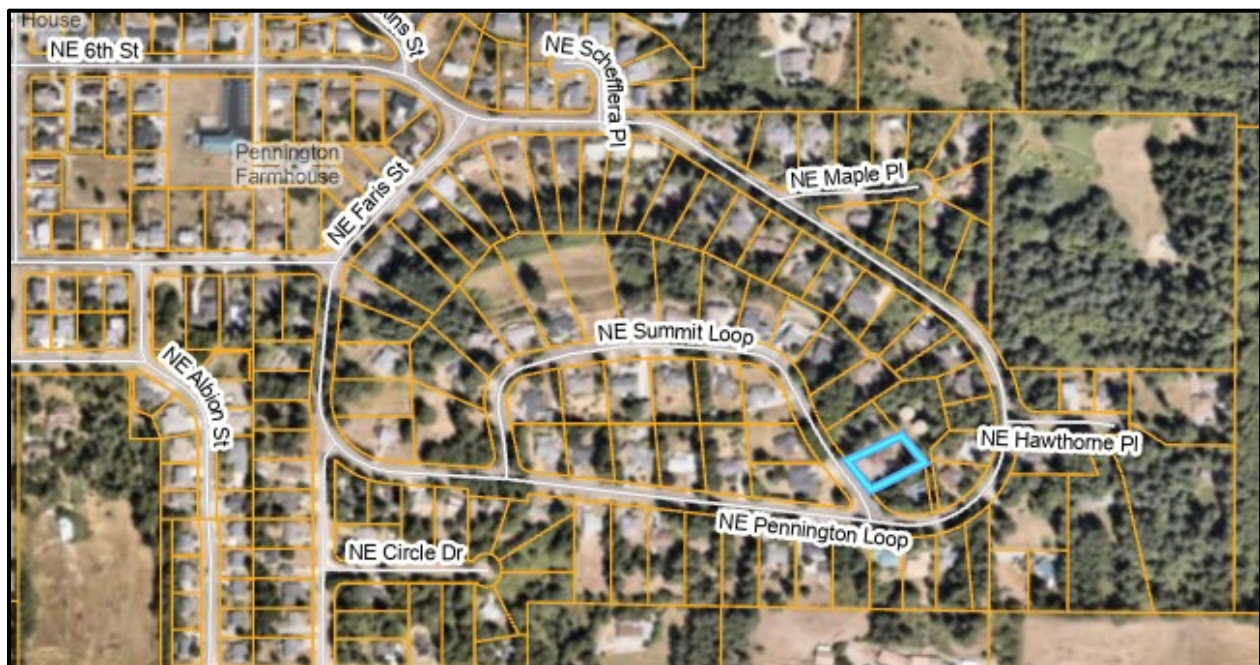


Figure 1. Subject property shown in blue.

The subject property is located at 1003 NE Summit Loop, Coupeville, Washington, on Island County Assessor's parcel number S8270-00-0A030-0.

The property is located within Review Area 2 of the Ebey's Landing National Historical Reserve. This review area generally contains fewer historic resources than areas closer to the historic core. The nearest identified historic structure is approximately 1,100 feet north of the subject property.

The surrounding neighborhood is predominantly residential, with single-family homes as the primary land use.

VII. PROJECT BACKGROUND AND SUMMARY

The applicant purchased the five-bedroom residence in February 2026 with the intention of using the property as a quilting retreat for private groups. Historically, the property was developed and used as a special needs lodging and care facility, as described in CTC 16.10.130.

Following the purchase, the applicant made improvements to the property to accommodate the intended clientele. During this period, the applicant discussed the intended use with neighbors encountered while working on the property.

After Town staff became aware of the proposed use, the applicant was contacted regarding applicable licensing requirements. Although the applicant was initially unaware that a license was required, she subsequently completed the Town's licensing process. The Town issued a bed-and-breakfast inn license on August 11, 2026. In accordance with CTC 5.36, adjacent property owners were notified of the license approval.

CTC 16.10.110(B)(4) limits the number of guest rooms in bed-and-breakfast inns to no more than two in the Rural Reserve (RR), Low-Density Residential (LDR), Medium-Density Residential (MDR), and High-Density Residential (HDR) zoning districts. The subject property is zoned MDR. Accordingly, the existing license authorizes operation with up to two guest rooms, subject to applicable licensing and development regulations.

The applicant is requesting a conditional use permit to increase the number of guest rooms from two to four. The fifth bedroom would be reserved for the owner or manager, consistent with CTC 16.10.110(B)(3), which requires the owner or manager to reside on-site when guests are present.

VIII. NOTICE AND COMMENT

Pursuant to CTC 16.06.040, notice of the application and opportunity to participate in the public hearing were provided as follows:

- **Public notice:** Notice was published in the Whidbey News-Times on October 3, 2026, establishing a public comment period from October 3 through October 14, 2026.
- **Notice to surrounding property owners:** Notices of application and invitation to participate in the public hearing were mailed to property owners within 300 feet of the subject property on October 2, 2026.

Written public comments received by the Town will be provided to the Hearing Examiner for consideration in conjunction with the public hearing scheduled for October 15, 2026.

IX. OTHER PERMITS AND LICENSES

The applicant received a bed-and-breakfast inn license from the Town of Coupeville on August 11, 2026. The existing license authorizes operation subject to the applicable licensing and zoning requirements, including the current two-guest-room limitation.

The requested conditional use permit would address the proposed increase in guest rooms from two to four. Any additional permits or approvals required for building alterations, fire and life safety, or other regulatory compliance would remain subject to review by the appropriate authority, as applicable.

X. APPLICABLE CODE REFERENCES

The following provisions of the Coupeville Town Code are relevant to this application. The applicable provisions of the Town Code are incorporated herein by reference.

Title 2: Administration and Personnel

- [Chapter 2.52 – Hearing Examiner](#)

Title 5: Business Licenses and Regulations

- [Chapter 5.36 – Bed and Breakfast Inn License](#)

Title 16: Development Regulations

- [Chapter 16.04 – General Provisions and Definitions](#)
- [Chapter 16.06 – Administration](#)
- [Chapter 16.08.040 – Residential Zoning Districts](#)
- [Chapter 16.10.110 – Transient Accommodation](#)
- [16.14.030 – Conditional Use Permits](#)

Summary of Applicable Town Code Provisions:

Chapter 5.36 – Bed and Breakfast Inn License

5.36.010 – Purpose

The purpose of Chapter 5.36 is to establish requirements for bed-and-breakfast inns in residential communities, ensure consistent licensing and operational standards, maintain compatibility with residential neighborhoods, preserve Coupeville's community character, and protect public health, safety, and welfare.

5.36.020 – Definitions

Definitions applicable to this application include but are not limited to:

- **Bed and breakfast inn** means a private residence, portion thereof, or accessory structure, where sleeping quarters are provided as transient accommodation and food service may be provided to guests consistent with requirements and limitations provided in this title.
- **Guest room** means a separate room or suite that may be separately rented for transient accommodation sleeping quarters within a bed and breakfast inn.

- **Operator** means the party identified on the application, or on file with the Town, as responsible for daily operation of the bed and breakfast inn.
- **Owner** means the person holding fee title to the real property that is the subject of the bed and breakfast inn license.
- **Transient accommodation** means a dwelling unit or sleeping unit provided for monetary compensation for periods of thirty (30) or fewer consecutive days.

5.36.030 – Bed and breakfast inn – License required

This section prohibits advertising or operating a bed-and-breakfast inn without first obtaining a license from the Town.

5.36.040 – Bed and breakfast inn – License and renewal application – review – conditions

Section A identifies the documentation required for a bed-and-breakfast inn license application. Items relevant to this application include:

- A declaration that the operator will reside on-site when guests are present.
- The number of guest rooms.
- A site plan identifying required parking for residents and guests.
- A floor plan identifying guest rooms and egress routes.
- Proof of a building and fire inspection conducted within five years before the application.
- Responses to complaints from neighboring residents and property owners during the preceding year, when applicable to license renewals.
- Supplemental information the Town determines necessary to verify regulatory compliance and protect public health, safety, and welfare.

Section B authorizes the Town Planner to review license applications and issue or renew a license when the applicable zoning and licensing requirements are satisfied. The Town Planner may impose reasonable conditions to ensure compliance with the purpose of the chapter. Notice of approval must be provided to adjacent property owners.

Section C establishes an administrative appeal process for decisions approving, denying, or conditioning a bed-and-breakfast inn license. Appeals are heard by the Hearing Examiner, whose decision constitutes the final administrative remedy under this section.

5.36.050 – Suspension or revocation of license – Criteria and appeal

This section authorizes the Town Planner to suspend or revoke a bed-and-breakfast inn license when the licensee fails to comply with license conditions, misrepresents or fails to disclose material information, or violates applicable Town regulations. The section also establishes notification and appeal procedures..

Chapter 16.08.040 – Residential zoning district

Section Medium Density Residential District (MDR)

The MDR zoning district implements the medium-density residential land use designation of the Comprehensive Plan. The district is intended to provide a stable residential environment, ensure adequate public services, and prohibit uses that would conflict with the single-family character of the neighborhood. Bed-and-breakfast inns are identified as permitted uses within the MDR district, subject to applicable supplemental standards.

Chapter 16.10.110 – Transient accommodation

Section B – Bed and Breakfast Inns.

Bed-and-breakfast inns are identified as principal uses in residential and commercial zoning districts. The following supplemental standards are relevant to the proposal:

1. No B&B shall operate or be advertised without having obtained a bed and breakfast inn license.
2. All guest rooms shall be within quarters approved for habitation by the building official or designee.
3. The owner/manager shall reside on-site when guests are present.
4. The number of guest rooms shall be limited to no more than two in the RR, LDR, MDR and HDR zoning districts.
5. Guest rooms and accessory buildings within which guest rooms are located shall be devoid of cooking facilities of any type except microwave ovens and coffee makers.
6. Where Chapter 16.12 requires off-street parking for the associate residence, one additional off-street parking space shall be provided for each guest room and full-time equivalent employee not resident at the inn.
7. In residential zones, on-site meals and beverages may be served to room guests only. Food service, if provided, shall comply with Island County Health Department rules and permitting.
8. One non-exempt sign per bed and breakfast inn is permitted.
9. Accessory uses, buildings and structures associated with bed and breakfast inns located in residential zoning districts shall be limited to those customarily associated with single-household residences and subject to the regulations of the zoning district.
10. The operation of a bed and breakfast inn within or adjacent to residential districts shall not infringe upon the right of neighboring residents to reasonable peaceful occupancy of their homes.
11. Bed and breakfast inns shall comply with requirements of adopted building codes for smoke and carbon monoxide detectors and egress windows in all guest rooms.

Chapter 16.10.110 – Transient accommodation

Section A – Authority and Decision

This section establishes the procedure for conditional use permits and provides that conditional use permits are used to impose conditions on otherwise permitted uses to mitigate potential adverse impacts on a neighborhood or the community. The section identifies the decision-maker and establishes the authority to approve, approve with conditions, or deny a conditional use permit.

Section B – Permit Required

An approved conditional use must be authorized by a permit identifying the required findings and conditions of approval. The section authorizes the decision-maker to impose conditions addressing matters including increased setbacks, landscaping, parking, access, traffic movement, and other conditions necessary to uphold the intent of the zoning ordinance and Comprehensive Plan and maintain compatibility with neighboring uses.

Section C – Required Findings

Before granting a conditional use permit, the decision-maker must make written findings that:

1. The proposed use, at the proposed location, is consistent with the purposes of the development regulations and zoning district and will meet all applicable requirements of the development regulations;
2. The proposed use, at the proposed location, will not be significantly detrimental to public health, safety, or welfare, will not substantially harm or diminish the value of nearby property or improvements, and will not materially disturb neighboring property owners in the reasonable use of their properties; and
3. The proposed use will generally be in harmony with the Comprehensive Plan.

XI. COMPREHENSIVE PLAN

The 2025 Coupeville Comprehensive Plan does not specifically address bed-and-breakfast inns or transient accommodations. However, several goals and policies provide guidance relevant to evaluating the proposed increase in guest rooms, including policies addressing residential neighborhood character, housing availability, business compatibility, and tourism.

LAND USE ELEMENT

Goal LU-2: Residential Uses. Enhance the quantity and diversity of Coupeville's housing options while reinforcing and enhancing the quality, character, and function of Coupeville's residential neighborhoods.

LU-2.2 To protect the limited housing stock availability in Coupeville, continue prohibiting short-term rentals in residential zones.

Staff analysis: Policy LU-2.2 emphasizes the importance of preserving housing availability by prohibiting short-term rentals in residential zones. The proposed bed-and-breakfast inn would provide transient accommodations in a residential zoning district, making the relationship between the proposal and this policy relevant to the review.

The proposed increase from two to four guest rooms would expand the property's transient accommodation capacity. Relevant considerations include whether the expanded use would affect the availability of housing for long-term occupancy, whether the property's residential use would remain evident, and whether the operation would maintain compatibility with surrounding residential development. These considerations should be evaluated alongside the Town Code provisions specifically governing bed-and-breakfast inns.

HOUSING ELEMENT

Goal H-1. Neighborhoods. Promote the vitality of residential neighborhoods.

H-2.2 Continue to administer the process and standards to permit home occupations in residential areas. Home occupations should be limited to those that are incidental to the primary residential use and do not change the residential character of the structure.

Staff Analysis: Goal H-1 emphasizes maintaining the vitality of residential neighborhoods. The proposed expansion of guest rooms would increase the capacity of a commercial lodging activity within an established residential neighborhood. Relevant considerations include the scale and intensity of the use, the continued residential appearance and function of the property, and the potential effects of guest activity, parking, noise, and property access on surrounding residences.

Policy H-2.2 addresses home occupations rather than bed-and-breakfast inns. Accordingly, the home occupation standards do not directly govern this application. However, the policy reflects the Comprehensive Plan's broader objective of allowing certain activities within residential areas while preserving residential character. That objective is also relevant to the evaluation of neighborhood compatibility under the Town's bed-and-breakfast regulations.

Goal H-7. Mitigating Displacement. Promote housing stability through the preservation of existing affordable housing and implementation of strategies to reduce displacement.

H-7.7 Monitor the impacts of vacant second homes on housing availability and evaluate strategies to encourage long-term occupancy.

Staff Analysis: Goal H-7 and Policy H-7.7 address housing stability, the preservation of affordable housing, and the relationship between vacant second homes and housing availability. Although the subject property is not identified in the application as a vacant second home, the proposed use involves providing transient accommodations within a residential property.

The applicant proposes to use four bedrooms for guest accommodations while reserving one bedroom for the owner or manager. The record should establish the extent to which the property will continue to function as the owner's or manager's residence and whether the proposed use would displace or reduce the availability of a dwelling for long-term residential occupancy.

ECONOMIC STABILITY ELEMENT

Goal ES-1: Compatible and Complementary Businesses. Encourage new businesses and the retention and expansion of existing businesses that are environmentally compatible, complementary to community needs, and consistent with land uses.

ES-1.2 Support the retention, growth, and establishment of small, locally-owned businesses.

ES-1.3 Review existing commercial zones and uses to ensure that both community and business needs are met, while providing for orderly transitions between commercial and residential uses.

ES-1.7 Ensure that the Town regulations governing businesses balance legitimate business needs with the protection of residential integrity.

Staff Analysis: Goal ES-1 recognizes the role of small businesses in the local economy while emphasizing compatibility with surrounding land uses. Policy ES-1.2 supports the establishment and growth of locally owned businesses. The proposed increase in guest rooms would expand the capacity of an existing, licensed bed-and-breakfast inn and may provide additional opportunities for the applicant to operate a small business serving visitors to Coupeville.

At the same time, the property is located within the MDR zoning district, where maintaining residential character is an express zoning objective. The proposed business expansion must therefore be considered in the context of both business activity and residential compatibility.

The policies addressing transitions between commercial and residential uses and the protection of residential integrity are particularly relevant. Although the subject property is not located in a commercial zoning district, the proposed use introduces an expanded lodging activity into a residential neighborhood. Relevant considerations include the number of guest rooms, on-site management, parking availability, guest circulation, noise, and the effect of the expanded operation on neighboring properties.

Goal ES-2: Tourism. Emphasize Coupeville's historic character, activities, and natural setting to maintain and enhance year-round opportunities for sustainable tourism.

ES-2.2 Support Coupeville's arts community and Creative District to enhance the Town's image and reputation as a center for arts training, display, and sales.

ES-2.6 Support tourism marketing for Coupeville and Whidbey Island, including active cooperation with efforts to promote Island County during the "off-season."

Staff Analysis: Goal ES-2 recognizes tourism as part of Coupeville's economic activity and emphasizes the Town's historic character, recreational opportunities, and natural setting. The proposed bed-and-breakfast inn would provide overnight accommodations for visitors and could contribute to the availability of lodging within the community.

Policy ES-2.2 focuses on supporting the arts community and Creative District. The applicant's stated original intention to operate the property as a quilting retreat for private groups may have some relationship to arts-related activities; however, the application before the Hearing Examiner concerns an increase in guest rooms at a bed-and-breakfast inn. The extent to which the proposed lodging would support arts-related activities is not established by the information currently provided.

Policy ES-2.6 supports tourism marketing and efforts to encourage visitation throughout the year, including during the off-season. Additional guest rooms may provide greater lodging capacity for visitors. However, the Comprehensive Plan does not establish a specific target for bed-and-breakfast capacity or identify an increase in guest rooms at this property as a tourism priority.

The proposal should therefore be evaluated in the context of the Town's general tourism objectives and the applicable residential zoning and bed-and-breakfast standards.

Tourism-related benefits do not eliminate the need to consider neighborhood compatibility, housing objectives, and the operational requirements established by the Town Code.

XII. STAFF DISCUSSION

Nearby residents have expressed concerns regarding the potential impacts of the proposed expansion, including increased traffic, additional vehicles on neighborhood streets, and potential safety hazards for children who ride bicycles in the area. Residents also expressed concern about the potential for disruptive activities associated with a greater number of guests. One resident stated that she welcomed having a new neighbor with whom she could develop a relationship but was less comfortable with the prospect of a rotating group of unfamiliar visitors arriving each week.

The applicant has provided off-street parking on the property to accommodate residents and guests. The property originally included an approximately 85-foot-long driveway. The applicant subsequently added an approximately 22-foot-deep gravel parking area adjacent to the driveway. Based on a standard parking space dimension of approximately 10 feet by 20 feet, the gravel area could accommodate approximately eight standard parking spaces, in addition to the existing driveway. All parking is located on the subject property, and staff has not identified a need for guest vehicles to park within the public right-of-way based on the parking configuration provided by the applicant.

The applicant describes the business as a “quilting retreat,” where groups of quilters rent the property and use a converted garage containing sewing machines to work on sewing projects. The applicant has stated that the clientele is primarily retirees who generally do not engage in disruptive activities or remain active late at night. The applicant also encourages guests to carpool to the property.

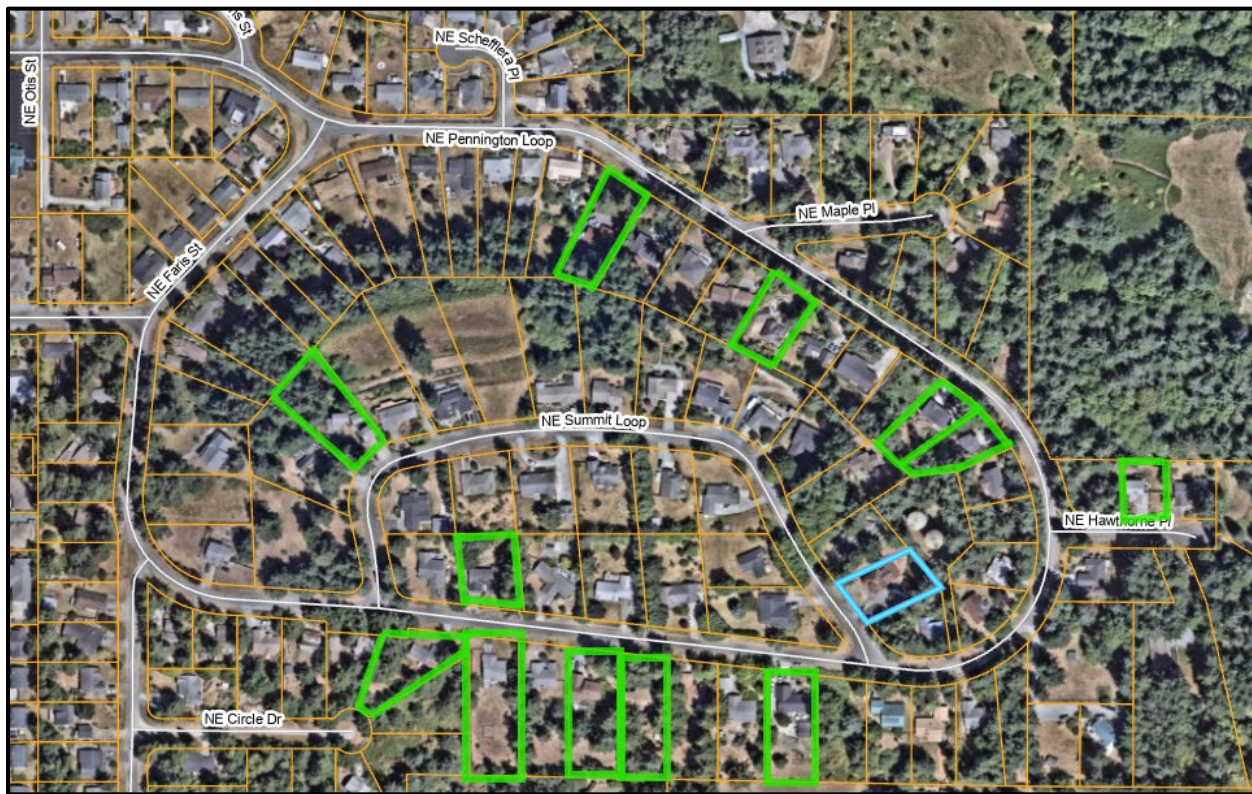
The applicant advertises and accepts reservations for the property through her business website: [Krista Moser's Retreat Center](#).

A review of the Washington State Department of Revenue's business licensing information identified 12 active businesses in the surrounding neighborhood, including properties along Pennington Loop, Summit Loop, and Hawthorne Place. These businesses include consultants, professional services, pet care, lawn services, and other business activities. The presence of these businesses provides context for existing commercial activity in the neighborhood; however, the nature and intensity of their operations may differ from the proposed bed-and-breakfast use.

Town records indicate that seven bed-and-breakfast permits have been issued, six in residential zoning districts and one in a commercial zoning district. These existing operations provide additional context for the Town's regulation of bed-and-breakfast inns, although their operating characteristics and potential neighborhood impacts may differ from those associated with the subject property.

CTC 16.10.110(B)(4) limits bed-and-breakfast inns in residential zoning districts to two guest rooms. The provision does not establish a specific maximum number of guests per room or per property. As a result, the number of guest rooms alone may not fully reflect the potential intensity of a bed-and-breakfast operation. Factors such as the number of occupants, vehicle trips, parking

demand, guest arrival and departure patterns, and the frequency of group activities may also affect compatibility with surrounding residential uses.



Active businesses within the immediate area according to [DOR](#).

Given the concerns raised by neighboring residents, the number of guests and associated vehicle activity are relevant considerations in evaluating the proposed expansion. The on-site parking provided by the applicant may reduce the potential for guest vehicles to park along the public right-of-way. However, the number and frequency of vehicle trips would still depend on the number of guests, the number of vehicles used by guests, and the duration and timing of guest stays.

The Town's Comprehensive Plan also identifies the preservation of housing availability as a policy objective and calls for the continued prohibition of short-term rentals in residential zoning districts. The subject property is licensed as a bed-and-breakfast inn, a use specifically addressed by the Town Code. Accordingly, the distinction between a licensed bed-and-breakfast inn and a short-term rental is relevant to the review of this application, but it is something that should be taken into consideration.

In considering the proposal, the information in the record regarding the nature of the business, the proposed number of guest rooms, the available on-site parking, the surrounding residential context, and the concerns raised by neighboring residents should be evaluated. These considerations should be addressed in conjunction with the applicable approval criteria, development regulations, and Comprehensive Plan policies.

XIII. FINDINGS OF FACT

Based on the application materials, Town records, applicable provisions of the Coupeville Town Code, Comprehensive Plan policies, and information received through the public notice and hearing process, staff has identified the following findings of fact for consideration by the Hearing Examiner:

1. **Property and Existing Use.** The subject property is located at 1003 NE Summit Loop, Coupeville, Washington, on Island County parcel S8270-00-0A030-0. The property is located within the Medium-Density Residential (MDR) zoning district and is developed with a five-bedroom single-family residence.
2. **Existing Bed-and-Breakfast License.** The applicant received a bed-and-breakfast inn license from the Town of Coupeville on August 11, 2026. The existing license authorizes operation of a bed-and-breakfast inn with two guest rooms, subject to applicable Town regulations and licensing requirements.
3. **Proposed Expansion.** The applicant is requesting approval to increase the number of guest rooms from two to four. The fifth bedroom would be occupied by the owner or manager, consistent with CTC 16.10.110(B)(3), which requires the owner or manager to reside on-site when guests are present.
4. **Zoning District.** The subject property is located in the MDR zoning district. Bed-and-breakfast inns are identified as a permitted use in residential zoning districts, subject to the applicable supplemental standards in CTC 16.10.110.
5. **Guest-Room Limitation.** CTC 16.10.110(B)(4) provides that the number of guest rooms in a bed-and-breakfast inn is limited to no more than two in the RR, LDR, MDR, and HDR zoning districts. The applicant's request for four guest rooms therefore exceeds the numerical guest-room standard applicable to bed-and-breakfast inns in the MDR zoning district.
6. **Conditional Use Permit Review.** CTC 16.14.030 establishes procedures and required findings for conditional use permits. Among other requirements, CTC 16.14.030(C)(1) requires the decision-maker to find that the proposed use will meet all applicable requirements of the development regulations.
7. **Residential Context.** The subject property is located within an established residential neighborhood consisting primarily of single-family residences.
8. **Nature of Proposed Business.** The applicant describes the business as a quilting retreat. Guests rent the property and use a converted garage containing sewing machines for quilting and other sewing activities. The applicant has stated that the clientele primarily consists of retirees and that guests are encouraged to carpool.
9. **On-Site Parking.** The property contains an approximately 85-foot-long driveway. The applicant has added an approximately 22-foot-deep gravel parking area adjacent to the driveway. Based on the dimensions provided, the gravel area may accommodate approximately eight standard parking spaces in addition to the driveway. The parking area is located entirely on the subject property.
10. **Neighborhood Concerns.** Nearby residents have expressed concerns regarding increased traffic, additional vehicles, bicycle and pedestrian safety, and the potential for disruptive activities associated with an increased number of guests.

11. **Existing Businesses.** Washington State Department of Revenue business licensing information identifies approximately 12 active businesses in the surrounding neighborhood, including businesses located along Pennington Loop, Summit Loop, and Hawthorne Place. These businesses include professional services, consulting, pet care, lawn services, and other activities.
12. **Existing Bed-and-Breakfast Inns.** Town records identify seven bed-and-breakfast permits, including six located in residential zoning districts and one located in a commercial zoning district.
13. **Short-Term Rentals.** The Town's Comprehensive Plan identifies the continued prohibition of short-term rentals in residential zones as a means of protecting housing availability. The subject property is being operated under a bed-and-breakfast inn license rather than as a short-term rental.
14. **Comprehensive Plan.** The 2025 Coupeville Comprehensive Plan does not specifically address bed-and-breakfast inns or establish a specific maximum number of guest rooms for such facilities. Relevant policies address residential neighborhood character, housing availability and stability, compatible businesses, protection of residential integrity, and tourism.
15. **Potential Neighborhood Impacts.** The potential intensity of the proposed use may be affected by factors beyond the number of guest rooms, including the number of occupants, number and frequency of vehicle trips, parking demand, guest arrival and departure patterns, and the nature and timing of activities occurring on the property.
16. **Operational Characteristics.** The applicant has indicated that the proposed operation is intended to serve organized quilting retreats and that guests are encouraged to carpool. The applicant has also stated that the expected clientele generally consists of retirees and that activities are not expected to be disruptive or continue late into the evening.
17. **Public Process.** Notice of the application and opportunity to participate in the public hearing were provided in accordance with the applicable notice requirements. Public comments received by the Town are part of the administrative record for consideration by the Hearing Examiner.

XIV. CONCLUSION

Based on the foregoing findings and the applicable provisions of the Coupeville Town Code and Comprehensive Plan, staff identifies the following conclusions for consideration by the Hearing Examiner:

1. The proposed use is an expansion of an existing, licensed bed-and-breakfast inn located within the MDR zoning district.
2. Bed-and-breakfast inns are permitted in the MDR zoning district subject to the supplemental standards of CTC 16.10.110.
3. CTC 16.10.110(B)(4) establishes a maximum of two guest rooms for bed-and-breakfast inns located in the MDR zoning district. The applicant's proposal for four guest rooms exceeds this stated limitation.

4. CTC 16.14.030(C)(1) requires a conditional use permit to meet all applicable requirements of the development regulations. The relationship between the conditional use permit provisions in CTC 16.14 and the two-guest-room limitation in CTC 16.10.110(B)(4) is therefore material to the Hearing Examiner's determination.
5. The proposed expansion would increase the capacity of a transient lodging use within an established residential neighborhood. Relevant considerations include the number of guests, vehicle activity, parking, frequency of guest turnover, the nature and timing of activities on the property, and the potential effect of the use on neighboring residents' reasonable and peaceful occupancy of their properties.
6. The property provides on-site parking, which may reduce the potential for guest vehicles to use the public right-of-way. The extent to which the available parking is sufficient for the proposed number of guests depends on the number of occupants and vehicles associated with the operation.
7. The Comprehensive Plan does not specifically address bed-and-breakfast inns or establish a maximum number of guest rooms. Its applicable policies recognize both the importance of maintaining residential neighborhood character and the role of compatible small businesses and tourism in the community.
8. The Hearing Examiner should consider the complete administrative record, including the application materials, applicable Town Code provisions, Comprehensive Plan policies, staff analysis, and public testimony and written comments, in determining whether the required findings for the requested approval can be made.
9. If the Hearing Examiner determines that the requested increase to four guest rooms is authorized under the applicable provisions of the Town Code, any conditions imposed should be consistent with the authority granted under CTC 16.14.030 and should address documented impacts of the proposed use while remaining consistent with applicable development regulations and Comprehensive Plan policies.

XV. APPEAL PROCESS

A decision to approve, conditionally approve, or deny a conditional use application may be appealed, together with the associated permit, in conformance with the appeal procedures set forth in Coupeville Town Code 16.06.060.

Attachments:

- Attachment A – Applicant Narrative
- Attachment B – Public Notices

My name is Krista Moser and I am requesting a variance for the use of two additional bedrooms to be used for guests in my property, "the cottage" at 1003 NE Summit Loop Coupeville, Wa. The exceptional circumstances of my property are that it was built as an adult family home with many en suite bedrooms and not much for common living space. The house is large and sprawling, a strange layout for a single family home, but ideal for what I would like to use it for. I would like to use the cottage to offer quilting retreats to private groups of women a couple times a month coming from out of town. I would expect 6-11 students per retreat and they would stay onsite with me during the retreats. The cottage has features that are already well suited for an older (quilting) population, wide doors for easy access, grab bars in the bathrooms. Again, it's a strange arrangement for a single family home and without the use of the two additional bedrooms much of the cottage would be wasted space. I would like the opportunity to utilize this property to its fullest potential and enjoyment. As far as the impact to traffic and parking in the neighborhood, the retreaters will almost exclusively come with a friend or two making carpooling easy. I expect them to park their cars on the first day and not move them again until the retreat is over, unless of course, we do a group field trip to get an ice cream cone downtown. With this in mind I have cleared a wide parking strip beside the cottage's long driveway to provide ample off street parking. There are many homes in the neighborhood that utilize street parking, but the cottage will not be one of them! This neighborhood has many walkers and families with children riding their bikes. With this in mind I will enforce a 100% no street parking mandate on all guests. For the guests flying in from out of town I will shuttle them from the Whidbey/SeaTac shuttle drop location to the cottage. Quilters tend to be quiet thoughtful people that are very aware of their surroundings. They love nothing more than to sew all day, eat good food, learn a new technique and not worry about doing laundry for a few days 😊



Town of Coupeville

4 NE Seventh St. • Coupeville, Washington 98239
360-678-4461 • www.townofcoupeville.org

The Town of Coupeville Hearing Examiner will hold a public hearing on Thursday, October 15, 2026, at 10:00 a.m. to consider CUP-26-002. The applicant, Krista Moser, is requesting to increase the number of bed-and-breakfast guest rooms from two to four. Written comments regarding the conditional use permit must be submitted to the Community Planning Director no later than October 14, 2026, at 4:30 p.m.

SUBJECT:	The applicant is requesting a conditional use permit to increase the number of bed-and-breakfast guest rooms from two to four.
APPLICANT:	Krista Moser
ADDRESS:	1003 Summit Loop
PARCEL NO:	S8270-00-0A030-0
ZONING:	Medium Density
Join Virtual Meeting: https://meet.goto.com/205095981 You can also dial in using your phone. Access Code: 205-095-981. United States: +1 (872) 240-3212.	

Comments regarding the conditional use permit must be submitted to the Community Planning Director no later than October 14, 2026, at 4:30 p.m. Written comments should be sent to the Coupeville Planning Department, 4 NE Seventh St, Coupeville, WA, 98239, or by email to planner@townofcoupeville.org.

Copies of the conditional use permit application and related project materials are available for review on the Town's website at <https://townofcoupeville.org/> and on file at Town Hall.

The public hearing will be held virtually. The public is invited to attend and provide comments regarding the proposed conditional use permit.

If you have questions regarding this application, please contact the Town of Coupeville Community Planning Director.

This notice is issued in accordance with Section 16.06.040(B) of Coupeville Development Regulations.



Town of Coupeville

4 NE Seventh St. • Coupeville, Washington 98239
360-678-4461 • www.townofcoupeville.org

October 2, 2026

RE: NOTICE OF PUBLIC HEARING

Dear Property Owner:

The Town of Coupeville is providing notice of a pending conditional use permit for property located within 300 feet of your property. The Town of Coupeville Hearing Examiner will hold a public hearing on Thursday, October 15, 2026, at 10:00 a.m. to consider CUP-26-002.

SUBJECT:	The applicant is requesting a conditional use permit to increase the number of bed-and-breakfast guest rooms from two to four.
APPLICANT:	Krista Moser
ADDRESS:	1003 Summit Loop
PARCEL NO:	S8270-00-0A030-0
ZONING:	Medium Density

Comments regarding the conditional use permit must be submitted to the Community Planning Director no later than October 14, 2026, at 4:30 p.m. Written comments should be sent to the Coupeville Planning Department, 4 NE Seventh St, Coupeville, WA, 98239, or by email to planner@townofcoupeville.org.

Copies of the conditional use permit application and related project materials are available for review on the Town's website at <https://townofcoupeville.org/> and on file at Town Hall.

The public hearing will be held virtually. The public is invited to attend and provide comments regarding the proposed conditional use permit.

Join Virtual Meeting: <https://meet.goto.com/205095981>

- You can also dial in using your phone. Access Code: 205-095-981. United States: +1 (872) 240-3212.

If you have questions regarding this application, please contact the Town of Coupeville Community Planning Director.

Sincerely,

Josh Pitts
Community Planning Director
Town of Coupeville



Notice of Application

The Town of Coupeville has received an application for the following project that may be of interest to you. You are invited to comment on this proposed project.

Application Number:

CUP-26-002. Applicant:

Krista Moser Project Location:

The project site is

1003 NE Summit Loop,

Coupeville, WA, on Is-

land County parcel number

S8270-00-0A030-0.

Project Description:

Conditional Use Permit

to increase number of

permitted guest rooms

from two to four. Virtual

Public Hearing: October

15, 2026 at 10:00 a.m.

To attend from your

computer, tablet, or

smartphone:

[https://meet.goto.com/20](https://meet.goto.com/205095981)

[5095981](https://meet.goto.com/205095981). You can also

dial in using your phone.

Access Code: 205-095-

981. United States: +1

(872) 240-3212 Public

Comments: Written com-

ments must be submit-

ted to the Town of

Coupeville Community

Planning Director by Oc-

tober 14, 2026. You can

submit written comments

to the Town Hall (4 NE

Seventh St., Coupeville,

WA 98239) or email

them to: [planner@towno](mailto:planner@townofcoupeville.org)

[fcoupeville.org](mailto:planner@townofcoupeville.org).

Legal#: WNT1037184

Published: The Whidbey

News Times

October 3, 2026