TOWN OF COUPEVILLE
PLANNING COMMISSION
Regular Meeting
September 1, 2026
6:00pm

CALL TO ORDER

At 5:59pm, Chair Upchurch called the meeting to order and read the Land Acknowledgement.

PRESENT

Commission Chair Susan Upchurch, Commissioners Michelle Cook, Von Summers, Ricardo Reyes, and Brandon Roos

STAFF PRESENT

Community Planning Director Josh Pitts

APPROVAL OF AGENDA

Action: A motion was made by Commissioner Cook, seconded by Commissioner Summers, to approve the agenda of the September 1, 2026 Regular Meeting as submitted. The motion passed unanimously.

APPROVAL OF MINUTES

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

PUBLIC INPUT

- Dee Bonner addressed the Commission regarding the ordinance allowing bed and breakfasts in residential areas. Bonner is opposed to the new B&B/Quilting Retreat on Summit Loop and would like to do away with the ordinance allowing B&B's in residential areas.
- Diana Piazzon addressed the Commission regarding the B&B/Quilting Retreat on Summit Loop. Piazzon read the advertisement from the Retreat's website. Piazzon asks who will be on site if the owner isn't living there, and how will parking work for 13 guests.
- Gary Piazzon addressed the Commission requesting clarity on the Bed and Breakfast ordinance. Piazzon thought B&B's were limited to two rooms, but 5 bedrooms are being advertised on Summit Loop.
- George Thawley addressed the Commission asking why he hasn't been notified of the conditional use for the B&B on Summit Loop. Thawley read a copy of the notice sent to his neighbor.
- MaryAnn Thawley addressed the Commission asked how they would feel if that type of business moved into their neighborhood.

DISCUSSION

Critical Areas Ordinance Amendments

Community Planning Director Pitts led a discussion with the Commission about amendments to the Town's Critical Areas Ordinance. The ordinance is intended to preserve natural resources and fish and wildlife habitats, protect drinking water, and reduce risk of natural hazards. Proposed amendments include: revised wetland categorization, updated examples used to identify landslide hazard areas, changes to the required assessments and plans for fish and wildlife habitat conservation areas, and changes to some definitions in the code. Commissioners asked questions about who determines impact on wetlands, financial burdens of studies and assessments on property owners, repairs versus new builds, changes to aquifer recharge area definitions, and the process for approval after the Planning Director's review and who conducts the public hearing.

2027 Staff Work Plan

Community Planning Director Pitts led a discussion with the Commission about the 2027 Staff Work Plan. The work plan includes projects the Commission and the community have brought to the attention of the Planning Department's attention. The work plan includes Fire Inspection Code, Home Occupation Business Code, Transient Accommodations Code, Ebey's Design Guidelines, Sign Code, Conditional Use Permit and Variance Authority and Duties, Civil Code Enforcement, Affordable Housing in High-Density Residential zones, Street-Level Residential in Commercial zones, Commercial Overlay in Residential Zones, Future Roads and Trails, an RCO Grant for Captain Coupe Park, and Annexation of Parcels. Chair Upchurch asked about prohibiting jet skis and water skis on the Cove, citing noise pollution and wildlife habitat. Chair Upchurch also asked about the announcement Mayor Hughes made at the August 11 Council Meeting, about the MOA. Upchurch and Pitts discussed the announcement and the process of dwelling credit allocation.

ADJOURNMENT

At 8:05pm, Chair Upchurch adjourned the meeting.

Respectfully submitted,

Deputy Clerk Chris Jolly

COMMUNITY PLANNING DIRECTOR

Josh Pitts