

2022

Town of Eatonville Municipal Code – Design Standards Revision

TITLE 19

PLANNING DEPARTMENT AND PLANNING COMMISSION

Chapter 19.01 DESIGN STANDARDS

Sections:

19.01.010 Purpose.
19.01.020 Definitions.
19.01.030 Interpretation.
19.01.040 Applicability.
19.01.050 Requirements.
19.01.060 Administrative Review
19.01.070. Departures

19.01.010 Purpose.

The purpose of this title is to keep design guidelines to a minimum while still accomplishing the following goals:

- 1) To enhance the safety and function in the commercial zones through internal vehicular circulation, driveway, sidewalk and lighting regulations.
- 2) To minimize the negative impacts of service elements.
- 3) To ensure that developments are diverse and safe.
- 4) To ensure that duplexes are similar in nature to single family homes.
- 5) To provide regulations for cottage housing so that an investor can proceed with a clear understanding of what is required.

19.01.020 How the design standards are applied.

Each chapter contains a list of “intent” statements followed by “standards.” Specifically:

- A. Intent statements are overarching objectives.
- B. Standards using words such as “shall,” “must,” “is/are required,” or “is/are prohibited” signify required actions.
- C. Standards using words such as “should” or “is/are recommended” signify voluntary measures.
- D. Exceptions are provided for some standards. These specific “exceptions” allow alternative designs subject to administrative approval by the planning director.
- E. Departures are similar to exceptions, but they require review and approval by the planning commission (see EMC 19.01.090 for details).

Commented [03/30/22#1]: Sticky Note: The final draft, you will notice, is substantially smaller than the current design code, which comes in at 68 pages.

The Planning Commission's draft version passed on to Seth and me had significant revisions from the current codified standards that necessitated a thorough review.

Commented [03/30/22#2]: Sticky Note: 19.01.010. The current codified design standards for the town are restrictive. Throughout each iteration of drafts, the focus remained on keeping the restrictive and onerous design guidelines to a minimum while ensuring that the five goals outlined in the final draft were adhered to in our review and ultimately in this last draft.

Commented [04/01/22#3]: Sticky Note: Edits in 19.01.040 are an effort to better comport with the council's mandate regarding these revisions.

Commented [03/30/22#4]: Sticky Note: 19.01.020. Remains without exception.

These design standards and guidelines contain both specific standards that are easily quantifiable, while the guidelines provide a level of discretion in compliance. With respect to the guidelines, the applicant must demonstrate to the planning director, in writing, how the project meets the guideline and the intent section. (Ord. 2010-09 § 1, 2010).

19.01.030 Interpretation.

These standards shall serve as a supplement to EMC Title 18 (Zoning). Where there is a conflict between the standards herein and EMC Title 18, the design standards herein shall apply as they are crafted more specifically to the site/use type. (Ord. 2010-09 § 1, 2010).

19.01.040 Design standards and guidelines applicability.

The design standards and guidelines apply to all proposals to subdivide land under the provisions of EMC Title 17, and to all new development including proposals to build, locate, construct, remodel, alter or modify any facade on any structure or building or other visible elements of the facade of the structure or building or site, including, but not limited to, landscaping, parking lot layout including parking garages, signs, outdoor furniture in public or commercial locations, outdoor lighting fixtures, fences, walls and roofing materials, and pedestrian crossings, mechanical equipment, lighting, service elements, driveways, all as described in this title.

Design approval is also required for all outdoor proposals which require a building permit, clearing and grading permit, or which are part of a project or development requiring a site plan, or conditional use permit. (Ord. 2010-09 § 1, 2010)

19.01.050 Design standards and guidelines application requirements.

A design application of an underlying development permit (such as a building permit, conditional use permit, variance, preliminary plat, etc.) is a complete application and the elements of this title will be reviewed for compatibility with Title 19.

A complete application for approval under the design standards and guidelines shall contain the following information:

~~A. A complete application for approval under the design standards and guidelines shall contain the following information: A. Site Layout. A plan, drawn to scale no smaller than one (1) inch equals thirty (30) feet, showing the location and size of all structures, critical areas, required buffer areas, required yards, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, stormwater retention facilities, and parking and vehicle maneuvering areas.~~

~~B. Preliminary Grading Plan. A topographic map of the property, delineating contours, existing and proposed, at no greater than five foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and impervious surfaces.~~

Commented [03/30/22#5]: Sticky Note: 19.01.050. This article was substantially revised. Removed from the current version of standards are the following items: B- Significant Vegetation Plan, C- Tree Retention Plan, D- Prelim Site Section Drawings, G- Paving Materials, and H- Elevation Drawings.

Commented [04/01/22#6]: Sticky Note: 19.01.040. This article contains revisions that attempt to employ concise language more suited to the intent of applying a least-restrictive standard. We have removed outdoor furniture in public and commercial locations, fences, roofing materials, and added parking garages, pedestrian crossings, mechanical equipment, service elements, and parking garages in an effort to provide clarity to the guidelines.

Commented [03/30/22#7]: Sticky Note: 19.01.030. Remains without exception.

Commented [P8]: The standards of title 19 shall not require an application as these standards add to, improve, or amend requirements in Titles 16, 17, and 18.

Commented [P9R8]: Discuss inclusion

~~C. Preliminary Utilities Plan. A utilities plan showing the location and type of any utilities proposed.~~

D. Sign Plan. If signage is proposed, a sign plan showing the general location, type and size of signage on buildings.

E. Equipment Screening. A description of how all mechanical and utility equipment will be screened.

F. Light Fixtures. A cutsheet showing typical parking and building lighting which includes pole height and mounting height. If proposed fixtures are near critical areas or natural vegetation retention areas, shielding shall be shown.

~~I. Underlying Development Permit Application. If the design application relates to a development on the property, and development application (such as a building permit, conditional use permit, variance, preliminary plat, etc.) is required for the development, a complete application for the underlying development permit must be submitted concurrently.~~

J. Planning Commission Departures. A request for review for a departure by the planning commission shall include a written statement addressing the criteria for approval as set forth in EMC 19.01.090. (Ord. 2010-09 § 1, 2010).

19.01.060 Administrative review.

All applications for approval under this title will be processed administratively, unless a departure is requested (and appropriate). The planning director (or his/her designee) shall process such applications as follows:

A. The planning director shall issue a notice of application (as required by EMC 18.09A.070) for the application. After the application is determined complete under the procedures set forth in EMC 18.09A.060, the director shall determine whether the application conforms to the design standards and guidelines. The burden is on the applicant to demonstrate that the application conforms to the design standards and guidelines.

B. The director shall issue a decision on the application, approving the application if it conforms to the design standards and guidelines, and denying it if the application does not. If the application includes a request for a departure, the director shall issue a recommendation on the application, and the planning commission shall issue a final decision.

C. The director shall issue a written decision or recommendation within 30 days of the town having issued the notice of complete application.

Commented [03/30/22#10]: Sticky Note: 19.01.060. Formerly 19.01.080. Remains without exception.

D. If the design decision relates to an underlying permit application for development on the same property, the director's decision shall be noted on the staff report for the underlying permit application. The hearing on the appeal shall be held during the hearing on the underlying permit application (if any appeal is required for such underlying permit application). The hearing body on such appeal shall be the body with jurisdiction over the underlying permit application. (Ord. 2010-09 § 1, 2010).

19.01.070 Planning commission departures.

An applicant may request a departure to the design standards and guidelines, as allowed in this title. The request must be submitted as part of the completed design application. The departure shall be processed as follows:

After the planning director issues a notice of application and determines whether the application is complete (see EMC 18.09A.060), the planning director shall determine whether or not the request for a departure is appropriate. If the request is appropriate, he/she shall schedule a date for meeting on the application with the town administrator, building official, and other officials as relevant. This date shall be the earliest available planning commission meeting after the notice of application has been published.

A. The planning director shall issue his/her recommendation on the portion of the application that does not involve a departure, under the procedures set forth in EMC 19.01.080. The director's recommendation must issue at least five days prior to the planning commission's meeting on the departure and be included in the staff report.

B. The planning commission shall hold a public meeting on the departure and the planning director's recommendation.

1. If the design application is stand-alone (does not relate to an underlying permit application), the planning commission shall issue the final written decision on the application so that the final decision is issued within 30 days from the issuance of the notice of complete application. The planning commission may only amend or alter the planning director's decision if it would be inconsistent with the commission's decision on the departure. An appeal of the design decision may be filed with the town council.

2. If the design application is not stand-alone, the planning commission shall issue its decision at least five days prior to the open record public hearing on the underlying permit application. An appeal may be filed with the town council.

C. Criteria for Departure Approval. The ~~planning commission~~ administration may approve a design application with a departure, only if all of the following are satisfied:

Commented [03/30/22#11]: Sticky Note: 19.01.070. Formerly 19.01.090. Planning Commission Departures; combines 19.01.100 into 19.01.070

Commented [03/31/22#12]: Sticky Note: Discuss criteria or possible simplifications of departure process with PC

1. The applicant must meet the goals under 19.01.010 as applicable to the specific departure.

2. The departure proposed by the applicant represents the most practicable solution for satisfying the intent of the code an equivalent or superior design solution to what would otherwise be achieved by rigidly applying the design standards and guidelines.

3. ~~Where an application does not relate to a preliminary plat, the planning commission shall not consider any deviation from any dimensional or numeric standards stated within the text of the design standards and guidelines, or zoning standards in EMC Title 18, unless an allowance for deviation to a dimensional or numeric standard is identified within the text of the code.~~

A departure under this code must not cause a deviation from the standards or conditions of approval set forth in Title 16, 17, and 18 of the EMC.

~~Approval to vary from these standards must otherwise be obtained through the variance process in EMC 18.09.040.~~

~~E. Planning Commission Meeting. The planning commission shall hold a public meeting on the design application as follows:-~~

~~1. Notice.~~

~~-~~

~~a. Not less than 14 days prior to the meeting date, the planning director shall cause notice of the public meeting to be sent to property owners within 300 feet of the subject property and to others who have submitted comments and/or requested notice.~~

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~~b. Notice of the public meeting shall be posted on the subject property not less than seven days prior to the meeting date.~~

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~~c. Notice of the public meeting shall be published in the town's official newspaper not less than seven days prior to the meeting date.~~

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~~d. The notice shall include the date of the meeting, the subject of the meeting, the property address, a map showing the location of the property, the applicant, a brief description of the application submitted to the town, and a statement informing the public that they may attend the meeting to provide input.~~

2. Applicant's Appeal of Administrative Departure Decision. The applicant shall have an opportunity to make a presentation at the meeting.

3. The staff shall have an opportunity to make a presentation at the public meeting.

4. The public shall be allowed to comment and provide input at the public meeting.

Commented [P13]: Add introductory to the appeal process; and decide on fee structure for appeal

Commented [P14R13]: We need to determine appeal procedure and fee. Discuss at PC

5. The ~~planning commission~~ administration shall deliberate on the application and presentations and comments, and shall make findings and conclusions on the application.

6. After the meeting, the staff shall draft the commission's findings and conclusions on the application, and present the same to the commission at their next regularly scheduled meeting for approval.

7. For all applications involving an underlying development permit, the commission's decision shall be presented to the hearing body on the underlying development permit with the staff report. The hearing body on the underlying development permit may make minor adjustments to the planning director's decision or the planning commission's decision if all of the following criteria are satisfied:

- a. The minor adjustment does not substantially modify the decision of the planning director or planning commission;
- b. The minor adjustment does not substantially modify the approved architecture, site layout, natural vegetation retention areas and grading; and
- c. The minor adjustment represents a superior or equivalent design solution to what would otherwise be achieved by rigidly applying specific requirements; and
- d. The minor adjustment meets the intent of the design standards and guidelines.

Notice of the decision on the minor adjustment shall be sent to all parties of record for the design decision and the decision on the underlying permit application. (Ord. 2018-14 § 2 (Exh. A), 2018; Ord. 2010-09 § 1, 2010). 19.01.100

Duration of approval.

Construction on projects that receive approval under this title must commence within 24 months from the date of final design approval, otherwise, the approval is null and void. (Ord. 2010-09 § 1, 2010).

Chapter 19.02

Internal Vehicular Circulation and Driveways

Sections:

- 19.02.010 Internal Vehicular Circulation and Driveways.
- 19.02.020 Sidewalks and Pedestrian Circulation.
- 19.02.030 Building Design
- 19.02.040 Duplexes
- 19.02.050 Service Elements and Mechanical Equipment.
- 19.02.060 Lighting Design Standards.

Commented [03/30/22#15]: Sticky Note: Title 19 Section 2 Has been modified substantially in an effort to be as least-restrictive as possible. Large portions of this section have been removed without exception.

19.02.010. Internal Vehicular Circulation and Driveways.

Commented [03/30/22#16]: Sticky Note: Found on page 25 of the old EMC Design Standards under Subsection D of 19.03.010

1. Intent.

- a. To provide safe, convenient access to commercial sites without diminishing quality pedestrian walking or visual experiences.
- b. To enhance the safety and function of public streets.

2. Internal Vehicular Circulation. Developments shall provide a safe and convenient network of vehicular circulation that connects to the surrounding road/access network and should provide the opportunities for future connections to adjacent parcels. For example, large sites (at least two acres) should generally utilize a network of vehicular connections at intervals of no more than every 400 feet. This is on a scale similar to most pedestrian-oriented downtowns.

3. Driveway Standards.

- a. Projects adjacent to SR-161 shall comply with the state's access management regulations.
- b. Limit Number of Driveways. In order to promote the retention of on-street parking, parking lot entrances, driveways, and other vehicle access routes onto private property from a street shall be restricted to no more than one point of access (including one entrance lane and one exit lane; excluding ally access), except as may be approved by the Town Engineer/Public Works Director.
- c. Encourage Shared Driveways. New projects without existing access shall make a genuine effort to negotiate shared access with adjoining property owners.
- d. Driveways for Corner Lots. Vehicular access to corner lots shall be located on the lowest classified roadway and as close as practical to the property line most distant from the intersection.

Exception: Corner lots may have one entrance per street provided the owner provides evidence acceptable to the planning director that they are unable to arrange joint access with an abutting property.

4. Parking Garage Entrances. Parking garage entries (both individual private and shared parking garages) must not dominate the streetscape. They should be designed and sited to complement, not subordinate, the pedestrian entry. This applies to both public garages and any individual private garages, whether they front on a street or private interior access road. Specific standards and guidelines:

a. Townhouse developments featuring two-car garages facing a public or private drive (where the primary pedestrian entry is off the same drive) are required to employ tandem garages on at least 50 percent of the units to minimize the garage's negative visual impact on the street and visual environment. Garages facing alleys are exempt from this standard.

Commented [P17]: Lets discuss "require"

b. Townhomes and all other multifamily dwelling units with private exterior ground floor entries must provide at least 20 square feet of landscaping adjacent to the entry. This is particularly important for units where the primary entrance is next to private garages off of an interior access road. Such landscaping areas soften the appearance of the building and highlight individual entries.

19.02.020. Sidewalks and Pedestrian Circulation.

Commented [03/30/22#18]: Sticky Note: 19.02.020. Formerly 19.03.020. Remains without exception.

1. Intent. To improve the pedestrian environment by making it easier, safer, and more comfortable to walk to and between businesses, along streets, and through parking lots.

2. Sidewalk Design. Developments shall utilize appropriate sidewalk widths, materials, designs, and construction standards and guidelines to enhance pedestrian access and complement town life. Specifically:

a. Sidewalks shall be constructed per the town's engineering design and development standards (EDDS), unless otherwise directed by these design standards and guidelines.

b. Sidewalk standards by street: Sidewalks shall be installed consistent with adjacent/area sidewalks as determined by the Public Works Director. Sidewalks that are not adjacent or near existing sidewalks, as determined by the Public Works Director, shall be a minimum of five (5) feet in width.

3. Internal Pedestrian Circulation.

a. All buildings shall have clear pedestrian access to the sidewalk. Where a use fronts two streets, access shall be provided from the road closest to the main entrance, preferably from both streets. Buildings with entries not facing the street should have a clear and obvious pedestrian access way from the street to the entry.

b. Pedestrian paths or walkways connecting all businesses and the entries of multiple commercial buildings frequented by the public on the same development site shall be provided

c. Parking Lot Pathways. A paved walkway or sidewalk shall be provided for safe walking areas through parking lots greater than 150 feet long (measured either parallel or perpendicular to the street front). Walkways shall be provided for every three parking aisles or a distance of less than 150 feet shall be maintained between

paths (whichever is more restrictive). Such access routes through parking areas shall be separated from vehicular parking and travel lanes by use of contrasting paving material, which may be raised above the vehicular pavement. Speed bumps may not be used to satisfy this requirement. Trees and pedestrian-scaled lighting (maximum 15 feet in height) shall be used to clearly define pedestrian walkways or other pedestrian areas within the parking area.

4. Internal Walkway Widths and Design.

- a. Internal pathways along the front facade of mixed-use and retail buildings 100 feet or more in length (measured along the facade) that are not located adjacent to a street must be at least 12 feet wide with eight feet minimum unobstructed width.
- b. For all other interior pathways, the applicant shall successfully demonstrate that the proposed walkway is of sufficient width to accommodate the anticipated number of users. See Figure 21 for considerations.
- c. Pedestrian walks shall be separated from structures by at least three feet of landscaping, except where the adjacent building features a pedestrian-oriented facade.

DEPARTURES: The town shall consider alternative treatments to provide attractive pathways. Examples include the use of planter boxes and/or vine plants on walls, sculptural, mosaic, bas-relief artwork, or other decorative wall treatments that meet the intent of the standards. See Figure 23 for an example treatment that would meet the departure criteria.

5. Pedestrian Crossings.

- a. Crosswalks are required when a walkway crosses a paved area accessible to vehicles.
- b. Applicants must continue the sidewalk pattern and material across driveways.

19.02.030. Building Design.

Architectural Variety. Developments shall achieve architectural variety by accommodating a variety of architectural styles, variations of the same architectural style, and through the use of multiple design elements. Specifically:

- a. Duplicative house designs adjacent to each other are prohibited. Simple reverse configurations of the same house design on adjacent lots are not sufficient to meet architectural variety goals. Exceptions may be granted by the planning director in special circumstances where similar architectural consistency provides a distinct

Commented [03/30/22#19]: Sticky Note: 19.02.030. Formerly 19.03.030. Removes many of the strictures that are present in the old EMC standards.

character for a cluster of homes surrounding an open space or on a particular street (cottage homes around a common open space are an example).

b. Generally, the more houses in a subdivision, the greater the number of different facade elevations will be required. Specifically:

- i. Ten to -19 homes, a minimum of four different facade elevations shall be used.
- ii. Twenty to 39 homes, a minimum of five different facade elevations shall be used.
- iii. Forty to 69 homes, a minimum of six different facade elevations shall be used.
- iv. Seventy or more homes, a minimum of seven different facade elevations shall be used

c. In order to qualify as a different facade elevation, dwellings shall have different roofline configurations, different color palettes, and different porch/entry design. In addition, a minimum of two of the following alternatives shall be utilized:

- i. Different window openings (location and design).
- ii. One and two -story houses.
- iii. Different exterior materials and finishes.
- iv. Different garage location, configuration, and design.
- v. Exceptions: Other different design element that helps to distinguish one facade elevation from another as determined by the planning director.

19.02.040. Duplexes.

Duplexes should be designed similar in nature to single-family homes and shall feature a visible entry and windows facing the street. The visibility of driveways and garages shall be minimized and sufficient private open space provided. Specifically, duplexes shall comply with all detached single-family design standards in EMC 19.04.020 with the following exceptions and additional provisions:

A. For sites without alleys, duplexes may include a 20-foot-wide shared driveway or two 12-foot driveways on opposite ends of the lot.

B. Separate covered entries for each unit are required with a minimum dimension of four feet by six feet.

C. Duplexes on corner lots shall place pedestrian entries on opposite streets.

D. At least 10 percent of the street-facing facade shall be windows or other glazing (e.g., door glazing).

Commented [03/30/22#20]: Sticky Note: 19.02.040.
Formerly 19.04.030. Removed Item D.

19.02.050. Service Elements and Mechanical Equipment.

1. Intent.

- a. To minimize the potential negative impacts of service elements.
- b. To encourage thoughtful siting of service elements that balance functional needs with the desire to screen negative impacts.

2. Service Element Location and Design. All developments shall provide a designated spot for service elements (refuse and disposal). Such elements shall meet the following requirements:

a. Service elements shall be located to minimize the negative visual, noise, odor, and physical impacts to the street environment, adjacent (on- and off-site) residents or other uses, and pedestrian areas.

b. The designated spot for service elements shall be paved with concrete.

c. Appropriate enclosure of the common trash and recycling elements shall be required, as determined by the planning director. Requirements and considerations:

- i. Service areas visible from the street, pathway, pedestrian-oriented space or public parking area (alleys are exempt) shall be enclosed and screened around their perimeter by a wall or fence at least six feet high. Developments are encouraged to use materials and detailing consistent with primary structures on-site. Acceptable materials include brick, concrete block or stone.
- ii. The sides and rear of the enclosure must be screened with Type I, II, or III landscaping at least five feet deep in visible locations as determined by the planning director to soften the views of the screening element and add visual interest.
- iii. Collection points shall be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle traffic, or does not require that a hauling truck project into any public right-of-way.
- iv. Weather protection of recyclables shall be ensured by using weather-proof containers or by providing a roof over the storage area.
- v. Proximity to adjacent residential units will be a key factor in determining appropriate service element treatment.
- vi. Preferably, service enclosures are integrated into the building itself.

3. Utility Meters, Electrical Conduit, and Other Service Utility Apparatus. These elements shall be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these standards. If such elements are mounted in a location visible from

the street, pedestrian pathway, common open space, or shared auto courtyards, they shall be screened with vegetation or by architectural features.

4. Rooftop Mechanical Equipment. All rooftop mechanical equipment shall be organized, proportioned, detailed, screened, landscaped (with decks or terraces) and/or colored to be an integral element of the building and minimize visual impacts from the ground level of adjacent streets and properties. For example, screening features should utilize similar building materials and forms to blend with the architectural character of the building.

19.02.060. Lighting.

Commented [03/30/22#21]: Sticky Note: 19.02.060. Formerly 19.03.020 Remains without exception.

1. Intent.

- a. To encourage the judicious use of lighting in conjunction with other security methods to increase site safety.
- b. To encourage the use of lighting as an integral design component to enhance buildings, landscaping, and other site features.
- c. To encourage night sky visibility and to reduce the general illumination of the sky in Eatonville.
- d. To reduce the horizontal glare and vertical light trespass from a development onto adjacent parcels and natural features.
- e. To discourage the use of lighting for advertising purposes.

2. Lighting Standards and Guidelines. Provide appropriate lighting levels in all areas used by pedestrians or automobiles, including building entries, walkways, parking areas, circulation areas, and other open space areas.

New developments shall provide site lighting that meets the following design criteria through implementing measures such as:

- a. All public areas shall be lighted with average minimum and maximum levels as follows:
 - i. Minimum (for low or non-pedestrian and vehicular traffic areas) of 0.5 foot candles;
 - ii. Moderate (for moderate or high volume pedestrian areas) of one to two foot candles; and
 - iii. Maximum (for high volume pedestrian areas and building entries) of four foot candles.

b. Lighting shall be provided at consistent levels, with gradual transitions between maximum and minimum levels of lighting and between lit areas and unlit areas. Highly contrasting pools of light and dark areas shall be avoided.

c. Parking lot lighting fixtures shall be non-glare and mounted no more than 25 feet above the ground, with lower fixtures preferable so as to maintain a human scale. Requests for higher lighting fixtures may be considered with the approval of the planning director. All fixtures over 15 feet in height shall be fitted with a full cut-off shield.

d. Pedestrian-scaled lighting (light fixtures no taller than 15 feet) is encouraged in areas with high anticipated pedestrian activity. Lighting shall enable pedestrians to identify a face 45 feet away in order to promote safety.

e. Lighting should not be permitted to trespass onto adjacent private parcels nor shall light source (luminaire) be visible at the property line. All building lights shall be directed onto the building itself and/or the ground immediately adjacent to it. The light emissions should not be visible above the roofline of the building. Light fixtures other than traditional cobra heads are encouraged.

Commented [03/30/22#22]: Sticky Note: 19.02.010-050. Formerly 19.06.010-050. Introductory cottage standards remain unchanged.

Chapter 19.03 COTTAGE HOUSING STANDARDS

Sections:

- 19.03.010 Purpose.
- 19.03.020 Generally.
- 19.03.030 Density and dimensions.
- 19.03.040 Dimensional standards.
- 19.03.050 Design standards.

19.03.010 Purpose.

The purpose of the cottage housing regulations is to:

- A. To provide for a housing type that responds to changing household sizes and ages.
- B. To provide centrally located and functional common open space that fosters a sense of community in developments.
- C. To ensure that the overall size of cottages remain smaller and incur less visual impact than regular single-family homes.
- D. To provide for a density bonus to encourage cottage housing units, particularly since they are smaller than traditional single-family homes.

E. To minimize impacts to the natural environment.

F. To minimize visual impact of vehicular use and storage areas on residents and streetscape.

G. To maintain a single-family character along public streets. (Ord. 2010-12 § 7, 2010).

Commented [03/30/22#23]: Sticky Note: 19.03.020. Formerly 19.06.020. Remains unchanged without exception.

19.03.020 Generally.

A. Cottage housing may be constructed only where the underlying zone allows the cottage housing as a principally permitted use or conditional use.

B. An application for cottage housing must be submitted on the forms for conditional uses provided by the town, and in order to be complete, the application must include the following:

1. A site plan and landscaping plan as specified in EMC 18.09.030(B).

2. A SEPA checklist.

C. The cottage housing conditional use permit application shall be reviewed and processed according to the conditional use permit processing procedure set forth in EMC 18.09.030. The decision maker on the conditional use permit and appeals is the same as set forth in the code for conditional use permits.

D. The criteria for approval of a cottage housing conditional use permit are as follows:

1. Compliance with this chapter.

2. Compliance with EMC 18.09.030(D), Standards and Criteria for Granting.

3. Compliance with the requirements of either Chapter 17.14 EMC, Binding Site Plans, or Chapter 17.20 EMC, Preliminary Subdivision/Plats. (Ord. 2010-12 § 7, 2010).

19.03.030 Density and dimensions.

Cottage developments shall conform to density requirements of the underlying zoning district, except that in single-family zones each cottage dwelling unit shall be counted as one-half a dwelling unit for the purpose of determining allowed density on-site due to the strict size limitations of cottage dwelling units. (Ord. 2010-12 § 7, 2010).

19.03.040 Dimensional standards.

Dimensional standards for cottages are identified in Table 1 below.

Table 1. Dimensional Standards for Cottage Housing

Standard Requirement Maximum Floor Area/Cottage 1,200 SF Maximum Floor Area/Ground or Main Floor 800 SF (1,000 SF for single story cottages) Minimum Common Space (see EMC 19.06.050, Design Standards, for more info) 400 SF/unit Planning Commission DRAFT B 9-27-21 Table 1. Dimensional Standards for Cottage Housing Standard Requirement Minimum Private Open Space (see EMC 19.06.050, Design Standards, for more info) 200 SF/unit Maximum Height for Cottages 25' (all parts of the roof above 18' shall be pitched) Setbacks (to exterior property lines) Same as applicable zoning district Minimum Distance Between Structures (including accessory structures) 10' Maximum Height for Accessory Structures 18' Minimum Parking Spaces per Cottage 1.5

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Figure 1. Cottage development examples. (Ord. 2010-12 § 7, 2010).

Commented [03/30/22#25]: Sticky Note: 19.03.050. Formerly 19.06.050. Remains without exception.

19.03.050 Design standards.

A. Units in Each Cluster. Cottage housing developments shall contain a minimum of four and a maximum of 12 cottages located in a cluster to encourage a sense of community among the residents. A development site may contain more than one cottage housing development.

B. Common Open Space Requirements.

1. The common open space shall abut at least 50 percent of the cottages in a cottage housing development.
2. Cottages shall abut on at least two sides of the common open space.
3. Cottages shall be oriented around and have the main entry from the common open space.
4. Cottages shall be within 60 feet walking distance of the common open space.
5. Open space shall include at least one courtyard, plaza, garden, or other central open space, with access to all units. The minimum dimensions of this open space are 15 feet by 20 feet.

C. Required Private Open Space. Required private open space shall be adjacent to each dwelling unit, for the exclusive use of the cottage resident(s). The space shall be usable (not on a steep slope) and oriented toward the common open space as much as possible, with no dimension less than 10 feet.

D. Porches. Cottage facades facing the common open space or common pathway shall feature a roofed porch at least 80 square feet in size with a minimum dimension of eight feet on any side.

E. Covered Entry Facing Street. Cottages located adjacent to a public street shall provide a covered entry feature (with a minimum dimension of six feet by six feet) facing the street.

Figure 2. Cottage development examples. Note common open spaces and porches and semiprivate open spaces oriented towards the commons.

F. Character. Cottages and accessory buildings within a particular cluster shall be designed within the same “family” of architectural styles. Example elements include:

1. Similar building/roof form and pitch;
2. Similar siding materials;
3. Similar porch detailing; and/or
4. Similar window trim.

G. Diversity. A variety of cottages within the same “family” of architectural styles shall be provided in each cottage cluster. Diversity of cottages can be achieved within a “family” of styles by:

1. Alternating porch styles (such as roof forms);
2. Alternating siding details on facades and/or roof gables; and/or
3. Different siding color.

H. Parking and Driveway Location and Design.

1. Parking shall be located on the same property as the cottage development.
2. Parking areas shall be located to the side or rear of cottage clusters and not between the street and cottages. Parking is prohibited in the front and interior setback areas.
3. Parking and vehicular areas shall be screened from public street and adjacent residential uses by landscaping or architectural screens. For parking lots adjacent to the street, at least 10 feet of Type III landscaping shall be provided between the sidewalk and the parking area. For parking lots along adjacent residential uses, at least five feet of Type I, II, or III shall be required. The planning director will consider alternative landscaping techniques provided they effectively mitigate views into the parking area from the street or adjacent residential uses and enhance the visual setting for the development.

4. Parking shall be located in clusters of not more than five adjoining uncovered spaces (except where adjacent to an alley). Exceptions will be considered by the planning director provided alternative configurations improve the visual setting for development.

5. Garages may be attached to individual cottages provided all other standards herein are met and the footprint of the ground floor, including garage, does not exceed 1,000 square feet. Such garages shall be located away from the common open spaces.

6. No more than one driveway per cottage cluster shall be permitted, except where clusters front onto more than one street. (Ord. 2010-12 § 7, 2010)