

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 How the Design Standards Are Applied.
19.01.040 Interpretation.
19.01.050 Design Standards and Regulation Applicability.
19.01.060 Design Standards and Regulatory Application Requirements.
19.01.070 Administrative Review
19.01.080. Planning Commission Departures
19.01.090 Duration of Approval

19.01.010 Purpose.

The purpose of this title is to keep design standards and regulations 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 design and construction 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 Definitions

Defined words below are italicized throughout the title for user convenience.

A. Articulation: The giving of emphasis to architectural elements (like windows, balconies, entries, etc.) that create a complementary pattern or rhythm, dividing large buildings into smaller identifiable pieces.

B. Articulation Interval: The measure of articulation, the distance before architectural elements repeat.

C. Type-I Landscaping: Solid Screen

1. Purpose. Type I landscaping is intended to provide a solid sight barrier to totally separate incompatible uses.

2. Description. Type I landscaping shall consist of evergreen trees or tall shrubs with a minimum height of six feet at planting, which will provide a 100 percent sight-obscuring screen within two years from the time of planting; or a combination of evergreen and deciduous trees and shrubs backed by 100 percent sight-obscuring fence.

D. Type-II Landscaping: Visual Screen

1. Purpose. Type II landscaping is intended to create a visual separation that is not necessarily 100 percent sight-obscuring between incompatible uses.

2. Description.

a. Type II landscaping shall be evergreen or a mixture of evergreen and deciduous trees with large shrubs and ground cover interspersed with the trees. A sight-obscuring fence will be required unless it is determined by development plan review that such a fence is not necessary. The plantings and fence must not violate the sight area safety requirements at street intersections.

b. Evergreen trees shall be an average height of six feet at planting. Deciduous trees shall be the following sizes based on their spacing:

- i. One-inch caliper: 10 feet on center;
- ii. Two-inch caliper: 20 feet on center;
- iii. Three-inch caliper: 30 feet on center;
- iv. Three-and-one-half to five-inch caliper: 40 feet on center

E. Type III: Visual Buffer

1. Purpose. Type III landscaping is intended to provide a visual separation of uses from streets and main arterials and between compatible uses so as to soften the appearance of streets, parking lots and building facades.

2. Description.

a. Type III landscaping shall be evergreen and deciduous trees planted not more than 30 feet on center interspersed with shrubs and ground cover. Where used to separate parking from streets, plantings must create a visual barrier of at least 36 inches in height at the time of planting and form a solid screen two years after planting. The planting shall not violate the sight area safety requirements at street intersections or driveways.

b. Evergreen trees shall be an average height of six feet at planting. Deciduous trees shall be the following sizes based on their spacing:

- i. One-inch caliper: 10 feet on center;
- ii. Two-inch caliper: 20 feet on center;
- iii. Three-inch caliper: 30 feet on center;
- iv. Three-and-one-half to five-inch caliper: 40 feet on center

c. Ground cover shall be of sufficient size and spacing to form a solid cover within two years after the time of planting.

F. Blank Wall:

- 1. A ground floor wall or portion of a ground floor wall over six feet in height has a horizontal length greater than 15 feet and does not include a transparent window or door; or
- 2. Any portion of a ground floor wall having a surface area of 400 square feet or greater does not include a transparent window or door.

G. Pedestrian-Oriented Facade: Includes all of the following elements:

- 1. Primary building entrance must face the street and must be open to the public during all business operating hours. For street corner properties, entries shall be placed along both facades or directly at the street corner.
- 2. The facade must include transparent windows and/or doors along 75 percent of the ground floor at heights between two to eight feet above the ground. Glazed windows and doors that limit clear visibility into the building shall not count as "transparent." For sloping sites, the transparent windows must be positioned between three to eight feet above the ground on average.
- 3. The facade must include weather protection at least six feet wide along at least 75 percent of the facade.

H. Pedestrian-Oriented Space: Publicly accessible spaces that enliven the pedestrian environment by providing opportunities for outdoor dining, socializing, relaxing and provide visual amenities that can contribute to the unique character of the subarea. Design criteria for pedestrian-oriented space:

- 1. The following design elements are required for pedestrian-oriented space:
 - a. All open spaces shall be physically and visually accessible from the adjacent street or major internal pedestrian route. Open spaces shall be in locations that the intended user(s) can easily access and use, rather than simply left-over or undevelopable space in locations where very little pedestrian traffic is anticipated.
 - b. Paved walking surfaces of either concrete or approved unit paving (permeable paving encouraged).

c. Pedestrian-scaled lighting (no more than 14 feet in height) at a level averaging at least two foot candles throughout the space. Lighting may be on-site or building-mounted lighting.

d. At least three feet of seating area (bench, ledge, etc.) or one individual seat per 60 square feet of plaza area or open space. This provision may be relaxed or waived where there are provisions for movable seating that meet the intent of the standard as determined by the planning director.

e. Spaces must be positioned in areas with significant pedestrian traffic to provide interest and security – such as adjacent to a building entry.

f. Landscaping components that add seasonal interest to the space (LID techniques encouraged).

2. The following features are encouraged in pedestrian-oriented space:

a. Pedestrian amenities such as a water feature, drinking fountain, and/or distinctive paving or artwork.

b. Provide pedestrian-oriented facades on some or all buildings facing the space.

c. Consideration of the sun angle at noon and the wind pattern in the design of the space.

d. Transitional zones along building edges to allow for outdoor eating areas and a planted buffer.

e. Movable seating.

3. The following features are prohibited within pedestrian-oriented space:

a. Asphalt or gravel pavement, except where continuous gravel or asphalt paths intersect with the space.

b. Adjacent chain link fences.

c. Adjacent untreated blank walls.

d. Adjacent unscreened dumpsters or service areas.

(Ord. 2010-09 § 1, 2010).

19.01.030 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. Regulations 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).

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

19.01.040 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).

19.01.050 Design standards and regulations applicability.

The design standards and regulations 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 lighting fixtures, walls, pedestrian crossings, mechanical-equipment, lighting, service elements, driveways, and 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)

19.01.060 Design standards and regulations application requirements.

A complete application for approval under the design standards shall meet the requirements of EMC 18.09A.060 and shall contain, where applicable, the following additional information:

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

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

C. Light Fixtures. A cut-sheet 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.

D. 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).

19.01.070 Administrative review.

All applications for approval under this title will be processed administratively unless a departure is requested (and approved), as provided in EMC 19.01.070. The planning director (or his/her designee) shall process such applications as follows:

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

B. The director shall issue a decision on the application, approving the application if it conforms to the design standards and regulations, 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 within 30 days of the town having issued the notice of application.

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. Applicants will have 14 calendar days from the date of the decision to appeal the decision. The Town shall respond to said appeal with a notice of public hearing within 7 calendar days of receipt of the appeal. 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).

19.01.080 Design Departures; Planning Commission Review

An applicant may request a departure to the design standards and regulations, 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 determines the application is complete and issues a notice of application (see EMC 18.09A.060 and .070), the planning director shall recommend requests for departures to the planning commission for a majority vote. If the request is approved, the commission shall schedule a date for a hearing before the planning commission on the application with the town administrator, building official, planner, and other officials as relevant. This date shall be the earliest available planning commission meeting after the notice of application has been published while remaining compliant with notice requirements for open hearings.

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 an open record public meeting on the request for 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 hold an open record public hearing and issue the final written decision on the application within 30 days from the issuance of the notice of complete application, see EMC 18.09A.060. An appeal of the design decision may be filed with the town council by the applicant within 14 calendar days from the date of the final written decision.

2. If the design application is not stand-alone, the planning commission shall hold an open record public hearing and shall issue its decision at least five days prior to the open record public hearing on the underlying permit application. An appeal of the design decision may be filed with the town council by the applicant within 14 calendar days from the date of the final written decision.

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

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 to what would otherwise be achieved by rigidly applying the design standards and regulations.

3. 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.

D. Planning Commission Meeting.

1. Notice of public meeting shall be in accordance with the notice procedures set forth in EMC 18.09A.0808.

2. The applicant shall have an opportunity to make a presentation.

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.

5. The planning commission shall deliberate on the application 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 adjustments to the planning director's decision or the planning commission's decision if all of the following criteria are satisfied:

a. The adjustment does not substantially modify the decision of the planning director or planning commission;

b. The adjustment does not substantially modify the approved architecture, site layout, natural vegetation retention areas and grading; and

c. The adjustment represents a superior or equivalent design solution to what would otherwise be achieved by rigidly applying specific requirements; and

d. The adjustment meets the intent of the design standards and regulations.

19.01.090 Duration of Approval

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

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

Building, Mechanical, Lighting, and Circulation Design Standards

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 for commercial and family units.

19.02.060 Lighting design standards for commercial and family units.

19.02.010. Internal vehicular circulation and driveways.

A. Intent.

1. To provide safe, convenient access to commercial sites without diminishing quality pedestrian walking or visual experiences.

2. To enhance the safety and function of public streets.

B. 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.

C. Driveway Standards.

1. Projects adjacent to SR-161 shall comply with the state's access management regulations.

2. Limit Number of Driveways. In order to promote the retention of on-street parking and to enhance the safety of public streets, 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.

3. Encourage Shared Driveways. New projects without existing access shall make a genuine effort to negotiate shared access with adjoining property owners.

4. 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 and public works director that they are unable to arrange joint access with an abutting property.

D. 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 regulations:

1. 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.

2. 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.

A. 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.

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

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

2. 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.

C. Internal pedestrian circulation.

1. 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.

2. 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

3. 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.

D. Internal Walkway Widths and Design.

1. 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.

2. 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.

3. 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.

E. Pedestrian Crossings.

1. Crosswalks are required when a walkway crosses a paved area accessible to vehicles.
2. 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, through variations of the same architectural style, and through the use of multiple design elements. Residential developments shall ensure that developments are compact and pedestrian-friendly while contributing to the character of the town and surrounding neighborhood. Specifically:

A. Duplicative house designs adjacent to each other or 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 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:

1. Ten to -19 homes, a minimum of four different facade elevations shall be used.
2. Twenty to 39 homes, a minimum of five different facade elevations shall be used.
3. Forty to 69 homes, a minimum of six different facade elevations shall be used.
4. 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:

1. Different window openings (location and design).
2. One and two-story houses.
3. Different exterior materials and finishes.

4. Different garage location, configuration, and design.
5. 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 street.

19.02.050. Service elements and mechanical equipment for commercial and family units.

A. Intent.

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

B. 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:

1. 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.
2. The designated spot for service elements shall be paved with concrete or other impermeable material.
3. Appropriate enclosure of the common trash and recycling elements shall be required, as determined by the planning director. Requirements and considerations:
 - a. 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, stone, or other materials as approved.
 - b. 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.

- c. 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.
- d. Weather protection of recyclables shall be ensured by using weather-proof containers or by providing a roof over the storage area.
- e. Proximity to adjacent residential units will be a key factor in determining appropriate service element treatment.
- f. 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 for commercial and family units.

A. Intent.

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

B. Lighting Standards and regulations. 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:

1. All public areas shall be lighted with average minimum and maximum levels as follows:

- a. Minimum (for low or non-pedestrian and vehicular traffic areas) of 0.5-foot candles;
- b. Moderate (for moderate or high-volume pedestrian areas) of one to two foot candles; and
- c. Maximum (for high volume pedestrian areas and building entries) of four-foot candles.

2. 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.

3. 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.

4. 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.

5. 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.

Chapter 19.03

COTTAGE HOUSING STANDARDS

Sections:

19.03.010 Intent.

19.03.020 Generally.

19.03.030 Density and dimensions.

19.03.040 Dimensional standards.

19.03.050 Design standards.

19.03.010 Intent.

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).

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 (Ord. 2010-12 § 7, 2010).

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	400 SF/unit
Minimum Private Open Space	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

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.

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)