

COTTAGE HOUSING DEVELOPMENT DESIGN STANDARDS

PRE-APPLICATION PROCESS

A pre-application meeting with PCD staff is required for design review. This meeting may be combined with a technical review conference or other pre-application meeting to discuss all project-related details.

ZONING DISTRICT/ PERMIT PROCESS

Cottage housing development approval process. Applications for cottage housing developments shall be processed according to the procedures established in Chapter 20.01.PTMC, Land Development Administrative Procedures according to the table below:

Zoning District	Permit Procedure Type	Permit Process/Decisionmaker
R-I	Type I-A	Application is submitted and deemed complete or incomplete within 28 days, complete applications are reviewed and approved or denied by PCD Director within 120 days of receiving the complete application.
R-II	Type I-A	Application is submitted and deemed complete or incomplete within 28 days, complete applications are reviewed and approved or denied by PCD Director within 120 days of receiving the complete application.
R-III	Type IA	Application is submitted and deemed complete or incomplete within 28 days, complete applications are reviewed and approved or denied by PCD Director within 120 days of receiving the complete application.
Advisory Committee Requested	Type II	Application is submitted and deemed complete or incomplete within 28 days, within 14 calendar days of issuing the determination of completeness, PCD shall issue a notice of application, after public notice period of 30 days, applications are reviewed and approved or denied by PCD Director within 120 days of receiving the complete application, after appeal period of 14 days, decision is issued.

DENSITY, NUMBER OF COTTAGES, & MINIMUM LOT AREA

Zoning District	R-I Low Density Residential	R-II Medium Density Single-Family	R-III Medium Density Multi-Family
Maximum Cottage Density	1 dwelling unit per 5,000 sf	1 dwelling unit per 1,500 sq ft	1 dwelling unit per 1,500 sf
Minimum number of cottages subject to zoning base density requirements	2	3	4
Maximum number of cottages per Cottage Housing Development	8	12	14
Minimum Lot size	10,000 sf	5,000 sf	5,000 sf

SUBMITTAL REQUIREMENTS

- I. Completed Cottage Housing Development Application.
- II. Fees: R-I: \$213.00
Advisory Committee if requested by applicant: \$3,039.40 + Noticing Fees: \$125
- III. Two sets of each of the following:
 - A. Scaled site plan(s) showing:
 - 1. Exterior property lines and adjacent street/alley rights-of-way;
 - 2. Building footprints for all structures (including setbacks from property lines) and covered porch dimensions;
 - 3. Common and private open space including minimum dimensions and square footage of each area;
 - 4. Parking layout including any proposed on-street parking
 - 5. Driveway locations;
 - 6. Proposed pedestrian walkways;
 - 7. Proposed conceptual landscaping in conformance with PTMC 19.06 Tree Conservation and parking lot landscaping in conformance with PTMC 17.72.190;
 - 8. Fencing locations, heights, and materials (if applicable);
 - 10. Dumpster location (if applicable);
 - B. Scaled architectural drawings of all structures showing:
 - 1. Elevations of all buildings (may be in color or black & white);
 - 2. Floor plans (conceptual);
 - 3. Building materials (siding, trim, window types, roofing);
 - 4. Building colors (actual color chips if available);
 - 5. Roof design
 - 6. Exterior lighting plan in conformance with PTMC 17.46.040;
 - 7. Proposed signage (if any).

ALTERNATIVE DESIGN REVIEW

All cottage housing developments are subject to the objectives and design standard requirements of Chapter 17.34 PTMC. It is possible that an alternative cottage housing design may fulfill the intent and objectives of Chapter 17.34 while not complying with all the prescriptive design standards. Cottage housing developments that will not meet one or more of the prescriptive design standards must request alternative design review before the City’s Design Review Committee.

Cottage Housing Design Objective Analysis. Please explain how the cottage housing development proposal meets the following design review objectives. Please note that only the objectives are listed here. Each of the standards has required and suggested means of meeting the objective. Applicants must refer directly to the standards contained in Chapter 17.34 in order to design the project and complete this form. **Indicate whether the prescriptive standards will be met, or whether an “alternative design” is being proposed.**

Building height.
 A. Objective: Structures in cottage housing developments shall be designed to be single story or single story plus a loft. Because the base density is higher and building separation less than on typical residential lots, it is important to maintain a feeling of adequate light and open space by providing more restrictive maximum roof heights and roof proportion standards. (PTMC 17.34.050)
How Met:

Covered main entry porches.
 A. Objective: All residences in cottage housing developments shall be provided with a covered main entry porch to create a private outdoor space protected from the weather and provide a transition from the interior private residential space to the semi-private outdoor space. Covered porches shall be usable in both design and dimension. (PTMC 17.34.070)
How Met:

Street facing facades.
 A. Objective: The street facing facades of cottages in a cottage housing development will contribute to the neighborhood by including attractive design details such as windows, changes in materials, and views of front doors or porches.
How Met:

Lot coverage area.
 A. **Objective: Lot coverage area:** Cottage Housing Developments shall not exceed underlying lot coverage standards for the respective zoning district to maintain residential neighborhood character and the balance of built structures to open spaces. (PTMC 17.34.090)
How Met:

Impervious surface area – R-I zone limitation.

A. Objective: **Impervious surface area – R-I zone limitation:** Cottage housing developments located in the R-1 zone shall limit their impervious surface area in recognition of the stormwater and soil conditions present in the R-1 zone and to prevent adverse stormwater impacts. (PTMC 17.34.100)

How Met:

Cottage floor area.

A. Objective: Structures in cottage housing developments shall be designed to be single story or single story plus a loft. Maintaining the maximum square footage of residences in cottage housing developments is necessary to prevent overbuilding of the site and to not exceed available off-street parking. (PTMC 17.34.110)

How Met:

Yards – Building setbacks from exterior lot lines.

A. Objective: Exterior lot line building setbacks in cottage housing developments are based upon setbacks in the R-II zoning district. These yard setbacks are appropriate based upon the allowed density of cottage housing as well as the small size of the structures. Flexible setbacks are allowed per the discretion of the PCD and Public Works Directors to obtain improved site design and to avoid impacting existing physical features on the site such as trees. (PTMC 17.34.120)

How Met:

Common open space.

A. Objective: Open space that is commonly owned by all members of a cottage housing development is an important feature of any site design. It is intended that the open space be adequately sized and centrally located with individual cottage entrances oriented towards the open space. (PTMC 17.34.140)

How Met:

Private open space.

A. Objective: Each residential unit in a cottage housing development shall be provided an area of private open space. The private open space to create a sense of privacy and shall be oriented to take advantage of solar orientation and other natural features to create a small but pleasant private yard area. The private open space may be separated from the common open space with a small hedge, picket fence, or other similar visual separation to create a sense of separate ownership. (PTMC 17.34.150)

How Met:

Tree conservation.

A. Objective: Cottage housing developments shall be designed to incorporate existing trees to the extent possible.

New trees shall be located to create amenities in the common open space, private open space, provide shade where appropriate, to create separation between buildings when desired, and to screen and soften the perimeter of parking areas and street facing sides of cottage housing developments. (PTMC 17.34.160)

PLANNING & COMMUNITY
DEVELOPMENT

How Met:

Stormwater low impact development techniques.

A. Objective: Cottage housing developments shall be designed to take advantage of open space and landscaped features to utilize stormwater low impact development techniques including natural filtration and on-site infiltration of stormwater. (PTMC 17.34.170)

How Met:

Off-street parking.

A. Objective: Off-street parking space requirements for cottage housing developments shall be less than normally required for detached single-family residences. These reduced standards are based upon the cottages being smaller than average detached single-family homes and on average containing fewer occupants. Off-street parking shall be located and designed to be less visible from frontage streets than the cottages themselves. Off-street parking shall be designed to maintain a pedestrian character for the overall cottage housing development. Clustering parking to the side or rear of a cottage project will most often best accomplish these goals. However, on a site-specific basis, design solutions other than clustering may be found to meet this objective through the alternative design process. Parking areas shall be attractively landscaped to screen parking from adjacent properties and street rights-of-way and shall meet applicable parking lot landscape standards. (PTMC 17.34.180)

How Met:

Exterior lighting and heating/cooling equipment noise.

A. Objective. Cottage housing developments should be designed to minimize light and noise impacts both within the development and to adjacent properties. (PTMC 17.34.190)

How Met: