

Commercial, Mixed-Use and Multi-Family Development, Architectural and Site Design Review Application, Including Departures from Sign Code Maximum Height Limit

Note: for Cottage Housing, see separate application "Cottage Housing Site Design Review"

Property address or general location (cross-streets): _____	<u>Office Use Only</u> Permit # _____ Associated Permits: _____ _____
Existing Legal Description(s) (or Tax #): Parcel Number(s): _____ Addition: _____, Block(s): _____ Lot(s): _____	
<p>As part of any Design Review application, complete the attached pages (as applicable) and explain how the proposal meets each Design Review standard. Please note that only the <u>objective</u> or <u>requirement</u> of each standard is listed. Each standard also has one or more techniques that are intended to aid in compliance. Applicants must refer directly to the applicable standard in order to design their projects and complete this form.</p> <p>Applicants are strongly encouraged to review and become familiar with - as applicable - PTMC 17.36 (Multi-Family Standards), PTMC 17.44 (Commercial and Mixed Use Standards) and PTMC 17.46 (Design Review Processes) through the City of Port Townsend website at www.cityofpt.us.</p>	
Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
<p>Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, attach wetland report.</p> <p>Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, attach geotechnical report.</p>	

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

See attached for details on plan submittal requirements and cost.

Zoning Districts that Require A Design Review Application

All projects in the C-I, C-II, C-II(H), C-I/MU, and C-II/MU zones, as well as multi-family projects in R-III and R-IV zones are subject to the City's applicable Design Review process.¹

A. Track 1 – Administrative Review (PTMC 17.46.030.A & 17.46.060)

1. Commercial and Mixed Use Projects:
 - a. New buildings, canopies or other structures that exceed 1,000 square feet in size; or
 - b. Building, canopies, or other structures, the expansions of which either:
 - i. Exceed 1,000 square feet in size, or
 - ii. Comprise a ground floor expansion exceeding 50% of an existing building's ground floor square footage; or
 - c. Substantial alterations of existing structures, where the existing structure exceeds 1,000 square feet.
 - d. Alterations to exterior facades of buildings (including but not limited to new or altered exterior electrical or mechanical systems such as pole-mounted or other light fixtures). Ordinary (i.e., nonemergency) maintenance and repair activities may be granted a waiver of design review by the DSD Director.
2. Multi-family projects containing 5-9 units.

To qualify for Track 1 review, all work (even that qualifying for a waiver from the review process) must be conducted in accordance with applicable code requirements, including architectural design standards of Chapter [17.44](#) PTMC.

B. Track 2 – Administrative Review with an Advisory Committee (PTMC 17.46.070)

1. All projects which include requests for departure (PTMC 17.46.080)
2. Projects in all applicable districts exceeding the following thresholds are further subject to administrative review with the Design Review Advisory Committee:
 - a. Any new building canopy or other structure with a ground floor exceeding 5,000 square feet in size; or
 - b. Any new building with more than two stores above grade, or any expansion creating more than two stories above grade; or
 - c. Any building containing 10 or more dwelling units; or
 - d. Substantial alterations of existing structures, where the existing structure exceeds 5,000 square feet of ground floor area; or
 - e. Any project where the DSD Director determines that the proposed design has generated strong public interest, or is proposed for a sensitive or highly visible site; the Director may require that review with the Advisory Committee is warranted.
3. Per PTMC 17.46.080.B, a departure from the 17-foot maximum height for signs in the C-I, C-II and C-II(H) zones may be sought.

¹ Projects in the C-III zone (Historic Commercial) are subject to a separate Design Review process established under PTMC 17.30

Submittal Requirements

CHECKLIST

- Fee for Minor, Administrative Review: \$312.94 for three hours of staff time, with any additional hours billed at \$99.00 per hour

or

Fee for Major, with Committee Review: \$1144.80 (Includes notice fees)

- Major only:** The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.)

- Six (6) sets of each of the following:
 - A. Scaled site plan(s) sufficiently complete to show comprehensive project design. Show:
 1. Building footprints for all structures (including setbacks from property lines);
 2. Parking layout including on-street parking, if proposed (see PTMC 17.72 for parking regulations);
 3. Driveway locations;
 4. Dumpster/Recycling facilities and mechanical unit (heating/cooling, solar, propane) locations;
 5. Proposed pedestrian walkways;
 6. Proposed public amenities (outdoor seating, merchandise display, courtyards, etc)
 7. Proposed conceptual landscaping plan in conformance with PTMC 17.44.080 and/or PTMC 17.36.150 (as applicable) including parking lot landscaping in conformance with PTMC 17.72.190
 8. Fencing locations, heights, and materials (if applicable);
 9. Bicycle parking location.
 10. Street and sidewalk cross sections
 11. Location of the proposed access to the site for clearing and grading during site development and construction.
 12. All land, trees, and tree canopy to be cleared and the trees or tree canopy to be preserved. Criteria for trees to be retained shall be in conformance with PTMC 17.44.080 and PTMC Chapter 19.06, Tree Conservation.

The DSD Director may allow later submittal of certain requirements, such as the lighting or landscaping plan, if the applicant wishes to first have conceptual overview of the overall project. For Sign Code departures, provide enough detail on site plan and building elevations for review.
 - B. Scaled preliminary architectural drawings of all structures, but not construction documents. Show:
 1. Elevations with architectural features;

2. The type and finished color of exterior siding, windows and roofing to be used, signs and trim to the extent known.
2. Lighting plan showing the location, type, wattage, and light output of all exterior light fixtures, height of standards and wall-mounted fixtures, and glare reduction/control devices. Include proposed hours of lighting use, proposed use of any timing/motion detection switches, and a statement of any expected light impacts to neighboring properties.

For Commercial and/or Mixed-Use projects, please explain how the project will meet the objectives listed on the pages 4 – 8. For Multi-Family projects, please use pages 9-11. Attach and/or refer to additional pages as necessary.

If applicable, specify where a departure from the adopted standard (per PTMC 17.46.080) is being sought and how the alternative design will meet or exceed the standard through alternative means.

OBJECTIVE: PTMC 17.44.040 Commercial and mixed use short plats, subdivisions, and binding site plans – block sizes, building separation and street layout. Shall be designed to provide safe and convenient vehicle, non-motorized, and pedestrian access to individual building sites.

HOW MET:

OBJECTIVE: PTMC 17.44.050 Maximum Building Setback From Primary Street Frontage.

- A. Buildings shall be oriented towards the primary street frontage and public paths and/or sidewalks. Buildings on corner lots should be oriented towards the primary intersection.
- B. Where buildings are separated from the public sidewalk along the primary street frontage, the space should contain public and pedestrian amenities.

HOW MET:

OBJECTIVE: PTMC 17.44.060 Topography Existing trees, topography, and other existing natural features shall be incorporated into the project design.
HOW MET:

OBJECTIVE: PTMC 17.44.070 Gateway Forest Corridor.

A. Along Sims Way (SR20) from the intersection of Mill Road to a point 300 feet west of Howard Street, preserve all native vegetation to a minimum depth of 50 feet.

Vegetation in the Sims Way right-of-way may not be counted towards this natural buffer.

B. Along Discovery Road from the intersection of Mill Road to the intersection of Howard Street, native trees (min. 6" dbh) and other existing vegetation should be preserved to the extent possible. Such retention is the strongly preferred method of fulfilling landscaping and tree conservation provisions of PTMC 17.72.190 and Chapter 19.06 PTMC. However, on-site development need not be totally visually screened from Discovery Road.

HOW MET:

OBJECTIVE: PTMC 17.44.080 Landscaping. Landscaping shall be incorporated into new development design to soften the manmade environment, provide vegetative buffers, open space, and mitigate any unavoidable loss of existing native vegetation. The preferred method of landscaping is to first incorporate and preserve existing trees and shrubs, topography and other existing natural features into the project design. Any unavoidable loss of existing native vegetation shall be mitigated.

HOW MET: [Please include a conceptual landscaping plan; all trees over 6" dbh (diameter at breast height measured 4-1/2 feet above the ground) must be shown. Include species, size, location, and whether it will be retained or removed.]:

OBJECTIVE: PTMC 17.44.090 Off-Street Parking Lots. Development shall minimize the impact of parking on the building's relationship to the street and pedestrian-oriented character, and character of the neighborhood.

HOW MET:

OBJECTIVE: PTMC 17.44.100 (page 17-106.4) On-Street Parking. On-street parking is encouraged along the streets, access drives, and alleys in order to provide convenient access and reduce the need for off-street parking lots.

HOW MET:

OBJECTIVE: PTMC 17.44.110 Pedestrian and Bicycle Friendly Commercial Development.

- A. Provide safe, bicycle and pedestrian–friendly development.
- B. Provide safe walkways for pedestrians through off-street parking lots and from adjacent streets and properties.

HOW MET:

OBJECTIVE: PTMC 17.44.120 Commercial Development Adjacent to Residential Zones. Buildings shall be designed to ensure that building massing, height, and scale provide sensitive transition to adjoining residential neighborhoods. When abutting an R-I, R-II, or R-III zoning district, the project’s landscaping plan must include provisions for vegetative screening between the project and the residential property.

HOW MET:

OBJECTIVE: PTMC 17.44.130 Building Design, Materials, and Colors. New development should recognize the City's historic architectural heritage through the use of building materials and proportions compatible with those design principles inherent in historic architecture, without replicating historical buildings.

HOW MET:

OBJECTIVE: PTMC 17.44.140 Vehicle Canopies. Freestanding or attached vehicle canopies and porte cocheres associated with gas stations, convenience stores, or drive-throughs shall function as structures rather than signs. Vehicle canopies shall not function as sign platforms.

HOW MET:

OBJECTIVE: PTMC 17.44.150 Building Entrances. The primary entrances of buildings shall be identified and highlighted through architectural details, lighting, and signage. The design of buildings shall enhance the relationship between buildings and streets by creating easily identifiable building entrances.

HOW MET:

OBJECTIVE: PTMC 17.44.160 Weather Protection. Buildings should provide protection for pedestrians from adverse weather conditions.

HOW MET:

OBJECTIVE: PTMC 17.44.170 Transparency. Buildings shall provide generous amounts of windows to create ground floors with a “transparent” quality to provide visual interest.

HOW MET:

OBJECTIVE: PTMC 17.44.180 Lighting. All exterior lighting, including that used to illuminate signs, shall be designed to reduce glare impacts to adjacent properties and public rights-of-way, to use energy efficiently, and to reduce nighttime “light pollution.”

HOW MET: [please attach conceptual lighting plan; final lighting plan may be provided later]:

OBJECTIVE: PTMC 17.44.190 Support Elements. Mechanical elements, loading areas, trash, and recycling containers shall be located and/or screened minimize their visibility from public view.

HOW MET:

MULTI-FAMILY REQUIREMENTS

REQUIREMENT: PTMC 17.36.040 Orientation. Multi-family projects shall be designed to orient to public streets and provide pedestrian and vehicular connections to existing neighborhoods

HOW MET:

REQUIREMENT: PTMC 17.36.050 Parking, Location, and Design. The impact of driveways and parking lots on pedestrians and neighboring properties is minimized by designing, locating, and screening parking lots, carports, and garages in a way that creates few interruptions on the street, sidewalk, or building façade.

HOW MET:

REQUIREMENT: PTMC 17.36.060 Fences & Walls. The site shall be designed to minimize the need for fences and walls which inhibit or discourage pedestrian use of sidewalks or paths, isolate neighborhoods, or separate neighborhoods from main roads.

HOW MET:

REQUIREMENT: PTMC 17.36.070 Support Facilities. Provide adequate lighting, screening, and pedestrian access to supporting facilities such as tot lots, mailboxes, bus stops, and dumpsters. If otherwise required as a condition of project approval, locate passenger shelters in well-lit areas with access to the multi-family walkway network. Provide for shielding and directing of lighting to minimize impacts upon residents and abutting property owners.

HOW MET:

REQUIREMENT: PTMC 17.36.080 Grading & Tree Retention. To the extent reasonable and practicable, multi-family projects shall be designed to minimize impacts to existing topography and vegetation.

HOW MET:

REQUIREMENT: PTMC 17.36.090 Open Space. Usable open space shall be provided in a multi-family development for all the residents of the development.

HOW MET:

REQUIREMENT: PTMC 17.36.100 Neighborhood Scale. To the extent reasonable and practicable, the architectural scale of new buildings proposed for existing neighborhoods shall be compatible with or complement the architectural character of neighboring buildings.

HOW MET:

REQUIREMENT: PTMC 17.36.110 Privacy. Buildings shall be oriented for privacy, to the extent practical, both within the project and to the neighborhood.

HOW MET:

REQUIREMENT: PTMC 17.36.120 Façade, Footprint, & Roof Articulation. Buildings shall have a common design theme that provides variety and character within the project. Walls and roofs shall include separations, changes in plane and height, and architectural elements such as balconies, porches, dormers, and cross gables.

HOW MET:

REQUIREMENT: PTMC 17.36.130 Entries. Clearly defined building entries shall be provided that are well-lighted, easily accessible, and satisfy Washington State Barrier-Free regulations.

HOW MET:

REQUIREMENT: PTMC 17.36.140 Materials & Colors. Exterior materials and colors in new building construction shall be compatible with or complement the character of surrounding buildings.

HOW MET:

REQUIREMENT: PTMC 17.36.150 Landscape Design. Landscaping (including living plant material) and supporting elements (such as trellises, planters, site furniture, or similar features) shall be appropriately incorporated into the project design.

HOW MET:

