



## Cottage Housing Development

See *Federal Way Revised Code* (FWRC) Title 19, Chapter 250 for a complete description of Cottage Housing Development (CHD) requirements.

### WHAT IS COTTAGE HOUSING?

Cottage housing is a style of small lot/home development. Cottage homes are restricted in square footage, but are allowed at roughly twice the density permitted by the underlying zone. Cottages are single-family homes. CHDs are characterized by home orientation to a shared central open space and architectural design standards.

### DEMONSTRATION PROJECTS

CHDs are allowed as demonstration projects. A total of three demonstration projects may be constructed. After three projects have been constructed and evaluated, additional CHDs may be permitted or City Council may choose to amend or repeal cottage housing code provisions. Applications for CHD demonstration projects shall be reviewed concurrently on a pre-determined schedule. See docketing timeline on page 3.

### TYPES OF CHDS

In Single-Family Residential (RS) 5.0 and 7.2 and Multi-Family Residential (RM) zones, CHDs may be developed as platted lots or as condominium projects. In RM zones, CHDs may also be developed under a multi-family ownership model (all dwelling units on one lot and under one ownership).

CHDs that involve subdivision of land shall be processed as a subdivision with no Use Process permit required (refer to the city's short subdivision, preliminary, and final plat handouts). Condominium projects in the RS 7.2 and RS 5.0 zones shall require Use Process IV approval. Condominium and multi-family projects in the RM zones shall require Use Process III approval (refer to the city's use process handouts).

### HOW TO APPLY

The application process for CHD approval is divided into an initial selection phase and a formal submittal phase.

## INITIAL SELECTION PHASE

### PREAPPLICATION CONFERENCE

Applicants are required to schedule a preapplication conference to become familiar with city code requirements, policies, and regulations. This is an opportunity to obtain feedback from city staff regarding conceptual project plans and to make changes as appropriate. Please refer to the city's preapplication conference handout.

### **INITIAL SUBMITTAL**

Following the preapplication meeting, the applicant (owner or owner's appointed agent) files an application with the Department of Community Development using the master application form available from the department. The applicant must also provide the information and materials as specified in the section of this handout entitled "Application Submittal Requirements." Staff will make a determination as to completeness of the application with 28 days of submittal.

### **COMMUNITY MEETING**

No more than 30 days following the application submittal deadline, the applicant shall host a community meeting to gather input from neighboring residents and property owners. The applicant shall schedule the meeting (with input from city staff), post the site, and provide mailed notice (two weeks in advance) to property owners within 300 feet of the subject property. The applicant shall provide the city with a copy of the mailing list, map, and a notarized statement confirming that the notice has been provided to individuals on the list. The applicant shall present their conceptual project plans in an informal setting and allow attendees an opportunity to ask questions and provide input. City staff shall attend the meeting to answer questions.

### **RESUBMITTAL (IF APPROPRIATE)**

Following the community meeting, the applicant shall have 45 days to make revisions or adjustments to the initial submittal in response to input received at the community meeting. Resubmittal shall be at the applicant's discretion.

### **STAFF EVALUATION – PROJECT SELECTION**

Following resubmittal of all docketed applications, staff shall evaluate the applications concurrently based on the selection criteria of Ordinance 08-580, the design criteria of FWRC Chapter 19.250, and the comments and feedback gathered at the community meeting. Up to three projects that meet the selection criteria may be selected. If more than three projects meet selection criteria, staff shall select the three that best match the selection criteria. If none of the applications are found to satisfy selection criteria, and cannot be conditioned to do so, no projects shall be selected. The director shall issue a written decision regarding each application. Decisions shall be issued no later than 45 days following resubmittal of all docketed applications.

## **FORMAL SUBMITTAL PHASE**

### **FORMAL APPLICATION SUBMITTAL**

The applicant shall submit a formal CHD application consisting of the information and material identified in the section of this handout entitled "Application Submittal Requirements." This submittal shall include a use process, preliminary plat, or short plat application depending on the type of CHD proposed (fee simple lots, condominium, etc.).

### **COMPLIANCE WITH SEPA**

*The State Environmental Policy Act (SEPA)* applies to all formal subdivisions, all projects containing nine or more dwelling units, and occasionally short subdivisions. The director will determine the scope of the environmental review required by the application in order to comply with SEPA. See Title 14 of the FWRC for a detailed explanation of the city's environmental policy.

## **WHO MAKES THE DECISION**

Formal subdivision decisions (preliminary plats) are made by City Council following a recommendation by the city's Hearing Examiner. The city's Hearing Examiner makes Process IV decisions following a public hearing. The director makes Use Process III and short subdivision decisions.

## **APPEALS**

All decisions on formal applications, whether made by the director, hearing examiner or city council may be appealed. Appeal provisions differ depending on the decision making body issuing the decision.

## **COTTAGE HOUSING DEVELOPMENT DEMONSTRATION PROJECT DOCKETING DEADLINE**

Initial Selection Submittals shall be accepted from **August 24, 2009** through **November 30, 2009**.

### **DEMONSTRATION PROJECT SELECTION CRITERIA**

(Excerpt from Ordinance 08-580)

The Director of Community Development shall have the discretion to determine which applications, if any, will be selected to be submitted as formal applications based on the code, input from the community meeting, and the following criteria:

- (a) Consistency with the purpose of the article as specified in the purpose section of the code.
- (b) Demonstration that the project has been designed with sensitivity to adjacent properties and that impacts with regard to parking, building height, building bulk, lot coverage, setbacks, screening, open space and aesthetics associated with the proposed project are substantially equivalent to impacts expected to be associated with development of conventional housing on the subject property.
- (c) Demonstration that the project will result in a highly attractive environment, which incorporates a high level of quality throughout the development, including but not limited to the following areas:
  - 1. Architectural design
  - 2. Building materials
  - 3. Open space
  - 4. Parking

The director may limit the project's density to less than twice the number of conventional single-family dwelling units that would otherwise be permitted, but not less than 1.75 the number of conventional single-family dwelling units, if necessary to ensure compatibility with surrounding development. The director may select, select with modifications, or deny an application. The decision by the Director of Community Development selecting the cottage housing developments to advance to the formal submittal phase shall be in writing and shall be the final decision of the city.

## APPLICATION SUBMITTAL REQUIREMENTS

The checked items below must be submitted with your application. Only the items in the ‘Initial Submittal’ column need be submitted with your original submittal for the selection process. The remaining items must be submitted with formal applications for those applications selected as demonstration projects.

**Applicant Name:** \_\_\_\_\_

**File No(s):** \_\_\_\_\_

- This form is to be used by an applicant as a guide in determining what constitutes a complete application.
- All checked items must be submitted to constitute a complete application.
- Additional fees may be required for consultant review of critical areas.

Initial Submittal	Formal Submittal	Submitted	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Master Land Use Application
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Application fees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Copy of the entire underlying plat or King County Assessor’s parcel map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Vicinity map on a separate 8½ x 11 sheet
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E. Two copies of the current title report (no more than 90 days old) for subject property
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F. Current letters of water and sewer availability (only required for vacant property)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G. Site photographs from each compass point (north, east, south, & west) referenced on the site plan

### General Plan Standards

- **Eight** complete and folded sets of drawings (folded to 9 x 12 inches).
- Minimum plan sheet size shall be 24 x 36 inches.
- Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet.
- Minimum scale is 1 to 20 unless otherwise authorized.
- All information is to be legible.
- Plans shall be prepared by a certified professional (licensed in the State of Washington) unless otherwise authorized.
- Plans shall include project name, name number and stamp of preparer, plan date, a north arrow and bar scale

Initial Submittal	Formal Submittal	Submitted	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>H. Topographic Survey</p> <ul style="list-style-type: none"> <li>• Site area</li> <li>• Property lines, utilities, easements, sidewalks, street edges, existing structures, parking, and site improvements (i.e. drainage systems with pipe sizes, invert and rim elevations, etc)</li> <li>• Structures and driveways within 150 feet of subject site (both sides of street)</li> <li>• Minimum two foot contours for slopes less than 15 percent and five foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29</li> <li>• Delineate slopes greater than 40 percent grade on or within 25 feet of the site</li> <li>• Delineate streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of the site per <i>Federal Way Revised Code</i> (FWRC) Title 19, Division V, “Critical Areas”</li> <li>• Wetland and stream buffers if applicable</li> <li>• Identify trees as defined by FWRC 19.05.200</li> </ul>
<input checked="" type="checkbox"/>  <b>Not required in the RM zoning district</b>	<input checked="" type="checkbox"/>  <b>Not required in the RM zoning district</b>	<input type="checkbox"/>	<p>I. Proforma Site Plan</p> <p>A site plan that depicts the number of conventional single family dwelling units that could be constructed on the site based on the underlying zoning (RS zones only).</p> <ul style="list-style-type: none"> <li>• Site area</li> <li>• Lots meeting the minimum size requirement of the zone</li> <li>• Required open space</li> <li>• On-site circulation system</li> <li>• Required right-of-way dedication</li> <li>• Area dedicated or utilized for surface water facilities</li> <li>• Existing streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per FWRC Title 19, Division V, “Critical Areas”</li> <li>• Wetland and stream buffers if applicable</li> <li>• Easement areas</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>I. Site Plan</p> <ul style="list-style-type: none"> <li>• Name and number of owner/agent</li> <li>• Vicinity map</li> <li>• Site area</li> <li>• Lot coverage calculation</li> <li>• Parking areas and total parking stall count</li> <li>• Total gross floor area of all proposed floors or levels for each building</li> <li>• Location and dimensions of existing/proposed structures, property lines, sidewalks, easements, parking layout, street edges, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls</li> <li>• Existing streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per FWRC Title 19, Division V, “Critical Areas”</li> <li>• Wetland and stream buffers if applicable</li> <li>• Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants</li> <li>• Structures and driveways within 150 feet of subject site (both sides of street)</li> <li>• Location and square footage calculations of common and private open space areas</li> <li>• Improvements within open space areas</li> <li>• Percentage of total units that meet the definition of Compact Single Family dwelling units</li> </ul>

Initial Submittal	Formal Submittal	Submitted	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>J. Preliminary Drainage, Grading, and Right-of-Way Plan</p> <ul style="list-style-type: none"> <li>Preliminary storm drainage system in accordance with the <i>King County Surface Water Design Manual</i> (KCSWDM), as amended by Federal Way</li> <li>Preliminary grading plan with finished contours; minimum two foot contours for slopes less than 15 percent and five foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29</li> <li>Preliminary right-of-way improvement plan, as required by the Public Works Department</li> <li>Approximate cut &amp; fill quantities of site earthwork</li> <li>Total existing and proposed impervious surface area</li> <li>Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>K. Preliminary Landscape Plan</p> <ul style="list-style-type: none"> <li>Specific location, type, size, and number of trees to remain and to be removed</li> <li>Plant schedule with the scientific name, common name, size, spacing, and quantity of each</li> <li>Location, square footage calculations, and total square footage of each parking lot landscape island per FWRC 19.125.070(2)(a)</li> <li>Screening of outdoor facilities such as: trash/recycling enclosures, stormwater facilities</li> <li>Specific location of street trees in the right-of-way</li> <li>Landscaping within open space areas</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>L. Building Elevations/Design Intent</p> <ul style="list-style-type: none"> <li>Statement of architectural design intent, finish materials, and colors</li> <li>Front, rear, and side (labeled as north, south, east, and west) building elevations of each proposed model</li> <li>Garbage/recycling facility screen details</li> <li>Building height calculation</li> <li>Calculation of roof pitch for each building including percentage of roof area at each pitch</li> </ul>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>M. State Environmental Policy Act (SEPA) Checklist</p> <ul style="list-style-type: none"> <li>Eight copies of the completed, signed, and dated SEPA checklist</li> <li>SEPA application fee</li> </ul>

### Special Studies and Additional Information

Need for these items will be determined on a case-by case basis. In most cases these items will not be required as part of the initial submittal for project selection.

Please provide **four** copies of the following, if applicable:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level One Downstream storm drainage analysis as described in the KCSWDM, as amended by Federal Way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary technical information report addressing relevance of the 8 Core and 5 Special Requirements of the KCSWDM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trip generation analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic impact analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical study

Initial Submittal	Formal Submittal	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland delineation report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland mitigation plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stream delineation and classification report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical aquifer recharge & wellhead protection areas information/inventory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other information relating to design and siting of proposed development (including site cross sections)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific information to determine compliance with city goals, policies, and regulations

### Notice Requirements

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Process III</i> – For applications that are located within, or are, 300 feet from properties zoned SE, RS, or RM, provide <b>one</b> set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Process IV</i> – Provide <b>two</b> sets of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
			<i>Preliminary Plat</i> - Provide <b>three</b> sets of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>SEPA</i> – Provide <b>one</b> set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
			<b>IMPORTANT</b> – Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes.