DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

SMALL LOT DETACHED DEVELOPMENT

See *Federal Way Revised Code* (FWRC) 18.55.050, and the regulations and notes in the *Small Lot Detached Dwelling Units Use Zone Chart* (FWRC 19.205.020) for additional information.

I. WHAT IS SMALL LOT DETACHED DEVELOPMENT?

Small lot detached development is a style of small lot home development allowed only in multi-family (RM) zones on lots varying from 3,600 square feet minimum lot size in the RM 3600 (one unit per 3,600 square feet) zone to 2,400 square feet in the RM 2400 (one unit per 2,400 square feet), and the RM 1800 (one unit per 1,800 square feet) zones. Small lot detached development provides additional opportunities for home ownership and an opportunity to serve the increased demand for a residential product that provides individual lot ownership at multifamily densities.

II. DEMONSTRATION PROJECTS

Small lot detached development is allowed as a demonstration project. A total of two demonstration projects may be constructed. Demonstration projects will be selected at the Director of Community Development's discretion, using the selection guidelines detailed below. After the second demonstration project has been approved and at least 50 percent of the dwelling units constructed and approved for occupancy by the city's building division, the code amendments relating to allowing small lot detached development in multifamily residential zones may remain in place with no demonstration project requirement. If, however, the City Council determines, based on evaluation of the demonstration projects, that small lot detached development is not in the public's best interest, the City Council may amend or repeal the small lot detached housing development code provisions.

III. SMALL LOT DETACHED DEVELOPMENT PROCESS

The application process for approval of small lot detached development is divided into a submittal phase/preapplication stage, a selection stage, and a formal application stage.

IV. SUBMITTAL/PREAPPLICATION STAGE

In 2007, application for a proposed amendment must be made by submitting a completed Master Land Use application and application for a Small Lot Detached Development to the Community Development Department by 5:00 p.m. on October 1st. (See the Application Submittal Requirements on page 4 of this handout.) The city will assign a preapplication file number and the applicant shall be required to pay the preapplication fee. Subsequent to October 1, 2007, the city may, at its discretion, accept applications for a Small Lot Detached Development Demonstration Project at any time.

V. PREAPPLICATION CONFERENCE

A preapplication conference is necessary in order to obtain feedback from city staff regarding project plans and to make changes as appropriate. After receipt of your application, the Planning Division will contact you to arrange a preapplication conference date.

VI. SELECTION STAGE

Within 45 days of the issuance of the preapplication letter, the applicant (owner or owner's appointed agent) must file an application for an Administrative Determination with the Department of Community Development using the Master Land Use Application form available from the department. A complete application must include all of the information and materials specified in the section of this handout entitled "Application Submittal Requirements" and also any additional information requested by the city. An administrative determination file number will be assigned. Staff will make a determination as to completeness of the application within 28 days of submittal.

Following a written Determination of Completeness, staff shall evaluate an application based on the selection criteria (Section VII, Selection Guidelines) of this handout; FWRC 18.55.050; and regulations and notes in the "Small Lot Detached Dwelling Units Use Zone Chart" (FWRC 19.205.020). If an application is unable to meet the selection criteria and cannot be conditioned to do so, it shall not be selected. The Director of Community Development shall issue a written decision regarding an application no later than 60 days following a written Determination of Completeness.

VII. Selection Guidelines

The Director of Community Development shall have the discretion to determine whether an application will be selected for submission as a formal application based on the code and the following criteria.

a) Consistency with the small lot detached development subdivision design criteria and development standards as specified in the code.

b) Demonstration that the project has been designed with sensitivity to adjacent properties and with regard to impacts associated with parking, building height, building bulk, lot coverage, setbacks, screening, open space, and aesthetics.

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:

   (i) Architectural design

   (ii) Building materials

   (iii) Overall site design

   (iv) Common and private open space areas

d) Provision of a variety of housing and site design innovations.

e) Provision of elements that contribute to a sense of community within the development by including elements such as front porches, common open space, and pedestrian connectivity.

The Director may select, select with modifications, or deny an application. The decision by the Director of Community Development to select a small lot detached housing development to advance to the formal application stage shall be in writing and shall be the final decision of the city.

VIII. Formal Application Stage

An application that has been selected to participate in the Small Lot Detached Development Demonstration process shall submit a formal application which is consistent with the conditions of the Demonstration Project Approval. In addition, the submittal shall include all submittal requirements outlined in the *Preliminary Plat Submittal Requirements* handout, or *Short Subdivision* handout, depending on the number of proposed lots.

IX. Compliance with SEPA

SEPA applies to formal subdivisions and some short subdivisions. The Director of Community Development will determine the scope of the environmental review required by the application in order to comply with SEPA. See FWRC Title 14 for a detailed explanation of the city's environmental policy.

X. Who Makes the Decision

Decisions on preliminary plats are made by the City Council following a recommendation by the city's Hearing Examiner. The Director of Community Development makes decisions on short plats.

XI. Appeals

The Director of Community Development's decision on short plats is appealable to the Hearing Examiner. Decisions on either a preliminary or final plat are appealable to King County Superior Court.

DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

APPLICATION SUBMITTAL REQUIREMENTS

SMALL LOT DETACHED DEVELOPMENT

The checked items below must be submitted with both your preapplication and formal application for a Small Lot Detached Development Demonstration project. If your application is selected as a demonstration project, depending on the number of proposed lots, the items required in the *Preliminary Plat Submittal Requirements* handout, or *Short Subdivision* handout must be submitted.

- ☐ Completed Master Land Use Application, with owner's signature.

- ☐ Seven (folded) copies of conceptual site plan drawn to scale. The plan does not have to be prepared by an architect or engineer, but must be legible, dimensioned, and representative of existing and proposed conditions. Maximum plan sheet size shall be 24 x 36 inches. The plans shall depict the following.

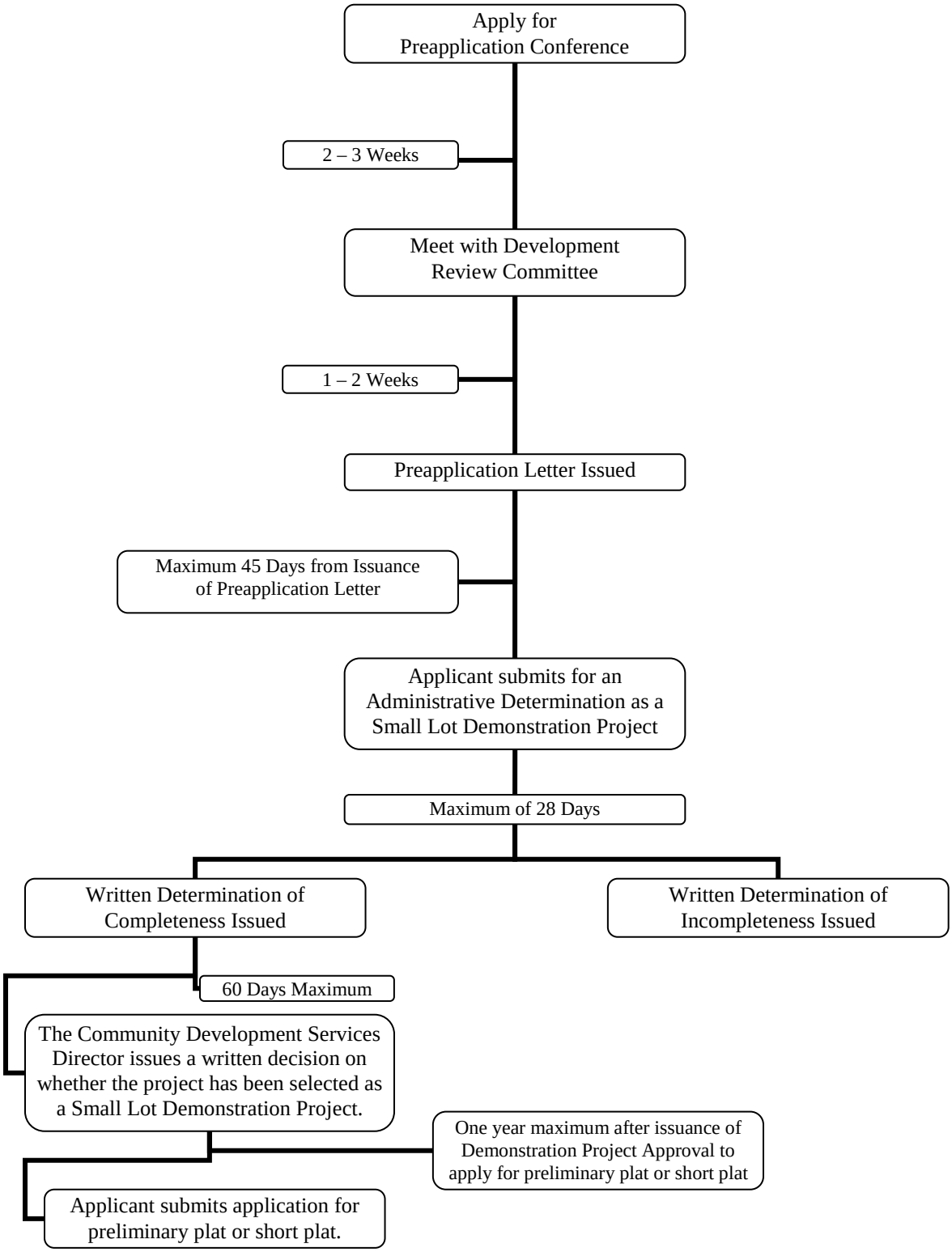
SITE PLAN

- ☐ North arrow with scale.
- ☐ Site area.
- ☐ Comprehensive plan and zoning classifications of subject and adjoining properties.
- ☐ Location, widths, and names of existing or prior platted streets; easements; parks or other public spaces; and existing permanent structures to be retained within and adjacent to the proposed subdivision.
- ☐ Layout of proposed streets, pedestrian walkways, and easements.
- ☐ Layout, number, and dimensions of proposed lots. Include the square footage of each lot.[1]
- ☐ Building setback lines.
- ☐ Parcels of land intended to be dedicated for public use, or reserved for the use of owners of the property in the subdivision including location and dimensions of required open space.
- ☐ Areas with slopes 40 percent or greater on or within 25 feet of the site.
- ☐ Approximate location and extent of significant natural features on or within 200 feet of the site. Such features include streams, wetlands, water bodies, to the extent that the significant natural feature and/or their associated buffers affect the proposed plat.
- ☐ Location of trees shown on the site. Trees may be shown in masses on the plan rather than indicating individual tree and shrub species.
- ☐ Existing and/or proposed access points, including driveways within 150 feet of the site (both sides of the street) measured from center lines of driveway (250 feet when development abuts Pacific Highway South and Dash Point Road).
- ☐ Approximate location of proposed storm drainage facilities.

[1] Information on lot size may be provided in tabular form either on the site plan or as an attachment.

OTHER REQUIRED INFORMATION (seven copies of each):

- ☐ Vicinity map.
- ☐ Front, rear, and side building elevations indicating height of each proposed dwelling type including finish materials and colors.[2]
- ☐ Criteria to be used to locate proposed dwelling types in order to provide a variety of housing and site design innovations and avoid a perception of uniformity.[2]

[1] This is an optional requirement for the preapplication, but it is required to be submitted for the selection stage.

Major Steps for Small Lot Detached Development