

## Exhibit A

### Section 17.08.020 A through D

“**Conditional (special) use, minor**” means a conditional use which:

1. Is to be established and conducted entirely within an existing building, or conducted entirely within an accessory structure not exceeding 120 square feet in building coverage and 10 feet in height; or
2. Child care centers requiring no new construction other than an outdoor play area and parking improvements.
3. Employer-Provided Housing in new or existing structures or tiny houses on wheels.

“**Dwelling, single-family attached**” means a duplex, triplex, ~~or~~ fourplex, or townhouse or rowhouse units as defined by this title.

“**Employer-provided housing**” means housing owned by an employer for the exclusive use of their employees and household members.

## Exhibit B

### Section 17.08.040 E through Q

**“Guest house”/“detached bedroom”** means a detached building used as sleeping quarters with a bathroom but without a kitchen located on the same lot with a primary residence ~~principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. One guest houses/detached bedrooms is are permitted as an accessory use to a single family dwelling.~~

**“Parcel, parent”** means those lots, parcels or tracts of land existing at the time of application for development from which all subsequent lots, parcels or tracts are created.

## Exhibit C

### Section 17.08.060 R through V

“Subdivision, Unit Lot” is a subdivision process by which boundary lines and use areas are defined within a larger “parent” lot to establish individual sellable lots, allowing for the creation of fee simple lots for townhome and cottage housing developments.

“Tiny house” means a dwelling no larger than 400 sf, not including lofts, to be used as permanent housing with provisions for living, sleeping, eating, cooking, and sanitation, built in accordance with the Washington State Building Code and affixed to a permanent foundation.

“Tiny house community” means real property ~~rented or held out for rent to others~~ for the placement of tiny houses on wheels utilizing the binding site plan process in RCW 58.17.035.

“Tiny house on wheels (THOW)” or “moveable tiny house” means a dwelling no larger than 400 sf, not including lofts, on a wheel chassis to be used as permanent housing with provisions for living, sleeping, eating, cooking, and sanitation built in accordance with ANSI 119.5.

“Townhouse or rowhouse” means multiple, single-family dwelling units in a row comprising a single building ~~of at least five such dwelling units~~ in which each dwelling unit has its own front and rear access to the outside, no dwelling unit is located over another unit, and each dwelling unit is separated from any other dwelling unit by one or more vertical common fire-resistant walls. For purposes of this title, townhouses or rowhouses of five or more residential units are considered multifamily dwellings for the purpose of design review requirements. See also “Duplex,” “Triplex,” “Fourplex,” “Dwelling, single-family attached,” and “Dwelling, multifamily.”

“Transient accommodations” see “short-term rental”

## **Exhibit Z**

### **Chapter 17.58 Tiny Houses on Wheels and Tiny House on Wheel Communities**

#### **17.58.010 Purpose and Intent**

#### **17.58.020 Definition Tiny House on Wheels**

#### **17.58.030 Design Standards**

#### **17.58.040 Accessory Dwelling Units**

#### **17.58.050 Tiny House on wheel Communities**

#### **17.58.010 Purpose and Intent**

The general purpose of this section on tiny houses on wheels and tiny house communities is to:

- A. Permit tiny houses on wheels as accessory dwelling units under certain conditions in all residential districts where detached accessory dwelling units are allowed.
- B. Permit tiny house communities in the C-II and C-IIS districts, subject to the standards of those districts and those of Section 17.58.030 to ensure development of this type is generally compatible with surrounding uses.
- C. Permit tiny houses on wheels as employer-provided housing per Chapter 17.64.

#### **17.58.020 Definition Tiny House on Wheels**

A tiny house on wheels is a structure no larger than 400 square feet, excluding loft area space, intended for separate, independent living quarters, designed as a permanent, year-round residence for one household that meets these five conditions:

- A. Is licensed and registered with the Department of Motor Vehicles and is constructed and certified to building and inspection standards in 17.58.030;
- B. Is towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection, and is not designed to move under its own power;
- C. Is no larger than allowed for movement on public highways;
- D. Has at least 150 square feet of first floor interior living space and unit does not exceed 16 feet in height;
- E. Is a detached self-contained unit which includes basic functional areas that support normal daily routines including cooking, sleeping, and sanitation.

#### **17.58.030 Design Standards**

A. Tiny Houses on wheels must be built to meet requirements of American National Standards Institute (ANSI) Standard A119.5. Such standards shall include standards for the installation of heating, electrical systems and fire and life safety. In addition, tiny houses on wheels must meet these standards:

1. Insulation to a minimum of R-13 in walls and floors and R-19 in ceiling;
2. Residential grade insulated doors and windows, with windows to be as minimum double-pane and of tempered or laminated safety glazing ;
3. Full trim surrounds for all exterior windows and doors.
4. Roof pitch of at least ~~4:12~~ 2:12
5. Roofing materials of 20-year asphalt composite shingle or better, minimum Class A
6. Electrical system that meets NFPA 70 NEC, section 551 or 552 as applicable;
7. Low Voltage Electrical systems meet the requirements of ANSI/RVIA Low Voltage Standard, current edition; and
8. Wall framing studs are 24” on center maximum, with a minimum of 2X4 wood or metal studs or equivalent SIP panels;
9. Mechanical equipment shall be incorporated into the structure and not located on the roof.

B. Certification. Tiny houses on wheels shall be inspected and certified for compliance with the additional requirements in this ordinance and ANSI 119.5 standards as follows:

1. Under RCW 43.22.355 for compliance with ANSI 119.5 standards; and
2. By a licensed Washington State design professional, architect or engineer for compliance with Design Standards of 17.58.030 above.

C. Utilities. Tiny houses on wheels shall be connected to municipal utilities as required by City and State law.

D. Foundation. Tiny houses on wheels shall incorporate the following foundation elements:

1. The undercarriage (wheels, axles, tongue and hitch) shall be hidden from view with fire retardant skirting surrounding the entire unit.
2. The wheels and leveling or support jacks must sit on a paving surface such as concrete or decomposed granite sufficient to hold the weight of unit on wheels and jacks.

### **17.58.040 Accessory Dwelling Units**

As of July 1<sup>st</sup>, 2023, tiny houses on wheels are permitted as accessory dwelling units in R-I, R-II, and R-III districts subject to the provisions of Section 17.16.020 PTMC and the requirements below:

A. Review. Tiny houses on wheels shall be subject to a Type I review.

B. Entry. To meet egress requirements, a front porch approved by the City is required.

C. Separation. A tiny house on wheels shall be located at a fire separation distance of at least ten (10) feet from any other structures on the premises.

D Appearance. To maintain the character of residential areas, a tiny house on wheels shall be designed to look like a conventional residential structure rather than a recreational vehicle. This shall be done by incorporating design features and materials typically used for houses, such as typical siding or roofing materials, pitched roofs, residential windows.

E Addressing. All tiny houses on wheels must obtain separate address approval the City for the unit.

F Utility Connection. A tiny house on wheels must have a permitted and permanent connection to all applicable municipal utilities.

### **17.58.050 Tiny House on wheel Communities**

As of July 1<sup>st</sup>, 2023, tiny houses on wheels communities permits may be authorized in concert with a binding site plan that meets the following requirements:

A. Intensity. There shall be a minimum of four tiny houses and maximum of 12 tiny houses per tiny house community.

B. Location. Tiny house communities shall be setback a minimum of 50-feet from an arterial frontage in the C-II and C-II(s) zone.

C. Centralized common area. The common open space area shall include usable public spaces such as lawn, gardens, patios, plazas or scenic viewing area, with all houses having access to it.

1. Two hundred square feet of usable common open space is required per unit.

2. Fifty percent of units shall have their main entry on the common open space.

3. Setbacks shall not be counted towards the usable common open space calculation.

4. The usable common open space shall be located centrally to the tiny house community.

5. Community buildings or clubhouses may be counted towards the common open space calculation.

6. Tiny houses shall surround the common open space on a minimum of two sides.

7. Common open space shall be located outside of stormwater/detention ponds, wetlands, streams, lakes, and critical area buffers, and cannot be located on slopes greater than ten percent.

D. Standards. Tiny house communities shall comply with applicable bulk, dimensional, and density requirements for the district(s) in which they are located in addition to the standards below:

- A. The minimum lot area per dwelling unit shall be 1,250 square feet. In no case shall the project exceed the base density of the underlying zone.
- B. The maximum lot area per dwelling unit shall be 3,000 square feet.
- C. The maximum lot coverage shall not exceed 40 percent.
- D. Perimeter setbacks shall be no less than 10 feet along all exterior property lines.
- E. Tiny house and porches shall be set back no less than five feet from the usable common open space.
- F. No structure or portion thereof shall be closer than five feet to any neighboring structure.
- G. Maintenance of open space and utilities. Before approval is granted, the applicant shall submit covenants, deeds and homeowners association bylaws or other documents guaranteeing maintenance and common fee ownership of public open space, community facilities, private roads and drives, and all other commonly owned and operated property. These documents shall be reviewed and accompanied by a certificate from an attorney that they comply with the requirements of this chapter prior to approval. Such documents and conveyances shall be accomplished and be recorded, as applicable, with the county auditor as a condition precedent to the granting of occupancy or the filing of any final plat of the property or division thereof, except that the conveyance of land to a homeowners association may be recorded simultaneously with the filing of a final plat.
- H. Tiny houses on wheels (THOW) in tiny house communities must comply with the following:
  - 1. THOWs shall be placed in a designated area in the approved site plan of the pocket neighborhood.
  - 2. At least 50 percent of the units shall abut a common open space, all of the units shall be within 60 feet walking distance measured from the nearest entrance of the unit along the shortest safe walking route to the nearest point of the common open space.
- I. All THOWs shall meet the tie down and skirting requirements of the applicable building codes. The Building Official may require additional standards to ensure the porches hide any hitches.
- J. Applications for tiny house communities shall be processed according to Type III review.

## **Exhibit AA**

### **Chapter 17.64 Employer-Provided Housing**

#### **Sections**

#### **17.64.010 Purpose**

#### **17.64.020 Applicability**

#### **17.64.030 Criteria**

#### **17.64.040 Review Process**

#### **17.64.010 Purpose.**

The purpose of this Chapter is to permit safe, healthy, and temporary quartering of employees of institutional, marine-related, or manufacturing operations for up to one year, accommodating seasonal worker demand and providing employees an opportunity to reside in Port Townsend while seeking permanent housing.

#### **17.64.020 Applicability**

This chapter applies to the C-II(H), M-II(A), M-II(B), M-III, P/OS(B), and P/I districts, permitting employer-provided housing.

#### **17.64.030 Criteria**

Employer-provided housing shall be permitted under the following circumstances:

- A. Employer-provided housing shall comply with applicable bulk, dimensional and density requirements of the zoning district.
- B. Parking shall be provided in accordance with Table 17.72.030
- C. Housing units may be upper-story multi-family or upper-story group quarters. Units may also be tiny houses on wheels, subject to the design standards of Chapter 17.58.030 and 050.

#### **17.64.040 Review process**

Applications for employer-provided housing shall be subject to a Type II review process.



**Exhibit EE**

**20.01.040 Project permit application framework (excerpt).**

These tables provide guidance to permit applications. In the event of a conflict between the table and a development code, the development code shall apply.

<b>Table 1 – Permits/Decisions</b>					
<b>Type I<sup>1</sup></b>	<b>Type I-A</b>	<b>Type II</b>	<b>Type III</b>	<b>Type IV</b>	<b>Type V</b>
Permitted uses not requiring notice of application (e.g., building permits, etc.)  <u>Tiny house as ADU</u>	<u>Binding site plans, cottage housing developments</u>	Short subdivisions, <u>unit lot subdivisions less than one acres</u>	<u>Tiny house communities, preliminary full subdivisions; unit lot subdivisions of one acre or greater, plat vacations, including short subdivisions that involve right-of-way vacations or plat alterations</u>	Final plats <sup>3</sup>	Site-specific rezones <sup>2</sup> consistent with the Port Townsend Comprehensive Plan, including rezones/alternative parcel-specific zones considered in conjunction with the annual comprehensive plan amendment process
	<del>R-II and III</del> <u>cottage housing developments</u>	<del>R-I/major CUP</del> <u>cottage housing developments employer provided housing CUP</u>			