



Port Townsend Tactical Infill Housing

Port Commission Meeting, Ordinance 3306 Effective April 10, 2023

Project website: <https://cityofpt.us/planning-community-development/page/residential-building-capacity>

City staff:

Helena Smith: Long Range Planner

Emma Bolin: Director of Planning &
Community Development

Judy Surber: Planning Manager



Photo: Scott Walker

What do we mean by “tactical infill?”

Zoning amendments targeting:

- ✓ Housing type variety
- ✓ Opportunities for increased density
- ✓ Mixing housing in creative ways
- ✓ Increasing housing supply
- ✓ Identifying possible policy initiatives





Zoning Amendment Categories

- A. More ADUs
- B. Streamline Cottage Housing
- C. Permit "tiny homes on wheels" (THOW)
- D. Max. Densities & Unit Lot Subdivisions
- E. Parking
- F. Employer Provided
- G. Collective Ownership

Employer-Provided Housing

Related actions:

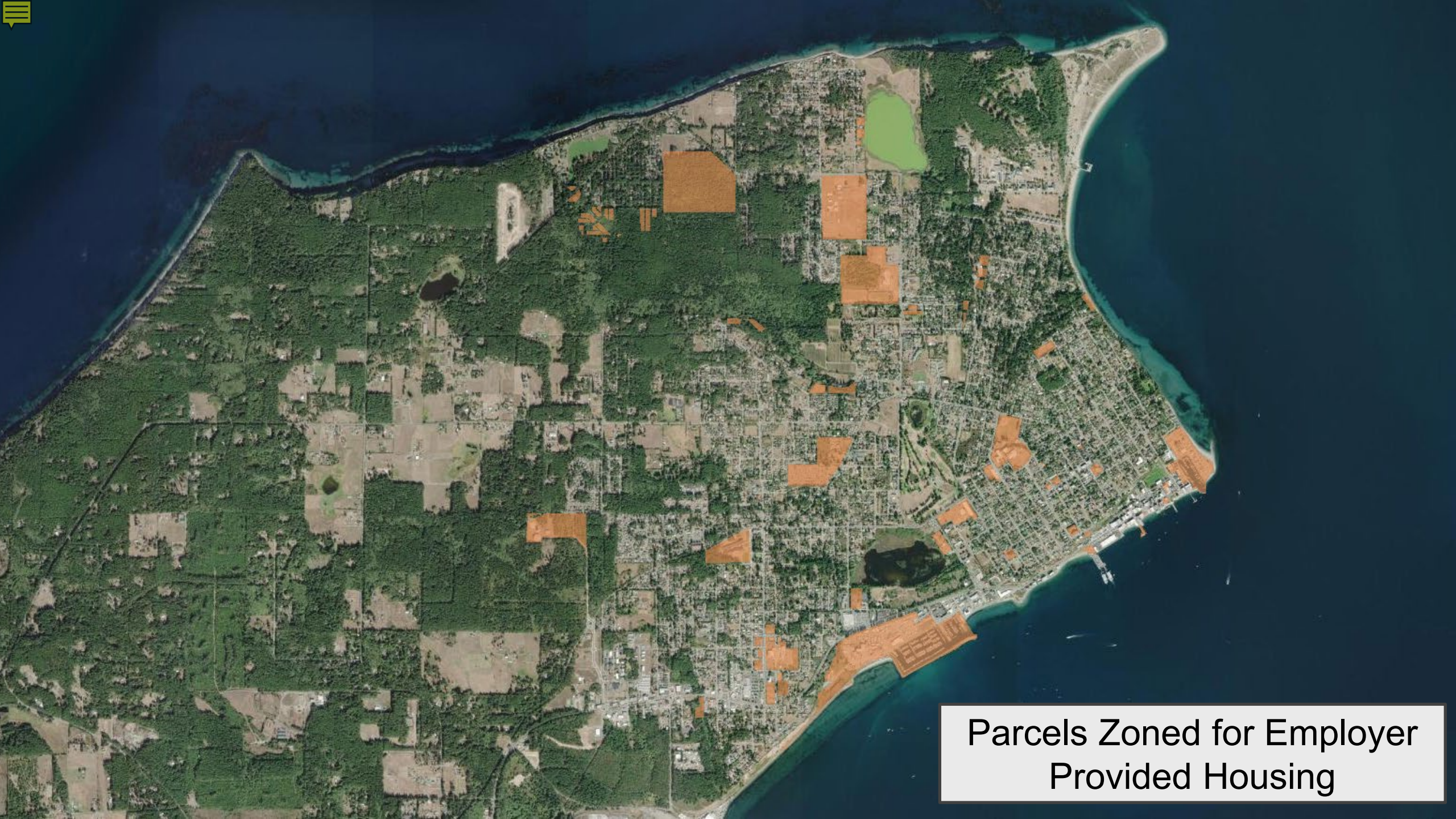
- Employer provided housing
- Application requirements



Employer Provided Housing

Allow in C-II(H),
Marine, Manufacturing
and Public/OS B and
P-I Zones with
Conditional Use Permit



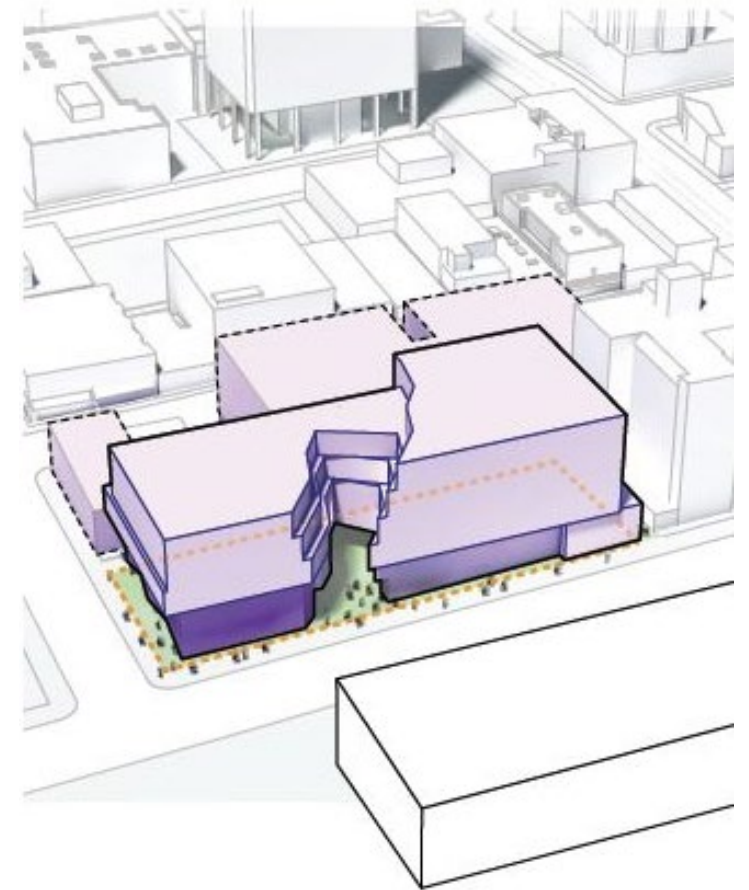


Parcels Zoned for Employer
Provided Housing

Employer Provided Housing

Requires a Type II Minor Conditional Use Permit

Allowed as upper level above business or in Tiny Homes on Wheels



THE MARKETPLACE

Permits for Employer Provided Housing

CONDITIONAL USE PERMIT APPLICATION

Property address or general location (cross-streets):		Office Use Only Permit # _____ Associated Permits: _____ _____ _____ _____
Legal Description (or Tax #: Parcel Number: _____ Addition: _____ Block(s): _____ Lot(s): _____		
Project Description (attach additional pages if necessary): 		
Property Owner: Name: _____ Address: _____ City/ST/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/ST/Zip: _____ Phone: _____ Email: _____	
Will the use take place <u>entirely</u> within an existing building? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain. (For example, a daycare may include an outside play area.) If yes, it is a minor conditional use, and final decision is by the PCD Director. If no, it is a major conditional use, the Hearing Examiner will hold an open record public hearing and issue the final decision.		
Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report. Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach geotechnical report.		
I verify the property affected by this application is the exclusive ownership of the applicant, or the applicant has submitted the application with the written consent of all the owners of the affected property.		
Print Name: _____		
Signature: _____ Date: _____ <i>See attached for details on plan submittal requirements and cost.</i>		

Minor Conditional Use Permit (Type II):

- Ensures each unit meets City requirements
- CUP also ensures building uses can be repurposed with appropriate conditions; includes public notice.
- The goal of the new regulations is to permit employer provided housing with simple Minor CUP without platting or THOW community standards (a Binding Site Plan would still be required to lease THOW spaces as well as a THOW siting permit).

Tiny Houses on Wheels (THOW)



Related actions:

Permitted housing types

Accessory dwelling units

Temporary housing

Tiny House/MHP
communities

Why THOW?

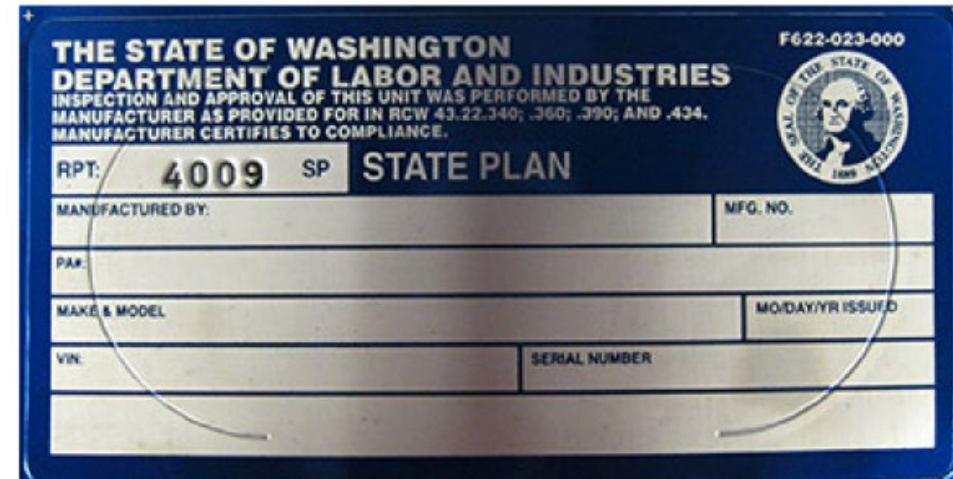
- *Fast to implement (once models approved/inspected by state)*
- *Cannot be mortgaged. RV loan depreciation tax write-off, but can hold value for resale (ANSI+ standards may help retain resale value compared to traditional RV's/park models).*
- *Moveable, flexible home option and income generation potential*
- *Amplify the use as a community amenity. Couple tiny house community zoning with food truck court?*



How THOW? (effective July 1, 2023)

- Certification per RCW 43.22.355 required per state law.
- Proposed standards require Recreational Park Trailer Label, compliant with ANSI 119.5 and other electrical standards. The Recreational Vehicle Label is inconsistent with ANSI 119.5 standard.

Recreational Park Trailer Label



A blue rectangular label for the State of Washington Department of Labor and Industries. It contains the following text and fields:

- THE STATE OF WASHINGTON
- DEPARTMENT OF LABOR AND INDUSTRIES
- INSPECTION AND APPROVAL OF THIS UNIT WAS PERFORMED BY THE MANUFACTURER AS PROVIDED FOR IN RCW 43.22.340; .360; .390; AND .434. MANUFACTURER CERTIFIES TO COMPLIANCE.
- F622-023-000
- Seal of the State of Washington
- RPT: 4009 SP STATE PLAN
- MANUFACTURED BY: _____ MFG. NO. _____
- PAR: _____
- MAKE & MODEL _____ MO/DAY/YR ISSUED _____
- VIN: _____ SERIAL NUMBER _____

Refer to handout:

- ✓ Definition
- ✓ Design Standard
- ✓ Certification
- ✓ Utilities
- ✓ Foundation

Recreational Vehicle (RV) Label





THOW – Packet C

Allow THOW as ADU's

Allow Tiny House Communities with design standards in C-II, C-II(S), and RIII

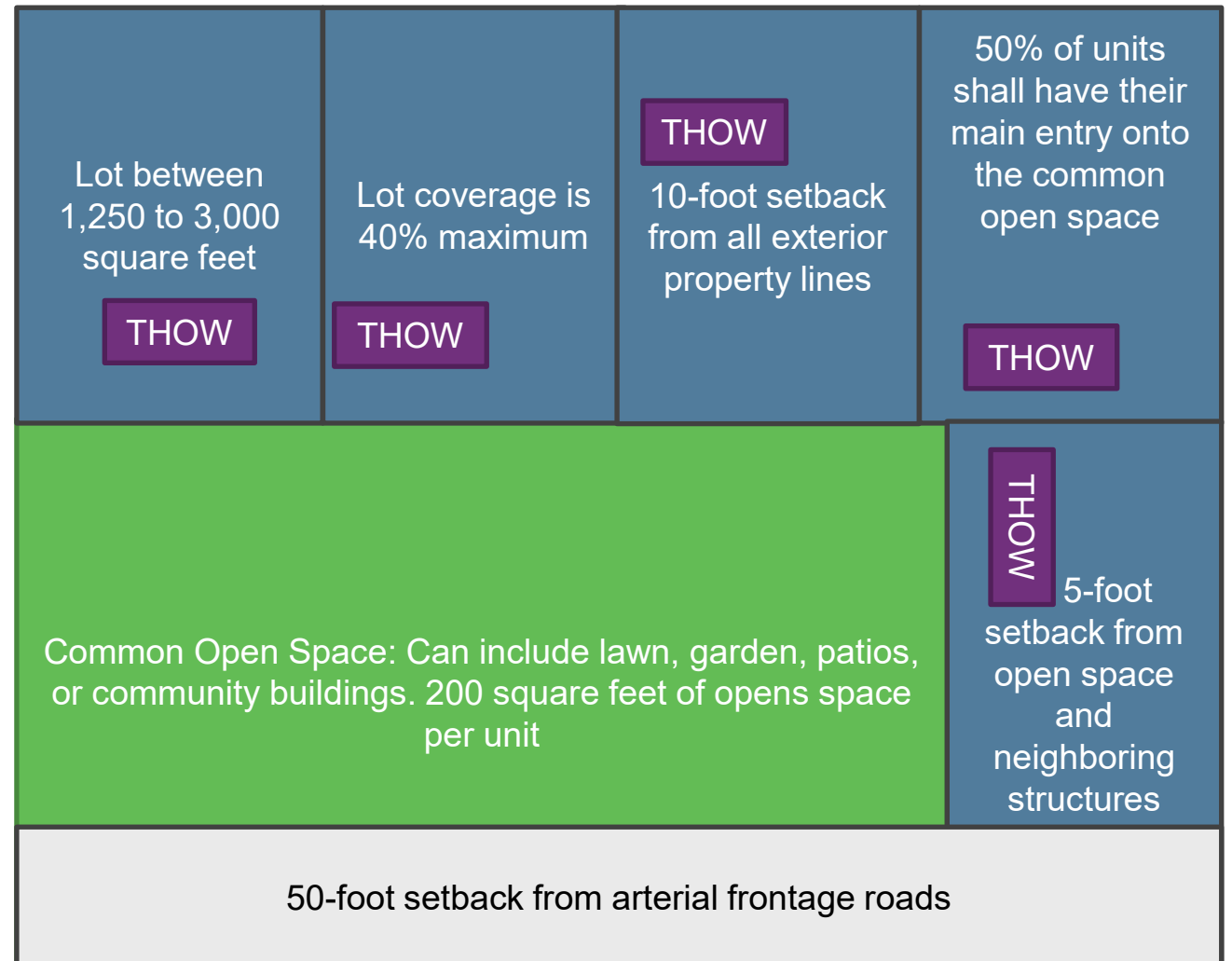
Require ANSI standards “+” to reflect full

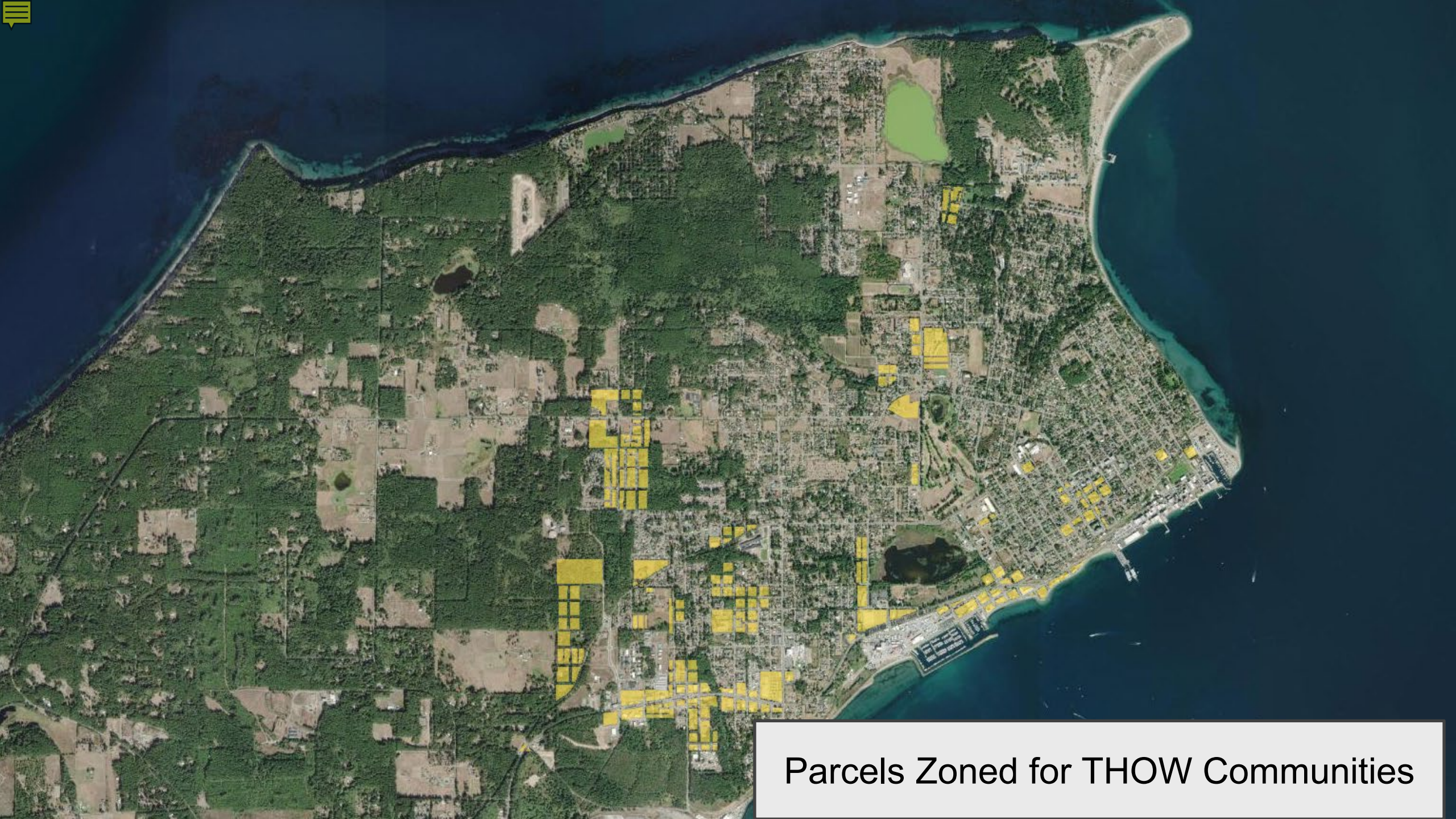
Port Townsend unit standards can be verified by design professional, architect, or engineer.-time residence vs. RV



THOW Communities

- Allowed starting July 1, 2023
- Allowed in Multifamily Residential and General Commercial Zonings
- A community is 4 to 12 THOWs





Parcels Zoned for THOW Communities

Permits for THOW Communities

BINDING SITE PLAN APPLICATION

Property address or general location (cross-streets):		Office Use Only Permit #
Existing Legal Description(s) (or Tax #: Parcel Number:)		Associated Permits:
Addition: _____ Block(s): _____		
Lot(s): _____		
Binding Site Plan is for: <input type="checkbox"/> Residential Condominiums <input type="checkbox"/> Commercial, Mixed-Use or Industrial <input type="checkbox"/> PUD Please describe (attach additional pages if necessary):		
Property Owner:	Contact/Representative (if different):	
Name: _____	Name: _____	
Address: _____	Address: _____	
City/St/Zip: _____	City/St/Zip: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	
Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report.		
Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach geotechnical report.		
Does the applicant, or anyone connected with the applicant or the development (any person, family member, firm, corporation), have an interest by reason of ownership, contract for purchase by agreement or option in any land within 200 feet of any portion of the subject property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:		
I swear and certify that this information is correct. (Signature of applicant) _____		

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.

Binding Site Plan:

- Designs community to meet City requirements

CONDITIONAL USE PERMIT APPLICATION

Property address or general location (cross-streets):		Office Use Only Permit #
Legal Description (or Tax #: Parcel Number:)		Associated Permits:
Addition: _____ Block(s): _____		
Lot(s): _____		
Project Description (attach additional pages if necessary):		
Property Owner:	Contact/Representative (if different):	
Name: _____	Name: _____	
Address: _____	Address: _____	
City/St/Zip: _____	City/St/Zip: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	
Will the use take place entirely within an existing building? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain. (For example, a daycare may include an outside play area.)		
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Major Conditional Use Permit (Type III):

- Designs each lot and unit to meet City requirements
- Ensures that the community is compatible with the neighborhood



Port's Goals and Closing Discussion

- What are the Port's housing challenges?
- Are the changes helpful for Port property?
- Are there opportunities to develop upper story multifamily or upper story group quarters? THOW interest?
- Barriers to implementation?
- Ways to overcome barriers? How can the City help? Is there a private economic opportunity?
- Conflict of interest: employers as landlords? Solutions?
- Opportunity for THOW manufacturing?

QUESTIONS?