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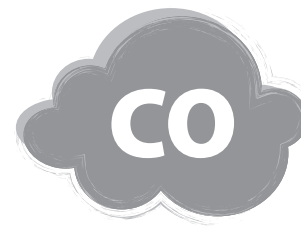
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PUBLISHED BY JEFFERSON COUNTY PUBLICATIONS, LLC

An independent company

Printed on recycled paper.

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SUBSCRIPTIONS: Print edition and full website edition:
\$70 per year in county; \$84 per year out of county.

FINE PRINT: Copyright © 2022; written permission required for reprint or reuse. The Leader is not responsible for advertising errors or omissions, or views expressed by advertisers. Published Wednesdays. Periodical postage paid at Port Townsend and other offices.

POSTMASTER: Send corrections to the Leader at the above address. Qualified as a legal newspaper under Washington law (USPS #438-920). Proud to be the official newspaper for Jefferson County, Port Townsend and all other local government jurisdictions.

Jefferson County Home Show March 5th

9 a.m. to 5 p.m. @ Blue Heron Commons

By Audrey Rogers
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The Jefferson County Home Builders' Association (JCHBA) is sponsoring the 2022 Home Show.

The big event will have an in-person return from 9 a.m. to 5 p.m. Saturday, March 5, at Blue Heron Commons, 3939 San Juan Ave., Port Townsend.

The event is free to the public, and the association hopes to inspire Jefferson County residents to enhance their homes' comfort, functionality, and value.

This year's home show will focus on current trends in cabinetry, masonry, insulation, design, solar power, and home automation technology with more than 45 exhibitors, builders, design professionals, inspectors, and plant specialists on hand to answer questions.

The switch to electricity over gas and

oil and the adoption of solar technology are key elements in this year's show. The emphasis on green energy includes presentations on the use of solar in the Pacific Northwest, rebates and incentives for using electric, and Wilder Auto of Sequim will offer electric and hybrid car displays and test drives in the newest EV models.

Lizanne Coker has been the executive director of the Jefferson County Home Builders' Association for the past eight years. In addition to overseeing the annual Home Show in Port Townsend, her main role is to coordinate trade associations for Building Industry Association of Washington as well as run monthly meetings with building officials, keep up with changing laws, and overall ensure building processes go smoothly.

She helps run the HBA website where locals can use a searchable directory to

find information on local tradespeople, Realtors, and other relevant organizations. A big part of her job is taking calls from the public to provide that assistance as well.

"Sometimes we get exciting calls but, hopefully, we don't get too many of those," she laughed.





Coker loves having the ability to quickly connect people with emergency assistance when the worst happens, like a basement flood or worse but prefers that line stays quiet.

Coker also has experience in fundraising for various causes like United Good Neighbors of Jefferson County and other educational foundations. Coker recently facilitated a five-year plan for houselessness through Jefferson County and the Department of Commerce in the wake of the growing workforce housing crisis.



Lizanne Coker

Executive director of the Jefferson County Home Builders' Association



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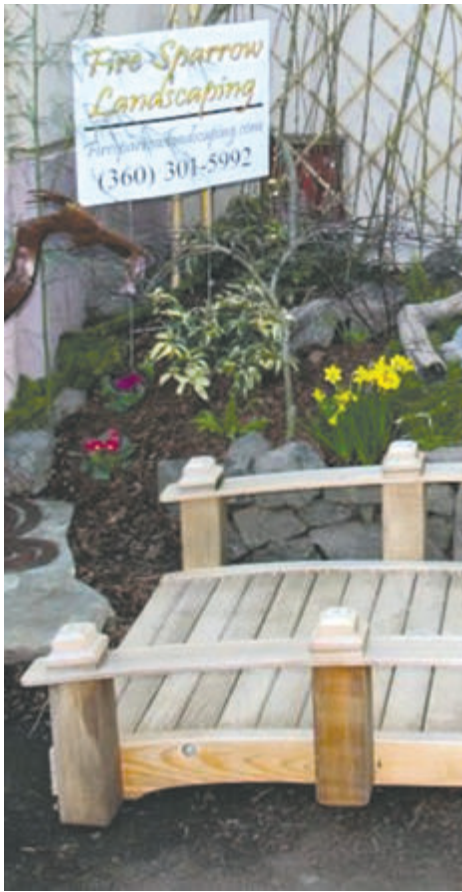
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Housing Solutions Network, a local initiative made up mostly of volunteers, will also present on the housing crisis at this year's home show to discuss potential solutions.

These organizations are excited to embrace the home show after a COVID-19 hiatus in 2021 (the 2020 event was held just a couple of weeks before the stay-at-home order went into affect).

When the shutdown happened, Coker played a vital role, ensuring construction projects could continue.

Unfinished projects posed serious safety concerns, especially those underway inside people's homes, so Coker spent the first two months of the stay-at-home order working with BIAW to get permission from Gov. Jay Inslee to keep builders going to work.

Once that permission was granted, Coker and her teams were tasked with navigating constantly changing guidelines

to keep everyone safe. She said some of the workers built their own hand-washing stations on-site, and, as is often typical in these lines of work, keeping masked. They saw no loss and very few breakouts over the course of the past two years as a result of COVID-19.

Coker is thrilled to bring back this community-centric event and show off exhibitors presenting on important topics, offering information on home improvement, Pacific Northwest gardening, and clean energy.

As an avid gardener, she's eager to peruse the landscaping displays.

"The neat thing about construction is that it's always cutting-edge," she said. "Homes are little works of art."

The home show will exercise COVID-19 precautions such as requiring masks, limiting capacity, and prohibiting food or drink offerings on-site.

Visit JCHBA.net to learn more about the free event.



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The Leader asked building officials in Jefferson County and the city of Port Townsend to address questions about building in 2021. Dave Nakagawara, city building official, and Jodi Adams, county permit and administration manager, stepped up with answers.



City of Port
Townsend

Q-and-A with building officials

What are any significant changes in the city's building codes this past year?

DAVE: We adopted the new state building codes last year, effective July 1. They are the same as what is in force in the county, the 2018 versions of the International Building, Residential, Fire, Existing Building, Mechanical and Fuel Gas codes and the 2018 Uniform Plumbing Codes, all as amended by the state of Washington.

JODI: A complete update from the 2015 Building Codes to the 2018 Building Codes. This includes a significant Energy Code Update. You can find the codes online here: <https://codes.iccsafe.org/codes> and <https://www.energy.wsu.edu/buildingefficiency/energycode.aspx>

Is building up or down in the city?

DAVE: Building in Port Townsend in 2021 is up over 2020; 26 percent based upon building permit applications.

JODI: Building is up since the pandemic. I think it would be higher except finding professionals to do the work is difficult. Here are the numbers for SFR and ADU building permits:

2018 - 102
2019 - 117
2020 - 97
2021 - 119

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Any tips for individuals to make the process go more smoothly?

DAVE: We are on the verge of making some huge changes, namely electronic plans submittal. We would like our customers to leverage our online services, including our inspection portal, and forms and help brochures on www.cityofpt.us. During post-COVID, we have found that our services are best delivered on an appointment basis, where our staff can be prepared with maps, application and help materials to best, and most quickly, serve the customer, eliminating standing in line and wasted trips to our offices.

JODI: Submit a complete application packet including a detailed site plan. This is the number-one delay in permit approval.

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Going green is becoming mainstream

By Leslie Kelly

Kenji Glenn defines green building as “being consciously aware of the need to build with products that don’t damage the environment.”

Glenn is a home builder with Green Builder NW Inc., based in Port Townsend and building green throughout Jefferson

County. so in the 1990s I began searching for alternatives.”

What he found was a multitude of ways to save the environment, while still providing people with beautiful homes and guiltless minds.

“People are more and more aware of the environment and the need to conserve,” Glenn said. “We give them a way to build a new home or remodel an existing home

Adding solar panels to a roof can save energy, and over time, can be economical for homeowners. Glenn said. Passive solar-designed homes take the maximum advantage of the sun’s energy during the day and store it in thermal mass to use in the evening.

Orienting the solar home to both the arc of the sun and the demands of the site are of primary importance for both efficiency and beauty when considering the placement of a home.

Another thing to consider when building green is how much insulation is added to the house.

“We’re creating such a tight building that very little energy is needed to heat the home,” he said. “But you need to consider having a good ventilation system so your home stays dry and mold is not a problem.”

Consider what material is in the insulation, too.

“For years, insulation was made with formaldehyde as a bonding agent to keep it together,” he said. “It’s a toxin to the human body. It breaks down the immune system. Any petroleum-based product is toxic.”

Pick insulation that is environmentally safe, such as Icynene, a spray foam made out of castor oil that expands about 100 times its volume when you spray it into a wall or ceiling. Not only does it seal leaks and drafts, but it also cancels noise.

Glenn also said to consider what is in the carpet you plan to lay. Use carpets with natural materials, or better yet, have wood or cork floors and put down organic material throw rugs.

There is an urgency today to reduce our carbon footprint, he said. Governmental regulations are slowly catching up and are creating regulations that promote green building.



County.

“I’ve been doing this a long time,” Glenn said of his green building. “I got tired of conventional building and watching our environment be damaged,

and have a clean conscious.”

The first thing to consider if you want to build green is energy.

“Using solar to limit electricity use is something that works, even here in the Pacific Northwest,” Glenn said.



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“Europe is way ahead of us on that,” Glenn said. “We need to continue to become more energy efficient here in the U.S.”

Building green can be costly, but there are ways to make a home operate more efficiently without going in debt.

Instead of installing the most expensive air filtration system, put in a good one and then just open a window from time to time, he suggested.

Adding another inch of foam insulation can keep a home more energy efficient without sending costs through the roof.

“Even an existing home can be improved,” he said. “Figure that you are

“Adding solar panels to a roof can save energy, and over time, can be economical for homeowners.”

- Kenji Glenn



using seven cords of wood a year to heat the house. If you add insulation that will drop to one or two cords.”

And that is saving trees and helping to offset your carbon footprint, he added.

Designing and building homes that give you the space you need but are not too large can also help conserve. Put the office or the den or whatever room you use the most during the day in the place that gets the most natural light; hence you'll use less electricity.

Make sure you are placing or replacing windows with those that are energy

efficient. Most homes now are built with triple-pane windows.

“Be sure to get windows with frames that are healthy,” Glenn said. “Use fiberglass or wood instead of vinyl. It will be more costly, but vinyl can break down and release chemicals.

Glenn hopes more people will feel a connection to the outdoors and build with that in mind.

“It's a conscious thing,” he said. “Are we connecting to the outdoors? Are we making things better? Or are we just adding concrete and gravel? We need to build homes to blend in.”

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Don't skip the home inspection

By Leslie Kelly

Jefferson County's real estate market is hot. And buyers are competitive, sometimes to the point of skipping a home inspection in order to beat another buyer and get the house.

"I've been doing this for 20 years," said Tim Halpin, owner of Pacific Home Inspection, "and I've never seen it like this. Buyers are waiving home inspections

just to make their offer better.

"I tell them if they aren't going

to have me go under the house, they better at least go under it themselves."

Halpin can tell horror stories about people who skipped an inspection, only to find that the house they bought had major structural defects.

"The house had water underneath it, probably for more than 40 years," he said. "It was a waterfront house, but the owners didn't know that a river was running under the house."

Fixing a problem like that can run upward of \$20,000 to fix.

"So many times, everything looks so great from the buyer's viewpoint," he said.

"But I've been in homes that were pristine and I found that there was no insulation in the attic."

Home inspectors have long lists of things they have to check off. Those items break out into electrical, plumbing, heat and air conditioning systems, structural items such as foundations and crawl spaces, and roofing conditions.

And then there's the matter of bugs.

"Around here there's a lot of beetles and termites," he said. "They are wood-destroying organisms. But to survive they need moisture. They can only live in moist wood."

Having a good ventilation system is needed to prevent that.

Being a home inspector isn't a glamorous job, Halpin said, but it's necessary.

"To be an inspector in Washington, you have to pass a state and federal test," he said. "It's 120 hours of schooling and 40 hours in the field. When I started 30 years



Tim Halpin
Owner of Pacific Home Inspection



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ago, you didn't have to have a license, but that changed about seven or eight years ago."

Halpin has an inspector's license and is a Certified Home Inspector. He is a pest inspector and a structural inspector. His average inspection is about three hours, depending on the size of the home. The average inspection is \$495.

Most common problems are in electric systems.

"I see tons and tons of electrical issues," he said. "It all depends on how well the house has been kept up."

Currently, most of his inspections are done for buyers wanting to get into a new home. Buyers come in all types.

"I've had buyers who were OK with cracks in the foundation," he said. "And then I've had buyers who won't buy because of paint peeling on a wall."

Sometimes real estate agents will ask him to do a pre-inspection for sellers before the house goes up for sale.

"They want to have it done before the house goes on the market," Halpin said. "They want to lay out everything for the buyers to see."

Then, he said, it becomes a negotiation.

"Sellers aren't really interested in fixing anything. They're already thinking about their new house. But buyers can use the inspection report as a way to negotiate a lower price. That is when the market is normal."

He has had calls recently from buyers who want him to come to the house "right now."

"They want to get the inspection on the same day that they make an offer," Halpin said. "And I had someone call me to line me up for an immediate inspection as soon as they found a house. I tell them if I'm not busy, I'll be there."

Current regulations are that Realtors need to suggest three inspectors to a potential buyer. That eliminates any idea that the inspector is rushing the inspection as a favor to an agent.

Halpin became a home inspector after he watched another inspector looking at a house his brother was considering buying.

"This inspector asked to borrow a flashlight and a ladder," he said. "I figured I could do a better job than that."

Sometimes he will get a call from a homeowner who isn't selling.

"They may have been in the house for

15 years and want to know the condition of the house and what might be coming up," he said.

He also gets calls from owners of new construction who are coming up on a year of being in the house.

"The builders give them a one-year warranty and they want to see if anything needs fixing before the warranty expires."

As for the problems he's found, Halpin has found homes with no insulation, and a million-dollar home where the plumber never connected the shower.

"You would be surprised," he said. "A contractor is only as good as his subcontractors. Sometimes people get in a hurry and say, 'Oh, I'll come back to that.' But they never do."

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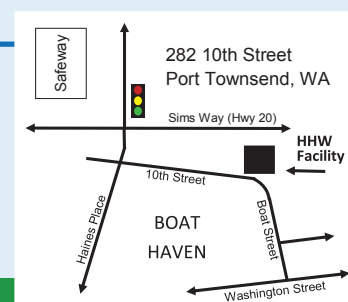
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Make it a zero-scape

By Leslie Kelly

If you're thinking about re-working your landscape so that it is low-maintenance, conserves water and maybe even can tolerate the heat, local landscapers have plenty of ideas.

The first thing to think about is whether you are willing to give up some of the green grass.

"Turf's a big drinker and we don't get much out of it," said Jess Norton, owner of Wildflower Landscaping in Port Townsend. "Healthy turf needs an inch of water every week in the growing season, whether it's water or rain."

Ideas about what can take the place of grass are many. Norton said to consider hardscaping; adding metal art, wood art, fences, arbors, pads, or even a dry fountain. Cut down the amount of area that you have to water or maintain.

Adding drought-tolerant shrubs is another idea. Such shrubs as ceanothus, California laurel or West Coast pines.

"Just look around," he said. "Look for the natural shrubs that grow in the Northwest. There's a couple that grow gangbusters."

Among those is the Oregon grape, although many gardeners think of it as something that can get out of hand.

"When a shrub is hearty, it will grow and grow," he said. "You have to prune it back to keep it contained."

However, people don't have to "groom" everything in their yard.

"Sometimes you need to just stand back and let it grow," Norton said. Norton has been in the landscaping business for years, taking over the business from his mother, Ann. Ann began the business in 1987.

In places like Arizona, New Mexico and California, wildfires have meant reduced water for landscaping. The term "zero scaping" has popped up, to describe landscaping that needs no water.

While we are not at that stage in Washington, Norton said keeping water use to a minimum is good.

"A lot of native plants don't require much water," he said.

Examples include roses, Hawthorns,

Oregon grape, heather, rhododendrons, hydrangeas.

"And with many of these, you can get them in all colors and shapes, so you can use them in your landscaping as you desire."

Being a low-water, low-maintenance gardener may mean paying a bit more at the onset, but "less cost in maintenance," Norton said.

"Just think about the savings you'll accrue when you don't have to pay someone



to mow that lawn," he said. Plants like rhododendrons and

hydrangeas will add color to your landscape as well as planting evergreens such as Japanese pieris that have variegated leaves and white blooms.

Another thing to consider is edible landscaping, Norton added.

"For all the effort you put in, the garden should provide you with something to put on your cornflakes," he said.

Blueberry shrubs, similar to salmonberry, and raspberries cultivars are

options for the Pacific Northwest.

"The raspberry cultivars produce tons of fruit with very little water," he said.

"They're hard to beat."

Also consider a fig *prolifera* shrub, Norton said.

"It seems weird, I know, because they are associated with the Mediterranean. But the fruits will grow well here."

As for beating the heat, Norton said he wishes he had the answer.

"When it comes right down to it, we just have to put up with it," he said. "We all need to put our feelings aside and brace ourselves for climate change."

One idea is to put more thought into reflective surfaces. Use a light color when you paint your house. In the heat of August, the side of your house will reflect the sun and temperature rather than absorb the heat.

Creating pathways, pads, and rock gardens will bring down your water usage and the time you spend on maintenance. It will actually make your yard more enjoyable, he said.

Norton's suggestion is to plant smaller things and allow them time to grow, rather than planting large plants that will need more care.

"Don't be in a hurry," he said.

"Landscaping is something that matures over time."



Jess Norton

Owner of Wildflower Landscaping



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Tips to boost your home design with energy-efficient LED bulbs

If you dream about transforming your home on a budget, chances are you've considered new paint, area rugs or window treatments. While these updates can refresh rooms without breaking the bank, there's a crucial and often overlooked design element that can truly transform a room - lighting.

The good news is, improving lighting doesn't necessarily require all new fixtures. Simply swapping from standard to LED lightbulbs can upgrade the ambience of your home with stylish features and energy-saving benefits that can have a dramatic impact on your energy bill - and the look and feel of your overall space.

Lighting can alter the appearance of paint, furnishings and decor, becoming even more important as seasons change. This year, resolve to save more energy and brighten up your home with an elevated, energy-efficient home basic: LED lightbulbs.

Here are a few bright ideas to revamp rooms using the power of the humble lightbulb:

Select LED bulbs reduce household energy costs over the course of their lifetime. An EcoSmart lightbulb saves \$0.55-\$2.65 on average per bulb over its 25,000-hour lifetime. New LED lightbulbs offer the latest innovation in lighting technology and are available in a wide assortment of wattage outputs, colors, base options and shapes.

LEDs are directional light sources, enabling them to cast light and use energy more efficiently. When choosing your ideal lightbulb style, consider the room's purpose. A kitchen needs to be bright to aid food preparation, but your bedroom should be a restful, cozy oasis. For a living room, you may want to switch from a game-and-puzzle center with focused lighting to a darkened home theater for movie night.

- Kitchens need light to perform cooking tasks, as well as for entertaining. EcoSmart LED recessed and track lighting (BR) offer strong overhead illumination in enclosed fixtures.
- Bathrooms need effective lighting, plus decorative style. Globe-shaped LED lightbulbs emit light in every direction, making them ideal for mirror and pendant lights.
- Dining areas are a great place to show off decorative fixtures with candle bulbs. New, improved decorative bulbs feature a thinner, longer filament design - with options like fine bendy or horizontal - that combine authentic styles and 360-degree light output with low glare for high-quality lighting that doesn't sacrifice style.
- Bedrooms or living areas where ambience is paramount offer endless

creative possibilities. Vintage is a look that never truly goes out of style and EcoSmart "Edison" bulbs give a more "true vintage look," along with the benefits of LED technology. EcoSmart offers a dimmable option for these bulbs too, so you can choose exactly how much light you want.

- Outdoor living spaces benefit from security lighting. Turn any fixture into a state-of-the-art security fixture with features like motion sensors, high output and dusk-to-dawn. Look for lightbulbs compatible with flood lights, security and landscape lighting (PAR).

The other good news about swapping out lightbulbs? You're helping the environment, too. On average, an enhanced EcoSmart LED bulb uses 85% less energy than a traditional incandescent lightbulb.

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How to get a healthier home for under \$100

It's as crystal clear as the air and water can be in your home: living in a healthier space is a top priority.

From small projects to large remodels, homeowners are focused on how these upgrades might impact their health, while having a positive impact on the environment.

"Going green can be affordable when there are eco-friendly choices available no matter your budget," said Christopher O'Rourke, Mercury Insurance Vice President of Property Claims. "Healthy home choices, especially for large renovations, may bring your homeowners cost down and save you money on insurance too."

A healthier home starts with evaluating what needs routine maintenance and what products can be replaced with eco-friendly alternatives. Here are some healthy home improvement tips that you can begin with today.

1) CLEAN, FRESH AND SAFE AIR

According to the EPA, the air inside your home can be two to five times more polluted than the air outside. Air filters in your heating and cooling system work by drawing out pollutants like dust and pet dander. When they get dirty it makes it harder for this system to work efficiently. Routinely check your air filters for

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accumulated dirt and dust. Depending on what type of filter you need, HEPA filters can be replaced for as little as \$25.

A simple project you can do at no cost is checking that all smoke and carbon monoxide detectors in your home work properly. Heating your home during winter increases the risk of fire and carbon monoxide poisoning. Checking the detectors around your home should be done routinely, especially during cold weather months.

2) PURE WATER

Water filters are a popular health-conscious home upgrade that can fit a range of budgets. The most popular types of water filtration are filtered pitchers that can start at \$20. There are also under-the-sink, on-the-counter, and faucet-mounted filtration system alternatives depending on how large of an upgrade you want.

Water leak detection devices are another popular home improvement. These systems can notify you when a leak is detected and can shut off the water system if a major problem is found. Mercury Insurance offers a water leak detection discount to qualifying homes that are equipped with these systems. (Discount availability may be limited

to certain states. Speak to a Mercury agent to confirm the coverages available in your state.)

3) HOME SUPPLIES THAT ARE GREAT AT THEIR JOBS AND EASY ON THE ENVIRONMENT

Over the years many consumers have been concerned about the ingredients found in conventional cleaning products, paints, flooring and building materials. Many have decided to replace them with products that are environmentally friendly. Look for products that are biodegradable and sourced from renewable resources instead of petroleum. Be wary of cleaners that claim to be all natural without clearly identifying their environmental benefits.

Painting: Whether you are doing a light touch up around your home or a large project, toxic paint could negatively impact the air quality of your living space. Look for options that are free of volatile organic compounds (VOCs) or are Green Seal or GreenGuard certified.

Replacing appliances: Always look for appliances that

are LEED certified or STAR rated. These products are more sustainable and reduce energy usage. You may also qualify for a green homeowners discount through your insurance for having these appliances in your home.

Flooring: Look for eco-friendly options such as unfinished hardwood, stone or concrete, and carpets made of natural fibers. Make sure to use toxic-free adhesives to reduce the amount of chemicals in your home.

Building materials: If you are going to be replacing drywall or insulation, look for GreenGuard certified materials to avoid toxic chemicals such as formaldehyde or acetaldehyde that are commonly found in these materials.

Home improvements and routine maintenance can create a healthier living environment. This green trend is also good for your wallet, as Mercury Insurance will apply a 5% green home insurance discount to homeowners who provide proof of certification that their home has been certified as Green by the U.S. Green Building Council LEED for homes rating system or meets the requirements of the National Association of Home Builders Green Building Guidelines (NAHB).

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As you turn up the heat during colder months, help reduce your risk of CO (carbon monoxide) poisoning at home with the following steps:

1) CHECK YOUR APPLIANCES AND FURNACE

Make it routine to have your heating system, water heater and any other gas, oil or fuel-burning appliances serviced by a qualified technician. CO can be produced from fuel-burning devices such as your home's furnace, dryer vent in a drying machine, and fireplace or chimney, so it's important to regularly check them to ensure they are clear of debris and snow, especially after a snowstorm.

"CO safety is important year-round, but especially in the colder months when the number of incidents typically increases," said Ashley Gocken, home safety expert with First Alert, a manufacturer of residential fire and CO detection devices. "It's important to take the proper steps to ensure your home and family are protected from CO."

2) INSTALL CO ALARMS

Even when following safety and maintenance protocols, CO leaks can occur, so it's important to be ready for the unexpected. The National Fire Protection Association (NFPA) recommends installing CO alarms on every level of your home, including the basement, and near all sleeping areas. Once installed, it's important to test alarms regularly. Remember to replace the batteries in your alarms every six months, even if they're hardwired, so there's always a reliable power source in case of electricity outages.



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“CO alarms don’t last forever and need to be replaced at least every five to ten years depending on the model. If you can’t remember when you last replaced your alarms, it may be time to install new ones,” Gocken said.

3) **CHOOSE SAFE HEATING
OPTIONS DURING A POWER
OUTAGE**

If extreme winter weather knocks out your power for an extended period, be safe when using alternative energy sources. Remember to never run a generator or any gasoline-powered engine inside a basement, garage or other enclosed structure, even if the doors or windows are open. Always use a generator outside and make sure it’s more than 20 feet from an open window, door or vent where exhaust can vent into an enclosed area. And keep in mind that it’s never safe to heat your home with your oven.



4) **KNOW THE SYMPTOMS**

The most common symptoms of CO poisoning are just like those of the flu, including headaches, dizziness, weakness, nausea, upset stomach and vomiting. Severe CO poisoning can cause chest pains and confusion, and may eventually be fatal, according to the CDC. If your CO alarm sounds or you think you might be experiencing CO poisoning, seek fresh air immediately and call 911.

“With the height of CO incidents occurring during flu season, it’s more important than ever to have properly functioning CO alarms. First Alert encourages everyone to take these simple steps to protect yourself and your family throughout winter from the increased threat of CO poisoning,” Gocken said.

Learn more about CO safety at FirstAlert.com.



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Real estate market in Jefferson County continues to favor the sellers



By Leslie Kelly

Ask any Realtor and they'll say the same thing: It's a seller's market.

And buyers better be prepared to make offers quick and maybe even offer more than the asking price.

"I'm working with a buyer right now who has offered \$150,000 over the asking price and that might not even get them the house they want," said Karen Best, owner of Coldwell Banker Best Homes in Port Townsend. "Usually, it's more like \$30,000 to \$50,000 and that will seal the deal."

Due to a lower-than-normal inventory of homes for sale, and a very competitive market, buying a house right now is hard work, Best said.

"This has put pressure on the values of homes and values were up 16.6 percent in 2021," Best said. "It's more in some areas than in others, but homes in general are appreciating faster than what I've seen in my 30 years in real estate."

Patrick Cook, owner of John L. Scott in Port Townsend, agreed.

"Right now, there's an influx of buyers and an extremely low amount of inventory," Cook said. "It's a challenge for brokers and buyers."

That's also led to increased prices. Sale prices are up 20 to 25 percent of what they would have been just a few years ago, Realtors said.

Best sees buyers with cash in hand approved and complete a sale in just a matter of days. The average number of days a house is on the market in Jefferson County is 34, and most homes in Port Townsend are sold within three to six days.

"There are people with cash in hand coming from everywhere, and why wouldn't they want to live here? It's a beautiful place to be," Best said. "They've retired and sold their house where they came from and have cash ready to go."

That's hard on buyers who don't have cash, she said,

especially first-time buyers.

Cook has seen Realtors write three to five contracts for a buyer and still not get a house.

"Ultimately, our brokers end up taking the buyers out to places like Sequim, Port Ludlow and Kingston, where they can get homes."

To be prepared, buyers need to have their financing pre-approved, clean up their credit if needed, and know how much they can put down on the house.

All of these things will help the buyer have a closing date sooner, something the seller will appreciate.

**"It's more in some areas than in others, but homes in general are appreciating faster than what I've seen in my 30 years in real estate."
- Karen Best**

"I've just never seen a market like this," Best said. "I've had buyers make multiple cash offers and not be successful."

Many buyers are looking for open floor plans, with solid stone or quartz counters in the kitchen. Airy and light are important, too, because of the Pacific Northwest's gray winters, she said.

Buyers usually have a specific number of bedrooms that they want, depending on family size.

"And we're seeing more people working from home now, so they want that extra bedroom to use as an office, or just create space for two working people at home."

Amenities like community pools or beaches and club houses are important for some buyers. Homeowner's

dues, not so much, she said.

Typical buyers aren't as concerned about school districts as they are about getting a walkable community where they can walk to the grocery store or the library.

"That's especially true in Port Townsend," she said. "This area is popular for retired buyers."

Cook said he sees a number of buyers who are retiring and are looking to downsize.

"They want a turnkey; something that is modern, and smaller than the houses they've been in," he said.

If buyers can't seem to get the home they want, Best also suggests expanding the area where they are looking and be flexible.

"Try to be more open about the areas you'll consider and the style of homes," she said. "That's necessary in a competitive market like this one."

Best said market may not get easier for buyers anytime soon.

"There is talk that the interest rates are going to go up," she said. "That may slow the market some. But there's plenty of financing available from lenders — not like it was. Financial institutions are being very responsible about lending."

She said there's a feeling that there will be a little more inventory on the market in the coming months.

"But we're not seeing that yet," she added.

Cook said inventory is also affected by homeowners who have been in their homes 15 or more years and normally would be looking to move up to a larger house.

"But with the interest rates so low, they're just deciding to stay in their homes and do upgrades or remodel. Buyers just don't have that opportunity anymore. There is a shortage of step-up homes."

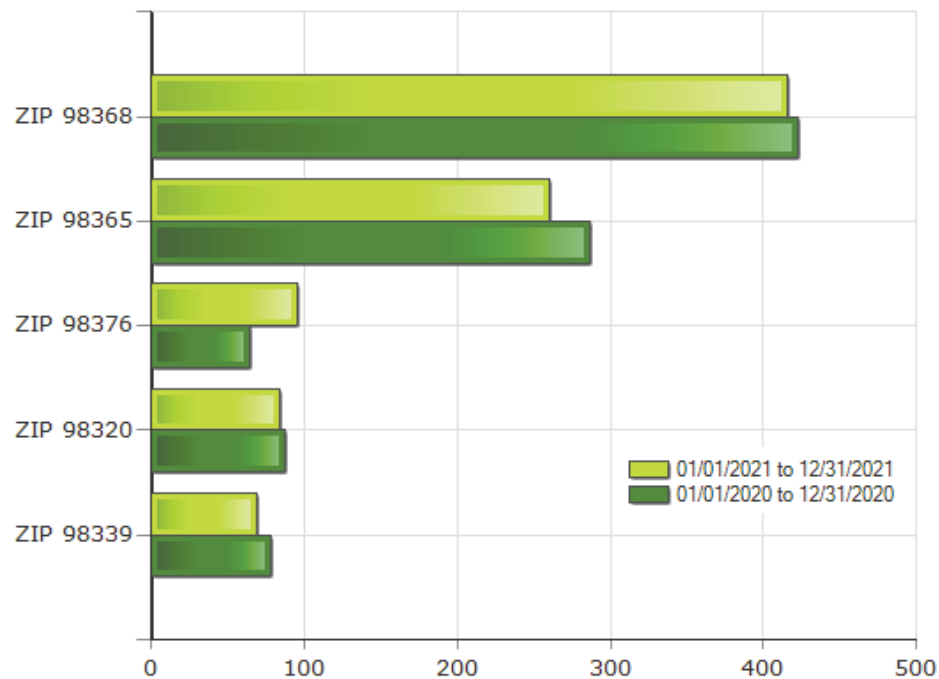
Cook said he worries about the future for places like Port Townsend where there is little affordable housing.

"Companies decide not to come here because there's no housing their employees can afford," he said. "It's just a real challenge for workers in town."

Zip Code Market Snapshot - 2020 vs. 2021

Published: January 2022*

Closed Sales in Units



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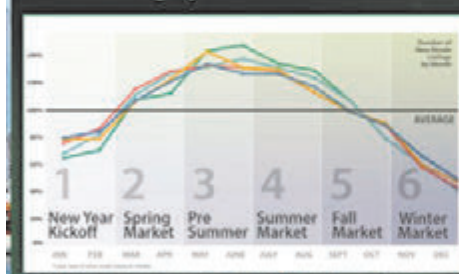
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SITE PLAN CHECKLIST

Site plan **must** be legible.

Site Plan Checklist

Only a complete site plans can be accepted at time of appointment. The permit technician is unable to complete the site plan for you. If you have questions please call before submittal.

You must ensure that every item below is included in the site plan. Check each item below when completed in site plan. The permit technician will review at time of submittal, incomplete site plans will be returned.

DCD YOU


Title Block

Indicate applicants name, site address, Assessor's Tax Account # (Parcel #).

Scale - prefer engineer scale to architect scale

Indicate map scale. Use appropriate scale and note it on your site plan. (example - Scale 1" - 40')

North Arrow

Show an arrow indicating the NORTH direction. 

Property Boundaries / Easements - full site plan is needed, attach detailed plan if needed

Show property lines and all easements (utility, drainage, dike, access, railroad, etc). Indicate site dimensions. Include building footprint square footage and names of adjacent roads.

Driveway

Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) slope.

Building Footprint - do not add future proposed projects

Show location and dimensions of all existing and proposed buildings or structures. If this project includes an addition, clearly show the addition different from the existing building. Identify each building by its use (residence, garage). Indicate any decks, porches, or retaining walls.

Impervious Surface

Indicate the amount of new impervious area. Label new and old impervious areas. Include the sq/ft of building, roof area, parking area, patios and any new driveway (including non-paved driveways).

Setbacks

Indicate the building setbacks from all property lines with a dashed line. Include distances between structures, and distances from structures to critical areas, including shoreline setbacks when applicable.

Power Lines from property boundary to structure

On-Site Septic System Location or Sewer Lines

Indicate method of sewage disposal. See back side for septic site plan requirements.

Well Location or Water Lines - must show 100 foot radius around well.

Indicate the drinking water supply (existing and/or proposed, public or individual). Show all private well(s), public water mains and water supply pipes to all buildings.

Propane

Show the location of the propane tank (if any).

Propane is prohibited in locations such as basements or pits or anywhere gas can unsafely collect.

Propane tanks > 125 gallons - minimum setback of 10 ft. from property line and buildings.

Checklist- Site Plan Checklist.xlsx

Environmental Health Requirements

Note - this building permit application may require you to bring your septic system up to current codes.

DCD YOU

- On-site septic system location or sewer lines (existing and/or proposed).
- Show measurements from the foundation to septic tank, drainfield and reserve area.
- Sewage transport line
- Current O&M inspection.
- Reserve area
- Is the stormwater diverted from drainfield / tank area? Show measurement from stormwater facility facility to septic tank and drainfield.
- Are all septic system components completely installed (tanks, transport lines, drainfield)?
- Is the septic system finaled, please contact EH to see what requirements they may have.

Water

- Well location(s) with a 100 foot radius around well.
- Water Lines and water meters, from water source to all buildings.

Land Use Requirements

DCD YOU

Shorelines

- For shoreline properties, show the ordinary high water mark (OHWM), the shoreline buffer, the shoreline setback, and the distances from OHWM to all structures, including structures within 300 feet from both sides of property.

Slope

- Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) slope(s). Identify slopes greater than 15%.
- Percentage % of slope = Rise (height) divided by Run (distance) multiplied by 100.

Critical Areas

- Show all critical areas such as geologically hazardous areas, wetlands, rivers, streams, ponds, etc.

Stormwater

- Method and location of stormwater disposal facilitates such as rain gardens, splash blocks, dry wells based on the current Stormwater Management Manual for Western Washington.

Commercial Building Requirements - in addition to items above.

A site plan prepared by a licensed civil engineer, architect, or landscape architect containing the following information in addition to the general information required above.

DCD YOU

- Existing structures and significant features on the subject property and on adjacent properties.
- Property lines, adjoining street and immediately adjoining properties and their ownership.
- The layout of an internal vehicular and pedestrian circulation system, including location and dimensions of existing and proposed improvements on public right-of-way such as roads, sidewalks, and curbs.
- Corner grades and exisiting contours of topography at five-foot intervals.
- Existing and proposed grades and volume and disposition of excavated material, if applicable
- Natural drainage direction and storm drainage facilities and improvements.
- Locations of all existing and proposed utility connections.
- Parking spaces and driveways.
- Identify all uses in existing and proposed structures.
- Proposed landscaping.

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WINDOWS & DOORS

Groves & Co., Inc	11084 Rhody Dr., PH	(360) 385-6282
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UTILITY PROVIDERS

Jefferson County PUD	310 Four Corners Rd., PT	(360) 385-5800
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Port Townsend & Jefferson County

2022 Building Codes

CHAPTER 1: Getting Started

When Is a Building Permit Required?

The City of Port Townsend and **Jefferson County** have adopted the following codes:

2018 International Building Code - WAC 51-50, 2015 International Residential Code - WAC 51-51, 2015 International Mechanical Code - WAC 51-52, National Fuel Gas Code (NFPA 54) - WAC 51-52, Liquefied Petroleum Gas Code (NFPA 58) - WAC 51-52, 2015 International Fire Code - WAC 51-54A, 2015 Uniform Plumbing Code and Uniform Plumbing Code Standards - WAC 51-56 and 51-57, Washington State Energy Code, as amended - WAC 51-11.

The IBC and IRC require a building permit before constructing, enlarging, altering, repairing, moving, demolishing or changing the occupancy of a structure. A permit is also

required before installing, altering, repairing, removing, converting or replacing any gas, mechanical, plumbing or electrical systems.

Exemptions include: un-heated residential detached, accessory one-story playhouse or tool and storage sheds not for human occupancy less than 400 square feet in floor area and commercial storage sheds less than 120 square feet in floor area; fences up to seven feet high; movable cases, counters and partitions not over five feet nine inches high; platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below; decks not exceeding 200 square feet (18.58 m2) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4; retaining walls four feet and less measured from top of wall to bottom of footing unless supporting a surcharge or impounding Class I, II, or III-A liquids; and painting, wallpapering and similar finish work.

Exemptions should be checked in advance. All work must meet zoning and other requirements, even if a building permit is not required. Many informational handouts are available at the City's Development Services Department and at the **Jefferson County** Department of Community Development.

Please call prior to starting your project, as double permit fees may be assessed for work that is undertaken without a permit.

NOTE: All residential building permits now require smoke and CO alarms to be installed, or updated to meet or exceed WAC 51-51-0315.

City of Port Townsend Code

Compliance and Enforcement of Building Code Violations:

Working without an approved and issued building permit for your project can result in a Stop Work Order and code enforcement action. A Stop Work Order specifies the violation and requires all activity in relation

to the violation cease immediately until authorized to proceed. PTMC 1.20.080

Receiving a Stop Work Order may result in double permit fees, daily accrued fines, civil citations, and in addition can result in enhanced daily penalties as set forth under PTMC schedule 1.20.075(F), ranging from \$500.00 to \$2500.00.

Any person who willfully or knowingly violates or fails to comply with any Stop Work Order or Emergency Order, issued by a director pursuant to this chapter, is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than 180 days, or by both such fine and imprisonment. Each day such violation or failure to comply continues shall be considered an additional misdemeanor offense. PTMC 1.20.060



RED indicates information
specific to **Jefferson County**

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How to Get More Information



CITY OF PORT TOWNSEND: The Development Services Department (DSD) is located in City Hall, 250 Madison St., Suite 3, and is open between 8 a.m. and 4 p.m., Monday through Friday except on Wednesdays from 9 to 11 a.m. Appointments for residential, commercial, and multi-family projects may be made by calling the front desk at 360-379-5095.

The City of Port Townsend's website has information, guidelines and forms at www.cityofpt.us; go to Development Services and click on Development Services Forms and Documents. For residential typical details and contractor information www.cityofpt.us; go to Development Services and click on Building; then click on Residential Building Permits. General permit information is made available for the public to view by using the on-line portal at www.cityofpt.us.

Development Services Department (DSD):

Lance Bailey, AICP, Development Services Director; Dave Nakagawara, CBO, Building Official; Matt Logue, Building Inspector; Judy Surber, Planning Manager; John McDonagh, Senior Planner; Suzanne Wassmer, Land Use Specialist; Katie Quesada, Code Compliance Officer; Wayne Fitch, Permit Technician; Robin Hill, Permit Technician

Public Works: Steve King, P.E. Director; Laura Parsons, P.E. City Engineer; Brandon Maxwell, Civil Engineer (Engineer In Training); Scott Studeman, Public Works Inspector.

JEFFERSON COUNTY: The Department of Community Development at 621 Sheridan St. is open between 9 a.m. and 4:30 p.m. Monday through Thursday (closed between 12 & 1pm); closed on Friday. The phone number is 360-379-4450.

Brent Butler, Director; Jodi Adams, Permit Manager; David Johnson, Associate Planner Lead; Donna Frostholt, Associate Planner Lead; Joel Peterson, Associate Planner Lead; Amanda Hunt, Assistant Planner; Bryan Benjamin, Assistant Planner; Helena Smith, Planning; Brandon Drown, Building Inspector I; Mitchell Cartmel, Building Inspector I; Phil Cecere, Plans Examiner

I; Jeff Monroe, Plans Examiner II;

Amber Warren, Permit Technician; Susan Grantham, Permit Technician; Morgan Higdon, Office Coordinator.

Permit Be Sure to Check for Building Code Updates

The information pertaining to building code and permit requirements contained in the 2022 Home and Garden Magazine is current as it goes to press. However, building codes, zoning and other regulations are updated regularly by the city and county. Therefore, it is recommended that you contact **Jefferson County** (360-379-4450) or the City of Port Townsend (360-379-5095), as appropriate, before starting work.

This should be read in conjunction with the jurisdiction's codes. If there are any errors in this document, the code prevails. Fees are based on those in effect at the time of publication. Please double-check fees with the jurisdiction.

Online Permit Information

You can also find zoning, building code and permit information online. For the City of Port Townsend, go to: cityofpt.us. Under "Development Services," click on "City Municipal Code." The City does not accept credit cards for permit payments. For Jefferson County, go to: www.codepublishing.com/WA/JeffersonCounty. For information and application forms, go to our new website www.co.jefferson.wa.us/283/Building-Permit-Forms.

Electrical Permits

Whether you live in the city or the county, all electrical permits are handled by the Washington Department of Labor and Industries (L&I). The local L&I office is located at 1605 E. Front Street, Suite C, Port Angeles, WA 98362-4628. Office hours are 8 a.m.-5 p.m. weekdays; an inspector is available to answer questions from 8 a.m. to 9 a.m. Call 360-417-2700 for general information. To schedule an inspection, call 360-417-2722 by at least 4 p.m. on the business day prior to the desired inspection.

Port Townsend

Customer Assistance Meetings, Pre- Application Conferences and Technical Conferences.

Staff can provide basic information such as zoning, uses allowed, and a map including topography, approximate location of buildings and utilities, and mapped critical areas. Applicants need to apply for customer assistance meetings, and/or preapplication meetings and/or technical conferences to obtain detailed development requirements related to their specific projects. Customer Assistance Meetings (CAMs) cost \$176 and result in a meeting or teleconference with staff. Preapplication conferences typically cost between \$264 and \$440. Preapplications result in a written report signed by the Development Services Director. The contents of the written report are discussed with the applicant during the preapplication meeting. Unless waived by the Director, pre-application conferences are required for all Type I-A, Type II and Type III project applications and Type I project applications proposing impervious surfaces of 5,000 square feet or more and/ or non-single-family structures of 5,000 feet or more. The public works technical conference is designed to provide the prospective home buyer or developer with a preliminary estimate of potential development requirements for a specific site. It is strongly encouraged when utilities are to be extended and/or new streets installed. The cost is \$440.

Jefferson County

Pre-application conferences are required for all Type III, IV and V project applications, Critical Area stewardship plans, and Type I project applications proposing impervious surfaces of ten thousand (10,000) square feet or more and/or non-single-family structures of five thousand (5,000) square feet or more. Pre-application conferences for all other types of applications are optional. Pre-applications range from \$562.28 to over \$1,000 depending on which departments need to be involved; CAM fees for 2022 have been waived by the Commissioners. Pre-applications result in a written report from our Planning Department and Planning Director.

CHAPTER 2:
Are Other Permits
Required?

Stormwater: **Jefferson County** first adopted a Stormwater Management Ordinance on November 4, 1996. The current stormwater management standards are contained in the **Jefferson County** Code, Sec. 18.30.070. Avoiding impacts related to erosion, sedimentation, and stormwater runoff from land clearing development is vital, consequently all projects require review under this ordinance and many projects will require the use of best management practices as outlined in the WA State Department of Ecology Stormwater Management Manual for Western Washington, 2012 edition, as amended.

Clearing and Grading Permit: If not part of the building permit, a separate clearing and grading permit is required prior to any land-disturbing activity on private property for the City, and may be required for **Jefferson County**, including grading, clearing, grubbing, filling, excavating or stockpiling, and tree and vegetation removal. There are a few exemptions that can be made by the Building Official; call the City for specific information (See also pg. 42).

Any land-disturbing activity of 7,000 sq. ft. or more, grading of 500 cubic yards or more, creation of 2,000 sq. ft. or more of impervious surface, or within an environmentally sensitive area, requires a stormwater management permit. Call **Jefferson County** for specifics.

Demolition Permit: ORCAA approval is required for demolition projects, and may be required for remodels and additions as well as a City permit and **Jefferson County** permit to ensure that structures are removed from the Assessor’s tax rolls and that the site is left in a safe, sanitary condition. Demolition permits are always required to be separate.

All hazardous materials including asbestos must be abated if disturbed. Abatement permits are required by state law and are issued by the city building department.

Moving Permit: A separate Public Works moving permit (a Minor Improvement Permit) is required to move a house or other building. This application must include a traffic control plan and house moving route.

Lifting a house for foundation work or other purpose requires a building permit prior to lifting.

Separate plumbing and/or mechanical permits: Are required for changes or additions to existing plumbing, heating or ventilation if not part of the building permit.

Manufactured Home Siting Permit:
(Chapter 296 - 150M WAC, Manufactured and Mobile Homes.)

Manufactured homes may be placed anywhere within the City of Port Townsend’s R-I, R-II and R-III residential zoning districts. Maps of these areas are available at DSD. Manufactured homes must also meet the following requirements:

1. Set on a permanent foundation with the space from the bottom of the home to the ground enclosed by poured concrete or concrete or masonry blocks so that no more than one foot of the perimeter foundation is visible above the ground;
2. Originally constructed with and now has a composition of wood shake or shingle, coated metal, or similar roof with a minimum 3.12 pitch; and
3. Originally constructed within 3 years of the date proposed for placement.

The placement of manufactured homes that were constructed more than 3 years prior is prohibited.

The title of manufactured homes must be eliminated through the state Department of Licensing as a condition of building permit approval.

City of Port Townsend Lot Coverage and
Impervious Surfaces Worksheets for Applicants



Lot Coverage and Impervious Surface Calculations are similar, but not the same. This worksheet is designed to help you clarify the difference and help you determine the correct numbers to use on our applications.

LOT COVERAGE = STRUCTURAL FOOTPRINTS

Lot coverage is defined as “the total ground coverage of all buildings or structures on a site measured from the outside of exterior walls or supporting members, including accessory buildings or structures, but not to include at-grade off-street parking lots, deck areas, terraces, swimming pools, pool deck areas, walkways, roadways or driveways” (Port Townsend Municipal Code 17.08.040).

Calculate the Total Impervious Surface of the Proposed Project:

House Roof area:	square feet
Garage Roof area:	square feet
Covered Porch Roof area:	square feet
Other Structure Roof area:	square feet
Decks and patios and other structures over 30" in Height that do not allow rainwater between the slats/surface:	square feet
Driveway, Sidewalk & gravel/compacted areas:	square feet
TOTAL Impervious Surface Area:	square feet

Calculate the Impervious Surface Percentage:

Divide the Total Impervious Surface Area (above) _____	square feet
By the Square Footage of the Property _____	square feet
And multiply by 100 to equal the	
TOTAL percentage of impervious surface	%.

IMPERVIOUS SURFACES = STRUCTURAL FOOTPRINTS PLUS IMPERVIOUS SURFACES.

Calculate the Total Impervious Surface of the Proposed Project:

House Roof area:	square feet
Garage Roof area:	square feet
Covered Porch Roof area:	square feet
Other Structure Roof area:	square feet
Decks and patios and other structures over 30" in Height that do not allow rainwater between the slats/surface:	square feet
Driveway, Sidewalk & gravel/compacted areas:	square feet
TOTAL Impervious Surface Area:	square feet

Calculate the Impervious Surface Percentage:

Divide the Total Impervious Surface Area (above) _____	square feet
By the Square Footage of the Property _____	square feet
And multiply by 100 to equal the	
TOTAL percentage of impervious surface	%.

“Impervious surfaces” means areas or surfaces that cannot be easily penetrated by rain or surface water runoff. These areas include structures and roof projections, impervious decks, roads, driveways, and surfaces which substantially reduce and alter the natural filtration characteristics of the soil.” (Port Townsend Municipal Code 19.05.020)

If your building proposal increases the area of impervious surfaces, it may result in stormwater impacts. Refer to the City’s Engineering Design Standards: www.cityofpt.us under “City Plans”. Stormwater methods can include infiltration trenches, dry wells, and rain gardens. Downspouts that flow into splash blocks can only be used for properties where there is a minimum of 50 feet of a vegetated path between the splash blocks and the edge of the property.

If the impervious surface is over 40%, an engineered stormwater drainage plan is required. You will need to retain a Civil Engineer to prepare and stamp drawings to be submitted with the public works permit. Drawings must include specifications of on-site stormwater methods.

If the impervious surface is under 40%, you may conduct your own perc test and submit an on-site stormwater drainage plan with your application for review and approval by city staff. Ask staff for the handout for guidance on conducting a perc test, or go online to www.cityofpt.us to the City’s Engineering Design Standards, Chapter 4 Section 5 *Drainage Plan, Contents and Standard Procedures for Medium Impact Projects* .

Manufactured homes require building permits and street development permits. Fees for manufactured home permits are based on the foundation valuation plus the cost of any site-built structures.

Please add the following: Manufactured home foundation system must either be installed per the manufacturer's installation instructions or per a design prepared by a Washington licensed engineer or architect. For more information on Manufactured home installations see the Manufactured Home Application Instruction Guideline Handout. www.cityofpt.us; go to development Services and click on Development Services Forms and Documents.

Wood, Pellet, and Propane Stove Installations:

Require mechanical permits and inspections by the City or County Building Official and Fire Department. (Chapter 10, IRC.) Mechanical permits are required for installation of new or replacement propane containers (both above ground and underground), appliances and/or piping. Inspection is required for tank placement (setbacks) and piping tests.

Critical Areas Permit:

Port Townsend: A critical areas permit may be required if it is determined the site is near or within a critical area such as a seismic area, wetland, steep slope, or critical drainage corridor. (See PTMC, Chapter 19.05, Critical Areas.)

Jefferson County Requires Environmentally Sensitive Area (ESA) review for all permit applications except where the footprint of the structure is not changed (e.g., remodels, plumbing permits).

Construction in the Intertidal Zone:

May also require additional permits from the Washington State Department of Fish and Wildlife and the U.S. Army Corps of Engineers and approval from the Department of Natural Resources per the Aquatic Land Management Act.

SEPA:

For projects not exempt, an environmental checklist must be submitted in compliance with the State Environmental Policy Act (SEPA).

HPC: (City)

Historic Design Review (HDR) is a permit process required for proposals that would change the exteriors of designated historic commercial, religious and residential structures. Most of these protected historic structures are found within the City's downtown National Historic Landmark District (NHLD) but others lie throughout the City. HDR is also required for Bed and Breakfast inns when making exterior changes and for other uses within the NHLD which require a conditional use permit. See PTMC, Chapter 17.30, Historic Preservation Code. Please note that in addition to a building permit for a re-roofing project, HDR is also required if the applicant does not choose from pre-selected roofing colors. Changes to windows also require HDR review; like for like replacements may be covered under ordinary repair and maintenance. See the City of Port Townsend DSD office for more information.

Port Townsend

Depending on the nature and location of the project, other permits may be required in addition to a building permit. Other permits could include:

Street and Utility Development Permit (SDP): Port Townsend - A Street and Utility Development permit is required for all development projects that require work in a city right-of-way. The Street and Utility Development permit is used for applications for water and sewer connections and/or main extensions, and stormwater and/or street improvements. Street and Utility Development Permit applications are available at the City's Development Services Department. In order for an application to be complete it must be submitted with a site plan, which indicates the work to be done. Works Department for current fees. As a general rule, a building permit will not be issued without an accompanying Street and Utility Development Permit; however, Street and Utility Development Permits may be issued prior to a building permit when the street and utility work is needed prior to building.

If only minor Public Works improvements are needed for the development a Minor Improvement Permit (MIP) is required. The MIP is typically used for driveways, culverts, sidewalks, parking improvements, and cable, phone and power service.

Street and Utility Development or Minor Improvement Permits not tied to a building permit will expire unless the work is completed within 12 months after issuance of the permit. All Street and Utility Development or Minor Improvement Permits tied to a building permit are valid as long as the building permit remains active with the Building Department.

Drainage: Port Townsend – All new development within the City must have a plan for handling stormwater on-site. The 2005 Department of Ecology's Stormwater Management Manual for Western Washington was adopted by the City in February 2007. Applicants must submit a drainage plan. The level of drainage plans varies depending on the complexity of the project. Copies of the requirements are available at DSD. The City's Engineering Design Standards and Department of Ecology handouts describe in detail the requirements for drainage plans. Additional requirements may be imposed for sites within or near critical areas.

Sign Permit:

Sign permits are required for new signage as well as those replaced, revised, re-erected and relocated. Review for signs within the historic district is also required. (See page 40 for more information.) Contact DSD for more information.

(City: Chapter 17.76, Signs.)

(County: **Jefferson County** adopted a new sign code in November, 2014. Refer to JCC Section 18.30.150.)

CHAPTER 3: How to Apply for a Building Permit

Jefferson County

If the property is in Jefferson County outside of the Port Townsend city limits, apply at the **Jefferson County** Department of Community Development at 621 Sheridan St. in Port Townsend.

In the City of Port Townsend, applications are taken by the city's Development Services Department on the third floor of City Hall, 250 Madison St.

Building permits submitted to the City are accepted from 9 a.m. to 4 p.m. Monday through Friday, except on Wednesdays from 9 to 11 a.m.

Permit applications may be submitted to **Jefferson County** Department of Community Development. It is required to contact permit tech prior to submittal to check on availability or obtain a submittal time and date for application submittal. Please call 360-379-4450. For both planning and building departments, call Mon. and Tues. 9 a.m. - 12 p.m., Wed. and Thurs. 1:30 p.m. - 4:30 p.m.

Applications require information concerning the construction and project site and help determine a project's compliance with zoning and building codes. You will need the name, mailing address, email address and telephone number of both owner and contractor; contractor's Washington state registration number (also a City of Port Townsend business license is required of contractors for work performed within the city); construction site nine-digit parcel number and legal description (parcel numbers may be obtained from the County Assessor's office); floor area of planned and existing buildings; and the existence of any applicable plat or other restrictions on the use of the property. Other plans, showing foundation, floor framing, section drawings (from foundation to roof) and elevations may also be required. All building plan review fees are collected at the time of application. **Jefferson County** requires 100% payment of the building permit application at intake.

Once you apply for a building permit with the necessary forms and information, the time it takes to issue the permit is site specific and varies depending on the time of year and the volume of permit applications. Larger commercial or multi-family residential projects may take longer.

Per the International Building Code and Intentional Residential Code, a Building Permit Application may expire during the plan review process and may also expire once the permit is issued. Expiration of plan review: When a permit has not been issued within

180 days following the date of application for want of information from the applicant, the application and plan review expire. However, the code authorizes the Building Official to extend this time for one additional 90-day period when it is determined that circumstances beyond the control of the applicant prevented action to secure the permit.

Expiration of the Building Permit:

CITY - Once issued, the permit expires if work does not begin within 180 days, or when the work stops for 180 days. When there are no inspections for 180 days the permit will become expired. Not unlike the one-time plan review extension, the Building Official may extend the permit for one additional 180-day period on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. If the permit expires, new fees will be required to issue a new permit.

COUNTY - The issued permit expires after one year, however, extensions may be granted. Contact county to find out current renewal policy. Building Permit Fees

Building Permit Fees

Building permit fees are based on project valuation, or the estimated value per square foot for each type of construction to replace the building or addition. Standard replacement value figures have been adopted by the City and County.

Other City fees will be assessed for house number assignment, water and sewer connections, public works and fire review, and storm water reserve capacity catch-up fees (Other Permits, Chapter 2).

System Development Charges (SDCs) (City only) System development charges are fees charged to new development projects for water and sewer service connections. These fees pay for the capacity reserved in the system and improvements to the water and sewer facilities.

Any person requesting a new water or sewer connection within the City, or a water connection in **Jefferson County** within the City's water service area, or an upsiz e of existing service, must pay SDCs. Contact the City's Development Services Department at 360-379-5095 to find out what fees are applicable to your project. Fees may also be found on the City's web-site at www.cityofpt.us; go to departments; then development services; then click on the button "Development Services Forms and Documents Public Works Fee List 2020"

CHAPTER 4: Building Plans

Building permit applications are accompanied by plans and specifications drawn to scale and in sufficient detail to judge that the project will be constructed in accordance with building codes and all relevant regulations.

The plans should clearly show what you intend to build, how it will be placed on your property, and how it will be constructed. All plans should be detailed enough to allow construction from the plans.

The County requires only two sets of building plans if submitted in paper form. If submitted digitally, only one copy is needed. For all other documents, only one copy is required. Port Townsend requires a third set of site plans for commercial projects or if utilities or street development or street access are involved. Most plans are drawn by local builders, designers and homeowners. However, the building official may require plans, computations and specifications be prepared by a licensed engineer or architect, and if so, those plans must be "wet-stamped."

If an architect or engineer (licensed in the state of Washington) has prepared and stamped your plans, one set must have an original signature and wet stamp on each page. (The other set may be copies.) At plan submittal all lateral and structural calculations (by architect or engineer) such as strapping, nailing, shearwalls, beam sizes, grade and species of lumber, truss design, holddowns, etc. shall be clearly depicted on the plans and in the details. Plans shall also include elevations, foundation, floor (structural), roof plans, cross sections and floor plans with all rooms labeled.

The package of plans must include:

Plot Plan

- Setbacks from property lines and all existing buildings with special attention toward buildings and proposed buildings within 10 feet (whether on applicant's lot or neighboring lot)
- Street names, road easements and easements of record
- Off-street parking – in the city, each single-family residence requires two off-street parking spaces, each a minimum of 9 feet wide by 19 feet long. If an accessory dwelling unit (adu) is included, an additional parking space (for three total) is required
- Existing and/or proposed septic tank/ drainfield location, if applicable (include extra set of plans for county health dept.)
- Property lines and dimensions, including all interior lot lines
- Legal description
- Any accessory buildings
- Slope of land (including grade and direction, and top of slope) elevations
- If waterfront property, show bank height, setback between building and top of bank, all creeks, rivers, wetlands, etc.
- Existing and proposed utilities: service lines and pipe size (pipe size: pt only)
- drainage plans
- building lines and exterior dimensions
- temporary erosion and sediment control
- drawing to scale
- north arrow
- driveway access and length
- impervious surface, existing and proposed
- power lines from property line to structures
- wells location and water lines
- propane tank location (See site plan checklist.)

Foundation Plan

- footings, piers & foundation walls (including interior footings)
- foundation vents
- posts and beams (sizes and spans)
- floor joists, size, spacing, direction
- plumbing sizes and locations through foundations
- type and location of vapor barriers
- type and location of hold-downs Floor Plan
- room uses and sizes
- window, skylight and door locations; sizes
- plumbing fixtures
- smoke and carbon monoxide (CO) detector locations (see CO Section)
- stairway: rise, run, handrails, dimensions etc.
- hot water tank, furnaces, woodstove,

- fireplaces
- attic and crawl space access
- wall bracing, both interior and exterior

Wall Section

- footing size and depth below finish grade
- foundation wall, height, width and reinforcement (horizontal and vertical rebar placement)
- finish grade
- thickness of floor slab
- floor joist size and spacing
- floor sheathing, size and material
- wall stud size and spacing
- ceiling height
- wall sheathing and siding, size and material
- rafters, ceiling joists, trusses, seismic anchors
- roof sheathing, roofing material, roof pitch, attic ventilation
- insulation material and R-value in walls, floor, ceiling and slab
- headers, dimensions, insulation
- anchor bolts and pressure-treated plates
- sheet rock thickness; fire resistive, if required
- type and location of vapor barriers
- framing to be used: standard, intermediate or advanced

Exterior Elevations

- exterior views on front and all sides
- windows
- decks, steps, handrails, guardrails, landings
- chimneys
- finish grade
- height of building per IBC

Energy/Ventilation

- For processing of applications under the 2018 Washington State Energy Code (WSEC) and 2018 International Residential Code (IRC), it is important that submittals also include:
- location and size (cfm) of whole house ventilation fan and controls
 - location and size (cfm) of all other exhaust fans
 - all exhaust duct runs and their points of termination
 - type and location of all outside air inlets
 - termination point of appliance vents
 - floor area
 - type of heat
 - windows and doors, brand names, class, type, U-values
 - all insulation R-values in walls, floor, ceiling and slab

Water and Wastewater

In Port Townsend, site plans for new construction projects should also include water and sewer connections shown on the site plan. If engineering is required, a minimum of three sets of engineering plans are required for street development permits.

In unincorporated areas, a water service agreement from the water supplier should also be presented, and, if served by a well, well logs and current applicable testing verification.

Unless the property is served by city sewer service, an on-site sewage disposal permit will be needed.

Information on how wastewater will be disposed will need to be described, both in the application and the site plan. If a septic system is currently located on the property, it may be usable for the project if it meets current codes. A current Operations and Monitoring Inspection report for the system will also be needed. If there is not a current system serving the project then a new permit will be needed. See Chapter 10 in this document for that information.

If the nature of the work is such that some of the required plans, calculations or

construction inspection requirements are not necessary, the building official may waive those requirements.

CHAPTER 5: Inspections

The building construction process involves a number of inspections. Some inspections may be omitted or combined with others, depending on the type of project. After each stage of construction is satisfactorily completed, the inspector will sign the permit posted on the site. WA State law requires that the building permit be posted on the site and that an approved set of plans also be available at the site; if plans are not on site, a reinspection fee is charged. Inspections are made at each of the following stages of residential construction:



Considering Application for a Jefferson County Building Permit?

Here's information you'll need during your project

The building permit must be posted at the job site. The building inspector will sign the permit for each stage of construction that has been satisfactorily completed. Stages of construction may include all or most of the following:

1. Footings and setbacks (rebar must be in place).
2. Foundation (rebar must be in place).
3. Under-slab plumbing (10 foot head of water). Underground insulation.
4. Framing and plumbing (done at same time; roof completed, windows installed, and electrical approved; water must be in lines). Air-seal of utility penetration. Shear wall and hold downs.
5. Masonry chimney.
6. Shear wall
7. Insulation.
8. Sheetrock nailing (before taping).
9. Stormwater

10. Zoning, as required
11. Final (including safety features and woodstove).

Department of Community Development, 621 Sheridan, Port Townsend
(360) 379-4455: 24-hour inspection number

(360) 379-4450: information number
PERMITS ARE VALID FOR ONE YEAR ONLY. Contact Department of Community Development for current renewal policy. Inspections must be requested by 3 pm the day before the inspection is needed and can be called in 24 hours a day at (360) 379-4455. Please note – inspections for Mondays must be called in by 3 pm on Fridays. Please use a land line to ensure the clarity of your request. Inspections are available to all areas Mon - Fri except for the West End which are done by appointment only.

Please provide your building permit number when calling for inspections. You can also request an inspection online on the DCD website under "Inspections." Most buildings require land use consistency review. All permit owners will be charged a re-inspection fee if job site is not ready when inspector arrives, or permit and plans are not onsite and/or inspector cannot access the site. You may request a specific day, but we regret we are unable to accept requests for specific times of day. All inspections will be conducted between 9:30 a.m. and 4:30 p.m. on the requested day.

City - Development Services Department

1. Temporary erosion and sediment control
2. Footings and setbacks (rebar and forms must be in place)
3. Foundation walls or slab (rebar and forms must be in place)
4. Under-slab plumbing
5. Drainage installations, if required (before drain lines are covered)
6. Floor framing (over crawl space prior to decking)
7. Exterior sheathing, alternate braced wall panels, and engineered shear walls require inspection prior to cover.
8. Framing, mechanical and plumbing (done at same time with roof completed, and windows and doors installed. Inspector will access crawlspace at framing inspection to verify integrity of floor and wall framing after plumbing and mechanical work is "roughed in.") Electrical inspection required prior to framing inspection. (Electrical inspections are made by the Washington State Department of Labor and Industries; call 360-417-2700 in Sequim). Air-seal of utility penetration. Shear walls and hold downs.
9. Airseal
10. Masonry chimney
11. Insulation
12. Drywall nailing
13. Public Works Final
14. Planning Final
15. Building Final / C of O

Jefferson County:

1. Footings and setbacks (rebar must be in place)
2. Foundation (rebar must be in place)
3. Under-slab plumbing (10-foot head of water). Underground insulation.
4. Framing and plumbing (may be done at same time; roof completed, windows installed, and electrical approved; water must be in lines). A air-seal of utility penetration. Shear walls and hold downs.
5. Masonry chimney
6. Shear wall
7. Insulation
8. Sheetrock nailing (before taping)
9. Stormwater
10. Zoning, as required
11. Final (including safety features and woodstove)
(Septic and road approach permits are to be finalized prior to C of O.)

Public Works Department

Port Townsend

The Public Works Inspector will inspect all of the improvements approved through the Street and Utility Development or Minor Improvement Permit. The Public Works inspector must sign-off on all Public Works improvements prior to any building permit final inspection. Call the City's inspection line at Public Works Inspection Request (360) 390-4039 or through the online portal. Inspection must be called in the day before the builder wants the inspection.

How to Call for an Inspection

Port Townsend - Building inspections can be scheduled by using the on-line portal at www.cityofpt.us; go to Development Services and click on Inspections and General Permit Information. Building inspection requests are made by calling the 24 hour inspection line, 360-385-2294. Inspection results can also be viewed by using the portal. Inspections requested before 3 p.m. Monday through Thursday will be made the following day. Calls made before 3 p.m. Friday will be made on Monday. When requesting an inspection, leave the permit number, the name listed on the permit, the address of the construction, the type of inspection requested, the day for which the inspection is requested, and on-site or cellular phone number.

The inspection card and approved plans must be available to the Inspector at the job site. Inspections will not be made unless these items are on the site. Reinspection fees will be charged for return visits (\$83).

The Public Works inspection can be requested at (360) 390-4039. Permits and plans must be available at the site. A minimum of 24 hours notice should be provided for public works inspections. The City reserves the right to reject any installation not inspected by the Public Works inspector. Jefferson County - Requests for inspections outside of the Port Townsend city limits must be made prior to 3 p.m. the business day before the inspection. Call 379-4455 or schedule a inspection online through the portal.

The City and County recognize the costs to builders whenever work must stop to wait for inspection. Every effort is made to visit the job site when requested to avoid delays. Nevertheless, critical work such as concrete pours or drywall taping should not be scheduled until the required inspections have been made and passed. A reinspection fee is charged each time the inspector must return for reinspection of work not ready at the initial inspection. No additional inspections will be made until all reinspection fees have been paid.

CHAPTER 6: Certificate of Occupancy

A certificate of occupancy (C of O) is a written statement which certifies that the structure has passed all inspections and is ready for occupancy. When a commercial or multi-family structure passes final inspection, a certificate of occupancy is automatically issued. A certificate of occupancy is optional for single-family houses and is issued only upon request. Jefferson County automatically issues a C of O for occupiable space.

CHAPTER 7: Smoke Detectors

All new homes need a smoke detector in each sleeping room, in addition to those in the hallways adjacent to sleeping rooms, and one on each floor. All smoke detectors must have electric power and battery backup. For all projects requiring a permit, smoke detectors must be installed in all areas as required in the IRC for new construction. Battery-powered smoke detectors are adequate for complying with smoke detector requirements in existing construction. See smoke detector information under woodstoves.

Carbon Monoxide Alarms

For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages in all new residential structures.

Heat Detectors

For new residential construction where an attached garage is proposed, a heat detector shall be provided in the garage, interconnected with an alarm in the house.

Where required in existing dwellings

Where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms shall be provided in accordance with Section R315.1.

CHAPTER 8: Washington State Energy Code

The 2018 Washington State Energy Code (WSEC) is enforced statewide for residences heated by gas, oil, heat pumps and electric resistance. Although wood heat may be used as back-up heat, it may not be listed as a primary heat source within the City of Port Townsend or in **Jefferson County**. (See Chapter 9.)

WSEC compliance must be included with an application for a building permit. With few exceptions, all new construction of heated space, including remodels and additions, must meet energy code standards; this applies to both residential and commercial projects.

Alternatives

There are three very different ways to show your building complies with the WSEC:

1. Prescriptive Approach. The simplest but most restrictive path, this approach is based on a ratio of window area to floor area. It requires that each exterior wall, floor, window and ceiling meet specified heat loss standards.
2. Component Performance Approach. This approach compares the heat loss rate of your home, as designed, to a house of "standard design" built to WSEC requirements. It allows you to trade increased insulation in one area for less in another, or perhaps more window or skylight area.
3. Systems Analysis Approach. This is the most flexible but most complex approach. It compares building heat losses and gains, giving credit for solar and thermal mass. The computed annual energy consumption must be no greater than a building of "standard design" under the prescriptive approach.

Additions and Remodels

Residential remodels and additions must comply with the 2018 WSEC.

Mechanical Ventilation

The 2018 International Residential Code (IRC) requires a mechanical ventilation system in all new construction of residential occupancies, and in residential additions which are larger than 500 square feet or include a "wet room" such as a bathroom, laundry or kitchen. The ventilation system has two separate, but related, tasks to accomplish:

1. Source Specific Ventilation: A mechanical ventilation system which removes stale air from rooms where excess water vapor or cooking odor is produced (such as

bathrooms, kitchens, laundry rooms, spas, or similar uses) provides source specific ventilation.

2. Whole House Ventilation: To provide good air quality in other rooms, or whole house ventilation, the system must:

- Remove stale air from the bedrooms and other living spaces;
- Distribute sufficient outdoor air to all habitable rooms

IRC defines "habitable" space as that used for "living, eating, sleeping, or cooking." Bathrooms, closets, or hallways are not habitable rooms.

Energy Inspections

If your project includes heated space, the Washington State Energy Code requires applicants to adhere to all energy code requirements. Land use permit(s) may be required. See land use section for more information.

Washington State Energy Code (WSEC) requires a building air leakage (blower door) and duct test prior to final inspection. There are three common problems found in insulation inspections:

1. Inadequate vapor retarder. The WSEC requires a vapor retarder be installed between the inside wall covering (sheet rock, etc.) and the insulation. Typically, this is accomplished with kraft-faced batt insulation fastened to the framing studs, or through stapling 4-mil polyethylene to the insulated walls before installing sheet rock or paneling. Approved vapor barrier paint may also be used.
 - Roof/ceiling assemblies in which the ventilation space above the insulation is less than an average of 12 inches must also have a vapor retarder between the inside ceiling covering and the insulation. The vapor retarder must meet the same impermeability rating as for walls.
 - Blown or poured loose-fill insulation may be used in attic spaces where the slope of the ceiling is not greater than 3 feet in 12 feet and there is at least 30 inches of clear distance from the top of the bottom chord of truss or ceiling joists to the underside of the roof sheathing at the roof ridge.
 - Insulation must be cut around electrical boxes and installed tightly against each box, not pushed behind the boxes.
2. Insulation baffles at eaves. Ceiling insulation often shifts or compresses where attic space narrows at the eaves where the roof meets the top of the walls. This blocks the flow of air, where eave vents are installed, resulting in moisture problems in the attic. To prevent this, baffles must be installed to deflect the incoming air above the insulation.

3. Caulking. To reduce infiltration of outside air, the energy code requires outside joints to be caulked or sealed. Exterior joints around windows and door frames; openings between walls and foundations; between walls and roof and between wall panels; openings at penetrations of utility services through walls, floors and roofs and rim joists exposed in stairwells; and all other such openings in the building envelope shall be sealed, caulked, gasketed, or weather-stripped to limit air leakage.

CHAPTER 9: Woodstoves, Fireplace Inserts, Pellet Stoves, Masonry, Concrete Fireplaces & Propane Tanks

In recent years, both lending institutions and insurance companies have become increasingly cautious in lending on or insuring structures containing solid fuel appliances (woodstoves, fireplace inserts, and pellet stoves). Improper installation of these heating units has resulted in a significant increase in home fires.

The City of Port Townsend requires a Mechanical Permit and **Jefferson County** requires a Mechanical Permit for retrofitting a woodstove or installing a new wood stove in an existing structure. Inspection is required, and in new construction the woodstove installation may be included in the building permit. A Mechanical Permit is required for wood stoves, propane appliances and tanks, replacement of water heaters, etc.

A woodstove may not be installed as the sole source of heat but may be utilized as a secondary source of heat in the city of Port Townsend (allowed in the county outside urban growth areas).

Common errors in woodstove installation include: not enough clearance from walls or combustible surfaces, inadequate hearth extension, installing the pipe sections with the crimped end toward the chimney, or improper venting of pellet stoves. A final woodstove permit is your assurance that the stove was properly installed per the International Building Code and the International Mechanical Code. Note: When any work requiring a permit is done in a dwelling, smoke detectors must be installed per the International Building Code. The essential smoke detector requirements are: One in each sleeping room and one in any hallway leading to a sleeping room. Also,

each floor, including basements, must have a smoke detector. Battery-powered smoke detectors are adequate in dwelling areas where no new construction is being done.

All solid-fuel burning appliances require an outside source of combustion air supply and doors on woodstoves and fireplaces. The requirement for “tightfitting” metal or glass doors reduces heat loss and back drafting.

As houses become tighter under the new energy code, attention must be paid to the need for an adequate supply of air for combustion without detracting from indoor air quality. Therefore, a 6-inch (or two 3-inch) duct for fireplaces and the manufacturer’s recommended duct design for woodstoves must be installed from the firebox to outside air.

When a woodstove is installed in an existing building and the location of the woodstove prohibits direct connection to outside air, an approved wall make-up air inlet must be installed as close to the appliance as possible into the room in which the appliance is located. The duct must also have a barometric damper to minimize heat loss to the outside. Woodstoves must be Washington State certified.

The State Building Code Council has adopted two state-wide amendments to the International Building Code pertaining to the testing, certifying and labeling of factory-built masonry and concrete fireplaces. Essentially, a factory-built masonry or concrete fireplace must have a certification label. The Department of Energy (1-800-523-4636) maintains an approved woodstove and fireplace list.

CHAPTER 10: On-site Septic Systems

Why Septic Is Needed

Because soil varies, the ability of each soil to absorb sewage effluent also varies. Serious health problems can arise from an overloaded, poorly designed or maintained septic system. While most of us are acquainted with the topsoil on our property, systems must rely on the lower soils. Glaciers left deposits of till and silt over much of the area. These and clay soils can create hardpan soils which restrict water absorption and treatment of the sewage, leading to water problems. Impermeable soils keep sewage near or at the surface, or may cause back-up into the house.

When Is a Permit Required?

Any place where people live, work, or congregate that is not served by a sanitary sewer needs to have a permitted on-site sewage system. New construction or replacement of an existing structure requires a septic system that meets current code and must have a designated reserve area for the drainfield. Temporary uses such as camps or recreational vehicles also require a permit.

On-site sewage systems must meet the requirements of state code WAC 246- 272A and **Jefferson County** Code 8.15. Applications must include plans designed by a licensed engineer or licensed septic designer. Plans are drawn to scale and show the required distances between a well, septic tank, surface water, buildings, etc. A thorough checklist on site plans is available for assistance.

Prior to approval, the **Jefferson County** Environmental Health Department evaluates the soil on the site from a minimum of four test holes. Sometimes, soil evaluation must be conducted during the wet season. Both primary and reserve drain fields are required and soil must be approved for each. System design is based on the number of bedrooms proposed in the residence.

If approved, permits are issued for the specific site and use identified in the permit. Permits are valid for three years. Applications are made at the **Jefferson County** Environmental Health Department.

New on-site septic systems are only allowed in the City of Port Townsend for new single family residential development which is greater than 260 feet from the nearest city sewer main and which is not subject to any of the following: a) Subdivision, short subdivision and planned unit development (PUD) approvals subject to the Subdivision Ordinance PTMC Title 18 (as stated in PTMC 13.22.010) b) Review and threshold determination under the State Environmental Policy Act Implementing Ordinance (Chapter 19.04 PTMC) or c) Permit requirements of the Critical Areas Ordinance (Chapter 19.05 PTMC). On-site septic systems must be approved by the **Jefferson County** Health Department.

If an on-site septic system within the City of Port Townsend fails (at any time), connection to the City’s system is required unless the nearest portion of the parcel is greater than 260 feet from the nearest sewer main, in which case the septic system may be repaired to serve the property, provided it can be upgraded to meet current codes.

Septic Inspections

Two Health Department inspection approvals are required for septic systems. One comes at the time of application and includes a visit to the site. The second comes at the time of installation.

Post-installation, Operations and Monitoring inspections for the life of the system. Any alternative system or pump system must be inspected annually; a conventional gravity system must be inspected once every three years.

Resources are available to homeowners and professionals at www.jeffersoncountypublichealth.org and www.co.jefferson.wa.us including scanned images of septic cases, forms, applications, info on septic care and maintenance, property information and other cases on the property.

A Septic System Primer

Waste water and sewage (effluent) must be treated to prevent disease. Effluent flows from the house to a septic tank, from where it flows into drain lines that carry it to absorbing soils. As it filters down through the soil, it is purified by soil bacteria. Two to four feet of good soil must exist below the drain field pipes to treat the effluent. The amount varies due to soil types and system type.

Soil types range from gravel to sand, sandy loam, loam, to clays. If the effluent flows or percolates (percs) too quickly, it may reach ground water without adequate purification, polluting neighboring wells or springs.

If the soils are shallow or too fine, bacteria are not reduced enough and may contaminate

ground or surface water. Sandy soil requires less area than finer, loamy soils. Conventional septic systems cannot be used in clay or other impervious soils. Approved alternative systems can overcome some site and use limitations.

On-Site Septic systems (OSS) are effective if the following conditions exist:

1. Properly designed, maintained and installed system
2. Adequate soil conditions
3. System is not overloaded, neglected or impeded by excessive wastes from the house or business
4. Solid wastes are kept at a minimum. Septic systems can handle only human excrement, toilet paper and wash water. Garbage disposals may be too much.
5. Pumped out every three to five years if inspection shows it is needed.
6. Inspected by an Operations and Monitoring professional annually or every three years (depending on system type)
7. The drain field is protected from vehicles.

CHAPTER 11: Manufactured/ Mobile and Modular Homes

Manufactured/mobile and modular homes are treated the same as site-constructed homes with respect to setbacks, water, sewage disposal, drainage, stormwater, footing drains, roof drainage and the like. A building permit is required for both

Service Fees - Port Townsend

Development service fees reflect the actual cost in staff time and hearing examiner services to process land use applications. A list of fees is available on the city’s website, www.cityofpt.us. From the home page, go to “City Hall,” “Departments,” then “Development Services Department,” “Fee Schedule.”

The schedule reflects a “base fee” for Development Services staff review. Applicants will be notified if processing time exceeds the base fee at which time applicants will be billed for staff time, currently at a rate of \$88/hour.

City Engineer Staff Review of land use projects are billed at the current rate of \$83/hour. Applicants may request an estimate of the review fee.

Customer Assistance Meetings (CAMs) incur a current rate of \$176 fee for two hours of staff time; the current rate of \$88/hour. One half of the current rate base fee (\$88) may be credited to a subsequent, associated pre-application/ land use application if submitted within the 12 months of the CAM.

These fees help us continue to provide building and development services to our citizens. A copy of the complete fee schedule is available on request.

(Fees are subject to change. Fees are reviewed on an annual basis and may change after the publication of this guide. Please verify with staff prior to submitting an application.)



manufactured/mobile and modular homes. Modular homes are built in a factory to the standards of the International Building Code (IRC) and are installed on a conventional foundation and require a foundation plan and the appropriate inspections. Manufactured homes are built to Federal Housing and Urban Development specifications. Manufactured home foundation system must either be installed per the manufacturer's installation instructions or per a design prepared by a Washington licensed engineer or architect. For more information on Manufactured home installations see the Manufactured Home Application Instruction Guideline Handout. www.cityofpt.us; go to development Services and click on Development Services Forms and Documents.

The blocking, plumbing, skirting, steps, and porches are inspected as part of a Manufactured Home permit. In conformance with the City's comprehensive plan, manufactured homes are allowed in the R-I, R-II and R-III residential zones as long as they are no more than three years old and meet other requirements (see "Manufactured Home Siting Permit" section). Recreational vehicles and trailer homes are not allowed in any residential zone.

Jefferson County allows manufactured homes in all residential zones and resource zones.

CHAPTER 12: Shoreline Master Program

Enacted in 1971, the Washington State Shoreline Management Act recognizes shorelines as among the most valuable and fragile of the state's natural resources. Shoreline Act policy aims to maximize public access to the waterfront, provide for uses which are water dependent or water related and to protect and restore shoreline resources. Some projects may qualify for a written exemption, but all projects must comply with the policies and regulations of the Shoreline Master Program and the Shoreline Management Act.

The **Jefferson County** Shoreline Master Program regulates all shoreline activities outside the City limits and the Port Townsend Shoreline Master Program regulates all shoreline activities within the City limits. Port Townsend adopted an updated Shoreline Master Program in February 2007, and can be found on the City website home page (<https://cityofpt.us/citycouncil/page/city-plans>) A pre-application conference may be required for projects requiring a shoreline permit. **Jefferson County** adopted its new SMP in 2014, and is undergoing a periodic

review and update to conclude in early 2022. Should a shoreline permit be necessary, an Army Corps of Engineers permit and a Department of Fish and Wildlife hydraulics permit ("JARPA") may also be necessary. All application forms are available on the Washington State website www.epermitting.wa.gov.

After a shoreline permit has been applied for, the application may be advertised to allow public comment. A public hearing may be conducted as well. After final action by the city or county, the application is reviewed by the Washington State Department of Ecology (ECY). The ECY may accept, modify or reject decisions on shoreline variances or shoreline conditional use permits. The entire process takes approximately 4 months, depending on the complexity of the project, the quality of project planning, and the number of projects already submitted.

Also see Chapter 18.25 of the **Jefferson County** Code.

Jurisdiction of the Act

The Shoreline Management Act's jurisdiction includes all marine waters of the state; all freshwater areas of the state except rivers and streams with a mean annual flow of under 20 cubic feet per second and except lakes under 20 acres in areas; their associated wetlands; and the upland areas extending 200 feet landward. In general, if you plan to develop within 200 feet of these shorelines or to establish a permanent structure near or on the water, you will be required to have a shoreline permit or permit exemption.

Very small projects may be exempt from the shoreline permitting process; however, exempt projects must still be reviewed by city and county staff to ensure consistency with the Master Program. A formal written exemption must be issued prior to working on an exempt project.

Shoreline Setback

Single family residences typically require a shoreline exemption approval. The standard shoreline buffer is 150 feet from the ordinary water mark in addition to a 10 foot building setback from the buffer. On sites containing critical areas, critical area buffers may also apply, requiring increased setbacks from bluff tops or the water's edge.

Exceptions to this standard may be discussed with City or County planners. Call the County DCD at 360-379-4450 to talk to a Planner about any or all of these shoreline issues.

CHAPTER 13: State Environmental Policy Act

The State Environmental Policy Act, or SEPA, is a set of regulatory procedures based on the simple notion that environmental values and consequences must be considered, along with technical and economic considerations, by state and local government officials when making decisions.

The SEPA process starts when someone submits a permit application or when a government agency proposes to take some official action. Not all permit activities or governmental proposals require SEPA review. There are over 200 minor actions and development activities which are exempt from the SEPA process, ranging from normal repair and remodeling to the construction of up to 20 new homes in the City of Port Townsend.

Generally speaking, the SEPA process will apply to your project if the proposal involves a subdivision of land, involves a shoreline or wetland, is a conditional use, requires a comprehensive plan amendment, or is commercial, industrial, or multi-family residential in nature.

The SEPA process is two-fold. First, it attempts to understand and evaluate the environmental consequences of a proposal. (The term environment applies to the natural environment as well as the built environment. Therefore, SEPA is used to understand the effects a project would have on migratory waterfowl as well as how a proposal may impact a local transportation system.) And second, SEPA attempts to reduce potential adverse impacts or to find a less environmentally harmful way of doing the same thing.

SEPA's procedure begins with an Environmental Checklist. This questionnaire serves as an environmental disclosure statement. It is from this questionnaire and/or supplementary information, that the City or County will determine whether the impacts "may have a probable significant adverse environmental impact." Should this be the case, an environmental impact statement (EIS) will be prepared. If, however, the identified impacts may be mitigated or conditioned, or if the project is modified to reduce the impacts, then a determination of non-significance (DNS) or mitigated determination of non-significance (MDNS) may be issued. Some projects have no impacts that require mitigation so a determination of non-significance (DNS) is made.

The SEPA Responsible Official is responsible for making the threshold determination. The

Jefferson County SEPA Responsible Official has jurisdiction outside the City. Once the local determination has been issued, other private, local and state agencies, tribes, as well as the public have the opportunity to review the determination and offer additional comments for consideration. A determination of non-significance is not considered final until 14 days after issuance of the threshold determination, pending comments. Depending on the comments received, the original determination may be (1) withdrawn, (2) the project's impacts may be further mitigated or modified, or (3) left as originally issued.

The SEPA threshold determination process, as it is called, takes a minimum of 40 days to complete after a complete environmental checklist is submitted and usually runs concurrently with review of the underlying permit. A shorter "optional DNS process" may be utilized when the responsible official makes a threshold determination and issues a DNS or MDNS. Check with the City and County for further details.

If the City/County determines that a proposal is likely to result in significant adverse environmental impacts, an EIS provides more opportunity for the public, agencies, and tribes to participate in assessing impacts and developing mitigation and / or alternatives. If you have questions about the applicability of SEPA to a project you may have in mind, feel free to contact the planning staff.

Critical Areas (City Only) Amended 2005; Updates Being Considered in 2019

Under the Growth Management Act, the City was required to identify and protect environmentally sensitive areas. As defined by the state, Critical Areas are to include wetlands and streams, frequently flooded areas, aquifer recharge areas, fish and wildlife habitat, and geologically hazardous areas including steep slopes, seismic hazards, and soils with high erosion rates. The City adopted a Critical Areas ordinance as required under the GMA in November 1992. Revisions to the ordinance were approved in 2005 and the title was changed to "Critical Areas Ordinance" or CAO. State law requires the use of "best available science" in developing policies and implementing regulations to protect the functions and values of critical areas.

As the City grows and densities become greater, cumulative effects from development may pose problems to the public health and safety from such hazards as increased flooding and landsliding. The City is beginning to see increasing numbers of development applications in Critical Areas as the more easily developed lots become scarce and as property buyers seek the scenic views or rural

characteristics that typify many Critical Area sites. Most of the Critical Areas in the City are still largely undeveloped.

The intent of the ordinance is to provide certain safeguards to Critical Areas by encouraging good site planning and construction techniques which minimize development impacts. For each type of Critical Area, such as wetland or steep slope, there are specific standards which will guide development to avoid or address a particular hazard, or protect or maintain a natural process or resource.

Critical Areas permit is required for a "development proposal." (See PTMC 19.05.040.) Development proposals include activities requiring a development permit (e.g., a building permit, clearing and grading permit or street development permit) and alterations occurring in such close proximity to a critical area or associated buffer that it may adversely impact the function and value of the critical area. If you suspect that your property contains or is near a Critical Area, it is recommended that you contact a planner with the City Development Services Department prior to commencing land-altering activities.

Typically, the Critical Area application process begins once an application for a development proposal has been submitted.

The City has maps available for use by the public showing the general location of Critical Areas. These maps are general guides only. Once the City has determined that your property is in a mapped Critical Area or may meet the criteria for a Critical Area, you may be required to obtain a Critical Area permit.

The Critical Area permit process begins with a required pre-application consultation with city staff to discuss the project. Next you or your contractor submits a site construction plan which includes a field inventory of your site and, possibly, a survey with five-foot contours, showing all existing natural and built features.

If your site has a Critical Area or Critical Area buffer located on it, you may also be required to hire a qualified critical area consultant to prepare a Special Report describing the Critical Area's location, its functions and values, or any potential hazard, and ways in which the project avoids, minimizes, and where needed, mitigates for impacts to the critical area. Upon approval of the site plan and any required reports, a preconstruction meeting is required between City staff, the applicant, consultants and contractors to review specific project details and methods of construction. City staff will inspect field marking on the site before permitted activities may begin.

There are some surveys and reports, such as a wetland delineation and mitigation plan, which must be handled by qualified

experts. Your contractor will not necessarily be qualified to complete all of the paperwork for you, but will be able to hire the necessary experts, or you can hire them yourself. You can represent yourself at the meetings with City staff. The meetings are a good opportunity for you to ask questions. For many projects, the City may request your contractor, consultants, or subcontractors to attend, so that everyone understands the process and regulations.

Processing time varies for Critical Area permits. It is dependent on the property and its development constraints and the types of information required to prepare a construction plan which minimizes critical area impacts to the greatest feasible extent.

Land Use Permits: City

Prior to submitting a land use application (e.g., subdivision, shoreline, revisions to shoreline management permits, Critical Area permits, variance, conditional use, binding site plans, and site-specific rezones consistent with the Port Townsend comprehensive plan), staff suggests applicants apply for public information and technical assistance. There are three types:

1. A "Customer Assistance Meeting" (CAM) is \$166 for the property owner (or potential purchaser or business with the property owner's permission). It is designed to assist a potential applicant through the development process by addressing general regulatory circumstances affecting a specific property. The information is presented orally, is general in nature and is based on the information provided by the applicant and on current City codes. An \$83 per hour fee will be charged for over two hours of staff time (including time to research the applicant's questions). One half of the \$166 base fee (\$83) may be credited to a subsequent

associated pre-application if submitted within 12 months of the CAM. Meetings, either in person or by phone for those not able to attend the meeting, typically last a half-hour. A CAM is often the precursor to more formal preapplication meeting or technical conference.

2. A "Pre-Application Conference" is typically \$249 but for major projects \$415 is charged, plus \$83 per additional staff hour (depending on the proposal) provides a written report including planning, building and general public works information pertinent to a specific development proposal. The purpose of a pre-application conference is to acquaint the applicant with the requirements of the Port Townsend Municipal Code and to allow an exchange of information and ideas based upon the applicant's preliminary sketch of the proposal. Issues commonly addressed at a pre-application conference include zoning requirements, the provision of utilities, street, access and frontage requirements, permitted uses, the permitting and construction process, timing, City fees and submittal requirements.
3. A "Technical Conference" (\$415, plus \$83 per hour over five hours of staff time) is designed to provide the prospective home builder or developer with a preliminary estimate of potential development requirements for a specific site. The completed application will be evaluated by the Public Works Department in concert with other departments of the City as appropriate. The technical conference provides public works requirements that remain valid for one year from the date of review. The technical conference is strongly encouraged and may be required by the public works director when streets and/or

infrastructure is to be extended.

CHAPTER 14: Subdivisions (short & long) & Binding Site Plans

Zoning or development codes in the City and County regulate the type and intensity of development that may occur in the community. Subdivision codes govern the process of dividing a single parcel of land into two or more parcels for further sale or development.

This process is regulated to ensure that the lots which are created are usable, adequately served by roads and utilities and compatible with the neighborhoods in which they are situated.

In Port Townsend Title 18 identifies three different types of subdivisions: a full subdivision (10 or more lots), a short subdivision or short plat (nine lots or fewer) and a binding site plan (available for division of mixed use, commercial or industrial zoned property and for residential condominiums). The requirements are slightly different for each, since a larger subdivision requires more in the way of roads and utilities.

The **Jefferson County** Code (Chapter 18.35) ensures that proposed subdivisions will include adequate provisions for such things as water supply, sewage disposal, and roads. This is to safeguard that property will be divided into buildable lots, this being in compliance with Washington State law and the **Jefferson County** Code.

Short subdivision or short plat: This is the division or splitting of property into four or fewer lots. The city and county lot limits may differ.

Long subdivision or long plat: This is the division or splitting of property into nine or fewer lots in the city. If the date of the last subdivision is less than five years ago, a long subdivision is required to create additional lots.

In Port Townsend, short plats and binding site plans are primarily administrative, while full subdivisions require a public hearing. In the county short plats are an administrative function, but long plats must go through the subdivision review process outlined below.

Subdivision review involves a two step process: preliminary and final. The preliminary plat presents information that allows for a detailed review of the project. The preliminary plat process takes up to 120 days from a determination of complete application. The final plat is designed to assure that all the

conditions and improvements specified during preliminary approval are implemented. The applicant chooses when to complete the subdivision and present it for final plat approval; however, preliminary plats are only valid for a limited time period as specified under State law.

CHAPTER 15: Easements

An easement is generally the right of a person to go upon land owned by someone else and use it for various specified purposes. Normally, though not always, an easement runs across one piece of land for the use and benefit of one or more nearby owners, or the general public.

Most common examples are easements for utility lines (e.g., water, sewer, storm drain, electrical power) and for access (e.g., roads, driveways, trails, and ingress-egress). An easement often includes the right to do work to the property so that the easement can be used (e.g., digging, grading, filling, leveling, graveling, etc.), and can vary in width or length.

Easements may be created by a written document; be implied by circumstances; become established through continuous use; or by other means under the law. Because easements may affect the title to or use of land, property owners should take great care to inspect the title and the property to ensure the easement is valid and sufficient. Legal assistance is advised.

The **Jefferson County** Auditor's Office has a file of recorded easements.

CHAPTER 16: Jefferson County

Special Considerations for **Jefferson County** Projects:

Address Numbering

The Department of Community Development assigns addresses in **Jefferson County**. Structures are required to have an address so that the fire department or aid car can find your structure in the case of emergency, and so you can receive water and power service. The U.S. Postal Service also can serve you with an assigned and posted address.

Floodplains

Jefferson County and the City of Port Townsend participates in the National Flood Insurance Program (NFIP) offered through the Federal Emergency Management Agency

(FEMA). Areas adjacent to streams, rivers, and marine shorelines that are subject to flooding must comply with adopted flood damage prevention ordinances. These regulations govern development and construction within floodplains. These areas have been designated by the Federal Emergency Management Agency (FEMA) and depicted on special maps. Consult the Department of Community Development and Chapter 15.15 JCC and City PTMC 16.08.

The minimum requirements of the NFIP protect the public health, safety, and welfare of the community by protecting buildings from the 100-year, or 1% chance flood, the program was not intended to address other floodplain management concerns, such as fish and wildlife habitat. On September 22, 2008, the National Marine Fisheries Service (NMFS) issued a Biological Opinion that required changes to the implementation of the National Flood Insurance Program in order to meet the requirements of the Endangered Species Act (ESA) in the Puget Sound watershed. As a result, development proposed within the floodplain shall demonstrate through a habitat assessment that the development project will not have an adverse effect on listed species or designated critical habitat or provide concurrence from National Marine Fisheries Service (NMFS) that the project is compliant with the Endangered Species Act. Habitat Assessment guidance is located at <http://www.fema.gov/about/regions/regionx/nfipesa.shtm>.

Road Approach

Road approach permits are required any time you wish to construct an approach (driveway) to access a county road or state highway. You will need to apply for a permit at the Department of Public Works or Washington State Department of Transportation. Complete instructions for completion of the application and approach construction standards are available at the Public Works.

Water

Washington State requires that proof of potable (safe for drinking) water be provided prior to building permit issuance. For each building permit necessitating potable water, evidence of available and adequate water supply must be submitted with the building permit application (JCC 18.40.100). This usually means that a well must be drilled and tested, or a tap commitment must be obtained from an approved water company. Check with the Department of Community Development and Department of Environmental Health for more information.

Service Fees - Jefferson County

The DCD requires pre-applications for conditional use permits. Make sure your proposed project is allowed on your site, before investing significant time and money. Simple questions can be answered by DCD planning staff at offices, 621 Sheridan St. in Port Townsend. DCD now offers a "Customer Assistance Meeting" (CAM) for providing information. CAM sessions range from 30 minutes to 1 hour. CAM's for the year 2022 have had the fee waived by the Jefferson County Board of County Commissioners.

A "pre-app" meeting is intended to guide customers through the process and provide code provisions. The pre-app process is considered extremely useful because permit reviewers meet together with the applicant to discuss the project. This is scheduled with a higher fee based on which departments need to be included in the meeting.

Obtain a Pre-Application Conference form from DCD and submit with the permit tech.



Zoning

The **Jefferson County** Code (JCC)governs how areas of the County are developed. Designed to prevent haphazard development, it deals with the relationship of uses and structures to the neighborhood as a whole and also tot he individual piece of property. Zoning is based upon the Comprehensive Plan,which is a policy developed by and for the citizens of Jefferson County. The Comprehensive Plan guides land use decisions for all of us. JCC consistency review and/or permit approval is required for any commercial or industrial development in **Jefferson County**, home business, cottage industry, temporary use, etc. Consult with the Department of Community Development to become familiar with the JCC, which implements the Comprehensive Plan or log on to www.co.jefferson.wa.us

Critical Areas

Your permit application will be reviewed by the Department of Community Development at the time of application. The intent of the review is to promote site development that is consistent with individual land owner's goals while protecting environmental resources, which are valuable to everyone. **Jefferson County** requires an application and fee for removal or trimming of trees and/ or removal or pruning vegetation if located within a landslide hazard area, stream and /or wetland buffer or within 150 ft. of the marine shoreline. Please check with the Coach on duty to discuss your particular proposal. (See Chapter 18.22 of the **Jefferson County** Code)

Comprehensive Plan

Comprehensive land use planning is a systematic process designed to incorporate community vision with existing conditions in the community. The plan develops clear policies to regulate appropriate future development, and implements the Growth Management Act (GMA) and other applicable state and federal regulations. The GMA requires communities to consider fourteen goals and several elements. On August 28,1998, the **Jefferson County** Board of Commissioners unanimously adopted a Comprehensive Plan to guide and focus County growth over the next twenty years. The plan complies with the Growth Management Act. The Plan is published in two volumes; both volumes are available at public libraries and community centers as well as on the Internet at www.co.jefferson.wa.us. Copies are also available at the **Jefferson County** Department of Community Development,621 Sheridan Street.

Based on the requirements of the Growth Management Act, County-wide Planning

Policies, community input, and Growth Management Hearings Board rulings, **Jefferson County** determined that the County's land use and rural strategy for rural commercial lands must include the following key policy guidelines:

1. The County must ensure that rural areas of more intensive residential, commercial and industrial development are contained in a manner that preserves rural character.
2. The County must ensure that rural commercial development located outside designated Urban Growth Areas is appropriately scaled to serve the needs of the local rural community and the traveling public and to protect and enhance rural character.

In terms of single family residence building permits, lots which were legally created and that meet Health Department standards for septic and water, setback requirements, critical areas restrictions and other applicable regulations may be developed even if the land use map indicates a lower density.

Now that the Plan is adopted, the County has developed regulations consistent with the Plan, most of which are contained in the **Jefferson County** Code(JCC) or community plans.

The Department of Community Development is guided in developing land use regulations by the Planning Commission. All Planning Commission meetings are public.

**CHAPTER 17:
Port Townsend**

Lots of Record (PTMC 18.18)

This process is required:

- When development of two to nine lots platted before 1937 requires a building or other land use permit and the extension of public water and/or sewer utilities and/ or the opening and development of an unopened street.
- When certification of one lot of record is needed.
- When lots must be consolidated to meet minimum building site size requirements through restrictive covenants.

Letter to the Assessor

When multiple lots of record that are under one (or more) tax parcel number are proposed to be divided for the purposes of sale, trade or transfer, and new, separate tax parcel number(s)are requested from the Jefferson County Assessor, the applicant can apply for a"letter to the Assessor" process. City staff will research the property and provide a letter to the Jefferson County Assessor's office about whether the division of lots into separate tax

parcels complies with the City's subdivision code. The letter will contain basic information about current zoning, minimum lot size and the presence of any critical areas mapped on the property. A copy will be e-mailed to the property owner. The property owner must first pay any property taxes due to the Jefferson County Treasurer's office and submit a signed letter confirming there quest. This process is not a substitute for the Lots of Record process. If you have multiple lots for sale, please contact the planning staff ahead of time if you wish to discuss development requirements.

Description of Zoning Districts (PTMC Title 17)

Property in Port Townsend, as in most cities, is classified into zoning districts to preserve public safety, to protect property values, and to facilitate provision of public services. Basically, zoning in Port Townsend is a means to assure that nearby uses are compatible and that buildings are placed to reduce fire risks and to provide adequate open spaces for light and air. All land within the City is divided into 21 zoning districts as shown on the official zoning map. These maps are posted at DSD in City Hall and found on the city website at www.cityofpt.us. Click on "Departments"; Select "Public Works"; "City Maps." The districts,purposes, uses and major restrictions areas follows:

Residential Zoning Districts

Refer to the Port Townsend Municipal Code (PTMC) Title 17 for information pertaining to all residential zoning districts. See Table 17.16.030.

Permitted and Conditional Uses

Each zoning district permits some uses outright "P", allows others with a conditional Use Permit "C", and prohibits others "X".

All use tables are within PTMC Title 17 Zoning online at: http://www.codepublishing.com/wa/port_townsend.html.

Overlay Districts

The Overlay District is a special designation that uses specific standards and requirements which are applied in addition to the basic zoning classification. The Historic Overlay District (north of the ferry terminal to Point Hudson and east of the bluff) requires completion of a Design Review process for many kinds of exterior changes to a building or site.

The Special Height Overlay District extends from the waterline to the bluff in the historic commercial downtown area. Height limits vary from 25 to 50 feet and are shown on

the "Official Height Overlay Map," available at DSD.

The Boat Haven Height Overlay District is described in PTMC 17.27. In 2019,the City adopted the Rainier Street/Upper Sims Way Subarea. Zoning regulations specific to this area (PTMC 17.31) foster various artisan businesses, affordable housing and local services.

Formula Retail and Restaurant Establishments (PTMC17.54)

PTMC 17.54 regulates the location of new or expanded "formula retail"establishments within Port Townsend. The purposes of the Formula Retail development standards are to regulate the location and operation of formula retails and restaurant establishments in order to maintain the City's unique Victorian Seaport and surrounding rural character, the diversity and vitality of the community's commercial districts,and the quality of life in Port Townsend residents. Businesses meeting the definition of "formula retail" establishments are regulated in the Commercial, Mixed-Use and Manufacturing zoning districts,

M- and within the historic overlay district. "Formula retail" means a type of retail sales or rental activity and retail sales or rental establishment, including restaurants, hotels and motels, which along with fourteen or more other establishments, maintains two or more of the following features:

1. Standardized array of merchandise or standardized menu
2. Standardized façade
3. Standardized décor and color scheme
4. Uniform apparel
5. Standardized signage
6. Trademark or service mark

The following businesses are exempt from Chapter 17.54 formula business regulations: auto sales; auto tire sales and service; banks; gas (fueling) stations and convenience stores selling gasoline or other fuels; grocery stores; health care; and services, including professional services (for example, real estate offices, insurance offices, copy centers, and mail centers). Contact the city's permit center or go to www.codepublishing.com/wa/porttownsend.html for a complete copy of this ordinance.

Historic Design Review (PTMC 17.30)

Port Townsend's National Historic Landmark District (NHLD) is a special community asset. Its impact on community character and quality of life are significant. Established by the National Park Service in

1976, the NHLD is approximately 475 acres in size and contains over 800 commercial, government, religious, residential and maritime trade buildings. In 1986, the Port Townsend Historic Preservation Committee (HPC) was created to provide design assistance and review for projects that involve historic structures (including bed and breakfast inns and other conditional uses). Its mission is to assist in creating projects that are both economically feasible and supportive of community goals. Many applications can now be reviewed and approved by staff.

Scope of HPC Review

Design review involving the HPC is required for any development project in the non-residential zones of the NHLD that requires a building or sign permit. Also, a change in paint color in these areas is subject to the following: If colors are selected from the preapproved color palette, administrative review only is required. Other colors require a review and recommendation by the HPC. Paint colors for residential buildings are exempt from design review; however, any new additions or changes to a historic home, whether within the NHLD or outside, is also required. A map showing designated historic homes within the NHLD is available at the Development Services Department and online at the city's website.

HPC Design Review Exemptions

Exempt from design review are emergency repairs, ordinary maintenance and repairs, and interior remodeling or decoration.

Pre-application Consultation

All projects subject to Land Use Permit Pre-application Consultation that also require design review with the HPC will be reviewed for code compliance as part of the land use permitting process. Information on the HPC review process will be provided during the preapplication process and a separate HPC pre-application consultation may be required in addition to submittal of application materials for review at a regular HPC meeting.

HPC Process and Use of Guidelines

Once a complete design review application is received, the HPC's review must be completed within 45 days unless there are companion applications associated with the project (such as a shorelines permit). HPC review takes the form of a recommendation that is made to the Development Services Director, who makes a final decision. The HPC's recommendation and the Director's decision are based on locally adopted guidelines for signage, murals, awnings, exterior mechanical equipment, new additions and new construction. The review process also uses the Secretary of the

City of Port Townsend Modulation

Like many other communities, Port Townsend is seeking to preserve neighborhood character through a number of tools such as setbacks, height limits and modulation. Modulation adds architectural relief. The goal is to avoid a street dominated by a long flat wall as shown below.

This home needs modulation



Some home styles have modulation built in. Stepped back walls, walls that project forward, porches, and upper story decks and railings provide depth and shadow.



But it doesn't need to be a Victorian to have some modulation elements. This home meets modulation on both stories by using columns and a front porch as well as a modulated upper floor.

What is modulation?

"Modulation" means a stepping back or projecting forward of sections of the façade of a structure within specified intervals of structure width and depth, as a means of breaking up the apparent bulk of the continuous exterior walls (PTMC 17.08.040).

The "primary street façade" is determined by the street to which the main residence is addressed.

Where does it apply?

Modulation applies to all residential structures located in the R-I and R-II residential zones. It does not apply in the R-III or R-IV residential zones.

What is required?

Per the Port Townsend Municipal Code (PTMC) Table 17.16.030:

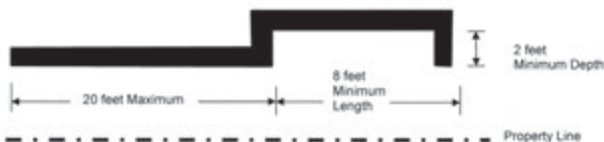
The minimum modulation on the primary street façade:

Minimum modulation depth = 2 feet

Minimum modulation width = 8 feet

Maximum wall length without modulation = 20 feet

The diagram below illustrates the facade modulation requirement:



How can I incorporate modulation into my home design?

For those designs that do not lend themselves to wall modulation, other ways to provide modulation besides stepping walls back or forward may include elements that project at least 2 feet from the face and extend from the ground floor to the cornice or roofline such as:

Bay windows or other window treatments that extend out from the building face.

A covered porch, covered entry or a balcony.

Spatially defining building elements, such as a permanent trellis that attaches to the building.

Use of vertical columns that project at least two feet from the façade and extend from the ground floor to the cornice, soffit, or roofline.

Does Modulation apply to a garage/outbuilding?

Yes, however, garage doors are counted as a "break" in the wall length.

Does a roofline require modulation?

No.

How does modulation apply to a multi-story residence?

One story must meet the modulation requirement.



Interior's guidelines developed by the National Park Service. Information on the paint palette and all other guidelines are available at the Development Services Department.

Home Occupations (PTMC 17.56)

A home occupation permit is required for any home business activities that generate more than five customer or business visits per week. It is a one-time fee, currently \$264. Although businesses are generally not permitted in residential zoning districts, small home businesses may be permitted if certain conditions are met.

A home occupation permit may be issued only if the business is fully enclosed within the primary residence or accessory structure, occupies no more than 50 percent (but not more than 800 square feet) of the primary structure and provides for adequate parking. At least one resident of the house must be engaged in the business and no more than three persons who are outside the immediate resident family may be employed. Noise levels and appearance must be compatible with the neighborhood and the business may not be subdivided from the residential property for sale or lease. There may be no more than five business visits per day. Hours for deliveries or non-resident employment are limited to 8 a.m.-9 p.m., Monday through Friday. A 3-square-foot sign is permitted without a sign permit as long as

it is mounted flat to the house and not internally illuminated. Home occupations also require a city business license.

Certain types of business activities are not eligible for a home occupation permit because of their incompatibility with the maintenance of residential neighborhood character: medical or professional clinics having more than five visits a day; retail activities, except for merchandise crafted on site or items clearly accessory to a service; stables, kennels, animal husbandry or farming activities except as provided in Chapter 17.16 PTMC; vehicle repair, automobile detailing or automobile servicing activities; any activities involving more than five customer or business visits per day; and other uses not allowed outright or conditionally in residential zones.

The following business activities are exempt from requiring a home occupation permit but must otherwise comply with the intent and provisions of the home occupation chapter:

- Activities that involve no more than five vehicle visits per week
- No non-resident employees
- Only activities which are incidental to the residential use of the property
- Instructional activities involving up to ten non-residents which occur no more than one time per week
- Childcare services involving 12 or fewer children, including children who reside in the home (provided that these services comply with PTMC

Retaining Walls

The Port Townsend Municipal Code, Chapter 17.68 Fences, Walls, Arbors and Hedges, addresses retaining walls. Excerpts from this chapter are:

- Walls must be built on private property. ("Not Permitted in Open or Unopened Public Street Rights-of-Way" per 17.68.030.A.)
- Any wall over 30 inches in height needs to be built a distance away from the corner to provide a clear vision area. ("No fence, wall, arbor, hedge or other partially or totally sight-obscuring installation or feature over 30 inches in height which poses a traffic safety hazard shall be located within a clear vision area, defined as a 20-foot by 20-foot sight triangle measured from the sidewalk, edge of pavement, or rolling surface" per 17.68.030.B.)
- The property owner must know their property line locations prior to building the wall. ("The burden shall rest upon the property owner to demonstrate to the satisfaction of the director the lot line locations" per 17.68.030.C.4.)
- Walls "shall comply with the requirements of the International Residential Code" (per 17.68.030.G).

The 2012 International Residential Code states in Section R105 Permits that work exempt from a building permit includes:

"Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge" (R105.2.3).

A surcharge is defined as an overturning horizontal force acting against the wall. City staff can assist in making a determination on surcharge. Retaining walls that will support a surcharge require an engineered design, and a building permit.

Prior to building a wall and certainly during the planning stages of building a wall, please contact the City Development Services Department. Staff can provide a map that illustrates the approximate location of property lines and topography, and potential critical areas. As mentioned above, it is up to the property owner to know the exact location of property lines to confirm that the wall will be built on private property and not in the public right-of-way.

Bring a sketch of the wall, and information about the amount of soil that will need to be imported and/or excavated in order to build the wall, and the location of the construction entrance to the City Development Services Department between 8 a.m. and 5 p.m., Monday through Friday.

Chapter 17.52 Day Care Facilities)

Bed & Breakfast Inns and Tourist Homes (PTMC 5.45, 17.08, 17.57 & 17.84)

In 2017, Port Townsend City Council updated the municipal code through Ordinance 3172, establishing new land use, business tax, licensing regulations and permitting processes for transient accommodations. Bed and Breakfast Inns and Tourist Homes are now under the category "Short Term Rentals". Two new chapters have been added to the Port Townsend Municipal Code (PTMC), Chapter 17.57 Bed and Breakfast Inns and Tourist Homes, and Chapter 5.45 Operation of Bed and Breakfast Inns and Tourist Homes.

Per PTMC 17.08, Definitions: Short term rental, "means a building, or any part thereof, used for lodging for periods of no more than 29 consecutive calendar days. A consecutive period of occupancy is not terminated if the same person is absent for a period of less than 30 consecutive days followed by reoccupancy at the same property. Portions of calendar days shall be counted as full days."

Bed and breakfast inn: "means a short term rental with a central kitchen which provides the primary residence for the owner or operator and which offers guest rooms for travelers and transient guests for compensation. Food service may be offered exclusively to people registered to use the inn for lodging or special events." *Food handling is under the jurisdiction of the **Jefferson County** Public Health Department.

Figure 1. Average Grade and Building Height

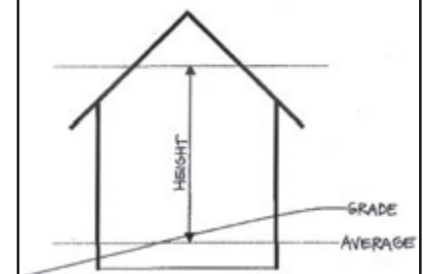
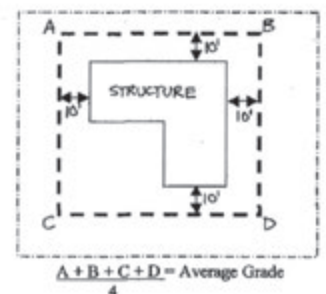


Figure 2. Calculating Average Grade



City of Port Townsend PTMC 17.08.020 "Building height" means the vertical distance from the average natural (preexisting) grade to the highest point of the coping of a flat roof or the deck line of a mansard roof or the average height of the highest gable of a pitched or hipped roof.

Tourist home: “means a building which provides the primary residence for the owners and which offers not more than two guestrooms, which share a common entry to the building, that are rented to transient guests. A tourist home is a short term rental.”

A Bed and Breakfast Inn or Tourist Home may be established with a Conditional Use Permit in any of the residential zones (R-I, R-II, R-III and R-IV). (See “Conditional Use Permits” under Zoning Exceptions later in this chapter.) A Bed and Breakfast Inn or Tourist Home is a permitted use in the C-III zone.

Accessory dwelling units (ADU’s) may not be used as Tourist homes. However, through Ordinance 3172, a tourist home is now allowed within a single-family residence on the same property as an accessory dwelling unit.

Property owners must reside on the property during the time rental activity is taking place. Only the permitted guest room(s) may be rented as short-term rentals, not entire homes.

Lodgings with three or more units, require a transient accommodation permit from the State of Washington. All units require a life-safety inspection by City Planning and Building staff as part of the conditional use permit process. Short term rentals must meet the standards of the City’s adopted residential building code. Previously approved transient accommodations may apply to increase the number of guest rooms through a modified conditional use permit application.

As a condition of operation, each permitted Short Term Rental will be required to clearly display its business license number on all advertising and listings of the unit, including online advertisements and listings. PTMC 5.45.030(D). A list of permitted short term rentals will be available on the City’s website.

Setback (Yard) Requirements

Buildings are required to set back from property lines or other buildings to preserve light, air and open space, as well as to reduce fire hazards by impeding the spread of fire and providing adequate space for firefighting. Required setbacks are measured from property lines to building lines and do not apply to decks less than 30 inches above the ground. The roof or eaves may extend up to 2 feet into required setback (yard) areas.

The front lot line is typically adjacent to a street right-of-way or access easement which affords the principal means of access to the property. This line is the legal property line separating private property from the street right-of-way or private access easement. The actual placement of street or sidewalk paving is not a reliable guide to locating the front lot line

as few streets in Port Townsend are constructed in the center of the rightof- way.

On corner lots (fronting on two intersecting streets) the property owner determines which is to be considered the front for zoning purposes. Street addresses are assigned separately based on postal and emergency vehicle considerations. Surveys are typically required for new construction and additions. See PTMC Title 17 Zoning for information on setbacks by zone.

How to Determine Building Height

The Zoning Ordinance defines the height of a building as the vertical distance from average natural grade to the average height of the highest roof surface (see “Building Height” diagram from PTMC 17.08.020).

For more information on how height is calculated, contact the Development Services Department at 360-379-5095.

Modulation

Zoning Table PTMC 17.16.030 refers to “modulation”, which applies within the R-I and R-II residential zoning districts. Modulation is a means of breaking up the apparent bulk of continuous exterior walls as seen from a street.

Daylight Plane

Applicable in the R-I and R-II zoning districts, daylight plane is intended to limit the impacts of bulk and mass on adjacent properties. It is a height limit that defines the building envelope within which new structures or additions must be contained.

Fences and Hedges (PTMC 17.68)

Fences up to 7 feet in height (as adopted through the 2018 International Residential Code) do not require a building permit but must meet City standards for placement. Fences over 7 feet in height require a building permit and may not exceed 8’ in height, and may require engineering review.

Fences, walls and other site obscuring installations or features are allowed on the property line. However, the burden shall rest upon the property owner to demonstrate to the satisfaction of DSD the lot line locations (by a survey or other means).

Maximum fence heights are as follows:

- When abutting a public street right-of-way, whether opened or unopened
- A solid fence shall not exceed four (4) feet in height.
- Any portion between 4 and 6 feet in height

Pre-approved Deer Fence Design

The deer fence shown below may be built in all residential zones without a building permit IF it is constructed with the same dimensions and materials indicated below. If it exceeds 7 feet in height measured from the ground (up to 8 feet) a building permit is required.

ANY CHANGES IN DESIGN/MATERIALS/DIMENSIONS WILL REQUIRE A BUILDING PERMIT IF THE FENCE IS PROPOSED TO BE 7 TO 8 FEET IN HEIGHT.

Fences may be placed on property lines if the property owner can verify the true property line locations. Temporary deer fences (with temporary stakes) do not require building permits.

2 inch x 6 inch pressure-treated top and bottom rails

Wire in-fill ("hog wire" type) minimum 3-inch openings

4 inch x 4 inch pressure-treated posts

8 feet maximum post spacing

7 foot Maximum Height. If any portion of the fence exceeds 7 feet, a building permit is required.

Min. 18"

Min. 8" (Hole diameter)

Concrete post holes, Minimum 8 inches in diameter, Minimum 18 inches deep

If you have any questions, prior to building a fence please contact the City of Port Townsend Development Services Department staff at (360) 379-5095, or visit our office at 250 Madison Street Suite 3, Port Townsend, WA 98368 Monday through Friday 8 AM-5 PM.

shall be no less than 50% open (when viewed perpendicular to the property line).

- Any portion between 6 and 8 feet in height shall be no less than 90% open

When not abutting a public street right-of-way, whether opened or unopened:

- The maximum height shall be eight feet.
- Maximum heights shall be measured from the elevation of the natural grade within two feet of the installation on the lower side.

An arbor, defined as any detached latticework or archway, may not be attached to

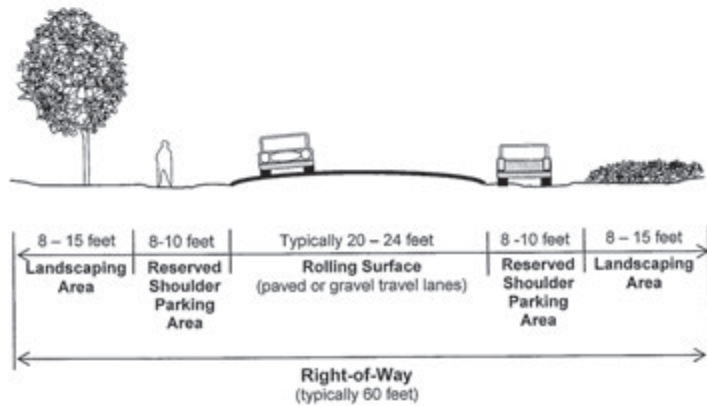
a fence or wall within the required setback area (see residential zoning table PTMC 17.16.030). However, one arbor per property side used as an entrance or gate is allowed as a portion of the fence. No portion may exceed 10 feet in height.

Temporary deer fences with temporary stakes do not require building permits. DSD has a pre-approved deer fence design for more “permanent” wire fences.

There are special rules regulating retaining walls; please contact DSD before constructing any wall.

City of Port Townsend Private Uses of ROW: What Is Allowed in Landscaping Areas?

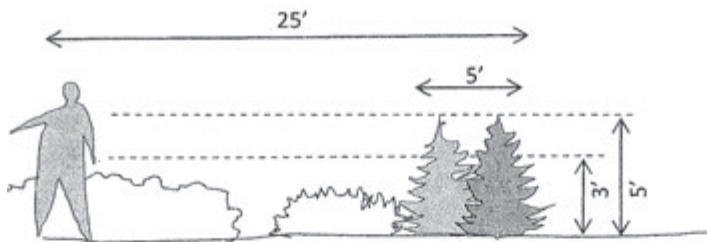
Low landscaping (shrubs, plants, grasses)



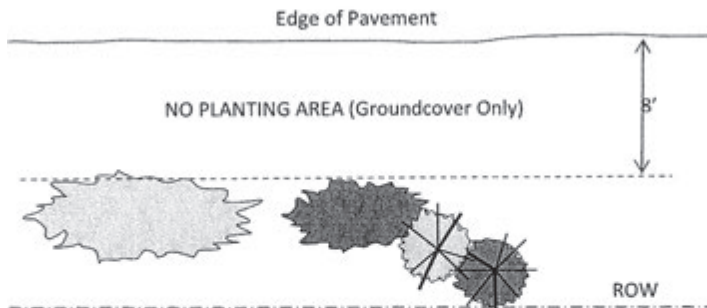
Trees allowed with permission of Public Works

No fences

Exception: To allow for some variation in height, for every 25 feet of frontage, minor landscaping may extend up to 5 feet in height for a distance not to exceed 5 feet in width. This exception does not apply to the area within 10 feet of an intersection.



Planting area if there is no constructed curb or sidewalk – developed street. If there is no constructed curb or sidewalk, then the area that may be landscaped is between the traveled way (street) and the property line, but not within or affecting any established pedestrian path, and not within 8 feet of the street (to allow for parking).



Graphic and Measurements are for illustrative purposes only.

Fences, walls, arbors or vegetation cannot block traffic visibility, and may be only 30 inches tall in the “sight triangle” at a traffic intersection. The height of hedges is regulated only when the hedge creates a potential safety hazard to traffic visibility. Hedges in the “sight triangle” are subject to required maintenance including trimming and / or removal. Hedges shall be sufficiently set back at time of planting so mature vegetation does not encroach into the street rights-of-way. Fences, walls, arbors and hedges are not allowed within public rights-of-way.

Lot Coverage and Minimum Lot Requirements

The zoning code sets out the maximum portion of the lot or building site which may be covered with buildings (defined as structures over 30” above grade) as well as the minimum area and width of the lot required for development in each zone.

Outbuildings

Outbuildings such as garages, storage sheds, garden sheds or tool sheds which are accessory to and on the same lot as a dwelling are subject to the same setbacks as the dwelling. However, accessory buildings smaller than 120 square feet in lot coverage may be a minimum of five feet from the rear lot and/or property lines. Outbuildings must be on the same parcel as the dwelling, or on a second parcel that is legally tied to the first. A restrictive covenant may be required to be prepared by the City, signed and recorded with the County by the applicant.

Port Townsend Engineering Design Standards

The City of Port Townsend has adopted Engineering Design Standards (EDS), which identifies minimum requirements for development of water, sewer, stormwater, erosion control, and transportation improvements. The EDS contains text and drawings which should be referred to for all development projects in the City and within the City’s water service area. The EDS and the Port Townsend Municipal Code are available website. The EDS is available online through www.cityoftpt.us, then “City Hall,” “City Plans.” Contact staff at 360-379-5095 with specific questions regarding Engineering Design Standards.

Unopened Streets and Alleys

There are many “unopened” streets and alleys in Port Townsend. Pedestrians and bicyclists have the right to use unopened streets and alleys. Property owners who landscape in unopened rights of way should do so in a manner that does not impede access and should be aware that any improvements made may have to be removed if the right of way is developed in the future. Improvements and maintenance expenses are assumed by the property owner. New residence(s) site plans need also to show what landscaping is being proposed in right-of-way when submitting for building and/or Public Works permits. The City shall be notified of any landscaping done within public rights-of-way prior to the work being done. Rights-of-way may not be used for fences, rockeries, buildings or other obstructions to public access. Removal of trees or other vegetation must be approved in advance by the city.

Private Uses of Rightof- Way (ROW) – PTMC 12.04.075

This section defines what uses residential owners may make to the ROW next to their property. Because many City streets are currently much narrower than the platted ROW, the street edge or curb is usually not the beginning of your property. Also, many ROWs are not developed with streets.

This section includes guidelines for minor landscaping and planting of trees along public streets and in unopened rights-of-way. The City prohibits, with limited exceptions provided for in this section, private structures in the rights of way (including but not limited to fences, sheds, garages, storage containers, propane tanks and wood piles) whether on a temporary or permanent basis. The concept is that landscaping in the ROW is and should be encouraged, but not the point where it “privatizes” the ROW (turns the area from public to private space). Minor landscaping is landscaping that meets the following standards:

1. Does not interfere with streetside parking or pedestrian traffic within 8 feet of the edge of any street. In this area, only grass or similar ground cover is appropriate. The concern is that owners should not be allowed to landscape to the point that street parking is moved in front of someone else’s property.
2. Does not interfere with sight lines at intersections, or otherwise present a hazard.
3. Generally consists of low plantings, and does not serve as a “living fence,” solid hedge or screen to prevent passersby from viewing structures on private property. Plantings or features that do not

meet this standard would have the effect of privatizing the public space. (Owners who desire privacy would erect fencing or plant landscaping on their private property and not in the ROW.)

4. May consist of landscape features (wood, rocks) that are consistent with these standards.

The section spells out some descriptions (specific heights and other measures) that are not requirements but are intended to define landscaping and features that would fit within the standards of “minor landscaping.” For example, shrubs are considered minor if they are less than 3 feet in height at maturity (or less than 2 feet within 10 feet of an intersection or driveway.)

Planting of trees in the ROW area requires a no fee permit (to allow the Public Works Department to make sure the tree is appropriate for the location giving regard to effect on utilities and views). No trees may be cut in the ROW without City approval.

The section provides for the Public Works Director to issue “departures” to allow structures or uses in the ROW based on special circumstances, for example, to allow a retaining wall in the ROW if necessary to prevent erosion.

The section states: “It is not the intent of this section that the Public Works Department seek out and/or abate long-standing conditions or situations that violate the standards in this section, so long as the use or structure did not present a safety hazard, was removed if it interfered with City improvements, did not interfere with views from street ends, was not intensified, and was removed if the property redeveloped. Subject to these limitations, long-standing landscaping or trees in the ROW would be allowed to remain.”

Before you plan that rock wall, fence, or planting project, or cut trees or other significant vegetation, be sure you know where your property ends and the public ROW begins. If you utilize the ROW, check the Municipal Code 12.040.070 and .075 (“City Hall,” then “Municipal Code”).

If you have any questions, please contact Public Works at 360-379-5095.

Parking (PTMC 17.72)

Chapter 17.72 provides off-street parking requirements applicable to new development and redevelopment within the City of Port Townsend. The parking code is intended: to implement Comprehensive Plan parking management policies and strike a more appropriate balance between providing parking for automobiles and promoting alternative transportation modes (e.g., transit, walking and bicycles); to promote economic development and historic

preservation; to reduce the creation of new impervious surfaces through lower required parking ratios, establish maximum parking limits and shared parking facilities; to reduce traffic congestion and hazards; to provide accessible, attractive, well-maintained and screened off-street parking facilities; to provide aesthetically to individual land use needs; and to assure the maneuverability of emergency vehicles.

The off-street parking requirements apply to all new development and redevelopment within Port Townsend, with the following exceptions:

1. New development or redevelopment within non-residential areas of the National Register Historic Overlay District (includes the uptown and downtown historic commercial districts)
2. Upper floors of commercial and mixed-use buildings in all commercial and mixed-use zoning districts outside the historic district.

All development is subject to the bicycle parking requirements. If parking is provided it is subject to the minimum dimensions, landscaping, maintenance, and maximum parking space ratios of Chapter 17.72.

Chapter 17.86 Variances includes specific criteria for variance requests to either exceed the maximum parking requirements of Chapter 17.72 or to provide less parking than would normally be required.

The minimum dimensions of a standard-sized, perpendicular parking space are 9 feet by 19 feet. If the requirement is for more than 10 spaces, one-half of the spaces may be compact-sized spaces, 8 feet by 16 feet. The code sets out varying dimensions for diagonal and parallel parking spaces.

Landscaping requirements for parking facilities are described in PTMC Subsection 17.72.190. This section applies to all off-street parking facilities in the city except those that are accessory to single or two-family dwellings.

In cases where the City Council anticipates development may cause parking congestion, requirements in addition to those cited in PTMC Section 17.72 may be imposed pursuant to a conditional use permit or environmental determination. Be sure to check with the Development Services Department to determine the parking requirements for your project.

Latecomer Agreements

The City has adopted ordinances authorizing latecomer agreements for streets (PTMC Chapter 12.26) and utilities (PTMC Chapter 13.04). Per REC 35.72.020, latecomer agreements are 15-year contracts for streets. Per RCW 35.91.020, latecomer agreements are 20 years for utilities. Latecomer agreements

allow for reimbursement to the developer by other property owners for a portion of the costs associated with design and construction of street(s) and/or utilities. For street latecomer agreements the estimated total cost for the improvements must be at least \$2,500. For utility latecomer agreements the estimated total cost for the improvements must be at least \$2,500 for each utility (water, sewer or storm drainage facility) or \$4,000 for all utilities. Latecomer Agreements must be set up prior to starting construction of the street(s) and/or utilities. The city charges \$200 for each agreement to set up, collect and distribute the funds over the life of the agreement. The City also collects recording fees from the applicant for the finalized latecomer document, which is recorded at the Jefferson County Auditor’s office.

Port Townsend Sign Code (PTMC 17.76)

The Port Townsend Sign Code aims to enhance the natural beauty of the city, promote economic vitality and fair competition, and ensure public safety through care in sign placement and control of distraction and clutter.

With few exceptions, a sign permit must be issued by the city before a sign may be erected. For signs located within the National Landmark Historic District, sign designs must be reviewed for compliance with the Historic Preservation guidelines prior to issuance (see “Design Review” earlier in this chapter, page 36). The Historic Preservation Committee (HPC) has adopted approved fonts and colors. Logo colors and fonts may be allowed. If they’re used on the sign, DSD may issue a permit with Administrative HPC review. Most signs are approved administratively without the applicant going to an HPC meeting. Be sure to obtain a sign permit and the necessary design review, if applicable, before the sign is made to assure that it complies with the code.

The current sign permit fee is \$84.75, plus \$10 for each additional sign on the permit. For monument and projecting signs, add \$76 for building plan review. Administrative HPC design review is \$46. The code prescribes a maximum sign area for buildings and businesses within each zoning district.

The code encourages monument directory signs for multiple business complexes. These signs are allowed in addition to allowable sign area for each individual business. The code also permits sandwich board signs in the Historic Commercial District only, under certain guidelines.

Sandwich board signs are only allowed on Water Street or Lawrence Street if the business located within the National Historic Landmark District does not have a

street window display fronting on Water Street or Lawrence Street. Sandwich boards are therefore allowed for Historic District businesses on upper stories, in lower levels, behind other businesses and not located on Water Street or Lawrence Street. This is the original purpose of sandwich board signs, which is to provide advertising for businesses not located on these main streets. Sandwich boards need up-to-date liability insurance, proper construction and maintenance, and HPC and sign permit approval.

Generally, each store-front business in the Commercial Historic District is allowed 40 square feet of sign area. If the length of the store front is longer than 40 feet, one square foot of sign area is allowed for each lineal foot of the store front. Special provisions are made for multiple-tenant buildings and second floor businesses.

In other commercial districts, each building is allowed a minimum of 100 square feet of sign area, while each business in a multiple business complex is allowed at least 32 square feet of sign area. However, if the length of the building exceeds 100 feet or the length of the store front in a multiple business complex exceeds 32 feet, one square foot of sign area is allowed per one lineal foot of the store front for the business.

In residential districts, identification signs are limited to 16 square feet for schools, churches and public buildings. Multifamily housing complexes and nonresidential uses allowed in residential zones are allowed a 24-square-foot identification sign.

Temporary signage may need a sign permit. Signs for events not taking place within the city limits of Port Townsend are not allowed and are subject to removal.

- Garage sale signs have the 3-3-3-3 rule: they may be up to three square feet in size, for three days, and up to three signs may be placed on the property or in nearby streets. They may not be displayed more than three 3 in any 12-month period.
- Residential real estate signs may be up to 4.5 square feet in size, but only one sign may be placed on the property (or right next to the fence). Off-premise directional signs pointing down the street are not allowed except during an Open House when signs up to 3 square feet in size are allowed in nearby rights-of-way.
- Signs in the right-of-way must be self-supporting. Use signs with wire legs or wooden sticks that you can temporarily secure into the ground. Place them on the private property side of utility poles, fire hydrants and sidewalks where they are out of the way of motorists and pedestrians. Please do not attach signs to utility poles or traffic signs!

Thank you for doing your part to reduce sign clutter by promptly removing all signs after your sale. PTMC 17.76.070 L. prohibits “Signs attached to utility poles or traffic signs.” This includes garage sales, announcements, advertising, etc.

Home occupations (separate permit required) and residences may have a wall-mounted sign up to three square feet, and no sign permit is required.

Signs exempted from the ordinance include signs which are not readable from a public right-of-way, historic site plaques, window signs composed of letters less than six inches in height, barber poles, national flags, and government traffic and directional signs.

Some signs may be erected without a permit as long as they meet the other requirements of the code. Among these are parking lot identification signs, real estate signs, garage sale signs, political signs and temporary construction signs (up to 16 square feet). “Feather Flags” are not permitted.

Examples of prohibited signs include blinking, revolving or flashing signs; single-pole signs; roof-mounted signs; signs which create a safety hazard or conflict with traffic control signs or signals; streamers; signs with any sign face larger than 25 square feet which is illuminated by internal lighting; and with few exceptions all freestanding signs (sandwich boards) for businesses located outside of the Commercial Historic District.

Permit applications and copies of the sign code are available at the Development Services Department. Please consult the code for complete provisions, or call 360-379-5095.

Temporary Use Permits (PTMC 17.60)

A temporary use permit is required by the City of Port Townsend for anyone who operates out of a temporary structure on private property adjacent to a public right of way. The business must be operated only in the assigned location; no mobile vending is permitted.

Other requirements for obtaining a temporary use permit include permission from the owner of the property, Port Townsend business license, Washington State Retail Sales Tax Number, and **Jefferson County** Health Department permit where applicable for food / beverage services.

A temporary use permit may be used for 6 months, with a possible two-month extension. Fee is \$124.75 for the first year and \$84.75 subsequently.

“Grandfathered” Nonconforming Buildings (PTMC 17.88)

Many of the structures built in Port Townsend prior to the zoning code of 1971 do not meet the physical restrictions of the zoning code. Front setbacks are often less than required in residential zones and some garages are built right up to the property line. They do not conform to height limits, lot coverage or other provisions which would apply to the structure if built under today’s zoning rules.

Such buildings (called “legal, nonconforming” or “grandfathered” buildings) are allowed to remain and are indeed some of our most prized historic structures. Necessary maintenance and incidental alterations are allowed, but alterations may not increase the degree of nonconformity of the building. Additions or expansions of the building must meet the requirements of the zoning code.

Basically, with an approved building permit you may add on to a nonconforming structure as long as the addition does not protrude into any of the required setbacks or exceed height limits or lot coverage restrictions. If these limitations result in a hardship or neighboring properties are already built in the way you wish to build, then you may wish to consider applying for a variance. (See Variances, below.)

“Grandfathered” Nonconforming Uses (PTMC 17.88)

In addition to nonconforming buildings, discussed above, there are also businesses, storage yards, shops, etc., which were legally established prior to passage of the zoning code, but which could not be legally established today. These are called legal, nonconforming or “grandfathered” uses because they are allowed to continue even though the use is not permitted by the zoning code within the zoning district in which it is housed. A hotel or auto repair garage in a residential zone are examples of nonconforming uses. The building may or may not be conforming; the zoning code treats uses as a separate matter from buildings.

Legal, nonconforming uses are allowed to continue, to change ownership and to be maintained, but no changes other than necessary maintenance and repairs are permitted.

If the use is discontinued for 365 days the property may no longer be occupied by a nonconforming use.

Zoning Exceptions

The City Council has provided two ways to consider exceptions to zoning regulations: variances and conditional uses.

Variances (PTMC 17.86)

Like most zoning codes, the Port Townsend zoning code regulates all properties within a zoning district identically, regardless of individual site characteristics. Therefore, there may be situations where, because of some unusual site characteristic, the strict application of zoning standards may produce an especially difficult and unreasonable burden for a property owner. A variance allows a property owner to be relieved from meeting one or more provisions of the zoning code.

Some minor variance applications may be handled administratively without a public hearing. Per the definition of minor variance in PTMC 17.08, a minor variance would permit one of the following:

- A. Up to 5% below the minimum lot size or lot width for infill development;
- B. Up to 5% below the minimum lot area for PUDs;
- C. Up to 20% of one setback in residential zoning districts.

Citizens are given a 20-day comment period before the final decision is made by the DSD Director. The Director’s decision may be appealed to the Hearing Examiner. See the criteria section in PTMC 17.86 for minor variances.

Proposals for more than these minor variances require a variance.

Variance applications are available at the Port Townsend Development Services Department (DSD). Completed applications are submitted to DSD after a mandatory pre-application conference. City staff makes a determination of completeness within 28 days of submittal. Once an application is deemed complete, a final decision will be made within 120 days. Public notice is required. For variances other than minor variances, the applicant will receive a draft recommendation prepared by DSD staff prior to the open-record hearing. At the hearing, city staff will make a recommendation to the Hearings Examiner to grant or deny the application. The Hearings Examiner will make a final decision on the application. The Hearings Examiner may also place conditions on the variance to minimize adverse impacts on neighboring properties.

Before granting a variance, the Hearings Examiner must be satisfied that each of the criteria set forth in the zoning code is met in the application. The applicant must demonstrate that the variance request is due to special circumstances relating to the site and that granting of the variance would not

constitute a special privilege. See PTMC 17.86 for the full list of criteria.

Conditional Use Permits (PTMC 17.84)

The City Council has determined that there are certain uses which may be established only by a conditional use permit. Council has found these uses may be located in certain areas if specific conditions assure compatibility with neighboring properties are met.

As is the case with a variance, there are specific criteria outlined in the zoning code for a conditional use application. Before receiving a conditional use permit, the applicant must satisfy each of the criteria set forth in the zoning code. Approval criteria are aimed at ensuring the conditional use will be harmonious with the neighborhood. See PTMC 17.84 for the full list of criteria.

A public hearing before the Hearings Examiner is required for some applications. The Hearings Examiner may impose additional conditions on a particular use if it is deemed necessary for the protection of the surrounding properties, the neighborhood, or the general welfare of the public.

The process for a conditional use permit application is the same as for a variance request which is outlined above.

Just as a variance cannot authorize a use which is not permitted by the zoning code, a conditional use permit cannot decrease the physical requirements (setbacks, height limits, parking, etc.) set forth in the code.

In the event the City Council becomes aware of a neighborhood problem arising from an establishment operating under a conditional use permit, the Council may hold a public hearing to examine the extent of the problems and may impose additional conditions or rescind the permit. In order to maintain the conditional use permit, the use must not be abandoned for over one year (PTMC17.84.140).

Planned Unit Developments (PTMC 17.32)

Zoning districts and density requirements serve the purpose of separating different land uses and determining to what extent individual lots can be developed in terms of height, lot coverage, etc. There may be situations; however, which call for more flexibility, such as when a large tract of land is developed by a single owner in a coordinated fashion. This type of development is permissible under the Port Townsend zoning code as a Planned Unit Development (PUD). The PUD process provides an alternative to traditional development under prescriptive zoning and subdivision standards. It enables

applicants to take advantage of incentives, including flexible zoning standards, modification of requirements of the city’s engineering design standards, and bonus densities in appropriate circumstances, in exchange for public benefits. A PUD application must be accompanied by an environmental checklist and is processed with either an application for subdivision or binding site plan approval.

A proposed PUD is reviewed by the Hearings Examiner at a public hearing. The minimum area allowed for a PUD is 40,000 sq. ft. in the R-I and R-II districts and 20,000 sq. ft. in the R-III and R-IV districts. There is no minimum area for the C-I/MU and C-II/MU districts. The Hearings Examiner will review the PUD proposal and give preliminary approval, subject to conditions, upon finding that the minimum criteria have been met. The proposed PUD must conform to the Port Townsend Comprehensive Plan, SEPA, all provisions of the zoning code and engineering design standards which are not proposed for modification, Critical Areas Ordinance and any other applicable regulations. Utilities and other public services necessary to serve the needs of the proposed PUD shall be made available. A proposed PUD may be denied because of flood, inundation or swamp conditions. If the Hearings Examiner approves a PUD application, the developer is required to sign an agreement stating that the development will follow the city’s guidelines.

Rezones

The City of Port Townsend official zoning map divides the City into various zoning districts. The Zoning Code outlines the requirements and permitted uses for each district. Since the passage of the State Growth Management Act, there must be consistency between the zoning map and the Comprehensive Plan Land Use Map, and the process for changing the zoning map is now part of the annual update of the Comprehensive Plan. See PTMC Title 20.04 for details. Applications must be received by February 1 to be considered during that year’s update process.

Appeals

In order to streamline the permit process, the City Council has delegated several permitting decisions to the Development Services Department (DSD) Director. Examples are: environmental determinations; sensitive area permits; and minor conditional use permits or variances. If anyone is unhappy

with the decision that the DSD Director makes, s/ he may appeal the decision to the City Hearing Examiner. The Hearing Examiner hears appeals in a manner similar to the way a judge hears cases - listening to facts presented and making a decision based upon applicable city codes. The specific appeal periods, procedures and fees for making an appeal are found in the Port Townsend Municipal Code Chapter 20.01.

Tree Cutting In Port Townsend

On Private or Public Land (excluding public rights-of-way): In September 2003, the City Council adopted standards for the retention, planting, and conservation of trees on public and privately owned land. These standards, contained in Chapter 19.06 of the municipal code, were intended to prevent indiscriminant tree cutting on vacant land prior to development and require a minimum number of trees, expressed in “tree units,” to be incorporated into new commercial, multifamily, public, mixed use, and residential subdivision developments. In meeting the tree credit requirements, the retention of existing trees is preferred over planting new trees.

The ordinance includes exemptions for certain tree cutting activities including:

- Any tree cutting on lots zoned residential (R-I, R-II, R-III, R-IV) that are 40,000 square feet or less in size and also contain an existing single-family residence;
- Limited tree cutting on lots zoned residential that are greater than 40,000 square feet in size and also contain an existing single-family residence;
- The removal of four trees defined as “hazard trees” (documentation from a qualified tree professional may be required) unless there is a critical area onsite. The removal of trees associated with an approved building permit or other project permit issued by DSD, however some projects (e.g., multi-family and commercial) are still subject to minimum tree conservation standards;
- Tree removal that meets the definition of “tree thinning” on vacant land requires a written exemption.

For tree cutting on vacant land where no construction is proposed, tree removal beyond adopted “thinning standards” requires a tree conservation permit, the preparation of a tree conservation plan, and the removal of no more than 40% of the tree units or applicable

tree canopy cover from the site. Tree cutting in critical areas such as wetlands or steep slopes requires a separate critical area permit or exemption.

For further information, or to determine if a tree removal activity requires a written exemption or a permit, please contact DSD prior to tree cutting.

On Public Right of Way: Enacted in 1987, and modified in 1997, the Street and Park Ordinance aims to maintain and preserve the beauty of trees situated along public rights-of-way. A Minor Improvement Permit is required to trim or cut trees and shrubs within any street or alley right-of-way. The ordinance applies to unopened as well as developed streets and alleys.

Whenever trees are approved to be removed within a public right-of-way, it is the responsibility of the developer (party removing trees) to arrange compensation to the underlying owner for the loss of the trees.

Grading and Vegetation Removal

The City of Port Townsend Engineering Design Standards in Chapter 5, Clearing, Grading and Erosion Control states that “a clearing and grading permit is required prior to any land-disturbing activity that involves clearing, grading, filling of 50 cubic yards or more. . .”

- It also states that activities include:
- Clearing (the act of vegetation removal from the land surface, often referred to as land clearing)
 - Grubbing (the act of root vegetation removal from beneath the surface of the earth, usually in conjunction with clearing)
 - Excavation (the mechanical removal of earth material)
 - Grading (excavation of filling or combination thereof)
 - Stockpiling (temporary disposition of earth material placed by artificial means).

Even if the material they are working with is less than 50 cubic yards, applicants should fill out a Clearing and Grading Permit so that staff can check for possible critical areas such as steep slopes, wetlands, critical drainage corridors. If a critical area is present, staff needs to review the request using the guidelines in PTMC 19.05, Critical Areas. All activities must be conducted with the best management practices outlined in this PTMC section.

The best thing to do is to check with City staff early in the process.

CHAPTER 18 Growth Management Act

City of Port Townsend: The State’s Growth Management Act (GMA) requires cities and counties to make long range plans. The goals of the GMA include orderly provision of services to urban areas, protection of natural resources, affordable housing, directing growth into suitable areas, and other goals that improve the quality of life. Local jurisdictions develop their own plans that address these goals, and must at a minimum address land use, housing, transportation, capital facilities, and utilities. Port Townsend and Jefferson County coordinate planning decisions through a framework of County-wide Planning Policies that have been jointly adopted.

Comprehensive Plan

In 1996 Port Townsend adopted a new Comprehensive Plan which considers 14 state planning goals and includes five elements, or chapters, which are intended to guide land use development decisions into the next century. These elements are land use, housing, transportation, capital facilities, and utilities. The City has also adopted an additional and optional element which addresses economic development.

The purpose of the Comprehensive Plan is to guide growth and development over the next 20 years by defining:

1. How much population and job growth should occur, and where it should be located
 2. What type of transportation, utilities and public facilities are needed to serve the future population and employment base
 3. Where people will live and what type of housing they will need
 4. How much it will cost to provide the necessary utilities and public facilities to carry out the community’s vision.
- The City’s Comprehensive Plan was originally adopted in 1996. The City has undertaken numerous amendments to the Plan in an effort to ensure it remains consistent with the GMA, as well as emerging community trends. The Plan includes maps showing new land use categories for different uses, as well as goals and policies to guide local officials and the public in figuring out how Port Townsend will look, grow, and function in the future.

The process for amending the Comprehensive Plan, including amendments to the land use/zoning map, is lengthy and there is no guarantee that the proposal will be approved. There are two types of amendments, suggested and formal. Suggested amendments broadly apply to the goals, policies and implementing strategies of the comprehensive plan. The City periodically accepts applications for suggested amendments. A number of suggested amendments were recently adopted as part of the 2016 update process. Suggested amendments will not be considered in 2018.


Formal site-specific amendments are considered on an annual update cycle. Applications must be submitted by February 1 to be considered during that year’s update process.

To find out more about the process for changing the Comprehensive Plan, please contact the Development Services Department 360-379-5095.

Urban Growth Areas (UGAs)

The GMA also requires that the County and City work together to accommodate a share of the State’s population growth. In practical terms, this means that the County and City must decide how and where they will accommodate the population growth forecast to occur over the next 20 years. Population forecasts were revised in 2015 to reflect current population trends in the county.

The GMA requires that the County designate UGAs of sufficient size to accommodate the urban growth likely to occur over the next 20 years. The Act also defines existing cities, including Port Townsend, as UGAs. Within UGAs, the full range of urban public facilities and services are to be provided (like sanitary sewers, piped and treated water, garbage disposal, public transit, etc.) to encourage people to live there. Outside UGAs, urban services are not to be provided and population densities will be lower, which should help to protect the rural character of the County and preserve important forest and agricultural lands from incompatible development. The challenge is to designate UGAs of sufficient size to accommodate the projected urban population growth, and provide these UGAs with the facilities, services and amenities to serve new residents.



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