

# Home & Garden

2025



INSIDE:

*HOME KEEPERS*

Showtime:  
schedule/presenters

*Support for trades*

Ciscoe Morris interview

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The living room of “The Pasture House,” the featured home on the AAUW/UWF Home and Kitchen Tour. *Photo by TPNW*



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Cisocoe Morris with his dogs Leo and Izzy. *Courtesy photo.*



# Building a home for a group of builders

BY HINAA NOOR

In some ways, Lizanne Coker entered the world of homebuilding by accident. She had just finished a five-year contract working for an internet safety company, which focused on protecting children, when she landed the position of director of Jefferson County Home Builders Association (JCHBA).

Coker, who grew up in Pennsylvania, has a bachelor's degree in criminal justice and a master's degree in sociology. She was always good at talking to people she didn't know, but it turned out she didn't mind raising money, whether it's for a new building or an advertising campaign, or to help a nonprofit.

When she took on the role at JCHBA in 2011 she quickly realized just how much had to be done. There was some question whether the organization could survive.

The recession of 2010 had left the association with 17 members and many had retired. The state organization suggested it might be best

to fold. People were having a very hard time making ends meet, and asking to pay dues, for many small companies, was a tough ask. It was a bleak point for the association.

A few core members wanted to give it one last try. "We sat down as a board, as a group, and said 'What do we want to offer that is different?'" recalled Coker. "We couldn't do what we did before. We had to choose a new path if we wanted to attract people again."

The hardest part was to convince people to come back to an organization. The path to doing that was "positive marketing, cooperation with local governments and building a program that promoted workforce development locally."

JCHBA, now 43, has 78 members today, Coker said. Her job consists of communicating with a lot of people throughout the day, from public officials to state and national HBA staff, as well as local members with business concerns. She helps coordinate events, such as round

table discussions and meetings with city staff, and organizes training and safety classes at state local levels for members.

The home show is the biggest and most pivotal event for JCHBA. Coker said it had 758 people in 2024 and called it "the largest one day trades event in Jefferson County."

It takes about four months just to get ready for The Home Show, which is scheduled for March 1 this year. The event, which will feature more than 50 exhibitors, creates a place for discussions on more than just landscapes and building products. It focuses on environmental concerns, housing developments and other things that impact the local community. There is no entry fee.

"Participating in the Jefferson County home show offers numerous benefits, including networking opportunities with industry professionals, access to valuable resources and great presentations from



local members," said Lori Tschohl, president and managing member of Eagle Pipe Heating & Air. "The show has grown significantly and improves yearly with more participation, food vendors, and the community." She called it "a collaborative project."

There are big challenges for home building, according to Coker. The still-high interest rate can make new mortgages unappealing. People with standing mortgages somewhere in the neighborhood of 2.5



Participants at the 2024 Home Show. Courtesy photo.



to 3.25% are reluctant to move on. On top of that are rising material costs, the shortage of skilled labor and stringent environmental regulations. Those things push up the cost of a remodel, she said.

"As far as our problems as a trade association, it's gaining new employees, which are hard to find," said Coker. "We are happy to train them and we are working with the local high schools."

There is a lot of outreach in place to remedy that.

Coker said she has primarily focused on the schools and their education departments. The next tier involved promoting scholarships for individuals going into trades, as well as getting city state grants for local programs such as the Community Boat Project, Chimacum High School shop class, Quilcene's Agricultural Mechanical

(AG) program and Port Townsend High School's Computer Numerical Control (CNC) machine for their trade shop.

Chimacum High School is about to announce a full training program for trades in 2025 as part of their high school curriculum. The impact of this program will be wonderful in Jefferson County, as any student can attend it from any high school."

Coker defined her role as being a "problem solver." She has tackled issues and brought affective changes, from marketing the association online with a searchable directory to convincing members to get more involved in Career and Technical Education (CTE), and to serve on boards or participate in planning commission and city meetings.

"JCHBA has been a conduit for the PUD, helping us introduce students to the world of utilities – these

students are the future, and that introduction lets them see first-hand how a career in the trades can benefit them and their community," said Jameson Hawn, a digital communications specialist.

The focus on marketing for members sets it apart from other organizations, given JCHBA is relatively small, Coker said. Their main goal is to market and promote home builder services in Jefferson County provided by Professional trades people. Their other goal is to focus on promoting positive government choices, so that buildings can be built in an affordable manner.

While cities and counties have acknowledged the housing crisis and even worked to address it, her view is that many have continued to increase regulatory requirements at the same time. Regulation, while important in building, has also increased the cost of homes,

particularly in the past 15 years. She estimated regulatory costs at about 15% of the average cost of a home.

JCHBA has big goals for the next five years. The organization sees a fully constructed trade program in local high schools, and also a mentoring apprenticeship program, so that children can come out of high school and actually have jobs waiting for them.

"A lot of our focus will be on student tours of local trade and working with the local high school shop teacher," Coker said. "We have set up a new office located at Edensaw Woods in the industrial park." They have started a couple of face-to-face lunches on a monthly basis with local building officials.

"Basically, we've got a lot going on," said Coker.

*Hinaa Noor is a freelance writer based in Lawnside, N.J.*

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# Gardening guru Ciscoe Morris on rare plants



Ciscoe Morris in his yard. *Courtesy photo*

**BY KIRK BOXLEITNER**

Among the host of expert speakers slated to address the public during the Jefferson County Home Builders Association's 2025 Home Show on Saturday, March 1, at Blue Heron Middle School in Port Townsend, Pacific Northwest gardening guru Ciscoe Morris is slated for a two-hour presentation, Q&A and book-signing.

A former newspaper columnist and a still-frequent feature on KING5 TV, Morris published his latest book, "Oh, La La!: Homegrown Stories, Helpful Tips, and Garden Wisdom - Gardening Answers for Beginners," in 2020, and he continues to deliver more than 50 garden presentations per year.

From 2-4 p.m. on March 1, Morris will be dispensing "Tips for the Spring Garden" at the Home Show, but it's far from his first time in

Jefferson County, since he counts the Far Reaches Farm in Port Townsend as among his favorite nurseries for finding relatively rare plants.

"Port Townsend is such a bohemian place in general, with all sorts of talented, artistic people throughout the community, which is nice and not built up too much," Morris said. "And I've gone to Far Reaches and found flowering plants, from as far afield as Vietnam, that might be the only ones of their kind in the United States. Its tropical foliage is to die for, and what I've bought there has stumped some of my plant expert buddies."

Morris singled out the *Melianthus major*, a South African honeybush with blue leaves which he finds particularly beautiful, as well as the *Nolina* of Mexico and the *Podophyllum* of Afghanistan and China, the latter of which bears May

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apples he deemed delightful.

Returning his focus to the Olympic Peninsula, Morris expressed his gratitude to local audiences for having been so enthusiastic in responding to his own passionate talks on plants, which he plans to reward at the Home Show with giveaways of “cool plants” during his presentation, but only to those who can answer his “tough stumper” questions (although he hinted they’re not actually that difficult).

Morris plans to tailor his remarks to the needs of home gardeners in the region, including tips to ensure that wandering deer don’t “rip your garden to shreds,” as well as advice on how to attract pollinators to one’s outdoor green spaces.

“I know deer are a big issue up in your neck of the woods, so I’ll be covering how to cultivate a cool-looking garden without having to fortify it behind a heavy fence,” Morris said. “Pest control is a more universal problem, but too many people are relying on chemicals

that upset the balance of nature. Pesticides will wipe out too many critters, when what you want to do is foster beneficial insects, who can help keep the bad guy bugs under control.”

Morris also acknowledged the balance between creating an aesthetically appealing garden and attracting a number of birds or insects, as he recommended cultivating an ornamental garden out of a diverse mix of deer-and-rodent-resistant perennials, with winter flowering plants to attract hummingbirds.

Morris is one of half a dozen speakers who will deliver presentations in Blue Heron Middle School’s band room, and he’ll serve as the final speaker of the day in that space.

Far Reaches Farm is located at 1818 Hastings Ave. in Port Townsend.

*Kirk Boxleitner is a staff writer at The Leader.*



Morris with Buckeye Belle peony. Courtesy photo



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# AAUW/UWF Home & Kitchen Tour on Marrowstone



The featured home this year, the Pasture House, is sited at one of the highest points on Marrowstone, offering views from its cupola of both sunsets and sunrises. *Photo by TPNW*

## BY KATHERINE DEFORREST-EVANS

Come spend a day enjoying the beauty of Marrowstone Island's outdoor and indoor spaces at the 27th Annual AAUW/UWF Home & Kitchen Tour.

The event, which features at least eight homes, is a fundraiser for educational scholarships and awards for East Jefferson County women and girls. Last year's tour in Uptown Port Townsend broke records with 750 tickets issued. That enabled the University Women's Foundation of Jefferson County, an affiliate of the American Association of University Women Port Townsend, to award over \$126,000 in educational support.

This year's tour features nine Marrowstone homes, from craftsman to contemporary, set on the

waterfront, tucked in the forest, and planted in open meadows.

Amongst the featured homes are "The Pasture House" and "Eagles' Bluff."

## THE PASTURE HOUSE

"The Pasture House" was designed by Guy Hupy and built by LD Richert, both of Port Townsend. This beautiful prairie-style home, sited on three sunny acres, is a testament to the homeowners' love of nature.

Built in 2020, the home utilizes the latest green technologies, including a 20kW solar array, an air-to-water heat pump supplying hot water to

underfloor heating, and native woods on trim, cabinets, and flooring, all finished with eco-friendly oil. In particular, the butcher block island made from fallen madrona trees is very special.

The wood siding of "the Pasture House" is Kebony, a Norwegian product made from heat-treated renewable pine, which requires no other finishes and is designed to last forever.

Outdoors, the owners are converting a third of the property to a natural Northwest wildflower meadow, including 600 camas bulbs. They have planted over 100 native trees, and a multitude of plants and shrubs on the other two acres.

"I look out the window and see all the

The Pasture House kitchen has a rich, natural glow, with red alder cabinetry and madrona floors. *Photo by TPNW*

same trees that are in the wood finishes inside," said the homeowner. Trees such as western red cedar, madrona, and red alder.

As avid birdwatchers and "deer appreciators," the homeowners took their cue in plant selection from the island wildlife that comes to perch or nibble. Some plants are protected, of course, from a little too much of the latter.

"The Pasture House" property is amongst the highest points on the island, offering views of both sunsets and sunrises, especially from its distinctive cupola.

"These days," the retired homeowners joked, "we would rather be watching the sunrises than sunsets."



## EAGLES BLUFF

“Eagles’ Bluff” is a visually striking home. Notable for its white stucco exterior, Good Homes Construction of Port Townsend built this airy and open home. Floor-to-ceiling windows with wide views of Puget Sound, a dramatic sweeping staircase, and a fabulous chandelier of white glass birds are all noteworthy.

In the kitchen, the cooktop backsplash features decorative metallic porcelain tiles by Ann Sacks. The homeowners had always lived in traditional style homes, but in building this one, made a 180-degree turn to embrace a modern aesthetic.

Also on the Home & Kitchen Tour are a swoon-worthy guest house kitchen, a “wine cabin,” and a manufactured home that has been stripped and renovated with love. During the day visitors will see details both handsome and unique, from a magnificent fireplace to a peekaboo window in the floor that offers views into the wine cellar below.

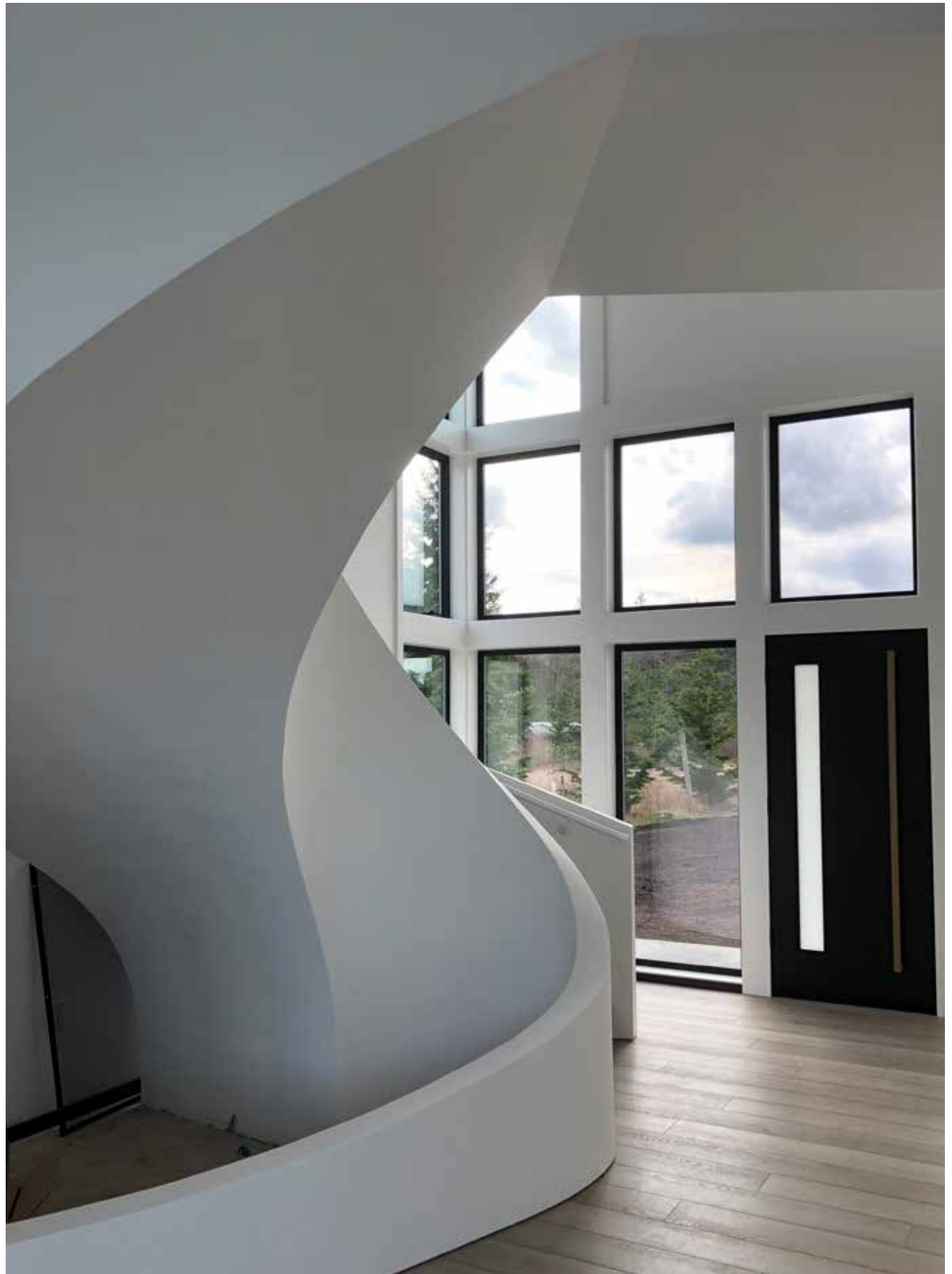
The day starts at the Nordland Garden Club, where ticket holders will pick up their wristbands. Some may wish to leave their cars behind and hop on their bicycles, given that the island is only six miles long.

Either way, sustenance for the day may be found at the lovingly restored and community-owned Nordland General Store, where picnic supplies, fresh groceries, and beverages are well-stocked, in addition to locally made gifts. Hot coffee, tea, and locally sourced pastries are best enjoyed on the broad porch overlooking Mystery Bay. And as the afternoon light wanes, Marrowstone Vineyards offers a wonderful setting to meet friends and compare both tour notes and tasting notes.

## WHAT TO KNOW

The Home & Kitchen Tour is on Saturday April 26, from 10 a.m. to 4 p.m. Tickets for the tour are \$35 and available at [aauwPT.org](http://aauwPT.org). Some tickets may be available at the Nordland Garden Club on the day of the show, although last year tickets sold out online.

*Katherine DeForrest-Evans is in charge of marketing and promotion for University Women’s Foundation of Jefferson County,*



The entryway of Eagles Bluff, another featured home on the tour, stuns with its dramatic staircase designed by the homeowners. *Photo by Aaron McGregor, with Good Homes.*





When BIAW & JCHBA fund internships at CPB it helps young people learn how to create structures with their hands. *Courtesy photo*

# BIAW: Trades programs, shop classes

BY LIZANNE COKER

In Jefferson County, Washington, a quiet transformation was underway, one driven by the Building Industry Association of Washington (BIAW). Recognizing the importance of a skilled workforce in sustaining local industries and strengthening the community, BIAW set out to provide over \$30,000 in funding to support trades programs & shop classes throughout the county. These funds were allocated to help train the next generation of electricians, carpenters and other skilled tradespeople who would play a crucial role in the county's economy and development.

The need for skilled trades workers has never been greater. As Jefferson County's population continues to grow and local infrastructure projects increase, the demand for qualified workers in construction and related fields has surged. However, many students and young adults in the county face barriers to accessing hands-on training and educational opportunities in the trades. BIAW recognized this gap and responded with a strategic investment that would help bridge the divide between educational

institutions and the local workforce.

BIAW has had a grant scholarship program in place for over 20 years. It is funded by the education endeavors of its members throughout the state. Five years ago, the program took on a new challenge to switch from individual scholarships to granting programs that support youth learning about trades. In 2024, BIAW's education team awarded over \$70,000 to students and institutions that support trades.

"Building a strong future starts with skilled hands and dedicated hearts. By investing in trades training today, we create a workforce that shapes tomorrow. While BIAW is proud to support programs across the state, having the opportunity to invest in Jefferson County is especially meaningful to me, as my family has called Quilcene home for generations." Al Audette, Director of the Washington Home Builders Foundation.

In the past 5 years, BIAW has awarded \$29,000 to the local Jefferson County programs such as the Community Boat Project, Quilcene's School Mechanical Agriculture class, Port Townsend's High

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School mechanical shop & Chimacum High School's shop class.

The funds helped expand the programs' reach, allowing more students to participate in the training.

By investing grant funds into these local programs, BIAW played a pivotal role in developing a sustainable pipeline of skilled trades workers in Jefferson County. BIAW's commitment to building up Jefferson County's trades programs serves as a model for other communities looking to invest in the future of their workforce. The grant application portal for the 2025 BIAW grant program will open in late February.

*Lizanne Coker is director of the Jefferson County Home Builders Association.*



Teaching these youth to create with their hands is knowledge no one can take from them; it is truly empowering. *Courtesy photo*



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# Grants that help keep people in their homes

**BY EMILY CARYL INGRAM**

The Real Estate Professionals for Affordable Housing (REPAH) has operated quietly in Jefferson County for decades.

With little fanfare, we have granted nearly \$250,000 to help low-income homeowners make emergency repairs to their homes. Their mission: to help local homeowners stay safely in their homes and preserve the inventory of affordable housing in Jefferson County.

The organization was founded in 1992 by a group of real estate brokers, members of the Jefferson County Association of REALTORS®. Real estate brokers began donating a portion of each commission to REPAH to fund their work.

More than 30 years later, REPAH is still sustained largely by donations from local real estate brokers, industry affiliates, and community partnerships. “REPAH gets the call when the hot water heater breaks, the roof leaks, the front steps are falling through, or the septic system backs up into the house,” said Terry Smith, REPAH Vice President. “For someone on a fixed income, these repairs are often unattainable and can put their safety – or the entire home – at risk.”

In recent years, REPAH’S maximum grant per household has been \$5,000. REPAH receives referrals for septic work and property clean-ups from the Department of Health. And local tradespeople refer clients to REPAH when their customers are in need and can’t afford to pay. When projects exceed their \$5,000 limit (a new roof on a modest home can cost \$14,000 or more), REPAH partners with groups like Habitat

for Humanity of E Jefferson County and OlyCAP to fund projects.

Since REPAH is funded primarily by real estate transactions, their budget is limited by the real estate market and the number of transactions conducted in any given year. When real estate sales decline, REPAH’s bank account balance (and their ability to assist homeowners) weakens.

## HOME KEEPERS

REPAH received a critical award from the Washington State Department of Commerce with its \$295,885 grant to deliver and administer the low-income Home Rehabilitation Grant Program. The grant will enable REPAH to provide critical financial assistance to eligible low-income homeowners in Jefferson County. The program’s primary focus is addressing health, safety, and durability issues in homes.

This grant marks a historic milestone for REPAH, as it’s the only state funding the organization has received in its 30-plus years of service.

This grant has enabled us to offer significant assistance to homeowners. Instead of offering a \$5,000 band aid, we can repair and improve homes to the extent that they can continue to offer a safe place to live for the duration of that homeowner’s life. It also preserves the inventory of affordable housing in Jefferson County for the next generation.

This grant is significant, not only for REPAH, but for the Department of Commerce. This funding has been awarded to organizations across

Washington State since 2017.

Where REPAH stands out is that it is the only all-volunteer organization to have ever received the funds. The Department of Commerce is providing training and resources to REPAH volunteers and is committed to their mission and their success.

## KEY DETAILS OF REPAH PROGRAM

- Eligibility is limited to low-income households.
- Priority will be given to senior citizens, persons with disabilities, families with children, and veterans.
- Homes must be single-family residences (including manufactured homes), owner occupied and located in Jefferson County
- The maximum grant per home is \$50,000.

Grant funds can be used for repairs and improvements that address health, safety, and durability issues in existing housing in Jefferson County. Eligible project costs could include: rot removal and structure replacement, mold remediation, asbestos removal, carpeting replacement due to mold or allergens, crawlspace

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excavation, electrical wiring improvements, window replacement, insulation, improvements for persons with disabilities, roof repair or replacement, plumbing improvements, HVAC work, foundation or structural improvements, siding repair, seismic retrofits, and pest removal/prevention.

The grant operates on a reimbursement basis. REPAH must spend money for repairs, then submit expenses for reimbursement from the Department of Commerce.

"Although this grant is a huge win for REPAH and the people of Jefferson County, it also requires an increase to our current bank balance," said Abbie Little, REPAH board member. "The grant funds are used to reimburse REPAH for money we spend on eligible projects. Our goal is to raise \$100,000 of working capital to enable us to pay for projects prior to being reimbursed."

*Emily Caryl Ingram is a local mortgage lender and volunteer with Real Estate Professionals for Affordable Housing.*

## WHAT TO KNOW:

Anyone who meets the eligibility criteria and could benefit from \$50,000 in home improvements is encouraged to apply. Applications can be downloaded from REPAH's website at [repah.org](http://repah.org), in-person at Windermere Port Townsend at 1220 Water Street, or by phone at 360-531-1934 or email [repahjc@gmail.com](mailto:repahjc@gmail.com). REPAH is a non-profit 501(c)(3) organization, and all donations are tax deductible.

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# UWF's \$1 million in grants to local women and girls

**BY KATHERINE DEFORREST-EVANS**

"You are part of our community and we believe you are capable of doing difficult and amazing things."

That is the message behind every scholarship and award University Women's Foundation of Jefferson County (UWF) makes to local women and girls. With every financial gift comes a hoist from the shoulders of women in the community.

Over the last 31 years, UWF, the charitable arm of the American Association of University Women (AAUW) Port Townsend, has steadily – and with increasing impact – made grants and awards to over 300 local women and girls. In total, through endowed and non-endowed funds, UWF has invested over \$1 million in East Jefferson County.

Much of this funding is raised at the AAUW Port Townsend's Annual Home & Kitchen Tour, now in its 27th year.

This year's event takes place on Marrowstone Island, Saturday, April 26..

Not all of the grants are for college tuition. Some of the funding supports the AAUW's Chimacum Creek Literacy Project, a tutoring program for girls and boys led by member Christine De Vries and a team of 40 volunteers, in partnership with the school district. Another large grant supports free preschool in the Chimacum school district.

UWF, thanks to a gift from the Cross Foundation, also pays the full tuition of high-potential seventh grade girls, recommended by their teachers, to attend a STEM summer camp called TechTrek. This one-week residential camp held on a Puget Sound-area college campus is a safe place where it's okay to be smart and to ask lots of questions. For some it's a glimpse into their future, with an introduction to a range of STEM fields and female role models. Parents report that their daughters come home from camp with new self-confidence and purpose.

Farther along in their lives, East Jefferson County women have received UWF support to attend veterinary school, get teaching credentials, become ship builders, and obtain degrees in a

wide range of fields. Some are returning to education after a long break, and some are pursuing advanced degrees.

Scholarship applicants are evaluated based on academic excellence, financial need, and educational goals.

Debra Ayres, who oversees scholarships for UWF, says that the organization is actively tracking an encouraging trend of continuity: Girls who attended TechTrek as middle schoolers are coming back years later as high-school seniors applying for assistance with college tuition; women whose daughters received scholarships are applying for grants to pursue their own continued education.

UWF is pleased to give support at multiple points along women's educational journeys.

Ayres went on to explain that the scholarships change lives, not only of the recipients, but of their family members and of their community.

"An award lifts up all of the people who support that woman," she said. The recognition tells other people, yes, that woman is valued for her

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Cameron Botkin, 2024 recipient of the Virginia Wolfe Endowed Scholarship. *Courtesy photo*

achievements and her potential.

Ashley Quinn, a 2005 graduate of Port Townsend High School, is the 2024 recipient of the \$11,000 Elmira K. Beyer endowed scholarship.

Quinn said she was nervous when she applied for the scholarship. Then letters of recommendation started coming in from her co-workers at Salish Coast Elementary, and people who had watched her grow over the last decade cheered her on. They encouraged her to pursue her dream: a double master’s degree in clinical mental health counseling and school counseling.

When she received the scholarship last May, she said, “It was very surreal, very exciting. I’ve worked really hard to be where I’m at. It was an aha! moment – I can do these hard things.”

“Also,” she added, “it was so cool to be able to show my two daughters.”

Debra Ayres of UWF shared that it was “incredibly gratifying” to award scholarships last year to Quinn and another school employee, Cameron Botkin, administrative assistant at Chimacum Junior/Senior High School. Botkin received the \$8,500 Virginia Wolf Endowed Scholarship

to pursue a Bachelor of Arts in elementary education, with teacher certification. When these two women graduate they intend to pay it forward, using their education to further serve East Jefferson County students.

Scott Mauk, Superintendent of Chimacum School District, said “UWF has been a steadfast advocate for student learning at every level, from preschool to higher education. Their scholarships for girls and women are transformative, opening doors to life-changing opportunities.”

**WHAT TO KNOW:**

Applications are now open for scholarships for the 2025-2026 academic year, with a deadline of March 7. Please see [aauwpt.org](http://aauwpt.org) for more information.

*Katherine DeForrest-Evans is in charge of marketing and promotion for University Women’s Foundation of Jefferson County,*



Ashley Quinn is the 2024 recipient of the Elmira K. Beyer endowed scholarship. *Courtesy photo*

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# City of Port Townsend

Permit questions? Check in at the City's friendly permit counter on the 3rd floor of City Hall. Our team of permit technicians are there Monday - Thursday 9 a.m. to 1 p.m.



The online permit portal is open 7 days a week, 24 hours a day.



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## Household Hazardous Waste Collection Events 2025

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Paint - 25 gallons

Fuel - 20 gallons total

Container Size - 5 gallons

Containers with liquids cannot be returned and must be no larger than 5 gallons.

### ACCEPTED at the Collection Event



### NOT ACCEPTED

Drop these off at Solid Waste facilities during regular hours.



### SATURDAY

10:00AM - 2:00PM

#### April 19

Chimacum High School  
91 W Valley Rd, Chimacum, WA

#### May 17

Quilcene Roads Shop  
295316 Hwy 101 Quilcene, WA

#### September 6

Chimacum High School  
91 W Valley Rd, Chimacum, WA

#### September 27

Jefferson Transit  
Haines Park & Ride  
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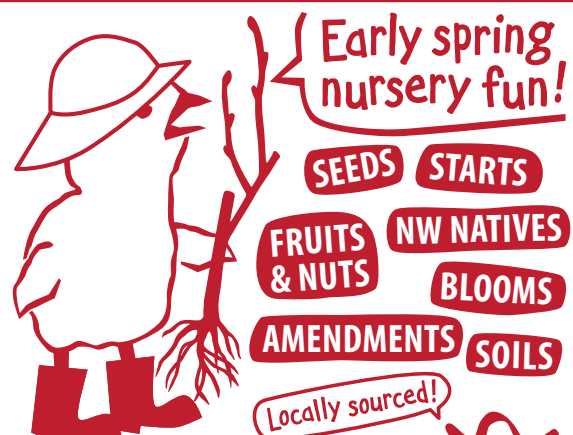
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E-mail: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us)

### SITE PLAN CHECKLIST

Site plan must be legible.

#### Site Plan Checklist

Only a complete site plan 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.



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Ciscoe Morris' dog Leo peers into the garden. Photo courtesy of Ciscoe Morris





Chilean Fire Tree. Photo courtesy of Ciscoe Morris

**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.



# 2025 JCHBA Home Show

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**Speakers for the show include:**

## EVENT ROOM ONE

**9:30 am - 10:30 am**

### **Estate Planning: Building a garden that ages with you**

*with Doug Cockburn of New Dungeness Nursery*

Learn how to properly select plants based on growth habit and placement. Reap the rewards of your garden NOW without creating more work for you and others down the line.

**10:45 am-12 noon**

### **Shaping the Future: Solar Power Innovations and Sustainability in 2025**

*with Andy Cochrane of PowerTrip Energy*

The presentation features in renewable energy, solar engineering, and policy development. Attendees will gain a deeper understanding of how solar power is poised to become a key driver in addressing global climate challenges, increasing energy efficiency, and reducing reliance on fossil fuels.

**12:10pm - 12:40pm**

### **Housing Jefferson County's Economy: A Community Survey Report**

*with Eric Jones & Liz Revord*

In an effort to reflect our housing situation with on the ground data, Housing Solution Network conducted a county wide survey to collect data that will be helpful in crafting more accurate housing policy, informing housing development, and seeking housing-related funding; what we learned about our housing crisis might just surprise you!

**12:45pm-1:45pm**

### **Upgrade Your Life with Clean Energy**

*with Krista Myers of Frederickson Electric*

Upgrading to a fully electric home is an investment that is good for the planet and your wallet – but is 2025

the right time to start an electrification project?

What do the new federal and state administrations mean for incentive programs like the Inflation Reduction Act, Solar Tax Credit, and net metering in Washington? Learn why 2025 could be the year to prioritize electric upgrades on your home or business – including heat pumps, induction cooktops, electric vehicles, and solar energy systems with battery backup. We will go over how to optimize your projects to reach your clean energy goals while improving your home.

**2 pm - 4 pm**

### **Tips for the Spring Garden plus Q and A**

*Ciscoe Morris*

Discussion with a Q & A, followed by a book signing. After writing a newspaper column for many years, first for the Seattle Post Intelligencer followed by the Seattle Times, he left to concentrate on writing his newest book, Oh La La which came out in January of 2020. On average, he gives over 50 garden presentations a year.



*Krista Myers*



*Ciscoe Morris*

over some of the basic homeowner dos & don'ts, demystify some of the folklore around septic systems, and discuss the guidelines and rules of the county. Stay for the hour and receive a \$35 off coupon for future Good Man work.



*DJ Campbell*

**11am to 12 noon**

### **Unlock the Path to Homeownership: Down Payment Assistance**

*with Dietrich Schmitz of the Washington State Housing Finance Commission.*

This class will focus on groundbreaking programs and resources designed to make homeownership more accessible, including the innovative Covenant Down Payment Assistance Program.

**12:15pm - 1pm**

### **Composting 101: Turning Waste into Rich Soil for a Greener Home**

*with Bridget Gregg of WSU*

Turn your food and yard waste into treasure! Learn how to create and maintain a healthy compost system. Use your compost to amend your soil, retain moisture, provide essential nutrients for your plants & MORE!

## EVENT ROOM TWO

**9:45am to 10:45am**

### **Homeowner Septic System Know-how**

*with DJ Campbell & Amanda Grace of Good Man Sanitation*

So, you bought a house, or are thinking of buying a house with a septic system; now what? We will go

**1:15pm - 2pm**

### **HOUSING BRIEFING**

*with Bayside, Habitat, Olympic Housing Trust & OlyCAP*



# About this year's presenters

## **Doug Cockburn**

*New Dungeness Nursery*

Doug has spent his life working in the nursery industry. Growing up at his father's nursery in Marysville, WA, totals his life/career at 72 years spent around plants. Moving to Sequim in the mid 70's, he has grown trees, grasses, and rhododendrons on location for over 50 years.

From the mid 90's to 00's Doug and company-Landscape by Cockburn- focused on landscaping projects across the peninsula. Specializing in mitigation, reforestation, and wetland/raingarden plantings. Nearby projects that still remain include the Jefferson County Courthouse remodel of 2004, the installation of raingardens at the VFW, and the lawn/plantings near the playground at the Waterfront Park.

Today New Dungeness Nursery is the largest year-round nursery on the Peninsula. Boasting 2 acres of plants that remain fully stocked 12 months a year, open 7 days a week. The largest selection of rhododendrons/evergreen shrubs and featuring trees far beyond the size/selection carried by the box stores. Specializing in native and edible gardens, but we are happy to consult with a yard visit on any landscape project. Offering free delivery on a monthly (every first Wednesday) basis to Jefferson County.



*Doug Cockburn*

## **Andy Cochrane**

*President and Company Founder*

Andy founded Power Trip Energy in September 2002 and runs the business with his business partner and friend since 8th grade, Steve Carr. As a long-time resident, his love of the Olympic Peninsula drove him to create a company to make the inevitable growth as sensible as possible. Andy graduated from Port Townsend High School in 1986.

Andy and his wife Geneva currently live on the same farm he grew up on with their kids, dog, cat, chickens, sheep, and bees. A runner and cyclist since childhood, Andy ran his one marathon in 1998, but now mostly runs after the kids. He bikes to work and has ridden his bike from Seattle to Portland, and from his house out to La Push on the coast.

Andy believes that solar power is the best way for most people to create electricity, and that compared to hydro-carbon-derived energy, the environmental benefits are tremendous, and socially, the benefits of individual power production are emancipating. Andy sees that the benefits of developing localized power sources are important to the long-term health of the local economy.

Power Trip Energy Corp is in its 22nd year, has 10 employees, and has installed over 1100 Solar Arrays onto homes and businesses on the Olympic Peninsula.



*Andy Cochrane*

## **Bridget Gregg**

*WSU Jefferson County Extension Master Gardener Program Coordinator*

Bridget Gregg is the WSU Jefferson County Extension Master Gardener Program Coordinator since 2016. In this role, she has taught and facilitated numerous classes in our area focused on soil health, Integrated Pest Management, natural yard care, and a variety of horticulture and other environmental topics. She has an undergraduate degree in Forest Management and a graduate degree in Fisheries Science from the University of Washington. Prior to this position, she has been involved with a variety of regional environmental research projects ranging from effects of pesticide on oyster larvae to evaluating the potential for native weevils to control milfoil.



*Bridget Gregg*

## **Dietrich Schmit**

*Washington State Housing Finance Commission*

Dietrich Schmitz began working in the mortgage industry in 1996 (the year the Macarena was a #1 hit!) and originated mortgage loans across Washington state in companies that were as small as 3 people to a large national bank. For the last 10 years he's worked at the Housing Finance Commission underwriting loan files, teaching classes on Down Payment Assistance and overseeing many programs to help bridge the gap to homeownership. In 2024 he helped launch the Covenant Down Payment Assistance program, an unparalleled assistance program to help families who were hit by the racial discrimination which has existed in Washington state.



*Dietrich Schmitz*

## **Kellen Lynch**

*Director of Development and Communication, Olympic Housing Trust*

Growing up in Port Townsend, Kellen has seen his hometown shift and become more exclusive. With a background as a small business owner, community organizer and entrepreneur, Kellen channels his passion and connection to his home into the Olympic Housing Trust. As the Director of Development and Communication, Kellen works every day to advocate for compassionate and bold housing efforts with a commitment to point the community in a positive and inclusive direction.

You can also check out his company, New Story Studio, which supports other housing and energy projects across Washington.



*Kellen Lynch*



# Jamie Maciejewsk

## Executive Director Habitat for Humanity EJC

Jamie has been the Executive Director of Habitat for Humanity of East Jefferson County since 2007. She previously led three other non-profit organizations, including ten years at Multnomah County CASA, a child advocacy organization in Portland Oregon. She has served in leadership positions in her churches, including as president of an inner city, multi-racial congregation. She has a master's degree in psychology with an emphasis in organizational management.



Jamie Maciejewsk

# Peggy Webster

## Housing Consultant to OlyCAP

After 35 years in the private sector (the last 10 in Ireland!) Peggy went on to work in Planning and Development for the Housing Authority of Baltimore City and the City of Baltimore Housing and Community Development agency (about 12,000 units of public housing) to redevelop existing and develop new low-income housing. After getting her last project up and running she joined the rest of her family here in Port Townsend. Her second un-retirement took place last March when she was asked to join OlyCAP in its Housing Division. She hopes to work herself out of a job by the end of the year so she can undertake her new grandmother duties



Peggy Webster

# Ciscoe Morris

## The Gardener Who Brings Nature to Life

Renowned for his enthusiasm, expertise, and deep passion for gardening, Ciscoe Morris has become one of the most beloved gardening personalities in the Pacific Northwest. With a career spanning decades, Morris has touched the lives of countless individuals through his practical gardening tips, engaging television presence, and his ability to turn even the most novice gardeners into experts. As an educator, television host, and radio personality, Ciscoe's mission has always been to inspire people to embrace the natural beauty around them and cultivate thriving, sustainable gardens.



Ciscoe Morris

# Amanda Grace

## President and CEO of Good Man Sanitation

Amanda Grace leads with a commitment to serving the community through reliable sanitation solutions. Passionate about creating a cleaner, healthier environment, Amanda and her dedicated team provide essential services, including septic system maintenance and portable restroom solutions, ensuring the region remains livable and sustainable.

Beyond her work at Good Man Sanitation, Amanda is deeply involved in community leadership. She serves on the board of the Jefferson Community Foundation and chairs the local Board of Health,



Amanda Grace

advocating for public health and resource accessibility. When she's not leading her team or working on community initiatives, she enjoys walking her giant dog and spending quality time with family."

# Liz Revord

## Director of Housing Solutions Network

Network Director Liz Revord has been with HSN since 2021. She brings previous non-profit leadership experience, a master's degree focused on environmental and community activism, and a passion for helping others. Affected by our community's housing crisis, Liz is hoping to share her story and connect with others to find solutions that work not only here in Jefferson County, but can also be implemented beyond our peninsula.



Liz Revord

# Eric Jones

## Communication Strategist, Housing Solutions Network

Communication Strategist Eric Jones is responsible for HSN's detailed newsletters and Advocacy Alert communications. Eric is here to build community; he knows without community the future doesn't look so bright. He brings an eclectic mix of experiences and perspectives through degrees in visual communications and international studies, work in the non-profit sector at both the staff and board level, helping grow several small businesses, teaching English as a foreign language, and succeeding at several years of stay-at-home parenting.



Eric Jones



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# Port Townsend & Jefferson County

# 2025 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: 2021 International Building Code - WAC 51-50, 2021 International Residential Code - WAC 51-51, 2018 International Mechanical Code - WAC 51-52, National Fuel Gas Code (NFPA 54) - WAC 51-52, Liquefied Petroleum Gas Code (NFPA 58) - WAC 51-52, 2021 International Fire Code - WAC 51-54A, 2021 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 200 square feet in floor area (200 square feet in the city) 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 Planning and Community Development 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 51-51R-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,



**RED** indicates information specific to **Jefferson County**

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## How to Get More Information



**CITY OF PORT TOWNSEND:** The Planning and Community Development Department (PCD) is located in City Hall, 250 Madison St., Suite 3, and is open between 9 a.m. and 1 p.m., Monday through Thursday. 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](http://www.cityofpt.us); go to Planning and Community Development and click on Development Services Forms and Documents. For residential typical details and contractor information [www.cityofpt.us](http://www.cityofpt.us); go to Planning and Community Development 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](http://www.cityofpt.us).

**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); lobby closed on Friday. The phone number is 360-379-4450. Emails: Building & Admin: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us) and Land Use Planning: [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us)

**Permit Be Sure to Check for Building Code Updates**

The information pertaining to building code and permit requirements contained in the 2023 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 use at the time of publication. Please double-check fees with the jurisdiction.*

### Online Permit Information

Jeff Co DCD has a new Customer Self-Service Portal located here: [https://energovweb.jeffcowa.us/energov\\_prod/SelfService#/home](https://energovweb.jeffcowa.us/energov_prod/SelfService#/home) You can also find zoning, building code and permit information online. For the City of Port Townsend, go to: [cityofpt.us](http://cityofpt.us). 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](http://www.codepublishing.com/WA/JeffersonCounty). For information and application forms, go to our new website [www.co.jefferson.wa.us/283/Building-Permit-Forms](http://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 542 Washington St., Sequim, WA 98382. 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.



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

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) result in a meeting or teleconference with staff.. Preapplications result in a written report signed by the Planning and Community Development 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. .

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.

Applicants with land use questions can email [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us). Examples of questions include how critical areas and shoreline regulations affect projects, setbacks, zoning, allowed uses, permit process, and feasibility for specific properties, and land use questions in general.

From there, if needed, a land use planner will decide the next steps.

- In conjunction with the expiration of a year-long development moratorium, Jefferson County adopted an ordinance on October 3, 2022 (effective October 4), which established a new Site Development Review (SDR) program that includes Legal Lot of Record (LLOR) Determination. An SDR is a Type I permit in the Unified Development Code (UDC) and a prerequisite to apply for development permits, such as septic or building permits and/or any land disturbing activity.
- With the SDR application rate and staff support reaching a state of equilibrium, future SDR application backlogs should be avoided. The Department of Community Development (DCD) goal is to maintain a consistent review timeline for future applicants of, roughly, four to six weeks.

- Given the unique nature of each parcel and the potential challenges that come with it, DCD aims to generate a better understanding of what differentiates an “ordinary” SDR from a “complex” SDR so that there is greater clarity for applicants and reviewers. Also, DCD will continue to refine the SDR application process to ensure that policy objectives are met while unnecessary burden to applicants is avoided.

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, 2019 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 **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 which may be addressed through the process of a building 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.

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 Lot Coverage of the Proposed Structures:

All building *footprints* (in square feet) including:

	Existing	Proposed	TOTAL
House			
Garage			
Covered Porch			
Accessory Dwelling Unit			
Deck over 30" Above Ground			
Shed			
Exterior Stairs			
Other:			

**TOTAL Lot Coverage of structures:** \_\_\_\_\_ square feet

Calculate the Lot Coverage Percentage:

Divide the Total Lot Coverage (above) \_\_\_\_\_ square feet  
by the Square Footage of the Property: \_\_\_\_\_ square feet  
And multiply by 100 to equal the

**TOTAL percentage of lot coverage:** \_\_\_\_\_%.

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: <https://cityofpt.us/publicworks/page/engineering-and-construction>. 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](http://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 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 PCD. 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.

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](http://www.cityofpt.us); go to Planning and Community Development and click on 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 review for all permit applications except where the footprint of the structure is not changed (e.g., remodels, plumbing permits).

**Construction in the Shoreline Jurisdiction:**

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).

For projects located in a Special Flood Hazard Area, a Floodplain Development Permit is required in conjunction with the development permit(s) or as a stand-alone approval.

**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. 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 PCD 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 Planning and Community Development Department. In

order for an application to be complete it must be submitted with a site plan, which indicates the work to be done. 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 PCD. 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 36 and 37 for more information.) Contact PCD 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.

Building permit applications shall be made exclusively through the online portal at [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us)

Permit technicians are available to help and answer questions on the third floor of City Hall Monday through Thursday from 9 a.m. to 1 p.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 Monday and Wednesday 1:30pm - 4:30pm or Tuesday and Thursday 9:00am - 12:00pm.

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 upsize of existing service, must pay SDCs. Contact the City's Planning and Community Development 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](http://www.cityofpt.us); go to departments; then Planning and Community Development; then click on the button Forms and Documents Public Works Fee List 2022

**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 accepts only digital plans. For all other documents, only one copy is required. 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. 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 IRC

**Energy/Ventilation**

For processing of applications under the 2021 Washington State Energy Code (WSEC) and 2021 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
- 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. 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:

**City - Planning and Community Development 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 sheer 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



**Considering Application for a Jefferson County Building Permit?**

**Site Development Review (SDR) & Legal Lot of Record (LLOR) Determination**

**Here’s more 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 the 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.



- 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. Schedule inspections through the online portal. Inspection must be scheduled the day before the builder wants the inspection.

**How to Schedule an Inspection**

**Port Townsend** - Building inspections shall be scheduled by using the on-line portal at [www.cityofpt.us](http://www.cityofpt.us). Inspection results can also be viewed by using the portal.

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.

**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. Batterypowered 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 2021 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 2021 WSEC.

**Mechanical Ventilation**

The 2021 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 roomsIRC 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 facestapled 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 Environmental Protection Agency (EPA) (1-800-523-4636) maintains an approved woodstove and fireplace list. <https://www.epa.gov/compliance/epa-certified-wood-heater-database>

## 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](http://www.jeffersoncountypublichealth.org) and [www.co.jefferson.wa.us](http://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

2. 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 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](http://www.cityofpt.us); go to Planning and Community Development and “Click on Forms and Documents at the bottom of the page”.

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 (SMA) recognizes shorelines as among the most valuable and fragile of the state’s natural resources. SMA policy aims to maximize public access to the waterfront, provide for uses which are

## 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](http://www.cityofpt.us).

From the home page, “From the home page, go to “City Hall”, “Departments” then “Planning and Community Development Department” and then “Forms and Documents”. Fees for building permits, planning fees and engineering fees can be found on this page.

The schedule reflects a “base fee” for Planning and Community Development staff review. Applicants will be notified if processing time exceeds the base fee at which time applicants will be billed for staff time.

City Engineer Staff Review of land use projects are billed at an hourly rate. Applicants may request an estimate of the review fee.

**Customer Assistance Meetings (CAMs) incur an hourly fee. One half of the current rate base fee may be credited to a subsequent, associated pre-application/ land use application if submitted within the 12 months of the CAM.** See PCD website for fees. <https://cityofpt.us/planning-community-development>

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.)





water dependent or water related and to protect and restore shoreline resources. Some projects may qualify for a written exemption, but all proposed 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 is undergoing a periodic review and upgrade to conclude in June 2025. The current SMP and information on the periodic review can be found on the City website home page (<https://cityofpt.us/>) 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 that concluded in 2023.

Should a shoreline permit be necessary, an Army Corps of Engineers permit and a Department of Fish and Wildlife Hydraulic Project Approval (HPA) may also be necessary. Some application forms are available on the Washington State website [www.epermitting.wa.gov](http://www.epermitting.wa.gov). County application forms are available from the DCD permitting portal.

After a shoreline permit has been applied for, the application may be noticed to allow public comment. A public hearing may be conducted as well. After final action by the city or county, some applications are 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 5-10 months, depending on the complexity of the project, the thoroughness of the submitted application, and the number of applications already submitted.

The county Shoreline Master Program is in 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 rivers and streams with a mean annual flow of 20 cubic feet per second or more, and lakes greater than 20 acres; their associated wetlands, floodways/floodplains; and the upland areas extending 200 feet landward. In general, if you plan to develop in the shoreline or within 200 feet of the shoreline, you must obtain a shoreline permit or permit exemption.

### Shoreline Setback

Single family residences typically require

a shoreline exemption approval. Shoreline buffers on sites containing critical areas, critical area buffers may apply, requiring increased setbacks from bluff tops or the water’s edge.

Call 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 single family homes or 60 multi-family residences 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); Updates Being Considered in 2025

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 Planning and Community Development 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 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. See PCD website for fees.). One half of the base fee 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” 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" 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

four different types of subdivisions: a full subdivision (10 or more lots), a short subdivision or short plat (nine lots or fewer), a binding site plan (available for division of mixed use, commercial or industrial zoned property and for residential condominiums) and unit lot subdivision (for townhouse and cottage construction). 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 participate in the National Flood Insurance Program (NFIP) offered through the Federal Emergency Management Agency (FEMA). FEMA-designated Special Flood Hazard Areas (SFHA) must comply with adopted flood damage prevention regulations, Chapter 15.15 JCC and City PTMC 16.08. SFHA are frequently found adjacent

to wetlands, streams, rivers and marine shorelines that are subject to flooding. Within the City all new construction and substantial improvements, including solely interior rehabilitation must elevate the structure so that the bottom of the lowest floor is two feet above the height of floodwaters in the 100 year event (one foot elevation outside the city limits). Exemptions apply to historic structures.

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.

### 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 to the 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](http://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 planner 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](http://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

## Services - 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, by email at [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us), or by calling 360-379-4460. For building questions, please call 360-479-4450 or email [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us). Starting of the second paragraph should say: DCD requires a pre-application conference for Type III Permits, as determined by the Administrator per 18.40.090 JCC.

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.





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. Letter to the Assessor can also be used to consolidate lots if a Lots of Record is not required. 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 emailed 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 17 zoning districts as shown on the official zoning map. These maps are found on the city website at [www.cityofpt.us](http://www.cityofpt.us). Click on “Community”; select “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 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 PCD.

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 (PTMC 17.54)

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](http://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 Planning and Community Development 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 Planning and Community Development 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 Interior’s guidelines developed by the

National Park Service. Information on the paint palette and all other guidelines are available at the Planning and Community Development 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. See PCD website for fees. 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 Chapter 17.52 Day Care Facilities)

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

Jefferson County requires land use approval for Short-Term Rentals (JCC 12.20.210(3)), which are subject to periodic life-safety inspections.

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.

**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 Planning and Community Development Department at 360-379-5095.

## 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 PCD 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 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. PCD has a pre-approved deer fence design for

# 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 Planning and Community Development 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.

Using the online portal, submit 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.

more “permanent” wire fences.

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

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, for example 35%.

## 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.cityofpt.us](http://www.cityofpt.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 Right-of- 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.,

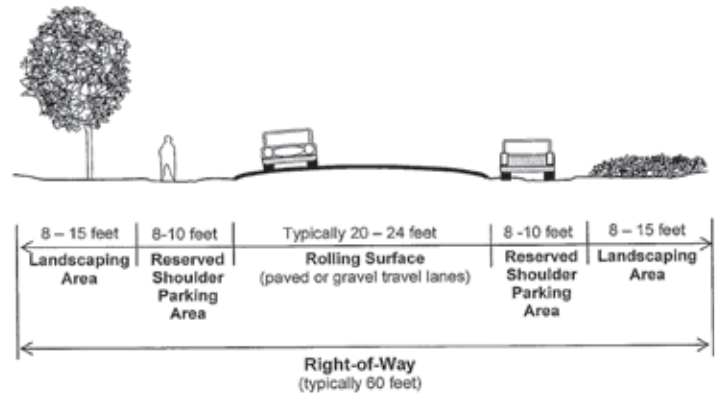
transit, walking and bicycles); to promote economic development and historic preservation; to reduce the creation of new impervious surfaces through lower required parking ratios, establish maximum parking limits and shared parking facilities; to reduce traffic congestion and hazards; to provide accessible, 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 limited exceptions including:

- 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.

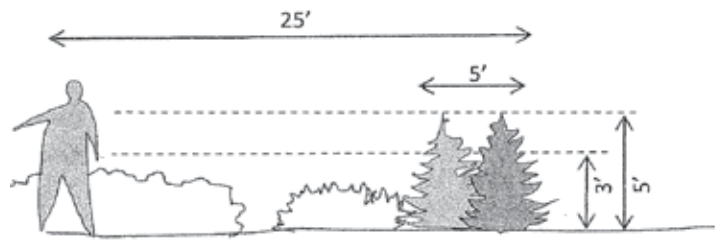
City of Port Townsend Private Uses of ROW: What Is Allowed in Landscaping Areas?

Low landscaping (shrubs, plants, grasses)

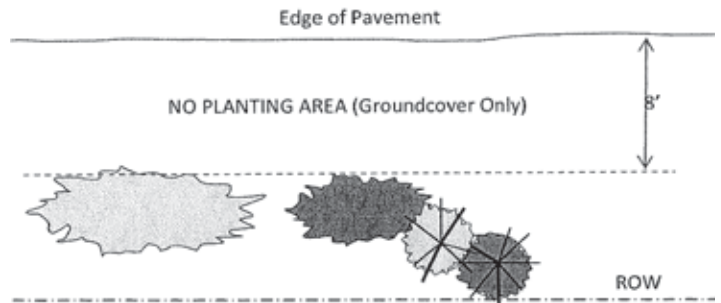


Trees allowed with permission of Public Works  
No fences

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.

### 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

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

4 inch x 4 inch pressure-treated posts

8 feet maximum post spacing

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.



3. Accessory Dwelling Units

Bicycle parking requirements may also be required. 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 17.72.170. This section applies to all off-street parking facilities in the city except those that are accessory to single family or multi-family dwellings of four or fewer units..

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 Planning and Community Development 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 a fee 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, PCD 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.

See PCD website for fee. 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 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 Planning and Community Development Department. Please consult the code for complete provisions, or call 360-379-5095.

Temporary Use Permits (PTMC 17.60)

A temporary use permit may be issued to allow seasonal or transient use not otherwise permitted (e.g. seasonal jewelry booth or food truck). 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.

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”) 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.)

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 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 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 PCD 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 Planning and Community Development Department (PCD). Completed applications are submitted to PCD 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 PCD 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.

**Appeals**

In order to streamline the permit process, the City Council has delegated several permitting decisions to the Planning and Community Development Department (PCD) Director. Examples are: environmental determinations; critical area permits; and minor conditional use permits or variances. If anyone is unhappy with the decision that the PCD 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 fee schedule.

**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 PCD, 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 PCD 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 plan for the orderly provision of services to urban areas, protection of natural resources, affordable housing, directing growth into suitable areas, and other goals improving quality of life. Local jurisdictions develop their own plans addressing these goals, and must at a minimum include land use, housing, transportation, capital facilities, and utilities. Port Townsend and Jefferson County coordinate their respective Comprehensive Plans through jointly adopted Countywide Planning Policies.

**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. As of 2024, the City must also develop a new element for climate change resilience.

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 Plan includes zoning maps, goals, and policies. The zoning maps show different densities and land uses. The goals and policies guide local officials and the public in reaching our goals for Port Townsend's future.

Since adoption, the City has amended the Plan through periodic and annual amendments. The GMA requires a Periodic Review every 10 years to ensure the entire code is consistent with new laws. The review also updates the Plan to reach the City's goals for the next 20 years and ensures we're on track to meet those goals. Port Townsend is conducting a Periodic Review, which is due in December 2025. To learn more about the Periodic Review, visit <https://www.pt2045planning.org/>

The Plan can also be changed through amendments. 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 accepts applications for suggested amendments when directed by City Council. The City is

accepting suggested amendments during the ongoing Comprehensive Plan periodic review.

- Formal amendments are site-specific, changing the plan or land use zoning map in a defined area. Formal amendments are considered annually except during the periodic review. All amendment applications in a year are considered together for cumulative impact. There is no guarantee that amendments will be approved. Applications must be submitted by February 1 to be considered during that year's update process. The City will not be accepting formal amendment applications in 2025 due to overlap with the periodic review.

To find out more about the process for changing the City's Comprehensive Plan, please visit <https://www.pt2045planning.org/> or contact Port Townsend Planning and Community Development at 360-379-5095.

### Urban Growth Areas (UGAs)

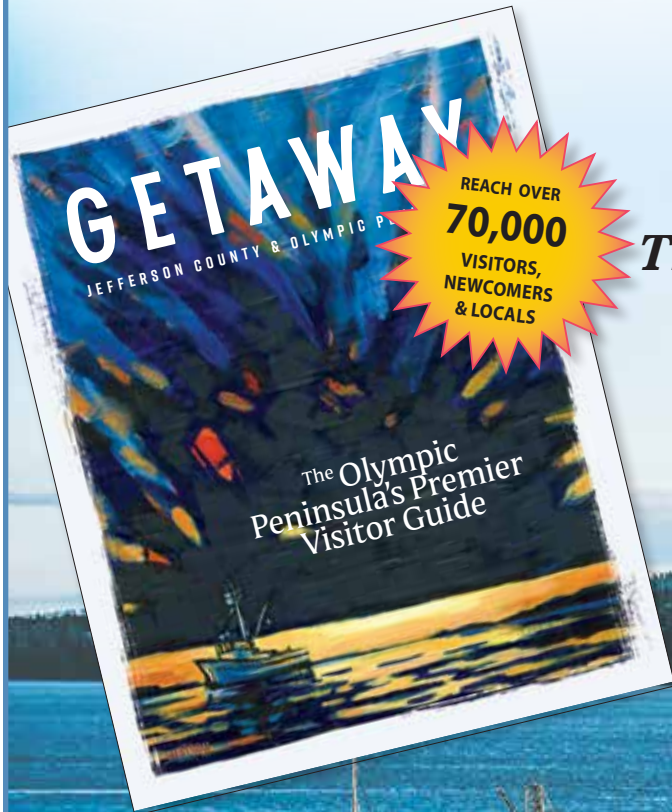
Under GMA, the City and County work together to plan for projected population

growth. The Office of Financial Management estimates a range of population growth for the county. The County and City form a Growth Management Steering Committee to select an estimate and allocate where we will plan for our growing population over the next 20 years.

The GMA requires that the County designate UGAs of sufficient size to support 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, to protect the rural character of the County and preserve important forest and agricultural lands from incompatible development. The County and City work carefully to designate UGAs of sufficient size to accommodate the projected population, and provide these UGAs with the facilities, services and amenities to serve new residents.



Dog Tooth Violet. Photo courtesy Ciscoe Morris



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# 2025 Site Development Review (SDR) & Legal Lot of Record (LLOR) Determination

## Frequently Asked Questions

The Site Development Review (SDR) process took effect on 10/4/2022 as a prerequisite to development application submittal per Ordinance 09-1003-22, adopted on 10/3/2022. The Department of Community Development (DCD) has created this FAQ page to help answer customer questions about SDR and Legal Lot of Record (LLOR) Determination. If you have a question that is not addressed in the FAQ below, please email [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us) or call 360-379-4450 for further assistance.

Note: Please contact dCD about SDR or LLOR. The offices of the Auditor, Assessor, and Treasurer are not able to assist individual applicants with parcel history research.

### 1. What is Site Development Review (SDR)?

The purpose of SDR is to provide owners or developers of land a means to obtain an assessment of site requirements for development of a parcel before applying for a septic permit, building permit, or other development permit. The SDR process implements Article VII of Chapter 18.40 of the Jefferson County Code (JCC) and Chapter 18.12 JCC. The SDR "Buildability Analysis" includes identification of environmentally critical areas and other factors that may constrain development of the site.

### 2. What is Legal Lot of Record (LLOR) Determination and how is it integrated into SDR?

LLOR Determination is a way to assure that a lot has been lawfully created under the state subdivision law (chapter 58.17 RCW), able to be conveyed, and eligible for development. LLOR Determination is made during the SDR process. If your lot was lawfully platted on or after August 11, 1969, and has not been further divided since platted, it is presumed to be a legal lot of record, in which case the LLOR Determination aspect of your SDR will be relatively simple.

### 3. How long does SDR take?

There is no one-size-fits-all answer to this question. The amount of time needed for review is dependent upon department caseload at any given time, as well as relative case complexity. Here are several factors that affect the review timeline for land use applications, including SDRs:

- At the initiation of the SDR program, DCD already had a significant permit backlog as a result of consecutive years of record permit applications during the pandemic. Currently, development review planners have about 50 cases in their respective queues.

- Some applications are relatively simple, while others involve complexity and/or required notification and comment periods. It is difficult to predict precisely how long it will take to review any given application. Furthermore, policy questions have arisen through early implementation of the LLOR Determination process that have delayed several particularly challenging applications.

- The general estimate for typical applications is a result of the number of applications, combined with priority projects that our land use planners are working on in addition to their permit review caseload. DCD's goal is to complete SDR reviews for "simple" lots within a week or two. By "simple," we mean a lot that is large enough to accommodate development without infringing upon critical areas or their buffers, and one that does not present other complications related to LLOR Determination or other issues. Each case is different; situations that present challenges require greater analysis. We hope we are able to reduce that backlog over the coming months in order to meet our permit timeline goals.

### 4. What is the "product" of SDR?

The result of a complete SDR process is two-fold:

- Determination whether the lot is eligible to receive development permit applications (i.e., a Legal Lot of Record). The LLOR Determination letter may be recorded at the Auditor's Office at the property owners' discretion.
- "Buildability Analysis" of the site, along with instructions for next steps in the permitting process for development. A map indicating a "development envelope" is included in the product, which serves as a useful tool for property owners, site developers, septic designers, architects, homebuilders, and permit representatives involved in creating site plans for development permit applications.

Most SDRs involve both of those components. In some cases, however, based on permit history for a given parcel, the SDR may involve only one of those components. That decision is made on a case-by-case basis.

### 5. What do applicants submit with the SDR application?

Customers are responsible for providing DCD with up-to-date information about the history of the lot(s) and the intended use of the lot(s) as a part of their SDR application. In addition to the SDR application itself (standard permit application, supplement LLOR Determination, and supplement Buildability Analysis), submittals should include relevant property history appropriate for the lot in question. This is most often a one or a combination of the following: a chain of title report obtained from a title company; a recent title report (or title commitment) prepared for the purchase/sale of the property; and document recording information (Volume & Page or Auditor File Number (AFN)) for the recorded plat containing the lot(s).

### 6. Why do applicants need to submit property history documentation?

Property history documents establish whether a lot was lawfully created and whether any changes to lots have occurred since initial creation of the property (e.g., divisions, property boundary alterations). Under state subdivision requirements, DCD must review the legal status of lots prior to issuing development permits for the property. In order to meet this state requirement, DCD needs to review property history documents to identify any changes to a property since its initial creation. The preferred property history document is a chain of title report, which may be obtained from a title company.

### 7. How do applicants know which property history document should be submitted?

The preferred property history document is the chain of title report, which provides DCD with a narrative of the property's history. Submittal of a chain of title report may significantly reduce the amount of research required by DCD to evaluate property history. We encourage all applicants to consider the benefit of a chain of title report when submitting their SDR application. A property's location also determines which of the other documents are applicable. For example, lots within subdivisions could provide the Volume & Page (or AFN) for the recorded plat. Lots that are not in subdivisions would have no corresponding plat, and owners of these parcels who do not wish to purchase a chain of title report for their lot(s) will need to rely on other documents, such as: deed/parcel history; a deed to the property prior to August 11, 1969; or documentation of county approval for residential use of the property. Obtaining these documents is explained under the following section, "How do applicants obtain documentation of property history?"



## 1. How do applicants obtain documentation of property history?

**Chain of Title Report:** A chain of title report can be purchased from a title company doing business in Jefferson County and is among the most useful type of property history documentation for an applicant to submit with their SDR application. However, the chain of title report may not be necessary for every property. A chain of title report details the creation and alteration of a lot over time, capturing the date of the initial division and any subsequent alterations to a property's boundaries. This level of information is generally less relevant for lots within a recorded plat since the date of creation and original lot lines for the property are easily verified in County records. DCD recommends engaging with our team to determine whether a chain of title report is appropriate for your property prior to purchasing from a title company. We can also help clarify the appropriate scope of your chain of title report so you are prepared to discuss the report with a title company at the time of purchase.

**Title Report:** Generally, title reports are produced at the time of transfer of ownership (also called a title commitment). This will often be the easiest documentation to submit for SDR, as many applicants will already be in possession of their title report when they apply. Property owners who have owned their lot for many years or were bequeathed their property may not have a title report in hand to provide. If a title report is not available to submit and applicants want to avoid the expense of producing a new title report or chain of title report, then they may compile deed/parcel history; a deed to the property prior to August 11, 1969; or documentation of any prior approval(s) by the county for residential use of the property for submission with their SDR application.

**Lots within recorded subdivisions:** Plats are typically recorded with the Auditor's Office, and property owners should be able to access their documents by searching their parcel number in the county's GIS system and selecting the 'Plat & Survey' link under the property information. Once in the 'Plat & Survey' document list, open the document corresponding to the plat for your subdivision. You may print these documents out directly or, preferably, provide the Volume & Page or the Auditor File Number (AFN) for the recorded document on your application forms. The AFN is a six-digit number clearly identified on the document, usually in the form of a stamp. Applicants without internet access may work with DCD directly for assistance in identifying the applicable plat and its corresponding Volume & Page. Note that plat information will only be available for properties within subdivisions, and that not all plats were recorded with the county. An applicant who own lot(s) in an approved but unrecorded plat will not be able to provide recorded document information and must submit a copy of the approved plat instead.

**Deed/Parcel History:** Applicants should review any paperwork they have for their property to check whether they have a deed dated prior August 11, 1969 in their possession. If so, applicants may submit that deed for review by the county. Alternatively, an applicant may provide deed history by reviewing any deeds recorded for the lot in county records. Parcel history can be made available for review by working with DCD on compiling parcel history documents stored with the county. Be advised that compiling parcel history documentation from the county directly may be a time intensive process, as certain records may not be available digitally. The offices of the Auditor, Assessor, and Treasurer are not able to assist individual applicants with parcel history research, and parcel history research may increase the cost and time of processing an SDR.

## 2. Is the LLOR Determination public information and/or recorded with the Auditor's Office as a Notice to Title?

LLOR Determination is public information. Interested parties will be able to find that information through the county website. If the determination is that the subject lot is a Legal Lot of Record (LLOR), property owners may choose to record that determination with the Auditor's Office as a notice to title (NTT) on the property. This action is at the option (and expense) of the proponent. If the determination is that the lot is not an LLOR, DCD will

record that determination as an NTT and invoice the property owner for the recording expense. This is to prevent future misunderstanding whether that lot is eligible for development or not.

## 3. May applicants submit additional information along with the SDR application forms?

At the time of application, the initial SDR process does not require any additional information to be submitted beyond the following items: the (basic, standard) permit application; the relevant supplemental application(s) for SDR (LLOR Determination and Buildability Analysis); and applicable property history documentation. However, this does not limit applicants from providing DCD with conceptual plans for the site, which can be reviewed during the SDR process, or other useful information. Applicants who have had special reports (such as a wetland assessment or geotechnical analysis) prepared for their site prior to applying can submit these reports for review, which would enable DCD to integrate report findings into the site analysis. In addition, providing information about access to public water, certification to hook up to multi-party wells, certifications to hook up to large on-site sewage systems, or other information about connecting future development to existing infrastructure is relevant and integral to the SDR process.

## 4. Do I need to apply for SDR before I apply for a building permit?

Yes. JCC 18.40.450 states that,

"(1) Site development review shall be required prior to land disturbing activity or any development activity; submittal of any permit application, on-site sewage system permit application pursuant to chapter 8.15 JCC, land use permit application, or land division permit application, or prior to any process to adjust property boundaries, including condominiumization.  
(2) Any landowner or their representative who wishes to make application for development shall use the site development review process to determine whether their site is a legal lot of record and buildable. No development application may vest until the site development review is completed."

## 5. Do I need apply for SDR before I apply for a septic system permit from Environmental Public Health (EPH) or a road approach permit from the Department of Public Works (DPW)?

Yes. See question 12, above.

## 6. What if there is an emergency or immediate public health and safety hazard?

The provision addressing these situations is found at JCC 18.40.430:

(5) Any repair requiring an emergency permit under JCC Title 8 or 15, or this title, or in circumstances that qualify as an emergency constituting an immediate public health and safety hazard, in the opinion of the director, does not require site development review prior to executing the repair to alleviate the hazard. The director at their discretion may require the applicant to apply for site development review after the fact.

The UDC Administrator makes determines whether this provision applies in any given situation. Consult with your assigned development review planner or email [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us) if you believe this provision applies to your situation.

## 7. May I submit development permit applications once I apply for the SDR?

During the transition period between October 4, 2022 and June 30, 2023, DCD, EPH, and DPW will accept building permits, septic permits, and road

approach permits, respectively, once an associated SDR permit has been submitted. The departments will review these permit applications concurrently.

## 8. Do I need LLOR Determination for a lot platted on or after August 11, 1969?

If your lot was lawfully platted on or after August 11, 1969, it is presumed to be a legal lot of record, in which case your SDR will be simplified with respect to LLOR Determination. That said, staff will double-check to make sure the lot was platted lawfully. Furthermore, subsequent activity would affect that status potentially, such as further property division following initial subdivision.

## 9. Do I need LLOR Determination for an unplatted lot (i.e., "acreage parcels" or "Section-Township-Range" property)?

Yes. Property documentation is required, as outlined above, in order to ensure that lots were created lawfully and that any further activity was consistent with state subdivision law.

## 10. Do I need SDR for a shed?

This is a case- and site-specific question. Buildings that smaller than 400 sq. ft. may not require a building permit. However, if the shed is proposed to be sited within a critical area or its buffer or within shoreline jurisdiction under the state Shoreline Management Act, SDR would be required.

## 11. Do I need SDR for a barn?

This is a case- and site-specific question. Some barns on designated Agricultural Lands may not require a building permit. However, if the barn is proposed to be sited within a critical area or its buffer or within shoreline jurisdiction under the state Shoreline Management Act, SDR would be required.

## 12. Do I need SDR for a deck?

This is a case- and site-specific question. It depends on where the deck is located and whether there is an expanded footprint or increased impervious surface on the site.

## 13. Do I need SDR or LLOR Determination for converting a garage or shop into a residence?

Yes. The reason is because of the addition of residential development on the site. If there is no expansion of the building footprint and no associated land-disturbing activity, it is possible that SDR would be limited to LLOR Determination.







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We hope you'll stop by our branch and say hello!



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# JEFFERSON COUNTY HOME BUILDERS ASSOCIATION

The local trade association for building professionals  
To learn more about our members visit **JCHBA.NET**

## BUILDER & REMODELER

Admiralty Woodcrafts	(206) 305-0070	182 Beatie Ave, Port Townsend
Anderson Homes	(360) 452-1232	990 East Washington, Sequim
All Save Construction	(360) 732-0477	340 Cherry Ave, Chimacum
Emerald Group Design Build	(360) 461-6294	71 Ruth's Place Ste #4, Sequim
Brent Davis Construction INC	(360) 643-1258	887 East Park Avenue, Port Townsend
Clark Construction	(206) 842-5450	355 Ericksen Ave NE, Bainbridge Island
Czaja Construction	(360) 531-4591	P.O. Box 383, Quilcene
Eldridge Construction	(360) 301-1461	43 N. Andrews Way, Port Townsend
Estes Builders	(360) 683-8756	259003 Hwy 101, Sequim
G. Little Construction	(360) 385-1020	991 Commerce Loop, Port Townsend
Habitat For Humanity	(360) 379-2827	PO BOX 658, Port Townsend
Hulbert Custom Construction	(360) 531-2374	PO Box 2107, Port Townsend
JDG Construction	(360) 385-3287	PO Box 2073, Port Townsend
Kitchen & Bath Studio	(360) 385-3443	991 Commerce Loop, Port Townsend
L.D. Richert Custom Homes	(360) 301-0544	2409 Sims Way, Port Townsend
Mystery Bay Construction	(360) 536-0361	9772 Flagler Rd, Nordland
Nieman Construction Company, Inc	(360) 434-0717	Po Box 846, Quilcene
N & N Construction	(360) 620-5387	10000 Oak Bay Rd, Port Ludlow
Nordland Construction NW	(360) 379-1352	123 Ponderosa Place, Nordland
Olympic Ridge, Inc.	(360) 302-0156	2871 NE Holman Ave, Poulsbo
Periscope Woodcraft	(321) 482-3921	6223 Beaver Valley Rd, Chimacum
Piecwurx Construction	(425) 218-9429	1425 Katherine St, Port Townsend
Rain Shadow Woodworks	(360) 385-6789	130 Seton Rd, Port Townsend
Titan Builders	(360) 681-5230	433 North 5th Ave, Sequim
Wallyworks Enterprises Ltd	(360) 385-2771	1037 Lawrence St, Port Townsend
Westharbor Homes	(360) 437-8242	70 Breaker Ln, Port Ludlow

## DESIGN/BUILD FIRMS

Greenpod Development	(360) 385-5614	606 Roosevelt St, Port Townsend
Lexar Homes	(360) 379-1799	92 Kala Square Pl, Port Townsend

## DESIGN SERVICES

Coker Designs	(360) 821-9581	814 Garfield St, Port Townsend
Gregory Landscape Architectural	(360) 344-2508	211 Taylor St, Ste 403A, Port Townsend
J. Smith Interiors	(360) 593-4172	131 E Rhododendron Dr, Port Townsend
Terrapin Architecture	(360) 379-8090	727 Taylor St, Port Townsend

## ARCHITECTURAL RIGGING

PTR Rigging & Spars	(360) 385-6330	290 10th St, Ste R, Port Townsend
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## BUILDING MATERIALS & SPECIALTY HARDWOODS

Carl's Building Supply	(360) 385-2111	10733 Rhody Dr, Port Hadlock
Edensaw Woods, Ltd.	(360) 385-7878	211 Seton Rd, Port Townsend
Henery Hardware, Inc	(360) 385-5900	218 W. Sims Way, Port Townsend

## CABINETRY

Charlie Rawlins Cabinetry	(360) 385-5309	31-A Workman St, Port Townsend
Kimball Wood Works	(435)-229-7811	PO Box 1564, Port Townsend

## COUNTERTOPS

Creative Countertops	(360) 598-3106	22285 Stottlemeyer Rd NE, Poulsbo
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## ELECTRICAL CONTRACTORS & SOLAR INSTALLERS

Cascadia Solar	(360) 930-6993	402 Glen Cove Rd, Port Townsend
Frederickson Electric	(360) 385-1395	PO Box 2108, Port Townsend
Power Trip Energy Corporation	(360) 643-3080	83 Denny Ave, Port Townsend

## ENGINEERING

CRH Engineering	(360) 855-2333	737 Taylor St, Port Townsend
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## ESTATE PLANNING & LEGAL SERVICES

Law Office of Steve Dowdell	(360) 320-6216	2455 Jefferson St, Port Townsend
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## EXCAVATION / ROAD WORK / HARDSCAPE

Bernt Ericson Excavating, Inc.	(360) 385-3602	2281 Hasting Ave West, Port Townsend
Cotton Redi-Mix/Shold Excavating	(360) 385-0480	121 Pomwell Rd, Port Hadlock
D & A Excavating	(360) 301-5435	225 Brothers Rd, Chimacum
Joe Bartlett Construction Inc.	(360) 774-6430	PO Box 65016, Port Ludlow
Moving Earth LLC	(360) 385-4415	108 Airport Rd, Port Townsend
Nordland Construction NW	(360) 379-1352	123 Ponderosa Pl, Nordland
Seton Construction, Inc.	(360) 385-0213	4640 S. Discovery Rd, Port Townsend

## FLOORING

Mc Crorie Carpet One	(360) 379-9500	11662 Rhody Dr, Port Hadlock
Peninsula Floor Coverings, Inc.	(360) 385-0945	2405 Sims Way, Port Townsend

## GUTTERS REPAIR & PRESSURE WASHING

Gutter Helmet	(866) 584-1018	33755 9TH Ave, Federal way
Eco Clean Pressure Washing	(360) 314-4821	1011 13TH St, Port Townsend

## HEATING, VENTILATION & AC

Air Flo Heating Co.	(360) 385-5354	221 W. Cedar St, Sequim
All Weather Heating & Cooling	(360) 452-9813	302 Kemp St, Port Angeles
Eagle Pipe Mechanical Heating & Air	(206) 765-6851	5634 NE Minder Rd C-102, Poulsbo

## HOUSE MOVERS

Olympic Structural (House Moving)	(360) 385-5425	7016 Flagler Rd, Nordland
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## INSULATION

NW Fusion Pros	(509) 630-1446	1414 Sherman St, Port Townsend
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## INSURANCE

Homer Smith Insurance	(360) 385-3711	804 Water St, Port Townsend
Kristin Manwaring Insurance	(360) 385-4400	2300 South Park Ave, Port Townsend

## JUNK REMOVAL

Ship Shape Junk Removal	(360) 531-1522	258 N. Jacob Miller Rd, Port Townsend
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## MARINE CONSTRUCTION SERVICES

PT Shipwrights Co-op	(360) 385-6138	PO Box 1163, Port Townsend
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## MORTGAGE & BANKING SERVICES

1st Security Bank	(360) 385-1885	734 Water St, Port Townsend
First Federal	(360) 385-1416	1321 Sims Way, Port Townsend

## PAINT SUPPLIES

Sherwin-Williams Paint Store	(360) 681-8675	1400 Washington St 109, Sequim
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## PERMIT FACILITATION

Sally L. Ellis	(360) 531-3374	241 Flamingo Rd, Port Townsend
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## PLUMBING

Eagle Pipe Mechanical Heating & Air	(206) 765-6851	5634 NE Minder Rd C-102, Poulsbo
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## REAL ESTATE

Bell Tower Brokers	(360) 344-2143	800 Polk St, Ste A Port Townsend
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## ROOFERS

Hope Systems LLC	(360) 385-5653	55 Lambs Ear, Port Townsend
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## SANITATION/SEPTIC PUMPING

Good Man Sanitation	(360) 385-7155	2495 Cape George Rd, Port Townsend
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## SEPTIC DESIGNERS

TNT Septic Design	(360) 385-3602	11 Hope Lane, Port Townsend
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## TREE SERVICES

NW Tree and Excavation LLC	(360) 770-2910	PO Box 471, Port Hadlock
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## WINDOWS

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

JPUD	(360) 385-5800	310 Four Corners Rd, Port Townsend
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