

Appendix A:

A.1: Comprehensive plan goals and policies

The Jefferson County and Port Townsend Comprehensive Plans contain detailed goals, policies, and strategies for the development of affordable housing within the county and city. Those goals, policies, and strategies are included within this document since they were the basis for the development of this housing action study and plan and contain the framework for many of the recommended action items.

A.1: Comprehensive plan goals and policies

A.1 Growth Management Act (GMA)

The Washington State Growth Management Act (GMA) contains the following goal concerning the housing elements of comprehensive plans: "*Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.*" (RCW 36.70A.020(4)).

GMA requires comprehensive plan housing elements recognize the vitality of established residential neighborhoods and identifies 4 features that must be included:

- An inventory and analysis of existing and projected housing needs;
- A statement of the goals, policies and objectives for the preservation, improvement, and development of housing;
- Identification of sufficient land for housing, including, but not limited to, government-assisted housing, housing for low income families, manufactured housing, multi-family housing, and group homes and foster care facilities; and
- Adequate provisions for existing and projected housing needs of all economic segments of the community. (RCW 36.70A.070(2)).

Other sections of GMA recommend the use of innovative planning techniques that are directly related to housing, including: density bonuses, cluster housing, planned unit developments (PUDs), and the transfer of development rights (RCW 36.70A.090).

These and other nontraditional techniques are reflected in the goals, policies and implementation strategies of the Jefferson County and Port Townsend Comprehensive Plan housing elements.

A.2 Affordable housing

The US Department of Housing & Urban Development (HUD) defines "affordable housing as: "Housing units available for purchase or rent to individuals or families with a gross income between the federally recognized poverty level and the median income for working families in Jefferson County which, including utilities, would not exceed 30% of gross income."

The Port Townsend Comprehensive Plan outlines the following objectives concerning affordable housing within the city:

- Affordable housing is a general public need and will be addressed through private sector programs and projects - local government should not assume a direct role in the ownership or administration of public assisted housing; rather, this should be left to private, nonprofit or quasi-public entities.
- The housing or land use elements of the Port Townsend Comprehensive Plan will include an assessment of land available and the process for the location of special purpose housing.
- A sufficient quantity of land will be appropriately zoned to accommodate a wide range of housing types, densities, and mixtures.
- The housing element will include an affordable housing strategy that examines existing policies and regulations to identify opportunities to encourage the provision of affordable housing (*e.g.*, mechanisms such as accessory dwelling units (ADUs), density bonuses, mitigation fee waivers, and priority permit processing).
- The Port Townsend Urban Growth Area (UGA) will accommodate a fair share of housing affordable to low and moderate income households according to the city's percentage share of the county population and by promoting a balanced mix of diverse housing types.

- Undeveloped land owned by public entities will be inventoried and those that are appropriately located should be considered for development of low income housing. Consideration of assembling these parcels for development by nonprofit housing organizations or private developers should be encouraged.
- The housing element will include criteria for locating higher density residential areas near public facilities and services, commercial services, arterials, or within walking distance of jobs or transit.

A.3 Jefferson County housing goals and policies

The Jefferson County Comprehensive Plan housing element outlines the following goals and policies for providing affordable housing for all segments of the county population.

Goal:

HSG 1.0: Encourage and support efforts to provide an adequate supply of housing for county residents of all income groups.

Policies:

HSP 1.1: Promote an adequate supply of housing through inter-jurisdictional and public-private cooperative efforts.

HSP 1.2: Encourage a regional fair share housing allocation process that establishes affordable and special needs housing targets for Urban Growth Areas, Rural Village Centers, Rural Crossroads, and the Port Ludlow Master Planned Resort.

HSP 1.3: Promote regionally coordinated low income housing in coordination with the Jefferson County Housing Authority, non-profit housing providers, and other public and private housing interests.

HSP 1.4: Support the Jefferson County Housing Authority, Habitat for Humanity, and Olympic Community Action Programs in their efforts to develop a home repair program funded through State administered block grant funds or the State Housing Assistance Program.

HSP 1.5: Promote economic development strategies that create adequate income for available housing resources.

Goal:

HSG 2.0: Promote a variety of affordable housing choices throughout the county using innovative land use practices, development standards, design techniques, and building permit requirements.

Policies:

HSP 2.1: Establish consistent development regulations and procedures that protect environmental quality, such as public health and safety standards, while minimizing the economic impact on the development of housing.

HSP 2.2: Provide the most current available information on environmentally critical areas and natural resource lands including maps, to identify potential land development constraints.

HSP 2.3: Identify and address potential mitigation for critical area impacts as early in the public inquiry or permitting process as possible.

HSP 2.4: Explore a variety of methods to minimize delays in the land development process.

HSP 2.5: Allow an accessory dwelling unit (ADU) in conjunction with a single-family residence throughout the county.

HSP 2.6: Ensure the county's impact fee program is based on a fair share of the cost of new public facilities needed to accommodate each housing unit or subdivision.

HSP 2.7: Encourage and support greater opportunity for the development of innovative housing types, such as residential units in mixed-use development and single family attached housing, duplexes, triplexes, apartment houses, and multi-care facilities. Encourage development patterns such as clustering in Rural Village Centers and Urban Growth Areas, provided adequate infrastructure and services are in place.

HSP 2.8: Encourage builders to adopt innovative technology such as composting toilets and gray water systems that minimize environmental impacts.

HSP 2.9: Encourage and promote housing development within the urban growth areas (UGAs).

Goal:

HSG 3.0: Cooperate with the appropriate agencies to create programs aimed at conserving and improving the County's existing housing.

Policies:

HSP 3.1: Support the expansion of existing weatherization and energy conservation activities and programs.

HSP 3.2: Support efforts of the Jefferson County Housing Authority, Habitat for Humanity, and the Community Action Council to obtain Housing Preservation Grant Program funding for the repair and rehabilitation of dwellings for low income renters and owners.

HSP 3.3: Cooperate with the Jefferson County Housing Authority and other agencies to identify areas most in need of rehabilitation assistance and infrastructure improvements. To the extent possible, coordinate public investments in capital infrastructure with rehabilitation efforts.

Goal:

HSG 4.0: Encourage the development of housing for people with special needs.

Policies:

HSP 4.1: Allow a continuum of care for special needs populations in UGAs and Rural Village Centers including emergency housing, transitional housing, assisted living, group homes, senior housing, and low income housing.

HSP 4.2: Encourage the development, rehabilitation, and adaptation of housing that is responsive to the physical needs of special needs populations, such as building and site plan requirements that address accessibility.

HSP 4.3: Coordinate the development of special needs housing through social service providers and the public agencies that provide services and funding.

HSP 4.4: Coordinate with Olympic Community Action Programs, the Jefferson County Housing Authority, nonprofit housing providers, and other public and private housing interests to ensure that low income and special needs housing is sited in locations that are adequately served by necessary support facilities and infrastructure.

HSP 4.5: Where feasible, enter into agreements, provide services, and generally support the Jefferson County Housing Authority through actions authorized in the Housing Cooperation Law (RCW 35.83).

HSP 4.6: Continue to recognize and support the provisions of the Federal Fair Housing Act and encourage and support the development of housing to accommodate disabled persons.

HSP 4.7: Consider vacant public lands to accommodate low income housing opportunities throughout the county.

A.4 Port Townsend housing goals and policies

The Community Direction Statement of the city's Comprehensive Plan states:

"A wide choice of housing types and prices is available for a diversity of lifestyles and incomes. Residential development is centered in distinct neighborhoods that are safe, secure, and have identities and characters of their own. Opportunities for socializing, recreation, quiet and solitude are all close at hand, as are facilities and events that enrich the body, mind, and spirit."

The Future Needs Assessment of the Comprehensive Plan housing element contains 8 key findings:

- Approximately 460 acres of currently undeveloped land will be needed to accommodate the projected housing unit growth during the next 20 years;
- There exists a shortage of land appropriately zoned for multi-family development;
- Few affordable housing opportunities exist for first time home buyers and potential homeowners in both low and middle income ranges;
- At current rents, housing affordability is an issue for a majority of Port Townsend households with incomes below the median income;
- Protection of existing affordable housing stock is needed;
- Existing housing stock may fall into disrepair as higher proportions of income are expended for basic housing costs;
- A need exists for a significant number of emergency, transitional, and permanent housing units to serve the city's special needs populations; and
- Local employment growth has not kept pace with population growth, leading to a chronic labor surplus, depressed wages, and contributing to the affordable housing problem.

The goals, policies, and implementation strategy of the city's housing element seek to address the housing issues identified by these key findings and guide future housing development in Port Townsend.

Housing supply

Goal 1: Provide an adequate supply of housing for residents of all income groups, including sufficient housing affordable to low and moderate income groups.

Policy 1.1: Provide sufficient, suitably-zoned vacant land for development of all housing types to accommodate the future needs for each type of housing, including single-family, multi-family, and manufactured homes.

Policy 1.2: Designate at least 10.5 acres of additional undeveloped land for multi-family use on the Comprehensive Plan Land Use Map and subsequent zoning map to ensure an adequate supply of land for higher density residential use. Encourage the integration of multi-family housing developments in locations that are compatible with existing neighborhoods.

Policy 1.3: Rezone areas near public facilities and services, commercial services, arterials and jobs for higher density residential use.

Housing affordability

Goal 2: Promote affordable housing throughout all geographic and economic segments of the community.

Policy 2.1: Encourage the provision of affordable housing by designating more land area for higher density housing.

Policy 2.2: Evaluate existing land use regulations and identify measures to increase the variety of affordable housing types throughout Port Townsend. Examples of potential code revisions include: smaller single-family lot sizes; more liberal allowance of single-family attached dwellings (*i.e.*, duplexes, triplexes and fourplexes); and accessory dwelling units (ADUs).

2.2.1: Offer incentives to developers and home builders who provide housing for low and moderate income households, such as: density bonuses; waivers for impact fees and system development charges (SDCs); and priority permit processing procedures.

2.2.2: In order to provide lower cost housing, consider permitting affordable housing "demonstration projects" in which development Standards may be negotiated without sacrificing public health and safety.

Policy 2.3: Consider all available local, county, state, and federal funding opportunities and private resources in the development of affordable housing and participate in countywide coordination of affordable housing related plans and programs.

Policy 2.4: Develop and maintain an inventory of surplus public lands that may be suitable to nonprofit housing providers for affordable housing. Consider affordable housing needs and opportunities associated with inventoried surplus public lands before disposing of them.

Policy 2.5: Provide utility rate assistance to low income populations.

Policy 2.6: Monitor and assess the effectiveness of the goals, policies and implementation steps of this element through the Planning Commission.

Housing condition

Goal 3: Conserve and improve the city's existing housing stock.

Policy 3.1: Assist in the reduction of utility costs by increasing access to weatherization services.

3.1.1: Facilitate the expansion of existing weatherization activities.

3.1.2: Assist the Jefferson County Housing Authority and the Community Action Council in the development of a minor home repair program, funded through state administered block grant funds, or the State Housing Assistance Program.

Policy 3.2: Assist homeowners with housing in poor or fair condition in gaining access to resources for repair or renovation of their homes.

3.2.1: Support efforts of the Jefferson County Housing Authority and the Community Action Council to obtain Housing Preservation Grant Program funding for the repair and rehabilitation of dwellings for low income renters and owners.

3.2.2: Identify neighborhoods and areas of the city most in need of rehabilitation assistance and infrastructure improvements. To the extent possible, coordinate public investments in capital infrastructure with rehabilitation efforts.

Housing types

Goal 4: Promote a variety of housing choices to meet the needs of Port Townsend residents and to preserve and encourage socioeconomic diversity.

Policy 4.1: Encourage the integration of a mix of housing types, densities and costs suitable for a population diverse in age, income, household composition, and individual needs.

4.1.1: Allow attached single-family dwelling units (*i.e.*, duplexes, triplexes and fourplexes) in all single-family residential zones, provided that the base density requirements for the zone are not exceeded.

4.1.2: Amend the zoning code to allow manufactured homes (that meet the HUD Code) on single-family lots in all residential zones, except the National Register Historic District, provided manufactured housing complies with the requirements of the Washington State Energy Code for single-family homes, or its equivalent. It is not the intent of this plan to promote the development of traditional mobile home parks. Instead, the intent is to recognize manufactured housing as a legitimate housing choice that should be made available to Port Townsend residents.

4.1.3: Permit accessory dwelling units (ADUs) in all residential zones, providing zoning code requirements are satisfied.

Policy 4.2: Encourage innovation and variety in housing design and site development and support unique and sustainable community housing projects such as: co-housing; planned unit developments (PUDs); "grow" home and cottage home developments; and cluster developments that offer an alternative to the city's prevailing grid pattern.

4.2.1: Encourage clustering and small lot PUDs in order to retain open space and promote the construction of affordably priced attached single-family houses.

4.2.2: Offer density bonuses to builders who provide low-income housing in market rate developments. Link the amount of bonuses to the level of affordability (*i.e.*, the lower the cost or rental rate per unit, the greater the bonus). Grant density bonuses only in instances where all of the following conditions are satisfied:

- a. The developer agrees to sell or rent the units to qualifying residents (*i.e.*, low income and very low income households);
- b. The developer ensures the continued affordability of the units for a minimum of 40 years; and
- c. The units are of an innovative design and compatible with existing neighborhood character.

4.2.3: Develop and implement standards that encourage innovative housing design while ensuring compatibility with existing neighborhoods (*e.g.*, standards for zero lot line development; and design standards for multi-family and attached single-family developments).

Policy 4.3: Encourage multi-family development in mixed use areas that accommodate both residential and commercial uses, and in areas adjacent to commercial and manufacturing zones.

4.3.1: Include within the comprehensive land use plan and zoning code mixed use zones to encourage a co-mingling of residential and commercial uses in certain select areas.

4.3.2: Encourage adaptive reuse of the upper floors of historic buildings in the downtown for permanent housing and artist studios live/work situations.

Policy 4.4: Allow group homes in all residential zones in the community. Set zoning standards that ensure the size of a group home (*i.e.*, number of residents and staff) is compatible with zoned densities and available transportation and services.

Policy 4.5: Promote home ownership by encouraging alternatives to conventional detached single-family housing, such as: condominiums; attached single-family units; townhouses; and "grow" and cottage homes.

Low income and special needs populations

Goal 5: Identify locations for and facilitate the development of housing opportunities for low income and special needs populations.

Policy 5.1: Coordinate with Community Action Council, the Jefferson County Housing Authority, nonprofit housing providers, and other public and private housing interests to increase the supply of housing for low income and special needs populations within Port Townsend.

5.1.1: Coordinate with Jefferson County to develop a "fair share" distribution of low income and special needs housing and to encourage the future distribution of such housing throughout appropriate areas of the county.

5.1.2: Assist social service organizations in their efforts to seek funds for training, and construction and operation of emergency, transitional and permanent housing.

5.1.3: Adopt a memorandum of understanding establishing a formal relationship and supporting the mission of the Jefferson County Housing Authority.

5.1.4: Cooperate with other jurisdictions in the region to co-apply for special needs housing funds.

Policy 5.2: Encourage the development of new, innovative and high quality, rent-assisted housing by aggressively pursuing grant funds from state funds, donations from private individuals and organizations, public revenue sources, and other available financing.

Policy 5.3: Integrate special needs and low income housing developments throughout the community.

Policy 5.4: Consistent with state and federal law, regulate residential structures occupied by persons with handicaps the same as residential structures occupied by a family or other unrelated persons.

Policy 5.5: Consistent with state and federal law, regulate residential structures occupied by group care for children the same as similar residential structures occupied by families or other unrelated persons. "

Jobs/housing balance

Goal 6: To promote a greater balance between housing and employment opportunities.

Policy 6.1: Recognize that an adequate supply of affordable housing is directly linked to economic development.

Policy 6.2: In response to demand and need, change certain land use designations from residential to mixed use, commercial or manufacturing to expand Port Townsend's tax and employment base.

Policy 6.3: Implement the Economic Development Element of this Plan in order to provide "family wage" jobs in Port Townsend.

Policy 6.4: Coordinate with Jefferson County to provide a regional economic development strategy which integrates "fair share" housing supply policies with economic growth.

Phasing of housing growth

Goal 7: Encourage higher density residential development within the city limits with gradual phasing outward from the urban core.

Policy 7.1: Locate higher density residential designations in areas of the city that have the infrastructure and services to support high density housing. In areas designated for higher density residential development that are not presently served with public facilities and utilities, phase the provision of infrastructure in a manner consistent with policy 2.5 of the Capital Facilities Sc. Utilities Element of the Comprehensive Plan.

Policy 7.2: Reference the Transportation Element of the Comprehensive Plan and consider transportation impacts when making decisions affecting the location and density of housing.

Policy 7.3: Reference the Capital Facilities and Utilities Element of the Comprehensive Plan and consider the impact of housing decisions on capital improvements planning.

Permit processing/regulatory reform

Goal 8: Facilitate predictable and timely permit processing.

Policy 8.1: Investigate relaxed Uniform Building Code (UBC) requirements for renovating or otherwise preparing older buildings for occupancy. Ensure that minimum health and safety standards are met without requiring full UBC compliance.

Policy 8.2: Revise and consolidate regulations and permitting processes to foster predictability and remove uncertainty for builders and lenders.

Policy 8.3: When revising the Port Townsend Municipal Code (PTMC) to implement the Comprehensive Plan, identify and eliminate unnecessarily expensive or difficult development standards (*e.g.*, review, and consider revisions to residential street, stormwater, and utility requirements).

Policy 8.4: In reviewing and revising the Port Townsend Municipal Code to implement the Comprehensive Plan, balance the need to promote housing affordability with the need to require development-related improvements that adequately protect public health and safety while reducing long-term operations and maintenance costs to the City.

Policy 8.5: Encourage lenders to make financing available for innovative housing (*e.g.*, housing in upper stories of historic buildings, co-housing projects, accessory dwelling units (ADUs), and "grow" and cottage homes).

A.5 Port Townsend residential policies

In addition to the goals and policies outlined in the housing element, the Comprehensive Plan defines the following goals within the land use element for residential lands:

Residential Lands

Goal 7: Accommodate the population growth objectives for the City of Port Townsend and further the objectives of the Housing Element of the Comprehensive Plan.

Policy 7.1: Assure a wide range of housing opportunities throughout the entire community, while preserving and creating distinct residential neighborhoods.

Policy 7.2: Locate medium and high density housing in areas of the community most suitable for such uses, based on consideration of environmentally sensitive areas, the availability of existing services, public utilities and facilities, and transportation facilities.

Policy 7.3: Allow manufactured homes (that meet the HUD Code) on single-family lots in all residential zones except the National Register Historic District, provided that they comply with the requirements of the Washington State Energy Code for single-family homes, or its equivalent. The intent of this policy is to recognize manufactured housing as a legitimate housing choice for Port Townsend residents.

[Note: The Port Townsend National Register Historic District is recognized as containing some of the West's major Victorian architectural resources. Manufactured housing is an incompatible use in this area).

Policy 7.4: Require medium and high density housing developments be served with streets of sufficient capacity to lessen neighborhood traffic congestion.

Policy 7.5: Ensure implementing regulations allow experimentation in newer forms of residential development where clustering, density bonuses, and other incentives help to achieve affordable housing and open space goals.

Policy 7.6: (a) Develop performance standards to ensure that home occupations maintain or enhance the character of existing residential neighborhoods; and (b.) consider establishing a conditional use permit (CUP) requirement for other commercial uses not permitted outright under the Home Occupation Code that might be made compatible with the primary use and character of residential neighborhoods through the CUP review and approval process.

Policy 7.7: Encourage accessory dwelling units (ADUs) and other innovative techniques for providing affordable housing.

Policy 7.8: As funding becomes available, develop neighborhood parks in higher density locations where the need is greatest.

Policy 7.9: Encourage higher density residential development in areas where the existing development patterns or terrain are conducive to walking, bicycling, and frequent transit service.

Policy 7.10: Encourage well designed infill development through density bonuses and by allowing innovative lot configurations.

Policy 7.11: Establish maximum housing densities for residential districts, and minimum densities for the highest density multi-family residential district. Establish a variety of densities for residential areas to accommodate a variety of lifestyles and income levels.

Policy 7.12: Disperse multi-family housing and special needs housing throughout the city rather than in isolated developments. Facilitate the development of this housing by designating and zoning smaller multi-family residential districts in many locations. Encourage building design and landscaping that will help this housing blend into or improve the neighborhood.

Policy 7.13: Accommodate higher density residential uses in well designed mixed use centers to promote more efficient land use, support transportation facilities, and ensure compatibility with surrounding neighborhoods.

Policy 7.14: Discourage the conversion of residential areas to nonresidential uses. Prevent the encroachment of commercial uses into residential zones, except for:

(a) A limited amount of small scale, compatible commercial uses within neighborhood commercial areas that are located within walking distance of all homes in a neighborhood, that serve and enhance the neighborhoods where they are located, and are spaced at least one-half mile from any existing commercial district;

(b) A limited amount of small scale commercial uses in mixed use districts, when developed in conjunction with new housing units;

(c) Home occupations within residential districts, provided the use is consistent with the primary residential use, and compatible with the surrounding neighborhood.

Policy 7.15: Promote increased densities and alternative housing types in all residential neighborhoods through design standards that reinforce the character of single-family residential districts and assure multi-family developments integrate with and enhance the neighborhoods in which they are permitted.

Policy 7.16: Ensure that each neighborhood is provided with adequate open space, natural buffers, and public recreational facilities.