



Planning Services
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032
Planning Services (253) 856-5454 FAX: (253) 856-6454
www.ci.kent.wa.us/planning

Cottage Housing Demonstration Project Proposal

Please print in black ink only.

Project Name: _____

Number of Dwelling Units Allowed: _____ **Number of Dwelling Units Proposed:** _____

Address/Location: _____ **Zone:** _____

King County Parcel Number (s): _____ **Acres:** _____

Applicant: (mandatory)

Name: _____ **Daytime Phone:** _____

Mailing Address: _____ **Fax Number:** _____

City/State/Zip: _____ **Signature:** _____

Professional License No: _____ **Contact Person:** _____

Property Owner 1: (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: _____ **Daytime Phone:** _____

Mailing Address: _____ **Fax Number:** _____

City/State/Zip: _____ **Signature:** _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Builder: (mandatory)

Name: _____ **Daytime Phone:** _____

Mailing Address: _____ **Fax Number:** _____

City/State/Zip: _____ **License No.:** _____

Architect/Design Professional: (mandatory if different from builder)

Name: _____ **Daytime Phone:** _____

Mailing Address: _____ **Fax Number:** _____

City/State/Zip: _____ **License No.:** _____

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ **Daytime Phone:** _____

Mailing Address: _____ **Fax Number:** _____

City/State/Zip: _____ **License No.:** _____

Email Address: _____

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OFFICE USE ONLY:

Date Proposal Received: _____ **Received by:** _____

Cottage Housing Demonstration Project Proposal Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A COTTAGE HOUSING DEMONSTRATION PROJECT PROPOSAL:

- ☐ A. The completed original proposal form making sure that all of the required signatures have been obtained.
 - ☐ B. Nine (9) copies of a conceptual site plan, measuring 18 x 24 inches in size and drawn to an engineering scale on reproducible material. All large maps must be folded to fit into an 8½ x 14-inch envelope. The following information must be provided:
 1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
 2. Project name and date of site plan preparation
 3. Existing and proposed property lines
 4. North arrow and engineering scale (1"=20'; **not** 1/8"=1' architectural scale)
 5. King County tax parcel number
 6. Total area of the site
 7. Approximate square footage and location of open space
 8. Lot numbers
 9. Location of all existing and proposed public and private roads, driveway accesses, alleys, tracts and road right-of-ways, railroads, bridges and easements (access, utility, stormwater, etc.), on the site or adjoining lands to a distance of one hundred (100) feet from the edge of the subject property and all existing roads or driveways within three hundred (300) feet of the subject property on both sides of all streets, in both directions along public street frontages.
- Include:
- Road names and dimensions
 - Sidewalks, pathways including how students and other pedestrians will walk to school and transit stops, commercial services and recreational opportunities via sidewalks or other planning features that assure safe walking conditions.
12. All existing structures, noting whether each structure will be retained or removed
 13. Adjacent uses (undeveloped, single family, commercial, etc.)
 14. Water features, including but not limited to, lakes, ponds, year-round or seasonal streams, drainage ditches, etc.
 15. Critical areas such as streams, geologic hazard areas, wetlands, flood hazard areas, or critical aquifer recharge areas
 16. Contours and/or elevations, at a minimum of five-foot intervals. Contour lines shall extend at least one hundred (100) feet beyond the boundaries of the proposed project.
 17. Names, locations and dimensions of proposed tracts and reservations, including Sensitive Area Easements or Tracts for Wetlands, Hazard Area Slopes, streams.
 18. Location of proposed stormwater facility.
 19. Show conceptual building footprints for each lot.
 20. Show location and approximate square footage of proposed landscape areas.
 21. Location of all trees on the property and immediately adjacent to the property, indicating which trees will remain.
 22. Location and approximate square footage of proposed parking areas.
 23. Location, approximate square footage and approximate percent of total area of impervious surfaces.
 24. Any proposed sustainable development techniques.

- ☐ C. Nine (9) copies of examples of any previous developments designed and/or constructed by the applicant.
- ☐ D. Nine (9) copies of photographs of the site and adjacent properties.
- ☐ E. Nine (9) copies of a **color** illustration of the site design, indicating proposed open space(s), parking, building footprints, pathways, landscaping and tree retention.
- ☐ F. Nine (9) copies of conceptual home floor plans representing a sample of proposed cottages and carriage houses.
- ☐ G. Nine (9) copies of conceptual **color** elevations representing a sample of proposed cottages, garages, carriage houses and community building. Indicate building materials.
- ☐ H. Nine (9) copies of a narrative that addresses the following:
 - 1. How the proposal will minimize adverse impacts to the surrounding neighborhood. For example, describe what was considered during site layout and building selection to enhance the neighborhood and minimize adverse impacts to the surrounding neighborhood.
 - 2. How the proposal complies with all selection criteria and development standards as described in the Cottage Housing Demonstration Ordinance.

All above items and any other material that was previously identified by the City (i.e. at the pre-submittal meeting) must be submitted at the time of application in order for the application to be accepted as complete.

Cottage Housing Demonstration Project Proposal Instructions

Cottage housing demonstration proposals will be reviewed and considered by the Cottage Housing Committee, which is authorized under Ordinance Number 3895 to select up to two (2) demonstration projects. Selected projects will follow the permitting process for Short Plats (6-9 lots) or Plats (9 or more lots). After the selected demonstration projects have been permitted and constructed, the City will evaluate the finished products and determine whether a permanent ordinance will be pursued.

I. Pre-Submittal Meeting

- A. A pre-submittal meeting is required for all cottage housing demonstration project proposals, and shall precede the submittal of a proposal. A pre-submittal meeting is designed to bring together the applicant and designated City departments (including, but not limited to, Planning, Public Works and Fire) to discuss the process and the requirements for stormwater, roads, open space, parking, cottage design, etc.
- B. No application materials are required for the pre-submittal meeting.
- C. Call Planning Services at (253) 856-5454 to schedule a pre-submittal meeting.

II. Cottage Housing Demonstration Project Proposal Process

A. Application

Provide clear and detailed information for all the required criteria on the application form.

B. Neighborhood Meeting

Applicants for cottage housing proposals shall schedule and host a neighborhood meeting. The neighborhood meeting shall be held within thirty (30) days following submittal of the proposal. The purpose of

the neighborhood meeting is to inform nearby property owners of the proposed development, and provide the selection committee with comments pertinent to the selection process.

The applicant shall mail written notice of the neighborhood meeting to all property owners within 300 feet of the proposed project and shall publish notice in at least one (1) local newspaper at least ten (10) days prior to the meeting. Any alleged failure of any property owner to actually receive the notice of neighborhood meeting shall not invalidate the proceedings. At the neighborhood meeting, the applicant shall present the proposed development to interested residents and solicit their comments.

Within thirty (30) days of the neighborhood meeting, the applicant shall submit a narrative to the City, summarizing and addressing comments received at the meeting. The applicant may submit revisions to the proposal based on neighborhood comments.

C. Proposal Selection Process

Upon receiving all narratives, the Cottage Housing Committee will convene to review all submitted proposals. The committee will be made up of the following members, or as otherwise appointed by the Planning Manager or designee:

- 1. Planning and Economic Development Committee Chair
- 2. Land Use and Planning Board Chair
- 3. Planning Manager

4. Development Engineering Manager
5. Economic Development Manager
6. Two citizens, who reside within the city limits, to be appointed by the Planning and Economic Development Committee Chair.

From the proposals submitted, the committee may select up to two (2) demonstration projects that demonstrate exceptional design quality and consistency with the selection criteria. If no proposals are submitted, or the proposals do not meet the selection criteria, the timeline for proposal submittals may be extended another 180 days, as determined by the committee. Extensions beyond this period require City Council approval.

D. Selection Criteria

Evaluation of the proposals shall be based on the following selection criteria:

1. Demonstration that the project has been designed to enhance and minimize adverse impacts to the surrounding neighborhoods and community.
2. Demonstration that the project impacts are substantially equivalent to or less than the adverse impacts expected to be associated with development of conventional housing on the subject property, in regards to parking, building height, building bulk, setbacks, lot coverage, open spaces, screening, and aesthetics.
3. Demonstration that the project will result in a unique cottage style community that is distinct from typical single family developments in Kent. This community shall incorporate a high level of quality and originality throughout the development, including but not limited to the following areas:
 - i. Site design
 - ii. Architectural design
 - iii. Building materials
 - iv. Open space
 - v. Parking
 - vi. Landscaping

vii. Sustainable development

4. The proposal provides elements that contribute to a sense of community within the development by including elements such as front entry porches, common open space, and common buildings.
5. The structures proposed for the cottage housing development are diverse in appearance, yet remain connected through use of architectural style, details, color, and materials.
6. Examples of previous developments done by those involved in the project and explanation of related experience.
7. Demonstration that the selected site for the cottage housing community supports Smart Growth techniques by providing accessibility to commercial services, alternative transportation modes, and recreational opportunities.
8. Demonstration that neighborhood concerns have been considered.

III. Permit Process

Once a proposal has been selected by the committee, the applicant shall have ninety (90) days to submit a formal application to Planning Services. The applicant may request in writing a maximum extension of three (3) months, subject to the approval of the Planning Manager.

Selected projects will follow the permitting, public notice and decision-making process for Short Plats (6-9 lots) or Plats (9 or more lots), and SEPA review shall be conducted if required. As a part of short plat or plat review, cottage housing development standards as contained in Ordinance Number 3895 shall be met. Other permits such as Civil Construction and Grade & Fill permits will be processed as normal. Building permits will include an evaluation by Planning Services staff for compliance with cottage housing design standards, as contained in Ordinance Number 3895.

After the selected demonstration projects have been permitted and constructed, the City will evaluate the finished products and determine whether a permanent ordinance will be pursued.