

# Home & Garden

2023



# WE BUILD DREAMS

**Architectural Design & General Contractor**

Building locally for 25 years.



[newleafwa.com](http://newleafwa.com)

**360.437.8148**

[marie@newleafwa.com](mailto:marie@newleafwa.com)

The weather outside is frightful, but...  
our plants inside are delightful

*Garden Center Opening • Sunday March 5th – weather permitting*



We're  
giving away  
300 plants  
at the  
Home Show!

Come See Us at the  
**Jefferson County  
Home Show**  
Saturday, March 4



**LOCAL FAMILY-OWNED BUSINESS  
WE SUPPORT VETERANS**



901 Ness' Corner Road    Port Hadlock WA 98339    360-385-1771



# Table of Contents



## Home Show

Page 5-7

## Rust & Relic

Page 8

## Antiques

Page 9

## Home Security

Page 11

## Fire

Page 12

## Container Gardening

Page 14

## Sewing Space

Page 16

## Solar

Page 18-19

## Pottery

Page 20

## Bazaar Girls

Page 22

## Hand and Eye

Page 24

## Advertiser Directory

Page 26-27

## Site Plan Checklist

Page 28

## Jefferson County Building Codes

Page 31

## Site Plan Review

Page 45



### PUBLISHED BY JEFFERSON COUNTY PUBLICATIONS, LLC

An independent company  
Printed on recycled paper.

226 Adams St., Port Townsend WA  
98368 Phone: (360) 385-2900  
www.ptleader.com

Email contact:  
(First initial, last name)@ptleader.com

**PUBLISHER**  
Lloyd Mullen  
lmullen@ptleader.com

**ASSOCIATE PUBLISHER**  
Laura Jean Schneider  
ljschneider@ptleader.com

**EDITOR**  
Brian Kelly  
bkelly@ptleader.com

**NEWSROOM**  
Derek Firenze  
dfirenze@ptleader.com

James Sloan  
jsloan@ptleader.com

**LEGALS/  
CLASSIFIED/  
CIRCULATION/  
FRONT OFFICE/**  
Amber Van Duren  
frontoffice@ptleader.com  
Vicki Kirn  
subscriptions@ptleader.com

**ADVERTISING**  
Josh Hamilton

**DESIGNED BY**  
Meg Visger  
Erin Channis

**SUBSCRIPTIONS:** Print edition and full website edition: \$6.99 per month; \$70 per year in county; \$84 per year out of county.

**FINE PRINT:** Copyright © 2023; written permission required for reprint or reuse. The Leader is not responsible for advertising errors or omissions, or views expressed by advertisers.

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



# Annual Home Show

## *set for March 4*



Thinking about redoing that bathroom?  
How about the kitchen? Need your house roofed?  
And spring gardening is just around the corner.

### **By Leslie Kelly, special to The Leader**

Experts on these, and other home and garden topics, will be on hand March 4 at the Jefferson County Home Builders Association Home Show at Blue Heron School at 3939 San Juan Ave., Port Townsend.

The show will focus on electrical building incentives for solar power and related permits questions. Builders, design professionals, inspectors and horticultural professionals will be on hand to

answer questions regarding your home and how to maintain it.

Booths feature a wide selection of home improvement professionals who will inspire and motivate you to start planning with confidence.

Featuring more than 40 exhibitors, the 2023 Home Show offers an opportunity to personally interact with local experts and review new products that add comfort and value to your home.

Garden and plant specialists will be on hand to help you ready your soil and answer pruning and other plant questions common to the Pacific Northwest.

WSU Jefferson County Extension Master Gar-

denor, Lys Burden, will give an illustrated presentation on “Vegetable Gardening in East Jefferson County” at 9:30 a.m.

She will include information on the background geology’s influence on soils, climate considerations of geographic setting, choosing best sites for growing vegetables, unlocking the complexity of planting calendars, local styles of vegetable gardening including backyard, community and other collaborative gardens.

Following her talk, she will stick around for questions and discussion. Burden has been vegetable gardening for many years with experience in Ohio, Montana, Virginia, Florida and Washington.

There will also be electric vehicles (EV) in front

of the school featuring new EV cars and hybrids courtesy of Wilder Auto of Sequim. You’ll have a chance to take a test drive in one of this year’s EV models.

Sponsored by the Home Builders Association, the Home Show is a free event and begins at 9 a.m. Sponsors suggest coming when the show begins. The show is generally the busiest at midday. Access may be limited due to occupancy constraints. The show will close at 4 p.m.

*Photo courtesy of Jefferson County Home Builders.*

*Hathon, Inc. was a pleasure to work with from start to finish. We experienced excellent craftsmanship, communication and received great design ideas to make our home more functional and attractive. Five star!”*

- MIKE & LYNNE SWEENEY



**CUSTOM HOMES + RESIDENTIAL REMODELS + ADDITIONS**

**HATHON INC.**  
GENERAL CONTRACTOR

**360 774 1779**  
LICENSE # HATHO1878RT



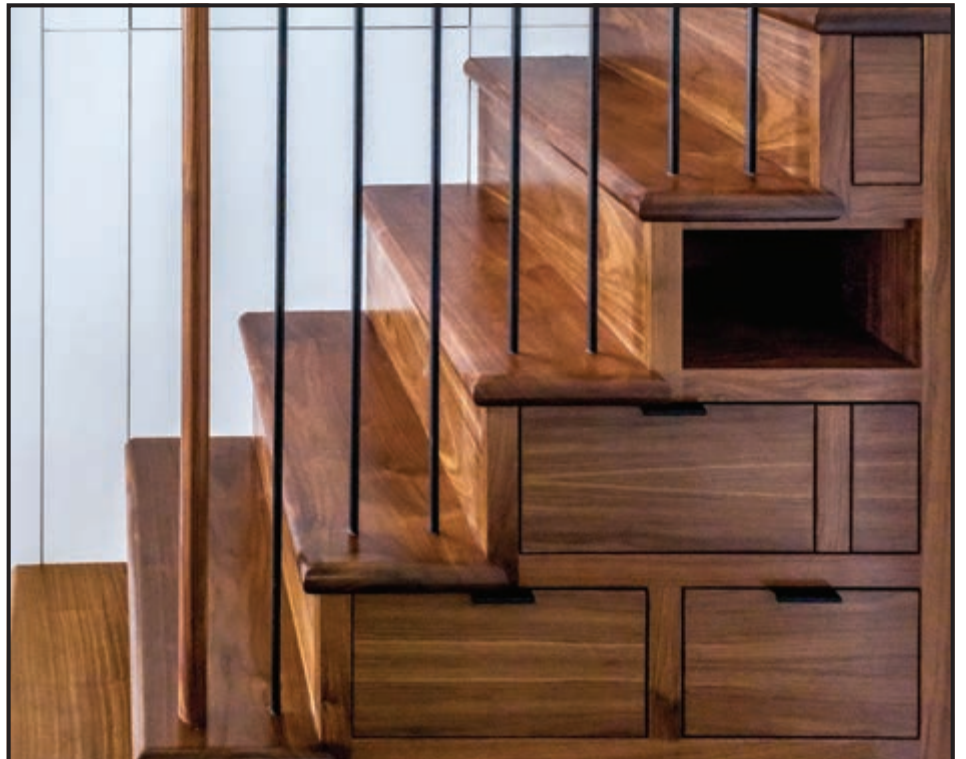
*Freezing?*

Jefferson PUD has a \$4,400 ductless heat pump rebate for eligible low-income customers.  
Regular PUD Rebate: \$800

**We're offering**  
***Free Ductless Heat Pumps\****  
**for qualifying customers for a limited time this spring.**

\*After PUD Rebate, 9kBTU Single-Zone Systems Only, While Supplies Last

**(360) 385-1395 | [fredelectric.com](http://fredelectric.com)**



HANDCRAFTED BY  
*Charlie Rawlins*  
FURNITURE • CABINETS • MILLWORK

[CharlieRawlins.com](http://CharlieRawlins.com)

360-385-5309

PORT TOWNSEND, WA

# EFFICIENCY REBATES UPGRADE & SAVE!



**WINDOW REBATES**  
New windows can help lower monthly utility bills on average 12%



**INSULATION UPGRADES**



Insulation rebates!  
25%-30% of home heat escapes through the roof!

**WASHER & DRYER REBATES AVAILABLE!**

**HEAT PUMPS**

Receive up to \$800 in rebates while reducing heating costs up to 25%-50% with a heat pump!



**HEAT PUMP WATER HEATERS**

Up to \$800 in rebates for a new heat pump water heater



**SMART THERMOSTATS**

Save on smart thermostat installation to maximize your homes heating & cooling

**DUCTLESS HEAT PUMP**

\$100 Rebate available for ductless heat pumps

**PUD**  
Jefferson County  
Public Utility District

Visit [jeffpud.org/rebates](http://jeffpud.org/rebates) to learn more and see if your home qualifies for efficiency rebates!

# Home Show Agenda

**9:30 a.m. Growing vegetables** with Lys Burden Master Gardener, WSU Extension.

Are you interested in growing your own food this year? Join Master Gardener, Lys Burden, for this overview of the popular Growing Groceries Course.

**10:30 a.m. Can I Afford this?** Planning for your Construction Project with Shawnee Spencer & Ryan Smith.

If you are considering a build, you really need to discuss loan qualifications, insurance issues, financing regulations and timelines.

**11:30 a.m. Electrify Everything!** with Hans Frederickson.

A presentation on how to save money, improve air quality, and save the planet by replacing oil and gas appliances and machines with better electric alternatives,

powered by clean energy. Learn about electric heat pumps for space and water heating, induction cooktops, electric vehicles, and solar energy systems with battery storage. Additionally, new federal incentives for electrification projects and recommended strategies for taking advantage of the incentives.

**1 p.m. Spin Your Meter Backwards** Solar 101 with Andy Cochrane.

Are you ready to utilize the sun to create your own clean electricity? Learn how solar works in the Pacific Northwest and how your investment in independent energy can help reduce your utility bills and possibly gain you a 30% Federal Tax Credit.

**2:15 p.m. Housing Solutions Network: Housing Landscape Overview** with Liz Revord.

**3 p.m. Permitting 101:** What you need to know before you design?

If you are planning a project in Jefferson County understanding the permit process is crucial. This panel presentation will include staff from the city and county as well as local professionals who specialize in permit submittals.

## Outdoor Displays

- Port Townsend Fire Department featuring sprinkler systems
- EV Vehicles, Hybrids and RV site models from Wilder
- A Micro Dwelling Unit built by the Community Boat Project
- Composting display



## Vendors getting ready for 2023 Home Show

**By Leslie Kelly, special to The Leader**

Every year, when the time for the Home Show rolls around, Stephanie Nickasio gets ready for a good time.

Nickasio, co-owner of Hope Roofing in Port Townsend, has been a vendor at home shows in Kitsap, Clallam and Jefferson counties for the past 17 years with Hope Roofing.

The company began in 1977, and in 2018 she and co-owner Matt Wallace purchased the business from its founders.

"It's definitely nice to meet customers face-to-face," Nickasio said. "Homeowners who attend are usually in the planning stages of their projects and come to the show to get ideas."

The fact that homeowners can come to one spot to get information on a number

of trades they may need is convenient and fun, she said.

And it gives the members of the Home Builders' Association a chance to see each other.

"With how busy the construction business is right now, we don't get to see each other very much," she said. "This gives us a chance to see each other and get caught up."

Nickasio and Wallace set up their booth, displaying new roofing materials, and lay out the "swag" they'll be handing out.

"Most booths will hand out something, like reusable totes, pens, lanyards, T-shirts, beanies, fanny packs or hats," Nickasio said. "And some of us have games for the customers to play, just to get them involved."



Hope Roofing has a trivia game where contestants must name parts of a roof and winners get a prize. Other booths have wheels to spin for a freebee.

"We try to make it fun," she said. "It almost feels like a fair."

The show is also a chance for young people to see the different trades available as professions.

"The challenge in the roofing business is getting workers," she said. "It's difficult for

all the home builders.

"We go to the high schools to talk about the trades for those students who are not going on to college," Nickasio said. "It's hard to get young people to do laborious work. But once they are involved, they really enjoy using their hands. They get a sense of accomplishment."

*Photos courtesy of Jefferson County Home Builders.*

**By Leslie Kelly, special to The Leader**

Corrie Matthews and Michelle Masterson know a lot about old things. In fact, they have been collecting antiques and vintage goods since they were kids.

Now, they are selling them.

The two best friends, who met in college, opened Rust & Relic last April. The store is a mixture of aging antiques, trendy vintage items, new merchandise such as cards, soaps, candles, jewelry, and original art by local artists and items imported through Fair Trade.

“Our goal was to create a place where anyone who came in, no matter their age or price point, could find something to buy,” said Masterson. “We’re always changing our inventory with that in mind, and we’re looking for eco-friendly items.”

As a young person, Masterson, who grew up in Seattle, would go “antiquing” with her mother and grandmother. She attended college at the University of Montana, where she and Matthews were roommates.

“We just clicked,” Masterson said. “We’ve been best friends ever since.”

While Masterson came back to Seattle and had a career in social work at Fred Hutchinson Medical Center, Matthews, who is from Minnesota, got married and worked in the restaurant industry. The women stayed in touch and often Matthews and her husband, Sean, would vacation in the Seattle area.

“I kept trying to get them to move here,” Masterson said. “And finally, they did.”

Once they were together again in the same place, they started talking about going into business together. They knew it would be an antique and vintage business. They searched for the perfect location for about a year and in 2021 they decided on Uptown in Port Townsend.

“We both loved Port Townsend so much,” Masterson said. “We thought about a place downtown. But we really liked the sense of community in Uptown.”

It was at the end of the pandemic and during a growing recession that they said, “Let’s go for it,” Matthews recalled. “There’s never a perfect time.”

It took some elbow grease to renovate the building at 1030 Lawrence Ave. They tore out a wall to make the space one room. They took out a faux drop ceiling to give more height to the room, and they painted all the

walls with a fresh coat of white paint. They opened April 15, 2022.

“We couldn’t have done it without the help of my husband,” Matthews said. “He’s a graphic artist and he created our logo and helped with T-shirts to advertise the business.

“And he’s our ‘fix it’ guy, too. When we need something done, he makes time for us and just comes with his tools and wood glue,” she added.

Rust & Relic accepts some consignment items and have several vendors who show vintage clothing, books, record albums, household goods, and the like.

A challenge, the owners said, is keeping the inventory new.

“We really hustle to make things different all the time,” said Matthews. “We want customers to see something they didn’t see the last time they were in.”

The women said all the merchants in Uptown were

very friendly and welcoming. Rust & Relic has also participated in Uptown events to support the neighborhood.

Antiques and vintage collecting aren’t going anywhere, the duo said.

“Because people are more eco-conscious now, they’ll buy something old rather than buy new,” Masterson said. “They don’t want to support mass production. They prefer to upcycle.”

Customers in Port Townsend are more likely to buy traditional things, nothing painted, just natural wood. And kids come over from Seattle to check out the vintage clothing.

There’s an emotional component to all of this, too. “We hear it every day,”

Masterson said. “Customers will see something and say, ‘Oh I had this when I was a kid.’ They love the memories, and it makes them feel good.”

Masterson also found another surprise to owning the business.

“I didn’t know I’d become a professional mover,” she said, referring to the many times she’s picked up or delivered furniture for customers. “It’s just part of the job and occasionally my 85-year-old dad comes along to help.”

The store has a mascot, Matthews’ dog, Olive Oil.

“You know they say when business is slow go out on the street and bring them in,” she said. “That’s what Olive Oil does. She greets them and brings them in. And then she comes to me for a treat.”

In the coming year, they hope to work on getting more tourists and locals to come Uptown.

“It’s amazing the number of people who say they didn’t know there were businesses up here,” Matthews said. “We just need more signage and more exposure.”

Rust & Relic is open Monday through Saturday, 10 a.m. to 6 p.m. and Sundays, 10 a.m. to 4 p.m. For more information go to [rustandrelicvintage.com](http://rustandrelicvintage.com) or call 360-344-2268.

Above: Corrie Matthews and Michelle Masterson outside Rust & Relic with Olive Oil, the store mascot (and Matthews’ dog). *Photo by Leslie Kelly.*

**BFFS create unique business**



*Mixing the old and new*





## Seven tips for mixing modern and antique furniture

1. Harness the power of repetition.
2. Add tactile dimension with textiles.
3. Use oversized antiques in smaller spaces.
4. Insert a subtle nod to the past.
5. Use the 80/20 rule of decorating.
6. Play with lighting and reflection.
7. Don't shy away from unexpected color combinations

## Adding antiques to any room *can add to the ambiance*

**By Leslie Kelly, special to The Leader**

If you are someone who frequents antique and vintage stores, that special chair, desk, end table, or cabinet can add a lot to your home.

Decorating with antiques comes from our innate need for a connection to the past, to believe in a story, and create a sense of history in the space we inhabit, collectors say. So often, Saturday strolls lead to the local flea market or antiques store and then it happens — love at first sight strikes with a hidden treasure.

“Anytime we can give a customer the story behind the piece, it really adds to the interest,” said Michelle Masterson, co-owner of Rust & Relic Vintage in Port Townsend. “They’ll always ask ‘Do you know where this came from?’”

Customers are opting for antique furnishings because they are well made, she said.

“They are almost the only furniture made of solid wood,” Masterson said. “People don’t want to buy something

made of particle board that they have to take home and put together.”

She added that customers want to save old things because of their sense of repurposing and reusing, rather than buying new.

Items that are in demand are desks, benches, and side tables.

“They want that one-of-a-kind piece,” she said. “They know they won’t go to a friend’s house and see that they have the same thing.”

Decorating with antiques isn’t difficult, according to Masterson.

“It’s a good thing to mix new and old,” she said. To get an authentic look, it’s important to add painted with not painted furnishings to add interest,” she added.

And, there aren’t any rules, she said. “No one is going to tell you that you’re doing it wrong. The goal is unique and original.”

Use contemporary furniture and lighting elements to give a space a more modern feel. These pieces take on an

artistic quality and have energy against traditional backdrops. Another way to modernize an interior is to incorporate a bold paint color or even use graffiti on the walls.

Top: Paintings and lamps are popular items in the vintage world.

Right: Knitted caps and capes are displayed on an antique dresser.

*Photos by Leslie Kelly.*



**chimacum  
corner  
farmstand  
NURSERY**

OPEN DAILY 9-7  
9122 Rhody Dr • 360-732-0107  
chimacumcorner.com



**Early Spring Offerings:**

Extensive Varieties  
**LOCAL SEEDS**

**SOILS & AMENDMENTS**

Local Fruit and Nut  
**BARE ROOT TREES**

**EARLY BLOOMERS**

Local Organic **PLANT STARTS**  
coming soon!



## Spin Your Meter Backwards with Solar

Visit us at the Jefferson County Home Show "Solar 101" seminar at 1pm on March 4, 2023 at the Jefferson County Fairgrounds



## Power Trip Energy Corp

360-643-3080 [www.powertripenergy.com](http://www.powertripenergy.com)

Solar Energy Specialists since 2002

83 Denny Avenue, Port Townsend, WA  
WA Lic # POWERTE964JN  
Grid-Tied Solar Specialists  
Electrical Emancipators

SUNPOWER®

Elite Dealer

# TERRAPIN ARCHITECTURE PC

Richard Berg, Architect & Amy I. Dahlberg, Associate



Big Rock Park Treehouse,  
Sammamish, WA

727 Taylor Street, Port Townsend WA 98368



360-379-8090 • [www.terrapinarchitecture.com](http://www.terrapinarchitecture.com)

## People Make Projects Work

We do it right, We smile, We care



Landscapes  
Hardscape  
Site preparation

360.385.4415

[www.movingearthllc.com](http://www.movingearthllc.com)

Full Service Landscape Contractor

Land development  
Sewer repairs  
And More!

# Home security systems *give a sense of peace*

**By Leslie Kelly, special to The Leader**

Whether it's for safety, or lower home insurance costs, homeowners in Jefferson County are installing alarms, motion detectors, and cameras at an increasing rate.

"Even with COVID, we've never really seen a lull in business," said Joe Politika, co-owner of Hi Tech Electronics in Port Angeles. "But lately there's been an increase in the number of people wanting to have cameras installed."

Much of that may be due to an increase in home burglaries and prowlers. Politika and Mike Nossek, salesman for Double D Electrical in Port Hadlock, say there's a system that's right for every homeowner.

"The biggest thing is to choose a company that will service the system after the sell," Politika said. "You need someone who's going to help you down the road."

Both Hi Tech and Double D sell, install, and provide monitoring systems.



While Hi Tech works with each customer to determine what they want and what they need, there are basic systems that include three alarms for doors, windows, and a motion detector.

Monthly monitoring fees are \$30 a month, or \$40 if the customer wants an app on their phone to check on the system.

At Double D, they also have basic systems that include alarms on doors

and windows, motion detectors, and monitoring

"You can get wired systems or battery operated systems and that makes a difference in the costs," Nossek said. "There's a lot of labor that goes into hand wiring a system."

"The best thing any homeowner can do is keep some lights on always, because criminals will look for homes that are dark."

Some homeowners want to add cameras outside their homes.

"You can get a Ring camera for \$100 to \$200 and that can satisfy those who just want to see who's there," Nossek said. "Camera systems have to match what the homeowner needs, and that's very different person to person," he added. "The goal is to set up what the customer wants."

For a 2,000-square-foot home, a good camera system can run \$5,000, and a good security system can run \$2,000, Politika said.

"Really, we just listen to the customer



and what their concerns are, and their needs," he said. "The biggest thing is the backbone of the system and that's the monitoring support after the sell."

No matter what a homeowner chooses, having a security system and cameras can reduce the costs of homeowners insurance. And it can give homeowners peace of mind.



## TempleFire

*Give your home a heart.*

Tulikivi soapstone heaters and ovens,  
offering clean combustion and  
continuous warmth.

[www.TempleFire.net](http://www.TempleFire.net)  
360-379-2877

Tulikivi

WA Contractor #TEMPLI\*816BM



**By James Robinson,**  
special to *The Leader*

Since time immemorial, humans have sought comfort from its amber-orange glow – seeking comfort from fire is hardwired into our DNA.

“There’s a bit of sorcery and a bit of magic in fire, it goes back to the very beginnings of human history,” said Jason Temple, owner of TempleFire.

Temple builds hand-crafted, wood-fired masonry heaters. He plies his craft with respect to Old World traditions, while applying modern innovations and an engineer’s mind.

TempleFire is based in Port Townsend. “I like the traditional technology and the efficiency,” Temple said. “There’s also the artistic and architectural aspect and there’s the cultural aspect as well. But I also like geeking out on the mechanics of

how they work.”

Wood-fired masonry heaters have been part of Eastern European culture for hundreds of years and they can still be found in homes across Germany, Finland, Estonia, Russia, and Ukraine. The technology, however, didn’t spread to Western Europe. Temple explained that a wood-fired masonry heater is very different from the North American cast iron wood stove.

“You have this very energetic event (a fire), and we store most of the heat, and the heat is slowly released overnight in a modest, measured way. It’s that heat storage element, that makes it different,” Temple said. “The heat output is about half that of a woodstove. Masonry heaters top out at about 25,000 BTUs. The masonry heater is designed for cruising. It maintains the house at a certain temperature.”

“By contrast, a woodstove is a convective heater. It makes heat by producing a lot of hot air,” he explained.

Conventional woodstoves heat the air in a given space. Masonry heaters also provide some convection heat, but primarily emit radiant heat. Radiant heat warms objects such as people, furniture, floors, walls and ceilings, and in the case of the masonry wood heater, the heater itself.

This is one of the key differences between a conventional woodstove and a wood-fired masonry heater. Short, compact and squat, conventional cast iron woodstoves quickly become too hot to touch. By contrast, a masonry heater stands tall and monolithic and can be constructed of brick or soapstone that remains relatively cool to touch. Once a fire is lit, it burns hot and fast and sends

hot gasses traveling through a labyrinth of channels made of fire bricks that absorb the heat.

“Masonry heaters have intense hot fires that burn wood exceptionally clean and without pollution,” Temple said. “This heat is stored in the masonry and is slowly released over 12 to 24 hours, creating radiant heat which warms rooms evenly and efficiently. The gently warm surfaces of a masonry heater are safe and huggable, making them safer for families with children and pets. The idea is to burn the wood completely, and there shouldn’t be any significant smoke. The exhaust that comes out of the chimney is much cooler.”

Installing a wood-fired masonry heater is a significant financial investment, but the results can transform the house, Temple explained.

“They are a lot more expensive than a woodstove,” Temple said. “It’s more like the cost of a central heating system. They are heavy and often require structural support, but can be engineered to best fit the needs of the house. You can’t do the same with a woodstove.”

“It’s a nice, even, gentle comfortable heat,” Temple said. “Masonry heaters are these gentle modest heaters. They don’t overheat the way woodstoves do and they don’t dry out the air. You burn the same amount of wood (as a wood-stove) but you’ll radically change what it’s like to be in the house.”

Temple’s work can be found in homes throughout the Puget Region and east of the Cascades.

Soapstone is one of Jason Temple’s preferred materials. Temple, owner of Port-Townsend-based TempleFire, builds hand-crafted, wood fire masonry heaters.

*Photo courtesy of Jason Temple*

## LANDSCAPE SPECIALISTS

*Celebrating 37 years of service!*

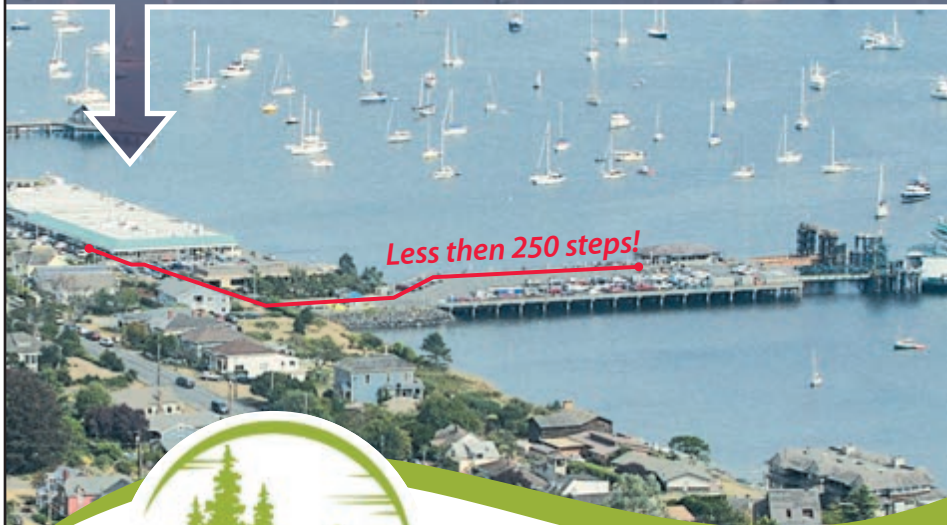
- Lawn Care • Lawn & Garden Spray Service
- Irrigation Troubleshooting + Upgrades
- Landscape Maintenance • Hydro Seeding
- Lawn & Landscape Renovation • Mowing Services
- Mulching Services • Pruning

qualitylandscapes@cablespeed.com  
360-385-6663 or 360-531-0487

BONDED AND INSURED: CONTR#QUALIL\* 123DG

Closest store  
to the ferry!

LARGEST SELECTION OF: Candy • Snacks  
Travel Sized Toiletries • Local Gifts  
Postcards • Greeting Cards & more!



Less than 250 steps!



**DON'S PHARMACY**  
YOUR HEALTH IS OUR BUSINESS  
SINCE 1932

*Whatever you may have  
forgotten, we're here for you!*

(360) 385-0969 | 1151 Water St, Port Townsend | donspharmacyporttownsend.com

studioSTL

(360) 344-8385 studio-stl.com

professional design services for both  
residential + commercial projects



**INSPIRED  
BY THE VIEW**



**Henery Hardware**

PORT TOWNSEND - HENERY HARDWARE  
218 Sims Way, Port Townsend WA 98368  
360-385-5900

KINGSTON - HENERY HARDWARE  
10960 Hwy 104, Suite 107, Kingston WA  
98346 • 360-297-3366

SEBO'S - HENERY HARDWARE  
1102 Commercial Ave, Anacortes WA 98221  
360-283-4575



Puzzled by  
the housing  
market?

**Mystery  
Solved!**

**Teren MacLeod**  
Broker



**360-774-1441**  
**teren@ptproperty.com**  
**ptproperty.com**

**1046 Water Street**  
**RE/MAX First, Inc.**



Photo by Leslie Kelly

## Gardening in pots *can be rewarding*

**By Leslie Kelly, special to The Leader**

Brittany Lin knows not everyone has a big yard for planting a garden.

She also knows there's another option – container gardening.

“The first thing to remember is ‘right pot, right plant,’” Lin said. “You have to consider what size pot you have and what plant will work in it.”

Lin, owner of Secret Gardens Northwest in Port Townsend, said there are very few plants that do not do well in containers.

“The key is to think about how large the plant will grow,” she said. “It may be fine and look good now but will it once it grows?”

When planning your container garden, Lin said to use the pots you like. Pots that don't match and have different textures and colors are great for larger spaces. Smaller spaces can be just two twin pots.

“Plastic pots will dry out faster,” she said. “Terracotta pots are good for tomatoes and peppers, but they will dry out before ceramic pots. And Terracotta and plastic pots aren't frost-resistant,

“When thinking about what to plant think thriller, filler, and spiller. Use a focal plant, smaller fill plants and plants that spill or cascade down the side. When you have a large pot, it can give you a full, lush display.”

*-- Brittany Lin*

while ceramic pots are.”

The key to happy growing is watering and fertilizer.

“Plants in pots will dry out much faster than those in the ground,” she said. “Make sure you are watering the plants with a slow, deep watering, not just a quick splash.”

Check each plant every day by pushing a finger in the soil to determine if it is dry and needs water. Because each plant is different, there shouldn't a schedule for watering, such as every other day.

Containers need to be able to drain, so

set them on something, like bricks, or the small pot feet that garden centers sell.

“If they don't drain, they will get root rot and they won't be very happy,” Lin said.

Use a good potting soil, not an all-purpose soil.

“Potting soil has perlite in it which allows the soil to breathe,” she said. “Other soils will compact and choke the roots.”

When it comes to fertilizers use something that is all purpose and remember to add it periodically.

“When the soil is wet, the nutrients in the soil wash out,” she said. “They have to be replaced.”

Fertilizers can be added to the water when watering or can be sprinkled on the top of the soil.

“Every kind is a bit different, so just read the package and remember that fertilizing your plants is the key to success.”

Some of the common plants to be grown in containers include perennials,

*Gardening continued on page 17*

# 38<sup>TH</sup> ANNUAL KONP HOME SHOW

FREE ADMISSION!

**KONP**  
NEWS  
RADIO

1450 101.7 101.3  
AM FM Port Angeles FM Sequim

CELEBRATING OVER 75 YEARS  
ON THE AIR!

PRESENTED BY

CLALLAM COUNTY  
**PUD**  
Bringing Energy To Life™



**LEITZ**  
FARM SUPPLY  
& EQUIPMENT SALES

**MARCH 18 & 19**

PORT ANGELES HIGH SCHOOL GYM

304 East Park Avenue | Port Angeles

9:00 am - 4:00 pm Saturday

9:00 am - 3:00 pm Sunday

Need More Info?

Contact: KONP RADIO  
(360) 457-1450

Call KONP  
today for our  
limited booth  
availability!



FREE ESTIMATES • FINANCING AVAILABLE

**PENINSULA**  
FLOOR COVERINGS

2405 W Sims Way, Port Townsend  
(360) 385-0945 | Mon - Fri 9-5 pm • Sat 10-4 pm

Prefinished Hardwood  
Luxury Vinyl Planks & Tiles  
Carpet, Porcelain & Ceramic Tile

# A home for a lost art

By Leslie Kelly, special to The Leader

Anita Edwards doesn't mind if you call her "a sew and sew." After all, sewing has always been a part of her life.

While Edwards spent her professional years as a CPA in Seattle, when she and her husband retired and moved to Port Townsend, she decided it was time to do what she had dreamt of doing — open a sewing store.

"For a long time, I had thought if I ever had any extra money, or won the lottery, I would bring a little more respect to the world of women's crafts — knitting, crocheting, quilting and sewing," she said.

"Those things have always been thought of as less than other art works," she said.

When she relocated to Port Townsend, she found that there was a knitting shop in town doing a good job, and the quilters had their own community. So she focused on sewing, something she has always appreciated.

"It's never really been that I loved to sew," Edwards said. "It's always been about my love of fabric and making something beautiful to wear."

In March of 2020, Edwards opened "Come Sew" upstairs at 810 Water St.

"It wasn't an ideal time to begin a new business," she said, referring to the pandemic. "It was a slow start."

She'd seen similar businesses in Seattle and Tacoma, where clients come in and buy what they need for a sewing project and use a sewing machine at the business to make it.

In larger cities with greater populations, the concept seemed to work. But after two years of losses, she decided to convert her business into a studio where people can come to make a project, hem a pair of pants, or get some coaching on issues and stitches they can't solve.

"I enjoy being here, and enjoyed the people, but I found I didn't want to be tied to a 9-to-5 job," she said.

"So, with the studio, I can have people in here a set 16 hours every week and take days off when I want to."

Studio hours are 1 to 5 p.m. Wednesday through Saturday or by appointment. Checking the online calendar is a good idea before coming to sew, she said.

About a third of those who come in are people who want to repair something. Another third are children whose parents want them to learn to sew. And the final third are experienced sewers who have a specific project they want to make.

While Edwards doesn't offer classes in learning to sew, she will coach anyone needing help.

"I found teaching classes really didn't work because everyone was at a different level," she said. "I'd end up standing over a beginner to make sure they didn't hurt

themselves and the rest of the class didn't get any attention."

Teaching kids to sew also had other challenges.

"It was difficult to teach them because most of them had never seen a sewing machine," Edwards said. "They didn't have the intuitive ability to understand how a garment is made. They just think there's a machine that just spits them out one after the other."

At Come Sew, Edwards offers machines to use, a cutting table and ironing board, scissors, what's needed to measure, notions and some supplies. She offers her own leftover thread and fabric for use.

"If someone wants a specific color of thread to match a fabric, they bring that with them," she said. "If they want special things like pillows to cover, I don't have that. But I do have muslin fabric for those who want to try to make their project with it first before using the actual fabric they've chosen."

And the best part — there's no cost for anything including use of the sewing machines.

Typical work includes hemming a pair of pants or a skirt. Other people bring in crafts they are making.

"One lady makes beautiful carry-on bags from very nice fabrics," Edwards said. "There's just a real range of work going on."

She has also joined the American Sewing Guild and started a local chapter which meets once a month. A recent project of the group was making curtains for the Tiny House project in Port Townsend.

Is sewing relaxing? Sometimes, Edwards said.

"It can be, depending on what you're



making and the difficulty of the item," she said. "You have to find that sweet spot where the project keeps your attention, but you don't have to think too hard."

Edwards' mother and grandmother sewed. And it was her mother who introduced her to the art.

"But it wasn't until I took home economics in school that I really learned the best way to do things," she said. "My mother wasn't the best seamstress."

Sewing is often more of an art than most people think, she said.

"It all depends on your willingness to take the time needed to make something artistic," Edwards said. "A garment can be a piece of art, but not every dress is art."

For more information, go to comesew.com for the calendar of events and sewing days, or call 360-344-2079.

Top: Susan Kramer and Cheri Bull use the cutting table at Come Sew. Left: Cheri carefully sews baby booties.

Photos courtesy of Anita Edwards



**Ron Reed, Residential Electrician**

Remodels, new construction, temporary power, generators, service calls

Competitive Rates • Flexible Schedule • Free Estimates

**Call Today! 360-301-0333**

reedrelec@yahoo.com • Lic. #REEDRRE901JA • Bonded & Insured

Tracy Says...

**March 4 & 5 – Sat-Sun**  
**Home & Garden Show**  
**20% Off Flower**



**MOBETA GREEN'S cannabis**  
mobetagreen.com

Now accepting debit cards!

8962 Beaver Valley Road, Chimacum • (360) 379-4689 • mobetagreen.com

**21+ ONLY** Our products have intoxicating effects and may be habit forming. Marijuana can impair concentration, coordination and judgment. Do not operate a vehicle or machinery under the influence of this drug. There may be health risks associated with the consumption of these products. For use only by adults twenty-one and older, keep out of reach of children.



Gardening continued from pg. 14

annuals, grasses, vegetables including tomatoes, peppers and lettuce, and trees. Dwarf cherry trees and Japanese maples do well in pots.

“Think about how large the plant or tree can get,” Lin said.

“Shrubs can do well in pots for two to three years but then most will have to be put in the ground,” she added.

Use a pot that has the diameter and depth to support the plant when it is at its maximum size.

When to plant and put the pots outdoors on the deck or porch will depend on the plant itself and the weather. In most cases, March and April are safe for flowering plants.

Trees can be put out anytime, and vegetables that are small starts and not seeds, should wait for better, warmer weather, she said.

“Many people begin their tomatoes and other vegetables from seed in a greenhouse and then transplant them when it’s time,” Lin said.

“As for right now, I have primroses on my deck, and they do well in colder weather.”



Because she rents her house, she is limited to gardening in containers. But that doesn’t stop her.

“Just what you choose to plant, what pots you use and what sizes, is a personal choice,” she said. “A lot depends on how much space you have and your budget.”

Photo by Leslie Kelly



2022 Offsite Construction Award Winner:  
Best Panelized Project - Under 5,000 Sq. Ft.

[www.greenpod.design](http://www.greenpod.design)

360.385.5614

Come Visit Us at 1531 W Sims Way! Call ahead for the door code

*Dedicated to Superior  
Sustainable and  
Innovative Design.*

*We offer Custom Home  
Construction and  
Remodeling.*

**We Specialize In:**  
Aging in Place  
Chemically Sensitive  
Energy Efficiency  
Small Space Planning.

Streamline the  
permit process  
with our new  
Eco DADU design!

You'll feel right at home.



**ARNOLD'S**  
**HOME FURNISHINGS**

3520 Kitsap Way, Bremerton  
360-377-5582 • 1-800-533-5311

[arnoldshomefurnishings.com](http://arnoldshomefurnishings.com)

**By James Robinson,**  
*special to The Leader*

Staring out the window on a gray, drizzly, mid-winter Port Townsend day, it might be hard to imagine going solar, but according to Andy Cochrane, president of Port Townsend-based Power Trip Energy Corp., going solar — even on the rainy Olympic Peninsula — can be a viable option for many homeowners.

“If you’ve got a sunny roof, then absolutely, solar is viable,” Cochrane said. “There are many homes that are shaded, and it doesn’t make any sense to put them [solar panels] in the shade. But in the summer, with 16-hour days, an unshaded house in Port Townsend will make more energy than a house in southern California.”

Overall, and year-round, Cochrane said, “A solar array here does about 70 percent of what an array in southern California can do.”

A Port Townsend native, Cochrane said Power Trip has been in business for 20 years. He said his company built the first grid-tied solar project in Jefferson County and one in Clallam County.

“Last summer we put our one-thousandth solar array on a home,” Cochrane said.

“Germany is often used as an example,” said Brian Thornberry, solar project manager at Cascadia Solar, a division of Port Townsend’s Frederickson Electric, Inc.

“Germany has dominated the world in solar production and they’re a good success story of how well solar actually works. In this area, we have similar conditions, although Germany is actually cloudier. We have the ideal spring and summer conditions paired with net metering where we can use the grid to store power. One of the challenges with solar is that the roof environment is hot,” Thornberry said. “Heat is what can really impact all of the equipment. Inverters don’t like hot conditions. Arizona has great sunlight; it’s year-round. However, if you compare the highest producing module, here it will put out more than in a hot climate. The equipment likes the cool temperatures of spring and summer.”

In addition to site viability, cost is often the next question homeowners ask about solar installations. According



Finnriver Farm & Cidery’s cider garden lit up courtesy of solar power. Finnriver boasts one of the largest solar arrays on the Olympic Peninsula. *Photo courtesy of Finnriver Farm & Cidery*

“This is an average house; average homeowners can do this. This is not rich people. This is what I’ve been yelling about for 20 years.”

— **Andy Cochrane**

to data collected by Energysage, the average cost of a 5 kilowatt (kW) solar panel installation in Washington for 2023 ranges from \$13,388 to \$18,112. On a cost-per-watt-basis, the figure ranges between \$2.68 to \$3.15. Locally, Cochrane said his projects have averaged about \$35,000 and Thornberry said 10 kW systems are most common in this area.

After the initial investment, many homeowners want to know how long will it take to earn back that initial outlay through electricity savings. According to Energysage, Washingtonians average a solar payback period of 16.56 years.

“It is a long-term investment in your home,” Cochrane said. “I try to avoid making claims in terms of the number of years a system takes to pay for itself. I don’t want to speculate about the cost of energy, but the faster the price

of electricity goes up the shorter those payback periods are. Some of our customers express this as a hedge against rising energy costs.”

Essentially, you’re buying your power upfront,” Thornberry said. “In turn, you won’t be impacted by rate increases year after year,” he added.

In 2009, according to the Washington State Department of Revenue, Jefferson County had more customer-owned renewable energy systems per capita than any other county in the state. Fast forward to 2023, and with tax breaks, access to grants, the availability of net metering and other incentives from federal, state and local agencies, going solar has become even more appealing for many homeowners.

“The beautiful thing about the net metering law is that most of our customers make a lot more electricity than they need in the summer time,” Cochrane explained.

“Rather than trying to store that extra electricity in batteries, we put that energy out on the grid and they get a per kilowatt credit. They can reduce their winter time electric bill with the credits that they’ve accumulated in the summer. Right now,

one-third of our customers meet 100 percent of their annual electricity needs with roof-top solar. This is an average house; average homeowners can do this. This is not rich people. This is what I’ve been yelling about for 20 years,” Cochrane said.

Beyond net metering, homeowners can also offset the cost of going solar through the federally backed Residential Clean Energy Credit. This incentive allows the homeowner to deduct 30 percent of the total system cost from their federal taxes.

“A \$20,000 project, after the tax credit, becomes a \$14,000 project for the customer,” Cochrane said.

For residential systems, the federal incentive lasts until the end of 2032. The deduction rate drops to 26 percent for arrays placed into service in 2033, and to 22 percent for arrays placed into service in 2034. According to the IRS, the tax credit expires at the end of 2034.

In Washington, Thornberry said, in addition to the federal tax credit, “There is no sales tax on any solar or solar related equipment. Those are very important incentives that help cover the initial cost. They also added batteries into that mix as well as electric vehicle charges.”

According to the Solar Energy Industries Association, there are 46 solar installers and developers statewide, including Power Trip Energy Corp. and Cascadia Solar.

“We do about two solar installations a week,” Cochrane said. “We work in Jefferson, Clallam and Kitsap counties. We work on about a three to four-month calendar.”

“We’re booked out about six months,” Thornberry said. “We have large projects — the Northwest School of Wooden Boat Building, an OlyCap building and now we’re working on a large PUD project.”

“There’s a mix of larger commercial projects and residential projects. The direction the country is trending towards ... efficiency, reduction measures, are all designed to facilitate more of this infrastructure going in,” he said. It is not showing any signs of slowing down.”

In 2018, Finnriver Farm & Cidery seized the opportunity to capitalize on various incentive programs and worked with Power Trip Energy Corp. to apply for the USDA Rural Energy for America program (REAP). With matching funds



The Power Trip Energy Corp. shop boasts a variety of solar arrays. Founded in 2002, the Port Townsend-based company offers residential and commercial solar installation and consultation services. *Photo courtesy of Power Trip Energy Corp.*

from REAP, federal tax credits, support from crowdfunding campaigns and loans, Finnriver was able to install an expandable, grid-tied 65-kilowatt system. The system uses 212 solar panels covering 3,000 square feet of roof space at the Cider Garden.

Laura Prendergast, Finnriver's marketing director, explained that initially they estimated the system would produce 65,000 kilowatt hours (kWh) of electricity annually, which would be enough to supply more than half the cider garden's annual power needs and send green energy back into the grid.

After one year in service, Prendergast said, the solar panels produced around 74,500 (kWh).

"Finnriver has one of the largest solar arrays in our community," Prendergast said.

"Our solar panel system is on a 'grid-tie' so we can use what we need on a daily basis and send extra solar energy back into the community to be useful. We are planning to expand our current system

with new panels scheduled to be installed later this year, which we are hoping will generate a 25 percent increase in our solar kWh. This past year our solar panels produced about 110,000 kWh, which covers approximately 60-65 percent of our electrical use. We are excited to be expanding our partnership with the sun," she added.

"We are indeed planning a third installation," said Cidery co-founder and co-owner Eric Jorgensen.

"If everything goes well, it would go on line late this year or early next. There's another REAP grant program deadline on March 31. This round of REAP grants could fund up to 40 percent of the project cost. On the first round it was 25 percent. Spark Northwest wrote the first grant for us. It's complicated, and we didn't have to do any of that complicated stuff. This is what they do. Any small businesses that are interested in solar, yesterday was the time to get going," he said.

Washington state ranks thirty-seventh in the nation for solar installations

**2023 cost for a 5 kilowatt system**

Out-of-pocket cost	\$13,388 – \$18,112
Net 20-year savings	\$7,152
Payback period	16.56 years
Cost per watt	\$3.15

Source: Energysage.com



**HOME INSPECTIONS • CONSTRUCTION & REMODELING**  
Over 25 years of residential construction, remodeling and upgrades



New to the area & happily accepting new clients!

**Tony Butchart**

**LICENSED REAL ESTATE HOME INSPECTOR:**

- Over 1200 inspections completed
- Always on time
- You'll receive a concise, well-written report with photos the same day

**CONTRACTOR:**

- Project Management
- Remodeling/Repair
- Construction

**HUMMIH\*784PE**

**503.407.9763**

**tony.butchart@gmail.com**



**COMPLETE HOME REMODEL – KITCHEN**  
*Cabinetry, appliances, bamboo floor installation, backsplash, trim*



**KITCHEN REMODEL – Cabinets, appliances, floor and backsplash tile, trim**

**FLOORING • TILE • CABINET INSTALLATION • APPLIANCE INSTALLATION • PAINTING  
DECK DESIGN & CONSTRUCTION • WINDOW REPLACEMENT SIDING • DRYWALL REPAIR**

**www.hummingbirdhomes.biz**



**ANGELA PRATER DESIGN**

(360) 344-2700

angelapraterdesign.com

Port Townsend Residential & Commercial Interior Design  
30 Years of exceptional clients & award-winning projects  
NCIDQ Certified • [angela@angelapraterdesign.com](mailto:angela@angelapraterdesign.com)

# From Earth to Hand *with Good Dog Pottery*

**By Taylor Austin,**  
*special to The Leader*

Creating from home on the land they inhabit, Quilcene-based potter Asa Clifford and visual artist Isabel Pèrez are collaborating on functional and architectural pieces of pottery inspired by daily life, nature, and other people making things around them.

Clifford, who has been working with clay since high school, is drawn to the form and process of the medium.

“I enjoy the fact that I don’t need anything between me and the clay to make something, I can just start,” Clifford said.

Growing up, his exposure to working with clay stemmed from being around his grandma, who taught ceramics at the University of Oregon, and taking classes at the community center in Eugene where he grew up.

“You can’t really waste clay, so I can try something I’ve been thinking of making and if it does not come out how I was thinking it would I can try again. It’s infinitely recyclable,” Clifford said.

Recently he has been digging clay from his property, but he also sources clay from Tacoma. Glazes are fired from wood ash from the fireplace at home.

Lately he has been using ash from burning a pear tree on the property, “If I water it down it makes a really pretty glaze,” said Clifford.

“I don’t really draw anything ahead of time; I am just thinking about it all the time and it usually reflects that,” Clifford said.

“I am mostly making dishware, but I am excited to get into architectural pieces like wall tiles. I recently made some lantern light fixtures for a winter solstice show at the Quilcene Theater,” Clifford said.

“I am often inspired by what other potters and ceramicists are making,

books, houses, and architecture. I had a professor that gave me a list of potters to look up that I check in on from time to time,” added Clifford.

All the equipment needed to make the pottery is on the property Clifford and Pèrez live on, including the propane and electric kilns. Clifford enjoys the element of surprise and potential for

manually affecting the pieces he has sculpted during the firing process; in an electric kiln, the atmosphere inside stays the same, so there are minimal effects on the exterior of the pieces, but with a propane or gas kiln the effects can be intense anywhere the piece is not covered with glaze. Lapping flames, unburnt fuel, and trapping carbon by choking the chimney can all affect the final piece.

Once Clifford has formed some pieces, Pèrez said, “I ask him what he has for me to work on, and I bring it down to my bus and go from there.”

Her approach to adding visual art to the formed clay also has a natural, free form style.

“I usually listen to music or watch TV and let it come naturally. Once in a while, if it is something intricate I will maybe sketch or plan ahead, but I don’t like it to be too precise,” Pèrez added.

Pèrez’s relationship with art goes back as long as she can remember.

“I always liked doing art. I love art supplies so I have tried everything — I really love pastels though — they are forever smearable, so I like that working with them creates a fragile art piece, in a way,” Pèrez said.

Recently she has been getting into oil painting and is thinking of trying out making pastels from plants. Pèrez will have a solo show of her work at Admiralty Fine Foods in Port Townsend that opened in February.



Sometimes Pèrez etches into the clay before it is bisqued, but often is drawn to using her Chinese Sumi brush.

“It comes to a point and is best for creating flowy, expressive lines,” Pèrez said. “Usually a piece has lots of layers, and once everything is waxed, I take it back up to Asa to be fired.”

“I think the saying goes ‘as long as you fire is as long as you wait,’” Clifford said.

“Usually pieces are in the kiln for a day, and during that time I’m getting excited to open it. Especially if I’m at work. It definitely could be terrible, there have been times when I have opened the kiln and everything had cracked. When it doesn’t work out, it’s a special feeling to

smash it, kind of cathartic,” Clifford said.

Clifford usually makes pieces seasonally, following the weather conditions best suited for the process, but has recently built a studio outside where he can work more year-round if he wants to.

Over the past couple months Good Dog Pottery has participated in a few pop-up markets locally at The Castle and Admiralty Fine Foods, and a holiday market in Astoria, Oregon.

Visit [pugetsoundwaves.wixsite.com](http://pugetsoundwaves.wixsite.com) to view more of their work and @good\_dog\_pottery on Instagram to find out where you might be able to see their work in person.

Left above: Asa Clifford shaping away. *Photo courtesy of Asa Clifford*

Left below: Isabel Pèrez at home. *Photo courtesy of Isabel Pèrez*

Above: *Photo courtesy of Asa Clifford*

home goods



vehicles



tools



Your donations help our community.



Habitat for Humanity  
of East Jefferson County

2001 W Sims Way, Port Townsend, WA 98368

FREE DONATION PICKUPS: 360-385-9653

**SOLAR Energy**  
TURNING SUNSHINE INTO CIDER

**finnriver**  
FARM & CIDER

**DID YOU KNOW?**

We have 212 solar panels installed here at Finnriver with plans to install more this year! These panels cover 3,000 square feet of roof space here at the Cider Garden, in one of the largest renewable energy projects in our community. Sunlight makes the apples sweet and keeps the lights on!

Certified  
**B**  
Corporation

Live Music Every Friday, Saturday & Sunday [www.finnriver.com](http://www.finnriver.com)



# HOME.

It's the most important thing in our lives. It's the place we long for at the end of the day, and the place that holds all we love and everything we cherish. It's our Brokers' mission to bring the joy of home to every one of our clients with unrivaled expertise, passion and energy.



**COLDWELL  
BANKER**  
BEST HOMES

PORT LUDLOW BRANCH  
9522 OAK BAY RD  
360.437.2278  
[cbbesthomes.com](http://cbbesthomes.com)

PORT TOWNSEND BRANCH  
234 TAYLOR STREET  
360.385.0836  
[cbbesthomes.com](http://cbbesthomes.com)

AN EXCEPTIONAL EXPERIENCE, EVERY TIME, FOR EVERYONE



# Crafting meets community *at Bazaar Girls*

**By Leslie Kelly, special to The Leader**

Eleven years ago, Kerri Hartman and Numahka Swan decided to open a business that combined their love of yarn and knitting, and community.

“We just jumped in without knowing much,” Hartman said. “Eleven years later, we’re still in business.”

Hartman and Swan were working as caregivers when they met. They both had a desire to have their own knit shop and just went after it. They’ve been in downtown Port Townsend but recently relocated to the historic building that once housed Jefferson Community School at 280 Quincy St.

Bazaar Girls offers open free knitting twice a week on Thursdays and Sundays. The shop sells colorful yarn and knitting supplies, along with embroidery needs and items for fiber art, felt and wool crafts, and is open seven days a week for those who

want a serene place to handcraft their works.

According to Hartman, bazaar girls are gatherers.

“We are charmed by yarns, fabrics, tins, jars, and buttons,” Hartman said. “We surround ourselves with objects that both quiet and inspire us.”

They are resourceful, place faith in each other, and through craft, community, and commerce, make the world a better place.

It is the intention of the Bazaar Girls Yarn Shop to attract creative souls, learn from them, and provide them with the tools they require to keep moving forward, she said.

An important part of the business is creating community.

“Port Townsend is a place where community is important,” Hartman said. “People here seek community and that’s why Port Townsend is the perfect place for our business.”

And knitting seems to be growing in

followers.

“During COVID many businesses had hard times,” she said. “But we grew during the pandemic because people needed something to do to fill their time. People learned to knit.

“And with this being a retirement community we have retirees come in all the time. We’ve seen more and more young people getting involved.”

Some of the customers are locals and others tell the owners that they’ve made a special trip to Port Townsend just to check out the knitting shop.

“We’re becoming a destination yarn location,” Hartman said.

Hartman learned to knit more than 22 years ago. A client of her’s when she was a caregiver in Montana taught her how.

Besides the twice-a-week free gatherings to share company and knitting or yarn projects, the store also offers classes.

Upcoming classes are listed on the

store’s website. Crafternoon is offered from 2 p.m. to 5:30 p.m. every Sunday. Nip’ n’ Knit is from 5:30 to 8 p.m. every Thursday. More information is available at Bazaar Girls, 647 Washington St., Port Townsend, or call 360-379-9273. Hours are 10 a.m. to 6 p.m. Friday through Wednesday and 10 a.m. to 8 p.m. Thursday.

Bazaar Girls also offers a Getaway Retreat every April, which brings knitters in from all over the country together to enjoy Port Townsend for four days. Classes are taught by internationally known knitting and embroidery teachers.

Above: Projects including hats, purses, and dish cloths made by local knitters are for sale at the store.

Right: Exterior of the old Jefferson School House where Bazaar Girls and Bridgit’s Loft are located.

*Photos by Leslie Kelly*

*As if running a retail knitting shop and caring for an alpaca farm wasn't enough, the Bazaar Girls have taken on another venture.*

Kerri Hartman and Numahka Swan have opened an event venue upstairs, above their knit shop in the former Jefferson Community School building in Port Townsend.

"Brigid's Loft," which opened last September, is available for parties, dances, reunions, seminars and more. Rental fees begin at \$80 for nonprofits.

"We're finding more and more that people need space for their events," said Hartman. "Community is important to us, and we want to make this space available for a reasonable price."

The venue, 30-by-60 feet with a stage, high ceilings and refinished hardwood floors, can accommodate up to 50 people and there is room for dancing. In fact, there have been swing dance and tango lessons taught at Brigid's Loft. Birthday parties and a couple's massage days are other events that have taken advantage of the space.

The venue is named for Saint Brigid, the goddess of arts and crafts. Swan learned of her while on a trip to Scotland.

"It's genuinely a community space, somewhere that groups can gather for fun, to learn something new or to celebrate," Hartman said.

The historic building was built in 1870 and was damaged by fire in the 1970s. It was rebuilt and is now painted yellow. For many years, it was used as the Good Templars Hall. It had not been used as an event venue for many years before Brigid's Loft began.

Hartman also added that there will be a rotating exhibit of fiber artists on the wall along the staircase.

To schedule a tour or an event call the Bazaar Girls at 360 379-9273.



## Custom Homes



**LD Richert Construction**  
Port Townsend, Washington

[www.ldrichertcontractor.com](http://www.ldrichertcontractor.com) • 360.379.5222

**By Taylor Austin,**  
*special to The Leader*

Heidi Tucker, a Port Townsend-based wallpaper hanger and artist, is exploring what can be done with the proverbial blank canvas through her business Hand and Eye Paper Hanging.

Tucker recalled an initial appreciation for wallpaper while renovating a house she owned while living in Pittsburgh, Pennsylvania.

“I was removing wallpaper three layers deep, it was like seeing the history of the house through the decades,” she said.

Tucker was going to hang the new paper on her own, but decided to ask for help, eventually finding the number for a pair of sisters known for hanging wallpaper.

“They had learned from their mother, who maybe, I don’t know, learned from their grandmother, like it was a passed down skill set. They showed up in matching coveralls. I was just so taken with it.”

“They walked me through what they were doing; I thought the work was so cool, and what they did to my house was beautiful,” Tucker said.

After moving back to Port Townsend a couple of years ago, Tucker was trying to figure out work that had autonomy.

“I had owned a restaurant in Pittsburgh, and I knew I did not want to do food anymore, or have a dozen employees or coworkers. I wanted to do something really simple, ideally where I could work by myself,” she said.

Tucker again called around for wallpaper hangers local to the Olympic Peninsula, this time with some kind of apprenticeship in mind.

She eventually connected with Tom Barry in Hansville, who has been hanging paper up and down the West Coast for 40 years. Barry suggested she come up with a small project, and they could work on it together as a kind of trial.

“At that time, the owner of the Cellar Door had asked me to help with the interior design for the reopening, and I had a roll of Farrow & Ball wallpaper I had been saving for the perfect space, so Tom Barry came to Port Townsend and we wallpapered the Cellar Door bathroom in 2019,” she said.

That initial project together went smoothly. “We kind of hit it off, and he decided that it might be cool to have an apprentice. So I ended up doing paid work with him for

Other tools she uses include a straight edge, laser level, smoother, square, drop cloths, an Olfa snap-off utility blade, and a ladder.

As for the actual

job.”

For sourcing paper, Tucker highly recommends Biquette Interiors in Uptown Port Townsend, formerly Potpourri Northwest Interiors. “I encourage people to reach out to the owner, Jacqueline Mention, her shop has an impressive collection of wallpaper catalogs,” said Tucker. Tucker also enjoys sourcing wallpaper from Lonesome Pictopia in Portland, and Abnormals Anonymous on Bainbridge Island, WA— both for their unique designs, paper quality, and company ethos. Tucker is open to advising clients on wallpaper quality and placement for suitability and longevity, but respects every client’s personal vision and aesthetic. “I’m there to hang the paper, and help them work on their space,” said Tucker.

Some local commercial spaces where you can see the work of ‘Hand and Eye’ include Vespertine, STL Design Firm, the newly opened House of the Faun, 821 Washington Event Venue and the Jamestown S’Klallam Tribal councilroom. “I was really honored to be in that space. I think the councilroom had been wallpapered when it was built, which was at least 30 years ago. So it was really exciting to be modernizing the space. I did a hewn cedar for a wainscoting effect on the bottom, and a linen paper above it,” said Tucker.

In addition to wallpaper hanging, Tucker is also an artist and maker. With the leftover wallpaper from jobs, she hand draws and assembles annual calendars— this year’s ‘Calendario’ has days, months, lunar cycles, and important dates in Spanish, in an effort to better get to know the language. Tucker will have an art show of her drawings up at Admiralty Fine Foods in Port Townsend for the month of April.

You can visit [handandeyepaper.com](http://handandeyepaper.com) to view more of Heidi Tucker’s work, contact her, or get one of the beautiful calendarios while the year is still fresh.

Above: Work zone.

Below: Heidi Tucker of Hand and Eye.

*Photos courtesy of Heidi Tucker*



a year and a half, it just seemed like good timing, and I enjoyed the work,” she said.

In early 2022, Tucker started her business Hand and Eye Paper Hanging as the sole proprietor and employee. Aside from good timing, the vocation had a low economic overhead and minimal required materials.

“It was not a huge investment, and I already had my van. I don’t need a lot of equipment, either, I have a light toolbag,” Tucker said.

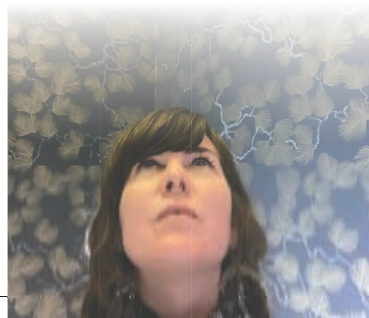
“My collapsible table for cutting and pasting is really important,” she added.

work of wallpaper hanging, Tucker enjoys the dynamic nature and challenges each job presents.

“The work is very meditative, and has a steady, engaging pace,” said Tucker. There is an element of problem solving as well, “Ideally walls are smooth— it is difficult to hang on textured walls, and if they are, I have to prep the wall with skim coating

which just adds another step,” said Tucker, “I try to pick a top on the paper and aim for consistency, you know, so birds aren’t getting their heads cut off, but I kind of have to make choices as I go and I feel like I am learning new tricks with every

*with Hand and Eye*





**LET US MEET ALL OF  
YOUR FLOORING NEEDS!**



*Call Brent Linder*

**360 643-3806**

brentlinder@gmail.com

LIC#BRENTLD901P8

Special thank you to: Jefferson County Fairgrounds, Grace Richardson (model), Eric Kerttula (photography), Yvonne Craig and Myra Lacy (horse handlers), Panda (white horse), Trip (brown horse), La Due Salon (hair/makeup)



**Heating • Air Conditioning**

*Serving Port Townsend  
& surrounding areas since 1971*

Design, Repairs & Maintenance  
Heat Pumps, Oil, Electric, Propane

Furnaces & Boilers

We Service All Brands

Factory trained, EPA- and State-Certified  
HVACR Electricians

LICENSED & BONDED

**Ben's Heating Service, Inc.**

163 Otto Street • Port Townsend

**360-385-3600**

David J. Klemann

Contractor's Number BENSHI033BS

## Jet Plumbing & Heating

*Plumbing Since 1979*



Complete Site Preparation  
Road/Clearing/Plumbing  
Hybrid Water Heaters  
Plumbing Service  
Historical Restoration: Kuhn &  
James Hastings Buildings  
Seismic Leak Detection  
Water Filtration  
Seesnake Camera M200

*"Nothing Takes The Place Of Quality"*

**(360) 302-6861 • jetplumb1@gmail.com**

Bonded & Insured JETPLPH821DT

Business License in Port Townsend

Washington State PLO1 / 27 years • Now 5 years in business with 113 Google reviews



**Ants • Spiders  
Wasps • Rodents**

**Peninsula Pest Control**

**360-385-0467**

PO Box 1139 | Port Hadlock, WA 98339

# Advertiser *Directory*

## **Olympic Game Farm**

1423 Ward Rd  
Sequim, WA 98382  
(360) 683-4295  
olygamefarm.com

*page 12*

## **Jefferson County Home Builders Association**

2409 Jefferson St Suite A  
Port Townsend, WA 98368  
(360) 821-9688  
jeffcohomebuilders.com

*page 30*

## **NewLeaf Design-Build**

9481 Oak Bay Rd  
Port Ludlow, WA 98365  
(360) 437-8148  
newleafwa.com

*page 2*

## **Charlie Rawlins**

31A Workman St  
Port Townsend, WA 98368  
360-385-5309  
charlierawlins.com

*page 6*

## **Power Trip**

83 Denny Ave  
Port Townsend, WA 98368  
(360) 643-3080  
powertripenergy.com

*page 10*

## **Printery**

631 Tyler St  
Port Townsend, WA 98368  
(360) 385-1256  
printery.com

*page 29*

## **Terrapin Architecture**

727 Taylor St  
Port Townsend, WA 98368  
(360) 379-8090  
terrapiarchitecture.com

*page 10*

## **Lakeside Industries**

163 Eclipse Industrial Pkwy  
Port Angeles, WA 98363  
(360) 452-7803  
lakesideindustries.com

*page 28*

## **Moving Earth**

108 Airport Rd  
Port Townsend, WA 98368  
(360) 385-4415  
movingearthllc.com

*page 10*

## **Coldwell Banker Best Homes**

234 Taylor St  
Port Townsend, WA 98368  
(360) 385-0836  
cbbesthomes.com

*page 21*

## **Studio STL**

1005 Lawrence St  
Port Townsend, WA 98368  
(360) 344-8385  
studio-stl.com

*page 13*

## **L D Richert Construction**

2409 Jefferson St  
Port Townsend, WA 98368  
(360) 379-5222  
ldrichertcontractor.com

*page 23*

## **Reed Electrical**

90 3rd Ave  
Port Hadlock-Irondale, WA 98339  
(360) 301-0333  
porthadlockelectricians.com

*page 16*

## **Sustainable Garden Design**

262 Cook Ave  
Port Townsend, WA 98368  
(360) 316-1744  
jeanmariemorelli.com

*page 28*

## **Hope Roofing**

55 Lambs Ear Place  
Port Townsend, WA 98368  
(360) 385-5653  
hoperoofing.com

*page 13*

## **Chimacum Corner Farmstand**

9122 Rhody Dr  
Chimacum, WA 98325  
(360) 732-0107  
chimacumcorner.com

*page 9*

## **Don's Pharmacy**

1151 Water St  
Port Townsend, WA 98368  
(360) 385-2622  
donspharmacyporttownsend.com

*page 13*

## **Peninsula Floors**

2405 W Sims Way  
Port Townsend, WA 98368  
(360) 385-0945  
porttownsend.abbeycarpet.com

*page 15*

## **Henery Hardware**

218 W Sims Way  
Port Townsend, WA 98368  
(360) 385-5900  
heneryhardware.com

*page 13*

## **KONP Radio Pacific Inc.**

721 E. First Street, Suite 101  
Port Angeles, WA 98362  
(360) 457-1450  
myclallamcounty.com

*page 15*

## **Port Hadlock Building Supply**

901 Ness' Corner Rd  
Port Hadlock-Irondale, WA 98339  
(360) 385-1771  
stores.truevalue.com/wa/hadlock/5415

*page 3*



**Angela Prater Design**

710 Reed St  
Port Townsend, WA 98368  
(360) 344-2700  
angelapraterdesign.com

*page 19*

**Quality Landscapes**

(360) 385-6663 or (360) 531-0487  
qualitylandscapes@cablespeed.com

*page 12*

**JET Plumbing & Heating**

926 Water St #5  
Port Townsend, WA 98368  
(360) 302-6861  
jetplumbingheating.com

*page 25*

**Frederickson Electric Inc**

402 Glen Cove Rd  
Port Townsend, WA 98368  
(360) 385-1395  
fredelectric.com

*page 6*

**Finnriver Farm & Cidery**

124 Center Rd  
Chimacum, WA 98325  
(360) 339-8478  
finnriver.com

*page 21*

**Teren MacLeod, RE/MAX FIRST**

1046 Water St  
Port Townsend, WA 98368  
(360) 774-1441  
homesnap.com/Teren-MacLeod/  
gmb2

*page 14*

**Peninsula Pest Control**

741 Irondale Rd  
Port Hadlock, WA 98339  
(360) 385-0467

*page 25*

**Quilcene Community Gardens**

71 Old Church Rd  
Quilcene, WA 98376

*page 29*

**TempleFire**

1423 Grant St  
Port Townsend, WA 98368  
(360) 379-2877  
templefire.net

*page 11*

**Peninsula Paint Co.**

315 Decatur St  
Port Townsend, WA 98368  
(360) 379-8025  
peninsulapaintco.com

*page 47*

**Arnold's Home Furnishings**

3520 Kitsap Way  
Bremerton, WA 98312  
(360) 377-5582  
arnoldshomefurnishings.com

*page 17*

**Brent Linder Design Hardwoods**

203 Frederick St  
Port Townsend, WA 98368  
(360) 643-3806

*page 25*

**Hathon Inc**

360.774.1779

*page 5*

**Hummingbird Homes**

503.407.9763  
hummingbirdhomes.biz

*page 19*

**Ben's Heating Service, Inc**

163 Otto St  
Port Townsend, WA 98368  
(360) 379-3610

*page 25*

**Mo Beta Green**

8962 Beaver Valley Rd  
Chimacum, WA 98325  
(360) 379-4689  
mobetagreen.com

*page 16*

**GreenPod Development**

1531 W Sims Way  
Port Townsend, WA 98368  
(360) 385-5614  
greenpoddevelopment.com

*page 17*

**Habitat for Humanity EJC**

2001 W Sims Way  
Port Townsend, WA 98368  
(360) 385-9653  
habitatejc.org

*page 21*

**First Fed**

1321 W Sims Way  
Port Townsend, WA 98368  
(360) 385-1415  
ourfirstfed.com

*page 48*

**Jefferson County PUD**

310 4 Corners Rd  
Port Townsend, WA 98368  
(360) 385-5800  
jeffpud.org

*page 6*



# Sustainable Garden Design



jeanmariemorelli.com  
360.316.1744



## Residential Commercial Industrial

See us for Paving  
Driveways • Roads  
• Parking Lots

- Custom Planning & Design for the homeowner
- Performance Bonding upon request
- Ask about our Workmanship Guarantee

*Lakeside is ready when you are -  
Call today for a free estimate!  
The crew at Lakeside is here to serve you!*

**Clallam/Jefferson County**  
(360) 452-7803  
**Kitsap Peninsula**  
(360) 373-0289



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)

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

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

DCD YOU


#### Title Block

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

#### Scale - prefer engineer scale to architect scale

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

#### North Arrow

Show an arrow indicating the NORTH direction. 

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

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

#### Driveway

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

#### Building Footprint - do not add future proposed projects

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

#### Impervious Surface

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

#### Setbacks

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

#### Power Lines from property boundary to structure

#### On-Site Septic System Location or Sewer Lines

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

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

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

#### Propane

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

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

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

## 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 finalized, 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 =  $\frac{\text{Rise (height)}}{\text{Run (distance)}} \times 100$ .

### Critical Areas

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

### Stormwater

Method and location of stormwater disposal facilities 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 existing 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.

LARGE FORMAT PRINTING  
ARCHITECTURAL / ENGINEER  
COLOR / BLACK+WHITE

# Star

COPY CENTER  
www.printery.com

A Division of  
**Printery**  
COMMUNICATIONS

- ★ Expert Service
- ★ Photo Printing
- ★ Photo, Art & Engineer Scanning
- ★ Large Format High Quality Color "Giclée" Printing
- ★ Email & Fax
- ★ Document Creation
- ★ Signs & Banners

625 Tyler Street Uptown 385-1022 M-F / 9-5

Come Visit  
the Beautiful Quilcene  
Community Gardens

71 Old Church Road, Right on Highway 101



Q Gardens relies on volunteers and donations to grow veggies, fruits & flowers for the community.

Swing by the Quilcene Gallery during your visit. We're right next door!



# JEFFERSON COUNTY HOME BUILDERS ASSOCIATION

The local trade association for building professionals

To learn more about our members visit [JCHBA.NET](http://JCHBA.NET)

## BUILDERS & REMODELER

All Save Construction	(360) 732-0477	340 Cherry St., Chimacum
Anderson Homes	(360)452-1232	990 East Washington, Sequim
Babbit Construction	(360)302-6581	5314 N 41st. , Tacoma
Cougar Ridge Construction	(360) 302-0284	823 Hastings, Port Townsend
Clark Construction	(206) 842-5450	901 Hildebrand Lane, Bainbridge
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	1210 W Sims Way, Port Townsend
Habitat For Humanity of EJC	(360) 379-2827	PO BOX 658, Port Townsend
Hulbert Custom Construction	(360) 379-0258	PO Box 2107, Port Townsend
JDG Construction	(360) 385-3287	PO Box 2073, Port Townsend
L.D. Richert Custom Homes	(360) 379-5222	2409 Sims Way, Port Townsend
Mystery Bay Construction	(360) 536-0361	9272 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
Piecewurx Construction	(425) 218-8429	1425 Katherine St., 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

Estes Builders	(360) 683-8756	259003 Hwy 101, Sequim
Greenpod Development	(360) 385-5614	606 Roosevelt St. , Port Townsend
Lexar Homes	(360) 379-1799	92 Kala Square Pl., Port Townsend

## DESIGN SERVICES

Angela Prater Design	(360) 344-2700	710 Reed St., Port Townsend
Coker Designs	(360) 821-9581	814 Garfield St. , Port Townsend
Terrapin Architecture	(360) 379-8090	727 Taylor St., Port Townsend

## BUILDING MATERIALS & SPECIALTY HARDWOODS

Edensaw Woods, Ltd.	(360) 385-7878	211 Seton Rd., Port Townsend
Carl's Building Supply, Inc.	(360) 385-2111	10733 Rhody Dr., Chimacum
Henery Hardware, Inc	(360) 385-5900	218 W. Sims Way, Port Townsend
Hadlock Building Supply	(360) 385-1771	901 Nesses Corner, Port Hadlock
Sherwin-Williams Paint Store	(360) 681-8675	1400 Washington St 109, Sequim

## CABINERY

Charlie Rawlins Cabinetry	(360) 385-5309	31-A Workman St., Port Townsend
Kimball Wood Works	(360) 379-0258	PO Box 210, Port Townsend

## ELECTRICAL CONTRACTORS & SOLAR INSTALLERS

Cascade Electric & Vac.	(360) 531-0385	PO Box 369, Port Hadlock
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
-----------------	----------------	-------------------------------

## EXCAVATION/ ROAD WORK/ CONCRETE

Bernt Ericson Excavating, Inc.	(360) 385-3602	2281 Hasting Ave. West, PT
Cotton Redi-Mix/Shold Excavating	(360) 385-0480	121 Pomwell Rd., Port Hadlock
D & A Excavating	(360) 301-5435	225 Brothers Rd., Chimacum
Seton Construction, Inc.	(360) 385-0213	4640 S. Discovery Rd., PT

## 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

## HARDSCAPE & LANDSCAPE EXCAVATION

Moving Earth LLC	(360) 385-4415	108 Airport Rd., Port Townsend
------------------	----------------	--------------------------------

## HVAC

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 Heating & Air	(206)765-6851	36 Seven Sisiters Rd, Port Ludlow

## INSURANCE

Homer Smith Insurance	(360) 385-3711	804 Water St., Port Townsend
-----------------------	----------------	------------------------------

## LANDSCAPING

Shold Landscaping Products	(360) 379-4813	461 Old Hadlock Rd., Port Hadlock
----------------------------	----------------	-----------------------------------

## METALWORK & MARINE CONSTRUCTION SERVICES

Morgan Steel & Metal Works	(360) 598-2743	PO Box 37 , Port Gamble
PT Shipwrights Co-op	(360) 385-6138	PO Box 1163, Port Townsend

## MORTGAGE & BANKING SERVICES

1st Security Bank	(360) 385-1885	734 Water St., Port Townsend
Evergreen Bank	360-265-8563	2019 E. Sims Way, Port Townsend
First Fed	(360) 385-1416	1321 Sims Way , Port Townsend

## PERMIT FACILITATION

Permit Consultant	(360) 561-3374	Port Townsend
Evergreen Home Loans	(360) 554-0153	1136 Water St. Suite 103, Port Townsend

## SANITATION/ SEPTIC PUMPING

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

## SEPTIC DESIGNERS

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

## ROOFERS

Hope Systems LLC.	(360) 385-5653	55 Lambs Ear Place, Port Townsend
Trademark Roofing	(360)301-4768	121 Evergreen Lane, Port Hadlock

## WINDOWS

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

## UTILITY PROVIDERS

JPUD	(360) 385-5800	310 Four Corners Rd., Port Townsend
Astound Broadand	(866) 928-3123	10712 Rhody Dr., Port Hadlock

## VEHICLES

Wilders Toyota	(360) 457-8511	43 Jetta Way, Port Angeles
----------------	----------------	----------------------------

# Port Townsend & Jefferson County 2023 Building Codes

## CHAPTER 1: Getting Started

### When Is a Building Permit Required?

The City of Port Townsend and **Jefferson County** have adopted the following codes: 2018 International Building Code - WAC 51-50, 2018 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, 2018 International Fire Code - WAC 51-54A, 2018 Uniform Plumbing Code and Uniform Plumbing Code Standards - WAC 51-56 and 51-57, Washington State Energy Code, as amended - WAC 51-11. Both city and county are preparing to adopt the 2021 codes that become effective statewide on July 1, 2023.

The IBC and IRC require a building permit before constructing, enlarging, altering,

repairing, moving, demolishing or changing the occupancy of a structure. A permit is also required before installing, altering, repairing, removing, converting or replacing any gas, mechanical, plumbing or electrical systems.

Exemptions include: un-heated residential detached, accessory one-story playhouse or tool and storage sheds not for human occupancy less than 400 square feet in floor area (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 m<sup>2</sup>) 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**

## Contents

CHAPTER 1: Getting Started.....	25
City of Port Townsend Code.....	25
Jefferson County.....	26
CHAPTER 2: Other Permits.....	26
CHAPTER 3: Building Permit.....	27
Building Permit Fees.....	27
CHAPTER 4: Building Plans.....	28
CHAPTER 5: Inspections.....	28
CHAPTER 6: Certificate of Occupancy.....	29
CHAPTER 7: Smoke Detectors.....	29
CHAPTER 8: Energy.....	29
Alternatives.....	29
Additions & Remodels.....	29
Energy Inspections.....	29
CHAPTER 9: Woodstoves, Fireplace Inserts, Pellet Stoves, Masonry, Concrete Fireplaces & Propane Tanks.....	30
CHAPTER 10: On-site Septic Systems.....	30
CHAPTER 11: Manufactured/ Mobile & Modular Homes.....	30
CHAPTER 12:	
Jurisdiction of the Act.....	31
Shoreline Setback.....	31
CHAPTER 13: SEPA.....	31
Critical Areas.....	31
Land Use Permits: City.....	32
CHAPTER 14: Subdivisions.....	32
CHAPTER 15: Easements.....	32
CHAPTER 16: <b>Jefferson County</b> .....	32
CHAPTER 17: Port Townsend.....	33
Lots of Record.....	33
Letter to the Assessor.....	33
Description of Zoning Districts.....	33
Residential Zoning Districts.....	33
Permitted & Conditional Uses.....	33
Overlay Districts.....	33
Formula Retail & Restaurant Establishments.....	33
Historic Design Review.....	33
Pre-application Consultation.....	33
HPC Process & Use of Guidelines.....	33
Home Occupations.....	34
Bed & Breakfast Inns & Tourist Homes.....	34
Setback (Yard) Requirements.....	35
How to Determine Building Height.....	35
Modulation.....	35
Fences & Hedges.....	35
Lot Coverage & Minimum Lot Requirements.....	36
Outbuildings.....	36
Port Townsend Engineering Design Standards.....	36
Unopened Streets & Alleys.....	36
Private Uses of Right-of-Way.....	36
Parking.....	36
Latecomer Agreements.....	36
Port Townsend Sign Code.....	36
Temporary Use Permits.....	37
Grandfathered Nonconforming Buildings.....	37
Grandfathered Nonconforming Uses.....	37
Zoning Exceptions.....	37
Variances.....	37
Conditional Use Permits.....	37
Planned Unit Developments.....	37
Rezones.....	38
Appeals.....	38
Tree Cutting In Port Townsend.....	38
Grading & Vegetation Removal.....	38
CHAPTER 18 Growth Management Act.....	38



## 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).

### Planning and Community Development Department (PCD):

Emma Bolin, AICP, Planning and Community Development Director; Dave Nakagawara, CBO, Building Official; Matt Logue, Building Inspector; Judy Surber, Planning Manager; John McDonagh, Senior Planner; Suzanne Wassmer, Land Use Specialist; KT LaBadie, Code Compliance Officer; Robin Hill, Permit Technician

**Public Works:** Steve King, P.E. Director; Laura Parsons, P.E. City Engineer; Jeff Kostechka, Civil Engineer; Scott Studeman, Public Works Inspector.

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

Brent A. Butler, Director; Josh D. Peters, Deputy Director; Jodi Adams, Admin & Permit Manager; Shannen Cartmel, Planning Supervisor; David Wayne Johnson, Associate Planner; Donna Frostholm, Associate Planner; Joel Peterson, Associate Planner; Bryan Benjamin, Associate Planner; H. Smith, Assistant Planner; Jenny Murphy, Assistant Planner; Auburn

Lovett, Assistant Planner; Lila Stanfield, Assistant Planner; George Terry, Assistant Planner; Gabriel Shepherd, Planning Technician; Brandon Brown, Building Inspector; Mitchell Cartmel, Building Inspector; Phil Cecere, Plans Examiner; Amber Warren, Permit Technician; Andrea Kesgard, Permit Technician; Morgan Higdon, Office Coordinator; Debra Murdock, Code Compliance Coordinator.

### 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 effect at the time of publication. Please double-check fees with the jurisdiction.*

### Online Permit Information

You can also find zoning, building code and permit information online. For the City of Port Townsend, go to: [cityofpt.us](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) cost \$192 and result in a meeting or teleconference with staff. Preapplication conferences typically cost between \$288 and \$480. 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. The cost is \$480.

### 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. General questions may be answered at a scheduled Customer Assistance Meeting (CAM). Pre-applications range from \$562.28 to over \$1,000 depending on which departments need to be involved; CAM fees for 2023 have been waived by the Commissioners. Pre-applications result in a written report from our Planning Department and Planning Director.

## CHAPTER 2: Are Other Permits Required?

**Stormwater:** Jefferson County first adopted a Stormwater Management Ordinance on November 4, 1996. The current stormwater management standards are contained in the Jefferson County Code, Sec. 18.30.070. Avoiding impacts related to erosion, sedimentation, and stormwater runoff from land clearing development is vital, consequently all projects require review under this ordinance and many projects will require the use of best management

practices as outlined in the WA State Department of Ecology Stormwater Management Manual for Western Washington, 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. Call Jefferson County for specifics.

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

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

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

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

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

### Manufactured Home Siting Permit:

(Chapter 296 - 150M WAC, Manufactured and Mobile Homes.)

Manufactured homes may be placed anywhere within the City of Port Townsend's R-I, R-II and R-III residential zoning districts. Maps of these areas are available at 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

## 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).

<b>Calculate the Total Impervious Surface of the Proposed Project:</b>	
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 <b>do not allow rainwater between the slats/surface:</b>	
Driveway, Sidewalk & gravel/compacted areas:	square feet
<b>TOTAL Impervious Surface Area:</b>	<b>square feet</b>
<b>Calculate the Impervious Surface Percentage:</b>	
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	
<b>TOTAL percentage of impervious surface</b>	<b>%</b>

### IMPERVIOUS SURFACES = STRUCTURAL FOOTPRINTS PLUS IMPERVIOUS SURFACES.

<b>Calculate the Total Impervious Surface of the Proposed Project:</b>	
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 <b>do not allow rainwater between the slats/surface:</b>	
Driveway, Sidewalk & gravel/compacted areas:	square feet
<b>TOTAL Impervious Surface Area:</b>	<b>square feet</b>
<b>Calculate the Impervious Surface Percentage:</b>	
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	
<b>TOTAL percentage of impervious surface</b>	<b>%</b>

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

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

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

If the impervious surface is under 40%, you may conduct your own perc test and submit an on-site stormwater drainage plan with your application for review and approval by city staff. Ask staff for the handout for guidance on conducting a perc test, or go online to [www.cityofpt.us](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*.



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 Intertidal Zone:

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

### SEPA:

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

### HPC: (City)

Historic Design Review (HDR) is a permit process required for proposals that would change the exteriors of designated historic commercial, religious and residential structures. Most of these protected historic structures are found within the City's downtown National Historic Landmark District (NHLD) but others lie throughout the City. HDR is also required for Bed and Breakfast inns when making exterior changes and for other uses within the NHLD which require a

conditional use permit. See PTMC, Chapter 17.30, Historic Preservation Code. Please note that in addition to a building permit for a re-roofing project, HDR is also required if the applicant does not choose from pre-selected roofing colors. Changes to windows also require HDR review; like for like replacements may be covered under ordinary repair and maintenance. See the City of Port Townsend 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. Works Department for current fees. As a general rule, a building permit will not be issued without an accompanying Street and Utility Development Permit; however, Street and Utility Development Permits may be issued prior to a building permit when the street and utility work is needed prior to building.

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

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

**Drainage:** Port Townsend – All new development within the City must have a plan for handling stormwater on-site. The 2005 Department of Ecology's Stormwater Management Manual for Western Washington was adopted by the City in February 2007. Applicants must submit a drainage plan. The level of drainage plans varies depending on the complexity of the project. Copies of

the requirements are available at 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 40 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.cityofpt.us/planning-community-development/page/inspection-and-permitting-portal](http://www.cityofpt.us/planning-community-development/page/inspection-and-permitting-portal)

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

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

foundation to roof) and elevations may also be required. All building plan review fees are collected at the time of application. **Jefferson County** requires 100% payment of the building permit application at intake.

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

Per the International Building Code and Intentional Residential Code, a Building Permit Application may expire during the plan review process and may also expire once the permit is issued. Expiration of plan review: When a permit has not been issued within 180 days following the date of application for want of information from the applicant, the application and plan review expire. However, the code authorizes the Building Official to extend this time for one additional 90-day period when it is determined that circumstances beyond the control of the applicant prevented action to secure the permit.

### Expiration of the Building Permit:

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

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

### Building Permit Fees

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

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

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

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

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

## The package of plans must include:

### Plot Plan

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

### Foundation Plan

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

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

### Wall Section

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

### Exterior Elevations

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

### Energy/Ventilation

For processing of applications under the 2018 Washington State Energy Code (WSEC) and 2018 International Residential Code (IRC), it is important that submittals also include:

- location and size (cfm) of whole house ventilation fan and controls
- location and size (cfm) of all other exhaust fans
- all exhaust duct runs and their points of termination
- type and location of all outside air inlets
- termination point of appliance vents
- floor area
- type of heat
- windows and doors, brand names, class, type, U-values
- all insulation R-values in walls, floor, ceiling and slab

### Water and Wastewater

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

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

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

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

If the nature of the work is such that some of the required plans, calculations or construction inspection requirements are not necessary, the building official may waive those requirements.

## CHAPTER 5: Inspections

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

### 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 shear walls require inspection prior to cover.
8. Framing, mechanical and plumbing (done at same time with roof completed, and windows and doors installed. Inspector will access crawlspace at framing inspection to verify integrity of floor and wall framing after plumbing

and mechanical work is "roughed in.") Electrical inspection required prior to framing inspection. (Electrical inspections are made by the Washington State Department of Labor and Industries; call 360-417-2700 in Sequim). Air-seal of utility penetration. Shear walls and hold downs.

9. Airseal
10. Masonry chimney
11. Insulation
12. Drywall nailing
13. Public Works Final
14. Planning Final
15. Building Final / C of O

### Jefferson County:

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



## Considering Application for a Jefferson County Building Permit?

### New this year is the 2023 Site Development Review (SDR) & Legal Lot of Record (LLOR) Determination

Please see page 39 for more information

### 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 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.

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.cityoftpt.us](http://www.cityoftpt.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. A certificate of occupancy is optional for single-family houses and is issued only upon request. Jefferson County automatically issues a C of O for occupiable space.

## CHAPTER 7: Smoke Detectors

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

### Carbon Monoxide Alarms

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

### Heat Detectors

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

### Where required in existing dwellings

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

## CHAPTER 8: Washington State Energy Code

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

WSEC compliance must be included with an application for a building permit. With few exceptions, all new construction of heated

space, including remodels and additions, must meet energy code standards; this applies to both residential and commercial projects.

### Alternatives

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

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

### Additions and Remodels

Residential remodels and additions must comply with the 2018 WSEC.

### Mechanical Ventilation

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

1. **Source Specific Ventilation:** A mechanical ventilation system which removes stale air from rooms where excess water vapor or cooking odor is produced (such as bathrooms, kitchens, laundry rooms, spas, or similar uses) provides source specific ventilation.
2. **Whole House Ventilation:** To provide good air quality in other rooms, or whole house ventilation, the system must:
  - Remove stale air from the bedrooms and other living spaces;
  - Distribute sufficient outdoor air to all habitable rooms
 IRC defines "habitable" space as that used for "living, eating, sleeping, or cooking." Bathrooms, closets, or hallways are not habitable rooms.

### Energy Inspections

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

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

1. **Inadequate vapor retarder.** The WSEC requires a vapor retarder be installed between the inside wall covering (sheet rock, etc.) and the insulation. Typically, this is accomplished with kraft-faced batt insulation 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 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 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 can be found on the City website home page (<https://cityofpt.us/citycouncil/page/city-plans>) A pre-application conference may be required for projects requiring a shoreline permit. **Jefferson County** adopted its new SMP in 2014, and is undergoing a periodic review and update to conclude later 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

## 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, currently at a rate of \$96/hour.

City Engineer Staff Review of land use projects are billed at the current rate of \$96/hour. Applicants may request an estimate of the review fee.

Customer Assistance Meetings (CAMs) incur a current rate of \$192 fee for two hours of staff time; the current rate of \$96/hour. One half of the current rate base fee (\$96) may be credited to a subsequent, associated pre-application/ land use application if submitted within the 12 months of the CAM.

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

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



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

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

# CHAPTER 13: State Environmental Policy Act

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

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

Generally speaking, the SEPA process

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

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

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

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

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

If the City/County determines that a

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

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

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 \$192 for the property owner (or potential purchaser or business with the property owner's permission). It is designed to assist a potential applicant through the development process by addressing general regulatory circumstances affecting a specific property. The information is presented orally, is general in nature and is based on the information provided by the applicant and on current City codes. A \$96 per hour fee will be charged for over two hours of staff time (including time to research the applicant's questions). One half of the \$192 base fee (\$96) may be credited to a subsequent associated pre-application if submitted within 12 months of the CAM. Meetings, either in person or by phone for those not able to attend the meeting, typically last a half-hour. A CAM is often the precursor to more formal preapplication meeting or technical conference.
2. A "Pre-Application Conference" is typically \$288 but for major projects \$480 is charged, plus \$96 per additional staff hour (depending on the proposal) provides a written report including planning, building and general public works information pertinent to a specific development proposal. The purpose of a pre-application conference is to acquaint the applicant with the requirements of the Port Townsend Municipal Code and to allow an exchange of information and ideas based upon the applicant's preliminary sketch of the proposal. Issues commonly addressed at a pre-application conference include zoning requirements, the provision of utilities, street, access and frontage requirements, permitted uses, the permitting and construction process, timing, City fees and submittal requirements.
3. A "Technical Conference" (\$480, plus \$96 per hour over five hours of staff time) is designed to provide the prospective home builder or developer with a preliminary estimate of potential development requirements for a specific site. The completed application will be evaluated by the Public Works Department in concert with other departments of the City as appropriate. The technical conference provides public works requirements that remain valid for one year from the date of review. The technical conference is strongly

encouraged and may be required by the public works director when streets and/or infrastructure is to be extended.

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

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

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

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

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

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

**Long subdivision or long plat:** This is the

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

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

Subdivision review involves a two step process: preliminary and final. The preliminary plat presents information that allows for a detailed review of the project. The preliminary plat process takes up to 120 days from a determination of complete application. The final plat is designed to assure that all the conditions and improvements specified during preliminary approval are implemented. The applicant chooses when to complete the subdivision and present it for final plat approval; however, preliminary plats are only valid for a limited time period as specified under State law.

## CHAPTER 15: Easements

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

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

Easements may be created by a written

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

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

## CHAPTER 16: Jefferson County

Special Considerations for **Jefferson County** Projects:

### Address Numbering

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

### Floodplains

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

## Service Fees - Jefferson County

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

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

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



**Jefferson County** Code(JCC) or community plans.

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

## CHAPTER 17: Port Townsend

### Lots of Record (PTMC 18.18)

#### This process is required:

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

### Letter to the Assessor

When multiple lots of record that are under one (or more) tax parcel number are proposed to be divided for the purposes of sale, trade or transfer, and new, separate tax parcel number(s) are requested from the Jefferson County Assessor, the applicant can apply for a “letter to the Assessor” process. City staff will research the property and provide a letter to the Jefferson County Assessor’s office about whether the division of lots into separate tax parcels complies with the City’s subdivision code. The letter will contain basic information about current zoning, minimum lot size and the presence of any critical areas mapped on the property. A copy will be e-mailed to the property owner. The property owner must first pay any property taxes due to the Jefferson County Treasurer’s office and submit a signed letter confirming their quest. This process is not a substitute for the Lots of Record process. If you have multiple lots for sale, please contact the planning staff ahead of time if you wish to discuss development requirements.

### Description of Zoning Districts (PTMC Title 17)

Property in Port Townsend, as in most cities, is classified into zoning districts to preserve public safety, to protect property values, and to facilitate provision of public services. Basically, zoning in Port Townsend is a means to assure that nearby uses are compatible and that buildings are placed to reduce fire risks and to provide adequate open spaces for light and air. All land within the City

is divided into 21 zoning districts as shown on the official zoning map. These maps are found on the city website at [www.cityofpt.us](http://www.cityofpt.us). Click on “Departments”; Select “Public Works”; “City Maps.” The districts, purposes, uses and major restrictions areas follows:

### Residential Zoning Districts

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

### Permitted and Conditional Uses

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

All use tables are within PTMC Title 17 Zoning online at: [http://www.codepublishing.com/wa/port\\_townsend.html](http://www.codepublishing.com/wa/port_townsend.html).

### Overlay Districts

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

The Special Height Overlay District extends from the waterline to the bluff in the historic commercial downtown area. Height limits vary from 25 to 50 feet and are shown on the “Official Height Overlay Map,” available at PC.

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 retailers 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 (NHL) 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 NHL 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 NHL 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 NHL or outside, is also required. A map

showing designated historic homes within the NHL 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. It is a one-time fee, currently \$288. 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)

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 right-of-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 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 zone.

## Outbuildings

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

## Port Townsend Engineering Design Standards

The City of Port Townsend has adopted Engineering Design Standards (EDS), which identifies minimum requirements for development of water, sewer, stormwater, erosion control, and transportation improvements. The EDS contains text and drawings which should be referred to for all development projects in the City and within the City’s water service area. The EDS and the Port Townsend Municipal Code are available website. The EDS is available online through [www.cityoftp.us](http://www.cityoftp.us), then “City Hall,” “City

## 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.

Figure 1. Average Grade and Building Height

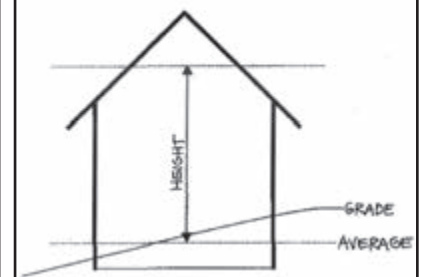
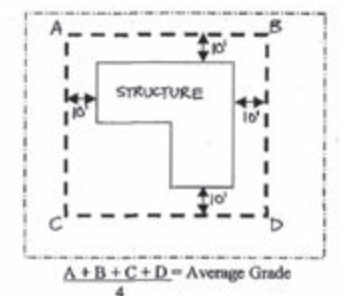


Figure 2. Calculating Average Grade



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



Plans." Contact staff at 360-379-5095 with specific questions regarding Engineering Design Standards.

### Unopened Streets and Alleys

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

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

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

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

1. Does not interfere with streetside parking or pedestrian traffic within 8 feet of the edge of any street. In this area, only grass or similar ground cover is appropriate. The concern is that owners should not be allowed to landscape to the point that street parking is moved in front of someone else's property.
2. Does not interfere with sight lines at intersections, or otherwise present a

hazard.

3. Generally consists of low plantings, and does not serve as a "living fence," solid hedge or screen to prevent passersby from viewing structures on private property. Plantings or features that do not meet this standard would have the effect of privatizing the public space. (Owners who desire privacy would erect fencing or plant landscaping on their private property and not in the ROW.)
4. May consist of landscape features (wood, rocks) that are consistent with these standards.

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

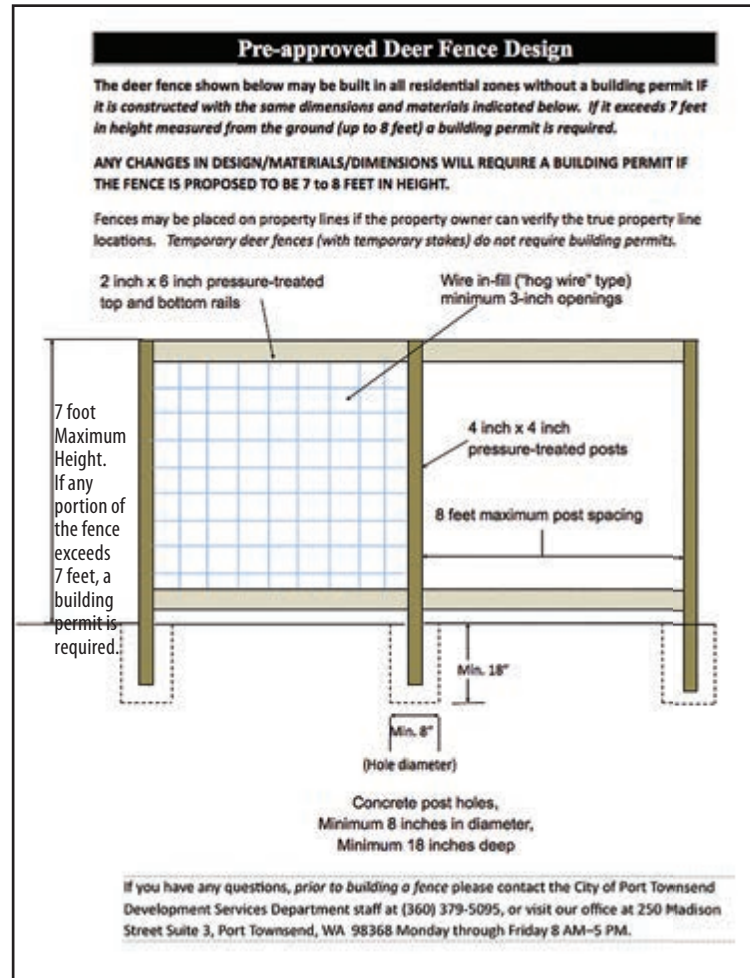
Planting of trees in the ROW area requires a no fee permit (to allow the Public Works Department to make sure the tree is appropriate for the location giving regard to effect on utilities and views). No trees may be cut in the ROW without City approval.

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

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

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

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



### Parking (PTMC 17.72)

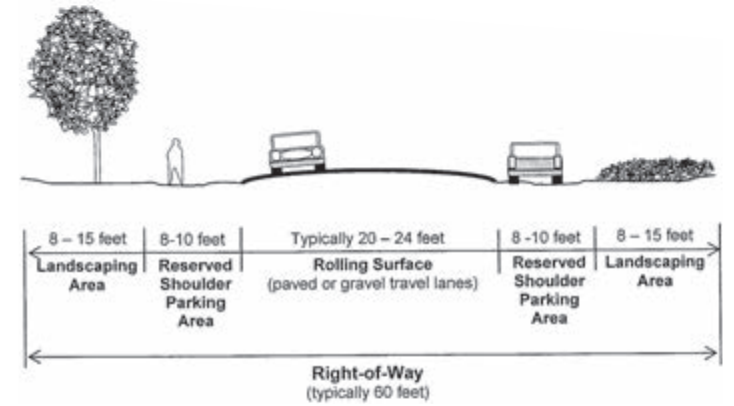
Chapter 17.72 provides off-street parking requirements applicable to new development and redevelopment within the City of Port Townsend. The parking code is intended: to implement Comprehensive Plan parking management policies and strike a more appropriate balance between providing parking for automobiles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

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

The off-street parking requirements apply

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

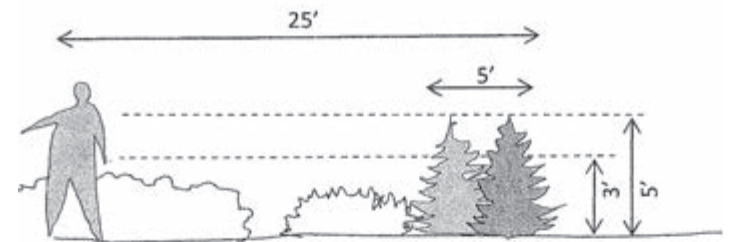
Low landscaping (shrubs, plants, grasses)



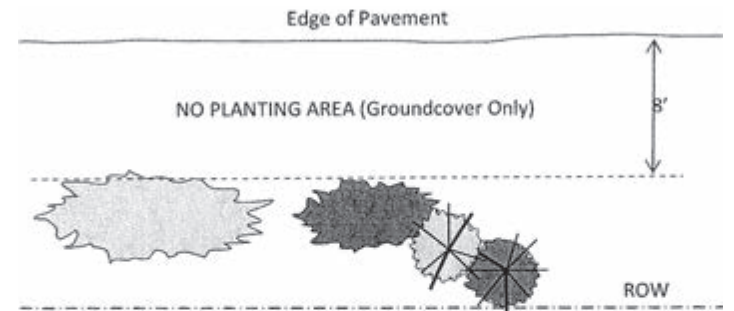
Trees allowed with permission of Public Works

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.

to all new development and redevelopment within Port Townsend, with the following exceptions:

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

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

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

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

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

In cases where the City Council anticipates development may cause parking congestion, requirements in addition to those cited in PTMC Section 17.72 may be imposed pursuant to a conditional use permit or environmental determination. Be sure to check with the 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 \$200 for each agreement to set up, collect and distribute the funds over the life of the agreement. The City also collects recording fees from the applicant for the finalized latecomer document, which is recorded at the Jefferson County Auditor's office.

## Port Townsend Sign Code (PTMC 17.76)

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

With few exceptions, a sign permit must be issued by the city before a sign may be erected. For signs located within the National Landmark Historic District, sign designs must be reviewed for compliance with the Historic Preservation guidelines prior to issuance (see "Design Review" earlier in this chapter, page 36). The Historic Preservation Committee (HPC) has adopted approved fonts and colors. Logo colors and fonts may be allowed. If they're used on the sign, 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.

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

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

Sandwich board signs are only allowed on Water Street or Lawrence Street if the business located within the National Historic Landmark District does not have a street window display fronting on Water Street or Lawrence Street. Sandwich boards are therefore allowed for Historic District businesses on upper stories, in lower levels,

behind other businesses and not located on Water Street or Lawrence Street. This is the original purpose of sandwich board signs, which is to provide advertising for businesses not located on these main streets. Sandwich boards need up-to-date liability insurance, proper construction and maintenance, and HPC and sign permit approval.

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

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

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

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

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

Thank you for doing your part to reduce

sign clutter by promptly removing all signs after your sale. PTMC 17.76.070 L. prohibits "Signs attached to utility poles or traffic signs." This includes garage sales, announcements, advertising, etc.

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

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

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

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

Permit applications and copies of the sign code are available at the 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 is required by the City of Port Townsend for anyone who operates out of a temporary structure on private property adjacent to a public right of way. The business must be operated only in the assigned location; no mobile vending is permitted.

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

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

## 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 of minor variance in PTMC 17.08, a minor variance would permit one of the following:

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

Citizens are given a 20-day comment period before the final decision is made by the 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.

## Rezones

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

## Appeals

In order to streamline the permit process, the City Council has delegated several

permitting decisions to the Planning and Community Development Department (PCD) Director. Examples are: environmental determinations; sensitive 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 Port Townsend Municipal Code Chapter 20.01.

## Tree Cutting In Port Townsend

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

The ordinance includes exemptions for certain tree cutting activities including:

- Any tree cutting on lots zoned residential (R-I, R-II, R-III, R-IV) that are 40,000 square feet or less in size and also contain an existing single-family residence;
- Limited tree cutting on lots zoned residential that are greater than 40,000 square feet in size and also contain an existing single-family residence;
- The removal of four trees defined as "hazard trees" (documentation from a qualified tree professional may be required) unless there is a critical area onsite. The removal of trees associated with an approved building permit or other project permit issued by 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 to make long range plans. The goals of the GMA include orderly provision of services to urban areas, protection of natural resources, affordable housing, directing growth into suitable areas, and other goals that improve the quality of life. Local jurisdictions develop their own plans that address these goals, and must at a minimum address land use, housing, transportation, capital facilities, and utilities. Port Townsend and Jefferson County coordinate planning decisions through a framework of County-wide Planning Policies that have been jointly adopted.

### Comprehensive Plan

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

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

1. How much population and job growth should occur, and where it should be located
2. What type of transportation, utilities and public facilities are needed to serve the future population and employment base
3. Where people will live and what type of housing they will need

4. How much it will cost to provide the necessary utilities and public facilities to carry out the community's vision. The City's Comprehensive Plan was originally adopted in 1996. The City has undertaken numerous amendments to the Plan in an effort to ensure it remains consistent with the GMA, as well as emerging community trends. The Plan includes maps showing new land use categories for different uses, as well as goals and policies to guide local officials and the public in figuring out how Port Townsend will look, grow, and function in the future.

The process for amending the Comprehensive Plan, including amendments to the land use/zoning map, is lengthy and there is no guarantee that the proposal will be approved. There are two types of amendments, suggested and formal. Suggested amendments broadly apply to the goals, policies and implementing strategies of the comprehensive plan. The City periodically accepts applications

for suggested amendments. A number of suggested amendments were recently adopted as part of the 2016 update process. Suggested amendments will not be considered in 2018.

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

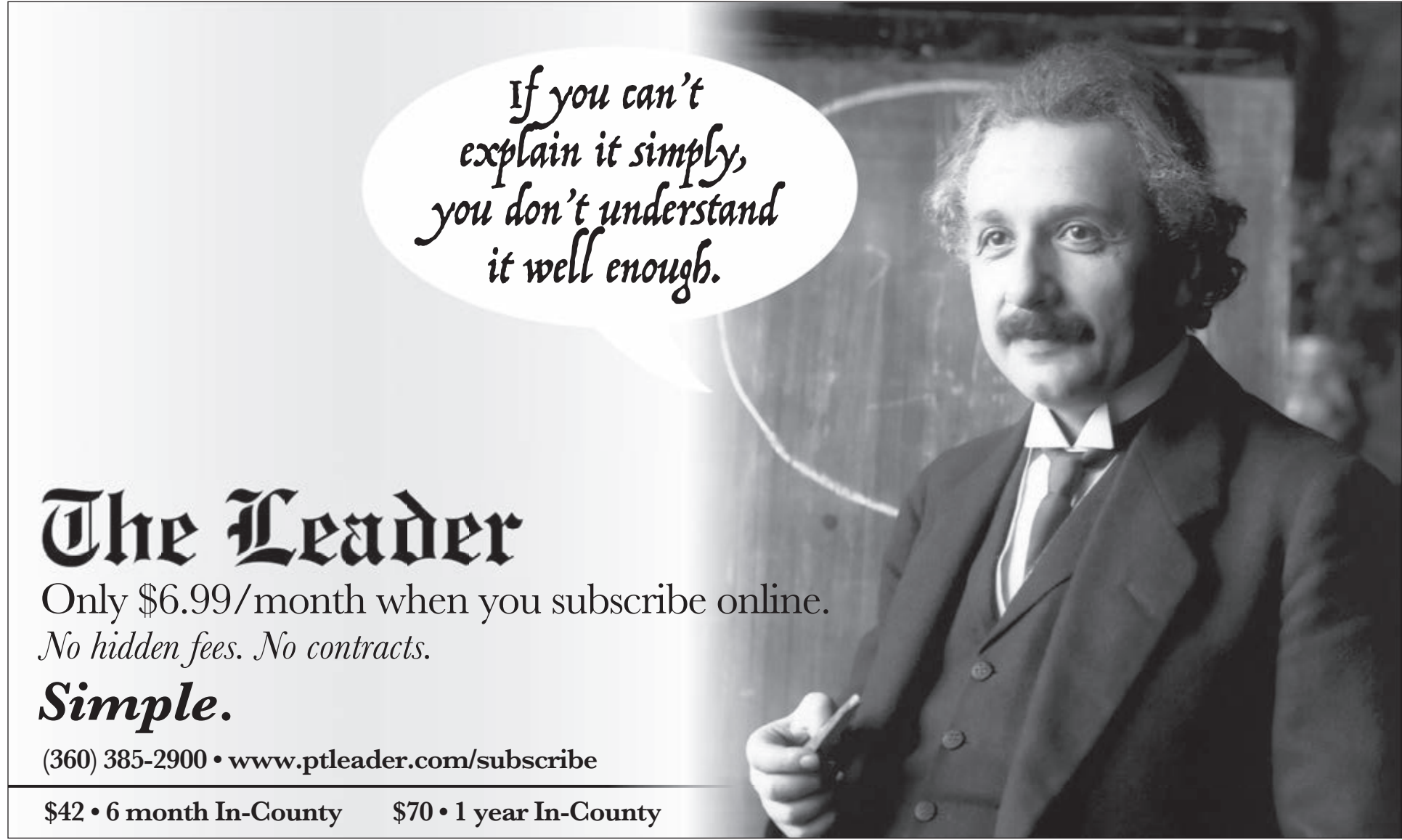
To find out more about the process for changing the Comprehensive Plan, please contact the Development Services Department 360-379-5095.

### Urban Growth Areas (UGAs)

The GMA also requires that the County and City work together to accommodate a share of the State's population growth. In practical terms, this means that the County and City must decide how and where they will accommodate the population growth forecast to occur over the next 20 years. Population

forecasts were revised in 2015 to reflect current population trends in the county.

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



*If you can't  
explain it simply,  
you don't understand  
it well enough.*

## The Leader

Only \$6.99/month when you subscribe online.

*No hidden fees. No contracts.*

**Simple.**

(360) 385-2900 • [www.ptleader.com/subscribe](http://www.ptleader.com/subscribe)

\$42 • 6 month In-County

\$70 • 1 year In-County

# 2023 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. What is the cost of SDR and LLOR Determination?

The base fee for a complete SDR is \$428, which includes \$321 (3 hrs.) for Buildability Analysis and \$107 (1 hr.) for LLOR Determination. Please note that if additional information, additional review time, and/or a site visit is required, additional fees will be invoiced at the rate of \$107 per hour. See the 2023 land use fee schedule for greater detail.

### 4. 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.

- A related challenge is that we have had significant staff turnover over the past few years. When new people are onboarded, there is considerable energy put towards training and a large volume of material for new staff to learn in order to be proficient. We have three new members on the SDR review team who have started in the last three months; another starts on 2/1/2023.
- Generally, applications are reviewed on a first-come, first-serve basis. 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.
- DCD, Environmental Public Health (EPH), and Department of Public Works (DPW) are in the middle of a transition from one software platform (Tidemark) to another (EnerGov). While we anticipate system improvements, the transition requires staff attention, and there are start-up issues to resolve. We're doing all we can to make the transition as smooth as possible.
- All that said, the general estimate for typical applications moved from 8-10 weeks to 10-12 weeks in 2022. That 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.

### 5. 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.

### 6. 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).

### 7. 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.

### 8. 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?

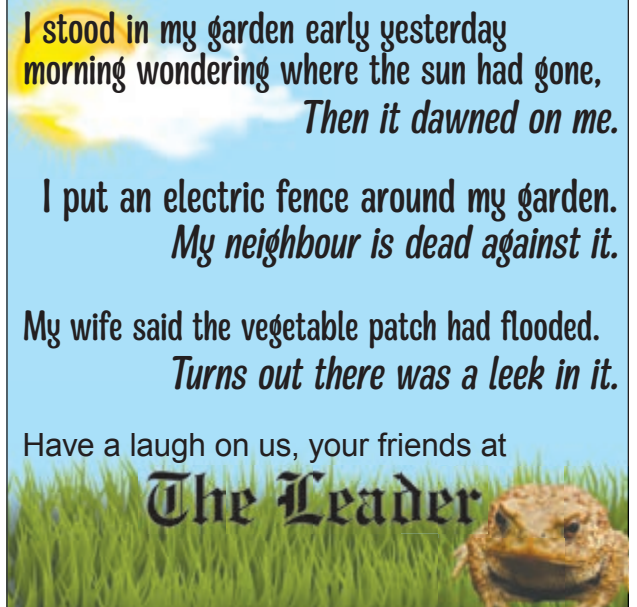
This is a case- and site-specific question. Some barns on designated Agricultural Lands may not require a building permit. However, if the barn is proposed to be sited within a critical area or its buffer or within shoreline jurisdiction under the state Shoreline Management Act, SDR would be required.

### 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.





BACK WALL TRIM: WALLS: Jute AF-80 Aura®, Matte; DOOR: Black 2132-10 Aura Exterior, Satin

# REFRESH your colors.

Visit us to ensure you get the product that is right for your project.



**POULSBO**  
20530 Viking Way NW  
**360.779-6995**

**BAINBRIDGE ISLAND**  
937 Hildebrand Lane  
**206.842-2227**

**PORT TOWNSEND**  
315 Decatur Street  
**360.379-8025**

**GIG HARBOR**  
5500 Olympic Drive NW  
**253.858.6362**

**BREMERTON**  
5373 Auto Center Way  
**360.373.5999**



**Benjamin Moore®**

Visit [benjaminmoore.com](https://www.benjaminmoore.com)

© 2022 Benjamin Moore & Co., and the triangle "M" symbol are registered trademarks and Paint like no other are trademarks licensed to Benjamin Moore & Co.



FIRST LARGE CENTER ISLAND  
IN OUR KITCHEN



FIRST REMODEL IN  
OUR NEW HOUSE



FIRST DAY WORKING IN  
MY NEW HOME OFFICE

# Fund your dream home projects!

First Fed offers a variety of financing options for all your home renovation needs. View current cash-out refi rates by scanning the code.



**Get a custom quote today!**



ourfirstfed.com | 800.800.1577  
Member FDIC | Equal Housing Lender

