

AGENDA PLANNING COMMISSION July 11, 2024

Hybrid Meeting In-person and via Zoom



Members of the public who wish to participate in this meeting may do so either in person or remotely via video conferencing by following this link:

<https://us02web.zoom.us/j/86835256115?pwd=Nm9RVGdDYWpGd3ZEdlIHRmREb0V0dz09>

Meeting ID: 868 3525 6115
347244

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAACoordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
PLANNING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, July 11, 2024
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
 - 1.A a. Planning Commission
 - b. Affordable Housing Commission
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A Planning Commission May 9, 2024
- 4. New Business**
 - 4.A Overview of proposed code changes to middle housing
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Request for commissioner volunteers for the 2026 Comprehensive Plan Steering Committee
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Ellensburg Planning Commission, contact Planning Manager, Jeremy Johnston, at 509-962-7232.

The Contents of this agenda have been photocopied on recycled paper.

Proposed Land Development Code Changes – Housing 2024

Table of Contents

15.310.040 - Use tables.	1
15.540.030 - Duplex design standards.	3
15.540.050 - Cottage housing design standards.	4
15.540.060 - Townhouse Design Standards.	9
15.550.040 - Computation of required off-street parking spaces.	12

15.310.040- Use tables.

Table [15.310.040](#)
Residential-Based Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
RESIDENTIAL, GENERAL															
Dwelling, single-family * (ECC 15.540.020)	P	P	P		P										P
Dwelling, cottage * (ECC 15.540.050)	P	P	P		P									A ⁶	
Dwelling, duplex * (ECC 15.540.030)	P ²	P ²	P		P			P ²	P ²		<u>P</u>	<u>P</u>		A ⁶	
Dwelling, townhouse * (ECC 15.540.060)	P ²	P ²	P	P	P	P ³		P ²	P ²		P	P		A ⁶	
Dwelling, multifamily *	P ^{1,5}	P ^{1,5}	P	P	P	P ³	C	P ²	P ²		P	P		A ⁶	

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
(Division V of this title)															
Dwelling, live-work *	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P		P ⁷	P ⁷		P	P			
Manufactured home park * (ECC 15.340.040)	C	C	C	P	C									A ⁶	P
GROUP RESIDENCES															
Boarding houses, lodging houses		C	P	P	C			P ⁷	P ⁷		P	P		A ⁶	
Adult family home *	P	P	P	P	P	P		P ⁷	P ⁷		P	P		A ⁶	
Community residential facility *			C	C	C	C		P ⁷	P ⁷		P	P		P/A ⁶	
Senior citizen assisted housing *			P	P	P	P		P ⁷	P ⁷		P	P		A ⁶	
RESIDENTIAL ACCESSORY USES															
Accessory dwelling unit * (ECC 15.540.040)	P	P	P	P	P			P ⁷	P ⁷						
Home occupations * (ECC 15.340.020)	P	P	P	P	P	P	P	P ⁷	P ⁷	P	P	P	P	P ⁶	P

Development conditions:

1. Subject use may be permitted subject to density bonus incentives set forth in table [15.320.030](#) and [chapter 15.330](#) ECC.

~~2. Duplexes and townhomes are permitted in the R-L and R-S zones on infill lots (preexisting legal lots of record as of December 31, 2021) notwithstanding the maximum density limits in table [15.320.030](#). For lots recorded after this date, duplexes and townhomes are permitted in the R-L and R-S zones but must meet the density requirements of ECC [15.320.030](#).~~

3. Residential uses are permitted in the C-N zone provided nonresidential uses occupy the ground floor of all buildings fronting on the street. For example, residential uses could be on upper levels of buildings fronting on the street or, for deep lots, subject residential uses may occupy any buildings away from the street and behind the buildings that front onto the street.

4. Nonresidential uses may be permitted within live-work dwellings subject to the permitted uses in the underlying zoning district.

5. Multifamily dwelling units shall not be located adjacent to existing single-family dwellings, except where such uses were approved on an individual plat.

6. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use (see ECC [15.310.050](#)).

~~7. Except for lobbies or similar entrances, all permitted residential uses in the C-C and C-C II zones are prohibited within 30 feet of the sidewalk on the ground floor of properties fronting on storefront streets per ECC [15.510.050](#)(E).~~

15.540.030- Duplex design standards.

A. *Purpose.* Duplexes should be designed similar in nature to single-family dwellings and shall feature a visible entry and windows facing the street. The visibility of driveways and garages should be minimized and sufficient private open space should be provided.

B. *Design provisions.* Specifically, duplexes shall comply with the single-family design provisions set forth in ECC 15.540.020 with the following exceptions and additional provisions:

1. Duplexes may include a 24-foot-wide shared driveway or two 12-foot driveways on opposite ends of the lot;
2. Tandem parking to accommodate two-car garages may be used for duplex structures pursuant to ECC [15.550.040](#)(A); and
3. Separate covered entries for each unit are required (applicable to new buildings only);
4. ~~Duplexes on corner lots shall place pedestrian entries on opposite streets (applicable to new buildings only); and~~

5. Duplexes shall use articulated roof forms to help break up the massing of buildings and distinguish individual units. Duplexes on corner lots may be exceptions, where it is often desirable for a duplex to appear as one dwelling unit (but with entries on opposite streets).

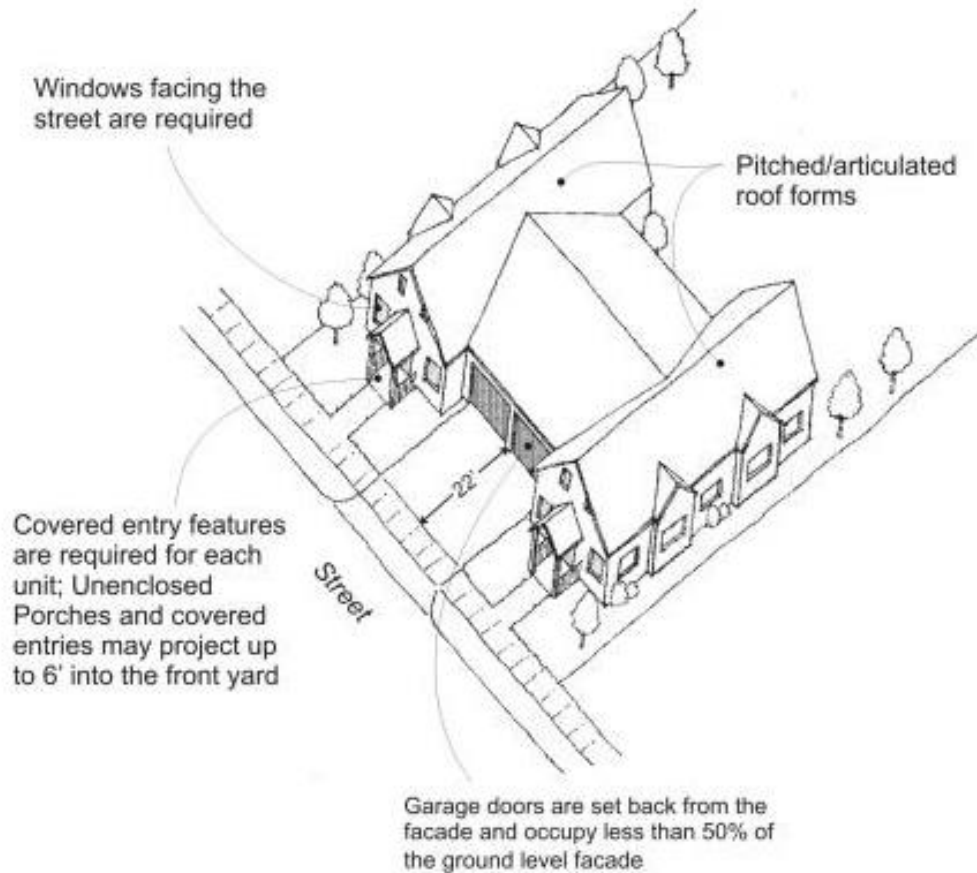


Figure 15.540.030. Diagram illustrating duplex design provisions.

(Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. 02), 2013)

15.540.050- Cottage housing design standards.

A. Purpose.

1. To provide an opportunity for small, detached housing types clustered around a common open space;
2. To ensure that cottage developments contribute to the overall character of residential areas;
3. To provide for centrally located and functional common open space that fosters a sense of community;
4. To provide for semi-private area around individual cottages to enable diversity in landscape design and foster a sense of ownership;

5. To minimize visual impacts of parking areas on the street and adjacent properties and the visual setting for the development; and
6. To promote conservation of resources by providing for clusters of small dwelling units on a property.

B. *Description.* Cottage housing refers to clusters of small detached dwelling units arranged around a common open space.

C. *Lot configuration.* Cottages may be configured as condominiums or fee-simple lots provided they meet the standards herein.

D. *Density calculation bonus.* Due to the smaller relative size of cottage units, each cottage shall be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units.

E. *Dimensional standards.*

Table [15.540.050](#)
Dimensional Standards for Cottages

Standard	Requirement
Maximum floor area	1,200 1,500 SF
Minimum common space (see subsection (I) of this section for more info)	300 400 SF/unit
Minimum private open space (see subsection (J) of this section for more info)	200 SF/unit
Maximum height for cottages	26 ft. (all parts of the roof above 18 ft. shall be pitched with a minimum roof slope of 6:12)
Maximum height for accessory structures of cottages	18 24 ft.
Setbacks (to exterior property lines)	See ECC 15.320.030
Minimum distance between structures (including accessory structures)	10 ft.
Minimum parking spaces per cottage	See table 15.550.040 (A)

F. *Units in each cluster.* Cottage housing developments shall contain a minimum of four and a maximum of 12 cottages located in a cluster to encourage a sense of community among the residents. A development site may contain more than one cottage housing development.

G. ~~Transparency Windows on the street.~~ - Transparent windows and/or doors are required on at least ~~ten~~ eight percent of the facades (all vertical surfaces) of all cottages facing the street and common open space. ~~For facades facing north, at least eight percent of the facade shall include transparent windows or doors.~~ Departures will be considered pursuant to ECC [15.210.060](#) for cottages where that standard applies to two or more facades, provided the design meets the purpose of the standards.

H. *Parking and driveway location and design.*

1. Parking shall be located on the same property as the cottage development;
2. Where lots abut an alley, the garage or off-street parking area is encouraged to take access from the alley;
3. ~~Parking areas shall be located to the side or rear of cottage clusters and not between the street and cottages.~~ Parking is prohibited in the front and interior setback areas;
4. ~~Parking and vehicular areas shall be screened from public street and adjacent residential uses by landscaping or architectural screens. For parking lots adjacent to the street, at least ten feet of Type C landscaping (see ECC [15.570.040\(C\)](#)) shall be provided between the sidewalk and the parking area. For parking lots along adjacent residential uses, at least five feet of Type A, B, or C landscaping (see ECC [15.570.040](#)) shall be required. The city will consider alternative landscaping techniques provided they effectively mitigate views into the parking area from the street or adjacent residential uses and enhance the visual setting for the development; Streetscape Design must be provided consistent with relevant standards in ECC 15.410.~~
5. ~~Parking shall be located in clusters of not more than five adjoining uncovered spaces (except where adjacent to an alley). Departures will be considered pursuant to ECC [15.210.060](#) provided alternative configurations improve the visual setting for development;~~
6. Garages may be attached to individual cottages provided all other standards herein are met. ~~and the footprint of the ground floor, including garage, does not exceed 1,000 square feet.~~ Such garages shall be located away from the common open spaces; and
7. No more than one driveway per cottage cluster shall be permitted, except where clusters front onto more than one street.

I. *Common open space requirements.*

1. ~~Open space shall abut at least 50 percent of the cottages in a cottage housing development;~~
2. Open space shall have cottages abutting on at least two sides;
3. Where possible, cottages shall be oriented around ~~and have the main entry from the common open space;~~
4. Where possible, cottages shall be within 60 feet walking distance of the common open space; and
5. Open space shall include at least one courtyard, plaza, garden, or other central open space, with access to all units. The minimum dimensions of this open space are 15 feet by 15 ~~20~~ feet. Open space of at least 300 square feet per cottage is required.

J. *Required private open space.* ~~Private open space shall be required adjacent to each dwelling unit for the exclusive use of the cottage resident(s). The space shall be usable (not on a steep slope) and oriented toward the common open space as much as possible, with no dimension less than ten feet.~~

~~K. Porches. Cottage facades facing the common open space or common pathway shall feature a roofed porch at least 80 square feet in size with a minimum dimension of eight feet on any side.~~

L. *Covered entry and visual interest.* Cottages located facing a public street shall provide:

1. A covered entry feature (with a minimum dimension of three ~~six~~ feet by three ~~six~~ feet) ~~visible from the street;~~
2. At least ten feet of landscaped open space between the residence and the street; ~~and~~
3. ~~At least two architectural details, such as:~~
 - a. ~~Decorative lighting;~~
 - b. ~~Decorative trim;~~
 - c. ~~Special door;~~
 - d. ~~Trellis or decorative building element; and/or~~
 - e. ~~Bay window.~~

~~Alternative design treatments will be considered as departures pursuant to ECC [15.210.060](#) provided the design treatments provide visual interest to the pedestrian.~~

M. *Character and diversity.* Cottages and accessory buildings within a particular cluster shall be designed within the same "family" of architectural styles. Examples of elements include:

1. Similar building/roof form and pitch;
2. Similar siding materials;
3. Similar porch detailing; and/or
4. Similar window trim.

A diversity of cottages can be achieved within a "family" of styles by:

1. Alternating porch styles (such as roof forms);
2. Alternating siding details on facades and/or roof gables; and/or
3. Different siding color.

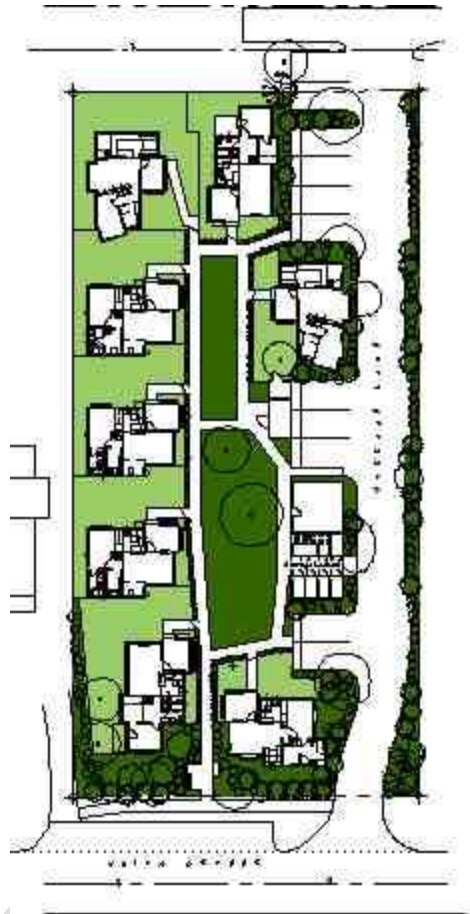


Figure 15.540.050(M)(1). ~~Typical~~ Sample cottage housing layouts.



Figure 15.540.050(M)(2). Cottage housing examples.

~~N. *Energy efficiency.* Cottages and accessory buildings are subject to energy efficiency guidelines and standards set forth in ECC [15.530.070](#).~~ (Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. 02), 2013)

15.540.060 - Townhouse Design Standards.

A. *Purpose.*

1. To ensure that townhouse developments enhance the pedestrian-oriented character of downtown streets;
2. To provide adequate open space for townhouse developments;
3. To reduce the impact of garages and driveways on the pedestrian environment;
4. To reduce the apparent bulk and scale of townhouse buildings compatible with adjacent uses; and
5. To promote architectural variety that adds visual interest to the neighborhood.



Figure 15.540.060(A). Desirable townhouse example. With units fronting on the street and garages placed to the rear accessible from an alley or shared driveway.

B. *Entries.*

1. Townhouses fronting on a street must all have individual ground-related entries accessible from the street. Configurations where enclosed rear yards back up to a street are prohibited;
2. Separate covered entries at least three feet deep are required for all dwelling units;
3. For sites without alleys or other rear vehicular access, new buildings are encouraged to ~~must~~ emphasize individual pedestrian entrances over private garages to the extent possible by ~~using both of the following measures:~~ enhance ~~enhancing~~ entries with a trellis, small porch, or other architectural features that provide cover for a person entering the unit and a transitional space between outside and inside the dwelling; ~~and~~
 - a. ~~Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet.~~
 - b. ~~Provide a combination of shrubs or groundcover and a tree (refer to city arborist or street tree list if available); and~~
4. ~~Planting strips with no dimension less than four feet are required adjacent to the primary entry of all dwelling units. This includes townhouses located to the rear of lots off an alley or private internal drive.~~

C. *Garages and driveways.*

1. Where lots abut an alley, the garage or off-street parking area should take access from the alley.
2. For lots without alleys, individual driveways off of the street are prohibited (shared driveways are required).
3. Garages facing a public street are prohibited.
4. Internal drive aisle standards.
 - a. Must meet minimum fire code widths;
 - b. Minimum building separation along uncovered internal drive aisles shall be 25 feet. The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and to provide adequate light and air on both sides of the dwelling units and drive aisles, which often function as usable open space for residents; and
 - c. Upper level building projections over drive aisles are limited to three feet, and must comply with provisions in subsection (C)(4)(b) of this section.



[remove photos]

~~Figure 15.540.060(C). Good and bad examples of garage/entry configurations. The left example features a landscaped area and a trellis to highlight the entry. In the middle image, the balconies and landscaped areas deemphasize the garage. In the right image, the lack of landscaping is a glaring omission.~~

- D. Open space. Townhouse residential units shall provide open space at least equal to ten percent of the building living space, not counting automobile storage. The required open space may be provided by one or more of the following ways:
1. Usable private open space that is directly adjacent and accessible to dwelling units. Such space shall have minimum dimensions of at least 12 feet on all sides and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc.;
 2. Common open space meeting the requirements of ECC 15.520.030(E)(1);
 3. Balconies, decks and/or front porches meeting the requirements of ECC 15.520.030(E)(2); and/or
 4. Community garden space meeting the requirements of ECC 15.520.030(E)(5).

E. *Building design.*

1. ~~*Townhouse articulation.*~~ Townhouse buildings shall comply with multifamily building articulation standards as set forth in ECC 15.530.030(D) except that the articulation intervals shall be no wider than the width of units in the building. Thus, if individual units are 15 feet wide, the building shall include at least three articulation features per ECC 15.530.030(D) for all facades facing a street, common open space, and common parking areas at intervals no greater than 15 feet.
2. ~~*Repetition with variety.*~~ (See Figures 15.540.060(E)(2) and 15.540.060(E)(3).) Townhouse developments shall employ one or more of the following "repetition with variety" guidelines:
 - a. ~~Reversing the elevation of two out of four dwellings for townhouses;~~
 - b. ~~Providing different building elevations for external townhouse units (versus internal units) by changing the roofline, articulation, windows, and/or building modulation patterns;~~
 - c. ~~Adding a different dwelling design or different scale of the same design, such as adding a one-story version of the basic dwelling design where two stories are typical (or a two-story design where three stories are typical); and/or~~
 - d. ~~Other design treatments that add variety or provide special visual interest. While the variable use of color on buildings can be effective in reducing the perceived scale of the building and adding visual interest, color changes alone are not sufficient to meet the purpose of the guidelines.~~



Figure 15.540.060(E)(2). Acceptable townhouse configuration employing the repetition with variety concept.



Figure 15.540.060(E)(3). An acceptable townhouse building. Note the landscaped front yards and individual walkways and entries. The internal units each have distinct, but identical windows and roof forms. The outside unit is differentiated through the use of building materials, window design, unit size, and facade detailing.

Energy efficiency. Townhouses are subject to energy efficiency provisions set forth in ECC [15.530.070](#). (Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. 02), 2013)

15.550.040- Computation of required off-street parking spaces.

A. **Spaces required.** Except as modified in subsections below, off-street parking areas shall contain at a minimum the number of parking spaces as stipulated in the following table. Off-street parking ratios expressed as number of spaces per square foot means the usable or net square footage of floor area, exclusive of nonpublic areas. Nonpublic areas include but are not limited to building maintenance areas, storage areas, closets or restrooms. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the

nearest whole number with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Table [15.550.040\(A\)](#)
Computation of Required Off-Street Parking Spaces

Category of land use ¹	Minimum parking spaces required
RESIDENTIAL/LODGING	
Dwelling, single-family	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted for single-family units.
<u>1st</u> Accessory dwelling unit	None required
<u>2nd</u> Accessory dwelling unit	<u>1.0 per dwelling unit</u>
Apartment:	
Duplex	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted for duplex dwelling units.
Townhouse	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided
Studio units	1.2 per dwelling unit
Studio and 1-bedroom units in C-C zone outside of the downtown historic district	0.7 per dwelling unit
1-bedroom units	1.5 per dwelling unit

Category of land use ¹	Minimum parking spaces required
2-bedroom residential units and larger in C-C zone outside of the downtown historic district	0.7 per bedroom
2-bedroom units or larger	1.0 per bedroom
Cottage housing	1.5 <u>1.0</u> per dwelling unit
Senior housing	1.0 per dwelling unit (this may be reduced based on the characteristics of the use)
Adult family home	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted.
Senior citizen assisted housing	1.0 per 2 dwelling or sleeping units
Community residential facilities	1.0 per 2 bedrooms
Boarding houses, lodging houses	1.0 per bedroom
Hotel/motels (where restaurants and conference facilities are included, see standards for applicable use)	1.0 per guest room
Bed and breakfast guesthouse	1.0 per guest room, plus 2.0 per facility