

# INNOVATIVE HOUSING *Design Standards and Guidelines Review Checklist*



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*This checklist summarizes the design standards and guidelines that apply to Innovative (Cottage) Housing projects in the City of University Place. Project designers should use this checklist as a tool to ensure that all standards and guidelines are addressed by a proposal. City Staff will use this checklist to help determine compliance with the Innovative Housing design provisions. If you have any questions, please contact the Planning and Development Services Department at (253) 566-5656.*

**RETURN 5 COPIES OF THIS CHECKLIST WITH YOUR APPLICATION**

PROJECT NAME:

**COTTAGE PROJECTS**  
**Orientation of Dwelling Units**

	Yes	No	Comments
Dwellings within a cottage housing development should be oriented to promote a sense of community, both within the development, and with respect to the larger community, outside of the cottage project.			
Each dwelling unit shall have a primary entry and/or covered porch oriented to the common open space or pathway connecting to the common open space.			
Each dwelling unit abutting a public right-of-way (not including alleys) shall have an inviting façade, such as a primary or secondary entrance or porch, oriented to the public right-of-way. *If a dwelling unit abuts more than 1 public right-of-way, the City shall determine to which right-of-way the inviting façade shall be oriented.			
Each dwelling unit abutting a public right-of-way (not including alleys) shall incorporate façade modulation, windows, and roofline variations to avoid blank walls that orient to the public right-of-way.			

**Required Common Open Space**

	Yes	No	Comments
Common open space shall provide a sense of openness, visual relief, and community for cottage developments. The space must be located outside of critical areas and their buffers, and developed and maintained to provide for passive and/or active recreational activities for the residents of the development.			
Each area of common open space shall be in 1 contiguous and usable piece with a minimum dimension of 20 feet on all sides.			

Land located between dwelling units and an abutting right-of-way or access easement may not serve as required common open space, unless the area is reserved as a separate tract, and does not contain pathways leading to individual units or other elements that detract from its appearance and function as a shared space for all residents.			
Required common open space may be divided into no more than 2 separate areas per cottage cluster.			
Common open space shall be located in a centrally located area and be easily accessible, physically and visually, to all dwellings within the cottage cluster.			
Sight-obscuring privacy fences that discourage interaction between neighbors may not be located within required open space areas. If fences are used to enclose common open space, they shall have at least 50% visually permeable elements, such as pickets, cedar split rails, iron work, or trellis treatment, and shall not exceed 2 feet in height.			
Landscaping located in common open space areas shall be designed to allow for easy access and use of the space by all residents, and to facilitate maintenance needs. Existing mature trees should be retained in accordance with UPMC 19.65.			
Unless the shape or topography of the site precludes the ability to locate units adjacent to the common open space, the following standards must be met:			
a. The open space shall be located so that it will be surrounded by cottages or common buildings on at least 3 sides.			
b. At least 50 percent of the units in the development shall abut a common open space. A cottage is considered to "abut" an area of open space if there is no structure, road or critical area between the unit and the open space.			
Surface water management facilities shall be limited within common open space areas. Low Impact Development (LID) features are permitted, provided they do not adversely impact access to or use of the common open space for a variety of activities. Conventional storm water collection and conveyance tools, such as flow control and/or water quality vaults, are permitted if located underground.			

**Private Open Space**

	Yes	No	Comments
Each cottage unit shall have a covered porch with a minimum area of 64 square feet per unit and minimum dimension of 8 feet on all sides. Porches shall be associated with primary point of entry.			
Each carriage unit shall have a deck or balcony, oriented toward common open space.			

In addition to porches, at least 300 square feet of private, contiguous, usable open space adjacent to each individual dwelling unit shall be provided to contribute positively to the visual appearance of the development, promote diversity in planting materials, and utilize generally accepted good landscape design.			
The private open space shall be oriented toward the common open space to the extent possible and have no dimensions less than 10 feet.			
The private open space shall define private residences from common areas, trails, and parking areas.			
If fences are used to enclose private open space, they shall have at least 50% visually permeable elements through the use of pickets, cedar split rails, iron work, or trellis treatment, and shall not exceed 2 feet in height.			

**Community Buildings**

	Yes	No	Comments
At least 1 community building is required for each cottage development.			
Community buildings shall be at least 500 square feet on the main floor and shall have an architectural character similar to that of the dwelling units.			
Building height for community buildings shall not exceed the height standard for cottages.			
Outdoor patio space is encouraged to be provided in conjunction with community buildings.			
Community buildings must be located on the same site as the cottage housing development, and be commonly owned by the residents.			

**Shared Detached Garages and Surface Parking Design**

	Yes	No	Comments
Parking areas should be located so their visual presence is minimized and associated noise or other impacts are minimized, both within and outside the development. These areas should also maintain the single-family character along public streets.			
Shared detached garage structures may not exceed 4 single garage doors per building, or a total of 1,200 square feet. Carriage units are preferred above these garage structures.			
For shared detached garages, the design of the structure must be similar and compatible with that of the dwelling units within development. Garage doors shall be painted to match or minimize contrast with the building's body color in order to minimize their visual impact.			
Shared detached garage structures and surface parking areas must be screened from streets and adjacent residential uses by landscaping or architectural screening.			

Shared detached garage structures shall be reserved through a covenant for the parking of vehicles owned by the residents of the development. Storage of items which preclude the use of the parking spaces for vehicles is prohibited.			
Surface parking areas may not be located in clusters of more than 4 spaces. Clusters must be separated by distance of at least 20 feet.			
Carports are not permitted.			

**Low Impact Development**

	Yes	No	Comments
The proposed site design shall incorporate the use of low impact development (LID) strategies to meet storm water management standards. LID is a set of techniques that mimic natural watershed hydrology by slowing, evaporating/transpiring, and filtering water, which allows water to soak into the ground closer to its source. The design should seek to meet the following objectives:			
a. Preserve natural hydrology.			
b. Reduce impervious surfaces.			
c. Treat storm water in numerous small, decentralized structures.			
d. Use natural topography for drainage and storage areas.			
e. Preserve a portion of the site in undisturbed and/or natural conditions.			
f. Reduce the use of piped systems. Whenever possible, site design should use multifunctional open drainage systems such as vegetated swales or filter strips which also help to fulfill landscaping and open space requirements.			

**Two/Three-Unit Homes and Carriage Units within Cottage Projects**

	Yes	No	Comments
Two/Three-unit homes and carriage units may be included within a cottage housing development. Design of these units should be compatible with that of the cottages included in the project.			

**Variation in Unit Sizes, Building and Site Design**

	Yes	No	Comments
Cottage projects shall establish building and site design that promote variety and visual interest.			
Projects shall include a variety of units sizes within a single development.			
Proposals shall provide a variety of building styles, features, colors and site design elements within a cottage housing development.			

Dwellings with a similar combination of features and treatments may be clustered around a shared common open space. Developments containing 2 or more clusters of cottages shall use distinctively unique exterior finish materials and architectural design elements for each cottage cluster to avoid repetition.			
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**Pedestrian Flow through Development**

	Yes	No	Comments
Pedestrian connections should link all buildings to the public right-of-way, common open space, parking areas and other cottage clusters in the development.			

**Storage Space**

	Yes	No	Comments
Detached sheds designed to be similar in character to the cottage units, using similar building materials and design elements.			
Storage space within detached parking structures that does not conflict with parking of vehicles in the garages.			
Storage space within a dwelling unit, accessible only through an external door.			
Designated storage space attached to a community building that is not counted toward the 500 square foot minimum area for such buildings.			
Other storage space options approved through the administrative site plan review process.			

**Landscaping**

	Yes	No	Comments
Cottage housing developments shall incorporate a landscape plan, designed and stamped by a professional landscape architect. The design shall comply with the landscape standards and guidelines provided in UPMC 19.53 that address landscape components included in a cottage housing development.			