

City of Port Townsend
Subarea Plan
Addenda #1 RFP 17-05

RFP Addendum to Deliverables on Page 1, add 5:

5. Prepare a SEPA checklist for the “Study Area”.

This may require an update to existing traffic studies.

Questions submitted from Responder and staff response:

1. May we submit questions either by phone or email?

Yes, by mail: cmcnabb@cityofpt.us. Please send all questions by 5:00pm on Friday, March 24th.

2. Can you give us an estimated range for the project budget? Does the budget range anticipate the optional tasks (Signage and Capacity Study)?

The estimated range for the services requested under “Deliverables” section 1- 4 is between \$50k to \$100K. The items listed under the “Deliverables” section A and B is between \$15K to \$25K.

3. Can we meet with city staff this week?

Staff will not be meeting one-on-one with individual Responders. However, staff will hold a non-mandatory, pre-proposal meeting for all interested parties on Friday, March 24 at 1:00-3:00pm. This meeting will be held at [Port Townsend’s City Hall](#), Floor 3, Room 3, 250 Madison St, Port Townsend, WA 98368.

4. How robust is the public outreach process you envision? Number of meetings, stakeholder interviews, online project material, etc?

The final public outreach plan will be determined by the consultant, with input from city staff. At this point, we foresee considerable public interest in the matter and envision incorporating the following engagement elements: two public meetings and Port Townsend’s online comment platform, “SpeakUP PT”.

5. Does the City have background data on the transportation and environmentally sensitive areas for the consultant’s use? Do you expect teams to include a traffic

engineer, or will transportation design and planning expertise used to complete similar projects be adequate?

The city has conducted numerous studies and reports on various portions of the “Study Area”, and will incorporate these existing materials into this subarea plan. These studies include: a transportation functional plan, an outline of critical areas, as well as traffic modeling. The consultant will have access to all of these previous studies. We do not anticipate the need for additional studies or reports in relation to the subarea plan at this time.

6. Does the work require any transportation or infrastructure analysis.

See question #5.

7. Does the City have access to a GIS data base?

Yes.

8. How much plan update and code work is anticipated, and do you have a sense of priorities for this effort?

Creating a regulatory framework that reflects the policy goals for this area is the big priority of this subarea plan effort. The subarea plan will include a complete regulatory framework for the “Study Area”. We anticipate this portion of the subarea plan will be adopted into the city’s land use and zoning code chapters.

9. Is there a standing advisory committee or a planned project specific committee to guide this process?

Port Townsend’s Planning Commission will advise this process.

10. How many Planning Commission and/or City Council briefings are anticipated prior to the hearings?

The final briefing schedule will be determined by the consultant, with input from city staff. We anticipate presenting to City Council two times, and the Planning Commission between four to six times.

11. Who is the consultant managing this planning process referred to in your email?

It is not a consultant, but two part-time city employees.

12. What work has been done to date since your 1993 Gateway Plan?

The city has done considerable work in the “Study Area” since the 1993 Gateway Plan. Question #5 discusses just some of the studies and reports that have been produced in that time. In addition, the city has started construction work on a new road, Howard Street, that connects two main arterials: Sims Way and Discovery Road. The consultant will have access to all of these previous studies. Attachment “Gateway Corridor Notes” discusses some of the outstanding items from the Gateway Plan.

13. How many property owners are in the subarea boundary?

We will provide figures for this question by March 22nd.

14. Have you composed a stakeholders group and who is involved?

Stakeholder engagement will occur through the public outreach process, and some specific outreach to business owners has been conducted already. Port Townsend’s Planning Commission will be involved in advising the subarea plan process.

15. What are the key issues you want this consulting process to resolve?

The key issues are best expressed by the following list of goals. Create a subarea plan that...

- encourages the creation of 1,465 net new jobs over 20 years that will increase Jefferson County’s median wage by targeting a mix of employment sectors
- promotes the manufacturing of craft goods by small, independently-owned businesses
- provides opportunities for housing at all economic levels
- provides supportive services
- promotes a mixed-use, business ready area
- provides a framework within which flexible yet intentional development can take place
- creates development standards that encourage cohesion between redevelopment and new development within the “Study Area”
- reflects Port Townsend’s character, its natural beauty and environment

16. Who prepared the 2016 Comp Plan update?

City staff, along with Port Townsend’s Planning Commission and City Council.

17. Can you please provide a copy of or a link to the Gateway Study?

The Gateway Development Plan will be sent as an attachment. In addition, please see question #12.

18. What types of items do you see us examining as part of the Capacity Study? For example, would this include utilities?

Please see question #5. We do not anticipate this subarea plan including a utilities plan. The city has already conducted utility analysis on this area.

19. What is the timeline for this project? Does your completion date of “end of 2017” include adoption?

The final timeline will be created by the consultant, with input from city staff. Per Port Townsend’s municipal code 20.04.080 (b) (5) “the city shall make reasonable efforts to make final action by the second meeting in September of each year”. The “end of 2017” does include adoption.

Attachment: Gateway Corridor Notes

Gateway Corridor Plan Outstanding Items

Overview

Main principle: TO IMPROVE AND PRESERVE THE OVERALL QUALITY OF LIFE AND FACILITATE THE CREATION OF A GRACEFUL COMMUNITY FOR BOTH RESIDENTS AND VISITORS.

Goals:

- A. To create a gateway that provides continuity of positive visual quality and enhances the overall beauty of the community of Port Townsend.
- B. To enhance the economic vitality of the corridor, its businesses and the community as a whole.
- C. To provide a safe corridor to and through the community for motor vehicles, pedestrians and bicycles.
- D. To maintain continuing dialogue and involvement of the community in development of the corridor.
- E. To ensure that the corridor concept is implemented in a timely, cost-effective and efficient way.

Traffic Safety Priorities

Priority Intersection Year Needed

- #1 Sheridan Street Signalization or Castle Hill Realignment (1991-1995)
- #2 Haines Street Realignment (potential demonstration project) (1991-1995)
- #3 Mill Road Signalization (1991-1995)
- #4 McPherson Street Realignment (1995-2000)
- #5 Washington/Gaines Street Signal (2000-)

Corridor Recommendations (relevant, and not yet fulfilled)

- 1) Forest corridor (mill road to hilltop)
 - a. Infill planting of conifers along the Sims Way right-of-way, where not in conflict with businesses, will enhance the character of a "green corridor".
 - b. Private commercial signs near the Mill Road Intersection should be consolidated.
 - c. Parking and service elements adjacent to buildings should be screened with architectural or landscape elements. All utilities should be underground.
 - d. A pedestrian path is to be developed adjacent to Sims, separated from the road by trees (see Figure 1). A small parking lot for a tourist shuttle may be developed

at the west end of this corridor perhaps off of Mill Road. The exact location is subject to availability of land, and coordination with Jefferson County Transit.

2) Upper Commercial District (three "rooms", commercial area to view)

- a. It is recommended that the uniform visual backdrop of conifers be maintained and strengthened throughout all of the "rooms" of this District. This can be accomplished by encouraging a rear property line planting of conifers.
- b. The two existing ravines; near Lasalle and McClellan Streets, should be protected to provide adequate drainage and preserve a greenbelt. These drainage ways should be protected and restored by recontouring along both sides of Sims to remove existing fills. A roadway configuration of 48' should be established utilizing fill, retaining walls and pedestrian bridges designed to reinforce the natural features of the ravine.
- c. Architectural and landscape screening should be created around service elements and parking, and parking should be located beside or behind buildings wherever possible.
- d. Grant Sheridan Realignment (see photo) This would require realigning the Sheridan Street roadway south of 7th Street to curve slightly southwest, along the line of the existing Photo Hut booth toward First Federal Savings and Grant Street.
- e. Improvements at the Hancock Street intersection include extending the left-turn lane on this section of Sims Way from Sherman Street and installing a signal beacon and a pedestrian crosswalk, with semi-actuated (Sims signal always green unless triggered red by side street pedestrian or car) traffic signal in the future.

3) "S" Curve Corridor (Sims downhill to safeway traffic light)

- a. Signage changes should include a "VIEWPOINT" sign approaching the viewpoint eastbound, a "PORT FACILITIES" sign approaching Haines Street eastbound, and a "HOSPITAL/10TH STREET" sign approaching 10th Street westbound.
- b. Building heights should be limited to protect views.
- c. A pedestrian path should then be created along the bayside of Sims Way
- d. Building heights should be limited to protect views
- e. A pedestrian path should then be created along the bayside of Sims Way
- f. The Memorial Overlook could be greatly improved

4) The Flats Commercial District (safeway to the light near co-op, flat commercial area)

- a. Connect the sims paved walkway to SR 20 and link to the proposed Waterwalk, Kah-Tai Lagoon and the Olympic Discovery trail (which uses the abandoned railroad row)
- b. A shuttle bus to the downtown area
- c. Removal of "sucker" growth of the large poplars, and selective removal of the small, individual seedlings would open up views to the lagoon and boatyard. New poplars, spaced 20'-25' apart, can be selectively planted to fill in "gaps" along Sims. Meadow grass and wildflowers can be planted as ground cover

around the poplars.

- d. A pedestrian link can be created by the development of a hillclimb in the Jefferson Street right-of-way to link the Kearney/Sims intersection and the County Courthouse, Bluff and Uptown Residential District. This hillclimb could feature works of art by local residents as well as information about Port Townsend's history and provide access to a shuttle/parking lot at the base of the hillclimb.
 - e. Landscape or architectural screening of parking and service elements should be required. Parking should be located to the side or rear of buildings where possible.
 - f. Visitor parking, a seasonal visitor shuttle, and enhanced pedestrian walkways would make this area a staging point for visitors.
- 5) The Bluff Corridor (sims to water along the bluff)
- a. Underground relocation of powerlines
 - b. Parking and service areas should be screened with architectural or landscape elements

Access Design Guidelines

Backing Into ROW. Access points shall not be approved for parking or loading areas that require backing maneuvers into the right-of-way.

Sight Distance A minimum sight distance should be provided at all access points as specified in Washington State Department of

Transportation standards. Approaches located in areas where sight limitations create undue hazard should be relocated or closed. Joint access or access to another street should be sought in such cases.

Right Turns. Where necessary for safe and efficient traffic movement, driveways should be for right turns only.

Left Turns. Left turns should be prohibited to and/or from driveways under the following conditions:

- 1) Inadequate corner clearances. Inadequate sight distances.
- 2) Inadequate driveway spacing.
- 3) Median opening would be too close to another median opening.

Parking. Curb parking should be prohibited along SR 20.

Limited Access Points. The number of access points to a property will be held to a minimum. One access point per property shall be permitted, with the exception of extensive frontage where one approach is unreasonable or for properties which feature separate ingress and

egress points (e.g. gas_stations). Access points may be denied along SR 20 if there is inadequate site visibility or could have the potential of creating a dangerous traffic situation.

Joint Access. Where possible, joint access points for two contiguous properties will be required. Joint access points should be located at the property lines.

Alternate Access Points. Parcels which have access to another public road or street are not normally permitted direct access to the highway.

Additional Driveways. More than one access point per property ownership could be permitted if a traffic study prepared by a registered traffic_engineer approved by the City is able to demonstrate that additional access points are required to handle driveway volumes adequately and would not be detrimental to traffic flow.

Grades. Maximum grade and grade break criteria shall meet WSDOT driveway design standards.

Exceptions. Where modified access control is to be established, developed commercial areas may be excepted from control when all or most of the_abutting property has been developed to the extent that few, if any, additional commercial approaches would be required with full development of the area.

Design Criteria. The following table shows the recommended minimum design features (driveways and auxiliary facilities). In certain instances, a_traffic engineering plan may include variations from these minimums.

Mixed-Use Support

Issue: The Gateway Corridor currently has little identity as a "place" or as an introduction to the Historic District of Port Townsend. New development should add to the intensity of activity, integrating uses horizontally on the land and vertically within buildings. The "mix" of uses should foster activity throughout the day with the cycles of intensity governed by the uses introduced. The integration of uses within a building makes the building richer, both architecturally and functionally. Richer buildings make the ensemble of structures and interrelationships between buildings exponentially more exciting.

Guideline: New development and redevelopment should foster diverse uses and activities that are active, vibrant, people-oriented and family-focused. New development should encourage a mix of activities on the ground level which enhance the commercial opportunities and diversity of the Corridor, and provide needed community services.

Use & Design Recommendations

- 1) New development and redevelopment should foster diverse uses and activities that are active, vibrant, people-oriented and family-focused. New development should encourage a mix of activities on the ground level which enhance the commercial opportunities and diversity of the Corridor, and provide needed community services.
- 2) New development and redevelopment along Sims Way should acknowledge the existing corridor/district concept in which natural features are the dominant elements of the corridors, and built features are the dominant elements of the districts. Districts should seek to develop a distinct character and identity through compliance with the design guidelines set forth for the districts in Section 1.4 below.
- 3) The design of buildings, landscaping, parking and pedestrian amenities such as walkways, arcades, or awnings should be based upon their identity within designated districts. Each new development or redevelopment should promote appropriate architecture, scale, views and landscape through the use of specific building materials, construction methods, building proportions, site planning, and landscape elements that are compatible with the surrounding district character
- 4) Development in both the public and private sectors should contribute to the formation of "city rooms." Within these rooms, specific commercial uses, circulation patterns, and architectural character will be encouraged to reinforce the room and its linkage to the district and the entire Gateway Corridor.
- 5) All intersections should contribute to the development of intersection identities within a district or corridor. This can be accomplished through the placement of parking areas, the location of building entries, the relationship of new development to abutting uses, appropriate signage and buildings details such as the orientation of roof forms, and specific lighting and landscape standards.
- 6) All new development should provide vegetation along streets and pathways to reinforce the form and function of the vehicle and pedestrian network. All development should maintain and enhance existing plantings and trees located parallel to, and set back from, Sims Way and provide a backdrop for the buildings along the Gateway Corridor.
- 7) Designs should provide lighting, furniture, and landscaping in a way that natural areas and open spaces can be used in a safe and secure manner.
- 8) Designs should protect views and orient the user within the Gateway Corridor and Port Townsend. Design markers along the roadway should have a character and scale appropriate to the Gateway Concept. Markers such as significant buildings should be designed to reinforce the beginning or end of a District by utilizing architectural elements, i.e., towers or roof features. Landscaping should also reflect the "marker" characteristic by transitions from individual street trees to groupings of conifers and other natural vegetation.

Building Design Recommendations

- 1) Maintain a maximum building height of three stories throughout the Gateway Corridor. Require appropriate building setbacks, and use building and landscape to define public rights-of-way. Organize the site in a hierarchical arrangement from building to backdrop, as illustrated below. Provide screening for service elements and mechanical equipment on rooftops to block view from street and neighboring properties. New development should begin at the front yard setback line and incorporate parking to the side of the building. The location of the building and a front, low landscape buffer and deciduous street trees should be used to define the public right-of-way. Vehicle service areas should be to the rear of buildings, with service elements (garbage, power) shielded by fences or landscaping. The rear of the property should have a tall conifer trees 15 ft. buffer as a backdrop to the development.
- 2) Single-purpose buildings should be treated as "stand-alone" structures with style and size appropriate to the use. "Mixed-use" buildings should be treated as "background buildings," which contribute to the context of the Corridor, and the streets and public spaces they define. All new development should be a "good neighbor" to adjacent existing buildings.
- 3) New development and remodeling should recognize the city's historic architectural heritage through the use of building materials, building proportions, forms, and details, and other architectural devices compatible with those design principles inherent in historic architecture, without replicating historical buildings. Key issues:
 - a. Repetitive façade elements
 - b. Rectangular facades
 - c. Vertical window breakup
 - d. Separate element terminating the wall, not dominating the structure
 - e. Façade wall is dominant element of the building
 - f. Materials: wood, brick masonry, 'natural' textures
- 4) Design buildings that create appropriate transitions to neighboring properties, both within and adjacent to the Gateway Corridor. Appropriate transitions are defined as those which do not have an abrupt change in architectural style, building massing, volume and height
- 5) Encourage retail development that presents an interesting and enticing storefront to the adjacent sidewalk and street. Blank walls (walls without windows, showcases, displays and pedestrian entries) should not be allowed in any first-story building wall abutting public pathways, except as required for the structural integrity of the building. Service elements for buildings and storage yards should be placed away from pedestrian ways, preferably to the rear of properties and screened with physical barriers or landscape.
- 6) Entrances should be created in groupings, visually accessible from each other.

Street, Ped, Parking Recommendations

- 1) Streets, parking access and parking areas should be designed as an integral part of development along the Gateway Corridor. Vehicular and pedestrian uses should contribute to the urban setting through careful design relationships between buildings and circulation elements. Design considerations should emphasize basic functional requirements without compromising public safety. This emphasis on design acknowledges the important effect the streetscape has on the evolving character of the Gateway Corridor. All street development or redevelopment should incorporate landscaping, lighting, signage and surface textures that are consistent with the character of each Gateway District, Corridor, or room as outlined in these design guidelines.
- 2) Vehicular parking should be considered as a significant design element of all new developments. New development should seek shared parking opportunities in existing parking lots and vacated streets where applicable. Parking lots should provide access to the "front doors" of buildings, but should not visually block nor dominate the face of buildings exposed to Sims Way. Appropriately scaled landscaping that is consistent with Section 17.30 of the Port Townsend Municipal Code should be provided to screen parking areas.
- 3) The City should combine existing pedestrian sidewalks and trails with those provided by new development to create a continuous public walkway connecting public rights-of-way and spaces. Gateway Corridor activities and uses, buildings and parking. Pedestrian circulation should be accessible to the handicapped. The pedestrian experience should be reinforced through the use of street furniture and landscaping as specified in Section 3.1 and 3.7 below.

Language

- Rooms: as pockets of development along the corridors
- A city "carved out of the wilderness"
- Breaking up the linearity of Sims into distinct neighborhoods ("rooms")
- These Guidelines are performance oriented and not prescriptive. They address issues regarding the look, feel, and function of the Gateway Corridor. They create an environment for design excellence to occur, for small actions to have a major accumulative effect, and for ongoing "reality" checks to see if the vision portrayed in the Gateway Concept Plan, and detailed in the Gateway Development Plan, is being accomplished. If the Guidelines are properly followed, each and every development increment will contribute to a better defined and coordinated Gateway in Port Townsend.