

# SITE PLANNING AND DEVELOPMENT STANDARDS

- Develop to Total Allowable Density as Defined in 1993 E.I.S. and Supported by 20 Year Plan
- Maintain the Integrity and Flexibility of the Development Areas as Defined in the E.I.S. - Residential and Commercial Areas
- Development Should Occur within Enclaves. Each Enclave could reflect Distinct Qualities, Creating Specific Neighborhoods and Activity Areas

# SITE PLANNING AND DEVELOPMENT STANDARDS

## RESIDENTIAL

- Development of Residential Enclaves will Utilize Landscaping and/or Topography to Provide Buffers Around the Proposed Project
- All Future Residential Development will be Subject to Existing Local Architectural Control Guidelines, LMC & SBCA
- View Protection is a Major Consideration from One's Residence, LMC & SBCA

# SITE PLANNING AND DEVELOPMENT STANDARDS

## RESIDENTIAL (Cont'd)

- New Residential Neighborhoods will Reflect a “Rural Landscape Appearance,” Road Widths, Streetscape, Lighting, Etc.
- Architectural Variety is Encouraged to Enhance the Unique Rural Character of Port Ludlow

# SITE PLANNING AND DEVELOPMENT STANDARDS

## COMMERCIAL AREAS

- Port Ludlow Commercial Areas will Reflect a “Village Appearance”
- The Village Center will not Develop as a Strip Mall, but in Clusters with Pedestrian Orientation
- No Flat or Reflective Roofs, No Backlit Signs, Banners, Etc.
- Commercial Areas will have Covered Connecting Walkways Between Buildings

# SITE PLANNING AND DEVELOPMENT STANDARDS

## COMMERCIAL AREAS (Cont'd)

- The Village Center is a Visually Sensitive Area and will include Landscape Buffer Treatments
- Commercial Areas will have Outdoor Gathering Areas, Benches, and Tables
- Parking Areas to be Small in Scale, Landcaped with Adequate Lighting
- All Buildings will Include Landscape Materials
- All Utilities and Services will be Hidden from View

# SITE PLANNING AND DEVELOPMENT STANDARDS

## RESORT AREA

- The Resort will Continue the Village Character, Avoiding Large Imposing Structures in Favor of Groupings of Smaller Buildings where Possible. The Indoor Tennis Center and Central Facility are Likely Exceptions
- Split Story Structures are Desired on Sloping Sites to Integrate Buildings with Natural Topography
- Building Heights Should Not Exceed 2 Stories
- All Buildings will Maintain Reasonable Separation Relative to their Size and Scale on the Site

# SITE PLANNING AND DEVELOPMENT STANDARDS

## RESORT AREA (Cont'd)

- The Resort will Provide Gathering Areas and Outdoor Recreation, in a Park-Like Setting
- The Resort Area will have a Unified Appearance with Signage, Landscape and Lighting while Providing Architectural Variety
- The Resort will Incorporate Architectural Variety that Complements a Unified Appearance

# COMMUNITY LANDSCAPE ELEMENTS (Cont'd)

Resort Native- The Shoreline Edge Enhanced with Native Grasses to Encourage Wildlife Activity

Visually Sensitive Areas- Areas that are Visually Prominent and Require Buffers or Special Landscape Attention

View Point- Opportunity for Vista Point within Village Center

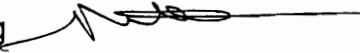
# COMMUNITY LANDSCAPE ELEMENTS

Dense Forest- The Existing Timberlands are the Dominant Landscape Element and Provide Buffer of adjacent /distant development areas

Open Forest- Random Timberlands allow Filtered Views of Adjacent / Distant Views

Resort Manicured- This Special Area Includes Detail Plantings as well as Native Materials to Integrate Resort Uses and Structures into Surrounding Landscape

## MEMORANDUM

DATE: February 4, 1997  
TO: Site Planning & Development Standards Committee  
FROM: Mike Derrig   
RE: **FOLLOW-UP TO 1/31/97 MEETING**

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Per your request I am forwarding you the following information:

- I. Summary pages from Chapter 2 of the 1993 EIS. These pages reflect the significant issues in relation to site, residential, commercial and open space.
- II. Summary pages of the Amended Port Ludlow 20-Year Plan. Goals #1 and #4 pertain to our study topic.
- III. A February 3, 1997 memo that generally outlines by development area, estimated sewer connections for five originally planned development locations. These potential connections are the net of connections reserved for approximately 145 North Bay septic lots, for construction in progress; i.e., North Bay #7, Woodridge, Townhomes and some expanded commercial development near the Village Center.
- IV. A map on which I have colored in "purple" the general areas referred to in the February 3<sup>d</sup> memo. I have also colored in "pink" areas that are being considered for some development.

Again, the eventual size of the development will be determined by the developers ability to adequately provide services as required by certain regulatory agencies.

Look forward to our next meeting on Friday, February 7<sup>th</sup> at 9:00 AM at the Bay Club.

C: Greg McCarry  
Bates Thomas  
Tom McCay  
Frank Siler  
Bill Reiss  
Rick Lander  
Bill Wilke  
Tony Puma  
Sally Smith

PORT LUDLOW PLANNING FORUM

February 3, 1997

Below is estimated the number of sewer connections available for future development. The actual number of available sewer connections will be determined by allowable measurable flow at the Wastewater Treatment Plant.

Allowances are made in this estimate for sewer connections for 145 North Bay lots that are currently on septic or yet to be developed lots that are currently not served by the Wastewater Treatment Plant.

The following list represents the estimated connections by their originally planned development location.

Springwood (along #7 fairway)	68	
Ironwood (behind pro shop)	95	
Creekside II (behind Timberton)	<del>170</del>	130
Ludlow Cove (old log dump site)	86	
Admiralty 3 (adjacent to conference center)	36	
TOTAL ESTIMATED CONNECTIONS	<del>464</del>	416

Creekside II, Ludlow Cove and Admiralty 3 have been in the preliminary plat approval process for approximately 2 years. Jefferson County should within a few weeks, issue a SEPA threshold determination for Creekside II and Admiralty III, at which time public notice will be made and public comment will be taken by the County.

Pope Resources has continued their permitting process for these three plats to protect the vesting rights under the current designation of Port Ludlow.

2161

# PORT LUDLOW COMMUNITY

## 20 YEAR PLAN

"A Village in the Woods by the Bay"

Prepared by Port Ludlow Planning Committee

1995

PORT LUDLOW-Plan.05REV

### AMENDED AS RECOMMENDED BY THE JEFFERSON COUNTY PLANNING COMMISSION

October 1, 1995

### AMENDED AS RECOMMENDED BY THE PORT LUDLOW PLANNING COMMITTEE

March 20, 1996

MINOR ADJUSTMENTS IN LANGUAGE HAVE BEEN MADE TO CREATE CONSISTENCY BETWEEN THE PREFERRED ALTERNATIVE LAND USE MAP RECOMMENDED BY THE PLANNING COMMISSION AND THE COMMUNITY PLAN LANGUAGE. THE DOCUMENT HAS BEEN REFORMATTED TO CREATE A CONSISTENT STYLE AND APPEARANCE WITH OTHER COMMUNITY PLANS.

# Port Ludlow Planning Area Density

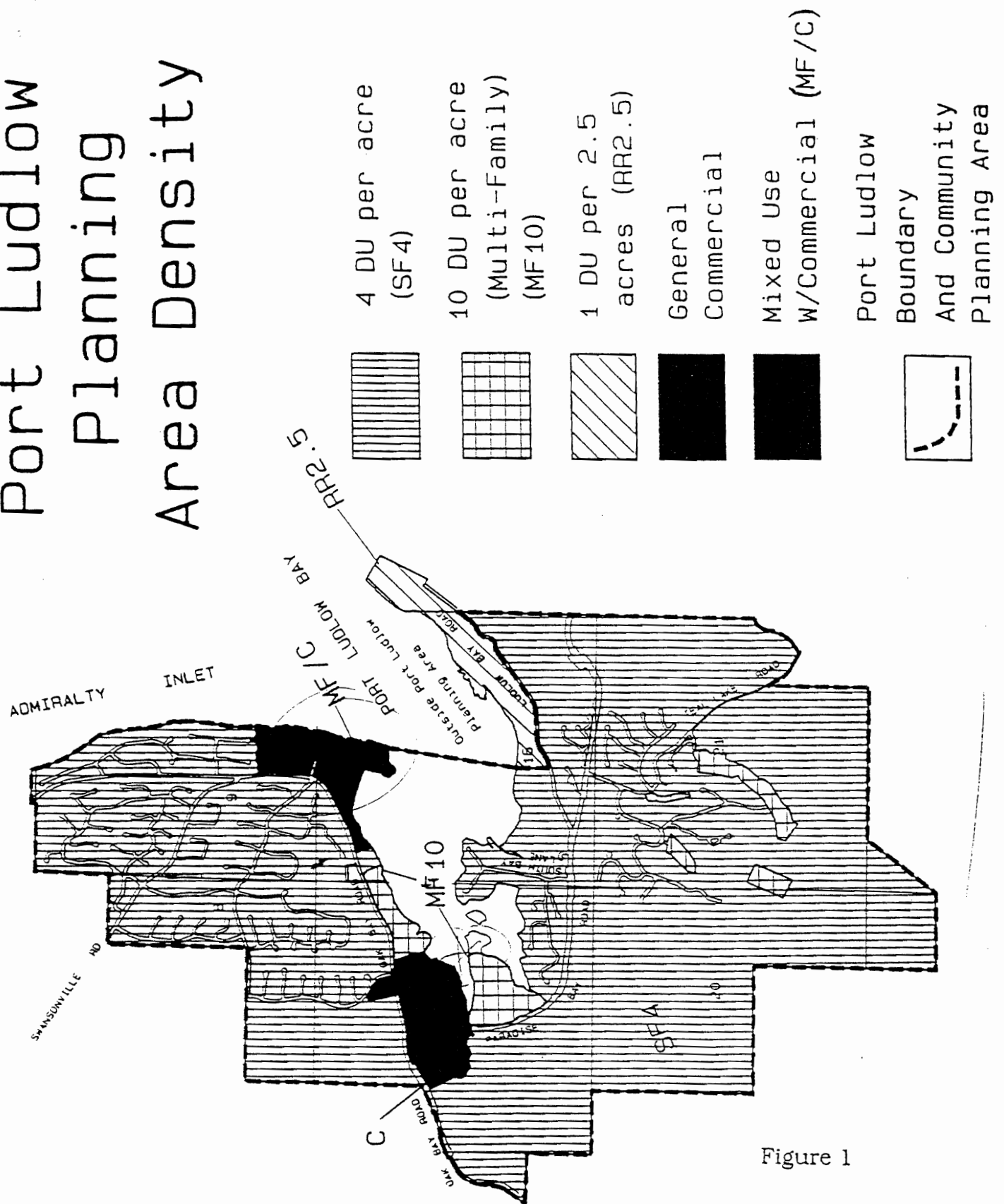
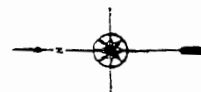


Figure 1



# CHAPTER ONE

## SUMMARY

### INTRODUCTION

While the original impetus for this plan came from Jefferson County so it might fulfill its obligations under the Washington State Growth Management Act (GMA), the Port Ludlow Community Plan is also intended as a guide for developers, government planners, and as a set of long-term objectives for its residents.

This set of goals and policy summary is intended for the reader who needs a brief statement of the goals and policies presented in the balance of this report. It does not convey the richness of style, the background information, nor the cultural statements that support the reasoning that led the Port Ludlow Planning Committee (PLPC) to adopt the goals and policies in this report. Those who wish to interpolate or extrapolate from these goals and policies must refer to the full text of this report.

The residents of Port Ludlow have said that they selected Port Ludlow as a place to live because of:

- The excellence of its recreational facilities, especially the immediate availability of a first-class golf course and marina;
- The natural beauty of its environment, especially the bay, the mountains, and the woods;
- The quality and restrictions of the development, especially the CC&R's of the Ludlow Maintenance Commission and the South Bay Community Association, the availability/use of potable water, sewers, cable TV, and underground power and communication lines;
- The social organizations and compatibility of its residents.

### OBJECTIVE:

**THE OVERALL OBJECTIVE OF THIS COMMUNITY PLAN IS TO RETAIN THESE FEATURES AND TO PRESERVE PORT LUDLOW'S CHARACTER AS A "VILLAGE IN THE WOODS BY THE BAY" AS PORT LUDLOW DEVELOPS DURING THE NEXT 20 YEARS.**

# GOALS AND POLICIES

**Goal #1: Complete the Building and Land Use plans as described in the Port Ludlow Environmental Impact Statement and relevant planning documents of Pope Resources.**

**Policy 1.1:** Building density and type of land use will be:

SF	Single Family	=	4 dwelling units per acre
MF	Multiple Family	=	10 dwelling units per acre
C	Commercial	=	Continuing Care facility, no residential units

All uses to conform to Figure 1 - **Land Use** in the Community Plan.

**Policy 1.2:** Port Ludlow's homes and commercial establishments will be built among the trees and every effort will be made to retain the existing firs, cedars, and hemlocks during the building process.

**Policy 1.3:** Residential areas within Port Ludlow that have been stripped of trees in the past will be replanted with native trees and shrubs by the owners.

**Policy 1.4:** Buildings, structures, plantings and signs in the public and commercial areas will blend into the woody setting.

**Goal #2: The Recreational Facilities in Port Ludlow will be preserved and augmented.**

**Policy 2.1:** Port Ludlow Bay, the Inner Harbor, and the streams that flow into these bodies of water will be preserved in a pure and natural condition to be enjoyed by all the residents and a limited number of visitors.

**Policy 2.2:** The marina will be expanded to provide sufficient berths for residents as the village grows and the Port Ludlow Yacht Club will have a facility at the marina. Marina facilities at other sites are not compatible with the preservation of the Bay. Commercial use of the marina will be limited to visiting yachts, charter boats, fishermen, charter air services, and public safety and police boats.

**Policy 2.3:** The activities of yachts people anchored in the Bay and Inner Harbor will be restricted so as to preserve the tranquillity and purity of the Bay and Inner Harbor.

**Policy 2.4:** The 27 - hole public golf course will not be expanded, but the efforts to attract the general public will be reduced as more residents of Port Ludlow become members of the golf club. When economics allow, the golf course should become private.

**Policy 2.5:** Wildlife habitat and greenbelts will be preserved. A wide greenbelt will surround Port Ludlow to act as a buffer against other developments and the logging activities on adjacent forest lands. This greenbelt circumference will connect radial green belts that follow creeks to give wildlife access to the Inner Harbor and the Bay.

**Policy 2.6:** The development and use of walking/bicycle paths will be encouraged to provide access from every residential area to the Bay and to other places of natural beauty, as well as to parks, the commercial area, and recreational centers.

**Policy 2.7:** The log dump area should be developed as a combination of residential, open space and trails commensurate with its special location and features.

**Policy 2.8:** A Ludlow Creek Nature Preserve with self - guided nature trails and picnic facilities should be established.

**Policy 2.9:** Parks with equipment for children should be built appropriately throughout the village.

**Goal #3**      **Government and Limited Commercial Services will be located in the center of the village.**

**Policy 3.1:** Port Ludlow's governmental and commercial center should include a village hall, police station, fire station, and a limited number of shops and service facilities to service local residents.

**Policy 3.2:** The governmental and commercial center will be located in the triangular area now occupied by the RV Park and village stores but will not intrude on the Ludlow Creek Nature Preserve.

**Policy 3.3**      Commercial activities will not exist outside of areas already zoned commercial with the exception of the marina, the resort, the golf course, and the Inn. The rooms at the resort and the Inn will provide sufficient space for visitors.

**Goal #4**      **Housing in Port Ludlow will be a mix of single-family, multi-family, and cluster dwellings and condominiums built to high standards of quality for resident owners.**

**Policy 4.1:** Port Ludlow's buildings and environs will comply with all applicable government building codes and existing Port Ludlow Codes, Covenants and Restrictions (CC&Rs).

**Policy 4.2**      The homes in Port Ludlow are primarily owner occupied. Short term rentals will be discouraged.

**Policy 4.3:** When Port Ludlow incorporates, the development plans and CC&R's that relate to land use and buildings will be augmented by community building and land use development/performance standards and ordinances designed to continue the "village in the woods by the bay" character of Port Ludlow. Adoption of this plan will provide guidelines for development until incorporation is implemented.

**Policy 4.4:** To provide for high quality and uniform signing throughout the Port Ludlow Community Planning Area the sign standards detailed in Chapter 12 shall be implemented into ordinance and enforced by the County or the appropriate governmental agency.

**Policy 4.5:** Signs on all public roads will be evaluated for requirements in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

**Goal #5**      **Roads and Public Transportation will assist in making Port Ludlow a destination, not a way-point bisected by major thru-traffic roads. Internal public transit will be encouraged.**

**Policy 5.1:** Paradise Bay Road should not be the preferred route to the Hood Canal Bridge.

**Policy 5.2:** Oak Bay Road should remain the only major access to Port Ludlow. Use of the Oak Bay Road and Swansonville connections to Beaver Valley Road will be encouraged.

**Policy 5.3:** Trucks, delivery vans and all other commercial vehicles should access Port Ludlow via Oak Bay Road from Beaver Valley Road.

## CHAPTER 2

### ALTERNATIVES INCLUDING THE PROPOSED ACTION

#### INTRODUCTION

This Chapter presents a description of the proposed action and reasonable alternatives. A comparative evaluation of the alternatives can be found in Chapter 1. This project description is the same as presented in the Draft EIS.

The proposed action is the proponent's overall development program for the Port Ludlow community. It calls for approval and implementation of residential and commercial development on a 1,200-acre site, phased over ten years. For purposes of analyzing potential impacts of the proposed action, a conceptual plan has been developed by the proponent which outlines the projected number of residential units and amount of commercial space to be developed within designated "Development Areas," and estimates a phasing schedule for program implementation. The plan is not a proposal to begin construction on the program site. Rather it sets out a possible long term, development plan for the property which may be subject to change, depending upon future site-specific studies, conditions placed on development of individual parcels, and the dynamic nature of market forces. Given the conceptual nature of this plan, therefore, this document analyzes the programmatic impacts of this proposal per WAC 197-11-704.

Implementation of the proposal would require the development and approval of site-specific plans for individual development parcels. These plans would be based upon more detailed site information on topography, wetlands, and other critical site features and more detailed site design (i.e. a detailed storm drainage and road system). Each subsequent, specific development proposal would be subject to separate environmental review by Jefferson County under the phased review provisions of the State Environmental Policy Act (WAC 197-11-060(5)).

#### SITE DESCRIPTION

##### Location

The development site for the proposed action is located in the unincorporated community of Port Ludlow in northeastern Jefferson County, approximately 15 miles south of Port Townsend (see Figure 1). The community is oriented around Port Ludlow Bay, an extension of Puget Sound near the mouth of Hood Canal. The general vicinity is accessed from State Route 104; access to Port Ludlow from SR-104 is via Paradise Bay Road, Teal Lake Road, or Beaver Valley Road to Oak Bay Road (see Figure 2). Access to the site from the north is via Oak Bay Road or Swansonville Road.

##### Background

The Port Ludlow community was established during the mid-1800s as a logging, shipbuilding and sawmill town. Pope & Talbot, the predecessor organization to the current proponents, purchased the Port Ludlow sawmill and adjacent property in the 1870s. By the 1880s, Port Ludlow was comprised of a sawmill, log dump, numerous houses, a hotel and other facilities. The sawmill was closed and reopened several times during its existence, but permanently closed operations in 1935.

In 1967, Pope & Talbot initiated a multi-phase development based on the Port Ludlow Town Plan. The plan envisioned a community of 6,000 dwelling units with attendant recreational facilities and a resort/convention center. Over time, modifications were made to the plan. Jefferson County ultimately issued approvals for the development of approximately 1,200 dwelling units of which about 560 have been developed to date. The following resort components also were constructed: a 285-slip marina, restaurant, homeowners' beach club, an 18-hole golf course, and a small retail center (15,000 square feet). Development was primarily located north of Port Ludlow Bay, with the exception of the golf course and some residential units.

Since 1988, development has proceeded under the 1987 Port Ludlow Development Plan, resulting in the permit approval of approximately 350 additional residential units located south of the bay. To date, 104 residential units have been constructed. As part of the 1987 plan, a recreational vehicle park, a 16,000-square foot recreation center and a 9-hole, 3,426-yard, golf course expansion were also developed.

#### Site

The site encompasses approximately 1,200 acres of primarily undeveloped land in Port Ludlow. Developed areas within the site include: a partially-developed 17.5-acre parcel currently housing a restaurant and miscellaneous marina-related uses; community commercial center; RV park; log dump; and, temporary construction offices for Pope Resources. The remainder of the site is characterized by a mix of cleared and uncleared forested land.

Many of the 1,200 acres are located adjacent to areas already developed under either the 1967 Port Ludlow Town Plan or the 1987 Port Ludlow Development Plan. Fifty individual "Development Areas" have been identified for development under the proposed action.

A number of wetlands and streams exist on the site, including Ludlow Creek which crosses the property in an east-west direction. The topography is diverse, with elevations ranging from sea-level in the shoreline areas to over 400 feet near the site's perimeter.

#### PROPOSED ACTION

The proposal analyzed in this document is the proponent's overall plan for development of the Port Ludlow community over the next ten years and includes the following elements: development of 700 residential units; construction of 47,500 square feet of additional commercial space; expansion of the existing marina by 100 slips; construction of a new golf course clubhouse; approximately 815 acres of permanent open space and recreation areas; and, development of supporting infrastructure, including roads, sanitary sewers, stormwater management systems, and domestic water.

Figure 3 presents a schematic plan for this 10-year development program. Table 1 summarizes the program's proposed land uses by development area.

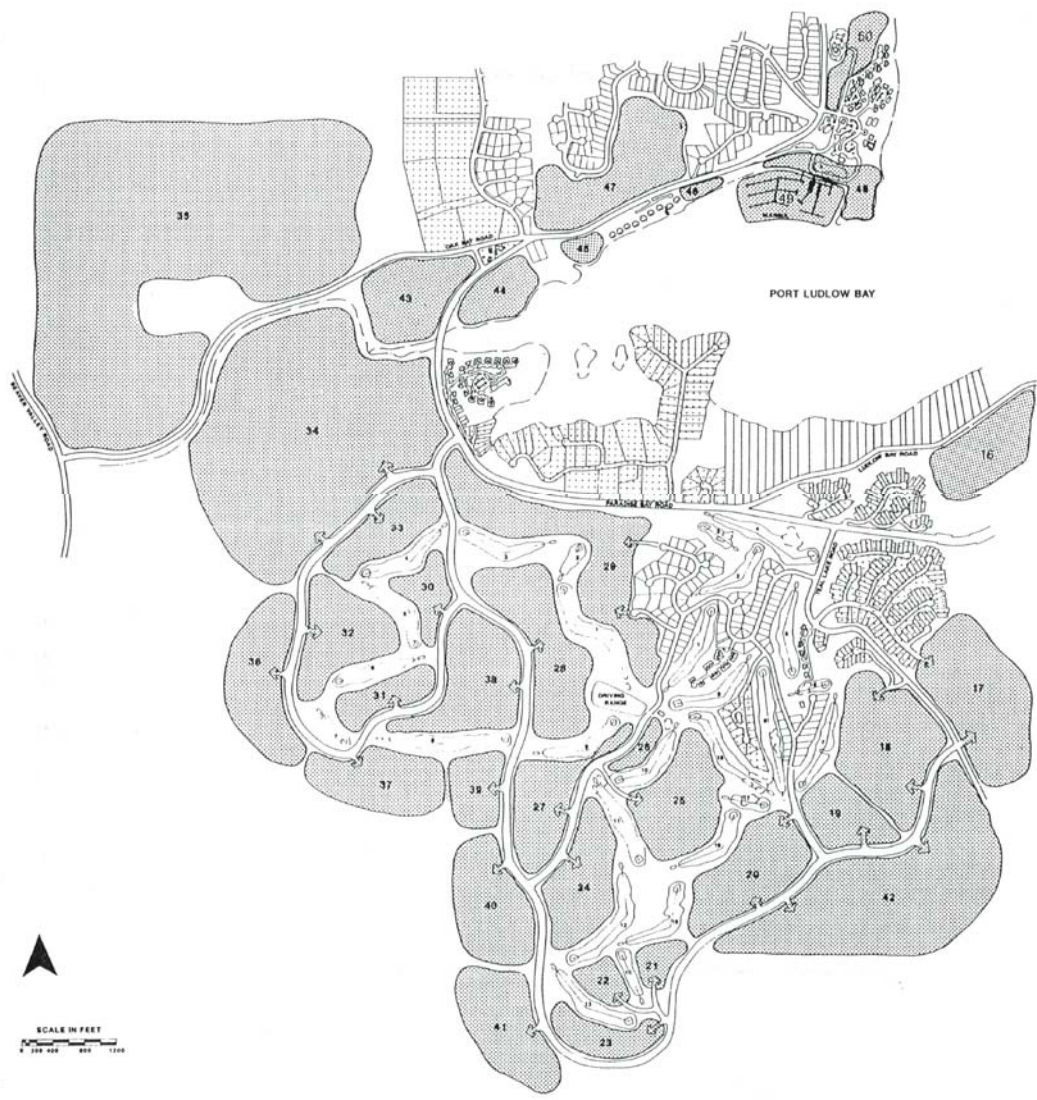
Consistent with past development by Pope Resources in the Port Ludlow community, the target market for the proposed development would be the "active elderly" many of whom are retired or semi-retired. Residential units and site layout would be designed to suit their needs, and expanded retail services would be provided within the site to promote a self-contained community.

#### Residential Development

As shown in Table 1, the gross density of residential development on the site would be 0.6 units per acre (700 units on 1,200 acres). Gross density on individual development areas would range between 5 units per acre and 1 unit per 10 acres. A total of 531 single-family and 169 multifamily residences would be developed on site.

As currently proposed, Development Areas 16 through 42 and 47 (see Figure 3) would be developed with 508 single-family residences on 1,118 acres. It is estimated that out of the total of 1,118 acres, approximately 751 acres would remain in open space. The remaining 367 acres would be developed with residential lots or neighborhood roadways. When open space is excluded from density calculations, the net density of single-family development areas would be 1.4 units per acre.

Single-family lots would range in size from 6,000 square feet to 10 acres (435,600 square feet). Lot sizes would be the largest in Development Area 35 and smallest in Area 25.



Port Ludlow

Figure 3  
Program Development Plan

Table 1

LAND USE SUMMARY BY DEVELOPMENT AREA

<u>Development Area</u>	<u>Total Acres</u>	<u># of Units</u>	<u>Type of Development</u>	<u>Overall Residential Density (units/acre)</u>
16	29	12	SF	0.4
17	46	60	SF	1.3
18	38	20	SF	0.5
19	16	10	SF	0.6
20	30	5	SF	0.2
21	6	6	SF	1.0
22	7	6	SF	1.1
23	13	8	SF	0.6
24	24	15	SF	0.6
25	28	72	SF	2.6
26	4	6	SF	1.5
27	22	10	SF	0.5
28	38	7	SF	0.2
29	50	20	SF	0.4
30	10	6	SF	0.6
31	12	6	SF	0.5
32	26	15	SF	0.6
33	21	22	SF	1.0
34	160	77	SF	0.5
35	248	20	SF	0.1
36	27	4	SF	0.2
37	26	6	SF	0.2
38	32	5	SF	0.2
39	12	5	SF	0.4
40	30	3	SF	0.1
41	32	10	SF	0.3
42	92	42	SF	0.5
43	38	(45,000)	COM	NA
44	12	50	MF	4.2
45	3	10	MF	3.3
46	3	10	MF	3.3
47	37	30	SF	1.4
48	18	72	SF/MF	4.1
		(2,500)	COM	NA
49	0	*	MARINA	NA
50	<u>10</u>	<u>50</u>	MF	<u>5.0</u>
	1,200	700		0.6
		(47,500)		

\* 100 additional marina slips

Notes: Figures in parentheses represent square feet of commercial space.

All acrages approximate.

Source: Pope Resources; The Berger Partnership; 1992.

*Handwritten notes:*  
 416/acre  
 4 units  
 208 ±  
 9.5 F.  
 11/16  
 416  
 2.5 acres  
 MF.  
 45,000  
 COM

Single-family residential lots in the southern portion of the site would be interspersed among golf course fairways. Building sites would be located to preserve vegetation, prevent intrusion into environmentally-sensitive areas, and maximize views. Setbacks from the street would be varied.

Multifamily residential development would occur in Areas 44 through 46, 48 and 50, located between Port Ludlow Bay and Oak Bay Road in the northern portion of the site. These areas are adjacent to already-developed resort and residential multifamily areas. A total of 120 multifamily units would be constructed on 28 total acres within these development areas.

The average gross density of the multifamily development areas would be 4.3 units per acre, with individual areas ranging from 3.3 units per acre (Areas 45 and 46) to 5 units per acre (Area 50). When undeveloped open space is not considered (estimated at approximately 17 acres), the net density of multifamily areas would be 11.2 units per acre (120 units on 10.7 acres).

Residential development, both single-family and multifamily, also would occur on Development Area 48. Seventy-two residential units (23 single-family and 49 multifamily), a 36-room inn (the Inn at Port Ludlow), and 2,500 square feet of tourist oriented-retail, as well as related parking and marina-support facilities, are proposed for this site. Gross density on this parcel would be approximately 4.1 units per acre.

#### Commercial Development

Approximately 45,000 square feet of additional commercial space would be added at the existing retail center at the Oak Bay Road/Paradise Bay Road intersection. Future tenants could include general retail, medical offices, cafe, grocery, and hardware stores. For purposes of analysis in this Draft EIS, the following uses are assumed: 30,000 square feet of grocery store; 10,000 square feet of retail; and, 5,000 square feet of office. A 1.4-acre parking lot would provide 158 parking spaces for this new commercial space.

In addition, as described above, 2,500 square feet of retail space are proposed for Development Area 48. The total commercial space proposed under the entire development program, therefore, would be 47,500 square feet.

#### Open Space and Recreation

Approximately 815 acres of the overall development area would remain as open space and recreation area. Undeveloped open space would include environmentally-sensitive areas such as steep slopes, stream corridors, some saltwater shorelines, wetlands, significant vegetation, and wildlife habitat. Open spaces would also provide physical and visual separation between residential areas, golf course and roadways. All open space within individual residential areas would be dedicated in perpetuity to either that particular neighborhood association or to the master homeowners' association (the South Bay Community Association).


Under the proposal, new trails and paths would continue to be provided in accordance with the Trail and Bike Plan which was approved as part of the 1987 Port Ludlow Development Plan. Some existing trails and paths are sidewalks within residential developments, while others traverse vegetated natural areas. These facilities allow walking, jogging, and bicycling. Under the proposal, trails would be extended through every development area.

A 100-slip expansion of the existing marina is also proposed under the proposal. This expansion would provide 100 additional slips by extending new docks from existing docks. The new dock configurations would likely be as follows: a T-shaped dock extending 150 feet southward from the easternmost existing dock; an angled L-shape dock extending 150 feet southward from the western existing dock; and, southwesterly extensions of the three westernmost docks. The total length of dock extension would be about 1,400 feet, with additional 40 to 50-foot "prongs" defining the slips. Dredging would occur in an slightly less than one acre area near the eastern shore of the marina in order to increase depths and improve access to inner docks. The expansion would not involve any breakwaters or other underwater structures.

MEMORANDUM  
PORT LUDLOW PLANNING FORUM

DATE: February 10, 1997

TO: SITE PLANNING & DEVELOPMENT STANDARDS COMMITTEE

FROM: Mike Derrig 

RE: **FOLLOW-UP TO 2/7/97 MEETING**

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Thank you for your participating in our rather lengthy meeting on 2/7/97. This memo will try to serve as a summary of what we generally agreed upon as a study group on 2/7/97 and outline an agenda for our meeting on 2/14/97.

Enclosed as you requested is the EIS/20-Year Community Plan checklist that I compiled in August. I hope it is self-explanatory; however, if not call me and we can discuss this.

Areas of study group general agreement:

1. No existing CCRs, Bylaws, Rules and Regulations regarding or pertaining to single family residential development will be altered by our study group recommendations. All *new* residential single family subdivisions within areas currently controlled by such CCRs, Bylaws, Rules and Regulations will be subject to those regulations.
2. Our Committee will address future development or open space issues within the geographic area as delivered in the 1993 EIS and 20-Year Port Ludlow Community Plan to include: commercial, resort, multi-family, community facilities, recreation and other such planned or possible-developments.
3. Our Committee primary focus will be on site specific issues to include: their uses, general site, appearance, development density, site buffer zones, general landscape and general architectural appearance. Timing of development in all areas will most probably be conditioned on current market demands and our study is not a judgement of market conditions.
4. All areas, lands, etc. not included or incorporated as part of the eventual development of the geographical area described in the 1993 EIS will be dedicated to the Port Ludlow Community or specific Port Ludlow Communities as appropriate by the areas location.

5. The target areas of our study group will include:

- Open Spaces (location and uses)
- The Marina area (expansion and support facilities)
- Visitor areas (resort core and golf course)
- Community Activity Areas
- Community service areas (health, retail, safety, etc.)
- Residential areas (single and multi-family)
- Site appearance
- Architectural appearance
- Signage (overall property)
- Lighting (overall property)

We identified potential acceptable uses for the following described areas:

**Resort Core** (Marina, Harbormaster, Beach Club, Admiralty Condominiums and Conference Center area)

- Guest accommodations
- Outdoor park areas
- Tennis or racquet sports (indoor or outdoor)
- Food and beverage operations
- Retail stores (visitor oriented)
- Meeting and Conference space (indoor and outdoor)
- General recreation (indoor and outdoor)
- A yacht club facility (PLYC & visiting boaters)
- Museum
- Transportation depot or stop
- Marina expansion
- Health or Wellness center

**Golf Course Core Facility** (current Pro Shop area)

- Food and beverage operations
- Meeting or banquet facility (indoor and outdoor/club members and visitors)
- Retail outlet
- Transportation stop
- More parking

## **Town Center or current Commercial Village Area**

- Banking, **very important**
- All current retail businesses are OK
- Health care offices
- Business offices
- Higher education center
- Liquor store
- Pharmacy
- Fire protection, emergency services, police, etc.
- Center for Port Ludlow Village government
- Assisted living center
- Food and beverage operations
- A theater
- Expanded grocery store
- Museum
- Additional retail
- Dry cleaners

## **RV PARK AREA**

- RV Park is OK

## **Behind or including RV Park area towards Ludlow Creek and Ludlow Falls**

- Community Center

## **Ludlow Cove (former log dump site)**

- Residential, multi-family
- Community Center
- Assisted living facility (west of North Bay Condos)
- Outdoor Park
- Boat launch

## **Creekside II**

- Single family
- Community center (possible on select site)

Potential sites for an Assisted Living Center could include:

- West of North Bay Condominiums
- Ludlow Cove
- Bay Club location
- Creekside II
- Town Center

Potential sites for a Central Community Center could include:

- Beach Club site
- Bay Club site
- Ludlow Cove (Log dump)
- Ludlow Creek/Falls area
- Creekside II
- Conference Center location

All other locations within the geographic locations of our study area would be residential, single or multi-family or common areas.

The next phase of our study will begin to concentrate on density and architectural design issues, first from a macro perspective.

Bill Wilke and I will meet prior to our 2/14 meeting and see what current or existing regulations may be applicable as a guideline in our process. It is probably prudent to also review other existing guidelines for comparative purposes.

I believe that we did agree that guidelines for Commercial development may differ from residential guidelines; however, certain general criteria could be established; i.e., no clear cut areas, landscape buffers around development areas, village-type architecture can vary from other village architecture, etc. -

While it is very difficult to divorce our study issues from the many others that are in progress, **our goal** should be to advise the community as to:

- 1) **What could be reasonably built where?**
- 2) **What should it look like as a singular part of the community?**
- 3) **How will it fit into the finished community product if and when built?**

Thank you for your participation in this very important study!

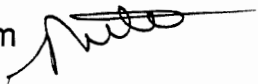
Enclosure

C: Greg McCarry  
Bates Thomas  
Tom McCay  
Frank Siler  
Bill Reiss  
Rick Lander  
Bill Wilke

## MEMORANDUM

DATE: February 18, 1997

TO: SITE PLANNING & DEVELOPMENT STANDARDS COMMITTEE

FROM: Mike Derrig, Port Ludlow Planning Forum 

RE: **2/14/97 MEETING FOLLOW-UP**

---

Below is a recap of the highlights of our 2/14 meeting taken from my notes. Please review to see if these notes match yours and we can discuss at our 2/21 meeting. These notes are in no particular order or sequence.

### General remarks:

- Possibly the best architectural or site development controls would be to develop a list of 10 or so things that CAN NOT be done by developers or builders and let most other issues be market driven; i.e., no reflective surfaces, all areas to have a buffer zone, etc.
- Port Ludlow should have a heart or center of the community - a singular place that is the main hub of activity for residents, a town center, etc. We should attempt to provide guidelines that allow and encourage this. Today there are many small centers ( the Village Center, the Beach Club, Bay Club, Resort, etc.), but no main one.
- The real estate or commercial market place will be the singular most influencing factor as to what will be built and when. Our goal should be to regulate development to a degree that insures that new development will fit well into the overall Port Ludlow community, residential, commercial and resort, but also allow the necessary flexibility for development to be marketable.

### General areas of agreement:

- Future development, residential of any type, commercial or resort should be in enclaves each having their own district qualities. The architecture within an enclave can and should be different from other such development areas.
- Each enclave should have a boundary, buffered by topography, landscape natural or created, etc., but also connected to the overall development with trails, pathways, etc.

- A balance of development in support of the long-term overall health of the residential, commercial and visitor entities at Port Ludlow must be considered. We agreed that of the estimated 450+/- unallocated Equivalent Residential Units (ERUs) (sewer hook-ups) 40% of these be allocated between the two commercial development areas and 60% to residential. While eventual market conditions and potential changes in the needs of the community may cause the community to revisit this allocation, it is a good starting point
- All new development will be buffered from all roadways and streets. The buffer zone will be of natural materials planted during development if the preservation of native growth does not provide an adequate buffer.
- No reflective materials; i.e., metal, will be used on any new construction.
- Certain colors other than just muted tones will be allowed and encouraged to help minimize a "cookie cutter" look to subdivisions, commercial and resort areas.
- Developers and builders should not be allowed to repeat the same floor plans or create architectural duplications of buildings on lots that are close together.

I will bring to our Friday meeting a schedule by development area, and estimates for the future development areas, information on ERU utilization.

Further, attached is my report to CLOA outlining information on the financial impact visitors have on Port Ludlow. A few of you indicated that you had not seen this report.

At our 2/21 meeting, we should continue to refine our recommendations on development standards.

Thank you.

Bates Thomas  
 Tom McCay  
 Frank Siler  
 Bill Reiss  
 Rick Lander  
 Tony Puma  
 Bill Wilke

C: Greg McCarry  
 Moulton Prussing

Derrig Site Planning & Dev. 2-18-97

## PORT LUDLOW PLANNING FORUM

COPY

MEMORANDUM

DATE: February 18, 1997  
TO: Sally Smith, CLOA President  
FROM: Mike Derrig, Port Ludlow Planning Forum  
RE: **GUEST/VISITOR IMPACTS ON THE COMMUNITY**

---

I am providing you with the following report in response to your request to provide information to CLOA that may help in evaluating the financial impact that visitors have on Port Ludlow.

The information below was collected from Pope Resources, the Inn, and the Resort operators and represents their combined estimates for 1996.

All of the numbers are for the portions of each operation that relate only to visitor related activity, not residents or property owners. For example, the portion of revenues and related expenses from golf play and marina moorage that are derived from or related to owner golf play or owner moorage fees are not included. The same is true for owner usage of the Inn and Resort facilities. Where detailed accounting is not available for certain operating expenses, such as operating payroll related to visitors vs. owners activity, estimates have been used to attempt to fairly allocate expenses to their revenue sources.

## 1996 Estimate

Revenues to Operations from visitors	\$6,135,000
Full time employees (seasonal approximate 235)	178
Local payroll	\$2,252,000
Purchasers from <u>local</u> vendors & service providers	\$1,713,500
Contributions/usage fees paid to Beach & Bay Clubs	\$ 194,000
Common area maintenance fees to open spaces	\$ 97,000
Property taxes paid to Jefferson County	\$ 204,000
Sales taxes collected and paid to State & County	\$ 485,000
Annual occupancy of visitor accommodations	40%

There are probably many ways to interpret what these numbers may mean to the community and what impact a significant change in them may cause.

Many owners feel a direct impact from the flow of visitor revenues into Port Ludlow while others do indirectly.

Of the total \$7,450,000 in revenues that flow through the golf course, marina, Inn and Resort operations, 82% or \$6,135,000 is from visitors. As each visitor operation is a "for profit" business, it should be fair to assume that all fees and charges for services and products provided to owners are impacted by the level of total revenues generated from visitors through each operation. This is surely true for the fees set for owners for golf, moorage, discounts offered for rooms and food & beverages at the Inn and Resort.

Further, the LMC realizes direct financial contributions from all room rental revenues and both North and South Bay Clubs receive revenues from visitor oriented meeting room rentals. The 64 rental condominium owners received approximately \$500,000 of visitor revenues in 1996.

All recreation, public open space and visitor related facilities and areas are maintained from funds whose source is 82% from visitors. Further, visitor related expenditures make it possible at least in part, for there to be vendors in the Village Center.


While it is difficult to specifically quantify many of the influences that visitor revenues may have on Port Ludlow, the sheer dollar volume of local payroll, local vendor purchases, county taxes generated, etc., must to a reasonable degree, positively impact in many ways the community. While states used to estimate that each tourism generated revenue dollar turns over approximately 7 times before it leaves a community, they no longer generalize tourism revenue values. A new study with significantly more detail should be forthcoming from Washington State Department of Tourism. Revenue turnover includes purchases of supplies, services, local products, etc., from not only the visitor but also from visitor-related employees, suppliers' employees, etc. A 7 times turnover of Port Ludlow visitor revenues would generate at current revenue levels a financial impact on this area of over \$42,000,000 annually.

Possibly, the most significant impact visitors have on the community is their purchase of real estate either new or resale products. Local Realtors believe that a high percentage of buyers of Port Ludlow's real estate first visited Port Ludlow as an overnight or day use visitor (the golf course, marina, Inn or Resort); not as a prospective real estate purchaser.

Currently, compared to industry norms, the visitor related businesses at Port Ludlow are financially under-performing. This is reflected most dramatically by the 40% annual visitor accommodation occupancy statistics, 1996's visitor count being down some 20% from ten years ago. Potential solutions to increasing visitor revenues are being studied as part of the Port Ludlow Planning Forum.

## MEMORANDUM

DATE: February 24, 1997  
TO: Site Planning & Development Standards Committee  
FROM: Mike Derrig, PORT LUDLOW PLANNING FORUM  
RE: FOLLOW-UP TO 2/21/97 MEETING



---

Below is a recap of my notes from our 2/21/97 meeting. Please review these notes to see if they match yours and we can discuss at our 3/7/97 meeting, 9:00 AM at the Bay Club.

Further, I have enclosed the Design Guidelines and Specifications for the South Bay Community Association for your review. Also, enclosed are reference materials relating to other development guidelines and a copy of a Plat Map of this area.

### Future Residential Development (Single and Multi-Family)

- The Planned future development of Springwood, Ironwood, Creekside II and Ludlow Cove will be subject to the Design Guidelines and Specifications of the South Bay Community Association as modified by input from our committee and acceptable by Pope Resources
- Pope Resources will define a hard boundary around these planned subdivisions or possible alternative South Bay locations if these are not constructed, in any case, limiting the maximum number of units to be constructed in South Bay to no more than 380 units (the total currently planned for Springwood, Ironwood, Creekside II and Ludlow Cove) in addition to existing platted lots.
- Pope Resources will legally bind the conditions of development within the defined hard boundaries to the revised Design Guidelines and Specifications of the South Bay Community Association.
- Pope Resources will dedicate the property not developed in South Bay to the Owners Association.
- There are no additional residential development sites available in the North Bay, other than the Admiralty III planned development.
- Our committee will provide our input regarding design changes to South Bay guidelines to Pope Resources for consideration by 3/14/97. Can we accomplish this?

## Commercial and Resort Area Guidelines

- We defined commercial and resort areas to include:
  - Town Center, North East of Ludlow Creek to the intersection of Oak Bay Road and Paradise Bay Road
  - Resort Property (Conference Center to Marina)
  - Golf Course Clubhouse Area
  - Bay Club Site
  - Ludlow Bay Realty Area
- We agreed to review guidelines of similar commercial/residential developments to determine if they could be useful in our establishing guidelines for Port Ludlow's future commercial development. We may wish to obtain architectural input to support our efforts.
- We agreed that a significant issue regarding all development at Port Ludlow was buffer zones. We will walk the planned commercial development sites to determine if we could agree on sufficient buffer zone areas, existing or ones that should be planted. We will use, where necessary, professionals to identify adequate planting materials to be used in buffer zone plantings; i.e., species, height at maturity, etc.
- Pope Resources will, after agreement to buffer zone protection or enhancement, record a covenant on the real property assuring that the buffer zones will be maintained. An example of this would be a buffer zone installed of approved materials above the Conference Center and proposed Admiralty III site.

## Areas of General Discussion

- The old Port Ludlow signs located near the Fire Hall, at the top of Swansonville Road and on Beaver Valley Road (possibly gone) need maintenance, replacement or elimination, now. This will be reviewed by Pope and the Ludlow Maintenance Commission as we believed that they are located on LMC greenbelt.
- Major area lighting, signage and landscape could be part of our committees study but needs further definitions. This would be for areas outside of the control of LMC or SBCA.

- We felt the following areas could be incorporated into our study of design criteria considerations for future commercial development:
  - Signage
  - Lighting
  - Parking lot layouts
  - Loitering areas (gathering spots)
  - Roof design
  - No reflective surfaces
  - All utilities and surfaces hid from view (HVAC, Propane, etc.)

I look forward to our next meeting when hopefully we can further our committee's specific recommendations to Pope Resources and to the Community through CLOA.

Thank you,

Bates Thomas  
Tom McCay  
Frank Siler  
Bill Reiss  
Rick Lander  
Tony Puma  
Bill Wilke

c: Greg McCarry  
Moulton Prussing

Derrig: Site Planning Committee 2/24/97

## MEMORANDUM

DATE: March 11, 1997

TO: Site Planning & Development Standards Committee

FROM: Mike Derrig, Port Ludlow Planning Forum

RE: FOLLOW-UP TO OUR 3/7/97 MEETING

---

Below is a recap of my notes from our 3/7/97 meeting. Please review these so that we may discuss at our next meeting on 3/14/97 from 9:00 a.m. to Noon at the Bay Club.

### Areas of discussion and agreement


- We reconfirmed our previous agreed upon position regarding the individuality of architectural schemes within the separate enclaves of development, "Further development, residential of any type, commercial or resort, should be in enclaves, each having their own district qualities. The architecture within an enclave can and should be different from other such development areas." Agreed to originally at our 2/14/97 meeting.
- We agreed to add to our "acceptable uses" list for Ludlow Cove, developed at our 2/7/97 meeting, a dingy dock and connection routes to the Village Center.
- I will in our final document correct all references previously made to South Bay Owners Association to South Bay Community Association.
- We agreed that any open space dedicated to any Owners Association must carry with its dedication, management guidelines for that open space. Guidelines could address logging, uses, access, maintenance, etc.
- We agreed to add to our defined "Commercial and Resort areas" list created at our 2/21/97 meeting, the Beach Club area and its parking and surrounding property owned by LMC.
- The LMC will address and make recommendations to improve the two older Port Ludlow area signs, one near Fire Station #3 and the one near the RV storage area on Swansonville Road.
- Pope Resources will clean and/or paint the area entrance sign on Beaver Valley Road.

- We agreed that the development of roadways within future subdivisions should have a more rural character, "less paving, trails and paths - not curbs and sidewalks". (Tony Puma memo 2/15/97). Developers of future subdivisions should petition the county, fire district, etc. to support this rural development theme and the county should accept dedication and maintenance of these roadways.
- If roadways are developed and are not accepted for maintenance by the county, full disclosure must be made to potential buyers of real estate within these subdivisions.
- We discussed that future development should promote a variety of looks, setbacks, sizes, edges, etc. "Edges - Generally speaking, the edges of all building clusters should be planted similar to the look of the North Bay Condos from the road and water" (Tony Puma memo 2/15/97).
- We agreed previously to refine and/or modify the SBCA Architectural Guidelines and that these modified guidelines will be what all future South Bay developments must follow, including those developed by Pope Resources or its successors, assigns, designees, etc.
- We felt that it would be appropriate to more closely align the modification of the SBCA Guidelines to the existing guidelines on the LMC. Greg McCarry will have an architect review the SBCA Guidelines and the LMC Guidelines and incorporate into that review our committee's suggestions on the topic made thus far in this planning process. He will deliver the architect's recommendations to us by 3/21 for our comments. Our feeling is to have less limiting restrictions; i.e., specific building materials, and possibly more latitude for the Architectural Control Committees.
- We did discuss developing a pictorial portrayal of "unacceptable designs and acceptable designs". This needs further review.
- Our next meeting will start with a property tour to begin to identify what may be acceptable "buffer zones".

Thank you.

Derrig Site Planning Memo 3-11-97

## MEMORANDUM

DATE: March 17, 1997  
TO: Site Planning & Development Standards Committee  
FROM: Mike Derrig, Port Ludlow Planning Forum   
RE: FOLLOW-UP TO OUR 3/14/97 MEETING

---

Below is a recap of my notes from our 3/14/97 meeting and site tour. Also included is another map on which I have indicated by potential commercial development area your input as to appropriate "buffer zones" and landscape. Please review this information and call me with your input or we can discuss at our next meeting. I will call you to schedule our next meeting after I hear from Greg McCarry regarding the delivery of the information from the architect developing the new draft Architectural Control Committee (ACC) language.

### Areas of discussion

It would be helpful to the ACC to have in a pictorial format, reference pictures of "acceptable and not acceptable" architectural designs for future homes at Port Ludlow.

It would also be helpful to any ACC to have a list of local homes that builders and owners could see in Port Ludlow that are generally and currently acceptable to any ACC.

If the current LMC and SBCA ACC s could identify say a dozen homes or so, we will create a sample list to use and distribute to realtors, and local builders. We should discuss this further.

LMC has had an issue with their guidelines not giving the ACC adequate authority to control homes that are truly oversized to comfortably fit on a lot or ones that have a tendency by their size to overpower neighboring homes. While this committee is not in a position to deal with or make changes to LMC guidelines, I will ask Greg McCarry to solicit input on this issue from Pope Resources' architect for possible inclusion into the guidelines we will be recommending for future development.

If we do use pictures or compile lists of "unacceptable" architecture for Port Ludlow residential development, they will be of homes from outside our area.

## Site Tour/Buffer Zones

We reconfirmed that potential future and some current development areas need some type of "buffer zone" to include:

The Village Center  
Resort Area (Conference Center to Marina)  
Ludlow Cove  
Ludlow Bay Realty

We have generally agreed on "buffer zones"; however, we will need support from Pope Resources to legally define these areas and supply our committee with input on the types and species of materials appropriate to achieve our goals.

For some areas we also discussed the need for general landscape improvements, not necessarily just buffer zones. This included most of the area leading from the Marina/Inn turn-off, northbound on Oak Bay Road, to the main resort entrance. We did agree at earlier meetings that area landscape was appropriate for our committee to study and to make recommendations to be considered by Pope.

The map in an attempt to outline what we agreed to thus far.

Thank you.

## AREAS

### AREA

- 1) **Resort Core Area** - Along Oak Bay Road from the northbound one way road turn-off to the Marina and Inn, to the main entrance to the Beach Club and Conference Area.

**Need** - Clean out weeds, berry bushes, brush, alder, etc. Plant and maintain flowering ground covers, not to exceed 24" in height. Plant a few evergreen trees north of the large existing fir trees on the plateau area.

- 2) **Admiralty III proposed site** - Along Oak Bay Road from the main entrance to the Beach Club and Conference Center to the service road to the Sewage Treatment Plant.

**Need** - Plant evergreen trees (possibly cedar) all along this site to buffer view of new development and the existing conference center from driving and walking along Oak Bay Road and from view of the homes on Gamble Lane.

- 3) **The Main Entrance area to Beach Club and Resort**

**Need** - Repair, maintain or replace the main entrance sign to the resort area. Landscape and maintain the entrance area on both sides of and along the entrance roadways. More lighting is appropriate for this area; however, it must not be offensive to nearby residents.

- 4) **Ludlow Cove North and Northwest Boundary** - Along Paradise Bay Road from the intersection of Oak Bay and Paradise Bay Road to the southern end of the proposed site.

**Need** - Current buffer effect is fine, eliminate brush where appropriate.

- 5) **Ludlow Cove Waterfront Area** - All of the property along the waterfront from Ludlow Creek to the area where the log skids are that were used to dump logs into the bay.

**Need** - Maintain all existing evergreen trees, eliminate brush, alders, etc. Plant evergreen trees to screen views of new development from Inner Harbor Village residents in manner similar to the trees on the waterside of North Bay Condos. This does not necessitate planting trees along the entire waterfront of this parcel. Approximately one third of the eastern portion of this site needs a buffer zone.

6) **Village Center, North property iine area** - The property line along Oak Bay Road from Breaker Lane to the park area in which the David Douglas Memorial is located.

**Need** - A buffer of evergreen materials that will screen from driving and walking view the roof tops of all buildings, including exposed HVAC, etc.

7) **Village Center, South Property Line** - The property Line along Paradise Bay.

**Need** - None. Buffer and landscape are fine.

8) **Village Center/Commercial expansion Areas towards Ludlow Creek** -

**Need** - Maintain buffer zones similar to those approved above or as further defined..

9) **Ludlow Bay Realty Site**

**Need** - Plant low screening materials or maintain grass areas between southern parking areas and 4<sup>th</sup> green. All else fine.

## MEMORANDUM

DATE: March 27, 1997  
TO: Site Planning & Development Standards Committee  
FROM: Mike Derrig, Port Ludlow Planning Forum  
RE: **FOLLOW UP TO OUR 3/21/97 MEETING**

---

Below is a recap of my notes from our 3-21-97 meeting. Please review this information and we can discuss at our next meeting scheduled for **4/4/97 at 9:00 A.M.** at the **BAY CLUB**.

### Areas of Discussion

The Planning Forum process was reviewed to include:

- Study groups to agree on objectives for each area of study, the “what” that each group wants to accomplish for the benefit of the community, i.e. ownership of assets, operating control, to promote property values, enjoyment of living here, etc.
- Objectives to be taken to the community for input; first, a report to the community; and second, a community survey to solicit input.
- Pope Resources to respond with specific alternatives to each study group to support them, where at all reasonably possible, to achieve their objectives.
- Study groups to make their final recommendations to CLOA and the overall community for approval.

We discussed the need to more clearly identify “buffer zones,” planting materials, density of plantings, etc. We agreed to have “buffer zones”, specifically defined by professionals. Pope Resources will define buffer zone areas and materials for our committee’s review and recommendation of approval.

We discussed the need for a third set of ACC guidelines for future residential, single or multi-family development. In review of the LMC and SBCA ACC guidelines we discovered that there were material differences that exist between the two.

Some differences were format; however, some were of substance, i.e. view maintenance, etc.

LMC's "view maintenance policy" is not currently part of their actual ACC guidelines but only a recommendation to owners. SBCA seems to have a more definitive "view maintenance policy" and has absolute discretion over view maintenance issues in common areas.

We agreed that potential buyers and current owners of Port Ludlow property wanted reasonable ACC guidelines to assure them that development would be controlled and orderly, thus providing them with some assurance that their investment and enjoyment of living at Port Ludlow would be reasonably protected.

We also agreed that consistent interpretations of ACC guidelines was important.

We discussed having an introduction statement to all ACC guidelines that addresses the "why" of having guidelines. A statement of the objectives and goals of the guidelines as a preamble to include property value enhancement, life style issues, view, building heights, etc.

#### Areas of Agreement

We generally agreed that ACC guidelines are needed in part for the following reason: "Enhance the esthetics and values of existing and future properties at Port Ludlow."

"Values" include property worth and life style issues, enjoyment and pride of ownership, etc. Guidelines that will help establish Port Ludlow as an "attractive and pleasant place to live".

We agreed that most all of the facilities and services that the Planning Forum study groups will probably recommend would be best supported by reasonable population growth at Port Ludlow. Growth limited to current plans but having timely completion.

We agreed that there will have to be some new form of ACC guidelines if the community wants architectural and site planning control over commercial, resort and new open space land. Pope Resources seems willing to consider giving the community reasonable ACC control but it needs definition.

Pope Resources stated objectives as it relates to architectural guidelines is as follows:

1. Preserve values through:
  - a) completing the project in timely manner
  - b) avoid excessive costs short/long term
  - c) construction which is compatible
  
2. Guidelines must be:
  - a) consistent in application
  - b) consistent in maintenance
  - c) consistent in representation
  
3. Meets the majority view

We agreed to each draft for discussion at our 4/4/97 meeting, 5 basic objectives for ACC guidelines and then reach agreement on a total of 10 basic objectives for:

- Residential development
- Commercial development
- Open space management

We will provide those objectives to Pope Resources for their response.

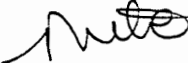
Once we have concurrence on those objectives, they then can be drafted in sufficient detail for eventual approval.

Thank you for your continued help in this very important study.

## MEMORANDUM

DATE: April 7, 1997

TO: Site Planning and Development Standards Committee

FROM: Mike Derrig, Port Ludlow Planning Forum 

RE: **FOLLOW-UP TO OUR 4/4/97 MEETING**

---

Below is a recap of my notes from our 4/4 meeting. Please review these and we can discuss at our **9:00 AM , 4/11 meeting to be held at the Bay Club**. If you are unable to attend this meeting, please call or send your comments to me prior to the meeting. This is a critical phase of our study. Thank you.

We concentrated on developing architectural objectives for future residential, commercial, resort, open space and overall property consideration.

Once our committee has agreed on these architectural objectives, hopefully on 4/11, we will forward them to Pope Resources for their consideration and further development.

While we did not revisit all of our previous recommendations at our 4/4 meeting, they will incorporate into our presentation to Pope. Some of these include:

- Buffer zone protection
- Diverse architecture between enclaves
- Site usage; i.e., commercial, resort, etc.

### Areas of discussion

We did agree the architectural objectives should address at least the following, as they may impact all Port Ludlow property owners, residents, prospective owners and visitors:

- Property values
- Esthetics
- Enjoyment of being here
- Pride of ownership
- Lifestyles

We agreed to concentrate on architectural impacts of new development, what things look like, 1) from outside looking in or at any buildings and 2) from inside any building looking out at views or other buildings.

Below by development type is listed our basic objectives or areas that need definition for all future development.

## Residential

1. View protection from one's residence.
  - a. Must define the view to protect
  - b. Must define responsibility - owner, neighbors, management (ACC)
  - c. Must define process for view protection
  
2. Overall neighborhood appearance
  - a. How does it appear from a distance?
  - b. How does it fit into the landscape; i.e., North Bay Condos vs. Teal Lake Subdivision (there should be no cookie cutter appearing subdivisions)
  - c. Must protect our rural landscape look; i.e., road widths, streetscape, lighting, etc.
  
3. Individual residence appearance
  - a. Height
  - b. Footprint and setbacks, house size to lot size
  - c. Exterior finishes, roofs, siding, color
  - d. Landscape

## Commercial

1. Building form
  - a. Must have a village appearance
  - b. Roofs - no flat roofs
  - c. Scale - generally 1-2 stories high (possible exceptions with extreme slope.
  - d. Built in clusters; not a strip mall
  - e. Exterior finishes compatible with area

## 2. Signage

- a. On premises only
- b. No backlit signs - painted and lighted OK
- c. No banners, sandwich boards, etc.
- d. Monument type signs preferred

## 3. Covered and connecting walkways between buildings, awnings encouraged.

## 4. Outdoor gathering areas

- a. Benches and tables
- b. Outdoor eating or coffee areas

## 5. Landscape and parking

- a. Parking areas to be small, in scale, adequate and landscaped with care given to lighting
- b. All buildings to be landscaped
- c. All utilities and services; i.e., HVAC to be hidden from any view
- d. Park-like area to be incorporated into development

## Resort

Our architectural objectives for the future resort development are similar to those listed above for commercial, with additional guidelines and clarification of others noted below.

## 1. Scale

- a. With the exception of a central facility that could house, reception areas, meeting and conference spaces, restaurants and administration functions, the resort area should have a village-type architectural appearance, small in scale, a collection of small buildings, cottages, bungalows, etc.
- b. Building heights should not exceed 2 stories unless extreme topography dictates otherwise
- c. All buildings should have reasonable separation from others to enhance views

## 2. Parking, Landscape, Open Space, Misc.

- a. All parking areas should be small in scale and separated by topography, landscape, etc.
- b. There should be extensive open space, park-like settings, gathering areas, outdoor recreation activity areas, primarily around the water
- c. There should be a unified appearance to the entire resort core area incorporating at least: landscape, street scape, lighting, signage  
These will provide a unifying thread to the visitor experience
- d. Building should be deliberately different in appearance
- e. There should be a collection point for visitors and owners arriving and departing by public transportation

### Open Space

1. All appropriate open space should have a woods-like appearance but should also, where reasonably possible, be usable at least for viewing. A good example is the area east of the Bay Club near the Gazebo.
2. Open space should be for the benefit of use by residents, their guests and resort visitors; not the general public for areas other than required; i.e., shoreline, etc.
3. Open space should be what divides and buffers commercial and residential from other areas.
4. Open space should have a wildlife preservation program as part of its existence.
5. Open space utilization should incorporate trails, pathways, etc. as part of the connector system for Port Ludlow.
6. Some open space areas should be more formal in appearance; i.e., main entrance areas, landscaped, and consequently may need irrigation.
7. Open space in general should be able to be maintained at a low cost.

### Overall architectural objectives

1. There is a growing need to address slope erosion, land slides and drainage in general.

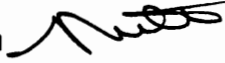
2. Overall architectural enforcement issues need clarification; for example, 1) What enforcement should be available for mandating replacement of residences, commercial after destruction?, 2) enforcement for view protection that has been compromised over time?

All of your input is necessary for us to move this study forward towards a recommendation.

Thank you.

Derrig Site Planning Memo 4-7-97

MEMORANDUM

DATE: June 8, 1998  
TO: Site Planning and Development Standards Committee  
FROM: Mike Derrig, Port Ludlow Planning Forum   
RE: **COMMITTEE MEETING 6/11/98 8:30AM @ THE BAY CLUB**

---

We have finished a draft of "Port Ludlow Development Standards and Design Guidelines". This is enclosed as Appendix A.

This document is intended to be a definitive part of the Development Agreement that ORM will hopefully execute with Jefferson County after receiving community support for both the entire Development Agreement and this Appendix A.

Appendix A is a combination of your efforts to define future development standards for Port Ludlow, a new county zoning code and specific land uses as agreed to between the community, Jefferson County and ORM.


The definitions of land use on page 1 of Appendix A tie to the colored land use map. Each of the following sections of Appendix A define more fully each land use area.

We have set a meeting for our committee to review this draft for Thursday, June 11th at 8:30 AM at the Bay Club.

I look forward to reviewing this with you.

Enclosures: Appendix A  
Site Map

MEMORANDUM

DATE: June 12, 1998  
TO: Site Planning and Development Standards Committee  
FROM: Mike Derrig, Port Ludlow Planning Forum   
RE: **FOLLOW-UP TO OUR 6/11 MEETING**

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Thank you for attending the meeting on 6/11 to finalize the language for the future Development Standards and Design Guidelines for Port Ludlow.

Greg has authorized the changes you recommended to include:

1. Removing as a Permitted Use both multi and single family development on the current location of the Development Office and Utility companies on Walker Way.
2. A language change to two sections of the agreement that will more strongly enforce your wishes as they relate to "Materials/Finishes" as not being just any cheap maintenance material. A new definition will be forthcoming from NBBJ.
3. The language regarding view protection as well as buffering new commercial and multi family development is in each of these sections as I recall you requested. If I misunderstood your request please let me know.

Thank you for all your efforts, many hours of your personal time and commitment to this process.

I appreciate your unanimous support for approving the revised language.

cc: Greg McCarry  
Moulton Prussing