



CITY OF DUPONT

Department of Community Development
1700 Civic Drive, DuPont, WA 98327
Telephone: (253) 964-8121
www.dupontwa.gov

April 3, 2020

Sent via email only to:

Dan Balmelli
Barghausen Consulting Engineers, Inc.
18215 72nd Ave South
Kent, WA 98032

Project: Northwest Logistics Trailer Parking Area
Subject: Planning Department Pre-Application Meeting Comments
City file number PLNG2020-002

Dear Mr. Balmelli:

The following letter summarizes the City's response to your request for a pre-application meeting to review City requirements for adding trailer parking capacity to the existing property. The materials submitted include the following:

- Pre-Application Form, undated
- Authorization to Act as Agent Affidavit, Dated February 2, 2020
- Architectural Site Plan, Dated January 28, 2020
- City of DuPont Boundary Line Adjustment dated June 3, 2008
- ALTA Survey dated May 17, 2008

The proposal is located on tax parcels 3000390011 (NW Logistics Center II) and 3000390282 (Steilacoom Historical School District property). The NW Logistics Center II property is 32.16-acres located at 3230 International Place. The Steilacoom Historical School District (SHSD) property is a 5.34-acre property located at the northern terminus of International Place off Center Drive, contiguous to the northwest of the NW Logistics II property.

According to the application form and associated site plan, the proposal is to add 225 trailer storage/parking spaces. It appears that approximately 185 trailer spaces are proposed on the SHSD property, which is currently vacant land, and another 50 trailer spaces are proposed on the NW Logistics II property, which was constructed in 2019. It would require the removal of 108 parking spaces and some landscaping from the NW Logistics II site. The pre-application form states that the project requires 204,891 square feet of impervious surfaces and 27,940 square feet of landscaping area.

In the pre-application meeting, you clarified that you intended to pursue a lot consolidation (Lot Line Elimination or "LLE"), and not the Boundary Line Adjustment shown on the submitted 2008 BLA drawings. Additionally, you clarified that you are looking at the following potential site plans options:

- Scenario 1: The proposal described in your pre-application package as described above.

- Scenario 2: Revise and expand the northern standard vehicle parking area from the NW Logistics II site on to the SHSD Site, including additional high occupancy vehicles/van parking. At this time, it is not known how many additional vehicle spaces would be proposed.

You submitted pre-application materials for Scenario 1. The City will provide comments regarding Scenario 2, but without a project narrative and site plan the comments will be limited.

Planning Department Comments, Contact Jeff Wilson at (253) 912-5393

The following comments are provided from the City’s planning department regarding the proposed project.

A. Background and History

1. NW Logistics Center II History (Tax Parcel 3000390011):

- a. On March 13, 2015 the City issued Site Plan Approval for the Northwest Logistics Center II proposal (ADM 13-01), On May 25, 2018 the City issued approval for a Site Plan Amendment (PLNG2018-012). On February 4, 2019, the city issued approval for a Site Plan Amendment (PLNG2018-063) with 57 conditions of approval. These approvals were approved when the property was subject to the Industrial zoning district standards. The description of the PLNG2018-063 proposal was as follows:

“Construct a warehouse totaling approximately 628,640 square feet on a 32 acre site with associated grading activities, asphalt parking, drive aisles and truck loading and maneuvering areas, landscaping, stormwater infiltration facilities, water and sanitary sewer extensions, franchise utility improvements and half-street frontage improvements along International Place. Approximately 414 parking spaces plus 124 truck trailer spaces are proposed.”

- b. The City issued a SEPA Mitigated Determination of Nonsignificance (SEPA MDNS) on Feb 10, 2015 that included 13 mitigation measures. On May 4, 2018, the City adopted the prior SEPA Determination for the May 2018 Site Plan Amendment proposal (PLNG2018-012). On January 8, 2019 the City SEPA Official adopted the February 2015 SEPA document.
- c. The proposal is largely constructed with the exception of building interior tenant improvements.

2. Steilacoom Historical School District Property History (Tax Parcel 3000390282):

- a. This property is a vacant land and appears to have been previously cleared and graded. At this point in time we have not been able to identify if there were previous land use approvals or specific conditions placed on the property associated with the clearing and grading.

3. Both properties were rezoned from Industrial to Community Business in 2018.

B. Lot Line Elimination and Site Plan Amendment Options

You may choose to submit an independent LLE/BLA application that proposes no uses or improvements to the SHSD or NW Logistics Center II property. This option would not trigger a requirement for a site plan amendment and would follow the Boundary Line Adjustment section of DMC Chapter 24.07; see Section E below. The moment you propose to improve the property as a part of the NW Logistics Center II project, a site plan amendment application would be required. The site plan amendment process will vary depending on the extent of the improvements as follows:

1. There are two types of site plan amendments, “major” and “minor”, which are defined as follows:

“Site plan amendment, major” means an amendment to an approved site plan that substantially changes the site design, increases density by more than five percent or increases building area by greater than 10 percent, reduces open space or landscape area by more than 10 percent, requires a modification to a condition of approval or other requirements and conditions of the approved and site plan, or includes new requests to deviate from the standards of the applicable district.

“Site plan amendment, minor” means an amendment to an approved site plan for modifications to the dimensions or footprint location of a building(s) but does not substantially modify the arrangement or increase the number of buildings approved in the plan. Increases to density shall be less than five percent and building size/area shall be less than 10 percent. The amount and quality of landscaping may be increased but may not be reduced by more than 10 percent, provided it complies with the minimum landscaping requirements of the zone in which the property is located. Proposed amendments shall not deviate from standards of the applicable district.

A minor site plan amendment is a Type I procedure and a major site plan amendment is a Type II procedure, both requiring approval by the Community Development Director.

2. The following briefly reviews the two proposed site plan amendment scenarios with the site plan amendment criteria in DMC 25.150.050:
 - a. Scenario 1: Under this scenario, you are proposing to expand the boundaries of the site by adding in the SHSD property and reduce the number of available standard vehicle parking spaces (as approved on the site plan for PLNG2018-063) for the NW Logistics Center II project from 414 vehicle parking spaces to approximately 306 vehicle parking spaces. In addition you would add trailer parking and potentially outdoor storage to the SHSD property. The parking reduction would require a change to Condition No. 35 of the PLNG2018-063 Site Plan Amendment, which states the following:

35. Each application for building permit will be required to identify the uses, details and employee forecast to ensure compliance with DMC 25.95.030 (number of parking spaces). No more than 414 employees at maximum shift shall be allowed without additional parking added. The addition of parking beyond which is approved herein, may require additional land use and/or SEPA environmental review and approval.

The criteria for a major site plan amendment includes “a modification to a condition of approval or other requirements and conditions of the approved and site plan”; therefore it is likely a major site plan amendment process will be required. If you decide to apply for a minor site plan amendment, provide a narrative that describes how the project meets the definition of a minor site plan amendment provided in DMC 25.10.190.055.

Scenario 2: Under this scenario, you are proposing to expand the boundaries of the site by adding in the SHSD property and adding additional vehicle parking including van/high occupancy vehicle spaces. The change in parking would also require a revision to Condition #35; therefore it is likely a major site plan amendment would also be required for Scenario #2. If you decide to apply for a minor site plan amendment, provide a narrative that describes how the project meets the definition of a minor site plan amendment provided in DMC 25.10.190.055.

- b. Alternatively, you may choose to include both scenarios in your site plan amendment application for City review. We anticipate a condition of approval that would require one option be selected upon submittal of site development and/or building permit and the other would be nullified.
- c. Note that upon approval of the site plan amendment, the previous proposal (i.e. PLNG2018-063) would be nullified.
- d. Site development permits may be submitted for review concurrent with the site plan amendment review process; however, changes to the plans may be a condition of site plan approval and could require revisions to the site development permit plans.

C. DuPont Municipal Code Chapter 25.27 Requirements

1. The property is located within the Community Business (CB) zoning district and is designated by the Comprehensive Plan as Manufacturing Research Park and Industry planning area. The zoning of the subject parcels changed from Industrial to CB after the Northwest Logistics 2 Minor Site Plan Amendment (PLNG2018-063) application was deemed complete. All new proposals shall be compliant with the CB zoning district. The following briefly reviews DMC 25.27 against the proposed scenarios:
 - a. Scenario 1: The proposal includes rows of stacked trailer parking that appears more like outdoor storage. You confirmed during the pre-application meeting that that is your intent.
 - i. Outdoor Storage is defined in DMC 25.10.150.070 as “the storage of fuel, raw materials, products, and equipment outside of an enclosed building”.
 - i. The portion of the trailer parking that doesn’t have a drive aisle for access will be considered by the City as outdoor storage in terms of how it is regulated. The portion of trailer parking that does have direct access to a drive aisle will be considered trailer parking.
 - ii. The proposed outdoor storage located on the SHSD property is intended to function as a part of the NW Logistics Center II project; therefore the City considers it as a permitted ancillary use in the CB zoning district. With the site plan amendment application provide a statement that the outdoor storage is associated with the primary use of the site.
 - iii. If for any reason the outdoor storage should change to a stand-alone outdoor storage use, it would require a conditional use permit and would be limited to only 2% of the property. The City would also require additional buffering between the stand-alone outdoor storage and the NW Logistics Center II site. All references to outdoor storage contained in this letter are referring to is as a part of the NW Logistics Center II use.
 - iv. Trailer parking is permitted in the CB zoning district as it is considered a necessary operational requirement for the industrial/warehouse use.
 - b. Scenario 2: Vehicle/Van parking is allowed to serve the Northwest Logistics Center II project, subject to the minimum and maximum parking requirements and design standards of DMC 25.95.
2. Per DMC 25.27.05, the following standards apply to future development. According to the pre-application meeting application no new structures are proposed; therefore we are only commenting on the relevant aspects of the proposal:

- a. Outdoor storage shall be screened from streets and adjoining properties by a 100 percent sight-obscuring wall or fence. This requirement applies to International Place, DuPont Steilacoom Road and the adjacent properties to the north and south of the SHSD parcel. See more detail under Landscaping in Section C.3.d, below.
 - b. Per 25.27.070, Design review is required for commercial and mixed-use development projects pursuant to Chapter 25.70 DMC. DMC 25.70.010 states “all applications for site plans involving retail trade, service businesses, offices and mini-storage in the community business districts are subject to the regulations and guidelines in this chapter.” The PLNG2018-063 proposal was approved for a warehouse use. The pre-application meeting materials did not indicate a change of use was part of the proposal. Therefore, if no change to the use is proposed it is assumed that design review is not required for the proposal to add vehicle or trailer parking/outdoor storage.
3. Compliance with DMC Chapter 25.90, Landscaping is required.
- a. Per DMC 25.90.020(2)(c), a minimum of 20 percent of each lot must be landscaped area. As noted earlier, the approved NW Logistics Center II site plan (PLNG2018-063) received approvals when it was under the Industrial zoning district, which required 10 percent landscaping. You will need to provide 20 percent landscaping to the SHSD parcel that you are proposing to develop and 20 percent for the portion of the NW Logistics Center II property that is being impacted/modified. Provide the required landscape calculation with the site plan amendment application.
 - b. Per DMC 25.90.030, street trees are required at the time of development located within the street right-of-way. This requirement applies to International Place. Provide existing and proposed street trees on the plans at the spacing ratio of one per 40 to 50 feet of frontage.
 - c. Per DMC 25.90.030(2) the interior of surface parking lots with 10 or more stalls shall be landscaped with at least one tree per six stalls. The number of trees per parking space requirement also applies to the trailer parking that is accessed with a drive aisle. We will require strategically placed landscape islands to break up the large expanses of asphalt in the vehicle and trailer parking areas. We recommend consideration of a columnar shaped tree in the trailer parking area to avoid tree canopy conflicts with the trailers. Provide the tree calculations with the site plan amendment application.
 - d. DMC 25.90.030(3) requires a moderate landscape buffer be provided between parking lots and any adjacent public right-of-way. Subsection (b) allows the city to require full buffers as necessary to mitigate incompatibility or between outdoor storage and surrounding high –use areas. The following is a brief discussion on the buffer requirements based on the two proposed scenarios for all perimeters.

A landscape buffer is defined in DMC 25.110.020 as:

“a buffer strip of trees, shrubs, and ground cover of sufficient height, width, and density to screen, within three years of planting, an unsightly or nuisance-generating land use from a more sensitive land use, even in the winter months.” The minimum visual screening for a moderate buffer is 50 percent and for a full buffer is 100 percent.

- i. DuPont-Steilacoom Road buffers: The City will require extension of the constructed landscaping berm along DuPont-Steilacoom Road to the northern end of the property in order to fully screen the public right-of-way from the trailer parking and outdoor storage areas. For continuity purposes, the City requires a berm that is 4-5 feet high above the finished grade of the parking area and designed/constructed similar to the approved berm and tree/shrub plantings provided on the NW Logistics Center II site (PNG2018-063) along DuPont Steilacoom Road. This type of screening along DuPont Steilacoom Road is required for the proposed site revisions for trailer parking and

outdoor storage. If the existing parking north of the building should remain as it was approved on the original site plan, no modifications to the buffer in that location would be required. However, additional landscaping will be required wherever there is a transition from vehicle parking to trailer parking/outdoor storage.

- ii. International Place buffers - A full buffer is required along International Place to screen the trailer parking and outdoor storage uses. The full buffer should wrap around the southern entrances of the SHSC property for a distance of approximately 50 feet to further screen from the right-of-way before transitioning to a moderate buffer.

A moderate buffer will be required along International Place to screen the standard vehicle parking.

- iii. North and south property perimeters - A moderate screening buffer is required along the north and south perimeters of the SHSD property to screen the vehicle parking, outdoor storage and trailer parking areas from the adjacent uses.
- iv. Security fencing is to be located on the interior side of the perimeter landscaping and should be hidden by the berm/buffer plantings.

The City encourages the applicant to work with City staff during design and before permit application on the extents of the landscaping.

4. The modified site plan will be reviewed for compliance with Chapter 25.95, On-site Parking. Per DMC 25.95.030, a minimum of 0.3 and a maximum of one parking space shall be provided per worker at maximum shift. The City does not include trailer parking spaces in determining if a site meets the minimum and maximum parking requirements. This is because the trailers are often driven by the same driver using a vehicle parking space. The site plan amendment application shall include the standard vehicle parking quantities and worker at maximum shift calculation with the application and a separate total for the trailer parking spaces. This applies to both Scenario 1 and Scenario 2. See DMC Chapter 95 for all parking design and dimensional requirements.
5. Chapter 25.105 regulates Critical Areas. There is a known manmade drainage course located adjacent to the northeast of the SHSD property that is on JBLM land and regulated by JBLM. The City will not require a critical area report or critical area review.
6. Per DMC 25.110, Setback – Street Corners. It appears that the proposed work for Scenario 1 and Scenario 2 would be located outside of the vision clearance triangle so this code section is not applicable.
7. Proposals for site plan review are required to meet the tree retention requirements stated in DMC 25.120. The SHSD appears to have been previously cleared and graded however and may not have any trees to retain. In addition, the following standards will apply to the proposal:
 - a. Removal of Landmark Oregon white oak trees is prohibited (unless you apply for a Type III Tree Modification (see DMC 25.120.050)). At least half of all other (non-oak) landmark trees are also required to be retained.
 - b. Per DMC 25.120.030(3) requires retention of one and one half trees per acre over the entire campus; however no more than half of the existing non-oak trees are required to be retained. The approved site plan (PLNG2018-063) for NW Logistics Center II included an approved Tree Retention Plan and Tree Mitigation Plan. The approved plans included the use the north landscaping area to meet the overall trees per acre requirement. As such, you shall submit a revised tree per acre calculations compliant with DMC 25.120.030.

- c. For trees intended to remain provide the tree protection radius on the plans. It is one and one-half times the radius of the canopy (in the case of oak trees to be retained).
- d. The Landscape plans shall include:
 - a. The location, size, and species of all landmark, historic, and specimen trees; including both intended to remain and intended to be removed;
 - b. How retained trees will be protected during development.

D. SEPA Environmental Review

1. The City issued a SEPA MDNS (SEPA 13-01) on February 10, 2015. The City adopted this SEPA MDNS on January 8, 2019 for the most recently approved Minor Site Plan Amendment application for this site (PLNG 2018-064). The City requires more detailed information than what was provided in the pre-application materials to determine if we will adopt the previous SEPA MDNS or issue an addendum, modification, or new MDNS. The following additional information is required:
 - a. A new or redlined SEPA Checklist is required that describes the proposed changes including change in property size, increase or decrease in parking, and updated cut/fill quantities. Be sure to include the quantities associated with the grading work completed to date for complete comparison purposes with the prior SEPA checklist.
 - b. The following Environmental Studies are required for work on the SSHD property, which is currently vacant land:
 - i. Documentation about soil contamination or lack thereof (a copy of the No Further Action letter from Department of Ecology shall also be provided prior to issuance of site development/grading permits);
 - ii. A geotechnical analysis;
 - iii. A Cultural Resources Survey that evaluates the proposed soil disturbance area shall be provided. Pursuant to a 1989 Memorandum of Agreement between Weyerhaeuser Real Estate Company, City of DuPont and the Washington State Historic Preservation Office, an archaeological consultant shall oversee all clearing and grading activity and provide a closing report to the City. This will be spelled out in the project's SEPA determination.
 - iv. An updated traffic study will be required to address the additional truck and/or vehicle trips. See the comments from the City's Traffic Engineering Consultant.

E. Lot Line Elimination Application Requirements

1. Submittal Requirements are stated on the Boundary Line Adjustment - Lot Line Elimination Application form. In addition, note the following is required:
 - a. Written narrative that address each review criteria stated in DMC 24.08.050.
 - b. Name and address of the financially responsible party.

c. PDF “writeable” application forms can be found at the following link: <http://wa-dupont.civicplus.com/index.aspx?nid=140>

d. The application fees are can be found on the City’s website at the following link: <http://www.dupontwa.gov/DocumentCenter/View/2696>

As indicated in the City’s fee ordinance, the City will invoice you for all consultant costs and fire department review fees, hearing examiner cost, and 10 percent overhead charges.

e. The City is currently accepting applications electronically. See the attached memorandum regarding permit procedures during the closure of City Hall.

2. Lot line elimination applications shall be reviewed according to the following per DMC 24.08.050:

a. The departments shall review the proposed lot line elimination for compliance with applicable adopted plans, policies and regulations and forward comments to the Department.

b. Following receipt of the comments of consulted departments the Director shall approve or deny the lot line elimination.

c. The applicant shall record the declaration of lot combination within 30 days of approval. If not, the lot line elimination shall be null and void.

F. Site Plan Amendment Application Requirements.

1. Submittal Requirements are stated on the Land Use Application. In addition, the following is required:

a. Written narrative / table that describes the proposed changes from the approved site plan.

b. Name and address of the financially responsible party.

c. A new and/or redlined SEPA checklist. Include the environmental studies listed above in Section D.1.b.

2. PDF “writeable” application forms can be found at the following link: <http://wa-dupont.civicplus.com/index.aspx?nid=140>

3. The application fees are can be found on the City’s website at the following link: <http://www.dupontwa.gov/DocumentCenter/View/2696>

As indicated in the City’s fee ordinance, the City will invoice you for all consultant costs and fire department review fees, hearing examiner cost, and 10 percent overhead charges.

4. The City is currently accepting applications electronically. See the attached memorandum regarding permit procedures during the closure of City Hall.

G. Type I Lot Line Elimination and Type I Minor Site Plan Amendment Approval Process

Lot Line Eliminations and Minor Site Plan Amendments are a Type I procedure with a decision by the Community Development Director.

1. The following are the typical procedures for the Type I approval process:

- a. Staff will review the application for completeness and issue a Notice of Complete Application within 28 days. It is important that you provide each of the items identified above at the time of application.
- b. Staff will publish a Notice of Application to all City departments and agencies with jurisdiction within 3 days from determination of completeness. The notice will be published in the News Tribune. The notice requires a 14-day public comment period.
- c. Staff will review the application for consistency with the DMC and prepare a Staff Report and Decision. The decisions to approve, conditionally approve, or deny the proposal will be made by the Community Development Director.
- d. The Community Development Director's decision may be appealed to the hearing examiner within 14 days.

H. Type I Lot Line Elimination and Type II Major Site Plan Amendment Approval Process

Lot Line Eliminations are processed as a Type I procedure and Major Site Plan Amendments are processed as a Type II procedure. Per DMC 25.175.010, the applications may be consolidated into the highest land use procedure. The Type II process requires a decision by the Community Development Director.

2. The following are the typical procedures for the Type II approval process:

- a. Staff will review the application for completeness and issue a Notice of Complete Application within 28 days. It is important that you provide each of the items identified above at the time of application.
- b. Staff will publish a Notice of Application to all City departments and agencies with jurisdiction within 3 days from determination of completeness. The notice will be published in the News Tribune. The notice requires a 14-day public comment period.
- c. Depending on the type of SEPA determination issued (adoption, addendum, modification, or new MDNS) there may or may not be a comment and appeal period.
- d. Staff will review the application for consistency with the DMC and prepare a Staff Report and Decision. The decisions to approve, conditionally approve, or deny the proposal will be made by the Community Development Director.
- e. The Community Development Director's decision may be appealed to the hearing examiner within 14 days.

Building Department Comments. Contact Bill Anderson at (253) 912-5216 or banderson@dupontwa.gov.

Fire Department Comments. Contact Mike Turner at (253) 666-2760 or mturner@dupontwa.gov.

Engineering and Water Department Comments. Contact Dominic Miller of Gray & Osborne at (360) 292-7481, Ext 1504 or dmiller@g-o.com.

If you have any questions, please call me at 253.912.5393, or email me at jwilson@dupontwa.gov.

Sincerely,

Jeffrey S. Wilson

Jeffrey S. Wilson, AICP
Community Development Director
City of DuPont

Enclosure: Memorandum regarding City permit process during City Hall closure

Cc: File No. PLNG2020-002
Bill Anderson, City of DuPont Building Official
Mike Turner, City of DuPont Fire Marshal
Dominic Miller, Gray & Osborne, Inc. (representing the City of DuPont)
Lisa Klein, AHBL, Inc. (representing the City of DuPont)

Per DMC 25.175.020(1)e, neither the discussions at the pre-application meeting nor the information provided herein shall bind the director in any manner or prevent the director's future application or enforcement of all applicable codes, ordinances, and regulations.



City of DuPont

Permit and License Processes during City Hall Lobby Closure

A. Building/Fire Department Permit application process and Inspections:

- Applicant will need to submit the appropriate permit application via email, link to FTP site, or link to “Box” or similar large file transfer site to Sherri Ingles at singles@dupontwa.gov, FAX at 253-964-3554 or by mail at:
City of DuPont
ATTN: Permits
1700 Civic Drive
DuPont, WA 98327
 - Staff will process applications as usual and create the applicable forms.
 - To pick up any permit from the city, applicants will **schedule an appointment** by calling Sherri Ingles at 253-912-5217. City staff will follow appropriate hygiene and social distancing protocols when meeting with the public.
 - Inspection appointments will be made as usual (telephone request) and inspections will be conducted with the use of PPE and maintaining social distancing (minimum of 6’ for all persons).
 1. All exterior and in-garage inspections will be performed as usual or at the discretion of the inspector.
 2. ***“In home” inspections will not be conducted in any home where anyone in the residence is currently sick or has been recently ill.***
 - **As public health conditions change, it may be necessary to suspend temporarily inspections for the protection of all parties involved. Should it become necessary to suspend inspections, the City will make every attempt to provide a minimum of one (1) week notice to contractors and the public.**
-

B. Planning: Land Use, Pre-Application Permit, Sign Permit (Temporary & Permanent) or Home Occupation Permits application process:

- Applications may only be submitted via one of the following methods:
 1. **Email.** Applications may be submitted by email, link to FTP site, or link to “Box” or similar large file transfer site to Janet Howald at jhowald@dupontwa.gov. If a permit application is emailed, all permit fees must be mailed in (see address below); and a copy of the check shall be included with the application email.
 2. **Mail:** This method may be used for all planning permit applications. Please mail to:
City of DuPont
ATTN: Janet Howald
1700 Civic Drive

DuPont, WA 98327

3. **Courier Delivery.** Since the City Hall lobby is closed, applications materials to be delivered by courier must have a pre-arranged delivery appointment to accept the delivery. To schedule a delivery appointment, please contact Janet Howald at 253.912.5232 or via email at jhowald@dupontwa.gov
 - **All applications submitted will receive an email confirming receipt of the application and a copy of the receipt for any fees paid.**
 - **All planning permit applications shall include at a minimum the following:**
 1. 3 complete sets of all application forms and plans. Please ensure a phone # and email for the application contact person is included.
 2. Check for application fee(s). If application is emailed, the application fee must be mailed in.
 3. Provide an electronic copy of all application materials submitted on either a thumb drive or CD
-

C. Other Licenses & Permits (e.g.: Dog License, Temporary Parking permits, etc.)

- Applicant will need to submit the appropriate permit or license application via email, link to FTP site, or link to “Box” or similar large file transfer site to Sherri Ingles at singles@dupontwa.gov, FAX at 253-964-3554 or by mail at:
City of DuPont
ATTN: Permits & Licenses
1700 Civic Drive
DuPont, WA 98327
- Staff will process applications as usual and create the applicable forms.
- If possible, all items will be emailed or faxed back first prior to mailing or having face-to-face contact.
- To pick up your temporary parking permit or dog license tag from the city, applicants will **schedule an appointment** by calling City Hall at 253-964-8121. City staff will follow appropriate hygiene and social distancing protocols when meeting with the public.

From: [Bill Anderson](#)
To: [Jeff Wilson](#); [Janet Howald](#); [Lisa Klein](#)
Cc: [Mike Turner](#); [Dominic Miller](#); [Christopher Ortega](#); [Valeska Silva](#); [Gus Lim](#); [Scott Hein](#)
Subject: NW Logistics trailer parking LU & proposed short plat PLNG2020-002
Date: Tuesday, March 10, 2020 8:33:35 AM

Jeff & Lisa,

I have no comments for the subject Land Use & Short Plat submittal. Please contact me if you have questions. Thank you.

Bill Anderson



City of DuPont Fire Department

Proudly serving the community of DuPont

1780 Civic Drive, DuPont, WA, 98327

Phone 253.964.8414 • Fax 253.912.5240 • www.ci.dupont.wa.us

March 9, 2020

TO: Jeff Wilson

FROM: Mike Turner Fire Marshal

RE: Northwest Logistics Trailer Parking Area PLNG2020-002

The DuPont Fire Department Prevention Division reviewed the above project and has the following comments.

Site Plan Related Comments

1. Per DMC 13.05.100, Emergency Vehicle Access Standards Section I. (Gates) Number one thru six shall be followed if gates are installed.

If you have any questions, you may call Fire Marshal Mike Turner at (253) 666-2760 or e-mail mturner@dupontwa.gov.

Sincerely,

Fire Marshal

Mike Turner

Efficient response. Flawless Performance. Compassionate Actions.



Gray & Osborne, Inc.
CONSULTING ENGINEERS



April 3, 2020

Mr. Jeff Wilson
Community Development Director
City of DuPont
1700 Civic Drive
DuPont, Washington 98327

**SUBJECT: PRE-APPLICATION COMMENTS, NW LOGISTICS 2 TRAILER
PARKING AREA, CITY FILE NO. PLNG2020-002
CITY OF DUPONT, PIERCE COUNTY, WASHINGTON
G&O #20201.00 TASK 02**

Dear Mr. Wilson:

On February 26, 2020, Gray & Osborne, Inc. received a submittal packet regarding the above-subject project. The packet included the following:

- City of DuPont Pre-Application Review Form;
- Authorization to Act dated February 20, 2020;
- Boundary Line Adjustment; undrecorded (one sheet dated June 3, 2008);
- ALTA/ACSM Land Title Survey (one sheet dated May 7, 2008); and
- Architecture Plan by Nelson Architects (one sheet dated January 28, 2020).

The proposed development is a parking lot for 225 trailer stalls on Assessor's Parcel Number 300039-0282 east of International Place. The site is to the north of the Northwest Logistics 2 building.

We have reviewed this information for compliance with the current City of DuPont standards, codes, and policies, and have the following comments:

1. It appears the Boundary Line Adjustment is only signed by the Land Surveyor, yet Pierce County .
2. Per the City Street Standards, frontage improvements will be required along International Place. A right-of-way permit will be required for the construction of the improvements within the right-of-way. It appears an



Mr. Jeff Wilson
April 3, 2020
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existing streetlight and other utilities are at the site of the proposed driveway.

3. A traffic impact analysis (TIA) will be required. The scope of the traffic study shall be coordinated with the City's Transportation Engineer, Ms. Geri Reinart at (206) 285-9035.
4. The site plan shall include supplemental exhibits to demonstrate that the City Fire Department's large apparatus can navigate the site (lane width, radius), including access to FDCs and hydrants. The Fire Department will confirm the adequacy of vehicle access points.
5. A parking lot lighting plan, including a photometric exhibit showing the lighting levels within the parking lot, will be required for the proposed project. Lighting shall conform to the requirements of DuPont Municipal Code (DMC) Section 25.70.070 (12).
6. The Applicant shall submit a preliminary utility plan identifying the existing and proposed water, storm, and sewer systems, to allow the City to determine the feasibility of the lot layout. City GIS information for the City's water and stormwater system are available upon request.
7. It appears an 8-inch water main will need to be extended to the northeasterly area of the site. The water main will terminate with a fire hydrant. All water mains and appurtenances to be owned and operated by the City shall be located in 15-foot-wide easements dedicated to the City.
8. A Stormwater Site Plan, in accordance with the 2012 Department of Ecology Stormwater Management Manual for Western Washington with 2014 amendments, will be required for this project.
9. A Stormwater Pollution Prevention Plan (SWPPP) and a Temporary Erosion and Sediment Control (TESC) Plan shall be prepared for the project. The project activities shall comply with the requirements of the Washington State Department of Ecology National Pollutant Discharge Elimination System (NPDES) general permit for stormwater discharges associated with construction activity.



Mr. Jeff Wilson
April 3, 2020
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10. The City's Stormwater System Development Charge (SDC) will apply to the proposed development. The SDC is \$1,200 per 1,900 square feet of impervious surface.
11. Prior to final acceptance of this project, the applicant will be required to execute an Agreement for Inspection and Maintenance of Privately Maintained Storm Drainage Facilities. The Agreement should be provided after construction of the storm drainage system to reflect "as-built" conditions. A copy of the form of the agreement is included in the City Street Standards.
12. Prior to final approval of the project, as-builts and Geographic Information System (GIS) documentation will be required, in accordance with City of DuPont Municipal Code Chapter 24.10 and Ordinance No. 97-559.

Thank you for the opportunity to provide these comments. Please contact the undersigned if you have any questions or comments regarding this review.

Sincerely,

GRAY & OSBORNE, INC.

Dominic J. Miller, P.E.

DJM/sp

cc: Mr. Gus Lim, P.E., Public Works Director, City of DuPont
Mr. Bill Anderson, Building Official, City of DuPont
Mr. Scott Hein, Public Works Supervisor, City of DuPont
Mr. Mike Turner, Fire Marshal, City of DuPont
Ms. Lisa Klein, AICP, AHBL, Inc.

From: [Geraldyn Reinart](#)
To: [Janet Howald](#)
Cc: [Jeff Wilson](#); [Lisa Klein](#); dmiller@g-o.com
Subject: Re: NW Logistics Trailer Parking Area, PLNG2020-002
Date: Tuesday, March 10, 2020 2:25:24 PM

I don't have many comments at this time pending more information in the pre-app meeting from the Applicant regarding the proposed action. Not sure if the additional truck parking is needed because of a change in use with the adjacent warehouse structure or if this is a separate independent user. If the additional parking is for the adjacent warehouse tenant, further information would be helpful as to why this parking wasn't provided initially. Pending more information, trip generation and traffic analysis **may** be requested.

That's all for now - thanks!

geri

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From: Janet Howald <JHowald@dupontwa.gov>
Sent: Wednesday, February 26, 2020 11:16 AM
To: Bill Anderson <BAnderson@dupontwa.gov>; Christopher Ortega <COrtega@dupontwa.gov>; Dominic Miller <dmiller@g-o.com>; Geri Reinart <greinart@msn.com>; Gus Lim <GLim@dupontwa.gov>; Janet Howald <JHowald@dupontwa.gov>; Jeff Wilson <JWilson@dupontwa.gov>; Lisa Klein, AHBL <LKlein@AHBL.com>; Mike Turner <MTurner@dupontwa.gov>; Scott Hein <SHein@dupontwa.gov>; Valeska Silva <vsilva@dupontwa.gov>
Subject: NW Logistics Trailer Parking Area, PLNG2020-002

Attached are the pre-app materials for Northwest Logistics Trailer Parking Area, File No. PLNG2020-002.

Please provide comments by Friday, March 13, 2020.

Thanks much.

Janet Howald
Community Development
Administrative Specialist
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Jhowald@dupontwa.gov