



June 29, 2020

Jeffrey S. Wilson, AICP
Community Development Director
City of DuPont
Department of Community Development
1700 Civic Drive, DuPont, WA 98327
Telephone: (253) 964-8121

**Re: Major Site Plan Amendment Type II and Administrative Variance for reduction in required landscape coverage.
Narrative Describing Site Plan Revisions and
Summary of how project meets the City's Site Plan Review Criteria and Zoning requirements
Project: Northwest Logistics Center II – Parking Lot Expansion
Location: 3230 International Place North, DuPont, Pierce County, Washington
Tax Parcel No: 300039-0011 and 300039-0282**

Mr. Jeffrey S. Wilson:

Please refer to the following narrative describing site plan revisions and detailed summary of how project meets the City's Site Plan Review Criteria and Zoning requirements for your review and approval.

Description of the Project:

"The Project" entails a continued development within Pierce County Tax Parcel # 3000390282.

Existing Parcel	Additional Parcel ("The Project")
3000390011	3000390282
NW Logistics Center II	Steilacoom Historical School District property
32.16-acres	5.34-acre
3230 International Place	Northern end of International Place off Center Drive, (contiguous to the northwest of the NW Logistics II property)

Continued development within Pierce County Tax Parcel # 3000390282 (the Project). This parcel is located on International Place N., Dupont, WA, at Section 24 Township 19 Range 01. The 5.34-acre site is vacant and is refer as the Steilacoom Historical School District (SHSD) property

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The existing NW Logistics Center II property is 32.16-acres located at 3230 International Place.

Site Plan Revisions:

Under this proposal, the existing parcel is expanding to the northern boundaries of the site by adding in the SHSD property vehicle parking for employee vehicle spaces. Please refer to Preliminary Site Plan with Site Data for detailed revisions.

The proposal entails to combine the parcels and add vehicle employee parking spaces to total 912 with code compliant landscape coverage. The breakdown is as follows:

- a. 407 vehicle new parking spaces are proposed on the SHSD parcel, which is currently vacant land. The current landscape coverage for this parcel is 0%, and the proposed landscape coverage is 20.3%.
- b. Another 91 parking stalls have been added to the existing 414 vehicle parking spaces are proposed on the NW Logistics II parcel, which was constructed in 2019. This brings to total parking on this parcel at 505 stalls. The total parking provided for the combined parcels is 912 which matches the maximum employee count on a shift. The original development had a landscape coverage requirement of 10% and was originally designed to have 17.2% landscape coverage. Based on the new zoning designation of the site, 20% landscape coverage is required. Additional landscape has been added to the site bringing the landscape coverage for this parcel to 19.3% and a combined parcel total of 19.4% landscape coverage. Since the individual parcel and the combined parcels do not meet the required 20% landscape coverage, we are requesting an Administrative Variance for a reduction in required landscape coverage.
- c. Also, a new pre-manufacture guard shack, pre-manufactured ride share structure, and two (2) pre-manufactured smoker's shelter are proposed to be added to the existing NW logistics II parcel.
- d. An administrative variance is being requested for the increase of impervious area/decrease in required landscape coverage. See section 25.90 and section 25.160.050 below.

25.95.030 Number of spaces.	Proposed ("The Project")
(1) The minimum required and maximum allowed number of parking spaces shall be as follows, computed to the nearest whole number: Industries, research facilities, print shops, bakeries, wholesales, and warehouses: Minimum #: 0.3, Maximum #: 1, Per: Working at maximum shift	In compliance. Addition of 414 vehicle parking spaces are proposed on the SHSD property, which is currently vacant land. 91 vehicle parking spaces are proposed to be added to the existing 414 parking stalls on the NW Logistics II parcel for a combined parcel total of 912.

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	Per pre-app report: “Vehicle parking is allowed to serve the project, per minimum and maximum parking requirements and design standards of DMC 25.95”
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Summary of how project meets the City’s Site Plan Review Criteria and Zoning requirements

Site Plan Review Criteria

Pursuant of the City of DuPont Land Use code, the following site plan review criteria summary outlines compliance in order to ensure that the project is developed in a manner with present ordinances including site design, access, landscaping and parking lot layout. Per Land Use zoning code section 25.150.030 Review criteria:

“In order to obtain site plan approval, all of the development regulations and criteria specified in the district applicable to the property must be satisfied in addition to any general development requirements in Chapters [25.75](#) through [25.95](#) and [25.105](#) through [25.125](#) DMC.”

The following chapters summary have been reviewed for compliance, please refer to application supporting documentation of Major Site Plan Amendment Type II for further review.

Land Use Code Chapters	Proposed (“The Project”)
Division V. General Development Requirements	
25.75 Commute Trip Reduction	In compliance. Refer to revised Traffic Impact Analysis.
25.80 Cultural, Historical and Archaeological Resources	In compliance. Refer to Cultural Resources Report.
25.85 Affordable Housing Incentives Program	Not applicable. No housing component is this proposal.
25.90 Landscaping	Request Administrative Variance for reduction of required landscape coverage. The SHSD Parcel has a proposed landscape coverage of 20.3%. The Existing NW Logistics II Parcel has been increased from the existing 17.2% to 19.3% landscape coverage. The combined parcels landscape coverage is proposed at 19.4% Refer to Architectural site plan for tabulations. Per DMC 25.90.020(2)(c), a minimum of 20 percent of each lot must be landscaped area.

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	Per pre-app report: “20 percent landscaping to the SHSD parcel and 20 percent for the portion of the NW Logistics Center II property that is being impacted/modified. 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 areas. 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.”
25.95 Off-Street Parking	In compliance. Refer to Preliminary Site Plan with Site Data. 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. Per pre-app-report: “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.”

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25.100 Recycling	In compliance. No facility is this proposal. Refer to Preliminary Site Plan with Site Data.
25.105 Critical Areas	In compliance. Refer to Preliminary Civil Engineering Design Plans. Per The pre-app report: “Existing manmade drainage course located adjacent to the northeast of the SHSD property. City will not require a critical area report or critical area review.”
25.110 Setback – Street Corners	Not applicable. Refer to Preliminary Civil Engineering Design Plans, proposed work to be located outside of the vision clearance triangle
25.115 Transportation Concurrency Review	In compliance. Refer to revised Traffic Impact Analysis
25.116 Sign Code	In compliance. Refer to Preliminary Civil Engineering Design Plans
25.120 Tree Retention	In compliance. Refer to Preliminary Tree Retention Plan and preliminary landscape plans. Per pre-app report: “Proposals for site plan review to meet the tree retention requirements stated in DMC 25.120. The SHSD parcel have been previously cleared and graded and no trees to retain. In addition, the following standards apply to the proposal: a. Removal of Landmark Oregon white oak trees is prohibited. 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. Per pre-app report: “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, refer to submittal of revised tree per acre calculations compliant with DMC 25.120.030. For trees intended to remain refer to the tree protection radius on the plans. d. The Landscape plans include:

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(4) Granting of the variance will not confer a special privilege that is denied other properties in the same land use district. (5) The granting of the variance will not materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and district in which the subject property is situated; (6) The requested variance does not go beyond the minimum necessary to afford relief.	requirement per the CB zone. The existing parcel that had a zone change is the portion that the variance is being requested. If the City would look at “rounding-up” the landscape percentage of 19.4%, then an administrative variance would not be required. 5. Response: The requested variance is only related to on-site landscaping requirements. 6. Response: The request does not go beyond the minimum necessary to afford relief. The project can request up to a 10% reduction in the maximum 80% impervious area allowed.

Zoning requirements

Per DMC 25.27.05, the following standards apply to future development. No new structures are proposed; therefore these are the only relevant aspects of the proposal:

Code Requirements	Proposed (“The Project”)
Division II. Land Use District Requirements Chapter 25.27 COMMUNITY BUSINESS DISTRICT 25.27.010. The purpose of this district is to create business districts that include a mix of commercial services, office, manufacturing, and industry. The community business (CB) district is intended to accommodate quality employment and commercial services to serve the DuPont community and immediate vicinity; the district also allows complementing multifamily when built with ground level commercial uses. The CB is intended to implement the community commercial opportunity area (CCOA) as	In compliance. Proposal complies with the CB zoning district. Vehicle parking can serve the project, subject to the minimum and maximum parking requirements and design standards of DMC 25.95.

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defined in the DuPont comprehensive plan and future land use map. (Ord. 18-1031 § 2 (Exh. 6))	
25.27.020 Permitted uses.	
(1) All forms of retail trade, such as stores, shops, and sales offices except those listed in DMC 25.27.030;	Not applicable
(2) All forms of service businesses, other than adult entertainment, such as hotels, entertainment facilities, restaurants, fitness centers, family day care and child day care centers, vehicle service stations, and banks, except those listed in DMC 25.27.030;	Not applicable
(3) Offices, including medical clinics and veterinary clinics;	Not applicable
(4) Public uses and quasi-public uses;	Not applicable
(5) Open-air vending;	Not applicable
(6) Drive-through window; provided, however, that restaurants with a drive-through window must also provide seating inside the restaurant in an area equal to at least 15 percent of the restaurant's total floor area;	Not applicable
(7) Underground utilities;	Not applicable
(8) Above-ground utility structures under 50 square feet in area and under seven feet in height;	Not applicable
(9) Wireless communication facilities, attached;	Not applicable
(10) Wireless communication facilities, public;	Not applicable

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(11) Manufacturing or repair of: (a) Furniture and fixtures; (b) Food and beverages; (c) Textiles, apparel, and leather goods; (d) Building materials other than asphalt, batch concrete when in an unenclosed facility, lumber and wood products; (e) Products made from light stone, clay, and glass; (f) Hand-crafted products; (g) Electrical and electronic equipment and appliances; (h) Fabricated metal products, containers, hand tools, and heating equipment; (i) Measuring, analyzing, and control instruments; (j) Photographic, medical, audio, and optical equipment; (k) Signs; and (l) Automobiles, trucks, boats, and recreational equipment;	Not applicable
(12) Miscellaneous light fabrication and assembly;	Not applicable
(13) Industrial equipment sales, service, and rental;	Not applicable
(14) Industrial laundry and upholstery services;	Not applicable
(15) Building construction, well drilling, and general contractor services;	Not applicable
(16) Warehouse and distribution uses;	Applicable. Proposed use parking lot for employee vehicles.
(17) Mini-storage and indoor storage;	Not applicable
(18) Other similar uses as determined by the community development director. (Ord. 18-1031 § 2 (Exh. 6))	Not applicable
25.27.025 Accessory uses.	
(1) Electric vehicle charging and battery exchange facilities.	Not applicable
(2) A single on-site security dwelling. The sole purpose of the dwelling is to furnish housing for an employee, including family, engaged in on-site security. (Ord. 18-1031 § 2 (Exh. 6))	Not applicable
25.27.030 Exceptions to DMC.	
Service businesses such as wrecking yards and bulk fuel distributors are prohibited. (Ord. 18-1031 § 2 (Exh. 6))	Not applicable
25.27.040 Conditional uses.	

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(1) Above-ground utility structures over 50 square feet in area or over seven feet in height.	Not applicable
(2) Outside storage when not associated with another use on the property.	Not applicable
(3) Multifamily.	Not applicable
(a) Multifamily development shall provide ground level retail trade, service businesses, office, and/or live-work units.	Not applicable
(b) Multifamily developments shall be designed to buffer residential units from adjacent industrial and manufacturing uses; this may include landscaping and/or opaque walls.	Not applicable
(c) Multifamily may be permitted a residential density up to 12 dwelling units per acre. For the purposes of determining allowable density, only the portions of the site used for multifamily and its ancillary uses (e.g., open space and parking) may be used in the density calculation. (Ord. 18-1031 § 2 (Exh. 6))	Not applicable
25.27.050 Building bulk restrictions.	
(1) Building height shall not exceed 65 feet within 100 feet of a public street and no taller than 70 feet when set back 100 feet or more from a public street. Mechanical equipment and its minimum screening shall not be included in the height measurement.	In compliance. Building is existing.
(2) Building Setbacks.	
(a) Front. No structure shall be closer than 10 feet from any front property line.	In compliance
(b) Side. No structure shall be closer than 15 feet to any side property line.	In compliance
(3) Outdoor storage (supplies, materials, or products not contained in a structure) shall not cover more than two percent of the total site area and shall be screened from streets and adjoining properties by a 100 percent sight-obscuring wall or fence.	In compliance. Per application of Major Site Plan Amendment Type II
(4) Loading and service areas shall be screened from the public rights-of-way with an opaque wall, fence, or other similar architectural feature. (Ord. 18-1031 § 2 (Exh. 6))	In compliance
25.27.060 Site plan approval.	

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Site plan approval is required for all development projects. Projects within the community business district shall be reviewed as set forth in DMC 25.175.010. (Ord. 18-1031 § 2 (Exh. 6))	Applicable. Refer to application of Major Site Plan Amendment Type II
25.27.070 Design review.	
Design review is required for commercial and mixed use development projects pursuant to Chapter 25.70 DMC. Design review is required for multifamily projects pursuant to Chapter 25.65 DMC. Design review shall be processed with a Type I procedure as set forth in DMC 25.175.010. (Ord. 18-1031 § 2 (Exh. 6))	Not required. No new structures are proposed. No change of use is part of the proposal. Therefore, design review is not required for the proposal to add vehicle parking.

Should you have any questions, please do not hesitate to contact me.

Kind Regards,



Mike Snyder

Director



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