



CITY OF DUPONT

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

PLANNING DIVISION

REPORT AND RECOMMENDATION TO THE DIRECTOR

Project: Northwest Logistics Center II Parking Lot Expansion
Requests: Type I Minor Site Plan Amendment (PLNG 2021-011)
Date of Report: September 3, 2021
From: Lisa Klein, AICP - AHBL, Inc. (Planning Consultant to the City)

SUMMARY OF REQUEST: City approval for Type I Minor Site Plan Amendment (PLNG 2021-011).

PROJECT DESCRIPTION: A proposed modification to a previously approved and constructed building and development site to modify parking and landscape areas to accommodate electric vehicle parking and transformers. Total landscape area is increased by 1 SF, and total parking is reduced from 912 to 910 spaces.

Other site and building changes were previously approved through the following permits: Type I Minor Site Plan Amendment (2020-016), Type II Major Site Plan Amendment (PLNG2020-012), Administrative Variance (PLNG2020-013), Lot Line Elimination (PLNG2020-014), and SEPA Environmental Review (SEPA2020-001). Only the changed aspects of the proposal are up for review.

LOCATION: Northeast corner of International Place and Center Drive, Pierce County Assessor's Parcel No. 300039-0011. The project is located within a portion of the Southwest Quarter of Section 24, Township 19 North, Range 1 East, and the Northwest Quarter of Section 25, Township 19 North, Range 1 East.

APPLICANT: Panattoni Development Company, Inc.
1821 Dock Street, Suite 100
Tacoma, WA 98402

APPLICANT'S AGENT: Julie Bradshaw, Mackenzie

CITY CONTACT: Barb Kincaid
Community Development Director
City of DuPont
1700 Civic Drive
DuPont, WA 98327-9603
Office: (253) 912-5393
bkincaid@dupontwa.gov

SUMMARY OF RECOMMENDATION: Staff recommends **Approval** of the Minor Site Plan Amendment (PLNG 2021-011) subject to conditions listed in Section F.

A. SUMMARY OF RECORD

See the list of attachments provided in Section I, which includes the submittal plans and documents received for processing the application, comments received on the application during the City review process, and historical background information (Attachments I.1 through I.7).

B. FINDINGS OF FACT

1. BACKGROUND

- a. In 2018, the City rezoned ten properties from Industrial to Community Business, including the subject properties.
- b. Northwest Logistics Center II History, aka “main parcel” (Tax Parcel 3000390011) and “north parcel” (Tax Parcel 3000390282). The north parcel was incorporated into the main parcel to expand the parking area:
 - 1) On September 18, 2020, the City issued approval for a Site Plan Amendment (2020-012), Administrative Variance (2020-013), and Lot Line Elimination (2020-014) with 34 Conditions of Approval.
 - 2) On September 18, 2020, the City issued a SEPA Mitigated Determination of Nonsignificance with 15 mitigation measures.
- c. On October 5, 2020, the City issued a Type I Minor Site Plan Amendment approval to modify the interior of the building to add floor space (PLNG2020-016).

2. PROPOSAL AND PROPERTY DETAILS

- a. The Minor Site Plan Amendment is required as a result of changes to the site plan caused by the addition of seven additional electrical transformers, as required by the Washington State Department of Labor and Industries, as needed to meet the electric vehicle requirements. Standard vehicle parking spaces have been impacted and replaced with electric vehicle spaces. Landscape areas have been impacted; however, paved areas have been converted to landscaping. There is a reduction of two standard vehicular parking spaces (from 912 to 910 spaces) and there is a 1 SF addition to landscape area for the site. A total of 19.4 percent of the site will be landscape area (317,343 SF).
- b. The proposal is in the Community Business (CB) zoning district. The City’s Comprehensive Plan Land Use Map Designates the property’s future land use as Industry with Community Commercial Opportunity Area Overlay.
- c. The proposal is located on two tax parcels: 3000390282 and 3000390011 comprising 37.5 acres (1,633,531 SF).
- d. Surrounding uses are:

North: Mini Storage

East: DuPont Steilacoom Road and Joint Base Lewis-McChord

South: Center Drive and Commercial and Light Industrial uses

West: International Place and Warehouse Distribution uses

- e. The property has access via four driveways from International Place.

3. PROCEDURAL REQUIREMENTS

- a. The application materials were received on July 28, 2021 (Attachments I.1 through I.4).
- b. A Notice of Complete Application was issued on August 18, 2021 (Attachment I.5).
- c. SEPA was previously completed for the proposal. Per WAC 197-11-800, the proposed amendment proposal is categorically exempt.
- d. DMC 25.10.190(S) defines Minor Site Plan Amendments as follows:

“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 in density shall be less than 5 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 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 the standards of the applicable district.

Staff Analysis: The proposal meets the definition of a minor site plan amendment because the proposal does not increase building size and does not reduce landscape area, and does not deviate from the standards of the applicable district. Minor site plan amendments are processed in accordance with DMC 25.150.050 and are processed as a Type I procedure, as set forth in DMC 25.175.010.

- e. DMC Chapter 25.150, Site Plan Review, states that in order to obtain site plan approval, all development regulations and criteria specified in the district applicable to the property must be satisfied, in addition to any general development requirements in DMC Chapters 25.75 through 25.95 and 25.105 through 254.125.
- f. The previous Type II Major Site Plan Amendment process approved September 18, 2020 (PLNG 2020-012) included review of the project to ensure it is carried out in a manner consistent with the DMC and site plan review criteria. Only the changed aspects of the proposal are up for review with this site plan amendment. The changed aspects of the proposal to be reviewed are limited to the following chapters shown in bold type:
 - **Chapter 25.27 Community Business District**
 - **Chapter 25.90 Landscaping**
 - **Chapter 25.95 Off-Street Parking**

C. WITH CITY OF DUPONT COMPREHENSIVE PLAN

DMC 25.175.040, Consistency with Development Regulations, requires evaluation of consistency with the Comprehensive Plan *in the absence of development regulations* (emphasis added). The minor site plan amendment does not modify the City’s previous findings of the proposal’s consistency with the Comprehensive Plan. Refer to PLNG2020-012 for the Comprehensive Plan consistency analysis.

D. ANALYSIS AND CONCLUSIONS OF CONSISTENCY WITH DEVELOPMENT REGULATIONS

As described in Finding B.3.d, the, proposed Minor Site Plan Amendment is to be reviewed for consistency with DMC Chapter 25.27, Community Business District, and Chapter 25.95, Off-Street Parking.

1. PLANNING DEPARTMENT – MINOR SITE PLAN AMENDMENT (PLNG 2021-011)

a. DMC Chapter 25.25, Community Business (CB) District

- 1) Permitted Uses - The property is in the CB zoning district. DMC 25.27.020-040 establishes permitted and conditional uses within the CB zoning district.

Staff Analysis and Conclusion: The main warehouse and distribution use is a permitted use. The proposal is compliant.

- 2) Building Height - DMC 25.27.050(1) establishes that building height shall not exceed 65 feet within 100 feet of a public street and be no taller than 70 feet when set back 100 feet or more from a public street.

Staff Analysis and Conclusions: No modifications to the approved and constructed building are proposed.

- 3) Yard Setbacks - DMC 25.27.050(2)(a) establishes a minimum front yard setback of 10 feet. DMC 25.27.050(2)(b) establishes a minimum side yard setback of 15 feet.

Staff Analysis and Conclusions: No modifications to the approved and constructed building location are proposed.

- 4) Loading and Service Area Screening - DMC 25.27.050(4) establishes that loading and service areas shall be screened from public right-of-way with an opaque wall, fence, or other similar architecture feature.

Staff Analysis and Conclusions: Not applicable. No modifications to loading or service areas are proposed.

b. DMC Chapter 25.90, Landscaping, requires the following:

- 1) DMC 25.90.020(2)(c) requires that the proposed use provide a minimum of 20 percent of the total lot area as landscaped area.

Staff Analysis and Conclusions: The proposal received approval of a variance to reduce the landscape area to 19.4 percent across the overall 37.5-acre property (PLNG2020-013). The proposed minor site plan amendment will increase the landscape area by 1 SF, which still provides 19.4 percent landscape area (317,343 SF). The proposal exceeds landscape area from the original approval and is therefore compliant.

- 2) DMC 25.90.030(2) requires the interior of parking lots with more than 10 stalls are to be landscaped with at least one tree per six stalls.

Staff Analysis and Conclusions: The project proposes a total of 910 parking spaces, which will require a total of 152 trees in the parking lot areas. The previously approved Landscape Plan proposed to plant 154 new trees, plus the 27 existing trees, for a total of 181 trees within the parking areas. The modifications convert paved area to new landscaping and do not reduce the quantities of trees to be planted. The proposal is compliant.

- 3) DMC 25.90.030(3)(a) requires a moderate buffer be provided between parking lots and any adjacent public right-of-way. DMC 25.90.030(3)(b) also provides the City to require full, moderate, or light buffers as necessary to mitigate incompatibility.

Staff Analysis and Conclusions: The proposed changes are not located in landscape buffer areas. The proposal is compliant.

c. DMC Chapter 25.95, Off-Street Parking, requires the following:

- 1) DMC 25.95.030 provides the minimum and maximum number of parking spaces based on the type of use. For warehouse uses, DMC 25.95.030 requires a minimum of 0.3 and a maximum of one parking space per worker at maximum shift.

Staff Analysis and Conclusion: The application indicates that the anticipated number of employees at maximum shift has been reduced from 972 to 912. The City's traffic study indicates there will be some overlap of employees between shifts; therefore, the maximum of 912 employees should be used for the parking analysis. City code allows for a range of parking spaces between 274 and 912 spaces. The proposal is compliant.

2. ENGINEERING DEPARTMENT REVIEW

The City Engineer has submitted a “no comment” email dated August 24, 2021 (Attachment I.7).

3. FIRE DEPARTMENT REVIEW

The City Fire Department submitted a “no comment” email dated August 5, 2021 (Attachment I.6).

4. BUILDING DEPARTMENT REVIEW

The City’s Fire Marshal is currently also the Interim Building Official. See item #3 above.

E. CONCLUSIONS

In accordance with the criteria in DMC 25.175.040, staff has evaluated the proposal and finds that the site changes do not modify the previous findings and conclusions; therefore, subject to the previously recommended conditions in the Report and Decision for the NW Logistics Parking Expansion proposal (PLNG2020-016, -012, -013, and -014, and SEPA2020-001), the proposal is consistent with the DMC and existing ordinances concerning public utilities, traffic, facilities, and services, and provides access, landscaping, screening, building placement, parking lot layout, and protection of sensitive areas. As demonstrated in the Consistency Analysis, the proposal meets the criteria for approval.

F. RECOMMENDATION

Staff recommends approval of the Minor Site Plan Amendment (PLNG2021-011) subject to the Conditions of Approval in the Report and Decision for the NW Logistics Parking Expansion proposal (PLNG2020-016, -012, -013, and -014, and SEPA2020-001) (Attachment I.8).

G. DECISION

Based on the Findings and Analysis summarized above, the City finds that the proposal is consistent with the Comprehensive Plan and DMC Title 24.08, 25.75 through 25.95, 25.105 through 15.125, 15.150, and 25.160. The City has determined that the proposal meets the standards and criteria necessary to obtain approval by the City.

Conditions of Approval:

1. All conditions included in the Recommendations associated with the Report and Decision for the NW Logistics Parking Expansion proposal (PLNG2020-016, -012, -013, and -014, and SEPA 2020-001) are incorporated herein with this Approval.

Barb K

Barb Kincaid, AICP, Community Development Director

September 3, 2021

Date

H. APPEALS

Consistent with DMC 25.175.060(4), this decision by the Director may be appealed to the City Hearing Examiner. Only parties of record may file an administrative appeal. An appeal must be filed within 14 days after issuance of this decision (by 5 PM on September 15, 2021). The instructions for filing an appeal are found in DMC 25.175.060(4). Appeals shall be in writing, be accompanied by the required appeal fee (\$1,000), and contain the information detailed in DMC 25.175.060(4)(d).

I. ATTACHMENTS (SUMMARY OF RECORD)

The following attachments to the Staff Report constitute the administrative record for this application:

1. Land Use Application Form signed by Julie Bradshaw on July 27, 2021
2. Overall Site Plan Sheet A-101 prepared by Mackenzie, dated July 27, 2021
3. Site Diagram Sheet SK-1 prepared by Mackenzie, dated October 30, 2021
4. Letter of Financial Responsibility prepared by Panattoni dated August 10, 2021
5. Notice of Complete Application dated August 18, 2021
6. Comment email from City Fire Marshal Mike Turner dated August 5, 2021
7. Comment email from City Engineer Dominic Miller dated August 24, 2021

8. Report and Decision for the NW Logistics Parking Expansion proposal (PLNG2020-016, -012, -013, and -014, and SEPA 2020-001)

J. PARTIES OF RECORD

- Panattoni Development (c/o Darren Peugh)
- Mike Turner, City of DuPont Fire Marshal
- Dominic Miller, Gray & Osborne, Inc. (as City Engineer)
- Lisa Klein, AHBL, Inc. (as City Contract Planner)

cc: File Nos: PLNG2021-011



**City of DuPont
Planning Division
Land Use Application**

1700 Civic Drive
DuPont, WA 98327
www.dupontwa.gov

Phone: (253) 912-5393
Fax: (253) 964-1455

City File Number: _____

All information listed in this application, or by applicable ordinance, must be submitted in order for a land use application to be determined complete. Only a complete land use application will be processed for conformance with adopted policies and requirements.

General Information:

Project name: _____

Applicant name: _____

Address: _____

Phone number: _____ Fax number: _____

Applicant's representative: _____

Address: _____

Phone number: _____ Fax number: _____

Description of proposal. Be specific.

Site Information:

Assessor's Parcel Number(s): _____

Area of site in square feet: _____

Area of streets and alleys: _____

Area of storm drainage improvements and conveyance lines: _____

Area of open space and neighborhood green tracts: _____

Area of critical areas and buffers: _____

Area of building floors: _____

Area of impervious surfaces: _____

Area of landscaping: _____

Building height: _____

Number of dwelling units: _____

Number of employees: _____

Number of disabled, compact and standard parking stalls: _____

Description and area of all proposed tracts: _____

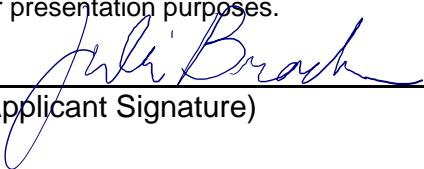
Required Plans, Information and Fee:

(Quantity and minimum scale of each item or drawing is indicated in parenthesis. Plans shall be no larger than 24 by 36 inch sheet size)

1. Vicinity Map (include as part of site plan).
2. Site Plan drawn at 1 inch = 20 feet extending 100 feet beyond the property lines (eight copies).
3. Landscape Plans identifying: location, size and species of all landmark, historic and specimen trees; trees to be retained, specific tree protection measures drawn at 1 inch = 20 feet (seven copies).
4. Grading Plan with estimated dimensions and quantities of work involved drawn at 1 inch = 20 feet horizontal with 2' contour intervals (seven copies).
5. Storm Drainage and Utility Plan drawn at 1 inch = 20 feet (seven copies).
6. Preliminary Stormwater Management Report and calculations (three copies).
7. Roadway cross sections, (seven copies of single line drawing with dimensions).
8. One each 8 by 11 inch reduction of all drawings.
9. Average daily trips generated by the proposal based on the International Transportation Engineers Trip Generation Manual (two copies).
10. Building Elevations drawn at $\frac{1}{4}$ inch = 1 foot or larger. Identify building materials and colors (eight copies).
11. Title report of subject lot that is less than 30 days old to identify all encumbrances (two copies).
12. Draft of proposed covenants, conditions and restrictions related to the maintenance of open space or commonly owned improvements, if applicable (two copies).
13. Letter of Sewer Availability from Pierce County (two copies).
14. Letter of Water Availability from City of DuPont (two copies).
15. One site drawing showing the refuse enclosure(s) that is approved via signature and date by LeMay, Inc. Contact person is Charlie Maxwell, Public Relations Director, 253-537-8687.
16. Completed Environmental Checklist (two copies).
17. Completed Land Use Application (one copy).
18. Completed Agent Affidavit (one copy).
19. Filing fee(s).

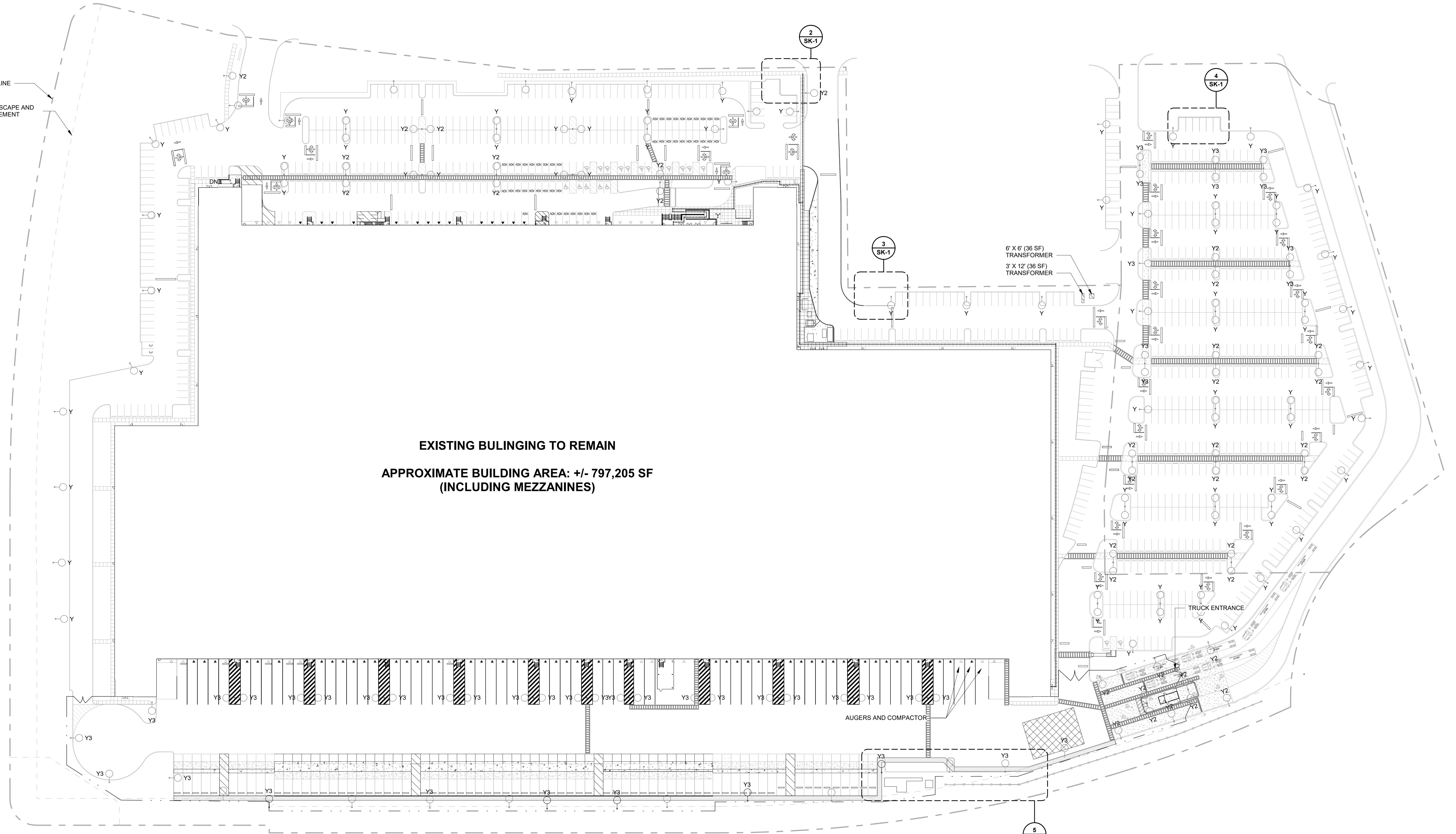
Note:

Fill out and return this application with all material listed in the Required Plans, Information and Fee section. Submittal of all required plans, information and fees constitutes a complete application. You will be contacted by the City within 28 days of formal application submittal regarding whether the application is complete. Site work may not start until all necessary permits have been obtained. Paper or electronic drawings of the proposal may be requested for presentation purposes.

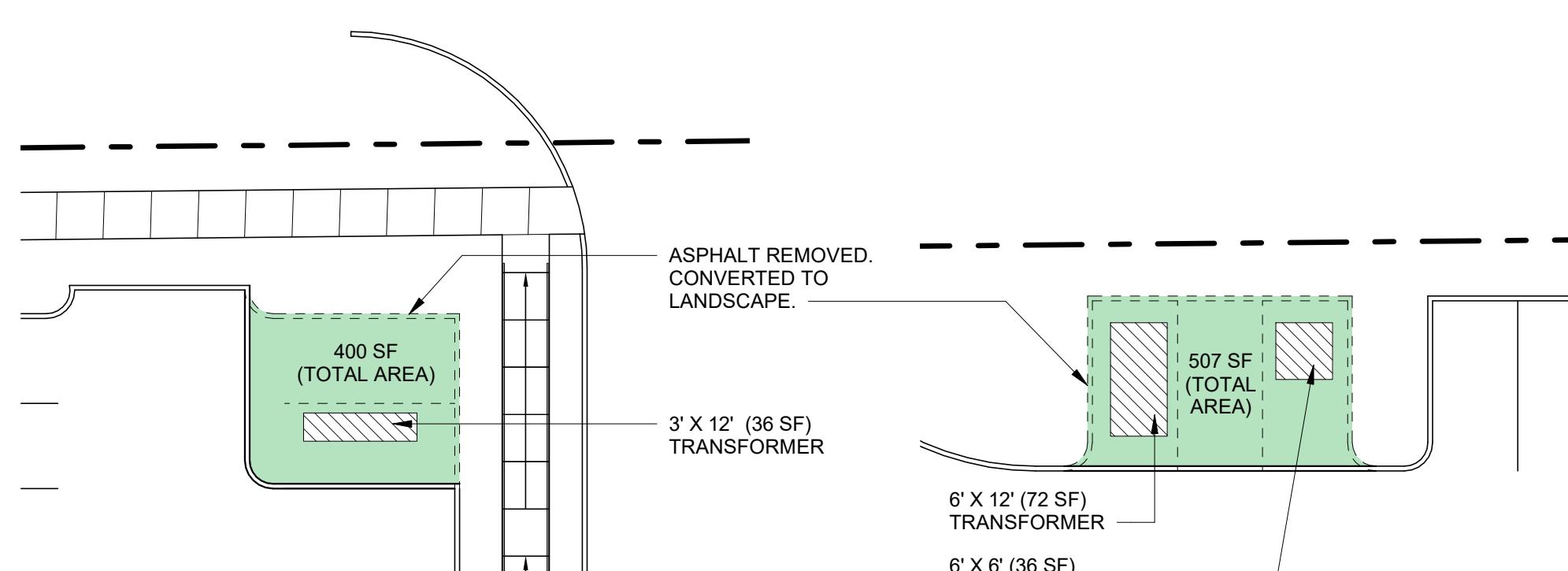

(Applicant Signature)

(Date)

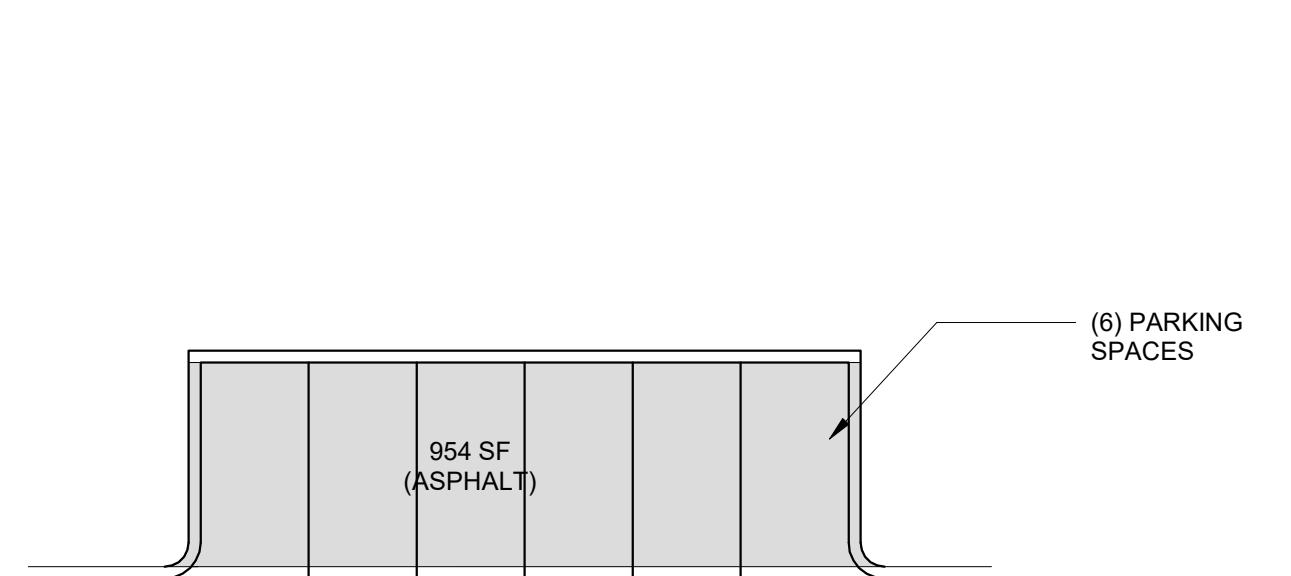
(Print name)



1 OVERALL SITE PLAN
1" = 60'-0"

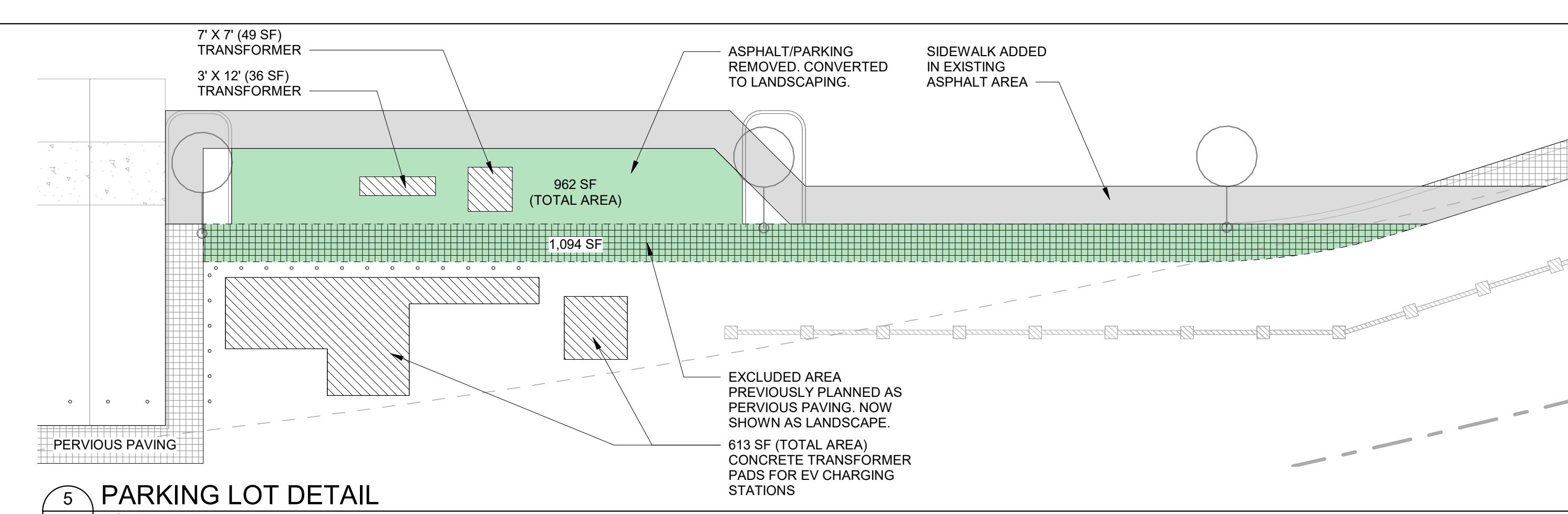


2 PARKING LOT DETAIL
SK-1 1/16" = 1'-0"



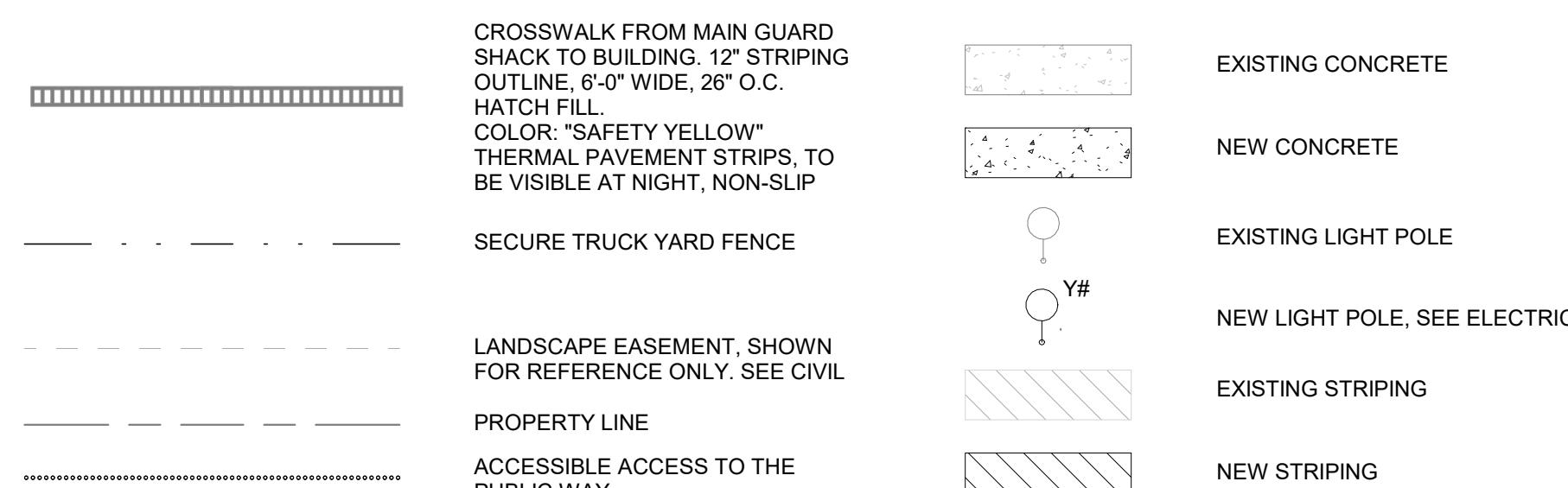
3 PARKING LOT DETAIL
SK-1 1/16" = 1'-0"

4 PARKING LOT DETAIL
SK-1 1/16" = 1'-0"



5 PARKING LOT DETAIL
SK-1 1/16" = 1'-0"

LEGEND



SF SUMMARY

	Removed (SF)	Added (SF)	Net (SF)	Notes
Asphalt/Concrete	1,869 SF	1,567 SF	-302 SF	East portion of lot originally constructed as passenger car parking, not usable in the current condition as truck yard. Includes concrete transformer pads for EV charging stations.
Transformer	0 SF	301 SF	+301 SF	Sum of (7) transformer cover involved in revision
			-1 SF	Impervious Total
Landscape	1,567 SF	2,662 SF	+1,095 SF	Includes conversion of pervious walkway to landscape
Pervious Paving	1,094 SF	0 SF	-1,094 SF	Portion of pervious walkway converted to landscape. Concrete walk placed over existing asphalt.
			+1 SF	Pervious Total
Parking	8 stalls	6 stalls	-2 stalls	See site plan for parking totals

PANATTONI®

August 10, 2021

Barbara Kincaid
Director of Community Development
City of DuPont
1700 Civic Drive,
DuPont, WA 98327

Delivered via email

**RE: Northwest Logistics Center
Letter of Financial Responsibility**

Dear Barbara,

As requested, this correspondence outlines the Financially Responsible Party for the Northwest Logistics Center located at 3230 International Place in City of DuPont. The ownership information is as follows:

Owner: NW Logistics Industrial Holdings, LLC
1821 Dock Street, Suite 100
Tacoma, WA 98402

Manager: Panattoni Development Company
By: PDC Seattle LPIV BB/TH, LLC
By: Travis Hale, Local Partner

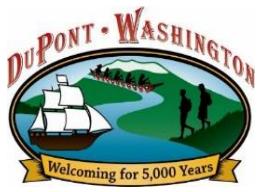
Phone: (206) 838-3851

Email: Thale@panattoni.com

Please let me know if you have any questions or need additional information.

Sincerely,


Darren Peugh
Sr. Development Manager.



CITY OF DUPONT

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

August 4, 2021

Sent via email only to: Jbradshaw@mcknze.com

Julie Bradshaw
Mackenzie
RiverEast Center
1515 SE Water Avenue, #100
Portland, OR 97214

Subject: NW Logistics Center 2 Parking Expansion - Applications for PLNG2021-011 (Minor Site Plan Amendment)
Notice of Complete Application

Dear Ms. Bradshaw:

On July 28, 2021, we received the following information related to your application for a Minor Site Plan Amendment for the NW Logistics Parking Expansion project:

1. Land Use Application Form signed by Julie Bradshaw on July 27, 2021
2. Overall Site Plan Sheet A-101 prepared by Mackenzie, dated July 27, 2021
3. Site Diagram Sheet SK-1 prepared by Mackenzie, dated October 30, 2021

On August 8, 2021 we received a Letter of Financial Responsibility.

Your application is now complete for processing. We are completing our review of your Type I application and will proceed with preparing the findings and Decision.

Sincerely,

Barb Kincaid
Director of Community Development

Cc: Darren Peugh, Panattoni Development Company via email: dpeugh@panattoni.com
File No. PLNG2021-011
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)

Attachment I.6. Comment email from City Fire Marshal Mike Turner

From: [Mike Turner](#)
To: [Lisa Klein](#); [Dominic Miller](#)
Cc: [Janet Howald](#); [Barbara Kincaid](#)
Subject: [EXTERNAL] RE: Permit# s BFI9 Hazmat FC - Site Plan Amendment Request
Date: Thursday, August 5, 2021 1:48:54 PM

Hi Lisa,

I walked the site and have no comment on this Site Plan Amendment.

Thanks,
Mike

From: Lisa Klein <LKlein@AHBL.com>
Sent: Tuesday, August 3, 2021 11:46 AM
To: Dominic Miller <dmiller@g-o.com>; Mike Turner <MTurner@dupontwa.gov>
Cc: Janet Howald <JHowald@dupontwa.gov>; Barbara Kincaid <bkincaid@dupontwa.gov>
Subject: FW: Permit# s BFI9 Hazmat FC - Site Plan Amendment Request

Dom and Mike,
Attached are the application materials we received for the NW Logistics Minor Site Plan Amendment. They are reducing parking by two spaces and making changes to the landscape area but no reduction. I will need comments from you to finish. With the recent email about site plan changes we may want to compare with the attached site plan to make sure they've incorporated everything. The number is PLNG2021-011.

Lisa

Lisa Klein, AICP | Associate Principal
AHBL, Inc. | TACOMA • SEATTLE • SPOKANE • TRI-CITIES
253.383.2422 **TEL** | 253.284.0256 **DIRECT** | 253.651.7907 **MOBILE** | lklein@ahbl.com **EMAIL** | Send us a [file](#).

From: Barbara Kincaid <bkincaid@dupontwa.gov>
Sent: Wednesday, July 28, 2021 9:50 AM
To: Lisa Klein <LKlein@AHBL.com>
Cc: Janet Howald <JHowald@dupontwa.gov>
Subject: [EXTERNAL] FW: Permit# s BFI9 Hazmat FC - Site Plan Amendment Request

Good morning Lisa,

We received this submittal for new minor site plan amendment. Janet is logging in and assigning a city file number. Do you want to schedule some time to talk about it? I would like for you to do the review and write decision letter.

Thanks,
Barb

From: Julie Bradshaw [<mailto:JBradshaw@mcknze.com>]

Sent: Tuesday, July 27, 2021 7:24 PM

To: Permits; Barbara Kincaid

Cc: Ryan S. Shidaki; Alison Hoagland; John Webster; Darren Peugh

Subject: Permit# s BFI9 Hazmat FC - Site Plan Amendment Request

Hello Permit intake / Barb,

Per previous email correspondence and phone calls please find the attached documents for a Type I Site Plan amendment request for Permit 200812-006663

The request is to minimize the lost parking spaces due to site needs and additional transformer equipment for EV charging stations. We understand that the landscape must not be decreased and have provided a sketch that diagrams the areas of landscape and impervious changes.

The filing fee of \$1,500 will be provided separately by the developer.

Please let us know if you have any questions or concerns.

Enclosures:

'Land use application-amendment_BFI9-Permit200812-006663'- Type I Application Form

'BFI9 - A101', Site Plan – Revised site plan w/ AOR signature

'BFI9 Site Diagram', SK1 – Diagram of the Site Plan with demonstration of revisions.

Regards,

Julie Bradshaw

Senior Associate | NCARB, LEED AP BD+C, GGP, CPHC®

MACKENZIE.

Architecture | Interiors | Engineering | Planning

D 971.346.3787 **P** 503.224.9560 **W** mcknze.com

RiverEast Center, 1515 SE Water Avenue #100, Portland, OR 97214

[Mackenzie Email Disclaimer](#)

Attachment I.7. Comment email from City Engineer Dominic Miller

From: [Dom Miller](#)
To: ["Barbara Kincaid"](#)
Cc: [Lisa Klein](#); ["Janet Howald"](#)
Subject: [EXTERNAL] RE: Minor Site Plan Amendment for NW Logistics
Date: Tuesday, August 24, 2021 1:59:55 PM

Barb,

I have reviewed the minor site plan amendment materials and I do not have any comments or conditions to pass along. However, I am reviewing the civil document change log that was submitted by Julie Bradshaw on 8/13/2021 vs, the as-built drawings I received today from Barghausen. My main issue is revisions to the storm system in the parking lot expansion. I am checking these issues and should have my comments complete by this Friday (August 27th).

Thanks,

*Dominic J. Miller, P.E. | 360.292.7481, Ext. 1504 p | 360.292.7517 f
Gray & Osborne, Inc. | 2102 Carriage Drive SW, Building I, Olympia, WA 98502*

From: Barbara Kincaid [mailto:bkincaid@dupontwa.gov]
Sent: Monday, August 23, 2021 9:13 AM
To: Dominic Miller <dmiller@g-o.com>
Cc: Lisa Klein <lklein@ahbl.com>; Janet Howald <jhowald@dupontwa.gov>
Subject: Re: Minor Site Plan Amendment for NW Logistics

Good morning Dominic,

We are ready to wrap up our review of the newest application from NW Logistics that makes some additional minor changes to the site plan. I believe you received application materials for review a couple of weeks ago. Would you please make time to take a look at them and let us know if you have comments? If you need me to resend anything, please let me know.

Thanks!

Barb

Barb Kincaid, AICP
Community Development Director
City of DuPont
253.912.5393



CITY OF DUPONT

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

PLANNING DIVISION REPORT AND RECOMMENDATION TO THE DIRECTOR

Project: Northwest Logistics II Parking Expansion
Requests: Type II Major Site Plan Amendment (PLNG 2020-012), Type II Administrative Variance (PLNG 2020-013), and Type I Lot Line Elimination (PLNG 2020-014)
Date of Report: September 18, 2020
From: Lisa Klein, AICP, AHBL, Inc. (Planning Consultant to the City)

SUMMARY OF REQUEST: City approval is required for Type II Major Site Plan Amendment (PLNG 2020-012), Type II Administrative Variance (PLNG 2020-013), and Type I Lot Line Elimination (PLNG 2020-014) Northwest Logistics II Parking Expansion.

PROJECT DESCRIPTION: A proposed modification to a previously approved and constructed development to modify building space, construct a new guard house, expand and reconfigure parking, and add the 5.3-acre lot adjacent to the north of the Northwest Logistics Center II site to the project. The changes require approval of a Type II Major Site Plan Amendment (PLNG2020-012), administrative variance (PLNG2020-013), a boundary line adjustment to eliminate a lot line (PLNG2020-014), and SEPA Environmental Review (SEPA2020-001). Only the changed aspects of the proposal are up for review. The lot line elimination would add 5.3 acres to the existing 32-acre site for a total of 37.3 acres. The parking reconfiguration and expansion of the north parking area will add 498 vehicle parking spaces and reduce trailer storage spaces by 47. In total, the proposal will provide 912 vehicle parking spaces and 77 trailer storage spaces. The proposal will also include clearing and grading, storm drainage facilities, and the addition of a 277 square foot guard shack to be located in the southeast corner of the site. Tenant improvements inside the building include adding a 118,150 square foot mezzanine for storing flammable and combustible liquid and aerosol products. The total floor area of the building after the addition will be 746,790 square feet. Roadway improvements will be provided along the frontage of International Place North.

LOCATION: Northeast corner of International Place and Center Drive, Pierce County Assessor's Parcel Number 300039-0011. The project is located within a portion of the Southwest quarter of Section 24, Township 19 North, Range 1 East and the Northwest quarter of Section 25, Township 19 North, Range 1 East.

APPLICANT: Panattoni Development Company, Inc.
900 SW 16th Street, Suite 330
Renton, WA 98057

APPLICANT'S AGENT: Dan Balmelli, PE, Barghausen Consulting Engineers

CITY CONTACT: Janet Howald
Community Development
Administrative Specialist
City of DuPont
1700 Civic Drive
DuPont, WA 98327-9603
Office: (253) 964-8121
Fax: (253) 964-1455
jhowald@dupontwa.gov

SUMMARY OF RECOMMENDATION: Staff recommends **Approval** of the Major Site Plan Amendment (PLNG 2020-012), **Approval** of the Administrative Variance (PLNG 2020-013), and **Approval** of the Boundary Line Adjustment (PLNG 2020-014) applications subject to conditions listed in Section F.

A. SUMMARY OF RECORD

See the list of attachments provided in Section I, which includes the submittal plans and documents received for processing the application, comments received on the application during the City review process and historical background information (Attachments 1 - 4).

B. FINDINGS OF FACT

1. Background

- a. Northwest Logistics Center II History, aka “main parcel” (Tax Parcel 3000390011):
 - i. 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 regulations.
 - ii. 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.
 - iii. The previous PLNG2018-063 proposal is largely constructed with the exception of building interior tenant improvements. The building has not received a Certificate of Occupancy.
- b. Steilacoom Historical School District Property History, aka “north parcel” (Tax Parcel 3000390282):
 - i. This property is a vacant land that was previously cleared and graded.
 - c. In 2018, the City rezoned 10 properties from Industrial to Community Business, including both the main and north parcel.

2. **Proposal and Property Details**

- a. The proposal is in the Community Business (CB) zoning district. The City's Comprehensive Plan Land Use Map Designates the property's future land use as Industry with Community Commercial Opportunity Area Overlay.
- b. The proposal is located on tax parcels 3000390011 and 3000390282, comprising 37.3 acres. Parcel 3000390011 ("main parcel") has recently been developed as part of the Northwest Logistics Center II project. Parcel 3000390282 ("north parcel") is vacant land with a 25-foot wide sewer easement for the benefit of Joint Base Lewis-McChord (JBLM) and a 30-foot wide private access and utility easement that runs east-west through the property.
- c. Adjacent uses include:
North: Mini Storage
East: DuPont Steilacoom Road and Joint Base Lewis McChord
South: Center Drive and Commercial and light industrial uses
West: International Place and Warehouse Distribution uses
- d. The main parcel has two driveways from International Place. The proposal seeks to construct one additional driveway off International Place on the north parcel for trucks and service vehicles. This will remove truck and service vehicles from accessing the other driveways. The driveways on the main parcel would be utilized by passenger vehicles or delivery vans.
- e. Stormwater runoff from the new impervious surfaces in the north parcel parking lot will be collected and conveyed via storm pipe and catch basins to a retention infiltration facility prior to discharging to the ground. The stormwater facilities will be designed according to the City's Stormwater Manual (2012 Department of Ecology Stormwater Management Manual with 2014 amendments).

3. **Procedural Requirements**

- a. A pre-application meeting is required for all Type II projects per DMC 25.175.020. The pre-application meeting was held on March 18, 2020 (PLNG2020-002).
- b. A Notice of Complete Application was issued on August 11, 2020. (Attachment I.2.a)
- c. A Notice of Application with Optional DNS was issued on August 17, 2020 (Attachment I.2.b). The Notice was published in the News Tribune (Attachment I.2.e) and posted at City Hall and on the City's website. The end of the comment period was August 31, 2020. To correct a procedural error the Notice was emailed to the SEPA agencies on August 27, 2020 with an extended comment deadline of September 10, 2020 (Attachment I.2.c). No comments were received.
- d. On September 18, 2020 the City SEPA Official issued a SEPA Mitigated Determination of Nonsignificance for the proposal. (Attachment I.2.f)
- e. DMC 25.10.190(S) defines Site Plan Amendments as follows (emphasis bolded):

"Site plan amendment, major" means an amendment to an approved site plan that substantially changes the site design, increases density by more than 5 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 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 in density shall be less than 5 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 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 the standards of the applicable district.

Staff Analysis: The proposal meets the definition of a major amendment because the changes to parking requires 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.

In addition, the proposal requires an administrative variance to deviate from the landscape area standards of the Community Business district.

Major site plan amendments are processed in accordance with DMC 25.150.050 and are processed as a Type II procedure as set forth in DMC 25.175.010.

f. DMC Chapter 25.150 Site Plan Review states that 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 DMC Chapters 25.75 through 25.95 and 25.105 through 254.125.

The previous Type I Minor Site Plan Amendment process approved in February 2019 (PLNG 2019-063) included review of the project to ensure it is carried out in a manner consistent with the DMC and site plan review criteria. Only the changed aspects of the proposal are up for review with this site plan amendment. The changed aspects of the proposal to be reviewed are regulated by the following chapters shown in bold type:

- **Chapter 25.27 Community Business District**
- Chapter 25.75 Commute Trip Reduction
- **Chapter 25.80 Cultural, Historical and Archaeological Resources**
- Chapter 25.85 Affordable Housing Incentives Program
- **Chapter 25.90 Landscaping**
- **Chapter 25.95 Off-Street Parking**
- **Chapter 25.105 Sensitive Areas**
- Chapter 25.110 Setbacks – Street corners
- **Chapter 25.115 Transportation Concurrency Review**
- Chapter 25.116 Sign Code
- **Chapter 25.120 Tree Retention**
- Chapter 25.125 Wireless Communication Facilities

The original Northwest Logistics Center II project, including the February 2019 minor site plan amendment, was reviewed under the Industrial Zoning District standards. As such, only the proposed changes to the site plan is subject to the Community Business Zoning District standards.

C. WITH CITY OF DUPONT COMPREHENSIVE PLAN

Chapter 25.175.040, Consistency with Development Regulations, requires evaluation of consistency with the Comprehensive Plan *in the absence of development regulations* (emphasis added). The City's Comprehensive Plan Land Use Map Designates the property's future land use as Industry with Community Commercial Opportunity Area Overlay (CCOA). The Community Business zoning district is the primary implementing zone for the CCOA.

The Industry land use designation is described in the Comprehensive Plan as follows (emphasis added):

"The purpose of this district is to provide for the location and grouping of industrial uses, and similar uses involving manufacturing, assembly, fabrication, processing, bulk handling, storage, research, and heavy trucking. This purpose is accomplished by permitting a wide range of industrial uses, establishing appropriate development standards."

The Industry land use designation permits warehouse and distribution uses.

The CCOA is described in the Comprehensive Plan as follows (emphasis added):

The purpose of this designation is to allow for commercial services as a development option at strategic locations within the City. The Community Commercial Opportunity Area (CCOA) is an overlay designation; the underlying future land use designation(s) shall remain applicable to the properties. In addition to the allowable uses for the underlying future land use designation(s), the CCOA allows for retail trade, service businesses and similar uses. Multifamily may be allowed when ground level commercial uses are provided; densities shall be limited to 12 dwelling units per acre. The Community Business (CB) District is the primary implementing zone for the CCOA and may be applied to all or portions of the CCOA. Other consistent zoning districts may be assigned to implement CCOA in terms of allowable uses, urban design, and neighborhood compatibility.

The CB zoning district permits warehouse and distribution uses.

1. Land Use Goals and Policies

- a. LU-9.4: Limit heavy industrial uses to the two existing industrial areas (west of JBLM and between Intel and DuPont Steilacoom Road) as they are likely to attract uses that require more material inputs, processes, and finished products and therefore likely to produce a greater volume of truck traffic.

Staff Analysis and Conclusion: The proposal is consistent with the land use goals and policies of the DuPont Comprehensive Plan. The subject property is in the existing industrial area between Intel (now the Cubes) and DuPont Steilacoom Road. The plan clearly intended for warehouse and distribution use of the subject property and anticipated uses that generated higher traffic volumes. The proposed guard house and parking area expansion are accessory uses to the main warehouse and distribution use. Additionally, the CCOA and CB designations were established to allow for commercial services in strategic locations within the City. The original warehouse and distribution approval occurred in 2015 and was later amended in 2018. As conditioned, the project will be consistent with the Land Use Chapter of the Comprehensive Plan.

2. Economic Development Goals and Policies

- a. ED-2.2: Recognize and balance the long-term interests of the citizens with the fiscal benefits of business growth.

Staff Analysis and Conclusion: The proposal will provide significant additional employment for the City by providing warehouse and distribution use that will service the greater South Puget Sound region, while also being placed away from residential areas and limiting environmental impacts. The project is consistent with the Economic Development Chapter of the Comprehensive Plan.

3. Natural Environment Goals and Policies

- a. NE-2.3: Protect and retain significant trees and vegetation in public and privately dedicated areas.
- b. NE-2.4: Landscaping in public places and Rights of Way should consist of species that are drought resistant and low maintenance such as native plant species.
- c. NE-4: Minimize adverse effects of development on the environment.
- d. NE-4.3: Site preparation activities should be designed to minimize extensive grading and to retain a portion of significant trees and vegetation. Development standards should implement guidelines and define extensive grading to clarify the circumstances when extensive grading may be appropriate.

Staff Analysis and Conclusion: The existing Northwest Logistics property (located on the main parcel) has been previously cleared and developed. The north parcel has been previously cleared and graded. A preliminary Landscape Plan has been prepared and includes native plant use. The proposal exceeds the code required tree retention standards. The project is requesting a 3 percent reduction in the Community Business zoning district landscape area requirement, which is further reviewed by staff in Section D.2. As conditioned, the project will be consistent with the natural environment goals and policies of the DuPont Comprehensive Plan.

D. ANALYSIS AND CONCLUSIONS OF CONSISTENCY WITH DEVELOPMENT REGULATIONS

As described in Finding B.3.f, the proposed Major Site Plan Amendment is to be reviewed for consistency with Chapters 25.27 Community Business District; Chapter 25.27 Community Business District, Chapter 25.27 Landscaping; Chapter 25.80 Cultural, Historical Archaeological Resources, Chapter 25.95 Off-Street Parking, Chapter 25.105 Sensitive Areas, Chapter 25.115 Transportation Concurrency Review, and Chapter 25.120 Tree Retention. Consistency with DMC Chapter 25.160, Variance is provided in the Administrative Variance Review Analysis, Section D.2. and Consistency with Lot Line Elimination is provided in the Lot Line Elimination Analysis, Section D.3.

1. PLANNING DEPARTMENT – MAJOR SITE PLAN AMENDMENT (PLNG 2020-012)

- a. DMC Chapter 25.25 - Community Business (CB) District

- 1) Permitted Uses - The property is in the CB zoning district. DMC 25.27.020-040 establishes permitted and conditional uses within the CB zoning district.

Staff Analysis and Conclusion: The main warehouse and distribution use is a permitted use. The proposal is compliant.

- 2) Building Height - DMC 25.27.050(1) establishes that 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.

Staff Analysis and Conclusions: The applicant is proposing to modify the roof and add an interior mezzanine. The building changes will remain under the maximum building height. The proposed guard shack is located within 100 feet from DuPont-Steilacoom Road, therefore the maximum allowed building height for the guard shack is 65 feet. The proposed guard shack has a height that is less than 12 feet. The proposal is compliant.

3) Front Yard Setbacks - DMC 25.27.050(2)(a) establishes a minimum front yard setback of 10 feet.

Staff Analysis and Conclusions: The subject property has frontage along Center Drive, International Place and DuPont Steilacoom Road, therefore there are three front yards. Dupont Steilacoom Road is the closest front property line to the guard shack. Per DMC 25.10.195.165, the proposed 8-foot CMU screening wall is a structure subject to setback standards. The proposed screening wall is approximately 24 feet from this property line. The proposal is compliant.

4) Side Yard Setbacks - DMC 25.27.050(2)(b) establishes a minimum side yard setback of 15 feet.

Staff Analysis and Conclusions: Per DMC 25.10.160.110 the north lot line is subject to the side yard setback standards. Per DMC 25.10.195.165, a retaining wall greater than 6 feet in height is considered a structure. The proposed 8-foot CMU screening wall is subject to the setback standards. The civil construction plans state that the maximum wall height will be 8-feet. The proposed screening wall is located approximately 5 feet from the north property line, which is 10 feet closer than allowed if the wall is greater than 6 feet in this location. Prior to issuance of site development permits, the applicant shall either revise site plans to demonstrate that the portion of the screening wall within the side yard setback is below 6-feet or shall submit a setback variance application. (Condition 17)

5) Loading and Service Area Screening - DMC 25.27.050(4) establishes that loading and service areas shall be screen from public right-of-way with an opaque wall, fence, or other similar architecture feature.

Staff Analysis and Conclusions: Screening of DuPont Steilacoom Road is provided from the existing Northwest Logistics Center II building loading and service area by a vegetated berm. The project proposes to extend the screening with an 8-foot high CMU screening wall between the end of the existing vegetated berm and the north property line, adjacent to the Dupont Steilacoom Road frontage. The proposal is compliant.

b. DMC Chapter 25.75 Commute Trip Reduction (CTR) is applicable to new businesses that employ more than 100 persons.

Staff Analysis and Conclusions: The application materials state that new business will employ approximately 912 persons and is subject to CTR standards. The employer will need to adhere to the requirements of Chapter 25.75. (see condition 4)

c. DMC Chapter 25.80 - Cultural, Historical, and Archaeological Resources regulates construction within areas of potential historical or cultural resources and allows for conditions to be imposed on any plat, site plan, or permit to assure that such resources are protected, preserved, or collected.

Staff Analysis and Conclusion: A Cultural Resources Assessment was previously completed for the Northwest Logistics Center II property by Aqua Terra Cultural Resource Consultants (ATCRC) in October 2015. This property has since been cleared, graded, and constructed and complied with all conditions and SEPA mitigation measures for the protection of cultural resources.

A Cultural Resources Assessment for the north parcel was completed by ATCRC in June 2020. ATCRC reviewed available project and site cultural and historic information and conducted field investigations. No cultural resources were identified. Background research determined that the project area is in an area considered to have a "low" to "moderately low" probability of cultural resources. ATCRC recommends no further cultural resources investigations and that the site work be completed following the requirements of the Inadvertent Discovery Plan.

During the SEPA Environmental review process comment letters were received from the Nisqually Tribe and Washington Department of Historic and Archaeologic Preservation concurring with the report findings.

A Memorandum of Agreement (MOA) dated August 7, 1989, was executed between Weyerhaeuser Real Estate Company (WRECO) (the previous landowner), the City of DuPont, and the Washington State Historic Preservation Officer regarding the discovery of cultural resources within the City of DuPont, customary professional standards for archaeology, and applicable state and federal laws. Implementation of the MOA requires archaeological monitoring during soil disturbing activities, including extending an invitation to the Nisqually Tribe to be present during such activities, and preparation of a closing report. The SEPA MDNS issued for the proposal (see Attachment I.2.f) includes mitigation measures for the protection of cultural, historical, and archaeological resources. (Condition 1)

d. Landscaping, DMC Chapter 25.90

- 1) DMC 25.90.020(2)(c) requires that the proposed use provide a minimum of 20 percent of the total lot area as landscaped area.

Staff Analysis and Conclusion: The project proposes providing 19.4 percent landscape area across the overall 37.5-acre property, which requires review and approval of a variance. Refer to Section D.2 below for the review and analysis of the applicant's variance request. The landscape area calculation shall be provided on the face of the civil and landscape plans. (Condition 15)

- 2) DMC 25.90.030(1) requires that street trees be provided at least one per 40 to 50 feet of frontage, depending on the tree species and other circumstances.

Staff Analysis and Conclusion: Street trees are already in place along the main parcel frontages with Center Drive, DuPont Steilacoom Road, and International Place. The section of International Place along the north parcel is subject to these street tree standards. The Landscape Plans indicate a street tree spaced every 40-feet along International Place north parcel frontage. The proposal is compliant.

- 3) Per DMC 25.90.030(2), the interior of parking lots with more than 10 stalls are to be landscaped with at least one tree per six stalls.

Staff Analysis and Conclusion: The project proposes a total of 912 parking spaces, which will require a total of 152 trees in the parking lot areas. The Landscape Plan indicates that the proposal will plant 154 new trees plus the 27 existing trees for a total of 181 trees within the parking areas. The proposal is compliant.

- 4) DMC 25.90.030(3)(a) requires a moderate buffer be provided between parking lots and any adjacent public right-of-way. DMC 25.90.030(b) also provides the City to require full, moderate or light buffers as necessary to mitigate incompatibility. DMC 25.10.020 defines a moderate buffer as having a minimum visual screening of 50 percent. Berms, grade separations, walls, and fences may be incorporated to achieve up to 50 percent of the minimum screening.

Staff Analysis and Conclusion: Moderate buffers are already in place for the main parcel, including along Center Drive, DuPont Steilacoom Road and along International Place. Moderate buffers are required to be provided along the north parcel frontage with International Place and along the eastern property line adjacent to DuPont Steilacoom Road in accordance with DMC 25.90.030(3)(a).

International Place Moderate Buffer: The landscape plans indicate a 10-foot wide row of shrubs and groundcover between the new parking lot and International Place. The requirement for a moderate buffer on International Place is met.

Dupont Steilacoom Road Moderate Buffer: The landscape plans indicate an 8-foot tall CMU wall will be constructed between the end of the existing vegetated berm and the north property line together with additional plantings. The requirement for screening along DuPont Steilacoom Road is met.

The north parcel provides truck access via a drive aisle to the new guard shack. The drive aisle is located between the new north property line and the proposed parking lot. The proposal provides 5-feet of groundcover landscaping between the drive aisle and the north property line with the adjacent mini-storage use. Between the drive aisle and the parking lot a minimum of 14-feet of trees, shrubs and groundcover is provided. The combination of the two landscape areas meets the City requirements for a moderate buffer along the north property line.

- 5) DMC 25.90.040 regulates water conservative landscaping, irrigation systems and demonstration of compliance with water conservation techniques. Landscape plans are to include water conservation methods. DMC 25.90.050 states that, “to the extent necessary to remain healthy and attractive, all nonnative landscaping shall be watered, weeded, pruned, freed of pests, and replaced if necessary.” This is consistent with the purpose statement of Chapter 25.90, which includes the following in DMC 25.90.010(2)(d): “requiring that landscapes be adequately maintained and irrigated”.

Staff Analysis and Conclusion: The applicant did not provide irrigation plans. The applicant shall provide irrigation plans and calculations show compliance with DMC 25.90.040 prior to issuance of site development permit. (Condition 16)

- e. DMC Chapter 25.95 - Off-Street Parking requires the following:

- 1) DMC 25.95.030 provides the minimum and maximum number of parking spaces based on the type of use. For warehouse uses, DMC 25.95.030 requires a minimum of 0.3 and a maximum of 1 parking space per worker at maximum shift.

Staff Analysis and Conclusion: The project is providing a total of 912 vehicle parking spaces and the SEPA checklist indicates a total of 972 employees (486 per shift) are anticipated. The City’s traffic study indicates that there will be some overlap of employees between shifts, therefore the maximum of 972 employees should be used for the parking analysis. City code therefore allows for a range of parking spaces between 292 and 972 spaces. In addition, the proposal includes 77 trailer parking spaces. The City does not include trailer parking spaces in determining if a site meets the code requirements. The reason is because trailers are often driven by the same driver using a vehicle parking space. The parking quantity requirement is met.

- 2) Per DMC 25.95.040, parking spaces are to be located within 500 feet of the building served and shall not be located within any required vision clearance triangle.

Staff Analysis and Conclusion: The farthest parking stall is approximately 450 feet from a building door. The proposed parking is not located within any required vision clearance triangles. The proposal is compliant with DMC 25.95.040.

- 3) DMC 25.95.060 requires disabled parking per state law and locational priority for disabled parking and high-occupancy vehicles. This standard requires one of every 20 employee parking spaces be reserved for high-occupancy vehicles if the land use requires a minimum number of parking spaces per employee.

Staff Analysis and Conclusions: The warehouse land use requires a minimum number of parking spaces per employee. As such, 912 parking spaces would require 46 high-occupancy vehicles. High-occupancy vehicle spaces are not noted on the civil site plan. Quantities and locations of high-occupancy vehicles will be reviewed for compliance with the site development permit. (Condition 18)

- 4) DMC 25.95.070 provides the loading area dimensional requirements.

Staff Analysis and Conclusions: The proposal will remove the loading spaces along the Northwest Logistics Center II western building façade and does not propose any new loading spaces. DMC 25.95.070 is not applicable to the proposed project.

- f. DMC Chapter 25.105 - Critical Areas.

Chapter 25.105 provides standards when a critical area or associated buffer is within or adjacent to the proposed development. The applicant submitted a Non-Wetland and Fish and Wildlife Habitat Assessment (“Habitat Assessment”) prepared by Soundview Consultants (Attachment I.1.bb). The report concluded that there are no potentially regulated wetlands, fish and wildlife habitat, or other regulated critical areas identified on the subject property. However, one Type F stream was identified within 95 feet of the property located offsite to the northeast. The stream is recognized by Department of Fish and Wildlife as containing cutthroat trout and Coho salmon. The stream has a 100-foot regulatory buffer and 15-foot building setback from the buffer, which partially extend onsite.

The following bat species are shown on Priority Habitat Species (PHS) maps as having habitat in the same township as the property: big brown bat (*Eptesicus fuscus*), Yuma myotis (*Myotis yumanensis*), and little brown bat (*Myotis lucifugus*).

Staff Analysis and Conclusion: Staff forwarded the Habitat Assessment for peer review and comment, which concluded it was prepared in accordance with code requirements (Attachments I.2.bb and I.4.e). The location of the buffer is depicted with the site plan on the Habitat Assessment’s Figure 2; however, it is not depicted on the civil or landscape plans. Figure 2 shows no disturbance within the stream buffer and no buildings or structures located within the 15-foot structural setback from the buffer. No further review or mitigation is required. The landscape plans and civil plans shall depict the stream buffer and 15-foot structural setback on the plan submitted for development permits and demonstrate that no grading or development will occur in the buffer and that no structures will be placed within the 15-foot setback. (Condition 14)

Per DMC 25.105.050(2)(e), a habitat management plan is required for any development within or adjacent to areas identified as breeding or nesting habitat of priority species. The site has been previously cleared and contains sparse vegetation that would not likely be used by bats for hibernation, roosting or nursery sites. There are no specific management recommendations provided by WDFW for protection of the bat species. Therefore, no impact to animals are anticipated and no construction-related protection measures are required.

- g. DMC Chapter 25.115 - Transportation Concurrency Review requires a concurrency test for projects requiring site plan and design review. Per DMC 25.115.040, the finding of concurrency may occur at the building permit application phase.

Staff Analysis and Conclusion: The applicant has not submitted for a Transportation Concurrency Review. The project will be required to be in full compliance with the Transportation Concurrency requirements prior to building permit issuance. (Condition 28)

h. DMC Chapter 25.120 Tree Retention requires the following:

- 1) Tree Retention applies to all new development projects that require site plan approval. The City regulates trees based on type and size and defines trees as either Landmark Tree or Specimen Tree. DMC 25.120.030(2) requires all landmark Oregon white oak trees be retained and at least half of all other (non-oak) landmark trees be retained.

Staff Analysis and Conclusion: The main parcel has a recorded Oak Woodland Protection Area conservation easement and tree protection plan that meets the requirements of Chapter 25.120 and the site plan amendment does not modify or impact the Oak Woodland Protection Area. The north parcel is devoid of trees and therefore not subject to tree retention. The proposal is compliant

- 2) DMC 25.120.030(3) requires a minimum of one- and one-half trees per acre be retained, but nothing shall require the retention of more than half of the existing non-oak trees.

Staff Analysis and Conclusion: The proposed changes to the main parcel include changes to developed areas and minor changes to the southeast and northeast landscaping areas but no changes or impacts within the Oak Woodland Protection Area/Conservation Easement Area. A small portion of trees recently planted along the east boundary adjacent to DuPont Steilacoom Road may be impacted by construction of the proposed wall and are required to be replaced at a 1:1 ratio. The landscape plans indicate the tree replacement at the required ratio. The north parcel is devoid of trees and not subject to tree retention requirement. The proposal is compliant.

- 3) DMC 25.120.030(5) requires that no clearing, grading, trenching, cutting, impervious surfacing, or other construction shall be allowed within the drip line of any tree to be retained, or within one and one-half times the radius of the canopy in the case of oak trees to be retained, nor shall grades be lowered or raised so near as to jeopardize said trees; unless there is no other alternative and the intrusion is the minimum possible as determined by the administrator.

Staff Analysis and Conclusion: The Grading Plan and the Preliminary Landscape Plan do not provide a drip line for any of the retained trees. Prior to site development permit approval, the applicant is required to provide the drip lines for all retained trees and demonstrate that no new clearing, grading, trenching, cutting, or impervious surface, or other construction is within the drip line. (Condition 19)

- 4) Per DMC 25.120.030(7), the Oak Woodland Protection Areas are to be retained for life with specific notations provided on the plans: "this plan is also subject to an approved tree retention plan which requires that certain trees be preserved. That plan, which is binding on all owners, is on file with the City Planning Department."

Staff Analysis and Conclusion: The property is subject to a recorded Oak Woodland Protection Areas conservation easement that protects the areas in perpetuity. The submitted lot line elimination plan does not impact or modify the easement. Prior to recording the Lot Line Elimination with Pierce County, the Conservation Easement shall be added to the Lot Line Elimination plan. (Condition 20 and 21)

2. PLANNING DEPARTMENT REVIEW – ADMINISTRATIVE VARIANCE (PLNG2020-014)

The proposal seeks approval to deviate from DMC 25.90.020(2)(c) that requires a minimum of 20 percent landscape area to be provided. Landscape Area is defined in DMC 25.10.120.010 as “land with permeable soils covered with plantings, grasses, or vegetation native to the area.”

The application proposes the following landscape area:

Table 1 – Proposed Landscape Area		
Parcel	Total Site Area	Proposed Landscape Area
Main Parcel	32.15 acres	19.3 percent
North Parcel	5.34 acres	20.3 percent
Total	37.49 acres	19.4 percent
Deficit		0.6 percent
Percent reduction		3 percent

The applicant submitted the following to support the Variance request:

- Land Use Application signed July 2, 2020 (Attachment I.1.h)
- Cover Letter with administrative variance criteria for approval prepared by Nelson dated June 29, 2020 (Attachment I.1.n)
- Preliminary Landscape Plans prepared WBLA dated August 5, 2020 (Attachment I.1.u)

a. DMC 25.160, Administrative vs. General Variance

Per DMC 25.160.010, a variance is a mechanism by which the City may grant relief from the provisions of the land use code where practical difficulty renders compliance with the provisions of that code an unnecessary hardship, where the hardship is a result of the physical characteristics of the subject property and where the purpose of that code and of the comprehensive plan cannot be fulfilled. Variances are not intended to be used as a means of circumventing individually inconvenient regulations, as a means to change the allowable uses in a land use district, or as a means to rezone property.

DMC Chapter 25.160 describes two types of variances with different review procedures, “administrative” (per DMC 25.160.030) and “general” (per DMC 25.160.040). Administrative variances may be granted if the applicant demonstrates that approval would result in (emphasis added):

- (1) A decrease of not more than 20 percent of the required width of a side, front or rear yard or yard between buildings;
- (2) An increase of not more than 10 percent of the permitted projection of cornices, sills, eave projections, fences or structures, maximum permitted lot coverage, unenclosed awnings and unenclosed and uncovered decks into a required front, side or rear yard;
- (3) An increase of not more than 10 percent in the maximum permitted height of a building.

Per DMC 25.10.120.060, lot coverage is defined as “that portion of a lot occupied by the principal buildings and its accessory buildings, including all structures greater than three feet in

height". Lot coverage controls the extent to which buildings (impervious areas) cover a lot. The landscape area definition, provided at the beginning of this section, controls the extent to which vegetation (pervious areas) cover a lot. Staff finds that these two terms have the same intent, to limit the deviation of impervious surface requirements by no more than 10 percent. Since the proposal is requesting a reduction of three (3) percent landscape area, which is less than 10 percent allowed by the administrative variance, staff finds that the proposal is consistent with administrative variance item two (2).

Per DMC 25.160.020, an administrative variance is processed as a Type II procedure. In order to approve a variance, the Director shall make written findings demonstrating that all the criteria in DMC 25.160.050 have been met. The following provides a description of the requested variance together with staff analyses and conclusions, followed by a response to the criteria for approval.

- b. DMC 25.160.050 Consistency with Criterion for Approval of Administrative Variances. In order to approve administrative variances, the decision maker shall make written findings demonstrating that all the criteria in DMC 25.160.050 have been met. The following provides the criteria followed by staff's response and recommendation. The numbering of each criterion is consistent with DMC 25.160.050.

- 1) The proposed variance will not amount to a rezone nor authorize any use not allowed in the land use district.

Staff Analysis and Conclusion: The proposed parking and guard house are accessory uses to the existing warehouse and distribution use. Per DMC 25.27, these accessory uses are permitted within the Community Business (CB) District. The proposal does not amount to a rezone or authorize a use not allowed in the CB District. This criterion is met for the requested variance.

- 2) Special conditions and circumstances exist which are peculiar to the land such as size, shape, topography or location, not applicable to other land in the same land use district, demonstrating that literal interpretation of this title would deprive the property owner of rights commonly enjoyed by other properties similarly situated in the same zoning district under the terms of this title.

Staff Analysis and Conclusion: There are special conditions and circumstances which exist that are related to the change in zoning designation and regulations that occurred after the NW Logistics Center II proposal (located on the main parcel) was approved and construction had started.

The original NW Logistics Center II warehouse and distribution land use approval for the main parcel received approval for a Minor Site plan Amendment on February 4, 2019 (PLNG2018-063). The development of the NW Logistics Center II parcel was subject to the regulations in place at the time of the application was deemed complete, which at the time located in the Industrial zoning district. The approved site plan provided 17.2 percent landscape area, which exceeded the Industrial zone landscape area requirement of ten (10) percent.

In March 2018, the City adopted Ordinance 18-1031 which rezoned the property from Industrial to Community Business. This rezone increased the minimum landscape area requirement of the subject parcels from 10 to 20 percent. While the main parcel was approved to provide 17.2 percent of landscape area, which is greater than the 10 percent required at the time the application was approved, the approved landscape area is less than the 20 percent required by the newly designated Community Business zoning district.

This site plan amendment proposal includes revising the main parcel and combining it with the north parcel. The north parcel will provide 20.2 percent landscape area and has increased the main parcel from 17.2 to 19.3 percent landscape area. The total overall landscape coverage will be 19.4 percent, an overall reduction in the 20 percent requirement of three (3) percent.

Staff concludes that special conditions and circumstance exists that are related to the location of the property in the Community Business rezoned area together with the main parcel being fully constructed. This criterion is met for the requested variance.

- 3) The special conditions and circumstances noted in subsection (2) are not the result from the actions of the applicant or property owner.

Staff Analysis and Conclusion: The rezone and subsequent change to the minimum landscape area percentage requirement is the result of a city-initiated action, not the applicant. This criterion is met for the requested variance.

- 4) Granting of the variance requested will not confer a special privilege that is denied other properties in the same land use district;

Staff Analysis and Conclusion: Granting the variance will not confer a special privilege to the owner or property that is denied others in the same land use district. The proposal is unique in that a portion of the property received land use approval under a different zoning designation with a different landscape area percentage requirement. A total of 10 properties were rezoned to Community Business in 2018, including the two properties that are included in this proposal. The other properties are all fully developed sites. If these rezoned parcels should choose to redevelop or expand, they would not be denied the same alternatives for a variance as the subject proposal. This criterion is met for the requested variance.

- 5) The granting of the variance will not be 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; and

Staff Analysis and Conclusion: As conditioned, the granting of the minimum landscape area variance will not be detrimental to the public welfare or injurious to the property or improvements in the vicinity and district in which the property is situated. Staff finds that granting approval of the variance will be in the public interest as it will allow for an increase in landscaping of the existing NW Logistics II parcel and will provide further visual screening along DuPont Steilacoom Road. This criterion is met for the requested variance.

- 6) The requested variance does not go beyond the minimum necessary to afford relief.

Staff Analysis and Conclusion: The requested variance is the minimum necessary to afford relief. Per DMC 25.160.030(2), the administrative variance process would allow a reduction of 10 percent of the total landscape area. This would allow the applicant to reduce the total landscape area from 20 percent to 18 percent. The applicant is only requesting a three (3) percent reduction in landscape area for a combined total of 19.4 percent landscape area. This variance request is, therefore, the minimum necessary. This criterion is met for the requested variance.

It is staff's conclusion based on review of the proposal and justification provided, that the variance criterion has been met. Therefore, staff recommends approval of the landscape area variance. As a condition of approval, the applicant shall include the total landscape area (acres) and percent landscape area on the civil and landscape plans upon submitted for site development permit. (Condition 15)

3. PLANNING DEPARTMENT REVIEW – LOT LINE ELIMINATION (PLNG 2020-014)

The proposal includes an application to combine tax parcel 3000390011 (32.16 acres) with tax parcel 3000390282 (5.34 acres) into a single lot through a lot line elimination, which is regulated through DMC Chapter 24.08. Tax parcel 3000390011 is home to the existing Northwest Logistics Center II building and tax parcel 3000390282 is currently vacant. After recording, the project will be located within one 37.2-acre lot. The proposed lot line elimination is subject to the lot line elimination review criteria provided in DMC 24.08.050. Below is an analysis of the lot line elimination approval review criteria.

- a. Per DMC 24.08.050(a), the departments shall review the proposed lot line elimination for compliance with applicable adopted plans, policies, and regulations

Staff Analysis and Conclusions: City staff has reviewed the proposed short subdivision against the City's Comprehensive Plan and Municipal Code. The proposed lot line elimination complies with the DuPont Comprehensive Plan as provided in Section C, above. The new parcel configuration and boundaries do not preclude the property from meeting the required setbacks or other bulk regulations for development as described in Section D.1, above. The proposed lot line elimination is consistent with all applicable city plans, policies, and regulations.

- b. Per DMC 24.08.050(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.

Staff Analysis and Conclusions: The Major Site Plan Amendment and Administrative Variance is conditioned upon the lot line elimination being recorded. Accordingly, prior to issuance of site development permits the applicant shall provide the recorded lot line elimination. (Condition 13)

4. ENGINEERING DEPARTMENT REVIEW

The City Engineer has submitted comments regarding review of the application dated August 24, 2020 and September 17, 2020. The comments have been made conditions of approval where warranted. See Attachment I.4.c.

The City's Traffic and Transportation Engineering Consultant, Geralyn Reinart, P.E., reviewed the proposal and provided a comment memorandum dated August 4, 2020 and email dated September 4, 2020. See Attachment I.4.d. The comments have been made conditions of approval, where warranted.

5. FIRE DEPARTMENT REVIEW

The City Fire Department submitted comment memorandum dated September 2, 2020 and September 17, 2020, which have been made conditions of approval, where warranted. (Attachment I.4.a)

6. BUILDING DEPARTMENT REVIEW

The City Building Department submitted comments regarding review of the application dated September 1, 2020 and September 17, 2020, which have been made conditions of approval, where warranted. (Attachment I.4.b)

E. CONCLUSIONS

In accordance with the criteria in DMC 25.175.040, staff has evaluated the proposal and finds that, subject to the recommended conditions below, the proposal is consistent the DMC and existing ordinances concerning public utilities, traffic, facilities, and services, and provides access, landscaping, screening, building placement, parking lot layout, and protection of sensitive areas, subject to the recommended conditions of approval provided in Section F, below. As demonstrated in the Consistency Analysis, the proposal meets the criteria for approval.

- The proposal has been reviewed for compliance with the requirements of DMC 25.150 (Major Site Plan Amendment, PLNG2020-012) and staff has concluded that it meets the requirements and should be approved subject to the recommended conditions of approval.
- The proposed administrative variance has been reviewed for compliance with the requirements of DMC 25.160 (Administrative Variance, PLNG2020-013) and staff has concluded that it meets the requirements and should be approved subject to the recommended conditions of approval.
- The proposed lot line elimination has been reviewed for compliance with the requirements of DMC 24.08 (Lot Line Elimination, PLNG2020-014) and staff has concluded that it meets the requirements and should be approved subject to the recommended conditions of approval.

F. RECOMMENDATION

Based on the findings, analysis and conclusions in this report, DuPont staff recommends approval of the NW Logistics II Parking Expansion proposal (City File Nos. PLNG2020-012, -013, and -014), subject to the following conditions.

1. The City issued a Modified SEPA Mitigated Determination of Non-significance dated September 18, 2020. All mitigation measures are incorporated herein by reference as conditions of approval.
2. The developer shall demonstrate compliance with any conditions or mitigations stated in any previously issued official documents associated with the parcel and project referenced above, except as otherwise modified herein, including the previous site plan amendment (PLNG2018-063) and SEPA Determination dated Feb. 10, 2015. Copies are included in the Attachments.
3. A sign permit is required for any building or other signage in accordance with the requirements of DMC 25.116.
4. Per DMC 25.75, at the time an individual business meets or exceeds 100 employees, the County Commute Trip Reduction (CTR) Department is to be notified within 30 days. The employer shall make a good faith effort, as defined in RCW 70.94.534(2) and DMC Chapter 25.75, to develop and implement a CTR program that will encourage their employees to reduce vehicle miles traveled per employee and single occupancy vehicle trips. The requirements of the CTR program are provided in DMC Chapter 25.75.
5. Proposed site improvements within the easements on the project site shall comply with the conditions of said easement.
6. 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.
7. Recommendations from the Geotechnical Report and any subsequent amendments to the Geotechnical Report shall be incorporated into the design.

Prior to issuance of Site Development Permit:

8. All applicable Fire Impact and Storm System Development Charge fees assessed for the proposed development will be required to be paid prior to the issuance of a Civil or Grading permit(s) associated with the proposed project.
9. Per DMC 13.05.100, Emergency Vehicle Access Standards Section I. (Gates) Number one thru six shall be followed if gates are installed.
10. All easements identified in the Title Reports shall be delineated and labeled on the Plans (i.e. width, type, and recording number).
11. Turning movement drawings will be required to allow the City to determine the feasibility of the site layout. The site plan shall include supplemental exhibits to demonstrate that the City Fire Department's large apparatus can navigate the site (lane, width, radius0, including access to FDCs and hydrants. The Fire Department will confirm the adequacy of vehicle access points.
12. All Stormwater, water and landscape plan-related comments provided in the Gray & Osborne review comment letter dated August 24, 2020 shall be addressed.
13. The Lot Line Elimination shall be recorded within 30 days of final approval (per DMC 24.08.050(c)) and prior to issuance of Site Development permits.
14. The landscape plans and civil plans shall depict the stream buffer and 15-foot structural setback on the plans and demonstrate that no grading or development will occur in the buffer and that no structures will be placed within the 15-foot setback.
15. The total landscape area and percent landscape area shall be provided on the civil and landscape plans.
16. Irrigation plans shall be provided meeting the requirements of DMC 25.90.040.
17. The civil and landscape plans shall provide the height of the screening wall along DuPont Steilacoom Road. The wall can be no greater than 6 feet for the portion that is located within the side or front yard setback.
18. DMC 25.95.060 requires high-occupancy vehicle parking be provided at a ratio of one space for every 20 employee parking spaces. The proposal is providing 912 parking spaces, which requires 46 high-occupancy vehicles. Quantities and locations of high-occupancy vehicles shall be provided on the civil plans in compliance with DMC 25.95.060.
19. Per DMC 25.120.030(5), the Grading Plan and the Preliminary Landscape Plan shall provide the drip line for trees to be retained. The plans shall demonstrate that no new clearing, grading, trenching, cutting, or impervious surface, or other construction is within the drip line.
20. Per DMC 25.120.030(7), the Oak Woodland Protection Areas are to be retained for life. The following specific notations shall be provided on the plans: "this plan is also subject to an approved tree retention plan which requires that certain trees be preserved. That plan, which is binding on all owners, is on file with the City Planning Department."
21. Prior to submitting the Lot Line Elimination for recording with Pierce County, the Conservation Easement shall be added to the Lot Line Elimination plan.

Prior to issuance of Building Permits:

22. Any proposed modifications to the structure must be designed to meet the requirements of the building construction codes in effect at the time of building permit submittal. The following codes are currently enforced by the City of DuPont: the 2015 International Building Code, the 2015 International Residential Code, the 2015 International Fire Code, the 2015 International Mechanical Code, the 2015 International Fuel Gas Code, the 2015 Uniform Plumbing Code (each as amended and adopted by the State of Washington); the 2015 Washington State Energy Code.

23. Also prior to issuance of a building permit for any structure modifications, the applicant shall provide a copy of Pierce County Sewer Service Permits for City record. This permit (and authorization to connect to sewer service) is/may be independent from any sewer system extension that may also apply to the project. All sewer connection and permitting requirements must be coordinated with the utility purveyor. (Please note that Pierce County Sewer Utility requires a pre-treatment review and approval be completed prior to their issuance of sewer extension or sewer service connection permit(s). Each subsequent tenant, for multi-tenant buildings, must also complete a separate pre-treatment review and provide copy of sewer service permitting, where applicable, prior to obtaining a building permit for associated improvements.)
24. An automatic fire sprinkler system shall be installed. The system shall comply with NFPA 13 Standard for Automatic Fire Sprinkler System. Three (3) sets of plans, hydraulic calculations and material specification sheets for all equipment used in the system shall be submitted by a State of Washington Licensed Contractor for review, approval and permits issued prior to commencing work
25. If a fire pump is required. The system shall comply with NFPA 20. Three (3) sets of plans and material specification sheets for all equipment used in the system shall be submitted by a State of Washington Licensed Contractor for review, approval and permits issued prior to commencing work.
26. An automatic fire alarm system shall be installed. The system shall comply with NFPA 72 Standard for Fire Alarm System. Three (3) sets of plans, material specifications sheet for all equipment used in the system shall be submitted by a State of Washington Licensed Contractor for review, approval and permits issued prior to commencing work.
27. If an emergency generator is installed. The system shall comply with NFPA 110 and 111. The generator shall be listed in accordance with UL 220. Three (3) sets of plans and material specification sheets for all equipment used in the system shall be submitted for review, approval and permits used prior to commencing work.
28. Per DMC 25.115.040, Transportation Concurrency Review is required for projects requiring site plan and design review. The finding of concurrency may occur at the building permit application phase. The applicant shall receive a Transportation Concurrency Certificate prior to issuance of a building permit.

During construction:

29. Chapter 33 of the 2015 International Fire Code (Fire safety during construction and demolition) shall be followed.

Prior to issuance of Certificate of Occupancy:

30. Fire extinguishers are required to be installed as directed by City of DuPont Fire Department. Prior to installation the client is directed to request a fire inspection to confirm the locations of the fire extinguishers.
31. All new building shall have approved emergency responder radio coverage per section 510 of the 2015 International Fire Code.
32. 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 Public Works Standards.
33. The site is located within the boundary of LID No. 88-1. Prior to finalization of the proposed project, the Applicant will need to document payment of the costs associated with City LID No. 88-1.
34. The project is subject to the Geographic Information Systems (GIS) requirements as stated in the City of DuPont Municipal Code, Chapter 24.09, and Ordinance No. 97-559.

G. DECISION

Based on the Findings and Analysis summarized above, the City finds that the proposal, as conditioned, is consistent with the Comprehensive Plan and DMC Title 24.08, 25.75 through 25.95, 25.105 through 25.125, 25.150, and 25.160. The City has determined that the proposal meets the standards and criteria necessary to obtain approval by the City. All conditions included in the Recommendation are incorporated herein with this Approval.



Andy Takata
City Administrator, City of DuPont

September 18, 2020

Date

H. APPEALS

Consistent with DMC 25.175.060(4), this decision by the director may be appealed to the City hearing examiner. Only parties of record may file an administrative appeal. **An appeal must be filed within 14 days after issuance of this decision (by 5:00 p.m. on October 2, 2020).** The instructions for filing an appeal are found in DMC 25.175.060(4). Appeals shall be in writing, be accompanied by the required appeal fee (\$1,000), and contain the information detailed in DMC 25.175.060(4)(d).

I. ATTACHMENTS (SUMMARY OF RECORD)

The following attachments to the Staff Report constitute the administrative record for the application:

1. Land Use Application Plans and Documents:
 - a. Preliminary Stormwater Site Plan prepared by Barghausen Consulting Engineers dated June 30, 2020
 - b. Cultural Resources Report prepared by AquaTerra dated June 3, 2020
 - c. Ltd Subsurface Investigation Report prepared by ATC dated June 30, 2020
 - d. Cover Letter prepared by Barghausen Consulting Engineers dated July 2, 2020
 - e. Geotechnical Study prepared by Terra Associates dated May 12, 2020
 - f. Steilacoom Historical District Authorization to Act as Agent dated February 24, 2020
 - g. BLA/LLE Application Form signed July 1, 2020
 - h. Land Use Application signed July 2, 2020
 - i. Vicinity Map prepared by Barghausen Consulting Engineers dated June 1, 2020
 - j. Architectural Site Plan prepared by Nelson dated June 22, 2020