



Community Development Department
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CITY OF TUMWATER
HEARING EXAMINER STAFF REPORT
Hearing Date: April 24, 2024

Project Name: Littlerock Self-Storage – Site Plan Review, Conditional Use Permit and Variance Request

Case Numbers: TUM-23-0650, TUM-24-0108, and TUM-24-0119

Applicant: Trevor Colby
3228 Crosby Blvd SW, Tumwater, WA 98512

Representative: Brandon Johnson, PE JSA Civil, LLC
111 Tumwater Blvd SE, Suite C210, Tumwater, WA 98501

Type of Action Requested: The applicant is requesting approvals of Site Plan Review (TUM-23-0650), Conditional Use Permit (TUM-24-0108) for a 4-Story 898-unit self-storage facility with leasing office, and a Variance (TUM-24-0119) from required zoning setbacks along the southern portion of their parcels.

Project Location: The site is located at 6115 & 6119 Littlerock Road SW, Tumwater, WA 98512. The parcels are within Section 03, Township 17N, Range 2 W. W.M. Parcel Numbers 12703211802 & 12703211801 (Exhibit 4).

Public Notification: Public notification for this April 24, 2024, hearing was mailed to property owners within 300 feet of the subject property, various agencies, and published in The Olympian on April 12, 2024, in conformance with Tumwater Municipal Code (TMC) 14.06.070 (Exhibits 5 & 6).

Staff Recommendation: Approval, subject to conditions identified at the end of the staff report.

Staff Planner: Tami Merriman, Permit Manager
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I. BACKGROUND INFORMATION

A. Application and Review Process:

The applicant participated in preliminary and formal site plan review meetings. The application for a Formal Site Plan Review, Conditional Use Permit and Variance was submitted on January 3, 2024. The application was deemed complete on February 1, 2024 (Exhibit 6). Under TMC 2.58.090, Conditional Use Permits and Variances fall under the purview of the Hearing Examiner.

B. Existing Conditions:

The project is located at 6115 & 6119 Littlerock Road SW, Tumwater, WA 98512. Section 03, Township 17, Range 2W. Tax Parcel No's 12703211801 & 12703211802. The two parcels equal approximately 1.77 acres, is relatively flat and currently developed as single-family homes.

C. Project Description:

The proposal is to construct a 4-story 898-unit self-storage facility with leasing office within a 112,413 square foot building, with associated parking and stormwater design. (Exhibit 3).

II. REGULATORY FRAMEWORK

The proposal is subject to the following policies and regulations:

A. Tumwater Comprehensive Plan:

The project site is in the Littlerock Neighborhood as designated by the Land Use Element of the City's Comprehensive Plan. The land use designation for the site is General Commercial (GC) (Exhibit 4).

Section 2.6 General Commercial in the Land Use Element of the Comprehensive Plan states:

"The intent of the General Commercial designation is to support and implement the goals of the Tumwater Economic Development Element, which was adopted in 1990. Among these goals are the establishment of a new commercial center for Tumwater, the preservation of areas for commercial facilities, which make use of the close proximity to Interstate 5 and minimizing the undesirable impacts of such uses on the residential neighborhoods, which they serve."

Section 5.8 General Commercial in the Littlerock Neighborhood section of the Neighborhood Appendix of the Land Use Element of the Comprehensive Plan states:

"The areas along the west side of I-5 from the vicinity of the Trospen Road/Littlerock

Road intersection to south of Tumwater Boulevard are designated General Commercial. These areas are characterized by the exposure to the freeway and the northern portion of this area already has intense commercial development including a Costco, Fred Meyer, Home Depot, Albertsons, Wal-Mart and a number of other smaller businesses.”

“As commercial uses locate in this neighborhood, they should be designed to create as little impact as possible to residential uses on the west side of Littlerock Road. Please refer to the Littlerock Road Subarea Plan for recommendations regarding mitigation of commercial impacts on residential uses.”

Staff Response and Recommended Finding:

The goals stated in the Comprehensive Plan to encourage the development of a freeway commercial business district consisting of retail/commercial and professional land uses is consistent with the proposed development.

This commercial development is proposed to be screened by perimeter landscaping. Impacts to residential zoning should be minimal as the property to the south is developed as a middle school, and the adjoining property to the west and north are zoned General Commercial. These parcels are under review for a mixed-use development. The property to the east across Littlerock Road has an approved Preliminary Binding Site plan for a mixed-use retail development.

Staff finds that the project is consistent with the Comprehensive Land Use Plan with the proposed conditions.

B. City of Tumwater Economic Development Plan:

Building off the goals and policies in the adopted Strategic Plan, the City adopted this plan to further define the City’s vision related to economic development.

In crafting the Economic Development Plan, Tumwater’s Economic Development Advisory Committee (EDAC) defined economic development as the effort to retain and attract capital and talent. The Plan therefore focuses on strengthening and enhancing the City’s economic base by retaining existing firms and attracting new investment in a manner that is consistent with the City’s vision. The anticipated benefits of these economic development efforts include a strong local job market; diverse local shopping and recreation opportunities; and a vibrant community with strong amenities. An ever-present consideration for the Committee was the need to strengthen the City’s tax base and enable the City of Tumwater to continue to provide high quality services for residents and business or property owners. Below are several relevant excerpts from the City’s Economic Development Plan.

- *Provide a predictable and efficient process for investors, allowing proposing development that is aligned with guiding regulations and codes.*
- *Meet the City’s fiscal needs and follow citizen direction to respond with proactive economic development.*

- *Take advantage of locational, economic, and community strengths, including Tumwater's location along I-5, the diversity of its existing economic base, and a strong community character.*
- *Maintain and strengthen the diversity of Tumwater's economy, with pro-active efforts in office, light industrial and manufacturing, and retail sectors.*
- *Locate commercial users strategically, taking advantage of the City's large geography to create specialized business districts that minimize disruption to residents and other institutions or businesses.*
- *Establish a Development Climate that Stimulates Economic Activity and Desirable Investment.*
- *Encourage Economic Development that Strengthens the Tumwater Community.*

Staff Response and Recommended Finding:

Staff finds that the proposed project is consistent with the goals and policies of the Economic Development Plan.

C. Tumwater Transportation Plan:

The Transportation Plan includes language speaking to regional consistency and coordination to address both motorized and non-motorized transportation links and corridor. The plan includes goals and policies for connected streets, to design and construct multimodal, context-sensitive, complete streets and roads, to ensure pedestrian connections, and to meet peak Level of Service (LOS) standards:

Staff Response and Recommended Finding:

A Transportation Concurrency Application along with a Trip Distribution Diagram was submitted for review by the Transportation Manager and Transportation and Engineering Director and was incorporated as a part of the Transportation Concurrency and SEPA Review Mitigated Determination of Non-Significance. The transportation concurrency ruling indicates that one trip is proposed to be sent through the Tumwater Blvd – I-5 Interchange which will require payment of mitigation fee or construction of the required interchange improvements and construction of a temporary signal prior to issuance of each building permit (Exhibit 8).

Staff finds that with the required mitigation proposed in the Transportation Concurrency and MDNS this project will not adversely affect level of service standards and that the project is consistent with the Tumwater Transportation Plan.

D. Thurston Regional Trail Plan:

The City of Tumwater is a participating member of the Thurston Regional Planning Council (TRPC). TRPC adopted the Thurston Regional Trail Plan in December 2007.

The Regional Trails Plan defines a trail network blueprint and a set of guidelines and recommendations for all of Thurston County and its cities, towns and communities. The Goals and Policies section of the Plan serves to link local trail planning efforts within the broader context of planning the regional transportation network. The plan charts a

systematic path creating interconnected corridors that improve access to community destinations.

Staff Response and Recommended Finding:

The project site is not affected by the regional trail network outlined in the Thurston Regional Trail Plan.

Staff finds that approval of the project will not affect implementation of the Thurston Regional Trail Plan.

E. Hearing Examiner, TMC 2.58.090 and 14.08.020(A):

The Hearing Examiner has authority to review Conditional Use Permits and Variance Requests.

Staff Response and Recommended Finding:

Conditional use permit and variance requests require a public hearing and decision by the Tumwater Hearing Examiner.

Staff Response and Recommended Finding: Conditional Uses and Variances require a public hearing and decision by the Tumwater Hearing Examiner. Site Plan Review is being reviewed concurrently so all applications need to be considered by the Hearing Examiner per 14.08.020.A.

F. Public Notice TMC 14.06: Public Notice Requirements:

TMC Chapter 14.06 requires the City to provide public notification of certain application types by issuing a Notice of Application (TMC 14.06.010) and a Notice of Open Record Hearing (TMC 14.06.070).

Staff Response and Recommended Finding:

The applications were deemed complete on February 1, 2024. The Notice of Application was mailed to property owners within 300 feet of the subject property and affected agencies, posted on-site, and published in the Olympian on February 9, 2024 (Exhibit 6).

Comments were received by Washington State Department of Archaeology and Historic Preservation, and the Nisqually Indian Tribe concurring with the results of the Cultural Resource Assessment provided by the applicant (Exhibit 9).

Public notice for the April 24, 2024, public hearing was mailed to property owners within 300 feet of the subject property and affected agencies, posted on-site, and published in the Olympian on April 12, 2024, in conformance with TMC 14.06.070 (Exhibits 5 & 6).

G. State Environmental Policy Act – TMC 16.04:

The applicant submitted a SEPA Environmental Checklist with the project application. After consideration of comments received from interested agencies and citizens solicited from issuance of the Notice of Application for the project, review of the SEPA checklist and other technical reports, the City of Tumwater issued a Mitigated Determination of Non-significance on February 29, 2024 (Exhibit 7).

Comments received from the Washington State Department of Ecology relating to existing regulations in regard to solid waste management and toxic cleanup (Exhibit 9).

Staff Response and Recommended Finding:

The City of Tumwater Community Development Department, as lead agency, has completed environmental review in accordance with TMC 16.04, RCW 43-21C and WAC 197-11. The critical areas report showed no evidence of Mazama Pocket Gopher. The Department of Archaeology and Historic Preservation (DAHP) concurs with the results and recommendations made in the cultural survey report. Traffic mitigation for impacts to Tumwater Boulevard were identified, no endangered species or habitat were identified. No appeals of the SEPA threshold determination were filed (Exhibits 7, 8, & 9).

H. Transportation Concurrency:

The project is subject to the requirements of the City's transportation concurrency test outlined in TMC Chapter 15.48.

Staff Response and Recommended Finding:

The applicant submitted a Transportation Trip Distribution Report for the project. The Report was reviewed by the City's Transportation Manager who has issued a transportation concurrency ruling stating that the project is concurrent as long as 1) transportation impact fees are paid, and 2) payment of mitigation fee for one (1) trip through the Tumwater Boulevard/I-5 Interchange. This mitigation measure was included in the MDNS issued on February 29, 2024 (Exhibits 7, 8, & 9).

I. Tree Protection and Replacement Ordinance – TMC 16.08:

TMC Chapter 16.08 regulates the removal and preservation of existing trees on a site to be developed. TMC 16.08.070 (R) states "When land clearing is performed in conjunction with a specific development proposal not less than twenty percent of the trees, or not less than twelve trees per acre (whichever is greater), shall be retained." TMC 16.08.070 (R)94) further states; "In situations where a parcel of land to be developed does not meet the retention standards above in an undeveloped state, the applicant shall be required to reforest the site to meet the applicable standard outlined above at a 1:1 ratio as a condition of project approval."

Staff Response and Recommended Finding:

The site is currently developed as residential. The site does not meet the minimum requirement for tree retention in its current state. Replacement trees planted at a minimum 1:1 ration is required. The site is 1.77 acres and requires a minimum of 22 trees to be planted as part of development. The preliminary landscape plan shows 64 trees to be planted (Exhibit 10).

Staff finds that the proposed site and landscape plans are consistent with TMC 16.08.

J. Tumwater Zoning Code – TMC Title 18:

1. General Commercial (GC) Zone District TMC 18.22 and Aquifer Protection

Overlay (AQP) zone district TMC 18.39

Staff Response and Recommended Finding:

The parcel is located in the General Commercial (GC) zone district (Exhibit). TMC 18.22.040 lists mini storage facilities as a conditional use in the General Commercial (GC) zone district.

The maximum impervious surface in the General Commercial (GC) zone district according to TMC 18.22.050(B) is 85% of the lot area.

The maximum building height in the General Commercial (GC) zone district according to TMC 18.22.050(C) is 65 feet.

The minimum required setbacks for the General Commercial (GC) zone district are as follows:

- a. Zero feet along all public street frontages except where any structures or portions of structures are adjacent to any residential zoning district, the minimum structural setback shall be 20'. Where structures are constructed over one story, the setback of the structure from the adjacent property line or lines shall be increased by ten feet for every story above the ground level story of the proposed new building, and shall be screened from view in accordance with TMC Chapter 18.47.*
- b. Zero feet along the other boundaries.*

The parcel is bordered on the south by property zoned Single-Family Low-Density Residential (SFL). The applicant requests a variance from the residential setback requirements that necessitate that the project provide a minimum structural setback of 20 feet from the property line when general commercial development abuts a single-family zone, and where structures are constructed over one story, the setback of the structure from the adjacent property line or lines shall be increased by ten feet for every story above the ground level story of the proposed new building.

The variance requests the building setback requirements on the south property line be reduced.

The parcels to the south are zoned Single Family Low-Density Residential (SFL), however developed as a public school. The parcel directly adjacent to the southern border is a private access road and parking lot for the school. The likelihood of any future residential development on this parcel is extremely low.

The applicant has applied for a variance to reduce the required setback adjacent to the Single-Family Low-Density Residential (SFL) zone district. See the discussion Variances – TMC 18.58 below.

TMC 18.39 Aquifer Protection Overlay– Restricted Land Uses

Staff Response and Recommended Finding:

The intent of the aquifer protection (AQP) overlay zone district is to identify, classify, and

protect vulnerable and/or critical aquifer recharge areas within the city and urban growth area. Protection is to be accomplished by controlling the use and handling of hazardous substances.

Ministorage is not a restricted land use in the aquifer protection (AQP) overlay zone district.

2. Environmental Standards TMC 18.40 – Exterior Illumination:

Staff Response and Recommended Finding:

Artificial light sources are regulated under TMC 18.40.035, which requires site lighting to be directed downward and fully shielded. Parking lot light fixtures shall be limited to 24 feet in mounting height.

3. Citywide Design Guidelines - TMC 18.43:

Staff Response and Recommended Finding:

The project is subject to the Citywide Design Guidelines, Chapter 2, which regulates site planning, building architecture, and landscape. The applicant has provided a narrative stating how these design standards are met. Design review is a component of building permit submittal.

4. Signs TMC - 18.44:

Staff Response and Recommended Finding:

Signage is regulated by TMC Chapter 18.44, with specific regulation for the General Commercial GC zone district. Signs require separate permits.

5. Fencing - TMC 18.46:

Staff Response and Recommended Finding:

Fence height is regulated by TMC 18.46, which requires specific fence heights for front, side and rear yards. The Citywide Design Guidelines prohibit chain link fencing within 50 feet of a building's public entrance.

6. Landscaping - TMC 18.47:

Staff Response and Recommended Finding:

TMC 18.47 requires a Type 1 10-foot perimeter landscape between commercial and residential zones, a Type 2 8-foot perimeter landscape between nonconflicting zones, parking lot landscape, and the plan should include any required tree mitigation. The applicant has provided a conceptual landscape plan that meets this requirement. A detailed landscape plan is required as part of site development grading submittal.

7. Parking - TMC 18.50:

Staff Response and Recommended Finding:

Minimum parking requirements for mini-storage are 1 space for every 100 storage units and

2 spaces for permanent on-site managers with a minimum of 3.0 spaces for all facilities, regardless of size. Parking areas and all vehicle maneuvering is to be hard surfaced (asphalt, concrete or turfstone) and the spaces shall be defined by white striping a minimum of 4" wide. The proposed site plan shows parking meeting this requirement.

8. Conditional Use Permit- TMC 18.56:

TMC 18.56.035 outlines general criteria to be considered when reviewing a proposal categorized as a conditional use in the zoning ordinance. These criteria are as follows:

1. The proposed use shall be in keeping with the goals and policies of the Tumwater comprehensive plan, including subarea plans, and applicable ordinances.
2. The proposed use shall not be materially detrimental to the public health or welfare, the environment, or injurious to the property or improvements near the proposed use or in the zone district in which the subject property is situated. The following shall be considered in making a decision on a conditional use permit:
 - a. The generation of noise, noxious or offensive odors or emissions, light, glare, traffic, surface water or groundwater pollution, electronic interference, impacts to environmentally sensitive areas or protected species, impacts to historic or cultural resources, or other impacts or nuisances that may be injurious to the public health or welfare or to property or improvements in the vicinity of the proposed use or in the district in which the subject property is situated;
 - b. Availability of public services, which may be necessary or desirable for the support of the proposed use. These may include, but shall not be limited to, availability of utilities, transportation systems, education, police and fire facilities, and social and health services; and
 - c. The adequacy of landscaping and screening consistent with TMC Chapter 18.47, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the proposed use upon neighboring properties;
3. The proposed use shall meet or exceed the performance standards that are required in the zone district it will occupy.
4. Any additional minimum conditions identified for a particular type of proposed use in TM C 18.56.100 through TMC 18.56.0350

Staff response to these general criteria are as follows:

Staff has reviewed all applicable elements of the City's Comprehensive Plan and finds no inconsistency between the proposed project and the goals and policies outlined in the Plan.

There are no apparent adverse impacts that will be caused as a result of the project related to noise, odors, light, glare, traffic, electrical interference, critical areas, sensitive species, ground

and surface water or historic and cultural resources.

Adequate water and sewer facilities are available to service the project (Exhibit 11).

Landscaping and screening will meet the requirements of TMC 18.47.

The project is consistent with all applicable performance standards outlined in the General Commercial zone district.

Under TMC 18.56.220 the following specific conditions shall be met to approve the requested Conditional Use Permit:

“Ministorage facilities” Minimum Conditions.

No off-street parking or loading areas will be allowed in any required yard area;

Screening located along all property lines shall be provided to lessen visual impacts to neighboring properties and street rights-of-way;

The minimum site area shall be adequate to provide for the required parking and yards.

Staff response to these specific criteria are as follows:

There are no off-street parking or loading areas proposed in any required yard areas.

The site meets minimum parking and landscape requirements.

Screening will be provided on all property lines to lessen visual impacts to neighboring properties.

9. Variances- TMC 18.58:

An application for a Variance accompanied the Site Plan and Conditional Use applications for this project. Under TMC 2.58.090, review authority for Variance applications fall under the purview of the Hearing Examiner.

The applicant is requesting approval of a Variance from zoning setbacks as required in TMC 18.22.050(D) Setbacks in the General Commercial zone are zero for front, side and rear, except where any structures or portions of structures are adjacent to any residential zoning district, the minimum structural setback shall be twenty feet. Where structures are constructed over one story, the setback of the structure from the adjacent property line or lines shall be increased by ten feet for every story above the ground level story of the proposed new building and shall be screened from view in accordance with TMC 18.47.

In accordance with TMC 18.58.040, a variance may be granted, after investigation, provided all the following findings of fact exist:

1. That special conditions exist which are peculiar to the land, such as size, shape, topography, or location, not applicable to other lands in the same district, and that literal interpretation of the provisions of this title would deprive the property owners of rights commonly enjoyed by other properties similarly situated in the same district under the terms of this title;
2. That the special conditions and circumstances are not the result of actions of the applicant;
3. That the granting of the variance requested will not confer a special privilege to the property that is denied other lands in the same district;
4. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements of the vicinity and zone in which the subject property is situated; and
5. That the reasons set forth in the application justify the granting of the variance, and that the variance, if granted, would be the minimum variance that will make possible the reasonable use of the land.

In no event may a variance be granted if it would permit a use that would not be permitted as a primary, accessory or conditional use in the district involved.

Staff findings:

1. That special conditions exist which are peculiar to the land, such as size, shape, topography, or location, not applicable to other lands in the same district, and that literal interpretation of the provisions of this title would deprive the property owners of rights commonly enjoyed by other properties similarly situated in the same district under the terms of this title.

Setbacks:

The intent of the code regarding setbacks (TMC 18.22.050(D)) is to provide additional separation between single-family residences and commercial buildings that are taller. In this case, a powerline easement along the northern side of the parcel limits how far the structure can be located away from the southern property line. The property to the south is owned by the Tumwater School District and it contains a parking lot for the Tumwater Middle School, but has no single-family residences.

The 4-story building would require a 40 foot setback from the southern property line. The applicant has proposed the structure be located approximately 37 ± feet from the property line, with the exception of the eastern 30 feet of the structure which is 27 ± from the property line. The applicant requests a variance to reduce the buffer to 37 feet along the southerly border, and 26 feet for the eastern 30 feet of the building.

In the City of Tumwater, zones separated by public streets are not considered abutting. In this instance, the parcel to the south includes a private drive and parking lot to serve the

Tumwater Middle School. This parcel is not likely to ever develop as residential. The drive and parking lot separate the uses. The private access road and parking are similar to the allowance for zones separated by public streets.

Due to the special conditions of this project, staff finds that allowing this variance is justified.

2. That the special conditions and circumstances are not the result of actions of the applicant.

Setbacks:

The special circumstances regarding the proximity of the General Commercial property adjacent to the Single Family Low Density zone district is not the result of actions by the applicant.

Due to the special conditions of this project, staff finds that allowing for this variance is justified.

3. That the granting of the variance requested will not confer a special privilege to the property that is denied other lands in the same district.

Setbacks:

Based on previous statements about the project, the intent of the code is met regarding setbacks complying with City standards, therefore not conferring any special privilege on this property.

4. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements of the vicinity and zone in which the subject property is situated.

Setbacks:

The intent of the code is met with this proposal and granting this variance will not be materially detrimental to the public welfare or injurious to the surrounding properties.

Allowing the building to be constructed at a +/- 3' reduced setback from the south property line is the minimum variance possible to reasonably accommodate for the special conditions that exist on-site due to the adjacent property zoned SFL and used as a public-school campus and the high voltage power lines to the north.

5. That the reasons set forth in the application justify the granting of the variance, and that the variance, if granted, would be the minimum variance that will make possible the reasonable use of the land.

Staff recommends approval of this Variance for the project. If approved, Staff finds that the project is consistent with the Tumwater Municipal Code with conditions listed at the end of this report.

K. Bonneville Power Administration:

Staff Response and Recommended Finding:

A portion of the parcel is encumbered by an easement for the Bonneville Power Administration (BPA). The BPA has easements throughout the city. In some instances, the easement requires development plans be reviewed and approved by BPA to assure the right to construct certain improvements within the easement. The applicant states this easement does not have that same requirement. The applicant has provided a draft indemnity agreement to the City to not require approval by BPA as a condition of approval for their development. The applicant owns and is currently developing parcels to the east of this site, across Littlerock Road. Those parcels are also encumbered by the same BPA easement. As part of that development, the applicant provided an indemnity agreement to the City, which was approved as part of its land use approval and signed by the City. It is anticipated that the City will agree to this indemnity agreement as well (Exhibit 13).

L. Lot Consolidation TMC 17.06:

Staff Response and Recommended Finding:

The applicant proposes development of two parcels. TMC 17.06 requires that in cases where multiple lots, parcels or tracts will all be used for one building site, and in particular those cases where a structure is proposed to be built across a property line, the lots, parcels or tracts shall be consolidated into one lot, parcel or tract.

A lot consolidation shall be prepared and recorded with Thurston County prior to issuance of any building permit.

2022 Drainage Design and Erosion Control Manual: The project shall comply with the 2022 Drainage Design and Erosion Control Manual for the City of Tumwater.

Staff Response and Recommended Finding:

The applicant submitted a preliminary storm drainage report that indicates compliance with the 2022 Drainage Design and Erosion Control Manual for the City of Tumwater (exhibit 12). A final drainage report is required as part of site development and grading application.

Staff Response and Recommended Finding:

Stormwater from existing and proposed pollution generating surfaces shall be collected, treated and infiltrated in accordance with the 2022 Drainage Design and Erosion Control Manual. The applicant has submitted a preliminary Stormwater report that shows Stormwater will be sent to an underground storm facility with storm filter technology (Exhibit).

As conditioned below, and with the approval of a Conditional Use Permit and Variance, Staff finds that the project is consistent with the external property setback requirements of TMC 18.22.050(D).

III. RECOMMENDATION

Pursuant to TMC 2.58.110, staff recommends approval of the Site Plan Review, Conditional Use and Variance requests described herein with the following conditions:

1. The Mitigated Determination of Nonsignificance issued February 29, 2024, is hereby referenced and considered conditions of this approval.
2. The building designs shall conform to the City of Tumwater's Citywide Design Guidelines. Architectural elevation drawings of each building-type and narrative description stating how the design guideline requirements are being met shall be submitted for review and approval prior to issuance of Building Permits.
3. The project shall meet the minimum parking requirements of TMC Chapter 18.50.
4. The project shall provide short and long term bicycle parking as required by TMC 18.50.
5. A photometric plan showing meeting the exterior lighting requirements of TMC 18.40 shall be submitted with building permit submittal.
6. A detailed landscape plan meeting the minimum requirements of TMC 18.47 and showing minimum tree mitigation planting at 1:1 is required as part of the Site Development Grading submittal.
7. Any signage shall be permitted under separate permits.
8. A lot consolidation is required prior to the issuance of the building permit.
9. An indemnity agreement shall be agreed upon and approved by the City to be recorded by the applicant against the subject property prior to site development grading permit issuance.
10. Barrier free van accessible parking space shall be provided in compliance with IBC Section 1106. Note: the stalls can't block the fire department equipment located on the building.

All barrier free parking stalls shall be identified by a sign at the head of the parking space, 60 inches minimum above grade measured to the bottom of the sign. The sign shall be marked with the international symbol of access and shall bear the words: "State Disabled Parking Permit Required." Van stalls shall also state "VAN" ANSI A117.1 Chapter 502.6 & IBC Section 1101.2.9

11. The building and site are required to be accessible. An accessible route of travel shall be provided to all portions of the building, to accessible building entrances, and connecting the building and the public way.
12. A Site Development/Grading Permit will be required for this site. The permit application shall be accompanied by the application checklist and three sets of plans and specifications and supporting data consisting of a soils engineering report and engineering geology report prepared and signed by a licensed soils engineer. Inspection of the grading shall be provided by the civil engineer and Geotechnical engineer. In addition, special inspectors approved by the building official shall perform inspections of fill placement, compaction testing, and blasting. All special

inspections are to be performed by WABO registered labs and inspectors who have expertise in grading and earthwork.

13. When the grading work is complete and ready for final inspection the civil engineer of record is responsible for providing a final inspection report which will include the geotechnical engineers and special inspector's reports. In addition, as-built drawings for the site will be submitted in a PDF format. IBC Appendix J
14. Special inspectors may be required for the following types of work: concrete, bolts installed in concrete, special moment-resisting concrete, reinforcing steel and pre-stressing steel tendons, structural welding, high strength bolting, structural masonry, reinforced gypsum concrete, insulating concrete fill, special wood design, spray-applied fireproofing, piling, drilled piers and caissons, shot-crete, special (engineered) grading, excavation and filling, soils compaction testing, retaining walls and smoke-control systems. All special inspections are to be performed by WABO registered inspectors and at the expense of the owner. IBC Section 1704.1
15. Separate building permits are required for retaining walls or rockeries over four feet in height, measured from the bottom of the footing to the top of the wall or walls supporting a surcharge. A licensed structural engineer shall design the rockeries or concrete retaining walls. In addition to the engineers' design a full-time inspection by a WABO Special Inspector is required. Proposed walls shall be shown on the engineering and grading plans.
16. Please place the following note on the site development and grading plans:

"The City of Tumwater requires that the firm providing the soils report (YOUR FIRM) conduct the site inspections as defined in the report. The City also requires that in addition to the soils engineering firm, a WABO registered special inspector with experience with soil grading be employed, by the owner, to conduct compaction testing for the building pads and the required fire lanes. The special inspector shall not be the geotechnical firm, the civil engineer of record or an employee of the contractor.

All grading work shall be conducted in accordance with the soils report prepared by (YOUR FIRM). Compaction testing of the souls under the fire lanes and the building foundations and utility trenches shall be verified by (YOUR FIRM) and the WABO special inspector.
17. The owner will need to submit the name of the WABO registered firm who will conduct the special inspections, to the Building Official, prior to issuance of the site development/grading permits. That no vertical or combustible construction will be allowed on the construction site until the fire hydrants and paved roads are installed, tested and approved by the City of Tumwater. Note: testing will also include verification of fire flow by the fire department.
18. Construction of a III-B building limits combustible material used in the interior structure per IBC 603.1.
19. Demolition permits are required. A separate demolition permit is required for each structure.
20. Onsite hydrant(s) are required.

21. Buildings S-1 occupancy over 7,500 square feet in area are required to have a fire alarm system installed.
22. Buildings S-1 occupancy over 7,500 square feet or do not meet the requirements of IFC 503.1 are required to have a fire sprinkler system installed.
23. The required fire flow for this building is derived from Appendix B of the International Fire Code. Type II-B buildings of this size are required to have a fire flow of 1,750 gallons per minute at 20 psi.
24. Provide location of exits on plans and show landings and access (sidewalks) to the public way.
25. Aerial fire apparatus access shall be provided.
26. Gates blocking access to the site for fire department equipment shall be provided with a Knox Padlock. (Main entrance gate, fence at front of building restriction access to the rear of structure for fire fighters).
27. Restrooms will be required to meet the min. fixture count per WAC 51-50-2900 for the proposed structure due to office space.
28. The address for this site will be addressed by the Building Official before site development and grading permit is issued.
29. Building plans and specifications shall be prepared and stamped by an architect and engineer licensed to practice in the State of Washington. Steel structure will require separate engineered foundation to be added to plans.
30. A building permit application (including shell permits) shall include architectural, structural, plumbing, mechanical and energy plans and specifications. **No exceptions.** Fire sprinkler and fire alarm permits and plans may be submitted separately from the main permit application.
31. Fire sprinkler, fire alarm, sign and retaining walls require separate permits.
32. All new building projects are required to provide for the storage of recycled materials and solid waste. The storage area shall be designed to meet the needs of the occupancy, efficiency of pick-up, and shall be available to occupants and haulers. The location of this facility shall be shown on the site plan.
33. The applicant shall be responsible for providing the City with all costs associated with the installation of water, sewer, street and storm drainage systems that are dedicated to the City of Tumwater.
34. All designs/construction shall comply with the City of Tumwater's Development Guide and WSDOT standards.
35. The site plan shall show all existing and proposed utilities and easements including streetlights, street trees, water, sewer, storm, gas, cable, power, telephone, signage and striping. Provide street sections showing dimensions of existing and proposed improvements. Include the line sizes on the water and sewer mains and services. All rockeries proposed shall also be shown on the site plan.

36. All street construction, main installation and storm drainage work requires engineered plans certified by a professional engineer.
37. The applicant is responsible for all plan check, inspection and connection fees.
38. Any private or public utility relocation is the responsibility of the applicant.
39. The applicant shall be responsible for the maintenance and timely repair of all public improvements for a period of 30 months following final certification by the City and shall submit a surety for maintenance equal in value to fifteen (15) percent of the total value of the required public improvements certified by the Public Works Director. Please refer to Chapter 3 of the Development Guide for further clarification.
40. Provide all easements and bills-of-sale documents with the engineered plans.
41. All legal descriptions must be accompanied with an appropriate drawing that the City Surveyor can use to verify the legal description.
42. The owner or owner's representative is also responsible for furnishing the city with electronic files, compatible with release 2018 or newer Auto-CAD format. Provide individual drawings independent of x-refs. Include all non-standard font files and plot files. Also, please furnish PDF files printed from the Auto-CAD files 300 DPI or greater.
43. A storm water maintenance agreement, utility maintenance agreement, easements and bills-of-sale are required.
44. Site plan modifications may occur as a result of the engineering review process. For engineering issues, the approved engineering plans take precedence over the approved site plan.
45. All improvements are to be completed before a certificate of occupancy can be issued.
46. The city vertical and horizontal control datum is NGVD 29 and NAD 83(HARN) / Washington South U.S. Survey Feet respectively.
47. Testing shall be required at the developers or contractor's expense. The testing shall be ordered by the developer or contractor and chosen testing lab shall be approved by the City Construction inspector. Testing shall be done on all materials and construction as specified in the WSDOT/APWA Standard Specifications and with frequency as specified in the current City of Tumwater Development Guide.
48. All access to the property will be consistent with City standards and policies.
49. Street patching shall be per City of Tumwater standard detail.
50. This project is in an area of high groundwater review. The project shall confirm the max historic high groundwater elevation for the site. 6' of separation shall be required from the bottom of the stormwater facility to high groundwater or other low permeability layer. This separation may be reduced down to 3' with a successful mounding analysis reviewed and approved by the City designated third party reviewer.

51. A drainage design and erosion control plan will be required according to City's 2022 Drainage Design and Erosion Control Manual.
52. Maintenance of the on-site storm water system will be the responsibility of the property owner and a maintenance agreement will be recorded against the property.
53. This project will be paying a monthly storm water utility fee based on the amount of impervious surface per Tumwater Municipal Code 13.12.060.
54. Test pits conducted for stormwater design will comply with the 2022 Drainage Design and Erosion Control Manual for location and frequency. Test pits will be conducted between December and April to accommodate for seasonal high groundwater.
55. The professional engineer will need to provide calculations of the maximum monthly sanitary sewer discharge from the site. The City reserves the right to check the actual use in the future and charge additional connection fees if the actual use is greater than the estimated amount.
56. Any sewer main extension will require a minimum of an 8" system. The main size will depend on the requirements for this project. The system shall be designed per the City of Tumwater Development Guide and current Sewer Comprehensive Plan.
57. The project must meet minimum fire flow requirements.
58. Back flow prevention is required on all fire services and irrigation services and in accordance with the AWWA Cross Connection Control Manual. A reduced pressure backflow assembly is required on all commercial domestic services per WAC 246-290-490.
59. Any water main extension will require a minimum of an 8" system. The main size will depend on the fire flow requirements for this project. The system shall be designed per the City of Tumwater Development Guide and current Water Comprehensive Plan.
60. Water meters need to be placed in the public right-of-way or clustered on site within an easement. The professional engineer will need to provide calculations on the maximum instantaneous water demand and size of the meter for the project.

**Submitted on behalf of
the Community Development
Department by:**

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Report Issue Date: April 12, 2024

List of Exhibits:

- Exhibit 1 Staff Report dated April 12, 2024
- Exhibit 2 Site Plan Review, Conditional Use and Variance Applications dated 01-30-2024
- Exhibit 3 Site Plans dated 12-13-2023
- Exhibit 4 Zoning and Vicinity Map
- Exhibit 5 Public Hearing Notice 04-12-2024
- Exhibit 6 Public Notice Certification
- Exhibit 7 MDNS with attachments
- Exhibit 8 Concurrency Ruling 02-16-2024
- Exhibit 9 Public Comments
- Exhibit 10 Landscape Plans 12-05-2023
- Exhibit 11 Water & Sewer Availability 11-21-2023
- Exhibit 12 Preliminary Storm Drainage Report 12-13-2023
- Exhibit 13 Draft Indemnity Agreement