

*Shaping  
our community  
together*

420 College Street SE  
Lacey, WA 98503  
360-491-5642

**CITY OF LACEY**

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## COMMUNITY DEVELOPMENT DEPARTMENT PRESUBMISSION CONFERENCE AGENDA

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THE FOLLOWING PROJECTS WILL BE CONSIDERED AT CITY HALL,  
420 COLLEGE STREET SE – **VIA TELECONFERENCE**

MEETING DATE: **Wednesday, May 13, 2020**

TIME	PRE-SUBMISSION	LAND-CLEARING REVIEW	SITE PLAN REVIEW	DESCRIPTION
SPR Team Meeting will be held on the Tuesday prior to presub meeting date.				
10:00 a.m.				20-101 City of Lacey New Lift Station 42080000000 Fant/Stiles 2813 Willamette Dr NE OS-I
11:00 a.m.				20-102 Community Action Council Expansion 11801240400 Seymour/Stiles 3020 Willamette Dr NE CO
12:00 p.m.				
1:30 p.m.				20-95 City of Lacey Retaining Walls ROW Schelling/Stiles Ruddell/27 <sup>th</sup> and Brentwood LD 0-4
2:30 p.m.				
3:30 p.m.				

RECEIVED

APR 24 2020

OFFICIAL USE ONLY



CITY OF LACEY  
Community & Economic Development Department  
420 College Street SE  
Lacey, WA 98503  
(360) 491-5642

BY \_\_\_\_\_

CASE NUMBER:	20-101
RELATED CASE NUMBERS:	
PLANNER ASSIGNED:	
PW ASSIGNED:	

**PRESUBMISSION CONFERENCE REQUEST FORM**

ONE WEEK PRIOR TO REQUESTED DATE, SUBMIT VIA EMAIL TO PLANNING@CI.LACEY.WA.US, OR TO LACEY CITY HALL. NO FEE IS REQUIRED. SUBMISSION SHOULD INCLUDE COMPLETED APPLICATION, SITE PLAN DRAWING, VICINITY MAP, AND TRAFFIC GENERATION WORKSHEET.

APPLICANT: City of Lacey - Puna Clarke, P.E.

ADDRESS: 420 College Street SE	CITY: Lacey	STATE: WA	ZIP: 98503
PHONE NUMBER: 360-459-4494	EMAIL: pclarke@ci.lacey.wa.us		

REPRESENTATIVE: RH2-David Matz, P.E., LEED AP

ADDRESS: 1201 Pacific Ave, STE 1750	CITY: Tacoma	STATE: WA	ZIP: 98402
PHONE NUMBER: 253-327-1521	EMAIL: dmatz@rh2.com		

PROJECT ADDRESS: northside of Willamette Dr NE, Lacey, WA (across from Borealis)
ASSESSOR'S TAX PARCEL NUMBER(S): 42080000000
BRIEF DESCRIPTION OF PROJECT: Design and construct a new lift station to replace an existing lift station and related appurtenances and infrastructure
TOTAL ACREAGE: 0.39 ac      TOTAL SQ. FT OF BLDG: 0      ZONING: OS-1
PROPOSED LAND USE: ( ) SINGLE-FAMILY   ( ) MULTI-FAMILY   ( ) INDUSTRIAL DUPLEX   ( ) COMMERCIAL   ( ) M.H. PARK
EXISTING ACCESS: None      PROPOSED ACCESS: easement off Willamette Dr NE

INDICATE PREFERENCE FOR A MEETING DATE AND TIME:
(MEETINGS ARE HELD THE 2ND AND 4TH WEDNESDAY OF EACH MONTH)      DATE: 5-13-20      TIME: 10am

A presubmission conference is an opportunity for the developer and/or their representative to meet with staff to discuss preliminary studies or sketches of the proposed project. At the conference, staff will make available, pertinent information relating to the proposed development. The intent is to identify and/or eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor; however, the site drawing submitted, should have sufficient information to allow for staff review. Discussion topics will include such things as Comprehensive Plan, Street Plan, Storm Run Off & Retention, Shoreline Master Program, Zoning, Availability of Water/Sewer, Development Concepts, other requirements and permits, and the environmental impact. If the applicant owns adjacent land, the possibilities of future development will be discussed. Written information regarding process, specific requirements & related issues, will be furnished at the meeting. Staff will typically visit the site prior to the meeting and may enter the property if deemed necessary to gain a full understanding of the project.

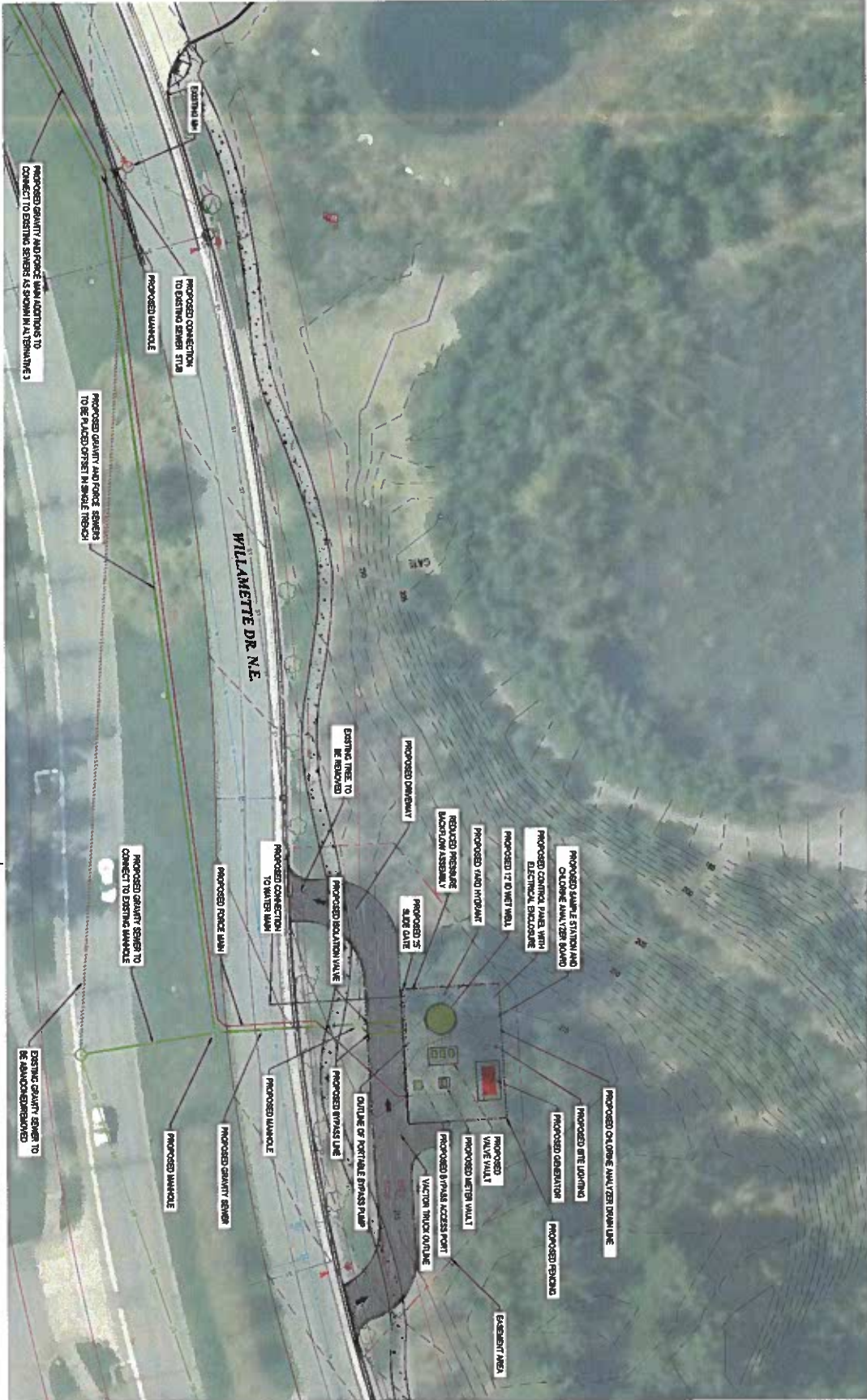
PREPARED

APR 21 2020

BY \_\_\_\_\_

# Project Location Map for the Lift Station No. 19 Replacement





**FIGURE 9: SITE ALTERNATIVE 4 -  
CONCEPTUAL SITE PLAN**



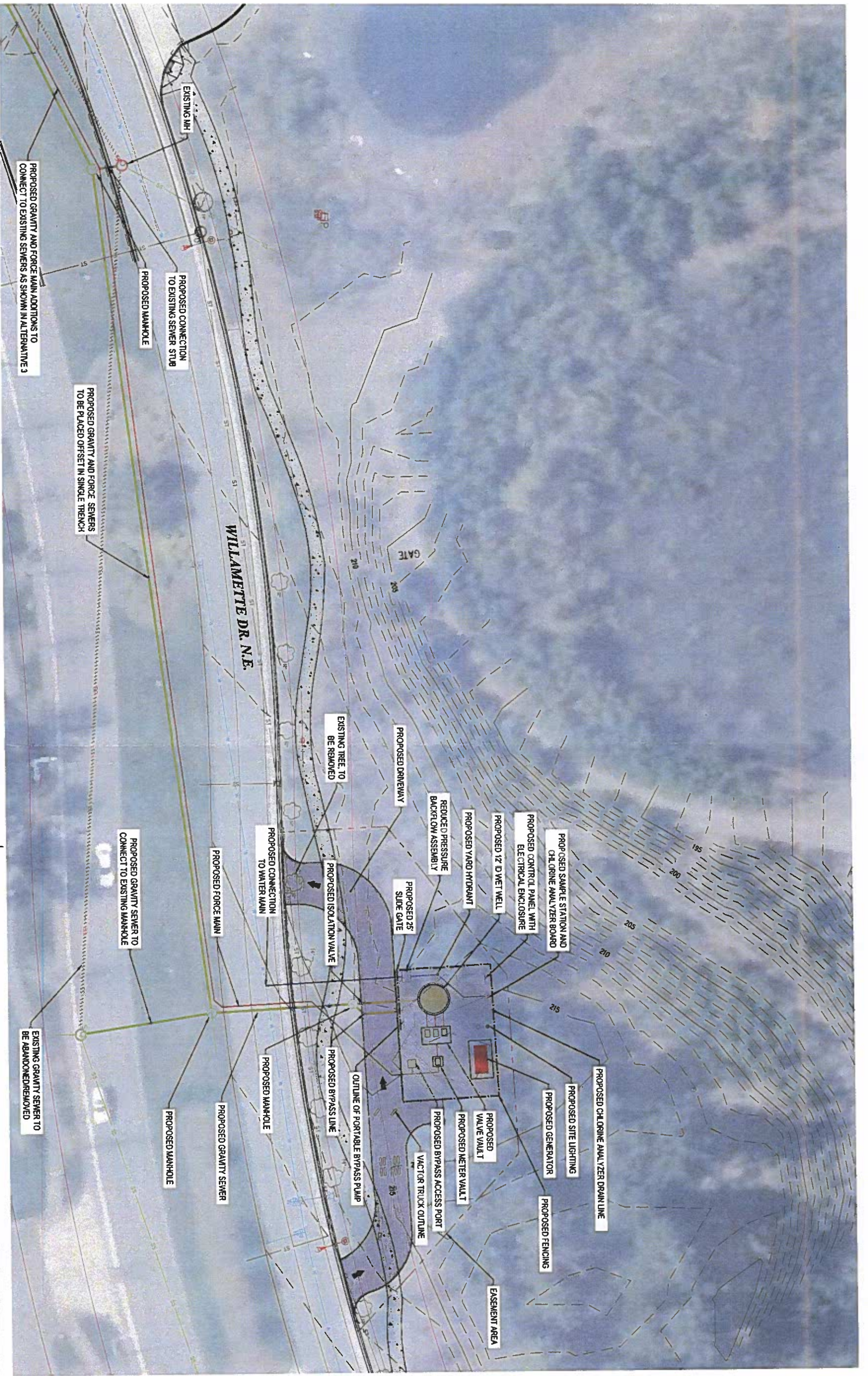
**ALTERNATIVE SUMMARY**

EXISTING AREA	APPROX. 1,270 SF
SITE AREA	APPROX. 2,230 SF
OVERLAY AREA	APPROX. 3,530 SF
NEW OVERLAY AREA	APPROX. 2,211 SF
NEW LIFT STATION	APPROX. 880 SF
NEW LIFT STATION	3

NO.	DATE	BY	REVISIONS
1	10/17/2019	SLP	ISSUE FOR PERMITS
2	10/18/2019	SLP	REVISED PERMITS
3	10/22/2019	SLP	REVISED PERMITS

SCALE: AS SHOWN  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: 10/17/2019

**CITY OF LACEY**  
**LIFT STATION 19 ALTERNATIVES**  
**SITE ALTERNATIVE 4 - CONCEPTUAL SITE PLAN**



**FIGURE 9: SITE ALTERNATIVE 4 - CONCEPTUAL SITE PLAN**  
1" = 20'



BY

**PERMITTED**  
APR 24 2020

**ALTERNATIVE SUMMARY**

EASEMENT AREA:	APPROX. 12700 SF
SITE AREA:	APPROX. 2220 SF
DRIVEWAY AREA:	APPROX. 3520 SF
NEW GRAVITY SS:	APPROX. 720 LF
NEW FORCE MAIN:	APPROX. 680 LF
NEW MANHOLE:	3

NO.	DATE	DESCRIPTION	BY	REVIEW

CITY OF LACEY  
**LIFT STATION 19 ALTERNATIVES**  
SITE ALTERNATIVE 4 - CONCEPTUAL SITE PLAN





**CITY OF LACEY**  
Community & Economic Development Department  
420 College Street SE  
Lacey, WA 98503  
(360) 491-5642

**OFFICIAL USE ONLY**

CASE NUMBER:	20-102
RELATED CASE NUMBERS:	
PLANNER ASSIGNED:	
PW ASSIGNED:	RECEIVED

MAY 0 2020

***PRESUBMISSION CONFERENCE REQUEST FORM***

ONE WEEK PRIOR TO REQUESTED DATE, SUBMIT VIA EMAIL TO [PLANNING@CI.LACEY.WA.US](mailto:PLANNING@CI.LACEY.WA.US), OR TO LACEY CITY HALL. NO FEE IS REQUIRED.  
SUBMISSION SHOULD INCLUDE COMPLETED APPLICATION, SITE PLAN DRAWING, VICINITY MAP, AND TRAFFIC GENERATION WORKSHEET.

**APPLICANT: Community Action Council**

**ADDRESS:** 3020 Willamette Drive NE      **CITY:** Lacey      **STATE:** WA      **ZIP:** 98516  
**PHONE NUMBER:** 360.438.1100      **EMAIL:** johnw@caclmt.org

**REPRESENTATIVE:** Steven Platt Architect

**ADDRESS:** 12819 SE 38th #522      **CITY:** Bellevue      **STATE:** WA      **ZIP:** 98006  
**PHONE NUMBER:** 360.791.9467      **EMAIL:** stevenplattarchitect@outlook.com

<b>PROJECT ADDRESS:</b> 3020 Willamette Drive NE
<b>ASSESSOR'S TAX PARCEL NUMBER(S):</b> 11801240400
<b>BRIEF DESCRIPTION OF PROJECT:</b> 5,200 Square Foot Single Story Expansion
<b>TOTAL ACREAGE:</b> 2 <b>TOTAL SQ. FT OF BLDG:</b> 22,197 <b>ZONING:</b> Community Office
<b>PROPOSED LAND USE:</b> ( ) SINGLE-FAMILY ( ) MULTI-FAMILY ( ) INDUSTRIAL DUPLEX ( ) COMMERCIAL ( ) M.H. PARK
<b>EXISTING ACCESS:</b> Willamette and Orion <b>PROPOSED ACCESS:</b> same

**INDICATE PREFERENCE FOR A MEETING DATE AND TIME:**  
(MEETINGS ARE HELD THE 2ND AND 4TH WEDNESDAY OF EACH MONTH)      **DATE:** 5/13      **TIME:** 10:00am

A presubmission conference is an opportunity for the developer and/or their representative to meet with staff to discuss preliminary studies or sketches of the proposed project. At the conference, staff will make available, pertinent information relating to the proposed development. The intent is to identify and/or eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor; however, the site drawing submitted, should have sufficient information to allow for staff review. Discussion topics will include such things as Comprehensive Plan, Street Plan, Storm Run Off & Retention, Shoreline Master Program, Zoning, Availability of Water/Sewer, Development Concepts, other requirements and permits, and the environmental impact. If the applicant owns adjacent land, the possibilities of future development will be discussed. Written information regarding process, specific requirements & related issues, will be furnished at the meeting. Staff will typically visit the site prior to the meeting and may enter the property if deemed necessary to gain a full understanding of the project.





# City of Lacey

DEPARTMENT OF PUBLIC WORKS  
420 College Street S.E.  
Lacey, WA 98503-1238  
(360) 491-5600

## COMMERCIAL TRAFFIC GENERATION WORKSHEET

Date: May 4, 2020 Project No.: \_\_\_\_\_  
Project Name: Monarch Children's Justice and Advocacy Ct. Parcel No.: 11801240400  
Project Address: 3020 Willamette Drive NE, Lacey, WA 98516  
Applicant's Name: Coummunity Action Council Phone: 360.438.1100  
Applicant's Address: 3020 Willamette Drive NE, Lacey, WA 98516

### Existing Use

Is there an existing use on the proposed project site:  Yes  No  
Has the existing use been vacant for more than 18 months?  Yes  No  
Will any of the existing buildings be demolished?  Yes  No

Please explain the current use, if any (type of business; business license number, if available; size in gross square feet; number of employees; hours of operation, etc.):

Existing use is Offices for the Community Action Council, providing social services and deliveries for a nonprofit organization.  
Programs delivering services include: Women, Infants and Children (WIC), Energy Assitance, Weatherization, Housing and Essential Needs and Administrative, IT and Fiscal Support Staff.  
Existing Building is 16,997 square feet  
37 employess working Monday-Thursday, 7:00am to 5:30pm  
Business License: 600-503-120



### Proposed Use (Include Site Plan)

Commercial projects can cover a wide variety of land uses, not all uses are covered in the Trip Generation Manual. A private traffic engineer may be required for exceptional proposals. Please provide as much information as possible, if applicable to your development:

Project	Site	Gross	Acres:	2	Number of Gas Pumps / Fueling	Positions: 0
Building	Size	Gross	Feet:	5,200 <sup>addition</sup>	Number of Drive-through	Windows: 0
Number	of	of	Employees:	8-12	Number of Service	Bays: 0
Number	of	Parking	no change	of	Car Wash	Stalls: 0
Number of Students / Children:		0		Number of Seats (Theaters, etc.):		0
Number of Rooms (Hotels, etc.):		0		Number of Courts / Fields / Tees:		0

Please explain the proposed use (type of business and all other information not provided above that you feel is relevant in determining traffic generation):

Proposed building addition will have the same use as the existing building: social service nonprofit. This addition will be the home of the Monarch Children's Justice and Advocacy Center; a collaborative, co-location of services to treat children and their families who are victims of abuse and will serve approximately 600 children and families per year.

I declare that I have completed this form and to the best of my knowledge and belief the above information is true and correct. I understand the City is relying on this information to accurately determine the traffic impacts from my development.

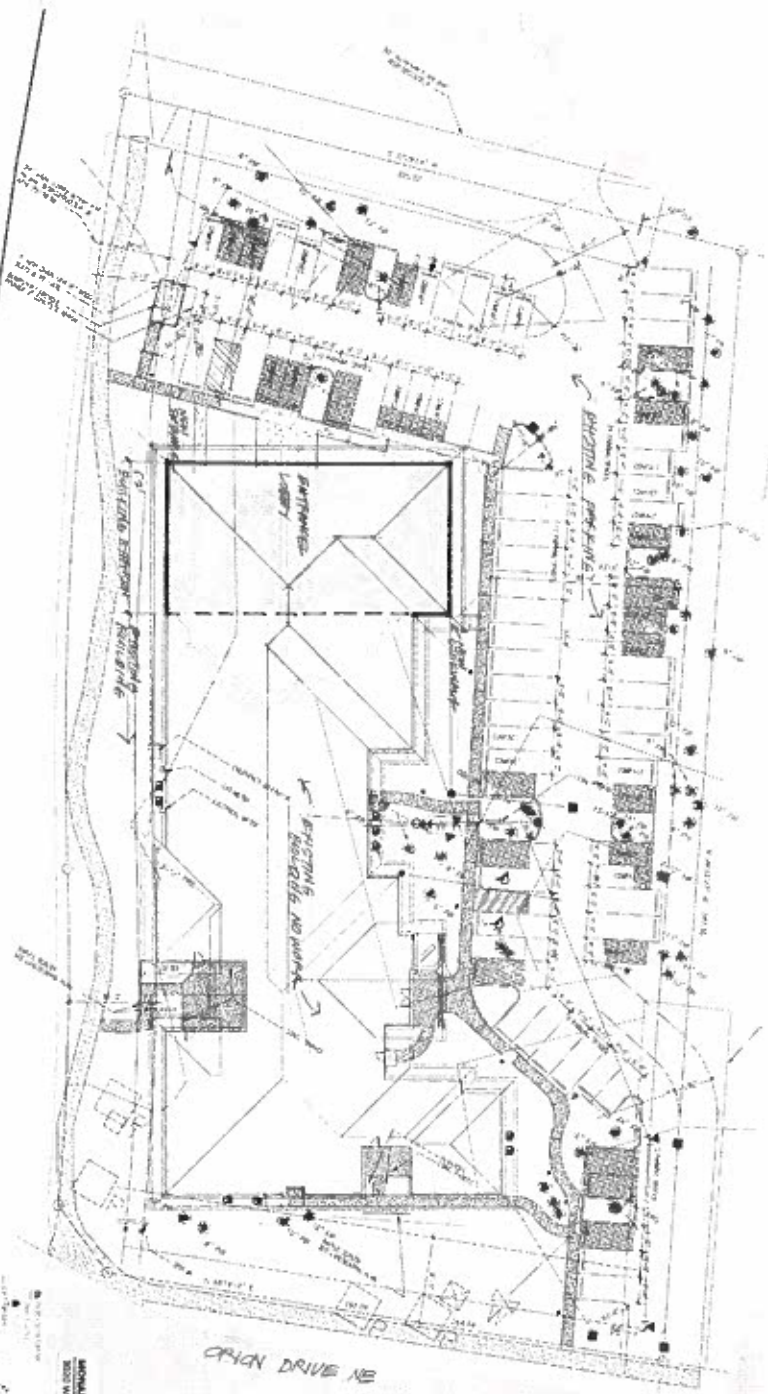
Signature Steven Platt Date: May 4, 2020

For Official Use Only:			
HTE	Number:	Approved for Traffic Division	By:
Development	Reviewer:	Planner: _____	
Land Use	Code:	Discounts	Applied:
Total PM Peak Hour Trips: _____		New PM Peak Hour Trips: _____	
Comments: _____			
Calculated by: _____			

**MONARCH CHILDREN'S JUSTICE and ADVOCACY CENTER**  
 3020 WILLAMETTE DRIVE NE LACEY, WA 98516

WILLAMETTE DRIVE NE

CRICH DRIVE NE



MONARCH CHILDREN'S JUSTICE and ADVOCACY CENTER  
 3020 WILLAMETTE DRIVE NE LACEY, WA 98516

**Project Information**  
 \$300 expansion to the Community Action Center Building for  
 the Monarch Children's Justice and Advocacy Center

**Address**  
 3020 Willamette Drive NE  
 Lacey, WA 98516

**Legal**  
 Parcel A of the City of Lacey boundary  
 Line Adjacent to No. M40001114, being a portion of  
 S/4 of the NW 1/4 of Section 1, Township 18 North  
 Range 1 West, NW

**Parcel**  
 11401240400

**Building Information**

Existing Building	15,991 sqft
Proposed Addition	5,200 sqft
<b>Total</b>	<b>22,191 sqft</b>

**Project**

Required	45 spaces 12 per 3000
Existing Parking	24 spaces

1/2" = 1'-0"

1/2" = 1'-0"



**CITY OF LACEY**  
Community & Economic Development Department  
420 College Street SE  
Lacey, WA 98503  
(360) 491-5642

**OFFICIAL USE ONLY**

CASE NUMBER:	20 015
RELATED CASE NUMBERS:	
PLANNER ASSIGNED:	LEIVED
PW ASSIGNED:	

APR 20 2020

***PRESUBMISSION CONFERENCE REQUEST FORM***

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SUBMISSION SHOULD INCLUDE COMPLETED APPLICATION, SITE PLAN DRAWING, VICINITY MAP, AND TRAFFIC GENERATION WORKSHEET.

**APPLICANT:** City of Lacey Public Works Department

<b>ADDRESS:</b> 420 College St SE	<b>CITY:</b> Lacey	<b>STATE:</b> WA	<b>ZIP:</b> 98503
<b>PHONE NUMBER:</b> 360-413-4384	<b>EMAIL:</b> <a href="mailto:tpoeckh@ci.lacey.wa.us">tpoeckh@ci.lacey.wa.us</a>		

**REPRESENTATIVE:** Tyson Poeckh

<b>ADDRESS:</b> 420 College St SE	<b>CITY:</b> Lacey	<b>STATE:</b> WA	<b>ZIP:</b> 98503
<b>PHONE NUMBER:</b> 360-413-4384	<b>EMAIL:</b> <a href="mailto:tpoeckh@ci.lacey.wa.us">tpoeckh@ci.lacey.wa.us</a>		

<b>PROJECT ADDRESS:</b> Ruddell Rd between 27th Ave SE and Brentwood Dr SE		
<b>ASSESSOR'S TAX PARCEL NUMBER(S):</b> N/A		
<b>BRIEF DESCRIPTION OF PROJECT:</b> Replacement of failing retaining walls along a section of Ruddell Rd.		
<b>TOTAL ACREAGE:</b> Public ROW	<b>TOTAL SQ. FT OF BLDG:</b> N/A	<b>ZONING:</b> ROW next to residential
<b>PROPOSED LAND USE:</b> ( ) SINGLE-FAMILY ( ) MULTI-FAMILY ( ) INDUSTRIAL DUPLEX ( ) COMMERCIAL ( ) M.H. PARK		
<b>EXISTING ACCESS:</b> N/A	<b>PROPOSED ACCESS:</b> N/A	

<b>INDICATE PREFERENCE FOR A MEETING DATE AND TIME:</b>		
(MEETINGS ARE HELD THE 2ND AND 4TH WEDNESDAY OF EACH MONTH)	<b>DATE:</b> 5/13/20	<b>TIME:</b> anytime

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