

CITY OF LACEY
PLANNING DIVISION
PRESUBMISSION CONFERENCE NOTES



CASE NUMBER: 21-303

(Please ensure this number is on all future document submittals)

SITE ADDRESS: 4409 19th Ave SE

TYPE: Full Administrative

ZONING: Moderate Density Res.

PROCESS: Short Plat

PROCESS TIMING EST.: 4-8 weeks

MEETING DATE: 9/8/2021

**PLANNING FEES: SEPA (\$426), Short
Subdivision Preliminary (\$1,047 + \$142/lot),
Short Subdivision Final (\$1,047 + \$142/lot).**

**APPLICANT: James Peterson –Prime Building
and Dev.**

PROCESS

The short plat review process is conducted administratively. The application and supporting materials are then routed to other departments and agencies for their review and comment. All comments received are considered and typically become conditions of approval. A letter informing you of the decision is mailed to you within 30 days. If approved, you will have one year to meet all conditions of approval and submit an application for final short plat. Once approved, the final plat map and associated documents are recorded at the Thurston County Auditor's Office. In addition to the application fees and forester review fees, you will be responsible for the cost of all improvements (conditions of approval), the survey, plat certificate, and recording fees.

A complete application consists of the following:

1. Site Plan Review Application, dated and signed
2. Environmental Checklist, dated and signed
3. Site Plan, including all information requested on the application. All proposed landscaping areas and walkways shall be clearly defined. (*Note: plan sets should be no larger than 24"x36"*)
4. Stormwater Site Plan per 2016 Stormwater Design Manual
5. Tree Report prepared by the City's contract forester
6. USB flash drive with all submittal documents (application forms, site plans, Environmental Checklist, studies, reports, etc.) in .pdf format.
7. Any other information requested at the presubmission conference

Environmental review: The environmental review will consist of a review of the environmental checklist submitted for this proposal and is processed simultaneously with Site Plan Review. We typically use the Optional DNS process allowed under state law to combine comment periods of the Notice of Application and the Environmental Review.

APPLICABLE STANDARDS

ENVIRONMENTALLY SENSITIVE AREAS (shorelines, wetlands, flood hazards, steep slopes):

None.

TREES:

Existing trees should be designed into the project when possible. The following provisions apply to the proposed development:

- Trees on site may not be removed at this time.
- The City of Lacey strives to retain trees during development.
- Trees should be incorporated into the project wherever possible.
 - If proposed water or sewer lines cannot be located in such a way as to avoid trees or tree roots, the trees may be removed once the civil drawings are approved by Lacey PW and CD Departments and installation begins.

Any large trees on site should be retained and designed into the project, where possible. The city's contract forester will need to review the site and make a written recommendation to staff regarding tree health and suitability for retention. This report must be submitted with the application in order to be accepted as complete. You will be billed for the actual costs of the forester's time on this project.

BUILDING & DEVELOPMENT COVERAGE:

- Minimum lot area, three thousand square feet where alleys are utilized, four thousand square feet if alleys are not provided.
- Minimum lot width, thirty feet when alleys are utilized, forty feet where alleys are not provided. Minimum lot width and street frontage for infill lots designed for construction of a single-family residence shall be thirty feet when alleys are utilized and forty feet when alleys are not utilized. Infill lots to be used for duplexes or other multifamily uses shall have a minimum lot width and street frontage of fifty feet.
- Maximum building area coverage, fifty percent.

- Maximum development coverage, seventy-five percent. Side and rear yard patios are exempt from development coverage restrictions provided the paving material used is considered a pervious pavement by the city of Lacey’s public works department.
- Max Height 40’

LOT SIZE & SETBACKS:

Front: 16’ and 20’ for garages
 Side: 5’
 Rear: 15’

PARKING:

	AUTO PARKING	BICYCLE PARKING
Residential Duplex	2 per dwelling	none
TOTAL	8	

LANDSCAPING:

Specific Requirements:

- Parking lot: 50 square feet per stall (Type IV)
 This is separate from required side and rear yard areas. Design standards for parking lot landscaping include:
1. Each area of landscaping must contain at least 100 s.f. of area and be at least 8-feet in any direction.
 2. Each planting area shall contain at least one tree.
 3. Live ground cover shall be provided throughout each landscaping area.
 4. A landscaped area must be placed at the end of each row – it must be at least 8-feet wide and as long as the parking space.
 5. Maximum planter island spacing in parking lots is 1 island/7 parking stalls. No parking stall shall be more than 50-feet from a tree.

A landscaping plan is required and should be designed by a licensed landscape architect, nursery person, or landscaper and submitted to the Planning Department. A separate irrigation plan must also be submitted. All requirements of Chapter 16.80 of the Zoning Code shall be satisfied.

Use of drought-resistant species, such as native or naturalized plants can reduce the amount of water needed for irrigation, save on maintenance, and be more resistant to disease. Native and naturalized plant selection is strongly encouraged.

If a certificate of occupancy (final building inspection) is desired prior to the installation of the landscaping improvements, a letter of credit, assignment of savings, or other financial security must be provided to the Planning Department in the amount of 150 percent of the landscaping. The City will release this financial security once the landscaping for the project is installed and approved by the Planning Department and a one year 20 percent maintenance financial security device is obtained.

Irrigation plans must be designed to consider all trees and their root zones that have been identified for retention. Location of lines within these areas should be avoided when possible, or hand dug when these locations are necessary.

DESIGN REVIEW:

General Requirements

- Design Review is valid for 18 months
- A six month extension may be granted with a written request prior to the expiration date
- Submittal requirements. Four copies of the plans stamped by a licensed architect with the following information:
 1. Approved Site Plan (per LMC 16.84)
 2. Landscaping Plan (per LMC 16.80)
 3. Elevation (These shall include the dimensioned elevations of building, type of exterior materials, color and exterior finishes, location and elevations of exterior lighting for buildings and parking, and perspective drawings, photographs, color renderings or other graphics which accurately represent the proposed project.)
 4. Section profiles (Two section profiles, drawn to scale, through the site are required containing building details, landscaping against the building when installed, lighting fixtures and standards and signs.)
 5. Design Vocabulary (Required per LMC 14.23.070.A.5., unless waived by the Director of Community Development)
- Similarity to Single-Family Detached Structures. To accomplish this, duplex and triplex units in single-family residential areas shall comply with the design criteria for detached single-family dwellings in LMC 14.23.072 unless otherwise noted below. (See Table 14T-39.)
- Supplemental Design Criteria. Where there is a conflict with the detached single-family design criteria set forth in LMC 14.23.072, the design criteria herein shall apply.
 1. Entry Design.
 - a. Use either a single entry providing access to multiple units with appearance of a single entry to a single-family house or separate distinct covered entries;
 - b. For duplexes located on street corners, entries shall be provided on different sides of the structure so only one entry is visible from any one street.
 2. Location of Garages. Garages for each of the units shall be separated from one another by living units of one or more of the units, except where designed with adjacent single or tandem garages. No more than two single or tandem garages may be placed in a row.

3. Architectural Variety. When reviewing developments with multiple adjacent duplexes, each duplex structure shall be reviewed as an individual home or building in terms of compliance with LMC 14.23.072(J).
- Design Option. Duplexes and triplexes can either be designed to look like one single-family house (containing one distinct entry) or designed to look like two or three distinct dwelling units (each with their own individual covered entry). Both design options shall utilize complementary design elements as described in subsection D of this section.
 - Complementary Design. Units shall have a design that provides significant architectural interest and is complementary to single-family units in the subdivision. A number of techniques can be used to achieve architectural interest:
 1. Roof breaks, use of dormers, masonry chimneys;
 2. Modulation of facades and fenestration;
 3. Use of balconies, decks and porches.
 - Landscaping. Utilize native and drought-tolerant landscaping and/or vegetated LID facilities that complement the architecture of the unit. (Ord. 1539 §13, 2019; Ord. 1496 §9, 2016; Ord. 1310 §6, 2008; Ord. 1124 §7, 2000; Ord. 1024 §3, 1995).

OTHER ISSUES:

All short subdivisions, preliminary plats and boundary line adjustments that are subject to city liens (LIDs/ULIDs) must be current and the proper documentation approved by the city council prior to recording the final documents. This is because these liens are based on acreage of the parent parcels and must be modified to match the current proposal.

Staff in Attendance

Community Development Department (360) 491-5642

- Rick Walk, Director
- Reace Fant, Assistant Planner
- Sarah Schelling, Senior Planner
- Samra Seymour, Senior Planner
- Terry McDaniel, Building/Fire Code Specialist
- Wesley Nguyen, Economic Development Coordinator

City Manager Department (360) 491-3214

- Scott Spence, City Manager

Public Works Department (360) 491-5600

- Scott Egger, Director
- Roger Schoessel, City Engineer
- Tom Stiles, Development Review Engineer
- Joey Etter, Development Review Specialist
- Mike Swanson, Development Review Specialist
- Martin Hoppe, Transportation Manager
- Chris Stolberg, Transportation Engineer
- Brandon McAllister, Utility Engineer
- Doug Christenson, Stormwater Engineer

Others
