



LACEY
Community and Economic Development

LACEY CITY COUNCIL

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April 9, 2024

Mr. Sung Han
Gateway Christian Center
3300 Marvin Road NE
Lacey, Washington 98516

Subject: Project #24-0055 Gateway Christian Short Subdivision SS24-0003LA
Preliminary Approval

Dear Sung:

Review of your preliminary short plat application is complete. You are hereby granted preliminary approval subject to the conditions listed below. This approval is valid for one year, expiring on **April 9, 2025**. Please keep this date in mind, as it will be your responsibility to request an extension during the original approval period, if it is necessary to complete the required improvements.

The project review team for your application will be composed of the following staff members. Please feel free to call them at any time if you have questions about this project:

Planning Department:	Sarah Bartz	(360) 486-8741
Public Works Department:	Tom Stiles	(360) 491-5600
Building Department:	Terry McDaniel	(360) 491-5642
Fire Code Review:	Asher Cabe	(360) 491-2410

The complete case file, including all application materials, findings, conclusions, and conditions of approval, is available for review on the City of Lacey website. Please contact Sarah Bartz, Assistant Planner at the above-listed telephone number if you have any issues accessing the file.

Conditions attached to the preliminary short plat are as follows:



Planning Department:

1. The project shall proceed in substantial conformance with the plans submitted on February 29, 2024, except as modified by the conditions below.
2. The short subdivision number “**SS24-0003LA**” shall be added to the face of the final plat map.
3. The Community & Economic Development Department may grant a one-time extension of one year, if necessary to complete the requirements contained within this letter. If such an extension is necessary, the applicant must make a request in writing at least 30 days prior to the expiration of this approval.
4. Prior to final short subdivision approval all property taxes must be paid current. Please contact the office of the Thurston County Treasurer for additional information.
 - Total owing for 2024 - **\$6,296.97**
 - Please note that if the project extends into 2025, a new amount will be assessed
5. Any future development on Lot 2 will require additional land use approvals.
6. Prior to building permit issuance for any new structures onsite, the developer shall receive design review approval.
7. Prior to any construction work or further development activity, a Tree Protection Report will need to be prepared by the City’s contract forester. A delay in this report was agreed upon during the pre-submission conference. The Tree Report will need to be submitted prior to any other work onsite, including utility work and as part of the Final Short Plat application.
8. No trees shall be removed until a grading permit has been issued. Grading plans shall be designed to consider tree retention on the site. Prior to any site clearing and/or construction activities occurring all tree protection fencing shall be placed around the perimeter or the tree protection and tree tract areas, and around any individual trees selected to be retained. Tree protection fencing shall be shown on the grading plans for the proposed project.
9. Prior to any activities taking place, a preconstruction meeting shall be held with the City’s forester to review the location of the tree protection fencing. A note stating that a preconstruction meeting shall be held with the City forester shall be shown on the grading plans for the project. Confirmation from the Forester that the meeting has been held shall be provided to the Community Development Department prior to the start of site construction or grading activity.



Public Works Department:

Specific Water Improvements

1. Water service shall be provided for all lots associated with the short plat. From the existing main on lot 1, an 8-inch water main shall be extended to the newly created parcel. Lacey Municipal Code 15.12.030.
2. For future main looping on the southern parcel, a 12-inch water main from the existing 12-inch main in Marvin Road to the proposed southern lot shall be provided. City of Lacey 2017 Development Guidelines and Public Works Standards (DG&PWS) 6.010 and 6.020.

General Water Improvements

3. Prior to subdivision of land, water and sewer services shall be provided for each lot created (Lacey Municipal Code sections 15.12.030 and 15.12.040).
4. For Irrigation lines located in the right-of-way, the following shall be stated on the irrigation plans and is a condition of approval: "The property owner adjacent to the public right-of-way is responsible for maintaining and locating all irrigation lines located in the public right-of-way". (DG&PWS, Water, Irrigation 6.210)
5. In addition to all Federal and State requirements, water system improvements shall meet the requirements of the current City of Lacey City of Lacey Development Guidelines and Public Works Standards Manual, the Coordinated Water System Plan (CWSP), Department of Health (DOH), City of Lacey Water System Plan, AWWA, Department of Ecology, Thurston County Environmental Health and City of Lacey Fire Code Official's standards. Actual main size, loop closures, and possible off-site improvements including the number and location of fire hydrants, will depend on the fire flows required and available to the site. (DG&PWS, Water 6.010)
6. Water main extensions shall be on the north/east side of the road or drive area 6 feet from the center line. Water mains shall provide domestic water service to the building, meet water quality and Lacey Fire requirements. (DG&PWS) 6.010, 6.020.
7. An irrigation meter with a Double Check Valve Assembly backflow prevention device shall be provided for all landscaped areas. (DG&PWS, Water 6.120 F)
8. If utility extensions are needed for the proposed project for roads that were paved in the last five years and the roads must be "cut", a disruption fee will be charged in accordance with Lacey Municipal Code 12.16.055.



Specific Sewer Improvements

9. Sewer service shall be provided for all lots associated with the short plat. From the existing 10-inch sewer main located on lot 1, an 8-inch sewer main shall be extended to the newly created parcel. The main shall commence at manhole and be extended at a minimum slope to maximize the depth of the main to the southern parcel. Lacey Municipal Code 15.12.040.

General Sewer Improvements

10. Sewer main extensions shall be located 6-feet off the centerline of the street/drive area on the South or West side. (DG&PWS, Sewer 7A.010)
11. In addition to all Federal and State requirements, sanitary sewer improvements associated with this project shall comply with the current City of Lacey Development Guidelines and Public Works Standards Manual, City of Lacey Comprehensive Sanitary Sewer Plan, Thurston County Health Department, Washington State Department of Health (DOH), the LOTT Clean Water Alliance and Department of Ecology. (DG&PWS, Sewer 7A.010 and Subdivisions and Short Plat 2-21)

Specific Stormwater Conditions

12. In addition to all Federal and State stormwater requirements, this project shall comply with the current City of Lacey Development Guidelines and Public Works Standards Manual and the current City of Lacey Stormwater Design Manual (LMC 14.27). Stormwater drainage and erosion control submittals shall be in conformance with the formatting and content requirements described in Chapter 3 of the Stormwater Design Manual.
13. Treatment and infiltration facilities shall be constructed for stormwater associated with the site, adjacent properties currently discharging to the site and stormwater currently discharging onto the site from Marvin Road. Additional treatment canisters at the multi-parcel stormwater facility to the south will be required for the new roadway required with the short plat.
14. Currently there is a stormwater overflow from the existing stormwater facility on site directing stormwater to the south. With the short subdivision of the property, provisions for the overflow stormwater shall be accounted for with the design. **Prior to final short plat approval, a drainage easement and conveyance system shall be in place across Lot 2.**
15. It is believed this site is part owner of the existing multi-parcel storm system located to the south of the short plat. **Prior to final short plat approval, confirmation of allowable discharges from the existing lot shall be provided. Also, the proportionate share of stormwater for the new created lot shall be determined.**



General Stormwater Improvements

16. A final Stormwater Site Plan, including a drainage report and drainage plans in conformance with current Stormwater Design Manual standards, shall be provided prior to final Public Works civil approval. Some key elements to be included within the report are: the project engineer's certification; descriptions of how each of the Core Requirements is being addressed; construction SWPPP; basin map; plan drawings; hydrologic modeling inputs and results (including the data files produced with the model); summary data of sub-basin areas; design calculations and facility sizing; soils report and infiltration analysis; soil management plan; maintenance agreement/covenant; and a stormwater facilities Maintenance and Source Control Manual (SDM 2.2.1 & 3.3).
 17. This project shall retain, disperse, and infiltrate stormwater on-site to the maximum extent feasible. Design of infiltration facilities requires site infiltration analysis, to determine wet-season soil and groundwater conditions and to establish a long-term design infiltration rate. (SDM 2.2.5 & 7.2)
 18. In conformance with the City of Lacey Stormwater Design Manual, post-construction soil quality and depth (BMP T5.13) shall be incorporated into the site design and construction (SDM 2.2.5 & 7.4.1).
 19. **The following note shall be shown on the short plat** and is a condition for approval: "Roof downspout infiltration systems shall be placed on each lot being developed and shall be sized to accommodate storm runoff per the current City of Lacey Stormwater Design Manual"
- If site conditions cannot support downspout infiltration or dispersion systems, a note must be included on the civil drawings indicating that roof and foundation drains shall be tied into stormwater system with perforated stub-out connections. (SDM 2.2.5 and 7.4.10)
20. A Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to and approved by the City prior to beginning site work or construction of the project. A complete SWPPP consists of both a narrative report and a temporary erosion and sediment control plan drawing. Each of the 13 SWPPP Elements as identified in Chapter 5 of the City of Lacey Stormwater Design Manual shall be addressed and included in the construction SWPPP. If site conditions render any SWPPP elements unnecessary, exemptions for each element shall be clearly justified in the narrative report.
 21. A Stormwater Facility Maintenance and Source Control Manual per Chapter 3 of the City of Lacey Stormwater Design Manual shall be submitted to and approved by the City of Lacey. The maintenance manual shall be included with the drainage report as part of the stormwater site plan. The maintenance manual shall be prepared as a stand-alone document for the post-development facility owner(s). The maintenance plan shall be submitted to and approved by the City prior to civil drawing approval.



22. From October 1 through April 30, clearing, grading, and other soil disturbing activities shall be prohibited unless shown to the satisfaction of the City of Lacey that sediment-laden runoff will be prevented from leaving the site. (SDM 5.2.3, Element #12)

Specific Transportation Improvements

23. Marvin Road is classified as an Arterial roadway. See Drawing Detail 4-2.2 dated 12/15/14 in the City of Lacey 2017 Development Guidelines and Public Works Standards Manual. This section of roadway requires 49-feet of half-street Right-of-Way. Outstanding frontage improvements shall be completed by the applicant and approved by the City prior to final short plat approval. Rather than installing an additional lane on Marvin Road at this time, the lane area shall be incorporated into the planter strip (as was done when the Christian center was developed). **The sidewalk, frontage landscaping and irrigation shall be installed in their final locations at this time.**
24. The new access road from Marvin Road to the newly created parcel shall be installed to Private Industrial Roadway standard. See detail 4-5.0 dated 12/15/2014 in the City of Lacey 2017 Development Guidelines and Public Works Standards Manual. **This roadway shall be constructed and approved prior to final short plat approval.** The road section for this road is 35-feet. The section includes: 24-feet of roadway, curb and gutter on each side of the road and a 5-foot sidewalk on each side of the road.

General Transportation Improvements:

19. In addition to all Federal and State requirements street lighting requirements, street lighting levels shall comply with current City of Lacey Development Guidelines and Public Works Standards requirements for roadways and intersections. To comply with these standards and assure street lighting is in conformance with these standards, additional street lighting may be required for all streets adjacent to this project. All street lighting designs shall be prepared by an engineering firm capable of performing such work. (DG&PWS, Transportation, Illumination 4E.010)
20. As a condition of final Public Works Approval, electrical services associated with street lighting, pump stations, or other applications (for the public benefit as agreed to by the City) shall be transferred into the City's name. In order to change service, the applicant/owner must provide a copy of a billing statement to the city. If service has not been established, the applicant/owner must provide the following information to the City to establish service: Project Name (final subdivision name), service meter's number, address of the service meter, owner's contact number and address, and the type of items are being energized by the service. All fees associated with the installation of the service shall be the responsibility of the developer. **Without the information outlined above or a copy of a previous billing statement, the service will remain in the applicant/owner's name and they will be responsible for payment of the bills until such time as the information is received by the city.**



21. Fiber optic conduit shall be installed and conform to the standards and requirements as set forth in Chapter 4 (Transportation) from the Development Guidelines & Public Works Standards (DG & PWS, Transportation 4E.035).
22. Access shall be provided to the property as determined and approved by the City. All access points shall meet minimum access spacing, minimum corner clearance, sight distance and minimum or maximum width requirements as outlined in the Development Guidelines & Public Works standards. (DG & PWS, Transportation 4B.025)
23. Please show all proposed and existing driveways associated with the plat. (DG&PWS Subdivisions and Short Plat 2-21)
24. All public streets within the city and the City's Urban Growth Area boundary will be planted with trees to create a distinct and pleasant character for those roadways. The street trees located in the Development Guidelines shall be required in or along the public Right-of-Way, including medians. (DG&PWS, Transportation 4G.100)
25. **Please include the following note on the plat document:** "The property owner(s) adjacent to the public right-of-way is/are responsible for maintaining all landscaping and vegetated areas within the right-of-way (weeding, pruning, irrigating, mowing, replacing, etcetera of the landscaping and street trees.) in a healthy and growing manner in perpetuity. If these areas are being maintained by another group or organization, then a maintenance agreement (or adequate documentation) that verifies these areas are being (and will continue to be) maintained shall be submitted to the City for review." (Development Guidelines & Public Works Standards, Transportation 4G.100D).
26. **The following note shall be placed on the short plat and is a condition for approval:** "The City of Lacey has no responsibility to build, improve, maintain, or otherwise service the private roads within or providing access to the property described in this plat." (Lacey Municipal Code 15.32.190)
27. **Please include the following note on the plat document:** "The property owner shall be responsible for maintaining the private streets (along with associated parking areas) and planter strips (weeding, mowing, irrigation, pruning of the street trees, etc.). in a healthy and growing manner in perpetuity". (DG&PWS, Transportation 4G.100D)
28. In addition to all Federal and State requirements roadway requirements, this project shall comply with current City of Lacey Development Guidelines and Public Works Standards Manual requirements for roadways.



General Surveying Requirements

29. Utility easements are required for all mains, water and sewer located on private property. Easements shall include fire hydrants, water meters, sewer improvements and future extensions of mains to adjacent properties. Easements and stub outs shall be provided to serve adjoining properties as determined by the City. Rather than being designated as water or sewer, all easements shall be identified as “utility” easements on the civil drawings and in the easement document. Specific requirements will be determined at the of plan review. All easements shall be prepared by a licensed land surveyor and submitted prior to release of approved civil drawings (DG&PWS Chapter 3.110).
30. Landscaping within easement areas shall be limited to shrubs and other low growing vegetation without major root systems. **Trees are prohibited within easement areas.**
31. The City of Lacey Coordinate System is a ground scale coordinate system derived from the Washington Coordinate System, NAD 83/91. Units are expressed in feet. Data can be obtained from Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Coordinate System. (DG&PWS 3.025)
32. City of Lacey Vertical Datum has elevations referenced to the National Geodetic Vertical Datum of 1929 (NGVD29). Units are expressed in feet. A benchmark listing can be obtained from Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Vertical Datum. (DG&PWS 3.025)

Civil engineering drawings submitted the City of Lacey must be on National Geodetic Vertical Datum 1929 (NGVD29). Civil drawings not on this datum will not be accepted and routed for review.
33. **Right-of-way shall be dedicated with this project.** Right-of-way shall be dedicated in conformance with the City or Regional Transportation plans, by the approved Traffic Impact Analysis, to accommodate modifications to existing curb ramps/driveway cuts upgrading them to current Americans with Disabilities Act requirements or as determined by Public Works. Dedications shall be determined by a professional Land surveyor. Dedication shall be submitted and approved by the City prior to plan approval (DG&PWS, Transportation 4B.060).
34. **Immediately adjacent to the public right-of-way a 10-foot joint utility easement area shall be dedicated to accommodate the installation of private and public utilities** (2017 Development Guidelines and Public Works Standards Roadway details).



Other Requirements

35. All improvements shall satisfy City of Lacey Development Guideline Standards in place at the time complete application is obtained (Complete application is determined by the City of Lacey Community Development Department).
36. If any part of these comments as established by existing plans, guidelines, codes and the like as established by ordinances shall be found invalid, all other parts shall remain in effect. (DG&PWS 3.035)
37. All Public Works improvements must be designed by an engineer licensed in the State of Washington and submitted to the City of Lacey Public Works Department for review and approval. (DGPWS 3.040)
38. Two separate pre-construction meetings shall be held for this project; meet with Community and Economic Development for the grading permit and with Public Works for the civil improvement plans.
39. Prior to civil drawing approval, one paper set of drawings along with a PDF copy of the drainage report and civil drawings shall be submitted for all approved final plans. (DG&PWS Chapter 3.040, B)
40. Prior to final Public Works Construction approval, “as-built” bonded paper drawings along with the revised civil drawings in AutoCAD and PDF formats shall be submitted for all approved final plans. (DG&PWS Chapter 3.040, J)
41. Final short plat approval will not be issued until all paperwork required for the project is submitted and approved and all improvements shown on the approved civil drawings are installed by the applicant and approved by the City. (DG&PWS 4B.080)
42. A 20% maintenance bond or financial guarantee of the engineer’s estimate or approved bid estimate is required for a period of 24 months upon construction completion and approval of Public Works improvements. The financial guarantee may be released after 18 months if all conditions of approval have been satisfied. The financial guarantee applies to sewer, stormwater, water, frontage, landscaping/irrigation, roadway and street lighting improvements (LMC 14.20.025).
43. Along with the civil review application and the completed, signed and stamped checklist from Chapter 3 of the Development Guidelines, please provide three sets of civil drawings, two drainage reports and one electronic copy of the civil drawings (PDF format). These drawings shall be submitted directly to the City of Lacey Public Works Department.
Drawings submitted to other City departments will not satisfy this requirement. (DG&PWS 3.040, B)



44. To protect the public interest on private property, utility mains located on private property shall be protected from damage. If on-site settling or other phenomenon occurs causing valve boxes, sewer manholes or other appurtenances to protrude above or settle below the driving surfaces or ground elevations, the owner will be notified and the problem shall be fixed within 30 days of notification. If the problem is not fixed within the 30-day time period, the City will fix the problem and bill the property owner. This language shall be included on the face of any easement documents submitted to the City.
45. A Bill of Sale for water, sewer and street lighting improvements being installed with this project is a requirement for approval. Prior to Final Public Works approval of the project, Bill of Sale documents shall be submitted to and approved by the City.

GENERAL FINDINGS:

Granting of this preliminary approval is based on the following findings of fact:

1. The subject property is zoned LI, Light Industrial by the City of Lacey Zoning Ordinance.
2. The subject parcel is located at 3300 Marvin Road NE, Lacey, WA 98516, Parcel Number 37590000100.
3. The proposal is a request to subdivide the existing 8.468-acre lot into two separate lots. The northern lot (Lot 1) is proposed to be 3.297 acres and the southern lot (Lot 2) is proposed to be 5.171 acres.
4. At the time of application, a future use for Lot 2 was not specified and therefore, no land use for Lot 2 has been approved.
5. A Tree Protection Report was not provided at the time of application, per an agreement made during the pre-submission conference. Once utility connection requirements were determined, the Tree Report would be prepared and provided.
6. The adopted City of Lacey Development Guidelines, as well as Title 12 and Title 13 of the Lacey Municipal Code, set forth specific street and utility improvements applicable to the subject property.
7. The International Building Code adopted by the City of Lacey has specific requirements applicable to development of the subject property.
8. The International Fire Code has specific requirements applicable to the development of the subject property.



9. The Lacey cross connection control program has specific requirements applicable to the development of the subject property.
10. The City of Lacey has provisions in Title 14 of the Lacey Municipal Code for the protection and preservation of trees and vegetation.
11. At the time of processing this application, adequate sanitary sewer and domestic water capacity are available. Actual guarantee of services is not secured until all applicable connection fees are paid.
12. Adequate provisions have been made for drainage ways, streets, potable water supplies, sanitary wastes, parks and recreation grounds, schools and sidewalks pursuant to RCW 58.17.110.
13. This proposal, as conditioned, is consistent with the City of Lacey and Thurston County Land Use Plan for the Lacey Urban Growth Area.
14. This proposal, as conditioned, is consistent with the City of Lacey Zoning Code, Title 16 of the LMC.
15. This proposal, as conditioned, is consistent with Title 15 "Subdivision of the LMC and RCW 58.17 "Plats-Subdivisions-Dedication."
16. This proposal, as conditioned, is consistent with the Development Guidelines and Public Works Standards adopted by the City of Lacey.
17. This proposal, as conditioned, will not be detrimental to the public health, safety, and general welfare.

Once the above conditions have been satisfied, you must submit an application for final short plat approval. Such application must consist of the following:

1. A completed application form and the original short plat survey.
2. A current up-to-date plat certificate from a title company (no more than 30 days old).
3. Certification from the Thurston County Treasurer's Office, verifying property taxes have been paid up-to-date.
4. Documentation that all the required conditions of approval have been satisfied.



The decision of the City of Lacey is final unless a written appeal is made to the City of Lacey Hearings Examiner. The written notice of appeal must be filed (in person or electronically) with the Planning Department at Lacey City Hall prior to 5:00 p.m. on **April 23, 2024**. An appeal may be made by the applicant, a person who believes that they have been negatively impacted, the Planning Commission, a City Department or other public agencies.

If you have any questions, I may be reached at 360.486.8741 or Sarah.Bartz@cityoflacey.org

Sincerely,



Sarah Bartz
Assistant Planner

C: Vanessa Dolbee, Director of Community & Economic Development
Scott Egger, Director of Public Works
Tom Stiles, Development Review Engineer
Martin Hoppe, Transportation Engineer
Terry McDaniel, Fire Code Review Specialist
Permit Technicians
File

