



June 8, 2018

City of Olympia  
Community Planning & Development  
601 4<sup>th</sup> Avenue E., 2<sup>nd</sup> Floor  
Olympia, WA 98501

**Re: Woodbury Commercial Pre-submission Conference Narrative**

**SITE DESCRIPTION**

The project site is located in the Woodbury Crossing Neighborhood Village. Vehicle access to the site will be from Greenwood Drive S.W. and Sandalwood Drive S.W. The site is vacant land that has not been previously developed. All utilities are available in the adjacent streets.

**PROJECT DESCRIPTION**

The proposed project will consist of two levels of units built over one level of parking which will be below grade at the south end of the site and occur behind a first level of townhome style units that will front Sandalwood Drive S.W. and 4<sup>th</sup> Way S.W. thus completely screening parking portion of the structure. The project is proposed to have 3,500sf of commercial space and 39 residential units.

We have developed two options for placement of the proposed building. Option 1 provides open space on the north side of the building thus providing park space that is visible upon entry to the Woodbury Crossing neighborhood. Option 2 pushes the building to the north property line so that the open space can be on the south side of the site contiguous with existing adjacent open space.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent Smutny", with a long, sweeping horizontal line extending to the right.

Veer Architecture, PLLC  
Kent Smutny, Manager



# PRESUBMISSION CONFERENCE CHECKLIST

## PRESUBMISSION CONFERENCE REQUEST REQUIREMENTS

Submit items below by uploading into Portal permit application.

1. A preliminary site plan including;
  - A. Locations, sizes, and uses of existing structures and proposed structures.
  - B. Proposed internal circulation plan, illustrating new and existing access points to streets, location of all driveways, fire lane if applicable, streets and roads,
  - C. Parking area layout.
  - D. Label location of existing and proposed utilities.
  - E. Existing and proposed contour lines.
  - F. Location of critical areas such as wetlands, streams, hillsides, and lakes with associated wetlands and buffers as outlined in OMC 18.32.
  - G. Proposed and existing landscaping areas.
2. Vicinity map encompassing at least one square mile and not more than 20 square miles and showing site with respect to nearby streets and other features.
3. A narrative document that describes the following details:
  - A. Project Specific
  - B. Site conditions-existing
  - C. Proposed vehicle access
  - D. Proposed utilities to serve project
  - E. Any other relevant project information

4. Calculations of the existing, proposed and total of the following:

	EXISTING	TO BE ADDED	TOTAL
Parcel Area	sq. ft.	sq. ft.	sq. ft.
Number of Lots		1	
Occupancy Type		R2	
Number of Buildings		1	
Height	ft.	45'	ft.
Number of Stories Including Basement		3	
Basement	sq. ft.	sq. ft.	sq. ft.
Ground Floor LEVEL 1	sq. ft.	22900 SF	sq. ft.
Second Floor LEVEL 2	sq. ft.	20,600	sq. ft.
Remaining Floors LEVEL 3 (number 1)	sq. ft.	20,600	sq. ft.

Gross Floor Area of Building	sq. ft.	64,100	sq. ft.	sq. ft.
Landscape Area	sq. ft.	29,826	sq. ft.	sq. ft.
Number of Vehicular Parking Spaces		73		
Number of Long Term Bike Spaces		39		
Number of Short Term Bike Spaces		4		
Total Amount of Hard Surfaces (pavement, green roofs, pervious pavement etc.)	sq. ft.	34835	sq. ft.	sq. ft.
Total Impervious Surface Coverage (new and proposed)	sq. ft.	34835	sq. ft.	sq. ft.

**Upload digital submittals after application has been submitted on the portal.**