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To: Building & Planning Dept.  
Address: City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

From: John Manuel  
Email: jmanuel@austincina.com  
Date: 14 January 2020  
Project: Olympia Mazda – Addition & Remodel  
Re: Requesting Pre-Submission Conference

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## Memo

Number of Pages: 2

To Building & Planning Staff:

Olympia Mazda is proposing an office/showroom addition and remodel. The existing site conditions, driveways, parking & landscaping will remain unchanged. The proposed 650 SF building addition will be construction type V-B and will include a new main entrance and an interior car display known as the “jewel box” which will consist of a hydraulic car lift to display (2) cars stack one above the other – see attached car lift to be used at the Owner’s Milam Mazda dealership in Puyallup. Also attached is a conceptual building design with Project Data.

The purpose of our pre-submission meeting request is to:

1. Determine what permitting processes will be required.
2. Determine planning/landscaping requirements.
3. Determine if a traffic study will be required.
4. Verify maximum allowable building area.
5. Determine if a fire sprinkler system will be required.
6. Determine site development requirements.
7. Determine if a site survey will be required.

We look forward to meeting with you as well as working with you throughout the entire permitting process.

Sincerely,

A handwritten signature in black ink, appearing to read 'J Manuel', is written over the printed name.

John Manuel,  
Project Architect

Cc: Ken Dinsmore, Owner