



P.O. Box 1967, Olympia, WA 98507-1967

November 29, 2004

**COUNCIL**

Mark Foutch  
Mayor

Laura Ware  
Mayor Pro Tem

TJ Johnson

Curt Pavola

Matthew Green

Doug Mah

Joe Hyer

**CITY MANAGER**

Steven R. Hall

Mr. Robert Wolpert  
Director of Facilities and Operations  
Olympia School District  
1113 Legion Way SE  
Olympia, WA 98501

Dear Mr. Wolpert:

**SUBJECT: Ingersoll Stadium (Olympia File No. 03-2397)**

I write to confirm for your records that on September 22, 2004, the Site Plan Review Committee of Olympia approved your request of August 31 to revise the District's "Procedure 4260(c) – Ingersoll Stadium Facility Use and Rental" to reflect the Committee's and Examiner's decisions and associated agreements regarding this facility. In the Committee's opinion the amendment you proposed results in no substantive change to the procedure except to reflect and consolidate the conditions of approval of the facility remodel. Accordingly, no public notice of this amendment was required.

The opportunity to review this amendment has been appreciated.

Sincerely,

**TODD STAMM**  
Interim Principal Planner  
Community Planning and Development

TS:sej



City of  
OLYMPIA

P.O. Box 1967, Olympia, WA 98507-1967

August 18, 2004

**COUNCIL**

Mark Foutch  
Mayor

Laura Ware  
Mayor Pro Tem

TJ Johnson

Curt Pavola

Matthew Green

Doug Mah

Jeanette Hawkins

**CITY MANAGER**

Steven R. Hall

Mr. Bob Wolpert  
Facilities Director  
Olympia School District #111  
1113 Legion Way SE  
Olympia, WA 98501

Dear Mr. Wolpert:

**SUBJECT: Ingersoll Stadium Remodel (File 03-2397)** ✓

As you know, the Olympia Hearing Examiner's decision upholding the Site Plan Review Committee's conditional approval of the Ingersoll Stadium Remodel became final on June 4, 2004. I understand that you are proceeding with construction consistent with that decision. This letter serves to consolidate in one document the conditions of land use approval of this project and the related Director's assurance of future notice, which are:

1. The applicant shall install at least two "class one" bicycle parking spaces and at least eight "class two" parking spaces. The "Cora" bike rack proposed is acceptable. The formerly proposed "ribbon" rack shall not be used.
2. In addition to the parking lot at the stadium, this facility is served by two major lots at Olympia High School. To ensure that users not familiar with these parking opportunities can locate these parking areas, the District shall require that any non-district user group whose anticipated use exceeds 1000 people shall provide to the District and shall implement a Traffic and Parking Management Plan, the primary purpose of which shall be to minimize traffic congestion and parking outside District property boundaries. (These are the same circumstances that Board Policy 4260c would require a "Crowd Control Plan.")
3. To minimize lighting of surrounding properties, except as necessary to ensure safe exiting or respond to emergencies, stadium field lighting shall be turned off at or before 10 p.m. All parking lot lighting shall include appropriate shielding as proposed.

City Council  
City Manager  
City Attorney  
Administrative Services

(360) 753-8447  
(360) 753-8447  
(360) 753-8449  
(360) 753-8325

Community Planning & Development  
Fire  
Human Resources  
Parks, Arts & Recreation

(360) 753-8314  
(360) 753-8348  
(360) 753-8442  
(360) 753-8380

Police  
Public Works

(360) 753-8300  
(360) 753-8362

4. Neither the stadium sound system nor any portable or secondary sound system shall be used to amplify music for accessory, i.e., "non-district," uses.
5. To provide City staff and concerned citizens with a means of monitoring and reviewing use of the facility, the District shall maintain a record of authorized facility use, including user's name and that of any representative, date and hours of use, and description of the use including an estimated number of users.
6. Site Civil Improvements shall be constructed according to the [Development Guidelines and Public Works] Standards, as conceptually shown on the Ingersoll Stadium Plan set.
7. Storm Drainage Improvements shall be constructed according to the Standards, as conceptually shown on the plan set with the following conditions:
  - A. The District's engineer shall provide a pavement design meeting Standard Details 4-6A & B for the City's review on the proposed pavement sections. The entire parking lot surface will be required to meet the standards for local access street standards for both emergency vehicles and cleaning equipment.
  - B. Re-evaluate the synthetic field pre- and post-installation hydrologic model due to it mixes analysis methods, which is unacceptable. The SBUH method is inappropriate for use when subsurface flows are being explicitly modeled.
  - C. The roughly 2-acre field area is subject to a minimum infiltration requirement (Drainage Manual Appendix D). Using CN 81 for pre-development and CN 98 for post-development (field is basically a fully effective impervious surface), the required infiltration volume (100-year event) is about 14,000 cubic feet. One acceptable alternative is this volume could be infiltrated in a newly designed and constructed drainage gallery under the playfield located offsite to the east.
  - D. The proposed project appears to meet retrofit requirements pursuant to the Drainage Manual Section 2.1. The stormwater retrofit area would include the stadium, the field (including the track, and D areas), and parking lot. All of these areas are not included in the analysis for infiltration. The areas currently draining to the kettle would be excluded. The water

currently flowing in the pipe easterly under the playfield would need to be infiltrated. The size of the gallery noted above would be required to be increased for the added surfaces to be infiltrated.

8. Before construction begins the District shall submit a complete set of detailed construction drawings to the Community Planning and Development Department for review and approval. Construction drawings shall be prepared according to the Development Guidelines and Public Works Standards and shall include a detailed landscaping plan including proposed planting and irrigation details. Applicable General Facility Charges for city utilities (water, sanitary sewer, stormwater, and solid waste) and the LOTT sanitary sewer Capacity Development Charge will be assessed at the time construction permits are issued.

In response to the appeal, the Olympia Hearing Examiner added:

1. The facilities at issue may be used for School District activities and for only the following non-District activities: Thurston County Youth Football, YMCA and City Parks track meets, occasional sports clinics, and youth soccer associations.
2. As it relates to the Stadium, the District shall comply with its "Procedure No. 4260P(C)" as it is set out in Ex. M-1, Att. B [version established January 2004], unless permission is obtained from the Site Plan Review Committee to modify it.
3. The Traffic and Parking Management Plan required by the Land Use Approval shall comply with the requirements of Ex. 1, p. 2, Item 6. [Item 6 reads, "The Traffic and Parking Management Plan required under the City's Land Use Decision of April 5, 2004, (Condition 2) shall be filed by Ingersoll Stadium users in advance with the District. The District's use requirements for non-District users must specify the traffic and parking management goals, and submitted Plans must effectively address those goals and have measurable criteria of success. The District shall create an area within the District's website for posting of such Traffic and Parking Management Plans, and each Traffic and Parking Management Plan shall be posted a minimum of seven days prior to the scheduled non-District use."]
4. The District shall not rent or make available the Stadium for non-District uses for which attendance exceeds total on-site parking available in the Stadium and High School parking lots. If the High School auditorium is in use at the same time as non-District use of the Stadium, the total attendance of the Stadium and auditorium uses cannot exceed total on-site parking available in the Stadium and High School parking lots.

5. The noise exemption of WAC 173-60-050(4)(h) includes those activities that any member of the public may attend, whether or not admission is charged. It does not include other District or non-District activities.
6. Unless exempted by law, all activities at the Stadium and its track and field shall comply with the noise regulations found in WAC 173-60 and other applicable law.

Please note that some of these are continuing conditions of operation of the facility. In addition to these conditions, the Director of Olympia Community Planning and Development has assured the appellants that notice will be provided to particular parties if changes are proposed regarding specific conditions. Note that quoting this assurance here does not supercede my letter of June 8, 2004. In particular, the Director agreed:

1. As part of the conclusion of Land Use Case No. 03-2397, the City will create a notification mailing list consisting of the names and current addresses of individuals identified on pages 7 and 8 of "Ingersoll Stadium Remodel, Notice of Land Use Decision, April 5, 2004."

[These individuals are: Doug Williams, BLRB Architects, 1145 Broadway Plaza, Suite 1200, Tacoma, WA 98402; Wendy O'Donnell Mathews, Thurston County Environmental Health Division; Joseph Ford, 1903 Eskridge, Olympia, WA 98501; Daniel Stusser and Shannon Beigert, 1817 Allegro Drive SE, Olympia, WA 98501; Patrick Rants, 3215 Centerwood Court SE, Olympia, WA 98501; Jan Witt, 3012 Fir Street SE, Olympia, WA 98501; Uriel Iniguez, 3130 Hoadly St. SE, Olympia, WA 98501; James Jablonski, 1805 Allegro Drive SE, Olympia WA 98501; Zandra Brown, 1805 Allegro Drive SE, Olympia, WA 98501; Roger Wilson, 2922 Boundary St. SE, Olympia, WA 98501; Steve Hyer, 1232 Carlyon Avenue SE, Olympia, WA 98501; Mark Gimson, 2826 Otis Street SE, Olympia, WA 98501; Heather McPherson, 3040 Boundary St. SE, Olympia WA 98501; Jim Lazar, 1907 Lakehurst Dr. SE, Olympia, WA 98501; Governor Stevens, Carlyon North, Cain Road, Wildwood, Nottingham, and Holiday Hills Neighborhood Associations.]

2.  
See letter  
dated  
Aug. 18

If the District approaches the Site Plan Review Committee to propose a change in Policy 4260P(C) or in allowed uses under Condition #1 of the Hearing Examiner's decision in Case No. 03-2397, City notifications will go to standard recipients (property owners meeting defined criteria, affected neighborhood associations, etc.). For the initial 5 years, notifications will also go to the notification mailing list identified in #1 above; individuals are responsible for keeping their own notification information up to date. Pursuant to Todd Stamm's e-mail of June 3, 2004 [copy enclosed], policy matters of

Mr. Bob Wolpert  
August 18, 2004  
Page 5

purely internal concern to the District (for example, amount of insurance) would not require notification.

3. Following notification, interested parties will have an opportunity to participate in discussions about proposed changes and provide input into the change determination process.
4. It is understood that the District has neither agreed nor objected to the City's provision of extra notice beyond that required by City and State regulations and may at a later date contend that any error with regard to such notice should not be held to invalidate any resulting decision by the Site Plan Review Committee.

We are hopeful that all goes well with construction of this facility and look forward to seeing it in use. Should you have any questions, please contact me at 360-753-8597 or at [tstamm@ci.olympia.wa.us](mailto:tstamm@ci.olympia.wa.us) or Chuck Dower at 753-8254 or [cdower@ci.olympia.wa.us](mailto:cdower@ci.olympia.wa.us). Your cooperation and patience during the review of the project have been appreciated.

Sincerely,



**TODD STAMM**  
Interim Principal Planner  
Community Planning and Development

TS:sej

Enclosure: Referenced Stamm e-mail of June 3, 2004.

cc: Chuck Dower, Engineering Plans Examiner  
William Lahmann, Superintendent, Olympia School District