



## NOTICE OF LAND USE APPROVAL

Community Planning & Development  
601 4<sup>th</sup> Avenue E. – PO Box 1967  
Olympia WA 98501-1967  
Phone: 360.753.8314  
Fax: 360.753.8087  
[cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)  
[www.olympiawa.gov](http://www.olympiawa.gov)

<b>Project No./Name:</b>	18-0026 Harrison Avenue Mixed Use - Change of Use
<b>Description of Proposal:</b>	Change of use of 960 square foot residential home to commercial (office/retail) use.
<b>Location of Proposal:</b>	3840 Harrison Avenue NW
<b>Applicant/Proponent:</b>	Rexius & Rexius Investment LLC 4004 Harrison Avenue NW Olympia, WA 98502
<b>SEPA Lead Agency:</b>	SEPA Exempt
<b>Lead Planner:</b>	Paula Smith, Associate Planner, (360)753-8596, <a href="mailto:psmith@ci.olympia.wa.us">psmith@ci.olympia.wa.us</a>
<b>Date of Issue:</b>	March 25, 2019
<b>Appeal Deadline:</b>	April 8, 2019 5:00 P.M.

**Harrison Avenue Mixed Use- Change of Use is approved by the Director with the following conditions.** These conditions must be met prior to issuance of construction permits or Certificate of Occupancy, or as specifically noted in the condition.

### CONDITIONS

- 1. APPROVED SITE PLAN.** Development shall be substantially as shown on the approved site plan, which consists of Sheet SP-01 dated January 9, 2019 (attached). The approved plan shall be included in the plan sets submitted for any engineering and building permit review.
- 2. OFFICE/RETAIL USE.** The change of use to the building is for office or retail use only. Other uses outside this parameter may require further approval by the City of Olympia, in accordance with OMC 18.60.
- 3. LANDSCAPING PLAN.** A final landscaping plan prepared in accordance with OMC 18.36.080 shall be submitted at time of engineering permit submittal. The landscaping plan shall be revised that provides a mix of trees, shrubs and groundcover being provided along the east and front property boundaries. All required landscaping shall be installed prior to final inspection.
- 4. LANDSCAPE MAINTENANCE ESTIMATE.** Provide the following information with the revised landscape plan on a separate sheet of paper: cost estimate for the purchase, site preparation, installation, and 3 years of maintenance of all landscaping and irrigation.

5. **VEGETATION MAINTENANCE BOND.** A vegetation maintenance bond (or other assurance) shall be provided following the city acceptance of the landscape installation, including street trees, prior to final inspection. The bond amount shall be 125% of the cost estimate submitted with the final landscape plan and approved by the City.
6. **BIKE PARKING.** For short-term bicycle parking, provide at least 2 feet of access space on each side of the short-term bicycle rack to provide enough room to access. Provide these details along with the bicycle rack on the building permit set of plans. All bike parking shall meet 18.38.220.C for design standards. For Office use, provide 1 long-term bicycle stall. For retail uses under five thousand (5,000) square feet, long-term parking facilities exclusively for bicycles must only be provided only upon request of one or more employees. However, if permanent dedicated space is not provided, a sign must be posted at the primary employee entry reading "Secure Bicycle Parking Provided Upon Request - Olympia Municipal Code 18.38."
7. **LIGHTING.** Pursuant to OMC 18.40.060.D, lighting shall be constructed and used so as not to unduly illuminate surrounding properties.
8. **NOISE.** Commercial uses and construction noises shall abide by Olympia Municipal Code 18.40.080.
9. **SIGN.** A sign permit is required for business signs.
10. **OUTDOOR STORAGE.** Any outdoor storage of goods must be screened from view of any public way and be incidental to the primary use.
11. **ENGINEERING PERMIT.** Following land use approval, the applicant shall submit for engineering permit and provide an Abbreviated Drainage Plan for construction permitting.
12. **SOLID WASTE.** Solid waste will be cart, curbside pickup.
13. **RECYCLE ASPHALT REMOVAL.** All recycled asphalt shall be removed from the site and the affected areas restored consistent with the city's 2016 Drainage Design and Erosion Control Manual, prior to Certificate of Occupancy.
14. **BUILDING OFFICIAL.** The project shall comply with the City of Olympia Construction Codes as adopted through the Olympia Municipal Code, Chapter 16.04. The project shall comply with the provisions of accessibility as required by the International Building Code and ICC ANSI 117.1 2009.
15. **BUILDING PERMIT.** The applicant shall submit for a commercial tenant improvement permit application. Compliance with the applicable codes adopted by the City Of Olympia will be performed during the tenant improvement building application building review.
16. **URBAN FORESTRY.** The applicant shall submit a Level II Soil and Vegetation Plan at time of engineering permit review. Minimum tree density of 30 tree units per acre is required to be met.

End of Conditions

**Parking Note:**

The project requires 3 vehicle parking stalls, one (1) of which is an accessible parking stall and 2 short-term bicycle spaces.

**Impact Fee Note:**

This project will be subject to transportation impact fees. Impact fees are due and payable when building permits are issued. Specific impact fees will be determined when a complete building permit application is submitted. Prior to that date, all impact fees are subject to change.

**Appeal Procedure**

Per Olympia Municipal Code 18.75.020.C., the Director's decision may be appealed by any aggrieved or affected parties. The filing fee for appeals to the Hearing Examiner is \$1,000.00. Any appeal must be submitted in writing to the Community Planning and Development Department on forms provided by the Department within 14 days of the date of the decision being appealed. If an appeal is filed, no permits will be issued until the administrative appeal is resolved.

**Expiration of Approval**

Pursuant to 18.60.240 and 18.72.140.D., this approval will expire two years from the date of the appeal period deadline, unless utilized by an application for unexpired construction permits or explicitly extended by the Director in response to a written request submitted prior to the expiration date.



---

Paula Smith  
Lead Planner on behalf of Keith Stahley, Director of  
Community Planning and Development