
LILLY ROAD APARTMENTS NARRATIVE

TO: CITY OF OLYMPIA

FROM: MATT MATAYOSHI, CAPITAL DEVELOPMENT COMPANY

SUBJECT: 600 LILLY ROAD APARTMENTS NARRATIVE

DATE: 10/8/21

Project Specific

Capital Development Company proposes to construct 2 multi-family housing projects on the 600 block of Lilly Road. Each building will be approximately 17,000 square feet. The buildings will be three stories with interior hallways and a parking lot containing 59 stalls. The buildings will contain one bedroom, and two bedroom units, and common area(s). The project will meet all landscaping, parking, bike parking, fire, EV Charging and stormwater requirements.

Background: The site is zoned High Density Commercial 4 (HDC 4) Based on changing market demand CDC sees increased need for multi-family housing in the Olympia area.

Site Conditions Existing

The proposed site historically a single family residential neighborhood. There is only one home remaining on the site. The site is contiguous with three city streets: Lilly Road, Royal Street, and Plummer Street. There are no known critical areas on the site.

Proposed vehicle access

As a part of this project. CDC is proposing to allow ingress and limited egress on Royal Street. Royal Street is a one way only from Pacific onto Royal. There will be an ingress and egress along Plummer Street which connects to Lilly Road.

Proposed utilities to serve project

The site is served by municipal water, stormwater is proposed to be provided on-site with a system that will be constructed under the parking lot. Sewer is not available at the site. To serve the project with sewer it will need to be extended from Pacific Ave. north on Weir Street and west on Plummer Street to serve the project.



LAND USE REVIEW CHECKLIST

Land use review is required for the following types of projects:

- A. Any change of occupancy of a building from one Building Code group or division of a group to another;
- B. Any new nonresidential and nonagricultural use of land;
- C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and
- D. Any substantial addition to such structure or remodel or substantial revision of the site plan associated with such use.

The following steps are highly recommended before applying for Land Use Review:

- **Presubmission Conference.** Submit for an application for a Presubmission Conference. This is a preliminary meeting with City staff to review a proposed development and to obtain required applications and reports that may be necessary for the review of the project.
- **Pre-Intake Meeting.** Please contact our office at 360.753.8314 when you are ready to submit your project application. City staff will schedule a pre-intake meeting. You will need to bring a USB Drive to the meeting that contains all the electronic files, plans and materials that you have prepared to submit for land use review.

City staff will review the materials to verify that all required plans and associated documents have been prepared. At this meeting, the lead planner will provide a detailed guide sheet to assist you in applying on the City's portal.

PLEASE NOTE: Do not start the application process on the City's portal until you have had a pre-intake meeting.

Land Use Review Application Submittal. City staff will determine whether the application is complete upon your submittal of the application on the City's online application portal. Staff will also confirm applicable application fees and then notify you to make payment. Fees are required to be paid for your application to be considered complete and vested. Payment of the fees can be made through your portal account. Fees totaling more than \$5,000 requires an E-Check. Contact our customer service center if assistance is needed at 360.753.8314.

The following information will need to be prepared prior to applying for land use review. The online form requires the following information:

1. The date of your pre-intake meeting (the form provided at the meeting is a required submittal item).
2. Applicant Information: name, address, phone number, email
3. Primary Contact: name, address, phone number, email

4. Authorized Representative (if applicable): name, address, phone number, email
5. Property Owner (if not applicant): name, address, phone number, email
6. Address or Tax Parcel Number of the project site
7. If multiple parcels are involved in the project, provide the following:
 - a. all site addresses (if known)
 - b. all Assessor's tax parcel numbers
8. Provide the number of parcels involved in the overall project
9. Total acreage of entire project site
10. Water Service- Existing: connected to existing water service or well
11. Water Service- Proposed: to connect to city water service or none
12. Sewer Service- Existing service: connected to existing city sewer or have on-site septic system
13. Sewer Service- Proposed: to connect to city sewer service or none
14. If this is a "change of use" project of a building, provide the last known use (retail, office, restaurant, etc.)
15. Does your project require Board or staff level design review?
16. The total square footage of all new construction of building(s) proposed?

Gather the following information:

ITEM	EXISTING	PROPOSED	TOTAL
Number of Buildings	1 house	2	2
Height			
Number of Building Stories		3	3
Gross Floor Area- Ground Floor (sq. ft.)	0	5,666 per building	
Gross Floor Area- Second Floor (sq. ft.)	0	5,666 building	
Remaining Floors		5,666 each building	
Gross Floor Area of Building (sq. ft.)		17,000 sq ft	
Landscaping Areas (sq. ft.)			
Impervious Areas (sq. ft.)			
Hard Surface Areas (sq. ft.)			

Soils and Vegetation Protections Areas (sq. ft.)			
Public Streets or Private to be developed (sq. ft.)			
Bicycle Parking- Long Term		36	
Bicycle Parking- Short Term			
Vehicle Parking Stalls		59	
Number of Multifamily Housing Unit (if applicable)		36	

The following submittals are required to meet the PDF Document Submission Requirement Standards (see handout):

- Pre-Intake Guide Sheet
- Site Plan (drawn to scale)
 - Shall include the following:
 - North arrow, scale bar.
 - Vicinity map, depicting the location of the project with respect to adjacent and nearby streets and other major features.
 - Property lines and adjacent properties.
 - Locations, sizes and uses for existing and proposed structures.
 - Proposed internal circulation plan illustrating new and existing access points to streets, the size and location of all driveways, fire lane if applicable, streets and roads with widths and outside turning radii for emergency and solid waste vehicles.
 - Parking lot layout, including dimensions of the spaces and back-up aisles, barrier-free parking stalls and loading areas.
 - Location, type and number of both long-term and short-term bicycle parking facilities.
 - Location of solid waste enclosure.
 - Existing and proposed street frontage improvements, such as curbs, sidewalks, streetlights, street trees and nearby driveways both on-site and off-site.
 - Existing and proposed overhead and underground private and public utilities both on and abutting the site including hydrant locations, waterlines, sanitary sewer lines, stormwater lines, wells, septic tanks and drain fields.
 - Existing and proposed contour lines.

- Location of any on-site or suspected critical areas within 300 feet of the site. Critical areas may include wetlands, streams, landslide hazards and lakes with associated wetlands and buffers as outlined in OMC Chapter 18.32.
- Existing and proposed landscaping areas, fences, existing trees to remain and to be removed.
- Locations of above ground utility boxes over 30 inches in height or a volume of 20 cubic feet.

- **Civil Engineering Plans (Conceptual)**

Water, Sanitary Sewer, Street, Lighting and Solid Waste design and any Site Development Drawings required by the Drainage Control Plan (see below, if applicable). Plans to include:

- North arrow, scale bar, current City of Olympia vertical datum (NAVD88).
- Right of way lines, including street names with quadrant suffix.
- Edge of pavement, width and pavement type.
- Property lines and addresses.
- Easements, existing, proposed, type and dimension (if applicable).
- Sewer Plan- include rim and invert grades shown at each existing and proposed manhole, size of pipe, sewer laterals, step system and appurtenances, and force main and appurtenances.
- Water (Main) plan- include fire hydrants, meter and valves, size of water main, any FDC location, any fire main underground, building fire flow requirements and backflow prevention device location.
- Solid Waste Collection Plan- Identify location of solid waste enclosure, type of waste container type and size (carts, dumpster, drop box or compactor), show collection vehicle ingress and egress into and out of site, without backing out onto streets and approach to the enclosure.
- Site Development Drawing (as applicable) should include: Cover Drawing, Construction SWPPP Drawings, Plan and Profile Drawings, Detail Drawings and Tree Plans. (Note that Landscaping Plans should be provided as a separate document).

- **Drainage Control Plan.** For details, please refer to the Drainage Control Plan Checklist, Guide Sheet 1C available on the City's online portal under Civil Engineering Permit Checklists. Please also refer to guidance provided at the Stormwater Scoping meeting. In general, a Drainage Control Plan submitted at this stage will consist of the following:

1. Drainage Design Report
2. Site Development Drawings (to be included in the Civil Engineering Plans reference above)
3. Construction Stormwater Pollution Prevention plan (C-SWPPP). Should include narrative and plans
(note that a Stormwater Site Management Plan- would be required at the Engineering Permit review stage)

- Soil and Vegetation Plan - As applicable, outlined in Olympia Municipal Code Chapter 16.60.
- **Landscaping Plan** (Conceptual) - As applicable, meeting requirements of OMC 18.36.080.
- Traffic Impact Analysis - if the project exceeds fifty (50) housing units or eight thousand (8,000) square feet of new commercial building area, a Traffic Generation and Distribution Report identifying

projected daily and peak hour traffic generation to and from the project and distribution of those trips on the public street network. (See the Olympia Traffic Impact Analysis Guidelines.)

- **Project Narrative Document.** Provide a separate document describing all details of the project.
- **Legal Description Document.** Provide a document that includes the legal descriptions of all properties involved in the project.
- **Critical Area Report(s)** (if applicable) Refer to OMC 18.32.
- **Miscellaneous Reports-** Additional reports as identified at the Presubmission Conference and/or at the Pre-Intake meeting.
- **Environmental Checklist** (if applicable)
- **Property Owner List-** If your project is subject to SEPA, subject to a neighborhood meeting, Board Level Design Review, Variance or Parking modification a list certified by a title company shall be provided. PDF version and Excel Spreadsheet Worksheet are required. (See additional information below.)
- **Design Review Packet -** See Board or Staff Level Design Review Checklist for packet details.
- **Variance Request Justification Document.** If applicable. A statement, which may be accompanied by maps or illustrations, describing the purpose of the variance or exception, the specific standard or provision from which any variance or exception is sought, the extent of the variance or exception sought, and the reasons or justification in support of the variance or exception.
- **Parking Modification Request Document(s) -** To include as applicable: transit document, parking demand study and justification of modification request.

If your project requires a certified property owner list to be submitted:

- Before ordering a property owner list from a title company, please request from a planner from Community Planning & Development Department a map of the properties to be included or reference the Planning Presubmission Conference Worksheet. Generally, this will include properties within 300 feet of the project site and additional properties as needed based on the project's boundaries.
- The list of property owners shall be certified by a title company. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
- The property owner list with the certification coversheet shall be in a PDF document.
- The list shall also be provided in Excel worksheet format. The list shall include the following for each property:
 1. Property owner's complete mailing address
 2. Property complete mailing address (Situs Address)
 3. Tax parcel number(s) for each property