



PRE-APPLICATION CONFERENCE SUMMARY

March 18, 2020

Big Foot Java
Mike Baily
6525 15th Ave NW #220
Seattle, WA 98117

Transmitted by email to: Mike@LDGArchitects.com

Dear Mr. Baily -

Thank you for applying for a pre-application meeting with the City of Milton regarding your proposed development at 2840 Emerald Street (Pierce County parcel no. 0420041230).

While we have attempted to cover as many of the Planning, Engineering, Stormwater, Building and Fire related aspects of your proposal as possible during this preliminary review, subsequent review of your complete application may reveal additional issues not identified during this initial review. The following comments are not intended to remove, usurp, or otherwise replace any requirements by state, local or federal laws.

The designated person for the City of Milton has been included with each comment. Please make contact directly with each commenter for questions or clarifications.

PRE-APPLICATION QUESTION RESPONSES

1. Would access off Emerald be allowed if need to be shared with Taco Bell?
2. ROW Work?
3. Drainage?

Staff Response: See staff comments below

PLANNING COMMENTS

1. Land use permits required.
 - A. Site plan approval would be required for any non-residential development. We'd also then require civil/site development approval, prior to issuing any building permits, to ensure that the site improvements are consistent with the approved site plan. The project would fall under the "minor site plan approval" process as it is new non-residential construction of under 2,000sf.
 - B. Espresso stands are a permitted use in the Business (B) district, however, restaurants with drive-throughs are conditionally permitted uses. It must be clear that this is only an espresso stand. Automobile Wash is a permitted use.

- C. The project may also require SEPA review. The City has adopted the minimum categorical exemptions under WAC 197-11-800 which exempts earthwork of less than 100 square feet. If SEPA is required, consider including all known future uses.
- D. SEPA and site plan approval can be done concurrently. I've listed here the documents we'll need for a complete application for all of the above permits. Some items may not apply to your permit:
- Master Application (1 copy)
 - Preapplication meeting summary (1 copy)
 - Proof of ownership (1 copy)
 - Deed or contract to purchase
 - Plat Certificate or Title Report (1 copy)
 - Legal Description (1 copy)
 - SEPA Checklist (1 copy)
 - Survey (5 copies)
 - Certificate of Power, Water and Sewer Availability (1 copy of each)
 - Noticing Labels (3 sets)
 - All property owners within 500 feet. Typically, we measure a buffer around the site, rather than take from the middle to ensure we capture everyone.
 - Critical Area Reports/Delineations (5 copies)
 - Proposed Site Plan (5 copies)
 - Proposed Stormwater Plan (5 copies)
 - Drainage (Stormwater) Report (3 copies)
 - Transportation impact Analysis (3 copies)
 - Proposed Lighting Plan (3 copies)
 - Proposed Landscape Plan (3 copies)
 - Installation and Maintenance Agreements (3 copies)
 - Payment of All Applicable Fees
 - Our fee schedule (adopted as of November 4, 2019) outlines the fees required for various permits. A fee applies to Minor Site Plan Approval, Design Standards Review and SEPA.
 - Electronic copies of all required materials
 - Additional information as requested by the City
- E. The project will also require design review under the Uptown Design Guidelines and Standards. Please refer to that document early in the design process to ensure that the building and site design conform to its requirements. A link to the Uptown DSG is provided here. A few requirements are provided below. This is not intended to be all encompassing:
- No franchise and corporate architecture. The use of stock building plans, typical corporate and/or franchise designs, "regional prototype alternatives," or other designs which are easily identified with a particular chain or corporation are not allowed.
 - Design all visible facades. All facades of a building shall be given equal design consideration. Some flexibility may be given by the Director for alley or other facades that are not visible from streets, parks, parking lots, or other areas used by the public.
 - The DSG call for 10ft of landscaping to screen a parking lot that is adjacent to a street.
 - The DSG requires 50% of ground floor facades to have windows. Please submit materials that can allow for this calculation to be made. If this requirement cannot be met please propose an alternative.

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As we discussed in the meeting, the design standards also require “the majority of buildings shall be located directly abutting the sidewalk...”. If you must have a drive-through in the front of the building, please refer to section MMC 17.43. 020.E regarding proportional compliance and demonstrate to the director how the intent of design standards are met through other means.

2. Timing of process.

A. As far as timing, the process for receiving land use approval on your site plan as well as environmental review is as follows.

- Application Received by City
 - Notice of Incomplete/Complete Application to be sent within 28 days
- Notice of Application/Notice of Neighborhood Meeting
 - Posted no later than 15 days after notice of complete application
 - 15 day comment period after notice of application has been issued
- Applicant may hold an *optional* neighborhood meeting.
- City staff review application(s)
 - It is anticipated that no more than 3 rounds of revisions will be required. If additional reviews are required, the applicant will be responsible for compensating the City for this review time at an hourly rate.
 - Site plan approval applications are subject to a 120-day review time clock. This clock is stopped any time the City has issued a review letter to the applicant, and restarts once the City receives a complete revision submittal.
- City staff prepare staff report to director who is decision maker.

B. The review and approval criteria for a major site plan are found in [Milton Municipal Code \(MMC\) 17.62.050](#). It should be noted that site plan approval is good for one year, and a building permit must be issued for one of the principal structures within a year of the date of site plan approval.

3. Parking requirements for espresso stands would be one space per employee, plus spaces for 3 waiting cars.
4. Maximum building coverage would be 60%
5. Landscaping is required. An 8’ perimeter landscape strip is required on all sides. A minimum of 7% of parking areas must be landscaped.
6. A separate sign permit will be required, please refer to Chapter 17.50. A maximum signage area allowed is 200 square feet. One monument sign is allowed up to 48 square feet, no taller than 12 feet and may not be fixed on a pole.
7. Please see the attached submittal checklist for the items that are required to be submitted for minor plan approval/conditional use permit approval. All items on this checklist will be required to be submitted before the application can be deemed complete.
8. Please see MMC 17.08.798 which identifies the items that are required to be shown on the Site Plan. For ease of review, it may be advantageous for the site plan to have numerous sheets.
9. A trip generation document will be required to be submitted. A traffic impact fee will be required based on the number of new peak pm trips. The traffic impact fee will need to be paid prior to issuance of a building permit, and will be based on the impact fee in effect at the time of issuance of the building permit.

Contact: Brittany Port, AICP, Contract Senior Planner, (253) 517-2701, BPort@cityofmilton.net

FIRE:

10. This project shall comply with the Milton Municipal Code, the 2015 International Fire Code and the set standards of Milton as established by the Fire Chief. (NFPA)

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11. The site or building address shall be displayed at the start of construction, either visible to or at the nearest access street.
12. An approved all weather surface (paved) fire apparatus access road/lane shall be provided to within 150 feet of all exterior walls of the first floor of the building. The route of the fire apparatus access road shall be approved by the fire department.
13. Apparatus access roads shall have a minimum unobstructed width of 20 feet
14. The minimum inside turning radius for access roads shall be 28 feet.
15. Dead-end roads or fire lanes in excess of 150 feet in length shall be provided with an approved means of turning the apparatus around.
16. To prevent the obstruction of fire roads/lanes, fire hydrants and fire equipment, provide approved red painted curbs or 6 inch striping with white 3 inch minimum size letters stating "NO PARKING FIRE LANE" at 50 foot intervals. Contact the EPFR Prevention office for a site walk prior to painting.
17. Tanks shall be installed per IFC Chapter 57 and nationally recognized standards.
18. Install dispensing devices and appurtenances per IFC Chapter 23, manufacturer's instructions and nationally recognized standards, NFPA 30A.
19. Provide fire extinguishers with a minimum rating of 3A:40B:C and place them to maintain a 75 foot travel distance from any location throughout the fueling area.
20. Provide an approved address on the building that is visible from the street and in high contrast to the background of minimum 6 inch number size.
21. Provide the required fire flow for the building as such "XXXX gpm at 20 psi residual pressure for 2 hours". (IFC Appendix Table B105.1)
22. Provide approved signage on exterior doors to the fire sprinkler and fire alarm equipment and on interior doors for access.
23. Provide extinguishers in accordance with IFC 906.1
 - a. Provide fire extinguishers with a minimum rating of 2A:10B:C in store areas and locate such the travel distance to an extinguisher will not exceed 75 feet from any location, near the exits or in paths of exit travel. The top of fire extinguishers shall not be higher than 5 feet off the finished floor and shall be in conspicuous and accessible locations. Signage may be required.
24. All fire related permit submittals shall be made through the Milton Permit Center.
25. Fire related questions and inspection requests shall be emailed to: firemarshal@eastpiercefir.org

Contact: Lane Walthers, Fire Marshal, (253) 328-4071, firemarshal@eastpiercefir.org

BUILDING

26. The City of Milton reviews under current State Building Codes. This includes the Washington State Energy Code.
27. Based on the occupancies and size of buildings a fire sprinkler would not be required. EPFR may have additional requirements.
28. Allow twelve-weeks for building department review.

Contact: Dana Herron, Building Official, (253) 517-2715, dherron@cityofmilton.net

STORMWATER:

29. Stormwater facilities shall be designed in accordance with the following:
 - a. 2012 Stormwater Management Manual for Western Washington with 2014 updates ("Manual")
 - b. Milton Development Guidelines and Public Work Standards

- c. Milton Municipal Code, Chapters 13.26 and 13.27
- 30. The City of Milton has made Low Impact Development (“LID”) the preferred and commonly-used approach to site development
- 31. A geotechnical evaluation and onsite infiltration testing are required for design of pervious pavement and other infiltration facilities, as well as for a claim of infeasibility of infiltration
- 32. For projects this size the city will require 5 copies of the Stormwater Site Plan prepared by a professional engineer licensed in the State of Washington
 - a. Include a table identifying amounts of new and replaced impervious surfaces
- 33. For projects this size the city will require three copies of the following reports and manuals:
 - a. Stormwater Drainage Report
 - b. Stormwater Pollution Prevention Plan (SWPPP)
 - c. Operation and Maintenance Manual for stormwater facilities

Contact: Jamie Carter, City Engineer, (253) 517-2708, JCarter@cityofmilton.net

WATER/STREETS/SANITARY SEWER:

- 34. Denote fire hydrants on the site. A double check valve assembly will be the required backflow device
- 35. All internal areas designated for driving or parking will be required to be paved with asphalt or concrete. Pervious concrete or asphalts may be utilized where infiltration testing confirms this is appropriate for the site.
- 36. Sanitary sewer will be provided by Pierce County Utilities. Contact them for further information.

Contact: Dustin Sloan, Public Works Superintendent, (253) 517-2739, DSloan@cityofmilton.net

ELECTRIC/UTILITIES:

- 37. Electric is served by the City of Milton. There is an available transformer in place that will accommodate Big Java
- 38. Tacoma Power is the inspecting agency for all electrical inspections.

Contact: Jarrod Lee, Electric Supervisor, (253) 517-3898, JLee@cityofmilton.net

PROCEDURAL:

- 39. This information reflects existing codes and standards, currently available information about the site and environments, and the level of detail provided in the pre-application submittal. Comments provided pursuant to pre-application review shall not be construed to relieve the applicant of conformance with all applicable codes, policies, and standards in effect at the time of complete application.
- 40. There are three (3) approvals that are anticipated to be required for this project: 1) Land use approval (Minor Site Plan, potentially SEPA); 2) Civil Plan Approval and 3) Building permit approval.
- 41. Minor Site Plan Approval will be required prior to issuance of the civil plan and/or building permit approvals. Civil plan approval can be ran concurrently with site plan approval with a concurrent processing request. Building permit issuance is required to be in compliance with the approved site plan and civil plans.
- 42. The City has adopted the City of Milton Development Guidelines and Public Works Standards. If you do not have a copy of this document, it is available for purchase in the City of Milton Public Works office, or may be downloaded from the City’s website. Please utilize this document in the creation of your plans. Paying careful attention to the City’s standard details from the onset of the project has shown to decrease the number of reviews and subsequent modifications for projects.

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If you have further questions or would like clarification on any of the aforementioned requirements, please don't hesitate to contact me.

Cordially,



Brittany Port, AICP
Contract Senior Planner
City of Milton
(253) 517-2701
BPort@cityofmilton.net

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Attachments

Cc. Dustin Sloan, Public Works Superintendent
Jarrod Lee, Electric Supervisor
Dana Herron, Building Official
Jamie Carter, City Engineer
Christiane Mercer, Permit Technician
Lane Walters, Fire Marshal
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