



## PRE-APPLICATION CONFERENCE SUMMARY

October 9, 2019

PNW Home Buyer LLC  
c/o Igor Gorbun  
2110 1104<sup>th</sup> Avenue E #E205  
Edgewood, WA 98372

Dear Mr. Gorbun -

Thank you for applying for a pre-application meeting with the City of Milton regarding your proposed development located on parcel 0420041048 at 308 23<sup>rd</sup> Avenue.

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. Your application materials and submittals can be sent directly to Christiane Mercer, Permit Technician at [cmercerc@cityofmilton.net](mailto:cmercerc@cityofmilton.net) or (253) 922-8743.

### PLANNING REVIEW:

1. An application for subdivision is appropriate for when greater than four parcels are divided from the original parcel. The process for preliminary plat approval of the proposed subdivision requires the City to post notice of application to all property owners within 500 feet of the development. A neighborhood meeting is required. The City will schedule the neighborhood meeting and post notice of application and notice of the neighborhood meeting at the same time. Preliminary subdivision applications are decided on by the City of Milton Hearing Examiner.
2. The procedure for subdivision approval includes three steps. The first is the approval of the preliminary plat, as outlined above. The second step is optional at this stage, but must be completed prior to issuance of a final plat. This is the submittal of civil engineering drawings for construction of the plat. Public facilities to serve the plat must be provided for on-site drainage, water, sewer, dry utilities, frontage improvements, planting and landscaping. The final step is approval of the final plat, which is decided on by the City of Milton Hearing Examiner as a Process Type II decision. All conditions of the preliminary plat approval must be met before final plat may be applied for. There is a time limit for approval of final plats, application must be submitted for within five years of preliminary plat approval.
3. The project also triggers review under the State Environmental Protection Act (SEPA).
4. The subject property is zoned Residential (RS). The assessor's data has your parcel at about 1.58 acres. The maximum net density in the RS Zone is 5.45 du/ac, after land required for access corridors or critical area protection is subtracted from the parcel area.
5. The review and approval criteria for a subdivision are found in Milton Municipal Code (MMC) 16.12 and MMC 16.04.040. Review and approval criteria for a boundary line adjustment are found in MMC 16.29.030.

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6. Please see the attached submittal checklist for the items that are required to be submitted for preliminary plat approval. All items on this checklist will be required to be submitted before the application can be deemed complete.
7. MMC 17.15(A), and (B) contain the bulk, and dimensional requirements for development of the site. All lots will need to conform to the bulk and dimensional requirements, including the existing home.
8. A traffic impact fee will be required based on the number of new peak pm trips as a result of the new development. Traffic impact fees are required to be paid in full as a condition of approval for residential developments. Please see MMC 16.84.065 for calculation of traffic impact fees. All new residential developments are subject to school impact fees, currently calculated at the cost of \$5,664 per unit. These are required to be paid upon issuance of building permits.
9. Frontage improvements are required for subdivisions on all existing streets adjacent to the proposed development, see MMC 12.24.160. 23<sup>rd</sup> Avenue is a Collector Arterial and is not designated as a bike route, as such Street Section 2A will apply. The improvements will include half street improvements including sidewalk, curb and gutter.
10. Significant trees (deciduous trees with a diameter at breast height great or equal to six inches and evergreen trees in excess of 10 feet in height) located on the site are required to be retained to the maximum extent feasible. For significant trees that cannot be reasonably retained, replacement ratios are specified in MMC 17.44.110.G.
11. Street trees will be required as part of the frontage improvements on 23<sup>rd</sup> Avenue in accordance with Table 17.44.110.M:

Table 17.44.110.M Street Trees

| On Street           | Between       |               | Without O/H Wires           | With O/H Wires               |
|---------------------|---------------|---------------|-----------------------------|------------------------------|
| SR 99 (Pacific Hwy) | W City Limits | N City Limits | Red Maple                   | Amur Maple                   |
| 5th Ave             | Porter Way    | N City Limits | Northern Red Oak            | Hedge Maple                  |
| 10th Ave            | Milton Way    | Diamond St    | Eastern Redbud              | Eastern Redbud<br>'Mexicana' |
| 11th Ave            | Milton Way    | Diamond St    | Katsura Tree                | Japanese Maple               |
| 11th Ave            | Taylor St     | Milton Way    | Amur Chokecherry            | Amur Chokecherry             |
| 15th Ave            | Yuma St       | Alder St      | Raywood Ash                 | Raywood Ash                  |
| 19th Ave            | Milton Way    | Alder St      | Red Maple (smaller variety) | Rocky Mtn. Sugar Maple       |
| 23rd Ave            | Taylor St     | Alder St      | Village Green<br>Zeikova    | Birch Bark Cherry            |

**Brittany Port, Contract Senior Planner, (253) 517-2701, [BPort@cityofmilton.net](mailto:BPort@cityofmilton.net)**

## FIRE REVIEW:

12. The project will be reviewed for compliance with the provisions of the International Fire Code, 2015 Edition and applicable City of Milton Standards.
13. The minimum design fire flow for main extensions in one and two family residential developments shall be 1,000 gallons per minute with a minimum duration of 45 minutes. Actual fire flow requirements for building permit approval/acquisition shall be accordance with International Fire Code, Appendix B, Fire Flow Requirements for Buildings.
14. One and two family residential structures in excess of 3,600 square feet shall meet the fire flow provisions of the International Fire Code appendix B, table 105-B.
15. A residential fire sprinkler system shall be installed in all new townhomes and duplexes regardless of size and in all residential structures in excess of 5,000 square feet.
16. A separate permit and plan review submittal is required for the installation of the residential fire sprinkler system.
17. Fire hydrant spacing shall not exceed 600 feet in one and two family residential areas and a fire hydrant shall be located no more than 350 feet from the back of any proposed lot. Fire hydrants on dead end streets and residential roads within approximately 300 feet from the center of all lots Fire hydrants shall be furnished and installed at all locations as specifically mandated by the local fire marshal and/or per City Building Code. Distances referenced herein shall be measured linearly in and along street or road.
18. Fire Hydrant required at the start of access road off of 20<sup>th</sup> and off of 19<sup>th</sup>
19. Fire apparatus access shall be provided a minimum 15-foot-wide paved fire lane for no more than 2 residential lots and more than 2 lots a 20-foot-wide paved fire lane will be required. Access corridors more than 150 feet in length shall provide a minimum 15-foot-wide fire lane for 2 lots and 20 foot wide fire lane for more than 2 lots for the length of the access corridor and a dedicated hammerhead turnaround subject to approval of the fire marshal. The access roads shall be provided with an approved paved driving surface designed to support the imposed load of fire apparatus.
20. Access roads shall meet all grade requirements as listed in city development standards. Access roads with grades exceeding 10% shall require approval of the city and fire marshal.
21. All plats containing access corridors in private ownership shall record with the plat such joint access easements, utility easements, emergency access easements, and covenants establishing a means for assessing maintenance costs and an organization for ensuring ongoing maintenance subject to approval of the land use administrator.
22. All lots shall be addressed in accordance with the standard adopted by the City of Milton, Planning and Community Development Department.
23. All fire related permit submittals shall be made through the Milton Permit Center.

**Contact:** Lane Walthers, Fire Marshal, (253) 328-4071, [firemarshal@eastpiercefire.org](mailto:firemarshal@eastpiercefire.org)

## BUILDING REVIEW:

24. New buildings and structures will be reviewed under the 2015 International Building Code.
25. The building will be required to conform to the Washington State Energy Code.
26. All easements required for the plat, or that are proposed to be amended as part of the development, will be required to be recorded prior to issuance of a building permit. Please submit all easements to the City for review prior to recording.

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

## STORMWATER:

27. The City is currently operating under the 2012 Department of Ecology Stormwater Manual with 2014 updates. Application of stormwater standards will depend on the Stormwater Manual that is in place at the time of application.
28. It is beneficial to consult with the City's Stormwater Compliance Inspector early in the process to assure all applicable requirements of the stormwater manual and the Milton Municipal Code are addressed in the plan set and associated studies.
29. The Drainage Report shall be submitted and shall address minimum requirements 1-10 by demonstrating how the requirements will be met by the proposal.
30. All stormwater systems will require an easement to provide the City access for regular and ongoing inspections.
31. The City requires infiltration testing to determine an accurate infiltration rate to be used in the design of infiltration facilities.
32. The applicant shall address pollution source control in the stormwater plan.
33. The project shall maintain natural drainage paths for the site.
34. A thorough downstream analysis will need to be performed.
35. It would behoove the applicant to have conducted a soils test and to have a design concept that reflects the infiltrative capacity of the soils at the time of application.

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

## STREETS/ACCESS

36. A right-of-way dedication will be required on 23<sup>rd</sup> Avenue. Location of monuments and a survey of the constructed street center lines is necessary to confirm the right-of-way width. Half street improvements will be necessary for the portion of the lot that fronts 23<sup>rd</sup> Avenue. The frontage improvements will need to be consistent with Street Section 3 (attached to this letter).
37. 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.

**Contact:** Dustin Sloan, ~~Utilities Supervisor~~ ~~Public Works Superintendent~~, (253) 517-2739, [DSloan@cityofmilton.net](mailto:DSloan@cityofmilton.net)

## WATER

38. The property is located in Milton's Water Service Area.
39. Per conversation with Fire marshal at Pre-development meeting, a new fire hydrant will be required on 23<sup>rd</sup> Avenue, or the buildings will need to be sprinkled. If sprinkling, the water meter will need to be sized for these flows, typically a 1" meter. See Milton Utility Standards.
40. A letter of water availability is required as part of the preliminary plat application.

**Contact:** Dustin Sloan, ~~Utilities Supervisor~~ ~~Public Works Superintendent~~, (253) 517-2739, [DSloan@cityofmilton.net](mailto:DSloan@cityofmilton.net)

## SEWER/ELECTRIC

41. For sewer related questions please contact Pierce County Public Works and Utilities.

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42. Electricity is served to the site by the City of Milton. An electrical connection permit will be required to be obtained for construction of the building.

**Contact:** ~~Jarod Lee-Dustin Sloan, Public Works Superintendent, Electrical Supervisor, 253-252-7964 ext. 3898, jlee@cityofmilton.net(253) 517-2739, DSloan@cityofmilton.net~~

### PROCEDURAL

43. 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.
44. There are three (3) approvals that are anticipated to be required for this project: 1) Land use approval (preliminary plat and final plat); 2) Civil plan approval and 3) Building permits approval. Approval of the preliminary plat and the civil plans may be done concurrently when requested (see concurrent processing form attached to this letter)
45. Approval of the final plat will be required prior to issuance of building permits. All improvements must be constructed prior to approval of the final plat. The City of Milton Hearing Examiner will decide on the final plat at a closed record hearing. The plat shall be certified by the land use administrator for filing before it is filed with County. The applicant must then return a copy of the recorded instrument to the Planning and Community Development Department prior to the issuance of any building permits for construction within the site.
46. 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. <https://www.cityofmilton.net/wp-content/uploads/library/e49a2c84d2670941.pdf>

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

Cordially,



Brittany Port  
Contract Senior Planner  
City of Milton  
(253) 517-2701  
[BPort@cityofmilton.net](mailto:BPort@cityofmilton.net)

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Attachments

## **PRE-APPLICATION CONFERENCE SUMMARY**

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October 9, 2019

Cc. Nick Afzali, Public Works Director  
Jamie Carter, City Engineer  
Christiane Mercer, Permit Technician  
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