

**AGENDA**

Page

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

**5. Public Hearing**

- a. Proposed 2017 Budget (P. Barry);
- b. Amendment to DuPont Municipal Code Title 25 to create a new Mixed Use District 2 zone district-indoor storage and concurrent rezone (File No. TEXT-16-01) and other related text amendments (J. Wilson).

3-95

**6. Public Comments**

**7. Approval of the Consent Agenda Items**

- a. Regular Council Meeting Minutes - October 25, 2016;
- b. Workshop Minutes - October 18, 2016 and October 25, 2016;
- c. Claims Vouchers and Payroll List - November 8, 2016 (P. Barry).

96-101

102-109

110-121

**8. Discussion Items**

**9. Mayor's Report**

**10. City Administrator's Report**

**11. Council Reports**

**12. Unfinished Business**

- a. Ordinance regarding the 2017 Regular Property Tax Levy - Second Reading (P. Barry).
- b. Ordinance regarding the 2017 EMS Property Tax Levy- Second Reading (P. Barry);

122-124

125-127

**13. New Business**

- a. Ordinance regarding the 2017 Final Budget - First Reading (P. Barry);
- b. Ordinance creating DuPont Municipal Code (DMC) Chapter 25.36 relative to Mixed Use District to permit indoor storage and concurrent rezone (File No. TEXT-16-01); and amending DMC Section 25.10 - Definitions, and other related text amendments - First Reading (J. Wilson).

128-130

131-144

**14. Public Comments**

**15. Council Comments**

**16. Adjournment**

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Council Workshop: Proposed 2017 Budget- November 15, 2016 @ 6:00 pm  
Regular Council Meeting - November 22, 2016 @ 7:00 pm

**16. Adjournment**

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**Planning Commission Public Hearing**

Oct. 10, 2016

6:00 pm

**TO: Planning Commission Members and Public**  
**FROM: Jeff Wilson, Planning Director and Lisa Klein, Contract Planner**

**Agenda Item:** Text Amendment and Rezone to allow Indoor Storage

**Applicant:** G. Drew Bowlds  
25102 SE 30<sup>th</sup> Street  
Sammamish, WA 98075

**City File Number:** TEXT 16-01, SEPA 16-01

**Application Date:** June 10, 2016

**Attachments:**

1. Proposed Rezone Area Exhibit
2. Proposed Text Amendment Revisions to DMC 25.35.010 Definitions
3. Proposed Text Amendment Revisions to DMC Title 25 Table of Contents
4. Proposed Text Amendment – New Chapter 25.36 MXD-2 District (Option A)
5. Proposed Text Amendment – New Chapter 25.36 MXD-2 District (Option B)
6. SEPA Checklist dated September 6, 2016
7. SEPA DNS issued on September 8, 2016

**Description of Proposal:** Amendment to DuPont Municipal Code (DMC) Title 25 to create a new "Mixed Use District-2 (MXD-2)" zone district under new Chapter "(DMC 25.36)." The new MXD-2 District will allow Indoor Storage, which is not currently allowed, subject to certain other requirements that may include a Development Agreement, but will be otherwise similar to the existing requirements of the MXD District. The proposed amendment will also include other related text amendments including revisions to DMC Section 25.10, Definitions, which will add a definition for Indoor Storage and make other organizational code improvements. Concurrent with the proposed text amendment will be a proposed rezoning of approximately 2.97 acres currently zoned Mixed Use District (MXD) to the proposed MXD-2 zone once created.

What is a Development Agreement?

A DA is a voluntary contract between a local jurisdiction and a person who owns or controls property within the jurisdiction, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property. DA's are approved by City Council following a public hearing. The Agreement would be recorded on the property and run with the land.

DMC 25.70.020(3)(b) states that "a minimum of 80 percent of the ground floor space of each building fronting Wilmington Drive, Ross Street, Ross Loop, the south side of McNeil Street between Center Drive and Palisade Boulevard, and the west side of Palisade Boulevard within DuPont Station shall consist of pedestrian-oriented retail uses or a compatible building use drawing people".

The applicant has indicated that flexibility is needed to reduce the requirements for retail on the ground floor (DMC 25.70.020(3)(b)) from the current 80% requirement to something less, for example no less than 25%. A Development Agreement (DA) would allow the City to require conditions to mitigate the impacts of a proposal on the basis of the specific project uses, location and orientation. The DA would stipulate the percentage of retail-type uses, provisions to make the retail functional, and other design parameters that would ensure useful retail space.

### Proposed Rezone Area

The MXD-2 zoning district is proposed to be located on approximately 2.97 acres of land that fronts on McNeil Street between Center Drive and McDonald Ave. It is comprised of tax parcel numbers 3000810032, 3000810031 and 0119355005. It is located in Section 35, Township 19, Range 01.

### **Text Amendment and Rezone Procedures:**

1. The text amendment application was filed on June 10, 2016 by G. Drew Bowlds (City File No. TEXT 16-01) to allow Indoor Storage in the Mixed Use Zoning District (MXD). The environmental checklist is dated September 7, 2016 (City File No. SEPA 16-01).
2. The City has held two workshops with the Planning Commission and received feedback on the proposal. The feedback has changed the proposal from simply adding Indoor Storage as a Conditional Use in the MXD zoning District, which would apply city-wide, to creating a separate MXD-2 zoning district where indoor storage would be allowed. The use may or may not be a conditional use and may or may not require a Development Agreement.
3. A State Environmental Policy Act (SEPA) Environmental Determination of Non-significance (DNS) was issued on September 8, 2016. The comment period expired on September 22, 2016 and the appeal period expired on October 7, 2016. No comments have been received to date. Any received will be provided at the hearing.
4. The application was sent with a Notice of Intent to Adopt to the Washington State Department of Commerce on Sept. 13, 2016. The Department of Commerce has 60 days to review and comment on the proposal, which must be received before Council's final adoption.
5. An amendment to the text of the land use code and rezone of two or more parcels of land is subject to the decisional review criteria outlined in 25.165.030(2):
  - a) The amendment is in accord with the comprehensive plan;
  - b) The amendment bears substantial relation to the public health, safety, and welfare; and
  - c) The amendment is not contrary to the best interest of the citizens and property owners of the city of DuPont.
6. It shall be processed as a Type V procedure as set forth in DMC 25.175.010. Following the public hearing, the planning commission shall make a recommendation on the proposal to the City Council. The City Council will hold a public meeting and make the final decision on the proposal.

### **Summary of Text Amendment**

#### 1. New Definition of Indoor Storage

The proposal would add the following new definition of Indoor Storage to DMC 25.35.010 as well as make other organizational improvements:

*"Storage, indoor" means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for the storage of goods such as furniture, files, or other unused or seldom used items. The definition excludes hazardous material storage, outdoor storage, warehousing and distribution, and vehicle or recreational vehicle storage. The access to the storage units is from building interiors.*

### **2. Text Amendment Option A**

This option creates a new MXD-2 zoning district. The uses and requirements of the MXD-2 district are essentially the same as the existing MXD zoning district, however it proposes to add Indoor Storage as a permitted use subject to approval of a development agreement, the provisions for which are outline in RCW 36.70b.170. Under this option, all development applications for the Indoor Storage use would be required to negotiate a Development Agreement with the City Council.

### **3. Text Amendment Option B**

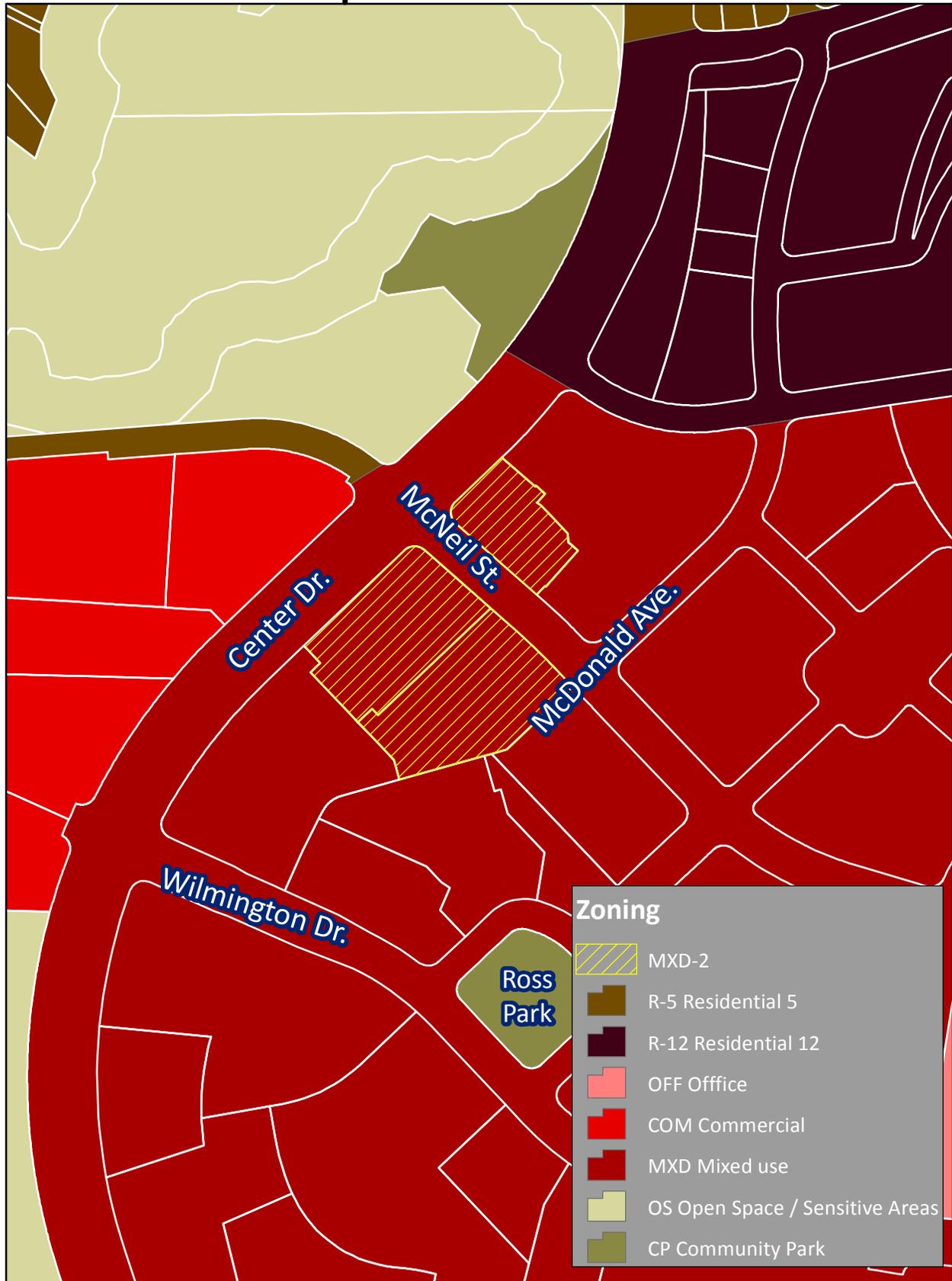
This option creates a new MXD-2 zoning district. The uses and requirements of the MXD-2 district are essentially the same as the existing MXD zoning district, however it proposes to add Indoor Storage as a permitted use. This option includes the requirement for a Development Agreement for any uses in the MXD-2 District that seek to reduce the requirements of pedestrian-oriented retail uses on the ground floor described in DMC 25.70.020(3(b)) from the current minimum 80 percent to no less than 25 percent.

### **Staff Recommendation**

Staff Recommends that the Planning Commission forward their recommendation to City Council for approval of the following amendments:

1. Approve the proposed rezone of three parcels identified in the Rezone Exhibit (Attachment #1) from the current Mixed Use District (MXD) zoning designation to Mixed Use District-2 (MXD-2) zoning designation. The MXD-2 zoning district is proposed to be located on approximately 2.97 acres of land that fronts on McNeil Street between Center Drive and McDonald Ave. It is comprised of tax parcel numbers 3000810032, 3000810031 and 0119355005.
2. Approve the Proposed Text Amendment Revisions to DMC 25.10 Definitions (Attachment #2). The revisions create a new definition for Indoor Storage under the "S" definitions in DMC 25.10.190 ("Storage, indoor"), and moves the current "Mini-storage" definition from the "M" definitions in DMC 25.10.130 to the "S" definitions ("Storage, mini-") for consistency.
3. Approve the proposed addition of a new chapter to DMC Title 25- Land Use Code (Attachment #3) list of chapters. The new Chapter is Chapter 25.36 Mixed Use District-2.
4. Approve Text Amendment Option B (Attachment #5). This proposes an entirely new chapter to the Zoning Code to allow for the Mixed Use District-2 zoning designation. The MXD-2 Chapter is the same as the MXD Chapter, with the exception that it adds Indoor Storage as a permitted use and requires the negotiation of a Development Agreement when an applicant seeks to reduce the requirements of pedestrian-oriented retail uses on the ground floor described in DMC 25.70.020(3(b)) from the stated minimum 80 percent to no less than 25 percent.

# Proposed Rezone Area



Zoning	
	MXD-2
	R-5 Residential 5
	R-12 Residential 12
	OFF Office
	COM Commercial
	MXD Mixed use
	OS Open Space / Sensitive Areas
	CP Community Park



**Indoor Storage Text Amendment & Rezone**

**Chapter 25.10 Definitions**

**25.10.130 M definitions.**

“Manager” means any person who manages, directs, or administers a sexually oriented business.

“Marquee” means a permanent roof-like structure projecting from a building, intended to shelter pedestrians.

“Microcell” means a wireless communication facility consisting of an antenna that is either four feet in height and with an area of not more than 580 square inches or a tubular antenna no more than four inches in diameter and no more than six feet in length.

“Mineral extraction” means all mine-related activities, including:

- (1) The mining or extraction of rock, stone, gravel, sand, earth, and other minerals;
- (2) On-site mineral processing including sorting, washing, crushing and loading, concrete batching, concrete recycling, and other aggregate recycling;
- (3) Equipment maintenance;
- (4) Transporting minerals to and from the mine, on-site road maintenance, road maintenance for roads used extensively for surface mining activities, traffic safety, and traffic control.

“Mineral resource lands” means lands containing mineral deposits, both active and inactive, that has a known or potential long-term significance for the extraction of minerals and which are in close, economic proximity to locations where the deposits are likely to be used.

“Minerals” means clay, coal, gravel, industrial minerals, valuable metallic substances, peat, sand, stone, topsoil, and any other similar solid materials or substances to be excavated from natural deposits on or in the earth for commercial, industrial, or construction use.

“Mini or pocket park” means a small tract of land usually about the same size as a building lot. These parks may be improved with children’s play equipment. They are intended to serve the needs of a portion of a village in which it is located. They are not intended for city ownership due to higher maintenance costs associated with

## **Agenda Item # 5b.**

these parks when compared to public parks of equal size and the fact that they may not be equally accessible to all segments of the community. These facilities are owned by the homeowners' association.

~~“Mini storage” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for dead storage only. Storage of boats, trailers, and recreational vehicles is permitted. Auctions except auctions authorized by legal action, commercial wholesale or retail businesses, garage sales, repair of motorized equipment and/or vehicles, operation of power tools, and storage of flammable or hazardous materials and explosives is prohibited.~~

“Mixed use occupancy (or structure)” means a building designed or intended to be used for more than one type of principal use, i.e., retail and office uses.

“Mobile home” means a factory-assembled structure with necessary service connections, made to be readily movable on city streets and designed to be used as a dwelling unit.

“Mobile home park” means a parcel of land designed and improved to accommodate two or more mobile homes on a permanent basis.

“Mode” means the means of transportation used by employees, such as single occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedule and telecommuting.

“Motel” means a group of attached or detached buildings containing individual sleeping units, a majority of such units open individually and directly to the outside, including tourist courts, motor courts, and motor lodges.

“Multifamily project” means multifamily residences built as a single project, in one or more buildings.

“Multifamily residence” means a residence located in a building which contains more than one residence, such as a duplex unit, condominium, apartment, or a residence designed to be attached to other residences, such as a townhouse.

“Multiple-use project” means a development containing two or more principal uses located in one or more structures.

**25.10.190 S definitions.**

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“Semi-nude” means a state of dress in which clothing covers no more than the genitals, pubic region, and areola of the female breast, as well as portions of the body covered by supporting straps or devices.

“Sensitive areas” means, for the purposes of this chapter, those areas defined and established as critical areas under the provisions of the Washington State Growth Management Act and identified in this chapter.

“Setback” means the shortest distance between a lot line and any structure for which a building permit is required; provided, that eaves, noncombustible chimneys and fireplaces, and similar protrusions may extend up to an additional 24 inches from the vertical wall of the building.

“Sexually oriented business” means an adult arcade, adult bookstore, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude or semi-nude model studio.

“Sexually oriented entertainment” means a live performance at an adult cabaret which is characterized by the performer’s exposure of “specified anatomical areas.”

Side Yard. See “Yard, side.”

“Sign” means any device, structure, fixture, or placard that uses colors, words, letters, numbers, symbols, logos or trademarks for the purpose of providing information or directions, or identifying or advertising any place, establishment, product, good, or service and includes all supports, braces, guywires and anchors associated with such signs.

“Sign administrator” means community development director, or designee.

“Sign, community-wide event” means a temporary nonilluminated sign advertising a general public and/or community-wide event within the city that is sponsored by an organization within the city.

“Single-occupant vehicle” means motor vehicle occupied by one employee for commute purposes, including a motorcycle.

## ***Agenda Item # 5b.***

“Single worksite” means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by roads or rights-of-way occupied by one or more affected employers.

“Site area” means that area of land associated with a certain development application.

“Site plan amendment, minor” means an amendment to an approved and valid site plan that affects only the precise dimensions or siting of building (i.e., lot coverage, height, setbacks) but does not affect the basic character or arrangement and number of buildings approved in the plan, the density of the development or the amount and quality of open space and landscaping. Proposed dimensional amendments shall not vary more than 10 percent from the original, but shall not exceed the standards of the applicable district.

“Site plan amendment, major” means an amendment to an approved and valid site plan that substantially changes the character, basic design, density, open space or other requirements and conditions of the approved and valid site plan.

“Soils engineer (geotechnical engineer)” means an engineer experienced and knowledgeable in the practice of soils engineering (geotechnical engineering).

“Soils engineering (geotechnical engineering)” means the application of the principles of soils mechanics in the investigation, evaluation and design of civil works involving the use of earth materials and the inspection or testing of the construction thereof.

“Solid waste” or “wastes” means all putrescible and nonputrescible solid and semi-solid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

“SOV rate” means the number of commute trips over a set period made by affected employees in SOVs divided by the number of affected employees working during that period.

“SOV trips” means commute trips made by affected employees in SOVs.

“Specified anatomical areas” means less than completely and opaquely covered human genitals, pubic region, buttocks, anus, or female breasts below a point immediately above the top of areola, or human male genitals in a discernibly turgid state, even if completely and opaquely covered.

## **Agenda Item # 5b.**

“Specified criminal acts” means any conviction or acts which are sexual crimes against children, sexual abuse, rape or crimes connected with another sexually oriented business, including, but not limited to, distribution of obscenity or material harmful to minors, prostitution or pandering.

“Specified sexual activities” means:

- The fondling or other intentional touching of human genitals, pubic region, buttocks, anus, or female breasts;
- or
- Sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; or
- Masturbation, actual or simulated; or
- Human genitals in a state of sexual stimulation, arousal or tumescence; or
- Excretory functions as part of or in connection with any of the above.

“Specimen tree” means an existing healthy tree which poses no safety hazard due to potential collapse and is of the following species and minimum diameter measured at breast height; provided, that the measure of multi-trunk trees shall be the sum of the diameters:

- Douglas fir, western red cedar, western hemlock, or big leaf maple: 15 inches;
- Oregon white oak, pacific yew, or madrona: 12 inches;
- Historic fruit trees: no size limit.

“Square feet” means square feet of the combined horizontal area of all floors of a building measured from the exterior faces of the exterior walls, excluding spaces lacking standing head room.

“State siting criteria” means criteria for the siting of hazardous waste treatment and storage facilities contained in WAC [173-303-285](#).

[“Storage, indoor” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for the storage of goods such as furniture, files, or other unused or seldom used items. The definition excludes hazardous material storage, outdoor storage, warehousing and distribution, and vehicle or recreational vehicle storage. The access to the storage units is from building interiors.](#)

## **Agenda Item # 5b.**

“Mini-storage, mini-” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for dead storage only. Storage of boats, trailers, and recreational vehicles is permitted. Auctions except auctions authorized by legal action, commercial wholesale or retail businesses, garage sales, repair of motorized equipment and/or vehicles, operation of power tools, and storage of flammable or hazardous materials and explosives is prohibited.

“Story” means the portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above. It is measured as the vertical distance from top to top of two successive tiers of beams for finished floor surfaces and, for the topmost story, from the top of the floor finish to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters.

“Stream” means an area where surface waters flow sufficiently to produce a defined channel or bed. A defined channel or bed need not contain water year-round. This definition is not meant to include storm or surface runoff devices or other entirely artificial watercourses unless they were constructed within or in association with a naturally occurring stream or drainage course.

“Street frontage” means the boundary of a lot separating such lot from an abutting street. For multi-tenant buildings, street frontage shall be the width of the front of the suite. The front of the suite is defined as the wall plane which the suite address is assigned and contains the main customer entrance.

“Street tree” means a tree planted or retained in a public right-of-way or parking strip.

“Structure” means anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground, but not including fences and walls less than six feet in height.

“Subdivision” means the division of land into two or more lots, parcels or sites for the purpose of sale or lease. (Note: For purposes of this development code, the term “subdivision” includes the short subdivision of land.)

See Chapter [58.17](#) RCW

TITLE 25  
LAND USE CODE

Chapters:

Division I. General Provisions

[25.05](#) General Provisions

[25.10](#) Definitions

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Division II. Land Use District Requirements

[25.15](#) Land Use Districts and Map Established

[25.20](#) Residential Districts

[25.25](#) Commercial District

[25.30](#) Office District

[25.35](#) Mixed Use District

[25.36](#) Mixed Use District - 2

[25.40](#) Business Tech Park District

[25.45](#) Manufacturing/Research Park District

[25.50](#) Industrial District

[25.55](#) Open Space District

[25.57](#) Military Lands

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Division III. Overlay District

[25.60](#) Mineral Resource Overlay

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Division IV. Design Regulations and Guidelines

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## **Agenda Item # 5b.**

**25.65** Multifamily Design Regulations and Guidelines

**25.70** Commercial and Mixed Use Design Regulations and Guidelines

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### Division V. General Development Requirements

**25.75** Commute Trip Reduction

**25.80** Cultural, Historical and Archaeological Resources

**25.85** *Repealed*

**25.90** Landscaping

**25.95** Off-Street Parking

**25.100** Recycling

**25.105** Sensitive Areas

**25.110** Setback – Street Corners

**25.115** *Repealed*

**25.116** Sign Code

**25.120** Tree Retention

**25.125** Wireless Communication Facilities

**25.126** Electric Vehicle Facilities

**25.127** Marijuana-Related Uses Prohibited

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### Division VI. Permits and Code Changes

**25.130** Accessory Use

**25.135** Conditional Uses

**25.140** Home Occupation

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## **Agenda Item # 5b.**

[25.145](#) Nonconforming Uses

[25.150](#) Site Plans

[25.155](#) Temporary Use

[25.160](#) Variances

[25.165](#) Reclassification and Text Amendment

[25.170](#) Comprehensive Plan Amendment

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### Division VII. Administration

[25.175](#) Administration of Development Regulations

[25.180](#) *Repealed*

[25.185](#) Enforcement

[Appendix](#) Chart of Uses by District

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Attachment #4  
Text Amendment Option A

Chapter 25.36  
MIXED USE DISTRICT -2

Commented [LK1]: This option specifically lists Indoor Storage as an allowed use and also provides the DA process

Commented [LK2]: Text shown highlighted is new or additional text different from the MXD Zoning District

Sections:

- [25.36.010 Purpose.](#)
- [25.36.020 Permitted uses.](#)
- [25.36.021 Drive-thru uses.](#)
- [25.36.025 Accessory uses.](#)
- [25.36.030 Conditional uses.](#)
- [25.36.040 Prohibited uses.](#)
- [25.36.050 Building setback restrictions.](#)
- [25.36.060 Site plan approval.](#)
- [25.36.070 Design review.](#)

**25.36.010 Purpose.**

The purpose of this district is to implement the comprehensive plan's concept of permitting uses that are allowed in the commercial district, the office district and residential zone district. This area is intended to provide office space, goods and services to the entire community or larger market. (Ord. 02-707 § 1)

**25.36.020 Permitted uses.**

(1) All uses that are permitted in the mixed use district (DMC 25.35.020);

(2) Indoor Storage, subject to approval of a development agreement pursuant to RCW 36.70b.170.

**25.36.021 Drive-thru uses.**

Restaurants with a drive-thru window shall meet the following additional requirements:

(1) Shall be no closer than 5,000 linear feet, measured as a straight line, to any other drive-thru fast food restaurant located in the mixed use district or mixed use district-2. (Ord. 09-873 § 1)

**25.36.025 Accessory uses.**

Electric vehicle charging facilities. (Ord. 11-919 § 10)

**25.36.030 Conditional uses.**

...

All uses that are identified as conditional uses in the mixed use district shall be conditional in the mixed use district-2. (Ord. 02-707 § 1)

**25.36.040 Prohibited uses.**

All uses not identified as permitted or conditional in the mixed use district. (Ord. 02-707 § 1; Ord. 09-873 § 1)

**25.36.050 Building setback restrictions.**

(1) The front yard setback shall be between zero and 20 feet, except when across the street from a residential district, in which case it shall be that of the adjoining residential district.

(2) The minimum side yard setback shall be zero feet, except building setbacks adjoining residential district shall be 20 feet. In no case shall a building encroach within a vision clearance triangle as defined by DMC 25.110.010.

(3) The minimum rear yard setback shall be zero feet.

(4) The maximum building height shall be 50 feet. (Ord. 02-707 § 1)

**25.36.060 Site plan approval.**

Site plan approval is required for all development projects and shall be processed with a Type II or III procedure as provided for residential use in DMC 25.20.050(6), for commercial use in DMC 25.25.060, and for office use in DMC 25.30.060. (Ord. 03-736 § 4; Ord. 02-707 § 1)

**25.36.070 Design review.**

Design review is required for all development projects pursuant to DMC 25.70. Design review shall be processed with a Type I procedure as set forth in DMC 25.175.010.

Attachment #5  
Text Amendment Option B

Chapter 25.36  
MIXED USE DISTRICT -2

Commented [LK1]: This option specifically lists Indoor Storage as an allowed use and also provides the Development Agreement process

Commented [LK2]: Text shown highlighted is new or additional text different from the MXD Zoning District

Sections:

- [25.36.010 Purpose.](#)
- [25.36.020 Permitted uses.](#)
- [25.36.021 Drive-thru uses.](#)
- [25.36.025 Accessory uses.](#)
- [25.36.030 Conditional uses.](#)
- [25.36.040 Prohibited uses.](#)
- [25.36.050 Building setback restrictions.](#)
- [25.36.060 Site plan approval.](#)
- [25.36.070 Design review.](#)
- [25.36.080 Development Agreement](#)

**25.36.010 Purpose.**

The purpose of this district is to implement the comprehensive plan's concept of permitting uses that are allowed in the commercial district, the office district and residential zone district. This area is intended to provide office space, goods and services to the entire community or larger market. (Ord. 02-707 § 1)

**25.36.020 Permitted uses.**

(1) All uses that are permitted in the mixed use district (DMC 25.35.020);

(2) Indoor Storage.

**25.36.021 Drive-thru uses.**

Restaurants with a drive-thru window shall meet the following additional requirements:

(1) Shall be no closer than 5,000 linear feet, measured as a straight line, to any other drive-thru fast food restaurant located in the mixed use district or mixed use district-2. (Ord. 09-873 § 1)

**25.36.025 Accessory uses.**

Electric vehicle charging facilities. (Ord. 11-919 § 10)

**25.36.030 Conditional uses.**

All uses that are identified as conditional uses in the mixed use district shall be conditional in the mixed use district-2. (Ord. 02-707 § 1)

**25.36.040 Prohibited uses.**

All uses not identified as permitted or conditional in the mixed use district. (Ord. 02-707 § 1; Ord. 09-873 § 1)

**25.36.050 Building setback restrictions.**

(1) The front yard setback shall be between zero and 20 feet, except when across the street from a residential district, in which case it shall be that of the adjoining residential district.

(2) The minimum side yard setback shall be zero feet, except building setbacks adjoining residential district shall be 20 feet. In no case shall a building encroach within a vision clearance triangle as defined by DMC 25.110.010.

(3) The minimum rear yard setback shall be zero feet.

(4) The maximum building height shall be 50 feet. (Ord. 02-707 § 1)

**25.36.060 Site plan approval.**

Site plan approval is required for all development projects and shall be processed with a Type II or III procedure as provided for residential use in DMC 25.20.050(6), for commercial use in DMC 25.25.060, and for office use in DMC 25.30.060. (Ord. 03-736 § 4; Ord. 02-707 § 1)

**25.36.070 Design review.**

Design review is required for all development projects pursuant to DMC 25.70. Design review shall be processed with a Type I procedure as set forth in DMC 25.175.010.

**25.36.080 Development Agreement**

(1) Development projects may reduce the requirements of pedestrian-oriented retail uses on the ground floor described in DMC 25.70.020(3(b)) from the stated minimum 80 percent to no less than 25 percent through a Development Agreement. The City may require conditions to mitigate the impacts of each proposal on the basis of the specific project uses, location and orientation. The Development Agreement would stipulate the percentage of retail-type uses, provisions to make the retail functional, and other design parameters that would ensure useful retail space.

## SEPA ENVIRONMENTAL CHECKLIST

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:*** [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

### ***Use of checklist for nonproject proposals:*** [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

**A. background** [\[help\]](#)

**1. Name of proposed project, if applicable:** [\[help\]](#)

Indoor Storage Text Amendment and Rezone

**2. Name of applicant:** [\[help\]](#)

G. Drew Bowlds

**3. Address and phone number of applicant and contact person:** [\[help\]](#)

**City Contact:**

Jeff Wilson, Planning Director  
City of DuPont  
1700 Civic Drive  
DuPont, WA 98327-9603  
(253) 912-5393

**Applicant:**

G. Drew Bowlds  
25102 SE 30<sup>th</sup> St.  
Sammamish, WA 98075  
(425) 750-6006

**4. Date checklist prepared:** [\[help\]](#)

Sept. 6, 2016

**5. Agency requesting checklist:** [\[help\]](#)

City of DuPont

**6. Proposed timing or schedule (including phasing, if applicable):** [\[help\]](#)

Council approval of the text amendment and rezone would likely occur by December 2016.

**7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.** [\[help\]](#)

Following approval of the text amendment and rezone, development applications may be submitted for the Indoor Storage use on a specific parcel. SEPA Environmental Review, Conditional Use Permit, Site Plan Review, Design Review and potentially a Development Agreement would be part of the development applications. The land use process is projected to occur in the first half of 2017 followed by Site Development and Building Permits in the summer of 2017. Construction of the Indoor Storage and Retail use would likely occur in the fall of 2017.

**8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.** [\[help\]](#)

None directly related to this proposal.

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.** [\[help\]](#)

None known.

**10. List any government approvals or permits that will be needed for your proposal, if known.** [\[help\]](#)

The proposed text amendment and rezone is a Type V Decision that requires a recommendation by the Planning Commission and approval by the DuPont City Council. It also requires review by Washington State Department of Commerce (Notice of Intent to Adopt). Subsequent development applications may include Conditional Use Permit, Development Agreement, SEPA Environmental Review, Site Development and Building Permits.

**11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)** [\[help\]](#)

The proposal will rezone property currently zoned Mixed Use District (MXD) (DMC 25.35) to a newly created Mixed Use -2 District (MXD-2) (DMC 25.36). The new MXD-2 District will allow Indoor Storage subject to certain other requirements that may include a Conditional Use Permit or a Development Agreement, but will be otherwise very similar to the existing requirements of the MXD District. Other related text amendments include revisions to DMC Section 25.35.010, Definitions, which will add a definition for Indoor Storage and make other organizational code improvements.

Preliminary definition of indoor storage to be added to DMC 25.10:

*“Storage, indoor” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for the storage of goods such as furniture, files, or other unused or seldom used personal items. The definition excludes hazardous material storage, outdoor storage, warehousing and distribution, and vehicle or recreational vehicle storage. Access to the storage units is provided from the building interiors.*

**12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.** [\[help\]](#)

## Agenda Item # 5b.

The MXD-2 zoning district is proposed to be located on approximately 2.97 acres of land that fronts on McNeil Street between Center Drive and McDonald Ave. It is comprised of tax parcel numbers 3000810032, 3000810031 and 0119355005.

### B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

#### 1. Earth

##### a. General description of the site [\[help\]](#)

**(circle one): Flat, rolling, hilly, steep slopes, mountainous, other \_\_\_\_\_**

The area of the proposed rezone and text amendment is largely flat. Specific slope information will be assessed at the time of development permit application.

##### b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

Not applicable (N/A), there is not a development proposal associated with the proposed text amendment and rezone. Slope information will be assessed at the time of development permit application.

##### c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

N/A, there is not a development proposal associated with the proposed text amendment and rezone. Soil studies will be conducted in conjunction with development permit applications.

##### d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

N/A. Soil studies will be conducted in conjunction with development permit applications.

##### e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)

N/A. Filling, excavation, and grading activities will be assessed at the time of development permit application.

##### f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

N/A. Erosion impacts will be assessed at the time of development permit application.

##### g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

N/A. Impervious surface coverage will be addressed at the time of permit application.

**h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:**  
[\[help\]](#)

N/A. Measures to reduce and control erosion caused by site development will be assessed at the time of a development permit application.

**2. Air**

**a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.** [\[help\]](#)

N/A, there is not a development proposal associated with the proposed text amendment and rezone. Emissions to the air would be assessed at the time of development permit application.

**b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.** [\[help\]](#)

N/A. Off-site sources of emissions will be assessed at the time of development permit application.

**c. Proposed measures to reduce or control emissions or other impacts to air, if any:**  
[\[help\]](#)

N/A. Measures to reduce or control air emissions will be addressed at the time of development permit application.

**3. Water**

**a. Surface Water:** [\[help\]](#)

**1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.** [\[help\]](#)

There are no surface water bodies on or in the immediate vicinity of the proposed rezone area. Future development applications will assess impacts to downstream surface water bodies.

**2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.** [\[help\]](#)

N/A, there is not a development application associated with the proposed text amendment and rezone. Surface water impacts will be assessed at the time of permit application.

**3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.** [\[help\]](#)

## Agenda Item # 5b.

N/A. Fill and dredge material will be assessed at the time of permit application.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)**

N/A. Surface water impacts will be assessed at the time of permit application.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)**

The parcels subject to the rezone proposal are not located within the 100-year floodplain.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)**

N/A. Waste material discharge will be assessed at the time of permit applications.

### **b. Ground Water:**

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)**

N/A. Well water uses will be assessed at the time of permit application.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)**

N/A. Waste material discharge will be assessed at the time of development permit application.

### **c. Water runoff (including stormwater):**

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)**

N/A. Sources of water runoff will be assessed at the time of development permit application.

- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)**

...

## Agenda Item # 5b.

N/A. Waste material disposal will be assessed at the time of permit application.

**3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

N/A. Impacts to drainage patterns will be assessed at the time of permit application.

**d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:**

N/A. Measures to control/reduce runoff water and reduce impacts to drainage patterns will be assessed at the time of development permit application.

**4. Plants** [\[help\]](#)

**a. Check the types of vegetation found on the site:** [\[help\]](#)

The properties associated with the rezone proposal are either fully developed or have previously been cleared and graded. They have perimeter landscaping and parking lot landscaping.

- deciduous tree: alder, maple, aspen, other**
- evergreen tree: fir, cedar, pine, other**
- shrubs**
- grass**
- pasture**
- crop or grain**
- Orchards, vineyards or other permanent crops.**
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other**
- water plants: water lily, eelgrass, milfoil, other**
- other types of vegetation**

**b. What kind and amount of vegetation will be removed or altered?** [\[help\]](#)

N/A. Impacts to existing vegetation will be assessed at the time of permit application.

**c. List threatened and endangered species known to be on or near the site.** [\[help\]](#)

N/A. Threatened and endangered plant species near the site will be identified at the time of permit application.

**d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:** [\[help\]](#)

N/A. Landscape design and vegetation retention will be assessed at the time of permit application.

**e. List all noxious weeds and invasive species known to be on or near the site.**

N/A. Noxious and invasive plant species will be identified at the time of permit application.

**5. Animals**

**a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [\[help\]](#)**

**birds: hawk, heron, eagle, songbirds, other:**  
**mammals: deer, bear, elk, beaver, other:**  
**fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_**

There are likely small mammals and songbirds that inhabit the area. Birds and other animals will be identified at the time of development permit application.

**b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)**

There are no threatened and endangered species known to be on or near the area of the proposed rezone. Threatened and endangered animal species near the site will be identified at the time of permit application.

**c. Is the site part of a migration route? If so, explain. [\[help\]](#)**

Nearby animal migration routes will be identified at the time of permit application.

**d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)**

N/A. Measures to preserve and enhance wildlife will be assessed at the time of development permit application.

**e. List any invasive animal species known to be on or near the site.**

N/A, there is no physical work associated with the text amendment and rezone. Invasive animal species near the site will be identified at the time of development permit application.

**6. Energy and natural resources**

**a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)**

N/A, there is no physical work associated with the text amendment and rezone. Energy needs will be assessed at the time of development permit application.

**b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)**

## Agenda Item # 5b.

...  
N/A, there is no physical work associated with the text amendment and rezone. Impacts to solar energy uses will be assessed at the time of development permit application.

**c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:** [\[help\]](#)

N/A, there is no physical work associated with the text amendment and rezone. Energy conservation features will be assessed at the time of development permit application.

### 7. Environmental health

**a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.** [\[help\]](#)

N/A, there is no physical work associated with the text amendment and rezone. The potential for environmental health hazards will be assessed at the time of development permit application. The storage of hazardous materials within indoor storage uses would be prohibited by the proposed definition of indoor storage.

**1) Describe any known or possible contamination at the site from present or past uses.**

N/A, there is no physical work associated with the text amendment and rezone. Site contamination will be assessed at the time of development permit application.

**2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**

N/A, there is no physical work associated with the text amendment and rezone. Site contamination and hazardous pipelines will be assessed at the time of development permit application.

**3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**

The proposed text amendment and rezone for indoor storage uses explicitly excludes the storage of hazardous materials by definition.

**4) Describe special emergency services that might be required.**

N/A. The need for special services will be assessed at the time of development permit application.

**5) Proposed measures to reduce or control environmental health hazards, if any:**

## Agenda Item # 5b.

...  
N/A. Measures to control environmental health hazards will be assessed at the time of development permit application.

### b. Noise

#### 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

None known, however external noise that may have potential to impact the use of indoor storage will be assessed at the time of permit application.

#### 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)

N/A. Noise impacts will be evaluated with subsequent development applications.

#### 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

N/A, Noise impacts and measures to reduce them will be assessed at the time of development permit application.

### 8. Land and shoreline use

#### a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)

The property proposed to be rezoned to MXD-2 is comprised of three parcels of land. One parcel at the SE corner of McNeil St and Center Drive is vacant land (parcel 300810032). Another parcel at the SW corner of McNeil St and McDonald Avenue contains the DuPont Learning Center, a child care facility (parcel number 3000810031). The third parcel is located at the NE corner of McNeil St and Center Drive and contains a variety of retail, office and restaurant uses such as Bruceski's Gelato, a Nail Salon and Clocktower apartments leasing office (parcel 0119355005).

Adjacent uses to the north: Clocktower apartments

Adjacent uses to the east: Chinese buffet restaurant and dentist office

Adjacent uses to the west: Center Drive and Chevron gas station

Adjacent uses to the south: restaurant (Farelli's Pizza) and medical offices

#### b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)

## Agenda Item # 5b.

Not that we are aware of. The property associated with the rezone was previously cleared and graded and some has been fully developed.

**1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:**

No, the area of the rezone and text amendment is urban-zoned land containing retail, commercial and high density residential zoning and uses and is not surrounded by working farm and forest land.

**c. Describe any structures on the site. [\[help\]](#)**

The area affected by the rezone contains two commercial buildings. The parcel at the SW corner of McNeil St and McDonald Avenue contains the DuPont Learning Center, a child care facility (parcel number 3000810031). The parcel located at the NE corner of McNeil St and Center Drive and contains a variety of retail, office and restaurant uses such as Bruceski's Gelato, a Nail Salon and Clocktower apartments leasing office (parcel 0119355005).

**d. Will any structures be demolished? If so, what? [\[help\]](#)**

The rezone and text amendment will not result in the demolition of existing structures.

**e. What is the current zoning classification of the site? [\[help\]](#)**

The current zoning classification is Mixed Use District (MXD).

**f. What is the current comprehensive plan designation of the site? [\[help\]](#)**

The Comprehensive Plan designation of the MXD-zoned properties is Mixed Use.

**g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)**

N/A. The property is not located within or near a shoreline.

**h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)**

There are no known critical areas. Critical areas will be further evaluated and identified at the time of development permit application.

**i. Approximately how many people would reside or work in the completed project? [\[help\]](#)**

## Agenda Item # 5b.

...  
N/A, there is not a development proposal associated with the text amendment and rezone. The number of employees would be assessed at the time of development permit application.

### **j. Approximately how many people would the completed project displace? [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. Displacement impacts will be assessed at the time of development permit application.

### **k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. Measures to avoid or reduce displacement impacts will be assessed at the time of development permit application.

### **L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)**

The intent of the MXD, and the new MXD-2 zoning district is to “provide office space, goods, and services to the entire community or larger market.” The addition of indoor storage as an allowed or conditional use meets this intent by expanding the range of uses that would be allowed to locate within the zoning district and provide service to the local and regional community. All other uses currently allowed either outright or as conditional uses in the MXD district would be similarly allowed in the MXD-2 district.

The proposed text amendment and rezone would require that future development applications for indoor storage uses be reviewed for compatibility with existing and project land uses and consistency with the City development regulations and the comprehensive plan. They would also be required to undergo separate SEPA environmental review. Potential measures to be included in the text amendment include requiring that Indoor Storage obtain a Conditional Use Permit (which requires a public hearing and approval by the City’s Hearing Examiner) and/or a Development Agreement if the use requires flexibility related to the amount of pedestrian-oriented retail uses located on the ground floor. A Development Agreement requires a public hearing and approval by City Council.

### **m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:**

The proposed text amendment and rezone is on land that is located in an urban area and not near agricultural or forest lands.

## **9. Housing**

### **a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)**

## Agenda Item # 5b.

...  
N/A, there is not a housing component associated with the proposed text amendment and rezone. Future development applications will review and evaluate housing impacts depending upon whether they are a part of the development proposal.

**b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)**

N/A.

**c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)**

N/A.

### 10. Aesthetics

**a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. The maximum height established in the MXD-2 district will be 50 feet, the same as it is currently in the MXD zoning district.

**b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)**

N/A, there is not a development proposal to evaluate views. Impacts to surrounding views will be assessed at the time of development permit application.

**c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)**

N/A. Measures to control or limit visual impacts will be assessed at the time of development permit applications.

### 11. Light and glare

**a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. The amount and intensity of exterior lighting will be assessed at the time of development permit application.

**b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)**

N/A.

...

## **Agenda Item # 5b.**

**c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)**

N/A.

**d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)**

N/A.

### **12. Recreation**

**a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)**

N/A, there is not a development applicaiton associated with the text amendment. Recreational opportunities and impacts in the vicinity will be identified at the time of development permit application.

**b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)**

N/A..

**c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)**

N/A.

### **13. Historic and cultural preservation**

**a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)**

There are no historic buildings, structures, or sites located in the area affected by the text amendment and rezone.

**b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)**

The area affected by the rezone and text amendment was previously cleared and grade in accordance with the requirements of the Memorandum of Agreement dated August 7, 1989, between Weyerhaeuser Real Estate Company (WRECO), the City of DuPont and the Washington State Historic Preservation Officer regarding the discovery of cultural resources within the City of DuPont, customary professional standards for archaeology, and applicable state and federal laws. The requirements include procedures for professional monitoring of the soil disturbance activities and notification should any artifacts be discovered. Future development proposals will have similar requirements.

## **Agenda Item # 5b.**

- ...
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.**

N/A.

### **14. Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)**

The roadways that surround the rezone area and would provide access to future development proposals include Center Drive, McNeil Street and McDonald Avenue.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)**

Sound Transit routes 592 and 594 provide transit service in the area. Public transit routes will be identified at the time of development permit application.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. Parking requirements will be established at the time of permit application.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. Requirements for transportation facility improvements will be assessed at the time of permit application.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)**

## Agenda Item # 5b.

There are no water or air transportation facilities in the area of the proposed rezone and text amendment. Sound Transit is currently developing new rail passenger routes located south of the rezone area that will connect regionally to points north and south. Utilization and proximity to water, rail, or air transportation will be assessed at the time of permit application.

**f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)**

N/A, there is not a development proposal associated with the text amendment and rezone. Anticipated traffic generation volumes will be assessed at the time of permit application.

**g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

The movement of agricultural and/or forest products should not be affected by the text amendment or rezone as there are no working farms or forests located in the vicinity. The potential to impact agricultural or forest product transportation networks will be assessed at the time of development permit application.

**h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)**

Measures to reduce or control transportation impacts will be assessed at the time of development permit application.

### 15. Public services

**a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)**

Indoor storage uses would have a similar impact to public services as other commercial, office and residential uses currently allowed in the MXD district. The need for public services will be assessed at the time of development permit application.

**b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)**

Measures to reduce or control impacts on public services will be assessed at the time of development permit application.

### 16. Utilities

**a. ~~Circle utilities currently available at the site:~~ [\[help\]](#)  
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,**

other \_\_\_\_\_

**b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)**

N/A, there is not a development proposal. Required utilities will be identified at the time of permit application.

**C. Signature [\[HELP\]](#)**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: 

Name of signee Lisa Klein

Position and Agency/Organization Contract Planner for City of DuPont

Date Submitted: 9/6/2016

**D. Supplemental Sheet for Nonproject Actions**

(IT IS NOT NECESSARY to use this sheet for project actions)

**Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.**

**1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**

The proposed text amendment and rezone would not directly lead to an increase in discharge to waters, emissions to air, the production, storage, or release of hazardous substances, or production of air noise in and of itself. The text amendment and rezone will allow for a new type of commercial land use than what is currently allowed in the MXD zoning district, which would have similar impacts as development activities that are currently permitted. All development activities will be reviewed by the City to ensure that impacts listed above are minimized or mitigated.

**Proposed measures to avoid or reduce such increases are:**

None proposed. The addition of indoor storage as a permitted or conditional land use in the new MXD-2 zoning district will not create significant additional development opportunities than what are already permitted. All development activities will be reviewed by the City to ensure that impacts listed above are minimized or mitigated.

**2. How would the proposal be likely to affect plants, animals, fish, or marine life?**

The proposed text amendment and rezone has limited potential to impact plants and animals as it is on land that is either already fully developed or mostly cleared of vegetation. . Development that may occur as a result of the text amendment and rezone would be required to adhere to environmental regulations adopted by the City to mitigate impacts to plant and wildlife and their environments.

**Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

Impacts to plants, animals, fish and marine life are not likely with a rezone and text amendment proposal. The potential for impacts will be assessed at the time of permit application in the same manner they are assessed for other development proposals that occur in the city.

**3. How would the proposal be likely to deplete energy or natural resources?**

The proposed text amendment and rezone will not utilize energy resources, but or result in the depletion of energy or natural resources. All energy needs for future development applications will be evaluated and coordinated with the appropriate power supplier prior to development.

**Proposed measures to protect or conserve energy and natural resources are:**

None proposed.

**4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?**

The proposed text amendment and rezone is proposed for property that is not known to be designated or eligible for parks, wilderness, wild and scenic rivers, floodplains, wetlands, or prime farmlands. Environmentally sensitive areas, endangered species habitat and historic or cultural sites will be identified and protected pursuant to the City’s sensitive area code requirements established by DMC 25.105 and the State Environmental Policy Act review process for site specific development proposals.

**Proposed measures to protect such resources or to avoid or reduce impacts are:**

Impacts to the resources listed above will be assessed at the time of development permit application and SEPA Environmental Review. If identified at that time, development will be required to adhere to the sensitive area code requirements established by DMC 25.105, and any additional SEPA mitigation measures ensuring limited impacts to these resources.

**5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

The proposed text amendment and rezone would allow indoor storage as a conditional or permitted land use in a new “MXD-2” zoning district. The intent of the new district will be the same as the intent of

## **Agenda Item # 5b.**

the current MXD zoning district, which is to “provide office space, goods, and services to the entire community or larger market.” The addition of indoor storage meets this intent by expanding the range of uses that would be allowed to locate within the zoning district and provide service to the local and regional community. The affected area of the rezone is not located within or adjacent to a shoreline.

### **Proposed measures to avoid or reduce shoreline and land use impacts are:**

Future development proposals for indoor storage uses would be evaluated for its land use impacts through the City’s land use approval process and through the SEPA environmental review process. Proposals would be subject to staff analysis to ensure compatibility with surrounding land uses as well as the City’s codes and policies. If the use is established as a conditional use, the city may require special conditions be imposed on development to ensure that it is compatible with other uses in the vicinity of the subject property. Likewise, if a Development Agreement is required, there could be schedules or specific performance criteria established. Both land use processes would require a public hearing and allow for public comment.

### **6. How would the proposal be likely to increase demands on transportation or public services and utilities?**

The proposed text amendment and rezone will allow for similar type land uses that what is currently allowed. All future development activities will be reviewed by the City to ensure that impacts to transportation facilities, public services, and utilities are minimized or mitigated.

### **Proposed measures to reduce or respond to such demand(s) are:**

None proposed. All future development activities will be reviewed by the City to ensure that impacts are minimized or mitigated.

### **7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**

The proposed text amendment and rezone in and of itself has no potential to conflict with local, state, or federal laws, nor environmental regulations. Development activities that may occur after the establishment of indoor storage as a conditional or permitted use in the new MXD-2 zoning district will have to follow all local, state, and federal laws in addition to environmental and sensitive area regulations adopted by the City.

**City of DuPont  
State Environmental Policy Act  
Determination of Non-significance (DNS)**

Name of Proposal: Indoor Storage Text Amendment and Rezone

Date of Issuance: September 8, 2016

Description of Proposal - The proposal will rezone property currently zoned Mixed Use District (MXD) (DMC 25.35) to a newly created Mixed Use District-2 (MXD-2) (DMC 25.36). The new MXD-2 District will allow Indoor Storage, which is not currently allowed, subject to certain other requirements that may include a Conditional Use Permit or a Development Agreement, but will be otherwise similar to the existing requirements of the MXD District. Other related text amendments include revisions to DMC Section 25.35.010, Definitions, which will add a definition for Indoor Storage and make other organizational code improvements.

Location of proposal - The MXD-2 zoning district is proposed to be located on approximately 2.97 acres of land that fronts on McNeil Street between Center Drive and McDonald Ave. It is comprised of tax parcel numbers 3000810032, 3000810031 and 0119355005. It is located in Section 35, Township 19, Range 01.

Applicant - G. Drew Bowlds, 25102 SE 30<sup>th</sup> St., Sammamish, WA 98075

This DNS is issued under WAC 197-11-340(2). The lead agency has determined that the proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the City. This information is available to the public on request.

The city will not act on this proposal for 14 days from September 8, 2016. Comments must be received by the City of DuPont no later than 5:00 pm, September 22, 2016. This final decision may be appealed by a party of record with standing per DMC 25.175.060(4). The 14-day appeal period starts at 8:00 AM, September 23, and ends at 5:00 PM, October 7 2016, per DMC 25.175.060(4) and WAC 197-11-680(2)(D).

DuPont SEPA Responsible Official:

Jeffrey S. Wilson, AICP  
Planning Director  
City of DuPont  
1700 Civic Drive  
DuPont, WA 98327  
jwilson@dupontwa.gov

Amendment to DuPont Municipal Code  
Title 25 to create a new Mixed Use District



Page 41 of 144



Agenda Item #



Storage

Child Fun Center

Retail

Agenda Item #



Unique History ... Vibrant Future

## CITY OF DUPONT

Planning Commission  
Regular Meeting Minutes  
6:00 PM, Monday, October 10, 2016  
DuPont City Hall  
1700 Civic Drive, DuPont, Washington

## Agenda Item # 5b.

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**COMMISSIONERS IN ATTENDANCE:** Chair Aaron VanAlstine, Chris Barnes, Jenifer Brown, Renee Buck and Beth Elliott

**EXCUSED:** None      **ABSENT:** None

**STAFF IN ATTENDANCE:** Planning Director, Jeff Wilson and Janet Howald, Admin Support

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### CALL TO ORDER

Chair VanAlstine called the regular meeting of Monday October 10, 2016 to order at 6:15 pm. The meeting began a few minutes late due to a technical issue.

### APPROVAL OF MINUTES

April 25, 2016 Workshop: There is a correction to the minutes to include Commissioner Brown as having also attended this meeting. Commissioner Brown made the motion to approve the minutes as written and was seconded by Commissioner Buck. Motion was carried unanimously to approve as written. The Correction has been made accordingly in the April Minutes.

July 11, 2016: There was a correction to the minutes as Commissioner Elliott was not in attendance. Commissioner Brown motioned to approve the minutes as written. Commissioner Buck seconded the motion. Motion was carried unanimously to approve as written. The correction has been made accordingly to the July Minutes.

August 8, 2016: There is a correction to the minutes as Commissioner Barnes was not in attendance. Commissioner Buck made the motion to approve the minutes as written and was seconded by Commissioner Elliott. Motion was carried unanimously to approve as written. The correction has been made accordingly.

September 12, 2016: Commissioner Barnes motioned to approve the Minutes as written. Commissioner Brown seconded the motion. Motion was carried unanimously to approve as written.

### ANNOUNCEMENT OF AGENDA

Chair VanAlstine discussed the agenda and the process and the procedure for the Public Hearing discussion and how the recommendation will be made to the City Council regarding the subsequent Public Hearing.

### AUDIENCE COMMENTS (Items not on the Agenda)

David Bungert -2702 MacArthur St., DuPont, WA. Discussed a truck route to the sub area around the golf course and the issue with the vacant lot on McNeil Street where last one in pays the impact fee. Suggested everyone pay an impact fee for the sub area then there may be funds available to create and manage a truck route.

### ADMINISTRATIVE REPORTS

Planning Director Wilson informed there are still some Commissioners that need to do some additional classes through Short Course or Local Planning as well as additional training on the open public meetings act and public records act. He will gladly provide available dates per request. He provided copies and documentation regarding Moratoria and process for their review and education.

**PUBLIC HEARING**

Proposed text amendments to DMC 25.35 - Mixed Use District to consider provisions for indoor storage; along with a proposed rezone of property located at the southeast and northeast corners of McNeil Street & Center Drive. (File Nos. TEXT-16-01)

Planning Director Wilson provided an overview of the proposed amendment and mixed use zone with inclusion of indoor storage and a definition between indoor storage vs mini storage facilities. He added that at development proposals will have to go through a design and site review process; as well as the building permits process. Further explanation was given on what indoor storage means; single point of access with no exterior access to individual units. He further discussed benefit of providing this service to the community. The proposed Mixed Use 2 Zoning designation would apply to 3 similar sites only instead of the city’s entire Mixed Use Zone. All other applicants would still have to go through the usual review and permit processes and comply with all other requirements. The new section still requires 80 percent of the first floor be designated as retail, but there may be a reduction percent below 80 but not less than 25 percent if approved through a developer agreement and public process. Traffic impacts according to Institute of Transportation Engineers would be minimal and calculated at 2 and one-half trips per 1000 square feet of gross floor area daily. A hardware store would generate about 51 trips per 1000 square feet of gross floor area which is least intensive compared to such businesses as a gas station which is approximately 850 trips per 1000 square feet of floor area.

Commissioner Brown brought up other courses of action as discussed in July but only addressing this, request, proposal at this time. Planning Director Wilson explained that staff will usually come back with only one recommendation.

Commissioner Elliott inquired about the other three parcels suddenly wanting to build indoor storage, would it be permitted or can request be limited to just the one parcel controlled by the applicant? Planning Director Wilson indicated yes, they could but would have to be reviewed. He recommends not reviewing just one parcel as the areas are similar in nature and wouldn’t recommend a spot zone. Commissioner Buck summarized three different actions, definition for indoor storage, for Mixed Use 2, and where to apply Mixed Use 2. Planning Director Wilson clarified this further in that definitions are changing to definitions for mini and indoor storage, restructuring codes, calling storage- ministorage- indoor for ease in locating definitions, creating new section under 25 for Mixed Use 2, titled 25.36 . Code 25.35 is currently Mixed Use. Then third to rezone three parcels into Mixed 2 Zoning designation.

**APPLICANT-** Mr. Drew Bowlds described his request and referred to photos showing how the self storage can fit aesthetically into a community. He has no prototype store and can fit into any environment. His business is privately owned and are professional type buildings.

**COMMENTS**

Don Dresser-1437 Heron Ct., DuPont, WA-Mr. Dresser’s main concerns are parking, esthetics, the daycare next door and general city plans not being followed in that building has been allowed but Mr. Dresser believes led to some bad decisions.

Bob Winslow- 3723 Entrada Dr., Olympia, WA. Mr. Winslow’s concern was regarding SEPA and more information or discussion has been included. Mr. Winslow’s other concern is what chemicals and things would be stored next to the Learning Center and the environment and fire protection. Mr. Winslow is encouraged to hear of possible hardware store going in for sales tax revenue.

Phil Ambrose-1849 McDonald Ave., DuPont, WA. Expressed his opposition. He believes the original mixed use designation excluded storage for a reason. The central core of DuPont is small and doesn't fit with intent and qualities of the city.

Lisa Merkl- 1471 Grant Ave., DuPont, WA. Expressed opposition and concern in possible decrease in property values, increase in crime, decrease in safety at intersection, and the future of the storage facility. DuPont is a master planned community which appeals to the people living here. Ms. Merkl is concerned about changes in zoning allowing businesses to build where they currently cannot build, traffic with inexperienced drivers in large trucks, increase in crime as located closed to highway and thinks this business may not last as it is not as attractive due to inconvenience and cumbersome in difficulty in using this type facility versus a traditional storage facility as Ms. Merkl has personally experienced.

Courtney Blankenhorn- 1304 Hudson St., DuPont, WA. Expressed opposition. Ms. Blankenhorn appreciates the planned city. Ms. Blankenhorn said the proposed building will look like a storage facility no matter what and referred to the project Granite and asked the Commission to listen to the citizens.

Rob Fidler-2055 Simmons St., DuPont, WA. Expressed opposition in that the storage facility won't benefit citizens. Concerned also over impact of large moving trucks along with safety of what may be stored and safety of children. Mr. Fidler doesn't believe any value will come of this facility in the city and is concerned if the retail space failed, there would be another empty retail space in the city.

Cara Mitchell-2221 McDonald Ave, DuPont, WA. Expressed Opposition. Ms. Mitchell has seen indoor storage in other areas but doesn't believe it belongs in retail area. There are new major hotels attracting visitors/travelers but they can't shop at indoor storage. Against possible 25 percent retail space proposal and could be viewed as spot zoning.

Bridget King-1473 Kittson St., DuPont, WA. Expressed opposition. Ms. King feels there has been tailoring of codes to meet a business and referred to the Intel sign and ended up with Amazon. This business isn't needed as a part of town center.

Theresa Winslow, Employee at DuPont Learning, childcare center, DuPont, WA. Expressed opposition. Believes that are other areas available for storage. Also, streets are narrow, not built for trucks of a potential size and the childcare center has experienced a truck hitting a light pole and another hit the building. Expressed concern over potential increase in traffic and safety with the buses that come and go to their business.

David Bungert-2702 MacArthur St., DuPont, WA. Expressed opposition and also concern regarding SEPA. Then Mr. Bungert acknowledged there are two definitions in one applied location. Mr. Bungert suggested approving definitions but at a different location.

Holly Jacoby-3479 Peterson St., DuPont, WA. Expressed opposition. Ms. Jacoby indicated there is traditional storage already present in DuPont and in the surrounding areas. Storage not needed in the middle of the community. There is also concern over traffic and safety concern of inexperienced drivers of large trucks. This is a nice community that surrounds the base and would like it to remain that way.

Kevin Bercut- 1343 Foreman Rd., DuPont, WA. Mr. Bercut expressed concern over the location and doesn't believe this is the correct place in the middle of the city and feels there are other viable available empty locations which are available. Mr. Bercut also expressed concern over inexperienced drivers of trucks.

Casey Milenburg-1560 Sinclair Dr., DuPont, WA. Mr. Milenburg is also a business owner in DuPont and understands location and would appreciate the hardware store but not in the middle of town. He indicated a storage facility is being built under the apartments located on Wilmington Street so that any other facility wouldn't be used. He implored the Commissioners please listen to the

community. He also indicated there are other residents who would have liked to attend this meeting but due to other commitments such as sport activities could not attend.

Chair VanAlstine invited the applicant, Drew Bowlds to address the issues and provide further information. Mr. Bowlds discussed the concern over hazard, flammable chemicals being stored. These materials are prohibited in the lease. They store household and business goods. He explained, that although it is a great location, it has been on the market for a long time due to lack of access for retailers. The current zoning does not work. So he spoke with the seller and the city and was met with a positive reception and pursued going through the appropriate process.

The other issue addressed was the traffic impact. Mr. Bowlds obtains an independent traffic impact study which usually comes down lower than national studies in terms number of visits per square feet. They are lowest of traffic impact of any commercial use.

The first safety issue he addressed was rental and moving trucks, which in its nature, is a part of the business. Frequency of accidents is very low and has usually involved driving under a low bridge.

The next safety issue addressed was in regard to the proximity of the childcare center. He met with the owner, Jason. They discussed safety, access and the measurements that are taken to protect the children. It is a very important issue and is not taken lightly.

Mr. Bowlds then explained that a stand alone store cannot support the development cost on its own and if it could, there would be a business there now. This is a means to help facilitate a retail business to be present. He closed with appreciation having the time to present his information and address concerns.

Chair VanAlstine recognized additional staff input. Planning Director Wilson clarified that this review is not an approval for a specific use or design, simply to provide flexibility in the zoning designation for the area to allow the potential for clarity of use. The environmental analysis was only done on the text amendment portion of the code. Simply, it analyzes the net effect when there is an area already identified as commercial and add another type of use. This is just reviewing the text amendment. Any specific development proposal will have to go through its own process.

Planning Director Wilson addressed comments made regarding retail in this area. There are underlying requirements that retail must be provided on the ground floor. However, anything above it can be variable. Flexibility in the code doesn't guarantee anything and allows the city to place conditions or changes. An applicant has the responsibility to meet the code first, and provide an opportunity flexibility which lies on separate independent public process through the city council, fully transparent, fully identifiable on what is being proposed and actions are necessary to grant approval on any deviation.

Planning Director Wilson proceeded to comment on the storage and lease requirements. There are specific codes that must be reviewed for safety and protection and is specific to each occupant and adjoining properties. He offered appreciation to the public for participating and having questions.

Chair VanAlstine closed the Public Hearing section of the meeting.

Chair VanAlstine inquired to Planning Director Wilson that with the current zoning as it exists today, what other types of businesses that could go in there besides a gas station. The code that is written is in a very is short sense as references uses permitted in other activities. The commercial references underlying use permitted in commercial zone found in Barksdale Station such as retail, hotels, fast

food, dental offices, gas station. There are strong prohibitions regarding drive through businesses in mixed use zone, proximity of closeness, but any uses permitted in commercial district is permitted in mixed used district. So, retail, except specific restrictions such as drive through businesses, and services, except adult entertainment, is in general, very broad and opened ended in what they may be defined as being permitted. Chair VanAlstine further asked if a property owner met code, can they just build without any Public Hearing? Planning Director Wilson responded that the owner would need to go through the building permit process, exterior design review, aesthetics, parking review, very few things would allow review of the use, just basically the design. But size could dictate environmental review process and the impacts the use might create.

Chair VanAlstine asked for a motion to be made to move forward for review of the definition. After discussion, Commissioner Brown moved to approve the amendment to DMC Section 25.10.130 to delete “mini-storage” and move to DMC Section 25.10.190 under the definition 25.10.190 as “storage, mini” and to create a new definition for the term “storage, indoor” in section 25.10.190 as shown on Attachment 2 of the staff report. Commissioner Buck seconded. Motion was approved 4-1 with Commissioner Brown opposed.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Chair VanAlstine recommended that due to time, the review of Planning Commission Rules of Procedures be postponed until the next meeting. Commissioner Barnes moved to postpone the review to the next meeting and was seconded by Commissioner Buck. Motion was unanimously carried to review the Rules of Procedure to the next meeting.

**PLANNING COMMISSION EXTENDED AGENDA: OCTOBER 5, 2016**

Planning Director briefly explained this is a document in flex and will always be listed as a draft. Other issues and concerns will arise. The next Commission meeting will be a Public Hearing on multiple amendments to the Municipal Code in response to the GMA Comp Plan of 2015. He also discussed going to two meetings per month and will need occur into the new year This will need to be discussed at the next meeting.

Chair VanAlstine directed the Commissioners to please review the Rules of Procedure for discussion at the next meeting.

**AUDIENCE COMMENTS**

Kevin Bercut-1343 Foreman Rd., DuPont, WA. Would like to raise concern regarding the gate at Exit 116 and that it should open to Hoffman Road to clear up and alleviate traffic. Planning Director explained is an item to best be brought forward to the Council. He suggested Mr. Bercut send a letter or email and will be brought forward to the council.

David Bungert-2702 MacArthur St., Brought up SEPA, rezone and traffic impact and his impression of the limited information provided. Planning Director Wilson offered to further discuss at another point in time. Mr. Bungert however, expressed appreciation to the Commission for the review.

**PLANNING COMMISSION CHAIR COMMENTS**

Chair VanAlstine expressed gratitude for residents that did attend this evenings meeting and expressions of concern they did share.

**PLANNING COMMISSION MEMBER COMMENTS**

Commissioner Brown expressed that the right decision was made and is looking forward to further review of the discussion at hand.

Commissioner Buck expressed looking forward to moving forward onto the Extended Agenda and topic of critical areas ordinances and to public participation in that process.



Developer Packet

Mayor Courts, council members and members of the planning committee. Thank you for your time service and for allowing me to present to you about my business this evening.

I've given each of you a packet outlining everything I'm going to touch upon tonight as well as supporting documentation and more detail as I am going to attempt to cover this from a high level only in the next 3 minutes.

First off I would like to run through the items discussed by the public that had a positive response at the planning committee meeting last Monday.

As those of you that were there saw the attendees at the meeting got to see some of our previous projects and how we design our indoor storage projects to not only be functional but also aesthetically and architecturally beautiful and to fit in well with and be a part of the character of a vibrant downtown community. I was pleased to say that even people with concerns stated that our building designs were stunning.

There was also a general consensus that people were very excited about the retailer (ACE hardware) that we would bring as a major component to this mixed-use development. As one gentleman said he's sick and tired of driving 5+ miles to go to a Home Depot.

Lastly several people that expressed concern and wanted more information about how we would address their concerns actually said they needed storage and would likely use a facility like this.

To address each concern raised I have arranged the materials I have handed out to each of you by section.

**Section 1. Hazardous materials, fire and effect on the community.**

Hazardous, flammable, explosive, and toxic chemicals are specifically banned from storage in our facility. We don't even allow tenants to store a lawnmower without emptying the gas tank first. I have attached a copy of one of our lease forms. This is not a fine print provision that is hidden away this is clearly spelled out. Our managers are trained that when they sign a lease they go over it with the prospective tenant and as you can see in the attached lease this particular section requires the tenant initial next to the language in the lease confirming that they were made aware of it. The tenant also gives us permission to enter their unit to dispose of any prohibited items if we have reason to believe they may be in violation.

A comment was made that they can sign whatever they want on our lease but once they put a lock on the door we have no way to police our own property or

## Agenda Item # 5b.

enforce the terms of our lease. As you will see that is absolutely not an accurate statement.

I've included an article about allowing police to utilize your facility for training of their K-9 units on your property. With the cooperation of local law enforcement or of our friends at JBLM we are more than happy to allow utilize our facility to train their K-9 units. Basically how this is done is suspect materials whether it is flammable liquids, drugs or materials used to make an IED are placed in one of our vacant units by the law enforcement, military or government agency doing the training and the dogs are set out to find it. If one of these trained K-9's hits on a tenants unit then we have reason to believe that unit holds something the dog is trained to key into which is an item tenants are prohibited from storing on our property under the terms of our lease. Our storage units use a special cylinder lock to secure them. This lock is very secure and cannot be cut with bolt cutters or pried off with a crow bar however we tools on site to drill it out which is a standard procedure when a unit is auctioned or a tenant loses their keys.

With the proper tools it takes my manager 5 minutes or less to drill out their lock to open the unit for inspection. If we find there is a gallon gas can or camping fuel then we simply dispose of it and have a conversation with the tenant and remind them of the rules and give them a replacement cylinder lock. If there are illegal drugs, chemicals used to make drugs, hazardous materials or other prohibited or illegal items specifically banned in our lease then losing their storage unit lease is going to be the least of their problems. Given our working relationship with the police we will not only terminate their tenancy but will also provide the police with their information including a copy of a picture ID which we require to lease a unit and co-operate with the police if they decide to pursue criminal charges.

*This has not been a problem for us at any of our existing sites* because we use these methods mentioned above as a *deterrent*. Tenants are advised of our relationship with law enforcement and how we may allow K-9 training on our facility before they ever decide to rent a unit. If someone has any intent of utilizing our facility for illegal purposes or storage of these materials they just don't rent from us they go elsewhere. For regular law abiding people in the community and business owners this extra measure helps our business because the quality tenants we market to and want as renters realize what we are doing to secure our facility and make sure our facility is not being misused and that their items are being kept safe by our procedures and practices.

**Carbon Monoxide Fumes:** A comment was made that very large trucks will be parked for hours idling at our loading dock and will cause carbon monoxide potentially causing harm to kids at the child care center. This is a non-issue. Firstly we have a covered loading area but it is open air. Even if 3 or 4 moving trucks were idling the fumes would be disbursed into the air just like traffic on the street or parents driving their own cars to pick up their kids or running their engine while parked in the lot learning centers lot.

What actually happens when people use a loading dock is that tenants back in to load or unload, put their vehicle in park and turn off the engine. People have no desire to waste gas or to breathe their own vehicles exhaust while they are loading their stuff into or out of storage. This just isn't a problem however if it ever became one we could easily address with signage or a manager asking people to turn off their engines, posting signs or just asking people to please turn off their vehicles while loading and unloading.

Lastly one attendee at the meeting made the comment that storage had a high crime rate (I believe she said above 10%) and that storage would be a magnet for crime and contribute to human trafficking. I believe the 10% statistic to be inaccurate, or potentially made up on the spot. I have found no such statistic and in 11 years operating hundreds of thousands of square feet of storage I have only experienced one single break in at all of my facilities combined. With the security measures we use which I will outline in greater detail in the next section we are not a magnet for crime in fact we are a deterrent. As for contributing to human trafficking about all I can say is that that statement is without any factual basis in any way shape or form and I cannot in any way even imagine what possible correlation there could be between this terrible activity and a storage business. I can only guess was mentioned an inflammatory comment for some effect.

### **Section 2, Proactive measures we take to ensure safety and security.**

It probably comes as no surprise that security is very high on the list when it comes to what our customers demand from our business. We market ourselves and strive to provide the cleanest, most well maintained, climate controlled and above all else SECURE self-storage facility in the market.

The first measure we take for security is that our building is totally locked down except to our tenants. All exterior doors, access points and our elevators are accessed via keypad. A tenant at time of move in is given their own unique entry code and an RFID (radio frequency ID tag) that can be attached to their keychain or carried in their wallet, as it is roughly the size of a credit card. That code or radio frequency tag is specific to them. Our access software knows what their unit number is and what floor their unit is located on. When they access the building they are allowed access but only to the specific floor that they are leasing a unit on. What this means is that when they swipe their ID or enter their code the elevator will only take them to that floor or if they are a ground floor unit only give them access to entry doors on that floor. When they do this it simultaneously disarms their individual unit alarm and enters a timestamp into their unit log that their unit was accessed. This allows us to document access to their unit and also pull associated video for the time their unit was accessed. When they leave the facility this process goes in reverse using their code or tag to first confirm that their unit door is closed and latched and to re-arm their individual unit alarm.

## **Agenda Item # 5b.**

The second part of this system is a high-resolution digital video system. A multi story storage building will have a multi channel video recording system equipped with somewhere in the neighborhood of 35-50 video cameras, depending on the site layout and hallway design. All of our cameras are high-resolution cameras that are capable of full color HD video during daylight and partial color night vision. They are able to see and record accurate video even on a pitch-black night based on technology similar to night vision using bands of light not visible to the naked eye.

These cameras are positioned strategically around the building to capture the perimeter of the building. They are positioned in our office, loading dock, in every elevator, hallways and near all emergency exit access points so that it is impossible to enter the building without being recorded. We also position them at strategic points to capture license plates of vehicles on ingress and egress points to the parking areas. Our vehicle access point keypads even have pinhole cameras so that we can capture video of the persons face as they enter an access code from their car when first pulling into the property. All of this video is digitally recorded onto a computer hard drive system in our office called an NVR which keeps a 3-4 week loop of video as well as being able to be viewed by our on site manager or remotely real time by myself or our management company remotely.

An additional layer of security that we do not usually take but will be utilizing if allowed to precede with this particular project is 24/7 remote monitoring. As I have mentioned earlier self-storage is not a high crime or high risk of loss business. Although peoples stuff is important to them its not of much value for resale to a thief. What is a concern for us however is the \$400,000+ of brand new inventory, which will be on the shelves of our ACE hardware. To secure this inventory and for the additional benefit of security to our storage business we would be utilizing the services of a company called Stealth Monitoring. I have attached a link to their website <http://stealthmonitoring.com> I would encourage you to check out their website as it is absolutely amazing what this company does.

Basically when our manager goes home for the night he or she turns over monitoring of all of our camera system to this company that we pay a monthly fee for their services. Through an Internet link all of our video feeds from our digital recording system are sent real time their data center. Their advanced monitoring software watches video from their clients all over the country real time. When something suspect happens whether that be suspicious behavior, unloading of a vehicle, or when a crime is attempted it raises an alert to their staff to monitor the specific property and be ready to take action. They have a link to a public address system on the property and issue an audible warning to the person being monitored. Generally at this point the person realizes they are in fact being caught and at risk of arrest and they leave the scene **immediately**, thereby preventing a property crime before it even happens.

## **Agenda Item # 5b.**

If they do not then Stealth is able to contact the police directly. Because they are prepared for this they actually bypass the 911-phone system and contact police dispatch directly with a live report of a crime in process. This substantially shortens police response time. The police are notified of a crime in progress. At this point multiple employees from stealth are viewing cameras and pulling up site plans and interior plans for the facility, which they have on file. They are often able to capture face shots of the criminal, license plate numbers and a description of any vehicle that was involved and other pertinent details and in some cases send that to the responding officer before he arrives at the scene.

With police dispatcher cooperation they are able to patch in the people at Stealth directly to the responding officers and be an additional set of eyes for the officers. The security monitoring company operators are trained in law enforcement response procedures and can talk the officers directly to the criminals notify them of whether the suspect is armed or not and follow the scene right to the point of arrest.

Upon apprehension of the perpetrator a complete video file of the entire crime along with statements made by the employees of stealth that were eye witnesses to the crime are turned over to a prosecutor so that charges can be successfully made essentially packaging the information for a prosecuting attorney.

It really is a fascinating system and I would encourage you if for nothing other than the entertainment value alone to check out the website address I included above and watch "catch of the month" videos. With the inclusion of this system this project will very likely be the most secure business in the DuPont area and will serve as a deterrent for criminal activity and even nuisance crimes such as graffiti, illegal dumping of trash and the like for our immediate neighbors that are within camera range.

### **Section 3, Safety and Suitability for proximity to the daycare**

One theme that came up was concerns over our near proximity to the DuPont Learning Center. As a parent of twin 4 year old boys myself I am sensitive to the concerns of parents of young children regarding protecting and ensuring their safety. There is nothing more important to me than taking every measure we can to make sure our operations do not jeopardize the safety of children or their parents. Comments made ranged from questions about how this safety would be addressed to comments that it is inappropriate for this business to be allowed adjacent to a childcare facility. First let me mention that national statistics show that self-storage has a lower traffic impact than just about any other commercial use. Based on national data from the Institute of transportation engineers self-storage facilities are expected to generate 2.5 cars per 1,000SF in an average 24-hour period. A gas station, which is a permitted use on this property and a highly likely outcome if no other permitted uses are authorized, has an expected traffic generation of 845.6 cars per hour per 1,000 feet of area over an average day.

## **Agenda Item # 5b.**

My proposed development will have a fraction of the impact of a gas station with the vast majority of that impact coming from the retail component.

Besides having a dramatically lower traffic volume we have designed an ingress and egress plan, which includes a right in right out traffic, flow. This traffic flow has been shown to be much safer as drivers are not forced to negotiate entering a property between cars coming the opposite direction therefore distracting them as well as potentially higher entrance speeds. Comments were made that tenants would be using almost large 40' rental trucks. This is not likely. One of our marketing features is that we offer tenants free use of our moving truck for move in with storage rental. Our moving truck will be a standard box truck with either a 14' or 16' box on it. For additional safety it can be equipped with a back up beeper and rear view camera. These trucks are not extremely large and they are not difficult or dangerous to operate. We purchase our vehicles brand new from the dealer, keep them well maintained and swap them out for a new one before mileage related issues arise. During my meeting with Jason Helton, one of the owners of the learning center, I went over our proposed site plan, addressed traffic flow and steps we would make to ensure safety. I would also propose that in the main entry which would be shared with the DuPont learning center that we install a magnetic sensor strip that senses vehicles entering the property and activates flashing lights illuminating a sign that reminds people to drive slow and carefully due to the presence of children. This feature could be put on a timer to match operational hours for the learning center. Similar safety features such as flashers in crosswalks, flashing stop signs and the like have been shown to have drastic and measurable impacts on safety and it is a measure that I would willingly and gladly take for an additional measure of safety.

You will also notice that I included a written statement from Encompass child services one of my neighbors at another storage facility in North Bend Washington. Encompass is an organization not unlike the learning center. They serve about 1600 families in the North Bend and Snoqualmie area and just like in this case when we began building a self-storage directly across the street from them there were concerns from management and from parents. That particular property not only has a self-storage facility but also has a very busy Penske truck rental franchise operated from the storage facility as well. (DuPont will NOT have a truck rental business located with it) Over the years we have found that we have actually been a great neighbor to encompass. Despite the fact that our entrances are only about 100' apart we have had no issues with safety or traffic problems resulting from our truck rental or self-storage traffic. When I approached encompass to ask them to write a letter their manager of operations quickly agreed saying we we're the ideal neighbors for them and they were more than happy to write a letter stating that their experience with us has been positive and they have experienced no traffic or safety issues as a result of our close proximity to them.

**Section 4, effect on residential property values**

The last comment that I will be addressing relates to a comment made that allowing self-storage, as a use would have a negative effect on property values. The same person that said building self-storage would advance human trafficking made this comment. I believe this statement is without merit. Self-Storage encompasses a wide variety of property types and quality of construction. This could include anything from pre-fabricated steel and wood sheds on a poorly lit gravel lot that had only barbed wire as a security measure to the very high end aesthetically pleasing state of the art mixed use facility which I am proposing to build on this location. If a city were to allow the first use described to be built in the middle of a high-end neighborhood of homes then yes I believe this statement could be viewed as valid under those circumstances but that is clearly not what is being proposed.

What I am proposing to construct is a very beautiful high-end commercial building that from the exterior looks like the adjacent buildings in the DuPont downtown area. The proposed site in the downtown area that was planned to accommodate a wide variety of businesses that serve the citizens of DuPont and at the time the code was written they type of indoor storage I am proposing did not widely exist and most certainly did not exist with a retail mixed use component as that which I am proposing. With a holistic look at Demographics, the overwhelming lack of storage within the DuPont area (only 1 facility within a 5 mile radius) and the challenges faced by small businesses meet their needs are all factors to my strong belief that this proposal make very good sense for all parties involved.

We are not directly adjacent to single family residential and are only within a close proximity to multi family apartments to the northwest of the subject property. Based on my initial conversation with management of Clock Tower Village Apartments I have received positive feedback that this is a service needed and often requested by tenants leasing there. This is very much in contrast to a property such as a gas station, which would potentially have a very measurable effect on financing availability for residential property as FHA regulations state that FHA financing cannot be made available on properties within 1000' of an underground storage tank.

**Section 5, Market Demand**

Several comments have been made that DuPont already has a storage facility and therefore it does not need an additional one. First let me say in no uncertain terms that DuPont is an absolute anomaly when it comes to storage. DuPont is the only city that I can find in Washington State that has a self-storage facility with absolutely no competitors within a 5 mile radius. That is simply unheard of. Even most small towns have multiple options when it comes to storage. To illustrate this in quantitative terms let me briefly educate you on how I as a developer evaluate a storage market. Please take into account that I do a much more in depth analysis

than I will go into here but the is the “back of the napkin” method that I believe will make this undisputable that demand exists.

The basic method we use to calculate storage demand is to look at basic demographics and competition in a 1,3,and 5-mile radius of the subject property. Statistics show that at least 85% of your tenants live within 3 miles of your storage facility. In general people don't drive further than that for storage unless there is nothing available for them near their home. National statistics by our industry association show that the markets begin to near a point of saturation at about 9.6 SF per capita of supply. Simply put 9.6 square feet of storage for every man woman and child within a 3-mile radius of the property. This is a national average. Factors that decrease that figure are very large lot size, low median income, very high percentage of home ownership vs. renters just to name a few. Factors that increase the demand are smaller lots, planned communities or apartments, student housing nearby, senior housing within the trade area, and of course military personnel. As I am sure you can recognize DuPont has factors which generally increase demand over the national average. Specifically these factors are: High percentage of renters, senior housing, independent, assisted, and long term care facilities. Higher than average median income for Pierce county, planned unit development and apartments (i.e. density with no space for people to put storage sheds) and of course the an enormous military base directly adjacent to the city.

Markets can be broken down as follows:

A++ to A+: 0-3.5 SF per capita = excellent market, very rare almost unheard of. Characterized by excessively high rents, low vacancy rates. A+ trade area Storage rents in this area will be excessively high however customers have no other choice but to pay up or drive an inconvenience distance for storage. In markets such as these there are always supply shortages and customers have a limit to unit sizes that are available.

A to B+: 3.6-5 SF per capita = very low competition, still quite rare, occupancies will remain excessively high despite rate management in these markets but after about 4.5 SF per capita rents begin to adjust to a more representative rate for the greater area. Supply shortages of specific unit sizes usually exist in this range but consumers begin to have reasonable choices around the 5 SF/capita range.

B- to B+: 5.1-7 SF per capita = Good market. Occupancies remain high; rents may still be high compared to adjacent trade areas but generally enough competition to begin to facilitate healthy market conditions as supply nears 6 SF per capita

Average: 7.1-9.6 SF per capita = average market. A developer should exercise caution building in a market with this amount of supply. Occupancies are generally 85% or higher however operators begin to use promotions such as free or discounted rent to remain competitive.

## Agenda Item # 5b.

Use Extreme Caution: 9.6 SF and above = Market is at risk of being overbuilt. Some markets with this much supply can be successful but operations are critical to success. Generally a bad idea to add more supply to a market with this much storage unless substantially more housing is expected in the immediate future and competitors are above 85% occupancy.

I have attached a demographics report showing population within a 1, 3, and 5 mile radius of the property. PLEASE NOTE: These demographics do not take into account any of the population of JBLM. It is clear to say there is substantial population on base that adds to these figures. You saw my comments above about demand ranges. If you look in the South portions of Lakewood and Midland areas adjacent to the base that market has in excess of 13 SF per capita yet their occupancy remains strong.

I have also attached information from the tax assessor on DuPont Self Storage to show where my data is coming from. DuPont Self Storage has a total of 6 buildings one of which is an office with a manager apartment above. The mini-storage area is shown as a gross square footage of 70,242 SF. For all ground level buildings that have hallways, electrical rooms etc you generally get about 85% of your gross square footage as rentable space if the building was well designed (rectangular not square which decreases efficiency due to hallways.) I would expect that this building is about 85% efficient at best so 59,700 SF of rentable storage space. I will use this figure for my SF per capita calculations below. Please note that based on my initial review of the site with my architect the maximum amount of rentable storage space we could fit on the Center McNeil Property with a hardware store component would be 57,000 SF so I am using that for my calculations on what the market supply would look like at completion of my project.

<u>Radius from Center &amp; McNeil</u>	<u>3 Mile</u>	<u>5 Mile</u>
Population* (not including JBLM residents)	19,498	34,569
Storage Supply (present)	59,700	59,700
Storage Supply (at completion)	116,700	116,700
SF /capita (present)	3.06	1.73
SF/ capita (at completion)	5.99	3.38

Firstly let me mention that the Center & McNeil property is a full 1.67 miles as the crow flies from DuPont Self Storage. I believe that a large percentage of my demand will come from the downtown area itself. I have already received inquiries from multiple business owners asking for my prices and unit sizes, as there is a HUGE demand for additional storage in the downtown area. As you can see there is a *dramatic* shortage of storage space available within the 3 and 5-mile radius as well. As I mentioned above markets like these usually experience very low or no vacancy and high prices relative to adjacent communities. Upon my most recent visit to DuPont Self Storage they only had 2 units available a 5'x4', 10x10'. I inquired about a 10x30 and they said they could add me to the list but that there was a waiting list that was over 10 people long and I would have better luck renting two

## Agenda Item # 5b.

10x15's instead but that I would have to wait a few months for them to come available and the prices would be higher than they were now. After conversation with the manager I got prices on the following units. ***Please note these prices reflect a 10% military discount so that actual price for a non-military DuPont Resident would be about 10% higher.***

5x4 \$45 (per month)  
10x10 \$156  
10x15 \$179  
10x25 \$276  
10x30 \$309  
10x35 \$339

I asked if there were any move in specials and he literally laughed before he said no. Based on what the manager told me their occupancy holds between 97%-100% occupancy constantly and the manager expressed frustration that the hardest part of his job is that he needs to raise rates constantly and didn't like doing it. He said tenants get upset with him but generally they didn't move out because they have no choices and don't want the inconvenience of being a long drive from their stuff.

The present situation with regard to Storage in DuPont is that a pure monopoly exists. There is not enough storage to meet the demand for the city itself let alone the additional storage needs of JBLM. The rates that people pay for storage in an 11-year-old facility are actually ***higher*** than residents of Bellevue are paying for a brand new state of the art climate controlled facility. The imbalance is so bad that in some cases people are paying 50% more in DuPont than they are for a better facility in Lacey or to the North. Simply put your citizens are paying a premium because a large imbalance in supply and demand exists in your market. This isn't DuPont Self-Storages fault please be clear I am not pointing fingers here. Any diligent owner or operator would raise prices every month until they created some vacancy. If DuPont Self Storage is doing anything wrong honestly they are probably not raising prices enough because a store with 500+ storage units should never, and I mean NEVER have only 2 units available to rent. People willing to pay for convenience would stay and pay whatever the market would bear and those wanting a fair price would drive elsewhere like Lacey or Lakewood for storage.

Based on what I see in your market I can guarantee you that your residents are being inconvenienced to drive elsewhere for their storage NEEDS. I have not gone door to door to take surveys or not but one example is Jason Helton who is an owner of the childcare facility adjacent to the property. When I met with Jason about our proposal although he wanted his concerns regarding impact on his business considered he was excited and said he would be our first tenant as his maintenance guy was driving to a storage they have in Lacey several times a week for supplies and this would save him payroll and money. I suspect there are numerous

## **Agenda Item # 5b.**

other business owners that this will help their bottom line by saving them time and money.

By building this facility I won't even put a dent in DuPont Self Storage's bottom line. Their rents may come down a little, but likely they will only stop going up until I reach stabilized occupancy. By allowing this to proceed forward your citizens will have choices. Some people will prefer the additional security; climate control and amenities that I offer while others will prefer the drive up access that is presently available. The bottom line is there is demand for this type of product in addition to that which already exists. I don't expect the owner of DuPont Self Storage to be an advocate for this project because nobody that has a monopoly wants to lose the pricing power that gives them. There are good reasons that when on a very large scale monopolies present a hazard to an economy and I believe DuPont is experiencing that in a microcosm of that effect now.

You have a difficult job and frankly I am glad I am on this side of the table and not yours. There is an unmet demand for storage in your city that is clear. At some point an additional storage will be built in DuPont whether my text amendment is approved or not. Another storage in the light industrial area would help your situation some but it would not address the needs of your existing business and residents' downtown. If this text amendment is not approved then I believe that your downtown corridor and businesses and some downtown residents will have their needs go unmet and that will be a negative aspect for other business owners in DuPont.

With regard to demand and whether this project will be profitable or not I have absolutely zero concern that this project would fail, even if we had a major recession like we saw in 2008-2009. I have over 11 years of experience in the storage industry and a team of people behind me that have been doing self storage since someone first thought of the crazy idea that people might actually pay to store their stuff somewhere. You can be assured that if this project is allowed to go forward it *will* be successful. I know that you have seen your downtown properties go into foreclosure and be put into receivership with banks repossessing them. There are reasons that happened and based on my assessment it had a lot to do with poor decisions made by the ownership. I can assure you that will never be a concern with me. This is a family owned business and we are very proficient at what we do. We are well capitalized, survived and even prospered through the economic downturn of 2008-2009 and we have a very high level of confidence in the success of this project. I'm excited in the possibility to get to be a part of the DuPont community and although there are some objections or concerns to this type of property being allowed in this area I truly feel this is better for the city and residents of DuPont than the alternative and that once the community sees what it actually is not what they fear it might be then almost everyone will see the merit in your decision to facilitate its development.

**Section 6, Summary, our core values and what community means to us**

Thank you for taking the time to educate yourselves about the benefits and positive impacts that my proposed development will have on DuPont. In closing I want to tell you that our commitment to the community goes far beyond just having a well run, clean, attractive and secure building. Community involvement, philanthropy, service and supporting communities we serve support what is important to them is one of our core values.

We are not just looking to be your neighborhood storage expert we strive to become a hub of the community. We actively seek out charitable organizations or persons within the community that are driven by a cause to make a positive impact locally or in some cases across the world. One of the ways we do that is donating storage space to serve as a collection or distribution hub for community, faith based, boys and girls groups such as Boy & Girl scouts of America and other such organizations. We welcome the opportunity to support local sports teams. One opportunity I will address if this facility is built is to be a collection point for the Toys for Tots program. Given the large percentage of military families that call DuPont home I believe there are many opportunities for us to participate and be a part of efforts to let our troops know we appreciate their service, the sacrifices they make overseas and that their hometown of DuPont values their service, sacrifice, and valor.

At a facility I own in North Bend we donate multiple large units to the Girl Scout organization annually. Cases upon cases of cookies are delivered to our facility and then over the course of just a few days picked up by girl scouts with their parents to be sold throughout the Puget sound area. Some of you in this room have probably had cookies that have passed through our storage facility. At this same location we donate a storage unit to the local Boy Scout troop for storage of their tents and supplies for camp. We also support a gentleman by the name of Don Baungard who has made it his mission to have a yearly garage sale to raise money for fresh water wells to be drilled in Uganda every year. This past year his efforts raised well over \$15,000, which funded at least 10 freshwater well projects in Uganda. In doing so provides freshwater to roughly 4,000 people saved lives and made a life long impactful difference in the world. We = do not take credit for this but we are humbled and honored to be a part of this force for good in whatever way we can.

Beyond offering our facilities at no charge for causes that benefit the community and encourage others to make a difference in the world we also use a portion of our financial resources to support charitable organizations. I've included a list from one of our managers that I asked to list the charities and community organizations that we have supported during the past year. I was quite surprised to see that at that store alone he was able to list 13 charitable and community organizations that we provide ongoing support to. This is only one example at one

location. Every location I build and operate dedicates a portion of its profits to non-profit and charitable organizations.

The use that I am proposing for the Center and McNeil property is not only compatible with the downtown area but will enhance it greatly. Our operation is a top-notch business and we work very closely with our small business tenants to help them meet their needs and storage space requirements. Providing a location and a property like this will increase options for overflow storage for not only homeowners but also business owners. Presently retail space in DuPont leases at a very high rate and the storage space for additional inventory and business essential equipment supplies is limited. If permitted to move forward we will provide a secure, convenient and affordable option for local businesses to utilize. Equally important we have the ability to empower and enable them grow at their desired pace without long term lease commitments. This critical benefit cannot be met from the one existing storage that is not convenient for downtown businesses which is completely full with a waiting list for many of their units. I believe that this property is uniquely positioned to meet this need.

On the subject of tax revenue this project will provide multiple streams of tax revenue to the city. The largest source of course being the considerable retail sales from the co located Hardware store, which is not feasible except in a mixed-use scenario. For the purposes of your considerations and projections I have included one page provided to me by ACE hardware showing the 10-year sales projections of this store. If you would like please ask and I will provide the full pro-forma ACE gave me which goes very in depth into how these projections were derived. I am told that they are historically quite accurate in projecting the expected sales and revenue for an ACE hardware.

Lastly regarding building aesthetics. As you have seen and has been discussed I have demonstrated the ability through numerous examples that I have the ability to design this structure to be an integral part of the community. I am experienced and comfortable with the design review process that the city utilizes for their downtown area and am totally confident that if allowed to precede the end product will be a wonderful looking building that will embrace and accentuate the character and nature of the Downtown DuPont corridor.

One example that I feel important example is that in my initial feasibility on this property a boundary line survey and title report examination revealed that the benches and hedges on center with the sculpture of the family was constructed by the city but several steps were missed to secure an easement to legally construct these. The present property owner has notified that city that these encroach on his property and that he may at any time elect to have them removed.

When I designed my building I took into account this unique and beautiful feature and designed my site so that this area could remain as it is for the public benefit. If allowed I will explore features through the design review process, which

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## ***Agenda Item # 5b.***

will add to as well as protect this community feature and I will grant the city the easement that the current property owner has refused to them to forever ensure this sculpture and benches are made a permanent part of this great city.

If this text amendment is not issued it is very likely that another permitted use, which has been discussed and is already in the works by another developer, will be pursued on this property and this sculpture which sits in an area which would be used as an acceleration/deceleration lane for a curb cut off of center St. would need to be relocated outside of the downtown corridor.

Thank you again for your time and efforts and service to the city of DuPont and it's citizens. You have a wonderful, dynamic growing city that I see a lot of future potential and promise in. I hope to have the opportunity to become a part of your business community.

Sincerely,  
Drew Bowlds

**Agenda Item # 5b.**

**West Coast Self Storage  
SELF-SERVICE STORAGE AGREEMENT**

West Coast Self Storage Dupont  
1585 McNeil St  
Dupont, WA 98327  
(253) 555-1212

Unit No. \_\_\_\_\_ Agreement No. \_\_\_\_\_  
Approx. Size \_\_\_\_\_ Today's Date \_\_\_\_\_ Actual Move-in Date \_\_\_\_\_

**OCCUPANT INFORMATION**

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE 1 \_\_\_\_\_ PHONE 2 \_\_\_\_\_

**ALTERNATE INFORMATION**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE 1 \_\_\_\_\_ PHONE 2 \_\_\_\_\_

**ACCESSORS**

NAME _____	PHONE _____
NAME _____	PHONE _____
NAME _____	PHONE _____

MONTHLY RENT _____	Total Rent Charged Today _____
KEYPAD ACCESS CODE _____	Services Charged _____
	Administration Fee _____
	Retail Sales _____
	Sales Tax _____
	Storage Insurance _____
	Total Due _____
	Total Paid Today _____
TOTAL MONTHLY CHARGES _____	Rent Paid To _____

**RENT IS DUE ON THE FIRST OF EACH MONTH – A BILL WILL NOT BE SENT TO YOU**

AAA Camano Heated Storage, LLC, ("Owner") hereby leases to Occupant a Storage Unit in a Self-Service Storage Facility, as specified above, for a minimum of one month upon the following terms and conditions agreed to by Owner and Occupant:

- TERM, RENT & SECURITY DEPOSIT.** Occupant leases the Storage Unit on a month-to-month tenancy. Either Owner or Occupant may terminate this Agreement by giving the other party at least 10-days prior written notice.  
The Initial Monthly Rent for the Storage Unit is the amount stated above. Rent changes may occur periodically at Owner's discretion. Rent is due in advance on or before the 1<sup>st</sup> day of each calendar month and is to be remitted to Owner at the Store Address stated above. Owner reserves the right to require that rent and other charges be paid in cash, certified check, or money order. Rent for a partial first month will be pro-rated and is due upon execution of this Agreement. If this Agreement is entered into after the 15<sup>th</sup> day of the month, the next month's rent is due also upon execution of this Agreement. Occupant shall pay Owner any Administrative Fee specified above upon execution of this Lease. **NO RENT OR FEE REFUNDS WILL BE GRANTED.**  
A reasonable Security Deposit, as specified above, may be required to help secure the obligations of Occupant under this Agreement, and is to be paid by Occupant upon the execution of this Agreement. Occupant's Deposit will be returned to Occupant, without interest,

## Agenda Item # 5b.

within 30 days after termination of this Agreement, provided Occupant has complied with all his/her obligations to Owner. Any unpaid charges, rent due to Owner, or costs of cleaning and/or repairing the Storage Unit may be deducted from this Deposit. Occupant shall forfeit this Deposit in its entirety if Occupant vacates the Storage Unit without providing written notice to Owner at least 10 days before Occupant's intention to terminate this Agreement.

Occupant agrees to pay Owner's late and foreclosure fees, as well as any other charges, in the event of default, late payment, returned checks, or other services requested by Occupant. See Late Fee and Foreclosure Addendum.

2. **USE OF PREMISES.** The Storage Unit is for the storage of property only, and may not be used for residential purposes, to house live animals, or to store anything that is a health hazard, including perishable food items.

\_\_\_\_\_  
(Initial) The Storage Unit may not be used for any unlawful purposes or in violation of zoning, business license, or other regulatory restrictions. Occupant will not store any explosive or highly flammable materials, hazardous materials, toxic chemicals, gasoline, or substances which storage or use is regulated or prohibited by local, state, or federal law or regulation. The Storage Unit should not be used to store jewels, furs, heirlooms, art works, collectibles, or other irreplaceable items having special or emotional value to Occupant.

\_\_\_\_\_  
(Initial) Occupant may not conduct any business or commercial transactions in or about the Storage Unit. The incidental storage of goods, merchandise, or other property related to an off-site business or enterprise is permitted. Occupant agrees to hold Owner, other occupants, and third parties harmless and indemnify, save and defend such persons from any loss resulting from the violation of this provision.

\_\_\_\_\_  
(Initial) Occupant grants Owner permission to enter the Storage unit at any time for the purpose of removing and disposing of any property kept in the Storage Unit in violation of this provision. Any such removal and disposal will be at Occupant's expense and may constitute grounds for immediate termination of tenancy.

Occupant may not make any alterations or modifications to the Storage Unit, whether inside or outside, or attach any fixtures or signs in or about the Storage Unit without the written consent of Owner.

Occupant represents to Owner that all personal property to be stored by Occupant in the Storage Unit belong to Occupant only, and not to any third parties.

3. **OCCUPANT RESPONSIBILITY.** Occupant acknowledges and understands that no bailment is created by this Agreement, that Owner is not engaged in the business of storing goods for hire nor in the warehousing business, but is simply an Owner leasing the Storage Unit in which Occupant can store items of personal property owned by Occupant. The Storage Unit is under the exclusive control of Occupant. Owner does not take custody, control, possession, or dominion over the contents of the Storage Unit and does not agree to provide protection for the Self-Service Storage Facility, Storage Unit, or the contents thereof.

\_\_\_\_\_  
(Initial) ALL PERSONAL PROPERTY IN THE STORAGE UNIT IS STORED AT THE RISK OF THE OCCUPANT. Occupant must take whatever steps are necessary to safeguard whatever property is in the Storage Unit. OCCUPANT MUST KEEP THE UNIT LOCKED, must provide his/her own lock and keys, and is fully responsible for possession of the keys.

Owner does not have any obligation to carry insurance on Occupant's property stored in the Storage Unit. Owner will not be responsible or otherwise liable, directly or indirectly, for loss or damage to the property of Occupant due to any cause, including but not limited to fire, explosion, theft, vandalism, wind, fungal, vermin, or water damage, any defect, whether known or subsequently created or discovered, in the Storage Unit, or acts or omissions of any third party, regardless of whether such loss or damage may be caused or contributed to by the negligence of Owner, its agents, or employees.

\_\_\_\_\_  
(Initial) OCCUPANT HEREBY REPRESENTS TO OWNER THAT THE TOTAL VALUE OF ALL PROPERTY STORED OR TO BE STORED IN THE FUTURE IN THE STORAGE UNIT IS LESS THAN \$5,000, UNLESS OWNER AUTHORIZES OCCUPANT TO STORE ITEMS OF GREATER VALUE IN WRITING AND IN ADVANCE OF SUCH STORAGE. OCCUPANT MUST REQUEST PERMISSION TO STORE ITEMS OF GREATER VALUE IN WRITING TO OWNER BEFORE PLACING SUCH ITEMS IN UNIT. Occupant agrees that the maximum liability of Owner for any claim or suit by Occupant, including but not limited to any suit that alleges wrongful or improper foreclosure or sale of the contents of a storage unit, is \$5,000. Nothing in this section shall be deemed to create any liability on the part of Owner to Occupant for any loss or damage to Occupant's property, regardless of cause.

\_\_\_\_\_  
(Estimated Value of Contents of Unit)

Owner shall not be liable for any injury sustained by Occupant or others from any defects, known or subsequently discovered or created, in the Storage Unit or Self-Service Storage Facility, caused by any condition existing near or about Storage Unit or Self-Service Storage Facility, or resulting from the acts or omissions of Occupant.

Occupant agrees to indemnify and hold Owner harmless from and against any and all claims, damages, costs and expenses, including attorneys' fees arising from or in connection with Occupant's use of the Storage Unit, Occupant's presence on the Self Service Storage Facility premises, or anything done in the Storage Unit or Self-Service Storage Facility by Occupant or Occupant's agents,

**Agenda Item # 5b.**

employees, or invitees, resulting in damage or injury to person or property of Occupant, or of any other party or to any storage unit or part of the Self-Service Storage Facility.

**4. OCCUPANT'S ELECTION REGARDING INSURANCE.** Occupant is required to maintain insurance on all property in the Storage Unit, in an amount at least equal to the value of such property. Occupant waives any and all insurance subrogation rights against Owner, its agents and employees. Occupant elects as follows:

\_\_\_\_\_ I have insurance from my own insurance company.  
(Initial) Name of Company \_\_\_\_\_  
Policy Number \_\_\_\_\_

\_\_\_\_\_ I will apply for insurance available here.  
(Initial)

**5. SECURED PARTIES/LIENHOLDERS. OCCUPANT DISCLOSES TO OWNER:**

\_\_\_\_\_ The property that Occupant intends to store in the Unit is not subject to any security interest or lien.  
(Initial)

\_\_\_\_\_ The property that Occupant intends to store in the Unit is subject to a security interest or lien in favor of:  
(Initial)

\_\_\_\_\_  
Name and Address of Lien Holder

**6. CONDITION OF UNIT.** Occupant has examined the Storage Unit and agrees that the Storage Unit is satisfactory for all purposes, including safety, security, and size for which Occupant will use it. Occupant has had an opportunity to measure the usable interior space of the Storage Unit and understands that all representations by Owner of the Storage Unit's size in terms of measurements are approximate.

Occupant will at all times keep the Storage Unit neat, clean, and in a sanitary condition, and will return it to Owner in the same condition as when received by Occupant, usual wear and tear excepted. All repairs to the Storage Unit or the Self-Service Storage Facility required as a result of Occupant's acts or omissions shall be at Occupant sole cost and expense.

\_\_\_\_\_ (Initial)

**7. ACCESS TO UNIT.** Occupant will allow Owner, without notice to Occupant, free access at all reasonable times to the Storage Unit, or to any stored vehicle or boat, for the purposes of inspection or making repairs, additions, or alterations to the premises. Owner's rights under this paragraph do not create a duty to make any repairs, additions, or alterations.

**8. DEFAULT, LIEN AND FORECLOSURE. WASHINGTON LAW (RCW 19.150) AUTHORIZES OWNER TO CLAIM A LIEN ON PROPERTY STORED IN THE UNIT AND TO SELL SUCH PROPERTY TO SATISFY SUCH A LIEN IF RENT OR OTHER CHARGES DUE REMAIN UNPAID FOR 14 CONSECUTIVE DAYS AFTER MAILING OF WRITTEN NOTICE.**

a. Upon Occupant's failure to pay rent or other charges within 10 days after they are due or upon failure of Occupant to vacate the Storage Unit promptly upon the expiration of this Agreement, Occupant will be denied access to the Storage Unit.

b. Owner will mail a Preliminary Lien Notice to Occupant and Alternate Contact, at the last known addresses, which will set forth the amounts due and a date on which your Agreement may be terminated if payment in full is not received. After the termination date, Owner may cut the lock on the Storage Unit to inventory the contents to be sold. After the termination date, a final written notice will be sent to Occupant and Alternate Contact.

c. If payment in full is not received within 14 days after the date the final notice is mailed, the contents of the Storage Unit will be sold or otherwise disposed of at the time and place specified in the final notice or as otherwise required by law. At any time before a sale, however, Occupant may pay the amount necessary to satisfy the lien and redeem Occupant's property.

d. The proceeds of any such sale or disposition will be applied first to the cost of such sale and second, to the payment of the rents and charges which may then be due from Occupant to Owner under the terms of this Agreement. Owner, if any, will hold the balance, for the period required by law, for the benefit of Occupant or other claimants.

e. Occupant agrees to pay all costs and expenses, including attorneys' fees and reasonable service fees, of Owner in enforcing the terms of this Agreement.

f. Occupant waives any claims it or its successors, heirs, or assigns may have as a result of any action taken by Owner to collect the rent or other charges due under the terms of this Agreement and Occupant agrees to defend and hold Owner harmless against any claims by any other party having an interest in the personal property kept in the Storage Unit.

**Agenda Item # 5b.**

9. **MISCELLANEOUS.** Occupant may not assign this Agreement or any part of it and may not let or sublet the whole or any portion of the Storage Unit without the prior written consent of Owner.

Any notice required to be given by the Occupant under this Agreement must be in writing and addressed to the Owner at the Store Address shown above. Address changes must be physically received in the office to become effective. **ADDRESSES MAY BE CHANGED BY WRITTEN NOTICE ONLY.**

If any term or provision of this Agreement or its application to any person or circumstances is, to any extent, invalid or unenforceable, the remainder of this Agreement will not be affected. If any of the time limitations, foreclosure or notice requirements stated in this Agreement conflict with those required by local law, those local limitations and requirements will apply in lieu of the limitations and requirements stated in this Agreement.

Owner may at any time assign this Agreement, in which event Owner shall no longer be responsible, or liable, under the terms of this Agreement and all the covenants, conditions, and obligations of Owner will be binding on its assignee and its assignee will be entitled to enforce all the provisions of this Agreement.

The captions of this Agreement are for convenience only, and in no way affect the construction of the terms of this Agreement.

No provision of this Agreement may be waived or changed other than by written agreement. Only an officer or general partner of Owner may authorize any specific waiver, modification, or extension of any provisions. Owner may designate such authority to a management company as it deems appropriate.

This Agreement is binding upon the parties, their heirs, successors, personal representatives, and assigns.

This Agreement constitutes the entire agreement between Owner and Occupant. Any agreement or representation not expressly set forth herein is void.

**LATE FEES AND FORECLOSURE FEES WILL BE IMPOSED ON ALL ACCOUNTS PURSUANT TO THE LATE FEE AND FORECLOSURE ADDENDUM.**

**ACCESS MAY BE DENIED TO DELINQUENT OCCUPANT.**

**OCCUPANT HAS READ, AND AGREES TO ALL TERMS OF THIS AGREEMENT AND ALL INFORMATION CONTAINED THEREIN IS ACCURATE.**

DATED: \_\_\_\_\_, 20\_\_\_\_\_.

OCCUPANT: \_\_\_\_\_

OWNER:  
BY \_\_\_\_\_

MARKETING	FINANCIAL	TECH	MOM & POPS	REITS	OPERATIONS	ABOUT	CONTACT
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## CAN A K-9 UNIT IMPROVE SECURITY AT YOUR STORAGE FACILITY?

DEB HIPPIE

AUGUST 26, 2014



K-9 officers and their handlers prepare to train at Applewood Self Storage.

It seems there's never a shortage of news stories about drug busts at self-storage facilities. Frequently, the "officer" who sniffed out the evidence was a K-9 dog, a highly trained asset for law enforcement agencies.

In May, a K-9 officer named Pepo detected 62 pounds of marijuana in a storage unit in Paducah, KY. A couple of years ago, a K-9 officer named Brando ferreted out 65 pounds of marijuana valued at \$234,000 in a storage unit DeForest, a suburb of Madison, WI.

"The problem of storage units being used for narcotics has been around for a very long time," said Tim Zehring, a crime expert who specializes in self-storage facilities. "This is a legitimate problem."

*It's the owners not storing drug-related items, bombs or home-making materials. K-9 training should not be a problem.*

*— Self-storage crime consultant Tim Zehring*

That's why it makes sense for storage facilities to allow police K-9 units to train at their premises on a regular basis. At least that's how David Wood, owner of Applewood Self Storage in Madison, WI, sees it. Wood has teamed up with the Madison Police Department's K-9 Unit since 2009 to conduct training at both of his facilities.

Police officers train K-9s by hiding drugs in an empty storage unit and letting the dogs investigate until they detect the odor from outside the unit's closed door, said Sgt. Chris Boyd of Madison's K-9 Unit. The K-9 unit never has found drugs at either Applewood Self Storage facility. However, other storage facilities haven't fared as well.

"A couple of storage facilities have asked me to come in and do a check randomly," Boyd said.

On one occasion, officers were walking through a facility, and K-9s alerted them to 30 pounds of marijuana stashed in a storage unit. "They know how to work it," Boyd said.

Teaming up with local police and K-9 units accomplishes a lot more than just keeping drugs out of storage

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The Four Pillars of Profitable Self-Storage Management is an in-depth resource that empowers facility owners and managers to get more out of your business and stay ahead. This white paper identifies major trends and best practices in rate management, occupancy analysis, rental contracts and profit management. Get your copy here.

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units. Check out the added benefits that a K-9 presence can make for your facility.



# SAFETY THROUGH PREVENTION

## TRAINING SITE FOR MADISON POLICE DEPARTMENT'S K-9 UNIT

Applewood Self Storage posts signs like this one at its facilities.

### 1. REDUCING CRIME.

The only tenants likely to object to a police and K-9 presence at a self-storage facility are those who've got something to hide, Zehring said. "If the renters are not storing drug-related items, bombs or bomb-making materials, K-9 training should not be a problem," he said.

Thanks to efforts like blinking security cameras and spotless grounds in addition to on-site K-9 training, Applewood Self Storage has had "zero thefts in over 11 years," Wood said. "Customers think it's pretty cool and appreciate our efforts."

### 2. ATTRACTING BETTER TENANTS.

Once people realize Applewood Self Storage's commitment to safety and security, renters seek out the facilities, Wood said. "We just don't get calls from questionable customers, due to our positioning," he said. In the past decade, his facilities have had to auction off contents from only four units rented by past-due tenants.

### 3. CHASING OFF THE BAD GUYS.

Wood places K-9 training signs for both the City of Madison and Wisconsin K9 SOS, a team of professional rescuers that also trains at Wood's facilities, at each entrance and in spots where staff greet customers. The posters are highly visible—designed to generate customer chatter but also to be seen by potential "riff-raff customers" as a strong deterrent, he said.

### 4. PROMOTING GOOD CUSTOMER RELATIONS.

Most people appreciate managers who take a proactive approach to crime. When renters know police are on the property regularly, "there's less fear that someone is going blow up their storage unit or get into an altercation," Zehring said.

Be clear with tenants that K-9s are there for a "training program" rather than a search program. You don't want customers worrying that their constitutional rights are being violated, Zehring said. Also, mention in the rental agreement that police "occasionally" use the property for K-9 training so that customers don't mistakenly think the K-9 and human cops are there to protect their belongings.

### 5. STAYING ON TOP OF DRUG DETECTION.

Drug traffickers might vacuum-seal marijuana or other drugs so that no odor seeps out from storage units, but those efforts won't fool specially trained K-9 dogs.

It's illegal for police to enter a tenant's unit without a search warrant, but police dogs are legally allowed to sniff around outside doors and on walkways. Once a K-9 dog alerts police to possible drugs in a unit, officers then can obtain a warrant.

## Agenda Item # 5b.



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## ARCHIVES

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## 6. DEMONSTRATING GOOD CORPORATE CITIZENSHIP.

When tenants and neighboring businesses see posted K-9 signs and police training dogs at your facility, they know you're not running a business that contributes to problems that can be associated with drug activity, such as prostitution and terrorism.

This approach works for Applewood Self Storage. "We're not a low-price service provider, yet we're enjoying the best occupancy levels in the market," Wood said.

TAGS » self-storage crime

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About the author: Deb Hipp

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THE STORAGE FACILITATOR

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**SELF STORAGE--- Who needs it?** ...In fact, most people need extra storage space at some point in their lives. Just a few of these times of need may include;

- Buying, selling, or remodeling of a home
- Storage of goods for the elderly going into assisted living or nursing care
- Military personal facing deployment or transfer
- Students going off to college
- Couples going through divorce
- Clubs, teams, businesses needing shared space for records, gear, or supplies.
- Or, as many—to clear extra clutter from home or garage to free-up additional space.

We have answered the call when the unexpected needs come up as well. Special rates have been offered to those experiencing times of housing hardship. Such assistance has been given to those with fire or flood damage during the repair or re-building process.

AAA Camano Heated Storage has been serving the area’s needs for storage since 2007. We feature a superior solution for storage needs with features and benefits in place for security against intrusion and protection against the elements. The Bowlds’ and West Coast Self Storage have only used quality materials in their facility construction for strength & durability and yet aesthetically pleasing to the eye.

We are an active part of our community. A member of both Camano Island and Stanwood Chambers’ of Commerce throughout our history. We are highly regarded and respected as a business that can be counted on for participation in local events and contributors of goods and services for fundraising charities.

**Groups that we have supported include;**

- KIVA.org Worldwide Loan Program ....190 Loans to-date sponsored for no-interest  
Loan for business start-up.
- NW Harvest Food Drive .....Holiday food donations drive collections
- Stanwood Food Bank..... “ “ “ “ “
- Forgotten Children’s Fund..... No-Cost Truck use for Holiday Toy Drive collection  
and distribution to needful children
- Boy Scouts of America..... Storage space offered for troop gear & supplies
- Camano Animal Shelter Association.... Unit space given for annual Flea Market goods  
Collection
- Stanwood Lacrosse Team..... Annual storage space donated for team gear
- Camano Chapel M.O.P.S. .... Storage space for fundraiser Auction goods
- Stanwood Senior Center..... Annual Car Show participation, contribution
- Twin City Idler’s..... “ “ “ “ “
- Camano Center..... “ “ “ and Chili Cook-Off participation  
& contribution
- Camano Arts Guild..... Reduced rate for club storage
- Camano Island Quilters..... “ “ “ “ “

**Criminal Activity is not a concern for a storage facility that is Well-Built and Run Right!**

Numerous security measures are in place to insure the safety of our clients and protection of their belongings.

- Electronic Gate & Hallway Access
- Fully enclosed perimeter, barbed wire topped fencing
- Extensive area DVR recording surveillance cameras (inside and outside)
- Individually alarmed and monitored exterior door alarms (audible alarm + monitoring center dispatch to manager & Sheriff's Dept.)
- Well-lit L.E.D. yard lighting
- Gate & Building Access Recorded History (record on file for all clients past & present entering gates, halls).
- Rules for "USE OF PREMISES" are stated on Lease Agreement (item #2; see attached). These are gone over with all new tenants and addressed and enforced if ever found to be in violation.

Drew & Anna Bowlds and the management of West Coast Self Storage have many years collectively of storage facility experience with construction, operation, and management. I am confident in my certainty that they would only put together a site of the highest quality with service to match. Like their previous projects, I would expect a new site for them to flourish and become a welcomed and respected part of that community.

Most Sincerely,

**Robert Brasch**  
Store Manager



**AAA CAMANO HEATED STORAGE**

91 Russell Road  
Camano Island, WA 98282  
Tel: (360) 387-9626  
Fax:(360) 387-6840  
[manager@aaacamanoheatedstorage.com](mailto:manager@aaacamanoheatedstorage.com)



October 12, 2016

To Whom It May Concern:

My name is Kathleen Corriveau and I am the Operations Manager at Encompass in North Bend Washington. Encompass was originally founded in 1966 by a group of parents seeking a school and services for children in the community with special needs. Today we provide education and pediatric therapy programs and numerous other child focused services to typically developing children as well as those with developmental delays and/or disabilities.

We serve over 1600 families in the North Bend, Issaquah and Snoqualmie Valley area and have approximately 140 children that visit our location weekly. Our Early Learning Center is located at 1407 Boalch Ave. NW in North Bend. We are located across the street from Eastside Self Storage (about 250' away from the entrance). We have been neighbors to Eastside Self Storage since it was constructed in 2005. During that time, they have donated use of storage units to our facility and sponsored at least one of our annual fundraising auctions. As well as being a self-storage facility, they also rent Penske moving trucks. Despite our very close proximity to Eastside Self Storage, we have had no safety concerns associated with their truck rental activity and their operation has not created undue burden or safety hazards for families that trust us with their children.

We look forward to many more years ahead of us at this location and to the continued community involvement and support that we receive from Eastside Self Storage.

Sincerely,

  
Kathleen M. Corriveau  
Operations Manager

Early Learning Center • 1407 Boalch Avenue NW • North Bend, WA 98045 • 425.888.2777 • Fax 425.888.2010  
Pediatric Therapy Clinic (no mail delivery) • 209 Main Avenue S #111 • North Bend, WA 98045 • 425.888.3347 • Fax 425.888.3346  
encompassnw.org

NEWS

# Bargain hunting to save lives; Trip inspires Don Baunsgard of North Bend to help people a half a world away



Don Baunsgard squeezes into a fitted Eastside Self Storage locker overflowing with furniture, antiques and other yard sale goods. The North Bend resident and world traveler is on a mission to help Ugandan families and has organized an all-Valley yard sale this coming weekend. — Image Credit: Seth Truscott/Staff Photo

by KIRA NELSON, Snoqualmie Valley Record Staff Intern  
Jul 25, 2013 at 5:45PM

Most Valley families do not worry about whether their water is safe. That's not the case for many families in the African nation of Uganda.

North Bend resident Don Baunsgard realized this firsthand when he travelled to Kasitu, Uganda, on a mission trip with Snoqualmie Valley Alliance church six years ago.

During a torrential downpour, he saw a mother collecting rainwater off of a tin roof—it was the purest water she could provide to her children, apart from boiled water from a nearby stream. According to the United Nations Children's Fund, or UNICEF, some 2,000 children die every day due to contaminated rainwater, worldwide. In Uganda, runoff is often contaminated, causing disease and illness.

For Baunsgard, who met the family of a child he sponsors, and was given the honor of naming their new baby after his own daughter, the statistics weren't just numbers anymore.

Moved to action, he wants to do more.

In Uganda, he saw starving children with bloated stomachs caused by protein deficiency, and

## **Agenda Item # 5b.**

...  
witnessed the blank expression of an orphan girl sitting on the steps of an empty mud hut.

"She was all shriveled up, like she wanted to die," said Baunsgard. "I wanted to make a difference."

Baunsgard's best friend, Puyallup resident and former Valleyite Todd VanCise, says that when Don returned from Uganda he was full of emotion and fired up.

"He wanted everyone to see his pictures and videos so that they could experience what he had," said VanCise.

A year ago, Baunsgard decided to throw the biggest yard sale the Valley has ever seen. He wants to raise \$15,000, enough to dig 10 wells in Uganda and provide clean water for 4,000 people. The money would also purchase mosquito nets to protect children from malaria.

"He has a heart for the kids of Uganda," said VanCise. "This yard sale is just a continuation of his effort to improve their lives."

Baunsgard's sale is Friday, Saturday and Sunday, July 26, 27 and 28 at North Bend Elementary.

Since he started collecting merchandise for the sale in early February, Baunsgard has filled 10 storage units with items for sale, from antiques and vintage musical instruments such as a 1946 piano, to appliances, toys, tools, new and used clothing, even bucket seats for a 1967 Ford Mustang.

The day will also include food, live entertainment, early bird specials and a canned food drive for the Mount Si Food Bank.

Donations have come from people all over the Snoqualmie Valley. Nearly every day, Baunsgard's phone lights up with other people who want to donate their time and resources to the sale.

"This isn't a religious event," said Baunsgard. "It's a community event. This Valley is full of people with big hearts. I have been blown away by their generosity."

### **Find this article at:**

<http://www.valleyrecord.com/news/217034891.html>

Check the box to include the list of links referenced in the article.

# Agenda Item # 5b.

**Sales Assumptions**

August 4, 2016  
 Ace Purchases as Percentage of COGS  
 Income Tax Rate  
 Annual Expense Increase as a % of Sales  
 Inventory Level per Retail Square Feet at End of Year  
 Anticipated Opening Date

**DuPont Ace Hardware**

Proforma November

80.00%	Note: 80% of Total Cost of Goods Sold (COGS) is a guideline									
28.00%	Note: Enter in the Sum of the Federal, State & Local Tax Rates of the Retailer. 28% is Default Federal Rate									
	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
\$54.00	\$54.50	\$55.00	\$55.50	\$56.00	\$56.50	\$57.00	\$57.50	\$58.00	\$58.50	

1-Jan Always enter January 1 for the Proforma submitted with the application. Date can be changed to actual by the PM or DM.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Gross Margin Per Year (Back Door)	50.8%	51.1%	51.3%	51.5%	51.7%	51.8%	51.9%	51.9%	51.9%	51.9%
Promotional Discount	4.7%	4.6%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%	4.3%
Freight %	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%
Shrink %	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Gross Margin Per Year (Front Door)	42.5%	42.6%	43.3%	43.5%	43.7%	43.9%	43.9%	43.9%	43.9%	43.9%

Rental Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Sales (Total Annual Sales)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Merchandise Inventory (Ace Products)**

New Inventory To Be Added (OSO)	\$432,000
Existing Inventory	\$0
Grand Opening Inventory	\$0

Total Opening/Beginning Inventory	\$432,000	\$432,000	\$436,000	\$440,000	\$444,000	\$448,000	\$452,000	\$456,000	\$460,000	\$464,000
Ending Inventory	\$432,000	\$436,000	\$440,000	\$444,000	\$448,000	\$452,000	\$456,000	\$460,000	\$464,000	\$468,000

**Annual Sales**

Enter Inventory Turns (Ace Products) OR Annual Percentage Sales Increase	1.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Resulting Sales	\$1,182,624	\$1,360,018	\$1,482,420	\$1,601,013	\$1,729,094	\$1,850,131	\$1,981,139	\$2,059,196	\$2,141,564	\$2,205,811

**Seasonal or Niche Inventory**

New Inventory To Be Added	-	-	-	-	-	-	-	-	-	-
Existing Niche Inventory	-	-	-	-	-	-	-	-	-	-
Inventory Level per Retail Square Ft. Gross Margin Seasonal/Niche	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Total Opening/Beginning Seasonal or Niche Inventory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Inventory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Inventory Turns(Niche or Seasonal) Resulting Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
--	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Grand Total Sales Revenue	\$1,182,624	\$1,360,018	\$1,482,420	\$1,601,013	\$1,729,094	\$1,850,131	\$1,981,139	\$2,059,196	\$2,141,564	\$2,205,811
Sales Increase / Decrease		15.00%	9.00%	8.00%	8.00%	7.00%	6.00%	5.00%	4.00%	3.00%
Inventory Increase(Decrease)	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

ENTER YOUR SALES ASSUMPTION NOTES BELOW:

**MCNEIL ST**

 POPULATION	1 Mile	3 Miles	5 Miles
2016 Population	5,672	19,498	34,569
2021 Population	6,501	22,241	38,665
2010 Population	4,486	15,537	28,964
2000 Population	854	4,803	27,347
Percent Pop Change: 2010 to 2016	26.4%	25.5%	19.4%
Percent Pop Change: 2016 to 2021	14.6%	14.1%	11.9%

 AGE	1 Mile	3 Miles	5 Miles
2016 Median Age	33.2	25.4	26.2
2016 Average Age	33.0	27.3	28.8

 HOUSEHOLDS	1 Mile	3 Miles	5 Miles
2016 Households	2,159	6,009	10,617
2021 Households	2,432	6,793	11,829
2010 Households	1,812	4,945	9,023
2000 Households	381	1,379	3,940
Percent HH Change: 2010 to 2016	19.2%	21.5%	17.7%
Percent HH Change: 2016 to 2021	12.6%	13.1%	11.4%
Average Household Size	2.8	3.1	3.0

 INCOME	1 Mile	3 Miles	5 Miles
2016 Median Household Income	\$85,410	\$68,130	\$60,439
2016 Average Household Income	\$99,561	\$81,421	\$74,224
2016 Per Capita Income	\$37,907	\$25,091	\$22,795

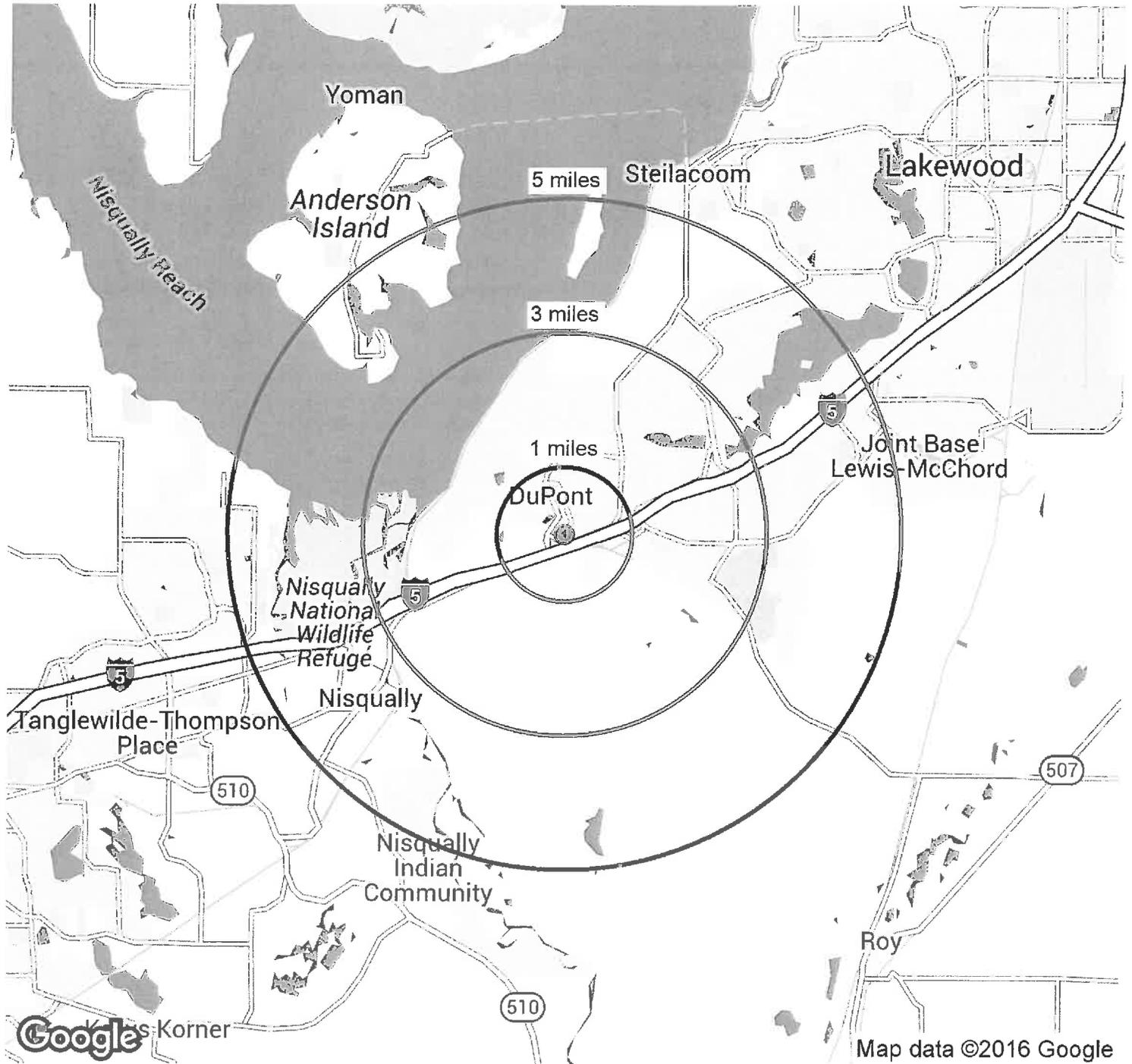
 HOUSING UNITS	1 Mile	3 Miles	5 Miles
2016 Housing Units	2,302	6,385	11,539
2016 Occupied Housing Units	2,159	6,009	10,617
2016 Vacant Housing Units	143	376	923
2016 Owner-Occupied Housing Units	1,276	2,280	4,112
2016 Renter-Occupied Housing Units	884	3,729	6,505

 EDUCATION	1 Mile	3 Miles	5 Miles
2016 Population Age 25 and Over	3,445	9,890	18,027
High School thru Associates	1,541 44.7%	5,685 57.5%	11,400 63.2%
Bachelor's Degree	1,155 33.5%	2,507 25.3%	3,779 21.0%
Graduate Degree	682 19.8%	1,384 14.0%	2,031 11.3%

 PLACE OF WORK	1 Mile	3 Miles	5 Miles
Total Businesses	184	237	1,059
Daytime Employment (Total Employees)	2,234	4,563	14,503

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MCNEIL ST



NAME	LATITUDE	LONGITUDE
MCNEIL ST	47.091771	-122.640429

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**Building Characteristics for 3000390330**

11/02/2016 11:12 AM

**Property Details**

**Parcel Number:** 3000390330  
**Site Address:** 3400 INTERNATIONAL PL N  
**Account Type:** Real Property  
**Category:** Land and Improvements  
**Use Code:** 6380-MINI WAREHOUSING

**Taxpayer Details**

**Taxpayer Name:** MEYDENBAUER GROUP LLC  
**Mailing Address:** 2828 THORNDYKE AVE W STE 520  
 SEATTLE WA 98199-2988

**Building ID:**  
 1 2 3 4 5

5 building(s) on this parcel

**General Characteristics**

<b>Property Type:</b>	Industrial	<b>SF:</b>	9,300	<b>Fin. Attic SF:</b>	0
<b>Condition:</b>	Average	<b>Net SF:</b>	69,969	<b>Total Bsmnt. SF:</b>	0
<b>Quality:</b>	Good	<b>Atch. Garage SF:</b>	0	<b>Fin. Bsmnt. SF:</b>	0
<b>Neighborhood:</b>	106 / 0	<b>Det. Garage SF:</b>	0	<b>Bsmnt. Gar. Door:</b>	0
<b>Occupancy:</b>	Mini Storage	<b>Carport SF:</b>	0	<b>Fireplaces:</b>	0

**Built-As**

Description	Year Built	Adj. Year Built	SF	Stories	Bed-rooms	Bath-rooms	Exterior	Class	Roof	HVAC	Units	Sprinkler SF
Mini Warehouse	2003	2003	6,200	2	n/a	n/a	n/a	Wood Frame	n/a	Forced Air	0	0
Office-Apartment	2005	2005	3,100	2	n/a	n/a	n/a	Wood Frame	n/a	Forced Air	0	0

**Improvement Details**

Detail Type	Detail Description	Units
Add On	Asphalt (AV)	58,000
Add On	Chain Link 6 ft with top rail and 3 str brbd wl	1,400

Warning: Appraisal data provided is for informational purposes only and is incomplete for determination of value.

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Building Characteristics for 3000390330

11/02/2016 11:10 AM

Click to chat live

Property Details

Parcel Number: 3000390330
Site Address: 3400 INTERNATIONAL PL N
Account Type: Real Property
Category: Land and Improvements
Use Code: 6380-MINI WAREHOUSING

Taxpayer Details

Taxpayer Name: MEYDENBAUER GROUP LLC
Mailing Address: 2828 THORNDYKE AVE W STE 520 SEATTLE WA 98199-2988

Building ID:

5 building(s) on this parcel

1 2 3 4 5

General Characteristics

Property Type: Industrial SF: 31,950 Fin. Attic SF: 0
Condition: Average Net SF: 0 Total Bsmnt. SF: 0
Quality: Good Atch. Garage SF: 0 Fin. Bsmnt. SF: 0
Neighborhood: 106 / 0 Det. Garage SF: 0 Bsmnt. Gar. Door: 0
Occupancy: Mini Storage Carport SF: 0 Fireplaces: 0

Built-As

Table with columns: Description, Year Built, Adj. Year Built, SF, Stories, Bed-rooms, Bath-rooms, Exterior, Class, Roof, HVAC, Units, Sprinkler SF. Row: Mini Warehouse, 2005, 2005, 31,950, 1, n/a, n/a, n/a, Metal Frame, n/a, None, 0, 0

Improvement Details

No additional improvement details.

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Building Characteristics for 3000390330

11/02/2016 11:10 AM



Property Details

Parcel Number: 3000390330
Site Address: 3400 INTERNATIONAL PL N
Account Type: Real Property
Category: Land and Improvements
Use Code: 6380-MINI WAREHOUSING

Taxpayer Details

Taxpayer Name: MEYDENBAUER GROUP LLC
Mailing Address: 2828 THORNDYKE AVE W STE 520 SEATTLE WA 98199-2988

Building ID:

1 2 3 4 5

5 building(s) on this parcel

General Characteristics

Property Type: Industrial SF: 14,235
Condition: Average Net SF: 0
Quality: Good Atch. Garage SF: 0
Neighborhood: 106 / 0 Det. Garage SF: 0
Occupancy: Mini Storage Carport SF: 0
Fin. Attic SF: 0
Total Bsmnt. SF: 0
Fin. Bsmnt. SF: 0
Bsmnt. Gar. Door: 0
Fireplaces: 0

Built-As

Table with columns: Description, Year Built, Adj. Year Built, SF, Stories, Bed-rooms, Bath-rooms, Exterior, Class, Roof, HVAC, Units, Sprinkler SF. Row: Mini Warehouse, 2005, 2005, 14,235, 1, n/a, n/a, n/a, Metal Frame, n/a, None, 0, 0

Improvement Details

No additional improvement details.

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Building Characteristics for 3000390330

11/02/2016 11:10 AM



**Property Details**

**Parcel Number:** 3000390330  
**Site Address:** 3400 INTERNATIONAL PL N  
**Account Type:** Real Property  
**Category:** Land and Improvements  
**Use Code:** 6380-MINI WAREHOUSING

**Taxpayer Details**

**Taxpayer Name:** MEYDENBAUER GROUP LLC  
**Mailing Address:** 2828 THORNDYKE AVE W STE 520  
 SEATTLE WA 98199-2988

**Building ID:**

1 2 3 4 5

5 building(s) on this parcel

**General Characteristics**

<b>Property Type:</b> Industrial	<b>SF:</b> 11,450	<b>Fin. Attic SF:</b> 0
<b>Condition:</b> Average	<b>Net SF:</b> 0	<b>Total Bsmnt. SF:</b> 0
<b>Quality:</b> Good	<b>Atch. Garage SF:</b> 0	<b>Fin. Bsmnt. SF:</b> 0
<b>Neighborhood:</b> 106 / 0	<b>Det. Garage SF:</b> 0	<b>Bsmnt. Gar. Door:</b> 0
<b>Occupancy:</b> Mini Storage	<b>Carport SF:</b> 0	<b>Fireplaces:</b> 0

**Built-As**

Description	Year Built	Adj. Year Built	SF	Stories	Bed-rooms	Bath-rooms	Exterior	Class	Roof	HVAC	Units	Sprinkler SF
Mini Warehouse	2005	2005	11,450	1	n/a	n/a	n/a	Metal Frame	n/a	None	0	0

**Improvement Details**

No additional improvement details.

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Building Characteristics for 3000390330

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Property Details

Parcel Number: 3000390330
Site Address: 3400 INTERNATIONAL PL N
Account Type: Real Property
Category: Land and Improvements
Use Code: 6380-MINI WAREHOUSING

Taxpayer Details

Taxpayer Name: MEYDENBAUER GROUP LLC
Mailing Address: 2828 THORNDYKE AVE W STE 520 SEATTLE WA 98199-2988

Building ID:

1 2 3 4 5

5 building(s) on this parcel

General Characteristics

Property Type: Industrial SF: 6,407
Condition: Average Net SF: 0
Quality: Average Atch. Garage SF: 0
Neighborhood: 106 / 0 Det. Garage SF: 0
Occupancy: Mini Storage Carport SF: 0
Fin. Attic SF: 0
Total Bsmnt. SF: 0
Fin. Bsmnt. SF: 0
Bsmnt. Gar. Door: 0
Fireplaces: 0

Built-As

Table with columns: Description, Year Built, Adj. Year Built, SF, Stories, Bed-rooms, Bath-rooms, Exterior, Class, Roof, HVAC, Units, Sprinkler SF. Row: Mini Warehouse, 2005, 2005, 6,407, 1, n/a, n/a, n/a, Metal Frame, n/a, None, 0, 0

Improvement Details

No additional improvement details.

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**CITY OF DuPONT  
WASHINGTON**

ORDINANCE NO. \_\_\_\_\_

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUPONT, WASHINGTON, RELATING TO LAND USE AND ZONING AMENDING DUPONT MUNICIPAL CODE (DMC) TITLE 25 TO CREATE A NEW CHAPTER FOR A MIXED USE DISTRICT – 2 (MXD-2) AND OTHER MISCELLANEOUS AMENDMENTS TO TITLE 25 FOR DEFINITIONS OF NEW TERMS; TOGETHER WITH A REZONE OF APPROXIMATELY 2.97 ACRES AT THE AT THE CORNER OF MCNEIL STREET AND CENTER DRIVE FROM MXD TO MXD2; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, on June 6, 2016, the City has received an application from Drew Bowlds for an amendment to the DuPont Municipal Code Title 25.35 to permit “Indoor Storage” in the Mixed Use District; and

WHEREAS, the request was reviewed in public workshops before the DuPont Planning Commission on July 11<sup>th</sup> and August 8<sup>th</sup>; and

WHEREAS, an Environmental Determination of Nonsignificant (DNS) was issued by the City on the proposed amendments to DMC Title 25 and concurrent rezone on September 8, 2016; and

WHEREAS, the appeal period for the Environmental Determination of Nonsignificant (DNS) concluded on September 22, 2016, with no appeal having been filed; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments to DMC Title 25 and concurrent rezone on October 10, 2016, and by motion approved on a portion of the proposed amendments to provide new definitions; and

WHEREAS, the City Council and Planning Commission held a joint workshop on the proposed amendments to DMC Title 25 and concurrent rezone on October 18, 2016; and

WHEREAS, on November 8, 2016, the City Council held a public hearing on the proposed amendments to DMC Title 25 and concurrent rezone; and

WHEREAS, having considered among other things, public testimony, the minutes of the Planning Commission meetings, the preliminary and final staff reports, and the

**Agenda Item # 5b.**

Planning Commission recommendations, the City Council has determined the proposed Amendments to DMC Title 25 and proposed rezone (Planning Commission Report and Attachments 1 thru 7 to the report) the City Council finds that the proposed amendments are consistent with the City’s adopted Comprehensive Plan and in furtherance of the public health, safety and welfare interests;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DuPONT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Incorporation of Recitals. The recitals set forth above are adopted and incorporated as if set forth fully herein.

Section 2. Findings, conclusions, and recommendations adopted. The City Council finds proposed Amendments to DMC Title 25 and proposed rezone are consistent with the City’s adopted Comprehensive Plan and in furtherance of the public health, safety and welfare interests;

Therefore, DMC is hereby amended to read as set forth in documents attached to this ordinance as Exhibit A; together with a rezone of the property from MXD to MXD-2 as depicted on Exhibit B.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_ DAY OF NOVEMBER, 2016.

CITY OF DuPONT

\_\_\_\_\_  
Michael Courts, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Karri Muir, City Clerk

...

## ***Agenda Item # 5b.***

Approved as to form:

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Gordon P. Kartg, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date:

**TITLE 25  
LAND USE CODE**

**Chapters:**

**Division I. General Provisions**

**25.05 General Provisions**

**25.10 Definitions**

**Division II. Land Use District Requirements**

**25.15 Land Use Districts and Map Established**

**25.20 Residential Districts**

**25.25 Commercial District**

**25.30 Office District**

**25.35 Mixed Use District**

**25.36 Mixed Use District - 2**

**25.40 Business Tech Park District**

**25.45 Manufacturing/Research Park District**

**25.50 Industrial District**

**25.55 Open Space District**

**25.57 Military Lands**

**Division III. Overlay District**

**25.60 Mineral Resource Overlay**

**Division IV. Design Regulations and Guidelines**

**Indoor Storage Text Amendment & Rezone**

**Chapter 25.10 Definitions**

**25.10.130 M definitions.**

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“Manager” means any person who manages, directs, or administers a sexually oriented business.

“Marquee” means a permanent roof-like structure projecting from a building, intended to shelter pedestrians.

“Microcell” means a wireless communication facility consisting of an antenna that is either four feet in height and with an area of not more than 580 square inches or a tubular antenna no more than four inches in diameter and no more than six feet in length.

“Mineral extraction” means all mine-related activities, including:

- (1) The mining or extraction of rock, stone, gravel, sand, earth, and other minerals;
- (2) On-site mineral processing including sorting, washing, crushing and loading, concrete batching, concrete recycling, and other aggregate recycling;
- (3) Equipment maintenance;
- (4) Transporting minerals to and from the mine, on-site road maintenance, road maintenance for roads used extensively for surface mining activities, traffic safety, and traffic control.

“Mineral resource lands” means lands containing mineral deposits, both active and inactive, that has a known or potential long-term significance for the extraction of minerals and which are in close, economic proximity to locations where the deposits are likely to be used.

“Minerals” means clay, coal, gravel, industrial minerals, valuable metallic substances, peat, sand, stone, topsoil, and any other similar solid materials or substances to be excavated from natural deposits on or in the earth for commercial, industrial, or construction use.

“Mini or pocket park” means a small tract of land usually about the same size as a building lot. These parks may be improved with children’s play equipment. They are intended to serve the needs of a portion of a village in which it is located. They are not intended for city ownership due to higher maintenance costs associated with

## **Agenda Item # 5b.**

these parks when compared to public parks of equal size and the fact that they may not be equally accessible to all segments of the community. These facilities are owned by the homeowners' association.

~~“Mini storage” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for dead storage only. Storage of boats, trailers, and recreational vehicles is permitted. Auctions except auctions authorized by legal action, commercial wholesale or retail businesses, garage sales, repair of motorized equipment and/or vehicles, operation of power tools, and storage of flammable or hazardous materials and explosives is prohibited.~~

“Mixed use occupancy (or structure)” means a building designed or intended to be used for more than one type of principal use, i.e., retail and office uses.

“Mobile home” means a factory-assembled structure with necessary service connections, made to be readily movable on city streets and designed to be used as a dwelling unit.

“Mobile home park” means a parcel of land designed and improved to accommodate two or more mobile homes on a permanent basis.

“Mode” means the means of transportation used by employees, such as single occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedule and telecommuting.

“Motel” means a group of attached or detached buildings containing individual sleeping units, a majority of such units open individually and directly to the outside, including tourist courts, motor courts, and motor lodges.

“Multifamily project” means multifamily residences built as a single project, in one or more buildings.

“Multifamily residence” means a residence located in a building which contains more than one residence, such as a duplex unit, condominium, apartment, or a residence designed to be attached to other residences, such as a townhouse.

“Multiple-use project” means a development containing two or more principal uses located in one or more structures.

**25.10.190 S definitions.**

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“Semi-nude” means a state of dress in which clothing covers no more than the genitals, pubic region, and areola of the female breast, as well as portions of the body covered by supporting straps or devices.

“Sensitive areas” means, for the purposes of this chapter, those areas defined and established as critical areas under the provisions of the Washington State Growth Management Act and identified in this chapter.

“Setback” means the shortest distance between a lot line and any structure for which a building permit is required; provided, that eaves, noncombustible chimneys and fireplaces, and similar protrusions may extend up to an additional 24 inches from the vertical wall of the building.

“Sexually oriented business” means an adult arcade, adult bookstore, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude or semi-nude model studio.

“Sexually oriented entertainment” means a live performance at an adult cabaret which is characterized by the performer’s exposure of “specified anatomical areas.”

Side Yard. See “Yard, side.”

“Sign” means any device, structure, fixture, or placard that uses colors, words, letters, numbers, symbols, logos or trademarks for the purpose of providing information or directions, or identifying or advertising any place, establishment, product, good, or service and includes all supports, braces, guywires and anchors associated with such signs.

“Sign administrator” means community development director, or designee.

“Sign, community-wide event” means a temporary nonilluminated sign advertising a general public and/or community-wide event within the city that is sponsored by an organization within the city.

“Single-occupant vehicle” means motor vehicle occupied by one employee for commute purposes, including a motorcycle.

## ***Agenda Item # 5b.***

“Single worksite” means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by roads or rights-of-way occupied by one or more affected employers.

“Site area” means that area of land associated with a certain development application.

“Site plan amendment, minor” means an amendment to an approved and valid site plan that affects only the precise dimensions or siting of building (i.e., lot coverage, height, setbacks) but does not affect the basic character or arrangement and number of buildings approved in the plan, the density of the development or the amount and quality of open space and landscaping. Proposed dimensional amendments shall not vary more than 10 percent from the original, but shall not exceed the standards of the applicable district.

“Site plan amendment, major” means an amendment to an approved and valid site plan that substantially changes the character, basic design, density, open space or other requirements and conditions of the approved and valid site plan.

“Soils engineer (geotechnical engineer)” means an engineer experienced and knowledgeable in the practice of soils engineering (geotechnical engineering).

“Soils engineering (geotechnical engineering)” means the application of the principles of soils mechanics in the investigation, evaluation and design of civil works involving the use of earth materials and the inspection or testing of the construction thereof.

“Solid waste” or “wastes” means all putrescible and nonputrescible solid and semi-solid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

“SOV rate” means the number of commute trips over a set period made by affected employees in SOVs divided by the number of affected employees working during that period.

“SOV trips” means commute trips made by affected employees in SOVs.

“Specified anatomical areas” means less than completely and opaquely covered human genitals, pubic region, buttocks, anus, or female breasts below a point immediately above the top of areola, or human male genitals in a discernibly turgid state, even if completely and opaquely covered.

## **Agenda Item # 5b.**

“Specified criminal acts” means any conviction or acts which are sexual crimes against children, sexual abuse, rape or crimes connected with another sexually oriented business, including, but not limited to, distribution of obscenity or material harmful to minors, prostitution or pandering.

“Specified sexual activities” means:

- The fondling or other intentional touching of human genitals, pubic region, buttocks, anus, or female breasts; or
- Sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; or
- Masturbation, actual or simulated; or
- Human genitals in a state of sexual stimulation, arousal or tumescence; or
- Excretory functions as part of or in connection with any of the above.

“Specimen tree” means an existing healthy tree which poses no safety hazard due to potential collapse and is of the following species and minimum diameter measured at breast height; provided, that the measure of multi-trunk trees shall be the sum of the diameters:

- Douglas fir, western red cedar, western hemlock, or big leaf maple: 15 inches;
- Oregon white oak, pacific yew, or madrona: 12 inches;
- Historic fruit trees: no size limit.

“Square feet” means square feet of the combined horizontal area of all floors of a building measured from the exterior faces of the exterior walls, excluding spaces lacking standing head room.

“State siting criteria” means criteria for the siting of hazardous waste treatment and storage facilities contained in WAC 173-303-285.

“Storage, indoor” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for the storage of goods such as furniture, files, or other unused or seldom used items. The definition excludes hazardous material storage, outdoor storage, warehousing and distribution, and vehicle or recreational vehicle storage. The access to the storage units is from building interiors.

## **Agenda Item # 5b.**

“Mini-storage, mini-” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for dead storage only. Storage of boats, trailers, and recreational vehicles is permitted. Auctions except auctions authorized by legal action, commercial wholesale or retail businesses, garage sales, repair of motorized equipment and/or vehicles, operation of power tools, and storage of flammable or hazardous materials and explosives is prohibited.

“Story” means the portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above. It is measured as the vertical distance from top to top of two successive tiers of beams for finished floor surfaces and, for the topmost story, from the top of the floor finish to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters.

“Stream” means an area where surface waters flow sufficiently to produce a defined channel or bed. A defined channel or bed need not contain water year-round. This definition is not meant to include storm or surface runoff devices or other entirely artificial watercourses unless they were constructed within or in association with a naturally occurring stream or drainage course.

“Street frontage” means the boundary of a lot separating such lot from an abutting street. For multi-tenant buildings, street frontage shall be the width of the front of the suite. The front of the suite is defined as the wall plane which the suite address is assigned and contains the main customer entrance.

“Street tree” means a tree planted or retained in a public right-of-way or parking strip.

“Structure” means anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground, but not including fences and walls less than six feet in height.

“Subdivision” means the division of land into two or more lots, parcels or sites for the purpose of sale or lease. (Note: For purposes of this development code, the term “subdivision” includes the short subdivision of land.)

See Chapter 58.17 RCW

**Chapter 25.36  
MIXED USE DISTRICT -2**

Sections:

- 25.36.010 Purpose.
- 25.36.020 Permitted uses.
- 25.36.021 Drive-thru uses.
- 25.36.025 Accessory uses.
- 25.36.030 Conditional uses.
- 25.36.040 Prohibited uses.
- 25.36.050 Building setback restrictions.
- 25.36.060 Site plan approval.
- 25.36.070 Design review.
- 25.36.080 Development Agreement

**25.36.010 Purpose.**

The purpose of this district is to implement the comprehensive plan’s concept of permitting uses that are allowed in the commercial district, the office district and residential zone district. This area is intended to provide office space, goods and services to the entire community or larger market. (Ord. 02-707 § 1)

**25.36.020 Permitted uses.**

- (1) All uses that are permitted in the mixed use district (DMC 25.35.020);
- (2) Indoor Storage.

**25.36.021 Drive-thru uses.**

Restaurants with a drive-thru window shall meet the following additional requirements:

- (1) Shall be no closer than 5,000 linear feet, measured as a straight line, to any other drive-thru fast food restaurant located in the mixed use district or mixed use district-2. (Ord. 09-873 § 1)

**25.36.025 Accessory uses.**

Electric vehicle charging facilities. (Ord. 11-919 § 10)

**25.36.030 Conditional uses.**

All uses that are identified as conditional uses in the mixed use district shall be conditional in the mixed use district-2, (Ord. 02-707 § 1)

**25.36.040 Prohibited uses.**

All uses not identified as permitted or conditional in the mixed use district. (Ord. 02-707 § 1; Ord. 09-873 § 1)

**25.36.050 Building setback restrictions.**

(1) The front yard setback shall be between zero and 20 feet, except when across the street from a residential district, in which case it shall be that of the adjoining residential district.

(2) The minimum side yard setback shall be zero feet, except building setbacks adjoining residential district shall be 20 feet. In no case shall a building encroach within a vision clearance triangle as defined by DMC 25.110.010.

(3) The minimum rear yard setback shall be zero feet.

(4) The maximum building height shall be 50 feet. (Ord. 02-707 § 1)

**25.36.060 Site plan approval.**

Site plan approval is required for all development projects and shall be processed with a Type II or III procedure as provided for residential use in DMC 25.20.050(6), for commercial use in DMC 25.25.060, and for office use in DMC 25.30.060. (Ord. 03-736 § 4; Ord. 02-707 § 1)

**25.36.070 Design review.**

Design review is required for all development projects pursuant to DMC 25.70. Design review shall be processed with a Type I procedure as set forth in DMC 25.175.010.

**25.36.080 Development Agreement**

(1) Development projects may reduce the requirements described in DMC 25.70.020(3(b)) from the stated minimum 80 percent to no less than 25 percent through a Development Agreement. The City may require conditions to mitigate the impacts of each proposal on the basis of the specific project uses, location and orientation. The Development Agreement would stipulate the percentage of retail-type uses, provisions to make the retail functional, and other design parameters that would ensure useful retail space.

# Proposed Rezone Area



Zoning	
	MXD-2
	R-5 Residential 5
	R-12 Residential 12
	OFF Office
	COM Commercial
	MXD Mixed use
	OS Open Space / Sensitive Areas
	CP Community Park





**City of DuPont  
1700 Civic Drive  
DuPont, Washington 98327**

**Regular City Council Meeting Minutes  
Tuesday, October 25, 2016**

**Call to Order:** Mayor Courts called the Regular City Council meeting to order at 7:00 pm.

**Roll Call:** Present: Mayor Mike Courts; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Shawna Gasak, Michael Gorski and Matt Helder.

Present: City Administrator Danek, City Attorney Karg, Finance Director Barry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, Events and Recreation Coordinator Walker, City Clerk Muir and Executive Assistant Ongoco.

**Pledge of Allegiance:** Mayor Courts led the flag salute.

**Approval of the Agenda:**

Mayor Courts spoke about a change on the agenda for Items 5b and 5c to be a combined under Public Hearing portion as Item 5b.

A motion was made and seconded to approve the agenda, as amended. (Coffey/Westman); 7/0 motion carried.

**Public Hearings:**

Mayor Courts provided the process for the public hearing.

Proposed 2017 Budget.

Mayor Courts opened the public hearing at 7:03 pm.

Finance Director Barry began with the Vision and Mission of the City of DuPont and the Total 2017 Proposed Budget of \$15,538,662 - 2017 Proposed General Fund and Operating Expenditures, which does not include Capital Projects and Interfund Transfers; General Fund Operations (i.e. Police, Fire, Parks and Greenways, Courts, other); Revenue Sources (i.e. 21.7% from Property Tax levy, taxes, other); General Fund Revenue and Expenditures Projections with public safety as priority (49%); and Ending Fund Balance and Projections as it relates to City's cash flow (does not include Reserves).

## **Agenda Item # 7a.**

Speaking before the Council were:

*Don Dresser, 1437 Heron Court,* commented that he does not believe in spending \$80,000 to do a study for a new community center. He spoke about improvements on property values and finally receiving basic services again, and he would like to know how much sales tax for goods and services purchased online does not go to the City, county or State; and spoke of other States like California's to make mandatory to collect tax, and for the City to look into that. He also commented that the City is doing a good job.

*David Bungert, 2702 McArthur Street,* spoke about the first quarter budget adjustment to include the monies to do an \$80,000 feasibility study for a community center which the citizens did not agree to and that the citizens asked that the existing community center be opened to the public, use that money for its maintenance and also suggest the use of the "Shaw house" as a small community center that could be rented out, and hire volunteers and youths to assist, and also possibly set up any gaming opportunities like Wii. He also spoke of using said monies to create a truck staging area possibly at the 4-acre Civic Center lot or open up Powerline road with a gravel roundabout so that trucks do not parked on Center Drive. For one-time upkeep and maintenance, he suggested taxing the gravel mine for those projects.

With there being no further testimony, Mayor Courts announced that the next Public Hearing will be held on November 8, 2016 at the Regular Council meeting. He then closed the public hearing at 7:19 pm.

### Proposed Regular and Emergency Medical Services (EMS) Property Tax Levies.

Mayor Courts provided the process for the public hearing. He then opened the public hearing at 7:20 pm.

Finance Director Barry provided an informational briefing relative to both the Regular and EMS property tax levies which is based on the Assessed Property Valuation. She then showed a chart of the levy rates for the period 2008 through 2017. She explained that when new construction occurs, it generates a property tax yield. She focused on the Regular Property Tax calculation of prior years versus 2017, with a levy rate of \$1.173/\$1,000 assessed valuation (includes administrative refunds resulting from assessed value disputed by property owners). She showed a 2016 City Property Tax Comparisons within Pierce County overall, and how the City of DuPont compares: Regular levy at \$1.22/\$1,000 valuation, with Regular Fire and EMS at \$1.72/\$1,000 valuation; and State-wide at \$11.09/\$1,000 valuation for a total 2017 Regular and EMS Property Tax Levy Assessment of \$1,715,649 and \$708,474, respectively.

Speaking before the Council were:

*Don Dresser, 1437 Heron Court,* commented on a News Tribune article on the 2015/2016 Pierce County's average property tax amounts and how the City of DuPont compares to other cities and towns (\$3,123.47 in 2016 for average single-family dwelling).

*David Bungert, 2702 McArthur Street,* stated what EMS stands for and indicated that the EMS levy has been misappropriated for years, which was not intended to staff or fund the fire engine. He asked that City staff contact private ambulance services to find out costs

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## **Agenda Item # 7a.**

for both BLS and ALS costs when discussing the new EMS levy for discussion. He commented that last week's Council workshop proved that there is no reason for an EMS levy with the proposed fire engine staffing, and added that how West Pierce Fire District uses its EMS levy funding. He asked the Council to review the cost benefit analysis done in 2015; and added that the new contract should allow for volunteer firefighters.

With there being no further testimony, Mayor Courts closed the public hearing at 7:32 pm.

### **Approval of Consent Agenda Items:**

- Regular Council Meeting Minutes – October 11, 2016;
- Council Workshop Meeting Minutes – October 11, 2016;
- Approval of Claim Vouchers List and Payroll.

A motion was made and seconded to approve the Consent Agenda (Coffey/Gorski); 7/0 motion carried.

### **Mayor's Report:**

Mayor Courts reported on the following:

- Seahawks rally at PowderWorks Park on October 29<sup>th</sup> – 12:00 pm to 2:00 pm;
- Halloween pumpkin people display downtown and at City Hall, with City staff's participation;
- Trick or treat downtown on October 31<sup>st</sup> - 3:30 pm – 5:00 pm;
- October 27<sup>th</sup> Candidate forum, sponsored by the American Legion, for the County Executive and Council positions, Legislative positions and Senators from the 28<sup>th</sup> District, regarding Veterans issues;
- Community meetings as part of the community policing relative to emergency issues statewide and how the City would address it; and such meetings would also be a vehicle for further ALS discussions.

### **City Administrator's Report:**

City Administrator Danek reported on the following:

- Planning Director Wilson's presentation at the Regional International Shopping Center Association this evening, with the goal of marketing DuPont as a place for shopping and retail;
- Upcoming November agenda items and a reminder that the November 8<sup>th</sup> meeting will begin at 6:00 pm.

### **Council Reports:**

Councilmember Gasak announced the following events: at the Oct. 29<sup>th</sup> Seahawks rally/ Safe Streets Child I.D. event, there will also be a Seahawks themed pumpkin decorating and raffle contest; Fall Decorating contest on October 31<sup>st</sup> at the General Store; December 1st Senior Center field trip; and an I.D. theft and crime prevention tips presentation on Dec 12<sup>th</sup> at City Hall.

**Department Reports:**

Councilmember Coffey expressed her appreciation for the staff's September 2016 monthly report, noting the positive progress of promoting DuPont showing visitor data from out of State and outside 50 miles. She then sought clarification regarding the number of "ALS ambulance not being available" for Priority 1 calls.

Councilmember Corp asked on page 23 in the Council Packet relative to the sign variance application review the Home 2 Suites. City Administrator Danek indicated that since it is a Type 2 sign permit, it would be handled through Planning Director Wilson.

Deputy Mayor Westman requested City staff to provide data of recreational activities and the number of participants of said activities as part of the Parks/Tourism report; which would help with to seek citizen support and funding. He spoke about the lack of restrooms at Chief Leschi Park.

**New Business:**

Resolution No. 16-497 approving Socrata Contract

A motion was made and seconded to approve a Resolution authorizing the execution of the Socrata contract. (Helder/Coffey); 7/0 motion carried.

Ordinance approving the 2016 Third Quarter Budget Amendment – First Reading

Finance Director Barry provided a brief overview of the \$21,000 budget adjustments as a result of reimbursements received and that said amount be appropriated accordingly towards Police and Fire Departments overtime.

A motion was made and seconded to move the presented Ordinance to Second Reading. (Westman/Gasak); 7/0 motion carried.

A motion was made and seconded to approve an Ordinance approving the 2016 Third Quarter Budget Amendment. (Westman/Helder); 7/0 motion carried.

Proposed Ordinance for the 2017 Emergency Medical Services (EMS) Property Tax Levy – First Reading

Finance Director Barry referred to the earlier Public Hearing presentation and explained what consists the 1% allowable increase to the property tax levy (total \$708,474 EMS levy); and what the zero dollars/zero increase over last year's levy means, even with the 1% allowable increase.

Proposed Ordinance for the 2017 Regular Property Tax Levy – First Reading

Finance Director Barry referred to the earlier Public Hearing presentation showing how the calculation came about. She explained that tax rate is at approximately \$1.18/\$1,000 assessed valuation (for \$300,000 home – approximately \$353 a year in taxes).

**Public Comment:**

## **Agenda Item # 7a.**

Aaron Wilson, Steilacoom High School student, commented that this is his first Council meeting that he attended, learning about government and what it consists of.

Dean Anderson, Lakewood, WA, asked more information about Socrata as a tool for data collection.

David Bungert, 2702 McArthur Street, commented that the city-owned "Shaw House" is located near Chief Leschi Park and has a restroom. He asked the City not to sell the "Shaw House" and open Chief Leschi Park for public events. He then spoke of the Graham Fire and Rescue, its Chief who is part of the ALS Task Force, having a volunteer fire station; and consider allowing for volunteer firefighters instead of hiring another firefighter as part of the City's firefighters collective bargaining agreement in 2017.

### **Council Comment:**

Deputy Mayor Westman thanked Park and Recreation Agency Member Renee Buck for taking the lead on the Sequatchew Creek salmon bake event. He then commented on plans for a feasibility study of the community center which would provide direction on a type of community center that would meet the City's recreational needs. He then asked staff to look into the feasibility of a truck staging area to minimize traffic issues and to work with Amazon and NW Commercial Owners Association. He spoke about the efficient use of tax dollars and providing top notch service; and the importance of boosting economic development and tourism.

Councilmember Coffey thanked the students that were in attendance and those that gave public comments. She said that she looks forward to what Socrata tool has to offer. She then spoke about the truck issue and for Amazon to use the leased property surrounding their warehouse as a truck staging area. City Administrator Danek noted that Amazon is going through the City's permitting process for the past few months regarding this issue.

Councilmember Gorski expressed his appreciation on tonight's tax rate presentation which shows the value of the services the citizens are getting. She noted how it can be used as a marketing tool to attract businesses and reap the benefits of DuPont's low tax rate while providing great service, level of commitment, and great amenities such as the dog park.

Councilmember Corp agreed with Deputy Mayor Westman and Councilmember Gorski's comments on good news stories as the City focuses on the future of economic development. He then spoke about his meeting with a group of kids and their ideas during their discussion. He discussed the value of the "Police Academy" and encouraged other Councilmembers to participate.

Councilmember Estep commented that the budget should be looked at holistically; and the initiatives on the election ballots that could impact residents' housing expenses (more than a third of the DuPont population, per the 2015 Comprehensive Plan Update statistics).

Mayor Courts reminded everyone to pay close attention to the election races and issues as they exercise their right to vote and to contact him and the Council with any questions

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**Agenda Item # 7a.**

on significant measures presented on the ballot. He added that the next Regular Council meeting will be on November 8<sup>th</sup>, and will begin at 6:00 pm.

**Adjournment:**

Mayor Courts adjourned the meeting at 8:20 pm.

*The next Regular City Council meeting will be held on November 8, 2016, at 6:00 p.m. Please note that the minutes from the Council Meetings are not verbatim. A recording of the meeting may be purchased in the DuPont City Clerk's Office.*

**City of DuPont:**

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Mike Courts, Mayor

**Attest:**

\_\_\_\_\_  
Karri Muir, CMC, City Clerk



**City of DuPont**  
1700 Civic Drive  
DuPont, Washington 98237

**City Council Workshop Minutes**  
**Tuesday, October 18, 2016**  
**6:00 pm**

**CALL TO ORDER:** Mayor Courts called the meeting to order at 6:00 pm

**Roll Call:** Present: Mayor Mike Courts; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Shawna Gasak, Mike Gorski and Matt Helder. Planning Members present: Chair Aaron VanAlstine, Chris Barnes, Renee Buck and Beth Elliot

Present City Administrator Danek, City Attorney Karg, Finance Director Barry, Public Works Director Lim, Planning Director Wilson, Chief Sheehan, Chief Creekmore, Senior HR Analyst Kearney and City Clerk Muir.

**DISCUSSION ITEMS**

**Proposed amendment to DuPont Municipal Code Chapter 25.35 Mixed Use District to consider provisions for indoor storage (joint discussion with the Planning Commission)**

Mayor Courts welcomed the group and let them know there is a full schedule and went over the protocol for the workshop. He recognized the Planning Commission members and noted that this is a joint meeting with them. There have been three meetings with the Planning Commission that have been public meetings and there will be two more DuPont Council Meetings that the public is welcome to attend and make comments. He noted the indoor storage facility would include retail on the first floor and the proposed retail is an Ace Hardware. If this proposal is defeated, there is a developer ready to submit a permit for a gas station. To make everyone aware a gas station is already an allowable use and would not go through the Council. We want to make sure to do this zoning right.

Jeff Wilson, Community Development Director went over the proposed amendment and mixed use zone. He then went over the areas of concern: Mr. Wilson noted this is a text amendment and if the text amendment goes through there will be a concurrent rezone. The text amendment is to create a new chapter under the DMC calling it a Mixed Use II Designation. This has all the same elements and allows indoor storage as a permitted use and the ability to deviate from the 80% retail space could be requested and go through the public process. If approved the rezone would be three parcels which are unique and we looked at them for being the Mixed Use designation. We are not going into an application review. This is looking at if it is appropriate to add indoor storage as another use. We analyzed it in terms as to what issues we could create related to traffic. This will be less impact than any other use of the space. He also addressed some of the citizens' concerns that that came out of the public meetings in regards to:

## **Agenda Item # 7b.**

Safety related to traffic, hazardous materials, criminal activity  
How this fits in the original plan of DuPont and the aesthetics of the building  
Impact to property values.  
What happens to retail space fails  
80% rule on the retail component

Councilmember Estep asked what the Planning Commission's proposed. Mr. Wilson replied they made a motion to review the definition regarding indoor storage.

Planning Commissioner Elliot made a clarification that the Planning Commission was not in favor of Mixed Use II Zoning. This was because they have had a lot of citizens speak to them over this proposal. She asked who authorized cuts in Center Drive. Mr. Wilson noted that cuts will come down to a traffic analysis to see if they could be done in a safe manner. Ms. Elliot noted that this property has been vacant for a while and wonders why we could not have it stay vacant until something comes in that the citizens of DuPont will utilize. Mayor Courts noted that a developer is ready to put in a gas station in this location.

Councilmember Coffey asked how much undeveloped land is available in the downtown area. Mr. Wilson stated there are two other parcels available. Her two big issues about the project are the aesthetics and dropping the retail down from 80%. Mr. Wilson noted that it does not matter what building goes on the property, they will all have to go through the same process. There was discussion regarding what a three story building in downtown would look like. Council Member Coffey remarked that she wants downtown to be vibrant.

Councilmember Corp questioned using the vacant lots downtown for mixed use zoning and if it would be better served to use other vacant lots for storage. He also feels that downtown DuPont is not vibrant with all the vacancies and the childcare center is not vibrant. There was discussion on what will be located on the first floor of the proposed building. There will be retail space and a loading dock area.

Planning Commissioner Buck noted that the Planning Commission felt the City Council needed to be a part the zoning discussion to decide if mixed use zoning was appropriate for this area.

Councilmember Gorski stated that most citizen's feedback has been against this proposal. He also noted that we have a Comprehensive Plan and part of it is the village concept and it is a walkable community. We did limit the drive thru businesses in DuPont. He stated we have been chasing retail space for years. This is a warehouse for people's goods. He feels the warehouse district is reaching the retail core. This is concerning and he is not convinced that an Ace Hardware will be successful in DuPont. The Council is here to look at the facts and say if we are going to make a change to the zoning to add mixed use. We are looking at a business that is geared toward the transient population. That is not something by and large the people who have talked to him want to embrace. It is acknowledged it but we do not want to embrace our transiency. We do have a place for people to store excess items. The three story building primary use is a warehouse, this is the money making part of the building. We are trying to decide what type of business fits in this space. We have some control and influence over the process. He noted that no development is better than a bad development.

## **Agenda Item # 7b.**

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Councilmember Gasak noted that DuPont has evolved and changed. She feels this business model would be ideal in this vacant lot. She asked for the traffic counts that were presented. Mr. Wilson went over the traffic analysis for the group. She noted that not working with someone who wants to bring business into DuPont is a bad idea. We should try to make this work; it is important to economic development. She asked what this could do for our city if we approved the mixed use zoning. Mr. Wilson noted the applicant is committed to having a thriving retail business on the first floor.

Councilmember Westman read a portion of the 2015 Comprehensive Plan and noted that we need to use this as a guideline. The preliminary drawings do not show a cut off Center Drive and there is plenty of parking. It is important to realize that many of our citizens are operating under the earlier vision of DuPont where we are a small community and we may or may not be able to maintain a strong retail zone. He feels this zoning will have a positive impact on property values.

Councilmember Helder asked how far along the developer of the gas station is in the process. Mayor Courts noted that the property owner has contractual obligation with the current developer with an expiration date. Another developer is wanting to put in the gas station on the property and is ready to go. Councilmember Helder noted that he too shares concerns from multiple community members about the change in the aesthetics and the character to the City. He would like to see more analysis be presented to the council. If they do not have good data, they cannot make a good decision.

Planning Commissioner Barnes noted that the Comprehensive Plan is a guide, yet does not feel an indoor storage unit fits within the guidelines. There was discussion on what they want downtown DuPont look like and a storage facility is not what he envisions. He would love to see a community center or a water feature and he would love to see a hardware store, just not in downtown. He has some concerns with the 80% rule and feels that going down to 25% is way too low. He does have concerns with the traffic.

Planning Commissioner VanAlstine asked if a local business owner wanted to use the storage to store their extra goods would this be permissible? Mr. Wilson noted it would be and allows the store owner to store extra goods without traveling out of the city to purchase them. He does not feel large truck traffic will increase with the storage units.

City Administrator Danek reminded everyone that most of these questions are theatrical and cannot be answered until the final design is submitted. Recommendations are being sought for what the second and third floor can be used for.

Mayor Courts noted there will be more opportunities for public comments. He also noted that the storage facilities in the city are full. When this idea was first introduced he had to think about it also. Then he came to the conclusion that this is a need in DuPont. He would prefer going to a local hardware store. It is the Councils decision on how they want to fill the vacant lot. He asked Council to let staff assist with their questions.

There was a discussion on how the building would be taxed and how the traffic would be assessed. The Planning Commission members were excused at 7:35 pm.

### **Tree Advisory Board Center Re-planting**

## ***Agenda Item # 7b.***

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Kyle McCreary provided a power point presentation regarding Center Drive replanting and a timeline for the project.

There was council discussion on the various species of trees, watering and maintenance and the cost to do the project.

Councilmembers thanked Mr. McCreary for their work on this project.

### **Street and Tree Sidewalk Pilot Study**

Mayor Courts gave an overview of the project.

Public Works Director Lim provided power point presentation for the group. He went over the phases of the project.

Mayor Courts thanked Mr. Lim and the Public Works crews noting this was a creative solution. Funding solutions for this project are still being developed and will come back to the Council for approval.

There was discussion regarding the timeline and how long it will take to complete the project. Mayor Courts noted that funding is not being asked for during the 2017 budget. This will be another discussion for the Council when the project is ready.

### **2017 Budget Discussion**

Mayor Courts opened the 2017 Budget Discussion by letting the group know he is pleased with the proposed budget.

Finance Director Barry went over a presentation on the proposed 2017 Budget.

There was a discussion related to the overtime saving in the Fire Departments portion of the budget. There was also some discussion regarding the firefighter's loss of the overtime income. It was noted that more overtime leads to more stress on the firefighters. There has been no pushback from the union regarding the cut in overtime.

Discussion on moving the executive assistant duties to half time human resource functions was discussed. There will be some duties that will remain the same and some that will be changed due to the shift in workload.

Mayor Courts noted that the current Executive Assistant has a wealth of knowledge and does a good job for the City.

There was discussion on regarding Shaw House and what the facility was intended for and the future of the facility.

### **ADJOURNMENT:**

Mayor Courts adjourned the meeting at 10:00 pm.

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## **Agenda Item # 7b.**

*The next Regular City Council meeting will be held on October 25, 2016, at 7:00 pm. Please note that the minutes from the Council Meetings are not verbatim. A recording of the meeting may be purchased in the DuPont City Clerk's Office.*

**City of DuPont**

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Mike Courts, Mayor

**Attest:**

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Karri Muir, CMC, City Clerk



**City of DuPont**  
1700 Civic Drive  
DuPont, Washington 98327

**City Council Workshop Minutes**  
**Tuesday, October 25, 2016**

**CALL to ORDER:** Mayor Courts called the meeting to order at 8:35 pm.

**Roll Call:** Present: Mayor Mike Courts; Deputy Mayor Roger Westman; and Councilmembers Penny Coffey, Eric Corp, Andy Estep, Shawna Gasak, Michael Gorski and Matt Helder.

Present City Administrator Danek, Finance Director Barry, Police Chief Sheehan, Fire Chief Creekmore, Public Works Director Lim, Parks and Recreation Coordinator Walker, and City Clerk Muir.

**DISCUSSION ITEMS:**

Finance Director Barry finished the budget presentation from the last budget workshop held on October 18, 2016.

**Proposed 2017 Budget discussion items: Public Works – Water/Stormwater, Parks, Facilities, and Streets; and Public Safety**

There was a discussion on the existing and proposed monthly water rates. It was noted that the base rate is what it costs to turn the water system on.

Councilmember Westman asked for clarification on the new vehicles and if they were new or used. It was clarified that the vehicles will be new.

Councilmember Coffey asked where the new records clerk for the Fire and Police Departments would be housed. City Administrator Danek noted the details will be worked out but the physical location will be in the Public Safety Building. Councilmember Westman likes the idea of having a new position in the Public Safety Department. He feels a regular employee will be better equipped to answer the publics questions than volunteers. City Administrator Danek noted that we value volunteers who assist the City.

Councilmember Estep asked clarifying questions regarding the new vehicles. He asked if vehicles were taken home and if this put a lot of miles on the vehicles. He also asked if this a practice in the entire county? Chief Sheehan noted this is the practice and it is a comfort tool. Danek also noted it is a retention tool to help with employee retention.

## **Agenda Item # 7b.**

Councilmember Estep asked Chief Creekmore about the repair of the glass in the doors. He asked if we have looked into warranty work. Mr. Lim let the group know that the warranty has expired and we will need to pay for the repair ourselves.

Councilmember Coffey asked if there was a mileage limit restriction for employees. Chief Sheehan stated there was a mileage limitation.

Finance Director Barry went over the follow up presentation from the October 18, 2016 Budget Workshop.

Councilmember Corp asked what the procedure was for the overtime in the LTAC grant. City Administrator Danek noted that departments will have to handle their overtime within their budgets. He also noted that overtime comes out of departments' overtime budget line item.

Mr. Lim went over the background on hiring seasonal temp employees from a temp agency. He plans on using a temp agency next year for the seasonal employment.

Mayor Courts asked if the CMMS software cost was annual or a onetime cost.

Mr. Lim noted it was a onetime cost.

Councilmember Coffey stated this sounds like a good software project.

Councilmember Corp asked if there was a return on investment.

Mr. Lim noted it is about working smarter and will help with identifying the work and track the amount of time spent on projects.

City Administrator Danek noted this will make it easier on the accounting side of projects also.

Councilmember Estep asked if the museum knows that the tourism kiosk is being installed. Ms. Walker noted they are aware of this and feel since the kiosk is just down the road, it will help boost visitors at the museum.

Councilmember Coffey discussed the onetime money from the selling of the Shaw House. This was a facility built to satisfy fire mitigation. She asked if the money from the sale of the property could be used for other projects or does it have to be used for fire related items. City Administrator Danek noted a title report on the property is being conducted and the City Attorney is going through documents to make sure this is legal. Mayor Courts noted that decisions do not need to be made at this point. The decisions will come at a later time.

Councilmember Corp asked if the REET Funding may be used for any of the onetime proposed projects. City Administrator Danek noted that it would depend on the project. Councilmember Corp noted it would be a good idea note what projects the REET money be used for.

City Administrator Danek noted this is a discussion that can be had at a later time.

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## **Agenda Item # 7b.**

Councilmember Westman asked if funding could be added for trail improvement in the onetime funding proposal.

Mr. Lim noted that he needs to survey the trails for their surfaces.

There was discussion on the Shaw House property and what it is being used for at this time.

Ms. Barry went over the final slides of the presentation for the Council. These onetime funding options will be discussed more in depth at a future Council Meeting.

### **ADJOURNMENT:**

Mayor Courts adjourned the meeting at 9:30 pm.

*The next Regular City Council meeting will be held on November 8, 2016, at 6:00 p.m. Please note that the minutes from the Council Meetings are not verbatim. A recording of the meeting may be purchased in the DuPont City Clerk's Office.*

**City of DuPont**

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Mike Courts, Mayor

**Attest:**

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Karri Muir, CMC, City Clerk



Payroll  
Pay Type Register

User: pbarry  
Printed: 11/01/2016 - 7:52AM  
Check Date Range: All  
Period Date Range: 10/01/2016 to 10/15/2016  
Batch Info: All  
Pay Types: AD, AOC, BC, BF, BV, C, CA, CC, CF, CM, CR, CU, CV, DO, DR, DT, EI, FA, FC, FF, FH, FL, FM, FMLA, FO, FP, FS,

City of DuPont  
1700 Civic Drive  
DuPont, WA 98327  
(253) 964-8121

Agenda Item # 7c.



FS2, FT, FV, H, HF, HO, HSACO, JD, KC, KD, KF, L2, L3, L4, L5, LD, LG, LGFix, MC, MD, MI, OC, OCB, OF, OFM, OHF, OLT, OMD, OO, OOC, OS, OSC, OSE, OSV, OT, OTR, OTW, PA, PD, PI, R, RD, RF, RS, RT, RT-OT, S, SB, SF, SH,

Department	Pay Type	Description	Hours	Amount
<b>A1</b>				
	FH	Floating Holiday	8.00	433.92
	LG	Longevity Pay	0.00	72.70
	OO	Opt Out of Medical Ins	0.00	402.38
	R	Regular	432.00	16,101.36
	RT	Retro Pay	0.00	98.56
	S	Sick	16.00	695.52
		<b>Department Total</b>	<b>456.00</b>	<b>17,804.44</b>
<b>BLDG1</b>				
	LG	Longevity Pay	0.00	143.72
	R	Regular	151.50	5,569.31
	S	Sick	4.50	173.85
	V	Vacation	4.00	168.04
		<b>Department Total</b>	<b>160.00</b>	<b>6,054.92</b>
<b>F1</b>				
	BC	BANK COMP TIME	2.00	0.00
	C	Comp Time Used	2.00	49.54
	CC	Comp Cash Out	4.00	106.52
	R	Regular	386.50	11,129.02
	RT	Retro Pay	0.00	334.40
	S	Sick	11.50	306.25
		<b>Department Total</b>	<b>406.00</b>	<b>11,925.73</b>
<b>F2</b>				
	AOC	Acting Out of Class	0.00	338.16
	EI	Education Incentive	0.00	462.78
	FS	Firefighter EMT Special	0.00	759.76
	FS2	Firefighter 2 Specialty P	0.00	538.24
	KD	Kelly Day	144.00	0.00
	LG	Longevity Pay	0.00	797.65
	OC	On Call / Out of Class	0.00	150.00
	OCB	OT for Call Back	24.00	1,012.08
	OO	Opt Out of Medical Ins	0.00	201.49
	OSC	OT for Shift Coverage	96.00	3,903.60
	R	Regular	1,138.70	32,140.27
	S	Sick	58.00	2,009.86
	V	Vacation	130.00	4,202.26

	VC	Vacation Cash Out - aut	20.33	548.04
		<b>Department Total</b>	1,611.03	47,064.19

**P1**

	CC	Comp Cash Out	52.50	1,944.60
	CM	Community Resource O	0.00	53.91
	CR	Crime Response Unit 2%	0.00	143.89
	CV	Commercial Vehicle 2%	0.00	67.41
	DT	Detective 5%	0.00	182.80
	FA	Firearms Instructor 2%	0.00	179.93
	FH	Floating Holiday	22.00	840.28
	FT	Field Training Officer 3'	0.00	611.18
	LG	Longevity Pay	0.00	612.54
	MC	Metro Collision Team 1'	0.00	33.71
	MD	Management Discretion	91.00	2,695.42
	OC	On Call / Out of Class	0.00	150.00
	OT	Overtime	36.00	1,653.93
	R	Regular	898.00	29,254.55
	RT	Retro Pay	0.00	89.23
	S	Sick	104.00	3,785.83
	V	Vacation	46.00	1,747.64
	VC	Vacation Cash Out - aut	10.17	353.94
		<b>Department Total</b>	1,259.67	44,400.79

**PL1**

	R	Regular	200.00	6,284.40
	S	Sick	4.00	105.24
	U	Unpaid Hours	32.00	0.00
	V	Vacation	4.00	105.24
		<b>Department Total</b>	240.00	6,494.88

**PW1**

	BC	BANK COMP TIME	10.00	0.00
	C	Comp Time Used	1.00	28.00
	LG	Longevity Pay	0.00	644.32
	OC	On Call / Out of Class	0.00	600.00
	OCB	OT for Call Back	7.50	343.30
	OO	Opt Out of Medical Ins	0.00	402.38
	OOC	OT for PW On-Call	6.00	265.17
	OSE	OT for City Special Eve	8.50	353.86
	OT	Overtime	1.00	53.30
	OTW	OT for Weather Conditio	16.50	686.90
	R	Regular	1,096.00	29,528.11
	S	Sick	13.75	408.92
	V	Vacation	89.25	2,636.57
	VC	Vacation Cash Out - aut	1.75	42.93
		<b>Department Total</b>	1,251.25	35,993.76
		<b>Report Total</b>	5,383.95	169,738.71

Payroll

Deduction Register - Totals Only

User: pbarry  
 Printed: 10/31/2016 - 4:21 PM  
 Check Date Range: All  
 Period End Range: 10/01/2016 to 10/15/2016  
 Batch Info: All  
 Deductions: AWCER%, D2r, D2rCor, D2rTx, DCPE, DCPGRO, DORL2R, DORP1R, DORP2R, DORP3R, EAP, ESD1, ESDcor, FICAR, FICARC, IAFER1, IAFER2, IAFFER, IAFFRC, ICMA-R, ICMAR1, ICMARG, L&I-ER, L&I-C, L1, LEOFFR, LIR, LIX, M3, M4, M5, M5-C, MEDICR, MEDIR, MEDIRC, PERSER, T1, UNEMP, V1, V1-C, WACOP, WDEN, ZZADJRTotals Only

City of DuPont  
 1700 Civic Drive  
 DuPont, WA 98327  
 (253) 964-8121

Agenda Item # 7c.



	<u>Amount</u>
<b>AWCER%:</b> AWC Employer Premium 50%	199.96
<b>D2r:</b> AWC-Dental Plan E (Employer)	4,491.72
<b>DCPE:</b> DCP- Employer Match% Salary	24.05
<b>DCPGRO:</b> DCP Employer % of Salary	48.10
<b>DORL2R:</b> LEOFF 2 - EMPLOYER	4,509.90
<b>DORP1R:</b> PERS 1 - EMPLOYER	260.61
<b>DORP2R:</b> PERS 2 - EMPLOYER	7,644.66
<b>DORP3R:</b> PERS 3D - EMPLOYER	1,105.07
<b>ESD1:</b> UNEMPLOYMENT	327.23
<b>FICAR:</b> FICA Employer Portion	7,719.97
<b>IAFER1:</b> IAFF- Nationwide 457- 1% Match	290.58
<b>IAFER2:</b> IAFF-Nationwide 457-Flat Match	25.00
<b>IAFFER:</b> IAFF Nationwide 457 - ER	2,259.30
<b>ICMAR1:</b> ICMA Employer 1% matching	700.78
<b>ICMARG:</b> ICMA Employer 2% of Gross	56.46
<b>ICMA-R:</b> ICMA--EMPLOYER %	2,107.38
<b>L&amp;I-ER:</b> L&I - Employer	4,824.74
<b>L1:</b> AWC - LIFE	270.00
<b>LIX:</b> Life Ins - Exempt	138.00
<b>M4:</b> Group Health \$10 CoPay	7,653.90
<b>M5:</b> AWCHealthFirst HSA	37,369.36
<b>M5-C:</b> AWCHealthFirst HSA Correction	1.05
<b>MEDIR:</b> Medicare Employer Portion	2,460.70
<b>T1:</b> AWC - LTD	992.81
<b>V1:</b> AWC - Vision	1,412.46
<b>WDEN:</b> Willamette Dental	929.80

Report Total: 87,823.59



CLAIMS VOUCHER APPROVAL

We hereby certify that the goods and/or services charged on the vouchers listed on the following pages have been furnished to the best of our knowledge. We further certify the following pages of claims to be valid and correct.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Finance Director

We, the undersigned Council members of the DuPont City Council, DuPont, Washington, do hereby certify that the voucher-check numbers 33445 through 33509 are approved for payment in the amount of \$180,469.16 this 8th day of November 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_

...

# Accounts Payable

## Checks by Date - Detail by Check Number

User: pbarry  
Printed: 11/1/2016 4:17 PM

City of DuPont  
1700 Civic Drive  
DuPont, WA 98327  
(253) 964-8121

### Agenda Item # 7c.



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
33445	ARAMARK 1988836588	Aramark Uniform Services Uniform Cleaning	10/21/2016	7.32
	1988836588	Uniform Cleaning		7.32
	1988836588	Uniform Cleaning		7.32
	1988836588	Uniform Cleaning		7.32
	1988836588	Uniform Cleaning		7.32
	1988847187	Uniform Cleaning		7.32
	1988847187	Uniform Cleaning		7.32
	1988847187	Uniform Cleaning		7.32
	1988847187	Uniform Cleaning		7.32
	1988847187	Uniform Cleaning		7.32
Total for Check Number 33445:				73.20
33446	BPLUS244 244-431387	Batteries Plus - 244 12v Battery Backup - PW	10/21/2016	358.88
Total for Check Number 33446:				358.88
33447	BRATWEAR 20048	BratWear New Equipment - Uniform/E.Barnes	10/21/2016	458.13
Total for Check Number 33447:				458.13
33448	CARRCORP B002537904	Carrier Corporation HVac Service - PW	10/21/2016	3,209.60
Total for Check Number 33448:				3,209.60
33449	QWEST 206T610445 893B	CenturyLink 206T610445 893B Civic Center T	10/21/2016 206T610445 893B	505.37
Total for Check Number 33449:				505.37
33450	LAKEWOOI PD-00580	City of Lakewood Quarterly Animal Control Svcs	10/21/2016 Acct #0262	7,096.50
Total for Check Number 33450:				7,096.50
33451	COMCAST 35 013 0340616	Comcast City Hall Internet	10/21/2016 35 013 0340616	141.17
Total for Check Number 33451:				141.17
33452	BBRT 155	Ray Conn Polo Shirts - Uniform / PD	10/21/2016	104.38
Total for Check Number 33452:				104.38
33453	JPCOOKE 419079	J P Cooke Co Pet License Animal Tags	10/21/2016	79.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Amount
			Total for Check Number 33453:	79.78
33454	CJTC 201127115	Wa State Criminal Justice Training Comm Academy Training - W.Gustason / Class 742	10/21/2016	3,187.00
			Total for Check Number 33454:	3,187.00
33455	ELIEFFC REMIB 10/2016	Cindy Elieff Reimbursement for Comm Connector Meeting -	10/21/2016	139.22
			Total for Check Number 33455:	139.22
33456	FEI 0528439	Ferguson Enterprises, Inc IPERL Water Meters - PW	10/21/2016	2,560.07
			Total for Check Number 33456:	2,560.07
33457	G&O 12251.00-27 13244.00-7 13269.00-30 14552.00-17 15236.00-15 15242.00-18 16209.00-5 16211.00-2 16228.00-5	Gray & Osborne Inc. 12251.00 Northwest Log Center #2 - R/I Islero 13244.00 Hoffman Hill Tract U - R/I Wellees Ri 16269.00 Home 2 Suites - R/I Lexmar Hospitalit 14552.00 Williamson Lot 10 - R/I Davis Prop. & 15236.00 Intel Property Short Plat - R/I Industria 15242.00 Fairfield Inn - R/I Northwest Lodgings 16209.00 General Engineering - R/I 16211.00 Pre-App Submittals - R/I 16228.00 Home Course Kitchen Facility - R/I TI	10/21/2016	267.18 187.40 769.58 626.60 281.10 1,171.83 309.52 582.18 543.77
			Total for Check Number 33457:	4,739.16
33458	HDFW 14353706	HD Fowler Co Fertilizer - Supplies/ Parks	10/21/2016	302.30
			Total for Check Number 33458:	302.30
33459	HOOFTD REIMB 10/2016	Diana Hooft Reimbursement - CIT Training Host Refreshmei	10/21/2016	42.64
			Total for Check Number 33459:	42.64
33460	HUGHESJ 1951	Janet Hughes Transcription Services - IA 16-01 - PD	10/21/2016	240.00
			Total for Check Number 33460:	240.00
33461	JIPE 341116	J & I Power Equipment Inc. Fuel Filter, Carburetor - Supplies / Parks	10/21/2016	134.48
			Total for Check Number 33461:	134.48
33462	JIFFY 102852047 102852154	Jiffy Lube Vehicle Service - J.Morley / PD Vehicle Service - J.Goss / PD	10/21/2016	113.55 96.59
			Total for Check Number 33462:	210.14
33463	LNC INV50399	LN Curtis & Sons Duty Holster - Uniform Replace / PD	10/21/2016	136.95
			Total for Check Number 33463:	136.95
33464	FLEXPLAN	Navia Benefit Solutions	10/21/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Amount
	10062789	Post Deductible HRS Monthly Fe		100.00
Total for Check Number 33464:				100.00
33465	NIT 10674	Nisqually Indian Tribe Incarceration & Booking Fees - July 2016 / PD	10/21/2016	750.00
Total for Check Number 33465:				750.00
33466	ORKIN 134664105 134664105 134664105 134664105 134665414	Orkin Pest Control, Inc. 301 Louviers pest control 301 Louviers pest control 301 Louviers pest control 301 Louviers pest control Museum Pest Control	10/21/2016     D-9086247 Museum	18.25 13.68 13.68 45.62 97.38
Total for Check Number 33466:				188.61
33467	PAO S6630-13	Pacific Office Automation PD copier lease - C284E, C454E	10/21/2016 900-0242071-000	348.86
Total for Check Number 33467:				348.86
33468	POINTBLK IF-1263437	Point Blank Enterprises Inc Body Armor - W.Gustason	10/21/2016	874.19
Total for Check Number 33468:				874.19
33469	POLICE1 010133-0702	Praetorian Digital, PoliceOne Academy Annual Subscription - Dept. Training Online 12/	10/21/2016	852.00
Total for Check Number 33469:				852.00
33470	PSCLEAN 16-029S	Puget Sound Clean Air Agency Clean Air Assessment - 4th Quarter 2016	10/21/2016	1,865.50
Total for Check Number 33470:				1,865.50
33471	PSPI 150766	Puget Sound Petroleum Generator Fuel - PW	10/21/2016	887.34
Total for Check Number 33471:				887.34
33472	ROBBLEES 94823	Robblee's Total Security Inc. Key & Key Ring - PW	10/21/2016	111.84
Total for Check Number 33472:				111.84
33473	SS911 1-1002	South Sound 911 Quarterly Police Support Svcs	10/21/2016	34,985.00
Total for Check Number 33473:				34,985.00
33474	ARCH Z3669640J Z3669640J Z3669640J Z3669640J	Spok Inc PW pager PW pager PW pager PW pager	10/21/2016	19.73 5.92 5.91 7.89
Total for Check Number 33474:				39.45
33475	State L116814	State Auditor's Office Accountability/ Financial Audit - City	10/21/2016	10,666.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	L117084	Accountability/ Financial Audit - Transportation		1,955.10
Total for Check Number 33475:				12,621.12
33476	SUMMITTO 51592	Summit Towing Vehicle Towing Service - Search / PD	10/21/2016	144.59
Total for Check Number 33476:				144.59
33477	SUNBELT 63579852-001	Sunbelt Rentals, Inc. Bobcat Rental w/ Excavator Bucket	10/21/2016	1,688.27
Total for Check Number 33477:				1,688.27
33478	THOMSONV 834849502	Thomson West Monthly Database Charges - Legal	10/21/2016	381.34
Total for Check Number 33478:				381.34
33479	WTRMG 153544 153545	Water Management Lab, Inc. Water Testing - PW New Construction Water Testing - PW	10/21/2016	84.00 63.00
Total for Check Number 33479:				147.00
33480	CARQ 8583-287057 8583-287512	Advance Auto Parts Chipper Oil - PW Soap, Window Cleaner - PW	10/28/2016	15.22 15.07
Total for Check Number 33480:				30.29
33481	AHBL 99896 99897 99898 99899	AHBL, Inc 2150057.30-99896 On Call Planning Services - / R/I 2150057.36-99897 Intel Short Plat R/I 2150057.62-99898 Indoor Storage 2150057.65-99899 Home 2 Suites Sign Variance	10/28/2016	760.00 876.25 1,415.00 682.50
Total for Check Number 33481:				3,733.75
33482	ARAMARK 1988857824 1988857824 1988857824 1988857824 1988857824	Aramark Uniform Services Uniform Cleaning Uniform Cleaning Uniform Cleaning Uniform Cleaning Uniform Cleaning	10/28/2016	7.32 7.32 7.32 7.32 7.32
Total for Check Number 33482:				36.60
33483	BUILDEX 1052167	Builders Exchange of Washington Inc. Hoffman Hill Booster Pumps - Online Posting	10/28/2016	45.60
Total for Check Number 33483:				45.60
33484	GLACNW 93028363	CalPortland Company Crushed Surfacing Base - Alley Maint.	10/28/2016	90.45
Total for Check Number 33484:				90.45
33485	QWEST 206T011133 454B 206T367078 390B 2539125102 944B	CenturyLink 206T011133 454B Police T-Line 206T367078 390B Data Circuits 253-912-5102 944B PW Shop Fax	10/28/2016 206T011133 454B 206T367078 390B 253-912-5102 944B	492.79 505.37 15.89

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Amount
	2539125102 944B	253-912-5102 944B PW Shop Fax	253-912-5102 944B	39.73
	2539125102 944B	253-912-5102 944B PW Shop Fax	253-912-5102 944B	11.92
	2539125102 944B	253-912-5102 944B PW Shop Fax	253-912-5102 944B	11.92
	2539125210 753B	253-912-5210 753B CivicCtr Ext	253-912-5210 753B	234.25
Total for Check Number 33485:				1,311.87
33486	COMCAST	Comcast	10/28/2016	
	35 013 0108401	303 Louviers internet	35 013 0108401	26.25
	35 013 0108401	303 Louviers internet	35 013 0108401	65.61
	35 013 0108401	303 Louviers internet	35 013 0108401	19.68
	35 013 0108401	303 Louviers internet	35 013 0108401	19.68
Total for Check Number 33486:				131.22
33487	CREEKMOR REISSUE 10/2016	Larry W. Creekmore Reissue of Check #31015 - Travel Expenses	10/28/2016	
Total for Check Number 33487:				133.33
33488	EXPRESS	Express Services, Inc.	10/28/2016	
	17958005-5	Grounds Maintenance Temp. Services		146.37
	17958005-5	Grounds Maintenance Temp. Services		146.37
	17958005-5	Grounds Maintenance Temp. Services		146.37
	17958005-5	Grounds Maintenance Temp. Services		146.36
	17958005-5	Grounds Maintenance Temp. Services		146.36
	17994508-4	Grounds Maintenance Temp. Services		146.35
	17994508-4	Grounds Maintenance Temp. Services		146.37
	17994508-4	Grounds Maintenance Temp. Services		146.37
	17994508-4	Grounds Maintenance Temp. Services		146.37
	17994508-4	Grounds Maintenance Temp. Services		146.37
Total for Check Number 33488:				1,463.66
33489	GRGR 9247906358	Grainger Hoffman Hill Well #1 Supplies	10/28/2016	
Total for Check Number 33489:				35.93
33490	G&O	Gray & Osborne Inc.	10/28/2016	
	14220.01-1	Construction Management for Storm Retrofits		4,118.10
	14259.00-13	Bell Hill Booster Station Upgrades		718.88
	15206.01-17	Water Util: Hoffman Hill BS Evaluation		3,524.82
	15258.00-14	Historic Village Water Mains		2,828.88
	15258.01-1	CM for Historic Village Water Mains		39,698.26
	16205.01-10	Off Leash Dog Park Professional Services		100.95
	16205.01-8	Off Leash Dog Park Professional Services		1,626.00
	16206.00-5	Storm Utility - General Engineering		1,205.10
	16207.00-7	Storm Utility - General Engineering		449.04
	16207.00-8	Street Utility - General Engineering		959.86
	16208.00-5	Storm Utility - General Engineering		181.69
	16257.00-1	Center Drive Overlay - Hamilton to International		5,674.45
Total for Check Number 33490:				61,086.03
33491	HDFW	HD Fowler Co	10/28/2016	
	14357449	Supplies - Water		564.28
	14359628	Supplies - Water		221.86
Total for Check Number 33491:				786.14
33492	HONEY	Honey Bucket	10/28/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0550156462	Portable Toilet Rental - 10/3-10/17		177.50
Total for Check Number 33492:				177.50
33493	ITI 16618	iCompass Technologies Inc. DuPont - Records Manager	10/28/2016	1,325.00
Total for Check Number 33493:				1,325.00
33494	JIPE 341674	J & I Power Equipment Inc. Engine Oil - PW	10/28/2016	60.78
Total for Check Number 33494:				60.78
33495	JACOBYP REIMB 10/2016	Paul Jacoby Mileage Reimburesement - OnCall	10/28/2016	49.24
Total for Check Number 33495:				49.24
33496	LIFEAST 768590 770259	Life-Assist, Inc. Aid Car Operating Supplies Aid Car Operating Supplies - Defib Pads	10/28/2016	326.28 92.10
Total for Check Number 33496:				418.38
33497	MES IN1064536	Municipal Emergency Svs. Inc. Uniform Replacement	10/28/2016	152.47
Total for Check Number 33497:				152.47
33498	ORKIN 134663516 134664226 134664226	Orkin Pest Control, Inc. City Hall Pest Control 41% Police Pest Control 59% Fire Pest Control	10/28/2016 D-10014997 City Hall D-12240342 Police D-12240342 Fire	193.85 40.75 58.64
Total for Check Number 33498:				293.24
33499	PACWELD 01405419	Pacific Welding Supplies LLC Compressed Oxygen	10/28/2016	290.77
Total for Check Number 33499:				290.77
33500	PCBGT&F CI-222289	Pierce County Budget & Finance Detective & Forensics Services	10/28/2016	10,449.60
Total for Check Number 33500:				10,449.60
33501	SS911 02156	South Sound 911 Quarterly Fire Comm/Radio Svcs	10/28/2016 Acct #1-1022	13,385.00
Total for Check Number 33501:				13,385.00
33502	STAPLES 3317618510 3317618512 3317618512 3317618513 3317618514 3317618515	Staples Advantage Soap, Paper Towels, Toilet Tissue - Facilities Glue, Staples, Binder Clips and Other Supplies Stamp - Supplies Fasteners Prong Compressors - Supplies Wireless Mouse - Supplies Paper, Ruler - Supplies	10/28/2016	143.66 85.30 18.04 6.52 19.53 35.51
Total for Check Number 33502:				308.56
33503	SUNBELT	Sunbelt Rentals, Inc.	10/28/2016	

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**Agenda Item # 7c.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	63768302-001	Trash Pump Rental		3,350.72
			Total for Check Number 33503:	3,350.72
33504	TIMCO 285406	Timco, Inc. Op Supplies - Storm	10/28/2016	287.77
			Total for Check Number 33504:	287.77
33505	VERIZON 9773045982	Verizon Wireless Irrigation Repeater modem	10/28/2016	531.60
			Total for Check Number 33505:	531.60
33506	WATREAS 85000580 Q3	Wa State Office of Treasurer 3rd Quarter 2016 FORM A8-2 Voucher #850058	10/28/2016	49.50
			Total for Check Number 33506:	49.50
33507	WTRMG 153627 153628 153738 153843	Water Management Lab, Inc. Water Testing Services Water Testing Services Water Testing Services Water Testing Services	10/28/2016	38.00 170.00 84.00 84.00
			Total for Check Number 33507:	376.00
33508	WFFL 5003456690	Wells Fargo Financial Leasing, Inc. Copier Lease - Model LD520CSPF	10/28/2016	91.20
			Total for Check Number 33508:	91.20
33509	ZOLL 9030633	ZOLL Fire RMS Service	10/28/2016	282.88
			Total for Check Number 33509:	282.88
			Report Total (65 checks):	180,469.16



- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other \_\_\_\_\_

**TITLE:**

Ordinance Setting the Regular Property Tax Levy for 2017

Department: Finance	Discussion Date:
Originator: Staff	First Reading Date: 10/25/16
Assigned to: Paula Barry, Finance Director	Public Hearing Date:

**BUDGET IMPACT:** Yes  No

**FUND:**

Amount Budgeted		All Funds
Additional Required	\$1,715,649.00	General

**DETAILED SUMMARY STATEMENT:**

The 2017 Proposed Budget planned for a total regular property tax levy for collection in 2017 of \$1,769,342. However, in 2016 additional revenue administrative refunds was included in the estimate and will not carry over into 2017. The revised expected amount is \$1,715,649. This consists of a 1% statutorily allowed property tax increase of \$16,548 over the 2016 highest lawful levy (\$1,654,738), \$19,932 resulting from new construction and improvements, and \$24,431 from prior year administrative refunds. This is a total decrease of \$16,373 compared to the current 2016 regular property tax levy of \$1,732,022.

The 2017 preliminary assessed value and levy amount equate to a decrease in the actual rate from the 2016 rate of \$1.2221 per \$1,000 of assessed valuation to an estimated rate of \$1.1763 per assessed valuation. Accordingly, a \$300,000 home would be assessed approximately \$352.89 for the year (as opposed with \$366.63 for 2016). Regular property taxes are approximately 21.7% of the General Fund revenue budget.

This is the second reading of an ordinance setting the regular property tax levy for collection in 2017. Property tax levy certifications must be submitted to the Pierce County Assessor-Treasurer's office by November 30, 2016, per RCW 84.52.020.

**RECOMMENDATION:**

Adopt ordinance setting the 2017 Regular Property Tax Levy.

**CITY OF DuPONT  
WASHINGTON**

ORDINANCE NO. \_\_\_\_\_

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**AN ORDINANCE OF THE CITY OF DuPONT, PIERCE COUNTY, WASHINGTON, RELATING TO REGULAR PROPERTY TAXES; ESTABLISHING THE AMOUNT IN 2017 BY TAXATION ON ASSESSED VALUATION OF THE PROPERTY OF THE CITY; AND SETTING THE REGULAR PROPERTY TAX LEVY RATE FOR THE YEAR 2017.**

**WHEREAS**, the City Council of the City of DuPont has properly given notice of the public hearings held on October 25, 2016 and November 8, 2016 to consider the City's current expense budget for the 2017 calendar year, pursuant to RCW 84.55.120; and

**WHEREAS**, the City of DuPont's actual levy amount from the previous year was \$1,732,021.68; and

**WHEREAS**, the City Council attests that the City of DuPont population is 9,330; and

**WHEREAS**, the City Council of the City of DuPont, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of DuPont should enact an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now therefore,

**BE IT ORDAINED** by the City Council of the City of DuPont that an increase in the regular property tax levy is hereby authorized for the 2017 levy in the amount of \$0.00 which is a percentage increase of 0.00% from the previous year's actual levy. An increase is exclusive of additional revenue resulting from the addition of new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made. The expected regular ad valorem levy rate is \$1.1763 per thousand dollars of assessed value.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8th DAY OF NOVEMBER, 2016.

CITY OF DUPONT

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Mike Courts, Mayor

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**Agenda Item # 12a.**

ATTEST/AUTHENTICATED:

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Karri Muir, City Clerk

APPROVED AS TO FORM:

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Gordon Karg, City Attorney

Ordinance No.:  
Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date:



- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other \_\_\_\_\_

**TITLE:**

Ordinance Setting the EMS Property Tax Levy for 2017

Department: Finance	Discussion Date:
Originator: Staff	First Reading Date: 10/25/16
Assigned to: Paula Barry, Finance Director	Public Hearing Date:

**BUDGET IMPACT:** Yes  No

**FUND:**

Amount Budgeted		All Funds
Additional Required	\$708,474.00	General

**DETAILED SUMMARY STATEMENT:**

The 2017 Proposed Budget planned for a total EMS property tax levy for collection in 2017 of \$730,065. However, in 2016 additional revenue administrative refunds was included in the estimate and will not carry over into 2017. The revised expected amount is \$708,474. This consists of a 1% statutorily allowed property tax increase of \$6,835 over the 2016 highest lawful levy (\$683,489), \$8,155 resulting from new construction and improvements, and \$9,995 from prior year administrative refunds. This is a total decrease of \$145 compared to the current 2016 EMS levy of \$708,619.

The EMS levy rate was set at \$0.50 per \$1,000 assessed valuation by the City of DuPont voters on August 16, 2011. The rate has been consistent although fell slightly below the \$0.50 in 2015. Based on the preliminary assessed valuation and levy amount, the rate is estimated at \$0.4857 per \$1,000 assessed value. Accordingly, a \$300,000 home would be assessed approximately \$145.71 for the year (as opposed with \$150 for 2016). EMS property taxes are approximately 8.9% of the General Fund revenue budget.

This is the second reading of an ordinance setting the EMS property tax levy for collection in 2017. Property tax levy certifications must be submitted to the Pierce County Assessor-Treasurer's office by November 30, 2016, per RCW 84.52.020.

**RECOMMENDATION:**

Adopt ordinance setting the 2017 EMS Property Tax Levy.

**CITY OF DuPONT  
WASHINGTON**

ORDINANCE NO. \_\_\_\_\_

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**AN ORDINANCE OF THE CITY OF DuPONT, PIERCE COUNTY, WASHINGTON, RELATING TO EMS PROPERTY TAXES; ESTABLISHING THE AMOUNT IN 2017 BY TAXATION ON ASSESSED VALUATION OF THE PROPERTY OF THE CITY; AND SETTING THE EMS LEVY RATE FOR THE YEAR 2017.**

**WHEREAS**, the City Council of the City of DuPont has properly given notice of the public hearings held on October 25, 2016 and November 8, 2016 to consider the City's current expense budget for the 2017 calendar year, pursuant to RCW 84.55.120; and

**WHEREAS**, the City of DuPont's actual EMS levy amount from the previous year was \$708,618.81; and

**WHEREAS**, the City Council attests that the City of DuPont population is 9,330; and

**WHEREAS**, the City Council of the City of DuPont, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of DuPont should enact an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now therefore,

**BE IT ORDAINED** by the City Council of the City of DuPont that an increase in the EMS property tax levy is hereby authorized for the 2017 levy in the amount of \$0.00 which is a percentage increase of 0.00% from the previous year's actual levy. An increase is exclusive of additional revenue resulting from the addition of new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

**ADOPTED** BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8th DAY OF NOVEMBER, 2016.

CITY OF DUPONT

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Mike Courts, Mayor

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**Agenda Item # 12b.**

ATTEST/AUTHENTICATED:

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Karri Muir, CMC, City Clerk

APPROVED AS TO FORM:

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Gordon Karg, City Attorney

Ordinance No.:  
Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date:



MEETING DATE: **Agenda Item # 13a.**  
November 8, 2016

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other \_\_\_\_\_

**TITLE:**

Ordinance Adopting the Annual Budget for the City of DuPont for the Fiscal Year Ending December 31, 2017 - First Reading

Department: Finance	Discussion Date:
Originator: Staff	First Reading Date: 11/08/16
Assigned to: Paula Barry, Finance Director	Public Hearing Date:

**BUDGET IMPACT:** Yes  No

**FUND:**

Amount Budgeted		
Additional Required	\$15,541,702.00	All Funds

**DETAILED SUMMARY STATEMENT:**

2017 budget workshops have been held throughout October 2016. In addition, presentations on the six-year financial plan, revenue projections and public hearings have been presented from September into November.

In October, it was noted that Property Taxes in the Proposed Budget were overstated by \$75,000. And, during the workshops, I have shown that I have taken a conservative stance on revenue projections. In fact, with exception to a 30% increase in hotel/motel tax, the budget did not reflect revenue increases related to the two new hotels opening by January 2017. The 2017 Budget has been revised to reduce Property Taxes by \$75,000 and increase utility, business and sales taxes reflecting anticipated revenues related to the new hotels. Also, an update to the Special Events Ordinance has been discussed with City Council. This ordinance allows for the City to charge for Police Overtime as it relates to special events and the 2017 budget as been modified to reflect revenue of \$8,500. The end result is no net change in revenues in the General Fund.

The Street Fund Budget has also been increased by \$3,040 for its share of a new Computerized Maintenance Management System which was inadvertently omitted.

**RECOMMENDATION:**

Move the 2017 Budget Ordinance to a second reading for adoption on November 22, 2016.

**CITY OF DuPONT  
WASHINGTON**

**ORDINANCE NO.** \_\_\_\_\_

AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE CITY OF DuPONT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DuPONT:

Section 1. The annual budget of the City of DuPont for the year 2017 is hereby adopted in its final form and content as set forth below.

Section 2. Estimated resources for each separate fund of the City of DuPont for the year 2017 are set forth in summary form below and are hereby appropriated as follows.

<b>FUND</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>ENDING FUND BALANCE</b>
General Fund	\$ 9,058,908	\$ 8,125,801	\$ 933,107
Revenue Stabilization Fund	408,725	-	408,725
Contingency Fund	207,113	-	207,113
Street Fund	1,187,314	1,135,642	51,672
Street Depreciation Fund	495,621	107,360	388,261
Hotel/Motel Tax Fund	320,946	177,108	143,838
Public Safety Mitigation Fund	404,197	124,835	279,362
Glacier NW Settlement Fund	620,977	-	620,977
Donations Fund	3,108	-	3,108
Drug Enforcement Fund	9,371	-	9,371
GO Bond Debt Service Fund	771,130	771,130	-
Capital Projects Fund	1,368,576	867,169	501,407
Water Utility Fund	6,051,172	2,563,109	3,488,063
Stormwater Utility Fund	3,818,141	1,241,630	2,576,511
Equipment Rental & Replacement Fund	1,896,107	336,139	1,559,968
Transportation Benefit District Fund	103,246	91,779	11,467
<b>GRAND TOTAL</b>	<b>\$ 26,724,652</b>	<b>\$ 15,541,702</b>	<b>\$ 11,182,950</b>

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. This Ordinance shall be in force and take effect January 1, 2017, after its publication according to law.

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**Agenda Item # 13a.**

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_ DAY OF NOVEMBER, 2016.

CITY OF DUPONT

\_\_\_\_\_  
Mike Courts, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Karri Muir, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gordon P. Karg, City Attorney

Ordinance No.:  
Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date:



**CITY OF DuPONT  
WASHINGTON**

ORDINANCE NO. \_\_\_\_\_

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUPONT, WASHINGTON, RELATING TO LAND USE AND ZONING AMENDING DUPONT MUNICIPAL CODE (DMC) TITLE 25 TO CREATE A NEW CHAPTER FOR A MIXED USE DISTRICT – 2 (MXD-2) AND OTHER MISCELLANEOUS AMENDMENTS TO TITLE 25 FOR DEFINITIONS OF NEW TERMS; TOGETHER WITH A REZONE OF APPROXIMATELY 2.97 ACRES AT THE AT THE CORNER OF MCNEIL STREET AND CENTER DRIVE FROM MXD TO MXD2; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, on June 6, 2016, the City has received an application from Drew Bowlds for an amendment to the DuPont Municipal Code Title 25.35 to permit “Indoor Storage” in the Mixed Use District; and

WHEREAS, the request was reviewed in public workshops before the DuPont Planning Commission on July 11<sup>th</sup> and August 8<sup>th</sup>; and

WHEREAS, an Environmental Determination of Nonsignificant (DNS) was issued by the City on the proposed amendments to DMC Title 25 and concurrent rezone on September 8, 2016; and

WHEREAS, the appeal period for the Environmental Determination of Nonsignificant (DNS) concluded on September 22, 2016, with no appeal having been filed; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments to DMC Title 25 and concurrent rezone on October 10, 2016, and by motion approved on a portion of the proposed amendments to provide new definitions; and

WHEREAS, the City Council and Planning Commission held a joint workshop on the proposed amendments to DMC Title 25 and concurrent rezone on October 18, 2016; and

WHEREAS, on November 8, 2016, the City Council held a public hearing on the proposed amendments to DMC Title 25 and concurrent rezone; and

WHEREAS, having considered among other things, public testimony, the minutes of the Planning Commission meetings, the preliminary and final staff reports, and the

**Agenda Item # 13b.**

Planning Commission recommendations, the City Council has determined the proposed Amendments to DMC Title 25 and proposed rezone (Planning Commission Report and Attachments 1 thru 7 to the report) the City Council finds that the proposed amendments are consistent with the City’s adopted Comprehensive Plan and in furtherance of the public health, safety and welfare interests;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DuPONT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Incorporation of Recitals. The recitals set forth above are adopted and incorporated as if set forth fully herein.

Section 2. Findings, conclusions, and recommendations adopted. The City Council finds proposed Amendments to DMC Title 25 and proposed rezone are consistent with the City’s adopted Comprehensive Plan and in furtherance of the public health, safety and welfare interests;

Therefore, DMC is hereby amended to read as set forth in documents attached to this ordinance as Exhibit A; together with a rezone of the property from MXD to MXD-2 as depicted on Exhibit B.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_ DAY OF NOVEMBER, 2016.

CITY OF DuPONT

\_\_\_\_\_  
Michael Courts, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Karri Muir, City Clerk

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**Agenda Item # 13b.**

Approved as to form:

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Gordon P. Kartg, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Date of Publication:  
Effective Date:

**TITLE 25  
LAND USE CODE**

**Chapters:**

**Division I. General Provisions**

**25.05 General Provisions**

**25.10 Definitions**

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**Division II. Land Use District Requirements**

**25.15 Land Use Districts and Map Established**

**25.20 Residential Districts**

**25.25 Commercial District**

**25.30 Office District**

**25.35 Mixed Use District**

**25.36 Mixed Use District - 2**

**25.40 Business Tech Park District**

**25.45 Manufacturing/Research Park District**

**25.50 Industrial District**

**25.55 Open Space District**

**25.57 Military Lands**

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**Division III. Overlay District**

**25.60 Mineral Resource Overlay**

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**Division IV. Design Regulations and Guidelines**

**Indoor Storage Text Amendment & Rezone**

**Chapter 25.10 Definitions**

**25.10.130 M definitions.**

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“Manager” means any person who manages, directs, or administers a sexually oriented business.

“Marquee” means a permanent roof-like structure projecting from a building, intended to shelter pedestrians.

“Microcell” means a wireless communication facility consisting of an antenna that is either four feet in height and with an area of not more than 580 square inches or a tubular antenna no more than four inches in diameter and no more than six feet in length.

“Mineral extraction” means all mine-related activities, including:

- (1) The mining or extraction of rock, stone, gravel, sand, earth, and other minerals;
- (2) On-site mineral processing including sorting, washing, crushing and loading, concrete batching, concrete recycling, and other aggregate recycling;
- (3) Equipment maintenance;
- (4) Transporting minerals to and from the mine, on-site road maintenance, road maintenance for roads used extensively for surface mining activities, traffic safety, and traffic control.

“Mineral resource lands” means lands containing mineral deposits, both active and inactive, that has a known or potential long-term significance for the extraction of minerals and which are in close, economic proximity to locations where the deposits are likely to be used.

“Minerals” means clay, coal, gravel, industrial minerals, valuable metallic substances, peat, sand, stone, topsoil, and any other similar solid materials or substances to be excavated from natural deposits on or in the earth for commercial, industrial, or construction use.

“Mini or pocket park” means a small tract of land usually about the same size as a building lot. These parks may be improved with children’s play equipment. They are intended to serve the needs of a portion of a village in which it is located. They are not intended for city ownership due to higher maintenance costs associated with

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## **Agenda Item # 13b.**

these parks when compared to public parks of equal size and the fact that they may not be equally accessible to all segments of the community. These facilities are owned by the homeowners' association.

~~“Mini storage” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for dead storage only. Storage of boats, trailers, and recreational vehicles is permitted. Auctions except auctions authorized by legal action, commercial wholesale or retail businesses, garage sales, repair of motorized equipment and/or vehicles, operation of power tools, and storage of flammable or hazardous materials and explosives is prohibited.~~

“Mixed use occupancy (or structure)” means a building designed or intended to be used for more than one type of principal use, i.e., retail and office uses.

“Mobile home” means a factory-assembled structure with necessary service connections, made to be readily movable on city streets and designed to be used as a dwelling unit.

“Mobile home park” means a parcel of land designed and improved to accommodate two or more mobile homes on a permanent basis.

“Mode” means the means of transportation used by employees, such as single occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedule and telecommuting.

“Motel” means a group of attached or detached buildings containing individual sleeping units, a majority of such units open individually and directly to the outside, including tourist courts, motor courts, and motor lodges.

“Multifamily project” means multifamily residences built as a single project, in one or more buildings.

“Multifamily residence” means a residence located in a building which contains more than one residence, such as a duplex unit, condominium, apartment, or a residence designed to be attached to other residences, such as a townhouse.

“Multiple-use project” means a development containing two or more principal uses located in one or more structures.

**25.10.190 S definitions.**

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“Semi-nude” means a state of dress in which clothing covers no more than the genitals, pubic region, and areola of the female breast, as well as portions of the body covered by supporting straps or devices.

“Sensitive areas” means, for the purposes of this chapter, those areas defined and established as critical areas under the provisions of the Washington State Growth Management Act and identified in this chapter.

“Setback” means the shortest distance between a lot line and any structure for which a building permit is required; provided, that eaves, noncombustible chimneys and fireplaces, and similar protrusions may extend up to an additional 24 inches from the vertical wall of the building.

“Sexually oriented business” means an adult arcade, adult bookstore, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude or semi-nude model studio.

“Sexually oriented entertainment” means a live performance at an adult cabaret which is characterized by the performer’s exposure of “specified anatomical areas.”

Side Yard. See “Yard, side.”

“Sign” means any device, structure, fixture, or placard that uses colors, words, letters, numbers, symbols, logos or trademarks for the purpose of providing information or directions, or identifying or advertising any place, establishment, product, good, or service and includes all supports, braces, guywires and anchors associated with such signs.

“Sign administrator” means community development director, or designee.

“Sign, community-wide event” means a temporary nonilluminated sign advertising a general public and/or community-wide event within the city that is sponsored by an organization within the city.

“Single-occupant vehicle” means motor vehicle occupied by one employee for commute purposes, including a motorcycle.

## ***Agenda Item # 13b.***

“Single worksite” means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by roads or rights-of-way occupied by one or more affected employers.

“Site area” means that area of land associated with a certain development application.

“Site plan amendment, minor” means an amendment to an approved and valid site plan that affects only the precise dimensions or siting of building (i.e., lot coverage, height, setbacks) but does not affect the basic character or arrangement and number of buildings approved in the plan, the density of the development or the amount and quality of open space and landscaping. Proposed dimensional amendments shall not vary more than 10 percent from the original, but shall not exceed the standards of the applicable district.

“Site plan amendment, major” means an amendment to an approved and valid site plan that substantially changes the character, basic design, density, open space or other requirements and conditions of the approved and valid site plan.

“Soils engineer (geotechnical engineer)” means an engineer experienced and knowledgeable in the practice of soils engineering (geotechnical engineering).

“Soils engineering (geotechnical engineering)” means the application of the principles of soils mechanics in the investigation, evaluation and design of civil works involving the use of earth materials and the inspection or testing of the construction thereof.

“Solid waste” or “wastes” means all putrescible and nonputrescible solid and semi-solid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

“SOV rate” means the number of commute trips over a set period made by affected employees in SOVs divided by the number of affected employees working during that period.

“SOV trips” means commute trips made by affected employees in SOVs.

“Specified anatomical areas” means less than completely and opaquely covered human genitals, pubic region, buttocks, anus, or female breasts below a point immediately above the top of areola, or human male genitals in a discernibly turgid state, even if completely and opaquely covered.

## **Agenda Item # 13b.**

“Specified criminal acts” means any conviction or acts which are sexual crimes against children, sexual abuse, rape or crimes connected with another sexually oriented business, including, but not limited to, distribution of obscenity or material harmful to minors, prostitution or pandering.

“Specified sexual activities” means:

- The fondling or other intentional touching of human genitals, pubic region, buttocks, anus, or female breasts; or
- Sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; or
- Masturbation, actual or simulated; or
- Human genitals in a state of sexual stimulation, arousal or tumescence; or
- Excretory functions as part of or in connection with any of the above.

“Specimen tree” means an existing healthy tree which poses no safety hazard due to potential collapse and is of the following species and minimum diameter measured at breast height; provided, that the measure of multi-trunk trees shall be the sum of the diameters:

- Douglas fir, western red cedar, western hemlock, or big leaf maple: 15 inches;
- Oregon white oak, pacific yew, or madrona: 12 inches;
- Historic fruit trees: no size limit.

“Square feet” means square feet of the combined horizontal area of all floors of a building measured from the exterior faces of the exterior walls, excluding spaces lacking standing head room.

“State siting criteria” means criteria for the siting of hazardous waste treatment and storage facilities contained in WAC 173-303-285.

“Storage, indoor” means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for the storage of goods such as furniture, files, or other unused or seldom used items. The definition excludes hazardous material storage, outdoor storage, warehousing and distribution, and vehicle or recreational vehicle storage. The access to the storage units is from building interiors.

## **Agenda Item # 13b.**

"Mini-storage, mini-" means a structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time for dead storage only. Storage of boats, trailers, and recreational vehicles is permitted. Auctions except auctions authorized by legal action, commercial wholesale or retail businesses, garage sales, repair of motorized equipment and/or vehicles, operation of power tools, and storage of flammable or hazardous materials and explosives is prohibited.

"Story" means the portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above. It is measured as the vertical distance from top to top of two successive tiers of beams for finished floor surfaces and, for the topmost story, from the top of the floor finish to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters.

"Stream" means an area where surface waters flow sufficiently to produce a defined channel or bed. A defined channel or bed need not contain water year-round. This definition is not meant to include storm or surface runoff devices or other entirely artificial watercourses unless they were constructed within or in association with a naturally occurring stream or drainage course.

"Street frontage" means the boundary of a lot separating such lot from an abutting street. For multi-tenant buildings, street frontage shall be the width of the front of the suite. The front of the suite is defined as the wall plane which the suite address is assigned and contains the main customer entrance.

"Street tree" means a tree planted or retained in a public right-of-way or parking strip.

"Structure" means anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground, but not including fences and walls less than six feet in height.

"Subdivision" means the division of land into two or more lots, parcels or sites for the purpose of sale or lease. (Note: For purposes of this development code, the term "subdivision" includes the short subdivision of land.)

See Chapter 58.17 RCW

**Chapter 25.36**  
**MIXED USE DISTRICT -2**

Sections:

- 25.36.010 Purpose.
- 25.36.020 Permitted uses.
- 25.36.021 Drive-thru uses.
- 25.36.025 Accessory uses.
- 25.36.030 Conditional uses.
- 25.36.040 Prohibited uses.
- 25.36.050 Building setback restrictions.
- 25.36.060 Site plan approval.
- 25.36.070 Design review.
- 25.36.080 Development Agreement

**25.36.010 Purpose.**

The purpose of this district is to implement the comprehensive plan's concept of permitting uses that are allowed in the commercial district, the office district and residential zone district. This area is intended to provide office space, goods and services to the entire community or larger market. (Ord. 02-707 § 1)

**25.36.020 Permitted uses.**

- (1) All uses that are permitted in the mixed use district (DMC 25.35.020);
- (2) Indoor Storage.

**25.36.021 Drive-thru uses.**

Restaurants with a drive-thru window shall meet the following additional requirements:

- (1) Shall be no closer than 5,000 linear feet, measured as a straight line, to any other drive-thru fast food restaurant located in the mixed use district or mixed use district-2. (Ord. 09-873 § 1)

**25.36.025 Accessory uses.**

Electric vehicle charging facilities. (Ord. 11-919 § 10)

**25.36.030 Conditional uses.**

All uses that are identified as conditional uses in the mixed use district shall be conditional in the mixed use district-2, (Ord. 02-707 § 1)

**25.36.040 Prohibited uses.**

All uses not identified as permitted or conditional in the mixed use district. (Ord. 02-707 § 1; Ord. 09-873 § 1)

**25.36.050 Building setback restrictions.**

(1) The front yard setback shall be between zero and 20 feet, except when across the street from a residential district, in which case it shall be that of the adjoining residential district.

(2) The minimum side yard setback shall be zero feet, except building setbacks adjoining residential district shall be 20 feet. In no case shall a building encroach within a vision clearance triangle as defined by DMC 25.110.010.

(3) The minimum rear yard setback shall be zero feet.

(4) The maximum building height shall be 50 feet. (Ord. 02-707 § 1)

**25.36.060 Site plan approval.**

Site plan approval is required for all development projects and shall be processed with a Type II or III procedure as provided for residential use in DMC 25.20.050(6), for commercial use in DMC 25.25.060, and for office use in DMC 25.30.060. (Ord. 03-736 § 4; Ord. 02-707 § 1)

**25.36.070 Design review.**

Design review is required for all development projects pursuant to DMC 25.70. Design review shall be processed with a Type I procedure as set forth in DMC 25.175.010.

**25.36.080 Development Agreement**

(1) Development projects may reduce the requirements described in DMC 25.70.020(3(b)) from the stated minimum 80 percent to no less than 25 percent through a Development Agreement. The City may require conditions to mitigate the impacts of each proposal on the basis of the specific project uses, location and orientation. The Development Agreement would stipulate the percentage of retail-type uses, provisions to make the retail functional, and other design parameters that would ensure useful retail space.

# Proposed Rezone Area

