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**CITY OF LYNNWOOD
APPLICATION FOR
LAND USE REVIEW**

**UNITED PARCEL SERVICE
DISTRIBUTION FACILITY**

Location: 18100 Pacific Highway 99
Tax Lots 100, 200, 300, 1100, 1201,
and 1202 of Tax Map 0037430030
Lynnwood, Snohomish County, WA

Prepared by: Steve Kay, AICP
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Prepared for: United Parcel Service
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December 15, 2021

APPLICANT'S STATEMENT

PROJECT NAME: United Parcel Service Distribution Facility

REQUEST: Approval of Concurrent Project Design Review, Environmental Review, and Critical Areas Review Applications for the Development of a 52,350 sq. ft. UPS Distribution Facility and Associated Parking and Loading Areas in the General Commercial (GC) Zone.

ASSESSOR'S DESCRIPTION: Tax Lots 100, 200, 300, 1100, 1201, and 1202 of Tax Map 0037430030
Lynnwood, Snohomish County, Washington

APPLICANT'S REPRESENTATIVE: Steve Kay, AICP
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APPLICANT/PROPERTY OWNER: United Parcel Service
55 Glenlake Parkway
Atlanta, GA 30328

PROPERTY SIZE: 10.94 +/- acres

LOCATION: 18100 Pacific Highway 99
Lynnwood, WA 98037

I. APPLICABLE REGULATIONS

A. Lynnwood Comprehensive Plan

Title 18: Planning
Section 18.02.010: Comprehensive Plan

B. City of Lynnwood Municipal Code

Title 9: Fire
Chapter 9.06: Fire Apparatus Access Roads
Chapter 9.16: Fire Hydrants
Chapter 9.18: Fire Sprinkler Requirements
Chapter 9.20: Fire Alarm Requirements

Title 13: Water
Chapter 13.12: Application for Service – Fees
Chapter 13.40: Stormwater Management
Chapter 13.45: Surface Water Quality

Title 14: Sewers
Chapter 14.12: Use
Chapter 14.16: Building Sewers and Connections

Title 17: Environment
Chapter 17.02: State Environmental Policy Act
Chapter 17.05: General Policy
Chapter 17.10: Environmentally Critical Areas
Chapter 17.15: Tree Regulations

Title 19: Subdivisions
Chapter 19.60: Lot Combination

Title 21: Zoning
Chapter 21.06: Special Street Frontage Requirements
Chapter 21.08: Landscaping
Chapter 21.10: Fence, Hedge and Vision Obstruction Regulations
Chapter 21.14: Setbacks from Centerline
Chapter 21.16: Signs
Chapter 21.17: Outdoor Lighting Standards
Chapter 21.18: Off-Street Parking
Chapter 21.25: Project Design Review
Chapter 21.46: Commercial Zones

C. Lynnwood Citywide Design Guidelines

Guidelines for All Districts

Additional Guidelines for Commercial Districts

II. AFFECTED JURISDICTIONS

Domestic Water:	City of Lynnwood
Fire Protection:	South County Fire
Electric:	Snohomish County PUD
Solid Waste/Recycling:	Republic Services
Natural Gas:	Puget Sound Energy
Police Protection:	City of Lynnwood
Schools:	Edmonds School District
Sanitary Sewer:	City of Lynnwood
Stormwater:	City of Lynnwood
Streets:	City of Lynnwood
Urban Growth Boundary:	Snohomish County

III. BACKGROUND:

The applicant is requesting approval of concurrent Project Design Review, Environmental Review, and Critical Areas Review applications for the development of a 52,350 sq. ft. United Parcel Service (UPS) distribution facility and an associated parking and loading area in the General Commercial (GC) zone. The proposed structure includes a 4,010 sq. ft. area for offices, a customer service center, restrooms, and meeting rooms. The remainder of the facility is dedicated for parcel sorting and distribution areas. As indicated by the attached Overall Site Plan, the proposed development includes surface parking areas for employees, customers, as well as loading spaces for parcel delivery vehicles (see Exhibit D).

According to Lynnwood Municipal Code's Use Table 21.46.12, a Distribution Center not exceeding 100,000 sq-ft is a Permitted use in GC zone, subject to Project Design Review. The subject parcel is zoned GC and is identified by the County Assessor as Tax Lots 100, 200, 300, 1100, 1201, and 1202 of Tax Map 0037430030. The site is addressed as 18100 Highway 99E and was previously owned and operated by Best Auto Parts for parts salvage, vehicle crushing, and storing. The site is currently vacant with the exception of several existing building foundations and existing paved areas of the site.

The subject site is surrounded by a variety of residential and commercial uses. Surrounding properties to the northeast across the undeveloped Hurst Road right-of-way are zoned GC and are developed as a mini-storage facility and a flooring store. To the northwest and west are RS-8 (Residential 8,400 sq. ft.), RML (Multiple Residential Low Density), and RMM ((Multiple Residential Medium Density) that are developed with multiple-family and single-family dwellings. To the south of the subject property are several GC zoned parcels that are used for a vehicle salvage business. To east across Highway 99 are GC zoned parcels that are developed with automobile repair, used vehicle sales, and automobile rental services.

As indicated by the attached Critical Areas Report, the rear of the site contains 2 streams and 4 wetlands. The critical areas have been rated using WDOE and Snohomish County standards and required buffers have been delineated in the attached report (see Exhibit G). The attached Overall Grading Plan demonstrates the proposed development will not encroach into the delineated critical areas or buffer areas. As required, the applicant has also submitted a SEPA checklist with this Environmental Review to document potential impacts from the development. The submitted Overall Site Plan illustrates that the developed portion of the site is separated from critical areas by an 8-ft. chain link fencing which is topped with barbed wire. In addition, a 4-ft. high split rail cedar fence will be installed along the perimeter of the buffer area in accordance with City standards.

To meet Lynnwood Citywide Design Guidelines, the applicant proposes the installation of 15-ft. wide landscaped buffer along the site's Highway 99 frontage (see Exhibit D). A proposed 6-ft. high black wrought iron type fence is also proposed to be installed 10-ft. from the right-of way, throning at the north and south boundaries of the parking lot , and then extending to the front façade of the proposed structure. The submitted Architectural Plans demonstrate that the building façade facing Highway 99 also conforms to Lynnwood Citywide Design Guidelines (see Exhibit D).

The Overall Site Plan and Architectural Plans indicate that a customer service entrance and visitor and employee parking stalls will be located on the south and southwest side of the distribution facility (see Exhibit D). Tractor trailer bays and stalls for trailers will be located in the back of the proposed parking lot. The submitted plans demonstrate that interior bays and exterior areas along the west wing of the building will accommodate stalls for parcel delivery vehicles. The plans illustrate that two 30-ft. wide driveways are proposed to provide access to the property along the Highway 99 frontage (see Exhibit D). Based on 24 hour operation and staffing requirements of other UPS distribution facilities, the proposed parking stalls will meet the peak shift demand for customers and employees (see Exhibit I).

The submitted Transportation Impact Study indicates that existing transportation facilities have the capacity to accommodate impacts from the proposed development (see Exhibit I). The applicant proposes to limit exiting movements to right-turn-only for both the north and south driveways (see Exhibit I). No turning restrictions are proposed for vehicles entering the site. Sight distance at the site's two driveways is also shown to be adequate. Based on the results of the analysis shown in this report, no project-specific off-site transportation mitigation is proposed for concurrency or SEPA purposes. The payment of transportation impact fees (TrIF) will mitigate project-related transportation impacts. Transportation impact fees will be determined by the City of Lynnwood. The applicant requests that all applicable impact fee credits (including credits for the former salvage auto parts, used car sales, and tire shop uses) be applied to the impact fee calculation.

The submitted Overall Grading Plan illustrates that the subject property gently slopes down towards the southwest corner of the site (see Exhibit D). Drainage from the proposed development's impervious surfaces will be collected by catch basins and managed by an on-site underground detention vaults before stormwater is released through a flow control manhole to the public storm main line within Highway 99.

The submitted Overall Utility Plan indicates that existing water and sanitary sewer services will be upgraded to serve the proposed development. A new sanitary sewer lateral will be installed from the existing manhole in Hwy. 99 to the north end of the building. Domestic water will be provided by extending service from Highway 99's existing water main line. A fire suppression system will also be installed in the structure by extending two new fire water lines from Highway 99 (see Exhibit D). Based on discussions with Public Works staff, existing frontage improvements are adequate to serve the proposed development and only the replacement of broken sidewalk panels is required.

This application packet includes a copy of the signed Application Form, Property Deed, City Pre-Development Meeting Report, Preliminary Development Plans with Materials Board, Site Photos, Preliminary Stormwater Report, Critical Areas Report, SEPA Checklist, and the Transportation Impact Study. The applicant's exhibits and narrative demonstrate that the submitted Project Design Review, Environmental Review, and Critical Areas Review applications meet the criteria for approval as outlined by the City of Lynnwood Municipal Zoning Code and the Lynnwood Citywide Design Guidelines.

IV. FINDINGS

A. LYNNWOOD COMPREHENSIVE PLAN

Title 18: Comprehensive Plan:

Chapter 18.02.010: Comprehensive Plan

The comprehensive plan of the city of Lynnwood, adopted pursuant to Chapter 36.70A RCW (also known as the Growth Management Act, "GMA"), is that plan, entitled "City of Lynnwood Comprehensive Plan," adopted April 10, 1995, by Ordinance 2033. The comprehensive plan includes all subsequent amendments. The plan, including all amendments, is hereby incorporated by reference into the Lynnwood Municipal Code.

COMMENT:

Where required by the City of Lynnwood Zoning Code, this application addresses City Comprehensive Plan goals and policies related to the proposed development of land as implemented by the Lynnwood Municipal Code.

B. CITY OF LYNNWOOD MUNICIPAL CODE

Title 9: Fire:

Chapter 9.06: Fire Apparatus Access Roads (Fire Lanes)

Fire apparatus access roads (fire lanes) shall comply with SCF's fire apparatus access road standard, IFC Section 503, Fire Apparatus Access Roads, and IFC, Appendix D, Fire Apparatus Access Roads, as amended:

Section 9.06.010: Fire apparatus access road (fire lane) specifications.

- B. Section 503.2.4, Turning radius, is amended to read: The minimum turning radius shall be 25' inside radius and 45' outside radius or as approved by the fire code official.**
- C. Section 503.2.7, Grade, is amended to read: The grade of the fire apparatus access road shall be a maximum of 14%, with any fire apparatus access road greater than 12% shall require additional fire protection features.**
- D. D. Section 503.3, Markings, is amended to read: Fire**

apparatus access roads shall be marked with markings and/or signs in accordance with SCF's Emergency Fire Apparatus Access Road Standard.

- E. Section 503.7 is added to read: Temporary fire apparatus access roads during construction shall comply with LMC 9.06.020.
- F. Section 507.8 is added to read: Fire apparatus access roads through parking lots shall comply with LMC 9.06.025.
- H. Section D103.2, Grade, as amended: Fire apparatus access roads shall not exceed 14% in grade. If the grade exceeds 12% additional fire protection features shall be required.
- I. Section D103.3, Turning radius, as amended: The minimum turning radius shall be 25' inside radius and 45' outside radius or as approved by the fire code official.

COMMENT:

The Overall Site Plan illustrates that all proposed fire access drive aisles, turning radii, and grades meet the requirements described in this code (see Exhibit D). In compliance with fire plan review notes from the City Pre-Development Meeting Report, the applicant proposes fire access roads that are at least 20-ft. wide and the installation of 2 additional fire hydrants (see Exhibit D). In addition, a fire alarm and sprinkler system will be installed in the proposed structure. As required, the building will be tested to determine if a DAS system is required prior to occupancy.

- J. Section D103.6, Signs, and the associated subsections are amended to read: Signs shall conform to SCF's Fire Apparatus Access Road Standard.

COMMENT:

As required, fire lanes will be marked with curb paint and/or striping and/or signs as set forth in South County Fire's Apparatus Access Road Standard of 2021.

Section 9.06.020: Temporary fire apparatus access roads during construction.

- A. Fire apparatus access roads are required for all buildings during the construction phase. The fire apparatus access road shall have an all-weather driving surface.

- B. Fire apparatus access roads shall be established prior to any combustible construction or stockpiling of any combustible material and extended to within 150 feet of all portions of a facility or stockpile and all portions of the exterior walls of the first story of the building, as measured by an approved route around the exterior of the building. The fire apparatus access road shall be identified by an approved means.
- C. Construction gates across fire apparatus access roads shall be provided with approved signs reading “Fire Department Access.” Any means of securing the gate across the fire apparatus access road must be approved by the fire code official.

COMMENT:

To comply with this standard, the applicant acknowledges that all temporary fire apparatus access roads required for buildings during construction shall be planned, established, and maintained within 150-ft. of facility construction and/or stockpiled materials. All proposed temporary construction gates will be posted with signs as approved by the fire code official.

Section 9.06.020: Fire apparatus access roads through parking lots.

Parking lots or automobile sales lots with 100 or more vehicles shall have a designated fire apparatus access road circulating throughout the lot.

Compact parking stalls shall not be located perpendicular to fire lanes.

COMMENT:

The Overall Site Plan illustrates that parking for more than 100 vehicles is proposed. As required, a designated fire apparatus access road will be provided through the parking lot and around the proposed structure. No compact parking stalls are proposed directly adjacent to the 20-ft. wide fire lane that circulates around the distribution facility (see Exhibit D).

Chapter 9.16: Fire Hydrants

Section 9.16.030: Service by water department.

All fire hydrants installed as required by this chapter shall be served by the city water department unless conditions warrant a waiver of this provision.

COMMENT:

As indicated in the Pre-development Reports from Fire and Public Works, a minimum of 2 additional fire hydrants are required for this development (see Exhibit C). The Overall Utility Plan illustrates that 2 new fire hydrants are located along the west side of the proposed structure (see Exhibit D).

Section 9.16.070: Leads from service main.

The lead from the service main to the hydrant shall be no less than six inches in diameter. Any hydrant leads over 50 feet in length from the service main to the hydrant shall be no less than eight inches in diameter. The provisions of this section shall apply without exception and regardless of the size of the service main.

COMMENT:

As required, service mains to the proposed hydrants will be at least 8-in. in diameter where they are over 50-ft. from the water main.

Section 9.16.090: Hydrant spacing in areas other than one- and two-family residential areas.

In areas other than one- and two-family residential use, fire hydrants shall be installed at intersections and have a maximum lateral spacing of 330 feet with no structure in excess of 150 feet from a fire hydrant. If the distance between intersections is over 400 feet, an additional hydrant shall be installed to limit the distance between hydrants to a maximum of 330 feet.

COMMENT:

The proposed new hydrants, as shown on the Overall Utility Plan are compliant with the above spacing standard (see Exhibit D).

Section 9.16.115: Hydrant locations and quantity.

- A. Hydrants used to supply fire department connections (FDCs) shall be within 50 feet of such connection or as approved by the fire code official.**
- B. Hydrants and FDCs shall not be located closer than 50 feet from the building or as approved by the fire code official.**
- C. The number of hydrants used to provide fire flows shall be as specified in IFC Table C102.1, except that all buildings over 5,000 square feet shall be protected by a**

minimum of two hydrants; one of which shall be located within 150 feet of the most remote location of the exterior wall of the first story. The second hydrant may be located up to 330 feet (as measured by vehicle travel) from the first hydrant. For fire flows requiring more than two hydrants, additional hydrants shall be installed in approved locations with a maximum spacing of 330 feet. The number, spacing, and/or location of hydrants may be modified by the fire marshal as needed to ensure adequate fire protection.

COMMENT:

The applicant proposes to install 2 new hydrants, as shown on the Overall Utility Plan (see Exhibit D). Hydrant locations, spacing, and quantities correspond with the requirements specified in this section.

Section 9.16.140: Pumper port direction.

Hydrants shall stand plumb, be set to the established grade with the lowest outlet of the hydrant no less than 18 inches above the grade and no less than 36 inches of clear area around the hydrant circumference for clearance of the hydrant wrench on both outlets and on the control valve. The pumper port shall face the street. Where the street cannot be clearly defined or recognized, the port shall face the most likely route of approach and location of the fire truck while pumping, to be determined by the approving authority.

COMMENT:

As required, the proposed hydrants will comply with the pumper port direction specified in this section.

Section 9.16.170: Obstruction prohibited.

No one shall plant any vegetation, erect any structure or perform any action which results in obstructing the view of a fire hydrant for a distance of 50 feet. The owner/occupant of any area in which a hydrant is located shall be responsible for removing weed and tree growth from around the hydrant for a distance of no less than 10 feet.

COMMENT:

The submitted Planting Plans demonstrate that the proposed fire hydrants on the east side of the distribution facility are not obstructed by landscaping or other structures (see Exhibit D). As required, landscaping will be maintained as specified in this section to provide continued hydrant visibility.

Chapter 9.18: Fire Sprinkler Requirements

Section 9.18.020: Where required.

In addition to the requirements of Section 903.2, an approved automatic fire sprinkler system shall be installed and maintained throughout all buildings, structures, floors, and suites described in this section. All sprinkler and standpipe systems shall be installed per the applicable NFPA and South County Fire (SCF) fire sprinkler standard. For the purposes of this section, spaces separated by fire walls, fire barriers, fire partitions and fire-resistance-rated horizontal assemblies noted in IBC Chapter 7 shall not be considered to be separate area(s) or building(s). Partial area automatic sprinkler systems are prohibited.

COMMENT:

The attached Overall Utility Plan demonstrates that an existing water main line meeting City standards is currently located within Highway 99, adjacent to the subject site. The plan indicates that a fire sprinkler system will be installed in the distribution facility, supplied by two proposed fire line extensions from the adjacent right-of-way (see Exhibit D). As required, the fire suppression system will comply with all fire sprinkler requirements, as well as fire flow, FDC location, and fire system design standards specified in the IFC and this chapter of the LMC.

Chapter 9.20: Fire Alarm Requirements

Section 9.20.020: Where required.

In addition to the requirements of Section 907.2, an approved, monitored automatic fire alarm system shall be installed and maintained throughout all buildings, structures, floors, and suites described in this section. If conflicts exist between the IFC and this section, this section shall prevail. Fire alarm systems shall be installed per the applicable NFPA and SCF fire alarm standard. For the purposes of this section, spaces separated by fire walls, fire barriers, fire partitions and fire-resistance-rated horizontal assemblies noted in IBC Chapter 7 shall not be considered to be separate area(s) or building(s). Partial area fire alarm systems are prohibited.

COMMENT:

The applicant intends to provide detailed plans which demonstrate compliance with all fire alarm requirements with a future request for building permits.

Title 13: Water:

Chapter 13.12: Application for Service - Fees

Section 13.12.010: **Application for installation of service line.**

- A. A person desiring the installation of a water service line to a building or property shall submit a signed water meter application therefor upon a form provided by the public works department and submit his application as required by LMC 2.44.040. Application and fee must be submitted at least 30 days before the applicant’s requested completion date.**

Section 13.12.012: **Permit to be obtained for installation of private water service.**

A permit application for the installation or repair of a water line between the meter and building shall be submitted to the department of public works for processing as required by LMC 2.44.040.

Section 13.12.015: **Water main permit required.**

New development may necessitate the installation of new water mains. The developer shall apply for a water main permit. The water main permit application shall be submitted to the department of public works for processing as required by LMC 2.44.040.

Section 13.12.020: **Installation of meters and connection permit required.**

- A. City Installation. The city may elect to install meters up to two inches in size.**
- B. Installation by Developer. When it is determined by the director of public works that placement of the service line would best be served by installation by the developer, the developer shall assume the cost of installing such service line.**
- C. Water Main Connection Permit Required. If it is necessary for a developer to tap into a city-owned main, then a permit for a water main connection shall be submitted to the department of public works for processing as required by LMC 2.44.040.**

COMMENT:

The attached Overall Utility Plan indicates that an existing water main within Highway 99 is capable of providing domestic water service for the proposed use (see Exhibit D). Domestic water will be provided to the facility with the connection of a new lateral and water meter to the water main. Following land use approvals, the applicant will obtain necessary permits after paying the required connection fees.

Chapter 13.40: Stormwater Management

Section 13.40.060: Minimum technical requirements.

B. Drainage and Retention/Detention System Design Requirements.

- 1. All drainage easements within the subject property shall be at least 20 feet in width for operation and maintenance of open channel or closed system installation, unless otherwise deemed necessary and approved by the director.**

- 2. Open retention/detention ponds and infiltration facilities shall not be located in dedicated public road right-of-way areas unless specifically waived by the director.**

COMMENT:

There are no open retention or detention ponds, or drainage easements, on the subject site. Underground detention vaults, as shown on the Storm Drainage Plan, will be utilized for stormwater management (see Exhibit D). Therefore, this section is not applicable.

C. Minimum Technical Requirements by Project Type.

- 1. Large site projects shall meet the large site minimum requirements outlined in the Supplemental Stormwater Guidelines.**

COMMENT:

The proposed distribution facility is defined as a large site project in the LMC, exceeding one acre of more of land-disturbing activity. The applicant's Overall Storm Plan and Preliminary Stormwater Report provides information regarding the proposed stormwater management facilities. Drainage from the proposed development's impervious surfaces will be collected by catch basins and managed by an on-site underground detention vaults before stormwater is released through a flow control manhole to the public storm main line within Highway 99. As required, the submitted exhibits include a Stormwater Pollution Prevention Plan which meets Supplemental Stormwater Guidelines and other City applicable standards.

Section 13.40.070: Submittal requirements.

B. Conceptual Drainage Plan. Applicants proposing minor site projects that are not located within an environmentally critical area shall submit a conceptual drainage plan, which shall include the following information:

- 1. Character of the existing site;**
- 2. Natural drainage features on or adjacent to the site;**
- 3. Location and dimensions of all impervious surfaces;**
- 4. Flow arrows indicating the direction of stormwater flows on-site;**
- 5. Any off-site flows entering the site;**
- 6. Proposed method of utilizing the existing drainage system;**
- 7. Documentation specifying how the project complies with all applicable minimum requirements.**

The required contents of the conceptual drainage plan are described in the Supplemental Stormwater Guidelines. Based upon the review of the conceptual drainage plan, the director shall determine if further drainage plans are required.

C. Detailed Drainage Plan. In addition to the elements required for the conceptual drainage plan, applicants proposing small site projects or large site projects shall submit a detailed drainage plan, which shall include the following information with respect to surface and pertinent subsurface water flows entering, flowing within, and leaving the subject property both during and after construction:

- 1. Project description.**
- 2. Background computations for sizing drainage facilities.**

3. **Proposed measures for handling the computed runoff at the detail level specified in the Supplemental Stormwater Guidelines.**
4. **Proposed measures for controlling runoff and erosion/sedimentation during clearing, grading and construction, and proposed staging and schedule of all building, clearing, and grading activities, in accordance with the Supplemental Stormwater Guidelines.**
5. **Documentation specifying how the project complies with all applicable minimum requirements.**

The required contents of the detailed drainage plan are described in the Supplemental Stormwater Guidelines.

COMMENT:

The attached Overall Grading Plan, Overall Storm Plan, and Preliminary Stormwater Report provide all of the required information listed above (see Exhibits D and F). The exhibits demonstrate that the proposed surface drainage system will not adversely affect neighboring properties, streets, and/or surface and subsurface water quality. Drainage from the development's impervious surfaces will be managed by on-site detention vaults in accordance with the City's Stormwater Management standards. Detained stormwater will be released through a flow control manhole to the public storm main line within Hwy. 99, meeting City Public Works standards. As required, the City will review detailed construction plans for the proposed stormwater facilities prior to the issuance of building permits.

- D. **Commencement of construction work meeting any of the thresholds identified in LMC 13.40.050 shall not begin until such time as a storm drainage permit is applied for, the permit is processed by the public works department as required by LMC 2.44.040, and final approval of the drainage plan is obtained in accordance with LMC 13.40.080. Failure to comply with this provision shall result in revocation of all permits for the proposed development, and the city may proceed as authorized under LMC 13.40.150. The same plan submitted during one permit/approval process may be subsequently submitted with further required applications. The plan shall be supplemented with such additional information as required by LMC 2.44.040 and/or required by the provisions of the Supplemental Stormwater Guidelines.**

COMMENT:

As required, application and accompanying plans for the required storm drainage permit will be submitted for review prior to construction of the facilities.

Section 13.40.090: Development in Critical Areas.

All development in and adjacent to critical areas shall be required to comply with the terms and conditions of Chapter 17.10 LMC, in addition to any requirements of this chapter.

COMMENT:

The rear of the subject site has been identified as containing critical area wetlands and streams. In addition to compliance with the regulations of this chapter, the applicant has addressed the requirements of LMC Chapter 17.10 in the narrative provided below.

Title 14: Sewers:

Chapter 14.12: Use

Section 14.12.015: Waste disposal.

Unless otherwise provided for, all domestic and industrial wastewater shall be discharged to the POTW.

COMMENT:

The submitted Overall Utility Plan illustrates that a new sanitary sewer lateral will be installed from the existing manhole in Hwy. 99 to the north end of the building. As required, oil water separators will be provided to ensure that the facility's indoor vehicle loading, storage, maintenance, and washing areas meet City standards (see Exhibit C).

Title 17: Environment:

Chapter 17.02: State Environmental Policy Act (SEPA)

Section 17.02.029: Planned action EIS – Additional provisions.

COMMENT:

The applicant is not required or is proposing to prepare a Planned Action EIS, therefore this section does not apply.

Section 17.02.029: Planned action permit process.

Applications for planned actions shall be processed as follows:

- A. Applications for planned actions shall be made on forms authorized by the SEPA responsible official, shall include a SEPA checklist and other supporting materials as requested by the SEPA responsible official, and shall be accompanied by applicable fees.**

COMMENT:

The submitted Overall Site Plan illustrates that the proposed development will not encroach into the critical area or associated wetland and stream buffers. As required, a completed SEPA Checklist has been included with this application to document all potential environmental impacts (see Exhibit H). Based on the findings included with the submitted Checklist and Critical Areas Report, no EIS or additional SEPA review is required for the proposed development (see Exhibits H and I).

Chapter 17.10: Environmentally Critical Areas

Section 17.10.040: Submittal requirements.

- A. Critical Areas Permit Application Required. Any application for land use, boundary line adjustments or development proposals by private or public entities, including rezones, subdivisions, building permits, clearing and grading permits, tree permits, or other activities which will result in any alteration or modification within or adjacent to an environmentally critical area or its standard buffer width shall include an application for a critical areas permit.**

COMMENT:

In conjunction with the Project Design Review and Environmental Review, the applicant is requesting Critical Areas Review for the proposed development. A Critical Areas Report which evaluates existing values and potential impacts to on-site wetlands and streams has been attached to this application (see Exhibit G). The submitted Overall Site Plan and report demonstrate that the proposed development will not impact critical areas or associated buffer areas on the subject parcels.

- B. Contents of Special Studies. Special environmental studies shall be prepared by a qualified person with expertise in the area of concern in accordance with the requirements of this chapter and to the**

satisfaction of the department. Special studies are valid for two years; after such date the city will determine if a revision or additional assessment is necessary. Such studies shall:

1. Rely on the best available science; and
2. Provide a site plan and written report describing the conditions of the property, illustrating the proposed development and the environmentally critical area; and
3. Identify and characterize any critical area and associated buffer on or adjacent to the site. Such characterizations shall comply with the methods described and accepted in this chapter; and

COMMENT:

The attached Critical Areas Report was prepared by Raedeke Associates, a qualified firm with staff expertise in wetlands and stream corridor assessments (see Exhibit G). As required, the identification and characterization of the critical areas was undertaken using the methodology that is specified in this chapter. The report concludes that the proposed development will not encroach into or create impacts to delineated wetlands, streams, or their associated buffer areas.

4. Describe how the proposed development will impact the critical area(s) and associated buffer(s) which are present on or which are adjacent to the property; and

COMMENT:

The attached Existing Conditions Plan demonstrates that previous development on the site significantly encroached into the delineated wetland and stream buffers. The submitted Overall Demolition Plan indicates that the existing paved areas and building foundations which are located outside of the designated buffer areas will be removed prior to construction of the proposed development (see Exhibit D). The applicant's Overall Site Plan illustrates that the proposed distribution facility, parking areas, retaining walls, and fencing do not encroach into the critical areas and associated buffer areas. The submitted Critical Areas Report has also determined that the proposed development will not impact critical areas and associated buffers which are adjacent to the subject site (see Exhibit G).

5. Describe any plans for alteration or modification of the critical area(s) and associated buffer(s), and provide appropriate chapter citations allowing for such alteration or modification; and

COMMENT:

As demonstrated by the attached Overall Site Plan and Critical Areas Report, the applicant is not proposing to alter or modify the delineated critical areas or associated buffers (see Exhibits D and H).

6. **A statement of the resources and methodology used in the reporting reflecting the use of “best available science”; and**
7. **Provide recommended methods for mitigating any identified impacts consistent with mitigation sequencing steps required by LMC 17.10.041.**

COMMENT:

The attached Critical Areas Report identifies resources and which methodologies were used to assess the wetlands and stream corridors (see Exhibit G). Since no impacts will result from the proposed development, recommended mitigation measures are not included in the report.

Section 17.10.041: Mitigation sequencing.

Proposed impacts to critical areas and their buffers shall adhere to the mitigation sequencing steps defined in LMC 17.10.030. Applicants proposing mitigation are required to demonstrate that mitigation sequencing steps have been followed.

COMMENT:

Since mitigation is not proposed or required for the proposed development, this section does not apply.

Section 17.10.050: Wetland report - Requirements.

- A. **Critical areas report requirements for wetlands may be met in “stages” or through multiple reports. The typical sequence of potentially required reports that may in part or in combination fulfill the requirements of this section include:**
 1. **Wetland reconnaissance report documenting the existence and general location of wetlands in the vicinity of a project area;**
 2. **Wetland delineation report documenting the extent and boundary of a jurisdictional wetland per RCW 36.70A.175; and**
 3. **Wetland mitigation report documenting**

potential wetland impacts and mitigation measures designed to retain or increase the functions and values of a wetland.

- C. Preparation by a Qualified Professional. A critical area report for wetlands shall be prepared by a qualified professional who is a certified professional wetland scientist or a noncertified professional wetland scientist with a minimum of five years of experience in the field of wetland science and with experience preparing wetland reports.**

COMMENT:

The submitted Critical Areas Report includes a wetland delineation report by a certified wetland scientist with Raedeke and Associates (see Exhibit D). Since no wetland impacts were documented in the report, no mitigation measures are required for the proposed development.

- D. Area Addressed in Critical Area Report. The following areas shall be addressed in a critical area report for wetlands:**
- 1. The project area of the proposed activity;**
 - 2. All wetlands and recommended buffers within 200 feet of the project area; and**
 - 3. All shoreline areas, water features, floodplains, and other critical areas, and related buffers within 200 feet of the project area. The location and extent of wetlands and other critical areas existing outside of the project area or subject parcel boundary may be shown in approximation as practical and necessary to provide an assessment of potential project effects.**

COMMENT:

As required, on and off-site wetlands, streams, and buffers within 200-ft. of the project area are identified in the attached Critical Areas Report (see Exhibit G).

- C. Wetland Analysis. In addition to the minimum required contents of LMC 17.10.040, Submittal requirements, a critical areas report for wetlands shall contain an analysis of the wetlands, including the following site and proposal-related information at a minimum:**

1. **A written assessment and accompanying maps of the wetlands and buffers within the project area as well as a 200 foot area surrounding the project area, including the following information at a minimum:**
 - a. **Wetland delineation and required buffers; and**
 - b. **Existing wetland acreage; and**
 - c. **Wetland category; and**

COMMENT:

The required wetland analysis, prepared by Raedeke Associates, is included with the Critical Areas Report (see Exhibit G). The analysis provides wetland background information, buffer requirements, and categorical classification for all 4 wetlands and 2 streams present on the site. Wetlands 1, 3, and 4 are classified as Category III while Wetland 2 is classified as a Category II resource.

- d. **Vegetative, faunal, and hydrologic characteristics; and**
- e. **Soil and substrate conditions; and**

COMMENT:

As required, the attached Critical Areas Report provides an assessment of the vegetative, faunal, hydrologic characteristics, and soil and substrate conditions for the wetlands (see Exhibit G).

- f. **A discussion of the water sources supplying the wetland and documentation of hydrologic regime (locations and discussion of contributing upstream water sources both within the project area and outside of the project area, discussion of downstream features that could be impacted by changes to wetland hydrologic regime, locations of inlet and outlet features, water depths throughout the wetland, evidence of water depths throughout the year: drift lines, algal layers, moss lines, and sediment deposits, and evidence of recharge or discharge); and**
- g. **A description of the proposed stormwater management plan for the development and consideration of**

impacts to drainage alterations.

COMMENT:

The attached Critical Areas Report includes a discussion of the water source for the wetlands and how the proposed stormwater management plan will not alter the existing drainage supply for the resource areas (see Exhibit G).

The location, extent and analyses of wetlands not contiguous with the subject parcel existing outside of the immediate project area may be described in approximation as practical and necessary to provide an assessment of potential project effects and hydrologic/ecological connectivity to on-site wetlands and other critical areas.

- 2. A discussion of measures, including avoidance, minimization, and mitigation, proposed to preserve existing wetlands and restore any wetlands that were degraded prior to the current proposed land use activity.**

COMMENT:

As stated above, the applicant is proposing to avoid all impacts to the existing wetlands and their associated buffer areas. The attached Critical Areas Report does not recommend any mitigation measures as the delineated wetland areas are not degraded (see Exhibit G).

- 3. A habitat and native vegetation conservation strategy that addresses methods to protect and enhance on-site habitat and wetland functions.**

COMMENT:

The submitted Overall Demo Plan and Critical Areas Report indicate that the applicant is not proposing to disturb existing conditions within the delineated wetlands, streams, or within the associated buffers (see Exhibits D and H). The proposed retaining and security fence will be installed along the limits of the proposed development and will not encroach into the designed critical areas or the associated buffers. The applicant is proposing to install a split rail cedar fence along the edge of the designated buffers to mark and limit access to this portion of the site. As required, the submitted Critical Areas Report has evaluated the proposed development including the fencing, and has determined that the project elements will not negatively impact habitat or wetland functions.

- 4. Functional evaluation for the wetland and adjacent buffer using a local or state agency staff-recognized method and including the reference of the method and all data sheets.**

COMMENT:

As required, the attached Critical Areas Report has evaluated the wetlands and adjacent buffer area using the above methodology (see Exhibit G)

5. **Proposed mitigation, if needed, including a written assessment and accompanying scale maps/drawings of the impacts and mitigation site and adjacent areas consistent with LMC 17.10.055.**

COMMENT:

The submitted Critical Areas Report indicates that no mitigation is required for the proposed development.

Section 17.10.052: Standard wetland buffers.

Any wetland relocated or replaced because of wetland alterations shall have at least the standard buffer width identified in the table below. Standard buffer widths have been established in accordance with best available science based on wetland category and habitat scores; they shall be as follows:

Measures to minimize the impacts of the land use adjacent to the wetlands shall be applied:

Disturbance – Noise & Required Measures to Minimize Impacts:

- **Locate activity that generates noise away from wetland**
- **For activities that generate relatively continuous, potentially disruptive noise, such as certain heavy industry or mining, establish an additional 10-foot heavily vegetated buffer strip immediately adjacent to the outer wetland buffer**

COMMENT:

The attached Critical Areas Report indicates that standard 105-ft. Category III buffers are required for Wetlands 1 and 2, a 165-ft. Category II buffer is required for Wetland A, and a 60-ft. Category III buffer is needed for Wetland 3 (see Exhibit G). The required standard buffers are illustrated on the attached Overall Site Plan, demonstrating that the proposed development will not encroach into the delineated critical areas or their associated buffers (see Exhibit D).

Section 17.10.053: Alterations to wetlands and buffers.

Alteration, modification, or enhancement of wetlands and buffers may be allowed by this chapter, subject to the review and approval by the director. The applicant shall submit to the department a plan detailing the alteration, modification and/or enhancement proposal, along with any proposed mitigation. This plan shall be prepared by a qualified professional. The plans shall meet the criteria of LMC 17.10.054, 17.10.055, 17.10.056, 17.10.130, and 17.10.140 (as applicable).

COMMENT:

The applicant is not proposing to alter the delineated wetlands or standard buffers, therefore this section does not apply.

Section 17.10.059: Buffer width reductions through enhancement.

At the discretion of the director, and only when buffer averaging would not provide adequate design flexibility, wetland buffer width reductions may be granted concomitant to the development and implementation of a wetland buffer enhancement plan for Category III and IV wetlands only. Approval of a wetland buffer reduction with enhancement proposal shall be limited to a width reduction of not less than 75 percent of the approved buffer width; provided, that:

COMMENT:

The applicant is not proposing a buffer width reduction, therefore these standards do not apply.

Section 17.10.071: Stream buffers.

Stream buffers shall be required for all regulated activities adjacent to regulated streams. Any stream which is relocated or replaced because of stream alterations shall have at least the standard buffer width required for the class of stream involved, unless the alteration is a beneficial restoration project allowed under LMC 17.10.073. All stream buffers shall be measured from the ordinary high water mark as surveyed in the field. In braided channels and alluvial fans, the ordinary high water mark shall be determined so as to include the entire stream feature. Except as otherwise permitted under this chapter, stream buffers shall be retained in a natural, unaltered condition.

The following standard buffer widths shall be required, unless modified and approved in accordance with the provisions of this chapter:

- A. Type S streams shall have buffers consistent with Chapter 17.20 LMC (Shoreline Master Program), or a 150-foot buffer if no buffer is specified by Chapter 17.20 LMC.
- B. Type F streams shall have a 100-foot buffer.
- C. Type Np streams shall have a 60-foot buffer.
- D. Type Ns streams shall have a 35-foot buffer.

COMMENT:

The attached Overall Demo Plan illustrates that previous development on the site impacted the delineated streams and their associated buffers. The submitted Critical Areas Report indicates that Stream 1 is classified as a Type F stream, whereas Stream 2 is classified as a Type Np stream (see Exhibit G). The required 100-ft. buffer for Stream 1, and the 60-ft. buffer for Stream 2, are delineated in the report. The submitted Overall Site Plan demonstrates the proposed development does not encroach into the standard stream buffers (see Exhibit D). As described in the Critical Areas Report, stream functions are anticipated to increase as a result of the proposed protection of critical habitats.

Section 17.10.077: Decreased stream buffer width.

Except for streams which were approved for alteration by this chapter, the director may reduce the standard stream buffer widths on a case-by-case basis where the applicant demonstrates that:

COMMENT:

As stated above, no decrease in stream buffer widths is proposed. Therefore, this section does not apply.

Section 17.10.130: Critical area signs, monuments, and fencing.

- A. The boundary of a critical area will be delineated by survey stakes, and/or tape at the time of the completion of the critical area report. The buffer will be established as measured from that boundary. During construction, the buffer edge will be delineated and identified using plastic tape and construction fence, or any other effective measure to prohibit construction activities from encroaching into the critical area and its associated buffer. Those measures will be maintained until completion of the project.

COMMENT:

As required, the critical area buffers have been flagged on site and will be delineated by construction fencing or similar method during the proposed construction activities.

- B. Upon completion of the construction of the project, the boundary of the critical area and/or buffer will be designated with permanent signs, monuments and fencing, the design and spacing of which will be left to the discretion of the director.**

COMMENT:

Prior to the completion of construction activities, the proposed split rail cedar fence and required signage will be installed along the stream and wetland buffer boundaries.

- C. All critical areas and their buffers which have been protected through the application of this chapter shall be permanently protected by designating them as native growth protection areas (NGPAs).**

COMMENT:

As required, the critical areas and buffers will be permanently protected in accordance with the above standards.

Chapter 17.15: Tree Regulations

Section 17.15.090: Tree unit and tree replacement calculation.

- A. A tree unit shall be a unit of measurement based upon the diameter of the tree, at D.B.H., or whatever stump remains of a previously removed tree, as set forth in the following table:**

Tree Diameter/Tree Units:

- 6" – 10" / 1
- 10.1" – 18" / 2
- 18.1" – 36" / 3
- > 36" / 4

COMMENT:

The attached Overall Grading Plan demonstrates that the applicant is not proposing to remove any existing trees on the site.

- B. The city shall require replacement of significant trees**

based on the diameter of the significant tree(s) removed. The number of trees to be replaced shall be determined using the following method:

1. Count the number of significant trees to be removed;
2. Measure the D.B.H. of those significant trees. The diameter of the trees shall be verified by the city;
3. Average the D.B.H. of those trees;
4. Multiply the number of significant trees removed by the number of tree units to determine the number of trees to be replaced. This number shall be identified as the total tree replacement number.

COMMENT:

As mentioned above, the applicant is not proposing to remove existing significant trees on the subject site. Therefore, the above standards do not apply.

Section 17.15.100: Permit required.

Except as otherwise provided in LMC 17.15.150, it shall be unlawful for any person to remove a tree within the city of Lynnwood without having first obtained a valid tree removal permit.

COMMENT:

Based on the proposed development plan, a tree removal permit is not required for the project.

Title 19: Subdivisions:

Chapter 19.60: Lot Combination

Section 19.60.050: Application.

Applications for lot combinations shall be submitted on forms provided by the city of Lynnwood community development department. The completed application shall be submitted to the community development department, and shall include the information specified in LMC 19.55.040 and any other information as may be required by the Snohomish County auditor as a condition of

recording.

COMMENT:

The applicant has submitted a separate Lot Combination application to consolidate all of the separate tax lots into 1 parcel. The applicant understands that a condition of approval for this Project Design Review, Environmental Review, and Critical Areas Review application will require that the lot combination process is complete prior to the issuance of building permits.

Title 21: Zoning:

Chapter 21.06: Special Street Tree Frontage Requirements

Section 21.06.200: Special street frontage landscaping plans.

COMMENT:

The subject site, which is west of I-5 and located along Highway 99's southbound lane is not included in area designations listed in this chapter. Therefore, special tree frontage requirements do not apply to this development.

Chapter 21.08: Landscaping

Section 21.08.200: Applicability.

The landscaping requirements in this chapter apply to all properties except single-family residential properties; provided, that where applicable, the City Center Zone(s) City Center Design Guidelines landscape provisions supersede the landscape requirements of this chapter.

A. The requirements of this chapter apply to all parts of a site not devoted to hard surfaces such as parking lot pavement, pedestrian walkways, or driveways and structures or other structural site improvements. Properties may have any of the following areas that require landscaping in accordance with this chapter:

1. General site area.
2. Parking lot areas as follows:
 - a. Parking lot street frontage.

b. Parking lot interior.

4. Buffer areas.

COMMENT:

As required, the attached Planting Plan identifies proposed landscaping for all non-hard-surfaced areas which are located outside of the critical areas and their associated buffers (see Exhibit D).

B. When Requirements Apply. The requirements of this chapter apply to all multiple-family, commercial, industrial properties and developments in the city, excluding single-family residential development proposals and proposals in the City Center zone, as stated below:

1. All landscaping requirements apply to:

a. Any new development or redevelopment subject to a project design review land use application approval in this title.

3. All landscaping requirements apply to the respective area (parking area frontage, interior, or buffer areas) where:

a. Replacement or newly installed landscaping greater than 200 square feet of cumulative area.

4. All parking lot landscaping requirements apply to:

a. Projects that replace existing paved parking lot surface with new paving by greater than 50 percent of existing paved surface area. Landscaping requirements only apply within the limits of disturbance of the replaced paved surface.

b. Projects that add additional parking lot paved surface area of at least 25 percent of existing parking lot paved surface area. Landscaping requirements apply within the area of the additional parking lot paved surface and from the edge of the paved surface to the nearest property lines.

COMMENT:

The proposed commercial development is subject to Project Design Review and the landscaping requirements of this chapter. The attached Planting Plan illustrates proposed landscaping along the Highway 99 frontage, as well as areas within the parking lot which are not surfaced for vehicle or pedestrian use (see Exhibit D).

Section 21.08.250: Landscape applications, installation, and maintenance standards.

A. Application Procedures.

- 1. The landscaping application shall be submitted to the community development department either with the development proposal application, if any, or as an independent application if the landscaping requirements are triggered by the thresholds above (LMC 21.08.200). The submittal requirements are listed on the landscaping application sheet and include a landscape plan.**
 - a. All landscape plans must bear the seal or signature of a qualified landscape professional.**

COMMENT:

Proposed landscaping plans have been submitted with this application for Project Design Review (see Exhibit D). As required, the plans have been prepared by a registered landscape architect.

B. Installation, Irrigation, Maintenance, and Bonding.

- 3. Irrigation, Maintenance, and Bonding.**
 - a. Irrigation Plan. The landscape plan shall include an irrigation plan. Irrigation must be appropriate to the type of landscaping installed and be engineered to use as little water as necessary for plant survival and healthy growth. Any existing naturally landscaped portions of the site must not be irrigated. Irrigation systems shall meet the following requirements:**
 - i. All irrigation systems shall include an automatic controller with an**

- overriding rain sensor switch to turn off irrigation during rainfall events.
- ii. The irrigation plan shall show zones, connecting nozzles, distribution valves, irrigation lines, sprinkler heads or drip lines, and timer location, as well as other information integral to the proposed irrigation system.
 - iii. Landscape plans that use xeriscaping methods (per LMC 21.08.300(I)) do not require permanent irrigation systems in the areas using drought-tolerant plants. However, temporary drip irrigation systems may be necessary for establishing plants. The irrigation plan must show the temporary irrigation system(s) and include details on when the temporary system will be removed.
 - iv. Landscape plans must provide adequate watering of the newly installed trees for a minimum of three years.

COMMENT:

As required, an Irrigation Plan has been submitted with this Project Design Review application. The attached Landscape Plans provide all information as required by this section (see Exhibit D).

Section 21.08.300: General landscaping standards.

COMMENT:

The attached professionally prepared Planting Plan demonstrates local area knowledge and compliance of the LMC General Landscape Standards listed in this section. The plans also indicate adherence to regulations for General Site Preparation, General Plant Standards, General Tree Standards, General Shrub and Groundcover Standards, General Fence and Hedge Standards, General Pedestrian Walkway and Sight Triangle Standards, Low Impact Development Facilities and Landscaping, and Preservation of Existing Natural Vegetation (see Exhibit D).

Section 21.08.350: Parking area landscaping standards.

A. Purpose. The parking area landscaping standards in

this section explain the zones, location, and amount of landscaping required for parking lots, service yards, parking structures, and outdoor display areas.

B. Surface Parking Lot Frontage Strip, Service Area Strip, and Outdoor Display Area Landscaping.

- 1. For properties containing a surface parking lot, service area, or outdoor display area, a landscaping strip must be installed as required by the following Table 21.08.02:**

COMMENT:

The attached Planting Plan indicates that a single aisle parking lot is proposed between the distribution facility and the Highway 99 right-of-way. As required, a 15-ft. Type A landscaping strip between the right-of-way and parking lot is proposed. The plan demonstrates that the required number of medium trees and shrubs will be installed along the road frontage.

C. Parking Lot Interior Landscaping.

- 1. Landscaping within the interior of a surface parking lot area is intended to reduce the visual blight that large, unbroken areas of pavement create, increase stormwater absorption, and reduce the urban heat island effect. For surface parking lot interior landscaping types, the following standards shall apply to all zones except the Highway 99 Mixed Use zone (HMU):**
 - a. Interior landscaping areas shall be at least 25 square feet in area and at least three feet wide.**
 - b. No parking stall shall be located more than 45 feet from a landscaped area.**
 - c. All interior landscaping must be located between parking stalls or at the end of striped parking columns.**
 - d. Interior landscaped islands or peninsulas must be surrounded on at least three sides by parking lot surface.**
 - e. Where feasible, bioswales or stormwater low impact development (LID) techniques may be installed in the**

planting islands, peninsulas, or areas.

2. **Parking Lot Interior Landscaping.** The amount of landscaping per parking space must be installed and maintained within the interior of a surface parking lot per the following Table 21.08.04. The following Table 21.08.04 applies to all non-single-family residential uses in residential zones, and to all uses in multifamily residential, commercial, and industrial zones with the exception of the Highway 99 Mixed Use zone:

COMMENT:

The submitted Planting Plan provides details regarding what is required and what is proposed for the interior parking lot landscape areas. All of the proposed parking stalls are located within 45 feet of a landscaped area, and landscaped areas are appropriately located and sized in accordance with Chapter 21.08 requirements.

4. **Trees for Parking Lot Interior Landscaping.** The number of trees required within the parking lot (excluding any frontage or buffer strip tree requirements) must be calculated per the following Table 21.08.06:

COMMENT:

Included with the submitted Planting Plan is a table which provides the number of required trees within the parking lot. As required, the proposed number of trees meets the standards of Table 21.08.06.

Section 21.08.400: Buffer area landscaping standards.

- A. **A landscape buffer is required to screen development on the property from uses and development on abutting properties, in accordance with this section.**
- B. **Location.** When a landscape buffer is required it shall be placed at the property line; provided, that a buffer is not required when the properties are separated by a right-of-way.
 1. **If a site's property line abuts more than one adjoining zoning designation, the applicant must provide a gradual transition between the different required buffer types. The transition must be complete at the start of the larger buffer or the larger buffer may be used in lieu**

of the smaller buffer for the entire length of landscaped buffer area.

- C. **Landscape Buffer Size.** The landscape buffer types, listed in the first column of Table 21.08.09 below, are used in Table 21.08.08 below (low, medium, high). The landscape buffer is required when a zoned property abuts a differently zoned property as explained by the table below:

COMMENT:

Since both the subject site and adjacent parcels to the north, and east of the site are zoned GC, a landscape buffer is not required along those property lines. To the west of the subject site are RS and RM zoned parcels. Existing landscaping within the proposed stream and wetland buffers in the western portion of the site exceed the landscaping requirements of Table 21.08.08, therefore additional plantings on the west side of the parking lot is not proposed.

Chapter 21.10: Fence, Hedge and Vision Obstruction Regulations

Section 21.10.100: Fence and hedge standards.

The following regulations shall apply to all fences, hedges, and other vision-obscuring structures:

- A. **Height and Composition of Fences and Hedges, and General Standards.**
 - 1. **Vision-Obscuring Fences and Hedges.** “Vision-obscuring fences and hedges” shall mean solid or partially open fences and hedges more than three feet in height, but not exceeding six feet in height or eight feet in height with an attached adornment (i.e., arbor, trellis, or other decorative features attached on the top of a fence) in residential-zoned areas and not exceeding eight feet in height in commercial-zoned areas. Maximum height shall be measured from the elevation of the ground adjacent to the fence or hedge on the higher side.
 - 2. **Non-Vision-Obscuring Fences and Hedges.** “Non-vision-obscuring fences and hedges” shall include solid or partially open fences and hedges not exceeding three feet in height, and open fences not exceeding six feet in height or eight feet in height with an attached

adornment in residential zones and eight feet in height in commercial zones. "Open fences" shall mean those fences consisting of open chain link, widely spaced board rails or other materials which provide adequate driver visibility through the fence. Rail fences shall consist of horizontal rails not more than four inches wide and at least one foot between rail edges. Deviation from horizontal rails and from these dimensions may be allowed, providing the applicant can demonstrate to the satisfaction of the appropriate city officials that such deviation will provide at least as much visibility through the fence. Maximum height shall be measured from the elevation of the ground adjacent to the fence on the higher side; however, within sight distance triangles (see subsections (B)(1)(b) and (B)(1)(c) of this section) maximum height of solid or partially open fences and hedges not exceeding three feet shall be measured from the elevation of the street adjacent to such sight distance triangle.

COMMENT:

Per the attached Overall Site Plan, the applicant is proposing to install a 6-ft. high wrought iron type fence along the front property line. Behind the front façade of the building, the applicant is proposing to install an 8-ft. high chain link fence topped with barbed wire along the north, west, and south perimeters of the development area. As such, the applicant is requesting an exception to the Lynnwood Citywide Design Guidelines for this type of security fencing in the rear of the site. Per the submitted plans, no sight obscuring fencing or hedges are proposed this development.

B. Height and Composition of Fences and Hedges, and General Standards.

- 2. Commercial Zones.** In commercial zones, vision-obscuring or non-vision-obscuring fences or hedges up to eight feet in height may be located on side and rear property lines and within side and rear yards, but not nearer to any public street than a point equal to the closest part of any building thereon to that street.

However, fences, walls and hedges up to six feet high that comply with applicable design guidelines may be located in any portion of a commercial-zoned lot as long as they are not

located within intersection and driveway sight distance triangles, do not obstruct driver and pedestrian visibility, comply with applicable Lynnwood Citywide Design Guidelines, as adopted by reference in LMC 21.25.145(B)(3), and are approved through project design review (Chapter 21.25 LMC).

COMMENT:

Beyond the front face of the distribution facility, 8-ft. chain link fencing topped with barbed wire is proposed along the north, south, and west limits of the proposed development. A 6-ft. metal ornamental fence is proposed along the front property line and up to the front façade of the proposed building.

Chapter 21.14: Setbacks from Centerline

Section 21.14.100: Building line established.

The building line for any building shall be the greater of the following:

- A. The rear line of the required yard of the respective zone, as defined; or

- B. The setback from centerline, according to the following table. On fully improved streets, the setback shall be measured from the centerline of improvements. On streets which are not open or are not improved to city standards, the setback shall be measured from centerlines projected by the public works department.

COMMENT:

Highway 99 is designated as a Principal Arterial by Snohomish County. For 80-ft. to 100-ft. rights-of-way, the minimum street setback is 55-feet. The Civil Site Plan demonstrates that the Highway 99 right-of-way width is 100 ft. Therefore, the proposed 58-ft. street setback is compliant with this requirement.

Chapter 21.16: Signs

Section 21.16.210: General sign regulations.

COMMENT:

The applicant is not proposing signage at this time. Required sign permits for the UPS distribution facility will be requested at the time of building permitting.

Chapter 21.17: Outdoor Lighting Standards

Section 21.17.070: Lighting zones.

- A. The lighting zone shall determine the limitations for lighting as specified in this chapter. The lighting zones shall be as follows:**

COMMENT:

General Commercial uses are classified in the LZ-3 Lighting Zone per Table 21.17.02, which permits moderately high ambient lighting. The LZ-3 zone is marked by areas of human activity where the vision of human residents and users is adapted to moderately high light levels. The base lumen allowance in the LZ-3 zone is 5.0 lumens per SF of hardscape. A Site Lighting Plan has been submitted with this application, illustrating exterior lighting levels for the proposed development (see Exhibit D). The plan demonstrates that adequate and required lighting is provided for parking areas, building entrances, exits, and the building façade, while minimizing glare along the site’s frontage, neighboring properties, and critical areas of the site.

Chapter 21.18: Off-Street Parking

Section 21.18.300: Location of parking.

Except as provided in subsection (A) of this section, off-street parking shall be located on the same lot or an adjoining lot or lots to the property being served. Parking stalls located on another property shall be within 300 feet of the property being served and not separated from the property by a street.

COMMENT:

As shown on the Overall Site Plan, all required parking for the proposed use is located on the subject site (see Exhibit D).

Section 21.18.400: Ingress and egress provisions.

The public works director shall have authority to fix the location, width, and manner of approach of vehicular ingress or egress to or from a building or parking area or to or from public streets, and to require alteration of existing ingress and egress as necessary to control street traffic in the interest of efficient circulation, public safety and general welfare.

COMMENT:

The attached Transportation Impact Study has evaluated the 2 proposed access points into the subject site and has determined that they meet City design, safety, and spacing standards. The applicant is proposing to limit exiting to right-turn-only for both driveways (see Exhibit I). No turning movement restrictions are proposed for vehicles entering the site. The attached report also indicates that sight distance at the site's two driveways is adequate (see Exhibit I).

Section 21.18.500: Parking lot surfacing requirements.

- A. Grading and Paving. All areas used for off-street parking, movement, storage or display of motor vehicles shall be graded and surfaced to standards approved by the city engineer before an occupancy permit for the building or use is issued.**

- B. Low Impact Design. Use of paving materials such as, but not limited to, pervious paving, "grasscrete" or similar materials to reduce the impact of stormwater runoff are encouraged where appropriate and consistent with applicable development standards. Permeable paving is not appropriate in the following circumstances:**
 - 1. Fire lanes, unless the developer provides certification from the manufacturer that the material is capable of meeting the fire access requirements of LMC Title 9.**

 - 2. Gas stations, truck stops, industrial chemical storage areas, or other locations where concentrated pollutant spills are a hazard.**

 - 3. Where the parking lot surface will slope more than five percent.**

 - 4. Where excessive sediment is likely to be deposited on the surface, such as construction and landscaping material storage areas, or where an erosion prone area is upslope of the permeable surface.**

 - 5. Where seasonally high ground water creates prolonged saturation at or near the surface, or where soils can become unstable when saturated.**

 - 6. In any other situation or application where, based on accepted engineering practice or**

standards, the city engineer determines that pervious paving is inappropriate.

COMMENT:

The submitted Overall Site Plan indicates that the proposed parking lot will be paved with an asphalt surface. The applicant's Overall Grading Plan demonstrates that the proposed grades meet City standards (see Exhibit D).

- C. **Traffic Control Devices.** All traffic control devices such as parking strips designating car stalls, directional arrows or signs, curbs, bullrails, and other developments shall be installed and completed as shown on the approved plans. Hard surfaced parking areas shall use paint or similar devices to delineate parking stalls and directional arrows.

COMMENT:

As required, all parking lot markings will be installed in accordance with the above standards.

- D. **Pedestrian Walks.** Pedestrian walks shall be curbed, or raised six inches above the lot surface.

COMMENT:

The submitted Overall Site Plan and Grading Plan demonstrate that the proposed pedestrian walks are raised in accordance with the above standards.

Section 21.18.600: Parking lot illumination.

Lighting in off-street parking areas shall be arranged so as to not constitute a nuisance or hazard to passing traffic. Where lots share a common boundary with any "R" classified property, and where any RM zone lot shares a boundary with an RS zone, the illumination shall be directed away from the more restrictively classified property. See Chapter 21.17 LMC, Outdoor Lighting Standards, for specific regulations pertaining to parking lot illumination.

COMMENT:

The applicant has submitted a Site Lighting Plan which demonstrates that the proposed outdoor lighting will not present a nuisance or hazard to passing traffic or adjacent properties (see Exhibit D).

Section 21.18.700: Parking lot development standards.

- A. **Fire Access.**

1. All parking lots shall be designed with fire access and fire lanes in accordance with Chapter 9.06 LMC.
2. It is at all times the responsibility of the property owner to maintain fire lanes in accordance with Chapter 9.06 LMC.

COMMENT:

The submitted Overall Site Plan illustrates that a fire lane extends around the proposed structure in accordance with the above standards (see Exhibit D). As required, the fire lane will be maintained in accordance with Chapter 9.06 standards.

B. Stall and Aisle Specifications.

1. All parking stalls and aisles shall be designed according to the “Minimum Standards for Off-Street Parking” tables (below), unless all parking is done by parking attendants on duty at all times the parking lot is in use. Parking at angles other than those shown is permitted, provided the width of stalls and aisles is adjusted by interpolation between the specified standards.
2. Parking shall be designed so vehicles need not back onto public streets.
3. Where tandem parking is allowed by this chapter, the “D” figure in the stall and aisle specifications for single stalls shall be doubled.

COMMENT:

The submitted Overall Site Plan includes dimensions which illustrate that the proposed parking stalls and drive aisles meet the minimum standards of this section. The plan demonstrates that the parking lot has been laid out so that vehicles can exit the site in a forward manner. No tandem parking is associated with the proposed development.

C. Compact Car Parking (also see LMC 21.18.820).

1. In sites with 10 or more stalls, up to 20 percent of the number of stalls required by this chapter may be designed for compact cars in accordance with the specifications contained in this section.
2. Compact stalls shall be restricted to, and signed or marked for, employee, student or resident use only. Parking stalls for customers, patients, guests,

deliveries and other frequent parking turnover users shall be full-size. Pavement markings, if used, must be maintained in a clear and readable condition.

- 3. Stalls provided in excess of the minimum number required by this chapter may be compact stalls.**
- 4. Compact stalls shall be clearly designated for compact car use only with signs and/or pavement markings.**
- 5. Compact stalls shall not be adjacent to fire lanes unless the stall is parallel (stall angle zero degrees) to the direction of traffic flow in the fire lane.**

COMMENT:

The applicant is proposing to operate the UPS distribution facility with 169 employees during the peak shift. The submitted Transportation Impact Study has determined that after accounting for a 3% carpool reduction and customer visitations, a total of 164 parking stalls are required for employees during the peak shift. An additional 2 parking spaces are required for customers, therefore the total parking requirement is 166 spaces. The applicant is proposing to develop 171 parking spaces, therefore the 5 excess parking spaces may be developed as compact spaces. Up to 20%, or 34, of the required parking spaces may be compact spaces. Therefore, a maximum of 43 compact spaces may be developed on the site. The applicant is proposing to develop 56 compact spaces, therefore an adjustment to the above compact car parking standard is requested (see Exhibit D). As required, the proposed compact spaces do not impede the 20-ft. wide fire lane around the proposed structure.

- D. Handicapped Accessible Stalls. Handicapped accessible parking shall be provided in accordance with the requirements of the International Building Code per Chapter 51-50 WAC. Accessible stalls count toward the parking capacity requirements of LMC 21.18.800.**

COMMENT:

In accordance with the above standards, the applicant is proposing to provide 5 standard and 1 van accessible ADA spaces in the proposed parking lot (see Exhibit D).

- E. Pedestrian Access. Paved pedestrian access walkways shall be provided between streets and sidewalks and building entrances, and between parking lots and building entrance(s) in accordance with the standards of the Lynnwood citywide design guidelines.**

COMMENT:

The submitted Overall Site Plan demonstrates that the applicant is proposing to install paved pedestrian access walkways in accordance with the above standards (see Exhibit D). The Lynnwood Citywide Design Guidelines are addressed in the narrative provided below.

Section 21.18.710: Parking structure development standards.

- A. Compliance with Other Standards – Exceptions. A parking structure shall comply with all development standards for the zone it is located in, with the following exceptions:**

COMMENT:

The applicant is not proposing to develop a parking structure with this distribution facility. Therefore, the above standards do not apply.

Section 21.18.800: Capacity requirements.

Off-street parking shall be provided in accord with the following tables:

COMMENT:

The applicant is proposing to operate the UPS distribution facility with a total of 242 employees, however only 169 of these employees will be working during the peak shift. Per Table 21.18.10, warehouse type uses require 1 parking space per 3,000 sq. ft. or 1 space per employee, therefore a minimum of 169 employee parking stalls are required for the use. After accounting for a 3% carpool reduction and customer visitations, the attached Transportation Impact Study determined that 166 parking spaces are required during the peak hour shift (see Exhibit I). The applicant is proposing to develop 171 parking spaces on the subject site, exceeding the minimum standards of this section.

Section 21.18.855: Bicycle parking.

- B. Bicycle Parking Ratio. For developments with 20 or more required automobile parking stalls, the number of automobile parking stalls otherwise required by LMC 21.18.800 may be reduced by one stall for every five bicycle parking stalls provided that meet the requirements of subsections (C) and (D) of this section up to a maximum of five percent of all automobile parking stalls required.**
- C. Type of Bicycle Parking Required. Categories of bicycle parking required for each type of use shall be in accordance with the following:**

1. A “Class 1 bicycle facility” means a bike locker, or other individually locked enclosure, or a supervised area within a building providing protection for each bicycle therein from theft, vandalism and weather.
2. A “Class 2 bicycle facility” means an outdoor bike rack or stand constructed and located in accordance with subsection (D) of this section.

D. Design and Location of Bicycle Parking Facilities.

1. Each bicycle parking stall shall be no less than six feet long by two feet wide and shall have a bike rack system.
2. Bike racks shall be constructed so as to enable the user to secure the bicycle by locking the frame and at least one wheel of each bicycle. Racks must be easily usable with both U-locks and cable locks. Racks shall support the bikes in a stable upright position so that a bike, if bumped, will not fall or roll down. Racks that support a bike primarily by a wheel, such as standard “wire racks,” are damaging to wheels, thus not acceptable.
3. Outdoor bicycle parking areas shall be floored or paved. Bike racks shall be securely anchored to the floor or lot surface so they cannot be easily removed and sufficiently strong to resist vandalism or theft.
4. Location.
 - a. Bicycle parking should be located in close proximity to the building or facility entrance(s) and clustered in lots not to exceed 20 stalls each.
 - b. Bicycle parking should be located in highly visible, well-lighted areas to minimize theft and vandalism.
 - c. Bicycle facilities shall not impede pedestrian or vehicle circulation. Wherever possible bicycle parking should be incorporated into building design or street furniture.

- d. **If bicycle parking is side-by-side in rows, there shall be an access aisle at least six feet wide to the front or rear of each stall.**
- e. **Bicycle parking areas within auto parking areas shall be separated by a physical barrier such as curbs, wheel stops, stanchions, fences, or similar to protect bicycles from damage by cars.**

COMMENT:

This section does not require a minimum number of bicycle spaces, but encourages them by reducing the number of required vehicle spaces. As described above, the proposal exceeds the number of required vehicle spaces, therefore no bicycle parking is required for the development. Although not required, the submitted Overall Site Plan indicates that the applicant is proposing to provide 14 bicycle parking spaces near the southeast corner of the proposed structure (see Exhibit D).

Chapter 21.25: Project Design Review

COMMENT:

The applicant is requesting approval of a Project Design Review, Environmental Review, and Critical Area Review approval for a proposed UPS distribution facility and associated parking and loading area improvements. As required, this application is being processed through the Type III process.

Chapter 21.26: Commercial Zones

Section 21.46.100: Permitted structures and uses.

- A. **No building, structure or land shall be used and no building or structure shall be erected, or structurally altered, except for one or more of the uses permitted by Tables 21.46.01 through 21.46.12 or the community development director may permit a use not listed in any table if the director determines, in his or her discretion, the use is found consistent with the intent of the zone.**

COMMENT:

Per Table 21.46.12, the proposed 52,350 sq. ft. distribution facility is a permitted use in the GC Zone. The applicant's exhibits and narrative demonstrate that the submitted Project Design Review, Environmental Review, and Critical Areas Review application meets the criteria for approval as outlined by the City of Lynnwood's Municipal Zoning Code.

C. LYNNWOOD CITYWIDE DESIGN GUIDELINES

Guidelines for All Districts

SITE DESIGN

Location of Parking Lots:

1. **New development and redevelopment should locate parking lots behind buildings when possible (Fig. 1).**
2. **Where a double-loaded aisle of parking is located between a building and a street right-of-way, a 15-foot wide landscape area shall be provided between the parking lot and the street right-of-way. In addition, interior landscaping for that parking lot shall be increased to a minimum of 10% of the total square feet of the parking lot area (Fig. 2 & 4). Note there may be additional parking lots located behind buildings where this guideline would not apply.**
3. **Where there is more than a double-loaded aisle of parking located between a building and a street right-of-way, a 20-foot wide landscape area shall be provided between the parking lot and the street right-of-way. In addition, interior landscaping for that parking lot shall be increased to a minimum of 15% of the total square feet of the parking lot area (Fig. 3). Note there may be additional parking lot located behind buildings where this guideline would not apply.**

COMMENT:

The submitted Overall Site Plan demonstrates that the developable area of the subject parcels is constrained by critical areas and associated buffers in the north and west portions of the site. Based on the configuration of the remaining developable area, all of the parking area cannot be located behind the distribution facility. The applicant's plans indicate that 1 double-loaded aisle of parking is located between the building and Highway 99. As such, a 15-ft. wide landscape area is provided between the parking area and the right-of-way (see Exhibit D).

4. **Where parking lots are located in front, beside or in between buildings, 75% of plant material used to meet landscape requirements between a parking lot and a street right-of way shall be evergreen varieties.**
5. **Shrubs used adjacent to a street right-of-way shall not exceed a maximum height of 30 inches at maturity.**
6. **Location of parking lots shall be easily identifiable from the street right-of-way.**
7. **Variation in the width and depth of planting areas are encouraged so long as the minimum width is provided.**

COMMENT:

As required, at least 75% of the plant materials within the 15-ft. front yard buffer are evergreen varieties. The submitted Planting Plan also indicate that the proposed shrubs will not exceed 30-in. in height at maturity (see Exhibit D). In addition, the Overall Site Plan and Planting Plan demonstrate that the parking lot will be easily identifiable from Highway 99.

Parking Lot Landscaping

- 1. The parking lot landscape should reinforce pedestrian and vehicular circulation, especially parking lot entrances, ends of driving aisles, and pedestrian walkways leading through parking lots.**
- 2. Low walls and raised planters (a maximum height of 3 feet), trellises with vines, architectural features or special interest landscape should be used to define entrances to parking areas. Where signs are placed on walls, they should be integrated into the design and complement the architecture or character of other site features.**

COMMENT:

The applicant is proposing to install 6-ft. high wrought iron type ornamental gates to help define entrances into the parking lot (see Exhibit D). The submitted Planting Plan illustrates that the parking lot landscaping will help define pedestrian and vehicle circulation routes through the parking lot.

- 3. Landscape plant material size, variety, color, and texture within parking lots should be integrated with the overall site landscape design.**
- 4. One tree shall be provided for every 10 parking stalls to be located within the interior parking lot landscape areas.**
- 5. A minimum 4 foot setback shall be provided for all trees and shrubs where vehicle overhang extends into landscape areas.**

COMMENT:

The submitted Planting Plan indicates that plant material size, variety, color and texture is varied within the parking lot. The plan also includes calculations to confirm that at least 1 tree is provided for every 10 parking stalls. In addition, the plan demonstrates that 4-ft. setbacks are provided between the proposed trees and shrubs where vehicles overhang into landscaped areas.

Site Landscaping

- 1. Landscape areas should reinforce pedestrian and vehicular circulation routes and entrances.**
- 2. Plant material should include a variety of seasonal colors, forms, and textures**

that contrast or compliment each other with a mixture of evergreen and deciduous trees, shrubs, groundcover and low-maintenance perennials. Continuous expanses of uniform landscape treatment along an entire street front should be avoided.

3. Drought tolerant plants and/or plants native to the Pacific Northwest should be used where opportunity allows.
4. Plant material should be provided to enhance the corners at intersections. Plant material within the intersection sight distance triangle as defined in the City of Lynnwood Municipal Code shall not exceed 36 inches in height.

COMMENT:

The attached Planting Plan illustrates that the proposed landscaping borders pedestrian and vehicular routes and entrances, with a variety of seasonal colors, forms, and textures. As required, native plantings are used where opportunity allows, and the proposed plantings do not impede sight distance at intersections in accordance with the above standards.

5. Avoid planting groundcover or shrubs where pedestrian access is anticipated. Pedestrian walkways may extend across required landscape areas.
6. All areas not devoted to required landscape areas, including parking lots, structures, or other site improvements, should be planted, or remain in existing non-invasive vegetation.
7. Perennials and/or annuals should be provided to highlight pedestrian areas such as building and/or site entrances, public open space, plazas and pedestrian connections.*
8. River rock, gravel, driftwood, and similar non-living materials should not be used as groundcover substitutes, but may be allowed as accent features within landscape planting areas so long as the area covered by such features does not exceed 5% of the total landscape planting area.

COMMENT:

The submitted Planting Plan demonstrates that where needed, pedestrian walkways extend across landscape areas. As required, the critical areas and associated buffers will remain planted with existing non-invasive vegetation. The attached plan indicate that perennials are included near building entrances and the above listed non-living materials are not incorporated into the landscape design (see Exhibit D).

9. Automatic irrigation shall be provided in all required landscape areas.
10. Landscape planting areas located between commercial or industrial districts and any residential district shall provide a 100% sight-obscuring year-round buffer using plant material or a combination of a fence (maximum 6 feet high) and plant material.

COMMENT:

As required, the applicant has submitted an Irrigation Plan for the required landscape areas (see Exhibit D). The attached Overall Site Plan demonstrates that existing trees within the critical areas and associated buffers will provide 100% sight-obscuring screening between the proposed development and the residential zoned properties to the west of the site.

- 11. A maintenance plan, including on-going tasks and schedules, shall be submitted to the City for review for all landscape areas, to include:**
 - Litter pick-up.
 - Mowing turf.
 - Weeding planting beds.
 - Removing noxious weeds.
 - Sweeping.
 - Replacement of dead or dying plant material.
 - Irrigation repair/adjustments.
 - Trimming hedges.

COMMENT:

As required, the applicant will maintain site landscaping in accordance with City standards. A maintenance plan meeting the above standards will be submitted prior to the issuance of building permits if required by the City.

- 12. Tree selection within all landscape areas, including street trees, shall consider existing utilities, lighting, existing and proposed signage, adjacent trees, existing natural features, tree root growth, solar access, planting area width, and overall height of trees selected at maturity.**
- 13. Trees within the street frontage buffer should be located near the street right-of-way to help contribute to a more pedestrian friendly streetscape environment.**

COMMENT:

As demonstrated by the attached Planting Plan, the proposed trees along the front 15' landscape buffer meet the above standards and will contribute to a more pedestrian friendly streetscape environment (see Exhibit D).

Lighting:

- 1. Lighting should complement other lighting elements used throughout and surrounding the site, such as pedestrian pathway lighting, and lighting used in adjacent developments and the public right-of-way.**
- 2. All lighting should be shielded from the sky and adjacent properties and structures, either through exterior shields or through optics within the fixture.**

3. **The use of accent lighting is encouraged but should be combined with functional lighting to highlight special focal points, building/site entrances, public art and special landscape features.**
4. **Lighting used should contribute to the overall character of the surrounding community, site architecture or other site features.**

COMMENT:

A Site Lighting Plan has been submitted with this application, illustrating the location of shielded pedestrian pathway lighting (see Exhibit D). As required, the proposed lighting has been designed to compliment architectural features and is compatible with the surrounding commercial uses.

5. **Lighting used in parking lots shall not exceed a maximum of 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.**
6. **Lighting design should comply with the Illuminating Engineering Society of North America's Recommended Practices and Design Guidelines, latest editions, for each applicable lighting type (i.e. Parking Lot, Walkways, etc.).**

COMMENT:

As required, the proposed parking lot lighting will not exceed 30-ft. in height and the proposed pathway lighting is well below the maximum 16-ft. height limit. The attached Site Lighting Plan demonstrates that the proposed lighting complies with the above standards.

Pedestrian Connections:

1. **Clearly defined pedestrian connections shall be provided:**
 - **Between a public right-of-way and building entrances.**
 - **Between parking lots and building entrances.**

COMMENT:

The submitted Overall Site Plan indicates that 5-ft. wide concrete paths are proposed to clearly define the pedestrian connection between Highway 99 and the building entrance, and also between the parking area and the entrance (see Exhibit D).

2. **Pedestrian connections should be clearly defined in a combination of two or more of the following ways:**
 - **6 inch vertical curb.**
 - **Trellis.**
 - **Special railing.**
 - **Bollards.**
 - **Special paving.**
 - **Low seat wall and/or other architectural features.**
 - **A continuous landscape area a minimum of 3 feet wide on at least one side of the walkway, except when walkway crosses vehicular travel lanes.**
 - **Pedestrian scale lighting, bollard lighting, accent lighting, or combination**

thereof to aid in pedestrian wayfinding.

COMMENT:

As required, the proposed pedestrian connections are separated from vehicle areas by 6-in. vertical curbs. Where the walkway leading from Highway 99 to the building entrance crosses the parking area, the proposed concrete surface provides contrast from the asphalt surface in the drive aisle (see Exhibit D).

- 3. Pedestrian connections shall not be less than 5 feet wide.**
- 4. Where a building entrance is located on or near the corner of two street rights-of-way, a pedestrian connection shall be provided from that corner to the building entrance.**

COMMENT:

The proposed pedestrian connections are at least 5-ft. wide, meeting the above standards. The attached Overall Site Plan demonstrates that the proposed distribution facility is not located at the intersection of two street rights-of-way (see Exhibit D).

Walls and Fences:

- 1. Fences and walls should be visually permeable and have a desirable appearance from both sides. Where solid, vision obscuring fences and walls are required by the Lynnwood Municipal Code, one or more of the following shall be used:**
 - A variety of vegetation, such as trees, shrubs, groundcover and/or vines, adjacent to the fence or wall.**
 - Trellis/vine panels.**
 - Architectural detailing, contrasting materials, or other special interest.**
 - A variety of fence/wall angles and heights to add visual interest and character.**
- 2. Walls and fences should be constructed of materials that complement adjacent architectural styles.**
- 3. Chain link fences shall not be allowed except around sport courts.**
- 4. Solid walls and fences used adjacent to a street right-of-way should be a maximum of 4 feet high. Walls and fences may extend up to a maximum height of 6 feet provided they are at least 90% visually permeable, such as open rails, ironwork, trellis or column/gate treatment.**

COMMENT:

The submitted Overall Site Plan indicates that a wrought iron type fence is proposed along the Highway 99 frontage, which then turns and continues to the front façade of the building to provide architectural detailing and visual interest for the area is most visible to the public (see Exhibit D). The plan indicates that an 8-ft. high chain link fence topped with barbed wire is proposed around the interior portion of the site, as this area is not oriented towards the public realm. To provide needed security for the distribution facility, the applicant is requesting an exception to the above standards to permit the installation of the proposed chain link fencing.

Marking Gateways and Prominent Intersections:

COMMENT:

The subject site is not located in the vicinity of a gateway or prominent intersection, therefore the above standards do not apply.

Natural Features/Green Corridors:

1. **Natural features, both within or adjacent to a development, should be integrated into project designs in one or more of the following ways. Other sustainable techniques may also apply, as approved by the City:**
 - **Establish view corridors to natural features, framed by landscape or architectural treatments.**
 - **Provide controlled visual access, such as view overlooks.**
 - **Provide environmentally sensitive pedestrian connections to or throughout natural features, such as boardwalks and pedestrian bridges.**
 - **Continue plant materials used adjacent to natural features into other areas of site development to soften the transition between the natural and built environment.**

COMMENT:

Per the attached Overall Grading Plan, a retaining wall is proposed to be installed along the back edge of the parking lot to allow the site to be properly graded (see Exhibit D). The proposed chain link fencing on top of the retaining wall, permitting views but preventing access to the protected natural areas of the site, containing the critical areas and associated buffers.

2. **Existing significant trees should be retained where possible. If more than 20% of all existing significant trees are retained within a development, and are located outside environmentally sensitive areas and associated buffers, overall landscape requirements of the area in which the significant trees are retained may be reduced by 10%**

COMMENT:

The submitted plans demonstrate that the applicant is not proposing to remove trees with this development proposal (see Exhibit D). All of the existing trees located within the critical areas and associated buffers will be retained.

3. **Elements of natural features or stands of existing (noninvasive) vegetation should be extended through developments to form a network of green corridors between adjacent site developments throughout Lynnwood.**

COMMENT:

The submitted Critical Areas Report demonstrates that the retained critical areas and associated buffers connect to offsite stream corridors.

4. **Storm water facilities, such as detention ponds and biofiltration swales, should be integrated into the overall project design. Storm water facilities should provide a more natural overall form and/or appearance through layout, design and landscape treatment. Storm water facilities may be located within perimeter buffer areas provided the total required square foot area of the buffer and a minimum 5 feet width is maintained.**

COMMENT:

Due to critical area and associated buffer constraints, the submitted Overall Storm Plan indicates that stormwater management will utilize sub-surface detention facilities. As such, the proposed non-natural stormwater facilities will not be visible to the public.

BUILDING DESIGN

Prominent Entrance:

1. **Principal entry to the store / building shall be marked by at least one element from Group A and one element from Group B:**

Group A -

- **Large entry doors**
- **Recessed entrance**
- **Protruding entrance**

Group B -

- **Canopy**
- **Portico**
- **Overhang**

COMMENT:

The submitted Building Elevations demonstrate that the primary building entrance leads into the customer service center. This entrance includes large doors and a canopy which highlights the principal entry (see Exhibit D).

2. **Weather Protection - some form of weather protection should be provided over the entry.**

COMMENT:

The applicant is proposing to install a canopy at the primary entrance to provide weather protection (see Exhibit D).

Screening Rooftop Equipment:

1. Any mechanical, electronic, communication equipment mounted on the roof shall be properly screened. Furthermore, screening should be organized, proportioned, detailed and colored to be both an integral element of the building as seen from the points of high elevation, streets and adjacent residences. (May be exceptions for public safety communication devices).
2. Rooftops of buildings could include landscaped decks or terraces designed in such a way that mechanical equipment, elevator overruns and stair towers are housed within structures that are part of the composition of the building.

COMMENT:

The submitted Building Elevations demonstrate that the building includes a sloped roof (see Exhibit D). Since no rooftop equipment will be installed on the structure, this section does not apply.

Treating Blank Walls

1. For walls visible from a street or residential area, if a uninterrupted expanse of blank wall longer than 30 feet* is unavoidable, a combination of the following features shall be used to cover a minimum of 50%** of the blank wall.

At least one of these:

- Artwork, such as a low relief sculpture or mosaic.
- Landscape area and/or vertical trellis with climbing vines.

Plus, at least one of these:

- Architectural detailing, reveals, or indentations.
- A mix of different materials, colors, and textures.
- Pedestrian-oriented features such as lighting, awnings, or canopies.

COMMENT:

As mentioned previously, the proposed structure is screened from view from residential zoned properties to the east by protected vegetation in the critical areas and their associated buffers. The submitted Building Elevations and material board demonstrate that through the placement of windows, canopies, and changes in color and materials, visual interest is provided along the Highway 99 building façade in accordance with the above standards (see Exhibit D).

Minor Accessory Structure:

COMMENT:

The applicant is not proposing to develop a minor accessory structure, therefore these standards do not apply.

Marking Gateways:

COMMENT:

The subject site is not located in the vicinity of a gateway, therefore these standards do not apply.

Materials:

1. **Buildings should use solid, permanent, low-maintenance materials to add variety, permanence and richness to building and streetscape.**
2. **Plywood shall not be used as an exterior surface.**
3. **Exposed concrete walls shall be painted or given an architectural finish.**

COMMENT:

The submitted Building Elevations and material board indicates that the proposed structure will be sided with 2 colors of concrete masonry units and 2 colors of metal siding, meeting the above standards.

SIGN DESIGN

COMMENT:

The applicant is not requesting a sign permit with this application, therefore these standards do not apply.

Additional Guidelines for Commercial Districts

SITE DESIGN

Access Driveways:

1. **Access driveways connecting a double-loaded aisle of parking or garage to the street right-of-way shall not be impacted or interrupted by parking drive aisles or adjacent parking stalls for a distance of at least 30 feet from the edge of the street right-of-way.**
2. **Access driveways connecting more than a double-loaded aisle of parking or garage to the street right-of-way shall not be impacted or interrupted by parking drive aisles or adjacent parking stalls for a distance of at least 50 feet from the edge of the street right-of-way.**

COMMENT:

As required, the proposed access driveways from Highway 99 provide at least 30-ft. from the right-of-way to the double-loaded aisle in front of the structure (see Exhibit D).

Sidewalks and Street Trees:

1. **Street trees within the public right-of-way (where approved by the Lynnwood Public Works Department) should be located in tree grates or a planted area (minimum 4' wide) between the walking route of the sidewalk and the curb edge.**
2. **Street trees planted between the walking route of the sidewalk and the curb edge shall utilize root barriers, trunk protection measures, staking and soil preparation as approved by the Community Development Department.**
3. **Special paving, such as brick or other unit pavers, used for plazas, gateways, or other features may extend into the sidewalk area provided they comply with minimum Public Work's standards.**

COMMENT:

Due to the presence of an existing curbtight sidewalk, the applicant is proposing to install trees within the 15-ft. wide landscape buffer along the Highway 99 frontage. The attached Planting Plan indicates that the trees will be staked in accordance with City standards (see Exhibit D).

Site Furnishings:

1. **Site furnishings, such as benches, tables, trash receptacles, and other pedestrian amenities used should be made of durable, weather-resistant and vandal-resistant materials.**
2. **Use of site furnishings, such as benches, tables, bike racks and other pedestrian amenities should be provided at building entrances, plazas, open spaces, and/or other pedestrian areas.**
3. **Site furnishings used should not block pedestrian access or visibility to plazas, open space areas and/or building entrances.**

COMMENT:

As required, the proposed bicycle racks and other site furnishings will be weather and vandal resistant. The attached Overall Site Plan indicates that the bicycle rack is located near the primary building entrance.

Plazas and Other Open Spaces:

1. **New or renovated buildings shall have plazas, courtyards, or other pedestrian spaces at or near their main entrances. Plazas should be a minimum of 1 square foot of plaza per 100 square feet of building area.**

COMMENT:

The proposed distribution center for UPS will be used for the sorting and delivery of shipped parcels. The attached Transportation Impact Study documents that limited customer visitation to the facility is anticipated (see Exhibit I). For security purposes, the facility is not suitable as a public gathering place. Therefore, the applicant is not proposing to incorporate a plaza or other open space into the site design.

Consolidated (Shared Access):

1. **Vehicular access to adjacent parking lots should be consolidated (shared) to reduce the number of curb cuts.**
2. **Pedestrian connections (meeting the standards outlined in the Pedestrian Connections section for all districts) should be provided between adjacent commercial developments.**

COMMENT:

The attached Overall Site Plan demonstrates that only 2 access points to Highway 99 are proposed (see Exhibit D). Per the submitted Transportation Impact Study, the northern driveway will be mainly used by parcel delivery vehicles, while the southern driveway will be used by employees and visitors. The report indicates that exit movements will be limited to right turns only for both the north and south driveways (see Exhibit I). No turn restrictions are proposed for vehicles entering the site. The Overall Site Plan illustrates how the proposed facility provides a pedestrian connection to the existing sidewalk along Highway 99, which in turn provides connections to adjacent commercial developments.

BUILDING DESIGN

Relationship to Public Streets

1. **Buildings, along with trees and landscaping should be predominant rather than parking lots and large free-standing signs.**
2. **People travelling along arterial streets should be able to see storefronts, windows, merchandise, and other aspects of business activity.**
3. **Pedestrian access to the building should be visually and functionally clear.**

COMMENT:

The attached Overall Site Plan demonstrates that the proposed structure is located close to the street, with only 1 double loaded parking bay adjacent to Highway 99. The remainder of the parking area is located to the side and rear of the distribution facility (see Exhibit D). People traveling along the roadway will easily be able to view business activity at the building, and the pedestrian connection to the primary entrance will be visually and functionally clear.

Overall Massing / Bulk / Articulation:

- 1. Façades longer than 50 ft shall be broken down into smaller units through the use of offsets, recesses, staggered walls, stepped walls, pitched or stepped rooflines, overhangs and other elements of the building’s mass. Simply changing materials or color is not sufficient to accomplish this.**
- 2. Buildings should convey a visually distinct “base” and “top”. A sense of “base” can be produced by a different masonry pattern, more architectural detail, a visible “plinth” above which the wall rises, storefront, canopies or a combination.**
- 3. Articulation shall be provided along façades visible from streets, as well as from any residential areas.**

COMMENT:

The attached Building Elevations demonstrate that the proposed structure includes concrete masonry units with a sill block top to provide a base for the front façade of the building. The submitted materials board indicate that different colored concrete masonry units, metal siding, and a generous number of windows are provided above the base face Highway 99. As mentioned previously, due to the heavily vegetated critical areas and associated buffers, the proposed building will not be visible from adjacent residential uses to the west of the site.

Distance from the Street:

- 1. In order to mark the intersections of major streets, buildings should be located within close proximity to the property line at least 15 ft but no more than 20 ft, rather than parking lots. This can be accomplished by “out buildings” that sit in front of other buildings situated further away from the street. Buildings at the corner should have windows facing the street and entrances either facing the street or close to it. Buildings at the corner should be set back from the property line to allow for both a more generous sidewalk and additional landscaping.**
- 2. At other locations along major streets, buildings may be setback any distance.**

COMMENT:

The subject site is not located at the intersection of a major street, therefore the proposed 58-ft. front yard setback is permitted.

Ground Floor Transparency:

1. A minimum of 15% of any ground floor façade* that is visible from any street shall be comprised of windows with clear, “vision” glass.
2. A minimum of 30% of any ground floor façade* located closer than 60 ft to an arterial street shall be comprised of windows with clear, “vision” glass.
3. A minimum of 60% of any ground floor façade* located closer than 20 ft to an arterial street shall be comprised of windows with clear, “vision” glass. Display windows may be used to meet half of this requirement.
4. For portions of façades that do not have windows, see guidelines for Opaque Walls

COMMENT:

The proposed structure is located more than 60-ft. from the travel lanes of Highway 99, an arterial street. The submitted Building Elevations demonstrate that the 6,592 sq. ft. front façade contains 1,078 sq. ft. of clear “vision” glass, which equates to 16% of window coverage (see Exhibit D).

Opaque Walls:

1. The portions of walls facing streets that do not have windows shall have architectural treatment. At least four of the following elements shall be incorporated into any ground floor, street facing façade:
 - a. masonry (but not flat concrete block)
 - b. concrete or masonry plinth at the base of the wall
 - c. belt courses of a different texture and color
 - d. projecting cornice
 - e. projecting metal canopy
 - f. decorative tilework
 - g. trellis containing planting
 - h. medallions
 - i. opaque or translucent glass
 - j. artwork

COMMENT:

The applicant’s Building Elevations illustrates that the street facing façade incorporates a masonry plinth at the base of the wall, belt courses of a different texture and color, projecting metal canopies, and translucent glass meeting the above standards (see Exhibit D).

Weather Protection:

1. Canopies and awnings shall be provided along façades that give access to the building. Minimum depth of any canopy awning shall be 5 ft. The vertical dimension between the underside of a canopy or awning and the sidewalk shall

be at least 8 ft and no more than 12 ft.

COMMENT:

A canopy is provided at the customer service center, which is the primary entrance to the structure. The submitted Building Elevations also indicate that canopies meeting the above standards will be installed above all other pedestrian doors for the structure (see Exhibit D).

Ground Level Expression:

- 1. Ground level of building shall be pedestrian friendly in scale, expression and use of materials.**
- 2. Ground floor of the buildings shall have at least three of the following elements:**
 - a. large windows**
 - b. kickplates for storefront window**
 - c. projecting sills**
 - d. pedestrian scale signs**
 - e. canopies**
 - f. plinth**

COMMENT:

As demonstrated by the attached Building Elevations, the facade oriented towards Highway 99 includes large windows, projecting sills, and canopies.

Roof Expression:

- 1. Buildings with flat roofs should have pitched roofs, extended parapets or projecting cornices to create a prominent edge when viewed against the sky, especially to highlight major entrances.**
- 2. Sloped roofs with a pitch greater than 12:12 are not desired.**

COMMENT:

The applicant is proposing to construct the proposed distribution facility with a sloped roof meeting the above standards (see Exhibit D).

Colors:

- 1. In general, bright, intense colors shall be reserved for minor accent trim, with body of the building a more muted color. More intense colors may be considered for the purpose of highlighting architectural elements. However, large amounts of intense color which simply serves to advertise a business shall not be approved.**
- 2. Translucent awnings with interior lighting shall not be permitted.**

COMMENT:

As demonstrated by the submitted Building Elevations with materials board, the proposed structure will be painted muted brown and beige colors (see Exhibit D). In addition, the proposed awning will not be constructed of a translucent material.

V. SUMMARY AND CONCLUSIONS

Based upon the findings of this Applicant's Statement and the submitted exhibits, the applicant has demonstrated compliance with relevant sections of the Lynnwood Municipal Code and Lynnwood Citywide Design Guidelines. Therefore, the applicant requests that the submitted application be approved.

VI. EXHIBITS

- A. Application Form**
- B. Deeds**
- C. City Pre-Development Meeting Report**
- D. Preliminary Development Plans**
 - Civil Plans**
 - Landscape Plans**
 - Architectural Plans with Materials Board**
 - Renderings**
 - Site Lighting Plan**
- E. Site Photos**
- F. Stormwater Report**
- G. Critical Areas Report**
- H. SEPA Checklist**
- I. Transportation Impact Study**