

Master Land Use Application

Staff Use Only:

Project Name: _____

Master Project #: _____ Sub-Projects #: _____ Pre-Application #/Date: _____

Check all specific Land Use Actions you are applying for in the boxes provided:

<input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Code Interpretation <input type="checkbox"/> *Comprehensive Plan Amendment <input type="checkbox"/> *Conditional Use – Minor <input checked="" type="checkbox"/> *Conditional Use – Major <input type="checkbox"/> *Development Agreement <input type="checkbox"/> *Development Regulations Amendment <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> *Planned Unit Development <input type="checkbox"/> *Preliminary Site Plan Review	<input type="checkbox"/> *Public Utility Exception <input type="checkbox"/> *Reasonable Use Exception <input checked="" type="checkbox"/> SEPA <input type="checkbox"/> Separate Lot Status Determination <input type="checkbox"/> Shoreline Exemption <input type="checkbox"/> *Shoreline Substantial Development <input type="checkbox"/> *Short Plat – Preliminary <input type="checkbox"/> *Short Plat – Final <input type="checkbox"/> *Subdivision – Preliminary <input type="checkbox"/> *Subdivision – Final	<input type="checkbox"/> Sign Special Event or Grand Opening <input type="checkbox"/> *Sign Variance <input type="checkbox"/> *Special Home Occupation (SHOP) <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> *Variance <input type="checkbox"/> Wireless Communication Facility (WCF) <input type="checkbox"/> Zoning Compliance Letter <input type="checkbox"/> *Zone Reclassification (Rezone)
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This Master Land Use Application **and** specific Land Use Action(s) Checklist must be completed, with all required supplemental documents provided for an application to be considered complete and accepted through the Permit Center.

Failure to submit all requested items (in legible form) may delay processing of your application. Additional information may be required after review of your proposal.

In an effort to reduce paper and transition to digital review, electronic plan submittal is preferred via files on a USB/Thumb drive instead of hard copies.

Please note that any land use action above marked with an asterisk (*) will require a pre-application meeting prior to an intake appointment when ready to submit. Please see the “Application Requirements” section below for more information.

Application Requirements:

- Schedule pre-application meeting, if applicable (click [here](#) for request form);
- Master Land Use Application completed;
- Specific Land Use Action submittal checklist(s) completed (please see the [Permits & Land Use Applications Page](#));
- Multimodal Transportation Concurrency Application completed (click [here](#) to view);
- Schedule intake appointment, if applicable (click [here](#) to view intake appointment FAQ);
- Payment of applicable fees via Check or Card (Visa + MasterCard limit of \$2,500).

SITE/PROPERTY INFORMATION

Site Address: South 204th Street, Seatac, WA 98198

Parcel #: 344500-0140

Property's Existing Zoning: **Regional Business Mix (RBX)**

- UL UM UH UH-UCR T MHP NB O/C/MU O/CM ABC CB CB-C BP I
 P AVC AVO

APPLICANT/OWNER INFORMATION

Applicant's Information:

Name: Insite Property Group

- Owner Authorized Agent Purchaser

Mailing Address: 19191 S. Vermont Ave, Ste 680 Torrance, CA 90502

Phone: 866-521-8292

Email: bsorensen@insitepg.com

Property Owners Information:

(If an LLC, please provide documentation of being an authorized signer)

Name: Echo Four, LLC Renee Hubbard

Mailing Address: 600 108th Avenue NE, Suite 340 Bellevue, WA 98004

Phone: 425-773-3012

Email: rhubbard1777@gmail.com

Designated Contact Person:

(Who will receive and disseminate all correspondence from the City)

Same as:

- Applicant Property Owner Other

Name: Casey Kispert

Mailing Address: 311 1st Ave South Seattle, WA 98104

Phone: 206-324-4800 x115

Email: Casey.kispert@jacksonmain.com

(Contact 1)

PROFESSIONAL CONTACT INFORMATION

Architect:

Name: Jackson Main Architecture

311 1st Ave South

Mailing Address: Seattle, WA 98104

Phone: 206-324-4800 x115

Email: Casey.kispert@jacksonmain.com

Engineer:

Name: Bush, Roed & Hitching, Inc.

Mailing Address: 2009 Minor Ave East Seattle, WA 98102

Phone: 206-323-4144

Email: tedd@brhinc.com

Surveyor:

Name: Bush, Roed & Hitching, Inc.

Mailing Address: 2009 Minor Ave East Seattle, WA 98102

Phone: 206-323-4144

Email: tedd@brhinc.com

Designer/Landscape Architect/etc.:

Name: Thomas Rengstorf Assoc.

Mailing Address: 811 First Ave, Suite 400 Seattle, WA 98104

Phone: 206-682-7562

Email: Trengstorf@trenstorf.com

ACKNOWLEDGEMENTS

1. *By signing this application, I authorize employees/agents of the City of SeaTac to enter onto the property that is the subject of this application during regular business hours. The sole purpose of entry is to make an examination of the property that is necessary to process this application.*
2. *I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I will comply with all provisions of the law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance.*
3. **I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

I am the: Owner Authorized Agent

Applicant Signature: _____

Date: _____

Printed Name: _____

Conditional Use Permit Submittal Checklist

Staff Use Only:	SEATAC SELF-STORAGE
CUP #: 22-0001	Project Name:

DEFINITION AND PURPOSE

A use which is not permitted outright in a zone classification due to the nature of impacts created by the use, but which may be authorized under specific conditions based upon decision criteria of SMC 15.115.020.

The Conditional Use process is a means of imposing special conditions and requirements on development, so that the compatibility of uses shall be maintained considering other existing and potential uses within the general area where the conditional use is proposed. Conditions imposed on a Conditional Use Permit (CUP) will reasonably assure that a nuisance or hazard to life or property will not occur. The CUP process is not a means to reduce the requirements of a zone classification where the conditional use is proposed.

AUTHORITY AND APPLICATION

- Major Conditional Use Permit.** The applicant must show that the proposed development meets all the criteria for approval in SMC 15.115.020(D). A decision will be made by the City's Hearing Examiner through a public hearing process.
- Minor Conditional Use Permit.** The expansion of an existing, legal conditional use, no greater than twenty percent (20%) of the gross floor area and exempt from SEPA may be granted administratively by the Planning Manager (as the CED Director's designee), provided the criteria in SMC 15.115.020(D) are met in addition to the criteria in SMC 15.115.020(E).

REVIEW PROCESS AND PROCEDURES

A Major Conditional Use shall be considered in accordance with SMC 15.115.020 and be processed as a Type III Action per SMC Title 16A.

- A submittal will NOT be accepted for intake if the project has not had the required Pre-Application meeting. To schedule the required meeting, you must complete the required Pre-Application meeting request found here: <https://www.seatacwa.gov/government/city-departments/community-and-economic-development/permits-land-use-applications> and submit it to the Permit Center.
- A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
- A Notice of Application (NOA) will be published and sent to adjacent property owners. The NOA will be issued within fourteen (14) days after a DOC is made.
 - A notice board is required to be posted on said property on or before the publish date of the NOA. An Affidavit of Installation shall be submitted to the City that the notice board has been installed on the property.

4. The Hearing Examiner will make a decision on the conditional use permit after a public hearing is held on the proposal. The date for the public hearing will be set after Staff review of the application. Once the date is established, the public will be notified at least fourteen (14) days in advance in the same manner as the Notice of Application (see #3 above).
5. The decision of the Hearing Examiner may be appealed to the King County Superior Court within twenty-one (21) days by filing a land use petition. Refer to SMC 16A.17.100 for further information.

A Minor Conditional Use shall be considered in accordance with SMC 15.115.020 and be processed as a Type II Action per SMC Title 16A.

1. A submittal will NOT be accepted for intake if the project has not had the required Pre-Application meeting. To schedule the required meeting, you must complete the required Pre-Application meeting request found here: <https://www.seatacwa.gov/government/city-departments/community-and-economic-development/permits-land-use-applications> and submit it to the Permit Center.
2. A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
3. A Notice of Application (NOA) will be published and sent to adjacent property owners. The NOA will be issued within fourteen (14) days after a DOC is made.
 - a. A notice board is required to be posted on said property on or before the publish date of the NOA. An Affidavit of Installation shall be submitted to the City that the notice board has been installed on the property.
4. Once a DOC is issued, the City has one hundred twenty (120) days to make a decision regarding the application. A Notice of Decision (NOD) will be sent to the applicant/property owner and to all parties of record.
5. The decision on a Minor Conditional Use may be appealed to the Hearing Examiner by submitting an appeal form and fee to the City Clerk within fourteen (14) days of the issuance of such decision.

Application Checklist

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

Additional detailed specifications will be required in the plan submittal requirements at time of BLD and/or STE stage.

Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.

SUBMITTAL REQUIREMENTS FOR BOTH MAJOR & MINOR CUP		APPLICANT	STAFF
1	Master Land Use Application form, completed.	✓	
2	Required fee(s) paid.	✓	
3	Electronic: A thumbdrive with electronic copies of all documents, OR Paper: Original, plus four (4) copies of all documents.	BRH	
4	An environmental (SEPA) checklist, if applicable.	✓	
5	Water and Sewer availability letter.	✓	
6	In a separate written attachment, please provide the following:		

SUBMITTAL REQUIREMENTS FOR BOTH MAJOR & MINOR CUP		APPLICANT	STAFF
	<ul style="list-style-type: none"> Description of the current property, noting any critical areas. Scope of the project: <ul style="list-style-type: none"> Physical / Spatial changes (i.e. additions, lot coverage, gross floor area, unit counts, and underground space). Land use (i.e. business type, uses proposed). Parking stalls. Open space, landscaping and amenities. 	JMA	
7	Vicinity map.	✓	
8	Plan set requirements: <ul style="list-style-type: none"> Existing Site Plan Proposed Site Plan Conceptual Landscaping Plan Conceptual Architectural Plan 	✓	
9	Additional items as identified in a pre-application meeting, if applicable.		
10	In a separate written attachment, please provide a response to criteria for approval (see below).	✓	

CRITERIA FOR MAJOR CUP APPROVAL [SMC 15.115.020(D)]		APPLICANT	STAFF
<i>Address each item specifically and in writing:</i>		✓	
1	The proposed use is listed as a conditional use under SMC 15.205.040, Use Chart.	✓	
2	The site is adequate in size and shape for the proposed project and the use conforms to the general character of the neighborhood.	✓	
3	The unique character of topography, arterial streets and adjacent land use complement the proposed conditional use.	✓	
4	The conditional use would not be detrimental to surrounding land use.	✓	
5	Modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code.	✓	
6	The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.	✓	
7	The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area unless conditions can be established to mitigate adverse impacts.	✓	

CRITERIA FOR MINOR CUP APPROVAL [SMC 15.115.020(E)]		APPLICANT	STAFF
<i>In addition to the Major CUP criteria above, a Minor CUP must meet the following criteria. Address each item specifically and in writing:</i>			
1	The minor conditional use must conform to the criteria as set forth in this section and all other requirements of this code.		
2	To allow the expansion of an existing, legal conditional use which has previously been permitted within the zone classification, provided the requested expansion of the existing conditional use is either:		

CRITERIA FOR MINOR CUP APPROVAL [SMC 15.115.020(E)]		APPLICANT	STAFF
	<p>a. No greater than twenty percent (20%) of the gross floor area of the existing conditional use; and</p> <p>b. Exempt from environmental review under the State Environmental Policy Act (SEPA).</p>		

PLAN REQUIREMENTS FOR BOTH MAJOR & MINOR CUP		APPLICANT <i>(List sheet number for each item)</i>	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
1	Existing Site Plan		
	Location, dimensions, and use of existing structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).	001	
	Indicate all structures to be removed / demolished.		
	Distances between structures and property lines.		
	Land uses, lot lines, and approximate location of structures and pavement on abutting properties, including the King County parcel number(s).	001	
	Location of existing private and public utility lines and/or easements.	001	
	All existing street and alley rights of way abutting the site. Include street name, width of right of way.	001	
	On-site vehicular and non-motorized paving such as driveways, drive lanes, auto courts, or private roads, bike paths, sidewalks, including dimensions and materials.	001	
	<p>If applicable, a Critical Area(s) Report & Critical Area Map, including:</p> <ul style="list-style-type: none"> • Location of critical area(s) on site or in the vicinity; and • Buffer area. <p>See Critical area code SMC 15.700 for specific detailed requirements.</p>		
	Elevation contours at intervals not greater than 5 feet.	C1.0	
2	Proposed Site Plan		
	Location, dimensions, and use of proposed structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).	1.01	
	Distances between proposed structures, existing structures, and property lines.	1.01	
	Location of all proposed paving – including sidewalks, driveways, pedestrian, and bicycle paths, on site and within the adjacent right-of-way.	1.01	
	Contours showing alternations to existing land elevations.	1.01	
	Location, height, top elevation, and width of existing and proposed retaining walls and rockeries, if applicable.	1.01	
	Location of existing and proposed utilities within the site such as sewer, water, surface storm water facilities, gas, and electricity.	1.01	

PLAN REQUIREMENTS FOR BOTH MAJOR & MINOR CUP		APPLICANT <i>(List sheet number for each item)</i>	STAFF
	Location of existing fire hydrants.	1.01	
	Indicate proposed easements.	1.01	
	Parking ratio detail provided on plans, including: <ul style="list-style-type: none"> • Required parking unit count; and • Proposed parking unit count. Location, dimension, and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access (ingress & egress).	1.01	
	Required Open Space areas delineated on plans and ratio detail including: <ul style="list-style-type: none"> • Required open space square footage; and • Proposed open space square footage. 		
	If property is comprised of multiple lots, provide description of current status and/or explain proposed intent, i.e. lot line adjustment, lot consolidation, binding site plan, etc.		
3	Conceptual Landscaping Plan		
	Tree survey including: <ul style="list-style-type: none"> • Size, type, and location of all significant trees on site; • Indication of which trees are “to remain” or “to be removed”; and Replacement ratio detail, if required.	L1.31	
	Type (e.g. Type I, Type II, etc.) and width of proposed landscaping areas. Refer to SMC 15.445.110 & 15.445.210 for further detail.	L1.31	
	Right-of-way landscaping, if applicable.	L1.31	
4	Conceptual Architectural Plan		
	Building facades drawn at 1/4", 1/8" = 1' or comparable scale showing: <ul style="list-style-type: none"> • Elevations; • Building height; • Entrances. 	201b	
	Floor plans with uses labeled. Include parking garage layout if applicable.	500-504	

May 5, 2022

Greetings,

Below are responses to the applicant's response to the requirements of criteria for major CUP approval [SMC 15.115.020(d)].

1. The proposed use is listed as a conditional use under SMC 15.205.040, Use Chart;

Per Table 15.205.040 Use Chart, Storage, Self-Service is listed as a conditional use in the Regional Business Mix (RBX) zone.

2. The site is adequate in size and shape for the proposed project and the use conforms to the general character of the neighborhood;

The project site is an approximately 71,134 sf rectangular parcel located along the International Boulevard commercial corridor. The property is the ideal shape and size for self-storage because it will allow for a consolidated footprint with multiple points of entry to the building. Additionally, the self-storage facility will enhance the commercial character of the neighborhood without impacting adjacent properties.

3. The unique character of topography, arterial streets and adjacent land use complement the proposed conditional use;

Factors such as grade, access and regional transit play a large role in shaping the development opportunities for the subject parcel. With more than sixty feet of elevation change from east to west, topography is a significant factor in determining the feasibility of uses onsite. The proposed storage facility contains minimal parking and take advantage of the topography by creating multiple levels of access. The building can terrace into the grade to reduce the height and scale of the development without sacrificing interior space. Additionally, the site has limited access ability due to the dead-end condition of 204th Street. More intense commercial developments would require significant improvements to both 204th and 28th Ave. Finally, the Sound Transit light rail crosses along the eastern edge of the property. The proximity of the rail and associated easements prevent the site area from being maximized.

4. The conditional use would not be detrimental to surrounding land use;

The proposed self-storage facility is a relatively low traffic use that can provide an added benefit to local business and residents needing valuable secure storage space. The project is not anticipated to cause detriment to any surrounding uses.

5. Modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code;

The proposed project is not seeking modification to any local standards.

6. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood; and

The proposed self-storage facility is a relatively low traffic use generating approximately 24 peak PM trips. This limited increase the traffic in the area does not present a hazard to the current pedestrian and vehicle traffic in the neighborhood.

7. The conditional use will be supported by adequate public facilities or services, and will not adversely affect public services to the surrounding area unless conditions can be established to mitigate adverse impacts.

The development will have very low impact on public utilities such as water and sewer. The building generated very little waste, utilizes minimal water, and will manage stormwater onsite. Additionally, the proposed storage facility will be constructed to all current building code standards related to fire and should have a minimal impact on the current emergency services in the area.

Sincerely,



Casey Kispert
Architect

May 5, 2022

Greetings,

The proposed project participated in two pre-application meetings, PRE21-0026 & PRE22-0012. The applicant is proposing to construct a four-story self-storage facility at the intersection of 204th Street and 28th Ave South. The proposed project is located on parcels 344500-0140, in Seatac, WA; just outside of the Angle Lake Light Rail Station overlay zone. The applicant anticipates submitting for SEPA, conditional use permit for the storage use in the RBX zone.

The proposed storage building will be four stories w/ basement, type II-B construction and will reach up to 65 feet from lowest elevation to highest parapet. The anticipated building area is approximately 160,000 gsf and contain S-1 storage and accessory caretaker unit and leasing office. Final building height will be subject to FAA regulations. The building will be terraced into the hillside to reduce excavation, shoring and material export.

Fire access will be provided off 204th Street to the primary face of the building and along the east and west face of the building. Onsite access is provided via 26' wide aerial apparatus fire lanes allowing all portions of the building to be within 150' of the designated fire lanes. Secondary fire access is being provided from 28th Ave S to meet the requirements of local fire codes.

All trees in the vicinity of the building and parking area will be removed. The project is proposing to retain two trees on the western edge of the 344500-0140 property. Storm water management would occur via onsite detention.

Sincerely,



Casey Kispert
Architect



Public Works Engineering Review Division

4800 S 188th St, SeaTac, WA 98188-8605

2020 Application for Multimodal Transportation Concurrency

Seatac Self Storage

All Applicants Please Note:

Concurrency project review is required for all projects that may have an increase in PM peak hour trips above the current use of the site. Please submit this form prior to, or along with the submittal of a land use permit application. A land use application will not be accepted at the permit counter without submittal of this Application for Multimodal Transportation Concurrency. It is preferred that it be submitted prior to a Pre-Application meeting. Complete applications must be submitted to the **Permit Counter** with payment of the Concurrency Evaluation Fee of **One-hour Standard Hourly Rate** per the City of SeaTac Fee Schedule.

FOR OFFICE USE ONLY

Date Received: _____

File Number: CON _____

PROPOSED PROJECT INFORMATION

Project Name: Seatac Self Storage

Project Address: 28th Avenue S/S 204th St

Assessor's Parcel Number(s): 344500-0140

Concurrency District Number (See Map on page 3): S5

PROPOSED PROJECT DESCRIPTION:

Proposed four stories w/ basement storage building totaling approximately 160,000 gsf. Project site will be access off 204th street and S 28th ave. Storage building will include accessory caretaker unit and leasing office.

COMMERCIAL

Office ___ Retail ___ Industrial/Manufacturing Institutional ___ Mixed Use ___ Other ___

Gross square footage of non-residential building 160,000 sq. ft.

RESIDENTIAL (show number of each)

Single family residential ___ Multi-family residential ___ ADU 1 caretaker ___

Total number of units _____

Expected Date of Project Completion/Occupancy: Spring 2024

APPLICANT INFORMATION

Name Casey Kispert Company Jackson|Main Architecture

Mailing Address 311 1st Ave South, Seattle, WA 98104

Phone 206-324-4800 Email casey.kispert@jacksonmain.com


ENGINEER/CONSULTANT INFORMATION

Name Matt Palmer Company Kimley-Horn

Mailing Address 22722 29th Drive SE Suite 100 Bothell, WA 98021

Phone 425 708-8275 Email Matt.Palmer@kimley-horn.com

As the project applicant, I hereby acknowledge that I have read this Multimodal Transportation Concurrency application and I state that the information is correct, and agree to comply with all City ordinances and State laws regulating activities covered by this permit application.

Signature:  Date: 05/05/2022

Land Use(s) and Trip Generation

Per Institute of Transportation Engineers (ITE) Trip Generation Manual (10th edition, 2017) or the Schedule of Transportation Impact Fees

Land Use Description	ITE Land Use Code	ITE Trip Generation Rate	Number of Residential Units or Commercial/Industrial Gross Square Feet	Total Proposed Trips
Proposed Land Uses				
MINI WAREHOUSE	LUC 151	1.45	154,391	224
			Subtotal New Vehicle Trips =	
Existing Land Uses				
<i>100% Credit for previous land use (provided the previous use was continuously maintained during the previous five year period or since the previous used was permitted, whichever is less)</i>				
			Subtotal Existing Vehicle Trips =	
Optional/Voluntary Performance Measures to Reduce Vehicle Trips				
Please contact the Engineering Review Division if this project results in more than 25 total trips, and the applicant would like to create a commute trip reduction plant.				
Total Net New Vehicle Trips =				224
2020 Transportation Concurrency Evaluation =				

CONCURRENCY SUBDISTRICTS



Legend

North

- N1
- N2
- N3
- N4

Central

- C1
- C2
- C3

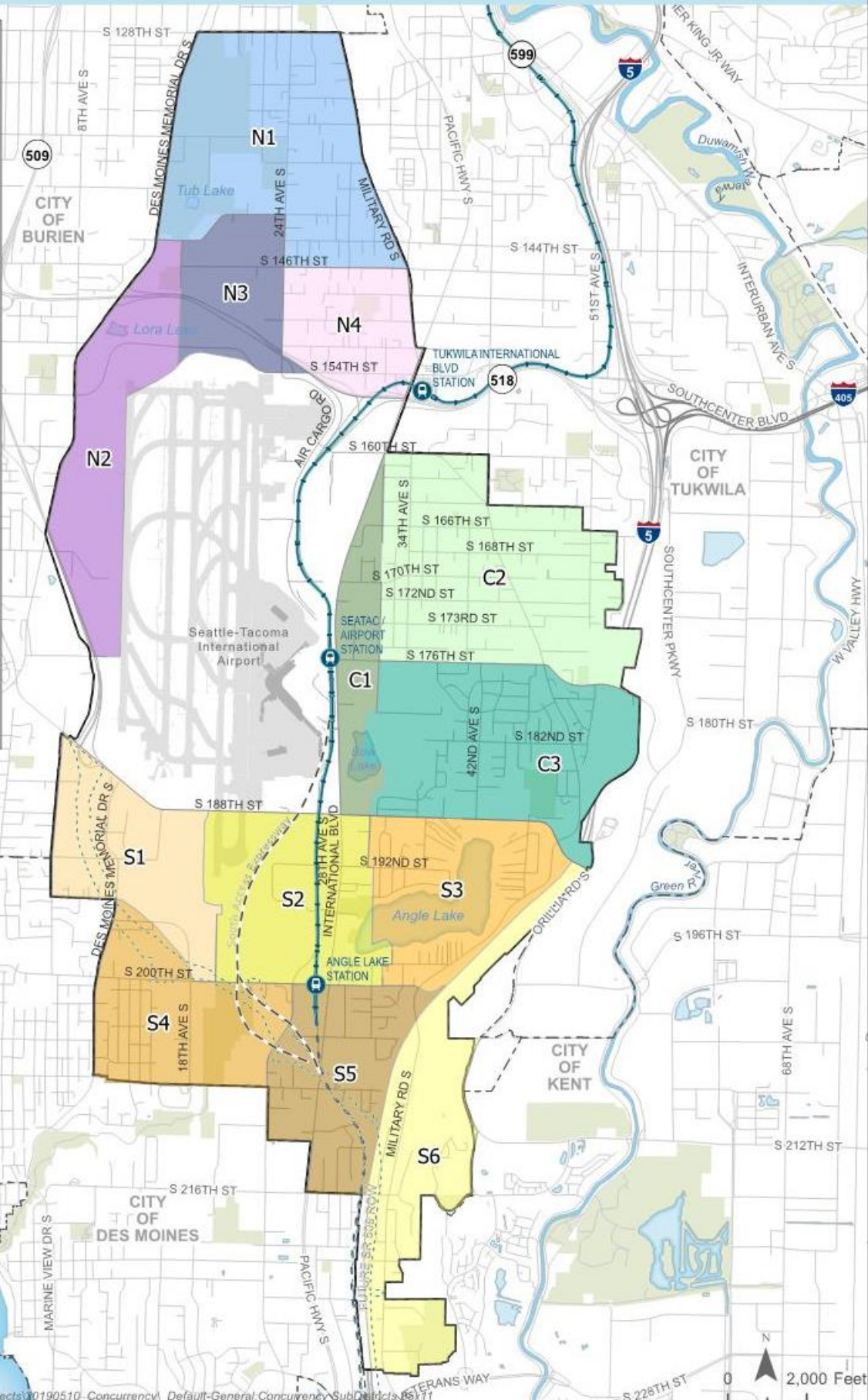
South

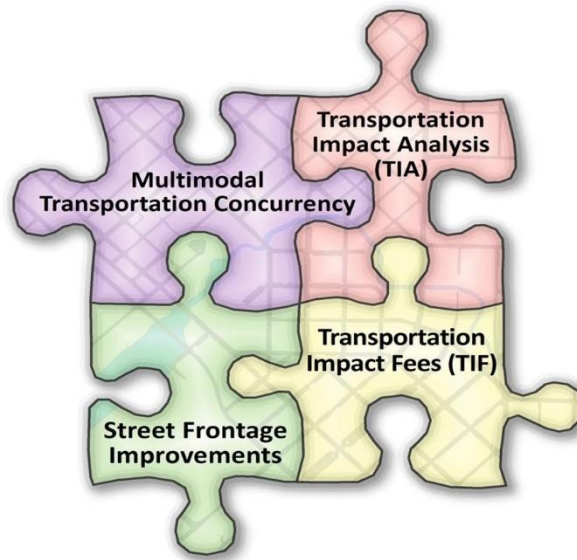
- S1
- S2
- S3
- S4
- S5
- S6

Geopolitical Areas

- City of SeaTac
- Other Cities

Date Prepared: 1/10/2020
 Prepared by the City of SeaTac. All rights reserved. This product has been compiled from the best available data. No warranty is expressed or implied as to accuracy, completeness, or fitness for any specific use. Not to be used for purposes of legal description or definition. Not a substitute for a professional survey. Sources: City of SeaTac, HERE, King County, Sound Transit, WSDOT.
 \\Tahoma\Working\SEA-PublicWorks\Projects\20190510_Concurrency_Default-General_Concurrency_SubDistricts_05171





Transportation Concurrency is only one piece of the development review puzzle.

Application and Concurrency Process



City of SeaTac Resources

Additional transportation planning resources are available on the City of SeaTac website:

www.seatacwa.gov/government/city-departments/public-works/engineering-review-division/forms-and-fees

Administrative staff contacts:

Engineering Review Division Manager
Permit Counter

(206) 973-4734
(206) 973-4750