



## COMMUNICATION MATRIX

**Project Number:** 2023100649      **Date:** March 8, 2024      **Tax Parcel:** 09750029001  
**Project Name:** West Oly Plat      **Subject:** FIRST Round Project & Map Review

### Directions:

- Each department's reviewer comments are summarized within their own section below.
- Use the APPLICANT RESPONSE column on the far-right column of the matrix to provide the following:
  - A complete and clear response to each comment. Avoid writing "noted or acknowledged" without providing an explanation.
  - When applicable, include reference to a page number and/or where an item can be found on the map or in a submittal document.
- The reviewer's contact information can be found in the green heading above the comment. Please contact the reviewer directly for questions related to a specific comment.
- After **all** items outlined in the matrix have been addressed:
  1. Submit all requested items on a Thumb-drive and copies to the Building Development Center (BDC). Incomplete submittals will not be accepted.
  2. Include one (1) copy of this Communication Matrix with your Applicant Response column completed.

### Additional Information

- **All** requested information and number of copies must be submitted as one submittal within 180 days from the date of this matrix or the application will lapse.
- An extension of time may be requested in writing prior to the expiration.
- Additional information may be requested through further review of the project
- **Planning staff are available for questions and land use application submittal in the BDC between the hours of 10:00a.m. and 2:00p.m.**

Department: Community Planning and Economic Development (CPED)			
Reviewer: Kraig Chalem, Senior Planner   Phone: (360) 970-1237   Email: <a href="mailto:kraig.chalem@co.thurston.wa.us">kraig.chalem@co.thurston.wa.us</a>			
ITEM	REVISION / NOTE / COMMENT	DETAILS	APPLICANT RESPONSE
1) Critical Area Review Permit	Comment	the initial review of the wetland report submitted for parcel 09750029001, and a site visit was conducted on 4/12/23 to review report results. Please thank the consultant for submittal of a thorough assessment, and request the following additional information and/or revisions:	

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		<ul style="list-style-type: none"><li>- Per the County site visit today, it appears the wetland onsite may have been underestimated. Wetland A currently has standing water, and hydrophytic vegetation <u>which extends up to the northern property line</u>. Further wetland delineation is required to assess this area in depth, especially since this is the appropriate time frame for a wetland review to occur during the early growing season.</li> <li>- Wetland A appears to continue offsite to the south, until it meets up with Burbank Ave, at which point it appears to be more channelized into a drainage. Presence of instream/riparian habitat within 330 feet of the wetland unit would trigger additional habitat points for rating question H 3, which would at minimum result in a medium rating. This will change the total habitat score to at minimum M, M, L, <u>which results in a standard wetland buffer of 160 feet</u>.</li> <li>- There are some considerably large trees within proximity to the wetland onsite, which would potentially trigger the additional buffer requirements per TCC 24.30.065. Please re-evaluate the wetland and buffer area per this section of code, to determine if additional tree protection areas are required.</li> <li>- The report states the buffers in Section 4.0. as 140 feet for Wetland A, and 100 feet for Wetland B. It does not however show these distances, or what the averaged buffer distances are on any of the site plans. This will be required to be added to all the site plans.</li> <li>- The depiction of the averaged Wetland A buffer within the wetland report does not look the same as the submitted</li></ul>	
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		<p>site plan for the plat. This again will need to be shown with buffer distances on the site plans.</p> <p>- The buffer averaging proposed is the only mitigation they are offering, and this is acceptable per TCC 24.30.060. However, the report author does not demonstrate how they are meeting mitigation sequencing, as it appears there is room for the project to occur without buffer averaging.</p> <p>Heather Tschaekofske   Associate Planner/Biologist, MES Thurston County Community Planning &amp; Economic Development - <b>Main</b> (360) 786-5553   <b>Fax</b> (360) 754-2939   <b>TDD</b> (800) 833-6388 <a href="mailto:heather.tschaekofske@co.thurston.wa.us">heather.tschaekofske@co.thurston.wa.us</a></p>	
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**Thurston County Public Works**  
**CONTACT: Arthur Saint [arthur.saint@co.thurston.wa.us](mailto:arthur.saint@co.thurston.wa.us)**

ITEM	REVISION / NOTE / COMMENT	DETAILS	APPLICANT RESPONSE
1) Drainage	Comment	Please see Drainage Scoping Response at: <a href="https://weblink.co.thurston.wa.us/dspublic/0/doc/17138284/Page1.aspx">https://weblink.co.thurston.wa.us/dspublic/0/doc/17138284/Page1.aspx</a>	
2) Roads	Comment	Please see City of Olympia Comments dated 10-6-23 at: <a href="https://weblink.co.thurston.wa.us/dspublic/0/doc/17138287/Page1.aspx">https://weblink.co.thurston.wa.us/dspublic/0/doc/17138287/Page1.aspx</a>	

**Department: Thurston Public Health, Environmental Health Division**  
**Reviewer: Dawn Peebles | [dawn.peebles@co.thurston.wa.us](mailto:dawn.peebles@co.thurston.wa.us) | 360-867-2650**

ITEM	REVISION / NOTE / COMMENT	DETAILS	APPLICANT RESPONSE
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1) Off-site Wells	Additional Information OR Revised Map	<p>The application was marked “yes” in response to any water supplies located within 200 feet of the property. However, there are no off-site wells shown on the subdivision map. If no off-site wells are identified, the applicant must provide details as to how the information was confirmed.</p> <p>It is the applicant’s responsibility to locate any existing off-site wells within 200 feet of the project site and show their locations on the map with their associated 100-foot sanitary control radii. Conducting field visits and communicating with neighboring property owners is recommended. Permit records can be viewed online through the Building Development Center by entering the tax parcel numbers at <a href="https://weblink.co.thurston.wa.us/dspublic/customsearch.aspx?searchname=search&amp;cr=1">https://weblink.co.thurston.wa.us/dspublic/customsearch.aspx?searchname=search&amp;cr=1</a>.</p> <p>[Division of Land Application Site Plan Checklist Required Item 3.g and EH Policy #ONST.96.POL.602]</p>	
2) Integrated Pest Management Plan (IPMP)	Revised Plan	<p>A revised IMP Plan must be submitted addressing the comments added to the document. Please see attached IPMP includes Environmental Health’s recommended revisions.</p> <p>[EH Policy #ONST.97.POL.805]</p>	
<p><b>Thurston County Community Planning &amp; Economic Development</b>  <b>Corey Bennett (he / him)   Addressing Officer / Admin Asst. I</b>  <b>Phone (360) 867-2111; corey.bennett@co.thurston.wa.us</b></p>			
ITEM	REVISION / NOTE / COMMENT	DETAILS	APPLICANT RESPONSE
1) Addressing	Comment	waiting on a road name from the POC, I emailed them back in November and never heard back.	

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Department: Thurston County Assessor Office			
Reviewer:			
ITEM	REVISION / NOTE / COMMENT	DETAILS	APPLICANT RESPONSE
1) N/A		No Comments Received	
Department: Thurston County Auditor's			
Reviewer:			
ITEM	REVISION / NOTE / COMMENT	DETAILS	APPLICANT RESPONSE
1) N/A		No Comments Received	
Outside Agencies Contact information included below			
Dept of Ecology		<p><b>SOLID WASTE MANAGEMENT: Derek Rockett (360) 995-3176</b></p> <p>The applicant proposes to demolish an existing structure(s). In addition to any required asbestos abatement procedures, the applicant should ensure that any other potentially dangerous or hazardous materials present are removed prior to demolition. It is important that these materials and wastes are removed and appropriately managed prior to demolition. It is equally important that demolition debris is also safely managed, especially if it contains painted wood or concrete, treated wood, or other possibly dangerous materials. Please review the "Dangerous Waste Rules for Demolition, Construction, and Renovation Wastes," on Ecology's website at: <a href="#">Construction &amp; Demolition Guidance</a>. All removed debris resulting from this project must be disposed of at an approved site. All grading and filling of land must utilize only clean fill. All other materials may be considered solid waste and permit approval may be required from your local jurisdictional health</p>	

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		<p>department prior to filling. Contact the local jurisdictional health department for proper management of these materials.</p> <p><b>TOXICS CLEANUP: Thomas Middleton (360) 999-9594</b> If contamination is suspected, discovered, or occurs during the proposed SEPA action, testing of the potentially contaminated media must be conducted. If contamination of soil or groundwater is readily apparent, or is revealed by testing, Ecology must be notified. Contact the Environmental Report Tracking System Coordinator for the Southwest Regional Office (SWRO) at (360) 407-6300. For assistance and information about subsequent cleanup and to identify the type of testing that will be required, contact Thomas Middleton with the SWRO, Toxics Cleanup Program at the phone number provided above.</p> <p><b>WATER QUALITY/WATERSHED RESOURCES UNIT: Jacob Neuharth (360) 706-4599</b> Erosion control measures must be in place prior to any clearing, grading, or construction. These control measures must be effective to prevent stormwater runoff from carrying soil and other pollutants into surface water or stormdrains that lead to waters of the state. Sand, silt, clay particles, and soil will damage aquatic habitat and are considered to be pollutants. Any discharge of sediment-laden runoff or other pollutants to waters of the state is in violation of Chapter 90.48 RCW, Water Pollution Control, and WAC 173-201A, Water Quality Standards for Surface Waters of the State of Washington and is subject to enforcement action.</p> <p><u>Construction Stormwater General Permit:</u> The following construction activities require coverage under the Construction Stormwater General Permit:</p>	
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		<ol style="list-style-type: none"><li>1. Clearing, grading and/or excavation that results in the disturbance of one or more acres <b>and</b> discharges stormwater to surface waters of the State; and</li><li>2. Clearing, grading and/or excavation on sites smaller than one acre that are part of a larger common plan of development or sale, if the common plan of development or sale will ultimately disturb one acre or more <b>and</b> discharge stormwater to surface waters of the State.<ol style="list-style-type: none"><li>a) This includes forest practices (including, but not limited to, class IV conversions) that are part of a construction activity that will result in the disturbance of one or more acres, <b>and</b> discharge to surface waters of the State; and</li></ol></li><li>3. Any size construction activity discharging stormwater to waters of the State that Ecology:<ol style="list-style-type: none"><li>a) Determines to be a significant contributor of pollutants to waters of the State of Washington.</li><li>b) Reasonably expects to cause a violation of any water quality standard.</li></ol></li></ol> <p>If there are known soil/ground water contaminants present on-site, additional information (including, but not limited to: temporary erosion and sediment control plans; stormwater pollution prevention plan; list of known contaminants with concentrations and depths found; a site map depicting the sample location(s); and additional studies/reports regarding contaminant(s)) will be required to be submitted. For additional information on contaminated construction sites, please contact Evan Wood at <a href="mailto:evan.wood@ecy.wa.gov">evan.wood@ecy.wa.gov</a>, or by phone at (360) 706-4599.</p> <p>Additionally, sites that discharge to segments of waterbodies listed as impaired by the State of Washington under Section 303(d) of the Clean Water Act for turbidity, fine sediment, high pH, or phosphorous, or to waterbodies covered by a</p>	
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		<p>TMDL may need to meet additional sampling and record keeping requirements. See condition S8 of the Construction Stormwater General Permit for a description of these requirements. To see if your site discharges to a TMDL or 303(d)-listed waterbody, use Ecology’s Water Quality Atlas at: <a href="https://fortress.wa.gov/ecy/waterqualityatlas/StartPage.aspx">https://fortress.wa.gov/ecy/waterqualityatlas/StartPage.aspx</a>.</p> <p>The applicant may apply online or obtain an application from Ecology's website at: <a href="http://www.ecy.wa.gov/programs/wq/stormwater/construction/-Application">http://www.ecy.wa.gov/programs/wq/stormwater/construction/-Application</a>.</p> <p>Construction site operators must apply for a permit at least 60 days prior to discharging stormwater from construction activities and must submit it on or before the date of the first public notice.</p> <p>Ecology’s comments are based upon information provided by the lead agency. As such, they may not constitute an exhaustive list of the various authorizations that must be obtained or legal requirements that must be fulfilled to carry out the proposed action.</p>	
<b>Nisqually tribe</b>		<p>The Nisqually Indian Tribe’s THPO has reviewed the notice of application and supplemental materials that you provided for the above-named project and requests that a cultural resources survey be required before any ground-disturbing activities are permitted. Please keep us informed if there are any Inadvertent Discoveries of Archaeological Resources/Human Burials.</p> <p>Brad Beach, THPO Nisqually Indian Tribe 360-528-1084 360-456-5221 ext 1277</p>	

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		<a href="mailto:beach.brad@nisqually-nsn.gov">beach.brad@nisqually-nsn.gov</a>	
<b>Squaxin Tribe</b>	N/A	No Comments Received	
<b>Olympic Region Clean Air Agency</b>		<p>Good morning,  Olympic Region Clean Air Agency (ORCAA) reviewed the environmental checklist for the West Olympia 24th Avenue Plat proposal, located at 2000 24th Ave NW in Olympia, Washington. The checklist states the existing "<i>outbuilding and barn will be eliminated as part of this proposal</i>".  ORCAA has the following comments for the applicant:</p> <p>ORCAA regulations require an asbestos survey for all demolition projects. Demolition projects by definition also include renovations performed to load-bearing structural members on the current building as part of a remodel. Prior to any demolition project, the following must be completed:</p> <ul style="list-style-type: none"> <li>• A good faith asbestos survey must be conducted on the structure by a certified Asbestos Hazardous Emergency Response Act (AHERA) building inspector;</li> <li>• If asbestos is found during the survey, an ORCAA Asbestos Removal Notification must be completed and all asbestos containing material must be properly removed prior to the demolition; and,</li> <li>• If the structure is 120 sq. ft. or greater, an ORCAA Demolition Notification must be submitted regardless of the results of the asbestos survey. There is a mandatory 14-day waiting period after ORCAA receives notification, so we recommend the applicant complete the Demolition Notification promptly after receiving the survey.</li> </ul> <p><i>*These requirements are specific to ORCAA and are not synonymous with any city or county permitting jurisdiction requirements</i></p>	

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		<p><u>Helpful Links:</u></p> <p>A list of certified asbestos contractors is available at <a href="https://www.orcaa.org/asbestos-demolition/asbestos-service-providers/">https://www.orcaa.org/asbestos-demolition/asbestos-service-providers/</a></p> <p>The Demolition Notification form is available at <a href="https://www.orcaa.org/asbestos-demolition/asbestos-forms-resources/demolition-notification-form/">https://www.orcaa.org/asbestos-demolition/asbestos-forms-resources/demolition-notification-form/</a></p> <p>If applicable, the Contractor Asbestos Removal Application is available at <a href="https://www.orcaa.org/asbestos-demolition/asbestos-forms-resources/demolition-notification-form/">https://www.orcaa.org/asbestos-demolition/asbestos-forms-resources/demolition-notification-form/</a></p> <p><b>If you have any questions or concerns regarding the process, please contact Bryson Downs at <a href="mailto:bryson.downs@orcaa.org">bryson.downs@orcaa.org</a> or by calling our main office at 360-539-7610. 2940 Limited Lane NW, Olympia, WA 98502 · <a href="http://www.orcaa.org">www.orcaa.org</a> Phone: (360) 539-7610 ext. 107 · 1-800-422-5623</b></p>	
<b>City of Olympia</b>	Comments	<p><b>General</b></p> <p>The City will review for approval and permitting of water, sewer, streetlighting systems and portions of frontage and stormwater within city limits (24<sup>th</sup> Ave NW).</p> <p>Design review, approval, permitting, and subsequent improvements installed shall be in conformance with the current Engineering Design and Development Standards (EDDS) of the City of Olympia. Following Land Use approval and prior to construction, the applicant shall submit detailed engineering design drawings to the Community Planning and Development Department for detailed technical review, approval and permitting</p>	

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		<p><b>Water Mains (2.050.B)</b> The City of Olympia water system has capacity for this proposed development project. Water is currently available to the site from an existing 8-in PVC main at the end of Milroy St and an existing 8-in PVC main that extends from the cul-de-sac of Lenox Ct to 24<sup>th</sup> Ave. In compliance with the Water Comprehensive Plan and the current EDDS to supply water to this project will require the following improvements:</p> <ol style="list-style-type: none"><li>1. Extend and loop the existing water mains from Milroy St and 24<sup>th</sup> Ave (from Lenox Ct) along 24<sup>th</sup> Ave and through the development to serve all lots.</li></ol> <p>Following preliminary plat approval, show on engineering plans for review and permitting fire hydrants at appropriate spacing for adequate fire suppression needs complete with valve configuration, size and type of pipe for all water main sections, services, meters and plan profiles.</p> <p><b>Sewer Mains (2.050.A)</b> The City of Olympia’s sanitary sewer system has capacity for this proposed project. City sewer is currently available to the site from an existing 8-in PVC main at the end of Milroy St and an existing 8-in PVC main that extends from the cul-de-sac of Lenox Ct to 24<sup>th</sup> Ave. In compliance with the Sewer Comprehensive Plan and the current EDDS to supply sewer to this project will require the following improvements:</p> <ol style="list-style-type: none"><li>1. Extend sewer throughout the development from the existing sewer main in 24<sup>th</sup> Ave (from Lenox Ct). Gravity sewer will extend as far as possible with the rest of the development served via grinder force main.</li><li>2. Following preliminary plat approval, show on the engineering plans for review and permitting size and type of pipe for all sewer main sections, sewer stub-outs with</li></ol>	
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		<p>cleanout at the ROW line, plan profiles, pig port at the end of the grinder force main and the maintenance hole where the force main discharges and the next maintenance hole downstream will be PVC lined to prevent corrosion.</p> <p><b>Transportation – Streets and Alleys (2.040)</b> The subject property is within the City of Olympia’s Urban Growth Area therefore any frontage improvements and internal streets are to be constructed to standards set forth in the current City of Olympia EDDS.</p> <ol style="list-style-type: none"><li>1. Please revise the trip generation estimate in a traffic letter and qualitatively describe the level of impact to the surrounding neighborhood to satisfy the neighborhood concerns. Please include a trip distribution in the revised trip generation estimate. Note: a neighborhood petition received by the City of Olympia on 12/1/2023 (enclosed) would like a Traffic Impact Analysis done. City will provide the most current traffic count data on Milroy St.</li><li>2. Public Works (PW) Transportation is recommending two traffic calming devices – one on Milroy St and another on Burbank Ave to mitigate speed and safety issues. PW is not opposed to additional traffic calming device on 24<sup>th</sup> Ave. Because the 90-degree corners on 24<sup>th</sup> Ave act as traffic calming, only one device is recommended. Intersections can provide similar effects. Typically traffic calming devices need to be spaced 250 to 500 feet and start at least 150 feet from an intersection.</li><li>3. No private access lane permitted per EDDS 2.040(B)2 - Sufficient space is available with lot reconfiguration.</li><li>4. The cul-de-sac needs to be designed to EDDS std. dwg. 4-5. Currently missing sidewalk, planter, solid waste container pad and traffic island. Please see attached.</li><li>5. The proposed local access street Road A is to be designed per EDDS std. dwg. 4-2J. Local access streetlighting is</li></ol>	
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		<p>needed on Road A and 24<sup>th</sup> Ave. Please note, streetlighting within the development will be private and maintained by the HOA until the area is annexed into city limits.</p> <ol style="list-style-type: none"><li>6. Local access street stubs needed to all undeveloped parcels greater than one acre with potential to add lots under current zoning (R4-9). Local Access stub to the east. If the unopened 24<sup>th</sup> Ave to the west runs through a wetland, no street stub is needed to the west.</li><li>7. Maintain the Local Access Street connection to the unopened ROW adjacent to parcel # 83009300700 for future street/bike/pedestrian connection to the north.</li><li>8. No marked crosswalks on any of the roads.</li><li>9. Directional ramps are needed on the NE corner of intersection of 24<sup>th</sup> Ave and Road A along with a minimum 50 ft radius curve.</li></ol> <p><b>Stormwater</b></p> <ol style="list-style-type: none"><li>1. With frontage improvements within city ROW (24<sup>th</sup> Ave) are to be installed and portions of the stormwater system for the development proposal are within city ROW, these elements will need to comply with the City of Olympia's 2022 Drainage Design and Erosion Control Manual (DDECM). Please use Guide sheet 1C as reference guide for what is required for stormwater review by the City of Olympia. This should be separate from stormwater plans reviewed and approved by Thurston County.</li><li>2. A stormwater scoping meeting will be required. This requires Guidesheet 1B to be completed and submitted to the city at the time of meeting request. This will need to be done prior to the submittal of revisions to the County.</li></ol> <p><b>Park Mitigation Fees</b></p> <p>This project is subject to City of Olympia Parks SEPA Mitigation costs of development as a condition of final</p>	
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		<p>approval. In order to determine the total of Parks SEPA Mitigation fees the following will need to be addressed:</p> <ol style="list-style-type: none"><li>1. Please provide clarification on the number of units of each housing type (i.e.- single family homes, townhomes, apartments, ADUs, etc.). Per plan sheets PP0-1 through PP-03, it appears there are a total of 34 individual lots. However, on plan sheet L1.00, Lots #24 and #25 are labeled as a duplex; Lots #26 through #29 are labeled as a fourplex; and Lots #31 through #34 are labeled as a fourplex. As depicted in plan sheets PP-01 through PP-03 the city would consider these single-family style townhomes on their own lots and shared wall.</li><li>2. Parks SEPA Mitigation fees will be calculated upon further clarification.</li></ol> <p>Zulaika Kim Engineering Plans Examiner City of Olympia – Community Planning and Development 360-709-2732 <a href="mailto:zkim@ci.olympia.wa.us">zkim@ci.olympia.wa.us</a></p>	
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