



FILE

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Jim Ferrell, Mayor

November 10, 2016

Eric LaBrie
ESM Consulting Engineers
33400 8th Avenue South, Suite 205
Federal Way, WA 98003
eric.labrie@esmcivil.com

Re: **File Nos. 16-104996-00-~~DP~~⁵⁰ & 16-104997-00-SE; NOTICE OF INCOMPLETE APPLICATION
Federal Way Campus Business Park, 32901 Weyerhaeuser Way South, Federal Way**

Dear Mr. LaBrie:

The Department of Community Development has conducted a cursory review of information you submitted to the city on October 13, 2016, in order to determine if the application is complete for the proposed Federal Way Campus Business Park Binding Site Plan and *State Environmental Policy Act* (SEPA) review. The proposal is to create five lots and one tract in the CP-1 zoning district at 32901 Weyerhaeuser Way South.

INCOMPLETE APPLICATION

During the course of the city's review, the following items were found to be missing or incomplete. The application is considered incomplete as it does not meet the submittal requirements for Binding Site Plan and SEPA Review pursuant to *Federal Way Revised Code* (FWRC) 18.20.020, 18.30.030, and 14.10.020. In order for your application to be considered complete and ready for processing, the items below must be provided.

1. Title Report for the subject properties prepared within 90 days. Submit two copies.
2. Lot Closure Calculations for both the existing and proposed lots sealed by a Professional Land Surveyor. Submit one original and two copies.
3. A stormwater Technical Information Report (TIR) in accordance with the *King County Surface Water Design Manual* and City of Federal Way Addendum. Submit four copies.
4. The SEPA checklist submitted with the application has not been signed. Submit one original and seven copies of the signed completed SEPA checklist.
5. A Transportation Impact Analyses (TIA) to identify transportation impacts of the proposed development project and provide appropriate mitigation measures is required. The TIA shall be prepared by an engineer licensed in the state of Washington. The engineer should contact the Traffic Division for a scoping sheet in the initial stages of the study. At a minimum, the TIA should include the following items:
 - a. A specialized land use trip generation study that may be used to adjust the adopted impact fee rate.
 - b. Truck Trip Assignment.
 - c. Pavement analysis per AASHTO along Weyerhaeuser Way South and S 336th St. truck routes.
 - d. Analysis of intersections impacted by 10 or more trips in the Weekday PM and 100 trips during morning and Saturday peak hours.
 - e. Right-turn and Left-turn lane warrant analysis at all driveways.

- f. Intersection sight distance analysis per AASHTO.
- g. Provide *Vehicle Turning Diagram* at all driveways and along Weyerhaeuser Way South intersections to the Public Works Traffic Division. This diagram will show how the appropriate design vehicle can maneuver within the site and the roundabouts without encroaching onto opposing traffic lanes or mounting a curb.
- h. Queuing analysis of access points for morning, evening, and Saturday peak hours.
- i. Roadway capacity analysis on Weyerhaeuser Way South and S 336th St. at full build-out of the site.

PRELIMINARY TECHNICAL COMMENTS

Since the application is incomplete, a technical review of the proposal has not been conducted. A complete technical review of the Binding Site Plan and SEPA application will occur after the missing items identified above are submitted.

Please note that City staff anticipates additional technical studies may be required as a component of the SEPA review. Those specific studies will be determined when a technical review is conducted; however, these studies may include but are not limited to: air quality, wildlife impacts, noise, historic preservation, environmental health, and aesthetics.

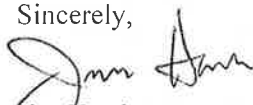
Pursuant to FWRC 18.20.030, additional City of Federal Way permits that may be required for the Binding Site Plan to the extent known at this time include but are not limited to: engineering plan review for infrastructure construction, forest practice permit, fill and grade permit, NPDES and right-of-way permit.

Any resubmittals for this application must be accompanied with a resubmittal form (enclosed). After receipt of the requested information noted in the incomplete application section of this letter, the department will notify you within 14 days whether your application is considered complete for processing, or what, if any, information is still needed. The review clock for processing your formal application will not begin until all items are submitted.

Pursuant to FWRC 18.05.080, all items identified above must be submitted to the City within 180 days or the application is void.

Please contact me at jim.harris@cityoffederalway.com, or 253-835-2652, if you have any questions. I look forward to working with you on this project.

Sincerely,


Jim Harris
Planner

enc: Resubmittal Form

c: Tom Messmer, Federal Way Campus LLC, 11100 Santa Monica Blvd, Suite 850, Los Angeles, CA 90025
Ann Dower, Senior Engineering Plans Reviewer
Sarady Long, Senior Transportation Engineer
Stacey Welsh, Senior Planner
Vince Faranda, South King Fire & Rescue
Brian Asbury, Lakehaven Utility District