



## CITY OF DUPONT

Department of Community Development  
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### PLANNING DIVISION REPORT AND RECOMMENDATION TO THE DIRECTOR

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**Project:** Home Course Teaching Shed  
**File Number:** Type I Site Plan Review and Design Review (PLNG 2021-017)  
**Date of Report:** February 4, 2022  
**From:** Lisa Klein, AHBL (Planning Consultant to the City)

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**SUMMARY OF REQUEST:** City approval for Type I Site Plan Review and Design Review (PLNG 2021-017).

**PROJECT DESCRIPTION:** The proposal is to add a 653 square foot teaching shed that is an accessory use to the existing Home Course Golf Course use and will be used as a covered practice area for golf lessons. The proposed building materials and colors will match the Pro Shop. The proposal includes a 4-foot wide concrete sidewalk that will connect the teaching shed with existing pedestrian facilities. The disturbed area will be reseeded with golf course fescue. Stormwater runoff from the impervious surfaces will be dispersed by two 10-foot by 50-foot splash blocks. The stormwater facilities will be designed according to the City's Stormwater Manual (2012 Department of Ecology Stormwater Management Manual with 2014 amendments).

**LOCATION:** 2300 Golf Course Road, DuPont. Tax parcel 0119272006, in Section 27, Township 19, Range 01.

**APPLICANT:** Justin Gravitt  
PNGA / WSGA Properties, Inc.  
1010 S 336<sup>th</sup> St. Suits 310  
Federal Way, WA 98003

**CITY CONTACT:** Barb Kincaid  
Community Development Director  
City of DuPont  
1700 Civic Drive  
DuPont, WA 98327-9603  
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**SUMMARY OF RECOMMENDATION:** Staff recommends **Approval** of the Type I Site Plan Review and Design Review (PLNG 2021-017) application, subject to conditions listed in Section F.

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**A. SUMMARY OF RECORD**

See the list of attachments provided in Section H, which includes the submittal plans and documents received for processing the application, comments received on the application during the City review process and historical background information (Attachments H.1 through H.11).

**B. FINDINGS OF FACT**

**1. Proposal and Property Details**

- a. The property is in the Mixed-Use Village-9 (MUV-9) zoning district. The City's Comprehensive Plan Land Use Map Designates the property's future land use as Old Fort Lake-4/Open Space Focus Area, and it is in the Old Fort Lake Subarea.
- b. The project is located on Tax Parcel 0119272006, comprising 143.3 acres. This property is a public golf course that includes an Event Center and other associated accessory uses. The training shed building footprint is located northwest of the golf range.
- c. Use and development of the property is subject to the terms of the Restrictive Covenant (Auditor Reference Number 200607251023) relating to previous contamination of soils on the property.
- d. Adjacent uses include:
  - North: Vacant
  - East: Vacant and Old Fort Lake
  - South: Vacant and single family residential
  - West: Vacant

**2. Procedural Requirements**

- a. The application materials were received on October 5, 2021; November 18, 2021; and December 16, 2022 (Attachments H1 through H9).
- b. A Notice of Complete Application was issued on January 7, 2022 (Attachment H.10).
- c. Per DMC 23.01.060, the proposed new building is less than 4,000 SF; therefore, per WAC 197-11-800(1)(b)(iv), it is exempt from SEPA environmental review.
- d. The proposed training shed is an accessory use to the Golf Course, per DMC 25.10.010.010, which provides:

*“Accessory” means a use, a building or structure, or part of a building or structure, which is subordinate to and the use of which is incidental to that of the main building, structure or use on the same lot, including a private garage. If an accessory building is attached to the main building by a common wall or roof, such an accessory building shall be considered a part of the main building.*
- e. Per DMC 20.130, accessory uses are reviewed as a Type I process. To obtain Accessory Use approval, consistency with DMC 25.130.030 is required (see Section D.3)
- f. Per DMC 25.41.070 and 080, Site Plan Review and Design Review approval are required for all development projects in the Mixed-Use Village zoning district. The new building size is less than 50,000 square feet of building area; therefore the site plan review is typically processed as

a Type II procedure. However, DMC 25.130.020 provides that the procedure is Type I for Accessory uses; therefore, Design Review for the teaching shed proposal shall be processed as a Type I procedure.

- g. To obtain Site Plan Review approval, Chapter 25.175.040 - Consistency with Development Regulations, requires that “during project permit application review, the director shall determine whether the development regulations applicable to the proposed project, or in the absence of applicable development regulations, the City’s comprehensive plan, address the type and density of the use, adequacy of infrastructure, and the character of the proposed development, as authorized by the development standards” (see Section D.1.).
- h. Chapter 25.150, Site Plan Review, requires that all development regulations and criteria specified in the Mixed-Use Village-9 be satisfied, in addition to any general development requirements in DMC Chapters 25.75 through 25.95 and 25.105 through 25.125 (see Section D.1). In order to obtain Design Review approval, consistency with DMC 25.41.060(3), is required (see Section D.2).

### **C. CONSISTENCY WITH CITY OF DUPONT COMPREHENSIVE PLAN**

Chapter 25.175.040, Consistency with Development Regulations, requires evaluation of consistency with the Comprehensive Plan *in the absence of development regulations* [emphasis added]. The subject property is located within the City’s Mixed-Use Village (MUV) zoning district and is subject to numerous relevant development regulations. Nonetheless, staff has reviewed the Comprehensive Plan and provided a summary and analysis below of pertinent vision, goals, and policies.

The City of DuPont Comprehensive Plan designates the subject property as being within the Mixed-Use Village 9 (MUV-9) zoning district within the Old Fort Lake 4 subarea. The MUV-9 zoning district is described in the Comprehensive Plan as follows:

*“This subdistrict is intended to support active recreation and supporting land uses such as commercial/restaurant, administrative office, and hotels.”*

The City’s Comprehensive Plan describes the Old Fort Lake 4 subarea as follows:

*“The Old Fort Lake 4 land use designation is intended to guide future development and expansion of the golf course and selected open space-oriented properties within the subarea. This designation also support accessory uses that are associated with these properties.”*

The following goals and policies support the proposal:

#### **1. Land Use Goals and Policies**

- a. LU-3.6: Employ practices that protect the long-term integrity of the natural environment, adjacent land uses, and the long-term productivity of resource lands.

#### **2. Natural Environment Goals and Policies**

- a. NE-1.1: Preserve environmentally sensitive areas and those that are valuable natural and aesthetic resources to the City.
- b. NE-4: Minimize adverse effects of development on the environment.
- c. NE-4.3: Site preparation activities should be designed to minimize extensive grading and to retain a portion of significant trees and vegetation. Development standards should implement guidelines and define extensive grading to clarify the circumstances when extensive grading may be appropriate.

### 3. Capital Facilities and Utilities Goals and Policies

- a. CF-1.9: Require new developments to incorporate appropriate on-site storm-water facilities or connect to regional facilities in order to prevent pollution, siltation, erosion, flooding, and other surface water degradation.

*Staff Analysis and Conclusion: The project proposes a teaching shed next to the Home Course golf range. The proposed recreational use is compatible with the vision for the MUC-9 zoning district and the Old Fort Lake 4 subarea. The proposed improvements are located outside critical areas and implement temporary erosion and sedimentation controls to ensure the integrity of the natural environment (LU-3.6). The project is consistent with the Land Use chapter of the Comprehensive Plan.*

*The subject property is not located within critical areas, associated critical area buffers, and does not contain significant trees and is, therefore, ideally suited for its location. The proposal preserves critical areas and significant trees by placing the teaching shed away from critical areas and significant trees (NE-1.1). The project, as conditioned in Section F, shall comply with the golf course restrictive covenant that will protect the environment from hazardous conditions (NE-4). A temporary erosion and sedimentation control plan was prepared to City standards to ensure that construction and site preparation activities are following best management practices (NE-4 and NE-4.3). The project is consistent with the Natural Environment chapter of the Comprehensive Plan.*

*The project will use on-site infiltration for stormwater management (CF-1.9). The project is consistent with the Capital Facilities and Utilities chapter of the Comprehensive Plan.*

## D. ANALYSIS AND CONCLUSIONS OF CONSISTENCY WITH DEVELOPMENT REGULATIONS

DMC Chapter 25.150, Site Plan Review requires that the proposal be carried out in a manner consistent with the criteria specified in the MUV-9 zoning district and the general development requirements provided by DMC Chapters 25.75 through 25.95 and 25.105 through 25.125. The following sections present staff analyses for consistency with these chapters.

### 1. PLANNING DEPARTMENT – SITE PLAN REVIEW

- a. DMC Chapter 25.41 – Mixed Use Village
  - 1) Permitted Uses - The property is in the MUV-9 zoning district. DMC 25.41.020 establishes permitted and conditional uses within the MUV-9 zoning district.

*Staff Analysis and Conclusion: Per DMC 25.41.010, the district is intended to support active recreation and supporting land uses such as commercial/restaurant, administrative office, and hotels. The proposed training range shed is considered an accessory use to the permitted Golf Course per DMC 25.10.010.010. The proposed accessory use is subject to the approval criteria provided in DMC 25.130, see Section D.3 below.*

- 2) Maximum Floor Area Ratio (FAR) - DMC 25.41.050(1) establishes a maximum nonresidential use FAR ratio at 0.30.

*Staff Analysis and Conclusions: The property is 6,242,584 square feet in size. The total area for the existing building is 15,055 square feet. The proposed teach shed will add 653 square feet, for a total building area of 15,708 square feet. The proposed total FAR is 0.003. The proposal is compliant.*

- 3) Nonresidential setbacks – DMC 25.41.050(1)(a) established a minimum setback for nonresidential developments within the MUV-9 zoning district. The minimum front yard

setback and property boundaries abutting a golf course is 20-feet. The side and rear yards setbacks are 10-feet.

*Staff Analysis and Conclusions: The proposed teaching range shed is over 300-feet from the nearest property line. The proposal is compliant.*

- 4) Nonresidential Height – DMC 25.41.050(1)(a) establishes a maximum building height of 65 feet for nonresidential developments within the MUV-9 zoning district. Any portion of a building located within 50-feet of a golf course shall be limited to 35-feet in height.

*Staff Analysis and Conclusions: The proposed teaching range shed is located within the Home Course golf course and has a maximum building height of 19-feet, 1-inch. The proposal is compliant.*

- 5) Nonresidential Lot Area – DMC 25.41.050(1)(a) establishes that there is no minimum lot area for nonresidential developments within the MUV-9 zoning district. DMC 25.41.050(1)(a) establishes that there is no maximum lot coverage for developments within the MUV-9 zoning district.

*Staff Analysis and Conclusions: The proposal is compliant.*

- 6) Landscaping – DMC 25.41.050(6), landscaping shall be provided as required by Chapter 25.90 DMC and landscape buffers provided per DMC 25.41.050(6)(a) and (b).

*Staff Analysis and Conclusions: The proposed teaching range shed is located more than 300-feet from property boundaries. The proposal is not required to provide landscaping buffers provided in DMC 25.41.050(6)(a).*

- 7) Outdoor Lighting – DMC 25.41.050(14) establishes that outdoor lighting shall be designed to minimize light throw beyond the site and a maximum outdoor light pole height of 30-feet.

*Staff Analysis and Conclusions: The proposed teaching range shed is located more than 300-feet from property boundaries and will not result in light throw to adjacent properties. No new light poles are required for the project.*

- 8) Per DMC 25.41.060(3)(a), blank walls greater than 50 feet in length along the front and side of a building shall be softened either by planting large, 12-foot minimum trees adjacent to the building, by wood trellises on the building, or by similar means.

*Staff Analysis and Conclusions: The proposed range teaching shed has no wall greater than 50-feet in length. The proposal is compliant.*

- 9) Per DMC 25.41.060(3)(b), entrances shall be emphasized with architecturally distinctive elements such as a covered walk, gabled roof, landscaping, or similar means. Earth-berming at the base of the facade is encouraged for large-scale structures. Building designs for multi-phase campuses are encouraged to be of similar character.

*Staff Analysis and Conclusions: The proposed range teaching shed provides a covered porch roof entrance that is an architecturally distinctive element. The proposal is compliant.*

- 10) Per DMC 25.41.060(3)(c), parking areas shall be located at the rear of buildings or separated from public rights-of-way by a moderate buffer (see Chapter 25.90 DMC).

*Staff Analysis and Conclusions: The proposed teaching range shed is an accessory use to the golf course and pro-shop uses and will not require additional parking be added to the site. The patrons will utilize the existing parking areas for parking. No additional landscape buffer is required to the existing parking areas. The proposal is compliant.*

- 11) Per DMC 25.41.060(3)(d), loading docks, service areas, and semi-truck parking areas shall be located at the rear of buildings or separated from public rights-of-way by a full buffer (see Chapter 25.90 DMC).

*Staff Analysis and Conclusions:* The proposed teaching range shed is an accessory use to the golf course and Event Center uses and will utilize the existing loading areas for any loading needs. No additional landscape buffer is required. The proposal is compliant.

- 12) Per DMC 25.41.060(4)(a), All roadways shall include sidewalks and/or a multi-use trail to facilitate pedestrian circulation.

*Staff Analysis and Conclusions:* The proposal does not include new roadways. The proposal is compliant.

- 13) Per DMC 25.41.060(4)(b), All buildings shall have a direct, paved pedestrian connection from the front entrance to the nearest street sidewalk.

*Staff Analysis and Conclusions:* The proposal includes a new 10-foot paved pedestrian connection from the proposed teaching range shed to existing pedestrian pathways that connect to the nearest street sidewalk. The proposal is compliant.

- 14) Per DMC 25.41.060(4)(c), Surface parking lots shall be designed with a designated pedestrian pathway that connects to a prominent building access door.

*Staff Analysis and Conclusions:* The proposed project does not include new surface parking lots. The proposal is compliant.

- b. DMC Chapter 25.75 - Commute Trip Reduction (CTR) is applicable to new businesses that employ more than 100 persons.

*Staff Analysis and Conclusions:* The proposal is a project that will employ less than 100 people. Chapter 25.75 does not apply.

- c. DMC Chapter 25.80 - Cultural, Historical, and Archaeological Resources regulates construction within areas of potential historical or cultural resources and allows for conditions to be imposed on any plat, site plan, or permit to assure that such resources are protected, preserved, or collected.

*Staff Analysis and Conclusion:* While there are designated cultural resource sites in the Old Fort Lake Subarea, including the location of the 1833 and 1843 Fort Nisqually sites and the Wilkes Observatory Site, there are no sites located within the vicinity of the proposed teaching shed. The proposal is compliant. (See associated Condition 4)

- d. DMC Chapter 25.85 - Affordable Housing Incentives Program provides incentives for affordable housing.

*Staff Analysis and Conclusion:* Affordable Housing is not a component of the proposal. Chapter 15.85 is not applicable to the proposed project.

- e. DMC Chapter 25.90 - Landscaping provides minimum landscape standards for landscape area, street trees, interior parking lot landscaping, and landscape buffers. Per DMC 25.90.020, the minimum landscape area of the total parcel is 20 percent.

*Staff Analysis and Conclusion:* The range teaching shed is located on the Home Course Golf Course that far exceeds the minimum landscape area requirement and the teaching shed will not lower the landscape area to less than 20 percent of the total parcel. Additionally, the proposal will not require street trees, interior parking lot landscaping, and buffers are regulated by DMC 25.41.060(6). The proposal is compliant.

- f. Off-Street Parking, DMC Chapter 25.95 provides parking quantity, dimensions and location standards.

Staff Analysis and Conclusions: The proposal will add one new employee and will not add to the user capacity of the Home Course Golf Course. No additional off-street parking is required or proposed; therefore, the requirements of DMC 25.95 Parking do not apply.

- g. DMC Chapter 25.100 – Recycling addresses the standards for refuse and recycling receptacles.

Staff Analysis and Conclusion: The proposal does not include refuse and recycling receptacles. Chapter 25.100 is not applicable to the proposed project.

- h. DMC Chapter 25.105 - Critical Areas

- i. Critical Areas, DMC Chapter 25.105. Chapter 25.105 provides standards when a critical area or associated buffer is within or adjacent to the proposed development.

Staff Analysis and Conclusion: There are no critical areas or associated buffers on or in the vicinity of the proposal. Chapter 25.105 is not applicable to the proposed project.

- j. DMC Chapter 25.110 – Setback - Street Corners requires that, on corner lots, no building, structure, parking, sign, berm, planting, or other sight-obscurer object, other than traffic signs and utility poles, shall be erected, placed, or allowed to grow between the heights of 3 feet and 8 feet above the street surface within the vision clearance triangle.

Staff Analysis and Conclusion: The proposed training range shed is not located on a street corner. Chapter 25.110 is not applicable to the proposed project.

- k. DMC Chapter 25.115 - Transportation Concurrency Review requires a concurrency test for projects requiring site plan and design review. Per DMC 25.115.040, the finding of concurrency may occur at the building permit application phase.

Staff Analysis and Conclusion: The proposed training range shed will not significantly increase traffic trips. As such, a transportation concurrency review is not required.

- l. DMC Chapter 25.116 - Signs provides sign standards and the sign permit process.

Staff Analysis and Conclusion: A sign permit application was not submitted with the Land Use Application and is required for any building or other monument signage in accordance with the requirements of DMC 25.116. (Condition 1)

- m. DMC Chapter 25.120 - Tree Retention provides tree retention and protection standards for all new development projects that require site plan approval.

Staff Analysis and Conclusions: The location of the training range shed is currently lawn area and devoid of trees. No trees will be removed by the proposal. Chapter 25.120 is not applicable.

- n. DMC Chapter 25.125 - Wireless Communication Facilities provides standards for wireless communication facilities.

Staff Analysis and Conclusion: The application does not contain a request for a wireless communication facility. Chapter 25.125 is not applicable.

## **2. PLANNING DEPARTMENT REVIEW – DESIGN REVIEW**

- a. Per DMC 25.41.07, Design Review is required for all development within the MUV zoning districts. The table provided in DMC 25.41.050 has a footnote (1) that states that the applicable design review requirements for accessory uses are provided in DMC 25.41.060(3).

Staff Analysis and Conclusion: The requirements of DMC 25.41.060(3) are provided above in Section D.1.a.8-11. The proposal is compliant with all applicable design standards.

## **3. CRITERIA FOR SITE PLAN APPROVAL**

- a. Per DMC 25.130.030, all the following decisional criteria must be met in order for the application to be approved:

- 1) The use is not the sole use on the subject property.

*Staff Analysis and Conclusion:* The proposed teaching shed is not the sole use on the subject property. The primary use is the Home Course Golf Course. The proposal is compliant with this criterion.

- 2) The use does not constitute more than 25 percent of the floor area of the principal building to which it is accessory.

*Staff Analysis and Conclusion:* The existing building area floor area for the Event Center is 15,055 square feet. The proposed teaching shed is 653 square feet, representing 4.3 percent, which is less than 25 percent of the existing building floor area. The proposal is compliant with this criterion.

- 3) The use does not increase traffic generation to or from the subject property beyond that projected by the ITE Trip Generation Manual, current edition, of any other similarly sized use permitted in the district.

*Staff Analysis and Conclusion:* The 653 square foot teaching shed will provide an amenity to the golf patronage and is not expected to create additional traffic. The proposal is compliant with this criterion.

- 4) The use complies with the land use code requirements of the district in which the property is located.

*Staff Analysis and Conclusion:* As detailed in Section C, Section D.1, and Section D.2, the teaching shed complies with the land use code requirements within the MUV-9 zoning district. The proposal is compliant with this criterion.

#### **4. ENGINEERING DEPARTMENT REVIEW**

The City Engineer submitted comments on the application in their email dated January 12, 2022. See Attachment H.11.

#### **5. FIRE DEPARTMENT REVIEW**

The City Fire Department submitted comments on the application in their email dated February 4, 2022. See Attachment H.12.

#### **6. BUILDING DEPARTMENT REVIEW**

The City Building Department reviewed the project and had no comments.

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### **E. CONCLUSIONS**

In accordance with the criteria in DMC 25.175.040, staff has evaluated the project and finds that, subject to the recommended conditions below, the proposal is consistent the DMC and existing ordinances concerning public utilities, traffic, facilities, and services, and provides access, landscaping, screening, building placement, parking lot layout, and protection of sensitive areas, subject to the recommended conditions of approval provided in Section F, below. As demonstrated in the Consistency Analysis, the proposal meets the criteria for approval.



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## F. RECOMMENDATION

Based on the findings, analysis and conclusions in this report, DuPont staff recommends approval of the Home Course Teaching Shed proposal (City File Nos. PLNG 2021-017), subject to the following conditions.

1. A separate sign permit is required for any building or other signage in accordance with the requirements of DMC 25.116.
2. Call for City inspection following installation of the Temporary Erosion Control (TESC) measures shown on Sheet A1.1 of the submitted drawings.
3. The applicant is responsible for compliance with all terms and conditions stipulated in the Restrictive Covenant (Auditor Reference Number 200607251023) relating to protecting the public health from previous contamination of soils on the property.
4. All ground-disturbing activity shall be monitored by a professional archaeologist in accordance with the Monitoring Agreement dated Sept. 3, 2019. As a courtesy, the Nisqually Tribe shall be notified and invited to participate in archaeological monitoring. A Monitoring Report will be required to be submitted to the City prior to Certificate of Occupancy.

## G. DECISION

Based on the Findings and Analysis summarized above, the City finds that the proposal, as conditioned, is consistent with the Comprehensive Plan and DMC Title 25.41, 25.75 through 25.95, 25.105 through 25.125, and 25.130. The City has determined that the proposal meets the standards and criteria necessary to obtain approval by the City. **Therefore, as conditioned, this proposal is APPROVED.** All conditions included in the Recommendation are incorporated herein with this Approval.



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Barb Kincaid, AICP  
Director of Community Development, City of DuPont

Date: February 10, 2022

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## APPEALS

Consistent with DMC 25.175.060(4), this decision by the director may be appealed to the City hearing examiner. Only parties of record may file an administrative appeal. **An appeal must be filed within 14 days after issuance of this decision (by 5:00 p.m. on February 18, 2022).** The instructions for filing an appeal are found in DMC 25.175.060(4). Appeals shall be in writing, be accompanied by the required appeal fee (\$1,000), and contain the information detailed in DMC 25.175.060(4)(d).

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### H. ATTACHMENTS (SUMMARY OF RECORD)

The following attachments to the Staff Report constitute the administrative record for the application:

1. Land Use Application Form dated Dec. 14, 2021
  2. Letter of Financial Responsibility dated Dec. 14, 2021
  3. Geotechnical Technical Memorandum prepared by Landau Associates dated June 21, 2021
  4. Land Use Application Narrative dated Dec. 14, 2021
  5. Site Plan and Elevations prepared by Swalling Walk Architects dated Dec. 14, 2021
  6. Design Review Elevations prepared by Swalling Walk Architects dated Dec. 14, 2021
  7. Golf Course Restrictive Covenant dated July 24, 2006
  8. Archaeological Monitoring Agreement prepared by Cascadia Archaeology dated Sept. 3, 2019
  9. Stormwater Memo prepared by Swalling Walk Architects dated Dec. 14, 2021
  10. Notice of Complete Application dated January 7, 2022
  11. City Engineer comments on the application email dated January 12, 2022.
  12. City Fire Department comments on the application email dated February 4, 2022.
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### I. PARTIES OF RECORD

- Justin Gravitt, pNGA/WSGA Properties, Inc.
  - Mike Turner, City of DuPont Fire Marshal
  - Dominic Miller, Gray & Osborne, Inc (as City Engineer)
  - Lisa Klein, AHBL, Inc. (as City Contract Planner)
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cc: File No: PLNG 2021-017