



Community and Economic Development Planning Division

18204 59th Avenue NE, Arlington, WA 98223

SPECIAL USE PERMIT – SITE PLAN REVIEW STAFF REPORT AND PERMIT DECISION

GENERAL INFORMATION

File Number:	PLN #1316
Project Title:	Snohomish County Operations Center
Owner/Applicant:	Snohomish County
Contact:	Trish Sherman, Dykeman Architecture
Description:	Site Plan Review
Address:	19700 67 th Ave NE, Arlington, WA 98223
Tax Parcel ID:	31051500101500
Lot Size:	17.5 acres
Topographical Description:	Generally flat
Soil Type:	Vashon Recession Outwash with sand, gravel and silt.
Zoning Classification:	General Industrial
Land Use Designation:	General Industrial
Proposed Use Classification:	Government Office Building / Outside Storage
City Approvals Required:	Special Use Permit, Civil Permit and Building Permits
Date of Decision:	August 8, 2025
Decision:	APPROVED, with Conditions

I. NATURE OF APPLICATION

A. Request

The proposed redevelopment project involves updating a segment of a 17.5-acre parcel owned by the Snohomish County Public Works Department, currently utilized as the Arlington Operations Center. Modernization efforts are focused within the existing parcel's boundaries on the eastern portion of the site and reflects an investment in sustainable design and community aesthetics while ensuring functionality and safety. Situated at the southwest corner of the 67th Avenue NE and 197th Street NE intersection, the site lies in the General Industrial (GI) zone and within Airport Protection District C.

The proposed new administrative building will include multiple design elements and color changes designed to achieve LEED Gold certification for sustainable building standards. Extensive landscaping will surround the parking areas and site frontage. The building will have an accessible concrete sidewalk path to 67th Ave NE alongside 201 standard parking stalls and 6 ADA-compliant stalls. Perimeter fencing ranging from 4 to 6-foot-high chain link with black vinyl slats is proposed for site security and to minimize headlight glare. This decision is for the first phase of the project, and subsequent phases will require their own permit decision.

B. Project Chronology / Background

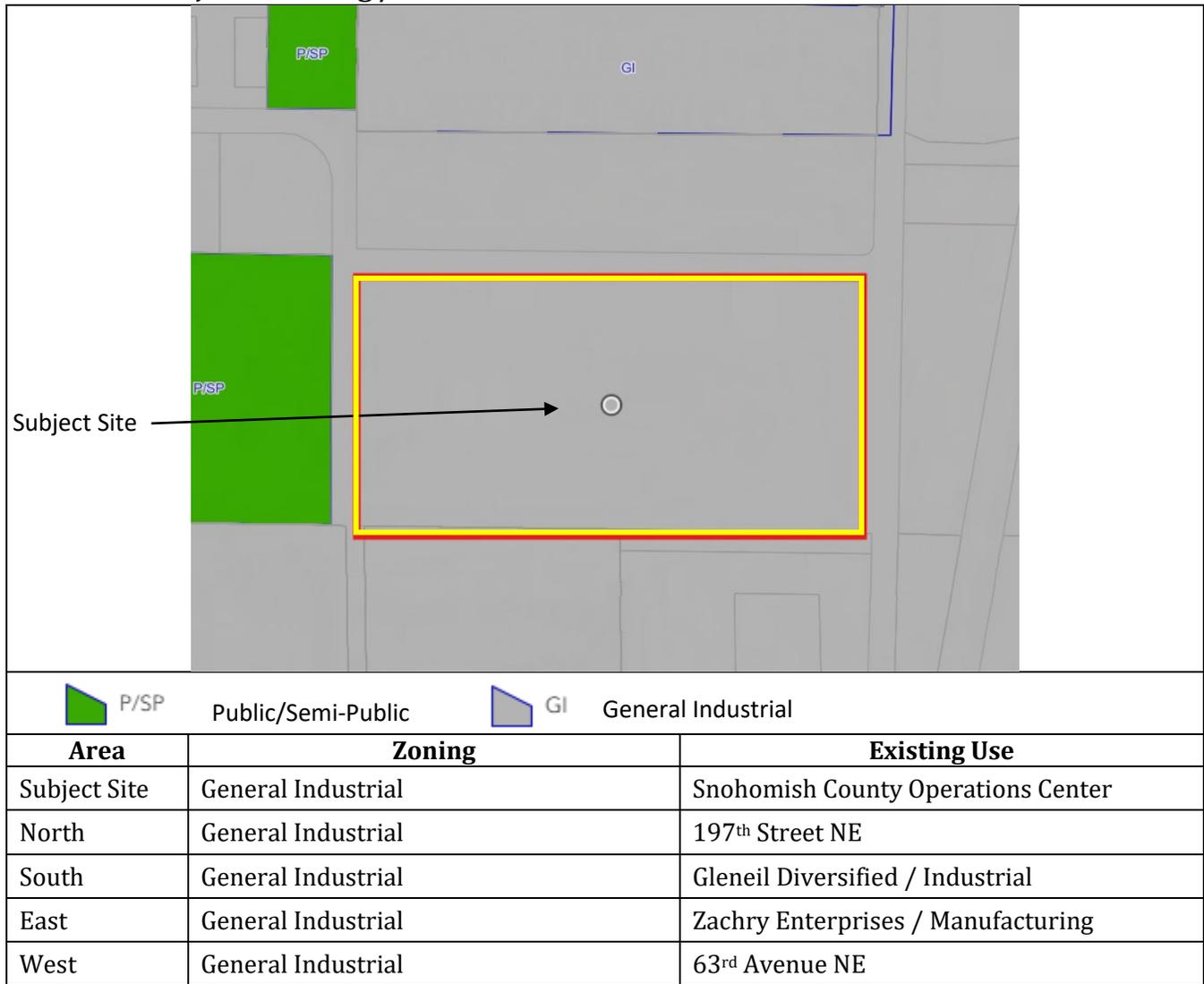
A formal application for the Special Use Permit was submitted to the Community & Economic Development Department on February 10, 2025. Staff routed the material to City review staff February 10, 2025. A subsequent submittal was received on April 7, 2025, with additional materials on May 28, 2025, July 3, 2025, and July 22, 2025. Staff determined that the application was complete on February 19, 2025.

C. Site Location / Description



The Project Site is Located at 19700 67th Avenue NE, Arlington, WA 98223

D. Site and Adjacent Zoning / Uses



II. PROJECT CONSISTENCY WITH TITLE 20 AMC, ZONING

A. Applicable Review Criteria and Process

The Special Use Permit – Site Plan Review request is subject to review for conformity with the Arlington Municipal Code (AMC), including but not limited to the following:

Regulation	Analysis	Meets
Chapter 20.16 AMC, Permit Approval		
20.16.100 (b) Special Use Permits are issued under this title only when a review of the application submitted, including plans contained therein, indicates that the development will comply with the provisions of this title if completed as proposed. All development shall occur strictly in accordance with such approved plans and applications.	The applicant submitted a Special Use Permit for Site Plan Review. The Community & Economic Development Department is responsible for the permit decision and the decision is appealable to the Hearing Examiner.	Yes

Regulation	Analysis	Meets
<p>20.16.110 Who May Submit Permit Applications. (a) Applications for zoning will be accepted only from persons having the legal authority to take action in accordance with the permit or the subdivision plat approval. By way of illustration, in general this means that applications should be made by the owners or lessees of property, or their agents, or persons who have contracted to purchase property contingent upon their ability to acquire the necessary permits under this title.</p>	<p>The owner of the property, Snohomish County, designated Doug McCormick to sign the Special Use Permit application for site plan review that was submitted to the city.</p>	<p>Yes</p>
<p>20.16.120 Official Representative of the Applicant. The applicant for each land use permit shall designate an official representative, which may be himself, to receive all correspondence, determinations, and notices regarding the application.</p>	<p>The owner, Snohomish County, has designated Dykemam Architects, as the official representative for the subject permit.</p>	<p>Yes</p>
<p>20.16.130 Staff Consultation Before Formal Application. To minimize development planning costs, avoid misunderstanding or misinterpretation, and ensure compliance with the requirements of this title, a general information meeting between the developer and the planning staff is encouraged as provided in this section.</p>	<p>The City held a General Information Meeting with the project applicant on July 10, 2024.</p>	<p>Yes</p>
<p>20.16.140 Submittal of Application. (a) To minimize development planning costs, avoid misunderstanding or misinterpretations, and ensure compliance with the requirements of this title, a submittal intake appointment is required between the developer and the Community Development staff as provided in this section.</p>	<p>The project applicant scheduled a submittal intake appointment with the Community and Economic Development Department and submitted the application on February 10, 2025.</p>	<p>Yes</p>
<p>20.16.150 Vesting of Permits. (1) Land use permit applications shall be considered vested on the date that an application is deemed complete pursuant to 20.16.205 and applications shall be processed under the land use regulations in effect on that date. However, subsequent permits on the same property are not vested on this date. (2) Filing of a permit application does not vest the payment of fees. Fees due, including impact mitigation fees, application fees, or other charges, shall be those fees in effect on the date the fee is paid in accordance with the most current city council fee resolution.</p>	<p>The proposed application for Snohomish County Operations Center Special Use Permit and Site Plan Review was vested on February 19, 2025, with the issuance of the complete application.</p>	<p>Yes</p>

Regulation	Analysis	Meets																
<p>20.16.200 Applications to Be Complete. (a) All applications for zoning, special use, conditional use, or sign permits must be complete before the permit-issuing authority is required to consider the application.</p>	<p>The applicant submitted a complete application for Snohomish County Operations Center Special Use Permit on February 10, 2025.</p>	<p>Yes</p>																
<p>20.16.205 (c) Complete Application. Within 28 days of receiving the permit application, the Community Development Director shall mail or provide in person a written determination to the applicant.</p>	<p>The application was submitted on February 10, 2025. The City issued a Notice of Complete Application on February 19, 2025. The Notice was issued within the 28-day timeframe.</p>	<p>Yes</p>																
<p>20.16.215 Distribution of Application. Upon receipt of a zoning, special use or conditional use permit application, the Planning Official shall, in addition to all interested City Departments, send a copy of the application to the authorities and agencies reviewing or furnishing water, fire, school, and sanitary sewer service to the proposed project.</p>	<p>The application was routed to all affected city departments on February 10, 2025.</p>	<p>Yes</p>																
<p>20.16.230 Notice of Application Filed. The Community and Economic Development Director shall give public notice of any application filed for a special use permit by issuing, distributing, and advertising a “Notice of Application Filed”.</p>	<p>The city issued a Notice of Application on February 21, 2025. The notice was advertised in the Everett Herald, posted on the site, city website, post office, city hall, Arlington library, and mailed to all property owners within 500 feet of the property. The comment period ran from February 21, 2025, to March 7, 2025.</p>	<p>Yes</p>																
<p>20.16.270 Time Limitations for Permit Processing. (a)(2) A notice of final decision for special use permits shall be issued within 100 days of the determination of complete application. (b) The number of days an application is in review with the city shall be calculated from the day completeness is determined under RCW 36.70B.070 to the date a final decision is issued on the project permit application. (1) Any period during which the applicant has been requested to correct plans, perform required studies, or provide additional required information.</p>	<p>The proposed zoning permit was reviewed and issued within the 100-day timeframe per the following dates:</p> <table border="1" data-bbox="846 1251 1349 1598"> <thead> <tr> <th>Action</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Date of Application</td> <td>2-10-2025</td> </tr> <tr> <td>Notice of Complete Application</td> <td>2-19-2025</td> </tr> <tr> <td>Review Comments</td> <td>3-12-2025</td> </tr> <tr> <td>1st Resubmittal</td> <td>4-7-2025</td> </tr> <tr> <td>2nd Review Comments</td> <td>5-5-2025</td> </tr> <tr> <td>2nd Resubmittal</td> <td>7-21-2025</td> </tr> <tr> <td>Decision</td> <td>8-7-2025</td> </tr> </tbody> </table> <p>Total Process Days: 67/100 Days</p>	Action	Date	Date of Application	2-10-2025	Notice of Complete Application	2-19-2025	Review Comments	3-12-2025	1 st Resubmittal	4-7-2025	2 nd Review Comments	5-5-2025	2 nd Resubmittal	7-21-2025	Decision	8-7-2025	<p>Yes</p>
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Regulation	Analysis	Meets
Chapter 20.36 AMC, Zoning Districts and Zoning Map		
<p>20.36.030 The General Industrial (GI) and Light Industrial (LI) districts are hereby established primarily to accommodate enterprises engaged in the manufacturing, processing, creating, repairing, renovating, painting, cleaning, or assembling of goods, merchandise, or equipment. The performance standards set forth in Chapter 20.44 place limitations on the characteristics of uses located in these districts. The Light Industrial district is distinguished from the General Industrial district in that the Light Industrial district is intended to be a cleaner, more business park-like area, whereas the General Industrial district allows more resource-based manufacturing has a greater tolerance of the nuisances that typically accompany such manufacturing. Furthermore, the limitations in the Light Industrial district are more restrictive than those in the General Industrial district</p>	<p>The subject property for the proposed Special Use Permit is in the General Industrial Zone. The proposed use of the new office and outside storage falls within the expected use.</p>	<p>Yes</p>
Chapter 20.38 AMC, Airport Protection District		
<p>20.38.060 Airport Protection District Boundaries. (a) Airport Protection Subdistrict A (b) Airport Protection Subdistrict B (c) Airport Protection Subdistrict C (d) Airport Protection Subdistrict D</p>	<p>The Property is within Subdistrict C of the Airport Protection District. An Avigation Easement is required to be recorded, and FAA Form 7460 (permanent) is required to be submitted to the Arlington Municipal Airport. This has been added as a permit condition.</p>	<p>Yes</p>
Chapter 20.40 AMC, Permissible Uses		
<p>20.40.010 Table of Permissible Uses. The Tables of Permissible Uses sets forth the permissible uses within the respective zoning classifications in the city, subject to other applicable provisions in this title. It should be read in close conjunction with the definitions of terms set forth in section 20.08 and the other interpretative provisions set forth in this article.</p>	<p>The proposed government office and outdoor storage are allowed uses per the permissible use table listed below.</p>	<p>Yes</p>
Chapter 20.40.140 Industrial Zones Permissible Use Table		
Use	LI	GI
Government Office Buildings	ZS	ZS
Outside Parking of Vehicles / Storage of Equipment	ZS	ZS
<ul style="list-style-type: none"> • Z = Zoning Permit • ZS = Zoning or Special Use Permit 		

Regulation	Analysis	Meets
Chapter 20.44 AMC, Supplemental Uses – Part III. Performance Standards		
20.44.208 Obligation to Comply. (a) All uses in any zoning district must continually comply with the performance and operational standards of this section for the following: <ul style="list-style-type: none"> • Noise • Vibration • Odors • Smoke and Air Pollution • Disposal of Liquid and Hazardous Wastes • Water Consumption • Electrical Disturbance or Interference • Lighting • Site and Building Maintenance 	The applicable code section has been added to the conditions of the Special Use Permit.	Yes
Chapter 20.46 AMC, Design		
20.46.030(a) Design Review Board Recommendation Design Review Board is required for all new commercial structures on the site and must meet the Development Design Standards.	Design Review application PLN#1317 was Approved by the Design Review Board with Conditions on April 15, 2025, and the Approval was issued on April 21, 2025.	Yes
Chapter 20.48 AMC, Density and Dimensional Regulations		
Table 20.48-1 Density and Dimensional Standards		
Minimum Lot Size: 10,000 square feet	764,914 sf	Yes
Minimum Lot Width: 70 feet	617-619 ft	Yes
Front Lot Boundary Line: 25 feet	99 ft	Yes
Rear Lot Boundary Line – Primary: 20 feet / Accessory: 5 feet	≥ 5 ft	Yes
Side Lot Line or Alley Building Setback: 5 feet	10 – 40 ft	Yes
Building Height Limitation: 50 feet	36 ft	Yes
Maximum Lot Coverage: 100%	After dedication – 92.8%	Yes
Chapter 20.56 AMC, Streets - Sidewalks		
20.56.030 Access to Lots. Every lot shall have access to it that is sufficient to afford a reasonable means of ingress and egress for emergency vehicles as well as for all those likely to need or desire access to the property in its intended use. Access includes vehicular, pedestrian, bicycle, and other common forms of transportation.	The project proposes vehicular, pedestrian, and bicycle access to the subject property through public street and pedestrian path from 67 th Ave NE.	Yes

Regulation	Analysis	Meets
<p>20.56.050 Entrances to Streets. (a) All driveway entrances and other openings onto streets within the city’s planning jurisdiction shall be constructed so that:</p> <p>(1) Vehicles can enter and exit from the lot in question without posing any substantial danger to themselves, pedestrians, or vehicles traveling in abutting streets, and</p> <p>(2) Interference with the free and convenient flow of traffic in abutting or surrounding streets is minimized.</p> <p>(3) Driveway cuts shall be limited so the narrowest width necessary to provide safe ingress and egress onto and from the property.</p> <p>(4) Driveways shall not be located adjacent to one another in such a manner as to create a “double width” driveway without any landscaping between the driveways.</p>	<p>The existing vehicular site access from 67th Avenue NE is to remain.</p> <p>New pedestrian access is proposed via pedestrian pathway from 67th Avenue NE, approximately 188 feet north of the southeast corner of the project site.</p> <p>The separation between these access points provides safe ingress/egress for vehicular and pedestrian traffic without interfering with traffic flow in the vicinity.</p>	<p>Yes</p>
<p>20.56.130 Construction Standards and Specifications. Construction and design standards and specifications for streets, sidewalks, and curbs and gutters are contained in the “Public Works Construction Standards and Specifications,” and all such facilities shall be completed in accordance with these standards.</p>	<p>The proposed project is subject to a Civil permit and Right-of-Way permit. This has been added as a permit condition.</p>	<p>Yes</p>
<p>Chapter 20.60 AMC, Utilities</p>		
<p>20.60.100 Sewage Disposal Facilities Required. Every principal use and every lot within a subdivision shall be served by a sewage disposal system that is adequate to accommodate the reasonable needs of such use or subdivision lot and that complies with all applicable health regulations.</p>	<p>A Water and Sewer Availability letter approved by Public Works dated March 3, 2025, was provided with this application. The construction of utilities will take place after Site Civil Permit approval and shall meet all requirements of the Public Works Construction Standards and Specifications.</p>	<p>Yes</p>
<p>20.60.300 Water Supply System Required. Every principal use shall be served by a water supply system that is adequate to accommodate the reasonable needs of such use or subdivision lot and that complies with all applicable health regulations.</p>	<p>A Water and Sewer Availability letter approved by Public Works dated March 3, 2025, was provided with this application. The construction of utilities will take place after Site Civil Permit approval and shall meet all requirements of the Public Works Construction Standards and Specifications.</p>	<p>Yes</p>

Regulation	Analysis	Meets
<p>20.60.400 Lighting Requirements.</p> <p>(a) All public streets, sidewalks, and other common areas or facilities shall be sufficiently illuminated to ensure security of property and the safety of persons using such streets, sidewalks and other common areas or facilities.</p> <p>(b) All roads, driveways, sidewalks, parking lots, and other common areas and facilities in unsubdivided developments shall be sufficiently illuminated to ensure the security of property and the safety of persons using such roads, driveways, sidewalks, parking lots, and other common areas and facilities.</p> <p>(c) All entrances and exits in substantial buildings used for nonresidential purposes shall be adequately lighted to ensure the safety of persons and the security of buildings.</p> <p>(d) All outdoor lights shall be low sodium or similar lamp type and be down shielded to prevent light pollution.</p>	<p>(a) The proposed project has provided sufficient pole lighting throughout the site that will illuminate the building and parking areas.</p> <p>(b) The proposed project has provided adequate lighting along the drive aisles, sidewalks, parking areas, pedestrian pathways and throughout the site to ensure safety.</p> <p>(c) The proposed project has provided adequate lighting at the building entrance and throughout the site to ensure safety.</p> <p>(d) The proposed project has provided adequate lighting with down shielding to prevent light pollution.</p>	<p>Yes</p>
<p>20.60.410 Excessive Illumination. Lighting within any lot that unnecessarily illuminates any other lot or public right-of-way and substantially interferes with the use or enjoyment of such other lot or public right-of-way is prohibited.</p>	<p>The proposed project has provided down-shielded lighting that illuminates the site but does not shine onto neighboring properties or public rights-of-way.</p>	<p>Yes</p>
<p>20.60.450 Underground Utilities. All existing, extended, new electrical power lines, telephone, gas distribution, cable television, and other communication and utility lines shall be placed underground in accordance with the specifications and policies of the respective utility service providers and located in accordance with the Public Works Construction Standards and Specifications.</p>	<p>All proposed utilities to and on the site are proposed to be underground. All utility lines are shown on the plans and shall be approved by the City of Arlington prior to construction activities on the site. This has been added as a permit condition.</p>	<p>Yes</p>
<p>Chapter 20.68 AMC, Signs</p>		
<p>20.68.610 Proposed signage shall comply with all applicable sign requirements, including but not limited to Part I. – General Provisions and Part VII – Business Park, General Industrial, and Light Industrial Districts.</p>	<p>No signage is proposed with this Special Use Permit. Any future signage shall comply with this section, and a Sign Permit Application shall be submitted for review. A condition has been added to the permit, accordingly.</p>	<p>Yes</p>

Regulation	Analysis	Meets																							
Chapter 20.72 AMC, Parking																									
<p>20.72.010 Number of Parking Spaces Required.</p> <p>(a) All developments in all zoning districts shall provide a sufficient number of parking spaces to accommodate the number of vehicles that ordinarily are likely to be attracted to the development in question.</p> <p>(d) Uses in Table 20.72-1: Table of Parking Requirements are indicated by the referenced use in the Table of Permissible Uses.</p> <table border="1" data-bbox="159 594 803 720"> <thead> <tr> <th data-bbox="159 594 431 636">Use</th> <th data-bbox="431 594 803 636">Required Parking Stalls</th> </tr> </thead> <tbody> <tr> <td data-bbox="159 636 431 720">Government Office Building</td> <td data-bbox="431 636 803 720">1 space per 400 square feet of gross floor area.</td> </tr> </tbody> </table> <p>(f) Required accessible parking spaces are not included with this calculation and are required in addition to the parking stalls for a particular use</p>	Use	Required Parking Stalls	Government Office Building	1 space per 400 square feet of gross floor area.	<p>The proposed project is located within the General Industrial zone and the proposed use is government office. All required parking spaces have been met for the uses.</p> <p>Government Office: $18,030/400sf = 46$ Stalls. Required stalls = 46 Proposed stalls = 201 Including: EV Charging = 21 stalls EV Capable = 21 stalls. EV Ready = 22 stalls</p> <hr/> <p>(f) 6 accessible stalls are provided in addition to the 201 provided standard stalls.</p>	Yes																			
Use	Required Parking Stalls																								
Government Office Building	1 space per 400 square feet of gross floor area.																								
<p>20.72.030 Parking Space Dimensions. Except accessible parking spaces, each parking space shall contain a rectangular area of at least 19 feet long and 9 feet wide.</p>	<p>The project site plan shows 201 standard parking stalls that meet the required dimensions.</p>	Yes																							
<p>20.72.040 Required Widths of Parking Area Aisles and Driveways.</p> <table border="1" data-bbox="159 1115 727 1234"> <thead> <tr> <th data-bbox="159 1115 370 1157" rowspan="2">Parking Angle</th> <th colspan="5" data-bbox="370 1115 727 1146">Aisle Width</th> </tr> <tr> <th data-bbox="370 1146 440 1167">0°</th> <th data-bbox="440 1146 509 1167">30°</th> <th data-bbox="509 1146 579 1167">45°</th> <th data-bbox="579 1146 649 1167">60°</th> <th data-bbox="649 1146 727 1167">90°</th> </tr> </thead> <tbody> <tr> <td data-bbox="159 1167 370 1199">One-Way Traffic</td> <td data-bbox="370 1167 440 1199">13'</td> <td data-bbox="440 1167 509 1199">11'</td> <td data-bbox="509 1167 579 1199">13'</td> <td data-bbox="579 1167 649 1199">18'</td> <td data-bbox="649 1167 727 1199">24'</td> </tr> <tr> <td data-bbox="159 1199 370 1234">Two-Way Traffic</td> <td data-bbox="370 1199 440 1234">22'</td> <td data-bbox="440 1199 509 1234">22'</td> <td data-bbox="509 1199 579 1234">22'</td> <td data-bbox="579 1199 649 1234">22'</td> <td data-bbox="649 1199 727 1234">24'</td> </tr> </tbody> </table>	Parking Angle	Aisle Width					0°	30°	45°	60°	90°	One-Way Traffic	13'	11'	13'	18'	24'	Two-Way Traffic	22'	22'	22'	22'	24'	<p>The project site plan utilizes a 36-foot-wide drive aisle for primary vehicular access on the site. All parking angles proposed are 90°.</p>	Yes
Parking Angle		Aisle Width																							
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One-Way Traffic	13'	11'	13'	18'	24'																				
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<p>20.72.060 Parking Area Surface.</p> <p>(a) All parking areas shall be graded and surfaced with asphalt, concrete or other material that will provide equivalent protection against potholes, erosion, and dust. Specifications for surfaces meeting the standard set forth in this subsection are contained in the Public Works Construction Standards and Specifications.</p> <p>(b) Parking spaces shall be appropriately demarcated with painted lines or other markings.</p> <p>(c) Parking areas shall be properly maintained in all respects. In particular, and without limiting the foregoing, parking area surfaces shall be kept in good conditions (free from potholes, etc.) and parking space lines or markings shall be kept clearly visible and distinct.</p>	<p>The approved site plan does not indicate surface specifications so this section has been added to the conditions of permit approval to be addressed with Civil Plans.</p>	Yes																							

Regulation	Analysis	Meets																			
<p>20.72.064 Accessible Parking Spaces. All handicapped parking spaces shall meet all State and Federal Regulations. The parking spaces shall be at least 8 feet wide and shall have an adjacent access aisle at least 5 feet wide. The parking spaces shall have adjacent aisle access to the sidewalk, have required striping and provide display symbols required on the pavement and signage.</p> <p>Table 20.72-3: Minimum Number of Accessible Parking Spaces</p> <table border="1" data-bbox="159 569 805 716"> <thead> <tr> <th rowspan="2">Parking Facility Total</th> <th colspan="3">Minimum Number of Accessible Spaces</th> </tr> <tr> <th>Standard</th> <th>Van</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 to 25</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>26 to 50</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>51 to 75</td> <td>2</td> <td>1</td> <td>3</td> </tr> </tbody> </table>	Parking Facility Total	Minimum Number of Accessible Spaces			Standard	Van	Total	1 to 25	0	1	1	26 to 50	1	1	2	51 to 75	2	1	3	<p>The project site plan shows the layout of the accessible parking spaces with 8-foot-wide stalls and 5 feet of adjacent accessible aisles, along with adequate striping and signage.</p> <p>Per Table 20.72-3, Parking Facility Totals of 26-50 (required totals) requires 1 Standard Accessible, & 1 Van Accessible Spaces. Required Accessible Spaces = 2 Provided Accessible Spaces = 6</p>	Yes
Parking Facility Total		Minimum Number of Accessible Spaces																			
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51 to 75	2	1	3																		
<p>20.72.110 Bicycle Parking Facilities. (b) All commercial and public uses shall provide "stalls" for bicycles at a ratio of 10% of the required automobile parking spaces required for a business or group of businesses.</p>	<p>46 parking stalls are required for the project, requiring 5 bicycle stalls on the site. The applicant provided 7 bicycle stalls with this application along the northeast corner of the building.</p>	Yes																			
Chapter 20.76 AMC, Screening and Trees																					
<p>20.76.020 General Screening Standard. Developments shall provide sufficient screening so that:</p> <p>(1) Neighboring properties are shielded from any adverse external effects of that development. (2) The development is shielded from the negative impacts of adjacent uses such as streets and railroads.</p>	<p>The project is in the General Industrial zone surrounded by like uses. Type B landscape screening is proposed along the southern line of the project work area, and opaque type C screening is provided along the north and east site boundaries within the proposed work area, shielding from 197th Street NE and 67th Avenue NE.</p>	Yes																			
<p>20.76.030 Compliance with Screening Standard. The table set forth in 20.76.050, in conjunction with the explanations in 20.76.040 concerning the types of screens, establishes screening requirements that presumptively satisfy the general standards established in 20.76.020. The table uses the permissible use designation to determine the type of screening that is required between two uses.</p>	<p>The project is in the General Industrial zone. The proposed landscape plan shows that adequate screening and street trees are provided between the proposed use and the street and shielding the large parking areas from the public right-of-way.</p>	Yes																			

Regulation	Analysis	Meets
<p>20.76.110 Required Trees Along Dedicated Streets. The developer shall either plant or retain sufficient trees so that within the landscape strip there is for every 30 feet of street frontage at least an average of one deciduous tree of two inches dbh at the time of planting and with a canopy that starts at least eight feet above finished grade and has or will have when fully mature a trunk at least 8 inches in diameter. Root barriers shall be provided for all street trees and the landscape strip shall be planted per the Department of Public Works Standards and Specifications.</p>	<p>The landscape plan shows street trees have been provided along all adjacent streets within the first phase. The applicant shall provide the City of Arlington Planting Strip Behind Sidewalk Tree Detail R-270 that shows the installation of street trees with a root barrier on both sides of the root ball facing the right-of-way and sidewalk on the site civil construction plans.</p>	<p>Yes</p>
<p>20.76.130 Shade Trees in Parking Area. Vehicle accommodation areas that are paved are required to provide trees that shade 20 percent of the parking area.</p>	<p>The approved preliminary landscape plans show the vehicle accommodation area shaded with trees in landscape island planting beds throughout the entire site totaling 33%</p>	<p>Yes</p>
<p>20.76.140 Maintenance of Screening and Shading Elements. All screening and shading elements required by this Chapter shall be maintained by the owner for the life of the project to the following standards:</p> <p>(1) All plant material shall be maintained with respect to pruning, trimming, mowing, watering, insect control, and fertilizing to maintain a healthy growing condition, create an attractive appearance, and to accomplish the purpose for which it was required.</p> <p>(2) Dead, diseased, stolen, vandalized, or damaged plants shall be replaced within three months of the plants indicated on the approved landscape plans.</p> <p>(3) All screening and shading elements shall be maintained reasonably free of weeds and trash.</p> <p>(4) All screening and shading elements located within the public right-of-way shall be maintained by the abutting property owner.</p>	<p>The property owner is required to maintain the landscaping on the property and within the right-of-way per AMC 20.76. The final landscape plan shall be approved with the Site Civil Permit. A condition has been added to this permit, accordingly.</p>	<p>Yes</p>

Regulation	Analysis	Meets
Chapter 20.90 Concurrency		
<p>20.90.040 (a) Imposition of Impact Fees on Development Activity. All development projects within the City shall be assessed a transportation impact fee, at the rate of \$3,355.00, based on peak p.m. trips, as computed in accordance with the most current edition of the Institute of Transportation Engineers Trip Generation Manual, as applied to the City’s transportation element of the adopted Comprehensive Plan.</p> <p>Per Ordinance 2021-002, which adopted the Planned Action for the Cascade Industrial Center, established a transportation impact fee, at the rate of \$5,841.39, based on peak p.m. trips, as computed in accordance with the most current edition of the Institute of Transportation Engineers Trip Generation Manual.</p>	<p>The applicant provided a Traffic Impact Analysis Memo prepared by Transpo Group dated January 2024 with traffic counts updated in January 2025. The traffic memo concluded that the proposal would not produce any additional PM peak-hour-trips to the site as no change in site traffic volumes are anticipated as part of this initial phase of the project. As such, no impact fees are required.</p> <p>The City agrees with this conclusion.</p>	Yes
Chapter 20.93 AMC, Critical Area Ordinance		
<p>20.93.230 Compliance. All land uses or development applications shall be reviewed to determine whether an environmentally critical area exists on the property for which the application is filed, what the action’s impact to any existing environmentally critical area would be, and what actions are required for compliance with this chapter.</p>	<p>The City of Arlington concludes that the subject property does not contain environmentally critical areas and does not impact nearby critical areas.</p>	Yes
Chapter 20.98 AMC, State Environmental Policy Act (SEPA)		
<p>20.98.110 (d) Environmental Checklist. For projects submitted as planned actions under WAC 197-11-164, the City shall use its existing environmental checklist form or may modify the environmental checklist form as provided in WAC 197-11-315. The modified checklist form may be prepared and adopted along with or as part of a planned action ordinance.</p>	<p>This project provided a Cascade Industrial Center Planned Action Modified SEPA Checklist for review, and the City concludes that the subject property does not contain environmentally critical areas and does not impact nearby critical areas.</p>	Yes

Regulation	Analysis	Meets												
Chapter 20.114 Alternative Energy Systems and Technologies														
Part V. Electric Vehicle Infrastructure														
<p>20.114.425 – Electric Vehicle Charging Infrastructure</p> <p>(a) Buildings and accessory structures shall be provided with EV charging stations, EV-Ready parking spaces, and EV-capable parking spaces in accordance with Table 20.114.425T, per the International Building Code occupancy types. Calculations shall be rounded up to the nearest whole number.</p> <p>(d) EV-Charging Stations and EV-Ready parking spaces. A minimum of 40-ampere dedicated 208/240- volt branch circuit shall be installed for each EV Ready parking space and each EV Charging Station. The branch circuits shall terminate at a receptacle outlet or EV charger in close proximity to the proposed location of the EV Ready parking space or the EV Charging Station.</p> <p>(e) EV-Capable parking spaces. A listed raceway capable of accommodating a minimum of 40-ampere dedicated 208/240-volt branch circuit shall be installed for each EV-Capable parking space. The raceway shall terminate into a cabinet, box or other enclosure in close proximity to the proposed location of the EV-Capable parking space. Raceways and related components that are planned to be installed underground, and in enclosed, inaccessible or concealed areas and spaces, shall be installed at the time of original construction.</p>	<p>(a) This project classifies as Occupancy Type 'B' requiring 10% of the required parking spaces be EV Charger, 10% EV Ready and 10% EV Capable.</p> <p>This project provides 46 required parking spaces requiring EV space distribution as follows:</p> <table border="1" data-bbox="847 646 1310 789"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>EV Charger</td> <td>5</td> <td>21</td> </tr> <tr> <td>EV Ready</td> <td>5</td> <td>22</td> </tr> <tr> <td>EV Capable</td> <td>5</td> <td>21</td> </tr> </tbody> </table> <p>(d) EV Charging Stations & EV Ready Parking Spaces are noted on Electrical Site Plan Sheet E1.01 to see Electrical Basis of Design Narrative for information, but this narrative was not provided with this application. Specific electrical details shall be provided with Civil Plans. This has been added as a condition of permit approval.</p> <p>(e) Raceway information was not provided with this application. Specifications shall be provided with Civil Plans. A condition has been added to this permit accordingly.</p>	Type	Required	Proposed	EV Charger	5	21	EV Ready	5	22	EV Capable	5	21	<p>Yes</p>
Type	Required	Proposed												
EV Charger	5	21												
EV Ready	5	22												
EV Capable	5	21												
<p>20.114.430 Electrical Room(s) and Equipment.</p> <p>a. Electrical room(s) and/or dedicated electrical equipment shall be sized to accommodate the requirements of §20.114.425. b. The electrical service and the electrical system, including any on-site distribution transformer(s), shall have sufficient capacity to simultaneously charge all EVs at all required EV Charging Stations, EV Ready parking spaces, and EV-Capable parking spaces at a minimum of 40-amperes each.</p>	<p>Electrical room and equipment details were not provided with this application. Specific electrical details shall be provided with Civil Plans. This has been added as a condition of permit approval.</p>	<p>Yes</p>												

Regulation	Analysis	Meets
<p>20.114.440 Electric Vehicle Charging Spaces – Allowed as Required Spaces</p> <p>(a) Electric vehicle charging station spaces shall be allowed to be used in the computation of required off-street parking spaces as provided under §20.114.445, provided; that the electric vehicle charging station(s) is accessory to the primary use of the property</p>	<p>Proposed EV charging station spaces are included in the total parking stall count and are accessory to the primary use of the site.</p>	<p>Yes</p>
<p>20.114.445 Off-Street Electric Vehicle Charging Station Spaces –</p> <p>(a) The number of electric vehicle charging spaces shall be required per Table 20.114.425T.</p> <p>(b) Location and Design Criteria. The provisions of electric vehicle parking will vary based on the design and use of the primary parking lot. The following required and additional locational and design criteria are provided in recognition of the various parking lot layout options.</p> <p>(1) Signage. Signage, as required under §20.114.455 for each charging station space, shall be posted indicating the space is only for electric vehicle charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are enforced.</p> <p>(2) Maintenance. Charging station equipment shall be maintained in all respects, including the functioning of the charging equipment. A phone number or other contact information shall be provided on the charging station equipment for reporting when the equipment is not functioning, or other problems are encountered.</p> <p>(3) Accessibility. Where charging equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the interfere with accessibility requirements of WAC 51-50-005.</p> <p>(4.) Lighting. Where charging station equipment is installed, adequate site lighting shall exist, unless charging is for daytime purposes only.</p> <p>(c) Parking for electric vehicles should also consider the following:</p> <p>(1) Notification. Information on the charging station, identifying voltage and amperage levels and any time of use, fees, or safety information.</p> <p>(2) Signage. Installation of directional signs at the parking lot for entrance and at appropriate decision points to effectively guide motorists to the charging station space(s).</p>	<p>a) The proposed project provides more than 10 percent of the parking spaces on the site as electric vehicle parking stalls as required per Table 20.114.425T.</p> <p>b) Location and Design Criteria:</p> <p>(1) Signage details as required per AMC 20.114.455 were not provided with this application and shall be provided with Civil Plans. This has been added as a condition of permit approval.</p> <p>(2) Maintenance details as required per AMC 20.114.455 were not provided with this application and shall be provided with Civil Plans. This has been added as a condition of permit approval.</p> <p>(3) EV charging equipment is proposed fronting the EV stalls. The ADA EV charging equipment will be positioned to accommodate the accessibility requirements within the walkway as demonstrated on the approved site plan.</p> <p>(4) The site plan shows lot lighting proposed within the parking areas are adequate to provide lighting for the EV stalls.</p>	<p>Yes</p>

Regulation	Analysis	Meets									
<p>20.114.450 Accessible Electric Vehicle Charging Stations</p> <p>(a) Ten percent (10%) of the accessible parking spaces, rounded to the next whole number, shall be EV Charging Stations. An additional ten percent (10%) of the accessible parking spaces, rounded to the next whole number, shall be EV Ready. Not fewer than one for each type of EV charging system shall be accessible.</p>	<p>The site plan shows that 10% of the accessible parking spaces as EV Charging Stations and 10% of the accessible parking spaces as EV Ready, meeting this requirement.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>EV Charger</td> <td>1</td> <td>1</td> </tr> <tr> <td>EV Ready</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Type	Required	Proposed	EV Charger	1	1	EV Ready	1	1	Yes
Type	Required	Proposed									
EV Charger	1	1									
EV Ready	1	1									

III. CONCLUSIONS

- (a) The applicant has applied for a Special Use Permit as required under AMC 20.16.
- (b) Under AMC 20.16.225 (c), subject to subsection (d), the community and economic development director shall issue the requested special use permit unless it concludes, based on upon the information submitted, that:

Regulation	Analysis	Meets
Chapter 20.16.225(c)		
(1) The requested permit is not within its jurisdiction according to the table of permissible uses.	The requested site plan review is within the City of Arlington’s jurisdiction per the above zoning map and permissible use table.	Yes
(2) The application is incomplete.	The application for the subject site plan review was deemed complete on February 19, 2025.	Yes
(3) If completed as proposed in the application, the development will not comply with one or more of the requirements of this title.	The proposed site plan review complies with all required sections of AMC Title 20 per the above staff analysis.	Yes
(4) The proposed project has not complied with SEPA	The applicant prepared a Cascade Industrial Center Planned Action Modified SEPA Checklist with this Special Use Permit which was approved by Staff on August 8, 2025.	Yes
(5) The proposed project is not in conformance with the Comprehensive Plan, Transportation Plan, or other adopted plans, regulations, or policies.	The proposed site plan review complies with the Arlington Municipal Code, Comprehensive Plan, and Transportation Plan.	Yes

(c) Under AMC 20.16.225(d) even if the community and economic development director finds that the application complies with all other provisions of this title, it may still deny the permit if it concludes, based upon the information submitted, the development, more probably than not:

Regulation	Analysis	Meets
Chapter 20.16.225(d)		
(1) Will materially endanger the public health or safety.	The proposed new office building and associated outside storage will not materially endanger public health or safety.	Yes
(2) Will materially harm adjoining or abutting property.	The proposed new office building and associated outside storage will not materially harm adjoining industrial properties per the approved site plan.	Yes
(3) In terms of design and use will not be compatible with the area in which it is located.	The proposed project design was approved by the Design Review Board and is compatible with the General Industrial zone.	Yes

IV. ADMINISTRATIVE DECISION

The proposed project was found to be consistent with and meets the intent of the Arlington Zoning Code, Comprehensive Plan, and the Arlington Municipal Code, therefore the Special Use Permit – Site Plan Review for Snohomish County Operations Center, PLN #1316, is hereby **APPROVED**, subject to the following conditions.

V. CONDITIONS

Special Use Permit:

1. The applicant shall meet all local, state, or federal code requirements. Please refer to the Arlington Municipal Code for a complete list of code requirements for your project type.
2. The applicant shall comply with all permits and conditions thereof from the City of Arlington and other government agencies with jurisdiction.
3. The proposed project is subject to a Civil permit and Right-of-Way permit.
4. The Property is within Subdistrict C of the Airport Protection District. An Avigation Easement is required to be recorded, and FAA Form 7460 (permanent) is required to be submitted to the Arlington Municipal Airport
5. Any future signage proposed shall comply with AMC 20.68, and a Sign Permit Application shall be submitted for review.
6. Per AMC 20.44.208 Obligation to Comply: All uses in any zoning district must continually comply with the performance and operational standards of this section for the following: Noise, Vibration, Odors, Smoke and Air Pollution, Disposal of Liquid and Hazardous Wastes, Water Consumption, Electrical Disturbance or Interference, Lighting, Site & Building Maintenance.
7. The applicant is required to maintain the electric vehicle charging equipment in a functioning order. The applicant is required to provide contact information on the electric vehicle charging equipment for reporting non-functioning equipment or for other issues that arise per AMC 20.114.445.
8. The property owner is required to maintain the landscaping on the property and within the right-of-way per AMC 20.76. The final landscape plan shall be approved with the Site Civil Permit.

Civil Permit:

1. At time of civil permit, waterline shall be relocated from under proposed parking stalls to center of drive aisle per Public Works Standards.
2. All proposed utilities to and on the site are required to be underground. All utility lines as shown on the plans and shall be approved by the City of Arlington prior to construction activities on the site.
3. All parking areas shall be graded and surfaced with asphalt, concrete or other material that will provide equivalent protection against potholes, erosion, and dust. Specifications for surfaces meeting the standard set forth in this subsection are contained in the Public Works Construction Standards and Specifications.
4. Parking spaces shall be appropriately demarcated with painted lines or other markings.
5. Parking areas shall be properly maintained in all respects. In particular, and without limiting the foregoing, parking area surfaces shall be kept in good conditions (free from potholes, etc.) and parking space lines or markings shall be kept clearly visible and distinct.
6. Approved site plan provides an excess of required Electrical Vehicle charging, capable and ready spaces. At the time of civil permit this number may be reduced to 10% of the required (not proposed) stall count pursuant to AMC 20.114.425.
7. At time of civil permit, the applicant shall provide Electrical Vehicle electrical details in compliance with AMC20.114.425(d) and (e).
8. At time of civil permit, the applicant shall provide Off Street Electrical Vehicle notification, signage and maintenance details in compliance with AMC 20.114.445 (b.1-2).
9. The applicant shall provide the City of Arlington Planting Strip Behind Sidewalk Tree Detail R-270 that shows the installation of street trees with a root barrier on both sides of the root ball facing the right-of-way and sidewalk on the site civil construction plans.
10. The property owner is required to maintain the landscaping on the property and within the right-of-way per AMC 20.76. The final landscape plan shall be approved with the Site Civil Permit.

Building Permit:

1. A building permit application shall be reviewed and approved prior to building construction on the site.
2. The applicant is required to obtain an electrical permit from the Washington State Department of Labor and Industries.

Other:

1. All contractors working on the site are required to obtain a Washington State Business License and a City of Arlington Endorsement.
2. The property owner shall verify with the Arlington Municipal Airport that a Disclosure Notice is recorded for the property.

VI. EXPIRATION

Per AMC 20.16.220, a Special Use Permit shall expire automatically if, within two (2) years after the issuance of such permits:

1. The use authorized by such permits has not commenced, in circumstances where no substantial construction, erection, alteration, excavation, demolition, or similar work is necessary before commencement of such use, or
2. Less than 10 percent of the total cost of all construction, erection, alteration, excavation, demolition, or similar work on any development authorized by such permits has been completed on the site.

VII. APPEAL

This decision may be appealed pursuant to AMC 20.20.010, which provides for a hearing of the special use permit decision before the Hearing Examiner. Any aggrieved party of record may file an appeal within 14 days of the permit decision. An appeal shall be considered filed when a written notice of appeal, specifying the grounds and arguments, therefore, is delivered to the Department of Community and Economic Development at 18204 59th Avenue NE, Arlington, WA 98223 by **5:00 PM on Friday, August 22, 2025**, and the appeal fee as set by resolution is paid.

ORDERED THIS ON THE 8th DAY OF August, 2025

Prepared by: Jen Haugen, Planning Manager

Date: August 8, 2025

Approved by:



Amy Rusko, Community and Economic Development Director

Distributed to the Following Parties:

Dykeman Architecture, Trish Sherman
Snohomish County, Doug McCormick

ATTACHMENT B CODE REQUIREMENTS

NOTE: The following items are not conditions of permit approval but rather certain local, state, or federal code requirements that the developer needs to be aware of. This is in no way intended to be a complete list of code requirements but is a general checklist of major steps and issues. Please refer to the Arlington Municipal Code for a complete list of code requirements for your particular project type.

1. **Code Applicability.** This permit is subject to the applicable requirements contained in the Arlington Municipal Code, Land Use Code, Building Code, and COA Public Works Design, Construction Standards and Specifications. It is the responsibility of the developer to ensure compliance with the various provisions contained in these ordinances.

2. **Pre-Construction Phase.** Prior to commencing any site work, including installing any easement or right-of-way improvements, utility systems, drainage systems, streetlights, mailbox structures, emergency facilities, storm water control systems, or any other improvements, the developer shall submit site civil construction improvement plans for review and approval by the Public Works Director. Said plans shall be in conformance with applicable code and below listed conditions.
 - a. The developer shall survey and mark all property corners prior to review of any submitted construction plans.
 - b. The developer shall design and install erosion control measures deemed necessary by the City. These measures shall be installed and inspected by the City prior to the issuance of any permits.
 - c. The developer shall undertake no site preparation or other disturbances within environmentally sensitive areas or their required buffers.
 - d. The developer shall submit to the Community & Economic Development Department and receive approval of a storm-water run-off and detention plan in conformance with the AMC Chapter 13.28, Stormwater Management, and the most current City-adopted edition of the Department of Ecology's Stormwater Management Manual for the Puget Sound Basin (The Technical Manual) for both the construction phase and a permanent system. All site drainage must be directed through bio filtration swales prior to discharge into wetlands.
 - e. The developer shall place all new utility lines underground.
 - f. The developer shall provide a temporary rock pad at all points of ingress and egress to the site throughout the construction phase.
 - g. The developer shall show locations of all required streetlights on the construction plans and install them as designed.
 - h. The developer shall obtain a right-of-way permit prior to any work done in a public right-of-way. (NOTE: City departments are exempt from right-of-way permits.)
 - i. The developer shall install all low sodium or similar low intensity illumination lighting and it shall be placed in a way as to not cause glare on an adjoining property or right-of-way.

3. **Construction Phase.** The following conditions shall apply during construction.
 - a. The developer shall follow all applicable noise and other nuisance codes.
 - b. The developer shall not track mud and dirt onto public rights-of-way, but if tracked by accident, the developer shall clean it up immediately.
 - c. During any site grading or clearing activity, the developer and contractor shall use all available means of controlling air pollution (dust, ash, and smoke).
 - d. The restrictions of the AMC shall apply to any and all grading.

4. **Installation of Improvements.** Prior to receiving a Certificate of Occupancy, the developer shall:
- a. Install all rights-of-way and access easement improvements on all proposed streets internal and existing streets adjacent to the project in accordance with the requirements of AMC Chapter 20.56 and per COA Public Works Design, Construction Standards and Specifications. The developer shall coordinate with all adjacent developments the final design of the street improvements and/or include the appropriate transition tapers for the street pavement from the property.
 - b. Install a potable water system to serve the project per the COA Public Works Design, Construction Standards and Specifications. Water is to be served by the City of Arlington. This system cannot be deferred if a performance bond is secured. Both water and sanitary sewer must be completely installed and approved before either a temporary or permanent Certificate of Occupancy is issued.
 - c. Relocate any existing water facilities and/or install water services/fire hydrants at the expense of the developer.
 - d. Install a sanitary sewer system per COA Public Works Design, Construction Standards and Specifications. This system cannot be deferred if a performance bond is secured. Both water and sanitary sewer must be completely installed and approved before either a temporary or permanent Certificate of Occupancy is issued.
 - e. Install a permanent storm water control system per AMC Chapter 13.28.
 - f. Prior to issuance of a Certificate of Occupancy, the applicant shall complete all required or voluntary improvements unless otherwise secured by the developer and authorized by the City Engineer.

(NOTE: Code requirements for infrastructure improvements are based on conceptual information as submitted by the applicant for the land use permit. Additional specific requirements may be required upon review of the engineered construction drawings submitted by the developer. All improvements are subject to review and approval by the City of Arlington Inspectors. All utilities shall be constructed underground.)