



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

DATE: March 07, 2023

TO: Caleb Perkins

FROM: Gabriel Clark, Planning Technician

PROJECT: PLPRE20230015

SITE ADDRESS: 3901 5TH ST SE, PUYALLUP, WA 98374;

PROJECT DESCRIPTION (as provided by applicant): We intend to file for a variance to increase parking at the Deer Ridge Memory Care Community at 3901 5th St. SE, so we'd like to inquire on the process and specifics the city would like addressed through the variance request.

Thank you for meeting with the city's Development Services staff to discuss your proposed project. The following information highlights the issues discussed at our meeting and is provided for your use. Please note that the information provided is a list of specific issues discussed and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process.

Permit application submittals will be accepted via the City's permit portal only (<https://permits.puyallupwa.gov/Portal>). You can find a list of permit application forms on the City website at www.cityofpuyallup.org/1591/Master-Document-List. The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitsCenter@puyallupwa.gov). If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or me directly at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

MEETING NOTES

PLANNING – Nabila Comstock, ncomstock@puyallupwa.gov (253) 770-3361

This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions

GENERAL SITE PLAN COMMENTS SUMMARY

- Please see PMC Chapter [20.85 Variances](#) for the code requirements for a variance application.
- There are maximum parking limits for the UCX zone. In the original permit, P-17-0090, the allowed off-street parking cap was for 24 stalls for the site. Bonuses to exceed the maximum parking ratio can be found under PMC 20.31.031.
- Parking bonus features outlined in PMC 20.31.031 would allow for more parking spaces to be permitted
 - Please outline which bonuses you will be applying for along with your variance. If not feasible, please detail why these parking bonus features couldn't be met alongside the pursuit of a variance
- When you fill out the variance application, you will need to address the findings to grant. I've provided a brief summary of each below, but please see PMC 20.85.010 for the full description of each required finding to grant.:
 - The variance shall not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity or zone (1000' radius)
 - The granting of the variance will not be detrimental to the public health, safety, comfort of the neighborhood or adversely affect the character of the neighborhood (1000' radius)
 - The variance is necessary because of special circumstances relating to the size, shape, topography, natural features, location of the property.
 - The circumstances shall not be the result of some action caused by the applicant and/or previous property owners
- We highly recommend that you submit some form of data to us that displays why there is a need for more parking such as a parking study.
 - This helps us present to the hearing examiner why the variance is justified and necessary
 - We would recommend that you pursue at least one of the parking bonuses as part of your variance
- Proposed parking stalls in landscaping area
 - It appears that the 16 proposed spaces are within landscaping areas that were part of the approved landscape plan as part of the civil permit (E-19-0196)
 - You will have to provide the calculation and results displaying that the addition of these 16 spaces would not be removing required landscaping per PMC 20.58.005, which requires that all paved areas of 10,000SF shall have at least 5% of all paved areas landscaped
 - In the event that a project provides 20 percent more than the required minimum number of parking stalls (per PMC 20.55.010) for a specific use or group of uses on a development complex site, or in the event that the total sum of paved areas on a site exceeds 100,000 square feet, at least 10 percent of all paved areas shall be landscaped in accordance with this section and the vegetation management standards (VMS) manual.
- Parking lot landscape island standards can be found in VMS 14.4 Type IV: Parking lot landscaping
 - The VMS requires no more than eight (8) parking spaces shall be placed consecutively without a landscaping island (VMS 14.4 Type IV: Parking Lot Landscaping)
 - The proposed 4 stalls and 2 stalls in the landscape island would be required to meet VMS Type IV landscaping standards.
- Driveway aisles
 - The aisle and driveway dimensions can be found in PMC 20.55.035.
- Variance expiration
 - PMC 20.85.025 Expiration
 - Any variance granted by the hearing examiner shall become null and void if not exercised within one year of the date of approval of such variance. A variance shall be deemed exercised and remain in full force and effect when a complete building permit, or complete civil engineering permit when no building permit is required, has been submitted which is related to the structure(s) and/or improvement(s) which received the variance. If

such variance is abandoned or is discontinued for a continuous period of one year, it may not thereafter be reestablished unless authorized in accordance with the procedure for variance prescribed in this chapter.

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Variance application:
<https://www.cityofpuyallup.org/DocumentCenter/View/9802/Variance-App-FILLABLE>
- Preapplication vicinity meeting will likely not be required. Meetings are required for proposals of a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
 - Permit submittals will be accepted by via the Cityview permit portal only (<https://permits.puyallupwa.gov/Portal>).
 - Complete application form and supporting documents, as outlined on the application form checklist.
 - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).

PERMIT TIMING

- Variance: 1st review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.

LAND USE ANALYSIS

- The site is in the UCX zone district and the MUC Comprehensive Plan designated area. Consult PMC 20.31 for zone specific standards.

CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
X	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
	Geologic hazard area – Seismic hazard areas
X	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain

	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
 - **Critical aquifer recharge areas:**
 - Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
 - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
 - Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
 - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
 - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
 - The use of injection wells, including on-site septic systems, *except those domestic septic systems releasing less than 14,500 gallons of effluent per day* and that are limited to *a maximum density of one system per one acre*;
 - Infiltration of storm water from pollution-generating surfaces; or
 - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
 - **Landslide and/or erosion hazard areas:**
 - A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the requirements of PMC 21.06 Article XII must be submitted for any site with any portion of land with slopes 15% or steeper.
 - All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance.
 - All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture’s Natural Resources Conservation Service, or identified by a special study, as having a “moderate to severe,” “severe,” or “very severe” erosion potential are designated erosion hazard critical areas by ordinance.
 - ***All other sloped areas over 15% up to 39.9%*** must be studied by a professional engineer or geologist, licensed in the state of Washington, to determine if they meet the requirements of PMC 21.06.1210 (3) for designation as a geologic landslide hazard or erosion hazard critical area.
 - Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer;

- Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists.
- Septic systems are prohibited in landslide hazard areas or buffers PMC 21.06.1230 (10)
- **Seismic hazard areas:**
 - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
- **Wetland and/or wetland buffer areas:**
 - A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known wetlands.
- PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
- PMC 21.06.1260 Performance standards – Volcanic hazard areas

OFF-STREET PARKING ANALYSIS

- 20.55.010 Number of parking spaces required:
 - Rest homes, nursing homes, children’s homes and homes for the elderly: one space for each three beds the facility is designed to accommodate
- Other relevant parking code sections to consult:
 - PMC 20.55.016 Motorcycle/bicycle parking requirements.
 - PMC 20.55.018 Reduced parking requirements for low impact development
 - PMC 20.55.025 Compact parking spaces.
 - PMC 20.55.035 Aisle and driveway dimensions.
 - PMC 20.55.040 Conflict with use of street or alley
 - PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
 - PMC 20.55.055 Improvement and maintenance of parking areas.
 - PMC 20.56 Electrical vehicle infrastructure- requirement
 - PMC 20.55.045 Use of common parking facilities
 - PMC 20.55.050 Joint use of parking facilities
- MX zones - PMC 20.31.030 Parking facilities in MX zones:

	RMX, CCX, UCX	CMX
(1) Minimum spaces required	85 percent of required as defined by PMC 20.55.010	65 percent of required as defined by PMC 20.55.010
(2) Maximum spaces	100 percent of required as defined by PMC 20.55.010 Regional shopping centers: 150 percent of required as defined by PMC 20.55.010 Any increase beyond the established maximum may be permitted per the parking bonus amenities established in PMC 20.31.031	100 percent of required as defined by PMC 20.55.010 Any increase beyond the established maximum may be permitted per the parking bonus amenities established in PMC 20.31.031
(3) Residential	Minimum of one per unit	Minimum of 1.5 per unit

	RMX, CCX, UCX	CMX
(4) Bike facilities	See PMC 20.55.016(2) for nonresidential/mixed-use structures. Each residential unit shall be provided a minimum of two weather-protected bike parking spaces	See PMC 20.55.016(2)

LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- (cityofpuyallup.org → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link))
- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

Perimeter landscaping requirements:

- The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30' landscape buffer may apply.
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.

Significant trees

- Existing tree(s) on the site which is larger than 15" in Diameter at Breast Height (DBH) is considered to be a 'significant tree' and must be retained, where possible.
 - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

Parking lot landscaping:

- **Applicability:** If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards).
- The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:
 - No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
 - All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum area of 200 sq ft of area.
 - All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum area of 500 sq ft.
 - 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width
 - All internal landscape islands and connector strips shall include a single row of structural soil cells (EX. Silva cells, or equivalent) along the perimeter of all internal parking lot landscape islands where parking spaces are proposed (under the pavement directly abutting the outer edge of the landscape island, except in drive lanes)

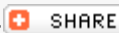
- All ‘head-to-head’ parking stalls internal to a parking lot shall have internal island ‘end caps’ to separate the parking stalls from abutting drive aisles. These ‘end cap’ islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

Other landscaping standards

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

OTHER RELEVANT CODE SECTIONS TO CONSULT

- [PMC 20.85 - Variances](#)


20.58.005 Landscaping required. 

The extent of on-site landscaping required shall not be less than that set forth in this section, or PMC [20.26.500](#):

(1) All paved areas of over 10,000 square feet shall have at least five percent of all paved areas landscaped to provide shade to reduce the heat island effect related to paved surfaces, reduce storm water runoff, improve air quality, provide visual breaks to large paved areas and improve general appearance. Perimeter landscaping shall not be calculated as part of the required amount of internal parking lot landscaping. Internal parking lot landscaping design and spacing shall conform to the “Type IV” landscaping standards contained in the city’s vegetation management standards (VMS) manual.

In order to further mitigate the impacts of more substantial expanses of paved areas on development sites, the following shall apply:

(a) In the event that a project provides 20 percent more than the required minimum number of parking stalls (per PMC [20.55.010](#)) for a specific use or group of uses on a development complex site, or in the event that the total sum of paved areas on a site exceeds 100,000 square feet, at least 10 percent of all paved areas shall be landscaped in accordance with this section and the vegetation management standards (VMS) manual.

20.31.031 Off-street parking bonus palette. 

(1) Affordable Housing. A 20 percent off-street parking stall bonus may be granted when the applicant constructs a mixed-use structure or development site where at least 20 percent of the dwelling units are provided for households making less than 80 percent of area median income. These units shall be designated as affordable in perpetuity on title.

(2) **Green Roofs.** A 15 percent off-street parking stall bonus may be granted when the applicant provides a green roof that covers at least 40 percent of the building footprint. The green rooftop facility shall conform to best available technology standards.

(3) **Structured Parking.** A 10 percent off-street parking stall bonus may be granted when the applicant constructs a structured parking facility contained within the building footprint (above or below ground) that equals at least 60 percent of the area of the building's footprint.

(4) **Solar Energy Collection.** A 10 percent off-street parking stall bonus may be granted when the applicant installs a solar energy collection system on the site which is designed to provide a minimum of 10 percent of the expected annual operating energy for the building. The system and energy collection calculations used in applying this bonus shall be designed and installed under the direction of a professional with demonstrated expertise in the design and construction of such systems.

(5) **Energy Efficiency.** A 10 percent off-street parking stall bonus may be granted when the site development structure is designed or upgraded to reduce energy usage beyond the prerequisite standards – as determined by the building code official – by at least 20 percent for new structures and 10 percent for existing structures or existing portions of structures. Project shall utilize an energy cost budget analysis to demonstrate energy savings over current standards.

Engineering Review - Anthony Hulse ; (253) 841-5553 ; AHulse@PuyallupWA.gov

- CIVIL PERMIT APPLICATION

- Civil engineering drawings will be required for this project if the proposed parking stalls propose 2,000SF or more of new plus replaced hard surfaces. (Note: The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you as to how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed.
- Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
- Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
- Civil Engineering drawings shall conform to the following City Standards Sections 1.0 and 2.0:
 - o Engineering plans submitted for review and approval shall be on 24 x 36-inch electronic sheets.
 - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
 - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
 - o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
 - o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.

- STORMWATER
 - The addition of the hard surfaces shall be looked at as a common plan of development. Provide information that the new hard surface areas will be treated, and the existing modular wetland system has capacity for Minimum Requirement #6. Additionally provide an updated continuous modeling calculation showing that the flow control standard remains met. Provide a basin map within the storm report showing the threshold discharge area(s). The proposed design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington and current City Standards. [PMC 21.10]
 - Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3.2, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 1 through April 1).
 - Hydraulic conductivity testing:
 - o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small-Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 1 through April 1) is required for properties under 1 acre. Properties that are over 1 acre that have predicted low infiltration rates should perform Large Scale PIT Tests for better accuracy.
 - o If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume V Section 5.2.7.

Building, Traffic, and, Fire did not have any additional comments to make, if you have questions for these specific departments please forward your questions to:

- o David Leahy: DLeahy@puyallupwa.gov
- o Bryan Roberts: BRoberts@puyallupwa.gov
- o David Drake: DDrake@puallupwa.gov