



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20230053

DATE: June 12, 2023

TO: Todd Sawin

PROJECT NAME: Larson River Road Residential

PROJECT DESCRIPTION (as provided by applicant): 22 townhomes behind proposed car dealership.

SITE ADDRESS:

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines 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.

You can find more information and review comments on the [\[Status\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions – Pre-Application Meeting Request

You have 30 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center.

- 1 Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT

click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at bottom of the page.

- 3 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff Notes

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 Gabriel Clark, Planning Technician at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

Planning Review – Nabila Comstock – Ncomstock@puyallupwa.gov

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

- Density
 - Maximum: 29 units
 - base density shall be 10 units per acre (w/o utilization of density bonus)
 - 14 units per acre with density bonus (see [PMC 20.25.0235](#))
 - Minimum: 23 units
 - 8 units per acre
 - You will need to propose at least one (1) more unit in order to meet the minimum density.
- Lot combination
 - A lot combination will be required as part of the proposed multi-family development
- The proposed site plan is not meeting Multifamily Design Standards found in PMC 20.26.200. I highly recommend looking through this code section to design the development in a way that meets these design standards while also ensuring that you are meeting open space requirements. I have included a section at end of my planning notes that highlights open space requirements to review. Please note that Multifamily Design Standards includes:
 - Site design
 - Courtyard requirements
 - Street system options

- Massing
- Building articulation
- Building design variety
- Building entrances
- Design features for Multi-family abutting RS zones
- Setbacks and stepbacks
- Exterior stairways (if three or more stories)
- Parking lot standards
- Trash and recycling standards
- A question I was unable to have addressed in the pre-app meeting was if you are planning to park cars for Larson on the CG – general commercial portion of the western split zoned parcel? The plans were unclear.
 - If so, please let me know and also reference [PMC 20.05.045](#), which states:
 - *Where a zone boundary line divides a single lot or abutting lots of common ownership comprising a single property, a conditional use permit pursuant to Chapter 20.80 PMC may be granted to permit in all portions of said property that are within 150 feet of the said boundary, any use permitted in the zone lying across said boundary on said property. Under such a conditional use permit, any setbacks or other buffers between zone districts as otherwise required under this title shall be provided between the conditionally permitted use and any applicable adjacent properties*

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Lot combination:
<https://www.cityofpuyallup.org/DocumentCenter/View/11646/Lot-Combination-Application>
- Preliminary site plan application:
<https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist:
<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Multiple family design guidelines review applications (See below for more information regarding architectural design review)
- Preapplication vicinity 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).
 - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
 - Written cover letter with project description (recommended)
 - Proposed building elevations, along with any applicable design review application checklist.
 - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
 - Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
 - Any required critical areas report, as noted herein by the case planner
 - Preliminary landscape plan
 - Geotechnical report, where required.
 - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 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.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
 - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.
 - After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
 - Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.

- Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
- If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
 - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required.

LAND USE ANALYSIS

- The site is in the RM-10 Medium density multiple-family residential zone district and the MDR – Moderate Density Residential Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards.
- In the RM-10 zone district, proposal for multi-family development of townhomes are a permitted use.

PROPERTY DEVELOPMENT STANDARDS

Code Standards	RM-10	Proposed Project
Minimum lot area per building site in square feet	2,400 SF	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum lot width	40'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum lot depth	70'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum front yard setback	15' Refer to 20.25.021	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum rear yard setback	15'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum interior side yard setback	3'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street side yard setback	10'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN

Minimum street frontage	15'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum setback from principal or minor arterial	25'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Maximum lot coverage by percentage of net lot area	60%	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Maximum floor area	1.5	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Maximum building height	28'* Refer to 20.25.0205 and 20.25.0216 <i>*See PMC 20.25.040(9) for height exceptions</i>	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum distance between buildings	10'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum landscaped area by percentage of net lot area for attached units	25%	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Common open space for attached units	20%	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Private open space per ground floor dwelling unit in square feet	200 SF	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Private open space per upper story dwelling unit dimensions (on east, west, and south elevations)	10' x 8'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
For setbacks along abutting property line with an RS zone district, see PMC 20.26.200(9)		

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
X	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
X	Geologic hazard area – Seismic hazard areas
	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.
 - **Volcanic hazard areas:**
 - The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
 - **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.
 - PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
 - PMC 21.06.1260 Performance standards – Volcanic hazard areas
- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to PMC 20.26.200 Multifamily design standards. Your project will be reviewed by the Design Review Board/the Director, or designee. The Board/Director will review and approve, approve with conditions or deny your application.
- The following is a short summary of areas flagged for attention as you finalize the design. This is not an exhaustive review of the design review submittal and is advisory only.

Site Design

- Review PMC 20.26.200 for more information regarding site design options. Please look through these options ahead of time before re-designing the townhome layout so you can ensure you are meeting the site design and courtyard space requirements in addition to the other design requirements for multi-family.

Multi-Family Project Abutting RS-Single-Family Zone

(8) Multifamily Menu Options for Treatment of Multiple-Family Projects Abutting RS Single-Family Zone Districts. A minimum of two of the following design features shall be selected in the design of multiple-family buildings abutting the RS zone district in order to provide a transition in scale and intensity and to maintain a level of privacy:

- (a) Orientation of the narrowest end of building toward the abutting RS zone district. The horizontal length of the facade which is parallel to and oriented to the RS zone boundary shall not exceed 40 feet in width.
- (b) Provision of a 15-foot-wide landscaped buffer consisting of continuous row of trees and a six-foot-tall wood opaque fence, masonry wall or vegetative screen or a native growth protection easement with a minimum width of 25 feet along the boundary between the multiple-family project and the abutting RS zone district.
- (c) Windows shall only be placed on the wall facing the abutting RS zone district if they are opaque or higher than seven feet above the floor elevation of each floor.

Parking Lot Standards

PMC 20.26.200

(11) Parking Lot Standards for Multiple-Family Projects. The following design features shall be utilized in the parking area of multiple-family structures in addition to Chapter 20.55 PMC:

- (a) Rows of angled or perpendicular parking stalls shall not be allowed over a continuous distance of more than 120 feet without a landscape break consisting of an area at least 100 square feet in size and at least one tree.
- (b) Carports shall not exceed 72 feet in length.
- (c) For parking areas with over 20 stalls, sidewalks or designated pedestrian paths/routes shall be provided from parking areas to residential units.
- (d) Parking stalls shall not be located nor positioned to cause headlights to shine into windows of residential units.

(e) Structured parking garages proposed in the RM-Core zone shall be subject to the “Parking Structure” section of the Downtown Design Guidelines, which shall be administratively applied.

OFF-STREET PARKING ANALYSIS

- 20.55.010 Number of parking spaces required:
 - Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: two spaces per unit, except that in the RM-Core zone, the following parking standards shall apply:

- 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

OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

A reduction in parking requirements from what is required may be requested for a specific development or redevelopment project as part of a comprehensive project approach to incorporating low impact development principles, consistent with PMC 20.05.070 and Chapter 20.10 PMC.

- A 10 percent maximum reduction in parking requirements may be approved for parking areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility.
- A 20 percent maximum reduction in parking requirements may be approved for clustered site design where the reduced parking area is used for tree retention or native landscaping. Native landscaping and tree retention must be voluntary landscaping above and beyond the basic landscaping requirements from PMC 20.58 and the implementing VMS design manual.
- Reduced parking requirements are subject to approval from the planning director or the director’s designee upon review of potential adverse impacts

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.
- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
Front	East	12'	Type II
Rear	West	12'	Type III
Side	South	15' consisting of continuous row of trees and a six-foot-tall wood opaque fence, masonry wall or vegetative screen or a native growth protection easement with a minimum width of 25 feet along the boundary between the multiple-family project and the abutting RS zone	Type II

		district	
Side	North	6'	Type II

PMC 20.58.005

(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.

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.

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
 - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

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

Density Bonus Options

20.25.0235 RM zones menu options to achieve bonus density. 

In cases where one or more of the following features are provided on the site and the decision criteria for administrative design review are met, residential density allowed in the RM zones outside of the downtown planned action area may be increased on the site of a

multiple-family project from the base density to the maximum density specified in PMC [20.25.022](#). A combination of multiple selections may be cumulatively added up, but shall not exceed the cap herein imposed.

**Maximum
percentage (%) of
additional density
per feature**

- 25 % (1) Transfer of density from lands containing buffers associated with environmentally critical areas as provided in PMC [21.06.160](#);

- 15 % (2) Active open space, enhancing the common open space for the residents of the multiple-family project, such as a park, community garden, or seating where there is a view of Mount Rainier, Olympic Mountains, with a public amenity such as landscaping, public art or a water feature. The open space shall be no smaller than 10,000 square feet in addition to the common open space requirement established in PMC [20.25.020](#)(15);

- 5% (3) A transit stop with covered seating determined to be needed because the stop is located on a Pierce Transit and public school district route where safe and/or convenient stops are not existing. The transit stop must meet specifications as established by Pierce Transit. Sidewalks shall be provided to access residential units of the multiple-family project to transit facilities. Liability for public access and

Maximum percentage (%) of additional density per feature

use on private property shall be the responsibility of the property owner. On-going maintenance of facilities on private property shall be the responsibility of the property owner;

- 10 (4) Provision of handicapped accessible dwelling units and at least one parking stall per unit designated for handicapped use adjacent to the dwelling units such that 100% of said bonus units are in addition to the number required through the building code and Americans with Disabilities Act.

Open Space –Code Sections to Reference

Table 20.25.020 Property Development Standards – RM Zones				
		RM-10	RM-20	RM-Core
(13)	Minimum landscaped area by percentage of net lot area* for attached units	25%	20%	10%
(14)	Common open space for attached units	20%	30%	–
(15)	Private open space per ground floor dwelling unit in square feet	200	100	60
(16)	Private open space per upper story dwelling unit dimensions (on east, west and south elevations)	10 X 8'	10 X 6'	10 X 6'

*"Lot area, net" means the total area, exclusive of streets, alleys, road easements or private roads within the boundary lines of a lot. (PMC 20.15)

20.25.040 Performance standards – RM zones.

(2) Landscaping Required.

(a) In all RM zones there shall be landscaping of an area equivalent to or greater than the percentage of the net lot area as set forth in Table 20.25.020(13).

In residential projects, at least 10 percent of the net lot area shall be devoted to amenity areas for active use by residents of site units and shall be centrally located, and/or configured in an accessible and functional manner depending on topography, except that projects devoting at least 500 square feet of private open space per unit shall be exempt from this requirement.

Specific site amenities (e.g., picnic areas, recreational areas, etc.) are encouraged within said areas. All required landscaping shall be maintained in a neat condition.

20.15.000 Definitions.

“Open space, private” means a yard, garden, patio, or balcony that is attached or directly accessible to each dwelling unit and provided with vegetative screening, berms or structural screening to achieve a degree of vertical closure of the space and to obstruct the view from common open space or public rights-of-way. Required private open space attached to ground floor dwelling units open space shall be landscaped. All required landscaping shall be maintained in a neat and healthy condition.

“Open space, common” means land available for recreational, park or environmental amenity for collective enjoyment by occupants of the development.

(1) Common open space shall not include public or private streets, driveways, parking areas, storage, or utility/trash service areas.

(2) In projects consisting of six or fewer dwelling units, common open space may include the required yards for buildings or structures. For all projects larger than six dwelling units, common open space shall be separate from private open space.

(3) Common open space may include land occupied by noncommercial recreational buildings or structures serving residents of the project site area.

(4) Common open space shall be landscaped. All required landscaping shall be maintained in a neat and healthy condition.

(5) Common open space may include environmentally critical areas and buffers; however, at least five percent of the net lot area shall be devoted to amenity areas for active use by residents of site units.

(6) Common open space may contain structures or improvements as are necessary and appropriate for the out-of-doors enjoyment of residents of the development.

(7) Safe age-appropriate amenities shall be provided in common open space for the provision of play and other activities corresponding to the needs of the intended resident types (e.g., full spectrum of age groups and household types, family housing, special needs housing for elderly or handicapped, housing for singles and couples).

Building Review – Janelle Montgomery – [Jmontgomery@puyallupwa.gov](mailto:jmontgomery@puyallupwa.gov)

- Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project.
- Effective October 28, 2023 Electric Vehicle Charging Infrastructure are required in place for charging stations per IBC section 429 Washington State amendments for occupancy R's and will need to be shown on the plans. **Note July 1, 2023 code changes have been postponed until October 28, 2023, the EV parking requirements

change to require EV parking provided for all occupancies except occupancies classified as R-3 and U.

- Plans will need to be per the applicable codes 2018 adopted February 1, 2021, for all permits. Unless submitted after October 28, 2023, or when States adopts code. (Currently extended from July 1, 2023)
- All electrical is permitted by the Washington State Department L & I.
- Accessible parking and access to the public way will be required. For all accessible requirements the City adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard. Minimum one electric vehicle charging infrastructure is required to be accessible.
- **Note if permit is applied after October 28, 2023, there are significant vehicle charging infrastructure changes that includes additional accessibility requirements with the changes in the code.
- If construction includes truss specs they are required with the truss engineers' stamps and a layout that matches at the submitted of plans.
- Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.

Fire Review – David Drake – DDrake@puyallupwa.gov

- Provide full site dimensions for layout. Not enough details for a full review.
- Provide Riser rooms, F.D.C, and P.I.V locations to determine code compliance.
- Fire sprinkler system per NFPA 13 is required.
- Fire Hydrants shall be at least 50' from the structure and the FDC supporting the fire sprinkler system shall be no closer than 10' and no greater than 15' from the hydrant.
- Provide Fire Hydrant locations, Fire Hydrants are required to reach the building within 400'.
- The fire access road (lane) shall be a minimum of 24', 26' in front of hydrants and 26' if the building is over 30' in height. An aerial fire apparatus access road may be required.
- Fire access road shall be no greater than 150' from the furthest point of the structure per PMC 16.04.025 (4) 503.1.1.
- Fire lane striping and No Parking signs will be addressed at Civils.
- Auto-turn or equivalent program required to demonstrate code compliance.
- Maximum road grade shall be 10%
- Storm vaults in the fire lane are required to be fire apparatus rated to 75,000lbs.
- With the access being moved, a new site plan will be required for full review.

Engineering Review – Anthony Hulse – Ahulse@puyallupwa.gov

CIVIL PERMIT APPLICATION

- Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you 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 per hour rate of \$180.00 in excess of 5 hours). The Civil permit inspection fee shall be 3% of the total cost of the project as calculated on the City of Puyallup Engineering Division Cost Estimate 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 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.

ACCESS

- A Covenant/Easement will be required for access to allow for any of the internal parcels to be granted access through other parcels from 15th St NW.

GENERAL

- At time of civils, show all existing/proposed easements. There is an easement for a storm drainage pipe within 1410 15th St NW.

Frontage Code:

New Commercial/Industrial Buildings or Expansion of Existing buildings:

- Any person or entity who constructs or causes to be constructed any new commercial/industrial building or expansion of an existing commercial/industrial building either of which have a structure improvement value exceeding \$200,000 in valuation shall construct curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage adjoining the property upon which such building will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-

way, although the primary access is located on another parcel. There is no cap on frontage improvements for new buildings or expansion of existing buildings.

Fee in Lieu -> Frontage Improvements

- a. The applicant may request and submit justification to pay a fee rather than constructing all or part of the required frontage improvements. Allowance of fee-in-lieu shall be at the discretion of the city and may be denied if the city engineer determines it will be more beneficial to the public to have the frontage improvements built along the street frontage adjoining the property or access to the property. The city will consider the following:
 - o (i) The feasibility of accurately constructing improvements both horizontally and vertically to effectively drain runoff;
 - o (ii) Whether constructed improvements can transition and connect smoothly with existing adjacent sites; and
 - o (iii) Whether other frontage improvements will likely connect into the applicant's required improvements within a reasonable time frame.
- b. The justification to allow use of the fee-in-lieu program shall not be based on cost savings to applicant in comparison with constructing required improvement adjacent to the property. The program will be administered with the following conditions:
 - a. (i) Fees collected will be used towards pedestrian safety improvements, which could include lighting in the vicinity, ideally within one-half mile but up to one mile, from the contributing parcel in order to ensure that the improvements maintain a sufficient nexus to the project.
 - b. (ii) Fees for residential infill lots and commercial tenant improvements shall be based on linear frontage of developing parcel. The fees will be posted on the city's web page, "Fee-In-Lieu Program" and are initially set at \$200.00 per linear foot of frontage where no concrete curb exists and \$100.00 per linear foot with existing curb. The fees will be adjusted annually according to construction cost indices. The current prices for 2022 are \$211.80 per linear foot where no concrete curb exists. \$105.90 per linear foot where existing curb exists at city standard location. If use of the fee-in-lieu program is for only a portion of the required frontage improvements, the fee will be established at an adjusted rate by the city engineer. If used for required frontage improvements from land subdivisions (formal plats, short plats, or binding site plans) and new commercial/industrial developments the fee will be developed based on the costs of installing the required improvements along the frontage of the development.
 - c. (iii) The fees shall be capped at 15 percent of remodel or project valuation.
 - d. (iv) Dedication of necessary right-of-way shall not be deferred or satisfied through payment of a fee-in-lieu.
 - e. (v) The city shall track the collection of fees and the location of improvements funded by fees collected.

RIGHT OF WAY DEDICATION

- Right of way dedication will be required along 15th St NW.

WATER

Water Within City Service Area:

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- There is a 16" Ductile Iron water main located within 15th St SE. Additionally there is a 12" Ductile Iron water main within River Rd.
- Any wells on the site must be decommissioned in accordance with Washington State requirements. Documentation of the decommissioning must be provided along with submittal of engineering drawings. If an existing well is to remain, the well protection zone shall be clearly delineated, and appropriate backflow protection (Reduced Pressure Backflow Assemblies) shall be installed at all points of connection to the public water system. [PMC 14.02.220(3)(b)]
- A new water main line shall be extended to, and through, the site sufficient to provide the necessary flows for both the domestic system and fire system. The minimum water pipe size shall be 8-inch diameter. (Exception: A 4-inch water main may be installed if either, 1) the proposed main is a dead-end line with no possibility of being expanded in the future, or; 2) that portion of the proposed main beyond the last fire hydrant for the project.) The water main may need to be looped to ensure adequate fire flow/pressure. [PMC 14.02.190, 14.20.010 & CS 301.1(1)]
- The applicant shall be responsible for the operation and maintenance of the proposed water main located on private property.
- The domestic service line and fire system service line shall have a separate, independent connection to the supply main. If a separate fire line is to be utilized, a Double Check Valve Assembly (DCVA) will be required near the property line at the point of connection to the public main. The fire sprinkler double detector check valve assembly (DDCVA) may be located either inside, or outside, of the building. The sprinkler supply line shall be designed, and shown on the plan, into the building to the point of connection to the interior building riser. Provide plan and elevation detail(s) where the riser enters the building with dimensions, clearances, and joint restraint in accordance with NFPA 24. A post indicator valve (PIV) shall be provided for the fire sprinkler system in advance of the DDCVA. [PMC 14.02, CS 302.3, & CS 303]
- Based on the city's mapping system, this area has greater than 1,950 GPM. If more fire flow information is necessary to complete the design, a hydraulic modeling permit will be required. The cost of this permit is currently \$600.
- Fire hydrants shall be placed so that there is a minimum of 50-feet and a maximum 150-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
- The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3]
- Applicant shall provide backflow protection on the domestic line with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main. A plumbing permit is required for this work to be completed; and the unit should be

located outside the building, immediately downstream of the existing water meter if possible. [PMC 14.02.220(3) & CS 302.2]

SEWER

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- There is an 8" PVC sewer main south of the manhole located at the southwest corner of 1410 15th St NW which is approximately 6.5' deep. Additionally there is a 15" concrete main in the southern lane of River Rd.
- The project will need to utilize city standard 04.02.01 Sewer Main Tap for a connection to the City sewer main.
- The applicant shall connect into the existing public system located within River Rd. If a proposed connection is to occur elsewhere, the applicant shall confirm that the system is located within a 40-foot easement dedicated to the City for maintenance purposes [PMC 14.08.070, PMC17.42 & CS 401(14)]
- The sewer main in River Rd varies in depth, but appears to be about 10' deep.
- A separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15-feet beyond the property line at the building site and shall be 6-inch minimum diameter with a 0.02 foot per foot slope. [PMC 14.08.110 & CS 401(7)]
- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- The construction of an area drain for the trash enclosure, if proposed, will require the enclosure to be covered to prevent stormwater infiltration into the sewer system.

STORMWATER

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW).
- Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 21 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 21 through April 1) is required.
 - 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 III Section 3.3.8.

- The Puyallup River is deemed a flow control exempt water body. The project will be required to meet the LID performance standard or List #3
- Include applicable flow charts per the Ecology Manual
- A survey prepared by a registered surveyor, showing the following is necessary for projects exceeding 2,000SF or more of new plus replace hard surfaces as defined by the 2019 Ecology Manual:
 - o Existing public and private development, including utility infrastructure on and adjacent to the site if publicly available
 - o Major hydrologic features with a streams, wetland, and water body survey and classification report showing wetland and buffer boundaries consistent with the requirements of the jurisdiction
 - o Minor hydrologic features, including seeps, springs, closed depression areas, drainage swales.
 - Contours requirements for the survey are as follows:
 - o Up to 10 percent slopes, two-foot contours.
 - o Over 10 percent to less than 20 percent slopes, five-foot contours.
 - o Twenty percent or greater slopes, 10-foot contours.
 - o Elevations shall be at 25-foot intervals.
- Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; enlarging the private facilities to account for bypass runoff; or other methods as approved by the City Engineer. [PMC 21.10.190(3)]
- The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
- A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land. The link below may be used to obtain information to apply for this permit:
[http://www.ecy.wa.gov/programs/wq/stormwater/construction/Stormwater Retention/Detention Facilities:](http://www.ecy.wa.gov/programs/wq/stormwater/construction/Stormwater%20Retention/Detention%20Facilities)

- Any above-ground stormwater facility shall be screened in accordance with planning requirements.
- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. [PMC 21.10 & DOE Manual, Vol. V, Pg 10-39 and Pg 10-9]
- A minimum of 5-feet clearance shall be provided from the toe of the exterior slope/embankment to any tract, property line, fence, or any required vegetative buffer. [PMC 21.10 & CS 206]

FEES

- Water and sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. To obtain credit towards water and sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030, PMC 14.02.040]
- Stormwater system development fees are due at the time of civil permit issuance for commercial projects and at the time of building permit issuance for single family or duplex developments and do not vest until time of permit issuance. Fees are increased annually on February 1st. The City will assess the amount of existing credits applied to the project based on how many credits the property is currently being billed for. [PMC 14.26.070]

Water

- A water system development charge (SDC) will be assessed for each new single-family residence and is due at the time of building permit issuance for the individual lot(s). The current amount of the SDC as of this writing is \$5,218.00. [PMC 14.02.040, 14.10.030]

Sewer

- A sanitary sewer system development charge (SDC) will be assessed for each new single-family residence and is due at the time of building permit issuance for the individual lot(s). The current amount of the SDC as of this writing is \$6,344.00 [PMC 14.10.010, 14.10.030]

Stormwater

- A Stormwater Systems Development Charge (SDC) will be assessed for each new single-family residence. The current SDC as of this writing is \$4,013.00 per unit.

- A Stormwater Systems Development fee will be assessed for each new equivalent service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is \$4,013.00 per ESU.

Traffic Comments – Bryan Roberts – BRoberts@puyallupwa.gov

Traffic scoping worksheet will be required. The City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. The project trips shall be rounded to the nearest tenth.

Once the traffic scoping worksheet is reviewed, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Access and Impact Study

The city has adopted a City-Wide Traffic Impact Fee. The project's proportionate share to this fee program would be determined when the traffic scoping worksheet has been submitted. The \$4,500 traffic impact fee per PM peak hour trip shall be paid prior to building permit issuance.

Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Park Impact Fee (Per residential dwelling Unit):

Less than 500 sqft	\$1,560.05
500 - 999 sqft	\$2,313.53
1,000 – 1,999 sqft	\$3,291.31
2,000 sqft or more	\$4,017.30

Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

Access for this development must utilize proposed internal commercial driveways access

-Access road tract is over 400ft long. Current City standards allow a maximum 200ft tract for 3-4 dwelling units.

-Additional vehicle trips not allowed for existing easement/tract (City standard driveway spacing not met)

22ft minimum driveway length to avoid impacting internal access/pedestrian paths.

AutoTurn analysis required for the largest anticipated design vehicle.

The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's 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 (PermitCenter@puyallupwa.gov).

- 1 Login to your [permits portal](#).
- 2 Select "Apply for Planning Permit" or "Apply for an Engineering Permit" or "Apply for a Building Permit", depending on which permit type you need based on the notes provided in this letter.
- 3 Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

Notes: Failure to upload all the required documents or pay required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.