



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 #PLPRE20230086

DATE: August 31, 2023

TO: David Boe

PROJECT NAME: Korum Ford Service Center Expansion

PROJECT DESCRIPTION (as provided by applicant): The project is for the expansion of the existing Korum Ford Service Center. The expansion will consist of eleven (11) new service bays of which two will be wider to allow for servicing of trucks and one will be larger in length and width to allow for servicing of recreational vehicles. Please see attached Design Narrative and supporting documents.

SITE ADDRESS: 100 RIVER RD, PUYALLUP, WA 98371;

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. 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 staff member listed directly above the notes with any specific questions. 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 [\[permits portal\]](#). 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. We look forward to working with you on the completion of this project. 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.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the General Commercial (CG) zone district and the AOC Comprehensive Plan designated area. Consult PMC 20.30 for zone specific standards. In the General Commercial zone district, proposal for a vehicle service station and care wash are both classified as 'road service uses'. Road service uses are a permitted use; See use table PMC 20.30.010.
- Additional Submittal Item Required: Preliminary site plan application required for this scope of work. Application form can be downloaded from the City's website at <https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- Additional Submittal Item Required: Project scope is subject to SEPA review. Provide SEPA checklist with landuse permit. SEPA checklist can be downloaded from City website at www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE. Property is NOT located in Downtown SEPA Planned action area.
- Application form for a lot combination can be downloaded from the City website at <https://www.cityofpuyallup.org/DocumentCenter/View/11646/Lot-Combination-Application>. Lot combination currently costs \$130 for 2 lots and \$240 for 3+ lots. The City's goal is to complete a 1st review of a lot combination within 5 business days of

confirmation of a complete application submittal. Subsequent reviews have a goal turnaround time of 5 business days.

- Drive-Thrus shall conform to performance standards of PMC 20.30.045 (15)
- Parking Area Landscaping Required If the existing plus 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 of the City's Vegetation Management Standards Manual (VMS). 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 depth of each landscape island to match the abutting stall depth. All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum depth of each landscape island to match the abutting stall depth. 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width. 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. 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.
- 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.
- Please document the calculation and proposal for LID parking reduction you are pursuing per PMC 20.55.018 on the site plan sheet under the parking calculation
- In zone transition areas a building height limit applies. The maximum height for all structures within the first 30 feet of setback from an adjoining street or residential zone shall be one foot for each foot of setback. The maximum building height may be increased by one and one-half feet for each additional one foot of setback in excess of 30 feet up to the maximum building height permitted by the underlying zoning standards. Please see additional requirements for this zone transition area outlined in PMC 20.26.500 including increased landscape buffer widths, lighting standards and more.
- Additional Submittal Item Required: Non-Residential Design Review application (to be

included with your landuse or building permit application). Your project is subject to administrative design review for non-residential style buildings see PMC 20.26.300 for specific design standards. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit (any permit beginning with a "PL") or a building or civil permit (any permit beginning with a "PR"). Please download the application form at <https://www.cityofpuyallup.org/DocumentCenter/View/16334/Fillable---2026300-Nonresidential-Review>.

The following items have been identified as possible elements of the design that do not conform to the required non-residential design principles. Please consult PMC 20.26.300 for a comprehensive list of design review requirements, this is not an official design review.

(1) Building Wall and Roof Modulation. All buildings which contain two or more stories or have a building footprint of more than 10,000 square feet or which have any facade length greater than 100 feet, and which will be visible from a public street or residential zone for more than three years beyond the date of construction completion, shall use the following elements and features in design and construction of the building:

(a) Wall Plane Proportions. No wall plane visible from any public right-of-way shall be wider than two and one-half times the height of the wall plane. (A wall plane is a flat vertical surface on a building facade, which may include doors, windows, openings, or other incidental recessions that do not extend through to the roofline.)

Note: the building wall proportions of the east façade facing Meridian do not appear to meet the "Wall Plan Proportions" standard of PMC 20.26.300 (1) (a)

(c) Roofline Modulation. If the continuous roofline exceeds 50 feet in length on a building with a flat, gabled, hipped or similar roof, or on a roofline with slopes of less than three feet vertical to 12 feet horizontal, the following methods shall be used:

(i) The height of the visible roofline must change at least four feet if the adjacent roof segments are less than 50 feet in length.

(ii) The height of the visible roofline must change at least eight feet if the adjacent roof segments are 50 feet or more in length.

Note: The height of the roofline must change at least 8 ft between roof segments, since currently at least one adjacent roof segment is over 50 ft in length.

(2) Building Wall and Facade Articulation. All buildings which contain two or more stories or have a building footprint of more than 10,000 square feet or which have any facade length greater than 100 feet and which are visible from a public street for more than three years beyond the date of construction completion or located within 100 feet of a residential zone shall use the following elements and features in design and construction of the building:

(a) Any wall or portion of a wall which is visible from a public street or residential zone and contains at least 400 square feet of surface area without any window, door, building wall modulation or other architectural feature shall screen or treat the wall using at least two of the following methods or techniques:

(i) Installation of a vertical trellis with climbing vines or plant material in front of the blank wall;

(ii) Providing a landscaped strip at least 10 feet in width in front of the blank wall and planted with plant materials which will obscure or screen at least 50 percent of the blank wall within three years;

(iii) Use of alternate building materials or wall textures in the exterior treatment of the blank wall; or

(iv) Use of functional or nonfunctional architectural features such as windows, doors, pillars, columns, awnings, roofs, etc., which cover at least 25 percent of the wall surface.

Note: The wall area above the center portion of the proposed addition above the roll up doors on the Meridian facing facade appears to exceed 400 sf in area of blank wall space that does not contain any windows, doors, or building wall modulation. Revise to meet standards outlined in PMC 20.26.300 (2) (a)

20.20.300 (3) Site Plan Design Principles: Since this project proposes an addition that increases the existing sq by less than 50% of the total existing square footage of the building, this design principle will not be applied to this project.

- Preapplication vicinity meeting required for proposals of a new multiple-family project that contain 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. If your proposal meets or exceeds these thresholds, then 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.

- **Critical Aquifer Recharge Area:** The proposal is located within a Critical aquifer recharge areas. A report may be required for this proposal. Reporting requirements vary based on the proposed use of the property. Most land subdivisions for example, 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 Area:** 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.
- **PMC 20.55.010 Number of parking spaces required:** Automobile service stations and repair garages: three spaces for each service bay; and Uncovered storage: one space for each 5,000 square feet of uncovered storage area;
- **Permanent parking shall be paved, gravel parking lots are not acceptable per PMC 20.55.055 (1).**
- **Per PMC 20.55.025, whenever five or more spaces are required, 30 percent of the required parking spaces should be compact parking spaces.**
- **Design Review Adjustment:** Deviation from the requirements of the non-residential design review requirements are allowed and are reviewed administratively by the

Director but are limited to the following:

20.26.018 Design review adjustments. (2) Commercial or Nonresidential Development. An adjustment to required building wall and roof modulation standards, as contained in PMC 20.26.300(1), up to 20 percent of the amount of any quantified standards contained therein. (For example: the maximum allowable horizontal length of a building wall between modulation could be adjusted to 120 feet rather than 100 feet, depending upon other design considerations as determined under PMC 20.26.020(3).)

20.26.020 Required findings to grant design review adjustments.

Each determination granting an adjustment shall be supported by written findings showing specifically wherein all of the following conditions exist:

(1) That the granting of such adjustment does not constitute a grant of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and/or zone of the subject site; and

(2) That the granting of such adjustment will not adversely affect the established character of the surrounding neighborhood, discourage maintenance or upgrades on surrounding properties, nor result in perpetuation of those design qualities and conditions which the comprehensive plan intends to eliminate or avoid; and

(3) That the project incorporates alternate design characteristics that are equivalent or superior to those otherwise achieved by strict adherence to stated menu options; and

(4) That each of the findings under PMC 20.26.040 can be made by the community development director in granting such adjustment.

Upon the filing of a properly completed application and associated request for a design review adjustment, the director shall, within a reasonable time, make an initial determination that the proposed design complies with the required findings as contained in PMC 20.26.020 and 20.26.040. Upon determining that required findings can be made, the director shall notify by mail those individuals requiring meeting notice under PMC 20.26.009(4) informing them of the requested adjustment and the city's initial determination to issue the approval, including any conditions of approval, if applicable.

- Landscaping Requirements: PMC 20.58 outlines landscaping requirements. 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. The City also has a companion design manual – the Vegetation Management Standards (VMS) manual – found here: www.cityofpuyallup.org/puyallupvms. Please consult both the code landscape code section and the VMS for a full list of landscape requirements.
- Landscape yard widths for this project; Front yard: 12 ft, Street Side Yard 12ft, Interior

side yard: 6 ft, Rear: 15 ft. (project abuts single-family zoned parcels, PMC 20.26.500 landscape vegetation standards apply, but the 15ft landscape width standard of PMC 20.30.030 (9) is the more specific standard for the zone transition requirement at the rear yard abutting single-family uses for CG zone).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. 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. 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. Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.

- Max lot coverage in CG Zone: 75%.
Lot Area (per Assessor-Treasurer): 106,722 SF
Total Building Footprint (including addition: 54,644 SF

$54,644 \text{ sf} / 106,722 \text{ sf} = 51.2\% \text{ Lot coverage}$

- Max Floor Area Ratio: 4.0
- Additional Submittal Item Required: Boundary Line Adjustment (BLA) application; for proposals to alter existing lots lines, a boundary line adjustment is needed. BLA form is not to be used to combine existing lots, only to alter existing lot lines. To combine existing lots, please submit for a lot combination instead of a boundary line adjustment. The BLA application can be found at www.cityofpuyallup.org/DocumentCenter/View/1500/Boundary-Line-Revision-Application-?bidId=. The title page for the BLA must match the City of Puyallup's BLA standard title page which can be found in both .pdf and .dwg file formats at www.cityofpuyallup.org/documentcenter/view/13811 and www.cityofpuyallup.org/documentcenter/view/13813.

Building Review - Janelle Montgomery; (253) 770-3328;

JMontgomery@PuyallupWA.gov

- Site Plan – Construction type proposed as Type V-B, be aware wall adjacent to 4 ft setback will be required to be 2-HR rated per Table 602 of the 2018 IBC for S-1.

General comments:

Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project.

The truss specs will also be required with the truss engineers' stamps and a layout that matches the submitted plans at the time of submittal.

Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits.

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.

Fire Review - Ray Cockerham; (253) 841-5585; RayC@PuyallupWA.gov

- Desing narrative item #3)
 - d) Fire flow. Reference Table B-105.1(2) of the current fire code. Tabular value for the proposal is 5000 GPM, reduction may be applied in accordance with B105.2 for fire systems that comply with Section 903.3.1.1 of the IFC. Fire sprinkler contractor to verify existing system compliance with the NFPA standard.
 - e) Separation of 244 feet complies with the commercial standard of 330 feet of hydrant spacing for commercial areas.
- For permit applications please.
 - Address fire hydrant access within 400 feet of all portions of the building per IFC Fire hydrant systems section 507.5.1
 - Demonstrate fire apparatus access to all portions of the building within 150 feet of all points per PMC 16.04.025 item 4.
- Separate permits are required for fire sprinklers and fire alarm modifications. Please see Puyallup Municipal Code PMC for fire alarm requirements 17.16; Puyallup requires total coverage and system credentialing by UL or another qualified credentialing agency.

Engineering Review - Jamie Carter; (253) 435-3616;

JCarter@puyallupwa.gov

- Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the ECY manual.
- CIVIL PERMIT APPLICATION
 - Because of Minimum Requirements 1-9 from the Storm Water Management Manual for Western Washington are triggered by this proposal, Civil engineering permitting will be required for this project. (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 \$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 sheets.

- o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plan.

- 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.

- REVISED 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.

- WATER and SEWER

- Should the new water or sewer services be located at any point outside of the building these details shall be shown and described in the civil submittal. Future car wash will likely require an independent service connection with meter and backflow

assembly.

- STORMWATER
 - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington and current City Standards. [PMC 21.10]
 - Recent infiltration testing that meets the requirements of this section shall be provided OR 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.
 - If infiltration facilities/BMPs are feasible, the number of tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 square feet of permeable pavement or one test for each bio-retention cell.
 - Upon submission of the geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual. Provide the long-term infiltration rate calculation in the stormwater report.
 - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to any Land Use process approval or prior to Civil Engineering submittal to ensure that adequate stormwater facilities are anticipated prior to development of the improvements. 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.
 - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum

Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5. [PMC 21.10.190 and MR#5 from the Ecology Manual]

- FOR THIS PROJECT SPECIFICALLY: Should the applicant choose not to perform the required wet weather monitoring they could choose instead to just design and install infiltration facilities based on roof area and grain size analysis/previous infiltration testing. This would capture what can be infiltrated before the direct discharge and would not require a specific percentage to be infiltrated because of the direct discharge option. This path eliminates the need for monitoring wells throughout the upcoming winter (assuming these tests have not been performed and reported on recently) but requires the installation of the BMPs. Basic control would be provided on the infiltration facility to protect the City's system from possible groundwater intrusion. Otherwise it must be shown through wet weather monitoring that the groundwater is too high for infiltration to be feasible. List #3 for flow-control exempt projects requires this analysis.

The following items shall be included at the time of Civil permit submittal:

- A permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility sizing, and overflow control shall be summarized in a written report. [PMC 21.10.190, 21.10.060]
- When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
 - o Binary Project File (WHM File Extension)
 - o ASCII Project File (WH2 File Extension)
 - o WDM File (WDM File Extension)
 - o WWHM Report Text (WORD File)
- The permanent storm water management plan shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
 - o the quantity of the offsite runoff
 - o the location(s) where the offsite runoff enters the project site
 - o how the offsite runoff will be routed through the project site
 - o the location of proposed retention/detention facilities
 - o and the location of proposed treatment facilities
- All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:
 - o Pipe Reach Name

- o Structure Tributary Area
- o Pipe Diameter (in)
- o Pipe Length (ft)
- o Pipe Slope (%)
- o Manning's Coefficient (n)
- o HGL for each Pipe Reach
- o Design Flow (cfs)
- o Water Depth (in), Velocity (fps) and Percent Full (%) at Design Flow
- o Flow (cfs) and Velocity (fps) at Pipe-Full
- o Critical Depth (in)

- In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the plans, the stormwater area(s) shall be increased as necessary so the final design will be in compliance with current City Standards. This may result in the number of lots being reduced, or a reduction in other site amenities. [PMC 21.10.060(4), 21.10.150]

- If the applicant proposes to use bioretention cells for water quality treatment, the following notes shall be added to the civil design plans:

- o "At the completion of the bioretention cells construction, the engineer-of-record shall provide a written statement to the City of Puyallup that the bioretention cells were built per the approved design."

- o "The bioretention soil media (BSM) supplier shall certify in writing that the bioretention soil media meets the guidelines for Ecology-approved BSM including mineral aggregate gradation, compost guidelines, and mix standards as specified in the 2012 Low Impact Development Technical Guidance Manual for Puget Sound. And, if so verified, no laboratory infiltration testing, cation exchange, or organic content testing is required."

- Trench dams shall be provided at the property line for utilities located below infiltrative facilities including, but not limited to, permeable pavements and bioretention facilities. [CS Detail 06.01.10]

- All private storm drainage facilities shall be covered by a Maintenance Agreement provided by the City and recorded with Pierce County. Under this agreement if the owner fails to properly maintain the facilities, the city, after giving the owner proper notice, may perform necessary maintenance at the owner's expense. [PMC 21.10.270]

- STREET

- Existing public utilities that are in conflict with proposed frontage improvements shall be relocated as necessary to meet all applicable City, State, and Federal requirements.

- Existing private utilities (gas, telcon, cable, etc.) that are in conflict with City

maintained right-of-way and utilities shall be relocated outside of the travelled road section, i.e., behind the curb under the sidewalk area.

- A separate street lighting and channelization plan if relevant shall be provided in accordance with City Standards.
 - Root barriers in accordance with City Standard Detail 01.02.03 shall be installed for all street trees within ten (10) feet of the public ROW.
 - Wheelchair ramps, accessible routes, etc. shall be constructed in accordance with City Standards and current ADA regulations. If there is a conflict between the City Standards and ADA regulations, the ADA regulations shall take precedence over the City's requirements. [PMC 17.42]
 - Any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]
 - Any curb, gutter, sidewalk, or other existing improvements which currently do not meet City Standards, or are damaged during construction, shall be replaced. [PMC 11.08.020]
 - Upon review of the required, submitted traffic report, additional off-site improvements may be required as directed by the Traffic Engineering Department. [PMC 17.42]
- GRADING
 - A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required prior to infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]
 - Cross sections will be required at various points along the property lines extending 30-feet onto adjacent properties to assure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]
 - The following notes shall be added to the first sheet of the TESCP:
"If at any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site."
"Contractor shall designate a Washington Department of Ecology Certified Erosion and Sediment Control Lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project."
"Sediment-laden runoff shall not be allowed to discharge beyond the construction limits."
"The permanent BMPs shall not be utilized for TESC runoff. Connect BMPs to road system only after construction is complete and site is stabilized and paved."
 - A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 MAY be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of

Washington.

- FEES

Redevelopment

- 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]
- For existing Stormwater facilities, the city will assess the amount of existing Equivalent Service Units (1 ESU = 2800 square feet of 'hard' surface) already 'connected' and credit that number against the proposed increase in hard surface. [PMC 14.26.070]

Engineering Traffic Review - Mico Hutchens; (253) 841-5430; mhutchens@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.

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.

Trip generation assumption based on ITE Land Use 840 - New Car Dealership

Landscaping at access driveway to Meridian must meet City Standard 01.01.11, shrubs no taller than 36" , trees no less than 7' tall in the sight distance triangle.

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.*