



City of Puyallup

Planning Division

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September 14, 2023

Joleen Jones
905 Main St., Suite 200
Sumner, WA 98390

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	3
PERMIT #	PLCUP20220128
PROJECT NAME	Puyallup School District Kessler Center Parking Lot Expansion
PERMIT TYPE	Conditional Use Permit
PROJECT DESCRIPTION	The Puyallup School District intends to convert the newly acquired vacant 4.5 acre parcel at APN 0419043115 to a parking lot to accommodate the small bus fleet from the Downtown School District Campus (approximately 60 vehicles) and provide additional parking for the bus drivers who currently report to the Downtown Campus.
SITE ADDRESS	1501 39TH AVE SW, PUYALLUP, WA 98373;
PARCEL #	0419043115; 0419043117;
ASSOCIATED LAND USE PERMIT(S)	P-21-0132
APPLICATION DATE	August 08, 2022
APPLICATION COMPLETE DATE	August 12, 2022
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	N/A – Active permit application, not approved

CONDITIONS	<p>Active permit application, not approved;</p> <p>Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter.</p> <p>DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City's adopted development standards and codes.</p> <p>Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active. The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.</p>
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The City has completed the review of the above-mentioned permit submittal. All of your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

Re-submittal Instructions

To resubmit, you must respond to all comments in a written response letter and submit a letter of transmittal. Letter of transmittal and response letter must be submitted to the 'Correction Response Letter' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. 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 at permitcenter@puyallupwa.gov.

- 1 Log in to your permits portal and navigate to the [status page](#) for this permit. Under the 'Upload Documents' section, select 'click here to upload document'.
- 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.

3

Click 'Upload Documents' at bottom of the page.

How to use this letter

This review letter includes two sections: **"Corrections"** and **"Conditions"**.

The **"Corrections"** section includes all items that the applicant must address to comply with the Puyallup Municipal Code (PMC) and city standards. Items listed in under **Action Items** require a resubmittal under this permit for further review by the Development Review Team (DRT); your application is not approved. Please make those updates to the proposed plans and resubmit for review. Please include a response letter outlining how you have revised your proposal to meet these items for ease of plan check by DRT members.

The **"Conditions"** are items that will govern the final permit submittal(s) for the project. Please be aware that these conditions will become conditions of the final permits and/or recommendations to the Hearing Examiner, if applicable.

If you have questions regarding the action items or conditions outlined in this letter, please contact the appropriate staff member directly using the phone number and/or email provided.

Corrections

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

- Provide the WHMM calculation printout to show that the infiltration trenches are feasible, infiltrate 100% and meet the flow control standard.
- Provide figure III-1.1 Runoff Treatment BMP Selection Flow Chart within the drainage report. [drainage report, pg 12]
- This tax parcel is for the lot to the south. Revise to 0419043122. [site plan, pg 1]
- Add general information ie linetypes, hatches, etc. to the project legend. [site plan, pg 4]
- Phase 2 is for constructing the parking lot and addressing stormwater, revise accordingly. [drainage report, pg 16]
- Show the easement for 14th St PI SW to allow it to be discharged from the 14th St PI SW right of way. The Costco as-builts show there is an existing 15' storm drainage easement. [cup, pg 13]
- Provide continuous groundwater monitoring data for the location of the proposed infiltration facility. Infiltration facilities require 5' of separation from the bottom of the proposed facility to the determined seasonal high groundwater. [drainage report, pg 28]
- There is no information provided regarding the build out conditions of Costco's 0419043123 parcel. How is it known that the 15" proposed storm pipe has capacity for this parcel, the overflow of the PSD's parking lot and 14th St's runoff? Provide additional calculations/information for sizing this overflow pipe for the contributing flows over the 100-year storm event as outlined by the overflow stormwater easement agreement. [drainage report, pg 79.]
- Provide the LID report showing that the project meets the LID performance standard per the proposed WWHM infiltration trench modeling. [drainage report, pg 89]
- Indicate the proposed infiltration trench is 4' deep per the wwhm calculation. [site plan, pg 14]
- The analysis results are missing from this page. Be sure to include this on the next submittal. [drainage report, pg 90]
- Why are additional gravel trenches modeled for both the northern and southern bioretention WWHM calculations? [drainage report, pg 153]
- Clearly show that this sheet is phase 1 of the proposed project and the rest of the site plan is for phase 2 of the development. All sheets indicate phase 1 within the project title. [site plan, pg 3]
- Provide preliminary feasibility/modeling/additional information that proves the existing pond has capacity for the proposed 14th St runoff, overflow from PSD and Costco's proposed gas station overflow. [drainage report, pg 9]
- Has Costco conducted any preliminary geotechnical investigation? How will the school district and Costco deal with the proposed 15" pipe being undersized based on the limited information? [Stormwater Agreement].

Engineering Traffic Review - Bryan Roberts; (253) 841-5542; broberts@PuyallupWA.gov

- PREVIOUS CITY COMMENT: Access easement at this property corner. This easement would allow for possible future re-alignment of the Costco Drive Isle (substandard geometry). Access easement would not allow proposed parking lot to access 14th St SW (or Costco property). This would allow for "possible" realignment of substandard private access. These possible improvements would not be the responsibility of the district. [CUP Site Plan C2-101]

COMMENT RESPONSE: Per discussions with City the School District is open to discussions of the long term maintenance of this portion of the property, but request that this process be separate from the CUP as it is not part of the proposed project and the maintenance agreement/easements would be between the School District and the private road owner, Costco.

CURRENT CITY COMMENT:

Comment response does not address City's previous comment. Maintenance agreement not necessary with adjacent property owner for execution of an access easement.

[CUP Site Plan C2-101]

- PREVIOUS CITY COMMENT: Per previous comment, remove all trees / shrubs located at the SE corner of parcel to improve sight distance for Costco drive isle. Confirmed with Planning Dept that vegetation can be removed. Place note on site plan & landscaping sheets requiring removal. [CUP Site Plan C3-30]

COMMENT RESPONSE: Per discussions with City the School District is open to discussions of the long term maintenance of this portion of the property, but request that this process be separate from the CUP as it is not part of the proposed project and the maintenance agreement/easements would be between the School District and the private road owner, Costco.

CURRENT CITY COMMENT:

Maintenance agreement not necessary with adjacent property owner. PSD can maintain/remove vegetation on their own property.

[CUP Site Plan C3-302]

- PREVIOUS CITY COMMENT: Re-align fence away from Costco Drive Isle [CUP Site Plan C3-30]

COMMENT RESPONSE: Per discussions with City the School District is open to discussions of the long term maintenance of this portion of the property, but request that this process be separate from the CUP as it is not part of the proposed project and the maintenance agreement/easements would be between the School District and the private road owner, Costco.

CURRENT CITY COMMENT:

Maintenance agreement not necessary with adjacent property owner for placement of fence on PSD property. Re-align fence away from Costco drive isle to improve safety.

[CUP Site Plan C3-302]

- TIA submittal is currently being reviewed by our 3rd party reviewer. Upcoming comments will be sent directly to the applicant's traffic engineer (TENW).

Previous Traffic analysis direction from City:

- City can provide signal timing for signals within study area.
- Need to measure existing queue lengths at study intersections
- Delay analysis shall account for unserved demand where applicable. Please reference the 2020 ITE Creasey article.
- use 3% annual growth rate (3 year horizon).
- The operational analysis at 17th St SW & 39th Ave should evaluate existing NB/SB channelization. Analysis needs to evaluate SBL & NBL turn pockets.
- report 95th percentile queuing & approach delay.

Conditions

Condition Category	Condition	Department	Condition Status
Standard Conditions	Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10. Impact fees are subject to change and are adopted by ordinance.	Engineering Division	Open
Standard Conditions		Engineering Division	Resolved
Significant Tree Removal	Tree risk assessment listed 16 significant trees as healthy enough for retention. Any of these trees that are located in planned or required landscape areas shall be retained. Those trees planned for retention shall be shown on the final civil plans with a tree root protection zone shown around each tree. The trees shall be protected during construction per the City's Vegetation Management Standards Manual.	Planning Division	Open
Standard Conditions	All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	manner consistent with the requirements of PMC 20.58		
	<p>Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10.</p> <p>Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application.</p> <p>Per Puyallup Municipal Code Section 11.08.135 the applicant/owner would be expected to construct half- street improvements (if triggered) including curb, gutter, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.</p>	Traffic Division	Open
Submit With Civil Permit Application	Must show all additional accessible parking spots as defined in the IBC along with WA. ST. amendments. Requirements for electrical charging stations as adopted by the State of Washington per WAC 51-50-0429.	Building Division	Open
Submit With Civil Permit Application	The proposed 15" storm line material must meet city design standard 204.4(3)	Development & Permitting Services	Open

Sincerely,
Rachael N. Brown
Associate Planner
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