



City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Pre-Application Notes Only

## Pre-Application Notes #PLPRE20230089

**DATE:** September 19, 2023

**TO:** Julianne Anderson COSTCO WHOLESALE CORPORATION

**PROJECT NAME:** Costco Fuel Facility Re-Location and Warehouse Addition

**PROJECT DESCRIPTION (as provided by applicant):** The project will relocate the existing Costco fueling facility located at the address above to the undeveloped parcel west of the existing site and add additional building area to the main Costco Warehouse. Please see the attached Project Narrative for additional information.

**SITE ADDRESS:** 1201 39TH AVE SW, PUYALLUP, WA 98373;

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 - Chris Beale; (253) 841-5418; CBeale@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

- No comments on the site plan layout at this time. The project appears to generally be meeting city standards for perimeter landscape yards and parking lot landscaping. No architectural design review will be applied to the club store expansion due to it not being visible from ROW or residential zones.

#### Applicant questions:

(1) Please verify that a Use Permit and Architectural Permit are required for the project and that the timeframe for the process is approximately six (6) months. (2) Please provide any additional review processes and timeframes required for the project. (3) Please identify the SEPA review process.

Preliminary site plan review and SEPA are required. Total cumulative review timelines

vary dependent upon the quality of submittal and responsiveness of the applicant. The first submittal is assigned a 45 business day review period target.

Will any new studies be required for the project (e.g., traffic impact analysis, soils report, stormwater report, noise)?

Planning will require a hydrogeologic report consistent with PMC 21.06.1150. A TIA may be required by Traffic. A Geotech report may be required by Building

Will community outreach be required for the project? Are there any neighborhood associations or local groups that should be contacted?

A neighborhood vicinity meeting will be required consistent with PMC 20.26.009.

Reach out to me for additional information.

Please confirm that the canopy design will satisfy City Design Requirements.

There are no design requirements from Planning in relation to the canopy.

Please identify any development impact fees that would apply to the project (e.g., traffic impact or emergency services impact).

See engineering notes.

Please provide any retaining wall development standards.

See PMC 20.58.005 (2) for perimeter retaining wall standards.

Please describe any additional sign standards and permit requirements.

See PMC 20.60 and 20.60.055 for zone specific standards.

Is concurrent processing of Building Permit applications allowed with the land use approval process

Not by right. There is a waiver process after the first round of DRT review that can be submitted for consideration.

#### LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan application - PLEASE NOTE: the two sites are not connected via common property boundaries and will therefore require two separate Preliminary Site Plan and SEPA applications.

<https://www.cityofpuyallup.org/DocumentCenter/View/10804>

- SEPA environmental checklist:

<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>

- Preapplication vicinity meeting 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:

- o Permit submittals will be accepted by via the Cityview permit portal only

(<https://permits.puyallupwa.gov/Portal>).

- o Complete application form and supporting documents, as outlined on the application form checklist.
- o Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
- o SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
- o Written cover letter with project description (recommended)
- o Proposed building elevations, along with any applicable design review application checklist.
- o Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
- o 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.
- o Any required critical areas report, as noted herein by the case planner
- o Preliminary landscape plan
- o Geotechnical report, where required.
- o 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:
  - o Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.
  - o 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.
  - o 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.
  - o 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.

o 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

## **Building Review - Ray Cockerham; (253) 841-5585; RayC@PuyallupWA.gov**

- Information Request
  - B1) Separate permits are required for signs; Please follow up with the permit center regarding the processing of monument signs and wall mount signage. Review goal is 20 working days.
  - B2) Please see the sign permit application form. Signs require footing foundations, fasteners, special inspection may be required based on the engineering and code standards. Sign submittals should include site plans with details of utilities, easement, right of way, obstructions/clearances which would be relevant to construction and permit review.
  - B3) Current codes are the 2018 Washington State codes with Puyallup amendments. Potential effective date of the 2021 codes is October 29, 2023; currently subject to the State Building Code Council (see SBCC website for updates). In general, local amendments other than administrative processes are limited to Fire Code elements for Fire Alarm, Fire Flow, Fire Sprinklers and Fire Access. Please see the Puyallup Municipal Code chapter 16 and 17.
  - B4) Each permit is processed with the concurrent review. All submittals are made online via the City of Puyallup Permit Portal. The process is outlined: Submittal, Screening by the permit center, review fees paid, processed for review, comments are integrated into the permit software by division, comments are held until review is completed and correspondence is provided to the applicant either requesting correction or notification of approval. Please contact the Permit Center for additional procedural details.
  - B5) Concurrent review is allowed after the first or second land use review. The City uses an early submittal waiver that can procedurally allow early submission of the building and civil permits. The early submittal process is contingent upon the quality of the submittal and either legislative/or quasi-judicial approvals required to proceed. Right of Way vacation will require City council approval, which may impact the acceptance of early submittals. Please contact planning to review this element of timing.
  - B6) Nighttime construction is regulated by the engineering division.
  - B7) This is too broad of a question. Compliance with the applicable State and local building codes is required. In general access to the public right of way, access to

primary functions, and including fuel dispensers. Please cite compliance exceptions as applicable.

- B8) Please provide a code path for the requested exception.
- B9) Subject to planning review comments.
- 10) Building General Notes:
  - a, Permit submittals require plumbing, mechanical and building in a single application.
  - b. Underground Storage tanks and dispensers are permitted separately with Fire Construction permits.
  - c. Vehicle charging stations will be required with new parking under the 2021 Washington Building Codes. As applicable, please review these standards for parking and additions.
  - d. A required exit may be obstructed for the construction of the addition, please provide an exit plan for construction.

### **Fire Review - David Drake; (253) 864-4171; DDrake@PuyallupWA.gov**

- 1. Based on the complexity of this project you most likely will be into the new code year that takes effect October 31st. The code change will be from ICC 2018 series to the 2021 series. NFPA codes and standards will vary depending on each code standard.
- 2. New warehouse addition will require fire alarm and fire sprinkler.
- 3. The whole building will be required to be tested for emergency radio requirements. Section 510 IFC.
- 4. The south fire lane behind the building will be required to connect into the west parking lot. A dead end will not be allowed. A minimum width of 26' clear will be required. The original building was approved with a continuous fire lane around the building and will need to be maintained. Emergency gates with a KNOX lock would be allowed on both sides.
- 5. The current FDC and Fire Hydrant will be required to be moved with the building expansion. The building shifting south will put both items in the buildings collapse zone. Fire Hydrants and FDC's are required to be a minimum 50' away from the building.
- 6. Looking at the auto-turn for the fuel truck, it doesn't make sense to jog the main entrance. This is causing the fuel truck to run over the island. If the access was straight, the auto-turn would better suit a fire apparatus during emergencies. The fire apparatus should not be running over the island even if it is mountable.
- 7. The Fire Hydrant on 14th St Pl SW will need to be rotated to face 14TH. If the road changes further conversation will be required.
- 8. A civil engineer will need to design the fire hydrant layout for the parking lot and fuel station to meet current codes.
- 9. A Frontage Fire Hydrant will be required on 39th on the Fuel Station parcel to meet current code.
- 10. All fire hydrants are required to meet the IFC requirements, a 26' clear fire apparatus space is required for width. Please see current year of IFC appendix D for

clarification.

11. 10% max grade for new fuel station and all areas are required to meet fire apparatus angle of inclination.

12. 10% max grade for old fuel station and all areas are required to meet fire apparatus angle of inclination.

13. The 12,590sqft fueling station structure size will trigger the city municipal code for fire sprinklers at 10,000sqft. Provide riser room, FDC, PIV, and Fire Hydrant location to serve the FDC. The FDC and Fire Hydrant can not be blocked by a parking stall and will require a 26' clear width and shall be protected by bollards if placed on a parking island.

17.36.020 Automatic sprinkler system – Installation required in structures of certain height or size.

14. Permit Requirements

a. Fire Alarm Permit both fuel station and T.I.

b. Fire Sprinkler Permit both fuel station and T.I.

c. New Underground storage tanks permit

d. Decommission of storage tanks permit

e. Building permits

f. Emergency Radio testing will be required. If a failed a DAS system may be required along with a permit

g. Civil Construction permit

15. In auto-turn analysis will be required for fire apparatus turning radiuses through any new or redesign parking lots.

16. Temporary egress for Costco will need to be designed by a registered professional. A full plan will be required to show code compliance with staging and temporary fencing. Any existing exits that are required to be used through the construction zone shall be separately fenced for a clear path to right away.

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

- Questions for the applicant
  - Why is the existing 14th St not remaining straight and rather meanders east and west? Further discussion for 14th St access will be warranted with the City of Puyallup.
  
- 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.
  - 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.
- Specific Frontage Improvements
- 14th St PI SW will require the cul-de-sac be retrofitted into a roundabout.

- WATER



#### Water Outside City Service Area:

- Water to this site is to be provided by Fruitland Mutual Water Company. The applicant shall contact Fruitland Mutual Water to determine their water availability and standards for development. Applicant is responsible for verifying the required level of backflow protection with the water authority. Water connection fees and systems development charges shall be in accordance with Fruitland Mutual Water Company. The applicant shall provide a water availability letter prior to building permit issuance for the site. [RCW 19.27.097 & PMC 14.02.130]
  
- SEWER
  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
  - The applicant shall connect into the existing public system located within 14th St PI SW. 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)]
  - A structure is needed to be placed at the property line to distinguish ownership/maintenance responsibility.
  
- FUEL STATION
  - The pump dispensing island (Filling Station) shall be designed to isolate collected stormwater from the adjoining parking areas. The pump-island stormwater shall be connected to the sanitary sewer system through a pre-manufactured oil-water separator rated for HS-20 loadings. [PMC 14.06.031 & CS 402.2]
  - All private oil-water facilities shall be maintained in accordance with Puyallup Municipal Code 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2]
  
- 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.
- 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.
- 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/Conditional Use Permit 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.
- The applicant shall include a completed stormwater flowchart, Figure 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:  
<https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/ApplicabilityOfTheMRsToNewDevelopmentAndRedevelopment.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520->

%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%257  
CI-

3%2520Minimum%2520Requirements%2520for%2520New%2520Development%2520  
and%2520Redevelopment%257C\_\_\_\_3

- 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 following items shall be included at the time of Civil permit submittal:
  - o 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]
  - o 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]
  
- 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:

- 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
  - 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]

#### Sewer

- A sanitary sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$6,344.00 for the first 15 plumbing fixture units and an additional charge of \$425.05 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

#### Stormwater

- 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.
- Project Narrative Questions for Engineering/Stormwater
    1. Please provide a checklist detailing civil drawing and technical document requirements for the Civil Permit Applications and Engineering Plan Review application.
      - See civil submittal checklist and design plan acceptance criteria checklist on the civil permit application form here: <chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.cityofpuyallup.org/DocumentCenter/View/1402/Civil-Construction-Permit-1402>
    2. Does the City of Puyallup follow any special water quality/LID requirements for retail fueling facilities?
      - The fuel stations must be constructed on an impervious concrete pad under a

roof to keep out rainfall and stormwater run-on. The city requires that the area inside the footprint of the fuel station is connected to an oil/water separator and plumbed to sanitary sewer.

3. Please provide the threshold to provide new LID, water quality, or hydromodification measures.

- 2,000SF is the threshold for requiring a formal stormwater mitigation plan designed by a professional engineer. See figures I-3.1 and I-3.2 flow charts for determining minimum LID requirements. The water quality thresholds per the doe manual can be found here:

<https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/MinimumRequirements/MR6.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%257C>

[3%2520Minimum%2520Requirements%2520for%2520New%2520Development%2520and%2520Redevelopment%257C](https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/MinimumRequirements/MR6.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%257C)

[3.4%2520Minimum%2520Requirements%2520\(MRs\)%257C\\_\\_\\_\\_\\_6](https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/MinimumRequirements/MR6.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%257C)

4. Are there any canopy sizing requirements due to local stormwater regulations?

- The DOE manual states a roof or canopy may not be feasible at fueling stations that regularly fuel vehicles that are 10 feet in height or greater, particularly at industrial or WSDOT sites. See:

<https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/VolumelV/TransferOfLiquidOrSolidMaterialsSourceControlBMPs/BMPs409.htm?Highlight=fuel%20station>

5. If we disturb more than one (1) acre, does the City want to review the SWPPP prior to NPDES permit submittal?

- The city will not need to review the SWPPP prior to the NPDES permit submittal. The city will still need the SWPPP as part of the Civil application review.

6. Does the City require the dry utility plans to be reviewed prior to permit issuance?

- The city does not review dry utilities. For this development the city would evaluate stormwater and sewer. Water will be reviewed by Fruitland Mutual Water. Power would be inspected by L&I.

7. Is a Drainage Report required for the project? If so, does a Preliminary Drainage Report need to be included with the land use application?

- Yes, a preliminary drainage report and geotechnical report will be required as part of the land use application. The preliminary drainage report shall show stormwater feasibility. A geotechnical report providing the calculated infiltration rate of the existing soils and continuous groundwater during the wet season (December 21st-April 1st) will also be required at the land-use stage. A drainage report will also be required for the civil permit showing how stormwater will be mitigated indefinitely for the newly proposed development.

8. The project includes an oil/water separator for oil control at the fuel facility. Does

the City allow the oil/water separator to connect to the storm system consistent with the existing condition?

- No, the OWS will need to be plumbed to sewer.

9. Please identify any special requirements for grading and utilities.

• A clear, fill and grade permit (CFG) can be submitted after the land-use stage to begin preliminary grading. The thresholds requiring a CFG is:

- Excavating greater than 5'
- Filling more than 8"
- Deposit/displacement of more than 100CY of material.
- Stockpiling more than 500CY of material.
- Working on a site with regulated wetlands, streams, lakes, landslide hazard areas, and or wildlife habitats have the same excavation and fill amounts requiring a permit, but rather a permit is require when displacing 30CY of material

• See city design standards for Erosion and Sedimentation plans here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.cityofpuyallup.org/DocumentCenter/View/7098/Section-500-Grading-Erosion-and-Sedimentation-Control?bidId=

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

- Traffic scoping worksheet will be required for this project. 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. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. The project trips shall be rounded to the nearest tenth. Trip credits would be allowed for any existing development.

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 Impact Study (TIS).

-The traffic analysis must address queuing impacts associated with the fuel station. Peak demand must maintain queuing on-site.

-City of Puyallup is currently working with the applicant's traffic engineer on the required scope of the upcoming traffic analysis.

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance.

-Trip credits are not allowed to be transferred between separate parcels.

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. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

-Frontage improvements will be required along 14th St SW and along all other City ROW frontage that does not meet current standards.

-As part of these improvements, additional right-of-way (ROW) may need to be dedicated to the City.

Current proposal will require public ROW vacation. Feasibility of this action is dependent on coordination with the Public Works Director and ultimately requires City Council approval if supported by City staff.

This commercial development shall provide an AutoTurn analysis for the largest anticipated vehicle that would access the site. Curb radii and entrance dimensions shall be increased as necessary to allow vehicles to access the site without encroaching into adjacent lanes of traffic. This analysis will be required during civil permit review.

At the time of civil permit review provide a separate street lighting plan and pavement striping plan (channelization) sheet for the city to review.

On-site monument signage must be located outside sight distance triangle. During preliminary site plan review, a detailed sight distance analysis will be required.

South side of the roundabout would require pedestrian crossing enhancements to be installed to safely accommodate the parking on the west side of 14th St SW.

39th Ave SE along the site is designated as a major arterial. City standards (Section 101.10.1) require minimum driveway/intersection spacing of 300 feet for arterials, measured between closest edges of each access.

-The proposed western access off of 39th Ave SE does not meet spacing standards for arterials.

-The City would allow the proposed western access point to be restricted to outbound right turns only to accommodate fuel truck operations.

-To allow this deviation (substandard driveway spacing), the applicant would be required to submit an Alternative Methods Request (AMR) documenting the reasoning why a right-out driveway should be allowed.

## **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](mailto: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.*