



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Meeting Notes

Pre-Application Meeting #PLPRE20230102

DATE: October 24, 2023

TO: Joleen Jones

PROJECT NAME: 320 Todd Road Conditional Use Permit

PROJECT DESCRIPTION (as provided by applicant): Conditional Use Permit to convert an existing single-family home into a professional office use.

SITE ADDRESS: 320 TODD RD NE, PUYALLUP, WA 98372;

Thank you for meeting with 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 and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process. You can find more information and review comments on the [online permit portal page](#).

Meeting Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or Gabriel Clark, Planning Technician at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

Planning Review - Nabila Comstock; (253) 770-3361; NComstock@PuyallupWA.gov

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

GENERAL SITE PLAN COMMENTS SUMMARY

- The public may submit specific properties for study during the Comprehensive Plan Periodic Update process. If selected, the site will be reviewed and processed as a city-initiated map amendment. To submit a study site, please fill out the information below. By completing this form, it does not guarantee that the suggested study area will be processed as part of the Periodic update, but it will be reviewed and considered. To be considered as part of the Periodic Update, submittals are due by February 16, 2024. If your suggested study area is not processed with the Periodic Update, the next opportunity for privately-initiated site-specific amendment requests will be the 2025 annual amendment cycle, in which applications will be due by April 1, 2025.:
 - <https://compplan-puyallup.hub.arcgis.com/>
- Questions posed by the applicant during the pre-application meeting will be answered in a separate e-mail to give staff adequate time to research.

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Conditional Use Permit application:
 - <https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist:
 - <https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
 - Required if this project involves more than 500 cubic yards of excavation or fill
- [Non-residential design guidelines](#) review applications (See below for more information regarding architectural design review)
 - <https://www.cityofpuyallup.org/DocumentCenter/View/16334/Fillable---2026300-Nonresidential-Review>
- 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:
 - Permit submittals will be accepted by via the permit Portal only (<https://permits.puyallupwa.gov/Portal>).
 - Complete application form and supporting documents, as outlined on the application form checklist.
 - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
 - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan (if required)
 - Written cover letter with project description (recommended)
 - Proposed building elevations, along with any applicable design review application checklist.
 - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

- Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
- Any required critical areas report, as noted herein by the case planner
- Preliminary landscape plan
- Geotechnical report, where required.
- Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

PERMIT TIMING

- Conditional Use Permit 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. Conditional use permits must go to the Hearing Examiner for review.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
 - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.
 - After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
 - Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
 - Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
 - If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
 - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

LAND USE ANALYSIS

- The site is in the RM-20 zone district and the HDR – high-density residential Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards.
- In the RM-20 zone district, proposal for a professional office is a conditionally permitted use.

PROPERTY DEVELOPMENT STANDARDS

Code Standards	RM-20	Proposed Project
Minimum lot area per building site in square feet	—	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum lot width	40'	N/A / DOES NOT COMPLY /

		COMPLIANT / UNKNOWN
Minimum lot depth	70'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum front yard setback	20'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum rear yard setback	20'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum interior side yard setback	15' See PMC 20.25.027	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street side yard setback	15'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street frontage	20'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street frontage from principal or minor arterial	25'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Maximum lot coverage (Building)	55%	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Base building height	36'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN

CRITICAL AREAS ANALYSIS

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

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

- The following critical area report requirements may be triggered by known or suspected critical areas:
 - Critical aquifer recharge areas:**

- Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
- Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
- Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
 - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
 - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
 - The use of injection wells, ~~including on-site septic systems~~, *except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre*;
 - Infiltration of storm water from pollution-generating surfaces; or
 - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
- o **Volcanic hazard areas:**
 - The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
- o **Seismic hazard areas:**
 - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
- o **Wetland and/or wetland buffer areas:**
 - A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known wetlands.
- o **Stream and/or stream buffer areas:**
 - A report from a qualified biologist, meeting the requirements of PMC 21.06.1070 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known streams.

- o **100-year floodplain areas:**

- Applicants for development permits in the 100-year floodplain shall submit a habitat assessment prepared by a qualified biologist evaluating the effects and/or indirect effects of the proposed development (during both construction and operation) on the floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the ESA. See PMC 21.07.050 (c) for more details.
- o PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
- o PMC 21.06.1260 Performance standards – Volcanic hazard areas
 - Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to PMC 20.26.300 – Nonresidential Design Standards. Your project will be reviewed by staff. Staff will review and approve, approve with conditions or deny your application.

OFF-STREET PARKING ANALYSIS

- 20.55.010 Number of parking spaces required:
 - o Professional offices: one space for each 200 square feet of gross floor area for medical, clinical and dental offices or one space for each 300 square feet of gross floor area for other professional and business offices
- Other relevant parking code sections to consult:
 - o PMC 20.55.016 Motorcycle/bicycle parking requirements.
 - o PMC 20.55.018 Reduced parking requirements for low impact development
 - o PMC 20.55.025 Compact parking spaces.
 - o PMC 20.55.035 Aisle and driveway dimensions.
 - o PMC 20.55.040 Conflict with use of street or alley
 - o PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
 - o PMC 20.55.055 Improvement and maintenance of parking areas.
 - o PMC 20.56 Electrical vehicle infrastructure- requirement
 - o PMC 20.55.045 Use of common parking facilities
 - o PMC 20.55.050 Joint use of parking facilities

OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

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

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

LANDSCAPING REQUIREMENTS ANALYSIS

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

- (cityofpuyallup.org → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link)
- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-2bidId=>

Perimeter landscaping requirements:

- o 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
- o Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30' landscape buffer may apply.
- o In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.
- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
Front	Todd Rd NE	12'	Type II
Rear	South	30'	Refer to PMC 20.26.500 (1)
Side	East	30'	Refer to PMC 20.26.500 (1)
Side	West	30'	Refer to PMC 20.26.500 (1)

Significant trees

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

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS)

manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>

- o Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

Parking lot landscaping:

- **Applicability:** If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards).
- The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:
 - o No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
 - o All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum area of 200 sq ft of area.
 - o All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum area of 500 sq ft.
 - o 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width
 - o All internal landscape islands and connector strips shall include a single row of structural soil cells (EX. Silva cells, or equivalent) along the perimeter of all internal parking lot landscape islands where parking spaces are proposed (under the pavement directly abutting the outer edge of the landscape island, except in drive lanes)
 - o All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

Other landscaping standards

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

Building Review - Janelle Montgomery; (253) 770-3328; JMontgomery@PuyallupWA.gov

- 1. Plans and applications need to be complete with all building, plumbing, mechanical, energy code and accessibility requirements items on plans. All structural elements to be completed with structural engineering which includes calculations and sealed plans.
- 2. Need to submit all truss specs with building permit application.
- 3. Currently we are using all the 2018 codes and the Washington State Amendments adopted February 1, 2021. Please select and identify the International Existing Building Code

compliance path on the permit plans; please see IEBC 301.3. 2021 I-codes have been extended to March 14, 2024 for complete submittal.

4. All electrical is through the department of L & I electrical division.

5. Need to define all required accessible parking spaces and the accessible route to the public way on the site plans. See the IEBC regarding change of occupancy and accessible routes.

6. See WAC 51-50-009 RECYCLABLE MATERIALS, COMPOST, AND SOLID WASTE STORAGE.

7. Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.

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

- 1. Fire Truck turn-around required. Comply with IFC Appendix D.
- 2. Depending on future use, the water main will need to be extended for fire flow.
- 3. Vaults in the fire lane are required to be fire apparatus rated at 75,000lbs.

Engineering Review - Lance Hollingsworth; (253) 770-3337; LHollingsworth@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 DOE manual.

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, Conditional Use Permit, and/or Hearing Examiner conditions.
- Civil engineering plan review fee is \$470.00 (plus an additional per hour rate of \$180.00 in excess of 5 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 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.

- Appendix A checklist in Design Standards is used as a benchmark for permit review.

Frontage Code:

The project is converting a building from a residential to commercial use. The following new commercial building frontage code applies.

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

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]

- ***Water mains in Todd Road are 1.5 inches and 2 inches in diameter. Project is in a Temporary water Service Moratorium area. Property will not be able to use water main for additional water services unless it is replaced.

- Due to the conversion from a single-family use to a commercial use, it will be necessary to upgrade the domestic water service connection with the installation of a Double Check Valve Assembly (DCVA), to be located immediately downstream from the city water meter. Prior to installation, applicant shall obtain a City of Puyallup Plumbing Permit for the installation and inspection of the unit. Prior to inspection, the unit must be tested by a licensed, certified backflow tester and the results of that inspection shall be provided to the city inspector. [PMC 14.02.220(3) & CS 302.2]

SEWER

- The property is currently over 300' from the city's sanitary sewer system. While the site is located within the city's sanitary sewer service area, septic use is an acceptable option for a short plat/single-family residence under current city regulations. Permit/design approval must be obtained from the Tacoma Pierce County Health Department and their signature will be reflected on the short plat document verifying acceptable design.

- The trash enclosure standards below are currently in effect and are included in the notes for reference. The intent of the standard is to prevent illicit discharge of pollutants caused by garbage into the environment and the City's stormwater infrastructure. The standards are currently being revisited in terms of building and site use and are subject to change. Since the project site is connected to sewer and 100% stormwater infiltration is intended, show, at minimum, on your plans and provide a narrative in the storm report for how you will mitigate pollutants sourced from garbage.

Trash Enclosures [CS 208]:

- Enclosures (with roof) shall be required for all new commercial and redevelopment projects where Minimum Requirement #1 through #5 or Minimum Requirement #1 through #9 are required, as outlined in the Ecology Manual. Enclosures shall be covered (roof) and fully enclosed to prevent precipitation from entering containers, compactors, grease traps and the enclosure floor. This does not exempt the requirement for watertight containers.
- Enclosures shall be large enough for a garbage service vehicle to pick up and dump the waste without the container being rolled outside the enclosure. Total height of the enclosure shall be a minimum of 15 feet. The gate opening shall be a minimum of 12 feet wide and swing open a minimum of 90 degrees from the closed position. Each gate shall also include a drop rod and receiving posts.
- Enclosures should be strategically placed for accessibility and designed to accommodate the turning radius of a SU-30 single unit truck.
- A grade break shall be provided around the enclosure to prevent runoff from entering the enclosure.
- No stormwater catch basins or manholes should be located near the enclosure, if unavoidable the lid should be solid and locking.
- The interior floor of the enclosure area shall slope towards a Type I catch basin, or equivalent, and be plumbed to sanitary sewer.
- Roof downspouts for enclosures shall be connected to an existing or new stormwater collection system and accounted for during design. Downspouts discharging over sidewalks and parking lots are prohibited.
- When designing garbage enclosures, developers are encouraged to contact the garbage service provider to verify the location and access.

STORMWATER

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 ECY Manual).
- 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.
 - 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.

- 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 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://ecology.wa.gov/DOE/files/7a/7a6940d4-db41-4e00-85fe-7d0497102dfd.pdf>

- 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 A written technical report that clearly delineates any offsite basins tributary to the project site and includes 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

- o All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the SSP:

Pipe Reach Name	Design Flow (cfs)
Structure Tributary Area	Pipe-Full Flow (cfs)
Pipe Diameter (in)	Water Depth at Design Flow (in)
Pipe Length (ft)	Critical Depth (in)
Pipe Slope (%)	Velocity at Design Flow (fps)

Manning's Coefficient (n) Velocity at Pipe-Full Flow (fps)

HGL for each Pipe Reach Percent full at Design Flow (%)

- 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/>

- It appears the project site naturally flows towards Wapato Creek which shows to have wetland characteristics base on GIS mapping. The City will require an analysis from a wetland biologist and/or hydrogeologist to address Minimum Requirement #8 in accordance with Ecology manual Appendix I-C. This analysis will review your proposed discharge rate/duration/quality to the wetland and determine if there are any potential changes to the hydroperiod or impacts to the wetland ecosystem. The analysis will have to include a review of your offsite analysis and WWHM model as part of their determination. The stormwater report will need to be altered to include the analysis and any of the wetland Biologists/hydrogeologists recommendations to address any potential impact. This analysis will also have to be reviewed by planning to ensure that the analysis addresses their critical area code requirements.

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Stormwater R/D 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-1.2]
- 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]

The project will be required to follow floodplain standards for any portion of the project that may be developed in the floodplain (PMC 21.07.050)

AE Zone

- This southeastern portion of the site is within a Special Flood Hazard Area as determined by the National Flood Insurance Program Community Panel Number 53053C0XXXX, dated March 7, 2017. Development of the property within the flood zone shall adhere to the regulations contained in PMC Chapter 20.49 and Chapter 21.07. Specifically:
 - The applicant shall submit a habitat assessment prepared by a qualified professional evaluating the effects and/or indirect effects of the proposed development (during both construction and post-construction) on floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the Endangered Species Act (ESA).
 - If less than 1:1 compensatory storage is proposed, the written assessment shall include a hydrologic and hydraulic analysis to determine any effects on floodplain storage capacity,

increased flood heights, or increased velocities.

- If it is determined that the proposed project will impact any listed species or their habitat, the applicant shall provide a mitigation plan to achieve equivalent or greater biologic functions as those lost prior to development of the site.

- New construction and substantial improvement of any structure will require that the lowest floor, including the basement, shall be elevated 1-foot above the base flood elevation (BFE) of the site.

FEES

- Water 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 and do not vest until time of permit issuance. Fees are increased annually on February 1st. The City will assess the amount of existing credits applied to the project based on how many credits the property is currently being billed for. [PMC 14.26.070]

Water

- A water system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$5,218.00 for the first 15 fixture units and an additional charge of \$349.61 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

(FYI for future planning) 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

- The site will be credited 1 ESU as a single-family use. 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.

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

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.

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 Todd Rd. Frontage improvements shall match improvements constructed for the adjacent property (to the west). 8ft sidewalks + 17ft roadway width (from centerline)

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

- Approximately 10.5ft of ROW dedication will be required

- Offsite paved taper will be required east of frontage

Sight distance analysis required based on full buildout of Todd Rd. Design team must verify existing building will not cause any sight obstructions.

Commercial Driveway will be required – minimum 30ft width

Any proposed gate must meet EV and queuing requirements.

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.

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

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

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's master document list](#). The following minimum documents must be submitted with all applications, or they will not be processed:

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

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

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

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