

Submittal Item Waiver



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Submit this worksheet as a REPLACEMENT document in place of required submittal documents for your permit application. You must have written authorization from a staff person to waive a required submittal item in order for your application to be accepted and routed for review. If you need help determining if your project is required to submit this waiver, please contact the Permit Center at (253) 864-4165 Option 1.

Submittal Instructions

- 1 Navigate to the upload files step page on the City's online permits portal.
- 2 For each required submittal line click 'upload document'.
- 3 Submit this worksheet as a REPLACEMENT for EACH required submittal document. A separate form must be submitted for each waived item. Include the required waiver documentation as a second page to this form.

Applicant Information

Name: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address: _____

Submittal Item (s) to be Waived

List below ALL of the submittal Item (s) that will NOT be submitted:

Reason not submitted:

Project does not exceed qualifying threshold (e.g., SEPA threshold, stormwater hard surface threshold)

Project does not include critical area

Other (please explain):

Waiver Documentation

Provide proof of City staff person authorization to waive submittal requirement. Attach as an additional page to this worksheet an email, letter, or other documentation of waiver. This documentation is required for this waiver to be processed. Failure to provide documentation will result in an incomplete application.

INSERT WIAVER DOCUMENTATION BELOW (OR AS ADDITIONAL PAGE)

Robert Landa

From: Kendall Wals <KWals@PuyallupWA.gov>
Sent: Thursday, October 19, 2023 1:45 PM
To: Robert Landa
Cc: Vandeberg, Larry; Steve Lee; Rachael N. Brown
Subject: RE: Puyallup High School Portables Conditional Use Permit - Critical Areas waiver

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Hi Robert,

I've reviewed the city's critical area data and do not see critical areas on the subject parcels that would require a critical area report or critical area report checklist for the proposed project; therefore, it is not required for your CUP submittal. Here's a link to the submittal item waiver form:

<https://www.cityofpuyallup.org/DocumentCenter/View/17151/Submittal-Item-Waiver>. Instructions on how to use the waiver form are provided on the following webpage under the submittal item waiver tab:

<https://www.cityofpuyallup.org/1591/Master-Document-List>.

As for your other questions, typically we would look at the development "site" which is defined as "any parcel or combination of contiguous parcels, or right-of-way or combination of contiguous rights-of-way, under an individual's ownership or control."

For your landscaping questions, I would still recommend doing a pre-application meeting to get your questions answered. PMC 20.44.020 subsections 5 and 6 reference PMC 20.26.500 – zone transition standards. PMC 20.26.500(1) and (2) requires of landscape buffering when facing a residential zone, even if separated by a street, at a minimum of 12' in width. It appears that your plans show a 15-foot landscape setback along the perimeter of the site, which would be acceptable. Please provide a preliminary landscape plan with your submittal – preliminary landscape plans can be more conceptual at the land use permit stage. Please see the city's [Vegetation Management Standards](#) (VMS) section 6.3 for more information on minimum requirements for preliminary landscape plans.

If you want to deviate from required landscaping, the PF code does note "or as otherwise established through a conditional use permit" under PMC section 20.44.020, subsections 5 and 6. However, you will need to still be able to make findings under the CUP criteria as to why you cannot accommodate the landscaping. I cannot guarantee that staff will be supportive of a proposal of no landscaping.

As for the architects narrative, I think that submittal item is referring to building design review. Technically the project requires nonresidential design review because per PMC 20.26.001(4), design review applies to all nonresidential design review in all zones. Due to the size of the structures, it's likely that many of the standards may not be applicable. Here's a link to the nonresidential design review supplemental form:

<https://www.cityofpuyallup.org/DocumentCenter/View/16334/Fillable---2026300-Nonresidential-Review>.

I noticed you had a question about SEPA – I believe the total size of the buildings exceed 4,000 square feet, which would trigger SEPA. However, typically the school district is lead agency on their projects. If that is the case, then a letter noting that the school district will be lead agency for SEPA is acceptable.

I'm preparing to be out on maternity leave, so this is the best I am able to answer your questions at this time. If you want to request a pre-application meeting, here's a link to the form which includes the application fee and instructions

on how/what to submit: <https://www.cityofpuyallup.org/DocumentCenter/View/17443/Tier-I-Pre-Application-Notes-Only-Request>. I've included my coworker, Rachael Brown, on this email in case you need further assistance.

Thank you,

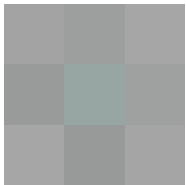
Kendall Wals (she/her)

Senior Planner

(253) 841-5462

kwals@PuyallupWA.gov

Did you know that you can easily submit for a permit online? Introducing CityView, our new online permitting system. Permit applications will now be accepted through the [CityView Portal](#). For more information on the permit system, go to the [City's website page here](#). Or, scan this QR code with your phone to learn more.



From: Robert Landa <rlanda@studioms.com>
Sent: Monday, October 16, 2023 5:14 PM
To: Kendall Wals <KWals@PuyallupWA.gov>
Cc: Vandeberg, Larry <VandeLJ@puyallupsd.org>; Steve Lee <slee@studioms.com>
Subject: Puyallup High School Portables Conditional Use Permit - Critical Areas waiver

You don't often get email from rlanda@studioms.com. [Learn why this is important](#)

CAUTION: This is an External Email. Do not click links or open attachments unless you are expecting them.

Good Afternoon Kendall,

I'm emailing you to request a waiver from the Critical Area Report and Critical Areas Report Checklist for the Conditional Use Permit for our proposal to install 3 double classroom portables at Puyallup High School. Please refer to the attached site plan for proposed portable locations and parcel reference numbers. Based on our search of the GIS maps no critical areas occurs on the affected parcels.

As a planner you may also be able to answer a general code calculation question whether use only the three affected parcels or as the full block of parcels owned by Puyallup School District for the lot coverage and impermeable surfaces. For the code calculations currently completed, I've used a combined calculation of only the 3 parcels affected by the portables and connecting asphalt path.

Related to our Landscape conversation on the phone, you can see on the attached site plan that the new portables only site on parcels 5870000190 and 5870000231. Parcel 5870000231 is irregularly shaped and extend from the south side of the block all the way to the north side. Parcel 5870000190 only abuts a public right of way on the south side and other parcels owned by Puyallup School District on the other 3 sides. We are planning to request no landscaping so the High School can maintain direct visual supervision of the new portables and allow for easy security surveillance around the buildings. If Landscaping is required there is a question of the limits of required landscaping due to the parcel layouts on site and adjacencies to other properties? Would landscaping only be required at the south property boundary facing the Immanuel Lutheran Church? Since the west, east, and north boundaries parcel boundaries face adjacent School District Parcels I would not think landscaping would be needed there.

Robert Landa, RA, LEED AP

Associate Principal

studio **MENG STRAZZARA**

2001 Western Ave, STE 200 | Seattle WA 98121-2114

P 206.587.3797

www.studioms.com