



City of Puyallup

Planning Division

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www.cityofpuyallup.org

December 14, 2023

Brenda Jallits
2914 21st Ave Ct SE
Puyallup, WA 98372

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLCUP20230103
PROJECT NAME	ACT Occupancy/Use
PERMIT TYPE	Conditional Use Permit
PROJECT DESCRIPTION	Conditional use permit application to operate a repackaging and storage warehouse facility as well as a food distribution center. Proposed use includes staging, preparation, and storage of food, pallet sorting for delivery to off site locations, refrigeration, onsite storage of 14' refrigerated truck, donor kitchen, volunteer area, food distribution, and general operations.
SITE ADDRESS	1102 E MAIN, PUYALLUP, WA 98372;
PARCEL #	7845000080;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20220036 PLHR20220078
APPLICATION DATE	September 23, 2023
APPLICATION COMPLETE DATE	October 04, 2023
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	N/A – Active permit application, not approved

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

Re-submittal Instructions

To resubmit, you must respond to all comments in a written response letter and submit a letter of transmittal. Letter of transmittal and response letter must be submitted to the 'Correction Response Letter' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center at permitcenter@puyallupwa.gov.

- 1 Log in to your permits portal and navigate to the [status page](#) for this permit. Under the 'Upload Documents' section, select 'click here to upload document'.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT

click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document.

3

Click 'Upload Documents' at bottom of the page.

How to use this letter

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

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

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

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

Corrections

Planning Review - Josh Kubitz; (253) 284-0214; jkubitz@ahbl.com

- Proposed Building Site Extension Plan: On floor plans, please indicate total building square footage and total leased square footage.
- Site Plan: Please review the site plan handout document at <https://www.cityofpuyallup.org/DocumentCenter/View/17014/Combined-Ex-Site-plan-and-checklist-PDF>
- The Conditional Use Permit application is to operate a repackaging and storage warehouse facility with food distribution. This is included in the Limited manufacturing/light industrial use. The on-site cooking food through a commercial kitchen could change the use type being proposed. Additionally, the proposed use doesn't match previous discussions with staff that mentioned the site being used as a potential a soup kitchen type of use. Provide a complete and clear description of the proposed use.
- The subject building is a City of Puyallup historical registered building subject to PMC 21.22 Historical Preservation. All associated building permit applications will be reviewed for compliance with PMC 21.22. Planning Staff may require a Certificate of Appropriateness application prior to building permit issuance.
- In response regarding unpermitted paving from Engineering, any exterior work like paving may require compliance with PMC 20.58 and Vegetation Management Standards Manual landscaping standards. Please provide a narrative on what exterior improvements have been made and if it associated with this project. A conceptual landscape plan may be required to address landscaping requirements.
- Site Plan: 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.

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

- All kitchen equipment (including cooking range) required to be commercial grade. A Type I or Type II hood will be required depending on the menu. Provide menu Sheet Certified Donor Kitchen
- Confirm with Health department if portable sink can be used in commercial kitchen. The change of use on site will require approval from Health Department. Sheet Certified Donor Kitchen

- 1) PLCUP20230103 is for a Conditional Use application. To help identify specific information to consider the use the building department will try to clarify the applicant's description expressed in the application. Building will provide required code elements for change in use to help implement the project if CUP is approved.

From application: Conditional use permit application to operate a repackaging and storage warehouse facility as well as a food distribution center. Proposed use includes staging, preparation, and storage of food, pallet sorting for delivery to off site locations, refrigeration, onsite storage of 14' refrigerated truck, donor kitchen, volunteer area, food distribution, and general operations.

- 2) Area label "donor kitchen" would be considered a commercial kitchen and be required to meet all commercial code requirements to prepare and distribute food to the public.
- 3) An approved Health permit will be required prior to a building permit could be released from the City from Pierce County Health department.
- 4) Provide all dimensions on floor plan, include existing restrooms to verify meets all HC accessibility and width requirements.

General Building Permit requirements for all uses.

- 5) Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans.
- 6) Any reframing of doors or new walls require framing details.
- 7) Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits until March 14, 2023. Currently effective March 15, 2024 is the anticipated adoption of the 2021 I-codes.
- 8) All electrical is permitted by the Washington State Department of L & I.
- 9) Accessible parking and access to the public way would be required to be shown on site plan. For all accessible requirements the City of Puyallup adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard.
- 10) A mechanical engineer will be required for mechanical and plumbing work. A full plumbing schematic diagram with elevations due to existing site for the installation of all new plumbing for the sinks.

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

- For the next plan submission, submit the electronic plans drawn as a 24"X36" sheet size, not a scanned paper file, this document is not scalable. [site plan]
- Provide an existing/proposed legend. [site plan]
- What are the existing surfaces here and will it be upgraded as part of the project development? [site plan]
- What is the valuation of proposed interior improvements? Depending on the improvement value, frontage improvements are required per PMC 11.08.135. [site plan]
- Design the proposed trash enclosure per city design standard 208.1. Be sure to enclosure include dimensions. [site plan]
- During the next submittal, include a response letter to all city markups. [site plan]
- Show existing/proposed site contours. [site plan]
- Will any greasy foods be cooked by the proposed business? Grease Interceptors are required for businesses discharging effluent greater than 100mg/l [site plan]
- Show the location of where the 14' box truck parks for deliveries. [site plan]
- Indicate the property parcel number and square footage of the lot. [site plan]
- Show the surface for this blank section. Are there any existing structures in this location? It appears that asphalt was placed without a permit. How much square footage was added? Make sure the site plan accurately reflects the site in today's condition. [site plan]

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

- Please provide more details on how this facility will operate.
 - Previous coordination on this property assumed this veterinary clinic would be changing use to a general office land use. It was determined that a Traffic Scoping document was not necessary based on that assumption.
 - Will there ever be any direct dispersion of food to individuals from this site? Or will this take place only at off-site locations?
 - How many daily vehicle trips are anticipated to/from this site?
 - How many truck vehicle trips are anticipated to/from this site?
 - How many employees will occupy this building?

Is there adequate room for commercial vehicles to turnaround on-site? Vehicles backing out into E Main (Arterial) is a safety concern.

Will the proposed access on the west side of the building provide adequate width for simultaneous inbound/outbound movements?

As previously discussed with property owner, parking stalls along frontage are a safety concern. To prevent vehicles from parking on the north side of the building, the City would allow planter boxes to be installed along the back side of existing sidewalk to prevent this unsafe parking condition.

Traffic scoping worksheet may 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 for previous use would be allowed for any existing development.

If frontage improvements are triggered by a tenant improvement (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.

E Main along the site is designated as a minor 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 current site does not meet these requirements.
- Future development of this parcel and common ownership parcel to the west (1100 E Main) may require a shared commercial driveway. City requests a shared access

easement between these two parcels to accommodate future ingress/egress requirements for these parcels. Minimum width for commercial driveway width is 30ft.

Conditions

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publically visible location.	Planning Division	Resolved
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved

Sincerely,
Nabila Comstock
Assistant Planner
(253) 770-3361
NComstock@PuyallupWA.gov