



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 #PLPRE20220138

DATE: March 04, 2024

TO: Catherine & EJ Fernandez

PROJECT NAME: Todd Road Storage Yard

PROJECT DESCRIPTION (as provided by applicant): Plan to use existing single family residence and property as contractor's yard for electrical contractor. Proposal to use RM-20 zoned lot with existing SFR as a commercial/industrial property with office and storage yard. Concomitant agreement applies to the site that allows for commercial and light industrial uses.

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

Building Review - David Leahy; (253) 435-3618; DLeahy@PuyallupWA.gov

- For all accessible requirements the City of Puyallup adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard not the ADA.
- Plans will need to be per the applicable codes 2018 adopted February 1, 2021.
- Since the house being used as an office for the business, it would need to be done as a change of use and given a new certificate of occupancy and brought up to current requirements i.e.

accessible bathroom, assessible ramp into the house, accessible parking space, floor brought up to commercial requirements to mention a few items. But a good designer could help you know all the requirements for the change of use and new certificate of occupancy. This would pertain to the garage being converted to commercial storage also.

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

- 1. Site plan must be detailed with a fire lane, parking stalls, sidewalks, planter strips and all dimensions must be shown to scale for approval.
- 2. Fire truck turn around complying with 2018 IFC.
- 3. Electronic gates will require KNOX override along with manual option. Separate permit required.
- 4. Depending on the height of the future shop a 26' fire lane may be required. A minimum 20' lane is required.
- 5. Future shop will require a fire sprinkler system depending on use and SQFT.
- 6. Details on shop will be required, welding, oil changes, fueling...
- 7. An onsite fire hydrant next to the FDC will be required if a fire sprinkler system is required.

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

- 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 \$130.00 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:
 - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
 - 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 pon the plans.
 - 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.
 - 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:

Non-residential Tenant Improvements

- Any person or entity who constructs or causes to be constructed any nonresidential tenant improvement on an existing structure which is not an expansion of the building footprint shall construct frontage improvements when the remodel valuation exceeds \$500,000 and the proposed project meets the definition of "substantial improvement," as defined in PMC 11.08.120, based on the value of the commercial unit being remodeled. Nonresidential frontage improvements shall consist of curb, gutter, 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 and alleys adjoining the property upon which such tenant improvements 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. Subject to the following conditions:
 - (a) Within the downtown business zones of CBD and CBD Core frontage improvements will be required when the value of remodel exceeds 75 percent of the value of the commercial unit being remodeled and exceeds \$500,000 remodel valuation.
 - (b) Remodel valuation will be given by the applicant on the application but may be verified by the city using usage types and costs based on square footage.
 - (c) Costs of business equipment and costs associated with seismic retrofits shall not count toward remodel valuation when calculating the requirement for frontage improvements. The applicant will provide documentation of the costs contemplated in this subsection in order for such costs to be deducted from the remodel valuation.
 - (d) Value of the commercial unit being remodeled will be calculated using the assessor's listed building valuation or a prorated valuation when connected to a larger structure. Land values shall be determined using assessor's listed land values.
 - (e) Scope of frontage improvements shall be capped at 10 percent of remodel valuation; however, this limit shall not apply to projects that have frontage improvement requirements imposed by a SEPA, CUP, or another mitigation or conditioning document. The unit cost of frontage improvement elements will be established by the city and posted on the city's website. The city will determine the priority of required frontage improvement elements when attempting to reduce the scope to stay under the cap.

Fee in Lieu -> Frontage Improvements

- a. The applicant may request and submit justification to pay a fee rather than constructing all or part of the required frontage improvements. Allowance of fee-in-lieu shall be at the discretion of the city and may be denied if the city engineer determines it will be more beneficial to the public to have the frontage improvements built along the street frontage adjoining the property or access to the property. The city will consider the following:
 - o (i) The feasibility of accurately constructing improvements both horizontally and vertically to effectively drain runoff;
 - o (ii) Whether constructed improvements can transition and connect smoothly with existing adjacent sites; and
 - o (iii) Whether other frontage improvements will likely connect into the applicant's required improvements within a reasonable time frame.
- b. The justification to allow use of the fee-in-lieu program shall not be based on cost savings to applicant in comparison with constructing required improvement adjacent to the property. The program will be administered with the following conditions:

- a. (i) Fees collected will be used towards pedestrian safety improvements, which could include lighting in the vicinity, ideally within one-half mile but up to one mile, from the contributing parcel in order to ensure that the improvements maintain a sufficient nexus to the project.
- b. (ii) Fees for residential infill lots and commercial tenant improvements shall be based on linear frontage of developing parcel. The fees will be posted on the city's web page, "Fee-In-Lieu Program" and are initially set at \$200.00 per linear foot of frontage where no concrete curb exists and \$100.00 per linear foot with existing curb. The fees will be adjusted annually according to construction cost indices. The current prices for 2022 are \$211.80 per linear foot where no concrete curb exists. \$105.90 per linear foot where existing curb exists at city standard location. If use of the fee-in-lieu program is for only a portion of the required frontage improvements, the fee will be established at an adjusted rate by the city engineer. If used for required frontage improvements from land subdivisions (formal plats, short plats, or binding site plans) and new commercial/industrial developments the fee will be developed based on the costs of installing the required improvements along the frontage of the development.
- c. (iii) The fees shall be capped at 15 percent of remodel or project valuation.
- d. (iv) Dedication of necessary right-of-way shall not be deferred or satisfied through payment of a fee-in-lieu.
- e. (v) The city shall track the collection of fees and the location of improvements funded by fees collected.

- **WATER**

- Water Within City Service Area:

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
 - The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
 - There are two under-sized and failing water mains within Todd Rd E. A 1.5" and 2" galvanized iron line. The existing service must be analyzed and determined if it can be re-used for the commercial office.
 - The future shop in the rear of the property will require the 12" water main from the NE corner of 208 Todd Rd E to be extended along the frontage of this site per Puyallup Municipal Code 14.20 and city design standard section 301.1.
 - Any wells on the site must be decommissioned in accordance with Washington State requirements. Documentation of the decommissioning must be provided along with submittal of engineering drawings. If an existing well is to remain, the well protection zone shall be clearly delineated, and appropriate backflow protection (Reduced Pressure Backflow Assemblies) shall be installed at all points of connection to the public water system. [PMC 14.02.220(3)(b)]
 - To demo a full water service: The applicant is responsible to cut and cap the water service at the property line while under the supervision of a City inspector. Schedule an inspection by calling 1-877-232-6456, code #2925. The City Water Division shall perform the water service removal from the meter to the main. Contact Jeff Daschofsky at 253-841-5512 to schedule the water service retirement.
 - To remove only the water meter and preserve the service: The applicant is responsible

to cut and cap the water service at the property line while under the supervision of a City Inspector. Schedule an inspection by calling 1-877-232-6456, code #2925. The City Water Division shall perform the water meter removal. Contact Jeff Daschofsky at 253-841-5512 to schedule the water meter removal.

- To demo a private well: The applicant is responsible to demolish the existing private well per Tacoma Pierce County Health Department requirements. A decommissioning certificate shall be filed with Pierce County and a copy submitted to the City of Puyallup.
- Any existing services that are to be abandoned at this site shall be disconnected at the main, the corp. stop removed, and the service plugged to city standards. [PMC 14.02.120(f)]

?Backflow Protection

- 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]
- If the building proposal meets the criteria of table 13 below per WAC 246-290-490(4), a reduced pressure backflow assembly (RPBA) is required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302]

Fire Requirements (applies to both City Water and Water Purveyors):

- As required by the fire division, the domestic service line and fire system service line shall have a separate, independent connection to the supply main. If a separate fire line is to be utilized, a Double Check Valve Assembly (DCVA) will be required near the property line at the point of connection to the public main. The fire sprinkler double detector check valve assembly (DDCVA) may be located either inside, or outside, of the building. The sprinkler supply line shall be designed, and shown on the plan, into the building to the point of connection to the interior building riser. Provide plan and elevation detail(s) where the riser enters the building with dimensions, clearances, and joint restraint in accordance with NFPA 24. A post indicator valve (PIV) shall be provided for the fire sprinkler system in advance of the DDCVA. [PMC 14.02, CS 302.3, & CS 303]

• SEWER

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- Where is the location of the existing septic system on the site? If the proposed future shop will be used for vehicle maintenance/repair, the project will be required to install an oil/water separator and connect into the city sewer. This will require the project to obtain easements from 212 and 302 Todd Rd NE and extend the 8" main onto the developed property. Additionally, the line must be placed in a public easement granted to the City of Puyallup for public maintenance. Typically, the city requires a 40' wide easement per city standards. Additionally, the project could extend the sewer main north along Spencer Rd and

east along Todd Rd E across the property's frontage.

- If septic is to be decommissioned, coordinate with the Tacoma Pierce Health Department. A Septic/Pump Tank Decommissioning Certification form must be completed and submitted to the Source Protection Program Department at (253) 798-6470. Verification of certification must be provided PRIOR to final city approvals. [PMC 14.08.070]

- A separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15-feet beyond the property line at the building site and shall be 6-inch minimum diameter with a 0.02 foot per foot slope. [PMC 14.08.110 & CS 401(7)]

- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]

- The construction of an area drain for the trash enclosure, if proposed, will require the enclosure to be covered to prevent stormwater infiltration into the sewer system.

- **STORMWATER**

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

Wapato Diversion Line/ Concomitant Agreement between City of Puyallup and Valley Ave Property Owners:

According to the concomitant agreement properties to the east of the development known collectively as The Park shall construct and maintain storm drainage retention facilities and then in lieu of the applicant constructing their own stormwater mainline the retained runoff can then be released at pre-development rates into the Wapato Diversion Line.

This property is located east of The Park development.

- There is a 12" concrete storm pipe on the north side of Todd RD E. If this is to be utilized, a quantitative analysis of the system

- 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 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]

- 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 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, 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**

- Water and 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]

?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 \$4,260.00 for the first 15 fixture units and an additional charge of \$285.42 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

?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 \$5,890.00 for the first 15 plumbing fixture units and an additional charge of \$394.63 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 \$3,560.00 per ESU.

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.

-Utility ITE land use code 170 (2.16 PM peak trips per 1000sqft)

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

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.

On-site monument signage must be located outside sight distance triangle.

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.

PLANNING - **Nabila Comstock, ncomstock@puyallupwa.gov; (253) 770-3361**

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

- Preliminary site plan review is required if the work completed and/or proposed work exceeds \$60,000 in total construction cost or if the project is not SEPA exempt.

- SEPA environmental review is required if the work completed and proposed exceeds 500 square feet of grade and fill. Total fill and grade calculations will be required with the clear, grade, and fill permit to ensure compliance with SEPA requirements.
- It is recommended that a preliminary site plan (if required) is submitted with the clear, grade, and fill permit and SEPA environmental review applications.
- A wetland and stream report compliant with [PMC 21.06.950](#), [PMC 21.06.530](#), [PMC 21.06.1070](#) will be required to identify and categorize/type streams and wetlands on or within 300-feet of the site. A restoration plan will be required for any areas that were impacted by the nonpermitted work.
- In this Concomitant Agreement area, the City applies the performance standards that best fits the proposed use. The project is subject to ML performance standards provided in [PMC 20.35](#).
- In this Concomitant Agreement area, the City applies the property development standards and perimeter landscape buffers based on the underlying zoning district. The project is subject to [RM-20 property development standards](#) and perimeter landscape buffers detailed below.
- In your pre-application meeting, you noted that the construction of the metal shop may occur further down the road. Once you have a better idea of how you plan to approach further development on this site (conversion of the home into an office, using the property for truck parking, building the metal shop, etc.) please let me know
- Any additional information regarding the use of the metal shop will be beneficial to determine if it is allowed
- A demolition permit for the removal of the smaller garage and carport directly east of the single-family residence will be required
- Outdoor storage is required to be screened from adjoining properties and the public ROW
 - ML performance standards for outdoor storage screen requirements is included below under Performance standards

Critical Areas

- Wetland, stream/stream buffer
 - Will require critical area reports conducted by a certified biologist (see critical area section below)
 - Need to submit these reports along with your preliminary site plan
- Floodplain
 - A small portion of the SE area of the lot is within the 100-year floodplain
 - Instead of obtaining a full habitat assessment for the floodplain area, you may be able to have your biologist address it in the critical area reports for the wetland and stream
 - A potential option we would need to discuss is to stake the area off from the rest of the site to ensure that no development occurs within the floodplain area



LAND USE ANALYSIS

- Tax parcel 0420222005 is in the high-density multiple-family residential zone (RM-20) zoning district and the High-density residential (HDR) Comprehensive Plan designated area.
- The project is subject to the R8303020316 Concomitant Agreement which permits certain “Commercial” and “Industrial” uses. This is in addition to the permitted uses allowed by the underlying zoning district

(RM-20) that is provided in [PMC 20.25.010](#). Refer to R8303020316 Concomitant Agreement Exhibit C and PMC 20.25.010 for the full list of approved uses (attached in CityView).

- R8303020316 Concomitant Agreement permits contractor office, warehousing, and storage yard uses outright.
- R8303020316 Concomitant Agreement isn't clear on what development standards should be applied to commercial and industrial uses. The City precedent is to apply RM-20 property development standards and perimeter landscaping. ML performance standards are provided in [PMC 20.35.020](#). Review these development standards as the project is further developed.

PROPERTY DEVELOPMENT STANDARDS

- PMC 20.35 Property Development Standards Summary

Code Standards	RM-20	Proposed Project
Minimum lot area per building site in square feet	-	N/A
Minimum lot width	40-feet	N/A
Minimum lot depth	70-feet	N/A
Minimum front yard setback	20-feet	Met
Minimum rear yard setback	20-feet	Met
Minimum interior side yard setback	15-feet (See 20.25.027)	Unknown
Minimum street side yard setback	15-feet	N/A
Minimum landscaped setback along any common boundary with property zoned RS, RM, or PDR	See landscape standards, below*	Not met
Minimum street frontage	25-feet	N/A
Maximum building height	36-feet Refer to 20.25.0205 and 20.25.0216	Unknown
Maximum lot coverage by percentage of net lot area	55%	Appears to be met
Minimum setback from principal or minor arterial as designated in the comprehensive plan	25-feet	Met
Maximum floor area ratio	3.0	Appears to be met

PERFORMANCE STANDARDS

- Truck parking and loading/unloading areas shall be considered a form of outdoor storage and shall be screened from adjoining properties and public right-of-way in accordance with the fencing and screening requirements for outdoor storage set forth in [PMC 20.35.035\(3\)](#).
- Per [PMC 20.35.035\(3\)](#), Outdoor storage as defined in PMC 20.15.005, including merchandise display, equipment and materials storage, and junk and scrap storage, when permitted in the ML and MP zones shall comply with the following requirements:
 - (a) Fencing and Screening Required. Sight-obscuring fencing or screening is required around all portions of a lot utilized for outdoor storage of component merchandise, equipment and materials, and junk and scrap as defined in [PMC 20.15.005](#), except for component merchandise which is stored and displayed only during business hours. All fencing and screening shall be installed in accordance with the following requirements:
 - (i) Building Setbacks. All fencing and screening shall comply with the building setback requirements for the zone in which it is located unless specified otherwise,

- (ii) Minimum Screening Requirements. When required, all outdoor storage areas shall be screened from adjoining properties and public rights-of-way by a wall, fence, landscaping and/or structure. Such screening shall serve the purpose of concealing and obscuring the storage area from view. Landscape screening shall consist of plantings designed and installed in such a manner to provide year-round screening in terms of vegetation density and height within three years of planting, and shall be maintained in a healthy, growing condition. Landscape plantings installed to screen outdoor storage from public rights-of-way shall be installed on the right-of-way side of any wall, fence or structure,
- (iii) Maximum Fence Height. Fencing and walls surrounding outdoor storage areas which are not part of a building wall shall not exceed a maximum height of eight feet,
- (iv) Maintenance Required. Fences, walls and landscaping surrounding outdoor storage areas shall be maintained and kept free of litter, posters, signs, trash or stored items,
- (v) Outdoor Storage Height Limitations. Outdoor storage shall not exceed the height of required screening;
- (b) Exemption from Fencing and Screening Requirements. Fencing and screening is not required around those portions of a lot utilized for complete merchandise display, or the display of component merchandise when said merchandise is stored within a structure or fenced and screened area during the hours the business is closed;
- (c) Improvement and Maintenance of Outdoor Storage Areas. All outdoor storage areas and access to them shall be paved. All outdoor storage areas shall be graded and storm drainage facilities installed to collect and dispose of all surface runoff in accordance with city requirements and the most recently adopted version of the storm water manual;
- (d) Outdoor Storage of Materials Prohibited. No outdoor storage of materials such as fertilizers, pesticides, etc., which potentially pose a threat to water quality shall be permitted; and
- (e) Outdoor Storage Prohibited in Required Parking Areas and Walkways. No outdoor storage shall be permitted to occur in required parking areas, access drives or walkways.

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
X	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
X	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.
- **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.
- **Landslide and/or erosion hazard areas:**
 - A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the requirements of [PMC 21.06 Article XII](#) must be submitted for any site with any portion of land with slopes 15% or steeper.
 - All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance.
 - All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture's Natural Resources Conservation Service, or identified by a special study, as having a "moderate to severe," "severe," or "very severe" erosion potential are designated erosion hazard critical areas by ordinance.
 - **All other sloped areas over 15% up to 39.9%** must be studied by a professional engineer or geologist, licensed in the state of Washington, to determine if they meet the requirements of [PMC 21.06.1210 \(3\)](#) for designation as a geologic landslide hazard or erosion hazard critical area.
 - Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or

- its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer;
- Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists.
- Septic systems are prohibited in landslide hazard areas or buffers [PMC 21.06.1230 \(10\)](#)
- **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.
- **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.
- **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.
- **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.

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to administrative industrial design standards provided in PMC [20.26.400](#) if not exempt per [PMC 20.26.003](#)
- PMC [20.26.011](#) requires elevation drawings (if any), landscape plan, context vicinity map, a site plan, and a written narrative that provides point-by-point compliance with design standards.
- Per [PMC 20.26.007](#), administrative design review would occur during preliminary site plan review or building permit (if any).
- Staff recommends that the project team reviews [PMC 20.26.400](#) as the project is further developed. The following are a few design review standards to note:
 - Trees along Building Facades. A minimum 15-foot-wide landscape strip shall be provided along the entire length of blank wall facades of buildings in the ML zone district. A mixture of medium to large evergreen conifer and deciduous trees and shrubs (evergreen and/or deciduous shrub mix) shall be planted for all buildings along the entire length of all visible facades on buildings with footprints of more than 10,000 square feet, which have walls reaching 20 feet or more above ground level and which are visible from a public road or located within 100 feet of a residential zone. The stand of trees may include either existing trees or planted trees. The design of the landscaping treatment shall be consistent with the "SLD-01" standard contained in the city's vegetation management standards (VMS) manual.
 - Acceptable siding materials include brick, stone, marble, split-face cement block, shingles and horizontal lap siding.

- Loading docks and outdoor product or equipment storage areas shall be screened from public roads by means of a vegetative screen or six-foot masonry wall or wood opaque fence. If a vegetative screen is used, the screen shall conform to the landscape buffering standards described in [PMC 20.26.500\(1\)](#). If a wall is used, it shall include a 10-foot landscaping strip on the side facing the public which is planted with shrubs at least three-gallon container size (spaced no more than five feet on center) and a continuous row of trees (at least eight feet tall at planting) spaced no more than 30 feet on center.

OFF-STREET PARKING ANALYSIS

- [PMC 20.55.010](#) Number of parking spaces required:
 - 1 parking space per 300 square feet of office gross floor area.
- [PMC 20.55.010 \(32\)](#) Warehouse and storage facilities: one space for each 2,000 square feet of gross floor area.
 - (a) Establishments having not more than 20,000 square feet of gross floor area, on a single parcel of land and/or within a single development, shall provide one space for each 2,000 square feet of gross floor area.
- Per [PMC 20.55.018](#), parking requirements may be reduced for low impact development.
 - 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.
 - 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.
 - 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.
 - Reduced parking requirements are subject to approval from the planning director or the director's designee upon review of potential adverse impacts
- Other relevant parking code sections to consult:
 - PMC 20.55.016 Motorcycle/bicycle parking requirements.
 - PMC 20.55.018 Reduced parking requirements for low impact development
 - PMC 20.55.025 Compact parking spaces.
 - PMC 20.55.035 Aisle and driveway dimensions.
 - PMC 20.55.040 Conflict with use of street or alley
 - PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
 - PMC 20.55.055 Improvement and maintenance of parking areas.

20.55.055 Improvement and maintenance of parking areas. SHARE

No parking area shall obtain access from an unpaved alley or street. All parking areas, including parking spaces, access aisles, and driveways, shall be developed and maintained in the following manner:

(1) Off-street parking areas and pedestrian and vehicular access to them (including unimproved alleys) shall be paved using permeable paving (asphalt, concrete, pavers) in accordance with city standards, unless technical feasibility demonstrates infeasibility and other traditional forms of detention/retention or direct discharge are alternatively permitted, as approved by the city engineer in accordance with city standards and the storm water

management manual most recently adopted by the city. All paved areas shall be so graded and drained as to dispose of all surface water per the storm water management standards most recently adopted by the city. The design and improvement of parking areas shall prevent runoff water from draining across public sidewalks or on to abutting properties. The city engineer shall require oil separation facilities be included in the parking lot drainage system to prevent oil and petroleum products from entering the municipal storm drainage system.

(2) Automobile parking spaces and access aisles shall be designed and/or marked or otherwise made clearly identifiable to assure safe and convenient automobile circulation.

(3) Walls, fences, and vegetation within or adjacent to required parking areas shall be protected by permanently affixed curbing or wheel stops located not closer than three feet from such wall, fence, or tree to be protected.

(4) Any lighting shall be arranged and designed so as to reflect the light away from any public street or from any property used for residential purpose.

(5) All portions of the required parking area not devoted to parking spaces, interior driveways, and pedestrian facilities shall be landscaped pursuant to Chapter [20.58](#) PMC. (Ord. 3203 § 16, 2019; Ord. 3073 § 28, 2014; Ord. 2662 § 2, 2000; Ord. 2147 Exh. A, 1987).

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-?bId=>

Perimeter landscaping requirements:

- 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
- 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.
- 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 property boundary	30'	Refer to PMC 20.26.500 (1)
Side	East property boundary	30'	Refer to PMC 20.26.500 (1)
Side	West property boundary	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.
 - 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>
 - 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:
 - No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
 - 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.
 - 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.
 - 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width
 - 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)
 - 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.

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan application:
<https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist:
<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Non-residential design guidelines review applications (See below for more information regarding architectural design review)

- Preapplication neighborhood vicinity meeting required for proposals of a new multiple-family project that contains 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 neighborhood 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 Cityview 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
 - 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

- 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:
 - 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

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.*