



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 #PLPRE20240065

**DATE:** July 03, 2024

**TO:** Heather Boyd

**PROJECT NAME:** Seasons on Meeker, a multiphase mixed-use development

**PROJECT DESCRIPTION (as provided by applicant):** Multi-phase public private partnership with the City of Puyallup with three project components with 122 residential units, plus a commercial building with food hall and tap room

**SITE ADDRESS:** 115 2ND ST SE, 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 Ashley Ramirez, Planning Technician at (253) 770-3330, ARamirez@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

### QUESTIONS FROM APPLICANT

#### 1. Process for Application

- Staff is discussing internally the process and applications that would be required for this development project. Staff will reach out soon regarding requirements for design review, development agreement, major plat, lot combination, civils, building application, etc. We anticipate more meetings with the applicant moving forward where we can continue to coordinate submittal requirements, timing, etc.

2. *“Parking is not required for the first 5,000 square feet of gross floor area in the CBD and CBD-Core Zones”. We intend to submit for Design Review approval for all three buildings in a single application, but each building will be permitted through a separate application.*
  - a. *Could the exemption of the first 5,000 SF apply to each building separately or to the three buildings combined?*
    - No, this applies to the development so we could not apply this to each building separately (PMC 20.55.065).
      - “Nonresidential new development, or expansion or changes in use to existing development in the CBD and CBD-Core zone which exceeds 5,000 net new structural square feet shall be subject to the off-street parking standards of PMC [20.55.010.](#)”
  - b. *Can this exemption be applied to a building where only residential units are proposed (i.e. if a 10,500 SF townhome building with 7 individual townhome units of ~1,500 each were proposed, could 3 of the units—4,500 SF of floor area—be exempted from the 1:1 residential unit parking ratio requirement), or does it only apply to commercial area parking?*
    - This code only applies to the commercial area parking.
3. *Our updated proposal includes structured ‘tuck-under’ parking. Our assumption is that parking lot landscaping requirements only apply to parking lot areas that are NOT beneath a structure (i.e. do not apply to structure parking areas). Please confirm our understanding.*
  - You are correct – parking lot landscaping would not apply to underground parking nor to “tuck-under” parking.
  - Please note that on the site plans and renderings submitted, parking lot landscaping between every eight (8) stalls has not been shown.
  - Type IV parking lot landscaping requirements can be found in the city’s [Vegetation Management Standards \(VMS\) Chapter 14.4 Type IV: Parking Lot Landscaping.](#)
3. *The Volcanic Hazard Areas (PMC 21.06) is triggered when a building has more than 1,000 occupants in a building. Since this project is (3) buildings with no individual building meeting that requirement, we assume each building will be considered in isolation and each will be exempt. Please confirm our understanding.*
  - a. This code section would not apply, unless one of the tentative occupants is a large assembly use. The code specifically references a Buildings; however, we would also include venues that had assembly areas of more than one thousand where ingress and egress is managed/restricted.
4. *What is the entitlement process?*
  - a. For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right(s) with no early submittal waiver required. See [PMC 20.48.020 \(7\)](#) for the Planned Action Permit Process.
5. *Design Review Process & Requirements?*
  - The project is subject to the Downtown Design Guidelines (DDG) applicability area. Your project will be reviewed by the Design Review Board/the Director, or designee. The Board/Director will review and approve, approve with conditions or deny your application.

- [Downtown Design Guidelines \(DDGs\)](#) Process
  - Apply in one single DDG application, not three separate applications for each building.
  - Schedule a pre-app with the Design Review & Historic Preservation Board (the Board)
    - You can schedule a pre-application meeting with the Board to receive early feedback before proceeding into the formal design review process. Contact me for further details.
  - Apply for Downtown Design Review through the [Portal](#)
    - [https://www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application\\_2020](https://www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application_2020)
  - Staff will review your submittal against the DDGs
    - If there are red-flag items, we'll send it back to applicant to change if it's clearly not meeting the guidelines.
  - Once it's ready to go to the Board, we schedule a hearing with the Board where we present the application
    - The Board will ask questions, deliberate, etc.
  - Their options at the meetings are to:
    - Approve application
    - Approve application with conditions
    - Deny application
- Downtown Design Guidelines Submittal Checklist Items
  - Signed [application form](#)
  - Vicinity map
  - Project site plan
  - Elevation drawings
  - Project landscape plans (as applicable)
  - Written narrative from project applicant
    - A written narrative from the project architect outlining in point-by-point detailed compliance with all applicable design standards that apply to the project scope. If certain standards do not apply, please address by noting "N/A". Please see page 9 of the Downtown Design Guidelines (DDG) for general guidance on chapters required based on the project type. Each chapter includes an applicability and minimum requirements section at the beginning of the chapter.
- The following is a short list of issues we typically run into with other projects. This is not an exhaustive review and is advisory only.
  - Façade materials ([DDG 4.B.6](#))
  - Setbacks
  - Stepbacks & modulation

## GENERAL SITE PLAN COMMENTS SUMMARY

- Townhomes
  - Fee simple townhomes would likely require a Development Agreement ([PMC 1.15 – Development Agreements](#))
  - A major plat applicant would be required if you are pursuing fee simple townhomes
    - Street frontage is required for each townhome if they are fee simple. Therefore, a Development Agreement is likely.
- Zone

- Central Business District - CBD-Core
    - Professional offices and services, general commercial uses, and multiple-family uses are permitted
- Site plan
  - Property development standards can be found in [PMC 20.30.030](#)
  - See [PMC 20.30.031 for Maximum Front Yard Setbacks in the CBD & CBD-Core Zones](#)
- [Parking Lots](#)
  - [See PMC 20.30.036 for parking lot requirements](#)
  - [See Parking section in notes further below for more parking requirements](#)
- Downtown Planned Action EIS Area
  - The uses appear to be permitted under the planned action
    - The following general categories/types of land uses are considered planned actions: multifamily residential; commercial uses such as office, retail, and services; mixed-use development incorporating more than one use category where permitted; and public services, recreation, and utilities
  - A SEPA checklist will be required for this project (PMC 20.48.020 (5)(b)).
  - There is a possibility that mitigation will be required for the contaminated area. More information regarding the monitoring of the contaminated site will need to be reviewed.
- Within Sounder Station ¼ Mile Parking Buffer
  - Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses:
    - One (1) parking space per dwelling unit.
  - Office or retail uses:
    - one parking space per 650 square feet of gross floor area
  - Parking is not required for the first 5,000 square feet of gross floor area in the CBD and CBD-Core zones. If the gross floor area exceeds 5,000 square feet, but is less than 5,650 square feet in the location described in subsection (2)(a) of this section or less than 5,400 square feet in the location described in subsection (2)(b) of this section, the number of stalls shall be rounded up to one parking stall.
- Planned Action Parking Management Plan (PMC 20.55.011 (4))
  - Please read through this section for the requirements for the Parking Management Plan that is to be sent to the city for review and approval prior to approval of land use and building permits. This plan is required to be in place prior to occupancy of the development since it is within the Downtown Planned Action Area.
- Aquifer recharge area and contaminated site
  - An application for the demolition of the structure at the Cornforth Campbell lot was applied for in 2021. The city has been actively working on the contaminated site and monitoring is still being conducted. A critical area report to address the aquifer recharge area will be required along with further documentation of the contaminated site and its associated remediation.
- Plaza Standards ([PMC 20.30.033](#) cited below. See also [PMC 20.30.031](#) and [DDGs Part 3](#))

- Plazas must abut and be within three feet in elevation of a sidewalk
- Plazas shall be placed at high pedestrian activity area, with western or southern exposure
- Plazas shall be no less than 200SF in size
  - Sites larger than 20,000SF that are providing open space should have at least 3% of a development site
- Street facing plazas shall not exceed 20% of the total building footprint or 2,000SF, whichever is less
- Incorporate
  - 10% of area planted with trees, shrubs, groundcover and perennial landscape plantings
  - At least 30% shall be hardscaped with decorative paving
  - At least one bench or seating unit for each 200SF of area
  - Pedestrian scaled lighting fixtures
  - One element with sustainability attributes
  - Artistic design elements such as decorative paving patterns, ornamental art features, creative lighting elements

## LAND USE PERMIT REQUIREMENTS

The following land use permits may required for your proposal (note that staff will reach out with more information regarding application requirements):

- Lot Combination  
<https://www.cityofpuyallup.org/DocumentCenter/View/11646/Lot-Combination-Application>
- Preliminary site plan application:  
<https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist:  
<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Downtown design guidelines review applications (See below for more information regarding architectural design 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](mailto: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: 1<sup>st</sup> 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.
- 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 CBD-Core – Central Business District Core zone district and the POC – Pedestrian Oriented Commercial Comprehensive Plan designated area. Consult PMC 20.30 for zone specific standards.
- In the CBD-Core zone district, proposal for multi-family residential, professional offices & services, and general commercial uses are permitted uses.

**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
	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	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.
- **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.
  - PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
  - 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).

## OFF-STREET PARKING ANALYSIS

- 20.55.011 Number of parking spaces required – Downtown planned action area:
  - Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses:
    - one (1) parking space per dwelling unit.
  - Office or retail uses:
    - Within 0.25 miles of the Puyallup Sounder Station, measured from parcel boundaries, and where a parcel area is at least 50 percent contained in the radius: one parking space per 650 square feet of gross floor area;
    - Greater than 0.25 miles of the Puyallup Sounder Station, measured from parcel boundaries, and where a parcel area is less than 50 percent contained in the radius of subsection (2)(a) of this section: one parking space per 400 square feet of gross floor area;
- PMC 20.55.065 Off-street parking in CBD and CBD-Core zone:
  - Nonresidential new development, or expansion or changes in use to existing development in the CBD and CBD-Core zone which exceeds 5,000 net new structural square feet shall be subject to the off-street parking standards of PMC 20.55.010. (non-residential uses at or below 5,000 sq ft are exempt from all off-street parking requirements)
    - Exception from parking standards: Parking is not required for the first 5,000 square feet of gross floor area in the CBD and CBD-Core zones. If the gross floor area exceeds 5,000 square feet, but is less than 5,650 square feet in the location described in subsection (2)(a) of this section or less than 5,400 square feet in the location described in subsection (2)(b) of this section, the number of stalls shall be rounded up to one parking stall.
- 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.
- PMC 20.56 Electrical vehicle infrastructure- requirement
- PMC 20.55.045 Use of common parking facilities
- PMC 20.55.050 Joint use of parking facilities

## OPTIONS TO REDUCE PARKING REQUIREMENTS

### **20.55.18 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

## 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.

- 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

## 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-?bidId=>

**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	TBD	Reference PMC 20.30.031	Incorporate one or a combination of the following site amenities in PMC 20.30.031
Rear	TBD	6’	Type II
Side	TBD	6’	Type II
Street side	TBD	6’	Type II

**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.

**OTHER RELEVANT CODE SECTIONS TO CONSULT**

20.30.031 Maximum front yard setback in the CBD and CBD-Core zones.



Building shall be located on the front setback line (i.e., a zero-foot front yard setback) but may be set back far enough to incorporate one or a combination of the following site amenities:

(1) Pedestrian-oriented plaza in area incorporated into a niche or recess in the building's front facade when consistent with PMC [20.30.033](#);



### Example of Front Facade Features

(2) A pedestrian-oriented plaza space in front of the building at least eight feet deep running the full width of the building when consistent with PMC [20.30.033](#);

(3) A landscape strip at least four feet wide and no greater than eight feet wide located between the sidewalk and the building edge; and/or

(4) Developments proposed at the corner of streets intersecting with Meridian Street shall provide a corner inset pedestrian-oriented plaza space based on the size parameters and amenities identified in PMC [20.30.033](#).

### **20.30.32** Maximum building height in C zones. **Amended [Ord. 326](#)**



(1) The base building height in the CBD-Core zone shall be 40 feet and four stories except that the height may be increased to a maximum of 65 feet and six stories if the requirements and bonus criteria listed below are met.

(2) In the CBD zone, the base building height shall be 35 feet and three stories, except that the height may be increased to 55 feet and five stories subject to the requirements and bonus criteria described below.

(3) In order to achieve a building height greater than the base height of 35 feet and three stories in the CBD zone or 40 feet and four stories in the CBD-Core zone, those buildings not directly abutting any residentially zoned property located outside of the downtown planned action area nor abutting any property listed on a National Historic Register shall be eligible for one or more of the height bonuses described by subsections (1)(a) through (1)(e) of this section, subject to the maximum bonus provisions of subsection (3)(f) of this section:

(a) Where parking is provided within a building, and where such parking area is equal to or exceeds 60 percent of the area of the building's footprint, a building height bonus of one story shall be permitted.

(b) A building height bonus of up to one story shall be allowed for buildings or projects within which residential uses have been created.

(c) A building height bonus of one story shall be allowed for hotels.

(d) Reserved.

(e) A building height bonus of up to one story shall be allowed for buildings which provide a pedestrian- oriented plaza space along with principal street frontage where such plaza space is not otherwise required and where such plazas provide an area and amenities consistent with PMC [20.30.033](#).

(f) The sum of building height bonuses provided under subsections (1)(a) through (1)(e) of this section shall not exceed two additional stories above the base building height allowance in the CBD zone. Rooftop mechanical equipment, including elevator penthouses, parapets, roof forms and decorative elements not intended for occupancy, shall be excluded from the total structural height in these zones where such features are screened or installed consistent with applicable design standards. All structures shall conform to the building design standards in the downtown design guidelines.



### Example of Height Bonus Provisions

(5) Within the downtown planned action area, the director may waive the limitation on the number of stories; provided, that the maximum height of the zone is respected. (Ord. 3172 § 1, 2018; Ord. 3119 § 33, 2016; Ord. 3073 § 15, 2014; Ord. 2851 § 5, 2006; Ord. 2754 § 9, 2003; Ord. 2656 § 1, 2000; Ord. 2563 § 1, 1998; Ord. 2454 § 1, 1995; Ord. 2346 § 1(8), 1993; Ord. 2147 Exh. A, 1987).

#### 20.30.33 Plaza standards – Downtown planned action area

SHARE

The intent of plaza standards is to encourage comfortable, accessible and aesthetically pleasing public gathering places that enhance the pedestrian experience and meet the needs of the intended users. Where plazas are required or proposed, they shall be consistent with the following provisions:

(1) Location Requirements.

(a) Plazas must abut and be within three feet in elevation of a sidewalk. Plazas shall be accessible at grade adjacent to the sidewalk to promote physical and visual connection to the street. Portions of plazas may be above or below grade to accommodate a variety of outdoor gathering spaces.

(b) Plazas shall be placed at high pedestrian activity areas, with western or southern exposure.

(2) Minimum Size. Plazas shall be no less than 200 square feet in size. For sites larger than 20,000 square feet that are providing public open space, at least three percent of a development site greater than 20,000 square feet shall be allocated and designed as publicly accessible open space, such as a plaza.

(3) Maximum Size. Street facing plazas shall not exceed 20 percent of the total building footprint or 2,000 square feet, whichever is less. Such space shall have a minimum width of 30 feet and a minimum depth of 20 feet, unless otherwise approved by the director due to site constraints.

(4) Active Uses Abutting Space. Plazas located between a building and a sidewalk shall be abutted on at least two sides by retail shops, restaurants, primary residential or office entrances or services with their windows and doors fronting on the space.

(5) Plazas shall incorporate the following:

(a) At least 10 percent of the area shall be planted with trees, shrubs, groundcover and perennial landscape plantings.

(b) At least 30 percent of the area shall be hardscaped with decorative paving.

(c) There shall be at least one bench or seating unit for each 200 square feet of area, (seating may be grouped into benches or ledges).

(d) Pedestrian scaled lighting fixtures.

(e) One element with sustainability attributes (rain garden, solar powered lights or equipment, pervious paving, container for recycling, or benches made from recycled materials).

(f) Artistic design elements such as decorative paving patterns, ornamental art features, creative lighting elements, etc. (Ord. 3172 § 1, 2018; Ord. 2851 § 5, 2006).

20.48.020 Procedures and criteria for evaluating and determining projects as planned actions (**see entire chapter**)

(4) Planned Action Qualifications. The following thresholds shall be used to determine if a site-specific development proposed within the downtown subarea is contemplated by the planned action and has had its environmental impacts evaluated in the planned action EIS:

(a) Land Use.

(i) The following general categories/types of land uses are considered planned actions: multifamily residential; commercial uses such as office, retail, and services; mixed-use development incorporating more than one use category where permitted; and public services, recreation, and utilities.

(ii) Individual land uses considered as planned actions shall include those uses specifically listed in this title as permitted or conditionally permitted in the zoning classifications applied to properties within the planned action area provided they are consistent with the general categories/types of land uses in subsection (4)(a)(i) of this section. The specific zoning classifications include: CBD, CBD-Core, CG, CL, RM-20, and RM-Core.

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

- B-1) Townhomes - Fee Simple or IRC construction - utility connections need to be separably supplied to the units.
- B-2) Accessibly parking distribution: Please provide in-kind parking distribution for accessibly parking - covered and open
- B-3) EV charging; please detail compliance with WA State codes within the building permit submittals.
- B-4) Trash and refuse. Please see IBC- Washington- 430 - RECYCLED MATERIALS; please coordinate with the hauler regarding the efficiency of the pick-up and needs of the occupancy.
- B-5) Combination permit submittals are required. Architectural, structural, plumbing, mechanical, energy and other submittals are needed for review.
- B-6) Occupancy - provisions for temporary occupancy require planning, submittal and review approval.
- B-7) Codes - The City enforces the State Building Codes, with local amendments.

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

- • Current adopted codes 2021 IFC and IBC.
- Comply with City Municipal codes and standards.
- Fire Alarm systems required per the PMC in all three buildings.
- Fire alarm system to be designed to "Total Coverage" per NFPA 72 and requires U.L. Certification per the PMC.
- Fire sprinkler systems required in all three buildings per the PMC.
- Provide FDC, PIV, and Riser Room locations.
- The FDC's require a dedicated Fire Hydrant located not less than 10' or no greater than 15' from the Fire Hydrant. This may require multiple new fire hydrants.
- Fire Hydrants to reach all points of a structure within 400' using existing or new.



- Do not block Fire Hydrants, PIV, or FDC with parking stalls.
- Buildings or facilities exceeding 30' or three stories in height shall have at least two means of fire apparatus access for each structure. These shall be aerial fire access roads, a minimum of 26' wide excluding shoulders. At least one of the required access routes meeting this condition shall be within a minimum of 15' and a maximum of 30' from the building and shall be positioned parallel to one entire side of the structure. (IFC 2021 Edition Appendix "D" Sections D104 and D105.)
- Where two fire access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between the accesses.
- The fire access road (lane) shall be a minimum 26' in front of hydrants and 26' if the building is over 30' in height.
- A Fire Lane striping / No Parking-Fire Lane signage sheet will be required at Civils.
- Provide generator locations if applicable.
- Provide a detailed site plan with all dimensions
- Auto-turn or equivalent program required to demonstrate code compliance.
- Email [ddrake@puyallupwa.gov](mailto:ddrake@puyallupwa.gov) for fire apparatus specs for turning radiuses.

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

- GENERAL
  - The comments provided below are intended to assist the project proponent with incorporating City requirements into the project documents, but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
  - The proposed development site is currently an active cleanup site for contaminated soils. The City has been working diligently with the Dept. of Ecology (Ecology) to ensure the site is remediated. Groundwater monitoring is ongoing and the City is optimistic that the cleanup efforts (excavation and bioremediation) taken to date are working in accordance with the approved cleanup plan. The City has approached the Dept. of Ecology requesting the site be evaluated for a "No Further Action Determination", but the City has not received a response as of this writing. Once Ecology responds, it will take four consecutive quarters of clean test results before the final NFA can be issued. The project proponent should be aware that there may be design and construction constraints imposed by Ecology as part of any development.
  - The City is in the early stages of determining the Festival Street design criteria. An SOO will be released in early 2023 to select a consultant to assist the City and it is anticipated the final design criteria will be completed in early 2024.
  - 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].
  - Comments regarding design and construction of new utilities and road improvements are provided for the developer's information and use. Unless specifically noted, construction of these infrastructure improvements is not a condition of landuse approval. However, infrastructure improvements must be approved and permitted prior to issuance of the first building permit associated with the project. [RCW 58.17.120 and 19.07.080]
  - More coordination with the city will be required if the townhouses remain and a major

plat is required.

- 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](mailto:PermitCenter@PuyallupWA.gov) and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed. Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.

- Civil engineering plan review fee is \$670.00 (plus an additional per hour rate of \$180.00 in excess of 5 hours). The Civil permit inspection fee shall be 3% of the total cost of the project as calculated on the City of Puyallup Engineering Division Cost Estimate form. [City of Puyallup Resolution No. 2098]

- Civil Engineering drawings shall conform to the following City standards Sections 1.0 and 2.0:

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

- o The scale for design plans shall be indicated directly below the north arrow and shall be only 1"=20' or 1"=30'. The north arrow shall point up or to the right on the plans.

- o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.

- o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.

- FRONTAGE CODE:

New Commercial/Industrial Buildings or Expansion of Existing buildings:

- Any person or entity who constructs or causes to be constructed any new commercial/industrial building or expansion of an existing commercial/industrial building either of which have a structure improvement value exceeding \$200,000 in valuation shall construct curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage adjoining the property upon which such building will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. There is no cap on frontage improvements for new buildings or expansion of existing buildings.

Specific frontage requirements:

E Meeker:

- The city has a draft plan that they will be taking to City Council July 16th and if approved, the city will go out to bid for the full design. The city anticipates awarding a contract in the fall. The city will require fee in lieu of construction for the frontage improvements along E Meeker. The final cost breakdown will need to be determined for the associated work. More coordination regarding the fee of these improvements will be necessary.

#### E Main:

- The E Main public right of way is 60' wide. City standard 01.01.02 34' Public Roadway Cross Section which requires a 7.5' planter and 8' sidewalk will be required. The city may be in favor of allowing a modified frontage section consisting of a 12' sidewalk with 4'X4' street tree cutouts spaced along the frontage.

#### 3rd St SE:

- 3rd St SE is considered a major arterial and should be built out to city standard 01.01.05 Public Roadway Principal Arterial Cross Section and include a 10' planting strip and 8' sidewalk. The city may be in favor of allowing a modified frontage section consisting of a 12' sidewalk with 4'X4' street tree cutouts spaced along the frontage.

- **STREETS:**

? Existing public utilities that are in conflict with proposed frontage improvements shall be relocated as necessary to meet all applicable City, State, and Federal requirements.

? Existing private utilities (gas, telecom, cable, etc...) that are in conflict with City maintained right-of-way and utilities shall be relocated outside of the travelled road section, i.e., behind the curb under the sidewalk area.

? Upon civil permit application, the following items shall be provided:

- o Road plans shall include a plan and profile view of the roadway indicating both the centerline and flow line elevations. [PMC 17.42 & CS 2.2]

- A separate street lighting and channelization plan shall be provided in accordance with City Standards.

- Commercial and Multi-family projects 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.

- Root barriers in accordance with City Standard Detail 01.02.03 shall be installed for all street trees within ten (10) feet of the public ROW.

- Wheel chair ramps, accessible routes, etc. shall be constructed in accordance with City Standards and current ADA regulations. If there is a conflict between the City Standards and ADA regulations, the ADA regulations shall take precedence over the City's requirements. [PMC 17.42]

- Any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]

- Any curb, gutter, sidewalk, or other existing improvements which currently do not meet City Standards, or are damaged during construction, shall be replaced. [PMC 11.08.020]

- **GRADING:**

- A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required for this project. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]
- A geotechnical report conforming to all requirements PMC Sections 21.14.150 and 21.14.160 will be required for this project. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington. Prior to final acceptance of this project, the author of the Report shall provide certification to the City the project was constructed in accordance with the recommendations contained in the report.
- Cross sections will be required at various points along the property lines in accordance with City Standards Section 502 and 503 to ensure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]
- At the time of civil permit application, the following notes shall be added to the first sheet of the TESCP:
  - o "At any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site."
  - o "Contractor shall designate a Washington Department of Ecology certified erosion and sediment control leadperson, and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project."
  - o "Sediment-laden runoff shall not be allowed to discharge beyond the construction limits in accordance with the Project's NPDES General Stormwater Permit."
  - o RCW 19.122 requires all owners of underground facilities to notify pipeline companies of scheduled excavations through the one-number locator service if proposed excavation is within 100 feet. Notification must occur in a window of not less than 2 business days but not more than 10 business days before beginning the excavation. If a transmission pipeline company is notified that excavation work will occur near a pipeline, a representative of the company must consult with the excavator on-site prior to excavation.
- Water Within City Service Area:
  - This site is located within the City of Puyallup Water district. The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
  - Any proposed connection to the City water system shall be designed and constructed to current City standards. [PMC 14.02.120]
  - There is an existing 8-inch ductile iron watermain located in 2nd St SE and an undersized 6-inch cast iron watermain within E Main, W Meeker and 3rd St SE. It is the City's expectation that the undersized watermain along the frontage of E Main and W Meeker be upgraded to current city standards to allow the main in 2nd St SE to be disconnected.
  - 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)]

- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- 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)]
- The domestic service line and fire system service line shall have separate, independent connections to the supply main. [PMC 14.02 & CS 302.3(4)]
- Public water mains shall be located generally 10 or 12-feet west or south of roadway centerlines per city standard drawings. Any portion of a public mainline extension located outside City right-of-way must be centered in a minimum 40-foot wide easement granted to the City for maintenance purposes. The easement shall be clearly indicated on the plat document. [PMC 14.02.120(f) & CS 301.1(11)]
- The project proponent shall be responsible for the operation and maintenance of the proposed water system located on private property.
- Water pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- The project proponent shall be responsible to provide and install the water meters required to service the site. Domestic service water meters shall be located within the public ROW, or in the case of a private road adjacent to the road section, in accordance with City Standards. [PMC 14.02.120(f) & CS 301.3]
- Project proponent shall provide backflow protection on the domestic service line(s) with the installation of a double check valve assembly (DCVA) on the domestic connection. The unit should be located outside the building, immediately downstream of the existing water meter. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302.2]
- If any of the proposed building uses are included under WAC 246-290-490 Table 9 facilities, then backflow protection shall be provided using a reduced pressure backflow assembly (RPBA).
- Available fire flow for the project site must be determined by hydraulic modeling conducted by the City's consultant. The cost of this analysis is \$600 and shall be paid by the project proponent
- Fire hydrants and other appurtenances such as DDCVA and PIV shall be placed as directed by the Puyallup Fire Code Official. Fire hydrants shall be placed so that there is a minimum of 50-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
- Maximum hydrant run is 20-feet. Hydrant runs that exceed this distance shall be served by a mainline with the hydrant feed line set at right angles to the supply 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. [CS 302.3, CS 303]
- The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. (NOTE: If the project is utilizing a fire booster pump, the FDC must connect to the sprinkler system on the discharge side of the pump in accordance with NFPA regulations.) A post indicator valve (PIV) shall be provided for the fire sprinkler

system in advance of the DDCVA. [CS 302.3]

- Utility extensions, if any, shall be approved and permitted prior to any building permit issuance. [PMC 14.02.130]
- For new watermain installations, the engineer-of-record shall complete the State Department of Health's "Construction Completion Report for Distribution Main Projects", seal, and provide a copy to the City prior to completion of the project. [WAC 246-290-120]

#### ?Backflow Protection

- Due to the proposal of a commercial use site, it will be necessary to install a Double Check Valve Assembly (DCVA), 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.

#### Fire Requirements

- 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]
- Fire hydrants shall be placed so that there is a minimum of 50-feet and a maximum 150-feet of separation from hydrants to any building walls.[PMC 16.08.080 & CS 301.2, 302.3]
- The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3]

- SEWER

- This site is located within the City of Puyallup Sewer district. The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- Any proposed connection to the City sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- Refer to City Standards, Section 400 for Sewer System Requirements. [PMC 17.42]
- There is an existing 8-inch dead-end sewer main located in E Main approximately 120-ft east of 2nd St SE and roughly 4-ft deep. There is a 6" line that was installed 100' further east of the cleanout shown in public GIS. The city will require any sewer main tap to come from an 8" main, which may require a main extension to provide new connections. In addition, there is an existing 8-inch dead-end sewer main on E Meeker approximately 50-ft east of 2nd St SE and approximately 4-ft deep. There is a 6" line that was installed 165' east of this. This sewer

line ends at a structure that will need to be upgraded to a city standard manhole.

- For this comment, go to the CityView Portal and download the document named "COP Sewer Exhibit". The sanitary mains and structures (shown in red) are not mapped in GIS. It is assumed that no active connections are existing on these portions, although lateral connections were seen on the city's camera footage. With development of the Cornforth-Campbell parking lot, new sanitary lateral connections would not be allowed on these portions based on being undersized, non-standard materials and quality deficient. Any extensions to the sanitary mains would require removing the mainline cleanouts (shown in GIS as the starting points) and installing new manholes at their new beginning extents. If no extension would be required, although doubtful, the existing mainline cleanouts would need to be replaced with manholes at their current locations and the unmapped portions of main and structures be removed or decommissioned per WSDOT standards.
  
- As of this writing, there are no known sewer constrictions in this system within ¼-mile of the proposed project.
- Sanitary sewer mains shall be 8-inch minimum and located 5-feet east or north of roadway centerlines. In accordance with PMC 14.20.020, sewer main extensions shall be carried across the full width of the property being served except in those cases where, in the opinion of the city engineer, the utility involved can never, under any circumstances, be extended beyond the property being served. [PMC 14.20 and PMC 17.42]
- A separate and independent side sewer will be required from the public main to the project site. Side sewers shall be 6-inch minimum diameter with a 0.02 foot per foot slope. Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.110 & CS 401(6)]
- If the proposed side sewer is greater than 6-inches, a sanitary sewer manhole shall be provided at the property line.
- Any existing side sewer shall not be re-used for the new facility. A new line shall be run from the existing tee to the building(s) being served. The existing trench shall be used and the old sanitary sewer stub shall be removed. [PMC 14.08.120 & CS 401(16)]
- Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- Grease Interceptors are required for all commercial facilities involved in food preparation. If there is potential for a future tenant to process food as part of the commercial alternative, an external grease interceptor shall be provided in accordance with the current edition of the Uniform Plumbing Code adopted by the City of Puyallup, Puyallup Municipal Code, and City standard details. [PMC 14.06.031(3) & CS 401(5), 402.3]
- The construction of a trash enclosure will require the enclosure pad to be elevated to prevent stormwater run-on and the entire enclosure covered to prevent stormwater inflow into the sewer area drain. [CS 208.1]
- Utility extensions shall be approved and permitted prior to any building permit issuance. [PMC 14.02.130]
- \* Trash enclosures shall be designed per design standard 208.1
  
- **STORMWATER**
  - The comments below associated with stormwater are based on the assumption that the

project will be retaining stormwater onsite. However, there is the possibility of the project being allowed to direct discharge stormwater to the Puyallup River depending on timing of the proposed development. The City currently has plans to extend a direct discharge trunkline to the stormwater basin that serves the project site, but it is not anticipated that the trunkline will be completed until late 2026.

- If the applicant proposes a direct discharge connection to the Puyallup River, the associated conveyance system shall be designed in accordance with the requirements of PMC 21.10.04 and the Ecology Manual, Volume I, Section 3.4.7 and City Standards Section 204.2. Specifically:
  - o The project site must be drained by a conveyance system that is comprised entirely of manmade elements and extends to the ordinary high water mark of the Puyallup River;
  - o The conveyance system between the project site and the Puyallup River shall have adequate conveyance capacity to convey discharges from the proposed (post-development) project, in addition to the discharges associated with the existing basin tributary to the outfall;
  - o All such flows shall remain within all catch basin or manhole rims for a continuous model simulation associated with the September 17, 1969, storm event assuming no backflow influence from the Puyallup River and shall provide greater than one cfs remaining capacity of the system.
  - o The discharge will not cause, or aggravate, downstream flooding problems
  - o The discharge does not reduce natural flows to other streams or wetlands
- If the project pursues vacating 2nd St SE, disconnection of the stormwater main will require a downstream analysis pursuant to design standard 204.2 to ensure the existing pipe system has adequate capacity.
  
- Stormwater design shall be in accordance with PMC Chapter 21.10 and the Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka "Ecology Manual") as adopted by the City Council at the time of project application.
- Stormwater design shall be in accordance with the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW aka "Ecology Manual").
- Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42]
- The project proponent shall complete the stormwater flowchart, Figure 1-3.1 and Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted with the preliminary stormwater site plan and highlight the Minimum Requirements (MR) triggered by the project thresholds.
- NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
- The project proponent is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual. The preliminary stormwater site plan (PSSP) shall be submitted with the landuse application to ensure that adequate stormwater facilities are anticipated prior to development of the property. The preliminary stormwater site plan shall reasonably estimate the quantity of stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
- The written technical report shall clearly delineate any offsite basins tributary to the project site and include 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;



Each section of the TIR/SSP shall be individually indexed and tabbed with each permit application and every re-submittal prior to review by the City. [PMC 21.10.060]

- Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by enlarging the private facilities to account for bypass runoff; providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; or, other methods as approved by the City Engineer. [PMC 21.10.190(3)]
- Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5.
- If infiltration facilities/BMPs are anticipated, the number of infiltration tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 sq. ft of permeable pavement, or one test for each bioretention cell.
- Preliminary feasibility/infeasibility testing for infiltration facilities/BMPs shall be in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:
  - o Groundwater evaluation, either instantaneous (MR1-5), or continuous monitoring (MR1-9), during the wet weather months (December 21 through April 1).
  - o Hydraulic conductivity testing:
    - i.If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (December 21 through April 1) is required.
    - ii.If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, 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.
- Upon submission of the geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3. Provide the long-term infiltration rate calculation in the stormwater report.
- At the time of civil permit application, the project proponent is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060]
  - When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
    - Binary project file (WHM file extension)
    - ASCII project file (WH2 file extension)
    - WDM file (WDM file extension)
    - WWHM report text (Word file)
- For offsite basin inflow: At time of civil application, document compliance with 2019

Ecology Manual, Vol III, Sec III-2.4 (2014 Manual, Vol. III, Appendix III-B, Section 6) for the Offsite Basin inflow.

- Any above-ground stormwater facility shall be screened from public right-of-way and adjacent property per the underlying zoning perimeter buffer requirements in the PMC.
- 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]
- If the proposed project discharges to an adjacent wetland, the project proponent shall provide a hydrologic analysis which ensures the wetland's hydrologic conditions, hydrophytic vegetation, and substrate characteristics are maintained. See Ecology Manual Volume I, Minimum Requirement 8.
  - o Clarify how the wetland hydrology is being maintained. Provide hydroperiod analysis for each wetland in accordance with the DOE Manual, MR8 and Appendix I-D.
  - ? Roof drainage drywells, if used, shall be designed in accordance with City Standards and the DOE Manual.
  - ? Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.
- \* If the project proponent proposes to use bioretention cells for water quality treatment, the following notes shall be added to the civil design plans:
  - "At the completion of the bioretention cells construction, the engineer-of-record shall provide a written statement to the City of Puyallup that the bioretention cells were built per the approved design."
  - "The bioretention soil media (BSM) supplier shall certify in writing that the bioretention soil media meets the guidelines for Ecology-approved BSM including mineral aggregate gradation, compost guidelines, and mix standards as specified in the 2012 Low Impact Development Technical Guidance Manual for Puget Sound. And, if so verified, no laboratory infiltration testing, cation exchange, or organic content testing is required."
- Overflow facilities shall be provided at the low points of the proposed permeable pavement areas to allow safe discharge to the downstream public storm system.
- Trench dams shall be provided at the property line for utilities located below infiltrative facilities including, but not limited to, permeable pavements and bioretention facilities. Reference City Standard Detail 06.01.10.
- Construction of frontage improvements associated with this project will require installation/extension of the stormwater main to accommodate road runoff. The new stormwater main shall be adequately sized to accommodate any upstream basins tributary to main.
- At the time of civil permit application, all pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the TIR:

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

At the time of civil permit application, the project proponent shall provide a conveyance capacity analysis of the existing downstream storm conveyance system to ensure adequate capacity assuming existing conditions for any contributing offsite areas, and developed conditions for the project site.

- All storm drains shall be signed as follows:
  - a) Publicly maintained stormwater catch basins shall be signed using glue-down markers supplied by the City and installed by the project proponent.
  - b) Privately maintained stormwater catch basins shall be signed with pre-cut 90ml torch down heavy-duty, intersection-grade preformed thermoplastic pavement marking material. It shall read either "Only Rain Down the Drain" or "No Dumping, Drains to Stream". Alternatively, the glue-down markers may be purchased from the City for a nominal fee.
- All private storm drainage facilities shall be covered by a maintenance agreement provided by the City and recorded with Pierce County. Under this agreement, if the owner fails to properly maintain the facilities, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense.
- Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application.
- Prior to permit issuance, the project proponent shall post a financial guarantee in accordance with PMC 21.10.160 in the amount of 125% of the cost of the stormwater system.

Engineering Traffic Review - Mico Hutchens; (253) 993-0179; mhutchens@puyallupwa.gov

- Traffic scoping worksheet will be required. 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.

The City has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip and shall be paid prior to building permit issuance.

Based on the preliminary scope of the proposed project, a traffic impact analysis would be required.

Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Park Impact Fee (Per residential dwelling Unit):

Less than 500 sqft \$1,560.05

500 - 999 sqft \$2,313.53

1,000 – 1,999 sqft \$3,291.31

2,000 sqft or more \$4,017.30

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.

3rd St SE is classified as Major Arterial.

Frontage improvements shall consist of curb, gutter, 8ft sidewalks, 10ft planter strip, and streetlights.

Proposed building placement does not meet City entering sight distance standards. Building would be required to be shifted farther away from 3rd St SE to meet sight distance standards at E Main/3rd St SE intersection.

Commercial driveways must be a minimum 15ft wide for one-way, 30ft wide for two-way operation.

AutoTurn analysis required to ensure internal circulation can accommodate the largest anticipated design vehicle.

City recommends an on-site loading zone to accommodate frequent large vehicles (deliveries, moving trucks, Amazon, etc.)

Meeker Festival Street design may require alternate methods for access width and curb radius

The City Puyallup does not have engineering design standards for a Festival Street. City staff would work closely with the applicant to determine the design requirements for this roadway section.

Half-street improvements would be required on E Main & 2nd St SE frontages.

A sight distance analysis will be necessary during preliminary site plan review.

Additional ROW dedication may be necessary.

At the time of civil permit review provide a separate street lighting 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](mailto:PermitCenter@puyallupwa.gov)).

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

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