



City of Puyallup

Planning Division

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www.cityofpuyallup.org

April 07, 2025

Amy Donlan

165 NE Juniper St, #201

Issaquah, WA 98027

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLCUP20240123
PROJECT NAME	American Pride Lending Office & Storage Yard
PERMIT TYPE	Conditional Use Permit
PROJECT DESCRIPTION	We propose to convert the existing single-family residence on-site to a business office for American Pride Lending, LLC. This request is to use the building as an office and the remaining property as a storage yard for the trucking business as an accessory use. The office can be conditionally approved in the RM-20 zone which is the current property zoning. This site is proposed to be rezoned sometime in 2025 at which time this use will be permitted outright under the new code.
SITE ADDRESS	212 TODD RD NE, PUYALLUP, WA 98372;
PARCEL #	0420222008;
ASSOCIATED LAND USE PERMIT(S)	
APPLICATION DATE	December 22, 2024
APPLICATION COMPLETE DATE	January 28, 2025
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	N/A – Active permit application, not approved

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

Re-submittal Instructions

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

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

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

3

Click 'Upload Documents' at bottom of the page.

How to use this letter

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

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

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

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

Corrections

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

- PMC 20.25.040 (2) requires that in all RM zones there shall be landscaping of an area equivalent to or greater than the percentage of the net lot areas as set forth in Table 20.25.020 (13). Please show calculation on landscape plan set that shows this requirement is being met. The 20% only needs to be calculated for the area that Planning has highlighted as proportional area for use on the site plan.

PMC 20.25.020(3) - Minimum landscaped area by percentage of net lot area for attached units: 20%

- If proposed, please provide elevations for trash/recycling visual barrier that meet the following code requirements:

PMC 20.25.040 (8) Trash and Recycling Receptacles. Except on trash pick-up days, all trash receptacles shall be screened from neighboring properties and public rights-of-way by an opaque visual barrier no lower than the maximum height of the receptacles. All recycling areas shall be screened in a manner consistent with trash receptacles under this subsection.

- Please show on site plan and landscape plan and include proposed height, material, etc. for appropriate screening.

Per PMC 20.25.040 (3)(c), "In no event shall any RM-zoned property be used for the purpose of storing for any period of time any vehicle intended for commercial use such as a truck tractor, truck trailer or other truck having more than two axles, unless such vehicle is stored within a building or is otherwise screened so as not to be visible from another property or from any public right-of-way."

Fencing will need to meet PMC 20.25.040 (5) - Fences & Walls standards.

(5) Fences and Walls. Except as regulated in subsection (10) of this section, and as regulated in PMC 20.58.005(2), fences and walls constructed in the RM zones shall not exceed a maximum height above the adjoining grade as set forth in this subsection:

(a) Fences and walls located within 20 feet of a front lot line shall not exceed a height of three and one-half feet, except that open-wire, welded-wire, chain-link, split-rail or similar fences may be as tall as five feet in height.

(b) Fences and walls located within the rear yard or interior side yard shall not exceed a total height of six feet.

(c) Fences and walls located within the street side yard shall not exceed a total height of six feet; provided, however, that any portion of a fence or wall from the corner of the front and street side lot line for a distance of 20 feet along the street side lot line shall not exceed the height limitations outlined in subsection (5)(a) of this section.

(d) Fences and walls constructed within the building area of a lot may be as high as the building existing within said area.

(e) Except as regulated by subsection (5)(a) of this section, whenever any multiple-family or office use is to be established on property adjacent to RS-zoned property, there shall be a 10-foot landscaped yard setback and a six-foot masonry wall or solid wood fence shall be established and maintained between such uses and the RS-zoned property. Additionally, required landscaping adjacent to this wall or fence shall include trees or other vegetation that will within five years of planting exceed the height of the fence or wall. For purposes of this paragraph, "adjacent" means that the properties share a common property line.

(f) The provisions of this subsection shall apply only to fences and walls built on or after December 31, 1987. Fences and walls built before that date shall be considered as legal nonconforming structures, and shall be subject to the applicable provisions of Chapter 20.65 PMC.

- Sight distance requirements will need to be met on the final landscape plan set

submitted with the civil permit application. Please ensure that all plantings along Todd Rd NE are meeting PMC 20.25.040 (10). Sight distance triangle will be required on the final landscape plan w/utility overlay for civil application.

(10) Sight Distance Requirements. At all street, alley and driveway intersections there shall be a triangular yard area within which no tree, sight-obscuring fence, shrub, wall or other visual obstruction shall be permitted higher than 30 inches above the adjacent street, alley or driveway grade. This triangular area shall measure as follows:

(a) At any intersection of two street rights-of-way, two sides of the triangular area shall extend 20 feet along both property lines abutting the street right-of-way lines, measured from their point of intersection. For the purpose of this paragraph an alley shall be considered as a street.

(b) At any intersection of a driveway with a street or alley, the sides of the triangle shall extend 10 feet along the street or alley right-of-way and 15 feet along the edge of the driveway, measured from their point of intersection.

(c) The provision of this subsection shall be in addition to any other sight distance protection requirements of the city, and in the event of conflict between requirements, the more restrictive shall apply.

- Please show any proposed exterior mechanical equipment on plan sets. They will need to meet PMC 20.25.040 (11) standards for exterior mechanical equipment.

(11) Exterior Mechanical Equipment. Large mechanical equipment shall be screened from surrounding residentially zoned properties and public rights-of-way. Minor utility equipment, such as small generators, utility meters, air conditioners, or junction boxes, which are less than three and one-half feet in height, shall be exempt from screening requirements. Alternative methods for screening may include the use of building or parapet walls, sight-obscuring fencing and/or landscaping, equipment enclosures, consolidation and orientation of devices towards the center of the rooftop, and/or the use of neutral color surfaces.

- Please include calculation on landscape plan set that displays how the following requirement is being met if there is 10,000 square feet or more of paved area.

Per PMC 20.58.005 (1) All paved areas of over 10,000 square feet shall have at least five percent of all paved areas landscaped to provide shade to reduce the heat island effect related to paved surfaces, reduce storm water runoff, improve air quality, provide visual breaks to large paved areas and improve general appearance. Perimeter landscaping shall not be calculated as part of the required amount of internal parking lot landscaping. Internal parking lot landscaping design and spacing shall conform to

the "Type IV" landscaping standards contained in the city's vegetation management standards (VMS) manual.

In order to further mitigate the impacts of more substantial expanses of paved areas on development sites, the following shall apply:

(a) In the event that a project provides 20 percent more than the required minimum number of parking stalls (per PMC 20.55.010) for a specific use or group of uses on a development complex site, or in the event that the total sum of paved areas on a site exceeds 100,000 square feet, at least 10 percent of all paved areas shall be landscaped in accordance with this section and the vegetation management standards (VMS) manual.

- Proposed parking stalls appear to meet the required amount of parking per the use. However, please include parking calculation on site plan (gross floor area of professional office / 300 SF = parking stalls required) per PMC 20.55.010.
- A final landscape plan with utility overlay will be required as part of your civil permit application. Final landscape plan w/utility overlay will be required to meet VMS standards and PMC 20.58.
- If any outdoor lighting is proposed, it will be required to meet the following code section.

PMC 20.25.040 (19) Outdoor Lighting. Building-mounted lighting shall be directed away from other residential structures and/or windows as to not create direct illumination, shall be shielded as to avoid glare from exposed bulbs off site and shall use necessary means to avoid excessive light throw. Light illumination shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Light fixtures shall include all necessary refractors within the housing to direct lighting to areas intended to be illuminated. The director shall retain the right to require a photometric plan to ensure compliance with these standards.

- The critical area report may need to be updated to address the impacts to critical areas and associated buffers due to the area of the site that is required to be paved.
- Additional Submittal Item Required:
Non-Residential Design Review application (to be included with your land use or building permit application). Your project is subject to administrative design review for non-residential style buildings see PMC 20.26.300 for specific design standards.

Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your land use permit (any permit beginning with a "PL") or a building or civil permit (any permit beginning with a "PR").

Please download the application form at
<https://www.cityofpuyallup.org/DocumentCenter/View/16334/Design-Review-Worksheet---Nonresidential?bidId=>

- Area proposed for outdoor storage shall be proportionate in size and impact to the proposed professional office use. Amend site plans to establish clear limits of area on site that will be used for professional office and associated screened parking. See clouded area to see approximate limit of area. [plans, pg. 1]
- This area will need to be proposed to be paved as part of the CUP (driveway, parking stalls, proportionate outdoor storage area). [plans, pg. 1]
- The area of proposed associated storage cannot should be proportionate to the are being proposed for professional office. Update the CUP application, narrative, plans, and other associated reports to reflect:
 - Use of existing structure for professional office use
 - Associated parking with professional office use (paved)
 - Associated paved outdoor storage per PMC 20.25.040 (3)(c), see redlines on plans for area
 - CUP to be reviewed under RM-20 zoning
 - Mitigation of critical area that was previously graveled
 - Remainder of previously graveled area should remain, graveled and not usable for outdoor storage as part of CUP. Remainder of site may be paved and used when zoning changes to ML.
- Eastern perimeter landscape buffer to taper out to 15ft where outdoor storage begins [landscape plan, L-1]

Building Review - Stan Kinnear; ; SKinnear@puyallupwa.gov

- "At least one accessible route within the site shall be provided from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance served", per 2021 Washington State Building Code, 1104.1. Accessible routes shall be provided with Floor surfaces which are stable, firm, and slip resistant, and shall comply with Section 302. Changes in level in floor surfaces shall comply with Section 303, per the Washington State Accessibility Code. Identify where and how the the accessible route will be provided, which should include the materials used to address the stability and slip resistant requirement.
- When providing a change of occupancy for an existing structure, the Washington State Existing Building Code state that the "Existing buildings that undergo a change of group or occupancy shall comply with Section 306.7." When reviewing the section 306.7 for the Washington State Existing Building Code, we find that the toilet facilities are part of the primary function. This will require that there is a accessible toilet facility and that there is an accessible route to the toilet facilities, Washington State Existing Building Code, Section 306.7.1
- The existing ramp that is on site appears to be the accessible entrance to the facility. The ramp will need to follow Washington State Building Code, Section 1012.

Engineering Review - Jamie Carter; (253) 435-3616; JCarter@puyallupwa.gov

- Gravel for new projects is not permitted. Review PMC 20.30.045(3)(c) and submit plans for paved storage area and access. Include accessible route to the structure for ADA purposes.
- According to the Infiltration Evaluation completed in June of 2022 this project appears to have limited ability to infiltrate and has not demonstrated at this early stage that treatment and detention is the only option. Page 5 of the SW Report indicates that permeable pavement cannot be installed because there is no space for permeable, but that is not how it is evaluated through the ecology manual. The permeable criteria is infiltration rate and depth to groundwater. The city is aware that permeable pavement is not preferred for areas of heavy truck traffic, but it must be shown through the methods in the 2019 SWMMWW that infiltration BMPs are infeasible and if they are not, then appropriate infiltration BMPs shall be evaluated and proposed.
- Prior to construction, engage with the Department of Ecology to obtain a Construction Stormwater General Permit.
- Include all relevant City Standard Details in the civil plan set.

- Stormwater Operations and Maintenance Manual should be focused on post construction maintenance. See the city's page for Operations and Maintenance Manuals here:

<https://www.cityofpuyallup.org/2157/Operations-and-Maintenance>

Include brief project-specific overview and use the city's SMP and individual BMPs to populate the Manual. This is a stand alone document that must be recorded prior to occupancy. Submit draft O&M Manual with civil submittal.

- Storm Water Pollution Prevention Plan should be a stand alone construction document. Submit stand alone SWPPP with civil submittal and include brief project description, CESCL name and contact (or blank spaces for fill in at pre construction meeting). See the 2019 SWMMWW for SWPPP guidance.
- Update all project documents to current project. Geotech report is specific to Townhome construction. Other documents need to be revised as well.
- Storm facilities, other underground utilities and paving shall be rated for the heaviest vehicle load anticipated. Provide information about daily axle loads and pavement and utility ratings.
- Existing gravel is not an adequate erosion and sediment control for preventing trackout onto city streets from construction sites. Revise TESC plan to incorporate SWMMWW BMPs for controlling track out from construction sites.
- Show existing on site utilities. Is the existing house on septic? Show all pipes, connections, tanks, drainfields and other existing infrastructure. What is the plan for sewage generated by the house? Provide as much detail as is possible within the parameters of each civil sheet.
- See Comment #2. Infiltration must be evaluated according to the methods and BMPs in the 2019 SWMMWW.
- Revise all references to the 2019 SWMMWW and adhere to that version of the manual for storm design and evaluation.
- Update report to reflect current conditions (gravel with no drainage infrastructure).

Conditions

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publically visible location.	Planning Division	Resolved
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved
Standard Conditions	To be provided with Civil submittal:	Traffic Division	Open

Condition Category	Condition	Department	Condition Status
	<p>City Standard Commercial Driveway will be required – minimum 30ft width</p> <p>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. -Want to ensure vehicles will not be backing into the property.</p> <p>At the time of civil permit review provide a separate pavement striping plan (channelization) sheet for the city to review.</p> <p>On-site monument signage, landscaping, and street trees must be located outside sight distance triangle.</p>		

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