



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 #PLPRE20250052

DATE: July 02, 2025

TO: Contour Engineering LLC

PROJECT NAME: Bass Pro Warehouse Connection

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: The project proposes to construct an access connection between two adjacent properties with limited site redevelopment activities. The Valley Avenue Yard site is proposed for use as trailer parking & storage, serving the existing warehouse building/property. An internal, direct access connection between the two sites is required for efficiency, and would reduce the amount of truck and trailer traffic using Valley Avenue.

SITE ADDRESS: 1036 VALLEY AVE NW, PUYALLUP, WA 98371; 1042 VALLEY AVE NW, PUYALLUP, WA 98371; 1212 VALLEY AVE NW, PUYALLUP, WA 98371;

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process. You can find more information and review comments on the [online permit portal page](#).

Meeting Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or Gabriel Clark, Planning Technician at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

Planning Review - Jillian Hulse-Lew; (253) 770-3330; JHulseLew@PuyallupWA.gov

- Please estimate the total top soil required to meet the 8 inch minimum soil standard for all landscaped areas in cubic yards. The contractor will be required to submit delivery sheets and demonstrate compliance with top soil required and specified on plans at the time of final inspection.
- Refer to "2023_11_07 Valley Ave Yard - Revised LS Plans (Flattened) (1)" from permit PRCCP20231180 (provided within Documents & Images).

The total area (in square feet) of on-site landscaping which is being removed to accommodate the proposed internal access road must be replaced in the same landscape bed. The existing landscape bed which is being paved will need to be re-shaped and widened to replace the landscape area lost due to the access drive. All vegetation to be moved on site to accommodate the new access connection shall be like-for-like to the existing landscaping.

- Existing trees to be retained must be clearly marked on the final clearing and grading plan, and final landscape plan. Tree protection fencing and signage shall follow the city standard detail, see appendix 20.5. Standard detail shall be included on all plan sets with vegetation which is scheduled for retention and protection. All critical root protection zones (CRPZ) shall be shown on plan sets in diameter from the center of the tree. In determining tree CRPZ, the following standards shall be used. In establishing the extent of the Critical Root Protection Zone (CRPZ) for individual significant trees, groupings of significant trees, a stand of significant trees, or a heritage tree the following formula shall be used: Individual tree diameter (in inches) X 2, converted into feet = CRPZ, in diameter (Example: 20" tree X 2 = 40' CRPZ diameter).

The following minimum performance standards shall be used to determine the extent of allowable impacts to the CRPZ of significant trees:

For significant trees, a minimum of 50 percent of the critical root zone must be preserved at natural grade, with natural ground cover. The protection zone may be irregular. The plan set shall provide a total square footage of CRPZ area and show the % of disturbance area. For heritage trees, a minimum of 75 percent of the critical root zone must be preserved at natural grade with natural ground cover. The protection zone may be irregular. The plan set shall provide a total square footage of CRPZ area and show the % of disturbance area. No cut or fill greater than four (4) inches in depth may be located closer to the tree trunk than $\frac{1}{2}$ the CRPZ radius distance. (Example, 20-inch DBH tree has a 40' CRPZ area (in diameter) - meaning no cut or fill greater than 4" in depth is allowed within 20' of the tree trunk). No cut or fill within the distance from the tree which is three (3) times the trunk DBH is allowed. (Example, 20-inch DBH tree X 3 = 60", meaning no cut is allowed within 60-inches of a tree which has a 20-inch diameter trunk).

These criteria represent minimum standards for determining whether or not a tree may be required to be retained. Greater impacts may be allowed, provided that all design alternatives have been proven unfeasible and that a pre-conditioning and after care mitigation program is established. See section 10.1 of the VMS, and referenced appendices for more information.

- Add the following note to the landscape plan:
"A minimum of eight (8) inches of top soil, containing ten percent dry weight in planting beds, and 5% organic matter content in planting areas, and a pH from 6.0 to 8.0 or matching the pH

of the original undisturbed soil. The topsoil layer shall have a minimum depth of eight inches (8") except where tree roots limit the depth of incorporation of amendments needed to meet the criteria. Subsoils below the topsoil layer should be scarified at least 6 inches with some incorporation of the upper material to avoid stratified layers, where feasible. Installation of the eight inches (8") of top soil, as described above, shall generally be achieved by placing five inches (5") of imported sandy-loam top soil into planned landscape areas (sub-base scarified four inches (4")) with a three-inch (3") layer of compost tilled into the entire depth."

- The following standards shall apply to street trees and all plantings on-site:

Street tree soil requirements. See section 8.2 of the VMS. Copy and paste the applicable section for street tree top soil and place on plans as requirement to meet the city standards. Root barriers, in accordance with city standards, are required for all street trees. A minimum of 8' of linear protection along the edge of the sidewalk adjacent to the street tree shall be provided, using a minimum 24" deep root barrier panels. See city standards #01.02.07 and #01.02.03 for further details. Please be aware of the following standards in the VMS and Public Works Engineering and Construction Standards (found here: www.cityofpuyallup.org/1445/100---Roadway) as they apply to street trees: Integrate city standard detail 01.02.03 – root barrier detail. Integrate city standard detail 01.02.07 – street tree planting detail. Section 8.3 of the VMS requires (4") of organic compost mulch or wood chips. Integrate city standard detail 01.02.08a – soil amendment and depth.

NOTE: Top soil placement/installation specs, depth and quality standards can be found in section 8.2 of the VMS. For new construction, cut and paste ALL of section 8.2(b) of the VMS into the planting notes/details of the final landscape plan sheets. Section 12.3 (d) specifies minimum size and plant quality requirements. 1" DBH minimum for most new street trees. Integrate the Street Tree Installation Standards Table (page 25 of the VMS) into plan sets. Please observe required spacing standards, as outlined in the table, when preparing drawings. The city has required species mix requirements based on the quantity of street trees to be planted as a part of the project. See section 12.6 of the VMS for more information. Some common species of street trees are prohibited due to overuse and other reasons. Please check section 12.11 when specifying species to be planted.

The city's policy is to plant the largest canopy tree for the rooting/overhead space available (section 12.4, VMS). Please note this when specifying tree species for the planter strip.

- Please refer to PMC 20.35.035 (4) for outdoor lighting requirements:
(4) Outdoor Lighting. Building-mounted lighting and aerial-mounted floodlighting shall be shielded from above in such a manner that the bottom edge of the shield shall be below the light source. Ground-mounted floodlighting or light projection above the horizontal plane is prohibited between midnight and sunrise. All lighting shall be shielded so that the direct illumination shall be confined to the property boundaries of the light source.
- Please refer to PMC 20.55.010 (32), Number of parking spaces required:

(32) Warehouse and storage facilities: one space for each 2,000 square feet of gross floor area.

(a) Establishments having not more than 20,000 square feet of gross floor area, on a single parcel of land and/or within a single development, shall provide one space for each 2,000 square feet of gross floor area.

(b) Establishments having more than 20,000 square feet but not more than 100,000 square feet of gross floor area shall provide one space for each 2,500 square feet of gross floor area.

(c) Establishments having more than 100,000 square feet of gross floor area shall provide one space for each 3,000 square feet of gross floor area.

(d) Mini-warehouse or commercial storage locker establishments shall provide off-street parking to the extent required for office space or other uses accessory to the primary use;

Please note that any parking that is lost as part of this internal connection on the west parcel will need to be replaced elsewhere on that site if the minimum parking requirements will not be met.

- Please refer to the following code sections which provide options to reduce the required parking rate:

- 20.55.030, Location of required parking and leased parking:

- <https://www.codepublishing.com/WA/Puyallup/#!/Puyallup20/Puyallup2055.html#20.55.030>

- 20.55.045, Use of common parking facilities:

- <https://www.codepublishing.com/WA/Puyallup/#!/Puyallup20/Puyallup2055.html#20.55.045>

- 20.55.050, Joint use of parking facilities:

- <https://www.codepublishing.com/WA/Puyallup/#!/Puyallup20/Puyallup2055.html#20.55.050>

Please note that this project will need to include a parking audit for the western parcel in a table format that demonstrates that the development is meeting the minimum parking requirement for the permitted use. This table shall include the following: the required number of parking spaces, the existing number of parking spaces, and the proposed number of parking spaces. The parking on the eastern site will not require a parking audit for this project based on the scope of work.

- Lights poles shall be placed 10' from on-site trees and street trees. Refer to page 26 of the VMS (Vegetation Management Standards) Manual for street tree installation standards for large trees (Class V).

Height of light poles: The maximum permitted height of lights poles for this project (excluding the light poles closest to the property line along Valley Ave NW) is 50 ft.

The maximum permitted height of the light poles closest to the property line along Valley Ave NW must comply with the maximum building height standards identified in PMC 20.35.023: Structures in MP and ML zones shall be subject to the following building height requirements: (1) The maximum building height shall be equal to the proposed building setback within the first 35 feet of setback from an adjoining public street or residential zone. The maximum building height may be increased by one and one-half feet for each additional one foot of setback in excess of 35 feet up to the maximum permitted building height set forth in Table 20.35.020.

(2) Building heights within required setbacks shall be measured from the grade of the public sidewalk or centerline of the public street adjoining the site, or from the grade of a property line adjoining a residential zone.

(3) In order to achieve a building height greater than the maximum permitted building height, those buildings located 500 feet or further from any residentially zoned property shall be eligible for one or more of the height bonuses described by this section, subject to the maximum bonus provisions of this subsection.

Where parking is provided incidentally 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 10 feet shall be permitted. The sum of building height bonuses provided under subsections (1), (2) and (3) of this section shall not exceed 25 feet.

- Question from applicant: 1. Please confirm if a SEPA review will be required for this project.

SEPA is not required based on the scope of work in this project.

Building Review - Brian Snowden; (253) 435-3618; BSnowden@puyallupwa.gov

- Review Comments:
 1. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to the project. Current codes are the 2021 Washington State codes with Puyallup amendments. In general, local amendments other than administrative processes are limited to Fire Code elements for Fire Alarm, Fire Flow, Fire Sprinklers and Fire Access. Please see the Puyallup Municipal Code chapter 16 and 17.
 2. The connection of the two parcels is not within Building's scope.
 3. The preliminary site plan shows a new gate and new yard lights, both of which may require a Building Permit. A single Building Permit may encompass both items (as applicable).
 4. The foundation and anchorage of the lights will need to be engineered. Structural plans and calculations; reviewed, stamped, and signed by a Washington State licensed engineer will be required at the time of submittal. The new lights must meet applicable Washington State Energy Code requirements. The light fixture and electrical will be under the jurisdiction of the Washington State Department of Labor and Industries (L & I).
 5. Permits are typically not required for Manual-only gates under 7 feet.
 6. Automatic (motorized) gates are subject to additional design, safety, and installation standards. Even if they are under 7 feet, they must comply with requirements such as construction per ASTM F2200 and use of UL 325 listed openers. Power-operated (automatic) gates must be able to be opened manually in the event of a power failure.

-- Building General Notes:

- a. All electrical is permitted by the Washington State Department of Labor and Industries (L & I).
- b. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard.

If you have any other Building related questions for this project, please reach out to me at bsnowden@puyallupwa.gov. No other Building comments at this time.

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

- Parcel 0420163077 will be required to ingress/egress only from the internal access proposed on the southwest corner of the property. The current access to Valley Ave must remain shut

and will likely be required to maintain emergency vehicle access via Knox box or similar device.

Engineering Review - Sam Morman; (253) 841-5411; SMorman@PuyallupWA.gov

- CIVIL PERMIT APPLICATION
 - Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed. Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
 - Civil engineering plan review fee is \$670.00 (plus an additional per hour rate of \$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:
 - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
 - The scale for design plans shall be indicated directly below the north arrow and shall be only 1"=20' or 1"=30'. The north arrow shall point up or to the right on the plans.
 - Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
 - All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.
- STORMWATER/ EROSION CONTROL:
 - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW) and City Standards, Section 200 (Stormwater System Requirements).
 - Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 21 through April 1).
 - Hydraulic conductivity testing:
 - If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 21 through April 1) is required.
 - If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.

- Testing to determine the hydraulic restriction layer.
- Mounding analysis may be required in accordance with Ecology Volume III Section 3.3.8.
- A survey prepared by a registered surveyor, showing the following is necessary for projects exceeding 2,000SF or more of new plus replace hard surfaces as defined by the 2019 Ecology Manual:
 - Existing public and private development, including utility infrastructure on and adjacent to the site if publicly available
 - Major hydrologic features with a streams, wetland, and water body survey and classification report showing wetland and buffer boundaries consistent with the requirements of the jurisdiction
 - Minor hydrologic features, including seeps, springs, closed depression areas, drainage swales.
 - Contours requirements for the survey are as follows:
 - Up to 10 percent slopes, two-foot contours.
 - Over 10 percent to less than 20 percent slopes, five-foot contours.
 - Twenty percent or greater slopes, 10-foot contours.
 - Elevations shall be at 25-foot intervals.
 - The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
 - The applicant shall include a completed stormwater flowchart, Figure 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:
https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/VolumeI/MRsForNewDevelopmentAndRedevelopment/ApplicabilityOfTheMRsToNewDevelopmentAndRedevelopment.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%257C1-3%2520Minimum%2520Requirements%2520for%2520New%2520Development%2520and%2520Redevelopment%257C____3
 - Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; enlarging the private facilities to account for bypass runoff; or other methods as approved by the City Engineer.
[PMC 21.10.190(3)]
 - The following items shall be included at the time of Civil permit submittal:
 - A permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility sizing, and overflow control shall be

summarized in a written report. [PMC 21.10.190, 21.10.060]

- A written technical report that clearly delineates any offsite basins tributary to the project site and includes the following information: [PMC 21.10.060]
 - the quantity of the offsite runoff;
 - the location(s) where the offsite runoff enters the project site;
 - how the offsite runoff will be routed through the project site.
 - the location of proposed retention/detention facilities
 - and, the location of proposed treatment facilities
- A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land. The link below may be used to obtain information to apply for this permit:
<http://www.ecy.wa.gov/programs/wq/stormwater/construction/>
- Stormwater Retention/Detention Facilities:
- Any above-ground stormwater facility shall be screened in accordance with planning requirements.
- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. [PMC 21.10 & DOE Manual, Vol. V, Pg 10-39 and Pg 10-9]
- A minimum of 5-feet clearance shall be provided from the toe of the exterior slope/embankment to any tract, property line, fence, or any required vegetative buffer. [PMC 21.10 & CS 206]
- Overflow facilities shall be provided for any proposed detention/retention (R/D) facilities in accordance with the City Standards. This includes a downstream analysis a minimum of ¼ mile downstream from the site.
- A Stormwater Systems Development Charge (SDC) will be assessed for each new single-family residence. The current SDC as of this writing is \$4,146.50 per unit. [PMC 14.26.070]

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

- Project Narrative, question 2.
The submitted plans do not show any new enclosed building or gross floor area added. A traffic study is not required.

Parcel 0420163077 will be required to ingress/egress only from the internal access proposed on the southwest corner of the property. The current access to Valley Ave must remain shut and will likely be required to maintain emergency vehicle access via Knox box or similar device. See fire comments for clarification

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 the time of the building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items, and accessibility requirements that may apply to the plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

1

Log in 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 the 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 the 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.*