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 #PLPRE20250058

DATE: August 27, 2025

TO: Nathan L Miller

PROJECT NAME: UPMU-Bell Place

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APP MEETING: CONSTRUCTION OF A 5 STORY MULTI-FAMILY BUILDING WITH 100 RESIDENTIAL UNITS. 70 PARKING SPACES IN A GROUND FLOOR PARKING GARAGE. LOBBY AND LEASING OFFICE ON LEVEL 1 AND AMENITY DECK AND DOG RUN ON LEVEL 2.

SITE ADDRESS: 204 4TH ST SW, PUYALLUP, WA 98371;

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. We look forward to working with you on the completion of this project.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the RM-Core zone district and the High Density Residential (HDR) Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards. Proposed use for a multi-family apartment building is a permitted use in the RM-Core zone (PMC 20.25.010).

- Landuse Permit: The first required stage for this project will be the Preliminary site plan application. Application form can be downloaded from the City's website at https://www.cityofpuyallup.org/DocumentCenter/View/10804

- Design Review: Design Review application required as separate permit application; submit concurrently or after submitting PSP application.

  The project is located in the Downtown Design Guidelines Review Area. The project is therefore subject to design review by the Design Review and Historic Preservation Board (DRHPB) because it meets one of the following scopes of work: all new development projects of any size; or exterior alterations, redevelopment or additions to existing buildings that affect: 25% of an exterior elevation that is a street or alley-facing façade; or 50% of an exterior elevation that is facing a side lot line or adjacent property; buildings constructed prior to 1949. Additional thresholds apply to RM zoned parcels. See the Downtown Design Guidelines (DDGs) pg. 4-5 for more details.

  This design review is a separate permit application. The application form can be downloaded from the City website here: www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application_2020. Please submit this application form through the City's online permit portal by applying for the Planning permit called "Downtown Design Review". The Downtown Design Guidelines can be downloaded at www.cityofpuyallup.org/DocumentCenter/View/1362/Downtown-Design-Guidelines-. Your project will be reviewed by the Board who will approve, approve with conditions or deny your application. Contact the case planner for further details. Your design review meeting with the Board cannot be scheduled until your preliminary site plan permit, has been issued its first Design Review Team Comment (DRT) comment letter. Therefore, your design review permit will need to be submitted concurrently or after your landuse permit has been submitted.

- Environmental (SEPA) Review
  This project requires SEPA environmental review. SEPA will be reviewed in conjunction with the preliminary site plan application and submitted as part of that application, rather than as a separate permit.

  Consolidated SEPA Checklist OPTION – AOB and Bell Place
  Because the AOB and Bell Place projects are intended to be applied for and constructed as a single, coordinated development, the applicant may elect to submit one consolidated SEPA checklist. This checklist should include:
  - A combined project description for both sites
  - A single traffic analysis addressing the impacts of both buildings together

  Alternatively, the applicant may choose to submit separate SEPA checklists and traffic studies for each project. We will coordinate with the applicant team to determine the most appropriate approach.

- Setback menu options on W Pioneer, 4th St SW, and W Meeker:

  All three street frontage setbacks will need to meet 20.25.0215. The proposed 5ft setback proposed is acceptable since the entrance spaces on each frontage meet b-e noted below.

Note that if the project is changed to not include these required elements, then a 10ft setback would be required on these frontages.

Front yard and side-street setback options - The following front yard and side-street setback options are available in the RM-Core zone. The following front yard and side-street setback options are also available in the RM-20 zone when located in the downtown planned action area:

(1) Ten-foot minimum setback.
(2) Five-foot minimum setback, subject to the following requirements:

(a) Entrances serving single units shall have either a minimum 50-square-foot outdoor entrance landing or an entrance threshold that is at least seven inches above the abutting sidewalk level.

(b) Entrances serving multiple units shall have an outdoor entrance landing that is at least 50 square feet per unit served by said entrance or 100 square feet, whichever is less.

(c) Entrance landings are at least three feet higher than the elevation of the street or street sidewalk level and do not extend into the required setback.

(d) Entrance steps may extend into the required setback to give visual emphasis to entries and to connect entrance landings with the right-of-way sidewalk.

(e) The area between the front or side-street lot line and the building shall be landscaped with a mixture of shrubbery and trees sufficient to achieve 75 percent ground coverage within a three-year period. At least 20 percent of the vegetation necessary to achieve required coverage shall consist of deciduous and/or evergreen trees.

- Rear Yard Building Setback: 0 ft

  Proposed 5ft rear setback (west property line), is acceptable.

- Max Lot Coverage (Maximum lot coverage by percentage of net lot area): 90%

  Site area is 27,675 sf; max allowed lot coverage is 24, 907 sf.

  Upon preliminary site plan submittal, please provide calculation confirming that 90% lot coverage is not exceeded.

- Building Height
  Base Building Height: 50ft
  Bonus for design building with parking located under the building utilizing a minimum of 60 percent of the building footprint area: 5 ft

  Total max building height with bonus: 55ft

  Bonus height shall not be allowed for the portion of a building located within 100 feet of an RS single-family zone district; project is NOT located within 100ft of an RS zoned site.

- Landscaping Requirements: PMC 20.58 outlines landscaping requirements. 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. The City also has a companion design manual – the Vegetation Management Standards (VMS) manual – found here: www.cityofpuyallup.org/puyallupvms. Please consult both the code landscape code section and the VMS for a full list of landscape requirements.

- Landscape yards: 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. 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. 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. Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- Minimum landscaped area by percentage of net lot area for attached units: 10%

  Site area 27,675, min landscaped area req. 2,767 min area.

  Project will need to provide 10% net lot area in landscaping per PMC 20.25.020 (13). Rooftop gardens could apply. If rooftop garden space is provided, and the landscaped areas are part of a green roof (LID storm facility), a 10% off street parking reduction may apply.
- On street parking on 4th Street between Meeker and Pioneer (both sides) is restricted to Police use only. This will remain in place post-development.
- Design Review: Downtown design guidelines will require upper floor step backs, see 3.B.3 and 3.B.5. No administrative deviation is available for this standard. A development agreement would be needed to completely waive this requirement.
- 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.
- Parking
  PMC 20.55.010 Number of parking spaces required: Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses in the downtown planned action area: one parking space per dwelling unit

  The proposed reduced parking rate of 0.7 stalls/Dwelling unit can only be allowed via a development agreement. There is not an administrative avenue to allow this deviation from the required 1 stall/dwelling unit requirement in the parking code.

- Street benches and bike parking racks will be needed on main street frontages (2 each on Meeker/Pioneer).
- Soil Cells: Soil cells will be required under the entire length and width of the sidewalk along W Pioneer to facility healthy street tree growth in the undersized street tree cutouts that were

approved via an alternative methods request for the previous development proposal for this project.

- Volcanic Hazard Area: The site is within a volcanic hazard area. No specialized report is required for this scope of work.

  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.

  No special reports are required for this critical area.

- Critical Aquifer Recharge Area: The proposal is located within a Critical aquifer recharge areas. However, no hydrological report is required for this proposal.

  Reporting requirements vary based on the proposed use of the property. Most land subdivisions for example, 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.

- Cultural Resources Survey: A cultural resources survey was required to be completed as a condition of the last development. No further action is needed in terms of cultural resources review.

  https://permits.puyallupwa.gov/Portal/Planning/GetFile/163717

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

- --General Building Notes

1. Building plans must comply with the currently adopted City of Puyallup codes (RCW 19.27). NOTE: 2024 State Building Code enforcement date scheduled for November 2026, check the State Building Code Council website for updates.
2. Truss Plans for TJI or BCI's and Truss Specifications are required at the time of submittal.
3. Separate ROW permits may be required for pedestrian and barrier protection. See State Building Code chapter 33 for minimum safeguards during construction.
4. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard
5. All electrical work is permitted through Washington State Department of Labor & Industries (L&I).
6. Separate demolition permit: air quality compliance, detailing utility service caps and storm water management may be required.
7. Separate ROW permits may be required for pedestrian and barrier protection. See State Building Code chapter 33 for minimum safeguards during construction.
8. Permit submittals must include building statistics supporting construction type, height, and allowable area (2021 Washington State Building Code).
9. We recommend designing private property accessible slopes at 1 ½% to meet 2% maximum slopes.
10. Include full energy code compliance documentation (worksheets and supporting documents per compliance path).

--Project Notes

1. A Geotechnical Soils report will be required.
2. Building plans will need to be complete with all building, structural, mechanical, plumbing, energy code items and accessibility requirements that apply to the project. Building plans must comply with the currently adopted City of Puyallup codes (RCW 19.27 & PMC 17.04.030). 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.
3. Structures greater than 4,000sq.ft. must be designed by, or have the design directly supervised by a Washington State registered design professional. All drawing sheets must be stamped and signed by the registered design professional(s).
4. Construction Type: Application lists Type VA. Per 2021 WSBC Table 504.4, allowable number of stories is 4 above grade plane. If using IBC 510.4, discuss required construction type and fire rating. Please ensure maximum stories and building areas are met per chapter 5 of the Washington State Building Code. Construction plans should include area calculations to demonstrate compliance with section 506.
5. Provide area calculations for mixed-use occupancy.
6. Buildings containing residential units, that are more than 3 stories tall, and/or with dwelling units that are accessed from interior corridors or other interior spaces are considered Commercial Buildings per the 2021 Washington State Energy Code and must be designed per the Commercial edition of the Energy Code.

--Garage Specific Notes

1. Vehicle charging stations will be required with new parking under the 2021 Washington Building Codes (WAC 51-50-0429). Please review these standards for parking and additions as applicable. Where a building contains more than one occupancy, the electric vehicle charging infrastructure percentages of Table 429.2 shall be applied to the number of spaces required for each occupancy.
2. Construction Type: Application lists Type VA. Per 2021 WSBC Table 504.4, allowable number of stories is 4 above grade plane.
3. Garage must have an accessible means of egress.
4. Enclosed parking garages and auto repair spaces must have mechanical ventilation per Sections 403 and 404.
5. Waste storage in garage must comply with 2021 WSFC §304.3. Demonstrate protection measures for the waste area shown on plans.
6. At time of Preliminary Site plan application please provide verification that "The storage area shall be designed to meet the needs of the occupancy, efficiency of pickup, and be available to occupants and haulers." IBC 430.1.
7. Garage must have an accessible means of egress.
8. Generators will need to be supplied with proper ventilation and fire resistance rating. Additional requirements maybe required based upon fuel type and quantities of fuel stored.

--Residential Specific Notes

1. Courtyard above garage: Submit the following with the building permit:
    a. Structural design calculations (soil, gravel, pavers, etc.) included as dead loads.
    b. Drainage plan detailing protection for garage below and structural elements from moisture.
    c. Vegetation impact assessment to ensure roots or other growth will not compromise garage roof integrity.
2. An elevator will be required if the building has an accessible floor 4 or more stories above exit discharge.
3. Garage appears to be at grade level. On Level 2, multiple unit exterior doors do not face the courtyard—address fall protection requirements.
4. At time of building permit application, please address all grade to structure clearance, slopes, surface water and accessible routes to meet minimum code standards.
5. Note the requirements for Type A and Type B residential (R-2) units per section 1108.6.2 of the 2021 Washington State Building Code. These units must also comply with Chapter 11 of the 2017 Washington State Accessibility Code (based off the A117.1-2017 Standard).

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

- 1. Provide Elevations.
  2. Provide a site plan showing widths of streets, street parking stalls, emergency loading and unloading zone, sidewalks, and planter strips.
  3. Will the Fire Sprinkler System be a diesel Fire Pump? There will be an issue for the exhaust termination out on to the sidewalk along with the residential units above. This will be

the same issue for the Diesel Generator.

4. Provide FDC, PIV, and Fire Hydrant locations. The FDC will be required to be within 10-15′ of a Fire Hydrant. Fire Hydrants are required to be placed to reach all points of the building within 400′ as a hose lays.
5. Multiple Fire Hydrants will be required for this project.
6. Fire Hydrants require a 26′ x 40′ area for Fire Department setup.
7. Fire Hydrants and the FDC cannot be blocked by parking stalls. Consider placement of these items within the required Emergency Vehicle loading zone.
8. Staggered move in plans should be considered so the Fire Lane is not blocked at any point.
9. Provide more information for a full review.

External Agency Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- Puyallup School District Comments:

  -Schools of attendance for this project are: Meeker Elementary, Kalles JH, Puyallup HS.

  -No school bus transportation is planned for this project. The project site is within the designated walk area for each school.

  -PSD has requested traffic calming and the potential for a school speed zone along 4th Ave SW fronting Meeker Elementary. 4th Ave SW has become an east/west bypass road when Pioneer becomes congested. Narrowing the street width at the existing 4th St/4th Ave crosswalk with facing bulb outs is an example of a traffic calming and pedestrian safety improvement that is supported by PSD, that may be warranted as a condition to the project, as it will add to the existing traffic volumes and help maintain safe walking conditions for its k-6 elementary student residents attending Meeker.

  For more information about these comments please contact

  Brian Devereux
  Director of Facilities Planning
  Puyallup School District
  (253) 841-8772
  deverebj@puyallupsd.org

- Pierce Transit Comment:

  Covered shelters are warranted at the existing stop locations (2) one block east (north AND south side of Pioneer at 3rd Street) – this development will impact that stop locations further by drawing additional ridership. The applicant would be responsible to install covered shelters at those locations. Possible replacement of panels off site to accommodate concrete thickness for bolt hardware may be required. Exact placement will need to be reviewed at civil stage (off-site) based on available ROW and sight distance/loading areas.
  - Standard note from Pierce Transit: Pierce Transit will be responsible for the installation of

the shelter and you will not be charged for that installation assuming the concrete is 8″ or thicker (or the panel to which the shelter will be adhered is replaced to be 8″). You will, however, be responsible for the cost of the shelter, which is $3,688.32 (includes shelter and shelter glass).

For more information about these comments please contact,

Tina Vaslet, Planner II – Bus Stops
P: 253.983.2706 | tvaslet@piercetransit.org

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

- NOTES SPECIFIC TO THIS APPLICATION CONCERNING UTILITIES
  WATER - Water mains within W Meeker and W Pioneer are approximately 100-year-old cast iron pipes that are past their intended design life. The water main in W Pioneer Way has been identified as a funded project in our Water System Plan as project D-20. Any connection to these pipes will require replacement of the main with city standard water mains in between nodes.
  SEWER - The sewer mains in W Meeker and W Pioneer are both 75-year-old vitrified clay pipes and are not expected to be able to be connected to. Replacement of the sewer main between manholes is recommended for connection. The previous applicant pushed for permission to attempt the connection and the city agreed with the caveat that if they could not be connected to (pipe crumbles or is too degraded to perform after construction) that the design and construction of a new city standard sewer main from manhole to manhole would be installed at the projects expense.
  STORM - This project has close proximity to a direct connection (within 5th St SW approximately 70 feet away from project limits) through man made conveyance to the flow control exempt waterbody, the Puyallup River through a connection to the citys MS4 at the intersection of 5th St SW and W Pioneer. Currently there are some capacity issues along that route, however the city has some available options and is willing to work with the applicant to address these issues. Resolution of those issues would enable the direct discharge exemption to retention/detention of project generated runoff. Currently the city is discussing different options for developers that would satisfy Storm Water Management Manual for Western Washington requirements while enabling responsible development in the downtown area to meet density goals.

- CIVIL PERMIT
  - The comments provided below are intended to assist the applicant with incorporating City requirements into the project design documents but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
  - 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.

- 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].
- 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 $130.00 per hour for reviews in excess of five hours). The civil permit shall be $300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
- Civil Engineering drawings shall conform to City Standards Sections 1.0 and 2.0 and the following:
  - 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.

Revised 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.

Fee-in-Lieu Program shall be as outlined in [PMC 11.08.135(5)].

- SEWER
  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070, 17.42 and CS 400]
  - The sewer mains in W Meeker and W Pioneer are both 75-year-old vitrified clay pipes and are not expected to be able to be connected to. Replacement of the sewer main between

manholes is recommended for connection. The previous applicant pushed for permission to attempt the connection and the city agreed with the caveat that if they could not be connected to (pipe crumbles or is too degraded to perform after construction) that the design and construction of a new city standard sewer main from manhole to manhole would be installed at the projects expense.

- The 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 17.42]
- If any buildings on site are connected to septic tanks, the applicant shall abandon the existing septic systems per Pierce County Health Department regulations. A Septic/Pump Tank Decommissioning Certification form must be completed and submitted to the Source Protection Program Department at (253) 798-6470. Verification of certification must be provided PRIOR to final city approvals. [PMC 14.08.070]
- Side sewers shall have a cleanout at the property line (to distinguish ownership/maintenance responsibility), at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- If the proposed side sewer is greater than 6-inches, a sanitary sewer manhole shall be provided at the property line.
- 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. The applicant shall install an external grease interceptor 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 an area drain for the trash enclosure, if proposed, will require the enclosure to be covered to prevent stormwater infiltration into the sewer system.
- Drainage for the underground parking shall be connected to the sanitary sewer system through an oil-water separator. [PMC 14.06.031 & CS 402.2]
- The wash water from the carwash shall be discharged into the sanitary sewer system through an oil/water separator. [PMC 14.06.031 & CS 402.2]
- All private oil-water facilities shall be maintained in accordance with PMC 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the city, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2]
- Utility extensions shall be approved and permitted prior to any building permit issuance. [PMC 14.20.030]

- STORM
  - Design shall occur pursuant to current City Standards and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Stormwater Management Manual for Western Washington.

[PMC 17.42 and 21.10 and CS 200]

- This project has close proximity (within 5th St SW approximately 70 feet away from project limits) to a direct connection through man made conveyance to the flow control exempt waterbody, the Puyallup River through a connection to the citys MS4 at the intersection of 5th St SW and W Pioneer. Currently there are some capacity issues along that route, however the city has some available options and is willing to work with the applicant to address these issues. Resolution of those issues would enable the direct discharge exemption to retention/detention of project generated runoff. Currently the city is discussing different options for developers that would satisfy Storm Water Management Manual for Western Washington requirements while enabling responsible development in the downtown area to meet density goals.
- The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. 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 I-3.1 for New Development or Figure I-3.2 for Redevelopment in the Stormwater/Drainage Report. NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
- Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.
- 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]
- 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. [PMC 21.10.190 and MR#5 from the Ecology Manual]

- Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application.

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]
- 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)

• The permanent storm water management plan shall clearly delineate any offsite basins tributary to the project site and include 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

• All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:

- Pipe Reach Name
- Structure Tributary Area
- Pipe Diameter (in)
- Pipe Length (ft)
- Pipe Slope (%)
- Manning's Coefficient (n)
- HGL for each Pipe Reach
- Design Flow (cfs)
- Water Depth (in), Velocity (fps) and Percent Full (%) at Design Flow
- Flow (cfs) and Velocity (fps) at Pipe-Full
- Critical Depth (in)

• In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the plans, the stormwater area(s) shall be increased as necessary so the final design will be in compliance with current City Standards. This may result in the number of lots being reduced, or a reduction in other site amenities. [PMC 21.10.060(4), 21.10.150]

• Overflow facilities shall be provided at the low points of any 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. [CS Detail 06.01.10]

• Construction of frontage improvements associated with this project may require installation/extension of the stormwater main to accommodate road runoff. Any new stormwater main shall be adequately sized to accommodate any upstream basins tributary to the main.

• 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 application must be made 60

days prior to the discharge of any stormwater from the site. The link below may be used to obtain information to apply for this permit:
http://www.ecy.wa.gov/programs/wq/stormwater/construction/

- All private storm drainage facilities shall be covered by an Operations and Maintenance Manual which shall be attached to the City's Storm Water Agreement which shall then be recorded with Pierce County. Under this agreement if the owner fails to properly maintain the facilities, the city, after giving the owner proper notice, may perform necessary maintenance at the owner's expense. [PMC 21.10.270]
- Find guidance on creating an Operations and Maintenance Manual for your project here: https://www.cityofpuyallup.org/2157/Operations-and-Maintenance

- WATER
  - Refer to City Standards, Section 300 for Water System Requirements. [PMC 14.02.120]
  - Water mains within W Meeker and W Pioneer are approximately 100-year-old cast iron pipes that are past their intended design life. The water main in W Pioneer Way has been identified as a funded project in our Water System Plan as project D-20. Any connection to these pipes will require replacement of the main with city standard water mains in between nodes.

  Water Within City Service Area:
  - The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]

  Water Meter Options
  Option 1
  - Provide XXX dual meters to provide water to each of the XXX residences. This method charges each owner individually for water consumption.

  Option 2
  - Provide a single water meter and split water costs among tenants.

  - Any domestic-supply 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. 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(2)(f) 14.02.220(2) & 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 minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the design shall isolate the sewer and water lines by encasement, shielding or other approved methods.
  - A 2-inch blow-off assembly is required on dead-end water mains except where fire hydrants are installed at the dead-end. [PMC 14.02.120(f) & CS 301.1(7)]

- Water pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- The applicant is required to provide backflow protection on the domestic line(s) in accordance with City Standards. The minimum level of protection would be a double check valve assembly (DCVA). However, the city requires a reduced pressure backflow assembly (RPBA) for any use considered to be a high hazard as outlined in WAC 246-290-490 Table 9. PMC 14.02.220(3) & CS 302.2]
- If an RPBA is not appropriate then the applicant shall provide backflow protection with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not currently exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302.2]

Backflow Protection

NOTE TO REVIEWER: Check with Mike Nelson for determination of the current level of backflow protection to the property. Note if an increased level of backflow protection will be required.

- A reduced pressure backflow assembly (RPBA) may be required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is proposed, a DCVA is required on that line. [PMC 14.02.220(3) & CS 302]
- The following list shows examples of uses and industries where an RPBA is probably required:
- Agricultural (farms and dairies)
- Beverage bottling plants
- Car washes
- Chemical Plants
- Commercial laundries and dry cleaners
- Premises where both reclaimed and potable water are provided
- Film processing facilities
- Food processing plants
- Hospitals, medical and dental centers, nursing homes and veterinary
- Blood and plasma centers
- Premises with separate irrigation systems using the purveyor's water with chemical addition
- Laboratories
- Metal plating industries
- Mortuaries
- Petroleum processing or storage plants
- Piers and docks
- Radioactive material processing plants or nuclear reactors
- Wastewater lift stations and treatment plants
- Premises with an unapproved auxiliary water supply interconnected with potable supply

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

1. Fire flow requirements are dependent on the construction type and size. Buildings >10K SF requires sprinklers. Note if fire partition walls are used this reduces this 10k SF to that area protected by the fire walls.
2. Hydraulic analysis is generally required by Fire. The reviewer needs to coordinate the system and pipe size based on this analysis. The volume capacity for dead end lines are limited by Velocity. Q=VA where V is limited by 10FPS per city standards.
3. Engineering is focused on some water quality benefits, we don't want domestic water to come off a dead-end hydrant line as this water is commonly stagnant and tastes funny. Fire is generally not worried about this. If a hydrant is shown in the middle of a private site, the project likely needs fire sprinklers.
4. A wet pipe fire sprinkler system constantly has water in the pipes. This type of sprinkler system requires a DCVA backflow device, which requires a plumbing permit to install the backflow.
5. A dry pipe sprinkler system uses pressurized air in the pipe which is released when the water is released, this system does not require a backflow device.

- For commercial/townhome developments each building shall have its own fire sprinkler system with a dedicated fire service line.
- The domestic service line and fire system service line shall have a separate, independent connection to the supply main. 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]
- 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 Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3]
- 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 applicant.
- Utility extensions shall be approved and permitted prior to any building permit issuance. [PMC 14.02.130]
- Prior to completion of any future watermain extension, the engineer-of-record shall complete the State Department of Health's "Construction Completion Report for Distribution Main Projects", professional engineering seal, and provide a copy to the City. [WAC 246-290-

120]

- STREET
  - 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, telcon, 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.
  - 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 if relevant shall be provided in accordance with City Standards.
  - Commercial and Multi-family projects shall provide an auto turn 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.
  - Wheelchair 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]
  - Upon review of the required, submitted traffic report, additional off-site improvements may be required as directed by the Traffic Engineering Department. [PMC 17.42]
  - Street numbering and addressing shall be provided by Engineering Services and reflected on the final plat document. [CS 103.1]

- GRADING
  - A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required prior to infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]
  - Cross sections will be required at various points along the property lines extending 30-feet onto adjacent properties to assure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]
  - The following notes shall be added to the first sheet of the TESCP:

"If 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."

"Contractor shall designate a Washington Department of Ecology Certified Erosion and

Sediment Control Lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project."
"Sediment-laden runoff shall not be allowed to discharge beyond the construction limits."
"The permanent BMPs shall not be utilized for TESC runoff. Connect BMPs to road system only after construction is complete and site is stabilized and paved."

- A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 will be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington.

- FEES
  - Water and sewer connection fees and system development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st.
  - Stormwater system development fees are due at the time of civil permit issuance for commercial projects and at the time of building permit issuance for single family or duplex developments and do not vest until time of permit issuance. Fees are increased annually on February 1st.

Redevelopment

- To obtain credit towards water and sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030]
- For existing Stormwater facility monthly storm utility billing, the city will assess the amount of existing Equivalent Service Units (1 ESU = 2800 square feet of 'hard' surface) already 'connected' and credit that number against the proposed increase in hard surface. [PMC 14.26.070]

New Development

Water

- For each building, a water system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are $5,391.59 for the first residential unit and $4,043.69 for each additional unit per building. [PMC 14.02.040, 14.10.030]

Sewer

- For each building, a sanitary sewer system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are $6,555.06 for the first residential unit and $4,916.29 for each additional unit. [PMC 14.10.010, 14.10.030]

Stormwater

- A Stormwater Systems Development fee will be assessed for each new equivalent service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is $4,146.50 per ESU. [PMC 14.26.070]

Engineering Traffic Review - Bryan Roberts; (253) 841-5542; broberts@PuyallupWA.gov

- A traffic scoping worksheet will be required for this project. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 12th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater.

  The City has adopted a City-Wide Traffic Impact Fee of $4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance

  Traffic analysis would need to evaluate the need for an eastbound right turn pocket at S Meridian/W Pioneer (possible mitigation identified within Downtown Planned Action EIS)

  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. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

  The scope/dimensions of frontage improvements have been memorialized with a previously approved AMR (PRAMR20241282).

  Dual purpose loading zone required on W Meeker

  No on-street parking available on 4th Street SW or W Pioneer.

  On W Meeker, pedestrian connection required to connect with 5th St SW

  AutoTurn analysis required for the largest anticipated design vehicle.

  Sight distance analysis had been completed during the previous preliminary site plan review. The City would require this to be provided again with updated design to ensure building envelope does not impact sight distance.

  City standards require 30ft wide commercial driveway.

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).

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 permity 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.*