



CITY OF PUYALLUP

Development & Permitting Services

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www.cityofpuyallup.org

November 23, 2021

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
PERMIT #	P-21-0102
PROJECT NAME	THE FAMILY FARM LLC
PERMIT TYPE	Design Review & Preliminary Site Plan
PROJECT DESCRIPTION	Eight Dwelling Unit Project: Combine four existing parcels into two parcels via a boundary line adjustment. Remove an existing single-family house and detached garage at 619 1/2 10TH ST SE. Existing single-family house at 619 10TH ST SE to remain. Construct eight new dwelling units and associated access, parking, landscaping and utility improvements on the site. The eight proposed units will be split between two buildings, each with four units.
SITE ADDRESS AND PARCEL #	619 ½ 10 TH ST SE 7845000591
ASSOCIATED LAND USE PERMIT(S)	P-21-0103 P-18-0160
APPLICATION DATE	September 16, 2021
APPLICATION COMPLETE DATE	September 22, 2021
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. o resubmit, please upload the documents using the Sharepoint system, contact permitcenter@puyallupwa.gov
APPROVAL EXPIRATION	N/A – Active permit application, not approved
CONDITIONS	Active permit application, not approved; 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. 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. 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.

HOW TO USE THIS LETTER

This review letter includes two sections: “**Action Items**” and “**Conditions**”.

The “**Action Items**” 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.

ACTION ITEMS

PLANNING - Rachael Brown (253) 770-3363 rnbrown@puyallupWA.gov

Action items - please address the following items, revise the proposal and resubmit permit materials.

General

1. Per P-21-0103 DRT Letter, the original Parcel D is providing required street frontage to APN 7845000650 and cannot be combined as proposed. Therefore, all site plans shall be revised as necessary. Please review all site calculations and setback requirements.

Site Plan

2. Per PMC 20.25.022(1), the maximum density without utilizing the density bonus allowed through PMC 20.25.0235 is 10 dwelling units per acre. The project site is 0.746 acres. At 10 dwelling units per acre, a total of 7.46 dwelling units will be allowed. Per PMC 20.25.022, where the calculation of allowable density results in a fraction 0.50 or above, the allowed dwelling unit count shall be rounded up. For density calculations resulting in 0.49 or less, the allowed dwelling unit count shall be rounded down. Therefore, the total units allowed would be 7 units. The project proposes 8 dwelling units and doesn't describe if density bonus option is being used. Additionally, If Original Parcel D is removed from the BLA, the approximate lot size is would be 28,279 square feet (0.66 acres). At 10 dwelling units per acre, a total of 7 units would be allowed. Revise plans as necessary to achieve allowable density. If the project includes bonus density, provide a narrative on how the project is compliant with PMC 20.25.0235
3. Per PMC 20.31.026(8), the maximum building height is 28 feet unless utilizing PMC 20.25.0205 RM zone menu option to achieve bonus height. Building elevations are required to confirm building height. If the proposal will utilize PMC 20.31.0205 building height increase, please provide a narrative and necessary calculations.
4. Per PMC 25.31.026(13) and (14), a minimum landscape area of 25% net lot area and 20% of common open space shall be provided for attached units. It isn't clear if these standards are being met. Revise plans as necessary, provide calculations on the landscape plan, and provide a narrative describing how the proposal is compliant with these standard.
5. Per PMC 20.25.030, no dwelling units within the RM zone shall park within the front yard setback areas so as to be visible from public right-of-way or neighboring properties. The proposed lot is a panhandle lot and per PMC 20.25, in case of a panhandle lot, the front lot line is most nearly perpendicular to the access strip. The front lot lines are shown on the site plan redlines. The front yard setback is 15-feet or 10-feet if compliant with PMC 20.25.021. Additional requirements for landscaping buffer widths is provided below. Revise plans as necessary and provide a narrative describing how the proposal is compliant with this standard.

6. Per PMC 20.25.040, 10% of the net lot area shall be devoted to amenity areas for active use by residents. The 32,479 square feet lot shall provide 3,248 square feet of active amenity areas for site residents. It isn't clear if the project is meeting this standard. Revise plans as necessary and provide a narrative describing how the proposal is compliant with this standard.

Landscaping

1. A Tree Risk Assessment is required due to the proposed onsite tree removal and potential offsite tree impacts. The Tree Risk Assessment shall be completed by a certified arborist with a certification in Tree Risk Assessment (TRAQ) and shall be compliant with the City of Puyallup Vegetation Management Standard Manual. Due to concerns from adjacent property owners, the Tree Risk Assessment shall include trees offsite that have critical root protection zone and tree canopy drip line within the subject site. The critical root protection zone for any retained tree or nearby trees shall be provided on the grading plans.
2. Per PMC 25.58.005(1), all paved areas over 10,000 square feet shall have at least five percent of the paved areas provided as landscape to provide shade, 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. Provide paved area calculations and the five percent landscaping area on the landscape plans.
3. Per PMC 25.58.005(2), the perimeter of all sites shall be landscaped the full depth of the required setback or 12 feet, which ever less; however, not less than 6 feet. The following landscape buffers are currently being encroached by off-street parking/paving:
 - a. The front yard requires a minimum 10-foot Type II landscape buffer,
 - b. The northern side yard requires a minimum 6-foot Type III landscape buffer.
 - c. If Parcel D cannot be included into the project per BLA application comments, the south side yard requirements a minimum 6-foot Type III landscape buffer.

Revise all site plans to ensure compliance with minimum landscape buffer requirements.

4. Per PMC 20.58.012(1) the landscape plan shall be prepared by a professional landscape architect. Per the site plans, the landscape architect is to be determined. Please ensure that a professional landscape architect licensed in Washington prepares the landscape plan.
5. The parking lot shall comply with the following Type IV landscape standards provided in the Vegetation Management Standards (VMS) manual:
 - a. No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
 - b. All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12 feet wide with a minimum area of 200 square feet of area.
 - c. irrigation shall be provided in all landscape islands.

Revise plans as necessary to comply with Type IV landscape standards.

SEPA Checklist

6. Department of Ecology provided a comment letter. See included copy.
7. The Squaxin Island Tribe provided a comment letter. See attached comment letter.
8. One public comment letter was received, see attached. Phyllis Van Winkle and Christopher Henry have concern regarding drainage, impacts to off-site trees, and privacy concern. Please review the written comments and provide a written response.

Critical Areas

9. No Action Items

Architectural Design Review

10. Per PMC 20.26.201, the proposal is subject to design review standards. Per PMC 20.26.011, design review requires the follow documents:

- (1) Elevation drawings of all proposed construction including dimensional drawings at one-eighth inch equals one foot or comparable scale showing the type of exterior materials, color (where applicable due to selection of a menu option), exterior finishes for buildings and accessory structures, location and elevations of exterior lighting for buildings, the type, style and model of exterior lighting fixtures (where applicable due to zone transition standards), parking areas, and fenestration details. Scaled drawings of elevations, conceptual selection of major building materials, and conceptual selection of colors where applicable may be submitted at preliminary site plan review stage;
- (2) A landscape plan showing existing vegetation to be retained and proposed vegetation to be installed;
- (3) A context vicinity map that shows all structures on the property and within 200 feet in each direction of the subject property drawn to scale but not to the accuracy of a survey;
- (4) A site plan delineating public and private open space;
- (5) A written narrative from the project architect outlining in point-by-point detail compliance with all applicable design standards that apply to the project scope.

The application is missing significant documents needed for review. Please provide elevations drawings, landscape plan (prepared by a professional landscape architect), or a written narrative outlining in point-by-point detail compliance with all applicable design standards

ENGINEERING – Jamie Carter, 253-435-3616 jcarter@puyallupwa.gov

Action items - please address the following items, revise the proposal, and resubmit permit materials.

1. Geotech Report states that infiltration is not feasible, yet infiltration facilities are proposed for control of roof downspouts. Geotech Report also states that permeable pavements are “not suitable” for this site, yet permeable pavements are proposed. Clarify.
2. Page 5 of Stormwater Site Plan Report states that runoff from the site may sheet flow into the road. Public right of way runoff is always to be treated and detained independently from proposed private facilities per PMC 21.10.190(3). Revise or clarify.
3. Infiltration facilities shall be set back *at least* ten feet from property lines and building foundations per PMC 21.10 and SWMMWW Vol III, page 3-10. Provide and illustrate setbacks.
4. Diagonal hatching not in legend. Include all symbols in legend.

TRAFFIC – Bryan Roberts (253) 841-5542 broberts@puyallupWA.gov

Action items - please address the following items, revise the proposal and resubmit permit materials.

5. See redlines on sheet C2.01 for traffic comments

FIRE PREVENTION – David Drake (253) 864-4171 ddrake@puyallupWA.gov

Action items - please address the following items, revise the proposal and resubmit permit materials.

6. Fire Sprinklers may be required? Not enough information to review.
7. What is the total SQFT for the 4 units?
8. There are no firewall details for this review.
9. A hydraulic model may be required to determine fire flow.

BUILDING – David Leahy (253) 435-3618 DLeahy@puyallupWA.gov

10. No actions requiring a resubmittal under this permit application at this time; conditions are shown below. Conditions may affect final plan submittal documents, please review and contact staff if you have questions.

CONDITIONS

The following are conditions of approval. All future civil and/or building permit submittals shall comply with the following conditions.

PLANNING - Rachael Brown (253) 770-3363 rnbrown@puyallupWA.gov

Site Plan

1. 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. For multifamily uses of five or more dwelling units and conditional uses, trash receptacles shall be permanently maintained within such opaque visual barrier. Proposed multifamily residential projects of five or more dwelling units shall provide at least one on-site recycling area for each 25 dwelling units. Each recycling area shall be located not more than 200 feet from the intended user units and, at a minimum, shall include separate receptacles for glass, newspaper, aluminum and cardboard. All recycling areas shall be screened in a manner consistent with trash receptacles under this subsection.
2. 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.
11. Street Trees: Street trees shall be provided in planting strips. At time of civil permitting, please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Vegetation Management Standards (VMS) manual. The VMS and appendices may be found here: <https://www.cityofpuyallup.org/429/Planning-Services>

ENGINEERING – Jamie Carter, 253-435-3616 jcarter@puyallupwa.gov

3. Per pre-application notes and City Standards include with Permanent Stormwater Plan: Preliminary feasibility/infeasibility testing results for infiltration facilities in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (**December 21 through April 1**).
 - Hydraulic conductivity testing:
 - o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, **or** is encumbered by a critical area a Small Scale Pilot Infiltration Tests (PIT) during the wet weather months (**December 21 through April 1**) is required.
 - o If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume III Section 3.3.8.

4. There are some mature trees along the western border of the property. Per City Standard 204.4 (10) trees shall not be located within 10 feet of storm pipes without root barriers and no closer than 3 feet with. A tree risk assessment may be required.
5. CS 401.7 – A separate and independent side sewer from the public main to all building sites shall be provided for each building. Sewer main extensions require an easement.
6. Include with Civil Submittal and refer to City Standard 01.01.20 for restoration of the street where utilities are installed.

TRAFFIC – Bryan Roberts (253) 841-5542 broberts@puyallupWA.gov

7. Traffic Scoping Worksheet is approved. This project will generate 3.5 PM peak hour trips.
8. Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10.
9. Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application
10. Park impact fees shall be charged per new dwelling unit based on its size. Fees are assessed in accordance with fees adopted by ordinance, per PMC 21.10
11. School impact fees shall be paid directly to the school district in accordance with adopted fee at the time of collection by the District.
12. Per Puyallup Municipal Code Section 11.08.135 the applicant/owner would be expected to construct half-street improvements including curb, gutter, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.
 - a. Based on the current condition of 10th St SE, half-street grind & overlay will likely be required. Final determination will be made during civil review
13. At the time of civil permit review provide a separate street lighting plan will be submitted for the City to review.
 - a. City standard streetlight required at driveway
 - b. This section of 10th St SE will require Leotek GCJ J-Series Fixtures **GCJ3-30J-MV-40K-2R-GY-080-XX** (City to provide latest part numbers).
 - c. Extend conduit & j-boxes to accommodate future streetlight expansion along this street (north/south property line).
 - d. Streetlight shall have shorting cap installed with remote photocell located on the service cabinet.
 - e. Streetlight design shall provide the following:
 - i. Provide details on how streetlights will be powered
 - ii. Location of conduit runs
 - iii. Wiring Schedule
 1. Conduit size and type for each raceway
 2. Conductors details
 - iv. Pole schedule
 1. STA & offset for each luminaire
 - v. Show location of junction boxes
14. A 30-foot commercial driveway will be required for site access.

FIRE PREVENTION – David Drake (253) 864-4171 ddrake@puyallupWA.gov

15. More information on the buildings will be needed to determine Fire Sprinklers.
16. Fire Lane / No parking signage will be addressed at Civils.

BUILDING – David Leahy (253) 435-3618 dleahy@puyallupWA.gov

9. Demo permits would be required for the two apparent structures on the properties.

11. Plans will be required at time of a submittal for the building permits to include all building, plumbing, mechanical and energy code requirements per the Codes in place at the time of the complete submittals.
 12. All roof truss specs and layout will be required at time of submittal. Must be stamped by the truss engineer and to the codes in place at time of submittals.
 13. These building will be reviewed as R-3 townhomes from the IRC with all proper fire separations. All firewall details must be included on the plans.
 14. Plans will need to include plumbing and mechanical schematics for all units.
 15. Keep in mind there are no penetrations for plumbing or mechanical in those firewalls between units.
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RESUBMITTAL INSTRUCTIONS

Please submit electronic copies of the requested information at your earliest convenience to continue the review process of your application. All permit resubmittals must come in through the City's SharePoint upload folder system; please use link provided in page 1 of this letter. The electronic submittal must contain the entire permit resubmittal package including all attachments and a response letter fully responding to all the "Action Items", as outlined above. For questions or if you experience issues with file upload, contact: PermitCenter@puyallupWA.gov.

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

Sincerely,

Rachael Brown
Assistant Planner
(253) 770-3363
rnbrown@puyallupWA.gov