City of Puyallup

Development Services Center

333 S Meridian, Puyallup, WA 98371
(253) 864-4165 Fax (253) 840-6678
www.cityofpuyallup.org

DATE: 12/14/2021

TO: & Project File

FROM: Nabila Comstock - Planning Technician

PROJECT: P-21-0141-PUYALLUP AOB

SITE ADDRESS: 330 3RD ST SW

PROJECT DESCRIPTION (as provided by applicant): PROPOSES TO REDEVELOPE THE EXISTING SITE AS A PARKING LOT TO A 60-90 RESIDENTIAL MULTI FAMILLY 3-LEVEL BLDG OVER GROUND LEVEL PARKING ~ PUYALLUP AOB

Thank you for meeting with the city's Development Services staff to discuss your proposed project.
For your use here is a memo to the file for this project, which highlights the issues discussed at our meeting. Please note that this is a list of specific issues discussed 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. If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member or me directly at (253) 770-3361.

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

PLANNING –Rachael Brown, 253-770-3363 rnbrown@puyallupwa.gov

This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions

GENERAL SITE PLAN COMMENTS SUMMARY

- The width of the parking lot fronting on 3rd St SW is too wide. Per PMC 20.30.036 (2) the maximum width of the parking lot within 20 feet of the street may not exceed the lesser of 64 feet or 75 percent of the frontage of the subject property.

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan
- SEPA environmental checklist; project is located in the downtown planned action area and multi-family uses are listed as an anticipated use under the planned action. Therefore, a SEPA checklist will be required at preliminary site plan submittal to determine the projects eligibility for exemption from SEPA review.
- Downtown design guidelines review applications (See below for more information regarding architectural design review) and a meeting with the DRHPB
- A pre-application vicinity meeting will be required before you can submit for any permits. Preapplication vicinity meeting required for proposals of a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
    - Complete application form, and supporting documents, as outlined on the application form checklist.
    - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
    - SEPA checklist with an 8.5”X11” or 11”X17” copy of the site plan
    - Proposed building elevations, along with any applicable design review application.
    - Required preliminary storm water report, consistent with Engineering’s requirements and notes contained in this letter or as otherwise directed by the case Engineer.
    - Required Traffic Scoping Worksheet and Traffic Impact Analysis, consistent with Traffic Engineering’s requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
    - Any required critical areas report, as noted herein by the case planner
    - Preliminary landscape plan

- Geotechnical report, where required.
- Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

PERMIT TIMING

- Preliminary Site Plan Review: 1st review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Application for Downtown Design review is recommended to occur concurrently with the land use permit submittal. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits typically occurs in a 'phased' approach:
  - Preliminary site plan (or any other land use permit) precedes any submittal of a civil (site development) permit or building permit.
  - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

GIS PROPERTY DETAILS

General Information

Puyallup City Limit	Yes
City Owned Property	Yes
Concomitant Agreements	No
Regulated Floodplain 1980	No
Regulated Floodplain 2017	No
Regulated Seclusion Area	No
Future Land Use	POC
General Habitat Areas	No
Plats	574500
Potential Land Slide Hazard	No
Regional Growth Center	Yes
Revenue Development Area Boundary	Yes
Short Plat Number	N/A
Soils	31A
Urban Growth Boundary Area	Yes
Volcanic Hazard Areas	Yes
Water System Name	CITY OF PUYALLUP
Wetlands Inventory Puyallup	No
Zoning	CBD-CORE

Zoning Overlay N/A

LAND USE ANALYSIS

- The site is in the CBD-Core zone district and the POC Comprehensive Plan designated area. Consult PMC 20.30 for zone specific standards.
- In the CBD-Core zone district, proposal for a multi-family use is a permitted use; in the CBD-Core zone district, multi-family uses are permitted under PMC 20.30.010

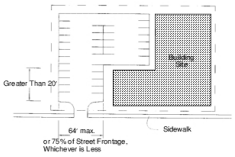
PROPERTY DEVELOPMENT STANDARDS

Code Standards	CBD-Core	Proposed Project
Minimum lot area per building site in square feet	None	COMPLIANT
Maximum Density	None	COMPLIANT
Minimum front yard setback	0' (See PMC 20.30.031 & 033)	COMPLIANT (if plaza/ landscape area conforms to PMC 20.30.031 & 033)
Minimum rear yard setback	0'	COMPLIANT
Minimum interior side yard setback	0'	COMPLIANT
Minimum street side yard setback	0' (See PMC 20.30.031)	COMPLIANT (if plaza/ landscape area conforms to PMC 20.30.031 & 033)
Minimum landscaped setback along any common boundary with property zoned RS, RM or PDR	12' (see PMC 20.26.500)	WEST SIDE IS COMPLIANT; SOUTH SIDE DOES NOT COMPLY
Minimum ground floor height	14'	UNKNOWN
Maximum lot coverage (Building)	100%	COMPLIANT
Base building height	40' (four stories)	UNKNOWN
Max building height with bonuses (see PMC 20.30.032)	65' (six stories max)	UNKNOWN

Parking lot width facing 3rd street is too wide. Must be reduced to 64ft or 75% of street frontage whichever is less per PMC 20.30.036. See graphic below for more details

(2) Parking lots must comply with the following standards:

(a) The maximum width of the parking lot within 20 feet of the street may not exceed the lesser of 64 feet or 75 percent of the frontage of the subject property.

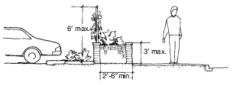


Example of Parking Lot Location

(b) If a property abuts two or more streets, the parking lot may be within 20 feet of only one street.

(c) Each side of a parking lot which abuts a street must be screened from that street using one or a combination of the following methods:

(i) Installation of a compact evergreen hedge or wall extending at least two feet, six inches, and not more than three feet above the ground directly below it. A continuous trellis or grillwork may be constructed above the hedge or wall to a maximum height of six feet;



Example of Parking Lot Screening

CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
X	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
X	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
X	Geologic hazard area – Seismic hazard areas
	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
    - Critical aquifer recharge areas:
        - Reporting requirements vary based on the proposed use of the property. Most developments will not trigger these report requirements.
        - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or

other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.

- Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
  - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
  - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
  - The use of injection wells, including on-site septic systems, *except those domestic septic systems releasing less than 14,500 gallons of effluent per day* and that are limited to *a maximum density of one system per one acre*;
  - Infiltration of storm water from pollution-generating surfaces; or
  - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.

- Volcanic hazard areas:
  - The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
- Seismic hazard areas:
  - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
- PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
- PMC 21.06.1260 Performance standards – Volcanic hazard areas

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to the Downtown Design Guidelines (DDG) applicability area. Your project will be reviewed by the Design Review Board. The Board will review and approve, approve with conditions or deny your application.
- You can schedule a pre-application meeting with the Board to receive early feedback before proceeding into the formal design review process. Contact me for further details.
- The following is a short summary of areas flagged for attention as you finalize the design. This is not an exhaustive review of the design review submittal and is advisory only.
  - Applicable Sections of the Downtown Design Guidelines:
    - Part 1: Introduction
    - Part 2: Significant Buildings, specifically any design requirements for adjacent character structures, there are three character structures located adjacent to the site, all are single family residences built before 1949.

- Part 3: Building Design – Form & massing
- Part 4: Building Design – Façade
- Park 5: Pedestrian Experience

OFF-STREET PARKING ANALYSIS

- CBD zones:
  - PMC 20.55.065 Off-street parking in CBD and CBD-Core zone:
    - Nonresidential new development, or expansion or changes in use to existing development in the CBD and CBD-Core zone which exceeds 5,000 net new structural square feet shall be subject to the off-street parking standards of PMC 20.55.010. (non-residential uses at or below 5,000 sq ft are exempt from all off-street parking requirements)
  - PMC 20.55.011 Number of parking spaces required – Downtown planned action area:
    - Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: one parking space per dwelling unit

- At the time of development, planned action applicants shall prepare and submit a parking management plan to the city for review and approval prior to approval of necessary land use and building permits. Said parking management plan shall be in place prior to the occupancy of the development. The plan shall:
  - Describe relationship of the parking management plan to the overall center plan, including how the proposed parking fits into the overall access and mobility plans for the center.
  - Address parking comprehensively for the range of users and times of day:
    - Encourage shared parking among neighboring businesses and document shared parking agreements and conditions consistent with the municipal code.
    - Demonstrate the requested supply of parking for the mix and range of uses will meet the demand for parking at different times and for different events consistent with the Puyallup Municipal Code.
    - Take into account the parking patterns for different user groups in the center – employees, customers, and residents – throughout the course of the day.
    - Address freight and truck access and parking.
    - Be attentive to workers, customers and visitors traveling to the center by modes other than automobile, such as bicycle and transit.
    - Design parking facilities to accommodate pedestrian movement, including safety and security.
    - Take into account any traffic control management programs, such as parking restrictions during peak commuting periods.
    - Develop parking strategies for special events or for infrequent peak demands.
  - Establish goals and objectives for parking, to support short-term and long-term development plans for the center, during construction and post-construction.
  - Include measures to ensure parking is shared, reduce drive alone commute trips, and prevent parking from being used by commuters to other adjacent sites or as an unsanctioned park and ride lot. Such measures could include:
    - Establishing a parking manager to manage site parking;

        - Charging for daytime parking;
        - Validating parking;
        - Providing a segmented parking garage or facility so that some parking is reserved for certain uses at certain times of day;
        - Reserve areas for short-term parking by customers and visitors;
        - Allow nonpeak shared parking (e.g. office parking used for retail parking on nights and weekends).
    - Identify wayfinding measures, such as signage directing visitors and customers to parking facilities, electronic signage with parking availability information, mobile phone applications, or other measures.
    - Provide contingency measures such as monitoring, enforcement, and other adaptive management techniques to promote access to parking on site and avoid parking encroachment into adjacent neighborhoods. (PMC 20.55.011)
- Other relevant parking code sections to consult:
    - PMC 20.55.016 Motorcycle/bicycle parking requirements.
    - PMC 20.55.018 Reduced parking requirements for low impact development
    - PMC 20.55.025 Compact parking spaces.
        - "Whenever five or more spaces are required, 30 percent of the required parking spaces should be compact parking spaces and up to 50 percent may be compact parking spaces."
    - PMC 20.55.035 Aisle and driveway dimensions.
        - "Aisle and driveway dimensions shall conform to the dimensions set forth in Table 20.55.035 and Figure 20.55.035. The public works director may approve variations to these dimensions if special circumstances exist which prohibit strict compliance provided that such variations do not result in a traffic safety hazard, hinder vehicle access and egress and are designed in conformance with good engineering practices. If a two-foot vehicle overhang is provided, an associated two-foot reduction in parking space length shall be allowed."
    - PMC 20.55.040 Conflict with use of street or alley
    - PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
    - PMC 20.55.055 Improvement and maintenance of parking areas.
    - PMC 20.56 Electrical vehicle infrastructure- requirement
    - PMC 20.55.045 Use of common parking facilities
    - PMC 20.55.050 Joint use of parking facilities

OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

A reduction in parking requirements from what is required may be requested for a specific development or redevelopment project as part of a comprehensive project approach to incorporating low impact development principles, consistent with PMC 20.05.070 and Chapter 20.10 PMC.

- A 10 percent maximum reduction in parking requirements may be approved for parking areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility.

- A 20 percent maximum reduction in parking requirements may be approved for clustered site design where the reduced parking area is used for tree retention or native landscaping. Native landscaping and tree retention must be voluntary landscaping above and beyond the basic landscaping requirements from PMC 20.58 and the implementing VMS design manual.
- Reduced parking requirements are subject to approval from the planning director or the director's designee upon review of potential adverse impacts

LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- (cityofpuyallup.org → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link)
- https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=

Perimeter landscaping requirements:

- The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- Since the project is across the alley from an RM zone a zone transition buffer of 12' will apply to those portions of the site along both alleys.
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.

- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width
Front	North	See PMC 20.30.031 & 033
Rear	South	12' – See PMC 20.26.500 (1)
Side	West	6' – abutting CBD zone 12' – abutting alley next to RM Zone -; See PMC 20.26.500 (1)
Street side	East	6' min along parking lot (See PMC 20.30.031 & 033)

Significant trees

- Existing tree(s) on the site which is larger than 15" in Diameter at Breast Height (DBH) is considered to be a 'significant tree' and must be retained, where possible.
  - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: https://www.cityofpuyallup.org/1445/100---Roadway

- Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

Parking lot landscaping:

- *Applicability:* If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards).
- The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:
  - No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
  - All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum area of 200 sq ft of area.
  - All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum area of 500 sq ft.
  - 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width
  - All internal landscape islands and connector strips shall include a single row of structural soil cells (EX. Silva cells, or equivalent) along the perimeter of all internal parking lot landscape islands where parking spaces are proposed (under the pavement directly abutting the outer edge of the landscape island, except in drive lanes)
  - All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

Other landscaping standards

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

Other applicable code sections

Multi-family tax exemption (MFTE) - PMC 3.70; Permitting process for MFTE is copied below, please see PMC chapter 3.70 for complete list of requirements for MFTE

- 3.70.050 Residential targeted area designated

Residential Targeted Area Designated. The area hereby declared to be the residential targeted area of the city of Puyallup includes all properties within the central business district (CBD) zone district as denoted on the official city zoning map. In addition, the residential targeted area shall also consist of all properties directly south of the existing central business district zone southern perimeter within the area bound by 3rd Street SW, 7th Avenue and 2nd Street SE.

- 3.70.080 Application procedures. A property owner who wishes to propose a project for a tax exemption shall comply with the following procedures:

    (1) Prior to the application for any building permit therefor, the applicant shall submit an application to the director, on a form established by the director along with the required fees, as contained in the city's fee schedule.
        a. Note: Please contact Rachael Brown, Assistant Planner, for a copy of the MFTE application form.

    (2) A complete application shall contain such information as the director may deem necessary or useful, and shall include:

        (a) A brief written description of the project and preliminary schematic site and floor plans of the multifamily units and the structure(s) in which they are proposed to be located setting forth the grounds for the exemption;

        (b) A brief statement setting forth the grounds for qualification for exemption, and specifically identifying the low- or moderate-income elements of the proposed project;

        (c) A statement from the owner acknowledging the potential tax liability when the project ceases to be eligible under this chapter; and

        (d) Verification by oath or affirmation of the information submitted.

<u>Other standards</u>

- Trash and Recycling Receptacles. Trash and recycling receptacles shall be screened from adjacent properties and public rights-of-way by an opaque visual barrier no lower than the highest point of the receptacles.
- Within the C zones, no fence greater than three and one-half feet in height may encroach within the prescribed front and street side yard setbacks. Cornices, sills, eaves, projections, and awnings without enclosing walls or screening may project into a required yard but not more than two feet.
- Pedestrian Access and Circulation. Pedestrian walkways shall be constructed to provide safe, convenient and direct access between building entrances, transit facilities, passenger loading areas, public sidewalks, adjacent properties and pedestrian plazas. All parking lots which contain more than 90,000 square feet of paved area including driveways and traffic aisles shall include clearly defined pedestrian routes from parking stalls to main building entrances. All required walkways shall meet the following minimum requirements:
- All walkways shall be a minimum of five feet wide with no encroachments (vehicle overhangs, displays, etc.) permitted;

- All walkways shall be handicapped accessible and comply with the Washington State Barrier Free Design Standards;
- All walkways shall be delineated by painted markings, distinctive pavement, or by being raised a minimum of six inches above the parking lot pavement;
- Walkways within parking lots shall be located along major access corridors (primary driveway entrances between primary building entrances, etc.); and
- Walkways within parking lots shall be integrated into interior landscape areas, whenever possible, to separate pedestrian access and vehicular travel routes.

Puyallup School District - Brian Devereux, 253-841-8772, DevereBJ@puyallup.k12.wa.us

- 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
- Depending on the number of vehicle trips generated by this project, the City and PSD may require the following traffic calming mitigation to be evaluated:
    - Evaluate 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.

ENGINEERING – JAIME CARTER, 253-435-3616 jcarter@puyallupwa.gov

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]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2014 amended Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the ECY manual.

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 $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 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.

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.
- For this project the frontage is built out and will only need to be replaced if the condition is deemed to be poor by the City Inspector, to accommodate approved design, or if the frontage is damaged through construction.

WATER

Water Within City Service Area:

- The proposed water system shall be designed, improved and/or 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 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)]
- A new water main line shall be extended to, and through, the site sufficient to provide the necessary flows for both the domestic system and fire system. The minimum water pipe size shall be 8-inch diameter. (Exception: A 4-inch water main may be installed if either, 1) the proposed main is a dead-end line with no possibility of being expanded in the future, or 2) that portion of the proposed main beyond the last fire hydrant for the project.) [PMC 14.02.190, 14.20.010 & CS 301.1(1)]
- The applicant shall provide and install the water meters required to service the site. Note: a 1" minimum water meter is required for buildings requiring a sprinkler system. [PMC 14.02.120(f) & CS 301.3]
- The water main shall be located generally 10 or 12-feet west or south of roadway centerlines per city standard drawings. Any portion of the mainline extension located outside City right-of-way must be centered in a minimum 40-foot-wide easement granted to the City for maintenance purposes. [PMC 14.02.120(f) & CS 301.1(11)]
- The applicant shall be responsible for the operation and maintenance of the proposed water main located on private property.
- 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.

→Backflow Protection

- 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]

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

- 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]
- The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3]

SEWER

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070}
- The applicant shall connect into the existing public system located within 3rd St. SW. If a proposed connection is to occur elsewhere, the applicant shall confirm that the system is located within a 40-foot easement dedicated to the City for maintenance purposes [PMC 14.08.070, PMC17.42 & CS 401(14)]
- A structure is needed to be placed at the property line to distinguish ownership/maintenance responsibility.

- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- The City Sewer Department must conduct a visual inspection of a previously used side sewer to determine if that side sewer can be used again. Existing

laterals must meet current standard to be used again. It is the responsibility of the property owner to expose the line as necessary for that inspection. The City reserves the right to request video inspection of the side sewer to assist in its determination. Redevelopment projects shall utilize the existing trench where possible. [CS 401(15) & CS 401(16)]

- 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]
- 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]

STORMWATER

- Design shall occur pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in December 2014 (The 2014 SWMMWW) and current City Standards. [PMC 21.10.040]
- 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.
- If infiltration facilities/BMPs are feasible, the number of tests shall be based on the area contributing to the proposed facility/BMP, e.g., one

test for every 5,000 square feet of permeable pavement or one test for each bio-retention cell.

- The applicant is responsible for submitting a **preliminary** stormwater management site plan (2 sets) which meets the design requirements provided by PMC 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://ecology.wa.gov/DOE/files/7a/7a6940d4-db41-4e00-85fe-7d0497102dfd.pdf

- 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)]

Stormwater Retention/Detention (R/D) Facilities:

- Overflow facilities shall be provided for any proposed R/D facilities in accordance with City standards. This may include a downstream analysis of up to a quarter mile.
- 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. 10-9]
- A minimum of 5-feet clearance shall be provided for access around any required vegetative buffer. [PMC 21.10 & CS 206]

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

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

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

- In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the plan, 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]

- 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 a Stormwater Management & BMP Facilities Agreement provided by the City and recorded with Pierce County. Under this agreement if the owner fails to properly maintain

the facilities, the City, after giving the owner proper notice, may perform necessary maintenance at the owner's expense.

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 facilities 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 **$4,020.00** for the first residential unit and **$3,015.00** 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 **$5,60.00** for the first residential unit and **$4,170.00** 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 **$3,360.00** per ESU.

TRAFFIC –BRYAN ROBERTS (253) 841-5542 broberts@puyallupwa.gov

- Traffic scoping worksheet will be required. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. The project trips shall be rounded to the nearest tenth. Trip credits would be allowed for any existing development.
- Once the traffic scoping worksheet is reviewed, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Access and Impact Study (TAIS).
- Traffic Scoping worksheet would need to calculate both trip generation scenarios being proposed (condos and apartments)
- The city has adopted a City-Wide Traffic Impact Fee of $4,500 per PM peak hour trip and shall be paid prior to building permit issuance.
- Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Size of Residential Dwelling	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

- For multifamily developments, impact fees are charged for all dwelling prior to building permit issuance (not separated).
- Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced. Based on the materials submitted, the applicant would be expected to construct half-street improvements on the following streets:
    - Adequate Frontage Improvements Exist per PMC 11.08.135(6)
    - Proposed alleys must be constructed per City engineering standards (minimum 20ft paved width).
- City standard commercial driveway required along frontage.
- During preliminary site plan review a sight distance analysis may be required ensure City standards are met.
- On-street angled parking spaces shall be designed and installed by the City.
- AutoTurn analysis will be required to ensure the largest anticipated design vehicle can safely maneuver throughout site and driveways.
- Proposed gates shall not restrict vehicular access for (20) on-site parking stalls designated for the Senior Activity Center. These public parking spaces must be available 24/7 and be signed appropriately to prevent visitors or residents from using.
    - Gate design/placement must provide adequate on-site queue space so entering vehicles do not obstruct sidewalk.

FIRE PREVENTION – DAVID DRAKE, 253-864-4171 ddrake@puyallupwa.gov

- Fire Sprinkler System required.
- Fire Alarm System required.
- The entrances shall meet ladder truck fire apparatus truck turning radiuses and approval of the angle of inclination.
- Auto-turn or equivalent program required to demonstrate code compliance.
- Provide Fire Hydrant, F.D.C, and P.I.V locations to determine code compliance.
- Gate across Fire Lane needs to be designed to Traffic and Fire City Standards listed in this document.
    I. Opticom required for gate with Manual Override in a KNOX box.
    II. 26' clear width for opening. Need to know what will be above the gate as in the structure.
    III. Auto-turn will be required to show compliance with gate.
    IV. Propose site plan and design for review.
- Frontage improvements may require Fire Hydrants.
- Fire Alarm system required per NFPA 72 to include "Total Coverage" and U.L. Certification.
- Fire lane striping and No Parking signs will be addressed at Civils.
- The fire access road (lane) shall be a minimum of 20', 26' in front of hydrants and 26' if the building is over 30' in height.
- A two-hour rated room is required if A Fire Sprinkler Pump is needed. IBC section 913.2.1(WA ST amendment) in complete details.
- Provide Fire Riser Room location on plan for code compliance.
- Comply with 2018 IFC, IBC, NFPA and all City Municipal Codes and Standards.
- Occupancy:
    I. Applicant will need to provide clear details on all Fire/Building and Life Safety items to achieve partial/staggered occupancy.
    II. At minimum Fire Sprinkler 100% approved and Finaled. This will require all drywall and paint completed for trim out of Fire Sprinkler Heads on all floors.
    III. Fire Alarm System designed to Total Coverage NFPA 72 and completed 100% one floor above desired TCO level.
    IV. Fire Alarm and Fire Sprinkler will not be allowed out of commission with occupants in the building.
    V. The Fire Sprinkler System shall not be drained down during occupancy. 24hr-7 day a week monitoring required for Fire Alarm and Fire Sprinkler.
    VI. Consider multiple stairwell standpipes, and floor controls in the design.

BUILDING – DAVID LEAHY, 253-435-3618 DLeahy@puyallupwa.gov

Plans must be complete with all building, plumbing, mechanical, energy code items, and accessibility requirements at time of submittal, per the Codes in place at the time. Once a complete application meeting all requirements are met it will be put in the que for review.

1. Will need to supply all truss specs, sealed by the truss engineer per the codes in place at the time of submittal.
2. Make sure to address all requirements for the type A and B units clearly on the plans.

3. Show the required infrastructure for the charging stations per the Washington State amendments of the IBC on the plans.
4. If a fire pump room is to be installed for this project, then make sure to show the 2 hour pump room on the plans per 2018 IBC section 913.2.1(WA ST amendment) in complete details.
5. Please keep in mind there are a multitude of Washington State amendments to the 2018 codes that will need to be addressed in the plans.
6. Will need a complete plumbing schematic for this building in the plans.
7. These plans will need to meet all requirements of RCW 64.55.
8. The Codes that are currently adopted by Washington State are the 2018 versions along with all Washington State Amendments.
9. As discussed in the pre-app meeting these units will be reviewed and given a certificate of occupancy as R-2 apartments so all codes that are related to an R-2 will be required i.e., type A and B accessible units, charging stations etc.as mentioned above and during the meeting. As mentioned in the meeting the term of Condo does not exist in the IBC.