

# Puyallup AOB – Pre-Application Meeting Question

## City Responses in red

November 22, 2021

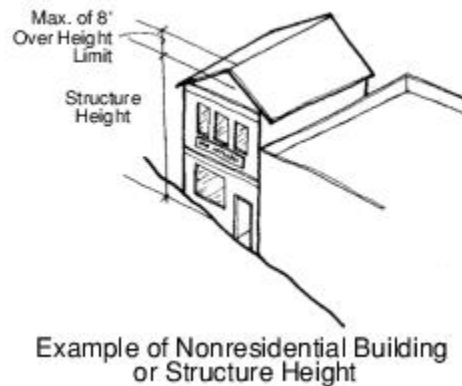
Planning:

1. Since there is a planned action SEPA on file what typical functions are we relieved of performing? Such as a Traffic Study, hearing examiner? Are there any requirements from the Planned Action SEPA study that the city will ask us to perform?
  - a. SEPA checklist is still required, SEPA noticing is still required but with modified language explaining that no SEPA determination will be issued.
  - b. Hearing examiner review is not required for this project, land use application review is administrative
  - c. Conditions in the EIS that may be applicable to this project:
    - i. Traffic: Development permits that result in a reduction of a level of service below the min level of service standard cannot be approved.
    - ii. Traffic: S. Meridian and Pioneer Ave. Add an eastbound right turn pocket, which would require restriping and removal of three on -street parking spaces. A c -curb would also be added to the west leg of Pioneer Avenue restricting left turn access on this block to reduce delay and conflicts. This would bring the intersection into compliance with City standards.
    - iii. Sewer: Based on the 2016 Comprehensive Sewer Plan (Sewer System Plan), the following are improvements needed to serve new development in Downtown. Development applicants shall be responsible for any upgrades triggered by their projects. Latecomers' agreements may be approved by the City. If a majority of new flow from the Study Area is directed to the south, the Valley Basin, CIP Puy -14A will be required to accommodate planned action development. Project Puy - 14A will replace approximately 1, 940 feet of 24 -inch gravity line on 9th Avenue SW between 14th Street SW and 9th Street SW. This project is planned to occur as part of the 20 -year Capital Improvement Plan identified in the 2016 Sewer System Plan. A more aggressive inflow and infiltration program to decrease flow and reduce surcharging would eliminate the need for CIP No. Puy - 14A (BHC Consultants 2016, 7- 10) — the estimated project construction and allied costs to reduce inflow and infiltration in the Puyallup -14 mini -basin are \$4,846,000 (BHC Consultants 2016, 7- 12).
      1. Sewer capacity analysis may be required
      2. Contact Hans Hunger ([hhunger@puyallupwa.gov](mailto:hhunger@puyallupwa.gov); 253-225-4241) for more information about the City's capital project "CIP Puy-14A"
    - iv. Telecommunications: Through partnerships with franchised telecommunications companies, internal department projects and capital projects, the City is working towards a conduit infrastructure that would enable and facilitate future fiber optic connectivity projects benefitting the City and potential project partners. This fiber optic system would provide redundancies, enhance communications networks, and emergency operations. Planned actions

shall not preclude fiber optic connectivity and shall include such infrastructure if required in City engineering standards when making road frontage improvements.

- v. Development applications shall include crime prevention through environmental design (CPTED) measures that could reduce the demand for police services in the area. The City shall apply the Downtown Design Guidelines to achieve this measure.
  - d. Traffic scoping worksheet needs to be submitted for this project and needs to assume both the most and least number of units proposed. This can either be submitted on two separate traffic scoping worksheets or just one if it can be clearly distinguished which scenario is being analyzed. Once the traffic engineer reviews the traffic scoping worksheet he will determine if further traffic studies are required.
2. We are requesting a reduced parking stall and aisle standard for this project. Can we make that a project condition without an ordinance change or variance application?
- a. Yes, this can be requested without a variance application or ordinance change;
  - b. PMC 20.55.035 Aisle and driveway dimensions.
    - i. “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.”
3. Project will utilize under building structured parking, please describe how the building façade and modulation requirements will be applied to ground level structured parking.
- a. Parking structure design must conform to the downtown design guidelines including the following sections:
  - b. Parking Structures: a. Must comply with Site and Neighborhood Context (3.B.2) and Building Scale and Bulk (3.B.3), Height (3.B.4), Setbacks (3.B.5) and Modulation of Building Form (3.B.6) to reduce the overall visual impact of the garage mass, bulk, and scale. b. A combination of setbacks and landscaping and/or visual screening devices are required to reduce the overall visual impact of the garage mass, bulk, and scale. c. Parking structures at street intersections/ corners and at ground-level facing sidewalks require special considerations. See also Sections 4.B.1.4, 5.B.1.3, and 5.B.9.
4. The southern portion of the site will include surface parking over a potential stormwater structure, will internal parking lot landscape standards be applied to the project given the structured and constrained nature of the project?
- a. Yes, the project must conform to the parking lot landscape standards. The stormwater plan should avoid any conflict with required landscaping in all possible cases.
  - b. If it is absolutely not possible to put the stormwater vault anywhere else on the site and trees would damage the vault, then those islands which are directly above the stormwater vault shall have shrubs instead of trees planted in them as a result.
5. Please generally describe the building modulation requirements.

- a. Please see the following sections of the Downtown Design Guidelines for the modulation standards:
  - i. 3.B.6
  - ii. 3.B.3
  - iii. 3.B.2
  - iv. 4.B.4
  - v. 5.B.8
- 6. Please describe the landscape requirements adjacent to the alleys.
  - a. See pre-app notes
- 7. Is the City aware of any environmentally sensitive areas in the vicinity to of the site?
  - a. See pre-app notes
- 8. Are elevator overruns, mechanical equipment, and rooftop amenities allowed to exceed building height restrictions?
  - a. For all structures other than single-family houses and accessory structures related to them:
    - i. The vertical distance from the lower of the finished average adjoining grade to the top of a flat roof, the crown of a mansard roof, or to the mean height between the eaves and ridge of a gable, hip, gambrel or similar pitched roof. The ridge of a gable, hip, gambrel or similar pitched roof shall not extend over eight feet above the specified maximum height limit.



- b. Church steeples, chimneys, elevator penthouses, vents and similar enclosures or equipment shall not be considered for the purpose of determining building or structure height, as long as such enclosures or equipment do not cover a significant portion of the roof area.
- 9. Please describe the review process for Preliminary Site Plan Review and Design Review? Who is the decision body?
  - a. Preliminary site plan review is an administrative review process that is preformed by staff.
  - b. Development review for land use permits typically occurs in a 'phased' approach:

- i. Preliminary site plan (or any other land use permit) precedes any submittal of a civil (site development) permit or building permit.
      - ii. 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
    - c. Downtown Design review is reviewed and approved by the Design Review and Historic Preservation Board (DRHPB) at a public meeting. 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).
- 10. Is ground floor retail a requirement of the City for the project? At this time none is proposed.
  - a. No this is not a requirement
  - b. Per PMC 20.30.025 Other residential uses in the CBD and CBD-Core zones.  
“In the CBD and CBD-Core zones, residential uses are permitted with no density limit imposed; provided, that along Meridian Street and on intersecting side streets for one block, a minimum of 75 percent of any sidewalk level frontage shall consist of, or be adaptable to, commercial space; and further provided, that such structures conform to the building design standards in the downtown design guidelines and to all other applicable standards. Location of entries shall meet city of Puyallup downtown design guidelines.”
  - c. This project is not located along the intersecting side streets near Meridian described above. Therefore, commercial space is not required.
  - d. The Downtown Design Guideline Section 5.B.1.3 encourages but does not require ground floor retail or commercial space.
- 11. Please confirm building setbacks specific to the site.
  - a. See pre-app notes
- 12. Are there any affordable housing requirements?
  - a. No, unless project proposes to utilize the MFTE – 12 year tax exemption. Then see PMC 3.70.070 (4) for more information.
- 13. What are street tree requirements and can existing trees count toward the required?
  - a. Street trees are already installed on the site, no additional street trees will be required. Any street trees damaged during construction, shall be replaced.

Civil:

- 1. Are there any as-built plans available for adjacent (Pioneer and 3rd St.) storm or sewer infrastructure?  
Please submit a PRR to the City for as-builts. Attached to this correspondence you will find a GIS map. This map is for planning purposes only.
- 2. As confirmed by engineering the ground water monitoring study done by the city is acceptable and our responsibility is to perform a PIT test. We assume Engineering may prefer a particular time of the year or is anytime sufficient? We are planning on performing the pit test on the south side of the site. It's our plan to saw cut the pavement and after the test compact with structural material. Is that acceptable or does the city require that we cover with asphalt?

The best time to perform your PIT test is now during the wet season. This will give the most conservative rates. One PIT Test may be sufficient if infiltration facilities (permeable pavements, bio-retention cells) are not proposed. Replace removed asphalt with cold patch asphalt.

3. Geotechnical: understanding the water monitoring report is acceptable besides the design of the footing/foundation do you see any other reasons to perform other geotechnical studies? Is a sieve test required?

Any engineering presented in the application materials needs to be represented by back up calculations, figures and graphs sufficient to support the proposed development.

4. Stormwater detention: The existing parking lot has been covered by impervious surfaces and parking for at least 20 years. As the proposal is to repave the same areas (either covered or uncovered), we would assume these are not considered replaced impervious surfaces that are subject to stormwater requirements. Please confirm.

This type of replacement, as described, does not qualify as 'like for like' or redevelopment status as presented by the Manual in Appendix 1. This should be analyzed as a new parking lot.

5. Water quality treatment: Within the covered parking area will we need to route to the existing sanitary sewer system or clean and route to the storm system?

Covered parking areas require a properly sized O/W separator that can drain to the sanitary sewer. The City requires monitoring and reporting for these types of systems once they come online.

6. Project envisions trash and recycling pick up at the curb, are there any City restrictions on this operation? Are there any restrictions on dumpster sizes?

PMC 20.30.045 (7) 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.

7. Are street improvements anticipated for the project? Will the alleys need to be improved and to what standards?

a. See Pre-app notes for Traffic

8. If a security gate is proposed, then are there any codes associated with gate installation to consider?

a. See pre-app notes for Traffic

9. Please describe the Civil Construction Review.

Refer to Section 1.0 and 2.0 of the City of Puyallup Design Standards for information on the Civil review process. Once there has been one review cycle of the Preliminary Site Plan completed, then Civil plans may be submitted for concurrent review.

#### Building:

1. Please describe current building codes and does the City have an amendments to the building code that may impact the project? I am not aware of any City amendments to the current building codes in place that would impact this project.
2. Please describe accessible requirements for multifamily units. If a condo purchaser does not want a type I accessible unit will the City allow modification prior to occupancy? See pre-app note comments.

3. Please describe the Building Permit Review. See pre-app notes.

Fire:

1. Will the City require smoke control for the building, if so, what is the City's process for this review. Based on the final design, the City will apply State and National standards for the installation of smoke control systems. The City will require the applicant to provide peer review and third-party testing of the system.
2. What provisions in our site and architectural drawings do we need to provide for emergency vehicle access? Please See pre-app notes.
3. We anticipate a phased occupancy with life safety measures met for the entire building prior to initial occupancy. Does the City have any additional thoughts on this matter? Please see pre-app Notes.

Utilities:

1. Are there any utility as-built plans available for adjacent utilities? Please submit a PRR to the City for as-builts. Attached to this correspondence you will find a GIS map. This map is for planning purposes only.
2. Please list utility impact fees. Is credit available for existing utilities? See pre-app notes
3. Will the City provide us with utility availability letters? What is the process to obtain? We do not issue or require utility availability letters for projects that are in the City and completely in our service areas as this project is. However, for a project this size we may require hydraulic modeling depending on the fire flow available. Initial research shows that for this project adequate fire flow will be available. There is no utility availability letter for sewer.

Transportation:

1. Will traffic concurrency be required with the application? See Traffic DRT comments.
4. Is bicycle parking required? Not required, Per PMC 20.55.016 (2) "All commercial, industrial, institutional, and recreational uses which require 25 or more parking spaces pursuant to this title shall provide a designated bicycle parking area to accommodate a minimum of five bicycle spaces. Such bicycle parking areas shall provide a secure facility (e.g., rack, posts) to which to lock bicycles and shall be located so as to be reasonably convenient to the on-site use and not interfere with pedestrian and automobile traffic. Prior to issuing permits for facilities requiring 100 or more parking spaces pursuant to this title and/or uses with high expected bicycle traffic (e.g., schools) the city may require reasonable additional bicycle parking capacity over and above the minimum five spaces."

Residential uses do not require bicycle parking, although it is highly encouraged.

General:

1. The City agreed to set aside 20 stalls on the west side of 3rd street SW. We are confirming the City will be building the parking stalls and accessory improvements as per the approved site plan including landscaping, storm, curbing, mediums, striping and signing. We are not required to

bond this work in the City R/W. It is our assumption the City will be submitting the engineering drawings for this work.

- a. See Pre-App notes
2. We would like to submit for our MFTE as soon as possible; when can we do that and please explain the steps and the process.
  - a. An application for MFTE can be submitted anytime before you submit for your building permit.
  - b. Please see attached MFTE Application form.
  - c. PMC 3.70.090 Application review and issuance of conditional certificate. The director may certify as eligible an application which is determined to comply with the requirements of this chapter. A decision to approve or deny an application shall be made within 90 days of receipt of a complete application or concurrently with the issuance of the final SEPA determination for the proposed project, whichever is later. An application may be approved subject to such terms and conditions as deemed appropriate by the director to ensure the project meets the land use regulations of the city.
    - i. Approval. If an application is approved by the director, the approval, together with a contract between the applicant and the city regarding the terms and conditions of the project, signed by the applicant, shall be presented to the city council for action. Once the contract is approved by the city council and fully executed, the director shall issue a conditional certificate of acceptance of tax exemption. The conditional certificate expires three years from the date of approval unless an extension is granted as provided in this chapter.
    - ii. Extension of Conditional Certificate. The conditional certificate may be extended by the director for a period not to exceed 24 consecutive months. The applicant must submit a written request stating the grounds for the extension, accompanied by any applicable processing fee. An extension may be granted if the director determines that:
      1. The anticipated failure to complete construction or rehabilitation within the required time period is due to circumstances beyond the control of the owner;
      2. The owner has been acting and could reasonably be expected to continue to act in good faith and with due diligence; and
      3. All the conditions of the original contract between the applicant and the city will be satisfied upon completion of the project.
    - iii. Denial of Application. If the application is denied, the director shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within 10 days of the denial. An applicant may appeal a denial to the city council by filing a written appeal with the city clerk within 30 days of notification that the application has been denied. The appeal will be based upon the record made before the director with the burden of proof on the applicant to show that there is no substantial evidence on the record to support the director's decision. The decision of the city council in denying or approving the application is final. All other appeals of the director's decisions shall be made to the hearing examiner.
  - d. PMC 3.70.100 Application for final certificate. Upon completion of the improvements provided in the contract between the applicant and the city and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a final

certificate of tax exemption. The applicant must file with the director such information as the director may deem necessary or useful to evaluate eligibility for the final certificate and shall include:

- i. A statement of expenditures made with respect to each multifamily housing unit and the total expenditures made with respect to the entire property;
    - ii. A description of the completed work and a statement of qualification for the exemption; and
    - iii. A statement that the work was completed within the required three-year period or any authorized extension. Within 30 days of receipt of all materials required for a final certificate, the director shall determine whether the improvements satisfy the requirements of this chapter.
  - e. PMC 3.70.110 Issuance of final certificate. If the director determines that the project has been completed in accordance with the contract between the applicant and the city and has been completed within the authorized time period, the city shall, within 10 days following the expiration of the 30-day period specified in PMC 3.70.100(3), file a final certificate of tax exemption with the Pierce County assessor.
3. What is the total amount of impact fees per unit (currently) and is it understood we will be required to pay them when each individual unit is requesting occupancy? Do we need to fill out any paperwork and if so who approves the request? We are assuming we will need to do a partial fire and safety approval per floor and pay our impact fees when we ask for a final occupancy permit on each individual unit. Typically, we will ask Escrow to take care of that for us at closing. Is that your understanding?
- See Traffic DRT comments regarding traffic impact fees and park impact fees.