City of Puyallup

Development Services Center

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(253) 864-4165 Fax (253) 840-6678
www.cityofpuyallup.org

DATE: **July 22, 2021**

TO: **Kris Mullan, Lou Robinson & Project File**

FROM: **Nabila Comstock - Planning Technician**

PROJECT: **P-21-0067/ MULLAN SUBDIVISION**
SITE ADDRESS: **808 14TH ST SW**

PROJECT DESCRIPTION (as provided by applicant): FEASIBILITY TO SUBDIVIDE (3) LOTS FOR SFR; DIVEWAY REQUIREMENTS

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 – Chris Beale, 253-841-5418 cbeale@puyallupwa.gov

GENERAL PLANNING COMMENTS:

- A wetland report is required to confirm no wetlands on site. Its not clear if there could be wetland areas on site, although our GIS system does not show it.
- The project will require a floodplain habitat assessment. See further in notes below for more details. Please also see Engineering notes regarding compensatory storage offset requirements for development and fill in the 100 year floodplain.
- The layout appears to generally be acceptable. The applicant should consider one additional lot; the lots are very large and may accommodate a fourth lot based on a redesign to accommodate a lot closer to the minimum 8,000 square foot lot size.
    - One suggestion for added flexibility in site planning: One of the new lots could be reduced to 6,400 with the residential infill development adjustment code (PMC 20.86.012) if all that is requested is a lot size reduction (i.e. if the reduced size lot meets all other standards to plat in terms of dimensions, setbacks, etc).

- Other infill options may be available, including the possibility of duplex development with a conditional use permit (staff checked the total # of dwelling units within 250' to ensure eligibility) :

(11) Duplex residential structure, subject to the following standards and criteria:

(a) The property is zoned RS-08 and has a minimum lot area of 10,000 square feet;

(b) Only one duplex structure shall be permitted per legal lot which qualifies as to minimum lot area;

(c) All existing and proposed buildings containing duplex and triplex dwelling units shall not exceed 20 percent of the total number of residential buildings located within a radius of 250 feet. Accessory dwelling units shall not be counted as additional residential buildings;

(d) The scale, bulk, architectural style and location on the lot of all structures shall be compatible with the established character of the neighborhood.

SHORT PLAT APPLICATION FORM

- Short plat application http://www.cityofpuyallup.org/DocumentCenter/View/1513/Short-Plat-Application-?bidId=
- Critical area ID form http://cityofpuyallup.org/DocumentCenter/View/9770/Crical-Area-ID-Form1

SUBMITTAL TEMPLATE FOR SHORT PLAT FORMATTING

- http://www.cityofpuyallup.org/DocumentCenter/View/10269/Short-Plat-Title-Page-Template-PDF?bidId=

LAND USE ANALYSIS

- The site is in the RS-08 zone district (8,000 square feet lot minimum) and the LDR Comprehensive Plan designated area. Consult PMC 20.20 for zone specific standards relating to lot dimensions, setbacks, lot area requirements, etc.
- All proposed short plats are subject to Puyallup Municipal Code (PMC) Title 19, specifically PMC 19.02, 19.04, 19.07 and PMC 19.12.

APPROVAL CRITERIA

- Short plats shall comply with the design principles, standards and specifications set forth in PMC 19.12 PMC, and shall not:
  - Result in a lot, tract, parcel, site or division which contains insufficient area or dimension to meet the minimum requirements for area and dimension as set forth in the land use and health codes and regulation;
  - Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site or division;
  - Diminish historical use of any easement or deprive any parcel of access or utilities; or
  - Increase the nonconforming aspects of any existing nonconforming lot relative to the city's zoning and land use regulations.

ON-SITE IDENTIFICATION POSTING

- Identification Marker Posting. The subdivider shall, for identification purposes only, cause markers of a type approved by the city to be placed upon each of the road frontage corners of the subject land and maintain them thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks of the proposed short plat.
- Posting of Other Data and Markers. Where other data or where identification markers are found necessary by any relevant agency to assist it in making its determination, such data and markers shall be placed upon the land and maintained thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks by the applicable agencies.
- Consent to Access. The subdivider shall permit free access to the land being subdivided to all agencies considering the short subdivision for the period of time extending from the time of application to the time of final action.

SUBDIVISION PERMIT REQUIREMENTS

- To facilitate a complete Short Plat application submittal, provide the following documents:
    - Complete application form, with required # of copies and supporting documents, as outlined on the application form checklist. Consult with a permit technician if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
    - Complete Survey of the Plat. A complete survey, completed by a licensed land surveyor is required to be compiled on an 18-inch by 24-inch sheet containing the following information:
    - The names and addresses of the owners of said tract;
    - The legal description of the original tract proposed for subdivision;
    - County assessor parcel numbers for all affected tracts;
    - North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
    - Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
    - Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
    - Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
    - Square footage of all proposed lots and tracts;
    - Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
    - Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
    - Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;

- Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
- Topography showing existing and proposed contours at five-foot contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
- The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
- Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
- Notarized acknowledgments and signatures of the property owner(s);
- Current Title Report. Title report confirming ownership and any easements or other encumbrances of record affecting the subject parcel. <u>The title Report shall have been prepared within two weeks of the date of application</u>
- Please provide the case planner a link to Dropbox, or other cloud storage accessible link, to all documents submitted under the application process.
- SEPA checklist with an 8.5”X11” or 11”X17” copy of the site plan, where required:
    - All actions by the city in approving a short plat shall be exempt from any environmental analysis or environmental impact statement, unless the responsible SEPA official determines that said short plat is located wholly or partially within “critical areas” authorized by WAC 197-11-908. “Critical areas” is defined by PMC 21.06.210(24) as any area which:
    - Contains wetlands, fish and wildlife habitat areas, critical aquifer recharge areas, geologically hazardous areas, and frequently flooded areas as defined by PMC 21.06.210; or
    - Contains elements having significant aesthetic, recreational or historical value; or
    - Is within “shorelines of the state” as defined in the Shoreline Management Act of 1971.
- Required preliminary storm water report, consistent with Engineering’s requirements and notes contained in this letter or as otherwise directed by the case Engineer.
- Any required critical areas report, as noted herein by the case planner
- 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, where required.

- **Blocks shall be arranged in accordance with the following requirements:**

    - **Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth. Exceptions to this prescribed block width shall be permitted in blocks adjacent to critical areas, major transportation facilities, industrial and commercial areas;**

    - **Whenever practical, blocks along arterials and major collector streets shall not be less than 1,000 feet in length. Blocks in other residential areas shall not be more than 1,000 or less than 300 feet in length;**

    - **Easements may be required to be established through blocks exceeding 600 feet in length, to accommodate utilities, drainage courses/facilities, or pedestrian walkways;**

    - **Where blocks are developed along arterial streets and/or highways that are proposed to contain alleys, said alleys shall run parallel to said arterial, and not perpendicular or radial so as to create an intersection between the arterial and alley; and**

    - **Wherever feasible, blocks shall be arranged consistent with low impact development principles.**

- **Lot Arrangements. Lots shall be oriented and improved in accordance with the following requirements:**

    - **Panhandle access will only be allowed when separated by at least one lot width, and shall serve no more than one lot.**

    - **Panhandle access shall have a minimum width of 20 feet and a maximum length of 200 feet;**

    - **Consult the Fire Prevention Division notes included here for information regarding fire department access and turn around requirements, where applicable.**

    - **Lot dimensions shall comply with the minimum standards of the zoning ordinance, *with corner lots to be platted a minimum of 10 feet wider than the minimum required lot width*;**

    - **The lot arrangements shall be such that there will be no foreseeable difficulties, for reasons of topography or other site conditions, in securing building permits to build on all lots in compliance with the zoning ordinance and other regulations and in providing safe driveway access to buildings on such lots from an approved street. In the case that a proposed lot would establish an irregular building envelope due to critical areas, critical area buffers, easements, landscape buffers, or any other encumbrances or site conditions, it shall be the burden of the**

applicant to demonstrate that such building envelope is buildable without relief from requirements of this title;

- **Lots shall not generally derive access exclusively from an arterial or major collector street. Where driveway access from an arterial or major collector street may be necessary for several adjoining lots, said lots may be required to be served by a common and combined driveway in order to limit possible traffic hazards on such streets;**

- **Each individually owned lot or unit shall obtain direct access from a dedicated public street by a panhandle access, approved private access road or approved alley with direct nonmotorized access;**

- **All newly created and/or modified lots shall be uniformly square or rectangular in shape (four-sided polygon) to the fullest extent possible per the administrative authority of the development services designee, unless the land use case requires purview of the hearing examiner or binding site plan committee. Side lot lines shall be perpendicular to street lines or radial to curved street lines. Jogging or meandering lot lines shall be avoided unless associated with code-required critical area preservation, significant natural feature(s), established configuration of an abutting legal lot(s) of record, previously recorded easements, or testamentary provisions;**

- **Where a subdivision of a residentially zoned property would result in a lot that could be further subdivided in the future, a utility and access easement area, in a width suitable to provide such access and utilities, may be required to serve future subdivision of the property; and**

- **Wherever feasible, lot layout shall be developed consistent with low impact development principles.**

- **20.20.020 Property development standards – RS zones.**

The following table (Table 20.20.020) sets forth the required development standards applicable to properties located in the RS zones, unless otherwise established by approval of a planned development. Unless otherwise indicated, the standards listed in this section represent number of feet:

Property Development Standards – RS Zones					
	RS-35	**RS-10**	**RS-08**	**RS-06**	**RS-04**
Minimum lot area per building site in square feet	35,000	10,000	8,000	6,000	4,000
Minimum/Maximum development density in dwelling units per gross acre	No min - 1.0	No min- 4.0	No min- 5.0	4.0 - 6.0	6.0 - 8.0
Minimum lot width*	125’	50’	40’	40’	40’

**Corner lots shall be 10 feet wider than the minimum required lot widths shown herein*

Minimum lot depth	150’	0	0	0	0
Minimum front yard setback	35’	25’	20’	15’	15’
Minimum rear yard setback*	35’	25’	20’	20’	15’
**For rear yard setbacks for accessory structures, see PMC 20.20.040*					
Minimum interior side yard setback	15’	Refer to 20.20.025	5’	5’	5’
Minimum street side yard setback	25’	15’	15’	15’	10’
Maximum building height single-family houses	36’	36’	36’	36’	28’
Maximum building height all structures other than single-family houses	28’	28’	28’	28’	25’
Maximum lot coverage	–	40%	45%	45%	50%
Minimum street frontage	30’	20’	20’	20’	15’
Maximum floor area ratio *(Refer to 20.20.028)*	–	0.45:1	0.55:1	0.55:1	0.60:1

LOT ACCESS AND SITE DEVELOPMENT

- **The proposed street layout shall conform to the general design criteria set forth below and specific development standards referenced in PMC 19.12.020:**
  - All streets shall be arranged in proper relation to topography and other site characteristics in a manner which results in usable lots, safe streets and acceptable gradients without unnecessary destruction of drainage courses, trees and other natural site features;
  - The arrangement of streets in new development should be such that said streets extend to the boundary lines of the tract to make provision for future extension to adjacent tracts, except when determined to be impractical by the public works director or designee due to critical areas, site constraints, or existing street alignments;
  - The street layout shall reflect the use of local streets to provide access to abutting properties, and the use of collector streets to channel traffic through the development to abutting collectors and arterials. The layout should discourage the use of local streets by through traffic;
  - When lot(s) within a residential development are proposed adjacent to an arterial street, primary access to said lots shall be provided from a local street or collector street and a “no access” restriction established along the lot boundary bordering the arterial;
  - All street intersections shall be perpendicular, unless a modified intersection is approved by the city’s public works director or designee;
  - Frontage improvements shall be required except when existing street improvements are determined to meet minimum city standards and specifications by the public works director or designee, or where assurance for dedication and improvement of the remaining part of the street is provided to the satisfaction of the public works director

or designee. Whenever a tract to be subdivided borders on an existing half or partial street, the other part of the street shall be dedicated within such tract;
  - Whenever a proposed subdivision borders an existing street, reconstruction or widening of such street may be required as a condition of subdivision approval. Additional dedication of right-of-way may also be required;
  - Restriction of public access to publicly-owned and maintained roadways through the establishment of gated communities shall not be permitted; and
  - Roadway connections to abutting, stubbed out rights-of-way shall be required as a condition of approval if said connection furthers the city goal of promoting a system of interconnected grid of roadways. New streets shall not be connected or traffic from a proposed development discharged to a substandard roadway without minimum improvement to said roadway as determined to be needed by the city public works director or designee. Improvements to said substandard rights-of-way may be required if they are proportional to the size/scale of the development and the impacts to said roadway, as determined by the city engineer or designee.

- **The proposed sidewalk and walkway layout shall conform to the following:**
  - Sidewalks shall be required depending upon road classification and intensity of development in accordance with the requirements set forth in the city's engineering standards;
  - Where sidewalks are optional, they may be required if close to pedestrian generators, to continue a walk on an existing street, to link areas, or to provide pedestrian access to future development as indicated in applicable master plans;
  - In conventional developments, sidewalks shall be placed in the right-of-way, unless an exception is permitted by the public works director or designee, to preserve topographical or natural features, or unless the applicant shows an alternative pedestrian system provides safe and convenient circulation;
  - Pedestrian easements shall be required through the center of blocks more than 600 feet in length to provide circulation and access to schools, parks, open space, shopping or other community facilities;
  - Dedication of easements for public access or public right-of-way may be required for sidewalks or walkways considered to be an integral link in the pedestrian circulation system or proposed to be provided in lieu of standard sidewalk improvements required to be constructed within public street right-of-way, as determined by the city's public works director or designee; and
  - Off-site sidewalk and/or walkway connections shall be required as a condition of approval if said off-site sidewalk/walkway furthers implementation of the city's nonmotorized plan and if such off-site sidewalk connections are proportional to the size/scale of the development and would further the goals of the nonmotorized plan, as determined by the city engineer or designee. Special consideration will be made to sidewalk connections that would promote safe and dedicated public walking routes to schools.

CRITICAL AREAS ANALYSIS

- The following critical areas are known or suspected on the land proposed for subdivision or within 300':

	CRITICAL AREA	CRITICAL AREA REPORT REQUIRED FOR PROJECT?
X	Critical aquifer recharge area	No
X	Geologic hazard area – Volcanic hazard area	No
	Geologic hazard area – Landslide hazard area	N/A
	Geologic hazard area – Erosion hazard area	N/A
X	Geologic hazard area – Seismic hazard areas	Yes
X	Wetland and/or wetland buffer	Yes
	Fish and Wildlife Conservation Area - Stream and/or stream buffer	No
	Fish and Wildlife Conservation Area – General habitat area	No
X	Flood prone area – 100-year floodplain	Yes
	Shoreline of the State	N/A

- **Critical area tracts required:**
  - Critical area tracts shall be used in development proposals for subdivisions to delineate and protect the following contiguous critical areas and buffers comprising 5,000 square feet or more of area:
    - All landslide and erosion hazard areas and buffers;
    - All wetlands and buffers;
    - All fish and wildlife habitat areas and buffers; and
    - All other lands to be protected from alterations as conditioned by project approval.
  - Critical area tracts shall be designated as native growth protection areas and shall be recorded on all documents of title of record for all affected lots.
  - Critical area tracts shall be designated on the face of the plat or recorded drawing in a format approved by the city attorney. The designation shall include the following restrictions:
    - An assurance that native vegetation within the growth protection area will be preserved;
    - The right of the city to enforce the terms of the restriction; and
    - The city may require that any required critical area tract be dedicated to the city, held in an undivided interest by each owner of a building lot within the development with the ownership interest passing with the ownership of the lot, or held by an incorporated homeowner's association or other legal entity (such as a land trust), which assures the ownership, maintenance, and protection of the tract in accordance with PMC 19.12.070(4).
- **The following critical area report requirements are triggered by known or suspected critical areas:**
  - **Critical aquifer recharge areas:**
    - Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land:
    - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical

aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.

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

- **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.
- **Landslide and/or erosion hazard areas:**
  - A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the requirements of PMC 21.06 Article XII must be submitted for any site with any portion of land with slopes 15% or steeper.
  - All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance.
  - All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture's Natural Resources Conservation Service, or identified by a special study, as having a "moderate to severe," "severe," or "very severe" erosion potential are designated erosion hazard critical areas by ordinance.
  - ***All other sloped areas over 15% up to 39.9%*** must be studied by a professional engineer or geologist, licensed in the state of Washington, to

determine if they meet the requirements of PMC 21.06.1210 (3) for designation as a geologic landslide hazard or erosion hazard critical area.

- Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer;
- Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists.

- **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.
- **Wetland and/or wetland buffer areas:**
  - A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known wetlands.
- **100-year floodplain areas:**
  - Applicants for development permits in the 100-year floodplain shall submit a habitat assessment prepared by a qualified biologist evaluating the effects and/or indirect effects of the proposed development (during both construction and operation) on the floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the ESA. See PMC 21.07.050 (c) for more details.

Floodplain Habitat Assessments – guidance for applicants

Development and permitting of projects in the floodplain -

- If your project is located within a 100 year floodplain, you must comply with the city's flood control and protection ordinance; projects in the floodplain need to be reviewed by the city in accordance with city and FEMA requirements. These requirements are intended to protect against impacts to functions of the floodplain that could cause, directly or indirectly, a "take" of habitat for protected species and habitats that support fish and terrestrial animals.
- All projects are required to submit a habitat assessment report, written by a qualified professional biologist in order to receive approval for work in the floodplain.
- The applicant needs to hire a qualified professional biologist to prepare and submit a Habitat Assessment consistent with Puyallup Municipal Code (PMC) 21.07.050 (1)(c).
- All Habitat Assessments are also sent to FEMA for review and comment. The city is a jurisdiction participating in the National Flood Insurance Program, which provides flood insurance for properties in the floodplain areas to protect land owners.

Hiring a qualified professional biologist –

- Consult Department of Ecology's FAQ page regarding the hiring of a qualified professional for your project: https://ecology.wa.gov/Water-Shorelines/Wetlands/Tools-resources/Hiring-a-qualified-wetland-professional
- Consult the Pierce County Biologist list: https://www.co.pierce.wa.us/DocumentCenter/View/4470/Wetland-Specialists--Fisheries--Wildlife-Biologist-Roster?bidId=
- Consult the city's requirements (below) – be sure to verify your consultant meets these minimum requirements before hiring them for your project:
    - "Qualified professional" or "qualified consultant" shall mean a person with experience and training in the pertinent scientific discipline, and who is a qualified scientific expert with expertise appropriate for the relevant critical area subject in accordance with WAC 365-195-905(4).
    - A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, soil science, engineering, environmental studies, fisheries, geomorphology or related field, and two years of related work experience and meet the following criteria:
    - A qualified professional for habitats or wetlands must have a degree in biology and professional experience related to the subject species;

Requirements for preparing and submitting a report -

- Floodplain Habitat Assessment and Mitigation: Regional Guidance for the Puget Sound Basin, - project biologist shall consult this guidance document in assessing project sites and creating written Habitat Assessment report
- "Puget Sound BiOp Floodplain Habitat Assessment Worksheet" - project biologist .needs to complete this worksheet and submit with written assessment report
- PMC 21.07.050 (1)(C) requirements:

    - Applicants for development permits shall also submit a habitat assessment prepared by a qualified professional evaluating the effects and/or indirect effects of the proposed development (during both construction and operation) on the following floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the ESA:
        - Water quantity and quality (including preparing a hydrologic and hydraulic analyses in accordance with standard engineering practice). This is required for development that is concluding that compensatory storage of less than 1:1 is necessary to avoid "take" of any species listed;
        - Flood storage capacity;
        - Channel migration and bank stability;
        - Riparian vegetation;
        - Habitat forming processes (such as large wood recruitment) and habitat isolation;
        - Refuge for fish from higher velocity floodwaters; and
        - Spawning substrate.
        - Development permits will be denied if the proposal will result in "take" of any species listed as threatened or endangered under the ESA, unless the applicant provides the city with evidence that the federal and state permits required to authorize such take have been obtained.

Have questions? Contact your project planner, call us at (253) 864-4165 or email Planning@puyallupwa.gov

- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of $160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).
- **The following critical area notes need to be included on the face of the plat document:**
    - "Critical Area" notes section to denote the presence of a "Critical aquifer recharge area" "volcanic hazard area (Lahar)" "Geologic Hazard Area" "Wetlands" "Fish and Wildlife Habitat Conservation Areas".
        - Lots XX and XX contain critical aquifer recharge areas. A critical aquifer recharge area note for each affected lot shall indicate: *"The site is within a high susceptibility/critical aquifer recharge area. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XI). 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."*
        - Lots XX and XX contain a volcanic hazard area. A volcanic hazard area note for each lot affected shall indicate: *"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."*
        - Lots XX and XX contain wetland areas and protective wetland buffers. A note shall be included on the face of the plat for each affected lot indicating: *"This lot contains a wetland and/or wetland buffer that is protected by federal, state and local regulations. A wetland is a permanently, semi-permanently, or seasonally flooded area of land with a distinct ecosystem based on hydrology, hydric soils, and vegetation adapted for life in water saturated soils. Wetlands provide numerous benefits to the natural environment including water quality, flood control, wildlife habitat, shoreline stability, and aesthetic values. Since the 1780s, Washington has lost 31 percent of its wetland areas, from 1.35 million acres to 938,000 acres, contributing to loss of flood storage and habitat areas. Wetlands are critical to the overall health of watersheds and property owners are key for protecting, restoring, and managing our state's remaining wetland resources. Modification of land or vegetation and/or encroachment/conversion of these areas is strictly prohibited without prior government approval."*

- Lots XX and XX contain 100-year floodplain areas. A note shall be included on the face of the plat for each affected lot indicating: *"This lot contains a 100-year floodplain areas, containing a 1% chance every year of flooding/inundation that could affect life, property, structures and improvements. All development and land modifications of floodplain areas requires city approval and consistency with the National Flood Insurance Program (NFIP), the Endangered Species Act (ESA), critical areas ordinance (PMC 21.06) and flood protection ordinance (PMC 21.07), as well as any other applicable state, federal and local laws. Modification of land or vegetation, especially land filling that could reduce flood storage capacity, and/or encroachment/conversion of these areas is strictly prohibited without prior government approval."*

- No other critical areas are known or suspected by the city based on a review of available GIS data and site observations. Future site investigations may be required.
- Please submit and sign a critical area ID form and submit with the application.

LANDSCAPING REQUIREMENTS ANALYSIS

- **Vegetation Buffers**. In order to promote the visual quality of the streetscapes and provide additional buffering from transportation corridors consistent with the city's comprehensive plan, all activities regulated under this title shall comply with the following requirements:
  - Vegetation buffers: a type II, 15-foot vegetative buffer shall apply to all arterial and collector roadways as designated in the comprehensive plan; this applies along the frontage of 14th Street.
  - When suitable natural vegetation is present, it shall be retained, and if necessary, enhanced with native plant material. Any proposed enhancement shall be set forth in a landscape plan, approved by the development services director or designee, and the landscaping installed prior to final plat approval; and
  - When suitable natural vegetation is not present, a landscape plan shall be prepared reflecting the use of native plant material, approved by the development services director or designee, and the landscaping installed prior to final plat approval. All native vegetation buffers shall be placed into either a native vegetation protection easement (NVPE) or dedicated NVPE tract with appropriate protection language, as approved by the director or designee, shown on the face of the plat.

- **Street Trees.** In order to further implementation of the city's street tree program, street trees are required to be installed in all plats in accordance with Chapter 11.28 PMC, Street Trees. Proposed subdivisions shall dedicate suitable area for street trees in accordance with city standards for the applicable roadway.
- Please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Municipal Code (PMC 20.58) and the Vegetation Management Standards (VMS) manual; the VMS contains many of the specific design requirements for permitting and design. The VMS and appendices may be found here: https://www.cityofpuyallup.org/429/Planning-Services
- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- 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.

ENGINEERING –ANTHONY HULSE, 253-841-5553 AHulse@puyallupwa.gov

CIVIL PERMIT APPLICATION

- Civil engineering drawings will be required for frontage improvements prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed. **Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.**
- Civil engineering plan review fee is $670.00 (plus an additional per hour rate of $130.00 in excess of 5 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 Estimate form. [City of Puyallup Resolution No. 2098]
- **Civil Engineering drawings shall conform to the following City standards Sections 1.0 and 2.0:**
  - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
  - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
  - The scale for design plans shall be indicated directly below the north arrow and shall be only 1”=20’ or 1”=30’. The north arrow shall point up or to the right pon 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.

- Any subdivision of land as part of a short plat or formal platting process shall required curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting and one-half street paving (only required if existing pavement is in poor condition) in accordance with the city’s Public Works Engineering and Construction standards and specifications. The frontage improvements shall e required along all street frontage adjoining the properties created by the land division process. 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.

WATER

Water Within City Service Area:

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- 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)]

- The City will 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]
- Utilities for additional dwelling units shall tap of the existing water/sewer for the lot's existing structure rather than installing a new water/sewer service.
- In an effort to avoid cutting up the proposed new asphalt for the utility/access tract, the city would allow a water line to be stubbed to the lot. The water meter will not be placed by the city until an approved building permit has been issued.
- 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)]

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 14th 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)]
- There are two 36" sewer lines located in 14th St SW. Per city records there may be an existing sewer tap 174' north of the manhole located in the intersection of 9th Ave SW and 14th St SW. City standard 04.02.01 for sewer main taps allows taps on main lines up to 18" in diameter. The city may allow for another tap on this line in lieu of a manhole. An alternative methods request may be required to deviate from city standard.
- In an effort to avoid cutting up the proposed new asphalt for the utility/access tract, the city would allow a sewer line to be stubbed to the lots. The sewer must be capped until connected via building permit or utility connection permit.
- A separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15-feet beyond the property line at the building site and shall be 6-inch minimum diameter with a 0.02 foot per foot slope. [PMC 14.08.110 & CS 401(7)]
- 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)]
- A structure is needed to be placed at the property line to distinguish ownership/maintenance responsibility.

STORMWATER

- Design shall occur pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in December, 2014 (The 2014 SWMMWW).
- 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.

- 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)]

- **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]
- In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the short plat, 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 link below may be used to obtain information to apply for this permit:

http://www.ecy.wa.gov/programs/wq/stormwater/construction/

For Properties in the Floodplain (PMC 21.07.050)

- This site is within a Special Flood Hazard Area as determined by the National Flood Insurance Program Community Panel Number 53053C0XXXX, dated March 7, 2017.

Development of the property shall adhere to the regulations contained in PMC Chapter 20.49 and Chapter 21.07. Specifically:

- The lowest floor of the structure, including the basement, shall be elevated 1-foot above the BFE or floodproofed to the BFE. Please be aware that providing additional freeboard above the BFE can reduce insurance premiums.

-The applicant is responsible to determine the Base Flood Elevation (BFE) for this project. A hydrologic analysis shall be completed by a professional engineer licensed in the State of Washington competent in the technical and scientific knowledge necessary to determine the BFE in accordance with the requirements of the Federal Emergency Management Agency (FEMA). The City may, at the applicant's expense, hire a third party consultant to evaluate the BFE determination.

- The applicant shall submit a habitat assessment prepared by a qualified professional evaluating the effects and/or indirect effects of the proposed development (during both construction and post-construction) on floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the Endangered Species Act (ESA).

- If fill is proposed on the lot, the applicant shall provide compensatory storage in accordance with the requirements of PMC 21.07.060(1)f.

- If less than 1:1 compensatory storage is proposed, the written assessment shall include a hydrologic and hydraulic analysis to determine any effects on floodplain storage capacity, increased flood heights, or increased velocities.

- If it is determined that the proposed project will impact any listed species or their habitat, the applicant shall provide a mitigation plan to achieve equivalent or greater biologic functions as those lost prior to development of the site.

- New construction and substantial improvement of any structure will require that the lowest floor, including the basement, shall be elevated 1-foot above the base flood elevation (BFE) of the site.

-Plats shall indicate the minimum finished floor elevation on the face of the plat document(s).

STORMWATER NOTES FOR PLATS

Add the following note to the face of the Plat document:

- "The project site is designated a special flood hazard zone and was determined by examination of the Flood Insurance Rate Map (FIRM) Community Panel Number 53053C0XXX, dated March 7, 2017. Prior to final building inspection and approval, a FEMA Elevation Certificate must be submitted and approved by the City of Puyallup Engineering Services Department verifying that the structure has been constructed and elevated in accordance with the City's Floodplain Management Regulations."

- · No occupancy permit shall be issued until such time as a Federal Emergency Management Agency Elevation Certificate is completed based on "Finished Construction" and submitted to the Development Engineering Services Manager.

NOTES SPECIFIC FOR SHORT PLATS

- The individual lot designations shall be identified by numerals, starting with numeral one. [PMC 19.02.100]
- Indicate a 10-foot private utility easement adjacent to the right-of-way line of the proposed lots. [PMC 17.42]
- The following notes shall be added to the face of the short plat document:

  - "No Building Permits will be issued for Lot 1 through Lot 3 until City approved utility and road improvements are completed to include curb, gutter, sidewalk, roadway base, pavement, water, sanitary sewer, storm infrastructure and street lighting."
  - "A preliminary Storm Drainage Plan is on file for this short plat. No Building Permits will be issued for any lots in this short plat until all necessary drainage improvements are approved and permitted by Development Services Engineering. Compliance may require the property owner/builder to retain a Professional Engineer to design the stormwater controls for the individual lots.
  - "Erosion and stormwater control plans shall be required for any new residential development prior to building permit issuance on Lot 1 through Lot 3."
  - "No permanent structures(s) shall be erected within the easement area(s). Permanent structure(s) shall mean any concrete foundation, concrete slab, wall, rockery, pond, stream, building, deck, overhanging structure, fill material, tree, recreational sport court, carport, shed, private utility, fence, or other site improvement that restricts or unreasonably interferes with the need to access or construct utilities in said easements(s). Permanent structure(s) shall not mean improvements such as flowers, ground cover and shrubs less than 3-feet in height, lawn grass, asphalt paving, gravel, or other similar site improvements that do not prevent the access of men, material, and machinery across, along, and within the said easement area. Land restoration by the City within the said easement area due to construction, shall mean planting grass seed or grass sod, asphalt paving, or gravel unless otherwise determined by the City of Puyallup."

  - "The project site is designated a special flood hazard zone and was determined by examination of the Flood Insurance Rate Map (FIRM) Community Panel Number 530144-005B, dated August 15, 1980. Prior to final building inspection and approval, a FEMA Elevation Certificate must be submitted and approved by the City of Puyallup Engineering Services Department verifying that the structure has been constructed and elevated in accordance with the City's Floodplain Management Regulations."

  - 'Prior to building permit issuance for each lot within this Short plat, individual lot Stormwater reports will need to be submitted to verify the calculations in the stormwater report submitted during Short Plat review. The stormwater reports submitted during building permit review are required to contain saturated hydraulic conductivity testing and ground water monitoring during

the wet season in accordance with the currently adopted stormwater manual and City Standards.'

- "Ownership of Tract A shall be equally divided between the owners of Lots 1 through 3 of this short plat for access, taxes, and maintenance purposes."

- The face of the short plat shall clearly indicate the location of the existing water service and side sewer service to the existing residence. If located within the proposed road, it shall be relocated at the time of mainline extension. [PMC 19.02.100(l)]

→***Water***

- A water system development charge (SDC) will be assessed for each new single-family residence and is due at the time of building permit issuance for the individual lot(s). The current amount of the SDC as of this writing is $4,020.00. [PMC 14.02.040, 14.10.030]

→Sewer

- A sanitary sewer system development charge (SDC) will be assessed for each new single-family residence and is due at the time of building permit issuance for the individual lot(s). The current amount of the SDC as of this writing is $5,560.00 [PMC 14.10.010, 14.10.030]

→Stormwater

- A Stormwater Systems Development Charge (SDC) will be assessed for each new single-family residence. The current SDC as of this writing is $3,360.00 per unit.

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

- The city has adopted a City-Wide Traffic Impact Fee of $4,500 per single family home. Final fees will be calculated and assessed by the City at the time of 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

- 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, and pavement. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.
    - To facilitate future streetlights, conduit and junction boxes will be required along frontage.
- Private tracts for 1-2 dwelling units:
    - 200ft max length, 20ft wide (15ft asphalt, 2.5ft gravel shoulders)
- Private tracts for 3-4 dwelling units:

- 200ft max length, 30ft wide (24ft asphalt with curb/gutter)

- ADA compliant driveway approach is required for tract access.
- 14th St SW along the site is designated as a minor collector. City standards (Section 101.10.1) require minimum spacing of 150 feet.
  - Since this parcel already has two existing driveways, a single shared access (via shared tract) will be allowed for new lots.
  - New lots will not be allowed direct access to 14th St SW (must use shred tract for access).

FIRE PREVENTION – DAVID DRAKE, 253-864-4171 ddrake@puyallupwa.gov **RAY COCKERHAM, 253-841-5585** RayC@puyallupwa.gov

- A fire hydrant will be required on the street frontage.
- Fire hydrant placement should reach all points of a structure within 600' on each parcel.

BUILDING – DAVID LEAHY, 253-435-3618 DLeahy@puyallupwa.gov **RAY COCKERHAM, 253-841-5585** RayC@puyallupwa.gov

- When ready to submit for the building permits for the houses, plans must be complete with all building, plumbing, mechanical and energy code addressed.
- Since this is in a flood plane plans must clearly indicate the proper height of the foundation and flood venting per all requirements of the current IRC at the time of submittals. See additional information in Anthony's notes above.
- Must submit all truss specs, sealed by the truss engineer and a truss layout page that will match the plans at time of submittal.
- Provide a Geo-Tech report for the property with submittals for houses.