



# CITY OF PUYALLUP

## Development & Permitting Services

333 S. Meridian, Puyallup, WA 98371  
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[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

January 24, 2022

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DEVELOPMENT REVIEW TEAM (DRT) LETTER	
PERMIT #	P-21-0008
PROJECT NAME	2ND STREET APARTMENTS
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	PROPOSE CONSTRUCTION OF 3- STORY (29) UNIT APARTMENT BUILDING ABOVE ONE FLOR OF COVERED PARKING.
SITE ADDRESS AND PARCEL #	000 2 <sup>ND</sup> ST NE 7600200051
ASSOCIATED LAND USE PERMIT(S)	P-19-0101
APPLICATION DATE	January 19, 2021
APPLICATION COMPLETE DATE	January 21, 2021
PROJECT STATUS	<b>Active Development Review Team (DRT) review case – resubmittal required.</b> Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed. <b>To resubmit through the Cityview Portal, please follow instructions on page 5 of 6 below.</b>
APPROVAL EXPIRATION	<b>N/A</b> – Active permit application, not approved
CONDITIONS	<p><b>Active permit application, not approved;</b></p> <p>Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter.</p> <p>DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City’s adopted development standards and codes.</p> <p>Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active.</p> <p>The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.</p>

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## HOW TO USE THIS LETTER

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

The “**Action Items**” section includes all items that the applicant must address to comply with the Puyallup Municipal Code (PMC) and city standards. Items listed in under **Action Items** require a resubmittal under this permit for further review by the Development Review Team (DRT); your application is not approved. Please make those updates to the proposed plans and resubmit for review. Please include a response letter outlining how you have revised your proposal to meet these items for ease of plan check by DRT members.

The “**Conditions**” are items that will govern the final permit submittal(s) for the project. Please be aware that these conditions will become conditions of the final permits and/or recommendations to the Hearing Examiner, if applicable.

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

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## ACTION ITEMS

PLANNING - Chris Beale (253) 841-5418 [cbeale@puyallupWA.gov](mailto:cbeale@puyallupWA.gov)

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

ENGINEERING - Mark Higginson (253) 841-5559 [mhigginson@puyallupWA.gov](mailto:mhigginson@puyallupWA.gov)

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

### SPECIFIC CONDITIONS OF PROJECT APPROVAL

1. The applicant response letter dated October 11, 2021 indicates that an easement (AFN 204003) referenced on the original application materials does not exist and has been removed from the plans. Please provide a letter containing the Surveyor’s signed seal attesting that the easement does not exist and does not affect the proposed project.

TRAFFIC – Bryan Roberts (253) 841-5542 [broberts@puyallupWA.gov](mailto:broberts@puyallupWA.gov)

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

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

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

BUILDING – David Leahy (253) 435-3618 [DLeahy@puyallupWA.gov](mailto:DLeahy@puyallupWA.gov)

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

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## CONDITIONS

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

PLANNING - Chris Beale (253) 841-5418 [cbeale@puyallupWA.gov](mailto:cbeale@puyallupWA.gov)

### **SPECIFIC CONDITIONS OF PROJECT APPROVAL**

1. Project must submit final landscape plan at the time of civil permit application.
2. Planning will require documentation on compliance with all findings and conditions of DRB approval for architectural design at the time of building permit.
3. The plaza area benches shall be provided in the back of walk corner plaza area, as shown in the architectural renderings and prelim landscape plan. These benches are on private property but encouraged to match the ROW bench seating type model.
4. The plaza area, per PMC 20.30.033, at the corner of the development may need to be adjusted per traffic comments. The plaza area shall include:
  - a. Pedestrian scaled lighting fixtures
  - b. One element with sustainability attributes (rain garden, solar powered lights or equipment, pervious paving, container for recycling, or benches made from recycled materials).
  - c. Artistic design elements such as decorative paving patterns, ornamental art features, creative lighting elements, etc.
  - d. Paved surfacing abutting the ROW line shall be built using decorative paver materials or some other material meant to differentiate from the public ROW.
5. Pedestrian scaled street lighting shall be provided in the ROW consistent with city standard detail 01.05.08, one per 50' linear feet, in addition to city standard street lighting.
6. A bike rack shall be provided in an area near the lobby entry facing 2<sup>nd</sup> Street, under the canopy cover.
7. A final landscape plan shall be submitted with the site civil permit.
  - a. The street frontage on 2<sup>nd</sup> Street will need to include street trees back of walk due to conflict with water main. Street trees on the 2<sup>nd</sup> Street side shall be *Fagus sylvatica* 'Fastigiata'.
  - b. The planter cut outs in the sidewalk near curb line on 2<sup>nd</sup> Street should remain in place with low growing shrubs and ground covers with a 6' (wide) X 3' (D) sidewalk 'notch' back of walk to accommodate an upright columnar tree(s) species.
  - c. The perimeter 15' buffer on the east side and north border should include taller conifers, such as douglas fir, western redcedar, sitka spruce. Sub out the subalpine fir (a very slow growing conifer at sea level) for a faster growing conifer. The project has to achieve buffering within 3 years of planting.
  - d. No more than eight (8) parking stalls are allowed in a row without a 12' wide landscape island.
  - e. Drainage and other civil utility lines must be placed away from running underneath the parking lot landscape islands. The current design would prohibit tree planting in the landscape islands with the storm lines running under neath the islands.
  - f. 6' of landscaping shall be maintained between site parking lot and the encroachment of the car lot to the north. The encroachment may remain if the 6' of landscaping can be provided, as shown on prelim plan.
8. The two angled parking stalls north of the building need to be eliminated or re-oriented to avoid impacts to turning movement into the site, per Traffic comments. Consider a parallel stall for unloading/unloading (Uber, Amazon, etc.) in this location.

ENGINEERING - Mark Higginson (253) 841-5559 [mhigginson@puyallupWA.gov](mailto:mhigginson@puyallupWA.gov)

### **GENERAL CONDITIONS OF PROJECT APPROVAL:**

The following engineering conditions are references to requirements and standards that apply to the development proposal in addition to any specific conditions noted above. This list is intended to assist the applicant with incorporating City requirements into the project design and subsequent permitting documents, but should not be considered an exhaustive list of all necessary provisions from the Municipal Code, design standards, or the Ecology stormwater manual.

The following is a list of items specific to the **October 2021** resubmittal and may be addressed at the time of civil application:

1. See original conditions noted in DRT Letter dated March 17, 2021.
2. The geotechnical engineer shall determine the direction of groundwater flow to ensure compliance with the level of stormwater treatment needed for the project (enhanced vs basic). [Storm Report]
3. The WWHM analysis shall include the pre-developed forested scenario. [Storm Report]
4. Street trees must be located 10-ft min from underground utilities in accordance with City Standards. There is an existing 12-in watermain at the location of the proposed tree wells. Revise the landscape plan accordingly – see Planning’s notes. [Plans; Sht SPR2]
5. Clearly indicate the radiused portion of the future ROW dedication at the corner of 2nd St NE and 5th Ave NE. [Plans; Sht SPR2]
6. ½-street improvements will be required on 5th Ave NE.
7. Provide cross-section(s) along the east property line to clarify grading/surface water run-on and no damming of surface water. [Plans; Sht SPR2]
8. Relocate infiltration trench/facility away from landscape islands (due to potential root intrusion into perforated pipes) [Plans; Sht SPR2]
9. DCVA’s are required on the domestic and irrigation service lines. [Plans; Sht SPR3]
10. Connect side sewer directly to main (3-ft min. from manhole) [Plans; Sht SPR3]
11. Revise Landscape design to account for 10-ft of separation between street trees and landscaping.

TRAFFIC – Bryan Roberts (253) 841-5542 [broberts@puyallupWA.gov](mailto:broberts@puyallupWA.gov)

#### **SPECIFIC CONDITIONS OF PROJECT APPROVAL**

1. Applicant shall address provided redline comments in civil submittal.
2. Traffic scoping worksheet is approved. Project will generate 12.8 PM peak hour trips
3. Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10.
4. Park impact fees shall be charged per new dwelling unit based on its size. Fees are assessed in accordance with fees adopted by ordinance, per PMC 21.10
5. School impact fees shall be paid directly to the school district in accordance with adopted fee at the time of collection by the District.
6. Per Puyallup Municipal Code Section 11.08.130, the applicant/owner would be expected to construct half-street improvements including curb, gutter, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during the course of 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 (along the property frontage) on the following streets:
  - a. 2nd St NE is a Major Arterial, coordinate with planning dept regarding the specific improvements required along this frontage. The improvements shall be from street centerline. Assuming a symmetrical cross section, additional right-of-way (ROW) on 2nd St NE may need to be dedicated to the city.
  - b. 5th Ave NE is a Major Collector, consisting of curb, gutter, 8’ sidewalks, and 3.5’ planter strip. The improvements shall be from street centerline. Assuming a symmetrical cross section, additional right-of-way (ROW) on 5th Ave NE may need to be dedicated to the city.
7. The maximum grade is 10% for driveways and internal site circulation.
8. During civil review, staff shall review street tree placement to protect required sight distances

9. A 35-foot radius curbs shall be constructed for the proposed site access driveway along S Meridian. The width of the proposed site access driveway(s) shall be 30’.
10. Must coordinate with Pierce Transit regarding bus stop (#250) along frontage.
11. On-site circulation design shall prevent vehicles from backing on/off site.

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

1. All comments and concerns addressed in letter.

BUILDING – David Leahy (253) 435-3618 [dleahy@puyallupWA.gov](mailto:dleahy@puyallupWA.gov)

1. Permit plans and application must be complete with all building, plumbing, mechanical, energy code items, roof truss specs and accessibility requirements per the Codes in place at time of a complete submittal.
2. Will need to show the required infrastructure for the required electrical charging stations per 2018 IBC Section 429 of the Washington State Amendments or codes in place at time of submittal.
3. Show all requirements for all the type A and B accessible units in the new apartments.
4. Will need to have a complete plumbing schematic in the plans for this building.

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## RESUBMITTAL INSTRUCTIONS

Please submit electronic copies of the requested information at your earliest convenience to continue the review process of your application. All permit resubmittals must come in through the City’s new online permit system at <https://permits.puyallupwa.gov/portal/>. Applicants will need to create a portal account in order to resubmit. Once you have signed up for an account, if you do not see your permit listed in your account, contact the permit center. To resubmit follow the steps below:

1. Sign in to your portal account
2. Find this permit by clicking on the ‘Application Search’ tool under the ‘Planning Division’ section of the Cityview Portal webpage. Search for permit in the search bar by using the permit number, site address, or parcel number.
3. Select the project from the resulting list by clicking on the link ‘Planning Status’.
4. Scroll to the bottom of the portal page to the “Upload Documents” section to resubmit documents.
5. Click the “click here” button to be taken to the submittals page.
6. In the list of submittal items, upload a “new version” of each document for which you have made revisions.
7. If you are submitting a new document for which there is not a previous version, click the button under the heading “Upload Additional Documents”.

The electronic submittal must contain the entire permit resubmittal package including all attachments and a response letter fully responding to all the “Action Items”, as outlined above.

For questions or if you experience issues with file upload, contact: [PermitCenter@puyallupWA.gov](mailto:PermitCenter@puyallupWA.gov).

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

Sincerely,

**Chris Beale, AICP**  
Senior Planner  
(253) 841-5418  
cbeale@puyallupWA.gov