



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

DATE: January 27, 2022

TO: Amy Donlan, Costa Philippides, Sikander Sekhon, and project file

FROM: Nabila Comstock, Planning Technician

PROJECT: P-21-0146

SITE ADDRESS: 212 Todd Rd NE

PROJECT DESCRIPTION (as provided by applicant): Proposal to use RM-20 zoned lot with existing SFR as a commercial property with an office and storage yard. Concomitant agreement applies to the site that allows for commercial and light industrial uses

Thank you for meeting with the city's Development Services staff to discuss your proposed project. The following information highlights the issues discussed at our meeting and is provided for your use. Please note that the information provided 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, NComstock@PuyallupWA.gov. We look forward to working with you on the completion of this project.

ACTION ITEMS

Building Review - Janelle Montgomery; (253) 770-3328; JMontgomery@PuyallupWA.gov

- Upon Building application clarify all work completed without a building permit.
- Building plans to convert single family dwelling into office will require complete building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans depending on scope of work performed. Include 2nd floor to be able to assess use and building requirements. If 2nd floor is not to be used note on existing floor plan. As noted at Pre-app meeting floor system will be required to meet the 50 lbs. per sq. foot for office use vs SFR for 1st and 2nd floor. Plans to show how floor load was modified to meet code requirements or letter from structural engineer to assess all structural modifications and meet 2018 IBC commercial use.
- Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits.
- All electrical is permitted by the Washington State Department of L & I.

- Accessible parking and access to the public way will be required. For all accessible requirements the City adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard.
- Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.

Fire Review - David Drake; (253) 864-4171; DDrake@PuyallupWA.gov

- Fire Truck turn-around will be required in storage yard.
A fire lane through storage yard will be required to be maintained.
Site plan of storage yard will be required for a review.

Engineering Review - Jamie Carter; (253) 435-3616; JCarter@puyallupwa.gov

- Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2014 amended Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the ECY manual.
- CIVIL PERMIT APPLICATION
 - Civil engineering drawings will be required for this project prior to issuance of civil 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.
 - Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
 - Civil Engineering drawings shall conform to City standards Sections 1.0 and 2.0, specifically:
 - o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
 - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
 - o 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.
 - o 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.

- WATER
 - 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)]
backflow tester and the results of that inspection shall be provided to the city inspector. [PMC 14.02.220(3) & CS 302.2]
 - Due to the conversion from a single-family use to a commercial use, it will be necessary to upgrade the domestic water service connection with the installation of a Double Check Valve Assembly (DCVA), to be located immediately downstream from the City water meter. Prior to installation, applicant shall obtain a City of Puyallup plumbing permit for the installation and inspection of the unit. Prior to inspection, the unit must be tested by a licensed, certified backflow tester and the results of that inspection shall be provided to the City Inspector.
[PMC 14.02.220(3) & CS 302.2]
- STORMWATER
 - Design shall occur pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in December 2014 (The 2014 SWMMWW) and current City Standards. [PMC 21.10.040]
 - Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 21 through April 1).
 - Hydraulic conductivity testing:
 - o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small-Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 21 through April 1) is required.
 - o If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume III Section 3.3.8.
 - If infiltration facilities/BMPs are feasible, the number of tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 square feet of permeable pavement or one test for each bio-retention cell.
 - Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application.
 - 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:

- Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; enlarging the private facilities to account for bypass runoff; or other methods as approved by the City Engineer. [PMC 21.10.190(3)]

Stormwater Retention/Detention (R/D) Facilities:

- Overflow facilities shall be provided for any proposed R/D facilities in accordance with City standards. This may include a downstream analysis of up to a quarter mile.
 - Any above-ground stormwater facility shall be screened in accordance with planning requirements.
 - Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. [PMC 21.10 & DOE Manual, Vol. V, Pg. 10-9]
 - A minimum of 5-feet clearance shall be provided for access around any required vegetative buffer. [PMC 21.10 & CS 206]
- Wapato Diversion Line/ Concomitant Agreement between City of Puyallup and Valley Ave Property Owners:
According to the concomitant agreement properties to the east of the development known collectively as The Park shall construct and maintain storm drainage retention facilities and then in lieu of the applicant constructing their own stormwater mainline the retained runoff can then be released at pre-development rates into the Wapato Diversion Line.
This property is located east of The Park development.
 - STORMWATER
The following items shall be included at the time of Civil permit submittal:
 - o 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]
 - o A written technical report that clearly delineates any offsite basins tributary to the project site and includes the following information: [PMC 21.10.060]
 - o the quantity of the offsite runoff;
 - o the location(s) where the offsite runoff enters the project site;
 - o how the offsite runoff will be routed through the project site.
 - o the location of proposed retention/detention facilities
 - o and, the location of proposed treatment facilities
 - o All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:

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

o In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the site plan, the stormwater area(s) shall be increased as necessary so the final design will be in compliance with current City Standards. This may result in the number of lots being reduced, or a reduction in other site amenities. [PMC 21.10.060(4), 21.10.150]

- All private storm drainage facilities shall be covered by a Stormwater Management & BMP Facilities Agreement provided by the City and recorded with Pierce County. Under this agreement if the owner fails to properly maintain the facilities, the City, after giving the owner proper notice, may perform necessary maintenance at the owner's expense.

- FEES

- Stormwater system development fees are due at the time of civil permit issuance for commercial projects and at the time of building permit issuance for single family or duplex developments and do not vest until time of permit issuance. Fees are increased annually on February 1st.

Redevelopment

- For existing Stormwater facilities the City will assess the amount of existing Equivalent Service Units (1 ESU = 2800 square feet of 'hard' surface) already 'connected' and credit that number against the proposed increase in hard surface. [PMC 14.26.070]

- To obtain credit towards water and sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030]

Traffic Review - Bryan Roberts; (253) 841-5542; broberts@PuyallupWA.gov

- •Traffic scoping worksheet will be required for this project. The City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. The project trips shall be rounded to the nearest tenth. Trip credits would be allowed for any existing development.

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance.

Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to

construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

-Frontage improvements will be required along Todd Rd. Frontage improvements shall match improvements constructed for the adjacent property (to the west). 8ft sidewalks + 17ft roadway width (from centerline)

-As part of these improvements, additional right-of-way (ROW) may need to be dedicated to the City.

-Approximately 10.5ft of ROW dedication will be required

-Offsite paved taper will be required east of frontage

Commercial Driveway will be required – minimum 30ft width

This commercial development shall provide an autoturn analysis for the largest anticipated vehicle that would access the site. Curb radii and entrance dimensions shall be increased as necessary to allow vehicles to access the site without encroaching into adjacent lanes of traffic.

-Want to ensure vehicles will not be backing into the property.

At the time of civil permit review provide a separate pavement striping plan (channelization) sheet for the city to review.

On-site monument signage must be located outside sight distance triangle.

Planning Review - Josh Kubitzka; (253) 383-2422; jkubitzka@ahbl.com

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

GENERAL SITE PLAN COMMENTS SUMMARY

- Preliminary site plan review is required if the work completed and/or proposed work exceeds \$60,000 in total construction cost or if the project is not SEPA exempt.
- SEPA environmental review is required if the work completed and proposed exceeds 500 square feet of grade and fill. Total fill and grade calculations will be required with the clear, grade, and fill permit to ensure compliance with SEPA requirements.
- It is recommended that a preliminary site plan (if required) is submitted with the clear, grade, and fill permit and SEPA environmental review applications.
- A wetland and stream report compliant with PMC 21.06.950, PMC 21.06.530, PMC 21.06.1070 will be required to identify and categorize/type streams and wetlands on or within 300-feet of the site. A restoration plan will be required for any areas that were impacted by the nonpermitted work.
- In this Containment Agreement area, the City applies the development performance standards that best fits the proposed use. The project is subject to ML development standards provided in PMC 20.45 and detailed below.

- In this Containment Agreement area, the City applies the perimeter landscape buffers based on the underlying zoning district. The project is subject to RM-20 perimeter landscape buffers and detailed below.
- A public record request will be needed for a copy of the FEIS reference in the concomitant agreement.
- Residential uses are not permitted in the RM-20 zoning district or the Containment Agreement. Residential and office uses in the same single-family building is considered a home occupation. While the existing single-family residence is a legal nonconforming use, the proposed office and storage yard would not be considered "incidental" under the home occupation standards. As proposed, staff would unlikely support the project as a home occupation.
- Changing the property zoning from RM-20 to General Commercial (GC) would require a Comprehensive Plan map amendment and rezone application. The application deadline is February 28, 2022. The City will not be processing privately initiated Comprehensive Plan amendments again until 2025 due to the upcoming Comprehensive Plan updates. A successful application will require the inclusions of surrounding properties. Please note that the Comprehensive Plan map and rezone application decision will be required prior to issuance of any preliminary site plan permits. Please contact Kendall Walls at KWals@puyallupwa.gov if you have any further Comprehensive Plan map and rezone application questions.
- The unpermitted clear, grade, and fill work was discussed with the Code Compliance Officer. At this time, Code Compliance will not take action so long as the owner continues to pursue the retro clear, grade, and fill permit and SEPA review.

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Comprehensive Plan Amendment and Rezone (if pursued)
- Preliminary site plan
- SEPA environmental checklist (if required)
- Administrative Design Review (see below for more information regarding design review)
- To facilitate a complete submittal, provide the following documents:
 - Complete application form, with required # of copies and supporting documents, as outlined on the application form checklist.
 - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
 - SEPA checklist with an 8.5"X11" or 11"X17" copy of the site plan
 - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
 - Required Traffic Scoping Worksheet and Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
 - Any required critical areas report, as noted herein by the case planner
 - Preliminary landscape plan
 - Geotechnical report, where required.
 - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1st review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
 - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.
 - After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
 - Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
 - Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
 - If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.

COMPRHENSIVE PLAN AMEDNMENT APPLICATION FORM

- <http://www.cityofpuyallup.org/DocumentCenter/View/8884/Comp-Plan-Amendment-application>

COMPRHENSIVE PLAN AMEDNMENT NON-PROJECT SEPA FORMS

- <http://www.cityofpuyallup.org/DocumentCenter/View/11578/Non-project-SEPA-cover-sheet>
- <http://www.cityofpuyallup.org/DocumentCenter/View/11579/Non-project-SEPA-supplemental-form>

GIS PROPERTY DETAILS

QV Puyallup Detailed List - 0420222008

General Information	
Puyallup City Limit	Yes
City Owned Property	No
Concomitant Agreements	Yes (R8303020316)
Regulated Floodplain 2017	No

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Regulated Seclusion Area	No
Future Land Use	HDR
General Habitat Areas	No
Plats	N/A
Potential Land Slide Hazard	No
Regional Growth Center	No
Revenue Development Area Boundary	No
Short Plat Number	N/A
Soils	31A
Urban Growth Boundary Area	Yes
Volcanic Hazard Areas	Yes
Water System Name	City of Puyallup
Wetlands Inventory Puyallup	Yes (300' Review Area)
Zoning	RM-20
Zoning Overlay	N/A

LAND USE ANALYSIS

- Tax parcel 0420222008 is in the High density multiple-family residential zone (RM-20) zoning district and the Auto High density residential (HDR) Comprehensive Plan designated area.
- The project is subject R8303020316 Concomitant Agreement which permits certain "Commercial" and "Industrial" uses. This is in addition to the permitted uses allowed by the underlying zoning district (RM-20) that is provided in PMC 20.25.010. Refer to R8303020316 Concomitant Agreement Exhibit C and PMC 20.25.010 for the full list of approved uses.
- R8303020316 Concomitant Agreement permits contractor office and storage yard uses outright.
- Residential uses are not permitted in the RM-20 zoning district or the Containment Agreement. Residential and office uses in the same single-family building is considered a home occupation. While the existing single-family residence is a legal nonconforming use, the proposed office and storage yard would not be considered "incidental" under the home occupation standards. As proposed, staff would unlikely support the project as a home occupation.

- R8303020316 Concomitant Agreement isn't clear on what development standards should be applied to commercial and industrial uses. The City precedent is to apply ML performance standards to any allowed use that supersedes the underlying zoning in this concomitant agreement area. ML Development Standards is provided in PMC 20.35. Review these development standards as the project is further developed.
- PMC 20.35 Property Development Standards Summary

Code Standards	ML	Proposed Project
Minimum lot area per building site in square feet	10,000 square feet	Compliant
Minimum lot width	75-feet	Compliant
Minimum lot depth	100-feet	Compliant
Minimum front yard setback	20-feet	Compliant
Minimum rear yard setback	0	Compliant
Minimum interior side yard setback	0	Compliant
Minimum street side yard setback	10-feet	Not Applicable
Minimum landscaped setback along any common boundary with property zoned RS, RM, or PDR	35-feet	See landscape standards, below*
Minimum street frontage	25-feet	Compliant
Maximum lot coverage	65 percent	Compliant
Maximum building height	50-feet	Compliant
Minimum landscaped setback from principal or minor arterial as designated in the comprehensive plan	10-feet	Compliant
Maximum floor area ratio	4.0	Compliant

- As the project is further defined, it is recommended that the project team review PMC 20.35 ML development standards for compliance.
- Truck parking and loading/unloading areas shall be considered a form of outdoor storage and shall be screened from adjoining properties and public right-of-way in accordance with the fencing and screening requirements for outdoor storage set forth in PMC 20.35.035(3).
- Per PMC 20.35.035(3), Outdoor storage as defined in PMC 20.15.005, including merchandise display, equipment and materials storage, and junk and scrap storage, when permitted in the ML and MP zones shall comply with the following requirements:
 - (a) Fencing and Screening Required. Sight-obscuring fencing or screening is required around all portions of a lot utilized for outdoor storage of component merchandise, equipment and materials, and junk and scrap as defined in PMC [20.15.005](#), except for component merchandise which is stored and displayed only during business hours. All fencing and screening shall be installed in accordance with the following requirements:
 - (i) Building Setbacks. All fencing and screening shall comply with the building setback requirements for the zone in which it is located unless specified otherwise,
 - (ii) Minimum Screening Requirements. When required, all outdoor storage areas shall be screened from adjoining properties and public rights-of-way by a wall, fence, landscaping and/or structure. Such screening shall serve the purpose of concealing and obscuring the storage area from view. Landscape screening shall

consist of plantings designed and installed in such a manner to provide year-round screening in terms of vegetation density and height within three years of planting, and shall be maintained in a healthy, growing condition. Landscape plantings installed to screen outdoor storage from public rights-of-way shall be installed on the right-of-way side of any wall, fence or structure,

- (iii) **Maximum Fence Height.** Fencing and walls surrounding outdoor storage areas which are not part of a building wall shall not exceed a maximum height of eight feet,
- (iv) **Maintenance Required.** Fences, walls and landscaping surrounding outdoor storage areas shall be maintained and kept free of litter, posters, signs, trash or stored items,
- (v) **Outdoor Storage Height Limitations.** Outdoor storage shall not exceed the height of required screening;
- (b) **Exemption from Fencing and Screening Requirements.** Fencing and screening is not required around those portions of a lot utilized for complete merchandise display, or the display of component merchandise when said merchandise is stored within a structure or fenced and screened area during the hours the business is closed;
- (c) **Improvement and Maintenance of Outdoor Storage Areas.** All outdoor storage areas and access to them shall be paved. All outdoor storage areas shall be graded and storm drainage facilities installed to collect and dispose of all surface runoff in accordance with city requirements and the most recently adopted version of the storm water manual;
- (d) **Outdoor Storage of Materials Prohibited.** No outdoor storage of materials such as fertilizers, pesticides, etc., which potentially pose a threat to water quality shall be permitted; and
- (e) **Outdoor Storage Prohibited in Required Parking Areas and Walkways.** No outdoor storage shall be permitted to occur in required parking areas, access drives or walkways.

CRITICAL AREAS ANALYSIS

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

	CRITICAL AREA
X	Critical aquifer recharge area
X	10-year wellhead protection area
X	5-year wellhead protection area
X	1-year wellhead protection area
X	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
	Geologic hazard area – Seismic hazard areas
X	Wetland and wetland buffer
X	Fish and Wildlife Conservation Area - Stream and/or stream buffer

	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State

- The following critical area report requirements may be triggered by known or suspected critical areas:
 - **Critical aquifer recharge areas:**
 - Reporting requirements vary based on the proposed use of the property and location of proposed development.
 - 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.
 - **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.
 - **Stream and/or stream buffer areas:**

- A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.1070 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 streams.
- Please submit and sign a critical area ID form and submit with the application.
- PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
- PMC 21.06.1260 Performance standards – Volcanic hazard areas

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to administrative design standards provided in PMC 20.26.400 if not exempt per PMC 20.26.003
- PMC 20.26.011 requires elevation drawings (if any), landscape plan, context vicinity map, a site plan, and a written narrative that provides point-by-point compliance with design standards.
- Per PMC 20.26.007, administrative design review would occur during preliminary site plan review or building permit (if any).
- Staff recommends that the project team reviews PMC 20.26.400 as the project is further developed. The following are a few design review standards to note:
 - Trees along Building Facades. A minimum 15-foot-wide landscape strip shall be provided along the entire length of blank wall facades of buildings in the ML zone district. A mixture of medium to large evergreen conifer and deciduous trees and shrubs (evergreen and/or deciduous shrub mix) shall be planted for all buildings along the entire length of all visible facades on buildings with footprints of more than 10,000 square feet, which have walls reaching 20 feet or more above ground level and which are visible from a public road or located within 100 feet of a residential zone. The stand of trees may include either existing trees or planted trees. The design of the landscaping treatment shall be consistent with the "SLD-01" standard contained in the city's vegetation management standards (VMS) manual.
 - Acceptable siding materials include brick, stone, marble, split-face cement block, shingles and horizontal lap siding.
 - Loading docks and outdoor product or equipment storage areas shall be screened from public roads by means of a vegetative screen or six-foot masonry wall or wood opaque fence. If a vegetative screen is used, the screen shall conform to the landscape buffering standards described in PMC 20.26.500(1). If a wall is used, it shall include a 10-foot landscaping strip on the side facing the public which is planted with shrubs at least three-gallon container size (spaced no more than five feet on center) and a continuous row of trees (at least eight feet tall at planting) spaced no more than 30 feet on center.

OFF-STREET PARKING ANALYSIS

- PMC 20.55.010 Number of parking spaces required:
 - 1 parking space per 300 square feet of office gross floor area.
- Per PMC 20.55.018, parking requirements may be reduced for low impact development.
- Other relevant parking code sections to consult:
 - PMC 20.55.016 Motorcycle/bicycle parking requirements.
 - PMC 20.55.018 Reduced parking requirements for low impact development
 - PMC 20.55.025 Compact parking spaces.
 - PMC 20.55.035 Aisle and driveway dimensions.
 - PMC 20.55.040 Conflict with use of street or alley

- PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
- PMC 20.55.055 Improvement and maintenance of parking areas.

LANDSCAPING REQUIREMENTS ANALYSIS

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

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

Perimeter landscaping requirements:

- Per PMC 20.58.005(2), All paved areas of over 10,000 square feet shall have at least five percent of all paved areas landscaped to provide shade to reduce the heat island effect related to paved surfaces, reduce storm water runoff, improve air quality, provide visual breaks to large paved areas and improve general appearance. Perimeter landscaping shall not be calculated as part of the required amount of internal parking lot landscaping.
- Per PMC 20.58.005, the perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less. In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6-feet, a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.
- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
Front	Todd Rd NE	12-feet	Type II
Rear	South Property Boundary	12-feet	Type II
Side	East Property Boundary	12-feet	Type III
Side	West Property Boundary	6-feet	Type III

Significant trees

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

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating existing or proposed street trees are consistent with the city’s requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
 - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

Parking lot landscaping:

- Applicability: If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city’s parking lot landscaping standards (Type IV standards).
- Existing parking areas that is reconstructed is subject to parking lot landscaping requirements.

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

Other landscaping standards

- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.