



City of Puyallup

**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

**DATE:** February 23, 2022

**TO:** Azure Green Consultants

**FROM:** Nabila Comstock, Planning Technician

**PROJECT:** PLPRE20220001 - Bell Place Apartments

**SITE ADDRESS:** 204 4TH ST SW, PUYALLUP, WA 98371;

**PROJECT DESCRIPTION (as provided by applicant):** 5-story apartment building with parking located under the building.

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

**Planning Review - Chris Beale ; (253) 841-5418 ; CBeale@PuyallupWA.gov**

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

## GENERAL SITE PLAN COMMENTS SUMMARY

- All three street frontage setbacks will need to meet 20.25.0215. The street facing building setbacks are 10'. In order for anything less than a 10' setback from property line (i.e. the 5' setback option in RM code), the first floor need to include entrance(s) consistent with code allowances (see .0215, sub 2 - 100 square feet of entrance area outside of entry to building). This would include entrances on each of the three street frontages; any street frontage without a building entrance meeting code would require a 10' setback.
- For the west side of the development, special attention needs to be provided to scaling the development to the lower single story homes/offices to the west. An additional landscaped setback (such as a narrow outdoor garden space or dog run) and additional setbacks and bulk reduction/modulation on upper floors of west side of the structure are anticipated to be needs to incorporate into the site and architectural design. See section 3.2.B of the DDGs.

- On the ground floor, standard parking stalls of 20' depth are shown along the west wall of the garage – 15' stalls would allow additional open space to the west landscape yard outside of the garage
- Project will need to provide 10% net lot area in landscaping per PMC 20.25.020 (13). Rooftop gardens could apply. If rooftop garden space is provided, and the landscaped areas are part of a green roof (LID storm facility), a 10% off street parking reduction may apply.
- Project requires review and approval by the Design Review Board. <http://www.cityofpuyallup.org/DocumentCenter/View/10170/Downtown-Design-Guidelines---2019-Update>- More details are below.
- Max lot coverage is 90%. Please plan to provide calculations.
- City staff has reached out to Pierce Transit Planning Dept. for feedback – covered shelters are warranted at the existing stop locations (2) one block east (north AND south side of Pioneer at 3<sup>rd</sup> Street) – this development will impact that stop locations further by drawing additional ridership. The applicant would be responsible to install covered shelters at those locations. Possible replacement of panels off site to accommodate concrete thickness for bolt hardware may be required. Exact placement will need to be reviewed at civil stage (off-site) based on available ROW and sight distance/loading areas.
  - **Standard note from Pierce Transit:** Pierce Transit will be responsible for the installation of the shelter and you will not be charged for that installation assuming the concrete is 8" or thicker (or the panel to which the shelter will be adhered is replaced to be 8"). You will, however, be responsible for the cost of the shelter, which is \$3,688.32 (includes shelter and shelter glass).
  - Tina Vaslet, Planner II – Bus Stops
  - P: 253.983.2706 | [tvaslet@piercetransit.org](mailto:tvaslet@piercetransit.org)
- Where do you anticipate moving trucks (Uhaul) to stage/load/unload and how will tenants be able to use that load/unload moving truck area to access the elevators? A load/unload area is needed, possibly in ROW.
- On street parking on 4<sup>th</sup> Street between Meeker and Pioneer (both sides) is restricted to Police use only. This will remain in place post-development.
- Integrate 18' of pedestrian street frontage requirements on West Pioneer. Standards for arterials is 10' planter + 8' walk, we have been modifying the standard in downtown on other projects to be an 18' walk with 6' x 10' street tree boxes next to curb line for downtown developments. The Meeker and 4<sup>th</sup> Street frontages need to include a 12' walk with 6' x 10' street tree boxes.
- Street benches and bike parking racks will be needed on main street frontages (2 each on Meeker/Pioneer).
- Downtown design guidelines will require upper floor step backs, see 3.B.3 and 3.B.5. You need to plan to incorporate per guidelines. The design appears to provide notable stepbacks and modulations from the lower floor plate which is a good starting point. We suggest a Design Review Board pre-app at some near term point.
- Downtown design guidelines do not allow hardie board siding unless it's a "Through color fiber cement board" material. Review the High Quality exterior building materials list in DDGs.
- Measuring in GIS, looks like site is over 100' from RS zoning and is eligible for height bonuses.
- PMC 20.55.011 allows 1:1 parking for planned action developments – you will need a parking management plan as outlined in code (20.55.011 Number of parking spaces required – Downtown planned action area).
  - A 10% reduction in off street parking may be allowed if a portion of the roof is used as a green roof in conjunction with the storm water design per PMC 20.55.018 Reduced parking requirements for low impact development.

## LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan,
- SEPA environmental checklist (project is located in the downtown Planned Action Area, however a SEPA checklist is required)
- Downtown design guidelines review applications (See below for more information regarding architectural design review)
- Preapplication vicinity meeting required for proposals of a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
  - Permit submittals will be accepted by via the Cityview permit portal only (<https://permits.puyallupwa.gov/Portal>).
  - Complete application form and supporting documents, as outlined on the application form checklist.
  - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)).
  - SEPA checklist with an 8.5"X11" or 11"X17" copy of the site plan
  - Proposed building elevations, along with any applicable design review application.
  - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
  - Required Traffic Scoping Worksheet and Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
  - Any required critical areas report, as noted herein by the case planner
  - Preliminary landscape plan
  - Geotechnical report, where required.
  - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

## PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1<sup>st</sup> 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:
  - For any project in the downtown planned action area, **see note below**.
  - 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.

- o 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.
- o 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.
  - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

**LAND USE ANALYSIS**

- The site is in the RM-Core zone district and the HDR Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards.

**PROPERTY DEVELOPMENT STANDARDS**

Code Standards	RM-20	Proposed Project
Minimum front yard setback	Refer to <a href="#">20.25.0215</a>	Does not comply
Minimum rear yard setback	0'	Complies – 6' landscape buffer requirement along west property line required.
Minimum interior side yard setback	0'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street side yard setback	Refer to <a href="#">20.25.0215</a>	Does not comply
Maximum lot coverage (Building)	90%	UNKNOWN
Max building height	50' - Refer to <a href="#">20.25.0205</a> and <a href="#">20.25.0216</a>	UNKNOWN
Minimum landscaped area by percentage of net lot area	10%	Does not appear to comply
Private open space per ground floor dwelling unit in square feet	60 sq ft	Unknown
Private open space per upper story dwelling unit dimensions (on east, west and south elevations)	10 x 6'	Unknown

**CRITICAL AREAS ANALYSIS**

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

	CRITICAL AREA
X	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
X	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
X	Geologic hazard area – Seismic hazard areas

	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
  - **Critical aquifer recharge areas:**
    - Reporting requirements vary based on the proposed use of the property. Most 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.
  - **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.

## ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to the Downtown Design Guidelines (DDG) applicability area project will be reviewed by the Design Review Board. The Board will review and approve, approve with conditions or deny your application.
- You can schedule a pre-application meeting with the Board to receive early feedback before proceeding into the formal design review process. Contact me for further details
- The following is a short summary of areas flagged for attention as you finalize the design. This is not an exhaustive review of the design review submittal and is advisory only. Please read each applicable section of the Parts of the DDGs that apply to your project: the applicant team needs to select specific standards from a ‘menu of options’ approach outlined in the DDGs and present those to staff and the Board.

### 1.C. Required Guideline Chapters by Project Type

The table below is provided as a guide to applicant and is intended to help determine which chapters of the Downtown Design Guidelines document apply to a project based on the project type and proposed scope of work. Please note, a project may fall under more than one “project type” listed in the table below due to the scope of work, size/scale, location and surrounding property characteristics. It is recommended that the entire table be reviewed for applicability to a specific project.

<i>Project Type</i>	<i>Chapters to use</i>				
	Part 1: Introduction	Part 2: Significant Buildings	Part 3: Building Design – Form & Massing	Part 4: Building Design – Façade	Part 5: Pedestrian Experience
Character Structure Renovation (built prior to 1949)	X	X	X		X
Historic Structure Renovation (listed on a Historic Register)	X	X			
New construction located on either side of the same street (same block) as one or more historic and/or character structure (see Part 2, 2.B.4)	X	X	X		
New construction 10,000 square feet or larger	X		X	X	X
Modification to existing structure 4,000 square feet or less in size, no increase of square footage	X			X	X
Addition to existing structure 4,000 square feet or more in size, before or after construction	X		X	X	X
New construction or additions greater than 3 floors, 35 feet in height	X		X	X	X
New construction within transition areas, abutting or across from residential zones	X		X	X	X
Façade improvements				X	X
Awning or canopy; new or replacement	X				X
Parking Structures	X		X	X	X

### OFF-STREET PARKING ANALYSIS

- 20.55.011 Number of parking spaces required – Downtown planned action area in the RM-Core zone there shall be 1 parking spaces per dwelling unit;
- 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.
- PMC 20.56 Electrical vehicle infrastructure- requirement
- PMC 20.55.045 Use of common parking facilities
- PMC 20.55.050 Joint use of parking facilities

**OPTIONS TO REDUCE PARKING REQUIREMENTS**

**20.55.018 Reduced parking requirements for low impact development.**

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

- A 10 percent maximum reduction in parking requirements may be approved for parking areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility.
- A 20 percent maximum reduction in parking requirements may be approved for clustered site design where the reduced parking area is used for tree retention or native landscaping. Native landscaping and tree retention must be voluntary landscaping above and beyond the basic landscaping requirements from PMC 20.58 and the implementing VMS design manual.
- Reduced parking requirements are subject to approval from the planning director or the director’s designee upon review of potential adverse impacts

**LANDSCAPING REQUIREMENTS ANALYSIS**

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

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

**Perimeter landscaping requirements:**

- The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30’ landscape buffer may apply.
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6’, a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.
- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
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Front	East	5-10’*	Type II * Depends on setback selected under PMC 20.25.0215
Rear	West	6’	Type III
Street side	South & North	5-10’*	Type II * Depends on setback selected under PMC 20.25.0215

**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.
  - Note for this application: most significant trees appear within the interior of the building envelope and will not be required to be assessed or retained.

**Street trees:**

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

**Parking lot landscaping:**

- ***Applicability:*** If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city’s parking lot landscaping standards (Type IV standards).
- ***Note for this development:*** These do not apply within parking garages or to on street parking stalls.
- The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:
  - No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
  - All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12’ wide with a minimum area of 200 sq ft of area.
  - All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15’ in width with a minimum area of 500 sq ft.
  - ‘Head-to-head’ parking stalls and internal landscape islands shall be separated by a ‘connector landscaping strip’ a minimum of 6’ in width
  - All internal landscape islands and connector strips shall include a single row of structural soil cells (EX. Silva cells, or equivalent) along the perimeter of all internal parking lot landscape islands where parking spaces are proposed (under the pavement directly abutting the outer edge of the landscape island, except in drive lanes)
  - All ‘head-to-head’ parking stalls internal to a parking lot shall have internal island ‘end caps’ to separate the parking stalls from abutting drive aisles. These ‘end cap’ islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

**Other landscaping standards**



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

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

- Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans. Plans will need to be per the applicable 2018 codes adopted February 1, 2021 for all permits.
- Provide complete calculations and code reference to support construction of type VN for 117,267sq ft. five story structure.
- The truss specs will also be required with the truss engineers' stamps and a layout that matches the submitted plans at the time of submittal.
- The R-2 apartments are required to have the infrastructure in place for charging stations per IBC section 429 Washington State amendments and will need to be shown on the plans.
- Apartments are required to have Type A & B units for accessibility, and this will need to be clearly depicted on the plans.
- All electrical is permitted by the Washington State Department of L & I.
- Accessible parking and access to the public way would be required as well as the accessibility requirements for inside the parking garage.
- For all accessible requirements the City of Puyallup adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard not the ADA.
- Please reach out to me if I can answer any other questions in relation to Building code items for this project. No other Building items at this time.

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

- 1. Provide Riser Room, FDC, PIV, and Fire Hydrant locations on plan.
- 2. Depending on location and design, the FDC, and PIV may be approved on building. The first floor would be required to be non-combustible. No openings would be allowed by either except for Riser Room door. This area needs to be designed so it cannot be blocked by street parking.
- 3. A dedicated Fire Hydrant is required for the FDC and needs to be within 10-15' of FDC.
- 4. A two-hour rated room is required if A Fire Sprinkler Pump is required. IBC section 913.2.1(WA ST amendment) in complete details.
- 5. Frontage improvements may require Fire Hydrants.
- 6. Rolling door will be required to have electronic override in a KNOX box.
- 7. There are spaces you can't back out of causing you to back out of parking garage next to lobby/mailboxes.
- 8. Fire Alarm system required per NFPA 72 to include "Total Coverage" and U.L. Certification.
- 9. Fire sprinkler required.
- 10. Street vendors with flammable or combustible materials under awnings will need to comply with 2018 IBC, IFC, and NFPA requirements. Fire Sprinklers will be required under awnings for approval of future vendors.
- 11. On street parking for moving in is an issue. A Loading zone is needed for Emergency services, move ins, and delivery's
- 12. No Parking signs with painted curb plan needs to be shown on Civil Plans.
- 13. Occupancy Prior to Building Final:

- I. Applicant will need to provide clear details on all Fire/Building and Life Safety items to achieve partial/staggered occupancy.
- II. At minimum Fire Sprinkler 100% approved and Finaled. This will require all drywall and paint completed for trim out of Fire Sprinkler Heads on all floors.
- III. Fire Alarm System designed to Total Coverage NFPA 72 and completed 100% one floor above desired TCO level.
- IV. Fire Alarm and Fire Sprinkler will not be allowed out of commission with occupants in the building.
- V. The Fire Sprinkler System shall not be drained down during occupancy. 24hr-7 day a week monitoring required for Fire Alarm and Fire Sprinkler.
- VI. Consider multiple stairwell standpipes, and floor controls in the design.

**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, although the City is adopting the 2019 version on July 1, 2022. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the ECY manual.
- CIVIL PERMIT APPLICATION
  - Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed.
  - Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
  - Civil Engineering drawings shall conform to the following City standards and Sections 1.0 and 2.0:
    - 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.
- Revised Frontage Code:
  - New Commercial/Industrial Buildings or Expansion of Existing buildings:
    - Any person or entity who constructs or causes to be constructed any new commercial/industrial building or expansion of an existing commercial/industrial building either of which have a structure improvement value exceeding \$200,000 in valuation shall construct curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-

half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage adjoining the property upon which such building will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. There is no cap on frontage improvements for new buildings or expansion of existing buildings.

- WATER

Water Within City Service Area:

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

Water Meter Options

Option 1

- o Provide XXX dual meters to provide water to each of the XXX residences. This method charges each owner individually for water consumption.

Option 2

- o Provide a single water meter and split water costs among tenants.

- Any wells on the site must be decommissioned in accordance with Washington State requirements. Documentation of the decommissioning must be provided along with submittal of engineering drawings. If an existing well is to remain, the well protection zone shall be clearly delineated, and appropriate backflow protection (Reduced Pressure Backflow Assemblies) shall be installed at all points of connection to the public water system. [PMC 14.02.220(3)(b)]
- A new water main line shall be extended to the site (CoP Water Department has indicated that looping will not be required for this property) sufficient to provide the necessary flows for both the domestic system and fire system. The minimum water pipe size shall be 8-inch diameter. (Exception: A 4-inch water main may be installed if either, 1) the proposed main is a dead-end line with no possibility of being expanded in the future, or 2) that portion of the proposed main beyond the last fire hydrant for the project.) [PMC 14.02.190, 14.20.010 & CS 301.1(1)]
- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- The water main shall be located generally 10 or 12-feet west or south of roadway centerlines per city standard drawings. Any portion of the mainline extension located outside City right-of-way must be centered in a minimum 40-foot-wide easement granted to the City for maintenance purposes. [PMC 14.02.120(f) & CS 301.1(11)]
- The applicant shall be responsible for the operation and maintenance of the proposed water main located on private property.
- Any existing services that are to be abandoned at this site shall be disconnected at the main, the corp. stop removed, and the service plugged to city standards. [PMC 14.02.120(f)]
- The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the design shall isolate the sewer and water lines by encasement, shielding or other approved methods.
- Fire flow requirements will likely trigger the upsizing of the 1923 4-inch cast-iron water main in W. Meeker to an 8-inch DI pipe. If this pipe is not upgraded the fire suppression system would need to connect to the 10-inch cast iron in W. Pioneer.
- According to the Downtown Puyallup Planned Action Mitigation Document the water main in W. Pioneer is slated for replacement by the City in 2036 (Water Main Replacement Project Number D-20). It is currently a 10-inch cast iron pipe and a 12-inch DI pipe is specified. Projects connecting to this section of pipe could be responsible for part or all of the cost and installation for the replacement of the line within the specified project borders and possibly off-

site.

- SEWER

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- The City would prefer that the connection into the existing public system occur within W. Pioneer Ave. This pipe and the other possible candidate on W. Meeker Ave are both vitrified-clay pipes that are approximately 75 years old. Upgrades to these pipes would likely be necessary. [PMC 14.08.070, PMC17.42 & CS 401(14)]
- If any buildings on site are connected to septic tanks, the applicant shall abandon the existing septic systems per Pierce County Health Department regulations. A Septic/Pump Tank Decommissioning Certification form must be completed and submitted to the Source Protection Program Department at (253) 798-6470. Verification of certification must be provided PRIOR to final city approvals. [PMC 14.08.070]
- 6-inch minimum sewer is required for a commercial building site to the public main. A structure is needed to be placed at the property line to distinguish ownership/maintenance responsibility. 6-inch lines can use a cleanout. 8-inch lines require a manhole.
- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- The construction of an area drain for the trash enclosure, if proposed, will require the enclosure to be covered to prevent stormwater infiltration into the sewer system.
- Drainage for the underground parking shall be connected to the sanitary sewer system through an oil-water separator. [PMC 14.06.031 & CS 402.2]
- All private oil-water facilities shall be maintained in accordance with PMC 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2]

- STORMWATER

- Design shall occur pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in December 2014 (The 2014 SWMMWW) and current City Standards. The City plans to transition to the 2019 Storm Water Manual for Western Washington on July 21st, 2022. [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.
- In the pre-application request document provided by the client's designer there is

reference to the Downtown Puyallup Planned Action Mitigation Document and specifically to the Stormwater section regarding direct connections from new development in the core downtown area. In order for this to be viable, the projects referenced in the plan would need to have been built, and as of this meeting are still in very preliminary stages. In other words, the project will have to conform with the current standard stormwater requirements.

- The applicant is responsible for submitting a preliminary stormwater management site plan (2 sets) which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.

- The applicant shall include a completed stormwater flowchart, Figure 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:

<https://ecology.wa.gov/DOE/files/7a/7a6940d4-db41-4e00-85fe-7d0497102dfd.pdf>

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

Stormwater Retention/Detention (R/D) Facilities:

- Overflow facilities shall be provided for any proposed R/D facilities in accordance with City standards. This may include a downstream analysis of up to a quarter mile.

- 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]

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)

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, 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

- Water and sewer connection fees and system development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st.

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

#### Redevelopment

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

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

#### New Development

##### Water

- For each building, a water system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are \$4,260.00 for the first residential unit and \$3,195.00 for each additional unit per building. [PMC 14.02.040, 14.10.030]

- A water system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$4,260.00 for the first 15 fixture units and an additional charge of \$285.42 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

##### Sewer

- For each building, a sanitary sewer system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are \$5,890.00 for the first residential unit and \$4,417.50 for each additional unit. [PMC 14.10.010, 14.10.030]

- A sanitary sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$5,890.00 for the first 15 plumbing fixture units and an additional charge of \$394.63 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

##### Stormwater

- A Stormwater Systems Development fee will be assessed for each new equivalent



service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is \$3,560.00 per ESU.

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

- 25ft minimum radius
- City standard Street lighting @150ft spacing
- TWLTL striping/EBL turn pocket will be assessed during TIA
- TWLTL striping/SBL turn pocket will be assessed during TIA
- Need to provide enough queue storage so vehicles are not blocking sidewalk or 4th St SW when waiting for garage door to open
- W Pioneer Frontage - City standards require 10ft planters + 8ft sidewalk for multifamily
- 25ft minimum radius
- Garbage Truck access from W Meeker?
- Proposed frontage design will require an Alternative Methods Request (AMR)
- Sight distance analysis required during Preliminary Site Plan
- 299.84 ft

-Traffic scoping worksheet will be required. 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.

-Once the traffic scoping worksheet is reviewed, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Access and Impact Study (TAIS).

-Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

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

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip and shall be paid prior to building permit issuance.

-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.

-City standard commercial driveway(s) shall be required along frontage. The width of the proposed site access driveway(s) shall be 30ft.

-During preliminary site plan review a sight distance analysis may be required ensure driveway locations meet City standards.