



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

DATE: May 05, 2022

TO: John Hopkins

FROM: Gabriel Clark, Planning Technician

PROJECT: PLPRE20220036

SITE ADDRESS: 1102 E MAIN, PUYALLUP, WA 98372;

PROJECT DESCRIPTION (as provided by applicant): Interior remodel of approximately 4,000 sq ft historical cinder block building. Intent is to list building on the city's local register and retain integrity.

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) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

ACTION ITEMS

Planning Review - Kendall Wals; (253) 841-5462; KWals@PuyallupWA.gov

- The subject property is zoned General Commercial (CG). Professional offices and services are a permitted use in the CG zone. Please refer to PMC Chapter 20.30 for property development and performance standards. The Puyallup Municipal Code (PMC) is available online here: <https://www.codepublishing.com/WA/Puyallup/>.
- It appears that the current proposed improvements are interior to the existing structure. Phase 2 appears to potentially include future parking improvements and development of two new structures. When you're ready for phase 2, we recommend that you request a new pre-application meeting to go over the requirements. The proposed project will likely require a Preliminary Site Plan application and SEPA environmental checklist review. Please be aware of the site plan design principles of PMC 20.30.037 which require new buildings to be oriented to the street and may include pedestrian plazas, etc. PMC 20.30.037, subsection 3, notes that once the development site has achieved at least 50% of the site frontage which is occupied by buildings in accordance with the street orientation standards of this code section, other structures may be placed internal to the site but shall be oriented towards each other and in

close proximity to the site's street frontage buildings to allow for pedestrian movement between structures through pedestrian scaled plaza areas without crossing parking areas. It's not clear whether the existing building is currently built to 50% of the frontage for both parcels of the site; if it is 50% and you wish to setback the new building(s), it's recommended that you consider PMC 20.30.037 when making improvements to the frontage of the site.

- For all parking standards, please see PMC Chapter 20.55. All parking areas are required to be paved per PMC 20.55.0055. Professional offices require one space for each 200 square feet of gross floor area for medical, clinical and dental offices or one space for each 300 square feet of gross floor area for other professional and business offices [PMC 20.55.010]. Options to reduce parking may be referenced in PMC 20.55.018. The proposed changes to the front of the existing building remove existing parking stalls; please ensure that you can accommodate the necessary parking on site. Nonconforming sites typically do not have to provide additional parking, but since the existing parking stalls have been modified, this will need to be looked at.
- Sites that are nonconforming as to parking, landscaping, signage or fencing are required to bring the site into conformance with current code within the impacted area of development per PMC 20.65.030. We would evaluate the scope of site improvements to determine which areas would be required to meet these standards. Staff is unable to provide guidance at this time based on the information provided but can assist when the site improvement plan is formulated. General landscaping standards are provided for reference.
- General landscaping standards for reference per PMC 20.58 and the Vegetation Management Standards (VMS is linked under "Current Planning" on the Planning Services webpage: <https://www.cityofpuyallup.org/429/Planning-Services>). 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', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards. 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 any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your future land use application. Street trees are required, consistent with PMC 11.28 and the VMS. 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 of the VMS (Type IV standards); 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. 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 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 PMC Chapter 20.58.
- The subject site is located within a Critical Aquifer Recharge Area, volcanic hazard area and seismic hazard area. Please refer to PMC 21.06 for the city's critical area code; the following sections should be referenced for performance standards: PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas; 21.06.1260 Performance standards – Volcanic hazard areas; and 21.06.1250 Performance standards – Seismic hazard areas.
- It is staff's understanding that the application is interested in listing the property on the city's

local historic register. If the property is listed, any proposed modifications will require a Certificate of Appropriateness permit and review/approval by the city's Design Review and Historic Preservation Board.

- As part of review under the Certificate of Appropriateness process, it will require the Board to find for compliance with the Washington state advisory council's standards for rehabilitation and maintenance of historic properties (WAC 254-20-100). One area that staff has identified that would need Board feedback on is whether the proposed use of corrugated metal siding is considered compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- If you wish to move forward with historic register listing, it is recommended that you do so prior to making improvements to the structure to provide assurance that the building will remain eligible for historic register listing; improvements to the structure may reduce historic qualities. By listing the property, it also provides the opportunity to take advantage of other building code standards.
- 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. PMC 20.30.045

Building Review - David Leahy; (253) 435-3618; DLeahy@PuyallupWA.gov

- When ready to submit for permits, plans should be complete with all building, plumbing, mechanical, energy code requirements and accessibility completely addressed at time of the complete submittal to the CityView portal.
- As mentioned in the meeting the location of the water heater will not meet the requirements of the 2018 WSEC section C404 do to the location of the water heater to the new restrooms.

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

- 1. Provided the use stays the same, and no changes are made, fire sprinkler and fire alarm are not required.
- 2. If the existing parking or fire lane changes, it may trigger exterior requirements.
- 3. Permit application: plans and site plan will dictate requirements.

Engineering Review - Anthony Hulse; (253) 841-5553; AHulse@PuyallupWA.gov

- PHASE 1 (INTERIOR REPAIRS)
No "Engineering" related work on-site, only interior remodel. Comply with all city standards for water, sewer and stormwater as applicable. 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 DOE manual.
* Coordinate on-site parking with Planning/Traffic
*Coordinate drive up/drop-off access with Traffic
- Frontage Code:

Non-residential Tenant Improvements

The given remodel valuation does not exceed \$500,000. Under these criteria, frontage improvements are not required. However, the project proposes to remove or has already removed parking from the front of the building thus, requiring the removal of the two existing driveways. Nonresidential frontage improvements shall consist of curb, gutter, 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 and alleys adjoining the property upon which such tenant improvements will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, even though the primary access is located on the adjacent parcel.

Fee in Lieu -> Frontage Improvements

- a. The applicant may request and submit justification to pay a fee rather than constructing all or part of the required frontage improvements. Allowance of fee-in-lieu shall be at the discretion of the city and may be denied if the city engineer determines it will be more beneficial to the public to have the frontage improvements built along the street frontage adjoining the property or access to the property. The city will consider the following:
 - o (i) The feasibility of accurately constructing improvements both horizontally and vertically to effectively drain runoff;
 - o (ii) Whether constructed improvements can transition and connect smoothly with existing adjacent sites; and
 - o (iii) Whether other frontage improvements will likely connect into the applicant's required improvements within a reasonable time frame.
- b. The justification to allow use of the fee-in-lieu program shall not be based on cost savings to applicant in comparison with constructing required improvement adjacent to the property. The program will be administered with the following conditions:
 - a. (i) Fees collected will be used towards pedestrian safety improvements, which could include lighting in the vicinity, ideally within one-half mile but up to one mile, from the contributing parcel in order to ensure that the improvements maintain a sufficient nexus to the project.
 - b. (ii) Fees for residential infill lots and commercial tenant improvements shall be based on linear frontage of developing parcel. The fees will be posted on the city's web page, "Fee-In-Lieu Program" and are initially set at \$200.00 per linear foot of frontage where no concrete curb exists and \$100.00 per linear foot with existing curb. The fees will be adjusted annually according to construction cost indices. If use of the fee-in-lieu program is for only a portion of the required frontage improvements, the fee will be established at an adjusted rate by the city engineer. If used for required frontage improvements from land subdivisions (formal plats, short plats, or binding site plans) and new commercial/industrial developments the fee will be developed based on the costs of installing the required improvements along the frontage of the development.
 - c. (iii) The fees shall be capped at 15 percent of remodel or project valuation.
 - d. (iv) Dedication of necessary right-of-way shall not be deferred or satisfied through payment of a fee-in-lieu.
 - e. (v) The city shall track the collection of fees and the location of improvements funded by fees collected.

FEES

- Water and sewer connection fees and systems 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. 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, PMC 14.02.040]

?Water

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

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]

- PHASE 2 (EXTERIOR IMPROVEMENTS)

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 (DOE manual), which is the current adopted stormwater manual.

Frontage Code:

The frontage improvements requirements are detailed in the Phase 1 section of the notes.

CIVIL PERMIT APPLICATION

- If the site disturbance exceeds thresholds set forth by the DOE Manual, the proposed exterior improvements will trigger civil permit requirements Exterior improvements include access from the frontage to the two building entrances. These paths must be ADA compliant. The ADA parking must be ADA compliant with an ADA accessible path to the building entrance.
- 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. Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
- Civil engineering plan review fee is \$670.00 (plus an additional per hour rate of \$130.00 in excess of 5 hours). The Civil permit shall be \$300.00 and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimate form. [City of Puyallup Resolution No. 2098]
- Civil Engineering drawings shall conform to the following City standards Sections 1.0

and 2.0:

- 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 proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- A
- Per City records, the existing domestic water service is protected by an RPBA backflow device.

- SEWER

- Any proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]

- STORMWATER

- Design shall occur pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in December, 2014 (The 2014 SWMMWW). Note that the city is adopting the 2019 Ecology manual in June of 2022. Vesting to an Ecology manual is granted with an approved permanent stormwater plan as part of a City of Puyallup permit.
- 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.
- The applicant shall include a completed stormwater flowchart, Figure 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:

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

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

- The following items shall be included at the time of Civil permit submittal:

- 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 permanent storm water management plan (2 sets) which meets the design requirements provided by PMC Section 21.10. Each section of the TIR/SSP shall be individually indexed and tabbed with each permit application and every re-submittal prior to review by the City. 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

- o minimum information and included in the TIR:

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 (%)

FEES

- Stormwater system development fees are due at the time of civil permit issuance for commercial projects and do not vest until time of permit issuance. Fees are increased annually on February 1st. The City will assess the amount of existing credits applied to the project based on how many credits the property is currently being billed for. [PMC 14.26.070]

?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

- Traffic scoping worksheet may 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.

For the changes of use from Veterinary clinic and general office have similar trip generation rates so a scoping worksheet may not be necessary. Further phases of development will require a scoping worksheet.

If frontage improvements are triggered with the proposed tenant improvement (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.

E Main along the site is designated as a minor arterial. City standards (Section 101.10.1) require minimum driveway/intersection spacing of 300 feet for arterials, measured between closest edges of each access.

- The current site plan does not meet these requirements.
- Future phases of development will require driveway consolidation. (Closing existing driveways)
- City would advocate for a shared commercial driveway between your 1100 E Main property and this current parcel. (maximize spacing)
- This was the same requirement for the adjacent eagles project.

Minimum width for commercial driveway width is 30ft.

Ingress/egress is a safety concern with the current 13ft wide driveway because of the possible impacts to E Main.

The removal of parking along frontage will help prevent vehicles from backing out onto E Main.

The proposed circular drop-off is problematic because potential queueing concerns on E Main and would not allow for perpendicular approach to E Main (skewed vehicles make it difficult for drivers to see approaching cars and pedestrians). The City would highly discourage this configuration.

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. This analysis will be required during civil permit review.

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