



City of Puyallup

---

**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

**DATE:** May 05, 2022

**TO:** Theresa Greene

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20220043

**SITE ADDRESS:** 719 RIVER RD, Unit: A, PUYALLUP, WA 98371;

**PROJECT DESCRIPTION (as provided by applicant):** Please verify that the scope of work will be allowed as shown on these plans.

The existing Enterprise Rent-A-Car tenant is proposing to relocate into the existing  $\pm 5,900$  s.f. space on the west side of the building currently used by the DMV. Tenant improvements include new customer service & employee areas, new interior car wash areas and openings for coiling roll-up doors in the existing exterior CMU walls. Site work includes modifying existing planter areas for improved circulation, new parking stall/aisle delineation on the west side of the property along with new grading areas to access the car wash doors.

No additional building square footage is being proposed.

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](mailto:GClark@PuyallupWA.gov). We look forward to working with you on the completion of this project.

---

## **ACTION ITEMS**

### **Planning Review - Rachael N. Brown; (253) 770-3363; [RNBrown@PuyallupWA.gov](mailto:RNBrown@PuyallupWA.gov)**

- Previous pre-app notes for pre-app P-20-0010 and P-21-0082 have been made available on the City's online permit portal with this pre-app for reference.
- **LAND USE PERMIT REQUIREMENTS:** Project scope appears to not require a PSP, project can proceed directly to construction permits. Project scope appears to be exempt from SEPA. Administrative MX-DRO Design Review required.

- MX-DRO design review application will need to be submitted with the building permit application. Please submit the MX-DRO supplemental Design review documents with building permit. Download supplemental application here: <https://www.cityofpuyallup.org/DocumentCenter/View/15381/MX-DRO-Design-Review-Application> and here: <https://www.cityofpuyallup.org/DocumentCenter/View/13472/Base-model-Design-Review-Application>
- LAND USE ANALYSIS : The site is in the River Road Mixed Use RMX zone district and the Mixed Use Design Review Overlay MX-DRO Consult PMC 20.31 for zone specific standards. These notes are a follow up to previous pre-application meetings P-20-0010 & P-21-0082. Those notes cited that DPS interpreted PMC 20.31.016 to include car rental businesses under that category of pre-existing uses exceptions. That previous determination would have allowed the Enterprise rental car business to relocate their professional office and expand with a car wash, which was not in the shoreline environment; the current proposal is similar to the other proposals. This proposal includes plans to relocate the professional office to another part of the building and add a new detail shop and car wash in an existing tenant space at the western most side of the existing building. At this time I can confirm we will make the same use interpretation, which would allow the expansion of use to allow a new car wash and detail bay. However, we will need to confirm that the new location is not located within the regulated shoreline environment. If it is in the shoreline environment, then the permit pathway to getting approval is challenging due to shoreline permitting and our comprehensive plan policies.
- CRITICAL AREAS ANALYSIS (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.
- CRITICAL AREAS ANALYSIS (The following critical area report requirements may be triggered

by known or suspected critical areas): 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.

- CRITICAL AREAS ANALYSIS (The following critical area report requirements may be triggered by known or suspected critical 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.
- CRITICAL AREAS ANALYSIS (The following critical area report requirements may be triggered by known or suspected critical areas): 100-year floodplain areas, Applicants for development permits in the 100-year floodplain shall submit a habitat assessment prepared by a qualified biologist evaluating the effects and/or indirect effects of the proposed development (during both construction and operation) on the floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the ESA. See PMC 21.07.050 (c) for more details. See Flood plain habitat assessment worksheet for information about thresholds for when a habitat assessment is required: Download at <https://www.cityofpuyallup.org/documentcenter/view/13936>.
- CRITICAL AREAS ANALYSIS (The following critical area report requirements may be triggered by known or suspected critical areas): Shoreline of the state, An 'ordinary high water mark determination' report from a qualified biologist, surveyed onto the plat drawing by a licensed surveyor. Areas within 200' of the Ordinary High Water Mark requires compliance with the Shoreline Master Program (SMP).
- CRITICAL AREAS ANALYSIS, Shoreline of the State: Special hurdles are likely if the project is located within the jurisdiction of the Puyallup River Shoreline. An auto car wash is a non-water oriented use under shoreline as it has no connection to the water, does not depend on a location near the water, does not enhance the shoreline environment and could exist and locate in a non shoreline area. The project is therefore not water dependent, water related or water enjoyment and is a non-water oriented use. This is significant under SMA because non water oriented uses are not preferred uses and their location in shoreline is heavily scrutinized under permitting processes. Per the SMP, chapter 7, footnote 3, table 7-1, non-water oriented uses may only be permitted if allowed by the underlying zoning, through a Shoreline Conditional Use Permit. We will need to confirm that Dept. of Ecology will agree with the city's interpretation on the use exception to allow the expansion. The issue is that our code is not extremely clear on car wash expansions for auto rental businesses, as we discussed above. A Shoreline CUP requires a public hearing with the city's hearing examiner to approve. You should expect 60-120 days to get to and through a local hearing examiner process. Shoreline CUP is reviewed by Ecology under the state Shoreline Management Act and will take additional review time; Ecology can modify or deny local permit decisions, so there is some risk there as well. If the proposal is in the 150' buffer area for the river then the proposal will need a critical area report (PMC 21.06, Article X). A shoreline CUP requires showing the

proposal meets the city's shoreline policies and the city's Comprehensive Plan. The current proposal does not appear to meet many of the City's comprehensive plan or shoreline policies. Please see Pre-app notes from pre-app meeting P-21-0082 for further discussion of likely challenges related to obtaining a shoreline CUP.

- Roster of Qualified Wetland Specialists:  
<https://www.co.pierce.wa.us/DocumentCenter/View/4470/Wetland-Specialists--Fisheries--Wildlife-Biologist-Roster>
- The project is subject to MX-Design Review Overlay. See PMC 20.52.015 for MX-DRO Design principles. Your project will be reviewed administratively by the the Director, or designee. Director will review and approve, approve with conditions or deny your application.
- MX-DRO design review analysis: Please review proposal for conformance with PMC 20.52.015 (3) (a) i(ii) and (4)
- OFF-STREET PARKING ANALYSIS: 20.55.010 Number of parking spaces required: (1) Automobile sales, boat sales, retail nurseries, and other open sales and rental yards, as follows: (a) Properties with less than 10,000 square feet of open sales or rental area shall provide one space for each 1,000 square feet of gross floor area, plus one space for each 2,500 square feet of open sales or rental area. (b) Properties with 10,000 square feet or more of open sales or rental area shall provide one space for each 1,000 square feet of gross floor area, plus four spaces, plus one space for each 10,000 square feet of open sales or rental area in excess of 10,000 square feet;

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

- 1. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to this project for interior remodel.
- 2. Plans will need to be per the applicable codes 2018 adopted February 1, 2021, for all permits.
- 3. All electrical is permitted by the Washington State Department L & I.
- 4. 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.
- 5. Upon submittal of building permit, verify items in the City of Puyallup Municipal code Chapter 21.07 has been addressed. Per question presented during pre-app meeting what portion of the structure would be included in the total valuation, the Building Official confirmed it is the entire strip center structure (single footprint) of building not just the Tenant Finish Out area. Provide calculations of total value of structure to the cost of the remodel to document does not exceed 50% cost verifying floodproofing is not required.
- 6. 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 Sprinkler required.  
Fire Alarm required.  
Comply with 2018 IFC and IBC.  
Fire Lanes, No Parking Signs will be required to be updated prior to final.

## **Engineering Review - Lance Hollingsworth; (253) 770-3337; LHollingsworth@PuyallupWA.gov**

- ENGINEERING – Lance Hollingsworth (253) 290-2126 lhollingsworth@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 if applicable for compliance with the 2014 amended Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. 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.

### **WATER**

#### **Water Within City Service Area:**

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- Confirm the size of the existing water meter on Utility Plans. The addition of the car wash bays may warrant upsizing the existing water meter.

#### **Backflow Protection**

- The applicant proposes to install a carwash and shall therefore install a reduced pressure backflow assembly (RPBA) on the domestic line at each location where the proposed water main connects to the public system.[PMC 14.02.220(3) & CS 302]
- Collections has confirmed the onsite backflow devices are present and current with their inspections, however an In-Premises Protection RPBA defined by WAC 246-290-010 will be required at the point of hazard for the car wash bay. WAC 246-290-490
- If an RPBA is not appropriate then the applicant shall provide backflow protection on the domestic line with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not currently exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. [PMC 14.02.220(3) & CS 302.2]

### **SEWER**

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- The applicant shall connect into the existing public system located within The existing parking lot. [PMC 14.08.070, PMC17.42 & CS 401(14)]
- Side sewers shall have a cleanout at the building and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- The wash water from the carwash shall be discharged into 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 Puyallup Municipal Code 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). 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.
- MR2 is required for any land disturbing activity.
- 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>
- If the project stays under 2,000 square feet in new and replaced hard surfaces, the project will only be required to satisfy MR2. The following stormwater requirements will apply in the event the 2,000 square-foot threshold is exceeded:
  - 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.

## 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 & ECY 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 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 (%)

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.

#### GRADING:

- A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required prior to building construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]

- The following notes shall be added to the first sheet of the TESCP:

"At any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site."

"Contractor shall designate a Washington Department of Ecology certified erosion and sediment control lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project."

"Sediment-laden runoff shall not be allowed to discharge beyond the construction limits in accordance with the Project's NPDES General Stormwater Permit."

"The permanent infiltration system shall not be utilized for TESC runoff. Connect infiltration trench to road system only after construction is complete and site is stabilized and paved."

- A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 may be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington. Prior to final acceptance of this project, the author of the Report shall provide certification to the City of the following:

- The project was constructed in accordance with the recommendations contained in the report.

For Properties in the Floodplain (PMC 21.07.050)

AE Zone

- This site is within a Special Flood Hazard Area as determined by the National Flood Insurance Program Community Panel Number 53053C0333E, dated March 7, 2017.

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

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

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

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

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

FEES

- 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 if applicable 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.

For 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



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

- A 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.

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. These improvements would only be triggered if improvements exceed \$500,000