



City of Puyallup

**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

**DATE:** May 12, 2022

**TO:** Kirk Lisitsyn

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20220051

**SITE ADDRESS:** 629 E PIONEER, PUYALLUP, WA 98372;

**PROJECT DESCRIPTION (as provided by applicant):** Proposal to build a ~20,000 SF office building in the SW corner of the site as shown on the site plan. Additionally, repurpose the existing building in the East corner into a drive thru coffee shop.

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.

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## ACTION ITEMS

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

- 1) Fire sprinklers are required at 10,000 sq/ft or greater per building code.
- 2) Fire alarm system required at 7,500 sq/ft or greater.
- 3) Emergency Radio - Test required, per IFC section 510. May require amplification system based on testing results.
- 4) Provide details for fire access and hydrant locations with preliminary site plan submittals.
- 5) Subject to applicable building and fire codes at the time of complete building permit application.

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

- • At this point in the process no specific building comments as it's not indicated the type of construction or other specific information to consider at this time.
- Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans.
- 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.
- Group B occupancies 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.
- Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits.

- All electrical is permitted by the Washington State Department of L & I.
- 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 relationship to Building code items for this project. No other Building items at this time.

**Fire Review - Ray Cockerham ; (253) 841-5585 ; RayC@PuyallupWA.gov**

- 1) Fire Sprinklers required at 10,000 Sq/ft and in accordance with building codes.
- 2) Fire Alarm system required at 7,500 sq/ft and in accordance with building codes.
- 3) Emergency radio tests required per International Fire Code (IFC) section 510; amplification may be required based on test results.
- 4) Fire access and fire hydrants provided in accordance with IFC; provide details for Preliminary site plan and Civil site development plans.
- 5) Question #4 from application: Fire Prevention note: 24 foot fire access dimension meets the fire code for structures under 30 feet to eave/top of parapet; subject to fire access turning radius and hydrant location (IFC D103.1 Access road width with a hydrant; 26 feet width required at fire hydrant locations; 30 feet each way from fire hydrant location).  
[https://codes.iccsafe.org/content/WAFC2018P1/appendix-d-fire-apparatus-access-roads#WAFC2018P1\\_Pt07\\_AppxD](https://codes.iccsafe.org/content/WAFC2018P1/appendix-d-fire-apparatus-access-roads#WAFC2018P1_Pt07_AppxD)

**Engineering Review - Lance Hollingsworth ; (253) 770-3337 ; 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 for compliance with the 2014 amended Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The city will adopt the 2019 ECY Manual 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. Engineering plans may be accepted concurrently with Planning Department requirements if approved by planning.
- 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

Water Within City Service Area:

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- 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)]
- To demo a private well: The applicant is responsible to demolish the existing private well per Tacoma Pierce County Health Department requirements. A decommissioning certificate shall be filed with Pierce County and a copy submitted to the City of Puyallup.
- The site is currently served by a 1-inch poly with a 5/8-inch water meter. It is only 18-years old and up to today's city standards except for an ArmorCast meter box. If grades change at the meter location, the service line will need to be dug up to make sure the water meter is set at the correct height inside the meter box. If a 1-inch meter is needed, the applicant shall provide and install the water meter on the existing tap. [PMC 14.02.120(f) & CS 301.3]
- The presently vacant water service for 625 E Pioneer may be turned into an irrigation meter (protected by a DCVA). If irrigation is not needed for this proposed site, the water service will need to be removed from the water main on E Pioneer.
- If the existing building for 801 E Pioneer will not be part of this project, nothing will need to be done to this water service. If this building will be part of the project, the water service is not to standards and will need to be replaced.
- To demo a full water service: The applicant is responsible to cut and cap the water service at the property line while under the supervision of a City inspector. Schedule an inspection by calling 1-877-232-6456, code #2925. The City Water Division shall perform the water service removal from the meter to the main. Contact Jeff Daschofsky at 253-841-5512 to schedule the water service retirement.
- 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)]

## Backflow Protection

- Due to the commercial use, it will be necessary to install a Double Check Valve Assembly (DCVA), to be located immediately downstream from the city water meter. Prior to installation, applicant shall obtain a City of Puyallup Plumbing Permit for the installation and inspection of the unit. Prior to inspection, the unit must be tested by a licensed, certified backflow tester and the results of that inspection shall be provided to the city inspector. [PMC 14.02.220(3) & CS 302.2]

## SEWER

- A proposed 6" minimum sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- The City Sewer Department must conduct a visual inspection of a previously used side sewer to determine if that side sewer can be used again. Existing laterals must meet current standard to be used again. It is the responsibility of the property owner to expose the line as

necessary for that inspection. The City reserves the right to request video inspection of the side sewer to assist in its determination. Redevelopment projects shall utilize the existing trench where possible. CS 401(15) and CS 401(16)

- The applicant shall connect into the existing 24" public system located within E Pioneer Way. If a proposed connection is to occur elsewhere, the applicant shall confirm that the system is located within a 40-foot easement dedicated to the City for maintenance purposes. [PMC 14.08.070, PMC17.42 & CS 401(14)]
- A structure is needed to be placed at the property line to distinguish ownership/maintenance responsibility and a manhole may be required to make the new connection.
- 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)]
- If there is a coffee shop, grease interceptors are required for all commercial facilities involved in food preparation. Due to the proposed use within the building, the applicant shall install an external grease interceptor in accordance with the current edition of the Uniform Plumbing Code adopted by the City of Puyallup, Puyallup Municipal Code, and City standard details. [PMC 14.06.031(3) & CS 401(5), 402.3]
- The construction of a trash enclosure will require the enclosure pad to be elevated to prevent stormwater run-on. If a sewer area drain is proposed for any trash enclosure, then the enclosure shall be covered to prevent stormwater run-on and inflow into the sewer system.

## 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 July 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 will require 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)]
- 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 (%)
  
- A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land. The link below may be used to obtain information to apply for this permit:  
<http://www.ecy.wa.gov/programs/wq/stormwater/construction/>
  
- 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 infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]
- Cross sections will be required at various points along the property lines extending 30-feet onto adjacent properties to assure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]
- 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 will 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.

- All building lots within the plat are suitable for building up to a maximum safe bearing load expressed in pounds per square foot (psf). A note indicating the certified safe bearing load for the building lots shall be provided on the face of the plat. Alternatively, a note shall be provided on the face of the plat indicating that a geotechnical report will be required for each building lot prior to issuance of a building permit on that lot.

#### 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

- 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]

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

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 Impact Study (TIS).

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.

o E Pioneer is classified as a Major Arterial and shall consist of curb, gutter, 8' sidewalks, 10ft planter strip, and streetlights. The improvements shall be from street centerline. Assuming a symmetrical cross section, additional right-of-way (ROW) may need to be dedicated to the city.

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.

Sight distance analysis required

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

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

- o The proposed access off E Pioneer does not meet spacing standards for arterials.
- o Existing easement thru adjacent development shall be utilized for this project
- o The existing Meeker Landing driveway on E Pioneer may need to be restricted to right-in/right-out because there's no TWLTL to accommodate full movement.

200ft of on-site queue storage is required for coffee facility