



City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

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

**DATE:** May 26, 2022

**TO:** Drew Young

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20220071

**SITE ADDRESS:** 324 S MERIDIAN, PUYALLUP, WA 98371;

**PROJECT DESCRIPTION (as provided by applicant):** Major reconstruction of the existing bathroom to increase number of stalls for men, women, and families. Site improvements will include new sidewalk around building and connections as needed, new sewer pump for restroom, and miscellaneous landscaping/minor improvements.

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.

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## **ACTION ITEMS**

### **Planning Review - Nabila Comstock; (253) 770-3361; [NComstock@PuyallupWA.gov](mailto:NComstock@PuyallupWA.gov)**

- Zone: Pioneer Park is located within the Public Facilities zone. Please see PMC 20.44 PF Public Facilities for allowed uses, development standards, etc. in the PF zone.

20.44.020 Property development standards – PF zone.

(1) Minimum lot size: none.

(2) Minimum lot width: none.

(3) Minimum lot depth: none.

(4) Minimum front yard setback: 20 feet, or same as the most restrictive abutting zone, whichever is greater; or as otherwise established through a conditional use permit or master plan.

(5) Minimum rear yard setback: 20 feet, or as required in PMC 20.26.500, whichever is greater; or as otherwise established through a conditional use permit or master plan.

(6) Minimum side yard setback: 20 feet, or as required in PMC 20.26.500, whichever is greater; or as otherwise established through a conditional use permit or master plan.

(7) Minimum landscaped setback along common boundary with any R zone:

(a) For public parks, schools, and similar uses: 15 feet for perimeters abutting a structure or parking lot on the PF-zoned site; none for perimeters abutting other portions of a PF-zoned site, including playfields and open space areas. Public parks, schools and other similar uses subject to these landscaped setback standards shall not be subject to the perimeter buffer standards of PMC 20.26.500;

(b) For all other uses: 15 feet or as required in PMC 20.26.500, whichever is greater;

(c) Or as otherwise established through a conditional use permit or master plan;

(d) Perimeter landscape standards contained in this section shall supersede any perimeter standards in PMC 20.58.005(2). Stormwater control facilities on PF sites shall be subject to the landscape standards of PMC 20.58.005(3).

(8) Maximum building height: same as the most restrictive abutting zone at the required setback line; building height may be increased one and one-half feet for each additional foot of setback up to a maximum height of 50 feet; or as otherwise approved through a conditional use permit or master plan.

- Sites within the PF zone and not within an approved master plan must comply with the standards found in PMC 20.26 Design Review Standards and Procedures and PMC 20.58 Landscaping Requirements. Please see the attached Nonresidential Design Review form, which is also included in Documents & Images in the CityView Portal for this permit. The Nonresidential Design Review form is not a separate permit application. It will need to be submitted as a supplemental form with your building permit application.
- Please reference PMC 20.26.300 Nonresidential Design Review Standards for applicable design review standards for this project.

Any nonresidential structures constructed, or subject to major expansion and/or extensive exterior remodeling, and located in any zone except the ML, MR, CBD-Core or CBD zone shall be subject to the following design review standards:

(1) Building Wall and Roof Modulation. All buildings which contain two or more stories or have a building footprint of more than 10,000 square feet or which have any facade length greater than 100 feet, and which will be visible from a public street or residential zone for more than three years beyond the date of construction completion, shall use the following elements and features in design and construction of the building:

(a) Wall Plane Proportions. No wall plane visible from any public right-of-way shall be wider than two and one-half times the height of the wall plane. (A wall plane is a flat vertical surface on a building facade, which may include doors, windows, openings, or other incidental recessions that do not extend through to the roofline.)

(b) Horizontal Modulation. All building walls shall provide horizontal modulation consistent with the following standards:

(i) The maximum allowable horizontal length of a building wall between modulations is 100 feet;

(ii) The minimum depth of each modulation is 10 feet; and

(iii) The minimum width of each modulation is 15 feet.

(c) Roofline Modulation. If the continuous roofline exceeds 50 feet in length on a building with a flat, gabled, hipped or similar roof, or on a roofline with slopes of less than three feet vertical to 12 feet horizontal, the following methods shall be used:

(i) The height of the visible roofline must change at least four feet if the adjacent roof segments are less than 50 feet in length.

(ii) The height of the visible roofline must change at least eight feet if the adjacent roof segments are 50 feet or more in length.

(iii) The length of a sloped or gabled roofline must be at least 20 feet, with a minimum slope of three feet vertical to 12 feet horizontal.

(d) Buildings with other roof forms, such as arched, gabled, vaulted, dormered or sawtooth, must have a significant change in slope or significant change in roofline at least every 100 feet.

(2) Building Wall and Facade Articulation. All buildings which contain two or more stories or have a building footprint of more than 10,000 square feet or which have any facade length greater than 100 feet and which are visible from a public street for more than three years beyond the date of construction completion or located within 100 feet of a residential zone shall use the following elements and features in design and construction of the building:

(a) Any wall or portion of a wall which is visible from a public street or residential zone and contains at least 400 square feet of surface area without any window, door, building wall modulation or other architectural feature shall screen or treat the wall using at least two of the following methods or techniques:

(i) Installation of a vertical trellis with climbing vines or plant material in front of the blank wall;

(ii) Providing a landscaped strip at least 10 feet in width in front of the blank wall and planted with plant materials which will obscure or screen at least 50 percent of the blank wall within three years;

(iii) Use of alternate building materials or wall textures in the exterior treatment of the blank wall; or

(iv) Use of functional or nonfunctional architectural features such as windows, doors, pillars, columns, awnings, roofs, etc., which cover at least 25 percent of the wall surface.

(3) Site Plan Design Principles. The following design principles shall be required of any new building proposed for construction subject to this section, with the exception of public or private schools. In order to encourage pedestrian movement and the use of public transit within commercial districts, and to promote development of an attractive streetscape, appropriate building orientation is needed to provide for convenient, safe, direct and enticing pedestrian access between commercial developments. Site plans shall be subject to the following location and design criteria:

(a) Parking Area Location. The maximum width of parking lots fronting on a public street shall not exceed 64 feet or 50 percent of the subject site frontage, whichever is greater, to the extent feasible;

(b) Street Orientation for New Buildings and Site Development. All site developments shall utilize the following standards in preparing site plan layouts:

(i) A pedestrian-oriented plaza space in front of the building at least eight feet deep running the full width of the building. This area shall be covered by awnings covering at least six feet of the plaza space. This plaza space shall include amenities such as bike parking, bench seating, planters, fountains, artwork, decorative railing, decorative light fixtures, hanging baskets or other features that are pedestrian scaled in nature; and

(ii) Buildings on street corners shall locate the main entryway with a plaza space (200 square feet minimum) at or near (50 lineal foot maximum) the building corner, or establish a defined path (12-foot width minimum) leading from the public right-of-way directly to building entries using decorative/stamped paving; and

(iii) New buildings shall be built 12 feet from the abutting front yard and street side yard right-of-way to improve pedestrian orientation and overall building design. Buildings may deviate from this setback under the following conditions:

(A) Buildings may be set back to a maximum of 20 feet to accommodate an eight-foot plaza space as required by subsection (3)(b)(i) of this section.

(B) Optionally, the pedestrian plaza space may project into the required front or street side yard landscape buffer (as required under PMC 20.58.005(2)) by a maximum of four feet; corner plaza spaces or outdoor cafes may project into the required landscape buffer by a maximum of six feet.

(iv) Site development plans shall be designed so that, to the greatest extent feasible, buildings and building entries are at street level and not elevated by retaining walls, particularly on sides

of buildings where an entryway is oriented toward the abutting right-of-way.

(c) Interior Building Orientation. Once the site development has achieved at least 50 percent of the site frontage which is occupied by buildings in accordance with the street orientation standards above, or when panhandle/internal lots not fronting on a public right-of-way, or where existing buildings and/or improvements would physically prevent subsections (1) and (2) of this section from being achieved, 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.

(d) Building Entrances and Design. At least one building entrance for an individual building (or individual tenant spaces) shall face each public street frontage or be located within 50 lineal feet from a public street frontage. Directly linking pedestrian access shall be provided between the street right-of-way and each building entrance. No less than 60 percent of the surface area of any street-facing wall shall consist of windows and/or transparent doorways.

(e) Parking Lot Entrances and Driveways. The city may impose additional restriction on the width, number and location of driveways to and from the subject parcel to improve vehicle circulation or safety, or to enhance pedestrian movement or desirable visual characteristics.

(f) Each side of a parking lot which abuts a street must be screened from that street using the appropriate landscaping as specified in the city's vegetative management standards or by locating the building between the street and the parking lot.

(4) Siding Materials. Acceptable siding materials include brick, stone, marble, split-face cement block, shingles, and horizontal lap siding. Other materials, such as stucco, may also be used as an accent if: (a) they are used as accent materials in conjunction with acceptable siding materials; and (b) said accent materials are characterized by details or variations in the finish that create a regular pattern of shapes, indentations, or spaces that are accented or highlighted with contrasting shades of color.

(5) Achieving Building Design Variety.

(a) Multiple-tenant buildings shall be designed with common materials, colors and styles across their entire facades so as to create cohesive building designs. Nonetheless, they shall be characterized by variation in the application of said materials and colors and also in fenestration details at least at any point where modulation is required under the provisions of subsection (1)(b) of this section. For example, siding materials or colors may be alternated between building sections; provided, that no single section be of a material or color that is not found on other portions or elements of the facade design. Accent siding materials and prominent siding materials may also be reversed to create interest. Tenant-specific motifs are prohibited if they do not reflect the style, colors and materials that characterize the overall facade design. For purposes of this section, a "single building" is defined as any structure that is completely separated from another structure by at least a 10-foot distance.

(b) Multiple buildings on a single site shall not be exact or close replicas of each other. While

common materials, colors and styles are acceptable, each building shall be unique in terms of its general massing design and fenestration design. Variety in design may be achieved by variation in each building's footprint, rooflines, facade modulation, and window arrangement. Color and materials may also be varied. (Ord. 3193 § 1, 2019; Ord. 3143 § 2, 2017; Ord. 3119 § 29, 2016; Ord. 2954 §§ 10, 11, 2010; Ord. 2851 § 9, 2006; Ord. 2694 § 2, 2001).

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

- Plans will be required to include all building, plumbing, mechanical, accessibility and energy code items in the complete plan set per the current Codes in place at the time of a complete submittal for the permit. (No deferred submittals for a project like this one would be allowed).

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

- CIVIL PERMIT APPLICATION (May be required for the scope of frontage improvements to be determined)
  - 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.

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.

\* The CIP department should coordinate with development services to determine a proportional scope of frontage improvements as triggered by PMC 11.08.135

\* Depending on the project frontage requirements, a civil application may be necessary

- City of Puyallup Goal Application Timelines  
Civil Construction permit: 45 days for the first review and 20 days for each subsequent review  
Commercial Building Permit -New Construction: 45 days for the first review and 20 days for each subsequent review  
Right of Way Permit: 10 days for the first review and 10 days for each subsequent review. The application is needed for work in Elm PI if a civil construction permit is not required (as civil permits include work in the right of way)
  
- WATER  
Water Within City Service Area:
  - The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
  - There is an existing 2-inch water service that feeds both the existing Park Restrooms as well as the Spray Park. The design engineer will have to calculate if the existing 2-inch service will be adequate to support the additional fixture counts. Otherwise, water service will be required to support the restroom upgrade.
  
- SEWER
  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
  - There currently exists a 6" side sewer routed to a pump that pushes effluent into a manhole in Meridian. The plans show the pump and line to be replaced. This work is within city ROW and will need to be covered under a Civil permit. The pump must be replaced with an "Environmental One" (E-one) or an approved equal.
  - At the time of civil permit, provide a calculation for the grinder pump showing sufficient capacity for the proposed system.
  - Provide a commercial sampling tee per city standard 04.03.04
  - Ensure the sewer connection is gravity within the right of way. The project shall utilize a pressure to gravity cleanout per city standard 04.05.01
  - 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 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)

- 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>
  - 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
- 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]

- 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]

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; DDrake@PuyallupWA.gov**

- No fire related comments.

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

- No traffic related comments.