City of Puyallup

Development Services Center

333 S Meridian, Puyallup, WA 98371
(253) 864-4165 Fax (253) 840-6678
www.cityofpuyallup.org

DATE: **July 6, 2021**

TO: **Katherine Rupert & Project File**

FROM: **Nabila Comstock - Planning Technician**

PROJECT: **P-21-0056**

SITE ADDRESS: **220 2nd Ave NE**

PROJECT DESCRIPTION (as provided by applicant): PROPOSING NEW MULTI FAMILY RESIDENTIAL

Thank you for meeting with the city's Development Services staff to discuss your proposed project.
For your use here is a memo to the file for this project, which highlights the issues discussed at our meeting. Please note that this is a list of specific issues discussed and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed.
We hope that you find this information helpful and informative as you proceed through the permitting process. If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member or me directly at (253) 770-3361.

We look forward to working with you on the completion of this project.

PLANNING – Chris Beale, 253-841-5418 cbeale@puyallupwa.gov

- Please refer to the P-21-0009 pre-app notes from 02/23/21 for complete notes. Most answers to the questions regarding permitting are located in those notes and still apply to the revised proposal
- The site plans look acceptable in terms of the setbacks and perimeter landscaping. Access to the site will be defined by traffic. Issues related to the vacated ROW
- The most significant issues will likely be associated with the architectural design review. Please review all the itemized sections from the Design Guidelines on pages 8 and 9 of the February 23, 2021 notes. The project does go before the Design Review Board for approval.
- Other notes:
    - Unit access to street frontages appears to be acceptable. Please review specifically the design guideline section 3.B.1. (5), 4.B.1 (5.) and 5.B.1 (4) for

specifics on residential only projects. See 5.B.3 (5.) for transparency requirements. These are not the only sections of the guidelines that apply, but are most specific. Please review all the itemized sections from the Design Guidelines on pages 8 and 9 of the February 23, 2021 notes.

- Review 4.B.6 façade materials and make clear on your application to the Board how you will comply with the requirements. There are specific allowed material types and minimum coverage percentages.
- Trees interior to the site that affect the building footprint and development envelope will not be required to be retained given their location in the central portion of the lot.
- Street trees and decorative pedestrian street lights will be required in the ROW.

5. Buildings containing only residential uses shall consider the size and character of the occupiable exterior space between the building facade and the public right-of-way in the building form and massing. Exterior amenity spaces are to provide visual interest both residents and pedestrians.

a. Where the building form creates exterior ground-floor amenity space(s), provide a landscaped or architectural transition between the private space and adjacent public spaces.

b. Provide a landscape or architectural buffer between ground-floor units and a public sidewalk.

c. Provide a landscape or architectural buffer between adjacent or facing ground-floor units.

5. New buildings containing only residential uses shall consider how building entry, unit entries, unit windows and exterior amenities spaces inform the street-facing façade.

a. Provide defined paths to building entry and/or unit entries from public sidewalk.

b. Ground-floor units whose entry faces a public right-of-way or pedestrian sidewalk, shall have a defined private entrance (e.g. recessed, covered or raised as a stoop).

c. Units with ground-floor windows or relites facing a public right-of-way shall consider lines of sight and facade design opportunities to enhance unit privacy.

d. Upper-floor units which include street-facing exterior spaces or decks shall consider how the following architectural components contribute to the façade composition: recesses, projections, railings, and/or privacy screens.

4. New buildings with ground-floor residential units:
   a. Private exterior amenity spaces or yards facing a public right-of-way or sidewalk shall provide a visual buffer using landscaping and/or decorative fencing or trellis to provide a privacy buffer which is still interesting and engaging of the street.
   b. Unit windows facing a public right-of-way, shall consider lines of sight and design opportunities to enhance unit privacy as well as pedestrian experience, including
      i. Changes in elevation so units are not right 'at grade',
      ii. Outdoor spaces, e.g. porches or patios;
      iii. Screening, e.g. planters, benches, or trellises; and
      iv. Landscaping and hardscaping

- Where residential units are located at the ground-floor facing a public right-of-way, find an appropriate balance between the screening of unit windows and outdoor amenity spaces (for some privacy) and the exposing of the building facade to create connection and visual interest along a sidewalk.

5. A minimum of 30% transparency within the pedestrian view plane should be achieved for ground floor residential buildings.

ENGINEERING –ANTHONY HULSE, 253-841-5553 AHulse@PuyallupWA.gov

Narrative Questions:

Q: Can abandoned street easements be developed?

A: The 4th St NE easement was vacated by city council as they did not find it beneficial for a city road. I do not foresee any issues with building within this area.

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. 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.

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 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:**
  - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
  - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
  - 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 pon the plans.
  - 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.
  - 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]
- A new water main line shall be extended to, and through, the site sufficient to provide the necessary flows for both the domestic system and fire system. The minimum water pipe size shall be 8-inch diameter. (Exception: A 4-inch water main may be installed if either, 1) the proposed main is a dead-end line with no possibility of being expanded in the future, or; 2) that portion of the proposed main beyond the last fire hydrant for the project.) [PMC 14.02.190, 14.20.010 & CS 301.1(1)]

- Applicant shall provide backflow protection on the domestic line with the installation of a double check valve assembly (DCVA), if one does not current 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]
- The domestic service line and fire system service line shall have a separate, independent connection to the supply main. If a separate fire line is to be utilized, a Double Check Valve Assembly (DCVA) will be required near the property line at the point of connection to the public main. The fire sprinkler double detector check valve assembly (DDCVA) may be located either inside, or outside, of the building. The sprinkler supply line shall be designed,

and shown on the plan, **into the building** to the point of connection to the interior building riser. Provide plan and elevation detail(s) where the riser enters the building with dimensions, clearances, and joint restraint in accordance with NFPA 24. A post indicator valve (PIV) shall be provided for the fire sprinkler system in advance of the DDCVA. [PMC 14.02, CS 302.3, & CS 303]

- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the applicant shall isolate the sewer and water lines by encasement, shielding, or other approved methods. [PMC 14.02.120(f) & CS 301.1(8)]
- Fire hydrants shall be placed as directed by the Puyallup Fire Code Official. Fire hydrants shall be placed so that there is a minimum of 50-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
- Water connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. [PMC 14.02.040, 14.10.030]
- 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)]

SEWER

- The applicant shall connect into the existing public system located within the vacated 4th St NE 8" PVC main or in 2nd Ave NE which both appear to be vitrified clay. 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 separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15-feet beyond the property line at the building site and shall be 6-inch minimum diameter with a 0.02 foot per foot slope. [PMC 14.08.110 & CS 401(7)]
- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- The construction of an area drain for the trash enclosure, if proposed, will require the enclosure to be covered to prevent stormwater infiltration into the sewer system.

STORMWATER

- Design shall occur pursuant to the 2012 Stormwater Management Manual for Western Washington as amended in December, 2014 (The 2014 SWMMWW).
- 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:
    - 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.
  - 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.

- 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:**
  - 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]
- A written technical report that clearly delineates any offsite basins tributary to the project site and includes the following information: [PMC 21.10.060]
  - the quantity of the offsite runoff;
  - the location(s) where the offsite runoff enters the project site;
  - how the offsite runoff will be routed through the project site.
  - the location of proposed retention/detention facilities
  - and, the location of proposed treatment facilities

- 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 (%)

- In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the plans, the stormwater area(s) shall be increased as necessary so the final design will be in compliance with current City Standards. This may result in the number of lots being reduced, or a reduction in other site amenities. [PMC 21.10.060(4), 21.10.150]
- The applicant is responsible for submitting a **preliminary** stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to **Preliminary Site Plan** approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.

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 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. 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***

- For each building, a water system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are $4,020.00 for the first residential unit and $3,015.00 for each additional unit per building. [PMC 14.02.040, 14.10.030]

→**Sewer**

- For each building, a sanitary sewer system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are $5,560.00 for the first residential unit and $4,170.00 for each additional unit. [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 $3,360.00 per ESU.

Frontage Improvements

- The city has just adopted a revised frontage code. Any person/entity who constructs or causes to be constructed any new commercial building with a structure value exceeding $200,000 in valuation shall construct curb, gutter, planter strips, street trees, sidewalks storm drainage, street lighting and one-half street paving (only required if existing pavement is in poor condition) 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 on which the building(s) is placed.
- An engineering inspector will be sent out to the site to evaluate the frontage, using google earth, the following appears it will need to be upgraded:
  - The curb, gutter and sidewalk will need to be extended across the easterly side of 312 2ND AVE NE
  - The south side of 2nd Ave NE is in rough condition. This project will be required to construct half street improvements per city standard 01.01.19
  - Street trees will be required. See planning's detail for the street tree planter within the sidewalk, this option may not require right of way dedication. In any case, a 4' ADA compliant pedestrian access route (sidewalk) must be maintained.
  - The city is wanting to maintain the existing curb line, the proposed site plan shows a jog for the new street trees. See comment above.

TRAFFIC – KYLE YOUNG (253) 841-5430 kyoung@puyallupWA.gov

- The city has adopted a City-Wide Traffic Impact Fee. The project's proportionate share to this fee program is collected at $4,500 per new PM peak hour trip. Traffic Impact Fees shall be paid prior to building permit issuance. Multifamily developments have a PM peak hour trip generation rate of 0.56 trips per dwelling unit per ITE Land Use Code 220, Multifamily Housing (Low-Rise).
- Park impact fees were established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Size of Residential Dwelling	**Park Impact Fee (Per residential dwelling Unit)**
Less than 500 sqft	$1,560.05
500 - 999 sqft	$2,313.53
1,000 – 1,999 sqft	$3,291.31
2,000 sqft or more	$4,017.30

- Per Puyallup Municipal Code Section 11.08.130, (if the project exceeds $150,000 in valuation) the applicant/owner would be expected to construct half-street improvements including curb, gutter, 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.
- A 30-foot width Commercial Driveway will be required for site access. Refer to City Standard 01.02.16, 01.02.17, or 01.02.18. The driveway can "neck-down" to the required width on site.

FIRE PREVENTION – DAVID DRAKE, 253-864-4171 ddrake@puyallupwa.gov **RAY COCKERHAM, 253-841-5585** RayC@puyallupwa.gov

- Dimensions and turning radius are required to determine if a fire truck turn-around is required. A fire truck turn-around will be required if the interior parking lot goes over 150'.
- Skyway over parking lot entrance will need details for a review.

BUILDING – DAVID LEAHY, 253-435-3618 DLeahy@puyallupwa.gov **RAY COCKERHAM, 253-841-5585** RayC@puyallupwa.gov

1. Plans need to be complete with all building, plumbing, mechanical, energy code requirements and accessibility requirements items on plans.
2. Need to submit all truss specs with building permit application.
3. Currently we are using all the 2018 codes and the many Washington State Amendments adopted February 1, 2021.
4. Need to show the required infrastructure for the electric charging stations per 2018 IBC section 429 (Washington State Amendments)
5. Need to show the type A and B units and all specific details on the plans.
6. Clearly define all fire rated assemblies on the plans in detail.
7. All electrical is through the department of L & I electrical division.
8. Need to define all required accessible parking spaces and the accessible route to the public way on the plans.
9. Need to submit for demolition permit for structures on this property prior to submitting for building permits.