



City of Puyallup

**Planning Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

July 11, 2022

Katherine Rupert  
 3110 Ruston Way, Suite E  
 Tacoma, WA 98402

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLPSP20220054
PROJECT NAME	304/312 2nd Ave Multifamily
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	Two structures of VB construction proposed for multifamily use. A total of 16 units are proposed. Surface parking is provided.
SITE ADDRESS	304 2ND AVE NE, PUYALLUP, WA 98372; 312 2ND AVE NE, PUYALLUP, WA 98372;
PARCEL #	7940100102; 7940100103;
ASSOCIATED LAND USE PERMIT(S)	P-21-0056 P-21-0009 PLDDG20220056
APPLICATION DATE	April 12, 2022
APPLICATION COMPLETE DATE	April 29, 2022
PROJECT STATUS	<b><u>Active Development Review Team (DRT) review case – resubmittal required.</u></b> Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	<b>N/A – Active permit application, not approved</b>
CONDITIONS	<b>Active permit application, not approved;</b> Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter. DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City’s adopted development standards and codes.

Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active.

The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.

## HOW TO USE THIS LETTER

This review letter includes two sections: **“Action Items”** and **“Conditions”**.

The **“Action Items”** section includes all items that the applicant must address to comply with the Puyallup Municipal Code (PMC) and city standards. Items listed in under **Action Items** require a resubmittal under this permit for further review by the Development Review Team (DRT); your application is not approved. Please make those updates to the proposed plans and resubmit for review. Please include a response letter outlining how you have revised your proposal to meet these items for ease of plan check by DRT members.

The **“Conditions”** are items that will govern the final permit submittal(s) for the project. Please be aware that these conditions will become conditions of the final permits and/or recommendations to the Hearing Examiner, if applicable.

If you have questions regarding the action items or conditions outlined in this letter, please contact the appropriate staff member directly using the phone number and/or email provided.

---

## ACTION ITEMS

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

- Residential zone line. Relevant to the design review criteria [site plan sheet 1]
- No scale located on plans - please submit with scale shown [site plan sheet 1]
- Convert stalls to 8' X 15' compact stalls [site plan sheet 1]
- Provide 12' sidewalk - required to provide required 8' walk with 4' X 10' street tree boxes. Depth of rear parking stalls can be reduced by 5' to shift site plan and ROW line to accommodate without impacting bldg footprints [site plan sheet 1]
- Parking lot islands required at 15' at widest point [site plan sheet 1]
- Anticipate detailed comments on plant selection at the time of civil permit [landscape sheet]
- These two parking lot islands will require silva cells on out edge under parking stalls, per standards [landscape sheet]
- Street trees will require silva cells under public sidewalk per optional standard [landscape sheet]

- SEPA COMMENT: Nisqually tribe requests a cultural resource survey be provided. This will be a condition of approval to be provided at the time of civil permit. See included letter (available in portal / documents & images)
- SEPA: See May 27, 2022 Ecology SEPA letter. See included letter (available in portal / documents & images)
- SEPA comment: Please see the May 19, 2022 comment letter from the Puyallup School District. Staff is determining the applicability of this comment letter and the requested condition. Please respond to the comment upon resubmittal. Staff suggests having your project traffic engineer draft a response letter. This condition may involve curb ramps and cross walk paint.
- See design review spreadsheet from staff. Upon resubmittal of the design review application, please document and itemize each response and relate it back to the guidelines.
- Please show bike parking on site plan
- Is the scale correct on these elevation drawings? The building is measuring over 35' mentioned in the design review narrative. The building height is 35' unless bonuses are eligible [sheet 9 elevations]
- Please submit lot combination permit.
- Staff provides the included downtown planned action SEPA project consistency form (see documents and images under permit submittal in Cityview).
- PMC 20.30.030 (14) requires 14' minimum interior ground floor. Please provide a response with visual exhibit demonstrating compliance.
- Provide floor area ration (FAR) calculation. Max FAR is 2.0 in CBD. FAR is defined in PMC 20.15.
- Provide a narrative with supporting site plan exhibits demonstrating compliance with PMC 20.30.031 (3). The design guidelines also require a landscape transition area. Since the building is not entirely zero lot line, the plaza areas appear to best fit subsection (3) which will also allow the project to best meet the public-to-private transition requirements in the DDG guidelines.
- See PMC 20.55.016 for motorcycle parking options; see PMC 20.55.018 for options to reduce parking (LID).
- Does the site plan contain a set aside area for loading and unloading to facilitate moving truck parking, Amazon/package delivery, etc.? Is the main drive aisle wide enough to accommodate?

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

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

- 1. Comply with pre-app notes. Dimensions needed for review.
- 2. Show Riser Room, F.D.C, P.I.V, locations on site plan.

**Engineering Review** - Jamie Carter; (253) 435-3616; JCarter@puyallupwa.gov

- Revise to acres [Preliminary Stormwater Calculations, Page 5/40]
- Specify units. Report says 4.0 inches per hour [Preliminary Stormwater Calculations, Page 5/40]
- Modeling should include the area of impervious surface entering the facility and then demonstrate the additional capacity to infiltrate the roofs and sidewalks. [Preliminary Stormwater Calculations, Page 5/40]
- If roofs are to be infiltrated within pervious pavement gallery, then the gallery is a defacto infiltration facility and will be subject to infiltration gallery requirements as well as pervious pavement standards. [Preliminary Stormwater Calculations, Page 5/40]
- Vicinity map should show a 1 mile radius around the project site and its geographic relationship to major natural and built features [Vicinity Map]
- Address existing easement (AFN 9303170533) and show on plans. The easement benefits the City of Puyallup for installation of sewer and overlaps onto parcel 7940100. Structures and most improvements are not allowed to be constructed above easements. The City is evaluating whether or not this easement should be retained.

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

- Based on comments received from the Puyallup School District Off-site ADA ramp improvements are required at 2nd Ave NE & 4th St NE to accommodate pedestrians walking to/from Stewart Elementary
- Engineering standards require 8ft sidewalks along frontage for multifamily developments. To meet planning's requirements for 4ft wide street tree cutouts, the City will require a 12ft wide frontage section to be constructed (8ft sidewalk + 4ft wide tree cutouts). This will require the building to be shifted south & ROW dedication. Existing curb alignment shall remain.
- During civil review, provide a separate streetlighting design.
- A 30-foot width Commercial Driveway will be required for site access. Please note, the driveway can "neck-down" to the required width on site.

- Traffic Scoping Worksheet is approved (8.2 pm peak hour trips).
- Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10. Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application

Park impact fees shall be charged per new dwelling unit based on its size. Fees are assessed in accordance with fees adopted by ordinance, per PMC 21.10

School impact fees shall be paid directly to the school district in accordance with adopted fee at the time of collection by the district.

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.

## CONDITIONS

**Development & Permitting Services** - Jamie Carter; 2534353616; JCarter@puyallupwa.gov

- General: drainage, half-street paving, and street lights in accordance with the City's standards and specifications along all street frontage adjoining the property. [PMC 11.08.030]. A City Standard street light will be required near the entrance of the proposed development.

**Planning Division** - Nabila Comstock; 2537703361; NComstock@PuyallupWA.gov

- General: Sign Posted On Site must be provided.

**Planning Division** - Nabila Comstock; 2537703361; NComstock@PuyallupWA.gov

- General: Signed Affidavit must be provided.

Sincerely,  
Chris Beale  
Senior Planner  
(253) 841-5418  
CBeale@PuyallupWA.gov