



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

DATE: December 07, 2022

TO: Imad Bahbah

FROM: Gabriel Clark, Planning Technician

PROJECT: PLPRE20220159

SITE ADDRESS: 1617 S MERIDIAN, PUYALLUP, WA 98371;

PROJECT DESCRIPTION (as provided by applicant): a new 6-story medical office building project w/ structured parking

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.

Permit application submittals will be accepted via the City's permit portal only (<https://permits.puyallupwa.gov/Portal>). You can find a list of permit application forms on the City website at www.cityofpuyallup.org/1591/Master-Document-List. The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitsCenter@puyallupwa.gov). If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or me directly at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

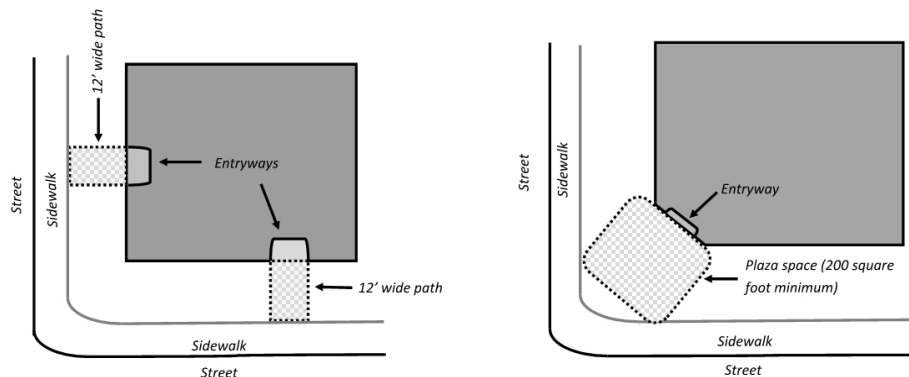
MEETING NOTES

PLANNING - **Nabila Comstock, ncomstock@puyallupwa.gov; (253) 770-3361 **

This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions

GENERAL SITE PLAN COMMENTS SUMMARY

- This building is not eligible to apply for a height bonus for the building to be greater in height than the maximum allowed 50'. In order to be eligible for one or more of the height bonuses listed in PMC 20.30.032 (4), the building would have to be located more than 500 feet from a residentially zoned property.
- A pedestrian-oriented plaza space in front of the building at least eight feet deep running the full width of the building is required (PMC 20.30.037 (2)(a)).
 - This area shall be covered by awnings covering at least six feet of the plaza space
 - Awning area needs to be over the pathway to entrance along 17th Ave as well
 - This space shall include amenities such as bike parking, bench seating, planters, fountains, artwork, decorative light fixtures, hanging baskets or other features that are pedestrian scaled in nature.
- 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 (PMC 20.30.027 (2)(b)).

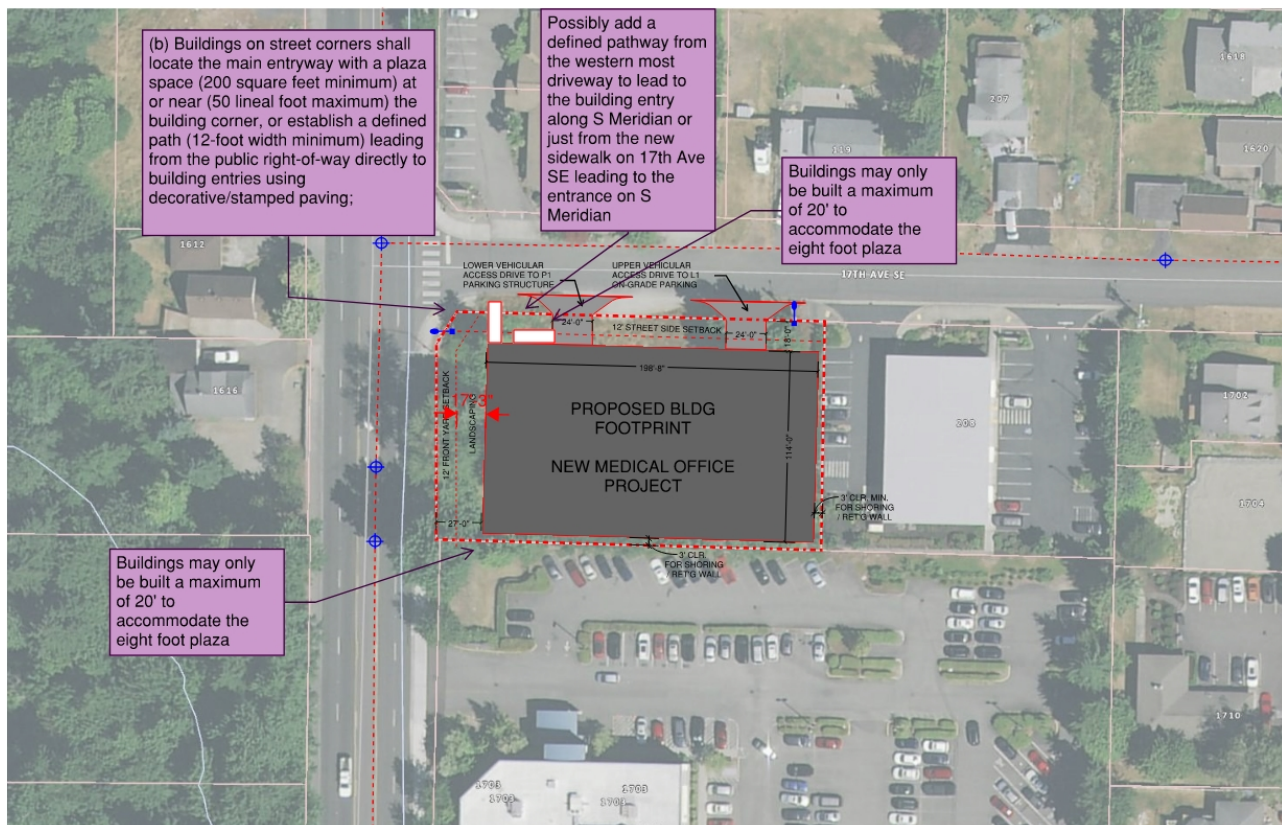


- New buildings shall be built 12 feet from the abutting front yard and street side yard right-of-way to improve pedestrian orientation and overall building design. Buildings may deviate from this setback under the following conditions (PMC 20.30.027 (2)(c)).:

(i) Buildings may be set back to a maximum of 20 feet to accommodate an eight-foot plaza space as required by subsection (2)(a) of this section.

(ii) 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.

- PMC 20.30.027 (4) **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.



LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan application:
<https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist:
<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Non-residential design guidelines review applications (See below for more information regarding architectural design review)
- Preapplication vicinity meeting required for proposals of a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
 - Permit submittals will be accepted by via the Cityview permit portal only (<https://permits.puyallupwa.gov/Portal>).
 - Complete application form and supporting documents, as outlined on the application form checklist.
 - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
 - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
 - Written cover letter with project description (recommended)
 - Proposed building elevations, along with any applicable design review application checklist.

- Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
- Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
- Any required critical areas report, as noted herein by the case planner
- Preliminary landscape plan
- Geotechnical report, where required.
- Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1st review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
 - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.
 - After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
 - Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
 - Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
 - If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
 - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

LAND USE ANALYSIS

- The site is in the CG- general commercial zone district and the AOC – auto oriented commercial Comprehensive Plan designated area. Consult PMC 20.30 for zone specific standards.
- In the CG zone district, proposal for medical office building is a permitted use.

PROPERTY DEVELOPMENT STANDARDS

Code Standards	RM-20	Proposed Project
Minimum lot area per building site in square feet	—	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum lot width	50'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum lot depth	100'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN

Minimum front yard setback	Refer to PMC 20.30.037	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum rear yard setback	0'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum interior side yard setback	0'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street side yard setback	Refer to PMC 20.30.037	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Minimum street frontage	35'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Maximum lot coverage (Building)	75%	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Maximum floor area ratio	4.0	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN
Base building height	50'	N/A / DOES NOT COMPLY / COMPLIANT / UNKNOWN

CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
X	Critical aquifer recharge area
X	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
X	Geologic hazard area – Erosion hazard area
X	Geologic hazard area – Seismic hazard areas
X	Wetland and wetland buffer
X	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- 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.
- **Landslide and/or erosion hazard areas:**
 - A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the requirements of PMC 21.06 Article XII must be submitted for any site with any portion of land with slopes 15% or steeper.
 - All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance.
 - All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture's Natural Resources Conservation Service, or identified by a special study, as having a "moderate to severe," "severe," or "very severe" erosion potential are designated erosion hazard critical areas by ordinance.
 - ***All other sloped areas over 15% up to 39.9%*** must be studied by a professional engineer or geologist, licensed in the state of Washington, to determine if they meet the requirements of PMC 21.06.1210 (3) for designation as a geologic landslide hazard or erosion hazard critical area.
 - Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer;
 - Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists.
 - Septic systems are prohibited in landslide hazard areas or buffers PMC 21.06.1230 (10)
- **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.
- **Wetland and/or wetland buffer areas:**
 - A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known wetlands.
- **Stream and/or stream buffer areas:**

- A report from a qualified biologist, meeting the requirements of PMC 21.06.1070 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known streams.
- PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
- PMC 21.06.1260 Performance standards – Volcanic hazard areas

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to PMC 20.26.300 Nonresidential design review standards. Your project will be reviewed by the staff. Staff will review and approve, approve with conditions or deny your application.
- The following is a short summary of areas flagged for attention as you finalize the design. This is not an exhaustive review of the design review submittal and is advisory only.

PMC 20.26.300 (1)

- a. 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.
 - i. The proposed width of the building along 17th St is currently not meeting this standard.
 - ii. All building walls shall provide horizontal modulation
 - (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 requirements are not being met.
 - i. Must meet PMC 20.26.300 (c)(i), (ii), (iii), or PMC 20.26.300(d)

PMC 20.26.300 (2)

- A. Must have window, door, building wall modulation, or other architectural feature
 - a. Met, See (2.a.iii or iv)
 - i. (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
 - (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.

PMC 20.26.300 (3)

- B. The plaza needs to be along 17th St as well
 - a. At least over the pathway leading to the entrance
- F. Plans are unclear as to whether there will be at grade parking. Underground parking does not require vegetation.

OFF-STREET PARKING ANALYSIS

- 20.55.010 Number of parking spaces required:
 - Professional offices: one space for each 200 square feet of gross floor area for medical, clinical and dental offices or one space for each 300 square feet of gross floor area for other professional and business offices

- Other relevant parking code sections to consult:
 - PMC 20.55.016 Motorcycle/bicycle parking requirements.
 - PMC 20.55.018 Reduced parking requirements for low impact development
 - PMC 20.55.025 Compact parking spaces.
 - PMC 20.55.035 Aisle and driveway dimensions.
 - PMC 20.55.040 Conflict with use of street or alley
 - PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
 - PMC 20.55.055 Improvement and maintenance of parking areas.
 - PMC 20.56 Electrical vehicle infrastructure- requirement
 - PMC 20.55.045 Use of common parking facilities
 - PMC 20.55.050 Joint use of parking facilities

OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

A reduction in parking requirements from what is required may be requested for a specific development or redevelopment project as part of a comprehensive project approach to incorporating low impact development principles, consistent with PMC 20.05.070 and Chapter 20.10 PMC.

- A 10 percent maximum reduction in parking requirements may be approved for parking areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility.
- A 20 percent maximum reduction in parking requirements may be approved for clustered site design where the reduced parking area is used for tree retention or native landscaping. Native landscaping and tree retention must be voluntary landscaping above and beyond the basic landscaping requirements from PMC 20.58 and the implementing VMS design manual.
- Reduced parking requirements are subject to approval from the planning director or the director's designee upon review of potential adverse impacts

LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- (cityofpuyallup.org → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link)
- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

Perimeter landscaping requirements:

- The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30' landscape buffer may apply.
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.
- Retaining walls within rear and interior side yard property lines are required to be setback 6' from the property line and must be a maximum of 6' above the finished grade
 - A Type I visual barrier landscape buffer shall be provided in front of all retaining walls, in accordance with the city's vegetation management standards

- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
Front	West (S Meridian)	12'	Type II
Rear	East	6'	Type III
Side	South	6'	Type III
Street side	North (17 th Ave SE)	12'	Type II

Significant trees

- Existing tree(s) on the site which is larger than 15" in Diameter at Breast Height (DBH) is considered to be a 'significant tree' and must be retained, where possible.
 - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
 - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

Parking lot landscaping:

- ***Applicability:*** If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards).
- The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:
 - No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
 - All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum area of 200 sq ft of area.
 - All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum area of 500 sq ft.
 - 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width
 - All internal landscape islands and connector strips shall include a single row of structural soil cells (EX. Silva cells, or equivalent) along the perimeter of all internal parking lot landscape islands where parking spaces are proposed (under the pavement directly abutting the outer edge of the landscape island, except in drive lanes)
 - All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

Other landscaping standards

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials

- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.
- PMC 20.58.005 (2)(a)(iii) **Rear and Side Property Lines.** All retaining walls shall be set back from any rear or side yard property line by a minimum of six feet. The maximum height of any singular retaining wall within 30 feet of a rear or side property line shall be six feet above finished grade. A minimum of six feet of setback shall be provided between any terraced retaining walls proposed within 30 feet of a rear or side property line. No more than a total of three stepped retaining walls (complying with the maximum six-foot height limit above finished grade) shall be placed within 30 feet of a rear or side property line. A Type I visual barrier landscape buffer shall be provided in front of all retaining walls, in accordance with the city's vegetation management standards (VMS) manual.

OTHER RELEVANT CODE SECTIONS TO CONSULT

PMC 20.30.032 (4) CB and CG Zones. Building heights shall be measured in accordance with the building height definition of Chapter [20.15](#) PMC. Buildings in the CB and CG zones may be built to a maximum of five stories, or the base building height measured in feet as stipulated in Table 20.30.030(11), when built utilizing the setback standard of PMC [20.30.037](#)(2)(c) (12-foot front/street side yard setback, with options under PMC 20.30.037(2)(c)(ii) available). Buildings eligible to utilize the following height bonuses to exceed the base building height in the CB or CG zone (see PMC [20.30.030](#)(11) for base heights) shall be built utilizing the setback standard of PMC [20.30.037](#)(2)(c)(i) (20-foot front/street side yard setback required).

(a) In order to achieve a building height greater than that otherwise permitted under this section, those buildings located 500 feet or further from any residentially zoned property shall be eligible for one or more of the following height bonuses, subject to the maximum bonus provisions of PMC [20.30.030](#)(12):

(i) Where parking is provided within a building, and where such parking area is equal to or exceeds 60 percent of the area of the building's footprint, a building bonus of one story shall be permitted.

(ii) A building height bonus of one story shall be allowed for buildings or projects within which residential uses have been created.

(iii) A building height bonus of one story shall be allowed for hotels/motels.

(iv) A building height bonus of one story shall be allowed for buildings which provide a green roof that covers at least 60 percent of the building footprint, or total building footprints if multiple buildings are proposed. Green roofs shall be designed and installed under the direction of a professional with demonstrated expertise in the design and construction of such facilities. Green roofs shall conform to best available technology standards, such as those published by Leadership in Energy and Environmental Design (LEED).

PMC 20.58.005 (2) **Perimeter Landscaping Required.** The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less; however, in no event shall a perimeter landscaping buffer be smaller than six feet. Roads and driveways that cut through perimeter landscape areas shall be no wider and no more numerous than necessary for safe access and turning movements, as determined by the development services director or a licensed traffic engineer. Remaining portions of a site (or of a phased portion of a site with an approved phasing plan) that are not covered by buildings or pavement shall be landscaped using appropriate shrubs, ground covers and trees. Landscaping shall be sufficient to achieve 75 percent coverage within a three-year period.

(a) Retaining Walls and Required Perimeter Landscaping. The intent of the following regulations is to mitigate the bulk and visual/aesthetic impacts of retaining walls, as well as to minimize the overall height of new retaining walls. Within 30 feet of any property line – except in relation to proposed retaining walls on preexisting single-family lots – the following standards apply to proposed retaining walls:

(i) Front and Street Side Property Lines. All retaining walls shall be set back from any front or street side yard property line by a minimum of eight feet. The maximum height of any singular retaining wall within 30 feet of a front or street side yard property line shall be three and one-half feet above finished grade. A minimum of six feet of stepback shall be provided between any terraced retaining walls proposed within 30 feet of a front or street side property line. No more than a total of three stepped retaining walls (complying with the maximum three and one-half feet in height limit above finished grade) shall be placed within 30 feet of a front or street side property line. A Type I visual barrier landscape buffer shall be provided in front of all retaining walls, in accordance with the city's vegetation management standards (VMS) manual.

(ii) Rear and Side Property Lines. All retaining walls shall be set back from any rear or side yard property line by a minimum of six feet. The maximum height of any singular retaining wall within 30 feet of a rear or side property line shall be six feet above finished grade. A minimum of six feet of stepback shall be provided between any terraced retaining walls proposed within 30 feet of a rear or side property line. No more than a total of three stepped retaining walls (complying with the maximum six-foot height limit above finished grade) shall be placed within 30 feet of a rear or side property line. A Type I visual barrier landscape buffer shall be provided in front of all retaining walls, in accordance with the city's vegetation management standards (VMS) manual.

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

- 1. Fire notes will change based on traffic requirements. Once a conceptual site plan has been approved for driveway layout and spacing fire notes will be provided. These notes are based on current site plan only.
- 2. Based on City of Puyallup Municipal Codes fire sprinkler and fire alarm systems shall be required.
- 3. Provide F.D.C, Riser Room and P.I.V locations to determine code compliance. The F.D.C will need to be placed on 17TH Ave SE along with a fire hydrant.
- 4. A dedicated fire hydrant will be required to be within 10-15' of F.D.C.
- 5. Buildings or facilities exceeding 30' or 3 stories in height shall have at least 2 means of fire apparatus for each structure.
- 6. The entrances shall meet ladder truck fire apparatus truck turning radiuses and approval of the angle of inclination.
- 7. Maximum road grade shall be 10%
- 8. 17TH Ave SE will require Red painted curb and Fire Lane No Parking signage. In the event of a structure fire, the fire department would not pull into outdoor parking area with the structure above it. This parking lot would only be used for a medic unit. We will allow the parking lot to be a minimum width of 24' with this change from the pre-app conversation instead of 26'. See traffic requirements for road width requirements. This area would be approved for loading, unloading, and deliveries.
- 9. Provide generator location.

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

- 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:
 - 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.

Fee in Lieu -> Frontage Improvements

- a. The applicant may request and submit justification to pay a fee rather than constructing all or part of the required frontage improvements. Allowance of fee-in-lieu shall be at the discretion of the city and may be denied if the city engineer determines it will be more beneficial to the public to have the frontage improvements built along the street frontage adjoining the property or access to the property. The city will consider the following:
 - o (i) The feasibility of accurately constructing improvements both horizontally and vertically to effectively drain runoff;
 - o (ii) Whether constructed improvements can transition and connect smoothly with existing adjacent sites; and
 - o (iii) Whether other frontage improvements will likely connect into the applicant's required improvements within a reasonable time frame.
- b. The justification to allow use of the fee-in-lieu program shall not be based on cost savings to applicant in comparison with constructing required improvement adjacent to the property. The program will be administered with the following conditions:

- a. (i) Fees collected will be used towards pedestrian safety improvements, which could include lighting in the vicinity, ideally within one-half mile but up to one mile, from the contributing parcel in order to ensure that the improvements maintain a sufficient nexus to the project.
- b. (ii) Fees for residential infill lots and commercial tenant improvements shall be based on linear frontage of developing parcel. The fees will be posted on the city's web page, "Fee-In-Lieu Program" and are initially set at \$200.00 per linear foot of frontage where no concrete curb exists and \$100.00 per linear foot with existing curb. The fees will be adjusted annually according to construction cost indices. The current prices for 2022 are \$211.80 per linear foot where no concrete curb exists. \$105.90 per linear foot where existing curb exists at city standard location. If use of the fee-in-lieu program is for only a portion of the required frontage improvements, the fee will be established at an adjusted rate by the city engineer. If used for required frontage improvements from land subdivisions (formal plats, short plats, or binding site plans) and new commercial/industrial developments the fee will be developed based on the costs of installing the required improvements along the frontage of the development.
- c. (iii) The fees shall be capped at 15 percent of remodel or project valuation.
- d. (iv) Dedication of necessary right-of-way shall not be deferred or satisfied through payment of a fee-in-lieu.
- e. (v) The city shall track the collection of fees and the location of improvements funded by fees collected.

- **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 8" ductile Iron water main located in 17th Ave SW.
- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- A reduced pressure backflow assembly (RPBA) is required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302]

Fire Requirements (applies to both City Water and Water Purveyors): As applicable

- 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]
- Fire hydrants shall be placed so that there is a minimum of 50-feet and a maximum 150-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
- The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3]

- 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 17th Ave SE. The manhole at the NE corner of the property is approximately 5.5' deep. It appears that a gravity sewer connection is viable. 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)]
 - Drainage for the underground parking shall be connected to 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 2019 Stormwater Management Manual for Western Washington (The 2019 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:
 - 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.
 - A survey prepared by a registered surveyor, showing the following is necessary for projects exceeding 2,000SF or more of new plus replace hard surfaces as defined by the 2019 Ecology Manual:
 - o Existing public and private development, including utility infrastructure on and adjacent to the site if publicly available
 - o Major hydrologic features with a streams, wetland, and water body survey and classification report showing wetland and buffer boundaries consistent with the requirements of the jurisdiction
 - o Minor hydrologic features, including seeps, springs, closed depression areas, drainage swales.
 - Contours requirements for the survey are as follows:
 - o Up to 10 percent slopes, two-foot contours.

- o Over 10 percent to less than 20 percent slopes, five-foot contours.
- o Twenty percent or greater slopes, 10-foot contours.
- o Elevations shall be at 25-foot intervals.
- 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.
- 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:
 - 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]
 - 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

Stormwater R/D Facilities:

- 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 & DOE Manual, Vol. V, Pg 10-39 and Pg 10-9]
- A minimum of 5-feet clearance shall be provided from the toe of the exterior slope/embankment to any tract, property line, fence, or any required vegetative buffer. [PMC 21.10 & CS 206]

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

- 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.

Engineering 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.

Based on the materials submitted, 17th Ave SE along the site shall consist of 34-foot street with curb and gutter, 8-foot sidewalk, wheelchair ramps (where applicable), and streetlights in a 60-foot right-of-way (ROW). The improvements shall be measured from street centerline.

City standard streetlight can likely connect with existing junction box on the SE corner of S Meridian/17th Ave SE. At the time of civil permit review provide a separate street lighting sheet for the city to review.

Remove existing curb cut along S Meridian

Driveway spacing must be at least 35 feet from the closest edge of each driveway. (same as development directly east of project)

Given the proximity to S Meridian, only a single commercial driveway (30ft) wide will be allowed on 17th Ave SE.

See Fire comments regarding 75 foot Fire/Emergency on-street refuge area along 17th Ave SE frontage. This area will be placed between S Meridian and driveway.

Align driveway with the clinic across the street (their eastern driveway)

During preliminary site plan review, an entering sight distance analysis will be required at the intersection of 17th Ave SE and S Meridian. Analysis (horz + vertical) must confirm design will not have any sight obstruction.

Building Review – Janelle Montgomery; (253) 841-5542; JMontgomery@PuyallupWA.gov

Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project. Provide calculations for all building statistics upon submittal to support construction type, height and allowable area calculations. Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits.

Electric Vehicle Charging Infrastructure are required in place for charging stations per IBC section 429 Washington State amendments for occupancy B and will need to be shown on the plans.

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. ***Include in the parking calculations handicap stalls and Electric Vehicle Charging stations. Reflect locations on parking plans with a minimum one EV required to be handicap accessible.

Depending on what type of medical office is proposed and potential procedures performed it may require approval from Department of Health prior to release of building permit.

All electrical is permitted by the Washington State Department L & I.

Per meeting question first plan review for new construction is 45 days and subsequent review is 20 days for building review.

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.