



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:** April 25, 2023

**TO:** Filipp Kapustin

**FROM:** Gabriel Clark, Planning Technician

**PROJECT:** PLPRE20230032

**SITE ADDRESS:** 1632 RIVER RD, PUYALLUP, WA 98371; 1706 RIVER RD, PUYALLUP, WA 98371; 1720 RIVER RD, PUYALLUP, WA 98371;

**PROJECT DESCRIPTION (as provided by applicant):** Legend Auto has recently purchased parcels 0420208066 and 0420204281. They have also signed a lease with the owner of parcel 0420208065 to use the back portion of the lot for parking. The objective of this pre construction meeting is to identify the steps necessary to asphalt the back portion of lot 0420208065 to create a parking lot. Also we'd like to discuss extending the existing garages on parcel 0420204281.

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](http://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](mailto: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](mailto:GClark@PuyallupWA.gov). We look forward to working with you on the completion of this project.

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## MEETING NOTES

### Planning Review - Rachael N. Brown ; (253) 770-3363 ; [RNBrown@PuyallupWA.gov](mailto:RNBrown@PuyallupWA.gov)

- The site is in the General Commercial (CG) zone district. Consult PMC 20.30 for zone specific standards. In the CG zone district, proposal for Car sales is a permitted use, it is classified as a 'road service use' under the use table. The display of the cars for sale on the leased offsite lot

abutting the property on 1720 River Rd would be considered merchandise display - accessory. This use is also a permitted use on that lot since it is accessory to the primary use of the lot as a gas station; uses are permitted under PMC 20.30.030.

- Shoreline of the State: The properties associated with this proposal are all located within 200 ft of a regulated shoreline of the State. Areas within 200' of the Ordinary High Water Mark require compliance with the Shoreline Master Program (SMP). The city maintains a critical area map that estimates the extent of the regulated shoreline area. According to this map, the proposed alterations to these sites are over 80 ft away from the regulated shoreline environment, therefore an 'ordinary high water mark determination' report from a qualified biologist, will not be required for the proposed alterations as proposed. However, should your plans change and you intend to make any changes that are within the regulated shoreline environment, or much closer to it than already proposed, a report will be required.
- Parking areas over 40 stalls require SEPA environmental review, or if your proposal includes more than 500 cubic yards of fill plus excavated material
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped with trees and shrub cover.
- Parking Area Landscaping Required 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 of the City's Vegetation Management Standards Manual (VMS). 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 depth of each landscape island to match the abutting stall depth. All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum depth of each landscape island to match the abutting stall depth. 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width. 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. 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.
- Landscape yard widths for this project; Front yard (River Road): 12 ft, Interior side yard: 6 ft, Rear: 6 ft., street side yard (18th ST NW), 12 ft. 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. 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. Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- Vegetation Buffers along roadways: a type II, 15-foot vegetative buffer shall apply to all arterial and collector roadways as designated in the comprehensive plan. River Road is an arterial street. Buffers along controlled access highways shall be designed using native vegetation, with substantial use of native conifer species (e.g., Douglas fir, western red cedar, madrone, western hemlock, etc.) and native understory plants. Buffers along city roadways shall include

clumps of evergreen and deciduous trees intermixed with shrubs and no more than 25 percent turf grass; When suitable natural vegetation is present, it shall be retained, and if necessary, enhanced with native plant material. Any proposed enhancement shall be set forth in a landscape plan, approved by the development services director or designee, and the landscaping installed prior to final plat approval; and When suitable natural vegetation is not present, a landscape plan shall be prepared reflecting the use of native plant material, approved by the development services director or designee, and the landscaping installed prior to final plat approval. All native vegetation buffers shall be placed into either a native vegetation protection easement (NVPE) or dedicated NVPE tract with appropriate protection language, as approved by the director or designee, shown on the face of the plat (if you are platting).

- Landscaping Requirements: PMC 20.58 outlines landscaping requirements. 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. The City also has a companion design manual - the Vegetation Management Standards (VMS) manual - found here: [www.cityofpuyallup.org/puyallupvms](http://www.cityofpuyallup.org/puyallupvms). Please consult both the code landscape code section and the VMS for a full list of landscape requirements.
- Rear Yard Setback is 0ft in the CG zone
- Front Yard Setback is 12ft for remodels of existing buildings
- Interior Side Yard Setback is 0ft
- Street Side Yard Setback is 12ft for remodels of existing buildings.
- Zone Transition Buffering - Side and Rear Yards. Except in the CBD-Core zone, a 30-foot landscape buffer with a dense vegetative screen is required on nonresidential development sites abutting a residential zone, a public park or city open space site or when a nonresidential use is permitted within an RS zone. Within the CBD-Core zone, a 15-foot landscape buffer with a dense vegetative screen is required on sites abutting a RM zone. When a street or alley separates a nonresidential zone from a residential zone, this landscape buffer may be reduced to 12 feet in width and a six-foot masonry or wood opaque fence shall be provided at either edge of the landscape buffer. Screening shall be high enough at maturity to screen the building as seen from any point on the abutting residential site at grade level, and may be kept low enough to assure no loss of solar access to the abutting residential zone. Special consideration shall be given to residential properties located on the north side of the zone transition buffers as to protect solar access for those adjacent properties (PMC 20.26.500 (1)). Please see additional requirements for this zone transition area outlined in PMC 20.26.500 including additional building height restrictions, lighting standards and more. Property at 1503 18TH ST NW is zoned multi-family residential (RM).

**Building Review - Gabriel Clark ; (253) 770-3330 ; [GClark@puyallupwa.gov](mailto:GClark@puyallupwa.gov)**

- Building comments - reference for building permit application:

Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project.

Separate building permits are required for each building proposed to be remodeled.

The truss specs will also be required with the truss engineers' stamps and a layout that matches the submitted plans at the time of submittal.

Engineered foundation plan will be required for extended garage or engineered analysis existing concert meets required floor loads.

Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits if submitted prior to June 30, 2023. Effective July 1, 2023 state adopts 2021 I-Codes.

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

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.

Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.

**Fire Review - Gabriel Clark ; (253) 770-3330 ; GClark@puyallupwa.gov**

- No fire comments at this time.

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

- CIVIL PERMIT APPLICATION
  - A civil permit application is required for commercial projects triggering stormwater, projects doing large amounts of on-site grading, any project required to construct frontage at a site that doesn't have existing vertical curb, and an project proposing new connections to city.
  - Civil engineering drawings will be required for this project to pave the site. (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.

#### RIGHT OF WAY DEDICATION

- Required if the proposed building improvements exceed the threshold of being a substantial improvement see PMC 11.08.120

- **WATER**

Water Within City Service Area:

- Any proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]

- **SEWER**

- Any proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]

- **STORMWATER**

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW).
- There is an 8" PVC located on the private property of 1720 River Road near the southern property line.
- 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 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]

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]  
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 \$4,013.00 per ESU.

**Engineering Traffic Review - Mico Hutchens ; (253) 841-5430 ; mhutchens@puyallupwa.gov**

- A Traffic Scoping worksheet will be required. 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. The project trips shall be rounded to the nearest tenth.

The scope of this project as proposed is relatively minor and would be eligible for city assistance in preparing the scoping document if the applicant requires assistance.

The city has adopted a City-Wide Traffic Impact Fee. The project's proportionate share to this fee program would be determined when the traffic scoping worksheet has been submitted. The \$4,500 traffic impact fee per PM peak hour trip shall be paid prior to building permit issuance.

- The applicant has indicated that there will be no access to parcel 0420208065 from 18th ST NW. Upon permit submittal, show how access to the lot will be blocked, i.e. fence, barrier, or other device.

If access to 18th ST NW is planned, the driveway shall be located and aligned with the existing driveway to the west. The applicant/owner will construct a city standard 30ft commercial driveway with curb, gutter, and sidewalk connected and aligned with existing dedication to the north. Additional right of way dedication (10ft) will be required to meet city standard based on the roadway classification of 18th ST NW.