Preliminary Site Plan

City of Puyallup
Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist

Flash drive or CD of entire submittal package

8 Copies of completed application form (application is signed and dated)

8 Copies of full size detailed site plan **Folded individually to approx. 8½ " x 11**

1 Copy of 8 ½" x 11" reduction

2 Copies of Traffic Scoping Worksheet

2 Copies Preliminary Landscape Plan

2 Copies of Preliminary Storm Drainage Calculations

Additional Documents If Applicable:

8 Copies of SEPA checklist
2 Copies of Critical Area Report (s)
2 Copies of Traffic Analysis
2 Copies of Tree Risk Assessment
Environmental Checklist: Flood Habitat Assessment, Fish and Wildlife Assessment, Mitigation Plans, Wetlands

Application Fees:

Small: $690
≤10,000 s.f. of new structure or ≤20,000 s.f. of affected site area

Medium: $1250
10,001-19,999 s.f. of new structure or 20,000 - 39,999 of affected site area

Large: $1890
20,000+ s.f. of new structure or 40,000+ s.f. of affected site area

Additional Fees if applicable:

SEPA Review Fee: $250

Critical Area Review: $160

Traffic Impact Analysis Review: $160

Please see pages 5 & 6 for detail information of submittal requirements.
Revised 9/2019

A preliminary site plan permit is the administrative process by which a development project, which is otherwise permitted by right in the particular zone, is reviewed by the city to ensure conformance with applicable policies, codes and standards. This process is separate from and precedes final building/engineering permit review and issuance.

Site plan review in Puyallup has two distinct components: 'Preliminary' and 'Final'. The following details the requirements for the Preliminary review. The final review will take place when the building permit is applied for.

To help you understand City standards and the preliminary site plan review process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 2 weeks) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted. Please contact the Permits Center at PermitsCenter@ci.puyallup.wa.us for more information about pre-application meetings.

APPLICATION INFORMATION

Site Information

Parcel Number(s)	0420211030
Street Address	325 Todd Road NW

Applicant Information

Name	TC Northwest Development, Inc., Alex Garcia Mendoza	
Street Address	600 University Street, Suite 2912	
City Seattle	State WA	Zip 98101
Phone 501-749-1016	E-mail AGarciaMendoza@trammellcrow.com	

Owner Information

Name	Puget Sound Energy, Inc., Carrie Cheung	
Street Address	355 110th Avenue NE,	
City Bellevue	State WA	Zip 98004
Phone 425-681-2253	E-mail Carrie.Cheung@pse.com	

Nature of Request (please be specific)

The project is composed of the main OTC building, and Outdoor Training area. It will be used as a vocational school for construction trades.

The OTC building is 33,837 SF and will consist of office/commercial/instructional spaces, and 8,673 SF of covered area.

The Outdoor Training area will consist of 2,406 SF of enclosed spaces.

SITE INFORMATION	
Total Site Size Acres/Square Feet	6.17 Acres/268,786 SF
Total Site Width	1,081', longest side
Total Site Length (Depth)	Varies
Proposed total number of living units (if applicable)	N/A (commercial space)
Proposed Use(s)	vocational school
Proposed Site Coverage (include all impervious surfaces and required landscape areas)	237,586
Non-buildable Areas (required buffers, critical areas etc.)	31,200
Comprehensive Plan Designation	LM/W
Zoning Designation (visit www.cityofpuyallup.org/1520/Interactive-Web-Maps to look up the zone)	ML

PROPOSED FLOOR AREA	
Type	Sq. Ft.
Retail	
Office	33,837
Industrial	
Residential	
Other Outdoor Training	2,406
Other _____	

Major Issues Discussed During Pre-Application Meeting
Pre-Application #: P LPPRE - 20220160

NUMBER OF PARKING STALLS			
Use **Per parking code PMC 20.55.010**	**Square Footage**	**Ratio Applied**	**No. of Spaces**
Classrooms	2,430	50	49
Office Space	2,190	300	8
Warehouse	3,088	2,000	2
		Total Spaces	59

Note: For parking requirement calculations include auxiliary space attributable to each dominant category: e.g.: corridors, restrooms, support office etc.

* Form auto populates setbacks in proposed and existing columns when required by zoning column is filled out. See drawings for what is proposed, which meets or exceeds zoning requirements.

PROPERTY DEVELOPMENT INFORMATION			
All measurements in ft, sf, or lineal ft	**Existing**	**Proposed**	**Required by Zoning**
Setbacks (measured from the property line to the closest vertical wall)			
Front Yard	0	40	20 maximum
Rear Yard	0	0	0 maximum
Side Yard (interior)	0	0	0 maximum
Side Yard (interior)	0	0	0 maximum
Side Yard (street)	0	31	10 maximum
Side Yard (arterial street)	n/a	n/a	n/a maximum
From Adjacent Residential Use	n/a	n/a	n/a maximum
Site info			
Lot Coverage	44,916	44,916	65% maximum
Floor Area Ratio	0.17	0.17	4 maximum
Building #1:			
Use	vocational school (OTC building)	vocational school (OTC building)	
Type of Construction per Building Code	V-B	V-B	
Type of Occupancy per Building Code	B	B	
Building Height	26'-2"	26'-2"	50' maximum
No. building stories	1	1	maximum
Total Building sf	33,837	33,837	
Building #2:			
Use	vocational school (Outdoor training)	vocational school (Outdoor training)	
Type of Construction per Building Code	V-B	V-B	
Type of Occupancy per Building Code	B	B	
Building Height	16'-0"	16'-0"	50' maximum
No. building stories	1	1	maximum
Building total sf	2,406	2,406	
Building #3:			
Use			
Type of Construction per Building Code			
Type of Occupancy per Building Code			
Building Height			maximum
No. building stories			maximum
Building total sf			

LANDSCAPING

Most projects will be required to meet the landscaping standards of **PMC 20.58 Landscaping Requirements** and the **Vegetation Management Standards (VMS)** Manual as well as other landscaping requirements based on the use and development pattern of the proposal. The VMS can be found at www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards and its appendix can be found at www.cityofpuyallup.org/DocumentCenter/View/6054/VMS-Appendices-Complete-Document .

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 with this application.

Landscaping Information			
Landscaping Area	**VMS Type**	**Total Square Footage**	**% of total Area Landscaped**
Parking Area Landscaping	Type 4	6,700	9%
Front Yard Landscaping	Type 2b	11,150	15%
Interior Side Yard Landscaping	none		
Interior Side Yard Landscaping	none		
Street Side Yard Landscaping (for corner lots only)	Type 2b	4,450	6%
Rear Yard Landscaping	Type 3	7,000	9%
Other Landscaped Areas: 45,600 sf, 61%			

CRITICAL AREA IDENTIFICATION

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.		
☑ **Wetlands**	☐ **Wellhead Protection Area**	☑ **Aquifer Recharge Area**
☐ **Lakes/Ponds**	☐ **Habitat Corridor**	☐ **Flood Zone**
☐ **Streams/Creeks**	☐ **Habitat Conservation Area**	Flood Classification:
Waterbody name:	☐ **Seismic Hazard Area**	☑ **Volcanic Hazard Area**
☐ **Puyallup River Shoreline**	☐ **Clarks Creek Shoreline**	☐ **Landslide/Erosion Hazard Area**
Shoreline Classification:	Shoreline Classification:	☐ Slope Classification:
☐ Conservancy	☐ Conservancy	☐ Slopes 0% - 15%
☐ Rural	☐ Rural	☐ Slopes 16% – 39%
☐ Urban	☐ Urban	☐ Slopes 40% or Greater

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted.

Wetland A is located on the western edge of parcel 0420211002 and extends offsite to the west along 4th Street Northwest (Decheaux Road). The wetland is approximately 1,498 square feet (0.034 acres) in total size and is approximately 114 square feet (0.0026 acres) in size onsite. No other potentially regulated, wetlands or fish and wildlife habitat were identified within 300 feet of the subject property.

The entirety of the subject property and all areas within 300 feet of the subject property are mapped as a aquifer recharge area per the City of Puyallup Aquifer Recharge Area GIS map.

The entirety of the subject property and all areas within 300 feet of the subject property are mapped as a volcanic hazard area per the DNR Portal Hazard map and the Pierce County Mount Rainer Hazard Ma

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included.
Soundview Consultants (SVC) investigated the subject property for the presence of potentially regulated wetlands, waterbodies, and fish and wildlife habitat in the fall of 2016, the fall and winter of 2018, the fall of 2022, and winter of 2023. The site investigations identified one potentially-regulated wetland (Wetland A) on the western boundary of the subject property and extending north and south within the right-of-way (ROW) of 4th Street Northwest. The investigations completed by SVC included Pierce County Tax Parcel Numbers 0420211002 and 0420211012. To our knowledge, no other critical area studies have been completed on parcels 0420211002 and 0420211012, besides the investigations and studies completed by SVC.

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number.
No known critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any properties adjacent to the subject property.

REQUIREMENTS FOR SUBMITTAL OF PRELIMINARY SITE PLAN

The purpose of the preliminary site plan review is for the Development Services Department and the Engineering Department to check for code compliance prior to the applicant making significant investments in detailed architectural, engineering, legal or other professional services. State Environmental Policy Act (SEPA) review, if applicable, is typically performed during this process.

The following requirements are the minimum necessary to process the review of your preliminary site plan. The plan should be neatly drawn to scale and presented in a manner that clearly portrays the extent of the proposed development. *Please note the processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.*

1) **Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
   a) **North Arrow and Graphic Scale**: The site plan shall be drawn on a 24" x 36" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g. 1" = 40') is accepted by the city):
      1" = 20' (sites under 4 acres)
      1" = 50' (sites 4 acres or larger)

   b) **Existing Elements**: The plan shall locate and identify structures and conditions (natural and built) that exist on-site prior to development including such items as buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences. The plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, etc., and shall show the adjacent existing land uses (residential, commercial, etc.), and zoning designations. All buildings shall be marked with their size and whether they are to remain or be demolished.

   c) **Critical Areas Data:** In addition to the critical area identification section of this form, the plan shall show and delineate the boundaries of all on-site or adjacent (within 100') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to PMC 21.06.
      i) **Critical Areas GIS Data:** Maps of critical areas shall be provided in an electronic format that allows site data to be incorporated into the city's geographic information system (GIS) database. Electronic versions of the mapping files must be submitted before a building permit will be issued. Electronic files shall be submitted in the following formats:

ii) ESRI Shapefile Format with Projected Coordinate System: NAD_1983_HARN_StatePlane_Washington_South_FIPS_4602_Feet and Vertical Datum: North American Vertical Datum of 1988

OR

iii) AutoCAD Map 2007 or newer and related Xref'd drawings in State Plain South Projection
iv) U.S. Survey Feet for measurements

d) **Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.

e) **Proposed Structures Data**: The plan shall clearly identify and locate all proposed structures including height and dimensions of all buildings, decks and fences; the plan should also show dimensions from the proposed structures to property lines, distances between buildings, and main door locations; the plan shall indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc.; the plan shall also show areas reserved for future building, if known.

f) **Proposed Traffic Access, Circulation and Paved Areas**: The plan shall locate and identify proposed parking areas, driveways, public streets (to be dedicated); also show dimensions of parking stalls, aisles, driveways, pedestrian paths from parking lots to building entrance and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.

2) **Preliminary Landscape Plan**: The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping as a percentage of the overall site size. It is not necessary to indicate exact size and specific species of plants for 'preliminary' site plan review, although, if available, this information is encouraged. For all projects involving new structures of 10,000 square feet or greater or 20,000 square feet or greater of affected site area; a landscape plan shall be prepared by a professional landscape architect licensed in this state, unless this requirement is expressly waived by the Development Services Director. For smaller projects with unique site or development characteristics, the Development Services Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.

3) **Tree Risk Assessment:** If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist with this application. Existing vegetation 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. The tree risk assessment must map where all significant trees are located on the site, their health condition, and whether they are to be retained or removed as a part of this project.

4) **Proposed Lighting:** The plan shall indicate the location and type of proposed lighting fixtures for developments adjacent to residential areas; plans shall also show shielded light fixture locations.

5) **Existing Contours and Finished Grade**: The plan shall show existing contours at an interval appropriate to depict the underlying land structure (usually 2'); the plan shall also show finished grades depicted either by contour or contour/spot elevation. A separate grading plan may be necessary for projects with major grading/topographic features.

6) **Building Data**: The plan shall show the following information about the proposed buildings:
   a) Building occupancy division by use (office, shop, etc.)
   b) Total building area
   c) Gross floor area by use/occupancy class
   d) Type of construction per Uniform Building Code
   e) Any hazardous materials proposed for storage or use in the building
   f) Building elevations may be required to determine compliance with residential or commercial design standards

7) **Site Data:**
   a) Number of dwelling units (residential developments only)
   b) Numbered parking spaces
      i) Mark each compact space
   c) Total impervious surface (square footage)
   d) Indicate dimensions and square footage of all landscaped areas
   e) Indicate accessible path from right of way to building
   f) Indicate area for refuse and recycling collection.

8) **Environmental Checklist** (if required) – eight (8) copies, and application fee: $250.00:
   a) Flood Habitat Assessment
   b) Fish and Wildlife Assessment
   c) Mitigation Plans
   d) Wetlands

UTILITY INFORMATION

At this stage, the applicant should contact the following utilities to insure availability.

Telephone	Sewer	Water	Electricity & Gas	Cable
Qwest	City of Puyallup	City of Puyallup	Puget Sound Energy	Comcast
800-526-3557	(253)-864-4165	(253)-864-4165	888-321-7779	877-824-2288
AT&T Residential		-or-	425-452-1234	
800-222-0330		Fruitland Mutual Water		
AT&T Business		(253) 848-5519		
800-222-0400				

CERTIFICATION

I, the undersigned, hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. I acknowledge that if the City needs to obtain the services of an expert third party to review any technical information regarding my proposal, that I shall be responsible for any financial costs of said third party review.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: Aley Mendoza Date 8/29/2023

Signature of Owner: Ka Wai Cheung Date: 8/29/2023
(or authorized agent)