



City of Puyallup

Planning Division

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www.cityofpuyallup.org

November 17, 2023

Matt Reeves
209 Prospect Street
Bellingham, WA 98225

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLPSP20230096
PROJECT NAME	PSE OTC
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	Land use submission for PSE OTC project per pre-application meeting PLPRE20220160.
SITE ADDRESS	325 TODD RD NW, PUYALLUP, WA 98371;
PARCEL #	0420211030;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20220160 PLLC20230017 E-19-0538
APPLICATION DATE	August 30, 2023
APPLICATION COMPLETE DATE	September 13, 2023
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	N/A – Active permit application, not approved
CONDITIONS	Active permit application, not approved; Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter. DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City’s adopted development standards and codes.

Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active. The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.

The City has completed the review of the above-mentioned permit submittal. All of your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

Re-submittal Instructions

To resubmit, you must respond to all comments in a written response letter and submit a letter of transmittal. Letter of transmittal and response letter must be submitted to the 'Correction Response Letter' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center at permitcenter@puyallupwa.gov.

- 1 Log in to your permits portal and navigate to the [status page](#) for this permit. Under the 'Upload Documents' section, select 'click here to upload document'.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document.
- 3 Click 'Upload Documents' at bottom of the page.

How to use this letter

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

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

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

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

Corrections

Planning Review - Josh Kubitzka; (253) 284-0214; jkubitzka@ahbl.com

- Please provide additional details and clarity on if and how the Fire Department will use this facility for their training. In your response, please detail how the burn pit will be utilized and if the Fire Department will need to use non-water resources to put out the fires (i.e. any chemicals or foams). The SEPA checklist currently does not describe this potential use or burn pit. Update the SEPA checklist as appropriate (project description, air section, hazardous materials section, etc.). Depending on your responses, SEPA may need to be re-noticed to ensure that all agencies have a chance to review the full scope of the project.
- Staff is assuming that the proposed multi-unit commercial / residential 4-plex and commercial / residential "village" use is for training purposes only and will be conditioned as such. If the project proposes to occupy these buildings for residential use or commercial use in addition to its training uses, a detailed explanation and updates to the SEPA checklist will be required.
- Per VMS 6.3.L, preliminary landscape plan shall identify all areas with existing or proposed grades of 15 percent or greater (Sheet L 1.1).
- Per VMS 6.3.M, preliminary landscape plan shall provide size and location of the proposed topographic features within the area to be landscaped such as berms or swales (Sheet L 1.1).
- Per VMS 6.3.L, preliminary landscape plan doesn't need to identify the specific tree type or individual shrubs and ground cover. The final landscape plan required at civil construction permit will need to comply with VMS 6.4. (Sheet L 1.1)
- Since the Type IIb landscape buffer is required to screen the outdoor storage use, screening shall still be provided even if interrupted by a wetland. Planning will review this with final landscape plan to ensure Type IIb screening is still provided (Sheet L 1.1)
- Pavement is required from the engineering and planning department. Per PMC 20.58.005, at least five percent of all paved areas landscaped. Provide calculations demonstrating compliance (Sheet L1.1)
- Per PMC 20.58, all trash containers shall be screened from abutting properties with substantial sight-obscuring landscaping or fencing and walls (Sheet L1.1).
- Per PMC 20.35.035.8, No use shall be permitted which creates annoying orders as to be perceptible, without instruments, at the boundaries of the lot. Provide a narrative describe burn pit use frequency, a description of intensity, generally what will be used to burn, etc. (Sheet CSD1)
- Missing pedestrian path shown on landscape plans. Update All civil plans.

- Planning agrees that the vocational school parking standards apply to the project. It appears from your application materials that the proposed lab space is not included in your classroom calculations. It is likely that the lab space will need to be considered classroom space, but additional information is needed. Can you detail the maximum number of students will be onsite on any given day, will the classroom and lab space (include outdoor) be used by different group of "classes" on the same day (i.e. classroom is used at the same time as the labs are being used but by different group of students), any additional details you wish to provide regarding daily maximum use.
- On building elevations, please indicate all proposed colors to ensure contrasting colors as detailed in your design review narrative.
- As noted by the Engineering Review, the site plan is missing various site calculations. Planning will review the site calculations with your resubmittal to ensure compliance with PMC 20.35.
- Per PMC 20.55.055, all off-street parking areas and access shall be paved unless approved by the city engineer. As such, all outdoor trainings area that will have vehicles drive on them or part will require to be paved unless you request and receive approval from the city engineer.

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

- Comments:

1) EV Calculation shown on E1.01 require 7 spaces, only 6 EV parking shown on site plan.

General Comments:

- Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans.
- The truss specs typically are required with the truss engineers' stamps and a layout that matches the submitted plans at the time of submittal. Per your email request the Building Official, Ray Cockerham will allow deferred truss specifications for this project.
- Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits until March 14, 2024. As of now, March 15, 2024 all plans submitted will require the 2021 I-codes if adopted.
- All electrical is permitted by the Washington State Department of L & I.
- Accessible parking and access to the public way would be required as well as the accessibility requirements for inside the parking garage.
- For all accessible requirements the City of Puyallup adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard not the ADA.
- Review WAC51-50-0429 that takes effect March 15, 2024 (Section 429) for Electric vehicle charging infrastructure.
- 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 - David Drake; (253) 864-4171; DDrake@PuyallupWA.gov

- 1. All electronic gates will require Opticon for fire department access. Add notes to each gate.
- 2. Show fire lane dimensions on site plan.

Engineering Review - Lance Hollingsworth; (253) 770-3337;

LHollingsworth@PuyallupWA.gov

- Will the private on-site fire hydrant be used for training purposes? If yes, this will need to be metered.
- There appears to be 2 sets of existing contours. confirm correct set and remove the other.
- Per Preliminary Site Plan Checklist #1, show property's lot dimensions, boundaries, tax parcel numbers, and square footage. [Site Plan, Sheet CSD1]
- Proposed utility pole and fire hydrant appear to be in conflict. [Site Plan, Sheet CSD1]
- Offsite power poles symbol do not match symbol in legend. [Site Plan, Sheet CSD1]
- show existing and proposed power lines as shown in electrical Site Plan. [Site Plan, Sheet CSD1]

- Note: At Civils, consider a Key Map organization and/or split each design sheet (TESC Plan, Site Plan, Horizontal Control Plan, Grading Plan, Drainage Plan, Utility Plan, Sewer Plan, etc) up into multiple sheets at 1"=20' or 1"=30'; use match lines. Plans and labels must be easily legible with no text conflicts. See COP standards for Key Map if used. [Site Plan, Sheet CSD1]
- Note: At Civils, Review and follow all City Design standards. Appendix A checklist may be used to review plans. [Site Plan, Sheet CSD1]
- Note: At Civils, make room on each sheet for engineering approval block as shown in section 1.0 of Design Standards. [Site Plan, Sheet CSD1]
- Creating new outfalls into the ditch will not be acceptable. Discharge into existing manhole from the proposed catch basin or add a new manhole to the existing system and discharge perpendicular to the property line. [Site Plan, Sheet CSD1]
- full width and half width 2" Grind and Overlay required per design standards for Street Patch. See City of Puyallup Standard detail 01.01.20. [Site Plan, Sheet CSD1]
- Note: At Civils, add a monument protection note. [Site Plan, Sheet CSD1]
- Note: At Civils, add all General notes from each applicable section of City Design Standards. [Site Plan, Sheet CSD1]
- Per Preliminary Site Plan Checklist #7(c) and stormwater feasibility requirements, Provide tabulation of all surface areas required to determine stormwater project thresholds. The City will provide a template upon request to ensure this requirement is met. [Site Plan, Sheet CSD1]
- Per Preliminary Site Plan Checklist #7(f) and COP Design Standards Section 208.1, Garbage enclosure shall be covered with a yard drain connected to sewer. Call out location and show the sewer connection in this submittal. [Site Plan, Sheet CSD1]
- If Key Map is not used, put a thick dashed line around extents for Sheet CSD3 and freeze all elements within extents. [Site Plan, Sheet CSD1]
- show gate valve
- Provide grading cut/fill quantities. [Site Plan, Sheet CSD1]
- call out wetland on each sheet within its extents. [Site Plan, Sheet CSD1]
- Per COP Preliminary Site Plan Checklist #2 , Show adjacent parcel, numbers, and zones. [Site Plan, Sheet CSD1]
- Explain the intended use of the Containment Area. Locations that must contain petroleum derived wastes must pass through an oil/water separator connected to sewer. [Site Plan, Sheet CSD1]
- If vehicles will access under canopy, Undercanopy area will need to be hydraulically isolated with catchbasins connected to an oil/water separator and sewer.
- Gravel is not a permitted surface. [Site Plan, Sheet CSD1]
- AMR needed to document sewer main not extending full length. [Site Plan, Sheet CSD1]
- Identify other wetlands and critical areas within 100 feet of site per preliminary site plan checklist #3. [Site Plan, Sheet CSD1]
- At Civils, show site specific inlet/outlet details for detention pond. [Site Plan, Sheet

CSD1]

- Need to know if this pipe is 0% or if pipe was sized to accommodate storage. this bioretention basin appears to bypass detention. [Site Plan, Sheet CSD1]
- is this a topo line in the bioretention cell?
- Will DDCVA be installed here or in the building? Show vault for exterior installation Per COP details. [Site Plan, Sheet CSD1]
- Label this slope with a slope arrow. [Site Plan, Sheet CSD1]
- Ecology Manual requires 20-foot Detention pond setback from property line. [Site Plan, Sheet CSD1]
- Clearly show ROW dedication at back of sidewalk. [Site Plan, Sheet CSD1]
- What is this symbol? [Site Plan, Sheet CSD1]
- What is this symbol? [Site Plan, Sheet CSD1]
- Label training pit locations . [Site Plan, Sheet CSD1]
- Design standards require a 10-foot public utility easement. [Site Plan, Sheet CSD1]
- For dry ponds with bottom widths of 15-feet or more, the access road shall extend to the pond bottom to a minimum 25-foot long level pad to facilitate cleaning. [Site Plan, Sheet CSD1]
- Access roads not to exceed 12%. roads steeper than 8% shall be paved using either asphalt concrete, cement concrete, cement treated base, or asphalt treated base. [Site Plan, Sheet CSD1]
- Add to an AMR the frontage determination for 4th Street NW. [Site Plan, Sheet CSD1]
- place sewer manhole 5 feet east of 4th st centerline. [Site Plan, Sheet CSD1]
- Note: At Civils, provide onsite sewer and storm profiles for each pipe reach. [Site Plan, Sheet CSD1]
- Note: At Civils, add proposed street gutter profile to profile views. [Site Plan, Sheet CSD1]
- Is this a restroom? Label all buildings and their uses. [Site Plan, Sheet CSD3]
- Note: at Civils, Provide Utility crossing table and clearly label each crossing. City standard detail 03.01.03 shows crossing standards. [Site Plan, Sheet CSD3]
- Are these valves in the Utility Village connected to something? [Site Plan, Sheet CSD3]
- Confirm the "Pretend" utilities will be functioning utilities or not. [Site Plan, Sheet CSD3]
- Note: At Civils, Given the complexity of the utility village, enlarge this detail at least 1' = 10' scale or more for legibility of utilities. Use multiple sheets if necessary to clearly show detail. [Site Plan, Sheet CSD3]
- Show all pit locations How much volume of water will be used for fire training purposes? [Site Plan, Sheet CSD3]
- How much volume of water will be used for fire training purposes and what will the frequency of training be? [Site Plan, Sheet CSD3]
- Will there be chemical retardants used during fire training? [Site Plan, Sheet CSD3]
- Place sewer manhole 5 feet northwest of 7th Street NW. [Site Plan, Sheet CSD4]

profile views. [Site Plan, Sheet CS8]

- Blow off shall be located at back of sidewalk. [Site Plan, Sheet CS8]
- Show water air relief valve at high points. [Site Plan, Sheet CS8]
- show water valves on plans where applicable per standards. [Site Plan, Sheet CS8]
- Show water air relief valve at high points. [Site Plan, Sheet CS8]
- Per WSDOT Jason Dao, P.E. Utility Project Support and Accommodations Engineer: "SR161 Crossing Todd Rd NW at milepost 30.44 is in WSDOT managed access right-of-way and [City of Puyallup has permit authority for Todd Road] so a franchise accommodation with WSDOT is not required. However, due to the gas and sewer installation near the bridge piers, WSDOT would like to review the plans (plan, section and profile) with offsets dimensions to the piers as we want to ensure there's adequate distance to the substructure foundation" (Email from Jason Dao provided in Docs& Images). [Site Plan, Sheet CS8]
- Bioretention is next to steep slope. Line the bottom with a low permeability or impermeable liner or consider alternative treatment options. Bioretention systems that are lined do not count towards LID BMPs, only treatment criteria. [Site Plan, Sheet CSD12]
- What is the material for the bottom of pond? Pond bottom should be designed to restrict ground water from entering pond. At time of Civil permit, provide buoyancy calculations and structural calculations of detention pond. [Site Plan, Sheet CSD12]
- At time of Civil Permit, provide pond East West pond section in addition to South-North Section. [Site Plan, Sheet CSD12]
- Note At Civils: provide site specific sections for each bioretention area showing ground water elevations. Add COP Standard detail for bioretention. [Site Plan, Sheet CSD12]
- Confirm on the detail the bioretention design is compliant with COP Design Standard section 202.3. and bioretention detail 02.07.01. [Site Plan, Sheet CSD12]
- Pavement sections to be reviewed at civil submittal. [Site Plan, Sheet CSD12]
- Will an Industrial General Stormwater Permit be required? [Site Plan, Sheet CSD3]
- Label as N Meridian (SR 161) [Site Plan, Sheet CS8]
- PLPSP20230096
- Provide and cite AMR for no 4th street improvements. [Storm Report, Page 7]
- Page 37 of the report states Bioretention will not be used for infiltration, but this section says it will. Revise to correlate with the rest of the report. [Storm Report, Page 7]
- Expand soils narrative to include calculated design infiltration rate (Ksat) for permeable pavement. [Storm Report, Page 8]
- The project must discharge into adjacent existing storm network. Outfalls already exist where the project is proposing outfalls. Additional outfalls will not be allowed. [Storm Report, Page 9]
- Move this sentence to MR 2. [Storm Report, Page 12]
- Garbage enclosures shall follow city Standard section 208.1. They must be covered with a roof to hydraulically isolate from rain and yard drain to sewer. [Storm Report, Page

13]

- need more detail. [Storm Report, Page 14]
- Doesn't count toward LID requirements if used only for treatment. Cite in-feasibility criteria for not infiltrating. [Storm Report, Page 14]
- This is for the offsite basin which must be considered apart from the onsite basin. cite in-feasibility criteria from Manual for not using permeable pavement onsite. [Storm Report, Page 14]
- Consider off-site list separately from on-site list [Storm Report, Page 14]
- Follow and provide Ecology Manual flow chart for determining wetland protection level requirements. Then document how the determined requirements will be met. [Storm Report, Page 15]
- O&M Manual not required until Civils. [Storm Report, Page 15]
- Cite the section in the Ecology Manual that supports modeling proposed vegetation areas where there is existing gravel surface as imperious in pre-developed conditions. Section 1-3.4.7:Flow Control Performance Standard requires all area match forested pre-developed conditions with two exceptions that do not appear to be applicable to this site. [Storm Report, Figure 7]
- See previously related comment on Figure 7 . Use forested conditions for all predeveloped areas or Cite where the Manual offers other alternative predeveloped land conditions for achieving flow control standard. Confirm citation with review engineer prior to submitting [Storm Report, Page 29]
- The WWHM report should clarify whether the treatment percentage is for off-line or on-line flows. [Storm Report, Page 29]
- Make adjustments to narrative as needed to address comment on Figure 7. [Storm Report, Page 29]
- Model all predeveloped area as forested per Ecology Manual. See comment on Figure 7 for more details. [Storm Report, Page 32]
- The predeveloped basin accounts for the developed basin permeable sidewalk. Remove the area equivalent to the permeable sidewalk. The total predeveloped areas should equal the total developed areas per model. [Storm Report, Page 33]
- Infiltration rate must be determined based on infiltrations testing. Grain size calculations will meet Ecology requirements if soils are identified as being unconsolidated by glacial till. [Storm Report, Page 42]
- Pipe capacity is not required until Civils and was not verified. [Storm Report, Page 45]
- Will there be a fueling station onsite? [Storm Report, CARA report, Page 7]
- Will there be a fueling station onsite? Fueling stations should be covered for hydrologic isolation [Storm Report, Geotech report]

- As previously directed, an Alternative Methods Request (AMR) is required to be submitted/reviewed by City staff for the removal of code required frontage improvements along 4th Street NW.

Approved Traffic scoping worksheet included 8,600sqft of enclosed outdoor training areas. Current PSP submittal application identifies only 2,400sqft of enclosed outdoor training area. Also, the OTC building previously assumed 43,500sqft, now assumed to be 34,000sqft. Prior to next submittal, applicant must provide preliminary building designs for the City to evaluate current trip generation assumptions. The preliminary architectural drawings provided with PSP show all proposed structures as enclosed buildings.

Draft traffic analysis is currently under review by 3rd party traffic engineering consultant. Clarification on building sqft required (see above) prior to TIA review/approval.

Clearly identify ROW dedication assumptions on site plan

Provide roadway width dimension on updated PSP. This project must maintain 34ft of roadway width between face of curb.

Provide taper calculation for the eastern frontage design.

Commercial driveways need to be 30ft wide minimum. Use standard detail 01.02.18 for driveway design.

Autoturn analysis will be required to ensure the largest anticipated design vehicle can safely navigate site.

Detailed striping/channelization/signage design required during Civil Review

The intersection of Todd Rd & 4th St NW must comply with city standard 01.01.11 (approach sight distance).

For both driveways along frontage and the intersection at Todd Rd & 4th St NW, applicant must provide detailed entering & stopping sight distance analysis per City standards. Assume an 18ft setback from the edge of roadway based on the anticipated large vehicle accessing site. Analysis must identify and obstructions within sight triangle (trees, utility poles, signs, etc.)

ADA ramp on the south side of Todd Rd @ 4th St NW will need to be updated to meet current ADA requirements.

At the time of civil permit review provide a separate street lighting plan for the City to review.

Street lighting plan:

- City standard streetlights are required every 150ft along commercial frontage.
- City would prefer new streetlights to be installed on the south side of Todd Rd avoid overhead utility conflicts.
- If the applicant choses to install streetlights on the north side of Todd Rd, it is the sole responsibility of the design engineer to ensure streetlight design/placement is outside of the 10ft minimum "safe zone" area. The City will not allow streetlights to be within 10ft of the PSE primary for safety reasons.
- Streetlights shall have shorting caps installed with remote photocell located on the service cabinet.
- Utility pole mounted streetlights do not meet current City standards

Streetlight design shall provide the following:

- Provide details on how streetlights will be powered. City standard service cabinet required.
- Location of conduit runs and junction boxes per City standards
- Wiring Schedule including conduit size/type for each raceway
- Pole schedule including STA & offset for each luminaire

Coordinate with David Drake (Fire) on gate requirements.

Assume there will be no on-street parking allowed along frontage.

External Agency Review - Josh Kubitzka; (253) 284-0214; jkubitzka@ahbl.com

- A third-party review for the "Wetland, Stream, Fish and Wildlife Habitat Assessment: PSE Todd Road" report has been completed and can be viewed and reviewed under "Documents & Images". Address all third-party review comments and request for revisions. Review your SEPA checklist and update as necessary prior to resubmittal.
- SEPA Public and Agency Comments: Washington State Department of Ecology provided standards comments, which you can view under "Documents & Images." No other comments have been received.

Conditions

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publically visible location.	Planning Division	Resolved

Condition Category	Condition	Department	Condition Status
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved
Standard Conditions	Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.10. Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application.	Traffic Division	Open
Standard Conditions	Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged \$0.87 per sqft of building space.	Traffic Division	Open

Sincerely,
Rachael N. Brown
Associate Planner
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