



City of Puyallup

**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Pre-Application Notes Only

## Pre-Application Notes #PLPRE20230119

**DATE:** December 18, 2023

**TO:** Sierra Baker

**PROJECT NAME:** Fred Meyer Distribution Center Delivery Truck Driveway Modification

**PROJECT DESCRIPTION (as provided by applicant):** The proposed project proposes driveway modifications and the addition of a new guard shack at the west side of the existing Fred Meyer Distribution Center located at 2200 North Meridian in Puyallup, Washington. The driveway is accessed from an existing driveway approach located on 7th Street NW. Improvements include removal of existing asphalt driveway and replace with heavier duty concrete pavement, striped lanes, signage, guard shack station, and associated site improvements - FRED MEYER DISTRIBUTION CENTER

**SITE ADDRESS:** 2200 N MERIDIAN, PUYALLUP, WA 98371;

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. 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 staff member listed directly above the notes with any specific questions. We hope that you find this information helpful and informative as you proceed through the permitting process.

You can find more information and review comments on the [\[permits portal\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

### Re-submittal Instructions – Pre-Application Meeting Request

You have 30 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must

submit a request for pre-application meeting form via the portal page for this pre-application. 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.

- 1 Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 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. Click 'Upload Documents' at bottom of the page.
- 3 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

## Staff Notes

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. We look forward to working with you on the completion of this project. The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

### **Planning Review - Josh Kubitza; (253) 284-0214; [jkubitza@ahbl.com](mailto:jkubitza@ahbl.com)**

- The site is in the Limited Manufacturing (ML) zone district and the Light Manufacturing/Warehousing (LM/W) Comprehensive Plan designated area. Consult PMC 20.35 for zone specific standards. In the ML zone district, the proposed warehouse guard shack building is a permitted accessory use to the existing warehouse uses. Please note that the subject property is also subject to the Concomitant Agreements 8.303.020.316.00, which may allow additional permitted or conditional uses.
- Development standards are provided in PMC 20.35.020 and summarized below:
  - Minimum lot depth: 100-feet
  - Minimum front yard setback: 20-feet
  - Minimum rear yard setback: 0-feet
  - Minimum interior side yard setback: 0-feet
  - Minimum street side yard setback: 10-feet
  - Minimum street frontage: 25-feet
  - Maximum lot coverage (Building): 65%
  - Base building height: 50-feet

Maximum floor area ratio: 4:1

See the Concomitant Agreement 8.303.020.316.00 (R830302316.pdf) for any potential development standards.

- Volcanic Hazard Area: The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
- Critical Aquifer Recharge Area: The proposal is located within a Critical aquifer recharge areas. A report may be required for this proposal. Reporting requirements vary based on the proposed use of the property. Most land subdivisions for example, 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.
- 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.

- Additional Submittal Item Required: Existing trees on the site which are larger than 15" in Diameter at Breast Height (DBH) are considered to be 'significant trees' 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 and civil construction permit landscape plan. Any significant trees healthy enough to be retained in planned or required landscape areas shall be retained and shown on the landscape plans. See Vegetation Management Standards Plan Page 19 for criteria for significant tree retention.
- Permanent parking shall be paved, gravel parking lots are not acceptable per PMC 20.55.055 (1).
- 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.
- Landscape yard widths for this project; Front yard: 12 ft, Interior side yard: 6 ft, Rear: 6 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.
- 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.

- Additional Submittal Item Required: Industrial Design Review application (to be included with your landuse or building permit application). Your project is subject to administrative design review for industrial style buildings see PMC 20.26.400 for specific design standards. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit (any permit beginning with a "PL") or a building or civil permit (any permit beginning with a "PR")). Please download the application form at <https://www.cityofpuyallup.org/DocumentCenter/View/17093/Industrial-Design-Review-Formatted-Worksheet>

The following items have been identified as possible elements of the design that do not conform to the required industrial design principles. Please consult PMC 20.26.400 for a comprehensive list of design review requirements, this is not an official design review.

(2) Siding Materials. Acceptable siding materials include brick, stone, marble, split-face cement block, shingles and horizontal lap siding. Other materials may also be used if: (a) They are used as accent materials in conjunction with acceptable siding materials; or (b) Singular materials are characterized by details or variations in the finish that create a regular pattern of shapes, indentations, or spaces that are accented or highlighted with contrasting shades of color.

- If the proposal meets one of the SEPA categorical exemptions found in PMC 21.04.100 or WAC 197-11-305. SEPA review will not be required. Not enough information was provided with the pre-application documents to make an official determination, but it appears that the project would be below the SEPA categorical exemptions. Please review your project against PMC 21.04.100.
- If the future development exceeds \$60,000 in construction costs or requires SEPA review, a preliminary site plan and SEPA review will be required. Preliminary site plan

application required for this scope of work. Application form can be downloaded from the City's website at <https://www.cityofpuyallup.org/DocumentCenter/View/10804>

- Response to Applicant Questions:
  1. What land use process(es) will be required? Response: If the construction costs do not exceed \$60,000 or requires SEPA environmental review, no land use process is required. If the project is not SEPA exempt or exceeds \$60,000 construction costs, preliminary site plan review and SEPA review may be required. If the project changes or expands, the proposal may be subject to preliminary site plan review, formal design review, SEPA environmental review, and other applicable land use permits.
  2. What is the overall approval process timeframe? Response: Preliminary Site Plan with SEPA Review (if required): 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. See other departments response for other permit timelines.
  3. Please describe the Design Review process for the project (if required) and the applicable design standards: Response: The proposal is subject to PMC 20.36.400 see comments above.
  4. If any variances or administrative exceptions will be required, please provide details on the process itself, including applicable criteria. Response: Not enough information is provided to make this determination at this time. Please review the ML zoning district standards, non-residential design standards, and the vegetation management standards.
  5. Please quantify any applicable permit, impact, and mitigation fees. Response: Please refer to the other department responses.
  6. Please identify any landscape or tree retention requirements, including landscape screening requirements for the proposed use. Response: See significant tree retention comments.
  7. Has the City identified any outside agency approvals that will be required for the project? Response: At this time, Planning Department has not identified any outside agency approval requirements. If SEPA review is required, the SEPA checklist and site plan will be issued to outside agencies for comment.

### **External Agency Review - Josh Kubitza; (253) 284-0214; [jkubitza@ahbl.com](mailto:jkubitza@ahbl.com)**

- 3rd Party Planning Department comments provided under planning review section

### **Engineering Review - Anthony Hulse; (253) 841-5553;**

#### **AHulse@PuyallupWA.gov**

- Applicant Engineering and Utility Questions
  1. Identify any special requirements for access, grading and erosion control and stormwater system design and water quality controls.
    - a. Removal and replacement of the existing asphalt necessitates stormwater mitigation, if this will amount to 2,000SF or more of area.

- b. If 5,000SF of pavement will be replaced, a runoff treatment BMP will be required. See Minimum Requirement 6 of the 2019 DOE manual for more information.
- c. Grading will be allowed under the civil permit which will be required for the scope of this paving project.

2. Identify and quantify all utility impact and/or mitigation fees

- a. See civil permit application and Fee section below in the engineering notes.

Q: What is the overall approval process timeframe?

- For civil permits, the city's goal to complete the first round of review is 45 business days with any subsequent reviews being 20 days.

- 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](mailto: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 \$180.00 in excess of 5 hours). The Civil permit inspection fee shall be 3% of the total cost of the project as calculated on the City of Puyallup 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.

- It appears unlikely that the guard shack installation will trigger frontage improvements.

- WATER

- It does not appear any water related utility work is to occur per the proposed scope of work. Any proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]

- Feel free to reach out to me if the scope of work changes and you have water related utility questions.

- SEWER

- It does not appear any sewer related utility work is to occur per the proposed scope of work. Any proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]

- Feel free to reach out to me if the scope of work changes and you have sewer related utility questions.

- STORMWATER

- Removal and replacement of the existing asphalt necessitates stormwater mitigation, if this will amount to 2,000SF or more of area.

- 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 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://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/ApplicabilityOfTheMRsToNewDevelopmentAndRedevelopment.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%2573%2520Minimum%2520Requirements%2520for%2520New%2520Development%2520and%2520Redevelopment%257C\\_\\_\\_\\_3](https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/2019SWMMWW.htm#Topics/Volumel/MRsForNewDevelopmentAndRedevelopment/ApplicabilityOfTheMRsToNewDevelopmentAndRedevelopment.htm?TocPath=2019%2520SWMMWW%257CVolume%2520I%2520-%2520What%2520Requirements%2520Apply%2520to%2520My%2520Site%253F%2573%2520Minimum%2520Requirements%2520for%2520New%2520Development%2520and%2520Redevelopment%257C____3)

- Public right-of-way runoff shall be mitigated 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]
- 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 \$5,218.00 for the first 15 fixture units and an additional charge of \$349.61 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 \$6,344.00 for the first 15 plumbing fixture units and an additional charge of \$425.05 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 \$4,013.00 per ESU.

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

- Pre-App Narrative - Traffic and Circulation

1. The scope of this project as described would not require a traffic study unless an increase in vehicle trips is expected.

Traffic impact fees are not anticipated at this time.

To calculate traffic impact fees:

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip.

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.

2. . Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

Depending on the extent of construction, ADA ramps adjacent to site access on 7th ST NW may require update to current standards.

## **Permit Submittal Instructions (Planning, Engineering or Building Permits)**

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's 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 ([PermitCenter@puyallupwa.gov](mailto:PermitCenter@puyallupwa.gov)).

- 1 Login to your [permits portal](#).
- 2 Select “Apply for Planning Permit” or “Apply for an Engineering Permit” or “Apply for a Building Permit”, depending on which permit type you need based on the notes provided in this letter.
- 3 Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

**Notes:** *Failure to upload all the required documents or pay required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.*