



City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Pre-Application Notes Only

## Pre-Application Notes #PLPRE20240022

**DATE:** March 15, 2024

**TO:** CES NW Inc.

**PROJECT NAME:** 1200 7th St

**PROJECT DESCRIPTION (as provided by applicant):** Proposed multifamily Development

**SITE ADDRESS:** 1200 7TH AVE SE, PUYALLUP, WA 98372;

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 90 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 - Nabila Comstock; (253) 770-3361; NComstock@PuyallupWA.gov**

#### GENERAL SITE PLAN COMMENTS SUMMARY

- Preliminary Site Plan (P-20-0057) expired.
  - The expired preliminary site plan application cannot be renewed, you will need to reapply for a preliminary site plan.
- SEPA Preliminary DNS was issued for P-20-0057
  - Description of proposal was:
    - Multi-family townhome development of up to six (6) dwelling units in an RM-10 zone district. Project includes utility and street improvements, clearing and grading, storm water management, off-street parking and landscaping.
  - Though SEPA determinations do not expire and the proposal is the same as what was included in the SEPA DNS, you will need to upload a new SEPA checklist. We may have to issue a SEPA addendum or revised Determination if something changed – will determine during preliminary site plan review.
- Design Review
  - Multifamily design review will apply to this proposal. Please reference PMC 20.26.200 for multifamily design standards.
  - Base Application

- <https://www.cityofpuyallup.org/DocumentCenter/View/13472/Base-model-Design-Review-Application>
  - Multi-family worksheet
    - <https://www.cityofpuyallup.org/DocumentCenter/View/18555/Design-Review---Multifamily-Worksheet>
- Zoning Density Credits – Want to propose 6 units by providing additional open space (PMC 20.25.0235)(2)).
  - Maximum per code:
    - 10 units per acre → maximum of 5 units
  - Minimum per code:
    - 8 units per acre → minimum of 4 units
  - Comments from first DRT letter from P-20-0057 states that there is not enough space to provide 10,000 square feet of additional open space in addition to the required common open space established in PMC 20.25.020(15). Review of pre-app site plan is consistent with this.
  - May want to consider pursuing the following options per PMC 20.25.0235:
    - (3) A transit stop with covered seating determined to be needed because the stop is located on a Pierce Transit and public school district route where safe and/or convenient stops are not existing. The transit stop must meet specifications as established by Pierce Transit. Sidewalks shall be provided to access residential units of the multiple-family project to transit facilities. Liability for public access and use on private property shall be the responsibility of the property owner. On-going maintenance of facilities on private property shall be the responsibility of the property owner;
      - Per previous DRT letter (if pursuing transit stop option) - At the time of building permit, the applicant shall demonstrate compliance with the ADA unit regulation (one (1) additional ADA unit above code minimum, with two (2) total ADA stalls) and shall contact Pierce Transit (Tina Vaslet, Stop Program Coordinator at [tvaslet@piercetransit.org](mailto:tvaslet@piercetransit.org)) to coordinate an off-site bus stop improvement. Such bus stop improvements shall be made prior occupancy for units.

AND/OR

- 10% - (4) Provision of handicapped accessible dwelling units and at least one parking stall per unit designated for handicapped use adjacent to the dwelling units such that 100% of said bonus units are in addition to the number required through the building code and Americans with Disabilities Act.
- Maximum Lot Coverage & Maximum FAR
  - Maximum lot coverage by percentage of net lot area: 60%
  - Maximum floor area ratio: 1.5
- Tree retention requirements

- 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.
- Parking dimensions & location
  - Reference parking code PMC 20.55.010 for parking requirements.
  - Fire may have more comments regarding firetruck access, etc.
- Landscape buffer
  - See landscape section further down for specific widths & landscape types.
- Open space & landscaping requirements
  - Please include calculations for how each is met on landscape plan set for the preliminary site plan and on the final landscape plan set with utility overlay for the civil application.
  - PMC 20.25.020 – property development standards
    - Common open space for attached units: 20%
    - Private open space per ground floor dwelling unit: 200SF
    - Minimum landscaped area is required: 25%
  - PMC 25.040 – performance standards
    - (2) Landscaping Required.
      - (a) In all RM zones there shall be landscaping of an area equivalent to or greater than the percentage of the net lot area as set forth in Table 20.25.020(13).  
In residential projects, at least 10 percent of the net lot area shall be devoted to amenity areas for active use by residents of site units and shall be centrally located, and/or configured in an accessible and functional manner depending on topography, except that projects devoting at least 500 square feet of private open space per unit shall be exempt from this requirement.  
Specific site amenities (e.g., picnic areas, recreational areas, etc.) are encouraged within said areas. All required landscaping shall be maintained in a neat condition.
      - (b) All residential developments that front on a public street shall provide a minimum 15-foot-wide landscaped buffer area along collectors and arterials and 10-foot-wide buffer along residential streets and local roads. The buffer shall be a significant mix of trees, shrubs, and earth berms to reduce views of moving and parked vehicles.

#### LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan application:  
<https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist:

<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>

- Multiple family design guidelines review applications (See below for more information regarding architectural design review)
- Preapplication vicinity meeting will not be required since only required for proposals of a new multiple-family project that containing 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.
- To facilitate a complete submittal, provide the following documents:
  - Permit submittals will be accepted by via the Permit Portal only (<https://permits.puyallupwa.gov/Portal>).
  - Complete application form and supporting documents, as outlined on the application form checklist.
  - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements ([PermitsCenter@puyallupwa.gov](mailto:PermitsCenter@puyallupwa.gov)).
  - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
  - Written cover letter with project description (recommended)
  - Proposed building elevations, along with any applicable design review application checklist.
  - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
  - Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
  - Any required critical areas report, as noted herein by the case planner
  - Preliminary landscape plan
  - Geotechnical report, where required.
  - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

#### PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1st review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.

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

LAND USE ANALYSIS

- The site is in the RM-10 zone district and the MDR- moderate density residential Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards.
- In the RM-10 zone district, proposal for attached townhomes is a permitted use.

PROPERTY DEVELOPMENT STANDARDS

- Found in PMC 20.25.020. Please note the setbacks for the RM-10 zone as they are different than what you have listed in your project narrative.

CRITICAL AREAS ANALYSIS

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

	CRITICAL AREA
X	Critical aquifer recharge area
	10-year wellhead protection area
	5-year wellhead protection area
	1-year wellhead protection area
X	Geologic hazard area – Volcanic hazard area

	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
X	Geologic hazard area – Seismic hazard areas
	Wetland and wetland buffer
	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
  - Critical aquifer recharge areas:
    - Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
    - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
    - Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
      - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
      - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
      - The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre;
      - Infiltration of storm water from pollution-generating surfaces; or

- Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
- Volcanic hazard areas:
  - 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.
- Seismic hazard areas:
  - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
- PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
- PMC 21.06.1260 Performance standards – Volcanic hazard areas
- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

#### ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to the PMC 20.26.200 Multifamily Design Standards.

#### OFF-STREET PARKING ANALYSIS

- 20.55.010 Number of parking spaces required:
  - Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: two spaces per unit.
- Other relevant parking code sections to consult:
  - PMC 20.55.016 Motorcycle/bicycle parking requirements.
  - PMC 20.55.018 Reduced parking requirements for low impact development
  - PMC 20.55.025 Compact parking spaces.
  - PMC 20.55.035 Aisle and driveway dimensions.
  - PMC 20.55.040 Conflict with use of street or alley
  - PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
  - PMC 20.55.055 Improvement and maintenance of parking areas.
  - PMC 20.56 Electrical vehicle infrastructure- requirement

- PMC 20.55.045 Use of common parking facilities
- PMC 20.55.050 Joint use of parking facilities

## OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

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

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

## LANDSCAPING REQUIREMENTS ANALYSIS

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

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

Perimeter landscaping requirements:

- The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30' landscape buffer may apply.
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.
- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
Front	North	15'	Type IIa
Rear	South	15'	Type IIIa
Side	East	6'*	Type IIIa
Side	West	6'*	Type IIIa

\*Side yard landscaping can match the RM-10 building setback down to 3' at location of the building placement.

#### Significant trees

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

#### Parking lot landscaping:

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

impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

Other landscaping standards

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

OTHER CODE SECTIONS TO REFERENCE:

Table 20.25.020				
Property Development Standards – RM Zones				
		RM-10	RM-20	RM-Core
(13)	Minimum landscaped area by percentage of net lot area* for attached units	25%	20%	10%
(14)	Common open space for attached units	20%	30%	–
(15)	Private open space per ground floor dwelling unit in square feet	200	100	60
(16)	Private open space per upper story dwelling unit dimensions (on east, west and south elevations)	10 X 8'	10 X 6'	10 X 6'

\*"Lot area, net" means the total area, exclusive of streets, alleys, road easements or private roads within the boundary lines of a lot. (PMC 20.15)

20.25.040 Performance standards – RM zones.

(2) Landscaping Required.

(a) In all RM zones there shall be landscaping of an area equivalent to or greater than the percentage of the net lot area as set forth in Table 20.25.020(13).

In residential projects, at least 10 percent of the net lot area shall be devoted to amenity areas for active use by residents of site units and shall be centrally located, and/or configured in an accessible and functional manner depending on topography, except that projects devoting at least 500 square feet of private open space per unit shall be exempt from this requirement.

Specific site amenities (e.g., picnic areas, recreational areas, etc.) are encouraged within said areas. All required landscaping shall be maintained in a neat condition.

#### 20.15.000 Definitions.

“Open space, private” means a yard, garden, patio, or balcony that is attached or directly accessible to each dwelling unit and provided with vegetative screening, berms or structural screening to achieve a degree of vertical closure of the space and to obstruct the view from common open space or public rights-of-way. Required private open space attached to ground floor dwelling units open space shall be landscaped. All required landscaping shall be maintained in a neat and healthy condition.

“Open space, common” means land available for recreational, park or environmental amenity for collective enjoyment by occupants of the development.

(1) Common open space shall not include public or private streets, driveways, parking areas, storage, or utility/trash service areas.

(2) In projects consisting of six or fewer dwelling units, common open space may include the required yards for buildings or structures. For all projects larger than six dwelling units, common open space shall be separate from private open space.

(3) Common open space may include land occupied by noncommercial recreational buildings or structures serving residents of the project site area.

(4) Common open space shall be landscaped. All required landscaping shall be maintained in a neat and healthy condition.

(5) Common open space may include environmentally critical areas and buffers; however, at least five percent of the net lot area shall be devoted to amenity areas for active use by residents of site units.

(6) Common open space may contain structures or improvements as are necessary and appropriate for the out-of-doors enjoyment of residents of the development.

(7) Safe age-appropriate amenities shall be provided in common open space for the provision of play and other activities corresponding to the needs of the intended resident types (e.g., full spectrum of age groups and household types, family housing, special needs housing for elderly or handicapped, housing for singles and couples).

**Building Review - Brian Snowden; (253) 435-3618;  
BSnowden@puyallupwa.gov**

- -- Building Comments:

1. The Project Narrative references one 5-unit townhouse building (page 1, paragraph 1); however, the site plan shows two 3-unit townhouse buildings. Please verify the site plan is correct.

-- Answers to specific Building-related questions in the Project Narrative:

2. Parking spaces shall be 96 inches (minimum) wide. Accessible van parking spaces for vans shall be 132 inches wide. Van parking spaces may be 96 inches (minimum) wide if the adjacent access aisle is 96 inches (minimum) wide.

3. Energy Code: Townhouses and Group R-2, R-3 and R-4 buildings three stories or less in height above grade plane, as well as accessory structures thereto, are within the scope of the Washington State Energy Code – Residential Provisions (WSEC-R section R101.2).

-- Project specific notes:

4. Potential effective date of the 2021 codes is March 15, 2024; currently subject to the State Building Code Council (see SBCC website for updates). In general, local amendments other than administrative processes are limited to Fire Code elements for Fire Alarm, Fire Flow, Fire Sprinklers and Fire Access. Please see the Puyallup Municipal Code chapter 16 and 17.

5. Electric Vehicle parking infrastructure is required. Per the WAC 51-50-0429: 10% of total parking spaces shall have EV charging stations, 25 of total parking spaces shall be EV ready, and 10% of total parking spaces shall be EV capable.

6. A separate permit is required for each building.

7. This analysis is based on the submitted drawings for permit applications B-21-0822 and B-21-0823. Please disregard this analysis if any part of the original drawings have been changed: the design of the two buildings comply with R3 occupancy requirements and may be constructed using the International Residential Code or the International Building Code. Without sprinklers, a two-hour fire rated common wall (or two 1-hour rated walls) is required to separate each dwelling. The common wall shared by two townhouse units shall be constructed without plumbing or mechanical equipment, ducts, or vents in the cavity of the common wall and must be continuous from the foundation to the underside of the roof sheathing.

-- Building General Notes:

- a. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project. All permit applications submitted on or after March 15th, 2024 will need to comply with the 2021 codes.
- b. All electrical is permitted by the Washington State Department L & I.
- c. Truss Plans for TJI or BCI's and Truss Specifications may be deferred at submittal. Plan review will establish if submittals are 1) required for review 2) required as a deferred submittal or 3) provided in the field for review by the inspector. For deferred submittals: Truss specifications shall be reviewed by the engineer of record.
- d. Provide a geotechnical report for the building site.

If you have any other Building related questions for this project, please reach out to me at [bsnowden@puyallupwa.gov](mailto:bsnowden@puyallupwa.gov). No other Building comments at this time.

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

- 1. March 15th starts the code update. 2018 Codes now go to the 2021.
- 2. Comply with 2021 IRC, IBC, and IFC and state requirements.
- 3. Fire Sprinklers may be required at time of Building permit application based on design.
- 4. A fire hydrant will be required.

### **Engineering Review - Mark Higginson; (253) 841-5559; MHigginson@PuyallupWA.gov**

- GENERAL:
  - This pre-application is associated with a previously approved, but expired, project. Based on the site plan provided, the proposed project appears to be the same scope-of-work as the expired project. Therefore, the comments provided below are intended to reinforce our mutual understanding of the previously approved project and the upcoming proposed project.
  - Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040].
- WATER:
  - The applicant shall connect to the existing 12-cast iron water main located in 7th Ave SE. This water main is located very near proposed frontage improvements and since the time of the last engineering permit approval, the City has upgraded the water main in front of the project and relocated valves and the branch line serving 12th St SE. The applicant is cautioned to accurately locate the water main prior to civil design. If it

is determined that the existing water main conflicts with proposed improvements (as it was on the prior permit), the water main shall be relocated by the applicant in accordance with City Standards. [PMC 14.02.120]

- The applicant shall be responsible for the operation and maintenance of the proposed water system located on private property.
  - Any existing services that are to be abandoned at this site shall be disconnected at the main, the corp. stop removed, and the service plugged to city standards. [PMC 14.02.120(f)]
  - The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the applicant shall isolate the sewer and water lines by encasement, shielding, or other approved methods. [PMC 14.02.120(f) & CS 301.1(8)]
  - The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
  - Water main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
  - If individual meters are desired for each unit, the applicant shall provide dual water meters in accordance with City Standard Detail 03.03.01. Provide a minimum of 2-feet separation between each service tap serving an individual dual meter. [PMC 14.02.220(2) & CS 301.3]
  - The domestic service line and fire system service line (if required) shall have a separate, independent connection to the supply main. [PMC 14.02 & CS 302.3(4)]
  - For each building, a water system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are \$5,311.92 for the first residential unit and \$3,983.94 for each additional unit per building. [PMC 14.02.040, 14.10.030]
  - Water connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. [PMC 14.02.040, 14.10.030]
- **SANITARY SEWER:**
    - The applicant shall connect into the existing public system located within 7th Ave SE. [PMC 14.08.070]
    - The applicant shall be responsible for the operation and maintenance of the proposed sewer system located on private property.
    - A separate and independent side sewer will be required from the public main to the project site. Side sewers shall be 6-inch minimum diameter with a 0.02 foot per foot slope. Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.110, 14.08.120, CS 401(6) & CS 401(7)]
    - If the proposed side sewer is greater than 6-inches, a sanitary sewer manhole shall be provided at the property line.

- Each unit shall have its own sewer line exiting the unit into a private sewer line that discharges to the parcel's service lateral at the ROW.
- The existing side sewer shall not be re-used for this new facility. A new line shall be run from the existing tee to the building. The existing trench shall be used and the old sanitary sewer stub shall be removed. [PMC 14.08.120 & CS 401(16)]
- Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- The construction of a trash enclosure will require the enclosure pad to be elevated to prevent stormwater run-on and the entire enclosure covered to prevent stormwater inflow into the sewer area drain. See City Standards Section 208 for additional criteria. [CS 208.1]
  - Enclosures (with roof) shall be required for all new commercial and redevelopment projects where Minimum Requirement #1 through #5 or Minimum Requirement #1 through #9 are required, as outlined in the Ecology Manual. Enclosures shall be covered (roof) and fully enclosed to prevent precipitation from entering containers, compactors, grease traps and the enclosure floor. This does not exempt the requirement for watertight containers.
  - Enclosures shall be large enough for a garbage service vehicle to pick up and dump the waste without the container being rolled outside the enclosure. Total height of the enclosure shall be a minimum of 15 feet. The gate opening shall be a minimum of 12 feet wide and swing open a minimum of 90 degrees from the closed position. Each gate shall also include a drop rod and receiving posts.
  - Enclosures should be strategically placed for accessibility and designed to accommodate the turning radius of a SU-30 single unit truck.
  - A grade break shall be provided around the enclosure to prevent runoff from entering the enclosure.
  - No stormwater catch basins or manholes should be located near the enclosure, if unavoidable the lid should be solid and locking.
  - The interior floor of the enclosure area shall slope towards a Type I catch basin, or equivalent, and be plumbed to sanitary sewer.
  - Roof downspouts for enclosures shall be connected to an existing or new stormwater collection system and accounted for during design. Downspouts discharging over sidewalks and parking lots are prohibited.
  - When designing garbage enclosures, developers are encouraged to contact the garbage service provider to verify the location and access.
- For each building, a sanitary sewer system development charge (SDC) will be assessed based on the number of "residential" units in the facility. Current SDC's as of this writing are \$6,458.19 for the first residential unit and \$4,843.64 for each additional unit. [PMC 14.10.010, 14.10.030]
- 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. [PMC 14.10.010,

14.10.030]

- STORMWATER/ EROSION CONTROL:
  - Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42]
  - Stormwater design shall be in accordance with PMC Chapter 21.10 and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka "Ecology Manual").
  - The storm drainage system shall be designed and constructed in accordance with current City Standards. [PMC 17.42]
  - The applicant shall complete the stormwater flowchart, Figure 1-3.1 and Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted with the preliminary stormwater site plan and highlight the Minimum Requirements (MR) triggered by the project thresholds.
  - NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
  - At the time of civil permit application, the applicant is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060]
    - When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
      - Binary project file (WHM file extension)
      - ASCII project file (WH2 file extension)
      - WDM file (WDM file extension)
      - WWHM report text (Word file)
  - Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by enlarging the private facilities to account for bypass runoff; providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; or, other methods as approved by the City Engineer. [PMC 21.10.190(3)]
  - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) practices to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; Volume III, Chapter 3; and Volume V, Chapter 5.
  - 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 (MR1-9), during the wet weather months (December 21 through April 1).

- Hydraulic conductivity testing:
  - i. If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (December 21 through April 1) is required.
  - ii. If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, 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.
  - Upon submission of any geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3.
  - Overflow facilities shall be provided for any proposed detention/retention (R/D) facilities in accordance with the City Standards. This includes a downstream analysis a minimum of ¼ mile downstream from the site.
  - Any above-ground stormwater facility shall be screened from public right-of-way and adjacent property per the underlying zoning perimeter buffer requirements in the PMC.
  - 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]
  - Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.
  - At the time of civil permit application, all pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the TIR:

Pipe Reach Name	Design Flow (cfs)
Structure Tributary Area	Pipe-Full Flow (cfs)
Pipe Diameter (in)	Water Depth at Design Flow (in)
Pipe Length (ft)	Critical Depth (in)
Pipe Slope (%)	Velocity at Design Flow (fps)
Manning's Coefficient (n)	Velocity at Pipe-Full Flow (fps)
	Percent full at Design Flow (%)
	HGL for each Pipe Reach (elev)

- All private storm drainage facilities shall be covered by a maintenance agreement provided by the City and recorded with Pierce County. Under this

agreement, if the owner fails to properly maintain the facilities, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense.

- 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 \$4,085.23 per ESU.
  - Stormwater Systems Development fees are due at the time of site development permit or in the case where no site development permit is required, at the time of building permit issuance for the individual lot(s); and the fees do not vest until the time of site development permit issuance, or at the time of building permit issuance in the case where a site development permit is not required.
- STREET:
    - Existing public utilities that are in conflict with proposed frontage improvements shall be relocated as necessary to meet all applicable City, State, and Federal requirements.
    - Existing private utilities (gas, telcom, cable, etc...) that are in conflict with City maintained right-of-way and utilities shall be relocated outside of the travelled road section, i.e., behind the curb under the sidewalk area.
    - Upon civil permit application, the following items shall be provided:
      - Road plans shall include a plan and profile view of the roadway indicating both the centerline and flow line elevations. [PMC 17.42 & CS 2.2]
      - A separate street lighting and channelization plan shall be provided in accordance with City Standards.
      - Commercial and Multi-family projects shall provide an autoturn analysis for the largest anticipated vehicle that would access the site. Curb radii and entrance dimensions shall be increased as necessary to allow vehicles to access the site without encroaching into adjacent lanes of traffic.
      - Root barriers in accordance with City Standard Detail 01.02.03 shall be installed for all street trees within ten (10) feet of the public ROW.
      - Wheel chair ramps, accessible routes, etc. shall be constructed in accordance with City Standards and current ADA regulations. If there is a conflict between the City Standards and ADA regulations, the ADA regulations shall take precedence over the City's requirements. [PMC 17.42]
      - Any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]
  - GRADING:
    - A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be required for this project. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]
    - A geotechnical report conforming to all requirements PMC Sections 21.14.150

and 21.14.160 will be required for this project. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington. Prior to final acceptance of this project, the author of the Report shall provide certification to the City the project was constructed in accordance with the recommendations contained in the report.

- Cross sections will be required at various points along the property lines extending 30-feet beyond the project limits to assure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]

- At the time of civil permit application, the following notes shall be added to the first sheet of the TESC:

- “At any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site.”

- “Contractor shall designate a Washington Department of Ecology certified erosion and sediment control leadperson, and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project.”

- “Sediment-laden runoff shall not be allowed to discharge beyond the construction limits in accordance with the Project’s NPDES General Stormwater Permit.”

- RCW 19.122 requires all owners of underground facilities to notify pipeline companies of scheduled excavations through the one-number locator service if proposed excavation is within 100 feet. Notification must occur in a window of not less than 2 business days but not more than 10 business days before beginning the excavation. If a transmission pipeline company is notified that excavation work will occur near a pipeline, a representative of the company must consult with the excavator on-site prior to excavation.

- MISC:

- 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 drawings will be required for this project prior to issuance of the first building permit. Included within the civil design package will be a utility plan overlaid with the proposed landscaping design to ensure that potential conflicts between the two designs have been addressed. Submit electronic files in PDF format, through the City’s Permit Portal. Contact the Permit staff via email at [PermitCenter@ci.puyallup.wa.us](mailto:PermitCenter@ci.puyallup.wa.us) for the initial project submittal.

- Civil engineering plan review fee is \$470.00 (plus an additional per hour rate of \$180.00 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]

- Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
- Engineering plans submitted for review and approval shall be comply with City Standards Section 1.0 and Section 2.0, particularly:
  - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
  - 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.
  - 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.
- 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 City Engineering, Development Engineering.
- Prior to Acceptance/Occupancy, Record Drawings shall be provided for review and approval by the City. The fee for this review is \$200.00. Record Drawings shall be provided as follows:
  - Reproducible mylars and two sets of bluelines, per City of Puyallup Standards Manual Section 2.3.
  - Electronic version of the record drawings in the following formats:
    1. AutoCAD Map 2007 or newer in State Plane South Projection
    2. PDF
- APPLICANT SPECIFIC 'ENGINEERING' RELATED QUESTIONS:
  - QUESTION-Civil Engineering application and review (E-21-0286) was last submitted in May 2022 which was approved. Understanding this permit is now expired, we are seeking the renewal of these permits or if or if new plans and reports will be required.

RESPONSE: New civil plans and supporting documentation will have to be provided for review and approval to ensure current standards and regulations are reflected on the permit documents. For example, the storm report shall be revised to reflect the currently adopted stormwater manual (2019 Ecology Manual), and current standards require trash enclosures to be connected to sewer.
  - QUESTION-Frontage improvement and right-of-way requirements;
    - Will the City be continuing with their CIP of N Avenue SE? If so, what is the expected timing of construction?
    - Will the City be providing frontage improvements for this project (curb, gutter, sidewalk, planter and driveway approach)?

RESPONSE: The City anticipates going to bid on the 7th Ave SE Sidewalk Project in the summer of 2024. Frontage improvements will be constructed by the City as part of the CIP project. The applicant shall coordinate their project improvements with the City's

CIP project to ensure both are compatible.

- QUESTION-Storm water location and the associated connection fees (if any);

RESPONSE: The projects stormwater design shall be coordinated with the City's upcoming CIP sidewalk project. Based on the previously approved civil drawings, the projects proposed stormwater discharge location was in direct conflict with the City's existing watermain in 7th Ave SE. If the discharge location remains unchanged, the applicant will be required to relocate the watermain at their expense. As mentioned in the Stormwater Section above, current Stormwater SDCs are \$4,085.23 per ESU.

- QUESTION- Water requirements and connection fees

RESPONSE: See Water section above.

- QUESTION- Sewer requirements and connection fees

RESPONSE: See Sewer section above.

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

- City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance. Credit will be allowed for the previous Single Family Home, which will be calculated at the current trip generation assumption of -0.94 PM Peak Hour trips. Assumed ITE Land Use Code for this project is (215) Single-Family Attached. Previous submittal used an outdated Land Use Code and trip calculation (ITE 10th edition)

Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Park Impact Fee (Per residential dwelling Unit):

Less than 500 sqft	\$1,560.05
500 - 999 sqft	\$2,313.53
1,000 – 1,999 sqft	\$3,291.31
2,000 sqft or more	\$4,017.30

### **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.*