

Multifamily Design Review Worksheet



Development and Permitting Services
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Use this form to apply for design review for multi-family developments (4 or more units) within any zone other than CBD, CBD-Core, RM-Core, Mixed Use Design Review Overlay (MX-DRO), or the RM-20 zone within the Downtown Planned Action Area. Submit this design review worksheet with your land use or building permit application. Design review is required for any new buildings and may be required for remodels. Multi-Family design review requirements can be found in Puyallup Municipal Code 20.26.200. If you need help determining if your project is required to submit this supplemental worksheet, please contact the Development Services Center at (253) 864-4165.

Submittal Instructions

- 1 Submit this worksheet as a supplemental form with all land-use and building permit applications
- 2 Include all additional submittal items listed in the submittal items section of this form with this supplemental worksheet, in addition to all other items required for the associated land-use or building permit.
- 3 To submit for a permit, Create an account on <https://permits.puyallupwa.gov/Portal>. Follow the instructions of the [online permit portal form](#).

Applicant Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address: _____

Nature of Request (please be specific):

Submittal Requirements

The following items must be included in submittal of this application.

Completed worksheet. Please print or type your reply to each question. Do not leave any questions unanswered, doing so will make your associated application incomplete.

Elevation drawings detailing design elements:

- Scaled drawing with a scale bar shown on each page
- The type of exterior materials and color (where applicable)
- Exterior finished for buildings and accessory structures
- Elevation detailing of entrances and windows
- Elevation details of exterior lighting also including the type, style, and model of exterior lighting fixtures (where applicable)
- Detailing of roof design, to include information regarding pitch and length
- Other information as needed

Landscape Plan: A plan showing existing vegetation to be retained and proposed vegetation to be installed; this does not need to be produced by a landscape architect for design review purposes. However, please be aware that the scope of the project could require the final landscape plan to be produced by a licensed landscape architect.

Design Standards – All Projects

The following criteria must be met in order for the Development Services to approve a design review of the development. **Please describe FULLY how your proposal is consistent with each of these criteria.** “Yes” or “No” answers are not acceptable.

All Projects: The following standards apply to ALL multi-Family Project Scopes:

- I. **Parking Lot Standards:** A minimum of two of the following design features shall be selected in the design of multiple-family buildings. Out of the listed options indicate what arrangement your development will use.

Rows of angled or perpendicular parking stalls shall not be allowed over a continuous distance of more than 120 feet without a landscape break consisting of an area at least 100 square feet in size and at least one tree.

Carports shall not exceed 72 feet in length.

For parking areas with over 20 stalls, sidewalks or designated pedestrian paths/routes shall be provided from parking areas to residential units.

Parking stalls shall not be located nor positioned to cause headlights to shine into windows of residential units.

Structured parking garages proposed in the RM-Core zone shall be subject to the “Parking Structure” section of the Downtown Design Guidelines, which shall be administratively applied.

Describe how these standards are represented in your design:

The parking lot is designed as two rows of perpendicular parking stalls measuring less than 120 feet. The location and orientation of the parking stalls do not cause headlights to shine into the windows of residential units.

2. **Accessory Buildings and Trash & Recycling Receptacles:** The following design features must be utilized in the design of accessory buildings and trash and recycling receptacles in multiple-family projects. Select which your project will use.

Accessory buildings shall contain the same building materials and – where roofed – roofing materials and roof forms as those used on the primary residential structures.

Trash and recycling shall be visually screened from streets and adjacent properties by: (i) substantial sight-obscuring landscaping which will achieve a height of at least six feet within three years of planting; or (ii) an enclosure constructed of the same siding materials used on the primary residential structures.

If the same building materials are discontinued or otherwise unavailable, an alternate material that closely resembles the original material may be used.

Describe how these standards are represented in your design:

The trash & recycling will be screened from the street by the landscaping along 7th Avenue and from all adjacent properties by a 6' high "green screen" enclosure. The enclosure is shown in the model photos on sheet DR-7. The vegetation species to be grown on the green screen structure are specified on the landscape plan (L-1) to fully obscure the area within 3 years.

3. **Treatment of Building Entrances:** At least two of the following entrance features shall be included in the project design. Out of the listed options indicate what features your design will use.

X Porches protected by a roof overhang or canopy.

X Wall material within the entryway that is different and distinct from the material of the front façade.

Varied color scheme of the entry space walls.

Varied exterior entry door styles and lighting for each entry.

Trim detailing around the exterior entry doors and windows.

Differentiation among front entry designs by such means as variation in porch roof designs, column and balustrade designs, entry court designs (e.g., courtyard walls, gates, paving and landscaping), door designs and (in conjunction with other variation techniques) door colors.

Describe how are the entrances architectural design features you selected represented in your development:

Each unit has an entry porch protected by the overhanging second story and a canopy. The siding material within this entry porch area is horizontal wood siding, which is different and distinct from the painted CFB panel siding on the rest of the front facade. See elevations on sheets DR-3 through DR-5 of the drawing set.

Special Design Standards – Scope Dependent Design Standards

The following design standards depend on the project scope. Answer each question carefully to determine which design standards apply to your project.

4. How many stories is each of your buildings?

2

Exterior Stairway: On each building that is three or more stories tall, exterior stairways leading up or down to multiple story dwelling unit front entrances shall have a minimum width of eight feet.

Describe how your design meets this requirement:

Not Applicable

5. How many acres is your site? If your project is below 2 acres in size, skip to question 10.

0.476 acres

6. Organizing the Site Design: For all multiple-family projects over two acres in size, at least one of the following principles must be utilized. Out of the listed options indicate what arrangement your development will use.

- A:** Dwelling units arranged around courtyards. Go to **question 7 and skip questions 8 and 9.**
- B:** Dwelling units organized along a traditional street system. Go to **question 8 and skip questions 7 and 9.**
- C:** Dwelling units oriented towards a major natural feature on or directly adjacent to the site, including an environmentally critical area and associated buffer, or a stand of significant trees exceeding three acres in size protected within a native growth easement or designated open space area. Go to **question 9 and skip questions 7 and 8.**

Describe how the organization of your site design meets your indicated method from the list above:

7. **Courtyards Organization for “A”:** If you selected option “A” above, the following standards must be met:

General Requirements:

The size of the courtyard space, or series of courtyard spaces, shall be no smaller than 30 percent of required common open space. A portion of the courtyard space, not to exceed 40 percent of the total, may be private open space.

The length of the courtyard space shall be no greater than twice the width. The courtyard space may be secured with fences and gates.

The courtyard space shall be unobstructed from the ground to the sky bound on three or more sides constituting enclosure of 60 percent (as measured such that 100 percent creates total enclosure) or more of the space.

Courtyard Enclosure:

Enclosure of the courtyard may be achieved by any of the following means and combinations thereof:

Walls of one or more building.

A continuous row of plants which will achieve a height of at least six feet within three years of planting.

Walls higher than six feet.

Berms with a continuous row of plants which will achieve a height of at least six feet within three years of planting from the original grade.

Natural earth forms steeper than 40 percent grade and higher than 10 feet.

Amenities:

Courtyards shall contain a mix of hard surface walkways and landscaped space with the following amenities. At least **two** of the following pedestrian amenities must be provided in the space:

Seating unit¹

Sculpture²

Active play area³

Landscaping:

The landscaped space shall be at least 10 percent of the courtyard space lying inside the perimeter landscape space and shall include the following planting materials:

Shrubs, spaced no more than five feet on center in all landscape areas except lawn areas;

Trees (deciduous or evergreen), at least one per 500 square feet of required courtyard area. Trees must be at least six feet tall at planting;

Ground cover, sufficient to cover within a three-year period 75 percent of landscape area not otherwise covered with shrubs or lawn.

¹ A “**seating unit**” shall consist of one minimum 12-foot-long bench or ledge seating area for every six ground floor units within 30 feet of the courtyard perimeter

² A “**sculpture**” is a piece of three-dimensional art that can be appraised as having artistic value

³ An “**active play area**” shall consist of an area no smaller than 12 feet by 12 feet containing recreational facilities such as a big toy, jungle gym, basketball court or volleyball court.

At least one window or glass door from a primary room (i.e., kitchen or living room) of each dwelling unit that surrounds the courtyard must face the courtyard.

Describe how these standards are represented in your design:

8. Street System for “B”: If you selected option “B” above, the following standards must be met.

Streets upon which the dwelling units are oriented toward shall be organized by blocks that do not exceed 500 feet in length for the purpose of breaking up the scale of the development pattern.

The street pavement width shall not exceed 10 feet above the minimum width of a street based on its functional classification or most appropriate classification if the street is private.

Garages integrated into residential buildings may be accessed from the street; provided, that the street-facing facade has a total window area (excluding window openings into the garage) that is at least 50 percent of the total area of any garage door openings on the same facade

Parallel parking is permitted along both sides of the street. Perpendicular or angled parking spaces are not permitted except in groupings of six stalls with at least 100 feet of street front between groupings.

Dwelling units shall have their entrance and front facade oriented to the traditional street system.

For dwelling units oriented to the street, at least one window or door from a primary room (i.e., kitchen or living room) of each dwelling unit must face the street.

The front facade facing the traditional street system shall be characterized by modulating intervals no wider than 24 feet with at least a two-foot offset between each interval.

Roofline variety of buildings taller than one story utilizing the traditional streetscape system orientation shall include at least two feet in elevation change or offset distance between any continuous roofline segment over 24 feet in length.

Describe how these standards are represented in your design:

9. **Significant natural feature for “C”:** Dwelling units shall be oriented towards a major natural feature on or directly adjacent to the site, including an environmentally critical area and associated buffer, or a stand of significant trees exceeding three acres in size protected within a native growth easement or designated open space area.

Describe how these standards are represented in your design:

10. **How many units per building does your design have?**

3

Based on your answer to the number of units your building has in question 10 the follow rules apply to questions 11 and 12, please select which applies to your project and follow the instructions:

For 12 or fewer units per building; **at least 2 features from question 11 and 2 features from question 12.**

For 13 to 24 units per building; **at least 3 features from question 11 and 3 features from question 12.**

For over 25 units per building; **at least 4 features from question 11 and 4 features from question 12.**

11. **Architectural Massing:** Multifamily buildings must include the following architectural design features. Out of the listed options indicate what features your design will use based on your answer to question 10.

Top floor setbacks on one or two sides of at least 10 feet.

Modulating building facade characterized by intervals no wider than 24 feet with at least a two-foot offset between each interval.

Angled facets, at least two per required building wall interval, including bay windows, covered entrances, and other similar features projecting out from the front facade at least three feet.

Roofline variety in buildings over one story in height such that no ridgeline is greater than 24 feet in length without a two-foot vertical or sloped offset that creates a new ridgeline that is at least 10 feet in length.

A stand of trees with a canopy of 1,000 square feet (as measured in frontal view rather than top view) located no farther than 20 feet from a facade of the building, consisting of either existing trees, or planted trees.

Describe how the standards you selected represented in your design:

On the north and south elevations, the maximum ridgeline length is 24 feet. On the east and west elevations, the roofline changes slope at 12'-0" and 20'-0" intervals. See sheet A3.0 for dimensioned elevations.

A stand of trees will be planted in the courtyard between the two buildings and within 20' of the north and south elevations. The required canopy area of 1000 square feet for each of these stands of trees is shown in the diagram on sheet DR-6 of the drawing set.

12. **Building Articulation:** The following design features must be incorporated into multifamily buildings. Out of the listed options indicate what features your design will use based on your answer to question 10:

Awnings or canopies above or window boxes below every window of an entire story or building interval grouping to distinguish one section of a building from another.

Variation in the number of stories between intervals of the building.

Variation of colors between building intervals; provided, that the applicant shall submit the color palette showing distinct colors selected by the applicant.

Between the stories of a building, a change in materials or color separated by continuous horizontal trim bands, continuous horizontal decorative masonry, or a recess or projection by at least two feet.

Describe how the standards you selected represented in your design:

Building intervals are established through similar groupings of windows at each townhouse. Sheet metal window box frames add depth and shadow to the facades, emphasize the rhythm of the interval, and distinguish one home from the next as the window box color changes between each townhouse interval. While the consistent articulation and color of the siding unifies the development as a whole, six distinct colors at the window groupings give each home a unique identity within the community:

Benjamin Moore 2023-30 "Sun Porch"
Benjamin Moore 2026-30 "Snow Cone Green"
Benjamin Moore 2056-30 "Surf Blue"
Benjamin Moore CC-968 "Basic Blue"
Benjamin Moore 2077-20 "Gypsy Pink"
Benjamin Moore 2010-10 "Tomato Red"

13. **Variety:** The following design features must be incorporated into multifamily buildings:

Individual multifamily buildings with more than 24 units shall be characterized by variation in the application of materials, colors, and fenestration details at any point where modulation is required under the provisions of subsection (4) of this section. For example, siding materials or colors may be alternated between building sections; accent siding materials and prominent siding materials may also be reversed; projecting bay or box windows may be used on alternating facade sections.

Multiple buildings on a single site shall not be exact or close replicas of each other. While common materials, colors and styles are acceptable, each building shall be unique in terms of its general massing design and fenestration design. Variety in designs shall be achieved by variation in each building's footprint, rooflines, facade modulation, and window arrangement. Color and materials shall also be varied.

Describe how these standards are represented in your design:

The six dwelling units are grouped into two buildings of three units each. The two buildings share a cohesive design language and materials, but are designed to have variety in their color, roofline, and massing. The roofline variety is created with offset gables that have a steeper and shallower slope. Their arrangement presents as alternating peaks and valleys along the east and west elevations, and two roofs with steep and shallow pitches sloping away from the north and south elevations. Besides the roofline, variation between the building form is particularly apparent at the north elevation and along the ground floor level facing the entry court where the covered porches are located.

Special Design Standards – Projects Abutting Single-Family (RS) Zones

The following standards apply to any project that abuts a single-family zone. To determine the zoning of your parcel, please visit the [City's interactive zoning map](#).

14. Abutting RS Single-Family Zone Districts: At least **two** of the following design features shall be used in the design of multiple-family buildings abutting the RS zone district. Out of the listed options indicate what features your design will use.

Orientation of the narrowest end of building toward the abutting RS zone district. The horizontal length of the facade which is parallel to and oriented to the RS zone boundary shall not exceed 40 feet in width.

Provision of a 15-foot-wide landscaped buffer consisting of continuous row of trees and a six-foot-tall wood opaque fence, masonry wall or vegetative screen or a native growth protection easement with a minimum width of 25 feet along the boundary between the multiple-family project and the abutting RS zone district.

Windows shall only be placed on the wall facing the abutting RS zone district if they are opaque or higher than seven feet above the floor elevation of each floor.

Describe how these standards are represented in your design.

Not applicable; site not adjacent to RS zone district.

15. Setback & Step-back:

Setback: Multiple-family buildings shall maintain a setback of 25 feet along all property lines abutting RS zone districts.

Third-Floor Step-back. Multiple-family buildings within 50 feet of an RS zone district shall not exceed two stories unless the exterior walls and roof of the third story are stepped back at least seven feet from the second-floor exterior walls that face the RS zone district.

Describe how the treatment of entrances architectural design features you selected are represented in your development.

Not applicable; site not adjacent to RS zone district.