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

Pre-Application Meeting Notes

Pre-Application Meeting #PLPRE20250009

DATE: March 04, 2025

TO: Spencer Holcomb

PROJECT NAME: Todd Road Development

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: Intent is to redevelop the vacant property into a logistics/warehouse facility totaling roughly 132K SF - XXX TODD RD NW

SITE ADDRESS: XXX TODD RD NW

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the 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 and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. 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 online permit portal page.

Meeting 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.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the Limited Manufacturing (ML) zone district and the LM/W Comprehensive Plan designated area. Consult PMC 20.35 for zone specific standards. Proposal for logistics/warehouse facility is a permitted use; see PMC 20.35.010 for a list of permitted uses.
- Land Use Permit Process: 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

- Project scope is subject to SEPA review. Provide SEPA checklist with landuse permit. SEPA checklist can be downloaded from City website at www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE
- A preliminary review of the wetland report or other critical area report to determine the required buffer widths, possible reduction options and mitigation strategies, can be done prior to submittal of land use permits. Please submit for a 'Preliminary Critical Area Review' on the City's online permits portal.
- A wetland report was reviewed and approved by the City during the review of the construction of the PSE Operational training center at 325 Todd Rd NW in 2024. That wetland report identified two potential wetlands associated with Wapato creek at APN 0420164007. Visit the permit portal for this pre-application and go to the 'Document and Images' section for a copy of the wetland report titled "Wetland Report - PSE Operational Training Center - 325 TODD RD NW - Feb 2024"
- Wapato Creek is a type II, fish bearing stream and is known to be located on the subject site. There are suspected wetlands associated with the stream on the site as well. It is suspected that a large majority of the lot is encumbered by either Wapato creek or its related wetlands. While development of the site is permitted, such development must meet the requirements of the City's critical area code PMC 21.06. The proposed site plan provided by the applicant shows a 132K warehouse building that appears to require Wapato Creek to be meandered in order to fit on the site. Proposal to re-align Wapato Creek would require significant coordination with the City and other agencies. Such a proposal of re-alignment would need to demonstrate that it meets the City's critical area codes standards including PMC 21.06.1030: "Relocation of a Type II, III, or IV stream may be permitted only when it will result in equal or better habitat and water quality, and will not diminish the flow capacity of the stream." Any proposal will need to address the existence of endangered or threatened salmon, fish, or other species which inhabit this reach of Wapato Creek, and how the proposal will ensure that there is no take of protected species. Note also that as a Type II stream, Wapato Creek has a 100ft buffer. A 75ft buffer is shown on the submitted plans. If a buffer averaging is proposed in addition to the re-alignment, the proposed mitigation plan will need to demonstrate how it conforms to the following criteria for buffer averaging:

  (3) The director has the authority to "average" buffer widths on a case-by-case basis where a qualified professional demonstrates that all the following criteria are met:

  (a) The total area contained in the buffer area after averaging is no less than that which would be contained within the standard buffer;

  (b) The buffer averaging does not reduce the functions or values of the stream or riparian habitat;

  (c) The portion of the buffer subject to buffer averaging is less than 20 percent of the total buffer length on a project site;

  (d) The site contains variations in sensitivity due to existing physical characteristics or the character of the buffer varies in slope, soils, or vegetation;

  (e) The buffer width for Type I and II streams is not reduced to less than 50 percent of the

standard width;

(f) The buffer width of a Type III or IV stream may not be reduced under any circumstance.

- The maximum building height shall be equal to the proposed building setback within the first 35 feet of setback from an adjoining public street or residential zone. The maximum building height may be increased by one and one-half feet for each additional one foot of setback in excess of 35 feet up to the maximum permitted building height set forth in Table PMC 20.35.020.
- Critical Area Report: Wetland and/or wetland buffer areas: The proposal is located within 300 ft of a known or suspected regulated wetland. A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300′ of suspected or known wetlands. The report must have been produced in the last 5 years to be valid. A Critical Area Report Checklist is required to accompany the report. The wetland checklist can be found at: www.cityofpuyallup.org/DocumentCenter/View/16605
- Floodplain critical area report: Applicants for development permits in the 100-year regulated floodplain shall submit a habitat assessment prepared by a qualified biologist evaluating the effects and/or indirect effects of the proposed development (during both construction and operation) on the floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the ESA. See See PMC 21.07.050 (c) for more details on required report elements. A Critical Area Report Checklist is required to accompany the report. The floodplain checklist can be found at: https://www.cityofpuyallup.org/DocumentCenter/View/16602. The report must have been produced in the last 5 years to be valid. Once received, the report will be reviewed by the City's third party biologist to ensure the City agrees with the findings of the assessment. The City will also forward the report to FEMA for review. Additional corrections may be required as a result of these reviews.
- All roads abutting the site are designated local roads in the City's Comprehensive plan. None are designated arterial roads.
- 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. Please consult both the code landscape code section and the VMS for a full list of landscape requirements.
- Landscape yard widths for this project; Front yard (East and West property lines): 20ft bldg setback; 12 ft landscape buffer, Street Side Yard (south property line): 10 ft bldg setback, 10ft landscape buffer; interior side yard (north property line): 0ft bldg setback; 6ft landscape setback).

  Landscape buffers are not required in critical areas or their buffers.

  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.
- 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. Design Review that must be reviewed by the Design Review and Historic Preservation Board (DRHPB), must be submitted as a separate permit. 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.

- 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.
- Per PMC 20.55.025, whenever five or more spaces are required, 30 percent of the required parking spaces should be compact parking spaces.
- 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.
- 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.
- Please document the calculation and proposal for LID parking reduction you are pursuing per PMC 20.55.018 on the site plan sheet under the parking calculation
- PMC 20.55.010 Number of parking spaces required:
  Professional offices: one space for each 200 square feet of gross floor area for medical, clinical and dental offices or one space for each 300 square feet of gross floor area for other professional and business offices. Warehouses having more than 100,000 square feet of gross floor area shall provide one space for each 3,000 square feet of gross floor area.
- 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 or a building or civil permit.
  https://www.cityofpuyallup.org/DocumentCenter/View/17093/Industrial-Design-Review-Formatted-Worksheet

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

- 1. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project. Current codes are the 2021 Washington State codes with Puyallup amendments. 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.

2. Structures greater than 4,000sq.ft. must be designed by, or have the design directly supervised by a Washington State registered design professional. All drawing sheets must be stamped and signed by the registered design professional(s).

3. Vehicle charging stations will be required with new parking under the 2021 Washington Building Codes (WAC 51-50-0429). Please review these standards for parking and additions as applicable. S-1/S-2 Occupancies will require 10% of total parking spaces to be EV Charging Stations, 10% of total parking spaces be EV Ready, and 10% of total parking spaces be EV Capable.

4. Accessible parking spaces are required. For 80 parking spaces, minimum 4 will need to be accessible. Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance. EV infrastructure for accessible parking spaces required per section 429.4 of the 2021 Washington State Building Code.

5. The Meeting Request letter states a proposed use of logistics/warehousing and manufacturing. The construction drawings must indicate the proposed occupancy of the building; whether it'll primarily be an S-occupancy or F-occupancy. The classification may affect the life safety, fire protection, and structural design requirements. Proper classification ensures compliance with relevant codes and standards for its intended use.

-- Building General Notes:

a. All electrical is permitted by the Washington State Department L & I.

b. Truss Plans for TJI or BCI's and Truss Specifications are required at the time of submittal.

c. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard.

d. Accessible parking and access to the public way will be required. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard.

e. 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.

f. Building Heights, Stories, and Area must comply with Chapter 5 of the 2021 Washington State Building Code.

g. A Geotechnical Report for the building site area is required at the time of submittal.

h. Separate permits are required for signs, fences and gates, and site retaining walls.

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

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

- 1. Separate permit for Fire Sprinkler System required.
  2. Separate permit for Fire Alarm System required.
  3. Provide Auto-turn.
  4. Provide Fire Lane / No Parking signage and stripping plan with Civils.
  5. A hydraulic model will be required to determine fire flow.
  6. Provide the following on the site plan. Fire Hydrants, P.I.V, F.D.C, Riser Room.

Engineering Review - Lance Hollingsworth; (253) 770-3337; LHollingsworth@PuyallupWA.gov

- An active issued Civil permit directly east of 4th ST NW from this project site is a good resource to draw from for design considerations and requirements.
  - PLPSP20230096 (Preliminary Site Plan)
  - PRAMR20231722 (AMR to remove frontage requirements from 4th Street)
  - PRGR20240391 (Clear, Fill, and grade Permit to build sediment pond and install Pad loading)
  - PRCCP20240215 (Civil to construct improvements)

  There is currently an open channel adjacent to the property on the north side of Todd Rd NW. Todd Rd Frontage improvements will require converting this to a closed system with an outfall to Wapato Creek. A downstream analysis with backwater analysis will be required due to the flat nature of the outfall to Wapato creek.

  Wetlands are considered waters of the state and are therefore regulated by the Army Corp of Engineers. A wetland mitigation permit will be required by and through them to alter the wetland boundaries.

  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]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the DOE manual.
  CIVIL PERMIT APPLICATION

  A civil permit application is required for commercial projects triggering stormwater, projects doing large amounts of on-site grading, any project required to construct frontage at a site that doesn't have existing vertical curb, and a project proposing new connections to city.
  - 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 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 $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]
  - 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:

Frontage will be required for this project. Based on a previous AMR for adjacent project (PRAMR20231722), an AMR is recommended to request removing frontage requirements on 4th Street NW and 7th ST NW if no street access is proposed on those streets.

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.

• This project is not a candidate for fee in lieu of frontage improvements

WATER

Civil Permit 202400215 has installed a 12″ DI water main from the east to the western border of their property approximately 100 feet from this property's southeastern corner in Todd Rd NW.

An 8″ DI water main exists approximately 280 feet southwest of this property's southwestern corner in Cedarhurst Rd E (7th ST NW)

The project may choose to connect to either system provided they confirm adequate flows.

• The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
• Any wells on the site must be decommissioned in accordance with Washington State requirements. Documentation of the decommissioning must be provided along with submittal

of engineering drawings. If an existing well is to remain, the well protection zone shall be clearly delineated and appropriate backflow protection (Reduced Pressure Backflow Assemblies) shall be installed at all points of connection to the public water system. [PMC 14.02.220(3)(b)]

- A new water main line shall be extended to, and through, the site sufficient to provide the necessary flows for both the domestic system and fire system. The minimum water pipe size shall be 8-inch diameter. (Exception: A 4-inch water main may be installed if either, 1) the proposed main is a dead-end line with no possibility of being expanded in the future, or; 2) that portion of the proposed main beyond the last fire hydrant for the project.) [PMC 14.02.190, 14.20.010 & CS 301.1(1)]
- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3]
- The water main shall be located generally 10 or 12-feet west or south of roadway centerlines per city standard drawings. Any portion of the mainline extension located outside City right-of-way must be centered in a minimum 40-foot wide easement granted to the City for maintenance purposes. [PMC 14.02.120(f) & CS 301.1(11)]
- The applicant shall be responsible for the operation and maintenance of the proposed water main located on private property.
- To demo a private well: The applicant is responsible to demolish the existing private well per Tacoma Pierce County Health Department requirements. A decommissioning certificate shall be filed with Pierce County and a copy submitted to the City of Puyallup.

Backflow Protection

- If the building proposal meets the criteria of table 13 from the RCW below, a reduced pressure backflow assembly (RPBA) is required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302]
- The following list shows examples of uses and industries where an RPBA is probably required:
  - Agricultural (farms and dairies)
  - Beverage bottling plants
  - Car washes
  - Chemical Plants
  - Commercial laundries and dry cleaners
  - Premises where both reclaimed and potable water are provided
  - Film processing facilities
  - Food processing plants
  - Hospitals, medical and dental centers, nursing homes and veterinary
  - Blood and plasma centers
  - Premises with separate irrigation systems using the purveyor's water with chemical addition
  - Laboratories
  - Metal plating industries
  - Mortuaries
  - Petroleum processing or storage plants
  - Piers and docks

o Radioactive material processing plants or nuclear reactors
o Wastewater lift stations and treatment plants
o Premises with an unapproved auxiliary water supply interconnected with potable supply

• At minimum, the applicant shall provide backflow protection on the domestic line with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not current exist. A plumbing permit is required for this work to be completed; and the unit should be located outside the building, immediately downstream of the existing water meter if possible. [PMC 14.02.220(3) & CS 302.2]

• The domestic service line and fire system service line shall have a separate, independent connection to the supply main. If a separate fire line is to be utilized, a Double Check Valve Assembly (DCVA) will be required near the property line at the point of connection to the public main. The fire sprinkler double detector check valve assembly (DDCVA) may be located either inside, or outside, of the building. The sprinkler supply line shall be designed, and shown on the plan, into the building to the point of connection to the interior building riser. Provide plan and elevation detail(s) where the riser enters the building with dimensions, clearances, and joint restraint in accordance with NFPA 24. A post indicator valve (PIV) shall be provided for the fire sprinkler system in advance of the DDCVA. [PMC 14.02, CS 302.3, & CS 303]
• Fire hydrants shall be placed so that there is a minimum of 50-feet and a maximum 150-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
• The Fire Department Connection (FDC) shall be located no closer than 10-feet and no further than 15-feet from a fire hydrant. [CS 302.3]

SEWER
• The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
• The Civil permit 20240215 installed a sewer Main from Valley Ave to their property, thus providing a sewer main along the property's frontage in Todd Rd NW. There are no established latecomer's agreement nor documentation suggesting an interest to establish a latecomer's agreement.
• The applicant shall connect into the existing public system located within Todd Rd NW. If a proposed connection is to occur elsewhere, the applicant shall confirm that the system is located within a 40-foot easement dedicated to the City for maintenance purposes [PMC 14.08.070, PMC17.42 & CS 401(14)]
• Due to the shallow nature of the sewer main, the project will need to design a grinder pump system onsite prior to connecting into to a gravity side sewer conveyed to the sewer main.
• If there are existing septic tanks and drain fields on site, the applicant shall abandon the existing septic systems per Pierce County Health Department regulations. A Septic/Pump Tank Decommissioning Certification form must be completed and submitted to the Source Protection Program Department at (253) 798-6470. Verification of certification must be

provided PRIOR to final city approvals. [PMC 14.08.070]

- Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]

We are in the process of amending the trash enclosure standards, however see below for the current standards:

Trash Enclosures [CS 208]:

- Enclosures (with roof) shall be required for all new commercial and redevelopment projects where Minimum Requirement #1 though #5 or Minimum Requirement #1 though #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.

STORMWATER

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 ECY Manual).
- Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3.2, specifically:

- Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 1 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 1 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 V Section 5.2.7.

• The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
• 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://ecology.wa.gov/DOE/files/7a/7a6940d4-db41-4e00-85fe-7d0497102dfd.pdf
• Public right-of-way runoff shall be detained 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]

o A written technical report that clearly delineates any offsite basins tributary to the project site and includes the following information: [PMC 21.10.060]
o the quantity of the offsite runoff;
o the location(s) where the offsite runoff enters the project site;
o how the offsite runoff will be routed through the project site.
o the location of proposed retention/detention facilities
o and, the location of proposed treatment facilities

o All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the SSP:
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)
HGL for each Pipe Reach Percent full at Design Flow (%)

o In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the development plan, the stormwater area(s) shall be increased as necessary so the final design will be in compliance with current City Standards. This may result in the number of lots being reduced, or a reduction in other site amenities. [PMC 21.10.060(4), 21.10.150]
o A backwater analysis will be required for the conveyance system due to the elevation and characteristic of the outfall at Wapato Creek.

• A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land. The link below may be used to obtain information to apply for this permit:
http://www.ecy.wa.gov/programs/wq/stormwater/construction/
• The City will require an analysis from a wetland biologist and/or hydrogeologist to address Minimum Requirement #8 in accordance with Ecology manual Appendix I-C. This analysis will review your proposed discharge rate/duration/quality to the wetland and determine if there are any potential changes to the hydroperiod or impacts to the wetland ecosystem. The analysis will have to include a review of your offsite analysis and WWHM model as part of their determination. The stormwater report will need to be altered to include the analysis and any of the wetland Biologists/hydrogeologists recommendations to address any potential impact. This analysis will also have to be reviewed by planning to ensure that the analysis addresses their critical area code requirements.

For Properties in the Floodplain (PMC 21.07.050)
The Seclusion Area
This project is in the FEMA Seclusion area according to the National Flood Insurance Program Community Panel Number 53053C0XXXX, dated March 7, 2017. The seclusion area is a location where the flood hazard information has not been evaluated to reflect the latest conditions affected by the construction of the Levee. FEMA will update this location at a later date. Until that date, the seclusion area is regulated with the historic FEMA flood hazard information. The project location has been historically located in zone ###.

AE Zone
• This site is within a Special Flood Hazard Area as determined by the National Flood Insurance Program Community Panel Number 53053C0XXXX, dated March 7, 2017. Development of the property shall adhere to the regulations contained in PMC Chapter 20.49 and Chapter 21.07. Specifically:
- The applicant shall submit a habitat assessment prepared by a qualified professional evaluating the effects and/or indirect effects of the proposed development (during both construction and post-construction) on floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the Endangered Species Act (ESA).
- If less than 1:1 compensatory storage is proposed, the written assessment shall include a hydrologic and hydraulic analysis to determine any effects on floodplain storage capacity,

increased flood heights, or increased velocities.
- If it is determined that the proposed project will impact any listed species or their habitat, the applicant shall provide a mitigation plan to achieve equivalent or greater biologic functions as those lost prior to development of the site.
- New construction and substantial improvement of any structure will require that the lowest floor, including the basement, shall be elevated 1-foot above the base flood elevation (BFE) of the site.

A Zone

- This site is within a Special Flood Hazard Area Unnumbered A-Zone as determined by the National Flood Insurance Program Community Panel Number 53053C0XXXE, dated March 7, 2017. Development of the property shall adhere to the regulations contained in PMC Chapter 20.49 and Chapter 21.07. Specifically:

- The applicant is responsible to determine the Base Flood Elevation (BFE) for this project. A hydrologic analysis shall be completed by a professional engineer licensed in the State of Washington competent in the technical and scientific knowledge necessary to determine the BFE in accordance with the requirements of the Federal Emergency Management Agency (FEMA). The City may, at the applicant's expense, hire a third party consultant to evaluate the BFE determination.
- It is an option to submit a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR) to FEMA to remove the structure from the floodplain. However, this requires a detailed floodplain study and the approved LOMA/LOMR must be received by the City prior to permit issuance.
- If the applicant elects to proceed with the project using the current flood maps, the applicant shall submit a habitat assessment prepared by a qualified professional evaluating the effects and/or indirect effects of the proposed development (during both construction and post-construction) on floodplain functions and documenting that the proposed development will not result in "take" of any species listed as threatened or endangered under the Endangered Species Act (ESA).
- Provide compensatory storage, if necessary, in accordance with PMC 21.07.060(1)f.
- The lowest floor of the structure, including the basement, shall be elevated 1-foot above the BFE or floodproofed to the BFE. Please be aware that providing additional freeboard above the BFE can reduce insurance premiums.

Stormwater R/D Facilities:

- Any above-ground stormwater facility shall be screened in accordance with planning requirements.
- 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-1.2]
- A minimum of 5-feet clearance shall be provided from the toe of the exterior slope/embankment to any tract, property line, fence, or any required vegetative buffer. [PMC 21.10 & CS 206]

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. [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 and do not vest until time of permit issuance. Fees are increased annually on February 1st. [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 $ 5,391.59 for the first 15 fixture units and an additional charge of $ 361.23for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

Sewer

- plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are $6,555.06 for the first 15 plumbing fixture units and an additional charge of $ 439.18 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 $4,146.50 per ESU.

Engineering Traffic Review - Mieco Hutchens; (253) 993-0179; mhutchens@puyallupwa.gov

- Questions from the Applicant:

Utilities/Offsite Work

(3) Will any frontage improvements be required on Todd Rd, 7th Street NW, or 4th Street NW?
Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.
4th ST NW/7th ST NW
The City will not require frontage improvements along 4th Street NW & 7th Street NW. Future projects located on the north side of the UPRR (per Edgewood's comprehensive plan, project R-5) could allow for the removal of substandard at-grade rail crossings. If access is proposed off these streets (4th/7th), the City will require roadway widening to a minimum 20ft width. In-leu of code required frontage improvements on 4th street NW and 7th Street NW, the City may require realignment of Todd Rd to serve commercial traffic. Adequate public ROW exists to realign the roadway.
This deviation will likely require submission of an Alternative Methods Request to document why City Standard improvements will not be required.

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

Permitting

(2) Please list what permitting fees will be required
Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size
$0.87 per sqft for ML zoning
This shall include all manufacturing uses as provided for in PMC 20.35.010 or similar manufacturing uses
Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application.
(3) Will a traffic study be required?
Traffic scoping worksheet will be required. The 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. The project trips shall be rounded to the nearest tenth.
Traffic Impact Study will be required.

If future tenant has not been identified, trip generation assumptions would need to demonstrate a range of possible ITE land uses that would be applicable for this site (high, med, low trip generation rates). These types of warehouse/industrial sites can have a wide range of trip generations rates.

(4) Will a Traffic Impact Fee be required?
The city has adopted a City-Wide Traffic Impact Fee. The project's proportionate share to this fee program would be determined when the traffic scoping worksheet has been submitted. The $4,500 traffic impact fee per PM peak hour trip shall be paid prior to building permit issuance.
Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application.

Traffic Notes:
This commercial development 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. This analysis will be required during civil permit review.
Minimum standards for a commercial driveway require 35ft radii and 30ft width

Detailed striping/channelization/signage design required during Civil Review

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

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

Coordinate with David Drake (Fire) on gate requirements.

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

The information provided in these notes is known to be accurate as of the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

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 the time of the 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).

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 permity 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.*