



Conditional Use Application

City of Puyallup
 Development Services
 333 S. Meridian
 Puyallup, WA 98371
 Phone: 253-864-4165
 www.cityofpuyallup.org

Submittal Checklist

Electronic Submission to SHAREPOINT ADDRESS (Flash drives and CDs not accepted)

8 Copies of completed application form (application is signed and dated)

8 Copies of a vicinity map no larger than 8 1/2" x 11"

8 Copies of full size detailed site plan **Folded individually to approx. 8 1/2" x 11" & one 8 1/2" x 11" reduction**

2 Copies Preliminary Storm Drainage Calculations

Additional Documents If Applicable:

- 8 Copies of SEPA checklist
- 2 Copies of Critical Area Report(s)
- 2 Copies of Traffic Analysis
- 2 Copies of Tree Risk Assessment

Environmental Checklist (if required): Flood Habitat Assessment, Fish and Wildlife Assessment, Mitigation Plans, Wetlands

Application Fees:

Small: \$880.00

≤10,000 s.f. of new structure or
 ≤20,000 s.f. of affected site area

Medium: \$1440.00

10,001-19,999 s.f. of new structure
 or 20,000 - 39,999 of affected site
 area

Large: \$2080.00

20,000+ s.f. of new structure or
 40,000+ s.f. of affected site area

Additional Fees if applicable:

SEPA Review Fee: \$250

Critical Area Review: \$160.00
 + Consultant Fee

Please see pages 6 & 7 for detail information of submittal requirements.

A Conditional Use Permit authorizes a property to be used for a specific purpose with the condition that the use be compatible with the zone. Each zone permits some uses outright and some uses conditionally. Uses that are permitted conditionally, must be reviewed by the City's Hearing Examiner at a public hearing. The Hearing Examiner will then approve, approve, with conditions, or deny the Conditional Use Permit.

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253) 864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets cannot be accepted.

To help you understand City standards and the Conditional Use Permit process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted.

APPLICATION INFORMATION

Site Information

Parcel Number 0420263083 | 0420352148

Street Address 819 21st St E | 813 21st St SE

Applicant Information

Name Jeff Brown Architecture, llc (Songyi Cho)

Street Address 12181 C St S

City Tacoma State WA Zip 98444

Phone 509.432.4651 E-mail songyi.cho@hotmail.com

Owner Information

Name Cascade Christian School (Contact: Ray Ossman)

Street Address 811 21st St SE

City Puyallup State WA Zip 98372

Phone 253.841.1776 E-mail ray@cascadechristian.org

Nature of Request (please be specific)

See narrative attached at the end of this document

SITE INFORMATION

Parcel Size	0.37+17 Acres = 17.37 AC
Proposed Site Coverage (include all impervious surfaces and <u>required</u> landscape areas)	17.37 AC
Non-buildable Areas (required buffers, critical areas etc.)	1.61 AC
Comprehensive Plan Designation	Low Density Residential
Zoning Designation (visit www.cityofpuyallup.org/1520/Interactive-Web-Maps to look up the zone)	RS08/RS04
Type of Construction per Building Code	VB (Portable)
Type of Occupancy per Building Code	E
Existing Structures (please indicate size (sf), type, approximate location, and whether they will remain or be removed)	
Highschool: 58,000 SF Admin: 5,400 SF Jr. High: 32,000 SF 3 portables: 5,300 SF All remains.	

PROPERTY DEVELOPMENT INFORMATION

	Proposed/Existing	Required by Zoning
Setbacks (measured from the property line to the closest vertical wall)		
Front Yard	30' / Exceeded, Varies	30'(commercial)/20'/15' minimum
Rear Yard	20' / Exceeded, Varies	20' / 15' minimum
Side Yard (interior)	16' / Exceeded, Varies	16' / 5' minimum
Side Yard (interior)		minimum
Side Yard (street)		minimum
Side Yard (arterial street)		minimum
From Adjacent Residential Use	30'	minimum
Building Height	≤ Jr. High	28' maximum
Lot Coverage	< 50%	50% maximum
Lot Width	474 ft Min, Varies	60 ft minimum
Lot Length	1,256 ft Max, Varies	90 ft minimum
Lot Size (Square Feet)	17.37 AC	8,000 SF minimum
Floor Area Ratio	≤ 0.55:1	0.55:1 maximum

Number of Parking Stalls: PLEASE REVIEW PARKING CALC DOCUMENTS

Use	Square Footage	Ratio(s) Applied	No. of Spaces
Existing	142,440	<50% Compact	411
2024 CUP		<50% Compact	-21
<i>Total Spaces</i>			390

Proposed Floor Area	
Type	Sq. Ft.
Retail	
Office	
Industrial	
Residential	
Other GENERAL CLASSES	14,336 SF (8 DOUBLE PORTABLES)
Other SHARED CLASSES & OFFICE	3576 SF (3 DOUBLE PORTABLES)

Note: Include auxiliary space attributable to each dominant category: e.g.: corridors, restrooms, support office etc.

LANDSCAPING

Most projects will be required to meet the landscaping standards of **PMC 20.58 Landscaping Requirements** and the **Vegetation Management Standards (VMS)** Manual as well as other landscaping requirements based on the use and development pattern of the proposal. The VMS can be found at www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards and its appendix can be found at www.cityofpuyallup.org/DocumentCenter/View/6054/VMS-Appendices-Complete-Document.

Existing vegetation 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 with this application.

Landscaping Information			
Landscaping Area	VMS Type	Total Square Footage	% of Area Landscaped
Parking Area Landscaping	Type IV, Typ		
Front Yard Landscaping	Type IV, Typ		
Interior Side Yard Landscaping	Type IV, Typ		
Interior Side Yard Landscaping			
Street Side Yard Landscaping (for corner lots only)			
Rear Yard Landscaping			
EXISTING LANDSCAPE (EXCLUDING PLAYFIELDS, POND, ETC) PROVIDED = 2.25 AC			

CRITICAL AREA IDENTIFICATION

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.		
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Wellhead Protection Area	<input checked="" type="checkbox"/> Aquifer Recharge Area
<input type="checkbox"/> Lakes/Ponds	<input type="checkbox"/> Habitat Corridor	<input checked="" type="checkbox"/> Flood Zone
<input type="checkbox"/> Streams/Creeks	<input type="checkbox"/> Habitat Conservation Area	Flood Classification:
		AE
<input type="checkbox"/> Puyallup River Shoreline	<input type="checkbox"/> Clarks Creek Shoreline	<input type="checkbox"/> Geologic Hazard Areas
Shoreline Classification:	Shoreline Classification:	<input type="checkbox"/> Volcanic Hazard Areas
<input type="checkbox"/> Conservancy	<input type="checkbox"/> Conservancy	<input type="checkbox"/> Slopes 0% - 15%
<input type="checkbox"/> Rural	<input type="checkbox"/> Rural	<input type="checkbox"/> Slopes 16% - 39%
<input type="checkbox"/> Urban	<input type="checkbox"/> Urban	<input type="checkbox"/> Slopes 40% or Greater

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted.

Existing flood zone AE, as revised per FEMA LOMR 18-10-0841P-530144, is located in the NE, E, and SE area of the property at elevation approximately 67' per FEMA panel map. The proposed portables and anticipated parking improvements are not located with this flood zone AE. Please see attached LOMR for locations

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included.

- FEMA LOMR 18-10-0841P-530144, effective 2019-April-4, Parcel #0420352148
- Wetland Analysis for Cascade Christian School, 16 Acre Puyallup Site, Dated 2008-June-17, Parcel #0420352148
- 2008 Krazen Revised Geotech Report, dated 2008-March-4, Parcel ##0420352148

None had conclusions placing contradictions on the proposed project.

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number.

None known.

CRITERIA

All of the following criteria must be met in order for the Hearing Examiner to approve your conditional use request.

Please respond FULLY as to how your request meets these criteria. 'Yes' or 'No' answers are not acceptable:

That the use for which the conditional use permit is applied for is specified by this title as being conditionally permitted within and is consistent with the description and purpose of the zone district in which the property is located (PMC 20.80.010 (1))

The proposed educational use is listed as a conditional use, and considered compatible with the zone districts RS-04 / RS-08, which benefit from educational proximity. The proposed use is very similar to the site's existing use.

That the granting of such conditional use permit will not be detrimental to the public health, safety, comfort, convenience, and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located (PMC 20.80.010 (2))

The proposed use is anticipated to enhance the health, safety, and welfare of the surrounding area by serving the neighborhood advantageously, similar to the site's existing use.

That the proposed use is properly located in relation to the other land uses and to transportation and service facilities in the vicinity; and further, that the use can be adequately served by such public facilities and street capacities without placing an undue burden on such facilities and streets (PMC 20.80.010 (3))

The proposed use will benefit from existing transportation and service facilities to the property. It intends to enhance existing on-site parking and queuing to appropriately serve anticipated increases in usage; so no burden is placed on public streets. Proposed improvements will be modified according to a Traffic Evaluation, so to mitigate any issues with site ingress and egress. Required extensions of Street Frontage improvements will be provided for new properties.

The site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping, and other such features as are required by this title or as are needed in the opinion of the Hearing Examiner or City Council on appeal, are properly provided to be compatible and harmonious with adjacent and nearby uses (PMC 20.80.010 (4))

The site is expanding area by adding new property; parcel no. 0420263083 to accommodate the increased use. Setback and Landscaping buffers will be placed on new parcels. Other site appurtenances and improvements will be sufficiently addressed elsewhere on site to serve the proposed use.

That the use for which the conditional use permit is applied for is specified by this title as being conditionally permitted within and is consistent with the description and purpose of the zone district in which the property is located (PMC 20.80.010 (1))

See answer above addressing this section PMC 20.80.010(1) reads that a private educational facility (elementary) is a conditionally permitted use.

That the granting of such conditional use permit will not be contrary to the adopted comprehensive plan, or to the objectives of any code, ordinance, regulation, specifications, or plan in effect to implement said comprehensive plan (PMC 20.80.010 (5))

The proposed use described for this conditional use permit is anticipated to be congruent with the adopted Puyallup Comprehensive Plan as similar to the existing use.

REQUIREMENTS FOR SUBMITTAL OF A CONDITIONAL USE PERMIT

The purpose of the Conditional Use Permit plan review is for the Development Center to check for code compliance prior to the applicant making significant investments in detailed architectural, engineering, legal or other professional services. State Environmental Policy Act (SEPA) review, if applicable, is typically performed during this process.

The following requirements are the minimum necessary to process the review of your preliminary site plan. The plan should be neatly drawn to scale and presented in a manner that clearly portrays the extent of the proposed development;

- 1) Vicinity Map:** An area map showing the proposed site and its geographic relationship to major natural and built features (streets, water bodies, etc) within one (1) mile in all directions from the site.
- 2) Site Plan:** The site plan shall show the property's lot dimensions, boundaries, tax assessor's parcel numbers and square footage.
- 3) North Arrow and Graphic Scale:** The site plan shall be drawn on a 24" x 36" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g. 1" = 40') is accepted by the city):
 - 1" = 20' (sites under 4 acres)
 - 1" = 50' (sites 4 acres or larger)
- 4) Existing Elements:** The plan shall: Locate and identify structures and conditions (natural and built) that exist on-site prior to development including such items as buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences. The plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, etc, and shall show the adjacent existing land uses (residential, commercial, etc), and zoning designations.
- 5) Critical Areas Data:** In addition to the Critical Area ID Form, the plan shall show and delineate the boundaries of all on-site or adjacent (within 100') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to PMC 21.06.
- 6) Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
- 7) Proposed Structures Data:** The plan shall clearly identify and locate all proposed structures including height and dimensions of all buildings, decks and fences; the plan should also show dimensions from the proposed structures to property lines, distances between buildings, and main door locations; the plan shall indicate the proposed location of fences, walls, underground tanks, refuse collection areas, etc; the plan shall also show areas reserved for future building, if known.

8) Proposed Traffic Access, Circulation and Paved Areas: The plan shall locate and identify proposed parking areas, driveways, public streets (to be dedicated); also show dimensions of parking stalls, aisles, driveways, and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.

9) Draft Landscape Plan: The plan shall identify possible types of plantings and location proposed for landscaping and open space and indicate the coverage of landscaping and a percentage of the overall site size. It is not necessary to indicate exact size and specific species of plants for 'preliminary' site plan review, although, if available, this information is encouraged. For all projects involving new structures of 10,000 square feet or greater or 20,000 square feet or greater of affected site area; a landscape plan shall be prepared by a professional landscape architect licensed in this state, unless this requirement is expressly waived by the Community Development Director. For smaller projects with unique site or development characteristics, the Community Development Director shall have the authority to require that a landscape plan be prepared by a professional landscape architect licensed in this state.

10) Proposed Lighting: The plan shall indicate the location and type of proposed lighting fixtures for developments adjacent to residential areas; plans shall also show shielded light fixture locations.

11) Existing Contours and Finished Grade: The plan shall show existing contours at an interval appropriate to depict the underlying land structure (usually 2'); the plan shall also show finished grades depicted either by contour or contour/spot elevation. A separate grading plan may be necessary for projects with major grading/topographic features.

12) Building Data: The plan shall show the following information about the proposed buildings:

- a) Building occupancy division by use (office, shop, etc)
- b) Total building area
- c) Gross floor area by use/occupancy class
- d) Type of construction per International Building Code
- e) Any hazardous materials proposed for storage or use in the building
- f) Building elevations may be required to determine compliance with residential or commercial design standards

13) Site Data:

- a) Number of dwelling units (residential developments only)
- b) Number of parking spaces provided and required by city code (by type: standard, compact, handicapped, etc)
- c) Total impervious surface (square footage)
- d) Indicate dimensions and square footage of all landscaped areas
- e) Indicate assessable path from right of way to building
- f) Indicate areas for refuse and recycling collection

14) Major Issues Discussed During Pre-Application Meeting:

- Traffic Impact Fee and Traffic Scoping
- # of Parking stalls required
- Timing to allow occupancy at the end of August 2024

15) Environmental Checklist (if required) – eight (8) copies, and application fee: \$250.00

- a) [Flood Habitat Assessment](#)
- b) [Fish and Wildlife Assessment](#)
- c) [Mitigation Plans](#)
- d) [Wetlands](#)

N/A

The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.



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- g. Connect fire alarm to the existing campus system
- 2. (1) double portable placement accommodations
 - a. Place to double portable over existing landscaping and parking area at the south side of the High School Building
 - b. Reestablish landscaping around portable placement area
 - c. Extend power from the high school building
 - d. Connect fire alarm to the existing campus system
- 3. Site accommodations
 - a. Restripe existing parking surfaces in conformance with the city parking stall design standards & Fire lane maintenance requirements
 - b. Add (6) motorcycle parking stalls and landscaping bed to the SW of Jr. High School Gym
 - c. Add stalls to the West of High School (pave gravel area)
 - d. Remove (1) stalls to accommodate fire-lane turn on SE of HS
- 4. Student accommodation

This CUP will add (10) general classrooms, which reflects 260 new student capacity.

 - Per building code, occupant load is 20 SF/OCC
 - $[896 \text{ SF/classroom}] / [20 \text{ SF/OCC}] = 44$ students per classroom
 - Per Health and Safety Guide for K-12 School in Washington, "Classrooms = 15 CFM/Person" per ASHRAE 62, Table 2.2
 - $[400 \text{ cfm}] / [15 \text{ cfm/students}] = 26$ students per classroom
 - Thus, the total capacity of the new students is 260 .

End of Narrative

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October 02, 2024
City of Puyallup
333 South Meridian
Puyallup, WA 98372

Cascade Christian School – Elementary, Conditional Use Permit & SEPA Narrative

History and Context

There is long history with Cascade Christian School campus, located in 815 21st SE, since 1995. The maximum student population permitted as established by 2008 CUP is 925 for the existing high school and currently completing Jr. High School. Recent enrollment data indicates the current High School and Jr. High School population is 591 students.

Proposed CUP Request:

This CUP requests to place portables to support the current school operations. (See Exhibit A)

1. Place (6) double portables on parcel 0420263083 (819 21st ST SE)
 - 4 double portables for (8) general classrooms
 - 1 double portable for library/computer lab
 - 1 double portable for wet restrooms and office for the faculties
2. Place (1) dry double portable on parcel 0420352148 to the South of existing High School (813 21st ST SE)
 - 1 double portable for (2) Jr. High classrooms

CUP Request Accommodation:

1. (6) double portable placement accommodations
 - a. Bring existing site up to grade
 - b. Provide rain garden infiltration to meet city standards
 - c. Extend power from Jr. High School building
 - d. Provide landscaping and fence to meet city standards
 - e. Provide ADA student cross walk primary jr. high school building to new portables.
 - f. Provide pervious concrete, ADA-compliant walks between portable buildings