



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 #PLPRE20250069

DATE: September 30, 2025

TO: Scott Clark

PROJECT NAME: Inter Ave Commercial

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: The applicant is proposing to develop a 5 Acre parcel located in the ML (Limited Manufacturing) Zone; parcel 2105200221. A preliminary site plan is being provided that proposes a generic project layout that may suite many of the use allowances in the ML Zone; for example, Contractor's shops or storage yards, Warehouse and distribution, Processing, assembly, packaging or distribution operations, Administrative Offices, or Storage units, etc. The site plan includes 7,500 SF building, 15 parking stalls, 31,744 SF of graveled outdoor storage, a storm pond and a 24 wide EVA driveway extending from the existing westerly most terminus of Inter Avenue into the site.

SITE ADDRESS:

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines 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 - Nabila Comstock; (253) 770-3361; NComstock@PuyallupWA.gov

- Critical Areas & Access
GIS layer shows the following critical areas. Required critical area reports are included further in

the notes.

- Wetlands
- Floodplain
- Stream (Deer Creek, type II salmon stream)
- Potential landslide hazard areas
- PHS Sensitive Habitats

Access

PMC 21.06.1020 – Performance standards – Alteration of fish and wildlife habitat conservation areas

- Ensure that critical area report addresses this section and what attempts were made to avoid and minimize impacts to Deer Creek.

PMC 21.06.1030 – Performance standards – Alteration of streams and riparian habitats

- Ensure that critical area report addresses this section as:

- Bridges are the preferred crossing for fish-bearing streams.
- Culverts are allowed only in Type II, III, and IV streams; provided, that they are designed according to the Washington Department of Fish and Wildlife criteria for fish passage, are necessary for utility crossings, road crossings, or other limited access situations, and are in accordance with a state Hydraulic Project Approval permit.
 - o The applicant or property owner shall keep any culvert free of debris and sediment at all times to allow free passage of water and, if applicable, fish. The city may require that a stream be removed from a culvert as a condition of approval, unless the culvert is not detrimental to fish habitat or water quality, or removal would be detrimental to fish or wildlife habitat or water quality.

Buffer Fencing

- Permanent fencing off of the buffer should be something like permanent chain-link to ensure that no unpermitted encroachment occurs.

Potential Acquisition of Deer Creek

The city may have interest in acquiring the portion of Deer Creek that runs through this parcel into a tract through a short plat process. Staff will have an internal conversation regarding whether there is interest and will reach out to applicant with more if the city is interested or if the city does not have interest. Whether the city does acquire the critical area or not, it is likely that the required Deer Creek buffer will stay the same at 100'.

Potential Stream Buffer Changes

As stated during the pre-application meeting, we are currently updating our critical areas ordinance (CAO). A second public hearing was held with Planning Commission on 09/24/2025, but they did not provide a recommendation to forward to City Council yet. As proposed in the CAO amendments, the required buffer for Deer Creek would remain at 100'. More information regarding the CAO update can be found on our CAO website linked here and provided in a URL below:

<https://www.puyallupwa.gov/2410/Critical-Area-Ordinance-Amendments>

Outdoor Storage

All outdoor storage areas and access to them are required to be paved, graded, and storm drainage facilities installed to collect and dispose of all surface runoff (PMC 20.35.035)

(3) Outdoor Storage. Outdoor storage as defined in PMC 20.15.005, including merchandise display, equipment and materials storage, and junk and scrap storage, when permitted in the ML and MP zones shall comply with the following requirements:

(a) Fencing and Screening Required. Sight-obscuring fencing or screening is required around all portions of a lot utilized for outdoor storage of component merchandise, equipment and materials, and junk and scrap as defined in PMC 20.15.005, except for component merchandise which is stored and displayed only during business hours. All fencing and screening shall be installed in accordance with the following requirements:

(i) Building Setbacks. All fencing and screening shall comply with the building setback requirements for the zone in which it is located unless specified otherwise,

(ii) Minimum Screening Requirements. When required, all outdoor storage areas shall be screened from adjoining properties and public rights-of-way by a wall, fence, landscaping and/or structure. Such screening shall serve the purpose of concealing and obscuring the storage area from view. Landscape screening shall consist of plantings designed and installed in such a manner to provide year-round screening in terms of vegetation density and height within three years of planting, and shall be maintained in a healthy, growing condition. Landscape plantings installed to screen outdoor storage from public rights-of-way shall be installed on the right-of-way side of any wall, fence or structure,

(iii) Maximum Fence Height. Fencing and walls surrounding outdoor storage areas which are not part of a building wall shall not exceed a maximum height of eight feet,

(iv) Maintenance Required. Fences, walls and landscaping surrounding outdoor storage areas shall be maintained and kept free of litter, posters, signs, trash or stored items,

(v) Outdoor Storage Height Limitations. Outdoor storage shall not exceed the height of required screening;

(b) Exemption from Fencing and Screening Requirements. Fencing and screening is not required around those portions of a lot utilized for complete merchandise display, or the display of component merchandise when said merchandise is stored within a structure or fenced and screened area during the hours the business is closed;

(c) Improvement and Maintenance of Outdoor Storage Areas. All outdoor storage areas and access to them shall be paved. All outdoor storage areas shall be graded and storm drainage facilities installed to collect and dispose of all surface runoff in accordance with city requirements and the most recently adopted version of the storm water manual;

(d) Outdoor Storage of Materials Prohibited. No outdoor storage of materials such as fertilizers, pesticides, etc., which potentially pose a threat to water quality shall be permitted; and

(e) Outdoor Storage Prohibited in Required Parking Areas and Walkways. No outdoor storage shall be permitted to occur in required parking areas, access drives or walkways.

- Additional Submittal Item Required: Preliminary site plan application required for this scope of work. Application form can be downloaded from the City's website at <https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- Additional Submittal Item Required: 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

- 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 building permit). The worksheet can be downloaded from the City website here:
<https://www.cityofpuyallup.org/DocumentCenter/View/17093/Industrial-Design-Review-Formatted-Worksheet>
- LAND USE ANALYSIS
 - The site is in the ML – limited manufacturing zone district and the Mixed Employment (ME) Comprehensive Plan designated area. Consult PMC 20.35 for zone specific standards.
 - Since the pre-application proposal is proposing a generic project layout that may suit use allowances in the ML zone, please refer to PMC 20.35.010 for permitted uses and conditionally permitted uses.
- Critical Aquifer Recharge Area: The proposal is located within a Critical aquifer recharge areas. A report may be required for this proposal. Reporting requirements vary based on the proposed use of the property. Most land subdivisions for example, will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land. Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters. Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include: Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge; The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications; The use of injection wells, including on-site septic systems, except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre; Infiltration of storm water from pollution-generating surfaces; or Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
- Volcanic Hazard Area: The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from

volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.

- **Additional Submittal Item Required (Critical Area Report):** Landslide and/or erosion hazard areas: The proposal is located within a landslide and/or erosion hazard area. A report from a professional engineer or geologist, licensed in the state of Washington, meeting all of the requirements of PMC 21.06 Article XII must be submitted for any site with any portion of land with slopes 15% or steeper. All areas with slopes 40% or steeper and with a vertical relief of 10 or more feet are designated as landslide hazard critical areas by ordinance. All areas with slopes 15% or steeper with soils mapped by the U.S. Department of Agriculture's Natural Resources Conservation Service, or identified by a special study, as having a "moderate to severe," "severe," or "very severe" erosion potential are designated erosion hazard critical areas by ordinance. All other sloped areas over 15% up to 39.9% must be studied by a professional engineer or geologist, licensed in the state of Washington, to determine if they meet the requirements of PMC 21.06.1210 (3) for designation as a geologic landslide hazard or erosion hazard critical area. Land that is located wholly within an erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within an erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer; Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the director determines based on an approved critical area report that the road will not increase the risk to adjacent sites and that no other feasible alternative exists. Septic systems are prohibited in landslide hazard areas or buffers PMC 21.06.1230 (10).
- **Seismic Hazard Area:** The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
- **Additional Submittal Item Required (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
- **Additional Submittal Item Required (Critical Area Report):** Stream and/or stream buffer areas: Your proposal is located near a known or suspected regulated stream or stream buffer area. A report from a qualified biologist, meeting the requirements of PMC 21.06.1070 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 streams. 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 checklist can be found at: www.cityofpuyallup.org/DocumentCenter/View/16603
- **Additional Submittal Item Required (Critical Area Report):** General Habitat Areas: A report from a qualified biologist, meeting the requirements of PMC 21.06.1070 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 general habitat areas.
- **Additional Submittal Item Required (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.

- OFF-STREET PARKING ANALYSIS

- Reference PMC 20.55.010 Number of parking spaces required. Some parking ratios that may apply to your project are:

(16) Manufacturing and industrial uses: one space for each 500 square feet of employee work area, plus open space for each 1,000 square feet of floor area devoted exclusively to storage and/or housing of accessory mechanical equipment;

(20) 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;

(32) Warehouse and storage facilities: one space for each 2,000 square feet of gross floor area.
(a) Establishments having not more than 20,000 square feet of gross floor area, on a single parcel of land and/or within a single development, shall provide one space for each 2,000 square feet of gross floor area.

(b) Establishments having more than 20,000 square feet but not more than 100,000 square feet of gross floor area shall provide one space for each 2,500 square feet of gross floor area.

(c) Establishments 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.

(d) Mini-warehouse or commercial storage locker establishments shall provide off-street parking to the extent required for office space or other uses accessory to the primary use;
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

- Other relevant parking code sections to consult:

- o PMC 20.55.016 Motorcycle/bicycle parking requirements.

- o PMC 20.55.018 Reduced parking requirements for low impact development

- o PMC 20.55.025 Compact parking spaces.

- o PMC 20.55.035 Aisle and driveway dimensions.

- o PMC 20.55.040 Conflict with use of street or alley

- o PMC 20.55.042 Parallel parking maneuverability in off-street parking lots

- o PMC 20.55.055 Improvement and maintenance of parking areas.

- o PMC 20.56 Electrical vehicle infrastructure- requirement

- o PMC 20.55.045 Use of common parking facilities

- o PMC 20.55.050 Joint use of parking facilities

OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

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

- o 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.
- o 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.
- o Reduced parking requirements are subject to approval from the planning director or the director's designee upon review of potential adverse impacts

- LANDSCAPING

- o 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
- o 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.
- o 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.

Front yard (north): 12' - Type III; reestablish disturbed areas along the northern perimeter with approved native vegetation

Rear yard (south): 12' - See PMC 20.26.500 (1) for requirements

Side yard (east): 6' - Type III

Side yard (west): 6' - Type I

- 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.

Other landscaping standards

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
 - The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
 - All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
 - All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.
- Significant trees
 - Existing tree(s) on the site which is larger than 15" in Diameter at Breast Height (DBH) is considered to be a 'significant tree' and must be retained, where possible.
 - o If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city's requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here:
<https://www.cityofpuyallup.org/1445/100---Roadway>
- o Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

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

- Review Comments:
 1. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to the project. Building plans must

comply with the currently adopted City of Puyallup codes (RCW 19.27 & PMC 17.04.030). 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 architect.

3. Electric vehicle charging stations will be required with new parking.

-- Building General Notes:

a. All electrical is permitted by the Washington State Department of Labor and Industries (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. A Geotechnical Report for the building site area is required at the time of submittal.

e. Permit submittals must include building statistics supporting construction type, height, and allowable area (2021 Washington State Building Code).

f. We recommend designing private property accessible slopes at 1 ½% to meet 2% maximum slopes.

g. NOTE: 2024 State Building Code enforcement date scheduled for November 2026, check the State Building Code Council website for updates.

h. Separate ROW permits may be required for pedestrian and barrier protection. See State Building Code chapter 33 for minimum safeguards during construction.

i. All required agency approvals must be obtained before starting work.

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. Onsite Fire Hydrant will be required.
- 2. A 26' fire lane is required in front of fire hydrants.
- 3. Buildings over 30' will require a 26' fire lane.
- 4. The proposed fire truck turn around does not meet the required leg of 26'. The main entry will be required to be a 26' access per the 2021 IFC.
- 5. Will curb gutter and sidewalk be required from building, engineering, and planning?
- 6. There will be No Parking Signs posted per the City Municipal code along both sides of the fire lane.
- 7. Fire Alarm System will be required.
- 8. Depending on use, A Fire Sprinkler System may be required.
- 9. The bridge that will be designed over Deer Creek will be required to meet or exceed a 75,000lb load limit for a fire apparatus. Other loads should be considered like, pump trucks, cement mixers, cranes, dump trucks, and other heavy weight vehicles.
- 10. Provide dumpster location.
- 11. The State will adopt the 2024 code series in November. Codes will be based on time of

application and may change.

Engineering Review - Sam Morman; (253) 841-5411; SMorman@PuyallupWA.gov

- CIVIL PERMIT APPLICATION

- Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed. Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
- Civil engineering plan review fee is \$670.00 (plus an additional per hour rate of \$180.00 in excess of 5 hours). The Civil permit inspection fee shall be 3% of the total cost of the project as calculated on the City of Puyallup Engineering Division Cost Estimate form. [City of Puyallup Resolution No. 2098]
- Civil Engineering drawings shall conform to the following City standards Sections 1.0 and 2.0:
 - Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
 - The scale for design plans shall be indicated directly below the north arrow and shall be only 1"=20' or 1"=30'. The north arrow shall point up or to the right on the plans.
 - Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
 - All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.

- FRONTAGE IMPROVEMENTS

- Any bridge must be designed and approved by The Fish and Wildlife Department to cross Upper Deer Creek to allow for fish passage, utility crossings and a road crossing to the site.
- The project must be in accordance with a State Hydraulic Approval permit through the Department of Fish and Wildlife.
- When the project is permitted, grading is only allowed during the designated dry season. The dry season is defined between April 1st and October 31st of each year. During this grading, the soil duff layer must remain undisturbed to the maximum extent possible. Any soil disturbed should be redistributed to other areas of the site.
- Since this site is encumbered by Wetlands, it is likely that the Army Corps of Engineers and Department of Ecology must approve any development-action in this area.
- This bridge may be located in both private and City right-of-way as long as access is

still viable to the western (City of Puyallup owned 2105200210 and 2105200041 as well as Pierce County Tax Title 2105200030 and privately owned 2107 Inter Ave)

- Any bridge within the right of way must be supported by a license agreement drafted by the City of Puyallup which includes repair responsibilities, insurance, bonds, etc. This agreement will must be approved by Puyallup City Council prior to construction.
- A walking path to inspect the stream/wetland will be required
- Any Bridge design will be sent out to the City's third-party consultant for review
- 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. Due to the critical areas on the site, the city is willing to work with the applicant regarding this requirement. Once you've determined what will be built out on this lot please submit an Alternative Methods Request with an attached site plan for the city to review the proposed access.

- WATER

Water Within City Service Area:

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- Refer to City Standards, Section 300 for Water System Requirements. [PMC 17.42]
- 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. [PMC 14.02.190, 14.20.010 & CS 301.1(1)]
- There is a dead-end 8-inch water main on Inter Avenue that ends by this parcel. The maximum possible fire flow on this line is 1,560 GPM. The limiting factor for fire flow is the City's maximum pipe velocity requirement of 10 feet per second. A hydraulic model is recommended to confirm that the fire flow is not below 1,560 GPM.
- 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.
- Water main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- Water system development charges (SDCs) will be assessed based on the type of use. For commercial, the SDCs will be based on the fixture unit weights (FUWs). Current SDC's as of

this writing are \$5,391.59 for the first 15 plumbing FUWs, and \$361.23 for each additional FUW. [PMC 14.02.040, 14.10.030]

- Water connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. [PMC 14.02.040, 14.10.030]

Backflow Protection:

- See the following list of facilities that required a reduced pressure backflow assembly.
 - o Agricultural (farms and dairies)
 - o Beverage bottling plants
 - o Car washes
 - o Chemical Plants
 - o Commercial laundries and dry cleaners
 - o Premises where both reclaimed and potable water are provided
 - o Film processing facilities
 - o Food processing plants
 - o Hospitals, medical and dental centers, nursing homes and veterinary
 - o Blood and plasma centers
 - o Premises with separate irrigation systems using the purveyor's water with chemical addition
 - o Laboratories
 - o Metal plating industries
 - o Mortuaries
 - o Petroleum processing or storage plants
 - o 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
- If applicable (see note above) 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]
- 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]

Fire Requirements (This may or may not apply depending on what is being constructed):

- 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

- This site is located within the City of Puyallup Sewer district. The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
- The applicant shall connect into the existing public system located within Inter Ave. 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)]
- The depth of the sewer main is approximately 98" deep.
- The sanitary sewer main shall be located 5-feet east or north of roadway centerlines. [PMC 17.42]
- A separate and independent side sewer will be required from the public main to all building sites for each proposed lot. Side sewers shall be extended from the main 15-feet beyond the property line at the building site and shall be 6-inch minimum diameter with a 0.02 foot per foot slope. [PMC 14.08.110 & CS 401(7)]
- 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)]
- The applicant shall be responsible for the operation and maintenance of the proposed sewer system located on private property.
- If the proposed side sewer is greater than 6-inches, a sanitary sewer manhole shall be provided at the property line.
- Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- Grease Interceptors are required for all commercial facilities involved in food preparation. If proposed, the applicant shall install an external grease interceptor in accordance with the current edition of the Uniform Plumbing Code adopted by the City of Puyallup, Puyallup Municipal Code, and City standard details. [PMC 14.06.031(3) & CS 401(5), 402.3]
- All private oil-water facilities shall be maintained in accordance with Puyallup Municipal Code 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2]
- Sanitary sewer system development charges (SDCs) will be assessed. For commercial, the SDCs will be based on the fixture unit weights (FUWs). Current SDC's as of this writing are

\$6,555.06 for the first 15 plumbing FUWs, and \$439.18 for each additional FUW. [PMC 14.10.010, 14.10.030]

- Sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. [PMC 14.10.010, 14.10.030]
- STORMWATER/ EROSION CONTROL:
 - Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42]
 - Stormwater regulations require existing drainage patterns on the project site to be maintained post-development. This means that discharges from the project site must be released at the existing natural discharge location. See Ecology Manual, Minimum Requirement 4 (MR4).
 - Stormwater design shall be in accordance with PMC Chapter 21.10 and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka "Ecology Manual").
 - The applicant shall complete the stormwater flowchart, Figure 1-3.1 and Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted with the preliminary stormwater site plan and highlight the Minimum Requirements (MR) triggered by the project thresholds.
 - Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
 - 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. The preliminary stormwater site plan (PSSP) shall be submitted with the landuse application to ensure that adequate stormwater facilities are anticipated prior to development of the property. The preliminary stormwater site plan shall reasonably estimate the quantity of stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
 - The written technical report shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
 - the quantity of the offsite runoff;
 - the location(s) where the offsite runoff enters the project site;
 - how the offsite runoff will be routed through the project site.
 - the location of proposed retention/detention facilities
 - and, the location of proposed treatment facilities
 - For offsite basin inflow: At time of civil application, document compliance with 2019 Ecology Manual, Vol III, Sec III-2.4 (2014 Manual, Vol. III, Appendix III-B, Section 6) for the Offsite Basin inflow.
 - Each section of the TIR/SSP shall be individually indexed and tabbed with each permit application and every re-submittal prior to review by the City. [PMC 21.10.060]
 - Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; and Volume V.

- If infiltration facilities/BMPs are anticipated, the number of infiltration tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 sq. ft of permeable pavement, or one test for each bioretention cell.
- Preliminary feasibility/infeasibility testing for infiltration facilities/BMPs shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5), or continuous monitoring (MR1-9), during the wet weather months (December 1 through April 1).
 - Hydraulic conductivity testing:
 - i. If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (December 1 through April 1) is required.
 - ii. If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, is not encumbered by a critical area; and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume V Section V-5.4.
- Upon submission of the geotechnical infiltration testing, appropriate long-term correction factors shall be noted for any areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3. Provide the long-term infiltration rate calculation in the stormwater report.
- At the time of civil permit application, the applicant is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060]
 - When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
 - Binary project file (WHM file extension)
 - ASCII project file (WH2 file extension)
 - WDM file (WDM file extension)
 - WWHM report text (Word file)
- If the project proposes a vault, then at the time of civil application, the applicant shall provide supporting documentation that any vault located in a drive aisle can support the full weight of a fire truck apparatus (54,000lb axle load/77,000lb total weight) and a 23,000lb (includes 20% F.S.) outrigger point load located anywhere on the storm vault. Provide any manufacturer's conditions/restrictions associated with the imposed loading.
- Overflow facilities shall be provided for any proposed detention/retention (R/D) facilities in accordance with the City Standards. This includes a downstream analysis a minimum of ¼ mile downstream from the site.
- Any above-ground stormwater facility shall be screened from public right-of-way and adjacent property per the underlying zoning perimeter buffer requirements in the PMC.
- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior

slope/embankment of the facility. The setback area shall not exceed 5% maximum cross-slope. Facilities with retaining walls, the setback area shall be measured from the facility's emergency overflow elevation to the face of the wall. [PMC 21.10 & DOE Manual, Vol. V]

- The 2-yr, 10-yr, and 100-yr water surface elevation (WSE) shall be shown on the R/D facility cross-section(s).
- If the proposed project discharges to an adjacent wetland, the applicant shall provide a hydrologic analysis which ensures the wetland's hydrologic conditions, hydrophytic vegetation, and substrate characteristics are maintained. See Ecology Manual Volume I, Minimum Requirement 8.
 - Clarify how the wetland hydrology is being maintained. Provide hydroperiod analysis for each wetland in accordance with the Ecology Manual Volume I, Minimum Requirement 8 and Appendix I-C.
- Any proposed infiltration facility shall be designed in accordance with City standards and the following criteria to be provided by a licensed geotechnical engineer:
 - The infiltration rates for the proposed infiltration facilities shall be determined using the Pilot Infiltration Test (PIT) described with the Ecology Manual.
 - The retention pond bottoms shall be a minimum of 5-feet above the maximum wet season water table or bedrock/impermeable layer on the site.
 - A separation down to 3-feet may be considered if supported by a groundwater mounding analysis performed by a licensed geotechnical engineer.Monitoring of the groundwater level on the site should begin as soon as possible to obtain an accurate measurement of the maximum wet season water table. [PMC 21.10]
- Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.
- If the use of an above-ground combined treatment-storage facility is proposed for flow control and water quality treatment, the geometric characteristics of the facility design shall be in accordance with the Ecology Manual, and the following criteria:
 - A licensed professional geotechnical engineer shall determine the maximum seasonal high groundwater elevation at the location of the combined facility.
 - The applicant shall clearly indicate the static water surface elevation for the top of the wetpool/bottom of the storage volume.
 - The maximum seasonal high groundwater elevation shall be below the static water surface elevation of the wetpool.
- If the applicant proposes to use bioretention cells for water quality treatment, the following notes shall be added to the civil design plans:
 - "At the completion of the bioretention cells construction, the engineer-of-record shall provide a written statement to the City of Puyallup that the bioretention cells were built per the approved design."
 - "The bioretention soil media (BSM) supplier shall certify in writing that the bioretention soil media meets the guidelines for Ecology-approved BSM including mineral aggregate gradation, compost guidelines, and mix standards as specified in the 2012 Low Impact Development Technical Guidance Manual for Puget Sound. And, if so verified, no laboratory infiltration testing, cation exchange, or organic content testing is required."
- Overflow facilities shall be provided at the low points of any proposed permeable pavement areas to allow safe discharge to the downstream storm system.
- Trench dams shall be provided at the property line for utilities located below infiltrative

facilities including, but not limited to, permeable pavements and bioretention facilities. Reference City Standard Detail 06.01.10.

- At the time of civil permit application, all pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the TIR:

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

- All storm drains shall be signed as follows:
 - a) Publicly maintained stormwater catch basins shall be signed using glue-down markers supplied by the City and installed by the project proponent.
 - b) Privately maintained stormwater catch basins shall be signed with pre-cut 90ml torch down heavy-duty, intersection-grade preformed thermoplastic pavement marking material. It shall read either "Only Rain Down the Drain" or "No Dumping, Drains to Stream". Alternatively, the glue-down markers may be purchased from the City for a nominal fee.
- All private storm drainage facilities shall be covered by a maintenance agreement provided by the City and recorded with Pierce County. The BMP descriptions and maintenance criteria shall be obtained from the "City of Puyallup Site Management Plan for Stormwater Operations and Maintenance." Under this agreement, if the owner fails to properly maintain the facilities, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense.
- Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application.
- Prior to permit issuance, the applicant shall post a financial guarantee in accordance with PMC 21.10.160 in the amount of 125% of the cost of the stormwater system.
- 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.
- Stormwater Systems Development fees are due at the time of site development permit or in the case where no site development permit is required, at the time of building permit issuance; and the fees do not vest until the time of site development permit issuance, or at the time of building permit issuance in the case where a site development permit is not required.
- 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.

For Properties in the Floodplain (PMC 21.07.050)

- This site is within a Special Flood Hazard Area as determined by the National Flood

Insurance Program Community Panel Number 53053C0334E, dated March 7, 2017.

Development of the property shall adhere to the regulations contained in PMC Chapter 20.49 and Chapter 21.07. Specifically:

- 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.
- 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.

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

- A traffic scoping worksheet will be required for this project. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 12th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate.

Once the traffic scoping worksheet is reviewed, a written response would be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Access and Impact Study

Park impact fee was established by Ordinance 3142 dated July 3, 2017

This shall include all manufacturing uses as provided for in PMC 20.35.010 or similar manufacturing uses. Park fee for ML zone is \$0.87 per square foot of building space.

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.

Per previous conversations and direction from Public Works, any bridge or culvert designed to mitigate impacts to the creek or wetlands must be maintained by the property owner

Street lighting will be required at the RoW access to Inter Ave

Signage may be required on site to identify the proposed curve

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 time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

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

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