



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 #PLPRE20260024

**DATE:** April 03, 2026

**TO:** Ivey Reese

**PROJECT NAME:** Quick Quack Car Wash

**PROJECT DESCRIPTION (as provided by applicant):** VIRTUAL PRE-APPLICATION MEETING: The scope of the project includes the development of a Quick Quack Car Wash that features a 104-foot tunnel with three (3) vehicle queuing lanes. Please see attached narrative for more details.

**SITE ADDRESS:** 1402 S MERIDIAN, PUYALLUP, WA 98371;

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

- As changes are made to the site plan based on traffic comments and planning requirements, please feel free to reach out to me for additional input regarding site plan development. My

main concerns for this site plan were regarding required building setbacks from the front yard as well as perimeter landscaping requirements being met. Traffic comments were significant enough to likely change the placement of the car wash structure.

Setbacks for car wash structure, if the drive-through lanes cannot meet PMC 20.30.045 (15), can be found in PMC 20.30.030 - Property Development Standards and in PMC 20.30.037 - Site Plan Design Principles in CG zones.

#### PMC 20.30.037 (2)

Street Orientation for New Buildings and Site Development. All site developments shall utilize the following standards in preparing site plan layouts:

(a) For developments outside of the downtown planned action area, a pedestrian-oriented plaza space in front of the building at least eight feet deep running the full width of the building. This area shall be covered by awnings covering at least six feet of the plaza space. This plaza space shall include amenities such as bike parking, bench seating, planters, fountains, artwork, decorative railing, decorative light fixtures, hanging baskets or other features that are pedestrian scaled in nature. Within the downtown planned action area, see PMC § 20.30.033(1); and

(b) Buildings on street corners shall locate the main entryway with a plaza space (200 square feet minimum) at or near (50 lineal foot maximum) the building corner, or establish a defined path (12-foot width minimum) leading from the public right-of-way directly to building entries using decorative/stamped paving; and

(c) New buildings shall be built 12 feet from the abutting front yard and street side yard right-of-way to improve pedestrian orientation and overall building design. Buildings may deviate from this setback under the following conditions:

(i) Buildings may be set back to a maximum of 20 feet to accommodate an eight-foot plaza space as required by subsection (2)(a) of this section.

(ii) Optionally, the pedestrian plaza space may project into the required front or street side yard landscape buffer (as required under PMC § 20.58.005(2)) by a maximum of four feet; corner plaza spaces or outdoor cafes may project into the required landscape buffer by a maximum of six feet.

(d) Site development plans shall be designed so that, to the greatest extent feasible, buildings and building entries are at street level and not elevated by retaining walls, particularly on sides of buildings where an entryway is oriented toward the abutting right-of-way.

- 1. Please confirm that the proposed express car wash would be allowed on the subject property as a permitted use.
  - Current zoning is CG: permitted
  - Future zoning is UCX: not permitted
    - ? We anticipate the zoning to change by the end of this year (2026)
    - ? A building permit will vest you to the existing zone and its allowed uses
      - § Requires one round of preliminary site plan review before we can sign off on an early-submittal waiver form
  
- 2. Please describe the land use approval process for entitlements, including submittal requirements, fees, any relevant appeal processes, public meetings and/or hearings, as well.
  - Preliminary site plan

? \$1890

- SEPA

? \$250

- § SEPA Addendum

- ? Look at traffic, noise, etc.

- Neither of these permits require a public meeting or hearing. Preliminary site plan and SEPA are reviewed concurrently

3. Please identify the general timeframe to process the required land use entitlement applications including typical timeframes for first and second round staff reviews.

- Preliminary site plan with SEPA review

- ? First review: 35 days

- ? Second review: 25 days

4. Please confirm that permit applications may be processed concurrently with the land use process for entitlements at the applicant's risk.

- We require one round of preliminary site plan review prior to allowing for an early submittal waiver for concurrent permit review.

5. Please confirm any environmental review thresholds and requirements.

- New SEPA checklist is required

- We would want a noise study to be conducted for this project scope to determine if mitigation is necessary as part of SEPA.

- ? Potential mitigation such as noise walls, screening, etc.

6. Please describe any new critical area or environmental studies that may be required.

- Aquifer recharge area

- ? CARA Report (hydrogeologic critical area report) to be submitted for carwash. Report must meet requirements of PMC 21.06.1150 and PMC 21.06.530.

7. Please bring attention to any obvious site planning issues or potential concerns as they pertain to the City's zoning standards and design standards.

- PMC 20.26.300 - Nonresidential design review

- ? Review nonresidential design review requirements to ensure that standards are being met. Elevations appear to generally conform to these requirements. Non-residential design review worksheet will be required to be submitted with the preliminary site plan application submittal.

- ? <https://www.puyallupwa.gov/DocumentCenter/View/16334/Design-Review-Worksheet---Nonresidential?bidId=>

- Drive through site plan development standards

- ? Drive-through lanes are required to be internal to a site development per PMC 20.30.045 (15). Drive-through lanes shall be designed to be internal to a site development and laid out in a manner which will eliminate the prominence of the drive-through or incidence of headlights shining directly toward an abutting or adjacent street right-of-way. Drive-through lanes oriented perpendicular to a public right-of-way shall include landscape screening to shield headlights from shining directly into an abutting or adjacent street right-of-way. Drive-

through lanes should include appropriate signage encouraging motorists to turn headlights off while stacking in the drive-through lane.

? Drive-through lanes shall only be placed parallel to a road if separated by a distance of 30 feet OR if they are fully screened by a 15-foot type IIb landscape setback with a designed landscape berm (six feet high at center of berm in 15-foot landscape setback) or three-and-one-half-foot decorative masonry wall;

#### 8. Parking areas

? The maximum width of parking lots fronting on a public street shall not exceed 64 feet or 50 percent of the subject site frontage, whichever is greater, to the extent feasible;

9. Please provide the off-street parking requirement for the project and confirm that the provided site plan provides enough parking to comply with this requirement.

- One (1) parking stall for every 300SF of gross floor area for office space

10. Please confirm that the site plan complies with all setback and perimeter landscape buffer requirements.

- Perimeter landscaping - see Puyallup Vegetation Management Standards (VMS) for more information on landscape Types in Chapter 14.

<https://www.puyallupwa.gov/DocumentCenter/View/1133/Vegetation-Management-Standards-VMS-Manual?bidId=>

Front yard (east):	12'	Type II
Rear yard (west):	6'	Type II
Interior side yard (north):	6'	Type III
Interior side yard (south):	6'	Type II

PMC 20.58.005

(2) Perimeter Landscaping Required. 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; however, in no event shall a perimeter landscaping buffer be smaller than six feet. Roads and driveways that cut through perimeter landscape areas shall be no wider and no more numerous than necessary for safe access and turning movements, as determined by the development services director or a licensed traffic engineer. Remaining portions of a site (or of a phased portion of a site with an approved phasing plan) that are not covered by buildings or pavement shall be landscaped using appropriate shrubs, ground covers and trees. Landscaping shall be sufficient to achieve 75 percent coverage within a three-year period.

11. Please identify any special trash enclosure requirements such as minimum dimensions, building design, or roof requirements.

· Trash and Recycling Receptacles. Trash and recycling receptacles shall be screened from adjacent properties and public rights-of-way by an opaque visual barrier no lower than the highest point of the receptacles.

12. Please identify any hours of operation restrictions.

- Noise must end by 10pm

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

- Review Comments:

1. A demolition permit will be required to remove any existing building on site.

Notification to the Clean Air Agency is required prior to demolishing any building over 120sq.ft. A Building Permit will be required for the Car Wash, which will include all Building, Plumbing, Mechanical, and Energy related items related to this project.

--1a. The review timeline for demolition permits is 20 calendar days for the first review and 15 calendar days for any subsequent reviews.

--1b. The review timeline for new commercial building permits and sign permits is 30 calendar days for the first review and 15 calendar days for any subsequent reviews.

2. Expedited Building Permit reviews are available upon request and the Building Official's determination. Please contact the Permit Center for more information prior to permit application submittal.

3. The site will need at least one accessible route that leads from the Public Right of Way to the building entrance.

4. The controls, payment station, and other user-operated functions related to the accessible vacuum stall will need to comply with the 2017 Washington State Accessibility Code.

5. Regarding EV charging requirements; group-B occupancies with less than 10 parking spaces are exempt from requiring EV charging infrastructure (2021 Washington State Building Code, section 429.2, exception #1).

6. 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.

-- 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. Separate demolition permit: air quality compliance, detailing utility service caps and storm water management may be required.

- h. NOTE: 2024 State Building Code enforcement date scheduled for May 2027, check the State Building Code Council website for updates.
- i. Separate ROW permits may be required for pedestrian and barrier protection. See State Building Code chapter 33 for minimum safeguards during construction.
- j. 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](mailto:bsnowden@puyallupwa.gov). No other Building comments at this time.

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

- 1. Add a stortz fitting to the Fire Hydrant on Meridian.
- 2. Second review will be required if site plan changes.

### **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](mailto: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.
- WATER
  - The proposed water system shall be designed and constructed to current City

standards. [PMC 14.02.120]

- An 8" cast iron water main is located on the north side of 1403 S Meridian (Parcel # 7730000281).
- 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)]
- The minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the applicant shall isolate the sewer and water lines by encasement, shielding, or other approved methods. [PMC 14.02.120(f) & CS 301.1(8)]
- The applicant shall provide and install the water meters required to service the site. [PMC 14.02.120(f) & CS 301.3] Note: a 1" minimum water meter is required for buildings requiring a sprinkler system [PMC 14.02.120(f) & CS 301.3]
- Any existing services that are to be abandoned at this site shall be disconnected at the main, the corp. stop removed, and the service plugged to city standards. [PMC 14.02.120(f)]
- The applicant shall be responsible for the operation and maintenance of the proposed water system located on private property.
- 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]. 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]
- If necessary, 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 and other appurtenances such as DDCVA and PIV shall be placed as directed by the Puyallup Fire Code Official. Fire hydrants shall be placed so that there is a minimum of 50-feet of separation from hydrants to any building walls. [PMC 16.08.080 & CS 301.2, 302.3]
- If necessary, 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. [CS 302.3, CS 303]
- If necessary, 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]

- If necessary, the domestic service line and fire system service line shall have separate, independent connections to the supply main. [PMC 14.02 & CS 302.3(4)]
  - To obtain credit towards System Development Fees for any existing fixture units, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040]
  - For any commercial building, 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 \$5,521.00 for the first 15 plumbing fixture units and an additional charge of \$369.91 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]
- SEWER
    - The proposed sewer system shall be designed and constructed to current City standards [PMC 14.08.070]
    - The applicant shall connect into the existing 10" concrete public main located within the 1403 S Meridian property (Parcel #7730000281) near the northern property line situated in a 60-foot easement. 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)]
    - Sewer main pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
    - 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 City Sewer Department must conduct a visual inspection of a previously used side sewer to determine if that side sewer can be used again. Existing laterals must meet current standard to be used again. It is the responsibility of the property owner to expose the line as necessary for that inspection. The City reserves the right to request video inspection of the side sewer to assist in its determination. Redevelopment projects shall utilize the existing trench where possible. [CS 401(15) and CS 401(16)]
    - The construction of a trash enclosure will require the enclosure pad to be elevated to prevent stormwater run-on. If a sewer area drain is proposed for any trash enclosure, then the entire enclosure shall be covered to prevent stormwater run-on and inflow into the sewer system.
    - The wash water from the carwash shall be discharged into the sanitary sewer system through an oil/water separator. The separator should be designed per city standards in combination with the current UPC. The Engineer of record shall provide quantifiable flows entering the separator from the car wash [PMC 14.06.031 & CS 402.2]

- 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]
- For any commercial building, a sewer 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 \$6,712.39 for the first 15 plumbing fixture units and an additional charge of \$449.73 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]
- 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**

- Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW) and City Standards, Section 200 (Stormwater System Requirements).
- Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume I, Chapter 3, specifically:
  - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 21 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 21 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 III Section 3.3.8.
- 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 following items shall be included at the time of Civil permit submittal:

- 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]

- 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)]

- 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 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)
HGL for each Pipe Reach	Percent full at Design Flow (%)

- 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/>

- A Stormwater Systems Development Charge (SDC) 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 \$4,246.03 per ESU.

- FRONTAGE

- 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. [PMC 11.08.135]

### **Engineering Traffic Review - Bryan Roberts; (253) 841-5542; broberts@PuyallupWA.gov**

- 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, 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. The project trips shall be rounded to the nearest tenth. Trip credits would be allowed for any existing development.

The City has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance.

\* Note: The City is currently conducting an impact fee rate study. These notes do not vest the project to any current impact fee rate.

Once the traffic scoping worksheet is reviewed, a written response will be sent to the applicant's traffic engineer outlining the scope of the project's Traffic Impact Analysis (TIA).

The need for a right turn pocket along S Meridian shall be evaluated.

To safely accommodate significant vehicle demand, the City will require site circulation to be re-configured to ensure queue storage is maximized (and does not impact Meridian).

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. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

Right of Way dedication will be required.

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.

The S Meridian driveway shall meet minimum commercial driveway requirements (35ft curb

radius, 30ft width). This is could change based on the design vehicles used for the AutoTurn analysis.

S Meridian along the site is designated as a major arterial. City standards (Section 101.10.1) require minimum driveway spacing of 300 feet from the nearest intersection or driveway measured between closest edges of each access.

To mitigate deficient driveway spacing along this heavily congested arterial section, access shall be restricted to right-in/right-out.

Sight distance analysis may be required during the preliminary site plan review. On-site monument signage must be located outside sight distance triangle.

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](mailto:PermitCenter@puyallupwa.gov)).

1

Login to your [permits portal](#).

2

Select "Apply for Planning Permit" or "Apply for an Engineering Permit" or "Apply for a Building Permit", depending on which permit type you need based on the notes provided in this letter.

3

Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

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