



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 #PLPRE20260082

DATE OF NOTES: 7/31/2026 12:00:00 AM

DATE OF MEETING: 07/28/2026

TO: Michael Chen

PROJECT NAME: Fortress Truck Stop

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: Pre-application meeting request for a proposed truck stop with maintenance and office building.

SITE ADDRESS: 240 15TH ST SE, PUYALLUP, WA 98372;

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

- Applicant Questions

1. Please confirm the use of the site as truck stop with accessory trailer storage would be permitted as an outright use. What constitutes a heavy industrial use for a truck yard?
 - Based on the description of the site operations, we would be considering this proposal to be a truck yard, which requires a conditional use permit. If you could please send a detailed description of what the site will entail, staff can determine how best to define this use. A truck stop will require a preliminary site plan. A truck yard will require a conditional use permit.
 - Typically a truck stop is a full-service commercial facility for refueling and driver needs (fueling, restrooms, convenience store etc.). Serves drivers, not just trailer staging
 - Typically a truck yard is private area used primarily for staging, storing, or maintaining commercial trailers

"Heavy industry" is defined in the PMC as a use involving the manufacture, processing, refining, outdoor storage, or treatment of large equipment, or raw or hazardous materials (e.g., timber, coal, oil, volatile gases) or extractive land uses. In heavy industry the intensity, scale, and/or characteristics of operation and materials used have the potential to result in externalities or effects on surrounding land uses or the community due to noise, odor, toxic chemicals, or other activities posing a hazard to public health and safety. Typical uses include automobile assembly plants, asphalt or concrete mixing plants, fuel generation plants, grain elevators, meat packing plants or slaughterhouses, resource recovery facilities and junk or vehicle wrecking yards. The term also includes transportation terminals such as landing fields, heliports, or railroad or trucking yards.

2. Per the City's Vegetation Management Standards, Section 14.4 Type IV Design Standards, C. can clustering of internal landscape island be allowed?

- Yes, clustering of internal landscape islands is allowed. You will need to pave the site and provide internal parking lot landscaping islands equal to or exceeding 10% of the total paved area. This can be large grouped landscaped islands internal to the parking paved area. Perimeter landscaping does not count toward this requirement.
 - o 12' of perimeter landscape to be provided
 - o The landscape area to be bermed and 8' fence or wall is provided as outdoor storage is to be screened from adjoining properties and public rights-of-way by a wall, fence, landscaping and/or structure

PMC 20.35.035 (5) Truck Parking and Loading/Unloading Areas. Truck parking and loading/unloading areas shall be considered a form of outdoor storage, and shall be screened from adjoining properties and public right-of-way in accordance with the fencing and screening requirements for outdoor storage set forth in subsection (3)(a) of this section.

(3) Outdoor Storage. Outdoor storage as defined in Chapter 20.15 PMC, 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 Chapter 20.15 PMC, 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.

VMS Type IV Design Standards

1) (C) Landscaping islands apply to all striped parking and storage areas, including heavy truck trailer parking. For large, paved areas which trigger parking lot landscaping under PMC 20.58.005, but may not contain vehicle striping for vehicle parking, staff will use reasonable discretion and flexibility in site designing to allow larger consolidated/ grouped islands to spread out evenly through the paved areas, ensuring landscaping meets the intent of the type IV design standards and meets the minimum landscape requirements in PMC 20.58.005.

PMC 20.58.005 (1)

All paved areas of over 10,000 square feet shall have at least five percent of all paved areas landscaped to provide shade to reduce the heat island effect related to paved surfaces, reduce storm water runoff, improve air quality, provide visual breaks to large paved areas and improve general appearance. Perimeter landscaping shall not be calculated as part of the required amount of internal parking lot landscaping. Internal parking lot landscaping design and spacing shall conform to the "Type IV" landscaping standards contained in the city's vegetation management standards (VMS) manual.

In order to further mitigate the impacts of more substantial expanses of paved areas on development sites, the following shall apply:

(a) In the event that a project provides 20 percent more than the required minimum number of parking stalls (per PMC § 20.55.010) for a specific use or group of uses on a development complex site, or in the event that the total sum of paved areas on a site exceeds 100,000 square feet, at least 10 percent of all paved areas shall be landscaped in accordance with this section and the vegetation management standards (VMS) manual.

3. Is there any flexibility in the required 12' landscape buffer along the property lines?

- You can apply for a variance (PMC 20.85), but you would have to prove that there are special circumstances that justify the variance from code requirements. I can't speak to whether the hearing examiner would approve or deny this request.

Perimeter landscape buffers

- North: 12' | Type I

- West: 12' | Type I & Type III

- South (adjacent residential): 12' | PMC 20.25.600 (1) 6' masonry or wood opaque fence at either edge of the landscape buffer

- South (adjacent PF and OP): 6' or 12' depending on final site plan and placement of outdoor storage | Type I

- East (entire frontage): 12' | Type I, include a berm

4. Anticipated entitlement timeline for amended SEPA.

- You would submit a new SEPA checklist with the CUP or Preliminary Site Plan application. We review the SEPA checklist concurrently with the land use permit.

5. Please confirm design review is not applicable for this project.

- Administrative industrial design standards shall be applied to all development located in the ML zone

6. Any other expected permits and duration for review?

- CUP or Preliminary Site Plan based on land use

- SEPA

i. CUP review is 40 days for first submittal, 35 days for resubmittals.

ii. Preliminary site plan review is 35 days for first submittal, 25 days for resubmittals.

iii. SEPA review is 35 days for first submittal, 25 days for resubmittals.

7. Is an 8' tall chain link fence allowed with barbed wire? Please confirm what screening would be required?

a. Fences can be located on the property lines, as long as they meet sight distance standards. Fences can be up to eight (8) feet in height in the ML zone. Anything over seven (7) feet in height will require a permit. There is no prohibition to barbed wire or razor wire fences. However, barbed wire, razor wire, etc. is counted towards the height.

- Industrial Design Review application (to be included with your land use 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 land use 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>
- Parking Area Landscaping Required:

Reference PMC 20.55.010 - Number of parking spaces required to determine the amount of stalls required for the uses on site (professional office, etc.)

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.

Building Review - Stan Kinnear ; ; SKinnear@puyallupwa.gov

- General Notes:
Building plans must comply with the currently adopted City of Puyallup codes (RCW 19.27 & PMC 17.04.030). The new codes are expected to be adopted by May of 2027. Any submittals received after the effective date will be required to incorporate all applicable new code requirements.

As a part of the building permit submittal include the building statistics which should include support for the construction type, building height and allowable area as described in the 2021 Washington State Building Code.

Parking calculations shall be provided on the site plan and shall include any calculations for handicapped spots and EV parking. EV parking calculations shall follow the percentages laid out by section 429 of the 2021 Washington State Building Code. Both EV and handicapped parking shall be clearly marked on the plans identifying all types.

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

Buildings shall be approved by all other all other required agencies prior to commencement of work.

Project Specific Notes:

Maintenance area will be required to have proper ventilation and NO2 sensors.

Provide Hazardous Materials Statement

Plans should reflect the access from the offices to the maintenance area and to review fire separation required by the Washington State Building Code and depict the required positive pressure required other office side.

Building permits timelines are

Intake - 2 calendar days

1st Review - 35 calendar days

Add. Reviews - 15 calendar days

If there are any other questions regarding your project please feel free to reach out.

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

- 1. Fire sprinklers will be required.
2. Fire alarm system will be required to meet City Municipal Code.
3. Auto-turn will be required for access through the site and cueing at the entry. With the classification of the street no trucks will be allowed to cue on 15th street se. The railroad crossing is a huge concern.
4. Electronic gates shall be used to keep truck traffic from cueing on 15th. The railroad crossing is a huge concern.
5. HMIS will be required.
6. Fire Hydrants, FDC, PIV, and Riser Room locations will be needed to determine code compliance.

Engineering Review - Jamie Carter ; (253) 435-3616 ; JCarter@puyallupwa.gov

- Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the ECY manual.
- **CIVIL PERMIT APPLICATION**
 - The comments provided are intended to assist the applicant with incorporating City requirements into the project design documents but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
 - 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.
 - Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040].
 - 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 \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City of Puyallup Resolution No.2098]
 - Civil Engineering drawings shall conform to City Standards Sections 1.0 and 2.0 and the following:
 - o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
 - o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat.
 - o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans.
 - o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
 - o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services.
- **FRONTAGE CODE - PMC 11.08.135**
 - New Commercial/Industrial Buildings or Expansion of Existing buildings:
Any person or entity who constructs or causes to be constructed any new commercial/industrial building or expansion of an existing commercial/industrial building either of which have a structure improvement value exceeding \$200,000 in valuation shall construct curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The

frontage improvements shall be required along all street frontage adjoining the property upon which such building will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. There is no cap on frontage improvements for new buildings or expansion of existing buildings.

- WATER

- Refer to City Standards, Section 300 for Water System Requirements. [PMC 14.02.120]
- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]
- 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 minimum distance between water lines and sewer lines shall be 10-feet horizontally and 18-inches vertically. If this criterion cannot be met, the design shall isolate the sewer and water lines by encasement, shielding or other approved methods.
- A 2-inch blow-off assembly is required on dead-end water mains except where fire hydrants are installed at the dead-end. [PMC 14.02.120(f) & CS 301.1(7)]
- Water pipe and service connections shall be a minimum of 10-feet away from building foundations and/or roof lines.
- The applicant is required to provide backflow protection on the domestic line(s) in accordance with City Standards. The minimum level of protection would be a double check valve assembly (DCVA). However, the city requires a reduced pressure backflow assembly (RPBA) for any use considered to be a high hazard as outlined in WAC 246-290-490 Table 9. PMC 14.02.220(3) & CS 302.2]
- If an RPBA is not appropriate then the applicant shall provide backflow protection with the installation of a double check valve assembly (DCVA) on the domestic connection to the public water main, if one does not currently 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. If an irrigation system is also proposed, a DCVA is required on that line as well. [PMC 14.02.220(3) & CS 302.2]
- A reduced pressure backflow assembly (RPBA) may be required on the domestic line at each location where the proposed water main connects to the public system. If an irrigation system is proposed, a DCVA is required on that line. [PMC 14.02.220(3) & CS 302]
- The following list shows examples of uses and industries where an RPBA is probably required:
 - Agricultural (farms and dairies)
 - Beverage bottling plants
 - Car washes
 - Chemical Plants
 - Commercial laundries and dry cleaners
 - Premises where both reclaimed and potable water are provided
 - Film processing facilities
 - Food processing plants
 - Hospitals, medical and dental centers, nursing homes and veterinary
 - Blood and plasma centers
 - Premises with separate irrigation systems using the purveyor's water with chemical addition
 - Laboratories
 - Metal plating industries
 - Mortuaries
 - Petroleum processing or storage plants
 - Piers and docks

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

Fire Requirements (applies to both City Water and Water Purveyors):

1. Fire flow requirements are dependent on the construction type and size. Buildings >10K SF requires sprinklers. Note if fire partition walls are used this reduces this 10k SF to that area protected by the fire walls.
2. Hydraulic analysis is generally required by Fire. The reviewer needs to coordinate the system and pipe size based on this analysis. The volume capacity for dead end lines are limited by Velocity. $Q=VA$ where V is limited by 10FPS per city standards.
3. Engineering is focused on some water quality benefits, we don't want domestic water to come off a dead-end hydrant line as this water is commonly stagnant and tastes funny. Fire is generally not worried about this. If a hydrant is shown in the middle of a private site, the project likely needs fire sprinklers.
4. A wet pipe fire sprinkler system constantly has water in the pipes. This type of sprinkler system requires a DCVA backflow device, which requires a plumbing permit to install the backflow.
5. A dry pipe sprinkler system uses pressurized air in the pipe which is released when the water is released, this system does not require a backflow device.

- The domestic service line and fire system service line shall have a separate, independent connection to the supply main. 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]
- Maximum hydrant run is 20-feet. Hydrant runs that exceed this distance shall be served by a mainline with the hydrant feed line set at right angles to the supply main.
- 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]
- Available fire flow for the project site must be determined by hydraulic modeling conducted by the City's consultant. The cost of this analysis is \$600 and shall be paid by the applicant.
- Utility extensions shall be approved and permitted prior to any building permit issuance. [PMC 14.02.130]

• SEWER

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070, 17.42 and CS 400]
- The applicant shall connect into the existing public system located within 15th St SE. 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)]
- 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.

- Side sewers shall have a cleanout at the property line (to distinguish ownership/maintenance responsibility), at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
- 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.
- 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) & CS 401(16)]
- The construction of an area drain for the trash enclosure, if proposed, will require the enclosure to be covered to prevent stormwater infiltration into the sewer system.
- Utility extensions shall be approved and permitted prior to any building permit issuance. [PMC 14.20.030]

- **STORMWATER**

- Design shall occur pursuant to current City Standards 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 Stormwater Management Manual for Western Washington. [PMC 17.42 and 21.10 and CS 200]
- Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3.2, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 1 through April 1). If you are not sure about whether or not your project is required to perform this wet weather long term monitoring, then check with the review engineer from the city. For this project it will almost definitely be required. It is imperative that this monitoring is performed early in the design process so that the results can be utilized for storm design. Without it, the project could be delayed by a full year.
 - Hydraulic conductivity testing:
 - o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small-Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 1 through April 1) is required for properties under 1 acre. Properties that are over 1 acre that have predicted low infiltration rates should perform Large Scale PIT Tests for better accuracy.
 - o If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume V Section 5.2.7.
- If infiltration facilities/BMPs are feasible, the number of tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 square feet of permeable pavement or one test for each bio-retention cell.
- 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. Provide the long-term infiltration rate calculation in the stormwater report.

- The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC 21.10 and Ecology Manual Volume I, Section 3.4.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
- The applicant shall include a completed stormwater flowchart, Figure I-3.1 for New Development or Figure I-3.2 for Redevelopment in the Stormwater/Drainage Report. NOTE: Areas of disturbance within the public ROW must be included in the project area as part of the stormwater thresholds and calculations.
- Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.
- 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]
- 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; Volume III, Chapter 3; and Volume V, Chapter 5. [PMC 21.10.190 and MR#5 from the Ecology Manual]
- Erosion control measures for this site will be critical. A comprehensive erosion control plan will be required as part of the civil permit application.

Stormwater Retention/Detention (R/D) Facilities:

- Overflow facilities shall be provided for any proposed R/D facilities in accordance with City standards. This may include a downstream analysis of up to a quarter mile.
- 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. [PMC 21.10 & DOE Manual, Vol. V-1.2]

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]
- When using WWHM for analysis, provide the following WWHM project files with the civil permit application:
 - o Binary Project File (WHM File Extension)
 - o ASCII Project File (WH2 File Extension)
 - o WDM File (WDM File Extension)
 - o WWHM Report Text (WORD File)
- The permanent storm water management plan shall clearly delineate any offsite basins tributary to the project site and include 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
- All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the report:
 - o Pipe Reach Name
 - o Structure Tributary Area
 - o Pipe Diameter (in)
 - o Pipe Length (ft)
 - o Pipe Slope (%)
 - o Manning's Coefficient (n)
 - o HGL for each Pipe Reach
 - o Design Flow (cfs)
 - o Water Depth (in), Velocity (fps) and Percent Full (%) at Design Flow
 - o Flow (cfs) and Velocity (fps) at Pipe-Full
 - o Critical Depth (in)
 - In the event that during civil design, there is insufficient room for proposed stormwater facilities in the area(s) shown on the plans, the stormwater area(s) shall be increased as necessary so the final design will be in compliance with current City Standards. This may result in the number of lots being reduced, or a reduction in other site amenities. [PMC 21.10.060(4), 21.10.150]
 - 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:
 - o A licensed professional geotechnical engineer shall determine the maximum seasonal high groundwater elevation at the location of the combined facility.
 - o The applicant shall clearly indicate the static water surface elevation for the top of the wetpool/bottom of the storage volume.
 - o 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:
 - o "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."
 - o "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 public 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. [CS Detail 06.01.10]
 - Construction of frontage improvements associated with this project may require installation/extension of the stormwater main to accommodate road runoff. Any new stormwater main shall be adequately sized to accommodate any upstream basins tributary to main.
 - 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 application must be made 60 days prior to the discharge of any stormwater from the site. The link below may be used to obtain information to apply for this permit:

<http://www.ecy.wa.gov/programs/wq/stormwater/construction/>

- All private storm drainage facilities shall be covered by an Operations and Maintenance Manual which shall be attached to the City's Storm Water Agreement which shall then be recorded with Pierce County. Under this agreement if the owner fails to properly maintain the facilities, the city, after giving the owner proper notice, may perform necessary maintenance at the owner's expense. [PMC 21.10.270]

- **STREET**

- At the time of construction, the applicant shall construct curbs, gutters, sidewalks, storm drainage, half-street paving, and street lighting in accordance with the City's standards and specifications along all street frontage adjoining the property. [PMC 11.08.030, PMC 11.08.120, 11.08.130, 19.12.050(1)]

- If it can be shown that the existing integrity of the road cross-section (asphalt pavement, top course, base course, and subgrade) reasonably complies with City Standards and is not deteriorated, the City may allow, at the City Engineer's discretion, a grind and overlay in lieu of reconstruction of the roadway. The applicant will be required to submit documentation which supports any request to grind and overlay.

- Existing public utilities that are in conflict with proposed frontage improvements shall be relocated as necessary to meet all applicable City, State, and Federal requirements.

- Existing private utilities (gas, telcon, cable, etc.) that are in conflict with City maintained right-of-way and utilities shall be relocated outside of the travelled road section, i.e., behind the curb under the sidewalk area.

- Road plans shall include a plan and profile view of the roadway indicating both the centerline and flow line elevations. [PMC 17.42 & CS 2.2]

- A separate street lighting and channelization plan if relevant shall be provided in accordance with City Standards.

- Commercial and Multi-family projects shall provide an auto turn 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.

- Root barriers in accordance with City Standard Detail 01.02.03 shall be installed for all street trees within ten (10) feet of the public ROW.

- Wheelchair ramps, accessible routes, etc. shall be constructed in accordance with City Standards and current ADA regulations. If there is a conflict between the City Standards and ADA regulations, the ADA regulations shall take precedence over the City's requirements. [PMC 17.42]

- Any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]

- Any curb, gutter, sidewalk, or other existing improvements which currently do not meet City Standards, or are damaged during construction, shall be replaced. [PMC 11.08.020]

- Upon review of the required, submitted traffic report, additional off-site improvements may be required as directed by the Traffic Engineering Department. [PMC 17.42]

- Street numbering and addressing shall be provided by Engineering Services and reflected on the final plat document. [CS 103.1]

- **GRADING**

- A Grading Plan conforming to all requirements of PMC Section 21.14.120 will be

required prior to infrastructure construction. The Plan shall be prepared by a Civil Engineer licensed in the State of Washington. [PMC 21.14.070]

- Cross sections will be required at various points along the property lines extending 30-feet onto adjacent properties to assure no impact from storm water damming or runoff. [PMC 17.42 & CS 502.1]

- The following notes shall be added to the first sheet of the TЕСP:

"If at any time during construction it is determined by the City that mud and debris are being tracked onto public streets with insufficient cleanup, all work shall cease on the project until this condition is corrected. The contractor and/or the owner shall immediately take all steps necessary to prevent future tracking of mud and debris into the public ROW, which may include the installation of a wheel wash facility on-site."

"Contractor shall designate a Washington Department of Ecology Certified Erosion and Sediment Control Lead person and shall comply with the Stormwater Pollution Prevention Plan (SWPPP) prepared for this project."

"Sediment-laden runoff shall not be allowed to discharge beyond the construction limits."

"The permanent BMPs shall not be utilized for TЕС runoff. Connect BMPs to road system only after construction is complete and site is stabilized and paved."

- A geotechnical report conforming to all requirements in PMC Sections 21.14.150 and 21.14.160 will be required prior to civil/grading/stormwater review. The Report shall be prepared by a Civil Engineer or Engineering Geologist licensed in the State of Washington.

- FEES

- Water and sewer connection fees and system development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st.

- Stormwater system development fees are due at the time of civil permit issuance for commercial projects and at the time of building permit issuance for single family or duplex developments and do not vest until time of permit issuance. Fees are increased annually on February 1st.

Redevelopment

- To obtain credit towards water and sewer System Development Fees for existing facilities, 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, 14.10.030]

- For existing Stormwater facility monthly storm utility billing, the city will assess the amount of existing Equivalent Service Units (1 ESU = 2800 square feet of 'hard' surface) already 'connected' and credit that number against the proposed increase in hard surface. [PMC 14.26.070]

- 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 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]

- A sanitary 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 14.10.010, 14.10.030]

- 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 \$4,246.03 per ESU. [PMC 14.26.070]

Engineering Traffic Review - Bryan Roberts ; (253) 841-5542 ; broberts@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. Custom rate study may be required for the current proposal (Truck STOP w/services not represented in the current ITE manual)

The City has adopted a City-Wide Traffic Impact Fee per PM peak hour trip.

Note: The current fee will increase from \$4500 to \$8762.86 per pm peak hour trip, beginning January 1st, 2027.

The fee information provided in these notes does not vest the project to any current or future fee rate.

The rate of the traffic impact fee shall be the rate in effect at the time of complete building permit application determination and are due at permit issuance. If a permit application expires the vested rate also expires.

Vehicle trip credits would be allowed for previous cold storage land use.

Per Puyallup Municipal Code Section 11.08.135, the applicant/owner is required 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.

The scope of frontage improvements would be identical to the previously approved civil design (PRCCP20231096): curb, gutter, 8' sidewalks, 10ft planter strip, and streetlights

AutoTurn analysis would be required for Fire and largest anticipated design vehicle (WB-67 likely). Queuing analysis may be required along frontage to ensure trucks arriving to site have adequate room to queue without impacting 15th St SE

It is expected the main access gate would remain open during daytime Open during business hours would help reduce likelihood of queuing issues on 15th

Design of commercial driveway must follow conditions described in approved AMR (alternative methods request) document. PRAMR20230739

Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged \$0.87 per building sqft and shall be paid prior to building permit issuance.

A separate street lighting plan will be required with the civil permit submittal.

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

Permit Submittal Instructions (Planning, Engineering , or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's master](#)

[document list](#). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At the time of 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 Log in 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 the 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.*