



City Council Regular Meeting Agenda

This City Council meeting will be held in person at the Council Chambers on the 5th floor of City Hall, 333 S. Meridian.

The meeting can be viewed online via the city website (<https://bit.ly/3UDpXHe>) on YouTube (<https://bit.ly/45iUPQM>) and on Zoom (<https://bit.ly/PuyallupZoom>). To listen by phone, call 253-215-8782 and enter webinar ID 859 7094 8273 and passcode 884215.

Public comments can be submitted in writing at info@puyallupwa.gov until 5:30 p.m. and be distributed to the City Council prior to the meeting, or in-person. No public comments will be accepted via Zoom.

Tuesday, February 24, 2026
6:30 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

1. APPROVAL OF AGENDA

2. CONSIDERATION OF MINUTES

- 2.a **Pg. 3** - Approval of the January 27, 2026 minutes
[January 27, 2026 minutes](#)

CITIZEN COMMENTS

3. CONSENT AGENDA

- 3.a **Pg. 10** - Authorize Supplemental Agreement 4 with Gray and Osborne, Inc., for the Water Pollution Control Plant 3rd Secondary Clarifier Project
- 3.b **Pg. 11** - Accept "Stop the Bleed Kits" from the Pierce County Department of Emergency Management
- 3.c **Pg. 12** - Approve accounts payable, payroll, and electronic fund transfers from December 2025
[Voucher](#)
- 3.d **Pg. 14** - Authorize Supplemental Agreement 2 with MIG for the Meeker Festival Street Project

4. ORDINANCES

- 4.a **Pg. 15** - Second reading of an ordinance amending Puyallup Municipal Codes 2.54, Title 19, 20.11, and 20.12
[Ordinance](#)
- 4.b **Pg. 119** - Second reading of ordinance approving amendments to the Zoning Map and

Puyallup Municipal Codes 20.46 and 20.51
[Staff Report](#)
[Ordinance, Exhibits A & B](#)
[Exhibit C](#)

5. RESOLUTIONS

- 5.a **Pg. 147** - Resolution confirming appointments to various citizen volunteer boards and commissions
[Resolution](#)

6. CONSIDERATIONS AND REQUESTS

- 6.a **Pg. 150** - Budget authorization for an additional Payroll Specialist position
[Comparable Cities Data](#)

7. OTHER BUSINESS

- 7.a **Pg. 153** - Parklet program policy discussion
- 7.b **Pg. 154** - Traffic Impact Fee Discussion
[TIF Updated Rate Study](#)

CITY MANAGER'S REPORT

COUNCIL REPORTS

MAYOR'S REPORT

EXECUTIVE SESSION

ADJOURNMENT

The City of Puyallup does not discriminate on the basis of disability in any of its programs, activities, or services. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Puyallup should contact the City Clerk's Office (253-841-4321, info@puyallupwa.gov) as soon as possible but no later than 48 hours before the event.

**City of Puyallup
Regular City Council Meeting
January 27, 2026**

COUNCILMEMBERS PRESENT: Mayor Witting, Deputy Mayor Johnson, Councilmember Adler, Councilmember Gilliam, Councilmember Kastama, Councilmember King, and Councilmember Smolko

APPROVAL OF THE AGENDA

Council Action: A motion was made by Councilmember King, and seconded by Councilmember Gilliam, to approve the agenda. The motion passed 7-0.

CONSIDERATION OF MINUTES

Council Action: A motion was made by Deputy Mayor Johnson, and seconded by Councilmember Kastama, to approve the December 2, 2025 minutes. The motion passed 6-0 (Smolko abstained).

A motion was made by Deputy Mayor Johnson, and seconded by Councilmember Kastama, to approve the December 9, 2025 minutes. The motion passed 6-0 (Smolko abstained).

PRESENTATIONS AND PROCLAMATIONS

Proclamation honoring Ken Martin

Mayor Witting read a proclamation honoring former Puyallup Mayor Ken Martin for his dedicated service to the community. Former Mayor Martin was a lifelong Puyallup resident with deep community roots and served in the United States Army and the Air Force Reserves. He was a successful businessman and devoted more than two decades to civic leadership, earning recognition for his integrity, leadership, and concern for residents. His legacy is reflected in the policies and projects he influenced, as well as his example of civic responsibility and commitment to Puyallup. Former Mayor Martin's daughter, Jackie Morrell, accepted the proclamation on behalf of the Martin family.

Proclamation honoring Black History Month

Mayor Witting read a proclamation declaring February Black History Month. The proclamation traced Black History Month's origins to Carter G. Woodson's Black History Week in 1926, which was expanded to a month-long celebration in 1976 during the nation's bicentennial. Following the reading, Mayor Witting remarked on the success of Puyallup's first community-wide Martin Luther King Jr. celebration. He expressed his commitment to making Puyallup a welcoming community for all. Dr. Chio Flores, President of Pierce College Puyallup, accepted the proclamation on behalf of the college, joined by staff and students.

CITIZEN COMMENTS

John Hopkins commended Council for their proactive leadership in the MLK celebration, highlighting that it took courage beyond just a proclamation. He acknowledged Puyallup's rapidly changing demographics and expressed appreciation for Council's willingness to adapt and lead in this evolving environment.

Trevor Baumgardner, an LPN at Good Samaritan Hospital and SEIU Northwest 1199 union delegate, highlighted that the hospital's emergency room is the fourth busiest in the nation and expressed the union's aim to grow with the hospital. He emphasized the necessity of safe staffing levels, competitive wages, and the delivery of quality healthcare to meet the needs of the Puyallup and greater Pierce County communities.

Penni Thorpe acknowledged the long history of both the Puyallup Tribe and European settlers in the area. She requested the appointment of liaisons from the City Council to the Puyallup Tribe and the school district, and she advocated for establishing a code of ethics for Council, noting that other City Councils in the county already have such codes.

Andrelyn Izquierdo from Pierce County District 2 addressed issues on slavery and human trafficking, highlighting examples of human trafficking victims and her efforts in aiding these victims.

Valorie Dent expressed frustration with traffic issues on Shaw Road, attributing current problems to Council's approval of developments such as Emerald Ridge and Sunrise in 1983.

CONSENT AGENDA

Accept the Clarks Creek Pump Station Replacement project as complete

Authorize a change order with RW Scott Construction Co., for the Sound Transit Access Improvement project

Authorize an addendum to an Interlocal Agreement with the City of Sunnyside to incarcerate persons on behalf of the city in limited circumstances

Authorize a Final Utility Relocation Agreement with Guy F. Atkinson Construction, LLC., for the SR 167 Stage 2A

Accept a Solid Waste Management Ramp Litter Clean Up grant from the Washington State Department of Ecology

Authorize a contact with Psomas, Inc., for the 9th Avenue SW, 5th Street to Meridian Boulevard Improvements project

~~**Authorize a contract with Atwell, LLC for the Bike Lanes; West Stewart and 23rd Street NW to 7th Street NW & 4th Street NW to River Road project (4.g moved to item 8.b at the request of Councilmember Gilliam)**~~

Authorization a contract with Conquer Addiction, PLLC to provide health care services to the Puyallup Jail**Authorize a contract with Brown and Caldwell for Final Design and Construction Management Services for the 4th Street NW Storm Replacement Phase N-2a****Authorize a contract with Murrey's Disposal Company Inc. for solid waste, recyclables, and yard waste collection services**

Council Action: A motion was made by Councilmember Adler, and seconded by Councilmember Gilliam, to approve the consent agenda. The motion passed 6-0 (Johnson absent during voting).

PUBLIC HEARINGS**Public hearing and consideration of a development agreement regarding the buildout of the Good Samaritan Hospital Master Plan**

Senior Planner (SP) Chris Beal presented the Good Samaritan Hospital Master Plan. He highlighted that the master plan process began last year, following Council's approval of the plan on June 10, 2025. This approval followed a comprehensive review by the Planning Commission and was supported by an Environmental Impact Statement (EIS) issued in May 2025. SP Beal noted that the master plan governs the future build-out and expansion of the campus over 20 years. The plan includes several critical elements, such as the introduction of a new patient care tower with 160 new licensed inpatient beds and 30 observational beds. Additional phases in the development include parking structures, expansion of the central utility plant, medical office buildings, and the Dally Tower's third street expansion. The plan further outlines street frontage improvements necessary for public streets throughout the multi-care campus. SP Beal emphasized that the development agreement will implement or supplement the master plan by outlining key components, including permit processing timelines, frontage improvements, and procedures for reassessing traffic impacts if the project's scope changes.

Mayor Witting opened the public hearing for citizen comments at 7:18 pm.

Andrelyn Izquierdo addressed medical service costs.

Trevor Baumgartner emphasized that the hospital's emergency room is the fourth busiest in the nation and expressed the union's aim to grow alongside the hospital. Mr. Baumgartner advocated for growth that includes additional facilities for patients, visitors, and employees, such as safe parking structures with hybrid and electric charging stations, to maintain the momentum of quality service delivery.

Valorie Dent raised concerns about increased ambulance and paramedic traffic near the Good Samaritan Hospital, noting a shift from six weekly incidents to potentially six daily. She attributed these impacts to developments around the hospital, stressing the need for comprehensive infrastructure upgrades on surrounding streets, especially 12th Avenue, to support the hospital's

expansion. Ms. Dent emphasized the importance of thorough planning to address the traffic conundrum affecting not only immediate areas but also the broader community.

Mayor Witting closed the public hearing for citizen comments at 7:22 pm.

Following SP Beal's presentation and citizen comments, Council underscored the urgency to balance current and future community needs, with a focus on traffic and parking impacts. They emphasized the critical importance of maintaining transparency and fostering coordination among stakeholders. Councilmembers highlighted the need to thoroughly evaluate all facets of the expansion to safeguard community well-being and quality of life, positioning these objectives in tandem with anticipated future societal growth and change.

Council Action: A motion was made by Deputy Mayor, and seconded by Councilmember Kastama, to approve a resolution authorizing the City Manager to execute the proposed Development Agreement. The motion passed 7-0.

ORDINANCES

Second reading of an ordinance adopting the City of Puyallup Commute Trip Reduction Plan Four-Year Plan: 2025-2029 and amending Chapter 21.16 Puyallup Municipal Code

Senior Planner (SP) Kendall Wals presented the second reading of an ordinance adopting the City of Puyallup's Commute Trip Reduction (CTR) Plan for 2025-2029, along with amendments to Chapter 21.16 of the Puyallup Municipal Code. She addressed questions from the first reading, confirming that participation is mandatory under the Clean Air Act. SP Wals explained the consequences of non-participation, which include the loss of funding and potential penalties, while still requiring employers to participate through another agency. Additionally, she shared data indicating that 73% of CTR participants in Pierce County drive alone, but they use alternative transportation at higher rates than both the state and national averages.

During Council feedback, the CTR plan received support for promoting transit as part of an integrated system similar to housing. The idea of conducting a cost-benefit analysis was suggested, noting its absence in the current update. It was clarified that the city's spending on the program is under \$10,000, despite receiving \$31,300 from the state over two years, as those funds are directed to Pierce County under an interlocal agreement.

Council Action: A motion was made by Councilmember Adler, and seconded by Councilmember Gilliam, to approve the second reading of the ordinance. With a roll call vote, the motion passed 7-0.

Second reading of an ordinance amending section 6.12.045 of the Puyallup Municipal Code as it pertains to the billing for solid waste services

Council Action: A motion was made by Councilmember Adler, and seconded by Councilmember Gilliam, to approve the second reading of the ordinance. With a roll call vote, the motion passed 7-0.

CONSIDERATIONS AND REQUESTS

Development and Permitting Services Department 2026 Work Plan presentation

Director of Development and Permitting Services (DPSD) Courtney Brunell and Planning Manager (PM) Katie Baker presented a comprehensive work plan for updating city codes. DPSD Brunell presented a detailed document outlining necessary revisions, which includes six key updates for the year: expanding short plats in Title 19 subdivisions from 4 to 9 lots, implementing zoning map amendments in two phases to align with the comprehensive plan, establishing middle housing regulations per state mandates, revising the critical areas ordinance, updating design standards to require clear and objective criteria, and conducting a more detailed analysis of major zone districts for the second phase of zoning map updates.

Council recognized the code's outdated nature and praised staff for addressing challenges related to state legislation and the comprehensive plan. They expressed appreciation for the proposed short plat expansions to facilitate infill development and inquired about the transition to administrative review rather than design committees. DPSD Brunell confirmed a move toward more objective standards, addressed concerns about permitting delays, and agreed to evaluate compliance metrics. She assured Council of nearly 100% compliance with state mandates and highlighted the effectiveness of monitoring systems.

OTHER BUSINESS

2026 - 2027 City Councilmembers Committee Appointments

Mayor Witting presented the 2026 – 2027 City Councilmembers Committee Appointments.

Council Action: A motion was made by Mayor Witting and seconded by Deputy Mayor Johnson, to approve the 2026-2027 City Council Committee Appointments.

A motion was made by Councilmember Adler, and seconded by Councilmember Gilliam, to suspend Council Rules of Procedure. With a roll call vote, the motion passed 5-2 (Johnson, Witting)

A motion to amend was made by Councilmember Adler, and seconded by Councilmember Gilliam, to appoint CM Adler to Pierce Transit Board. With a roll call vote, the motion passed 7-0.

The motion to approve the 2026-2027 City Council Committee Appointment passed 7-0.

Authorize a contract with Atwell, LLC for the Bike Lanes; West Stewart and 23rd Street NW to 7th Street NW & 4th Street NW to River Road project

This item was pulled for additional information from the Consent Agenda at the request of Councilmember Gilliam. During the discussion, City Engineer (CE) Hans Hunger addressed

inquiries about the project, particularly the current status and plans for additional public hearings. CE Hunger explained that the initial public meeting had elicited considerable opposition, particularly concerning the elimination of parking on Stewart. To gather more information and address community concerns, the City is conducting a comprehensive parking survey not only on Stewart but also on the intersecting cross streets. This survey aims to assess the number of available parking spots and their utilization. CE Hunger assured Council that another public meeting will be held to discuss the findings and any planned changes, ensuring that residents have the opportunity to hear firsthand updates from staff, potentially scheduled for February following the completion of the parking study. Notifications will be sent out to residents on Stewart, keeping them informed and engaged in the process.

Council Action: A motion was made by Councilmember Kastama, and seconded by Councilmember Gilliam, to approve the contract with Atwell LLC. The motion passed 7-0.

CITY MANAGER'S REPORT

City Manager (CM) Steve Kirkelie informed the Council that their next meeting will be next Tuesday and Wednesday for their Retreat at Pierce College.

COUNCIL REPORTS

Councilmember Gilliam updated Council on the Puyallup Main Street Association's (PMSA) commitment to hosting events that draw customers directly into stores. She highlighted the focus on supporting local businesses and encouraged others to keep informed about activities through PMSA's social media.

Councilmember Smolko expressed her enthusiasm for collaborating with Dr. Flores and the guiding coalition for the MLK Day of Celebration. She expressed eagerness to engage in cultural conversations, underscoring a notable demand and passion for such dialogues in the community.

Councilmember Kastama expressed his exasperation with the ongoing litter problem along Washington state highways, emphasizing the inconsistency between the state's ecological claims and the current state of its roadways. Councilmember Kastama also announced he would join Mayor Witting in future Senior Center meetings for community discourse and dessert.

Deputy Mayor Johnson noted that life's challenges underscore the need for mutual support, as everyone encounters hardships that require collective empathy and assistance. Deputy Mayor Johnson acknowledged his imperfections and suggested that, despite various tensions, it's essential to offer support to others.

MAYOR'S REPORT

Mayor Witting emphasized the staff's hard work to move forward with code updates. He urged Councilmembers to collaborate efficiently to make the necessary changes for precision and clarity in City/local regulations.

EXECUTIVE SESSION

Council recessed into executive session at 9:08 pm. to discuss with City Attorneys matters relating to agency enforcement actions; and to receive and evaluate complaints or charges brought against a public officer or employee. The executive session is expected to last one hour.

City Council returned from Executive Session at 10:08 pm.

Council Action: A motion was made by Councilmember Gilliam, and seconded by Deputy Mayor Johnson, to authorize the City Manager to initiate an independent investigation into a complaint involving a Councilmember utilizing a qualified third-party investigator. The City Manager is further directed to ensure that the investigation is conducted promptly and to bring back a report with findings and recommendations to the City Council for considering any final action. With a rollcall vote the motion passed 7-0.

ADJOURNMENT- 10:10 pm.

DRAFT



City Council Agenda Item Report

Submitted by: Robyn Buck
Submitting Department: Engineering
Meeting Date: February 24, 2026

Subject:

Pg. 10 - Authorize Supplemental Agreement 4 with Gray and Osborne, Inc., for the Water Pollution Control Plant 3rd Secondary Clarifier Project

Presenter:

Hans Hunger, City Engineer

Recommendation:

Authorize the City Manager to execute Supplemental Agreement 4 with Gray and Osborne, Inc., for construction management and inspection services on the Water Pollution Control Plant 3rd Secondary Clarifier Project in the amount of \$78,600, in a form as approved by the City Attorney.

Background:

On February 25, 2021, the City of Puyallup entered into an agreement with Gray & Osborne, Inc., to provide design and construction engineering services for this project. Since the execution of the original agreement, three supplemental agreements have been approved. Supplemental Agreement No. 1 extended the contract completion date. Supplemental Agreement No. 2 authorized additional design services beyond the original scope of work. Supplemental Agreement No. 3 provided for additional construction engineering services and extended the contract term through December 31, 2026.

Construction has progressed at a slower pace than originally anticipated. At the time Supplemental Agreement No. 3 was executed, the contractor's schedule projected substantial completion in mid-December 2025. The project is now expected to extend through the end of February 2026. As a result, additional project management and construction inspection services are required beyond those previously authorized.

Supplemental Agreement No. 4 provides funding for approximately ten additional weeks of construction engineering services by Gray & Osborne, Inc. to support completion of the project.

City Strategic Plan Goal Category:

Livable & Healthy Community

Fiscal Impacts:

The original contract was for \$477,800. Supplemental Agreement 1 was for a time extension only. Supplemental Agreement 2 was for \$62,000, and Supplemental Agreement 3 was for \$126,000. Supplemental Agreement 4 includes an additional \$78,600, bringing the new contract amount to \$744,400. Staff is also requesting a contingency of \$15,700, bringing the total authorized amount to \$760,100. The funds will be expended from previously budgeted Capital Sewer Funds.



City Council Agenda Item Report

Submitted by: Kirstin Hofmann
Submitting Department: Emergency Management
Meeting Date: February 24, 2026

Subject:

Pg. 11 - Accept "Stop the Bleed Kits" from the Pierce County Department of Emergency Management

Presenter:

Kirstin Hoffman, Emergency Management Manager

Recommendation:

Authorize the City Manager to accept equipment for Emergency Management Division preparedness and response efforts from the Pierce County Department of Emergency Management, in a form as approved by the City Attorney.

Background:

The Emergency Management Division received equipment valued at \$5,193.60 for emergency management preparedness and response, specifically "Stop the Bleed Kits". Pierce County Department of Emergency Management purchased the equipment with FFY21 Department of Homeland Security Grant Program funds. The equipment is a regional asset that will be stored and maintained by the Emergency Management Division.

City Strategic Plan Goal Category:

Safe Community



City Council Agenda Item Report

Submitted by: Yessenia Abarca
Submitting Department: Finance
Meeting Date: February 24, 2026

Subject:

Pg. 12 - Approve accounts payable, payroll, and electronic fund transfers from December 2025

Presenter:

Barbara Lopez, Finance Director

Recommendation:

Approve accounts payable, payroll, and electronic fund transfers of \$21,884,303.80; ratify and confirm payments as previously authorized by the finance director.

City Strategic Plan Goal Category:

Organizational Excellence

ATTACHMENT(S)

[Voucher](#)



I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Puyallup, and that I am authorized to authenticate and certify to said claim.

Accounts Payable warrant numbers:	<u>AP 11471</u>	through	<u>AP 11891</u>	\$	2,243,118.31
Accounts Payable (ACH) warrant numbers:	<u>EF 705874</u>	through	<u>EF 706059</u>	\$	5,247,461.54
Payroll warrant numbers:	<u>PY 649</u>	through	<u>PY 655</u>	\$	18,322.37
Payroll warrant numbers:	<u>PY 656</u>	through	<u>PY 658</u>	\$	687.08
Payroll (direct deposit) numbers:	<u>EFT 114598</u>	through	<u>EFT 115045</u>	\$	1,216,002.91
Payroll (direct deposit) numbers:	<u>EFT 115046</u>	through	<u>EFT 115483</u>	\$	11,136,432.21
Electronic payments / Wire transfers dates:	<u>12/1/2025</u>		<u>12/31/2025</u>	\$	2,022,279.38
				Total All Funds	\$ <u>21,884,303.80</u>


 Barbara Lopez
 Finance Director
 City of Puyallup

2/6/2026
 Date



City Council Agenda Item Report

Submitted by: Robyn Buck
Submitting Department: Engineering
Meeting Date: February 24, 2026

Subject:

Pg. 14 - Authorize Supplemental Agreement 2 with MIG for the Meeker Festival Street Project

Presenter:

Hans Hunger, City Engineer

Recommendation:

Authorize the City Manager to execute Supplemental Agreement 2 in the amount of \$47,908 for the Meeker Festival Street Project with MIG for hazmat services and support, in a form as approved by the City Attorney, and amend the budget as appropriate.

Background:

The original professional services agreement was executed on June 12, 2026, for a total amount of \$890,300. Supplemental Agreement 1 was for \$54,500. Supplemental Agreement 2, for \$47,908, is needed to amend the contract by incorporating additional tasks essential to the environmental cleanup of the site, related to the future development of the City-owned properties located at 115 2nd Street SE, known as the Cornforth Campbell site. These additional tasks include coordination with WSDOT Highways and Local Programs regarding the potential for encountering contaminated groundwater during construction and the need for Temporary Construction Easements (TCEs) to construct proposed sidewalk improvements within the existing right-of-way line.

City Strategic Plan Goal Category:

Livable & Healthy Community

Fiscal Impacts:

Staff is requesting authorization of Supplemental Agreement 2 in the amount of \$47,908, plus a 10% management reserve, for a total of \$52,698.80. The requested funding will come from already budgeted Street Capital Funds.



City Council Agenda Item Report

Submitted by: Chris Beale

Submitting Department: Development & Permitting Services

Meeting Date: February 24, 2026

Subject:

Pg. 15 - Second reading of an ordinance amending Puyallup Municipal Codes 2.54, Title 19, 20.11, and 20.12

Presenter:

Chris Beale, Senior Planner

Recommendation:

Conduct second reading of an ordinance amending Puyallup Municipal Codes 2.54, Title 19, 20.11, and 20.12 to address subdivision and application noticing regulations.

Background:

The City of Puyallup is undertaking a comprehensive update to PMC Title 19 – Plats and Subdivisions, which regulates the division and adjustment of land for development. The update aligns local regulations with recent state legislation, the Comprehensive Plan, and the Housing Action Plan while improving clarity, consistency, and processing efficiency. The overall intent of the amendments is to streamline and simplify subdivision procedures to promote additional housing development.

Key changes include expanding the number of lots allowed in a short plat (from a maximum of four to nine), establishing new subdivision types (Unit Lot Subdivisions & Residential Lot Splits), streamlining approval procedures, updating design and review standards as well as noticing and permit processing procedures (consistent with recent changes to state law), which will modify portions of Title 20 (zoning). Other changes to PMC 2.54 (Hearing Examiner) are necessary to support the amendments to Title 19.

City Strategic Plan Goal Category:

Livable & Healthy Community

ATTACHMENT(S)

[Ordinance](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PUYALLUP, WASHINGTON, amending various chapters of Puyallup Municipal Code Title 2.54 (Hearing Examiner) and Title 19 (Plats and Subdivisions), including the establishment of new chapters (PMC 19.09, PMC 19.11 and PMC 19.13) related to land subdivisions; and further amending Puyallup Municipal Code Chapters 20.11 and 20.15 to update permit processing timelines and procedures to comply with state law and to revise locally adopted public notice standards.

WHEREAS, in 2023 and 2025, the Washington State Legislature enacted key housing laws—Senate Bills 5258 (2023) and 5559 (2025), relating to unit lot subdivisions, and House Bill 1096, relating to administrative lot splitting—designed to increase housing affordability, streamline residential land divisions, and further infill development in urban areas; and

WHEREAS, these laws require local agencies to develop standards for unit lot subdivisions (ULS) and residential lot splits (RLS), including clear and objective review procedures and timelines; and

WHEREAS, the City Council finds it necessary to amend Title 19 of the Puyallup Municipal Code to update subdivision and land division standards, implement recent state legislative mandates, streamline procedures, and improve clarity and readability; the proposed Title 19 amendments include significant changes such as:

- Establishment of Unit Lot Subdivisions (ULS) and Residential Lot Splits (RLS), consistent with state law requirements; and,
- Modification of final review procedures for Final Major Plats, allowing administrative approval in place of Council review; and,
- Increasing the maximum number of lots allowed in short plats from four (4) to nine (9); and,
- Establishment of a two-step Preliminary and Final Short Plat procedure, requiring a minimum level of improvements prior to recording a final short plat; and,
- Modification of review procedures to Binding Site Plans, allowing administrative review and approval in place of Hearing Examiner review; and,
- Updates throughout Title 19 to streamline, reduce redundancies, and improve clarity and readability; and,

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Amendments to Titles 2, 19 and 20 PMC
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- Updating public noticing requirements, comment periods and permit processing procedures and to align with current legislatively mandated standards and local procedures.

WHEREAS, updates to various sections of Title 19 and 20 are necessary to address the Engrossed Second Substitute Senate Bill (E2SSB) 5290 (2023), which was adopted to improve permit review efficiency, reduce processing delays, and establish standardized permit decision timelines for local governments; and

WHEREAS, E2SSB 5290 (2023) requires cities and counties to meet new statutory timelines for reviewing and issuing decisions on project permit applications, including the establishment of procedures for completeness determinations, corrections cycles, and reporting requirements; and

WHEREAS, the City of Puyallup desires to align its municipal code and permit review procedures with the mandates of SB 5290 to ensure timely, transparent, and predictable permit processing for applicants; and

WHEREAS, updating local regulations to conform to state law will improve administrative efficiency, enhance customer service, and support the City's goals of streamlining development review and facilitating needed housing and economic development; and

WHEREAS, the proposed municipal code text amendments are found to be consistent with the goals and policies of the City's Comprehensive Plan; and

WHEREAS, the City of Puyallup transmitted (12/03/25) the proposed ordinance to the Washington State Department of Commerce at least 60 days before adoption in accordance with RCW 36.70A.106; and

WHEREAS, the city issued a SEPA Determination of Non-Significance (DNS) on December 08, 2025 for this non-project legislative proposal; and

WHEREAS, during the course of developing the proposed ordinance, various means of public outreach were used including, but not limited to, project webpage, outreach and

engagement meetings with the development community, and local print media notices; and

WHEREAS, the Planning Commission held work sessions on March 12, 2025, July 23, 2025 and November 12, 2025 to study and review matters related to the amendment package; and

WHEREAS, the Planning Commission did not consider amendments to PMC 2.54 (Hearing Examiner), as amendments to that section of PMC is outside the Commission’s purview; the amendments included in the final ordinance to PMC 2.54 are necessary to support the amendments to Titles 19 and 20; and

WHEREAS, on December 10, 2025 the Planning Commission held a duly noticed public hearing on the proposed ordinance, accepted testimony and made a recommendation to adopt amendments to Title 19 and 20 to the Puyallup City Council; and

WHEREAS, on February 10, 2026, the City Council held a public meeting to consider the Planning Commission recommendation on Titles 19 and 20, as well as additional necessary amendments to Title 2; and

WHEREAS, adoption of this ordinance aligns Puyallup with its Comprehensive Plan (2025), Housing Action Plan (2021), state law and advances the public interest by facilitating housing variety and public health and safety; and

NOW, THEREFORE, the City Council of the City of Puyallup, Washington, ordains as follows:

Section 1. *Recitals.* The recitals set forth in the preamble of this ordinance are hereby adopted as findings of fact supporting the action taken herein.

Section 2. *Puyallup Municipal Code.* Title 2.54.070 is amended as follows.

2.54.070 Consideration of land use regulatory cases.

The following cases shall be within the jurisdiction of the examiner under the terms and procedures of this chapter:

- (1) Short plat variance requests or appeals;
- (2) Shoreline conditional use permits, shoreline permit rescissions and shoreline development variances related to the Puyallup Shoreline Master Program (SMP);

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Amendments to Titles 2, 19 and 20 PMC
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- (3) Appeals of administrative interpretations, shoreline substantial development and statements of exemption related to the Puyallup Shoreline Master Program (SMP);
- (4) Preliminary major plat applications;
- (5) Rezone applications;
- (6) Preliminary plat ~~– major~~ modification requests;
- (7) Planned residential developments;
- (8) Planned commercial developments;
- (9) Conditional use permits;
- (10) Variances;
- (11) Appeals of zoning code interpretations;
- (12) Interpretation of zoning boundaries;
- (13) Appeals of administrative decisions;
- (14) State Environmental Policy Act (SEPA) appeals;
- (15) Public works – appeals of administrative decisions regarding alternative methods requests related to the City Standards for Public Works Engineering and Construction Manual;
- (16) Public works – appeals of administrative interpretation of Flood Insurance Rate Map (FIRM);
- (17) Public works – appeals of administrative decisions regarding alternative methods requests related to clearing, filling, and grading criteria;
- (18) Public works – appeals of administrative decisions regarding alternative methods requests related to storm water management criteria;
- (19) Appeals of administrative decisions regarding building permits;
- (20) ~~Binding site plan applications;~~
- ~~(21)~~ Appeals of permit decisions related to heritage tree applications;
- ~~(22 21)~~ Appeals of decisions made by design review and historic preservation board (DRHPB) in relation to design review cases (as outlined by PMC [2.29.070](#)).

Section 3. *Puyallup Municipal Code.* Title 19 is amended as follows.

**Title 19
PLATS AND SUBDIVISIONS**

Chapters:

19.02 General Provisions

19.04 Definitions

19.05 Boundary Line Adjustment

19.06 Lot Combinations

19.07 Short Plat Subdivision

19.08 Major Plat Subdivision

19.09 Alteration and Vacations

19.10 Binding Site Plan

19.11 Unit Lot Subdivisions and Residential Lot Splits

19.12 Design Principles, Standards and Specifications

19.13 Final Plats

>>><<<<<

Chapter 19.02

GENERAL PROVISIONS

Sections:

19.02.010 Short title.

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- 19.02.020 Intent.
- 19.02.030 Scope and purpose.
- 19.02.040 Statutory provision.
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- 19.02.060 Administrative responsibilities.
- 19.02.070 Interpretation.
- 19.02.080 Modifications or variations.
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- 19.02.100 Application requirements.
- 19.02.110 Filing fees.
- 19.02.120 Public ~~meetings and hearings~~ noticing.
- 19.02.130 Development permit prohibition.
- 19.02.140 Injunctive remedy.
- 19.02.150 Enforcement.
- 19.02.160 Severability.

(...)

19.02.060 Administrative responsibilities.

The responsibilities for amendment, administration and enforcement of the provision contained in this title, pursuant to the laws of the state of Washington, are assigned as follow:

<u>Type</u>	<u>Description</u>	<u>Approval authority</u>
<u>Boundary line adjustments, lot combinations</u>	<u>Minor adjustments to property boundary lines of two (2) or more contiguous parcels.</u>	<u>Director</u>
<u>Unit lot subdivision (ULS)</u>	<u>Subdivision of a parent parcel into individual unit lots for applicable dwelling units and associated land area. There is no limit or</u>	<u>Director</u>

Type	Description	Approval authority
	<u>minimum number of lots in a unit lot subdivision.</u>	
<u>Residential lot splits (RLS)</u>	<u>Subdivision of a parent parcel into a maximum of two (2) lots to create new middle or single-family housing.</u>	<u>Director</u>
<u>Short plat</u>	<u>A subdivision of nine (9) or fewer lots.</u>	<u>Director</u>
<u>Major plat</u>	<u>A subdivision of 10 or more lots.</u>	<u>Hearing Examiner (preliminary); Director (final)</u>
<u>Binding site plan</u>	<u>A land division for commercial, industrial or multi-family developments. There is no limit or minimum number of lots in a binding site plan proposal.</u>	<u>Director</u>

~~(1) The hearing examiner is designated as the official agency of the city for the conduct of public hearings and other matters as specified in PMC 2.54.070;~~

~~(2) The community development director shall be responsible for the general administration, coordination and enforcement of this title. The director may adopt administrative policies and procedures addressing interpretation or implementation of the provisions contained in this title;~~

~~(3) The binding site plan committee shall be responsible for conducting public meetings and approval of binding site plans as specified in Chapter 19.12 PMC;~~

~~(4) The planning commission, as established by Chapter 2.28 PMC, shall be responsible for hearing and making recommendations to the city council for amendments to this title; and~~

~~(5) The city council shall be responsible for hearing and adopting amendments to this title, and any other matter under this title requiring final action by the council.~~

19.02.070 Interpretation.

Except as provided for in this title, the ~~community development director~~director -or designee~~(s)~~ shall have the authority for interpreting the meaning, words, phrases and sentences set forth in this title and the determination of how specific situations are

regulated by this title. Whenever, in the course of administration and enforcement of this title, it is necessary or desirable to make any administrative decision, then, unless other standards are in this title provided, the decision shall be made so that the result will not be contrary to the spirit and purpose of this title, or injurious to the surrounding neighborhood. Whenever regulations imposed by this title are either more or less restrictive than regulations imposed by any governmental authority through legislation, rule or regulation, the regulations, which are more restrictive shall apply. Regardless of any other provision of this title, no land shall be divided in violation of any city, state or federal law or regulation. Appeals of an administrative interpretation shall be processed in accordance with the provisions of Chapter 20.87 PMC.

(...)

19.02.100 Application requirements.

A complete application shall be submitted for any platting, subdivision of land, dedication, modification, and vacation of plats or portions thereof regulated under this title. The complete application shall contain the minimum submittal requirements noted in Table 19.02.100 for the corresponding type of application as clarified below, and any supportive material deemed necessary for a full and fair review by the responsible reviewing bodies:

(1) Completed Application Form. Application shall be made on forms provided by the development services department, and completed by the applicant or authorized agent;

(2) Complete Survey of the Plat. A complete survey is required to be compiled ~~on an 18-inch by 24-inch mylar sheet~~ containing the following information:

(a) The names and addresses of the owners of said tract;

(b) The legal description of the original tract proposed for subdivision;

(c) County assessor parcel numbers for all affected tracts;

(d) North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;

(e) Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;

- (f) Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
 - (g) Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
 - (h) Square footage of all proposed lots and tracts;
 - (i) Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
 - (j) Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
 - (k) Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
 - (l) Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
 - (m) Topography showing existing and proposed contours at five-foot contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
 - (n) The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
 - (o) Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
 - (p) Notarized acknowledgments and signatures of the property owner(s);
- (3) Plat Certificate. A plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall have been prepared within two weeks of the date of application;

(4) SEPA Checklist. A completed SEPA checklist shall be prepared on forms provided by the **community development** department when determined to be required by the **community development** director or designee pursuant to state or local statutes;

(5) Other Information. Additional information may be determined to be needed due to site conditions, setting or the proposed improvements, in order for the city to review and approve the proposed development. Other required information may include but not be limited to critical area assessments, flood hazard assessments, traffic impact assessments, preliminary engineering designs, etc.

Table 19.02.100 Minimum submittal requirements

Submittal Requirements	Application Type							
	<u>Boundary Line Adjustment Boundary Line Revision</u>	<u>Lot Consolidation Combination</u>	<u>Major Plat – Preliminary & Final</u>	<u>Major-Short Plat – Preliminary & Final</u>	<u>Binding Site Plan – Preliminary</u>	<u>Binding Site Plan – Final</u>	<u>Unit Lot Subdivision</u>	<u>Residential Lot Split</u>
Completed Application Form – PMC 19.02.100(1)	X	X	X	X	X	X	X	X
-								
Complete Survey of the Plat (18" by 24"), showing the following:	X		X	X	X	X	X	X
Name and address of owners – PMC 19.02.100(2)(a)	X	X	X	X	X	X	X	X
Legal description – existing and proposed – PMC 19.02.100(2)(b)	X	X						
Assessor’s parcel numbers for all affected lots – PMC 19.02.100(2)(c)	X	X	X	X	X	X	X	X
North arrow, scale and date – PMC 19.02.100(2)(d)	X	X	X	X	X	X	X	X
Boundary lines of tracts to be subdivided and their dimensions,	X	X	X	X	X	X	X	X

	Application Type							
Submittal Requirements	<u>Boundary Line Adjustment Boundary Line Revision</u>	<u>Lot Consolidation Combination</u>	<u>Major Plat – Preliminary & Final</u>	<u>Major-Short Plat – Preliminary & Final</u>	<u>Binding Site Plan – Preliminary</u>	<u>Binding Site Plan – Final</u>	<u>Unit Lot Subdivision</u>	<u>Residential Lot Split</u>
bearings and square footage – PMC 19.02.100(2)(f) , (g), (h)								
Layout, names and width of proposed streets, alleys and easements – PMC 19.02.100(2)(o)			X	X	X	X	X	X
Accurate location of existing structures, wells and septic systems – PMC 19.02.100(2)(l)	X		X	X	X	X	X	X
Topography, slopes in excess of 15 percent – 2 contours – PMC 19.02.100(2)(m)	X		X	X	X	X	X	X
Accurate location, material and size of all monuments – PMC 19.02.100(2)(i)	X		X	X	X	X	X	X
Certificate of a registered land surveyor – PMC 19.02.100(2)(j)	X		X	X	X	X	X	X
Vicinity map – PMC 19.02.100(2)(e)			X	X	X	X	X	X
-								
Plat Certificate, within two weeks – PMC 19.02.100(3)	X		X	X	X	X	X	X

	Application Type							
Submittal Requirements	<u>Boundary Line Adjustment Boundary Line Revision</u>	<u>Lot Consolidation Combination</u>	<u>Major Plat – Preliminary & Final</u>	<u>Major-Short Plat – Preliminary & Final</u>	<u>Binding Site Plan – Preliminary</u>	<u>Binding Site Plan – Final</u>	<u>Unit Lot Subdivision</u>	<u>Residential Lot Split</u>
SEPA Checklist, when required – PMC 19.02.100(4)			X	X	X		X	
-								
Other Information, as required – PMC 19.02.100(5)	X	X	X	X	X	X	X	
-								
Filing Fees – PMC 19.02.110	X	X	X	X	X	X	X	X

(...)

19.02.120 Public ~~meetings and hearings~~ noticing.

When required by this title, public meetings and hearings shall be noticed and conducted in accordance with the following provisions:

(1) The ~~community development director~~ director -or designee shall be responsible for setting public meeting and hearing dates, and providing the public with notice thereof as specified in ~~PMC 20.12.005, and providing notice of complete application consistent with PMC 20.11 and department procedures.~~

(a) Notice of complete application (NOA) shall be provided for the following application types:

- i. Preliminary short plats,
- ii. Preliminary major plats,
- iii. Binding site plans,
- iv. Unit lot subdivisions
- v. Residential lot splits.

All property owners within 300 feet shall be mailed a notice of complete application; other department noticing methods and procedures shall also apply, consistent with PMC 20.11 and department procedures.

~~(2) Notice of all public meetings and hearings is required, and shall be issued in accordance with the provisions set forth in PMC 20.12.010. All public meetings and hearings require notice, which shall be issued consistent with the provisions of PMC 20.12.010. Required minimum public noticing distances shall be as follows:~~

~~(a) Binding site plans: 300 feet;~~

~~(b) Major plats: 300 feet;~~

~~(c) Major revisions to binding site plans and major plats: 300 feet;~~

(3) In addition to notifying owners of all property within the distance specified ~~above~~, notice of complete application, public meeting(s) and/or hearing (where necessary) shall also be issued to:

(a) Other cities and towns within one mile of the project boundaries, as well as Pierce County Planning and Public Works;

(b) Washington Department of Transportation, for ~~binding site plans and plats~~ all proposed subdivisions located adjacent to right-of-way for state highways or within two miles of a state or municipal airport;

(c) Puyallup Indian Tribe for properties located within or adjacent to the “1873 Survey Area” for the Puyallup Indian Reservation; ~~and~~

(d) Washington Department of Ecology for any property located within a flood control zone as provided in Chapter 86.16 RCW;

~~(e) Public utility providers where the proposed subdivision would utilize their services; and,~~

~~(f) Other governmental agencies, tribal governments, and interested parties, via email, from a formal distribution list maintained by the department.~~

(4) All public meeting and public hearings required to be performed by the hearing examiner shall be conducted in accordance with the provisions of Chapter 20.12 PMC;

~~(5) All public meetings required to be performed by the binding site plan committee shall be conducted in accordance with the provisions of Chapter 19.12 PMC.~~

(...)

Chapter 19.04

DEFINITIONS

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- ~~19.04.265—Lot line, street side.~~
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- ~~19.04.290 Panhandle access.~~
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- ~~19.04.450 Yard, required.~~
- ~~19.04.460 Yard, front.~~
- ~~19.04.470 Yard, rear.~~
- ~~19.04.480 Yard, side.~~

19.04.000 Definitions.

For the purpose of this title, the following words and phrases are defined and shall be construed as set forth in this chapter, unless otherwise expressly stated or the context clearly indicates a different intention. The words “shall” and “will” are mandatory; the word “may” is permissive.

The definition of words and phrases used in this title and not specifically defined in this chapter shall be their common meaning as may be determined by the **community development** director or designee.

19.04.010 "A"lley.

"Alley" means a public right-of-way or city-approved private way which affords only a secondary means of access to abutting property, unless specifically allowed by this title to serve as a primary means of access subject to specific conditions.

19.04.020 "B"inding site plan.

"Binding site plan" means a drawing of a lot or lots of record showing the location of all existing and proposed major utilities, streets, private roads, easements, and open space, as well as other information set forth in PMC 19.12.040. The plan shall set forth all conditions of approval and shall contain on its face the statements set forth in PMC 19.12.040. The plan shall govern the development of all the land on the lot or lots of record on which the development is proposed.

19.04.030 Binding site plan committee.

Repeated by Ord. 3119.

19.04.040 Block.

"Block" means all property fronting upon one side of a street between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, terminus or dead-end street, or city boundary. An intercepting street shall determine only the boundary of the block on the side of the street, which it intercepts. Private alleys and streets shall not be considered for determining blocks.

19.04.050030 "C"ode.

"Code" means the Puyallup Municipal Code.

19.04.060 Contiguous properties.

~~"Contiguous properties" means two or more lots or parcels of land sharing a common lot line.~~

19.04.070 Comprehensive plan.

"Comprehensive plan" means a long-range plan or group of plans adopted by the city council, which is intended to guide the growth and development of the city, and contains community goals, objectives and policies regarding the environment, land use, housing, community character, parks and recreation, transportation, utilities, capital facilities, and shoreline management.

"Contiguous properties" means two or more lots or parcels of land sharing a common lot line.

~~19.04.080 Council.~~

"Council" means the city council of the city of Puyallup.

~~19.04.090 County auditor.~~

"County auditor" means as defined in Chapter 36.22 RCW, or the office or person assigned such duties under a county charter.

~~19.04.100 Cul-de-sac.~~

"Cul-de-sac" means a short street having one end open to traffic and being permanently terminated by a vehicle turnaround, also known as a court or dead-end street.

~~19.04.11040 "D"eclaration of short subdivision.~~

"Declaration of short subdivision" means a document signed by all persons having any pecuniary interest in the land being subdivided and acknowledged before a notary that they signed the same as their voluntary act and deed. The declaration shall, at a minimum, contain the elements of:

- (1) A legal description of the tract being divided and all parcels contained therein; and
- (2) An illustrative map; and
- (3) If applicable, the restrictive covenants.

~~19.04.120 Director.~~

~~"Director" means the development and permitting services director for the city of Puyallup or designated representative.~~

~~19.04.130 Dedication.~~

"Dedication" means the deliberate transfer of property by the owner to another party for any common or public use, reserving to himself no rights other than those which are compatible with the full exercise and enjoyment of the common or public use to which the property has been devoted.

"Department" means the development and permitting services (DPS) department.

"Director" means the development and permitting services director for the city of Puyallup or designated representative.

"Double frontage lot" means a lot having frontage on two generally parallel streets but not including a corner lot.

19.04.14050 "E"asement.

"Easement" means a grant of one or more of the property rights by the property owner to and for the use by the public, a corporation, or another persons or entity for specific purposes.

19.04.060 "F".

Reserved.

19.04.070 "G".

Reserved.

19.04.150-080 "H"earing examiner.

"Hearing examiner" means the hearing examiner of the city of Puyallup.

19.04.160-090 "I"mprovements.

"Improvements" mean any permanent structure or landscape feature that becomes part of, placed upon, or is affixed to real property including streets, with or without curb or gutter, sidewalks, crosswalk ways, water mains, sanitary and storm sewers, street trees and other appropriate items.

19.04.100 "J".

Reserved.

19.04.110 "K".

Reserved.

19.04.120 “L”.

“Lands Covered by Water” means lands underlying the water areas of the state below the ordinary high water mark, including salt waters, tidal waters, estuarine waters, natural water courses, lakes, ponds, artificially impounded waters, and wetlands. “Lands covered by water” does not include adjacent lands and designated buffers above the ordinary high water mark.

19.04.170 Lot.

"Lot" means a fractional part of subdivided lands having fixed boundaries, being of sufficient area and dimension to accommodate development allowed by zoning. The term shall not include tracts and parcels created or any common or public use including divisions or descriptions created solely for road access purposes.

19.04.180 Lot, corner.

"Lot, corner" means a lot situated at the intersection of two or more streets, which streets have an angle of intersection measured within said lot of not more than 135 degrees.

19.04.190 Lot, panhandle.

See PMC 20.15.005, "Lot, panhandle:" means a lot whose largest area is located to the rear of another lot or lots and which lot has its only access by means of a narrow, contiguous strip of land connecting such lot to a street; the same as a flag lot.

“Lot, parent” means a lot which is subdivided into unit lots through the unit lot subdivision or residential lot split process.

19.04.200 Lot, through.

"Lot, through" means an interior lot having frontage on two non-intersecting streets, and also known as a double frontage lot.

“Lot, unit” means a lot created from a parent lot and approved through the unit lot subdivision process.

19.04.210 Lot area or parcel area.

"Lot area" or "parcel area" means the total horizontal area within the boundary lines of a lot or parcel, excluding any street rights-of-way and the area in any panhandle access.

19.04.220 Lot depth.

"Lot depth" means the horizontal length of a straight line drawn from the midpoint of the front lot line to the midpoint of the rear lot line. If the rear lot line is less than 10 feet in length or if the lot comes to a point at the rear, the rear lot line shall be determined to be a line not less than 10 feet in length lying parallel to the front lot line, and located entirely within the lot and farthest from the front lot line. On panhandle lots, the access strip portion shall be excluded when calculating lot depth.

19.04.230 Lot width.

~~"Lot width" means the horizontal distance between the side lot lines measured at right angles to the line used to determine the depth of the lot at a point midway between the front and rear lot lines.~~

19.04.240 Lot line, front.

See ~~PMC 20.15.005~~, "Lot line, front:" means:

(1) In the case of an interior lot, a lot line separating a lot from the street right-of-way line;

(2) In the case of a corner lot, a lot line separating the narrower street frontage from the street right-of-way line. Alternatively, at the applicant's request, the director shall have the authority to determine, for purposes of determining setbacks, that either street frontage may be deemed the front lot line, with the other frontage becoming the street side yard lot line. This is contingent upon finding that the resulting lot line determination is consistent with existing or proposed site improvements, that site access meets applicable city engineering standards, and that overall site development would not result in a situation injurious to or incompatible with the surrounding vicinity;

(3) In the case of either an interior or corner lot which extends from one street to another, the lot lines separating the lot from the street right-of-way lines on both frontages; except where the right of vehicular access has been waived to one of the streets as required by governmental agency, the lot line separating the lot from the street right-of-way line upon which access has been waived becomes the rear lot line;

(4) In the case of a panhandle or flag lot, a lot line which is most nearly perpendicular to the access strip and whose prolongation would divide the access strip from the main body of the lot;

(5) In the case of a lot which has no street frontage, a lot line which is most nearly parallel and closest to the street right-of-way line from which the property gains access.

19.04.250 Lot line, rear:

See PMC 20.15.005, "Lot line, rear:" means the property line which is opposite and most distant from the front lot line. If the rear lot line is less than 10 feet in length or if the lot comes to a point at the rear, the rear lot line shall be determined to be a line not less than 10 feet in length lying parallel to the front lot line, and located entirely within the lot and farthest from the front lot line.

19.04.260 Lot line, side:

See PMC 20.15.005, "Lot line, side:" means any lot line that is not a front or rear lot line.

19.04.265 Lot line, street side:

"Lot line, street side" means a yard extending between the front and rear lot lines along the full length of the lot and lying between the side lot line that abuts a public way and parallel setback line having a perpendicular distance from said street side lot line equal to the prescribed street side yard setback in the property development standards for the prescribed zone classification in which the lot is located.

19.04.270 Lot of record:

"Lot of record" means a lot as shown on an officially recorded plat, subdivision or binding site plan, or a parcel of land the deed of which is officially recorded, considered as a unit of property, and described by metes and bounds.

19.04.280 Lot of record, nonconforming:

"Lot of record, nonconforming" means a validly recorded lot which, at the time it was recorded, fully complied with the applicable laws and ordinances, but which does not fully comply with the lot requirements (e.g., area, width or depth) of this title.

"Lot width" means the horizontal distance between the side lot lines measured at right angles to the line used to determine the depth of the lot at a point midway between the front and rear lot lines.

19.04.282 Low impact development:

"Low impact development" means a storm water management strategy that emphasizes conservation and use of existing natural site features integrated with distributed, small-scale storm water controls to more closely mimic natural hydrologic patterns in residential, commercial and industrial settings. LID implements engineered small-scale hydrologic

controls to replicate the predevelopment hydrologic regime of watersheds through infiltrating, filtering, storing, evaporating and detaining runoff close to its source. Examples of LID include: permeable paving, bio-infiltration facilities (e.g., "rain garden"), bio-filtration facilities, green roofs, rainwater collection, tree retention, soil amendments, clustered site design, native landscaping/minimization of turf lawn, minimal excavation foundation systems, retention of natural site contours, impervious surface minimization, and other similar methods.

19.04.130 "M".

Reserved.

19.04.140 "N".

Reserved.

19.04.150285 "O" riginal tract.

"Original tract" means a unit of land which the applicant or applicants (subdividers) holds under single or unified ownership and the configuration of which may be determined by the fact that all land abutting said tract is separately owned by others, not including the applicant or applicants; provided, that where a husband and wife the applicant or applicants (subdividers) own contiguous lots in separate or community ownership, said contiguous lots shall constitute the original tract.

19.04.290-160 "P" anhandle access.

"Panhandle access" means a strip of land having a width narrower than that of the lot, tract, or parcel to be served thereby, and designed for the purpose of providing access to one lot, tract, or parcel.

19.04.300 Parcel.

"Parcel" means a contiguous quantity of land in the possession of, owned by, controlled by, or recorded as the property of the same owner or joint owners.

19.04.310 Pedestrian access.

"Pedestrian access" means a right-of-way, dedicated to public use, 10 feet or more in width, which cuts across a block to facilitate pedestrian access to adjacent streets and properties.

19.04.320 Plat.

"Plat" means a map or representation of a subdivision showing the division of a tract or parcel of land into blocks, streets, or other divisions and dedications.

19.04.330 Plat, preliminary:

"Plat, preliminary" means a neat and accurate drawing of a proposed subdivision showing the layout of streets, alleys, lots, blocks, and restrictive covenants to be applied to the subdivision, and the other elements of a plat or subdivision which is furnished as a basis for the general approval or disapproval of the subdivision.

19.04.340 Plat, final:

"Plat, final" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this title. After the county auditor has recorded the final plat, it is known as an authorized plat, subdivision or dedication.

19.04.350 Plat approval:

"Plat approval" means an official action taken by the city regarding a plat.

"Plat certificate" means a notarized document filed with a final plat in Washington State that certifies the property owner's consent to subdivide land, provides the legal description of the property, dedicates any public areas such as streets or utilities, includes any required waivers of claim, and is recorded as part of the subdivision approval.

19.04.360 Public right-of-way:

~~"Public right-of-way" means any defined area dedicated to public use for vehicular, pedestrian and/or utility use.~~

19.04.370 Private roadway:

"Private roadway" means an easement, tract or parcel created to provide the access from a city street to platted lots, the maintenance of which is the responsibility of a homeowners association or similar private party or parties, who shall be noted as such on the face of the plat.

"Public right-of-way" means any defined area dedicated to public use for vehicular, pedestrian and/or utility use.

19.04.170 "Q".

Reserved.

19.04.180 “R”.

“Residential lot split” means the administrative process of dividing an existing lot into two lots for the purpose of sale, lease, or transfer of ownership pursuant to this section.

“Reverse frontage lot” means a double frontage lot that is oriented so that its rear lot line abuts an arterial or collector street and its primary access is from a local street, in order to restrict direct access to the higher-volume street.

19.04.38190 “S”treet.

"Street" means a public right-of-way which affords primary means of vehicular access to abutting property, including boulevard, avenue, place, drive, court, lane of other thoroughfare dedicated to such public travel.

19.04.390 Subdivider.

"Subdivider" means any person, firm or corporation proposing to make, or have made, a subdivision.

19.04.400 Subdivision.

"Subdivision" means the division of a lot, tract, or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale or lease.

19.04.410 Subdivision, major.

“Subdivision, major” means subdivision, plats or dedications containing ~~five ten (10)~~ or more lots or two or more blocks except properties segregated as a binding site plan.

19.04.420 Subdivision, short.

“Subdivision, short” means any subdivision, plats or dedications containing ~~four nine (9)~~ lots or less, except properties segregated as a binding site plan.

19.04.200 “T”.

“Tract” means land reserved for special uses including, but not limited to, open space, critical areas, surface water retention, utilities, or access.

19.04.430-210 “U”tilities easement.

“Unit lot subdivision” means the division of a parent lot into two or more unit lots within a development and approved through a unit lot subdivision process.

"Utilities easement" means rights-of-way which may be used by public and/or private utilities, including, but not limited to, electricity, water, natural gas, sewer, storm water, telephone and television cable, for the construction, operation, maintenance, alteration and repair of their respective facilities.

19.04.220 “V”.

Reserved.

19.04.230 “W”.

Reserved.

19.04.240 “X”.

Reserved.

19.04.44250 “Y”ard.

“Yard” means an open space that lies between the primary structure or structures and the nearest lot line, and is unoccupied from the ground upwards unless specifically authorized otherwise, and located on the same lot with the structure or use which it serves. on a lot, unoccupied by any structure, except as otherwise provided in this title, and located on the same lot with the building or use which it serves.

19.04.450 Yard, required:

~~“Yard, required” means an open space on a lot or block unoccupied by structures from the ground upward, unless specifically authorized otherwise. The required yard depth as specified in PMC Title 20, Zoning, is measured perpendicularly from a lot line.~~

419.04.460 Yard, front:

“Yard, front” means the space extending the full width of the lot between the primary structure and the front lot line and measured perpendicular from the front lot line to the point of the structure closest to the front lot line. a yard extending between the side lot lines across the full width of the lot and lying between the front lot line and a parallel setback line having a perpendicular distance from said front lot line equal to the prescribed front yard setback in the property development standards for the zone classification in which the lot is located. When a lot lies partially within a planned street indicated on a

precise plan for such a street, the depth of the front yard shall be measured from the contiguous edge of such planned street right-of-way in the manner prescribed by this title.

~~19.04.470 Yard, rear:~~

~~“Yard, interior side” means a yard extending between the front and rear lot lines along the full length of the lot and lying between the side lot line that does not abut a public way and a parallel setback line having a perpendicular distance from said interior side lot line equal to the prescribed interior side yard setback in the property development standards for the prescribed zone classification in which the lot is located.~~

~~“Yard, rear” means the space extending the full width of the lot between the primary structure and the rear lot line and measured perpendicular from the rear lot line to the point of the structure closest to the rear lot line; a yard extending between the side lot lines across the full width of the lot and lying between the rear lot line and a parallel setback line having a perpendicular distance from said rear lot line equal to the prescribed rear yard setback in the property development standards for the zone classification in which the lot is located.~~

“Yard, required” means an open space on a lot or block unoccupied by structures from the ground upward, unless specifically authorized otherwise. The required yard depth as specified in PMC Title 20, Zoning, is measured perpendicularly from a lot line.

~~19.04.480 Yard, side:~~

~~“Yard, street side” means a yard extending between the front and rear lot lines along the full length of the lot and lying between the side lot line that abuts a public way, excluding alleys, and parallel setback line having a perpendicular distance from said street side lot line equal to the prescribed street side yard setback in the property development standards for the prescribed zone classification in which the lot is located; the space extending from the front yard to the rear yard between the primary structure and the side lot line and measured perpendicular from the side lot line to the closest point of the structure.~~

~~19.04.260 “Z”.~~

Reserved.

Chapter 19.05

BOUNDARY LINE ADJUSTMENT

Sections:

19.05.010 Purpose.

19.05.020 Scope.

19.05.030 Approval criteria.

19.05.040 Survey and preparation of boundary line adjustment.

19.05.050 Application.

19.05.060 Review procedures.

19.05.070 Recording.

19.05.080 Expiration.

(...)

19.05.030 Approval criteria.

A boundary line adjustment shall not:

- (1) Create any additional lot, tract, parcel, site or division;
- (2) Result in a lot, tract, parcel, site or division which contains increased density or insufficient area or dimension to meet the minimum requirements for area and dimension as set forth in the land use and building codes and regulations. This provision shall not be construed to require **critical areas review**, correction or remedy of pre-existing nonconformities or substandard conditions;
- (3) Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site or division;
- (4) Create or diminish any easement or deprive any parcel of access or utilities;
- (5) Increase the nonconforming aspects of any existing nonconforming lot relative to the zoning and land use regulations;
- (6) Replat, amend, or vacate a plat or short subdivision; or
- (7) Amend the conditions of approval for previously platted property.

19.05.040 Survey and preparation of boundary line adjustment.

Applications for boundary line adjustments shall be submitted on forms provided by the ~~city of Puyallup community development~~ department, and shall include the information specified in PMC 19.02.100 and any other information as may be required by the Pierce County auditor as a condition of recording.

19.05.050 Application.

(1) Applications for boundary line adjustments shall be made on forms provided by and submitted to the ~~community development~~ department.

(2) Four blue-line copies of the original mylar shall be submitted with the complete application form.

19.05.060 Review procedures.

(1) A complete application for a boundary line adjustment shall be reviewed per the time frame specified in PMC 20.11.006. The department shall not be considered to be in receipt of a complete application unless and until such time as the applicant meets the requirements of PMC 19.05.040.

(2) Prior to approval, a proposed boundary line adjustment shall be reviewed by the public works director and the ~~director community development director~~ or their designees.

(3) The ~~community development director~~ ~~director~~ or designee shall approve a proposed boundary line adjustment only upon finding that the standards of this chapter have been satisfied.

(4) The approval of a boundary line adjustment shall not be a guarantee that future permits will be granted for any structure or development within a lot affected by the boundary line adjustment.

19.05.070 Recording.

All approved boundary line adjustments shall be recorded with the Pierce County auditor upon approval by the Pierce County assessor-treasurer office and the ~~city's community development director~~ ~~director~~ or designee.

(...)

**Chapter 19.06
LOT COMBINATION**

Sections:

19.06.010 Purpose.

19.06.020 Scope.

19.06.030 Approval criteria.

19.06.040 Application.

19.06.050 Review procedures.

19.06.055 Lot segregations.

19.06.060 Requirement for recording.

19.06.070 Expiration.

(...)

19.06.030 Approval criteria.

Lot combinations shall not be approved, if approval would result in one or more of the following:

- (1) Create any additional lot, tract, parcel, site or division;
- (2) Result in a lot, tract, parcel, site or division which contains increased density or insufficient area or dimension to meet the minimum requirements for area and dimension as set forth in the land use and health codes and regulations, except as permitted in accordance with the nonconforming lots of record provisions set forth in PMC 19.12.080;
- (3) Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site or division;
- (4) Diminish any easement or deprive any parcel of access or utilities, unless alternate easements, access or utilities can be satisfactorily provided;
- (5) Replat or vacate a plat or short subdivision;
- (6) Amend the conditions of approval for previously platted property;
- (7) Includes property currently not annexed to the city; or

(8) Extend or increase the use of city utilities previously granted under an approved pre-annexation utility extension agreement.

19.06.040 Application.

Applications for lot combinations shall be submitted on forms provided by the ~~city of Puyallup community development~~ department. The completed application shall be submitted to the ~~community development~~ department, and shall include the information specified in PMC 19.02.100 and any other information as may be required by the Pierce County auditor as a condition of recording.

19.06.050 Review procedures.

The ~~community development department director~~ shall not be considered to be in receipt of a complete application unless and until such time as the applicant meets the requirements of PMC 19.07.040, and shall be subject to the following:

- (1) Prior to approval, a proposed lot combination or consolidation shall be reviewed by the public works director and ~~community development director~~ director or their designees;
- (2) The ~~community development director~~ director or designees, with the concurrence of the public works director or designee, shall approve the proposed lot combination or consolidation only upon finding that the standards of this chapter have been satisfied; and
- (3) The approval of the lot combination or consolidation shall not be a guarantee that future permits will be granted for any structure or development within a lot affected by the combination or consolidation.

19.06.055 Lot segregations.

Lots which were combined previously shall not be re-segregated or otherwise re-subdivided without filing a new plat application under the provisions of PMC Title 19; ~~E~~ except that lots which are combined “for tax purposes only” through the Pierce County assessor-treasurer’s office may be re-segregated through process and forms available through the assessor’s office only. The applicant/owner carries the burden of proof in demonstrating the lot was combined “for tax purposes only” and is required to submit title documents and/or other verifiable recorded documents for city review.

19.06.060 Requirement for recording.

All approved lot combinations ~~or consolidations~~ shall be recorded with the Pierce County auditor following approval by the city and compliance with Pierce County requirements.

(...)

Chapter 19.07

SHORT PLAT SUBDIVISION

Sections:

19.07.020 Purpose.

19.07.040 Preliminary consideration of application.

19.07.050 Survey of subdivision and preparation of plat.

19.07.065 On-site identification posting.

19.07.070 Application of environmental analysis and impact statement.

19.07.080 Departmental review.

19.07.090 Approval criteria.

19.07.100 Summary approval.

19.07.105 Effect of final approval.

19.07.110 ~~Modifications or variations~~ Short plat variances.

19.07.020 Purpose.

The purpose of this chapter is to regulate the division of land into ~~four~~ nine (9) or less lots; ~~tracts, parcels, sites or subdivisions~~; establish regulations and procedures for the administrative summary approval of short plats and short subdivisions or revisions thereof; and require filing of a short plat for record in the office of the county auditor.

(...)

19.07.050 Survey of subdivision and preparation of plat.

Applications for short plat shall be submitted on forms provided by the ~~department of community development~~ department. The completed application shall be submitted to the ~~department~~ department of community development, and shall include the information specified in PMC 19.02.100 and any other information as may be required by the Pierce

County auditor as a condition of recording. The entire original tract (except adjacent platted or short platted land) shall be included within one short plat application; provided, that a pre-existing, unplatted adjacent parcel may also be excluded if it is five acres or greater in size.

(...)

19.07.070 Application of environmental analysis and impact statement.

All actions by the city in approving a short plat (~~only where the number of units to be created is exempt under PMC 21.04.240~~) shall be exempt from any environmental analysis or environmental impact statement, unless the responsible SEPA official determines that said short plat is located wholly or partially ~~within “critical areas” on “Lands Covered by Water”~~ authorized by WAC ~~197-11-800, 197-11-908~~. ~~“Critical areas” is defined by PMC 21.06.210(24) as any area which:~~

~~(1) Contains wetlands, fish and wildlife habitat areas, critical aquifer recharge areas, geologically hazardous areas, and frequently flooded areas as defined by PMC 21.06.210; or~~

~~(2) Contains elements having significant aesthetic, recreational or historical value; or~~

~~(3) Is within “shorelines of the state” as defined in the Shoreline Management Act of 1971.~~

19.07.080 Departmental review.

(1) The city public works department shall review a short plat for adequacy of access, storm drainage facilities, water supply, sewer system, survey accuracy, feasibility for building sites ~~and consistency with city engineering standards and department policies, standards and procedures.~~

(2) The ~~development services~~ department shall review the proposed short plat for conformance with zoning laws, the comprehensive plan ~~and~~, environmental regulations ~~and department policies/procedures.~~

(3) The health department shall review the proposed short plat for adequacy of septic tank conditions.

(4) The fire code official shall review the proposed short plat for adequacy of emergency vehicle access and fire protection water system.

19.07.090 Approval criteria.

Short plats shall comply with the design principles, standards and specifications set forth in Chapter 19.12 PMC, and shall not:

(1) Result in a lot, tract, parcel, site or division which contains insufficient area or dimension to meet the minimum requirements for area and dimension as set forth in the land use (Title 20), SEPA (PMC 21.04) and ~~health codes and regulation critical areas (PMC 21.06 codes;~~

(2) Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site or division;

(3) Diminish historical use of any easement or deprive any parcel of access or utilities; or

(4) Increase the nonconforming aspects of any existing nonconforming lot relative to the city's zoning and land use regulations.

19.07.100 Summary approval.

(1) City Review and Approval. Each city department shall complete its review and either approve, approve with conditions, or disapprove a proposed short plat consistent with the time frame specified in PMC 20.11.006 within 30 days after the short plat is filed.

(a) Expiration. Initial approval of a preliminary short plat by city departments shall be valid for one year five years from the date that formal approval notification is ~~mailed~~ provided to the applicant. Within said one five year time frame, the applicant shall install a minimum level of improvements required to facilitate the development of the final short plat, as determined by the director and/or designee(s), and only after those improvements are installed (or financial guarantee provided, as allowed) shall the applicant ~~shall~~ refile a final short plat with the city. See PMC 19.13 – Final plats – for further details. Department directors must sign the final short plat and, only after the recording of the final short plat with the county auditor, the short plat shall be deemed approved.

(2) Notice of Return to Applicant for Cause. If a short plat is not in proper order or cannot be approved in its present form, a letter shall be sent to the applicant within 28 days (consistent with department procedures and time frames specified in PMC 20.11) to notify the applicant why approval cannot be given in its present form.

(3) Effect of Approval. The approval of a short plat shall not be a guarantee that future permits will be granted for any structures or development within said area and a notation to this effect shall be stated on the face of the short plat.

~~(4) Certificates. The following declarations and certificates must be obtained prior to final approval of a short plat subdivision:~~

~~(a) A declaration of short subdivision;~~

~~(b) Certification of approval by the community development director or designee and public works director or designee when they find, within their municipal function, that the short plat serves the intent of this title and complies with all adopted recommendations for approval;~~

~~(c) The community development director or designee shall require any other certificates, that may be deemed appropriate, as required or specified for a major final plat.~~

(5) Appeal, if Aggrieved. Any person aggrieved by the decision (i.e., denial, approval, or any conditions of said approval) of the ~~director community development director or the public works director~~ may file an appeal of that decision to the hearing examiner. Such appeals for hearing examiner review of short plat decisions must be filed within 10 business days from the date the administrative written decision was made and shall include the following: be processed in accordance with the provisions of Chapter 20.87 PMC.

(a) The appeal shall be filed in writing on forms provided by the ~~department community development director~~.

(b) The appeal shall clearly state the decision being appealed, setting forth the specific reasons, rationale, and/or basis for the appeal.

(c) Fees associated with such appeals shall be paid to the city upon filing of the appeal in accordance with a fee schedule established by resolution. If the appeal has been timely filed and complies with the requirements of this section, the hearing examiner shall conduct an open record public hearing into the merits of the appeal at which the examiner shall hear and receive testimony, documentary evidence, and arguments from the appellant(s) solely on the issues raised or identified by the appeal.

(d) The person(s) filing the appeal shall have the burden of going forward with the evidence and the ultimate burden of persuasion.

(e) Notice of any public hearing held pursuant to this section shall be provided as specified in PMC 2.54.100.

(f) The examiner may continue the hearing from time to time without further mailed or delivered notice.

(g) Appeal hearings held by the examiner pursuant to this section shall be de novo.

(h) The examiner's decision shall become final 10 business days from the date of issuance.

The examiner's decision on the appeal shall take the form of an appeal approval, approval with further conditions, disapproval, or remand of the decision to staff for reconsideration per direction of the examiner.

19.07.105 Effect of final approval.

~~All lots in a short plat subdivision that have been granted under the provisions of this chapter shall be filed with the Pierce County auditor and shall not be deemed "approved" until so filed; such land in a~~ A short plat subdivision shall not be further divided in any manner within a period of five years without the filing of a ~~final~~ plat under the provisions of a major ~~plat~~ subdivision as set forth in this title, all as provided in Chapter 58.17 RCW.

19.07.110 ~~Modifications or variations~~ Short plat variances.

Any subdivider may make application to the ~~community development department~~ ~~department~~ for a ~~variation variance~~ or modification from the city's development requirements, standards and specifications. Any request for variation or modification of requirements, standards or specifications established by administrative authority shall be considered in accordance with the process specified in the enabling document. Any request for variation or modification from requirements, standards or specifications set forth in the Puyallup Municipal Code shall be considered by the city's hearing examiner as set forth in PMC 19.02.080, and processed in accordance with the variance provisions set forth in Chapter 20.85 PMC. Such application shall be submitted prior to or accompany the proposed short plat, shall include any and all details as the ~~developer~~ ~~subdivider~~ deems necessary to support ~~his~~ ~~the~~ application properly, and shall outline the provisions from which the modification or variation is sought. ~~This section does not govern those requests for deviation from engineering standards under the alternative methods and materials requests (AMR) process, which are reviewed and approved administratively.~~

**Chapter 19.08
MAJOR PLAT SUBDIVISION**

Sections:

19.08.010 Purpose.

19.08.020 Preliminary consideration of application.

~~**19.08.030 Qualifications governing approval. Survey of subdivision and preparation of plat.**~~

~~**19.08.040 Review and approval procedural steps. On-site identification posting.**~~

~~**19.08.050 Survey of subdivision and preparation of plat. Departmental review.**~~

~~**19.08.060 On-site identification posting. Approval criteria.**~~

~~**19.08.070 Consent to access.**~~

~~**19.08.080 Preliminary plat – Staff review.**~~

~~**19.08.090 Preliminary plat – Notice of application.**~~

19.08.100 Preliminary plat – Approval period. Processing timeline.

19.08.110 Preliminary plat – Notice of public hearing.

19.08.120 Preliminary plat – Hearing examiner review and approval.

~~**19.08.130 Preliminary plat – Modification.**~~

19.08.140 Preliminary plat – Expiration.

~~**19.08.150 Phased development.**~~

~~**19.08.160 Minimum improvements.**~~

~~**19.08.170 Final plat.**~~

19.08.010 Purpose.

The purpose of this chapter is to regulate the division of land into ~~five-ten~~ or more lots, ~~tracts, parcels, sites or subdivisions~~ in accordance with the scope and purpose of this title set forth in PMC 19.02.030; establish regulations and procedures for review and approval

of major subdivisions or revision thereof; and require filing of a major plat for record in the office of the county auditors.

(...)

19.08.030 ~~Qualifications governing approval. Survey of subdivision and preparation of plat.~~

~~(1) The hearing examiner, before approval is given, shall inquire into the public use and interest proposed to be served by the establishment of a subdivision and dedication. The examiner shall determine if the design reflects existing site conditions and the city development standards, and if appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds, sites for schools and school grounds, and shall consider all other relevant facts and determine whether the public interest will be served by approval of the subdivision and corresponding dedications. If the examiner finds that the proposed plat is consistent with the city's comprehensive plan and development standards, and makes appropriate provisions for the public health, safety, and general welfare as described above, and that the public use and interest will be served by the platting of such subdivision, then it shall be approved. If the examiner finds that the proposed plat does not make such appropriate provisions or that the public use and interest will not be served, then the examiner may disapprove the proposed plat. Dedication of land may be required as a condition of subdivision approval and shall be clearly shown on the final plat.~~

~~(2) A proposed subdivision site may be disapproved because of flood, inundation, or marshy conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat.~~

~~(3) No plat shall be approved covering any land situated in a flood control zone, as provided in Chapter 86.16 RCW, without the prior written approval of the Department of Ecology of the state of Washington.~~

Applications for major plats shall be submitted on forms provided by the city of Puyallup community development department. The completed application shall be submitted to the community development department, and shall include the information specified in PMC 19.02.100 and any other information as may be required by the Pierce County auditor as a condition of recording.

19.08.040 ~~Review and approval procedural steps~~ On-site identification posting.

~~The procedure for review and approval of major subdivision plats shall consist of three steps:~~

~~(1) The first step is the preparation and submission to the hearing examiner of a preliminary plat of the proposed subdivision.~~

~~(2) The second step is the installation of improvements pursuant to the approved preliminary plat.~~

~~(3) The third step is the preparation and submission to the city council of a final plat, together with the required certificates. The final plat is the instrument recorded in the office of the Pierce County auditor after being duly signed by the officials as set forth in this title:~~

~~(1) Identification Marker Posting. The subdivider shall, for identification purposes only, cause markers of a type approved by the city to be placed upon each of the road frontage corners of the subject parcel and maintain them thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks of the proposed major plat.~~

~~(2) Posting of Other Data and Markers. Where other data or where identification markers are found necessary by any relevant agency to assist in making its determination, such data and markers shall be placed upon the land and maintained thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks by the applicable agencies.~~

~~(3) Consent to Access. The subdivider shall permit free access to the land being subdivided to all agencies considering the major plat for the period of time extending from the time of application to the time of final action.~~

19.08.050 ~~Survey of subdivision and preparation of plat.~~ Departmental review.

~~Applications for major plats shall be submitted on forms provided by the city of Puyallup community development department. The completed application shall be submitted to the community development department, and shall include the information specified in PMC 19.02.100 and any other information as may be required by the Pierce County auditor as a condition of recording.~~

Within 28 calendar days of filing a preliminary plat, the ~~planning and community development director~~ or ~~designees~~ shall determine if the plat ~~application~~, as filed, is in conformance with the provisions of this title, the city of Puyallup land use (zoning) code, and the city comprehensive general plan and is otherwise acceptable in form and substance for processing. If so, the ~~community development department~~ shall determine that the application is complete and follow the procedures set forth in ~~PMC 20.11.00620.11.006~~. Copies of the preliminary plat shall be provided to the ~~public works department, building inspection division and fire department~~ and to other departments and ~~outside agencies~~ (per standard NOA noticing procedures) for their review notes and any applicable conditions and recommendations.

(1) The ~~community development director, public works director and other department heads or their designees, within the scope of their municipal functions, shall make their respective recommendations regarding the proposed subdivision plat in report form to the community development department.~~

(2) The ~~community development department shall transmit the application materials, the plat document(s), and the respective recommendations/conditions of the city departments, along with any public comments received and other public agencies together with its recommendations and the project environmental impact statement review (SEPA) document(s) to the hearing examiner for study prior to the hearing.~~

19.08.060 On-site identification posting Approval criteria.

(1) The hearing examiner, before approval is given, shall inquire into the public use and interest proposed to be served by the establishment of a subdivision and dedication. The examiner shall determine if the design reflects existing site conditions and meets the city's Comprehensive Plan, zoning, design and other development standards, and if appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, stormwater drainage ways, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds, sites for schools and schoolgrounds, and shall consider all other relevant facts and determine whether the public interest will be served by approval of the subdivision and corresponding dedications. If the examiner finds that the proposed plat is consistent with the city's comprehensive relevant plans/policies and development standards, and makes appropriate provisions for the public health, safety, and general welfare as described above, and that the public use and interest will be served by the platting of such subdivision, then it shall be approved, with appropriate conditions. If the examiner finds that the proposed plat does not make such appropriate

provisions or that the public use and interest will not be served, then the examiner may disapprove the proposed plat. Dedication of land may be required as a condition of subdivision approval and shall be clearly shown on the final plat.

(2) A proposed subdivision site may be disapproved because of flood, inundation, or marshy conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat.

(3) No plat shall be approved covering any land situated in a flood control zone, as provided in Chapter 86.1686.16 RCW, without the prior written approval of the Department of Ecology of the state of Washington.

~~(1) Identification Marker Posting. The subdivider shall, for identification purposes only, cause markers of a type approved by the city to be placed upon each of the road frontage corners of the subject parcel and maintain them thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks of the proposed major plat.~~

~~(2) Posting of Other Data and Markers. Where other data or where identification markers are found necessary by any relevant agency to assist in making its determination, such data and markers shall be placed upon the land and maintained thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks by the applicable agencies.~~

19.08.070 Consent to access:

~~The subdivider shall permit free access to the land being subdivided to all agencies considering the major plat for the period of time extending from the time of application to the time of final action.~~

19.08.080 Preliminary plat – Staff review:

~~Within 28 calendar days of filing a preliminary plat, the planning and community development director shall determine if the plat as filed, is in conformance with the provisions of this title, the city of Puyallup land use (zoning) code, and the city comprehensive general plan and is otherwise acceptable in form and substance. If so, the community development department shall determine that the application is complete and follow the procedures set forth in PMC 20.11.006. Copies of the preliminary plat shall be provided to the public works department, building inspection division and fire department and to other departments and agencies for their review and recommendations.~~

~~(1) The community development director, public works director and other department heads or their designees, within the scope of their municipal functions, shall make their respective recommendations regarding the proposed subdivision plat in report form to the community development department.~~

~~(2) The community development department shall transmit the application, the plat, and the respective recommendations of the city departments and other public agencies together with its recommendations and environmental impact statement to the hearing examiner for study prior to the hearing.~~

19.08.090 Preliminary plat – Notice of application:

The community development director or designee shall give notice of the filing of a preliminary plat indicating the legal description, a small map showing location, subdivision acreage, number of homes or building lots, and the hour and location of the first hearing on the preliminary plat to the following:

(1) The Puyallup school district;

(2) The Washington State Department of Highways when a proposed subdivision is to be located adjacent to the right-of-way of a state highway;

(3) The Washington State Department of Ecology when the proposed subdivision lies within a designated flood control zone pursuant to Chapter 86.16 RCW;

(4) The public utility firms when the proposed subdivision proposes the use of any public utilities (e.g., power and light, natural gas, telephone, etc.).

19.08.100 Preliminary plat – Approval period Processing timeline.

Preliminary major plats shall be approved, disapproved or returned to the subdivider for modification ~~within 90 days from the date the application is determined to be complete consistent with the timelines established under PMC 20.11.006~~, unless the subdivider consents to an extension of such time period; ~~provided the preliminary plat is in proper form, including a final environmental impact statement, if one is necessary, or a negative declaration is prepared for the hearing examiner's initial review.~~

19.08.110 Preliminary plat – Notice of public hearing.

After having received the proposed ~~preliminary major plat subdivision plat~~ and after completion of any required ~~staff and~~ environmental (SEPA) review, the ~~community~~

~~development~~ director or designees shall set a date for an open record public hearing before the hearing examiner and shall give notice consistent with PMC 19.02.120, PMC 20.12 and department procedures by arranging publication of at least one notice not less than 10 calendar days prior to the hearing in the newspaper of general circulation in the city. ~~Additional notices shall be mailed to the persons who own or are contract purchasers of land adjacent to and outside the proposed subdivision plat. All hearing notices shall include a legal description of the location of the proposed subdivision and either a vicinity location sketch or a location description in nonlegal language.~~ All hearings shall be public pursuant to Chapter 42.32 RCW.

19.08.120 Preliminary plat – Hearing examiner review and approval.

The hearing examiner shall review and either approve, approve with conditions, or deny all preliminary major plats for subdivisions and dedications to assure conformance to the provisions of this title, the city comprehensive plan, and other planning standards and specifications as adopted by the city. Approval of a preliminary major plat shall not be construed as approval of a final plat. Reconsideration and appeals of hearing examiner decisions are governed by PMC 2.54.140 and PMC 2.54.150.

19.08.130 Preliminary plat – Modification:

~~Any modifications must be approved by the city prior to implementation or installation of the modified improvement. Approval of requests for modification shall be as follow:~~

~~(1) Major modifications which result in a reduction of open space, increased disturbance of critical areas, an increase in the number of lots, changes in the plat boundaries or alteration of road alignments or connections shall only be allowed after public hearing, review and approval by the hearing examiner;~~

~~(2) Modifications determined to be minor in nature by the community development director or designee may be administratively approved by the city department(s) responsible for administering the corresponding requirements.~~

19.08.140 Preliminary plat – Expiration.

~~For preliminary major plats approved on or after January 1, 2015, the approval of a preliminary plat shall lapse unless a final plat is submitted within five years from the date of such approval; provided, however, that upon application to the development services department at least 30 days prior to the expiration of the five-year period and upon satisfactory showing that a good faith effort, as evidenced by progress on final engineering~~

and associated technical studies, submittal of civil plan drawings and/or permit issuance allowing the construction of civil improvements, has been made to submit the final plat within the five-year period, the development services director or designee shall grant the applicant an additional period of one year in which to submit the final plat for approval. The director may add conditions or requirements upon the granting of a one-year time extension which address public health, safety and welfare.

(1) No extension of time beyond six years from the date of final approval of the preliminary plat shall be granted unless the hearing examiner finds:

(a) There have been no substantial changes in the laws governing the development of the plat, with which lack of compliance would be contrary to the public health, safety and welfare, environmental protections, storm water treatment and control standards, or be substantially inconsistent with the goals, objectives or policies of the comprehensive plan. If the development was permitted under a previously adopted version of the state-mandated Department of Ecology storm water manual, or other city-mandated storm water controls/standards, no time extension will be granted; and

(b) A civil permit has been issued and substantial improvements have been installed, pursuant to completion of approved civil improvements; and

(c) That extraordinary circumstances have prevented the submittal of the final plat.

The hearing examiner may grant one additional year in which to submit the final plat for approval, for a total maximum of seven years, upon a finding of consistency with the above stated criteria. The hearing examiner may add conditions or requirements upon the granting of a one-year time extension which address public health, safety and welfare.

The following shall also apply to preliminary plat approvals under certain limited instances:

(2) Beginning on June 10, 2010, and ending on December 30, 2014, the five-year period specified in this section shall be extended to a period of seven years, consistent with RCW 58.17.140.

No extension of time beyond seven years from the date of final approval of the preliminary plat shall be granted unless the hearing examiner finds:

(a) There have been no substantial changes in the laws governing the development of the plat, with which lack of compliance would be contrary to public health, safety or welfare;

~~environmental protections, storm water treatment and control standards, or be substantially inconsistent with the goals, objectives or policies of the comprehensive plan. If the development was permitted under a previously adopted version of the state-mandated Department of Ecology storm water manual, or other city-mandated storm water controls/standards, no time extension will be granted; and~~

~~(b) A civil permit has been issued and substantial improvements have been installed; pursuant to completion of approved civil improvements; and~~

~~(c) That extraordinary circumstances have prevented the submittal of the final plat.~~

~~The hearing examiner may grant one additional year in which to submit the final plat for approval, for a total maximum of eight years, upon a finding of consistency with the above stated criteria. The hearing examiner may add conditions or requirements upon the granting of a one-year time extension which address public health, safety and welfare.~~

~~(3) For preliminary plats approved on or before December 31, 2007, within the incorporated boundaries of the city limits at the time of preliminary plat approval and not subject to the Shoreline Management Act (Chapter 90.58 RCW) and local shoreline master program, the five-year period specified in this section shall be extended to a period of 10 years; consistent with RCW 58.17.140; and that during such time period, no extension of time beyond 10 years from the date of final approval of the preliminary plat shall be granted.~~

~~(1) Preliminary major plats expire five years from approval unless a final plat is submitted. Within said five year time frame, the applicant install a minimum level of improvements required to facilitate the development of the final major plat, as determined by the director and/or designees and only after those improvements are installed (or financial guarantee provided, as allowed) shall the applicant file a final major plat with the city. See PMC 19.13 – Final plats – for further details regarding the timing of the final plat submittal. Department directors must sign the final major plat prior to recording of the final major plat with the county auditor; once recorded, the major plat shall be deemed approved.~~

~~(2) The director may grant a one-year extension if the applicant demonstrates good faith progress (e.g., final engineering, civil plan submittals, or permits for civil improvements) toward submittal of a final plat. Conditions may be added to protect public health, safety, and welfare.~~

~~(3) No extension beyond six years from approval may be granted unless the director finds that:~~

(a) Laws governing plat development have not substantially changed in ways that would conflict with health, safety, welfare, environmental protections, stormwater standards, or the comprehensive plan. If the plat relies on outdated stormwater manuals or standards, no additional extension is allowed;

(b) A civil permit has been issued and substantial improvements installed; and

(c) Extraordinary circumstances prevented submittal of the final plat.

(4) Upon meeting the above criteria, the director may grant one final one-year extension (maximum seven years). Conditions may be added to address public health, safety, and welfare.

19.08.150 Phased development:

After the preliminary plat approval has been given to a proposed subdivision, the subdivider may desire to develop the subdivision in stages, completing one division of his development before undertaking another. If the subdivider desires to develop the subdivision in stages, he shall submit a divisional preliminary plat for each successive stage as follows:

(1) The subdivider shall submit a request to the community development department, together with the divisional preliminary plat in the format as prescribed for the preliminary plat. The community development director or designee may waive the environmental checklist provided the divisional plat is submitted before the expiration period and there are no changes in environmental conditions, and that the divisional plat conforms to the approved preliminary plat of the total subdivision:

(2) As preliminary divisional plats for each stage are submitted, they will be checked for compliance with the approved preliminary plat for the subdivision, without taking into account any conflicting regulations which might have been enacted in the meantime, unless such regulation has set forth mandatory compliance to include the previously approved preliminary plat:

(3) If, in the opinion of the community development director and the public works director or their designees, the preliminary divisional plat for a given stage is in conformity with the approved plat for the total subdivision, they may approve the same subject to any installation of or extension of utilities, drainage of streets outside of the proposed preliminary divisional plat as they may deem necessary to assure the orderly and complete

development of the previously approved preliminary plat or the development of any adjoining property or properties:

19.08.160 Minimum improvements:

Upon preliminary plat approval, the subdivider may proceed with required improvements with the assurance that the final plat will be approved; provided, that the final plat conforms with the approved preliminary plat; provided further, the public works director or designee has reviewed and approved construction plans for the minimum improvements which have been designed in accordance with current city of Puyallup specifications for all required improvements as set forth in Chapter 19.10 PMC, and the minimum improvements are installed under the supervision of the public works director or designee. In lieu of the completion of the actual construction of any improvements prior to the approval of a final plat:

(1) The city council may accept an assignment of funds, in an amount and with surety and conditions satisfactory to it, providing for and securing to the city of Puyallup the actual construction and installation of such improvements (plus a 20 percent contingency) within a period of one year and expressed in the assignment; or

(2) The public works director or designee may require that certain minimum improvement be delayed in lieu of the completion of the actual construction (e.g., sidewalk installation, final lift of asphalt pavement on roads, etc.). In such cases, the applicant will be required to submit an assignment of funds to the city in an amount equal to the estimated cost (plus 20 percent contingency) of the delayed improvements, providing for and securing to the city of Puyallup the actual construction and installation of such improvements within a period of up to two years and expressed in the assignment; or

(3) Combination of those methods as stated above.

19.08.170 Final plat:

(1) Preparation of Final Plat. The final plat shall conform to the preliminary plat as approved. A final plat may constitute a portion of an approved preliminary plat, which may be a divisional preliminary plat, reference PMC 19.08.070(11):

(2) Request for Final Plat Approval. After completion of all the improvements or the guarantee of the improvements as described in PMC 19.08.080, the subdivider may submit to the public works director or designee a request to review the final plat for final approval. The request shall include the following information:

~~(a) Final plat map prepared in accordance with PMC 19.08.100(3);~~

~~(b) Construction cost breakdown that will be used to determine surety requirements;~~

~~(3) Requirements for the Final Plat:~~

~~(a) The map of the final plat shall be drawn with India ink on the best grade of tracing cloth or mylar 18 inches by 24 inches in size, allowing one-half inch for border. If more than one sheet is required, each sheet including the index sheet shall be of the above-specified size. The index sheet must show the entire subdivision, with street and highway names and block numbers. The north point, scale and date shall be shown;~~

~~(b) All documents, maps and survey notes pertinent to the subdivision in which the plat is located shall be submitted to the city engineer and shall contain the name of the subdivision or be clearly referenced to it and the name and address of the subdivider and the surveyor or engineer;~~

~~(c) The boundary lines with accurate distances and bearings, location, and width of all existing previously recorded public highways approaching and intersecting the boundaries of the subdivision shall be shown on the map and referenced to the same system used to establish boundary lines and/or acceptable data prescribed by the city engineer;~~

~~(d) The necessary acknowledgments, dedications, descriptions, surveyor's certificate and approvals for the mayor, public works director, Pierce County assessor, Pierce County treasurer and Pierce County auditor shall be on the plat. The general format of the final plat shall be approved by the public works director or designee. The final plat shall be certified by a registered land surveyor;~~

~~(e) The map shall accurately show the boundary lines of all parks and playgrounds and the rights-of-way of all public highways contained in the plat, subdivision or dedication, and shall contain thereon, suitably inscribed, and described, a statement of dedication of these rights-of-way, playgrounds, parks, and other necessary areas;~~

~~(f) The map shall show the length of all arcs and radii;~~

~~(g) The map shall show and indicate all turning angles, points of curvature, and length of tangents;~~

~~(h) The map shall show the location of all monuments in which their size, shape, and location are indicated;~~

- (i) ~~The error closure of any and all traverses shall not exceed one foot in 10,000 feet;~~
- (j) ~~The computer check of the boundaries, street centerlines, lots, blocks, and lot areas shall be submitted with the final plat as required by the public works director or designee; and~~
- (k) ~~A platting certificate shall be submitted with the final plat.~~

~~(4) Staff Review – Final Plat. The city of Puyallup public works department and community development department staff shall review the final plat to determine that the said plat meets all standards established by state law and this chapter. The final plat shall be reviewed for substantial conformance to the approved preliminary plat, including any requirements or conditions imposed by the city council. If it is determined the requirements of this chapter have not been met, the final plat shall be returned to the applicant for modification, correction, or other action as required for approval. Upon determination of compliance, the community development director and public works director shall certify approval on the face of the plat. The final plat shall then be transmitted to the city council.~~

~~(5) Maintenance Bonds. The city shall require a bond or equivalent instrument of assurance to guarantee that the developer shall correct any defect in a subdivision caused by faulty design or construction. The bond shall be for a minimum of one year and a minimum of 10 percent of the construction cost of the subdivision or as determined by the public works director or designee. The public works director shall not sign the final plat document unless the required bond has been accepted by the city.~~

~~(6) Approval of Final Plat. Approval of the final plat shall be indicated by the signatures of the public works director, the community development director, the city treasurer, the city attorney, and the mayor and city clerk on the original tracing of the final plat. The approval of the final plat by the city council shall be deemed to constitute an acceptance by the public of the dedication of any street or other proposed public way or space, only after such final plat has been recorded by the county auditor of Pierce County. Approval of the final plat by the city council shall be null and void if the plat is not recorded within 90 days after the date of approval, unless application for an extension of time is made in writing during said 90-day period to the city council and granted.~~

Chapter 19.09

ALTERATIONS AND VACATIONS

Sections:

19.09.005 Alteration of recorded plats -- Purpose and applicability.

19.09.020 Application – Alterations.

19.09.030 Noticing.

19.09.040 Review Criteria – Alterations.

19.09.050 Appeal.

19.09.060 Vacation of recorded subdivisions – Applicability.

19.09.070 Application – Vacations.

19.09.080 Noticing.

19.09.090 Review Criteria - Vacations.

19.09.100 Appeal.

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19.09.005 -Alteration of recorded plats – Purpose and applicability.

A plat alteration provides a process to alter or modify a previously recorded final major plat, final short plat, binding site plan (BSP), or any portion thereof. The plat alteration results in changes to conditions of approval, restrictions, or dedications that are shown on the recorded plat. Any person seeking to alter a recorded final plat or any portion thereof shall comply with the requirements set forth in Chapter 58.17 RCW and the regulations in effect at the time the application is submitted to the city.

This section shall not apply to the:

(1) Alteration or replatting of any plat of State-granted tide- or shorelands as provided in RCW 58.17.215.

(2) Adjustment of boundary lines as provided in RCW 58.17.040(6).

(3) Any change to a recorded final short or major plat or BSP where an additional lot(s) is proposed shall not be considered an alteration and shall be processed as a new formal

major subdivision or short subdivision depending on the number of lots being created. Except, if a condition or restriction on the original plat would prohibit such a change, then the plat alteration process must first be completed before a new subdivision may be sought.

19.09.020 Application – Alterations.

(1) A request to alter a recorded plat or BSP shall be submitted on official forms prescribed and provided by the department along with the applicable fees. The application shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered.

(2) If the subdivision is subject to restrictive covenants which were recorded at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.

(3) If the application seeks to extinguish or alter an easement established by a dedication, the application must contain an agreement for the release or alteration of the easement by all of the owners of the easement.

19.09.030 Noticing.

After the city has determined the application is complete, the city shall issue a notice of the complete application consistent with department noticing procedures. This notice shall:

(1) Be provided by regular U.S. mail to all owners of property within the boundaries of the subdivision, as provided in PMC 19.02.120 and PMC 20.11.012; other department noticing procedures shall apply.

(2) A public hearing is required for the alteration of a recorded major plat subdivision. Notice of public hearing shall be provided as set forth in PMC 19.02.120 and PMC 20.12.010, consistent with department procedures.

(i) A hearing may be requested by a person notified of or interested in an alteration application related to a final short plat or binding site plan, if such request is made within fourteen days of the date of the issued notice. Notice of the public hearing shall be provided as set forth in PMC 19.02.120 and PMC 20.12.010, consistent with department procedures.

19.09.040 -Review Criteria – Alterations.

(1) Applications for a final short plat or binding site plan alteration shall be administratively reviewed by the Director or designee, unless a duly received request for a public hearing is received. An open record public hearing, if necessary, before the hearing examiner shall be held and the hearing examiner shall issue a decision.

(2) Applications for a final major plat alteration shall be reviewed by the hearing examiner. An open record public hearing before the hearing examiner shall be held and the hearing examiner shall issue a decision.

(3) The decision-making authority shall review the submittal materials and may approve or deny after a written determination is made whether the public use and interest will be served by the alteration, that the alteration does not violate previous conditions or SEPA mitigation measures applying to the original plat approval and whether the alteration satisfies the review criteria in subsections (a) and (b) below. In any written determination approving an alteration, the decision maker shall also find:

(a) If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration.

(b) If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between the adjacent properties.

(4) The director’s decision on a short plat alteration is final unless appealed to the Hearing Examiner.

(5) The hearing examiner’s decision on a final major plat alteration is final and may be appealed to superior court pursuant to Chapter 36.70C RCW, Land Use Petition Act.

(6) No later than 30 calendar days after approval of the alteration, the applicant shall produce a revised drawing or text of the approved alteration to the plat, conforming to the recording requirements of Chapter 58.17 RCW and processed for signature in the same manner as set forth for final plats in this chapter. No later than 60 calendar days after the city has signed the altered plat, the applicant shall file, at their sole cost and expense, the altered plat with the county auditor to become the lawful plat of the property.

19.09.050 -Appeal.

(1) The director’s decision on a plat alteration where no public hearing was held may be appealed to the hearing examiner as provided in PMC 2.54.

(2) The hearing examiner’s decision on a plat alteration shall be final but may be appealed to superior court pursuant to Chapter 36.70C RCW, Land Use Petition Act.

19.09.060 -Vacation of recorded subdivisions – Applicability.

A subdivision vacation provides a process to vacate a previously recorded major plat subdivision, short subdivision, binding site plan, or any portion thereof, or any area designated or dedicated for public use. The subdivision vacation results in the nullification of the recorded subdivision or portion thereof.

Any person seeking a subdivision vacation shall comply with the applicable requirements set forth in Chapter 58.17.212 RCW and this section in effect at the time a complete application is submitted to the City. If the application is for the vacation of a subdivision together with the public rights-of-way, the procedures of this section shall apply except as prohibited by RCW 35.79.035 and RCW 36.87.130, as amended, or other applicable law.

This section shall not apply to the:

(1) Vacation of any plat of State-granted tide- or shorelands.

(2) Vacation specifically of public rights-of-way.

19.09.070 -Application – Vacations

(1) A request to vacate a recorded subdivision shall be submitted on official forms prescribed and provided by the department, along with the applicable fees.

(2) The application shall set forth the reasons for vacation and shall contain the signatures of all persons having an ownership interest in the subject subdivision or portion to be vacated.

(3) If the subdivision is subject to restrictive covenants which were recorded at the time of the approval of the subdivision, and the application for vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation of the subdivision or portion thereof.

19.09.080 -Noticing.

The city will provide notice of the application for subdivision vacation and public hearing as providing notice of complete application consistent with PMC 19.02.120 and PMC 20.11.012.

19.09.090 -Review Criteria - Vacations.

(1) The hearing examiner shall hold a public hearing, review the submittal materials, and may approve or deny after a determination is made whether the public use and interest will be served by the vacation. Such determination shall be in writing and supported by findings of fact.

(2) If any portion of the land contained in the subdivision to be vacated was dedicated to the public for public use or benefit, such land, if not deeded to the City, shall be deeded to the city unless the decision-making authority sets forth findings that the public use would not be served in retaining title to those lands.

(3) Title to the vacated property shall vest with the rightful owner as shown in the county records. If the vacated land is land that was dedicated to the public, for public use other than a road or street, and the legislative authority has found that retaining title to the land is not in the public interest, title thereto shall vest with the person or persons owning the property on each side thereof, as determined by the legislative authority.

(4) When the road or street that is to be vacated is contained wholly within the subdivision and is part of the boundary of the subdivision, title to the vacated road or street shall vest with the owner or owners of property contained within the vacated subdivision.

(5) No later than 30 calendar days after approval of the subdivision vacation, the applicant shall file, at their sole cost and expense, the approval of the vacated subdivision with the county auditor.

19.09.100 -Appeal.

(1) The decision of the hearing examiner on the subdivision vacation shall be the final decision of the city; no administrative appeal is provided. Appeals of the final decision may be appealed to superior court pursuant to Chapter 36.70C RCW, Land Use Petition Act.

**Chapter 19.10
BINDING SITE PLAN**

Sections:

19.10.010 Purpose.

19.10.040 Application and plan requirements.

19.10.045 Preliminary staff review.

~~**19.10.050 Hearing examiner review.**~~

19.10.060 Final approval of plan.

19.10.070 Certification of segregation.

19.10.080 Revision of plan.

19.10.090 Expiration period.

19.10.100 Appeal.

19.10.110 Enforcement.

19.10.010 Purpose.

The purpose of this chapter is to regulate the division of ~~nonresidential zoned land (and upon which no future residential structure will be placed except as an accessory use) land into lots or tracts classified for industrial or commercial use~~ for the purpose of sale, lease, or other transfer of ownership in accordance with the scope and purpose of this title set forth in PMC 19.02.030; establish regulations and procedures for review and approval of binding site plans or revision thereof; and require filing of a binding site plan for record in the office of the county auditor. For the purposes of this section, commercially zoned property includes property that is zoned to permit or conditionally permit any multifamily residential uses.

19.10.040 Application and plan requirements.

(1) Application for a binding site plan shall be made with the ~~planning and community development~~ department on forms prescribed by that office. The plan shall be a neat and accurate drawing by a licensed land surveyor or engineer ~~on reproducible material~~ at a scale of not less than one inch equals 100 feet, unless otherwise approved by the ~~community development~~ department. The application shall be accompanied by a current title report, ~~10 copies of the plan, one reproducible photographic reduction measuring 18 inches by 24 inches, unless otherwise approved by the community and any other required~~

documents specified on forms supplied by the development department, consistent with PMC 19.02.100.

(2) The plan shall identify the following:

(a) The location and dimensions of all major existing streets, roads, buildings, utilities and related natural features (streams, creeks, drainage ditches, railroad tracts, etc.);

(b) Future major streets, roads, utilities, open space, building dimensions, distance between buildings, and location of parking areas, to the extent known;

(c) The following code data, to the extent known:

(i) Zoning district;

(ii) Total lot area (square feet);

(iii) Total building area (square feet) and height (in feet and stories);

(iv) Percent of building and impermeable site coverage;

(v) Number of units proposed;

(vi) Total number of parking stalls (including handicapped);

(vii) Total parking and maneuvering area (square feet);

(viii) Required landscaping (square feet);

(ix) Percent of lot in open space;

(x) Type of construction;

(xi) Sprinkled/nonsprinkled;

(xii) Occupancy classification; and

(xiii) Description of proposed uses; and

(d) Recorded survey or monumentation of all exterior tract corners.

(3) The name of the proposed development and the title "Binding Site Plan" shall be at the top of the plan, in large print, together with the following statement, prominently displayed on the face of the site plan map:

(a) The use and development of this property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the city of Puyallup; and

(b) The roads and utilities shown on this plan need not have been constructed and/or installed at the time that the property subject to this plan is divided. No permit required to build permanent structures upon any portion of this property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to the city of Puyallup have been made to ensure that the construction and installation of such roads and utilities will be accomplished.

(4) Environmental information shall be prepared and submitted in accordance with the rules established under the State Environmental Policy Act of 1971, as amended, and Chapter 21.04 PMC, as it may be amended hereafter. The information is a part of and must accompany the binding site plan application, however, additional environmental documentation under SEPA is not required if SEPA review has been done for a proposed project. The existing environmental documents shall be adopted or incorporated by reference.

(5) The application shall be accompanied by a fee as established by resolution.

19.10.045 Preliminary staff review.

(1) Within 28 calendar days of submittal, the ~~community development~~ director or designees shall determine if the application is complete and follow the procedures set forth in PMC 20.11.006.

(2) Once determined to be complete, the ~~case planner department~~ shall ~~route the binding site plan application to other appropriate city departments, provide notice of complete application consistent with PMC 19.02.120, PMC 20.11 and department procedures as well as any interested outside agencies, and department staff shall review the submittal~~ to determine the project's conformance with city policies, codes and development standards. ~~The objective of this review is to identify specific conditions of approval to ensure the project conforms with applicable city standards and requirements, and to formulate a staff recommendation to the binding site plan committee.~~ If a companion SEPA checklist has been filed for the same project, the city's SEPA review shall generally occur concurrently with staff review of the binding site plan, unless circumstances warrant other

procedures. ~~Upon completion of the city's review, a condition letter shall be sent to the applicant detailing the results of preliminary staff review and conditions of approval to be recommended to the hearing examiner. Review of any companion SEPA checklist and issuance of the resulting determination shall be completed prior to scheduling for review by the hearing examiner. Any appeal of the SEPA determination shall be processed in accordance with the provisions of Chapter 21.04 PMC.~~

19.10.050 Hearing examiner review:

~~(1) The hearing examiner shall review and either approve, approve with conditions, or deny all binding site plan applications to assure conformance to the provisions of this title, the city comprehensive plan, and other planning standards and specifications as adopted by the city.~~

~~(2) As a condition of approval of the plan, the hearing examiner shall have the right and authority to require the deeding of rights-of-way for street, utility and/or other purposes, when determined to be in the best interests of the city. Any such deeding shall occur prior to or concurrently with the recording of the plan.~~

19.10.060 Final approval of plan.

(1) Prior to the plan being approved, it shall be revised to accurately reflect all required improvements and shall include all applicable inscriptions deemed necessary by the hearing examiner director, setting forth appropriate limitations and conditions for improvements necessary for the use of the land consistent with the binding site plan approval.

(2) Upon approval of the hearing examiner director, binding site plans shall be filed by the applicant with the county auditor and a copy of the recorded instrument document shall be returned to the community development department prior to issuance of any building or civil permits for construction within the site. The applicant shall pay all costs associated with this filing.

(3) The face of the approved plan to be recorded must be signed by all owners of the property.

19.10.070 Certification of segregation.

(1) If a building permit is requested for construction within any approved binding site plan, the community development department shall, prior to or concurrently with the issuance

of the building permit, issue a document entitled “Certificate of Segregation” stating that the segregation or construction substantially complies with the approved plan. The portion of the plan for which the building permit is requested shall be legally described in the certificate.

(2) Prior to the issuance of a building permit for construction under any binding site plan, all required improvements required to adequately service that portion of the plan for which the building permit will be issued shall be installed or ~~an assignment of funds~~ a financial guarantee provided in accordance with city requirements.

19.10.080 Revision of plan.

(1) Alteration of an approved and recorded binding site plan shall be accompanied by application as set forth in PMC 19.10.040 and shall be subject to all procedures and requirements established in this chapter.

(2) The director shall have the authority to set forth guidelines for approval of minor modifications of the approved plan. Such modifications shall be noted on the copy of the recorded plan on file ~~at with~~ the community development department under PMC 19.10.060(2). ~~The revised plan shall not be required to be filed or recorded with the county auditor.~~

19.10.090 Expiration period.

If the plan is not recorded with the county auditor within six months of the date of approval, the plan shall become null and void. Upon written request of the applicant, the ~~community development department director~~ may grant one extension of not more than six months. Such a request must be received by the ~~community development~~ department prior to the six-month expiration date.

19.10.100 Appeal.

Appeals of binding site plan approvals shall be made in the manner provided for in PMC 2.54.150. The decision of the ~~committee director~~ shall be final, unless an appeal by an aggrieved party is made to the hearing examiner within 14 calendar days after the ~~committee's director's~~ decision. The appeal shall be in writing to the hearing examiner and filed with the ~~community development director or designee department~~, who shall transmit the appeal to the examiner in a timely manner. The hearing examiner shall act on the appeal within 30 calendar days unless an extension thereto is agreed to, in writing, by the applicant.

(...)

Chapter 19.11

UNIT LOT SUBDIVISIONS AND RESIDENTIAL LOT SPLITS

Sections:

19.11.010 Purpose.

19.11.020 Applicability.

19.11.030 Application process.

19.11.040 Review criteria.

19.11.050 Recording requirements.

19.11.010 Purpose.

(1) **Unit lot subdivisions.** The purpose of this chapter is to provide for the flexible creation of lots of varying sizes and types for individual ownership, including attached and detached housing, such as accessory dwellings and cottage housing, and similar developments with multiple dwelling units on a “parent parcel,” while applying only those site development standards applicable to the parent parcel, rather than to the individual unit lots resulting from the subdivision.

(2) **Residential lot splits.** Residential lot splits are an administrative process for splitting an existing residential lot into no more than two lots to facilitate the creation of middle housing or single-family housing. Residential lot splits may be combined with concurrent review of a residential building permit to create new middle housing or single family housing, where allowed by zoning.

19.11.020 Applicability.

(1) **Unit lot subdivisions.** Unit lot subdivisions are a type of subdivision applicable in all zoning districts in the city where the review criteria of this chapter are satisfied. This chapter applies to a lot to be developed with middle housing, including duplexes, triplexes, fourplexes, townhomes, cottage housing, manufactured home parks and accessory dwelling units, or multiple detached single-family residences, in which no dwelling units

are stacked on another dwelling unit or other use. These units may be subdivided into individual unit lots as provided herein and where the dwelling units are allowed by underlying zoning.

(a) There shall be no limit to the number of unit lots created in a unit lot subdivision. A unit lot subdivision proposal will not require a public hearing and shall be recorded administratively. Unit lot subdivisions are not subject to the 5 year restrictions of PMC 19.07.105.

(b) A unit lot subdivision application shall be processed consistent with short plat procedures (PMC 19.07), unless otherwise modified herein.

(c) Applications for unit lot subdivision shall be made on the appropriate forms for the applicable short subdivision in conformance with the provisions of this title, filing fees, required improvements, and all other requirements, except those specifically modified by this chapter. Furthermore, the following shall apply:

(i) No public pre-decision meeting or hearing, nor any design review other than administrative design review, except for those required to comply with state law, including chapter 90.58 RCW, the Shoreline Management Act, when applicable, may be required.

(ii) All property owners within 300' of the unit lot subdivision shall be provided mailed notice of a unit lot subdivision proposal. The site shall be posted with a notice board along the frontage of the site indicating the details of the proposal and how to provide written comments.

(iii) The review and approval of a unit lot subdivision shall be logically integrated with the application, review and approval procedures for the underlying housing development project, to the greatest extent possible.

(iv) Review of a unit lot subdivision shall be subject to the maximum time period for local government actions as set forth in RCW 36.70B.080, unless extended pursuant to project-specific mutual agreement as permitted by RCW 36.70B.080.

(d) For unit lot subdivision of vacant land, the application should include a site plan of the approximate development envelopes of the proposed development at full buildout, to the extent known. This plan shall document compliance with the applicable regulations and dimensional standards of the parent parcel. Final adjustments to the site plan, consistent

with the zone district applicable to the underlying land, may be made at the time of building permit and does not require an adjustment to the unit lot subdivision.

(2) **Residential lot splits.** Residential lots splits are applicable to any zone where new middle housing or single family housing is allowed and further where such housing is not required by the underlying zoning designation of the land to require a pre-decision public hearing, nor any design review other than administrative design review.

(a) There shall be no more than two lots in a residential lot split. A residential lot split proposal will not require a public hearing and shall be reviewed administratively.

(b) A residential lot split application shall be processed consistent with short plat procedures (PMC 19.07), unless otherwise modified herein.

(c) Applications for residential lot split shall be made on the appropriate forms for the applicable short subdivision in conformance with the provisions of this title, filing fees, required improvements, and all other requirements, except those specifically modified by this chapter. Furthermore, the following shall apply:

(i) No public pre-decision meeting, hearing, or design review other than administrative design review shall be required, except as necessary to ensure compliance with applicable state laws, including Chapter 90.58 RCW, Shoreline Management Act.

(ii) All property owners within 300' of the residential lot split shall be provided mailed notice of a residential lot split proposal. The site shall be posted with a notice board along the frontage of the site indicating the details of the proposal and how to provide written comments.

(iii) The review and approval of a residential lot split shall be logically integrated with the application, review and approval procedures for the underlying housing development project, to the greatest extent possible.

(iv) Review of a residential lot split shall be subject to the maximum time period as set forth in RCW 36.70B.080, unless extended pursuant to project-specific mutual agreement as permitted by RCW 36.70B.080.

(v) A new buildable residential lot and residential building permit or permits must be administratively approved and are not subject to administrative appeal if they comply with applicable development standards and this section.

19.11.030 Review criteria.

(1) Unit lot subdivisions. A unit lot subdivision creates a relationship between the parent parcel and each lot created, referred to as a “unit” lot. Unit lot subdivisions shall meet all of the following standards:

(a) Parent Parcel. In order to be eligible for the unit lot subdivision process, the parent parcel shall meet all PMC Title 20 standards of the applicable zoning district, in which it is located.

(b) A unit lot subdivision cannot be used to permit land uses or densities that are not otherwise allowed in the zone in which the unit lot subdivision is proposed.

(c) Unit lots shall be subject to all the applicable requirements of PMC Titles 10, 11, 14, 16, 17 and 21, except as otherwise modified by this chapter.

(d) Unit lot(s) are not subject to PMC Title 20 dimensional standards of the applicable zoning district but shall meet the applicable building fire separation standards, fire access, adequacy of emergency vehicle access and fire protection water system standards.

(e) Access. The parent parcel and each unit lot shall make adequate provisions for ingress and egress and parking, where required, which may or may not include use of common areas or easements.

(i) Private driveway(s) providing vehicle access to unit lots shall not serve more than four unit lots, unless approved by the city engineer.

(ii) Off-street parking shall be designed in accordance with PMC 20.55, where required, and may be permitted in common areas and/or designated easements within the parent parcel.

(iii) Conditions of approval may require dedication of right-of-way but shall not require frontage improvements, unless the development of the unit lot(s) would be required under applicable codes, regulations, and design standards to make frontage improvements.

(f) Common Areas. Portions of the parent parcel not subdivided for unit lots shall be identified as tracts or easements and owned in common by the owners of the unit lots or by a homeowners’ association comprised of the owners of the individual unit lots. Common areas shall be addressed within deed restrictions.

(g) Utilities. The engineering services division shall review a proposed development of the unit lot(s) for adequacy of access, storm drainage facilities, water supply, sewer system, and survey accuracy. The city engineer may require separate connections or private metering for each unit lot, based on applicable code. Utilities shall not cross other unit lot(s) without approval from the city engineer.

(h) Building Maintenance. When required to allow for appropriate building or utility-related maintenance, an easement shall be provided on adjoining unit lots or the parent parcel.

(i) Nothing prohibits the city from applying public health, safety, building code, and environmental permitting requirements to a development project that is subject to or integrated with a unit lot subdivision process. Further, nothing requires a city or town to authorize a development project or a unit lot subdivision in a location where development is restricted under other laws, rules or ordinances, such as in locations where development is limited as a result of physical proximity to on-site sewage system infrastructure, critical areas, or other unsuitable physical characteristics of a property.

(2) **Residential lot splits.** A process through which an applicant can seek review and approval of an administrative lot split, which may be combined with concurrent review of a residential building permit to create new middle housing, as defined in RCW 36.70A.030, or single-family housing. A new buildable residential lot and residential building permit or permits must be administratively approved and are not subject to administrative appeal if they comply with applicable development standards and all of the following conditions are met:

(a) If a residential lot split results in any lot(s) of a size that would allow for further land division, the property is not eligible for a residential lot split but may be divided under other applicable land subdivision processes (e.g. short plat).

(b) If the parent lot was created through the splitting of a residential lot authorized by this section, it is not eligible for a further residential lot split but may be divided under other applicable land subdivision processes (e.g. short plat).

(c) No more than one new lot is allowed to be created through the residential lot split.

(d) A residential lot split may either be submitted with a residential building permit(s) for the created lot(s) or may be a stand-alone application to lot split the land under these provisions.

(e) Both the parent lot and the newly created lot meet the minimum lot size and dimensions request by the applicable development regulations for the zone district where the lot is located.

(f) The parent lot is located in a residential zone where middle housing or single family is allowed and is not located in an exclusively nonresidential zone including, but not limited to, zones that are exclusively commercial, retail, agricultural, or industrial.

(g) If the lot split would require demolition or alteration of any existing housing that would displace a renter, the applicant must provide a written plan detailing a displacement mitigation strategy that may include, but is not limited to, relocation assistance, and demonstrate compliance with all applicable tenant-landlord laws regarding displacement and evictions.

(h) The applicable water purveyors have issued certificates of availability confirming service to the newly created lot and dwelling units, and provisions for sewer service have been determined feasible – or, where applicable, septic service is assured through an approved (TPCHD) septic system design.

(i) Access and utility rights are granted or conveyed, as necessary, on or before recording of the lot split survey to provide access for the maximum number of dwelling units that could be developed on the newly created lot(s), provided such access rights may be reduced consistent with a city's adopted codes, regulations, or design standards as applicable through review of a subsequent application for a building permit(s).

(j) The director or designee determines that the application follows all applicable development regulations.

(k) The residential lot split survey has been approved by the director or designee and includes a condition on the face of the survey that further lot splits of the parent lot and newly created lot are not authorized by this section.

(2) A proposed lot split may be conditioned to dedicate right-of-way to the extent such dedication is already required under applicable codes, regulations, and design standards for the development of the parent lot, absent a residential lot split.

(3) Development of dwelling units on the newly created lot may be required to construct frontage improvements to a right-of-way adjacent to either the parent lot or the newly created lot to the extent already required under applicable codes, regulations, and design

standards. The city shall not place conditions requiring any off-site frontage improvements as a condition of review and approval of any residential lot split.

(4) Any construction on the newly created lot is subject to all existing state and local laws including those specified in this section. Nothing in this section modifies the requirements for approval of residential building permits in chapter 19.27 RCW.

(5) A city may not impose a limit on the total number of dwelling units allowed on the parent lot or newly created lot that is less than the number of dwelling units allowed by the underlying zoning of the parent lot prior to the administrative lot split.

(6) Except as otherwise provided in this section, lots that are not buildable under locally adopted development regulations—including but not limited to critical areas, shorelines, stormwater, setback, impervious surface area, and building coverage standards—are not eligible for a lot split under this section.

(7) The newly created lot must meet any locally adopted minimum density requirements.

(8) Parent lots and newly created lots approved under this section must have a lot split survey recorded with the county auditor with a notation that future lot splits are not allowed on the lot.

(9) An application process or a residential lot to be split under this section is subject to the maximum time period for local government actions as set forth in RCW 36.70B.080, unless extended pursuant to project-specific mutual agreement as permitted by RCW 36.70B.080.

19.11.040 Recording requirements.

(1) **Unit lot subdivisions.** All unit lot subdivisions may be recorded following city approval without conditions specifying minimum improvements prior to recording the subdivision. The unit lot subdivision recorded subdivision document shall include the following with the recorded document(s):

(a) Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste collection areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the pierce county auditor. Maintenance

responsibilities should include provisions for the orderly upkeep of common areas to prevent nuisance conditions.

(b) A note that approval of the unit lot subdivision was granted by the review of the site as a whole, and all development of unit lots shall comply with the underlying zoning and any site development plan on file with the city (citing the file number), where available.

(c) The title of the plat shall include the phrase “Unit Lot Subdivision”.

(d) A note that subsequent platting actions, additions or modifications to the structures may not create or increase any nonconformity of the parent parcel as a whole, and shall conform to the approved plat.

(e) A note that unit lots are not separate buildable lots independent of the overall development, and additional development of individual unit lots may be limited as a result of the application of development standards to the parent lot.

(f) Each unit lot is uniquely labeled on the plat (such as Unit Lot A, Unit Lot B, etc.). This numbering may be reflective of the local Postmaster and emergency responder preference.

(g) A parent parcel with an accessory dwelling unit (ADU) may be subdivided under this section with plat notes specifying that the unit lot is associated with the accessory dwelling unit is subject to the ADU regulations under PMC Title 20.

(h) Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the department. All development shall be subject to any conditions imposed by the city on the preliminary approval.

(2) **Residential lot splits.** All residential lot splits may be recorded following city approval without conditions specifying minimum improvements prior to recording the subdivision. All residential lot splits shall include the following with the recorded document(s):

(a) The title of the plat shall include the phrase “Residential Lot Split”; further, notes shall be added to the recorded drawing that indicates the lots may not be further subdivided under the city’s residential lot split allowances.

(b) Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the

department. All development shall be subject to any conditions imposed by the city on the preliminary approval.

(3) All unit lot subdivisions and residential lot splits shall be recorded within six months of the date of approval.

19.11.050 Revisions and expiration.

(1) Unit lot subdivisions and residential lot splits shall follow the revision, alteration and expiration procedures for a short plat subdivision.

**Chapter 19.12
DESIGN PRINCIPLES, STANDARDS
AND SPECIFICATIONS**

Sections:

- 19.12.010 Purpose.**
- 19.12.020 General requirements.**
- 19.12.030 Critical and sensitive areas.**
- 19.12.040 Utilities.**
- 19.12.050 Transportation facilities.**
- 19.12.060 Block and lot layout.**
- 19.12.070 Common areas and unique site features.**
- 19.12.080 Nonconforming lots of record.**

(...)

19.12.040 Utilities.

In order to ensure the provision of adequate utilities as determined by the public works director or designee in a timely manner consistent with the city's comprehensive plan, and protect the health, safety and welfare of the city and its residents, all activities regulated under this title shall comply with the following requirements:

(1) Drainage Facilities. In order to protect public safety and the natural environment, all storm water management facilities shall be designed and constructed to reflect the general principles and design criteria set forth in this section, including appropriately managing

increased storm water runoff resulting from subdivision and subsequent development of a tract in such a manner as to minimize storm water runoff, minimize vegetation loss, minimize erosion, reduce potential for on-site and off-site flooding, minimize impervious surfaces and control public costs for the provision of storm water management facilities.

General principles of storm water management design to be reflected in any subdivision layout include: a project design that mimics pre-disturbance hydrologic processes using a site layout to minimize impervious surfaces and loss of vegetation with management of storm water through low impact development wherever feasible; incorporation and use of any natural drainage features; and provision of storm water detention/retention facilities to control peak flows and protect water quality;

The proposed storm water management system shall conform to the general design criteria set forth ~~below and specific development standards referenced in PMC 19.12.020 in PMC Chapter 21.10, Storm Water Management,~~ and in the current version of the Stormwater Management Manual for Western Washington as most recently adopted by the city ~~for city use, including provisions for the use of a low impact development design.:~~

~~(a) No subdivision shall be approved which does not make adequate provision for storm or flood water runoff, and for low impact development principles;~~

~~(b) All storm water systems shall be separate and independent from sanitary sewer systems;~~

~~(c) Storm water systems may consist of a combination of low impact development, natural drainage systems, curb and gutters, underground piping, water quality treatment facilities, and detention/retention facilities. Preference is given to low impact development, retention and use of natural drainage systems whenever possible;~~

~~(d) Storm water systems shall be designed to maintain historical flows necessary for the preservation of wetlands, ponds, streams, or other critical areas. Separate infrastructure may be approved for use in collecting and discharging roof runoff and spring/seep water to critical areas to assist in maintaining historical flows. In no instance shall road or yard runoff be permitted to be discharged to critical areas without appropriate pretreatment. Storm water systems shall be sited and designed to avoid potential adverse impacts to steep slopes, aquifer recharge areas, wetlands, or other identified critical areas;~~

~~(e) Adequate biofiltration facilities shall be provided to reduce siltation and water quality impacts;~~

~~(f)~~ All storm water facilities shall be located either in a public road right-of-way, or in a separate dedicated tract of appropriate width and improved to the standards set forth in the most recent ~~city engineering standards and specifications manual~~ “City Standards for Public Works Engineering and Construction” manual;

~~(g)~~ ~~Low impact development, retention, and use of natural drainage systems is required wherever feasible. Drainage ways shall be established and delineated by easement of adequate width which conforms substantially to the lines of the watercourse, and shall be maintained in an open vegetated channel; and~~

~~(h-b)~~ Subdivision of any portion of any tract located within an area subject to flooding as delineated on the most recent edition of the Federal Emergency Management Agency’s Flood Insurance Rate Maps shall comply with associated floodproof development standards contained in PMC 21.07. All floodplain areas shall be shown on the face of all plat documents.

(2) Domestic Water Facilities. In order to assure the establishment of a water supply system capable of providing a safe and adequate supply of water for domestic use and fire protection at all times, a public water system shall be extended, sized, designed and constructed in such a manner as to provide adequate domestic water service to every lot and provide minimum required fire flows.

General principles of domestic water system design to be reflected in any subdivision layout include: establishment of a system which provides adequate pressure and flow to meet domestic water, fire flow and irrigation demand; and design and construction of a system which ensures a safe and sanitary source of domestic water.†

~~(a)~~ The proposed domestic water system shall conform to the general design criteria set forth ~~below and specific development standards referenced in PMC 19.12.020 in PMC Chapter 17.42, PMC Title 14 and the most recent~~ “City Standards for Public Works Engineering and Construction” manual.†

~~(a)~~ ~~The water mains shall be designed and constructed in a “looped” system wherever possible in order to reduce potential for stagnation and stabilized system pressure;~~

~~(b)~~ ~~Fire hydrants shall be located, sized and installed in accordance with the standards and specifications set forth in Chapter 16.08 PMC and approved by the fire chief or designee; and~~

~~(c) Water mains and fire hydrants shall be located within public street right-of-way, or within a perpetual easement of appropriate width and improved to the standards set forth in the most recent city engineering standards and specifications manual. Placement within public street right-of-way is preferred.~~

(3) Sanitary Sewer Facilities. In order to assure protection of the local groundwater aquifer, sources of supply for the city's domestic water system, and surface water systems, and reduce the potential for sewage-related health hazards, a sanitary sewer system shall be extended, sized, designed and constructed in such a manner so as to provide sanitary sewer service to every lot in the development.

~~(a) The proposed sanitary sewer system shall conform to the general design criteria set forth below and specific development standards referenced in PMC 19.12.020 in PMC Chapter 17.42, PMC Title 14 and the most recent "City Standards for Public Works Engineering and Construction" manual;:~~

~~(a-b) The system shall be designed to be a gravity flow system whenever possible, to reduce on-going operation and maintenance associated with a mechanically pumped system. If pumped sanitary sewer systems are approved by the Public Works Director to serve the mutual needs of the subdivision, the pumping facilities shall be located outside of the public street right-of-way and within a tract dedicated to the city;~~

~~(b) Sanitary sewer facilities shall be located within public street right-of-way, or within a perpetual easement of appropriate width and improved to the standards set forth in the most recent city engineering standards and specification manual. Placement of sewer mains within street right-of-way is preferred, with any associated pumping facilities to be located outside of public street right-of-way and within a tract dedicated to the city; and~~

(c) When sanitary sewer service is not available and the city public works director or designee has authorized the use of on-site septic system, the on-site septic system shall be reviewed and approved by the Tacoma-Pierce County health department.

(4) Undergrounding of Utilities. All new or replacement of existing overhead utilities such as telephone, single-phase power, cable TV, etc., designed to serve the subdivision and located within the boundaries of the tract shall be installed underground. Undergrounding of existing telephone, single-phase power distribution and cable TV lines may be exempt from this requirement if the cost of undergrounding the existing line is more than twice the cost of undergrounding service and distribution lines needed to serve the subdivision.

(5) Utility Installation. Utility improvements associated with plats shall be installed in accordance with PMC 19.13, Final Plats.

19.12.050 Transportation facilities.

In order to ensure the provision of adequate transportation facilities for all modes of transportation in a timely manner, which are consistent with the city’s comprehensive plan, and protect the health, safety and welfare of the city and its residents, all activities regulated under this title shall comply with the following requirements:

(1) Street Location and Arrangement. In order to provide for streets of suitable location, width, and improvement to accommodate expected traffic and afford satisfactory access to police, firefighting, snow removal, sanitation, and road maintenance equipment, and to coordinate street development so as to compose a convenient circulation system, avoid undue hardships to adjoining properties and assure compatibility with the city’s comprehensive plan, all streets shall be designed and constructed in accordance with the regulations and standards set forth or referenced in this title and “City Standards for Public Works Engineering and Construction.”

General principles of circulation design to be reflected in any subdivision layout include: safety for both vehicular and pedestrian traffic; efficiency of service for all users; quality of life features or amenities as affected by traffic element in the circulation system; compatibility with existing site features or characteristics; consistency with low impact development principles; and economy of both construction and use of land.

Arterial and collector streets proposed in the comprehensive plan, located within or adjacent to a proposed subdivision, shall be provided in accordance with the plan, shall be improved to city specifications, and shall be dedicated to the public in all instances. All other streets including minor collectors and local access streets shall be improved to city specifications and dedicated to the public.

The proposed street layout shall conform to the general design criteria set forth below and specific development standards referenced in PMC 19.12.020:

(a) All streets shall be arranged in proper relation to topography and other site characteristics in a manner which results in usable lots, safe streets and acceptable gradients without unnecessary destruction of drainage courses, trees and other natural site features;

(b) The arrangement of streets in new development should be such that said streets extend to the boundary lines of the tract to make provision for future extension to adjacent tracts, except when determined to be impractical by the public works director or designee due to critical areas, site constraints, or existing street alignments. Where streams or similar drainage features are present, crossings such as bridges or culverts shall be used, where feasible and consistent with PMC 21.06, Critical Areas, to ensure connectivity;

(c) The street layout shall ~~reflect the use of~~ establish an interconnected street grid that uses local streets to provide access to abutting properties, and the use of collector streets to channel traffic ~~through the development to abutting collectors and arterials to adjoining collectors and arterials, while discouraging significant through-traffic on local streets.~~ Traffic calming measures and street designs intended to slow the travel speed of vehicles may be required to be implemented pre-emptively when new street connections occur. The plat street layout should discourage the use of local streets by through traffic shall also provide logical right-of-way stubs/connections to adjacent undeveloped parcels to support a continuous and connected street grid network as surrounding areas develop;

(d) When lot(s) within a residential development are proposed adjacent to an arterial street, primary access to said lots shall be provided from a local street or collector street and a “no access” ~~easement restriction shall be~~ established on the final plat documents along the lot boundary bordering the arterial;

(e) All street intersections shall be perpendicular, unless a modified intersection is approved by the city’s public works director or designee;

(f) Frontage improvements shall be required except when existing street improvements are determined to meet minimum city standards and specifications by the public works director or designee, or where assurance for dedication and improvement of the remaining part of the street is provided to the satisfaction of the public works director or designee. Whenever a tract to be subdivided borders on an existing half or partial street, the other part of the street shall be dedicated within such tract;

(g) Whenever a proposed subdivision borders an existing street, reconstruction or widening of such street may be required as a condition of final plat subdivision approval. Additional dedication of right-of-way may also be required;

(h) All streets within a proposed development shall be designed and constructed to city standards and specifications, unless a situation of unusual physical conditions such as critical areas or a controlled design environment is proposed, and it can be demonstrated

that a private street or alternative public street cross-section design is the only feasible solution and will not disrupt the city's existing or proposed transportation circulation system or inhibit future roadway grid connectivity to the satisfaction of the public works director or designee. If authorized by the public works director or designee, private or alternatively designed public streets shall be designed and constructed to city standards and specifications, and covenant provisions for the perpetual ownership, maintenance, improvement, and liability of said private street at no expense to the city is reviewed and approved by the city attorney;

(i) Restriction of public access to publicly-owned and maintained roadways through the establishment of gated communities shall not be permitted. A maximum of four dwelling units may gain access through a gated private road/access, only where a private road is allowed as the main point of ingress/egress. Private gates must meet all traffic engineering and fire/EMS standards (e.g. knox box, appropriate queueing setback from intersection, etc); and

(j) Roadway connections to abutting, stubbed out rights-of-way shall be required as a condition of approval if said connection furthers the city goal of promoting a system of interconnected grid of roadways. New streets shall not be connected or traffic from a proposed development discharged to a substandard roadway without minimum improvement to said roadway as determined to be needed by the city public works director or designee. Improvements to said substandard rights-of-way may be required if they are proportional to the size/scale of the development and the impacts to said roadway, as determined by the city engineer or designee.

(2) Sidewalks and Walkways. In order to provide for safe and convenient pedestrian movement as an alternative to the use of vehicles, increased mobility for persons with limited access to motorized vehicles, and create a community-wide pedestrian circulation system, all sidewalks and walkways shall be designed and constructed in accordance with the regulations and standards set forth or referenced in this title.

General principles of sidewalk and walkway design to be reflected in any development layout include: safety for both pedestrian and vehicular traffic; appropriate interface or separation from potential hazards including vehicular travel lanes or other dangerous site features; compatibility with site features and characteristics; provision of direct and convenient pedestrian connections between community activity areas, schools, commercial and employment centers, recreation facilities, transit stops, and other

residential neighborhoods; consistency with low impact development principles; and orientation to unique or significant site features including critical areas and view corridors.

The proposed sidewalk and walkway layout shall conform to the following:

(a) ~~Sidewalks shall be required depending upon road classification and intensity of development in accordance with the requirements set forth in the city's engineering standards;~~

~~(b)~~ Where sidewalks are optional, or where a request to waive sidewalks as a requirement is being considered, they may be required if close to pedestrian generators, to continue a walk on an existing street, to link areas, or to provide pedestrian access to future development as indicated in applicable master plans;

~~(c)~~ In conventional developments, sidewalks shall be placed in the right-of-way, unless an exception is permitted by the public works director or designee, to preserve topographical or natural features, or unless the applicant shows an alternative pedestrian system provides safe and convenient circulation;

~~(d)~~ In planned developments, sidewalks may be located away from the road system to link dwelling units with other dwelling units, the street, and on-site activity centers such as parking lots, recreation areas or open space. They may also be required parallel to the street for safety and other reasons;

~~(e)~~ Pedestrian ~~easements~~ walkways (dedicated as public right-of-way only – public pedestrian easements on private property are not allowed) shall be required through the center of blocks more than 600 feet in length to provide circulation and access to schools, parks, open space, shopping or other community facilities;

~~(f)~~ Sidewalks shall be designed and constructed in accordance with the specifications set forth in the city's engineering standards;

~~(g)~~ Dedication of ~~easements~~ public right-of-way for public access ~~or public right-of-way~~ may be required for sidewalks or walkways considered to be an integral link in the pedestrian circulation system. Easements for pedestrian, recreational or other non-motorized public access points on private property (including home owner association owned tracts) shall not be used or proposed to be provided in lieu of standard sidewalk improvements required to be constructed within public street right-of-way, as determined by the city's public works director or designee; and

(hg) Off-site sidewalk and/or walkway connections shall be required as a condition of approval if said off-site sidewalk/walkway furthers implementation of the city's nonmotorized plan and if such off-site sidewalk connections are proportional to the size/scale of the development and would further the goals of the nonmotorized plan, as determined by the city engineer or designee. Special consideration will be made to sidewalk connections that would promote safe and dedicated public walking routes to schools.

(3) Bikeways. In order to provide for safe and convenient bicycle travel as an alternative to the use of motorized vehicles, increased mobility for persons with limited access to motorized vehicles, and create a community-wide bicycle circulation system, all bikeways shall be required, designed and constructed in accordance with the regulations and standards set forth or referenced in this title.

General principles of bikeway design to be reflected in any development layout include: safety for both bicyclists and vehicular traffic; appropriate interface or separation from potential hazards including vehicular traffic or other dangerous site features; compatibility with site features and characteristics; provision of direct and convenient bicycle connections between community activity areas, schools, commercial and employment centers, recreation facilities, transit stops, and other residential neighborhoods; consistency with low impact development principles; and orientation to unique or significant site features including critical areas and view corridors.

The proposed bikeway layout shall conform to the following:

~~(a) Residential (local access) streets and associated improvements shall include bicycle use as a component of the roadway, unless alternate bicycle paths are provided;~~

~~(b)~~ Signed bicycle routes, as designated in the city's comprehensive plan, shall be designed and constructed in accordance with the city's standards and specifications;

~~(eb)~~ Bike paths, as designated in the city's comprehensive plan, shall be designed and constructed in accordance with the city's standards and specifications;

~~(dc)~~ Bike paths may be combined with pedestrian sidewalks or walkways when approved by the city's public works director or designee, and shall be designed and constructed in accordance with the city's standards and specifications;

~~(e)~~ Bike routes and bike paths shall be located, designed and constructed to interconnect with existing or proposed off-site bike routes or paths; and

(fd) Dedication of ~~easements for public access or~~ public right-of-way may be required for bike routes or bike paths designated in the city's comprehensive plan. Such dedication may also be required if considered to be an integral link in the city's bike route or bike path circulation system, or proposed to be provided in-lieu-of standard street improvements required to be constructed within public street right-of-way, as determined by the city's public works director or designee.

(4) Street Lighting. In order to provide for vehicle and pedestrian safety, improved security and an attractive streetscape, street lighting shall be installed at the corner of all intersections, on cul-de-sacs that are 200 feet or longer in length, or as determined to be needed by the public works director or designee. All street lighting shall be installed in accordance with standards and specifications contained in the documents referenced in PMC 19.12.020.

19.12.060 Block and lot layout.

In order to ensure a functional and efficient design, predictability, effective police surveillance, assist in alleviating property line disputes, public nuisances and zoning infractions, reduce conflicts with transportation facilities, and create desirable and uniform lots for development, all activities regulated under this title shall comply with the following requirements:

(1) Block Arrangements. Blocks shall be arranged in accordance with the following requirements:

(a) Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth. Exceptions to this prescribed block width shall be permitted in blocks adjacent to critical areas, major transportation facilities, industrial and commercial areas;

(b) Whenever practical, blocks along arterials and major collector streets shall not be less than 1,000 feet in length. Blocks in other residential areas (local roads) shall not be more than 1,000 or less than 300 feet in length. New intersections created in a plat shall align with existing roadway intersections/driveways to the maximum extent possible;

(c) Easements may be required to be established through blocks exceeding 600 feet in length, to accommodate utilities, or drainage courses/facilities, or pedestrian walkways;

(d) Where blocks are developed along primary arterial streets and/or highways that are proposed to contain alleys, said alleys shall run parallel to said arterial, and not perpendicular or radial so as to create an intersection between the arterial and alley; and

(e) Wherever feasible, blocks shall be arranged consistent with low impact development principles.

(2) Lot Arrangements. Lots shall be oriented and improved in accordance with the following requirements:

(a) The lot arrangements shall be such that there will be no foreseeable difficulties, for reasons of topography or other site conditions, in securing building permits to build on all lots in compliance with the zoning ordinance and other regulations and in providing safe driveway access to buildings on such lots from an approved street. In the case that a proposed lot would establish an irregular building envelope due to critical areas, critical area buffers, easements, landscape buffers, or any other encumbrances or site conditions, it shall be the burden of the applicant to demonstrate that such building envelope is buildable without relief from requirements of this title;

(b) Lot dimensions shall comply with the minimum standards of the zoning ordinance, with corner lots to be platted a minimum of 10 feet wider than the minimum required lot width;

(c) Double frontage and reverse frontage lots for residential development shall ~~be discouraged~~ not be used, except where necessary to provide separation of development from arterial streets or to overcome specific disadvantages of topography and orientation. Access for residential development shall be required using the lowest functional classification or volume roadway, as determined by the traffic engineer;

(d) Lots shall not generally derive access exclusively from an arterial or major collector street. Where driveway access from an arterial or major collector street ~~may is~~ be necessary for several adjoining lots, said lots ~~may shall~~ be required to be served by a common and combined driveway in order to limit possible traffic hazards on such streets;

(e) Lots shall be laid out so as to provide positive drainage away from all buildings, and individual lot drainage shall be coordinated with the general storm drainage pattern for the area;

(f) Each individually owned lot or unit shall obtain direct access from a dedicated public street by a panhandle access, approved private access road tract or approved alley. All approved accesses must be paved from the right-of-way to the dwelling unit(s) with direct nonmotorized access;

(g) Panhandle access will only be allowed when separated by at least one lot width, and shall serve no more than one lot. Panhandle access shall have a minimum width of 20 feet

and a maximum length of 200 feet. Fire turn around areas may be necessary for any access which exceeds 150 feet in length;

(h) All newly created and/or modified lots shall be uniformly square or rectangular in shape (four-sided polygon) to the fullest extent possible per the administrative authority of the development services director or designee, unless the land use case requires purview of the hearing examiner or binding site plan committee. Side lot lines shall be perpendicular to street lines or radial to curved street lines. Jogging or meandering lot lines shall be avoided unless associated with code-required critical area preservation, significant natural feature(s), established configuration of an abutting legal lot(s) of record, previously recorded easements, or testamentary provisions;

(i) Topsoil shall be placed on each lot to a minimum depth as specified in the city's vegetation management standards manual ("VMS");

(j) No cut trees, timber, organic debris, earth, rocks or stones 12 inches in diameter or greater, contaminated or nonstructural surplus soil, junk, rubbish, or other waste materials of any kind, including construction debris, shall be buried in any land without prior approval of the public works director or designee. No cut trees, timber, organic debris, earth, rocks, stones, soil, junk, rubbish, or other waste materials of any kind, excluding landscape materials, shall be left deposited on any lot or street at the time the buildings are ready for occupancy;

(k) Where a subdivision of a residentially zoned property would result in a lot that could be further subdivided in the future, a utility and access easement area, in a width suitable to provide such access and utilities, may be required to serve future subdivision of the property; and

(l) Wherever feasible, lot layout shall be developed consistent with low impact development principles.

19.12.070 Common areas and unique site features.

In order to promote the visual quality of the city, ensure appropriate retention and maintenance of common facilities, and provide for adequate public park, recreation and school facilities, all activities regulated under this title shall comply with the following requirements:

(1) Vegetation Buffers. In order to promote the visual quality of the streetscapes and provide additional buffering from transportation corridors consistent with the city's

comprehensive plan, all activities regulated under this title shall comply with the following requirements:

(a) Vegetation buffers of not less than 25 feet in width shall be required along all boundaries of the development abutting a controlled access highway (e.g., SR512, SR410, SR167); ~~a type II, 15-foot vegetative buffer shall apply to all arterial and collector roadways as designated in the comprehensive plan.~~ Buffers along controlled access highways shall be designed using native vegetation, with substantial use of native conifer species (e.g., Douglas fir, western red cedar, madrone, western hemlock, etc.) and native understory plants. ~~Buffers- Plats along city collector and arterial along city~~ roadways shall include ~~clumps of a row of evergreen and deciduous trees (20'-25' on-center)~~ intermixed with ~~native shrubs (5'-7' on-center)~~ and ~~no more than 25 percent turf grass groundcover plants (2'-4' on-center)~~;

(b) When suitable natural vegetation is present, it shall be retained, and if necessary, enhanced with native plant material. Any proposed enhancement shall be set forth in a landscape plan, approved by the ~~development services~~ director or designee, and the landscaping installed prior to final plat approval; and

(c) When suitable natural vegetation is not present, a landscape plan shall be prepared reflecting the use of native plant material, approved by the ~~development services~~ director or designee, and the landscaping installed prior to final plat approval. All native vegetation buffers shall be placed into either a native vegetation protection ~~easement area (NVPA E)~~ or dedicated NVPA E tract with appropriate protection language, as approved by the director or designee, shown on the face of the plat.

(2) Street Trees. In order to further implementation of the city's street tree program, street trees are required to be installed in all plats ~~over six (6) lots, or as otherwise required by PMC 11.28.030 in accordance with Chapter 11.28 PMC~~, Street Trees. Proposed subdivisions under this title shall ~~place trees in the right of way or~~ dedicate suitable area for street trees in accordance with city standards for the applicable roadway.

(3) Fences and Walls. In order to provide a form of neighborhood identity, ensure consistent treatment, reduce the potential for graffiti, preserve the visual character of native or replanted vegetation buffers, protect against the visual impacts of tall retaining walls on the perimeter of plats and provide physical buffering along major and minor arterials and collectors, fences and walls shall be designed, located, constructed and maintained in accordance with the provisions of this section.

General principles of fence and wall placement and treatment to be reflected in any subdivision include: the perimeter boundary of any subdivision adjacent to a major or minor arterial or collector should be buffered from the arterial or collector by vegetation, fence, wall or a combination thereof; fencing, wall or landscape treatment should be consistent to provide a form of neighborhood identity; the use of landscaping or vegetation enhancement is preferred in lieu of fencing or walls to provide screening and privacy for the rear yards of adjoining lots; landscaping shall be retained or installed along the street side of any fencing or wall to reduce hard surfaces which may attract graffiti; and, the installation of fencing or walls adjacent to critical areas or associated buffers is discouraged to reduce the potential disturbance and dumping of yard waste, and encourage incorporation of the critical area and associated buffers as an element of the adjoining lot.

Proposed fences, walls and landscape buffers shall conform to the following:

(a) Fences shall not encroach into any street right-of-way, and shall be set back a minimum of one foot from the edges of any sidewalk. The location, setbacks, stepbacks and landscape screening of all retaining walls along all perimeter areas of all plats shall conform to the standards set forth in PMC 20.58.005(2)(a);

(b) Fences, walls and landscaping shall comply with all clear vision area requirements at street and driveway intersections;

(c) Landscape treatment shall be retained or installed between the public right-of-way and any solid fence or wall to reduce the appearance of a long continuous wall and reduce “hard” surfaces which may attract graffiti;

(d) Solid fences and walls shall be located on the side of any common tract or vegetation easement opposite the side adjacent to the street. Non-sight-obscuring fencing such as split-rail or chain link fencing may be located on the street side of any common tract or vegetation easement, provided the fencing is not painted and any chain link fencing shall be black vinyl clad in surface coating;

(e) Fencing or walls shall not encroach into any critical area or associated buffer, and all fencing and walls within five feet of a critical area or buffer shall be non-sight-obscuring; and

(f) Standards and specifications regarding the type, placement, treatment, ownership, maintenance and modification, of fencing, walls or landscaping associated with perimeter

treatment of the project boundaries, common areas, native vegetation easements, critical areas and associated buffer, shall be specified at the time of final plat approval.

(4) Common Areas and Facilities. Common areas and facilities such as but not limited to parks/open space, storm water detention/retention ponds, bioswales and other storm water facilities, subdivision entrances containing signage/landscape treatment, critical areas, etc., typically provide a “common” benefit to more than one property owner. In some instances, provision of common facilities may be a requirement of development plan approval and necessary for the provision of services. In order to enable the transfer of property rights or ownership interest to other parties, and ensure the continued provision and maintenance of the common facility for a specific purpose or use, the property upon which the common facilities exists must be delineated as a separate tract or easement for a specific purpose, and the parties with ownership or use interest specified.

General principles for common facilities to be reflected in the proposed development include: common areas and facilities benefiting more than one party should be designated as a common area/facility and delineated by easement or separate tract, and the ownership/use interest and provisions for maintenance should be specified at the time of platting; ownership and maintenance of common areas/facilities which primarily benefit the residents/property owners within the development should be the responsibility of said residents/property owners; adequate provisions should be included for continued ownership and maintenance of private common facilities; and common facilities which primarily benefit the general public or are considered part of a city facility should be delineated at separate tracts and dedicated to the public.

Proposed common areas and facilities shall conform to the following:

(a) Facilities benefiting more than one property owner shall be considered common area/facilities, designated by easement or separate tract, and corresponding dedication statements included on the face of the final plat specifying the use for which the easement or tract is created, and assigning ownership and use interest;

(b) Common areas/facilities which primarily benefit the residents/property owners within the development such as subdivision entrances containing signage/landscape treatment, and private parks and recreation facilities shall be considered “private” common areas/facilities and the primary ownership and responsibility for maintenance assigned to said residents/property owners;

(c) All private common areas shall be of a size sufficient to accommodate associated facilities;

(d) Adequate provisions for ownership and maintenance in the form of statements of easement; conditions, covenants and restrictions; and/or creation of a homeowner's association shall be specified at the time of platting. The documents shall address continued ownership interest, right of use, responsibility for maintenance, remedies in the event any of the responsible parties fail to perform, and procedures for modification or vacation of easements or tracts and associated facilities not required as a condition of plat approval. The documents shall also include an adequate funding mechanism for those areas/facilities requiring regular maintenance; and

(e) Common areas/facilities which are determined by the city to primarily benefit the general public or are considered part of a city facility such as storm water detention/retention ponds and bioswales shall be delineated as a separate tract and dedicated to the public for future ownership and maintenance.

(5) Park and Recreation Facilities. In order to ensure adequate provision for public parks and recreation facilities, park impact fees shall be assessed to all residential development in accordance with Chapter 21.20 PMC, Impact Fees.

(6) School Facilities. In order to ensure adequate provision for public school facilities, school impact fees shall be assessed to all residential development in accordance with Chapter 21.20 PMC, Impact Fees.

Chapter 19.13

FINAL PLATS

Sections:

19.13.005 Purpose and scope.

19.13.010 Review and approval procedural steps.

19.13.020 Preliminary plat – Modification.

19.13.030 Phased development.

19.13.040 Minimum improvements.

19.13.050 Final plat.

19.13.060 Model homes.

19.13.005 Purpose and scope.

The purpose of this chapter is to establish uniform procedures and standards for the review, modification, phasing, and approval of final plat subdivisions within the city of Puyallup. This chapter sets forth the required steps for the process to submit a final plat for both short plats and major plats, including final plat review procedures, installation or assurance of required improvements, and final plat approval and recording.

19.13.010 Review and approval procedural steps.

The procedure for review and approval of final plats shall consist of three steps:

(1) The first step is the preparation and submission of a preliminary short or major plat and receiving preliminary plat approval (administrative approval for preliminary short plats; hearing examiner approval for preliminary major plats).

(2) The second step is the installation of improvements pursuant to the approved preliminary short or major plat. This step may also involve the posting of financial guarantees (e.g. bond) providing for and securing to the city the actual construction and installation of such improvements within a period specified.

(3) The third step is the preparation and submission of a final plat, together with any required certificates. The final plat is the instrument recorded in the office of the Pierce County auditor after being duly signed by the officials as set forth in this title.

19.13.020 Preliminary plat – Modification.

Any modifications to a preliminary plat must be approved by the city prior to implementation or installation of the modified improvement. Approval of requests for modification shall be as follow:

(1) Preliminary major plats.

(a) Major modifications to an approved preliminary major plat which result in a significant reduction of open space, increased disturbance of critical areas, an increase in the number of lots, changes in the plat boundaries or alteration of road alignments or connections shall only be allowed after public hearing, review and approval by the hearing examiner;

(b) Modifications to an approved preliminary major plat determined to be minor in nature by the director or designees may be administratively reviewed and approved by the city department(s) responsible for administering the corresponding requirements on the final plat document.

(2) Preliminary short plats.

(a) Any modification of a preliminary short plat shall be administratively reviewed and approved by the city department(s) responsible for administering the corresponding requirements. The director shall determine if the proposed modification requires additional review as a revised preliminary short or major plat application or if the proposed changes may be reflected as a minor modification on the final short plat document.

(3) Major modifications to a previously reviewed and approved preliminary plat where additional staff and/or hearing examiner review and approval is necessary shall be treated as a new application for the purposes of review timelines specified under PMC 20.11.006.

19.13.030 Phased development.

After the preliminary plat approval has been given to a proposed subdivision, the subdivider may desire to develop the subdivision in stages, completing one division of the development before undertaking another. If the subdivider desires to develop the subdivision in stages, the applicant shall submit a divisional preliminary plat for each successive stage as follows:

(1) The subdivider shall submit a request to the department, together with the divisional preliminary plat in the format as prescribed for the preliminary plat. The director may waive the environmental checklist provided the divisional plat is submitted before the expiration period and there are no changes in environmental conditions, and that the divisional plat conforms to the approved preliminary plat of the total subdivision.

(2) As preliminary divisional plats for each stage are submitted, they will be checked for compliance with the approved preliminary plat for the subdivision, without taking into account any conflicting regulations which might have been enacted in the meantime, unless such regulation has set forth mandatory compliance to include the previously approved preliminary plat.

(3) If, in the opinion of the director and the public works director or their designees, the preliminary divisional plat for a given stage is in conformity with the approved plat for the total subdivision, they may approve the same subject to any installation of or extension of

utilities, drainage of streets outside of the proposed preliminary divisional plat as they may deem necessary to assure the orderly and complete development of the previously approved preliminary plat or the development of any adjoining property or properties.

19.13.040 Minimum improvements.

(1) Upon approval of a preliminary short plat or major plat, the subdivider may proceed with the installation of required improvements with the assurance that final plat approval will be granted, provided that the final plat conforms to the approved preliminary plat. Further, the public works director or designee must review and approve the construction plans for all required minimum improvements, which shall be designed in accordance with current City of Puyallup specifications as set forth in PMC 19.10. All required improvements shall be installed under the permitting and inspection processes of the department. Further:

(a) In lieu of the completion of the actual construction of any improvements prior to the approval of a final plat, the city may accept a financial guarantee (bond, or other secure method), in an amount and with surety and conditions satisfactory to it, providing for and securing to the city of Puyallup the actual construction and installation of such improvements (plus a 20 percent contingency) within a period of one year and expressed in the guarantee. The director or public works director may, however, require that a certain minimum improvement(s) be installed in conjunction with the financial guarantee; OR

(b) The public works director or designee, consistent with applicable department(s) policy or procedure, will require that certain minimum improvement(s) be delayed in lieu of the completion of the actual final construction (e.g., sidewalk installation, final lift of asphalt pavement on roads). In such cases, the applicant will be required to submit a financial guarantee (bond, or other secure method) to the city in an amount equal to the estimated cost (plus 20 percent contingency) of the delayed improvements, providing for and securing to the city of Puyallup the actual construction and installation of such improvements within a period of up to two years and expressed in the financial guarantee; or

(c) Combination of those methods as stated above.

19.13.050 Final plat.

(1) Preparation of Final Plat. The final plat shall generally conform to the preliminary plat as approved. A final plat may constitute a portion of an approved preliminary plat, which may be a divisional or phased preliminary plat.

(2) Request for Final Plat Approval. After approval of the site development plans and completion of a pre-construction meeting for civil construction, the subdivider may submit to the department a request to review the final plat for final approval. The request shall include the following information:

(a) Final plat map prepared in accordance with department policies and procedures;

(b) Construction cost breakdown that will be used to determine surety requirements;

(3) Requirements for the Final Plat.

(a) The map of the final plat shall be drawn with indelible ink on the best grade of bond paper or mylar, 18 inches by 24 inches in size, allowing one-half inch for border. If more than one sheet is required, each sheet including the index sheet shall be of the above-specified size. The index sheet must show the entire subdivision, with street and highway names and block numbers. The north point, scale and date shall be shown;

(b) All documents, maps and survey notes pertinent to the subdivision in which the plat is located shall be submitted to the city engineer and shall contain the name of the subdivision or be clearly referenced to it and the name and address of the subdivider and the surveyor or engineer;

(c) The boundary lines with accurate distances and bearings, location, and width of all existing previously recorded public highways approaching and intersecting the boundaries of the subdivision shall be shown on the map and referenced to the same system used to establish boundary lines and/or acceptable data prescribed by the city engineer;

(d) The necessary acknowledgments, dedications, descriptions, surveyor's certificate and approvals for the mayor, public works director, Pierce County assessor, Pierce County treasurer and Pierce County auditor shall be on the plat. The general format of the final plat shall be approved by the public works director or designee. The final plat shall be certified by a registered land surveyor;

(e) The map shall accurately show the boundary lines of all parks and playgrounds and the rights-of-way of all public highways contained in the plat, subdivision or dedication, and shall contain thereon, suitably inscribed, and described, a statement of dedication of these rights-of-way, playgrounds, parks, and other necessary areas;

(f) The map shall show the length of all arcs and radii;

(g) The map shall show and indicate all turning angles, points of curvature, and length of tangents;

(h) The map shall show the location of all monuments in which their size, shape, and location are indicated;

(i) The error closure of any and all traverses shall not exceed one foot in 10,000 feet;

(j) The computer check of the boundaries, street centerlines, lots, blocks, and lot areas shall be submitted with the final plat as required by the public works director or designee; and

(k) A platting certificate shall be submitted with the final plat.

(4) Staff Review – Final Plat. City staff shall review the final plat to determine that the plat meets all standards established by state law and this chapter. The final plat shall be reviewed for substantial conformance to the approved preliminary plat, including any requirements or conditions imposed under the preliminary approval and any approved modifications. If it is determined the requirements of this chapter have not been met, the final plat shall be returned to the applicant for modification, correction, or other action as required for approval. Upon determination of compliance, the director and public works director shall certify approval on the face of the plat.

(5) Maintenance Bonds. The city shall require a bond or equivalent instrument of assurance to guarantee the successful operation of improvements and that the developer shall correct any defect in a subdivision caused by faulty design and/or construction. The bond shall be for a minimum of one year and a minimum of 10 percent of the construction cost of the subdivision or as determined by the public works director or designee. The public works director shall not sign the final plat document unless the required bond has been accepted by the city.

(6) Approval of Final Plat. Approval of the final plat shall not be issued until after completion of all the specified improvements, or the appropriate financial guarantee of the improvements is provided, where allowed by department(s) policy or procedure(s). Approval of the final plat shall be indicated by the signatures of the public works director, the director, the city treasurer, the city attorney, and city clerk on the original tracing of the final plat. The approval of the final plat shall be deemed to constitute an acceptance by the public of the dedication of any street or other proposed public way or space, only after such final plat has been recorded by the county auditor of Pierce County. Approval of the

final plat shall be null and void if the plat is not recorded within 180 days after the date of approval, unless application for an extension of time is made in writing during said 180-day period and is granted.

19.13.060 Model homes.

It shall be the purpose and intent of this section to allow the construction up to four detached single-family dwellings or four attached dwellings within a preliminary subdivision, which has been approved in accordance with all existing plans and regulations. The purpose of model home dwellings shall be to demonstrate a variety of housing designs together with all associated on-site improvements, e.g., landscaping, improved driveway, patios, etc. prior to the plat receiving final approval.

Model homes when proposed shall be established subject to the following criteria:

- (1) Model homes are intended to serve as non-occupied structures established on a site to showcase various housing designs for prospective buyers. Upon approval by the director, residential occupancy (allowing the use of the model home by an occupant as a residence) may be granted once all departmental requirements (e.g. fire, building, engineering, planning) for residential certification and occupancy have been satisfied; and,
- (2) Only one model home may be occupied as a temporary real estate office; and,
- (3) Approval of model homes does not constitute a division of the property; and,
- (4) A detached single-family dwelling unit shall be considered one model home in a detached single-family subdivision; and,
- (5) A total of eight dwelling units for the entire preliminary plat, to include all phases or divisions are permitted as model homes; and,
- (6) An existing dwelling(s) retained within the boundaries of the plat shall be counted toward the number of allowable model homes; and,
- (7) The footprint of all existing model homes, including roof overhangs, porches, decks, etc. shall be shown on the final plat to ensure that there are no encroachments into required setbacks.

Section 4. *Puyallup Municipal Code.* Title 20.11 is amended as follows.

Ordinance No. _____
Amendments to Titles 2, 19 and 20 PMC
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**Chapter 20.11
APPLICATIONS AND RECORDS**

Sections:

- 20.11.001 Scope, purpose, and intent.**
- 20.11.005 General rules for processing applications.**
- 20.11.006 Determination of complete application – Maximum time periods for processing applications.**
- 20.11.007 Consolidated permit review process.**
- 20.11.010 Applications become part of permanent record.**
- 20.11.012 Notice to applicants, public, and agencies with jurisdiction.**
- 20.11.015 Withdrawal of applications.**
- 20.11.020 Revision of applications.**
- 20.11.022 Inactive applications.**
- 20.11.025 Effect of written testimony and signatures on petitions.**
- 20.11.030 Filing fees.**
- 20.11.040 Availability of maps and planning documents.**
- 20.11.050 Exceptions to permit application process.**
- 20.11.060 Statement of restrictions.**

(...)

20.11.005 General rules for processing applications.

Applications to initiate consideration of matters under this code may be made by persons or agencies, including owners, bona fide agents, the commission and the council. Each applicant shall designate a contact person/entity to receive determinations and notices required by this code. Applications shall be made on forms furnished by the **planning and community development** department, and shall be accompanied by the required fee and any other information as may be prescribed by the **planning and community development** director. No application shall be considered filed in the absence of such properly

completed application, required fee, and supportive materials as may be deemed necessary for a full and fair review by the responsible reviewing bodies.

20.11.006 Determination of complete application – Maximum time periods for processing applications.

(1) ~~In general, all applications shall be processed within 120 calendar days of the date the application is determined as being complete. All permit processing timelines shall be consistent with RCW 36.70B.080.~~ The ~~planning and community development~~ director shall establish procedures to ensure ~~consistency with RCW 36.70B.080 and~~ that environmental review as required by Chapter 21.04 PMC and Chapter 43.21C RCW occurs in combination with procedures for review of project permits. The following review timelines apply to applications processed under PMC Titles 19 and 20:

(a) All applications which do not require notice of complete application shall be processed within 65 calendar days of the determination of completeness.

(b) All applications which require a notice of complete application shall be processed within 100 calendar days of the determination of completeness.

(c) All applications which require a notice of complete application and a public hearing shall be processed within 170 calendar days of the determination of completeness.

(d) If a project requires more than one permit approval from the city, procedures shall provide for an optional consolidated review of all project permit applications through one review process. If the processing timelines for two consolidated permit types being reviewed under a single review process conflict, the longer of the two maximum required processing timelines shall govern and a single, 120-calendar-day time period.

(2) Within 28 calendar days after receiving a project permit application, the director shall mail or provide in person a written determination to the applicant stating either:

(a) The application is complete; or

(b) The application is incomplete and stating what is necessary to make the application complete.

Within 14 calendar days after an applicant has submitted the additional information identified as being necessary for a complete application, the director shall notify the applicant in writing whether the application is complete or what additional information is necessary.

(3) The written determination shall also identify other agencies of local, state or federal governments that may have jurisdiction over some aspect of the application.

(4) A project permit application is complete when it meets the applicable procedural submission requirements and is sufficient for continued processing, even though additional information may be required or modification of the project may be subsequently undertaken. A determination of completeness shall not preclude the director from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

(5) An application shall be deemed complete if the director does not provide a written determination to the applicant that the application is incomplete as provided in subsection (2)(b) of this section.

(6) The notice of final decision on a project permit application shall be issued ~~within 120 calendar days consistent with PMC 20.11.006 (1)~~, after the applicant has been notified that the application is complete; provided, that the above time limit does not apply if a project permit application:

(a) Requires an amendment to the comprehensive plan or development regulations;

(b) Requires the siting of an essential public facility as provided in RCW 36.70A.200;

(c) Is substantially revised by the applicant, in which case the time period shall start from the date the revised project permit application is determined to be complete.

(7) If the city is unable to issue its final decision ~~after the first review within the required time limits, it city staff~~ shall provide written notice of this fact to the applicant, stating the reasons why the ~~time limits have not been met and providing an estimated time for issuance of the notice of final decision permit cannot be approved or approved with conditions and providing the applicant with a request for corrections (e.g. Development Review Team (DRT)) letter. A second submission from the applicant may be required to demonstrate resolution of corrections.~~

~~(a) If city staff is unable to issue a final decision after the second review, a subsequent DRT letter will be issued in accordance with department procedures. Following issuance of this second letter, staff shall schedule a comment resolution meeting with the applicant, consistent with department policy, to identify and address the remaining issues and required revisions necessary for approval or conditional approval of the permit application.~~

(b) Following the comment resolution meeting, a third submittal from the applicant may be required to demonstrate resolution of corrections. Upon receiving the applicant's response, the city will issue a decision to either approve, approve with conditions, or deny the application. The final approval/denial decision shall include:

(i) Rationale for decision, including references to applicable codes, policies and standards; and,

(ii) Option for the applicant to request more staff review time and avoid a denial of the permit; and,

(iii) Appeal process information.

(c) The time periods necessary to process a permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use, as defined by department policy and/or procedure.

(d) If, at any time, an applicant informs city staff, in writing, that the applicant would like to temporarily suspend the review of the project for more than 60 days, or if an applicant is not responsive for more than 60 consecutive days after the city has notified the applicant, in writing, that additional information is required to further process the application, an additional 30 days will be added to the time necessary to issue a final decision for each type of project permit that is subject to this chapter.

(e) Any written notice from city staff to the applicant that additional information is required to further process the application shall include a notice that non-responsiveness for 60 consecutive days may result in 30 days being added to the time for review. For the purposes of this subsection, "non-responsiveness" means that an applicant is not making demonstrable progress on providing additional requested information, or that there is no ongoing communication from the applicant to city staff on the applicant's ability or willingness to provide the additional information.

(fe) Nothing herein shall cause the city to be liable for damages for failure to meet the specified calendar-day time limit.

(...)

20.11.012 Notice to applicants, public, and agencies with jurisdiction.

(1) Within 28 calendar days of the city receiving a development permit application, said applicant shall be notified in writing as to whether or not the application is deemed complete or incomplete, pursuant to the procedures in PMC 20.11.006. For permits subject to the Puyallup Shoreline Management Program (SMP), see Chapter 8, Section E for noticing requirements. The ~~development services~~ director shall publish and administratively maintain a comprehensive table outlining public noticing procedures for all development permit applications. Within 14 calendar days of determining the completeness of an application, notice of the application shall be provided to the public and departments and agencies with jurisdiction. If a determination of significance has been made pursuant to Chapter 21.04 PMC and Chapter 43.21C RCW, the notice of application shall be combined with the determination of significance and scoping notice. Projects categorically exempt from environmental review pursuant to Chapter 21.04 PMC and Chapter 43.21C RCW shall not require notice, unless a public comment period or public hearing is required as part of the project action.

(2) The notice shall contain the following information:

(a) The date of application, the date of the notice of completion for the application;

(b) A description of the proposed project action and a list of the project permits included in the application and, if applicable, a list of any requested studies;

(c) The identification of other permits not included in the application to the extent known by the city;

(d) The identification of existing environmental documents that evaluate the proposed project and the location where the application and studies can be reviewed;

(e) A statement of the public comment period, which shall not be less than 14 nor more than 30 calendar days from the date of notice of application, and statements of the right of any persons to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights. Public comments will be accepted at any time prior to the closing of the record of an open record hearing, if any, or, if no open record hearing is provided, prior to the decision on the project permit;

(f) The date, time, place and type of hearing, if applicable and scheduled at the date of the notice of application;

(g) A statement of the preliminary determination, if one has been made at the time of notice, of those development regulations that will be used for project mitigation and of consistency with applicable development regulations; and

(h) Any other appropriate information.

(3) If an open record hearing is required for the requested project action, the notice of application shall be provided at least 15-14 calendar days prior to the hearing.

(4) If an open record hearing is required for the requested project action, the director shall provide mailed notice to the same notification district for which notice of the public hearing is given.

(5) For project actions not requiring a hearing, the director may use different types of notice depending on the category of project permit or type of project action. Methods of notice may include, but not be limited to, the following:

(a) Posting the property for site-specific proposals;

(b) Publishing notice in a newspaper of general circulation in the area;

(c) Notifying public or private groups or individuals with a known interest in a certain proposal or in the type of proposal being considered;

(d) Notifying the news media;

(e) Publishing notice in agency newsletters or sending to agency mailing lists;

(f) Mailing notice to neighboring property owners;

(g) Posting notice in prominent public locations.

(6) Projects categorically exempt from environmental review under Chapter 21.04 PMC shall not require the above notice unless a public comment period or open record hearing is required by this code.

(7) The permit procedures in this section shall be integrated with the environmental review required under Chapter 21.04 PMC as follows:

(a) Except for a determination of significance, the city may not issue its threshold determination, or issue a decision or recommendation on a project permit until the expiration of the public comment period on the notice of application.

(b) If an open record hearing is required and the city's threshold determination requires public notice under Chapter 21.04 PMC, the city shall issue its threshold determination at least 15 calendar days prior to the open record hearing. The appeal period for the subject SEPA determination shall be closed prior to the hearing.

(c) Comments shall be as specific as possible.

(8) The city shall provide notice of decision on any project permit action to the applicant and to any person who submitted substantive comments on the application or, prior to the rendering of the decision, requested notice of the decision. The notice of decision may be a copy of the report or decision on the project permit application, whether final action occurred administratively, by the hearing examiner, or by the city council. All notices shall include a statement of any threshold determination made under Chapter 21.04 PMC and Chapter 43.21C RCW and state the procedures for filing an appeal of the decision.

20.11.015 Withdrawal of applications.

Any applicant may withdraw an application at any time, provided the withdrawal is in writing and signed by all persons who signed the original application or their successors in interest. When a proper withdrawal is received, the application shall be deemed null and void. If such withdrawal is accomplished prior to publication of notice of hearing, reimbursement of fees submitted in association with said application shall be prorated to withhold the amount of city costs incurred in processing the application prior to time of withdrawal. These city costs shall be based upon a determination by the **community development** director of the total hours expended in project review from the time of project application to time of withdrawal, utilizing an hourly dollar amount for staff time as established by resolution. If such withdrawal is not accomplished prior to publication of notice of hearing, there shall be no refund of all or any portion of such fee.

(...)

20.11.022 Inactive applications.

Pursuant to PMC 20.11.006(6), there may be instances during project review where an applicant has been requested to correct plans, perform required studies, or provide additional required information. The **community development** director shall establish procedures, including notice to applicants of pending closure, whereby an applicant who has failed to respond to requests within a one-year-180 day time period shall have his/her the application officially closed with or without a full or partial refund of application fees.

The director may grant a one-time extension of up to 180 days upon finding that extraordinary circumstances have prevented timely resubmittal and that the applicant has demonstrated substantial, good-faith progress toward revising the design to address and resolve the outstanding comments identified in the city’s previous review letter.

(...)

20.11.030 Filing fees.

Fees shall be paid to the city upon the filing of applications and appeals in accordance with a fee schedule established from time to time by resolution of the city council to cover the costs of processing such application or appeal. Money received from payment of such fees shall be deposited into the general fund. Separate from such application fees, the ~~community development~~ director shall have the authority to require the payment of charges to cover the expenses for those miscellaneous special work/research requests which ~~he or she determines~~ are determined to require a commitment of staff resources clearly over and above those typically involved in standard application processing or providing public information. Charges for such special requests shall be based upon actual staff time involved in responding to said request using an hourly staff dollar charge as established by resolution.

(...)

20.11.050 Exceptions to permit application process.

(1) The following project permits are exempt from compliance with the provisions of PMC 20.11.006 and 20.11.012: landmark designations, street vacations, administrative adjustments, boundary line adjustments, home occupations, historic register listings, heritage tree register listings, lot combinations, significant or critical area tree removals, temporary uses or other approvals relating to the use of public areas or facilities, or other project permits that the city council by ordinance or resolution has determined present special circumstances that warrant a different review process.

(2) The following project permits are exempt from compliance with the provisions of PMC 20.11.012: boundary line adjustments, ~~short plats~~ lot combinations, and building or construction permits which are categorically exempt from environmental review under Chapter 21.04 PMC and Chapter 43.21C RCW, or for which environmental review has been completed in connection with other project permits.

(...)

Section 5. *Puyallup Municipal Code.* Title 20.12 is amended as follows.

Chapter 20.12
PUBLIC HEARINGS

Sections:

20.12.001 Scope and purpose.

20.12.005 Public hearings.

20.12.010 Notice of public hearings.

20.12.015 Investigations for hearings.

20.12.020 Combined hearings.

20.12.025 Continued hearings.

20.12.030 Keeping of hearing records.

(...)

20.12.005 Public hearings.

The director shall be responsible for setting public hearings and providing the public with notice thereof. The date of the hearings shall not be more than ~~90 calendar days~~ those stated in PMC 20.11.006 from the date of determining an application to be complete, unless additional time is required for additional information to be submitted or agreed upon by an applicant, or unless additional time is necessary to prepare an environmental impact statement pursuant to Chapter 21.04 PMC and the State Environmental Policy Act.

20.12.010 Notice of public hearings.

Public notice of all public hearings is required. The notice shall state the date, time, place and purpose of public hearings, description of the area affected, and the nature of the proposed application. Notice given in the following manner shall be deemed adequate notice under this title:

(1) ~~Notice shall be published once in a newspaper of general circulation in the city not less than 14 days prior to the date of the public hearing (21 days required for master plans); and~~

~~(2)~~ If the application or matter applies to a specific real property, notice shall be sent by first class mail to all owners of property as shown on the last available county tax assessor’s roll within the distance specified by Table 20.12.010 in this section from the exterior boundaries of the property to which the proposed application applies, at least 14 days before the hearing (21 days required for master plans).

~~(a)~~ For master plans, notice shall also be mailed to all residents within the notification district. ~~The applicant for master plans shall pay for all expenses related to mailed noticing.~~

~~(b)~~ If any property within the minimum noticing distance specified by this subsection is contiguous to and under the same ownership as the property to which the application applies, the owners of all property contiguous to the property so owned shall be notified in the same manner as herein provided for owners of property within the minimum noticing distance. Failure to receive such notice shall not invalidate the action on the application.

~~(c)~~ In addition, the director may send notice to addresses within the minimum noticing distance and send notice to property owners and addresses beyond the minimum noticing distance. Notwithstanding the foregoing, where the minimum noticing distance does not effectively provide notice to the public, the city shall provide notice in an expanded notification area that is reasonably calculated to provide effective notice to the public.

~~(d)~~ In the event that a permit requires a combination of permit approvals requiring a public hearing where the notification distances differ, the larger of the two notification areas shall apply to the proposal.

Table 20.12.010	
Required Public Noticing Distances	
Type of Application	Minimum Noticing Distance
Variances	300 feet
Conditional use permits	400 feet-
In and adjacent to RS & RM zones	400 feet
In and adjacent to other zones	100 feet

Table 20.12.010	
Required Public Noticing Distances	
Type of Application	Minimum Noticing Distance
Preliminary major plats and binding site plans (see PMC 19.02.120)	300 feet
Zonings and rezones (public hearings and public meetings)	500 feet
Master plans	1/4 mile

~~(32)~~ Notice shall be posted in a conspicuous location on the property to which the application applies at least 10 calendar days prior to the date of the public hearing (21 days required for master plans). Administrative procedures shall be established specifying the exact size, format and placement of site posting signage required for each case type. The ~~community development~~ director shall have the authority to require that site posting measures be over and above the minimal standards of this title if deemed warranted to accommodate a higher level of public notification for a particular application or hearing.

~~(43) Other methods of noticing may be implemented by department procedure, consistent with RCW 36.70A.035 (Public Participation-Notice provisions). The director shall have the authority to require additional notification methods be undertaken (which would be over and above the minimal standards of this title) if deemed warranted to accommodate a higher level of public notification for a particular application or hearing.~~

~~As an alternative to the noticing procedures described in subsection (21) of this section, if the number of owners to whom notice would be sent is greater than 200, the city may choose to provide notice at least 10 calendar days prior to the hearing by either of the following methods:~~

~~(a) By placing a display advertisement of at least one-fourth page in the newspaper having the greatest circulation within the area affected by the proposed change, and at least one additional newspaper having general circulation within such area; or~~

~~(b) By including a notice with any generalized mailing such as bills for city services, sent by the city to property owners in the area affected by the change;~~

~~(c) Provided, that for master plans, subsection (4)(a) of this section shall be required in addition to the noticing requirements described in subsection (2) of this section.~~

(...)

20.12.030 Keeping of hearing records.

A summary of all pertinent testimony offered at any public hearing held in connection with an application filed pursuant to this title and the names and addresses of persons testifying shall be recorded and made a part of the official files of the case. In addition, all public hearings shall be recorded by a recording machine, said recording to be made available for listening by any member of the public. ~~Tapes of recorded~~Recordings of public hearings shall be kept for a minimum of five years from the date of said hearings, after which time they may be destroyed or reused with the concurrence of the city attorney. All materials or exhibits presented at a public hearing shall become the property of the city and shall be retained as part of the record.

Section 6. Severability. All sections in this ordinance are hereby deemed severable. Any section found invalid or unconstitutional by a court of law with jurisdiction shall not be deemed to invalidate or find unconstitutional other sections in this ordinance.

Section 7. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 8. Effective Date. This ordinance shall become effective five days after publication in the official newspaper of the City of Puyallup.

DATED this _____ day of _____, 2026.

_____, Mayor

Ordinance No. _____
Amendments to Titles 2, 19 and 20 PMC
Page 102 of 103

APPROVED AS TO FORM:

Joseph N. Beck, City Attorney

ATTEST:

Dan Vessels Jr., City Clerk

PUBLISHED:

Ordinance No. _____
Amendments to Titles 2, 19 and 20 PMC
Page 103 of 103



City Council Agenda Item Report

Submitted by: Kendall Wals

Submitting Department: Development & Permitting Services

Meeting Date: February 24, 2026

Subject:

Pg. 119 - Second reading of ordinance approving amendments to the Zoning Map and Puyallup Municipal Codes 20.46 and 20.51

Presenter:

Kendall Wals, Senior Planner

Recommendation:

Conduct second reading of an ordinance approving amendments to the Zoning Map and Puyallup Municipal Codes 20.46 and 20.51.

Background:

City Council is requested to conduct second reading of an ordinance concerning Code Amendments Package 2 from the 2026 Development & Permitting Services Work Plan. This package includes “Phase 1” amendments to the City’s Official Zoning Map, along with related code text amendments to Puyallup Municipal Code Chapters 20.46 (Shaw-E Pioneer Overlay Zones) and 20.51 (Design Review Overlay Zone).

The proposed Zoning Map amendments apply citywide and are primarily intended to implement the revised Future Land Use Map (FLUM) adopted in July 2025 as part of the Puyallup 2044 Comprehensive Plan Periodic Update. This represents the first of two anticipated phases of Zoning Map amendments expected to be considered within the calendar year.

The Planning Commission held a duly noticed public hearing on January 14, 2026, and subsequently forwarded a recommendation of approval for the amendment package now under consideration, with a 6-0 vote.

The attached staff report provides additional background, an overview of the proposed amendments, supporting analysis, and the recommendations of both the Planning Commission and City staff. The proposed Ordinance and associated Exhibits — Exhibit A (Findings), Exhibit B (Code Text Amendments), and Exhibit C (Map Amendments) — are included as attachments to the agenda item for reference.

City Strategic Plan Goal Category:

Livable & Healthy Community

ATTACHMENT(S)

[Staff Report](#)

[Ordinance, Exhibits A & B](#)

[Exhibit C](#)



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

To: City Council
 From: Puyallup Planning Division
 RE: Code Package 2 - Phase I Zoning Map and related code amendments
 Date: January 28, 2026
 Hearing Date: February 10, 2026

PROJECT OVERVIEW	
<p>Applicant: City of Puyallup</p> <p>Staff Coordinator: Kendall Wals, Senior Planner</p> <p>Property Owner: Various property owners (citywide changes)</p> <p>Parcel ID#: various parcels (citywide changes; see maps in Exhibit C)</p> <p>Decision Options:</p> <ol style="list-style-type: none"> 1. Approve the request consistent with the staff recommendation; 2. Approve with modifications; 3. Continue to a future date to obtain additional information or to further consider the information presented. 4. Remand to the Planning Commission for further review. 	<p>Proposal: Phase I of citywide zoning map amendments for implementation of the city’s recently updated Future Land Use Map.</p> <p>Relevant History:</p> <ul style="list-style-type: none"> • The Puyallup City Council adopted the Puyallup 2044 Comprehensive Plan in July 2025, which included updates to the Future Land Use Map. • The Planning Commission held a work session in December 2025 and a public hearing on January 14, 2026, on the proposed amendments. <p>Planning Commission Recommendation: The Planning Commission <u>recommended approval</u> (6-0) of this package of amendments.</p> <p>Staff Recommendation: Staff recommends the City Council accept the Planning Commission’s recommendation and <u>approve</u> Package 2 – Phase I Zoning Map and related municipal code amendments.</p>

BACKGROUND

The Puyallup 2044 Comprehensive Plan Update, adopted by the City Council on July 22, 2025, included changes to the [Future Land Use Map](#) (FLUM). The city’s Zoning Map implements the FLUM and is required to be consistent. To implement these changes efficiently and reduce timelines for property owners waiting for these map changes, the Zoning Map is proposed to be updated in two phases:

- **Phase I** includes straightforward zoning changes that directly match the new FLUM, updates previously discussed during the Comp Plan update, and minor cleanup items.

- **Phase 2** covers areas that need more detailed analysis, additional Planning Commission review, and/or property owner coordination.

The Planning Commission held a work session on the phased approach, focusing on Phase I amendments, at its meeting on December 10, 2025, followed by a noticed Public Hearing on January 14, 2026.

PROPOSAL

Below is a summary of the proposed amendments included in this package.

Zoning Map

- Public Facilities (PF) zone updates for properties owned by the City of Puyallup and the Puyallup School District
- Mixed-use (UCX) zoning updates in the South Hill Regional Growth Center and along the S Meridian corridor (south of the SR 512 overpass to 27th Ave SE)
- Residential updates
 - Moderate and high-density residential zoning updates citywide (RM-10, RM-20, and RM-Core)
 - Modification of two single-family residential planned developments near Bradley Lake Park from the RS-04 to the RS-06 zone
- Other minor General Commercial (CG) and Limited Manufacturing (ML) updates
- Cleanup of the Agriculture Zoning Overlay and removal of the Shaw-E Pioneer Zoning Overlay

Zoning Code

- Removal of Puyallup Municipal Code (PMC) Chapter 20.46 – Shaw-East Pioneer Overlay Zones
- Removal of PMC Chapter 20.51 – DRO Design Review Overlay Zone

Exhibit B includes the proposed municipal code amendments, and Exhibit C includes maps of the proposed Zoning Map and Overlay amendments.

REVIEW CRITERIA

The following PMC sections provide review criteria based on the type of amendment:

- PMC 20.90.015 – Zoning Map amendments
- PMC 20.91.010 – Zoning Code (Title 20) amendments

The review criteria must be supported by findings and conclusions in order to grant the amendment(s). The specific findings are outlined in the analysis section below.

ANALYSIS

PMC 20.90.015 – Criteria for Zoning Map amendments

I. That the proposed amendment to the zoning map is consistent with the goals, objectives, and policies of the comprehensive plan.

Staff finds the proposed zoning map amendments to be consistent with the following goals and policies of the Land Use Element of the City’s adopted Comprehensive Plan:

LU - 1 Provide a mix of land uses that meets housing and employment targets while supporting a compact built environment that promotes walking, biking, and using transit to access goods, services, education, employment, and recreation.

LU - 1.1 Designate sufficient land area at a variety of residential densities to accommodate a projected city population of 61,468 in 2044.

LU - 1.2 Designate and zone lands for employment to accommodate the projected urban growth including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses.

LU - 1.3 Designate land use and intensity considering the availability of adequate public facilities and the patterns of surrounding uses.

LU - 1.5 Establish zoning overlays, where appropriate, to provide more specific regulation or standards in areas of special concern including, but not limited to, sub-areas or districts, special uses, or environmental protection.

LU - 1.6 Encourage infill development to promote efficient use of urban land.

LU - 1.10 Zone lands owned by public agencies to reflect their current or potential use, while retaining flexibility for future changes in use.

2. That the proposed amendment to the zoning map is consistent with the scope and purpose of this title and the description and purpose of the zone classification applied for.

This proposed rezone is a citywide action that will provide consistency with the adopted Future Land Use Map of the city's Comprehensive Plan. Staff find the proposed amendments to be consistent with the various proposed zoning map designations and their scope and purpose in PMC Title 20.

3. That there are changed conditions since the previous zoning became effective to warrant the proposed amendment to the zoning map.

The city adopted a Future Land Use Map in July 2025, which included several changes citywide and is considered a change in conditions. The adopted FLUM is currently inconsistent with the city's Zoning Map, and the proposed amendments intend to correct this issue and implement the adopted FLUM and growth strategy adopted in the Comprehensive Plan. Additionally, there has been a change in conditions related to the zoning overlays that include proposed changes:

- Shaw-East Pioneer Overlay (SPO) Zones (Exhibit C, page 1): This overlay zone chapter was established in 2009 and was intended to be applied to parcels with specific zoning in the vicinity of the Shaw-East Pioneer area. It established standards to supplement the base zoning in that area. Over time, the base zoning standards for the Community Business (CB) and General Commercial (CG) zones have been amended to require a higher standard of development, and the commercially zoned properties subject to this overlay have been developed or are in the process of being built; therefore, the overlay is no longer necessary. Lastly, the ML-SPO, which applies to one limited manufacturing (ML) zoned property (302 33RD ST SE; TPN 0420268013), was invalidated in a 2019 court case and is no longer enforceable. Removal of the ML-SPO overlay from the site is considered a cleanup item.
- Agriculture Overlay (AGO) Zone (Exhibit C, page 1): There is one property located at 2504 E Main (TPN 0420264065) that was previously used for agricultural activities; however, the property was redeveloped into a warehouse in 2021. The property is no longer used for agricultural purposes, and therefore, the AGO is proposed to be removed from the subject property.

4. That the proposed amendment to the zoning map will be in the interest of furtherance of the public health, safety, comfort, convenience and general welfare, and will not adversely affect the surrounding neighborhood, nor be injurious to other properties in the vicinity in which the subject property is located.

The adopted growth strategy in the Puyallup 2044 Comprehensive Plan concentrates new jobs and housing in the city's two Regional Growth Centers (Downtown & South Hill), and along the East Pioneer and S Meridian Corridors. Increased growth was also assumed in key neighborhood nodes throughout the city. The growth strategy was found to meet required development targets and incorporated extensive public input from the Puyallup 2044 Comprehensive Plan Update process. The proposed Zoning Map amendments are intended to implement the already adopted growth strategy and are not found to conflict with this criterion.

PMC 20.91.010 – Criteria for amending the Zoning Code (Title 20)

Any action amending this title shall be principally based upon the consistency of such amendment with the goals, objectives and policies of the comprehensive plan.

The DRO (PMC 20.51) was established in code in 1987 and applied to the city's Zoning Map in 1995 for properties in the Downtown area. The DRO was later removed from the Zoning Map in 2006, with the establishment of the Downtown Design Guidelines and the CBD-Core zone. However, the DRO code text remained. The DRO has not been implemented since that time. As a result, the elimination of this code section has been identified as a cleanup item. The removal of the SPO (PMC 20.46) zoning overlay code chapter is supported by the change in circumstances described in criterion 3 for the zoning map analysis.

Removal of both zoning overlay chapters is also supported by the following goals and policies from the Land Use Element of the Comprehensive Plan. Due to the change in conditions related to the SPO and DRO, they are found to no longer be appropriate to be implemented and should be removed from the city's zoning code.

Land Use Element Goals & Policies

LU - 1 Provide a mix of land uses that meets housing and employment targets while supporting a compact built environment that promotes walking, biking, and using transit to access goods, services, education, employment, and recreation.

LU - 1.5 Establish zoning overlays, where appropriate, to provide more specific regulation or standards in areas of special concern including, but not limited to, sub-areas or districts, special uses, or environmental protection.

LU - 2 Establish clear and predictable land use permit processes that encourage public input and provide consistent application of regulations.

LU - 2.2 Periodically review the development code to improve implementation of the Future Land Use Designations and land use policies.

ENVIRONMENTAL ANALYSIS

The environmental impacts of the proposed amendments were studied for compliance with the State Environmental Policy Act (SEPA). The city issued a Notice of Adoption of the Puyallup 2044 Final Environmental Impact Statement (FEIS) and FEIS Addendum on January 26, 2026. There was no public comment or appeal period associated with this determination, but notice was provided to agencies and interested parties.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a noticed public hearing on January 14, 2026, and deliberated immediately after the public hearing. The Commission found the proposed amendments to be consistent with the required findings of Sections 20.90.015 and 20.91.010 of the Puyallup Municipal Code, and recommended **approval (6-0)** of the Zoning Map and code text amendments provided in Exhibit B and C to the ordinance.

STAFF RECOMMENDATION

Subject to the findings pursuant to Sections 20.90.015 and 20.91.010 of the Puyallup Municipal Code, city staff recommend that the City Council **approve** Code Package 2: Phase I Zoning Map and code text amendments.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF PUYALLUP, WASHINGTON, amending the Official Zoning Map and Puyallup Municipal Code Chapters 20.46 and 20.51.

WHEREAS, the City of Puyallup is a code city planning under the Growth Management Act (GMA), codified in RCW 36.70A; and

WHEREAS, the City of Puyallup’s Comprehensive Plan was originally adopted by Ordinance No. 2411, on September 19, 1994, in compliance with GMA, and includes a map known as the “Comprehensive Plan Future Land Use Map”; and

WHEREAS, the Washington State GMA, per RCW 36.70A.130, requires periodic review and updates of the Comprehensive Plan, development regulations, critical area regulations, and other supporting plans and documents; and

WHEREAS, on July 22, 2025, the City of Puyallup adopted a periodic update to its Comprehensive Plan and Future Land Use Map by Ordinance No. 3326, but postponed amendments to the Zoning Map for a future date; and

WHEREAS, RCW 36.70A.130 requires development regulations, including the Zoning Map, to be consistent with and implement the Comprehensive Plan; and

WHEREAS, amendments to the City’s Official Zoning Map and Puyallup Municipal Code (PMC) are necessary to implement the recently adopted changes to the Comprehensive Plan Future Land Use Map; and

WHEREAS, amendments to the Official Zoning Map are proposed in two phases, with this package of amendments considered “Phase 1”; and

WHEREAS, the limited manufacturing, Shaw-East Pioneer Overlay Zone (ML-SPO) was appealed and ultimately invalidated by a Washington State Court of Appeals Division II 2019 decision (No. 47900-1-II) and is no longer enforceable; and

WHEREAS, PMC Chapter 20.46 – Shaw-East Pioneer Overlay Zones (adopted in 2009 via Ordinance No. 2937) and Chapter 20.51 - Design Review Overlay Zone (adopted in 1987 via Ordinance No. 2147) were found to be outdated or no longer applicable; and

WHEREAS, the City conducted an extensive public outreach process following a public participation plan consistent with RCW 36.70A.130 as part of the Puyallup 2044 periodic update to the Comprehensive Plan; and

WHEREAS, the Puyallup Planning Commission held a work session on the proposed amendments on December 10, 2025, followed by a noticed public hearing on January 14, 2026, in which the Commission recommended approval (6-0); and

WHEREAS, environmental impacts of the proposed amendments were studied for compliance with the State Environmental Policy Act (SEPA); the city issued a Notice of Adoption of the Puyallup 2044 Final Environmental Impact Statement (FEIS) and FEIS Addendum, on January 26, 2026; and

WHEREAS, notice of the proposed amendments was provided to the Washington State Department of Commerce on January 1, 2026, for an opportunity to review and comment in accordance with RCW 36.70A.106; and,

WHEREAS, the basis for the proposed amendments has been outlined in the January 28, 2026, staff report for the amendments, including an analysis of the amendments' consistency with the City's required findings; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PUYALLUP, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. *Findings.* The findings of fact regarding amendments to Puyallup Municipal Code and Official Zoning Map, as summarized in Exhibit "A", is hereby adopted.

Section 2. *Puyallup Municipal Code.* Chapters 20.46 and 20.51 are repealed as shown in the attached Exhibit "B".

Section 3. *Official Zoning Map.* Amendments to the Official Zoning Map, as shown in Exhibit "C" attached hereto and incorporated herein by reference, are hereby adopted.

Section 4. *Severability.* All sections in this ordinance are hereby deemed severable. Any section found invalid or unconstitutional by a court of law with jurisdiction shall not be deemed to invalidate or find unconstitutional other sections in this ordinance.

Section 5. *Corrections.* The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's/clerical errors, reference, ordinance numbering, section/subsection numbers, and any references thereto.

Section 6. *Effective Date.* This ordinance shall become effective five days after publication in the official newspaper of the City of Puyallup.

DATED this ___ day of February, 2026.

Ned Witting
Mayor

APPROVED AS TO FORM:

ATTEST:

Joseph N. Beck
City Attorney

Dan Vessels Jr.
City Clerk

Published: _____

Effective: _____

Exhibit A

City Council Findings Regarding Proposed Amendments

City -Initiated Amendments

1. Code Text Amendments

Proposal: The City proposes to eliminate two existing zoning overlay districts and their zoning code chapters:

- a. Puyallup Municipal Code (PMC) Chapter 20.46 – Shaw-East Pioneer Overlay (SPO) Zones
- b. PMC Chapter 20.51 – DRO Design Review Overlay Zone

Location: The Shaw-East Pioneer Overlay Zones apply to properties within the vicinity of Shaw Road and East Pioneer (the northeast area of the city). The Design Review Overlay zone is currently not applied to properties in the city.

Findings: The DRO (PMC 20.51) was established in code in 1987 and applied to the city’s Zoning Map in 1995 to properties in the Downtown area. The DRO was later removed from the Zoning Map in 2006, with the establishment of the Downtown Design Guidelines and the CBD-Core zone. However, the DRO code text remained. The DRO has not been implemented since that time. As a result, the elimination of this code section has been identified as a cleanup item.

The SPO (PMC 20.46) was established in 2009 and intended to be applied to parcels with specific zoning in the vicinity of the Shaw-East Pioneer area. It established standards to supplement the base zoning in that area. Over time, the base zoning standards for the Community Business (CB) and General Commercial (CG) zones have been amended to require a higher standard of development, and the commercially zoned properties subject to this overlay have been developed or are in the process of being built; therefore, the overlay is no longer necessary. Lastly, the ML-SPO, which applies to one limited manufacturing (ML) zoned property (302 33RD ST SE; TPN 0420268013), was invalidated in a 2019 court case and is no longer enforceable. Removal of the ML-SPO overlay from the site is considered a cleanup item.

Removal of both zoning overlay chapters is supported by goals and policies from the Land Use Element of the Comprehensive Plan, as documented in the Staff Report. Due to the change in conditions related to the SPO and DRO, they are found to no longer be appropriate to be implemented and should be removed from the city’s zoning code.

2. Zoning Map Amendments

Proposal: The City proposes to amend the Official Zoning Map in the following ways:

- a. Convert several properties to the Public Facilities (PF) zone for properties owned by the City of Puyallup and the Puyallup School District.

- b. Apply mixed-use (UCX) zoning in the South Hill Regional Growth Center and along the S Meridian corridor (south of the SR 512 overpass to 27th Ave SE).
- c. Residential updates
 - i. Convert several properties to the moderate and high-density residential zones citywide (RM-10, RM-20, and RM-Core).
 - ii. Modify two single-family residential planned developments near Bradley Lake Park from the RS-04 to the RS-06 zone.
- d. Other minor General Commercial (CG) and Limited Manufacturing (ML) updates near N Meridian and Valley Avenue NW, and along 31st Ave SW between SR 512 and 9th St SW.
- e. Cleanup of the Agriculture Zoning Overlay for one parcel on E Main and removal of the Shaw-E Pioneer Zoning Overlay.

Location: Citywide

Findings: The map amendments are proposed to implement the City’s Future Land Use Map adopted with the Puyallup 2044 Comprehensive Plan on July 22, 2025, as well as address map amendment requests discussed during the Comp Plan Update and other minor cleanups. The adopted growth strategy in the Puyallup 2044 Comprehensive Plan concentrates new jobs and housing in the city’s two Regional Growth Centers (Downtown & South Hill), and along the East Pioneer and S Meridian Corridors. Increased growth was also assumed in key neighborhood nodes throughout the city. The growth strategy was found to meet required development targets and incorporated extensive public input from the Puyallup 2044 Comprehensive Plan Update process. The proposed Zoning Map amendments are intended to implement the already adopted growth strategy.

Staff analyzed the proposed amendments and found consistency with the criteria in Puyallup Municipal Code (PMC) Section 20.90.015. Further, a change in conditions also warrants the removal of the Shaw-East Pioneer Overlay Zones from properties, as well as the Agricultural Overlay Zone from one property located at 2504 E Main, as documented in the Staff Report.

Exhibit B

Title 20

Zoning Code

Chapter 20.46

SHAW EAST PIONEER OVERLAY ZONES

§ 20.46.000. ~~Shaw East Pioneer overlay zones.~~

~~The following SPO Shaw East Pioneer overlay zones are established. Properties so designated shall be subject to the provisions contained in this chapter:~~

~~CB SPO — Community business, Shaw East Pioneer overlay zone~~

~~CG SPO — General commercial, Shaw East Pioneer overlay zone~~

~~ML SPO — Limited manufacturing, Shaw East Pioneer overlay zone~~

~~(Ord. 2937 § 1, 2009; Ord. 3067 § 1, 2014)~~

§ 20.46.005. ~~Description and purpose.~~

~~The SPO zone is intended to apply to parcels with specific zoning in the vicinity of the Shaw East Pioneer area. As an overlay zone, it establishes standards to supplement base zoning standards in this area, either on an area wide basis or in conjunction with an underlying zone district. Consistent with the city's zoning map, the SPO zoning shall apply only to specific parcels that are zoned business commercial and general commercial on the south side of East Pioneer in the vicinity of Shaw Road, as well as to parcels that are zoned limited manufacturing on the north side of East Pioneer in the vicinity of Shaw Road.~~

~~In addition to zone specific standards as cited herein, the general intent of this overlay zone as applied is to accomplish the following:~~

- ~~(1) To encourage quality development within a framework of neighborhood consistency while still allowing flexibility and creativity;~~
- ~~(2) To provide streetscape standards that create a walkable, safe, pedestrian-friendly community; and~~
- ~~(3) To encourage the use of LID principles, techniques and practices. (Ord. 2937 § 1, 2009; Ord. 3067 § 2, 2014)~~

§ 20.46.010. ~~Permitted uses and conditionally permitted uses — CB SPO and CG SPO zones.~~

- ~~(1) Regulations governing uses in the underlying zones shall apply to properties in the CB SPO and CG SPO overlay zones, with the following additional use standards:~~

- (a) ~~No road service uses as defined by North American Industry Classification ("NAICS") Subsection 447 or NAICS Industry Group No. 8111 (e.g., gas stations, automotive repair and maintenance) shall be allowed within 300 linear feet of the intersection of Shaw Road and Pioneer Way; beyond that distance, road service uses shall be set back off of the roadway. Outside of said 300-foot area, road service uses shall be allowed to be oriented closer to the roadway if, in the determination of city staff, the intervening street frontage treatment (e.g., pedestrian facilities, landscaping) is of a high quality and the overall purpose of the SPO is being met within the site plan so as to justify this orientation.~~
- (b) ~~Mixed use residential uses shall be permitted with no density restriction; provided, however, the first floor of any mixed use residential building shall be commercial.~~
- (c) ~~Outdoor storage uses shall only be permitted behind street facing buildings and must comply with screening standards applicable to the base zoning.~~

—————(Ord. 2937 § 1, 2009)

§ 20.46.015. Property development and performance standards — CB-SPO and CG-SPO zones.

The following development and performance standards shall apply to properties located in the SPO zone in addition to the development and performance standards specified for the underlying zones:

- (1) ~~Setbacks/Building Orientation. Base zoning setbacks shall apply; provided, however, that a 25-foot arterial setback shall be preferred in CG/CB zones and the setback area shall be landscaped. Arterial setbacks of less than 25 feet may be permitted upon demonstration that the setback is landscaped and provides a pedestrian friendly experience consistent with subsection (3) of this section. Buildings shall be oriented toward the adjacent street(s), and separated from the street by the above landscaped setback.~~
- (2) ~~Height. Base zoning height standards shall apply; provided, however, that there shall be no requirement for graduated height setbacks required under PMC § 20.30.032.~~
- (3) ~~Open Space/Pedestrian. Open space and landscape standards of the underlying zone shall apply, as well as setbacks consistent with building and landscape setbacks defined in subsection (1) of this section. The site shall be integrated with and connected to adjacent area trails and street sidewalks.~~
- (4) ~~Parking Lot Configuration. Within areas that are 300 linear feet from the intersection of Shaw Road and Pioneer Way, CBD zone standards shall apply to parking lot configurations and their location and relationship relative to streets/ buildings. Outside of the 300-foot areas, CB zone standards for parking lots shall apply.~~
- (5) ~~Design Standards. Projects shall meet community design standards of PMC § 20.26.300.~~

- (6) ~~Building Size.~~ Underlying zoning standards as to lot coverage and floor area ratios shall apply. Any building exceeding 20,000 square feet in size shall be located to the rear of parcels behind smaller street-facing buildings.
- (7) ~~Signs.~~ CBD zone sign standards shall apply. The master site sign plan shall be a part of the design review package for any cohesive development.
- (8) ~~Green Buildings/Low Impact Development.~~ Proposed projects are strongly encouraged to demonstrate conformance with LEED/Green Built and low impact development principles.

(Ord. 2937 § 1, 2009)

§ 20.46.016. Permitted uses and conditionally permitted uses — ML-SPO zone.

~~The underlying ML zone regulations that govern uses shall apply to properties in the ML-SPO overlay zone, with the following additional use standards: Outdoor storage uses, such as equipment, material, junk, scrap or vehicle storage areas, shall be allowed only if such areas are thoroughly obscured from off-site vantage points, which have the same, similar or lower elevation as the storage area, by locating such storage area behind street-facing buildings or other structures, including walls, or vegetation with sufficient growth. In addition, outdoor storage uses shall be partially obscured from off-site vantage points, which have higher elevations than such storage areas, by on-site structures or vegetation with sufficient growth. Any building area containing loading docks, or parking or impound areas used for equipment or vehicle storage, shall be considered outdoor storage uses for purposes of this section.~~

(Ord. 3067 § 3, 2014)

§ 20.46.017. Property development and performance standards — ML-SPO zone.

~~The following development and performance standards shall apply to properties located in the ML-SPO zone in addition to the development and performance standards specified for the underlying zone:~~

- (1) ~~Setbacks/Building Orientation.~~ A 25-foot setback shall be established on all non-street frontage perimeters and the setback area shall be landscaped with vegetation that provides screening, specifically, Type II or Type III perimeter buffer types from the city's vegetative management standards, or functional equivalent. Loading docks or bays shall be oriented in a manner that has the least visual impact from frontage streets and surrounding off-site vantage points, which have the same or similar elevation as the docks or bays, and typically should be oriented toward the interior of the site.
- (2) ~~Landscape Area/Open Space/Pedestrian.~~ Streetscape landscaping and sidewalks along street frontage shall be implemented from the curb in the following order: planting or planter strip, sidewalk and then landscape buffer. The planting strip shall be no less than 10 feet wide; the sidewalk shall be no less than eight feet wide; the landscape buffer shall be no less than 25 feet wide and shall be landscaped with vegetation that provides screening, specifically, Type II or Type III perimeter buffer types from the city's vegetative management standards, or functional equivalent. The area immediately adjacent to the

exterior of buildings or other structures shall be landscaped in accordance with Chapter 20.58 PMC and PMC § 20.26.400. In addition to the foregoing, a minimum of 20 percent of the project site shall be landscaped or occupied by vegetation, and such landscaping or vegetation areas shall be distributed across the site. The following items when on site, i.e., permeable sidewalks, vegetation roofs, swales, rain gardens, and stormwater ponds, may be included as part of the 20 percent area. The site shall be integrated with and connected to adjacent area trails and street sidewalks.

- (3) ~~Design Standards. Projects shall meet industrial design standards of PMC § 20.26.400. In addition, all building architectural plans shall demonstrate the use of additional measures to break up the appearance of large building walls (i.e., walls with a facade length greater than 100 feet and height exceeding 24 feet) through usage of modulation, articulation, facade material changes, glazing, etc.; long rooflines (i.e., exceeding 100 linear feet) through roofline plane modulation, creative parapet design or other treatment; and building entrance/corners through use of creative design features such as different building massing, facade material changes, roofline/canopy features, glazing, etc.~~
- (4) ~~Building Size. Underlying zoning standards as to lot coverage and floor area ratios shall apply. However, an individual building footprint shall not exceed 125,000 square feet in size.~~
- (5) ~~Signs. Underlying zoning standards as to signage shall apply, with the additional requirements that all freestanding signage shall be of a monument style and that no electronic display signs are permitted.~~
- (6) ~~Low Impact Development/Green Buildings. Low impact development principles, practices or techniques for stormwater management, such as implementation of swales, rain gardens, permeable surfaces, and vegetative roofs, are the preferred method for stormwater management, and should be implemented where feasible to minimize pollutant loadings into adjacent rivers and streams. LEED/Green Built projects are encouraged.~~

(Ord. 3067 § 4, 2014)

§ 20.46.020. Application process.

~~Applications shall be processed in accordance with the procedures of the underlying zone.~~

(Ord. 2937 § 1, 2009)

(...)

CHAPTER 20.51

DRO DESIGN REVIEW OVERLAY ZONE

§ 20.51.000. DRO zone.

The DRO design review overlay zone is established. Properties so designated shall be subject to the provisions contained in this chapter.

(Ord. 2147 Exh. A, 1987)

§ 20.51.005. Description and purpose.

The DRO zone is intended to apply to areas of the community that have existing or potential architectural or historical significance worthy of preservation or enhancement. As an overlay zone, it establishes regulations in addition to those prescribed by the underlying zone. The DRO zone shall be applied only to an area, district or neighborhood for which specific architectural or site design criteria have been established. Each area so designated shall have its own set of criteria intended to accomplish any of the following:

- (1) To preserve, enhance and contribute to the value of significant environmental features and public open spaces;
- (2) To preserve, enhance and contribute to the value of significant historical structures or districts;
- (3) To preserve, enhance and contribute to a recognizable and desirable architectural character present or proposed in a particular district;
- (4) To preserve, enhance and contribute to the visual appearance of prominent areas of the community.

(Ord. 2147 Exh. A, 1987)

§ 20.51.010. Designation of design review overlay zone areas.

Any area of the city may be placed in the DRO zone pursuant to Chapter 20.90 PMC if such designation would be consistent with the description and purpose of the DRO zone. Prior to such designation, the planning director shall prepare a list of architectural and site design criteria applicable to the specific area under consideration and present such criteria to the planning commission for its advisory action and to the city council for its consideration at public hearings conducted pursuant to Chapter 20.12 PMC. The city council may approve, modify or deny the DRO zone designation and concurrent adoption of such criteria to the designated DRO zoned area.

(Ord. 2147 Exh. A, 1987)

§ 20.51.013. Permitted and conditionally permitted uses.

All uses permitted or conditionally permitted within the underlying zone shall be permitted or conditionally permitted, respectively, in the DRO zone.

(Ord. 2147 Exh. A, 1987)

§ 20.51.015. Design review approvals required.

Upon approval of specific design criteria pursuant to PMC § 20.51.010, all exterior modifications, alterations, enlargements or construction of buildings and structures in the DRO zone shall comply with the applicable criteria, and may be undertaken only after design review approval by the director, or board of adjustment on appeal.

(Ord. 2147 Exh. A, 1987)

§ 20.51.018. Applicability to single family dwellings.

Except where specifically required by the adopted design criteria for a DRO-zoned area, the modifications, alteration, enlargement or construction of single family dwellings intended for single family residential use shall not be subject to the provisions of this chapter.

(Ord. 2147 Exh. A, 1987)

§ 20.51.020. Application required.

Any proponent, agent or sponsor of any exterior modification, alteration, enlargement or construction of buildings or structures in the DRO zone for which design criteria have been established shall file a design review application with the planning director. Said application shall contain the following:

- (1) A site plan, drawn to scale, showing the proposed action including existing improvements, driveways, walks, off street parking, landscaping, fences and walls;
- (2) Architectural drawings or sketches of the proposed action, drawn to scale, including building elevations, floor plans, proposed signs and exterior surface materials and colors;
- (3) A landscape plan, drawn to scale showing the locations of existing and proposed plant materials. Plans should indicate varieties and sizes of proposed plant materials and any other landscape features including sprinkler and irrigation systems;
- (4) Such other data as may be required by the director to ensure that the purposes of this chapter are satisfied.

(Ord. 2147 Exh. A, 1987)

§ 20.51.025. Action by the director.

Upon the filing of a properly completed application for design review, the director shall mail to all adjacent property owners a notice concerning the application and indicating the date a decision will be made. Within 15 days of receipt of a properly completed application, the director shall act to approve, return for modification or deny the application, and shall notify the applicant and adjacent property owners. The director's decision shall take into consideration any written comments received in a timely manner, and shall be supported by written findings of fact showing whether the proposed modification, alteration, enlargement or construction is consistent with the approved design criteria applicable to the particular DRO district in which the subject property is located. Where necessary to ensure consistency, the director, or the hearing examiner on appeal, may impose reasonable conditions upon approval.

~~(Ord. 2147 Exh. A, 1987; Ord. 2268 § 35, 1991)~~

~~§ 20.51.030. Appeal of planning director's action.~~

~~The decision of the director may be appealed by the applicant or by an adjacent property owner; provided, that such appeal must be filed with the planning department within 10 business days of proper mailing of the director's decision as provided by PMC~~

~~§ 20.51.025. Any appeal of a design review application decision shall be considered a request for interpretation and processed as an interpretation review pursuant to Chapter~~

~~20.87 PMC.~~

~~(Ord. 2147 Exh. A, 1987; Ord. 2268 § 36, 1991)~~

~~§ 20.51.035. Expiration.~~

~~Any design review approval granted by the director or hearing examiner on appeal shall become null and void if not exercised within one year of the date of approval.~~

~~(Ord. 2147 Exh. A, 1987; Ord. 2268 § 37, 1991)~~

Proposed Removal

Proposed Removal

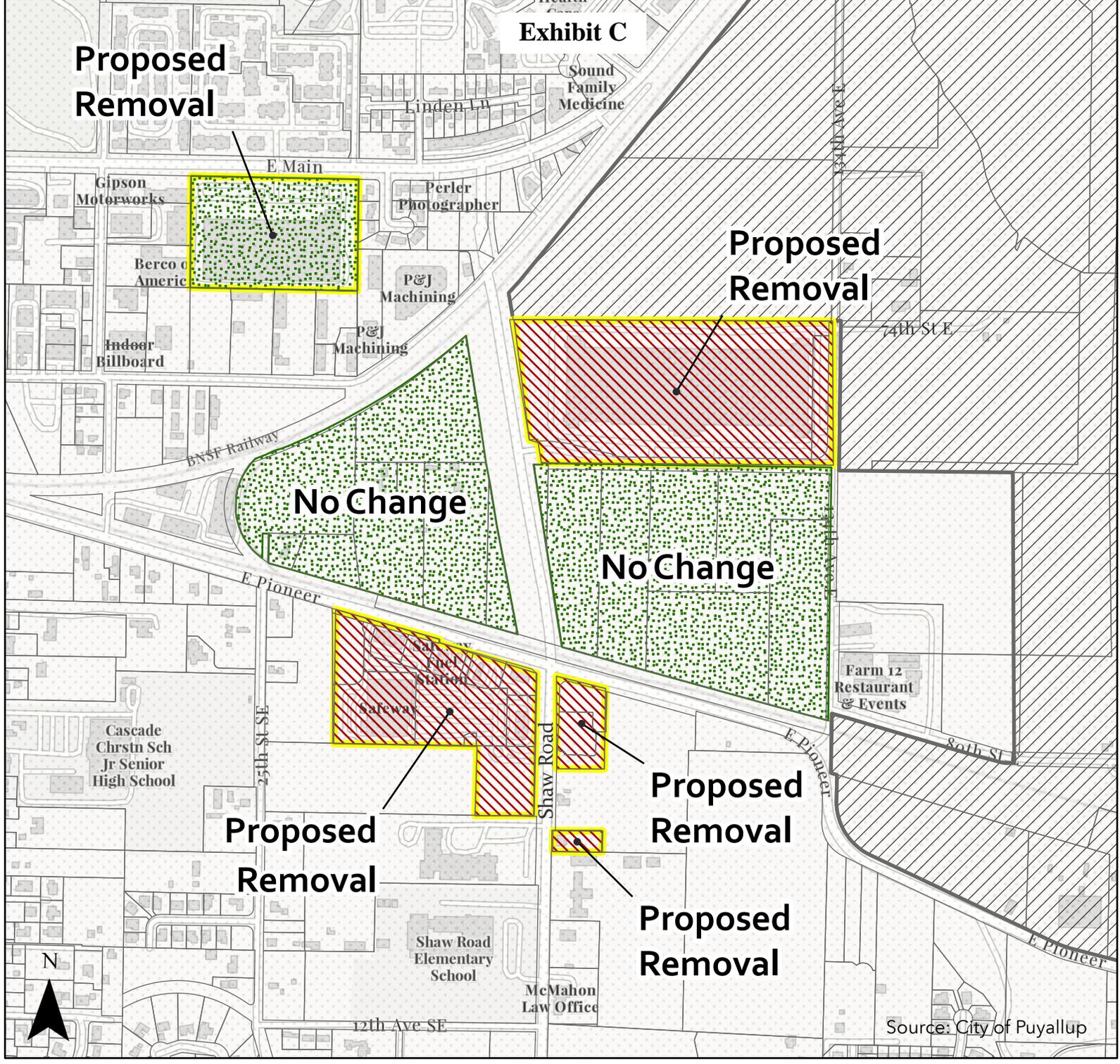
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No Change

Proposed Removal

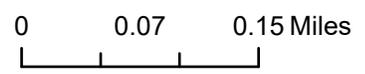
Proposed Removal

Proposed Removal



Source: City of Puyallup

Phase 1 Zoning Map Changes



Zoning Overlay Map

Zoning Overlay

Agriculture

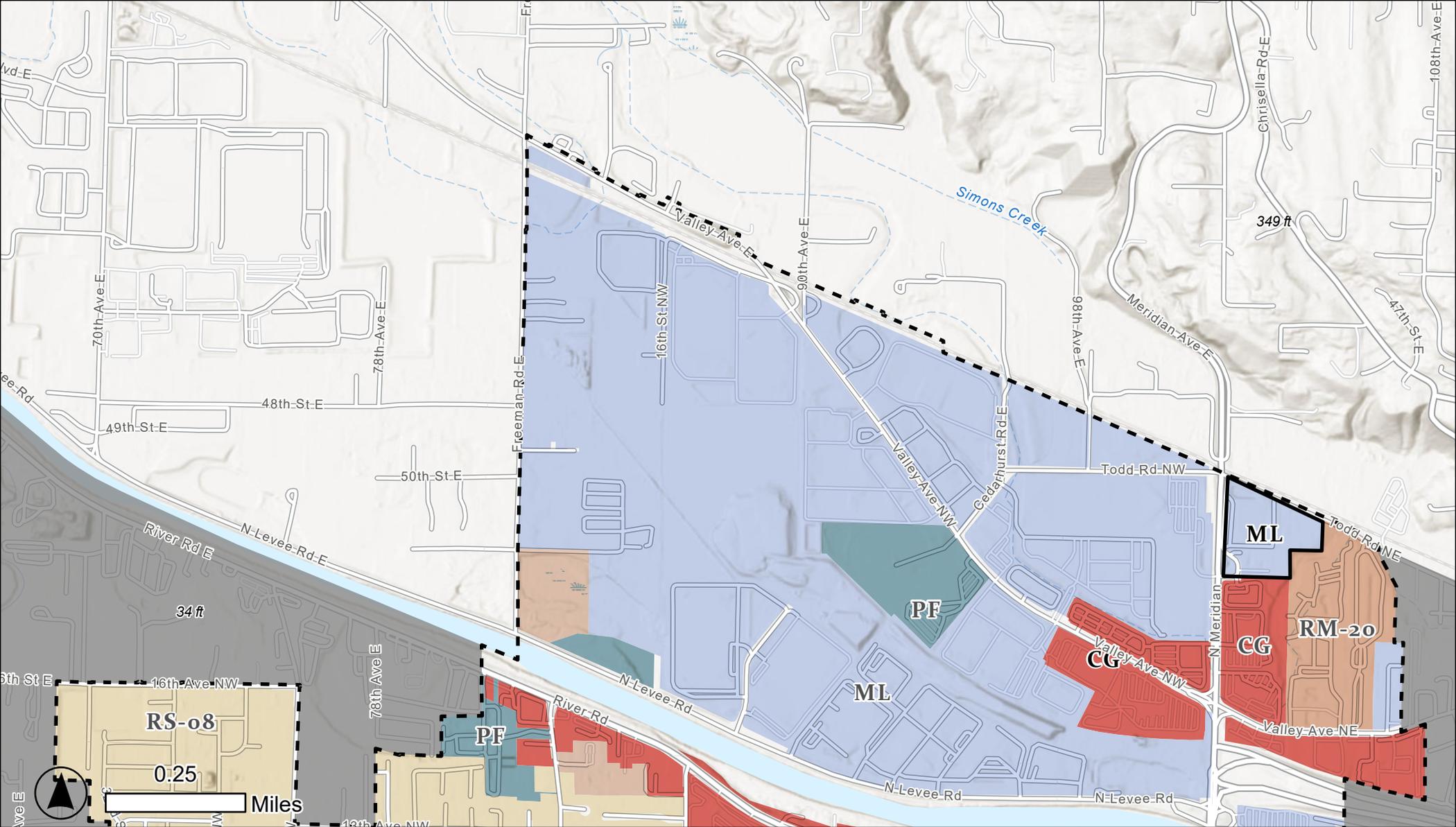
Shaw-East Pioneer

Zoning Overlay Removal Proposed Here

Tax Parcels

City Limits

Urban Growth Area



PHASE 1 ZONING CHANGES

Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes

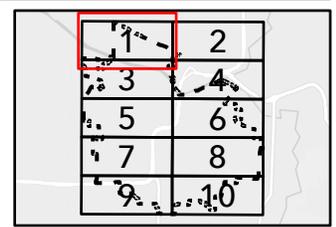
ZONING

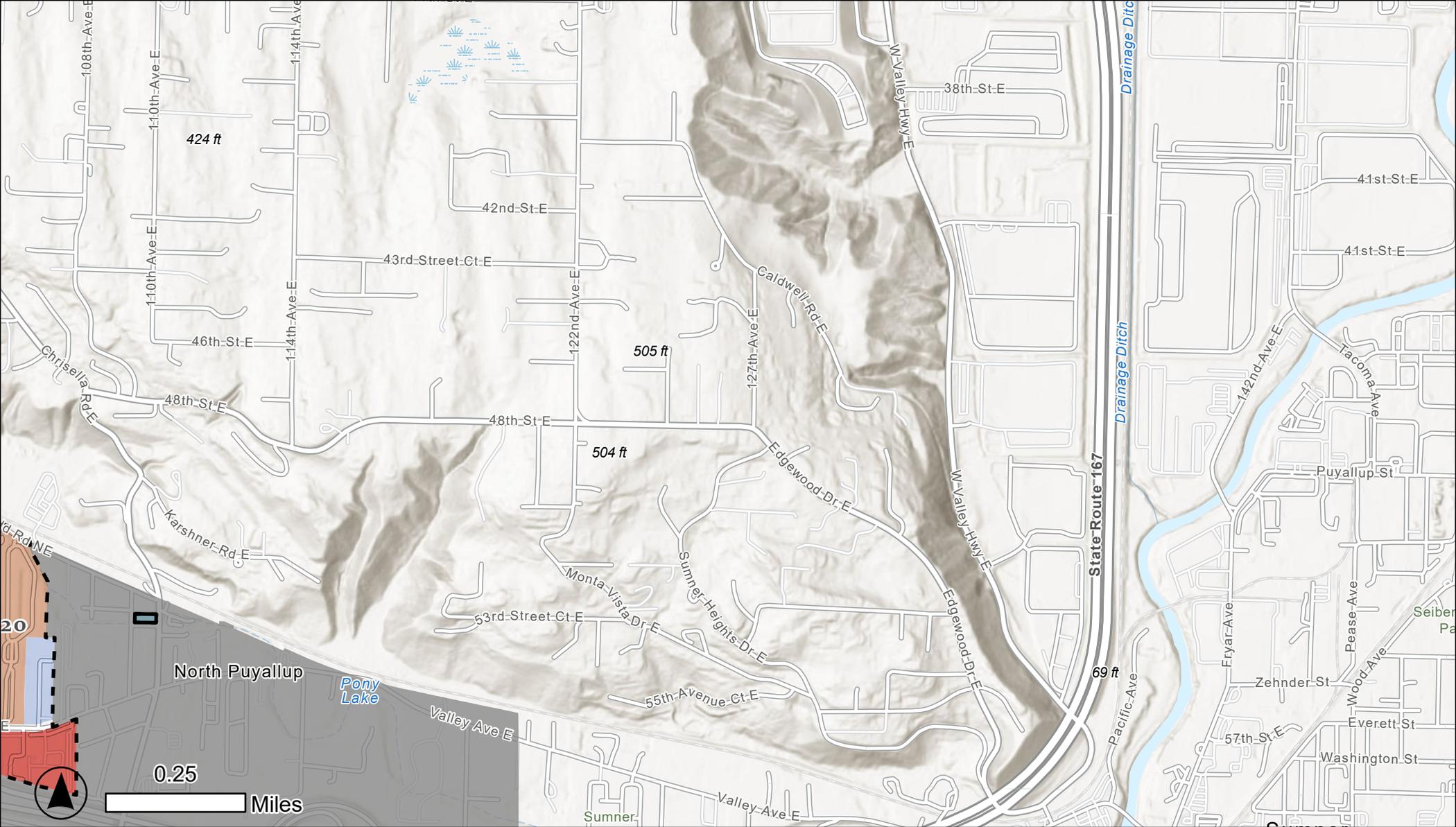
- CG - General Commercial
- ML - Limited Manufacturing

- PF - Public Facilities
- RM-10 - Medium Density Multi-Family Residential
- RM-20 - High Density Multi-Family Residential

- RS-08 - Medium Density Single-Family Residential

Updated: 2/11/2026
 Source: City of Puyallup
 Coordinate System: NAD 1983 2011 StatePlane Washington South FIPS 4602 Ft US





PHASE 1 ZONING CHANGES

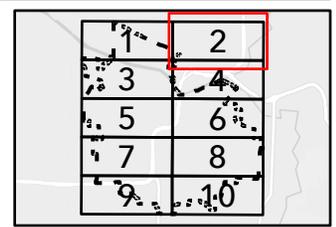
Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes

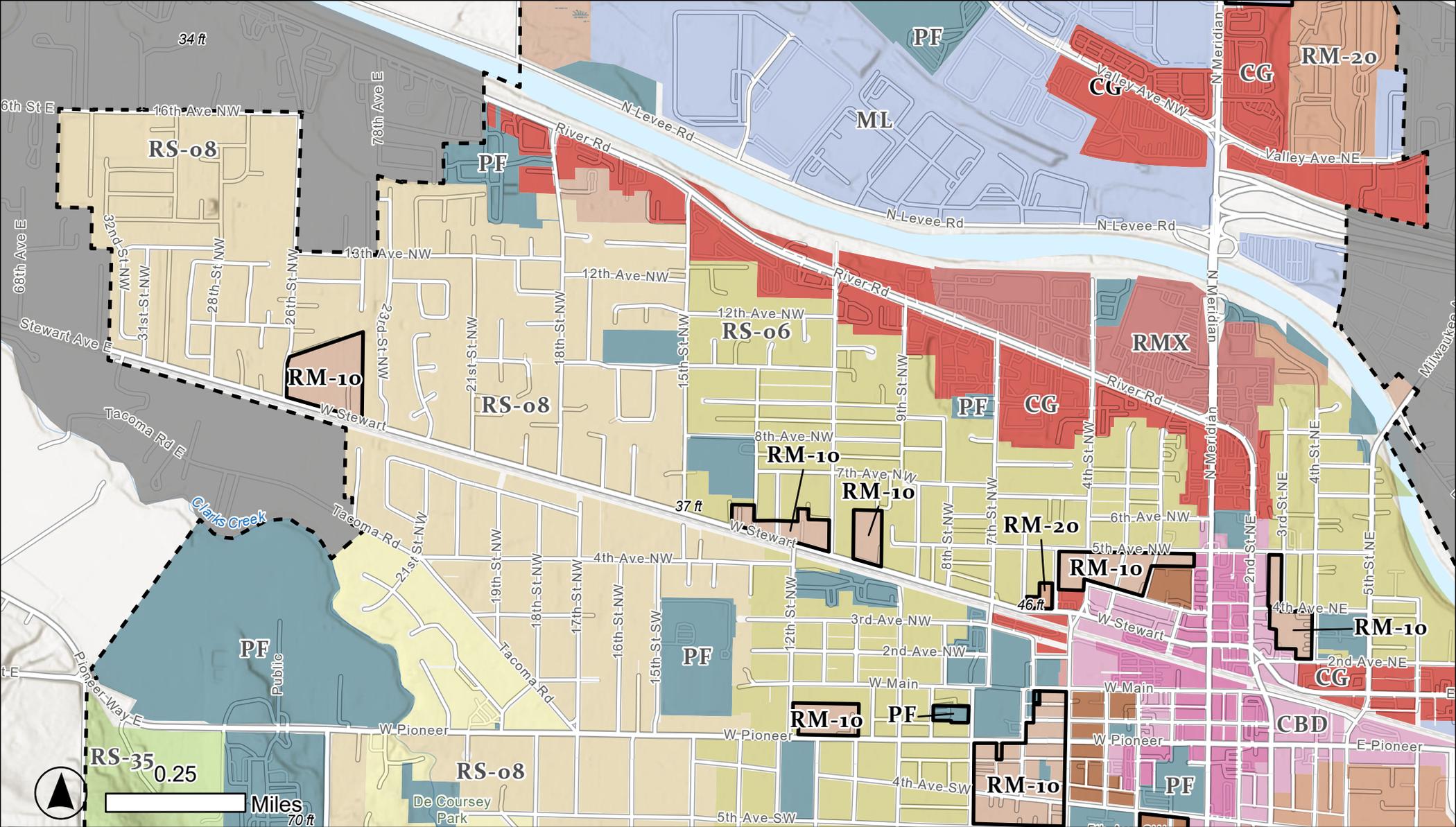
- ZONING**
- CG - General Commercial

- ML - Limited Manufacturing
- PF - Public Facilities
- RM-20 - High Density Mult-Family Residential

Updated: 2/11/2026
 Source: City of Puyallup
 Coordinate System: NAD 1983 2011 StatePlane Washington South FIPS 4602 Ft US



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PHASE 1 ZONING CHANGES

Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes
- ZONING**
- CBD - Central Business District

- CBD-CORE - Central Business District Core
- CG - General Commercial
- CL - Limited Commercial
- ML - Limited Manufacturing

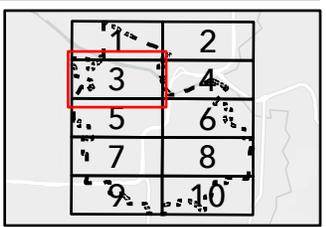
- PF - Public Facilities
- RM-10 - Medium Density Multi-Family Residential
- RM-20 - High Density Multi-Family Residential

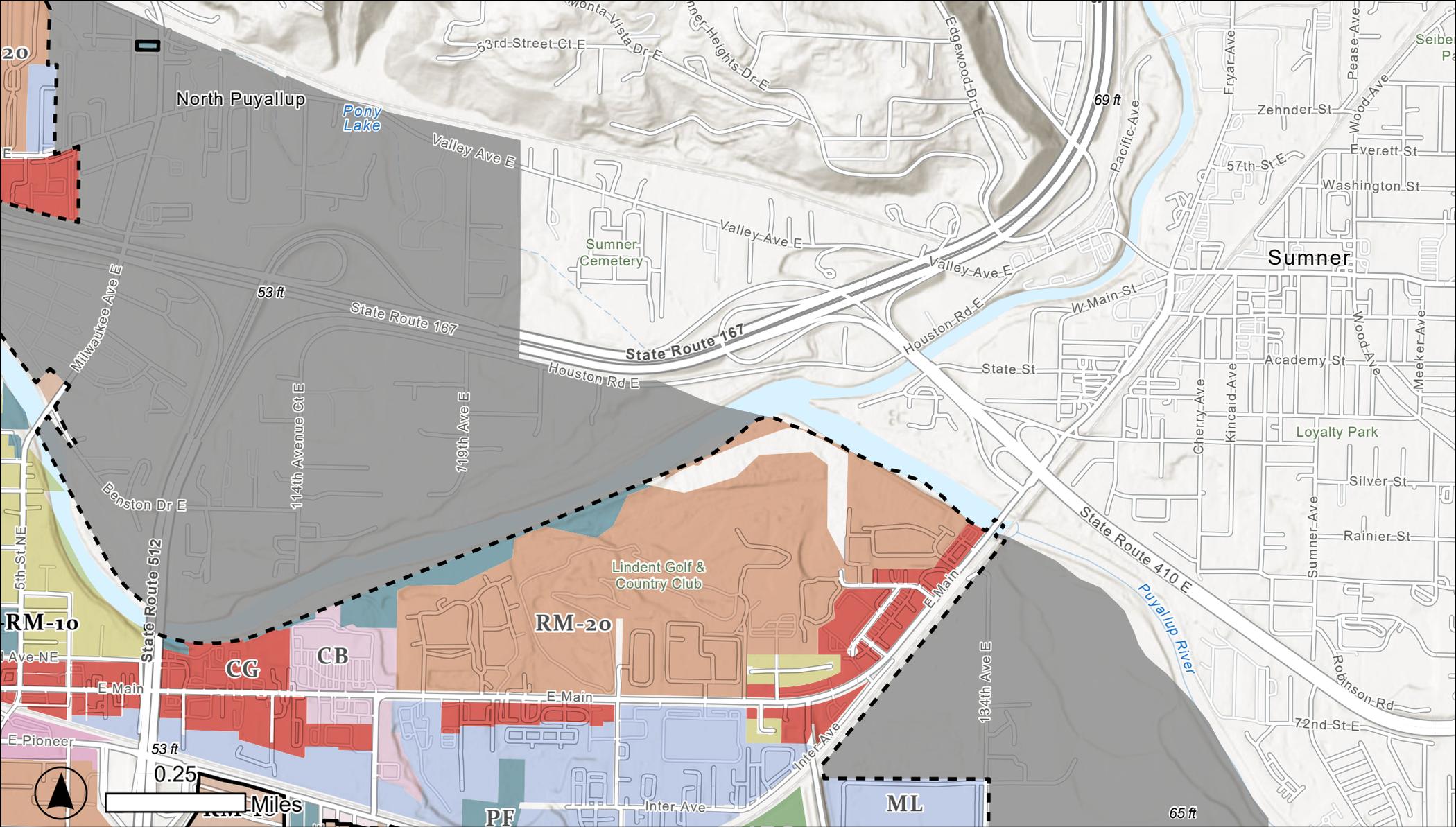
- RM-CORE - Regional Growth Center Oriented Multi-Family Residential
- RMX - River Road Mixed Use

- RS-06 - Urban Density Single-Family Residential
- RS-08 - Medium Density Single-Family Residential

- RS-10 - Low Urban Density Single-Family Residential
- RS-35 - Very Low Density Single-Family Residential

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PHASE 1 ZONING CHANGES

Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes

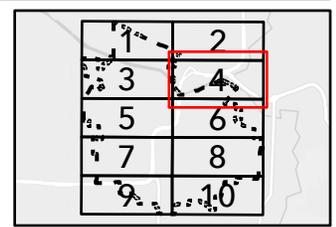
- ZONING**
- ARO - Agriculture, Recreation & Open Space
 - CB - Community Business

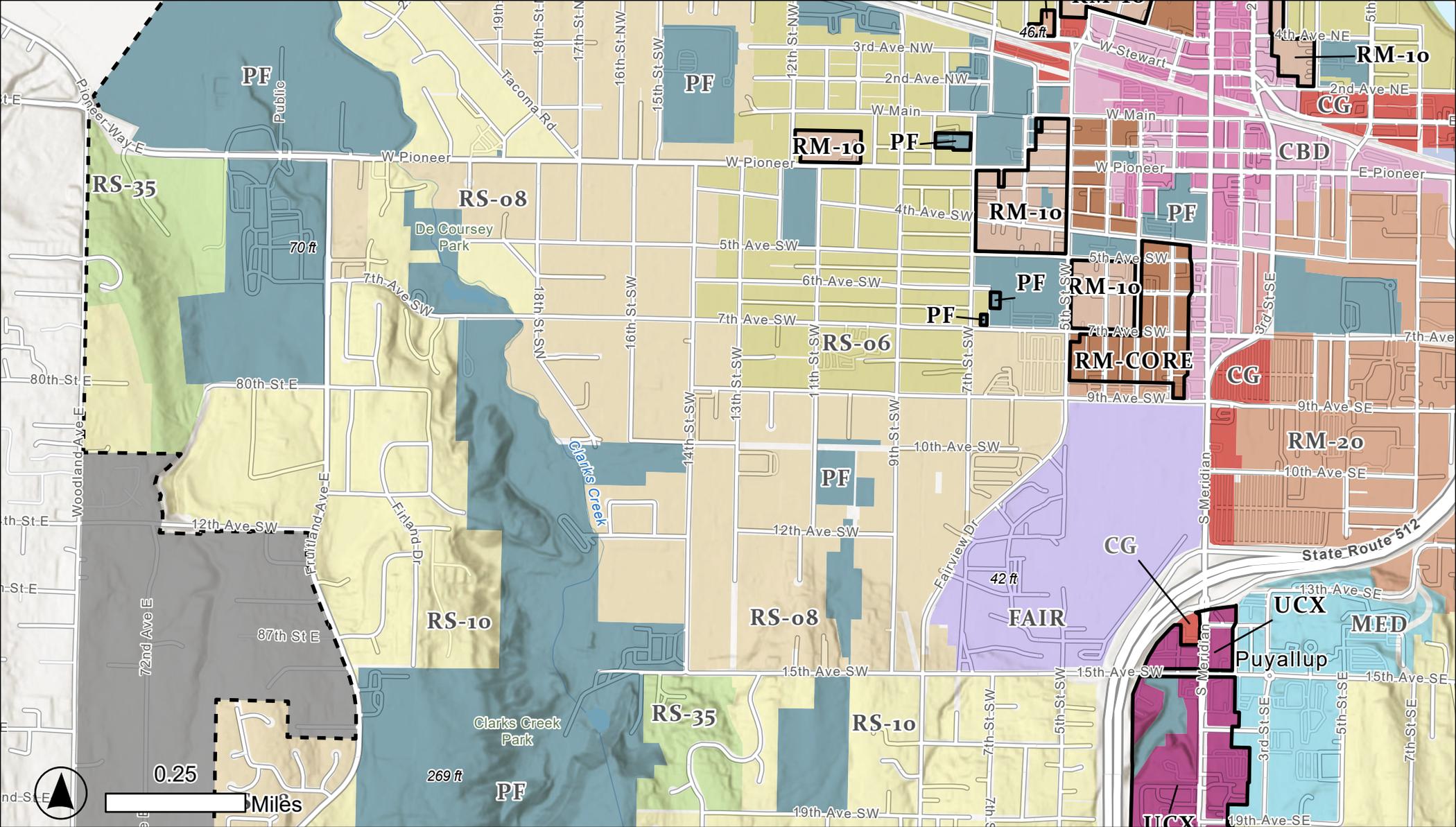
- CBD - Central Business District
- CG - General Commercial
- ML - Limited Manufacturing

- OP - Professional Office
- PF - Public Facilities
- RM-10 - Medium Density Multi-Family Residential

- RM-20 - High Density Multi-Family Residential
- RS-06 - Urban Density Residential

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PHASE 1 ZONING CHANGES

Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes
- ZONING**
- CBD - Central Business District

- CBD-CORE - Central Business District Core
- CG - General Commercial
- CL - Limited Commercial
- FAIR- Fair
- MED - Medical

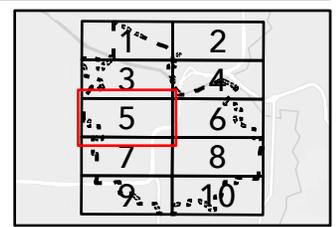
- ML - Limited Manufacturing
- PF - Public Facilities
- RM-10 - Medium Density Multi-Family Residential
- RS-35 - Very Low Density Single-Family Residential

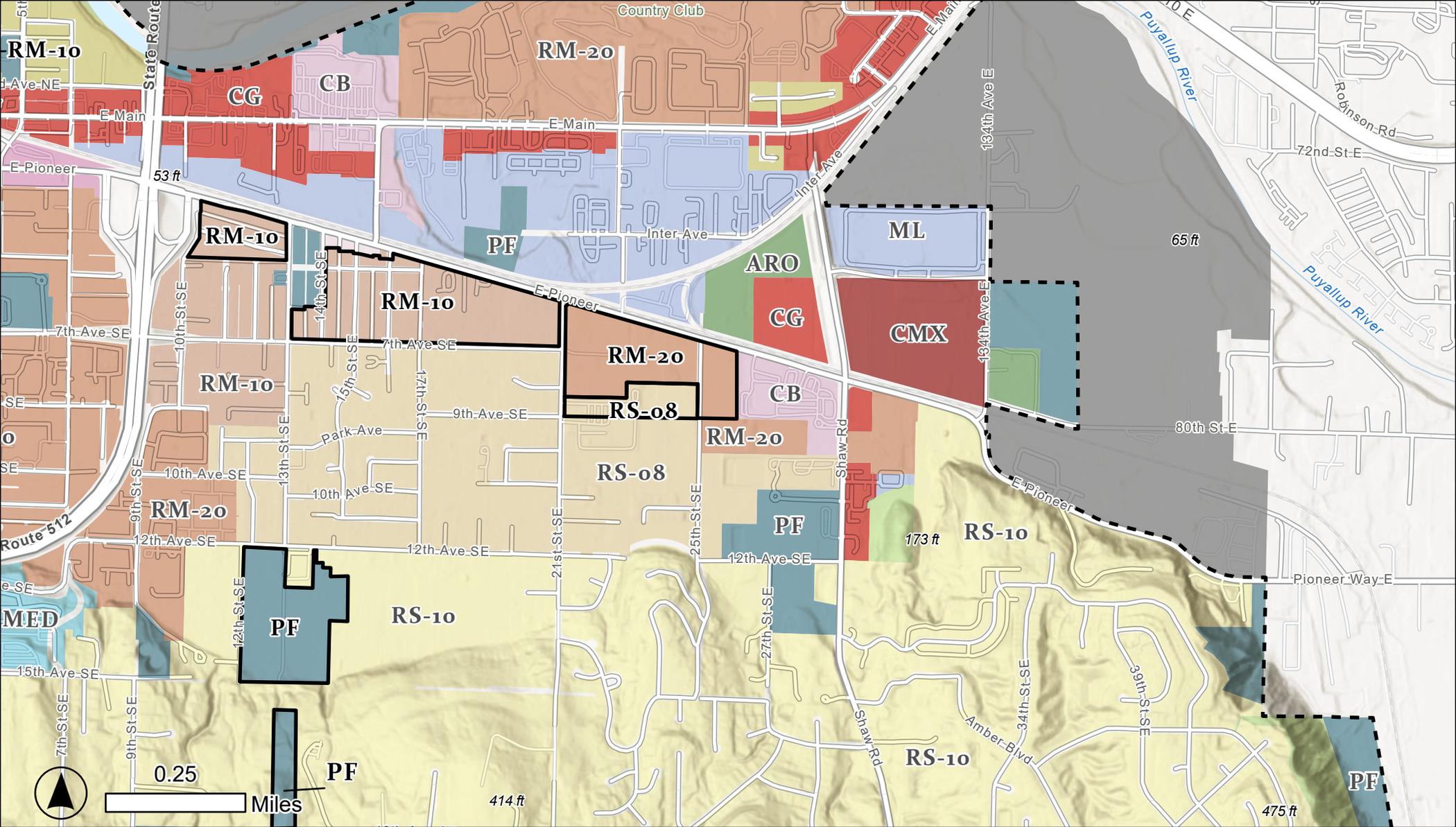
- RM-20 - High Density Multi-Family Residential
- RM-CORE - Regional Growth Center Oriented Multi-Family Residential
- RS-06 - Urban Density Single-Family Residential
- RS-10 - Low Urban Density Single-Family Residential
- RS-08 - Medium Density Single-Family Residential

- RS-35 - Very Low Density Single-Family Residential
- RS-10 - Low Urban Density Single-Family Residential
- RS-08 - Medium Density Single-Family Residential

- RS-35 - Very Low Density Single-Family Residential
- UCX - Urban Center Mixed Use

Updated: 2/11/2026
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PHASE 1 ZONING CHANGES

Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes

ZONING

- ARO - Agriculture, Recreation & Open Space
- CB - Community Business

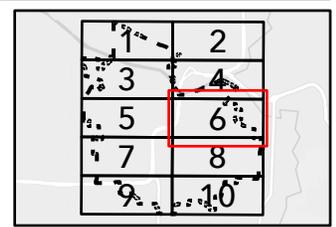
- CBD - Central Business District
- CG - General Commercial
- CMX - Shaw-Pioneer Community Mixed Use
- MED - Medical

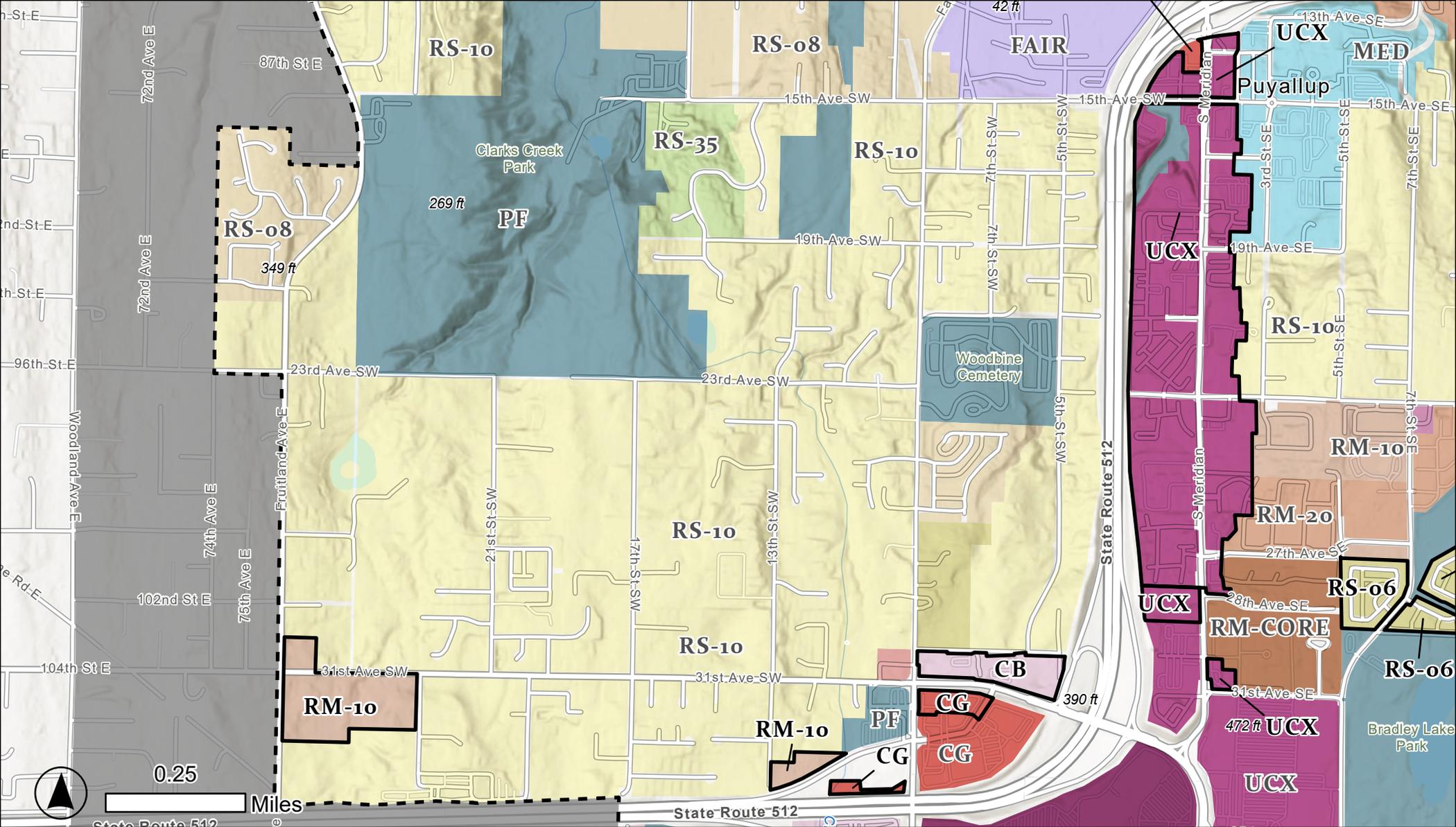
- ML - Limited Manufacturing
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- RM-10 - Medium Density Single-Family Residential

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PHASE 1 ZONING CHANGES

Zoning Map

- City Limits
- Urban Growth Area
- Zoning Changes
- ZONING**
- CB - Community Business

- CCX - Community Center Mixed Use
- CG - General Commercial
- CL - Limited Commercial
- FAIR- Fair

- LMX - Limited Mixed Use
- MED - Medical
- PF - Public Facilities
- RM-10 - Medium Density Multi-Family Residential

- RM-20 - High Density Multi-Family Residential
- RM-CORE - Regional Growth Center Oriented Multi-Family Residential
- RS-06 - Urban Density Single-Family Residential

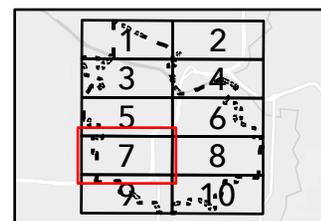
- RS-08 - Medium Density Single-Family Residential
- RS-10 - Low Urban Density Single-Family Residential

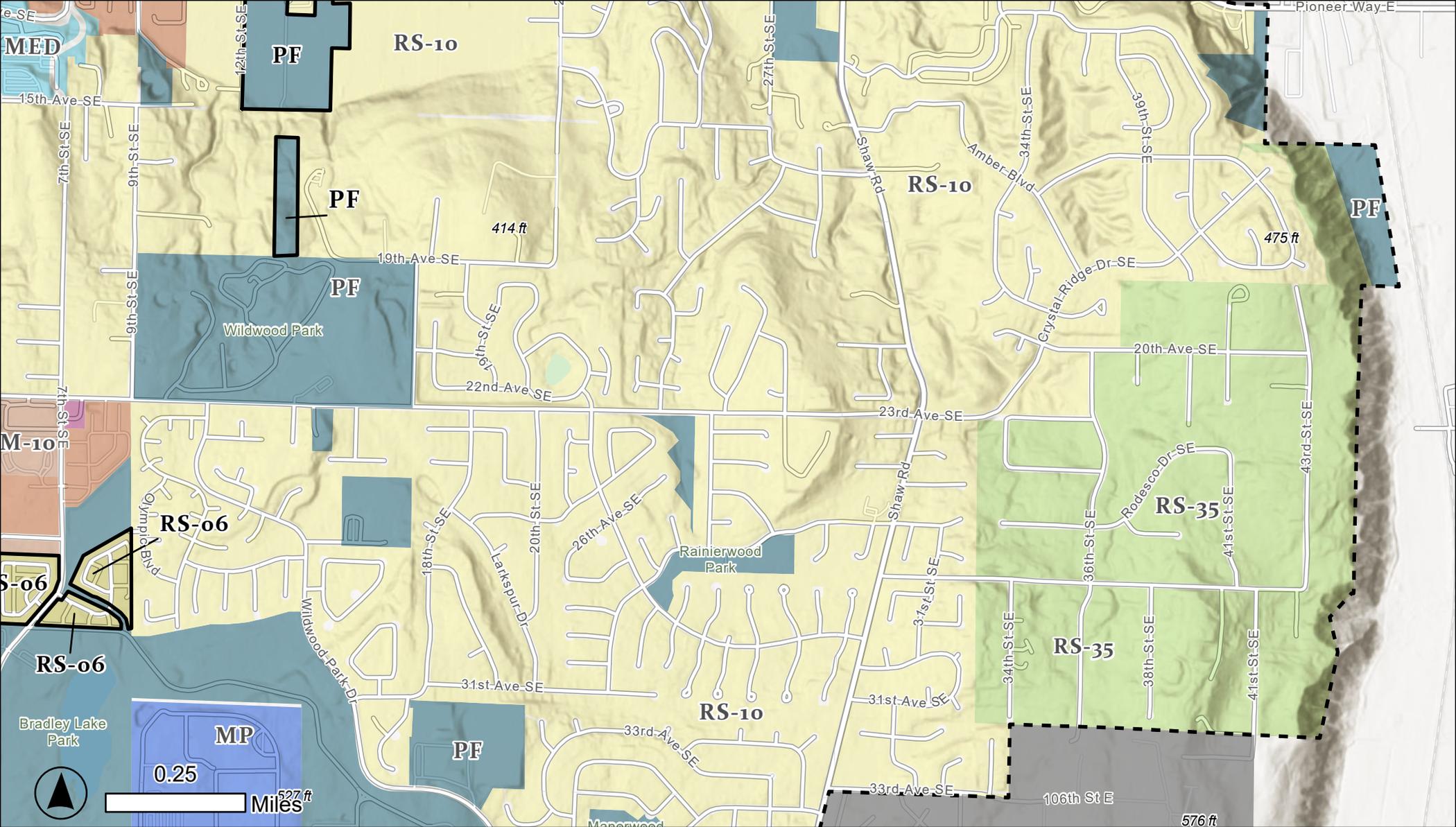
- RS-35 - Very Low Density Single-Family Residential
- UCX - Urban Center Mixed Use

Coordinate System: NAD 1983 2011 StatePlane Washington South FIPS 4602 Ft US

Updated: 2/11/2026

Source: City of Puyallup





PHASE 1 ZONING CHANGES

Zoning Map

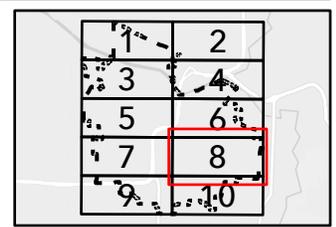
- City Limits
- Urban Growth Area
- Zoning Changes

- ZONING**
- LMX - Limited Mixed Use
 - MED - Medical
 - MP - Business Park

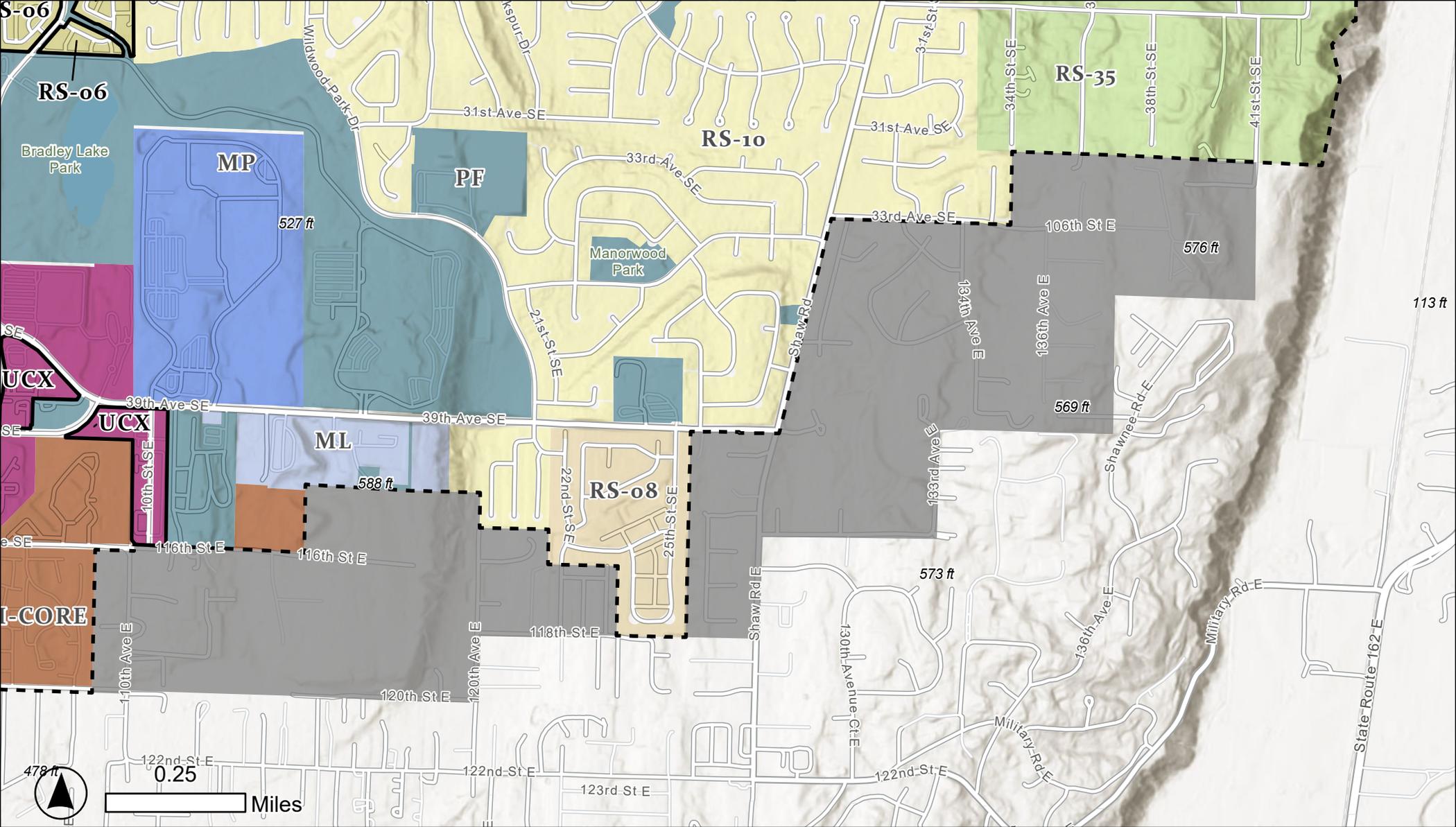
- PF - Public Facilities
- RM-10 - Medium Density Multi-Family Residential
- RM-20 - High Density Multit-Family Residential

- RS-06 - Urban Density Single-Family Residential
- RS-10 - Low Urban Density Single-Family Residential

- RS-35 - Very Low Density Single-Family Residential



Updated: 2/11/2026
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Zoning Map

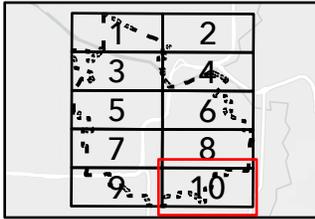
- City Limits
- Urban Growth Area
- Zoning Changes

- ZONING**
- ML - Limited Manufacturing
 - MP - Business Park
 - PF - Public Facilities

- RM-CORE - Regional Growth Center Oriented Multi-Family Residential
- RS-06 - Urban Density Single-Family Residential

- RS-08 - Medium Density Single-Family Residential
- RS-10 - Low Urban Density Single-Family Residential

- RS-35 - Very Low Density Single-Family Residential
- UCX - Urban Center Mixed Use



Updated: 2/11/2026
 Source: City of Puyallup
 Coordinate System: NAD 1983 2011 StatePlane Washington South FIPS 4602 Ft US



City Council Agenda Item Report

Submitted by: Dan Vessels
Submitting Department: City Clerk's Office
Meeting Date: February 24, 2026

Subject:

Pg. 147 - Resolution confirming appointments to various citizen volunteer boards and commissions

Presenter:

Dan Vessels Jr., City Clerk

Recommendation:

Approve a resolution confirming appointments to the Civil Service Commission, Lodging Tax Advisory Committee, Parks and Recreation Board, Planning Commission, and the Senior Advisory Board.

Background:

Per Puyallup Municipal Code, numerous positions on the City's citizen advisory boards and commissions expire the first Tuesday of March. The Council's Ad Hoc Appointments Committee interviewed applicants on February 12 and this resolution contains the recommended appointments of the Ad Hoc Appointments Committee.

The committee recommends that the Mayor, with concurrence of the Council, make the following appointments and reappointments:

Civil Service Commission: Jim Kelly, Ajay Garg

Lodging Tax Advisory Committee: Renee McClain, Tawni Castro, Jason Jesus, Dean Burke, Kim Field, Marshall Dellinger

Parks and Recreation Board: Bodgan Tirtu

Planning Commission: Millard Barney, Mark Crosby, Diane Washburn

Senior Advisory Board: Robert Aline, Steven Shipman, Joel Ricks, Don Massey

City Strategic Plan Goal Category:

Organizational Excellence

ATTACHMENT(S)

[Resolution](#)

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PUYALLUP, WASHINGTON, confirming appointments to the Civil Service Commission, Lodging Tax Advisory Committee, Parks and Recreation Board, Planning Commission, and the Senior Advisory Board.

WHEREAS, vacancies have occurred on the Civil Service Commission, Lodging Tax Advisory Committee, Parks and Recreation Board, Planning Commission, and the Senior Advisory Board due to resignations and term expirations; and

WHEREAS, Puyallup Municipal Code provides in Sections 2.12.030, 2.14.030, 2.24.030, 2.26.030, and 2.28.030 that appointments of members to the said commissions and board shall be made by the Mayor with the concurrence of the City Council; and

WHEREAS, the Mayor, with the support of the Ad Hoc Appointments Committee, as provided in the "City of Puyallup Rules of Procedure," recommends the appointment of the following individuals with their term expiration dates:

<u>Board or Commission</u>	<u>Term Expiration</u>
<u>Civil Service Commission</u>	
AJ Garg	March 5, 2030
Jim Kelly	March 5, 2030
<u>Lodging Tax Advisory Committee – Wait to email</u>	
Renee McClain	March 2, 2027
Tawni Castro	March 2, 2027
Jason Jesus	March 2, 2027
Dean Burke	March 2, 2027
Kim Field	March 2, 2027
Marshall Dellinger	March 2, 2027
<u>Parks and Recreation Board</u>	
Bodgan Tirtu	March 2, 2027
<u>Planning Commission</u>	
Mark Crosby	March 6, 2029
Millard Barney	March 5, 2030
Diane Washburn	March 5, 2030
<u>Senior Advisory Board</u>	
Robert Aline	March 5, 2030
Steven Shipman	March 5, 2030

Joel Ricks
Don Massey

March 5, 2030
March 5, 2030

NOW THEREFORE, by adoption of this resolution the City Council confirms said appointments as listed.

Adopted by the City Council of the City of Puyallup at a regular meeting on the 24th day of February, 2026.

Ned Witting
Mayor

ATTEST:

Dan Vessels Jr.
City Clerk

APPROVED AS TO FORM:

Joseph N. Beck
City Attorney



City Council Agenda Item Report

Submitted by: Barbara Lopez
Submitting Department: Finance
Meeting Date: February 24, 2026

Subject:

Pg. 150 - Budget authorization for an additional Payroll Specialist position

Presenter:

Barbara Lopez, Finance Director

Recommendation:

Approve a budget amendment in the amount of \$69,000 for an additional Payroll Specialist.

Background:

As the city has grown and payroll requirements have become more complex, it has become increasingly difficult to effectively manage all facets of payroll processing and reporting with the existing Payroll Specialist position. While some work has been shifted to other employees, the volume of work remaining with the Payroll Specialist is still very difficult to manage. The shift of work has also negatively impacted the ability of those staff members to complete their regular work.

General benchmarks for payroll staffing suggest 1 payroll FTE per 100–250 employees, depending on the organization's size.

- Small Entities (< 250 employees): 1 payroll person for every 50 to 100 employees
- Mid-Sized Entities (250–1,000 employees): 1 payroll person for every 100 to 150 employees
- Large Entities (> 1,000 employees): 1 payroll person for every 150 to 250 employees

One key factor influencing the ratio is the complexity of payroll, with bargaining units a primary source of that complexity. The City has six bargaining units, plus a large group of non-represented employees. Contract provisions and requirements vary significantly for each employee group, increasing the complexity and workload for payroll staff in the following areas:

- Complex pay rules — overtime, shift differentials, specialty pays, and on-call and standby pay
- Leave provisions — differing accruals and cash-out provisions
- Union dues — managing the deduction and remittance of dues on behalf of represented employees
- Contract negotiations — updating systems and processes for any new or changed terms

The attached Comparable Cities Data shows that the ratio for most of our comparable cities is consistent with the general benchmark for mid-sized entities — 1 payroll person for every 100–150 employees. Excluding Puyallup, the average of the 10 comparable cities is 1 payroll person for every 160 employees. Puyallup is the lone outlier in the group, with 1 payroll person for 330 employees.

Approval of the budget for an additional Payroll Specialist will bring the City's ratio down to 1 payroll person per 165 employees, consistent with comparable cities and benchmark levels. Most importantly, it will enable us to proactively and effectively provide essential payroll services to City employees.

City Strategic Plan Goal Category:

Organizational Excellence

Fiscal Impacts:

The 2026 budget request of \$69,000 is for six months (July - December), with \$62,100 (90%) funded by the General Fund and the remaining \$6,900 (10%) from other funds.

ATTACHMENT(S)

[Comparable Cities Data](#)

**Total FTEs per Payroll FTE
Comparable Cities**

	Total FTEs	Payroll FTEs	Total FTEs per Payroll FTE
Lacey	342.50	3	120
Lynnwood	384.75	3	130
Bothell	391.85	3	140
Sumner	135.00	1	140
Issaquah	299.25	2	150
Bonney Lake	153.42	1	160
Tukwila	302.65	2	160
Des Moines	171.41	1	180
SeaTac	178.43	1	180
Lakewood	218.55	1	220
Puyallup	329.25	1	330



City Council Agenda Item Report

Submitted by: Dan Vessels
Submitting Department: City Clerk's Office
Meeting Date: February 24, 2026

Subject:

Pg. 153 - Parklet program policy discussion

Presenter:

Dan Vessels Jr., City Clerk

Recommendation:

Provide input and direction regarding the 2026 Downtown Parklet Program, including whether to continue the program for the 2026 season and what (if any) cost-recovery model to implement.

Background:

The Downtown Parklet Program began in 2020 as a temporary COVID-era response and has continued seasonally to support downtown activity by providing outdoor spaces for businesses and the public. The current program consists of seven parklets, with annual installation and removal costs of \$1,500 per parklet (\$10,500 total). Program elements approved in 2025 include:

- Program Area: S. Meridian between Pioneer Way and Stewart Ave (up to two blocks east/west of Meridian)
- Duration: May 1 – October 31
- Insurance: Commercial General Liability with \$2,000,000 limits (occurrence/aggregate and products-completed operations aggregate)
- Business Selection: Lottery system to support equitable access

Council direction is requested on whether to continue the program as an annual, ongoing program under the approved program elements and, if so, whether to maintain full City funding or move toward cost recovery:

Option A – Authorize the Parklet Program as an annual, ongoing program for 2026 and future years (no business fee).

Option B – Authorize the program as an annual, ongoing program and implement partial cost recovery (example: \$750 per parklet), payable at the outset or through a payment plan.

Option C – Authorize the program as an annual, ongoing program and implement phased cost recovery (multi-year ramp): Year 1 \$500, Year 2 \$1,000, Year 3 \$1,500 per parklet, payable at the outset or through a payment plan.

Option D – Sunset the Parklet Program.

City Strategic Plan Goal Category:

Vibrant Economy



City Council Agenda Item Report

Submitted by: Hans Hunger
Submitting Department: Engineering
Meeting Date: February 24, 2026

Subject:

Pg. 154 - Traffic Impact Fee Discussion

Presenter:

Hans Hunger, City Engineer

Recommendation:

Provide direction on the preferred fee option, indicate whether a hybrid approach should be brought forward for further consideration, and provide policy guidance to staff.

Background:

Traffic Impact Fees (TIFs) are one-time charges assessed on new development to mitigate the transportation system impacts associated with additional vehicle trips generated by growth. The current fee of \$4,500 per PM peak-hour trip was adopted in 2007. TIF revenues are used to fund capacity-increasing transportation improvements identified in the City's adopted project list, including corridor and intersection upgrades as well as non-motorized facilities such as sidewalks and trails.

State law requires that impact fees be based on a rate study. The study identifies needed capacity projects, estimates their costs, and allocates those costs to growth. Costs that address existing system deficiencies or growth occurring outside the City are removed. The remaining cost is divided by the number of new trips anticipated from development within the City over the 10-year planning period. This calculation results in a maximum legally defensible fee; however, the Council may adopt a lower rate. Puyallup's current rate is at the lower end when compared to similar South Puget Sound communities.

Staff will present three options for an updated fee structure and seek Council direction on a preferred approach. In addition, staff will outline policy considerations for Council discussion, including how trip credits are applied for existing or previous land uses, whether to incorporate a heavy vehicle (truck) adjustment, exemptions or reductions allowed under state law for specific land uses, and the potential for reciprocal impact fee agreements with neighboring jurisdictions to address cross-boundary growth.

City Strategic Plan Goal Category:

Vibrant Economy

Fiscal Impacts:

Updating the fees benefits the timing of implementation for the projects on the list.

ATTACHMENT(S)

[TIF Updated Rate Study](#)

Fehr&Peers

*Puyallup Transportation Impact Fee
Rate Study*

Draft

Prepared for:
City of Puyallup

Submitted on:
October 3, 2025

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Introduction

Puyallup Municipal Code Section 21.20.100 states that impact fees should be reviewed and updated as needed in conjunction with periodic updates to the City's Comprehensive Plan. Additionally, the Growth Management Act requires regular updates to impact fee programs.

Puyallup's current Transportation Impact Fee (TIF) program was adopted by the City Council in 2007.¹ Since that time, new transportation projects have been identified in city plans, while others on the original list have been completed or removed.

This update to the Transportation Impact Fee Program is being conducted in coordination with the City's Comprehensive Plan update. Aligning the TIF program with the revised Comprehensive Plan ensures that the program reflects current and responds to future growth patterns and infrastructure needs.

The following sections outline the impact fee program methodology, the analysis performed, and the resulting recommendations.

Methodology

This transportation impact fee rate study establishes the fair share of improvement costs that may be charged to new development based on the following steps:

- **Step 1:** Identify transportation capital projects that could be eligible for impact fee program funding.
- **Step 2:** For each of these projects, remove the portion of a project addressing an existing deficiency so that only the "growth-related portion" of projects enter the calculation of impact fee eligibility.
- **Step 3:** For the remaining growth-related portion of projects identified in Step 2, estimate the number of trips starting and/or ending outside of the City versus those starting and/or ending within Puyallup. Based on modeling methods and mode share information, determine the portion of impact fee eligible project costs that can be attributed to development within Puyallup versus costs that are ineligible due to development outside of Puyallup, in line with state law.
- **Step 4:** Establish a maximum defensible cost per trip by dividing the total eligible costs calculated in Step 3 by the growth in trip ends expected in Puyallup over the next 10 years.
- **Step 5:** Publish the cost per vehicle trip and require trip rates to be determined based on the latest edition of the Institute of Transportation Engineer's (ITE) *Trip Generation Manual*, with adjustments made for pass-by trips. For those land use types that do not have a published trip generation rate, the expected trip generation can be calculated based on a trip generation study based on similar local uses, with City approval of the study parameters.
- **Step 6:** Adjust fees for development within the Downtown Regional Growth Center, based on lower trip generation rates from ITE or an adjustment factor (but not both) for development near major transit hubs like Puyallup Station.

¹ <https://cityofpuyallup.org/DocumentCenter/View/15219/Traffic-Impact-Fees>

Project List

Washington State law (RCW 82.02.050) specifies that Transportation Impact Fees (TIF) must be used for “system improvements.” These improvements can include physical or operational changes to existing roadways, as well as new roadway connections built in one location to address projected needs in another. Generally, system improvements are projects that increase capacity, such as constructing new streets, adding lanes, widening roads, installing traffic signals, and building new sidewalks and bike lanes.

Until 2023, state law limited TIF expenditures to projects located within the right-of-way of “streets and roads.” Most jurisdictions in Washington interpreted “streets and roads” to include “complete streets” facilities, elements typically found within the roadway right-of-way or documented in roadway standards, such as travel lanes, bike lanes, planting strips, sidewalks, crosswalks, midblock crossings, traffic signals, roundabouts, signage, and lighting. However, trails and pathways outside of the public transportation right-of-way were not eligible for TIF funding. In 2023, the Washington State Legislature passed Senate Bill 5452, which expanded the types of infrastructure eligible for TIF funding to include “bicycle and pedestrian facilities designed for multimodal commuting.” With this bill signed into law, transportation-oriented trail projects outside of traditional rights-of-way have been added alongside streets and roads as public facilities eligible for impact fee funding.

The purpose of this study is to enable the City of Puyallup to update its transportation impact fee program to help fund high priority transportation projects identified in its Comprehensive Plan and to respond to changes in state law. The projects proposed for inclusion in the program include projects needed to meet concurrency and projects that would most strongly advance the multimodal infrastructure of the city.

During the City's transportation planning process, the City identified Transportation Impact Fee eligible capacity projects from the broader list of projects identified in the City's latest Comprehensive Plan. This Comprehensive Plan incorporates recommendation from previous plans such as the City's 2019 Safe Routes to School (SRTS) Master Plan and 2017 Active Transportation Plan (ATP) as well as new projects identified through the comprehensive planning process.

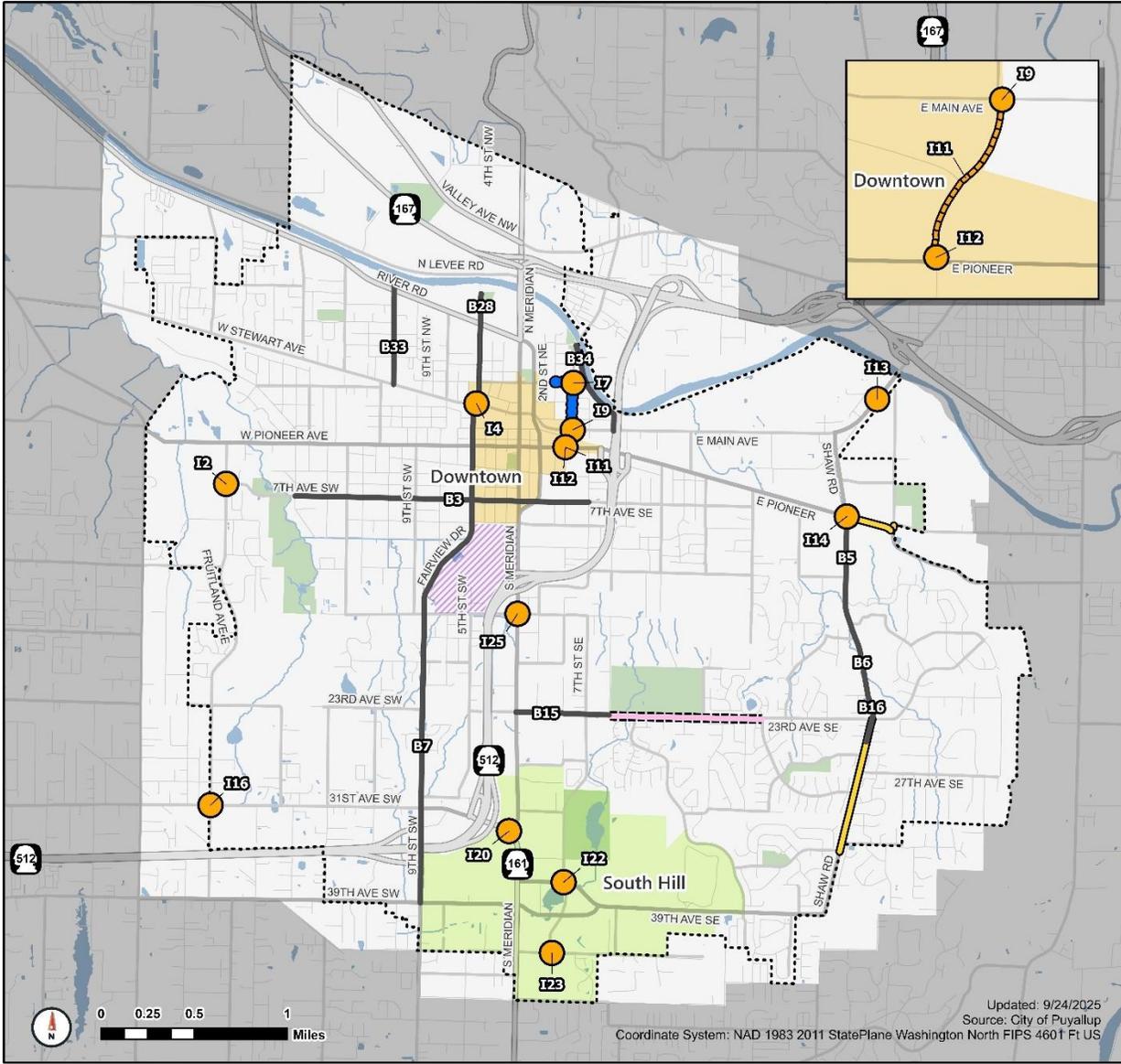
Each of the projects includes a planning level cost. Further study will be needed to confirm feasibility, refine cost estimates, and, in some cases, select the exact mitigation to be constructed.

The selected projects provide capacity for future growth in trips and are summarized in **Table 1**. The location of each project is shown in **Figure 1**.

Table 1: 2025 Transportation Impact Fee Project List

Project ID ¹	Project Description	2024 Project Cost
B3	7th Ave SW/SE – Bike Facility Improvements; 18th St SW to 7th St SE	\$900,000
B5	Shaw Road – Shared Use Path; 12th Ave SE to East Pioneer	\$2,000,000
B6	Shaw Road Phase 4 – Widening; 12th Ave SE to 20th Ave SE	\$69,212,245
B7	9th St SW – Corridor Project; 15th Ave SW to 31st Ave SW, includes improvements at 31 st & 9 th (I 17 and I 18 in the Transportation Element)	\$25,880,000
B15	23rd Ave SE – Corridor Project; Meridian to 9th St SE	\$7,000,000
B16	Shaw Road Phase 4a – Widening; 25th Ave Ct SE to 20th Ave Ct SE	\$12,500,000
B28	4th St NW/5th Street SW/Fairview Drive/9th St SW – Separated Bicycle Lanes; Downtown between Riverwalk Trail and 39th Ave SW	\$2,900,000
B33	11th St NW – Sidewalks and Sharrows; Riverwalk Trail to W Stewart Ave	\$3,000,000
B34	Riverwalk Trail Missing Link – Shared Use Path; 5th St NE and 9th St NE	\$9,660,000
I2	Fruitland Ave & 7 th Ave SW – Intersection Improvements	\$2,300,000
I4	W Stewart St & 5th St NW – Phase 1	\$740,000
I7	5th St NE & 5th Ave NE – Intersection Improvements	\$2,000,000
I9	5th St SE/5th St NE & E Main Ave – Phase 1	\$3,000,000
I11	E Pioneer Ave & 5th St SE – Implement Coordination or ASCT Along 5th Street SE Corridor	\$500,000
I12	5th St SE & E Pioneer Way – Protected + Permitted SBL Signal Update	\$1,200,000
I13	E Main Ave & 5th Ave NE – Traffic Signal	\$1,140,000
I14	Shaw Rd & Pioneer Way E – Phase 1	\$740,000
I16	Fruitland Ave & 31st Ave SW – Intersection Improvements	\$2,900,000
I20	31st Ave SW & S Meridian – Phase 1	\$2,623,000
I22	5th St SE & 37th Ave SE – Phase 1	\$740,000
I23	5th St SE & 43rd Ave SE – Phase 1	\$740,000
I25	S Meridian & 15th Ave SE – Phase 1	\$740,000
Total		\$152,415,245

Note: Project IDs from the Transportation Element of the *Puyallup 2044 Comprehensive Plan*
 Source: Fehr & Peers, 2025.



Transportation Impact Fee Projects

- Proposed Intersection Project
- Proposed Intersection Project
- Baseline Corridor Project
- Baseline Active Transportation Project
- Existing Bicycle Lane
- Existing Shared Use Path
- Existing Sharrows
- Downtown Regional Growth Center
- South Hill Regional Growth Center
- Fairground
- Streams
- City Limits
- Urban Growth Area
- Water Bodies
- Park

The printed information was derived from digital databases within the City of Puyallup GIS Portal. The City of Puyallup cannot accept responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

FIGURE 1: TRANSPORTATION IMPACT FEE PROJECT LIST MAP
 Source: Fehr & Peers, 2025.

Impact Fee Eligible Costs

Figure 2 shows the calculation steps for determining the impact fee eligible cost of each project.



FIGURE 2: EQUATION FOR CALCULATING THE ELIGIBLE IMPACT FEE COST

Source: Fehr & Peers, 2025.

Existing Deficiencies

Existing deficiencies are defined by locations that fail to meet Puyallup’s adopted level of service standards. After determining which projects increase capacity and are impact fee eligible, the existing deficiency portion of each project was calculated, since impact fees cannot be used to pay the costs of addressing existing level of service deficiencies.² Based on the project type, the way in which existing deficiency is calculated varies.

Intersections

For intersection projects that are not along corridors, the existing deficiency calculation is based on a comparison between the current delay at each project location and the City’s level of service (LOS) standard for that intersection. The LOS standards, as outlined in the City’s Comprehensive Plan, are based on vehicle delay during the PM peak hour. The standard is LOS D for all intersections within the City, except for those along the Meridian, Shaw Road, and 9th Street SW corridors, which are held to a LOS E standard. Additionally, the LOS standards allow LOS E at intersections directly adjacent to the BNSF rail line that are impacted by train blockages.

To calculate the existing deficiency for these intersection projects, the following formula is used:

$$\frac{\text{existing delay} - \text{LOS standard delay}}{\text{existing delay} - \text{improved delay}}$$

Example

The W Stewart Street and 5th Street NW intersection currently operates with an average of 71 seconds of delay, while the LOS standard delay threshold is 55 seconds. With the improvement identified, the average delay would improve to 30 seconds.

$$\frac{71 \text{ seconds} - 55 \text{ seconds}}{71 \text{ seconds} - 30 \text{ seconds}} = 39\% \text{ existing deficiency}$$

Corridors

For projects along corridors, the existing deficiency was calculated based on an assessment of how much of the roadway’s capacity is used up by existing traffic volumes. This assessment applied the Florida Department of Transportation (FDOT) Multimodal Quality/Level of Service Handbook, which provides generalized service volume capacities based on Highway Capacity Manual (HCM)

² This restriction points out an important reason why the impact fee must be updated regularly to facilitate project implementation. The longer a deficiency is allowed to grow, the higher the ineligible percentage of the project cost.

methodologies in addition to planning level assumptions and default values. The handbook outlines procedures for calculating generalized service volume capacities across various facility types, including urban streets, suburban areas, and rural roadways. It also considers factors such as the number of lanes, the presence of exclusive turn lanes, and other roadway characteristics. Using this approach, the estimated service capacity at a given LOS level was calculated for Puyallup’s existing streets. Existing deficiencies were calculated if existing peak hour traffic volumes observed along the corridor exceeded the roadway’s estimated peak hour capacity today, based on the number of lanes and other roadway characteristics. This value was then divided by the amount of capacity improvement provided by the impact fee-funded project, also determined using the FDOT method. When traffic counts were available for multiple segments along a corridor, the existing deficiencies were averaged across the segments.

$$\frac{\text{existing volume} - \text{initial capacity}}{\text{new capacity} - \text{initial capacity}}$$

Example

For Shaw Road Widening (Phase 4, 12th Ave SE to 20th Ave SE), the existing segment volume in the PM peak hour is 1,892 vehicles. The theoretical capacity of this segment at the adopted LOS standard is 1,455 vehicles. The theoretical capacity at the LOS standard of the segment once the roadway is widened is 3,175 vehicles.

$$\frac{1,892 \text{ vehicles} - 1,455 \text{ vehicles}}{3,175 \text{ vehicles} - 1,455 \text{ vehicles}} = 25\% \text{ existing deficiency}$$

Active Transportation

For active transportation projects, pedestrian and bicyclist facilities add capacity to the roadway network. They add capacity by providing dedicated space for people walking and rolling outside of a motorized vehicle. These facilities help reduce the demand on general purpose travel lanes by making alternative modes of travel possible, thereby increasing the overall person carrying capacity of the corridor. For example, the addition of sidewalks and bike lanes can encourage short trips to shift from driving to walking or biking, which in turn reduces vehicle volumes and improves the multimodal efficiency of the transportation system. For these reasons, the existing deficiency was generally assumed to be zero percent.

However, exceptions were made in locations where bike and pedestrian facilities overlapped with corridors that had existing deficiencies. In these cases, calculated corridor deficiencies were applied to active transportation projects.

Example

For the 4th Street NW/5th Street SW project, most segments operate under the LOS standard capacity, while one segment operates with a 9% existing deficiency prior to addition of a turn lane. When the segments are averaged together, an existing deficiency of 1% was calculated.

Puyallup and External Growth

With deficiencies accounted for, all the remaining project costs are related to supporting new growth in trips. However, not all the forecast trip growth comes from development in Puyallup – there is a portion of growth that comes from other jurisdictions such as unincorporated Pierce County and Sumner. Per state law, Puyallup does not have the authority to base its impact fees on transportation infrastructure needed to support growth outside of Puyallup. As a result, the team calculated the non-city portion of trip growth that would use projects funded by impact fees.

For projects serving active transportation users, such as sidewalks, trails, shared-use-paths and bike lanes, 75% of trips are assumed to be related to uses in Puyallup as these active mode trips tend to be significantly shorter than vehicle trips and they often stay within more dense locations like cities.³

For projects that are being built to support auto capacity, Fehr & Peers analyzed traffic forecasts generated by Puyallup's travel demand model.⁴ Trips that both start and end within Puyallup are 100% eligible for impact fees, trips that start or end within Puyallup but have the other end of the trip outside of Puyallup are 50% eligible, and trips that do not start or end in Puyallup (pass-through trips) are 0% eligible. The portion of trips relating to land uses outside of Puyallup were calculated. Both existing deficiencies and percentage of growth within the city are shown in **Appendix A**.

Example

Shaw Road carries many trips that do not start and end within Puyallup. For the Shaw Road Widening Phase 4 project, the travel demand model was used to estimate how many vehicles along a corridor have trip ends⁵ within Puyallup. The model estimated that 45% of trip ends on Shaw Road are internal to Puyallup, meaning that only 45% of the eligible project costs for the Shaw Road widening project can be included in the impact fee program.

The impacts of trips associated with growth outside the city could be captured if reciprocal traffic impact fee agreements were established with adjacent jurisdictions, such as Sumner or Pierce County. This arrangement would allow the City of Puyallup to collect impact fees from development in those jurisdictions to support implementation of Puyallup's TIF projects. The agreements work both ways, with developments in Puyallup having to pay reciprocal traffic impact fees when they have trips that end in an adjacent jurisdiction.

Travel Growth

This impact fee program is designed to support growth in Puyallup over the next 10 years. To account for this land use growth in the development of this program, the project team estimated vehicle trips generated in Puyallup today as well as in 2035, based on land use growth expected in the Puyallup 2044 Comprehensive Plan. The project team applied trip generation rates published in the latest

³ This value is used as an estimate of the number of active transportation trip ends that are assumed to be within a jurisdiction. According to the 2017 National Household Travel Survey, most walking trips are less than 1 mile long and bike trips tend to be less than 3 miles long. Given these shorter trip lengths, it is assumed that most trips made on foot and by bike will start and end in Puyallup. The value is used by many jurisdictions in the Puget Sound as part of their impact fee program because reliable modeling data of active transportation trip ends is generally not available.

⁴ The Puyallup travel demand model was built by Fehr & Peers as part of the Comprehensive Plan update and helps forecast how changes in land use and transportation capacity projects will change travel patterns and vehicle volumes. The model is based on regional travel demand models and is a common tool used in long range transportation planning.

⁵ A vehicle trip travels between an origin and a destination. Each vehicle trip has two trip ends, one at the origin and one at the destination.

version of the *Trip Generation Manual* (Institute of Transportation Engineers) to estimate the PM peak hour vehicle trip ends⁶ associated with land use growth. This method resulted in an increase of 7,343 PM peak hour vehicle trip ends within the City over the next 10 years.

Impact Fee Cost

The final step in the cost allocation process involves calculating the 'cost per new trip end' within Puyallup.

$$\frac{\text{impact fee eligible costs}}{\text{growth in PM peak hour vehicle trip ends}} = \text{cost per new PM peak hour vehicle trip end}$$

The analysis produced the following results:

$$\frac{\$64,174,916}{7,343 \text{ new PM peak hour vehicle trip ends}} = \$8,739.47 \text{ per new PM peak hour vehicle trip end}$$

The **\$8,739.47** per vehicle trip rate reflects the maximum defensible transportation impact fee rate that the City could charge based on the transportation project list and assumptions outlined in this report. A visual representation of the impact fee calculations is provided in **Figure 3**.

⁶ Trip ends represent the traffic coming to and from any given land use, consistent with trip generation formulas used by the *Institute of Transportation Engineers*.

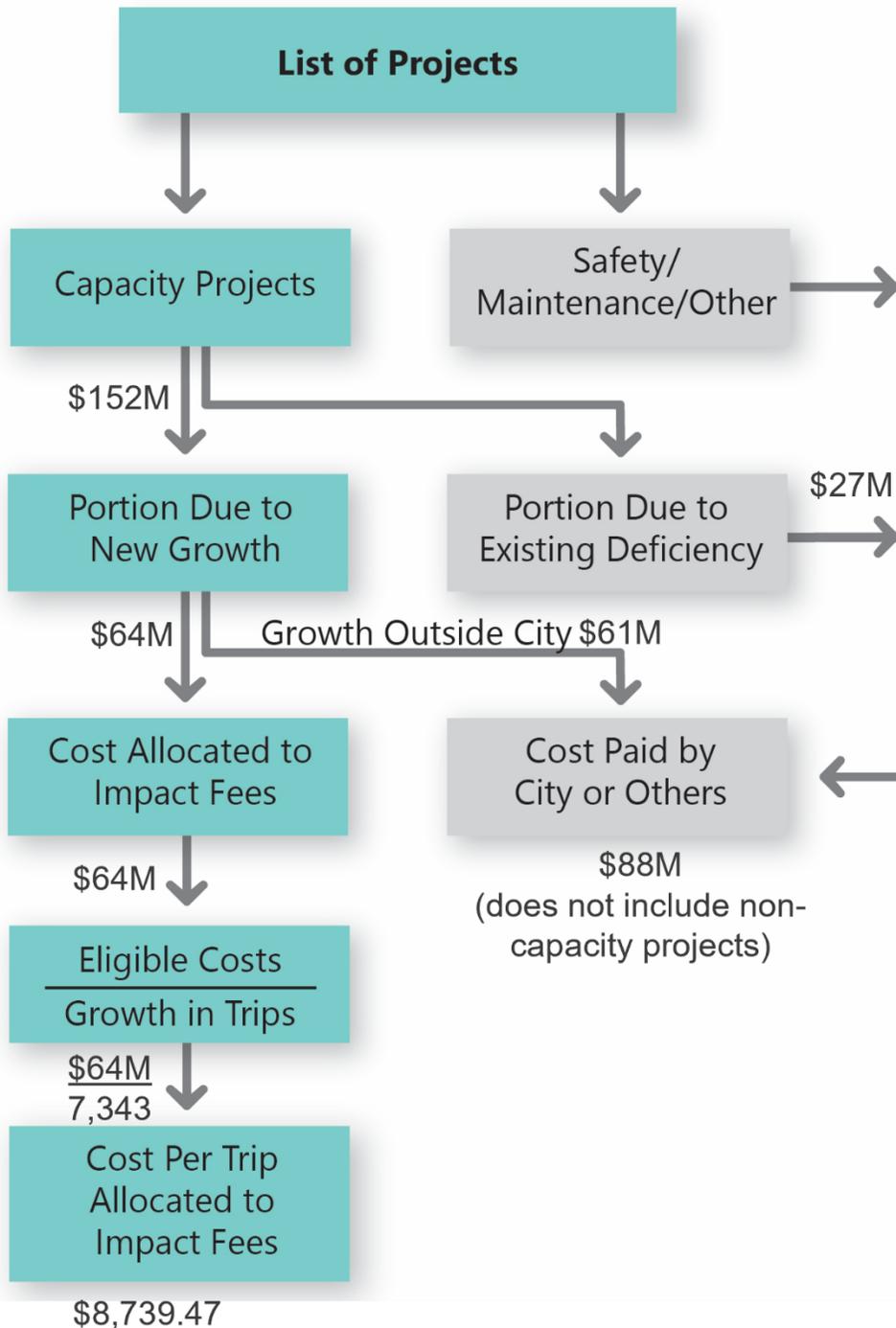


FIGURE 3: TRANSPORTATION IMPACT FEE COST CALCULATIONS

Source: Fehr & Peers, 2025.

Downtown Trip Generation Adjustments

Downtown Puyallup features higher development densities, a greater mix of land use types, and closer proximity to frequent transit service compared to other parts of the city. These characteristics contribute to lower vehicle trip generation rates for many land uses, particularly those that benefit

from walkability and transit accessibility. To reflect the reduced transportation impacts of development in these areas, developments within the Downtown Regional Growth Center⁷ can utilize ITE *Trip Generation Manual* trip rates for the “Dense Multi-Use Urban” setting/location.⁸ If Dense Multi-Use Urban data is not available via ITE, a 15% reduction in the expected vehicle trip generation rate for eligible land uses is appropriate. This reduction is based on mode split and trip generation data from the broader Puget Sound Regional Council’s Household Travel Survey comparing Regional Growth Centers with strong transit service to other areas in the region.

Most land uses proposed within the Puyallup Downtown Regional Growth Center are eligible for these trip generation adjustments, but they would not be applicable to auto dependent or oriented ground floor retail, as defined below:

- Auto-dependent use means automobiles and/or other motor vehicles are served by the use and the use would not exist without them, such as vehicle repair, gas station, car wash, or auto and truck sales.
- Auto-oriented use means automobiles and/or other motor vehicles are an integral part of the use, such as drive-up, drive-in, and drive-through facilities.

Auto-dependent categories include, bank (if it includes a drive-up), car sales, service station/gas stations, car wash, and quick service restaurant (if drive through).

Adjustments for Inflation & Future Updates to the Study

The City of Puyallup should update the transportation impact fee on a yearly basis to account for increased construction costs based on increases in the Engineer News Record Construction Cost Index for Seattle, Washington. The program should also be updated every 5–10 years to update the project list to account for changes in the City’s capital priorities. Many jurisdictions update in line with their once every ten years major comprehensive plan update.

Policy on Accounting for Past Land Use Trips For Redevelopment

When redevelopment occurs on a parcel, the PM peak trips associated with the prior land use may be eligible to be credited against the new PM peak trip calculation provided that the prior land use was active within the last three calendar years as outlined in Puyallup Municipal Code.

Calculating Impact Fees for a Development

When the City is estimating an impact fee for a development or land use change, the following procedure should be used to estimate PM peak hour vehicle trips and associated impact fees.

1. Calculate the number of weekday PM peak hour vehicle trips expected to be generated by a development per the current edition of the ITE *Trip Generation Manual* and *Trip Generation Handbook*.
2. Multiply the resulting estimate for new PM peak vehicle trips by the Council adopted rate per vehicle trip

State law requires jurisdictions to allow independent fee calculations; this is outlined in Puyallup Municipal Code Chapter 21.20.150.

⁷ <https://www.cityofpuyallup.org/DocumentCenter/View/6792/Downtown-EIS-Study-Area?bidId=>

⁸ A limited number of land use codes provide Dens Multi-Use Urban trip rates in the ITE *Trip Generation Manual*, 12th Edition

*Appendix A:
Project List with Deficiency and
Growth Calculation*

Comp Plan ID	Project Type	Project Name	Project Description	Cost Estimate 2024 \$	Existing Deficiency % (Ineligible)	Existing Deficiency \$	Cost minus existing deficiency	% Puyallup Growth	Impact Fee Eligible Cost
B3	Active Transportation	7th Ave SW/SE; 18th St SW to 7th St SE Bike Facility Improvements	Project 2B in Active Transportation Plan. Add parking protected bike lane and buffered bike lane west of Meridian; add two 5' bike lanes east of Meridian	\$900,000	0%	\$0	\$900,000	75%	\$675,000
B5	Active Transportation	Shared Use Path on Shaw Road; 12th Ave. SE to East Pioneer. This will be constructed as part of the Shaw road widening project. 950 LF of path	Project will continue with the existing shared use path constructed to the south of 23rd Ave. SE. Constructing this section facilitates the connection with Foothills Trail, Riverwalk Trail, and Van Lierop Park	\$2,000,000	0%	\$0	\$2,000,000	75%	\$1,500,000
B6	Corridors	Shaw Road Widening- Phase 4 (12th to 20th)	2 lanes southbound, TWLTL and 1 lane northbound with curb, gutter, sidewalk, hard shoulder, multi-use path and street lighting on both sides	\$69,212,245	25%	\$17,600,696	\$51,611,549	45%	\$23,246,156
B7	Corridors	9th St SW; 15th Ave SW to 31st Ave SW	3 lanes with curb, gutter, sidewalk, bike lanes, and street lighting on both sides and additional lane capacity at 31st Ave SW/9th St SW intersection. Scoping report recommended to more fully flush out design including RW needs.	\$25,880,000	4%	\$1,155,916	\$24,724,084	44%	\$10,912,004
B15	Corridors	23rd Ave SE; Meridian to 9th St SE	3 lanes with curb, gutter, sidewalk, and street lighting and a signal at 7th St SE/23rd Ave SE intersection, + Bike lanes per Comp Plan (This project includes baseline intersection project B9)	\$7,000,000	4%	\$259,259	\$6,740,741	68%	\$4,611,343
B16	Corridors	Shaw Road Phase 4a - (25th Ave. Ct. SE to 20th Ave. Ct. SE)	This project will widen the roadway section to accommodate a 4-lane section of roadway to provide 2 southbound lanes, 1 two-way left-turn lane, and 1 northbound lane with a 7' wide sidewalk on the west side of roadway and a dedicated 10' shared-use pathway on the east side of the roadway.	\$12,500,000	19%	\$2,314,331	\$10,185,669	45%	\$4,587,688
B28	Active Transportation	4th Street NW/5th Street SW/Fairview Drive/9th Street SW; Downtown between Riverwalk Trail and 39th Avenue SW	Separated Bicycle Lanes	\$2,900,000	1%	\$26,733	\$2,873,267	75%	\$2,154,950
B33	Active Transportation	11th St NW sidewalks and sharrows (Puyallup River (Riverwalk Trail) to W Stewart avenue)	<ul style="list-style-type: none"> › Construct sidewalks to fill gaps from 10th Avenue NW to 9th Avenue NW, including curb ramps at intersections › Construct sharrows from Puyallup River (Riverwalk Trail) to West Stewart Avenue › New sections of sidewalk must include vertical curb along this corridor › Some existing sections of sidewalk (south of 9th Avenue NW) currently do not include vertical curb and may be retrofitted as part of this project › Curb placement should be designed to accommodate three lanes of vehicle traffic 	\$3,000,000	0%	\$0	\$3,000,000	75%	\$2,250,000
B34	Active Transportation	Riverwalk Trail Missing Link; 5th St NE and 9th St NE	Shared Use Path;	\$9,660,000	0%	\$0	\$9,660,000	75%	\$7,245,000

Comp Plan ID	Project Type	Project Name	Project Description	Cost Estimate 2024 \$	Existing Deficiency % (Ineligible)	Existing Deficiency \$	Cost minus existing deficiency	% Puyallup Growth	Impact Fee Eligible Cost
I2	Intersection	Fruitland Ave. & 7th - New Signal Installation	New signal or Round About	\$2,300,000	95%	\$2,190,088	\$109,912	50%	\$54,838
I4	Intersection	W Stewart St & 5th St NW	Southbound right turn pocket	\$740,000	39%	\$288,780	\$451,220	59%	\$268,305
I7	Intersection	5th Street NE & 5th Avenue NE	Possible candidate for Roundabout.	\$2,000,000	0%	\$0	\$2,000,000	59%	\$1,189,244
I9	Intersection	5th St SE/5th St NE & E Main intersection capacity improvements	Right turn pockets for every approach.	\$3,000,000	0%	\$0	\$3,000,000	59%	\$1,783,865
I11	Intersection	E Pioneer Ave & 5th St SE: Implement coordination or ASCT along 5th Street SE corridor	Achieve intersection LOS and reduce congestion	\$500,000	0%	\$0	\$500,000	46%	\$230,884
I12	Intersection	5th Street SE & E Pioneer Way; Protected + permitted SBL signal update.		\$1,200,000	0%	\$0	\$1,200,000	46%	\$554,121
I13	Intersection	E Main & 5th Ave NE - Right out only configuration or traffic signal (Assumed mitigation will be traffic signal for the purpose of cost estimating)	Project from discussion with the city about potential mitigations on 4/2/24.	\$1,140,000	70%	\$801,081	\$338,919	40%	\$136,198
I14	Intersection	Shaw Rd & E Pioneer SBR Pocket	Adding SBR turn pocket to allow two SBT lanes.	\$740,000	0%	\$0	\$740,000	45%	\$333,301
I16	Intersection	Intersection Signal Control: Fruitland/31st Ave SW	New signal	\$2,900,000	89%	\$2,590,667	\$309,333	50%	\$154,336
I20	Intersection	31st Ave SW & S Meridian New SBL (3 Total SBL)	Added SBL from Meridian to Meridian (three SBLs total). Additional widening needed to accommodate new SBL and additional receiving lane until the SBL at 35th Ave. Moving signal poles to accommodate and adding a SBL signal head.	\$2,623,000	0%	\$0	\$2,623,000	36%	\$955,474
I22	Intersection	5th St SE & 37th Ave SE SBR Turn Pocket	Adding SBR turn pocket.	\$740,000	0%	\$0	\$740,000	68%	\$506,234
I23	Intersection	5th St SE & 43rd Ave SE - New WBR turn pocket.		\$740,000	0%	\$0	\$740,000	68%	\$506,234
I25	Intersection	S Meridian & 15th Ave SE Mitigation	Adding EBR turn pocket.	\$740,000	0%	\$0	\$740,000	43%	\$319,741
			Total	\$152,415,245		\$27,227,553	\$125,187,692		\$64,174,916

Source: Fehr & Peers, 2025.

