



City of Puyallup

---

**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Pre-Application Meeting Notes

## Pre-Application Meeting #PLPRE20230056

**DATE:** June 23, 2023

**TO:** Helix Design Group - Melena Stewart

**PROJECT NAME:** Value Pet

**PROJECT DESCRIPTION (as provided by applicant):** Tenant improvement change of use from mercantile occupancy to business, veterinary clinic. Does this change of use trigger traffic impact fees, frontage improvements, landscaping, parking etc. Project scope does not include any exterior improvements, only interior improvements. With the exception of signage. No increase in building or tenant area square footage.

**SITE ADDRESS:** 4621 S MERIDIAN, Unit: A915, PUYALLUP, WA 98373;

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process. You can find more information and review comments on the [online permit portal page](#).

## Meeting Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section or Gabriel Clark, Planning Technician at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

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

- Zone:
  - UCX - Urban Center Mixed-Use

Zoning Overlay:

MX-DRO - Mixed-Use Design Review Overlay

- Parking Requirements:

PMC 20.55.010 (31)

Veterinarians and animal hospitals: one space for each 200 square feet of gross floor area, exclusive of overnight animal-holding areas;

PMC 20.55.010 (20)

Professional offices: one space for each 200 square feet of gross floor area for medical, clinical and dental offices or one space for each 300 square feet of gross floor area for other professional and business offices;

PMC 20.55.010 (23)

Retail commercial, general sales, personal service, shopping centers, malls and other similar establishments shall provide one space for each 300 square feet of gross floor area;

- Signage:

Requirements for signage in the UCX zone can be found in:

- PMC 20.60.047 Special provisions for the CCX, CMX, LMX, RMX, and UCX zones.

A separate sign permit is required for any proposed signs.

- Performance Standards (UCX):

PMC 20.21.040 (5)

Dog Kennel/Veterinary Clinics. Dog kennels, whether operated as accessory to another use (e.g., veterinary clinic) or as a stand-alone operation, shall meet the following performance standards:

(a) Dog impound areas shall be interior to the building only. Exterior impound kennels are prohibited.

(b) All such kennel areas shall be designed and operated in a manner so as to produce no offensive odor or noise detectable on off-site properties.

Building Review - Janelle Montgomery; (253) 770-3328; JMontgomery@PuyallupWA.gov

- Building Comments:

Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to project to the tenant finish out.

Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits. Currently the adoption of 2021 I-codes has been postponed until October 28, 2023.

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

Accessible parking and access to the public way will be required. For all accessible requirements the City adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard.

Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.

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

- • Comply with 2018 IFC and 2018 IBC or current code adoption
- Total coverage required in the city of Puyallup
- Separate permits required for Fire Alarm and Fire Sprinkler

Schedule your inspection online through the City of Puyallup online permit system. This is a request for inspection only. A date and time will be selected by Inspector depending on availability. Email prior to inspection for date and time. Fire Inspections are Monday – Thursday there will be no inspections on Fridays.

David Drake 253-864-4171 ddrake@puyallupwa.gov

Engineering Review - Anthony Hulse; (253) 841-5553; AHulse@PuyallupWA.gov

- Frontage Code:  
Non-residential Tenant Improvements
  - Any person or entity who constructs or causes to be constructed any nonresidential tenant improvement on an existing structure which is not an expansion of the building footprint shall construct frontage improvements when the remodel valuation exceeds \$500,000 and the proposed project meets the definition of "substantial improvement," as defined in PMC 11.08.120, based on the value of the commercial unit being remodeled. Nonresidential frontage improvements shall consist of curb, gutter, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage and alleys adjoining the property upon which such tenant improvements will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. Subject to the following conditions:
    - (a) Within the downtown business zones of CBD and CBD Core frontage improvements will be required when the value of remodel exceeds 75 percent of the value of the commercial unit being remodeled and exceeds \$500,000 remodel valuation.
    - (b) Remodel valuation will be given by the applicant on the application but may be verified by the city using usage types and costs based on square footage.
    - (c) Costs of business equipment and costs associated with seismic retrofits shall not count toward remodel valuation when calculating the requirement for frontage improvements. The applicant will provide documentation of the costs contemplated in this subsection in order for such costs to be deducted from the remodel valuation.
    - (d) Value of the commercial unit being remodeled will be calculated using the assessor's listed building valuation or a prorated valuation when connected to a larger structure. Land values shall be determined using assessor's listed land values.
    - (e) Scope of frontage improvements shall be capped at 10 percent of remodel valuation; however, this limit shall not apply to projects that have frontage improvement requirements imposed by a SEPA, CUP, or another mitigation or conditioning document. The unit cost of frontage improvement elements will be established by the city and posted on the city's website. The city will determine the priority of required frontage improvement elements when attempting to reduce the scope to stay under the cap.

Specific Frontage Requirements:

- Previously, the shopping complex had a “porkchop” at the entrance to the southern driveway approach along Meridian which has since been removed. The project will need to install a new “porkchop” for right-in and right-out turns only.
  - o The ADA ramps on either end of this driveway will need to be upgraded to meet ADA compliancy.
  - Any uplifted sidewalk panel, if any along 120th St E will be required to be replaced.
  - Upgrade the driveway approach along 47th Ave SE (by existing Pier 1 Imports sign) to meet city standards/ADA compliancy.
  
- WATER
  - Water Outside City Service Area:
    - Water to this site is to be provided by Tacoma Water Company. Applicant shall design and construct watermain to meet Tacoma Water Company. Applicant is responsible for verifying the required level of backflow protection with the water authority. Water connection fees and systems development charges shall be in accordance with Tacoma Water Company. The applicant shall provide a water availability letter prior to building permit issuance for the site. [RCW 19.27.097 & PMC 14.02.130]
    - Water to this site is to be provided by Tacoma Water Company. The applicant shall contact Tacoma Water Company to determine their water availability and standards for development. Applicant is responsible for verifying the required level of backflow protection with the water authority. Water connection fees and systems development charges shall be in accordance with Tacoma Water Company. The applicant shall provide a water availability letter prior to building permit issuance for the site. [RCW 19.27.097 & PMC 14.02.130]
    - Fire hydrants and other appurtenances such as Double Detector Check Valve Assembly (DDCVA) and Post Indicator Valve (PIV) shall be placed as directed by the Puyallup Fire Code Official.
  
- SEWER
  - Any proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
  - If any new connections are necessary, there is an existing 8” PVC main approximately 9-10’ deep. Additionally, there is a force main in the front of the building.
  - You may submit for a public records request to receive the sewer as-builts. In this records request, make sure to mention this is for Meridian Place. The following link will take you to the public records request: <https://cityofpuyallup.nextrequest.com/requests/new>
  
- STORMWATER
  - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 SWMMWW).
  
- FEES
  - Water and sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. To obtain credit towards water and sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the

removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030, PMC 14.02.040]

- Stormwater system development fees are due at the time of civil permit issuance for commercial projects and at the time of building permit issuance for single family or duplex developments and do not vest until time of permit issuance. Fees are increased annually on February 1st. The City will assess the amount of existing credits applied to the project based on how many credits the property is currently being billed for. [PMC 14.26.070]

?Sewer

- A sanitary sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$6,344.00 for the first 15 plumbing fixture units and an additional charge of \$425.05 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

?Stormwater

- A Stormwater Systems Development fee will be assessed for each new equivalent service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is \$4,013.00 per ESU.

Engineering Traffic Review - Mieco Hutchens; (253) 841-5430; mhutchens@puyallupwa.gov

- Traffic scoping worksheet will be required. The City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. The project trips shall be rounded to the nearest tenth.

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

The city has adopted a City-Wide Traffic Impact Fee. The project's proportionate share to this fee program would be determined when the traffic scoping worksheet has been submitted. The \$4,500 traffic impact fee per PM peak hour trip shall be paid prior to building permit issuance.

If frontage improvements are required per PMC 11.08.135 - The City will require reconstruction of a left turn restricting treatment at the southern most driveway access to SR 161/ S Meridian. This treatment was previously required by the City and must be reinstalled.

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

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

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's master document list](#). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

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

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

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