



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

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www.cityofpuyallup.org

November 01, 2023

Imad Bahbah
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 Kent, WA 98032

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLPSP20230072
PROJECT NAME	Puyallup Medical Office Building
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	4 levels of medical / general office floors over 2 levels of structured parking. Event space and retail also included.
SITE ADDRESS	1617 S MERIDIAN, PUYALLUP, WA 98371;
PARCEL #	7790000140;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20220159
APPLICATION DATE	June 25, 2023
APPLICATION COMPLETE DATE	August 14, 2023
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	N/A – Active permit application, not approved
CONDITIONS	Active permit application, not approved; Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter. DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City’s adopted development standards and codes.

Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active. The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.

The City has completed the review of the above-mentioned permit submittal. All of your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

Re-submittal Instructions

To resubmit, you must respond to all comments in a written response letter and submit a letter of transmittal. Letter of transmittal and response letter must be submitted to the 'Correction Response Letter' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center at permitcenter@puyallupwa.gov.

- 1 Log in to your permits portal and navigate to the [status page](#) for this permit. Under the 'Upload Documents' section, select 'click here to upload document'.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document.
- 3 Click 'Upload Documents' at bottom of the page.

How to use this letter

This review letter includes two sections: **“Corrections”** and **“Conditions”**.

The **“Corrections”** section includes all items that the applicant must address to comply with the Puyallup Municipal Code (PMC) and city standards. Items listed in under **Action Items** require a resubmittal under this permit for further review by the Development Review Team (DRT); your application is not approved. Please make those updates to the proposed plans and resubmit for review. Please include a response letter outlining how you have revised your proposal to meet these items for ease of plan check by DRT members.

The **“Conditions”** are items that will govern the final permit submittal(s) for the project. Please be aware that these conditions will become conditions of the final permits and/or recommendations to the Hearing Examiner, if applicable.

If you have questions regarding the action items or conditions outlined in this letter, please contact the appropriate staff member directly using the phone number and/or email provided.

Corrections

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

- SEPA Checklist
 1. One public comment was received via e-mail by a neighboring property owner, Tim Rector at 1703 S Meridian. He expressed concern that there is not enough parking for the size of the building being proposed and that there are already issues with parking in the area. Mr. Rector has suggested there be a covenant placed on the building that allows for only so much medical office space to match the current parking requirements or to reduce the size of the building. He is concerned that if the entire building is proposed to be medical use, then people would start to park in his parking lot at 1703 S Meridian. Please review his full comment response under Documents & Images and provide a response in your re-submittal.

- Additional Submittal Item Required: Existing trees on the site which are larger than 15" in Diameter at Breast Height (DBH) are considered to be 'significant trees' and must be retained, where possible. If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application and civil construction permit landscape plan. Any significant trees healthy enough to be retained in planned or required landscape areas shall be retained and shown on the landscape plans. See Vegetation Management Standards Plan Page 19 for criteria for significant tree retention. This report is required regardless if they are going to be torn down to build out the site.

- Per PMC 20.30.045 (1) - Exterior Mechanical Devices: Large mechanical equipment shall be screened from surrounding residentially zoned properties and public rights-of-way. Minor utility equipment, such as small generators, utility meters, air conditioners, or junction boxes, which are less than three and one-half feet in height, shall be exempt from screening requirements. Alternative methods for screening may include the use of building or parapet walls, sight-obscuring fencing and/or landscaping, equipment enclosures, consolidation and orientation of devices towards the center of the rooftop, and/or the use of neutral color surfaces.
[site plan, A1.0]

- Per PMC 20.30.045
 (12) Pedestrian Access and Circulation. Pedestrian walkways shall be constructed to provide safe, convenient and direct access between building entrances, transit facilities, passenger loading areas, public sidewalks, adjacent properties and pedestrian plazas. All parking lots which contain more than 90,000 square feet of paved area including driveways and traffic aisles shall include clearly defined pedestrian routes from parking stalls to main building entrances. All required walkways shall meet the following minimum requirements:
 - (a) All walkways shall be a minimum of five feet wide with no encroachments (vehicle overhangs, displays, etc.) permitted;
 - (b) All walkways shall be handicapped accessible and comply with the Washington State Barrier Free Design Standards;
 - (c) All walkways shall be delineated by painted markings, distinctive pavement, or by being raised a minimum of six inches above the parking lot pavement;
 - (d) Walkways within parking lots shall be located along major access corridors (primary driveway entrances between primary building entrances, etc.); and
 - (e) Walkways within parking lots shall be integrated into interior landscape areas, whenever possible, to separate pedestrian access and vehicular travel routes.
- The City's Vegetation Management Standards Manual (VMS) outlines specific treatment "types" that are required to be adhered to, dependent upon the yard area the landscaping is located within. Landscaping will be reviewed further as part of the final landscape plan required to be submitted with the civil permit application. See the VMS, sections 13 and 14 for full details on what each landscape treatment type requires. The VMS can be downloaded here:
<https://www.cityofpuyallup.org/puyallupvms>

Front (west): Type IIa
 Street side (north): Type IIa
 Interior side (south): Type IIIb
 Rear (east): Type IIIa

- Elevations and plans are not consistent. Please adjust both to portray what is being proposed. Will this area on the SE corner be walled off and include steel doors for the trash enclosure as shown on page 2 of the elevation plans or will it be open as shown here? [elevations, A5.0]
- The planning director does not approve the proposed 20% parking reduction for native landscaping in the courtyard. More parking will need to be provided or the square footage of proposed uses will need to decrease. [site plan, A0.0]
- To avoid conflicts between underground and overhead utilities and trees as the grow

and mature, please review the VMS tree installation standards table for required distances from various utilities and improvements.

- Only 131 stalls are required [site plan, A0.0]
- Per PMC 20.30.045 (7), trash and recycling receptacles shall be screened from adjacent properties and public right-of-ways by an opaque visual barrier no lower than the highest point of the receptacles. [site plan, A2.0]
- Include proposed retaining wall and details on landscape plans including height, setback, etc. See PMC 20.58.005 (2) for more information regarding standards for retaining walls for rear and side property lines. [landscape plan, L-1]
- Per PMC 20.30.037 (2)(c)(ii) an outdoor cafe may project into the required front or street side yard landscape buffer by a maximum of 6ft. A pathway from the sidewalk to the cafe through the landscape area would be allowed. [landscape plan, A1.0]
- The maximum building height in this zone is 50ft. Please calculate the height of the structure and provide the calculation on the elevation plans. The City determines height as follows:

The vertical distance from the lower of the finished average adjoining grade to the top of a flat roof, the crown of a mansard roof, or to the mean height between the eaves and ridge of a gable, hip, gambrel or similar pitched roof. The ridge of a gable, hip, gambrel or similar pitched roof shall not extend over eight feet above the specified maximum height limit. Church steeples, chimneys, elevator penthouses, vents and similar enclosures or equipment shall not be considered for the purpose of determining building or structure height, as long as such enclosures or equipment do not cover a significant portion of the roof area.

“Adjoining grade” means the ground level at a given point adjacent to a structure.

“Adjoining grade, average” means a single reference elevation which indicates the average grade or ground level of the perimeter of a structure, based on the sum of the existing or finished grade elevations, whichever is lower, which are adjacent to an exterior wall. Average adjoining grade (A.A.G.) is calculated by the following:

$$\text{A.A.G.} = \text{SUM}(\text{AE} \times \text{WL}) / \text{SUM WL}$$

where AE is the average ground elevation between each two-foot contour line adjacent to the perimeter of the structure or part of structure for which the A.A.G. is being calculated; and where WL is the wall length between each two-foot contour line described above.

- Per PMC 20.26.300 (1)(c) Roofline Modulation. If the continuous roofline exceeds 50 feet in length on a building with a flat, gabled, hipped or similar roof, or on a roofline with slopes of less than three feet vertical to 12 feet horizontal, the following methods shall be used:

- (i) The height of the visible roofline must change at least four feet if the adjacent roof segments are less than 50 feet in length.
- (ii) The height of the visible roofline must change at least eight feet if the adjacent roof segments are 50 feet or more in length.

Please re-submit plans meeting this requirement.

- Per PMC 20.26.300 (3)(b)(i), the pedestrian-oriented plaza spaces in front of the building shall be covered by awnings covering at least 6ft of the plaza space for the entirety of the plaza length. Please resubmit plans with the awning spanning the entire length of the plaza area on both the north and west side. [elevations, A4.1]
- If the maximum height of the building is exceeded, then the proposed wall planes may be exceeding what is allowed in PMC 20.26.300 (1) Building Wall and Roof Modulation. In a separate comment, I requested that the height calculation be shown on the plans. If the proposed elevations must change in order to meet maximum height, please also update elevations to reflect and meet PMC 20.26.300 (1) (a) and (b)

PMC 20.26.300 (1)

All buildings which contain two or more stories or have a building footprint of more than 10,000 square feet or which have any façade length greater than 100 feet, and which will be visible from a public street or residential zone for more than three years beyond the date of construction completion, shall use the following elements and features in design and construction of the building:

(a) Wall Plane Proportions. No wall plane visible from any public right-of-way shall be wider than two and one-half times the height of the wall plane. (A wall plane is a flat vertical surface on a building façade, which may include doors, windows, openings, or other incidental recessions that do not extend through to the roofline.)

(b) Horizontal Modulation. All building walls shall provide horizontal modulation consistent with the following standards:

- (i) The maximum allowable horizontal length of a building wall between modulations is 100 feet;
- (ii) The minimum depth of each modulation is 10 feet; and
- (iii) The minimum width of each modulation is 15 feet.

[elevations, A4.1]

- Per PMC 20.26.300 (2) (a) Any wall or portion of a wall which is visible from a public street or residential zone and contains at least 400 square feet of surface area without any window, door, building wall modulation or other architectural feature shall screen or treat the wall using at least two of the methods or techniques found in PMC 20.26.300 (2)(a)(i-iii) [elevations, A4.0]
- 6ft wide perimeter landscape buffer is required. Please adjust all plans accordingly.

[landscape plan, A1.0]

- Please see Documents & Images for the full comment letters from Agencies in response to the Notice of Application:

- Department of Ecology (NOA Response - ECY Comments 08302023)
- Nisqually Indian Tribe (NOA Response - Nisqually Indian Tribe 08242023)
- Squaxin Island Tribe (NOA Response - Squaxin Island Tribe 08222023)

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

- 1. Plans need to be complete with all building, plumbing, mechanical, energy code and accessibility requirements items on plans.
- 2. Provide Building Area calculations per section 506 to meet Table 506.2 with Washington State Amendments for total allowable square footage.
- 3. Need to submit all truss specs with building permit application if applicable.
- 4. Currently we are using all the 2018 codes and the many Washington State Amendments adopted February 1, 2021. Currently has been extended to March 14, 2024 for complete submittal.
- 5. Need to show the required infrastructure for the electric charging stations, INDICATED IN PARKING CALCULATIONS ALL REQUIRED EV PARKING REQUIREMENTS. REFERENCE WAC 51-50-0429 FOR 2021 AS SIGNIFICANT CHANGES WILL BE WITHIN THE ADOPTION OF THE 2021 I-CODES ANTICIPATED MARCH 15, 2023. REFERENCE TABLE 429.2 FOR ALL EV REQUIREMENTS BY OCCUPANCY GROUP. SEE COMMENT PAGE A0.0
- 6. Clearly define all fire rated assemblies on the plans and provide UL details for construction and inspections.
- 7. All electrical is through the department of L & I electrical division.
- 8. Need to define all required accessible parking spaces and the accessible route to the public way on the site plans.

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

- 1. A 75' Fire Lane No Parking area will be required in front of the building on 17th Ave SE. Curb will be required to be painted red with Fire Lane No Parking signs. Show on site plan.
- 2. The F.D.C, P.I.V, and a new Fire Hydrant will be required to be placed in the landscape on 17th Ave SE. These shall be placed in the 75' fire lane zone. The F.D.C is required to be within 10-15' of the Fire Hydrant. Show locations on site plan.

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

- Provide a sheet index for the plan set. [site plan, pg 1]
- Provide the engineering firm name and contact information within the preliminary plan sheets. [site plan, pg 1]
- Provide the north arrow. [site plan, pg 3]

- Include Figure I-3.5: Flow Chart for determining wetland protection level requirements. Continuous modeling will be necessary to ensure the hydroperiod of the wetland remains unaltered. [drainage report, pg 9]
- Show water, sewer and stormwater mains within 17th Ave SE and South Meridian. [site plan, pg 3]
- Provide right of way widths for both 17th Ave SE and South Meridian. [site plan, pg 3]
- Trash enclosures must meet city design standard 208.1. Revise accordingly. [site plan, pg 3]
- Provide additional spot elevations for the proposed driveway approach. The maximum allowed slope is 10%. [site plan, pg 3]
- Denote the entrances to the building. Hi-light the pedestrian access route(s) from the public right of way to the building. [site plan, pg 3]
- Provide a detail for the proposed detention system. [site plan, pg 4]
- Provide IE's for the proposed detention system and downstream connection. Will the project have to pump stormwater? [site plan, pg 4]
- Provide an oil-water separator for the underground parking. The OWS will need to be connected to sanitary sewer. [site plan, pg 4]
- The soil and groundwater conditions on page 2 of the geotech report is missing a majority of the letters and illegible. Revise for the resubmittal. [geotech report, pg 2]
- The post-developed conditions for the map on page 17 state the pervious area is 0.262 acres. Revise accordingly. [drainage report, pg 17]
- Include a bypass basin for the frontage improvements along 17th Ave SE. [drainage report, pg 17]
- Revise the impervious areas to match the post-developed conditions per the map/table on page 16 of the stormwater report. [drainage report, pg 18]
- Callout/add to the legend the existing street light on the existing and proposed plans. [site plan, pg 2]
- Callout the existing bus stop sign. [site plan, pg 2]
- Include the parcel number: 7790000140. [site plan, pg 2]
- Show the project connecting into the existing curb, gutter and sidewalk to the east. [site plan, pg 3]
- Provide additional WWHM modeling showing the wetland hydroperiod remaining unaltered per the DOE's criteria. [drainage report, pg 17]
- Provide horizontal and vertical datums for the survey. Vertical datums should be NAVD 88. [site plan, pg 2]
- Will this be a rollout trash can like a single family residence or a larger trash enclosure? [site plan, pg 3]
- Provide the dimensions of the proposed detention vault. The WWHM calculation determined a 28'X74'X7' vault. [site plan, pg 4]
- Include the total square footage of the impervious area. [site plan, pg 3]
- Clearly denote the property line and add the linetype to the legend. [site plan, pg 2]
- Add DP-1 and DP-2 to to the legend. [site plan, pg 2]

150' from the light at the intersection of Meridian and 17th Ave SE. [site plan, pg 3]

- What kind of food if any will be cooked within the Deli? Grease Interceptors are required for projects exceeding 100 mg/l of oil and grease discharge. [site plan, pg 4]
- Walls greater than 4' must apply for a building permit. [site plan, pg 4]
- The existing driveway approach in this location will need to be removed as part of the development. (site plan, pg 2]

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

- Traffic Scoping Comments:

The scoping worksheet needs to use gross floor area for estimating trip generation per ITE.

This site not located within the Good Samaritan Hospital campus and is not immediately adjacent to campus property. Use the stand-alone rates for LUC 720.

Per ITE, there are no pass-by trips for LUC 720. Please recalculate trip generation by removing pass-by rates for this land use.

The scoping worksheet assumptions are not consistent with architect drawing package

Day spa, event space, have not been accounted for. All land uses must be included in trip generation calculations.

Need more information on possible end user of retail space. Application describes as "future tenant space for either retail or service-type business: There's a lot of variability within this type of land uses.

- General Comments:

Traffic scoping worksheet will be required for this project. 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. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. The project trips shall be rounded to the nearest tenth. Trip credits would be allowed for any existing development.

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

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

Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

Based on the materials submitted, 17th Ave SE along the site shall consist of 34-foot street with curb and gutter, sidewalk, wheelchair ramps (where applicable), street trees and streetlights in a 60-foot right-of-way (ROW). The improvements shall be measured from street centerline. City standard streetlights can likely connect with existing junction box on the SE corner of S Meridian/17th Ave SE.

Frontage improvements on 17th Ave SE will require 4ft wide x 10ft long tree cutouts (with Silva cells) with a 8ft wide clear walking path (12ft wide frontage overall). Please coordinate with Engineering/Planning on specific details.

Engineering may required an AMR (Alternative Methods Request) for the proposed frontage on S Meridian (maintain 8ft wide sidewalks).

Commercial driveway shall be minimum 30ft wide.

No dumpster storage/staging in ROW

Entering sight distance analysis required (per City standards). Based on preliminary site plan, there appear to be multiple sight obstructions along S Meridian frontage. Analysis (horz + vertical) must confirm design will not have any sight obstruction

At the time of civil permit review provide a separate street lighting sheet for the city to review.

Remove existing curb cut along S Meridian

See Fire comments regarding 75 foot Fire/Emergency on-street refuge area along 17th Ave SE frontage. This area will be placed between S Meridian and driveway. The property owner/operator will be required to maintain required FIRE signage/curb paint as necessary in perpetuity.

Align driveway with the clinic across the street (their eastern driveway). Verify centered driveway on site plan.

On site plan resubmittal, show details of existing 17th Ave SE frontage on the north side (curb alignment/offset, driveways, etc)

- Parking:

Current proposal does not have adequate parking spaces

Calculate required parking spaces assuming building will be utilized as a medical office building (100%)

How will the applicant/owner restrict the future use of building. Additional medical office sqft would not be allowed in the future if adequate parking is not provided. Current proposal is only 9,663 sqft of medical office.

Conditions

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publically visible location.	Planning Division	Resolved
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved
	The proposed event space parking will be dedicated for use after business hours or on weekend. Therefore, parking for the event space will be shared with the parking required for the proposed daily uses.	Planning Division	Open
		Traffic Division	Open

Sincerely,

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