



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20230128

DATE: January 19, 2024

TO: Sherri Miller

PROJECT NAME: Meridian Place Facade Scope

PROJECT DESCRIPTION (as provided by applicant): As a part of a facade maintenance project the property owner would like to proceed with the completion of the exterior facade updates that were started in 2019. Only a portion was completed at the time and now the proposal is to perform the rest of the design updates as the maintenance work is done.

SITE ADDRESS: 4301 S MERIDIAN, Unit: A, PUYALLUP, WA 98373;

Thank you for submitting your proposal to 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 is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the staff member listed directly above the notes with any specific questions. 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 [\[permits portal\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions – Pre-Application Meeting Request

You have 30 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application.

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.

- 1 Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 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. Click 'Upload Documents' at bottom of the page.
- 3 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section. We look forward to working with you on the completion of this project. The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the UCX zone district and the Comprehensive Plan designated area. Consult PMC 20.31 for zone specific standards. The property is also located in the mixed use design review overlay area. Consult PMC 20.52 for design review standards.
- Design Review #P-18-0169 was an administrative design review under the Mixed Use Design review overlay PMC 20.52. This design review was approved on 3/14/2029. This code section has not been changed in any way since 2017. Therefore, any building permit applied for which would execute the design review already approved under permit #P-18-0169 would not have to undergo any further design review (assuming that it is applied for before any substantial changes to the applicable design review code section were undertaken). At this time, there are no plans to make any changes to the Mixed Us Design Review code section.
- The proposed scope of work would not change any use of the building, so no additional parking requirement analysis was performed. No additional site changes are proposed so no landscaping or critical area requirements are triggered.

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

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- 1) At this point in the process no specific building comments as there is no specific information to consider at this time.
- 2) Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans.
- 3) Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits. Currently the 2021 I-codes will be adopted March 15, 2024. If a completed application submitted after March 14, 2024 will require design with 2021 I-codes.
- 4) All electrical is permitted by the Washington State Department of L & I.
- 5) For all accessible requirements the City of Puyallup currently adopted the 2018 IBC / WAC 51-50 and the ICC A117.1-2009 standard until March 15, 2024.
- 6) 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

- 1. Fire Sprinkler will be required for moving or adding Fire Sprinkler heads.
- 2. A Fire Alarm permit will be required for testing visual devices prior to final for compliance.
- 3. Building address and or suite numbers / letters will need to be in place prior to final.

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

- Frontage Code:
 - I agree with the submitted Frontage Improvements Analysis. The proposed scope of work will not trigger a substantial improvement, thus frontage will not be required.

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.
- WATER
 - The proposed scope of work does not show any adjustment to existing water for the site.
 - Any proposed connection to the City water system shall be designed and constructed to current City standards. [PMC 14.02.120]
 - SEWER
 - The proposed scope of work does not show any adjustment to existing sewer for the site.
 - Any proposed connection to the City sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
 - STORMWATER
 - The current proposal does not trigger a formal stormwater plan or review.
 - If the scope of work changes and exceeds 2,000SF or more of new plus replaced hard surfaces, the 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]

Water

- A water system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$5,218.00 for the first 15 fixture units and an additional charge of \$349.61 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

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.

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).

- 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.*